



A2zCampus Manual

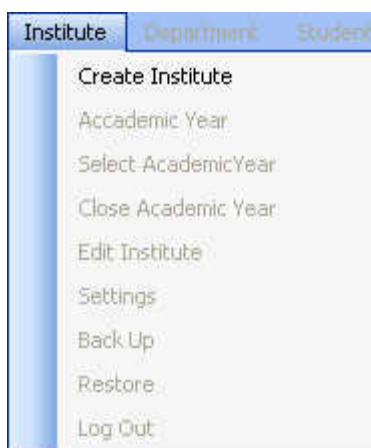
A2zCampus Manual

This manual gives an introduction on how to run the A2zCampus software. The main menu of the A2zCampus software is as follows.



Institute

The user needs to first create the College to start using the software. The college can be created by selecting the **Institute** from the main menu.



Only the **Create Institute** will be enabled while using the software for the first time, all other submenus are disabled.

Create Institute

User can create the institute here. All the information regarding the institute is to be entered here. The user is not allowed to create more than one institute.

The powered user, **Admin** can also be created while creating institute. The Admin can create other users and can set privilege for each user depending upon the role.

The working days of an institute can be set the working days by ticking the days. It is compulsory to set the working days of an institute.

Create Institute

Name of Institute:

Place:

Address:

Postal Code:

Country:

Phone No. 1:

Phone No. 2:

Fax:

Website:

Email:

Currency: Sector:

University:

Starting Date:

Min Working day/Accademic Year:

Workingday

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

A2Z Campus

[Add](#) [Remove](#)

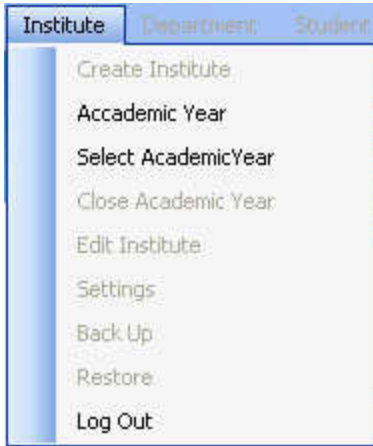
Create Admin

User Name:

Password:

Confirm Password:

Once the institute is created, **Academic Year** will be enabled. The user can create academic year by selecting **Academic Year** from the submenu.



Academic Year

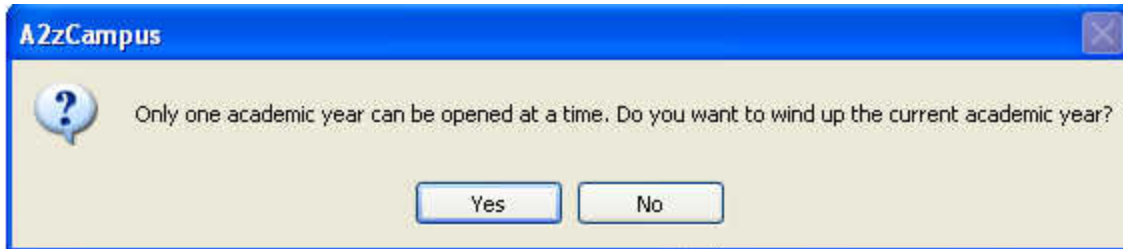
The academic years of an institute can be created here. If the user needs to create an academic year of earlier years then **Old Year** check box should be checked. Else if the user wants to create academic year of the present year then **Old Year** checkbox should be unchecked.

