



SEMIS USER MANUAL

of Girls' Stipend Program
Portal for District Managers.

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
Mehwish Ayyub	11 th October 2022		V1
Mehwish Ayyub	2 nd November 2022	Cover Photo	V2

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 District Manager get started with SEMIS functions and features and provide guidelines on managing GSP-related data.

This guide is organized according to the logical flow of Sindh Education Management Information System features and describe 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 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 District Managers to provide them with step-by-step instructions for using the GSP section. 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 describe tasks in the same order you can use while working on the system.

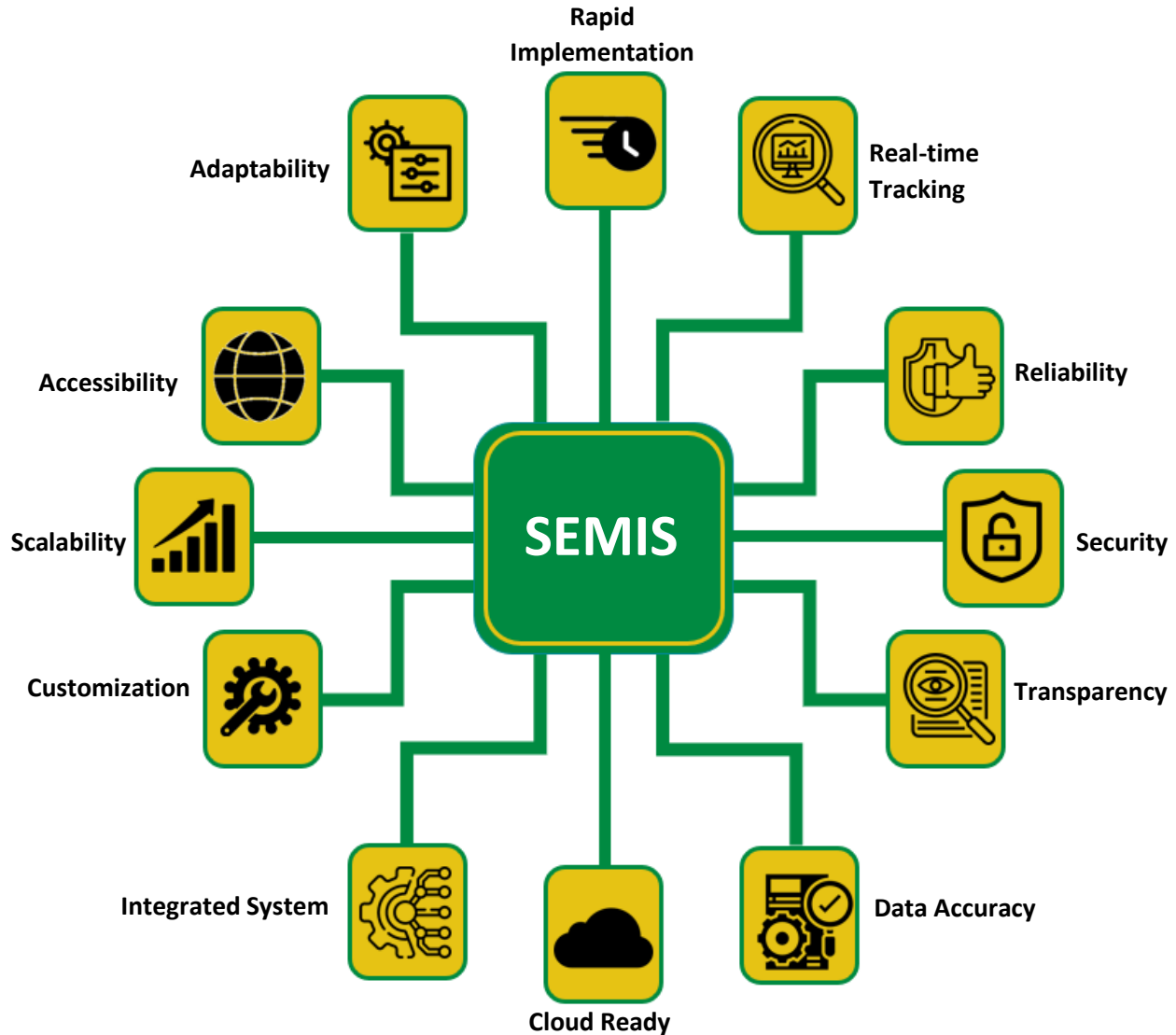
AIMS AND OBJECTIVES

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

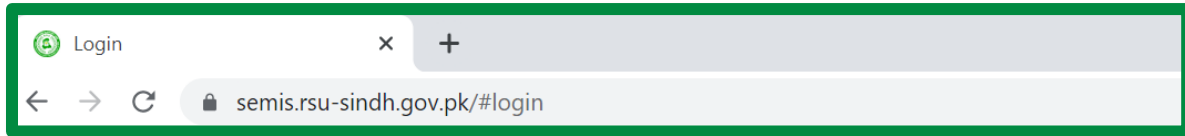
Assigned Modules

Creating and Editing User Forms

WEB-PORTAL

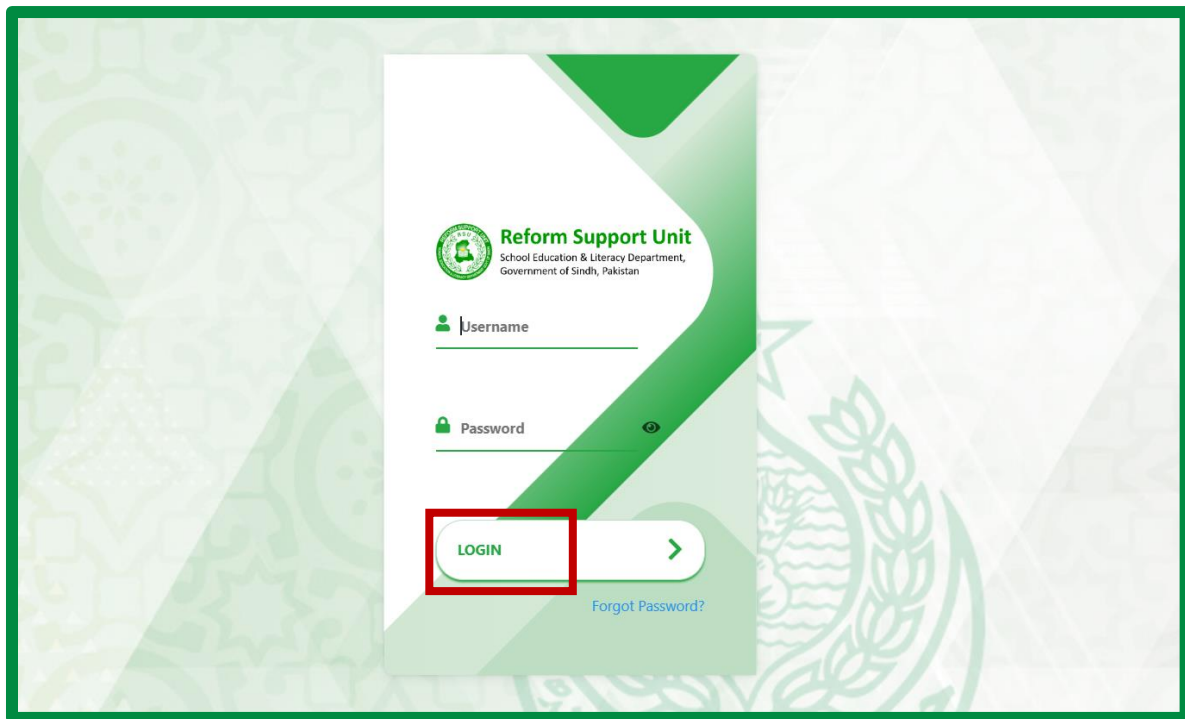
Opening Web-Portal

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.



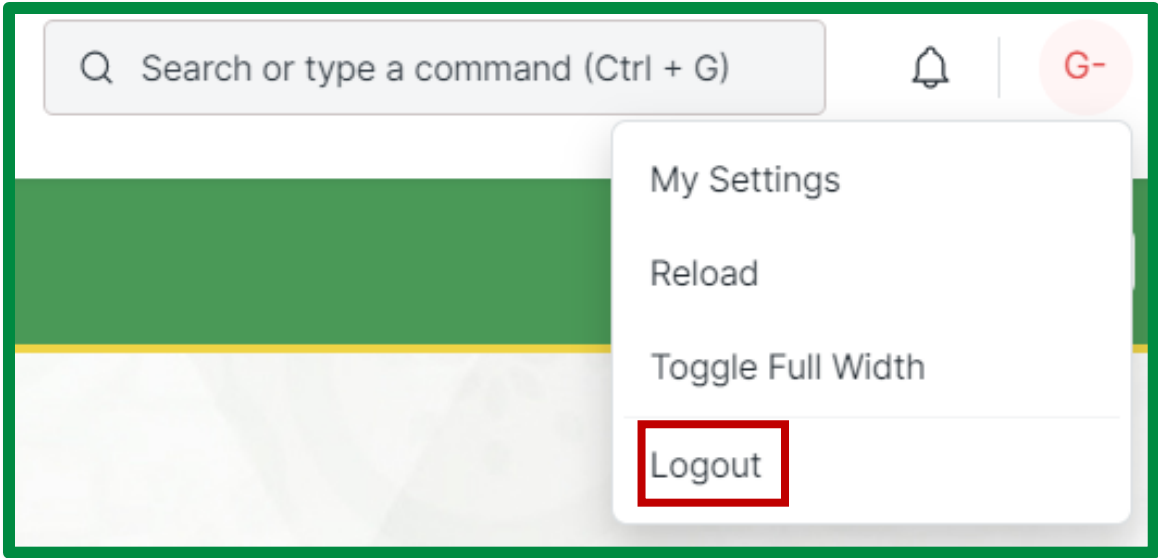
How to Log In?

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.



