

	Department - Software	Min reqd	1.1.21	2.1.21	3.1.21	4.1.21	5.1.21	6.1.21	7.1.21	8.1.21	9.1.21	10.1.21	11.1.21	12.1.21	13.1.21	14.1.21	15.1.21	16.1.21	17.1.21	18.1.21	19.1.21	20.1.21	21.1.21	22.1.21	23.1.21	24.1.21	25.1.21	26.1.21	27.1.21	28.1.21	29.1.21	30.1.21
Daily	1 Walk-in Register	40																														
	2 Managers leads	20																														
	3 Enquiry Follow-up - No	80																														
	4 Enquiry Follow-up - Yes	40																														
	5 Comparing Just dial Leads Entered in CMIS	30																														
	6 New admission Journey remarks entry	20																														
	7 Pending Batch Schedule	30																														
	8 Students Attendance Online & Regular	80																														
	9 Employee Attendance	30																														
	# Other Income - Advance, Balance, class use renting & others	120																														
	# Cross check online bill generation & settle unrecognised deposit	20																														
	# Online new joinee ID creation, timings allotment	20																														
	8hrs, 50min	530																														
Weekly	1 Data Check up - Name, Age, Gender, Contact No																															
	2 Fees Follow up																															
	3 Instruments Sales for New admissions																															
	4 Instrument repair & renting outsiders																															
	5 Target Sheet																															
	6 Fees Receivable checking																															
	7 Student advance list checking																															
	8 Software corrections																															
Seasonal	1 Hall Ticket																															
	2 Exam Marks Upload																															
	3 Software Customisation																															
	4 Software training																															
	5 SMS																															
	6 SMS configuration time to time																															
	7 Number of Offer Booklet leads converted																															
	8 New admission - Photo/Sign Upload																															
	9 Marketing leads																															

Monthly submission Month End Jobs

1	Target Given - Total Fees Collection, Final Short
2	Class use Hiring
3	Advance fees
4	First do the Software corrections.
5	Export Number of student before quit report
6	Quit with loss amount
7	Export Number of student after quit report
8	Export fees receivables with grand total amount in excel and in CSV Report
9	Export advance fees with values
#	Give permission to Roll on (in master go to roll on select the 1st of every month)
#	Incentives, class use hiring, Hi flyers course wise, Hi flyer consolidated, Scans

adm statust report

Receibables, branch wise

in reports go to adms thn go to fees renewal till report date should be 1.4.20 to 30.4.2024 then click on display export in CSV & in word format, as we export from Individual branch in word format

Monthly submission Month Beginning jobs

1	Export fees receivables with grand total amount in excel and in CSV Report after roll on (collective)
2	Export Number of student after roll on report
3	Export the attendance of online students
4	Month end report
5	Attendance print (and Students attendance sheet)
6	Hvp offer student list
7	Export batch chart and take print
8	Target for Next Month (Regular & Online)
9	Online Students advance & Balance fees adjustment including attendance adjustment
#	Regular & Online Students software corrections

General Jobs

1	
2	