Campus Management System (CMS)

Training Manual

Of

ADMISSION MODULE

AARSOL Private Limited, Odoo Partner
Office: 3401, NSTP, H-12,
Islamabad.
+92 (51) 8350770 - 71, +92 3000 341 343
info@aarsol.com

Created by: Awais

Revision Chart

Primary Author(s)	Description of Version	Date Completed
M Awais Raza	Initial Draft	04th-Apr- 2023
Hamid Raza	Reviewed the document	04th-Apr- 2023

Table of Contents

Contents

Module:- Admissions

Admissions module includes admission register, applicants, entry test, merit register, offer letters, configuration and help desk. Further details of sub menu are given below. The shape of admissions module is given below;
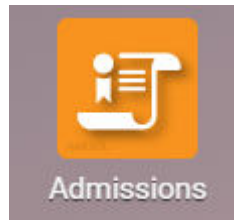
Process Name-: Create Advertisement

Click on the configuration menu then you can see details like educational institute/college/university, admission invoice configuration, reject reason, passing year, examination board, academic details (level/degree/group/subject), academic test, application main steps, room setup and advertisement. Further details are given below.

Navigation-:

Admissions ⟶ Configuration (Menu) ⟶ Advertisement (Sub Menu)

Description:
- Click on advertisement sub menu and create it.
- Write how do you know about us and press save button. You can create more then 1 as per your wish.
- Diagram is given below;

Process Name-: Application Steps

Click on the configuration menu then you can see details like educational institute/college/university, admission invoice configuration, reject reason, passing year, examination board, academic details (level/degree/group/subject), academic test, application main steps, room setup and advertisement. Further details are given below.

Navigation-:

Admissions   ⟶   Configuration (Menu)   ⟶   Application Steps (Sub Menu)

Description:

- Click on application steps and create it.
- Fill the credentials like application step, sequence, code, details, step name, templates, career and active (in checkbox). Further you have an option to add custom field (by clicking the 3 dots).
- Diagram is given below;

	Main Steps	Sequence	Icon Unicode	Step Details	Step Name	Template	Completion Test Field	Career	Active
☐	Application Gathering	1	f007		Personal Information	Personal Details			☑
☐	Application Gathering	2	f22b		Contact Information	Contact Detail			☑
☐	Application Gathering	3	f508		Guardian Information	Guardian Details			☑
☐	Application Gathering	4	f501		Academic Information	Educations			☑
☐	Application Gathering	5	f0ca		Program Choices/Preferences	Admission Prefernces			☑
☐	Application Gathering	6	f0oc		Upload Documents	Document Upload			☑
☐	Application Gathering	7			ETEA/Others	Entry Test Detail			☑
☐	Application Gathering	8	f4fc		Application Submission	Final Confirmation			☑
☐	Bank Challan	9	f571		Bank Challan	Fee Voucher IMS			☑
☐	Admit Card	10	f543		Test Center	Test Center			☑
☐	Merit List	11			Merit List	Merit Template			☑

Application Steps   Search...   **CREATE**   ⬇   ▼ Filters   ≣ Group By   ★ Favorites   1-11 / 11   ‹ ›

Process Name-: Application Main Steps

Click on the configuration menu then you can see details like educational institute/college/university, admission invoice configuration, reject reason, passing year, examination board, academic details (level/degree/group/subject), academic test, application main steps, room setup and advertisement. Further details are given below.

Navigation-:

Admissions   ⟶   Configuration (Menu)   ⟶   Application Main Steps (Sub Menu)

Description:

- Click on application main steps and create it.
- Enter step name, number and below the application step (click on add a line and write step name, template, completion test field, career, code and step details.
- **Bold lines are compulsory to fill and others are optional.**
- Diagram is given below;

Application Main Steps / New

SAVE   DISCARD

| Step Name | | | | | |
| Step No | 0 | | | | |

Application Steps

Step Name	Template	Completion Test Field	Career	Icon Unicode	Step Details	

Add a line

Process Name-: Create Test Series

Click on the configuration menu then you can see details like educational institute/college/university, admission invoice configuration, reject reason, passing year, examination board, academic details (level/degree/group/subject), academic test, application main steps, room setup and advertisement. Further details are given below.