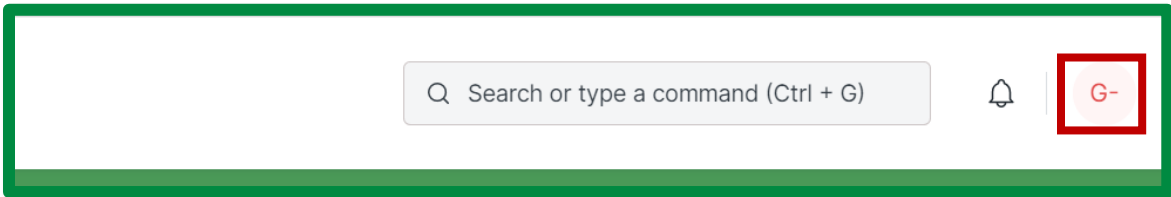
ACCOUNT SECURITY



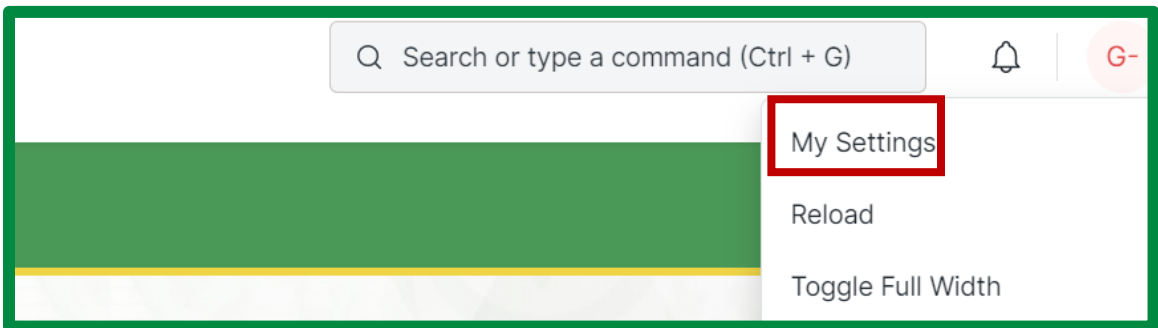
Users must change the login credentials (E-mail address & Password) of the account before using it on web portal.

How to Change E-Mail Address?

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



2. Click on **My Settings**



3. Type a new email address under **Email** and click on **Save** on the top right side of the screen.



Basic Info

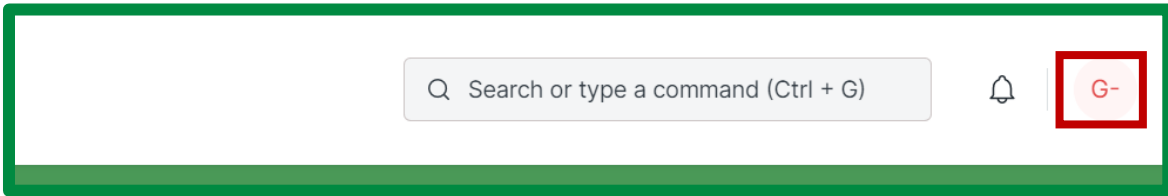
Email *



Password ↕ < > ... **Save**

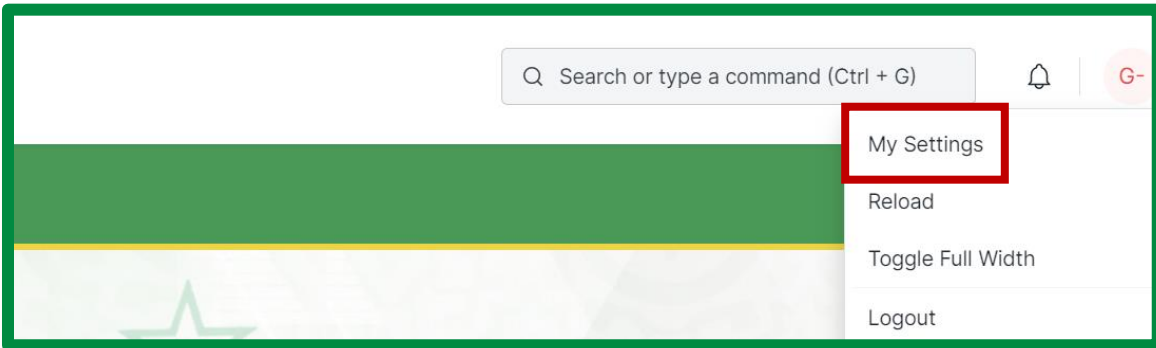
How to Change Password?

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



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

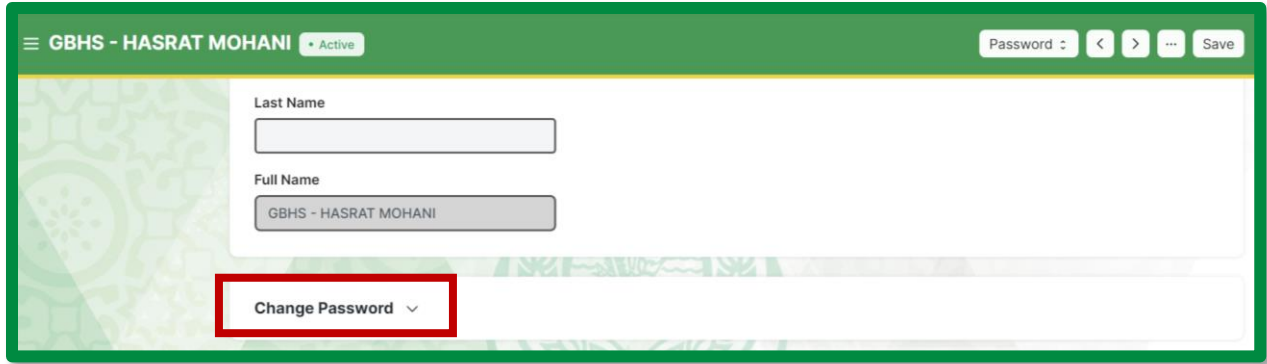
2. Click on **My Settings**



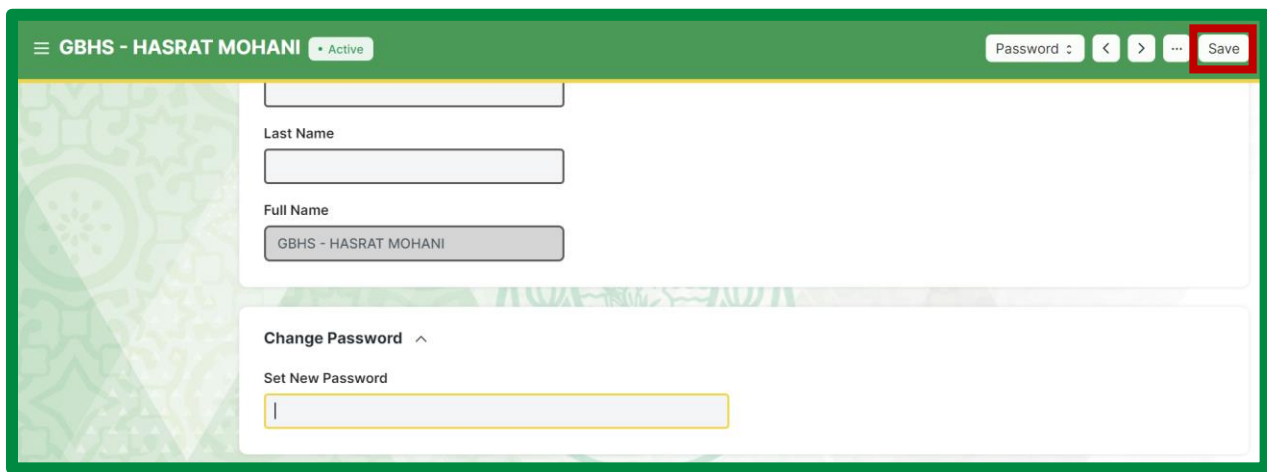
Q Search or type a command (Ctrl + G) 🔔 **G-**

- My Settings**
- Reload
- Toggle Full Width
- Logout

3. Click on **Change Password**.

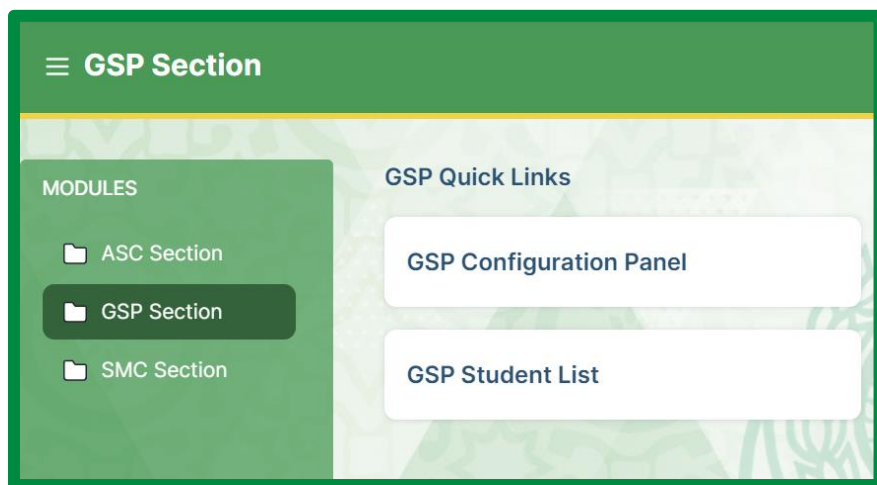


4. Type the new password under **Set New Password** and click on **Save** on the top right side of the screen.



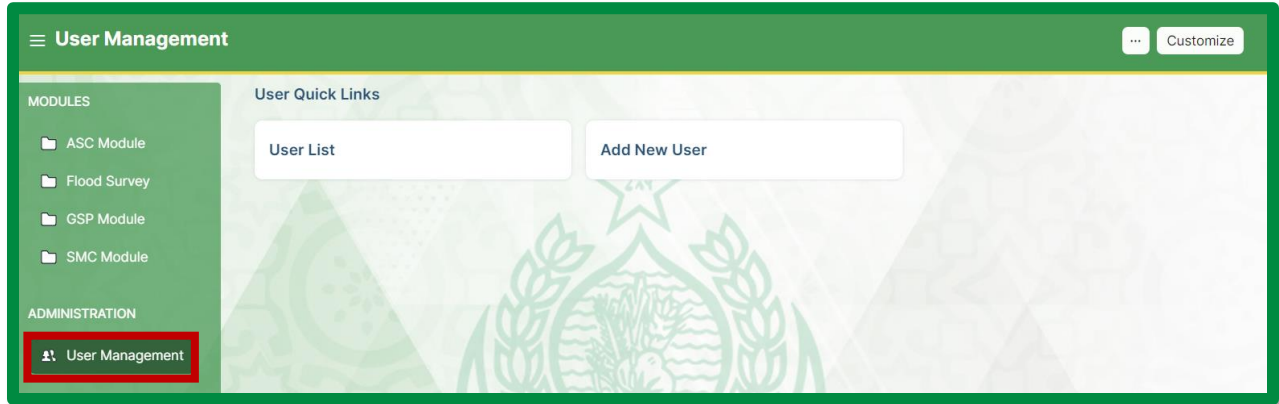
ASSIGNED MODULES

Users can see the assigned modules on the left side of the dashboard. Some District Managers will be assigned with all three modules – ASC, SMC & GSP.



