**Masters –**

* Country, State, District and city try to manage in one page.
* Add Book Category Master.
* Add Admin Staff type (Administrative Staff, Field Staff, Coordinator, area head, commission agent, etc.).
* In city and District 🡪 give option for block area.. it means whenever anyone registered from blocked area then they can registered. When admin try to approve that institute then show “This City is block”.

**Dashboard**

* Date picker add in dashboard.
* Best performing institute with their business amount and admissions and state city and mobile number. Best Performing institute will calculate on last 30 days. No stroller. Same functionality on Employers best performing.
* Today Certificate report Marksheet report 🡪 show pending, total approved.
* Also show unapproved count of certificates. And total approved.
* Show bar graph (Admin staff) base on business give facility to select today, last 7 days, last 15 days, last 30 days, custom. When click on custom show date picker from date to date and as per that show correct bar graph.
* Financial report (institute Collection Report)
* Show total institute, pending enquiries, approved, non-approved.
* Show total employers pending enquiries, approved, non-approved.
* Exams total exams, not applied, applied, appeared.
* Settings me birthday setting.

**Institutes**

* Add one column in institute list Staff with their institute name and give hyperlink on their staff name.
* Add one column for ATC and give one arrow and that direct go to institute login (Panel)
* Add permissions. Ex. Bulk registration, Offline Exam, AICPE Associate, Non AICPE Course addition facility (define charges per admission), Library Management, Add Institute Staff, Add employer, AICPE World Membership / Invention Center, Typing Software, Gallery, Suggest Course, Participation Certificate (Define Charges), Question bank Manager, Assignment and Homework Manager, etc.
* Add column for Print address, block/unblock, Status (Active/Inactive), Approval (Approved/Unapproved), City | District, State, LOGO
* Password will look like (\*\*\*\*\*\*\*\*\*\*\*\*) and give EYE symbol for show actual password vice versa.
* Add one column for **Hold** means if we hold any institutes then in institutes panel lock all details.
* When clicks on mobile no. open in whatsapp. (wa.me/91).
* Search size.

**Institutes Staff**

* Table 🡪Photo, Staff name, Mobile, Email, ATC, Institutes Name, City | District, State, pincode, Role, username, password (\*\*\*\*\*\*\*\*), business, eligibility for incentives, status, Action (Send password recovery | edit | Delete | option to download log files)
* **Export 🡪** Staff ID, Staff name, mobile, email, password, ATC, institute name, address, city, district, state, country, pincode, role, eligibility for incentives, overall incentives, total admissions, enquiries, total collection, remaining collection.
* Remove add new button.
* Date wise export,
* Date field size is very big.
* Show resigned staff also.

**Enquiries**

* Option for bulk allotment or single student allotment. Select students and allot to any institutes.
* Table 🡪 Sr. No. Checkbox, Name, Course code, Course Name and Duration, email, mobile, Enquiry date, city | district, state, pincode, Action (Edit, Delete, allot to institute.)
* When clicks on allot to institutes 🡪 then show related institutes in toggle and option for allot institutes.

**Admissions**

* Table 🡪 Photo, student ID, name, Course Code with Course Duration, ATC Institute Name, City| District, state, pincode, mobile no., username, password (\*\*\*\*\*\*\*\*), fees paid, balance fees, exam Fees, admission date, Certifying Authority, Exam Status, Action ( Edit, Delete, Drop course.)
* Export 🡪 Photo, student ID, name, Course Code with Course Duration, ATC Institute Name, City| District, state, pincode, mobile no., username, password (\*\*\*\*\*\*\*\*), fees, fees paid, balance fees, exam Fees, Certifying Authority, admission date, exam status (applied, appeared, not applied),
* Remove Register New Student.

**AICPE Admissions**

* Table 🡪 Photo, student ID, name, Course Code with Course Duration, ATC Institute Name, City| District, state, pincode, mobile no., username, password (\*\*\*\*\*\*\*\*), fees paid, balance fees, exam Fees , admission date, Exam Status, Action ( Edit, Delete, Drop course.)
* Export 🡪 Photo, student ID, name, Course Code with Course Duration, ATC Institute Name, City| District, state, mobile no., username, password (\*\*\*\*\*\*\*\*), fees, fees paid, balance fees, exam Fees, admission date, exam status (applied, appeared, not applied),
* Remove Register New Student.

