

Karnataka State Electronics Development Corporation Limited

Kshiksha Training ERP Portal

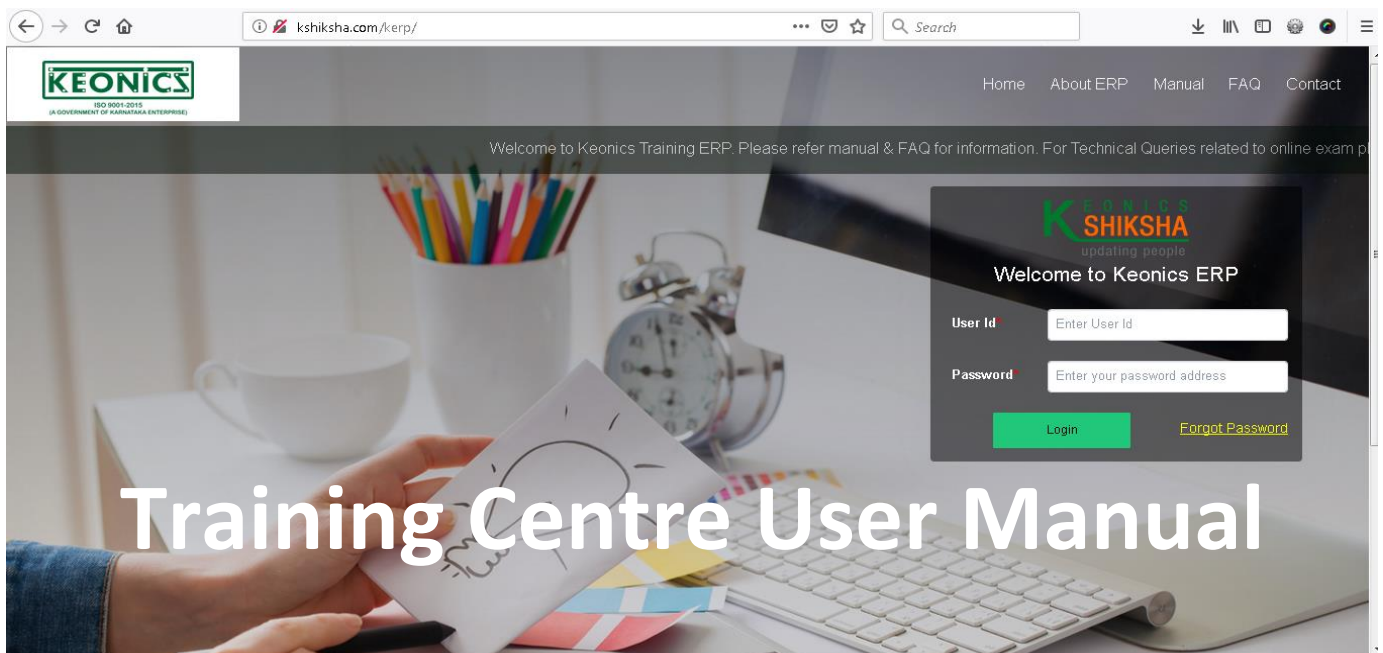


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1. Training Centre Login

To access or to login the "Kshiksha Training ERP Portal" visit www.kshiksha.com website and then select or click on "Training ERP" link on the menu bar.

Step 1: Open the web browser (Chrome /Mozilla)

Step 2: Type URL www.kshiksha.com in address bar

Once you visit the above URL, Kshiksha Portal home page appears as shown in figure-1.1

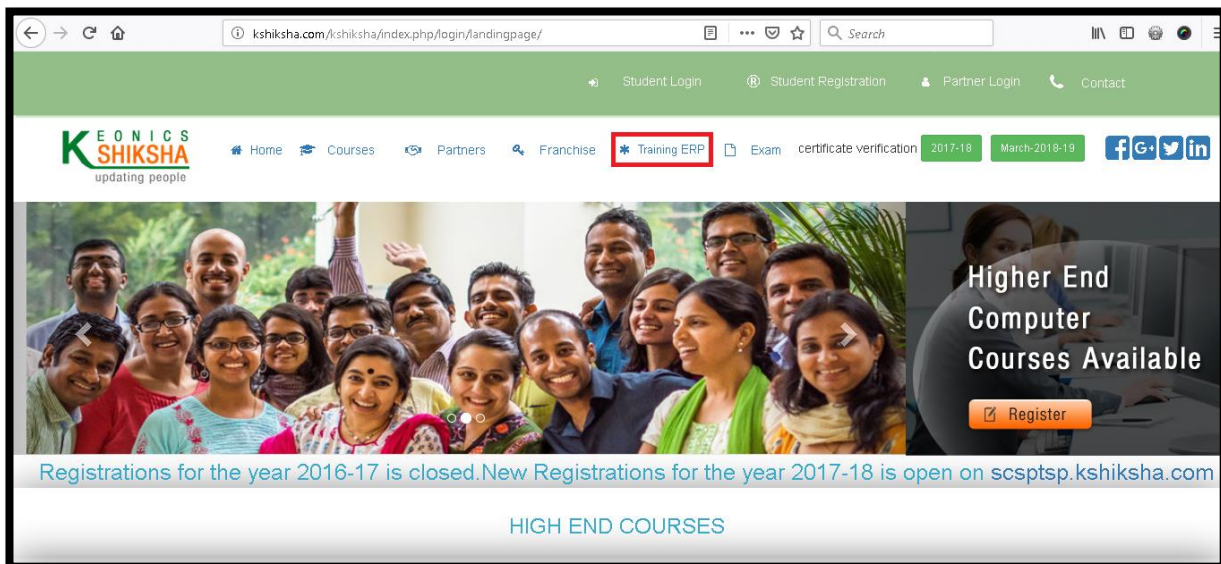


Figure-1.1

Step 3: Select or click on Training ERP link.

Once the training centre user click on Training ERP link, the Login screen appears as shown in figure-1.2.

