

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.

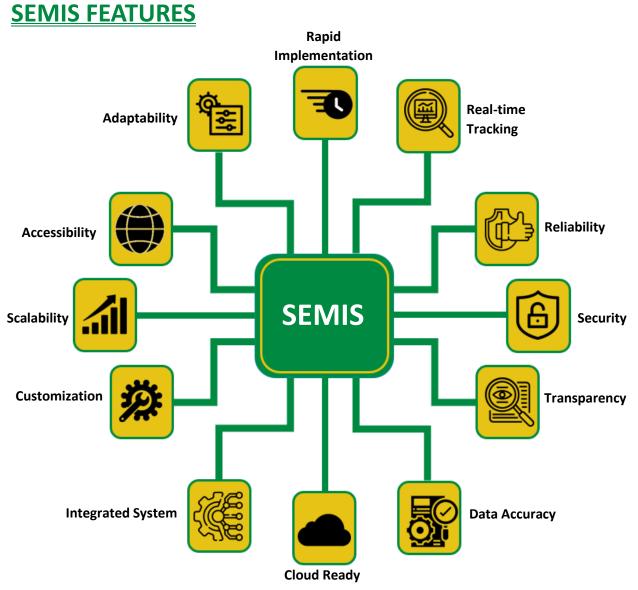
AIMS AND OBJECTIVES

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.





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

STARTED

TOPICS TO BE COVERED

Web Portal Login

Changing and Recovering Password

Assigned Modules

WEB-PORTAL

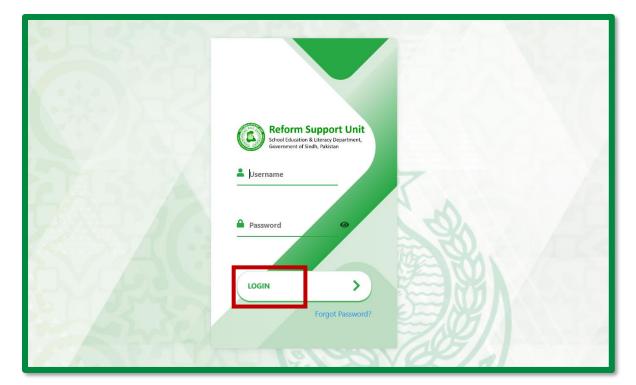
Opening Web-Portal

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

🙆 Login	×	+
\leftrightarrow \rightarrow G	semis.rsu-sindh.g	ov.pk/#login

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.



Q Search or type a command (C	trl + G)	₽ G -
	My Setting	IS
	Reload	
	Toggle Full	Width
	Logout	

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.

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

2. Click on My Settings

Q Search or type a command (C	trl + G)	ф <mark>G-</mark>
	My Settings	
	Reload	
	Toggle Full \	Width

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)	Ą	G-

2. Click on My Settings

Q Search or type a command (C	trl + G)	Д <mark>G-</mark>
	My Settings	
	Reload	
	Toggle Full Width	
	Logout	

3. Click on Change Password.



≡ GBHS - HASRAT M	DHANI • Active Password : < > Save
YYYY	Last Name
	Full Name GBHS - HASRAT MOHANI
	Change Password V

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

	IANI • Active Password : < > Save
	Last Name
	Full Name GBHS - HASRAT MOHANI
and a	Change Password A
S A	Set New Password

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.

≡ Dashboards					
MODULES	Dashboard Links				
Dashboards	Provincial Dashboard	Divisional Dashboard	District Profile		
🖄 SEMIS					
ASC Module	Taluka Profile	School Profile	Indicators Analysis		
Flood Dashboards	Facilities-Map	School-Location	ASC Time Series		
Flood Response					
GSP Module	Pivot Table	School List	Teachers List		
SEMIS Reports	N	E ETANDER SAN			
SMC Module					
TLC Dashboard					
ADMINISTRATION					
£, User Management	8	001/205/			



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.

≡ SEMIS					
MODULES	SEMIS Quick Links		/		
Dashboards	Schools	SEMIS Allotment	Update School Status		
🗙 SEMIS					
ASC Module	SMC Allotment Tool	GSP Allotment Tool	Live Dashboard		
Flood Dashboards	Reports & Masters		ALLAN .		
Flood Response		H A KI			
GSP Module	School Management	Geography	School Summary Reports		
SEMIS Reports	School List	Division	Summary Report of Schools		
SMC Module		District	Summary Report by District		
TLC Dashboard		Taluka	Campus School Summary		
		Union Council			
ADMINISTRATION	PILL THE ILL	A Culture AVII			

How to add new School?

