

Master → Manage Franchisee

Aloha
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Alerts

Manage Franchisee

Center Code * RJT/ABC

Franchisee Type * A Select Zone * CG

Franchisee Name * yashraj Academy

Center Name * Kalawad Road

Address * "Kamadgiri Complex", Opp. K.K.V. Hall,

Area * Jagnath Plot City * RAJKOT

Pin Code 360001 STD Code 0281

Contact No(O) * 2583567,3297252 Contact No(M) * 9825495517

Fax Email * abc@yahoo.com

Contract Start Date * 01-11-2005

Contract End Date * 03-12-2008

No Of Class * 5

Regular Shift Timings

Shift 1 Center Start Time * 08:00 AM Center End Time * 01:00 PM

Shift 2 Center Start Time 04:00 PM Center End Time 08:00 PM

Sunday Shift Timings

Shift Center Start Time * Select Time Center End Time * Select Time

Shift 2 Center Start Time Select Time Center End Time Select Time

OFF Days ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☒ Sun

Login Name * RJT/ABC

Password * @@@@

Director/Partner Info

Name	Designation	Address	Phone/Mobile	Note	Action
					Add
Mr. M M Mehta	MD	Test	02825252		

Submit

*> Help to Manage Franchisee Page.

1. Enter Contact Number (Office) of Franchisee. It's mandatory Field.
2. Enter Contact Number (Mobile) of Franchisee's Contact Person. It's mandatory Field.
3. Enter Fax Number of Franchisee.
4. Enter E-Mail Address of Franchisee. It's mandatory Field.
5. Select Center Start Time of Shift 1 of Regular Shift Timings for Selected Franchisee. It's Compulsory Field.
6. Select Center End Time of Shift 1 of Regular Shift Timings for Selected Franchisee. It's Compulsory Field.

7. Select Center Start Time of Shift 2 of Regular Shift Timings for Selected Franchisee.
8. Select Center End Time of Shift 2 of Regular Shift Timings for Selected Franchisee.
9. Select Center Start Time of Shift 1 of Sunday Shift Timings for Selected Franchisee. It's Compulsory Field.
10. Select Center End Time of Shift 1 of Sunday Shift Timings for Selected Franchisee. It's Compulsory Field.
11. Select Center Start Time of Shift 2 of Sunday Shift Timings for Selected Franchisee.
12. Select Center End Time of Shift 2 of Sunday Shift Timings for Selected Franchisee.
13. Select Off day of Franchisee from the given Check Box.
14. Login Name of Franchisee Which is allocated by Regional Office. You can not modify or change Login Name.
15. Enter Password of Franchisee. You can change Password of your franchisee by typing new password here.
16. In Director/Partner Info you can only change Phone/Mobile No. by clicking on this button. Other information is unchangeable.

If the Center End Time of any Shift of both (i.e. Regular and Sunday Shift Timings) are change then alert will be given for subsequent effect of changing of End Time in Software. Carefully read Message of Alert and then react for any Action.

Those field which are in gray shadow is fixed by Administrator and can not change by any User.

Masters → CI Profile

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CI Profile

Personal Information

CI Code First Name* Middle Name* Last Name* Photo

Address*

Area * City * STD

Pin Mobile *

Phone (R)* Email *

Fax

Gender ☐ Male ☒ Female Birth Date *

Marital Status Marriage Date

Training Information

Course Name	Level	Training Date	Place	Marks	Note	Status
General Information						
Status	<input type="text" value="On Duty"/>	Break Start	<input type="text"/>	Break End	<input type="text"/>	
		Contract Start	<input type="text"/>	Contract End	<input type="text"/>	
		Shift 1 Time From*	<input type="text" value="Select Time"/>	Shift 1 Time To*	<input type="text" value="Select Time"/>	
		Shift 2 Time From	<input type="text" value="Select Time"/>	Shift 2 Time To	<input type="text" value="Select Time"/>	
OFF Days	<input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun					
Login Name*	<input type="text"/>					
Password*	<input type="text"/>					
Select Course						
<input type="checkbox"/> MATT <input type="checkbox"/> MASR						
<input type="button" value="Submit"/> Back						

Numbered callouts on the form:

- 1: CI Code field
- 2: Photo field
- 3: Status dropdown
- 4: OFF Days checkboxes
- 5: Login Name field
- 6: Password field
- 7: Break Start field
- 8: Contract Start field
- 9: Shift 1 Time From field
- 10: Shift 2 Time From field

* > Help to CI Profile Page.

