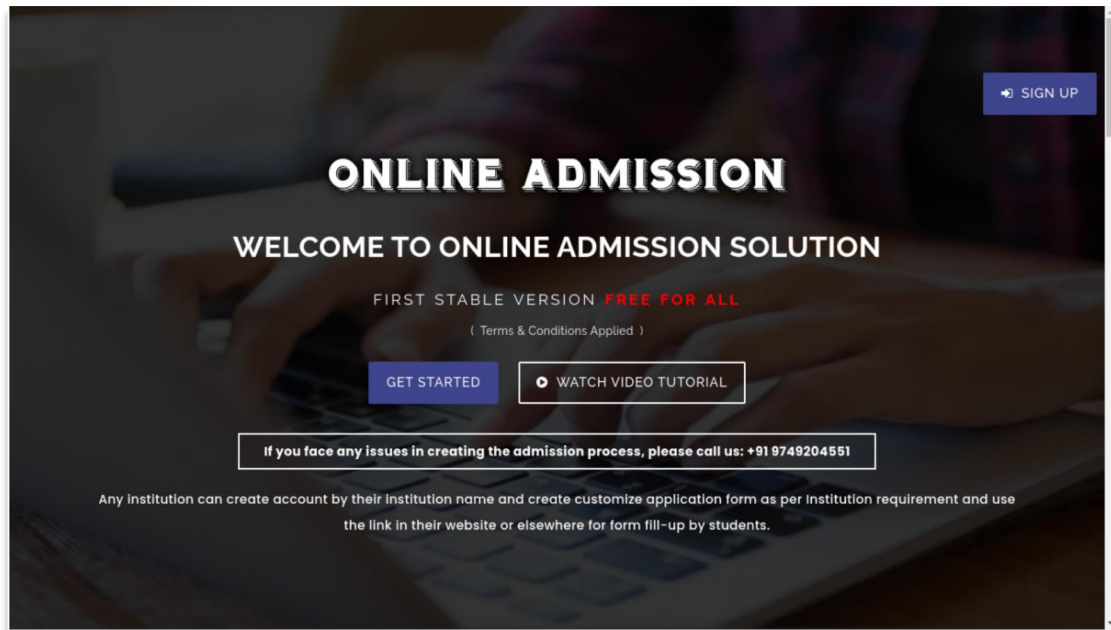


ONLINE ADMISSION SOLUTION



****** Click on `Sign Up` button , or `Get Started` button, for register [If you are new user else scroll down and click on `login`]

For Login

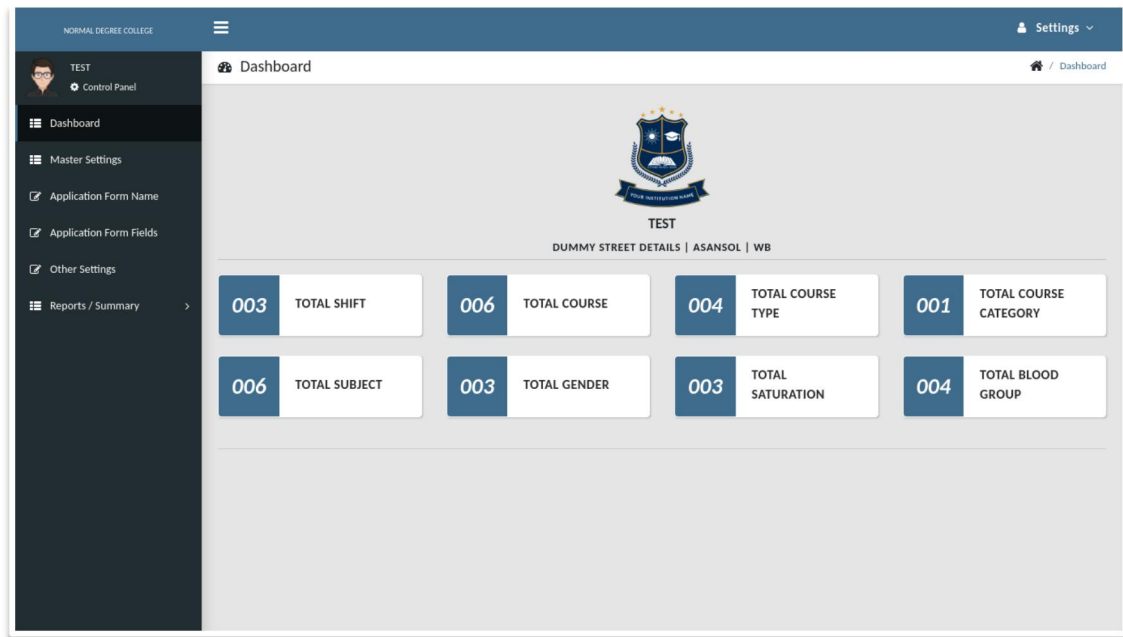
A screenshot of the login form. It has a blue header and a light gray body. The form is white with a red 'LOGIN' button. It contains fields for 'USERNAME / EMAIL' and 'PASSWORD'. Below the password field is a link that says 'Forgot Password?'. At the bottom right of the form is a link that says 'New User? Sign Up'.

