**Add subjects**

* No need date wise export, only export.
* Eligibility column with editor, not compulsory field.
* Level will fetch form masters (Subject Level),
* Multiple links, notes, and YouTube upload facility. Upload Notes and give remark (Show block wise), if we upload notes and not giving remark then show validation. Same as Links. And YouTube Links. These fields are not compulsory.
* In action column give View **Question Bank** option and when click on that button, open questions list (**Table** – Sr. No., Question, Option 1, Option 2, Option3, Option 4, Correct Ans, Action (Edit | Delete))
* Give facility for Download Sample file of question bank and import question bank or also manually add questions (**Form** – Question, Option 1, option 2, Option3, Option4 and select Correct Option). (Question and option 1 and 2 and correction answer is required all time.)
* Some question and will be in graphical format **(Discuss on call).**
* If any subject is added in any course then disabled delete button.
* Add one button for block/unblock. If any subject is blocked then that subject will never add with any course but if that subject will already added with any course then no affect upon that course.

**Add Course Stream in Master.**

**Course Table**

* Total number of admissions/Certificates show.
* Count of institute added.
* Created date 🡪 Published Date.
* If any course is added by any institute then disable delete button.
* Add block and unblock button. If any course is block then stop showing in institutes list and website.
* No date wise export.

**Add Course Form**

* Add Select Stream except course type.
* Eligibility with editor. Validation not required.
* Set domo exams count.
* Set exam service fee and Marksheet service fee.
* Add Duration (Hours / Months / Years).
* Select semester patter in radio button.
* If yes then select Semester except Marksheet.
* As per semester add subjects.
* Add fields for select subjects and add weightage. Add multiple subjects (with subject code, name and level) till weightage will be 100%.
* Publish date today (Default) and as per date course will publish.
* Select for AICPE (Default) or Associates (Select Multiple Associates).
* Add facility 🡪 Publish for all (Default) or for particular institutes.
* Status will be in radio button.

**Non AICPE Course**

* Button for approval and into AICPE courses
* Block button. If block any non AICPE course then stop showing that course in institutes list.
* Button for add to AICPE / associates (Select multiple).
* Institute basic details (Institute name ATC, admissions for this course, total admissions, Institute State, District | City,).
* Button for view more details and edit facility.
* Option to download subject wise notes. Links can open.
* Question bank downloads facility.
* Option for add AICPE fees.
* If any non Aicpe course is added in AICPE then also record in NON Aicpe course.

**Remove Course Wise Admissions.**

**AICPE World Membership**

* Add username and password (\*\*\*\*\*\*\*\*\*).
* Add photo (badges on photo), id, whatsp no. in table.
* Action (Edit, Delete)
* Show two tabs. 1. Members and 2. Inventions.
* In Members show students data with their respective institute’s details.
* And in inventions show students article/invention.
* In the list of inventions, show latest invention with students and institutes basic details and approve inventions.
* Show invention category, hide button in table.
* Hide that invention and show that type of inventions in hidden table.
* In invention list. Date wise export. And in AICPE Membership list there is only export option.

**Free E-book**

* Remove date wise export.
* Status in radio button. Status will also change from table.
* Give approval e books which are added by institutes.
* Show ATC and institute name and mobile no.

**Employer Management**

* Add company name, Action(recovery mail, sms, document remainder but if he already upload then don’t show again, chat facility)
* No date wise export, only export.

**Employer Job Post**

* Sorting facility employer wise.
* Interested students / applied students count.
* Export facility date wise and entire export.
* Job post 🡪 table – Logo, company name, employer name, job title, skills required, vacancies, closing date, status, open or close, Action (View Applicant).
* **View Applicant**
  + Back button.
  + no need to export
  + If post job requirement date is out of date and 10 days passed from out of date then show 🡪 in table of student’s details students’ mobile number is like 98\*\*\*\*\*\*55 and also hide download resume option.
  + **Chat option with students details. And option to block chat (only employer can send message).**
  + **Give ratings (in stars) to applied students and show highest first.**
  + **Delete button replace with Hide. But that will same as delete.**
  + **Facility to print & download resumes.**

