Academics / Verticals:

Here you will get the listing on all the verticals added earlier in the form of cards.

How to add and assign:
-Click on Add vertical
-Fill the name of vertical
-Short Name of the vertical
-Type of vertical whether it is online, offline distance
-Choose whether you want to show this vertical on the website and app or not.
-Upload the logo
-Click on save button

Here you will get 4 options to manage the verticals individually:

Edit: In this option you can edit the details managed by you earlier for the vertical.

Content: Manage the content of the vertical which will be visible on the dedicated vertical page available on the website.

Configuration:
-Manage the mode of fee acceptable in the vertical whether it will be full payment, semester wise or annually. We can select all of these options also, if you want to give the multiple options to students.
-Manage the sharing amount type over here whether it will be in percentage or in terms of amount.
-Manage the suffix and prefix of student ID and User ID for the vertical.
-Manage the beneficiaries and mode for the offline payments. We can manage the applicability, in case of exception.

Application form Designer: Here we can manage the application form for the vertical on the basis of custom fields added by us. You can manage the custom fields too.

Setting / Admissions / Admission type:

How to add: click on Add Admission Type, then select the vertical and fill the name of the admission type.

All the admission types will be visible in the table.

Setting / Admissions / Paper type:

How to add: click on Add Paper Type, then select the vertical and fill the name of Paper type.

All the paper types will be visible in the table.

Setting / Admissions / Modes:

How to add: click on Add Mode, then select the vertical and fill the name of Mode.

All the Modes will be visible in the table.

Setting / Admissions / Fee Structures:

How to add: click on Add Fee Structure, then select the vertical and fill the name of the fee structure.

Select the applicability whether you want to apply that fee head on new admission punch, for all the semester or a specific type of admission type only.

Then, Define the sharing criteria whether you want to give the sharing on that fee head or not.

Then, in constant choose 'yes' if the amount of this fee head will be fixed for all the users in any specialization. If it varies, then choose 'No'.

All the Fee structures(heads) will be visible in the table.

Setting / Admissions / Schemes:

How to add: click on Add Scheme, then select the vertical and fill the name of Scheme and select the fee structures possible in that scheme.

All the paper types will be visible in the table.

Setting / Admissions / Admission Sessions:

How to add: click on Add Admission Session, then
select the vertical
Select the Month and Year
Select the admission type, select the scheme according to that admission type and select the start date for the same.

All the Admission Sessions will be visible in the table.

Setting / Admissions / Eligibility Criteria:

How to add: click on Add Eligibility Criteria, fill the name of the Eligibility Criteria and then select the verticals.

All the Eligibility Criteria will be visible in the table.

Setting / Admissions / Student Status:

Here you can see all the stages of student applications which are fixed to manage the students in the software.

Setting / Leads / Sources:

How to add: click on Add Source, fill the name of the source and click on save button.

All the Sources will be visible in the table.

Setting / Leads / Sub-Sources:

How to add: click on Add Sub-Source, select the source and fill the name of the sub-source, then click on save button.

All the Sub-Sources will be visible in the table.

Setting / Leads / Stages:

How to add: click on Add Stage, fill the name of the stage, then click on save button.

Note: You can select the initial stage where lead will land initially in the software and final stage which will confirm the lead stage conversion into application.

All the Stages will be visible in the table.

Setting / Leads / Sub-Stages:

How to add: click on Add Sub-Stage, select the stage and fill the name of the sub-stage, then click on save button.

All the Stages will be visible in the table.

Setting / Leads / Custom Fields:

How to add: click on Add Custom Field, fill the name of the custom field, then select one of the field types according to the data you want to capture in this field, then select yes or no whether you want compulsion for this field or not..

All the Custom Fields will be visible in the table.

Academics / Departments:

How to add: click on Add Department, fill the name of the Department, then select the Languages preferred for this department and then choose whether you want to show this department on the website or not.

-In the vertical column, by clicking on the transparent plus button can assign the verticals to the departments.

