

## 1. How to carry out new admission of a new student?

After opening the official website there are two ways the user can perform the **new admission** of a new student.

- [Access](#)

The first path is by going to **My student Panel** which is the 4th option in the center tab. After taking the user cursor to the **My student Panel** the user will see a drop-down menu coming. Clicking on the first option of the drop-down menu which is the **new admission icon will** redirect the user to the **Student Admission** page.

Another way the user can perform the **new admission** is by going to the **Student** 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 admission icon**.

- [Data Entry](#)

Now the user will be redirected to the **Student Admission Form**. There are 4 tabs under this form namely **Basic Information**, **Personal Information**, **Postal Address**, and **Family information**.

- **Basic Information**

Fill out necessary basic information like **Student's First Name, Gender, Mobile Number**. Also, select the **Admission Section Of the Student**.

**These are the necessary fields and cannot be left empty.**

Other fields include

**Date of Admission**

**Charges** - Pre-defined charges category for Student Account

**Month of Charges** - Month selection for charges to be debited

**UserName** - For Student Login; Length 8-15; Duplicate username is not allowed.

**Password** - For Student Login; Length 8-15.

**Office Notes** - Official notes to write any notes or information for official records. Data in office record may or may not be shared with parents but will be shared among concerned or allowed staff or administration in the institute

**Previous Institution Info** - Record of Student's Previous Institute's Information

- **Personal Information**

Details like

**Date of Birth**

**Computerized National Identity number,**

**Medium** - the medium of education **English** or **Urdu**

**Phone No.** - Landline

**Mobile No. 2** - In addition to filling in the phone no. the user will also fill in Mobile No.2 most preferably the contact number of the student's parents or guardians to which the user would like to contact with the necessary information.

**Email Address**

**Web Page** - the user can add the URL or links of any online website pages that the student might own.

**Religion**

**Nationality**

**Caste**

**Height**

**Weight**

**Blood Group**

**Eye-sight**

**Any Special Medical Condition or assistance the student may require**

- **Postal Address**

Now the user can move onto the **postal address** tab and add the present and permanent postal address. More specifically the present and permanent country of residence of the student.

- **Family Information**

After completing information in all of the above 3 tabs the user can move onto the final tab i.e **Family Information**, where the user can fill in the **personal details** of the student's **Family Members** and their lively status as well.

Then under the Father's information tab, the user will have to fill in the personal details of the student's father

**Father's Name**

**CNIC no.**

**Phone No.**

**Email ID**

**Occupation**

Same goes while filling in the student's Mother's information as well.

- [Save Data](#)

Now the most **important** step of the whole admission procedure is to hit the **SAVE button** which is on the upper left corner of the window.

## 2. How to search a record of Individual Student?

OR

### How to view Individual Student Record in System?

- [Access](#)

Under the **General** tab, the user can see the 1st option which is the **student control panel**.

- [Data Entry For Student Search](#)

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

**Student Code** - It is a unique 8-digit code that will be assigned by the system after the completion of the user admission procedure.

**Student 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 student's application. And then the user will be redirected to the **general** tab of the **student control panel**.

There are a total of 10 tabs under it. The general tab will give the user the basic details of the student. For more information, the user can click on the 3rd tab which is the other information tab and the detailed information of the student will come up including the **Basic Information, Personal Information, Academic Information, Present Address, Permanent Address, Father's, Mother's and Guardian's information** as well.

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

### **3. How to individually withdraw the fee challan?**

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

To produce **fee challan** 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 that the user has to make for the corresponding month. The 3 copies are **student 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 student?**

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 student application form where the entries will be filled according to the user previously submitted data.

### **5. How to update the Picture of Individual Student?**

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

After getting to the General tab under student control panel, the user can upload a new picture or update an old picture of a student 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 student and by clicking on the choose file button the user can choose the new picture of the student from the user drive and upload it.

## 6. How to remove a student from the Institution?

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

After getting to the General tab under student control panel, the user can remove a student 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 student A S/O Y** (bearing regd no. XXXXX)”. By clicking on the appropriate option the user can remove the student from the day to day functions of the system like Attendance, Test, SMS etc.

However, the data will not be removed permanently, for keeping Institute History. the user can still access the struck off student list from the **8th option** from the My student panel which is the **Struck-off student list** or from the process described in **Question 2** but this **student** will appear in search result **with red color**.

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

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

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

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

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

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 student 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 student control panel.

**SMS** tab on the student 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 Student 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 Admission**, 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 **Student 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 parents like intimation from school or other activities, the user can use **User Record**.

**10. How to add financial transaction entries of Individual Student?**

- [Access](#)

By going into the **5th** tab of the Student Control Panel, the user can make entries in the amount tab as per the Category. the user can also view the balances in the center tab.

Category	Balance	Amount
Daily Late Fee Fine		
Monthly Late Fee Fine		
Tuition Fee		
Absent Fine		
Others		
Security		
Admission		
Prospectus		
Mashal		

LKMI		
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■ **Other Information**

<b>Daily Late Fee Fine</b>	The fee that the student will be charged for the late fee and it increases day by day
<b>Monthly Late Fee Fine</b>	The fee that the student will be charged for the late fee and it increases per month
<b>Tuition Fee</b>	The total charge for the tuition provided
<b>Absent Fine</b>	The Fine charged due to an absence
<b>Security and others</b>	The fees for security charges and other charges
<b>Admission and Prospectus fees</b>	Fees for Admission and prospectus fees
<b>Mashal LKMI</b>	Fees for Mashal and LKMI

After making entries in the appropriate column the user can view the Total Balance in the Top right corner of the window. Like this -

Balance:	-
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Under Balance, the user will check the type of transaction, i.e Whether the Balance is Received, Added to the charges or waived off. By checking any of one of the 3 the user will see the description box text change accordingly.