1. CI Code Will Auto generated by Software.
2. Browse Button to Set Path for Photo.
3. Select CI Current Status Whether He/She is On Duty, Resigned, or On Break.
4. Check the Box which day is an Off Day for CI.
5. Login Name will be Auto generated by Software.
6. Password will assign by Franchisee to CI.
7. If CI wants to go for Break then mention Start Date and End Date.
8. Select Contract Start Date and End Date which is decided between Franchisee and CI.
9. Select Shift 1 Time from When He/She is Starting Duty. (i.e. Starting Time of Duty.) And Select Shift 1 Time To When He/She Left Franchisee. (i.e. End Time of Duty.) . It Compulsory for All CI
10. If CI is on Full Time then Select Shift 2 Time From When He/She start second Shift and select Shift 2 Time To when He/She Left Franchisee for day.

- Once the payment of new CI made to RO, than RO will check the payment details. Then will be given the approval to take training. Also R.O. will announce for the dates of training. You can select the preferred dates for the training. After the training your CI will be permitted to conduct the class for that level. Then only you can create batches with same CI name.

Routines → Student Inquiry

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Student Inquiry

☒ Cold Inquiry ☐ Visitor Inquiry

1 Inquiry No. 2 Date 3

4 Name of Child* 5

6 Contact Person* 7 Relation* 8

9 Address* 10

11 Occupation* 12

Area City

Pincode STD

Contact No (O)* (M) *

Fax * Email *

Education Information

13 School Name* 14

15 STD * Select STD 16

17 School Shift Time Select Shift time

Office Use only

18 First Remarks 19

20 Councillor name 21

22 Status Select Status 23

24 Reason 25

Submit Back

* > Help of Student Inquiry Page.

1. Select Inquiry Type whether it is Called or Visitor Inquiry. If it is Visitor Inquiry then you will have to Select Course from the List in which Student wish to take admission. If it is called Inquiry then no need to select the course as they have not yet got the course Information.
2. Enter Inquiry No. By default it is 1.
3. Enter Inquiry Date on which inquiry has visited the centre
4. Enter Child's Full Name.
5. Enter Name of Contact Person who has visited our Centre at the time of Inquiry. It is compulsory.
6. Enter the Relation of Contact Person with Child.
7. Enter Full Address of Child.
8. Enter Occupation of Child's Father.
9. Enter Father's Office Contact No.
10. Enter Father's Mobile No.
11. Enter School Name of Child.
12. Select Standard in which Child is Studying.
13. Select Shift time of School in which Child is Studying.

14. Enter First Remarks of Inquiry.
15. Enter Counselor's Name.
16. Select Inquiry Status whether it is Opened, Visited or Cancelled. If status is cancelled then ask reason.
17. Enter Reason of Inquiry if it is cancelled.

Masters → Batch Entry

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Create Batches

Course Type: ☒ Regular Course ☐ Crash Course

Select Course *:

Days Preferred*: ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Batch Start Date *:

Batch Time From *:

Batch Time To *:

CI Name:

Class:

Batch Code:

Status: ☒ Active ☐ DeActive

* > Help to Create Batches Page.

Before creating new batches, please read the Questionnaire on right side

1. Select the Course Type Whether it is Regular Course or Crash Course
2. Select course whether it is MASR/MATT
3. Select Day(s) on which Batch is arrange.
4. Mention Batch Start Date on Which Batch is starting.
5. Select Batch Start Time. That will purely related with CI available time.
6. Batch End Time is Auto generate by Software and it is depended on which Course is selected.
7. Select CI Name from the list shown
8. Mention Class availability on selected day and Time.
 - If Class is not available on Particular day and Time then Alert will display by Software.
9. Batch Code will be Auto generated by Software.
10. Select the Status of Batch whether Batch is Active or Deactive.