For Sign-Up

A screenshot of the sign-up form. It has a blue header and a light gray body. The form is white with a red 'SIGN UP' button. It contains fields for 'EDUCATION TYPE / CATEGORY', 'FULL NAME', 'PHONE NUMBER', 'EMAIL ID', 'CITY', 'COUNTRY', and 'ZIP CODE'. There is a dropdown menu for 'EDUCATION TYPE / CATEGORY' with options like 'BASIC', 'ADVANCED', 'GENERAL', 'SPECIAL', 'PROFESSIONAL', 'POSTGRADUATE', 'PHD', 'MBA', 'MCA', 'MCOM', 'MBA', 'MCA', 'MCOM', 'PHD'. Below the form is a link that says 'Click here for already register? Please login'.

****** Please fill up all fields carefully when registering for our system/Online Admission Solution. Kindly check your mail twice cause we send your login credentials to your given mail address at the time of registration. [Kindly check your Spam mail box also]

****** If you are an old user, then you just log in by using the given username & password.



After Login this screen appears. This is the admin section. Using this section, users/admin can create their application form according to their requirements

Menu List

1. Dashboard
2. Master Settings
3. Application Form Name
4. Application Form Fields
5. Other Settings
6. Reports / Summary

Master Settings

[**Note :** In master setting master options are changed according to ‘**EDUCATION TYPE / CATEGORY**’, that are selected by the admin/user at time of registration. Currently this Master setting is for General Degree College]

Master settings are used to create and manage essential master data required for generating admission forms.

For example,

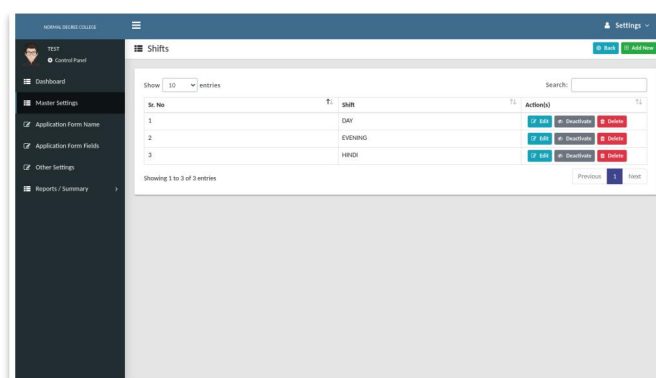
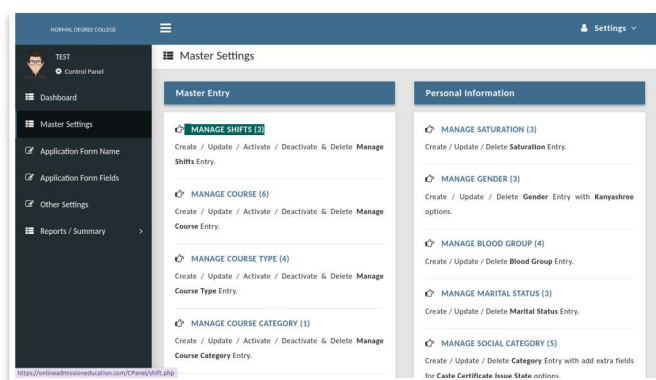
- i. 'Manage Shift' is used to define the various shifts offered by the institution.
(Create / Update / Activate / Deactivate & Delete **Manage Shifts** Entry.)