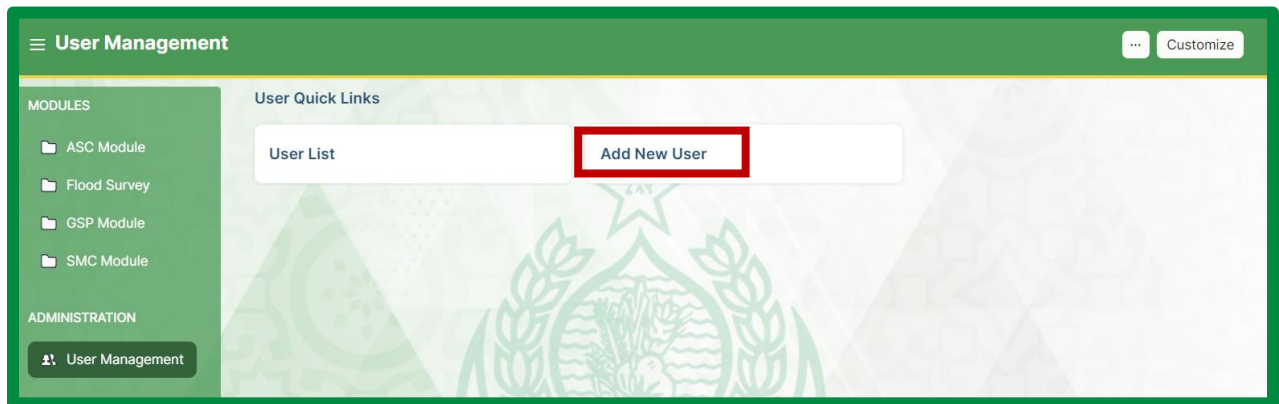
USER MANAGEMENT

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** – Data Input Operator, School User, OR Guest User.

User Type

Data Input Operator

School User

Guest User

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 **Data Input Operator**, System will ask for the role/module to be assigned. Users can select one or all three modules.

Data Input Operator For

ASC SMC GSP

3. Add Basic Information about the new user.

Basic Info

Email * **Username**

First Name *

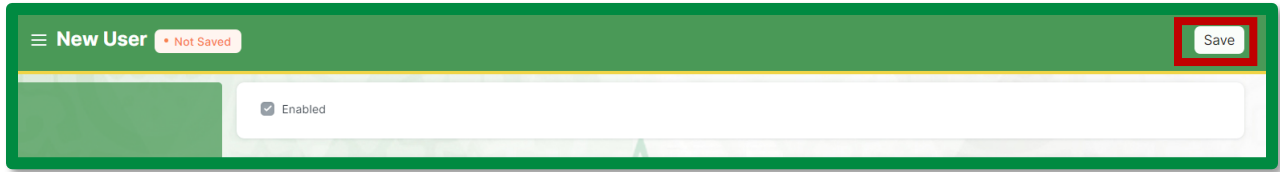
Middle Name (Optional)

4. Set the Password

Change Password

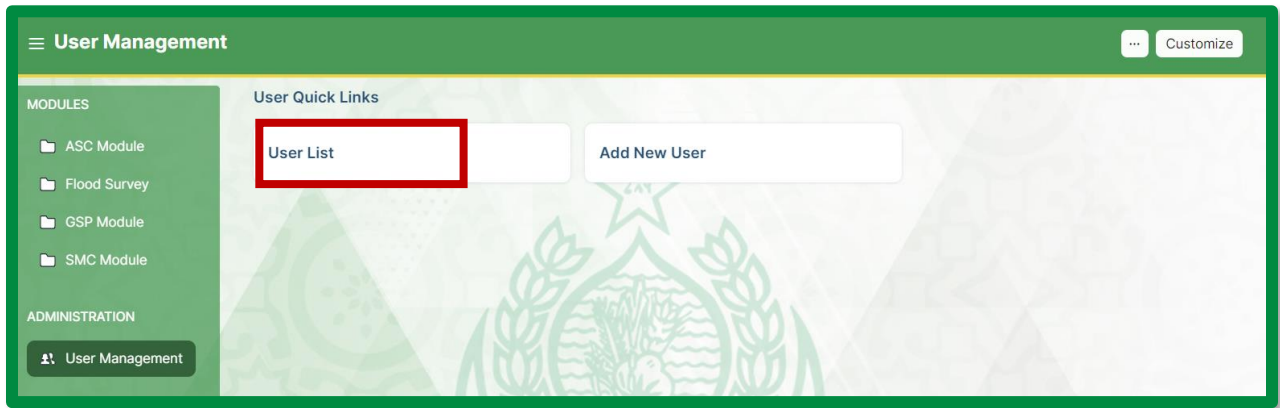
Set New Password

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

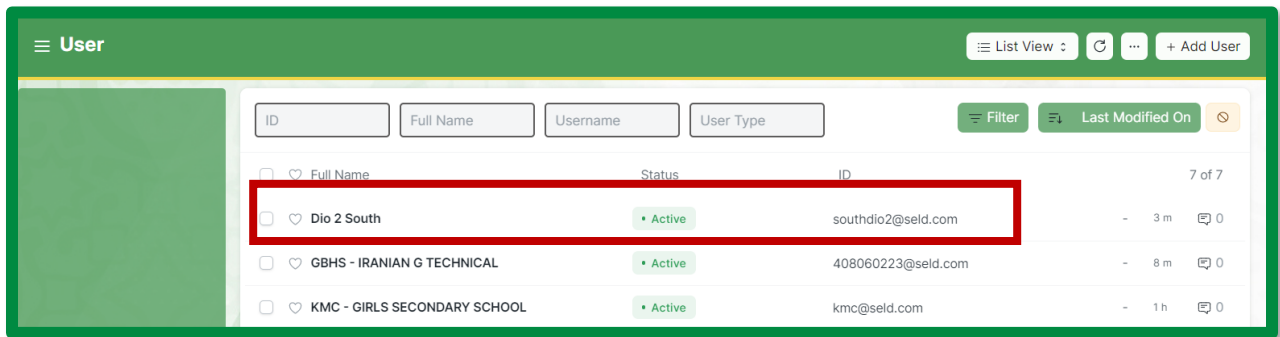


How to edit User Forms?

1. Click on **User List**.



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



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

☰ **Rahib Ahmed South DIO** + Not Saved Password : < > ... **Save**

RA

You edited this
2 days ago

Enabled

User Type

Data Input Operator

School User

Guest User

Division

Karachi

District *

South Karachi

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.

CHAPTER 2

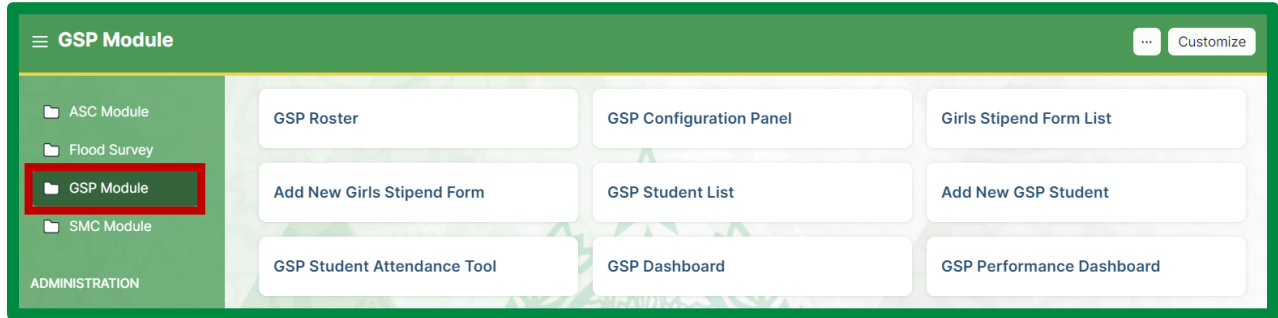
GSP WEB PORTAL

TOPICS TO BE COVERED

GSP Roster
GSP Timeframe
Creating & Editing Girls' Stipend Form
Changing Status of Girls' Stipend Form
Creating & Editing GSP Student Form
GSP Attendance Tool
GSP Dashboard
GSP Performance Dashboard

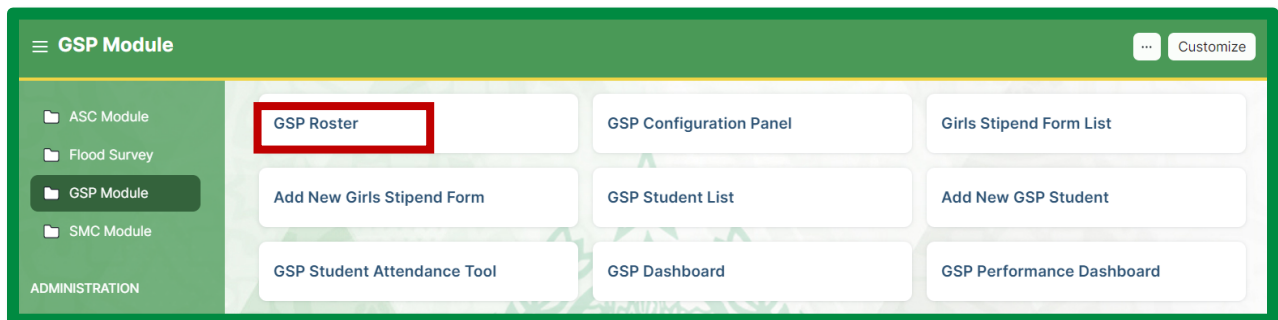
GIRLS' STIPEND PROGRAM (GSP) SECTION

Click on **GSP Section** under **MODULES** on the left side of the Dashboard to access GSP forms and lists.



New GSP Roster

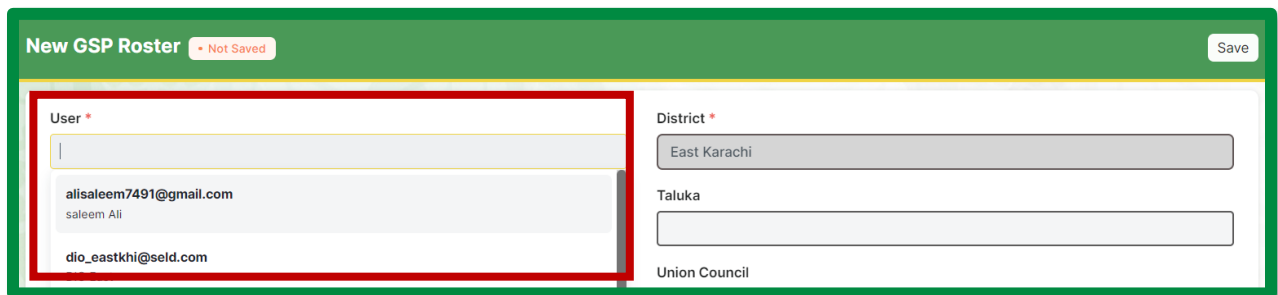
1. Click on **GSP Roster**.



