Non Formal Education Management Information System (NFEMIS)

USER’S MANUAL

The Non Formal Education Management Information System-NFEMIS (Web-Version) is a replacement of legacy NFEMIS (Desktop System), which was designed for record keeping of non-formal schools, centers, teachers, learners and their assessments, monitoring and tracking. Desktop version was developed with the legacy technologies and has few limitation in it where as NFEMIS (Web-version) has been developed by using the cutting edge technologies and tools to provide ability to centralized every single record at National level.

NFEMIS.net is a centralized software hosted on a dedicated server for round the clock online managed access across the globe. For this purpose organization, provincial and district level users groups along with their roles are defined/created to access the application. This online versions has additional features of both class and package system. The assessment, tracking and monitoring systems are revised and improved in this systems.

NFEMIS.net is a large database system which can be used for managing Non Formal educational projects. Four Fundamentals modules of any NFE project like planning, implementation, monitoring/ tracking and evaluation are core components of this NFEMIS system. Raw data is collected from the field on a system generated pro-forma. Planners/ Managers can do the statistical analysis based on the reports generated from that raw data. Its implementation module covers the detailed information about Non Formal Basic Education (NFBE) schools and Adult Literacy Centers (ALCs), teachers and their qualification, Learner enrollment history, complete tracking
information on open and closed schools, teacher replacement history as well as information on school supervisory staff and affiliated NGOs. Its monitoring module which is divided into two parts; in first part, physical conditions of schools/ centers and provided facilities are monitored on monthly bases, while in the second part learners are tracked individually on quarterly basis. The Evaluation module assesses the learners who are appeared in the exam and are evaluated by taking mid and final exam.
PREFACE

TBD has to be provided by JICA to be pasted here for project overview.
## ABBREVIATION AND ACRONYMS

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<td>Adult Literacy Centre</td>
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<tr>
<td>JICA</td>
<td>Japan International Cooperation Agency</td>
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<td>KPI</td>
<td>Key Performance Indicator</td>
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<td>MIS</td>
<td>Management Information System</td>
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<td>NFBE</td>
<td>Non Formal Basic Education</td>
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<td>NFEMIS</td>
<td>Non Formal Education Management Information System</td>
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<td>NGO</td>
<td>Non-Government Organization</td>
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<td>SA</td>
<td>System Administrator</td>
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<td>Union Council</td>
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DEFINITIONS AND CONCEPTS

MIS:
Management information system (MIS) is usually based on periodic reporting system and collect data on routine Activities computerized and processed to information to support human decision-making process.

NFBE:
Non Formal Basic Education refers to the newly introduced system which has been designed to support the formal system for the promotion of primary education.

ALC:
Adult Literacy Center is a structure, designed and recommended in the present project and is the learning place for target adults of age group (15-35) years as per PLPP defined criteria.

UNION COUNCIL:
UC is the third and lowest tier of the local government system. Typically, a UC has a population between 10,000 to 40,000 in a group of contagious villages. Its area cannot exceed that of Tehsil.

MOUZA / VILLAGE:
Refer to the smallest official rural unit. The term originated from the revenue department. Usually call revenue or the census village. A Mouza is typically composed of a main settlement, with a certain name. It is further composed of smaller settlement (called Mohallaha, Basti, and Dera as per the local terminology).

MOHALLAH / BASTI:
A settlement or a small community within the Mouza/village. These settlements are not recorded in any official document such as the census, revenue rolls and electoral lists. Their names are not standardized and each Basti could go by more than one similar sounding name. Mohallaha’s are in the main village and are closed to each other but Basties are usually scattered clusters, away from the main settlement of a village.

DATABASE:
A database is a collection of information that is organized so that it can easily be accessed, managed, and updated. In one view, databases can be classified according to types of content: bibliographic, full-text, numeric, and images. This can be managed to meet the needs of a community of users.

REPORTS:
A database report presents information retrieved from a table or query in a preformatted, attractive manner. The purpose of reports is usually to inform and enable the management for future planning.
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CHAPTER-1

INTRODUCTION

Background

Basic education is a fundamental human right and it is the base for both human and nation development. The government of Pakistan is constitutionally committed to spread the education nationwide but due to the lack of resources the pace to achieve this target is very sluggish. To accelerate the pace, Non-formal schools have begun to play a dramatic role in educating those who have long been ignored in Pakistan especially in rural areas. Universal primary education goal in Pakistan cannot be successful without the help of non-formal education system. Non-formal schools are not an alternative education system, but rather, it is an opportunity for children and illiterate adults to gain basic education and learn literacy skills. The program aims to meet the education needs of the local community by flexible approaches.

NFEMIS is in place to make things systematical and faster. NFEMIS is developed under the Govt. of Pakistan, by the technical support of JICA. This system is basically updated version of old Non formal education system NFEMIS. This system deals with the quantitative aspects of the data in non-formal education programs to provide effective information in the form of different KPIs.

Following are some objectives of NFEMIS.

Objectives

To provide the accurate data and information at all levels of managements of non-formal education for planning, decision making and policy formulation, To identify total number and %age of literate, illiterates and out of school children in different localities, Extensive information for micro planning to achieve the target of 100% Literacy in Pakistan, To introduce a proper monitoring mechanism to evaluate the performance of all participants based on international KPIs, Other administrative work including teacher training, teacher replacement is also facilitated by providing administrators with appropriate procedures.

NFEMIS

NFEMIS – Non Formal Education Management Information System is a large database system which can be used for managing Non Formal educational projects. Four Fundamentals modules of any literacy project like planning, implementation, monitoring/tracking and evaluation are core components of this NFEMIS system.

Raw data is collected from the field on a system generated pro-forma. Planers do the statistical analysis based on the reports generated from that raw data. Implementation module covers the detailed information about Non-Formal Schools/Centers, teachers and their qualification, Learner enrollment history, complete track of open and closed schools, teacher replacement as well as school supervisory staff and affiliated NGO’s. The Monitoring module which is divided into two parts, in first part, physical conditions of schools/centers and provided facilities are monitored on monthly bases, while in the second part learners are tracked individually on quarterly basis. The Evaluation module assesses the learners who are appeared in the exam and are evaluated by taking mid and final exam.

All kind of data and information regarding the above mentioned modules can be easily accessed and shared with authorities by generating different types of reports from the system.

Audience

The primary audiences for this user guide are admin and data entry operators. The admin is responsible of controlling this system at higher level and responsible to provide access to system users.
CHAPTER-2

Home Page & Menu bar.
Open your system Web Browser and type NFEMIS web URL: www.nfemis.net and press enter this will open a new web page for NFEMIS users this called User Login Page. On this page you will provide user name and password for the registered user and then press Sign in button. After pressing Sign in button system will check the given user name and password is valid or not, if given user detail is valid and user already registered then system will allow you to Sign and open new page otherwise system will generate error to register user first.

In order to get user name and password only administrator has rights to create new user for any organization, Please contact with system administrator for any user related query.
Dashboard

Button and Their Function:

New:
This button is being used for clear textbox for new data entry.

Save:
This button is being used for save user input data to database.

Save & New:
This button is being used for save user input data and refresh textbox for new entry.

Refresh:
This button is being used for refresh current page data.

Main Menu Toolbar

The main menu bar has contained several sub menus which are as follow.

System Setup
1. Qualification Level
2. Disciplines
3. Guardian Relations
4. Implementing Agencies
5. Banks
6. Training Types
7. School Levels
8. School Mediums
9. School Gender
10. School Age Groups
11. Occupation
12. Religions
13. Classes
14. Class Subject
15. Projects
16. Trainer
17. NGO's
18. Field Staff
19. Manage User
20. Lady Health Worker

Geographical Data
1. Provinces
2. Districts
3. Tehsils
4. Union Councils
5. Villages/Towns
6. Basties

Schools/Teacher
1. Schools
2. Closed School
3. Teachers
4. Teacher Schools Association
5. Teacher Training

Assessment/Tracking
1. Learner Assessment
2. Learner Tracking

Basti Summary
1. Basti Summary

Monitoring Performa
2. Monitoring Pro-forma

List Reports
3. Field Staff List
4. Closed School List
5. Learner List
6. School List
7. Teacher Bank Account List
8. Teacher List
9. Untrained Teacher List
10. Teacher Left Transfer
**Detail Reports**
1. Field Staff Detail
2. Learner Detail
3. School Detail
4. Teacher Detail
5. Learner Mark sheet

**Summary Reports**
1. Field Staff Summary
2. School Statistics
3. Learner Mark sheet
4. Assessment Summary
5. UC Assessment Summary
6. Dropout Summary
7. Enrolment Summary
8. Fresh Intake Summary
9. Tracking Summary
10. Basti Summary
11. UC Summary

**Performa Reports**
1. Learner Assessment Performa
2. Learner Tracking Performa

**Procurements**
1. Request Procurement
2. Confirm Procurement
3. Purchase
4. Distribution
5. Report Request Procurement
6. Report Distribution Procurement
7. Report Purchase Procurement
8. Report Distribution Procurement
9. Report Distribution Summary
10. Report Item wise Summary
CHAPTER 3

SYSTEM SETUP

Qualification Level

Accessing Tips:
Left Navigation bar>System Setup > Qualification Level

Purpose:
This form will be used to add, modify and delete record of Qualification Level.

Qualification Level:
Write the qualification level e.g. Metric, Intermediate, Graduation etc.

Basic Pay:
Write the salary amount of the teacher according to her qualification level.

