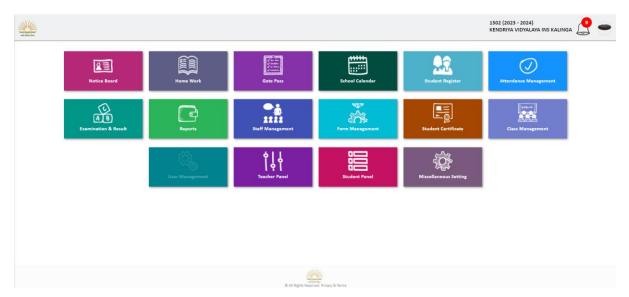
# **USER MANUAL OF ERP SOFTWARE: FOR PRINCIPAL**

#### PRINCIPAL CAN PEFORM VARIOUS TASK LIKE:

- Share notice (any kind of alert of 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.

Search Notice	RD	Page Items						
search Notice		S.No. Name	Subject	Message	Posted By	Notice To	Date & Time	Attachments
/-		1 ALERT	Today Staff Meeting at Computer Lab @ 03:00 PM	View	P1502	27 Staff	10/01/2024 11:17:19	0 File
				$\triangleleft \triangleright$				
								æ
								r
								2

Add from right bottom this screen opens:

With Mark Wass	Notice Board ▼	1502 (2023 - 2024) KENDRIYA VIDYALAYA INS KALINGA	
	ADD NEW NOTICE	e	)
	Select Notice Type		-
	Content/Matter		
	Recipients O Groups O Staff O Student		
	Max Size of attachment is 10M8 Attachments Drag & Drap Files		
	SEND & CONTINUE SEND & CLOSE		
	0.4.4 tigets therease france & horns		

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.

	HOMEWORK					
	Search HomeWork	Page Items 0 - 0 of 0				
	S.No. Date	Category	Message	Posted By Posted To	Date & Time	Attachments
				No Records Found.		
						add new homework
						from + symbol
				D. All high basered if have & Bress		
				© All lights Internet). A have & Torns		
	Home Work <del>*</del>			© All lights financial. A have & hores		1502 (2001 - 2014) REINDRIN VIDIKARI INS KALINGA L
	Home Work <del>v</del> PLOAD NEW HOMEWORK			© All lights financial. A have & hores		
U	PLOAD NEW HOMEWORK			© All lights Reserved, Prova & Stress		1502 (2013 - 2014) RETORTINS VIDDILLARI NIS KALINGA (
UI 13,	PLOAD NEW HOMEWORK			© All lights Reserved, Privacy & Serves		
UI 13,	PLOAD NEW HOMEWORK			© All lights Reserved, Analy & Serves		
UI Ho 13) Car SEI	PLOAD NEW HOMEWORK			© All lights Reserved, Proxy & Turns		
UI Ho 13) Car SEI	PLOAD NEW HOMEWORK mereorit Date (03/2004 repry LECT CATEGORY			© All lights Reserved, Provide & Serves		
UI Ho 13) Can SEL	PLOAD NEW HOMEWORK			© All lights Resources, Analy & Stress		
UI Har 13, Can SEL	PLOAD NEW HOMEWORK means bas second bas seco					
UI Har 13, Can SEL	PLOAD NEW HOMEWORK mework Data (03/2024 Lett CATEGORY Lett CATEGORY when Type class & Section () individual					
UF Har 13, Can SEL	A Sedject Selection Select					
UI Ha Sti Sti	Class & Settins (Select A)					
	PLOAD NEW HOREWORK means the  angular					
	PLOAD NEW HONEWORK           International time           VALUES           WILCOLORISON           Mark           Select Time					
	PLOAD NEW HOMEWORK           water of the part of the					
	PLOAD NEW HOMEWORK where the second s					
	LOAD NEW HOMEWORK where the second seco					
	PLOAD NEW HOMEWORK where the second s					
	LOAD NEW HOMEWORK where the second seco					
	LOAD NEW HOMEWORK where the second seco					
	Result         Homework           With Party         With Party           With					

- 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

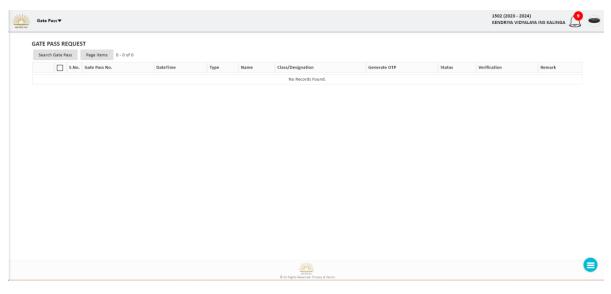
For student enter name or admission number, or for classes select class or classes.

