EUROPEAN UNION

unicef for every child

SEMIS USER MANUAL

for SEMIS Manager

About this document

This is a living document and changes will be made as per the current or updated system.

TABLE OF CONTENTS

REVISION HISTORY

Name	Date	Reason for Changes	Version

LIST OF ACRONYMS

ASC	Annual School Census
APP	Application
CNIC	Computerized National Identity card
EU	European Union
GIS	Geographic Information System
GSP	Girls Stipend Project
HR MIS	Human Resource Management Information System
IBAN	International Bank Account Number
M&E	Monitoring & Evaluation
RSU	Reform Support Unit
SELD	School Education and Literacy Department
SEMIS	Sindh Education Management Information System
SESP&R	Sindh Education Support Plan & Roadmap
SMC	School Management Committee
STA DEEP	Sindh Technical Assistance for the Development through Enhanced Education Programme
UNICEF	United Nations Children's Fund

OVERVIEW

The Sindh Education Management Information System (SEMIS) user manual provides step-by-step instructions that help SEMIS Manager get started with SEMIS functions and features and provide guidelines on managing School, Annual School Census and User data.

This guide is organized according to the logical flow of Sindh Education Management Information System features and describes tasks in the same order you can use while working on the system.

> It is recommended to have a working internet connection for web-access and the application in order to review the product side-by-side when reading this manual.

BACKGROUND

UNICEF provides technical assistance to the School Education and Literacy Department, Government of Sindh for the European Union (EU) Sector Budget support through the Sindh Technical Assistance for the Development through Enhanced Education Programme (STA-DEEP). The objective of STA-DEEP is to provide technical assistance for education systems reforms prioritised in DEEP, in line with Sindh Education Support Plan & Roadmap (SESP&R), for more responsive capacity and systems to deliver quality and equitable education in Sindh. The long-term outcome is to support improved education planning, financial management, and governance in Sindh province, have more children enrolled and retained, especially girls, and ensure more children receive a quality education. STA DEEP Component 2 is strengthening data systems, with the goal to improve information systems and usage in provincial and district-level education planning and service delivery. SE&LD uses informed decision-making and monitoring of schools using a range of indicators such as school buildings, facilities in schools, and teacher attendance.

The Reform Support Unit (RSU) at SE&LD is the pivotal point that collects the comprehensive database under School Education Management Information System (SEMIS) in the Sindh Province. The RSU has utilised its in-house capacity to conduct a detailed annual school census for School Education Management Information System, School verification for SEMIS ID, School Management Committee (SMC), and Girls Stipend (GS) disbursements. SE&LD is now looking for improved technological solutions that could help them collect better data and conduct surveys efficiently, resulting in improved data management and data-driven decision-making.

INTRODUCTION

The Sindh Education Management Information System (SEMIS) has been launched to strengthen SELD responsive capacity and systems to plan, manage and deliver quality and equitable education. Through this system, three core components of the Sindh Education System are going to be fully digitised.

Annual School Census - to collect precise & accurate school-level data & present it graphically to decision and policymakers.

Girls Stipend Program - to track female student enrolment and attendance in real time for cash disbursement to eligible girls.

School Management Committee - to support the allocation of funds in accordance with the prevailing policy of SELD.

SEMIS will provide education leaders, decision-makers, and managers at all levels with a comprehensive, integrated set of relevant, reliable, unambiguous, and timely data and information to support them in the completion of their responsibilities. It is an integrated system that can share, and collect data from different systems (currently linked with HR-MIS and M&E) and eventually will bridge the gap between different departments of the Education System.

SEMIS is a cloud-based system that can efficiently adapt to changes and is accessible to users all the time. It has a rich admin interface and a secure role-based system which help departments to configure the system as per their need and to share the information as per user roles. In the SEMIS system, users can work according to their assigned roles and permissions which helps to manage the activities users are permitted to perform. User roles will be hierarchical and only higher-level roles will be able to access grants to lower-level roles. Currently, the system has the following user roles – each has different rights and responsibilities.

1. Guest Users
2. School
3. Data Input Officer
4. District Manager
5. Provincial Manager
6. SEMIS Manager

This manual is customized for SEMIS Managers to provide them with step-by-step instructions for using the system. As SEMIS has digitized the existing system, the users will be performing the same tasks but in a systematic digital manner which will help in providing timely, error-free data by eliminating human errors.

This manual is organized according to the logical flow of Sindh Education Management Information System features and describes tasks in the same order you can use while working on the system.

AIMS AND OBJECTIVES

Following are the aims and objectives of SEMIS's software

> To digitise and automate the Annual School Census, School Management Committee survey and data collection and distribution of payment for Girls Stipend program

> To enhance the visualisation and monitoring of data by linking the data with GIS and real-time dashboards.

SEMIS FEATURES
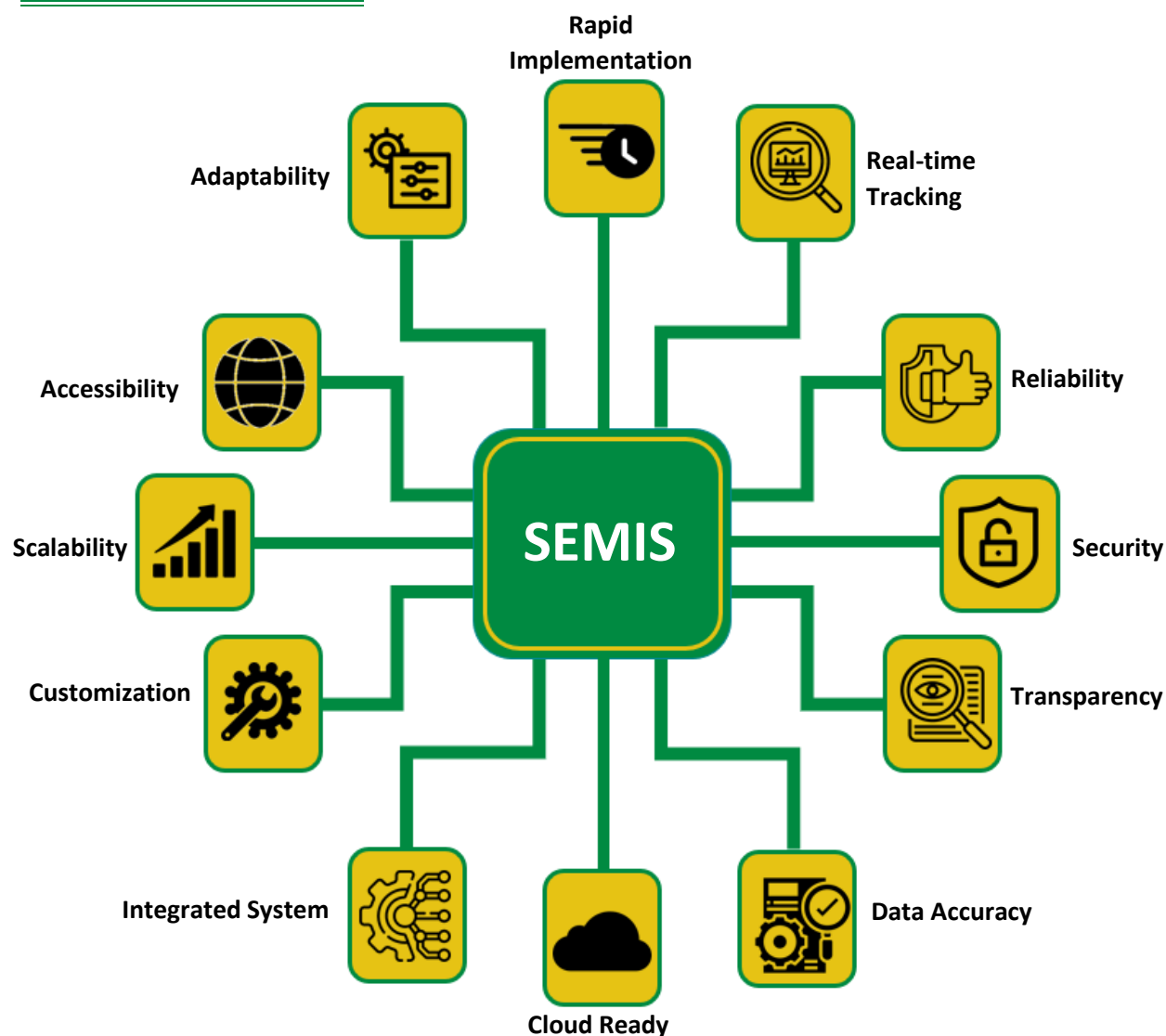
SYSTEM REQUIREMENT

The Sindh Education Management Information System SEMIS is accessible from any Desktop, PC, Mac, Android, or Linux with Internet access and a supported Web-browser.

BROWSER SUPPORT

The following browsers and later versions fully support SEMIS standard view:

- Mozilla Firefox (Windows, Mac, Android, Linux)
- Google Chrome (Windows, Mac, Android, Linux)
- Safari (Mac)

CHAPTER 1

GET STARTED

TOPICS TO BE COVERED

Web Portal Login
Changing and Recovering Password
Assigned Modules

WEB-PORTAL

Opening Web-Portal

1. Open a Web browser (Mozilla, Chrome, Safari, Edge)
2. Enter the URL https://semis.rsu-sindh.gov.pk in the address field to access the SEMIS web portal.
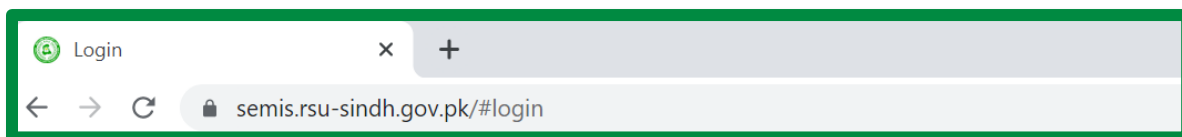
How to Log In?

1. Enter the User Name and Password.
2. Click/tap on the Login button.
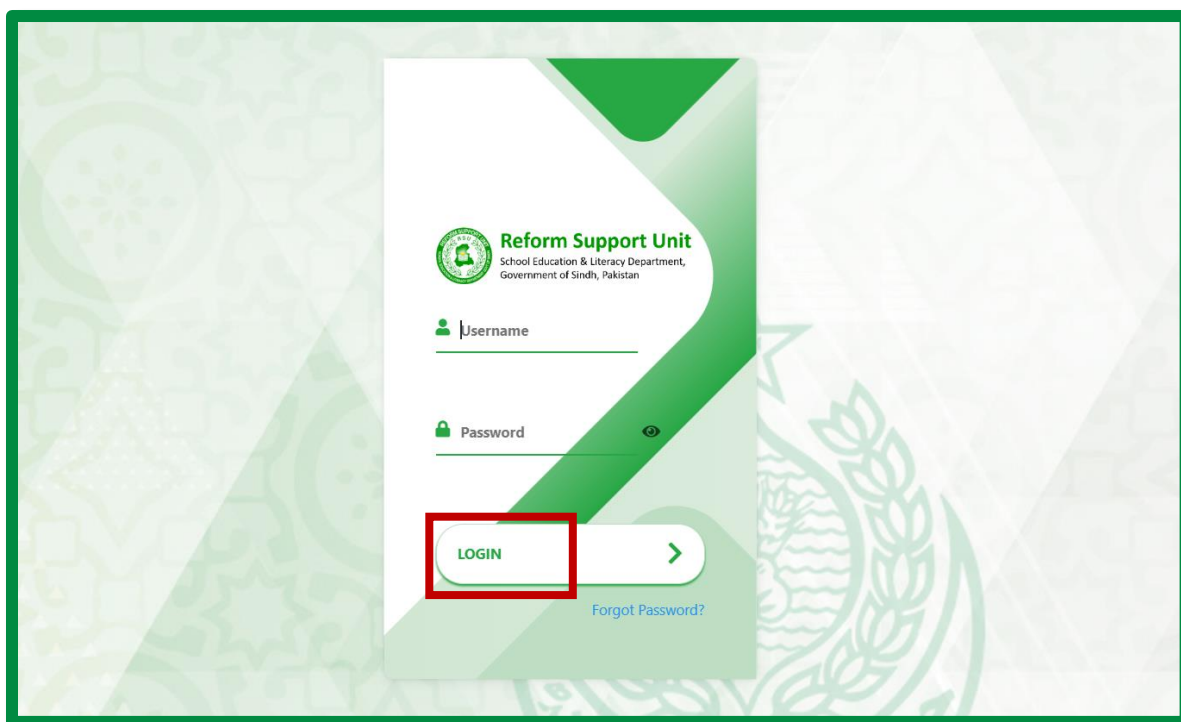
How to Log Out?

1. Click on the Profile Icon.
2. Click on the **Logout** option.
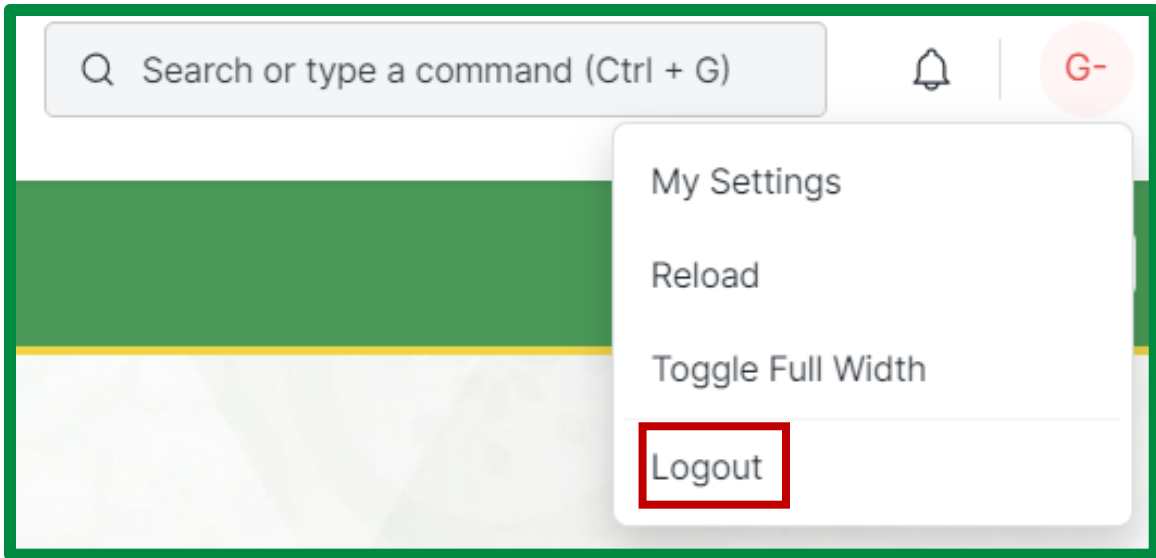
ACCOUNT SECURITY

Users must change the login credentials (E-mail address & Password) of the account before using it on web portal.

