

ERP Document

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2. Finance and Accounts
3. Student Admission and Support
4. Examination

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1.HOW TO CREATE COURSE

- **Go to administration module**
- **Select course sub module and above screen appear**
- **Select check boxes for course needed or uncheck**

3.HOW TO CREATE BRANCHES

- **Go to administration module**
- **Select branches sub module and above screen appear**
- **Select course new screen appear**
- **Select department, branch name, short name**

4.HOW TO SET ACADEMIC CALENDER

The screenshot displays the 'ACADEMIC CALENDAR' interface. On the left, there is a 'Course' dropdown menu set to 'MCA' and a 'Semester' list with radio buttons. The 'IIIrd Semester' option is selected. On the right, a 'New Academic Calendar' window is open, featuring a table with columns for 'FROM', 'TO', and 'DESCRIPTION'. Each column has an input field with a calendar icon. An 'Add to list' button is located to the right of the 'DESCRIPTION' field.

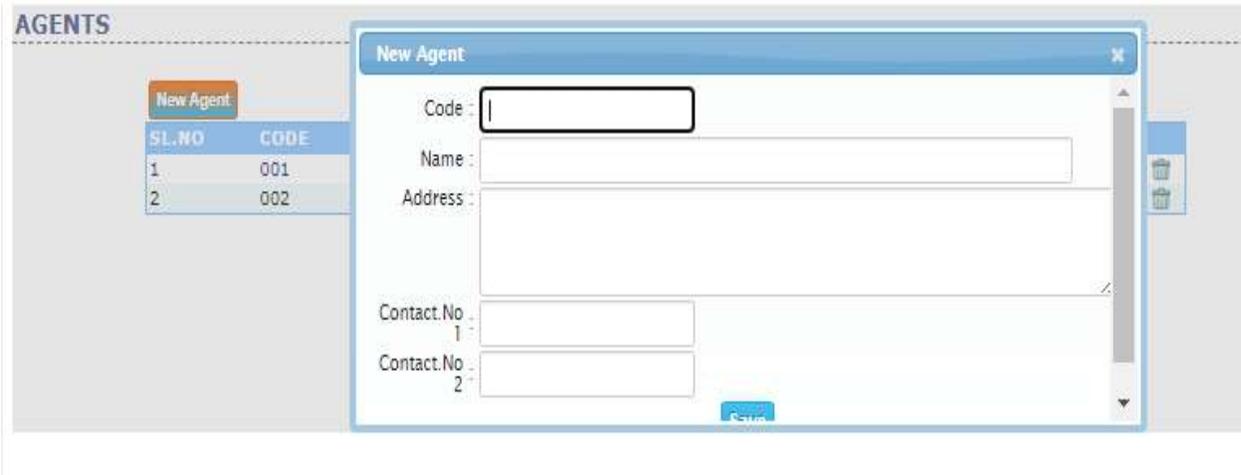
FROM	TO	DESCRIPTION
<input type="text"/>	<input type="text"/>	<input type="text"/>

- **Go to administration module**
- **Select academic sub module and above screen appear**
- **Select course, semester, new academic calendar**
- **enter from date to date select add to list and update**

5.HOW TO DIVIDE SECTIONS FOR BRANCHES

- **Go to administration module**
- **Select branch section sub module and above screen appear**
- **Select course, batch, branch**
- **Enter no.of section and update**

6.HOW TO ENTER AGENTS



The screenshot displays the 'AGENTS' module interface. On the left, there is a table with two columns: 'SL.NO' and 'CODE'. The table contains two rows of data. Above the table is a 'New Agent' button. On the right, a 'New Agent' form is open, featuring several input fields: 'Code', 'Name', 'Address', 'Contact.No: 1', and 'Contact.No: 2'. A 'Save' button is located at the bottom right of the form.

SL.NO	CODE
1	001
2	002

New Agent

Code :

Name :

Address :

Contact.No: 1 :

Contact.No: 2 :

- **Go to administration module**
- **Select agents sub module entry and above screen appear**
- **Select new agent**
- **New screen appear enter code, name, address, contact no1 and save**

7.HOW TO SEE AGENTS LIST

- **Go to administration module**
- **Select agents sub module list and above screen appear**

8.HOW TO SEE AGENTS STUDENTS REPORT

- **Go to administration module**
- **Select agents sub module agent students and above screen appear**
- **Select course, wise or agent wise**
- **Select batch, course, branch, agent and show report**

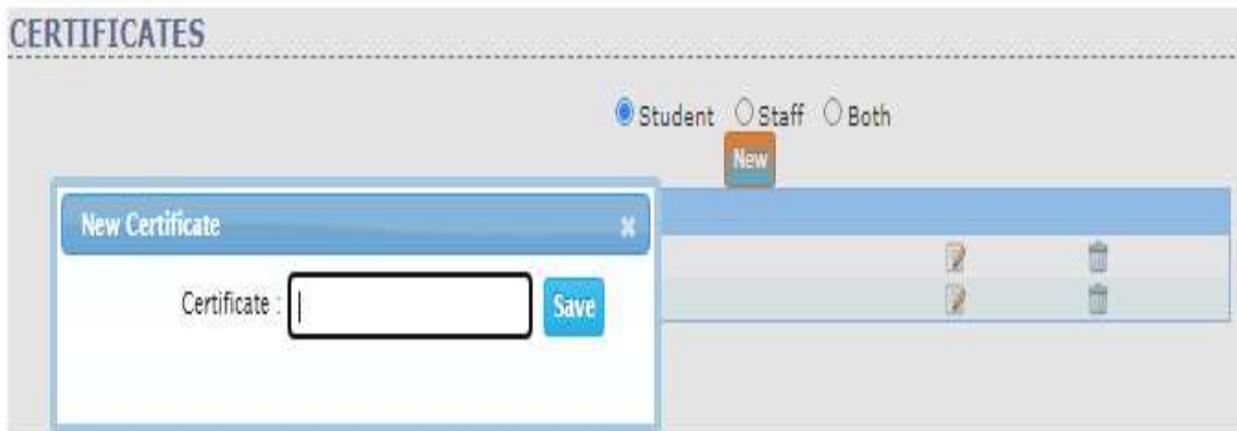
9.HOW TO TAKE BACKUP

BACKUP

Backup Database

- **Go to administration module**
- **Select backup sub module and above screen appear**
- **Select backup database File Will Be Downloaded**