1. Click on Schools

= SEMIS			
MODULES	SEMIS Quick Links		A starting
Dashboards	Schools	SEMIS Allotment	Update School Status
X SEMIS	SMC Allotment Tool	GSP Allotment Tool	Live Dashboard

2. Click on Add School

« School	Elist View ≎ C - + Add School
	ID School Name District Taluka Gender Titler Last Modified On

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

	Save
Enabled	



How to view a School Form?

1. Click on Schools

≡ SEMIS				
MODULES	SEMIS Quick Links		The star	
Dashboards	Schools	SEMIS Allotment	Update School Status	
X SEMIS	SMC Allotment Tool	GSP Allotment Tool	Live Dashboard	

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

\equiv School		≅ List View : C ··· + Add School
	ID Chool Name District Taluka Gender	
	Level	

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

3. Click on **ID** to open the form.

\equiv School		i≣ List View ≎ C	··· + Add School
	418010376 Chachar District Taluka Gender Level	∓ Filter F i	Last Modified On
	ID Status Enabled School Name Image: Comparison of the state of	Gender Mixed /Co-	1 of 1 - 22 h 回 0
		Education	

How to allot SEMIS code to a School?

1. Click on SEMIS Allotment

≡ SEMIS			
MODULES	SEMIS Quick Links		
Dashboards	Schools	SEMIS Allotment	Update School Status
X SEMIS	SMC Allotment Tool	GSP Allotment Tool	Live Dashboard

2. Click on Add SEMIS Allotment



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

\equiv New SEMIS Allotme	ent • Not Saved		Save
	School *	School Name Allotment Date *	Attach Notification *

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.

■ New SEMIS Allotment Not Saved				
	School *	School Name		
	ras			
	100000622 GBLSS - IBRAHIM SINGRASI	nt Date * Attach Notification *		
	111669271 GBPS - ILYAS DARAS PARO			
r > 1/2	111669459 GBPS - RASOOL BUX SAMEJO			
	111669509 GBPS - GHULAM RASOOL			
	315000014		1-1-1-1	

4. Click on Submit to submit the form



How to update School Status?

1. Click on Update School Status



= SEMIS			
MODULES	SEMIS Quick Links		
Dashboards	Schools	SEMIS Allotment	Update School Status
X SEMIS	SMC Allotment Tool	GSP Allotment Tool	Live Dashboard

2. Click on Add Upgradation and Status Change

Upgradation And Status Change	i≡ List View ≎	C	 + Add Upgradation And Status Change	
		_		

3. Select school from the dropdown list (To filter the dropdown list, add school ID or name).

≡ New Upgradation An	d Status Change • Not Saved		Save
	School *	Transfer Date * 14-01-2024	
	306000017 GBPS - MIAN JI DHANI SAMOO RIND	Notification Attach	
	306000023 GBPS - TALBANI PARO		
	306000024 GGPS - IMAM ALI MUHALLA JOGIVERO	New	٥
	306000025 GGPS - DHANYAKAR		
	315000015	njata	

4. Attach Notification and add schools' new name.

School * 306000017	Transfer Date * 14-01-2024
School Name GBPS - MIAN JI DHANI SAMOO RIND	Notification Attach
New School Name	

5. To update school details, click on Add Row



٢	1	New	Current	Property	No.
🖉 Edit] 1
				_	⊇ 1 Add Rov

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

No.	Property	Current	New	٢
0 1		Current	New	
2	Level			
Add Ro	School Shift School Gender			

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

No.	Property	Current	New	٢
1		Current	New	
2				

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

8. Click on Save.

 \equiv New Upgradation And Status Change

E New Upgradation And Status Change ● Not Saved	Save
9. Click on Submit	



Submit

How to allot SMC to Schools?

1. Click on SMC Allotment Tool

≡ SEMIS				
MODULES	SEMIS Quick Links		and and and a second	
Dashboards	Schools	SEMIS Allotment	Update School Status	
X SEMIS	SMC Allotment Tool	GSP Allotment Tool	Live Dashboard	

2. Select Year from the dropdown list.

SMC Allotment Tool • Not Saved	
Year *	Division District Taluka
2020-21	
2021-22	No filters selected
- 2023-24	filter_list
+ Create a new Year	

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.

Filters		
	No filters selected	
Filters + Add a Filter Get Schools		Clear Filters
Get Schools		

5. Select specific filter/indicator from the dropdown list



Filters		
	Equals	
Shift	Clear Filters	-
Gender		,
Status		
Taluka		

6. Select indicator value from the dropdown list.

Filters		
Filters Status Equals (+ Add a Filter)	Closed	×
+ Add a Filter	Functional	ers
	Merged	_

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

Filters			
Status	Equals	Functional	×
+ Add a Filter			Clear Filters
Get Schools			

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

Filters	
Status Equals Functional	×
+ Add a Filter	ear Filters
Get Schools	

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



Filters	
Status	Functional
+ Add a Filter	Clear Filters
Get Schools	

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**.