- 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 V	1502 (2028 - 2024) KENDRYA VIDYALAYA INS KALINGA 🔔 <
ADD GATE PASS	•
Gate Pass No	
Date On Which Gate Pass is Required 13/03/2024	
Time At Which Gate Pass is Required 11:16	0
Student O Staff	
Enter Student	
Admission No	
Class Name	
Father Name	
Phone No	
Reason	
T OTP Not Required	SAVE & CONTINUE SAVE & CLOSE
,	

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

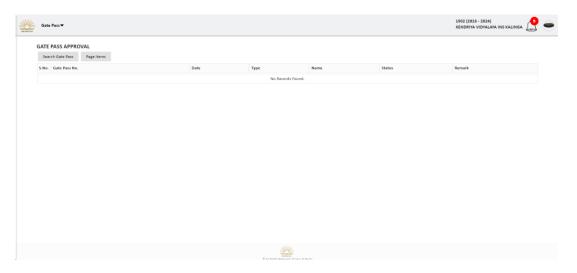
Select the date and time of generating gate pass.

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.

Student Reg	ister▼								1502 (2028 - 2024) KENDRIYA VIDYALA	(A INS KALIN	.ga
STUDENTS I	LIST										
Search Stud	ent	Page It	ems 1-	100 of 467 >							
		S.No.	Image	Student UID No.	Admission No.	Name	Class & Section	Father's Name	Mother's Name	Images	Status
/-		1		111502123003472	3472	CHAMPA RANI HANSDAH	1 A	GOBINDA CHANDRA HANSDAH	SEBATI SOREN	1 Images	Active
/-		2		111502123003473	3473	SEERAPU REANNA MERCY	1.4	S CHANDRA SEKHAR	S DEVI PRIYANKA	1 images	Active
/-		3	2	111502123003474	3474	ROOHI	1.4	ANIL SINGH TOMAR	RAKHI TOMAR	1 Images	Active
/-		4		111502123003475	3475	ARNAV KUMAR	1 A	ASHWINI KUMAR	ALKA KUMARI	1 Images	Active
/-		5		111502123003476	3476	KUNAL KUMAR	1.4	DEEPAK KUMAR	GUDIYA KUMARI	1 Images	Active
/-		6		111502123003478	3478	KRISHNA VENI V J	1 A	VISWA KUMAR L S	JAYASREE M N	1 Images	Active
/-		7	2	111502123003479	3479	MADDI SAATHVIK SAI REDDY	1.4	VENU GOPAL REDDY MADDI	M. KALAVATHI	1 Images	Active
/=		8		111502123003480	3480	BODASING PRAGNAYA SREE	1.4	BODASING SRINU	BODASING LALITHA	1 images	Active
/=		9		111502123003481	3481	KALISETTI VARUN TEJA	1 A	EKAMBARA RAO KALISETTI	HEMALATHA KALISETTI	1 Images	Active
-		10	Cort	111502123003482	2402	KALISETTI VAISHNAVI	1.4	EKAMBARA RAO KALISETTI	HEMALATHA KALISETTI	1 images	

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:

Student Register▼						1502 (2023 - 2024) KENDRIYA VIDYALAYA INS KALINGA
ADD NEW STUDENT					-	6
Personal Info	Contact Info	Other Info	Previous Record	Attachments	In these five tabs there can be many mandatory field	•
Select Session					vou have to cross check all fields to save a student record	•
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						
				© All Rights Reserved. Pr	ivacy & Tarms	

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 **MISCELLENEOUS 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..

