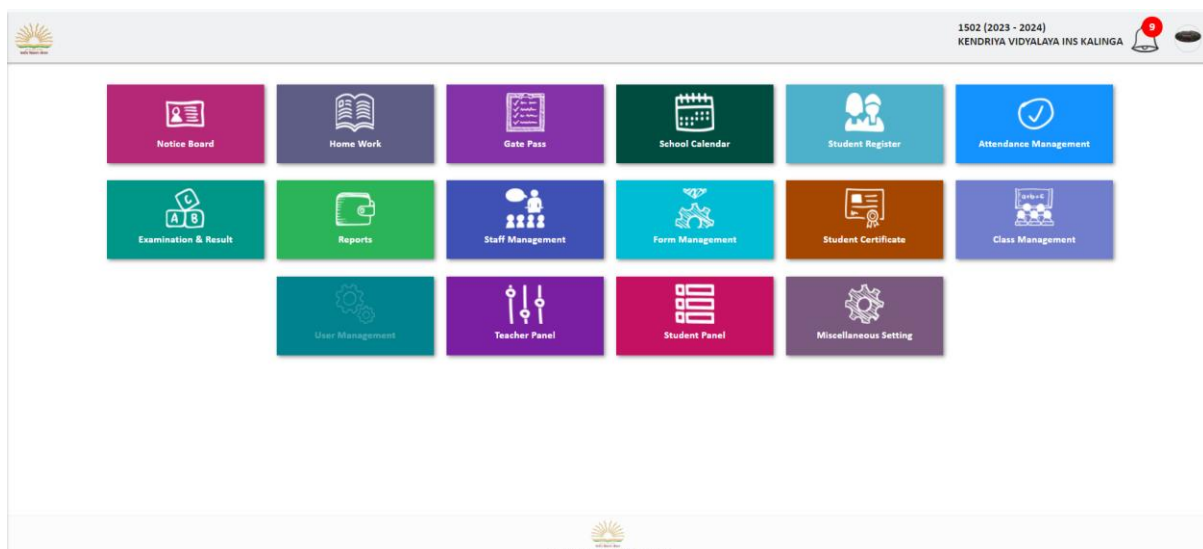


USER MANUAL OF ERP SOFTWARE: FOR PRINCIPAL

PRINCIPAL CAN PERFORM VARIOUS TASK LIKE:

- Share notice (any kind of alert or notification) to all school staff and students using **NOTICE BOARD** module.
- Send homework to student from **HOMEWORK** module.
- Generate the gate pass for student or staff or approve it.
- Add the calendar for school from **SCHOOL CALANDER** module.
- Add or edit the student from **STUDENT REGISTER MODULE**.
- Take student attendance from **ATTENDANCE MANAGEMENT** module.
- Add marks entry, print marksheet or green sheet from **EXAMINATION & RESULT** module.
- Check various reports of students and attendance from **REPORTS** module (cast category report, religion report, gender wise and many more reports).
- Add or edit the staff from **STAFF MANAGEMENT MODULE**.
- Print various certificates from **STUDENT CERTIFICATE** module.
- Manage class & section from **CLASS MANAGEMENT** module.
- Manage rights to users from **USER MANAGEMENT** module.
- Allow class permission to staff/teacher, check login credentials or reset password from **TEACHER PANEL** module.
- Manage student login credentials from **STUDENT PANEL** module.
- Setup various master setting for the ERP (school profile, education, title used while adding staff or student).



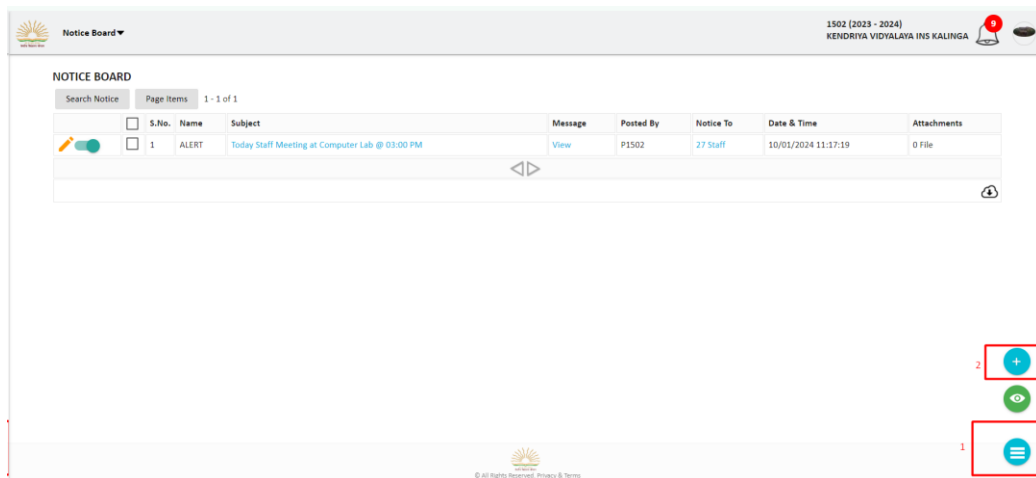
In Above Image You Can See How Dashboard Of A Principal Looks Like. After Login Through Their Account.

On every page of ERP there are basically four concepts:

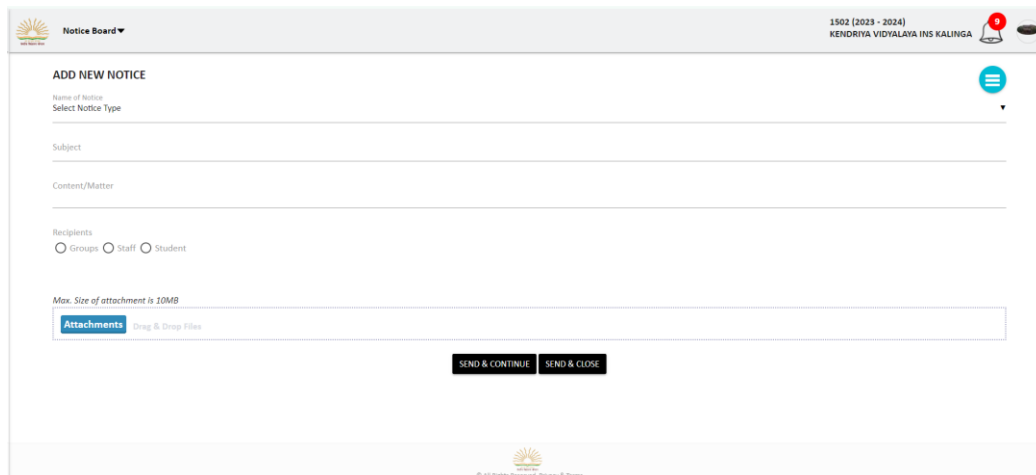
- I. add from '+' symbol present at right bottom three strips blue icon
- II. on add page to go back to list page click on top right three strips blue icon
- III. when click on any submodule list page opens where you can see your save records and also search them.
- IV. To know mandatory fields on each page click on save & continue. Mandatory fields will be highlight rest all fields optional.

TO SEND A NOTICE BOARD:

On dashboard click on **NOTICE BOARD** module. A page opens.



Add from right bottom this screen opens:



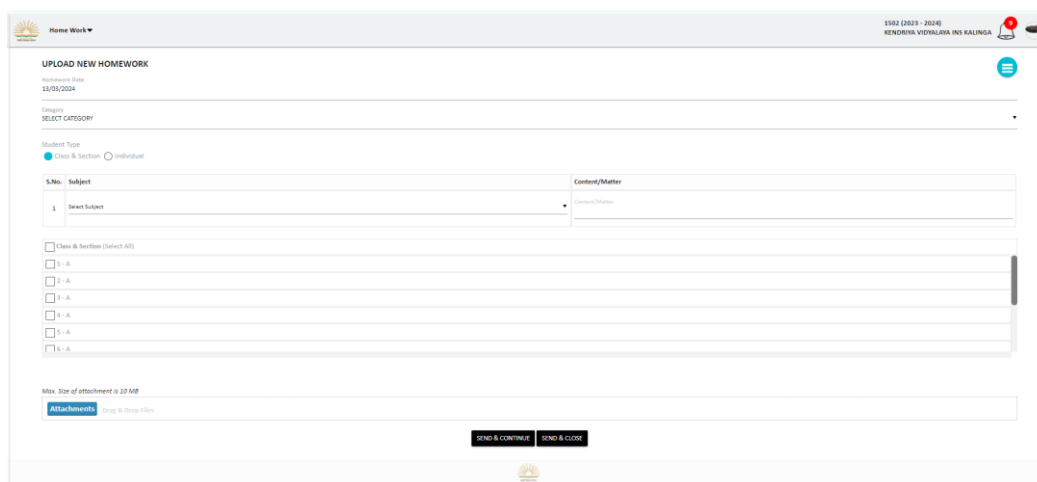
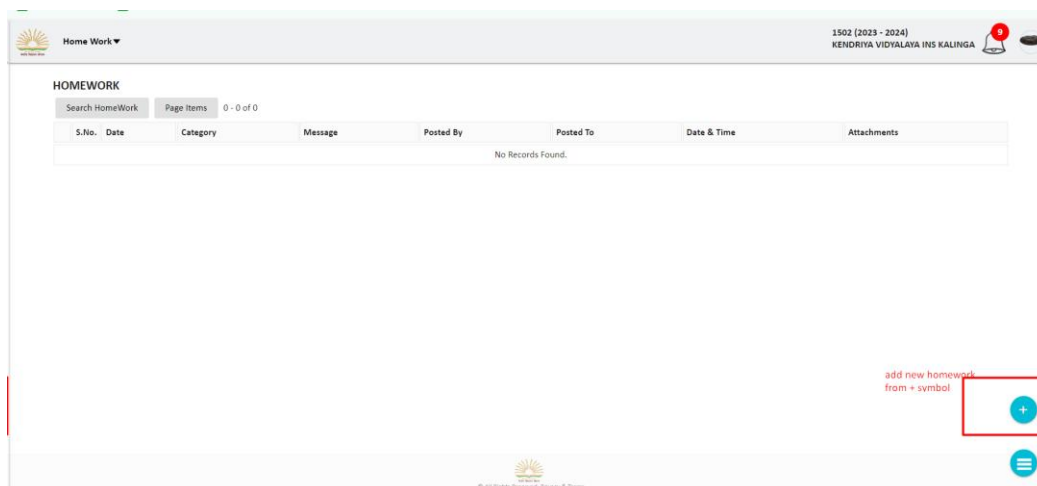
Select Notice type, enter subject, content(message of your notice , alert) .

Select Recipient type (whom to send notice)—either staff or student

If you have any attachment for the notice attach it and click on **save & continue** or **save & close**

TO SEND A HOMEWORK:

On dashboard click on **HOMEWORK** module. A page opens.



- Select date of homework from the calendar by default it is current date.
- Select category whether its homework, assignment or class work.
- Select student type- want to send individual student or to class & section

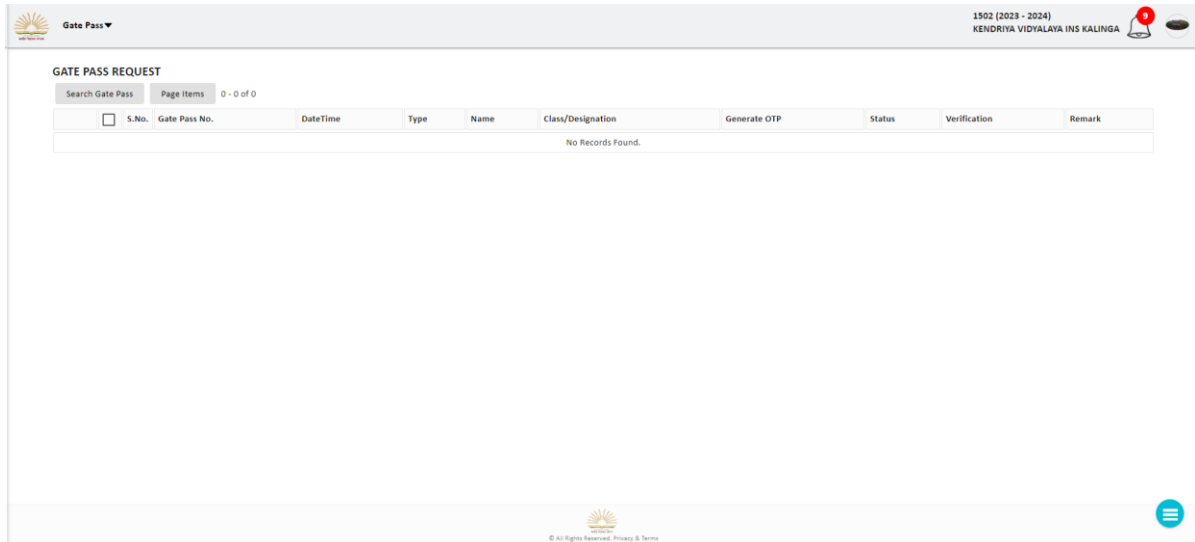
For student enter name or admission number, or for classes select class or classes.

- Select the subject, in content enter the content of homework
- If you have any attachment for the Homework attach it and click on **save & continue** or **save & close**

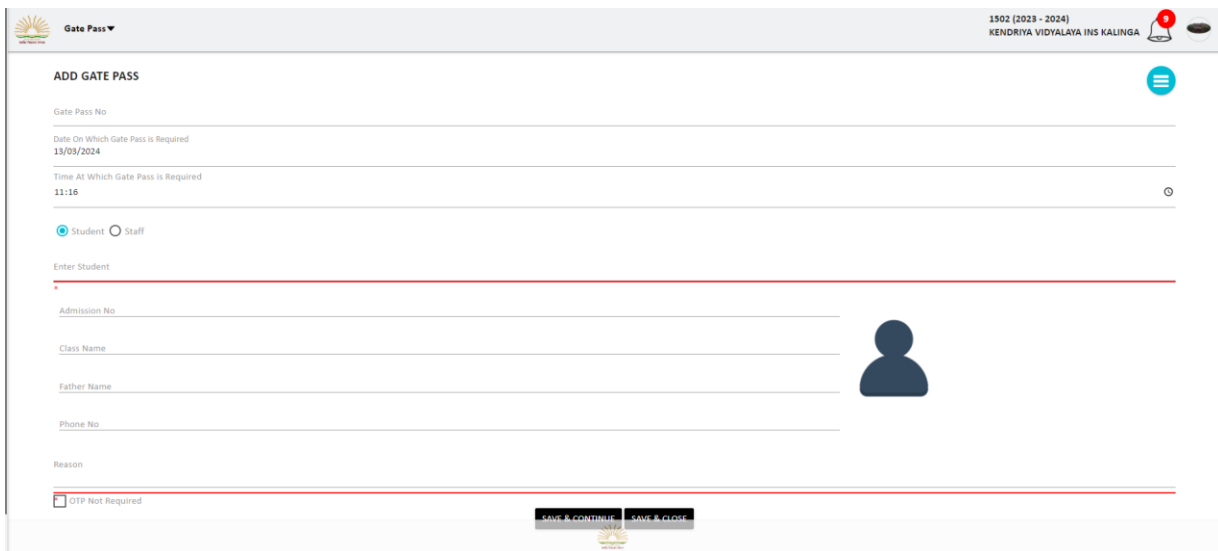
- **TO Generate Gate Pass:**

Gate pass is used if the student want to go outside the school for a short time or parent want to take their ward/child during school time.

- On dashboard click on **GATE PASS** module. A page opens.



Add from right bottom



Gate pass number will be auto generate(from set auto number in miscellaneous setting) or you can also add it manually

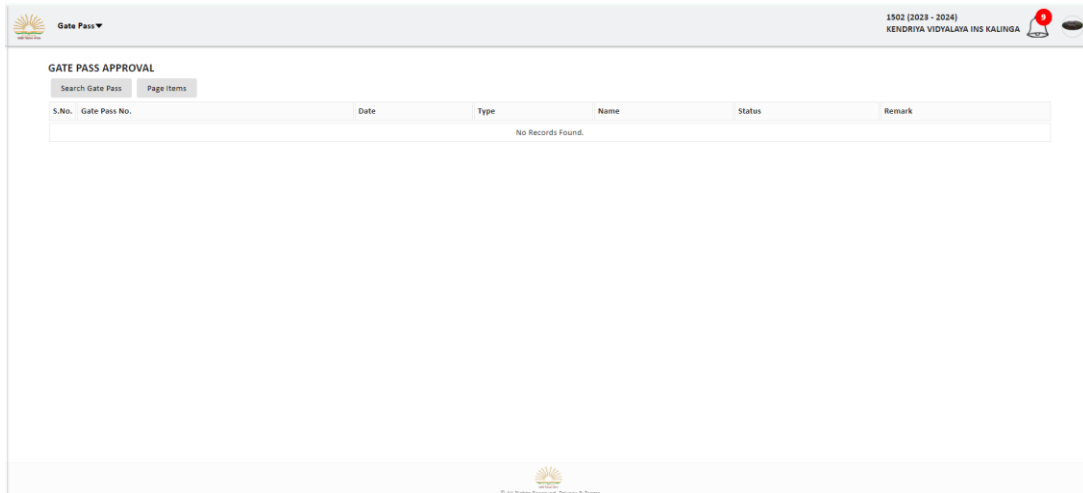
Select the date and time of generating gate pass.

Select type—for which you are generating gate pass: for staff or student

Enter the corresponding details

And click on **save & continue** or **save & close**.

After adding request for gate pass confirm the gate pass from **Gate pass approval** module in **GATEPASS** Module.

