



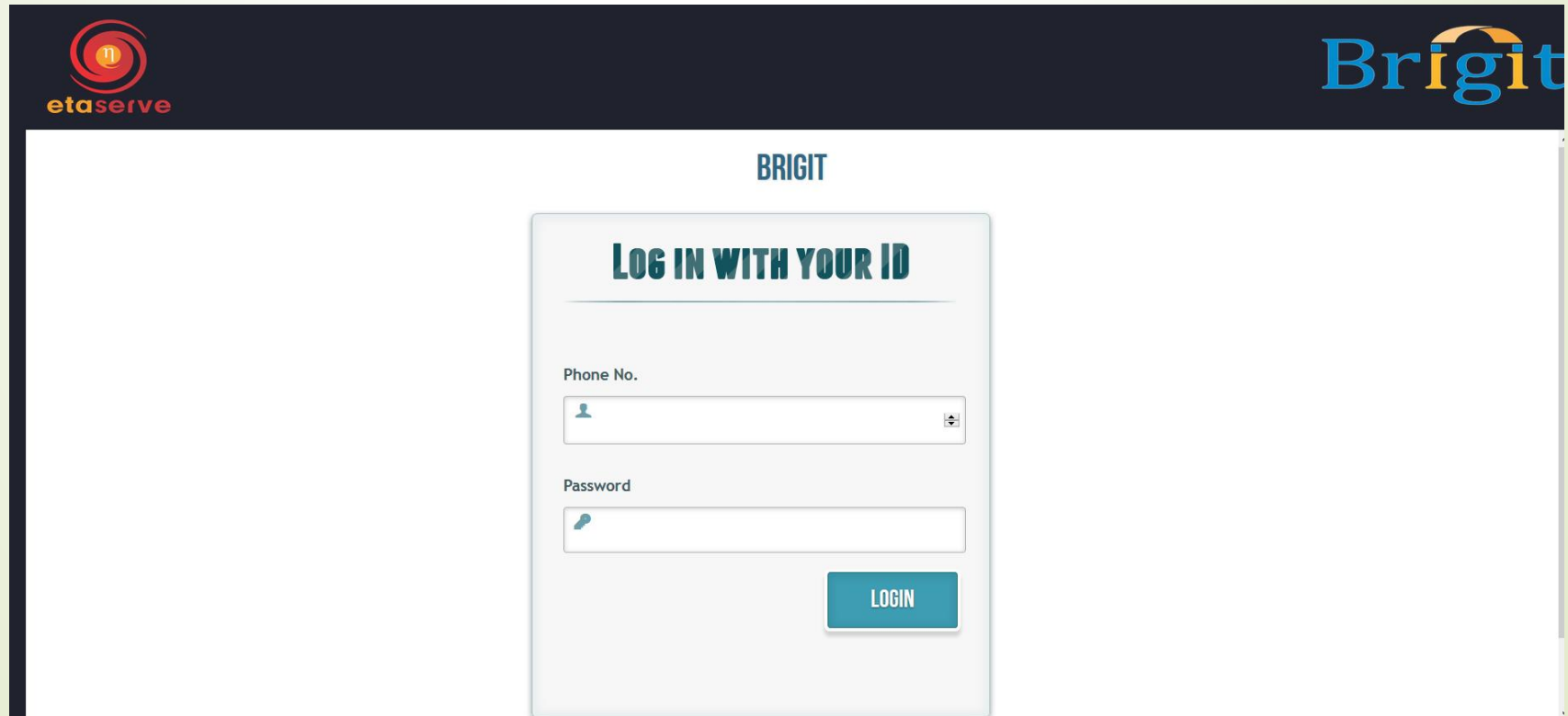
Institute Creation Portal Guide

For “Brigit”

Step 1 - LOGIN

Login with your username and password

<http://etaserve.org/createschool>



The screenshot shows the login interface for BRIGIT. At the top left is the etaserve logo, and at the top right is the BRIGIT logo. The main heading is "BRIGIT" in blue. Below it is a white box with a teal border containing the text "LOG IN WITH YOUR ID". There are two input fields: "Phone No." with a person icon and "Password" with a key icon. A teal "LOGIN" button is positioned at the bottom right of the form.