How to Change E-Mail Address?

1. Click on the **Profile** option on the top right side of the screen.
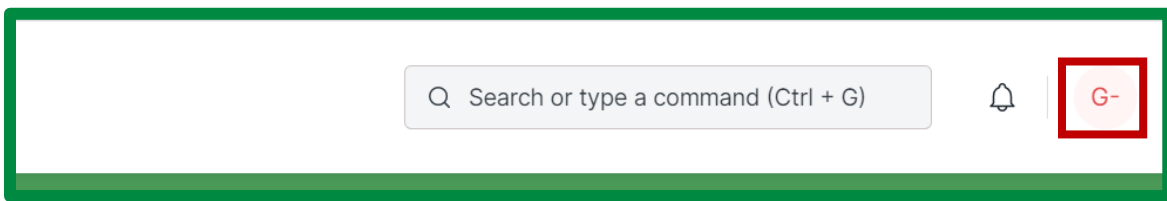
2. Click on **My Settings**
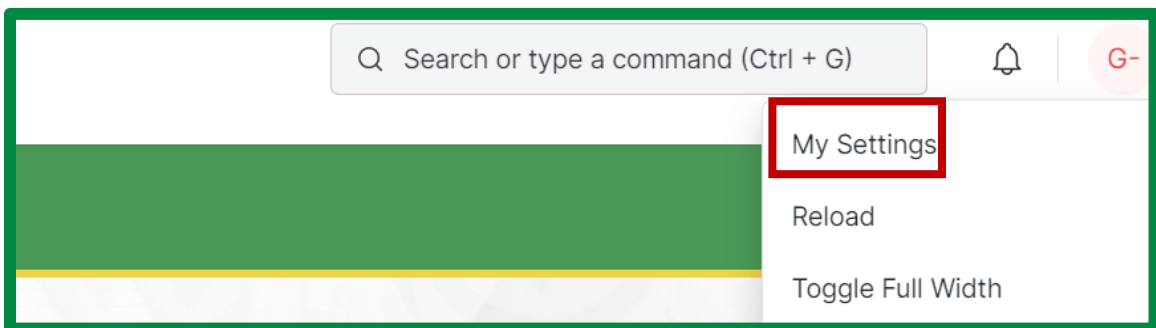
3. Type new email address under **Email** and click on **Save** on the top right side of the screen.

Basic Info
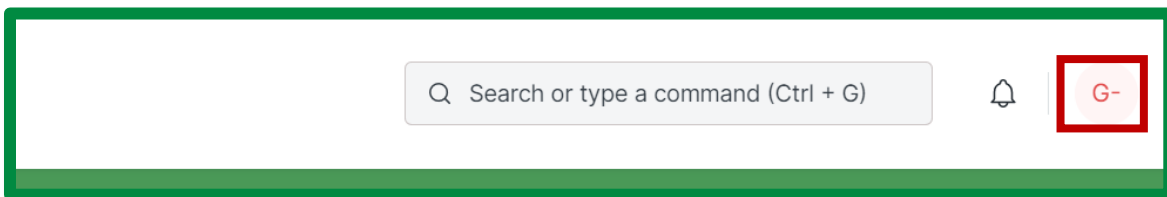
Email *

Password ⇕ < > ... Save
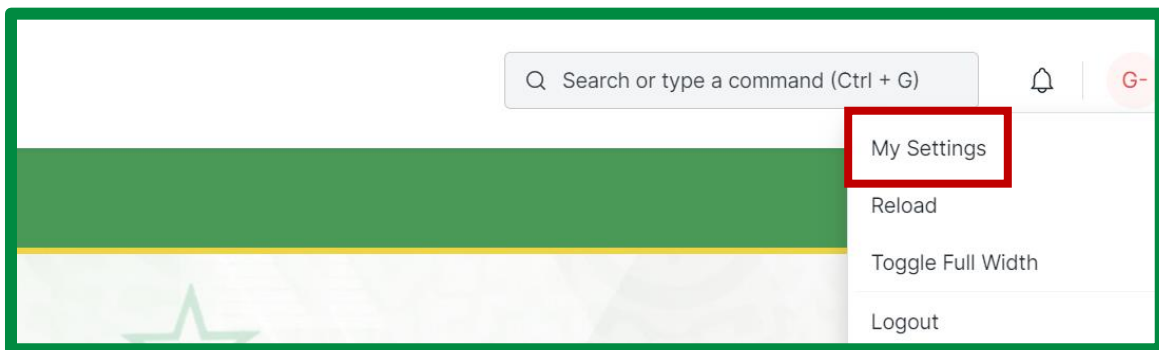
How to Change Password?

1. Click on the **Profile** option on the top right side of the screen.

Q Search or type a command (Ctrl + G)   🔔   G-

2. Click on **My Settings**

Q Search or type a command (Ctrl + G)   🔔   G-

My Settings

Reload

Toggle Full Width

Logout

3. Click on **Change Password**.

4. Type the new password under **Set New Password** and click on **Save** on the top right side of the screen.

ASSIGNED MODULES

Users can see the assigned modules on the left side of the dashboard. SEMIS Managers will be assigned with all the modules in the system including SEMIS, ASC, SMC, GSP, Flood, TLC, etc.

CHAPTER 2

SCHOOL MANAGEMENT

TOPICS TO BE COVERED

Schools List
SEMIS Allotment
SMC Fund & Girls' Stipend Allotment
School Status Update
School Reports

SCHOOL MANGEMENT

Click on **SEMIS Module** on the left side of the Dashboard to access Schools' information and lists.
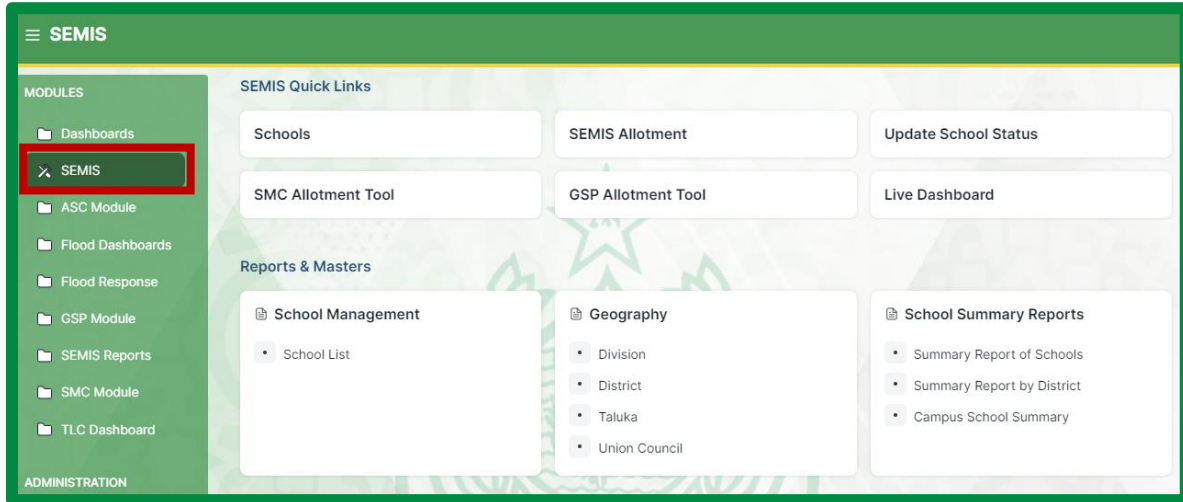
How to add new School?

1. Click on **Schools**
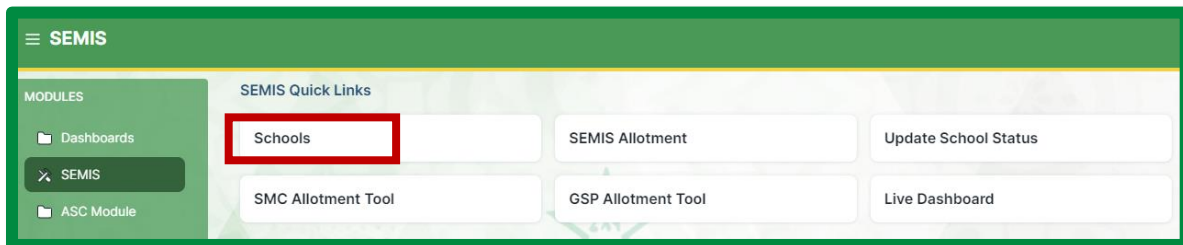
2. Click on **Add School**
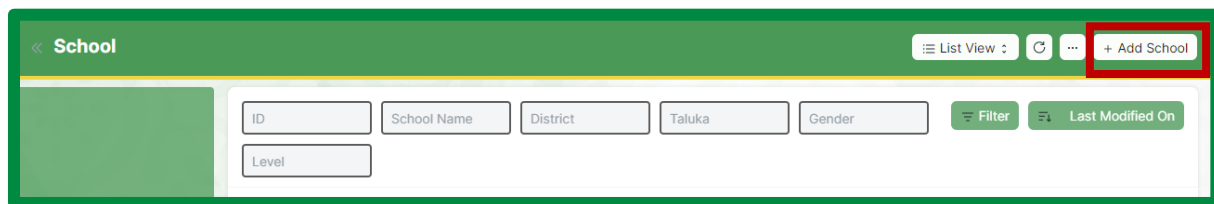
3. Fill the New School Form and click on **Save**.

18
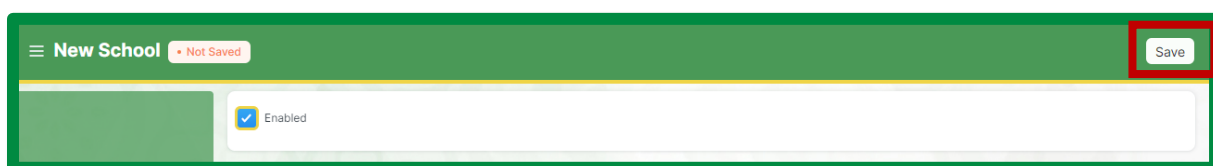
How to view a School Form?

1. Click on **Schools**
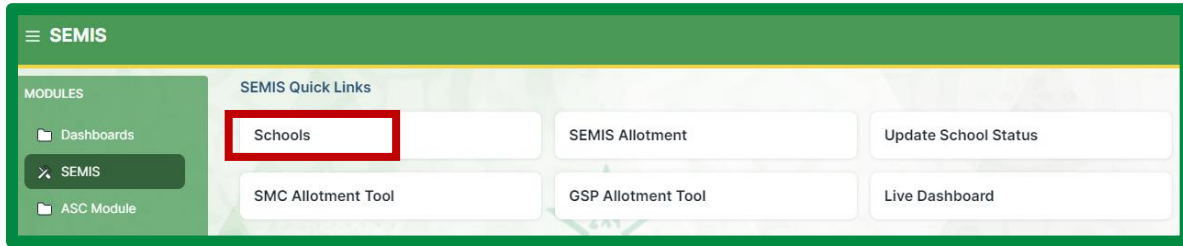
2. Add school's SEMIS Code in the **ID** filter to view specific schools' form.
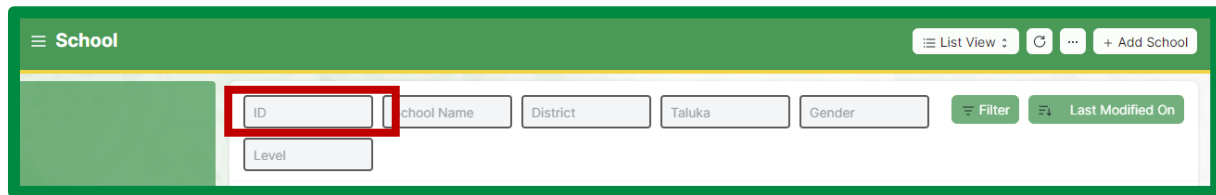
Users can also search specific school's form by adding School name, District, Taluka etc.

3. Click on **ID** to open the form.
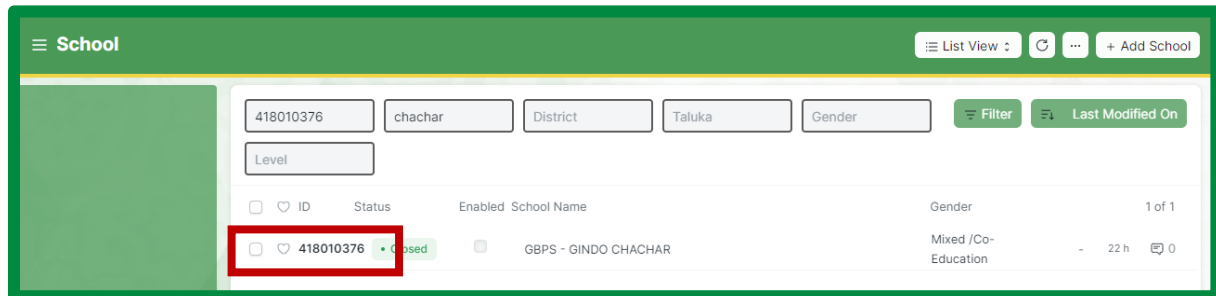
How to allot SEMIS code to a School?

1. Click on **SEMIS Allotment**
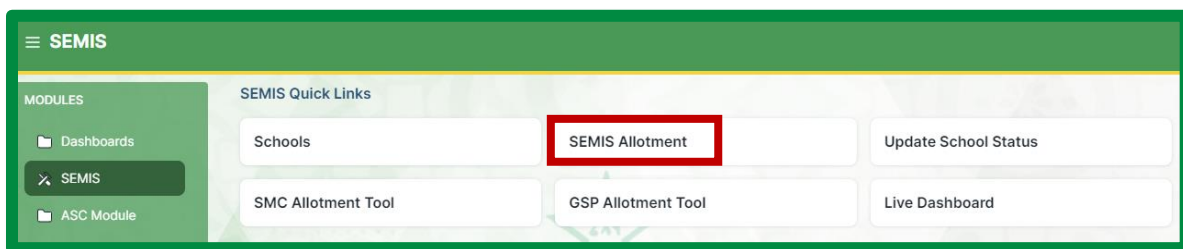
2. Click on **Add SEMIS Allotment**

19

3. Fill the SEMIS Allotment Form and click on **Save**.

To fill the SEMIS Allotment Form, select school from the dropdown list (To filter the dropdown list, add school ID or name). Add SEMIS Code, Allotment Date and click on attach to attach the notification.

