



GOVERNMENT HIGH SCHOOL
BEDIL BEKAS



SEMIS USER MANUAL

of School Management
Committee Portal for
SMC Manager.



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for every child

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	26 th October 2022		V1

LIST OF ACRONYMS

ASC	Annual School Census
APP	Application
CNIC	Computerized National Identity card
ECCE	Early Childhood Care & Education
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	the Sindh Technical Assistance for the Development through Enhanced Education Programme
UNICEF	United Nations International Children's Emergency Fund

OVERVIEW

The Sindh Education Management Information System (SEMIS) user manual provides step-by-step instructions that helps SMC Manager get started with SEMIS functions and features and provide guidelines on managing SMC 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 data systems strengthening, 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 which 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 policy makers.

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 completion of their responsibilities. It is an integrated system which can share, 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 which 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 will be able to 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 grant to lower-level roles. Currently the system has 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 SMC Manager to provide them step by step instructions for using the SMC section. As SEMIS has digitized the existing system, the users will be performing 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.

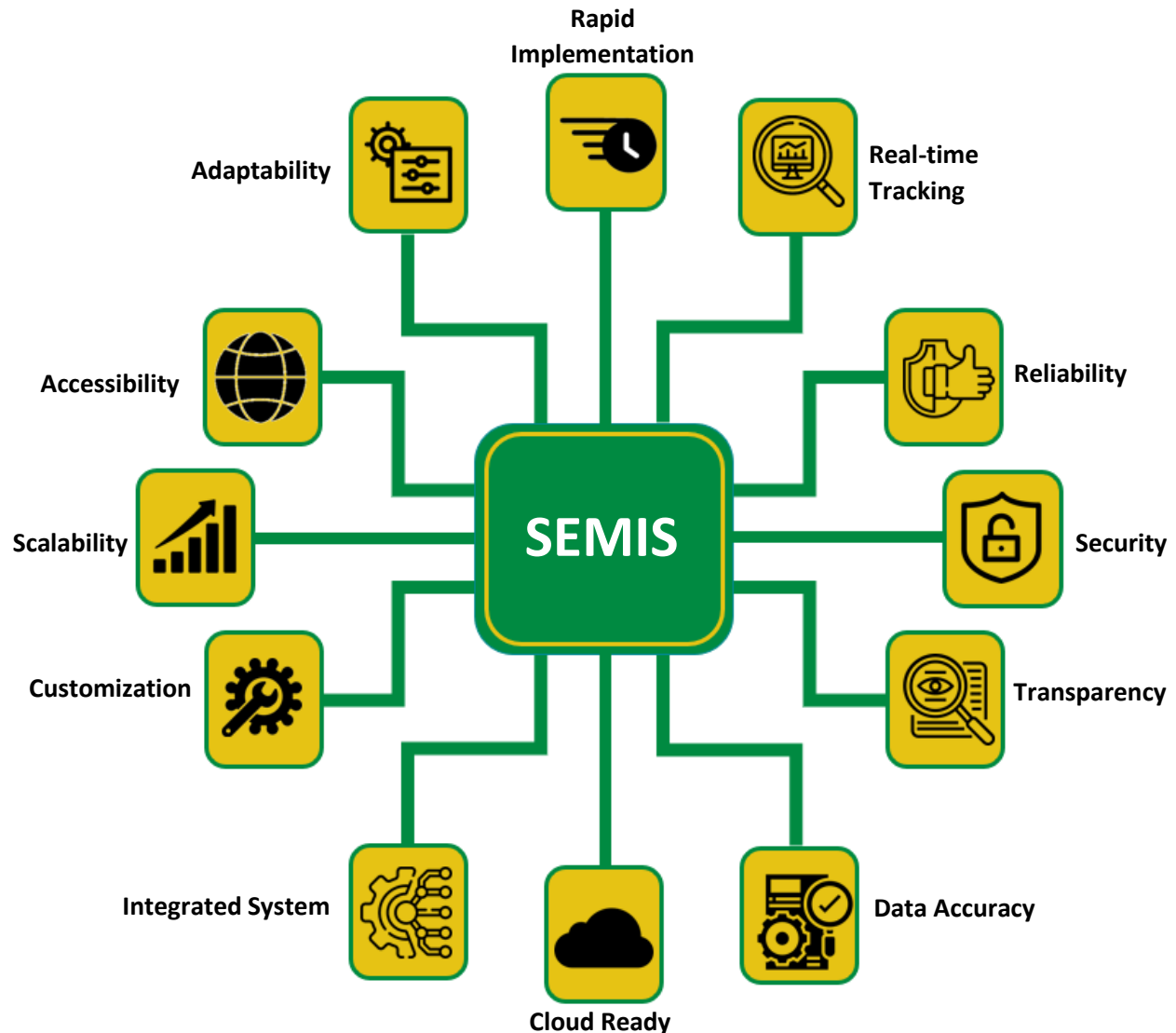
AIMS AND OBJECTIVES

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

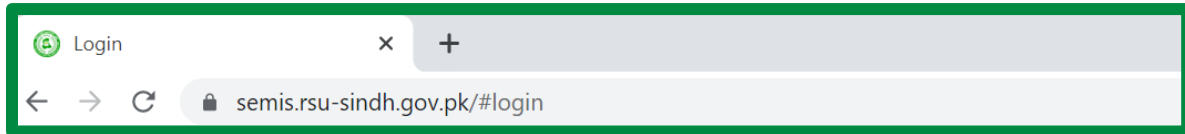
Assigned Modules

Creating and Editing User Forms

WEB-PORTAL

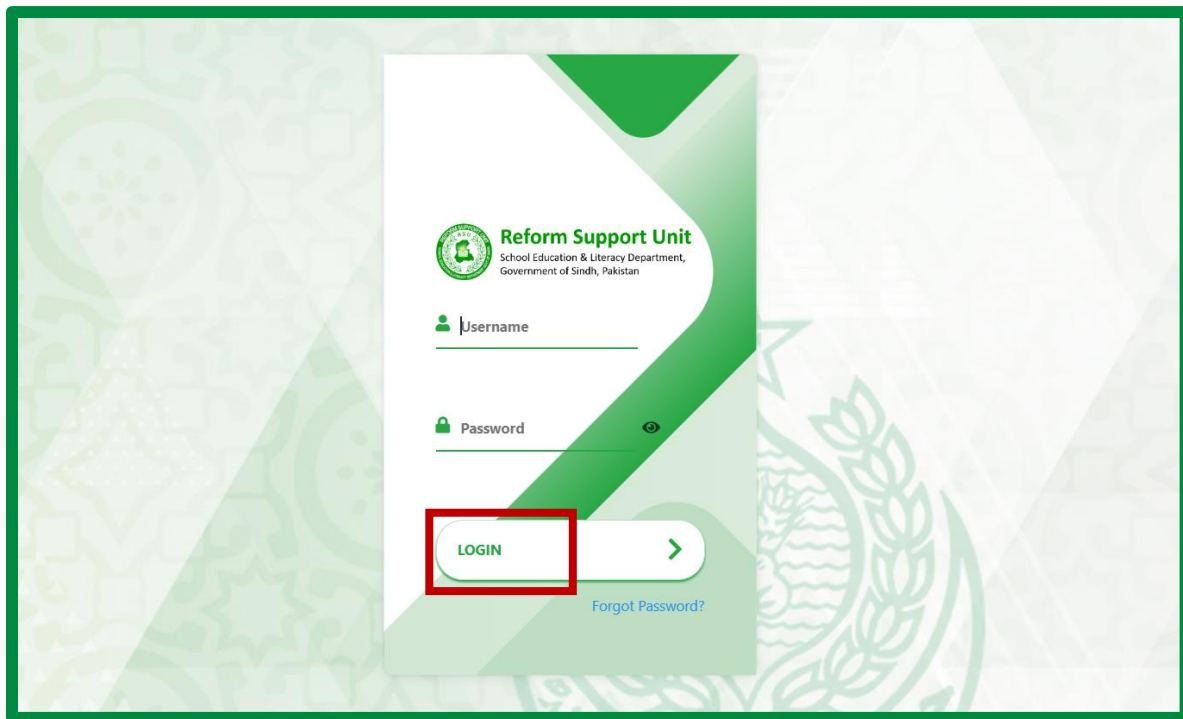
Opening Web-Portal

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.



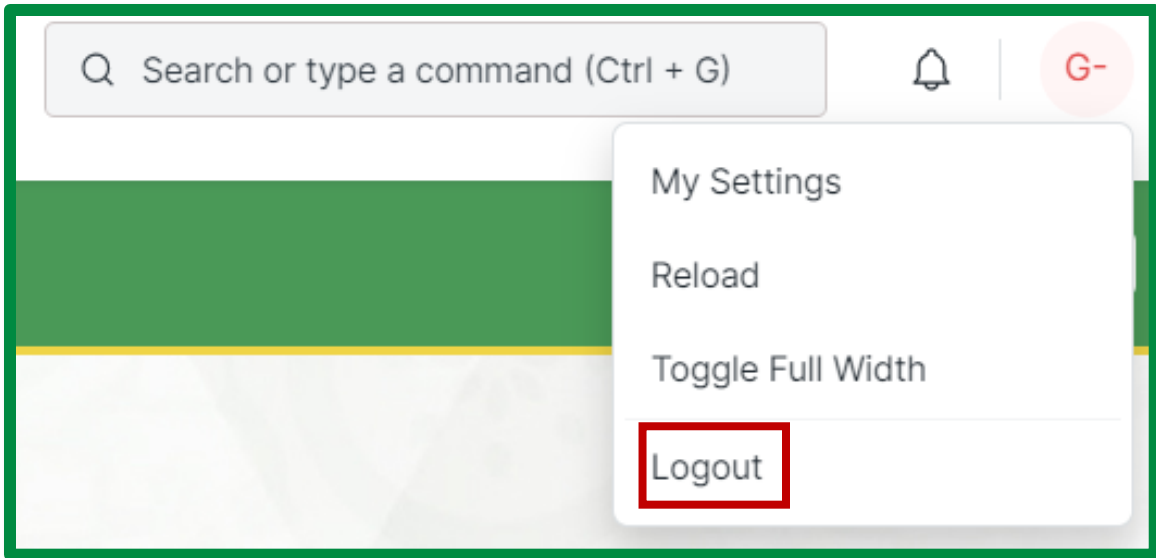
How to Log In?

1. Enter the User Name and Password.
2. Click/tap on Login button.



How to Log Out?

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



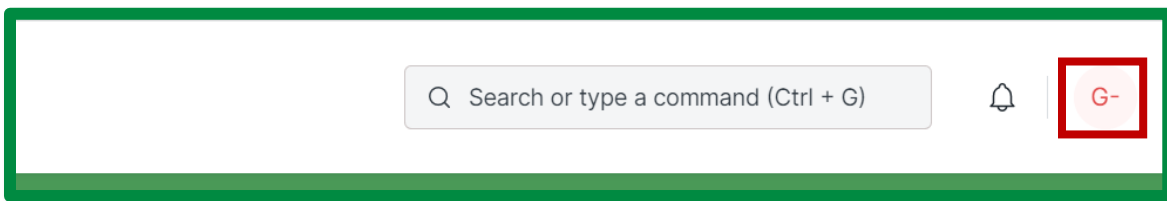
ACCOUNT SECURITY



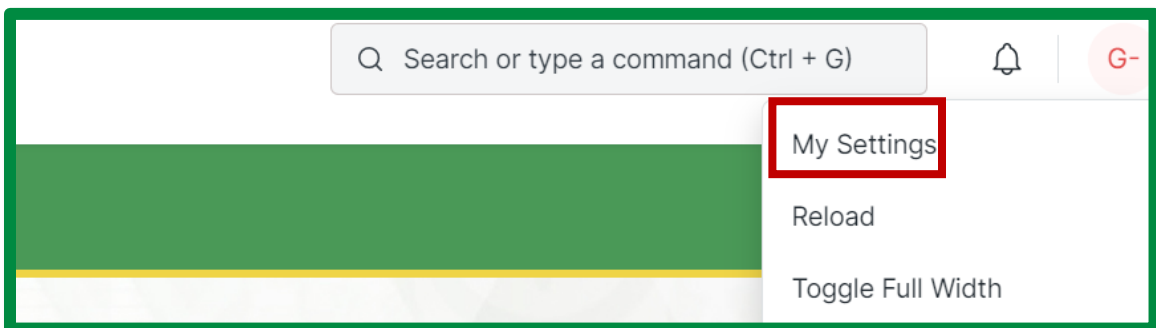
Users must change the login credentials (E-mail address & Password) of the account before using it on web portal.

How to Change E-Mail Address?

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



2. Click on **My Settings**



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



Basic Info

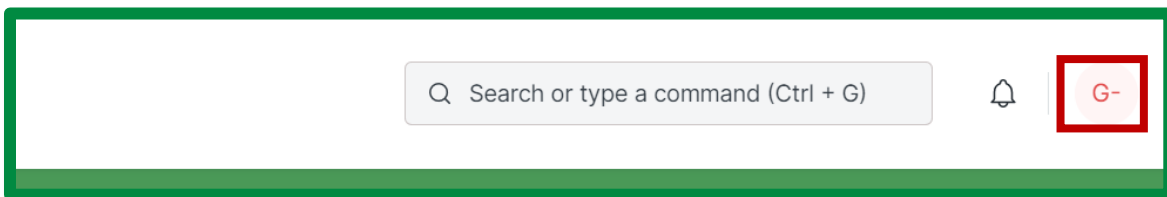
Email *



Password ⌵ < > ... Save

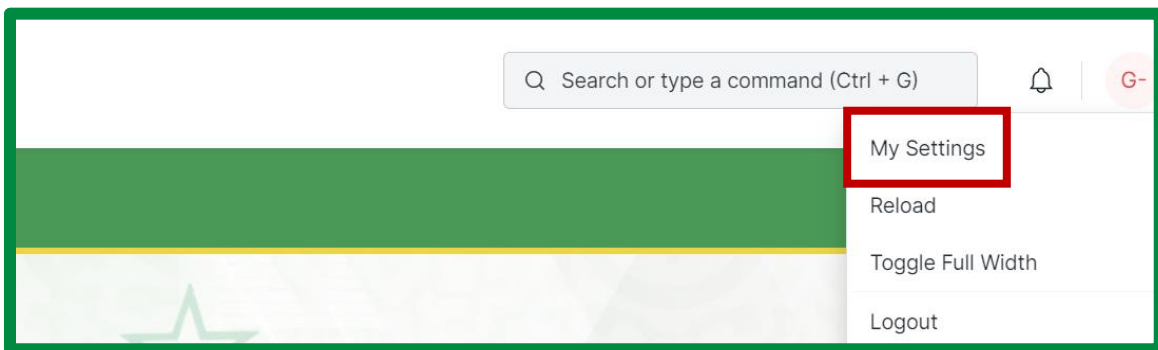
How to Change Password?

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

GBHS - HASRAT MOHANI • Active Password : < > ... Save

Last Name

Full Name

GBHS - HASRAT MOHANI

Change Password ▾

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

GBHS - HASRAT MOHANI • Active Password : < > ... Save

Last Name

Full Name

GBHS - HASRAT MOHANI

Change Password ^

Set New Password

USER MANAGEMENT

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

User Management ... Customize

MODULES

- Dashboards
- Flood Dashboards
- SMC Module

ADMINISTRATION

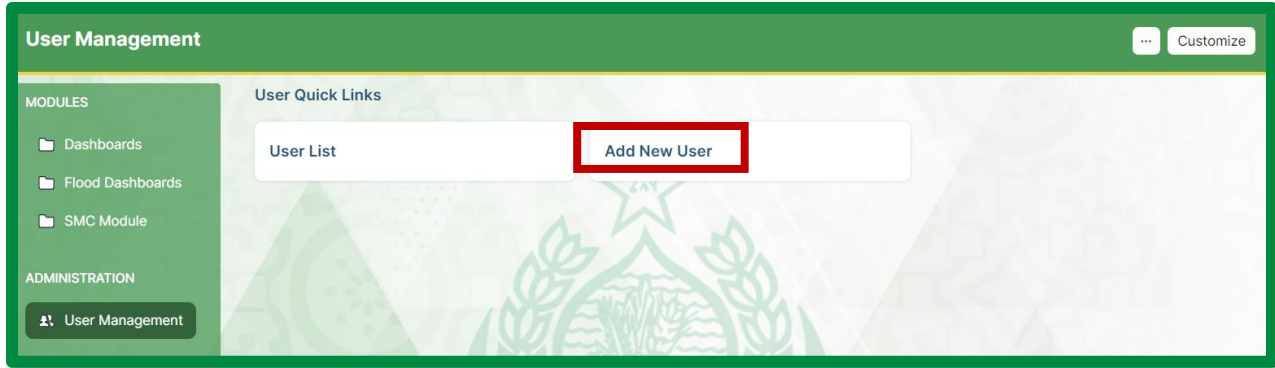
- User Management

User Quick Links

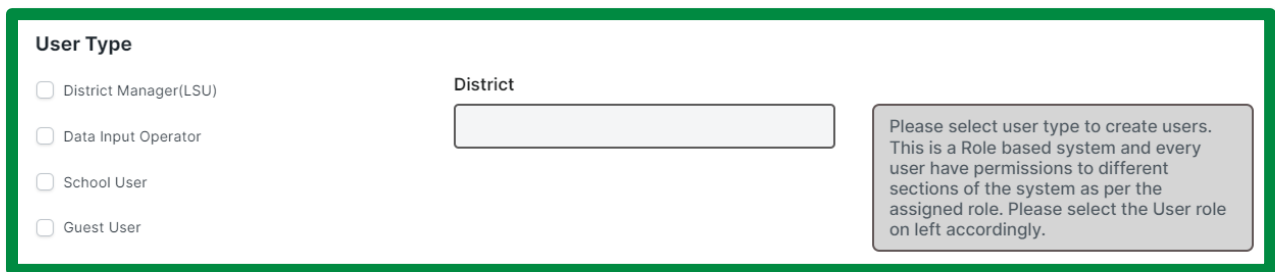
User List Add New User

Creating New User

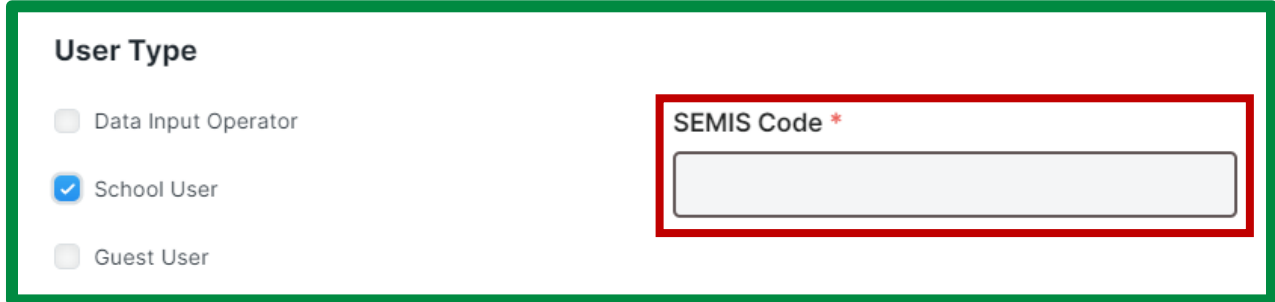
1. Click on **Add New User**.