ĺ	Schools						
	🗆 No.	SEMIS Code	School Name	Status	Gender	ASC Name	٩
	□ 1						
	Add Row						Download Upload
	Update Sta	itus					
L							

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

No.	SEMIS Code	School Name	Status	Gender	ASC Name	٢
1					_	
Add Row						Download Upload

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



Schools						
O No.	SEMIS Code	School Name	Status	Gender	ASC Name	٢
□ 1						
Add Row	tus				Downloa	ad Upload

How to allot Girls' Stipend to Schools?

1. Click on GSP Allotment Tool

≡ SEMIS			
MODULES	SEMIS Quick Links		and and and a second
Dashboards	Schools	SEMIS Allotment	Update School Status
X SEMIS	SMC Allotment Tool	GSP Allotment Tool	Live Dashboard

2. Select Year from the dropdown list.

1	Year *	Division District Taluka	
	2018-19		
	2020-21	Λ	
I	2021-22	No filters selected	
	2022-23	Clear Filters	-
	- 2023-24	filter_list	
	+ Create a new Year	• I - ···	

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.



Filters		
	No filters selected	
+ Add a Filter		Clear Filters
Get Schools		

5. Select specific filter/indicator from the dropdown list

Filters		
	Equals	×
Shift		ear Filters
Gender		
Status		
Taluka		

6. Select indicator value from the dropdown list.

Filters		
Status	1	×
+ Add a Filter	Closed	ers
	Functional	013
Get Schools	Merged	_

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

Filters			
Status	Equals	Functional	×
+ Add a Filter			Clear Filters
Get Schools			

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



Filters			
Status	Equals	Functional	×
+ Add a Filter			Clear Filters
Get Schools			

To remove all filters, click on Clear Filters.

Filters	
Status	Functional
+ Add a Filter	Clear Filters
Get Schools	

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

Filters				
Status	quals	Functional	×	
+ Add a Filter			Clear Filters	
Get Schools				

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

Schools					
No. SEMIS Code	School Name	Status	Gender	ASC Name	٢
□ 1					🖉 Edit
Add Row					Download Upload
Update Status					

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



Schools						
No.	SEMIS Code	School Name	Status	Gender	ASC Name	٢
□ 1						
Add Row					Downloa	d Upload
Update Stat	tus					
				_		

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

Schools					
No. SEMIS Code	School Name	Status	Gender	ASC Name	٨
□ 1					
Add Row				D	ownload Upload
Schools No. SEMIS Code 1 Image: Second Seco					

How to view Live Dashboard

1. Click on Live Dashboard

≡ SEMIS			
MODULES	SEMIS Quick Links		
Dashboards	Schools	SEMIS Allotment	Update School Status
X SEMIS	SMC Allotment Tool	GSP Allotment Tool	Live Dashboard

LISTS & REPORTS

School List

1. Click on School List under School Management

eports & Masters		
School Management	Geography	School Summary Reports
School List	Division	Summary Report of Schools
	District	Summary Report by District
	Taluka	Campus School Summary
	Union Council	



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

ID Scho	ol Name District	Taluka Gender	Filter East Modified On
Level			

How to download School List?

1. Click on School List under School Management

School Management	Geography	School Summary Reports
School List	Division	Summary Report of Schools
	District	Summary Report by District
	Taluka	Campus School Summary

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

	E List View ≎ C …
	E Report
rict Taluka Gender	🗇 Dashboard
	() ⁰ Kanban

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

\equiv Report: School	E Report View : C ··· + Add School
Report Select Report 🔹	ID School Name District Taluka Taluka Add Group Taluka Gender Level

OR

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



\equiv Report: School			Report View : C ··· + Add School
Report	ID School Name	District	∓ Filter ⇒ Add Group ↓ Last Modified On
Select Report 🗘	Gender		



4. Click on Menu button and select Export.

			=) Report View		enu ⊷ F Add School
-			Show Totals		Add School
		Filter	Print		st Modified On
			Toggle Chart		
cil	Division	SEMIS	Toggle Sideba		Status
			Pick Columns		
agar	Karachi	408 (8	Export		Closed
agar	Karachi	40808	Setup Auto Er	mail	Closed
	SBA at Nawabs	97913	7380 GB	PS -GHULA	Functional

