

1. How to make changes to the basic settings in the system like lists of subjects that are pre-defined?

OR

How to add a new subject in the existing lists of subjects and view blocked list of subjects?

To make changes to the basic settings in the system like lists of subjects that are pre-defined, to add a new subject in the existing lists of subjects and view blocked list of subjects, go to **My Basic Settings** Menu.

- [Access](#)

The first path is by going to **My Basic Settings** menu which is the 9th option in the center tab. After taking the user cursor to the **My Basic Settings** the user will see a drop-down menu coming. Clicking on the **2nd** option of the drop-down menu which is the **Subject Tally** will redirect the user to the **Existing Active List of Subjects** page.

Another way the user can perform the **same action** is by going to the **Controller** menu and the user will see a drop-down menu coming. Under the **Main Control** tab, the user can see the **6th** option on the right column which is the **My Basic Settings** button.

Another way the user can perform the **same action** is by going to the **My Control Panel**, which is just below to the Home button. Clicking on the **12th** option which is **My Basic Panel** will redirect the user to the **Existing Active List of Subjects** page.

- [Data Entry](#)

Now the user will be redirected to the **Existing Active List of Subjects** page.

Add New Subject	View Block Subject List
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Existing Active List of Subject:

RANK	CODE	Subject Name	Subject Nick	Display Order	Commands		
*Serial No.	*Code assigned to the Subject	*name of the subject	*nickname assigned to the subject	*the display order of the subject in the Entry menus	<table border="1"><tr><td>Edit</td><td>Block</td></tr></table>	Edit	Block
Edit	Block						

To **Add a New Subject** click on the button **Add New Subject** above the existing active list of subjects. Clicking on the **Add New Subject** will redirect the user to a new menu.

Basic Editor Panel

SUBJECT COMPLETE INFORMATION:-

Subject Name:	*Enter the name of the new subject
Subject Nickname:	*Enter the nickname for the new subject
Display Order:	*Enter the display order for the subject

After making entries in the necessary fields the user can click on **Add New Subject** to add the new subject and click on **Cancel** to cancel the entry of the new subject.

Add New Subject	Cancel
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Various Commands

Edit: To edit the details of a subject like subject code, nickname or order of the subject, click on Edit under commands. This will take the user to the Subject Complete Information menu where the user can make suitable changes as required.

Block: To block a pre-existing subject click on **Block** under commands to block the existing subject. This will bring a warning message asking “Do you want to Block Subject (Subject Name) ID: Subject Code “. Confirming with yes will take the blocked subject to Existing Block list of subject and a message will be shown saying “ Subject Name (subject code) is blocked”.

To view, the Blocked List of Subjects, click on **View Block Subject List** above the existing active list of subjects. Clicking on the **View Block Subject List** will redirect the user to a new menu.

Now the user will be redirected to the **Existing Block List of Subjects** page.

Add New Subject	View Active Subject List
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Existing Block List of Subject:

RANK	CODE	Subject Name	Subject Nick	Display Order	Commands		
*Serial No.	*Code assigned to the Subject	*name of the subject	*nickname assigned to the subject	*the display order of the subject in the Entry menus	<table border="1"> <tr> <td>Edit</td> <td>Active</td> </tr> </table>	Edit	Active
Edit	Active						

Various Commands

Edit: To edit the details of a subject like subject code, nickname or order of the subject, click on Edit under commands. This will take the user to the Subject Complete Information menu where the user can make suitable changes as required.

Active: To active a blocked subject click on **Active** under commands to activate the existing subject. This will bring a warning message asking “Do you want to active Subject (Subject Name) ID: Subject Code “. Confirming with yes will take the unblocked subject to the Existing active list of subjects.

2. How to make changes to the basic settings in the system like groups of subjects that are pre-defined?

OR

How to add a new group of subjects in the existing groups of subjects and view blocked groups of subjects?

To make changes the basic settings in the system like groups of subjects that are pre-defined or to add a new group of subjects in the existing groups of subjects and view blocked groups of subjects, go to **My Basic Settings** Menu.

- [Access](#)

For access information to **My Basic Settings** refer to question no.1. After going to My basic settings menu, click on the 3rd option which is **Subject Group Detail**.