10.HOW TO CREATE CERTIFICATE



- **Go to administration module**
- **Select certificates sub module certificates and above screen appear**
- **Select student or staff or both**
- **Select new option new screen appear**
- **Enter certificate and save**

11.HOW TO MAP CERTIFICATE FOR COURSE WISE

- **Go to administration module**
- **Select certificates sub module course certificate and above screen appear**
- **Select course and select certificates and save**

12.HOW TO ENTER COLLEGE DETAILS

- **Go to administration module**
- **Select college details sub module and above screen appear**
- **Select edit option**
- **New screen appear enter details of college**

13.HOW TO SEE COMPLAINTS

- **Go to administration module**
- **Select suggestion/complaints sub module and above screen appear**
- **Select date and show**

14.HOW TO MAINTAIN DAIRY

SCHEDULED APPOINTMENTS

Date : 

- **Go to administration module**
- **Select dairy sub module and above screen appear**
- **Enter date, go and select add new event**

15.HOW TO ENTER FEE TYPES

- **Go to administration module**
- **Select fee type sub module entry and above screen appear**
- **Select course, batch, year admission type, seat type and show**
- **Select new fee type**
- **New screen appear select fee type, amount and save**

16.HOW TO ENTER COMITTED FEES

SET COMMITTED FEES

Sheet

[Click here to sample sheet](#)

- **Go to administration module**
- **Select fee types sub module committed fees and above screen appear**
- **Select attach file and import**

17.HOW TO SET DUE DATE

SET STUDENTS FEES

Course : B.Tech ▼
 Batch : 2017 ▼
 Year : I Year ▼
 For Academic Year : 2018

Show

SL.NO	<input type="checkbox"/>	FEE TYPE	SEAT TYPE	ADMISSION TYPE	DUE DATE (DD/MM/YYYY)
1	<input type="checkbox"/>	Tuition Fee	CONVENOR	All	
2	<input type="checkbox"/>	Tuition Fee	MANAGEMENT	All	
3	<input type="checkbox"/>	Tuition Fee	CONVENOR(FULL)	All	
4	<input type="checkbox"/>	Special Fee	All	All	
5	<input type="checkbox"/>	OTHER FEE	All	All	
6	<input type="checkbox"/>	Admission Fee	All	All	

Save **Cancel**

- **Go to administration module**
- **Select fee types sub module due date and above screen appear**
- **Select course, batch, year, for academic year and show**
- **New screen appear select check boxes fees types**
- **Enter date and save**

19.HOW TO SET HOILDAYS



- **Go to administration module**
- **Select holidays sub module and above screen appear**
- **Select holiday**
- **New screen appear select date, name of holiday, no of days and save**

20.HOW TO CREATE LECTURE HALLS

- **Go to administration module**
- **Select lecture halls sub module and above screen appear**
- **Select new**
- **New screen appear select course, room no, branch, year, no of benches, no of columns, no of rows and save**

CREATE BANK NAME

BANK ENTRY

New Bank

SL.NO	BANKNAME		
1	Andhra Bank		
2	Axix		
3	Bank Of Baroda		
4	Canara		
5	HDFC		
6	ICICI		
7	karur		
8	karur		
9	SBI		
10	<input type="text"/>		

[Save](#) [Cancel](#)

- **Go to administration module**
- **Select bank sub module and above screen appear**
- **Select new bank and new block appear**
- **Enter bank name and save**

23.HOW TO ENTER NEWS & EVENTS

NEWS & EVENTS

Add New Event

EVENT NAME		
Welcome to Freshers		
Students can modify their mobile number & eMail address in their login		
Now staff can view CIRCULARS in their login		
ELECKTRA 2020		

- **Go to administration module**
- **Select news & event sub module and above screen appear**
- **Select add new event**
- **New screen appear enter events and save**

24.HOW TO RESET STUDENT PASSWORD

- **Go to administration module**
- **Select reset student password sub module and above screen appear**
- **Enter roll no and show**
- **New screen appear with student details and select reset password**

25.HOW TO CREATE RESOURCE TYPES

RESOURCE TYPES

New Resource Type		SL.NO	RESOURCE TYPE		
1	E-Book				
2	Question Bank				
3	Interview Tips				
4	Notes				
5	Lecture				
	<input type="text"/>				
6	Others				

Go to administration module

- **Select resource types sub module and above screen appear**
- **Select new resource type**
- **New block appear enter resource type and save**

28.HOW TO CREATE TABLE FOR ATTENDANCE OR MARKS

- **Go to administration module**
- **Select settings sub module and above screen appear**
- **Select attendance or marks or both**
- **Select course, semester, branch and create**

29.HOW TO SET ATTENDANCE FINE

SETTINGS

Alert
Initialize Tables
Attendance Fine
<p>Fine Amount : <input type="text" value="25"/> Rs</p> <p>Due.Day : <input type="text" value="10"/> (Day of the month)</p> <p>Late Fine : <input type="text" value="1"/> Rs/ day</p> <p><input type="button" value="Update"/></p>
Admissio No & ReceiptNo
Semester & Regulation
Academic Year
Exam System

- **Go to administration module**
- **Select settings sub module and above screen appear**
- **Select attendance fine**
- **Enter fine amount, due date, late fine and update**