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

Export Report: School	×) or t
Select File Type		C
Excel Export All 53735 rows?	~	er
	Download	AIS (

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

Export Report: School	×) or t
Select File Type	C
Excel	\$
Export All 53735 rows?	er
	Download

Summary Report of Schools

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

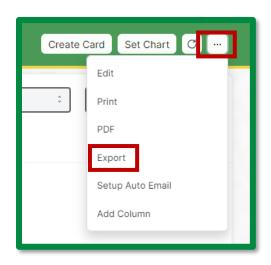
School Management	Geography	School Summary Reports
School List	Division	Summary Report of Schools
	District	Summary Report by District
	• Taluka	Campus School Summary
	Union Council	

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

Division	District	Taluka Union Council	Location \$	Gender \$
Status ‡	Shift \$	Campus ¢		

32

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.

Select File Type	
Export All 53735 rows?	er
Download	NIS (

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

Select File Type	÷
Export All 53735 rows?	er
	Download //IS (



Summary Report by District

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

School Management	🗎 Geography	School Summary Reports
School List	Division	Summary Report of Schools
SCHOOLEISE	DIVISION	Summary Report of Schools
	District	Summary Report by District
	Taluka	Campus School Summary

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

Summary Report by District	Create Card Set Chart C
Division Location Status Shift Gender	Campus 🗘

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

Create C	Card Set Chart C
_	Edit
\$	Print
	PDF
	Export
	Setup Auto Email
	Add Column

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

Select File Type	
Excel \$	
Export All 53735 rows?	er
Download	/IIS

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

Select File Type		C
Excel	¢	
Export All 53735 rows?		er
	Download	AIS (



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.

\equiv ASC Module			
MODULES	ASC Quick Links		
🖿 Dashboards	ASC Roster	ASC Configuration Panel	ASC List
😞 SEMIS	Add New ASC Form	ASC Performance Dashboard	Data Enumerator
ASC Module	Add New ASC FORM	ASC Performance Dashiboard	
Flood Dashboards	Working Teachers	Data Checker Issue	Incomplete ASC Forms
Flood Response			
GSP Module	ASC Issues Summary	ASC Data Download	
SEMIS Reports	N N		

New ASC Roster

1. Click on ASC Roster.

\equiv ASC Module			
MODULES	ASC Quick Links		/ (/)
Dashboards	ASC Roster	ASC Configuration Panel	ASC List
🖄 SEMIS			
ASC Module	Add New ASC Form	ASC Performance Dashboard	Data Enumerator
Flood Dashboards	Working Teachers	Data Checker Issue	Incomplete ASC Forms
Flood Response		IA A IN	
🛅 GSP Module	ASC Issues Summary	ASC Data Download	
SEMIS Reports	N THE TANK	1 STANDER STA	

2. Click on Add ASC Roster.

			1	
\equiv ASC Roster	≔ List View ≎	C	•••	+ Add ASC Roster

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

\equiv New ASC Roster ••	lot Saved		Save
	User * 10297654@seld.com Badaruddin Kandhro 169601@seld.com	District *	



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.

\equiv New ASC Roster \bullet	lot Saved	Save
	User * Year * 2023-24 Assign Remaining School?	District *

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.

School Detail				
No.	School	School Name	Planned Date	Actual Date
1	408060051	GGPS - H.HANIFA BAI		
2	408060155	GBPS - KUTCHERY ROAD		
П 3	408060178	KMC - BOYS PRIMARY SCHOOL		
2 4	408060240	GBHS - NEW ERA	Planned Date	Actual Date
Delete Add Row				

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

231	408060270		GBHSS-C.M.S			
232	408060271		GBHSS - NJV SINDHI MEDIUM			
233	School		School Name	Planned Date	Actual Date	
Add Row	408060222 KMC - BOYS ELEMENTARY SCHO	school	First < 5 of 5 >	Last		
	408060223 GBHS - IRANIAN G TECHNICAL		the is with	3	111	

6. Click on Save.





How to Edit ASC Roster?

