# BEANS

| Student Management | Exam Management | Batch Management | Attendance Management | User *Management* | Administration work |
|---|---|---|---|---|---|

STUDENT MANAGEMENT

Operation — Reporting

**Operation:**
Enquiry → Form Issue → Quick Admission → Fees Collection

Enquiry → Enquiry Call management → Form Issue

Quick Admission → Detailed admission → Student Dashboard → (VIEW) → Fees Collection

**Reporting:**
Enquiry form
- Enquiry form per session
- Enquiry form per date

Admission form
- Admission form per session
- Admission form per date

Installment report
- Installment report per session
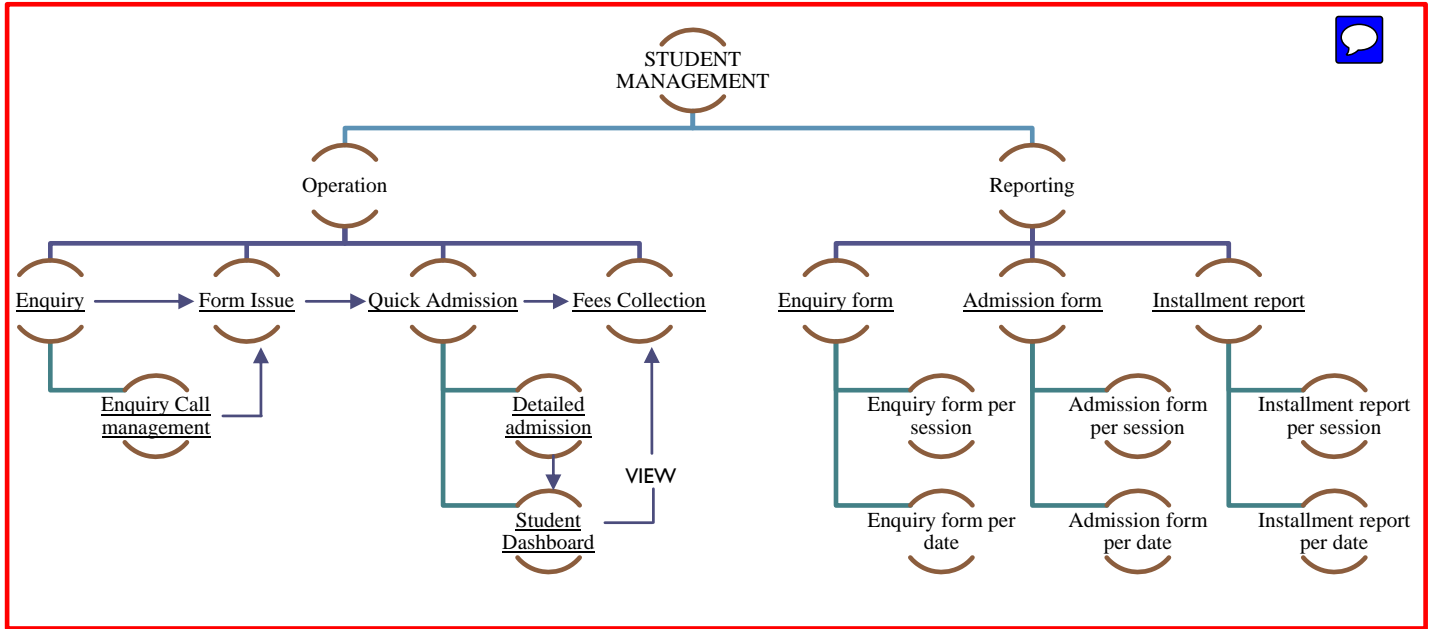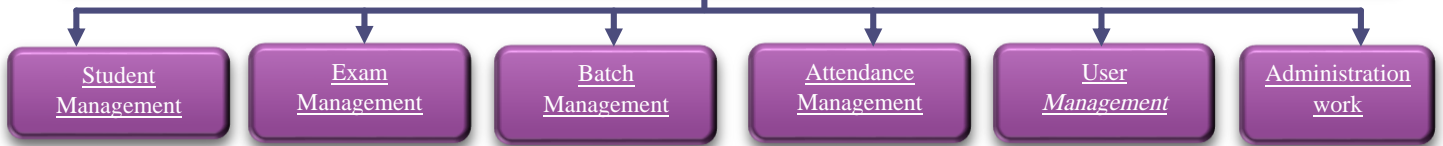- Installment report per date

---

# OPERATIONS

## ENQUIRY

### PURPOSE

- To follow up and register the whole information of a candidate who came for the enquiry.
- Records of candidate details.
- Previous enquiry data in the form of location specific report will direct us to set strategy for future business

### IMPORTANCE

- Getting full details of candidate.
- Quick allocation of candidate address and personal details.

---

**Enquiry**

| | |
|---|---|
| Candidate Name: | |
| Contact Number: | |
| Sex: | ○ Male  ○ Female  ○ Unknown |
| Candidate's Address: | Select Address ▼ |
| Course: | Select Course ▼ |
| Session: | Select Session ▼ |
| Candidate's Qualification: | Select Qualification ▼ |
| Related With: | Select Relation ▼ |
| Comment: | |

**Register Enquiry**

# ENQUIRY CALL MANAGEMENT

## PURPOSE

- To follow up recent Past enquires for issuing form or Admission.
- To have a details history of the previous calls.
- To delist any enquiry from the active list in case of lead record/phone number not received, Ignored or unreachable.

## IMPORTANCE

- It's a centralised process of getting all the information of a candidate who had enquired.
- It's less time consuming process.

### Enquiry and Followup Snapshots

Please pick the Start Date and End Date from Calendar Icon only

Start Date: [          ]
End Date: [          ]

Show Enquiry Status

### Enquiry and Followup Snapshots

Please pick the Start Date and End Date from Calendar Icon only

Start Date: 03-12-2018
End Date: 06-12-2018

Show Enquiry Status

| Name | Address | Phno | Form Issue | date | Attended By | Latest Comment | Call Count | Enquiry Id | |
|------|---------|------|-----------|------|-------------|----------------|-----------|-----------|---|
| AMIT DAS | RAJARHAT | 9431523654 | No | 2018-12-06 20:49.21.0 | Administrator | WALKING | 0 | Enq0005 | Call Details |

---

# FORM ISSUE

## PURPOSE

- Searching of form issued by Enquiry ID, Phone no or by name.
- Following the form no. to be issued or has been issued to the candidate
- Quick issuing of form by using enquiry data.

## IMPORTANCE

- Quick process of getting relevant data of number of form issued.

### Form Issue

○ Search By Enquiry Id  ○ Search By Phone No  ○ Search By Name  [          ]  Search

Form No. to be Issued: [          ]
Candidate Name: [          ]
Contact Number: [          ]
Sex: ○ Male ○ Female ○ Unknown
Candidate's Address: Select Address ▾
Course: Select Course ▾
Session: Select Session ▾
Candidate's Qualification: Select Qualification ▾
Related With: Select Relation ▾

Issue New Form

### Form Issue

● Search By Enquiry Id  ○ Search By Phone No  ○ Search By Name  [          ]  Search

Enquiry Id: Enq0005
Form No. to be Issued: 5
Candidate Name: AMIT DAS
Contact Number: 9431523654
Sex: ● Male ○ Female ○ Unknown
Candidate's Address: RAJARHAT ▾
Course: CDTP ▾
Session: OCT-MAR ▾
Candidate's Qualification: HS ▾
Related With: FRIEND ▾

Issue New Form

**Transaction Date : Sat 15/12/2018 08:53:17 PM**          **Transaction Id : TRND00028**

Form Receipt

# BEGAMPUR YOUTH COMPUTER TRAINING CENTRE
BEGUMPUR, HOOGHLY, 712306
A JOINT INITIATIVE OF SPORTS AND YOUTH SERVICES DEPARTMENT,GOVT.OF WEST BENGAL
03212-223296,9007142284   wbgov.stateyouth.beg@gmail.com   http://www.govyouthcomputer.co.nr

YOUTH NAME

EMAIL ID

FORM NO ISSUED

Form No :  10   has been issued to <u>ANKITA BANERJEE</u>,  Phone No : 9904569453
Enquiry Id : Enq00010
Course : DITA
Session : JAN-JUN
Location : DANKUNI
Receiving with thanks Rs.  15.0 as a Price for the Admission Form.

STUDENT ENQUIRY ID

<u>Authorized Signatory</u>
**BEGUMPUR YOUTH COMPUTER TRAINING CENTRE**

CENTRE STAMP/SIGN

**God is Good**

FOOTER NOTE

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# ADMISSION

# QUICK ADMISSION

## PURPOSE

- Information of candidate whether he/she is fresher or lateral or home lateral or can be transferred from fresher to lateral or home lateral.
- Ease of searching form number so that full record of the candidate can be listed and then processed for further admission amount details.
- By getting full details of candidate, it can be follow-up by the quick admission Instalment structure.

## IMPORTANCE

- It can change structure of total number of instalments as per candidate's convenience if he/she is not willing to give the instalment as per youth instalment structure.
- It can change admission fees as per candidate's convenience.

## Quick Admission

Please type Student Id in the input box for Student Type Home Lateral Otherwise Just Select the Student type and Click on Go

○ Freshers ○ Lateral ○ Home Lateral [ saurabh pal ]    [ Go ]

Student Type: Freshers

[ Proceed ]

### Quick Admission Form Search

[ 5 ]    [ Search Form ]

| | |
|---|---|
| Student Type: | Freshers |
| Enquiry Id: | Enq0005 |
| Form No: | 5 |
| Candidate Name: | AMIT DAS |
| Contact Number: | 9431523654 |
| Sex: | ○ Male ○ Female ○ Unknown |
| Candidate's Address: | RAJARHAT ▼ |
| Course: | CDTP ▼ |
| Session: | OCT-MAR ▼ |
| Candidate's Qualification: | HS ▼ |

[ Proceed ]

Student Type: Freshers
Candidate Name: saurabh pal
Contact Number: 9431254620
Sex: Male
Vill/Town/City: BEGAMPUR
Enquiry Id: Enq0006
Form No: 6
Course Name: CFAS
Course Full Name: CERTIFICATE IN FINANCIAL ACCOUNTING SYSTEM
Course Duration: 6
Session Name: JUL-DEC
Session Start Month: JULY
Session Start Year: 2018
Session End Month: DECEMBER
Session End Year: 2018
Total Course Fees: 2000.0
Total No. of Installment: 5
Admission Fees: 600.0
Total No. of Installment(Custom): 0
Admission Fees(Custom): 0.0

[ Custom Installment ]

| Installment No. | Installment Amount(Rs.) | Payable Date |
|---|---|---|
| 1 | 350.0 | 07-Aug-2018 |
| | 350.0 | 07-Sep-2018 |

---

**TRANSACTION DATE & TIME AT THE TIME OF RECEIPT GENERATED**

**ADMISSION BILL RECEIPT**

**TRANSACTION ID NO OF THE RECEIPT**

---

Transaction Date : Sat 15/12/2018 11:11:29 PM          Transaction Id : TRND00029

**Admission Receipt**

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03212-223296,9007142284   wbgov.stateyouth.beg@gmail.com   http://www.govyouthcomputer.co.nr

**Candidate Name : ANKITA BANERJEE Email Id: ankitabanerjee.fdita8@byctc.com**

Student Type : Freshers          Ph No : 9904569453

Enquiry Id : Enq00010          Form No : 10          **FORM NO ISSUED**

Student Id : STD0007          Registration No : BYCTC0008/7/FDITA/JAN-JUN/2019-19

Course : DITA          Course Duration : 12  Months

Session : JAN,2019-DEC,2019 No. of Installments : 11

Course Fees : 5000.0          **Adm Fees : Rs. 600.0**

| Installment No. | Installment Amount(Rs.) | Payable Date |
|---|---|---|
| 1 | 350.0 | 07-02-2019 |
| 2 | 350.0 | 07-03-2019 |
| 3 | 350.0 | 07-04-2019 |
| 4 | 350.0 | 07-05-2019 |
| 5 | 0.0 | 07-06-2019 |
| 6 | 1000.0 | 07-07-2019 |
| 7 | 500.0 | 07-08-2019 |
| 8 | 500.0 | 07-09-2019 |
| 9 | 500.0 | 07-10-2019 |
| 10 | 500.0 | 07-11-2019 |
| 11 | 0.0 | 07-12-2019 |

**ENQUIRY ID NO.**

**STUDENT ID NO.**

**SESSION DATE**

**NO.OF INSTALLMENT TO BE PAID**

**REGISTRATION NO ISSUED ON TIME OF ADMISSION**

**EMAIL ID ISSUED BY YOUTH ON TIME OF ADMISSION**

# DETAIL ADMISSION

## PURPOSE

- Full detailed information of candidate. Uploading candidate photograph / identity proof / any other documents required.

