ERP USER MANUAL

Introduction

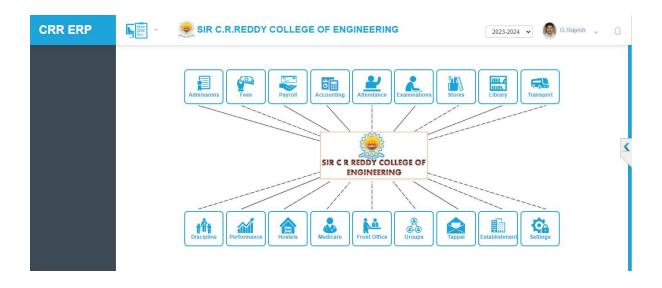
- Efficiency: ERP streamlines operations like admissions, scheduling, and finance, saving time and resources.
- Communication: Improves interdepartmental communication, enhancing collaboration and reducing errors.
- Decision Making: Provides real-time data and analytics for informed decisionmaking.
- Resource Allocation: Optimizes resource allocation and budgeting for better efficiency.
- Accountability: Tracks activities and changes, ensuring compliance and transparency.
- Data Management: Centralized database ensures accurate and accessible information for students, faculty, and staff.
- Student Experience: Simplifies processes, offers self-service options, and enhances communication for students.
- Scalability: Adapts to changing needs and supports future growth.
- Cost Savings: While initial costs may be high, long-term savings come from improved ef1. When you tap on the User details on the top right side you can access them as Follow
- 2.You can select the Data By choosing the Academic Year Option
- 3. Rise ticket is used by the Admin to Explain the Problem and Ratifies it
- 4. That logo indicates the Reports of the Every Modules
- Efficiency and reduced errors.
- Competitive Advantage: Enhances efficiency, services, and adaptability, giving a competitive edge.

Log in page



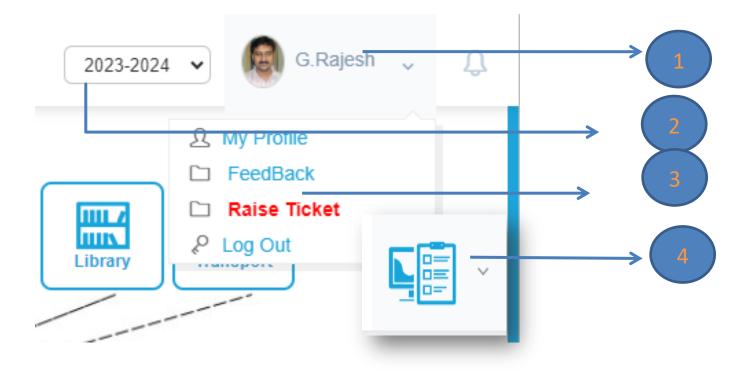
This is the Home page where you should give your Credentials to log in to use the Software

Home Page



After Login you will enter in to the home page where can you discover the Different Modules that you can use accordingly

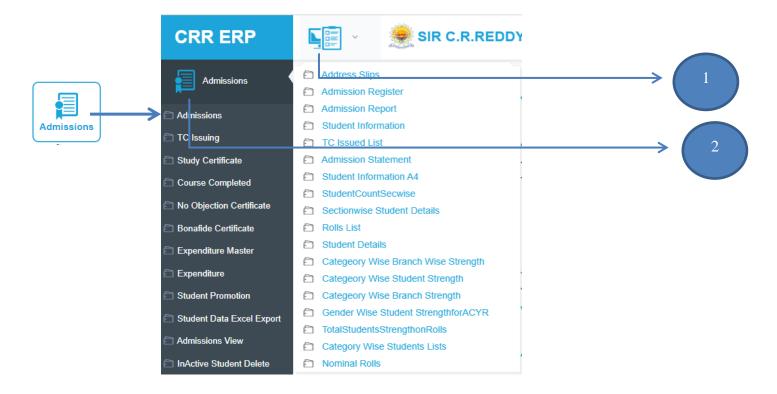
Explanation of Each Feature



- 1. When you tap on the User details on the top right side you can access them as Follow
- 2. You can select the Data By choosing the Academic Year Option
- 3. Rise ticket is used by the Admin to Explain the Problem and ratifies it
- 4. That logo indicates the Reports of the Every Modules

Processing of Using Module

Example

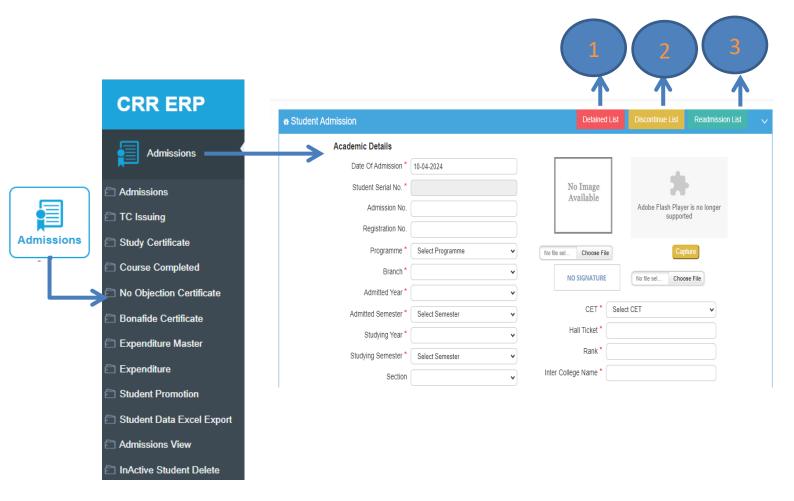


- > then ever you opened a module it consist of forms and Reports
- ➤ The top left side are called Reports (1)
- ➤ The left side Are called Forms (2)

ADMISSIONS

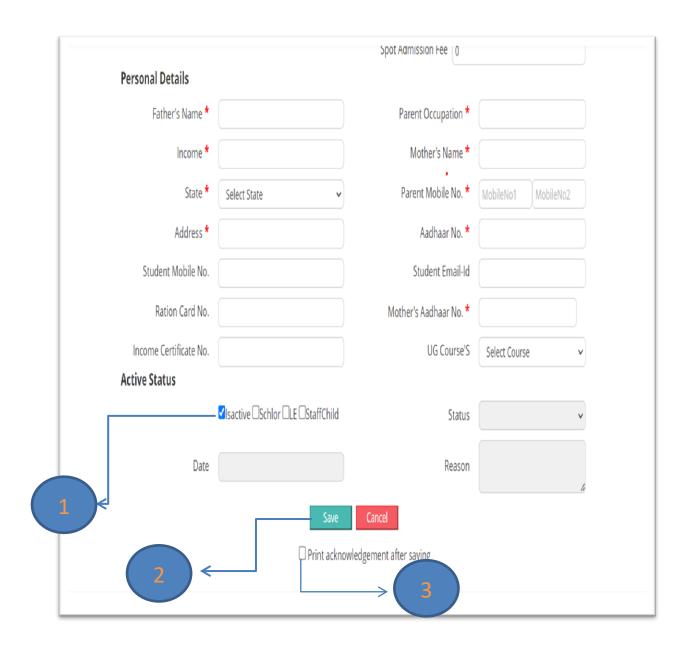
- User friendly Admission Process
- ➤ Admission Process can be done at multiple nodes
- Instant photography through webcam
- ➤ Acknowledgment generation
- Flexibility to Branch changes and Readmissions
- Register No. generation and Section Allotment for new admissions
- ➤ Generation of Expenditure Master and Course Expenditure Certificate
- Easy Student promotion to next Year/Semester

➤ Customized Admission Reports, Student details, Address Slips for Mailing, Section wise students Roll No. Range and TC Issued list.....etc.

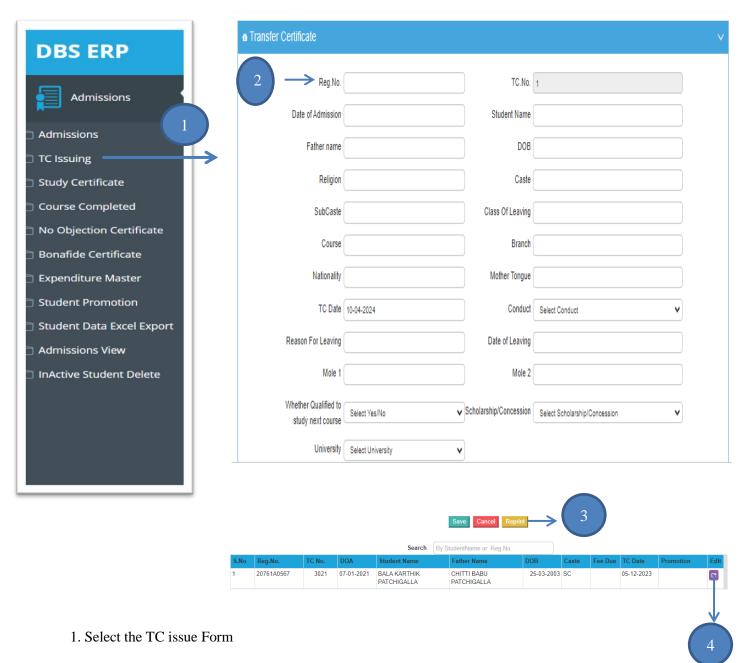


After Opining the Admission you can discover the forms where you can do the data Entry.