1. Click on ASC Roster.

\equiv ASC Module			
MODULES	ASC Quick Links		
Dashboards	ASC Roster	ASC Configuration Panel	ASC List
🖄 SEMIS	1 / / / / · · · · · · · · · · · · · · ·		
ASC Module	Add New ASC Form	ASC Performance Dashboard	Data Enumerator
Flood Dashboards	Working Teachers	Data Checker Issue	Incomplete ASC Forms
Flood Response			
🗀 GSP Module	ASC Issues Summary	ASC Data Download	
SEMIS Reports	N IN	2 ETANDER FRANK	The seal is

2. Click on Roster ID to open it.

ID Year	District			= Filter =	↓ Last Modified On
□ ♡ ID	User	Full Name	Year	District	4 of 4
🗌 💛 South Karachi-diosouth4-20	dio4@seld.com	diosouth4	2021-22	South Karachi	- 3w 🗐 ()
South Karachi-diosouth3-20	dio3@seld.com	diosouth3	2021-22	South Karachi	- 1M 🗐 ()

3. To add schools – click on Add Row, write SEMIS code, and select school.

231	408060270		GBHSS-C.M.S			
232	408060271		GBHSS - NJV SINDHI MEDIUM			
233	School		School Name	Planned Date	Actual Date	
Add Row	408060222 KMC - BOYS ELEMENTARY SCHO	school	First < 5 of 5 >	Last		
	408060223 GBHS - IRANIAN G TECHNICAL		A Contraction of the contraction			

To Delete a school – select the school from the list and click on **delete**.

School Detail	School Detail				
No.	School	School Name	Planned Date	Actual Date	
1	408060051	GGPS - H.HANIFA BAI			
2	408060155	GBPS - KUTCHERY ROAD			
П 3	408060178	KMC - BOYS PRIMARY SCHOOL			
4	408060240	GBHS - NEW ERA	Planned Date	Actual Date	
Delete	Delete Add Row				

4. Click on Save.

South Karachi-DIO 2 South-2021-22 • Not Saved	< Save
User * southdio2@seld.com	District * South Karachi

ASC Timeframe

1. Click on ASC Configuration Panel.

\equiv ASC Module			
MODULES	ASC Quick Links		
Dashboards	ASC Roster	ASC Configuration Panel	ASC List
 SEMIS ASC Module 	Add New ASC Form	ASC Performance Dashboard	Data Enumerator
 Flood Dashboards Flood Response 	Working Teachers	Data Checker Issue	Incomplete ASC Forms
GSP Module	ASC Issues Summary	ASC Data Download	
SEMIS Reports	A THE AND	A STANDER SAN	1 h h h h h h h h

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	Save
Reference Date	
31-01-2024	
Default Year	
2023-24	
From Date	
31-10-2023	
To Date	
31-07-2024 00:00:00	
Reference Date 31-01-2024 Default Year 2023-24 From Date 31-10-2023 To Date 31-07-2024 00:00:00 ✓ Allow ASC(By Default)	

40

Adding New ASC Form

1. Click on Add New ASC Form

\equiv ASC Module			
MODULES	ASC Quick Links		
Dashboards	ASC Roster	ASC Configuration Panel	ASC List
🔆 SEMIS	Add New ASC Form	ASC Performance Dashboard	Data Enumerator
ASC Module		601	
Flood Dashboards	Working Teachers	Data Checker Issue	Incomplete ASC Forms
Flood Response			
GSP Module	ASC Issues Summary	ASC Data Download	
SEMIS Reports	A A A A A A A A A A A A A A A A A A A		A B B B B B B B B B B B B B B B B B B B

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

New ASC • Not Saved	Save
	Annual School Census 2021-22

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

≡ New ASC • Draft		Submit
	Annual School Census 2021-22	

ASC Performance Dashboard

1. Click on ASC Performance Dashboard.

\equiv ASC Module			
MODULES	ASC Quick Links		11 26 11
Dashboards	ASC Roster	ASC Configuration Panel	ASC List
SEMIS	Add New ASC Form	ASC Performance Dashboard	Data Enumerator
 ASC Module Flood Dashboards 		641	
Flood Response	Working Teachers	Data Checker Issue	Incomplete ASC Forms
GSP Module	ASC Issues Summary	ASC Data Download	1713-1
SEMIS Reports		A STANDUR SA	A B B B B A B

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

ASC Performance Dashboard					
40914	2300 (6%)	23869 (58%)	14745 (38%)		
Total Schools	Incomplete Form	Completed Form	Not Entered		

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

ASC Performance Dashboard			Export)
40914	2300 (6%)	23869 (58%)	14745 (36%)
Total Schools	Incomplete Form	Completed Form	Not Entered

How to add Data Enumerator?

1. Click on Data Enumerator.

\equiv ASC Module			
MODULES	ASC Quick Links		
🖿 Dashboards	ASC Roster	ASC Configuration Panel	ASC List
🖄 SEMIS			
ASC Module	Add New ASC Form	ASC Performance Dashboard	Data Enumerator
Flood Dashboards	Working Teachers	Data Checker Issue	Incomplete ASC Forms
Flood Response	1 martine and the second		

2. Click on Add Data Enumerator.

Data Enumerator	i≡ List View ≎	C		+ Add Data Enumerator

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

New Data Enumerator • Not Saved			Save)
District *	Taluka	Union Council	Collector Name *
Father Name	Gender	Cast	Email *
CNIC *	Contact Number	Designation *	AG Number *
XXXXX-XXXXXXX-X Cost Center	0300-0000000 Bank Name	Branch Name	Branch Code
Account Title	Account Number		
Work as			
Data entry Operator	Data Collector		

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



How to download Data Enumerator list?