**Detail Admission**

| 6 | Search Form |

**1. Student Image Upload**    2. Student Personal Data Upload    3. Student Qualification Upload

| Name : | saurabh pal | Phone No.: | 9431254620 |
| Student Type : | Freshers | Sex : | Male |
| Form No: | 6 | Std Id : | STD0005 |
| Reg Id: | BYCTC0005/5/FCFAS/JUL-DEC/2018-18 | Email Id: | saurabhpal.fcfas5@byctc.com |
| Course : | CFAS | Session : | JUL-DEC |
| Reg Start Month : | JULY | Reg Year : | 2018 |
| Reg End Month : | DECEMBER | Reg End Year : | 2018 |

Student Image:
Choose File   No file chosen
Upload

Next

---

**Detail Admission**

1. Student Image Upload    **2. Student Personal Data Upload**    3. Student Qualification Upload

| Student ID : | STD0005 | Form No : | 6 |
| Name : | saurabh pal | Phone No.: | 9431254620 |

Birth Date(dd-mm-yyyy):
Fathers Name:
Alternate Contact No:
Vill/Town/City: BEGAMPUR
Locality/Block/Street:
Landmark/Near By:
PIN:

Update Details

DOB Proof:
Choose File   No file chosen
Upload

Next

---

**Detail Admission**

1. Student Image Upload    2. Student Personal Data Upload    **3. Student Qualification Upload**

| Student ID : | STD0005 | Form No : | 6 |
| Name : | saurabh pal | Phone No.: | 9431254620 |

Candidate's Qualification/Document Type:   Select Qualification
Institute/Organization/University:
Passing Year:   Passing Year
Marks Obtained in Percentage:   0.0
Grade:

Document Proof:
Choose File   No file chosen

Update Details

# FEES COLLECTION

## PURPOSE

- To Follow-up of fees payment
- By single click, we can identify the late fine of the candidate till date.
- We can follow the installment sequence ( Number of times payment has to be done).

## IMPORTANCE

- If candidate does not want to give the late fine or were not aware of the payment date of the fees, the youth can deduct the late fine and can take the original amount as per their request.
- Candidate can give instalments as per their convenience.

## Fees Collection

○ Search By Registration Id  ● Search By Student Id  ○ Search By Email Id  | std0001 |  **Search**

## Fees Collection

○ Search By Registration Id  ● Search By Student Id  ○ Search By Email Id  | std0003 |  **Search**

| Registration Id | | Student Id | Email Id | Name | Phone No | Course | Session | Status | Image |
|---|---|---|---|---|---|---|---|---|---|
| ● BYCTC0003/3/FDITA/JUL-DEC/2018-19 | **Use This** | STD0003 | rashmidas.fdita3@byctc.com | rashmi das | 9431258956 | DITA | JUL-DEC | Active | |

## Fees Collection

● Search By Registration Id  ○ Search By Student Id  ○ Search By Email Id  | |  **Search**

| Registration No. | | Name | Phone No | Student Id | Course | Session |
|---|---|---|---|---|---|---|
| BYCTC0005/5/FCFAS/JUL-DEC/2018-18 | | saurabh pal | 9431254620 | STD0005 | CFAS | JUL-DEC |

| Ins. Sequence | Ins. Amount | Fine till 07-12-2018 | To be Paid(mm-dd-yyyy) | Paid Date(mm-dd-yyyy) |
|---|---|---|---|---|
| ☑ 0 | 600.0 | ☑ 0.0 | 07-12-2018 | 07-12-2018 |
| ☐ 1 | 350.0 | ☑ 122.0 | 07-08-2018 | |
| ☐ 2 | 350.0 | ☑ 91.0 | 07-09-2018 | |
| ☐ 3 | 350.0 | ☑ 61.0 | 07-10-2018 | |
| ☐ 4 | 350.0 | ☑ 30.0 | 07-11-2018 | |
| ☑ 5 | 0.0 | ☑ 0.0 | 07-12-2018 | |

**RED INDICATES LATE FINE TILL DATE**

**Proceed**

| Reg Id : | BYCTC0005/5/FCFAS/JUL-DEC/2018-18 | | | Std Id : | STD0005 |
|---|---|---|---|---|---|
| Name : | saurabh pal | | | Phone No : | 9431254620 |
| Course : | CFAS | | | Session : | JUL-DEC |

| Ins. Sequence | Ins. Amount | Payable Date | Fine | With Fine Payable | Total Payable |
|---|---|---|---|---|---|
| 1 | 350.0 | 07-08-2018 | -122.0 | 350.0 | 350.0 |
| 2 | 350.0 | 07-09-2018 | -91.0 | 350.0 | 700.0 |
| 3 | 350.0 | 07-10-2018 | -61.0 | 350.0 | 1050.0 |
| 4 | 350.0 | 07-11-2018 | -30.0 | 350.0 | 1400.0 |

**Payment**

Transaction Date : Sun 16/12/2018 10:33:16 PM        Transaction Id : TRND00030

**Fees Receipt**

# BEGAMPUR YOUTH COMPUTER TRAINING CENTRE

BEGUMPUR, HOOGHLY, 712306

A JOINT INITIATIVE OF SPORTS AND YOUTH SERVICES DEPARTMENT,GOVT.OF WEST BENGAL

03212-223296,9007142284   wbgov.stateyouth.beg@gmail.com   http://www.govyouthcomputer.co.nr

| Reg Id : | BYCTC0008/7/FDITA/JAN-JUN/2019-19 | | Std Id : | STD0007 |
|---|---|---|---|---|
| Name : | Ankita banerjee | | Phone No : | 9904569453 |
| Course : | DITA | | Session : | JAN-JUN |

| Ins. Sequence | Payable Date | Ins. Amount | Fine | Fine Taken? | Total with Fine |
|---|---|---|---|---|---|
| 1 | 07-02-2019 | 350.0 | 0.0 | NA | 350.0 |
| Total Payable : | | | | | 350.0 |
| Next Installment No: 2 | | Payable Amount: 350.0 | | Within. : 07-03-2019 | |

Authorized Signatory

**BEGUMPUR YOUTH COMPUTER TRAINING CENTRE**

God is Good

# STUDENT DASHBOARD

## PURPOSE

- To follow up information of candidate by candidate ID, candidate name, or candidate phone number.
- Glance view of key details of candidate presence and batch assigned to him/her.
- Latest comments can be updated as a when required so that the candidate progress can be recorded at each stage.
- Lastly registration status can be updated as if course is completed or dropped.

## IMPORTANCE

- Records of candidate database from the time of admission to the time of course completed or dropped.
- Time to time updation is recorded on behalf of candidate so as to get relevant information of the candidate progress.

## Student Dashboard

○ Search By Student Id  ● Search By Name  ○ Search By Phone No  | saurabh pal |  | Search |

| Student Id | Candidate Name | Father's Name | Phone No. | Alt. Phone No. | Sex | Photo |
|---|---|---|---|---|---|---|
| ○ STD0005  Use This | saurabh pal | | 9431254620 | | Male | |

## Student Dashboard

Student Name : saurabh pal  
Dob :  
Father's Name :  
Locality :  
Pin : 0  
Latest Comment:  
Creation date: 2018-12-07 21:32:03.0  
Modified date :  

Phone No.: 9431254620  
Sex : Male  
Address : BEGAMPUR  
Landmark :  
Alt. Phone No :  
Std Id : STD0005  
Created By: Administrator  
Modified By :
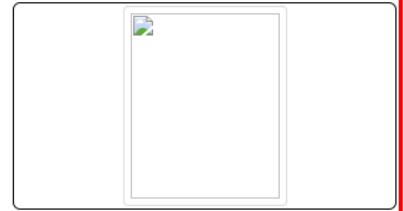
| Registration Id | Reg. Date | Reg. Start | Reg. End | Reg. Status | Form No | Course | Session | Std Type | Email Id | Latest Comment |
|---|---|---|---|---|---|---|---|---|---|---|
| ○ BYCTC0005/5/FCFAS/JUL-DEC/2018-18  Use This | 2018-12-07 21:32:03.0 | JULY,2018 | DECEMBER,2018 | Active | 6 | CFAS | JUL-DEC | Freshers | saurabhpal.fcfas5@byctc.com | The Batch B1 has been Closed, and the Student will be available in pool to assign new Batch |

## Registration Status Change

Registration Id:        BYCTC0005/5/FCFAS/JUL-DEC/2018-18  
Email Id:               saurabhpal.fcfas5@byctc.com  
Due Installments:       4  
Exam to be Appeared:    1  
Exam Appeared:          0  
Present Registration Status: Active  
Batch ID:  
Registration Status:    | Select Registration Status ▼ |

| Select Registration Status |
|---|
| Complete |
| Dropped |

# REPORTING

## ENQUIRY FORM REPORT

Two ways of generation enquiry report

**1. As per session    2. As per date**

### As per session

- To follow-up report of enquiry as per period of time and year.
- We can search the enquiry status of the entire candidate. The candidate who has done the admission or the active candidate.
- By single click Records can be search by enquiry ID, enquiry modified date and many more options.
- Lastly we can save the report in many export options Csv, Excel, Pdf ,Xml ,Rtf as convenient.

### As per date

- To follow-up report of enquiry as per date from starting date to end date.
- We can also search the enquiry status of the entire candidate. The candidate who has done the admission or the active candidate.
- By single click Records can be search by enquiry ID, enquiry name and many more options.
- Lastly we can save the report in many export options like in Csv, Excel, Pdf ,Xml ,Rtf as convenient.

## IMPORTANCE

- Ease process of keeping records of enquiry and form issue report for definite session and definite date.
- Easy download process of the record. Just one click and download can be done.
- Many options can kept in reports for information and can be downloaded.
- It gives a stimulate process of every information for starting session to end session and starting date to end date which helps in smooth running  of the process.
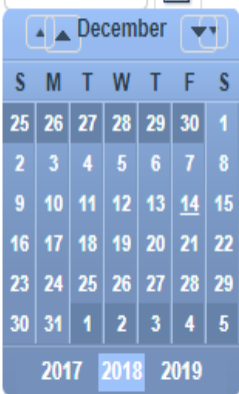
# Enquery Report Per Session

Session: [All ▼]

Year: [All ▼]

Enquiry Status: [All ▼]

- ☑ Enquiry Id
- ☑ Enq. Date
- ☑ Current Status
- ☑ Form No
- ☑ Form Issue Date
- ☑ Candidate Name
- ☑ Location
- ☑ Primary No
- ☐ Sex
- ☐ Relation with Candidate
- ☐ Qualification
- ☑ Course

# Enquiry/Form Issue Report Per Date

Please pick the Start Date and End Date from Calendar Icon only

Start Date: [          ] 📅

End Date:

Enquiry Status:

| ◀ ▲ | December | ▼ ▶ |
|---|---|---|

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| 25 | 26 | 27 | 28 | 29 | 30 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |

2017 **2018** 2019

- ☑ Candidate Name
- ☑ Location
- ☑ Primary No
- ☐ Sex
- ☐ Relation with Candidate

Enquiry Report for the Sessions : JUL-DEC, Year : 2018, Enquiry Status: All
Total No. of Records Found : 2

| Enquiry Id | Candidate Name | Location | Primary No. | Course | Session | Enquiry Comment | Adm. Status |
|---|---|---|---|---|---|---|---|
| Enq0002 | rashmi das | JANAI | 9431258956 | DITA | JUL-DEC | walking | Done |
| Enq0006 | saurabh pal | BEGAMPUR | 9431254620 | CFAS | JUL-DEC | cycling | Done |

Export options: 📄 CSV | 📊 Excel | 📄 XML | 📄 PDF | 📄 RTF

Enquiry Report for the Start Date : 05-12-2018, End Date : 14-12-2018, Enquiry Status: All
Total No. of Records Found : 4

| Enquiry Id | Candidate Name | Location | Primary No. | Course | Session | Enquiry Comment | Adm. Status |
|---|---|---|---|---|---|---|---|
| Enq0005 | AMIT DAS | RAJARHAT | 9431523654 | CDTP | OCT-MAR | WALKING | Pending |
| Enq0006 | saurabh pal | BEGAMPUR | 9431254620 | CFAS | JUL-DEC | cycling | Done |
| Enq0007 | Test Dat | RAJARHAT | 9903456789 | CITA | JAN-JUN | Enquiry Done along with Form Issue | Done |
| Enq0008 | rashmi das | RAJARHAT | 9007142285 | LDITA | JAN-JUN | Enquiry Done along with Form Issue | Done |

Export options: 📄 CSV | 📊 Excel | 📄 XML | 📄 PDF | 📄 RTF

# ADMISSION FORM REPORT

Two ways of generation admission report

**1. As per session    2. As per date**

## As per session

➢ To follow-up report of registration of candidate or admission of course as per period of time and year.
➢ We can search the registration status of the entire candidate. The candidate who has done the admission or the active candidate.
➢ By single click Records can be search by student ID, student name and many more options.
➢ Lastly we can save the reports in many exports options likewise in Csv, Excel, Pdf ,Xml ,Rtf as convenient.

