

## SOFTWARE OVERVIEW:

Microsoft Navision will be installed on the system of all the users. User can see the Microsoft Navision Icon in their taskbar 

The Counsellors will have a separate Login for using the Enquiry Page:

**Step 1:** Click on the link [172.0.1.105:82](http://172.0.1.105:82) for accessing the Portal

**Step 2:** Login Page for the Users will open. USERID and Password to be entered on Login Page.

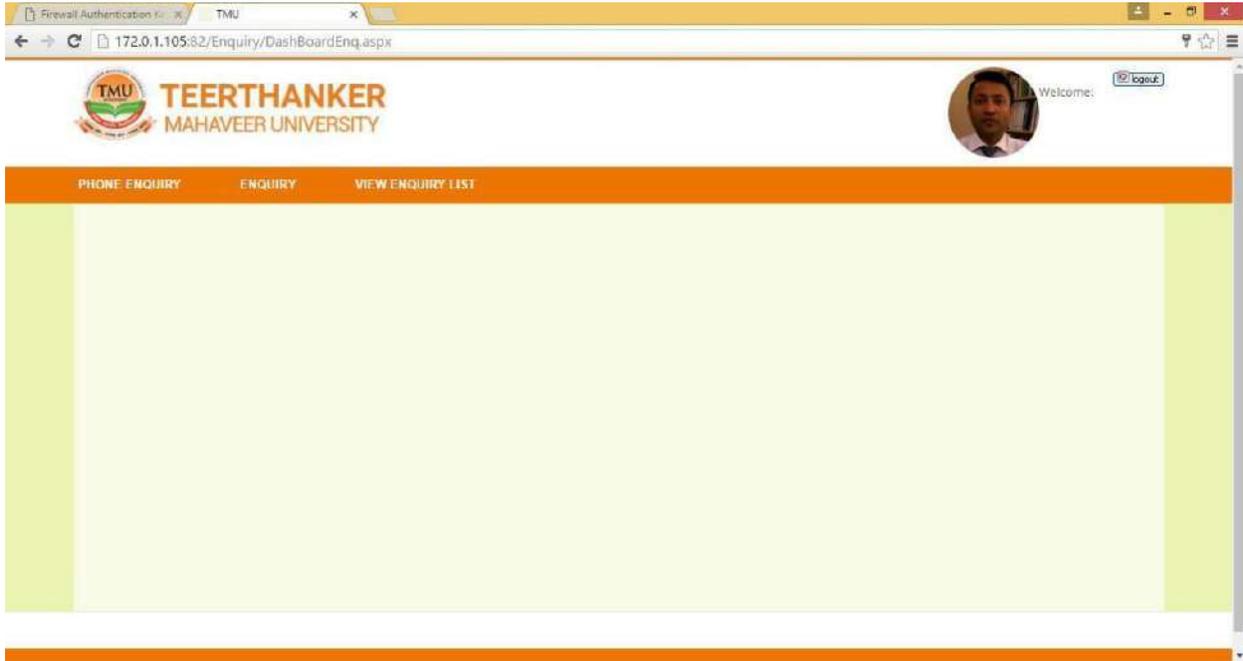


**Step 3:** User Id will be the employee ID and Password can be changed once Login

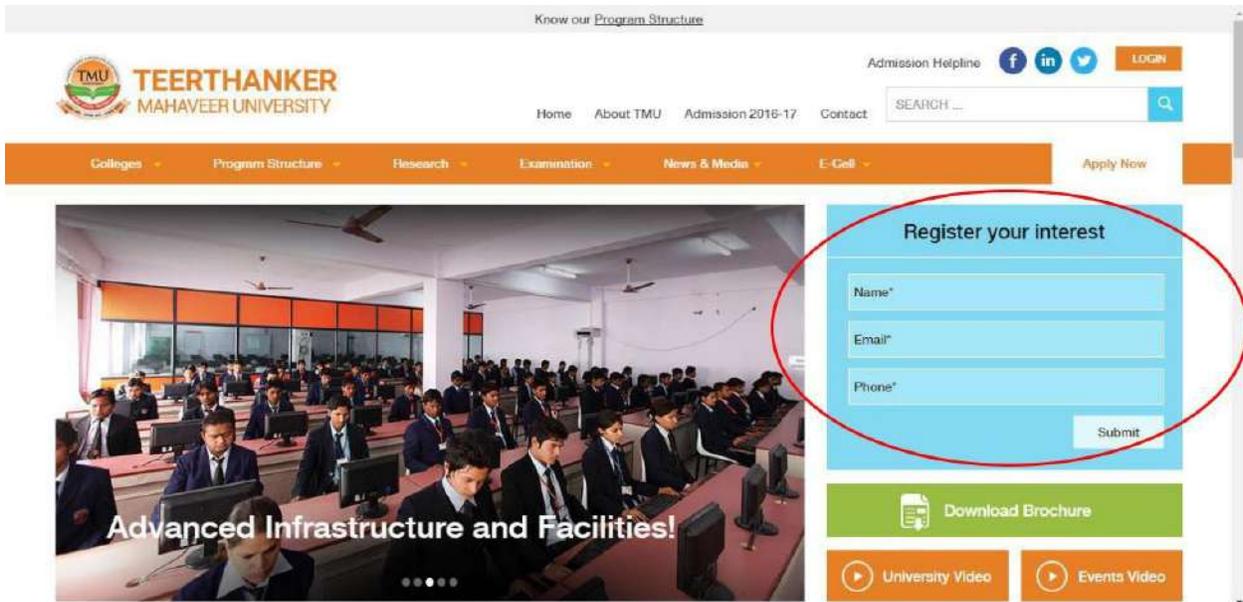
**Step 4:** Once the Counsellor has entered the ID and Password, page for Phone Enquiry and Enquiry will be displayed







The Phone Enquiry Tab will be available both on the Website as well as on the Portal. The Applicant can put the Enquiry directly on the website and the counsellor can view it or the Counsellor can do the Cold Calling and put the phone Enquiry on his/her portal.



The Counsellor can also put the Phone Enquiry on his/her portal as:

The screenshot shows a web browser window with the URL `172.0.1.105:82/Enquiry/Enquiry_Phone.aspx`. The page header features the Teerthanker Mahaveer University logo and a user profile with a 'Welcome!' message and a 'Logout' button. Below the header is a navigation bar with three tabs: 'PHONE ENQUIRY' (selected), 'ENQUIRY', and 'VIEW ENQUIRY LIST'. The main content area is titled 'Phone Enquiry' and contains a form with the following fields:

- Name** (Mandatory, highlighted yellow)
- +91** (Country code)
- 10 Digit Contact Number** (Mandatory, highlighted yellow)
- Course Name** (Dropdown menu, highlighted yellow)
- City Name** (Dropdown menu, highlighted yellow)
- Source Name** (Dropdown menu)
- Religion Name** (Dropdown menu)
- Category Name** (Dropdown menu)
- Sub Religion Name** (Dropdown menu)
- Remarks** (Text area)
- Address** (Text area)

A 'Submit' button is located at the bottom of the form. A note at the top of the form states: '\* Highlighted fields are mandatory'. The footer of the page includes the URL `172.0.1.105:82/Enquiry/Enquiry_Phone.aspx` and the text 'All rights reserved by CorporateServe Solutions Pvt Ltd.'.