Masters → Student Profile

The screenshot shows the 'Student Profile' form within the 'Aloha' system. The form is divided into three main sections: Personal Information, Education Information, and Background Information. Numbered callouts (1-13) point to specific fields:

- 1: Select Course dropdown
- 2: Student Code* text field
- 3: Start Level dropdown
- 4: Batch* dropdown
- 5: Admission Date* dropdown
- 6: Birth Date* dropdown
- 7: Browse... button for Photo
- 8: School* text field
- 9: Standard dropdown
- 10: Address* text field
- 11: Father's Name text field
- 12: Login Name text field
- 13: Status radio buttons (Active, Drop Out)

Other visible fields include First Name*, Middle Name*, Last Name*, Address*, Area, City, Phone (R)*, Mobile*, Gender (Male/Female), Contact(O), Contact(M), Occupation, Office Address, and Email for both Father and Mother. The form also includes a 'Submit' button and a 'Refresh' link.

*** > Help to Student Profile Page.**

1. Select Course from the List.
2. Enter Student Code. It is Compulsory. Use Application Form No. as Student Code. **If Student Code is not in sequence or wrongly input then Alerts will be displayed by Software.**
3. Select Start Level from the List. By Default, 1 is selected.
4. Select Batch from the List. It is Compulsory.
5. Enter Student Admission date on which He/She takes admission.
6. Enter Student Birth Date here. It is Compulsory. If it is out of Course Age Limit then it will be rejected when you submit.
7. Click on Browse to Set the Path for Photo.
8. Enter the Name of the School of Student.

9. Select Current Standard of Student.
10. Enter School Address.
11. Login Name will be generated by Software.
12. Franchisee needs to assign Password to Student.
13. Select the Status of Student Whether he/she is Active or Drop Out.

Routines → Fee Receipt

The screenshot shows the 'Fee Receipt' form in the Aloha software. The form is divided into several sections: 'Fee Receipt Details', 'Receipt Detail', and 'Payment Detail'. Numbered callouts (1-13) point to specific fields and buttons:

- 1: Select Course (Dropdown menu)
- 2: Student Code (Text field)
- 3: Student name * (Text field)
- 4: Receipt No. (Text field)
- 5: Receipt Date * (Date field)
- 6: Select Fee Type (Dropdown menu)
- 7: Level * (Text field)
- 8: Amount * (Text field)
- 9: Service Tax(%) * (Text field)
- 10: Payment Type * (Radio buttons: Cash, Cheque)
- 11: Bank Name (Text field)
- 12: Cheque/DD No. (Text field)
- 13: Cheque/DD Date (Date field)

Buttons at the bottom include 'Submit' and 'Refresh'. A 'View List' link is also present in the top right corner.

> Help of Fee Receipt Page. (Fee Receipt Details)

1. Select Course from the List for Which Fee is received.
2. Enter Student Code.
3. Based on Student Code, Name will be Auto filled by software. If you press tab.
4. Receipt Number will be Auto generated in sequence by Software.
5. Enter Receipt Date on which Fees has been Received. By default Current Date will be displayed.
6. Select Fee Type from the List. Select it very carefully because on the basis of Fees Type rest of all the details will be Auto filled.
7. If Selected Fees Type is “Level Fee” then Student’s expected Level will be filled by Software.
8. Based on Fees Type, Amount will be displayed automatically. Press on Add Button to Add Fees.

9. Service Tax (%) is Auto filled by Software.
10. Select the Payment Type whether it is Cash or by Cheque.
11. If Payment Type is by Cheque then Enter Payee Bank Name.
12. If Payment Type is by Cheque then Enter Cheque/DD No.
13. If Payment Type is by Cheque then Enter Cheque Date.
14. Enter Remarks if any for Fees Receipt.