1. Click on Data Enumerator.



\equiv ASC Module			
MODULES	ASC Quick Links		
🗅 Dashboards	ASC Roster	ASC Configuration Panel	ASC List
🖄 SEMIS	Add New ASC Form	ASC Performance Dashboard	Data Enumerator
ASC Module	Add New ASC Form	ASC Performance Dashiboard	
Flood Dashboards	Working Teachers	Data Checker Issue	Incomplete ASC Forms
Flood Response			
GSP Module	ASC Issues Summary	ASC Data Download	
SEMIS Reports	A CONTRACTOR OF A CONTRACTOR OFTA CONT		

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

	i≣ List View ≎	» ···	+ Add Data Enumerator
H	🖻 Report		
	🗇 Dashboard		EL Last Modified On

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

■ Report: Data Enumerator				
Report	ID	District	Taluka	Collector Name

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

	Menu
Set Char	t Create Card C
	Edit
	Print
	PDF
	Export
	Setup Auto Email
	Add Column

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



45

Select File Format *	
Excel	\$
Excel	
CSV	

Working Teachers

1. Click on Working Teachers.

≡ ASC Module					
MODULES	ASC Quick Links		1		
🖿 Dashboards	ASC Roster	ASC Configuration Panel	ASC List		
🖄 SEMIS	Add New ASC Form	ASC Performance Dashboard	Data Enumerator		
ASC Module	Add New ASC Form	ASC Performance Dashboard	Data Enumerator		
Flood Dashboards	Working Teachers	Data Checker Issue	Incomplete ASC Forms		
Flood Response					
🗀 GSP Module	ASC Issues Summary	ASC Data Download			
SEMIS Reports	No. 10	A STANDER SAL			

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

\equiv Working Teaching Staff Detail	E List View : C ··· + Add Working Teaching Staff Detail
ID ASC Semis Code Year	Teacher Filter Et Last Modified On

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





Select File Format *	
Excel	\$
Excel	
CSV	
	Download
	Download

How to check ASC Data Errors/Issues?

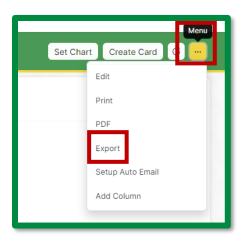
1. Click on Data Checker Issue.

\equiv ASC Module				
MODULES	ASC Quick Links		1	
Dashboards	ASC Roster	ASC Configuration Panel	ASC List	
🗙 SEMIS	Add New ASC Form	ASC Performance Dashboard	Data Enumerator	
ASC Module	Add New ASC FORM	Ase Performance Dashboard	Data Lifumerator	
Flood Dashboards	Working Teachers	Data Checker Issue	Incomplete ASC Forms	
Flood Response		171 A BY		

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

necker Feedba	ck	
District	Taluka	Type of Error
		School Status Building Status Classroom Error Electricity Status Water Status Toilet Status Enrollment Count

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



How to check Incomplete ASC Forms?

1. Click on Incomplete ASC Forms.

≡ ASC Module					
MODULES	ASC Quick Links				
🖿 Dashboards	ASC Roster	ASC Configuration Panel	ASC List		
🔀 SEMIS	Add New ASC Form	ASC Performance Dashboard	Data Enumerator		
ASC Module		SAT /			
Flood Dashboards	Working Teachers	Data Checker Issue	Incomplete ASC Forms		
Flood Response GSP Module	ASC Issues Summary	ASC Data Download			
SEMIS Reports		2 STANDER SAND			

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

Incomplete ASC Forms	C
District Taluka Level	





How to check summary of ASC issues?

