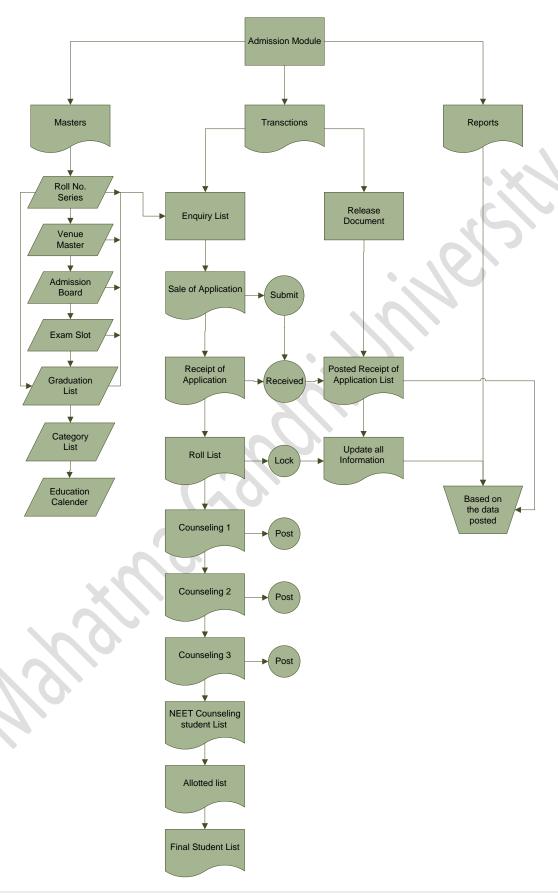


Contents

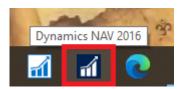
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SCR

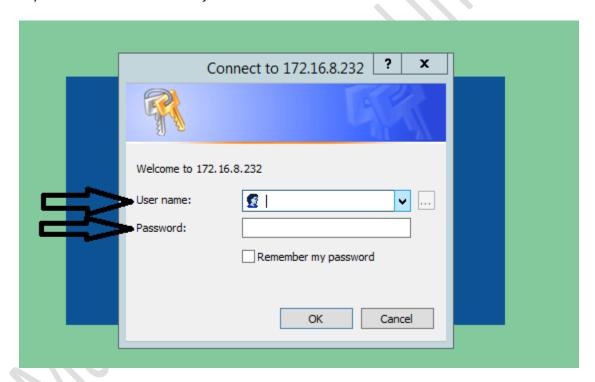
1. Microsoft Dynamics NAV-Login to ERP System

To use the Microsoft Dynamics NAV ERP software, user first need to login with their respective login ID and password. To login the ERP, first click on the Blue icon Button highlighted in red mention below:



SCR 1.0 Microsoft Dynamics NAV Icon Button

After click the blue icon, the below screen will appears. You need to fill login details and password. This is required to enter into the ERP Software.



SCR 1.1 Microsoft Dynamics NAV Login ID and Password Screen

After all the above activities will get complete, the Admission Role centre will appears on the screen. In the action tab, all the transactions related buttons will appears whereas in report tab, all the reports based on the posted transactions will appears.

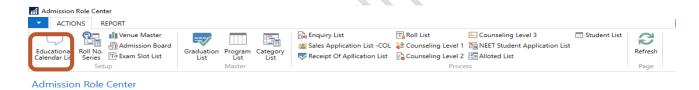


SCR 1.2 Microsoft Dynamics NAV Admission Role Centre

2. Admission Master-Section

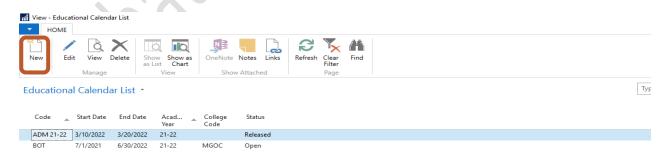
Admission masters are the masters which are used in the admission related transactions in Dynamics NAV. Masters are one time on admitted year wise process/activity which can be setup at initial stage. In Admission module, the following masters will maintain in the system:

2.1 Educational Calendar List



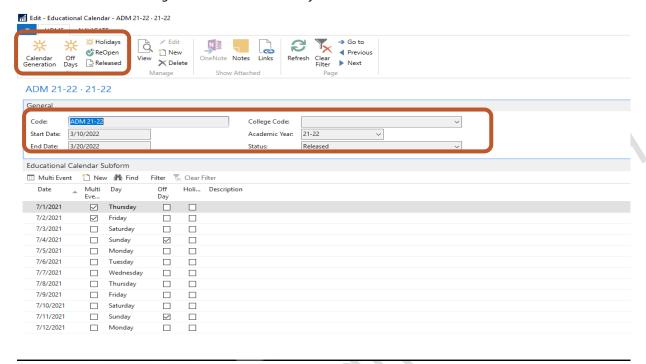
SCR 2.1.0 Microsoft Dynamics NAV Admission Role Centre

The list of all the event calendar related to the admission department will appears. User will prepare the event calendar based on the events applicable in the university.



SCR 2.1.1 Microsoft Dynamics NAV- Education calendar List

In the below screenshot, user can easily maintain and add the off days, create the events, view the event, generate the calendar master. The generated calendar will reflect in the event calendar card.