Utility Charges:
Write the amount of utility charges which given to the teacher.

Professional:
If the qualification level falls in the category of professional qualification e.g. PT, CT, PTC, Bed, Med etc. Then check / tick the box otherwise it will remain uncheck.

[Image of a screenshot of the system setup interface]
Disciplines

Accessing Tips:
Left Navigation bar> System Setup > Discipline

Purpose:
This form will be used to add, modify and delete record of Discipline.

Qualification Level:
Select the qualification level from dropdown list.

Discipline:
Write the discipline or specialization of the teacher e.g. Science, Arts, General Science etc...
Guardian Relation

Accessing Tips:
Left Navigation bar > System Setup > Guardian Relation

Purpose:
This form will be used to add, modify and delete record of Guardian Relation.

Relation:
Write the relation with guardian.

Relation Abbreviation:
Write the abbreviation e.g S/O in case of Son of.
Implementing Agency

Accessing Tips:
Left Navigation bar > System Setup > Implementing Agency

Purpose:
This form will be used to add, modify and delete record of Implementing Agency.

Agency Short Name:
Write the short name of implementing agency in this text box e.g. JICA, NEF etc...

Agency Full Name:
Write the complete name of implementing agency
Bank

Accessing Tips:
Left Navigation bar > System Setup > Bank

Purpose:
This form will be used to add, modify and delete record of Bank.

Bank Name:
Write the complete Bank name

Bank Short Name:
Write the Short name of the Bank e.g. HBL, UBL, etc...
Training Type

Accessing Tips:
Left Navigation bar > System Setup > Training Type

Purpose:
This form will be used to add, modify and delete record of Training Type. e.g Pre-service or after service trainings.

Training Type:
Write the type of training.

Description:
Write something or little explanation about training type.
School Level

Accessing Tips:
Left Navigation bar > System Setup > School Level

Purpose:
This form will be used to add, modify and delete record of School Level.

School Level:
Write the level of school e.g. Primary, middle, high etc...
School Medium

**Accessing Tips:**
Left Navigation bar > System Setup > School Medium

**Purpose:**
This form will be used to add, modify and delete record of School Medium.
School Gender

**Accessing Tips:**
Left Navigation bar > System Setup > School Gender

**Purpose:**
This form will be used to add, modify and delete record of School Gender.

**School Gender:**
Write the gender of school e.g. Male, female, co-education etc...
School Age Group

Accessing Tips:
Left Navigation bar > System Setup > School Age Group

School Age Group:
Write the age group of the population who study in school e.g. 4 to 9 years of age, 10 to 14 years of age etc.
Occupation

Accessing Tips:
Left Navigation bar > System Setup > Occupation

Purpose:
This form will be used to add, modify and delete record of Occupation.

Occupation Type:
Select occupation type (Agriculture or Non Agriculture) from dropdown box, which entered already in the database.

Occupation:
Write the actual name of occupation e.g. teacher, doctor etc...
Religion

Accessing Tips:
Left Navigation bar > System Setup > Religion

Purpose:
This form will be used to add, modify and delete record of Religion.

Religion:
Write the religion name e.g. Islam, Hinduism, Christen etc...
Classes

**Accessing Tips:**
Left Navigation bar > System Setup > Class

**Purpose:**
This form will be used to add, modify and delete record of Class.

**Class Short Name:**
Write the short name of the class e.g. C1, C2, etc..

**Class Name:**
Write the complete name of the class e.g. Class I, Class II Or Packag-A, Packag-B, Lit program etc..

**Is ALC class**
Type yes under this field if the class name belongs to Adult Literacy Center class

**Is Package**
Type yes under this field if class name belongs to package system of classes
Classes Subject

Accessing Tips:
Left Navigation bar > System Setup > Class Subject

Purpose:
This form will be used to add, modify and delete record of Class.

Class Name:
Write the complete name of the class e.g. Class I, Class II, Package-A, etc.

Class Code:
Class code is the short form of subject like in case of English, class code may be ENG etc.

Class Subject:
Write the name of the subject taught in particular class e.g. Urdu, English, and Mathematics.
Project

Accessing Tips:
Left Navigation bar > System Setup > Project

Purpose:
This form will be used to add, modify and delete record of Project.

Project Short Name:
Write the short name of the project e.g. PLPP, LP etc...

Project Full Name:
Write the complete name of the project e.g. Punjab Literacy Promotion Project etc.

Is Package
Check / tick the is package option if the Project is for Package system of classes
Trainer

Accessing Tips:
Left Navigation bar > System Setup > Trainer

Purpose:
This form will be used to show all trainers, modify and delete record.

New Entry:
For enter new trainer's record.
Province:
Enter the province name.

District/Agency:
Enter the name of District/Agency.

Trainer Name:
Write the full name of the trainer.

CNIC #:
Write the CNIC number of Trainer.

Residence Phone #:
Write the residence phone number of trainer.

Cell #:
Write the cell number of trainer.

Office Phone#:
Write the Office phone number of Trainer.

Email:
Write the Email address of trainer.

Add Qualification:
For Trainer Qualification data.

Level:
Write the Qualification degree name.

Disciplines:
Write the Disciplines of trainer degree.

Passing Date:
Write the degree passing date.

Obtain Marks:
Write the obtain marks.

Total Marks:
Write the total marks.

CGPA/Grade/Div.:
Write the CGPA/Grade/Division of trainer degree.

Save:
Save Trainer Qualification data.

Close:
Close the Qualification window.
Add Experience:
For Trainer Experience record.

**Organization:**
Write the name of Organization.

**Designation:**
Write the designation of previous job.

**Date From:**
Enter the job starting date.

**Date To:**
Enter the job leaving date.

**Is Current Job:**
If trainer has no previous job experience.

**Save:**
Save Trainer Experience data.

**Close:**
Close the Experience window.
Accessing Tips:
Left Navigation bar > System Setup > NGO

Purpose:
This form will be used to add, modify and delete record of NGO.

NGO Short Name:
Write the NGOs’ abbreviated name.

NGO Name:
Write the complete NGO name.

Register With:
Write the autonomous registration authority.

Registration No:
Write the assigned registration number.

Agreement Start Date:
Write/Select the Start Date of Agreement from dropdown list.

Agreement End Date:
Write/Select the agreement expire date from dropdown list (which must be greater than agreement start date).

Withdraw Date:
Write/select with draw date from dropdown list. (Discontinue date with autonomous body due to the weak performance of NGO or etc...).

Status:
Select the current NGO status from the drop down list.

Remarks:
Write the particular remarks about NGO.

Contact Person:
Write the name of Contact person.

Designation:
Write the designation of NGO Contact person.

Phone:
Write the Phone number.

Fax:
Write the Fax number.

Contact Cell:
Write the Contact cell of contact person.

Email:
Write the Email.

Address:
Write the complete address.
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| Contact Person Cell                  |  |
| Email                                |  |

Activate Windows
Go to Settings to activate Windows.
Field Staff

Accessing Tips:
Left navigation bar > System Setup > Field Staff

Purpose:
This form will be used to View, modify and delete record of Field Staff.

New Entry:
For enter the new field staff record.
Province:
Select the required Province from dropdown list.

District:
User will select the required district from dropdown list.

Staff Name:
Write the staff Name.

CNIC#:
Write the Computerized National Identity Card number.

Guardian Name:
Write the Guardian Names.

Cell #:
Write cell number of Guardian.

Guardian Relation:
Select the Guardian relation from dropdown list.

Staff Type:
Select the particular Staff type from the dropdown list.

Designation:
Write the Designation.

NGO/Project:
Select the NGO Staff from the staff type dropdown list then all the registered NGO will populate in NGO/Project dropdown list and he/she will select particular NGO. If he/she select Project Staff from dropdown list of staff type then implementing agency will be populate in NGO/Project dropdown.

Present Address:
Write the present address.

Office Address:
Write the office address.

Add Qualification:
For Staff Qualification Data.
Level:
Write the latest degree level.

Disciplines:
Write the degree Disciplines.

Passing Date:
Write the degree passing date.

Obtain Marks:
Write the obtain marks.

Total Marks:
Write the Total Marks of the Degree.

CGPA/Grade/Div.:
Write the CGPA/Grade or Division of degree.

Add Experience:
For staff Experience record.

Organization:
Write the name of last working Organization.

Designation:
Write the Designation of Last job.

Date From:
Write the Job Joining date.

Date To:
Write the Job leaving Date.

Is Current Job:
If trainer has no previous job experience.
Manage Users

Accessing Tips: Left Navigation bar > System Setup > Manage Users
Purpose: This form will be used to add, modify and delete record of users.

User Group:
Write the user group e.g. (Province, District, and Federal)

Role:
Select the user role e.g. (Admin, Data Entry Operator)

Province:
Write the complete province name.

District/Agency:
Write the District name.

Project:
Write the project name e.g. (NFE, JICA etc.).

Agency:
Write the complete Agency name e.g. (JICA, NEF, PEF etc.)

First Name:
Write the first name of user.

Last Name:
Write the last name of the user.

User Name:
Write the username of the creating user.

Password:
Write the password for the creating user.
Lady Health Worker

**Accessing Tips:**
Left Navigation bar > System Setup > Lady Health Worker

**Purpose:**
This form will be used to add, modify and delete record of lady health workers.

- **Province:**
  Write the complete province name.

- **District/Agency:**
  Write the Complete District name.

- **Tehsil/Taluka:**
  Write the complete Tehsil name.

