



# ***USER GUIDE***

# ENQUIRY

## OVERVIEW

Enquiry module is used to help educational institutions manage prospective student enquiries, streamline the admissions process, and maintain a comprehensive record of potential students. This module serves as a centralized platform, fostering seamless interaction among users, facilitating enquiry management, and ensuring that stakeholders have access to timely and relevant information. Let's delve into the key features that define the Enquiry Module:

### 1. Centralized Communication Hub:

The Enquiry Module acts as a centralized hub for all communication related to CAMU processes. Users can initiate and respond to enquiries, creating a collaborative environment for effective dialogue.

### 2. Enquiry Creation and Tracking:

Users can create enquiries with ease, providing details related to CAMU projects, processes, or general queries. The module offers robust tracking capabilities, allowing stakeholders to monitor the status and progression of enquiries.

### 3. Multi-channel Communication:

Supporting various communication channels, including messaging, emails, and document attachments, the module accommodates diverse communication preferences. This flexibility ensures that users can engage in a way that suits their needs.

### 4. Categorization for Organization:

Enquiries can be categorized based on topics, projects, or specific aspects of CAMU activities. This categorization aids in organizing communication and ensures that enquiries are directed to the relevant parties for effective responses.



  
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## 5. User Roles and Permissions:

The module incorporates a robust user management system with defined roles and permissions. This ensures that access to sensitive information is controlled, contributing to data security and privacy.

## 6. Reporting and Analytics:

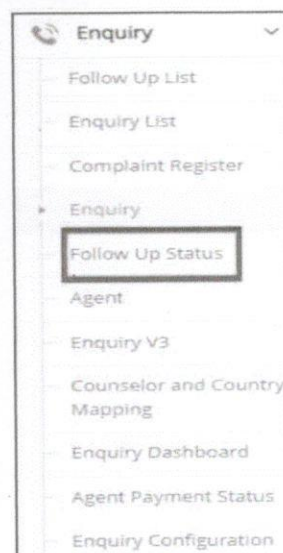
Generates reports and analytics on various aspects of the enquiry process, helping organizations identify trends and improve overall efficiency.

The Enquiry Module in CAMU is not merely a communication tool; it is a collaborative engine that fuels interaction, innovation, and informed decision-making within the dynamic field of Computer-Aided Manufacturing and Machining.

On the left side of the screen in the CAMU page, scroll down and find the Enquiry module.

## FOLLOW UP STATUS

- After logging in to Camu, go to 'Enquiry' via scrolling the modules on the left side of the screen to find the "Follow Up Status".



  
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- Clicking on the dashboard label displays data with Enquiry status wise and Counselor wise.

Follow up status	Count	Action
Waiting for result	1	VIEW
Interview	1	VIEW
Result pending	1	VIEW
Waiting for fee	1	VIEW
Student admission	2	VIEW

- The user can download data from Enquiry status wise and Counselor wise by clicking on **EXPORT**
- The user can search a data with follow up status and counselor name by entering in

## ADMISSION

### OVERVIEW

A comprehensive digitalization, covering application submission to admission, is crucial for universities to attract a large applicant pool, simplifying tracking and enhancing transparency. It provides complete control over fee payments for university management and finance teams, eliminating traditional complexities.



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The admission module in Camu facilitates the university/institution to perform the entire process of admission, from filling up the application form to the admission of the applicant.

Camu allows the creation of custom application forms from scratch and schedules an online application for the selected program(s) or all programs in a particular admission year. The count of applicants can be restricted for each program type. The online application link can be generated and posted on the university/institution's website or any social media platform or via SMS/Emails.

The application fee can be collected online from the applicant post filling up the application form along with the relevant documents. The applicant can be marked as partially admitted and can later be admitted upon the payment of tuition fees completely or partially as decided by the University/institution.

The applicant verification and document validation can be performed by the admission team through UI, Department-wise access can also be provided for this UI. Applicants can also be communicated on their admission status via email, SMS, and on the applicant's timeline.

The lead generated by the university/institution can be moved as an applicant through the enquiry module in Camu and the incomplete applications could also be followed up by the counselor.

Other ways of handling the intake of applications,

- API Integration with external CRM software
- Upload the application data through Excel templates.
- Print the application form and provide it to applicants.
- Encode the applicant's information directly.

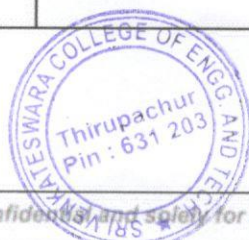
The entire classification of the module along with the description of the inline features has been summarized as under:



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Sr.No	MODULE	FEATURE
1	Application Form Template	Form creation allows the flexibility to design personalized application forms tailored to institute-specific requirements.  <ol style="list-style-type: none"><li>I. Multiple forms can be created and used.</li><li>II. Predefined fields for applicant data.</li><li>III. Custom fields for specific information</li><li>IV. Documents can be requested as per program requirements.</li><li>V. Admission rules can be configured</li><li>VI. The ability to configure application fee requirements</li></ol>
2	Online Application schedule	A predetermined timeline can be set allowing applicants to submit their applications electronically within specified dates and deadlines. <ol style="list-style-type: none"><li>I. Set timeline</li><li>II. set limits on the number of applications</li><li>III. Map application fee</li><li>IV. Configure application sequence number</li><li>V. Generate a link to submit online applications</li></ol> Additionally, → the system allows users to create blank application forms → Add applicants Manually. → Upload applicants in bulk via Excel template.
3	Applications	Manage the applications with different statuses <ol style="list-style-type: none"><li>I. Review the application details</li><li>II. Validate the submitted documents and encode remarks on the same.</li><li>III. Request for more information from the applicants on missing or unclear documents or data.</li><li>IV. Tag applicants provisionally admit or mark as not qualified</li><li>V. The system generates the admission number, and student portal access &amp; schedules the confirmation fee based on the configuration.</li><li>VI. Generate offer letter</li></ol> Different ways of changing the status → On the UI → Publish in bulk via upload notifying the status instantly. → Publish in bulk via upload notifying the status on a specific date & time.