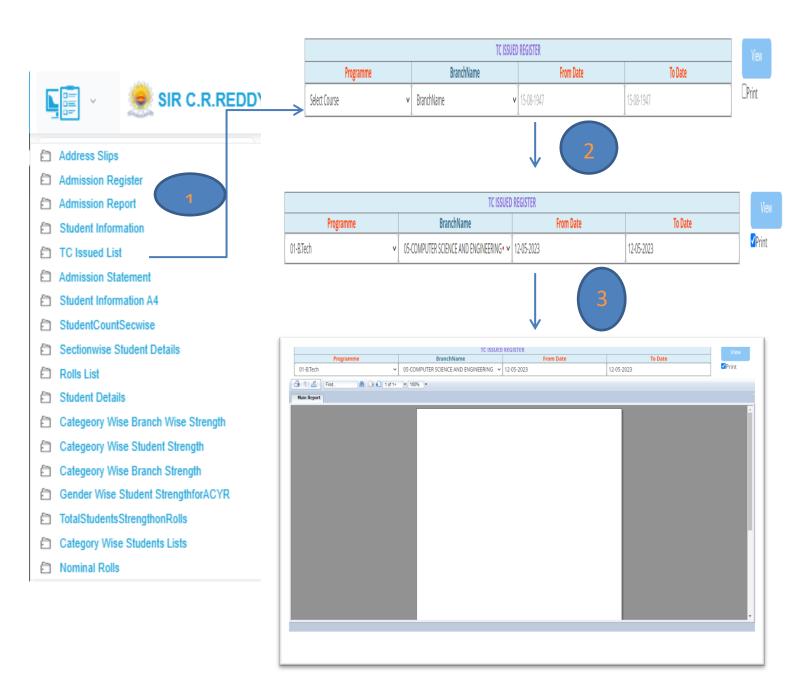
- 1. You can find the Detained list
- 2. You can find the Discontinue list
- 3. You can find the Readmitting list



- 1. You can maintain the status of the student
- 2. And save and Cancel the Detail every time when you changed them
- 3. As well as Allows you to take a Print after saving



- 2. Enter the Regno and Press Tab key on the keyboard And you will get the student Details
- 3. Now save and Take the Default settled form on the Paper
- 4. At the bottom, you can find the details of the student for whom you issued the TC



Now coming to the Repot Section where you can find Bulk Data base of Each Regulations

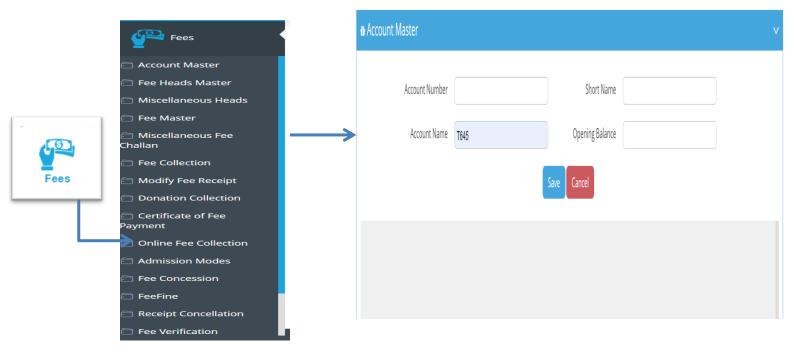
Example:

- ➤ There you had to Set the Options As you Required Data Base
- After that Click on the view Button and then the File will be appeared with the data there you can Download the file

> FEES Module

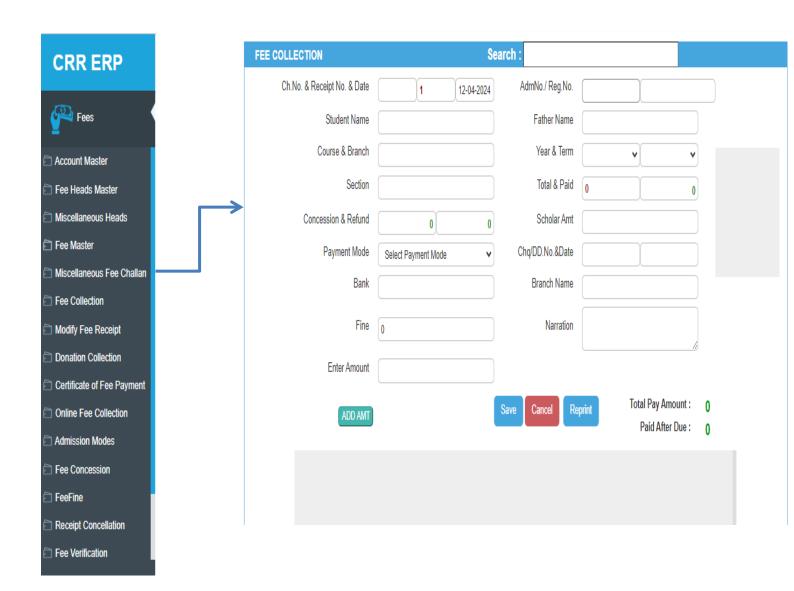
- ➤ Fee Heads, Fee Master Creation based on Admission Mode & Category
- Integrated fee Collection for Academic, Transport and Hostel at one kiosk
- Account wise (General & Miscellaneous) Bank challan creation and fee collection by using the same for offline Mode
- ➤ User through special access, can modify Fee Receipt if necessary
- Flexible & convenient fee collection system for both Online and Offline
- > Secured payment gateway Ø Ability to view all the previous Dues at each level
- > Prevention of payments of present Fee, if previous dues are there from student
- ➤ Fee Structure, DFCR, Customized Dues list, Bank challan, Fee Receipt, Fee payment certificate... etc

> FEES Module

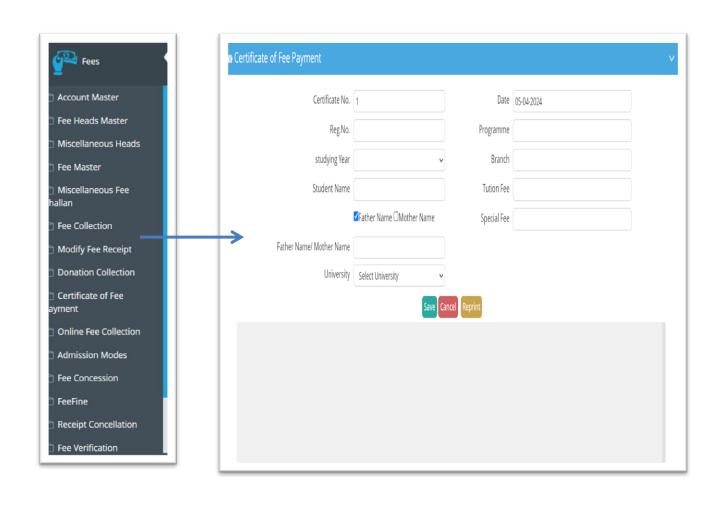


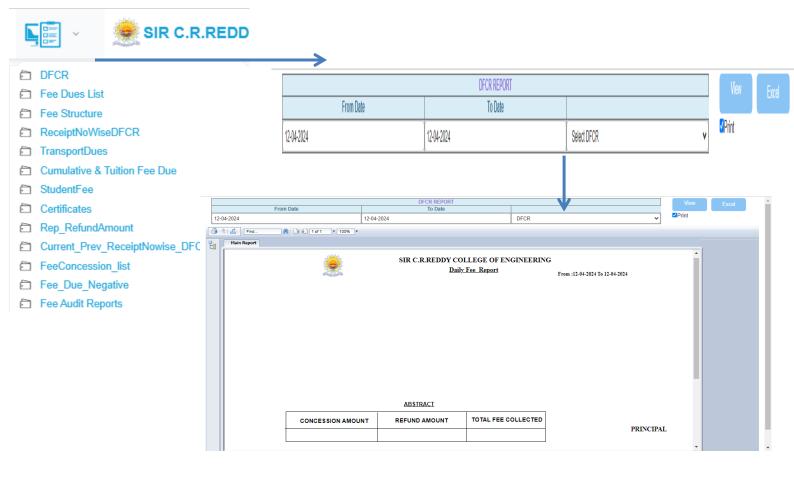
➤ The Accounts Master is used to set the Specific Account to Revive the Amount in the has to be Collected By the Origination

FEES COLLECTION



• Fee collection is a module that let you collect fee dues from each and Every student Individually

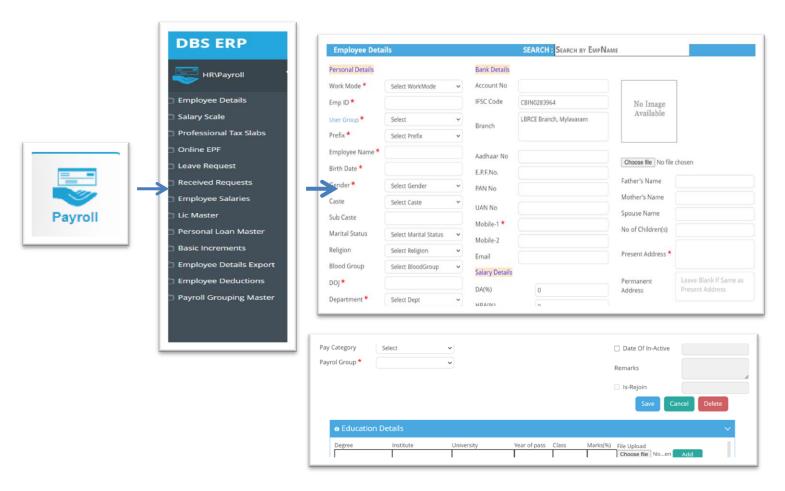




- DFCR: Daily Fee collection Report is a option that allows you to Know the total Amount
- That has been collected at the End of the Day

