



# OPERATIONAL MANUAL FOR INSTITUTIONAL LMS OPERATIONS

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## Administration Dashboard

Step-1. To log in as a faculty, Visit **Institute URL** (Eg.- [school.qlsacademy.com](http://school.qlsacademy.com)) and click on login button on the top bar.



Step-2. Enter your username and password. and Click on **Login** Button.

**Log In**

Enter your credentials to log in.

User ID/ Email / Mobile No.

Password

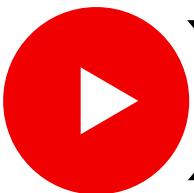
**LOG IN**

New admission? [Apply Online](#)

[Forgot Password?](#)

# **ERP ADMINISTRATION MANUAL**

**(Page 4-16)**



**Click here to watch video**

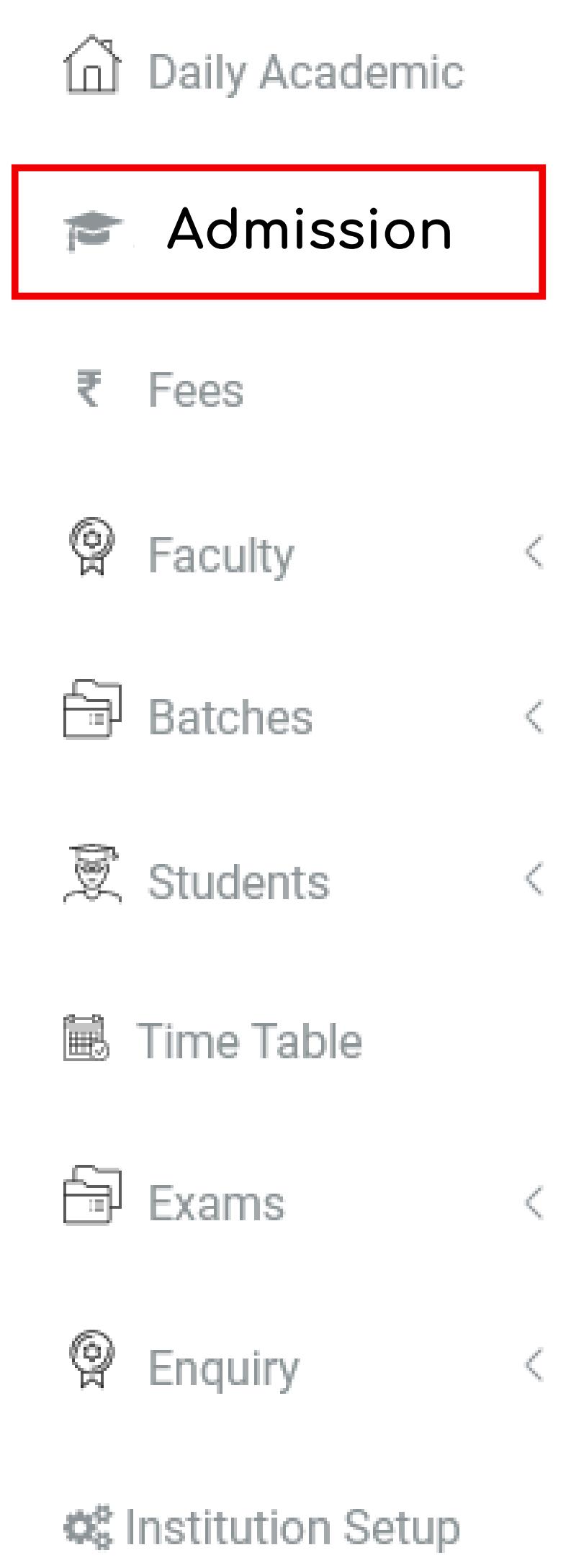
## Admission Management

QLS Platform provides well integrated ERP solution catering to day-to-day school activities. We have separate modules for admission.

The admission process will be complete in these three steps. We can skip the step as per our convenience.



Let's start with Inquiry management.



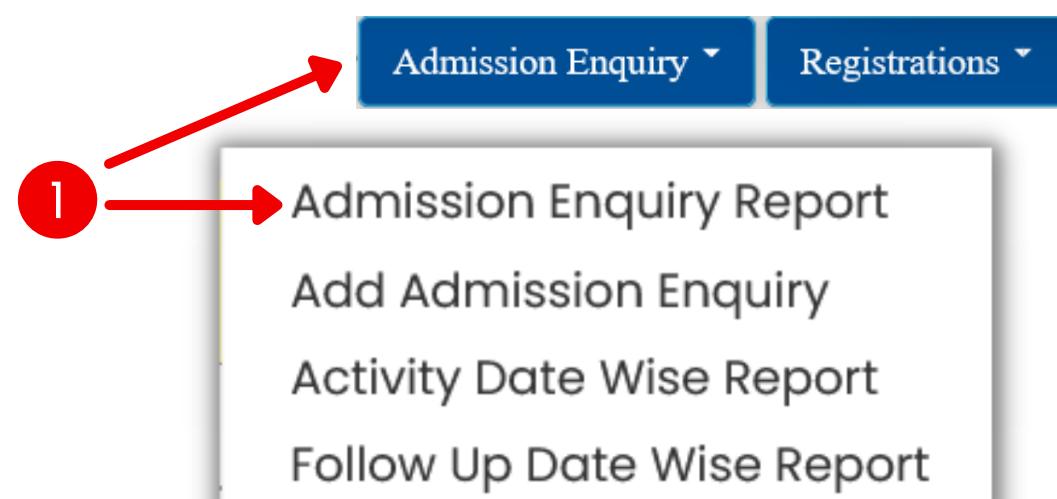
Now we are on the admission management module.



