User and Operations Manual

IMPORTANT

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1   Preface

1.1   Purpose and Scope

After completing the document one should be able to understand the whole overview of the Temple-based Database Software (MIS) for Temple Based Child & Mass Literacy Program.

1.2   Definitions, Acronyms, and Terminology

Provide the definitions, acronyms and terminology required for this document

Item	Description/ Expansion
IBCS-PRIMAX	IBCS-PRIMAX Software (BD) Ltd.
Hindu Trust	Hindu Trust
Search	Search Icon
+ Add	Add Icon
	Delete Icon
	View Icon
	Edit Icon

2   About The System and Development Summary

To improve the System and functioning of Hindu Trust by introducing a web based Database Software (MIS) for Temple Based Child & Mass Literacy Program. By using this system the process of monitoring centers/students/teachers, add or edit centers/students/teachers, budget heads, meetings, tours, reporting & data sourcing are easy to access. To provide accurate and timely reports for informed decision making. This Database Software (MIS) for Temple Based Child & Mass Literacy Program improves the performance of Hindu Trust.

The process of software development goes through a series of stages in step wise. These steps include planning, analysis, design, development & implementation, testing & deployment and maintenance.

Planning: Without the perfect plan, calculating the strengths and weaknesses of the project, development of software is meaningless. Planning kicks off a project flawlessly and affects its progress positively.

Analysis: This step is about analyzing the performance of the software at various stages and making notes on additional requirements. Analysis is very important to proceed further to the next step.

Design: Once the analysis is complete, the step of designing takes over, which is basically building the architecture of the project. This step helps remove possible flaws by setting a standard and attempting to stick to it.

Development & Implementation: The actual task of developing the software starts here with data recording going on in the background. Once the software is developed, the stage of implementation comes in where the product goes through a pilot study to see if it's functioning properly.

Testing: The testing stage assesses the software for errors and documents bugs if there are any.

Maintenance: Once the software passes through all the stages without any issues, it is to undergo a maintenance process wherein it will be maintained and upgraded from time to time to adapt to changes.

3 Login Process

Login interface is same for all modules of this system. By login process all user can access their individual activity.

Process Details:

To login the Hindu Trust Database Software (MIS) for Temple Based Child & Mass Literacy Program, user can do the following steps- go to the web browser and type the URL of the Hindu Trust System, then Database Software (MIS) for Temple Based Child & Mass Literacy Program Login page will be appeared.

- User will enter user name and password.
- If user want to save the username and password then marked check box.
- Finally click on Login.

4   Dashboard

When user's login to the system by using their own username & password, user will get an overview of their activity modules. After click the module, user will get a dashboard regarding summary overview as a "Tray" of that module.
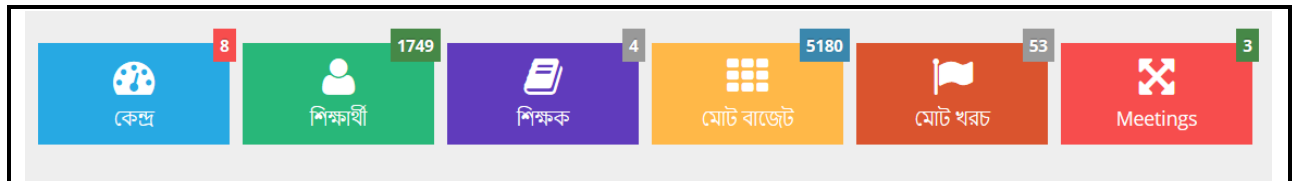
'Centers' – shows the total number of centers.

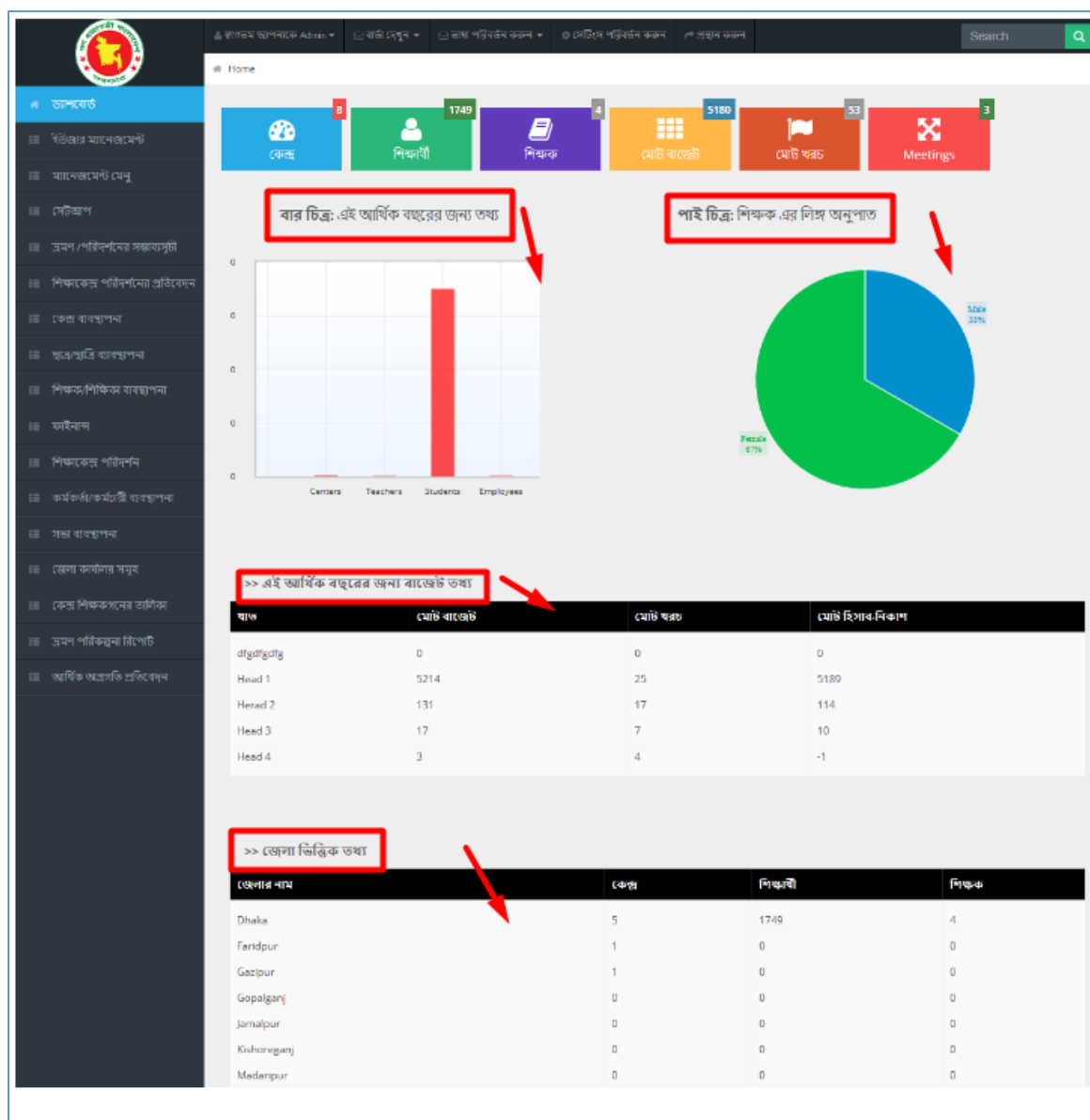*'Students'* – shows the total number of students of all schools.

'Teachers' – shows the total number of teachers.

'Total Budget' – shows the total amount of budget for the education system.

'Total Cost' – shows the total amount of cost for the education system.

'Meetings' – shows the total number of meetings recorded.

Dashboard's screenshot is given below as a sample-

Process Details:

- **"Large Icons"** show the total number of aggregates of Database Software (MIS) for Temple Based Child & Mass Literacy Program.
- **"Bar Chart"** shows the total number of aggregates for this fiscal year.
- **"Pie Chart"** reflects the net ratio of all teachers' gender.
- **"Budget Information Table"** shows the total figures per budget type for this fiscal year.
- **"District-wise Information Table"** shows the total figures per district.

5   User Management

'User Management' menu contains several sub-menus –

- User Group
- User Creation
- User Privileges

Role: USER_GROUP
Menu Access: Please follow the sequence to access this- *User Management >> User Group*

Role Details:

- System Admin, Super Admin & Assistant Project Director (APD) can act as Super-Admin, they have full access to the system.
- Other users have corresponding duties but limited access.