PAYROLL

- > User account and password creation for employee Enrolment
- ➤ Integrated and centralized employee database management system
- > Pay Scale, Prof. Tax, ESI and EPF Slabs
- ➤ One click EPF CSV data export, to upload to EPF website
- Leave rules management process
- ➤ Multi level Leave Approval system
- Pay slip, Employee details, Yearly salary, EPF Statement, ESI Statement, Income Tax statement, Teaching staff and Non-Teaching staff pay sheets, Statement of consolidated EPF Consolidated salary statement (month wise), Profession Tax report, GLIS, Salary ABSTRACT statement for Teaching and Non-Teaching staff, Non Muster Roll (NMR) Wage... Etc

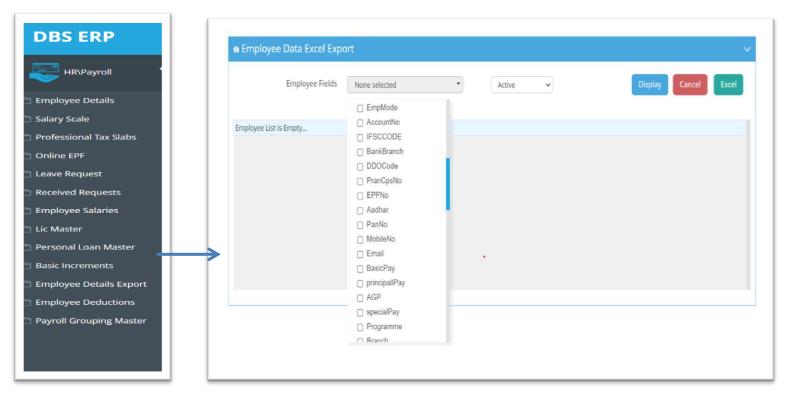




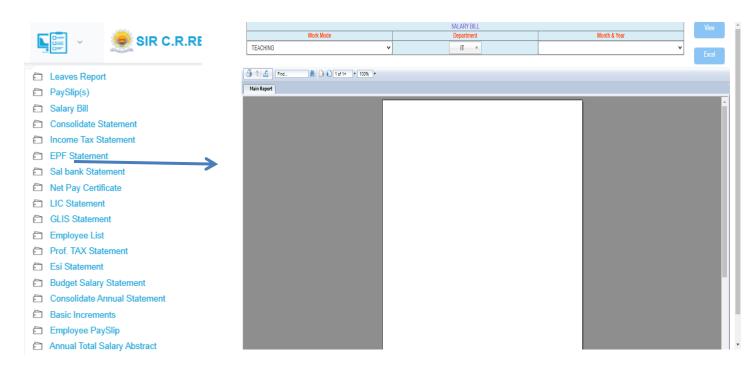
• Payroll Is Module that Lets you Organize the Staff Pay details and Increments By giving their Details It can be Done for Teaching and Non teaching Staff

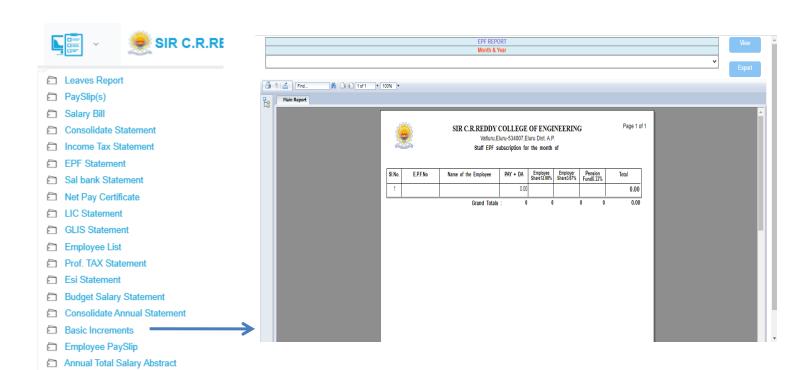


Leave Request is a Form that is used by the Staff to apply leave and check how many Leaves that they can take



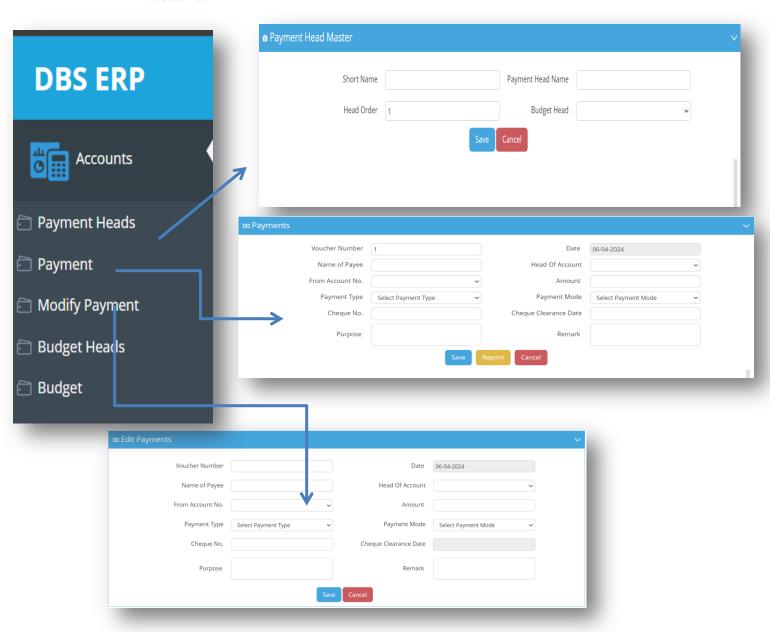
Employee Data Excel Repo is used to Get the Active and non Active and You an also collect the data according the options Given





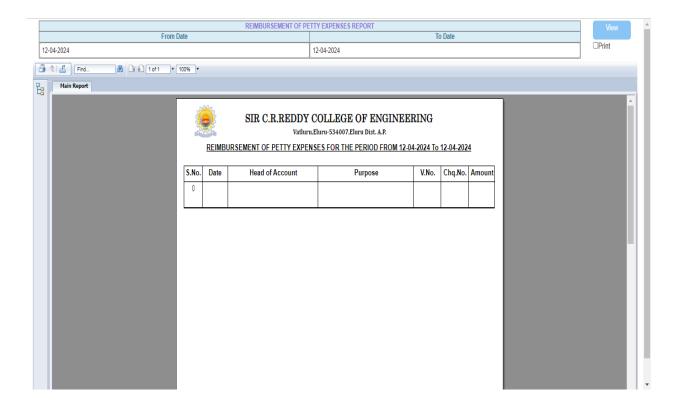
ACCOUNTING

- Creation of Budget heads
- > Grants management and Budget
- Copayment heads
- > Payments/Vouchers
- ➤ Day book
- > Trail Balance
- ➤ Account Heads, Income and Expenditure, customized Trail Balance, Ledger Head wise.... Etc



The Accounting is a module that is Very Helpful to Manage the Details Of Every Account Sheet



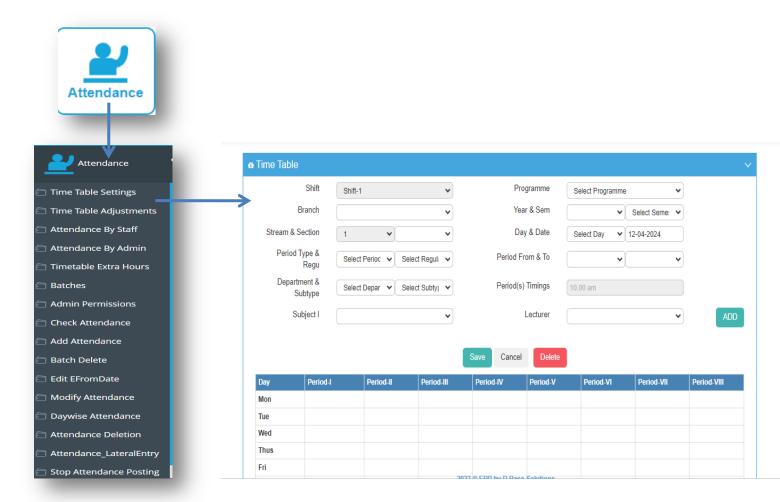


 Payment is a module where you can Get Report Data For Monthly or yearly or when Every you Want

