INDEXING PORTAL

Introduction

There are 2 Categories of Schools

1. University
2. School of Health Technology

Each SCHOOL will register a profile on the portal and it is only a profile per school.

Each School Profile has to be verified by the profile user and also activated by the admin.

Once profile is VERIFIED by user and ACTIVATED by Admin, the user can login to perform needed tasks.

Every year, each school is allocated a QUOTA meaning the maximum number of students that can be admitted.

The admin sets this quota annually.

Each school uploads the list of students to be admitted and it must not exceed their quota.

Admin receives the uploaded list of students, goes through each document submitted and picks the ones it will approve.

On approval, the unique INDEX NUMBERS are created for each student in the school.

Once this is done, the school gets a notification by email and the approved list can be downloaded from the portal.

SCHOOL Users: Register to create Profile

ADMIN: Created by Admin

UI DESIGN

School: <https://pcnindex.bellota.com.ng/school/>

Admin: <https://pcnindex.bellota.com.ng/admin/>

ADMIN

1. Create Admin Users (Add, Edit, Delete)
   1. First name
   2. Last name
   3. Email
2. Create Schools (Add, Edit, Delete)
   1. School Name
   2. School Category
   3. School Location
   4. Indexing Code
   5. State
3. School Profile Management
   1. Approve
   2. Disable
4. States
   1. Name
5. School Quota Management
   1. Upload Quota
   2. Select Year
   3. Select School Category
6. Index Management
   1. Approve Pending Application (Generate Index Numbers)
   2. View Approved Index Numbers
7. Reports

SCHOOL

1. Register Profile
   1. First name
   2. Last name
   3. Phone
   4. Email
   5. School
   6. School Category
   7. Password
2. Verify Profile
3. Edit Profile
   1. First name
   2. Last name
   3. Phone
   4. Email
4. Dashboard
5. View Quota
6. Download Indexing Template
7. Upload Indexing Template
8. View Indexing Status
9. Download Index Numbers

GENERATING INDEXING CODE

* Where A - PCN
* B - School Code eg. UNN, UNIBEN, ABU etc
* C - Year of indexing (2017)
* D - Serial number (four digits). With full representation as below:

|  |  |  |
| --- | --- | --- |
| **S/No** | **Name of Student** | **Index Number** |
| **1** | **Xxxxxxxx** | **A/B/C/D**  **For instance: PCN/UNN/17/0001** |
| **2** | **Xxxxxxxx** | **PCN/UNN/18/0001 (for year 2018)** |