6   Menu Management

Role: MENU_CREATION
Menu Access: Please follow the sequence to access this- *Menu Management >>Menu Creation*.
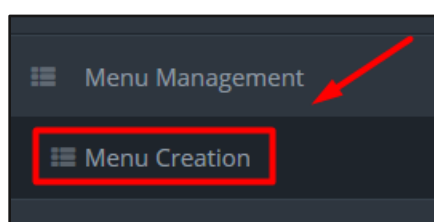
Process Details:
User can add new menu, edit an existing menu and delete a menu.

আইডি	মেনু সমূহের নাম	মেনু সমূহের নাম বাংলা	মেনু সমূহের মূল মেনু	মেনুর লিংক	অনুক্রম	বর্তমান অবস্থা	অ্যাকশন
142	Master Trainer Training Report	মাস্টার ট্রেইনার পরিদর্শন/প্রশিক্ষণ প্রতিবেদন	Tour plan and visit Report	MasterTrainerTrainingReport.index	4	Active	
141	Center Teacher List	কেন্দ্র শিক্ষকগনের তালিকা	Root	allReport.create	16	Active	
140	Month travel / show details	মাসের ভ্রমণ / প্রদর্শনী বিবরণী	Tour plan and visit Report	MonthlyTravelDetailsReport.index	3	Active	
139	District Office	জেলা কার্যালয় সমূহ	Root	allReport.index	16	Active	
138	Monthly Center Visit Report	শিক্ষা কেন্দ্র পরিদর্শনের মাসিক প্রতিবেদন	Tour plan and visit Report	MonthlyCenterVisitReport.index	2	Active	
137	Monthly Probable Tour Plan	মাসিক সম্ভাব্য ভ্রমণ পরিকল্পনা	Tour plan and visit Report	MonthlyTourPlan.index	1	Active	

7   Setup

'Setup' menu contains several sub-menus –

- Year
- Fiscal Year
- Month
- Office
- Instrument
- Budget Head
- Unit
- Organization

Role: FISCAL_YEAR
Menu Access: Please follow the sequence to access this- **Setup >>Fiscal Year.**

Process Details:
User can add new fiscal year, edit an existing fiscal year and delete a fiscal year.

To **Add** New Fiscal Year --

- User has to click ➕Add button & then the form shows up.

- User has to fill up all the fields, and after that click 'Save' button.

To **Edit** a Fiscal Year --

- User has to click ![edit icon] icon, then the form shows up.
- User has to change the fields as necessary, and after that click 'Update' button.

To **Delete** a Fiscal Year --

- User has to click ![delete icon] icon.
- Then the alert box prompts 2 options. 'No, cancel it' –hit the button if you are not sure, and 'Yes, I am sure' –hit the button if you are sure to delete it. *Remember, if you delete an item it will be permanently removed from the system.
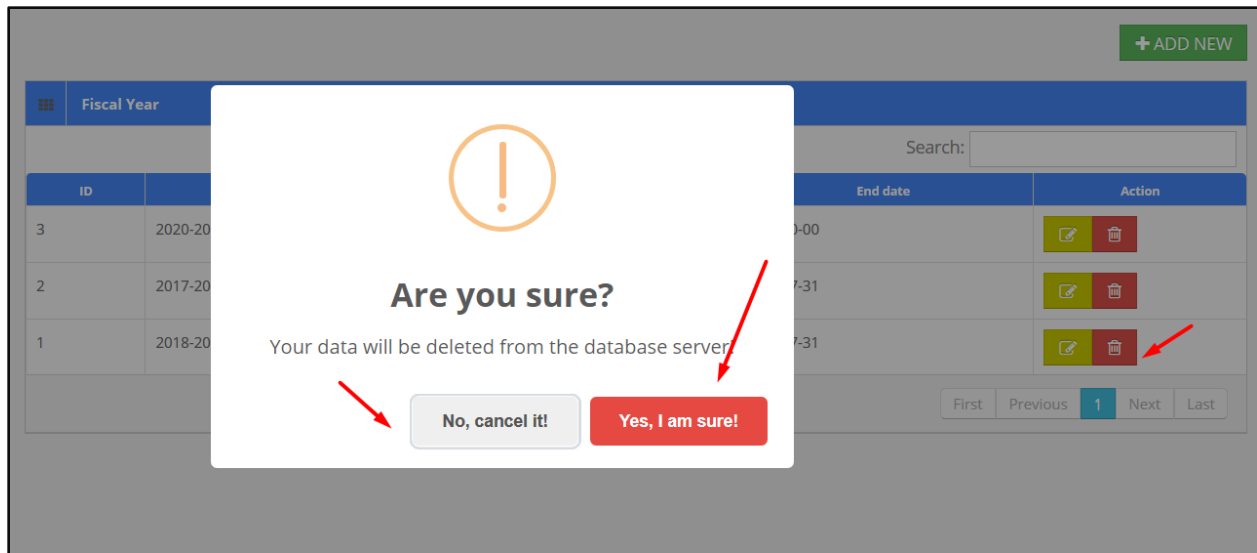
Repeats: The above steps shown for 'fiscal year' are same for all the sub-menus. You can repeat the process for all other topics.
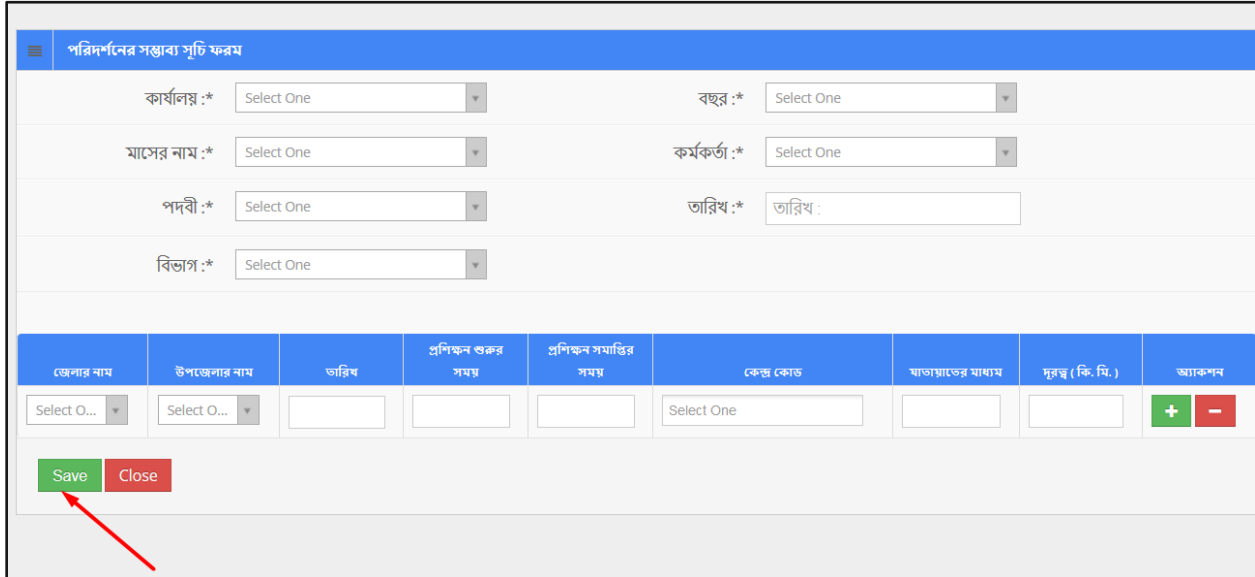
8   Tour Plan and Guidelines

'Tour Plan and Guidelines' menu contains two sub-menus –

- Tour Plan
- Tour Plan List

Role: TOUR_PLAN
Menu Access: Please follow the sequence to access this- ***Tour Plan and Guidelines >>Tour Plan***

Process Details:
User can add new tour plan, view a plan, edit an existing tour plan and delete a tour plan.

সিরিয়াল নং	কার্যালয়	বছর	মাসের নাম	পরিদর্শনকারীর নাম	পদবী	তারিখ	বিভাগ	পরীক্ষা করে দেখেছি	লক স্ট্যাটাস	অ্যাকশন
9		2020	January	Name	প্রকল্প পরিচালক	29-05-2019	Dhaka	Weating For Check	Un Lock	
8		2020	January	Name	প্রকল্প পরিচালক	29-05-2019	Dhaka	Weating For Check	Un Lock	
7		2019	May	Name	প্রকল্প পরিচালক	15-05-2019	Dhaka	Weating For Check	Un Lock	
6		2019	May	Der	প্রকল্প পরিচালক	22-05-2019	Dhaka	Checked	Un Lock	
5		2019	May	Der	প্রকল্প পরিচালক	16-05-2019	Dhaka	Checked	Un Lock	
4		2020	January	Bfree Vfree	প্রকল্প পরিচালক	22-05-2019	Dhaka	Checked	Un Lock	
3	অফিস ২	2019	January	Der	প্রকল্প পরিচালক	28-05-2019	Dhaka	Checked	Un Lock	
2	অফিস ২	2019	January	Der	প্রকল্প পরিচালক	28-05-2019	Dhaka	Weating For Check	Un Lock	

To **Add** New Tour Plan --

- User has to click button & then the form shows up.
- User has to fill up all the necessary fields and must fill up the (*) marked fields and after that click 'Save' button.