- [Data Entry](#)

Now the user will be redirected to the **Existing Active List of Subjects** group page.

Add New Subject Group	View Block Subject Group List
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Existing Active List of Subject Group:

RANK	CODE	Subject Group Name	Subjects	Commands		
*Serial No.	*Code assigned to the Subject	*name of the group of the subject	*all the subjects in the group	<table border="1"> <tr> <td>Edit</td> <td>Block</td> </tr> </table>	Edit	Block
Edit	Block					

To **Add a New Subject Group**, click on the button **Add New Subject Group** above the existing active list of subjects group. Clicking on the **Add New Subject group** will redirect the user to a new menu.

Basic Editor Panel

SUBJECT GROUP COMPLETE INFORMATION:-

SUBJECT GROUP NAME:	*the name that the user will be assigning to the subject group.
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Subjects

Mark/Unmark

	Subject 1
	Subject 2
	Subject 3
	Subject 4

- .
- .
- .

	Subject N
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After making entries in the necessary fields and marking the subjects for the group the user can

click on **Add New Subject Group** to add the new subject and click on **Cancel** to cancel the entry of the new subject group.

Add New Subject Group	Cancel
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Various Commands

Edit: To edit the details of a subject group like subject code, the subjects in the group, click on Edit under commands. This will take the user to the Subject Group Complete Information menu where the user can make suitable changes as required.

Block: To block a pre-existing subject group click on **Block** under commands to block the existing subject group. This will bring a warning message asking “Do you want to Block Subject group (Subject group Name) ID: Subject group Code “. Confirming with yes will take the blocked subject group to Existing Block list of subject group and a message will be shown saying “ Subject group Name (subject group code) is blocked”.

To view, the Blocked List of Subjects, click on **View Block Subject List** above the existing active list of subjects. Clicking on the **View Block Subject List** will redirect the user to a new menu.

Now the user will be redirected to the **Existing Block List of Subjects** page.

Add New Subject	View Active Subject List
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Existing Block List of Subject group :

RANK	CODE	Subject Group Name	Subjects	Commands		
*Serial No.	*Code assigned to the Subject	*name of the group of the subject	*all the subjects in the group	<table border="1"> <tr> <td>Edit</td> <td>Active</td> </tr> </table>	Edit	Active
Edit	Active					

Edit: To edit the details of a subject group like subject code, the subjects in the group, click on Edit under commands. This will take the user to the Subject Group Complete Information menu where the user can make suitable changes as required.

Active: To activate a blocked subject group click on **Active** under commands to activate the existing subject group. This will bring a warning message asking “Do you want to active Subject

group (Subject group Name) ID: Subject group Code “. Confirming with yes will take the unblocked subject group to the Existing active list of subject groups.

3. How to make changes to the basic settings in the system like lists of classes that are pre-defined?

OR

How to add a new class in the existing lists of classes and view blocked classes as well?

To make changes the basic settings in the system like lists of classes that are pre-defined or to add a new class in the existing lists of classes and view blocked classes as well, go to **My Basic Settings** Menu.

- [Access](#)

For access information to **My Basic Settings** refer to question no.1. After going to My basic settings menu, click on the 4th option which is **Class Listing**.

- [Data Entry](#)

Now the user will be redirected to the **Existing Active List of Class** page.

Add New Class	View Block Class List
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Existing Active List of Class:

RANK	CODE	Class Name	Class Fee	Class Level	Commands		
*Serial No.	*Code assigned to the Class	*name of the class	*fee assigned for the class	*The hierarchy between different class	<table border="1"><tr><td>Edit</td><td>Block</td></tr></table>	Edit	Block
Edit	Block						

To **Add a New Class**, click on the button **Add New Class** above the existing active list of Class. Clicking on the **Add New Class** will redirect the user to a new menu.

Basic Editor Panel

CLASS COMPLETE INFORMATION:-

Class Name:	*Enter the name of the new class
Class Fee:	*Enter the fee that has to be deposited for the class
Class Level:	*Enter the hierarchical level of the class

After making entries in the necessary fields the user can click on **Add New Class** to add the new class and click on **Cancel** to cancel the entry of the new class.