30.HOW TO SET RECEIPT NOS

SETTINGS

Alert

Initialize Tables

Attendance Fine

Admissio No & ReceiptNo

Admission.No : 7997

Receipt.No : 7 Has Prefix

Prefix : MP-20

Exam Receipt.No : 1

Current Acc.No : 46834

Save

Semester & Regulation

Academic Year

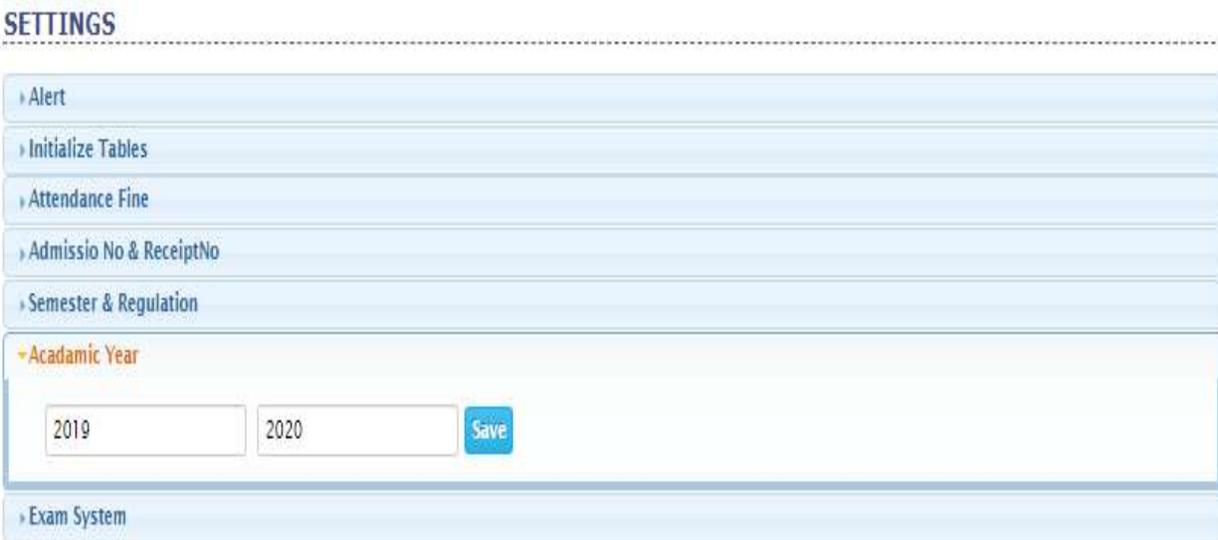
Exam System

- **Go to administration module**
- **Select settings sub module and above screen appear**
- **Select admission no & receipt no**
- **Enter admission no, receipt no, exam receipt no, current acc.no and save**

31.HOW TO SET REGULATION FOR SEMESTER

- **Go to administration module**
- **Select settings sub module and above screen appear**
- **Select semester & regulation**
- **Enter batch, regulation, academic year and update**

32.HOW TO SET ACADEMIC YEAR



SETTINGS

- Alert
- Initialize Tables
- Attendance Fine
- Admissio No & ReceiptNo
- Semester & Regulation
- Academic Year**
 - 2019
 - 2020
 - Save
- Exam System

- **Go to administration module**
- **Select settings sub module and above screen appear**
- **Select academic year**
- **Enter year and save**

33.HOW TO SET EXAM SYSTEM

- **Go to administration module**
- **Select settings sub module and above screen appear**
- **Select exam system**
- **Enter course, batch, regulation, exam system and update**

34.HOW TO SEE FACULTY LOGIN TIMES IN ECAP

- **Go to administration module**
- **Select staff login times sub module and above screen appear**
- **Select date range, department and staff**

35.HOW TO SET STAFF WORKING HOURS

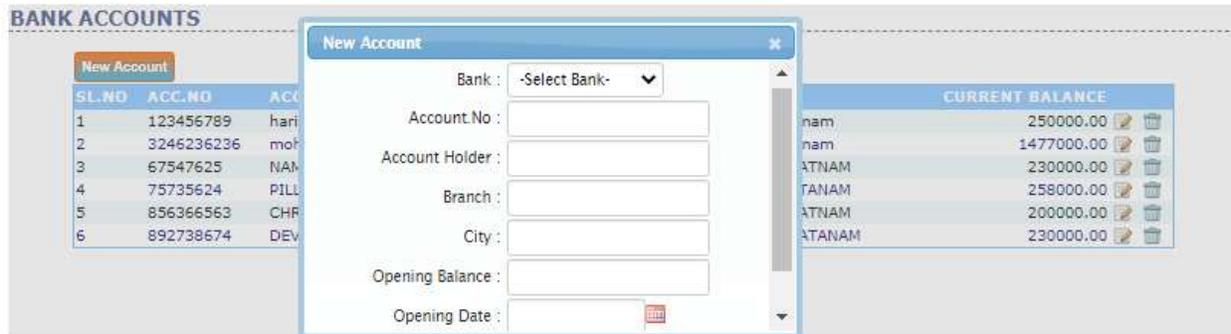
The screenshot displays the 'STAFF WORKING HOURS' interface. On the left, there is a table with columns 'SHIFT/DAY', 'ON DUTY TIME', and 'OFF DUTY TIME'. The table lists 'Shift:1' for Monday through Saturday, all with an 'ON DUTY TIME' of '09:30 AM' and an 'OFF DUTY TIME' of '04'. A 'Set New Timings' button is located above the table. In the center, a 'New Timings' modal window is open, allowing for configuration. It includes a 'Shift' dropdown menu set to '-Shift-', 'On Duty Time' and 'Off Duty Time' fields with AM/PM and hour/minute selectors, a 'Late error allowance' field set to '0 min', and a 'Lunch Break' section. To the right of the modal, a list of days (Monday through Saturday) is shown with checkboxes. On the far right, a 'LUNCH BRAK-IN' section shows a list of '12:30 PM' entries with edit and delete icons.

- **Go to administration module**
- **Select staff working hours sub module and above screen appear**
- **Select set new timings**
- **New screen appear select shift, on duty time, of duty time**
- **Enter late error allowance**
- **Select days**

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1.HOW TO ENTER BANK DETAILS



- **Go to accounts module**
- **Select new bank accounts sub module and above screen appear**
- **Select new account option**
- **New screen appear select bank, enter acc no, account holder, branch, city opening balance, date and save**

2.HOW TO CREATE HEADS

HEAD TYPES

Add New

New Head

Head Name

Type Revenue Expenditure Both

Bank Acc.No

Display Order

Save

SL.NO	HEAD	TYPE	AMOUNT	DISP.NO	DISPLAY ORDER	
1	A.P-			1		
2	Accor			5		Not Allowed
3	Accor			3		Not Allowed
4	Admi			1		
5	APRC			1		
6	Atten			5		Not Allowed
7	BANK			1		
8	BOOK			1		
9	Books			6		Not Allowed
10	BREAKAGE FEE	Revenue	0	1		
11	CHALLENGING OFF VALUATION FEE	Revenue	0	1		
12	COIN BOX FEE	Revenue	0	1		
13	CONDONATION FEE	Revenue	0	1		
14	CONSULTENCY FEE	Revenue	0	1		