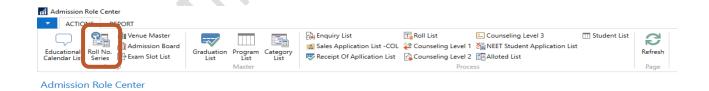


SCR 2.1.2 Microsoft Dynamics NAV Educational Calendar Card

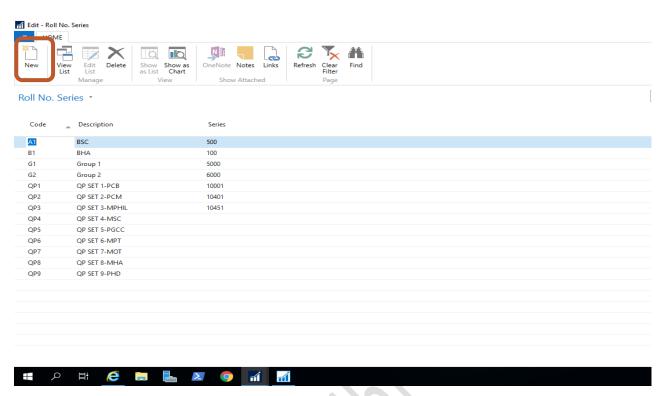
2.2 Roll No. Series Master

In Roll no. series Master, create the roll no as per the exam schedule.

To create a New Code in the roll no master, click on the roll no series button as shown in the below screenshot.



SCR 2.2.0 Microsoft Dynamics NAV Admission Role Centre

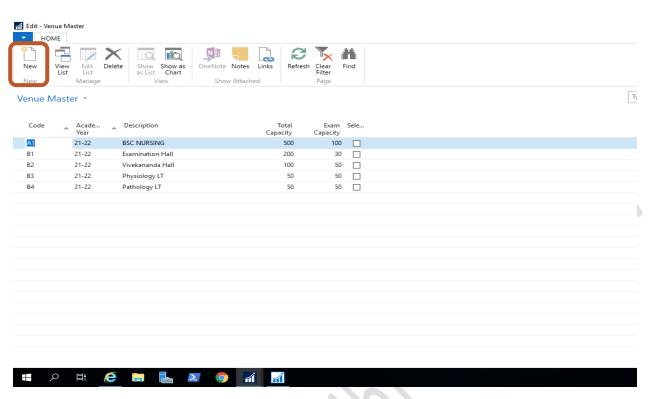


SCR 2.2.1 Microsoft Dynamics NAV Roll No. Series Master

To create a New Roll no master then click on ode after that description in the master list.

2.3 Venue Master

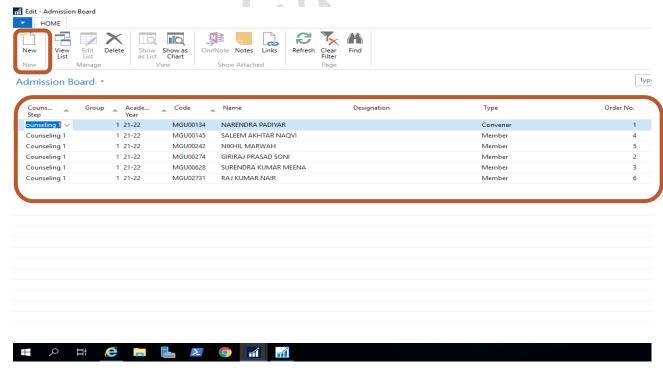
To create/add a new master, click on the Venue master button



SCR 2.3.0 Microsoft Dynamics NAV Venue Master

2.4 Admission Board Master

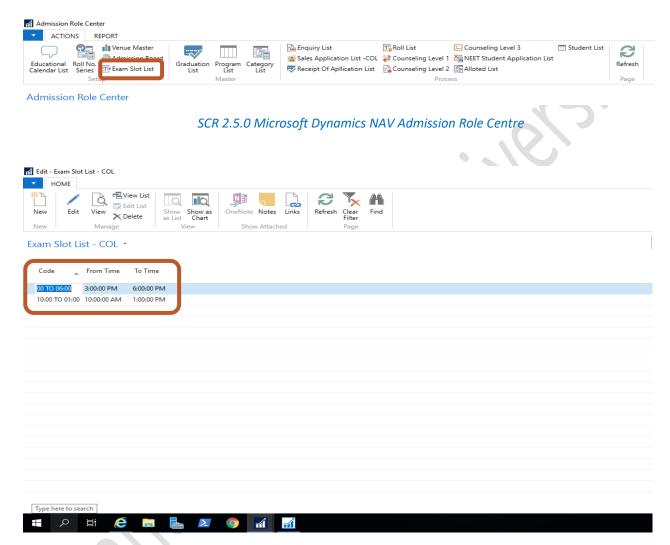
In the admission board master, the names of members in board will defines based on the counselling steps.



SCR 2.4.1 Microsoft Dynamics NAV Admission Board List

2.5 Exam Slot Master

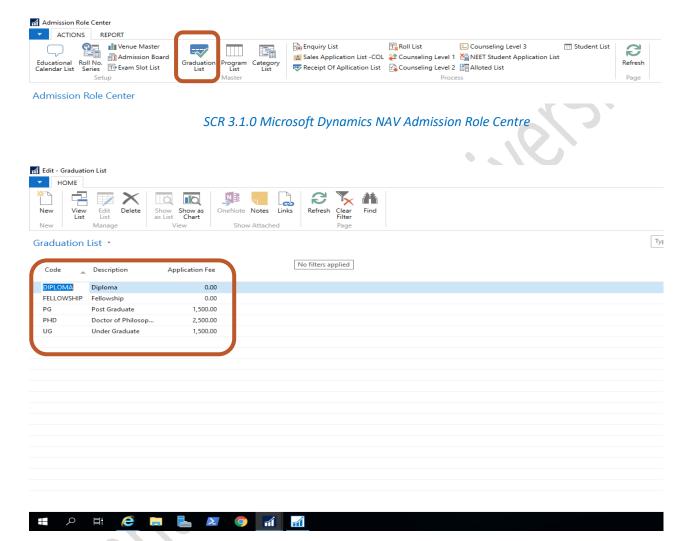
In the exam slot master, we defines the slot timings from and to for the examination which was conducted by MGU University.