- **UC/Tribal:**
  Write the Complete Union Council Name.

- **Worker Name:**
  Write the complete name of the worker.

- **Guardian Relation:**
  Write the guardian relation.

- **Guardian Name:**
  Write the complete name of the Guardian.

- **Contact No:**
  Write the contact number of the Guardian

- **CNIC #:**
  Write the Computerized National Identity Card Number.

- **Address:**
  Write the complete address of the worker.
CHAPTER 4
GEOGRAPHICAL DATA

Province

Accessing Tips:
Geographical Data > Province

Purpose:
This screen will be used to enter the Province information.

**Province Code:**
Write the province code.

**Province Short Name:**
Write the short name of province e.g. PB, NWFP etc..

**Province Name:**
Write the full province name e.g. Punjab etc...
District/Agency

**Accessing Tips:**
Geographical Data > District/Agency

**Purpose:**
This screen will be used to enter the District information.

![District Screen Image]

**Province:**
Select the particular province from the drop down list.

**District Code:**
District code has two parts. In first part, code will be automatically appear according to selected Province. In second part write the two digits code of district.

**District Name:**
Write the full district name i.e. Khushab etc.
Tehsil /Taluka

Accessing Tips:
Geographical Data > Tehsil/Taluka

Purpose:
This screen will be used to enter the Tehsil information.

Province:
Select the province from the drop down list.

District:
Select the district from the drop down list.

Tehsil Code:
Tehsil code has two parts when. In first part code will be appeared based on selected province and district, in second part write the two digits code of tehsil.

Tehsil Name:
Write the complete tehsil name e.g. Quaid Abad, Noor pur etc..
Union Council/Tribe

Accessing Tips:
Geographical Data > Union Council/Tribe

Purpose:
This screen will be used to enter the Union Council information.

Province:
Select the province from the drop down list.

District:
Select the district from the drop down list.

Tehsil:
Select the tehsil from the drop down list.

UC Code:
UC code has two parts. In first part code will be appeared based on selected province, district and tehsil. In second part write the two digits code of union council.

UC Name:
Admin will write the full UC name i.e. Kund, Uchali etc.
Village / Town

Accessing Tips:
Geographical Data > Village / Towns

Purpose:
This screen will be used to enter the Village / Town information.

**Province:**
Select the province from the drop down list.

**District:**
Select the district from the drop down list.

**Tehsil:**
Select the tehsil from the drop down list.

**Union Council:**
Select the UC from the drop down list.

**Village Code:**
Village code has into two parts. In first part code will be appeared based on selected province, district, tehsil and union council. In second part write the three digits code of Village.

**Village Name:**
Write the complete village name e.g. Kund Shumali, Kund Janubi etc.
Accessing Tips:
Geographical Data > Bastis

**Purpose:**
This screen will be used to enter the Basti information.

**Province:**
Select the province from the drop down list.

**District:**
Select the district from the drop down list.

**Tehsil:**
Select the tehsil from the drop down list.

**Union Council:**
Select the UC from the drop down list.

**Village:**
Select the village from the drop down list.

**Basti Code:**
Basti code has two parts. In first part code will be appeared based on selected province, district, tehsil, union council and village. In second part write the three digits code of Basti.

**Basti Name:**
Write the complete Basti name e.g. basti Sardaran Wali, basti khokhranwali etc.
CHAPTER 5

SCHOOLS/TEACHERS

Schools

Accessing Tips:
Schools/Teachers > Schools

Purpose:
This form will be used to Search, add, modify and delete school and it’s supervise record.

New Entry: For enter the new field staff record.
Area Information:

**District/Agency:**
Select the desired district from the drop down list.

**Tehsil/Taluka:**
Select the desired tehsil from the drop down list.

**Union Council/Tribe:**
Select the desired union council from the drop down list.

**Village/Towns:**
Select the desired village/town from the drop down list.

**School Profile:**

**Constituency Name (National):**
Write the desired Constituency Name.

**Constituency No (National):**
Write the desired Constituency number.

**Implantation Agency/Organization:**
Select the implementation agency from the drop down list. After selection a code will appear in the code field which wills generate with the combination of village code and implementation agency.

**Old School code:**
Write the old school code up to the 20 characters length.

**School Name:**
Write the school name in the following format.

**Location/Locality:**
Write the nearest place of interest i.e. Famous place, Mosque, Canal, Road or a Petrol pump etc.

**Project Name:**
Select the particular project name from the drop down list under which the school is running.

**School Center Type:**
Select the school type from the predefined school drops down list e.g. (ALC, NFBE).
**Age Group:**
Select the particular age group from the drop down list.

**School Level:**
Select the school level from the drop down list.

**School Gender:**
Select the school gender from the drop down list.

**Building Type:**
Select the type of the school building from the drop down list.

**Medium:**
Select the school medium from the drop down list.

**Opening Date:**
Write the school opening date in the DD-MM-YYYY e.g. 14-02-2011.

**Start Time:**
Write the school start timing e.g. 11:00 AM.

**End Time:**
Write the school end/ close timing e.g. 03:00 P.M.

**Alternate School Code:**
Write the School Alternate Code.

**Address:**
Write the school complete address along with village and union council name.

**Longitude:**
Write the Longitude.

**Latitude:**
Write the Latitude.
Register Learner:

**Purpose:**
This form will be used to add, modify and delete the learner’s records.

**Accessing Tips:**
School (Record Editable Mode > Click button> Register Learner.

Search School:

**School Code:**
Show the selected school code.

**School Name:**
Show the selected school name (Read only).

**Learner Information:**

**Admission Date:**
Select/Write the Admission Date from dropdown list.

**Admission/Silsala No:**
By default Value will start from “1” against the particular school. If the admission no. already exists then user can also enter it manually. In case of duplication a message window will appear.
**Admission Status:**
If Ever Attended option selected from Admission status dropdown then new window will open and we have to provide its previous education status which includes school leaving class, dropout date and reason.

![Ever Attended](image)

**School Leaving Class:**
Select school leaving class from this dropdown if ever attended option selected.

**Dropout Date:**
Select class dropout date if ever attended option selected.

**Dropout Reason:**
Select dropout reason from dropdown if ever attended.

**Current Status:**
Select the learner current status from drop down list. In case of new enrollment the default value for current status is “attending regularly”.
If we are editing the existing learner and change its status to “Dropout “then a “Student Status” form will appear.

![Dropout](image)

Select the Status date and also select the “Dropout” reasons from the “Reasons “Dropdown list and click on Save button.

If selected status is “Mainstream” then we have to provide the mainstreamed date, school name and registration number of the mainstreamed school.

![Mainstream](image)
If selected status is "Completed" then we have to provide the Course completion date with remarks

![Completed status form]

Note: After change in status of learner from attending regularly to dropout / mainstreamed / completed; the record will move from the main panel grid to Learner having left school” list.

**Class/Package:**
Select class from or package from the drop down list e.g. (Lit-Program, Short Program)

**Learner Name:**
Write the Learner Name.

**Gender:**
Select the gender of learner from the dropdown list.

**Date of Birth:**
Enter the date of the birth for the learner.

**Religion:**
Select religion from the drop down list.

**Disability:**
Select the disability from the dropdown list.

**CNIC/B-Form of Learner:**
Write the CNIC number or B-Form number of the learner.

**Guardian Relation:**
Select the Guardian Relation from the dropdown list.

**Guardian Name:**
Write the Guardian Name.

**Occupation:**
Select occupation from the drop down list.

**Citizenship:**
Write the Citizenship of the guardian.

**Address:**
Write the complete address.

**Remarks:**
Write the remarks.
School Supervision
The school supervisor section deals with two types of staff either it is implementing agency own staff or supervision is given to some NGO staff.

NGO Staff:
We tick / check this button if supervision of the school/center is through some NGO.

Implementing Agency:
By default implementing agency name is selected and this text box is locked. But if we checked / ticked the NGO staff check box then we have to select the NGO name.

Supervisor:
Select the supervisor name from the drop down list.

Allocation Date:
You need to select the date from which supervisor actually take charge of school supervision.

De allocation Date:
If we need to change the supervisor then first we de allocate the existing supervisor from this school by providing the deallocation date.

De allocation Reason:
Write the specific deallocation reason and press the Save button to update the record.
Close School

**Purpose:**
This form will be used to close the functional school due to some reason.

**Closure Date:**
Write the date on which school was closed.

**Closure by:**
The authority name on which direction school is going to closed.

**Closure Reason:**
Write the specific reason to close a school.
Teachers

Accessing Tips:
Schools/Teachers > Teacher

Purpose:
This form will be used to search, add, modify and delete teacher record.

New Entry:
This button is used to add new teacher information and save record.
Area Information

District:
Select the required district from dropdown list.

Tehsil:
Select the required Tehsil from the dropdown list.

Union Council:
Select the required Union Council from the dropdown list.

Village:
Select the required Village from the dropdown list.

Personal Information

Teacher Name:
Write the teacher name.

Guardian Relation:
Select the guardian relation of dropdown list.

Guardian Name:
Write the guardian name of the teacher.

Teacher Old Code:
Write the old/previous code of the teacher if there is available.

CNIC #:
Write the teacher Computerized National Identification Card (CNIC) number.

Date of Birth:
Select/Write the date of birth from dropdown list.

Gender:
Select the gender from dropdown list.

Joining Date:
Select the joining date from dropdown list.

Contact No:
Write the contact number of the teacher if there is available.