- **Go to accounts module**
- **Select heads sub module entry and above screen appear**
- **Select add new**
- **New screen appear enter name, select type, acc no and save**

3.HOW TO SET RECEIPT NO

SET RECEIPT.NO

Group :

Prefix :

Receipt.No :

Revenue Heads :

- A,P - SBTET Fee
- Accommodation(Jan)
- Accommodation(Jun)
- Admission Fee
- APRON, RECORDS & PROFESSIONAL ACTIVITIES FEE 6
- Attendance Fine
- BANK CHARGES
- BOOKS & RECORDS
- Books Fee

- **Go to accounts module**
- **Select heads sub module receipt no and above screen appear**
- **Select group, enter prefix, receipt no**
- **Select revenue heads**

4.HOW TO DEPOSIT CASH TO BANK

The screenshot shows a software interface for recording a cash deposit. At the top, the title "CASH DEPOSIT" is displayed. Below the title, there are two buttons: "New Transaction" and "Search For Edit/Delete Transaction". A modal window is open, containing the following fields:

- Date :** A text input field with a calendar icon to its right.
- Account :** A dropdown menu currently showing "-Select Account-".
- Amount :** A text input field.
- Narration :** A larger text area for entering details.

- **Go to accounts module**
- **Select deposit sub module cash and above screen appear**
- **Select new transaction**
- **New screen appear select date, account, amount and narration and save**

5.HOW TO DEPOSIT DD/CHEQUE TO BANK

DD/CHEQUE DEPOSIT

Date: 05/09/2020 

Account.No: 07547625 

SL.NO	<input type="checkbox"/>	RECEIPT.NO	RECEIPT DATE	DD.NO	BANK	AMOUNT	RECEIVED FROM
1	<input checked="" type="checkbox"/>	6018				4850.00	
2	<input checked="" type="checkbox"/>	6019				30000.00	
3	<input type="checkbox"/>	6020				12500.00	
4	<input type="checkbox"/>	6021				15000.00	
5	<input type="checkbox"/>	6022				4000.00	
6	<input type="checkbox"/>	6023				14500.00	
7	<input type="checkbox"/>	6024				14500.00	
8	<input type="checkbox"/>	6025				8000.00	
9	<input type="checkbox"/>	H-A 575				7000.00	

- go to accounts module
- Select deposit sub module dd / cheque and above screen appear
- Select date, account no
- New screen appear select receipt no and depot

6.HOW TO WITHDRAWAL CASH

CASH WITHDRAWAL

New Transaction Search For Edit/Delete Transaction

Date: 

Account: -Select Account- 

Amount:

Narration:

- **Go to accounts module**
- **Select cash withdrawal sub module and above screen appear**
- **Select new transaction**
- **New screen appear select date, account, amount, narration and save**

7.HOW TO ENTER CASH ON HAND

CASH ON HAND

Cash on Hand	100000.00	28/10/2019
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- **Go to account module**
- **Select cash on hand sub module and above screen appear**
- **Enter amount and select date and save**

8.HOW TO SEE BANK TRANS REPORT

- **Go to accounts module**
- **Select bank trans report sub module and above screen appear**
- **Select acc no, date , range and show transaction**

9.HOW TO ENTER EXPENDITURE

EXPENDITURES

Expenditure Head	<input type="text" value="OTHER FEE"/>	▼	Paid To	<input type="text"/>
Amount	<input type="text"/>		Date	<input type="text" value="05/09/2020"/>
Payment Method	<input checked="" type="radio"/> Cash	<input type="radio"/> DD	<input type="radio"/> Cheque	Narration
				<input type="text"/>

- **Go to accounts module**
- **Select expenditure sub module and above screen appear**
- **Select expenditure head**
- **Enter paid to, amount, date, narration, payment method and save**

10.HOW TO SEE EXPENDITURE REPORT

- **Go to accounts module**
- **Select expenditure report sub module and above screen appear**
- **Select date range, head and show report**

11.HOW TO GENERATE RECEIPTS

RECEIPTS

Roll.No

From student Other

Date

FEE TYPE	AMOUNT
<input type="checkbox"/> A.P - SBTET Fee	<input type="text"/>
<input type="checkbox"/> Accommodation(Jan)	<input type="text"/>
<input type="checkbox"/> Accommodation(Jun)	<input type="text"/>
<input type="checkbox"/> Admission Fee	<input type="text"/>
<input type="checkbox"/> APRON, RECORDS & PROFESSIONAL ACTIVITIES FEE	<input type="text"/>
<input type="checkbox"/> Attendance Fine	<input type="text"/>
<input type="checkbox"/> BANK CHARGES	<input type="text"/>
<input type="checkbox"/> BOOKS & RECORDS	<input type="text"/>
<input type="checkbox"/> Books Fee	<input type="text"/>
<input type="checkbox"/> BREAKAGE FEE	<input type="text"/>

- **Go to accounts module**
- **Select receipts sub module and above screen appear**
- **Enter roll no, date select fee types, amount and save**

12.HOW TO GENERATE ATTENDANCE FINE

- **Go to accounts module**
- **Select attendance fine sub module absentees and above screen appear**
- **Select course, semester, branch, month/ year and show**
- **Enter amount and save**

13.HOW TO SEE ATTENDANCE REPORT

- **Go to accounts module**
- **Select attendance fine sub module report and above screen appear**
- **Select date and show**

14.HOW TO GENERATE RECEIPT FOR ATTENDANCE FINE

- **Go to account module**
- **Select attendance fine sub module receipt and above screen appear**
- **Enter roll no and show**

15.HOW TO SEE DAY BOOK REPORT

- **Go to accounts module**
- **Select day book sub module and above screen appear**
- **Select date range and show day book**

16.HOW TO SEE PROFIT OR LOSS

- **Go to accounts module**
- **Select profit/loss sub module and above screen appear**
- **Select date range, head and show**

17.HOW TO SEE DETAILED RECEIPT REPORT

- **Go to accounts module**
- **Select receipts sub module detailed and above screen appear**
- **Select date range, course, head and show**

18.HOW TO SEE TOTAL RECEIPT

- **Go to accounts module**
- **Select receipts sub module total and above screen appear**
- **Select receipt wise or fee type wise**
- **Select date and show**

19.HOW TO SEE TRANSACTIONS

- **Go to accounts module**
- **Select transaction sub module and above screen appear**
- **Select date range, roll no or receipt no and show**