	ROLL NUMBER TO STUDENT	here nev	v roll numbers will show	save from top right
5.No.	Name	Class & Section	New Boll Number	Previous Roll Number(If Any)
1	3371 - SOHAN SAMANTA	2 A	01	1
2	3372 - PODUGU MEGHANA	2 A	02	2
з	3374 - NADIGATLA SIRIVAISHNAVI	2 A	03	3
4	3383 - VASUPALLI DHANA	2 A	04	4
5	3384 - MYLAPILLI YASWANTH KUMAR	2 A	05	5
6	3500 - SOUMODIP GHOSH	2 A	06	6
7	3387 - ELIPILLI SAHASRA	2 A	07	7
8	3391 - PALLA RISHI VADAN	2 A	08	4
9	3392 - YAMALA EKSHITA NAGA KUMARI	2 A	09	2
10	3469 - AADITI	2 A	10	10
11	3471 - CHAPALA MANISH	2.6	11	11
12	3518 - SEERAPU REGINA SANDRA	2 A	12	12

# 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.

TUDE	NT ATTENDA	ANCE LIST								
Searc	h Class									SAVE
S.No.	Image	Class	Student	Admission No.	Date	O Present	O Absent	O On Leave	O On Medical Leave	Remarks
1		1 - A	CHAMPA RANI HANSDAH	3472	13/03/2024	•	0	0	0	
2	3.	1 - A	SEERAPU REANNA MERCY	3473	13/03/2024	•	0	0	0	
3	2	1 - A	ROOHI	3474	13/03/2024	•	0	0	0	
4		1 - A	ARNAV KUMAR	3475	13/03/2024	•	0	0	0	
5		1 - A	KUNAL KUMAR	3476	13/03/2024	•	0	0	0	
6	3	1 - A	KRISHNA VENI V J	3478	13/03/2024	•	0	0	0	
7	2.	1 - A	MADDI SAATHVIK SAI REDDY	3479	13/03/2024	•	0	0	0	
8	<b>.</b>	1 - A	BODASING PRAGNAYA SREE	3480	13/03/2024	•	0	0	0	
9	-	1 - A	KALISETTI VARUN TEJA	3481	13/03/2024		0	0	0	

## 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 V	search X	1502 (2028 - 2024) KENDRIYA VIDYALAYA INS KALINGA 🦉 👄
VIEW STUDENT ATTENDANCE	Class & Steches (Jaket AB)       ] 1-A       ] 2-A       ] 3-A       ] 4-A       ] 5-A       ] 5-A       ] 6-A	82
	Service and the service of the servi	

## **TO CANCEL ATTENDANCE:**

In attendance management

Click on Cancel attendance

Attendance Management V	1502 (2023 - 2024) KENDRIVA VIDVALAVA INS KALINGA 🖉
CANCEL ATTENDANCE	•
Date	
Class & Section (Select All)	
1-A	
2 - A	
3 - A	
4 - A	
5 - A	
— Б-А	
7-A	
 [] I - A	
 9-A	
 10 - A	
11-Science - A	
12-Science - A	
Sea	E& CONTINUE SAVE & CLOSE
	<u>**</u>

- > 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 :

			EXAMINATION & RESULT	×	154 KE	02 (2023 - 2024) NDRIYA VIDYALAYA INS KALINGA	2 🗢
Notice Board	Enter Work		MODULES Marks Entry List Pending Marks Entry Calculate Student Marks Download Student Result		Attendance Management	A B Examination & Result	
Reports	Staff Management	Fo	Download Student Marks Sheet School Class Subject Teacher Mapping Teacher Remarks Final Remarks	ent	User Management	teacher Panel	
			MASTER SETTINGS Teacher/Subject-Class-Mapping Assign Subject To Student CIK	_			

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 .

Examination & Result V	1502 (2023 - 2024) KENDRIYA VIDYALAYA INS KALINGA
CLASS - SUBJECT & TEACHER MAPPING	e
Select Staff	-
Select Subject	
Class (Select All)	
A I A	
2 A	
3A	
1 4 A	
□ SA	
∏6A	
SAVE & CONTINUE	SAVE & CLOSE