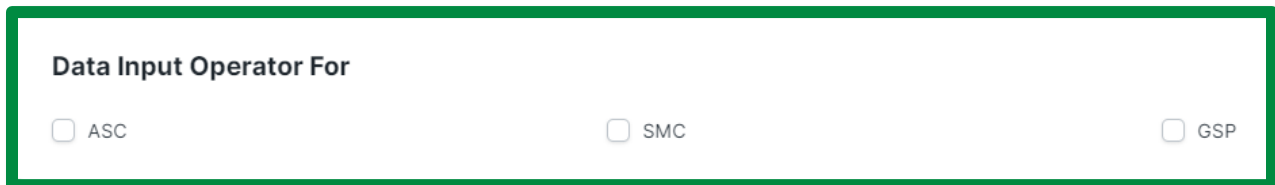
2. Select **User Type/Role** – District Manager, Data Input Operator, School User OR Guest User.



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



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



3. Add Basic Information of the new user.

Basic Info

Email * Username

First Name *

Middle Name (Optional)

4. Set Password

Change Password

Set New Password

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

☰ New User • Not Saved Save

Enabled

How to edit User Forms?

1. Click on **User List**.

☰ User Management ... Customize

MODULES

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

ADMINISTRATION

- User Management

User Quick Links

User List Add New User

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

The screenshot shows the 'User' management interface. At the top, there are options for 'List View', a refresh icon, and '+ Add User'. Below this is a search bar with filters for 'ID', 'Full Name', 'Username', and 'User Type'. A 'Filter' button and a 'Last Modified On' dropdown are also present. The main area displays a table of users:

ID	Full Name	Status	ID	Last Modified On
	Dio 2 South	Active	southdio2@seld.com	3 m
	GBHS - IRANIAN G TECHNICAL	Active	408060223@seld.com	8 m
	KMC - GIRLS SECONDARY SCHOOL	Active	kmc@seld.com	1 h

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

The screenshot shows the user edit form for 'Rahib Ahmed South DIO'. The header includes the user's name and a 'Not Saved' indicator. The form contains the following fields and options:

- Enabled:**
- User Type:** Data Input Operator, School User, Guest User
- Division:** Karachi
- District *:** South Karachi

A warning message states: "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." The 'Save' button is highlighted with a red box.

CHAPTER 2

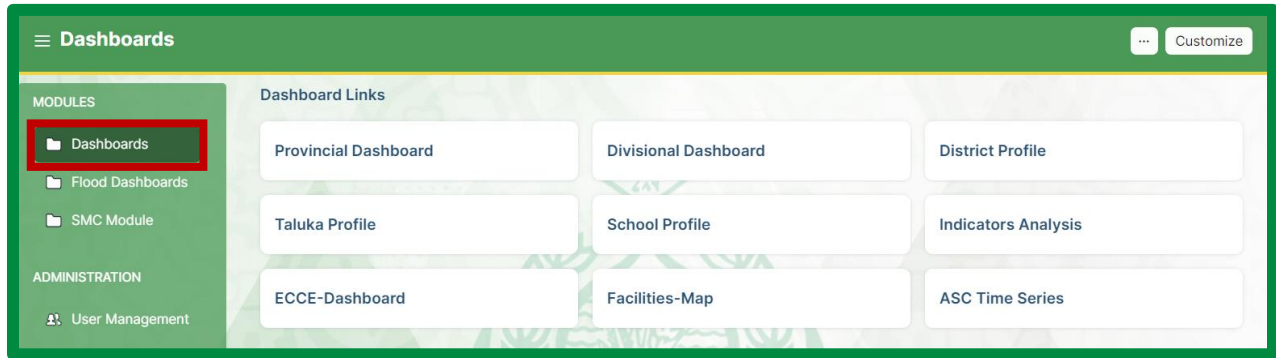
DASHBOARDS

TOPICS TO BE COVERED

Provincial Dashboard
Divisional Dashboard
District Profile
Taluka Profile
School Profile
Trend Analysis
ECCE Dashboard
Facilities Map
ASC Time Series

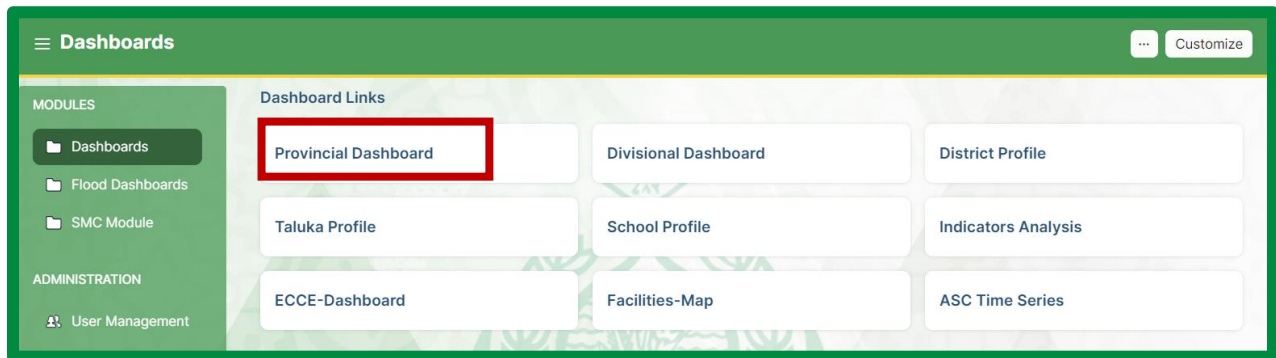
DASHBOARDS

Click on **Dashboards** under **MODULES** to access dashboard links.

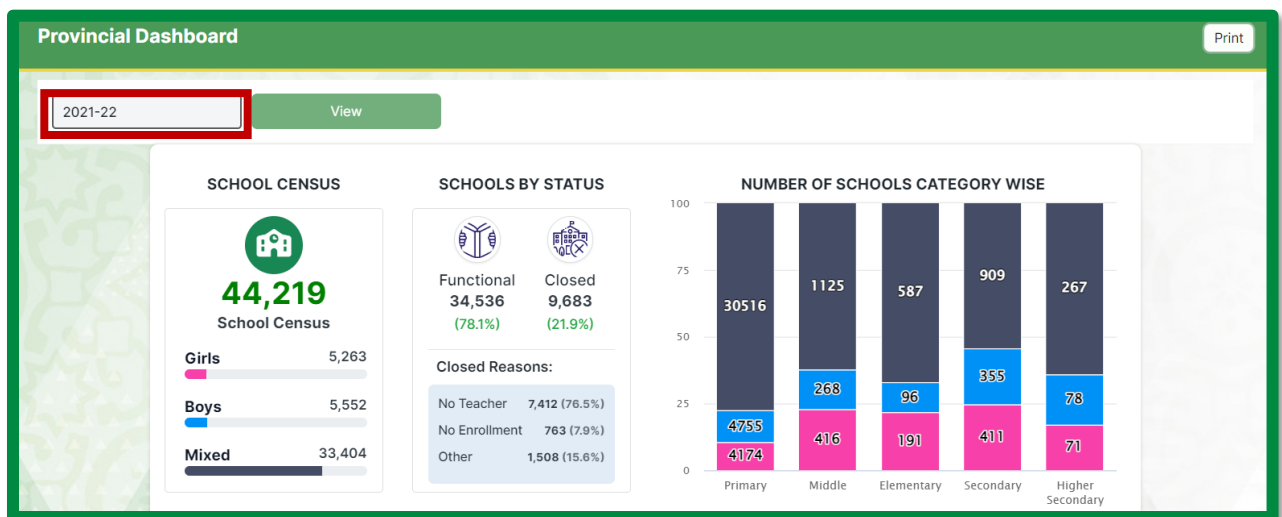


Provincial Dashboard

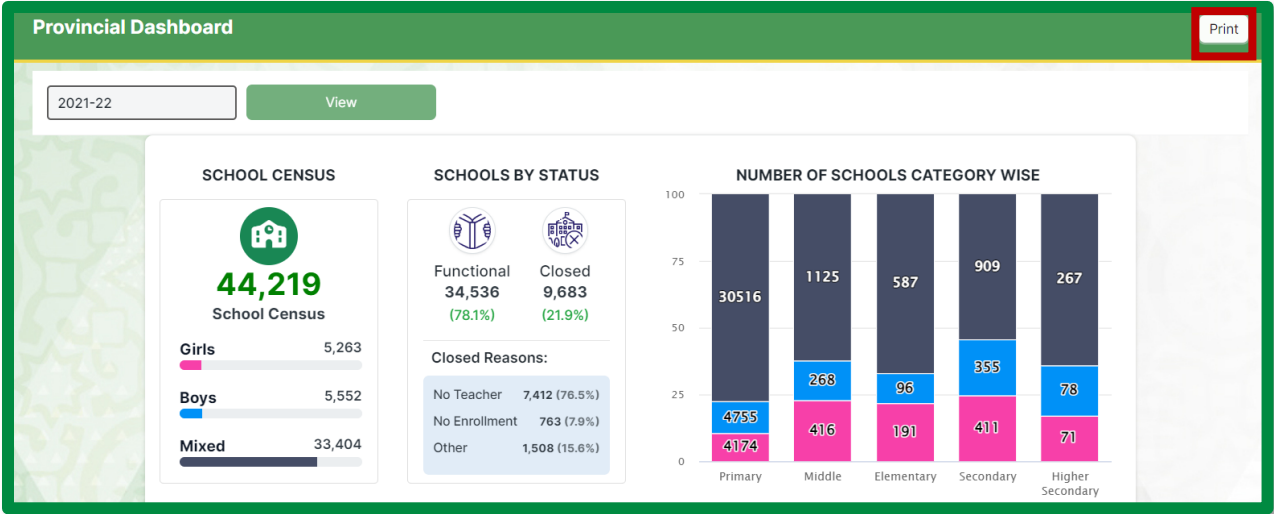
1. Click on **Provincial Dashboard**.



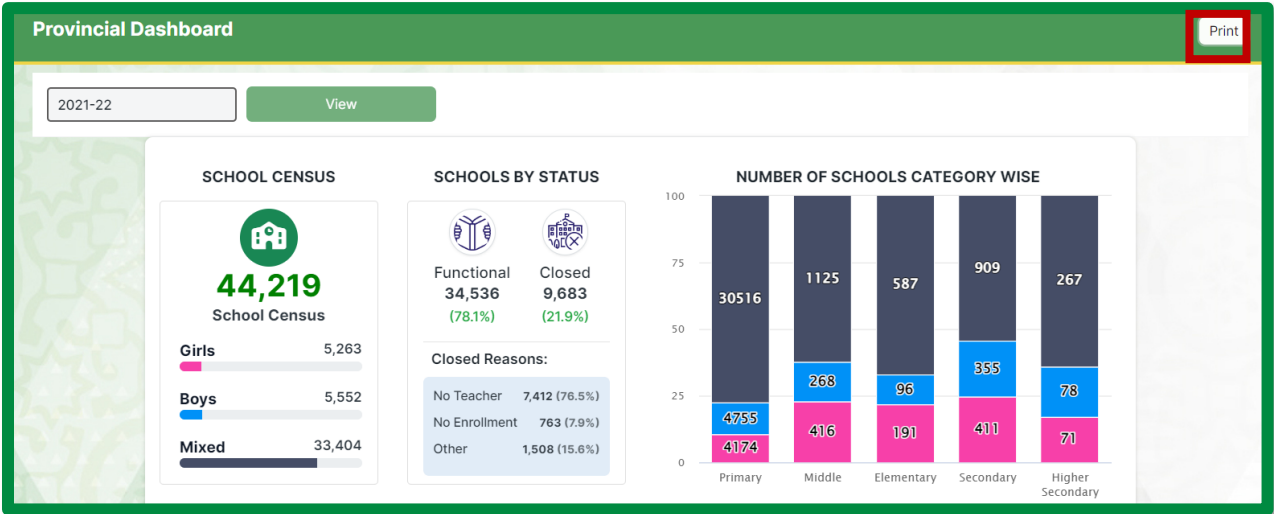
2. New page will show the **provincial dashboard** of current year.
To view a specific year's provincial dashboard, click on year, select year from the drop-down list and click on **View**.



3. To print the provincial dashboard, click on **Print**.



4. To save it as PDF, Click on **Print**, select destination **Save as PDF** and click on **Save**.



SCHOOL CENSUS
44,219 School Census
Girls: 5,263
Boys: 5,552
Mixed: 33,404

SCHOOLS BY STATUS
Functional: 34,536 (78.1%)
Closed: 9,683 (21.9%)
Closed Reasons:
No Teacher: 7,412 (76.5%)
No Enrollment: 783 (8.1%)
Other: 1,508 (15.4%)

NUMBER OF SCHOOLS CATEGORY WISE

Category	Girls	Boys	Mixed
Primary	2,955	416	417
Middle	1,125	547	909
Elementary	267	335	78
Secondary	30516	708	411
Higher Secondary	267	78	21

STUDENT ENROLLMENT
Total: 4,478,063
Working: 114,745

SANCTIONED TEACHERS
Total: 32,275

BUILDING STATUS
Total: 37,812 (85.51%)
Shelterless Schools: 6,407 (14.49%)

Facility Metrics:
Drinking Water: 80.88%
Electricity: 41.08%
Toilet: 58.6%
Handwash: 14.88%
Boundary Wall: 59.65%
2.92% (1200)

This report was generated on 24 October, 2022 12:24

Print Dialog:
Print: 1 page
Destination: Save as PDF (HP LaserJet Pro M402-M403 n-dne PCL 6)
Pages: 1
Pages per sheet: 1
Margins: Default
Options: Background graphics
Buttons: Save, Cancel

Divisional Dashboard

1. Click on **Divisional Dashboard**.

Dashboards [Customize]

MODULES

- Dashboards
- Flood Dashboards
- SMC Module

ADMINISTRATION

- User Management

Dashboard Links

- Provincial Dashboard
- Divisional Dashboard**
- District Profile
- Taluka Profile
- School Profile
- Indicators Analysis
- ECCE-Dashboard
- Facilities-Map
- ASC Time Series

2. Select year, division and click on **View**.

Divisional Dashboard [Print]

2021-22 | Division | **View**

3. To print the divisional dashboard, click on **Print**.

Divisional Dashboard
Print

2021-22

Karachi

View

REFORM SUPPORT UNIT
School Education & Literacy Department,
Government of Sindh

Division Karachi
Annual School Census (ASC) 2021-22

Division **Karachi** has **2,930** schools in total out of which **2322** schools are functional. The student enrollment is **472,190** and **18,193** teachers are deployed.

Schools
2,930

Enrollment
472,190

Teachers
18,193

4. To save it as PDF, Click on **Print**, select destination **Save as PDF** and click on **Save**.

Divisional Dashboard
Print

2021-22

Karachi

View

REFORM SUPPORT UNIT
School Education & Literacy Department,
Government of Sindh

Division Karachi
Annual School Census (ASC) 2021-22

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Schools
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Enrollment
472,190

Teachers
18,193

REFORM SUPPORT UNIT
School Education & Literacy Department,
Government of Sindh

Division Karachi
Annual School Census (ASC)
2021-22

Division **Karachi** has **2,930** schools in total out of which **2322** schools are functional. The student enrollment is **472,190** and **18,193** teachers are deployed.