# Enquiry Management

## ADMISSION ENQUIRY

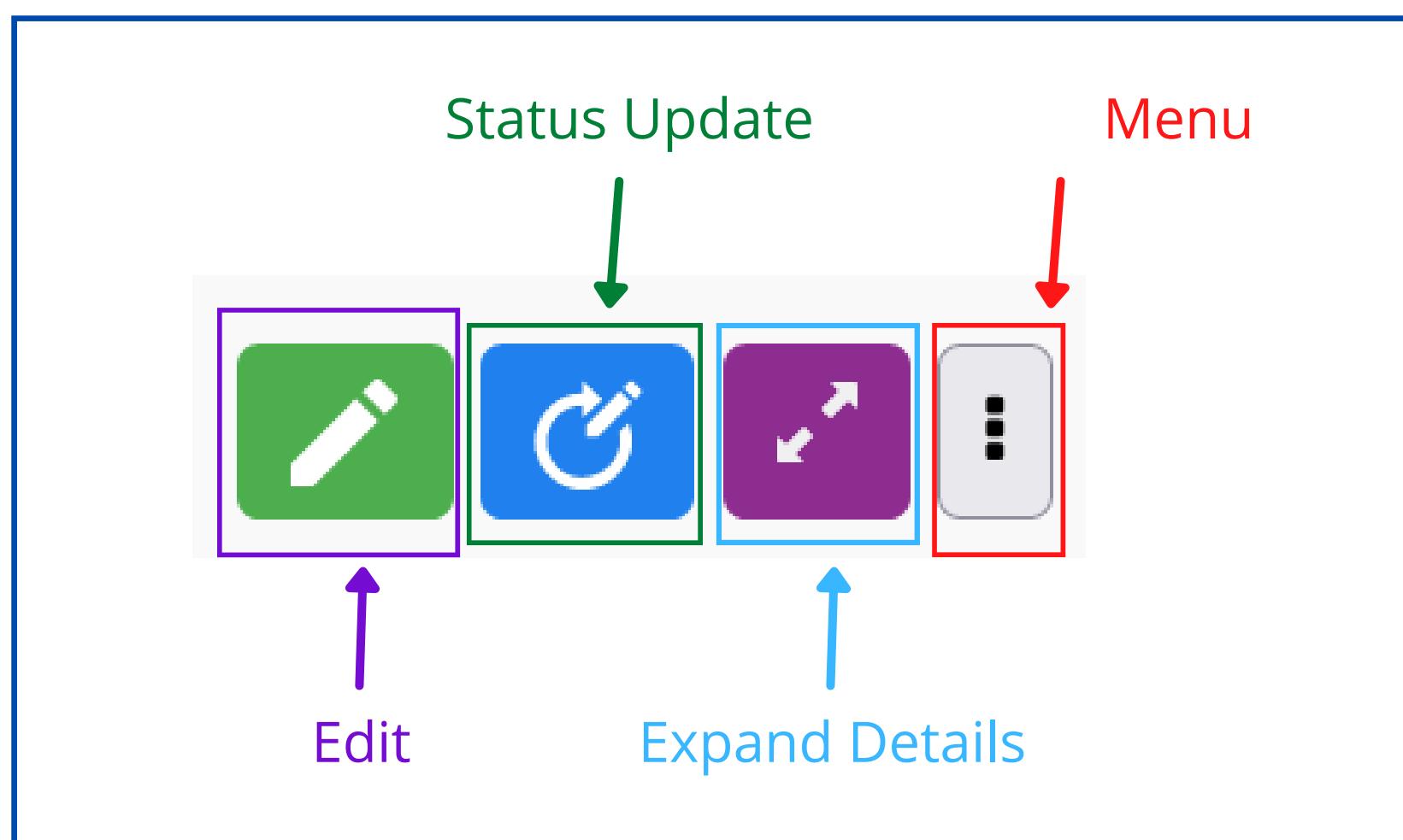
1. Click on **Admission Enquiry report** to check date wise admission Enquiry details.



We are on the Admission inquiry list. We can filter the list as per date and standard.

Enq No	Visitor's Name	Student's Name	Standard	Father's Name	Contact Number	Enq Date	Actions
7	Registration Taken VK Pathak	Vishal Pathak	6	VK Pathak Pathak	8776767676	10-01-2022	
6	Registration Taken Mohit	Monika	6	Mohit	9826315244	03-01-2022	
5	Registration Taken Mohit	Monika Kumari Yadav	6	Mohit KumarYadav	8768787878	01-01-2022	

1. Select Standard, Select date duration then click on Search.
2. Click Plus Icon for Creating new Inquiry.
3. Filter or Search by the Enquiry No., Name, Standard, or Contact Number.
4. These badges will show the current status of the student.
5. Action button are following:

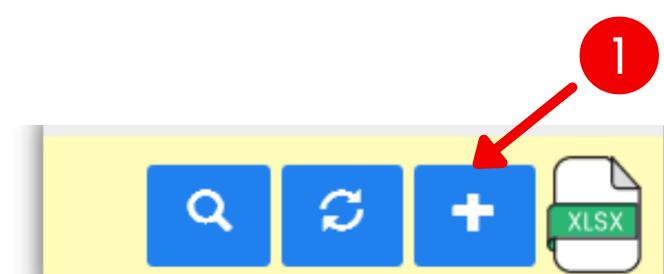


## ADD NEW STUDENT IN ENQUIRY LIST

Step-1. Click on the plus (+) icon to add a new enquiry.

Step-2. Fill the form

Step-3. and Submit



**ADMISSION MANAGEMENT**

Enquiry Date: 01/15/2022

Contact Name\*: [Input]

Admission Source: [Input]

Enquiry Detail: [Text Area]

Contact Number\*: [Input]

Contact Email: [Input]

Address: [Input]

Person To Meet (In School): [Input]

In Time: 05:48:00.000 PM

Refer Contact Person: [Input]

Refer Mobile: [Input]

**Last School Details**

Academic year\*: 2021-22

Board\*: CBSETEST

Medium\*: English

Standard\*: [Input]

Gender\*: [Input]

First Name\*: [Input]

Middle Name: [Input]

Last Name: [Input]

Date Of Birth: mm / dd / yyyy

Day Scholar/Boarding: [Input]

**Father's Details**

First Name\*: [Input]

Middle Name: [Input]

Last Name: [Input]

Father Email: [Input]

Father Mobile\*: [Input]

Occupation: [Input]

Whatsapp No.: [Input]

**Mother's Details**

First Name: [Input]

Middle Name: [Input]

Last Name: [Input]

Mother Email: [Input]

Mother Mobile: [Input]

Occupation: [Input]

**Present Address**

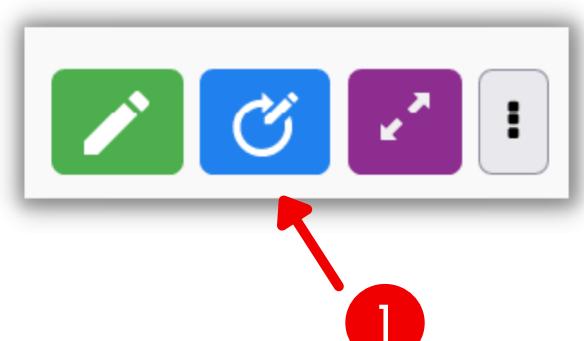
Back | Reset | Submit

## HOW TO UPDATE FOLLOW UP STATUS

Step-1. Click on the Status Update icon to update activities.

Step-2. Fill the form

Step-3. and Submit



Ajay

Vishal Pathak

Monika

Monika Kumari Yadav

Pooja Kumari Sharma

Amit Kumar Yadav

Amrit Kumar Yadav

Divya Pathak

Laksh

8776767667

8776767676

9826315244

8768787878

9865869585

8776767676

8776767676

Test Pathak

8799595959

**Update Enquiry Status**

Enquiry No : 7

Visitor Name : VK pathak

Father Name : VK pathak Pathak

Contact No : 8776767676

Student Name : vishal

Standard : 6

Enquiry Date : 10-01-2022

**Enquiry Status\***

Registration Taken

Select Status

New

Cancelled

On Hold

Rejected

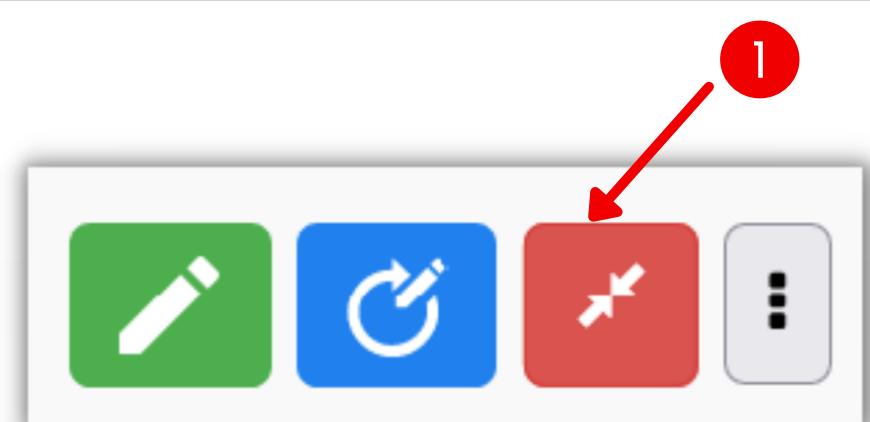
Registration Taken

Close | Submit

## CHECK FOLLOWUP HISTORY

Step-1. Click on this icon to check follow-ups History.