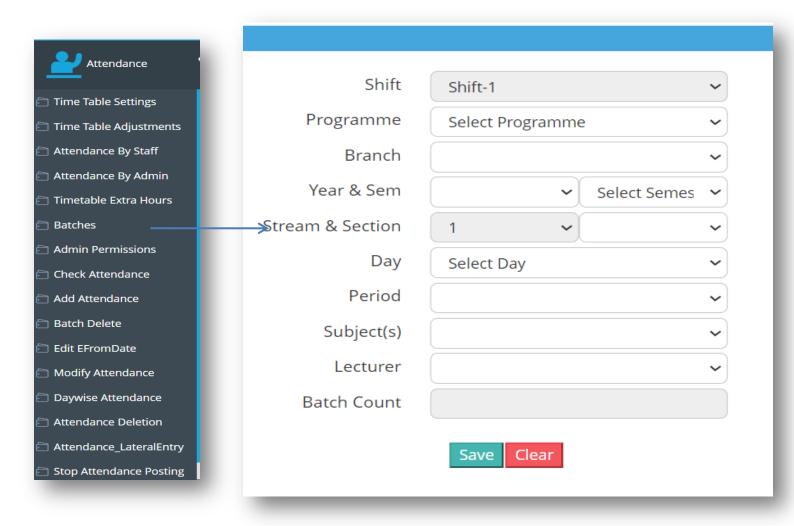
ATTENDANCE

- Attendance is taken in each class and attendance management module of the ERP software effectively performs the task.
- Faculty Time Table Setting
- Provision to allocate Multiple Subjects/multiple Faculty for the same period and class Generating Class Time Table by Consolidating Faculty Time table
- User can make Class/section students into Batches where multiple Subjects Faculty for the same Period
- Period Adjustments (including merging class) to the Substitute Faculty in case of regular faculty is on leave
- Hassle free attendance marking for regular class and adjusted class including merged period
- integration with Biometric based student class attendance solution (optional).
- e-mail/SMS alerts to parents.
- Customized Absentees Reports, Subject & Month wise Absentees, shortage attendance, Faculty analysis.... etc

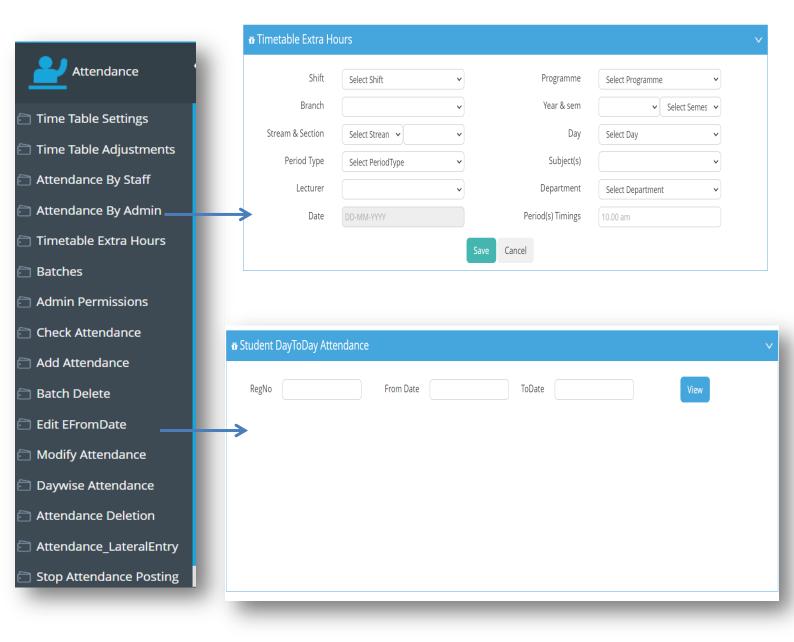
ATTENDANCE



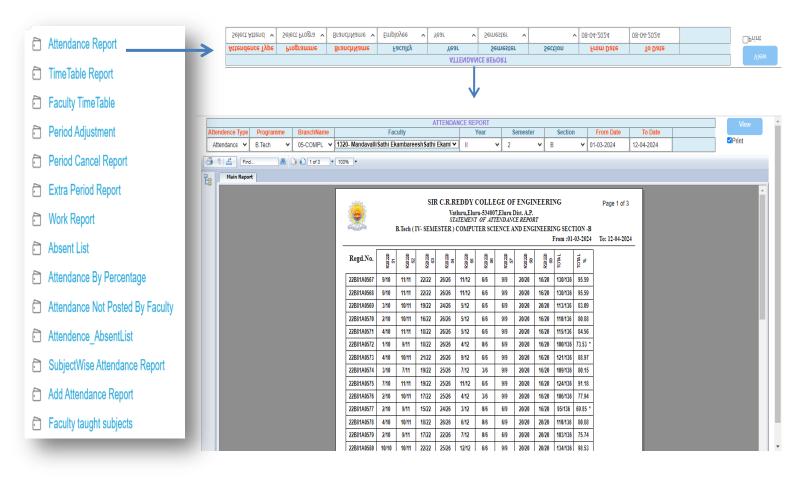
• Time table Settings can be done according to Branch and Section Wise



• This is the shift wise Time table settings



- Extra House can be stetted as staff Request
- Day wise Attendance can be Done According to the Need



➤ We Can Get the Daily Attendance Report Section ,Branch wise

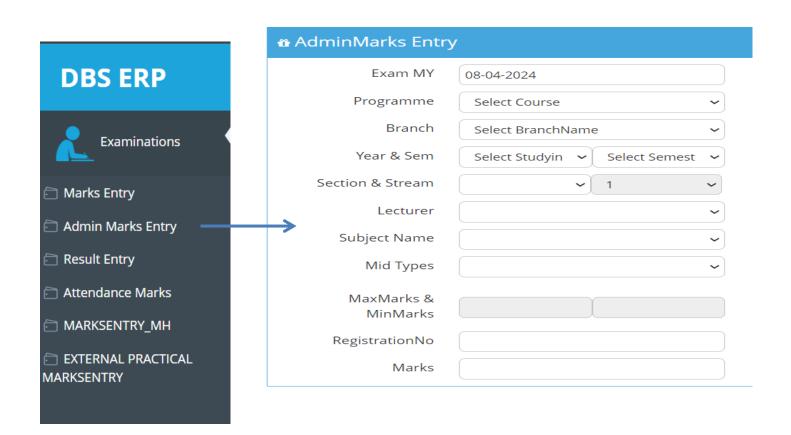
EXAMINATIONS

- ➤ Internal Marks Entry with freezing option once p o s ted
- Admin /HOD internal Marks Entry with extended right to change the marks p o s ted by Faculty
- Calculating final internal marks in Cusomisedmanner
- Enhanced speedy result
- ➤ Eliminate errors due to manual process
- Provide security measure to check result
- Faculty & subject wise Performance, Performance analysis (class, batch and course wise), Graphic al representations... etc

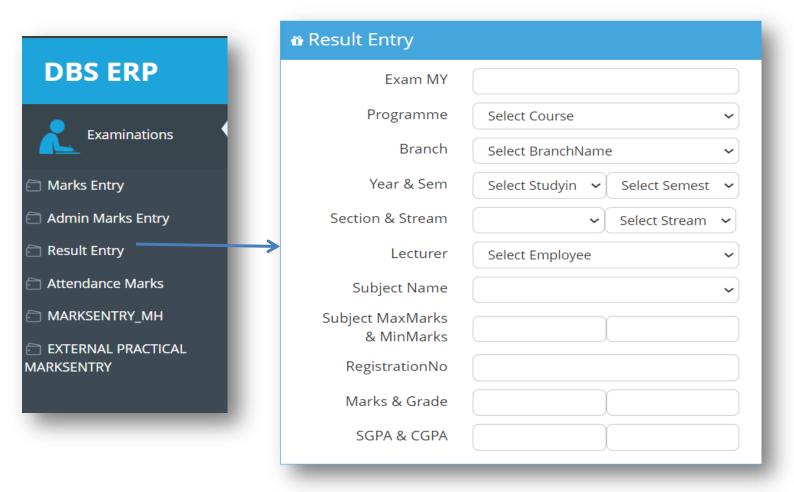
EXAMINATIONS

Examinations	ო Marks Entry	
Ψ	Exam MY	08-04-2024
DBS ERP	Programme	Select Programme 🗸
Examinations	Branch	Select BranchName 🗸
	Year & Sem	Select Studyin 🗸 Select Semest 🗸
Marks Entry	Section & Stream	~ 1 ~
☐ Admin Marks Entry	Subject Name	•
Result EntryAttendance Marks	Mid Types	~
☐ MARKSENTRY_MH	MaxMarks &	
EXTERNAL PRACTICAL MARKSENTRY	MinMarks	
	RegistrationNo	
	Marks	

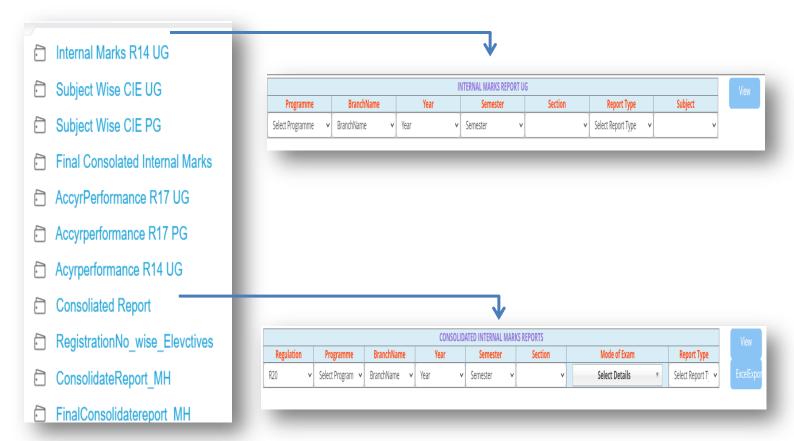
➤ Marks Entry is a section is used to Enter the Internal Marks of the of Every Internal and Lab Marks