Navigation-:

Admissions ⟶ Configuration (Menu) ⟶ Test Series (Sub Menu)

Description:

- Click on Test Series and create it.
- Enter name, code, state, register and also select test center, test type, city code, session and test series below the test center menu.
- Click an applicant menu and enter name, CNIC, passport, date of birth and gender.
- **Bold lines are compulsory to fill and others are optional.**
- Diagram is given below;

Test Series / Computer Based Test

| SAVE | DISCARD | | | 1 / 1 ‹ › |

| Name | Computer Based Test | | State | ☑ |
| Code | CBT 01 | | Register | Under Graduate Admission Spring 2023 ▾ ☑ |

Test Center | **Applicant**

Applicant Name	CNIC	Passport	Date Of Bir…	Gender	⋮
			▾	▾	

Add a line

Process Name-: Create Pre Test

Click on the configuration menu then you can see details like educational institute/college/university, admission invoice configuration, reject reason, passing year, examination board, academic details (level/degree/group/subject), academic test, application main steps, room setup and advertisement. Further details are given below.

Navigation-:

Admissions ⟶ Configuration (Menu) ⟶ Pre Test (Sub Menu)

Description:

- Click on Pre Test and create it.
- Enter name, code, marks and press save button.
- Diagram is given below;

Pre Test / LAT

| SAVE | DISCARD | | 1 / 1 ‹ › |

Pre Test

| Test Name | LAT | Code | lat | PRE TEST |
| Total Marks | 100 | | | |

Process Name-: Create Entry Test Room

Click on the configuration menu then you can see details like educational institute/college/university, admission invoice configuration, reject reason, passing year, examination board, academic details (level/degree/group/subject), academic test, application main steps, room setup and advertisement. Further details are given below.

Navigation-:

Admissions   ⟶   Configuration (Menu)   ⟶   Entry Test Room (Sub Menu)

Description:

- Click on Entry Test Room and create it.
- Enter room name, code, capacity and press save button. Create rooms as per your criteria.
- **Bold lines are compulsory to fill and others are optional.**
- Diagram is given below;

Entry Test Room / Management Test Room Lab

SAVE DISCARD			1 / 2 ‹ ›

Entry Test Room

Room Name	Management Test Room Lab	Code	MGT_Lab
Capacity	50		

ENTRY TEST ROOM

Process Name-: Create Entry Test Slots

Click on the configuration menu then you can see details like educational institute/college/university, admission invoice configuration, reject reason, passing year, examination board, academic details (level/degree/group/subject), academic test, application main steps, room setup and advertisement. Further details are given below.

Navigation-:

Admissions   ⟶   Configuration (Menu)   ⟶   Entry Test Slots (Sub Menu)

Description:

- Click on Entry Test Slots and create it.
- Enter time (from-to) and press save button. Same as create slots as per your criteria.
- Diagram is given below;

Entry Test Slots / 01:00 - 02:30

SAVE DISCARD   2 / 3 ‹ ›

Process Name-: Create Entry Test Schedule

Click on the configuration menu then you can see details like educational institute/college/university, admission invoice configuration, reject reason, passing year, examination board, academic details (level/degree/group/subject), academic test, application main steps, room setup and advertisement. Further details are given below.

Navigation-:

Admissions ⟶ Configuration (Menu) ⟶ Entry Test Schedule (Sub Menu)

Description:

- Click on Entry Test Schedule and create it.
- Enter register name (create admission register first).
- Enter room, slots, slot type and create discipline, capacity, status and count below the details menu. Count of candidates show in upper right corner.
- **Bold lines are compulsory to fill and others are optional.**
- Diagram is given below;

Process Name-: Create Academic Degree

Click on the configuration menu then you can see details like educational institute/college/university, admission invoice configuration, reject reason, passing year, examination board, academic details (level/degree/group/subject), academic test, application main steps, room setup and advertisement. Further details are given below.