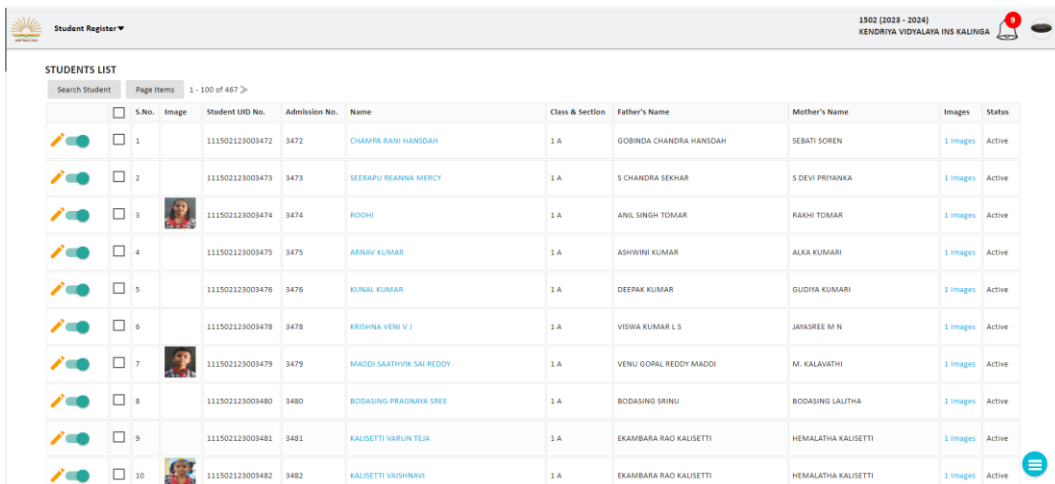


If in gate pass module you have any entries or records, it will reflect in gate pass approval page also for the approval.

In case of verification **default OTP will be 123456**

STUDENT REGISTER MODULE:

Student register module is used to maintain student records like- to add student, edit student details.



This is list of student data saved in ERP software.

- Click on student register module on dashboard
- Click on student list

to add a new student add from right bottom.

A add new student page opens:

ADD NEW STUDENT

Personal Info Contact Info Other Info Previous Record Attachments

Select Session

Student Name

Admission No.

Student UID No.

CBSE Registration Number

Student Aadhar Card No.

Admission Date

Joining Class
Select Class

Gender
Select Gender

Date of Birth

In these five tabs there can be many mandatory field you have to cross check all fields to save a student record

To know mandatory fields scroll down and click on save & continue. Mandatory fields will be highlight will red star or redline.

After entering all details click on **save and continue** or **save and close** to save record.

Can Change section of any student. Like can change class & section from 3A to 3B.

If student promoted to any wrong class then you can change class by editing the student and change class from personal information tab.

Can assign house to student for this – add house name from **MISCELLANEOUS SETTING** module.

TO ASSIGN ROLL NUMBER TO STUDENTS

- In student register module > click on **assign roll number to student**
- click on set up roll numbers
- select class, enter start number(starting series of roll number), click on include already assign (the student on which roll number already assign will come in list), click on search..

Student Register

2022 (2023 - 2024)
KENDRIYA VIDYALAYA INS KALINGA

ASSIGN ROLL NUMBER TO STUDENT

Set Up The Roll Numbers

here new roll numbers will show

save from top right

S.No.	Name	Class & Section	New Roll Number	Previous Roll Number (if Any)
1	3371 - SOHAN SAMANTA	2 A	01	1
2	3372 - POBODU MEGHANA	2 A	02	2
3	3374 - NADIGATLA SRINAVISHNATH	2 A	03	3
4	3383 - VASURALLI DHANA	2 A	04	4
5	3384 - MFLAPILLI VASWANTH KUMAR	2 A	05	5
6	3500 - SOUMODIP GHOSH	2 A	06	6
7	3387 - ELURILLI SAHASRA	2 A	07	7
8	3381 - RALLA RISHI VADAN	2 A	08	8
9	3392 - YAMMALA EKSHITHA NAGA KUMARI	2 A	09	9
10	3489 - AADITI	2 A	10	10
11	3471 - CHARALLA MANISH	2 A	11	11
12	3518 - SEERAPU REGINA SANDRA	2 A	12	12
13	3377 - WILFRED JOSHUA J	2 A	13	13

save

https://yodkxoo.in/student/AssignRollNumber#

ATTENDANCE MANAGEMENT:

Attendance management module is used to mark the student attendance on daily basis. Keep the records of student attendance. Keep the records of attendance online, if any class attendance is marked by mistake . You can cancel it. Also send notification alert to absent students on school App.

TO MARK STUDENT ATTENDANCE:

On dashboard click on **attendance management** module

- click on **student attendance** or you can take monthly attendance
- using search select class and click on search.
- List of student come of particular class.
- Now start marking the attendance, select the label for the student whether student is **present, absent, on leave or not medical leave.**
- You can also enter the remarks.
- And save the attendance from top right save button.

Attendance Management

1502 (2023 - 2024)
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STUDENT ATTENDANCE LIST

Search Class

SAVE

S.No.	Image	Class	Student	Admission No.	Date	<input type="radio"/> Present	<input type="radio"/> Absent	<input type="radio"/> On Leave	<input type="radio"/> On Medical Leave	Remarks
1		1 - A	CHAMPA RANI HANSDAH	3472	13/03/2024	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Enter Remarks
2		1 - A	SEERAPU REANNA MERCY	3473	13/03/2024	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Enter Remarks
3		1 - A	ROQHI	3474	13/03/2024	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Enter Remarks
4		1 - A	ARNAV KUMAR	3475	13/03/2024	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Enter Remarks
5		1 - A	KUNAL KUMAR	3476	13/03/2024	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Enter Remarks
6		1 - A	KRISHNA VENI V J	3478	13/03/2024	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Enter Remarks
7		1 - A	MADDI SAATHVIK SAI REDDY	3479	13/03/2024	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Enter Remarks
8		1 - A	BODASING PRAGNAYA SREE	3480	13/03/2024	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Enter Remarks
9		1 - A	KALISETTI VARUN TEJA	3481	13/03/2024	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Enter Remarks
10		1 - A	KALISETTI VAISHNAVI	3482	13/03/2024	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Enter Remarks

TO VIEW STUDENT ATTENDANCE:

In attendance management

- Click on view attendance
- using search select class, from date, to date (the maximum difference b/w from date and to date can be 15 days) and click on search.

Attendance Management

1502 (2023 - 2024)
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VIEW STUDENT ATTENDANCE

SEARCH

Class & Section (Select All)

1 - A

2 - A

3 - A

4 - A

5 - A

6 - A

From Date

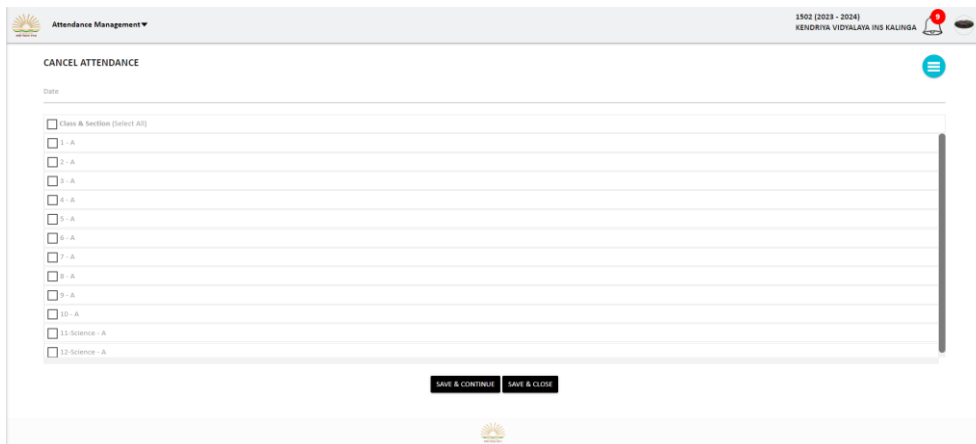
To Date

SEARCH

TO CANCEL ATTENDANCE:

In attendance management

- Click on Cancel attendance



- Select attendance date which you want to cancel
- Select class and click or **save & continue** or **save & close**.
- The attendance of that class on that date will be cancelled.