 Admin Marks Entry is the section used only by the Admin to Modify the Marks if there any corrections



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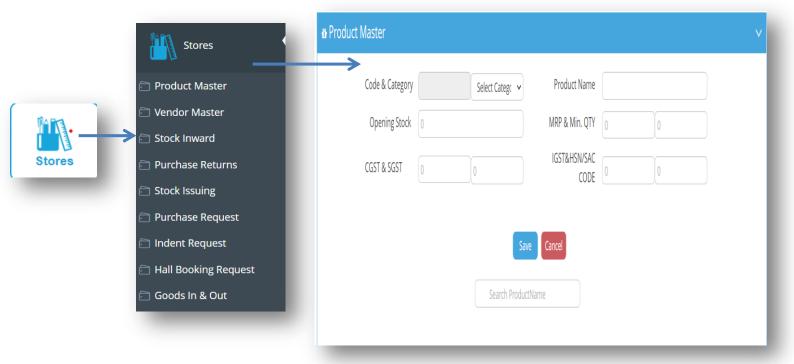
➤ Here in Reports you can get the Reports For the Every Module Mentioned

by giving the Required Data

STORES

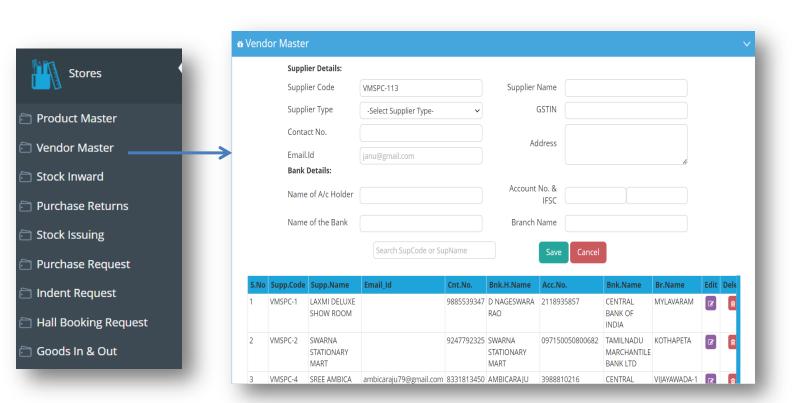
- Stock list, Stock ID gene ration
- Category / department wise
- > Supplier's details
- > Day to day updates
- > Purchase list and Issue list
- Stock availability
- > Purchase request
- Purchase Order generation
- Stock distribution
- Stock item tracking
- ➤ Alert to notify shortage of stock Suppliers, Products with Catalogue ID s, Purchase reports, issue Reports, Stock Available

STORES



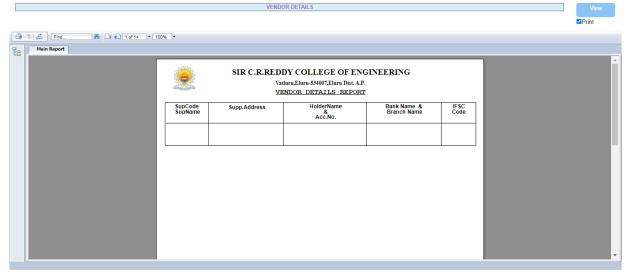
> Stores is a Very usable module to Store the Data of the Items list and the bills

STORES



➤ In this Forms you can Save the Details of the Vendor Will all the details Required





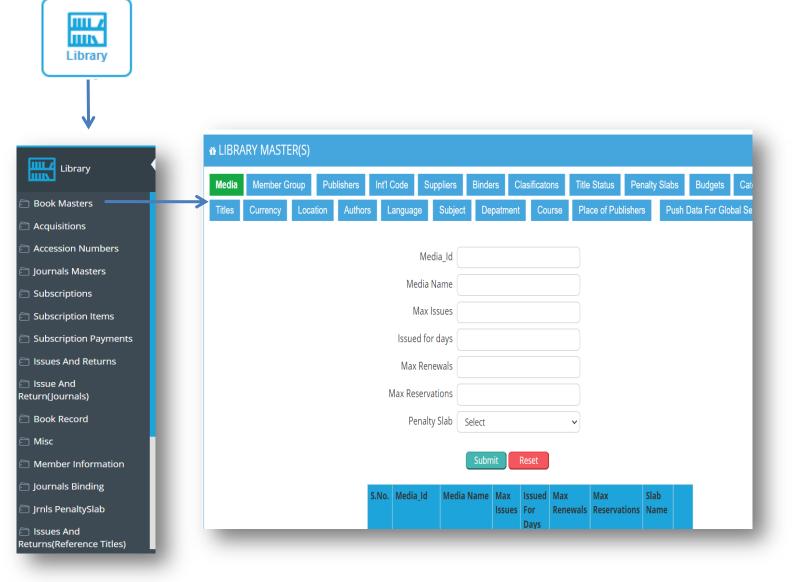
> Stock Inward are used to know how much the actual Stock mentioned

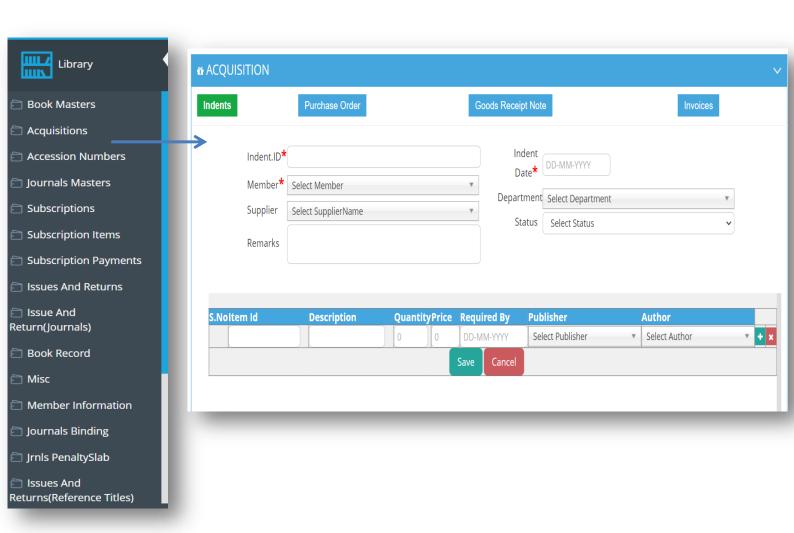
LIBRARY

- Ordering / receiving
- Classifying /indexing
- > Circulation of books
- > Subject wise Tracking With and with out holdings
- > Multi-user interface
- ➤ Book purchase management
- > Accession Register maintenance

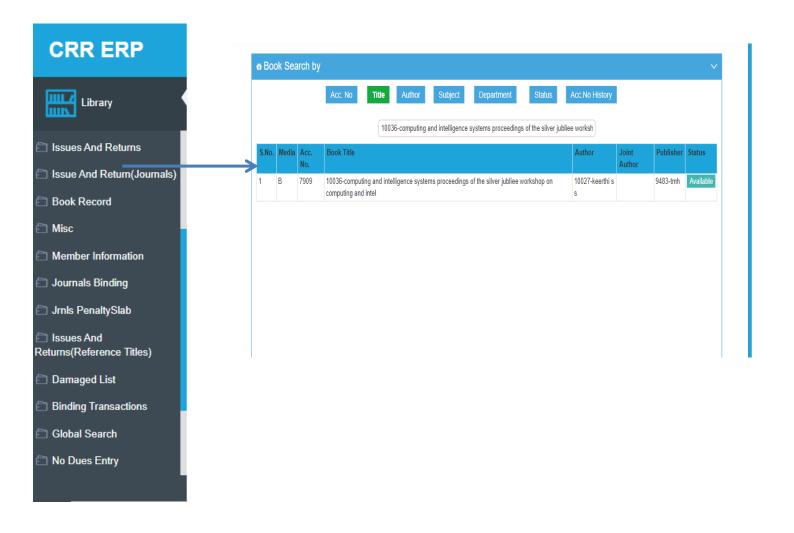
- > Dues can be thoroughly Effected in "Fee Payment"
- > Stock Verification
- > Overdue notice and Reminders
- ➤ Recall notice and Reminders
- Budget Analysis
- ➤ Books history, Books issues for Student Faculty, Books returns, Books reports, Penalty details.... etc