Schools By Status

Functional **2,322** (79.2%)

Closed **608** (20.8%)

Closed Reasons:

No Teacher: 90 (14.8%)

No Enrollment: 169 (27.8%)

Other: 338 (55.6%)

Schools By Gender

Boys: 617 (21.1%)

Girls: 505 (17.2%)

Mixed: 1,808 (61.7%)

School By Category

Campus: 317 (10.8%)

Adopted: 108 (3.7%)

Branch: 17 (0.6%)

Schools By Level

Primary: 2,038 (69.5%)

Elementary: 170 (5.8%)

Middle: 204 (7%)

Secondary: 488 (16.3%)

Higher Sec: 41 (1.4%)

Schools By Building

Building: 2,288 (78%)

Shelterless: 24 (0.8%)

Rooms: 22,181

Classrooms: 14,949

Washrooms: 2,072 (69.2%)

Class and Gender wise Enrollment

	ECCCE	Katchhi	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	Total
Boys	14,096	14,113	26,491	24,760	22,584	19,598	16,583	13,916	13,437	13,889	13,671	16,010	2,728	6,471	218,347
Girls	14,741	14,317	22,218	26,023	25,041	22,670	20,450	20,409	20,189	19,906	18,740	18,533	1,966	3,640	253,843
Total	28,837	28,430	52,709	50,783	47,625	42,268	37,033	34,325	33,626	33,795	32,411	34,543	4,694	10,111	472,190

Schools with Facilities

1,737 Drinking Water

1,902 Electricity

2,072 Toilet

2,127 Boundary Wall

396 Lab/Sci.Lab

228 Library

214 Computer Lab

1421 Handwash

33,280 Electric Fans

1263 Soap

296 LEDTV

65 Projectors

846 Play Ground

1055 Computers

Designation wise Staff

Designation	Male	Female	Total	Designation	Male	Female	Total
PST	3,405	6,963	10,368	JST/JEST	942	1,850	2,792
HST	777	2,300	2,877	SST	43	46	89
PTI	25	35	60	WIT	27	4	31
DT	17	24	41	ECT	267	241	508
Other Teaching Staff	378	260	638	Non-Government	32	253	285
Total Teaching Staff	5,913	11,776	17,689	Non-Teaching Staff	5,014	925	5,940
Total Staff(Teaching and Non-Teaching)	10,927	12,702	23,629				

Print 3 pages

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Save as PDF
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Pages

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Margins Default

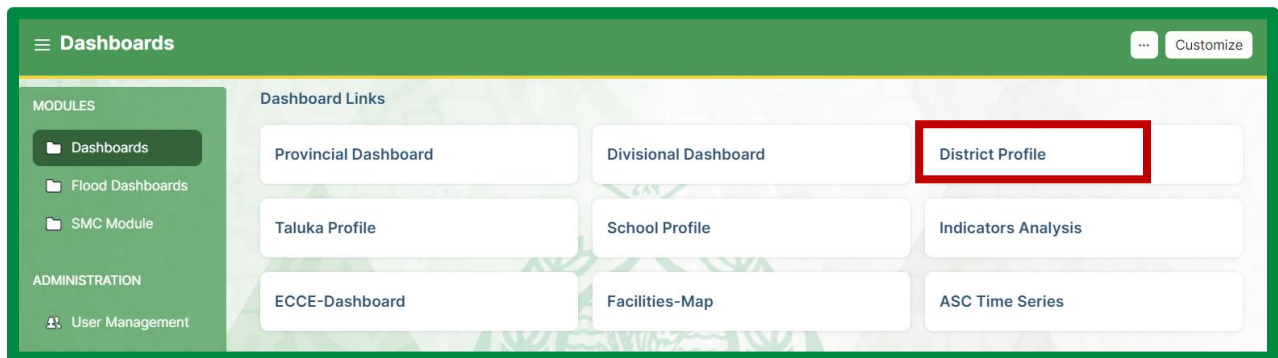
Options Background graphics

Save
Cancel

23

District Profile

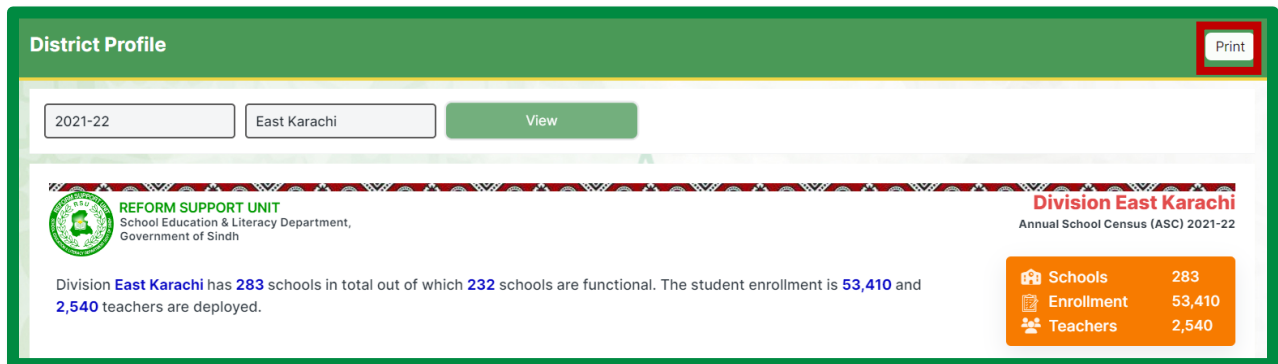
1. Click on **District Profile**.



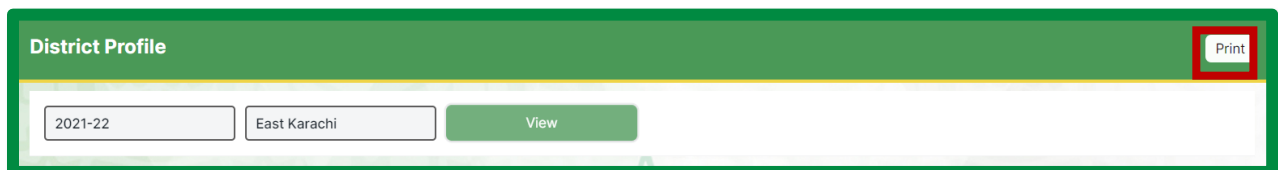
2. Select year, district and click on **View**.



3. To print the district profile, click on **Print**.



4. To save it as PDF, Click on **Print**, select destination **Save as PDF** and click on **Save**.



REFORM SUPPORT UNIT
School Education & Literary Department,
Government of Sindh

Division East Karachi has 283 schools in total out of which 232 schools are functional. The student enrollment is 53,410 and 2,540 teachers are deployed.

Schools 283
Enrollment 53,410
Teachers 2,540

Division East Karachi
Annual School Census (ASC)
2021-22

Schools By Status: Functional 232 (82%), Closed 51 (18%)

Schools By Gender: Boys 58 (18.8%), Girls 50 (17.7%), Mixed 177 (62.5%)

Schools By Level: Primary 179 (63.3%), Elementary 6 (3.2%), Middle 23 (8.1%), Secondary 64 (23.3%), Higher Sec 6 (2.1%)

Schools By Building: Building 230 (99.1%), Shelterless 2 (0.9%), Rooms 2,705, Classrooms 1,839, Washrooms 219 (94.4%)

Closed Reasons: No Teacher 1 (2%), No Enrollment 36 (70.6%), Other 14 (27.5%)

School By Category: Campus 61 (21.6%), Adopted 18 (6.4%), Branch 7 (0.7%)

Class and Gender wise Enrollment

	ECCE	Katchi	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	Total
Boys	1,417	1,782	3,028	2,747	2,346	2,043	1,734	1,630	1,561	1,624	1,138	1,793	19	651	23,513
Girls	1,907	1,811	2,929	2,847	2,825	2,639	2,436	2,480	2,368	2,235	2,208	328	529	29,897	
Total	3,324	3,593	5,957	5,594	5,171	4,682	4,089	4,041	3,992	3,373	4,001	347	1,180	53,410	

Schools with Facilities: Drinking Water 213, Electricity 217, Toilet 219, Boundary Wall 215, Lab/Sci Lab 47, Library 24, Computer Lab 33, Handwash 184, Electric Fans 4,686, Soap 183, LED TV 15, Projectors 9, Play Ground 71, Computers 210

Designation wise Staff

Designation	Male	Female	Total	Designation	Male	Female	Total
PST	364	944	1,308	JST/JEST	98	264	362
HST	128	423	551	SST	11	12	23
PTI	5	7	12	WIT	7	2	9
DT	4	4	8	ECT	41	36	77
Other Teaching Staff	57	58	115	Non-Government	-	2	2
Total Teaching Staff	715	1,752	2,467	Non-Teaching Staff	764	135	899
Total Staff (Teaching and Non-Teaching)	1,479	1,887	3,366				

Print 3 pages

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Pages

Pages per sheet: 1

Margins: Default

Options: Background graphics

Save Cancel

Taluka Profile

1. Click on Taluka Profile.

Dashboards Customize

MODULES

- Dashboards
- Flood Dashboards
- SMC Module

ADMINISTRATION

- User Management

Dashboard Links

- Provincial Dashboard
- Divisional Dashboard
- District Profile
- Taluka Profile**
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- Indicators Analysis
- ECCE-Dashboard
- Facilities-Map
- ASC Time Series

2. Select year, district, taluka and click on View.

Taluka Profile Print

2021-22 District Taluka **View**

3. To print the Taluka Profile, click on Print.

Taluka Profile
Print

2021-22

Central Karachi

Gulberg

View

REFORM SUPPORT UNIT
School Education & Literacy Department,
Government of Sindh

Taluka Gulberg
Annual School Census (ASC) 2021-22

Taluka **Gulberg** has **124** schools in total out of which **96** schools are functional. The student enrollment is **19,166** and **1,076** teachers are deployed.

Schools	124
Enrollment	19,166
Teachers	1,076

4. To save it as PDF, Click on **Print**, select destination **Save as PDF** and click on **Save**.

Taluka Profile
Print

2021-22

Central Karachi

Gulberg

View

REFORM SUPPORT UNIT
School Education & Literacy Department,
Government of Sindh

Taluka Gulberg
Annual School Census (ASC)
2021-22

Taluka **Gulberg** has **124** schools in total out of which **96** schools are functional. The student enrollment is **19,166** and **1,076** teachers are deployed.

Schools By Status

Functional	Closed
96 (77.4%)	28 (22.6%)

Closed Reasons:

No Teacher	0 (0%)
No Enrollment	13 (46.4%)
Other	15 (53.6%)

Schools By Gender

Boys	37 (29.8%)
Girls	14 (11.3%)
Mixed	73 (58.9%)

School By Category

Campus	10 (8.1%)
Adopted	0 (0%)
Branch	2 (1.6%)

Schools By Level

Primary	70 (56.5%)
Elementary	13 (10.5%)
Middle	9 (7.3%)
Secondary	29 (23.4%)
Higher Sec	3 (2.4%)

Schools By Building

Building	95 (99%)
Shelterless	1 (1%)
Rooms	997
Classrooms	687
Washrooms	88 (91.7%)

Class and Gender wise Enrollment

	ECCE	Katchi	I	II	III	IV	V	VI	VIII	IX	X	XI	XII	Total	
Boys	601	536	960	1,036	910	821	638	531	606	722	236	678	917	1,164	10,376
Girls	617	417	910	802	824	793	744	623	656	691	549	844	0	220	8,790
Total	1,218	953	1,870	1,938	1,734	1,614	1,382	1,154	1,262	1,413	785	1,522	917	1,404	19,166

Schools with Facilities

Drinking Water	82	Electricity	85	Toilet	88	Boundary Wall	93	Lab/Sci Lab	26	Library	22	Computer Lab	22
Handwash	75	Electric Fans	1,654	Soap	64	LED TV	3	Projectors	2	Play Ground	50	Computers	50

Designation wise Staff

Designation	Male	Female	Total	Designation	Male	Female	Total
PST	125	469	594	JST/JEST	49	109	158
HST	44	186	230	SST	2	-	2
PTI	1	3	4	WIT	2	-	2
DT	-	1	1	ECT	19	11	30
Other Teaching Staff	20	14	34	Total Teaching Staff	262	793	1,055
Non-Teaching Staff	215	61	276	Total Staff(Teaching and Non-Teaching)	477	854	1,331

Print
2 pages

Destination

Save as PDF
▼

HP LaserJet Pro M402-M403 n-dne PCL 6

Save as PDF

See more...

Pages

Pages per sheet

Margins

Options

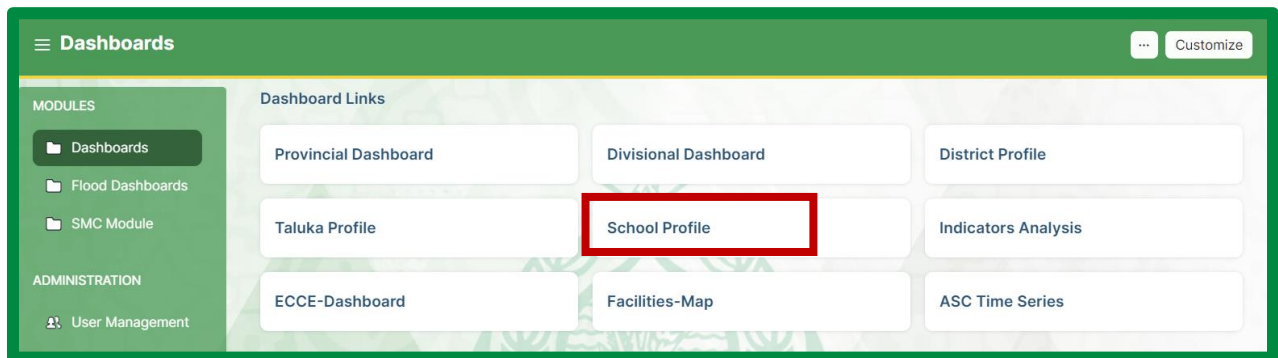
Background graphics

Save

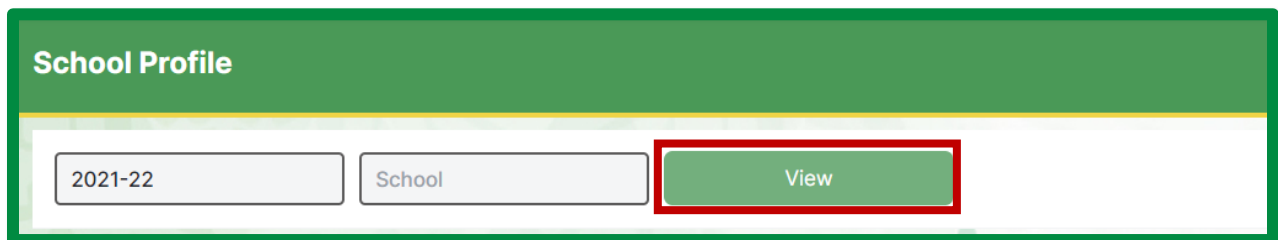
Cancel

School Profile

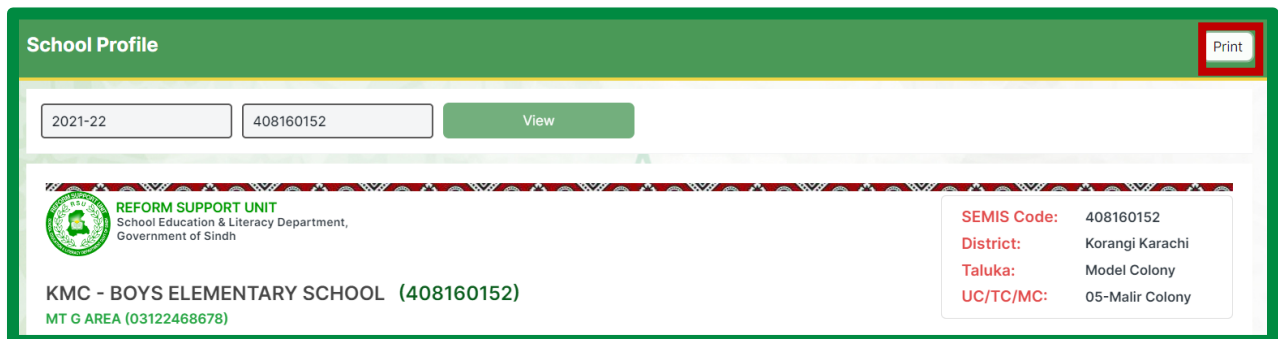
1. Click on **School Profile**.



