

1. How to appoint a new staff using the system portal?

After opening the official website there are 3 ways the user can **appoint new staff**.

- [Access](#)

The first path is by going to **My staff Panel** which is the 5th option in the center tab. After taking the user cursor to the **My staff Panel** the user will see a drop-down menu coming. Clicking on the **8th** option of the drop-down menu which is the **new appoint icon** will redirect the user to the **Staff Appointment Form** page.

Another way the user can perform a **new appointment** is by going to the **Staff** menu and the user will see a drop-down menu coming. Under the **General** tab, the user can see the **2nd** option which is the **new appoint icon**.

- [Data Entry](#)

Now the user will be redirected to the **Staff Appointment Form**. The user will fill out the basic information and other information in the **Staff Appointment Form**.

Fill out the basic information for example- Staff Name(First, Middle and last), Father/Husband Name, Date Of Birth, Marital Status, Gender, their CNIC no., and Telephone Contact details as well.

Other fields include

Religion-

Nationality-

Caste-

Blood Group-

Qualification: The highest qualification of the new appointee

Email:

Web Page: The user can add the URL or links of any online website pages that the staff might own

Bank Account: Bank account details of the new appointee

Bank Detail: Bank details of the new appointee

- [Data Entry For Administration](#)

After filling out the basic and other information personnel from the administration/office will choose the Designation, Department and staff group for the new appointee.

The administrator will also assign a date of appointment, no. Of permitted holidays, Date for

next increment and increment rate as well. Also, Entry Time and Exit Time will also be assigned for the particular appointee.

Staff Designation	*position of the new appointee at the institution.
Staff Department	*the department to which the appointee belongs to.
Staff group	*the group in which the appointee belongs to(example- Academic, non-academic or D-staff.

Appoint at:	*date of appointment	Holiday allowed:	*no. Of permitted holidays
Increment at:	*date of next increment	Increment rate:	*rate of increment/increase in salary
Arrival Time:	*allocated entry time	Exit Time:	*allocated exit time

The user will fill out both present and permanent address including-

House No.:

Street No.:

Area:

City:

Postal Code:

Official Note - Official notes to write any notes or information for official records that will be shared among concerned or allowed staff or administration in the institute

After filling out the **Staff Appointment Form**, the user can now go to the left of the page and make entries in the Salary Package and allot monthly salary for the new appointee.

Salary Package:

Salary:	
Misc Allowance:	
EOBI:	*Employees' Old-Age Benefits Institution (EOBI)
Tax Rebate:	

After filling out all the boxes in the Staff Appointment Form and Salary Package boxes, hit the

save icon, which is to the upper left corner of the page, to appoint the new appointee and save the pieces of information. Hit Reset to start over.

Staff Appointment

Save
Reset

2. How to search a record of Individual Staff?

OR

How to view Individual Staff Record in System?

- [Access](#)

The first path is by going to **My staff Panel** which is the 5th option in the center tab. After taking the user cursor to the **My staff Panel** the user will see a drop-down menu coming. Clicking on the 4th option of the drop-down menu which is the **Staff Control Panel** will redirect the user to the **Staff Control Panel** page.

Another way the user can perform this action is by going to the **Staff** menu and the user will see a drop-down menu coming. Under the **General** tab, the user can see the **1st** option which is the **Staff Control Panel**.

Another way the user can perform this action is by going to **My Control Panel on the home page** and clicking on the 9th option which is **Staff Panel**.

- [Data Entry For Staff Search](#)

After clicking on the **staff control panel** the user will be redirected to the staff control panel page where the user will see 5-6 search fields like this.

Staff Code - It is a unique 8-digit code that will be assigned by the system after the completion of the appointment procedure.

Staff name-

Parent name-

Phone number-

Address-

Family Name-

The user can fill in any one of the text fields or all of the fields for pin-point results. After filling in any of the search fields to a distinctive point hit the search button and the results matching the user input field will come up. When the user hovers around the search results with the user cursor it becomes yellow in color and changes to green upon clicking on it. the user can view and observe the search results carefully and click on the Staff's application. And then the user will be redirected to the **general** tab of the **Staff control panel**.

There are a total of 8 tabs under it. The general tab will give the user the basic details of the Staff. For more information, the user can click on the 3rd tab which is the other information tab and the basic information of the Staff will come up

These are a view-only tab, the user cannot make any changes to the information here.

3. How to individually withdraw the single receipt?

Refer to **Question 2** first then proceed as below:

To produce **single receipt** the user can click on the **3rd** option on the left side of the window which is the **single receipt**. Upon clicking the **single receipt** icon the user will be seeing a 3 different challan form which is all necessarily looking same and filled in with the user basic details and the total payment. The 3 copies are **Staff copy, office copy, and a bank copy**.

The user can save this challan form in 3 formats namely excel, **word or pdf** format. Also, the user can **print** down this challan form by clicking on the **print** icon which is to the right to the PDF icon.

4. How to edit and delete the information of the Staff?

Refer to **Question 2** first then proceed as below:

The user can see **just below the single receipt** icon the user will find an **edit profile** option and upon clicking on it the user will be redirected to the Staff application form where the entries will be filled according to the user previously submitted data.

5. How to update the Picture of Individual Staff?

Refer to **Question 2** first then proceed as below:

After getting to the General tab under Staff control panel, the user can upload a new picture or update an old picture of a Staff by clicking on the **upload picture** button.

After clicking on the first option in the left-most menu which is **Upload Picture** the user can view the old picture of the Staff and by clicking on the choose file button the user can choose the new picture of the Staff from the user drive and upload it.

6. How to remove a Staff from the Institution?

Refer to **Question 2** first then proceed as below:

After getting to the General tab under Staff control panel, the user can remove a Staff from the Institution by clicking on the **Struck Off** button which is the 2nd option in the left-most menu.