`

## As per date

➢ To follow-up report of registration of candidates per date from starting date to end date.
➢ We can also search the registration status of the entire candidate. The candidate who has done the admission or the active candidate.
➢ By single click Records can be search by student ID, student name and many more options.
➢ Lastly we can save the report in many  exports options likewise in Csv, Excel, Pdf ,Xml ,Rtf as convenient.

# IMPORTANCE

- Ease process of keeping records of admission and registration of course report for definite session and definite date.
- Easy download process of the record. Just one click and download can be done.
- Many options can kept in reports for information and can be downloaded.
- It gives a stimulate process of every information for starting session to end session and starting date to end date which helps in smooth running  of the process.
- Total number of records can be identified easily.
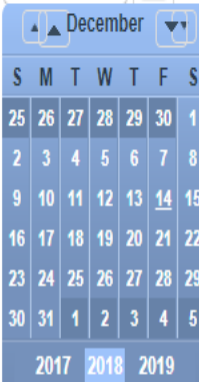
## Admission Report Per Session

Session: [All ▼]

Year: [All ▼]

Registration Status: [All ▼]

- ☐ Student Id
- ☑ Student Name
- ☑ Father's Name
- ☑ Primary No
- ☐ Secondary No
- ☐ Sex
- ☐ Address
- ☐ Form No
- ☐ Student Type
- ☑ Course
- ☑ Session
- ☑ Registration Id
- ☑ Email Id
- ☐ Reg. Date
- ☐ Detail Adm Status
- ☐ Registration By

## Admission Report Per Date

Please pick the Start Date and End Date from Calendar Icon only

Start Date: [_____] 📅

End Date:

Registration Status:

| ▲▲ | December | ▼▼ |
| S | M | T | W | T | F | S |
| 25 | 26 | 27 | 28 | 29 | 30 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |
| 2017 | 2018 | 2019 |

- ☐ Sex
- ☐ Address
- ☐ Form No
- ☐ Student Type
- ☑ Course
- ☑ Session
- ☑ Registration Id
- ☑ Email Id
- ☐ Reg. Date

Admission Report for the Sessions : JUL-DEC, Year : 2018, Student Status: All
Total No. of Records Found : 2

| Registration Id | Student Name | Father's Name | Primary No | Course | Session | Email Id |
|---|---|---|---|---|---|---|
| BYCTC0003/3/FDITA/JUL-DEC/2018-19 | rashmi das | | 9431258956 | DITA | JUL-DEC | rashmidas.fdita3@byctc.com |
| BYCTC0005/5/FCFAS/JUL-DEC/2018-18 | saurabh pal | | 9431254620 | CFAS | JUL-DEC | saurabhpal.fcfas5@byctc.com |

Export options: 📄 CSV | 📊 Excel | 📄 XML | 📄 PDF | 📄 RTF

Home | Print

Admission Report for the Start Date : 04-12-2018, End Date : 14-12-2018, Student Status: Active
Total No. of Records Found : 4

| Registration Id | Student Name | Father's Name | Primary No | Course | Session | Email Id |
|---|---|---|---|---|---|---|
| BYCTC0003/3/FDITA/JUL-DEC/2018-19 | rashmi das | | 9431258956 | DITA | JUL-DEC | rashmidas.fdita3@byctc.com |
| BYCTC0004/4/FCITA/JAN-JUN/2019-19 | aditi mukherjee | | 9431520897 | CITA | JAN-JUN | aditimukherjee.fcita4@byctc.com |
| BYCTC0005/5/FCFAS/JUL-DEC/2018-18 | saurabh pal | | 9431254620 | CFAS | JUL-DEC | saurabhpal.fcfas5@byctc.com |
| BYCTC0006/6/FDITA/JAN-JUN/2019-19 | Test Dat | | 9903456789 | DITA | JAN-JUN | testdat.fdita6@byctc.com |

Export options: 📄 CSV | 📊 Excel | 📄 XML | 📄 PDF | 📄 RTF

# INSTALLMENT REPORT

Two ways of generation installment report

**1. As per session    2. As per date**

## As per session

➤ To follow-up report of installment of as per period of time and year.

➤ We can search the registration status of the entire candidate. The candidate who has done the admission or the active candidate.

➤ By single click Records can be search by student ID, student name and many more options.

➤ Entire transaction report of the fees and installment paid and due can be calculated and followed up.

➤ Lastly we can save the reports in many exports options likewise in Csv, Excel, Pdf, Xml, and Rtf as convenient.

## As per date

➤ To follow-up report of installment per date from starting date to end date.

➤ By single click Records can be search by student ID, student name and many more options.

➤ Entire transactions report of the fees and installment paid and due can be calculated and followed up.

➤ Lastly we can save the report in many exports options likewise in Csv, Excel, Pdf, Xml, and Rtf as convenient.

## IMPORTANCE

- Ease process of keeping records of installment report for definite session and definite date.
- Easy download process of the record. Just one click and download can be done.
- Many options can kept in reports for information and can be downloaded.
- It gives a stimulate process of every information for starting session to end session and starting date to end date which helps in smooth running of the process.
- Total number of records can be identified easily.
- Transaction of fees payment and other installment can be done easily which conduct smooth process without any interruption.

## Installment Report Per Session

Session: [ All ▾ ]

Year: [ All ▾ ]

Registration Status: [ All ▾ ]

- ☑ Student Id
- ☑ Registration Id
- ☐ Form No
- ☑ Student Name
- ☐ Sex
- ☐ Father's Name
- ☐ Address
- ☑ Primary No
- ☐ Secondary No
- ☐ Reg. Date
- ☑ Course
- ☐ Session

## Installment Report Per Date

Please pick the Start Date and End Date from Calendar Icon only

Start Date: [          ] 📅

End Date: [          ] 📅

- ☑ Student Id
- ☑ Registration Id
- ☐ Form No
- ☑ Student Name
- ☐ Sex
- ☐ Father's Name
- ☐ Address
- ☑ Primary No
- ☐ Secondary No
- ☐ Reg. Date
- ☑ Course

Installment Report for the Sessions : JUL-DEC, Year : All, Registration Status: All
Total No. of Records Found : 2

| Student Id | Registration Id | Candidate Name | Primary No. | Course | Course Fees | Admission Fees | No. of Ins. | No. of Paid Ins. | No. of Due Ins. | Total Paid Ins. | Total Due Ins. | Date of Last payment |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| STD0003 | BYCTC0003/3/FDITA/JUL-DEC/2018-19 | rashmi das | 9431258956 | DITA | 5000.0 | 400.0 | 1 | 1 | 0 | 4600.0 | 0.0 | 2018-12-07 |
| STD0005 | BYCTC0005/5/FCFAS/JUL-DEC/2018-18 | saurabh pal | 9431254620 | CFAS | 2000.0 | 600.0 | 4 | 0 | 4 | 0.0 | 1400.0 | |

Export options: 📄 CSV | 📊 Excel | 📄 XML | 📄 PDF | 📄 RTF

Installment Report for the Start Date : 03-12-2018, End Date : 14-12-2018,
Total No. of Records Found : 7

| Student Id | Registration Id | Form No | Primary No. | Course | Course Fees | Admission Fees | Total no. of Ins. | No. of Paid Ins. | No. of Due Ins. | Total Paid Ins. | Total Due Ins. | Date of Last payment |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| STD0001 | BYCTC0001/1/FCITA/APR-SEP/2019-19 | 1 | 9007142285 | CITA | 2000.0 | 600.0 | 4 | 0 | 0 | 0.0 | 0.0 | |
| STD0002 | BYCTC0002/2/FADITA/OCT-MAR/2018-20 | 2 | 9004589123 | ADITA | 8000.0 | 600.0 | 14 | 0 | 1 | 0.0 | 350.0 | |
| STD0003 | BYCTC0003/3/FDITA/JUL-DEC/2018-19 | 3 | 9431258956 | DITA | 5000.0 | 400.0 | 1 | 0 | 0 | 0.0 | 0.0 | 2018-12-07 |
| STD0004 | BYCTC0004/4/FCITA/JAN-JUN/2019-19 | 4 | 9431520897 | CITA | 2000.0 | 150.0 | 5 | 0 | 0 | 0.0 | 0.0 | |
| STD0005 | BYCTC0005/5/FCFAS/JUL-DEC/2018-18 | 6 | 9431254620 | CFAS | 2000.0 | 600.0 | 4 | 0 | 0 | 0.0 | 0.0 | |
| STD0006 | BYCTC0006/6/FDITA/JAN-JUN/2019-19 | 7 | 9903456789 | DITA | 5000.0 | 600.0 | 9 | 0 | 0 | 0.0 | 0.0 | 2018-12-08 |
| STD0001 | BYCTC0007/1/HLDITA/JAN-JUN/2019-19 | 8 | 9007142285 | LDITA | 3000.0 | 1000.0 | 4 | 0 | 0 | 0.0 | 0.0 | |

Export options: 📄 CSV | 📊 Excel | 📄 XML | 📄 PDF | 📄 RTF

```
                    EXAM
                  MANAGEMENT

          Operation          Reporting


                    Exam list          Exam list per
                                            cycle


                    Exam fees
                    collection


                     Exam
                   Attendance
```
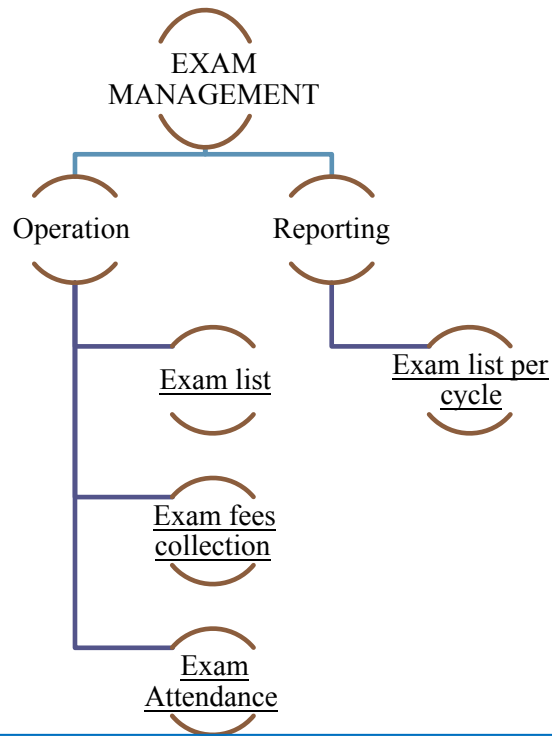
# OPERATIONS

## EXAM LIST

### PURPOSE

- It will enable to generate a list of candidate applicable for exam as per exam cycle.
- Second we can download the report and can choose the column which we want in the report and can save it in export option like Csv, Excel, Xml, Pdf, and Rtf.

### IMPORTANCE

- Easily process of getting listed examiner who will appear for the exam.
- Without any effort records of hard copy and soft copy of receipt can be kept.

# Exam Report Per Cycle

Exam Cycle: [ Select Exam Cycle ▼ ]

[ Show Status ]

---

# Exam Report Per Cycle

Exam Cycle: [ Select Exam Cycle ▼ ]

[ Show Status ]

[ Download Exam Report ]                                                                          [ Print ]

| | Applicable Student Details For the exam cycle JULY-2019, Total No. of Candidate found 3 | | |
|---|---|---|---|
| Sl No. | Email Id | Semester | Exam Id |
| 1 | rashmidas.fdita3@byctc.com | Sem-2 | E6/Sem-2/JULY-2019/JUL-DEC/2018-19 |
| 2 | aditimukherjee.fcita4@byctc.com | Sem-1 | ○ E7/Sem-1/JULY-2019/JAN-JUN/2019-19    [ Go For Exam Fees Pay ] |
| 3 | testdat.fdita6@byctc.com | Sem-1 | E9/Sem-1/JULY-2019/JAN-JUN/2019-19 |

---

# Exam Report Per Cycle Download

Exam Cycle: JULY-2019

Please Choose the Column from below that you want in your report
- ☑ Student Id
- ☑ Exam Id
- ☑ Email Id
- ☑ Password
- ☑ Semester
- ☑ Exam Fees Status
- ☑ Created By
- ☑ Created Date
- ☑ Modification By
- ☑ Modification Date
- ☐ Modification Comment

---

Home [ Print ]

Applicable Candidate for the Exam Cycle : JULY-2019
Total No. of Records Found : 3

| Student Id | Exam Id | Email Id | Password | Semester | Exam Fees Status | Created By | Created Date | Modification By | Modification Date | Registration Id | Candidate Name | Primary No. | Course | No. of Applicable Ins. | Pai Ins No. for thi Exa Cyc |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| STD0003 | E6/Sem-2/JULY-2019/JUL-DEC/2018-19 | rashmidas.fdita3@byctc.com | Jul!7 | Sem-2 | Paid | Administrator | 2018-12-05 20:45:46.0 | Administrator | 2018-12-05 20:45:46.0 | BYCTC0003/3/FDITA/JUL-DEC/2018-19 | rashmi das | 9431258956 | DITA | 1 | 1 |
| STD0004 | E7/Sem-1/JULY-2019/JAN-JUN/2019-19 | aditimukherjee.fcita4@byctc.com | Jul!7 | Sem-1 | Due | Administrator | 2018-12-05 21:13:23.0 | Administrator | 2018-12-05 21:13:23.0 | BYCTC0004/4/FCITA/JAN-JUN/2019-19 | aditi mukherjee | 9431520897 | CITA | 5 | 0 |
| STD0006 | E9/Sem-1/JULY-2019/JAN-JUN/2019-19 | testdat.fdita6@byctc.com | Jul!7 | Sem-1 | Paid | Administrator | 2018-12-08 12:10:23.0 | Administrator | 2018-12-08 12:10:23.0 | BYCTC0006/6/FDITA/JAN-JUN/2019-19 | Test Dat | 9903456789 | DITA | 4 | 3 |

Export options: 🔁 CSV | 📗 Excel | 🔁 XML | 📄 PDF | 📄 RTF

# EXAM FEES COLLECTION

## PURPOSE

- It will help to enlist candidate details for payment of the fees from applicable candidate.
- It will provide to generate a report of the candidate who has paid the exam fees and who's payment is still due.
- Easily transaction of fees payment can be done in same window.