2. Click on **Add GSP Roster**.



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



4. Select **Taluka**, **Union Council**, and click on **Get School** to get a list of selected UC.

User *

District *

Year *

Taluka

Union Council

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

<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	<input type="text" value="Planned Date"/>	<input type="text" value="Actual Date"/>

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**.

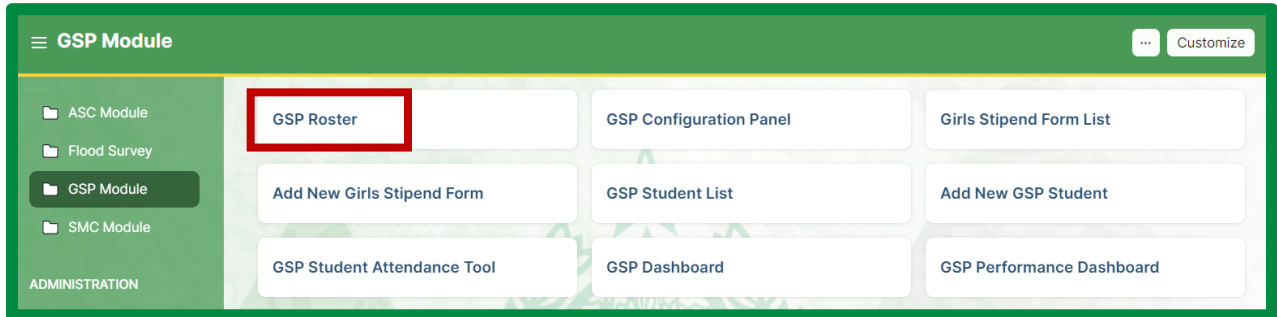
New GSP Roster • Not Saved

User *

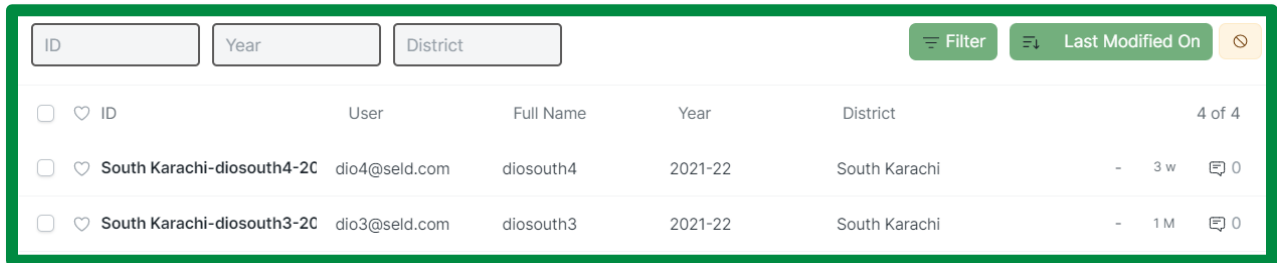
District *

How to Edit GSP Roster?

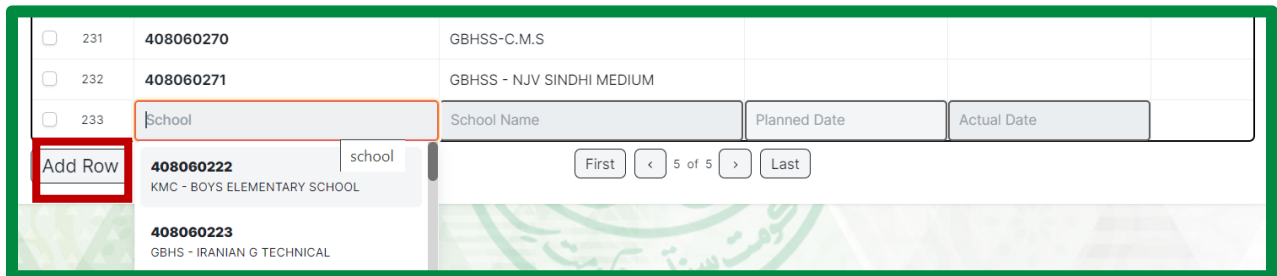
1. Click on **GSP Roster**.



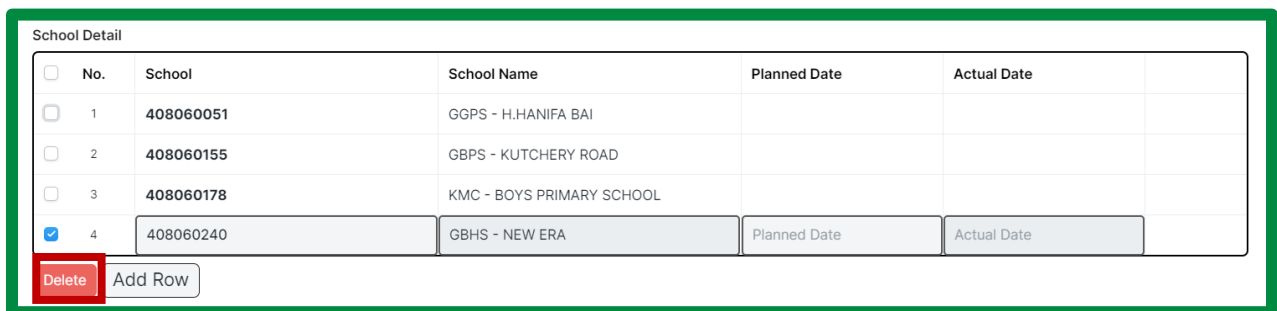
2. Click on Roster **ID** to open it.



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**.



- Click on **Save**.

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

User * southdio2@seld.com District * South Karachi

Save

GSP Timeframe

- Click on **GSP Configuration Panel**.

≡ GSP Module Customize

- ASC Module
- Flood Survey
- GSP Module**
- SMC Module

ADMINISTRATION

GSP Roster **GSP Configuration Panel** Girls Stipend Form List

Add New Girls Stipend Form GSP Student List Add New GSP Student

GSP Student Attendance Tool GSP Dashboard GSP Performance Dashboard

- Click on the **GSP ID** of the current year.

≡ GSP Panel List View ↕ ↻ ⋮

ID Year Filter Last Modified On

ID	Year	1 of 1
GSP-2021-22	2021-22	- 1M 0

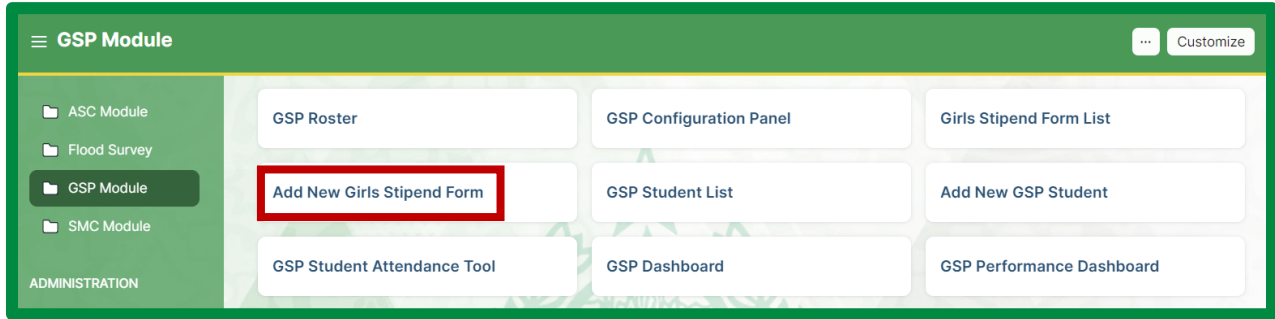
- New page will show the **Form Submitting Start & End Date**. Users can only access the GSP forms between these dates.

Form Submitting Start Date * 01-01-2022

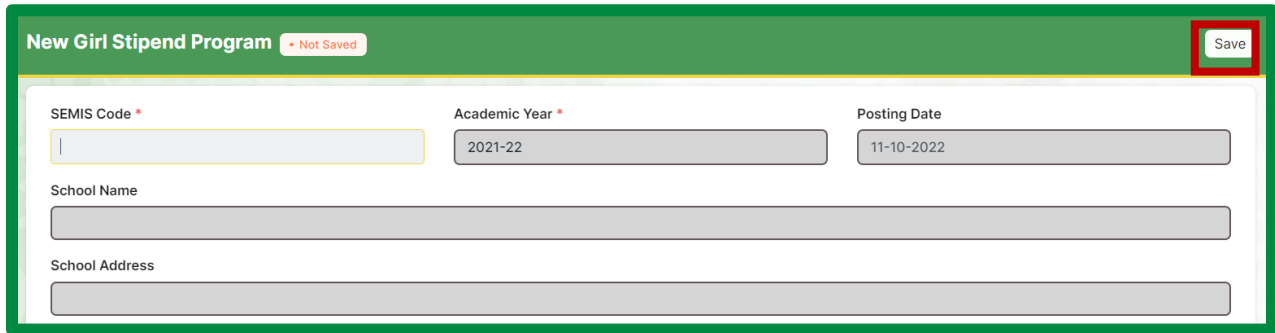
Form Submitting End Date * 30-09-2022

New Girls' Stipend Form

- Click on **Add New Girls Stipend Form**.



2. Form will open for the current academic year. Edit the form as per guidelines and click **Save**.



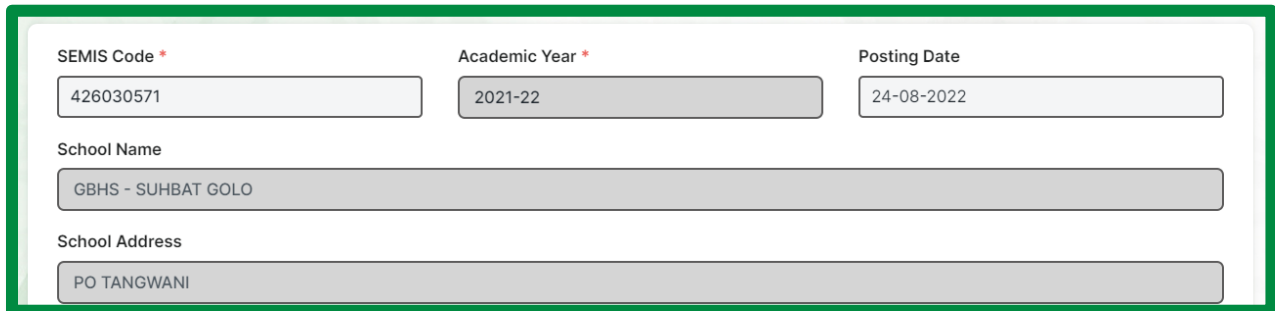
Girls Stipend Form – Instructions



1. Form will not be submitted if the following mandatory fields are empty.
 - SEMIS Code
 - CNIC number of Head Teacher
2. Multiple Girls Stipend Forms cannot be created for the same year/SEMIS Code.
3. Some fields are auto/pre filled (highlighted) and cannot be edited.

