SOFTWARE OVERVIEW:

Microsoft Navision will be installed on the system of all the users. User can see the

Microsoft Navision Icon in their taskbar

The Counsellors will have a separate Login for using the Enquiry Page:

Step 1: Click on the link <u>172.0.1.105:82</u> for accessing the Portal

Step 2: Login Page for the Users will open. USERID and Password to be entered on Login Page.



Step 3: User Id will be the employee ID and Password can be changed once Login

Step 4: Once the Counsellor has entered the ID and Password, page for Phone Enquiry and Enquiry will be displayed







The Phone Enquiry Tab will be available both on the Website as well as on the Portal. The Applicant can put the Enquiry directly on the website and the counsellor can view it or the Counsellor can do the Cold Calling and put the phone Enquiry on his/her portal.



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The Counsellor can also put the Phone Enquiry on his/her portal as:

Counsellor has to fill all the Mandatory fields which are highlighted as yellow and will submit. These Enquiries will be saved as Phone Enquiries in Microsoft Dynamics Navision Application.

Step 5: The Counsellor will then follow up with the Phone Enquiry and will update the details on the Enquiry Page

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On this page, the counsellor can select the Old Enquiry for which Phone Enquiries have already been created or the user can create a new enquiry without any phone enquiry.

Highlighted fields are the mandatory fields which needs to be filled before submitting the enquiry.

Step 6: All the Enquiries can be viewed by the counsellor on the View Enquiry List

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Follow, UP	ENG/16-17/00083	18 Feb 2016	KHUSHBOO GUPTA	BSC-005			TMEG	OTHER
Follow UP	ENQ/16-17/00004	25 Feb 2016	SAHIL AGARWAL	BBA-001			TMMG	OTHER
Follow UP	EN40/16-17/00065	29 Apr 2016	ABUSHAN KHAN	PHA-001			TMPH	OTHER
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Follow UP	ENQ/16-17/00009	28 Apr 2016	SAJAL GUPTA	BTECH-013			TMEG	OTHER
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Collinson III.		70	DIVYANSHU JAIN	BBA-001			TMMG	OTHER

For all the Enquiries, counsellor can do the Follow ups on clicking the "Follow Up" in the list.

This will open a screen where counsellor can enter the follow up details.

oll Authentication (TMU	×								1
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All the data will be saved in the Microsoft Dynamics Application also.

The Admission Head or any user who will have the rights to access the Microsoft Dynamics Application can view the Enquiries on the Application.

Open the Ministalled on the system. It will ask for your USERID and Password.

Step 7: On the Role Center Page, one can view all the Activities related to Admission

First of all we will setup in admission related for pre-qualification basis. We will click on any course and click on edit button and go to **Navigate** and see **Set Stage 1 Formula** and fill pre qual. For particular course. I have attached screen in below.

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This is Admission role center page for counsellor. Screen would show two tabs: "ACTION" and the other as "REPORT".

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Action Tab will show all the Enquiries, Applications (Bothe Online & Offline), and Admission List which will show all the applicants who are eligible for Admissions.

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This is Enquiry page for fill any enquiry for admission. Click on New Button and fill details as Name, course name, date of birth etc.

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After filling the enquiry, then go to sale of application page and click on new button and fill course code then next step show all name which has been interested this particular course then we select on any name and automatic fill details in application form which was filled in enquiry page. After filling the mandatory fields in application page then go to **Post** button.

The "Applications" would have all the Applications whose payments are received by the Counsellor/Fee Person.

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APP/17-18/00016	Sarthak Jain	17-18	ENQ/17-18/00790 BTECH-001				
APP/17-18/00017	SHARAN SHAH	17-18	ENQ/17-18/00349 PAR-007				
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Counsellor will fill the Application Details and prequalification subject details on the Application Form. This can be printed out by the tab "Application Details Form"

The same application form is also provided on the TMU Website as "Apply Now".



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Mother's Name	۲	Mother's Name		Aadhar Number	©	Aadhar Number		
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Applicant can directly apply there and can do the payment online.

All the entries will be displayed on Microsoft Dynamics Application.

Step 9: The Fee Collection User will receive the applications and provide a receipt to the applicant for the payment done.