2. Select year, enter School's SEMIIS Code and click on **View**.



3. To print the School Profile, click on **Print**.



4. To save it as PDF, Click on **Print**, select destination **Save as PDF** and click on **Save**.



REFORM SUPPORT UNIT
School Education & Literacy Department,
Government of Sindh

SEMIS Code: 408160152
District: Korangi Karachi
Taluka: Model Colony
UC/TC/JMC: 05-Malik Colony

KMC - BOYS ELEMENTARY SCHOOL (408160152)
MT G AREA (03122468878)

School Details

Location	Urban	Level	Primary	Gender	Mixed
Medium	Urdu	Urdu Enrollment	135	Shift	Morning
Status	Functional	School Administration	DO Local Bodies	DDO Cost Center	
Total Surrounding Schools	1	Adopted School	No	Is Campus	No

Building Status

Having Building	Yes
Ownership	Government Building
Construction Type	Pakka / RCC / Tier guarder
Building Condition	Satisfactory
Total Rooms	5
Classrooms	4
Area	1500 sqft

Designation wise Staff

Designation	Male	Female	Total	Designation	Male	Female	Total
PST	0	9	9	Total Teachers	0	9	9
Non Teaching	3	-	3	Total Staff(Teaching and Non-Teaching)	3	9	12

Basic Facilities

Drinking Water	Yes	Toilets	Yes (1)	Hand Wash	No	Soap	Yes	Electricity	Yes
Boundary Wall	Yes	Lab/Sci.Lab	No	Library	No	Computer Lab	No	Play Ground	Yes (500)

Items

Black Boards	5	White Boards	-	Student Chairs	25	Student Dual Desks	39	Student Benches	-	Teacher Tables	5
Teacher Chairs	10	Almirahs	4	Computers	-	Projectors	-	Electric Fans	1	LEDTV	-

Print 2 pages

Destination: Save as PDF (selected), HP LaserJet Pro M402-M403 n-dne PCL 6, Save as PDF, See more...

Pages per sheet: 1

Margins: Default

Options: Background graphics

Save Cancel

Trend Analysis

1. Click on **Indicators Analysis**.

Dashboards [Customize]

MODULES

- Dashboards
- Flood Dashboards
- SMC Module

Dashboard Links

- Provincial Dashboard
- Divisional Dashboard
- District Profile
- Taluka Profile
- School Profile
- Indicators Analysis**

2. Select indicators from the drop-down list and apply filters to get pivot table report to perform analysis.

Indicators Trend Analysis [Create Card] [Set Chart] [Refresh] [More]

Indicator: School

Group by: Region

Columns: Year wise Analysis

Location Filter: Division, District

- Click on rows of pivot table to select and apply filters from the drop-down list.

	Division	2015-16	2016-17	2018-19	2020-21	2021-22	2022-23
		Sort Ascending					
		Sort Descending					
		Reset sorting					
		Remove column					
1	Hyderabad	7038	11589	13354	13419	11850	0
2	Karachi		2857	3036	3041	2930	0
3	Larkana	7038	6552	7608	7662	6833	0
4	Mirpurkhas	8418	7465	9251	9433	8577	0
5	SBA at Nawabshah	7990	7551	8643	8752	7785	0
6	Sukkur	6650	6368	7108	7139	6244	0
	Total	45447	42382	49000	49446	44219	0

How to Create Trends Chart

- Click on **Indicators Analysis**.

The screenshot shows the 'Dashboards' section of the application. On the left, there is a 'MODULES' sidebar with 'Dashboards', 'Flood Dashboards', and 'SMC Module'. The main area is titled 'Dashboard Links' and contains five buttons: 'Provincial Dashboard', 'Divisional Dashboard', 'District Profile', 'Taluka Profile', and 'School Profile'. The 'Indicators Analysis' button is highlighted with a red box.

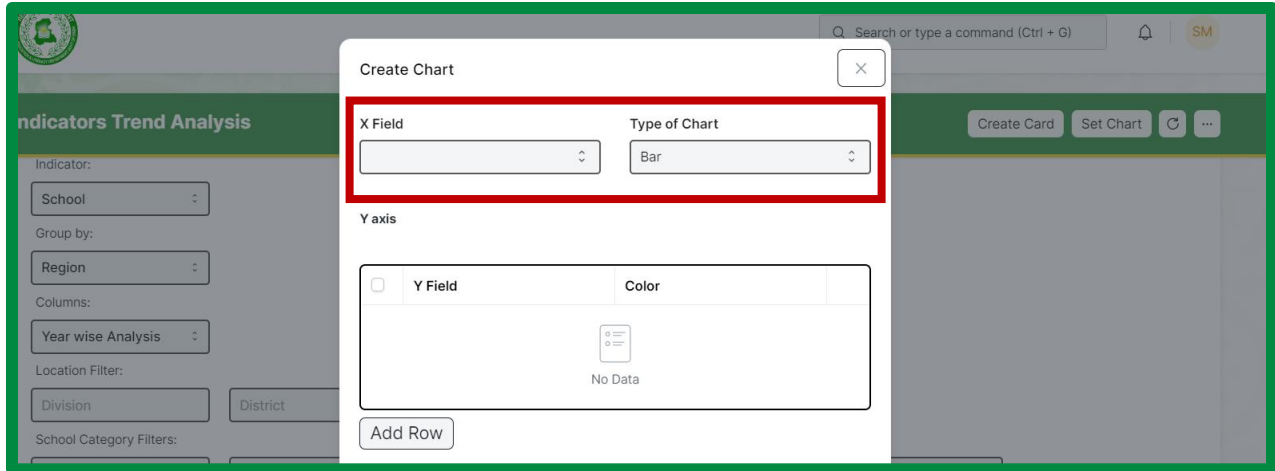
- Select indicators from the drop-down list and apply filters to get pivot table report to perform analysis.

The screenshot shows the 'Indicators Trend Analysis' configuration screen. It has a title bar with 'Create Card', 'Set Chart', and a refresh icon. Below the title, there are several configuration options:

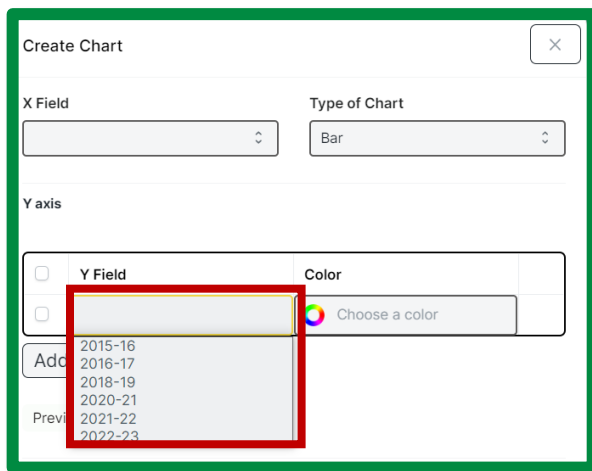
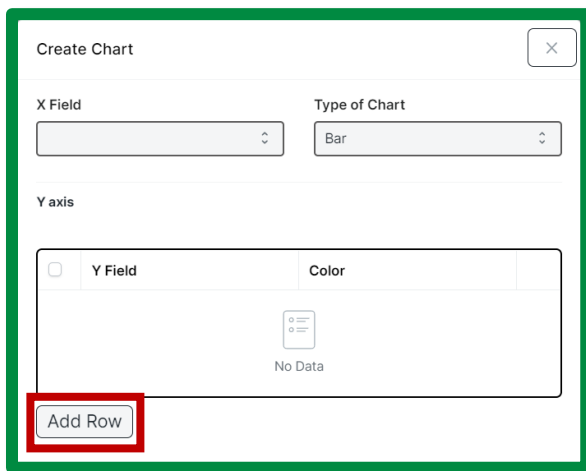
- Indicator:** A dropdown menu with 'School' selected.
- Group by:** A dropdown menu with 'Region' selected.
- Columns:** A dropdown menu with 'Year wise Analysis' selected.
- Location Filter:** Two input fields, 'Division' and 'District', both currently empty.

- Click on **Set Chart** and select X-field and type of chart from the drop-down menu.

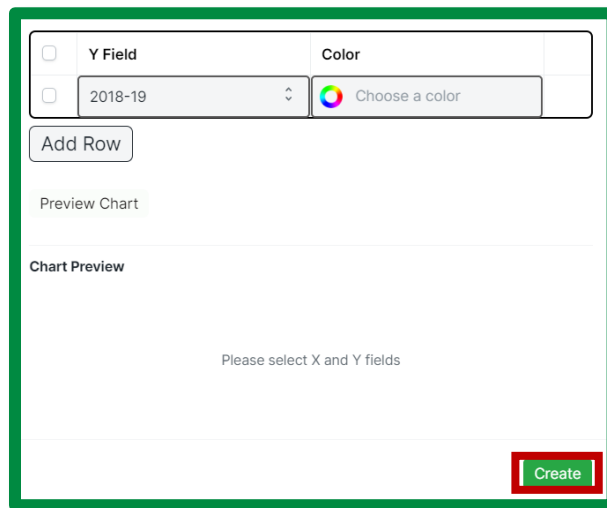
This screenshot is identical to the previous one, but the 'Set Chart' button in the top right corner is highlighted with a red box.



4. Click on **Add Row** to add Y Field. Select field from the drop-down list.

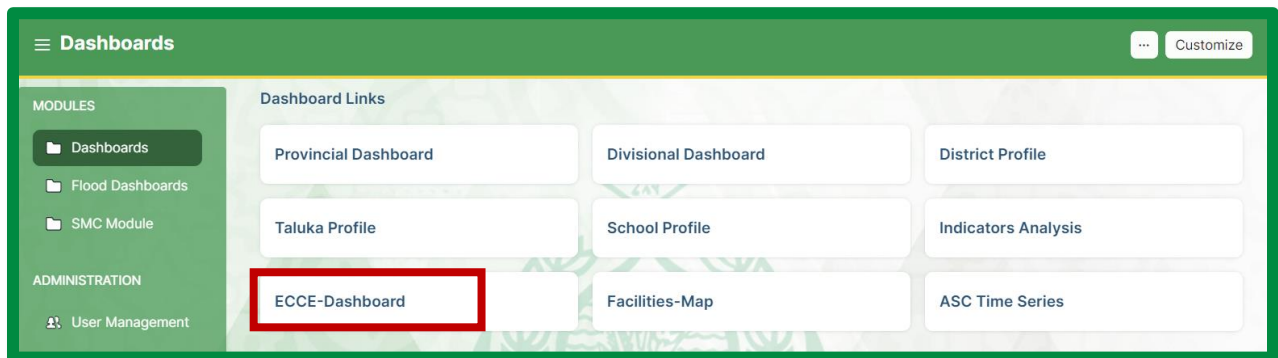


5. Click on **Create**.

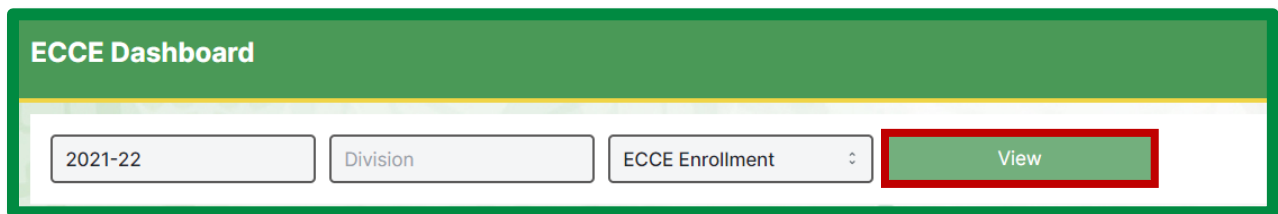


ECCE Dashboard

1. Click on **ECCE Dashboard**.

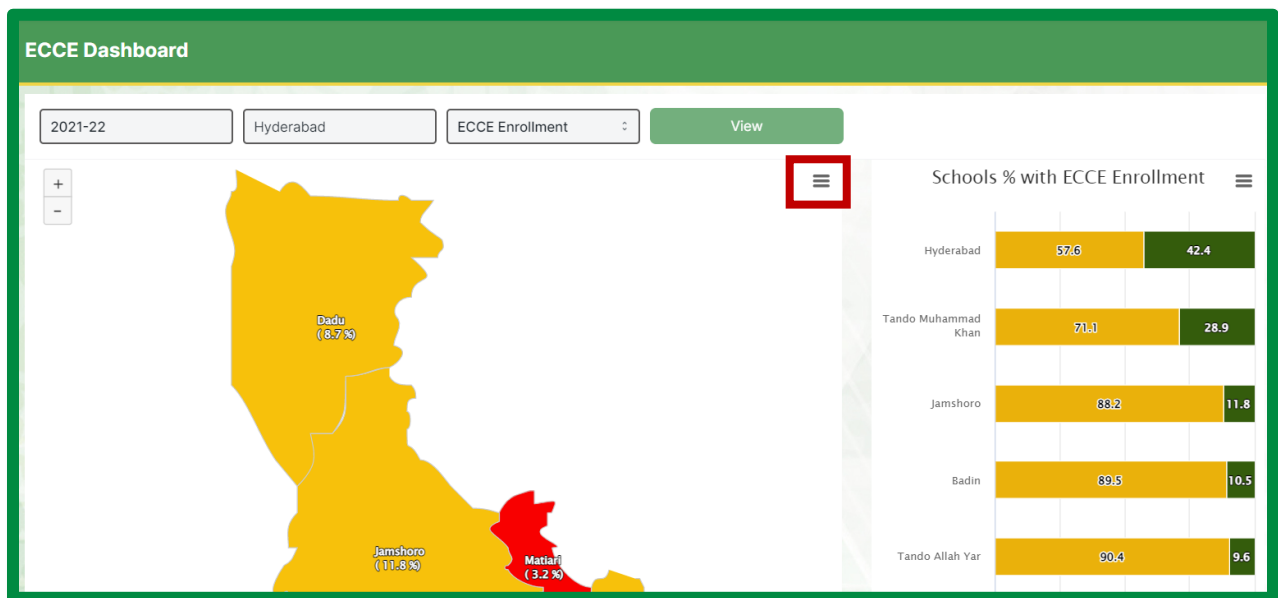


2. Select year, division, ECCE detail and click on **View**.



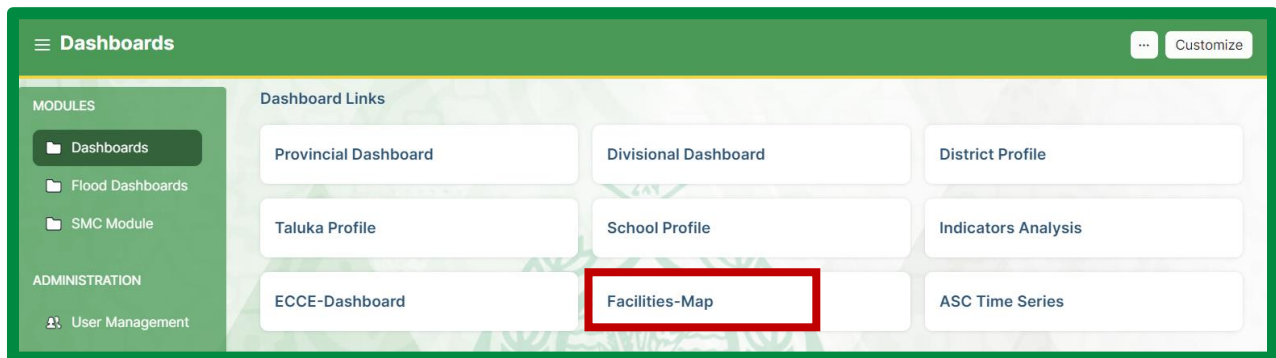
Skip division to view Provincial ECCE dashboard.

3. Left side of the dashboard will show visual representation of the ECCE data with map legends and right side will show the ECCE data in numbers.
Click on **Menu** to print/download Map or view it in full screen.