-By clicking on the solid blue colour plus button(Left side of the department name in the table), you will be able to update the department details and content of the department on the dedicated website page for this department.
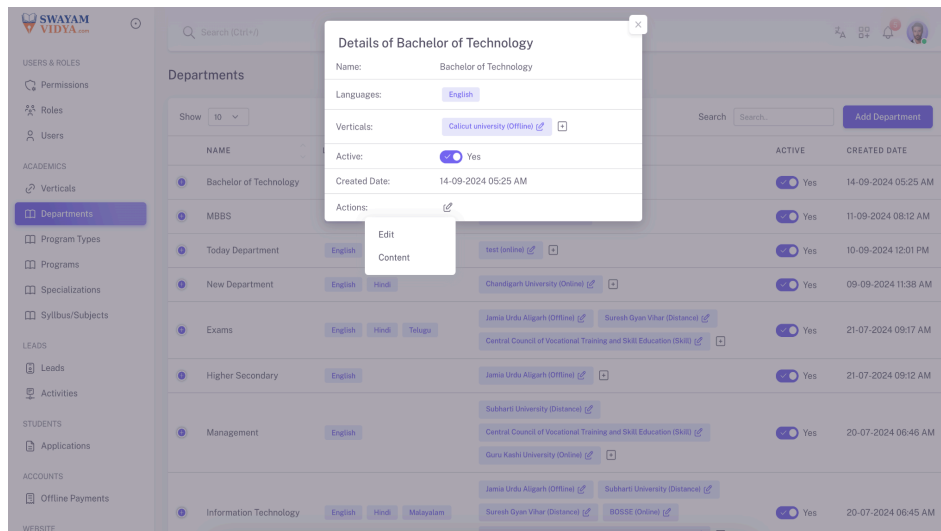

All the Departments will be visible in the table.

Academics / Program Type:

How to add: click on Add Program Type, fill the name of the Program Type, select the departments(can be multiple) and then manage whether you want to show the program type on the website or not.

Assignation: On click of plus button in Department-Vertical Column in the table, can assign the department and vertical with program type.
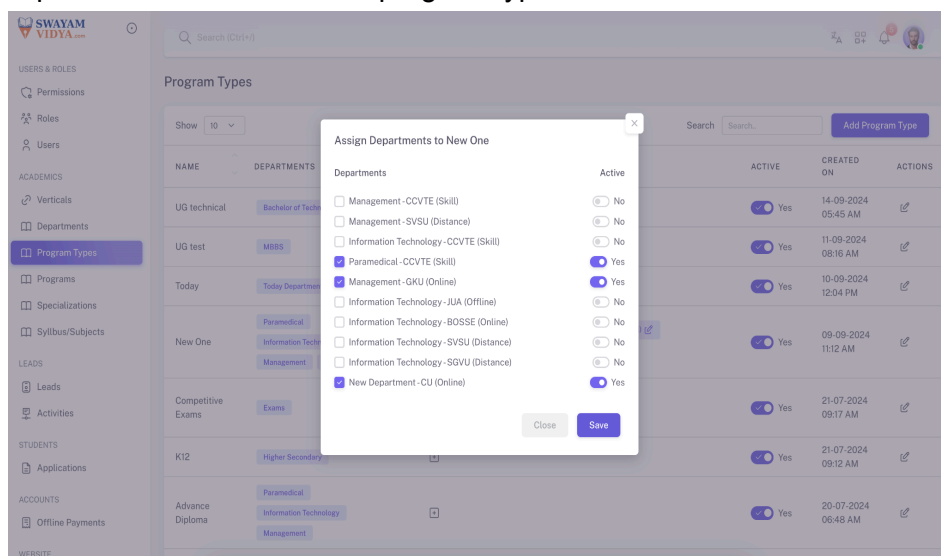
On Click of edit button in the Action column, can edit the program type and can manage the content of the dedicated page for the program type available on the website.

All the Program Type will be visible in the table.