Add New Class	Cancel
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Various Commands

Edit: To edit the details of a class like class name, class fee or class level, click on Edit under commands. This will take the user to the Class Complete Information menu where the user can make suitable changes as required.

Block: To block a pre-existing class click on **Block** under commands to block the existing class. This will bring a warning message asking "Do you want to Block Class (Class Name) ID: Class Code ". Confirming with yes will take the blocked Class to Existing Block list of class and a message will be shown saying " Class Name (Class code) is blocked".

To view, the Blocked List of Class, click on **View Block Class List** above the existing active list of classes. Clicking on the **View Block Class List** will redirect the user to a new menu.

Now the user will be redirected to the **Existing Block List of class** page.

Add New Class	View Active Class List
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Existing Block List of Class:

RANK	CODE	Class Name	Class Fee	Class Level	Commands
*Serial No.	*Code assigned to the Class	*name of the class	*fee assigned for the class	*The hierarchy between different class	

					<table border="1"> <tr> <td>Edit</td> <td>Active</td> </tr> </table>	Edit	Active
Edit	Active						

Various Commands

Edit: To edit the details of a class like class name, class fee or class level, click on Edit under commands. This will take the user to the Class Complete Information menu where the user can make suitable changes as required.

Active: To activate a blocked Class click on **Active** under commands to activate the existing class. This will bring a warning message asking “Do you want to active class (class Name) ID: Class Code “. Confirming with yes will take the unblocked class to the Existing active list of classes.

4. How to make changes to the basic settings in the system like lists of sections that are pre-defined?

OR

How to add a new section in the existing lists of sections and view blocked sections as well?

To make changes the basic settings in the system like lists of sections that are pre-defined or to add a new section in the existing lists of sections and view blocked sections as well, go to **My Basic Settings** Menu.

- [Access](#)

For access information to **My Basic Settings** refer to question no.1. After going to My basic settings menu, click on the 5th option which is **Section Listing**.

- [Data Entry](#)

Now the user will be redirected to the **Existing Active List of Section** page.

Add New Section	View Block Section List
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Existing Active List of Section:

RANK	CODE	Branch Name	Class Name	Section Name	Promotion	Count	Seats	Section Incharge	Commands		
*Serial No.	*Code assigned to the Section	*name of the Branch under which the class exists	*name of the class under which the section exists	*name of the Section	*the promoted section code	*count	*no. Of seats	* the student code of the student in-charge	<table border="1"> <tr> <td>Edit</td> <td>Block</td> </tr> </table>	Edit	Block
Edit	Block										

To **Add a New Section**, click on the button **Add New Section** above the existing active list of Section. Clicking on the **Add New Section** will redirect the user to a new menu.

Basic Editor Panel

SECTION COMPLETE INFORMATION:-

BRANCH NAME:	*select panel
CLASS NAME:	*select class
SECTION NAME:	*name the section for the name
PROMOTION:	*the promoted section code
SEATS:	*no. Of seats
SECTION INCHARGE:	* the student code of the student in-charge

After making entries in the necessary fields the user can click on **Add New Section** to add the new section and click on **Cancel** to cancel the entry of the new section.

Add New Section	Cancel
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Various Commands

To know about various commands refer to previous questions, the process is somewhat similar. To view, the Blocked List of Section, click on **View Block Section List** above the existing active list of Section. Clicking on the **View Block Section List** will redirect the user to a new menu.

Now the user will be redirected to the **Existing Block List of section** page.

Various Commands

To know about various commands refer to previous questions, the process is somewhat similar.

5. How to make changes to the basic settings in the system like details of accounts that are pre-defined?

OR

How to add a new account in the existing lists of accounts and view blocked accounts as well?

To make changes the basic settings in the system like details of accounts that are pre-defined or to add a new account in the existing lists of accounts and view blocked accounts as well, go to **My Basic Settings** Menu.

- [Access](#)

For access information to **My Basic Settings** refer to question no.1. After going to My basic settings menu, click on the 6th option which is **Account Catalog**.