- ii. 'Manage Course' is used to define the various courses offered by the institution.(Create / Update / Activate / Deactivate & Delete **Manage Course** Entry.)
- iii. 'Manage Course' is used to define the various courses offered by the institution.(Create / Update / Activate / Deactivate & Delete **Manage Course** Entry.)
- iv. 'Manage Course Type' is used to define the various course types offered by the institution.(Create / Update / Activate / Deactivate & Delete **Manage Course Type** Entry.)
- v. 'Manage Course Category' is used to define the various courses offered by the institution.(Create / Update / Activate / Deactivate & Delete **Manage Course Category** Entry.)
- vi. 'Manage Subjects' is used to define the various courses offered by the institution.(Create / Update / Activate / Deactivate & Delete **Manage Subjects** Entry.)
- vii. 'Manage Admission Class' is used to define the various courses offered by the institution.(Create / Update / Activate / Deactivate & Delete **Manage Admission Class** Entry.)
- viii. 'Manage Entrance Exam' is used to define the various courses offered by the institution.(Create / Update / Activate / Deactivate & Delete **Manage Entrance Exam** Entry.)

**** Process For Adding Data in Master Settings ****

Manage Shifts

:: ADD DATA ::



STEP - I : Click on the **'Manage Shifts'** option. This section allows you to view, create, edit, deactivate or delete shifts. It serves as the central hub for all shift-related configurations and scheduling tasks.

STEP - II : When the **'Manage Shifts'** page is opened for the first time, the table section will appear blank as no shift data has been added yet.

To add new shift information, click on the **‘Add New’** button. A form will appear where you can enter the required shift details. After filling in the necessary information, click the **‘Submit’** button to save the shift. Once saved, the newly added data will be displayed in the table section.

The screenshot shows the 'Shifts' management interface. A modal window titled 'INSERT SHIFT' is open, featuring a text input field labeled 'Shift Name' with a placeholder 'Write Shift Information Here.....'. Below the input field are 'Submit' and 'Close' buttons. In the background, a table lists existing shifts:

Sr. No	Shift Name	Action(s)
1		Edit Deactivate Delete
2	EVENING	Edit Deactivate Delete
3	HINDI	Edit Deactivate Delete

The table indicates 'Showing 1 to 3 of 3 entries'. The left sidebar contains navigation options like 'Dashboard', 'Master Settings', and 'Reports / Summary'.



:: EDIT DATA ::

STEP - I : If you want to edit any previous data, click on **‘Edit’** button. A form will appear where you can enter the updated shift details. After filling in the necessary information, click the **‘Submit’** button to save the shift. Once saved, the newly added data will be displayed in the table section.

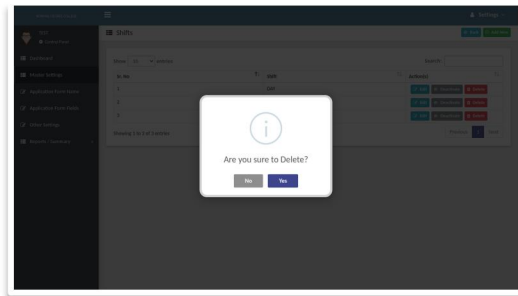
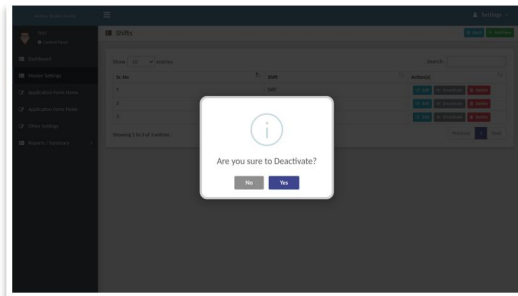
The screenshot shows the 'Shifts' management interface with the 'UPDATE SHIFT' modal open. The 'Shift Name' input field contains the text 'DAY'. The background table is identical to the one in the previous screenshot, showing shifts 1, 2 (EVENING), and 3 (HINDI). The interface includes the same sidebar and table controls as the first screenshot.

:: DEACTIVATE & DELETE DATA ::

STEP - I : If you want to **deactivate** or **delete** any previously entered shift data, you can use the corresponding buttons available in the action column of the table.

- ✓ To **deactivate** a shift, click the **‘Deactivate’** button. A confirmation pop-up will appear—click **‘Yes’** to confirm deactivation.
- ✓ To **delete** a shift, click the **‘Delete’** button. A confirmation pop-up will appear—click **‘Yes’** to confirm deletion.

Deactivating will retain the data in the system but mark it as inactive, while deleting will permanently remove it.



[**Note:** If the entered data is being used in any part of the system, it **cannot be deleted.**]

Application Form Name & Application Form Fields

** CREATE APPLICATION FORM STEP BY STEP **

To create an application form, two main menus are used:

1. **Application Form Name** – Used to create the name of the application, such as the course or program for which users can apply.
2. **Application Form Fields** – Used to create the form fields based on your institution's specific requirements.

