



SEMIS USER MANUAL

for SEMIS Manager

About this document

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

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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.

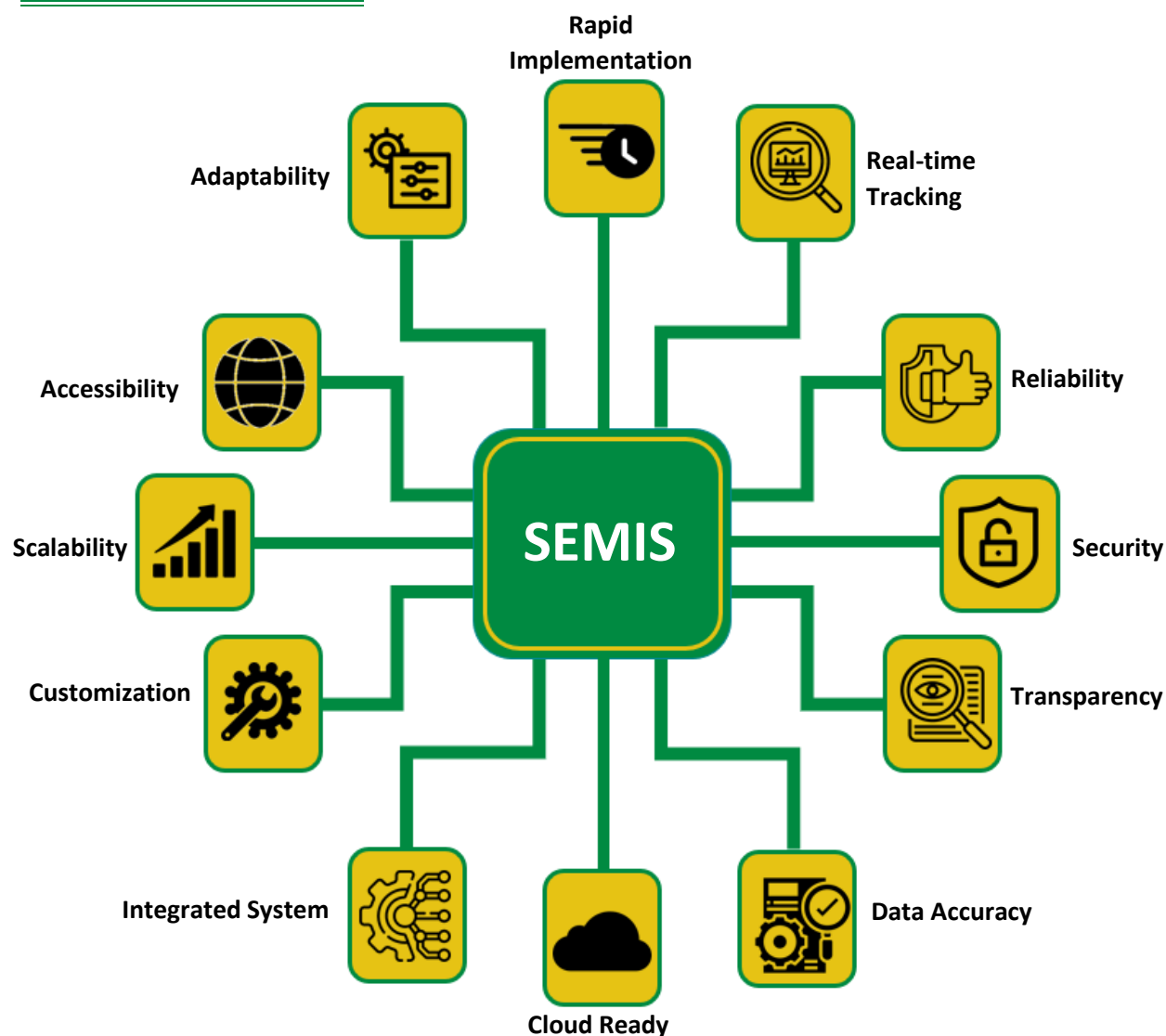
AIMS AND OBJECTIVES

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

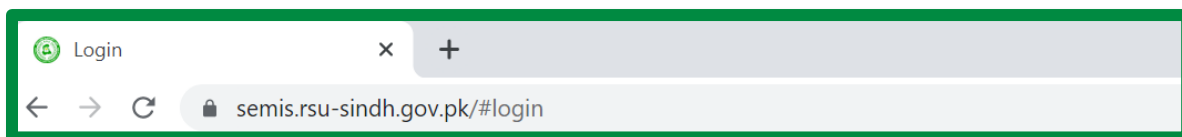
Changing and Recovering Password

Assigned Modules

WEB-PORTAL

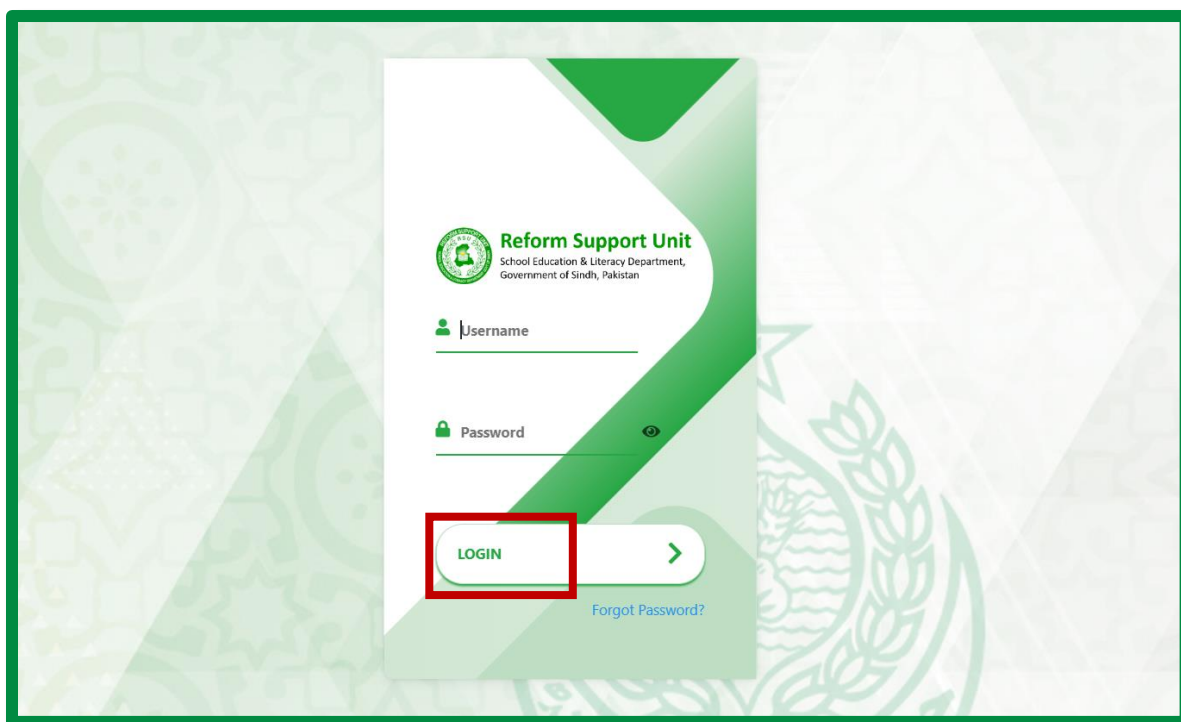
Opening Web-Portal

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.



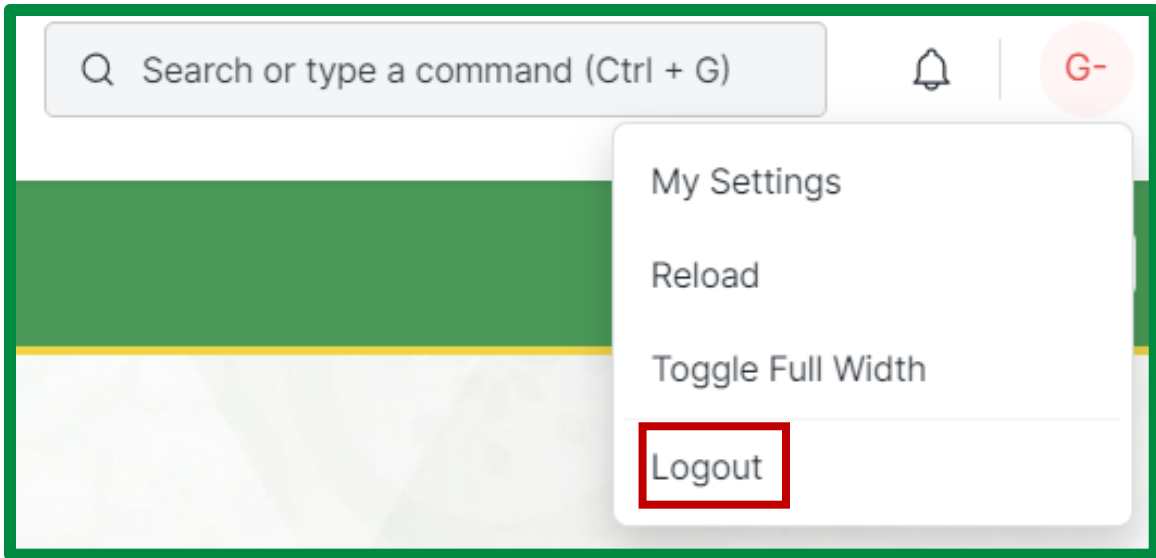
How to Log In?

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.



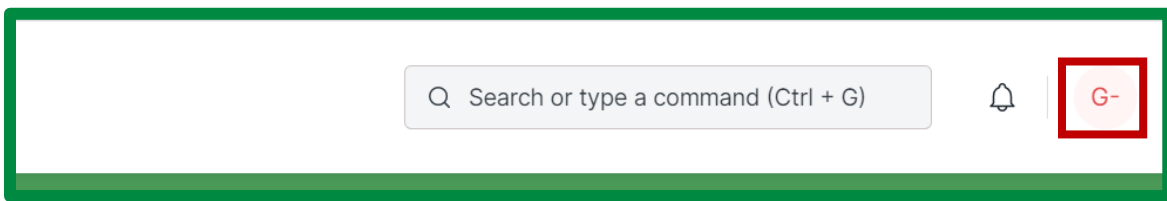
ACCOUNT SECURITY



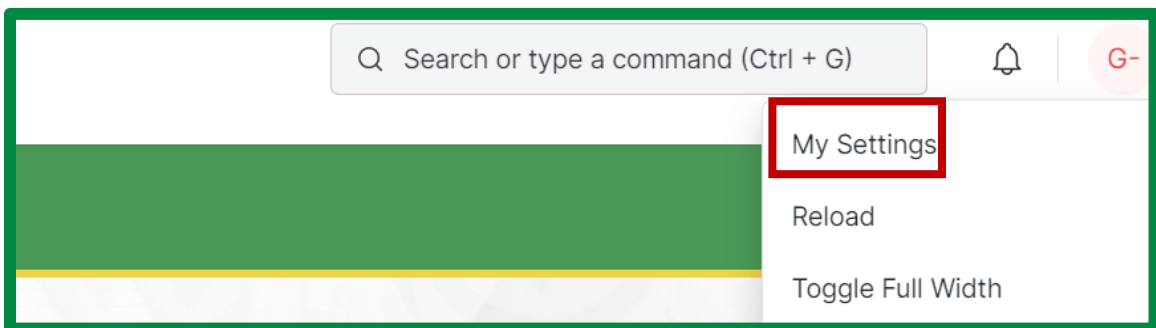
Users must change the login credentials (E-mail address & Password) of the account before using it on web portal.

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

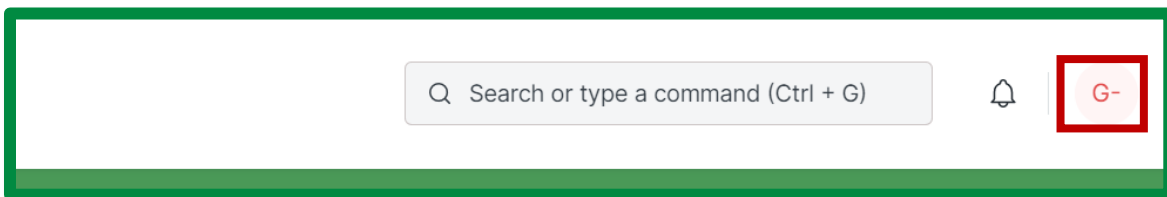
Email *



Password ↕ < > ... Save

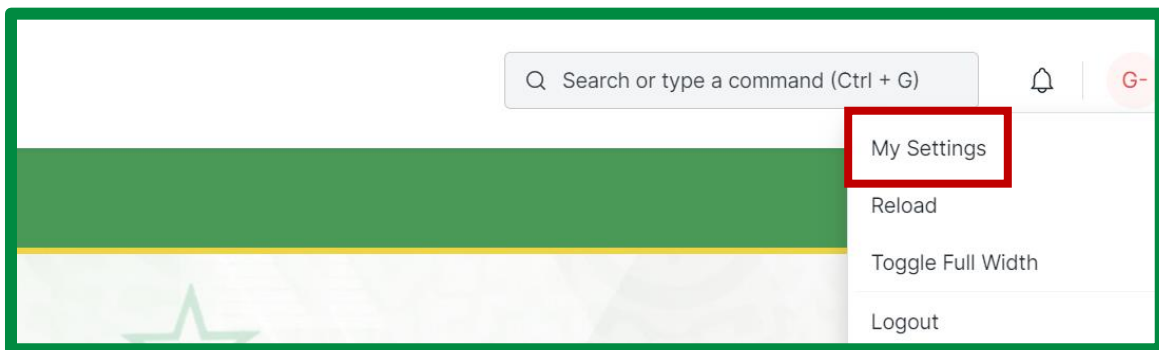
How to Change Password?