- [Data Entry](#)

Now the user will be redirected to the **Existing Active List of Account** page.

Add New Account	View Block Account List
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Existing Active List of Account:

RANK	CODE	Name	Address	Detail	Commands		
*Serial No.	*Code assigned to the Account	*name of the account	*address of the account	*details of the account	<table border="1"><tr><td>Edit</td><td>Block</td></tr></table>	Edit	Block
Edit	Block						

To **Add a New Account**, click on the button **Add New Account** above the existing active list of charges. Clicking on the **Add New Account** will redirect the user to a new menu.

Basic Editor Panel

ACCOUNT COMPLETE INFORMATION:-

Name:	
Address:	
Details:	

After making entries in the necessary fields the user can click on **Add New Account** to add the new account and click on **Cancel** to cancel the entry of the new account.

Add New Account	Cancel
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Various Commands

To know about various commands refer to previous questions, the process is somewhat similar.

To view, the Blocked List of Account, click on **View Block Account List** above the existing active list of Account. Clicking on the **View Block Account List** will redirect the user to a new menu.

Now the user will be redirected to the **Existing Block List of account** page.

Various Commands

To know about various commands refer to previous questions, the process is somewhat similar.

6. How to make changes to the basic settings in the system like student charges that are pre-defined?

OR

How to add a new student charge in the existing lists of student charges and view blocked charges as well?

To make changes to the basic settings in the system like student charges that are pre-defined or to add a new student charge in the existing lists of student charges and view blocked charges as well, go to **My Basic Settings** Menu.

- [Access](#)

For access information to **My Basic Settings** refer to question no.1. After going to My basic

settings menu, click on the 7th option which is **Student Charges**.

- [Data Entry](#)

Now the user will be redirected to the **Existing Active List of Charges** page.

Add New Charges	View Block Charges List
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Existing Active List of Charges:

RANK	CODE	Charges Name	Charges Nickname	Default Amount	Order	Type	Commands
*Serial No.	*Code assigned to the Charge	*Name of the Charge	*Nickname of the Charge	*the amount charged for default	*the order in which the charge comes up	*the type of charge- i.e- Monthly Auto,Once, Refundable	<input type="button" value="Block"/>

To Add a **New charge**, click on the button **Add New Charge** above the existing active list of Charges. Clicking on the **Add New Charges** will redirect the user to a new menu.

Basic Editor Panel

CHARGES COMPLETE INFORMATION:-

CHARGES TYPE:	
CHARGES NAME:	
CHARGES NICK:	
DEFAULT AMOUNT:	
ORDER:	

After making entries in the necessary fields the user can click on **Add New Charges** to add the new charges and click on **Cancel** to cancel the entry of the new charges.

Add New Charges	Cancel
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Various Commands

To know about various commands refer to previous questions, the process is somewhat similar.

To view, the Blocked List of Charges, click on **View Block Charges List** above the existing active list of Charges. Clicking on the **View Block Charges List** will redirect the user to a new menu.

Now the user will be redirected to the **Existing Block List of Charges** page.

Various Commands

To know about various commands refer to previous questions, the process is somewhat similar.

7. How to make changes to the basic settings in the system like Product lists that are pre-defined?

OR

How to add a new product in the existing lists of Product and view blocked Product as well?

To make changes to the basic settings in the system like Product Catalog that are pre-defined or to add a new product in the existing lists of Product and view blocked Product as well, go to **My Basic Settings** Menu.

- [Access](#)

For access information to **My Basic Settings** refer to question no.1. After going to My basic settings menu, click on the 8th option which is **Product**.

- [Data Entry](#)

Now the user will be redirected to the **Existing Active List of Products** page.

Add New Product	View Block Product List
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Existing Active List of Product:

RANK	CODE	Category	Product Name	Description	Purchase Price	Sale Price	Stock	Commands		
*Serial No.	*Code assigned to the Product	*category of the product	*Name of the product	*Product Description	*Purchase Price of the Product	*Sale Price of the Product	*No. Of Stock	<table border="1"><tr><td>Edit</td><td>Block</td></tr></table>	Edit	Block
Edit	Block									

To Add a **New product**, click on the button **Add New Product** above the existing active list of Charges. Clicking on the **Add New Product** will redirect the user to a new menu.