20.HOW TO SEE TRANSACTION HISTORY TRACKING

- **Go to accounts module**
- **Select transaction history tracking sub module and above screen appear**
- **Select receipts or payments**
- **Select all or by employee**
- **Select date range and show**

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1.HOW TO CREATE COURSE

- **Go to administration module**
- **Select course sub module and above screen appear**
- **Select check boxes for course needed or uncheck**

3.HOW TO CREATE BRANCHES

- **Go to administration module**
- **Select branches sub module and above screen appear**
- **Select course new screen appear**
- **Select department, branch name, short name**

4.HOW TO SET ACADEMIC CALENDER

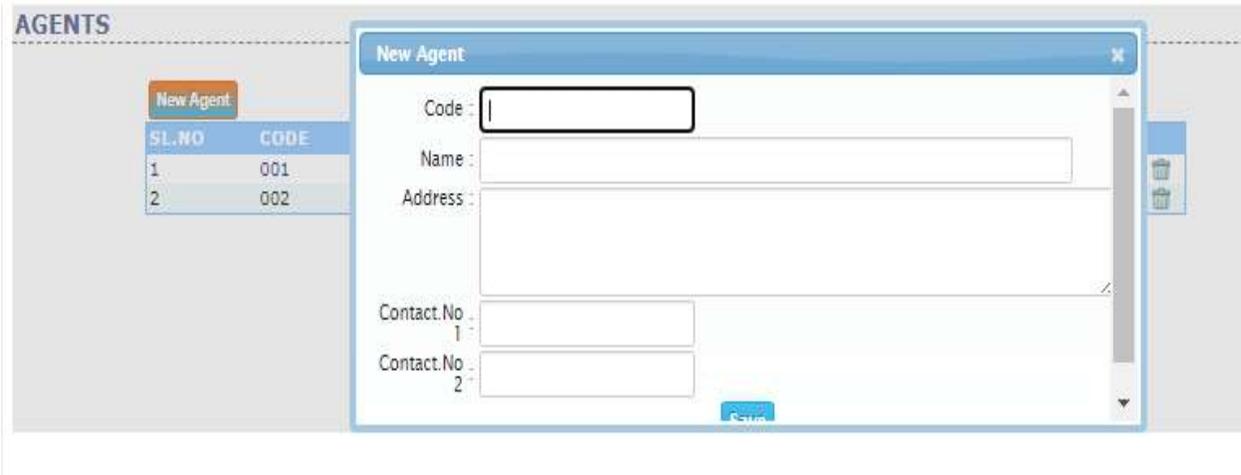
The screenshot displays the 'ACADEMIC CALENDAR' interface. On the left, there is a 'Course' dropdown menu set to 'MCA' and a 'Semester' list with radio buttons. The 'IIIrd Semester' option is selected. On the right, a 'New Academic Calendar' form is open, featuring three input fields labeled 'FROM', 'TO', and 'DESCRIPTION'. The 'FROM' field is highlighted with a black border. A blue 'Add to list' button is located to the right of the 'DESCRIPTION' field.

- **Go to administration module**
- **Select academic sub module and above screen appear**
- **Select course, semester, new academic calendar**
- **enter from date to date select add to list and update**

5.HOW TO DIVIDE SECTIONS FOR BRANCHES

- **Go to administration module**
- **Select branch section sub module and above screen appear**
- **Select course, batch, branch**
- **Enter no.of section and update**

6.HOW TO ENTER AGENTS



The screenshot displays the 'AGENTS' module interface. On the left, there is a table with two columns: 'SL.NO' and 'CODE'. The table contains two rows of data. Above the table is a 'New Agent' button. On the right, a 'New Agent' form is open, featuring several input fields: 'Code', 'Name', 'Address', 'Contact.No: 1', and 'Contact.No: 2'. A 'Save' button is located at the bottom right of the form.

SL.NO	CODE
1	001
2	002

New Agent

Code :

Name :

Address :

Contact.No : 1

Contact.No : 2

- **Go to administration module**
- **Select agents sub module entry and above screen appear**
- **Select new agent**
- **New screen appear enter code, name, address, contact no1 and save**

7.HOW TO SEE AGENTS LIST

- **Go to administration module**
- **Select agents sub module list and above screen appear**

8.HOW TO SEE AGENTS STUDENTS REPORT

- **Go to administration module**
- **Select agents sub module agent students and above screen appear**
- **Select course, wise or agent wise**
- **Select batch, course, branch, agent and show report**

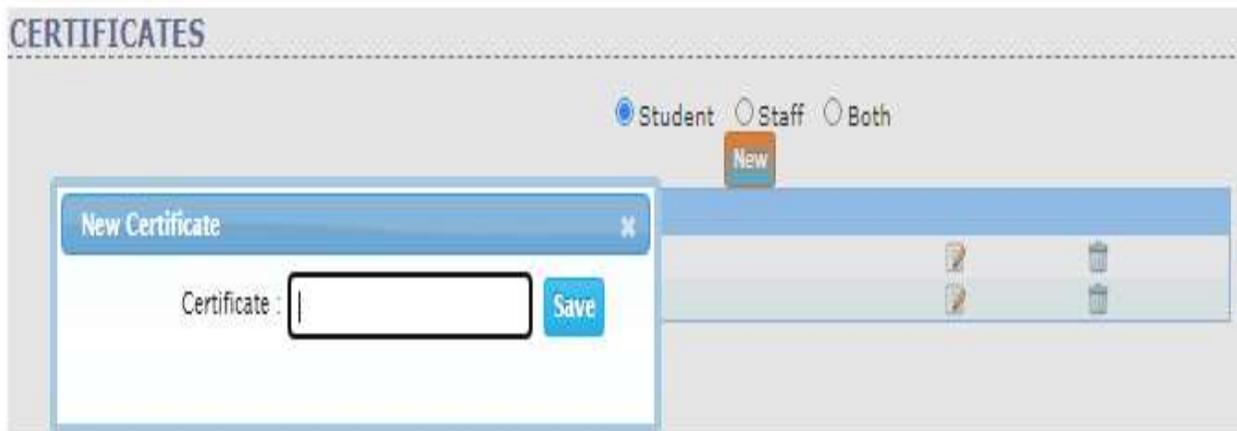
9.HOW TO TAKE BACKUP

BACKUP

Backup Database

- **Go to administration module**
- **Select backup sub module and above screen appear**
- **Select backup database File Will Be Downloaded**