SCR 2.5.1 Microsoft Dynamics NAV Exam Slot List View

2.6 Graduation Master

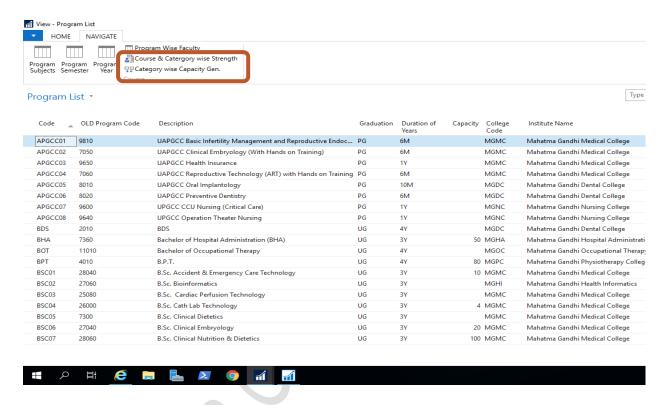
In the graduation master, we defines the type of program whether it is under UG or under PG. In the system, we defines the category wise graduation list like Diploma, Fellowship, PG, UG etc...



SCR 3.1.1 Microsoft Dynamics NAV Graduation List Page

2.7 Program Master

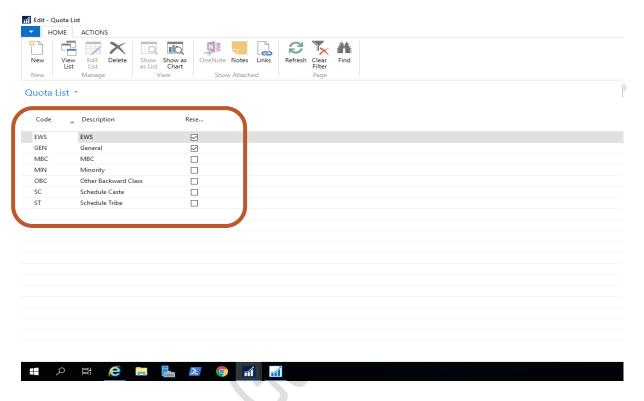
Program Master is the list of programs which are used in the university. Based on this, all the activities are defined.



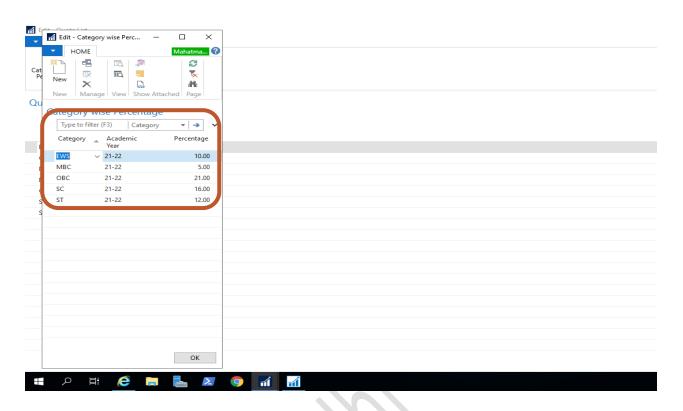
SCR 2.7.0 Microsoft Dynamics NAV Program List

2.8 Quota/Category Master

In this we defines, whether the student based on General category, SC category or other. In the below screenshot, we defines the names of different categories which are used in the system.



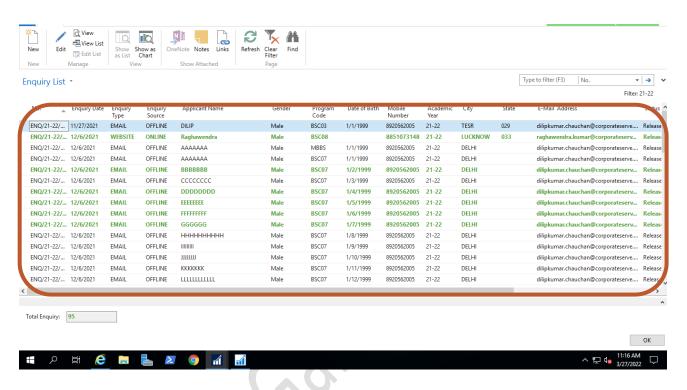
SCR 2.8.0 Microsoft Dynamics NAV Quota/Category list