Upon clicking on the **struck off** button the user will see a system message coming up asking the user **“Do the user want to strike off the Staff A S/O Y (bearing regd no. XXXXX)”**. By clicking on the appropriate option the user can remove the Staff from the day to day functions of the system like Attendance, SMS etc.

However, the data will not be removed permanently, for keeping Institute History. the user can still access the struck off Staff list from the **1st option** from the Staff menu and the user will see a drop-down menu coming. Under the List tab, the user can see the 1st option which is the struck-off list icon or from the process described in **Question 2** but this **Staff** will appear in search result **with red color**.

7. Is there any functionality in the System to Print Staff Card?

Refer to **Question 2** first then proceed as below:

By clicking on the **Simple Card** button which is the **5th option** of Staff panel just below the **edit profile** button.

By clicking this button the **Staff identity card** of the particular Staff can be created. In the identity card, the user will find all the information about the Staff.

8. Can SMS be sent to Individual Staff? How to view Record of Sent SMS for Individual Staff?

Refer to **Question 2** first then proceed as below:

To send SMS at registered mobile no(s) the user can click on the **Send SMS** button. This is the last button under the Staff panel.

After clicking on send SMS a new text box will pop up and the user can write the user message on this tab and hit the **Send button**. To check the status move on to the SMS tab in the Staff control panel.

SMS tab on the Staff control panel displays the records of the previously sent messages. the user can check the message and its status as well

9. Can any records for book-keeping of Staff Behavior or any other related matters, be added in System? Who will have access to these Records? Can access be limited?

Office Notes can be added at **New Appointment**, for access and addition process of such information, refer to **Question 1 (Office Notes)**.

Another Method to add such information can be done at the **Staff Panel**.

Refer to **Question 2** first then proceed as below:

By clicking on the **Office Record** tab the user will be able to add and view such information.

For Records that can be any info for sharing with concerned authorities and other activities.

10. How to view the Accounts Balance Sheet of the Staff?

Refer to **Question 2** first then proceed as below:

Under the **5th tab** of the Staff control panel which is **Balance sheet**, the user can scroll down the entry menu of the balance sheet and below that, the user will find 2 buttons namely -

Current Session Balance Sheet

Last Five Year Balance Sheet

By clicking on the **current session balance sheet** the user will be able to view the current session balance sheet.

By clicking on the **Last Five Year Balance Sheet** the user can view the entire balance sheet for the last 5 years, as the name suggests.

11. How to check the attendance of a particular staff in a particular month through staff panel?

Refer to **Question 2** first then proceed as below:

By clicking on the **6th tab** of the panel the user can view an online attendance sheet for the entire session with months and dates tabled as the user would find in any normal attendance calendar.

Attendance sheet cannot be edited at STAFF PANEL, not by any user. Report on daily attendance status can be viewed by the Head of the Institute or any specified person to keep track of attendance records.

12. How to check the last entry made of a Staff?

OR

How to check the information of the last Staff registered?

- [Access](#)

To check the last entry of a Staff who has registered in the portal, the user can go to **my Staff panel** which is the 5th option in the central menu. And the user will see a drop-down menu and by selecting the 5th option which is the **latest register Staff**.

Another way the user can perform this action is by going to the **Staff** menu and the user will see a drop-down menu coming. Under the **General** tab, the user can see the **3rd** option which is the **latest register Staff**.

After clicking on latest register Staff the user will see a latest registered Staff list come up with the Staff's name and details who were registered into the database recently.

This is a view-only tab, the user cannot make any changes to the information here.

13. Is there any functionality to check the data of all the struck-off Staffs to date?

To understand what struck-off really is, refer **question no.6**.

To check all the entries of struck-off Staffs who were removed from the system till date, the administration can go to the **Staff** menu and the user will see a drop-down menu coming. Under the **List** tab, the user can see the **1st** option which is the **Struck-off staff list**.

By clicking on the **Struck-off staff list**, the administration can see the details of all the struck-off Staffs registered by the institute till date.

14. What is the functionality of Short Staff list button?

To access the short Staff list, go to **my Staff panel** which is the 5th option in the central menu. And the user will see a drop-down menu and by selecting the 6th option which is **Short Staff list**.

Another way the user can perform this action is by going to the **Staff** menu and the user will see a drop-down menu coming. Under the **List** tab, the user can see the **2nd** option which is the **Short staff list**.

By clicking on the **Short Staff list**, the administration can view the list of Staffs with selected fields and their complete details.

The user can also select the section for which he wants to view the list for.

15. How to check the full staff list in a school?

To access the Full Staff list, go to **my Staff panel** which is the 5th option in the central menu. And the user will see a drop-down menu and by selecting the 7th option which is **Full Staff list**.

Another way the user can perform this action is by going to the **Staff** menu and the user will see a drop-down menu coming. Under the **List** tab, the user can see the **3rd** option which is the **Full staff list**.

By clicking on the **Full Staff list**, the administration can view the list of Staffs with selected fields and their complete details.

The user can also select the section for which he wants to view the list.

16. How to check the salary details of all the staffs in the Institute for last month?

To access the salary details of all the staffs in the institute, go to **my Staff panel** which is the 5th option in the central menu. And the user will see a drop-down menu and by selecting the 12th option which is **Last Month Salary**.

Another way the user can perform this action is by going to the **Staff** menu and the user will see a drop-down menu coming. Under the **List** tab, the user can see the **4th** option which is the **Last Month Salary**.

By clicking on the **Last Month Salary**, the administration can view the list of Staffs with selected fields and their complete details of attendance and different segments of salary as well.

Rank	Code	Staff Name	Joining	Monthly Salary	Days	Calculation	Total Deduction	Net Payment	Bank Account
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