LIBRARY

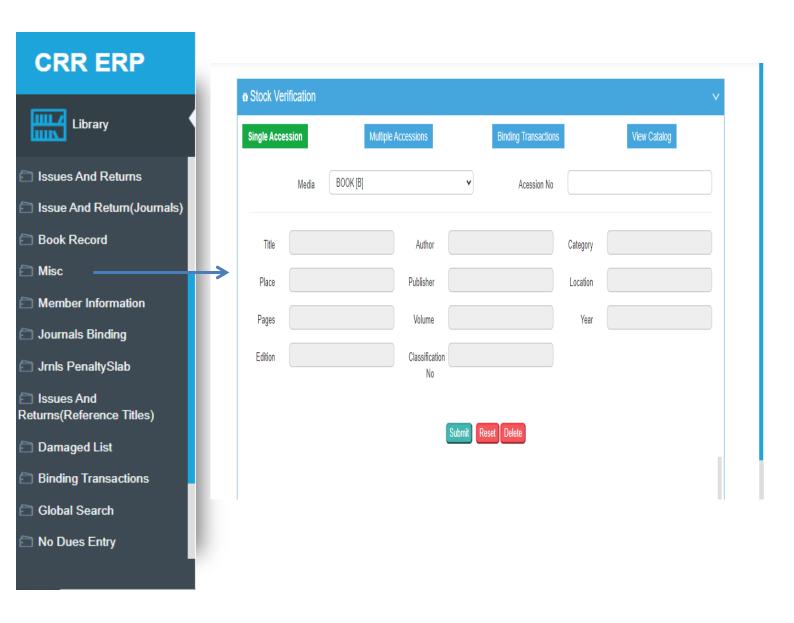




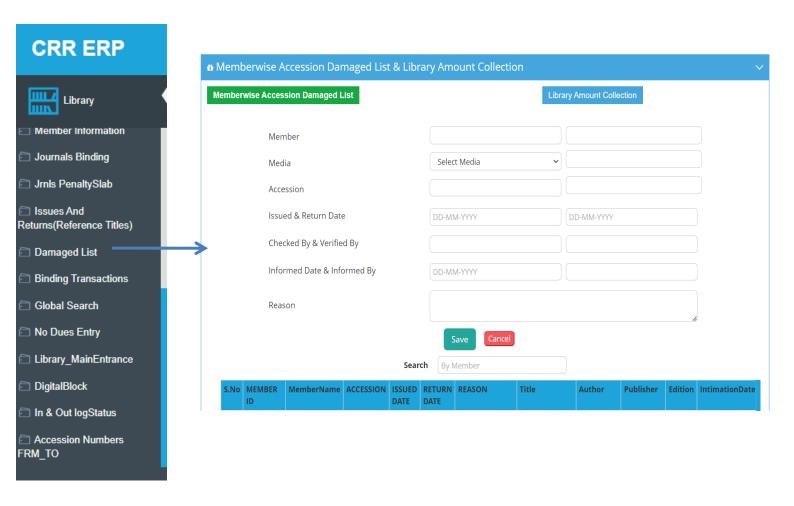
> save the information for every book.



You can also check and verify the stock of the books

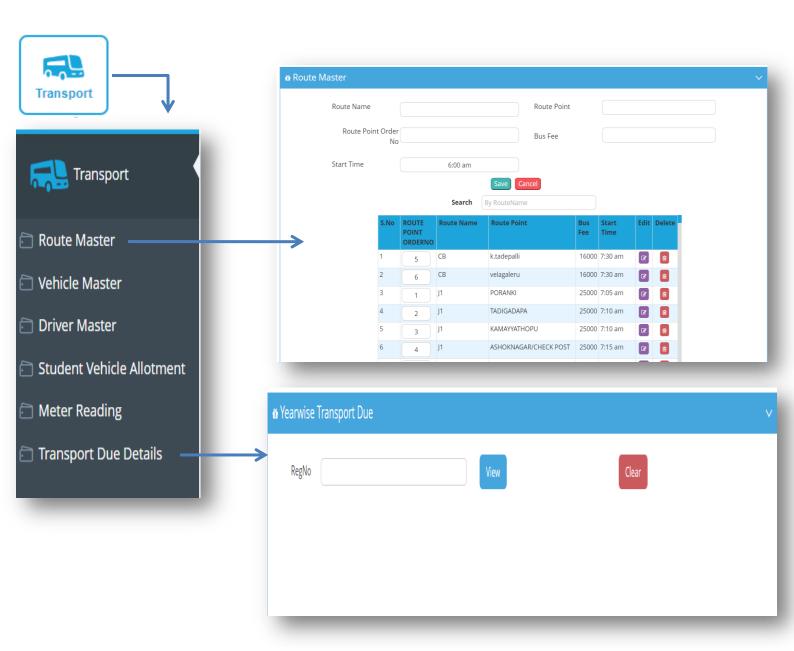


You can save the Book Details by number Author and Department

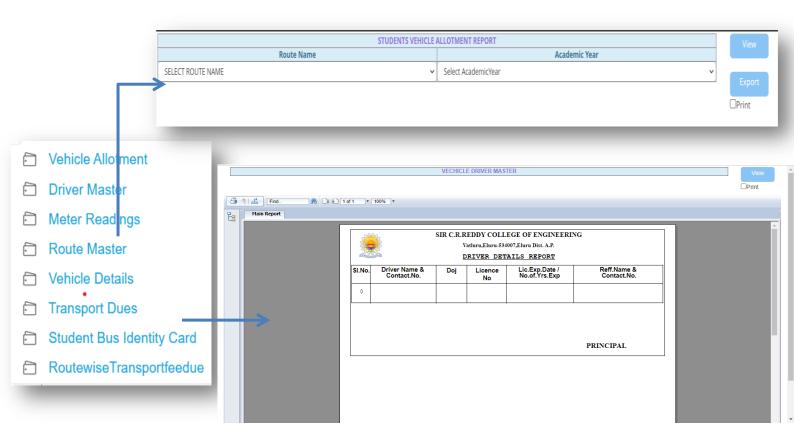


➤ Save the list of damaged books for record-keeping purposes, identifying those responsible for damaging the books.

TRANSPORTATION

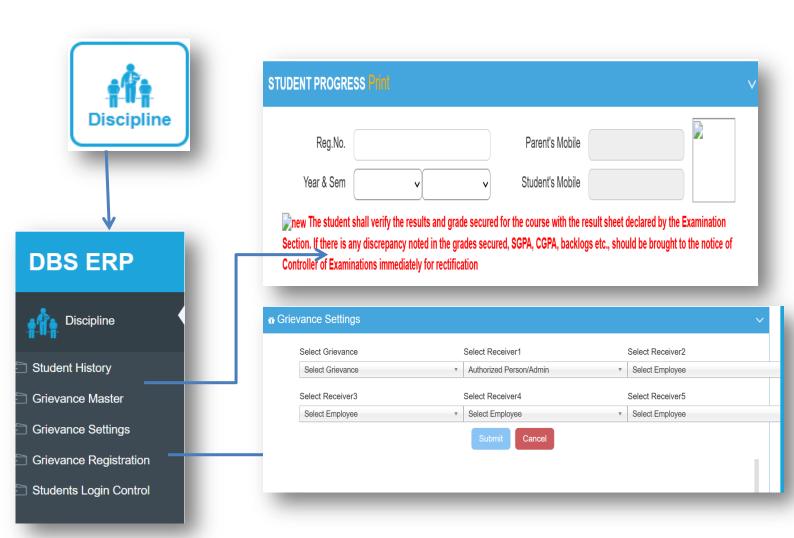


- > This help to set the Route map and fee for the Root
- > We can View the Due details of the Student