Navigation-:

Admissions   ⟶   Configuration (Menu)   ⟶   Academic Degree (Sub Menu)

Description:

- Click on Academic Degree and create it.
- Enter name, code, Year of education and degree levels. Then press save button.
- **Bold lines are compulsory to fill and others are optional.**
- Diagram is given below;

Academic Degree / Matric

SAVE DISCARD		1 / 62 ‹ ›

Academic Degree

Name	Matric	Year of Education	10
Code	matric	Degree Level	Secondary School Certificate

Specialization

Name	
Matric_Science	🗑...
Matric_Arts	🗑...

Process Name-: Create Academic Degree Group

Click on the configuration menu then you can see details like educational institute/college/university, admission invoice configuration, reject reason, passing year, examination board, academic details (level/degree/group/subject), academic test, application main steps, room setup and advertisement. Further details are given below.

Navigation-:

Admissions   ⟶   Configuration (Menu)   ⟶   Academic Degree Group (Sub Menu)

Description:

- Click on Academic Degree Group and create it.
- Enter name, degree and press save button.

- Diagram is given below;

Academic Degree Group / Matric_Science

SAVE DISCARD

1 / 33 ‹ ›

Academic Degree Group

Name	Matric_Science
Degree	Matric

ACADEMIC DEGREE GROUP

Subjects

Name	Code	Credit ...

Process Name-: Create Academic Group Subjects

Click on the configuration menu then you can see details like educational institute/college/university, admission invoice configuration, reject reason, passing year, examination board, academic details (level/degree/group/subject), academic test, application main steps, room setup and advertisement. Further details are given below.

Navigation-:

Admissions ⟶ Configuration (Menu) ⟶ Academic Group Subject (Sub Menu)

Description:

- Click on Academic Group Subject and create it.
- Enter academic group, name, code and credit marks. Then press save button.
- **Bold lines are compulsory to fill and others are optional.**
- Diagram is given below;

Academic Group Subjects / Computer Science_ICS

SAVE DISCARD

Academic Group	ICS
Name	Computer Science_ICS
Code	CS
Credit Marks	0

Process Name-: Create Academic Level

Click on the configuration menu then you can see details like educational institute/college/university, admission invoice configuration, reject reason, passing year, examination board, academic details (level/degree/group/subject), academic test, application main steps, room setup and advertisement. Further details are given below.

Navigation-:

Admissions ⟶ Configuration (Menu) ⟶ Academic Level (Sub Menu)

Description:

- Click on Academic Level and create it.
- Enter name and code. Below the degree details there have academic degree and specialization.
- Diagram is given below;

Process Name-: Create Program Offering (Degree)

Click on the configuration menu then you can see details like educational institute/college/university, admission invoice configuration, reject reason, passing year, examination board, academic details (level/degree/group/subject), academic test, application main steps, room setup and advertisement. Further details are given below.

Navigation-:

Admissions   →   Configuration (Menu)   →   Program Offering (Degree) (Sub Menu)

Description:

- Click on Program Offering (Degree) and create it. Fill Credentials.
- You also have an option to import record (through import button in favorite).
- Enter degree name, code, select degree, select admission career, group and select program (through add a line and select program, also fill credentials).
- Some other sub menus are present here like, specialization, eligible degree, admission details etc. Fill credentials as per your policy.
- Create different degree programs as per your policy. (Like pre-eng, i.com, DAE etc).
- **Bold lines are compulsory to fill and others are optional.**
- Diagram is given below;

Degree / DAE Mechanical

SAVE DISCARD   5 / 5 < >

Degree Name	DAE Mechanical		Admission Career	Undergraduate
Code	DAE ME		Degree	O-Level
Eligibility Percentage >=	60.00		Eligibility Percentage <=	100.00
Eligibility CGPA >=	0.00		Eligibility CGPA <=	0.00
Specialization/Group	DAE Mechanical			