To **View** a Tour Plan --

User has to click icon, and then a new page shows detail data.

Edit / Delete: User can update or delete required tour plan by clicking or button.

Role: TOUR_PLAN_LIST
Menu Access: Please follow the sequence to access this- *Tour Plan and Guidelines >>Tour Plan List.*
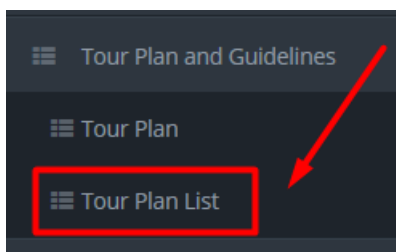
Process Details:
User can view a tour plan, check a tour and search for some tours.

Check a Tour Plan:

User can check a tour plan and mark it. To check a tour plan

- Click checkbox (to select) of a tour plan and click 'Checked all' button.
- The system will update tour plan and confirm.

Search:
If user want to search the specific tour plan then he needs to 'select' the fields from dropdown menus & hit the 'search' icon. Then a new window would display all data.

9   Visiting Report

'Visiting Report' menu contains several sub-menus –

- Tour Plan List Details
- Add Visit
- Add Master Trainer
- Visit details List

Role: TOUR_PLAN_LIST_DETAILS
Menu Access: Please follow the sequence to access this- *Visiting Report >>Tour Plan List Details*
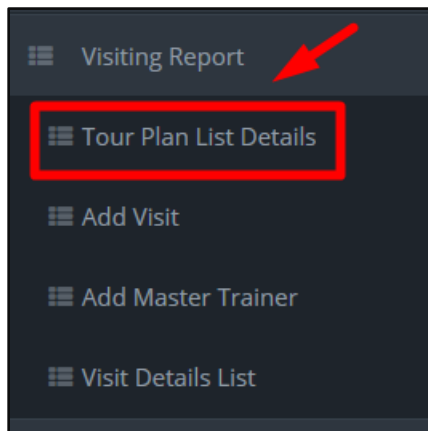
Process Details:
User can view the list of tour plans and search for specific data.

Search:

If user want to search the specific tour plan then he needs to 'select' the fields from dropdown menus & hit the 'search' icon. Then a new window would display all data.

Role: ADD_VISIT
Menu Access: Please follow the sequence to access this- *Visiting Report >>Add Visit*.
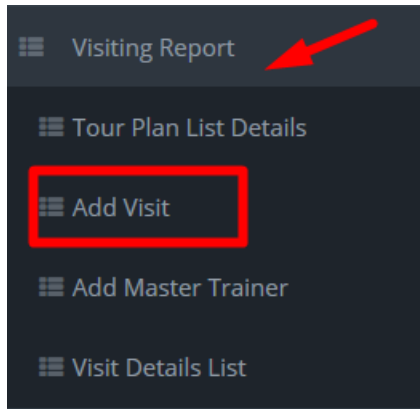
Process Details:

User can edit a listed visit and delete a visit.

আইডি	মাসের নাম	জেলার নাম	সহকারী প্রকল্প পরিচালক/ফিল্ড সুপারভাইজার/চালক	কেন্দ্র	পরিদর্শনের তারিখ	কেন্দ্রে শিক্ষার্থীর সংখ্যা	পরিদর্শনের দিন উপস্থিত ছাত্র	অ্যাকশন
3	May	Dhaka	test	1	02-05-2019	20	15	
2	May	Dhaka	dfgdfg	3	30-05-2019	45	45	
1	January	Dhaka	dfgsdfg	2	23-05-2019	45	45	

To **Edit** a Visit List--

- User has to click icon, then the form shows up.
- User has to change the fields as necessary, and after that click 'Update' button.

	Book	2
	Pen	1
	Test2	2

কেন্দ্রে কোনো অস্বাভাবিক ঘটনা ঘটলে তার বিবরণ

☑ দুর্বল অবকাঠামো ☐ মন্দির কমিটি থেকে সহযোগিতা ☐ ৫০ % এর নিচে গর় শিক্ষার্থী উপস্থিতি ☐ সব ঠিক আসে

সার্বিক মন্তব্য

◯ অসাধারণ ◯ খুব ভালো ◯ ভালো ◉ সন্তোষ জনক ◯ সন্তোষ জনক নয়

উর্ধ্বতন কর্তৃপক্ষের বিশেষ সুপারিশ (যদি থাকে) :

মন্তব্য কারীর পরিচয় : মন্তব্য কারীর পরিচয় মন্তব্য : মন্তব্য

পরিদর্শন কারীর বিশেষ সুপারিশ : পরিদর্শন কারীর বিশেষ সুপারিশ

Update **Close**

To **Delete** a Visit List --

- User has to click [🗑] icon.
- Then the alert box prompts 2 options. 'No, cancel it' –hit the button if you are not sure, and 'Yes, I am sure' –hit the button if you are sure to delete it. *Remember, if you delete an item it will be permanently removed from the system.

Role: ADD_MASTER_TRAINER
Menu Access: Please follow the sequence to access this- *Visiting Report >>Add Master Trainer*.
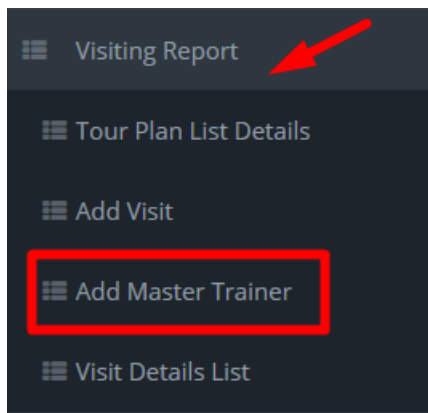
Process Details:
On click, new window appears with the list of Master Trainer Training Reports.
User can edit an existing master trainer report and delete a master trainer report.

আইডি	মাস্টার ট্রেইনার নাম	কর্মস্থল	জেলার নাম	প্রশিক্ষণ নং	প্রশিক্ষন অনুষ্ঠানের তারিখ	প্রশিক্ষন শুরুর সময়	প্রশিক্ষন সমাপ্তির সময়	কেন্দ্র ত্যাগের সময়	শিক্ষক সংখ্যা	সভায় উপস্থিত শিক্ষকের সংখ্যা	অ্যাকশন
1	Der	মানিকগঞ্জ জেলা অফিস	Faridpur	5445	10-04-2019	00:00:00	00:00:00	00:04:00	45	45	

To **Edit** a Master Trainer Training Report --

- User has to click icon, then the form shows up.
- User has to change the fields as necessary, and after that click 'Update' button.

To **Delete** a Master Trainer Training Report --

- User has to click [🗑] icon.
- Then the alert box prompts 2 options. 'No, cancel it' –hit the button if you are not sure, and 'Yes, I am sure' –hit the button if you are sure to delete it. *Remember, if you delete an item it will be permanently removed from the system.

Role: VISIT_DETAILS_LIST
Menu Access: Please follow the sequence to access this- *Visiting Report >>Visit Details List.*
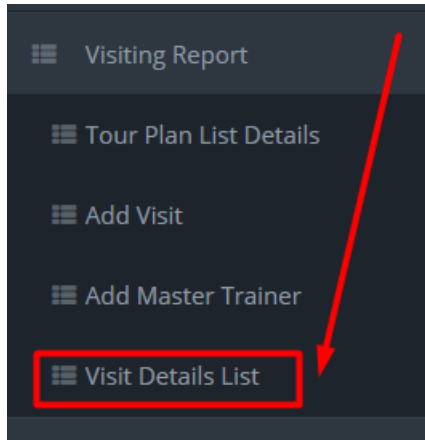
Process Details:

User can view the list of visits and search for specific item from database.