1. Click on ASC Issues Summary.

≡ ASC Module					
MODULES	ASC Quick Links		1 / 1		
Dashboards	ASC Roster	ASC Configuration Panel	ASC List		
 SEMIS ASC Module 	Add New ASC Form	ASC Performance Dashboard	Data Enumerator		
 Flood Dashboards Flood Response 	Working Teachers	Data Checker Issue	Incomplete ASC Forms		
GSP Module	ASC Issues Summary	ASC Data Download			

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

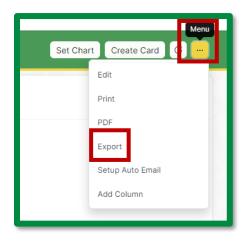
ASC Issues Summary			
District	Type of Error 3		
District	Issues Reported	Issues Resolved	Issues Pending
1 Dadu	0	0	q
2 Umerkot	0	0	c
3 East Karachi	0	0	c
4 Kambar-Shahdadkot	0	0	c

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



1	ASC	Issues Summary		
			Type of Error	
	D	istrict	Type of Error \$	
		District	School Status Building Status Electricity Status Water Status	ed
	1	Dadu	Toilet Status Enrollment Count	0
	2	Umerkot	Teachers Count Campus Status	0
	3	East Karachi	School Administration Cluster Schools	0
	4	Kambar-Shahdadkot	Other	0

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



How to download ASC Data?

1. Click on ASC Data Download.

\equiv ASC Module			
MODULES	ASC Quick Links		
Dashboards SEMIS	ASC Roster	ASC Configuration Panel	ASC List
ASC Module	Add New ASC Form	ASC Performance Dashboard	Data Enumerator
 Flood Dashboards Flood Response 	Working Teachers	Data Checker Issue	Incomplete ASC Forms
GSP Module	ASC Issues Summary	ASC Data Download	

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

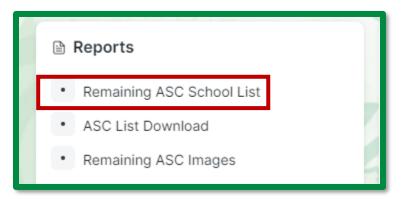


ASC Data Download				
2023-24 Division District				
Data Download for ASC				
Click on your required button to download raw data.				
ASC Surrounding Government Schools Proforma For Campus School Status of Items availability ASC Key Indicators				
Working Teaching Staff Detail Age Wise Class Enrollment Repeaters Enrolment Class and Gender wise				
ASC School Teachers				

ASC REPORTS

Remaining ASC School List

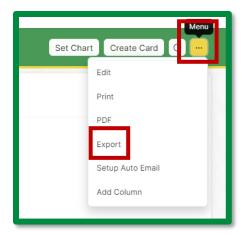
1. Click on Remaining ASC School List under Reports.



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

Remaining ASC Schoo	ol List			Create Card Set Chart C
District	Taluka	Level	Gender	

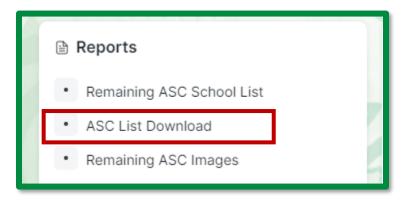




Excel	\$
Excel	
CSV	
	Downloa

Remaining ASC School List

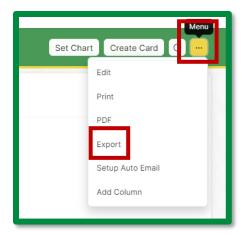
1. Click on ASC List Download under Reports.



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

ASC List Download		0
2023-24	District Taluka	

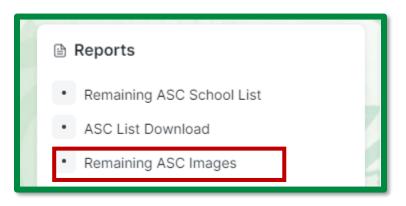




Select File Format *	
Excel	\$
Excel	
CSV	
	Download
	Download

Remaining ASC Images

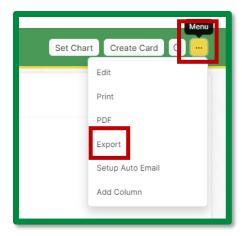
1. Click on Remaining ASC Images under Reports.



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

Remaining ASC Images		Create Card Set Chart C
District	Level Gender	





Select File Format *	
Excel	\$
Excel	
CSV	
	Download

SYSTEM LISTS

How to view any System List

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

Reports	System Listing
Remaining ASC School List	Water Resources
ASC List Download	School Registers
Remaining ASC Images	Designations
	What Was Constructed
	Construction planning
	Building Condition
	Building Type

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

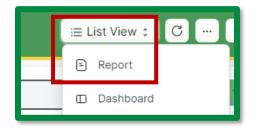


\equiv Year	Elist View : C

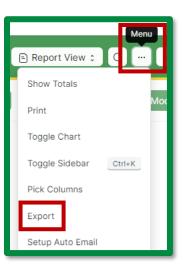
Fill the new opened form and click on Save on top right side of the form.



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**.

\$
Download

CHAPTER 4

USER MANAGENENT

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.