Basic Editor Panel

PRODUCT COMPLETE INFORMATION:-

CATEGORY NAME:	
PRODUCT NAME:	
DESCRIPTION:	
PURCHASE PRICE:	
SALE PRICE:	
STOCK:	

After making entries in the necessary fields the user can click on **Add New Product** to add the new Product and click on **Cancel** to cancel the entry of the new Product.

Add New Product	Cancel
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Various Commands

To know about various commands refer to previous questions, the process is somewhat similar.

To view, the Blocked List of Product, click on **View Block Product List** above the existing active list of Account. Clicking on the **View Block Product List** will redirect the user to a new menu.

Now the user will be redirected to the **Existing Block List of Products** page.

Various Commands

To know about various commands refer to previous questions, the process is somewhat similar.

8. How to make changes to the basic settings in the system like Product Category lists that are pre-defined?

OR

How to add a new Product Category in the existing lists of Category and view blocked Category as well?

To make changes to the basic settings in the system like Category that are pre-defined or to add a new Category in the existing lists of Category and view blocked Category as well, go to **My Basic Settings** Menu.

- [Access](#)

For access information to **My Basic Settings** refer to question no.1. After going to My basic settings menu, click on the 9th option which is **Category**.

- [Data Entry](#)

Now the user will be redirected to the **Existing Active List of Category** page.

Add New Category

View Block Category List

Existing Active List of Category:

RANK	CODE	Category Name	Commands		
*Serial No.	*Code assigned to the Category	*Name of the Category	<table border="1"><tr><td>Edit</td><td>Block</td></tr></table>	Edit	Block
Edit	Block				

To Add a **New product charge**, click on the button **Add New Category** above the existing active list of Category. Clicking on the **Add New Category** will redirect the user to a new menu.

Basic Editor Panel

CATEGORY COMPLETE INFORMATION:-

Category Name

After making entries in the necessary fields the user can click on **Add New Category** to add the

new Category and click on **Cancel** to cancel the entry of the new Category.

Add New Category	Cancel
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Various Commands

To know about various commands refer to previous questions, the process is somewhat similar.

To view, the Blocked List of Category, click on **View Block Category List** above the existing active list of Category. Clicking on the **View Block Category List** will redirect the user to a new menu.

Now the user will be redirected to the **Existing Block List of Categories** page.

Various Commands

To know about various commands refer to previous questions, the process is somewhat similar.

9. How to make changes to the basic settings in the system like City lists that are pre-defined?

OR

How to add a new city in the existing lists of Cities and view blocked Cities as well?

To make changes to the basic settings in the system like City Lists that are pre-defined or to add a new City Lists in the existing lists of City Lists and view blocked City Lists as well, go to **My Basic Settings** Menu.

- [Access](#)

For access information to **My Basic Settings** refer to question no.1. After going to My basic settings menu, click on the 10th option which is **City Listings**.

- [Data Entry](#)

Now the user will be redirected to the **Existing Active List of City** page.

Existing Active List of City:

RANK	CODE	City Name	City Code	Commands
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*Serial No.	*Code assigned	*Name of the city	*Code assigned to the City		
				Edit	Block

To Add a **New city**, click on the button **Add New City** above the existing active list of City. Clicking on the **Add New City** will redirect the user to a new menu.

CITY NAME:	
CITY CODE:	

After making entries in the necessary fields the user can click on **Add New City** to add the new City and click on **Cancel** to cancel the entry of the new City.

Add New City	Cancel
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Various Commands

To know about various commands refer to previous questions, the process is somewhat similar.

To view, the Blocked List of City, click on **View Block City List** above the existing active list of Account. Clicking on the **View Block City List** will redirect the user to a new menu.

Now the user will be redirected to the **Existing Block List of Cities** page.

Various Commands

To know about various commands refer to previous questions, the process is somewhat similar.

10. How to make changes to the basic settings in the system like Postal lists that are pre-defined?

OR

How to add a new Postals in the existing lists of Postal and view blocked Postals as well?