## IMPORTANCE

- Help to generate list of candidate for payment for exam fees.
- Easily transactions of fees payment.
- Getting list and fees payment options in one window which will help to get all the details of candidate who will appear for the exam and exam fees payment has to be done.

## Exam Report Per Cycle

Exam Cycle: Select Exam Cycle ▼

**Show Status**

**Download Exam Report**                                                                 Print

| | Applicable Student Details For the exam cycle JULY-2019, Total No. of Candidate found 3 | | |
|---|---|---|---|
| **Sl No.** | **Email Id** | **Semester** | **Exam Id** |
| 1 | ankitabanerjee.fdita8@byctc.com | Sem-1 | ○ E12/Sem-1/JULY-2019/JAN-JUN/2019-19 **Go For Exam Fees Pay** |
| 2 | aditimukherjee.fcita4@byctc.com | Sem-1 | E7/Sem-1/JULY-2019/JAN-JUN/2019-19 |
| 3 | testdat.fdita6@byctc.com | Sem-1 | E9/Sem-1/JULY-2019/JAN-JUN/2019-19 |

CLICK

## Exam Fees Collection

Student Id: STD0007
Registration Id: BYCTC0008/7/FDITA/JAN-JUN/2019-19
Candidate Name: Ankita banerjee
Contact Number: 9904569453
Sex: Female
Vill/Town/City: DANKUNI
Form No: 10
label.regdate: 2018-12-15 23:11:29.0
Course Name: DITA
Session Name: JAN-JUN
Exam Cycle: JULY-2019
label.semester: Sem-1
Exam Id: E12/Sem-1/JULY-2019/JAN-JUN/2019-19
Email Id: ankitabanerjee.fdita8@byctc.com
Password: Jul!7
Student Type: Freshers
Installment Type: default
Total Course Fees: 5000.0

Admission Fees: 600.0
No. of Installment: 4
No. of Paid Installment: 1
No. of Due Installment: 3
Last Installment Payment Date: 2018-12-16
Exam Fees: 103.0

**Pay Exam Fees**

# EXAM ATTENDANCE

## PURPOSE

- Enlisting the number of candidate appearing for the exams as per exam cycle.
- To follow up the examination status as per his/her exam result.
- Can record the status of the applicable candidate as per **appeared** and **passed** or **absent** or **appeared** and **absent.**

## IMPORTANCE

- Without counting or any extra effort records of number of candidate can be listed through his/her database.
- Whole records of candidate who has been **passed** or **failed** or **absent** on the examination can been listed.
- Quickly records of the examination attendance can be seen.

**Examination Attendance**

Exam Cycle:  Select Exam Cycle ▼

Show Status

**Examination Attendance**

Exam Cycle:  Select Exam Cycle ▼

Show Status

Print

Applicable Student Details For the exam cycle JULY-2019, Total No. of Candidate found 2

| Sl No. | Email Id | Semester | Exam Id | | | |
|--------|----------|----------|---------|---|---|---|
| 1 | rashmidas.fdita3@byctc.com | Sem-2 | ◉ Present and Passed  ○ Absent  ○ Present but Failed | Mark Attendance |
| 2 | testdat.fdita6@byctc.com | Sem-1 | ◉ Present and Passed  ○ Absent  ○ Present but Failed | Mark Attendance |

# REPORTING

## EXAM LIST PER CYCLE

### PURPOSE

- Enlisting the number of candidate appearing for the exams as per exam interval of time.
- Enlisting of examiners who are capable of attending exam during that period of time or exam cycle.
- Whole reports can be designed by clicking different columns given and thus can be downloaded and can also be given to the candidate for further information about the exam.

### IMPORTANCE

- Without counting or any extra effort records of number of candidate can be listed through his/her database.
- Helpful process for preparing exam report per period of time or as per exam cycle.

**Exam Report Per Cycle**

Exam Cycle: Select Exam Cycle ▼

Show Status

**Exam Report Per Cycle Download**

Exam Cycle: JULY-2019

Please Choose the Column from below that you want in your report
- ☑ Student Id
- ☑ Exam Id
- ☑ Email Id
- ☑ Password
- ☑ Semester
- ☑ Exam Fees Status
- ☐ Created By
- ☐ Created Date
- ☐ Modification By
- ☐ Modification Date
- ☐ Modification Comment
- ☑ Registration Id
- ☐ Form No
- ☑ Student Name

Applicable Candidate for the Exam Cycle : JULY-2019
Total No. of Records Found : 2

| Student Id | Exam Id | Email Id | Password | Semester | Exam Fees Status | Registration Id | Candidate Name | Primary No. | Course | No. of Applicable Ins. | Paid Ins No. for this Exam Cycle | Due Ins No. for this Exam Cycle | Date of Last payment |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| STD0004 | E7/Sem-1/JULY-2019/JAN-JUN/2019-19 | aditimukherjee.fcita4@byctc.com | Jul!7 | Sem-1 | Due | BYCTC0004/4/FCITA/JAN-JUN/2019-19 | aditi mukherjee | 9431520897 | CITA | 5 | 0 | 5 | |
| STD0006 | E9/Sem-1/JULY-2019/JAN-JUN/2019-19 | testdat.fdita6@byctc.com | Jul!7 | Sem-1 | Paid | BYCTC0006/6/FDITA/JAN-JUN/2019-19 | Test Dat | 9903456789 | DITA | 4 | 3 | 1 | 2018-12-08 |

Export options: 🔃 CSV | 🧾 Excel | 🔁 XML | 📄 PDF | 📄 RTF

**Exam Report Per Cycle**

Exam Cycle: Select Exam Cycle ▼

Show Status

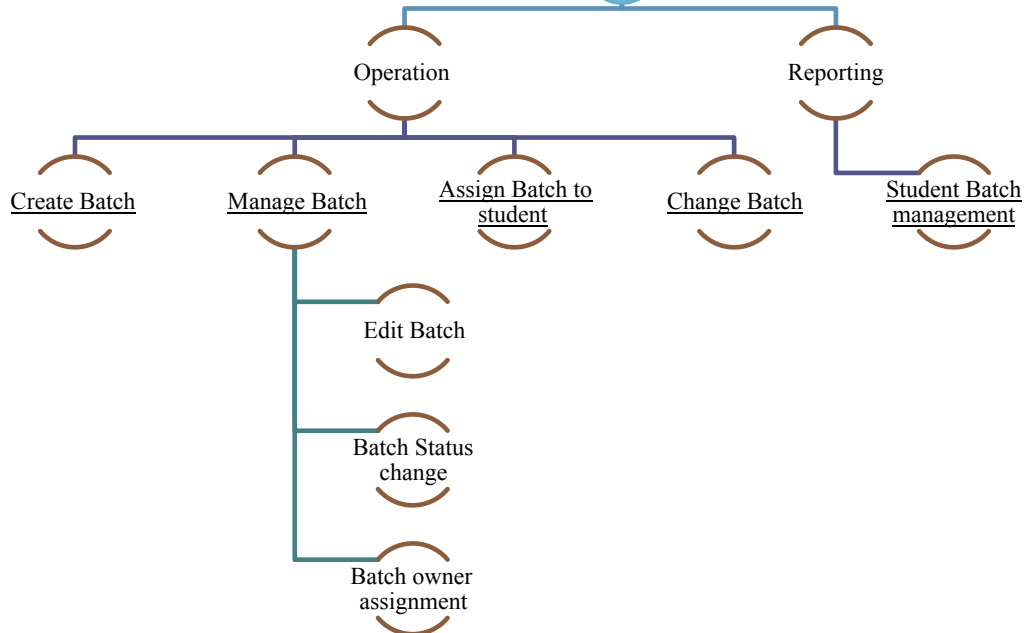Download Exam Report

Print

Applicable Student Details For the exam cycle JULY-2019, Total No. of Candidate found 2

| Sl No. | Email Id | Semester | Exam Id | |
|---|---|---|---|---|
| 1 | aditimukherjee.fcita4@byctc.com | Sem-1 | ⚪ E7/Sem-1/JULY-2019/JAN-JUN/2019-19 | Go For Exam Fees Pay |
| 2 | testdat.fdita6@byctc.com | Sem-1 | E9/Sem-1/JULY-2019/JAN-JUN/2019-19 | |

## BATCH MANAGEMENT

- Operation
  - Create Batch
  - Manage Batch
    - Edit Batch
    - Batch Status change
    - Batch owner assignment
  - Assign Batch to student
  - Change Batch
- Reporting
  - Student Batch management

---

# OPERATION

## CREATE BATCH

### PURPOSE

- Creation of a new batch.
- Can assign the new batch ID, Batch name, Number of days/week provided. Total capacity of a candidate hold and can conduct a starting date and end date of the batch.
- In same window existing batch information can be seen with all the details.
- Batch status whether the batch is **Open** (**Batch created but no admission) Active (Admission is allowed) Freeze (Batch is active but admission is not allowed) Closed (Batch is not active anymore)** can be seen.

### IMPORTANCE

- Makes easier to conduct whole process like
  - o Batch timings.
  - o Number of days the batch will be running.
  - o Number of days/weeks the batch class will be conducted.
  - o Number of candidate admitted in the batch.
- Will get a proper estimate of capacity of batch.
- Will get proper data of starting date and end date of the batch conducted.
- Batch status can be seen as if **open, Active and Freeze**.

## New Batch Creation

Please pick the Start Date and End Date from Calendar Icon only

New Batch Id: B6

Batch Name: [                    ]

No. of Days/Week: [ 0 ]

Total Capacity: [ 0 ]

Start Date: [          ] 📅

End Date: [          ] 📅

**Next**

### Existing Batches with Open, Active and Freeze Status

| Batch Id | Batch Name | Start Date | End Date | Weekly Days | Time | Capacity | Admitted | Status |
|----------|-----------|-----------|----------|-------------|------|----------|----------|--------|
| B3 | A | 2018-12-01 | 2019-05-31 | SUNDAY | 06:00:00 - 10:30:00 | 5 | 3 | FREEZE |
| B5 | C | 2018-12-01 | 2019-01-01 | MONDAY / WEDNESDAY / FRIDAY | 07:00:00 - 09:00:00 / 07:00:00 - 09:00:00 / 07:00:00 - 09:00:00 | 5 | 0 | OPEN |

## New Batch Creation

New Batch Id: B6

New Batch Name: D

Days/week: 5

Student Capacity: 10

Start Date: [ 01-12-2018 ] 📅

End Date: [ 01-01-2019 ] 📅

### New Class Details

| Class Days No. | Weekly Days | Class Start Time | Class End Time |
|----------------|-------------|------------------|----------------|
| 1 | Select Class Day ▼ | Select Class Start Time ▼ | Select Class End Time ▼ |
| 2 | Select Class Day ▼ | Select Class Start Time ▼ | Select Class End Time ▼ |
| 3 | Select Class Day ▼ | Select Class Start Time ▼ | Select Class End Time ▼ |
| 4 | Select Class Day ▼ | Select Class Start Time ▼ | Select Class End Time ▼ |
| 5 | Select Class Day ▼ | Select Class Start Time ▼ | Select Class End Time ▼ |

**Create New Batch**

The New batch has been created Successfully! Please Note down the new Batch Id :B6 and the batch name is D

# MANAGE BATCH

## PURPOSE

- Can change or can be edited the number of days/week.
    - Can change batch name.
    - Can change the starting date or end date of the batch conducted.
    - Can change the capacity of the batch running.
- Can also allow the candidate to leave the batch.
- Can also allow entering the candidate on running existing batch as per their wish.
- Can assign new owner for the batch or can change the batch owner.
- Can change the batch status as **freeze** or **closed**.
- Can change the batch class weekly days to any other days.
- Can change the class starting time and end time.