SCR 2.8.1 Microsoft Dynamics NAV Quota/Category wise percentage list

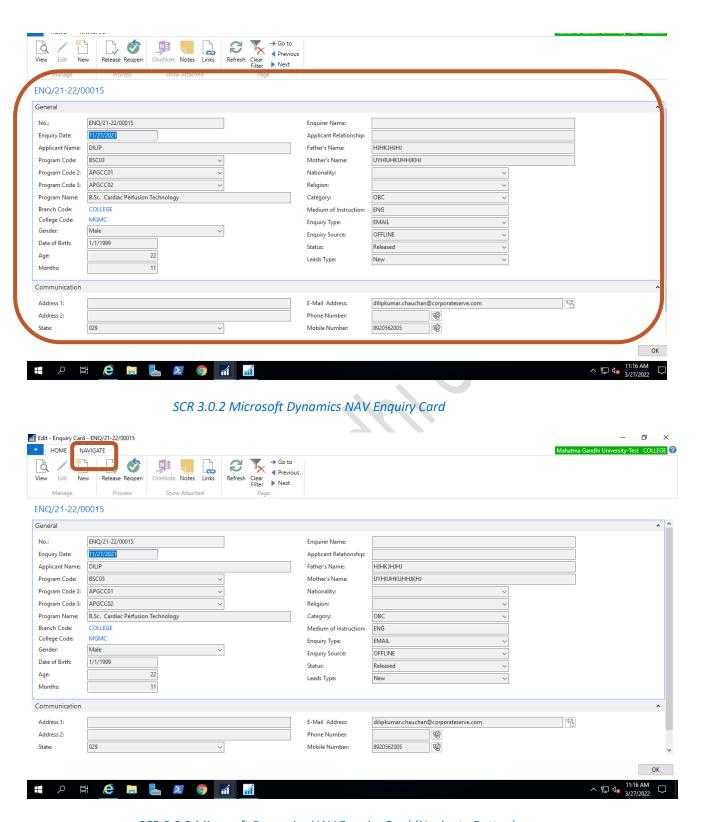
3. Enquiry

In the enquiry list page, the enquiry whether it is online or offline will show in this page. The enquiry contains a unique number.

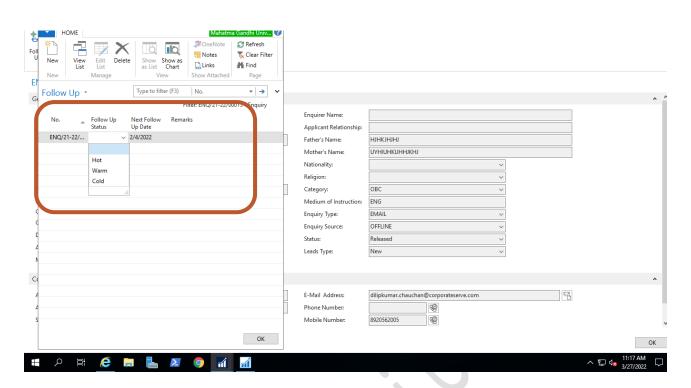


SCR 3.0.1 Microsoft Dynamics NAV Enquiry list

The details of the enquiry will show in the enquiry card.



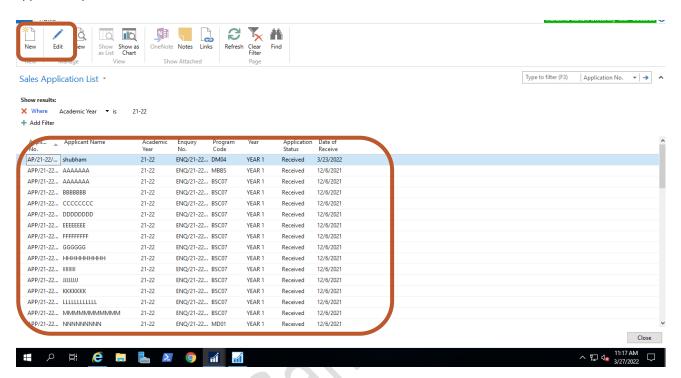
SCR 3.0.3 Microsoft Dynamics NAV Enquiry Card (Navigate Button)



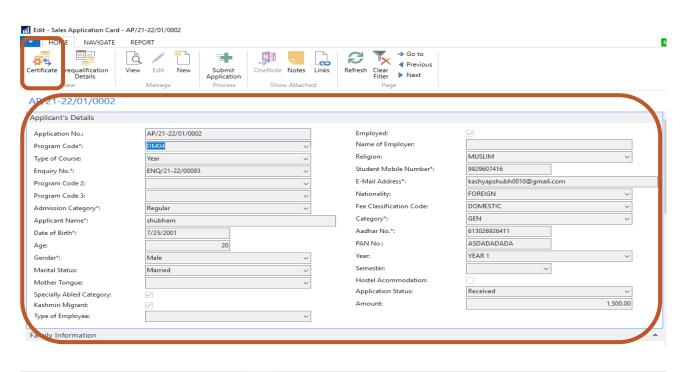
SCR 3.0.4 Microsoft Dynamics NAV Follow up Card

4. Application Process

In the below screenshot, user will first click on the new. Based on this, the enquiry no will be selected and the application process will starts.