Step-2. Follow-ups History.



1	<b>Registration Taken</b>	Test	Divya Pathak	6	Test Pathak	8799595959	31-12-2021	
Activity	Activity Date	Next Action			Next Action Date		Caller Name	
Call	31-12-2021						Tester	
Call	31-12-2021	Call Back			01-01-2022 16:18:00		Tester	

## ENTER NEW FOLLOWUP DETAILS

Step-1. Click on Three Dots & Select Follow Up option.

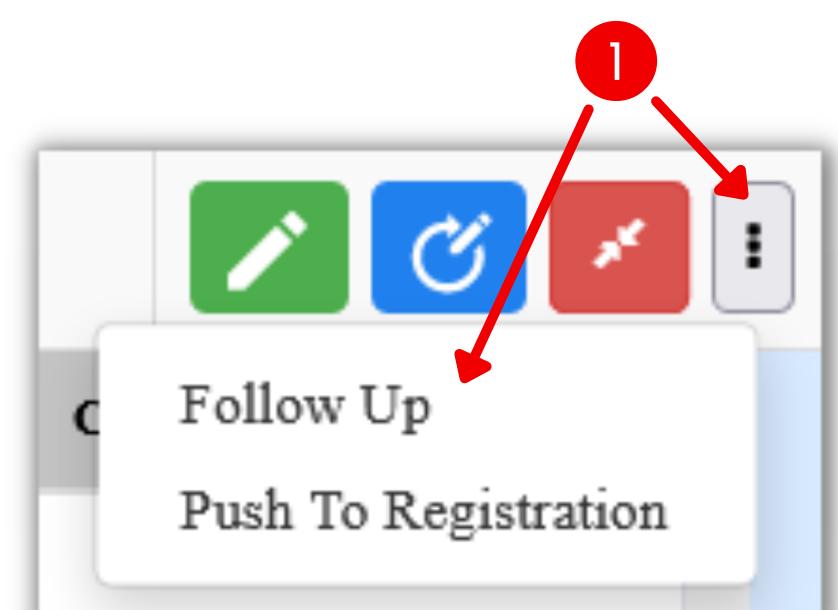
Step-2. Select Follow-up activity date.

Step-3. Enter Activity Remark.

Step-4. Tick Next Follow-up Check Box.

Step-5. Select Next Action date & Next Action time.

Step-6. Write next follow-up plans then click on Submit.

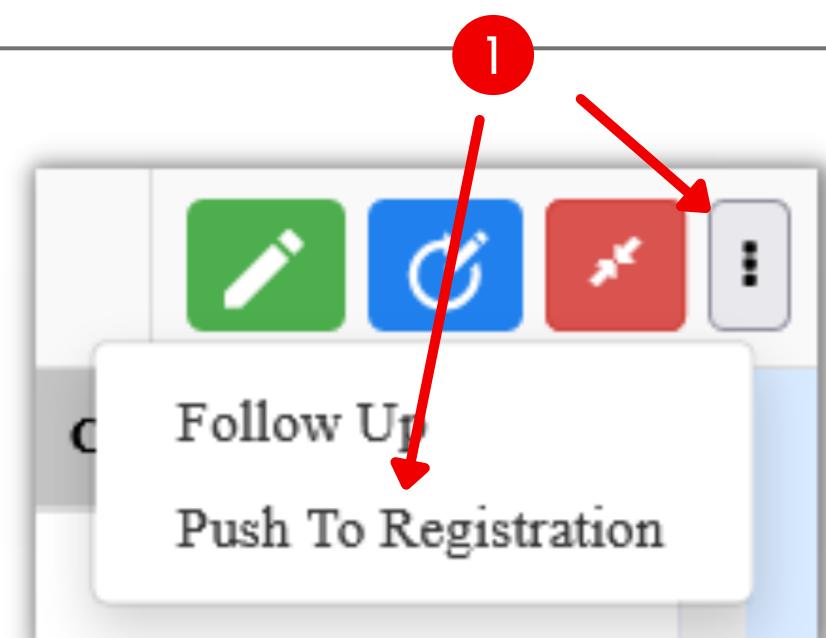


### Follow Up

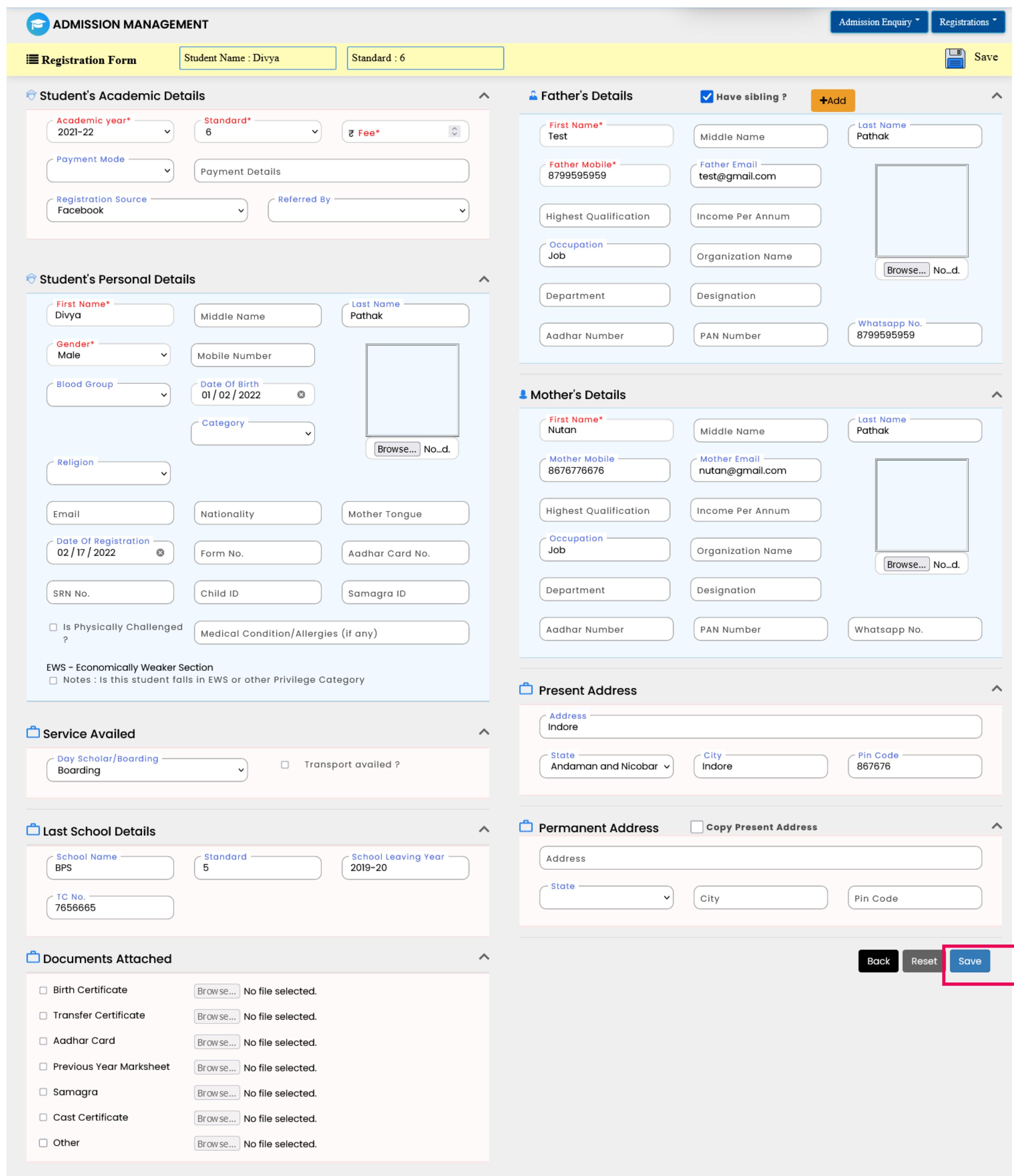
<b>Activity Date</b> <input type="text" value="02 / 17 / 2022"/>	<b>Activity*</b> <input type="text"/>
<b>Next Follow Up</b> <input checked="" type="checkbox"/>	
<b>Next Action Date*</b> <input type="text" value="mm / dd / yyyy"/>	<b>Next Action Time*</b> <input type="text" value="--- : --- ---"/>
<b>Next Action*</b> <input type="text"/>	
<input type="button" value="Close"/> <input type="button" value="Reset"/> <input type="button" value="Submit"/>	