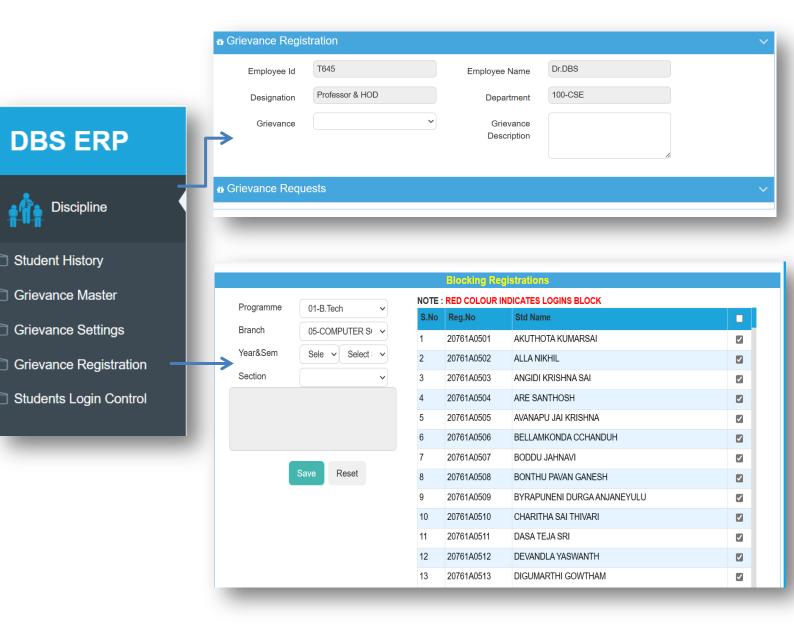


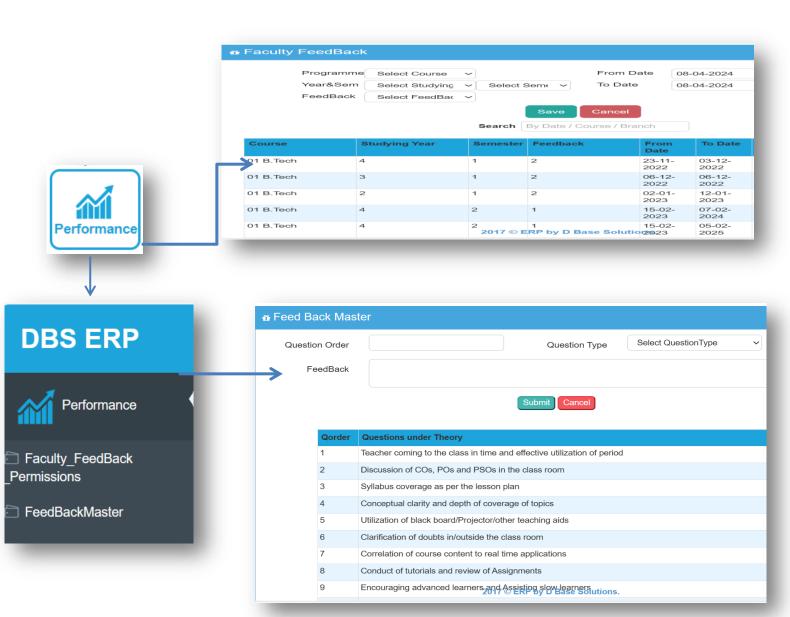
> students have been assigned or allocated to specific vehicles for transportation purposes

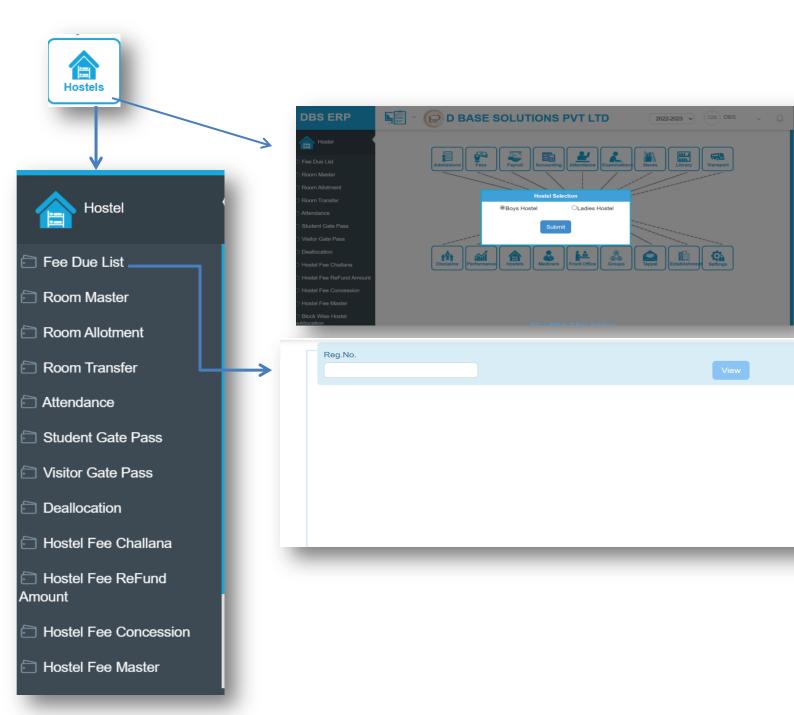
DISCIPLINE



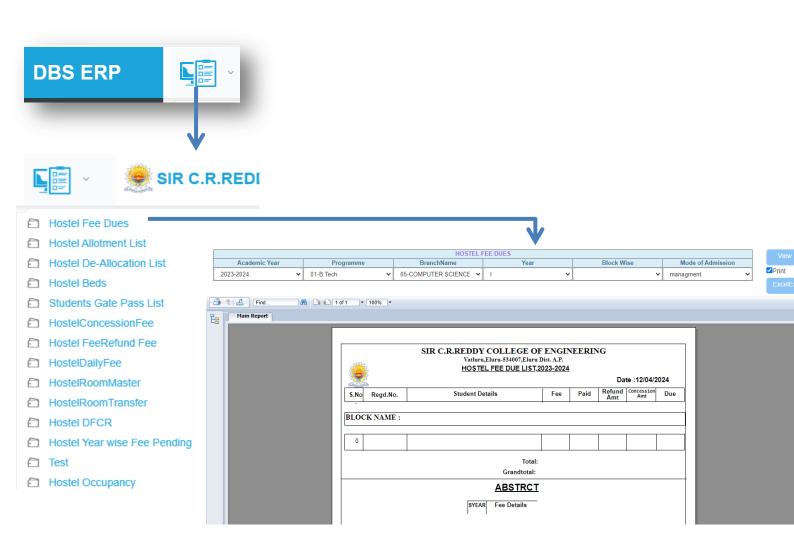
- > user can view all the details of student at once and one click
- > Student internal and external marks and performance



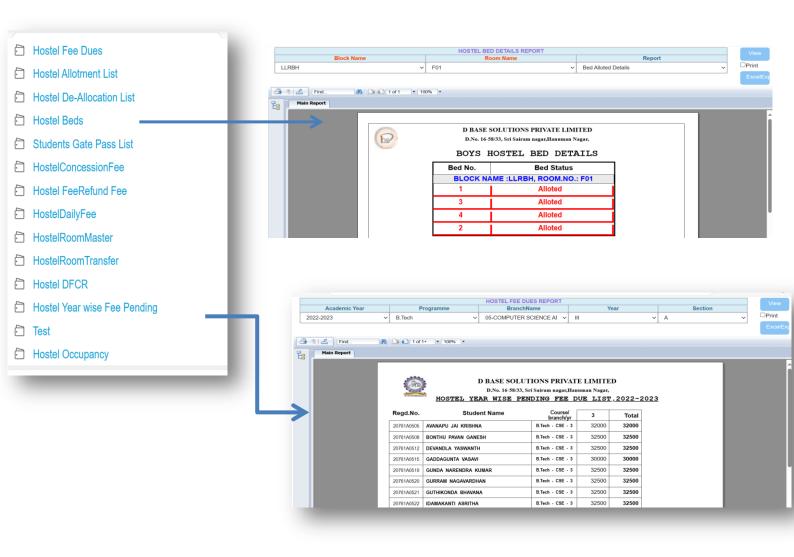


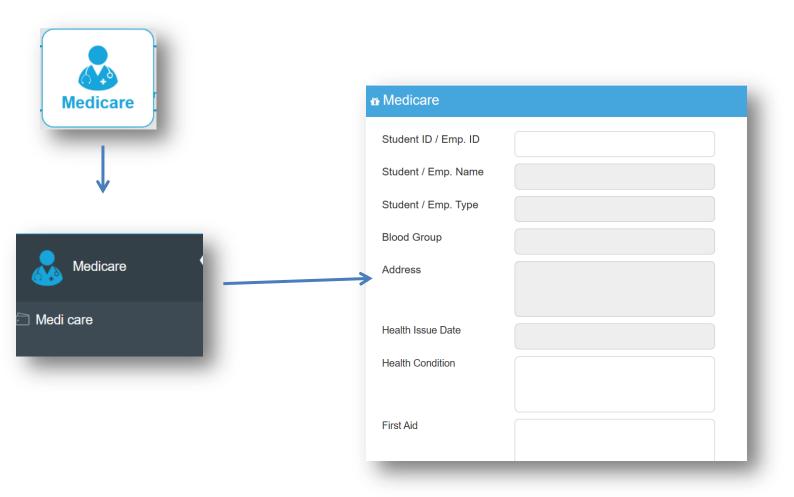


- > Visitors management
- Outing record
- ➤ Room De-Allocation and Room transfers
- > Daily Attendance Register

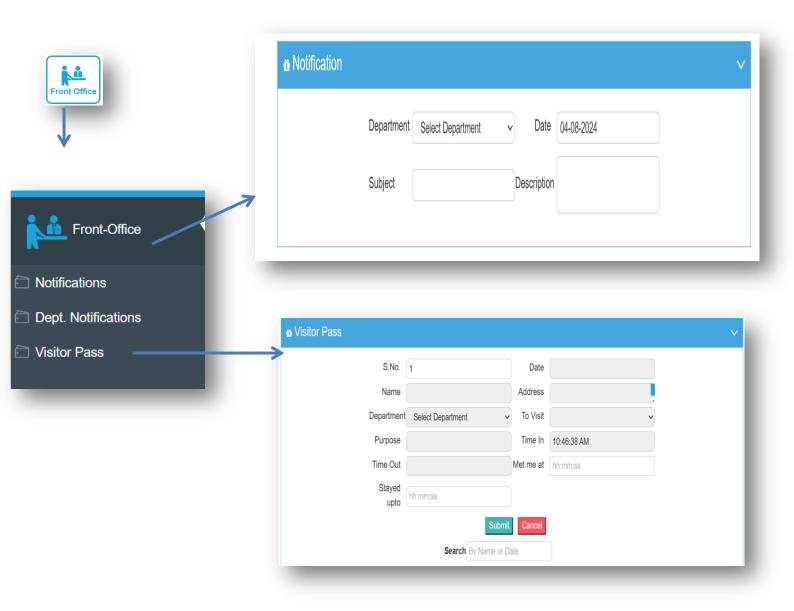


process of reviewing records or accounts to identify any unpaid or overdue hostel fees that students are required to pay