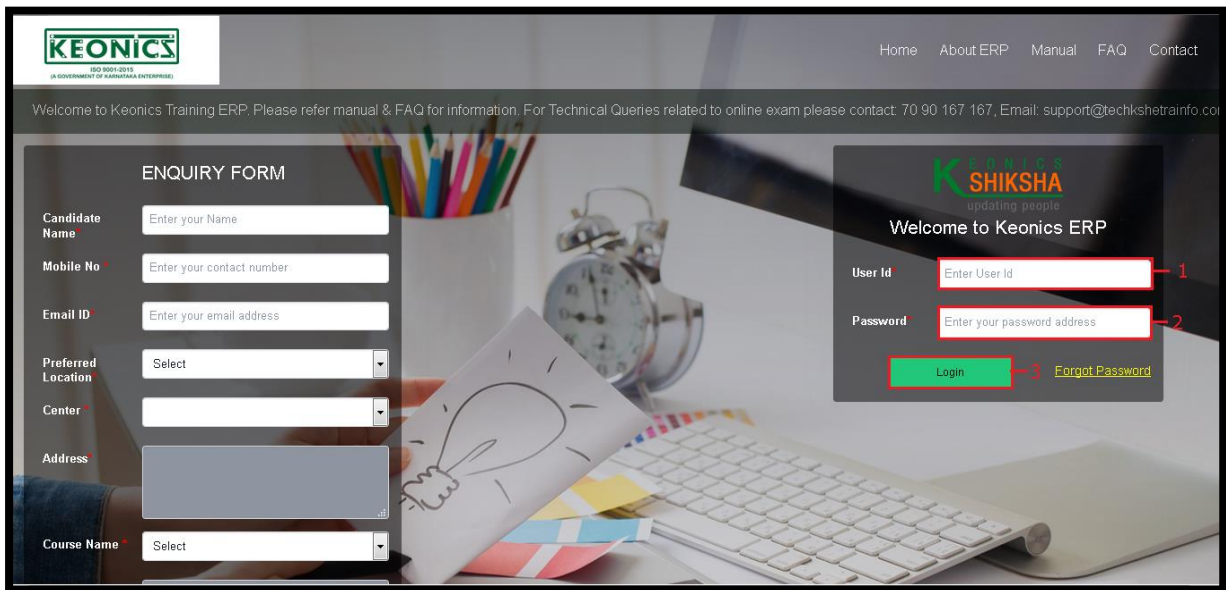


Figure-1.2

1. Enter the training centre "username"
2. Enter the training Centre "password"
3. Click on the "login" button

On successful login the screen in Figure-1.3 appears

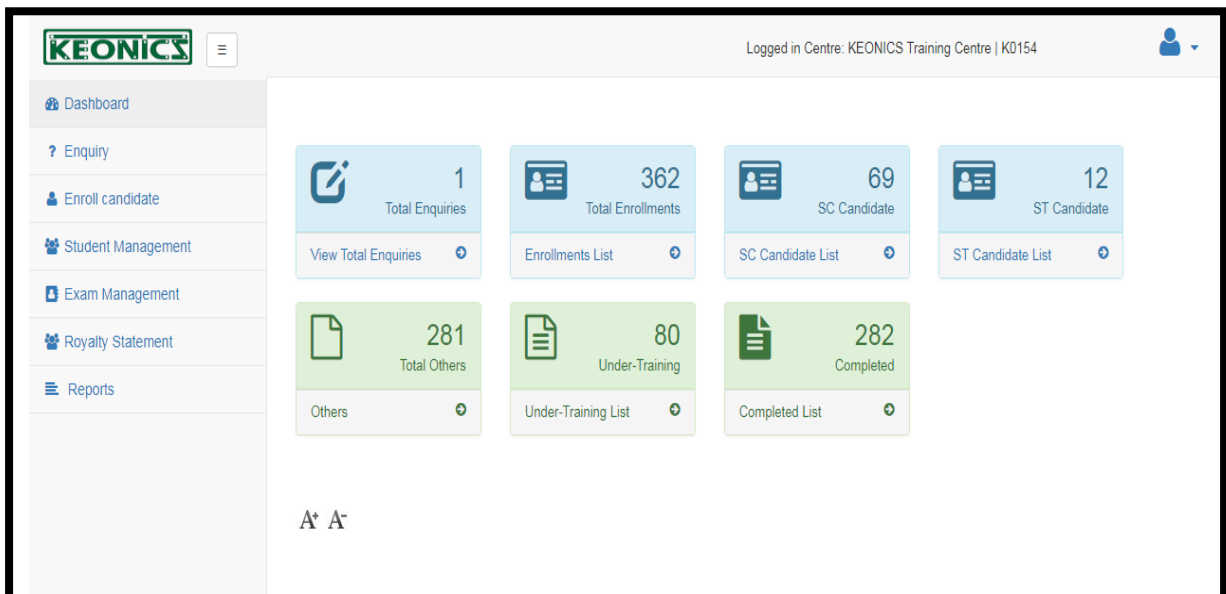


Figure-1.3

2.Training Centre Account

After Successful Login, the home page appears which contains header and navigation drawer as shown in figure-2.1. Header contains KEONICS logo, logged in Training Centre id, name and profile section. Profile section contains three options as shown in Figure-2.1

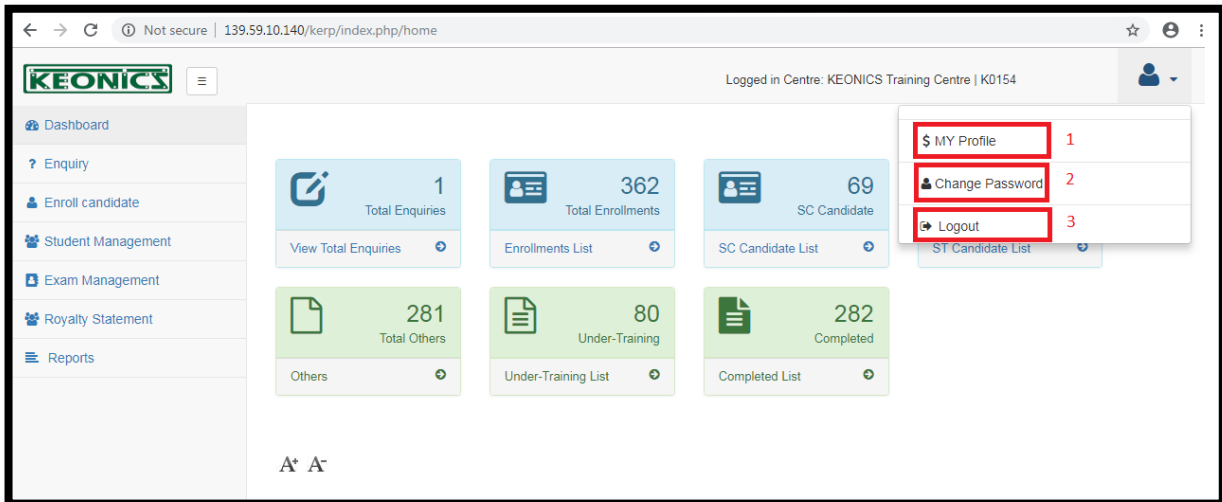


Figure-2.1

1. My Profile
2. Change Password
3. Logout

2.1. My Profile: My profile contains details of your account such as Centre type, Center ref no, application received date, firm name, region, district, taluk, mobile no etc as shown in figure-2.2 .You can view your account details and edit contact details here. The updations made will be recorded and update history will be listed below for security reasons

Figure-2.2

1. Type the **Firm name**
2. Enter the **mobile number**
3. **Email id** of User
4. **Landline number** of user
5. **Submit** button to save the changes

2.2. Change Password : Change password allow user to change the current password as shown in figure-2.3.

Figure-2.3

1. **Old Password** by entering the old password i.e current password before changing the password
2. **Change password** by entering new password .
3. **Re-enter** the new password to confirm
4. **Submit** button once clicked after entering all the details the password will be changed

2.3. Logout: Click on logout option to exit from Training Centre portal

3. Dashboard

Dashboard screen displays the navigation drawer along with 7 counters as shown in figure-3.1