## HOW TO PUSH INQUIRIES TO REGISTRATION

Step-1. Click on three dots & click "Push to Registration" to Open Registration form.



Step-2. Now fill the registration form and click on the save button.



The screenshot shows the DIGIANA ADMISSION MANAGEMENT system's 'Registration Form' page. The top navigation bar includes 'ADMISSION MANAGEMENT', 'Admission Enquiry', and 'Registrations'. The main form is divided into several sections:

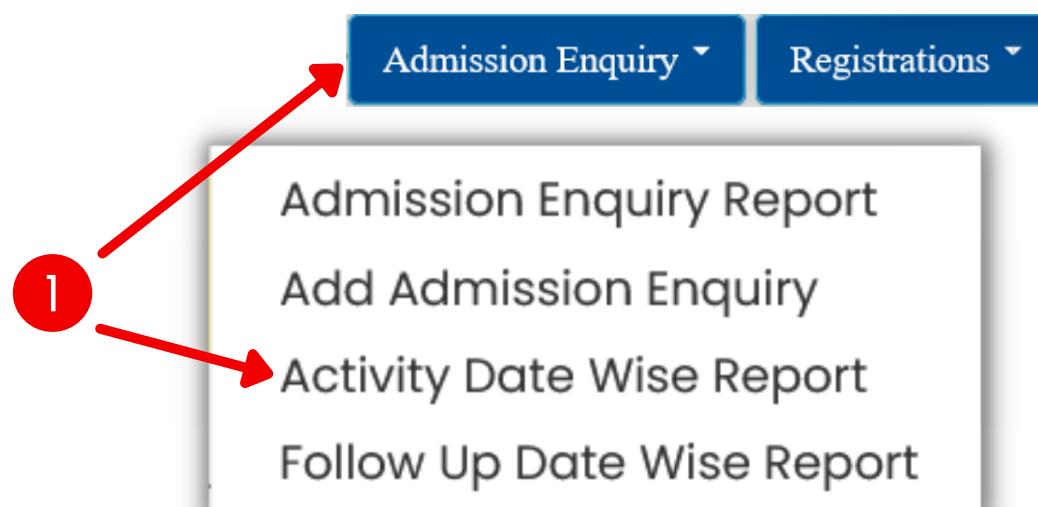
- Student's Academic Details:** Includes fields for Academic year (2021-22), Standard (6), Fee, Payment Mode, Registration Source (Facebook), and Referred By.
- Father's Details:** Includes First Name (Test), Middle Name, Last Name (Pathak), Father Mobile (8799595959), Father Email (test@gmail.com), Highest Qualification, Income Per Annum, Occupation (Job), Organization Name, Department, Designation, Aadhar Number, PAN Number, and Whatsapp No (8799595959). A checkbox for 'Have sibling?' is checked.
- Mother's Details:** Includes First Name (Nutan), Middle Name, Last Name (Pathak), Mother Mobile (8676776676), Mother Email (nutan@gmail.com), Highest Qualification, Income Per Annum, Occupation (Job), Organization Name, Department, Designation, Aadhar Number, PAN Number, and Whatsapp No.
- Present Address:** Includes Address (Indore), State (Andaman and Nicobar), City (Indore), and Pin Code (867676).
- Last School Details:** Includes School Name (BPS), Standard (5), School Leaving Year (2019-20), and TC No (7656665).
- Documents Attached:** A list of documents with checkboxes and browse buttons, all showing 'No file selected.' for Birth Certificate, Transfer Certificate, Aadhar Card, Previous Year Marksheets, Samagra, Cast Certificate, and Other.

At the bottom right of the form, there are buttons for 'Back', 'Reset', and 'Save', with 'Save' being the one highlighted by a red box and labeled '2'.



## HOW TO CHECK ACTIVITY DATE WISE REPORT

1. Click on **Activity Date Wise Report** to check date wise admission Enquiry details.

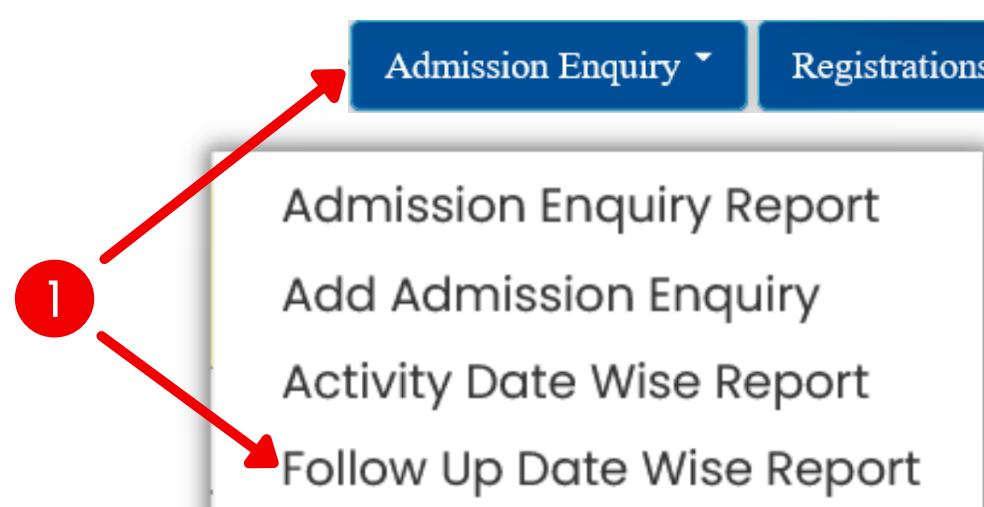


2. Select **Dates** and click on Search Icon to check date wise activity report.

ADMISSION MANAGEMENT								
Activity Date Wise Report								
Enq No	Visitor's Name	Student's Name	Standard	Father's Name	Contact Number	Email	Enq Date	Actions
Enq No	Visitor's Name	Student's Name	Standard	Father's Name	Contact Number	Email	mm / dd / yyyy	