Academic Year	Closed
2009-2010	No

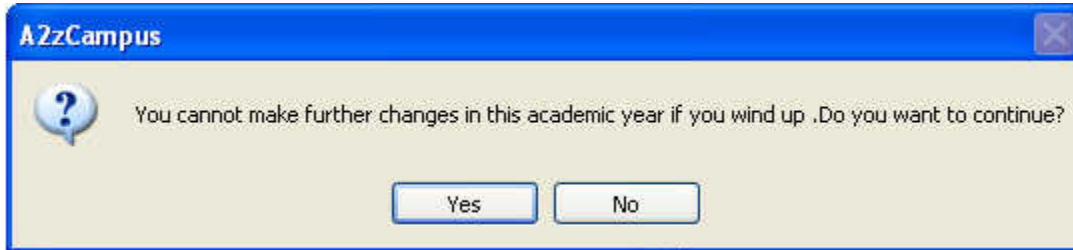
While creating a new academic year, a message box is show asking if the user want to close the existing academic year. If

the user needs to close the existing academic year, then he/she can click **Yes** button, or else if the user does not want to close the current academic year then press **No** button.

The user can close the academic year either by choosing **Yes** when new academic year is created or by selecting **Close Academic Year** from the **Institute** Menu.

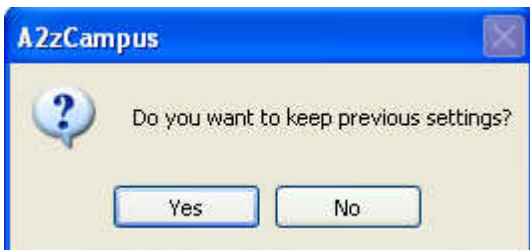


If the user choosing **yes**, then another message box is displayed as below.



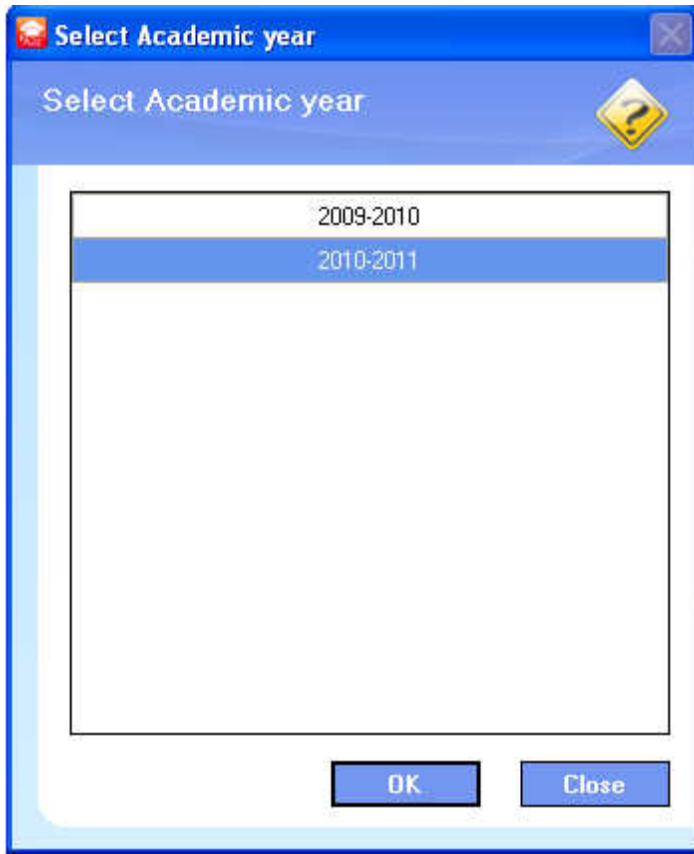
If the user wants to continue, click **Yes**.

After that another message box is displayed asking if the user wants to keep the previous settings. If the user chooses **Yes** then the entire courses, semesters, subjects, fee details are maintained or else if the user chooses **No** then the user can create new details corresponding to each.

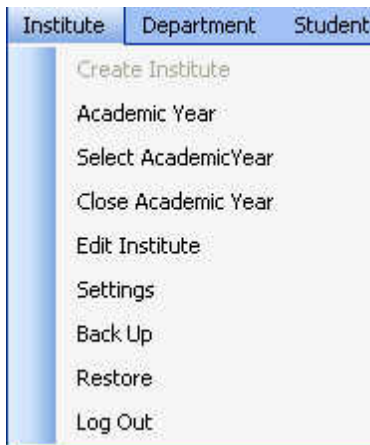


Select Academic Year

The user can select the academic year from the list of existing academic years. The academic year can be selected by selecting one row .Then press **OK** button.