4. Click on **Submit** to submit the form

How to update School Status?

1. Click on **Update School Status**
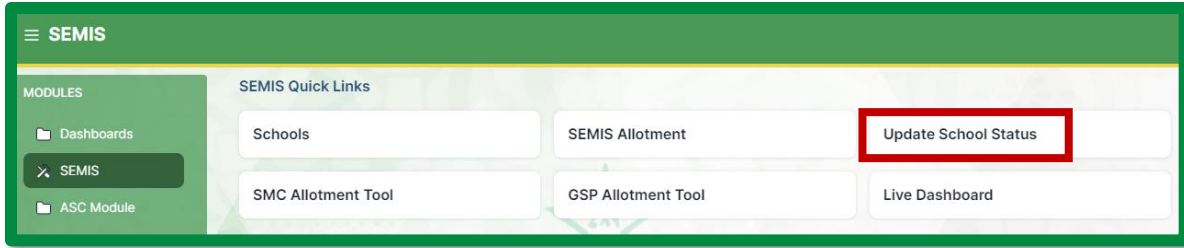
2. Click on **Add Upgradation and Status Change**

3. Select school from the dropdown list (To filter the dropdown list, add school ID or name).
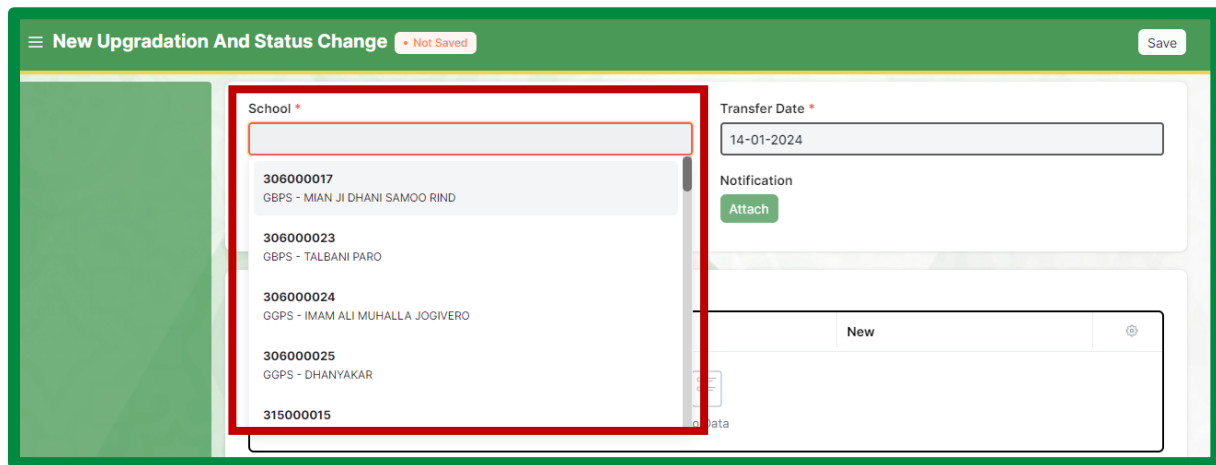
4. Attach Notification and add schools' new name.
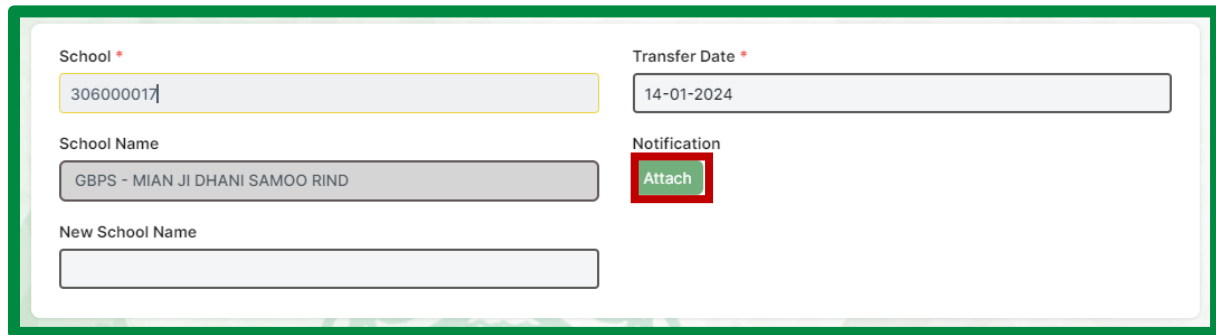
5. To update school details, click on Add Row

6. Select the property from the dropdown list to be updated.

7. After selecting the property, click on New to select the updated status from the dropdown list.

Add Row again if more than one indicator needs to be updated and repeat step# 6 & 7.

8. Click on **Save.**

9. Click on **Submit**

How to allot SMC to Schools?

1. Click on **SMC Allotment Tool**

2. Select **Year** from the dropdown list.

3. Select **Division, District** OR **Taluka** to get a list of schools specific to that division, district or taluka.

4. Click on **Add a filter** to filter out the list of schools.

5. Select specific filter/indicator from the dropdown list

6. Select indicator value from the dropdown list.

To add more filters, click on **Add a Filter** and repeat step 5&6.

To remove any filter, click on **x** on the right side of the filter.

To remove all filters, click on **Clear Filters**.

7. Click on **Get Schools** to get filtered schools list.

To add more schools to the list, click on **Add Row**.

To download the list, click on **Download**.

8. Click on **Update Status** to allocate SMC to the selected schools list.

How to allot Girls' Stipend to Schools?

1. Click on **GSP Allotment Tool**

2. Select **Year** from the dropdown list.

3. Select **Division, District** OR **Taluka** to get a list of schools specific to that division, district or taluka.

4. Click on **Add a filter** to filter out the list of schools.

5. Select specific filter/indicator from the dropdown list

6. Select indicator value from the dropdown list.

To add more filters, click on **Add a Filter** and repeat step 5&6.

To remove any filter, click on **x** on the right side of the filter.

To remove all filters, click on **Clear Filters**.

7. Click on **Get Schools** to get filtered schools list.

To add more schools to the list, click on **Add Row**.

To download the list, click on **Download**.

8. Click on **Update Status** to allocate Girls' Stipend to the selected schools list.

How to view Live Dashboard

1. Click on **Live Dashboard**

LISTS & REPORTS

School List

1. Click on **School List** under School Management

2. Add School ID, name, district, taluka, gender, or level as filters to refine and view the school list based on the selected criteria.

How to download School List?

1. Click on **School List** under School Management
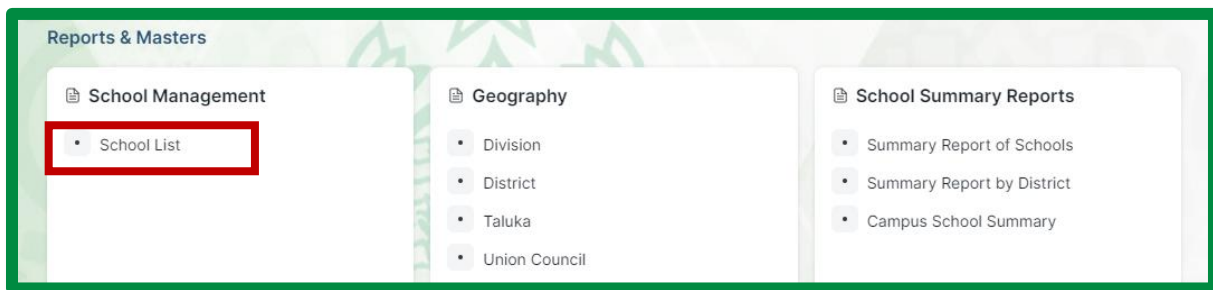
2. To download school list, click on **List View** and select **Report**.
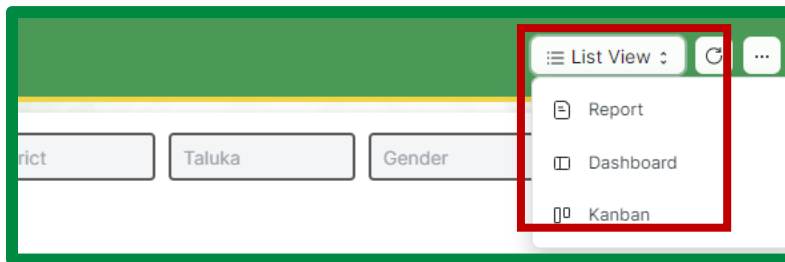
3. Add School ID, name, district, taluka, gender, or level as filters to refine and download the school list based on the selected criteria.

OR

Click on **Add Group** and select an indicator from the dropdown list to get count of schools on the selected criteria.
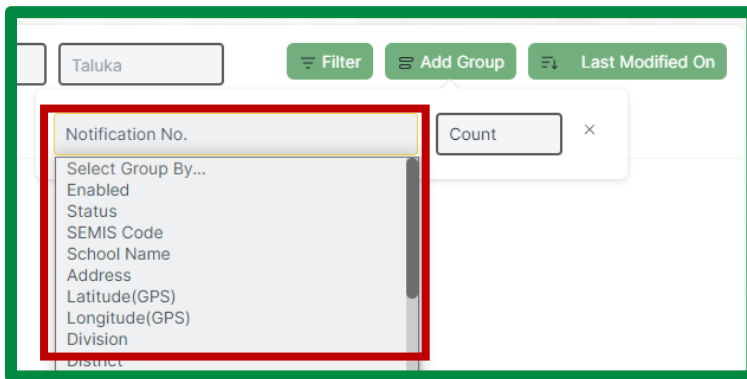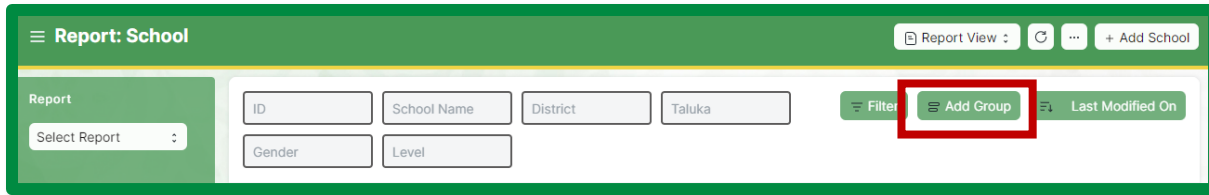
4. Click on **Menu** button and select **Export**.
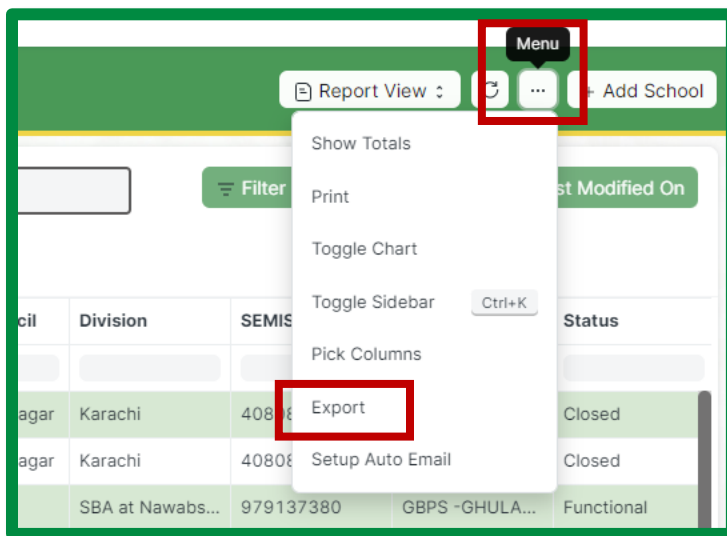
5. Select file type – Excel or CSV and select **Export all Rows** option.
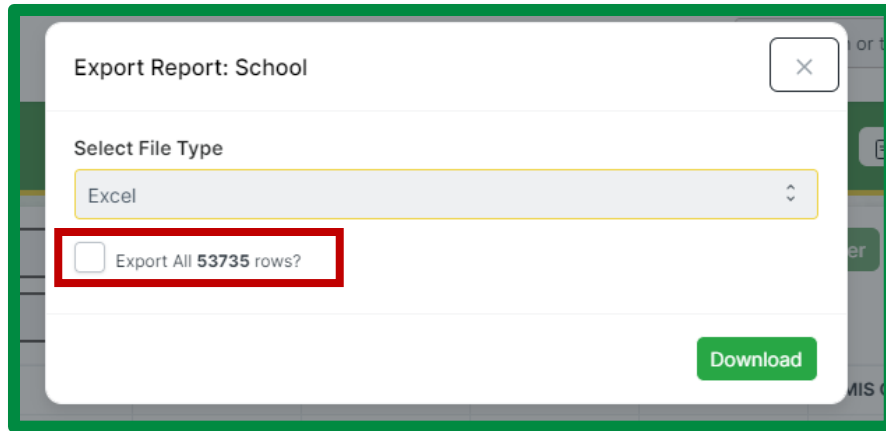
6. Click on **Download** to download the list.
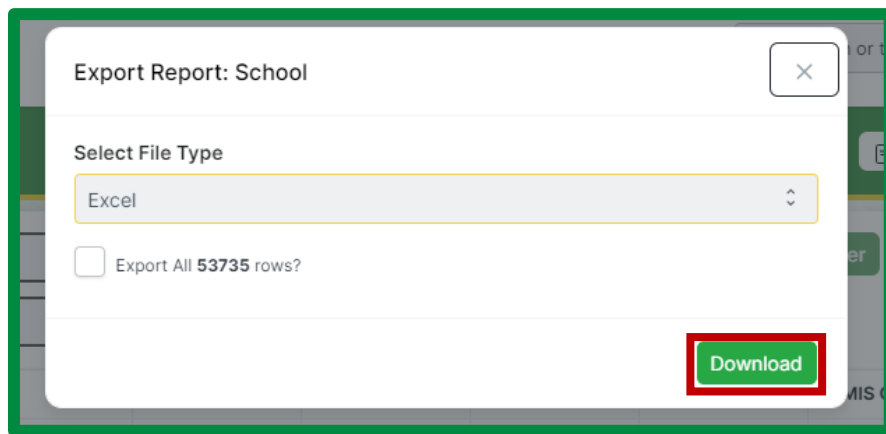
Summary Report of Schools