## HOW TO CHECK FOLLOW UP DATE WISE REPORT

1. Click on **Follow Up Date Wise Report** to check date wise admission Enquiry details.



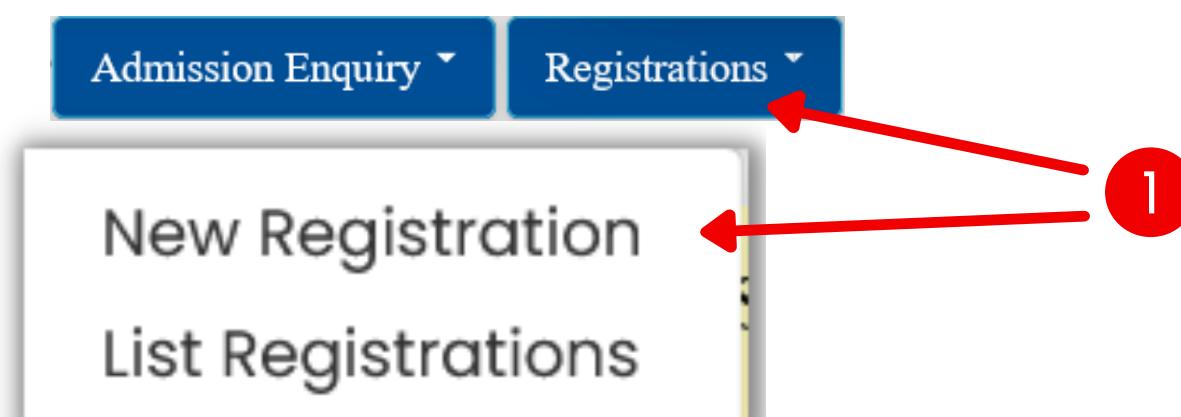
2. Select **Dates** and click on search icon to check date wise Follow Up Report.

ADMISSION MANAGEMENT								
Follow Date Wise Report								
Enq No	Visitor's Name	Student's Name	Standard	Father's Name	Contact Number	Email	Enq Date	Actions
Enq No	Visitor's Name	Student's Name	Standard	Father's Name	Contact Number	Email	mm / dd / yyyy	



## HOW TO OPEN NEW REGISTRATION FORM

1. Click on **Registration** and then click **New Registration** to open new Registration form.



2. Fill the Registration form with the required details and click on Save option.

**ADMISSION MANAGEMENT**

Registration Form Student Name : Divya Standard : 6

**Student's Academic Details**

- Academic year\* 2021-22
- Standard\* 6
- ₹ Fee\* (dropdown)
- Payment Mode (dropdown)
- Payment Details (dropdown)
- Registration Source Facebook
- Referred By (dropdown)

**Father's Details**

- First Name\* Test
- Middle Name
- Last Name Pathak
- Father Mobile\* 8799595959
- Father Email test@gmail.com
- Highest Qualification
- Income Per Annum
- Occupation Job
- Organization Name
- Department
- Designation
- Aadhar Number
- PAN Number
- Whatsapp No. 8799595959
- +Add

**Mother's Details**

- First Name\* Nutan
- Middle Name
- Last Name Pathak
- Mother Mobile 8676776676
- Mother Email nutan@gmail.com
- Highest Qualification
- Income Per Annum
- Occupation Job
- Organization Name
- Department
- Designation
- Aadhar Number
- PAN Number
- Whatsapp No.

**Present Address**

- Address Indore
- State Andaman and Nicobar
- City Indore
- Pin Code 867676

**Permanent Address**

- Address (dropdown)
- State (dropdown)
- City (dropdown)
- Pin Code (dropdown)

**Service Availed**

- Day Scholar/Boarding Boarding
- Transport availed ? (checkbox)

**Last School Details**

- School Name BPS
- Standard 5
- School Leaving Year 2019-20
- TC No. 7656665

**Documents Attached**

- Birth Certificate (checkbox) Browse... No file selected.
- Transfer Certificate (checkbox) Browse... No file selected.
- Aadhar Card (checkbox) Browse... No file selected.

**Buttons**

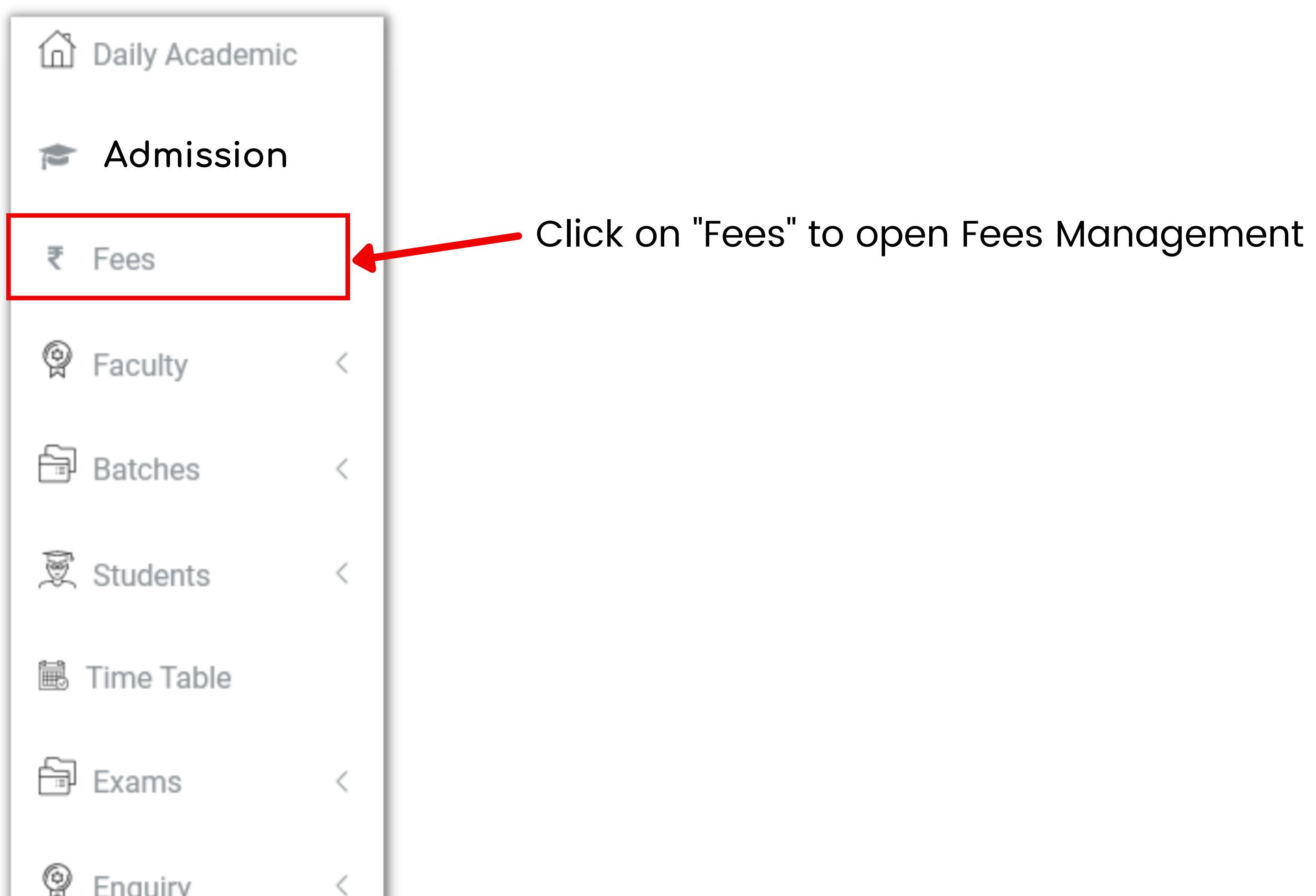
- Back
- Reset
- Save

## Fees Management

- QLS Platform provides an 100% secure and Fees Management System.
- Easy Collection of payments through Online, Cash, Cheque & other modes of Payment.
- Access MIP Reports at multiple levels (Individual student to top management having multiple schools)