Utilities → Cancel Receipt/Application Form

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Cancel Receipt/Application Form [View List](#)

2 Select Course
Cancel Type
Receipt/Application Form No *
Cancel Date *
Reason

1 MATT
3 Receipt Application Form
4
5
Submit
Refresh

* > Help to Cancel Receipt/Application Form Page

1. Select the Course from the List for which you want to cancel the receipt or application form.
2. Select Type of Cancellation whether it is Receipt or Application Form.
3. Enter Receipt or Application Form No, which you want to Cancel. It is mandatory to mention.
4. Enter Cancel Date. It is compulsory Field.
5. Enter the Reason for Cancellation of Receipt or Application Form.

Routines → Attendance

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Attendance [View List](#)

Date: 05-12-2008
Saturday

Selected Batch	CI Name	Level	Actions
MASR/Sat/09/11/C1	REEMA A. MANEK	1	<input type="button" value="Assign Session"/>
MASR/Sat/06/08/C1	REEMA A. MANEK	1	<input type="button" value="Assign Session"/>
MASR/Sat/04/06/C1	REEMA A. MANEK	1	<input type="button" value="Assign Session"/>
MASR/Sat/04/06/C2	JALPA P. NANDA	1	<input type="button" value="Assign Session"/>
MASR/Sat/06/08/C2	JALPA P. NANDA	1	<input type="button" value="Assign Session"/>

[Refresh](#)

* > Help of Attendance Form Page

1. Select Date from the List on which date you want to take an Attendance. By default Current date is selected and List of All Batches on Selected Date is Display by click on view.
2. By Clicking on Assign Session Button Against your Selected Batch will display Screen like Figure No. 1 below. But If You're selected Batch that has It's Last Session or Mark Allocating Session then you are finding Screen as like Figure No. 2.

Assign Sessions

Batch : MASR/Sat/06/08/C2 Level : 1

Actual Date: 05-12-2008 (dd-mm-yyyy)

Sr No.	Session	Status
1	1	<input type="checkbox"/>
2	2	<input type="checkbox"/>

Student Attendance

Sr No.	Student Code	Student Name	Attended
1	11074	Archis Atulbhai Amrit	<input type="checkbox"/>
2	18715	Rohit N Vanani	<input type="checkbox"/>
3	29718	YASH CHETANBHAI TARPORA	<input type="checkbox"/>
4	29750	ABDULKADIR SAIFUDDIN MODI	<input type="checkbox"/>
5	9472	SAGAR BHARATBHAI DAVDA	<input type="checkbox"/>

[Refresh](#)

☐ Check/Uncheck All

Figure No. 1

3. Check/Uncheck Attended Check Box against Student who is present or absent.

Assign Sessions

Batch : MATT/FRI/D4/D6/C1 Level : 1

Actual Date (dd-mm-yyyy)

Sr No.	Session	Status
1	23	<input checked="" type="checkbox"/>
2	24	<input type="checkbox"/>

Student Attendance

Sr No.	Student Code	Student Name	Attended/Marks
1	3555	ABHI AMITBHAI SHAH	<input type="checkbox"/> <input type="text" value="0"/> <input type="text"/>
2	7958	MAULIK HIMESHBHAI SHAH	<input type="checkbox"/> <input type="text" value="0"/> <input type="text"/>
3	5549	PARSHVA NILESHBHAI SHAH	<input type="checkbox"/> <input type="text" value="0"/> <input type="text"/>
4	3550	AKASH KETANBHAI KANAKHARA	<input type="checkbox"/> <input type="text" value="0"/> <input type="text"/>

