The User Guide below will help you navigate through the key features of Admission Module, and includes features and additional screenshots not covered in the Tutorials.

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Once you would enter the Admission icon on the dashboard, you will come across this screen:

Admissions panel will have-

1. Enquiry Form
2. View Applicants
3. Counseling
4. Student overview
5. Direct admission
6. Admission settings
Enquiry Form

After clicking on enquiry form, it display as:

When a parent come to school to fill the enquiry form, school authority will fill this form and later on admin complete its admission process.
This enquiry Form can also be availed on the school's website so that parent can fill the enquiry form from home only. The sample enquiry form on school website looks like as follow :-

Enquiry form is the first step in entering the student data to the application. The admission process begins with filling the enquiry form. The following details of the student needs to be added at this stage: mobile, student first name, last name, father first name, mother first name, class applied for, previous class, date of birth, gender, current address, country, state, city and postal code.
After clicking on view applicants, it displays as:

This will depict the overall summary of the total number of enquired students. From here, you can generate a admission form for the student, edit the admission form, and call the student for counseling.

Action performed:
- **Copy** - It will copy the data to the clipboard.
- **Excel** - It will generate an excel sheet of the data.
- **PDF** - It will generate an excel sheet of the data.
- **Print** - It will print the data.
Generate Form

In order to confirm the admission process admin need to check mark the student's form status and fill the form number here as shown below:

After filling these information admin need to click on “Generate Admission Form” button on the button of this page. Here a message will be sent to parent that their student’s form is approved now.

Edit Form

Generated students information can further be edited by clicking on edit option on this page which have taken place of generate form check-box. If we click on edit student information a page will be shown as follow:-
Here we can add various details and edit the details filled earlier, and after editing all these information’s one need to click on “UPDATE” button on the bottom of the page.

**Call for Counselling**

After end of this step a student is added successfully in the software. If we need to call the parents for counselling then we can click on the “Call For Counselling” button in front of the student name. When we click on this button a pop comes where we can select date and time.

![List Of Applicants](image)

When we click on the send message button on this pop up, a message will be sent to parents mobile which says as :-

“Congratulations admission process for your ward has completed successfully and for further counselling process you need to be present in the school on 18:30 dated 2017-10-13.”
Counseling

After clicking on counseling, it display as

Select Class

Select Student

Manage Admission

Here admin can assign class, section, fees, transport, Dormitory to enquired students.

For this here we select the class and student name on this page and On click of the “Manage Button” here, new option will be availed here as shown below
Here admin can assign Class, Section, Fee Instalments, Dormitory, Transport, Photo and other information and the we need to click on the “Enrol Student “button on the bottom of this page.

After the end of this step a student is added successfully in the software.
After clicking on student overview, it display as

![Student Overview](image)

After clicking on student overview, it display as

This will depicts the overall summary of total no of enquired students, total number of enroll students and total amount collected from students. Also it shows
details of particular enquired students, total amount to be paid, amount paid by them and remaining amount.

Action performed-

**Copy** - It will copy the data to clipboard.

**Excel** - It will generate excel sheet of the data.

**PDF** - It will generate excel sheet of the data.

**Print** - It will print the data.
Direct Admission

After clicking on Direct Admission, it display as-

Point to ponder here is we need to add parent first to admit a student from here. The admin can enter new student details by entering the proper information in each field. This is the page with entered information:

**Information:**
Admin will enter the general details of the students like name, DOB, gender, religion, e-mail, etc. Once all the information about a particular student is entered correctly, the admin can click on the “next” icon to proceed to the “Enroll” section.
**Enroll:**
Here one can find the desired fields as course, class, section, enrolment number and the name of the previous school (if any). The page looks like:

The admin can enter the specific details of a particular student based on the enrolment number. For instance:

Once this section is complete, the admin can proceed to the “Contact” page by clicking “Next”.

**Contact:**
This page contains the contact information of the students like address, city, country, nationality, place of birth, and phone number details. It appears as:

Once all the information with respect to the contact details is entered, the admin can advance to the next page “ID” by clicking next.
**ID:**
This page contains the specific ID details of each student in a school management system. It contains the fields like Card ID, Passport number (optional), I card Number and I card type. The admin can enter all the fields respective to each student in the school management software. It appears as:
Allocation:
Once, the ID details of every student have been done, then comes the allocation section. It would contain the details of the accommodation of the students in particular dormitories, the transport route followed by each student and then, the location of the same. The page upon filling would appear as:
Photo:
This is the last page under the Direct Admission section that is managed by the admin of the school management software. In this page, the photograph of a particular student is uploaded.
The admin can click on “Drag and Drop a file” icon for uploading a photograph from the folders of the PC. If no image is selected, then the message would come as “No file chosen”. Once the photo is uploaded, the admin also has the right to remove the same.

Once this is done, the admin can finally click on “Add Student” icon to complete the process of adding the details of a particular student in the school management software.
Admission settings

Clicking this icon, you would come across this screen.

This shows the running year and admission on/off button. After performing the action click on the submit button.
Thank you!

Your continued patronage and suggestions are a vital part of our growth. And for that, we are most grateful.

If you have any questions, contact support@sharadtechnologies.com