Let's start with Fees management.

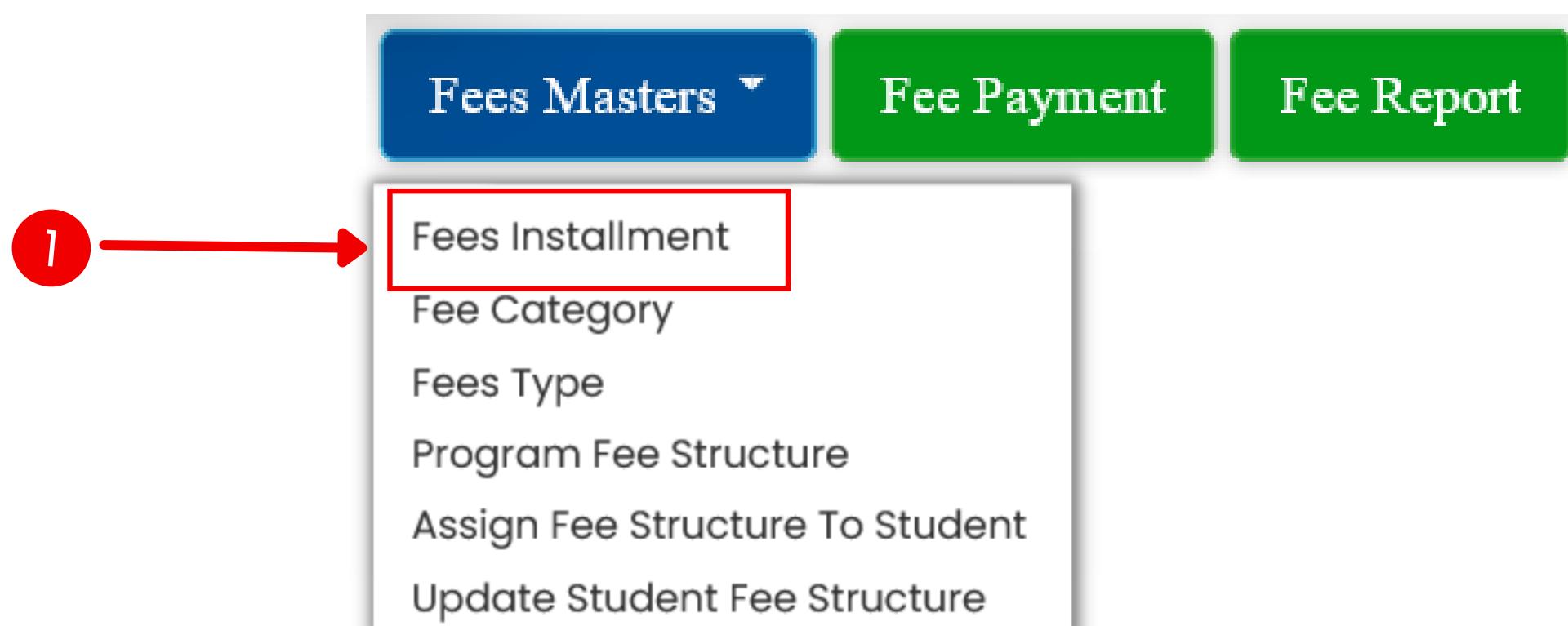




## Assigning Fee Structure

### FEES INSTALLMENT

1. Click on Fees Master then click Fees Installment.



2. Enter Installment Details & Select Installment Start Date, End Date and Last pay date.

3. Enter Description and click on Submit Query.

The screenshot shows a form titled 'Add New Installment'. It includes fields for 'Installment No\*', 'Title\*', 'Start Date\*', 'End Date\*', and 'Last Pay Date\*'. Below these fields is a 'Description' input field. At the bottom are 'Reset' and 'Submit Query' buttons. A red box highlights the 'Submit Query' button, and a red arrow labeled '2' points to it.

4. All Fees Installments name can be view & Modify from this list:

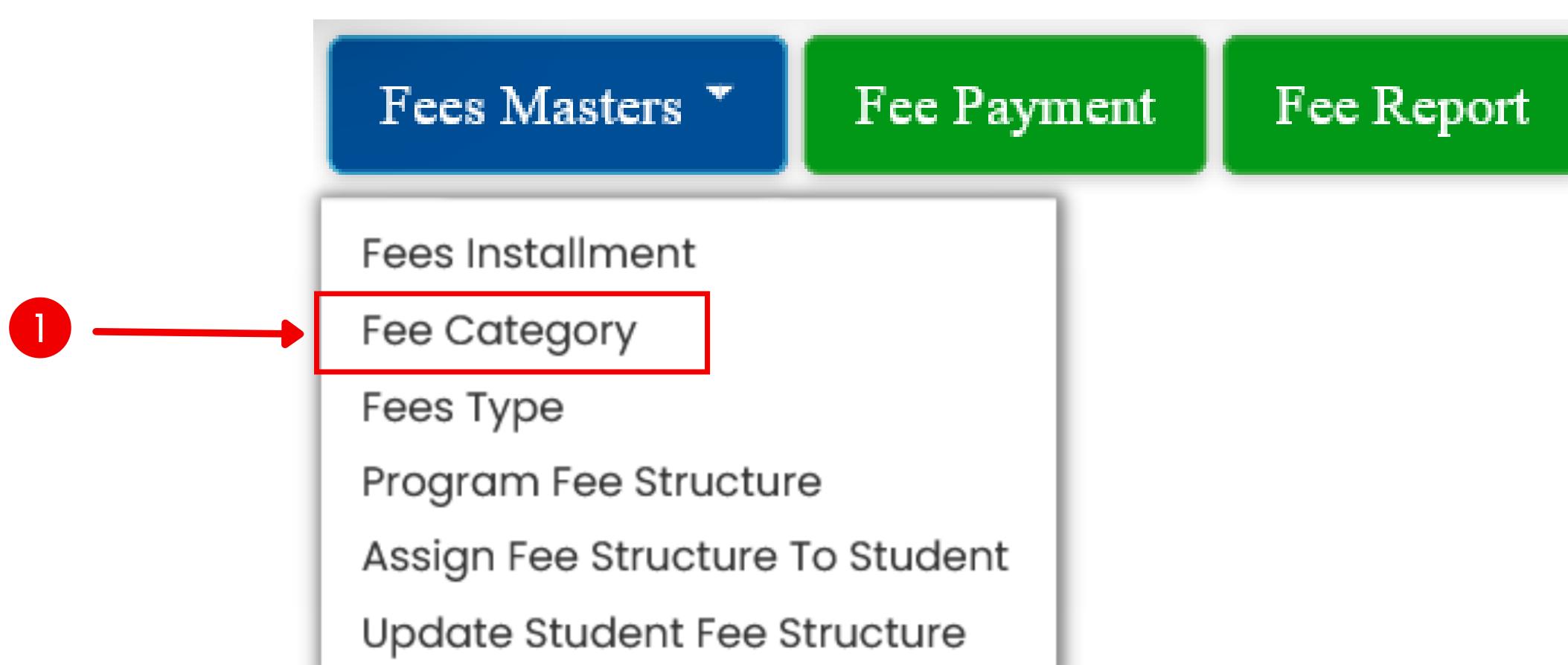
The screenshot shows a 'FEES MANAGEMENT' section with a 'FEES MANAGEMENT' header. On the left, there's a 'Add New Installment' form with fields for 'Installment No\*', 'Title\*', 'Start Date\*', 'End Date\*', 'Last Pay Date\*', and 'Description'. On the right, there's a table titled 'Fee Installments' with columns: 'Installment No', 'Title', 'Start Date', 'End Date', 'Last Pay Date', and 'Actions'. Two rows are visible in the table: Row 1 has '1' in 'Installment No', 'First Installment(Jan-march)' in 'Title', and dates '01-01-2022' to '31-03-2022'. Row 2 has '2' in 'Installment No', 'Second Installment' in 'Title', and dates '04-03-2022' to '16-03-2022'. Each row has edit and delete icons in the 'Actions' column. A red box highlights the entire 'Fee Installments' table area. At the bottom of the table, there are buttons for 'Pre', '1', and 'Next', and a 'Per Page' dropdown set to '10'.