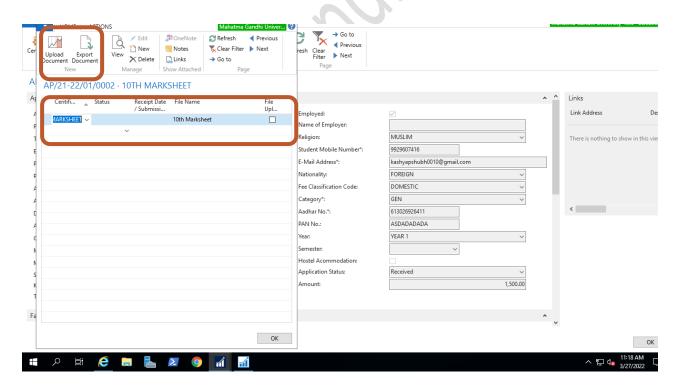


SCR 4.0.1 Microsoft Dynamics NAV Application List

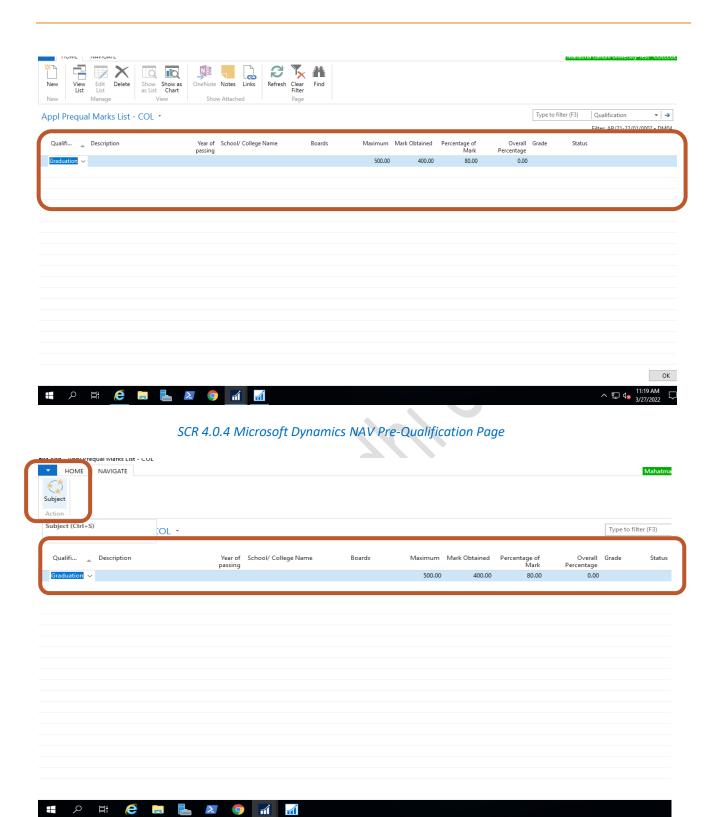




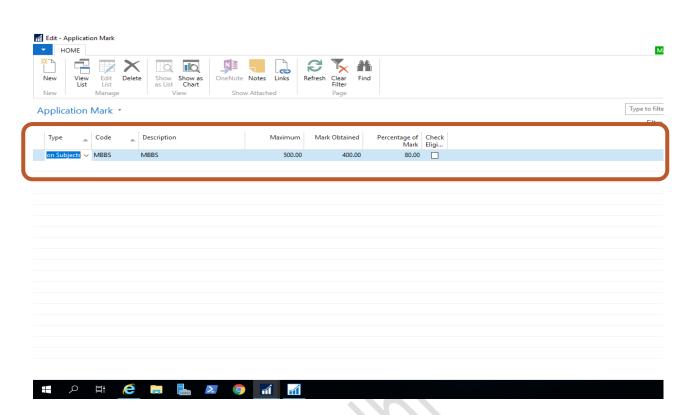
SCR 4.0.2 Microsoft Dynamics NAV Application Card



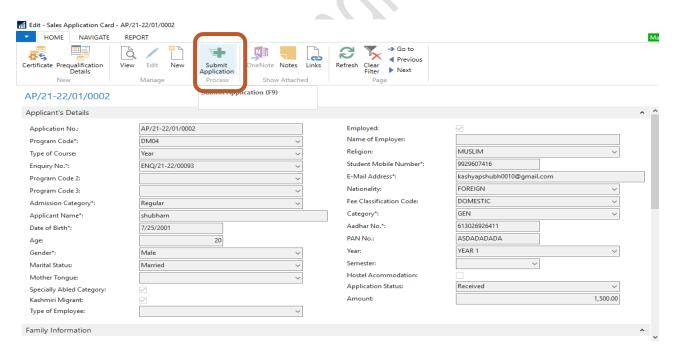
SCR 4.0.3 Microsoft Dynamics NAV Certificate Upload List



SCR 4.0.5 Microsoft Dynamics NAV Pre-Qualification (Subject Wise) Insert



SCR 4.1.5 Microsoft Dynamics NAV Pre-Qualification (Subject Wise) Insert

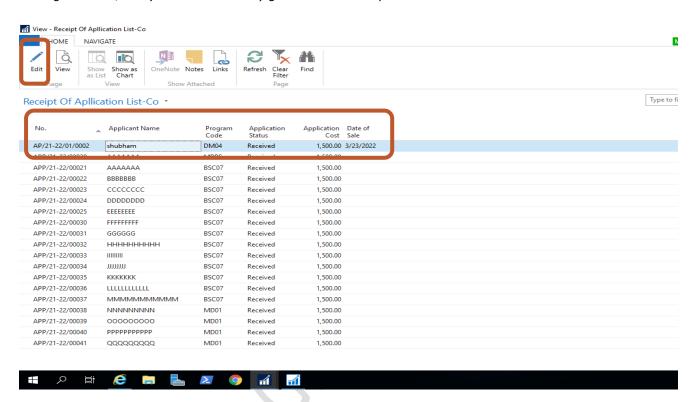




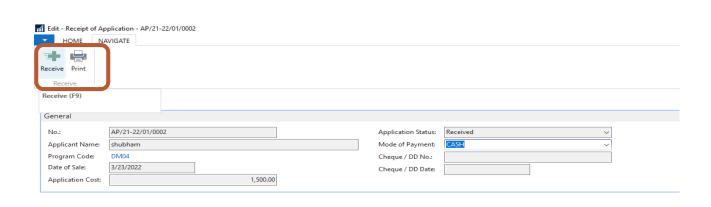
SCR 4.0.6 Microsoft Dynamics NAV Application Submit

5. Receiving of Application Process

In this process, the student makes the online payment through the portal. In case of offline application process, the processed application will show in this list. The user need to fill the details and click on the submit button. On clicking the same, the system automatically generated the receipt transaction.