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	03/02/2017	600.00	Received	PAR-007	SHIVALIKA	APP/17-18/00010
	33/02/2017	600.00	Received	PH0-001	RAKHI SARKAR	APP/17-18/00011
	27/02/2017	600.00	Received	PHA-005	ANIL KUMAR	APP/17-18/00012
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Step 10: Once the person has qualified all the eligibility criteria and paid the application cost, the counsellor will admit the student

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APP/17-18/00083	YAMINI CHANDALA	17-18	MBBS-0001					BHUPENDRA C		INDIAN			
APP/17-18/00116	RAGINI YADAV	17-18	PAR-006				15/08/1997	NAGENDRA YA	vijay laxmi devi	INDIAN	C/O- RAMMAN YADAV, SE		
APP/17-18/00148	MOHD SHAFEE	17-18	INT-004				18/06/1998	MOHD RAFI	BEENA PARVEEN		KALA KHERA HASANPUR A.,	AMROHA	
APP/17-18/00181	SHASHANK KUMAR	17-18	NUR-005				11/04/2000	KRISHANPAL SI	MITHLESH KUM	INDIAN	VILL-SEVAPUR, TEHSIL-SA		
APP/17-18/00203	STUTI JAIN	17-18	MD-008				20/05/1995	SK JAIN	NEERU JAIN		SPANDAN CARE JASINGHP		
APP/17-18/00291	ashutosh	17-18	BBA-001				03/01/1990	GG	MM	INDIAN	ASA		
APP/17-18/00305	SAURAV KUMAR	17-18	BSC-006				15/10/1998	NAVIN KUMAR	BULBUL DEVI	FOREIGN	AT-NEW PROFESSOR COLO		
APP/17-18/00310	HARSHIT SINGH	17-18	BCA-001				06/06/1998	RAJ KUMAR SIN	ARCHANA SINGH	INDIAN	H.NO-39, DEEP NAGAR , PH		
APP/17-18/00317	HARSHIT SINGH	17-18	BCA-001				06/06/1998	RAJ KUMAR SIN	ARCHANA SINGH	INDIAN	H.NO-59, DEEP NAGAR , PHL.		
APP/17-18/00326	tejveer singh	17-18	BBA-001				23/08/1999	MANMOHAN SI-	ASHMEET KAUR	INDIAN	227, BP COLONY CIVIL LINES		
APP/17-18/00341	AKSHAT JAIN	17-18	BCA-001				19/03/2000	SANJAY KUMAR_	SHALINI JAIN	INDIAN	JAIN NAGAR BAH		
APP/17-18/00342	Muskan singhal	17-18	MBBS-0001				03/02/1999	Mr.naresh singhal	Mrs.geeta singhal	INDIAN	H-3 leela homes		
APP/17-18/00373	JAGRITI SARKAR	17-18	MBBS-0001				09/06/1999	MANORANJAN	REETA SARKAR	INDIAN	WARD NO 4		
APP/17-18/00380	Souray kumar	17-18	BSC-006				15/10/1998	NAVIN KUMAR	BULBUL DEVI	INDIAN	AT-NEWPROFESSOR COLO		
APP/17-18/00382	JAHANVI SHARMA	17-18	BSC-006				25/09/1999	SHASHI KUMAR	POONAM SHAR	INDIAN	C/ SUBASH SHARMA, NAVA		
APP/17-18/00393	KHUSHJAIN	17-18	PAR-004				19/10/1999	Rakesh Kala	Kalpana Kala	INDIAN	309, SANMATI, Indre Neger, J		
APP/17-18/00394	RAHUL JAIN	17-18	BCA-001				01/07/2000	MUKESH JAIN	DEEPA JAIN	INDIAN	RAMLILA GROUND		
APP/17-18/00411	Debolina Kar	17-18	PAR-007				17/04/1999	Debajyoti Kar	Shuvra Kar	INDIAN	Bharigagarh, Dinesh Ojha Pa		- 1
APP/17-18/00489	YOGENDRA SINGH	17-18	BPED-001				13/07/1995	MAHA SINGH	SHANTI DEVI	IND		RAMPUR	
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Step 11: The User can also do the admission on spot without going through the Enquiry to Application Process. Prequalification marks needs to be added at the same time for checking the eligibility.

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Step 12: The Reports can be viewed on the Report Tab placed on the Dashboard.

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Course Transfer: This is process for any course transfer in same college and another college. It is process for 5 level approval and final approving by finance department. It is chargeable basis and auto reflect in fee department for transfer fee if any.

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