1. Click on **Summary Report of Schools** under School Summary Reports
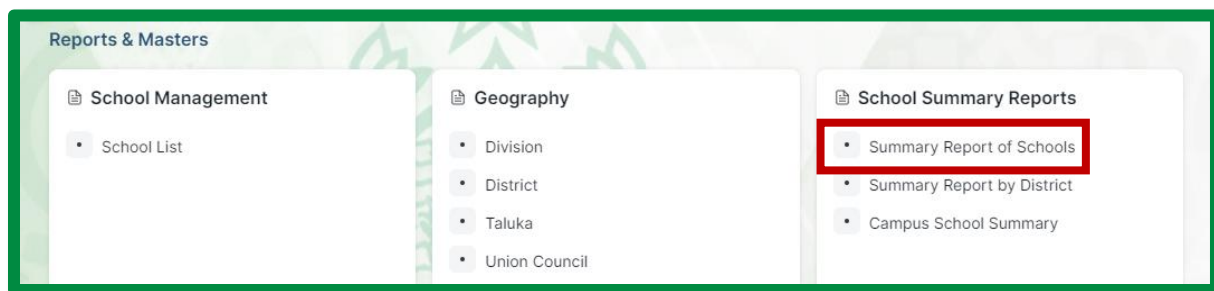
2. Select and apply filters to refine and view the school list based on the selected criteria.
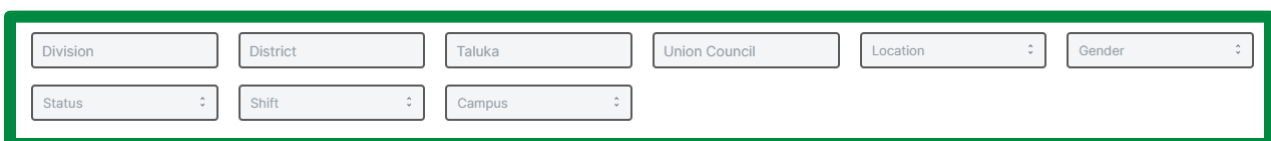
3. To download the list, click on **Menu** button and select **Export**.
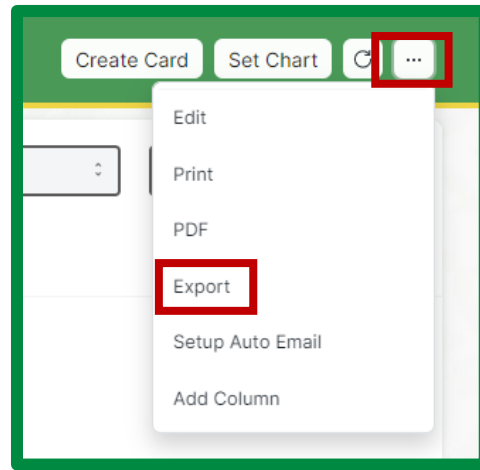
4. Select file type – Excel or CSV and select **Export all Rows** option.
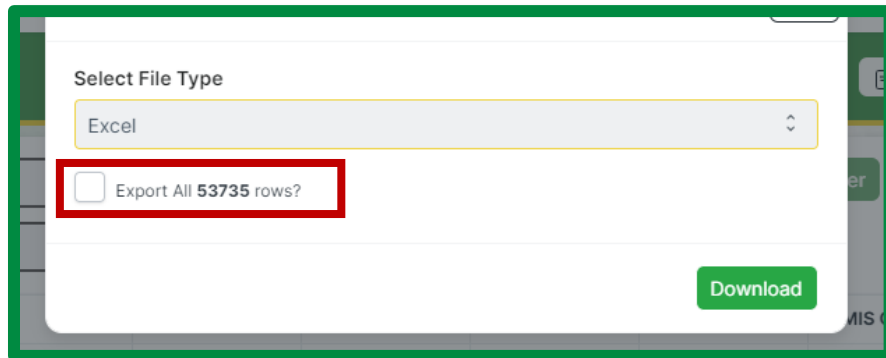
5. Click on **Download** to download the list.
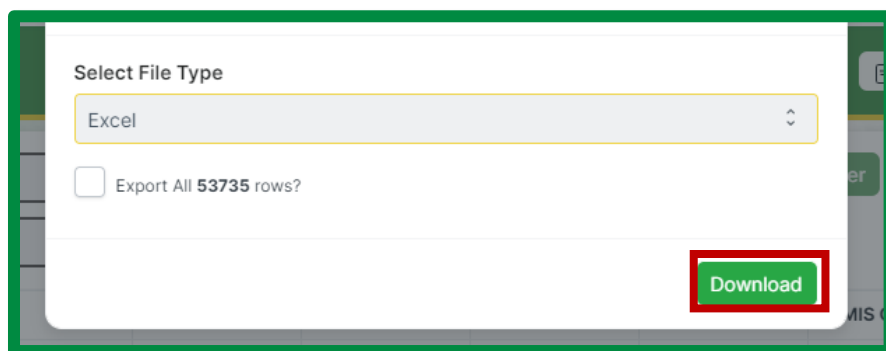
Summary Report by District

1. Click on **Summary Report by District** under School Summary Reports
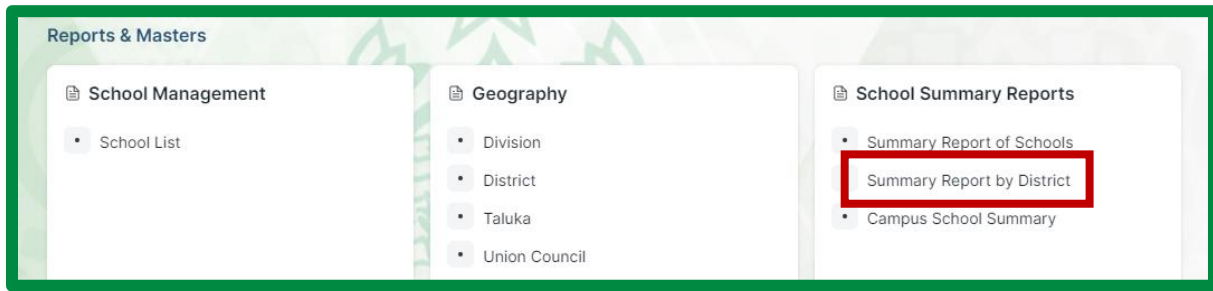
2. Select and apply filters to refine and view the school list based on the selected criteria.
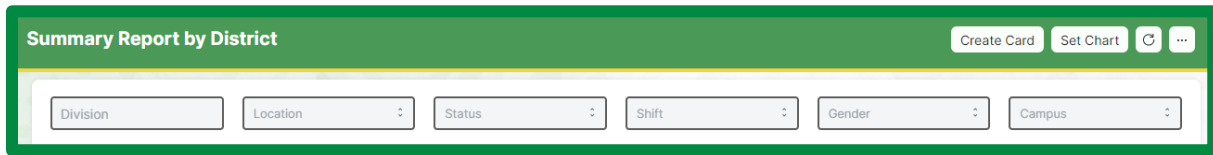
3. To download the list, click on **Menu** button and select **Export**.
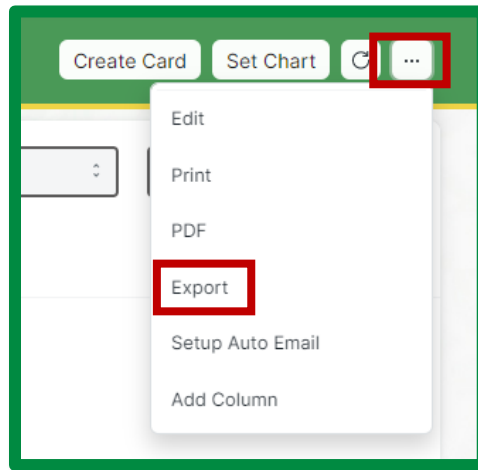
4. Select file type – Excel or CSV and select **Export all Rows** option.
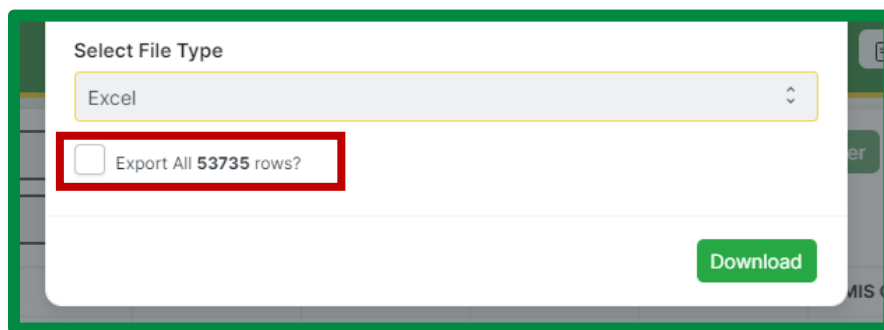
5. Click on **Download** to download the list.
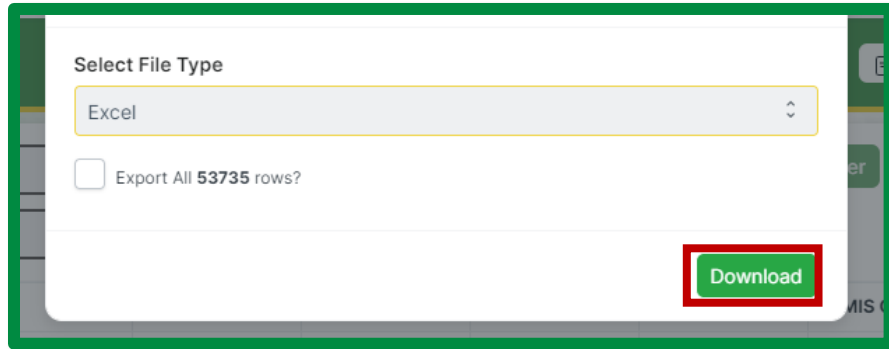
CHAPTER 3

ASC MANAGEMENT

TOPICS TO BE COVERED

ASC Roster
ASC Timeframe
ASC List
Data Enumerator & Working Teachers list
ASC Performance Dashboard
Data Issue Checker
Incomplete ASC Forms
ASC Issues Summary
ASC Reports and Lists
System Listings

ASC MANGEMENT

Click on **SEMIS Module** on the left side of the Dashboard to access Schools' information and lists.
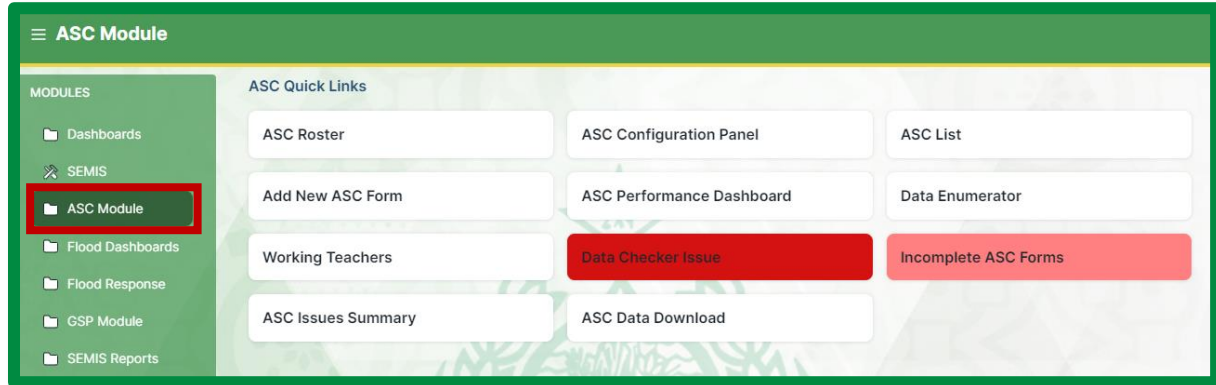
New ASC Roster

1. Click on **ASC Roster**.
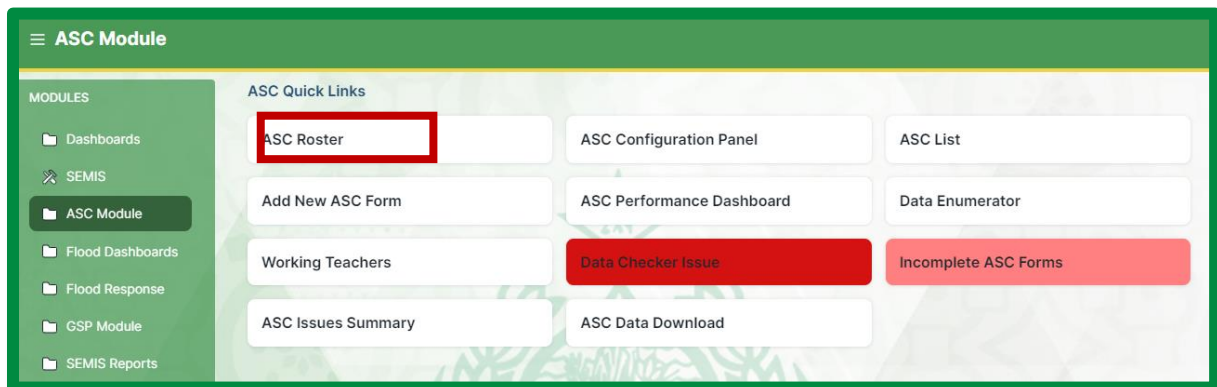
2. Click on **Add ASC Roster**.

3. Select DIO User from the drop-down list.
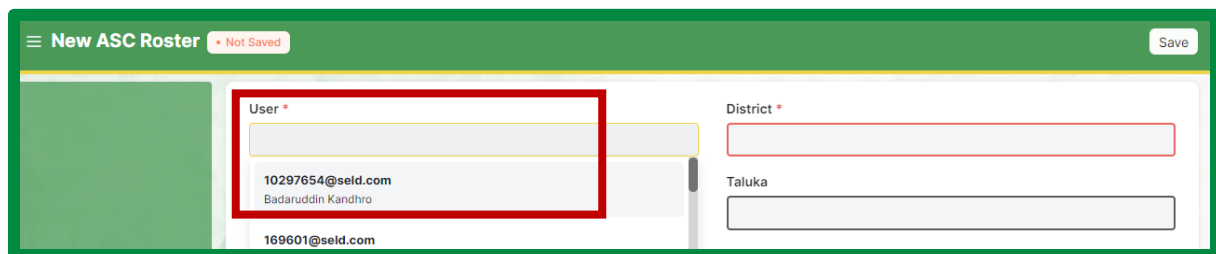
4. Select District, Taluka, Union Council, and click on **Get School** to get a list of selected criteria. Select **Assign Remaining Schools** to assign the remaining schools of ASC which are not assigned to any other user.