☐ Check/Uncheck All

Figure No. 2

4. Enter Marks of Student in this Box of Selected Batch for Selected Level.

Utilities → Student Batch Transfer

The screenshot shows the 'Student Batch Transfer' form within the 'Aloha' system. The form is divided into two main sections: 'Student Batch Transfer' and 'Student Info'. The 'Student Batch Transfer' section contains four fields: 'Select Course' (a dropdown menu), 'Student Code *' (a text input field), 'Transfer Date' (a date picker), and 'Transfer To Batch *' (a dropdown menu). Below these fields are 'Submit' and 'Refresh' buttons. The 'Student Info' section displays a list of fields: 'Adm Date', 'First Name', 'Last Name', 'Gender', 'Date of Birth', 'Batch', 'Area', 'City', 'Contact (R)', and 'Contact (M)'. A 'View List' link is located at the top right of the 'Student Info' section. Numbered callouts are present: 1 points to the 'Select Course' dropdown, 2 points to the 'Student Code *' text field, 3 points to the 'Transfer Date' date picker, and 4 points to the 'Transfer To Batch *' dropdown menu.

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[View List](#)

Student Batch Transfer

1. Select Course (Dropdown)

2. Student Code * (Text Field)

3. Transfer Date (Date Picker)

4. Transfer To Batch * (Dropdown)

Submit
[Refresh](#)

Student Info

Adm Date
First Name
Last Name
Gender
Date of Birth
Batch
Area
City
Contact (R)
Contact (M)

*> Help of Student Batch Transfer Page.

1. Select Course from the List of which Student is Transfer.
2. Enter Student Code. After entry of Code, Student Details will be automatically displayed in Student Info. It is Compulsory Field.
3. Enter Transfer Date.
4. Select Transfer To Batch from the List. It is Compulsory Field.

Utilities → Batch Merge

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Batch Merge

Select Batch :

Select Batch To Merge With :

Code	Name
34188	RAJA SANTHANI
34181	HEMAL UNDHAVIA
34179	ASHUTOSH RANA
34182	RAHUL KHATAV
34192	JAY GANDHI

Code	Name
------	------

*> Help of Batch Merge Page.

1. Select Batch from the List which is to be Merge. List of All Student in Selected Batch will be display with their code.
2. Select Batch from the List which is to Merge With. List of All Student in Selected Batch will be display with their code.

If the Number of Student in Batch To Merge with is exceeds the limit of Batch due to Merging then Alert Message will be display by Software.

Utilities → Batch Split

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Batch Split

Select Batch To Split : MASR/WED/06/08/C2

	Code	Name
<input checked="" type="checkbox"/>	34164	PREET PABARI
<input checked="" type="checkbox"/>	34141	VAIBHAV JARIWALA
<input type="checkbox"/>	34172	RUSHIKESH PATEL
<input type="checkbox"/>	34159	HITANSHU MEHTA
<input type="checkbox"/>	34133	VAIBHAV BHAGWAT
<input type="checkbox"/>	34150	DHRUV DHARANI

Select Batch : TMP

Code	Name
------	------

Save

*> Help of Batch Split Page.

1. Select Batch from the List which is to be Split. List of All Student in Selected Batch will be display with their code.
2. Select Batch from the List in which Splitting Batch Student will accomplish. List of All Student in Selected Batch will be display with their code.

If the Number of Student in Batch which is accomplishing Splitting Student is exceeds the limit of Batch due to Splitting then Alert Message will be display by Software.

Utilities → Student On Break

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[View List](#)

Student On Break

1. Select Course (Dropdown)

2. Student Code

3. From Date

4. To Date *

5. Fee Receipt No *

6. Reason *

[Go To Fee Receipt Entry](#)

Student Info

Adm Date
First Name
Last Name
Gender
Date of Birth
Batch
Area
City
Contact (R)
Contact (M)

Submit
[Refresh](#)

*> Help of Student On Break Page.

1. Select Course from the List.
2. Enter Student Code. After entry of Code, Student Details will be automatically displayed in Student Info. It is Compulsory Field.
3. Enter the Date from When Student is going on Break. It is Compulsory Field.
4. Enter the End Date of Break. It is Compulsory Field.
5. Enter Fee Receipt No. of Break Fees. For that click on Link of 'Go to Fee Receipt Entry'. Find relative Receipt No. from the List. It is Compulsory Field.
6. Enter the reason for Student on break.

