

# Campus Management System (CMS)

## Training Manual Of ADMISSION MODULE



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## Revision Chart

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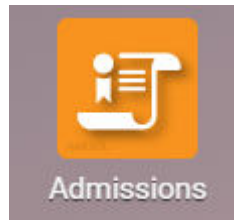
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## Module:- Admissions

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 than 1 as per your wish.
- Diagram is given below;

Advertisement / New

SAVE DISCARD

How do You Know about us?

Advertisement

Advertisement	Search...
<p><a href="#">CREATE</a> </p> <p>▼ Filters    ≡ Group By    ★ Favorites    1-5 / 5    &lt; &gt;</p>	<p>Q</p>
<p><input type="checkbox"/> How do You Know about us?</p>	<p>⋮</p>
<p><input type="checkbox"/> University Website</p>	
<p><input type="checkbox"/> Electronic Media</p>	
<p><input type="checkbox"/> Print Media</p>	
<p><input type="checkbox"/> Social Media</p>	
<p><input type="checkbox"/> Alumni</p>	

## **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;

Application Steps Search...

[CREATE](#)  Filters Group By Favorites 1-11 / 11 < >

<input type="checkbox"/>	Main Steps	Sequence	Icon Unicode	Step Details	Step Name	Template	Completion Test Field	Career	Active
<input type="checkbox"/>	Application Gathering	1	f007		Personal Information	Personal Details			<input checked="" type="checkbox"/>
<input type="checkbox"/>	Application Gathering	2	f22b		Contact Information	Contact Detail			<input checked="" type="checkbox"/>
<input type="checkbox"/>	Application Gathering	3	f508		Guardian Information	Guardian Details			<input checked="" type="checkbox"/>
<input type="checkbox"/>	Application Gathering	4	f501		Academic Information	Educations			<input checked="" type="checkbox"/>
<input type="checkbox"/>	Application Gathering	5	f0ca		Program Choices/Preferences	Admission Preferences			<input checked="" type="checkbox"/>
<input type="checkbox"/>	Application Gathering	6	f00c		Upload Documents	Document Upload			<input checked="" type="checkbox"/>
<input type="checkbox"/>	Application Gathering	7			ETEA/Others	Entry Test Detail			<input checked="" type="checkbox"/>
<input type="checkbox"/>	Application Gathering	8	f4fc		Application Submission	Final Confirmation			<input checked="" type="checkbox"/>
<input type="checkbox"/>	Bank Challan	9	f571		Bank Challan	Fee Voucher IMS			<input checked="" type="checkbox"/>
<input type="checkbox"/>	Admit Card	10	f543		Test Center	Test Center			<input checked="" type="checkbox"/>
<input type="checkbox"/>	Merit List	11			Merit List	Merit Template			<input checked="" type="checkbox"/>

## **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

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Step Name

Step No

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	<input checked="" type="checkbox"/>
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 < >

Test Name	LAT	Pre Test	Code	lat
Total Marks	100			

PRE TEST

## 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

## 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

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## 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;

Entry Test Schedule / Computer Test Room Lab

Sequence	Discipline	Capacity	Status	Count
1	All Under Graduate Except English	10	Open	5
0		0	Open	0

## 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

## 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

Degree

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

<b>Academic Group</b>	ICS
<b>Name</b>	Computer Science_ICS
<b>Code</b>	CS
<b>Credit Marks</b>	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;

Academic Level / Secondary School Certificate

SAVE DISCARD
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Academic Level

Name Secondary School Certificate

Code SSC

Degree Details

Name	Code	
Matric	matric	⋮
O-Level	olevel	⋮
Others	Others	⋮

Academic Degree

Name Matric Year of Education 10

Code matric Degree Level Secondary School Certificate ↗

Specialization

Name

Matric_Science	⋮
Matric_Arts	⋮

SAVE
DISCARD

## 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

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	<input checked="" type="checkbox"/>	Career/Degree Level	Undergraduate
Entry Test	<input checked="" type="checkbox"/>	Discipline	All Under Graduate Except English
Interview	<input type="checkbox"/>	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	<input checked="" type="checkbox"/>

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

CREATE 

Search...

Filters Group By Favorites

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<input type="checkbox"/>	Name	code	Matric	Intermediate
<input type="checkbox"/>	2023	2023	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2022	2022	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2021	2021	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	2020	2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## 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

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Name	Board of Intermediate and Secondary Education, Rawalpindi
Short Name	Rawalpindi
Code	RWP
City	<input type="text"/>

## 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**

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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 Search...

**CREATE**  Filters Group By Favorites 1-2 / 2 < >

<input type="checkbox"/>	code	Odoo CMS Institute	
<input type="checkbox"/>	p	Private	
<input type="checkbox"/>	g	Government	

## Process Name-: Create Admission Invoice Configuration

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;

Settings Search...

**SAVE** **DISCARD**

- General Settings
- Sales
- OdooCMS Registration
- Website
- Purchase
- Inventory
- Accounting
- Payroll
- OdooCMS
- OdooCMS Attendance
- OdooCMS Exam
- OdooCMS Fee
-  Admission Portal

#### Admission Online Portal

<b>Fee for admission Registration</b> 1,000.00 Fee for admission Registration UG	<b>Fee for admission Registration Graduate</b> 1,500.00 Fee for admission Registration PG
<b>Fee for Additional Registration</b> 200.00 Fee for Additional Registration	<b>Fee for admission Registration for international Students</b> 100.00 Fee for international students for admission Registration
<b>Account for admission Registration</b> Institute of Management Sciences Account for admission Registration	<b>Account Title admission Registration</b> IMSciences Admission Account Title admission Registration
<b>Account Number admission Registration</b> 12345678901234 Account Number admission Registration	
<b>Bank Two</b> Bank Two for admission Registration	<b>Bank Two Account No.</b> Bank Two Account No.
<b>Bank Three</b> Bank Three for admission Registration	<b>Bank Three Account No.</b> Bank Three Account No.