To select schools of the whole Taluka, skip the Union Council option.

Skip both Taluka and Union council options to get a list of schools from the whole district.

Skip step 5 to directly save and create the Roster.

5. To delete a school from the list, select the school and click on delete.

To add more schools to the list, click on **Add Row**, write SEMIS code, and select school.

6. Click on **Save**.

How to Edit ASC Roster?

1. Click on **ASC Roster**.
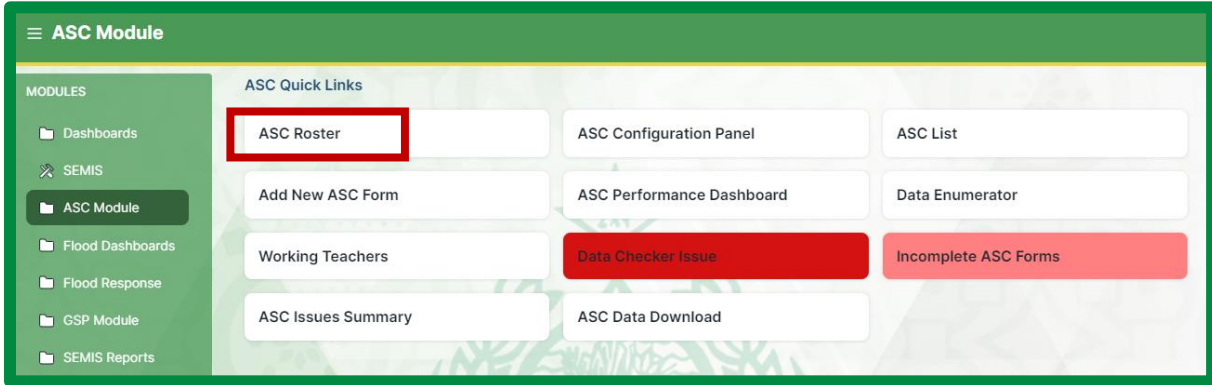
2. Click on Roster **ID** to open it.
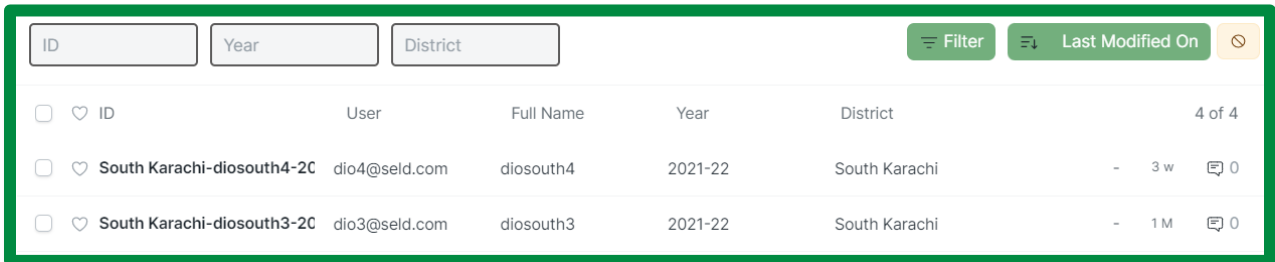
3. To add schools – click on **Add Row**, write SEMIS code, and select school.
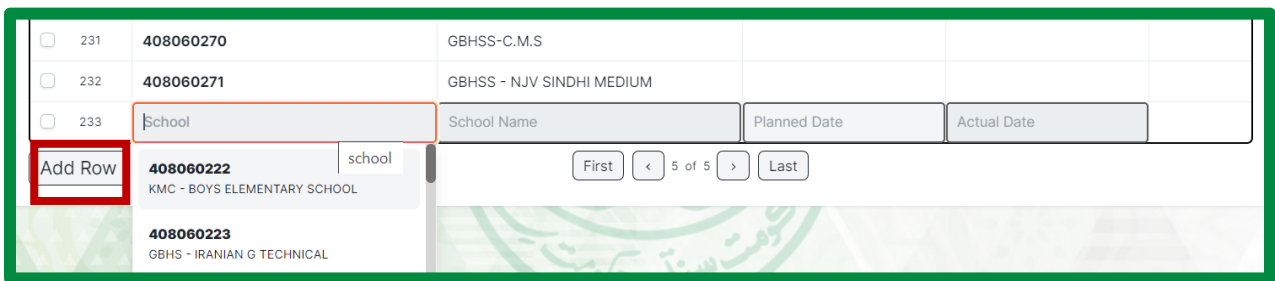
To Delete a school – select the school from the list and click on **delete**.

4. Click on **Save**.

ASC Timeframe

1. Click on **ASC Configuration Panel**.

2. Select the Year, From and To date for the ASC form submission and click on **Save**. Users won't be able to add and submit ASC Forms before and after these dates.

Adding New ASC Form

1. Click on **Add New ASC Form**
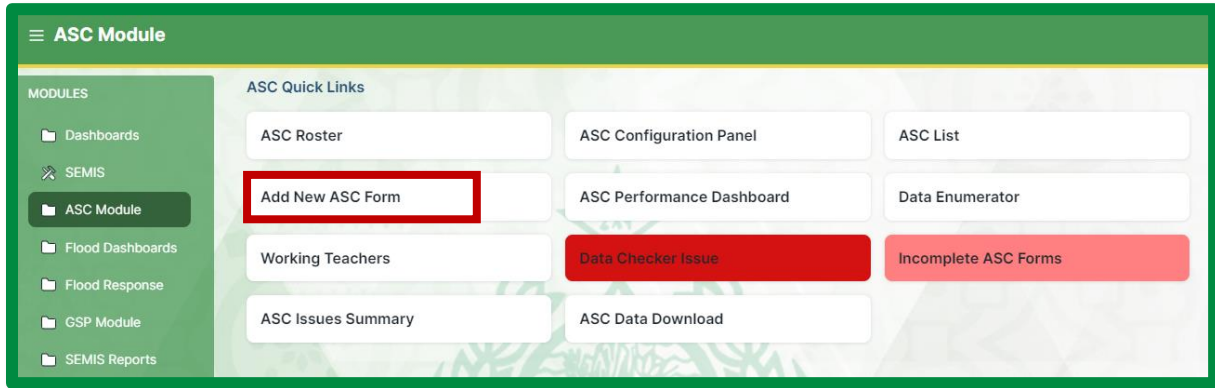
2. Fill out the form as per the guidelines and click on **Save**.
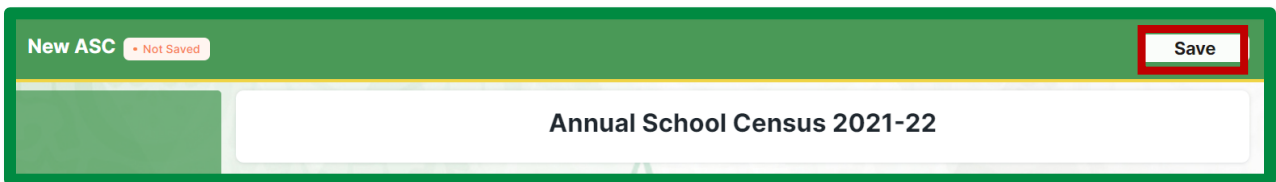
3. Click on **Submit** to submit the form.

ASC Performance Dashboard

1. Click on **ASC Performance Dashboard**.
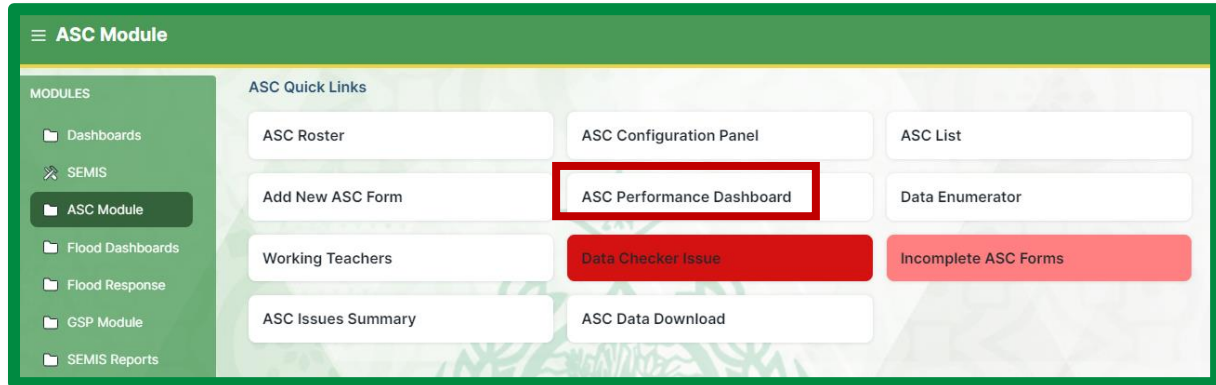
2. New page will show the Total ASC schools of the province, and the number of completed, incomplete, and not entered forms.
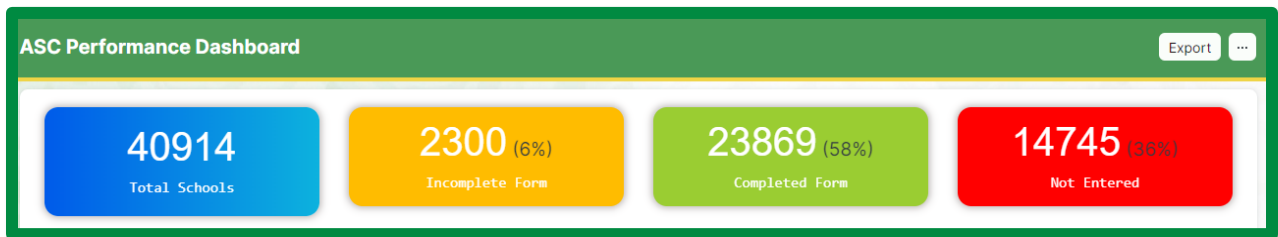
3. Click on **Export** to download the Excel sheet of the performance Dashboard.
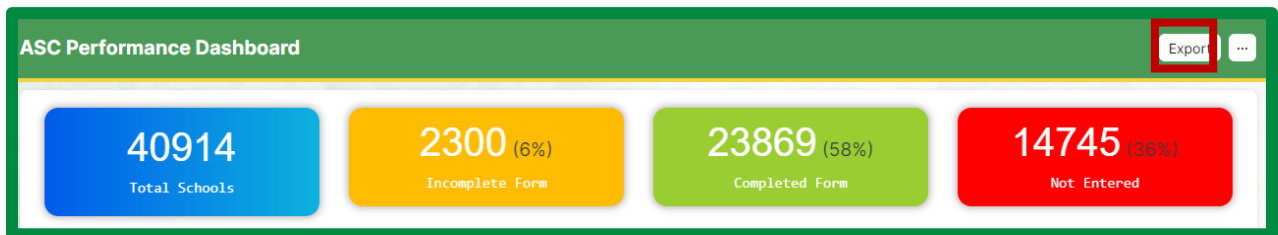
How to add Data Enumerator?

1. Click on **Data Enumerator**.
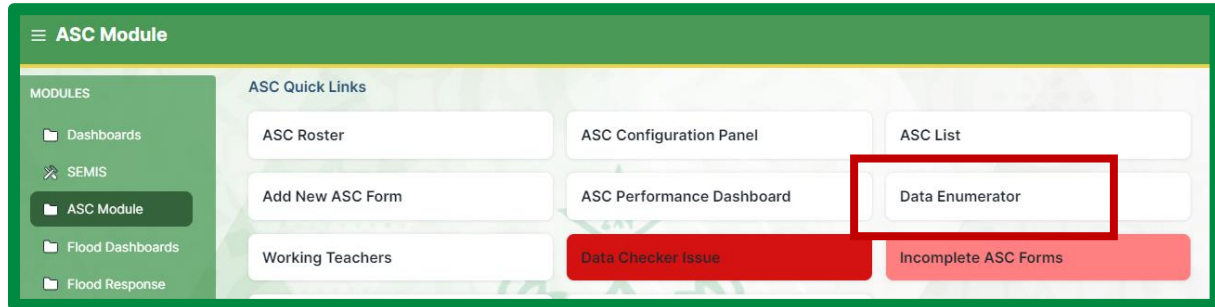
2. Click on **Add Data Enumerator**.

3. Fill the New Data Enumerator Form and click on **Save**.

4. Click on **Submit** to submit the form.

How to download Data Enumerator list?