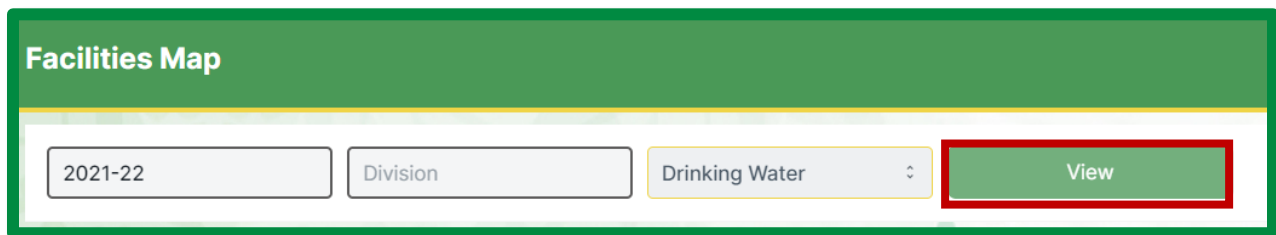


Facilities Map

1. Click on **Facilities Map**.

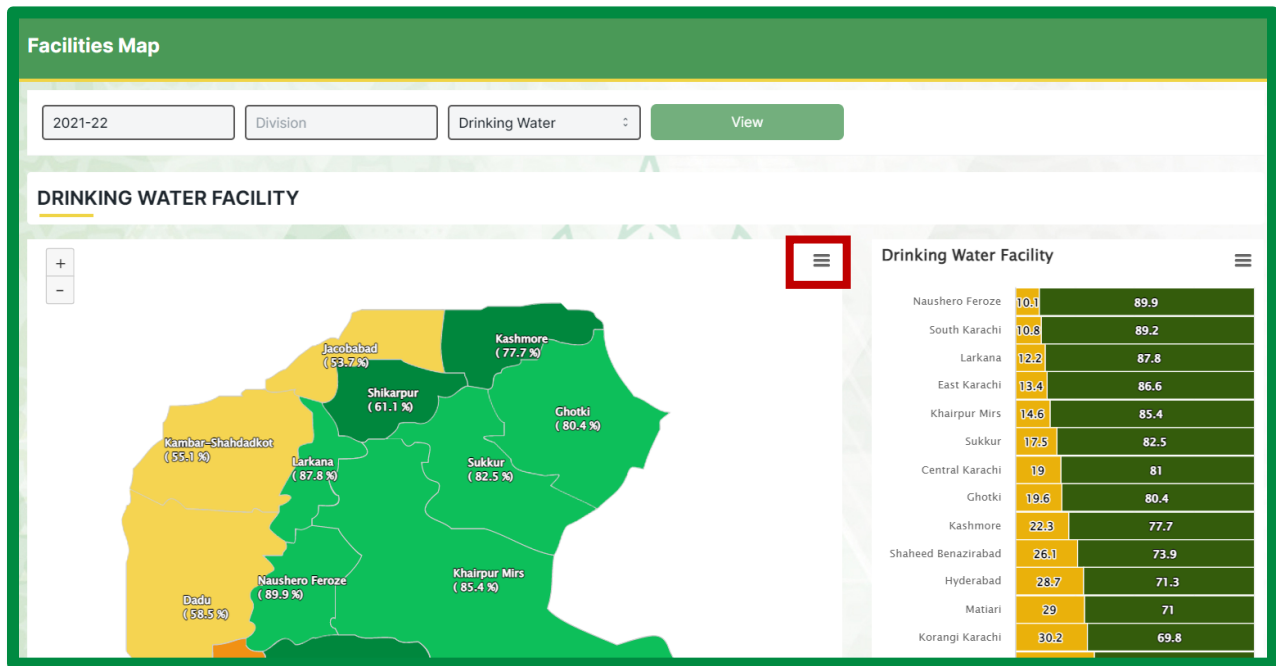


2. Select year, division, Facility and click on **View**.



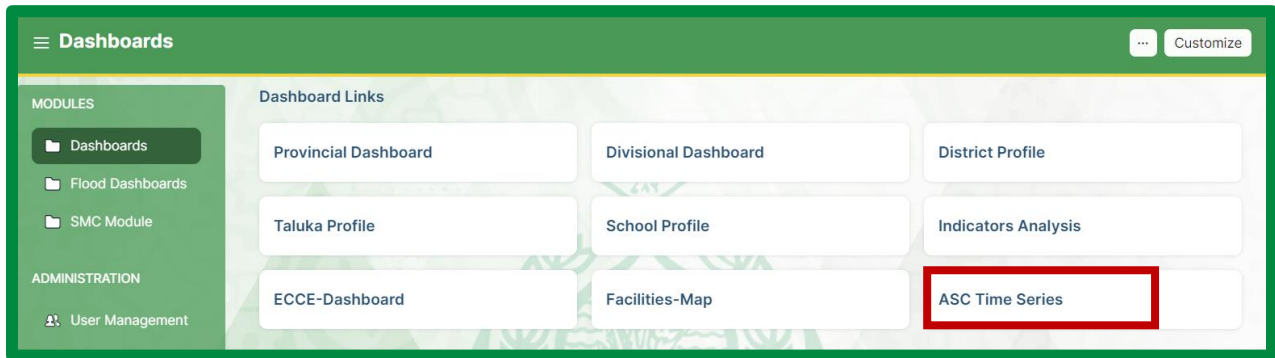
Skip division to view Provincial Facilities Map.

3. Click on **Menu** to print/download Map or view it in full screen.

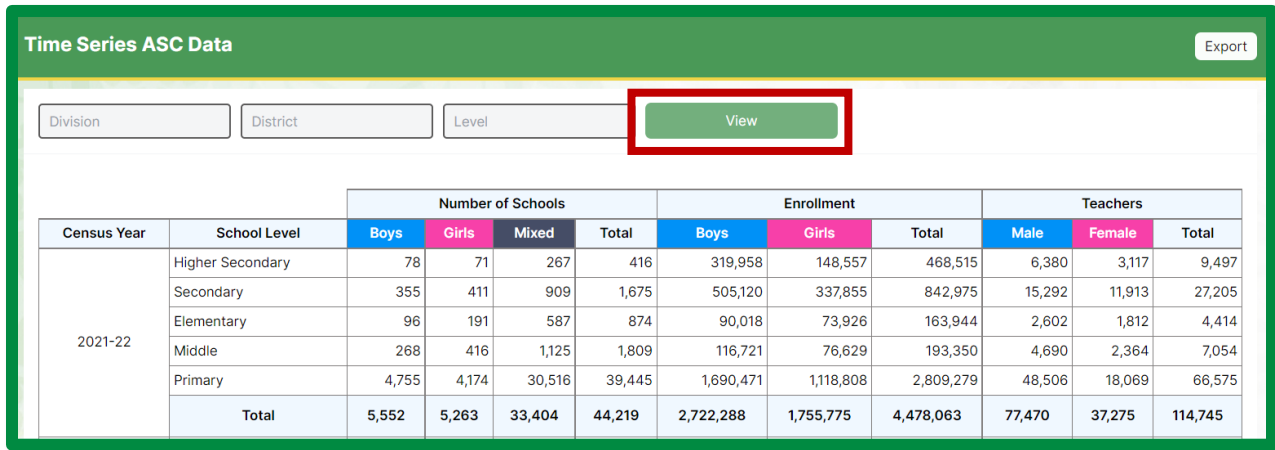


ASC Time Series

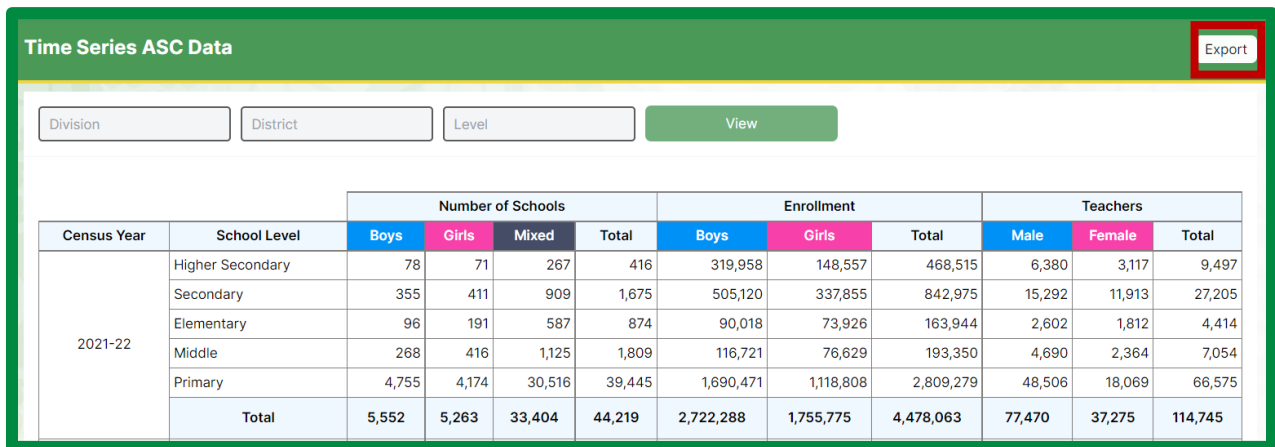
1. Click on **ASC Time Series**.



2. Opened page will show the provincial ASC Time Series data. Select Division, District, Level and click on **view** to get specified data.



3. Click on **Export** to download the data.



CHAPTER 3

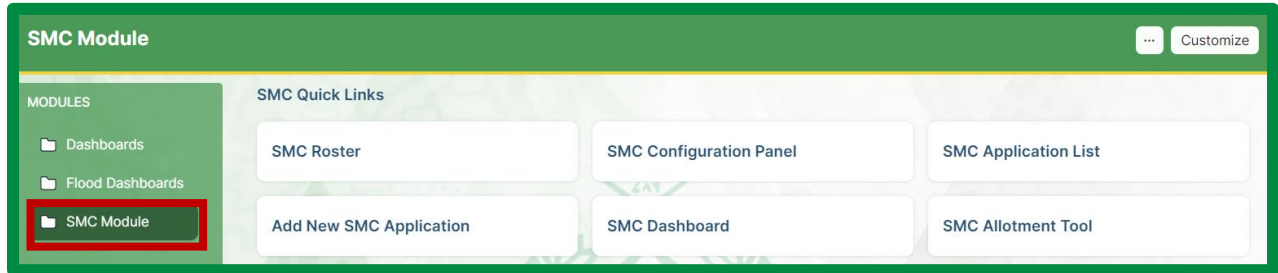
SMC WEB PORTAL

TOPICS TO BE COVERED

Creating and Editing SMC Roster
Creating & Editing SMC Configuration Panel
Creating & Editing SMC Application Form
Changing Status of SMC Form
SMC Dashboard
SMC Allotment Tool

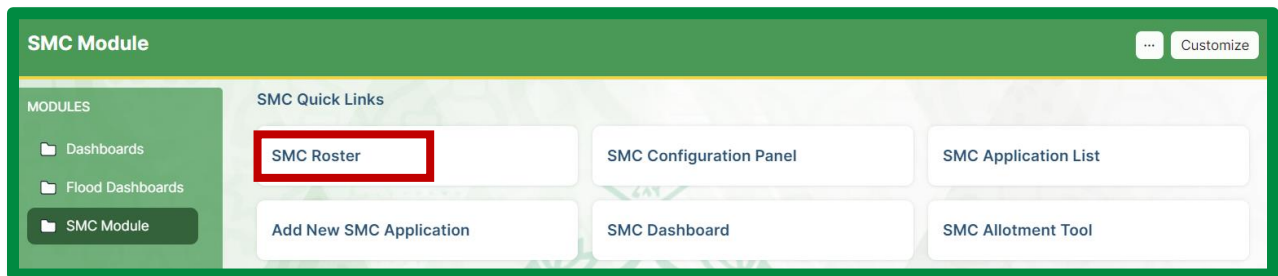
SCHOOL MANAGEMENT COMMITTEE (SMC) SECTION

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



New SMC Roster

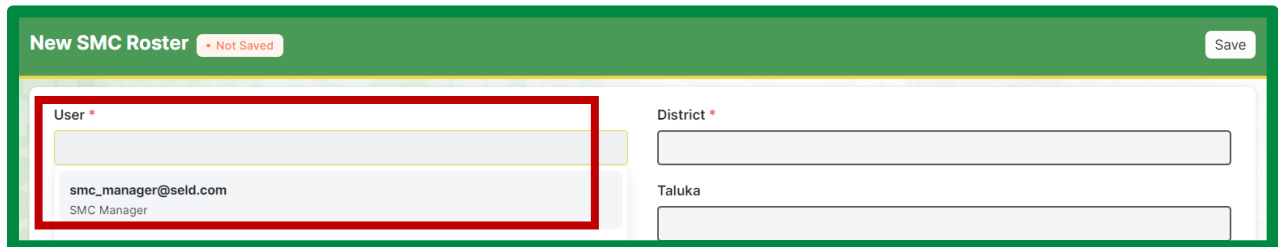
1. Click on SMC Roster.



2. Click on Add SMC Roster.



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



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

User *

District *

Year *

Taluka

Union Council

Get School

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

Skip both Taluka and Union council option to get 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 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	Planned Date	Actual Date

Delete Add Row

To add more schools in 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"/>	School Name	Planned Date	Actual Date

Add Row school

408060222 KMC - BOYS ELEMENTARY SCHOOL

408060223 GBHS - IRANIAN G TECHNICAL

First < 5 of 5 > Last

- Click on **Save**.

New SMC Roster * Not Saved **Save**

User *

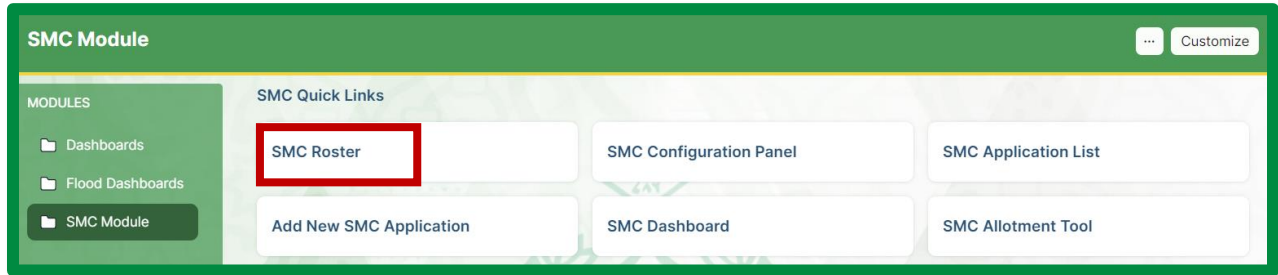
District *

Full Name *

Taluka

How to Edit SMC Roster?

1. Click on **SMC Roster**.



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

ID	Year	District				
<input type="checkbox"/>	♥ ID	User	Full Name	Year	District	4 of 4
<input type="checkbox"/>	♥ South Karachi-diosouth4-2C	dio4@seld.com	diosouth4	2021-22	South Karachi	- 3 w 0
<input type="checkbox"/>	♥ South Karachi-diosouth3-2C	dio3@seld.com	diosouth3	2021-22	South Karachi	- 1 M 0

3. To add schools – 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"/>	
<input type="checkbox"/>	Add Row	408060222	school	<input type="text" value="First"/>	<input type="text" value="5 of 5"/>	<input type="text" value="Last"/>
		408060223	GBHS - IRANIAN G TECHNICAL			

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

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"/>

- Click on **Save**.

South Karachi-DIO 2 South-2021-22 • Not Saved < > Save

User * District *

SMC Configuration Panel

- Click on **SMC Configuration Panel**.

SMC Module ... Customize

MODULES

- Dashboards
- Flood Dashboards
- SMC Module**

SMC Quick Links

SMC Roster SMC Configuration Panel SMC Application List

Add New SMC Application SMC Dashboard SMC Allotment Tool

- Click on **Add SMC Panel**.

SMC Panel List View ... + Add SMC Panel

- Select year, form submitting start & end date, Rate per school/student and click **save**.

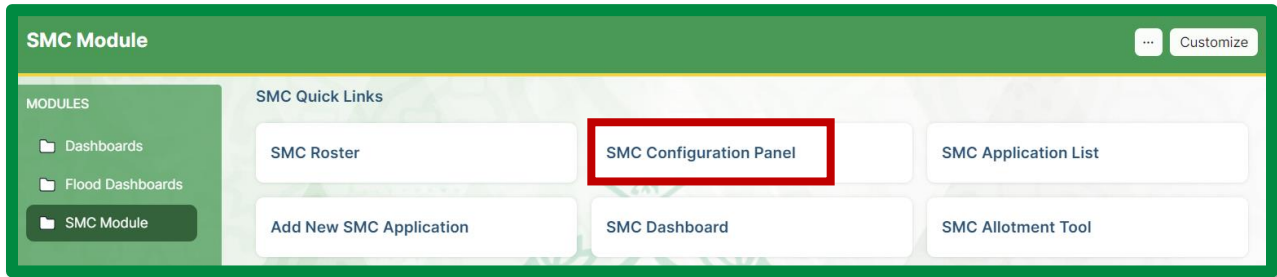
New SMC Panel • Not Saved Save

Year *

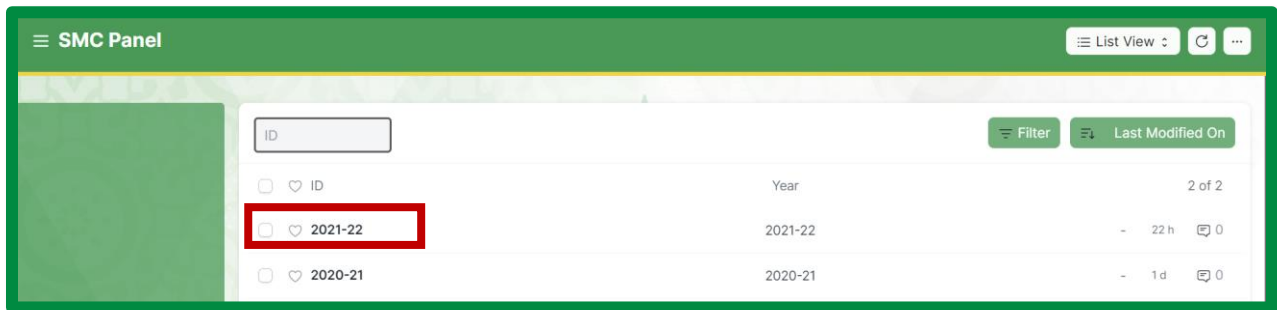
Form Submitting Start Date * Form Submitting End Date *

How to Edit SMC Panel

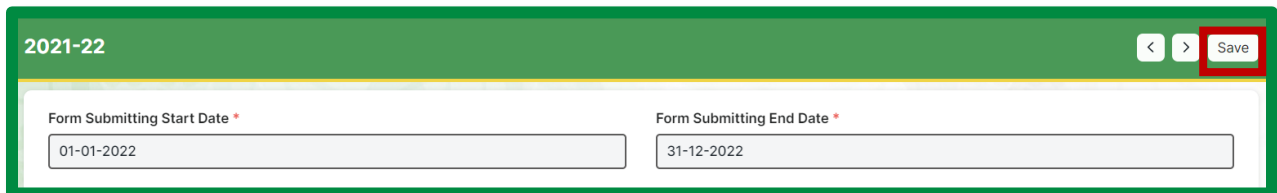
- Click on **SMC Configuration Panel**.