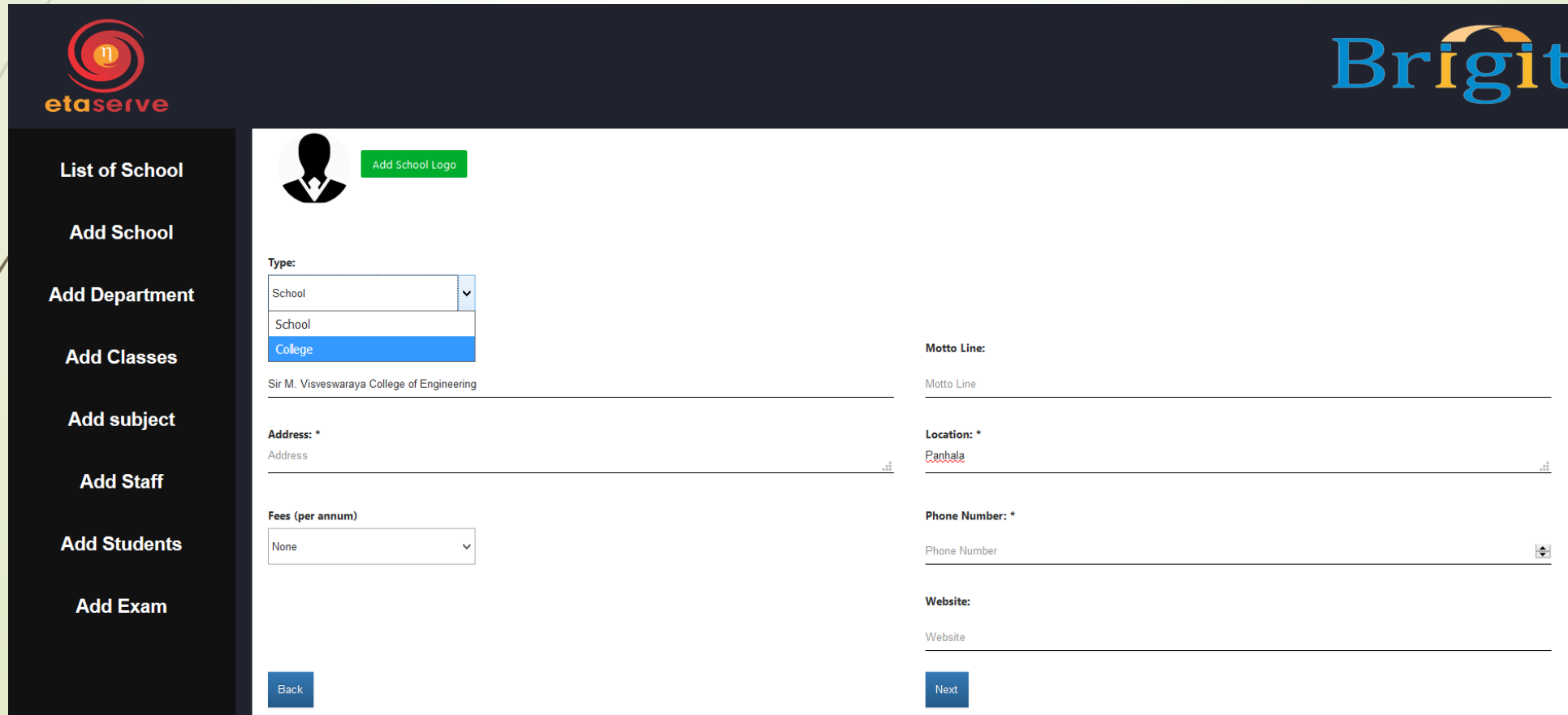
Step 2 – CREATE INSTITUTE

Click on the “Add School” button

The screenshot shows the etaserve web application interface. The top header features the etaserve logo on the left and the 'Bright' logo on the right. A dark sidebar on the left contains the following navigation options: 'List of School', 'Add School', 'Add Department', 'Add Classes', 'Add subject', 'Add Staff', 'Add Students', and 'Add Exam'. The main content area is titled 'List of created School' and contains a table with the following headers: '#', 'School Name', 'Location', 'A', and 'B'. Below the table header is a pagination control with buttons for 'First', '<', '1', '2', '3', '4', '5', '>', and 'Last'. A dropdown menu is open next to the '6' button, showing a list of numbers from 1 to 6. A blue 'Add School' button is positioned below the pagination control.