10.HOW TO CREATE CERTIFICATE



- **Go to administration module**
- **Select certificates sub module certificates and above screen appear**
- **Select student or staff or both**
- **Select new option new screen appear**
- **Enter certificate and save**

11.HOW TO MAP CERTIFICATE FOR COURSE WISE

- **Go to administration module**
- **Select certificates sub module course certificate and above screen appear**
- **Select course and select certificates and save**

12.HOW TO ENTER COLLEGE DETAILS

- **Go to administration module**
- **Select college details sub module and above screen appear**
- **Select edit option**
- **New screen appear enter details of college**

13.HOW TO SEE COMPLAINTS

- **Go to administration module**
- **Select suggestion/complaints sub module and above screen appear**
- **Select date and show**

14.HOW TO MAINTAIN DAIRY

SCHEDULED APPOINTMENTS

Date : 

- **Go to administration module**
- **Select dairy sub module and above screen appear**
- **Enter date, go and select add new event**

15.HOW TO ENTER FEE TYPES

- **Go to administration module**
- **Select fee type sub module entry and above screen appear**
- **Select course, batch, year admission type, seat type and show**
- **Select new fee type**
- **New screen appear select fee type, amount and save**

16.HOW TO ENTER COMITTED FEES

SET COMMITTED FEES

Sheet

[Click here to sample sheet](#)

- **Go to administration module**
- **Select fee types sub module committed fees and above screen appear**
- **Select attach file and import**

17.HOW TO SET DUE DATE

SET STUDENTS FEES

Course : B.Tech ▼
 Batch : 2017 ▼
 Year : I Year ▼
 For Academic Year : 2018

Show

SL.NO	<input type="checkbox"/>	FEE TYPE	SEAT TYPE	ADMISSION TYPE	DUE DATE (DD/MM/YYYY)
1	<input type="checkbox"/>	Tuition Fee	CONVENOR	All	
2	<input type="checkbox"/>	Tuition Fee	MANAGEMENT	All	
3	<input type="checkbox"/>	Tuition Fee	CONVENOR(FULL)	All	
4	<input type="checkbox"/>	Special Fee	All	All	
5	<input type="checkbox"/>	OTHER FEE	All	All	
6	<input type="checkbox"/>	Admission Fee	All	All	

Save **Cancel**

- **Go to administration module**
- **Select fee types sub module due date and above screen appear**
- **Select course, batch, year, for academic year and show**
- **New screen appear select check boxes fees types**
- **Enter date and save**

19.HOW TO SET HOILDAYS



- **Go to administration module**
- **Select holidays sub module and above screen appear**
- **Select holiday**
- **New screen appear select date, name of holiday, no of days and save**

20.HOW TO CREATE LECTURE HALLS

- **Go to administration module**
- **Select lecture halls sub module and above screen appear**
- **Select new**
- **New screen appear select course, room no, branch, year, no of benches, no of columns, no of rows and save**

CREATE BANK NAME

BANK ENTRY

New Bank

SL.NO	BANKNAME		
1	Andhra Bank		
2	Axix		
3	Bank Of Baroda		
4	Canara		
5	HDFC		
6	ICICI		
7	karur		
8	karur		
9	SBI		
10	<input type="text"/>		

[Save](#) [Cancel](#)

- **Go to administration module**
- **Select bank sub module and above screen appear**
- **Select new bank and new block appear**
- **Enter bank name and save**

23.HOW TO ENTER NEWS & EVENTS

NEWS & EVENTS

Add New Event

EVENT NAME		
Welcome to Freshers		
Students can modify their mobile number & eMail address in their login		
Now staff can view CIRCULARS in their login		
ELECKTRA 2020		

- **Go to administration module**
- **Select news & event sub module and above screen appear**
- **Select add new event**
- **New screen appear enter events and save**

24.HOW TO RESET STUDENT PASSWORD

- **Go to administration module**
- **Select reset student password sub module and above screen appear**
- **Enter roll no and show**
- **New screen appear with student details and select reset password**

25.HOW TO CREATE RESOURCE TYPES

RESOURCE TYPES

New Resource Type		SL.NO	RESOURCE TYPE		
1	E-Book				
2	Question Bank				
3	Interview Tips				
4	Notes				
5	Lecture				
	<input type="text"/>				
6	Others				

Go to administration module

- **Select resource types sub module and above screen appear**
- **Select new resource type**
- **New block appear enter resource type and save**

28.HOW TO CREATE TABLE FOR ATTENDANCE OR MARKS

- **Go to administration module**
- **Select settings sub module and above screen appear**
- **Select attendance or marks or both**
- **Select course, semester, branch and create**

29.HOW TO SET ATTENDANCE FINE

SETTINGS

Alert
Initialize Tables
Attendance Fine
<p>Fine Amount : <input type="text" value="25"/> Rs</p> <p>Due.Day : <input type="text" value="10"/> (Day of the month)</p> <p>Late Fine : <input type="text" value="1"/> Rs/ day</p> <p><input type="button" value="Update"/></p>
Admissio No & ReceiptNo
Semester & Regulation
Academic Year
Exam System

- **Go to administration module**
- **Select settings sub module and above screen appear**
- **Select attendance fine**
- **Enter fine amount, due date, late fine and update**