STEP - I : Create Application Form Name

To begin, click on the **'Application Form Name'** menu.

When the **'Application Form Name'** page is opened for the first time, the table section will appear blank since no data has been added yet.

:: ADD DATA ::

To add new information, click on the **'Add New'** button. A form will appear where you can enter the required details (such as application form name, session, select course for apply etc.). After filling in the information, click the **'Submit'** button to save the details. Once saved, the newly added entry will be displayed in the table.

The screenshot displays the 'Application Form Name' management page. The sidebar on the left contains the following menu items: TEST, Control Panel, Dashboard, Master Settings, Application Form Name (selected), Application Form Fields, Other Settings, and Reports / Summary. The main content area is titled 'Application Form Name' and features an 'Add New' button in the top right corner. Below this is a table with the following data:

Sr. No	Application Form Name	Course For Apply	Session	Action
1	4 YEAR COURSE APPLY Open Link Copy Link	1. B.A 2. B.B.A 3. B.C.A 4. B.COM 5. B.SC	2025-2026	Edit Delete Manage

At the bottom of the table, it says 'Showing 1 to 1 of 1 entries'. A pagination bar at the bottom right shows 'Previous', '1', and 'Next'.

Full details are provided below;

The screenshot shows a web application interface for 'NORMAL DEGREE COLLEGE'. A modal window titled 'ADD APPLICATION FORM NAME' is open, overlaying a table of application forms. The modal contains three required fields: 'Application Form Name' (with placeholder 'Please Enter Form Name'), 'Select Course For Apply' (with a dropdown arrow), and 'Session' (with placeholder 'Please Enter Session'). At the bottom of the modal are 'Submit' and 'Close' buttons. The background table has columns for 'Sr. No', 'Application Form Name', 'Course For Apply', 'Session', and 'Action'. The first row shows '1', '4 YEAR COURSE APPLY', '1. B.A.', '2025-2026', and action buttons for 'Edit', 'Delete', and 'Manage'.

***Application Form Name :** In this field, the user or admin can enter the name of the application form, such as the course or program title (e.g., "B.Sc Admission 2025").

*** Select Course For Apply :** This field allows the user or applicant to select the course they wish to apply for from a predefined list of available courses.

***Session :** Select or enter the academic year or session for which the application form is being created (e.g., 2025–2026).

The screenshot shows the 'Application Form Name' table after saving the data. The table has columns: 'Sr. No', 'Application Form Name', 'Course For Apply', 'Session', and 'Action'. The first row contains the following data:

Sr. No	Application Form Name	Course For Apply	Session	Action
1	4 YEAR COURSE APPLY	1. B.A. 2. B.A. 3. B.C.A 4. B.COM 5. B.SC	2025-2026	Edit Delete Manage

Below the table, it says 'Showing 1 to 1 of 1 entries'. The 'Action' column contains three buttons: 'Edit' (blue), 'Delete' (red), and 'Manage' (green).

After saving the data, the entered information becomes visible in the table.

Under each Application Form Name, two buttons are available:

Open Link – Click this button to open and view the application form that has been created.

Copy Link – Click this button to copy the URL of the application form. This link can be shared or opened in another browser to access the form directly.

:: EDIT DATA ::