Counsellor has to fill all the Mandatory fields which are highlighted as yellow and will submit. These Enquiries will be saved as Phone Enquiries in Microsoft Dynamics Navision Application.

**Step 5:** The Counsellor will then follow up with the Phone Enquiry and will update the details on the Enquiry Page

**Enquiry Form**

\* Highlighted fields are mandatory

Old Enquiry New Enquiry

Enquiry No. Enquiry Date

Applicant Name Course

Contact No. Place

Session Date of Birth

Religion Age

Category Sub-Religion

Gender Nationality

Fee Type Enquirer Name

Father's Name Applicant Relationship

Mother's Name Prequalification

On this page, the counsellor can select the Old Enquiry for which Phone Enquiries have already been created or the user can create a new enquiry without any phone enquiry.

Highlighted fields are the mandatory fields which needs to be filled before submitting the enquiry.

**Step 6:** All the Enquiries can be viewed by the counsellor on the View Enquiry List

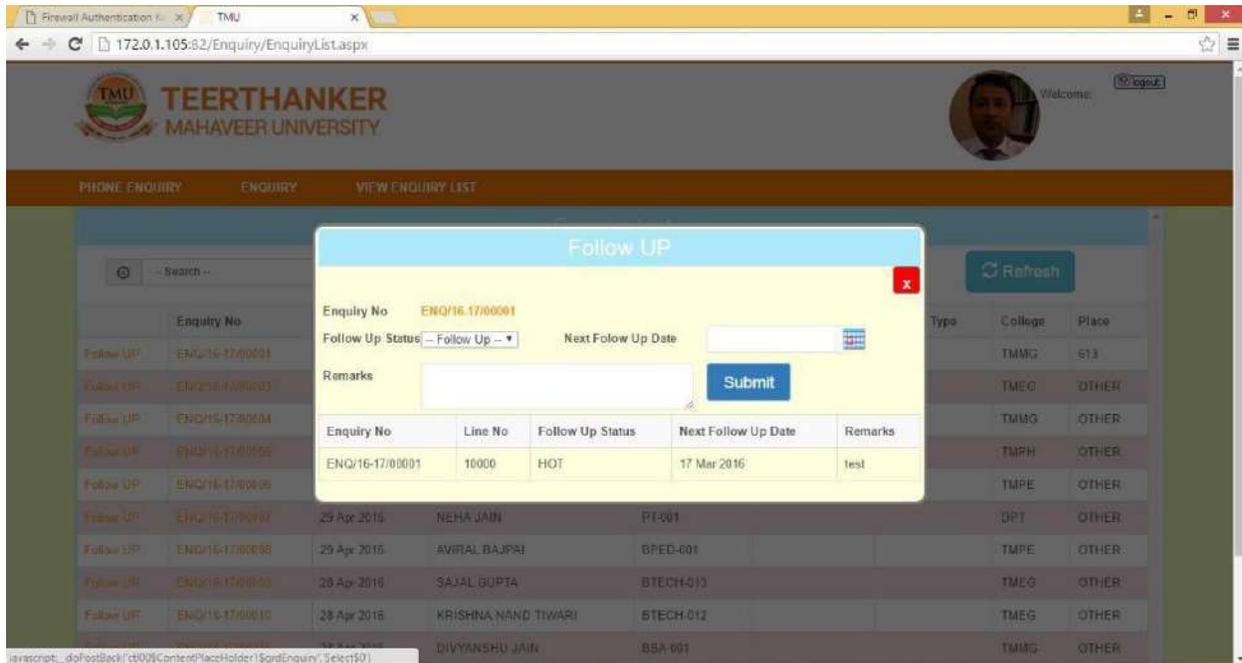
**Enquiry List**

Search Refresh

Enquiry No	Enquiry Date	Applicant Name	Course Code	Fathers Name	Enquiry Type	College	Place
ENQ/16-17/00001	29 Apr 2016	VAISHALI JAIN	BCOM-001		PHONE	TMMG	613
ENQ/16-17/00003	18 Feb 2016	KHUSHBOO GUPTA	BSC-005			TMEG	OTHER
ENQ/16-17/00004	25 Feb 2016	SAHIL AGARWAL	BBA-001			TMMG	OTHER
ENQ/16-17/00005	29 Apr 2016	ABUSHAN KHAN	PHA-001			TMPH	OTHER
ENQ/16-17/00006	29 Apr 2016	TOFEEK AHMED	BPED-001			TMPE	OTHER
ENQ/16-17/00007	29 Apr 2016	NEHA JAIN	PT-001			DPT	OTHER
ENQ/16-17/00008	29 Apr 2016	AVIRAL BAJPAI	BPED-001			TMPE	OTHER
ENQ/16-17/00009	28 Apr 2016	SAJAL GUPTA	BTECH-013			TMEG	OTHER
ENQ/16-17/00010	28 Apr 2016	KRISHNA NAND TIWARI	BTECH-012			TMEG	OTHER
ENQ/16-17/00011	28 Apr 2016	DIVYANSHU JAIN	BBA-001			TMMG	OTHER

For all the Enquiries, counsellor can do the Follow ups on clicking the “Follow Up” in the list.

This will open a screen where counsellor can enter the follow up details.



All the data will be saved in the Microsoft Dynamics Application also.

The Admission Head or any user who will have the rights to access the Microsoft Dynamics Application can view the Enquiries on the Application.



Open the  installed on the system. It will ask for your USERID and Password.

**Step 7:** On the Role Center Page, one can view all the Activities related to Admission

First of all we will setup in admission related for pre-qualification basis. We will click on any course and click on edit button and go to **Navigate** and see **Set Stage 1 Formula** and fill pre qual. For particular course. I have attached screen in below.