30.HOW TO SET RECEIPT NOS

SETTINGS

Alert

Initialize Tables

Attendance Fine

Admissio No & ReceiptNo

Admission.No : 7997

Receipt.No : 7 Has Prefix

Prefix : MP-20

Exam Receipt.No : 1

Current Acc.No : 46834

Save

Semester & Regulation

Academic Year

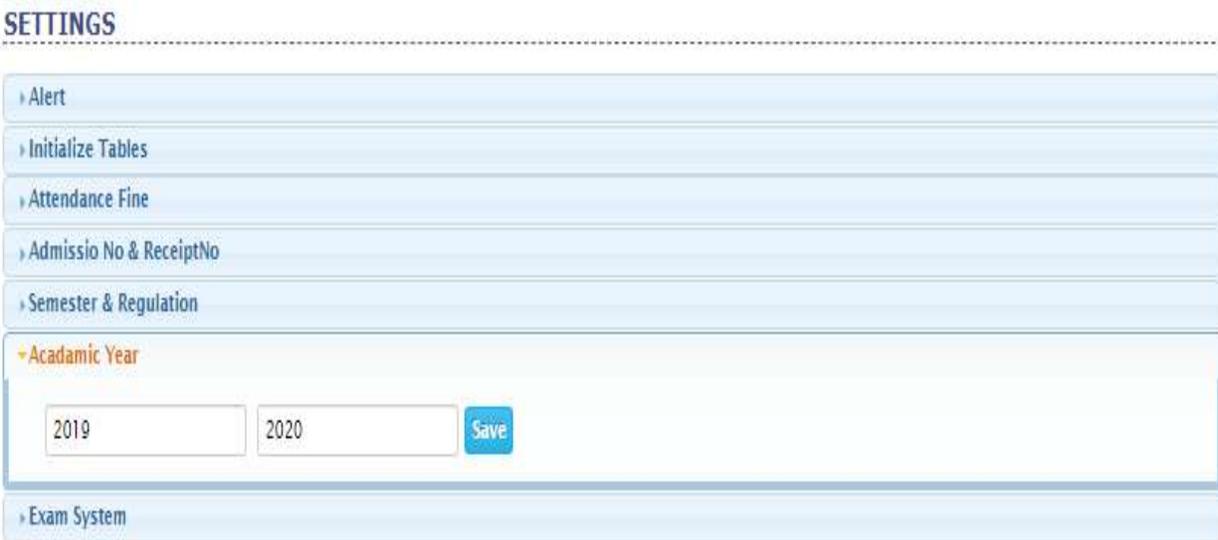
Exam System

- **Go to administration module**
- **Select settings sub module and above screen appear**
- **Select admission no & receipt no**
- **Enter admission no, receipt no, exam receipt no, current acc.no and save**

31.HOW TO SET REGULATION FOR SEMESTER

- **Go to administration module**
- **Select settings sub module and above screen appear**
- **Select semester & regulation**
- **Enter batch, regulation, academic year and update**

32.HOW TO SET ACADEMIC YEAR



SETTINGS

- Alert
- Initialize Tables
- Attendance Fine
- Admissio No & ReceiptNo
- Semester & Regulation
- Academic Year**
 - 2019
 - 2020
 - Save
- Exam System

- **Go to administration module**
- **Select settings sub module and above screen appear**
- **Select academic year**
- **Enter year and save**

33.HOW TO SET EXAM SYSTEM

- **Go to administration module**
- **Select settings sub module and above screen appear**
- **Select exam system**
- **Enter course, batch, regulation, exam system and update**

34.HOW TO SEE FACULTY LOGIN TIMES IN ECAP

- **Go to administration module**
- **Select staff login times sub module and above screen appear**
- **Select date range, department and staff**

35.HOW TO SET STAFF WORKING HOURS

The screenshot displays the 'STAFF WORKING HOURS' interface. On the left, there is a table with columns 'SHIFT/DAY', 'ON DUTY TIME', and 'OFF TIME'. The table shows 'Shift:1' for Monday through Saturday, all with an 'ON DUTY TIME' of '09:30 AM' and an 'OFF TIME' of '04'. A 'Set New Timings' button is located above the table. In the center, a 'New Timings' modal window is open, allowing for the configuration of working hours. It includes a 'Shift' dropdown menu (currently set to '-Shift-'), 'On Duty Time' and 'Off Duty Time' fields with AM/PM and hour/minute selectors, a 'Late error allowance' field (set to 0 min), and a 'Lunch Break' section. To the right of the modal, a list of days (Monday through Saturday) is shown with checkboxes. On the far right, a 'LUNCH BRAK-IN' section is partially visible, showing a list of '12:30 PM' entries with edit and delete icons.

- **Go to administration module**
- **Select staff working hours sub module and above screen appear**
- **Select set new timings**
- **New screen appear select shift, on duty time, of duty time**
- **Enter late error allowance**
- **Select days**

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1. HOW TO CREATE EXAM NAMES

EXAMS

New Exam Type

SL.NO	EXAM NAME		
1	I UNIT		
2	II UNIT		
3	III UNIT		
4	MID-1		
5	MID-2		
6	QUIZ-1		
7	QUIZ-2		
8	ASSIGNMENT-1		
9	ASSIGNMENT-2		
10	COMPREHENSIVE TEST		
11	INTERNAL LAB EXAM		
12	MINI REPORT-I		
13	MINI REPORT-II		
14	Drawing Internal		
15	SEMINAR		

- Go to examinations module
- Select exam names sub module and above screen appear
- Select new exam type
- select new exam type option to create exam type

2. HOW TO SET EXAM TYPES

SEMESTER INTERNAL EXAMS

Course: B.Tech

SEMESTERS				EXAM TYPES					
SEMESTER				EXAM TYPE	MAX.MARKS				INTERNAL TYPE
					THEORY	LAB	PASS	SEQUENCE	
<input type="checkbox"/>	I Semester			<input type="checkbox"/> I UNIT					-No-
<input checked="" type="checkbox"/>	II Semester			<input type="checkbox"/> II UNIT					-No-
<input type="checkbox"/>	III Semester			<input type="checkbox"/> III UNIT					-No-
<input type="checkbox"/>	IV Semester			<input checked="" type="checkbox"/> MID-1	20	10	10		Internal-I
<input type="checkbox"/>	V Semester			<input type="checkbox"/> MID-2					-No-
<input type="checkbox"/>	VI Semester			<input checked="" type="checkbox"/> QUIZ-1	20	10	10		Internal-I
<input type="checkbox"/>	VII Semester			<input type="checkbox"/> QUIZ-2					-No-
<input type="checkbox"/>	VIII Semester			<input checked="" type="checkbox"/> ASSIGNMENT-1	20	10	10		Internal-I
				<input type="checkbox"/> ASSIGNMENT-2					-No-

- Go to examination module
- Select internal sub module exam types and above screen appear
- Select course, semester, max marks and save
- Select semester and select max marks exam type
- Enter max marks for theory , lab, pass, sequence

3. HOW TO SET MAX MARKS FOR PARTICULAR SUBJECT

- Go to examinations module
- Select internal sub module max marks ad above screen appear
- Select semester, branch and show subjects
- enter marks for particular subject and save