Programs

Programs	Name	Name	Career/Degree Level	
	Bachelor of Science in Accounting & Finance	Bachelor of Science in Accounting & Finance	Undergraduate	✕
	Bachelor of Science in Software Engineering	Bachelor of Science in Software Engineering	Undergraduate	✕
	Bachelor of Science in Data Sciences	Bachelor of Science in Data Sciences	Undergraduate	✕
	Add a line			

Open: Programs ✕

Program

Name	Bachelor of Science in Data Sciences	Effective Date	04/09/2012 ▼
Code	BS Data Science	Department	Computer Science - IMSciences ▼ ⧉
Offering	☑	Career/Degree Level	Undergraduate ▼ ⧉
Entry Test	☑	Discipline	All Under Graduate Except English ▼ ⧉
Interview	☐	Institute	Institute of Management Sciences
Classes Start Date	▼	Campus	Main Campus
Registration Code		Pre Test	▼
Duration	4.00 Year(s) ▼		
Duration Extended	6.00 Month(s) ▼		
Credit Hours	0		
Offer Letter Set Up		Active	☑

Specialization	Eligible Degrees	Admission Details	Users	Settings	Coordinator Tracking	Rooms	Admit Card Setup

Code	Name	⋮

SAVE DISCARD

Process Name-: Create Passing Year

Click on the configuration menu then you can see details like educational institute/college/university, admission invoice configuration, reject reason, passing year, examination board, academic details (level/degree/group/subject), academic test, application main steps, room setup and advertisement. Further details are given below.

Navigation-:

Admissions ⟶ Configuration (Menu) ⟶ Passing Year (Sub Menu)

Description:

- Click on Passing Year and create it. Fill Credentials.
- You also have an option to import record (through import button in favorite).
- Enter name, code and select checkbox for Matric/intermediate. You have an option to add custom field.
- Diagram is given below;

Passing Years

Search...

CREATE ⬇

▼ Filters   ≡ Group By   ★ Favorites

1-23 / 23   ‹ ›

☐	Name	code	Matric	Intermediate ▾	⋮
☐	2023	2023	☑	☑	
☐	2022	2022	☑	☑	
☐	2021	2021	☑	☑	
☐	2020	2020	☑	☑	

Process Name-: Create Examination Boards

Click on the configuration menu then you can see details like educational institute/college/university, admission invoice configuration, reject reason, passing year, examination board, academic details (level/degree/group/subject), academic test, application main steps, room setup and advertisement. Further details are given below.

Navigation-:

Admissions ⟶ Configuration (Menu) ⟶ Examination Boards (Sub Menu)

Description:

- Click on Examination Boards and create it. Fill Credentials.
- Enter name, short name, code and city.
- **Bold lines are compulsory to fill and others are optional.**
- Diagram is given below;

Examination Boards / Board of Intermediate and Secondary Education, Rawalpindi

SAVE   DISCARD

1 / 37   ‹ ›

Name	Board of Intermediate and Secondary Education, Rawalpind
Short Name	Rawalpindi
Code	RWP
City	

Process Name-: Create Reject Reasons

Click on the configuration menu then you can see details like educational institute/college/university, admission invoice configuration, reject reason, passing year, examination board, academic details (level/degree/group/subject), academic test, application main steps, room setup and advertisement. Further details are given below.

Navigation-:

Admissions   ⟶   Configuration (Menu)   ⟶   Reject Reasons (Sub Menu)

Description:

- Click on Reject Reasons and create it. Fill Credentials.
- Enter reasons and press save button.
- Diagram is given below;

Reject Reasons / New

| SAVE | DISCARD |

Reason   Failure to Meet High GPA or Test Score Standards

Process Name-: Create Educational Institute (Sch/Clg/Uni)

Click on the configuration menu then you can see details like educational institute/college/university, admission invoice configuration, reject reason, passing year, examination board, academic details (level/degree/group/subject), academic test, application main steps, room setup and advertisement. Further details are given below.