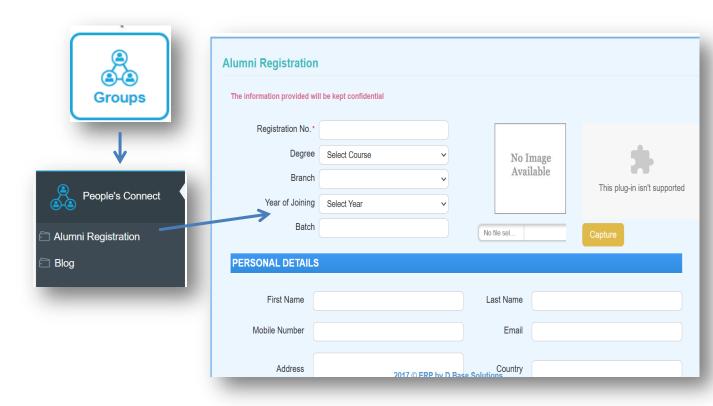




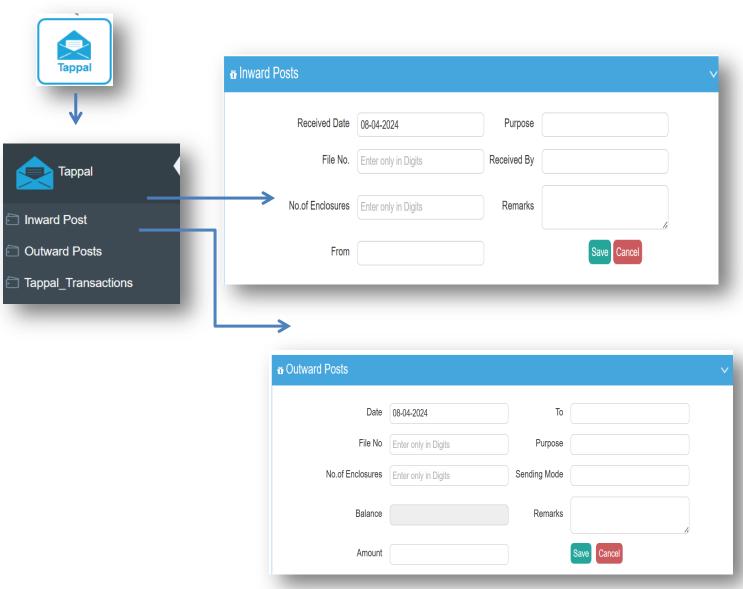
- > Maintenance of Student/Staff health record with blood Grouping
- > Tracking system on student/Staff health condition
- > Indent generation for medical equipment



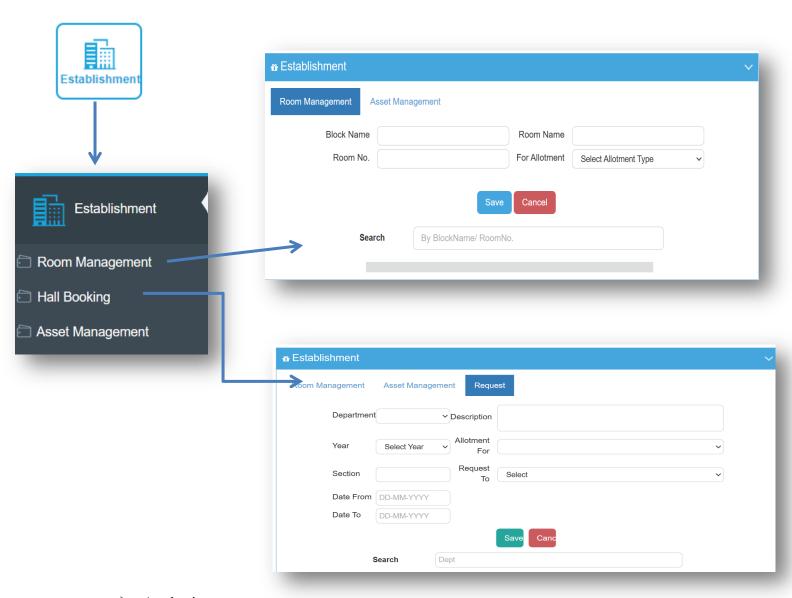
- ➤ Posting the notifications at various departments and administration as well
- Provision to attach soft copy of notification
- > One touch methodology to Distribute all the notification to Concern Students and staff
- ➤ Provision for Students/Staff to send their enquiry to concern authority
- Expert Structure for appropriate reactions to all enquiries



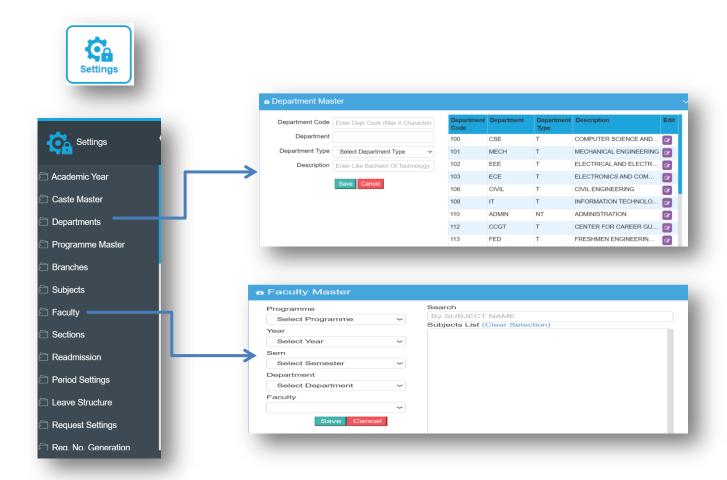
- ➤ Alumni Registration and sending request to authority's approval
- Easiest way to stay connected with your alumni.
- ➤ Create the whole alumni database with a simple mouse click, or facility to sign up alumni by themselves.
- ➤ Keep up an archive of individual and details of your alumni.



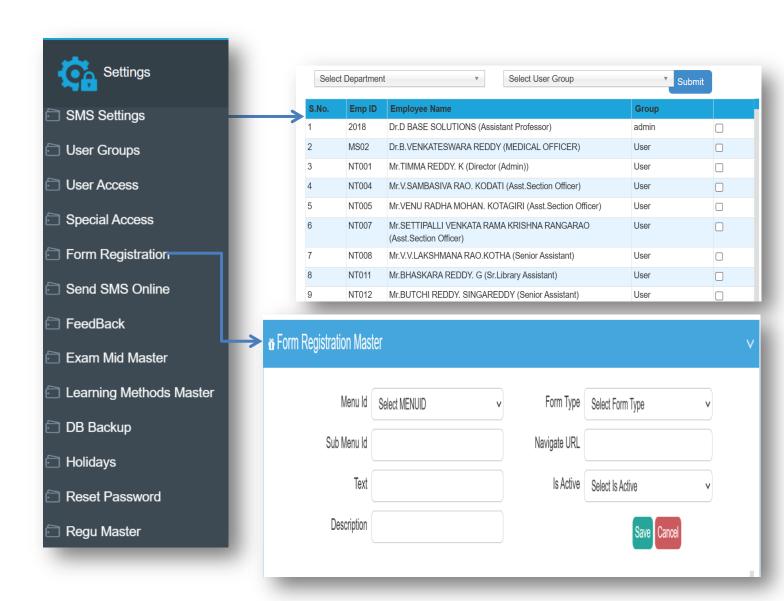
- > INWARD POST
- > OUTWARD POST
- > TAPPAL TRANSACTIONS

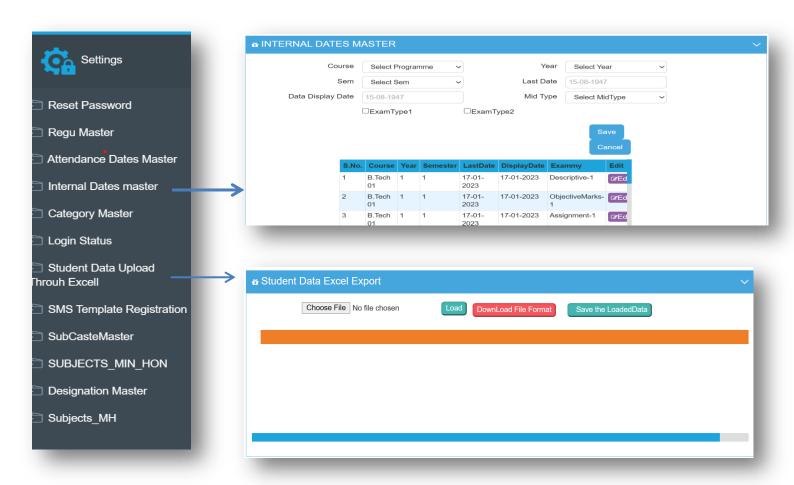


- Academic year
- > Departments, Programm, Branches
- Faculty, Period settings, Registration number generation,
- ➤ User groups user access, Special access



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- ➤ Departments, Programmer, Branches
- Faculty, Period settings, Registration number generation,
- > User groups user access, Special access





THANK YOU!!