## IMPORTANCE

- Whole scenario is to manage the running batch or existing batch.
    - Batch name.
    - Number of days/week.
    - Start date and end date.
    - Capacity of the batch running.
    - Assigning the new owner or changing the owner.
    - Batch status (**Freeze or Closed).**
    - Weekly days of the class.
    - Starting and end time of the class.

## Manage Batch

| | Batch Id | Batch Name | Start Date | End Date | Weekly Days | Time | Capacity | Admitted | Owner | Status |
|---|---|---|---|---|---|---|---|---|---|---|
| ○ B3 Use This | | A | 2018-12-01 | 2019-05-31 | SUNDAY | 06:00:00 - 10:30:00 | 5 | 3 | Teacher1 | FREEZE |
| ○ B5 Use This | | C | 2018-12-01 | 2019-01-01 | MONDAY / WEDNESDAY / FRIDAY | 07:00:00 - 09:00:00 / 07:00:00 - 09:00:00 / 07:00:00 - 09:00:00 | 5 | 0 | Administrator | OPEN |
| ○ B6 Use This | | D | 2018-12-17 | 2019-01-17 | MONDAY / WEDNESDAY | 07:00:00 - 09:00:00 / 07:00:00 - 09:00:00 | 10 | 0 | Administrator | OPEN |

## Manage Batch

If you want to change the no. of Days/week please mention the new no of days text field otherwise leave it blank. Please pick the Start Date and End Date from Calendar Icon only

Batch Id: B3
Batch Name: A
No. of Days/week at Present: 1
No. of Days/Week:
No. of Admitted: 3
Total Capacity: 5
Batch Owner: Teacher1
Batch Status: FREEZE
Start Date: 01-12-2018
End Date: 31-05-2019

Next

**EDIT BATCH NAME, NO OF DAYS/WEEKS, TOTAL CAPACITY. START DATE/END DATE**

## Manage Batch Days

Batch Id: B3
Batch Name: A
No.of Days/week at Present: 1
New No. of Days/week: 3
No. of Admitted: 3
Student Capacity: 6
Present Batch Owner: Teacher1
Present Batch Status: FREEZE
Start Date: 01-12-2018
End Date: 31-05-2019

### Change Batch Owner and Batch Status

| Change Batch Owner | New Batch Owner ▾ |
| Change batch Status | Select Batch Status ▾ |

**CHANGE BATCH OWNER**

**CHANGE BATCH STATUS**

### New Class Details

| Class Days No. | Weekly Days | Class Start Time | Class End Time |
|---|---|---|---|
| 1 | Select Class Day ▾ | Select Class Start Time ▾ | Select Class End Time ▾ |
| 2 | Select Class Day ▾ | Select Class Start Time ▾ | Select Class End Time ▾ |
| 3 | Select Class Day ▾ | Select Class Start Time ▾ | Select Class End Time ▾ |

Next

## Manage Batch Days

The Batch B3 has been edited Successfully!

# ASSIGN BATCH

## PURPOSE

- Can see the running or existing batch with status as if batch is **open, Active, Freeze.**
- By following the capacity of the one batch it can be estimated if how many more candidate can be assigned in that particular batch.
- If the capacity is for example-**6** admitted- **3** then in that particular batch **3** more candidate can be assigned.
- If the batch is on **Freeze** status or **open** status it can be managed by changing the status as open and candidate can be assigned to that particular batch.
- As soon as candidate is assigned for batch the batch admitted option will automatically get reduced and will show you the red sign which means that there is no capacity in the batch.
- Lastly it will also show the list of active students who doesn't have batch so that further procedure of assigning batch to him/her can done.

## IMPORTANCE

- Assigning batch to student.
- Can follow-up existing batch report with status.
- Makes process easier to assign a batch to a candidate by generating a report.
- Enables to see the capacity of an existing batch that makes a process much easier to assign a batch to a candidate.
- A report of list of number of candidate can be estimated who doesn't have batch assigned.
- Smooth running process of batch management.

Red indicates that there is no capacity in the batch.

## Assign Batch

### Existing Batches with Open, Active and Freeze Status

| Batch Id | Batch Name | Start Date | End Date | Weekly Days | Time | Capacity | Admitted | Owner | Status |
|---|---|---|---|---|---|---|---|---|---|
| B3 | A | 2018-12-01 | 2019-05-31 | SUNDAY / TUESDAY / THURSDAY | 08:00:00 - 10:00:00 / 08:00:00 - 10:00:00 / 08:00:00 - 10:00:00 | 4 | 4 | Teacher1 | ACTIVE |
| B5 | C | 2018-12-01 | 2019-01-01 | MONDAY / WEDNESDAY / FRIDAY | 07:00:00 - 09:00:00 / 07:00:00 - 09:00:00 / 07:00:00 - 09:00:00 | 5 | 0 | Administrator | ACTIVE |
| B6 | D | 2018-12-17 | 2019-01-17 | MONDAY / WEDNESDAY | 07:00:00 - 09:00:00 / 07:00:00 - 09:00:00 | 10 | 0 | Administrator | OPEN |

### List of Active Students who doesn't have batch

| Reg Id | Reg Date | Student Name | Phno | Course | Session | Reg. Start | Reg. End | Select Batch | |
|---|---|---|---|---|---|---|---|---|---|
| BYCTC0006/6/FDITA/JAN-JUN/2019-19 | 2018-12-08 12:10:23.0 | Test Dat | 9903456789 | DITA | JAN-JUN | JANUARY,2019 | DECEMBER,2019 | Select a Batch ▼ | Assign |

## Assign Batch

### The Student Test Dat has been put into the batch B5 Successfully!

### Existing Batches with Open, Active and Freeze Status

| Batch Id | Batch Name | Start Date | End Date | Weekly Days | Time | Capacity | Admitted | Owner | Status |
|---|---|---|---|---|---|---|---|---|---|
| B3 | A | 2018-12-01 | 2019-05-31 | SUNDAY / TUESDAY / THURSDAY | 08:00:00 - 10:00:00 / 08:00:00 - 10:00:00 / 08:00:00 - 10:00:00 | 4 | 4 | Teacher1 | ACTIVE |
| B5 | C | 2018-12-01 | 2019-01-01 | MONDAY / WEDNESDAY / FRIDAY | 07:00:00 - 09:00:00 / 07:00:00 - 09:00:00 / 07:00:00 - 09:00:00 | 5 | 1 | Administrator | ACTIVE |
| B6 | D | 2018-12-17 | 2019-01-17 | MONDAY / WEDNESDAY | 07:00:00 - 09:00:00 / 07:00:00 - 09:00:00 | 10 | 0 | Administrator | OPEN |

Assigned batch notifications.

# CHANGE BATCH

## PURPOSE

- For changing the procedure of batch firstly the candidate can be searched search by
    o **Registration Id**
    o **Student Id**
    o **Email Id**
- Second we can see the running existing batch with active status.
- Can follow up all the details of the candidate who want to change the batch.
- Can follow up the candidate existing batch from which he/she can change or remove the batch as per his/her convenience.
- If the candidate needs to be removed from the batch, he/she can be assigned /transferred to student **pool.**
- If the capacity of the existing batch is empty or had space he/she can be assigned to that new batch.
- If the capacity of the existing batch is full he/she will not get the option to enter to that particular batch.

## IMPORTANCE

- Firstly list of existing batches with active status can be seen.
- By searching the candidate by his/her
    o **Registration Id**
    o **Student Id**
    o **Email Id**
  The enlisted batch of the candidate can be seen.
- To follow up all the details and thus can be assigned new batch or can be removed from the present batch.
- If the batch has enough space to be fulfilled the candidate can be admitted to that particular batch from their present batch in one click.
- Easy process for teacher/administrator to keep the records of the batch.
- It keeps all the records of the batch to follow up the batch schedule from
    o **Batch Id**
    o **Batch Name**
    o **Start date-End date**
    o **Weekly days**
    o **Time**
    o **Capacity/admitted**
    o **Owner of the batch**
    o **Status** of the present batch. So it makes process easy for record keeping of each batch.

## Change Batch

○ Search By Registration Id  ● Search By Student Id  ○ Search By Email Id  [                    ]  [ Search ]

### Existing Batches with Active Status

| Batch Id | Batch Name | Start Date | End Date | Weekly Days | Time | Capacity | Admitted | Owner | Status |
|---|---|---|---|---|---|---|---|---|---|
| B3 | A | 2018-12-01 | 2019-05-31 | SUNDAY / TUESDAY / THURSDAY | 08:00:00 - 10:00:00 / 08:00:00 - 10:00:00 / 08:00:00 - 10:00:00 | 2 | 1 | Teacher1 | ACTIVE |
| B5 | C | 2018-12-01 | 2019-01-01 | MONDAY / WEDNESDAY / FRIDAY | 07:00:00 - 09:00:00 / 07:00:00 - 09:00:00 / 07:00:00 - 09:00:00 | 5 | 1 | Administrator | ACTIVE |
| B6 | D | 2018-12-17 | 2019-01-17 | MONDAY / WEDNESDAY | 07:00:00 - 09:00:00 / 07:00:00 - 09:00:00 | 10 | 0 | Administrator | OPEN |

## Change Batch

○ Search By Registration Id  ● Search By Student Id  ○ Search By Email Id  [ std0006 ]  [ Search ]

### Existing Batches with Active Status

| Batch Id | Batch Name | Start Date | End Date | Weekly Days | Time | Capacity | Admitted | Owner | Status |
|---|---|---|---|---|---|---|---|---|---|
| B3 | A | 2018-12-01 | 2019-05-31 | SUNDAY / TUESDAY / THURSDAY | 08:00:00 - 10:00:00 / 08:00:00 - 10:00:00 / 08:00:00 - 10:00:00 | 2 | 1 | Teacher1 | ACTIVE |
| B5 | C | 2018-12-01 | 2019-01-01 | MONDAY / WEDNESDAY / FRIDAY | 07:00:00 - 09:00:00 / 07:00:00 - 09:00:00 / 07:00:00 - 09:00:00 | 5 | 1 | Administrator | ACTIVE |
| B6 | D | 2018-12-17 | 2019-01-17 | MONDAY / WEDNESDAY | 07:00:00 - 09:00:00 / 07:00:00 - 09:00:00 | 10 | 0 | Administrator | OPEN |

| Registration Id | Student Id | Email Id | Name | Phone | Alt. Phone | Course | Image | Present Batch | New Batch |
|---|---|---|---|---|---|---|---|---|---|
| BYCTC0006/6/FDITA/JAN-JUN/2019-19 | STD0006 | testdat.fdita6@byctc.com | Test Dat | 9903456789 | | DITA | | B5 | Remove from Batch ▼  [ Assign ] |

## Change Batch

○ Search By Registration Id  ● Search By Student Id  ○ Search By Email Id  [ std0006 ]  [ Search ]

### Existing Batches with Active Status

| Batch Id | Batch Name | Start Date | End Date | Weekly Days | Time | Capacity | Admitted | Owner | Status |
|---|---|---|---|---|---|---|---|---|---|
| B3 | A | 2018-12-01 | 2019-05-31 | SUNDAY / TUESDAY / THURSDAY | 08:00:00 - 10:00:00 / 08:00:00 - 10:00:00 / 08:00:00 - 10:00:00 | 2 | 1 | Teacher1 | ACTIVE |
| B5 | C | 2018-12-01 | 2019-01-01 | MONDAY / WEDNESDAY / FRIDAY | 07:00:00 - 09:00:00 / 07:00:00 - 09:00:00 / 07:00:00 - 09:00:00 | 5 | 1 | Administrator | ACTIVE |
| B6 | D | 2018-12-17 | 2019-01-17 | MONDAY / WEDNESDAY | 07:00:00 - 09:00:00 / 07:00:00 - 09:00:00 | 10 | 0 | Administrator | OPEN |

| Registration Id | Student Id | Email Id | Name | Phone | Alt. Phone | Course | Image | Present Batch | New Batch |
|---|---|---|---|---|---|---|---|---|---|
| BYCTC0006/6/FDITA/JAN-JUN/2019-19 | STD0006 | testdat.fdita6@byctc.com | Test Dat | 9903456789 | | DITA | | B5 | Remove from Batch ▼  [ Assign ] |
| | | | | | | | | | Remove from Batch |
| | | | | | | | | | B3 |

The Student Test Dat has been Removed from the batch B5 Successfully. This Student will be available in the Assign Batch Pool.

The Student aditi mukherjee has been Removed from the batch B3 and has been Assigned into B5 Successfully!