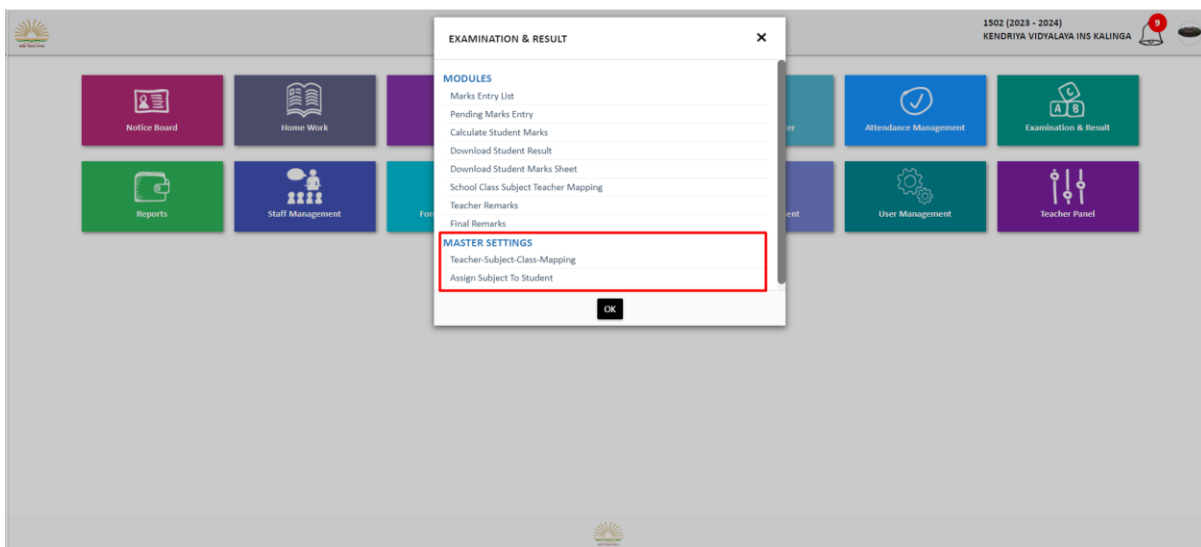
EXAMINATION & RESULT MODULE:

In Examination and result module you can update or maintain the records of marks of examination conducted in school.

You can take print of student marksheet, download the green sheet.

Check the status of pending marks entry.

SOME MANDATORY SETTING BEFORE DOING MARKS ENTRY :



These are the two mandatory master setting before doing marks entry.

- **Teacher subject class mapping :**

To define that which teacher can do which subject marks entry of which class from their login .

In select staff enter the employee code or name of staff, select the subject, class
Only after mapping teacher/class teacher is able to do marks entry/ can share homework .

➤ **ASSIGN SUBJECT TO STUDENT :**

After mapping subject with teacher now you have to assign subject to student in order to show student list on marks entry page.

➤ On assign subject to student page using search select class

S.No.	Class & Section	Enrollment No.	Student	Roll No.	<input type="checkbox"/> Art-Craft	<input type="checkbox"/> English	<input type="checkbox"/> EVS	<input type="checkbox"/> GAMES	<input type="checkbox"/> Hindi	<input type="checkbox"/> Mathematics	<input type="checkbox"/> MUSIC / DANCE	<input type="checkbox"/> PERSONAL DEVELOPMENT
1	1 - A	3472	CHAMPA RANI HANSDAH	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	1 - A	3473	SEERAPU REANNA MERCY	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	1 - A	3474	RODHI	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	1 - A	3475	ARNAV KUMAR	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	1 - A	3476	KUNAL KUMAR	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	1 - A	3478	KRISHNA VENI V J	6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	1 - A	3479	MADDI SAATHVIK SAI REDDY	7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	1 - A	3480	BODASING PRAGNAYA SREE	8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9	1 - A	3481	KALISETTI VARUN TEJA	9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10	1 - A	3482	KALISETTI VAISHNAVI	10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11	1 - A	3483	SIRIPURAPU AMARESHWAR	11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
12	1 - A	3485	TEPPALA DEVANSH	12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
13	1 - A	3488	N.RUDRA PRIYA	13	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
14	1 - A	3489	HYRIN FAIHA S	14	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
15	1 - A	3491	LAVETI PRANATHI	15	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
16	1 - A	3492	GOGINENI FUKTHASRI	16	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
17	1 - A	3493	BALLANKI THESHMITHA	17	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
18	1 - A	3494	KOSURU ROSHNIKHA	18	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

If the blue tick is not applied on subjects then tick them and save the records. Subjects will be assigned.

After doing both the entries now you can do the marks entry from **MARKS ENTRY LIST** Page

In examination & result module click on **MARKS ENTRY LIST**

FOR CLASS 10 & 12:

In examination & result module click on **MONTHLY MARKS ENTRY LIST**

On this page when you add from right bottom a page opens to add marks entry:

Examination & Result

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ADD MARKS ENTRY

Class & Section
Select Class Section

Assessment
Select Assessment

Subject
Select Subject

[SHOW LIST](#) [DOWNLOAD EXCEL](#) [UPLOAD](#)

No Records

Select the class ,assessment, subject and the click on show list to add marks:

Examination & Result

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ADD MARKS ENTRY

Class & Section
3 - A

Assessment
Notebook Submission 1

Subject
English

[SHOW LIST](#) [DOWNLOAD EXCEL](#) [UPLOAD](#)

S.No.	Student	Absent	Exempt	Theory(0 - 25)
1	VANUMU PRANAVI (3267)	<input type="checkbox"/>	<input type="checkbox"/>	6.28
2	CHOKKA GRESHMANTH (3269)	<input type="checkbox"/>	<input type="checkbox"/>	5.42
3	BATTEPATI GOUTHAM VENKAT (3270)	<input type="checkbox"/>	<input type="checkbox"/>	6.20
4	KADALI PUNITH SAI (3271)	<input type="checkbox"/>	<input type="checkbox"/>	5.92
5	BORA SIVA KARTHIK (3272)	<input type="checkbox"/>	<input type="checkbox"/>	6.24
6	CHALLA YASWANTH (3281)	<input type="checkbox"/>	<input type="checkbox"/>	6.10
7	SHREYANSI SAHU (3282)	<input type="checkbox"/>	<input type="checkbox"/>	9.88
8	VASAMSETTY RAVI SANKARA SATYA PRASAD REDDY (3288)	<input type="checkbox"/>	<input type="checkbox"/>	8.40
9	PYDI TRIHAAN YASHWIN (3291)	<input type="checkbox"/>	<input type="checkbox"/>	8.00
10	UDHI AKHIL NAUTFI (3296)	<input type="checkbox"/>	<input type="checkbox"/>	

Enter the marks of that subject for all student, If student is AB or not present in exam due to any reason mark AB/Exempt. Mark entry option will disappear for that student. And save the marks. Marks will be saved.

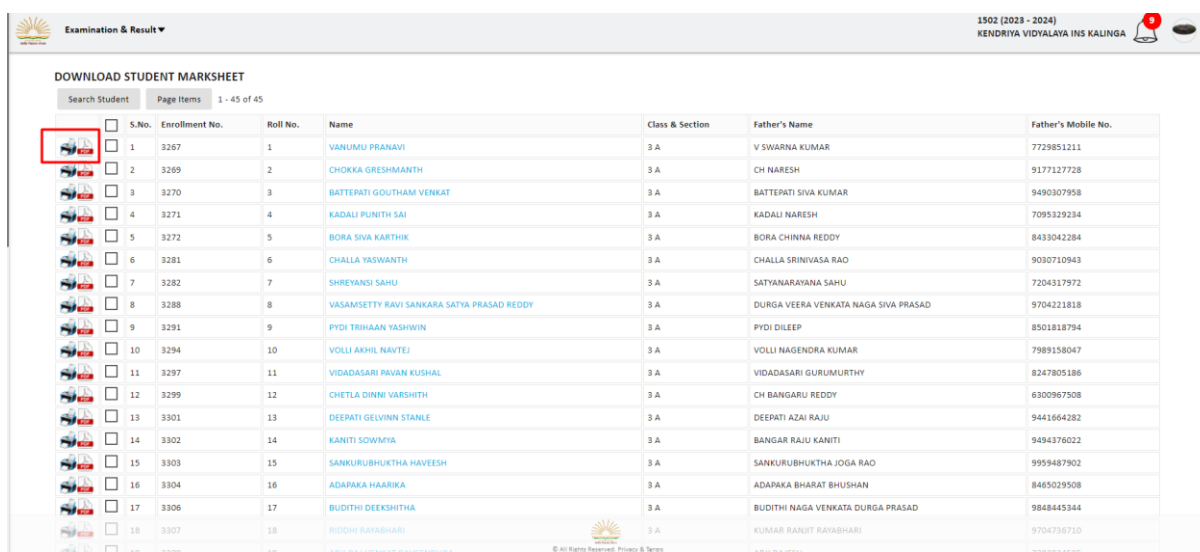
After complete marks entry to see report card or marksheet you have to calculate marks from **Calculate Student Marks page** in examination and result module whenever you add new marks or update the existing records



Select class. Select the design and save the records to calculate marks.

TO DOWNLOAD MARKSHEET:

- Click on Download student Marksheet in Examination & Result Module
- Using search select class, select design and click on search



You can take a print of marksheet and by selecting all marksheet can take print of all marksheet of a particular class.