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

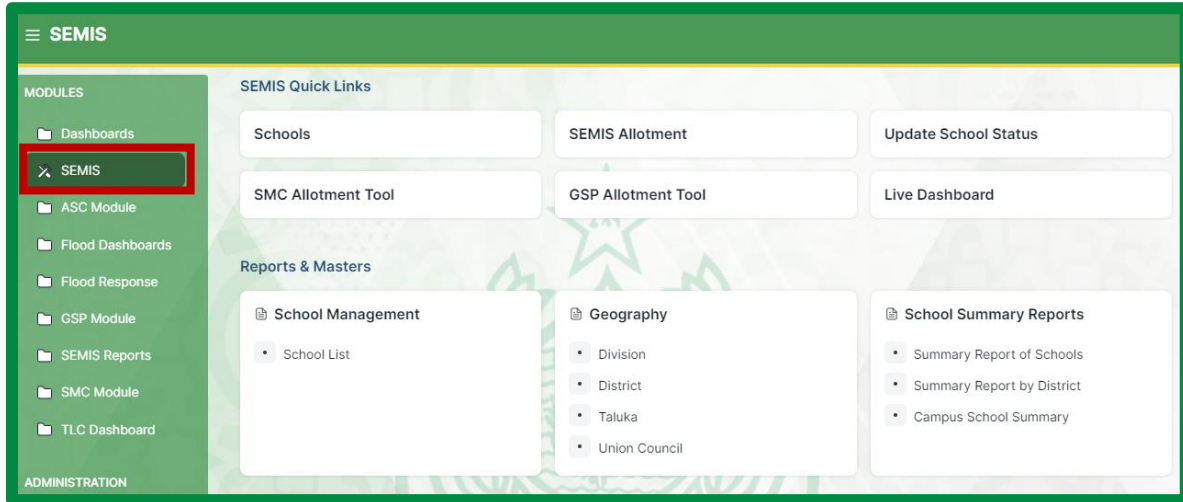
SCHOOL MANAGEMENT

TOPICS TO BE COVERED

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

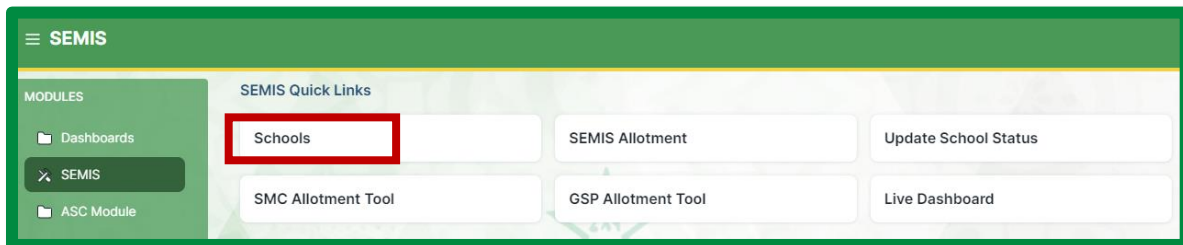
SCHOOL MANGEMENT

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

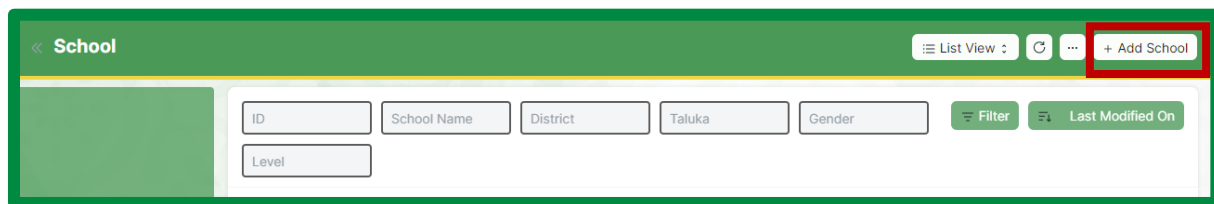


How to add new School?

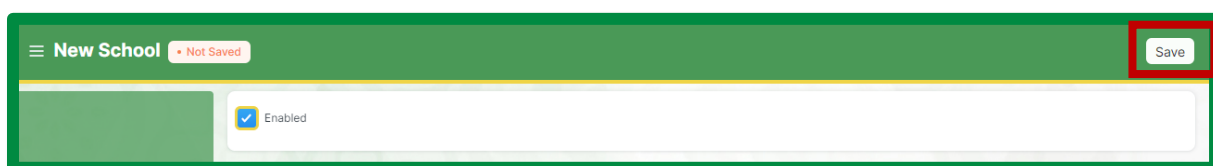
1. Click on **Schools**



2. Click on **Add School**

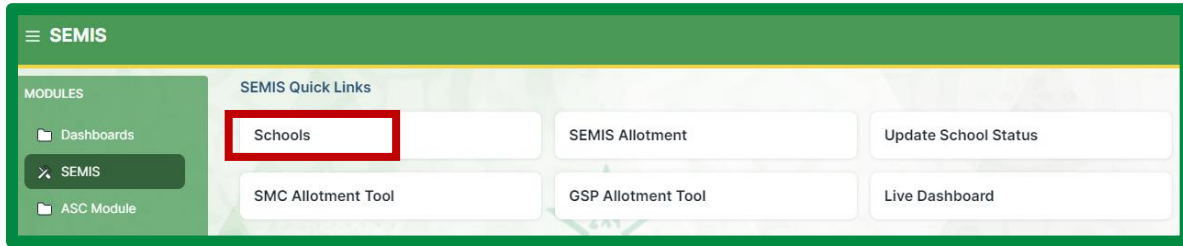


3. Fill the New School Form and click on **Save**.

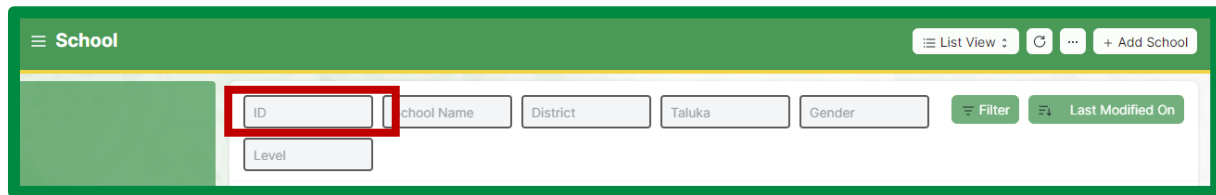


How to view a School Form?

1. Click on **Schools**

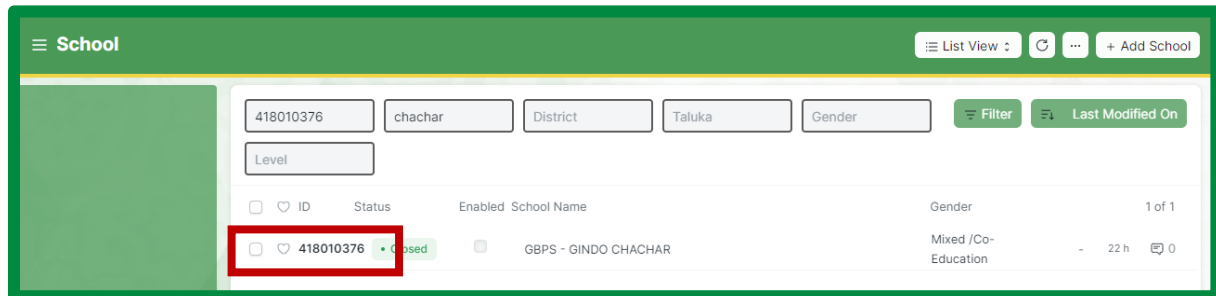


2. Add school's SEMIS Code in the **ID** filter to view specific schools' form.



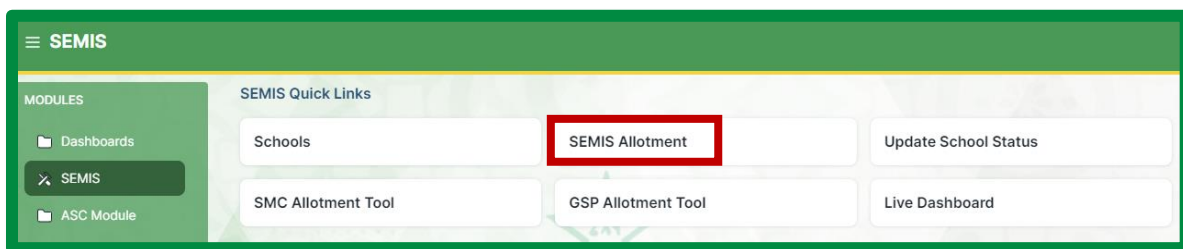
Users can also search specific school's form by adding School name, District, Taluka etc.

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**



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

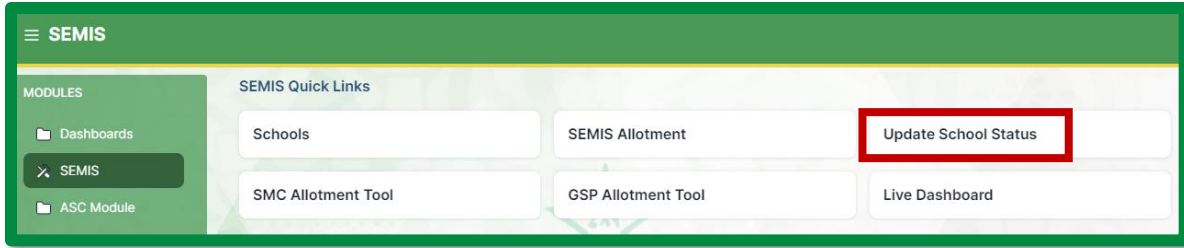
To fill the SEMIS Allotment Form, select school from the dropdown list (To filter the dropdown list, add school ID or name). Add SEMIS Code, Allotment Date and click on attach to attach the notification.

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



How to update School Status?

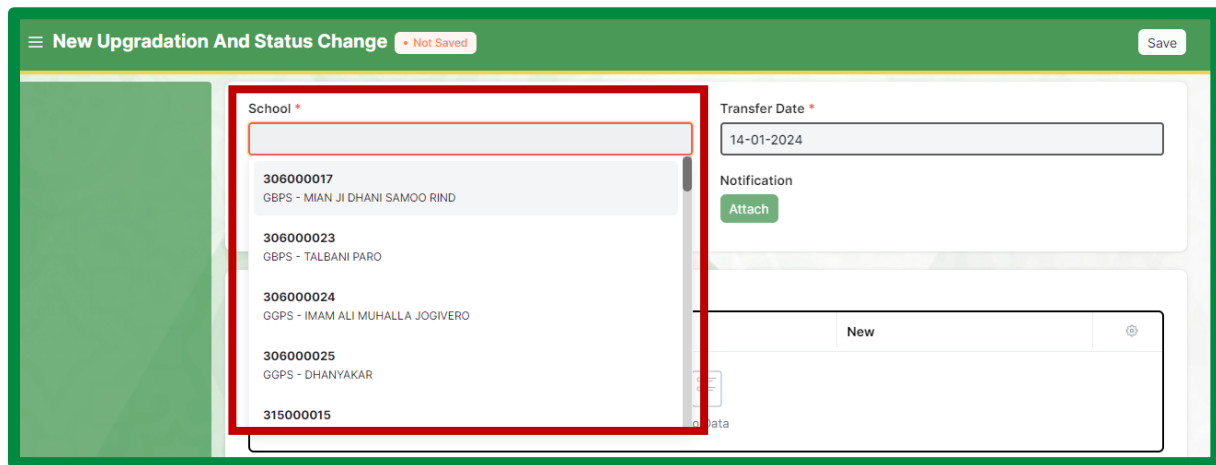
1. Click on **Update School Status**



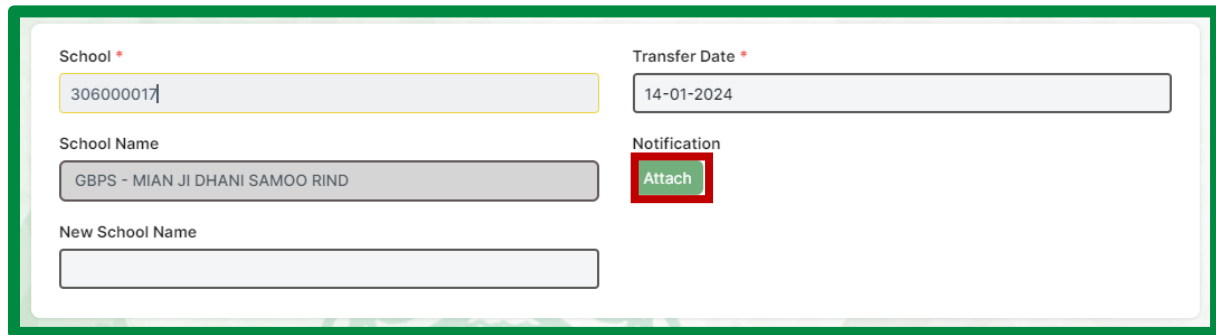
2. Click on **Add Upgradation and Status Change**



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

School Transfer

| <input type="checkbox"/> No. | Property | Current | New | |
|------------------------------|----------|---------|-----|------|
| <input type="checkbox"/> 1 | | | | Edit |

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

School Transfer

| <input type="checkbox"/> No. | Property | Current | New | |
|------------------------------|---------------------------------------|---------|-----|------|
| <input type="checkbox"/> 1 | <input type="text" value="Property"/> | Current | New | Edit |
| <input type="checkbox"/> 2 | <input type="text" value="Level"/> | | | Edit |

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

School Transfer

| <input type="checkbox"/> No. | Property | Current | New | |
|------------------------------|----------|---------|----------------------------------|------|
| <input type="checkbox"/> 1 | | Current | <input type="text" value="New"/> | Edit |
| <input type="checkbox"/> 2 | | | | Edit |

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

8. Click on **Save**.

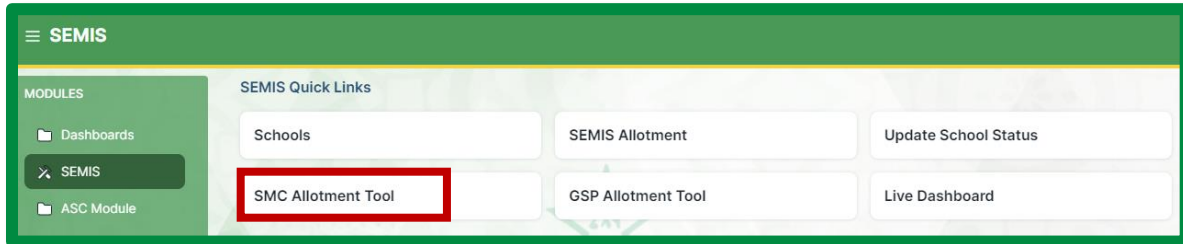
New Upgradation And Status Change • Not Saved

9. Click on **Submit**

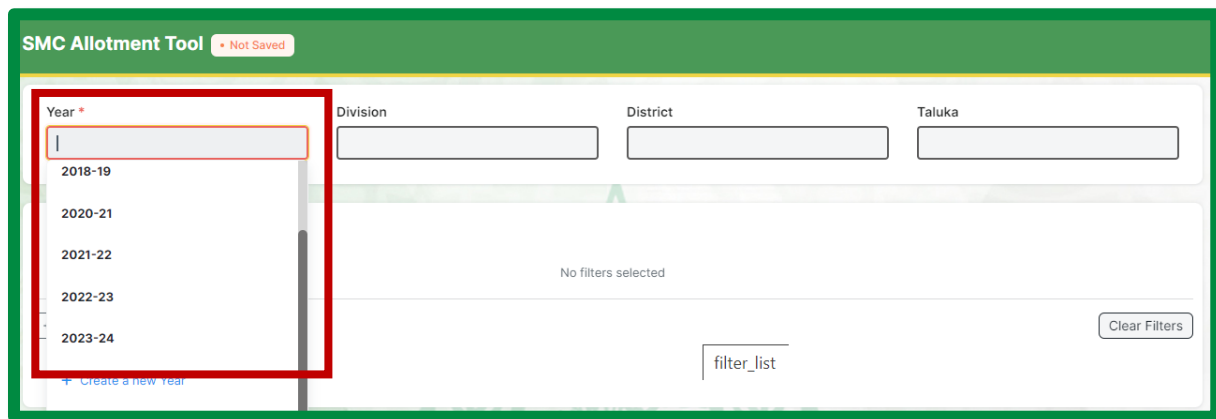
New Upgradation And Status Change

How to allot SMC to Schools?