Once the academic year is selected the Institute menu allows the user to



Settings

The screenshot shows a 'Settings' window with the following sections:

- Transport Setting:**
 - Fee Amount: Same Fee (dropdown)
 - Transport Fee: 0.00 (text input)
- Accounting Settings:**
 - Need Govt. Management Separately: No (dropdown)
 - Cost Center: No (dropdown)
- Attendance (Students):**
 - Attendance: DailyWise (dropdown)

Buttons for 'Save' and 'Close' are located at the bottom right.

- Transport Settings**
 The user can either set **Fee Amount** for all the transport users as **Same Fee** or **Boarding Point wise**. If it is **Same Fee** then the **Transport Fee** amount should be entered below. Else the user selects **Boarding Point wise** then the Transport Fee is calculated according to the boarding point of the users.
- Accounting Settings**
 The user can keep the accounting for the government and management separately. The user can also set if they need **Cost Center** or not.
- Attendance**
 The user can set how the attendance is to be taken either Daily wise or Subject wise.

1-Department

Department	Student	Staff
Department Master		
Course Master		
Subject Master		
Course Syllabus		
Reports		▶

Department Master

The various departments can be created here.

Course Master

Different courses and their information are entered here.

Subject Master

Subjects and their information can be entered here.

Course Syllabus

Mapping of subjects to each course is done here.

2-Student

Student	Staff	Front Office
Registration		
Class Register		
Attendance		
Promotion		
Termination		
Year Out		
Re-Admission		
Discipline		
CC Generation		
ID Card Generation		
TC		▶
Reports		▶

Student Registration

Registration of each student and their information are stored here. The fields that are marked (*) are mandatory. Those fields cannot be left blank.


Student Registration

Admission No: CBE45343 *
 Admission Date: 20/ Jul /2009
 Application Form No: 5454

Course Name: B-Tech Computer Science *
 Semester: First *

Search

Personal Details | Contact Details | Qualification Details | Transport | Hostel Allocation | Documents

First Name: Nirupama * Middle Name: Neeraj
 Last Name: Gender: Male Female
 DOB: 20/ Jul /2009 Father's Name: Neeraj K P
 Relationship: Father Occupation: Bank Manager
 Annual Income: 5000000 Mother's Name: [Add](#) [Remove](#) 
 Nationality: Indian Blood Group: A+ve
 Religion: Hindu Category: General
 Caste: Nair Quota: Merit
 Fee Concession: No Fee Structure: B-Tech Fee *

Save **Delete** **Clear** **Close**

Personal Tab: Stores the personal details of the student.

Contact Details: Stores the contact details of the student such as address, phone number, email ids etc.

Qualification Details: Stores all the previous exam details.

Transport: Vehicle is allocated for the student here.

Hostel Allocation: Hostel is allocated for the student here.

Documents: Collected document details of the student are stored here.

Class Register

Class Register allows the user to assign roll number to each student.

Attendance

Student attendance can be marked and stored here.

Promotion

Promotion of each student from one semester / year to another is done here.

Termination

Termination details of a student can be entered here.

Year Out

Year Out details of students can be stored here.

Re-Admission

Re-admission of students is done here.

Discipline

Discipline management of students

CC Generation

Students CC Certificate can be generated here.

TC Generation

TC certificate can be generated here. Both multiple and single TC generation are supported.

3-Examination



Exam Master

Users can create exams for each class here.

Grade Master

Users can create different grade patterns here.

Exam Mark Entry

Users can enter marks for each exam here.

4-Staff



Staff Registration

Staff Registration is an interface to store the details of a staff. When a new staff is appointed their details are stored here.

Personal Tab: User can enter the personal information of staff in this tab.