≡ User Management				
MODULES	User Quick Links		No.	
Dashboards	User List	School User Creation Tool	Add New User	
🗙 SEMIS				
ASC Module	Reports & Masters			
Flood Dashboards	🖹 Logs		and the share	
Flood Response	Activity Log	0- A		
GSP Module		In the second		
SEMIS Reports		A STANDER SAN		
SMC Module			X Sector V X Level	
TLC Dashboard			A CAPITY AND A CAPITY	
ADMINISTRATION				
1. User Management	CYACO.	:195V29/a		

Creating New User

1. Click on Add New User.

≡ User Management				
MODULES	User Quick Links			
Dashboards	User List	School User Creation Tool	Add New User	
🖄 SEMIS				
ASC Module	Reports & Masters			
Flood Dashboards	🖹 Logs		-1-1 (C. L. 34)	
Flood Response	Activity Log	0- A -		
GSP Module		In the second		
SEMIS Reports		A CHANNER SAN		
SMC Module				
TLC Dashboard				
ADMINISTRATION				
2. User Management	3201	1. ESV29/1		

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	District
Provincial Manager	Please select user type to create users. This is a Role based system and every user have permissions to different
District Manager(L	
Data Input Operato	on left accordingly.
School User	
Taluka User	
TLC User	
TLC Guest	

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

User Type		
SEMIS Manager	District *	
Provincial Manager		Please select user type to create users. This is a Role based system and every
District Manager(LSU)		user have permissions to different sections of the system as per the
Data Input Operator		assigned role. Please select the User role on left accordingly.
School User		

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

User Type	
Data Input Operator	SEMIS Code *
School User	
Guest User	

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



User Type		
SEMIS Manager	Division	
Provincial Manager		Please select user type to create users. This is a Role based system and every
District Manager(LSU)	District	user have permissions to different sections of the system as per the
Data Input Operator		assigned role. Please select the User role on left accordingly.
School User	Taluka	
🔽 Taluka User		
TLC User	School Administration	
TLC Guest		

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

User Type		
SEMIS Manager	District	
Provincial Manager		Please select user type to create users. This is a Role based system and every
District Manager(LSU)	Partner	user have permissions to different sections of the system as per the
Data Input Operator		assigned role. Please select the User role on left accordingly.
School User		
Taluka User		
TLC User		
TLC Guest		

3. Add Basic Information about the new user.

Basic Information		
Email *	Username	Birth Date
First Name *	Designation/Department	Gender

4. Set the Password



Change Passwo	rd	
Set New Password	I	

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

■ New User • Not Saved	Save
C Enabled	

How to edit/change User rights?

1. Click on User List.

≡ User Management				
MODULES	User Quick Links		and a floor	
🖿 Dashboards	User List	School User Creation Tool	Add New User	
🖄 SEMIS				
SC Module	Reports & Masters			
Flood Dashboards	🖹 Logs		and Charles	
Flood Response	Activity Log	0- A		
GSP Module		In Anna An		
SEMIS Reports		NE EXANDER		
SMC Module			X ALL LY ALL A	
TLC Dashboard				
ADMINISTRATION				
1. User Management	CAOL:	195/29/1		

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

≡ User			i≣ List V	riew 🌣 🕝 \cdots 🕂 + Add User
	ID Full Name Username	User Type	= Filter	🗐 Last Modified On 🚫
	C 🗘 Full Name	Status	ID	7 of 7
	🗌 👳 Dio 2 South	Active	southdio2@seld.com	- 3m 🗊 ()
	🗌 👳 GBHS - IRANIAN G TECHNICAL	Active	408060223@seld.com	- 8 m 🗐 0
	C V KMC - GIRLS SECONDARY SCHOOL	Active	kmc@seld.com	- 1h E)0

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

Mng • Active	<	>	 Save

How to change User Password?

1. Click on User List.

≡ User Managemen	t		
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	0- X -	
GSP Module		IN ANY	

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

⊒ User			i≣ List	View : C ··· + Add User
	ID Full Name Usernar	ne User Type	= Filter	E↓ Last Modified On
	☐ ♡ Full Name	Status	ID	7 of 7
	🗌 👳 Dio 2 South	• Active	southdio2@seld.com	- 3m E0
	🔘 💛 GBHS - IRANIAN G TECHNICAL	Active	408060223@seld.com	- 8 m 🖭 0
	□ ♡ KMC - GIRLS SECONDARY SCHOOL	• Active	kmc@seld.com	- 1h E)0

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

Change Password Set New Password			
Set New Password		Change Password	
	Logout From All Devices After Changing Password	Set New Password	
	Logout From All Devices After Changing Password		
	Logout From All Devices After Changing Password		
—			