TO DOWNLOAD GREEN SHEET:

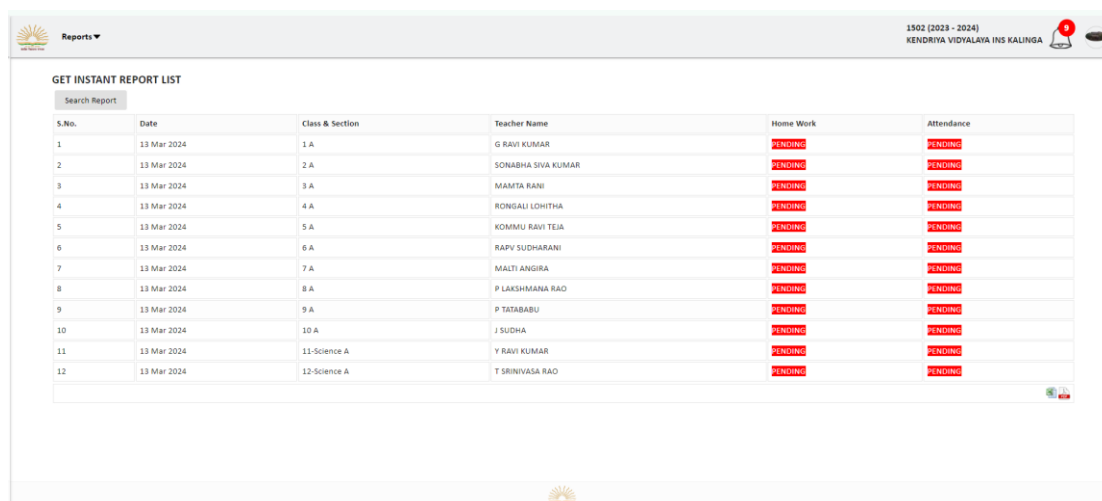
- > Click on Download student Result in Examination & Result Module
- Using search select class, select design and click on download PDF /excel.

REPORTS:

From the reports module you can download various report of students –

- Cast category wise report
- Religion wise report
- Enrollment report (how many girls, boys enrolled in school in particular year)
- Gender wise report
- New admission report
- Attendance reports
- Class wise instant report

From class wise **CLASS WISE INSTANT REPORT** you can check whether homework is posted by teacher/class teacher or not.



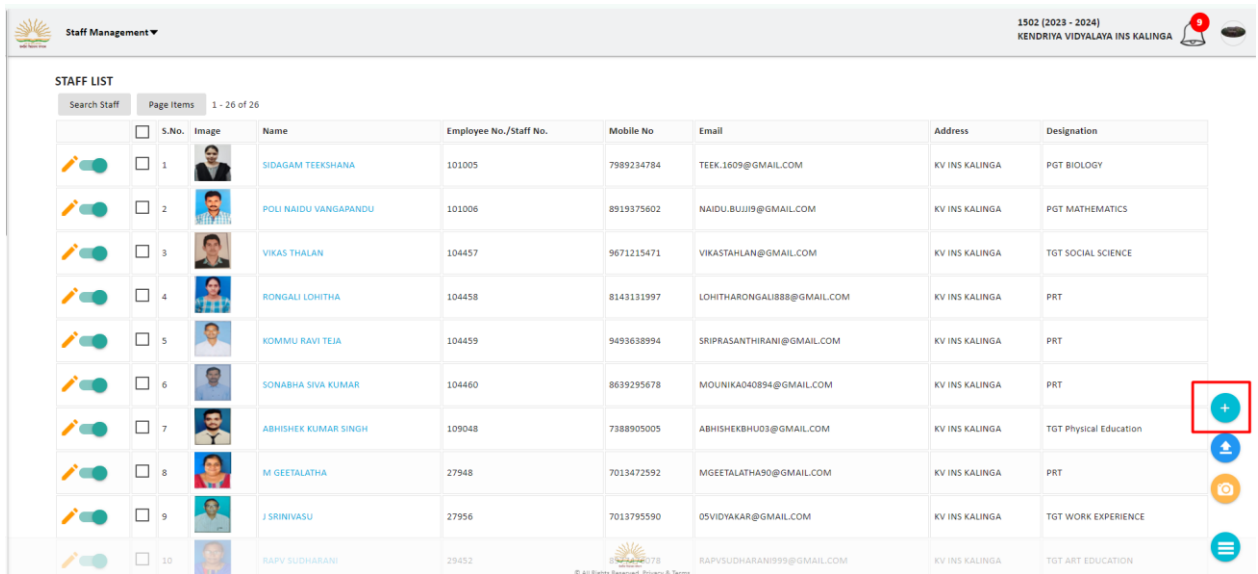
S.No.	Date	Class & Section	Teacher Name	Home Work	Attendance
1	13 Mar 2024	1 A	G RAVI KUMAR	PENDING	PENDING
2	13 Mar 2024	2 A	SONABHA SIVA KUMAR	PENDING	PENDING
3	13 Mar 2024	3 A	MAMTA RANI	PENDING	PENDING
4	13 Mar 2024	4 A	RONGALI LOHITHA	PENDING	PENDING
5	13 Mar 2024	5 A	KOMMU RAVI TEJA	PENDING	PENDING
6	13 Mar 2024	6 A	RAPV SUDHARANI	PENDING	PENDING
7	13 Mar 2024	7 A	MALTI ANGIIRA	PENDING	PENDING
8	13 Mar 2024	8 A	P LAKSHMANA RAO	PENDING	PENDING
9	13 Mar 2024	9 A	P TATABABU	PENDING	PENDING
10	13 Mar 2024	10 A	J SUDHA	PENDING	PENDING
11	13 Mar 2024	11-Science A	Y RAVI KUMAR	PENDING	PENDING
12	13 Mar 2024	12-Science A	T SRINIVASA RAO	PENDING	PENDING

STAFF MANAGEMENT:

Staff management is used to manage staff records of the school.

TO ADD A NEW STAFF OR EDIT DETAILS:

- In staff management module
- Click on staff list



Staff Management

1502 (2023 - 2024)
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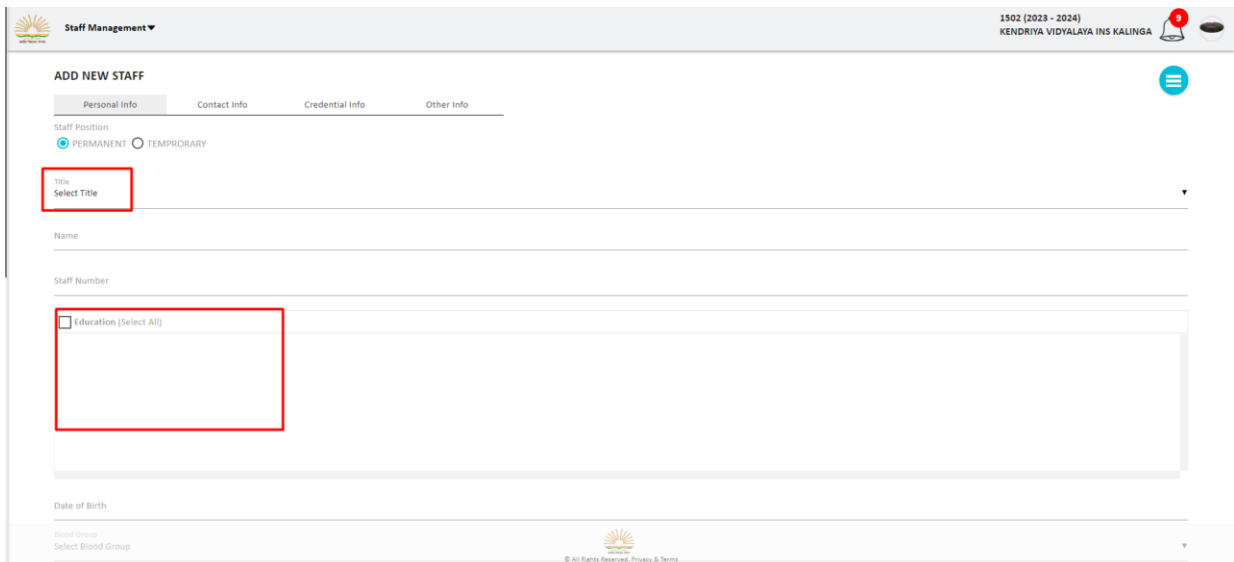
STAFF LIST