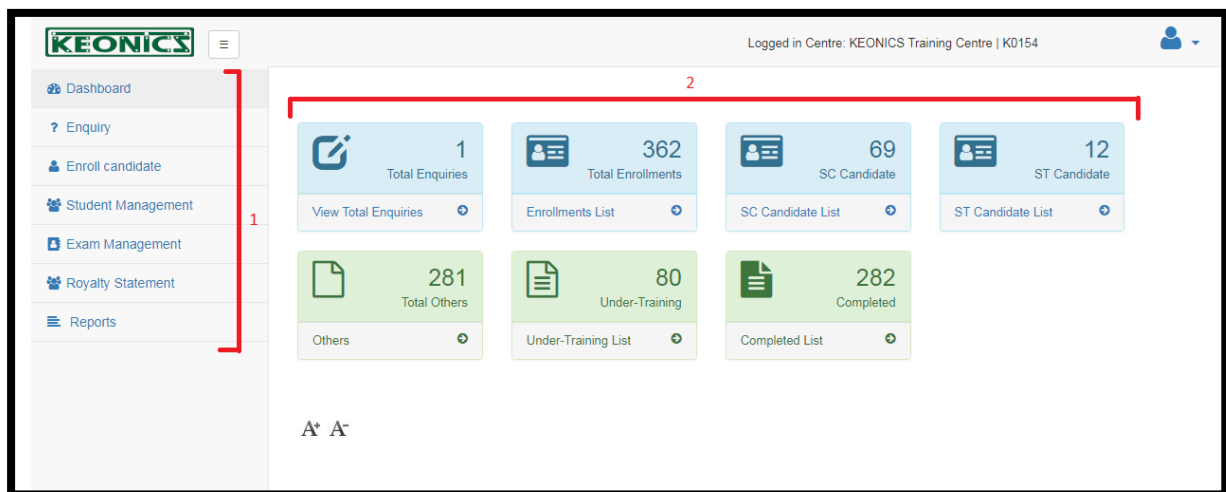


Figure-3.1

1. **The Navigation Drawer**
2. **Dashboard counters**

3.1. Navigation Drawer: The left side of home page contains Navigation Drawer .The Navigation Drawer contains 7 options

1. Dashboard
2. Enquiry
3. Enroll Candidate
4. Student Management
5. Exam Management
6. Royalty Statement
7. Report

3.2. Dashboard contains 7 counters

- Total Enquiries
- Total Enrollments
- SC Candidates
- ST Candidates
- Total Others
- Under Training
- Completed

Each counter contains links such that when you click on the counters they redirect to their respective pages. Counter count increments each time you add a new value in respective options. With this you can easily examine the total enquiries, total enrollments, total SC students, total ST students, total students apart from SC/ST, total student who are under training and total students completed the training.

4. Enquiry

When you click on Enquiry option a enquiries listing screen appears as shown in Figure-4.1

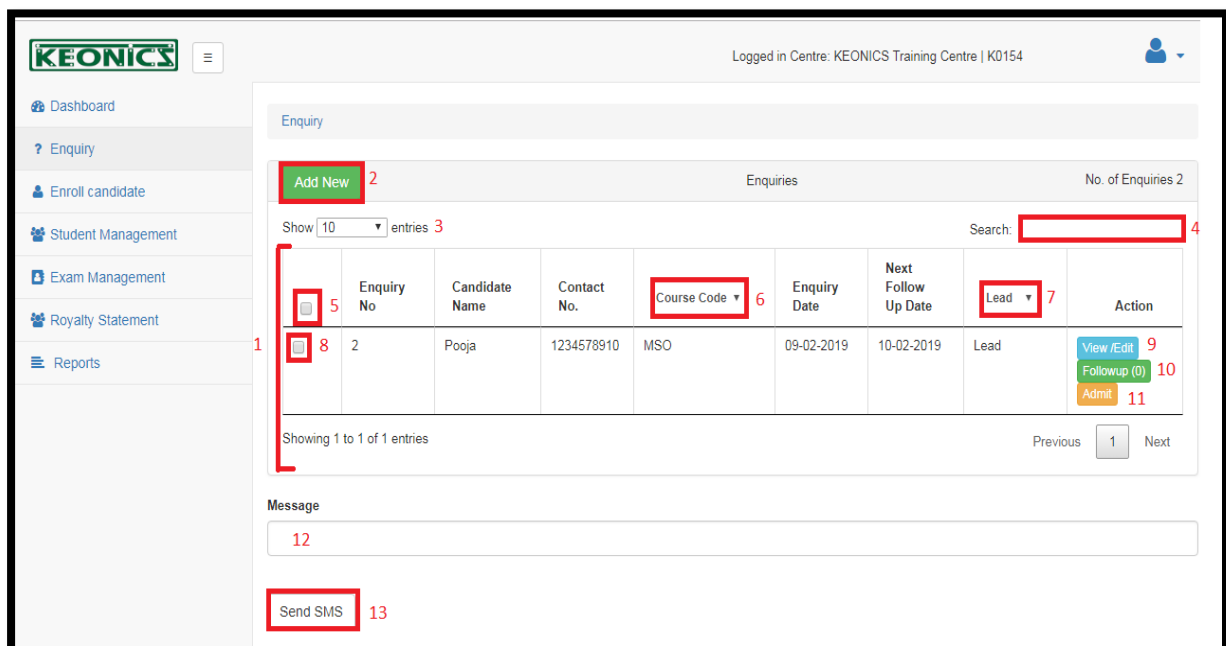


Figure-4.1

1. **Enquiry list:** The enquiry listing page displays list of enquires done with their status and action buttons “view/Edit”, “Follow up” and “Admit”
2. **Add new:** Allow to add new enquiry
3. **Show:** Number of rows to display in enquiry listing
4. **Search:** Search the enquiry by id/name/contact number
5. **Select all:** When the check box is clicked all the enquiry will be selected

6. **Course code filter:** Filters the enquiries by course
7. **Status filter:** Filter the enquires by status such as lead, admitted or archived
8. **Select enquiry:** Select the particular enquiry
9. **View/Edit:** An action button “view/Edit” to view or edit the details of enquiry
10. **Follow-up:** An action button Follow-up” to edit the enquiry follow up details
11. **Admit:** An action button “Admit” to directly admit/enrol the candidate
12. Enter the message to send the on selected enquires
13. **Send SMS:** Send the message to selected enquires

4.1. Add Enquiry:To add new enquiry click on **add new** button. After clicking on add new button screen in figure-4.2 appears. Here fill the correct details

Figure-4.2

1. **Enquiry No.:** Auto generated.
2. **Enquiry Date:** Select the enquiry date
3. **Candidate Name:** Enter the candidate name
4. **Mobile No.:** Enter the mobile number
5. **Address:** Enter the address
6. **Email If:** If provided enter the email id
7. **Qualification:** Select the qualification
8. **Source Type:** Select the source type of enquiry
9. **Course Name:** Select the course
10. **Batch from time:** Select the feasible batch time while enquiry
11. **Course fee:** One the course is selected the course fee will be available in this field
12. **Next Follow-up date:** Select the next follow-up date based on conversation