Document Verified:
If the document of the teacher will be verified then check the box otherwise it will remain uncheck.

Address:
Write the address of teacher.

Bank Account Information

Bank:
Select the bank name from the dropdown list.

Branch Code:
Write the branch code of selected bank.

Account #:
Write the account number of the teacher.

Branch:
Write the branch name of selected bank.

Salary:
Write the salary of teacher.
Qualification & Experience

Qualification and experience of the teacher will be entered through following two separate forms:

Add Qualification

Level:
Select the qualification level from the dropdown list e.g Masters, Graduate, Doctorate.

Discipline:
Select the discipline from the dropdown list e.g Master in Arts, Masters in Science, Master in Computer Science.

Passing Date:
Enter passing date (Degree Completion date).

Obtain Marks:
Obtain marks in respective degree.

Total Marks:
Total marks in respective degree.

After filling the qualification information of the teacher click on Save button to it. The saved record will appear in the teacher main form with Edit and delete button for further future modifications in the qualification.
Add Experience

**Organization:**
Write the organization name where he/she has been working.

**Designation:**
Type the designation while he/she was working in organization.

**Date From:**
Select the date from where he/she joined job.

**Date To:**
Select the date when he/she leave job.

**Is Current Job:**
If he/she is currently doing job then check the box otherwise it will remain uncheck.

After filling the experience information of the teacher click on Save button to add it in the main teacher form. Where it is appear with Edit / Save button for further future modification in experience data of the teacher.
Teacher School Association

**Accessing Tips:**
Schools/Teachers > Teacher School Association

**Purpose:**
This form will be used for the association between teacher and school.

### Area Information

**District:**
Select the desired district from the drop down list.

**Tehsil:**
Select the desired tehsil from the drop down list.

**UC:**
Select the desired union council from the drop down.

**Village:**
Select the desired union council from the drop down list.

**Teacher Name:**
Select the particular teacher name from dropdown list.

**School:**
Select the school from the drop down list for the purpose of association with teacher.

**Joining Date:**
Select the teacher joining date.

**Leaving Date:**
Select the teacher leaving date if already associated teacher left the school.

Note: If the selected teacher from dropdown list is already assign to school then a message window will appear.
Teachers Training

**Accessing Tips:**
Schools/Teacher > Trainer

**Purpose:**
This form will be used to search, add, modify and delete the trainer's record.

---

**New Entry**

![Image of new entry form]

---
Training Information

Province:
Select the desired province from the drop down list.
District:
Select the desired district from the drop down list.
Tehsil:
Select the desired tehsil from the drop down list.
UC:
Select the desired union council from the drop down list.

Training Detail

Topic:
Write the topic of the training.
Sponsors:
Write the sponsor's name.
Type:
Select the training type from the dropdown list.
Venue:
Write the venue of the training place.
Batch:
Enter the batch number for the training.
Duration:
Enter the period of training.
Start Date:
Enter the training start date.
End Date:
Enter the training end date.

Add Trainer
Purpose:
This form will be used to search and save the trainer training record.

Province:
Select the desired province from the drop down list.

District:
Select the desired district from the drop down list.

Name:
Enter the name of trainer for training

CNIC #:
Enter the CNIC number of the trainer for training

Add Teacher

Purpose:
This form will be used to search and save the trainer training record

Province:
Select the desired province from the drop down list.

District:
Select the desired district from the drop down list.

Tehsil:
Select the desired tehsil from the drop down list.

UC:
Select the desired union council from the drop down.

Village:
Select the desired village from the drop down.

Name:
Enter the name of teacher for training

CNIC #:
Enter the CNIC number of the teacher for training.

Select Teacher:
Select the teacher name from the list.
NFBE Learner Assessment

**Accessing Tips:**
Assessment & Tracking > Learner Assessment

**Purpose:**
This form will be used to search, add, and modify the NFBE learner’s assessment for a particular school.

New Entry
Area Information

**District:**
Select the required district from dropdown list.

**Tehsil:**
Select the required Tehsil from the dropdown list.

**Union Council:**
Select the required Union Council from the dropdown list.

**Village:**
Select the required Village from the dropdown list.

**School:**
Select the required school from dropdown list.

**Venue:**
Write the exam venue/place.

**Supervision:**
Write the exam supervisor name.

**Date From:**
Write or select the exam starting date.

**Date To:**
Write or select the exam ending date.

**Assessment Type:**
Select the assessment type from the dropdown list.
Learner Tracking

**Accessing Tips:**
Assessment & Tracking > Learning Tracking

**Purpose:**
This form will be used to search, add, and modify the tracking information for a particular school.

![Learner Tracking List](image)

**New Entry:**

![New Entry](image)
Tracking Performa

**District:**
Select the required district from dropdown list.

**Tehsil:**
Select the required Tehsil from the dropdown list.

**Union Council:**
Select the required Union Council from the dropdown list.

**Village:**
Select the required Village from the dropdown list.

**School:**
Select the particular school from the drop down list.

**School Code:**
Write the specific school code and click on search button to find it.

**Tracking Date:**
Write/select tracking date from the drop down list

**Monitor:**
Select the monitoring authority from the drop down list.

**Data Entry Operator Name & Signature:**
Write the data entry operator name.

**Save & Next:**
Click on button to save the above record and clear all fields for new record.
CHAPTER 7

BASTI SUMMARY

Basti Summary

Accessing Tips:
Basti Summary>Basti Summary

Purpose:
Basti summary pro-forma has been designed to enter the records of school going or not going, literate and illiterate NFBEs and ALCs' population at basti level.

New Entry.
Area Information

**District:**
Select the required district from dropdown list.

**Tehsil:**
Select the required tehsil from the dropdown list.

**Union Council:**
Select the required union council from the dropdown list.

**Village:**
Select the required village from the dropdown list.

**Basti:**
Select the required basti from the dropdown list.

**Form No.:**
Write the form number in a numeric value. Record will not be saved without enter the form no.

**Total No. of Households:**
Write the “Total no. of Households” for a particular selected basti.

**School Attendance and Attainment**
This part has future four sub population section by different age groups and gender wise which are:

### School Attendance & Attainment

<table>
<thead>
<tr>
<th></th>
<th>0-6 years</th>
<th>5-7 years</th>
<th>8-9 years</th>
<th>10-11 years</th>
<th>12-13 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>12-13 years</th>
<th>14-15 years</th>
<th>16-17 years</th>
<th>18+ years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
0-4 years
5-7 years
8-9 years
10-16 years

Write the school going, not going and drop out males and females population in their relevant fields against the each above mentioned age group. All the entered values are automatically sum up into the male total column (M), female total column (F) and overall total field (T) in their relevant fields. Each age group also has its own sum up value in its particular field.

**Literacy Status**
This part has future three sub population section by different age groups and gender wise which are:
17-24 years
25-+ years

Write the literate and illiterate males and females population in their relevant columns against the each above mentioned age group. All the entered values are automatically sum up into the male total column (M), female total column (F) and overall total column (T) in their relevant fields. Each age group also has its own sum up value in its particular field.
CHAPTER- 8

MONITORING PROFORMA

Monitoring Performa

Accessing Tips:
Monitoring Pro-forma > Monitoring Pro-forma
Monitoring Pro-forma (Page-1)
Monitoring Pro-forma (Page-2)
Monitoring Pro-forma (Page-3)

Purpose: This form will be used to add, modify and delete the monitoring information of particular schools/Centres. Monitoring Pro-forma has also been designed to properly monitor the schools or centers’ condition and administration, teachers, learners, VECs or NGO’s performance. It has two pages having different variables under the different sections. All the sections are given below in detail.

Area Information
This section will facilitate the user to sort the existing schools or centers name up to the village level. This section will also offer the advance level searching criteria through different parameters by clicking on button. After clicking the following window will appear with different searching methods which are: Area wise searching. By the CNIC unique key (User can search any teacher by writing the particular CNIC card no.) By writing the particular teacher name. By placing the visiting date.

Section (A) Basic Information
This section tells us about the visits of literacy mobilizes in a particular schools or centers and also support in to identify the teacher duplication (with the support of school and teacher association).
**District:**
Select the required district from dropdown list.

**Tehsil:**
Select the required tehsil from the dropdown list.

**Union Council:**
Select the required union council from the dropdown list.

**Village:**
Select the required village from the dropdown list.

**Visit Date & Time:**
Write or select the currently visit date of the literacy mobilize in the school.

**Arrival Time:**
Write or select the arrival time of the literacy mobilize in a school.

**Departure Time:**
Write or select the departure time of the literacy mobilize in a school.

**School / Center Name:**
Select the particular schools which will be monitored by the literacy mobilize. When user will select any school / center from the drop down list then the school code.

**School/Center Type:**
Select the school /center type e.g. (NFBES, ALC, and Community School).

**School Code:**
Enter the school code for visit.

**Address:**
Write the school complete address.

**Teacher Name:**
Write the teacher name.

**D/O, S/O, W/O:**
Write the teacher guardian name.

**School Hours:**
Write the school starts (From) and close (To) timing.

**Last Visit of LM:**
Write the last visit date of the literacy mobilize in a school.

---

**8.1.3 Section (B) School Administration Information**

This section will tell the overall physical condition of the school and provided facilities i.e. Availability of learning and teaching material, educational equipment and record keep materials. Select any single option against the different indicators by clicking on the radio button keeping in view the predefined scale (1: Satisfactory, 2: Unsatisfactory, 3: Totally absent).
Physical condition of the premises
This section have the several indicators i.e. Light, Washroom, Drinking water etc. Regarding the school physical premises. Select any single option against the different indicators by clicking on the radio button keeping in view the predefined scale (1: Fully Available, 2: Partially available, 3: Not available).