1

School Information



Select the SEMIS Code of School and click enter to extract the School Information. Fill in the remaining blank fields.

2 Enrolment Details

Enrollment Detail

Please fill Girls Enrollment only for (Current Academic Year), in the following column

Class VI *	Class IX *	Class X *	Total Enrollment
<input style="width: 90%;" type="text" value="0"/>	<input style="width: 90%;" type="text" value="0"/>	<input style="width: 90%;" type="text" value="0"/>	<input style="width: 90%; background-color: #cccccc;" type="text"/>

Enter all female enrolment in the mentioned classes of each section (of each school in case of Campus/Merged schools).

3 Working Days


<input type="checkbox"/>	No.	Month	Working Days
<input type="checkbox"/>	1	August	
<input type="checkbox"/>	2	September	
<input type="checkbox"/>	3	October	
<input type="checkbox"/>	4	November	
<input type="checkbox"/>	5	December	

Add the number of days school remained open in the current academic year.

4 Attachments

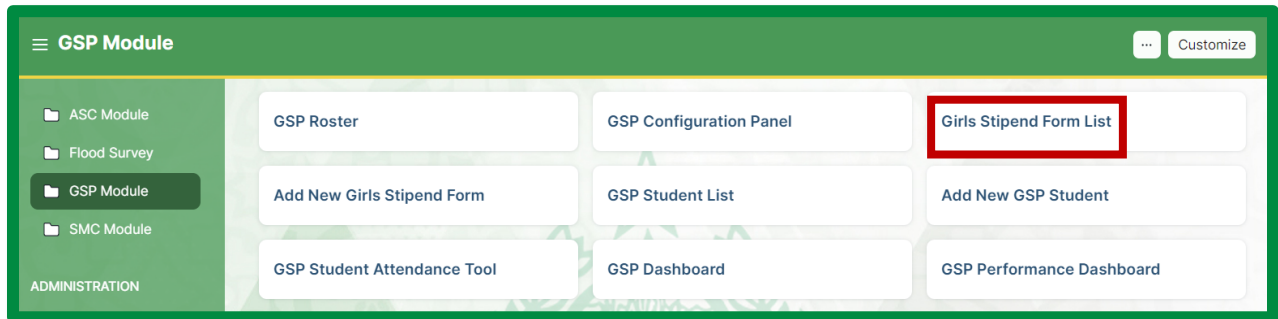
Name of Concerned DEO

Upload a Complete Scan Copy of Form

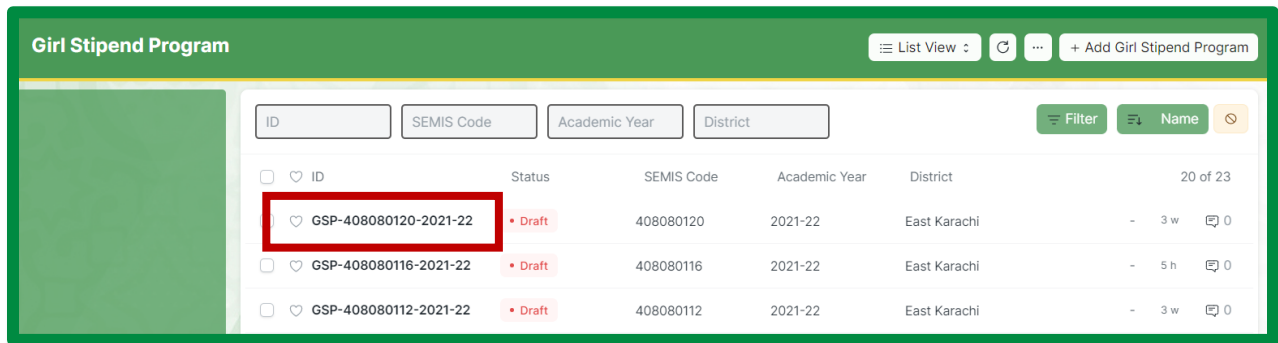
<input type="checkbox"/>	No.	Title	Scan Copy of Form
			 No Data

How to Edit or Submit a Saved GSP Form?

1. Click on **Girls Stipend Form List** to access saved and submitted GSP forms.



2. Click on the **Form ID** to access it.



To submit the form directly, skip STEP 3.



Submitted form cannot be edited.

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

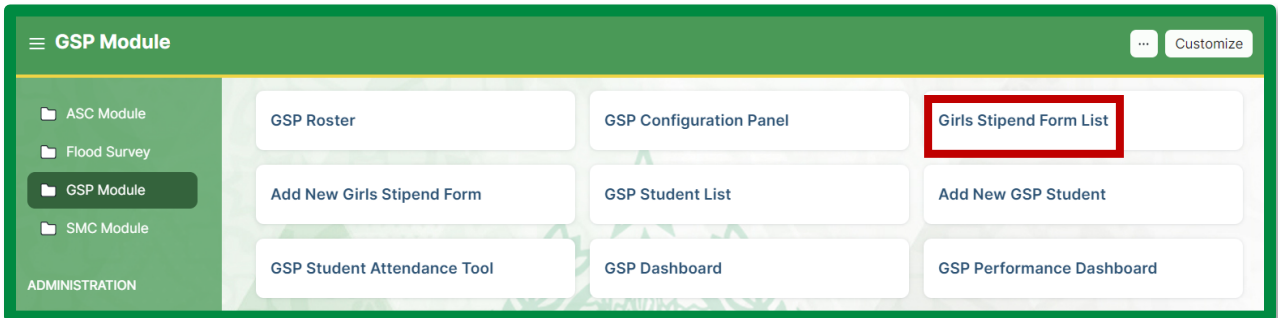


4. Click on **Submit** to submit the form.

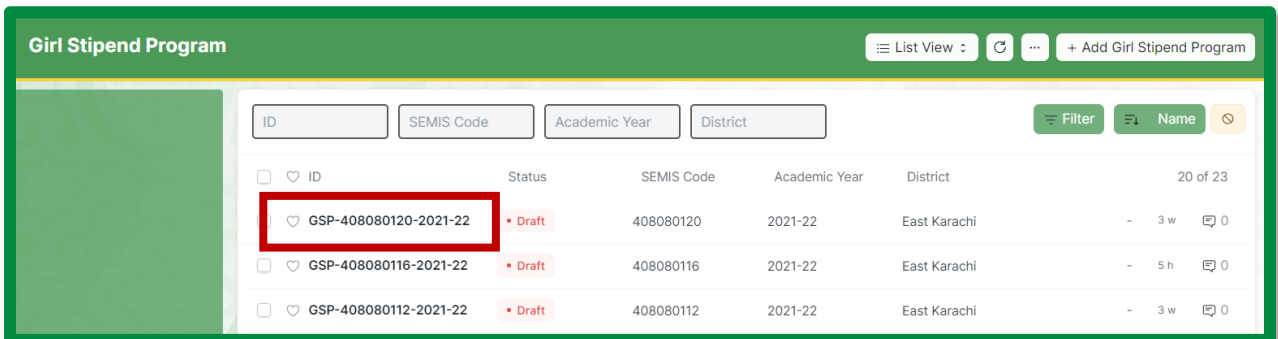


How to Change the Status of a Submitted GSP Form?

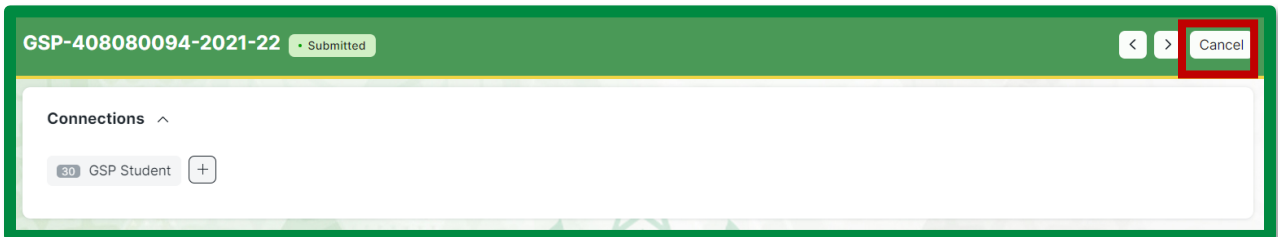
1. Click on **Girls Stipend Form List**.



2. Select the form and open it. (To select a specific school's form, write its SEMIS code in the given option).

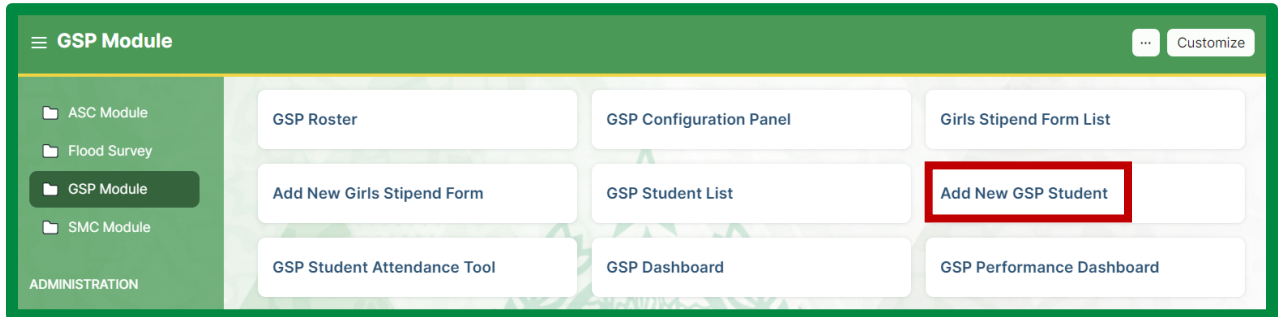


3. Click on **Cancel** to change the status of a form, from submitted to editable.

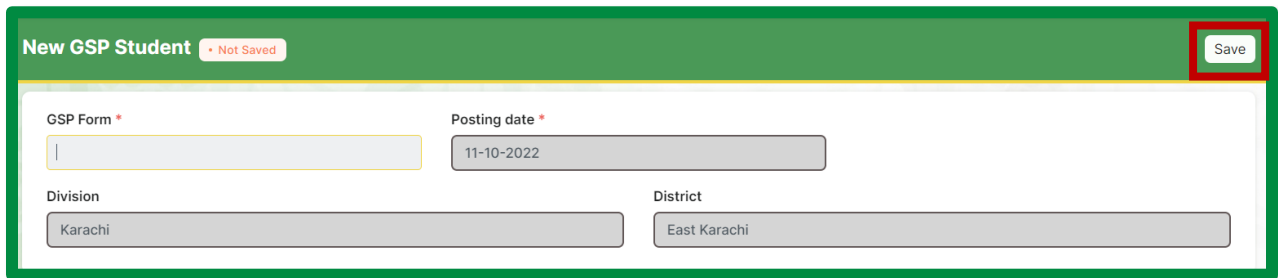


New GSP Student

1. Click on **Add New GSP Student**.



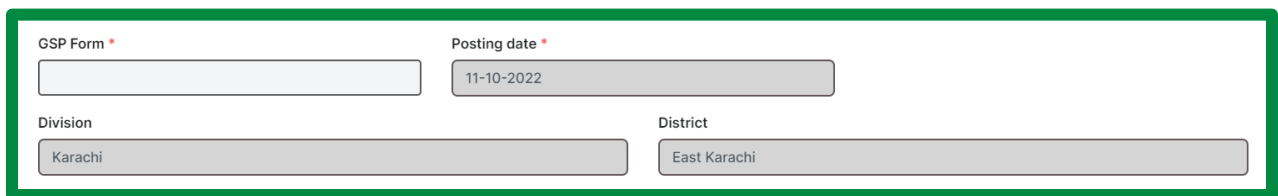
2. New form will open. Edit the form and click **Save**.