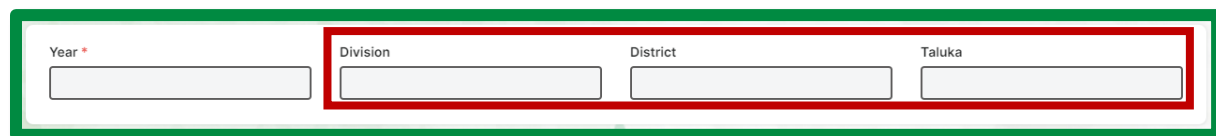
1. Click on **SMC Allotment Tool**



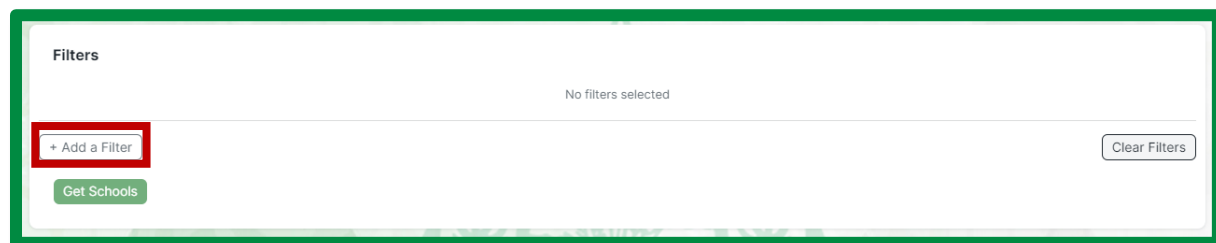
2. Select **Year** from the dropdown list.



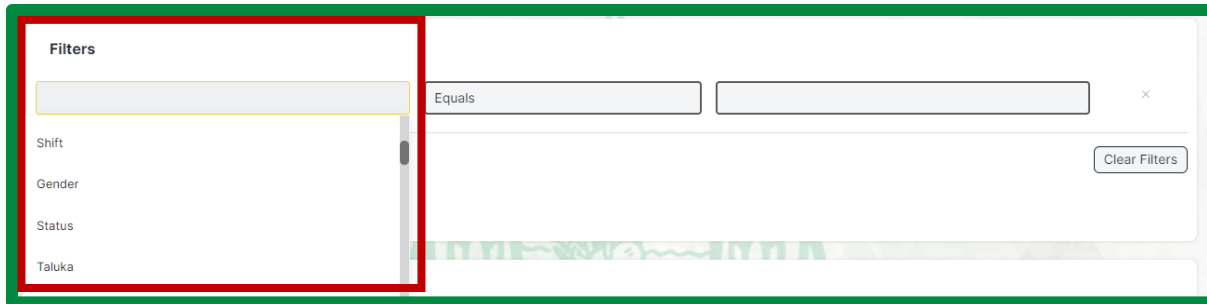
3. Select **Division, District OR Taluka** to get a list of schools specific to that division, district or taluka.



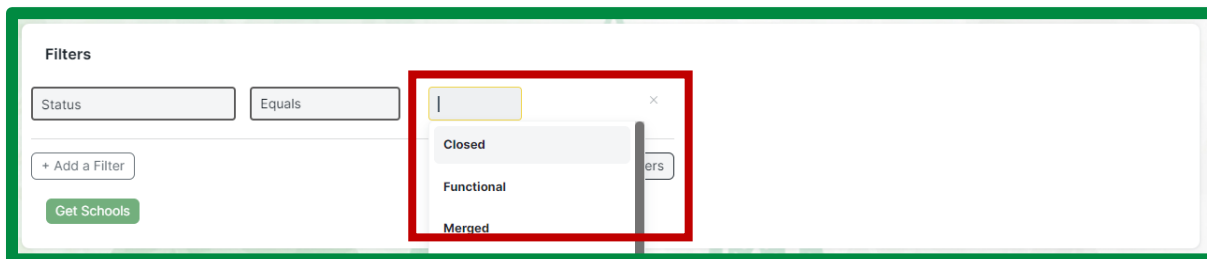
4. Click on **Add a filter** to filter out the list of schools.



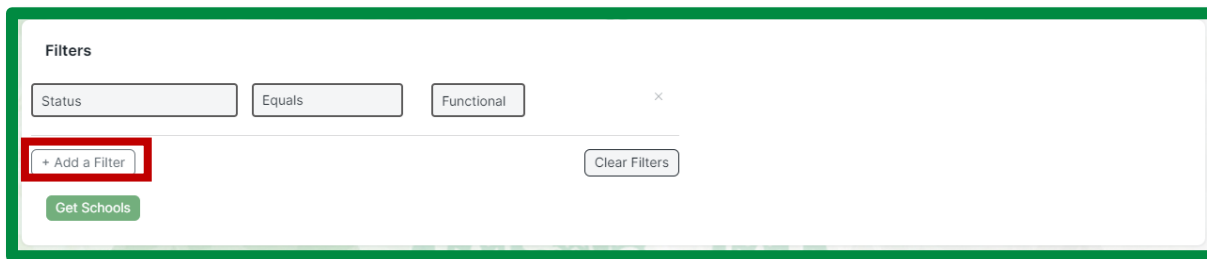
5. Select specific filter/indicator from the dropdown list



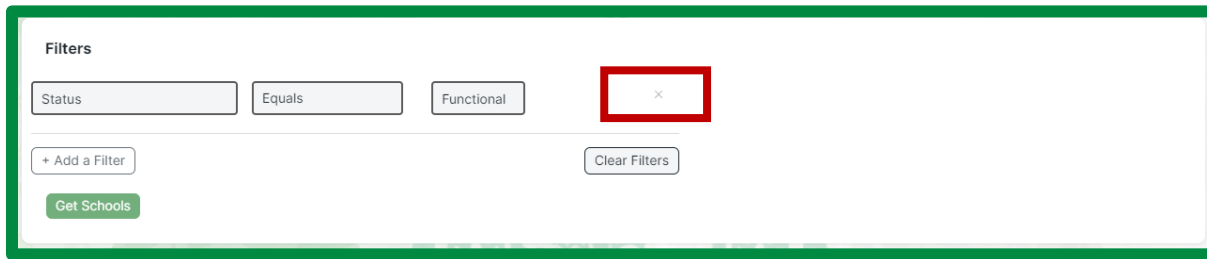
6. Select indicator value from the dropdown list.



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**.

Filters

Status Equals Functional ×

+ Add a Filter

Get Schools

Clear Filters

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

Filters

Status Equals Functional ×

+ Add a Filter

Clear Filters

Get Schools

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

Schools

| <input type="checkbox"/> | No. | SEMIS Code | School Name | Status | Gender | ASC Name | |
|--------------------------|-----|------------|-------------|--------|--------|----------|--|
| <input type="checkbox"/> | 1 | | | | | | |

Add Row

Update Status

Download Upload

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

Schools

| <input type="checkbox"/> | No. | SEMIS Code | School Name | Status | Gender | ASC Name | |
|--------------------------|-----|------------|-------------|--------|--------|----------|--|
| <input type="checkbox"/> | 1 | | | | | | |

Add Row

Update Status

Download Upload

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

Schools

| No. | SEMIS Code | School Name | Status | Gender | ASC Name | |
|----------------------------|------------|-------------|--------|--------|----------|-------------------------------|
| <input type="checkbox"/> 1 | | | | | | <input type="checkbox"/> Edit |

Add Row Download Upload

Update Status

How to allot Girls' Stipend to Schools?

1. Click on **GSP Allotment Tool**

SEMIS

MODULES

- Dashboards
- SEMIS**
- ASC Module

SEMIS Quick Links

Schools SEMIS Allotment Update School Status

SMC Allotment Tool **GSP Allotment Tool** Live Dashboard

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

Year *

2018-19

2020-21

2021-22

2022-23

2023-24

+ Create a new Year

Division

District

Taluka

No filters selected

filter_list

Clear Filters

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

Year *

Division

District

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.

The screenshot shows the 'Filters' section of the interface. It contains three filter input fields: 'Status', 'Equals', and 'Functional'. To the right of these fields is a small 'x' button, which is highlighted with a red rectangular box. Below the filter fields are two buttons: '+ Add a Filter' and 'Clear Filters'. At the bottom left of the section is a green button labeled 'Get Schools'.

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

This screenshot is identical to the previous one, but the 'Clear Filters' button is now highlighted with a red rectangular box, indicating the next step in the process.

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

This screenshot is identical to the previous ones, but the green 'Get Schools' button at the bottom left is now highlighted with a red rectangular box.

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

The screenshot shows a table titled 'Schools'. The table has the following columns: 'No.', 'SEMIS Code', 'School Name', 'Status', 'Gender', and 'ASC Name'. There is a checkbox in the first column of each row. The first row contains the number '1'. To the right of the table, there are 'Download' and 'Upload' buttons. Below the table is a green 'Update Status' button. The 'Add Row' button, located below the table on the left side, is highlighted with a red rectangular box.

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

Schools

| <input type="checkbox"/> | No. | SEMIS Code | School Name | Status | Gender | ASC Name | |
|--------------------------|-----|------------|-------------|--------|--------|----------|--|
| <input type="checkbox"/> | 1 | | | | | | |

Add Row Download Upload

Update Status

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

Schools

| <input type="checkbox"/> | No. | SEMIS Code | School Name | Status | Gender | ASC Name | |
|--------------------------|-----|------------|-------------|--------|--------|----------|--|
| <input type="checkbox"/> | 1 | | | | | | |

Add Row Download Upload

Update Status

How to view Live Dashboard

- Click on **Live Dashboard**

SEMIS

MODULES

- Dashboards
- SEMIS
- ASC Module

SEMIS Quick Links

Schools SEMIS Allotment Update School Status

SMC Allotment Tool GSP Allotment Tool **Live Dashboard**

LISTS & REPORTS

School List

- Click on **School List** under School Management

Reports & Masters

School Management

- School List**

Geography

- Division
- District
- Taluka
- Union Council

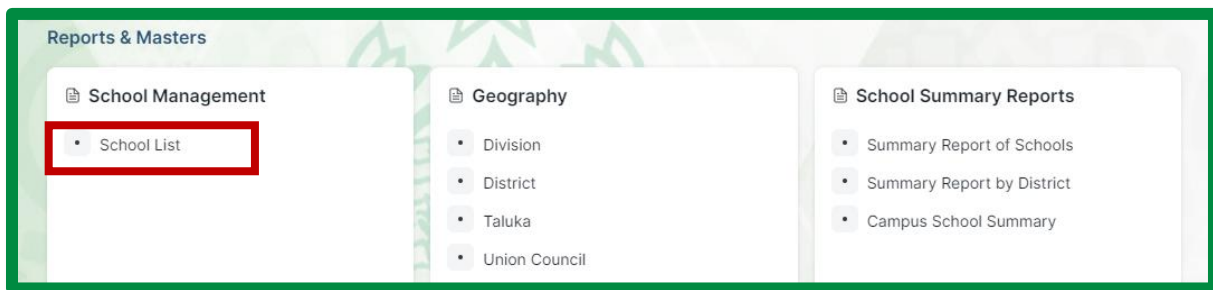
School Summary Reports

- Summary Report of Schools
- Summary Report by District
- Campus School Summary

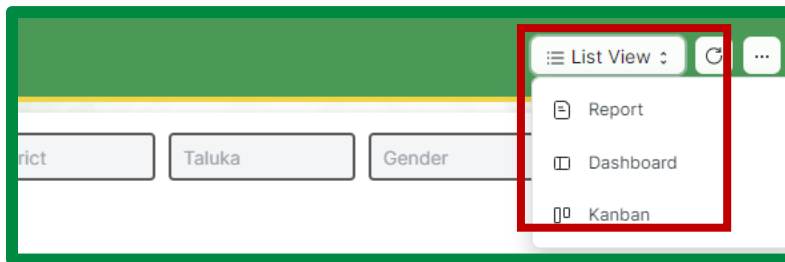
2. Add School ID, name, district, taluka, gender, or level as filters to refine and view the school list based on the selected criteria.

How to download School List?

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



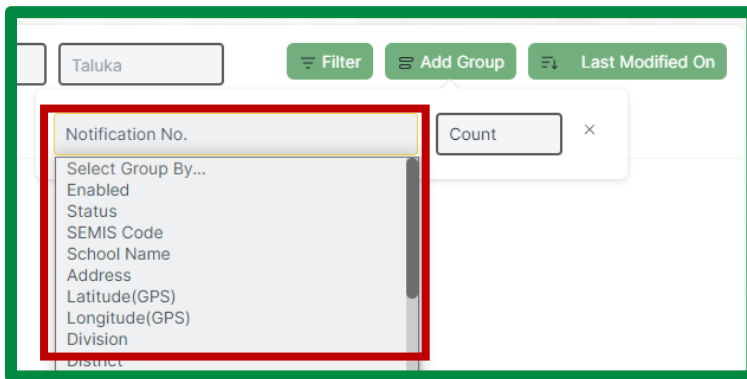
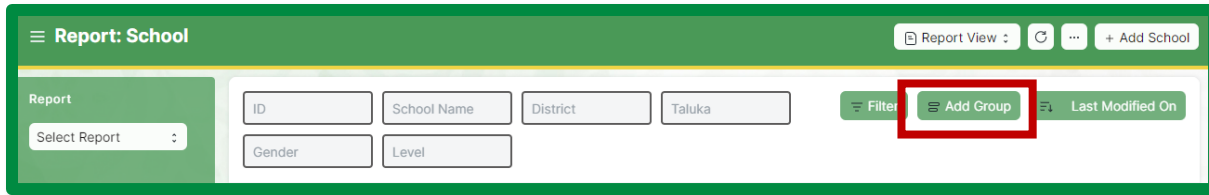
2. To download school list, click on **List View** and select **Report**.



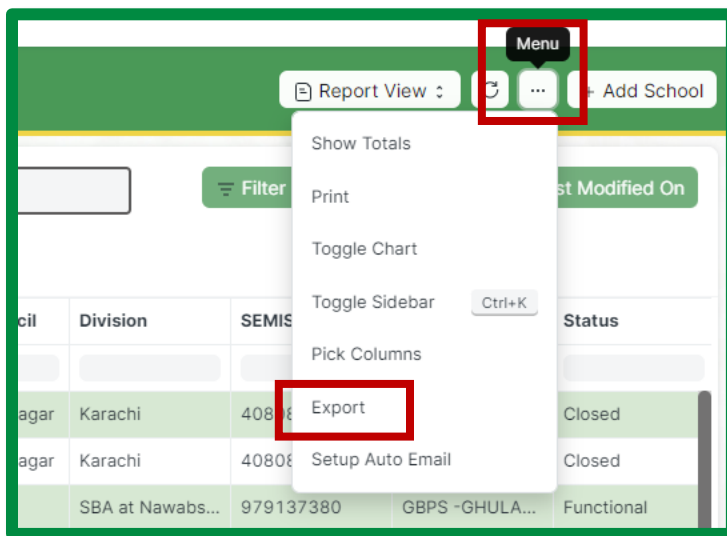
3. Add School ID, name, district, taluka, gender, or level as filters to refine and download the school list based on the selected criteria.