Search Staff Page Items 1 - 26 of 26

<input type="checkbox"/>	S.No.	Image	Name	Employee No./Staff No.	Mobile No	Email	Address	Designation
<input type="checkbox"/>	1		SIDAGAM TEEKSHANA	101005	7989234784	TEEK.1609@GMAIL.COM	KV INS KALINGA	PGT BIOLOGY
<input type="checkbox"/>	2		POLI NAIDU VANGAPANDU	101006	8919375602	NAIDU.BUJJI9@GMAIL.COM	KV INS KALINGA	PGT MATHEMATICS
<input type="checkbox"/>	3		VIKAS THALAN	104457	9671215471	VIKASTHALAN@GMAIL.COM	KV INS KALINGA	TGT SOCIAL SCIENCE
<input type="checkbox"/>	4		RONGALI LOHITHA	104458	8143131997	LOHITHARONGALI888@GMAIL.COM	KV INS KALINGA	PRT
<input type="checkbox"/>	5		KOMMU RAVI TEJA	104459	9493658994	SRIPRASANTHIRANI@GMAIL.COM	KV INS KALINGA	PRT
<input type="checkbox"/>	6		SONABHA SIVA KUMAR	104460	8639295678	MOUNIKA040894@GMAIL.COM	KV INS KALINGA	PRT
<input type="checkbox"/>	7		ABHISHEK KUMAR SINGH	109048	7388905005	ABHISHEKBHU03@GMAIL.COM	KV INS KALINGA	TGT Physical Education
<input type="checkbox"/>	8		M GEETALATHA	27948	7013472592	MGEETALATHA90@GMAIL.COM	KV INS KALINGA	PRT
<input type="checkbox"/>	9		J SRINIVASU	27956	7013795590	OSVIDYAKAR@GMAIL.COM	KV INS KALINGA	TGT WORK EXPERIENCE
<input type="checkbox"/>	10		RAVI SUDHARANI	29452	7013795590	RAPYSUDHARANI999@GMAIL.COM	KV INS KALINGA	TGT ART EDUCATION

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Add from right bottom '+' symbol.



Staff Management

1502 (2023 - 2024)
KENDRIYA VIDYALAYA INS KALINGA

ADD NEW STAFF

Personal Info Contact Info Credential Info Other Info

Staff Position

PERMANENT TEMPORARY

Title
Select Title

Name

Staff Number

Education (Select All)

Date of Birth

Blood Group
Select Blood Group

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Add the details for adding a new staff in all the tab (personal info, contact info, credential **info, other info**).

And if you want to fill only mandatory details then scroll down on add new staff page and click on **save & continue**. All mandatory fields will be highlight with red star or red line fill up them and click on **save & continue** or **save & close**.

➤ **In left staff details of de-active staff shows.**

STUDENT CERTIFICATE:

By using student certificate various certificates can be printed.

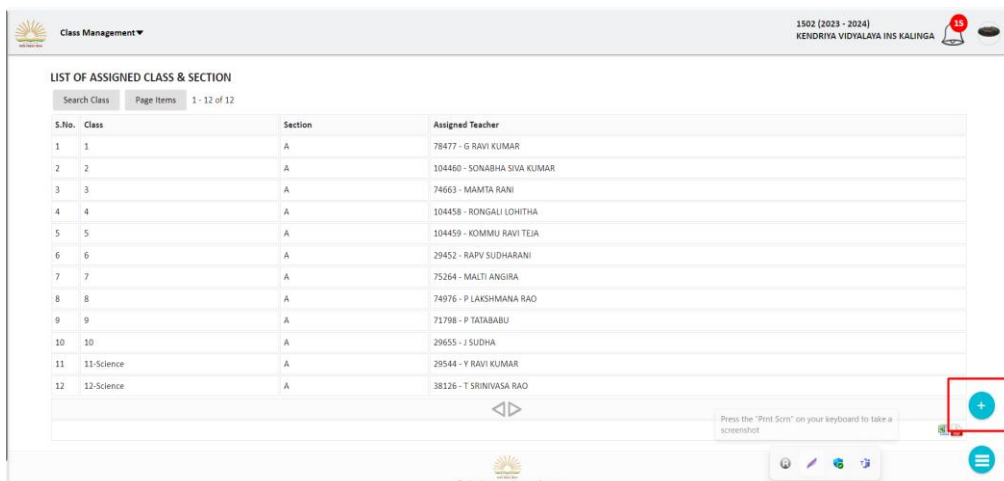
- Character Certificate
- Bonafide Certificate
- Provisional Certificate
- Birth Certificate
- Experience Certificate
- Transfer Certificate and many more.

CLASS MANAGEMENT:

From class management we can manage class & section, can assign class teacher, Exam checker to the particular class.

In **CLASS MANAGEMENT** Module

- Click on **list of assigned class & section** add from right bottom



The screenshot displays the 'Class Management' interface. At the top, it shows the school name 'KENDRIYA VIDYALAYA INS KALINGA' and the academic year '1902 (2023 - 2024)'. The main heading is 'LIST OF ASSIGNED CLASS & SECTION'. Below this, there is a search bar and a pagination indicator 'Page Items 1 - 12 of 12'. The table lists 12 rows of data with columns for S.No., Class, Section, and Assigned Teacher. A red box highlights a '+' button in the bottom right corner of the table area, indicating an 'add' function. The footer contains a copyright notice and a 'Print Screenshot' button.

S.No.	Class	Section	Assigned Teacher
1	1	A	78477 - G RAVI KUMAR
2	2	A	104460 - SONABHA SIVA KUMAR
3	3	A	74663 - MAMTA RANI
4	4	A	104458 - RONGALI LGHITHA
5	5	A	104459 - KOMMU RAVI TEJA
6	6	A	29452 - RAVI SUDHARANI
7	7	A	75264 - MALTI ANGIIRA
8	8	A	74976 - P LAKSHMANA RAO
9	9	A	71798 - P TATABABU
10	10	A	29655 - J SUDHA
11	11-Science	A	29544 - Y RAVI KUMAR
12	12-Science	A	38126 - T SRINIVASA RAO

Class Management

1502 (2023 - 2024)
KENDRIYA VIDYALAYA INS KALINGA

ASSIGN SECTION TO CLASS

Search using search select the class

Select class teacher Exam checker to display on report card

after entering details click on save

SAVE

Class	Section	<input type="checkbox"/>	Class Assign Teacher	Exam Checker	Class Capacity	Report Template Type
1	A	<input checked="" type="checkbox"/>	G. RAVI KUMAR - 78477	Select Staff	45	Select Template Type
2	A	<input checked="" type="checkbox"/>	SONABHA SIVA KUMAR - 104460	Select Staff	45	Select Template Type
3	A	<input checked="" type="checkbox"/>	MAMTA RANI - 74663	Select Staff	45	Select Template Type
4	A	<input checked="" type="checkbox"/>	RONGALI LOHITHA - 104458	Select Staff	45	Select Template Type
5	A	<input checked="" type="checkbox"/>	KOMMU RAVI TEJA - 104459	Select Staff	45	Select Template Type
6	A	<input checked="" type="checkbox"/>	RAPV SUDHARANI - 29452	Select Staff	45	Select Template Type
7	A	<input checked="" type="checkbox"/>	MALTI ANSIRA - 75264	Select Staff	45	Select Template Type
8	A	<input checked="" type="checkbox"/>	P. LAKSHMANA RAD - 74976	Select Staff	45	Select Template Type
9	A	<input checked="" type="checkbox"/>	P. TATYABABU - 71798	Select Staff	45	Select Template Type
10	A	<input checked="" type="checkbox"/>	SUCHA - 29655	Select Staff	45	Select Template Type
11-Science	A	<input checked="" type="checkbox"/>	V RAVI KUMAR - 29544	Select Staff	45	Select Template Type

USER MANAGEMENT:

User management is used to manage the rights of different users on ERP.

e.g.-

Principal can access each module in ERP.

Teacher/class teacher can access some limited modules.

Student can only view their information not of any other student.

All these rights are controlled or managed by User management. Only permission has right of this module.

- Click on **user management** module.
- Using search select the user type, from menu tick the module of which module you want to give permission to select user.
- I select user- teacher, from menu module- attendance management

User Management

1502 (2023 - 2024)
KENDRIYA VIDYALAYA INS KALINGA

ASSIGN RIGHT TO USERS

Search

UserType

Filter Section

User Type
Teacher

Menu (Select All)

Alumni Management

Attendance Management

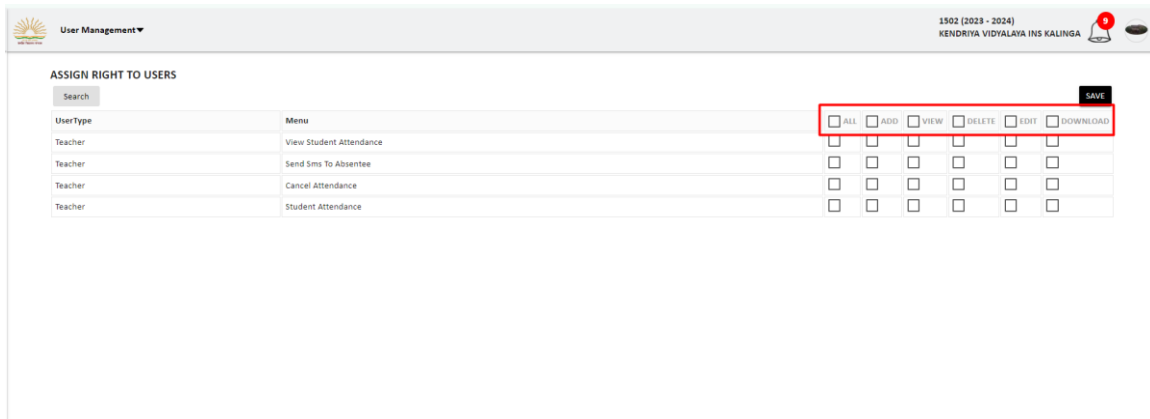
Backup Management

Certificate Management

SEARCH

ALL ADD VIEW DELETE EDIT DOWNLOAD

- When you click on search all the sub-modules that lie in a specific module will show.