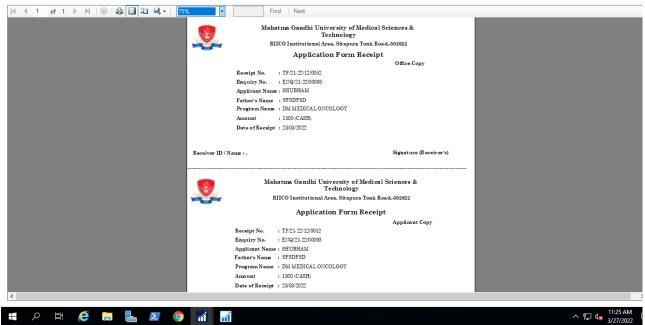
SCR 5.0.1 Microsoft Dynamics NAV Receipt of Application List





SCR 5.0.2 Microsoft Dynamics NAV Receipt of Application Card

Application Fees Receipt-COL

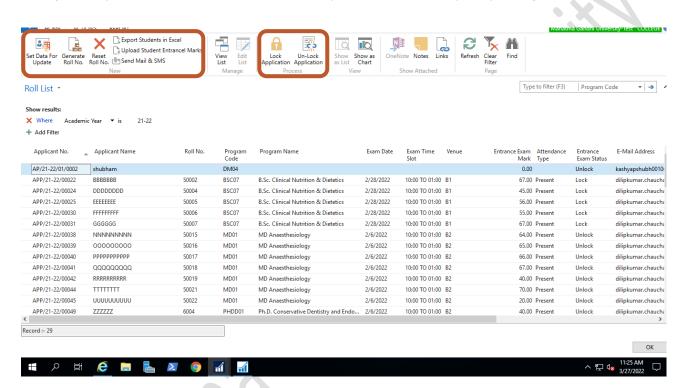


SCR 5.0.3 Microsoft Dynamics NAV Receipt of Application Report

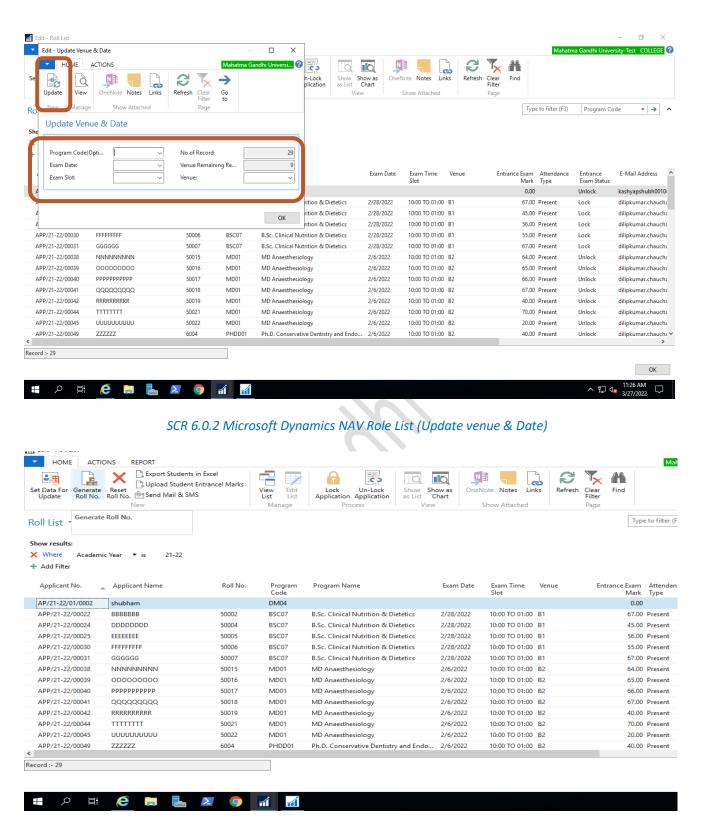
6. Roll List Process

The application money received from the students, the list of students shown in it. In this list, the user needs to define the student date, time and venue will be decided after clicking on the button "Set data for update". With activity, the roll no of the entrance exam will be generated. After it was locked, user clicks on send mail and sms. With this mail and sms sends to the respective student.

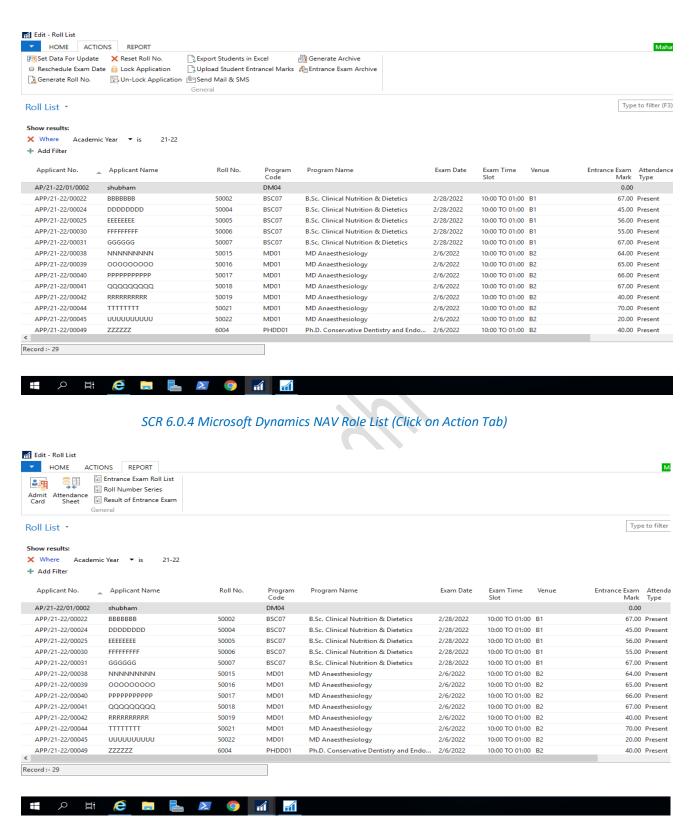
Through the export student in excel button, the user exports the excel and import by adding the marks in it.