# REPORTING

## STUDENT BATCH REPORT

### PURPOSE

- Can follow-up the student existing batch report with status as
  - **Active**
  - **Freeze**
- Can enlist the batch assigned with
  - **Batch ID**
  - **Batch name**
  - **Start date**
  - **End date**
  - **Weekly days**
  - **Time**
  - **Capacity**
  - **Admitted**
  - **Owner of batch**
  - **Status**
- Can View a particular batch report details
- Can view the last attendance done and can see the comments update status with date on behalf of the candidate.
- Can also follow the present and absent day of the candidate on that batch.

### IMPORTANCE

- Help in enlisting batch assigned.
- Help to follow-up the student batch report with status whether the batch is active or freeze.
- All batch report details can be seen.
- The last attendance taken, latest comment update with date can be analysed.
- Present/absent day of the candidate can be listed.

# Batch Report

| Batch Id | | Batch Name | Start Date | End Date | Weekly Days | Time | Capacity | Admitted | Owner | Status |
|---|---|---|---|---|---|---|---|---|---|---|
| ○ B5 | Use This | C | 2018-12-01 | 2019-01-01 | MONDAY / TUESDAY / FRIDAY | 07:00:00 - 09:00:00 / 07:00:00 - 09:00:00 / 07:00:00 - 09:00:00 | 5 | 3 | Administrator | ACTIVE |
| ○ B6 | Use This | D | 2018-12-17 | 2019-01-17 | MONDAY / TUESDAY | 07:00:00 - 09:00:00 / 07:00:00 - 09:00:00 | 3 | 2 | Administrator | ACTIVE |
| ○ B8 | Use This | S | 2018-12-01 | 2019-01-31 | MONDAY / TUESDAY | 07:00:00 - 09:00:00 / 08:00:00 - 10:00:00 | 3 | 0 | Administrator | ACTIVE |

**Existing Batches with Active and Freeze Status**

# Batch Report

**BATCH OWNER**

**Print**

**Batch Id: B5, Batch Name: C, Capacity Status: 5, Start Date:2018-12-01,End Date:2019-01-01,Batch Owner: Administrator,Class No: 4**

| Sl. No. | Student Name | Phone No. | Course | Adm Date | Reg. Start | Reg. End | Pr. Days | Ab. Days | Status |
|---|---|---|---|---|---|---|---|---|---|
| 1 | aditi mukherjee | 9431520897 | CITA | 2018-12-05 21:13:22.0 | JANUARY,2019 | JUNE,2019 | 1 | 8 | Last Attendance on 2018-12-17 |
| 2 | saurabh pal | 9431254620 | CFAS | 2018-12-07 21:32:03.0 | JULY,2018 | DECEMBER,2018 | 2 | 2 | As per the Update on 2018-12-18 : Was ill.Will be present on next class |
| 3 | Test Dat | 9903456789 | DITA | 2018-12-08 12:10:23.0 | JANUARY,2019 | DECEMBER,2019 | 2 | 1 | |

## Print

**Total: 1 page**

Save   Cancel

Destination   Save as PDF
Change...

Pages   ● All
○ e.g. 1-5, 8, 11-13

Layout   Portrait

+ More settings

12/21/2018   Admission Report Batchwise

**Batch Id: B5, Batch Name: C, Capacity Status: 5, Start Date:2018-12-01,End Date:2019-01-01,Batch Owner: Administrator,Class No: 4**

| Sl. No. | Student Name | Phone No. | Course | Adm Date | Reg. Start | Reg. End | Pr. Days | Ab. Days | Status |
|---|---|---|---|---|---|---|---|---|---|
| 1 | aditi mukherjee | 9431520897 | CITA | 2018-12-05 21:13:22.0 | JANUARY,2019 | JUNE,2019 | 1 | 8 | Last Attendance on 2018-12-17 |
| 2 | saurabh pal | 9431254620 | CFAS | 2018-12-07 21:32:03.0 | JULY,2018 | DECEMBER,2018 | 2 | 2 | As per the Update on 2018-12-18 : Was ill.Will be present on next class |
| 3 | Test Dat | 9903456789 | DITA | 2018-12-08 12:10:23.0 | JANUARY,2019 | DECEMBER,2019 | 2 | 1 | |

# ATTENDANCE MANAGEMENT

- Batch wise attendance
- Absent student call

---

## BATCH WISE ATTENDANCE

### PURPOSE

- To follow up the candidate present or absent records.
- Can be followed by taking attendance of the register list of batch by clicking on available batch button for those particular days.
- By picking up the class date attendance can be followed up.
- Records of the batch can be seen with
  - **Batch Id**
  - **Batch Name**
  - **Capacity Status**
  - **Start-End date**
  - **Class No.**

  And then attendance of candidate can be maintained.
- List of present days and absent days of the candidate can be followed up.
- Last attendance status with date can be seen.
- Lastly attendance can be marked as present or absent for the candidate and can be registered.
- Previous date attendance can be seen and followed up whether the candidate was absent or present.
- If the student is absent for more than two days the status will show as call pending since (dd-mm-yy) which will poke the administrator to call the student and inform his/her to attend the class.
- When the absent call will follow up the latest comment updated by the administrator will highlight in the status.

### IMPORTANCE

- Great importance of this menu is the admin can take the attendance in one click by his/her **TAB, MOBILE standing anywhere in the class** or can keep records in computer as per his/her convenient option.
- Ease process of taking attendance.
- Effortless process for marking a candidate whether he/she is absent or present at that particular date.
- Previous data of registered attendance can be easily followed up.
- List of batches can be selected on the date the attendance is been taken so it make easier to mark the listed candidate of that batch attendance as present or absent.
- List of present and absent student can be listed.
- Last attendance status can be followed up as in which previous date the attendance was taken for the smooth running of the process.
- Call pending status can be seen if the student is absent for two or more days. It will help the administrator to inform the candidate about the classes' schedule so that the candidate should attend the class and should not be absent.
- Latest comment can be seen, updated by the administrator about the reason for the absent which will help the teacher to follow the candidate.

## Attendance for the Batches

Please pick the Class Date from Calendar Icon only

**Available Batches:** Select Batch

**Class Date:** 17-12-2018

**Show Register**

---

## Attendance for the Batches

Please pick the Class Date from Calendar Icon only

**Available Batches:** Select Batch

**Class Date:**

- Select Batch
- B3 - A - MONDAY / WEDNESDAY / FRIDAY - 08:00:00 - 10:00:00 / 08:00:00 - 10:00:00 / 08:00:00 - 10:00:00
- B5 - C - MONDAY / WEDNESDAY / FRIDAY - 07:00:00 - 09:00:00 / 07:00:00 - 09:00:00 / 07:00:00 - 09:00:00
- B6 - D - MONDAY / WEDNESDAY - 07:00:00 - 09:00:00 / 07:00:00 - 09:00:00

---

## Attendance for the Batches

Please pick the Class Date from Calendar Icon only

**Available Batches:** Select Batch

**Class Date:** 17-12-2018

**Show Register**

Batch Id: B3, Batch Name: A, Capacity Status: 2/2, Start Date:2018-12-01,End Date2019-05-31,Class No: 3

| Student Name | Phone No. | Course | Adm Date | Reg. Start | Reg. End | Pr. Days | Ab. Days | Status | Attendance |
|---|---|---|---|---|---|---|---|---|---|
| rashmi das | 9431258956 | DITA | 2018-12-05 20:45:46.0 | JULY,2018 | JUNE,2019 | 3 | 4 | Call Pending since 2018-12-17 | Absent |
| Test Dat | 9903456789 | DITA | 2018-12-08 12:10:23.0 | JANUARY,2019 | DECEMBER,2019 | 1 | 1 | | Present |

**ABSENT CALL PENDING STATUS FOR MORE THAN TWO DAYS**

---

## Attendance for the Batches

Please pick the Class Date from Calendar Icon only

**Available Batches:** Select Batch

**Class Date:** 17-12-2018

**Show Register**

Batch Id: B7, Batch Name: F, Capacity Status: 1/1, Start Date:2018-12-01,End Date2019-02-01,Class No: 1

| Student Name | Phone No. | Course | Adm Date | Reg. Start | Reg. End | Pr. Days | Ab. Days | Status | Attendance |
|---|---|---|---|---|---|---|---|---|---|
| saurabh pal | 9431254620 | CFAS | 2018-12-07 21:32:03.0 | JULY,2018 | DECEMBER,2018 | 1 | 1 | | ⦿ Present ○ Absent |

**Register Attendance**

---

Attendance marked successfully for the batch B7 and for the classdate 2018-12-17

# ABSENT STUDENT CALL

## PURPOSE

- To follow up the list of candidate details who were absent at least for consecutive two days or more in the class.
- Can be following up the candidate by informing them about the class schedule.
- Can get list of candidate details as per-
  - **Student Name**
  - **Batch Name**
  - **Call pending date**
  - **Last comment status**
- If the candidate can be followed up by calling, the new comment can be updated by the administrator for the teacher to know the reason why the student was absent for consecutive two days.
- If the call has been done then the message will display as "there **is no more student to make follow up call."**

## IMPORTANCE

- Help in keeping records of the absent candidate.
- Help to follow up the candidate who were absent for two consecutive days.
- Absent call help to enlist the candidate and by calling the candidate can be informed about the class schedule.
- .New comment can be updated which will help the teacher to know the reason about the candidate absence so that teacher can follow up the candidate and can help to cope up with candidate problem as why he/she is absent for more than two days.
- It's a good strategy process to keep the good interaction with the candidate who is absent and can inform him/her about all the classes' schedule.

**Absent Students Follow Up**

There are no more Students to make Follow up call

**Absent Students Follow Up**

### List of Student Details who were absent at least consecutive two days in the class

| Student Name | Primary Phno | Secondary Phno | Consecutive Absent Days | Batch Name(ID) | Batch Owner | Last Present Date | Call Pending Since | Last Comment | New Comment |
|---|---|---|---|---|---|---|---|---|---|
| saurabh pal | 9431254620 | | 2018-12-10 / 2018-12-18 | C(B5) | Administrator | 2018-12-03 | 2018-12-18 | As per the Attendance on 2018-12-18 the Consecutive Absent Days till 2018-12-18 | Was ill.Will be present on next class / Update Comment |
| Ankita banerjee | 9904569453 | | | D(B6) | Administrator | | 2018-12-18 | As per the Attendance on 2018-12-18 the Consecutive Absent Days till 2018-12-18 | Out of station. / Update Comment |

NEW COMMENT CAN BE UPDATED

The New Call Comment has been updated for the Student saurabh pal!

The New Call Comment has been updated for the Student Ankita banerjee!
There are no more Students to make Follow up call

**Attendance for the Batches**

### Please pick the Class Date from Calendar Icon only

Available Batches: Select Batch

Class Date: 18-12-2018

Show Register

### Batch Id: B5, Batch Name: C, Capacity Status: 5/3, Start Date:2018-12-01,End Date2019-01-01,Class No: 5

| Student Name | Phone No. | Course | Adm Date | Reg. Start | Reg. End | Pr. Days | Ab. Days | Status | Attendance |
|---|---|---|---|---|---|---|---|---|---|
| aditi mukherjee | 9431520897 | CITA | 2018-12-05 21:13:22.0 | JANUARY,2019 | JUNE,2019 | 1 | 8 | Last Attendance on 2018-12-17 | Absent |
| saurabh pal | 9431254620 | CFAS | 2018-12-07 21:32:03.0 | JULY,2018 | DECEMBER,2018 | 2 | 2 | As per the Update on 2018-12-18 : Was ill.Will be present on next class | Absent |
| Test Dat | 9903456789 | DITA | 2018-12-08 12:10:23.0 | JANUARY,2019 | DECEMBER,2019 | 2 | 1 | | Present |

USER
MANAGEMENT

CREATE USER          MANAGE USER

USER STATUS
CHANGE

MENU CHANGE
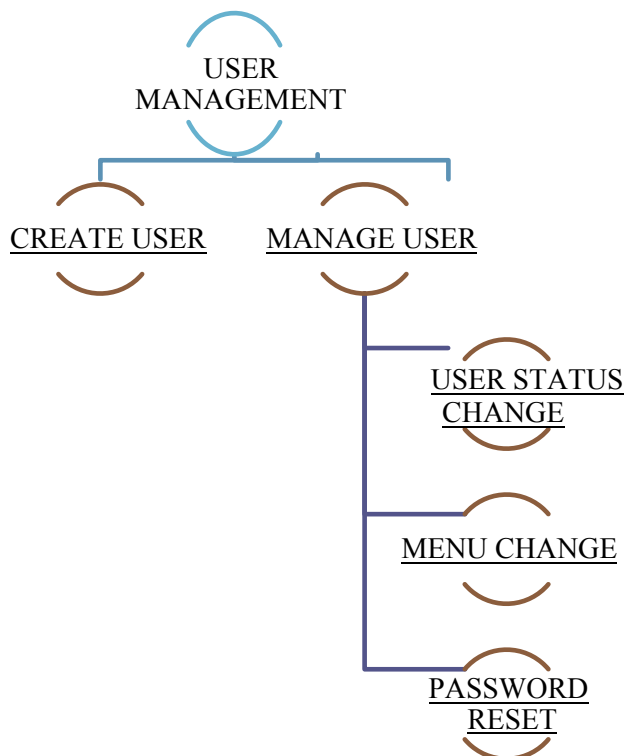
PASSWORD
RESET

## CREATE USER

### PURPOSE

- To Create a New User Id with new username and password.
- Second, we can assign particular Menu to the User.
- It is not necessary that the entire Menu can be assigned to that user; selected menu can be assigned to the user.
- And then by clicking on **create username** user will be created successfully with username and password.