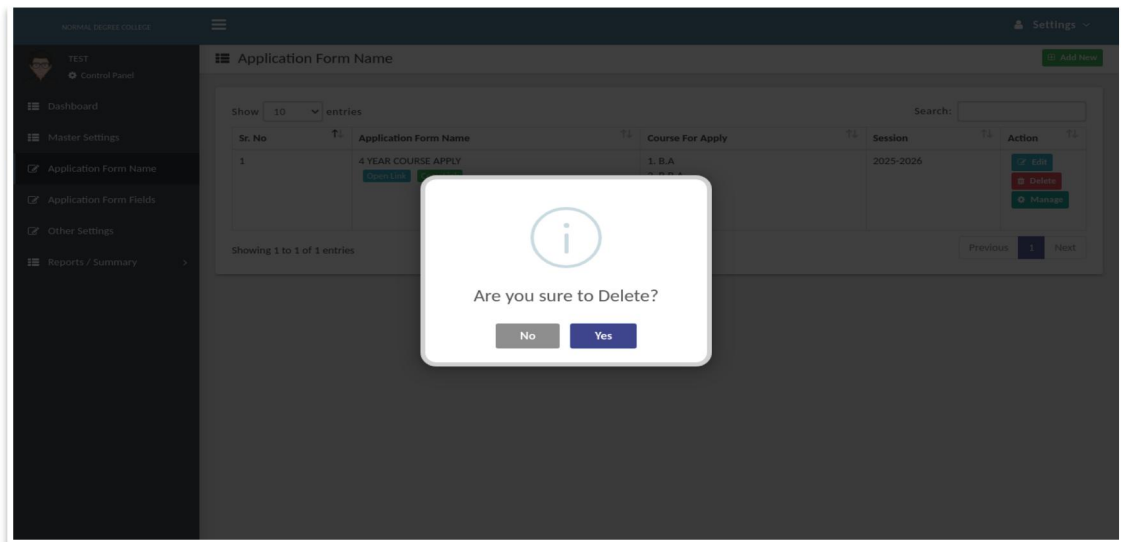
STEP - I : If you want to edit any previous data, click on **‘Edit’** button. A form will appear where you can enter the updated details. After filling in the necessary information, click the **‘Submit’** button to save the details. Once saved, the newly added data will be displayed in the table section.

The screenshot shows a web application interface for 'NORMAL DEGREE COLLEGE'. On the left is a sidebar menu with options: TEST, Control Panel, Dashboard, Master Settings, Application Form Name (selected), Application Form Fields, Other Settings, and Reports / Summary. The main content area is titled 'Application Form N'. It features a table with columns 'Sr. No', 'Session', and 'Action'. The first row shows '1' for 'Sr. No' and '2025-2026' for 'Session'. The 'Action' column contains 'Edit', 'Delete', and 'Manage' buttons. A modal window titled 'UPDATE APPLICATION FORM NAME' is open in the center. It contains three input fields: 'Application Form Name' (with the text '4 YEAR COURSE APPLY'), 'Select Course For Apply' (with buttons for 'B.A', 'B.B.A', 'B.C.A', 'B.COM', and 'B.SC'), and 'Session' (with the text '2025-2026'). At the bottom of the modal are 'Submit' and 'Close' buttons. The background table shows 'Showing 1 to 1 of 1 entries' and pagination controls for 'Previous', '1', and 'Next'.

:: DELETE DATA ::

STEP - I : If you want to **delete** any previously entered data, you can use the corresponding buttons available in the action column of the table.

- ✓ To **delete** a details, click the **‘Delete’** button. A confirmation pop-up will appear—click **‘Yes’** to confirm deletion.



:: MANAGE FORM ::

STEP - I : For manage form must add form fields, using the `Application Form Fields` menu.

Q. How user / admin can create form fields ?

First click on `Application Form Fields` menu. After When the `Application Form Name` page is opened for the first time, the table section will appear blank since no data has been added yet.

:: ADD DATA ::

To add form fields, click the `Add New` button located at the top right corner of the page. A form will appear where you can enter the required details (such as application form name, session, select course for apply etc.). After filling in the information, click the `Submit` button to save the details. Once saved, the newly added entry will be displayed in the table.

ADD APPLICATION FORM FIELDS

* **CATEGORY TYPE**: -- SELECT --

* **FORMAT TYPE**: FORMAT DESIGN #1

HEADING: -- SELECT --

* **LABEL NAME**: Please Enter Label Name

ATTRIBUTES: -- SELECT --

* **FIELD NAME**: Please Enter Field Name

* **FIELD ID**: Please Enter Field Id

* **FIELD TYPE**: -- SELECT --

* **FIELD WIDTH**: -- SELECT --

* **FROM MASTERS**: -- SELECT --

Col-Md-3 Means "This Section Should Take Up 3 Out Of 12 Pieces Of Space" On Medium-Sized Screens (Like Tablets Or Laptops).

PLACEHOLDER: Please Enter Placeholder

* **FIELD DATA TYPE**: -- SELECT --

Submit **Close**

ID	NAME	CATEGORY TYPE	FORMAT TYPE	HTML CODE	STATUS	ACTION
5	PERSONAL INFORMATION	FORMAT DESIGN #1		<label class="col-md-3">Category</label><select name="category" id="category"><option value="">-- SELECT --</option></select>	True	Edit Delete
6	PERSONAL INFORMATION	FORMAT DESIGN #1		<label class="col-md-3">Religion</label><select name="religion" id="religion"><option value="">-- SELECT --</option></select>	True	Edit Delete

* **CATEGORY TYPE** : This field is used to define the category of the information, such as Course Details, Personal Information, Educational Information, etc. It helps organize the form fields into logical sections.

we provide;

COURSE FOR APPLY- For course related information, like which course want to apply etc.