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

												~
ASSIG	N SUBJECT TO S	TUDENT										
Sear	ch											SAVE
S.No.	Class & Section	Enrollment No.	Student	Roll No.	Art-Craft	English	EVS	GAMES	Hindi	Mathematics	MUSIC / DANCE	PERSONAL DEVELOPMENT
1	1 - A	3472	CHAMPA RANI HANSDAH	1	$\checkmark$	$\checkmark$						
2	1 - A	3473	SEERAPU REANNA MERCY	2	$\checkmark$	$\checkmark$						
3	1 - A	3474	RODHI	3	$\checkmark$	$\checkmark$						
4	1 - A	3475	ARNAV KUMAR	4	$\checkmark$	$\checkmark$						
5	1 - A	3476	KUNAL KUMAR	5	$\checkmark$	$\checkmark$						
6	1 - A	3478	KRISHNA VENI V J	6	$\checkmark$	$\checkmark$						
7	1 - A	3479	MADDI SAATHVIK SAI REDDY	7	$\checkmark$	$\checkmark$						
8	1 - A	3480	BODASING PRAGNAYA SREE	8	$\checkmark$	$\checkmark$						
9	1 - A	3481	KALISETTI VARUN TEJA	9	$\checkmark$	$\checkmark$						
10	1 - A	3482	KALISETTI VAISHNAVI	10	$\checkmark$	$\checkmark$						
11	1 - A	3483	SIRIPURAPU AMARESHWAR	11	$\checkmark$	$\checkmark$						
12	1 - A	3485	TEPPALA DEVANSH	12	$\checkmark$	$\checkmark$						
13	1 - A	3488	N.RUDRA PRIYA	13	$\checkmark$	$\checkmark$						
14	1 - A	3489	HYRIN FAIHA S	14	$\checkmark$	$\checkmark$						
15	1 - A	3491	LAVETI PRANATHI	15	$\checkmark$	$\checkmark$						
16	1 - A	3492	GOGINENI YUKTHASRI	16	$\checkmark$	$\checkmark$						
17	1 - A	3493	BALLANKI THESHMITHA	17	$\checkmark$	$\checkmark$	~	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$

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:

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:

Examinat	ion & Result ♥			1502 (2023 - 2024) KENDRIYA VIDYALAYA INS KALINGA	9
ADD MAF	KS ENTRY			e	
lass & Section I - A					,
Assessment Notebook Su	umission 1				
Subject	omission 1				
English					•
SHO	W LIST DOWNLOAD EXCEL UPLO	DAD			
S.No	. Student	Absent	Exempt	Theory(0 - 25)	
1	VANUMU PRANAVI (3267)			6.28	
2	CHOKKA GRESHMANTH (3269)			5.42	
3	BATTEPATI GOUTHAM VENKAT (3270)			6.20	
4	KADALI PUNITH SAI (3271)			5.92	
5	BORA SIVA KARTHIK (3272)			6.24	
6	CHALLA YASWANTH (3281)			6.10	
7	SHREYANSI SAHU (3282)			9.88	
8	VASAMSETTY RAVI SANKARA SATYA PRASAD REDDY (3288)			8.40	
9	PYDI TRIHAAN YASHWIN (3291)			e m	
				S 41000 Barrad Tarra	

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

ad kin te	Examination & Result ▼	1502 (2023 - 2024) KENDRIYA VIDYALAYA INS KALINGA	2	•
	CALCULATE STUDENTS MARKS			
	Gau & Sector 2 - A		•	
	Report Card TERM (IU-II)		•	
	SAVE			
	—			
1				
•				