Edit - Course List

HOME NAVIGATE TMMT SOCIETY

New Edit View View List Edit List Delete Show as List Show as Chart OneNote Notes Links Refresh Clear Filter Find

Course List - Type to filter (F1) Code No filters applied

Code	Description	Short Course Desc...	Graduation	Duration of...	Department...	Degree Code	Enr...	Capacity	Present St...	Number of ...	College Code	Course Cod...	Enrollment ...	Col
BA-001	B.A. (SPECIALIZATION IN JAINOLOGY)	BA (Jain)	UG	3Y			<input type="checkbox"/>	20	0	0	TMMG		ENRBA-001	TM
BA-002	B.A. JOURNALISM & MASS COMMUNIL...	B.JMC	UG	3Y	JMC		<input type="checkbox"/>	60	167	6	TMJM	01	ENRBA-002	TM
BA-003	BA-BACHELOR OF ARTS	BA (Arts)	UG	3Y			<input type="checkbox"/>	30	5	1	SPPM	01	ENRBA-003	SPM
BARCH-001	B.ARCH (BACHELOR OF ARCHITECTURE)	B.Arch	UG	5Y			<input type="checkbox"/>	40	148	10	TMAR	01	ENRARC-001	TAR
BBA-001	BBA	BBA	UG	3Y			<input type="checkbox"/>	240	569	0	TMMG	01	ENRBA-001	TM
BBA-002	BBA (BRAND MANAGEMENT & COMM...	BBA (I)	UG	3Y			<input type="checkbox"/>	40	40	6	TMMG	26	ENRBA-002	TM
BBA-003	BBA (IN COLLABORATION WITH RELIA...	BBA (I)	UG	3Y			<input type="checkbox"/>		0	0	TMMG		ENRBA-003	TM
BCA-001	BCA	BCA	UG	3Y			<input type="checkbox"/>	300	621	0	TMCT	01	ENRBA-001	TCA
BCA-002	BCA (MOBILE APPLICATION & WEB TE...	BCA (I)	UG	3Y			<input type="checkbox"/>	30	0	0	TMCT	02	ENRBA-002	TCA
BCOM-001	B.COM (HONS)	B.Com (Hons)	UG	3Y			<input type="checkbox"/>	120	293	6	TMMG	09	ENRBA-001	TM
BCOM-002	B.COM (PASS)	B.Com (Pass)	UG	3Y			<input type="checkbox"/>	60	149	6	TMMG	19	ENRBA-001	TM
BDS-001	BDS (BACHELOR OF DENTAL SURGERY)	BDS	UG	5Y			<input type="checkbox"/>	100	427	0	TMDC	01	ENRBA-001	TDA
BED-001	B.ED.	B.Ed	UG	2Y			<input type="checkbox"/>	100	70	0	TMED	01	ENRBA-001	TED
BELED-001	B.ELED (BACHELOR OF ELEMENTRY E...	B.ELED	UG	4Y	FOE		<input type="checkbox"/>	50	0	0	TACE			
BFA-001	BFA (BACHELOR OF FINE ARTS)	BFA	UG	4Y			<input type="checkbox"/>	40	108	8	TMFA	01	ENRBA-001	TFA
BPED-001	BACHELOR OF PHYSICAL EDUCATION	BPED	UG	2Y			<input type="checkbox"/>	50	32	0	TMPE	03	ENRBA-001	TPE
BSC-001	B.SC -HONS (COMPUTER SCIENCE)	B.Sc (CS)	UG	3Y			<input type="checkbox"/>	120	205	0	TMCT	08	ENRBA-001	TCA
BSC-002	B.SC (ANIMATION)	B.Sc (Animation)	UG	3Y			<input type="checkbox"/>	30	72	0	TMCT	07	ENRBA-001	TCA
BSC-003	B.SC-HONS (MATHEMATICS)	B.Sc (Mat)	UG	3Y			<input type="checkbox"/>	60	96	0	TMEG	29	ENRBA-001	TEN

OK

Edit - Course Card - BARCH-001

HOME NAVIGATE TMMT SOCIETY

Set Stage1 Formula Set Stage2 Formula Section Course Subjects Course CBCS Subjects Course Course Semester Course Year Course Wise Faculty

Set Stage1 Formula

General

Code: BARCH-001

Description: B.ARCH (BACHELOR OF ARCHITECTURE)

Short Course Description: B.Arch

University: TMU

College Code: TMAR

Session: 16-17

Type Of Course: Semester

Final Semester Code: I

Final Years Course:

Graduation: UG

Department Code:

Grace Marks: 0.00

Degree Code:

Duration of Years: 5Y

Number of Semesters: 10

Capacity: 40

Present Strength: 148

Department Code:

College Code Enrollment No.: TAR

Course Code Enrollment No.: 01

Last Stage1 Generated List No.: 0

USIN No.: 154

Last Stage2 Generated List No.:

Credit Required: 0

Optional Pre Qualification:

Detainee %: 75

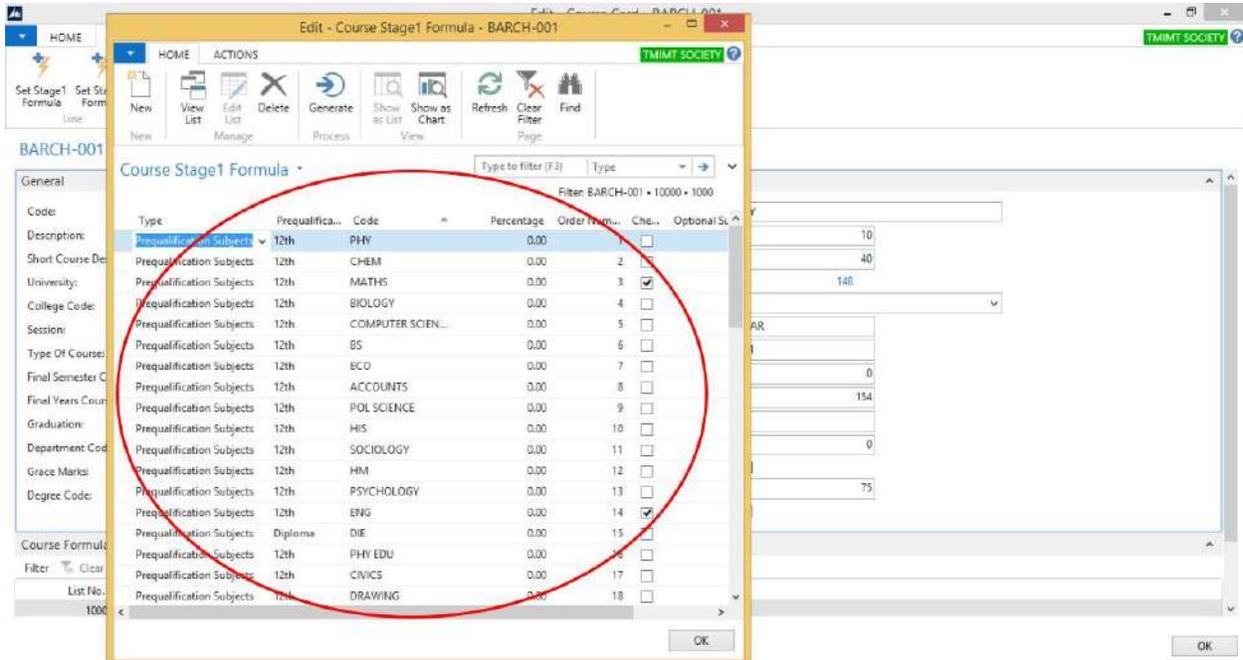
Course Dropped:

Course Formula History

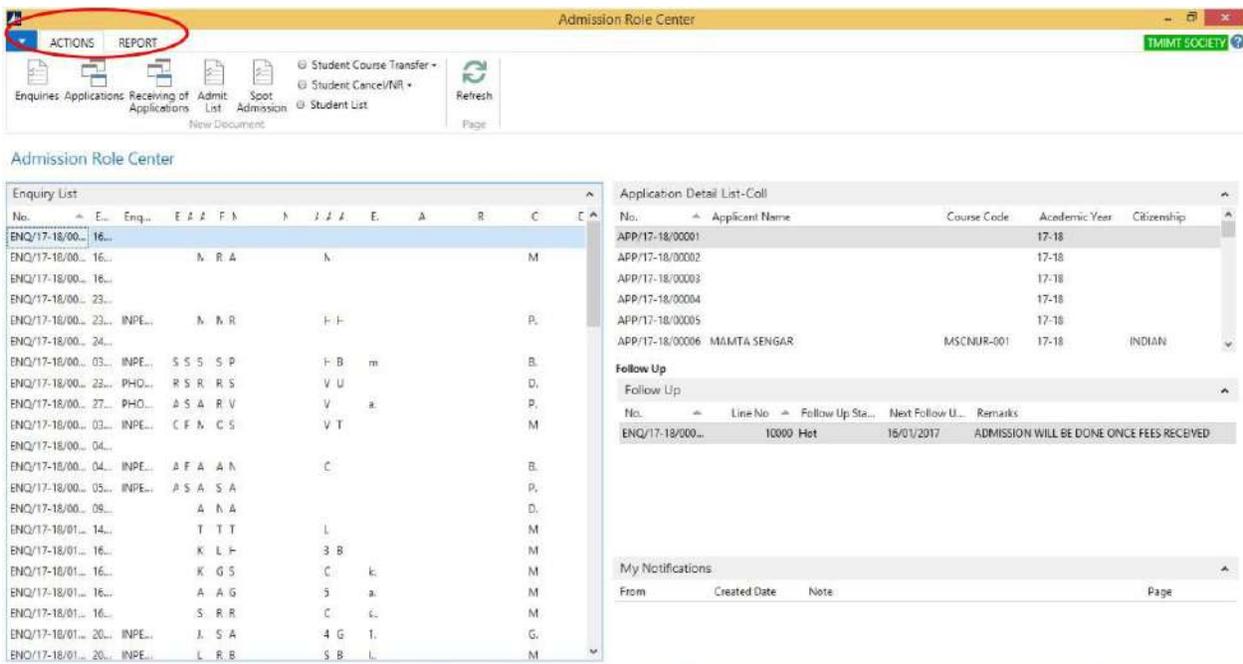
Filter Clear Filter

List No.	Stage1 For...	Stage2 For...	Interview S...
1000	(PHY=0),ICHE		

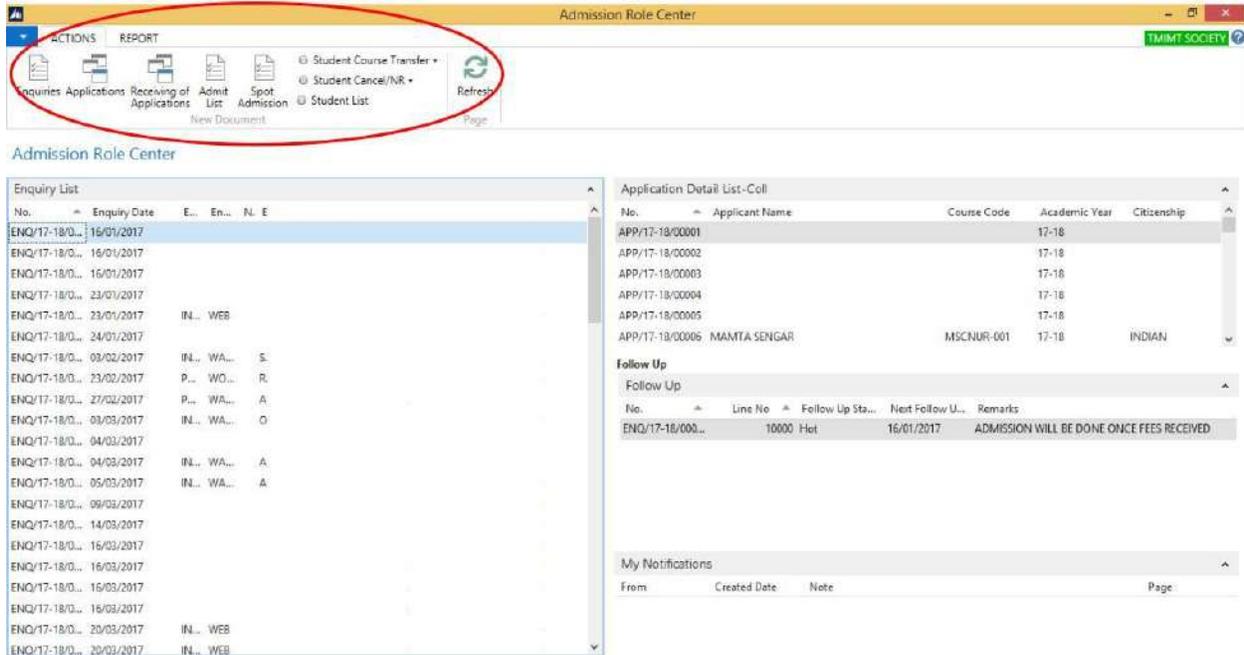
OK



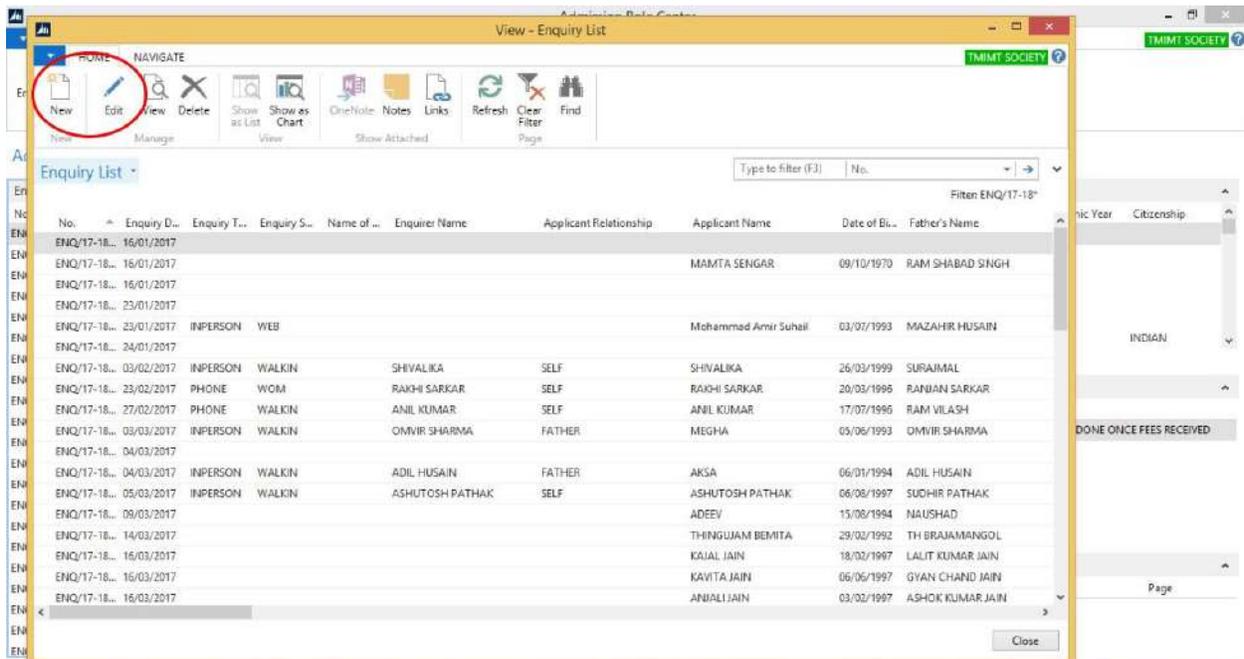
This is Admission role center page for counsellor. Screen would show two tabs: "ACTION" and the other as "REPORT".