**Associates Admissions**

* sorting facility
* Select associates and admissions list.
* Table 🡪 Photo, Student ID, name, Course Code with Course Duration, ATC Institute Name, City| District, state, Pincode, mobile no., username, password (\*\*\*\*\*\*\*\*), fees paid, balance fees, exam Fees, Associate Name, admission date, Action ( Edit, Delete, Drop course.)
* **Export 🡪** Photo, Student ID, name, Course Code with Course Duration, ATC Institute Name, City| District, state, Country, pincode, mobile no., username, password (\*\*\*\*\*\*\*\*), fees paid, balance fees, exam Fees, Associate Name, admission date, Exam Status,

**Dropout Students**

* Table 🡪 Photo, student ID, name, Course Duration, ATC Institute Name, City| District, state, pincode, mobile no., username, password (\*\*\*\*\*\*\*\*), fees paid, balance fees, exam Fees, admission date, Certifying Authority, Dropout date, Action ( Edit, Delete, Continue course.)
* Export 🡪 Photo, student ID, name, Course Duration, ATC Institute Name, City| District, state, Country, pincode, mobile no., username, password (\*\*\*\*\*\*\*\*), fees, fees paid, balance fees, exam Fees, Certifying Authority, admission date, Dropout Date.

**Old Students**

* Table 🡪 Photo, student ID, name, Course Duration, ATC Institute Name, City| District, state, pincode, mobile no., username, password (\*\*\*\*\*\*\*\*), fees paid, balance fees, exam Fees, admission date, Exam Date, Exam Mode, Certifying Authority, Certificate Status, Result, Action ( Edit, Delete, Drop course.)
* Export 🡪 Photo, student ID, name, Course Duration, ATC Institute Name, City| District, state, Country, pincode, mobile no., username, password (\*\*\*\*\*\*\*\*), fees, fees paid, balance fees, exam Fees, Certifying Authority, admission date, Certificate Status, Exam Mode, Exam Date, Result

**AICPE Associates**

* Separate column for block unblock.
* Only export. No need date wise export.

**Add reports separately.**

* Need to add **All report which is mentioned in the document** with filters 🡪 City | District | State | Country | Institute Wise | Course Wise – single or multiple.

**Settings**

* + Certificate Printing Setting
    - Vocational Certificate
    - Typing Certificate
    - Participation Certificate
  + Mark-sheet Printing Setting
    - Mark-sheet Printing
  + Charges Setup
    - Postal Charges
    - SMS Charges
    - Participation Certificate
    - Tax (GST) % Setup
      * Tax Name and Percentage
  + Add Edit, Delete, Block, Unblock - State, District, City, Taluka, Pin Code
  + Setup AICPE World Member Fee
  + Non-AICPE Registration Fee
  + Exam rules
    - Vocational Courses
    - Typing Courses
    - Provision to update rules for specific courses (if required)
  + Notice to students
    - Filter by Institute, Area, District, State, Country, Course, etc...
  + Notice to Institute
    - Filter by Institute, Area, District, State, Country, Course, etc...
  + Notice to AICPE Staff
    - Filter by Name, Institute Allotted, Area, District, State, Country, Course, etc…
  + Feedback Questionnaire Setup
    - Create Feedback Survey | Survey ID | Participants (Login (Student, Parent, Institute, Employer) or Bulk Email) | Feedback Subject
    - Date - Start to End
    - List with details
    - Reports
  + Terms and Conditions - For
    - Global (Everybody)
    - Institute
    - Institute Staff and Teachers
    - Employer
    - Student
    - Student’s Parents
    - AICPE World Members
    - Admin Staff
    - Above data to be displayed at Front End (website) and/or in specific login
  + Legal Status of AICPE
    - Above data to be displayed at Front End (website)
  + Membership’s and Recognitions
    - Add Name | Upload Image | Date of upload
    - Edit | Delete | Block | Unblock
    - Above data to be displayed at Front End (website)
  + Recognitions and Achievements
    - Name of Person
    - Institute Name
    - City, District, State, Country
    - Reason for Recognition?
    - Upload Photos - Show in grid of 1, 2, 3 photos with scroll feature
    - Above data to be displayed at Front End (website)

**Students Login**

* + Content sharing with responses and chat
    - Question and Answers
    - Technology Updates
    - Tutorials
    - Business Ideas
    - Personality Development Tips
    - Etc

**Institute designation**

* **Add block button and remove delete button if already used.**