10 Center Management

Role: CENTER_MANAGEMENT
Menu Access: Please follow the sequence to access this- *Center Management*
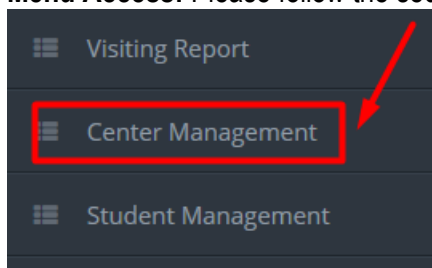
Process Details:
User can add new center and edit an existing center.

To **Add** New Center --

- User has to click ![+Add] button & then the form shows up.
- User has to fill up all the fields, and after that click 'Save' button.

To **Edit** a Center --

- User has to click icon, then the form shows up.
- User has to change the fields as necessary, and after that click 'Update' button.

Search:

If user want to search for the specific centers then he needs to 'select' the fields from dropdown menus & hit the 'search' icon. Then a new window would display all data.

11   Student Management

'Student Management' menu contains several sub-menus –

- Student Creation
- Annual Evaluation
- Student Primary Admission

Role: STUDENT_CREATION

Menu Access: Please follow the sequence to access this- *Student Management >> Student Creation*
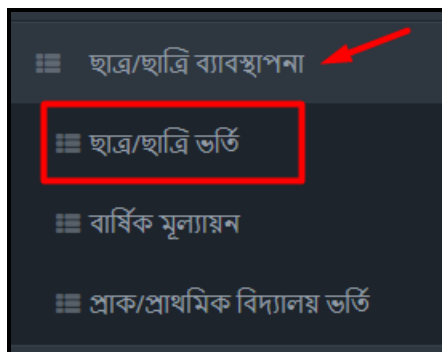
Process Details:

User can add new student, and edit an existing student's information.

To **Add** New Student --

- User has to click [+Add] button & then the form shows up.
- User has to fill up all the necessary fields and must fill up the (*) marked fields.
- After that click 'Save' button.

To **Edit** a Student --

- User has to click icon, then the form shows up.
- User has to change the fields as necessary, and after that click 'Update' button.

To **View** a Student --

User has to click icon, and then a new page shows detail data.

Pdf:

User can grab the pdf version of a student information, to do so click the 'pdf' button at the very top right side of the view form. Then a new window would open in pdf format.
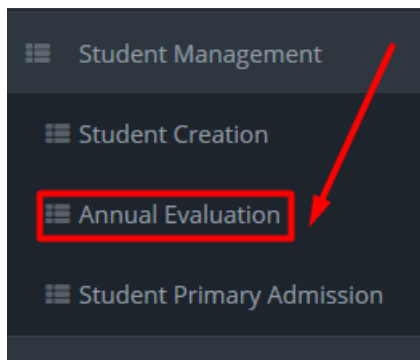

Search:

If user want to search the specific tour plan then he needs to 'select' the fields from dropdown menus & hit the 'search' icon. Then a new window would display all data.

Role: ANNUAL_EVALUATION
Menu Access: Please follow the sequence to access this- *Student Management >>Annual Evaluation.*

Process Details:

User can add new annual evaluation, edit an existing annual evaluation and delete an annual evaluation.

To **Add** New Annual Evaluation --

- User has to click [+ Add] button & then the form shows up.
- User must have to select 'session' and 'center code', and then click 'search' button.

Then the page loads with students data. User has to fill up the all necessary fields.

Finally click the 'Save' button to complete the form.

To **Edit** an Annual Evaluation --

- User has to click icon, then the form shows up.
- User has to change the fields as necessary, and after that click 'Update' button.

To **Delete** an Annual Evaluation --

- User has to click icon.
- Then the alert box prompts 2 options. 'No, cancel it' –hit the button if you are not sure, and 'Yes, I am sure' –hit the button if you are sure to delete it. *Remember, if you delete an item it will be permanently removed from the system.

Search:
If user want to search the specific annual evaluation then he needs to 'select' the fields from dropdown menus & hit the 'search' icon. Then a new window would display all data.

Role: STUDENT_PRIMARY_ADMISSION
Menu Access: Please follow the sequence to access this- *Student Management >> Student Primary Admission*.
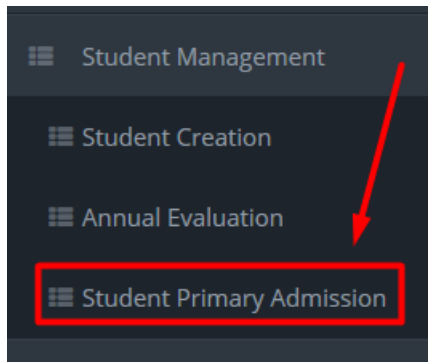
Process Details:
User can add new student primary admission, edit an existing student primary admission and delete a student primary admission.

To **Add** New Student Primary Admission --

- User has to click **+ Add** button & then the form shows up.
- User must have to select 'session' and 'center code', and then click 'search' button.

Then the page loads with students data. User has to fill up the all necessary fields.

Finally click the 'Save' button to complete the form.

To **Edit** a Student Primary Admission --

- User has to click icon, then the form shows up.
- User has to change the fields as necessary, and after that click 'Update' button.

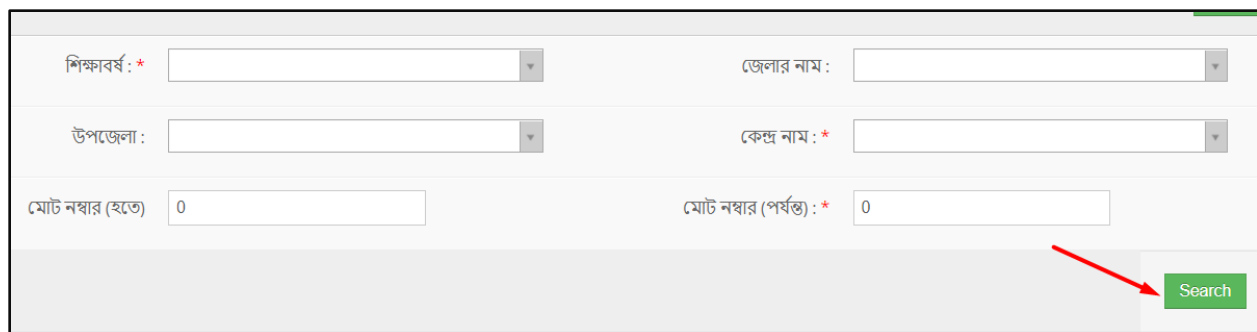To **Delete** a Student Primary Admission --

- User has to click icon.
- Then the alert box prompts 2 options. 'No, cancel it' –hit the button if you are not sure, and 'Yes, I am sure' –hit the button if you are sure to delete it. *Remember, if you delete an item it will be permanently removed from the system.

Search:
If user want to search the specific student primary admission then he needs to 'select' the fields from dropdown menus & hit the 'search' icon. Then a new window would display all data.

12   Teacher Management

Role: TEACHER_MANAGEMENT
Menu Access: Please follow the sequence to access this- *Teacher Management*.
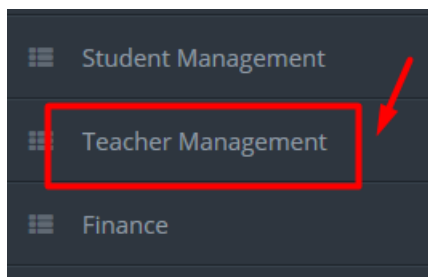
Process Details:
User can add new teacher, edit an existing teacher's data and delete a teacher's entry.

আইডি	শিক্ষকের নাম	পিতা/স্বামীর নাম	মাতার নাম	কেন্দ্র নাম	কেন্দ্র কোড	মোবাইল নম্বর	শিক্ষাগত যোগ্যতা	অ্যাকশন
296	মুক্তা রানী কুন্ডু	মনরাম কুন্ডু	চায়না রানী কুন্ডু		308	01746831056	এস এস সি	
295	শিপলু চক্রবর্তী	নারায়ন চক্রবর্তী	সাবিত্রী চক্রবর্তী		304	01919911993	এইচ এস সি	
294	গংগা রানী পাল	বিজয় কুমার দাস	মায়া রানী পাল		300	01946138966	বিএ/অনার্স	
293	জুঁই সাহা পূজা	নিখিল চন্দ্র সাহা	গীতা রানী সাহা		306	01732137064	এইচ এস সি	

To **Add** New Teacher --

- User has to click **+Add** button & then the form shows up.
- User has to fill up all the necessary fields and must fill up the (*) marked fields, and after that click 'Save' button.