OR

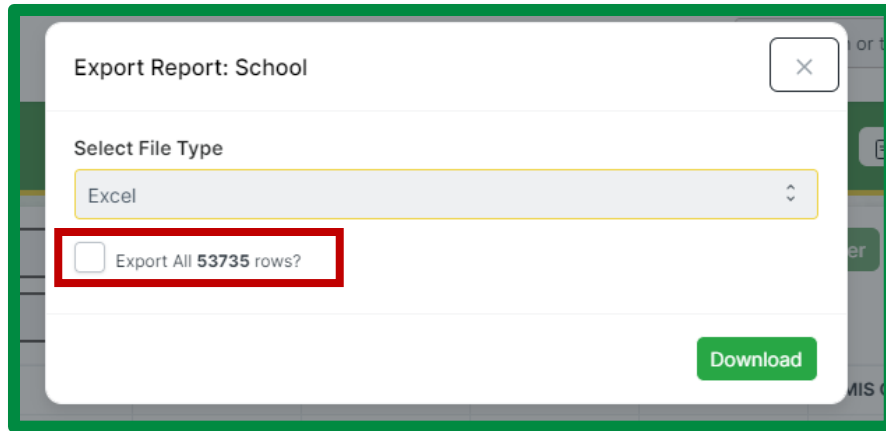
Click on **Add Group** and select an indicator from the dropdown list to get count of schools on the selected criteria.



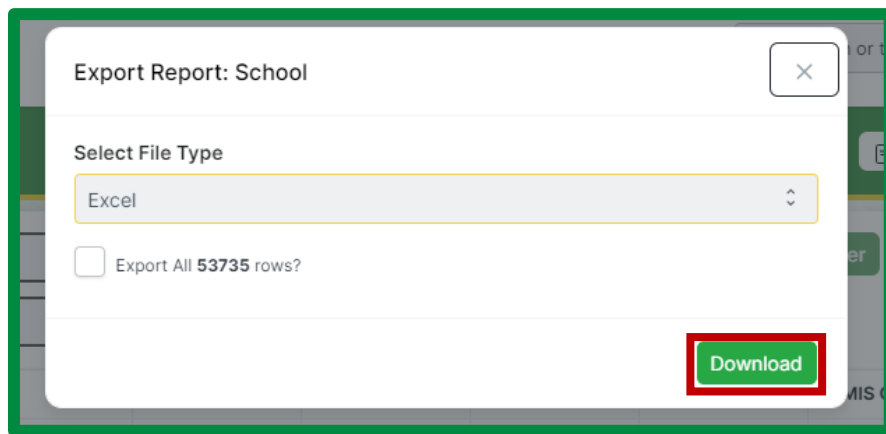
4. Click on **Menu** button and select **Export**.



5. Select file type – Excel or CSV and select **Export all Rows** option.

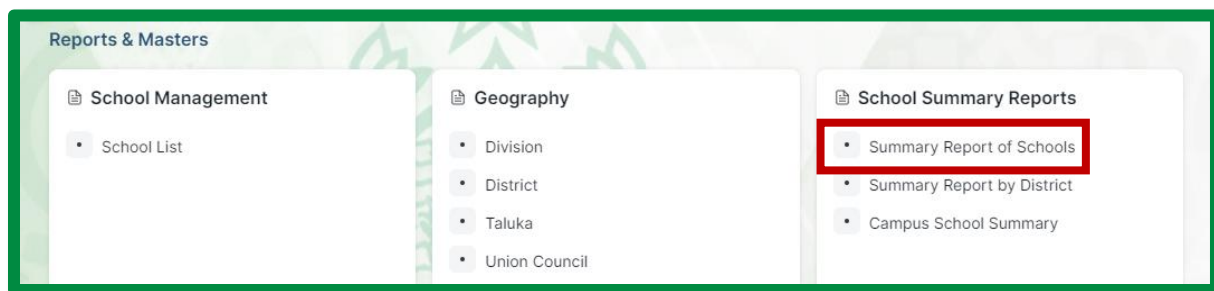


6. Click on **Download** to download the list.

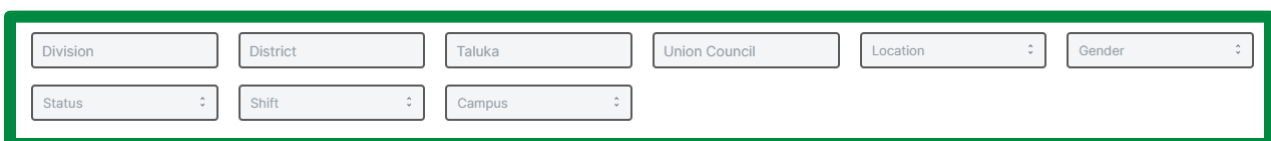


Summary Report of Schools

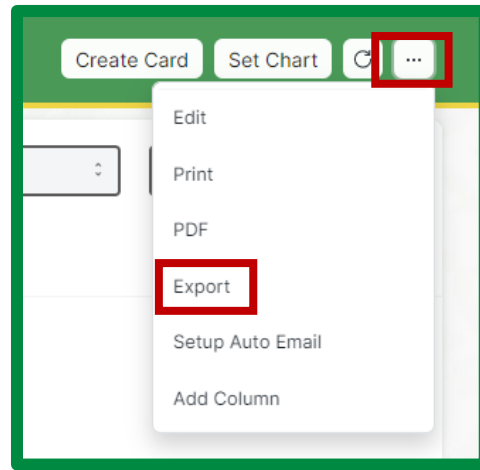
1. Click on **Summary Report of Schools** under School Summary Reports



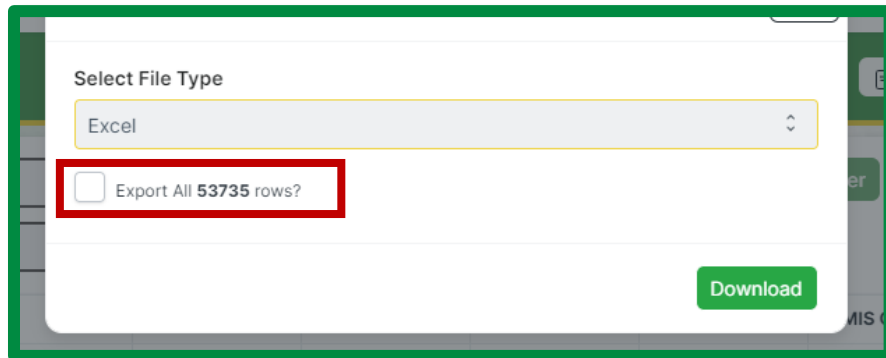
2. Select and apply filters to refine and view the school list based on the selected criteria.



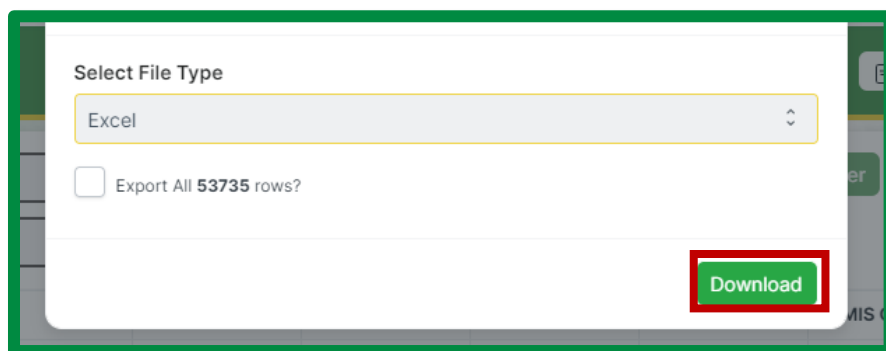
- To download the list, click on **Menu** button and select **Export**.



- Select file type – Excel or CSV and select **Export all Rows** option.

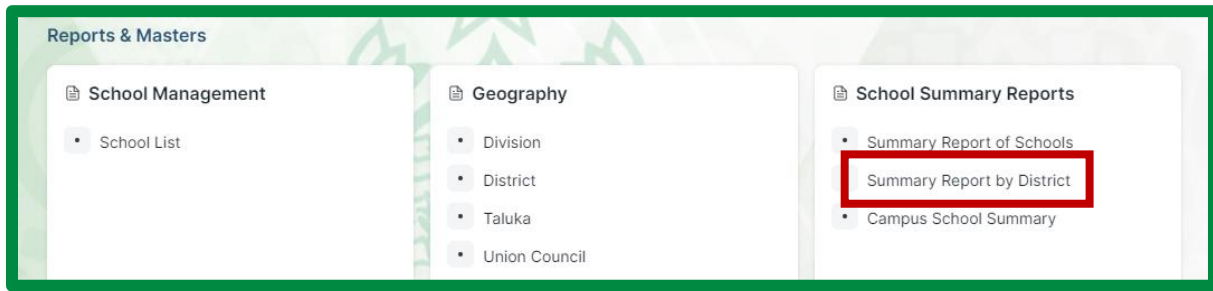


- Click on **Download** to download the list.

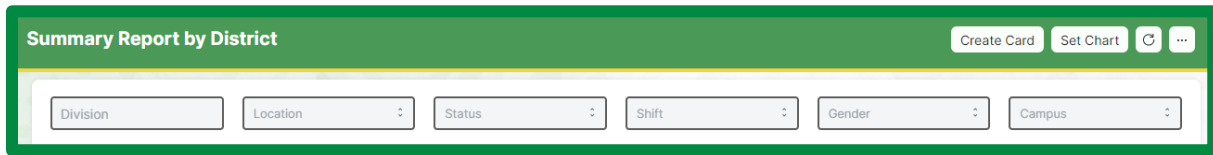


Summary Report by District

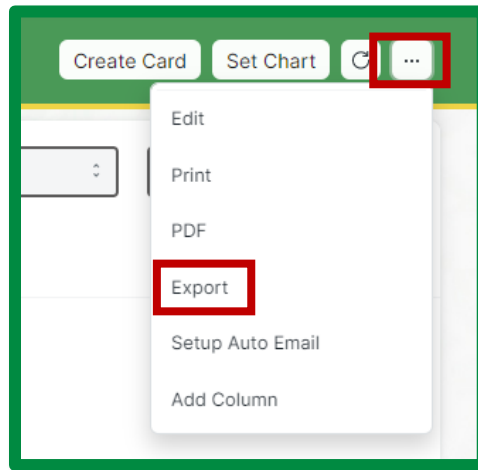
1. Click on **Summary Report by District** under School Summary Reports



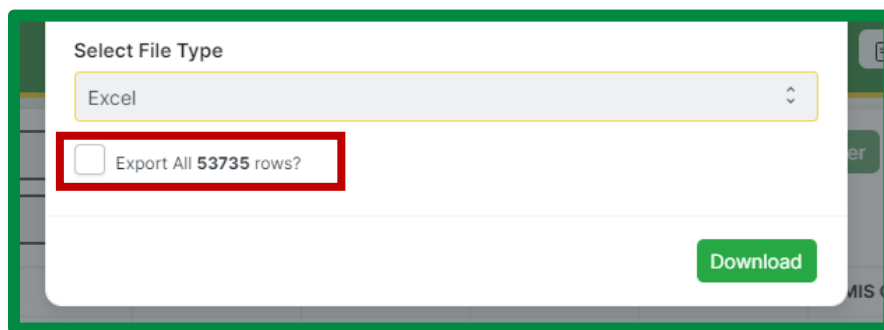
2. Select and apply filters to refine and view the school list based on the selected criteria.



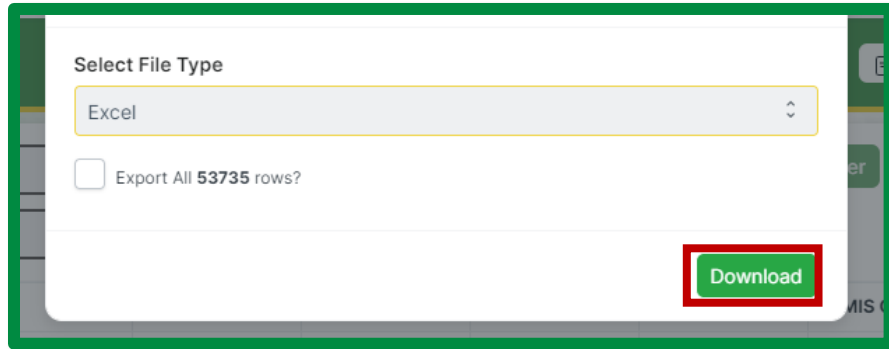
3. To download the list, click on **Menu** button and select **Export**.



4. Select file type – Excel or CSV and select **Export all Rows** option.



5. Click on **Download** to download the list.



CHAPTER 3

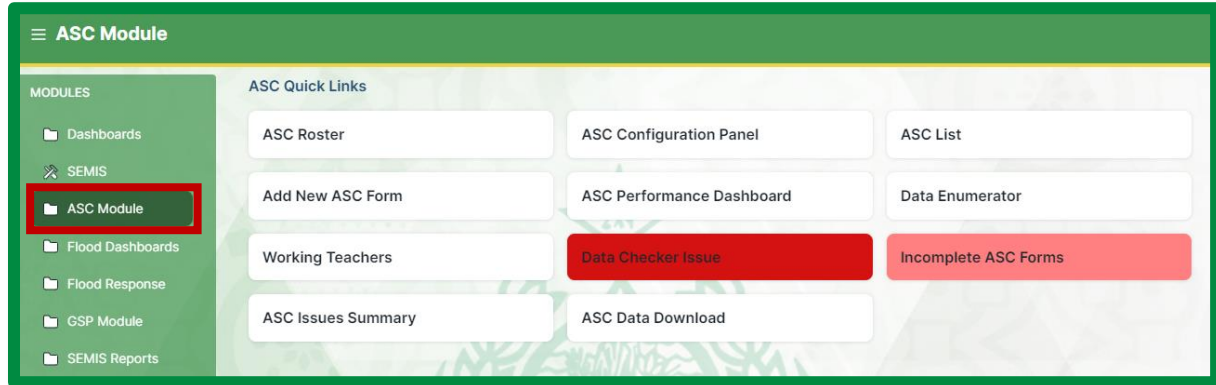
ASC MANAGEMENT

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 |

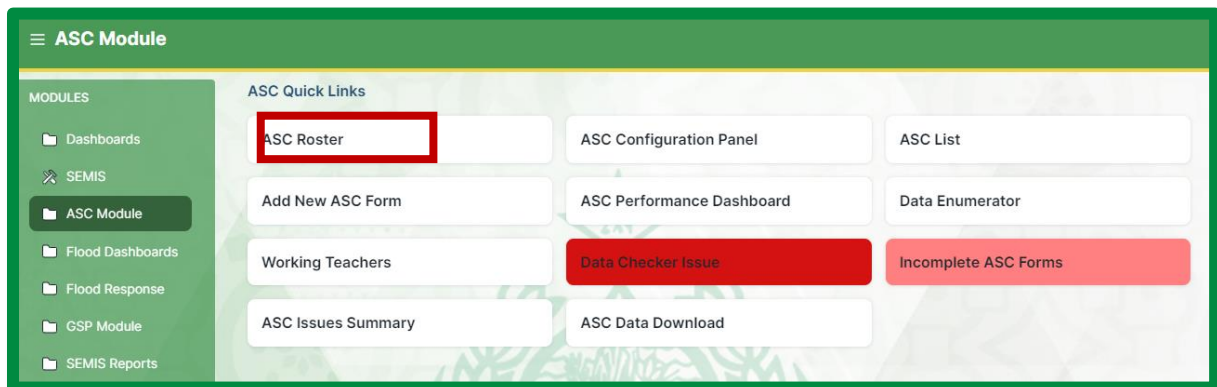
ASC MANGEMENT

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



New ASC Roster

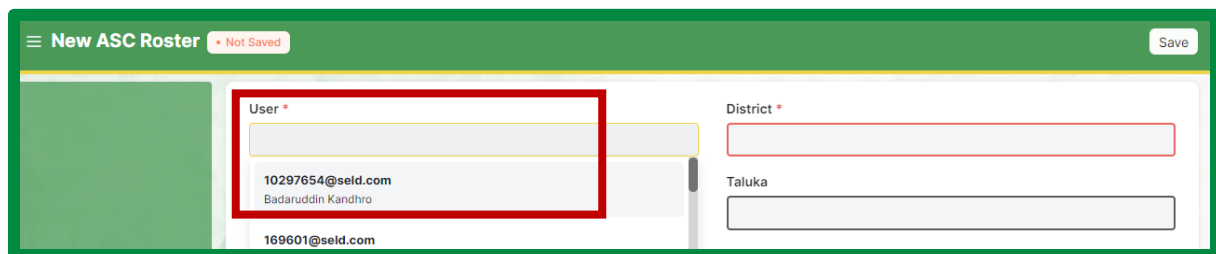
1. Click on **ASC Roster**.