PERSONAL INFORMATION - For personal information like student name, DOB, etc.

PARENT`S INFORMATION - For parent`s information like father name, mother name, father contact number, mother contact number, etc.

EDUCATIONAL QUALIFICATION - For educational information like 10th board details, marks, subject, and 12th board details, marks, subject etc.

CONTACT INFORMATION - For contact realated information like adress, phone numner etc.

MEDIA UPLOAD - For media like identity prof, aadhar card copy and certificates, results copy etc.

* **FORMAT TYPE** : This field indicates the type of form, but it is auto-selected by the system. The user or admin cannot modify it manually.

HEADING : Using This user/admin can enter heading information.

* **LABEL NAME** : Using this field, the user or admin can set the label name as per their specific requirements. This label will be displayed on the application form.



In above picture `Full Name` is the label name.

ATTRIBUTES: Using this field, the user or admin can set the field is readonly or disabled.

Users can **see** the field's value but **cannot modify** it.

* **FIELD NAME** : It is auto-generated by the system. The user or admin cannot modify it manually.

* **FIELD ID** : It is auto-generated by the system. The user or admin cannot modify it manually.

* **FIELD TYPE** : Using this field, the user or admin can set the field type like Drop-down, Textbox, Date, File etc.

* **FIELD WIDTH** : This option allows the user or admin to define how wide the field will appear on the application form. It helps in organizing the layout by controlling whether the field takes full width, half width, or a custom size—ensuring a clean and user-friendly form design.

* **FROM MASTERS** : This option allows the user or admin to populate the field values from pre-defined master data. It is useful for maintaining consistency across forms by reusing centrally managed options, such as course lists, departments, or qualification types.

If the user or admin selects **‘FALSE’**, they can manually enter custom information instead of using predefined master data.

ADD APPLICATION FORM FIELDS

* CATEGORY TYPE: -- SELECT --

* FORMAT TYPE: FORMAT DESIGN #1

HEADING: -- SELECT --

* LABEL NAME: Please Enter Label Name

ATTRIBUTES: -- SELECT --

* FIELD NAME: Please Enter Field Name

* FIELD ID: Please Enter Field Id

* FIELD TYPE: -- SELECT --

* FIELD WIDTH: COL-MD-2 (16.67%)

* FROM MASTERS: FALSE

* INTERNAL NAME: Please Enter Key Name

* VISIBLE NAME: Please Enter Value

Col-Md-2 Means "This Section Should Take Up 2 Out Of 12 Pieces Of Space" On Medium-Sized Screens (Like Tablets Or Laptops).

PLACEHOLDER: Please Enter Placeholder

* FIELD DATA TYPE: -- SELECT --

Submit Close

* **INTERNAL NAME** : The **Internal Name** is a unique identifier used within the system to reference a specific field. This name is not visible to the users filling out the form but is used internally for data processing, integration with other systems, or backend management. It should be descriptive and follow naming conventions to ensure consistency and ease of use.

* **VISIBLE NAME** : This option allows the user or admin to define the values for a selection field, such as a dropdown. The values entered here will be displayed as options for users to choose from in the application form.

If the user or admin selects **‘TRUE’**, the values will be populated from the pre-defined master data.

* **SELECT TABLE NAME** : This option helps the user or admin choose which master table to use for fetching data. It allows the form to pull predefined values from the selected table, ensuring consistency and accuracy in the data provided to applicants.

* **INTERNAL NAME** : The **Internal Name** is a unique identifier used within the system to reference a specific field. This name is not visible to the users filling out the form but is used internally for data processing, integration with other systems, or backend management. It should be descriptive and follow naming conventions to ensure consistency and ease of use. It is auto-selected by the system.

* **VISIBLE NAME** : This option allows the user or admin to define the values for a selection field, such as a dropdown. The values entered here will be displayed as options for users to choose from in the application form. It is auto-selected by the system.

PLACEHOLDER : The placeholder is auto-generated by the system based on the field's name or description. However, the user or admin can modify it manually to provide additional guidance or hints to the applicant.