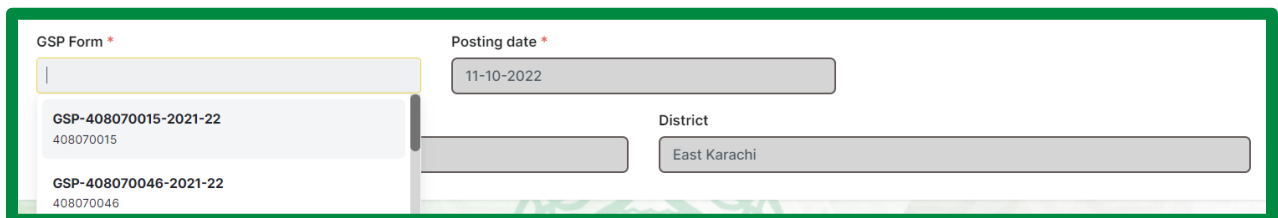
GSP Student Form – Instructions

1

GSP Form Selection



Select the School's GSP form.



2

Student Details

Class *	Section	GR # *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Student Name *	Date of Birth *	Father/ Guardian Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
CNIC of Father/Guardian *	Mobile No. of Father/ Guardian	Relation

Select the Class of the student from the drop-down menu.

3

Attachments

Attach Front side of Father/Guardian CNIC <input type="button" value="Attach"/>	Attach Back side of Father/Guardian CNIC <input type="button" value="Attach"/>
--	---

Click on Attach to attach Father/Guardian CNIC.

How to Edit or Submit a GSP Student Form?

1. Click on **GSP Student List** to access saved and submitted GSP forms.

The screenshot shows the GSP Module dashboard with a sidebar on the left containing 'ASC Module', 'Flood Survey', 'GSP Module', and 'SMC Module'. The main area displays several tiles: 'GSP Roster', 'GSP Configuration Panel', 'Girls Stipend Form List', 'Add New Girls Stipend Form', 'GSP Student List' (highlighted with a red box), 'Add New GSP Student', 'GSP Student Attendance Tool', 'GSP Dashboard', and 'GSP Performance Dashboard'. A 'Customize' button is visible in the top right corner.

2. Click on the **Form ID** to access it.

The screenshot shows the 'GSP Student' list view. At the top, there are filters for 'ID', 'GSP Form', 'SEMIS Code', and 'District', along with 'Filter' and 'Last Modified On' buttons. Below the filters is a table with columns: ID, GR #, Student Name, Father/ Guardian ..., CNIC of Father/G..., and a status column. The first row of data is highlighted with a red box around the ID '4090000001245-201'. The table also shows '20 of 1827' records.

ID	GR #	Student Name	Father/ Guardian ...	CNIC of Father/G...	20 of 1827
4090000001245-201	4468	AREESHA AZMAT	HAJRA	42201-7136148-6	- 2 h 0

To submit the form directly, skip Step 3.



Submitted form cannot be edited.

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

21-22-990713 • Not Saved Save

Submit this document to confirm

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

4090000001244-201 • Draft Submit

Submit this document to confirm

ID	SEMIS Code	District	Level	Filter	Last Modified On
Gender					
<input type="checkbox"/> ID	Status	SEMIS Code	Year	District	20 of 233
<input checked="" type="checkbox"/> SMC-408060258-2021-22	Submitted	408060258	2021-22	South Karachi	- 1 w 0
<input checked="" type="checkbox"/> SMC-408060015-2021-22	Submitted	408060015	2021-22	South Karachi	- 1 w 0

GSP Student Attendance

1. Click on **GSP Student Attendance Tool**.

GSP Module Customize

- ASC Module
- Flood Survey
- GSP Module**
- SMC Module

ADMINISTRATION

GSP Roster

GSP Configuration Panel

Girls Stipend Form List

Add New Girls Stipend Form

GSP Student List

Add New GSP Student

GSP Student Attendance Tool

GSP Dashboard

GSP Performance Dashboard

Select School and its **Class**, **Month**, and **Section** from the drop-down menu and click on **Get Students** to get the student attendance list.

Working days of the selected month will be displayed automatically.

GSP Student Attendance Tool * Not Saved Save

School: 408020139 School Name: GBHS - HASRAT MOHANI

Class: Class VI Month: August

Section: A Working Days: 25

Get Students

2. Edit the attendance directly by clicking on **Attendance** column and click **Save**.

GSP Student Attendance Tool * Not Saved Save

Students

No.	GR No.	Student Name	Father Name	Attendance
1	2188	LAREB	UMER KHAN	0
2	2189	MADEHA	FAZAL E RABBI	0
3	2190	NABIHA	ABDUL WAHEED	0

GSP Dashboard

1. Click on **GSP Dashboard**.

GSP Module Customize

- ASC Module
- Flood Survey
- GSP Module**
- SMC Module

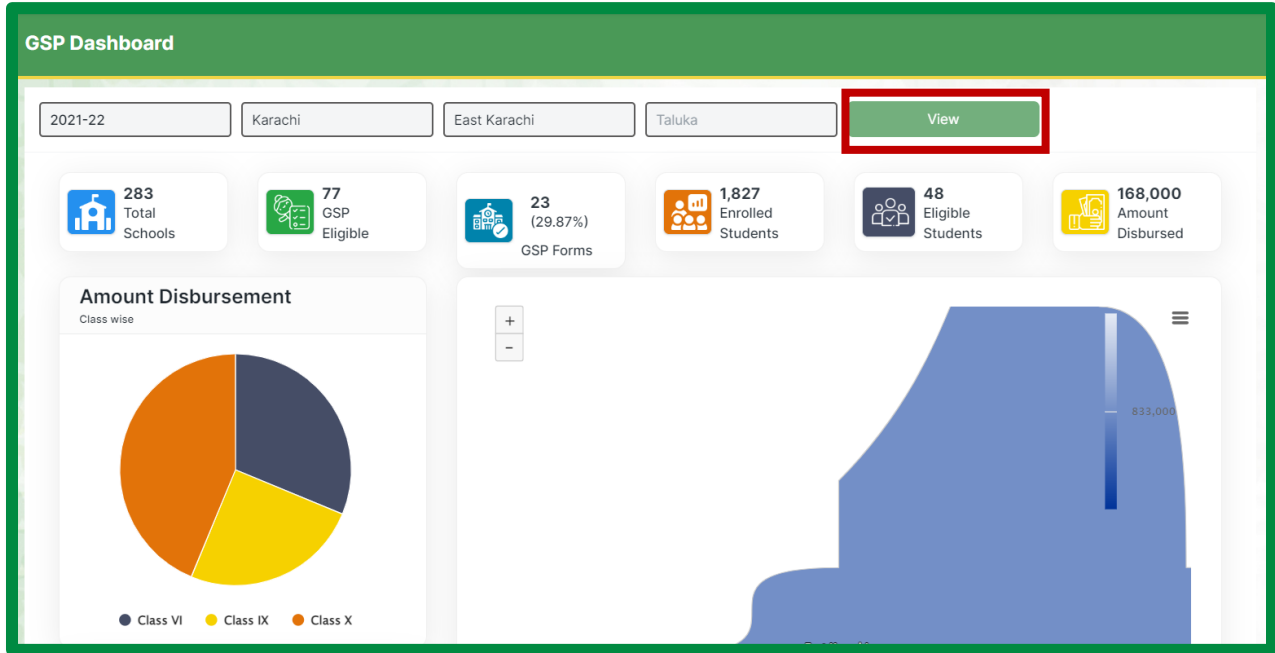
ADMINISTRATION

GSP Roster | GSP Configuration Panel | Girls Stipend Form List

Add New Girls Stipend Form | GSP Student List | Add New GSP Student

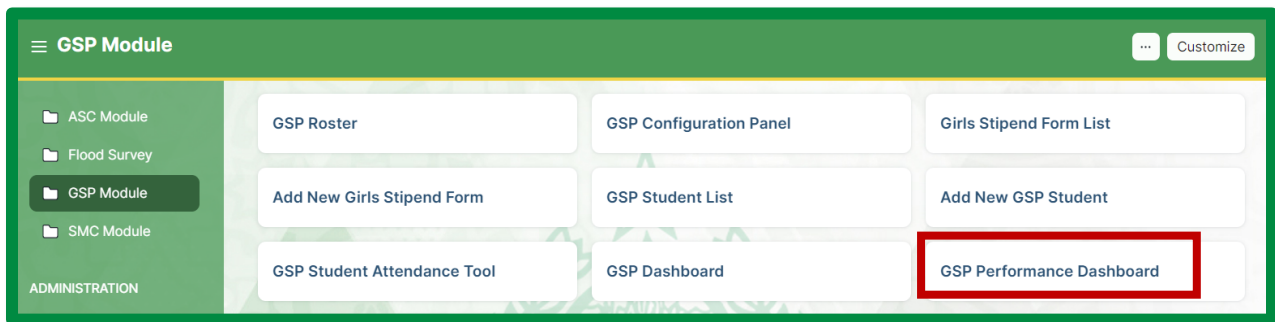
GSP Student Attendance Tool | **GSP Dashboard** | GSP Performance Dashboard

2. Open page will show the whole district's GSP dashboard with graphical reporting of total GSP Forms, number of enrolled students, number of Eligible students, and total amount Disbursed. To view specific Taluka's Dashboard, select Taluka and click on **View**.