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

			t <b>~</b>					NDRIYA VIDYALAYA INS KALINGA
DOWNL	OAD	STUD	ENT MARKSHEET					
Search	Studer	nt	Page Items 1 - 45	of 45				
		S.No.	Enrollment No.	Roll No.	Name	Class & Section	Father's Name	Father's Mobile No.
<b>3</b> 2		1	3267	1	VANUMU PRANAVI	3 A	V SWARNA KUMAR	7729851211
<b>S</b>		2	3269	2	CHOKKA GRESHMANTH	3 A	CH NARESH	9177127728
<b>3</b> 2		3	3270	3	BATTEPATI GOUTHAM VENKAT	3 A	BATTEPATI SIVA KUMAR	9490307958
<b>S</b>		4	3271	4	KADALI PUNITH SAI	3 A	KADALI NARESH	7095329234
<b>S</b>		5	3272	5	BORA SIVA KARTHIK	3 A	BORA CHINNA REDDY	8433042284
<b>3</b> 2		6	3281	6	CHALLA YASWANTH	3 A	CHALLA SRINIVASA RAO	9030710943
<b>S</b>		7	3282	7	SHREYANSI SAHU	3 A	SATYANARAYANA SAHU	7204317972
<b>S</b>		8	3288	8	VASAMSETTY RAVI SANKARA SATYA PRASAD REDDY	3 A	DURGA VEERA VENKATA NAGA SIVA PRASAD	9704221818
<b>3</b> 2		9	3291	9	PYDI TRIHAAN YASHWIN	3 A	PYDI DILEEP	8501818794
<b>1</b>		10	3294	10	VOLLI AKHIL NAVTEJ	3 A	VOLLI NAGENDRA KUMAR	7989158047
<b>3</b> 2		11	3297	11	VIDADASARI PAVAN KUSHAL	3 A	VIDADASARI GURUMURTHY	8247805186
<b>1</b>		12	3299	12	CHETLA DINNI VARSHITH	3 A	CH BANGARU REDDY	6300967508
<b>3</b>		13	3301	13	DEEPATI GELVINN STANLE	3 A	DEEPATI AZAI RAJU	9441664282
<b>3</b> 2		14	3302	14	KANITI SOWMYA	3 A	BANGAR RAJU KANITI	9494376022
<b>3</b> 2		15	3303	15	SANKURUBHUKTHA HAVEESH	3 A	SANKURUBHUKTHA JOGA RAO	9959487902
<b>1</b>		16	3304	16	ADAPAKA HAARIKA	3 A	ADAPAKA BHARAT BHUSHAN	8465029508
<b>1</b>		17	3306	17	BUDITHI DEEKSHITHA	3 A	BUDITHI NAGA VENKATA DURGA PRASAD	9848445344
A D						3 A		

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.

Search Repor	Date	Class & Section	Teacher Name	Home Work	Attendance
1	13 Mar 2024	1A	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 ANGIRA	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
					۲.

# **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

								r va	NDRIYA VIDYALAYA INS KALINGA
STAFF LIST									
Search Staff	Ρ	age Item	s 1 - 26 o	of 26					
		S.No.		Name	Employee No./Staff No.	Mobile No	Email	Address	Designation
/=		1		SIDAGAM TEEKSHANA	101005	7989234784	TEEK.1609@GMAIL.COM	KV INS KALINGA	PGT BIOLOGY
/-		2	9	POLI NAIDU VANGAPANDU	101006	8919375602	NAIDU.BUJJI9@GMAIL.COM	KV INS KALINGA	PGT MATHEMATICS
/-		3	<u></u>	VIKAS THALAN	104457	9671215471	VIKASTAHLAN@GMAIL.COM	KV INS KALINGA	TGT SOCIAL SCIENCE
/-		4		RONGALI LOHITHA	104458	8143131997	LOHITHARONGALI888@GMAIL.COM	KV INS KALINGA	PRT
/-		5	<b>Q</b>	KOMMU RAVI TEJA	104459	9493638994	SRIPRASANTHIRANI@GMAIL.COM	KV INS KALINGA	PRT
/-		6	9	SONABHA SIVA KUMAR	104460	8639295678	MOUNIKA040894@GMAIL.COM	KV INS KALINGA	PRT
/-		7	Ş	ABHISHEK KUMAR SINGH	109048	7388905005	ABHISHEKBHU03@GMAIL.COM	KV INS KALINGA	TGT Physical Education
/-		8	9	M GEETALATHA	27948	7013472592	MGEETALATHA90@GMAIL.COM	KV INS KALINGA	PRT
/-		9	0	J SRINIVASU	27956	7013795590	05VIDYAKAR@GMAIL.COM	KV INS KALINGA	TGT WORK EXPERIENCE

Add from right bottom '+' symbol.