13. **Remark:** Enter if required any remarks
14. After filling the details click on **submit** button .Then enquiry will be added successfully

4.2. View/Edit: Allow to view or edit the enquiry details as shown in figure-4.3

Figure-4.3

1. **Enquiry Number:** Non editable
2. **Enquiry Date:** Non editable
3. **Candidate Name:** Enter the new name of candidate
4. **Mobile No.:** Enter the new mobile no. of candidate
5. **Address:** Enter the address of candidate
6. **Email id:** Enter the new email id of candidate
7. **Qualification:** Select the new qualification
8. **Source type:** Change the source type if required
9. **Course fee:** The field will be changed if the course is changed or selected
10. **Remarks:** Enter the remark, if required
11. **Submit** button to save the changes done

4.3. Follow-up: Allow to follow-up the enquiry and enter the follow-up details so centre can keep the track. Maximum 3 follow-up entries can be done for the enquiry. After third follow-up entry the enquiry status change from lead to archive. To add follow up click on **follow-up** button. After clicking **follow-up** button screen in figure-4.4 appears. Here fill the correct details

Figure-4.4

1. **Remark:** Enter the remark for follow-up
2. **Next follow-up date:** Select the next follow-up date
3. **SMS:** Once clicked on SMS button , a box is available to enter and send the message
4. **Update :** button to save or submit the follow-up details
5. **Archive.:** Once clicked on archive button student status will change to archive

4.4. Admit: Allow admit/enrol the candidate from enquiry. Once click on **Admit** button in figure-4.5 appears, from enquiry some of the field will have the values and if required can be changed or edited. Here fill the correct details

Note: The fields with red star mark indicate that the field is mandatory and need to be filled

The screenshot shows the 'Admission Form' interface in the KEONICS Training ERP Portal. The form is titled 'Enquiry / Admit' and is logged in as 'KEONICS Training Centre | K0154'. The form contains the following fields and options:

- Registration No.:** 2018190154029503 (1)
- Admission Date *:** 09-02-2019 (2)
- Course Type:** Paid (3)
- Student Name *:** Pooja (4)
- Father/Husband/Guardian Name *:** (5)
- Mobile No. *:** 1234578910 (6)
- Upload/Capture Photo by * Max Allow size 1mb(allowed type .jpg,.png):**
 - Upload photo
 - Web cam
 - Choose File | No file chosen (7)
- Email:** (8)
- Adhaar No.:** (9)
- Address. *:** Test (10)
- Qualification *:** SSLC (11)
- DOB *:** dd-mm-yyyy (12)
- Age *:** (13)
- Gender *:** Male (selected), Female (14)
- Category *:** Select (15)
- Sub Category:** Select (16)
- Annual Income:** (17)
- Course *:** MS OFFICE (18)
- Course Start Date:** 09-02-2019 (19)
- Course End Date *:** 08-03-2019 (20)
- Course Fee *:** 1200 (21)
- SubTotal Fee *:** 1200 (22)
- Keonics Margin:** 180 (23)
- CGST 9%:** 16.2 (24)
- SGST 9%:** 16.2 (25)
- Total Tax Amount:** 32.4 (2)
- Total Fee *:** 212 (27)
- Confirm the details (28)
- Submit** (29)

Figure-4.5

1. **Registration No:** Non editable/ unique registration id
2. **Admission date:** Will be same as course start date
3. **Course Type:** Select the course type
4. **Student Name:** Enter the candidate name
5. **Father/ husband/ Guardian Name:** Enter the appropriate value
6. **Mobile Number:** Enter the 10 digit student mobile number
7. **Student photo:**
 - a. **Upload:** Student photo can be uploaded of max 1mb
 - b. **Web cam:** Student photo can be captured from web camera by giving the camera permission
8. **Email ID:** Enter the email id

9. **Adhaar No.:** Enter the adhaar number if provided
10. **Address:** Enter the students address
11. **Qualification:** Select the qualification
12. **DOB:** Select the date of birth from calendar or edit manually
13. **Age:** Age will be calculated automatically once the DOB is selected
14. **Gender:** Select the gender
15. **Category:** Select the category and if the category is SC/ST required to upload the certificate
16. **Sub-Category:** Based on category the sub-category will be available and select the appropriate sub-category
17. **Annual Income:** Enter the annual income
18. **Course:** Select the course
19. **Course start date:** Select the course start date. The course start date can be selected up to last 30 days
20. **Course end date:** Depending on the course duration and course start date the course end date will be available. Course end date is not editable
21. **Course free:** Non editable course fee will be available once the course is selected
22. **Subtotal fee:** Non editable subtotal fee will be available once the course is selected
23. **Keonics Margin:** Non editable KEONICS margin will be available once the course is selected
24. **SGST:** Non editable SGST will be available once the course is selected
25. **CGST:** Non editable CGST will be available once the course is selected
26. **Total Tax Amount:** Non editable tax amount value will be available once the course is selected
27. **Total Fee:** Non editable total fee will be available once the course is selected
28. **Confirmation:** Select the confirmation box
29. **Submit:** Once the submit button is clicked student will be enrol and the enquiry status of student will be changed from lead to admitted

5.Enrol Candidate

When you click on enrol candidate option a enrolled candidate listing screen appears as shown in figure-5.1

Enroll Candidate list

No. of Admissions 362

Sr.No	Reg No & Name	Mobile Number	Admission Date	Course Name	Total Fees	Category	C-Status	Action
1	2018190154029502 RAISA	7090167167	01-12-2018	MS OFFICE	106	SC	Approved	View Print
2	2018190154029501 TEST	0	23-12-2018	MS OFFICE	-	SC	Pending	View Print
3	2018190154027848 GENERAL	7090167167	07-12-2018	MS OFFICE	-	General		View Print
4	2018190154027838 SCAPPROVE	7090167167	07-12-2018	MS OFFICE	-	SC	Approved	View Print
5	2018190154027836 CATTESTING	7090167167	07-12-2018	MS OFFICE	-	SC	Rejected	View Print Resend
6	2018190154024718 KEOCORPORATE	0	01-11-2018	MS OFFICE	-	SC	Pending	View Print

Figure-5.1

- Enrol Candidate list** : The enrol candidate listing page displays list of enrol students with their category status and action buttons “view”, “Print” and “Resend”.
- Add New**: Allow to enroll the candidate
- Search** : Search allows you to search a student with respect to student id, mobile number and name.
- Category** :Allow to filter the students based on category
- View**: An action button “view” to view the details of students
- Print** : An action button “print” to print the details of students
- Resend**: Allow to resend the category approval request to admin, if it is rejected.