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



3. Select DIO User from the drop-down list.



- 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.

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

School Detail

| No. | School | School Name | Planned Date | Actual Date |
|-------------------------------------|--------|-------------|---------------------------|-------------|
| <input type="checkbox"/> | 1 | 408060051 | GGPS - H.HANIFA BAI | |
| <input type="checkbox"/> | 2 | 408060155 | GBPS - KUTCHERY ROAD | |
| <input type="checkbox"/> | 3 | 408060178 | KMC - BOYS PRIMARY SCHOOL | |
| <input checked="" type="checkbox"/> | 4 | 408060240 | GBHS - NEW ERA | |

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

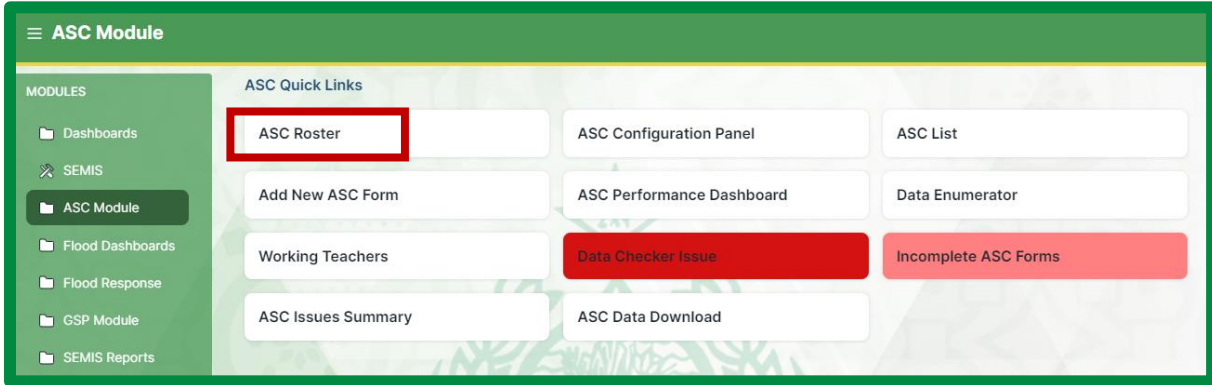
| | | | | | |
|--------------------------|-----|-------------------------------------|--|---|--|
| <input type="checkbox"/> | 231 | 408060270 | GBHSS - C.M.S | | |
| <input type="checkbox"/> | 232 | 408060271 | GBHSS - NJV SINDHI MEDIUM | | |
| <input type="checkbox"/> | 233 | <input type="text" value="School"/> | <input type="text" value="School Name"/> | <input type="text" value="Planned Date"/> | <input type="text" value="Actual Date"/> |

- Click on **Save**.

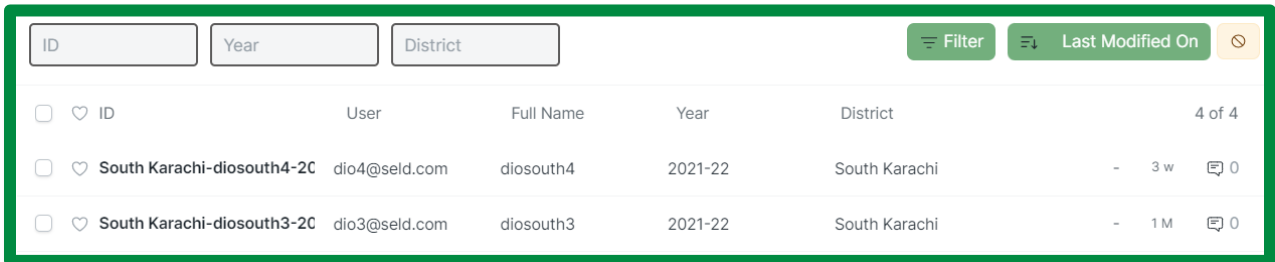


How to Edit ASC Roster?

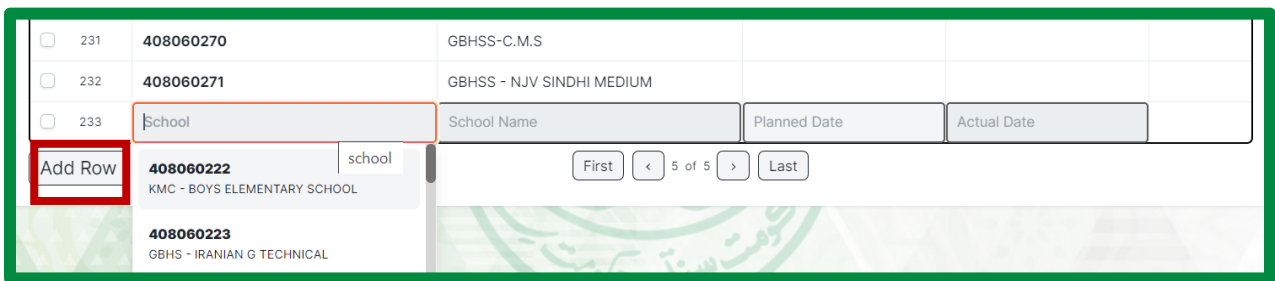
1. Click on **ASC Roster**.



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**.

School Detail

| <input type="checkbox"/> | No. | School | School Name | Planned Date | Actual Date |
|-------------------------------------|-----|-----------|---------------------------|--------------|-------------|
| <input type="checkbox"/> | 1 | 408060051 | GGPS - H.HANIFA BAI | | |
| <input type="checkbox"/> | 2 | 408060155 | GBPS - KUTCHERY ROAD | | |
| <input type="checkbox"/> | 3 | 408060178 | KMC - BOYS PRIMARY SCHOOL | | |
| <input checked="" type="checkbox"/> | 4 | 408060240 | GBHS - NEW ERA | Planned Date | Actual Date |

4. Click on **Save**.

South Karachi-DIO 2 South-2021-22 • Not Saved

User * District *

ASC Timeframe

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

ASC Module

MODULES

- Dashboards
- SEMIS
- ASC Module**
- Flood Dashboards
- Flood Response
- GSP Module
- SEMIS Reports

ASC Quick Links

- ASC Roster
- ASC Configuration Panel**
- ASC List
- Add New ASC Form
- ASC Performance Dashboard
- Data Enumerator
- Working Teachers
- Data Checker Issue**
- Incomplete ASC Forms**
- ASC Issues Summary
- ASC Data Download

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.

ASC Panel

Reference Date

Default Year

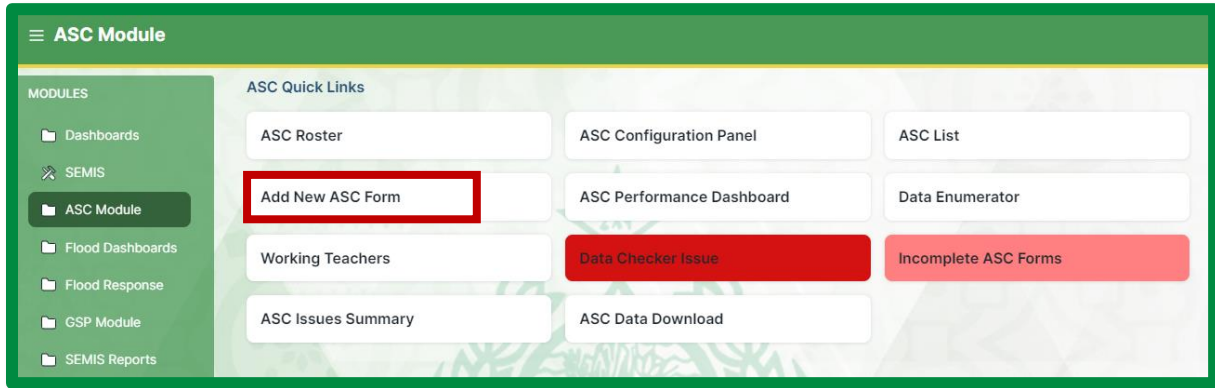
From Date

To Date

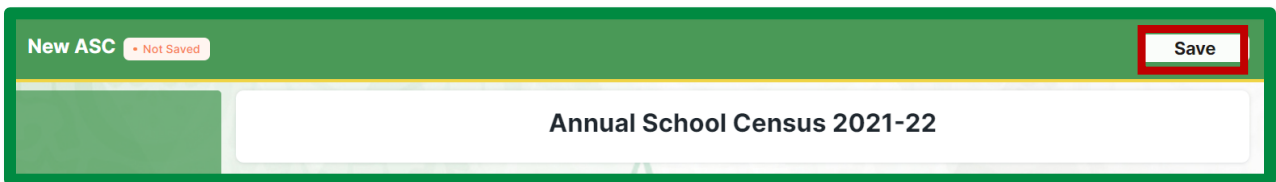
Allow ASC(By Default)

Adding New ASC Form

1. Click on **Add New ASC Form**



2. Fill out the form as per the guidelines and click on **Save**.

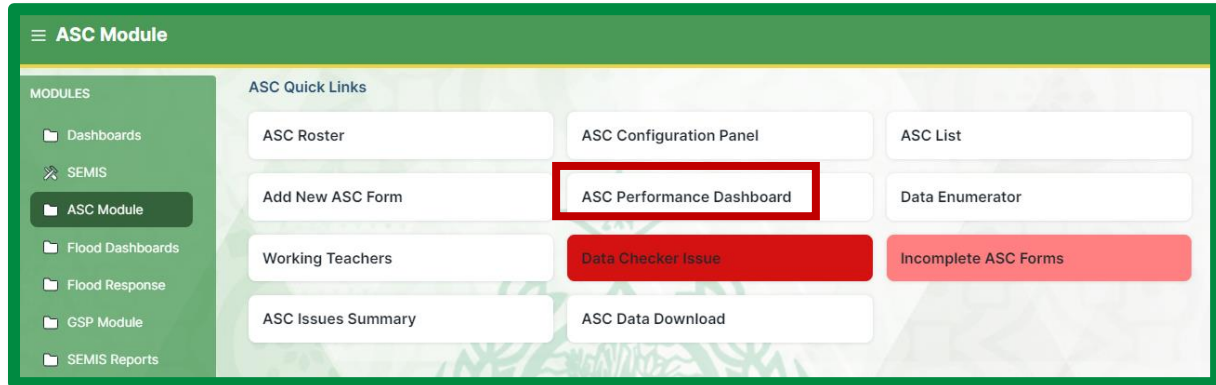


3. Click on **Submit** to submit the form.

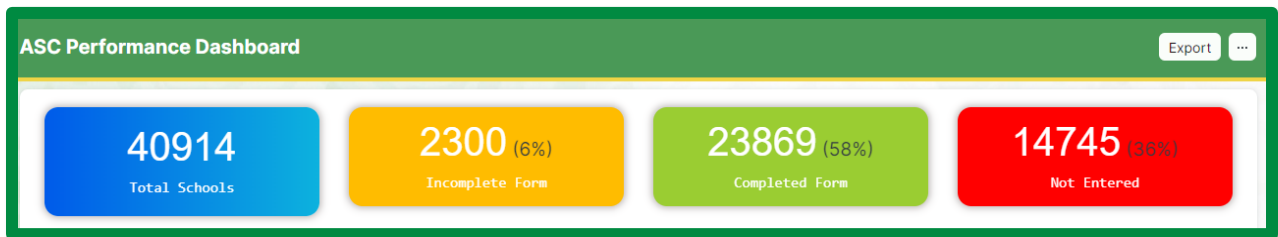


ASC Performance Dashboard

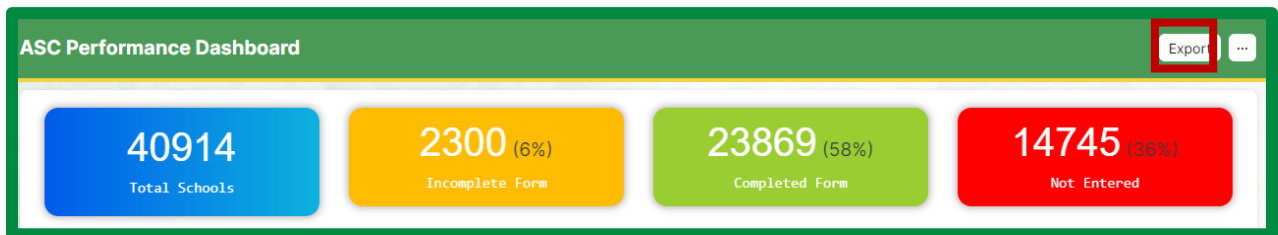
1. Click on **ASC Performance Dashboard**.



2. New page will show the Total ASC schools of the province, and the number of completed, incomplete, and not entered forms.

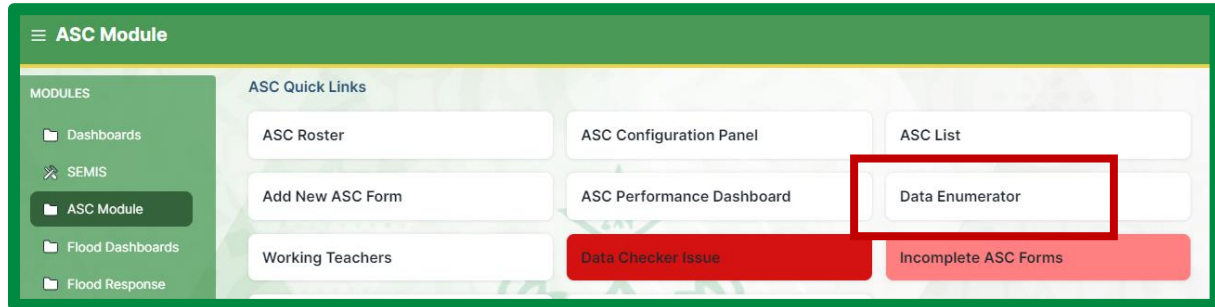


3. Click on **Export** to download the Excel sheet of the performance Dashboard.



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**.