Utilities → Resume Break

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Resume Break

1 → Student Code * [Select Student Code ▼]
2 → Resume Date * []
3 → To Batch* [Select Batch ▼]

[Submit]
[Back](#)

Student Info

Adm Date
First Name
Last Name
Gender
Date of Birth
Batch
Area
City
Contact (R)
Contact (M)

*> Help of Resume Break Page.

1. Select Student Code from the List of which Student's Resume Break entry is made. After Selection of Code, Student Details will be automatically displayed in Student Info. It is Compulsory Field.
2. Enter Resume date of Break.
3. Select Batch in Which Break Resume Student will be accomplish. Software automatically display only such Batch which is currently running and match with Level of Break Resume Student's Current Level.

Utilities → Student Drop Out

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[View List](#)

Student Drop Out

Select Course: MATT

Student Code *

Drop Date *

Drop Reason * Select Drop Out Reason

Submit
[Refresh](#)

Student Info

Adm Date
First Name
Last Name
Gender
Date of Birth
Batch
Area
City
Contact (R)
Contact (M)

*> Help of Student Drop Out Page.

1. Select Course from the List of which Student is drop out.
2. Enter Student Code. After entry of Code, Student Details will be automatically displayed in Student Info. It is Compulsory Field.
3. Enter Drop out Date.
4. Select Drop Reason from the list by which Student is drop out. If any other reason then mention in the space provided.

Utilities → Student Centre Transfer

The screenshot shows the 'Aloha' system interface with a navigation bar containing 'Masters', 'Routines', 'Utilities', 'Reports', and 'Extra'. The 'Utilities' menu is active. The main content area is titled 'Centre Transfer' and includes a 'Student Info' section. The form fields are annotated with numbered circles: 1 points to the 'Select Course' dropdown, 2 points to the 'Student Code *' text input, 3 points to the 'Transfer Date *' dropdown, and 4 points to the 'Reason' text area. A 'Submit' button and a 'Refresh' link are at the bottom. The 'Student Info' section displays fields for 'From Center', 'Adm Date', 'First Name', and 'Last Name'. A 'View List' link is in the top right corner.

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Centre Transfer [View List](#)

Student Info

From Center
Adm Date
First Name
Last Name

2 Select Course
3 Student Code *
3 Transfer Date *
4 Reason

1 Select Course

Submit
[Refresh](#)

*> Help of Centre Transfer Page.

1. Select Course from the List of which Student's Centre is Transfer.
2. Enter Student Code. After entry of Code, Student Details will be automatically displayed in Student Info. It is Compulsory Field.
3. Enter Transfer Date. It is Compulsory Field.
4. Enter Reason of Centre Transfer.

Logistic → Material Indent Form

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Material Indent Form

MIF Date: 19-11-2008 | MIF No: 4 | Select Course: [Dropdown] | Add [Button]

Material Indent - Kit

Kit Category	Qty	Price	Amount	Action
[Dropdown]	[Input]	[Input]	[Input]	Add [Button]

Material Indent - Item

Category	Item Name	Qty	Price	Amount	Action
[Dropdown]	[Dropdown]	[Input]	[Input]	[Input]	Add [Button]

Payment Details

Pay Type: Cash | DD/Chq Date: [Input] | DD/Chq Amount: [Input] | DD/Chq No: [Input] | Bank Name: [Input]

Trns/Other Charges: [Input] | Service Tax: [Input] | MIF Amount: 0.00

Submit [Button] | Back [Link]

* > Help of Material Indent Form Page

1. Select MIF Date on Which Entry is made. By default Current Date is Selected.
2. MIF No. is auto generated.
3. Select Course from the List for which Material Indent is filled.
4. Based on Course Selected Kit Category will display.
5. Enter Kit Quantity of Indent. **If Entered Quantity is Less then Minimum Order Quantity of Material then it is rejected.**
6. Price is auto generated by software based on selected Kit.
7. Amount is auto generated by software based on Quantity and Price.
8. Click on Add button will display Screen as below. See Figure 1 . Enter Quantity of T-Shirt of different Size. **Total of Quantity of all different T Shirt must be same with your entered Kit Quantity.** On Click Save Button Kit Items List will display.