পরীক্ষার নাম	পাশের সন	প্রাপ্ত বিভাগ/ জিপিএ	বোর্ড/ বিশ্ববিদ্যালয়
পরীক্ষার নাম	পাশের সন	প্রাপ্ত বিভাগ/ জিপিএ	বোর্ড/ বিশ্ববিদ্যালয়
পরীক্ষার নাম	পাশের সন	প্রাপ্ত বিভাগ/ জিপিএ	বোর্ড/ বিশ্ববিদ্যালয়
পরীক্ষার নাম	পাশের সন	প্রাপ্ত বিভাগ/ জিপিএ	বোর্ড/ বিশ্ববিদ্যালয়
পরীক্ষার নাম	পাশের সন	প্রাপ্ত বিভাগ/ জিপিএ	বোর্ড/ বিশ্ববিদ্যালয়

অন্যান্য যোগ্যতা/ অভিজ্ঞতা :

সংগীত ☐   নৃত্য ☐   অভিনয় ☐

চিত্রাঙ্কন ☐   কম্পিউটারে দক্ষতা ☐   অন্যান্য ☐

যোগদানের তারিখ : *   যোগদানের তারিখ

ছবি :   Browse... No file selected.   স্বাক্ষর : *   Browse... No file selected.

Save   Close

To **Edit** a Teacher --

- User has to click [icon] icon, then the form shows up.
- User has to change the fields as necessary, and after that click 'Update' button.

To **Delete** a Teacher --

- User has to click [icon] icon.
- Then the alert box prompts 2 options. 'No, cancel it' –hit the button if you are not sure, and 'Yes, I am sure' –hit the button if you are sure to delete it. *Remember, if you delete an item it will be permanently removed from the system.

To **View** a Teacher --

User has to click [icon] icon, and then a new page shows detail data.

Teacher Profile

, (308), মুন্সিগঞ্জ

Teacher Name (Bangla) :	মুক্তা রানী কুন্ডু	**Teacher Name (English) :** MUKTA RANI KUNDU	**Father/Husband Name:** মনরাম কুন্ডু
Mother Name:	চায়না রানী কুন্ডু	**Birth Date :** 12/12/1987	**Age :** 31 বছর 6 মাস 25 দিন

Present Address

Village Name :	ফেগুনাগার	**Post Office :**	মালাইখানগর
District Name:	মুন্সিগঞ্জ	**Thana Name:**	সিরাজদিখান

Permanent Address

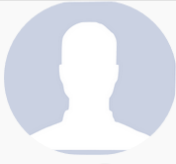|			
Village Name :	ফেগুনাগার	**Post Office :**	মালাইখানগর
District Name:	মুন্সিগঞ্জ	**Thana Name:**	সিরাজদিখান
Religion:	সনাতন	**Nationality:** বাংলাদেশি	**NID/Birth ID:** 2147483647

Pdf:

User can grab the pdf version of a student information, to do so click the 'pdf' button at the very top right side of the view form. Then a new window would open in pdf format.

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

মন্দির ভিত্তিক শিশু ও গণশিক্ষা কার্যক্রম – ৫ম পর্যায়

হিন্দু ধর্মীয় কল্যাণ ট্রাস্ট

নিয়োগ প্রাপ্ত শিক্ষক এর তথ্য ছক ।

বরাবর,
সহকারী প্রকল্প পরিচালক,
মন্দির ভিত্তিক শিশু ও গণশিক্ষা কার্যক্রম – ৫ম পর্যায়,

১) আবেদনকারীর নাম (বাংলায়) :	মুক্তা রানী কুন্ডু
২) আবেদনকারীর নাম (ইংলিশ) :	MUKTA RANI KUNDU
৩) পিতা/স্বামীর নাম :	মনরাম কুন্ডু
৪) মাতার নাম :	চায়না রানী কুন্ডু
৫) জন্ম তারিখ :	১২/১২/১৯৮৭
৬) বয়স :	৩১ বছর ৬ মাস ২৫ দিন

৭) বর্তমান ঠিকানা :

গ্রাম : ফেগুনাগার   পোস্ট অফিস : মালাইখানগর   উপজেলা : সিরাজদিখান   জেলা : মুন্সিগঞ্জ

৮) স্থায়ী ঠিকানা :

গ্রাম : ফেগুনাগার   পোস্ট অফিস : মালাইখানগর   উপজেলা : সিরাজদিখান   জেলা : মুন্সিগঞ্জ

Search:
If user want to search the specific tour plan then he needs to 'select' the fields from dropdown menus & hit the 'search' icon. Then a new window would display all data.
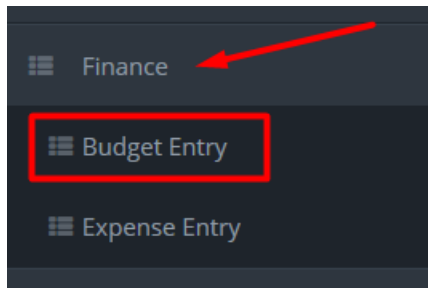
13 Finance

'Finance' menu contains two sub-menus –
- Budget Entry
- Expense Entry

Role: BUDGET_ENTRY
Menu Access: Please follow the sequence to access this- *Finance >> Budget Entry.*

Process Details:
User can add new budget entry, edit an existing budget entry and delete a budget entry.

To **Add** New Budget Entry --
- User has to click button & then the form shows up.

- User has to fill up all the necessary fields and must fill up the (*) marked fields, and after that click 'Save' button.

ক্রমিক নং	বাজেট হেড	চলতি অর্থ সালের বরাদ্দ	একক পরিমান	একক
1	Head 1			Select One
2	Herad 2			Select One
3	Head 3			Select One
4	Head 4			Select One

To **Edit** a Budget Entry --

- User has to click icon, then the form shows up.
- User has to change the fields as necessary, and after that click 'Update' button.

ক্রমিক নং	বাজেট হেড	চলতি অর্থ সালের বরাদ্দ	একক পরিমান	একক
1	Head 1	4	5	KG
2	Herad 2	1	2	GRM
3	Head 3	2	3	PCS
4	Head 4	3	4	PCS

To **Delete** a Budget Entry --

- User has to click icon.
- Then the alert box prompts 2 options. 'No, cancel it' –hit the button if you are not sure, and 'Yes, I am sure' –hit the button if you are sure to delete it. *Remember, if you delete an item it will be permanently removed from the system.

Role: EXPENSE_ENTRY

Menu Access: Please follow the sequence to access this- *Finance >>Expense Entry.*

Process Details:

User can add new expense entry, edit an existing expense entry and delete an expense entry.

সিরিয়াল নং	কার্যালয়	জেলা	অর্থবছর	বছর	মাসের নাম	অ্যাকশন
4	ঢাকা জেলা অফিস	Sherpur	2020-2021	2020	May	
3	নরসিংদী জেলা অফিস	Jamalpur	2018-2019	2020	February	
2	মানিকগঞ্জ জেলা অফিস	Dhaka	2018-2019	2020	January	
1	মানিকগঞ্জ জেলা অফিস	Faridpur	2018-2019		January	