Now the user can check or uncheck the Send Notification button. Checking this button will send a direct notification to the parent's phone no. and Email address. the user can

hit the Save the button to complete the entry on the balance sheet or hit the reset button to start all over again.

### **11. How to view the Accounts Balance Sheet of the student?**

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

Under the **5th tab** of the student 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.

By clicking on any of the transaction the user will be redirected to a receipt printing page where the user can print the receiving receipt for the user particular transaction.

### **12. How to view Compiled Attendance of Individual Student?**

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 STUDENT PANEL, not by any user. Report on daily attendance status can be viewed by the Head of the Institute or any specified person (Parents, Staff) to keep track of attendance records.**

### **13. How to view Compiled Test Record of Individual Student?**

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

Under the **Test tab** in student control, the administrators or any authorized personnel can create test reports

Just enter the start date and the end date and click on create a report to create a new report.

All old created reports can be accessed, by clicking on the previous reports to view



them.

**Parents and students can only view all these reports.**

#### **14. What is the function of the Receipts tab?**

The receipt tab contains a print button and upon entering this button the user can print the receipt of admission. Its functionalities are the same as that of the Print Receipt Button.

#### **15. How to perform Bulk Student Admission?**

- [Access](#)

To perform the bulk admission of students the user can go to **my student panel** which is the 4th option in the central menu. And the user will see a drop-down menu and by selecting the 10th option which is **Bulk Admission**.

To perform bulk admission complete the step by step procedure mentioned below.

- Add Students Complete List at the user WebSite in a simple format
- Simply Download an Excel file and input data in the file.
- Be careful while inputting data into the Excel file
- Do not Change the downloaded excel file name.
- Try to keep the maximum no of the student to be admitted at a maximum of 1000 Records at one time.
- the user can view and Download complete Section Code List from right panel links.
- Write Student Current Section Code Carefully where applicable.
- Write in Gender Column "F" for Female and "M" for Male only where applicable.
- All date values entered in US format MM/DD/YYYY.
- For uploading click on the choose file button and choose the excel file the user has filled.
- Data will be entered on the website in real time.

After Upload, the user can see data listed here in the bulk admission menu.

#### **16. How to check the last entry made of a student?**

**OR**

## How to check the information of the last student registered?

- [Access](#)

To check the last entry of a student who has registered in the portal, the user can go to **my student panel** which is the 4th option in the central menu. And the user will see a drop-down menu and by selecting the 2nd option which is **last register student**.

**After clicking** on last register student the user will see a latest registered student list come up with the student'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.

## 17. How to check the entire list of students enrolled on a particular day or Month?

OR

### Functionalities of Today Admission and Monthly Admission?

- [Access](#)

To check the entries of students who have registered in the portal on a particular day, the user can go to **my student panel** which is the 4th option in the central menu. And the user will see a drop-down menu and by selecting the 3rd option which is **Today Admission**.

**After clicking** on last register student the user will see an admission list of students for that particular day. Student list comes up with the student's name and details who were registered into the system on that particular day.

Similarly to check the total entries of students registered in a particular month, go to **my student panel** and select the 4th option from the dropdown menu which is **Monthly Admission**

**After clicking** on Monthly Admission the user will see an admission list of students for that particular month. Student list comes up with the student's name and details who were registered into the system in that particular month. At the left side, there is a previous months menu where upon clicking on any of the months will show the lists of students that took admission in that particular month.

### **18. What is the functionality of Monthly Struck-off list?**

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

A monthly Struck-off list is a list of students removed from the institute since the beginning of a particular month, they are stored here.

At the left side, there is a previous months menu where upon clicking on any of the months will show the lists of struck off students who were removed from the institution's system in that particular month.

### **19. Is there any functionality to check the data of all the students registered till date?**

To check all the entries of students who have registered in the portal till date, the user can go to **my student panel** which is the 4th option in the central menu. And the user will see a drop-down menu and by selecting the 7th option which is **Full admission list**.

By clicking on the **full admission list**, the administration can see the details of all the students registered by the school till date.

### **20. Is there any functionality to check the data of all the struck-off students till date?**

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

To check all the entries of struck-off students who were removed from the system till date, the administration can go to **my student panel** which is the 4th option in the central menu. And the user will see a drop-down menu and by selecting the 8th option which is **Full Struck-off list**.

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

### **21. What is the functionality of Short Student list button?**

To access the short student list, go to **my student panel** which is the 4th option in the central menu. And the user will see a drop-down menu and by selecting the 6th option

which is **Short Student list**.

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

## **22. What is the functionality of the Student List with fee?**

To access the student list with the fee, go to **my student panel** which is the 4th option in the central menu. And the user will see a drop-down menu and by selecting the 9th option which is **Student List With fee**.

By clicking on **Student List With fee**, the administration can view the list of students with committed fees and their complete details as well.

**PS-The functionalities mentioned from question 16 - question 22 are view-only functionalities, the user cannot make any changes to the information there. There is a unique feature where the names of the students can be sorted in both ascending and descending order by clicking on the column header STUDENT NAME.**