Availability of Learning and Teaching Material
This section has the several indicators regarding learning and teaching material i.e. Teacher Guides, Textbooks, Slates and Notebooks etc. Select any single option against the different indicators by clicking on the radio button keeping in view the predefined scale (1: Functional, 2: Available but not functional, 3: Not available).

Availability / Functionality of Educational Equipments
This section has the several indicators regarding the availability and functionality of educational equipments i.e. Signboards, Blackboards, Chalks etc. Select any single option against the different indicators by clicking on the radio button keeping in view the predefined scale (1: Functional, 2: Available but not functional, 3: Not available).

Record Keeping
Select any single option against the different records by clicking on the radio button keeping in view the predefined scale (1: Functional, 2: Available but not functional, 3: Not available).

Section (C) Teacher Information
This section has some structured queries about teachers. Select any single option against the different records by clicking on the radio button keeping in view the predefined scale (1: Very Good, 2: Good, 3: Average 4: Poor).
Section (D) Teacher Information

This section has been designed to store the different statistical information of the learners with their status, class and gender. Write the total number of learners against each description in a male (M) and female (F) column under the different class sections. All the values are automatically summed into the Male (M), Female (F) and Total (T) columns under the Total section.

**Reason of Change:** Enter the reason of last teacher change.

**Date of Change:** Enter the Date of Last teacher change.
Section (E) VEC/ EC and NGO Information

This section has been designed to evaluate the performance of VEC / EC and NGO. Select any single option against the different variables by clicking on the radio button.

**Date of Last Meeting:** Enter the date of last meeting for NGO.

**Visit Date:** Enter the date of last Ngo visit.

**Name of Visitor:** Enter the name of the visitor.

Section (F) Class Room Observation

Write the overall observation and remarks about the class room’s observation that which subjects being taught and theirs topics option against the different indicators by clicking on the radio button keeping.

**Class Room Interaction**

Write the overall interaction of the teacher his teaching behavior and remarks about the class room’s interaction option against the different indicators by clicking on the radio button keeping
Section (G) Others
Write the overall observation and remarks about the school, name of the visiting officer.

Signature of Teacher: Enter the signature of the school teacher.

Signature of Visiting Officer: Enter the signature of visiting officer.

Date of Entry to MIS: Enter the date of entry to MIS.

Name and Signature of Data Entry Operator: Enter the name of data entry operator.
CHAPTER 9

LIST REPORTS

List Reports

Types of Reports

NFEMIS system also provides the different kinds of reporting service features. These reports have been classified into three major categories which are: list Reports, detail reports and summary reports. All three categories help the public and private sectors’ planners and policy makers for both micro and macro level planning at various levels to know the on ground educational status. The hierarchy and the sub classes of these reports are given below.

List Reports

1. Field Staff List
2. Closed school List
3. Learner List
4. School List
5. Teacher Bank Account List
6. Teacher List
7. Untrained Teacher List
8. Teacher Left/ Transfer List
Field Staff List:

**Accessing Tips:**
List Reports > Field Staff List
All the parameters have been divided into sections which are:

- **Province:** Select the desired province from the dropdown list.
- **District:** Select the desired district from the dropdown list.
- **Staff Type:** Enter the staff type e.g. (Ngo staff, Implementing Agency).
- **Designation:** Enter the designation.
Closed School List:

**Accessing Tips:**
List Reports > Closed School List
All the parameters have been divided into sections which are:

**Province:**
Select the desired province from the dropdown list.

**District:**
Select the desired district from the dropdown list.

**Tehsil:**
Select the desired tehsil from the dropdown list.

**UC:**
Select the desired union council from the dropdown list.

**Village:**
Select the desired village from the dropdown list.

**Implementing Agency/Organization:**
Select the desired agency name from the dropdown list.

**Building Type:**
Enter the building type of the school (own building, rent).

**School Level:**
Enter the school level (Middle, Primery).

**School/Center Type:**
Enter the school center type e.g. (ALC, NON Formal).
School Gender:
Enter the school gender e.g. (male, female).

Opening Date (From):
Enter the school opening from date.

Opening Date (To):
Enter the school opening to date.

Age Group:
Enter the school age group e.g. (5-10 years, 10-15 years).

Medium:
Enter the school Medium e.g. (English, Urdu).

Project:
Enter the project name e.g. (Jica, NEF, and PEF).

Start Time:
Enter the school start time.

End Time:
Enter the school end time.

Closing Date (From):
Enter the school closing from date.

Closing Date (To):
Enter the school closing to date.
Learner List:

**Accessing Tips:**
List Reports > Learner List
All the parameters have been divided into sections which are:

<table>
<thead>
<tr>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Province:</strong></td>
</tr>
<tr>
<td>Select the desired province from the dropdown list.</td>
</tr>
<tr>
<td><strong>District:</strong></td>
</tr>
<tr>
<td>Select the desired district from the dropdown list.</td>
</tr>
<tr>
<td><strong>Tehsil:</strong></td>
</tr>
<tr>
<td>Select the desired tehsil from the dropdown list.</td>
</tr>
<tr>
<td><strong>UC:</strong></td>
</tr>
<tr>
<td>Select the desired union council from the dropdown list.</td>
</tr>
<tr>
<td><strong>Village:</strong></td>
</tr>
<tr>
<td>Select the desired village from the dropdown list.</td>
</tr>
<tr>
<td><strong>School/Center Type:</strong></td>
</tr>
<tr>
<td>Enter the school center type e.g. (ALC, NON Formal).</td>
</tr>
<tr>
<td><strong>School Gender:</strong></td>
</tr>
<tr>
<td>Enter the school gender e.g. (male, female).</td>
</tr>
</tbody>
</table>
School Status:
Enter the school status e.g. (active, in active).

Project:
Enter the project name e.g. (Jica, NEF, and PEF).

Student Age (From):
Enter the student age from date.

Student Age (To):
Enter the student age to date.

Class:
Enter the student class e.g. (Katchi, Class I, Class II).

Medium:
Enter the school Medium e.g. (English, Urdu).

Admission Date (From):
Enter the student admission from date.

Admission Date (To):
Enter the student admission to date.
School List:

**Accessing Tips:**
List Reports > School List
All the parameters have been divided into sections which are:

- **Province:**
  Select the desired province from the dropdown list.

- **District:**
  Select the desired district from the dropdown list.

- **Tehsil:**
  Select the desired tehsil from the dropdown list.

- **UC:**
  Select the desired union council from the dropdown list.

- **Village:**
  Select the desired village from the dropdown list.

- **Implementing Agency/Organization:**
  Select the desired agency name from the dropdown list.

- **Building Type:**
  Enter the building type of the school (own building, rent).
School Level:
Enter the school level (Middle, Primary).

School/Center Type:
Enter the school center type e.g. (ALC, NON Formal).

School Gender:
Enter the school gender e.g. (male, female).

Opening Date (From):
Enter the school opening from date.

Opening Date (To):
Enter the school opening to date.

Age Group:
Enter the school age group e.g. (5-10 years, 10-15 years).

School Status:
Enter the school status e.g. (active, in active).

Medium:
Enter the school Medium e.g. (English, Urdu).

Project:
Enter the project name e.g. (Jica, NEF, and PEF).

Start Time:
Enter the school start time.

End Time:
Enter the school end time.
Teacher Bank Account List Report:

**Accessing Tips:**
List Reports > Teacher Bank Account List Report
All the parameters have been divided into sections which are:

- **Province:**
  Select the desired province from the dropdown list.

- **District:**
  Select the desired district from the dropdown list.

- **Tehsil:**
  Select the desired tehsil from the dropdown list.

- **UC:**
  Select the desired union council from the dropdown list.

- **Village:**
  Select the desired village from the dropdown list.

- **Implementing Agency/Organization:**
  Select the desired agency name from the dropdown list.

- **School/Center Type:**
  Enter the school center type e.g. (ALC, NON Formal).

- **School Gender:**
  Enter the school gender e.g. (male, female).

- **School Status:**
  Enter the school status e.g. (active, in active).

- **Joining Date:**
  Enter the teacher joining school date.

- **Project:**
  Enter the project name e.g. (JICA, NEF, and PEF).
Teacher List:

**Accessing Tips:**
List Reports > Teacher List Report
All the parameters have been divided into sections which are:

- **Province:**
  Select the desired province from the dropdown list.

- **District:**
  Select the desired district from the dropdown list.

- **Tehsil:**
  Select the desired tehsil from the dropdown list.

- **UC:**
  Select the desired union council from the dropdown list.

- **Village:**
  Select the desired village from the dropdown list.

- **Implementing Agency/Organization:**
  Select the desired agency name from the dropdown list.

- **School/Center Type:**
  Enter the school center type e.g. (ALC, NON Formal).

- **School Gender:**
  Enter the school gender e.g. (male, female).

- **School Status:**
  Enter the school status e.g. (active, in active).

- **Joining Date:**
  Enter the teacher joining school date.