Generally, we can perform only five operations on any module-

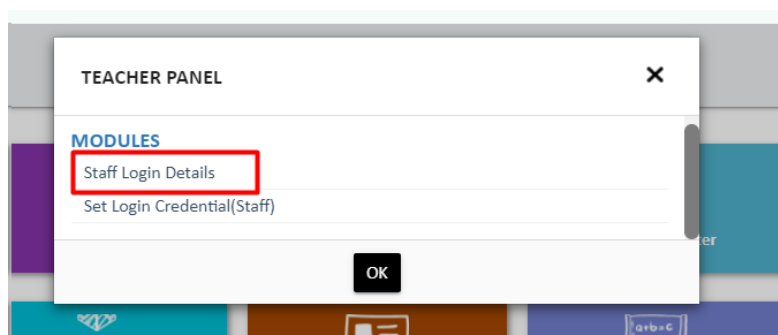
- I. Add (create new entry)
- II. Edit (update existing entry)
- III. Delete (delete records)
- IV. View (see/view records)
- V. Download (download either PDF or Excel format)

If you want to give student attendance permission to class then tick on Add, Edit, View permission. And click on save. The staff having **teacher** user type will be able to mark attendance.

FROM WHERE TO CHECK STAFF USERTYPE?

You can check the user type of staff from **teacher panel** module.

After defining rights to user, now go to teacher panel module> staff login details



Teacher Panel

1502 (2023 - 2024)
KENDRIYA VIDYALAYA INS KALINGA

TEACHER PANEL

Search Teacher Page Items 1 - 25 of 25

user type

S.No.	User Name	Employee Name	Mobile Number	Designation	Permission	Class Permission	SMS Permission	Other Permission
1	KVS109048	ABHISHEK KUMAR SINGH	7388905005	TGT Physical Education	Teacher	View	View	View
2	KVS82122	ARTI	7836966919	TGT SANSKRIT	Teacher	View	View	View
3	KVSDEO1502101	B JAYA PRAKASH	9849032520	DEO	Teacher	View	View	View
4	KVS56895	BANDARU SREENIVASA RAD	9014516148	PGT COMPUTER SCIENCE	Teacher	View	View	View
5	KVS78477	G RAVI KUMAR	9505559610	PRT	Class Teacher	View	View	View
6	KVST15020104	G DIVYA BHARATHI	9490795420	Computer Instructor	Teacher	View	View	View
7	KVS27956	J SRINIVASU	7013795590	TGT WORK EXPERIENCE	Teacher	View	View	View
8	KVS29655	J SUDHA	9246678936	TGT ENGLISH	Class Teacher	View	View	View
9	KVS104459	KOMMU RAVI TEJA	9493638994	PRT	Class Teacher	View	View	View
10	KVS27948	M GEETALATHA	7013472592	PRT	Teacher	View	View	View
11	KVS75264	MALTI ANGIRA	8947827885	PGT HINDI	Class Teacher	View	View	View
12	KVS74663	MAMTA RANI	9812594364	PRT	Class Teacher	View	View	View
13	KVS61794	MANISH KUMAR	9868234656	SSA	Teacher	View	View	View
14	KVS71798	P TATABABU	9492670118	TGT SIA	Class Teacher	View	View	View

In front of every staff name, we have user type you can change the user type to **class teacher, teacher**.

Do not change user type to Principal if you do so then the staff will disappear from here and not able to access their account.

TEACHER PANEL MODULE:

Teacher panel module is used to manage login credentials of staff, reset their password and to assign class permission to teacher so that they can see their allotted class data.

For this go to **teacher panel module > staff login details**

Teacher Panel

1502 (2023 - 2024)
KENDRIYA VIDYALAYA INS KALINGA

TEACHER PANEL

Search Teacher Page Items 1 - 25 of 25

S.No.	User Name	Employee Name	Mobile Number	Designation	Permission	Class Permission	SMS Permission	Other Permission
1	KVS109048	ABHISHEK KUMAR SINGH	7388905005	TGT Physical Education	Teacher	View	View	View
2	KVS82122	ARTI	7836966919	TGT SANSKRIT	Teacher	View	View	View
3	KVSDEO1502101	B JAYA PRAKASH	9849032520	DEO	Teacher	View	View	View
4	KVS56895	BANDARU SREENIVASA RAD	9014516148	PGT COMPUTER SCIENCE	Teacher	View	View	View
5	KVS78477	G RAVI KUMAR	9505559610	PRT	Class Teacher	View	View	View
6	KVST15020104	G DIVYA BHARATHI	9490795420	Computer Instructor	Teacher	View	View	View
7	KVS27956	J SRINIVASU	7013795590	TGT WORK EXPERIENCE	Teacher	View	View	View
8	KVS29655	J SUDHA	9246678936	TGT ENGLISH	Class Teacher	View	View	View
9	KVS104459	KOMMU RAVI TEJA	9493638994	PRT	Class Teacher	View	View	View
10	KVS27948	M GEETALATHA	7013472592	PRT	Teacher	View	View	View
11	KVS75264	MALTI ANGIRA	8947827885	PGT HINDI	Class Teacher	View	View	View
12	KVS74663	MAMTA RANI	9812594364	PRT	Class Teacher	View	View	View
13	KVS61794	MANISH KUMAR	9868234656	SSA	Teacher	View	View	View
14	KVS71798	P TATABABU	9492670118	TGT SIA	Class Teacher	View	View	View

From class permission click on **VIEW** select the class that you want to allot to a particular teacher and click on save.

The screenshot shows the 'Teacher Panel' interface for Kendriya Vidyalaya Ins Kalinga. A modal window titled 'CLASS & SECTION ASSIGN' is open, allowing a teacher to select a class and section. The modal lists classes 1-A through 5-A, with 4-A and 5-A selected. The background shows a table of teachers with columns for S.No., User Name, Employee Name, Mobile Number, Designation, Permission, Class Permission, SMS Permission, and Other Permission.

S.No.	User Name	Employee Name	Mobile Number	Designation	Permission	Class Permission	SMS Permission	Other Permission
1	KVS109048	ABHISHEK KUMAR SINGH	7388905005	TGT Physical Education	Teacher	View	View	View
2	KVS82122	ARTI	7836966919	TGT SANSKRIT	Teacher	View	View	View
3	KVSDEO1502101	B JAYA PRAKASH	9849032520	DEO	Teacher	View	View	View
4	KVS56895	BANDARU SREENIVASA RAO	9014516148	PGT COMPUTER SCIENCE	Teacher	View	View	View
5	KVS78477	G RAVI KUMAR	9505559610	PRT	Class Teacher	View	View	View
6	KVST15020104	G DIVYA BHARATHI	9490795420	Computer Instructor	Teacher	View	View	View
7	KVS27956	J SRINIVASU	7013795590	TGT WORK EXPERIENCE	Teacher	View	View	View
8	KVS29655	J SUDHA	9246678936	TGT ENGLISH	Class Teacher	View	View	View
9	KVS104459	KOMMU RAVI TEJA	9493638994	PRT	Class Teacher	View	View	View
10	KVS27948	M GEETALATHA	7013472592	PRT	Teacher	View	View	View
11	KVS75264	MALTI ANGIRA	8947827885	PGT HINDI	Class Teacher	View	View	View
12	KVS74663	MAMTA RANI	9812594364	PRT	Class Teacher	View	View	View

Class permission will be assigned.

For marks entry and homework teacher mapping work from **EXAMINATION & RESULT MODULE**. Rest all modules are linked from teacher panel.

LOGIN CREDENTIALS:

The screenshot shows the 'Teacher Panel' interface for Kendriya Vidyalaya Ins Kalinga. A table of teachers is displayed with columns for S.No., User Name, Employee Name, Mobile Number, Designation, Permission, Class Permission, SMS Permission, and Other Permission. The 'User Name' column is highlighted with a red box, indicating that the username is the same as the password for login.