* **FIELD DATA TYPE** : This defines the type of data that can be entered into a field. The user or admin can specify the field as **Numeric**, **Alpha** (letters only), **Alphanumeric** (letters and numbers), **Date**, or other custom types. This

ensures the correct format and validation of user input, such as limiting entries to numbers or restricting to letters only.

After filling in the information, click the **‘Submit’** button to save the details. Once saved, the newly added entry will be displayed in the table.

:: EDIT DATA ::

STEP - I : If you want to edit any previous data, click on **‘Edit’** button. A form will appear where you can enter the updated details. After filling in the necessary information, click the **‘Submit’** button to save the details. Once saved, the newly added data will be displayed in the table section.

UPDATE APPLICATION FORM FIELDS

* CATEGORY TYPE: PERSONAL INFORMATION

* FORMAT TYPE: FORMAT DESIGN #1

HEADING: -- SELECT --

* LABEL NAME: Gender

ATTRIBUTES: -- SELECT --

* FIELD NAME: gender

* FIELD ID: gender

* FIELD TYPE: DROP-DOWN

* FIELD WIDTH: COL-MD-3 (25%)

* FROM MASTERS: TRUE

* SELECT TABLE NAME: GENDER

* INTERNAL NAME: GENDER

* VISIBLE NAME: GENDER

Col-Md-3 Means "This Section Should Take Up 3 Out Of 12 Pieces Of Space" On Medium-Sized Screens (Like Tablets Or Laptops).

PLACEHOLDER: -- SELECT --

* FIELD DATA TYPE: -- SELECT --

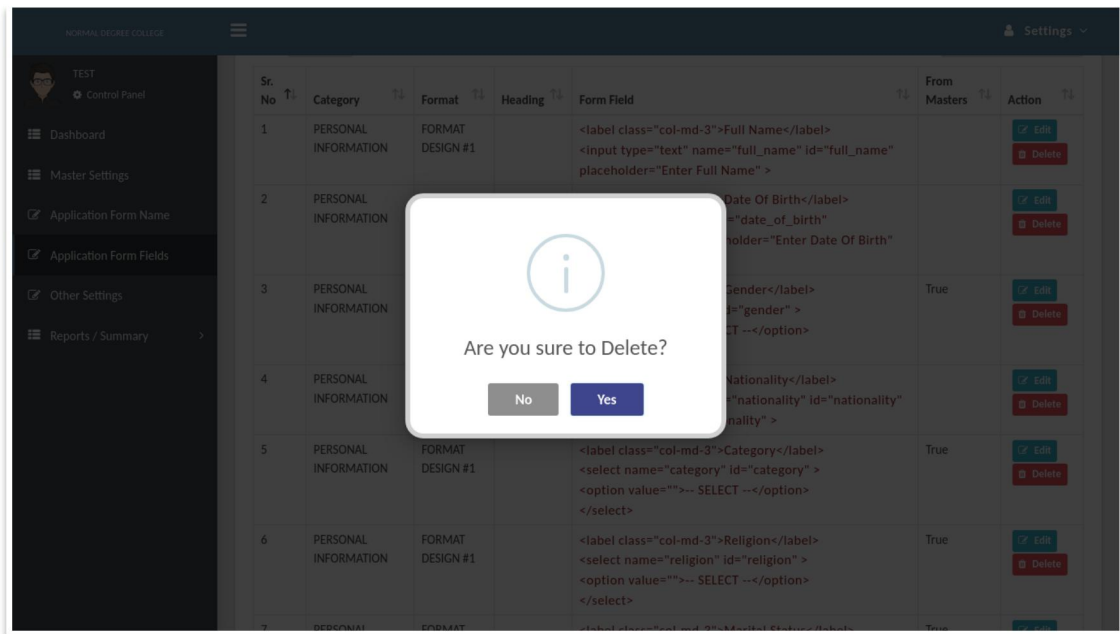
Submit Close

ID	CATEGORY TYPE	FORMAT TYPE	HTML CODE	ACTION
6	PERSONAL INFORMATION	FORMAT DESIGN #1	<label class="col-md-3">Religion</label> <select name="religion" id="religion"> <option value="">-- SELECT --</option> </select>	Edit Delete
7	PERSONAL INFORMATION	FORMAT DESIGN #1	<label class="col-md-3">Religion</label> <select name="religion" id="religion"> <option value="">-- SELECT --</option> </select>	Edit Delete

:: DELETE DATA ::

STEP - I : If you want to **delete** any previously entered data, you can use the corresponding buttons available in the action column of the table.