# Assigning Fee Structure

## FEES CATEGORY

1. Click Fees Master then Click Fees Category.



2. Enter Fee Category Title then click Save.

3. All Fees categories can be view & Modify from this list.

₹ FEES MANAGEMENT

+ Add New fee category

Title\* **2** → Academic Fee

Reset Save

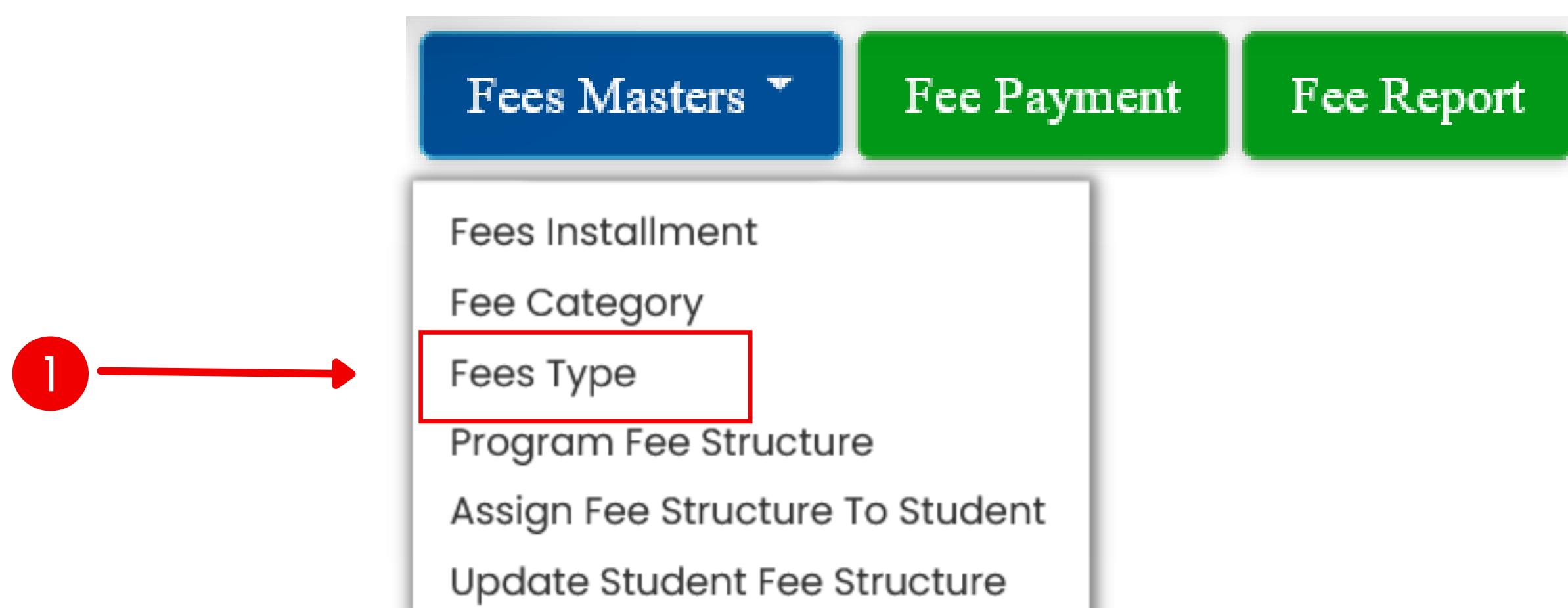
Category	
Title	Actions
Academic Fee	
Extra Charge	

10 Per Page Pre 1 Next

## Assigning Fee Structure

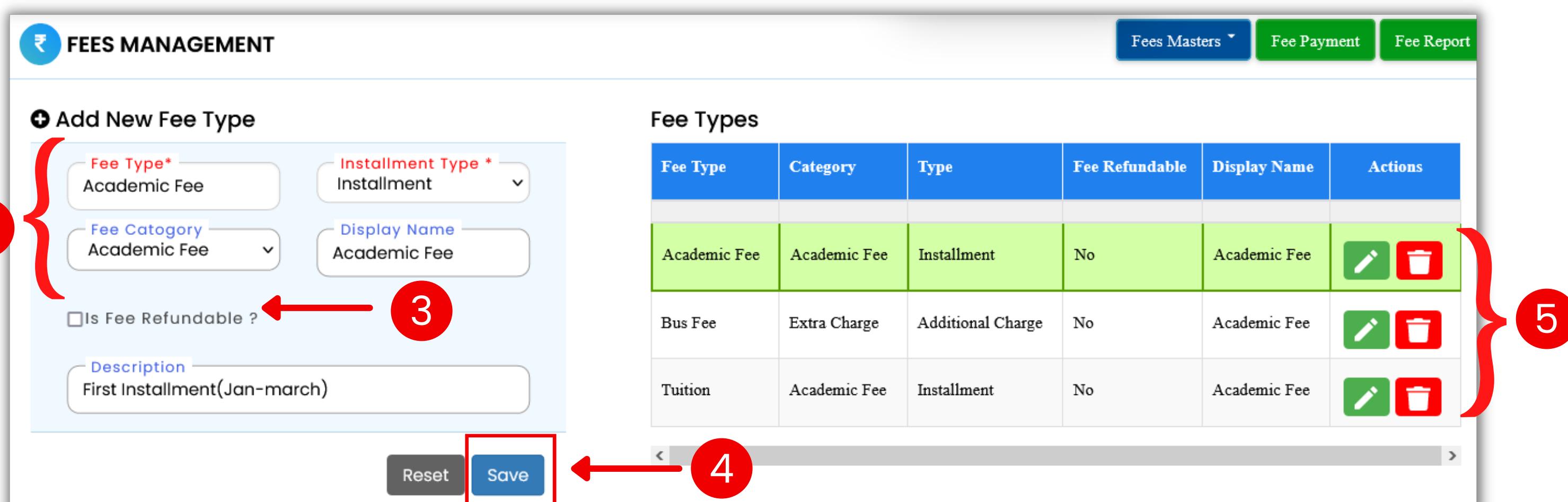
### FEES TYPE

1. Click Fees Master then Click Fees Type.



2. In "Add New Fee Type" Enter **Fee Type** name and select **Installment type**, **Fee Category** and enter **Display name**.