4. HOW TO SET INTERNAL CALCULATION AVG/BEST

- Go to library module
- Select internal sub module set average/best and above screen appear
- Select course, semester and save
- Select semester
- Select subject type, average/best

5. HOW TO DOWNLOAD INTERNAL QUESTION PAPER

- Go to examination module
- Select exam paper sub module and above screen paper
- Select course, semester, branch, subject and exam
- Select download or cancel
- Download question paper

5. HOW TO POST INTERNAL EXAM ATTENDANCE

- Go to examination module
- Select internal sub module attendance and above screen appear
- Select course, semester, branch, exam, subject and submit
- New screen appear with students select check who absent for exam and save

6. HOW TO ENTER INTERNAL MARKS

- Go to examination module
- Select internal sub module marks entry and above screen appear
- Select course, semester, branch, exam and go
- New screen appear with students and subject
- Enter marks for particular student and subject

7. HOW TO SEE INTERNAL MARKS ANALYSIS

- Go to examination module
- Select internal sub module analysis and above screen appear
- Select course, semester, branch, exam and show
- New screen appear with percentage and numbers
- Select number new screen appear with roll no and click on plus symbol you can see subject marks scored

8. HOW TO SEE INTERNAL MARKS REPORT

- Go to examination module
- Select internal sub module reports and above screen appear
- Select course, semester, branch, semester exams and show
- New screen appear with student internal marks

9. HOW TO SET MONTH & YEAR FOR EXTERNAL EXAMS

- Go to examination module
- Select exams sub module set month/year and above screen appear
- Select course, semester, exam type and save
- Select semester check box on the left select exam type, month year and save

10. HOW TO SET FEE FOR REGULAR OR SUPPLY

- Go to examination module
- Select exams sub module exam fee and above screen appear
- Select course, semester, branch and save
- New screen appear enter amount for regular or supply and save

11. HOW TO SET DUE DATE AND FINES

EXAM DUE DATE AND FINE

Course: B.Tech

Due Date: 08/08/2020

Fine Date & Amount:

SL. NO	DATE	FINE AMOUNT	EDIT	DELETE
1	10/08/2020	100	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
2	11/08/2020	500	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
3	12/08/2020	600	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

(Click Update button after edit/delete any row from above grid)

- **Go to examination module**
- **Select exams sub module due date and above screen appear**
- **select due date and fine date & amount and click add**

12. HOW TO DO REGISTRATION FOR EXTERNAL EXAMS IN ONLINE

- Go to examination module
- Select registration sub module online and above screen appear
- Select course, semester, branch, date and save
- New screen appear with students check and save

13. HOW TO DO REGISTRATION FOR EXTERNAL EXAMS IN OFFLINE

EXAM OFF-LINE REGISTRATION

Choose File No file chosen

Sheet Name :

Click [here](#) to sample sheet

- **Go to examination module**
- **Select registration offline sub module and above screen appear**
- **Select choose file, sheet name and import**
- **Download sample sheet according to sample sheet import data**

14. HOW TO PRINT HALL TICKET

- **Go to examination module**
- **Select registration sub module report and above screen appear**
- **Select by course/subject, course, semester, branch, regulation, subject, hall ticket and show**

16.HOW TO ENTER EXTERNAL OR INTERNAL TIME TABLE IN ONLINE

- Go to examination module
- Select exam schedule sub module and above screen appear
- Select course, semester, branch, regulation, month, year and save
- New screen appear select subject date and time and save

17. HOW TO ENTER INTERNAL OR EXTERNAL TIME TABLE IN OFFLINE

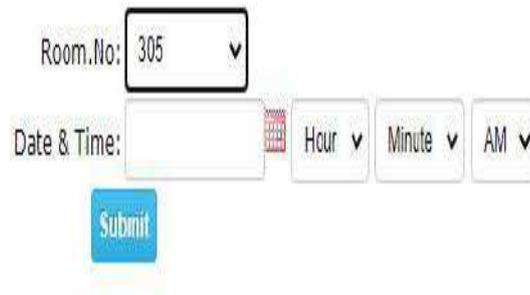
- **Go to academics module**
- **Select course, branch, semester, exam type, regulation, exam time, attach file and submit**

18.HOW TO ENTER GRADES

- **Go to examination module**
- **Select external sub module grades and above screen appear**
- **Select course, regulation**
- **New screen appear select new grade to enter new grades**

19. HOW TO TAKE ATTENDANCE FOR EXTERNAL EXAMS

EXTERNAL EXAM ATTENDANCE



The screenshot shows a web form for taking attendance for external exams. It includes a dropdown menu for 'Room.No:' with '305' selected, a date and time selection area with a calendar icon, and three dropdown menus for 'Hour', 'Minute', and 'AM'. A blue 'Submit' button is located below the form.

- **Go to examination module**
- **Select external sub module attendance and above screen appear**
- **Select room no, date& time and submit**
- **New screen appear with student and check students only absentees and save**

20. HOW TO GENERATE D-FORM

- **Go to examination module**
- **Select d-form sub module and above screen appear**
- **Select course, semester, branch, regulation, subject and show**

21. HOW TO ENTER EXTERNAL MARKS

- Go to examination module
- Select external sub module marks entry and above screen appear
- Select course, batch, semester, branch, held and show
- Select in online
- New screen appear enter grades for subjects and save
- There has an another Option Select in offline
- New screen appear attach the excel File And then Upload The Marks

22. HOW TO ENTER EXTERNAL MARKS FOR MARKS ENTRY(ALL)

- *Go to examination module*
- *Select external sub module marks entry(all) and above screen appear*
- *Select course, semester, exam type, held date, choose file and import*
- *You can download sample format from the link [click here](#) To sample Sheet*

23. HOW TO SEE EXTERNAL REPORTS

- Go to examinations module
- Select external sub module reports and above screen appear
- Select by semester
- Select course, semester, department, branch, all or passed or fail

24. HOW TO ADD EXTERNAL MARKS AFTER REVALUTION

- **Go to examination module**
- **Select external sub module student marks and above screen appear**
- **Select roll no and show**
- **New screen appear with semester marks**
- **Check subjects check boxes and edit marks click on update semester grades**

25.HOW TO SEE TOPPER LIST

- **Go to examination module**
- **Select external sub module topper list and above screen appear**
- **Select course, batch, branch, semester, no of topper and show list**