SCR 6.0.1 Microsoft Dynamics NAV Role List



SCR 6.0.3 Microsoft Dynamics NAV Role List (Update Roll No.)

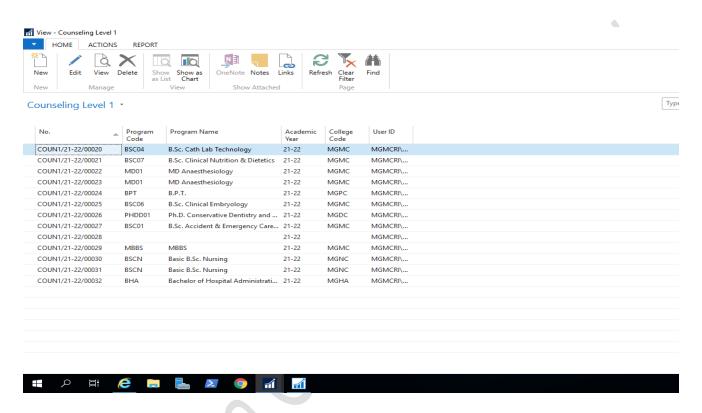


SCR 6.0.5 Microsoft Dynamics NAV Role List (Click on Report Tab)

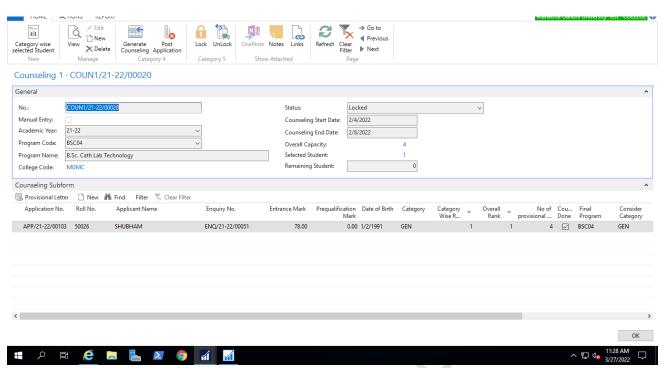
7. Counselling 1 Process

Those students who have passed in the entrance exam, will show in this list for the counselling by generating the document no.

In this ranking of the student will generate based on the program and category wise.

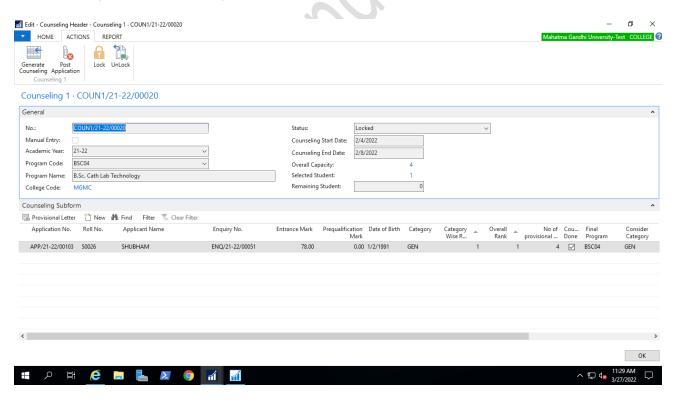


SCR 7.0.1 Microsoft Dynamics NAV Counselling 1 Process List



SCR 7.0.2 Microsoft Dynamics NAV Counselling 1 Process Card

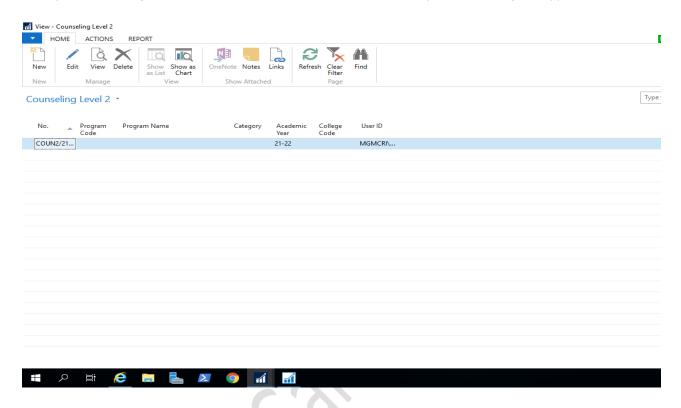
The students who was selected, the provisional letter will download after selection. The certificate in the above screen was verified, locked and then post the document.



SCR 7.0.3 Microsoft Dynamics NAV Counselling 1 Process Card (Click on Action Tab)

8. Counselling 2 Process

In the first counselling, the students who have not been admitted in the first counselling will appears in this list.