2. Click on the **SMC ID** of the current year.

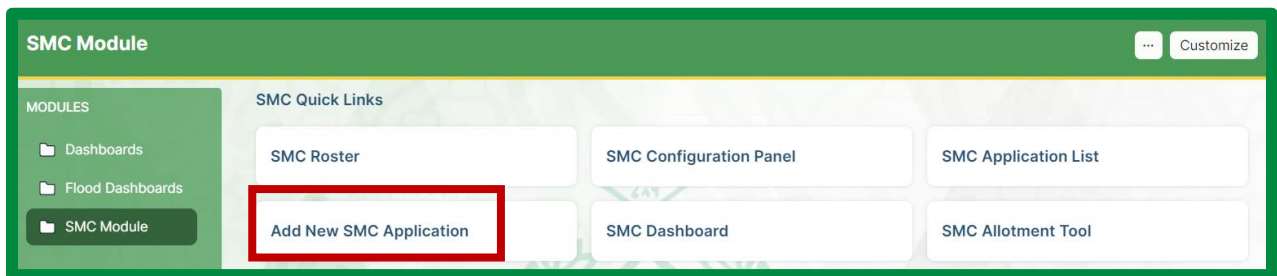


3. Edit the SMC panel and click **Save**.



New SMC Application

1. Click on **Add New SMC Application**.



1. New form will open. Edit the form as per the guidelines provided and click **Save**.

≡ New SMC Application Form * Not Saved Save

1-SCHOOL INFORMATION:

SEMIS Code * Posting Date Year *

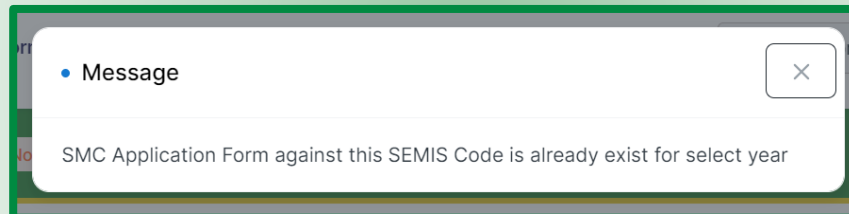
District Taluka U.C

School Name

SMC Application Form – Instructions



Multiple SMC Application forms cannot be created for same year/SEMIS code.



Some fields are auto/pre-filled (highlighted) and are not editable.

Posting Date Year *

Total Enrollment Is it Campus School

Form will not be submitted if the following mandatory fields are empty.

- Account Title
- Bank Name
- SMC Fund as June (Last year) Received
- Head teacher (Secretary Name)
- Head Teacher CNIC
- Head Teacher Cell #
- Chairperson/Chairman name
- Chairperson CNIC
- Chairperson Cell #

1

School Information

1-SCHOOL INFORMATION:

SEMIS Code *	Posting Date	Year *
<input type="text"/>	<input type="text" value="18-08-2022"/>	<input type="text" value="2021-22"/>
No. of Classrooms	Total Enrollment	Is it Campus School
<input type="text" value="000"/>	<input type="text" value="0"/>	<input type="text"/>

If user select Yes under “Is it Campus School” option, system will ask for “No. of Merged Schools”.

1-SCHOOL INFORMATION:

SEMIS Code *	Posting Date	Year *	
<input type="text"/>	<input type="text" value="18-08-2022"/>	<input type="text" value="2021-22"/>	
No. of Classrooms	Total Enrollment	Is it Campus School	Write No. of Merged Schools
<input type="text" value="000"/>	<input type="text" value="0"/>	<input type="text" value="Yes"/>	<input type="text"/>

2

SMC Bank Information

2- SMC BANK INFORMATION

Account Title *	Bank Name *	
<input type="text"/>	<input type="text"/>	
IBAN Availability	Last SMC Fund Received	Current Balance in SMC A/C as of June
<input type="text"/>	<input type="text"/>	<input type="text"/>

If user selects Yes under “IBAN Availability” option, system will ask for “IBAN Number”.

IBAN Availability	IBAN *
<input type="text" value="Yes"/>	<input type="text"/>
	International Bank Account Number

If user selects No under “IBAN Availability” option, system will ask for Account details.

IBAN Availability <input type="text" value="No"/>	SMC Account Number (Complete) * <input type="text"/>	Branch Code * <input type="text"/>	Bank Branch Name <input type="text"/>
--	---	---------------------------------------	--

3 SMC Fund Status

3-SMC FUND STATUS

SMC Fund as June(Last Year) Received *

If user selects Yes under “SMC Fund as June (Last Year) Received” option, system will ask for “Amount in Rs”.

3-SMC FUND STATUS

SMC Fund as June(Last Year) Received *

Amount in Rs

4 Expenditure Details

4-EXPENDITURE DETAIL(up to 50% of SMC Funds for Infrastructure Maintenance, Remaining 50% For Learning Teaching Material, Covid Essentials)

(i) Infrastructure Maintenance (Total Amount) <input type="text"/>		(ii) Learning / Teaching Material (Total Amount) <input type="text"/>	
Covid Essentials Items			
(a) Sanitizers (Total Amount) <input type="text" value="0.00"/>	(b) Soaps (Total Amount) <input type="text" value="0.00"/>	(c) Washable Face Mask (Total Amount) <input type="text" value="0.00"/>	(d) Room Disinfectants (Total Amount) <input type="text" value="0.00"/>

5 SMC Composition

SMC Composition (Primary /Middle 7 or 9,Elementary 9 or 11 & Secondary /H.Secondary 11 Or 13); Teacher Section

Head Teacher (Secretary Name) *

Head Teacher CNIC * Head Teacher Cell #: *

Chairperson/Chairman Name: *

Chairperson CNIC * Chairperson Cell# *

Name of Child 1 S/O/D/O

There should be minimum **7** and maximum **9** SMC Committee members in Primary/Middle School.
 There should be minimum **9** and maximum **11** SMC Committee members in Elementary School.
 There should be minimum **11** and maximum **13** SMC Committee members in Secondary/H.Secondary School.

6 Stamping & Signing

Name Head Teacher/Incharge Name TEO (M/F) primary/Secondary

Counter Signed by Date of Last SMC Election


Name DEO (Primary/Elementry/Sec.&H.Secondary)

7 School Improvement and Betterment Plan

Click on **Add Row** to add details.

School Improvement and Betterment Plan

SIP

No.	Work Description	Work Start Date	Expenditures	Work End Date
 No Data				

Add Row

School Improvement and Betterment Plan

SIP

<input type="checkbox"/> No.	Work Description	Work Start Date	Expenditures	Work End Date
<input type="checkbox"/> 1	Work Description	Work Start Date	0.00	Work End Date

Add Row

Click on Row number to edit it separately.

Plan

Work Start Date	Expenditures	Work End Date

Insert Below
 Insert Above
 Duplicate
 Move

- Click to Move Row number (New window will appear)
- Click to Exit
- Click to Make a Duplicate copy of Row
- Click to Insert a Row above
- Click to Insert a Row Below
- Click to Delete Row

To Delete a row, select it by clicking on the box in the first column on the left side and select **Delete**.

<input type="checkbox"/> No.	Work Description	Work Start Date	Expenditures	Work End Date
<input checked="" type="checkbox"/> 1	Work Description	Work Start Date	0.00	Work End Date

Delete **Add Row**

8 Attachments

Click on **Attach**

Attachments

Scan Copy of SIP form

Attach

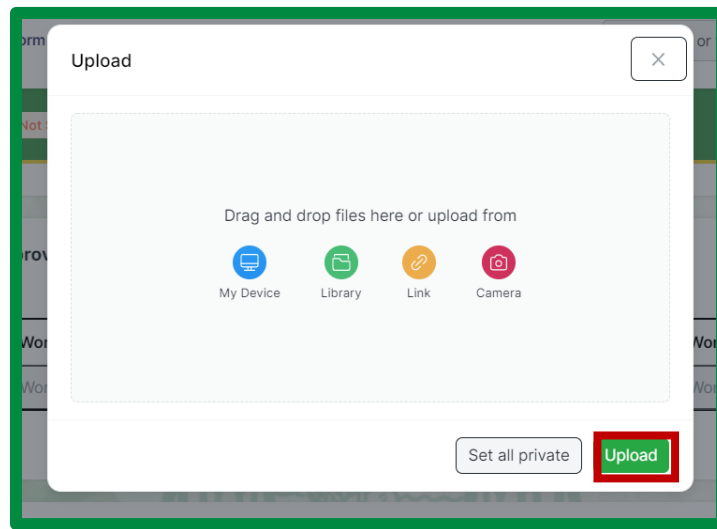
Scan Picture of SMC application form filled manually, signed and stamped(front)

Attach

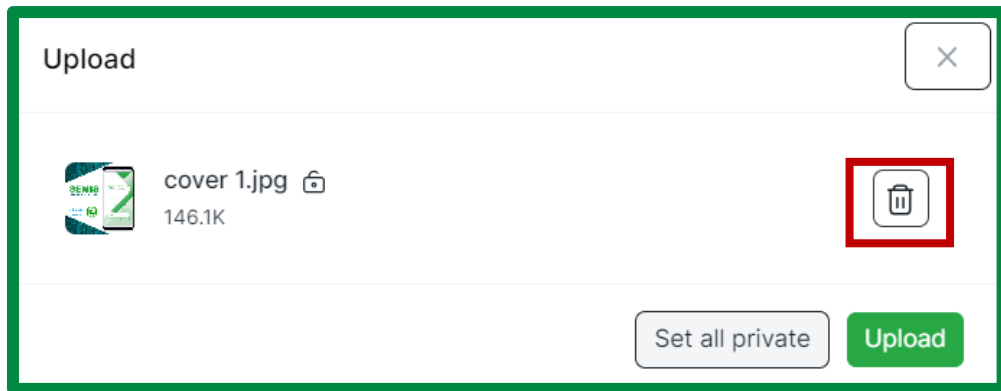
Scan Picture of SMC application form filled manually, signed and stamped(back)

Attach

Select file and click **Upload**

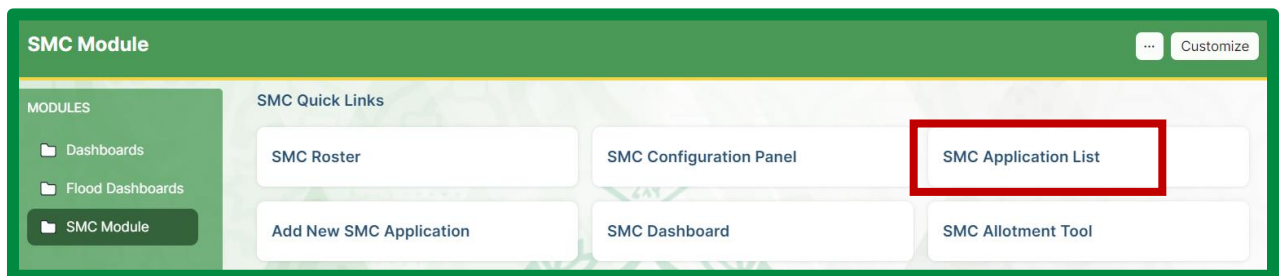


Click on **trash** Icon to delete the Attached file or click on upload.

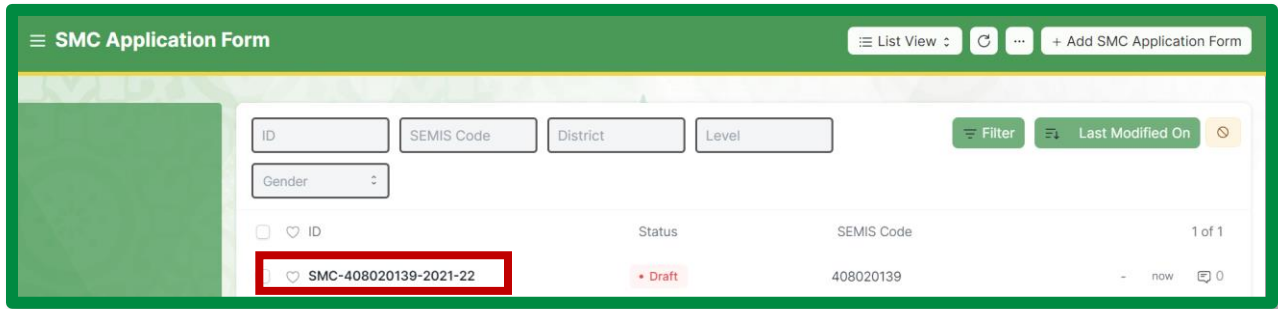


How To Edit or Submit a SMC Application Form?

1. Click on **SMC Application List** to access saved and submitted SMC application forms.



2. Click on the **Form ID** to access it or write SEMIS code of school to get specific school's SMC form.



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.

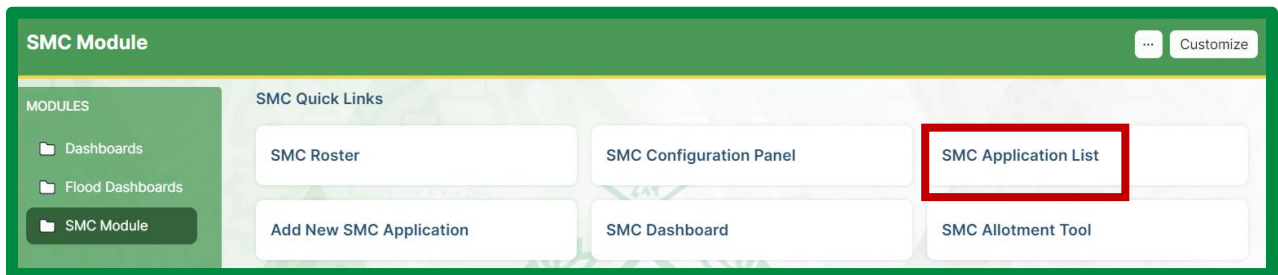


4. Click on **Submit** to submit the form.

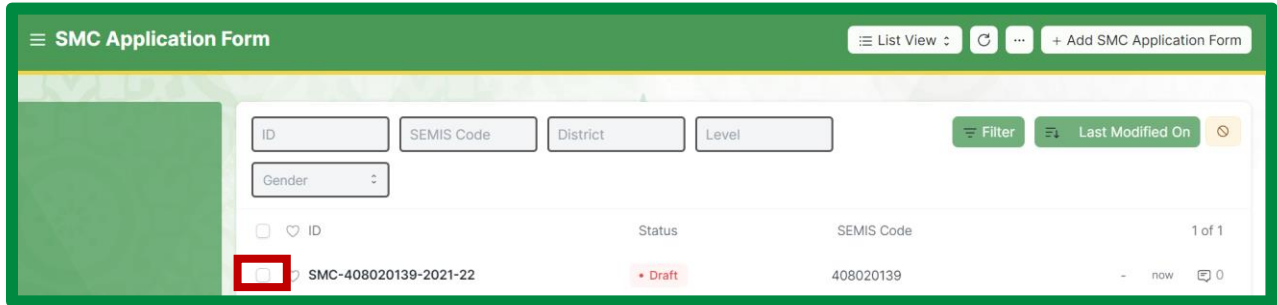


How To Delete a SMC Application Form?

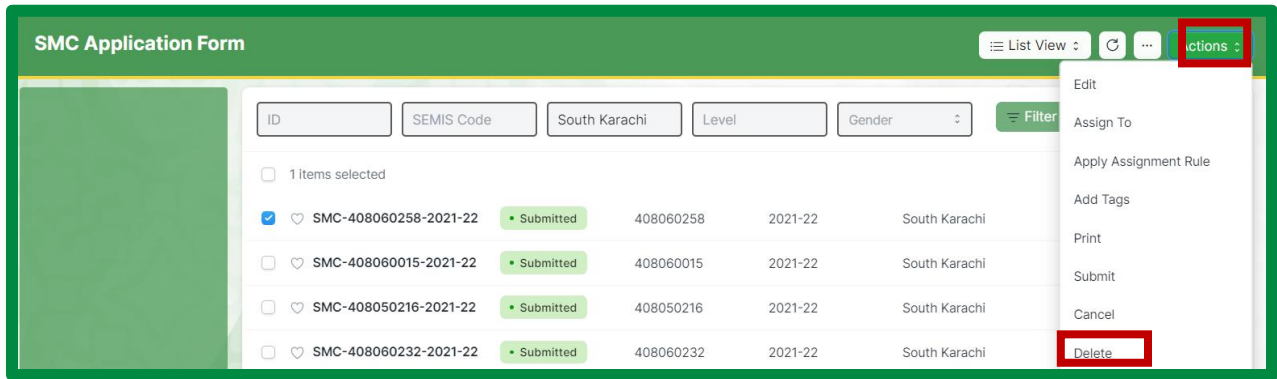
1. Click on **SMC Application List**.