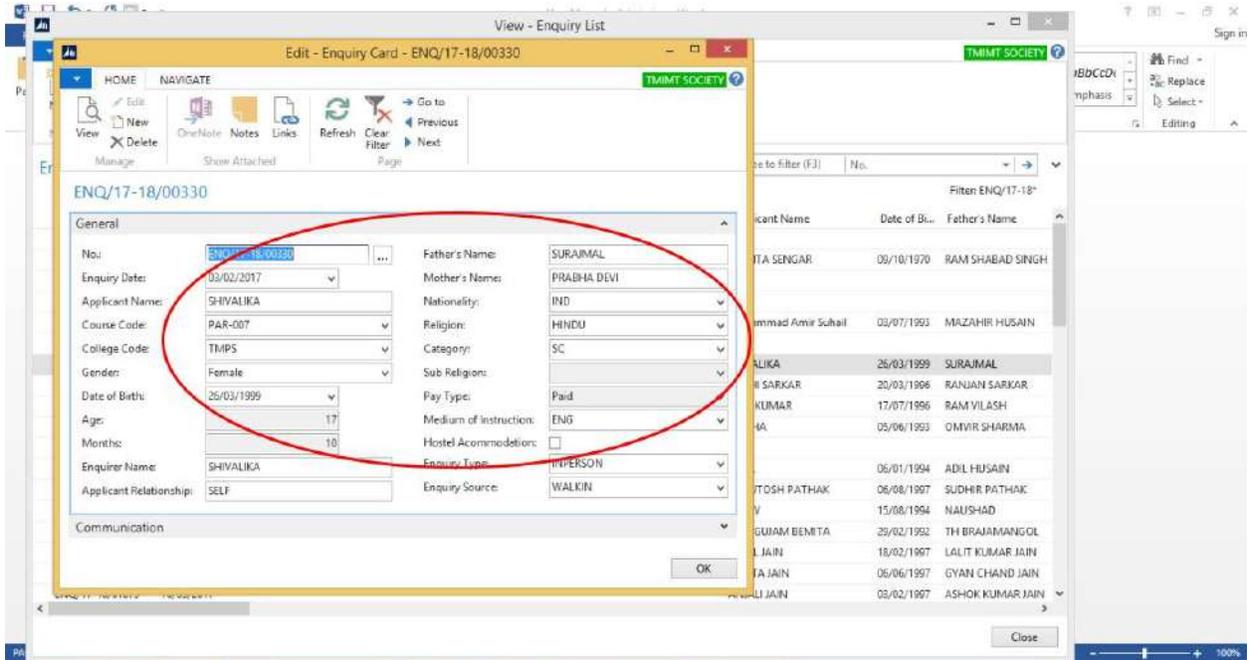


Action Tab will show all the Enquiries, Applications (Bothe Online & Offline), and Admission List which will show all the applicants who are eligible for Admissions.



This is Enquiry page for fill any enquiry for admission. Click on New Button and fill details as Name, course name, date of birth etc.





After filling the enquiry, then go to sale of application page and click on new button and fill course code then next step show all name which has been interested this particular course then we select on any name and automatic fill details in application form which was filled in enquiry page. After filling the mandatory fields in application page then go to **Post** button.

The “Applications” would have all the Applications whose payments are received by the Counsellor/Fee Person.

View - Sales Application List

NAVIGATE

HOME

NEW

EDIT

VIEW

DELETE

SHOW AS LIST

SHOW AS CHART

ONE NOTE

NOTES

LINKS

REFRESH

CLEAR FILTER

FIND

Filter: APP/17-18\*

No.	Applicant Name	Academic Year	Enquiry No.	Course C...	Semester	Section	Fee Class...	Applicati...
APP/17-18/00001		17-18					GEN	
APP/17-18/00002		17-18						
APP/17-18/00003		17-18						
APP/17-18/00004		17-18						
APP/17-18/00005		17-18						
APP/17-18/00008		17-18					GEN	
APP/17-18/00009		17-18						
APP/17-18/00013	SNEHASIS DALAL	17-18	ENQ/17-18/00749	MBBS-001				
APP/17-18/00014	Ashu	17-18	ENQ/17-18/00772	BA-001				
APP/17-18/00015	kanchan panday	17-18	ENQ/17-18/00570	MS-005				
APP/17-18/00016	Sarthak Jain	17-18	ENQ/17-18/00790	BTECH-001				
APP/17-18/00017	SHARAN SHAH	17-18	ENQ/17-18/00349	PAR-007				
APP/17-18/00018	SHUBHAM KISHORE	17-18	ENQ/17-18/00809	BTECH-013				
APP/17-18/00019	ANAS KHAN	17-18	ENQ/17-18/00824	BTECH-014				
APP/17-18/00021		17-18					GEN	
APP/17-18/00022	rohini SHARMA BHARDWAJ	17-18	ENQ/17-18/00853	PHD-006				
APP/17-18/00024	KIRTI RANJAN	17-18	ENQ/17-18/00359	MD-010				
APP/17-18/00025	KIRTI RANJAN	17-18	ENQ/17-18/00890	MS-004				
APP/17-18/00026	AKSHAT GAUR	17-18	ENQ/17-18/00900	BTECH-015				
APP/17-18/00027		17-18						

Close

Edit - Sales Application Card - APP/17-18/00014

NAVIGATE

HOME

Certificate

Application Details Form

Prequalification Details

VIEW

EDIT

NEW

DELETE

POST

ONE NOTE

NOTES

LINKS

REFRESH

CLEAR FILTER

GO TO

PREVIOUS

NEXT

APP/17-18/00014

General

No.: APP/17-18/00014

Prospectus No.: PROS/17-18/00113

Course Code: BA-001

Enquiry No.: ENQ/17-18/00772

Applicant Name: Ashu

Date of Birth: 31/12/1978

Gender: Male

Religion: HINDU

Category: GEN

Sub Religion:

Pay Type:

Disability:

Application Status:

Resident Status: Village

Marital Status: Married

Mother Tongue: HINDI

Applicant Image:



Blood Group:

Nationality: IND

Application Cost:

Mode of Payment: ONLINE

Cheque / DD No. / Account No.:

Cheque / DD Date / Date:

Bank Name:

Links

Link Address

Descri

OK

Counsellor will fill the Application Details and prequalification subject details on the Application Form. This can be printed out by the tab “Application Details Form”

The same application form is also provided on the TMU Website as “Apply Now”.