SCR 8.0.1 Microsoft Dynamics NAV Counselling 2 Process List

9. Counselling 3 Process

In the first counselling, the students who have not been admitted in the second counselling will appears in this list

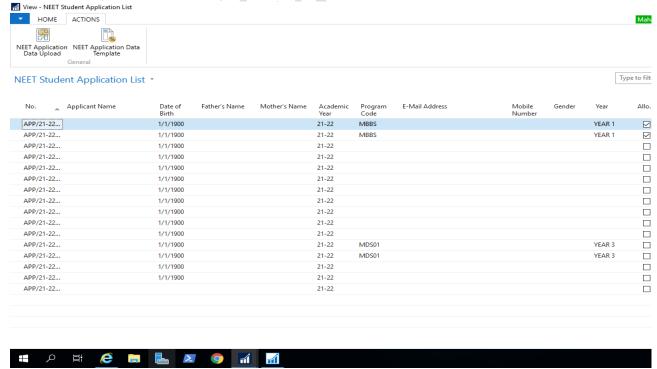


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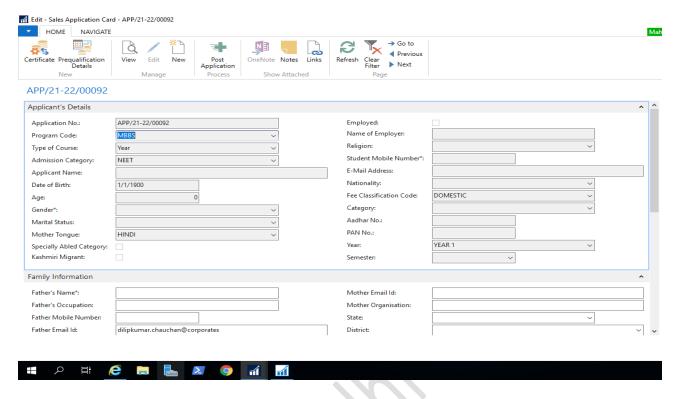
SCR 9.0.1 Microsoft Dynamics NAV Counselling 3 Process List

10. NEET Student Application Process

In this process, the NEET student's data will be unloaded. There are two data upload process: NEET Application data upload and NEET application data template. In the first process, the data will export and then import in the same template.



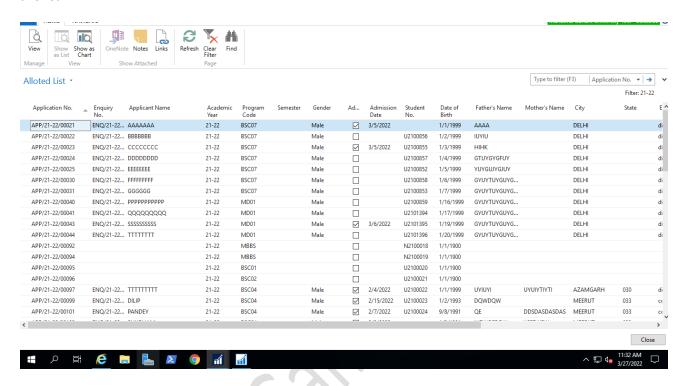
SCR 10.0.1 Microsoft Dynamics NAV NEET Student Application List



SCR 10.0.2 Microsoft Dynamics NAV NEET Student Application Card

11. Final Allotted List

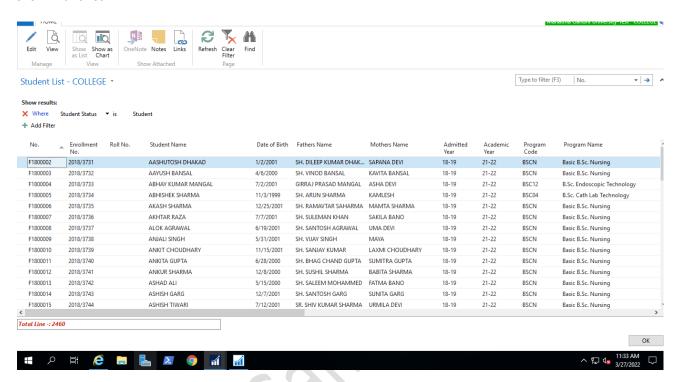
This list shows the students who have allotted the admission in MGUMST. Counselling selected student will show in this list.



SCR 11.0.1 Microsoft Dynamics NAV Final Allotted List

12. Student List

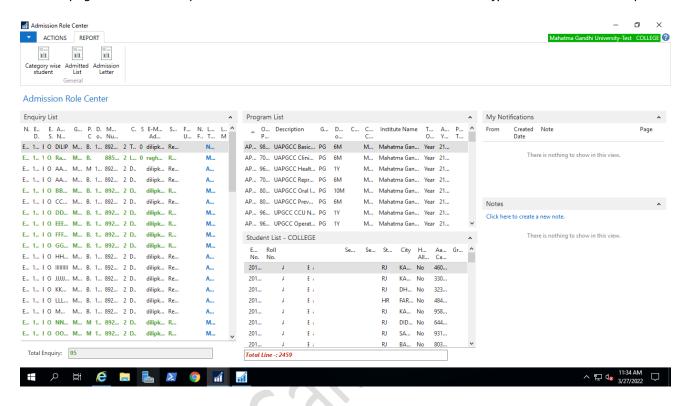
This page shows the list of the students. All the students who has admitted and customer has been created will show in this list.



SCR 12.0.1 Microsoft Dynamics NAV Student List

13. Reports

This page shows all the report which are used in this module. User needs to verify the modules related report.



SCR 13.0.1 Microsoft Dynamics NAV Reports Tab