1. Click on **Data Enumerator**.
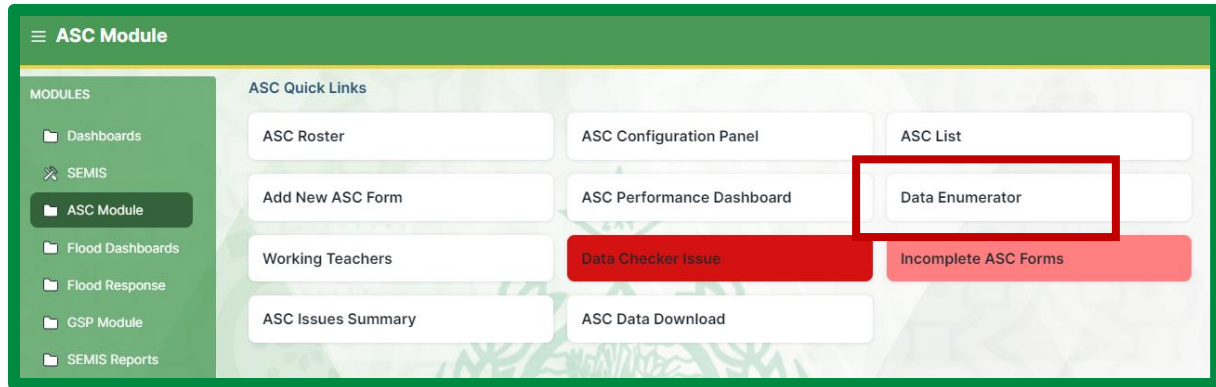
2. Click on **List View** and select Report view from the dropdown list.
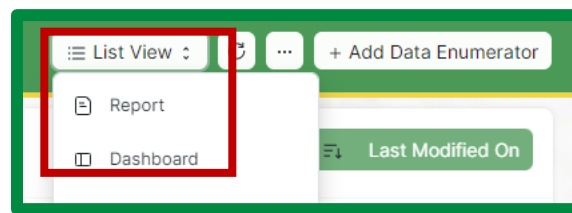
3. Select ID, District or Taluka to filter out the list.
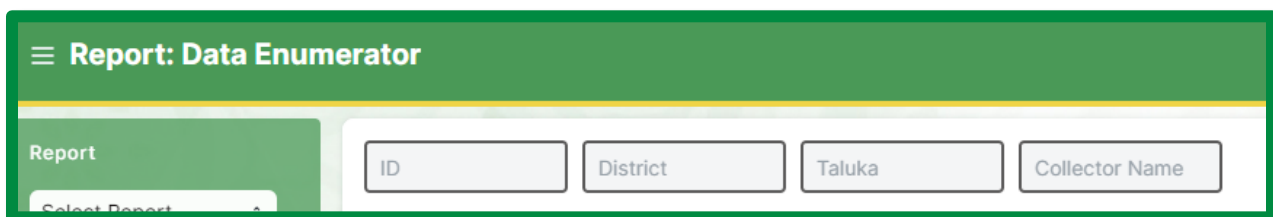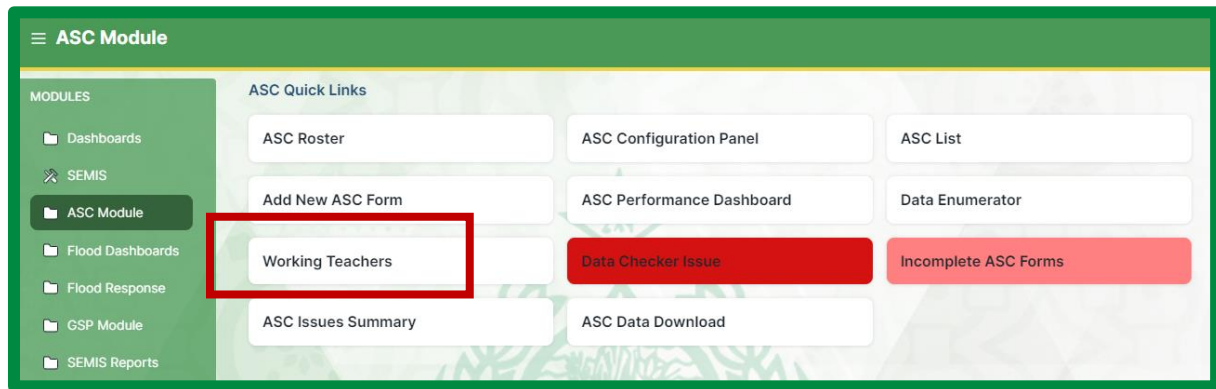

4. To download the list, click on **Menu** button and select **Export**.
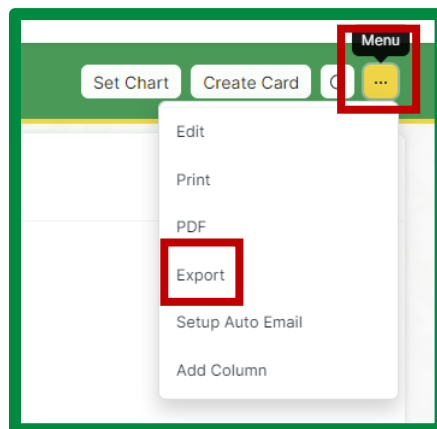
5. Select file format – Excel or CSV and click on **Download**.
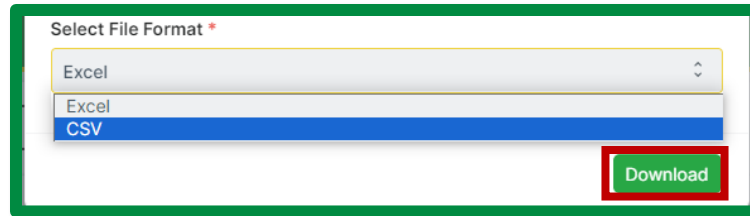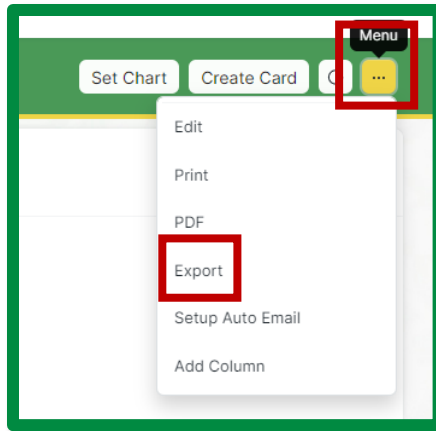
Working Teachers

1. Click on **Working Teachers**.

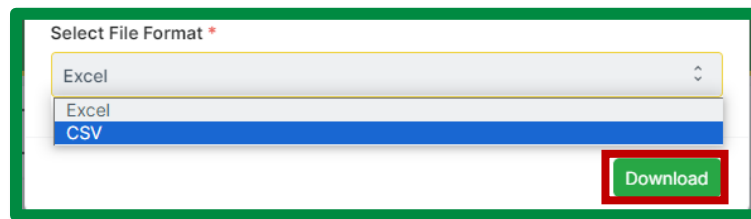2. Select ID, SEMIS code, Year etc. to filter out the list on selected criteria.
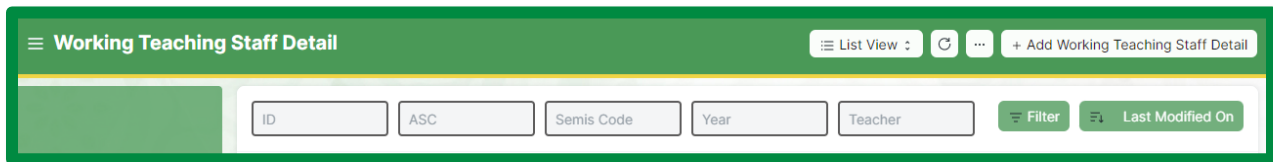
3. To download the working teachers list, click on List View and select Report View.
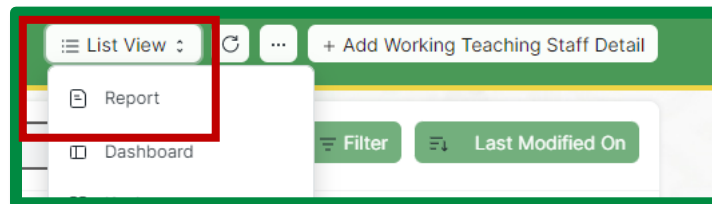
4. To download the list, click on **Menu** button and select **Export**.

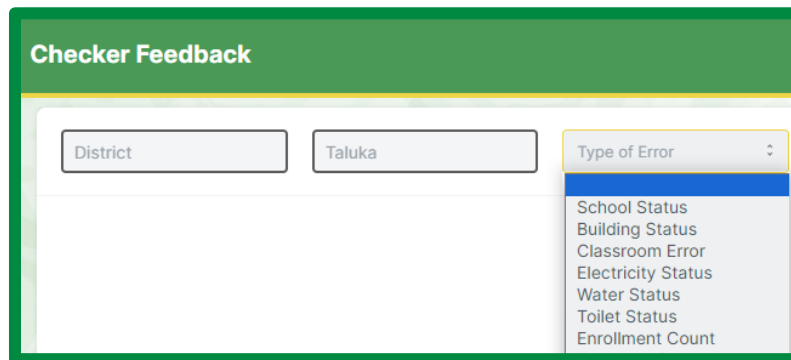5. Select file format – Excel or CSV and click on **Download**.

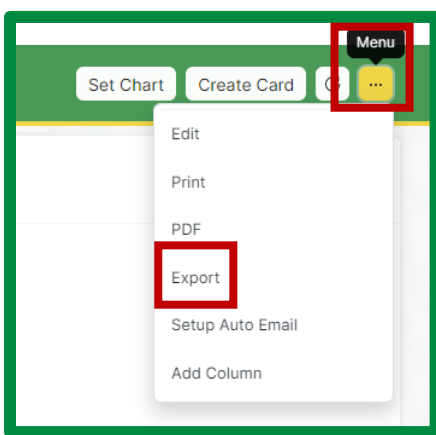# How to check ASC Data Errors/Issues?

1. Click on **Data Checker Issue**.
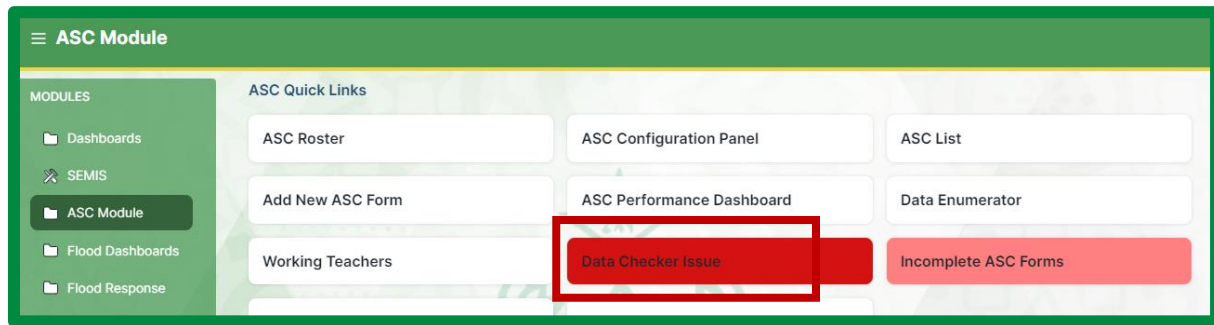
2. Select District, Taluka and Type of Error from the dropdown list to get list of Data Errors.
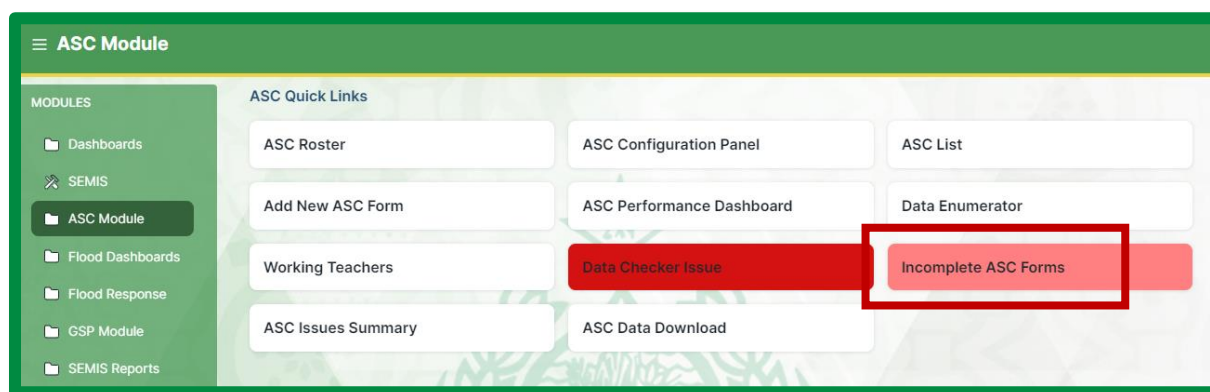

46

3. To download the list, click on **Menu** option and select **Export**.
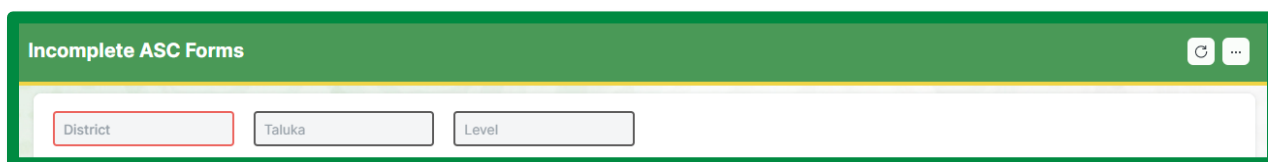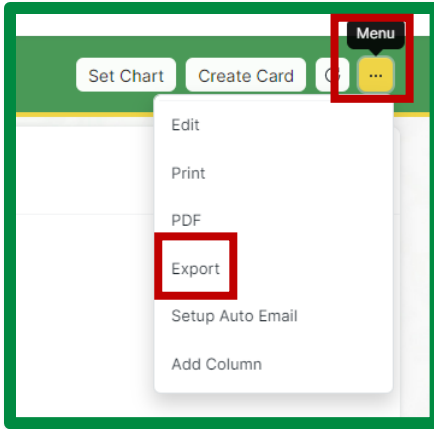

How to check Incomplete ASC Forms?