5.1. Add New : Once click on **Add new** button in figure-5.2 appears. Here fill the correct details

Note: The fields with red star mark indicate that the field is mandatory and need to be filled

Enroll / Add New

Admission Form

Registration No. 2018190154029503 **1** Admission Date * 09-02-2019 **2** Course Type Paid **3**

Student Name * **4** Father/Husband/Guardian Name * **5**

Mobile No. * **6** Upload/Capture Photo by * Max Allow size 1mb(allowed type .jpg,.png) **7**

Upload photo Web cam **7**

Choose File No file chosen

Email **8**

Adhaar No. **9**

Address. * **10** Qualification * Select **11**

DOB * dd-mm-yyyy **12** Age * **13** Gender * Male Female **14**

Category * Select **15** Sub Category Select **16** Annual Income **17**

Course * Select **18** Course Start Date 09-02-2019 **19** Course End Date * **20**

Course Fee * NaN **21** SubTotal Fee * NaN **22** Keonics Margin NaN **23**

CGST 9% NaN **24** SGST 9% NaN **25** Total Tax Amount NaN **26**

Total Fee * NaN **27**

Confirm the details **28**

Submit **29**

Figure-5.2

1. **Registration No:** Non editable unique registration id
2. **Admission date:** Will be same as course start date
3. **Course Type:** Select the course type
4. **Student Name:** Enter the candidate name
5. **Father/ husband/ Guardian Name:** Enter the appropriate value
6. **Mobile Number:** Enter the 10 digit student mobile number
7. **Student photo:**
 - a. **Upload:** Student photo can be uploaded of max 1mb
 - b. **Web cam:** Student photo can be captured from web camera by giving the camera permission

8. **Email ID:** Enter the email id
9. **Adhaar No.:** Enter the adhaar number if provided
10. **Address:** Enter the student address
11. **Qualification:** Select the qualification
12. **DOB:** Select the date of birth from calendar or edit manually
13. **Age:** Age will be calculated automatically once the DOB is selected
14. **Gender:** Select the gender
15. **Category:** Select the category and if the category is SC/ST required to upload the certificate
16. **Sub-Category:** Based on category the sub-category will be available and select the appropriate sub-category
17. **Annual Income:** Enter the annual income
18. **Course:** Select the course
19. **Course start date:** Select the course start date. The course start date can be selected up to last 30 days
20. **Course end date:** Depending on the course duration and course start date the course end date will be available. Course end date is not editable
21. **Course free:** Non editable course fee will be available once the course is selected
22. **Subtotal fee:** Non editable subtotal fee will be available once the course is selected
23. **Keonics Margin:** Non editable KEONICS margin will be available once the course is selected
24. **SGST:** Non editable SGST will be available once the course is selected
25. **CGST:** Non editable CGST will be available once the course is selected
26. **Total Tax Amount:** Non editable tax amount value will be available once the course is selected
27. **Total Fee:** Non editable total fee will be available once the course is selected
28. **Confirmation:** Select the confirmation box
29. **Submit:** Once the submit button is clicked student will be enrol

5.2. **View:** Allow to view the student details as shown in figure-5.3

Student Management / View

Admission Form

Registration No : 2018190154029501

Course Type : Paid

Admission Date : 23-12-2018

Student Name : TEST

Father/Husband/Guardian Name : ggtwe

Qualification : Diploma

Address : Test

Mobile No : 9876543210 Email : test@gmail.com Adhaar No :

DOB : 0 Age : 0 Gender : Male

Category : SC Sub Category : SC Document :

Annual Income :

Course Details :

Course Type : Paid	Course : MS OFFICE	Course Start Date : 23-12-2018	Course End Date : 23-01-2019
Course Fee : 900	SubTotal Fee : 450	Keonics Margin : 67.5	
CGST : 0	SGST : 0	Total Tax Amount : 0	Total Fee(INR) : 79.5

Form Print

Figure-5.3

5.3. **Print:** Allow to print the student details in “KEONICS APPLICATION FORM”, as shown in figure-5.4

ಕರ್ನಾಟಕ ರಾಜ್ಯ ವಿದ್ಯುನ್ಮಾನ ಅಭಿವೃದ್ಧಿ ನಿಗಮ ನಿಯಮಿತ
Karnataka State Electronics Development Corporation Ltd.
(A Government of Karnataka Enterprise)

KEONICS

ಅರ್ಜಿಯ ಸಂಖ್ಯೆ 2018190154029501
Application KTC/KYC/KFC No. K0154 Application Form Fee Rs. 10/-

1. ಅಭ್ಯರ್ಥಿಯ ಹೆಸರು Name of the candidate	TEST
2. ತಂದೆಯ/ಗಂಡನ ಹೆಸರು ಮತ್ತು ಉದ್ಯೋಗ Father's/Husband's Name & Occupation	Testing
3. ಠಳಾಸ ಮತ್ತು ದೂರವಾಣಿ ಸಂಖ್ಯೆ Address and Phone No.	Test 9876543210
4. ಜನ್ಮ ದಿನಾಂಕ (ದಾಖಲೆ ಲಗತ್ತಿಸಿ) Date of Birth (Enclose Certificate)	0
5. ಜಾತಿ : ಎಸ್.ಸಿ/ಎಸ್.ಟಿ (ದಾಖಲೆ ಲಗತ್ತಿಸಿ) Caste : SC/ST (Enclose Certificate)	SC SC
6. ಎಸ್.ಎಸ್.ಎಲ್.ಸಿ ಮತ್ತು ಇತರೆ ವಿದ್ಯಾರ್ಹತೆ (ಪ್ರಮಾಣ ಪತ್ರ ಲಗತ್ತಿಸಿ) S.S.L.C. & Other Qualification (Enclose Certificate)	Diploma

Course Applied For: MSO Course Fee: Rs 80

TERMS & CONDITIONS

- Course Fee once paid shall not be refunded under any circumstances.
- Trainee should maintain good discipline. If found guilty, the Institute Head is empowered to cancel the registration.
- Certificate will be issued only to such trainee, who has successfully completed the course, passing all the test, attended at least 80% attendance and must have paid full course fee.

Date : 01-01-1970 Signature of the Candidate

Registered Office : 2nd Floor, TTMC "A" Block, BMTC, Shanthinagar,
K. H. Road, Bangalore - 560 027.
Ph : 080 - 22225645 / 22275950. Website : www.keonics.in

Figure-5.4

- 5.4. **Resend:** Allow to resend the category request for approval to admin if the request is rejected. The user can edit the details before clicking on resend button. Once clicked on resend button the confirmation popup appears as shown in figure-5.5

139.59.10.140 says
Do you really want to Resend the candidate category ?