- **Project:**
  Enter the project name e.g. (Jica, NEF, and PEF).
Untrained Teacher List:

Accessing Tips:
List Reports > Untrained Teacher List
All the parameters have been divided into sections which are:

**Province:**
Select the desired province from the dropdown list.

**District:**
Select the desired district from the dropdown list.

**Tehsil:**
Select the desired tehsil from the dropdown list.

**UC:**
Select the desired union council from the dropdown list.

**Village:**
Select the desired village from the dropdown list.

**Implementing Agency/Organization:**
Select the desired agency name from the dropdown list.

**School/Center Type:**
Enter the school center type e.g. (ALC, NON Formal).

**School Gender:**
Enter the school gender e.g. (male, female).

**School Status:**
Enter the school status e.g. (active, in active).

**Joining Date:**
Enter the teacher joining school date.

**Project:**
Enter the project name e.g. (Jica, NEF, and PEF).
Teacher Left Transfer List:

**Accessing Tips:**
List Reports > Teacher Left Transfer List
All the parameters have been divided into sections which are:

**Province:**
Select the desired province from the dropdown list.

**District:**
Select the desired district from the dropdown list.

**Tehsil:**
Select the desired tehsil from the dropdown list.

**UC:**
Select the desired union council from the dropdown list.

**Village:**
Select the desired village from the dropdown list.

**School Level:**
Enter the school level (Middle, Primary).

**School Gender:**
Enter the school gender e.g. (male, female).

**Joining Date (From):**
Enter the teacher joining the school from date.

**Joining Date (To):**
Enter the teacher joining date to.

**Leaving Date (From):**
Enter the teacher leaving date from.

**Leaving Date (To):**
Enter the teacher leaving date to.

**School Status:**
Enter the school status e.g. (active, in active).

**Implementing Agency/Organization:**
Select the desired agency name from the dropdown list.

**Project:**
Enter the project name e.g. (Jica, NEF, and PEF).
CHAPTER 10

DETAIL REPORTS

Detail Reports

Types of Reports

NFEMIS system also provides the different kinds of reporting service features. These reports have been classified into three major categories which are: list Reports, detail reports and summary reports. All three categories help the public and private sectors’ planners and policy makers for both micro and macro level planning at various levels to know the on ground educational status. The hierarchy and the sub classes of these reports are given below.

Details Reports

1. Field Staff Detail
2. Learner Detail
3. School Detail
4. Teacher Detail
5. Learner Mark sheet
Field Staff Detail

Accessing Tips:
Detail Reports > Field Staff Detail
All the parameters have been divided into sections which are:

Province:
Select the desired province from the dropdown list.

District:
Select the desired district from the dropdown list.

Staff Type:
Enter the staff type e.g. (Ngo staff, Implementing Agency).

Designation:
Enter the designation.
Learner Detail

**Accessing Tips:**
Detail Reports > Learner Detail
All the parameters have been divided into sections which are:

**Province:**
Select the desired province from the dropdown list.

**District:**
Select the desired district from the dropdown list.

**Tehsil:**
Select the desired tehsil from the dropdown list.

**UC:**
Select the desired union council from the dropdown list.

**Village:**
Select the desired village from the dropdown list.

**Implementing Agency/Organization:**
Select the desired agency name from the dropdown list.

**School/Center Type:**
Enter the school center type e.g. (ALC, NON Formal).

**School Gender:**
Enter the school gender e.g. (male, female).

**School Status:**
Enter the school status e.g. (active, in active).

**Project:**
Enter the project name e.g. (Jica, NEF, and PEF).

**Student Age (From):**
Enter the student age from.

**Student Age (To):**
Enter the student age to.

**Class:**
Enter the student class e.g. (Katchi, Class I, Class II).

**Admission Date (From):**
Enter the student admission date from.

**Admission Date (To):**
Enter the student admission date to.
School Detail

Accessing Tips:
Detail Reports > School Detail
All the parameters have been divided into sections which are:

Province:
Select the desired province from the dropdown list.

District:
Select the desired district from the dropdown list.

Tehsil:
Select the desired tehsil from the dropdown list.

UC:
Select the desired union council from the dropdown list.

Village:
Select the desired village from the dropdown list.

Implementing Agency/Organization:
Select the desired agency name from the dropdown list.
**Building Type:**
Enter the building type of the school (own building, rent).

**School Level:**
Enter the school level (Middle, Primary).

**School/Center Type:**
Enter the school center type e.g. (ALC, NON Formal).

**School Gender:**
Enter the school gender e.g. (male, female).

**Opening Date (From):**
Enter the school opening from date.

**Opening Date (To):**
Enter the school opening to date.

**Age Group:**
Enter the school age group e.g. (5-10 years, 10-15 years).

**School Status:**
Enter the school status e.g. (active, in active).

**Medium:**
Enter the school Medium e.g. (English, Urdu).

**Project:**
Enter the project name e.g. (Jica, NEF, and PEF).

**Start Time:**
Enter the school start time.

**End Time:**
Enter the school end time.
Teacher Detail

Accessing Tips:
List Reports > Teacher Detail
All the parameters have been divided into sections which are:

Province:
Select the desired province from the dropdown list.

District:
Select the desired district from the dropdown list.

Tehsil:
Select the desired tehsil from the dropdown list.

UC:
Select the desired union council from the dropdown list.

Village:
Select the desired village from the dropdown list.

Implementing Agency/Organization:
Select the desired agency name from the dropdown list.

School/Center Type:
Enter the school center type e.g. (ALC, NON Formal).

School Gender:
Enter the school gender e.g. (male, female).

School Status:
Enter the school status e.g. (active, in active).

Project:
Enter the project name e.g. (Jica, NEF, and PEF).

Opening Date (From):
Enter the school opening date from.

Opening Date (To):
Enter the school opening date to.
Learner Mark Sheet

Accessing Tips:
List Reports > Learner Mark Sheet
All the parameters have been divided into sections which are:

**Province:**
Select the desired province from the dropdown list.

**District:**
Select the desired district from the dropdown list.

**Tehsil:**
Select the desired tehsil from the dropdown list.

**UC:**
Select the desired union council from the dropdown list.

**Village:**
Select the desired village from the dropdown list.

**School Name:**
Enter the learner school name.

**Supervisor Name:**
Enter the school supervisor name.

**Joining Date (From):**
Enter the learner school joining date from.

**Joining Date (To):**
Enter the learner school joining date to.

**Show Report:**
On click of this button desired report will display in the report area.
CHAPTER 11

SUMMARY REPORTS

Summary Reports

**Types of Reports**

NFEMIS system also provides the different kinds of reporting service features. These reports have been classified into three major categories which are: list Reports, detail reports and summary reports. All three categories help the public and private sectors' planners and policy makers for both micro and macro level planning at various levels to know the on ground educational status. The hierarchy and the sub classes of these reports are given below.

**Summary Reports**

1. Field Staff Summary
2. School Statistics
3. Learner Mark Sheet
4. Assessment Summary
5. UC Assessment Summary
6. Dropout Summary
7. Enrolment Summary
8. Fresh Intake summary
9. Tracking Summary
10. Basti Summary
11. UC Summary
Field Staff Summary

**Accessing Tips:**
Summary Reports > Field Staff Summary
All the parameters have been divided into sections which are:

<table>
<thead>
<tr>
<th>Province</th>
<th>District/District Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Select]</td>
<td>[Select]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staff Type:</th>
<th>Designation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Select]</td>
<td>[Select]</td>
</tr>
</tbody>
</table>

**Province:**
Select the desired province from the dropdown list.

**District:**
Select the desired district from the dropdown list.

**Staff Type:**
Enter the staff type e.g. (Ngo staff, Implementing Agency).

**Designation:**
Enter the designation.
School Statistics

**Accessing Tips:**
Summary Reports > School Statistics
All the parameters have been divided into sections which are:

**Province:**
Select the desired province from the dropdown list.

**District:**
Select the desired district from the dropdown list.

**Tehsil:**
Select the desired tehsil from the dropdown list.

**UC:**
Select the desired union council from the dropdown list.

**Village:**
Select the desired village from the dropdown list.

**Implementing Agency/Organization:**
Select the desired agency name from the dropdown list.

**Building Type:**
Enter the building type of the school (own building, rent).

**School Level:**
Enter the school level (Middle, Primary).

**School/Center Type:**
Enter the school center type e.g. (ALC, NON Formal).
**School Gender:**
Enter the school gender e.g. (male, female).

**Opening Date (From):**
Enter the school opening from date.

**Opening Date (To):**
Enter the school opening to date.

**Age Group:**
Enter the school age group e.g. (5-10 years, 10-15 years).

**School Status:**
Enter the school status e.g. (active, in active).

**Medium:**
Enter the school Medium e.g. (English, Urdu).

**Project:**
Enter the project name e.g. (Jica, NEF, and PEF).

**Start Time:**
Enter the school start time.

**End Time:**
Enter the school end time.

**Closing Date (From):**
Enter the school closing from date.

**Closing Date (To):**
Enter the school closing to date.
Learner Mark Sheet

**Accessing Tips:**
Summary Reports > Learner Mark Sheet
All the parameters have been divided into sections which are:

- **Province:**
  Select the desired province from the dropdown list.
- **District:**
  Select the desired district from the dropdown list.
- **Tehsil:**
  Select the desired tehsil from the dropdown list.
- **UC:**
  Select the desired union council from the dropdown list.
- **Village:**
  Select the desired village from the dropdown list.
- **School Name:**
  Enter the learner school name.
- **Supervisor Name:**
  Enter the school supervisor name.
- **Joining Date (From):**
  Enter the learner school joining date from.
- **Joining Date (To):**
  Enter the learner school joining date to.
Assessment Summary

**Accessing Tips:**
Summary Reports > Assessment Summary
All the parameters have been divided into sections which are:

- **Province:** Select the desired province from the dropdown list.
- **District:** Select the desired district from the dropdown list.
- **Tehsil:** Select the desired tehsil from the dropdown list.
- **UC:** Select the desired union council from the dropdown list.
- **Village:** Select the desired village from the dropdown list.
- **Class:** Enter the school class e.g. (Katchi, Class I, Class II).
- **Assessment Type:** Select the desired type of assessment from the dropdown list.
- **Implementing Agency/Organization:** Select the desired agency name from the dropdown list.
- **Project:** Enter the project name e.g. (Jica, NEF, and PEF)...