Navigation-:

Admissions   ⟶   Configuration (Menu)   ⟶   Educational Institute (Sub Menu)

Description:

- Click on Educational Institute and create it. Fill Credentials.
- Enter code and institute. Then press save button.
- You have an option to import/export record.
- Diagram is given below;

Educational Institute

	code	Odoo CMS Institute	
☐	p	Private	
☐	g	Government	

Process Name-: Create Admission Invoice Confiuration

Click on the configuration menu then you can see details like educational institute/college/university, admission invoice configuration, reject reason, passing year, examination board, academic details (level/degree/group/subject), academic test, application main steps, room setup and advertisement. Further details are given below.

Navigation-:

Admissions ⟶ Configuration (Menu) ⟶ Admission Invoice Configuration (Sub Menu)

Description:

- Click on Admission Invoice Configuration and Fill Credentials.
- Create all types of fee for (admission and registration).
- Enter bank account details (account no 1/2/3 as per criteria).
- Enter DOB Min (2010-12-12) and DOB Max (1994-12-12). Then press save button.
- Diagram is given below;

Process Name-: Create Applications

Click on the applicant menu and see details like applications, register new candidates and student academic documents. Further details are given below.

Navigation-:

Admissions ⟶ Applicant (Menu) ⟶ Application (Sub Menu)

Description:

- Click on Application and Fill Credentials.
- Fill all credentials like personal details, parental info, academic details, preferences, voucher details, pre test and fee payer.
- You have an option to verify fee voucher or unverify fee voucher.
- **Bold lines are compulsory to fill and others are optional.**
- Press save, then application is ready for entry test. Through export option, you can export all data.
- All applications are visible in dashboard of application menu; you can check details through filter (group by button). Also have option to add custom filter.
- In above through search tab, you can search applicant (by his CNIC, NAME and Status).
- Diagram is given below;

Reference No	Applicant Name	Gender	Date Of Birth	CNIC	Fee Voucher State	Last Degree	Status	
Admitted (1)								
Draft (3)								
☐ 0025	Test IMS	Male		11111-2222333-4	Not Downloaded Yet		Draft	
☐ 0024	Muhammad Sohail	Male	04/03/2001	1112222344443	Not Uploaded Yet		Draft	
☐ 0012	Jhon Doe	Male	04/06/2001	6757646463463	Not Uploaded Yet		Draft	
Ready for Entry Test (19)								
Sent for Verification (1)								

Student Application — Status ✕ — Search... — CREATE — ▼ Filters — ≡ Group By — ★ Favorites — 1-4 / 4 ‹ ›

Student Application / 0017-Muhammad Nabeel

SAVE   DISCARD

9 / 24 ‹ ›

VERIFY FEE VOUCHER   SIGNUP MAIL   UNVERIFY FEE VOUCHER

DRAFT   **READY FOR ENTRY TEST**   APPROVE   ADMITTED

2 Documents

0017
Candidate Name
Muhammad   Nabeel   Middle Name

im|sciences

Admission Details

Admission Register	Under Graduate Admission Spring 2023	Entry Registration	
Academic Session	2023	Applicant Type	National
Login User	0017 - Muhammad Nabeel	Application Date	02/14/2023 11:20:23
		HEC-Afghan Reserved/IMSciences Reserved	☐

Personal Details   Parental Info   Academic Details   Preferences   Voucher Details   Pre Test   Fee Payer

Father Name   Naveed   CNIC   1234512345123

Process Name-: Register New Candidates

Click on the applicant menu and see details like applications, register new candidates and student academic documents. Further details are given below.