The screenshot shows the 'New Data Enumerator' form. At the top right, there is a 'Save' button highlighted with a red box. The form contains the following fields:

- District *
- Taluka
- Union Council
- Collector Name *
- Father Name
- Gender
- Cast
- Email *
- CNIC *
- Contact Number
- Designation *
- AG Number *
- Cost Center
- Bank Name
- Branch Name
- Branch Code
- Account Title
- Account Number

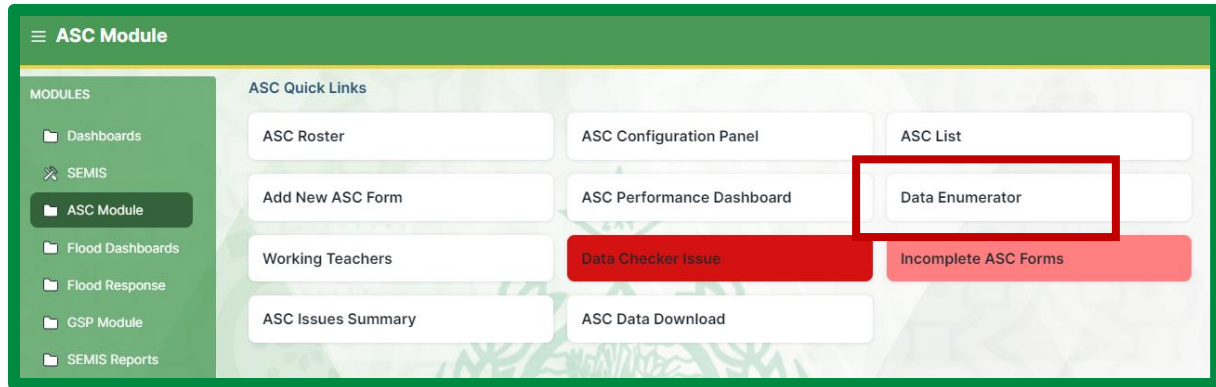
At the bottom, there is a 'Work as' section with two radio buttons: 'Data entry Operator' and 'Data Collector'.

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

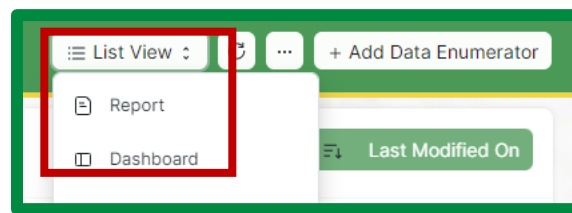


How to download Data Enumerator list?

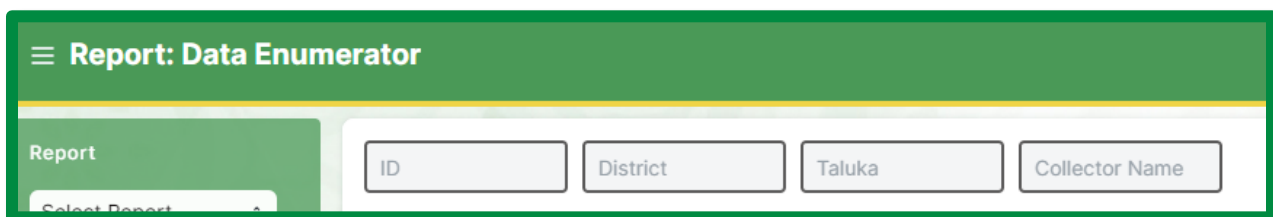
1. Click on **Data Enumerator**.



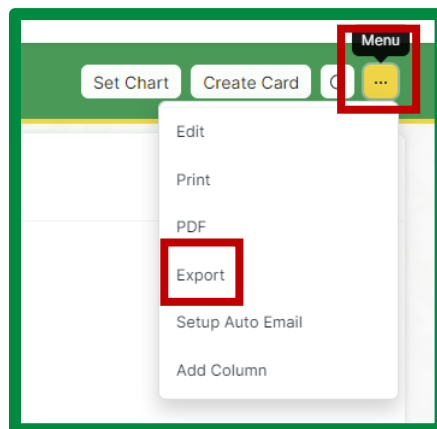
2. Click on **List View** and select Report view from the dropdown list.



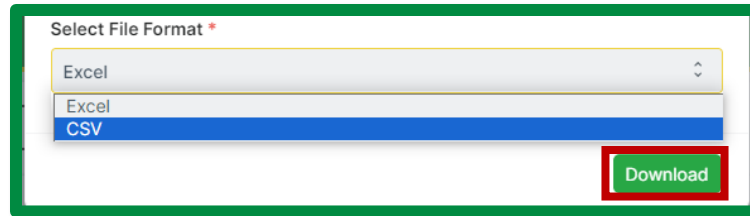
3. Select ID, District or Taluka to filter out the list.



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

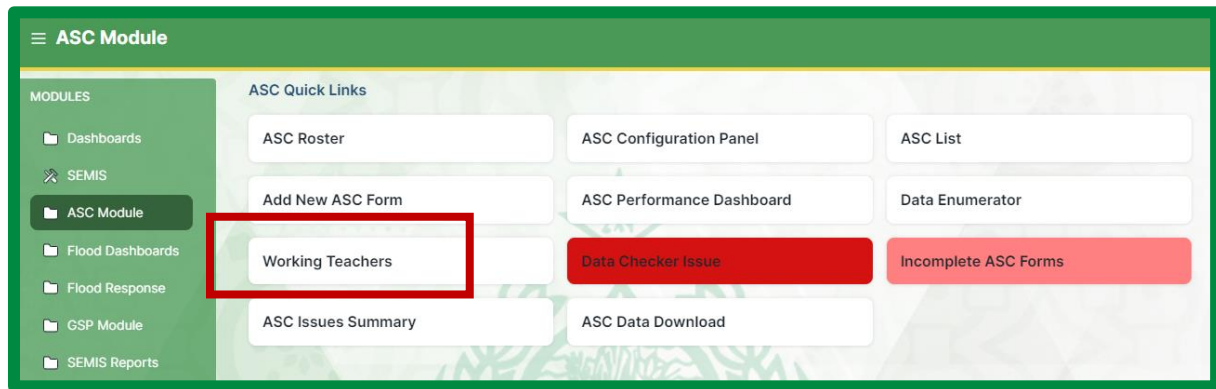


5. Select file format – Excel or CSV and click on **Download**.

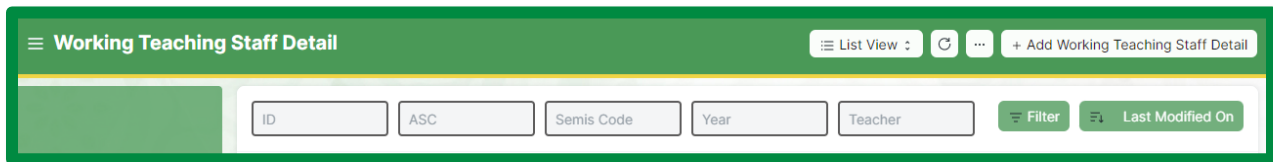


Working Teachers

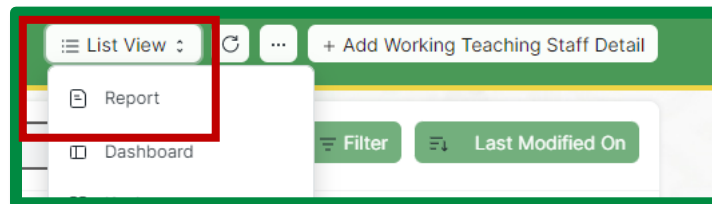
1. Click on **Working Teachers**.



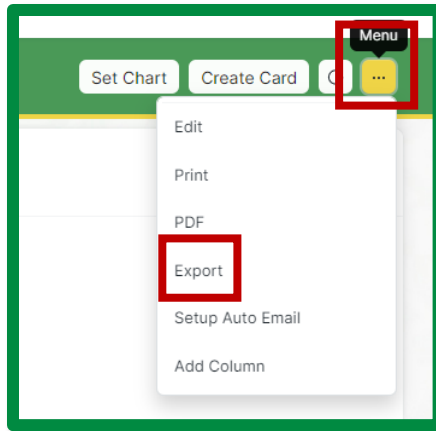
2. Select ID, SEMIS code, Year etc. to filter out the list on selected criteria.



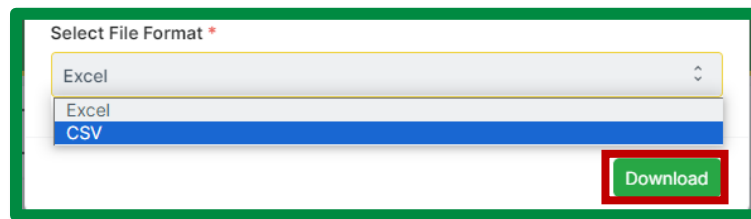
3. To download the working teachers list, click on List View and select Report View.



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

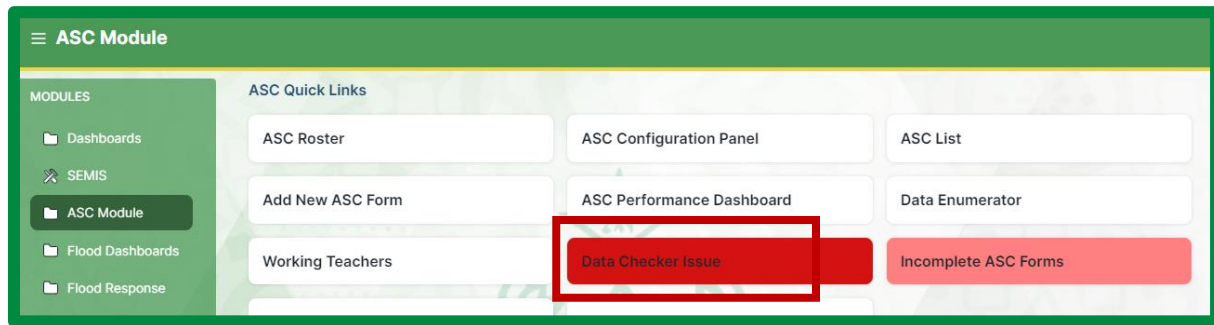


5. Select file format – Excel or CSV and click on **Download**.

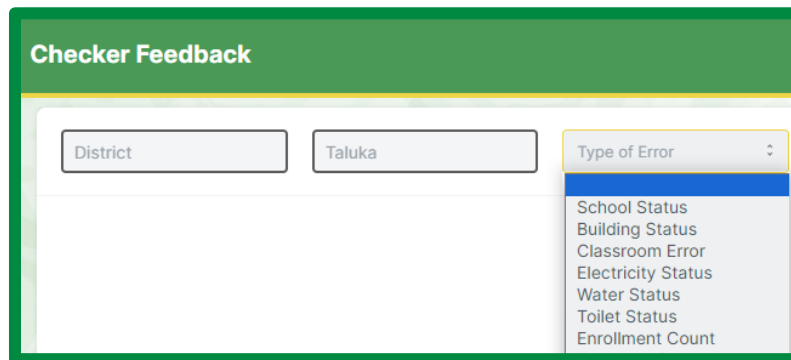


How to check ASC Data Errors/Issues?

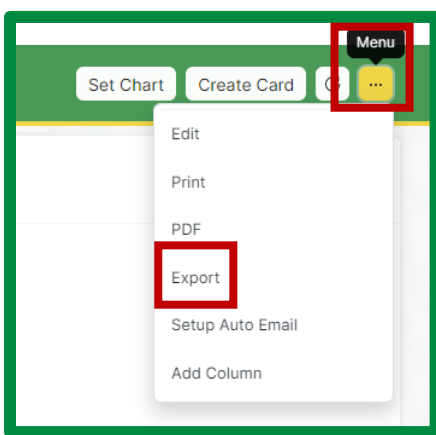
1. Click on **Data Checker Issue**.



2. Select District, Taluka and Type of Error from the dropdown list to get list of Data Errors.

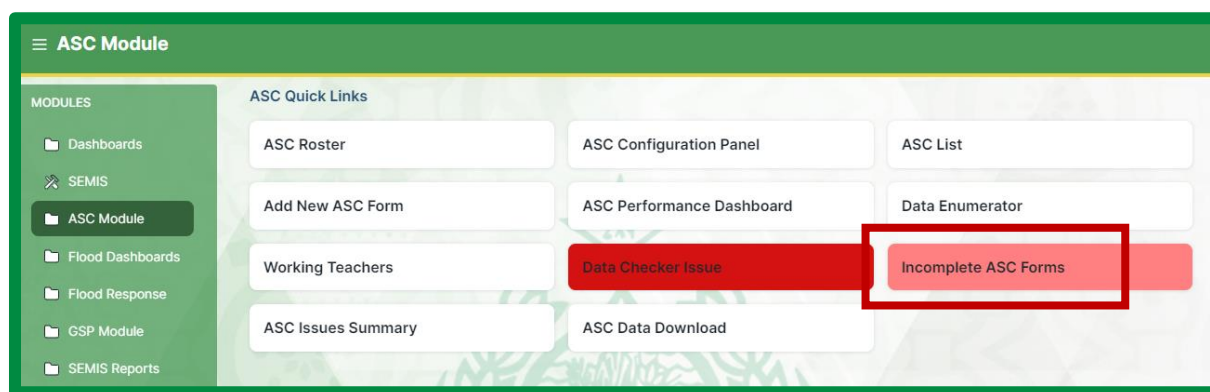


3. To download the list, click on **Menu** option and select **Export**.

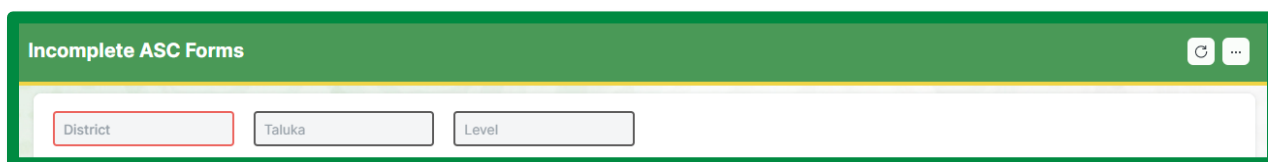


How to check Incomplete ASC Forms?

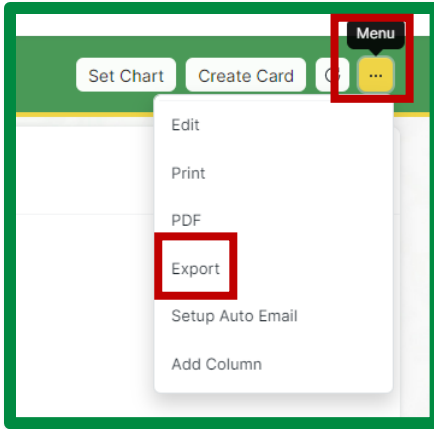
1. Click on **Incomplete ASC Forms**.