2. Select the form by clicking on the first column from the left. (To select a specific school's form, write its SEMIS code in the given option)

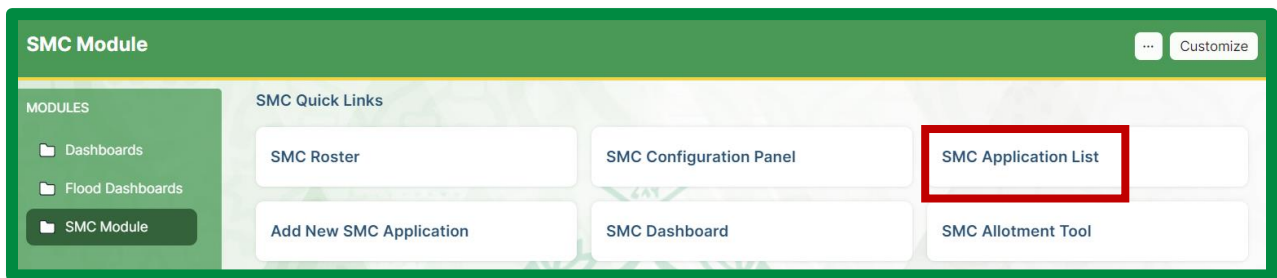


3. Click on **actions** and select delete from the drop-down list.

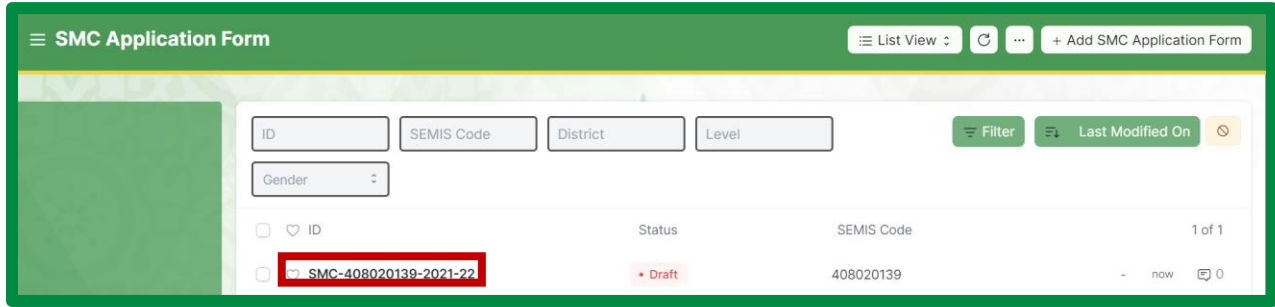


How To Change Status of a Submitted SMC Application Form?

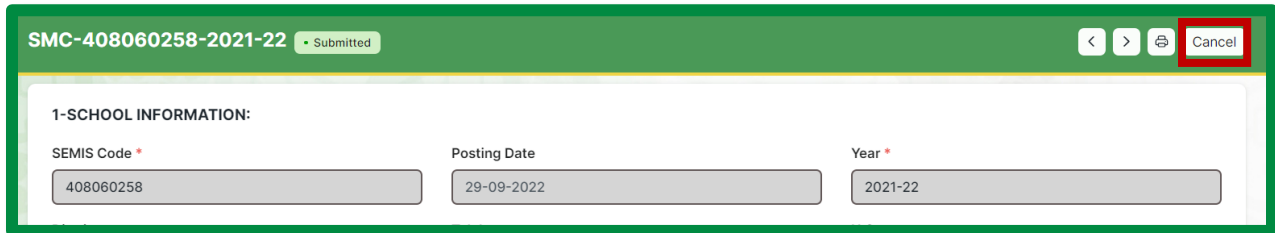
1. Click on **SMC Application List**.



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

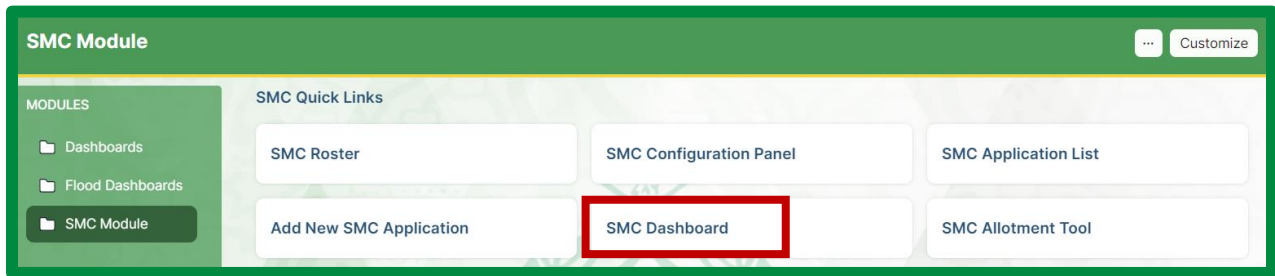


3. Click on **Cancel** to change status of a form, from submitted to editable.

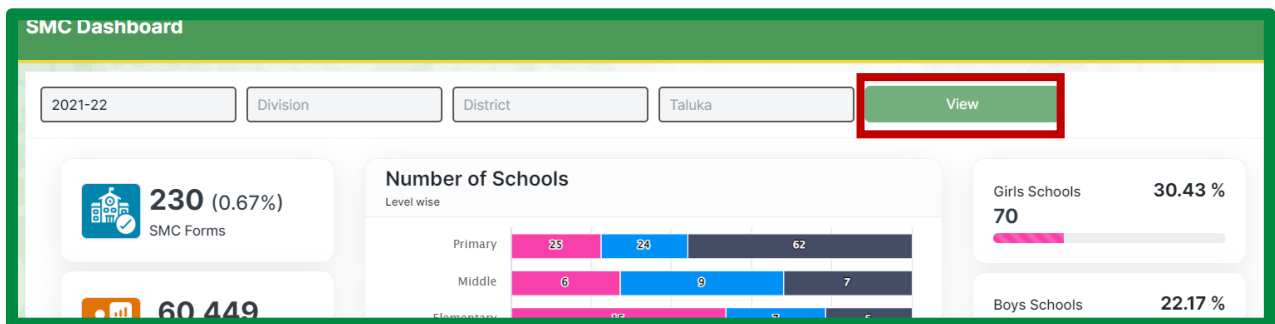


SMC Dashboard

1. Click on **SMC Dashboard**.

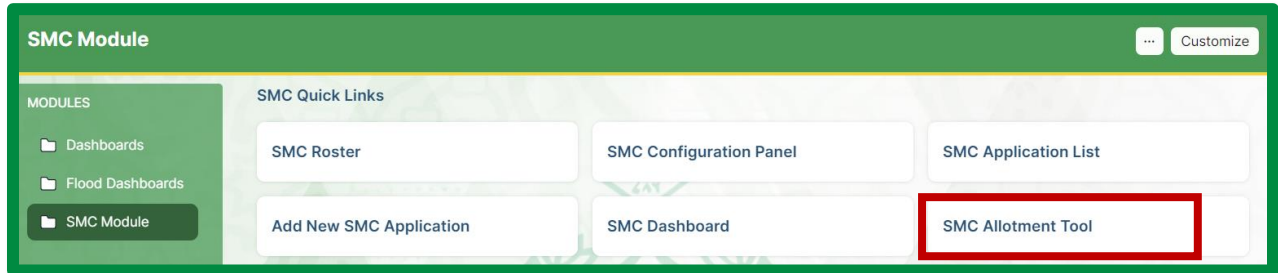


2. Open page will show the provincial SMC dashboard with graphical reporting of total SMC Forms, number of enrolled students, total amount Disbursed, number of schools (level wise) and amount disbursement (level & gender wise)
To view specific Division/District/Taluka's Dashboard, select Division/District/Taluka and click on **View**.



SMC Allotment Tool

1. Click on **SMC Allotment Tool**.



2. Select Year, Division, District, Taluka and click on **Get Schools** to get a school list of selected Taluka.

The screenshot shows the SMC Allotment Tool form. At the top, it says 'SMC Allotment Tool' with a 'Not Saved' indicator. Below this are four input fields: 'Year *', 'Division', 'District', and 'Taluka'. Underneath these fields is a 'Filters' section with the text 'No filters selected'. At the bottom left, there is a '+ Add a Filter' button and a 'Get Schools' button, which is highlighted with a red rectangular border. At the bottom right, there is a 'Clear Filters' button.

To select schools of whole District, skip Taluka option.

Skip both Taluka and District option to get list of schools from the whole division.

Skip step 3 to directly allot SMC to schools.

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

The screenshot shows a table with the following columns: No., SEMIS Code, School Name, Status, Gender, and ASC Name. There are three rows of data. The third row is selected, indicated by a blue checkmark in the first column. Below the table, there are several buttons: 'Delete' (highlighted with a red box), 'Add Row', 'Update Status', 'Download', and 'Upload'.

No.	SEMIS Code	School Name	Status	Gender	ASC Name	
<input type="checkbox"/>	1	408010132	GBELS - GRAX VILLAGE	Functional	Mixed	ASC-408010132-2021-22
<input type="checkbox"/>	2	408010144	GBPS - LASHKRI RAIS AB...	Closed	Mixed	ASC-408010144-2021-22
<input checked="" type="checkbox"/>	3	408010149	KMC - GIRLS LOWER SEC...	Functional	Girls	ASC-408010149-2021-22

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

<input type="checkbox"/>	No.	SEMIS Code	School Name	Status	Gender	ASC Name	
<input type="checkbox"/>	1	408010132	GBELS - GRAX VILLAGE	Functional	Mixed	ASC-408010132-2021-22	
<input type="checkbox"/>	2	408010144	GBPS - LASHKRI RAIS AB...	Closed	Mixed	ASC-408010144-2021-22	
<input type="checkbox"/>	3	408010149	KMC - GIRLS LOWER SEC...	Functional	Girls	ASC-408010149-2021-22	
<input type="checkbox"/>	4	SEMIS Code	School Name	Status	Gender	ASC Name	

Add Row Download Upload

4. Click on **Update Status.**

Schools

<input type="checkbox"/>	No.	SEMIS Code	School Name	Status	Gender	ASC Name	
<input type="checkbox"/>	1	408010132	GBELS - GRAX VILLAGE	Functional	Mixed	ASC-408010132-2021-22	
<input type="checkbox"/>	2	408010144	GBPS - LASHKRI RAIS AB...	Closed	Mixed	ASC-408010144-2021-22	
<input type="checkbox"/>	3	408010149	KMC - GIRLS LOWER SEC...	Functional	Girls	ASC-408010149-2021-22	
<input type="checkbox"/>	4	SEMIS Code	School Name	Status	Gender	ASC Name	

Add Row Download Upload

Update Status

CHAPTER 4

SMC REPORTS

TOPICS TO BE COVERED

SMC School List

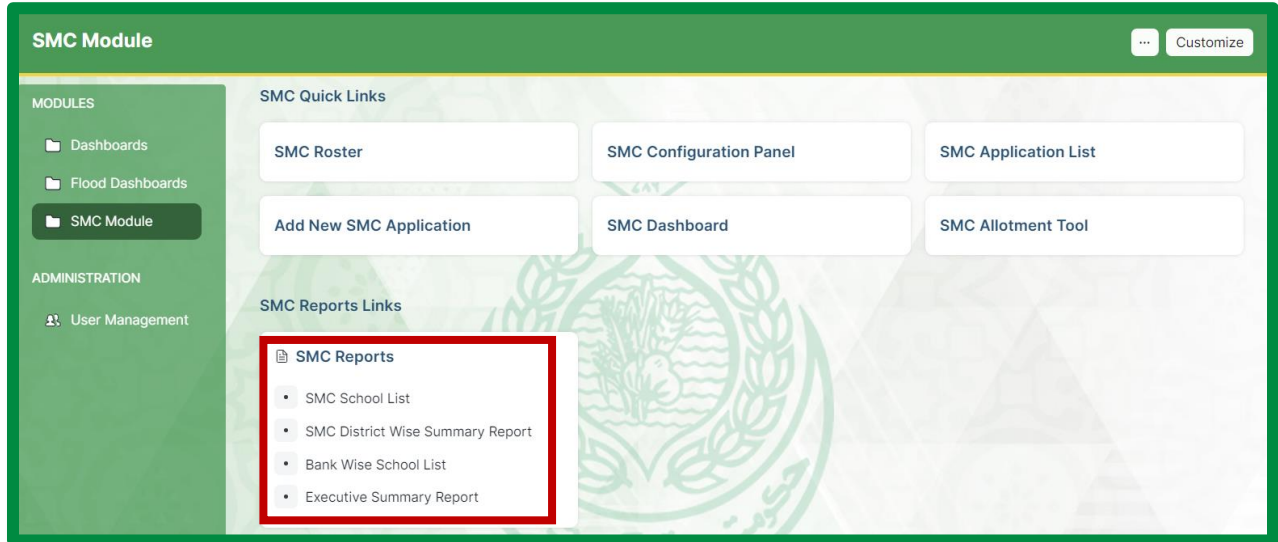
SMC District Wise Summary

Bank Wise List

Executive Summary Report

SCHOOL MANAGEMENT COMMITTEE (SMC) REPORTS

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

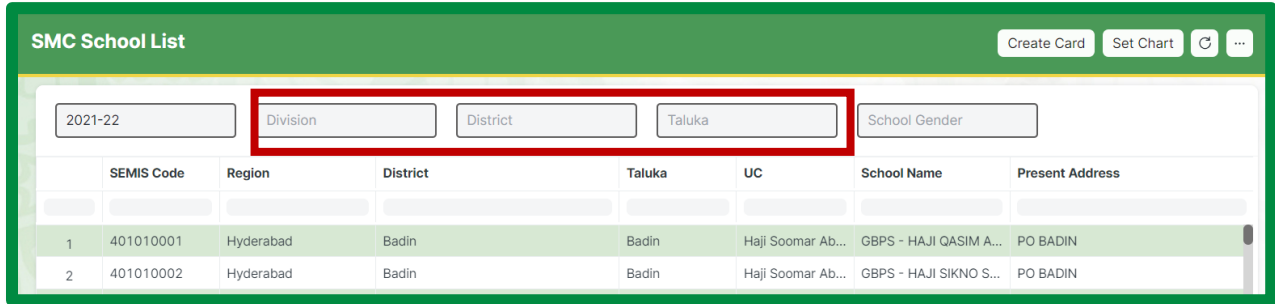


SMC School List

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

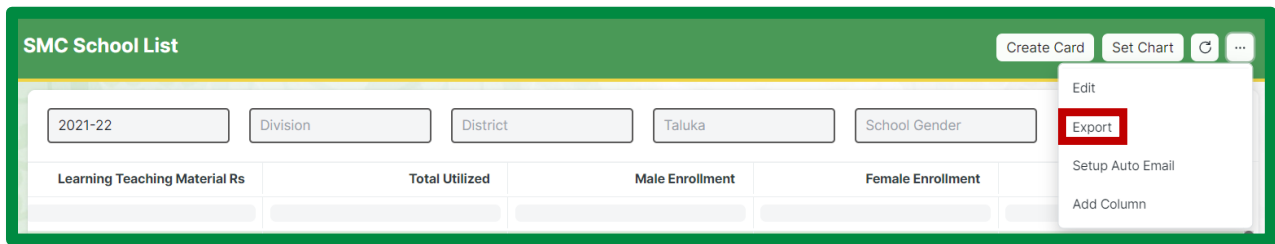


2. Overall SMC school List will open. Select Division, District, Taluka from the drop-down menu to get SMC School List.

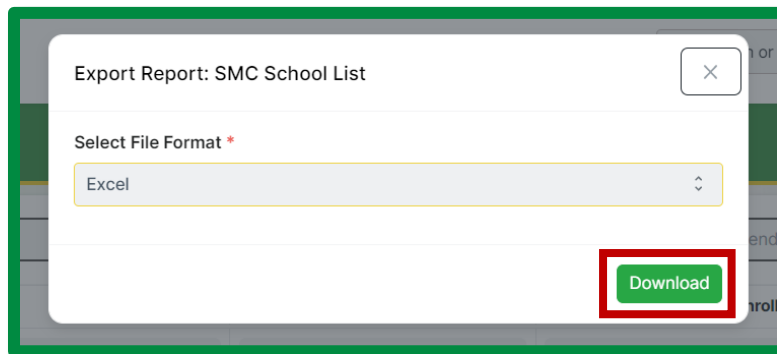


How to Export Report?

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

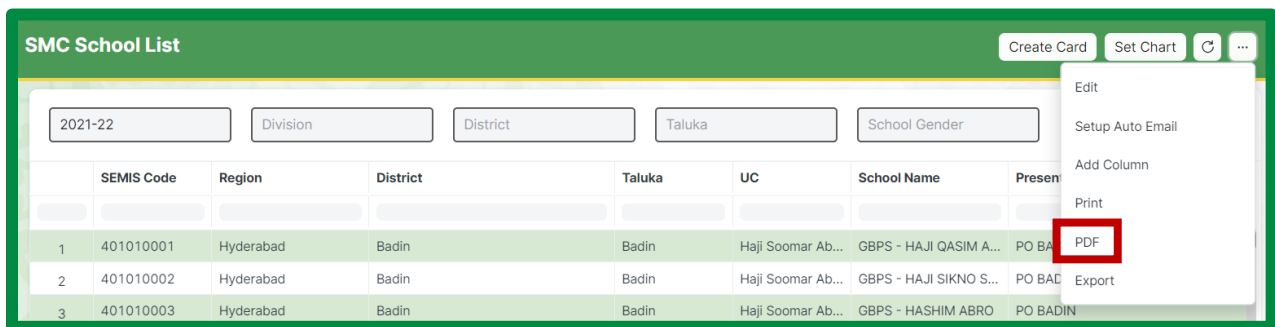


Select file format from the drop-down menu (Excel or CSV) and click on **Download**.



How to save Report in PDF?

To save report in PDF, click on Menu and select **PDF**.



Select orientation of PDF file (Landscape OR Portrait), pick columns if any changes needed in the report and click **Submit**.