Step 3 – INSTITUTE DETAILS

- Select “College” from the Type dropdown
- Enter institute name in the name field
- Enter location/city in the location field
- Add school logo image
- Click on Next



The screenshot displays the 'Add School' form in the etaserve application. The interface includes a dark sidebar on the left with navigation options: List of School, Add School, Add Department, Add Classes, Add subject, Add Staff, Add Students, and Add Exam. The main content area features a header with the etaserve logo and a 'Bright' logo. The form itself has a 'Type' dropdown menu with 'College' selected. The 'Name' field contains 'Sir M. Visveswaraya College of Engineering'. The 'Address' field is empty. The 'Fees (per annum)' dropdown is set to 'None'. The 'Location' field contains 'Panhala'. The 'Motto Line', 'Phone Number', and 'Website' fields are empty. A green 'Add School Logo' button is positioned above the form. At the bottom, there are 'Back' and 'Next' buttons.

etaserve

Bright

List of School

Add School

Add Department

Add Classes

Add subject

Add Staff

Add Students

Add Exam

Add School Logo

Type:

School

School

College

Sir M. Visveswaraya College of Engineering

Address: *

Address

Fees (per annum)

None

Motto Line:

Motto Line

Location: *

Panhala

Phone Number: *

Phone Number

Website:

Website


Back

Next

Step 4 – ADD DEPARTMENTS

- Enter Department Name and Code. Use hyphen (-) instead of spaces as spaces are not allowed.
- Click on '+' to add department to list
- Once all departments are entered, click on Next to save changes
- **NOTE :** Once you click "Next" added departments CANNOT be removed. Therefore, please ensure that all department details are correct before clicking on Next

The screenshot shows a web application interface for adding departments. The header features the 'etaserve' logo on the left and the 'Brigit' logo on the right. A dark sidebar on the left contains navigation links: 'List of School', 'Add School', 'Add Department', 'Add Classes', 'Add subject', 'Add Staff', 'Add Students', and 'Add Exam'. The main content area is titled 'Add Department' and contains the following elements:

- A message: "Please Fill all the details then click on  Codes | Remove || | | |
| --- | --- | --- |
| 1. Chemical Engineering | 1. Chem | 1. |
| 2. Civil Engineering | 2. Civil | 2. |

At the bottom of the page, there is a footer with the text "Designed and Developed By Etaserve Software Solution" and social media icons for Facebook, Google+, and Twitter.

Step 5 – ADD CLASSES

- Enter Class Name and Division (Note : DO NOT create classes semester wise. One class represents one year. See picture for clarification). Use hyphen (-) instead of spaces as spaces are not allowed.
- Select departments to add class to those departments
- Click on '+' to add class to list
- Once all classes are entered, click on Next to save changes
- NOTE : Once you click "Next" added classes CANNOT be removed. Therefore, please ensure that all class details are correct before clicking on Next

The screenshot shows the 'Add Classes' page in the etaserve system. The sidebar on the left contains the following menu items: List of School, Add School, Add Department, Add Classes (highlighted), Add subject, Add Staff, Add Students, and Add Exam. The main content area has a header 'Add Classes' and a message: 'Please Fill all the details then click on [red plus icon] On completion of all addition please click NEXT button. Follow the same procedure for successful creation.' Below this, there are three input fields: 'Class: *' with a sub-label 'Final-Year' and an empty text box; 'Div: *' with a sub-label 'A' and an empty text box; and 'Select Department: *' with three checked radio buttons: 'Civil Engineering', 'Chemical Engineering', and 'Information Technology'. A red plus icon is located below the Class and Div fields. At the bottom right of the form area are 'Back' and 'Next' buttons. Below the form is a table with the following data:

Classes	Division	Department	Remove
1. Civil_II-Year	1. A	1. Civil Engineering	1. [red X]
2. Chem_II-Year	2. A	2. Chemical Engineering	2. [red X]
3. IT_II-Year	3. A	3. Information Technology	3. [red X]

Step 6 – ADD SUBJECTS

- Enter Subject name and Code. Select Department to which subject belongs and whether it is a primary(compulsory) subject or an elective. Use hyphen (-) instead of spaces as spaces are not allowed.
- Click on '+' to add subject to list
- You can also add subjects department wise in bulk by uploading an excel sheet. (Please go through Appendix 1-A for more details)
- Once all subjects are entered, click on Next to save changes
- **NOTE : Once you click "Next" added subjects CANNOT be removed. Therefore, please ensure that all subject details are correct before clicking on Next**

The screenshot shows the 'Add Subjects' interface. On the left is a dark sidebar with the following menu items: List of School, Add School, Add Department, Add Classes, Add subject, Add Staff, Add Students, and Add Exam. The main content area is titled 'Add Subjects' and contains the following fields:

- Subject: ***: Text input containing 'HeatTransfer'
- Subject Code: ***: Text input containing 'CHE-505'
- Select Department: ***: Radio button group with options: Civil Engineering, Chemical Engineering, Information Technology
- Subject Type: ***: Radio button group with options: Elective, Primary

Below the form are two buttons: a red '+' button labeled 'Add From Excel' and a blue 'Next' button. A 'Back' button is also present.

At the bottom, there is a table with the following data:

Subjects	Subjects Code	Department	Remove
1. Thermodynamics	1. CHE-205	1. Chemical Engineering	1.

The footer of the page contains the text 'Designed and Developed By Etaserve Software Solution' and social media icons for Facebook, Google+, and Twitter.

Step 7 – ADD STAFF

- Enter Teacher name and Phone Number (if not entered, system will assign by default) and select department and click on '+' to add teacher to list.
- Once added, choose the designation of the teacher. If class teacher or HOD, you have to select class / department as well. Once all details are selected, click on update to save changes.
- You can also add teachers department wise in bulk by uploading an excel sheet. (Please go through Appendix 1-B for more details)

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Add Staff

Teacher Name: * Phone Number: *

Select Department: *

Name	Phone	Desig	Delete	Update
Abhilash D.	1234567890	Hod	Delete	Update
Naitik S.	7894561230	Class Teacher	Delete	Update