Application Form

1. Generate Enquiry No    2. Fill Application Form

Generate Enquiry No

\*Name    Applicant Name    \*Course    -- Course Name --

\*Mobile No    +91    [ ]    Generate No

Applicant can directly apply there and can do the payment online.

All the entries will be displayed on Microsoft Dynamics Application.

**Step 9:** The Fee Collection User will receive the applications and provide a receipt to the applicant for the payment done.

No.	Applicant Name	Course C...	Applicat...	Registration ...	Date of S...
APP/17-18/00001					16/01/2017
APP/17-18/00002					16/01/2017
APP/17-18/00003					16/01/2017
APP/17-18/00004					16/01/2017
APP/17-18/00005					16/01/2017
APP/17-18/00006	MAMTA SENGAR	MSCNUR...	Received	600.00	16/01/2017
APP/17-18/00007	Mohammed Amir Suhail	PHA-006	Received	600.00	23/01/2017
APP/17-18/00008					24/01/2017
APP/17-18/00009					24/01/2017
APP/17-18/00010	SHIVALIKA	PAR-007	Received	600.00	03/02/2017
APP/17-18/00011	RAKHI SARKAR	PHA-001	Received	600.00	23/02/2017
APP/17-18/00012	ANIL KUMAR	PHA-006	Received	600.00	27/02/2017
APP/17-18/00013	SNEHASIS DALAL	MBES-0001			
APP/17-18/00014	Achu	BA-001			
APP/17-18/00015	kanchan panday	MS-005			
APP/17-18/00016	Sarthak Jain	BTECH-001			
APP/17-18/00017	SHARAN SHAH	PAR-007			
APP/17-18/00018	SHUBHAM KISHORE	BTECH-013			
APP/17-18/00019	ANAS KHAN	BTECH-014			
APP/17-18/00020	VIBHOO SHARMA	BBA-002	Received	600.00	03/03/2017

100% Find Next



### Application Fee Receipt

Office Copy

**Receipt No.** : APPLPAY/16-17/00004  
**Application No.** : APP/16-17/00023  
**Applicant Name** : SAURABH SHARMA  
**Father's Name** : S SHARMA  
**Course** : B.PHARM.  
**Application Cost** : 600  
**Date of Receipt** : 06-05-2016

---



### Application Fee Receipt

Applicant Copy

**Receipt No.** : APPLPAY/16-17/00004  
**Application No.** : APP/16-17/00023  
**Applicant Name** : SAURABH SHARMA  
**Father's Name** : S SHARMA  
**Course** : B.PHARM.  
**Application Cost** : 600

**Step 10:** Once the person has qualified all the eligibility criteria and paid the application cost, the counsellor will admit the student

View - Admit List - Coll

HOME NAVIGATE

New Edit View Delete Show as List Show as Chart OneNote Notes Links Refresh Clear Filter Find

Admit List - Coll

Type to filter (F3) No. Filter: APP/17-18\*

No.	Applicant Name	Session	Course C...	Semester	Section	Allo...	Admisio...	Date of Bl...	Father's Name	Mother's Name	Citizenship	Address1	Address2
APP/17-18/00083	VAMINI CHANDALA	17-18	MBBS-0001			<input type="checkbox"/>			BHUPENDRA C...		INDIAN		
APP/17-18/00116	RAGINI YADAV	17-18	PAR-006			<input type="checkbox"/>		15/08/1997	NAGENDRA YA...	Vijay lalmi devi	INDIAN	C/O- RAMMAN YADAY, SE...	
APP/17-18/00148	MOHD SHAFEE	17-18	INT-004			<input type="checkbox"/>		18/06/1998	MOHD RAFI	BEENA PARVEEN	INDIAN	KALA KHERA HASANPUR A...	AMROHA
APP/17-18/00181	SHASHANK KUMAR	17-18	NUR-005			<input type="checkbox"/>		11/04/2000	KRISHANPAL SL...	MITHLESH KUM...	INDIAN	VILL-SEVAPUR, TEHSIL-SA...	
APP/17-18/00203	STUTI JAIN	17-18	MD-008			<input type="checkbox"/>		20/05/1995	SK JAIN	NEERU JAIN	INDIAN	SPANDAN CARE JASINGHP...	
APP/17-18/00291	ashutosh	17-18	BBA-001			<input type="checkbox"/>		03/01/1980	GG	MM	INDIAN	ASA	
APP/17-18/00305	SAURAV KUMAR	17-18	BSC-006			<input type="checkbox"/>		15/10/1998	NAVIN KUMAR	BULBUL DEVI	FOREIGN	AT-NEW PROFESSOR COLO...	
APP/17-18/00310	HARSHIT SINGH	17-18	BCA-001			<input type="checkbox"/>		06/06/1998	RAJ KUMAR SIN...	ARCHANA SINGH	INDIAN	H.NO-59,DEEP NAGAR, PH...	
APP/17-18/00317	HARSHIT SINGH	17-18	BCA-001			<input type="checkbox"/>		06/06/1998	RAJ KUMAR SIN...	ARCHANA SINGH	INDIAN	H.NO-59,DEEP NAGAR, PH...	
APP/17-18/00326	tejveer singh	17-18	BBA-001			<input type="checkbox"/>		23/08/1999	MANMOHAN SI...	ASHMEET KAUR	INDIAN	227,BP COLONY CIVIL LINES	
APP/17-18/00341	AKSHAT JAIN	17-18	BCA-001			<input type="checkbox"/>		19/03/2000	SANJAY KUMAR...	SHALINI JAIN	INDIAN	JAIN NAGAR BAH	
APP/17-18/00342	Muskan singhal	17-18	MBBS-0001			<input type="checkbox"/>		02/02/1999	Mr.naresh singhal	Mrs.geeta singhal	INDIAN	H-3 leela homes	
APP/17-18/00373	JAGRITI SARKAR	17-18	MBBS-0001			<input type="checkbox"/>		09/06/1999	MANORANJAN ...	REETA SARKAR	INDIAN	WARD NO 4	
APP/17-18/00380	Sourav kumar	17-18	BSC-006			<input type="checkbox"/>		15/10/1998	NAVIN KUMAR	BULBUL DEVI	INDIAN	AT-NEWPROFESSOR COLO...	
APP/17-18/00382	JAHANNY SHARMA	17-18	BSC-006			<input type="checkbox"/>		25/09/1999	SHASHI KUMAR ...	POONAM SHAR...	INDIAN	C/ SUBASH SHARMA,NAYA...	
APP/17-18/00393	KHUSHI JAIN	17-18	PAR-004			<input type="checkbox"/>		19/10/1999	Rakesh Kale	Kalpana Kale	INDIAN	309,SANMATI,Indre Nager,J...	
APP/17-18/00394	RAHUL JAIN	17-18	BCA-001			<input type="checkbox"/>		01/07/2000	MUKESH JAIN	DEEPA JAIN	INDIAN	RAMLILA GROUND	
APP/17-18/00411	Debolina Kar	17-18	PAR-007			<input type="checkbox"/>		17/04/1999	Debjyoti Kar	Shuvra Kar	INDIAN	Bhangagarh, Dinesh Ojha Pa...	
APP/17-18/00493	YOGENDRA SINGH	17-18	BPED-001			<input type="checkbox"/>		13/07/1995	MAHA SINGH	SHANTI DEVI	IND		RAMPUR