How to Print Report?

To print the report, click on Menu option and select **Print**.

	SEMIS Code	Region	District	Taluka	UC	School Name	Present
1	401010001	Hyderabad	Badin	Badin	Haji Soomar Ab...	GBPS - HAJI QASIM A...	PO BAD

Select orientation of Print file (Landscape OR Portrait), pick columns if any changes needed in the report and click **Submit**.

SMC District Wise Summary Report

1. Click on **SMC District Wise Summary Report** under SMC Reports.



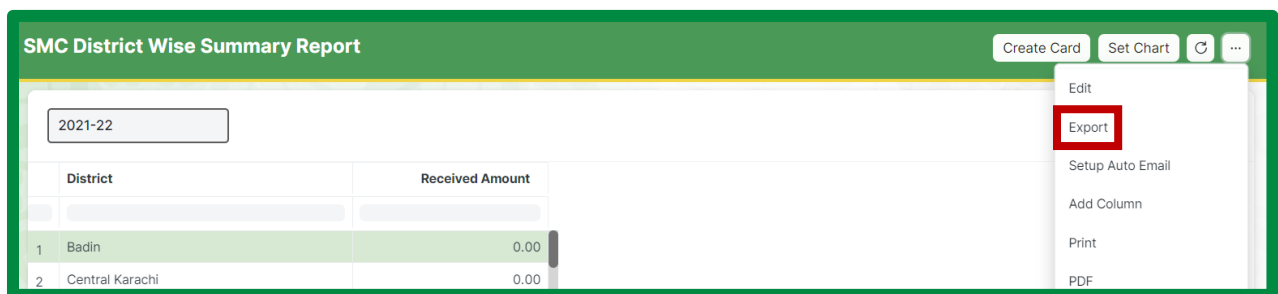
2. SMC District Wise Summary Report will open with details of received amount.

The screenshot shows a table with a dropdown menu for the year "2021-22". The table has two columns: "District" and "Received Amount". The data is as follows:

	District	Received Amount
1	Badin	0.00
2	Central Karachi	0.00
3	Dadu	0.00
4	East Karachi	0.00

How to Export Report?

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



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

Export Report: SMC School List

Select File Format *

Excel

Download

How to save Report in PDF?

To save report in PDF, click on Menu and select **PDF**.

SMC District Wise Summary Report

2021-22

	District	Received Amount
1	Badin	0.00
2	Central Karachi	0.00
3	Dadu	0.00

Print

PDF

Select orientation of PDF file (Landscape OR Portrait), pick columns if any changes needed in the report and click **Submit**.

Print Settings

With Letter head

Orientation

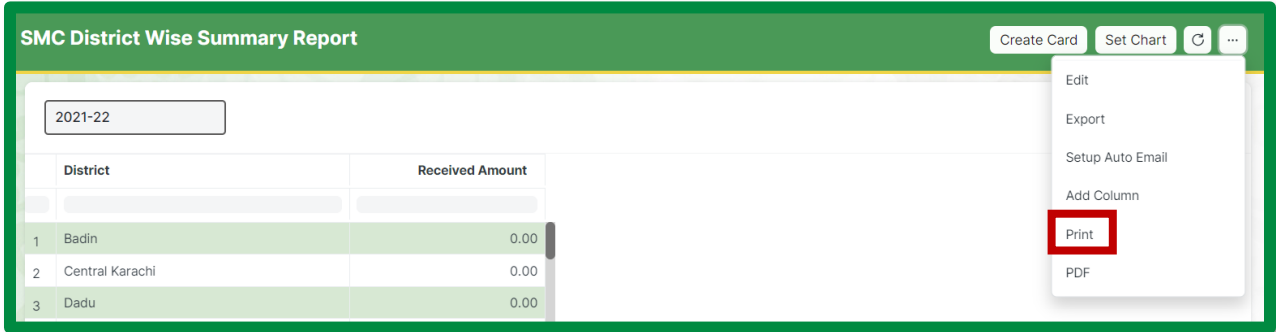
Landscape

Pick Columns

Submit

How to Print Report?

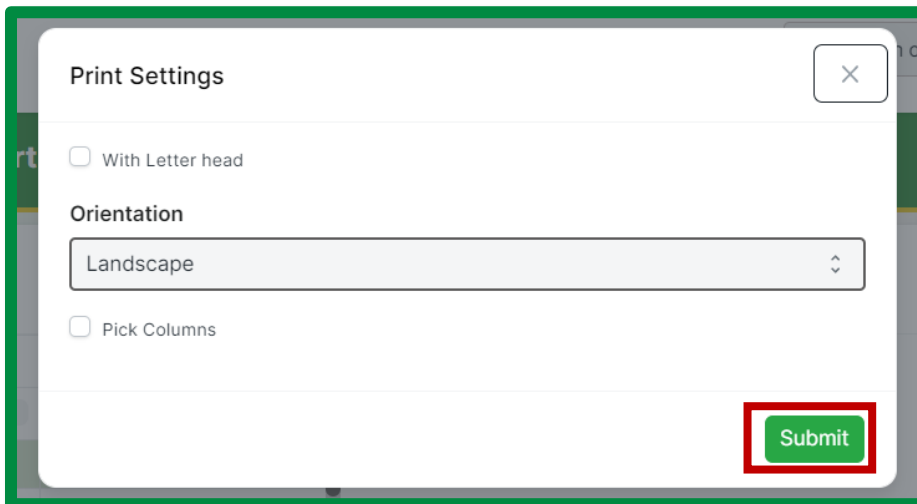
To print the report, click on Menu option and select **Print**.



The screenshot shows the 'SMC District Wise Summary Report' interface. At the top right, there are buttons for 'Create Card', 'Set Chart', and a menu icon. The menu is open, showing options: 'Edit', 'Export', 'Setup Auto Email', 'Add Column', 'Print', and 'PDF'. The 'Print' option is highlighted with a red box. Below the menu, there is a table with columns 'District' and 'Received Amount'. The table data is as follows:

	District	Received Amount
1	Badin	0.00
2	Central Karachi	0.00
3	Dadu	0.00

Select orientation of Print file (Landscape OR Portrait), pick columns if any changes needed in the report and click **Submit**.



The screenshot shows the 'Print Settings' dialog box. It has a close button (X) in the top right corner. The settings are as follows:

- With Letter head
- Orientation**
Landscape (selected in a dropdown menu)
- Pick Columns

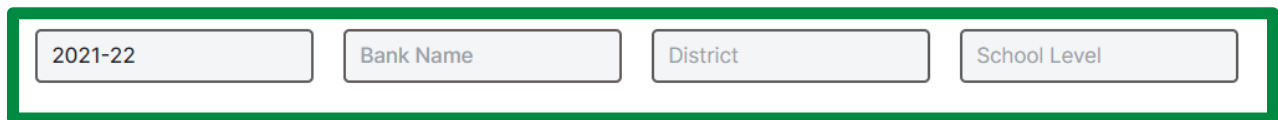
The 'Submit' button is highlighted with a red box.

Bank Wise School List

1. Click on **Bank Wise School List** under SMC Reports.

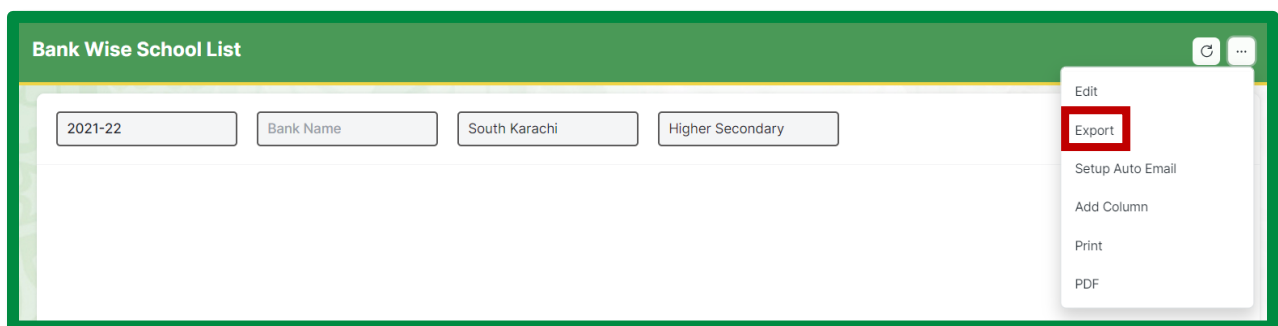


2. Set filters – Bank Name, School Level and District from the drop-down menu.

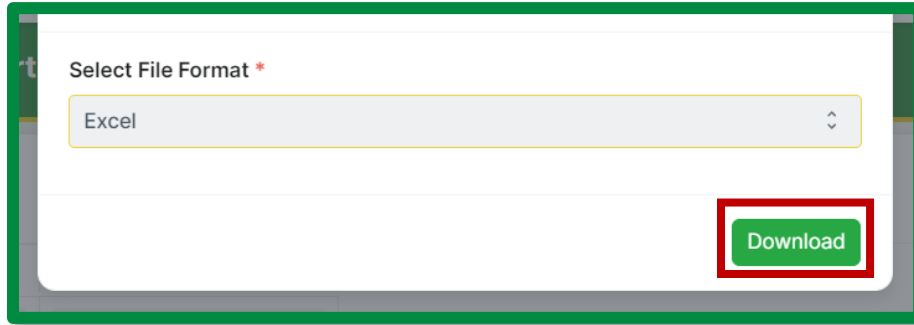


How to Export Report?

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

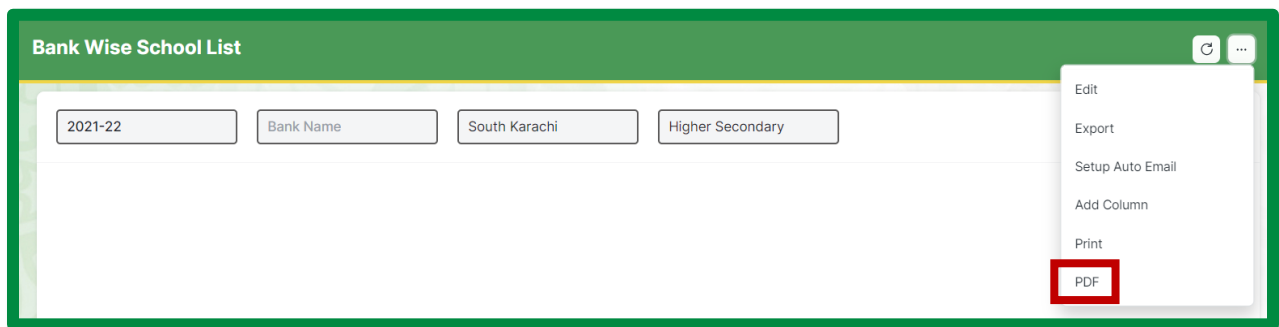


Select file format from the drop-down menu (Excel or CSV) and click on **Download**.

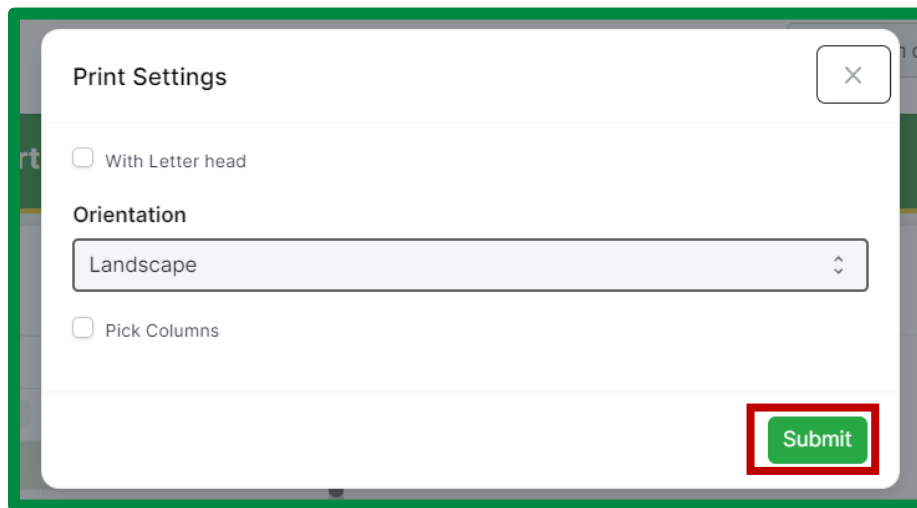


How to save Report in PDF?

To save report in PDF, click on Menu and select **PDF**.

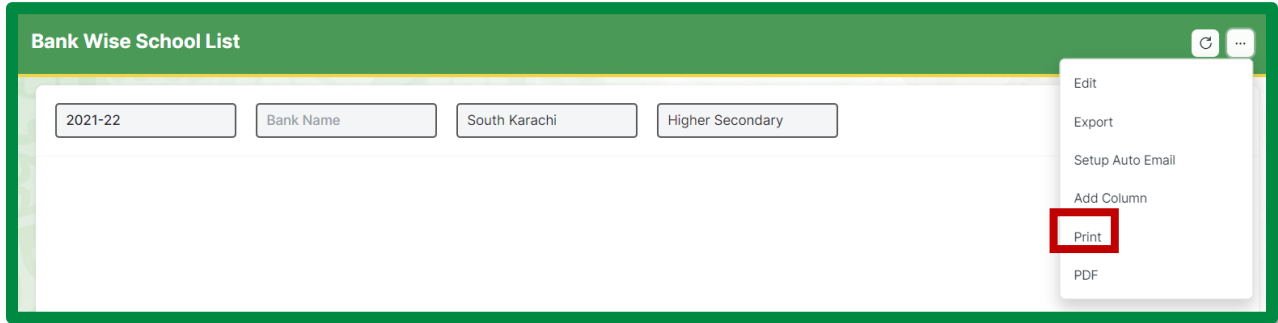


Select orientation of PDF file (Landscape OR Portrait), pick columns if any changes needed in the report and click **Submit**.

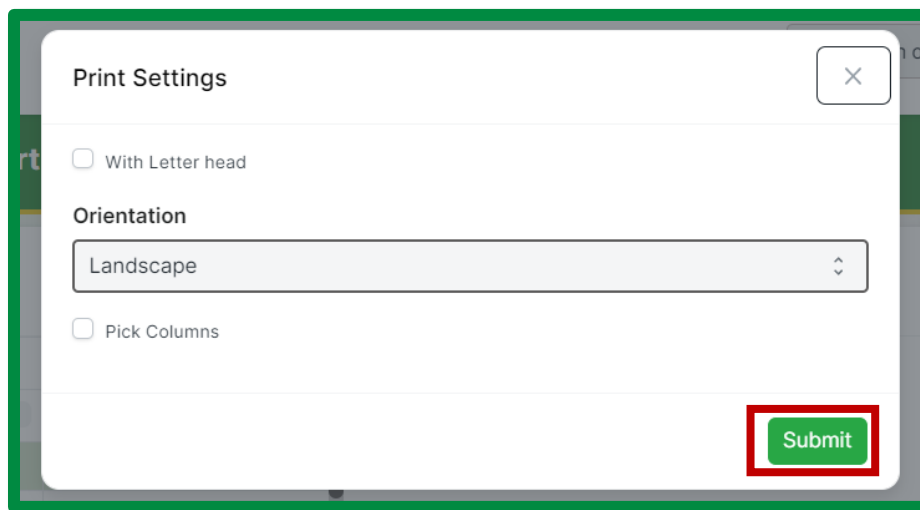


How to Print Report?

To print the report, click on Menu option and select **Print**.



Select orientation of Print file (Landscape OR Portrait), pick columns if any changes needed in the report and click **Submit**.



Executive Summary Report

1. Click on **Executive Summary Report** under SMC Reports.



2. Executive Report will open with No. of schools and total Amount Received.

2021-22		District	
District	No. of Schools	Amount	
1	South Karachi	229	11,762,450.00

How to Export Report?

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

The screenshot shows the 'Executive Summary' report interface. At the top right, there is a menu icon (three dots) which has been clicked, opening a dropdown menu. The menu options are: Edit, Print, PDF, **Export** (highlighted with a red box), and Setup Auto Email. The report data below shows '2021-22' for the year and 'District' for the location. The table has columns for 'District', 'No. of Schools', and 'Amount'. The data row shows '1 South Karachi' with '229' schools and '11,762,450.00' amount.

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

The screenshot shows a 'Select File Format' dialog box. It has a dropdown menu with 'Excel' selected. Below the dropdown is a 'Download' button, which is highlighted with a red box.

How to save Report in PDF?

To save report in PDF, click on Menu and select **PDF**.

The screenshot shows the 'Executive Summary' report interface. At the top right, there is a menu icon (three dots) which has been clicked, opening a dropdown menu. The menu options are: Edit, Print, **PDF** (highlighted with a red box), and Export. The report data below shows '2021-22' for the year and 'District' for the location. The table has columns for 'District', 'No. of Schools', and 'Amount'. The data row shows '1 South Karachi' with '229' schools and '11,762,450.00' amount.

Select orientation of PDF file (Landscape OR Portrait), pick columns if any changes needed in the report and click **Submit**.

How to Print Report?

To print the report, click on Menu option and select **Print**.

	District	No. of Schools	Amount
1	South Karachi	229	11,762,450.00

Select orientation of Print file (Landscape OR Portrait), pick columns if any changes needed in the report and click **Submit**.