OK Cancel

Enroll Candidate List No. of Admissions 362

Sr.No	Reg No & Name	Mobile Number	Admission Date	Course Name	Total Fees	Category	C-Status	Action
1	2018190154029502 RAISA	7090167167	01-12-2018	MS OFFICE	106	SC	Approved	View Print
2	2018190154029501 TEST	0	23-12-2018	MS OFFICE	-	SC	Pending	View Print
3	2018190154027848	7090167167	07-12-2018	MS OFFICE	-	General		View Print

Figure-5.5

6. Student Management

The next option after enrol is student management .When you click on Student management option the student listing screen appears as shown in figure-6.1

The screenshot shows the 'Student Management' interface. On the left is a navigation menu with options: Dashboard, Enquiry, Enroll candidate, Student Management (highlighted), Exam Management, Royalty Statement, and Reports. The main area is titled 'Student Management' and shows 'Total Under-Training: 80' and 'Student list' with 'No. of Admissions 362'. A search bar is at the top right. Below it is a table with columns: Sr.No, Reg.No & Name, Mobile Number, Start & End Date, Course Name, Course Fees, Total Fees, Category (3), C-Status (4), Under Train (5), and Action. The table contains three rows of student data. The first row has a 'View' button (6) and an 'Edit' button (7). The third row has a 'View' button (6), an 'Edit' button (7), and a 'Complete' button (8). A red box labeled '1' highlights the table area.

Sr.No	Reg.No & Name	Mobile Number	Start & End Date	Course Name	Course Fees	Total Fees	Category	C-Status	Under Train	Action
1	2018190154029501 TEST	0	23-12-2018 23-01-2019	MS OFFICE	1200	-	SC	Pending	Under-Training	View Edit
2	2018190154024718 KEOCORPORATE	0	01-11-2018 01-12-2018	MS OFFICE	1200	-	SC	Pending	Under-Training	View Edit
3	2018190154024714 KEONICSTEST	2222222000	01-11-2018 01-12-2018	MS OFFICE	1200	-	General		Under-Training	View Edit Complete

Figure-6.1

1. **Student listing** screen appears which displays the details of students
2. **Search** allows you to search exam with respect to student id
3. **Filter by category** acts as a filter which filter the students based on category
4. **Filter by C-status** acts as a filter which filter the students based on category status
5. **Filter by Trg-status** acts as a filter which filter the students based on training status such as completed or under-training
6. **View:** Allow to view the student details
7. **Edit:** Allow to edit the student details
8. **Complete:** The complete button will be available it the course end date is reached

6.1. **View:** Allow to view the student details as sown in figure-6.2

Student Management / View

Admission Form

Registration No : 2018190154029501

Course Type : Paid

Admission Date : 23-12-2018

Student Name : TEST

Father/Husband/Guardian Name : ggtwe

Qualification : Diploma

Address : Test

Mobile No : 9876543210 Email : test@gmail.com Aadhaar No :

DOB : 0 Age : 0 Gender : Male

Category : SC Sub Category : SC Document :

Annual Income :

Course Details :

Course Type : Paid	Course : MS OFFICE	Course Start Date : 23-12-2018	Course End Date : 23-01-2019
Course Fee : 900	SubTotal Fee : 450	Keonics Margin : 67.5	
CGST : 0	SGST : 0	Total Tax Amount : 0	Total Fee(INR) : 79.5

Form Print

Figure-6.2

6.2. **Edit:** Allow to edit the student details as shown in figure-6.3

Logged in Centre: KEONICS Training Centre | K0154

Student Management / Edit

Admission Form

Registration No. 2018190154029501 **1** Admission Date* 23-12-2018 **2** Course Type Paid **3**

Student Name* TEST **4** Father/Husband/Guardian Name ggtwe **5**

Mobile No.* 0 **6** Upload/Capture Photo* Max Allow size 1mb(allowed type .jpg,.png)

Email 0 **8** Choose File No file chosen

Adhaar No 0 **9** Re-Capture Photo

Address.* **10** Qualification * Select **11**

DOB* 0 **12** Age* 0 **13** Gender Male Female **14**

Category * SC **15** Sub Category SC **16** Annual Income **17**

Upload Document Max Allow size 1mb(allowed type .jpg,.png,.pdf)

Choose File No file chosen

Course MS OFFICE **18** Course Start Date 23-12-2018 **19** Course End Date 23-01-2019 **20**

Course Fee 900 **21** SubTotal Fee * 450 **22** Keonics Margin 67.5 **23**

CGST 9% 0 **24** SGST 9% 0 **25** Total Tax Amount 0 **26** Total Fee(INR) 79.5 **27**

Submit **28**

Status: Under-Training

Figure-6.3

1. **Registration No:** Non editable unique registration id
2. **Admission date:** Will be same as course start date
3. **Course Type:** Select the course type
4. **Student Name:** Edit the candidate name
5. **Father/ husband/ Guardian Name:** Edit the appropriate value
6. **Mobile Number:** Edit the 10 digit student mobile number
7. **Student photo:**

- a. **Upload:** Student photo can be uploaded of max 1mb
 - b. **Web cam:** Student photo can be captured from web camera by giving the camera permission
8. **Email ID:** Edit the email id
 9. **Adhaar No.:** Edit the adhaar number if provided
 10. **Address:** Edit the student address
 11. **Qualification:** Edit the qualification
 12. **DOB:** Edit the date of birth from calendar or edit manually
 13. **Age:** Age will be calculated automatically once the DOB is selected
 14. **Gender:** Select the gender
 15. **Category:** Edit the category and if the category is SC/ST required to upload the certificate
 16. **Sub-Category:** Based on category the sub-category will be available and Edit the appropriate sub-category
 17. **Annual Income:** Edit the annual income
 18. **Course:** Edit the course. The course can be edited from lower to higher course can't edit to lower course
 19. **Course start date:** Edit the course start date. The course start date can be selected up to last 30 days
 20. **Course end date:** Depending on the course duration and course start date the course end date will be available. Course end date is not editable
 21. **Course free:** Non editable course fee will be available once the course is selected
 22. **Subtotal fee:** Non editable subtotal fee will be available once the course is selected
 23. **Keonics Margin:** Non editable KEONICS margin will be available once the course is selected
 24. **SGST:** Non editable SGST will be available once the course is selected
 25. **CGST:** Non editable CGST will be available once the course is selected
 26. **Total Tax Amount:** Non editable tax amount value will be available once the course is selected
 27. **Total Fee:** Non editable total fee will be available once the course is selected
 28. **Submit:** Once the submit button is clicked student details will be updated

6.3. Complete: Allow to complete the student course. The complete button will be available if course end date is reached. Once the complete button is clicked the confirmation popup appears as shown in figure 6.4. Once the course completion confirmation is done the status will change to Completed and will be available in exam management to send student to exam portal.