**Admin Staff**

* Select yes if staff is eligible for incentive. And if he is eligible there are 3 steps for calculate incentive. 1. Select incentive on (Overall business | Per Admissions | Per Enquire) 2. If he selects any option then select Amount wise or percentage wise then 3. Define amount ex. 10/- or 2 %.
* Add one column of incentive.
* Add responsibilities / Role with checkbox.
* Resign staff facility. Show resigned staff at last.
* Create log file (record all activities with datetime which is done by staff).
* Date wise export and overall export with all details ex. total institute count, total admissions, enquiries, incentives, etc.
* Staff log file.
* Add ticket system 🡪 Task Manager – institute can generate ticket and rise then admin/staff can answer on that ticket like chat. Admin/staff can also update and create task ex. If he talking with any institute so admin/staff can maintain his record with institute phone number. And all this record will maintain by admin.
* Task 🡪 task title, description.
* Task table 🡪 institute name, Mobile No. email. Task title, description, Action (Update Task.)

**Certificate**

* Remove non-AICPE certificate.
* Show request institute wise.
* Show typing and vocational certificate count.
* List of students photo, name, course code |course name with duration, exam fee, marks, result, exam fees, date, action (Edit | Print | Delete | View Certificate)
* Select all students and approve certificate.
* Vocational certificates printing.
* Typing certificate printing.
* Bulk printing of certificates required on preprinted stationery.
* AICPE Associate – name of Associate
* Same process to be followed as per AICPE Courses, if allowed,
* List of students
* Option to send result sheet by email to respective associate
* Print certificates, if allowed by Associate.
* Participation certificate – institute wise list
* List of students - photo, name, course with duration, exam fee, marks, result, exam fees, date, action (Edit | Print | Delete | View Certificate)
* Print certificates.

**Vocational Certificate Printing**

* Show request institute wise.
* Show vocational certificate count.
* List of students photo, name, course code |course name with duration, exam fee, marks, result, exam fees, date, action (Edit | Print | Delete | View Certificate)
* Select all students and print certificate.

**Typing Certificate Printing**

* Show request institute wise.
* Show typing certificate count.
* List of students photo, name, course code |course name with duration, exam fee, marks, result, exam fees, date, action (Edit | Print | Delete | View Certificate)
* Select all students and print certificate.

**Participation Certificate Printing**

* Show request institute wise.
* Show participation certificate count.
* List of students photo, name, Seminar Name, Certificate Fees, date, action (Edit | Print | Delete | View Certificate)
* Select all students and print certificate.

**Gallery**

* Add Album (album title | Description | thumbnail image | status).
* Add album form in toggle.
* Add photos / video to album (YouTube Link)
* Define title of every image.
* Sort latest edited first.
* Sort image Album wise facility also.

**Remove Birthday and Anniversary**

**Add Postage Record**

* List of institute 🡪 Sr. No., Institute Name (ATC), Mobile, Email, City | District, State, Pincode, Staff Name, Action (History)
* No delete option.
* Select institute send postage info to institute.
* Add Docket No. | Postage Date (Default Today) | No. Of Certificates | No. Of Marksheets | ATC Certificate | Sample Kit | Charges | Send SMS to Institute. | SMS To Student |
* If we select sample kit then ATC is necessary.
* If once sample kit is dispatch then don’t show this option again. If select sample kit then no need to add Marksheet and certificates details.
* If ATC is shared once in year then don’t show this option again in the same year.
* From the No. of Marksheet and No. of certificate one option is compulsory.
* As per no. of Marksheet or no. of certificate charges automatically come.
* Radio button for send SMS 🡪 Institute / Students, by default Institute.
* Maintain docket history institute wise.

**Address Label**

* Show list of institutes.
* Show last day ordered institute details first and then show remaining (all) institute details.
* Give check box for select multiple institutes and give print option.
* Also give print address button in action column.
* Print addresses on A4 size paper.
* Search facility.