1. Click on **Incomplete ASC Forms**.

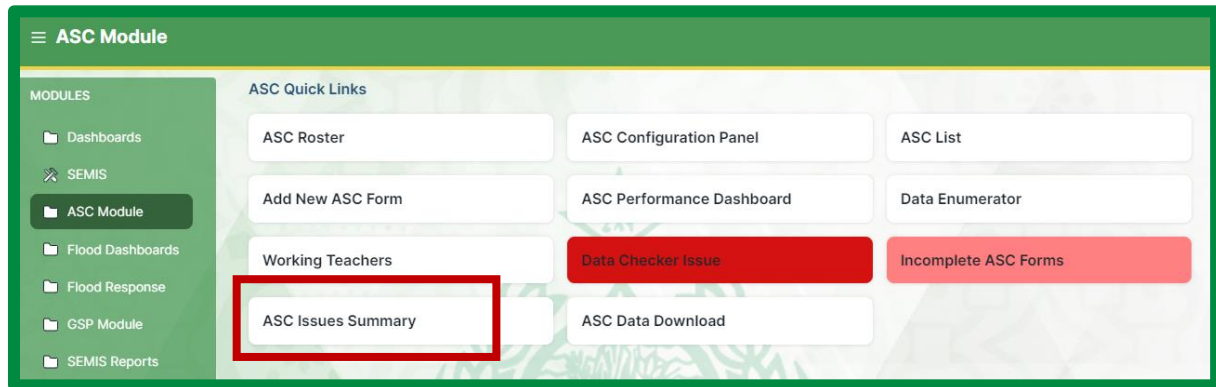2. Select District, Taluka, Level to get list of incomplete ASC forms of the selected criteria.

3. To download the list, click on **Menu** option and select **Export**.

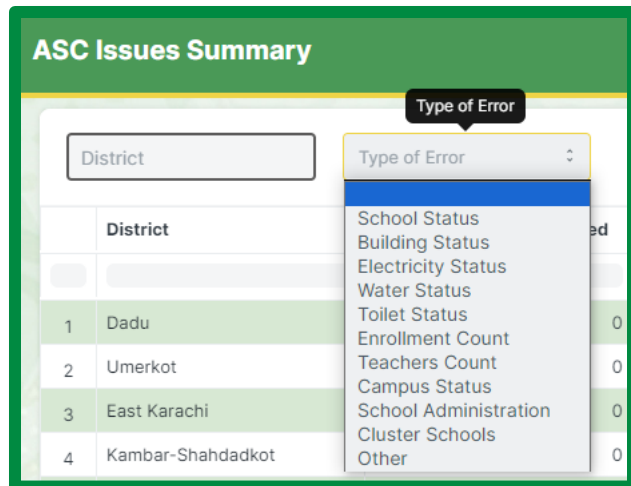## How to check summary of ASC issues?

1. Click on **ASC Issues Summary**.

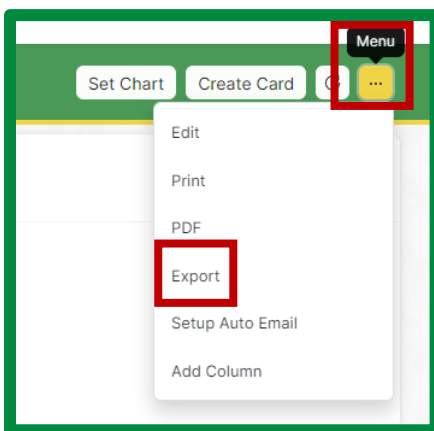2. Opened page shows the district wise count of issues reported, resolved and pending.

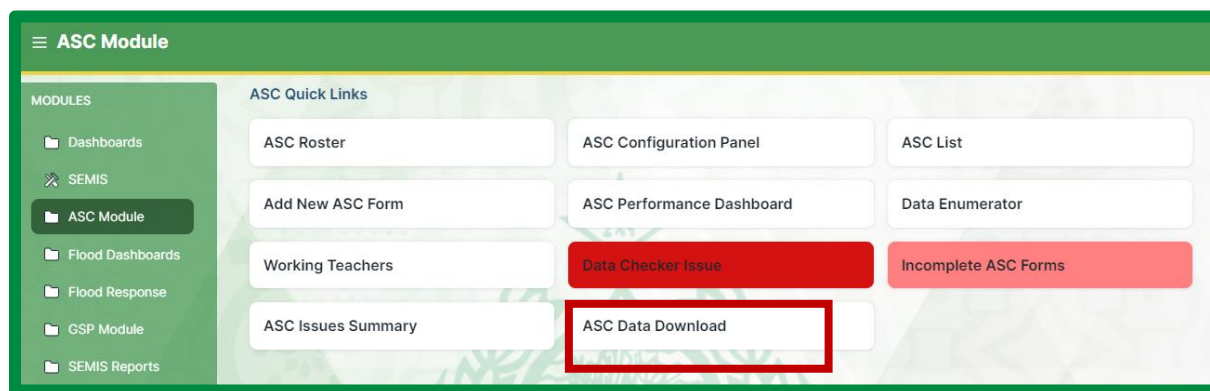Select District and Type of Error to get filtered list on the selected criteria.

3. To download the list, click on **Menu** option and select **Export**.
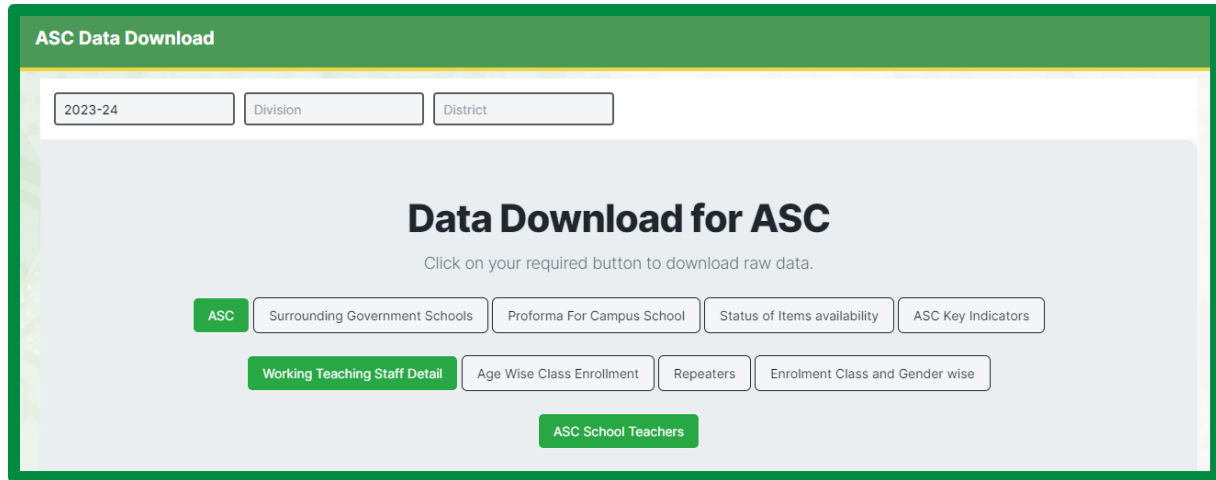

How to download ASC Data?

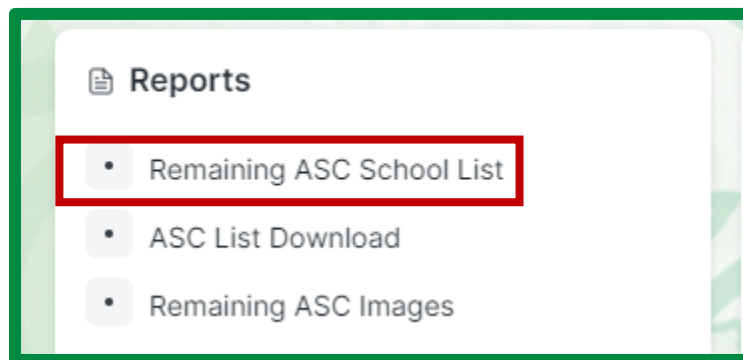1. Click on **ASC Data Download**.

2. Select division, district and click on the required button download raw data.
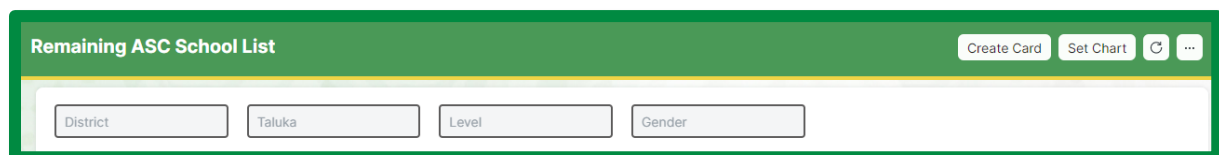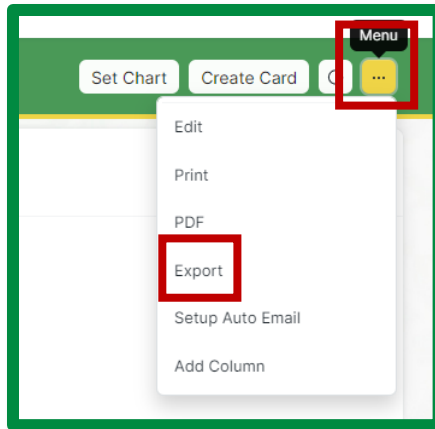
ASC REPORTS

Remaining ASC School List

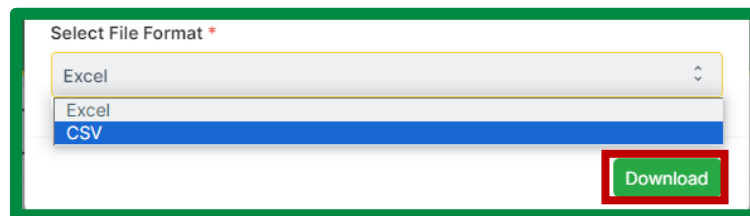1. Click on **Remaining ASC School List** under Reports.

2. Selest district, taluka, level and gender to filter and view list as per the selected criteria.

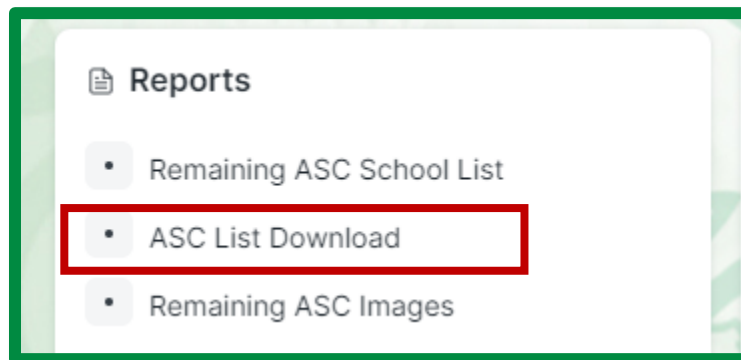3. To download the list, click on **Menu** button and select **Export**.

4. Select file format – Excel or CSV and click on **Download**.
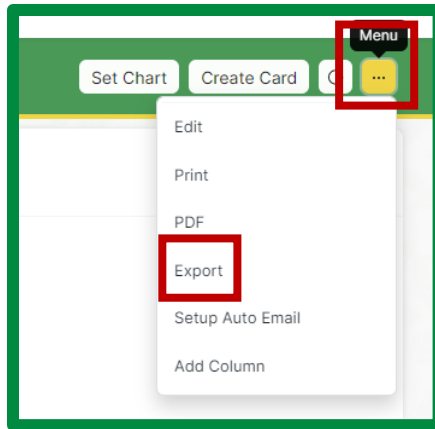

Remaining ASC School List

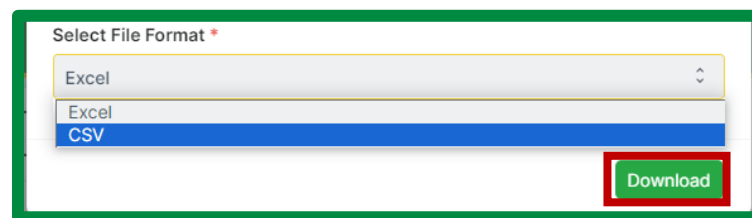1. Click on **ASC List Download** under Reports.

2. Selest district and taluka to filter and view list as per the selected criteria.

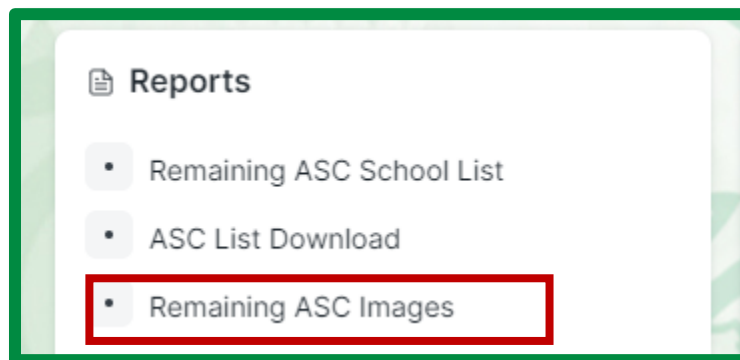3. To download the list, click on **Menu** button and select **Export**.