Note: If category status is pending then the complete button will not be available until category status is changed to approved or rejected

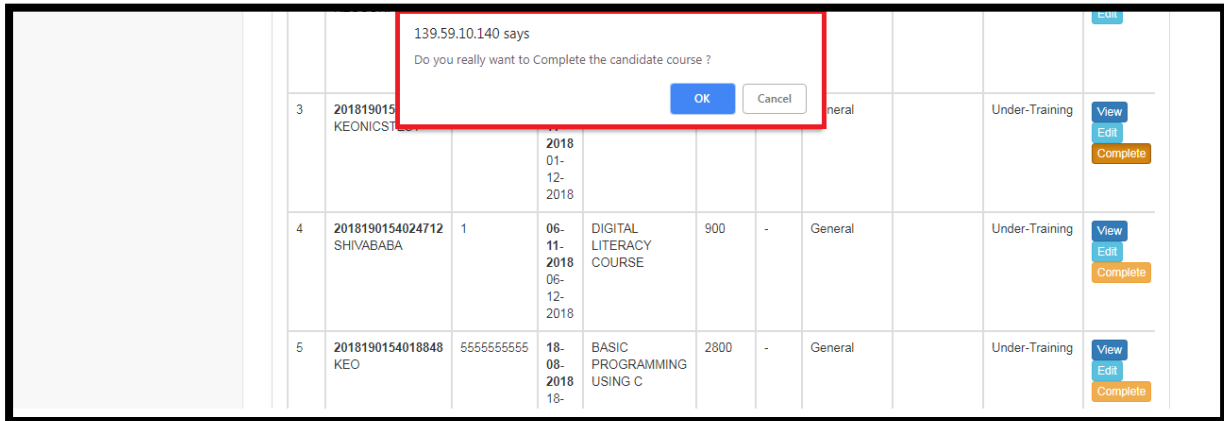


Figure-6.4

7. Exam Management

The next option after student management is exam management .When you click on Exam management option the students list eligible for exam appears as shown in figure-7.1

Note: The students with exam status not-taken, absent, failed and Passed can be sent to Exam portal by clicking on “Exam” button

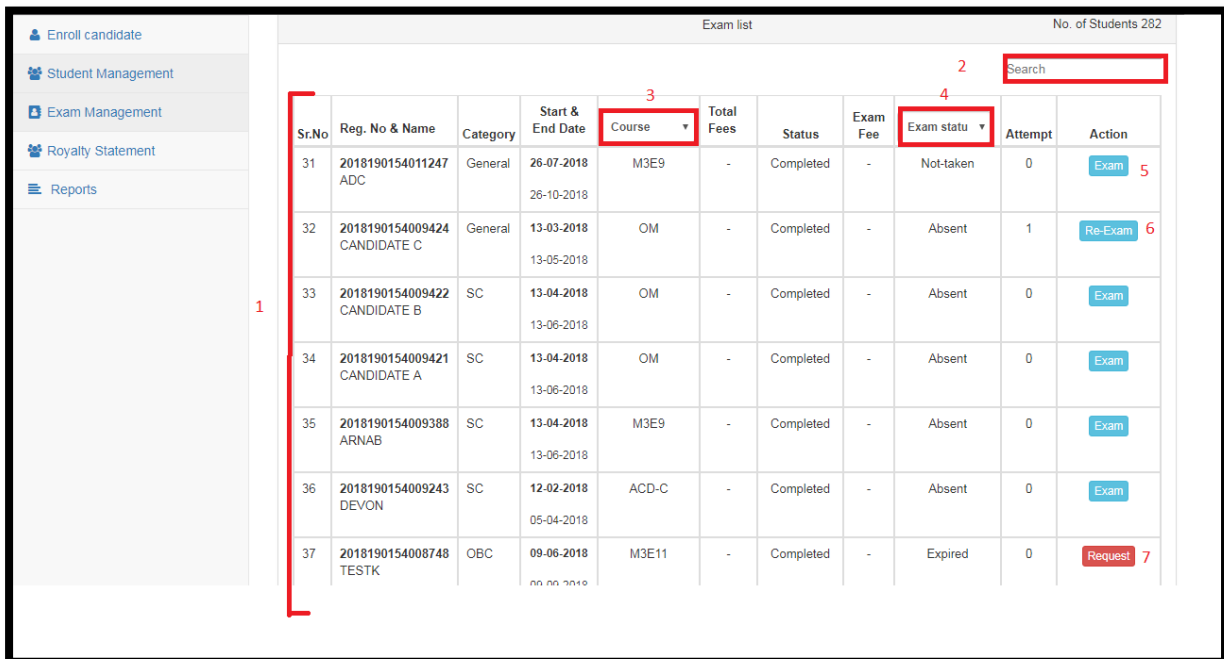


Figure-7.1

- Exam:** Allow to move student to Kshiksha online exam portal who have exam status not-taken and absent
- Re-exam:** Allow to re-send the student to exam if the student was passed or failed
- Request:** Allow the centre to send request to admin to extend the exam duration of student so that student status can be changed from Expired to Not-taken

3.1. Exam or Re-exam: To send student to exam click on **Exam/Re-exam** button. After clicking on add new button screen in figure-7.2 appears.

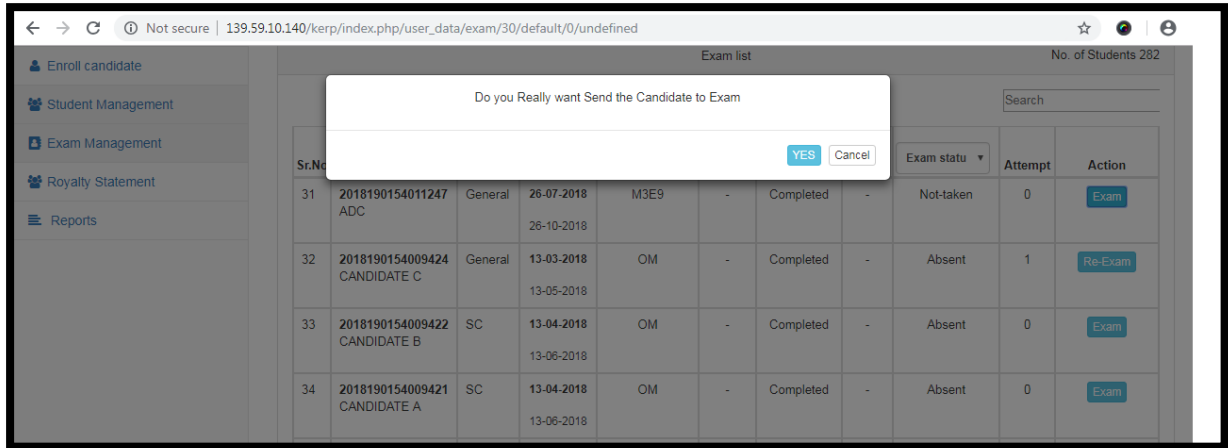


Figure-7.2

a. When clicked on Yes the next popup appears indicating student send to Kshiksha online exam portal as shown in figure 7.3 if royalty amount is available else a pop appear with insufficient royalty amount alert.