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

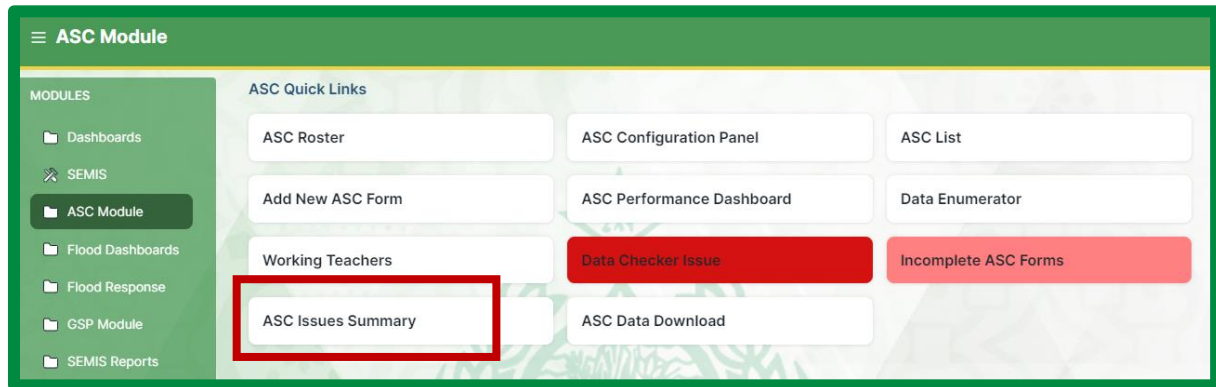


3. To download the list, click on **Menu** option and select **Export**.



How to check summary of ASC issues?

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

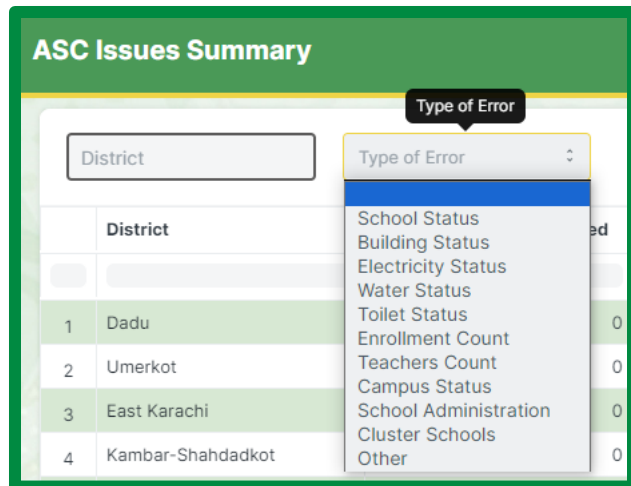


2. Opened page shows the district wise count of issues reported, resolved and pending.

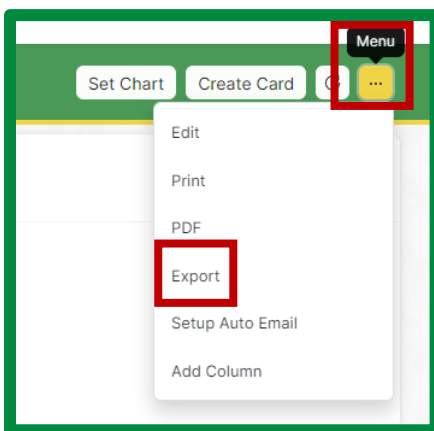
 A screenshot of the 'ASC Issues Summary' page. It features a header with 'Create Card', 'Set Chart', and a refresh icon. Below the header are two filters: 'District' and 'Type of Error'. The main content is a table with the following data:

| | District | Issues Reported | Issues Resolved | Issues Pending |
|---|-------------------|-----------------|-----------------|----------------|
| 1 | Dadu | 0 | 0 | 0 |
| 2 | Umerkot | 0 | 0 | 0 |
| 3 | East Karachi | 0 | 0 | 0 |
| 4 | Kambar-Shahdadkot | 0 | 0 | 0 |

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

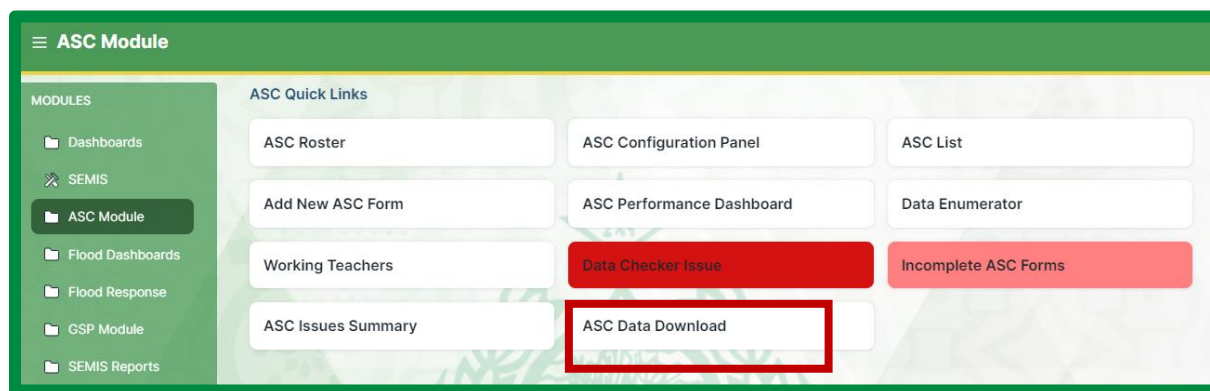


- To download the list, click on **Menu** option and select **Export**.

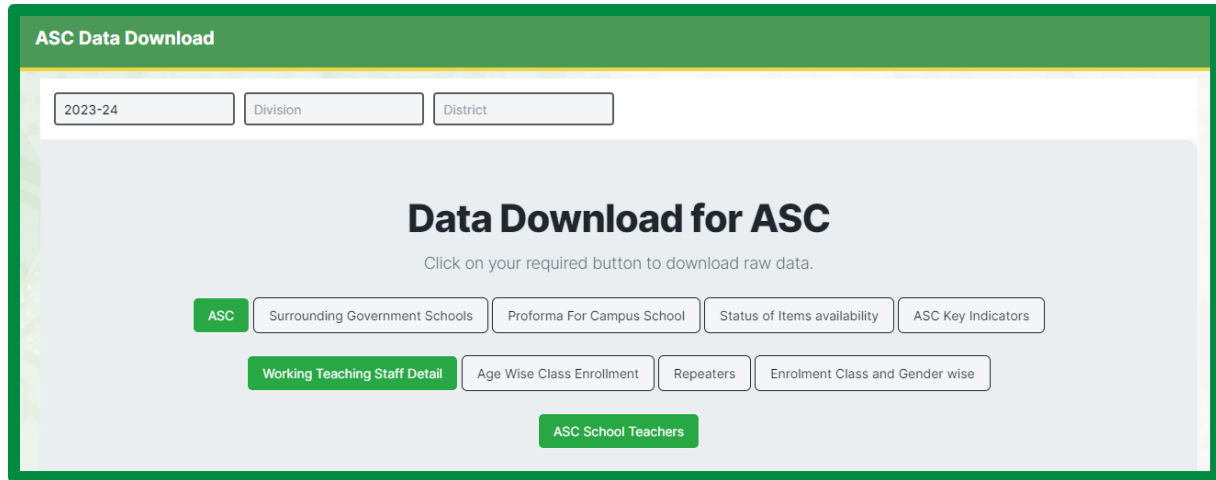


How to download ASC Data?

- Click on **ASC Data Download**.



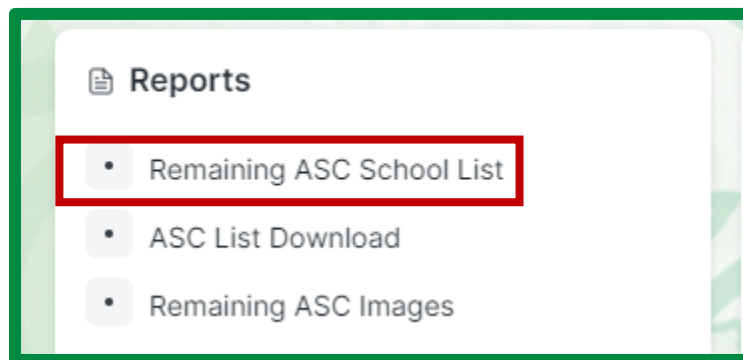
- Select division, district and click on the required button download raw data.



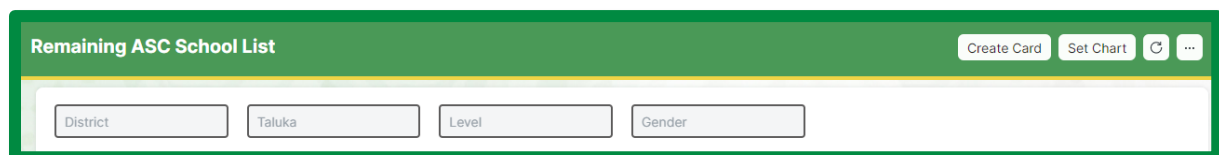
ASC REPORTS

Remaining ASC School List

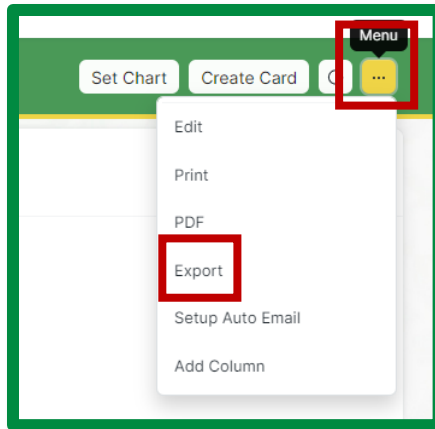
1. Click on **Remaining ASC School List** under Reports.



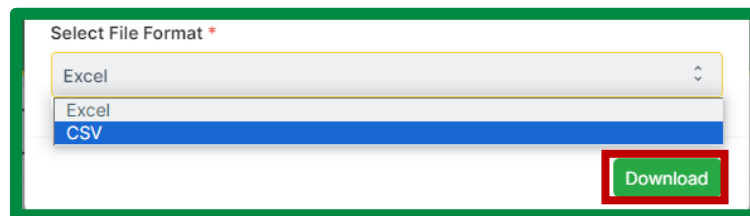
2. Select district, taluka, level and gender to filter and view list as per the selected criteria.



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

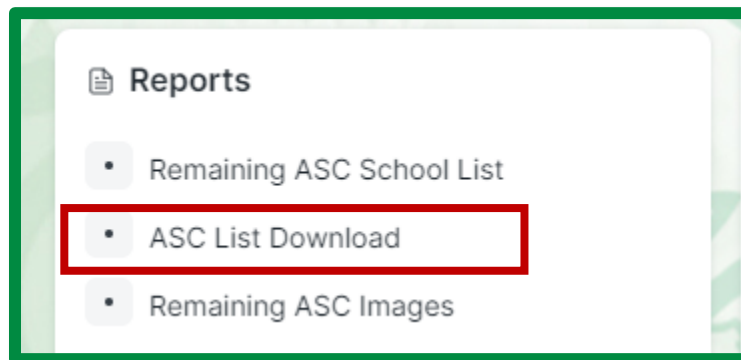


4. Select file format – Excel or CSV and click on **Download**.



Remaining ASC School List

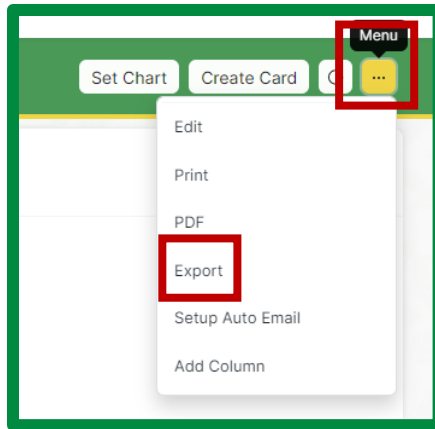
1. Click on **ASC List Download** under Reports.



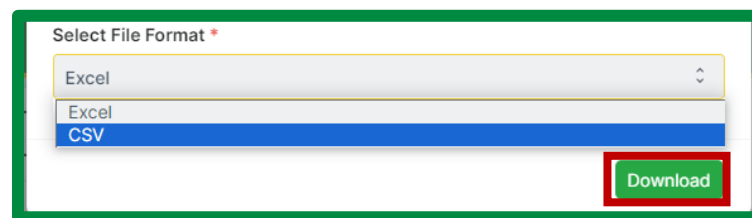
2. Select district and taluka to filter and view list as per the selected criteria.



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

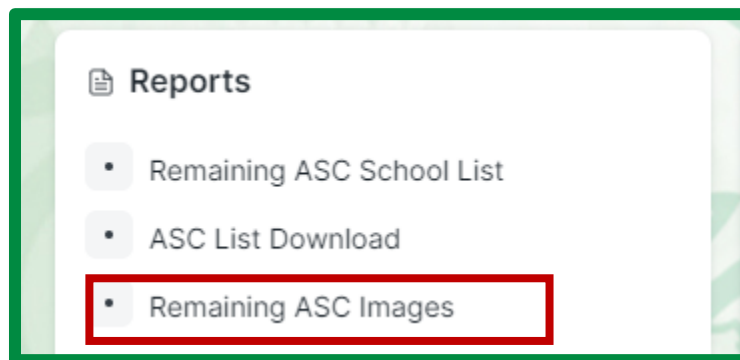


4. Select file format – Excel or CSV and click on **Download**.

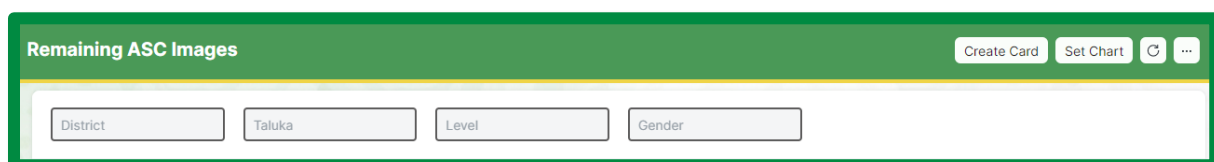


Remaining ASC Images

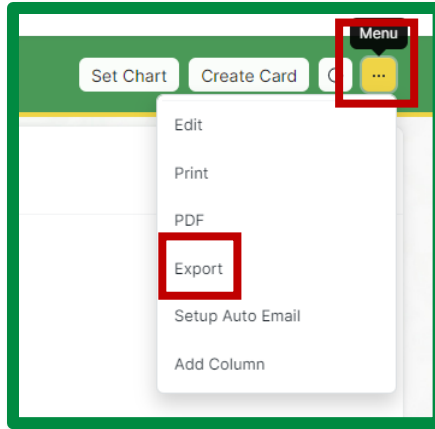
1. Click on **Remaining ASC Images** under Reports.