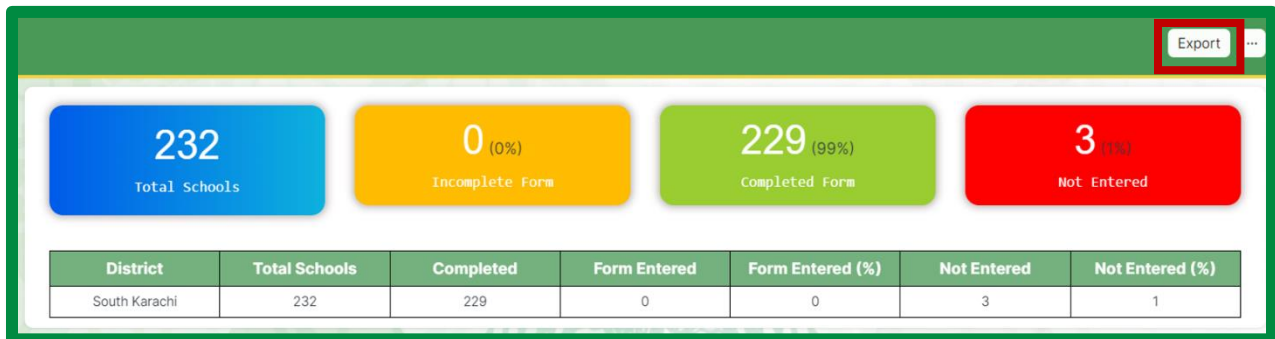


District's GSP Performance

1. Click on **GSP Performance Dashboard**.



2. New page will show the Total GSP schools in District, and the number of completed, incomplete, and not entered forms. Click on Export to download the Excel sheet of the Performance Dashboard.



CHAPTER 3

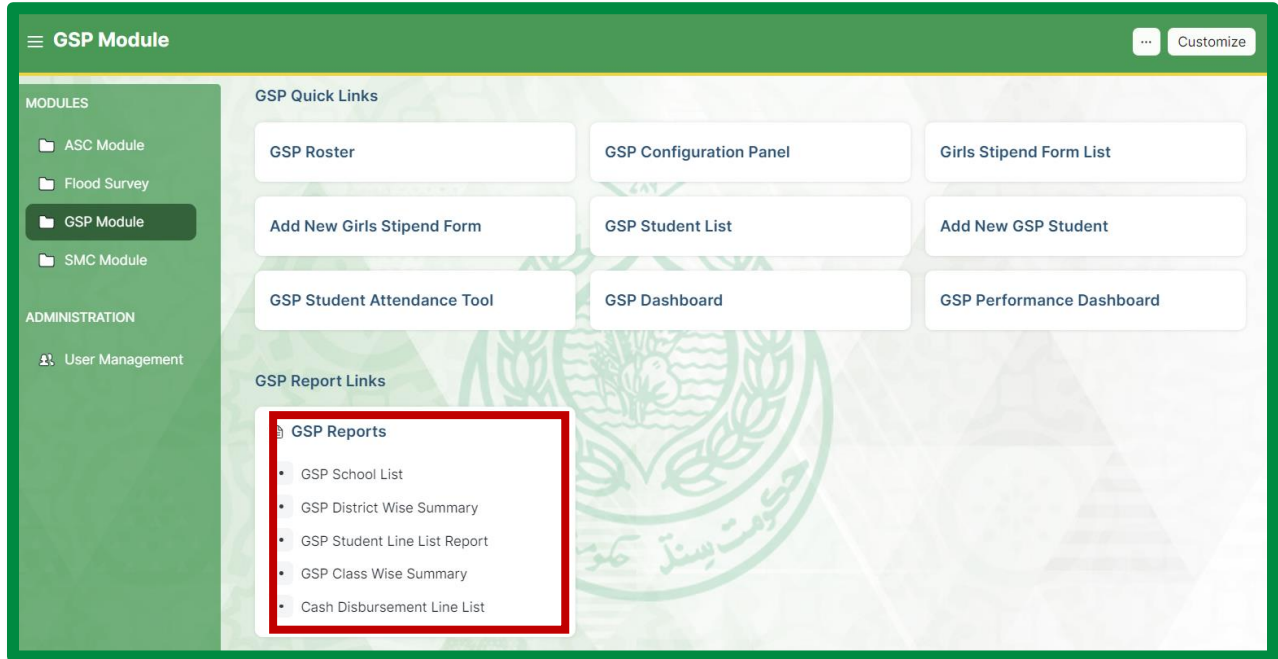
GSP REPORTS

TOPICS TO BE COVERED

GSP School List
GSP District Wise Summary
GSP Student Line List Report
GSP Class Wise Summary
Cash Disbursement Line List

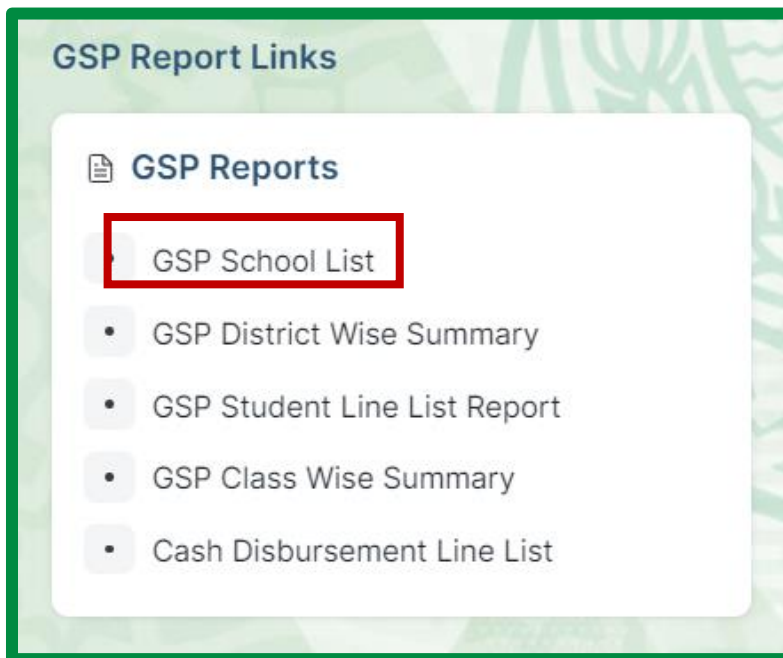
GIRLS' STIPEND PROGRAM (GSP) REPORTS

GSP Reports are below GSP Quick Links in the GSP Section.

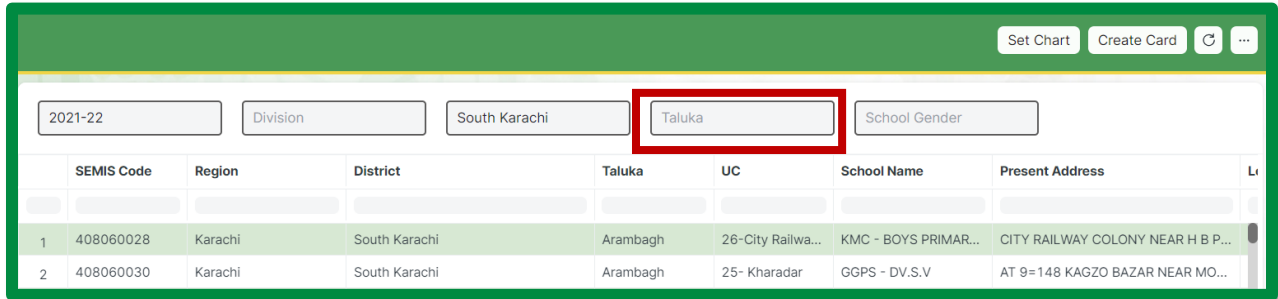


GSP School List

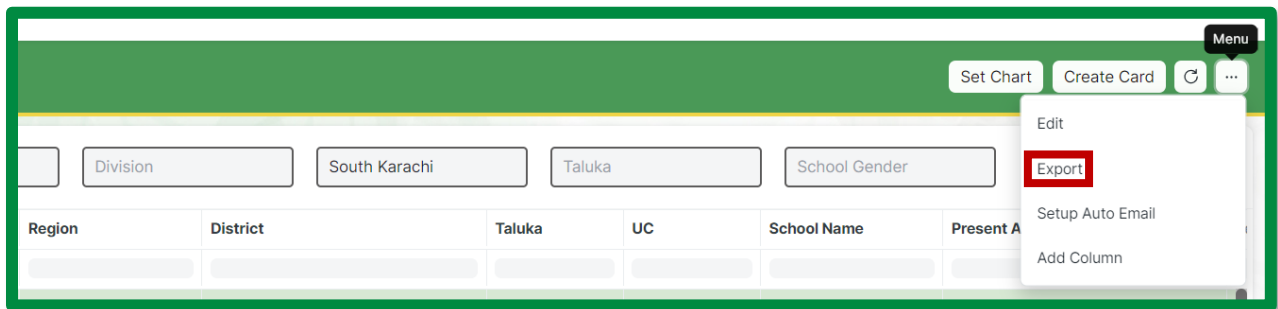
1. Click on **GSP School List** under GSP Reports.



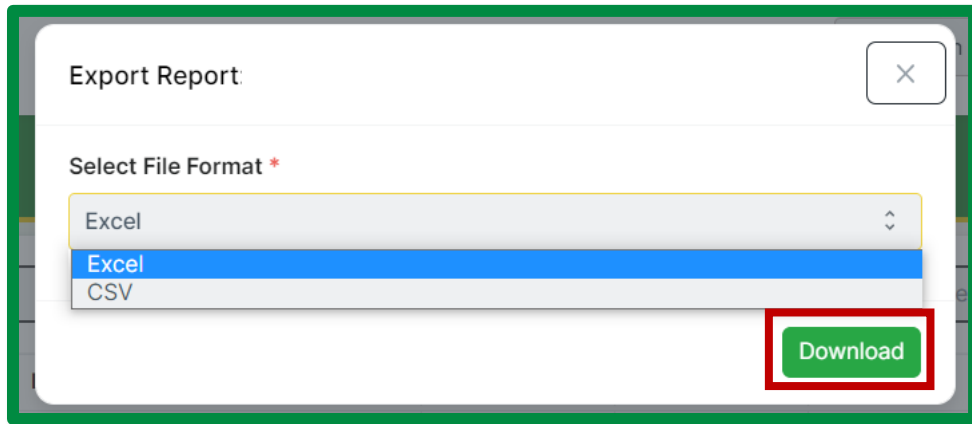
- District Wise GSP school List will open. Select Taluka from the drop-down menu to get Taluka-wise GSP School List.