**Joining Date (From):** Enter the learner school joining date from.
**Joining Date (To):** Enter the learner school joining date to.
Accessing Tips:
Summary Reports > UC Assessment Summary
All the parameters have been divided into sections which are:

Province:
Select the desired province from the dropdown list.

District:
Select the desired district from the dropdown list.

Tehsil:
Select the desired tehsil from the dropdown list.

UC:
Select the desired union council from the dropdown list.

Village:
Select the desired village from the dropdown list.

Class:
Enter the school class e.g. (Katchi, Class I, Class II).

Assessment Type:
Select the desired type of assessment from the dropdown list.

Implementing Agency/Organization:
Select the desired agency name from the dropdown list.

Project:
Enter the project name e.g. (Jica, NEF, and PEF)...

Joining Date (From):
Enter the learner school joining date from.

Joining Date (To):
Enter the learner school joining date to.
Dropout Summary

**Accessing Tips:**
Summary Reports > Dropout Summary
All the parameters have been divided into sections which are:

- **Province:**
  Select the desired province from the dropdown list.

- **District:**
  Select the desired district from the dropdown list.

- **Tehsil:**
  Select the desired tehsil from the dropdown list.

- **UC:**
  Select the desired union council from the dropdown list.

- **Village:**
  Select the desired village from the dropdown list.

- **Implementing Agency/Organization:**
  Select the desired agency name from the dropdown list.

- **Assessment Type:**
  Select the desired type of assessment from the dropdown list.

- **Project:**
  Enter the project name e.g. (Jica, NEF, and PEF)...

- **Date (From):**
  Enter the dropout date from.

- **Date (To):**
  Enter the dropout date to.
Enrolment Summary

**Accessing Tips:**
Summary Reports > Enrollment Summary
All the parameters have been divided into sections which are:

- **Province:**
  Select the desired province from the dropdown list.
- **District:**
  Select the desired district from the dropdown list.
- **Tehsil:**
  Select the desired tehsil from the dropdown list.
- **UC:**
  Select the desired union council from the dropdown list.
- **Village:**
  Select the desired village from the dropdown list.
- **Implementing Agency/Organization:**
  Select the desired agency name from the dropdown list.
- **School/Center Type:**
  Enter the school center type e.g. (ALC, NON Formal).
- **Project:**
  Enter the project name e.g. (Jica, NEF, and PEF).
- **Date (From):**
  Enter the learner enrollment date from.
- **Date (To):**
  Enter the learner enrollment date to.
## Fresh Intake Summary

**Accessing Tips:**
Summary Reports > Fresh Intake Summary
All the parameters have been divided into sections which are:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Province</td>
<td>Select the desired province from the dropdown list.</td>
</tr>
<tr>
<td>District</td>
<td>Select the desired district from the dropdown list.</td>
</tr>
<tr>
<td>Tehsil</td>
<td>Select the desired tehsil from the dropdown list.</td>
</tr>
<tr>
<td>Union Council (UC)</td>
<td>Select the desired union council from the dropdown list.</td>
</tr>
<tr>
<td>Village</td>
<td>Select the desired village from the dropdown list.</td>
</tr>
<tr>
<td>Implementing Agency/Organization</td>
<td>Select the desired agency name from the dropdown list.</td>
</tr>
<tr>
<td>School/Center Type</td>
<td>Enter the school center type e.g. (ALC, NON Formal).</td>
</tr>
<tr>
<td>Project</td>
<td>Enter the project name e.g. (Jica, NEF, and PEF)...</td>
</tr>
<tr>
<td>Date (From)</td>
<td>Enter the learner fresh intake date from.</td>
</tr>
<tr>
<td>Date (To)</td>
<td>Enter the learner fresh intake date to.</td>
</tr>
</tbody>
</table>
**Tracking Summary**

**Accessing Tips:**
Summary Reports > Tracking Summary
All the parameters have been divided into sections which are:

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Province:</strong></td>
<td>Select the desired province from the dropdown list.</td>
</tr>
<tr>
<td><strong>District:</strong></td>
<td>Select the desired district from the dropdown list.</td>
</tr>
<tr>
<td><strong>Tehsil:</strong></td>
<td>Select the desired tehsil from the dropdown list.</td>
</tr>
<tr>
<td><strong>UC:</strong></td>
<td>Select the desired union council from the dropdown list.</td>
</tr>
<tr>
<td><strong>Village:</strong></td>
<td>Select the desired village from the dropdown list.</td>
</tr>
<tr>
<td><strong>School Name:</strong></td>
<td>Select desired school name from the dropdown list.</td>
</tr>
<tr>
<td><strong>School/Center Type:</strong></td>
<td>Enter the school center type e.g. (ALC, NON Formal).</td>
</tr>
<tr>
<td><strong>Implementing Agency/Organization:</strong></td>
<td>Select the desired agency name from the dropdown list.</td>
</tr>
<tr>
<td><strong>Project:</strong></td>
<td>Enter the project name e.g. (Jica, NEF, and PEF).</td>
</tr>
<tr>
<td><strong>Tracking Date (From):</strong></td>
<td>Enter the learner tracking date from.</td>
</tr>
<tr>
<td><strong>Tracking Date (To):</strong></td>
<td>Enter the learner tracking date to.</td>
</tr>
</tbody>
</table>
Basti Summary

Accessing Tips:
Summary Reports > Basti Summary
All the parameters have been divided into sections which are:

Province:
Select the desired province from the dropdown list.

District:
Select the desired district from the dropdown list.

Tehsil:
Select the desired tehsil from the dropdown list.

UC:
Select the desired union council from the dropdown list.
UC Summary

Accessing Tips:
Summary Reports > UC Summary
All the parameters have been divided into sections which are:

**Province:**
Select the desired province from the dropdown list.

**District:**
Select the desired district from the dropdown list.

**Tehsil:**
Select the desired tehsil from the dropdown list.

**UC:**
Select the desired union council from the dropdown list.

**Show Report:**
On click of this button desired report will display in the report area.
CHAPTER 12

PERFORMA REPORTS

Performa Reports

Types of Reports

NFEMIS system also provides the different kinds of reporting service features. These reports have been classified into three major categories which are: list Reports, detail reports and summary reports. All three categories help the public and private sectors’ planners and policy makers for both micro and macro level planning at various levels to know the on ground educational status. The hierarchy and the sub classes of these reports are given below.

Performa Reports

1. Learner Assessment Performa
2. Learner Tracking Performa
Learner Assessment Performa

**Accessing Tips:**
Performa Reports > Learner Assessment Performa
All the parameters have been divided into sections which are:

- **Province:**
  Select the desired province from the dropdown list.
- **District:**
  Select the desired district from the dropdown list.
- **Tehsil:**
  Select the desired tehsil from the dropdown list.
- **UC:**
  Select the desired union council from the dropdown list.
- **Village:**
  Select the desired village from the dropdown list.
- **School Name:**
  Select desired school name from the dropdown list.
Learner Tracking Performa

Accessing Tips:
Performa Reports > Learner Tracking Performa
All the parameters have been divided into sections which are:

![Learner Performa Report](image)

**Province:**
Select the desired province from the dropdown list.

**District:**
Select the desired district from the dropdown list.

**Tehsil:**
Select the desired tehsil from the dropdown list.

**UC:**
Select the desired union council from the dropdown list.

**Village:**
Select the desired village from the dropdown list.

**Show Report:**
On click of this button desired report will display in the report area.
CHAPTER 13

PROCUREMENT

Request Procurement

Accessing Tips:
Procurement > Request Procurement.

Purpose:
This form will be used to search, add, modify and delete records of Procurement Request.

New Entry

<table>
<thead>
<tr>
<th>Request No</th>
<th>Request Date</th>
<th>Requested By</th>
<th>Destination</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>pencil</td>
<td>07/01/2016 12:00:00 AM</td>
<td>director of literacy &amp; non-formal education</td>
<td>director</td>
<td>Details</td>
</tr>
<tr>
<td>223</td>
<td>10/29/2017 12:00:00 AM</td>
<td>Amnas</td>
<td>Lefra</td>
<td>Details</td>
</tr>
<tr>
<td>2222</td>
<td>10/10/2017 12:00:00 AM</td>
<td>Hij</td>
<td></td>
<td></td>
</tr>
<tr>
<td>123223</td>
<td>10/21/2017 12:00:00 AM</td>
<td>Amnas Durr</td>
<td>Wulah</td>
<td>Details</td>
</tr>
</tbody>
</table>

Procurement Request

<table>
<thead>
<tr>
<th>Federal Government</th>
<th>Province</th>
<th>District/Agency</th>
<th>Sub/Valais</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Request Detail

<table>
<thead>
<tr>
<th>Item</th>
<th>Institution Quantity</th>
<th>No Institution</th>
<th>Procure Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black board</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

New Entry
**General Concept:**

According to user access, a user can request a list of items to be procured to higher management. If user has access to province level then he/she can provide request at province level to concerned person, who can review this request at his level and may confirm what to procure, similarly if user have access to district level then he can only submit this request to district level.