Item Name	Qty
T Shirts 24	<input type="text"/>
T Shirts 28	<input type="text"/>
T Shirts 26	<input type="text"/>
T Shirts 30	<input type="text"/>
T Shirts 32	<input type="text"/>
T Shirts 34	<input type="text"/>
T Shirts 36	<input type="text"/>
T Shirts 38	<input type="text"/>
T Shirts 40	<input type="text"/>

Figure 1.

9. Based on Selected Course. Material Indent Item Category will Filled. Select Category from the List.
10. Based on Selected Category, Item will Filled. Select Item Name from the List. If Selected Category is “Level Books” then on Selection of any item Following Figure 2 will display. You must have to enter Student Codes with comma separated as you entered Quantity of Material Indent Item.

If Selected Category is “Stationary” then on Selection of “TT Wooden Abacus” as Item Name following Figure 2 is display in which you have to enter Student Code as per above validation.

If Student Code is wrong in any aspect of validation with selected category and item, Alert message will display by Software.

Category	Item Name	Qty	Price	Amount
Level Books	SR Level - 1 Book	3	63	189

Student Codes :

11. Enter Material Indent Item Quantity of Indent. If Enter Quantity is less then Minimum Order Quantity of Material Indent Item Quantity then it is rejected.
12. Price is auto generated by software based on selected Material Indent Item Category.
13. Amount is auto generated by software based on Quantity and Price.
14. On Click of Add Button Selected Item is Added in List and Material Indent Item List will display.

15. Select Pay Type whether it is Cash Pay or Bank Pay
16. If Bank Pay then mention DD/Cheque Date.
17. If Bank Pay then mention DD/Cheque Amount.
18. If Bank Pay then mention DD/Cheque Number.
19. If Bank Pay then mention Bank Name.
20. Enter Transportation and Other Charges which is occurred . These charges will be added in MIF Amount.
21. Service Tax is automatically calculated on MIF Amount.
22. MIF Amount is Calculated automatically by Software and displayed here.

Note : If Payment is not received by Regional Office then only Material Indent Form can be modified.

Logistic → Material Receipt

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Alerts

- [06-12-2008] MIF Dispatched From RO.
- [06-12-2008] MIF Dispatched From RO.

MIF Receipt

MIF No ▼ ▲	Disp Date ▼ ▲	Challan No ▼ ▲	MIF Status ▼ ▲	Action
3	06-12-2008	4	Pending	View Details
2,3,4	06-12-2008	3	Received	View Details
2,3,4	06-12-2008	2	Received	View Details
1	06-12-2008	1	Received	View Details

[1]

* > Help of MIF Receipt Form Page.

1. List of MIF No. You can add more then one Material Indent in Single Challan. That you can see comma separated MIF No. in Single Challan.
2. List Display Dispatch Date of MIF.
3. List Display Challan No.
4. List Display MIF Status. Pending Status Indicate that MIF is Still not received by Franchisee, or Received Date entry is still not done.
5. Click on View Details which will shows you Screen as per Figure No. 1.
6. In Figure No. 1 , Enter Received Date of MIF Receipt. As you enter date here and Click on Submit. MIF Status is changed form Pending to Received.

In Figure No. 1. You can See Red Color Pending Qty which indicate that you are not fully received Quantity of MIF. Red Figure Indicate you are still sort of such Quantity. Below of this List you can see Bold letter other changes that is incurred.