Transport Allocation: Transport can be assigned to staff in transport allocation tab

Hostel Allocation: Hostel can be assigned to staff in hostel allocation staff

Staff Registration

Staff Registration

Personal | Transport Allocation | Hostel Allocation

Employee Name: Anupama Raj Mobile Number:

Address:

Phone Number:

Postal Code:

Date Of Birth: 20/ Jul /1976

Country: India Job Type: Permanent [Add](#) [Remove](#)

Nationality: Indian Emp Type: Teaching Staff

Gender: Male Female Department: Computer Science

Joining Date: 01/ Jul /2008 Designations: Lecturer

Termination Date: 20/ Jul /2008

Search

Active Inactive

Category: All

Name	Designation	Mobile Number	Joining Date

Save Delete Clear Close

Staff Attendance

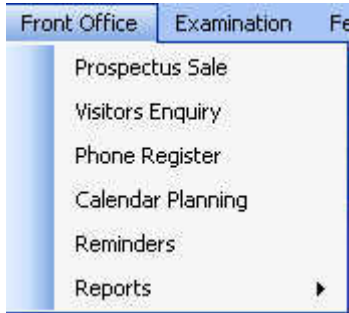
Staff attendance can be entered in this form.

Discipline

Staff disciplinary details can be entered here.

5-Front Office

Front office details can be managed here



Prospectus Sale

All the information regarding the sale of the prospectus can be entered here.

Visitors Enquiry

Visitor's enquiry details and related information can be stored here.

Phone Register

All the incoming and outgoing call details are stored here.

Calendar Planning

College events/holidays for an academic year can be planned.

Reminders

User can set reminders to notify them all the important events, activities, occasion or days.

6-Fee



Fee Head

The user can create various fee heads.

Currency Creation

User can store all the information about a currency and their conversion rates.

Fee Structure

Different fee structures can be created for a course based on quota, category etc.

Fee Collection

This form helps the user to collect fee from the students.

Fee Refund

This stores information about the entire fee refunded to a student.

7-Hostel



Master

The hostel master is used to store information related to hostel.

Leaving

The leaving form stores details related to both staff and student hostel vacating.

Fee Collection

Fee Collection helps the users to collect the hostel fee separately.

8-Transport



Master

The transport master is used to store information related to vehicle, route and boarding point.

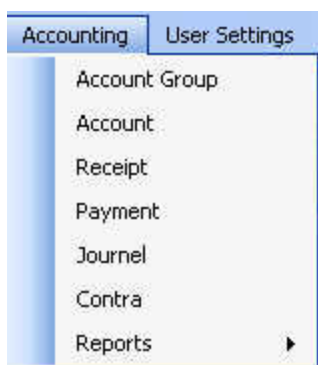
Leaving

The leaving stores details related to vacating of vehicle by both staff and student.

Fee Collection

Fee collection helps the user to collect transport fee separately.

9-Accounting



Account Group

Various account groups for accounting are created here.

Account

Account form is used to create various accounts

Receipt

This is to store details of receipt transactions.

Receipt Voucher

Receipt Voucher

Voucher No: 1

Date: 20/ Jul /2010

Bank/Cash: Bank * Amount: 10000 *

Cheque/DD No: 76498531234

Cheque/DD Date: 21/ Jul /2009

Account Name: Transport Fee *

Cost Center:

	Account Name	Amount
*		

Narration:

Search

From: 20/ Jul /2010

To: 20/ Jul /2010 Search

Voucher	Account from	Account To	Amount
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Save Delete Clear Close

Payment

Payment details are stored here

Journal

All the transaction related information for both credit and debit are stored here.

10-User Settings

User Settings Change Password Wir

User Creation

Role and Privilage Settings

User Creation

User creation allows the Admin to create users here.

Role and Privilege Settings

Admin can set privilege to each role. So the users can access only those areas that are privileged to them. This ensures more security.

Change Password

Users can change their passwords if needed using this form.

Send Mail

User can send email to staff or students using this.