Academics / Program:

How to add: click on Add Program, Fill the name of Program, short name of program along with the required data given below:
Program type
Departments
Required Eligibility Criteria
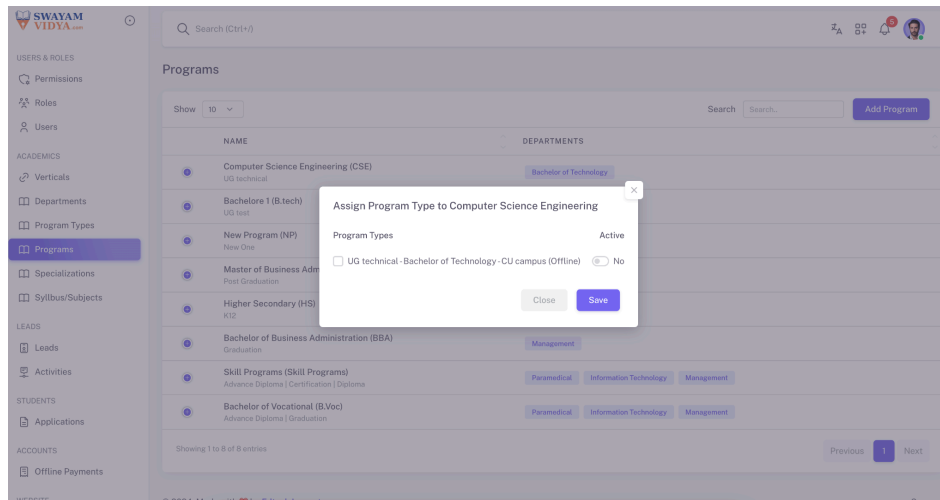Optional Eligibility Criteria
Whether you want to show on website or not
Duration of program(for information purposes only)

By clicking on the solid blue colour plus button(Left side of the program name in the table), you will be able to assign the vertical to that program by clicking on transparent plus button in front of vertical option on pop-up.

edit the program details and content of the program on the dedicated website page for this program.
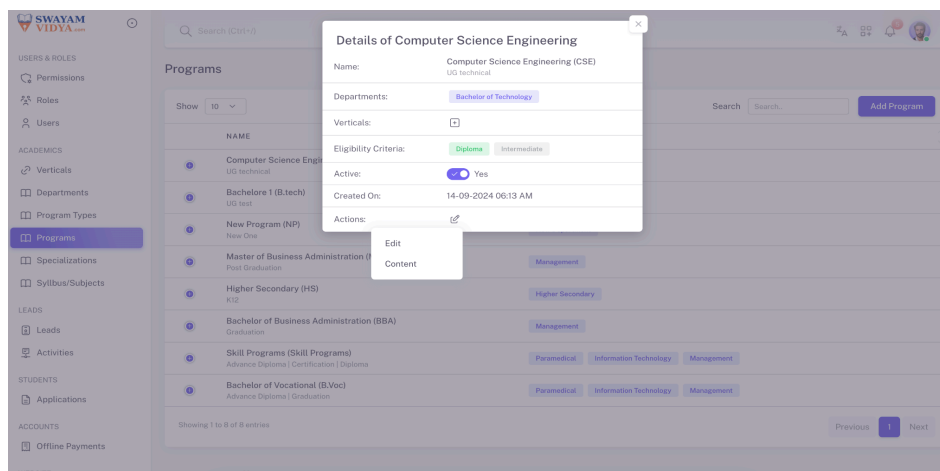
All the Programs will be visible in the table.

Academics / Specialization:

How to add: click on Add Specialization, Fill the name of Specialization along with the required data given below:
Whether you want to show on website or not
Department
Program
Program type
Mode
Minimum Duration and maximum duration of the specialization
Required Eligibility Criteria
Optional Eligibility Criteria

Assignation:
Click on the transparent plus button in Vertical column:
Step 1: Fee Assignation according to scheme.
(Click on scheme, update the fee in available fee heads then click on save button)

Step 2: Click on three dots, then click on configure:
Select the admission types in which specialization will be available and select the following:
-Admission Duration
-then select the optional and required eligibility criteria for this specific specialization.

Click on three dots again and then click on the Content option. Here can manage the specialization content for the dedicated page available on the website.