Navigation-:

Admissions ⟶ Applicant (Menu) ⟶ Register New Candidates (Sub Menu)

Description:

- Click on Register New Candidates and Fill Credentials.
- Enter first name, last name, CNIC, email and phone. Then press save button. Sign up of new candidate is created. Through action button, you can delete applicant.
- Diagram is given below;

Register New Candidate / New

SAVE   DISCARD

Register New Candidate

First Name	ALI	Email	aliraza@gmail.com
Last Name	RAZA	Phone	8888888888
Fee Receipt No		Amount	0
CNIC	12345-0989898-2		

SIGN UP

SIGN UP

Process Name-: Create Student Academic Documents

Click on the applicant menu and see details like applications, register new candidates and student academic documents. Further details are given below.

Navigation-:

Admissions ⟶ Applicant (Menu) ⟶ Student Academic Documents (Sub Menu)

Description:

- Click on Student Academic Documents and Fill Credentials.
- Select application in drop down menu, and other details is auto filled. See all details and check academic detail (edit or create new). Different attachments are attached with this form (like degree attachment, hope certificate, other certificate).
- In below applicant subject menu is present and clicks add a line, create applicant subject (fill credentials).
- You have an option to verify/unverify/reject academic documents. In above different menus are visible like verified, unverified, rejected, registration verified and registration reject.
- All applications are visible in dashboard of academic documents menu; you can check details through filter (group by button). Also have option to add custom filter.
- Through export option, you can export all data.
- Diagram is given below;

Process Name-: Create Applicant Entry Test

Click on the entry test menu and see details like Applicant Entry Test and Generate Admit Card. Further details are given below.

Navigation-:

Admissions ⟶ Entry Test (Menu) ⟶ Applicant Entry Test (Sub Menu)

Description:

- Click on Applicant Entry Test and Fill Credentials.
- Enter application, reference number, discipline, total marks and seat. Click checkbox of active or not.
- Through test group menu, clicks add a line and enter name, obtained marks and total marks.
- Diagram is given below;

Process Name-: Generate Admit Card

Click on the entry test menu and see details like Applicant Entry Test and Generate Admit Card. Further details are given below.

Navigation-:

Admissions ⟶ Entry Test (Menu) ⟶ Generate Admit Card (Sub Menu)

Description:

- Click on Generate Admit Card and Fill Credentials.
- Just select register, press save button and click on generate admit card button.
- Diagram is given below;

New

SAVE   DISCARD

GENERATE ADMIT CARD

Register	Under Graduate Admission Spring 2023

Process Name-: Create Merit Register

Click on the Merit Register menu and see details like Merit Register and Merit Register line. Further details are given below.

Navigation-:

Admissions ⟶ Merit Register (Menu) ⟶ Merit Register (Sub Menu)

Description:

- Click on Merit Register and Fill Credentials.
- Fill all the credentials like name, SSC Aggregate Percent, HSSC Aggregate Percent, Entry Test Aggregate Percent, and Entry Test Passing Threshold, Select Register, Select Program, Open Merit Seats, Disabled Seats and check box of Publish Merit.
- Click on checkbox of publish merit. After created all data.
- Below the student merit list menu, click on add a line and fill data like application, program, merit no, aggregate, public visible, open merit, disable quota seat, selected and confirmed seats. Also option to delete this.
- Press save button and then there state will be changed from draft to open state.
- Diagram is given below;

Merit Register / Bachelors Merit list for Data Science no. 01

SAVE   DISCARD   1 / 11 ‹ ›

DRAFT **OPEN** DONE

Merit Register

Name	Bachelors Merit list for Data Science no. 01		Register	Under Graduate Admission Spring 2023
SSC Aggregate Percent	0.00		Program	Bachelor of Science in Data Sciences - IMSciences
HSSC Aggregate Percent	50.00		Publish Merit	☑
Entry Test Aggregate Percent	50.00		Open Merit Seats	10
Entry Test Passing Threshold	0.00		Disabled Seats	0
Interview Aggregate	0.00			
Interview Passing Threshold	0.00			

Student Merit List

Application	Program	Merit No	Aggregate	Public Visible	Open Merit	Disabled Quota Sea...	Selected	Confirmed Seat	
0001-Muhammad No	Bachelor of Science in Data Scien	1	20.52	☑	☑	☐	☑	☐	🗑

- Details of merit register will show on the dashboard of merit register.
- You can check details through filter (group by button). Also have option to add custom filter.
- Diagram is given below;

Process Name-: Create Merit Register Line

Click on the Merit Register menu and see details like Merit Register and Merit Register line. Further details are given below.