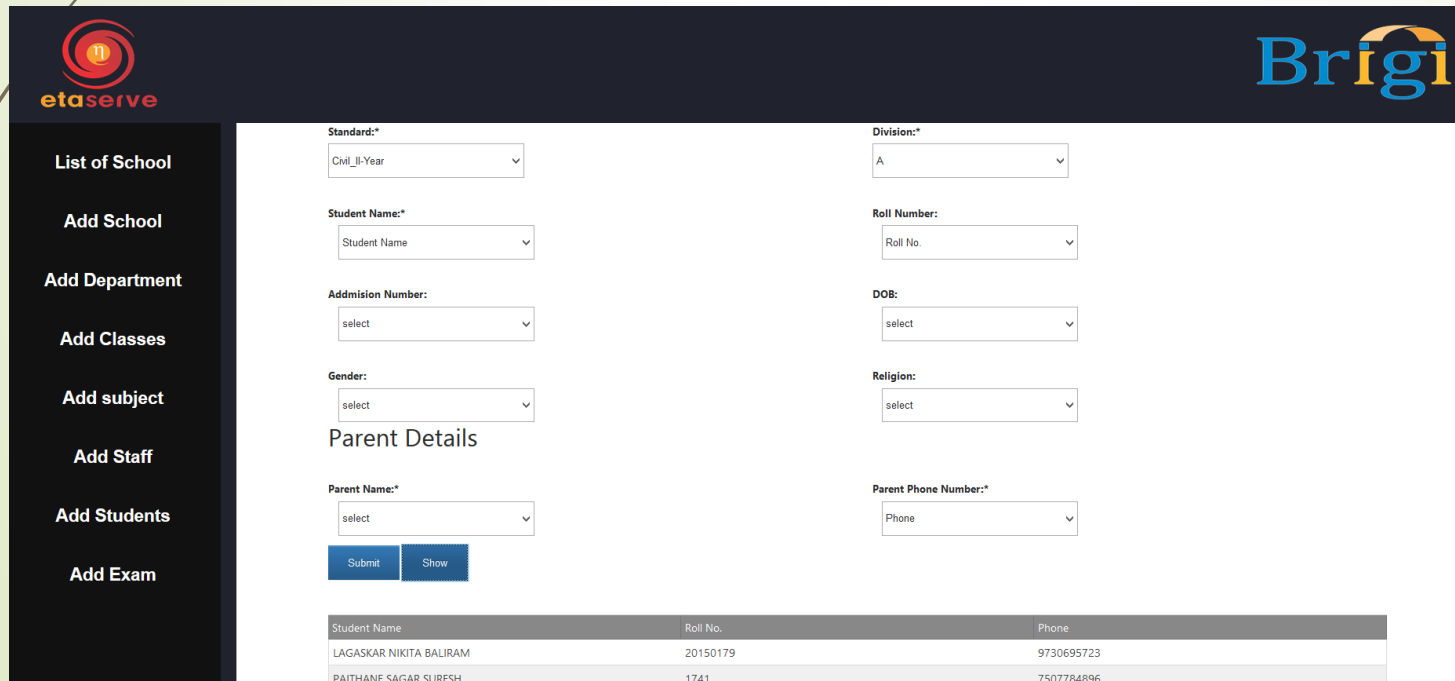
Designated by:

- Civil_II-YearA
- Chem_II-YearA
- IT_II-YearA
- Civil_Final-YearA
- Chem_Final-YearA
- IT_Final-YearA**
- Civil_III-YearA
- Chem_III-YearA
- IT_III-YearA

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Step 8 – ADD STUDENTS

- Click add from excel and click on the green button to choose excel sheet to add students class wise.
- The sheet should contain columns for student name, the other details are optional
- Please ensure that the first row in the excel sheet contains column names and data starts from row 2. Also ensure that data starts from column A (1st column).
- Once sheet is selected, choose the standard and division for adding students. Choose the columns from the dropdown that contain the respective data and click on show.
- After displayed details are correct, click on submit to save added details.
- Choose another excel sheet to add data for a different class.



etaserve

Brigit

List of School

Add School

Add Department

Add Classes

Add subject

Add Staff

Add Students

Add Exam

Standard:*
Civl_II-Year

Division:*
A

Student Name:*
Student Name

Roll Number:
Roll No.

Admission Number:
select

DOB:
select

Gender:
select

Religion:
select

Parent Details

Parent Name:*
select

Parent Phone Number:*
Phone

Submit Show

Student Name	Roll No.	Phone
LAGASKAR NIKITA BALIRAM	20150179	9730695723
BAITHANE SUGAR SURESH	1741	7507264866

Step 9 – GENERATE DATA

- ▶ Verify added details and click on “List of School”
- ▶ Click on “Generate Data” next to institute name
- ▶ Wait for around an hour or so before refreshing page
- ▶ When “In Progress” alert changes back to “Generate Data”, click on download tokens to download list of parent and staff tokens