To **Add** New Expense Entry --

- User has to click **+ Add** button & then the form shows up.
- User has to fill up all the necessary fields and must fill up the (*) marked fields, and after that click 'Save' button.
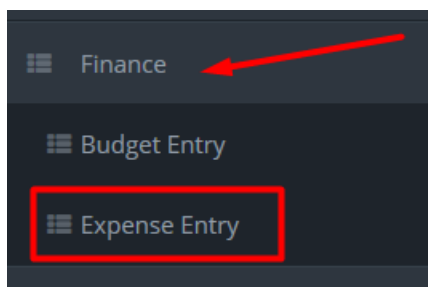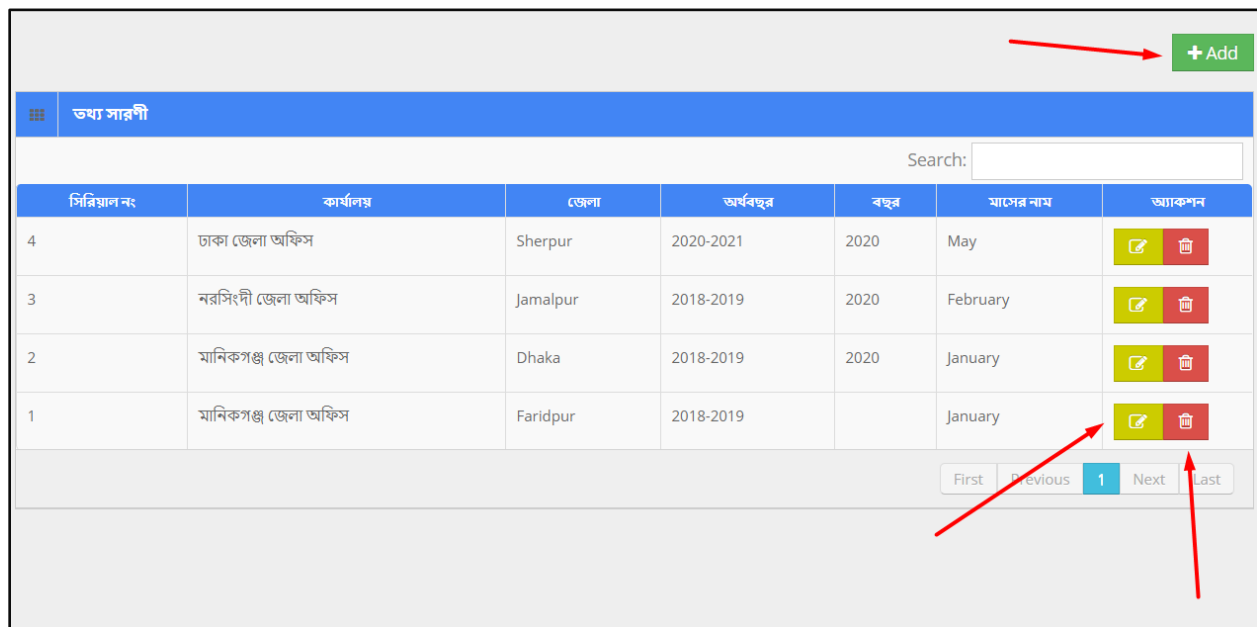

To **Edit** a Expense Entry --

- User has to click icon, then the form shows up.
- User has to change the fields as necessary, and after that click 'Update' button.

To **Delete** a Expense Entry --

- User has to click [🗑] icon.
- Then the alert box prompts 2 options. 'No, cancel it' –hit the button if you are not sure, and 'Yes, I am sure' –hit the button if you are sure to delete it. *Remember, if you delete an item it will be permanently removed from the system.

14   Center Monitoring

Role: CENTER_MONITORING_ENTRY
Menu Access: Please follow the sequence to access this- *Center Monitoring >> Center Monitoring Entry*
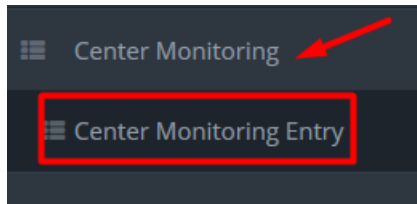
Process Details:

User can add new center monitoring report, edit an existing center monitoring report and delete a center monitoring report.

To **Add** New Center Monitoring Report --

- User has to click [+ Add] button & then the form shows up.
- User has to fill up all the necessary fields and must fill up the (*) marked fields, and after that click 'Save' button.

To **Edit** a Center Monitoring Report --

- User has to click icon, then the form shows up.
- User has to change the fields as necessary, and after that click 'Update' button.

Teacher evaluation system for students by the teacher:

☐ মৌখিক ☐ লিখিত ☑ মৌখিক ও লিখিত উভয়ই

The problem raised by the center teacher in the center management :

A . test 89

B . test 896

C. test 899

Special Comments (if any) : test 8912

Inspection Recommendation (if any) : test 89566

Update   Close

To **Delete** a Center Monitoring Report --

- User has to click 🗑 icon.
- Then the alert box prompts 2 options. 'No, cancel it' –hit the button if you are not sure, and 'Yes, I am sure' –hit the button if you are sure to delete it. *Remember, if you delete an item it will be permanently removed from the system.

15 Employee Management

'Employee Management' menu contains several sub-menus –

- Employee
- Leave Application
- Posting

Role: EMPLOYEE

Menu Access: Please follow the sequence to access this- *Employee Management >>Employee.*
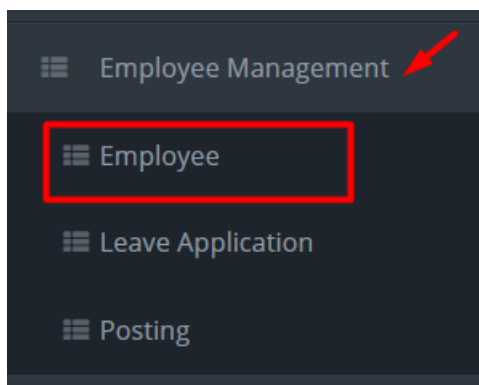
Process Details:

User can add new employee, edit an existing employee and delete an employee.

আইডি	ছবি	মেনু সমূহের নাম	পদবী	কর্মস্থল	মোবাইল	মেইল	অ্যাকশন
5		তৈরী করুন	সহকারী প্রকল্প পরিচালক		324324234	gfdg2@gmail.com	
4		নতুন ব্যবহারকারী	সহকারী প্রকল্প পরিচালক		35435345	dfdsfdfs@gmail.com	
3		প্রি,মতি	অফিস সহকারী কাম কম্পিউটার মুদ্রাক্ষরিক		43535345	Organi@gmail.com	
2		dsfd	ফিল্ড সুপারভাইসার	অফিস ৩	54534	tt@gmail.com	
1		dsfd	ফিল্ড সুপারভাইসার	অফিস ৩	54534	tt@gmail.com	

First Previous 1 Next Last

To **Add** New Employee --

- User has to click **+ Add** button & then the form shows up.
- User has to fill up all the necessary fields and must fill up the (*) marked fields, and after that click 'Save' button.

To **Edit** an Employee --

- User has to click icon, then the form shows up.
- User has to change the fields as necessary, and after that click 'Save' button.

সংস্থা : *		কর্মস্থল : *	
ফোন(অফিস) :	34234234	ফোন(বাসা) :	324343
মোবাইল : *	324324234	ফ্যাক্স :	324
মেইল : *	gfdg2@gmail.com	জাতিও পরিচয় পত্র নম্বর : *	2147483647
ড্রাইভিং লাইসেন্স (যদি থাকে) :	34534543	পাসপোর্ট নম্বর (যদি থাকে) :	345345
যোগদানের তারিখ : *	2019-04-28	রক্তের গ্রুপ :	O+
ধর্ম : *	সনাতন	জাতীয়তা : *	বাংলাদেশি
ছবি :	Browse... No file selected.	জীবন বৃত্তান্ত :	Browse... No file selected.

Save **Close**

To **Delete** an Employee --

- User has to click [🗑] icon.
- Then the alert box prompts 2 options. 'No, cancel it' –hit the button if you are not sure, and 'Yes, I am sure' –hit the button if you are sure to delete it. *Remember, if you delete an item it will be permanently removed from the system.

To **View** an Employee --

User has to click [👁] icon, and then a new page shows detail data.

নাম(বাংলা) :	তৈরী করুন	নাম(ইংরেজি) :	Der	পদবী :	সহকারী প্রকল্প পরিচালক
জেলা :	ফরিদপুর	কর্মস্থল :		সংস্থা :	
যোগদানের তারিখ :	28/04/2019	Phone (Office) :	34234234	ফোন(বাসা) :	324343
মোবাইল :	324324234	মেইল :	gfdg2@gmail.com	ফ্যাক্স :	324

Search:
If user want to search the specific tour plan then he needs to 'select' the fields from dropdown menus & hit the 'search' icon. Then a new window would display all data.

Role: LEAVE_APPLICATION
Menu Access: Please follow the sequence to access this- *Employee Management >>Leave Application*.
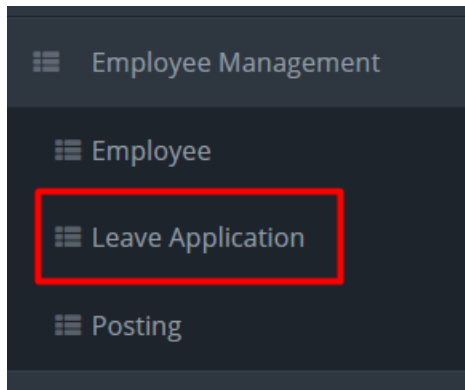
Process Details:

 User can view the list of leaves add new leave application.

To **Add** New Leave Application --

- User has to click [Leave Application] button & then the form shows up.
- Scroll down to the segment 'Leave Application'.
- User has to fill up all the necessary fields and must fill up the (*) marked fields, and after that click 'Save' button.

Search:

If user want to search the specific leave application then he needs to 'select' the fields from dropdown menus & hit the 'search' icon. Then a new window would display all data.