### IMPORTANCE

- It's a new creation of user.
- Assigning of menu can be done easily.
- Selected menu can be given to the user. It's totally an own desirable option to assign a menu to any particular user.
- By single click the user is created and desirable menu is assigned.
- Effortless process to distribute assigned responsibility to any user.

# New User Creation

Create Username: |

Password:

**Next**

# New User Creation

Create Username: hello

Password: •••••

**Next**

---

**UserName : hello**
**Password: 12345**

Please Select the menus for this user
- ☐ Admission Report Per Date
- ☐ Admission Report Per Session
- ☑ Assign Batch to Students
- ☐ Absent Students Call
- ☐ Attendance Register
- ☑ Student Batch Report
- ☑ Change Batch
- ☑ Change Password
- ☑ Create Batch
- ☐ Create User
- ☐ Detail Admission
- ☐ Database Backup
- ☐ Enquiry

**SELECTED MENU**

- ☐ Enquiry Call Management
- ☐ Enquiry Report Per Date
- ☐ Enquiry Report Per Session
- ☐ Examination Attendance
- ☐ Examination List
- ☐ Expense Register
- ☐ Fees Collection
- ☐ Form Issue
- ☐ Installment Report Per Date
- ☐ Installment Report Per Session
- ☑ Logout
- ☑ Manage Batch
- ☐ Manage User
- ☐ Quick Admission
- ☐ Session Dashboard
- ☐ Student Dashboard
- ☐ Transaction Report
- ☐ Update General Configuration
- ☐ Update Location Master

**Create Username**

**CLICK**

---

**New User Creation and Assign Menus**

User has been created successfully! Please Note dow the new username :hello and password is 12345

# MANAGE USER

## USER STATUS CHANGE

### PURPOSE

- To change the existing user status.
- Can change the present status of the existing user to status type as-
    - **Inactive (Inactive means the username has been kept in passive state for shorter period of time and can be made active later).**
    - **Suspended (suspended means this username won't be used anymore .Its equivalent to delete. But record will be there. Not be deleted physical.)**
- After the status changed as inactive or suspended the system will not allow the user to login to the account. The error will occur.

### IMPORTANCE

- Existing user can change the status as per convenience.
- Quick process to change the active user to **inactive** or **suspended** mode.
- If the existing user wants to get out from the account, user can update his/her status as **suspended.** This will not let the user to login anymore. The error will occur as "**this user is currently suspended. Please check with admin."**

## Existing User Management

Existing User: hello

Manage Type: Select Task
- Select Task
- Reset Password
- User Status Change
- User Menu Change

## User Status Change

Username: hello

Present Status: active

Status Type: inactive
- inactive
- suspended

Update

## User Status Change

Username: hello

Present Status: active

Status Type: inactive

Update

## User Status Change

Username: hello

Present Status: active

Status Type: suspended

Update

## User Status Change

Status has been changed for the user hello successfully!! with inactive

## User Status Change

Status has been changed for the user hello successfully!! with suspended

## Login

This user is currently Suspended, Please Check with Admin.

Username: hello

Password:

Login

# MENU CHANGE

## PURPOSE

- To change the menu assigned to existing user.
- Manage to change the menu and can select desirable menu
- Can also add the extra menu as their convenience and wish.
- If the user has **suspended** status or **inactive** status, the menu can be changed or added but the user will not be able to login. The error will occur as **"This user is currently suspended/ inactive. Please check with Admin".**

## IMPORTANCE

- Existing user can change the menu assigned.
- Quick process to change the menu to the user.
- If the existing user wants to add some more menus for assigning he/she can do so.
- It's valid for **active** user. If the user is active he/she can add or change the assigned menu.
- But **inactive** and **suspended** user can change or add the menu but the user cannot login because user is not active anymore.
- Quick and easy process to change the menu assigned or can add extra menu to the user.

### Existing User Management

Existing User: hello ▼
Manage Type: User Menu Change ▼

[ Next ]

**UserName : hello**
**UserStatus: active**

- ☑ Admission Report Per Date
- ☑ Admission Report Per Session
- ☐ Assign Batch to Students
- ☐ Absent Students Call
- ☐ Attendance Register
- ☐ Student Batch Report
- ☐ Change Batch
- ☑ Change Password
- ☐ Create Batch
- ☐ Create User
- ☐ Detail Admission
- ☐ Database Backup
- ☐ Enquiry
- ☐ Enquiry Call Management
- ☐ Enquiry Report Per Date

- ☐ Enquiry Report Per Session
- ☐ Examination Attendance
- ☐ Examination List
- ☐ Expense Register
- ☐ Fees Collection
- ☐ Form Issue
- ☐ Installment Report Per Date
- ☐ Installment Report Per Session
- ☑ Logout
- ☐ Manage Batch
- ☐ Manage User
- ☐ Quick Admission
- ☐ Session Dashboard
- ☐ Student Dashboard
- ☐ Transaction Report
- ☐ Update General Configuration
- ☐ Update Location Master

[ Apply Menu ]

### Menu Manage for Existing User

Menu has been changed successfully for the user hello. Please ask hello for a new login to see the newly assigned menus.

# PASSWORD RESET

## PURPOSE

- Help to change the password or to reset the password of the user account.
- The user can enter with the reset password by inserting any letters but after than the user have to change the password to login to the account by typing the
  - **Old password**
  - **New password**
  - **Confirm password** (which should match with the new password given).
- Password should be between 4 to 16 characters long. Should contain at least **one digit (123………….),** contain at least **one lower case (abcd………),** contain at least one **upper case (ABCD…….)** and **character (! @#$%^&................).**
- After inserting the password will be changed successfully and the user can login with new password.

## IMPORTANCE

- Quick process to reset password or to change password.
- If the user forget his/her recent password for login the user can reset the password and can insert new password and can login again.
- Easy way to remember password by inserting one upper case, one lower case, one digit and character.

### Login

Username: hello
Password: ••••••

Login

### Existing User Management

Existing User: hello
Manage Type: Reset Password

Next

### Reset Password

Username: hello
Present Status: active
Reset Password: 1234567

Reset Password

### Change Password

Old Password: ••••••
New Password: ••••••
Confirm Password: ••••••

Change Password

### Password has been changed successfully!!!

Login with New password

### Reset Password

Password has been reset for the user hello with 1234567 and User Status is active

ADMINISTRATIVE WORK

- Daily Operation
  - Expense Register
  - Transaction Report
  - Session Dashboard
- Backup(Database)
- Master Data
  - Add Location
  - Add Footer Note

---

# DAILY OPERATION

## EXPENSE REGISTER

### PURPOSE

- To follow up the day to day expenses spend on official work or by the staff or by the administration.
- Can be follow up by
  - Expenses date.
  - Expense type(means the expense spend on which work).
  - Expense Amount.
  - Expense Note( means can note any bill amount or can write any note to record the information for further purpose).

### IMPORTANCE

- Manage to keep day to day spending expenses.
- Can be managed by expense date, expense type, expense amount and expense note.
- Expense note help to record or attach any bill or can write any note to record the information for further purpose.
- Helps in smooth running of the business strategy as the expense data is recorded day after day which helps the administrator to know the entire amount spend on official work or on any other work.

## Expense Register

| | |
|---|---|
| Expense Date: | |
| Expense Type: | Select Expense Type ▾ |
| Expense Amount: | 0.0 |
| Expense Note: | |

**Update Expense**

Royalty
Exam Fees Payment
**Electricity Bill Payment**
Internet Bill Payment
Advertise Payment
Ad Hoc Labour Payment
Cleaning
Toilet Cleaner
Computer Buying
Accessories Buying
Carrying Cost

## Expense Re

| | |
|---|---|
| Expense Date: | |
| Expense Type: | Electricity Bill Payment ▾ |
| Expense Amount: | |
| Expense Note: | |

**Update Expense**

## Expense Register

| | |
|---|---|
| Expense Date: | 19-12-2018 |
| Expense Type: | Electricity Bill Payment ▾ |
| Expense Amount: | 1000 |
| Expense Note: | Payment of bill |

**Update Expense**

## Expense Register

Expense Amount Rs.1000.0 has been updated successfully for the Expense type Electricity Bill Payment

# TRANSACTION REPORT

## PURPOSE

- Manage to show the report of each and every money transaction (**all income and expense**) occurred within start date and end date.
- Follow all the details of income and expense from date (yyyy-mm-dd) to (yyyy-mm-dd).
- Follow up each and every transaction within-
    - **Date**
    - **Time**
    - **Transaction source**
    - **Transaction done by**
    - **Amount**
- To follow up of **Transaction Id (TRND001…….)** and then can take a print out of the record for further use.
- By calculating each and every transaction total amount of income and expense can be seen and recorded.

## IMPORTANCE

- Quick process to follow up the transaction done monthly or yearly.
- Managerial factor is that all the records of income and expenses can be followed.
- Whole process is to keep the records of the transaction from start date to end date of the accounts.
- Print out of the record can be kept for further use.
- Total amount by calculating each and every transaction are recorded which help to enhance the business strategy that how the income and expenses will be managed for future use.

| S | M | T | W | T | F | S |
|---|---|---|---|---|---|---|
| 25 | 26 | 27 | 28 | 29 | 30 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |

**2017    2018    2019**

# Transaction Report

Please pick the Start Date and End Date from Calendar Icon only

*Start Date:* 01-12-2018

*End Date:* 19-12-2018

[ Show Transaction ]

[ Print ]

| All **INCOME** Details From Date(yyyy-mm-dd) 2018-12-01 to 2018-12-19 | | | | |
|---|---|---|---|---|
| **Tr. Id** | **Tr. Date** | **Tr. Source** | **Tr. By** | **Amount** |
| ○ TRND0001  [Show] | 2018-12-03 20:43:52.0 | Form Issue No. 1 | Administrator | 15.0 |
| ○ TRND0002  [Show] | 2018-12-03 20:44:27.0 | Form Issue No. 2 | Administrator | 15.0 |
| ○ TRND0003  [Show] | 2018-12-03 20:54:54.0 | Admission for BYCTC0001/1/FCITA/APR-SEP/2019-19 | Administrator | 600.0 |
| ○ TRND0004  [Show] | 2018-12-03 20:58:16.0 | Admission for BYCTC0002/2/FADITA/OCT-MAR/2018-20 | Administrator | 600.0 |
| ○ TRND0005  [Show] | 2018-12-05 20:30:55.0 | Form Issue No. 3 | Administrator | 15.0 |
| ○ TRND0006  [Show] | 2018-12-05 20:45:46.0 | Admission for BYCTC0003/3/FDITA/JUL-DEC/2018-19 | Administrator | 400.0 |
| ○ TRND0007  [Show] | 2018-12-05 20:52:28.0 | Form Issue No. 4 | Administrator | 15.0 |
| ○ TRND00023  [Show] | 2018-12-13 20:32:34.0 | Email Id. ankitkarmakar.fadita2@byctc.com | Administrator | 103.0 |
| ○ TRND00024  [Show] | 2018-12-13 20:42:35.0 | Email Id. saurabhpal.fcfas5@byctc.com | Administrator | 103.0 |
| ○ TRND00025  [Show] | 2018-12-13 20:45:39.0 | Email Id. rashmidas.fdita3@byctc.com | Administrator | 103.0 |
| ○ TRND00026  [Show] | 2018-12-14 21:14:02.0 | Email Id. aditimukherjee.fcita4@byctc.com | Administrator | 103.0 |
| ○ TRND00027  [Show] | 2018-12-15 13:27:31.0 | Form Issue No. 9 | Administrator | 15.0 |
| ○ TRND00028  [Show] | 2018-12-15 20:53:17.0 | Form Issue No. 10 | Administrator | 15.0 |
| ○ TRND00029  [Show] | 2018-12-15 23:11:29.0 | Admission for BYCTC0008/7/FDITA/JAN-JUN/2019-19 | Administrator | 600.0 |
| ○ TRND00030  [Show] | 2018-12-16 22:33:16.0 | Installment for BYCTC0008/7/FDITA/JAN-JUN/2019-19 | Administrator | 350.0 |
| ○ TRND00031  [Show] | 2018-12-17 00:04:26.0 | Email Id. ankitabanerjee.fdita8@byctc.com | Administrator | 103.0 |
| ○ TRND00032  [Show] | 2018-12-17 20:01:29.0 | Form Issue No. 11 | Administrator | 15.0 |
| | | | | **Total Rs. 11539.0** |

| All **EXPENSE** Details From Date(yyyy-mm-dd) 2018-12-01 to 2018-12-19 | | | | |
|---|---|---|---|---|
| **Tr. Id** | **Tr. Date** | **Tr. Source** | **Tr. By** | **Amount** |
| ○ TRNC00019  [Show] | 2018-12-08 12:41:03.0 | Tea | Administrator | 50.0 |
| ○ TRNC00033  [Show] | 2018-12-19 20:52:54.0 | Electricity Bill Payment | Administrator | 1000.0 |
| | | | | **Total Rs. 1050.0** |