Staff Management ▼		1502 (2023 - 2024) KENDRIVA VIDYALAVA INS KALINGA 👤 🗨
ADD NEW STAFF		•
Personal Info Contact Info Credential In	fo Other Info	-
Staff Position <ul> <li>PERMANENT O TEMPRORARY</li> </ul>		
Title Select Title		
Name		
Staff Number		
Education (Select All)		
Date of Birth		
Blood Group Select Blood Group	<u></u>	

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

LIST	OF ASSIGNED CLASS & SECTION			
Sei	arch Class Page Items 1 - 12 of 12			
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 LOHITHA	
5	5	A	104459 - KOMMU RAVI TEJA	
6	6	A	29452 - RAPV SUDHARANI	
7	7	A	75264 - MALTI ANGIRA	
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	
			$\triangleleft \triangleright$	Press the "Prnt Scm" on your keyboard to take a screenshot

Search	ION TO CLASS using search sele	ect the class			Select class teacher <u>E</u> xai to display on report car			after entering details click on save	SAVE
Class	Section		Class Assign Teacher		Exam Checker		Class Capacity	Report Template Type	
1	A	$\checkmark$	G RAVI KUMAR - 78477	•	Select Staff	•	45	Select Template Type	
2	A	$\checkmark$	SONABHA SIVA KUMAR - 104460	٠	Select Staff	•	45	Select Template Type	
3	А	$\checkmark$	MAMTA RANI - 74663	•	Select Staff	•	45	Select Template Type	
4	A	$\checkmark$	RONGALI LOHITHA - 104458	٠	Select Staff	•	45	Select Template Type	
5	A	$\checkmark$	KOMMU RAVI TEJA - 104459	•	Select Staff	•	45	Select Template Type	
6	A	$\checkmark$	RAPV SUDHARANI - 29452	•	Select Staff	•	45	Select Template Type	
7	A	$\checkmark$	MALTI ANGIRA - 75264	•	Select Staff	•	45	Select Template Type	
8	A	$\checkmark$	P LAKSHMANA RAO - 74976	•	Select Staff	•	45	Select Template Type	
9	A	~	P TATABABU - 71798		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 <del>V</del>	FILTER SECTION	×	1502 (2023 - 2024) KENDRIYA VIDYALAYA INS KALINGA 🤰 👄
ASSIGN RIGHT TO USERS Search UserType	User Type: Teacher Alumni Management Alumni Management Backup Management Certificate Management Certificate Management		ALL ADD VEW DELETE EDIT DOWNLOAD

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

ASSIGN RIGHT TO USERS Search SAVE					
Search UserType	Menu	ALL ADD VIEW DELETE EDIT DOW			
Teacher	View Student Attendance				
Teacher	Send Sms To Absentee				
Teacher	Cancel Attendance				
Teacher	Student Attendance				

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		×
MODULES Staff Login Details Set Login Credential(St	f)	
	ОК	er
*12*		a+p>c

		-					user type			
TEACHE							user type	_		
Search	Teacher	Pa	ge 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	Select User Type		View	View
-		2	KVS82122	ARTI	7836966919	TGT SANSKRIT	Teacher		View	View
		3	KVSDE01502101	B JAYA PRAKASH	9849032520	DEO	Principal Class Teacher		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	KV\$75264	MALTI ANGIRA	8947827885	PGT HINDI	Class Teacher	View	View	View
-		12	KV574663	MAMTA RANI	9812594364	PRT	Class Teacher	▼ View	View	View
-		13	KVS61794	MANISH KUMAR	9868234656	SSA	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

ГЕАСНЕ	R PANE	L								
Search	Teacher	Pa	ge 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	KVSDE01502101	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	KV\$27956	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

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

Teacher	r Panel 🔻				CLASS & SECTION ASSIGN X KENDRIYA VIDYALAYA INS KALI					YALAYA INS KALINGA
TEACHE	R PANI	EL.			Class & Section (S	elect All)				
Search Teacher Page Items 1 - 25 of 25		KENDRIYA VIDYALAYA	INS KALINGA							
		S.No.	User Name	Employee Name	1 - A			Class Permission	SMS Permission	Other Permission
		1	KV5109048	ABHISHEK KUMAR SINGH	2 - A			View	View	View
		2	KV582122	ARTI	3 - A			View	View	View
		3	KVSDE01502101	B JAYA PRAKASH	5 - A			View	View	View
-		4	KVS56895	BANDARU SREENIVASA RAO		_		View	View	View
		5	KV\$78477	G RAVI KUMAR		SAVE		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	KV5104459	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
-			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:

TEACHE										
Search	Teacher		e Items 1 - 25 of 25							
		5.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	KV582122	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	KV574663	MAMTA BANI	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

		10	KVS27948	M GEETALATHA	7013472592	PRT	Teacher	View	View	View
		11	KV\$75264	MALTI ANGIRA	8947827885	PGT HINDI	Class Teacher	View	View	View
		12	KV\$74663	MAMTA RANI	9812594364	PRT	Class Teacher	View	View	View
-		13	KVS61794	MANISH KUMAR	9868234656	SSA	Teacher •	View	View	View
-		14	KV\$71798	P TATABABU	9492670118	TGT MATHS	Class Teacher	View	View	View
-		15	KVS74976	P LAKSHMANA RAO	9912593963	Librarian	Class Teacher	View	View	View
-		16	KVS101006	POLI NAIDU VANGAPANDU	8919375602	PGT MATHEMATICS	Teacher	View	View	View
		17	KV576431	PURVA SHARMA	9468717379	PRT (MUSIC)	Teacher	View	View	View
-		18	KV542411	RAJNEE YADAV	6371608740	PRINCIPAL	Teacher	View	View	View
-	$\checkmark$	19	KV529452	RAPV SUDHARANI	8977476078	TGT ART EDUCATION	Class Teacher	View	View	View
-		20	KV5104458	RONGALI LOHITHA	8143131997	PRT	Class Teacher	View	View	View
-		21	KVS101005	SIDAGAM TEEKSHANA	7989234784	PGT BIOLOGY	Teacher	View	View	View
-		22	KVS104460	SONABHA SIVA KUMAR	8639295678	PRT	Class Teacher	View	View	View
-		23	KV\$38126	T SRINIVASA RAO	9490279810	PGT PHYSICS	Class Teacher	View	View	View
-		24	KVS104457	VIKAS THALAN	9671215471	TGT SOCIAL SCIENCE	Teacher	View	View	View
		25	KV529544	Y RAVI KUMAR	8309915534	PGT ENGLISH	Class Teacher	View	View	View Reset Password
						$\triangleleft \triangleright$				
						and the state of t				

- 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.

## **MISCELLENEOUS 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

		MISCELLANEOUS SETTING	×		1502 (2023 - 2024) KENDRIYA VIDYALAYA INS KALINGA
Notice Board	Home Work	MASTER SETTINGS Set Auto Numbers Promote Session Email Setting Area List		Student Register	Attendance Management
A B Examination & Result	Reports	area Lut State List Assign Documents To Class City List House List		Student Certificate	Class Management
	User Menagement	School Profile Session Master Student Promote Shift Master Level Master		Miscellaneous Setting	
		Education Master Marital Status Master Occupation Master			
		Income Group Master Relationship Master Religion Master Miscellaneous Setting			

#### > Click on pencil button to edit profile

	Mis	cellaneous Setting♥				150 Ken	02 (2023 - 2024) NDRIYA VIDYALAYA INS KALIN	GA	-
	SCHO	DOL MASTER							
		School Name	Affiliation No	School Phone No	School EMail	School Address		Pin Code	
	1	KENDRIYA VIDYALAYA INS KALINGA (1502)	100039	8933228802	kvinskalinga2015@gmail.com	INS KALINGA, BHEEMUNIPATNAM VISAKHAPATNAM, ANDHRA PRAD	ESH-531163 .	500009	
<sup>-</sup>		CLICK ON PENCIL BUTTON							

Miscellaneous Setting		1502 (2023 - 2024) KENDRIYA VIDYALAYA INS KALINGA 💭
ADD NEW SCHOOL		•
100039		
School Name KENDRIYA VIDYALAYA INS KALINGA		
Phone No 8933228802		
School Code 1502		
Primary Email kvinskalinga2015@gmail.com		
Address 1 INS KALINGA, BHEEMUNIPATNAM VISAKHAPATNAM, ANDHRA PP	ADESH-531163	
Address 2		
Pin Code 500009		
Principal Name		
I/C Exam	Enter PRINCIPAL NAME _ I/C EXAM NAME to display on report card	
Sms Sender ID		
KYSTES		

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

# THANK YOU.....