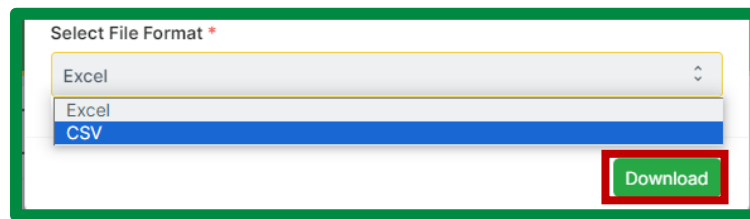
2. Select district, taluka, level and gender to filter and view list as per the selected criteria.



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



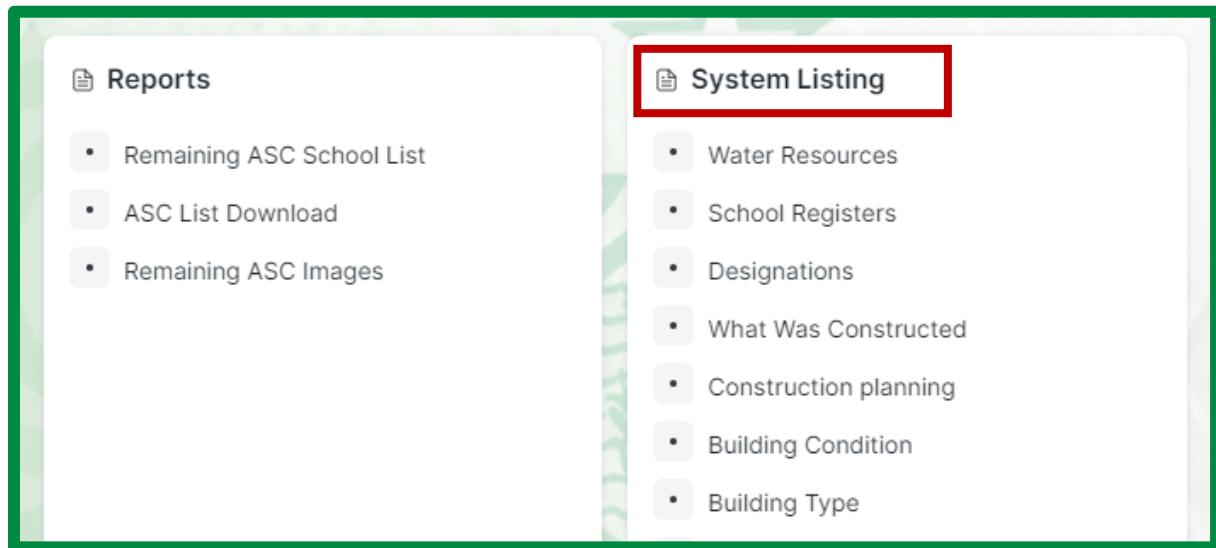
4. Select file format – Excel or CSV and click on **Download**.



SYSTEM LISTS

How to view any System List

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



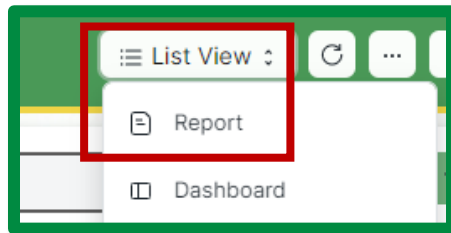
2. To add a new option, click on **Add** (Specific List) option on top right side of the screen.



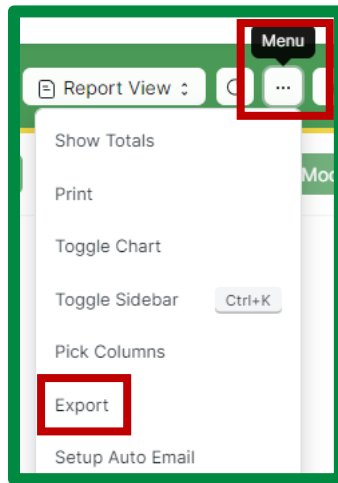
Fill the new opened form and click on Save on top right side of the form.



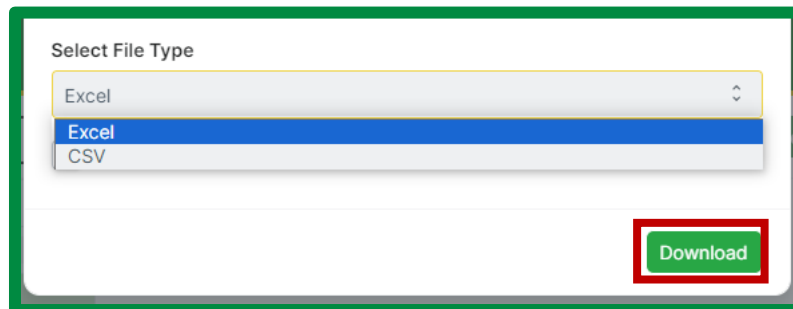
3. To download any list, click on **List View** and select **Report View** option.



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

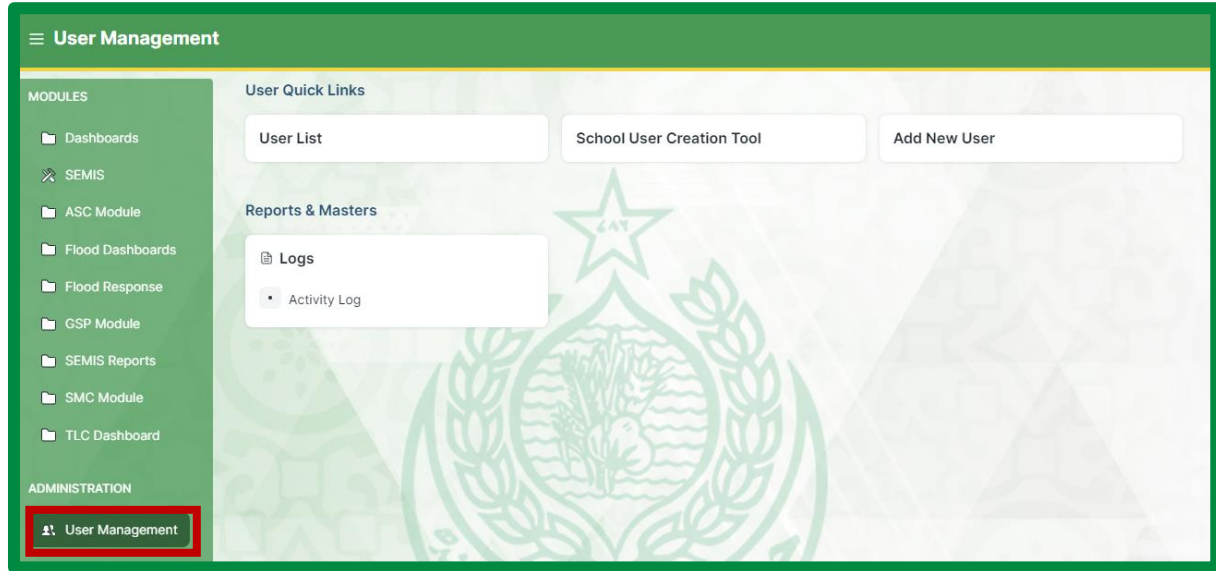
Adding New User

Editing User Rights

Users List

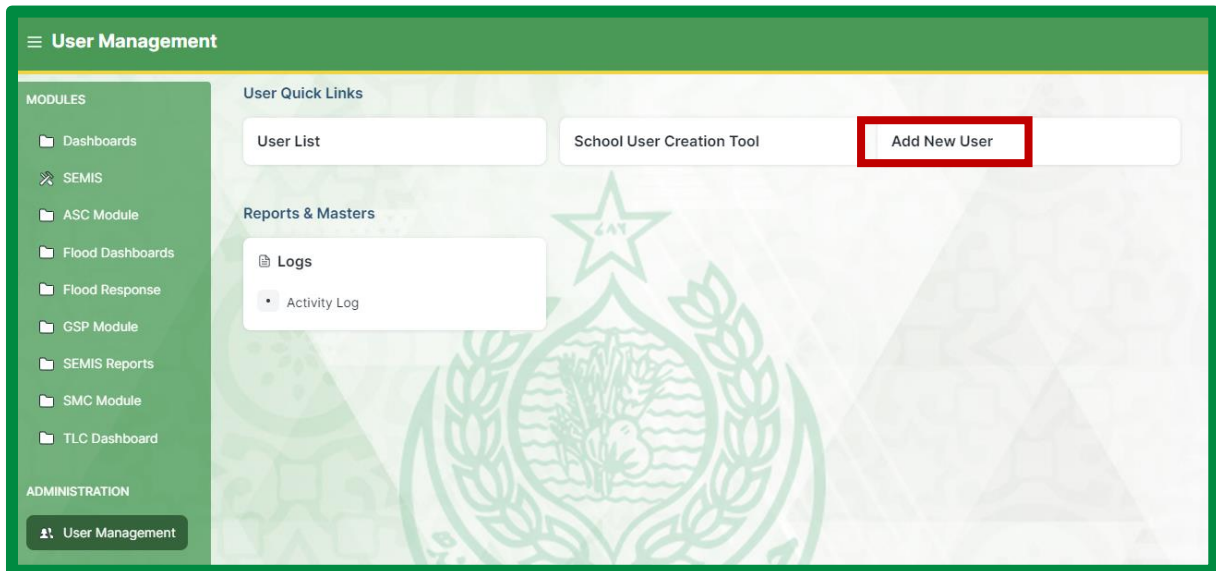
USER MANAGEMENT

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.

User Type

- SEMIS Manager
- Provincial Manager
- District Manager(LSU)
- Data Input Operator
- School User
- Taluka User
- TLC User
- TLC Guest

District

Please select user type to create users. This is a Role based system and every user have permissions to different sections of the system as per the assigned role. Please select the User role on left accordingly.

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

User Type

- SEMIS Manager
- Provincial Manager
- District Manager(LSU)
- Data Input Operator
- School User

District *

Please select user type to create users. This is a Role based system and every user have permissions to different sections of the system as per the assigned role. Please select the User role on left accordingly.

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

User Type

- Data Input Operator
- School User
- Guest User

SEMIS Code *

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

User Type

- SEMIS Manager
- Provincial Manager
- District Manager(LSU)
- Data Input Operator
- School User
- Taluka User
- TLC User
- TLC Guest

Division

District

Taluka

School Administration

Please select user type to create users. This is a Role based system and every user have permissions to different sections of the system as per the assigned role. Please select the User role on left accordingly.

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

User Type

- SEMIS Manager
- Provincial Manager
- District Manager(LSU)
- Data Input Operator
- School User
- Taluka User
- TLC User
- TLC Guest

District

Partner

Please select user type to create users. This is a Role based system and every user have permissions to different sections of the system as per the assigned role. Please select the User role on left accordingly.

3. Add Basic Information about the new user.

Basic Information

| | | |
|---|---|---|
| Email * | Username | Birth Date |
| <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |
| First Name * | Designation/Department | Gender |
| <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> | <input style="width: 100%;" type="text"/> |

4. Set the Password

Change Password

Set New Password

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

☰ New User • Not Saved
Save

Enabled

How to edit/change User rights?

- Click on **User List**.

☰ User Management

MODULES

- 📁 Dashboards
- 📁 SEMIS
- 📁 ASC Module
- 📁 Flood Dashboards
- 📁 Flood Response
- 📁 GSP Module
- 📁 SEMIS Reports
- 📁 SMC Module
- 📁 TLC Dashboard

ADMINISTRATION

- 👤 User Management

User Quick Links

User List

School User Creation Tool

Add New User

Reports & Masters

📄 Logs

- Activity Log

- 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

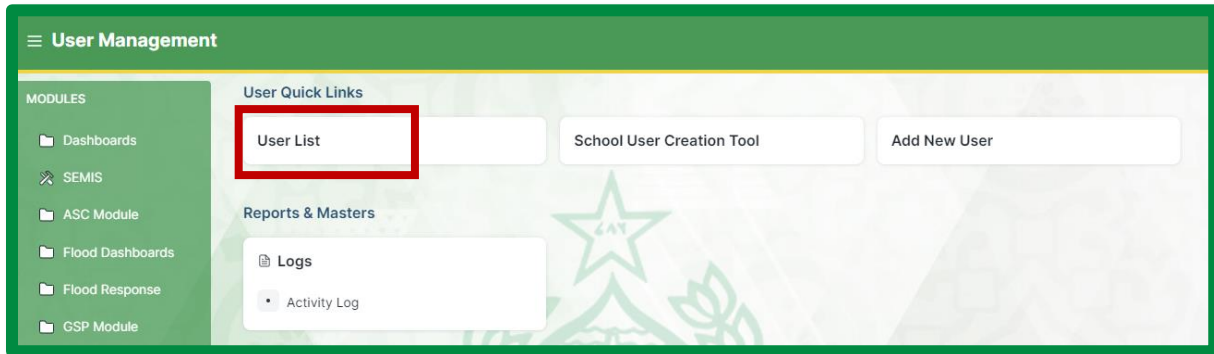
| | Full Name | Status | ID | | 7 of 7 |
|--------------------------|--------------------------------|----------|--------------------|-------|--------|
| <input type="checkbox"/> | 📍 Dio 2 South | • Active | southdio2@seld.com | - 3 m | 🗨 0 |
| <input type="checkbox"/> | 📍 GBHS - IRANIAN G TECHNICAL | • Active | 408060223@seld.com | - 8 m | 🗨 0 |
| <input type="checkbox"/> | 📍 KMC - GIRLS SECONDARY SCHOOL | • Active | kmc@seld.com | - 1 h | 🗨 0 |

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

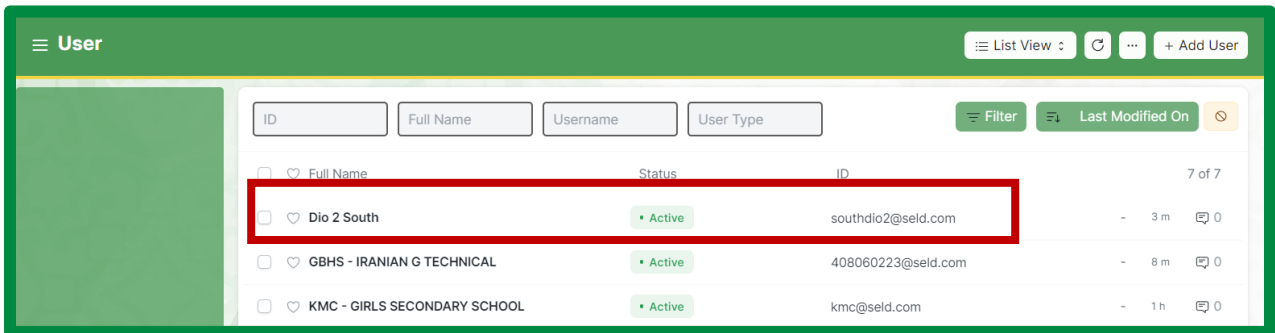


How to change User Password?

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.

 A screenshot of the 'Change Password' form. The form has a title 'Change Password' and a section 'Set New Password' with a text input field. Below the input field, there is a checkbox labeled 'Logout From All Devices After Changing Password' which is checked. The entire form area is enclosed in a green border.