- ✓ To **delete** a details, click the **‘Delete’** button. A confirmation pop-up will appear—click **‘Yes’** to confirm deletion.



STEP - II : After creating the fields, click on the **‘Manage’** button. A form layout screen will appear, allowing user / admin to arrange and organize the fields in the desired order and structure for the application form.

The screenshot shows the 'ONLINE APPLICATION FORM' layout screen. The header includes a college logo and the text 'U100012 (NORMAL DEGREE COLLEGE) : Form Name - 4 YEAR COURSE APPLY' with a 'Close' button. On the left is a sidebar with categories: 'PERSONAL INFORMATION', 'CONTACT INFORMATION', 'EDUCATIONAL QUALIFICATION', 'COURSE FOR APPLY', 'PARENT'S INFORMATION', and 'MEDIA UPLOAD'. The main area shows the 'PERSONAL INFORMATION' form layout. It includes a 'FORMAT DESIGN #1' dropdown and a grid of form fields. Each field has a red 'X' icon, an 'Add' link, and a 'Mandatory' checkbox. The fields are: 'Full Name' (text input), 'Date Of Birth' (date input), 'Gender' (dropdown), 'Nationality' (text input), 'Category' (dropdown), 'Religion' (dropdown), 'Marital Status' (dropdown), and 'Blood Group' (dropdown). A 'SAVE' button is in the top right corner. A footer note states '* BEST VIEWED IN GOOGLE CHROME, MOZILLA FIREFOX, INTERNET EXPLORER 9 OR HIGHER' and 'DESIGN & DEVELOPED BY : AADIJA TECHNOLOGIES'.

On the form layout screen, the user can enable or disable the **Mandatory** option and toggle the visibility of each field according to their requirements. After making the necessary adjustments, click the **‘Save’** button located at the top right corner of the page. Complete each category step by step. Once all

required sections are configured, click the **‘FINAL SAVE & CLOSE’** button to save and finalize the application form layout.

The screenshot shows the 'ONLINE APPLICATION FORM' interface. On the left is a sidebar with navigation links: PERSONAL INFORMATION, CONTACT INFORMATION, EDUCATIONAL QUALIFICATION, COURSE FOR APPLY, PARENT'S INFORMATION, and MEDIA UPLOAD (highlighted). Below these is a red button labeled 'FINAL SAVE & CLOSE'. The main area is titled 'U100012 (NORMAL DEGREE COLLEGE) : Form Name - 4 YEAR COURSE APPLY' with a 'Close' button. Below this is a 'MEDIA UPLOAD' section with a 'SAVE' button. A dropdown menu shows 'FORMAT DESIGN #1'. The form contains several mandatory upload fields, each with a 'Choose File' button and a 'Mandatory' checkbox:

- * Passport Size Photo (SIZE : 100KB To 500KB)
- * Signature (SIZE : 100KB To 500KB)
- * Class 10 Marksheet (SIZE : 100KB To 500KB)
- * Class 12 Marksheet (SIZE : 100KB To 500KB)
- * Caste Certificate(SIZE : 100KB To 500KB)
- * Aadhar Card (SIZE : 100KB To 500KB)

At the bottom, it says '* BEST VIEWED IN GOOGLE CHROME, MOZILLA FIREFOX, INTERNET EXPLORER 9 OR HIGHER' and 'DESIGN & DEVELOPED BY : AADIJA TECHNOLOGIES'.

The screenshot shows the 'Application Form Name' management interface. On the left is a sidebar with navigation links: TEST, Control Panel, Dashboard, Master Settings, Application Form Name (highlighted), Application Form Fields, Other Settings, and Reports / Summary. The main area has a title 'Application Form Name' and an 'Add New' button. Below is a table with the following data:

Sr. No	Application Form Name	Course For Apply	Session	Action
1	4 YEAR COURSE APPLY Open Link Copy Link	1. B.A 2. B.B.A 3. B.C.A 4. B.COM 5. B.SC	2025-2026	Edit Delete Manage

Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons.

After saving the data, the entered information becomes visible in the table. Under each Application Form Name, two buttons are available:

Open Link – Click this button to open and view the application form that has been created.

Copy Link – Click this button to copy the URL of the application form. This link can be shared or opened in another browser to access the form directly.

Other Settings

Using this menu, the user or admin can set the **background color** of the application form and **upload or change** their institution's logo to personalize the form's appearance.

Reports

Total Signups:

Displays the total number of users who have registered or signed up for the application.

Total Students:

Shows the total number of students who have successfully completed the application process.