Navigation-:

Admissions $\longrightarrow$ Merit Register (Menu) $\longrightarrow$ Merit Register Line (Sub Menu)

Description:

- Click on Merit Register Line and Fill Credentials.
- Select application and program. Also enter aggregate, merit no (like 1 or 2), and click checkbox of public visible and selected.
- Diagram is given below;

- Details of merit register line will show on the dashboard of merit register line.
- You can check details through filter (group by button). Also have option to add custom filter.
- Diagram is given below;

Process Name-: Create Offer Letter

Click on the Offer Letter menu and see details like Offer Letter (sub menu). Further details are given below.

Navigation-:

Admissions   ⟶   Offer Letter (Menu)   ⟶   Offer Letter (Sub Menu)

Description:

- Click on Offer Letter and Fill Credentials.
- Select name, date, program and press save button.
- Diagram is given below;

Process Name-: Create In Bound Calls (Helpdesk)

Click on the Help Desk menu and see details like In Bound Calls, faculty/program, call tag/work code and pre-admission information. Further details are given below.

Navigation-:

Admissions   ⟶   Help Desk (Menu)   ⟶   In Bound Calls (Sub Menu)

Description:

- Click on In Bound Calls and Fill Credentials.
- Fill credentials like cellar name, call nature, reference, contact no and category.
- **Bold lines are compulsory to fill and others are optional.**
- Diagram is given below;

Process Name-: Create Faculty/Program (Helpdesk)

Click on the Help Desk menu and see details like In Bound Calls, faculty/program, call tag/work code and pre-admission information. Further details are given below.

Navigation-:

Admissions   ⟶   Help Desk (Menu)   ⟶   Faculty/Program (Sub Menu)

Description:

- Click on Faculty/Program and Fill Credentials.
- Enter name, code and press save button. Through action button, you can delete it.

Created by: Awais

- Diagram is given below;

Faculty/Program

Search...

CREATE ⬇

▼ Filters   ≡ Group By   ★ Favorites

1-1 / 1   ❮   ❯

☐ **Faculty/Program Name**   **code**   ⋮

☐ Computer Science   CS

Process Name-: Create Call Tag/Work Code (Helpdesk)

Click on the Help Desk menu and see details like In Bound Calls, faculty/program, call tag/work code and pre-admission information. Further details are given below.

Navigation-:

Admissions ⟶ Help Desk (Menu) ⟶ Call Tag/Work Code (Sub Menu)

Description:

- Click on Call Tag/Work Code and Fill Credentials.
- Enter name, code and press save button. Through action button, you can delete it.
- Diagram is given below;

Call Tag/ Workcode

Search...

CREATE

▼ Filters   ≡ Group By   ★ Favorites

1-1 / 1   ❮   ❯

☐ **Call Tag/ Workcode**   **code**   ⋮

Process Name-: Create Pre-Admission Information (Helpdesk)

Click on the Help Desk menu and see details like In Bound Calls, faculty/program, call tag/work code and pre-admission information. Further details are given below.

Navigation-:

Admissions ⟶ Help Desk (Menu) ⟶ Pre-Admission Information (Sub Menu)

Description:

- Click on Pre-Admission Information and Fill Credentials.
- Enter name, code and press save button. Through action button, you can delete it.
- Diagram is given below;

Created by: Awais

Pre-Admission Information

Search…

CREATE

▼ Filters   ≡ Group By   ★ Favorites

1-1 / 1   ‹ ›

☐   Pre-Admission Information ▾   code   ⋮

THE END