

1. Click on **Manage Student** in left menu, under that click on **Manage Enrolled Student**

Home

My Account

Manage Student

Manage Enquiries

Manage Enrolled Student

Import Campaign Enquiries

Manage Lead

Add Lead

Check Existing Enquiry

Manage Report

Manage Expense and Bank

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Manage Enrolled Student

Import Camp.

-Operation-

-Branch Nam

Select Country

Select State

Sr. No.

Name

1

Sapna Biradar

7385744613

9948765072

soratokui63@gmail.com

Country - India

State - Maharashtra

City - Latur

Area -

2

Alfiya Shaikh

8793329681

9307927776

alfiyagunjgainaditya@gmail.com

Country - India

2. Search the student name in keyword and click on **Student Name**,which you want to print the certificate

3. Click on the **Details** icon.

Home

My Account

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Manage Report

Manage Expense and Bank

Manage Enquiry

Manage Enrolled Student

Import Camp. Enquiry

Manage Leads

Add Leads

-Operation-

Name : Sapna Biradar

Contact : 7385744613

Email : soratokui63@gmail.com

Branch : Pune

Sr. No.

Course Name

Down Fee

View Payment

Details

A

Advance Diploma in Professional Makeup

7000

Discount: 50

4. Plesse Enter the **Certificate No.** and **Print Certificate.**

Course Name	Course Fee	Paid Fee	Balance Fee	Installments	Date	Action		
1. Creative Course in Hair Designing	43758	3000	0	3000/- 2019-06-06 : paid 5000/- 2019-07-20 : paid 10000/- 2019-07-31 : paid 5000/- 2019-08-31 : paid 5000/- 2019-09-30 : paid 5758/- 2019-09-30 : paid 10000/- 2020-03-03 : paid	2019-06-06			
Course Start Date	06/06/2019	Course End Date	06/07/2019	Candidate Reg. No.	ISAS/ISA/2019/Jun/2547	Certificate Awarded On	14/06/2019	Save
Not Started		Started		Halted		Cancelled		Restart
Theory Grade		70		Practical Grade		71		
Date of Completion		Logbook Completed		All Payment Cleared		Certificate Action		Print Certificate
14/06/2022		14/06/2022		14/06/2022		14/06/2022		Enter Certificate No.
								Certificate level/Diploma le
								Print Certificate
								Issued Certificate
								14/06/2022
								Disha P

5. Check all the fields and cross check there is no blank fileds

1. Course Name
2. Student Name
3. Grade
4. From Date
5. To Date
- 6.Candidate Registration no.
7. Certificate Awarded No.

Creative Course in Hair Designing

is awarded to

Dhiraj Sanjay Thokale

who has passed examination with

A

Grade & attained

the standard required by ISAS and is thereby qualified in

Certification completed from

06/06/2019

to

06/07/2019

Candidate Registration No.

ISAS/ISA/2019/Jun/2547

Certification Awarded On

14/06/2019

Mrs. Bhakti Sapke

Founder & Executive Director

Certificate Printing Format

Certificate Settings

- A3 Certificates
- Diploma in Cosmetology
- Salon Graduate Program in Cosmetology
- Master Program in Cosmetology
- A4 Certificates
- All certificate Courses
- All Diploma courses

Printing Settings

- A3 Printing
- Destination – EPSON L1800 Series
- Orientation – Landscape
- Color Mode – Color
- Paper Size – A3
- Scale - Fit to page width
- Margin - Default
- Option – Disabled all fields
- A4 Printing
- Destination – EPSON L1800 Series
- Orientation – Landscape
- Color Mode – Color
- Paper Size - A4
- Scale - Fit to page width
- Margin - Default