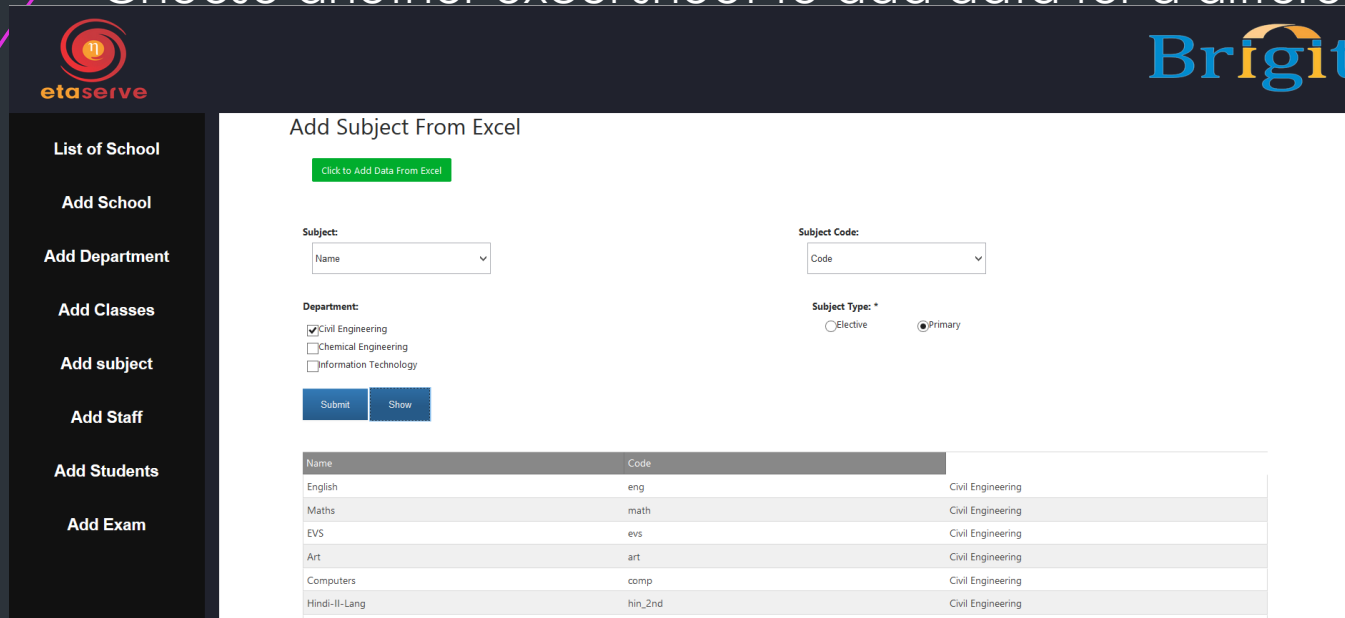
The screenshot shows the 'etaserve' web application interface. The top header features the 'etaserve' logo on the left and the 'Bright' logo on the right. A dark sidebar on the left contains navigation links: 'List of School', 'Add School', 'Add Department', 'Add Classes', 'Add subject', 'Add Staff', 'Add Students', and 'Add Exam'. The main content area is titled 'List of created School' and contains a table with the following data:

#	School Name	Location	A	B
0	Sir M. Visveswaraya College of Engineering	Panhala	Generate Data	Download Token

Below the table, there is a pagination control with buttons for 'First', '<', '1', '2', '3', '4', '5', '>', and 'Last'. A dropdown menu shows '6'. Below the pagination is a blue 'Add School' button.

Appendix 1-A (Bulk Add Subjects)

- ▶ Click add from excel and click on the green button to choose excel sheet to add subjects department wise.
- ▶ The sheet should contain columns for subject name and subject code.
- ▶ Please ensure that the first row in the excel sheet contains column names and data starts from row 2. Also ensure that data starts from column A (1st column).
- ▶ Once sheet is selected, select the column name from the excel sheet that contains the subject code and name from the respective dropdowns
- ▶ Select departments to add subjects to, and choose whether they are elective or primary (compulsory) and then click on show
- ▶ Verify details and click on submit to save added subjects
- ▶ Choose another excel sheet to add data for a different class.



etaserve **Brigit**

Add Subject From Excel

[Click to Add Data From Excel](#)

Subject:

Subject Code:

Department:

Civil Engineering
 Chemical Engineering
 Information Technology

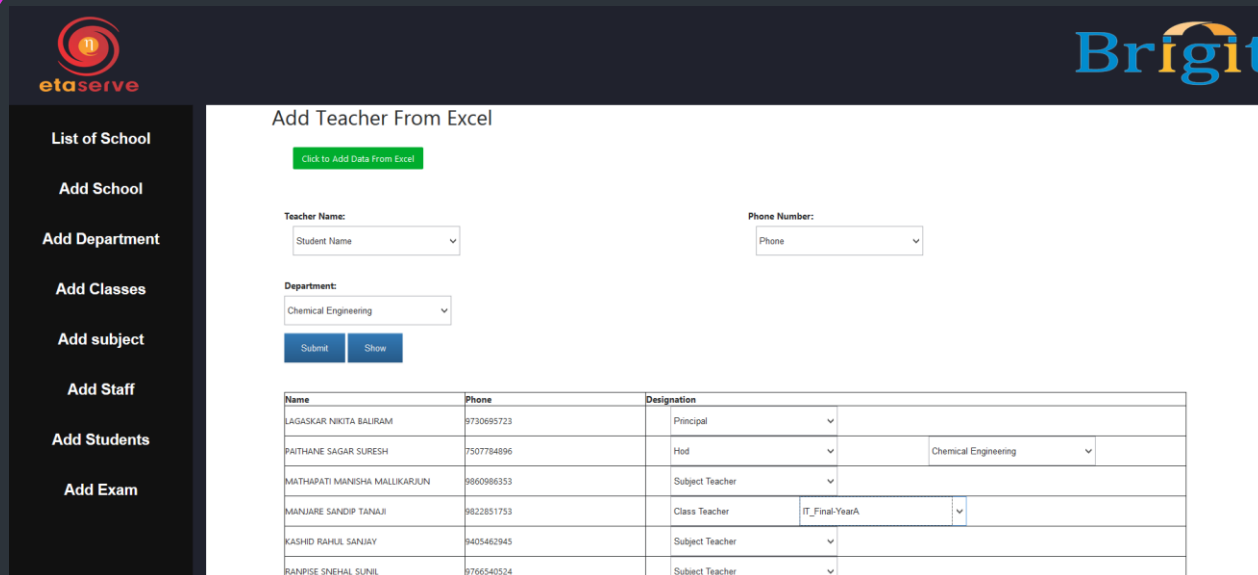
Subject Type: *

Elective Primary

Name	Code	
English	eng	Civil Engineering
Maths	math	Civil Engineering
EVS	evs	Civil Engineering
Art	art	Civil Engineering
Computers	comp	Civil Engineering
Hindi-II-Lang	hin_2nd	Civil Engineering

Appendix 1-B (Bulk Add Teachers)

- Click add from excel and click on the green button to choose excel sheet to add teachers department wise.
- The sheet should contain columns for teacher name and phone number (optional).
- Please ensure that the first row in the excel sheet contains column names and data starts from row 2. Also ensure that data starts from column A (1st column).
- Once sheet is selected, select the column name from the excel sheet that contains the phone number and teacher name from the respective dropdowns
- Select department to add teachers to, and then click on show
- Set teacher designation as mentioned before
- Verify details and click on submit to save added teachers
- Choose another excel sheet to add data for a different department.



The screenshot shows the 'Add Teacher From Excel' interface. On the left is a sidebar with navigation options: List of School, Add School, Add Department, Add Classes, Add subject, Add Staff, Add Students, and Add Exam. The main content area has the 'Brigit' logo at the top right. Below the title 'Add Teacher From Excel' is a green button labeled 'Click to Add Data From Excel'. The form contains three dropdown menus: 'Teacher Name' (set to 'Student Name'), 'Phone Number' (set to 'Phone'), and 'Department' (set to 'Chemical Engineering'). Below these are 'Submit' and 'Show' buttons. A table displays the added teachers with columns for Name, Phone, and Designation.

Name	Phone	Designation
LAGASKAR NIKITA BALIRAM	9730695723	Principal
PAITHANE SAGAR SURESH	7507784896	Hod
MATHAPATI MANISHA MALLIKARJUN	9960986353	Subject Teacher
MANJARE SANDIP TANAJI	9822831753	Class Teacher
KASHID RAHUL SANJAY	9405462945	Subject Teacher
RANPISE SNEHAL SUNIL	9766540524	Subject Teacher