Role: POSTING

Menu Access: Please follow the sequence to access this- *Employee Management >>Posting*.
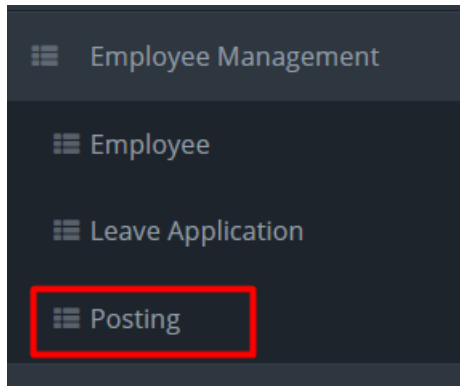
Process Details:

User can add new posting, and view posting data.

আইডি	ছবি	মেনু সমূহের নাম	পদবী	সংস্থা	কর্মস্থল	মোবাইল	মেইল	অ্যাকশন
5		তৈরী করুন	সহকারী প্রকল্প পরিচালক			324324234	gfdg2@gmail.com	☑পোস্টিং
4		নতুন ব্যবহারকারী	সহকারী প্রকল্প পরিচালক			35435345	dfdsfdfs@gmail.com	☑পোস্টিং
3		স্মি,মতি	অফিস সহকারী কাম কম্পিউটার মুদ্রাক্ষরিক			43535345	Organi@gmail.com	☑পোস্টিং
2		dsfd	ফিল্ড সুপারভাইসার		অফিস ৩	54534	tt@gmail.com	☑পোস্টিং
1		dsfd	ফিল্ড সুপারভাইসার		অফিস ৩	54534	tt@gmail.com	☑পোস্টিং

First Previous **1** Next Last

To **Add** New Posting --

- User has to click [☑Posting] button & then the form shows up.
- Scroll down to the 'User creation' segment.
- User has to fill up all the necessary fields and must fill up the (*) marked fields, and after that click 'Save' button.

To view the list of Postings:
Scroll down to 'Posting Details' segment, and find the list of postings in the table.

Search:
If user want to search the specific posting then he needs to 'select' the fields from dropdown menus & hit the 'search' icon. Then a new window would display all data.

16   Meeting Management

Role: MEETING_MANAGEMENT
Menu Access: Please follow the sequence to access this- *Meeting Management.*
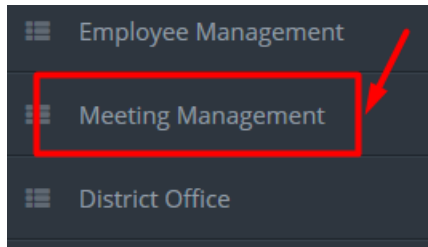
Process Details:
User can add new meeting, edit an existing meeting and delete a meeting.

To **Add** New Meeting --

- User has to click [**+ Add**] button & then the form shows up.
- User has to fill up all the necessary fields and must fill up the (*) marked fields, and after that click 'Save' button.

To **Edit** a Meeting --

- User has to click icon, then the form shows up.
- User has to change the fields as necessary, and after that click 'Save' button.

To **Delete** a Meeting --

- User has to click icon.
- Then the alert box prompts 2 options. 'No, cancel it' –hit the button if you are not sure, and 'Yes, I am sure' –hit the button if you are sure to delete it. *Remember, if you delete an item it will be permanently removed from the system.

Search:
If user want to search the specific meeting then he needs to 'select' the fields from dropdown menus & hit the 'search' icon. Then a new window would display all data.

17   Center Teacher List

Role: CENTER_TEACHER_LIST
Menu Access: Please follow the sequence to access this- *Center Teacher List.*

Process Details:
User can add new center teacher list, view pdf and search for filtered result.

To **Add** New Center Teacher List --

- User has to click ![Add] button & then the form shows up.
- User has to fill up all the fields, and after that click 'Save' button.

Search:

If user want to search the specific center teacher list then he needs to 'select' the fields from dropdown menus & hit the 'search' icon. Then a new window would display all data.

18   District Office

Role: DISTRICT_OFFICE

Menu Access: Please follow the sequence to access this- *District Office.*

Process Details:
User can view the list of district offices and also in pdf format.

Pdf:
User can grab the pdf version of district offices information, to do so click the 'pdf' button at the very top right side of the view form. Then a new window would open in pdf format.

ক্রমিক নং	প্রধান/জেলা কার্যালয় এর নাম	জেলার নাম	কেন্দ্রের সংখ্যা	প্রধান/জেলা কার্যালয় এর থিকানা	প্রধান জেলা কার্যালয় এর ফোন নম্বর এবং ই-মেইল
১	অফিস ২	গোপালগঞ্জ	৭১	অফিস,নিছে,ধাকা	ফোন : ৪৫৬৪৫৬ , ই-মেইল: hgsdfg@fjhfg.bbb
২	অফিস ৩	ফরিদপুর	২৩৩	অফিস,নিছে,ধাকা	ফোন : ১২৩৫৫ , ই-মেইল: abc@gmail.com
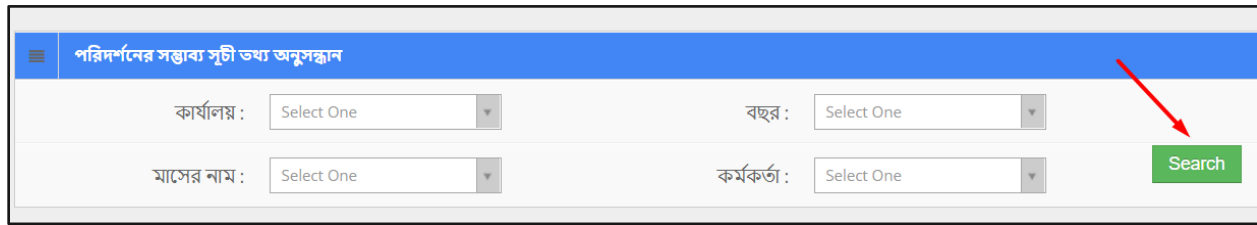
19   Tour Plan and Visit Report

'Tour plan and visit report' menu contains several sub-menus –

- Monthly Portable Tour Plan
- Monthly Center Visit Report
- Month Travel/show Details
- Master Trainer Training Report

Role: MONTHLY_PORTABLE_TOUR_PLAN
Menu Access: Please follow the sequence to access this- *Tour Plan and Visit Report >> Monthly Portable Tour Plan.*

Process Details:
User can view the list of tour plans and search some specific data.

To **View** the list of Monthly Portable Tour Plan --

Scroll down the page and find the table that shows the list of all data. You can take a look at the whole data in the list.
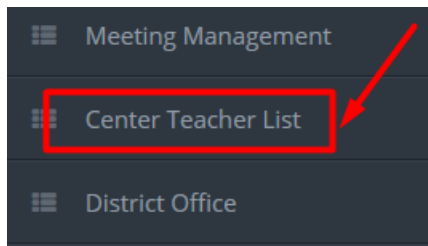
Search:
If user want to search the specific monthly portable tour plan then he needs to 'select' the fields from dropdown menus & hit the 'search' icon. Then a new window would display all data.
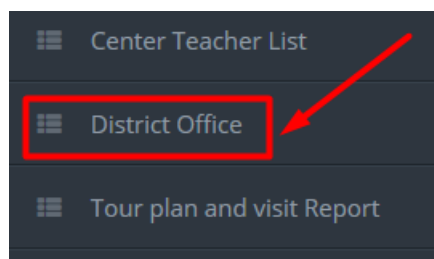
Role: MONTHLY_CENTER_VISIT_REPORT

Menu Access: Please follow the sequence to access this- *Tour Plan And Visit Report >> Monthly Center Visit Report.*
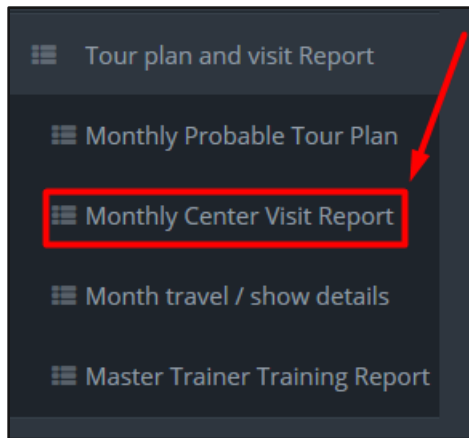
Process Details:

User can view the list of center visits and search some specific data.