## Transaction Details

|  |  |
|---|---|
| Transaction Id : | TRND0003 |
| Transaction Date : | 2018-12-03 20:54:54.0 |
| Transaction By : | Administrator |
| Transaction Source : | Admission for BYCTC0001/1/FCITA/APR-SEP/2019-19 |
| Transaction Type : | debit |
| Transaction Amount : | 600.0 |
| Transaction Note : | Admission fees for the course CITA for the session APR-SEP |

**TRANSACTION DONE FOR ADMISSION FEES**

## Transaction Details

|  |  |
|---|---|
| Transaction Id : | TRND00010 |
| Transaction Date : | 2018-12-07 20:34:21.0 |
| Transaction By : | Administrator |
| Transaction Source : | Email Id. rashmidas.fdita3@byctc.com |
| Transaction Type : | debit |
| Transaction Amount : | 103.0 |
| Transaction Note : | Exam Fees Collected for the Exam Cycle JANUARY-2019 for the Semester Sem-1 and the Exam Id is E5/Sem-1/JANUARY-2019/JUL-DEC/2018-19 |

**TRANSACTION DONE FOR EXAM FEES**

## Transaction Details

|  |  |
|---|---|
| Transaction Id : | TRND00013 |
| Transaction Date : | 2018-12-07 22:50:24.0 |
| Transaction By : | Administrator |
| Transaction Source : | Installment for BYCTC0003/3/FDITA/JUL-DEC/2018-19 |
| Transaction Type : | debit |
| Transaction Amount : | 4600.0 |
| Transaction Note : | Installment Payment Sequence 1 amounts are 4600.0 fines are -122.0 |

**TRANSACTION DONE FOR INSTALLEMNT FEES**

## Transaction Details

|  |  |
|---|---|
| Transaction Id : | TRND0001 |
| Transaction Date : | 2018-12-03 20:43:52.0 |
| Transaction By : | Administrator |
| Transaction Source : | Form Issue No. 1 |
| Transaction Type : | debit |
| Transaction Amount : | 15.0 |
| Transaction Note : | Form Issue for the course CITA for the session APR-SEP and the enqid is Enq0001 |

**TRANSACTION DONE FOR FORM ISSUE**

## Transaction Details

|  |  |
|---|---|
| Transaction Id : | TRNC00033 |
| Transaction Date : | 2018-12-19 20:52:54.0 |
| Transaction By : | Administrator |
| Transaction Source : | Electricity Bill Payment |
| Transaction Type : | credit |
| Transaction Amount : | 1000.0 |
| Transaction Note : | Payment of bill, Expense Date 2018-12-19 |

**EXPENSE DETAILS.TRANSACTION DONE FOR PAYMENT OF BILL**

# SESSION DASHBOARD

## PURPOSE

- Searching the details by session and year wise.
- Figure or set of figure of total numbers of candidate enquiry, admission to dropped out.
- Figure out the total numbers of active student.
- Full details of amount collected regarding candidate admission.
- Records of Due amount, Installment, Dropped amount any many more.
- Total numbers of candidate who made full payment.
- To follow up total number of candidate entire fees payment process done throughout the session and year.
- To follow up entire admission fees collected throughout the year and session.

## IMPORTANCE

- Glance view of snapshot for the session / year
- Figure out the number of candidate, entire data recorded and transaction done within the session/year
- Also the user can extract the following data like

    o Total no. of Enquiry
    o Total no. of Form Issue
    o Total no. of Admission
    o Total no. of Active Student
    o Total no. of Dropped Student
    o Total Collectable Amount Considering All Students:
    o Total no. of Students Who made Full Payments
    o Total Full Paid amount
    o Total Collected Amount from Admission excluding Full Payment Case
    o Total Collected Installment Amount excluding Admission Fees and Full Payment Case
    o Total Dropped Amount excluding Admission Fees and Full Payment Case
    o Total Due Amount excluding Admission Fees and Full Payment Case

## Session Dashboard

**Session:** Select Session ▼
Select Session
JAN-JUN
APR-SEP
JUL-DEC
OCT-MAR

**Year:**

→
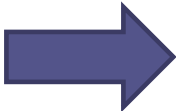
## Session Dashboard

**Session:** Select Session ▼
**Year:** Select Year ▼
Select Year
2019
2018

## Session Dashboard

Snapshot for the Session:JAN-JUN , Year: 2018

Print

Total no. of Enquiry for the Session JAN-JUN and made in the Year of 2018 : 6

Total no. of Form Issue for the Session JAN-JUN and made in the Year of 2018 : 6

Total no. of Admission : 0

Total no. of Active Student : 0

Total no. of Dropped Student : 0

Total Collectable Amount Considering All Students: 0.0

Total no. of Students Who made Full Payments : 0

Total Full Paid amount : 0.0

Total Collected Amount from Admission excluding Full Payment Case : 0.0

Total Collected Installment Amount excluding Admission Fess and Full Payment Case : 0.0

Total Dropped Amount excluding Admission Fess and Full Payment Case : 0.0

Total Due Amount excluding Admission Fess and Full Payment Case : 0.0

### Print

Total: **1 page**

Save    Cancel

Destination    Save as PDF
Change...

Pages    ◉ All
○ e.g. 1-5, 8, 11-13

Layout    Portrait ▼

+ More settings

12/20/2018                Session Dashboard

## Session Dashboard

Snapshot for the Session:JAN-JUN , Year: 2018

Total no. of Enquiry for the Session JAN-JUN and made in the Year of 2018 : 6

Total no. of Form Issue for the Session JAN-JUN and made in the Year of 2018 : 6

Total no. of Admission : 0

Total no. of Active Student : 0

Total no. of Dropped Student : 0

Total Collectable Amount Considering All Students: 0.0

Total no. of Students Who made Full Payments : 0

Total Full Paid amount : 0.0

Total Collected Amount from Admission excluding Full Payment Case : 0.0

Total Collected Installment Amount excluding Admission Fess and Full Payment Case : 0.0

Total Dropped Amount excluding Admission Fess and Full Payment Case : 0.0

Total Due Amount excluding Admission Fess and Full Payment Case : 0.0

# DATABASE BACKUP

## PURPOSE

- Single Click option of taking full data backup into local directory.
  - The backup storage media may be internally attached or may be an external unit.
- This ensures 100% security of the business data and can be used to restore your software within few minutes.
- Also created / performed to ensure a company's compliance with business and maintain to ensure access to critical/essential business data in case of a disaster or technical outage.
- It can be use the databases backup copy to restore the databases to its operational states along with its data and logs.
- The database backup can be stored locally or on a backup server.

## IMPORTANCE

- The data backup stored into the local directory can be restored within minutes in case one has lost his/her files by accident.
- It is a way to protect and restore a database.
- Quick process of backing up the operational states and stored data of database software.
- It enables the creation of a duplicate instance or copy of databases in case the primary database crashes, is corrupted or is lost.
- Can re-create a whole database in one step by restoring the database from a full database backup to any location.

**WHEN BACKUP IS CLICKED THE DATABASE IS RESTORED IN LOCAL DIRECTORY IN FILE LOCATION**

**"D: /BEANSDbBackup/beansyouth**

Backup of the BeansDB has been completed successfully in the location "D:/BeansDbBackup/beansyouth-localhost-(20-12-2018_08_54_08-PM).sql"

# MASTER DATA

## ADD LOCATION

### PURPOSE

- Can add new locality name.
- If the candidate came from a new locality, area it can follow the records and can add new location on it.
- Can also locate the existing location/area name.
- Can also follow up the location/area added by whom and in which date.

### IMPORTANCE

- When the candidate came for enquiry there we can get quick allocation of the address by clicking on candidate's address.
- If the location is not input then the user can fast follow up the location / area by adding it. Just clicking on Add new location the user can input as many as location / area.
- Quick process to enable/allocate candidate address, location/area.
- In which date and by whom the locate/area was added can be followed up.

## Add New Location

Please type the new locality name in the below text box

*Add New Location:* `singur`

[Add New Location]   **CLICK HERE**

| Sl. No. | Location/Area | Added By | Added Date(yyyy-mm-dd) |
|---------|---------------|----------|------------------------|
| | **Existing Location/Area Name** | | |
| 1 | BALLY | Administrator | 2018-12-20 |
| 2 | BEGAMPUR | Administrator | 2018-12-03 |
| 3 | DANKUNI | Administrator | 2018-12-15 |
| 4 | JANAI | Administrator | 2018-12-03 |
| 5 | KONNAGAR | Administrator | 2018-12-20 |
| 6 | RAJARHAT | Administrator | 2018-12-03 |

## Add New Location

**New location SINGUR has been added successfully!!**

| Sl. No. | Location/Area | Added By | Added Date(yyyy-mm-dd) |
|---------|---------------|----------|------------------------|
| | **Existing Location/Area Name** | | |
| 1 | BALLY | Administrator | 2018-12-20 |
| 2 | BEGAMPUR | Administrator | 2018-12-03 |
| 3 | DANKUNI | Administrator | 2018-12-15 |
| 4 | JANAI | Administrator | 2018-12-03 |
| 5 | KONNAGAR | Administrator | 2018-12-20 |
| 6 | RAJARHAT | Administrator | 2018-12-03 |
| 7 | SINGUR | Administrator | 2018-12-20 |

**LOCATION ADDED**

## Enquiry

Candidate Name: 

Contact Number: 

Sex: ○ Male ○ Female ○ Unknown

Candidate's Address: Select Address ▼

Course:
- Select Address
- BEGAMPUR
- RAJARHAT
- JANAI
- DANKUNI
- BALLY
- KONNAGAR
- SINGUR

Session:

Candidate's Qualification: ▼

Related With: ▼

**LOCATION ADDED CAN BE SEEN IN MENU "ENQUIRY"**

Comment:

[Register Enquiry]

# ADD FOOTER NOTE

## PURPOSE

- Can update the new footer note (**new greeting lines**).
- Can update the extra information or messages to the candidate which can be identified at the bottom of any receipt.
- Present footer note can be changed according to the circumstances.

## IMPORTANCE

- It is an extra piece of information that is added at the bottom of a receipt.
- It can be reference or information or a greeting notes for the candidate.
- A process of gratitude or gesture to welcome a candidate.
- Also a process to send messages regarding events, functions etc.

### Update Footer Note

| Present Footer Note |
| --- |
| God is Good |

Write your new Footer Note in the below Text Box

New Greetings Line: [                    ]

Submit

### Update Footer Note

| Present Footer Note |
| --- |
| God is Good |

Write your new Footer Note in the below Text Box

New Greetings Line: [ Set your goal high,and don't stop till you get there. ]

Submit

### Update Footer Note

New Greetings Note SET YOUR GOAL HIGH,AND DON'T STOP TILL YOU GET THERE. has been added successfully!!

| Present Footer Note |
| --- |
| Set your goal high,and don't stop till you get there. |

---

**Transaction Date : Thu 20/12/2018 11:39:25 PM**                    **Transaction Id : TRND00034**

**From Receipt**

# BEGAMPUR YOUTH COMPUTER TRAINING CENTRE
BEGUMPUR, HOOGHLY, 712306
A JOINT INITIATIVE OF SPORTS AND YOUTH SERVICES DEPARTMENT,GOVT.OF WEST BENGAL
03212-223296,9007142284  wbgov.stateyouth.beg@gmail.com  http://www.govyouthcomputer.co.nr

Form No :  12   has been issued to ARNAV GHOSH,  Phone No : 9431520864
Enquiry Id : Enq00012
Course : DITA
Session : JUL-DEC
Location : KONNAGAR
Receiving with thanks Rs.  15.0 as a Price for the Admission Form.

Authorized Signatory
**BEGUMPUR YOUTH COMPUTER TRAINING CENTRE**

**NEW UPDATED FOOTER NOTE** → Set your goal high,and don't stop till you get there.

# Thank you

*Reach us for free demo Software installation with full functionality/free software demonstration for more understanding.*

**Feel free to contact for any queries / suggestions**

📞 9903074847, 9382637806

✉ fawntechno@gmail.com

🌐 www.fawntechnologies.com

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