3. If Fees is Refundable please tick mark "Is Fee Refundable?" box.



The screenshot shows the 'FEES MANAGEMENT' page. On the left, there's a form titled '+ Add New Fee Type' with fields for 'Fee Type\*' (Academic Fee), 'Installment Type \*' (Installment), 'Fee Category' (Academic Fee), 'Display Name' (Academic Fee), 'Is Fee Refundable?' (unchecked), and 'Description' (First Installment(Jan-march)). On the right, there's a table titled 'Fee Types' with columns: Fee Type, Category, Type, Fee Refundable, Display Name, and Actions. The table contains three rows: Academic Fee (Installment, No, Academic Fee, edit/delete), Bus Fee (Additional Charge, No, Academic Fee, edit/delete), and Tuition (Installment, No, Academic Fee, edit/delete).

4. Click **Save** button to save Fee Type.

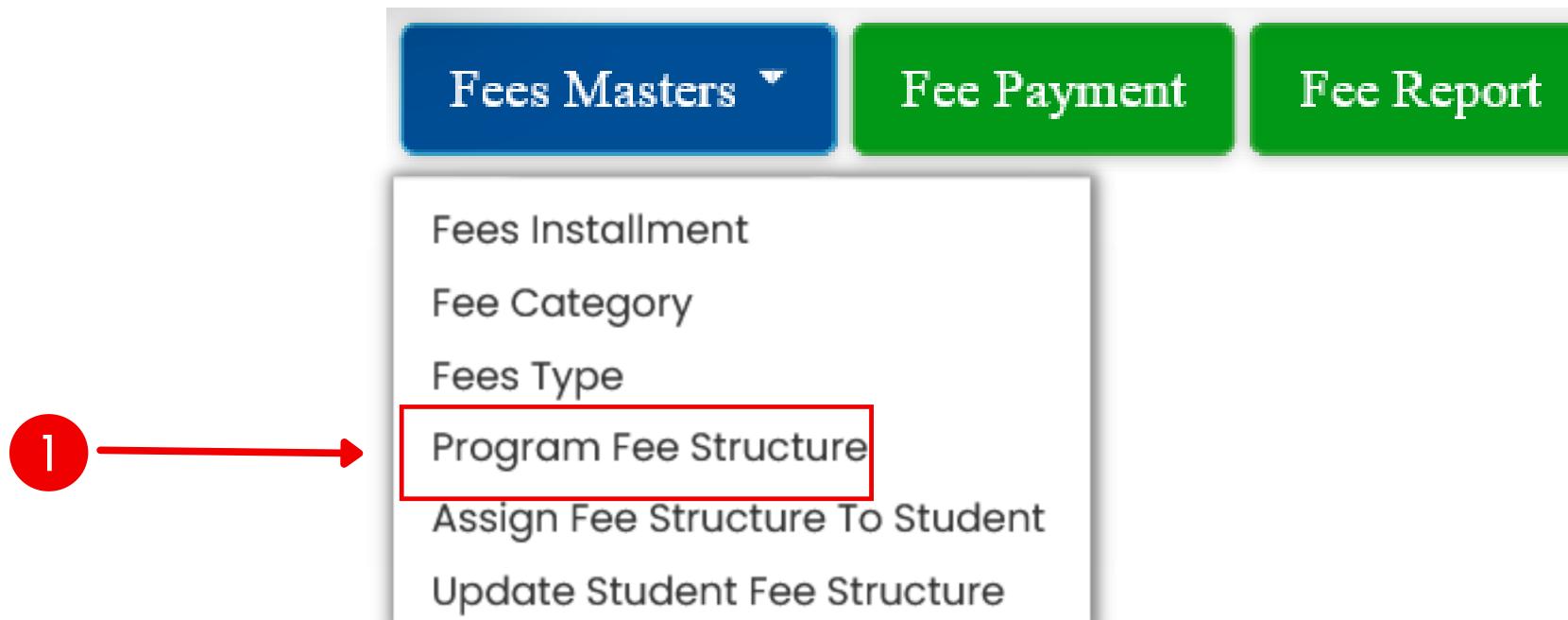
5. All Fees types can be view & Modify from this list.



# Assigning Fee Structure

## FEES TYPE

1. Fees Master then Click program fees structure



### Create Program Fee Structure

**Title\***  
Fee Structure (Class-9th)

**Description**  
Fees structure for class 9th all sections

**Day Scholar/Boarding**  
Day Scholar

**Fee Structure Category**  
New Students

[+ Add Program](#)

[Reset](#) [Submit Query](#)

### Group Listing

Title	Category	Action
Structure (Class-9th)	New Students	

### Fee structure installments

- First Installment(Jan-march)
- Second Installment

### Select Fee Type

	Fee type	Quantity	Price	Total
<input type="checkbox"/>	Academic Fee	1	1500	1500
<input type="checkbox"/>	Tuition	1	500	500

Click to copy to all installment

[Close](#)

[Submit](#)

DPP CLASS LEARN  
 ONLINE QLS  
 FEES ERP  
**AI-BASED**  
 SCHOOL LEARNING  
 OVERFLOW  
 EXAM TRANSPORT  
 CMS SCHOOL ERP  
 REAL-TIME CLASS  
**ASSESSMENT**  
**HYBRID CLASS**  
 MONITORING  
 100+ REPORTS REAL - TIME APP  
 MULTI SCHOOL CBSE  
 ASSIGNMENT LMS  
**SECURED DATA**  
 LIVE CLASS LMS  
 EXAM PAPER CONTENT  
 QUALITY LEARNING DPP AI  
 STUDENT PERFORMANCE  
**PAPER CREATION**  
 FUNDAMENTAL ANALYSIS  
 ATTENDANCE **LMS**  
**STAFF INSTITUTE**  
 STUDENT PARENTS LIBRARY  
 VIRTUAL CLASS  
 SMART CLASS  
 DPP LESSON  
**PROMPT QUIZ**  
 MOCK TEST ADAPTIVE  
 ATTENTION SCORE  
 CUSTOM APP  
 HMLA DPP  
**QLS**  
**ERP**

 **QLS Academy**

ERP LESSON  
 FUNDAMENTAL ANALYSIS REPORT  
 COMMUNICATION  
**ADMISSION**  
 HYBRID SCHOOL WEBSITE  
 ATTENTION SCORE  
**PRACTICE PAPER**  
 STUDENT AI-ML  
 FEES INCOME APP  
 LMS CBSE  
 QLS ED-TECH CARD

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