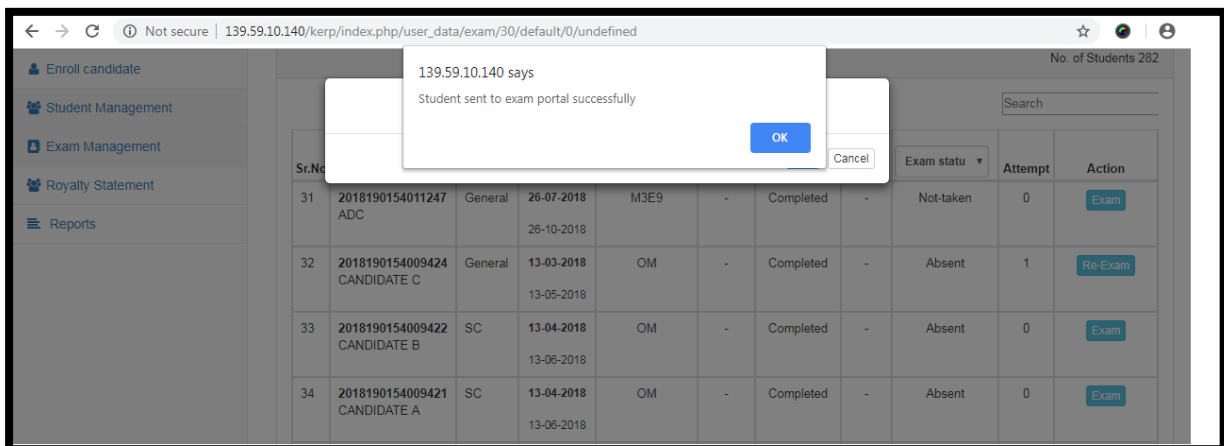


Figure-7.3

b. When clicked on **OK** button from popup as shown in figure-7.3 the next popup appears intimating the royalty amount deducted and the balance available royalty amount as shown in figure-7.4

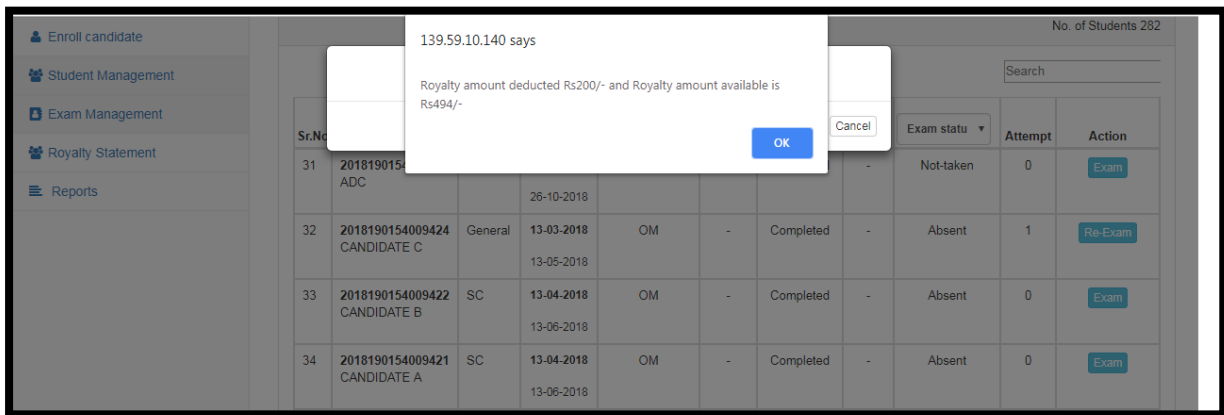


Figure-7.4

- c. When clicked on **OK** button from popup as shown in figure-7.4 the exam status of student is changed from not-taken/absent to created. Once the exam status is created the student is successfully send to online exam portal

3.2. Request: Only the student whose exam status is expired will have request button. Allow the centre to send request to admin to extend the exam duration of student so that student status can be changed from Expired to Not-taken. On clicking on request button the confirmation pop-up appears as shown in figure-7.5. On confirmation the request button will be changed to requested until admin approve the request to extend the exam duration. Once the status change to not-taken the exam button will be available.

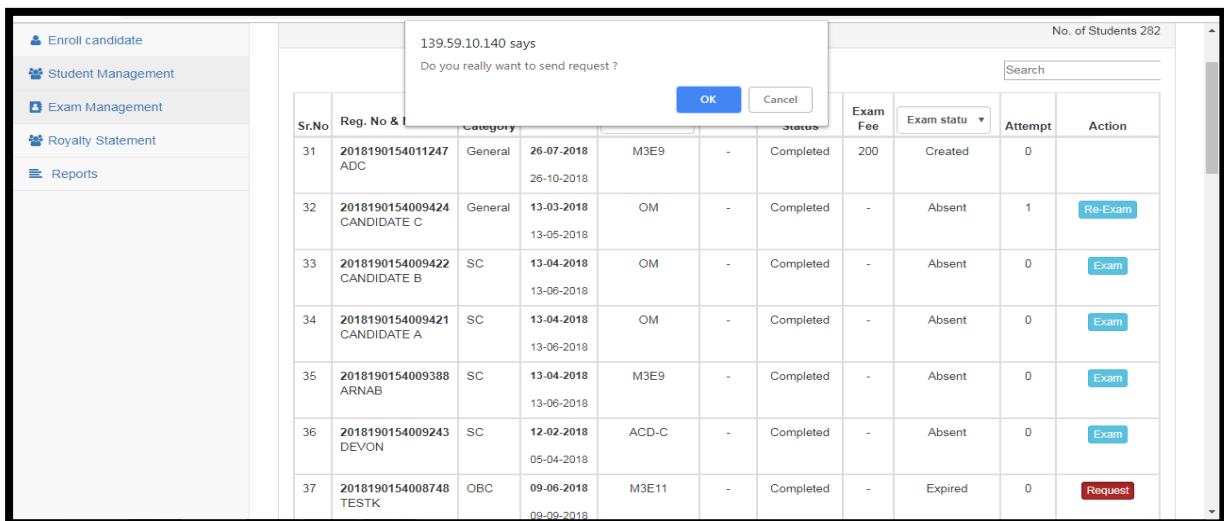


Figure-7.5

8. Royalty Statement

When you click on royalty statement option a transaction wise royalty statement listing screen appears as shown in figure-8.1

REPORT: PDF From date To date **Generate** 2

Transactions - Centre Code: K0154 Available Amount: 494

ID	Date	Detail	Keonics Margin	Exam fee	Debit Amount	Credit Amount	Balance
DB0003	09-02-2019	student id:: 2018190154011247	0	200	200	-	494
CR0002	09-02-2019	sid:2018190154020338 refunded	0	200	-	200	694
DB0002	09-02-2019	student id:: 2018190154020338	0	200	200	-	494
DB0001	09-02-2019	student id:: 2018190154029502	106	200	306	-	694
CR0001	09-02-2019	test			-	1000	1000

Back **Next** 3

Figure-8.1

1. **Transaction listing** screen appears which displays the details of all the transaction i.e debit while clicking on exam /re-exam button student wise and credit by admit or credit the student was absent for scheduled exam in kshiksha online exam portal
2. **Generate:** Allow the user to generate royalty statement PDF file of a duration by selecting from and to date and clicking on generate button

9. Reports

When you click on reports option a screen appears as shown in figure-9.1



Figure-9.1

- 1. Start date:** Select the start date from calendar from where the user want to generate the report
- 2. End date:** Select the end date up to from the calendar up to which date the user want to generate the report
- 3. Generate:** Allow generating the excel report between the selected dates. By default the report of one month is selected if start and end date is not selected

For any Further Technical Queries/Issues, Feel free to Contact On below details :

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