S.No.	User Name	Employee Name	Mobile Number	Designation	Permission	Class Permission	SMS Permission	Other Permission
1	KVS109048	ABHISHEK KUMAR SINGH	7388905005	TGT Physical Education	Teacher	View	View	View
2	KVS82122	ARTI	7836966919	TGT SANSKRIT	Teacher	View	View	View
3	KVSDEO1502101	B JAYA PRAKASH	9849032520	DEO	Teacher	View	View	View
4	KVS56895	BANDARU SREENIVASA RAO	9014516148	PGT COMPUTER SCIENCE	Teacher	View	View	View
5	KVS78477	G RAVI KUMAR	9505559610	PRT	Class Teacher	View	View	View
6	KVST15020104	G DIVYA BHARATHI	9490795420	Computer Instructor	Teacher	View	View	View
7	KVS27956	J SRINIVASU	7013795590	TGT WORK EXPERIENCE	Teacher	View	View	View
8	KVS29655	J SUDHA	9246678936	TGT ENGLISH	Class Teacher	View	View	View
9	KVS104459	KOMMU RAVI TEJA	9493638994	PRT	Class Teacher	View	View	View
10	KVS27948	M GEETALATHA	7013472592	PRT	Teacher	View	View	View
11	KVS75264	MALTI ANGIRA	8947827885	PGT HINDI	Class Teacher	View	View	View
12	KVS74663	MAMTA RANI	9812594364	PRT	Class Teacher	View	View	View

Share the username with the staff so that they can login through their ERP Account.

At first time, Username is the password of staff. i.e. — username and password remain same. They can change their password.

IF ANY STAFF FORGOT THEIR PASSWORD:

If any staff forgot their Password then the principal can reset their staff password.

Click on teacher panel module

- Click on staff login details

<input checked="" type="checkbox"/>	<input type="checkbox"/>	10	KVS27948	M GEETALATHA	7013472592	PRT	Teacher	View	View	View
<input checked="" type="checkbox"/>	<input type="checkbox"/>	11	KVS75264	MALTI ANGIIRA	8947827885	PGT HINDI	Class Teacher	View	View	View
<input checked="" type="checkbox"/>	<input type="checkbox"/>	12	KVS74663	MAMTA RANI	9812594364	PRT	Class Teacher	View	View	View
<input checked="" type="checkbox"/>	<input type="checkbox"/>	13	KVS61794	MANISH KUMAR	9868234656	SSA	Teacher	View	View	View
<input checked="" type="checkbox"/>	<input type="checkbox"/>	14	KVS71798	P TATABABU	9492670118	TGT MATHS	Class Teacher	View	View	View
<input checked="" type="checkbox"/>	<input type="checkbox"/>	15	KVS74976	P LAKSHMANA RAO	9912599963	Librarian	Class Teacher	View	View	View
<input checked="" type="checkbox"/>	<input type="checkbox"/>	16	KVS101006	POLI NAIDU VANGAPANDU	8919375602	PGT MATHEMATICS	Teacher	View	View	View
<input checked="" type="checkbox"/>	<input type="checkbox"/>	17	KVS76431	PURVA SHARMA	9468717379	PRT (MUSIC)	Teacher	View	View	View
<input checked="" type="checkbox"/>	<input type="checkbox"/>	18	KVS42411	RAJNEE YADAV	6371608740	PRINCIPAL	Teacher	View	View	View
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	19	KVS29452	RAPV SUDHARANI	8977476078	TGT ART EDUCATION	Class Teacher	View	View	View
<input checked="" type="checkbox"/>	<input type="checkbox"/>	20	KVS104458	RONGALI LOHITHA	8143131997	PRT	Class Teacher	View	View	View
<input checked="" type="checkbox"/>	<input type="checkbox"/>	21	KVS101005	SIDAGAM TEEKSHANA	7989234784	PGT BIOLOGY	Teacher	View	View	View
<input checked="" type="checkbox"/>	<input type="checkbox"/>	22	KVS104460	SONABHA SIVA KUMAR	8639295678	PRT	Class Teacher	View	View	View
<input checked="" type="checkbox"/>	<input type="checkbox"/>	23	KVS38126	T SRINIVASA RAO	9490279810	PGT PHYSICS	Class Teacher	View	View	View
<input checked="" type="checkbox"/>	<input type="checkbox"/>	24	KVS104457	VIKAS THALAN	9671215471	TGT SOCIAL SCIENCE	Teacher	View	View	View
<input checked="" type="checkbox"/>	<input type="checkbox"/>	25	KVS29544	Y RAVI KUMAR	8309915534	PGT ENGLISH	Class Teacher	View	View	View

Reset Password

- On this page tick on the particular staff and from the right bottom click on three strips blue button
- A button shows for reset password
- Click on it password will be changed and the username becomes the password of that staff.
- Similarly you can check student login credentials from **student panel** module.

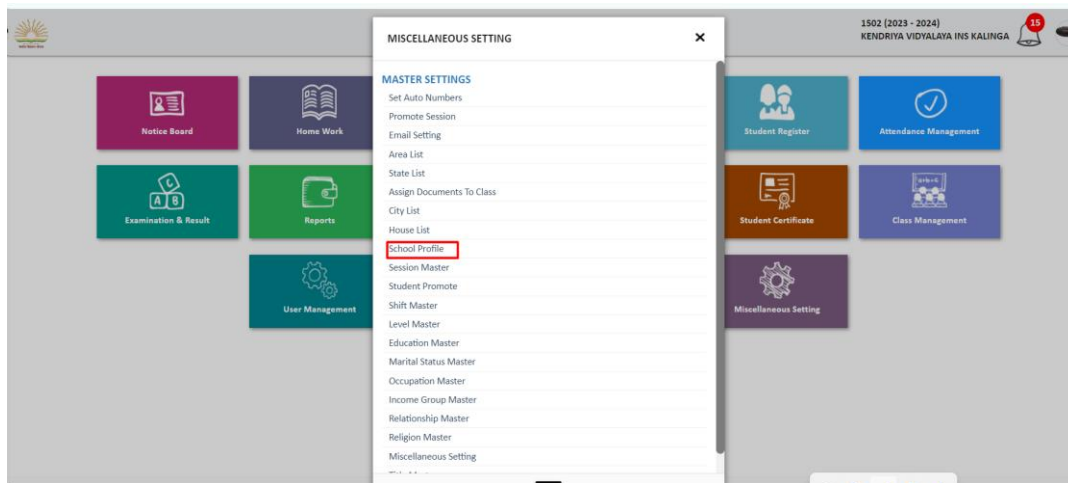
MISCELLANEOUS SETTING:

Miscellaneous setting module is full of master settings. We have to setup these module to once to setup the school. Because these masters settings can be required while you are adding a staff, student or assign houses.

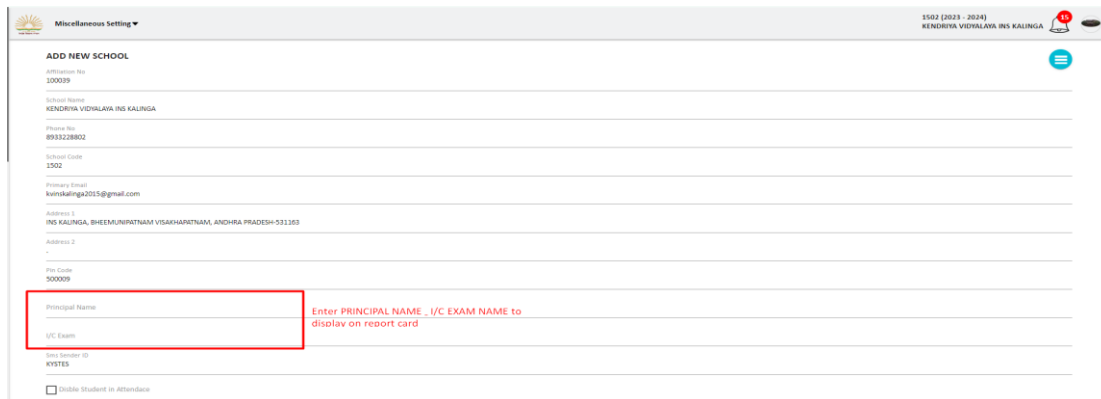
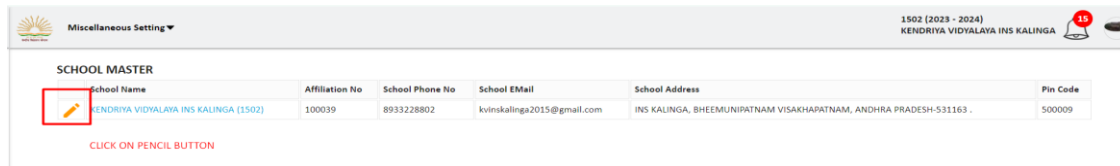
TO UPDATE SCHOOL INFORMATION

In MISCELLANEOUS SETTING MODULE

➤ SCHOOL PROFILE



➤ Click on pencil button to edit profile



Enter the details and click on SAVE & CLOSE.. School details will be update.

THANK YOU.....