To make changes to the basic settings in the system like Postal Catalog that are pre-defined or to add a new Postals in the existing lists of Postal and view blocked Postals as well, go to **My Basic Settings** Menu.

- [Access](#)

For access information to **My Basic Settings** refer to question no.1. After going to My basic settings menu, click on the 11th option which is **Postal**.

- [Data Entry](#)

Now the user will be redirected to the **Existing Active List of Postal** page.

Add New Postals	View Block Postal List
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Existing Active List of Postal:

RANK	CODE	City Name	Postal Code	Account Office	Province	Postal Branch	Commands		
*Serial No.	*Code assigned	*Name of the city	*Postal Code assigned	*Office for the account	*Province Name	*the postal branch	<table border="1"> <tr> <td>Edit</td> <td>Block</td> </tr> </table>	Edit	Block
Edit	Block								

To Add a **Postal**, click on the button **Add New Postal** above the existing active list of Postal. Clicking on the **Add New Postal** will redirect the user to a new menu.

CITY NAME:	
POSTAL CODE:	
ACCOUNT OFFICE:	
PROVINCE:	
POSTAL BRANCH:	

After making entries in the necessary fields the user can click on **Add New Postal** to add the new Postal and click on **Cancel** to cancel the entry of the new Postal.

Add New Postal	Cancel
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Various Commands

To know about various commands refer to previous questions, the process is somewhat similar.

To view, the Blocked List of Postal, click on **View Block Postal List** above the existing active list of

Postal. Clicking on the **View Block Postal List** will redirect the user to a new menu.

Now the user will be redirected to the **Existing Block List of Postal** page.

Various Commands

To know about various commands refer to previous questions, the process is somewhat similar.

11. How to make changes to the basic settings in the system like Designations tally that are pre-defined?

OR

How to add a new Designation in the existing lists of Designations and view blocked Designations as well?

To make changes to the basic settings in the system like Designations tally that are pre-defined or to add a new Designation in the existing lists of Designations and view blocked Designations as well, go to **My Basic Settings** Menu.

- [Access](#)

For access information to **My Basic Settings** refer to question no.1. After going to My basic settings menu, click on the 12th option which is **Designations tally**.

- [Data Entry](#)

Now the user will be redirected to the **Existing Active List of Designation** page.

Add New Designation

View Block Designation List

Existing Active List of Designation:

RANK	CODE	Designation Name	Description	Order	Commands		
*Serial No.	*Code assigned	*Name of the Designation	*Description of the Designation	*Order of the Designation	<table border="1"><tr><td>Edit</td><td>Block</td></tr></table>	Edit	Block
Edit	Block						

To Add a **Designation**, click on the button **Add New Designation** above the existing active list of

Designation. Clicking on the **Add New Designation** will redirect the user to a new menu.

Basic Editor Panel

DESIGNATION COMPLETE INFORMATION:-

Designation Name:	*Enter the name of the new designation
Description:	*Enter the description for the new designation
Designation Order:	*Enter the display order for the designation

After making entries in the necessary fields the user can click on **Add New Designation** to add the new Designation and click on **Cancel** to cancel the entry of the new Designation.

Add New Designation	Cancel
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Various Commands

To know about various commands refer to previous questions, the process is somewhat similar.

To view, the Blocked List of Designation, click on **View Block Designation List** above the existing active list of Designation. Clicking on the **View Block Designation List** will redirect the user to a new menu.

Now the user will be redirected to the **Existing Block List of Designation** page.

Various Commands

To know about various commands refer to previous questions, the process is somewhat similar.

12. How to make changes to the basic settings in the system like Department tally that are pre-defined?

OR

How to add a new Department in the existing lists of Departments and view blocked Departments as well?

To make changes to the basic settings in the system like Departments tally that are pre-defined

or to add a new Department in the existing lists of Departments and view blocked Departments as well, go to **My Basic Settings** Menu.

- [Access](#)

For access information to **My Basic Settings** refer to question no.1. After going to My basic settings menu, click on the 13th option which is **Departments tally**.

- [Data Entry](#)

Now the user will be redirected to the **Existing Active List of Department** page.

For further entry information refer to 11th question. The process is somewhat similar.