MIF Receipt

Dispatched Date 06-12-2008

Received Date 10-12-2008

MIF No 2,3,4

Challan No 3

6

Item Name	Order Qty	Received Qty	Pending Qty	Actual Received Qty
pole boards	10	10	0	10
ricksha banner	25	15	10	15
Sharpner	10	10	0	10
T Shirts 24	5	5	0	5
T Shirts 28	5	5	0	5
TT Brocher Eng	50	25	25	25
TT Level -1 Book	10	10	0	10
TT Wooden Abacus	10	10	0	10

LR No 10

Note 10

Transport Name 10

Inform To 10

Transportation Charges 100.00

Submit

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Figure No. 1

Logistic → Material Replacement

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Material Replacement

Ref No. 3 Replacement Date 19-11-2008

Select Challan No. Select Challan No.

Select Item	Qty	Action
Select Item		Add

Description

Dispatch Mode

LR No.

Submit

Numbered callouts: 1, 2, 3, 4, 5, 6, 7

*> Help of Material Replacement Form Page

1. Ref. No. is auto generated by Software.
2. Select Challan No. from the List against which you want to replace Material.
3. Select the Item Name which you want to replace from the List.
4. Enter Quantity that you want to replace. **Quantity must be same or less then the Material Indent Quantity of Which Challan is Selected**
5. Write description or Reason of replacement of Material.
6. Enter Dispatch Mode of Material Replacement.
7. Enter LR No. of Dispatch.

Routines → Material Issue to Student

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Material Issue To Student

1 Issue Date: 19-11-2008

Select Course: Select course

Select Batch: Select Batch 2

3 Select Kit: Select Kit

Select Item: Select Item 4

Student Code	Student Name	Item/Kit Name	Issue(Yes/No)
--------------	--------------	---------------	---------------

Submit
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*> Help of Material Issue To Student Form Page.

1. Select Course from the List.
2. Based on Selected Course Batch will display. Select Batch from List.
3. After Registration entire Kit is Issue to Student then only selects Kit from the List.
4. Select Item from the List when Individual issue or except entire Kit will be Issued.

Routines → Send Extra Payment

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Send Extra Payment

Send Date * 19-11-2008

Particular *

Amount *

Description

Submit

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1

2

3

*> Help of Send Extra Payment Form Page.

1. Enter Payment Description for which Extra Payment is made.
2. Enter Amount of Extra Payment.
3. Enter If any other Details of Send Extra Payment Form.

Routines → Inword

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Alerts

Inword Documents List

Ref. No.	From	Document Type	Action
2	BDL/MGR		View

[1]

1

2

*> Help of Inword Documents List Page.

1. Inword Documents List shows List of all Documents which is send by Outword or RO.
2. On Click of View “Inword Reply” Window will be appear as below.


Inword Reply

REF No :

Document Type :

Message :

Reply Message :



Upload Document :

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Routines → Outword

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Outword

REF No : 1

Document Type : ☐ Reply Expected

Due Date :

Message :

Upload Document : Browse...

*> Help of Outword Page.

1. Enter Document Type Here.
2. Check If replay expected before due date.

If replay expected is checked and before due date you still not receive any reply then Alert will be display to whomever you send this mail.

3. Select due date for this Outword Documents.
4. Write Outword Document Here.
5. Click on Brows Button to Upload Documents from List.

Utilities → Student Reassessment Marks

The screenshot shows the 'Aloha' system interface. The header includes the logo 'Aloha' with 'ISO 9001 : 2000 CERTIFIED' below it, and navigation links for 'Home', 'About Us', and 'Contact Us'. A welcome message 'Welcome : RJT/KLW [Log Out]' is displayed. A dark blue navigation bar contains tabs for 'Masters', 'Routines', 'Utilities', 'Reports', and 'Extra'. The 'Utilities' tab is active, showing the 'Reassessment Marks Entry' form. The form includes a 'View List' link, a 'Select Course' dropdown menu (callout 1), a 'Level' text input (callout 2), a 'Student Code' text input (callout 3), and a 'Marks' text input (callout 4). At the bottom of the form are 'Submit' and 'Refresh' buttons.

*> Help of Reassessment Marks Entry Page.

1. Select Course from the List of which Student's Reassessment marks entry is made.
2. Enter Level of Student.
3. Enter Student Code of which Student's Reassessment marks entry is made.
4. Enter the marks of Reassessment.