## 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)							
<input type="checkbox"/> 0025	Test IMS	Male		11111-2222333-4	Not Downloaded Yet		Draft
<input type="checkbox"/> 0024	Muhammad Sohail	Male	04/03/2001	1112222344443	Not Uploaded Yet		Draft
<input type="checkbox"/> 0012	Jhon Doe	Male	04/06/2001	6757646463463	Not Uploaded Yet		Draft
▶ Ready for Entry Test (19)							
▶ Sent for Verification (1)							

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	<input type="checkbox"/>

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

Father Name	Naveed	CNIC	1234512345123
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## 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;

Academic Documents / New

SAVE DISCARD

VERIFY UNVERIFY REJECTED VERIFIED UNVERIFIED REJECTED REGISTRATION VERIFIED REGISTRATION REJECT

**Documents**

Program		CNIC	1112222344443
Application	0024-Muhammad Sohail	CNIC Attachment	
Gender	Male	Mobile	03334444434
Domicile	Attock	Nationality	Pakistan
Domicile Attachment		Transport Facility Required	No
Passport		Hostel Facility Required	No
Passport Attachment		Are you special person?	No
Hafiz-e-Quran?	No	Disability Details	
Hafiz Marks	0		
Hafiz-Quran Attachment			

Academic Details

Degree Name	O-Level	Group Specialization	
Board		Institute	

DOCUMENTS DETAILS

## **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;

Applicant Entry Test / 0014-Saba Ali

Applicant Entry Test

Application	0014-Saba Ali	Discipline/Schedule	All Under Graduate Except English
Reference No. Test	001-1	Slots	09:00 - 11:00
Room	Computer Test Room Lab	CBT Total Marks	0.00
Seat	1	Slot Type	Test
Date	02/07/2023		
CBT Paper Conducted			
Active	<input checked="" type="checkbox"/>		

Test Groups

Name	Obtaine...	Total M...
Add a line		

## **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	<input checked="" type="checkbox"/>
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	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- 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;

Merit Register

CREATE

State x Search...

Filters Group By Favorites 1-2/2

Name	Register
▼ Done (7)	
<input type="checkbox"/> Bachelors Merit list for BS Economics no. 01	Under Graduate Admission Spring 2023
<input type="checkbox"/> Bachelors of Science in Accounting & Finance	Under Graduate Admission Spring 2023
<input type="checkbox"/> Test merit list for hostel fall 2023	Under Graduate Admission Spring 2023
<input type="checkbox"/> test 2 admission hostel	Under Graduate Admission Spring 2023
<input type="checkbox"/> Post Graduate MS Economic Merit List One	Post Graduate Admission Spring 2023
<input type="checkbox"/> Computer Science Merit List	Under Graduate Admission Spring 2023
<input type="checkbox"/> Computer Science ML_01	Under Graduate Admission Spring 2023
▶ Open (4)	

## 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 → Merit Register (Menu) → 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;

Merit Register Line / 0003-shahzeb khan


SAVE DISCARD 1 / 17

Application	0003-shahzeb khan	Program	Bachelor of Science in Economics - IMSciences
Merit No	1	Aggregate	24.60
Public Visible	<input checked="" type="checkbox"/>	Selected	<input checked="" type="checkbox"/>

- 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;

↓ Filter

Merit Register Line

CREATE  Merit Register x Search... 1-10 / 10 < >

Filters Group By Favorites

Application	Program	Public ...	Merit No	Aggregate	Sele...
▶ Bachelors Merit list for Data Science no. 01 (1)			1	20.52	
▶ Bachelors Merit list for BS Economics no. 01 (1)			1	24.60	
▶ Bachelors of Science in Accounting & Finance (2)			3	52.42	
▶ Test merit list for hostel fall 2023 (3)			6	208.44	
▶ test 2 admission hostel (2)			3	130.44	
▶ Post Graduate MS Economic Merit List One (1)			1	22.17	
▶ Post Graduate MS Economic Merit List One (1)			1	22.17	
▶ Computer Science Merit List (1)			1	20.84	
▶ Computer Science ML_01 (3)			6	115.69	
▶ Master of Science in Management ML_01 (2)			3	15.99	

## 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;

Offer Letter / New

SAVE DISCARD

Offer Letter

Name	0023-Nauman Raza	▼ 	Program	Bachelor of Business Administration - IMSciences
Date	04/06/2023 12:34:28	▼		

OFFER LETTER

## 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 caller name, call nature, reference, contact no and category.
- **Bold lines are compulsory to fill and others are optional.**
- Diagram is given below;

Admission HelpDesk / New

SAVE DISCARD

Caller Name	ali	Contact Number	8888888888
Call Nature	Information	Category	Undergraduate
Reference ID (If any)	0024-Muhammad Sohail		
Interested in Program/Faculty			
Call Tags/ Workcode			
If selected - Pre-Admission Information			
Remarks (If any)	spam		

## 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.

- Diagram is given below;

Faculty/Program		Search...
<a href="#">CREATE</a>		Filters Group By Favorites 1-1 / 1 < >
<input type="checkbox"/> Faculty/Program Name	code	
<input type="checkbox"/> 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...
<a href="#">CREATE</a>		Filters Group By Favorites 1-1 / 1 < >
<input type="checkbox"/> 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;

Pre-Admission Information

Search...



CREATE

Filters Group By Favorites

1-1 / 1 < >

Pre-Admission Information ▾

code



**THE END**