Close

APP/17-18/00083

**General**

No.: APP/17-18/00083  
 Applicant Name\*: YAMINI CHANDALA  
 Course Code\*: VUBS-C001  
 Gender\*: Female  
 Date of Birth\*:  
 Religion\*: HINDU  
 Quota/Category\*: GEN  
 Sub Religion\*:  
 Pay Type\*:  
 Nationality\*: IND  
 Type Of Course\*: Semester  
 Semester\*:  
 Year\*:  
 Section\*:  
 Fee Classification Code\*: GEN  
 Allotted: Fee Classification Code\*:  
 Session\*:  
 Blood Group\*:  
 Prospectus No.: PROS/17-18/00043  
 Discount Applicable:  
 Reason:  
 Admitted:  
 Skip Prequalification:  
 Transport Accommodation:  
 Hostel Accommodation:

**Family Information**

Father's Name\*: BHUPENDRA CHANDALA  
 Mother's Name\*:  
 Guardian Name\*:  
 Address To\*:  
 Parents' Guardians Education:  
 Father's Qualification:  
 Mother's Qualification:  
 Parents' Guardians Income:

OK

APP/17-18/00083

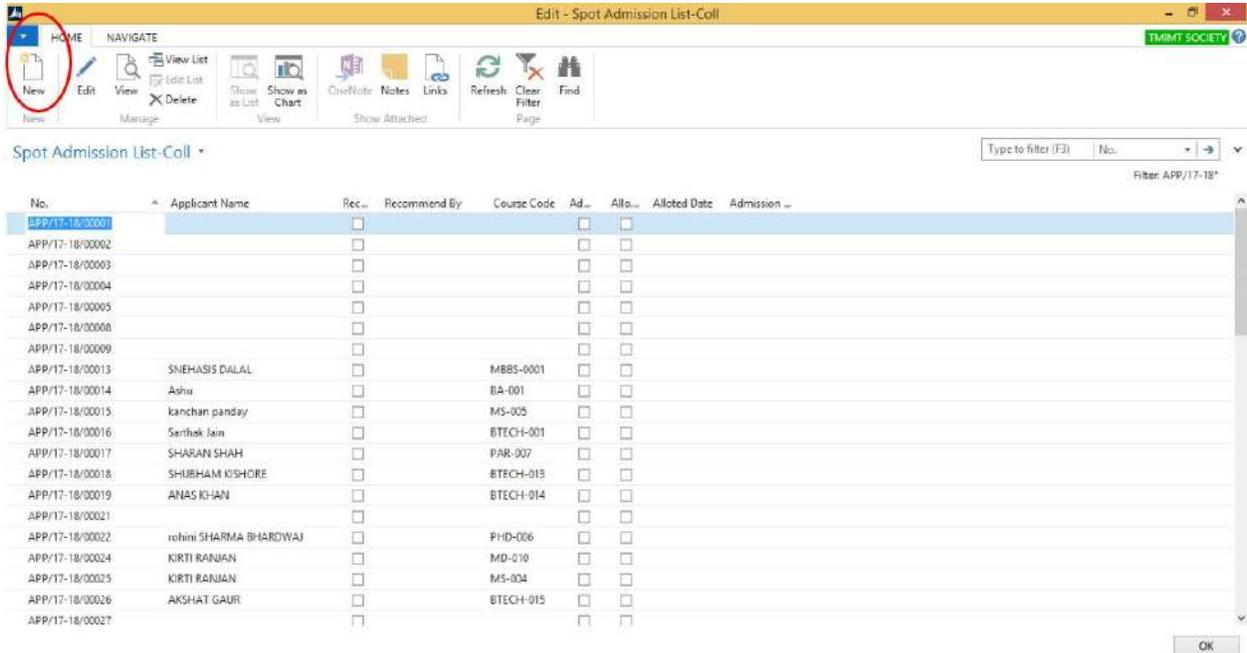
Appl Prequal Marks List - COL

Type to filter (F3): Qualification Filter: APP/17-18/00083

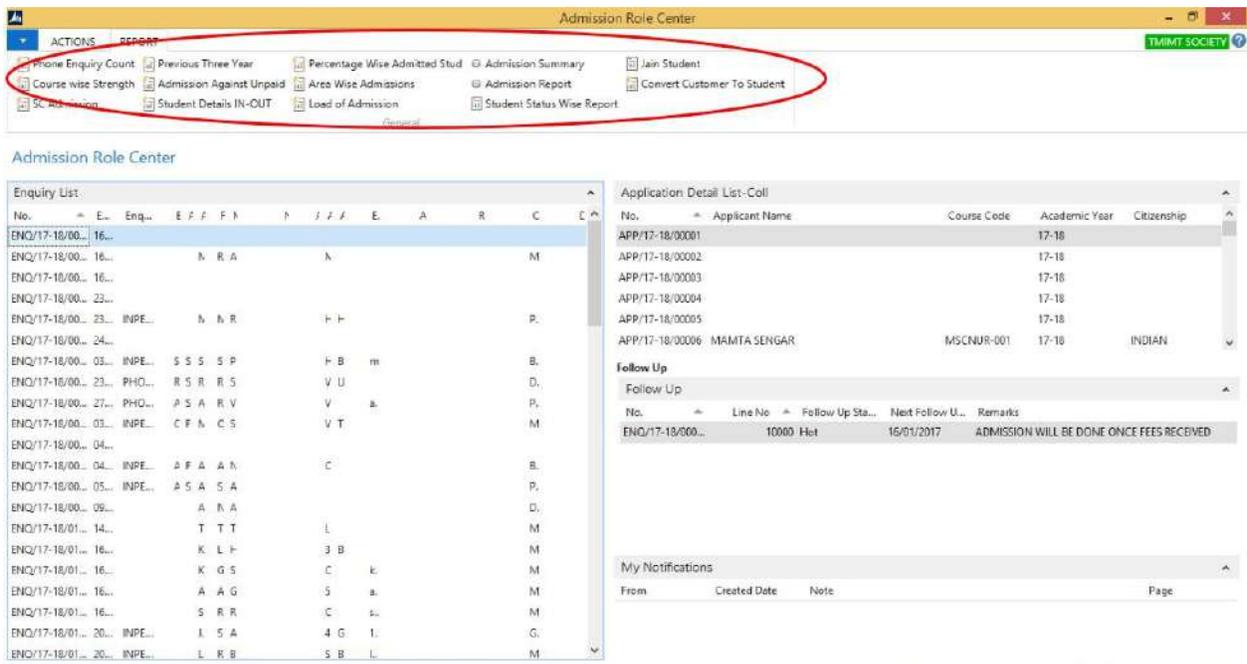
Qualifi...	Stream	Description	Year of pas...	School/ College Name	Name of Board/Univ.	Maximum	Mark Obtained	Percentage	Overall Percent...
							0.00		0.00