**Province:**

Based on user access if user is at Federal level then he can change/select province from this dropdown for which he/she wants to submit his/her request. If user don’t have access to province then it will remain disabled and only user can submit request to district level only.

**District:**

Bases on user access if user have access at provincial level then he/she can submit request for any district he/she want to submit. If a user belongs to district only then he/she won’t be able to select district and it will be auto selected once this page loaded in browser.

**Tehsil:**

Based on selection of Province, district user will have access to change and select tehsil.

**Request Procurement #:**

Provide a procurement # for this request it will be helpful in order to keep track in future that what actually was requested based on this procurement #.

**Date:**

Provide a date on which you’re submitting this request. It is open ended because in some organizations we normally do paper work first so based on paper work (Hard copy of procurement request) you can provide date based on it, system will take care of posted date by itself, user only need to provide date as per his choice.

**Requested By:**

Again it is open ended control to type any name (A person who actually initiate it) for future reference.

**Destination:**

Need to provide a destination name where user want procurement office to deliver items belong to this request.

**Request Detail:**

In this section user and select as many item as he/she want to select and provide requested quantity.

**Item:**

Item names are already defined in system, so it can be selected from this dropdown which user wants to include in request.

**Institution Quantity:**

Provide quantity actually required by one institution/school/center.

**No of Institution:**

Provide total number of institution/school/center.

**Procure Quantity:**

It will be auto calculated based on following formula Institution Quantity * Number of Institution.
Confirm Procurement

Accessing Tips:
Procurement > Confirm Procurement.

Purpose:
This form will be used to search, add, modify and delete records of Confirm Procurement.
General Concept
According to user access, a user can view a list of procurement request submitted by any sub office. If user has access to province level then he/she can view submitted requests, open those review those requests and confirm what actually they want to be purchased.

Province:
Based on user access if user is at Federal level then he can change/select province from this dropdown for which he/she wants to review & confirm procurement requests. If user don't have access to province then it will remain disabled and only user view and confirm request to district level only.

District:
Based on user access if user have access at provincial level then he/she can review/confirm request for any district he/she want to. If a user belongs to district only then he/she won't be able to select district and it will be auto selected once this page loaded in browser and user will only be able to confirm procurement request those belongs only to his/her districts.

Tehsil:
Based on selection of Province, district user will have access to change and select tehsil.

Invoice No:
Write the invoice number.

Confirm Date:
Write/select the date on which procurement request confirmed.

Purchase Requested No:
User can input purchase request number.

Vendor Name:
Write the name of the vendor for future reference.

Vendor Contact No:
Enter the contact number of the vendor.

Purchase By:
Enter the name of person who is purchasing the goods (Procurement officer in some organizations).
Purchase

Accessing Tips:
Procurement > Purchase

Purpose:
This form will be used to search, add, modify and delete records of Procurement Request.

New Entry
**General Concept**
Based on what procurement request was initiated and after review what actually was confirm to move forward with actually purchase, this UI is required to update the stock information or quantity on hand information in database, which will be used in next module. So after confirmation of any procurement request actual purchase will happen and this user interface will provide you an ability to update your inventory.

**Province:**
Based on user access user can change it, if user don’t have access at province level then he/she won’t be able to change it and it will remain disable with the province name selected to which user belongs to.

**District:**
Based on user access user can change it, if user don’t have access at district level then he/she won’t be able to change it and it will remain disable with the district name selected to which user belongs.

**Tehsil:**
User can change tehsil for based on the selection of Province and district, and this system deal with district level access so any user with minimum access to district level can change it to keep track for which tehsil level this purchase is being inputted.

**Invoice No:**
Write the actual invoice number belongs to invoice you received based on what you purchase from vendor.

**Purchase Date:**
Write down the actual date on which you’ve purchase these items.

**Confirm Procure No:**
It will be auto selected, if not then you can select any to relate this purchase to actual confirm request which we made one step back at confirm procurement.

**Vendor Name:**
Write the name of the vendor.

**Vendor Contact No:**
Enter the contact number of the vendor.

**Purchase By:**
Enter the name of person who is purchasing the goods (Procurement officer in some organizations).
Distribution

Accessing Tips:
Procurement > Distribution

Purpose:
This form will be used to search, add, modify and delete records of Distribution of Procurement.

New Entry

General Concept
This interface will provide you an ability to actually distribute items based on requested procurement to office which initiate that request. This interface will provide a facility to user to change the distributed quantity against the actual requested quantity and distribute purchased item to different Tehsil, District based on his/her access. It will help users to maintain inventory and keep it up to date.

Province:
If user have access to change the province user can change province to plan where actually he/she want to distribute purchased quantity or items they have in their stock.

District:
If user have access to change the district then user will be able to change it otherwise it will be auto selected and user can move forward it

Tehsil:
Select the desired tehsil from the dropdown list.

Distribution Code:
Provide a distribution code/reference which you want to keep as reference.

Approved By:
Write the name of person / authority who gave the approved of distribution.
Set Name:
Write the set name.

Received By:
Write the name of received by.

Date of Setting:
Select the date of setting on which you’re creating this distribution set.

Date of Delivery:
Select the date of delivery on which you actually want this to distribute to requested office.

Distribution Plan Detail:
In this section you can select what actually you want to distribute, you may select as many as item you want to select and provide quantities against it.

Item:
Select the item from the dropdown list.

Quantity to Distribute:
It will show you available quantity to distribute if this we’ve available selected item in inventory.

Quantity Distributed:
Enter the quantity to distribute.

Add:
On click of add button record will be saved.
Report Request Procurement

**Accessing Tips:**
Procurement > Report Request Procurement

**Purpose:**
This form will be used to show the report of requested procurement.

<table>
<thead>
<tr>
<th>Province</th>
<th>District/Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Province</td>
<td>[select]</td>
</tr>
<tr>
<td>District</td>
<td></td>
</tr>
<tr>
<td>Tehsil</td>
<td>Date From</td>
</tr>
<tr>
<td></td>
<td>mm/dd/yyyy</td>
</tr>
<tr>
<td></td>
<td>Date To</td>
</tr>
<tr>
<td></td>
<td>mm/dd/yyyy</td>
</tr>
</tbody>
</table>

**Province:**
Select the desired province from the dropdown list.

**District:**
Select the desired district from the dropdown list.

**Tehsil:**
Select the desired tehsil from the dropdown list.

**Date From:**
Select the date from which you want to see the record of procurement requests (start date).

**Date To:**
Select the date to which you want to see the record of procurement requests (end date).
Report Distribution Procurement

**Accessing Tips:**
Procurement > Report Distribution Procurement

**Purpose:**
This form will be used to show the report of distribution procurement.

**Province:**
Select the desired province from the dropdown list.

**District:**
Select the desired district from the dropdown list.

**Tehsil:**
Select the desired tehsil from the dropdown list.

**Delivery Date From:**
Select the delivery date from which you want to see the records of distribution list.

**Delivery Date To:**
Select the delivery date to which you want to see the records of distribution list.
Report Purchase Procurement

**Accessing Tips:**
Procurement > Report Purchase Procurement

**Purpose:**
This form will be used to show the report of purchase procurement.

### Purchase Procurement Report

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Province</td>
<td>Select the desired province from the dropdown list.</td>
</tr>
<tr>
<td>District</td>
<td>Select the desired district from the dropdown list.</td>
</tr>
<tr>
<td>Tehsil</td>
<td>Select the desired tehsil from the dropdown list.</td>
</tr>
<tr>
<td>Date From</td>
<td>Select the purchase date from.</td>
</tr>
<tr>
<td>Date To</td>
<td>Select the purchase date to.</td>
</tr>
</tbody>
</table>

**Province:**
Select the desired province from the dropdown list.

**District:**
Select the desired district from the dropdown list.

**Tehsil:**
Select the desired tehsil from the dropdown list.

**Date From:**
Select the purchase date from.

**Date To:**
Select the purchase date to.
Report Distribution Procurement

**Accessing Tips:**
Procurement &gt; Report Distribution Procurement

**Purpose:**
This form will be used to show the report of distribution procurement.

Province:
Select the desired province from the dropdown list.

District:
Select the desired district from the dropdown list.

Tehsil:
Select the desired tehsil from the dropdown list.

**Delivery Date From:**
Select the delivery date from.

**Delivery Date To:**
Select the delivery date to.
Accessing Tips: Procurement > Report Distribution Summary

Purpose:
This form will be used to show the report of distribution procurement.

Province:
Select the desired province from the dropdown list.

District:
Select the desired district from the dropdown list.

Tehsil:
Select the desired tehsil from the dropdown list.

Delivery Date From:
Select the delivery date from.

Delivery Date To:
Select the delivery date to.
Report Item wise Summary

**Accessing Tips:**
Procurement > Report Item Wise Summary

**Purpose:**
This form will be used to show the report of item wise summary.

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**Province:**
Select the desired province from the dropdown list.

**District:**
Select the desired district from the dropdown list.

**Tehsil:**
Select the desired tehsil from the dropdown list.

**Distribution Date From:**
Provide distribution date from for filter.

**Distribution Date To:**
Select the delivery date to filter.
CONTRIBUTION

Review Committee
Will be Furnished later.