- To export the report, click on the Menu option and select **Export**.



- Select the file format from the drop-down menu (Excel or CSV) and click on **Download**.



GSP District Wise Summary

- Click on **GSP District Wise Summary** under GSP Reports.



- GSP district-wise summary will open with details of eligible students and the total amount disbursed.

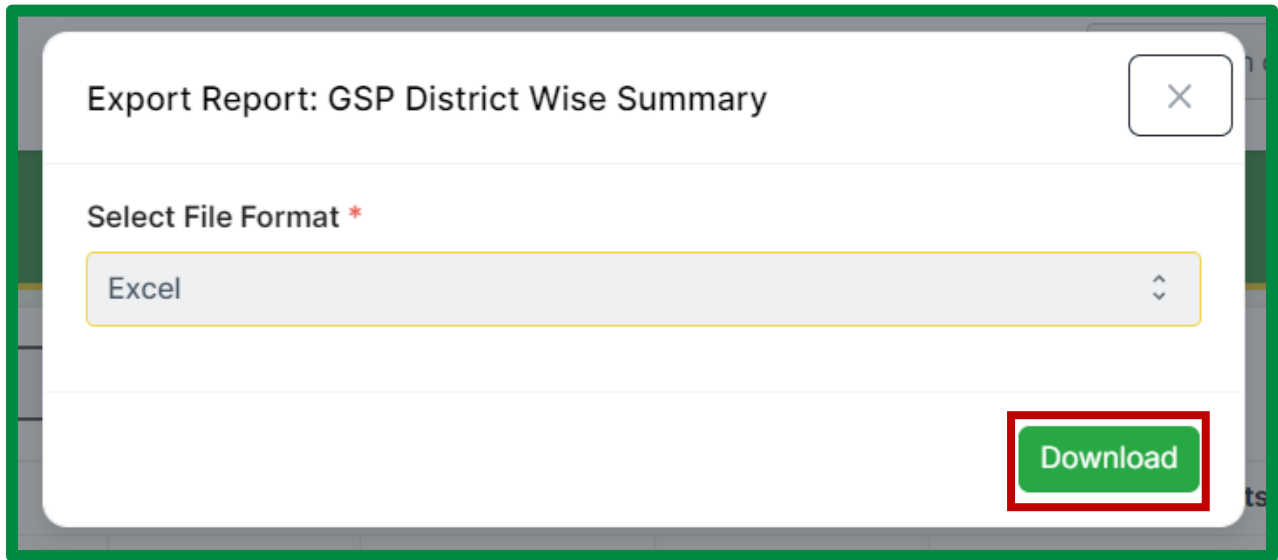
The screenshot shows the "GSP District Wise Summary" report. At the top, there are filters for "2021-22", "Division", "District", and "School". Below the filters is a table with the following data:

Division	District	No. of Schools	Total Enrollment	Total GSP Form	Eligible Students	Ineligible Students	Total Amount Disb
1 Karachi	East Karachi	4	383	462	48	414	168,

- To export the report, click on the Menu option and select **Export**.

The screenshot shows the "GSP District Wise Summary" report with the menu open. The "Export" option is highlighted with a red box. The menu also includes "Edit", "Setup Auto Email", and "Add Column".

- Select the file format from the drop-down menu (Excel or CSV) and click on **Download**.

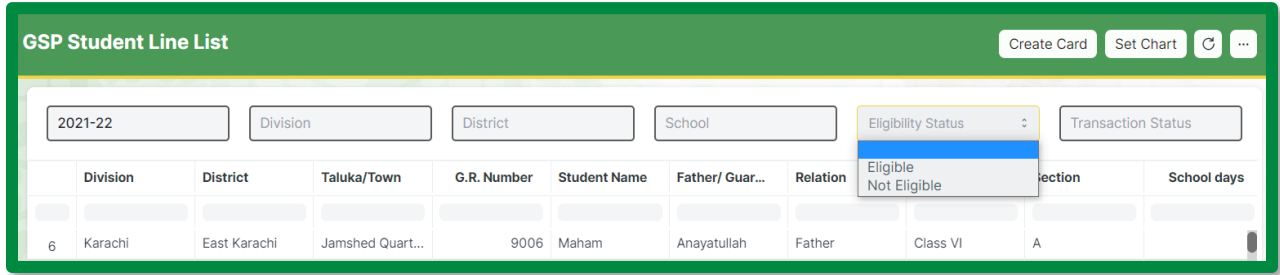


GSP Student Line List Report

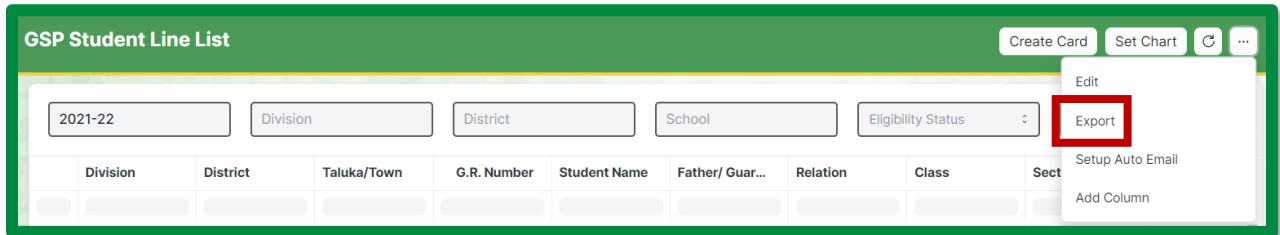
1. Click on **GSP Student Line List Report** under GSP Reports.



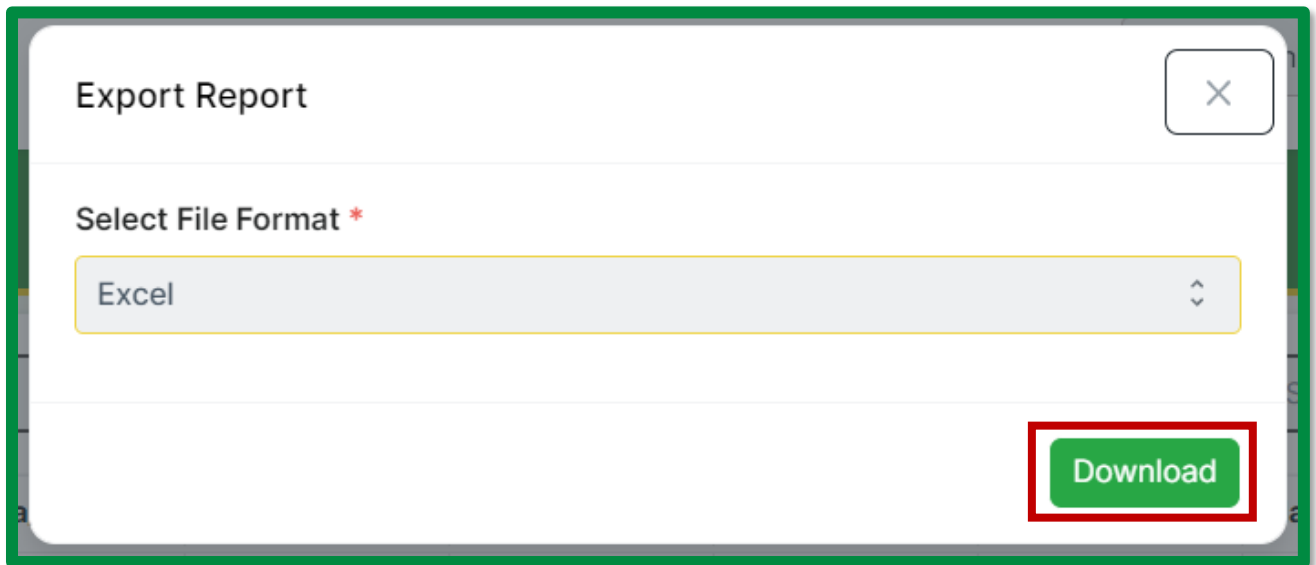
2. GSP Student list will open. Select eligibility status from the drop-down menu to get eligible and not eligible GSP student list.



3. To export the report, click on the Menu option and select **Export**.

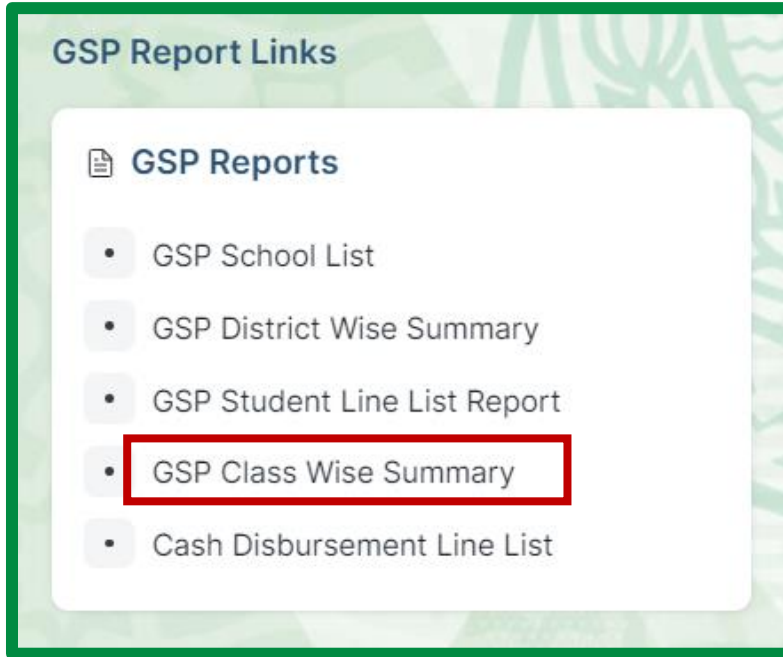


4. Select the file format from the drop-down menu (Excel or CSV) and click on **Download**.



GSP Class Wise Summary

1. Click on **GSP Class Wise Summary** under GSP Reports.



- GSP class-wise summary will open. Write a SEMIS code in the school option to get a specific School's class-wise summary.

GSP Class Wise Summary Create Card Set Chart 🔄 ⋮

2021-22

Class	Total Students	Total GSP Forms	Eligible Students	Ineligible Students
1 Class IX	143	123	12	111
2 Class VI	127	181	15	166

- To export the report, click on the Menu option and select **Export**.

GSP Class Wise Summary Create Card Set Chart 🔄 ⋮

2021-22

Class	Total Students	Total GSP Forms	Eligible Students	Ineligible Students
1 Class IX	143	123	12	111

Export

Edit

Setup Auto Email

Add Column

- Select the file format from the drop-down menu (Excel or CSV) and click on **Download**.