শিক্ষা কেন্দ্র পরিদর্শনের মাসিক প্রতিবেদন

কার্যালয় : Select One
বছর : Select One
মাসের নাম : Select One
কর্মকর্তা : Select One
Search

সহকারী প্রকল্প পরিচালক / ফিল্ড সুপারভাইজারগণ কর্তৃক শিক্ষা কেন্দ্র পরিদর্শনের মাসিক প্রতিবেদন

মাসের নাম : -------------------------

জেলার নাম : -------------------------

সহকারী প্রকল্প পরিচালক / ফিল্ড সুপারভাইজারের নাম : -------------------------
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সিরিয়াল নং	কেন্দ্রের কোড নম্বর	কেন্দ্রের নাম ও ঠিকানা	পরিদর্শনের তারিখ	পরিদর্শন শুরুর সময়	কেন্দ্র ত্যাগের সময়	কেন্দ্রে শিক্ষার্থীর সংখ্যা	পরিদর্শনের দিন উপস্থিত ছাত্র	কতটি উপকরণ ব্যবহার করা হয়েছে	কেন্দ্রে কোনো অস্বাভাবিক ঘটনা ঘটলে তার বিবরণ	সার্বিক মন্তব্য	ঊর্ধ্বতন কর্তৃপক্ষের বিশেষ সুপারিশ
1	01167	শ্রী শ্রী দূর্গা মন্দির	30-05-2019	00:30:00	00:45:00	45	45		দুর্বল অবকাঠামো	অসাধারণ	fgh
2	0140	রুহিতপুর শ্রী শ্রী রাধাগবিন্দ জিউ মন্দির	02-05-2019	02:00:00	02:15:00	20	15		দুর্বল অবকাঠামো	সন্তোষ জনক	

To **View** the list of Monthly Center Visit Report --

Scroll down the page and find the table that shows the list of all data. You can take a look at the whole data in the list.

Search:

If user want to search the specific monthly center visit report then he needs to 'select' the fields from dropdown menus & hit the 'search' icon. Then a new window would display all data.

শিক্ষা কেন্দ্র পরিদর্শনের মাসিক প্রতিবেদন

কার্যালয় : Select One
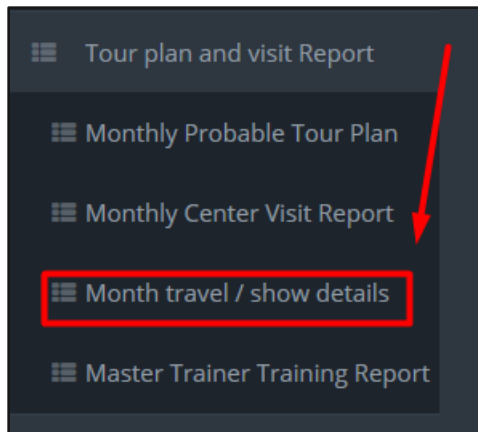বছর : Select One
মাসের নাম : Select One
কর্মকর্তা : Select One
Search

Role: MONTH_TRAVEL/SHOW_DETAILS

Menu Access: Please follow the sequence to access this- *Tour Plan And Visit Report >> Month Travel/show Details.*

Process Details:

User can view the list of travels/shows and search some specific data.

To **View** the list of Month Travel/show Details --

Scroll down the page and find the table that shows the list of all data. You can take a look at the whole data in the list. Each row contain individual travel detail.
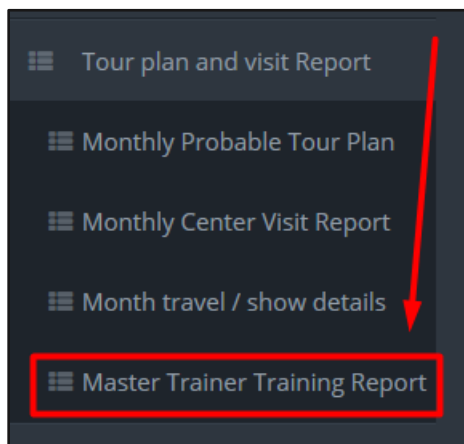
Search:
If user want to search the specific month travel/show details then he needs to 'select' the fields from dropdown menus & hit the 'search' icon. Then a new window would display all data.

Role: MASTER_TRAINER_TRAINING_REPORT
Menu Access: Please follow the sequence to access this- *Tour Plan And Visit Report >> Master Trainer Training Report.*

Process Details:
User can search some specific master trainer training reports data from database.

Search:
If user want to search the specific master trainer training reports then he needs to 'select' the fields from dropdown menus & hit the 'search' icon. Then a new window would display all data.

20 Finance Report

Role: MONTHLY_FINANCIAL_PROGRESS_REPORT
Menu Access: Please follow the sequence to access this- *Finance Report >>Monthly Financial Progress Report.*
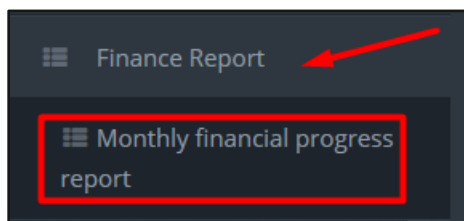
Process Details:
User can view the list of monthly financial progress report and search some specific data.

To **View** the list of Monthly Financial Progress Report --
    Scroll down the page and find the table that shows the list of all data. You can take a look at the whole data in the list.

Pdf:
User can grab the pdf version of monthly financial progress reports information, to do so click the 'pdf' button at the right side of the search button. Then a new window would open in pdf format and ask for confirmation to print it.
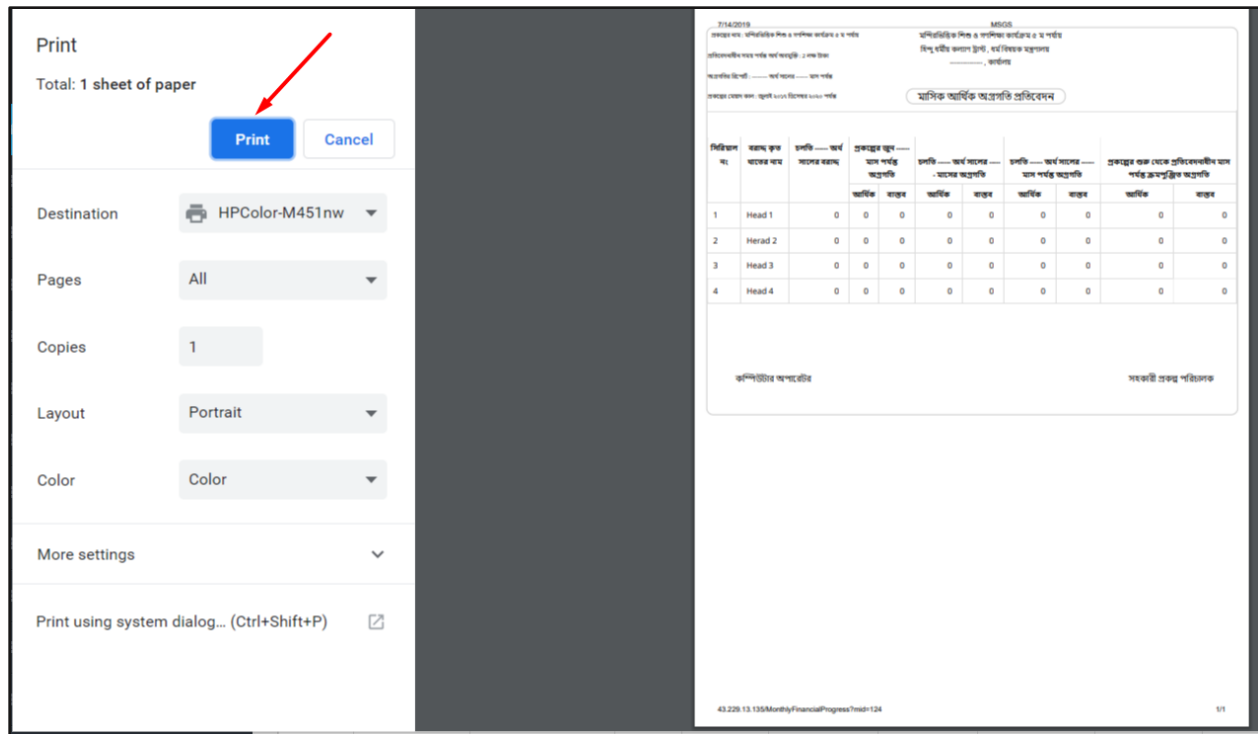
Search:
If user want to search the specific monthly financial progress reports then he needs to 'select' the fields from dropdown menus & hit the 'search' icon. Then a new window would display all data.