OK

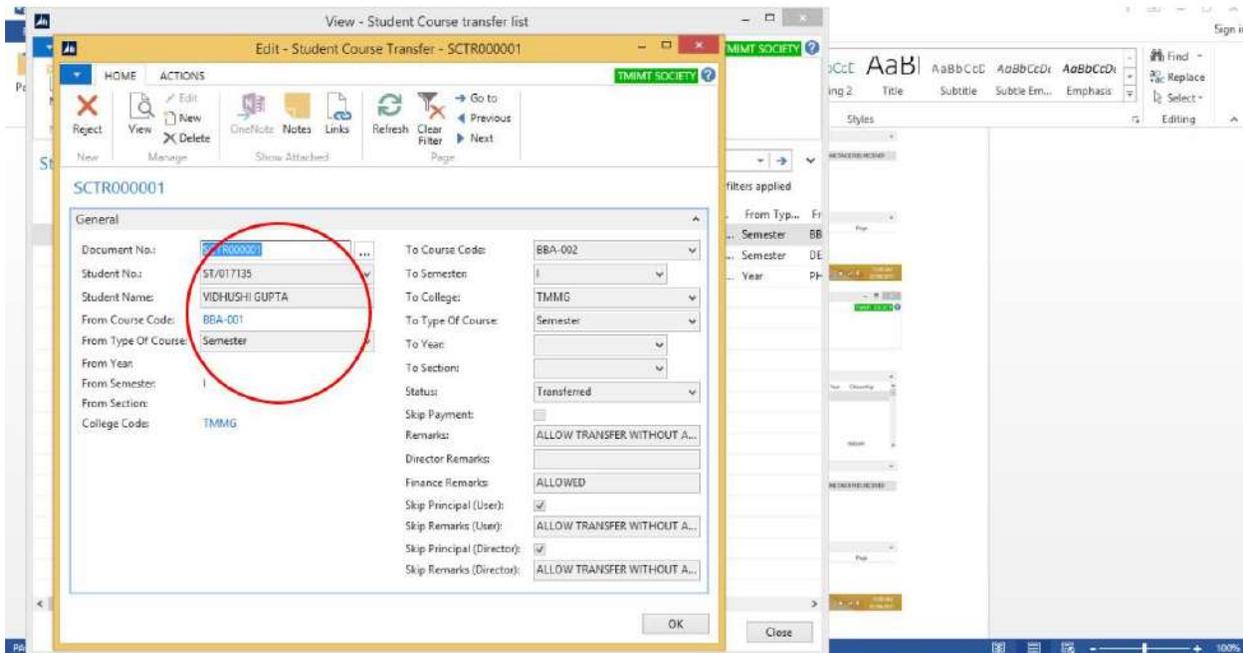
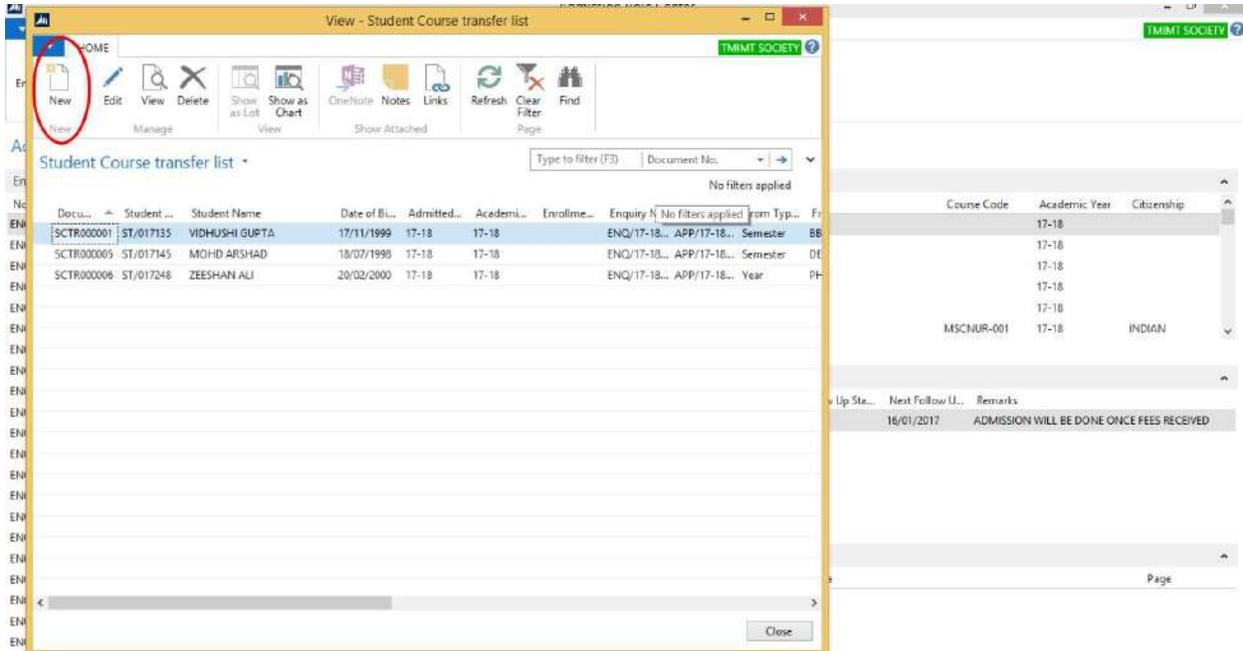
**Step 11:** The User can also do the admission on spot without going through the Enquiry to Application Process. Prequalification marks needs to be added at the same time for checking the eligibility.



**Step 12:** The Reports can be viewed on the Report Tab placed on the Dashboard.



**Course Transfer:** This is process for any course transfer in same college and another college. It is process for 5 level approval and final approving by finance department. It is chargeable basis and auto reflect in fee department for transfer fee if any.



**Student Cancel:** This process for admission cancel/deactivate. It is 4 level approval. We will click on new button and select student which we cancel them. First user create this entry and fill details after that send to approval.