4. Select file format – Excel or CSV and click on **Download**.

Remaining ASC Images

1. Click on **Remaining ASC Images** under Reports.

2. Selest district, taluka, level and gender to filter and view list as per the selected criteria.

3. To download the list, click on **Menu** button and select **Export**.

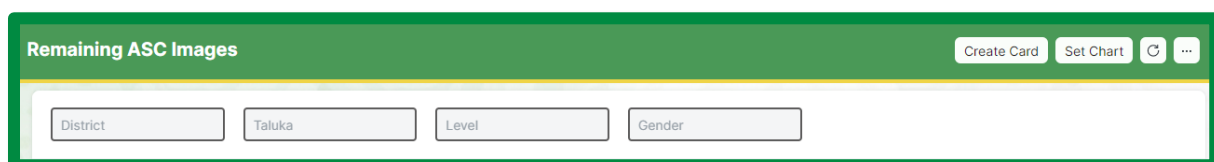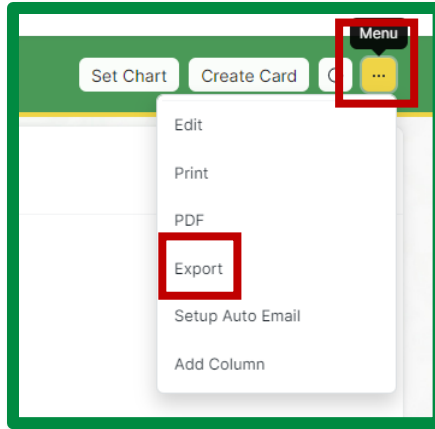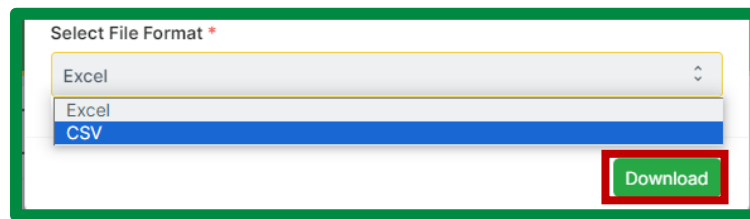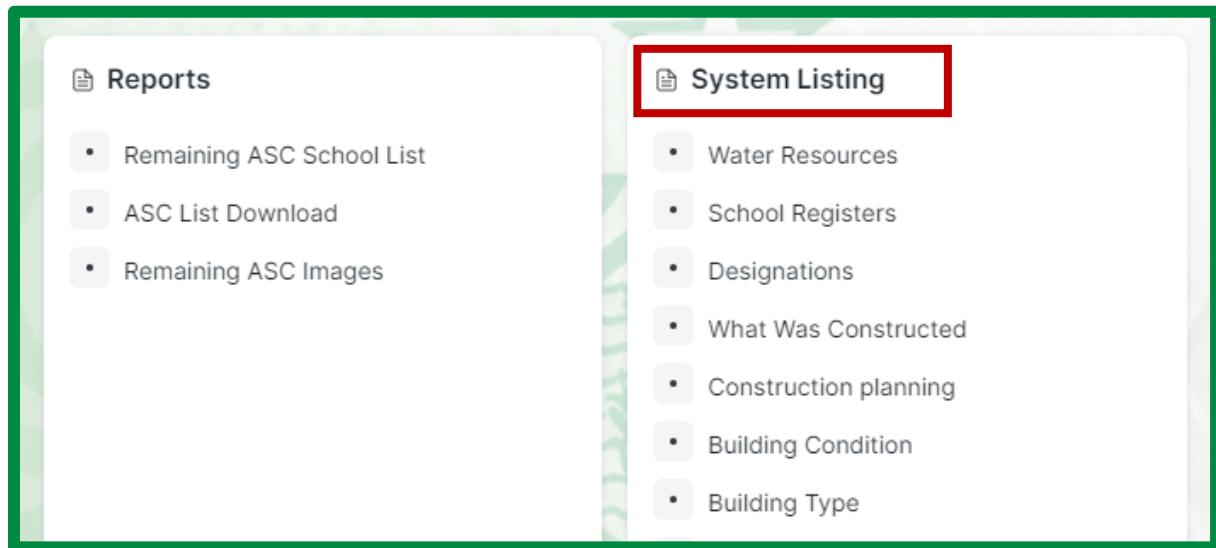4. Select file format – Excel or CSV and click on **Download**.

SYSTEM LISTS

How to view any System List

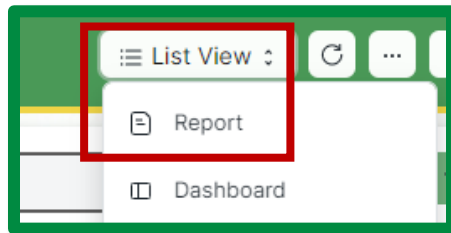1. Click on any system list to open and view it.

2. To add a new option, click on **Add** (Specific List) option on top right side of the screen.
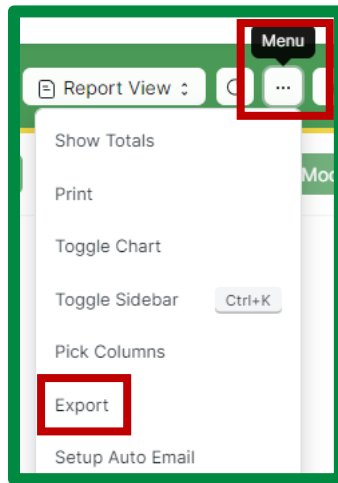
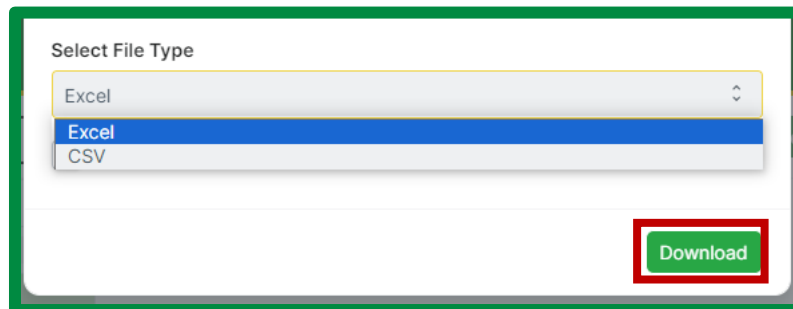Fill the new opened form and click on Save on top right side of the form.

3. To download any list, click on **List View** and select **Report View** option.

Click on **Menu** and select **Export.**

Select the export file type – Excel or CSV and click on **Download**.
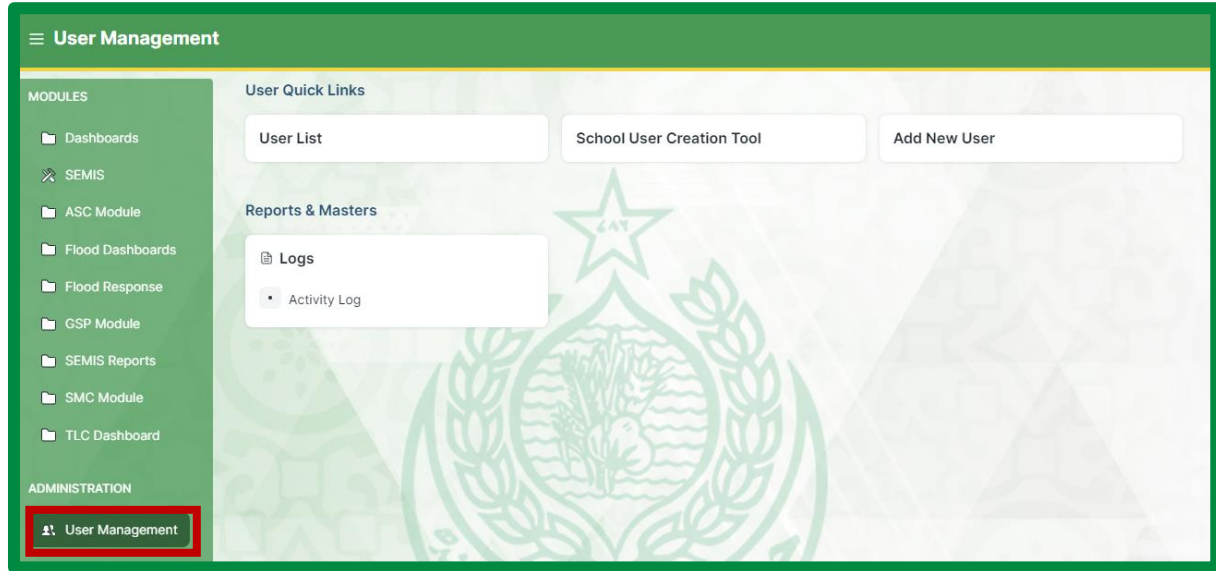
CHAPTER 4

USER MANAGEMENT

TOPICS TO BE COVERED

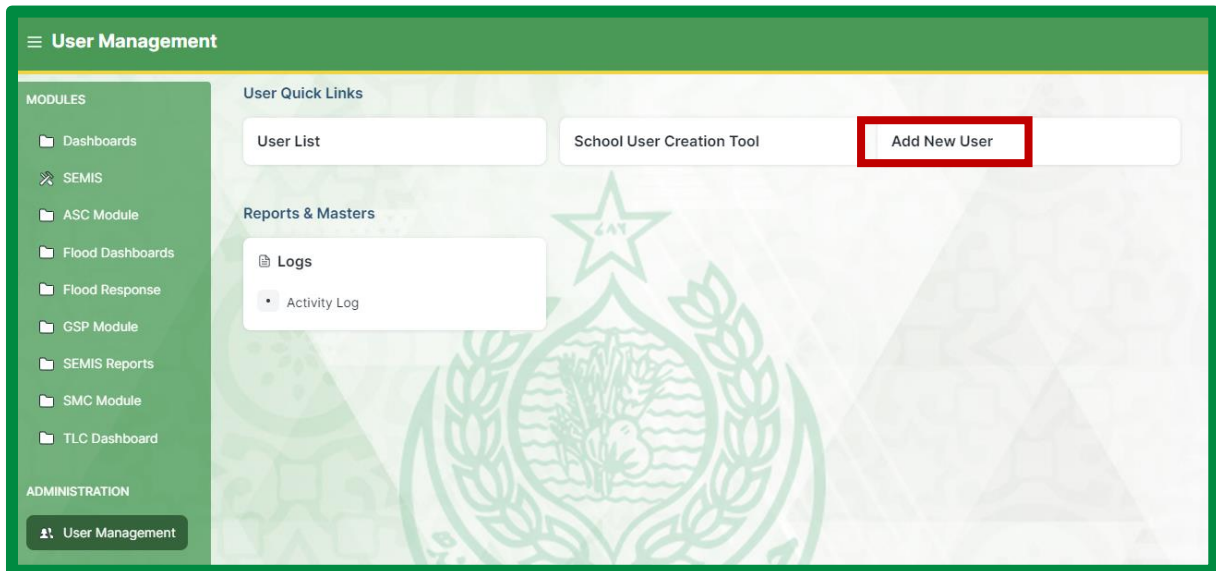| |
|---|
| Adding New User |
| Editing User Rights |
| Users List |

USER MANAGEMENT

Click on **User Management** on the left side of the Dashboard to access Users' information and lists.

Creating New User

1. Click on **Add New User**.

2. Select **User Type/Role** – SEMIS Manager, Provincial Manager, District Manager, Data Input Operator, School User, Taluka User, TLC User OR TLC Guest User.

If the user selects District Manager User or Data Input Operator User, system will ask for the district.

If the user selects the **School User** option, the system will ask for the School SEMIS code.

if the user selects **Taluka User,** system will ask for Division, District, Taluka and School Administration.

If the user selects TLC User, system will ask for District and Partner.

3.   Add Basic Information about the new user.

4.   Set the Password

Change Password

Set New Password

5. Click on **Save** on the top right side of the screen.

≡ **New User** • Not Saved   Save

☑ Enabled

How to edit/change User rights?

1. Click on **User List**.

≡ **User Management**

MODULES	User Quick Links		
📁 Dashboards	User List	School User Creation Tool	Add New User
⚒ SEMIS			
📁 ASC Module	**Reports & Masters**		
📁 Flood Dashboards	📄 Logs		
📁 Flood Response	• Activity Log		
📁 GSP Module			
📁 SEMIS Reports			
📁 SMC Module			
📁 TLC Dashboard			

ADMINISTRATION

👥 User Management

2. Click on User Name or **ID** to open user details.

≡ **User**   ≣ List View ⇅ ↻ ⋯ + Add User

ID	Full Name	Username	User Type		= Filter	⇅ Last Modified On	⊘
	♡ Full Name		Status	ID		7 of 7	
	♡ Dio 2 South		• Active	southdio2@seld.com	–	3 m	🗩 0
	♡ GBHS - IRANIAN G TECHNICAL		• Active	408060223@seld.com	–	8 m	🗩 0
	♡ KMC - GIRLS SECONDARY SCHOOL		• Active	kmc@seld.com	–	1 h	🗩 0

3. Edit the opened form and click **Save** to save changes.
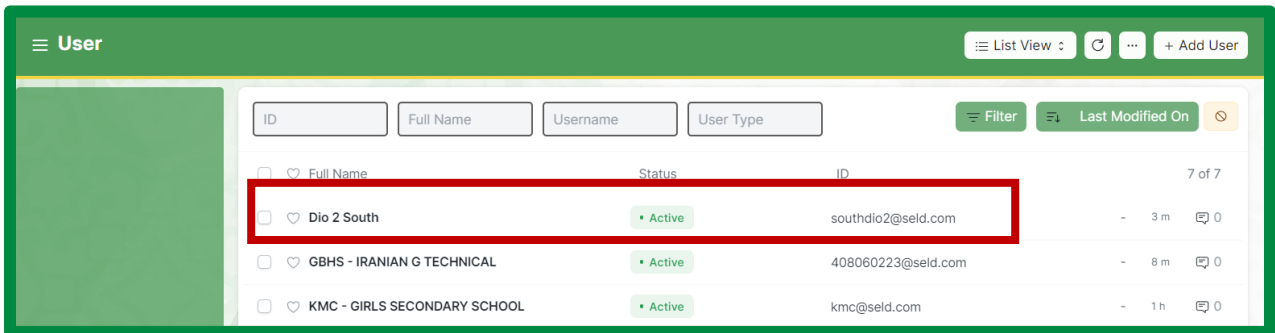

How to change User Password?

1. Click on **User List**.
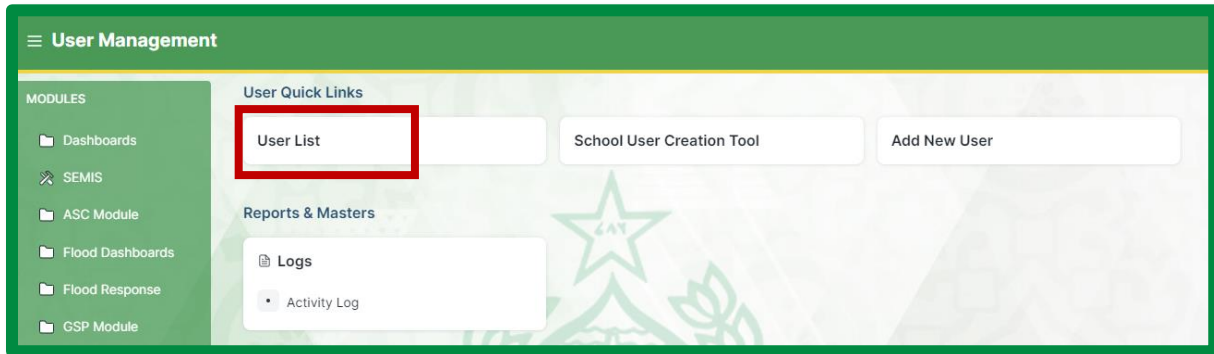
2. Click on User Name or **ID** to open user details.

3. Add new password under **Set New Password** and click **Save** to save changes.