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4	Admission Configuration	Admission-related configurations encompass a range of settings and adjustments that institutions can make to streamline their admission processes.
5	Reports & Dashboards	<ol style="list-style-type: none"><li>I. Admission &amp; Application Report: Day-wise admission details can be generated as a report</li><li>II. Application Status-wise Report: Status-wise application reports can be generated.</li><li>III. Admission Summary Report: Admission summary details can be generated as a report</li><li>IV. Admission Summary Dashboard: Graphical representation of the admission summary.</li></ol>

## PREREQUISITES CONFIGURATION

The following data sets need to be configured before Application Schedule can be created.

- Programs
- Semesters
- Academic Year
- Bill Item Category
- Bill Items

## APPLICATION STATUS EMAIL NOTIFICATION CONFIGURATION

This configuration will allow users to set up the email notification content that the applicant will receive for every application status update.

1. Go to Communications > Configuration



  
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Application form templates

Standard Form Custom Form

Template list (1) ➕ Add

Name	Last edited	Status	Preview
STUDENT APPLICATION FORM	06-Oct-2023 03:19 PM	Finalized	

⋮

- Edit
- Duplicate
- Retire
- Edit history

Total Items: 1 Page Size: 10 | 20 | 30 | 40

Based on the institution's requirement, the 'Pre - Requisite Course', 'Rule Configuration' and 'Admission Configuration' can be set.

## PROCEDURE TO SCHEDULE APPLICATION

- In the 'Online Application Schedule' module, Click on the 'New' icon → Select the necessary fields and set the required application schedule configuration.
- After setting the configuration, scroll down to open the application form from the available program list.



  
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Online Application Schedule Management / New Schedule

**\*Institution** Octoze **\*\*Program Type** Bachelor of Arts **\*\*Select year of admission** 2023-2026

### Application Schedule Configuration

**\*Application Start Date**  Pick a date **\*Application End Date**  Pick a date

**\*National application fee bill item**  Enter bill item

**\*International application fee bill item**  Enter bill item

**Abroad application fee bill item**  Enter bill item

**Admission Fee Bill item**  Enter bill item

**Regulation**  Select regulation

**\*No. of Applications**  Enter no. of application **\*Expected Admission Capacity**  Enter expected admission capacity

**Expiry On**  Pick a date **Program Start date**  Pick a date

**Age limit as on**  Pick a date

**Online application fee**  **One time fee**  **Community based fee**

**+ Add**

**Cancel Save**

**Select regulation**  Select regulation

**INtake**  Select intake

### Orientation Program Details

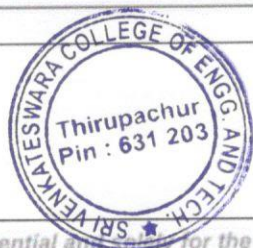
**Start date**  Pick a date **End Date**  Pick a date **Time**  Pick a time **Venue**  Enter venue

### Report Template Mapping

**+ Add**

Program List	Search	Show Selected	Show All					
Degree Name	Program Name	Prefix	Suffix	Initial	Offered Campus	Semester	Application Type	Open?
UNDER GRADUATE	B.A English Literature	2023-2026	BAN(VG/LIT)					<input type="checkbox"/>

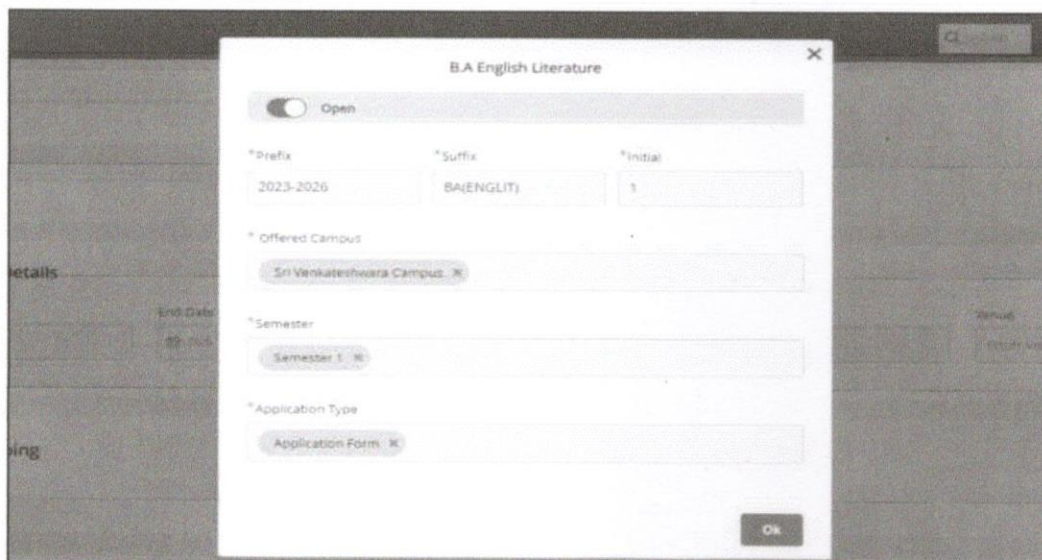
**Cancel Save**



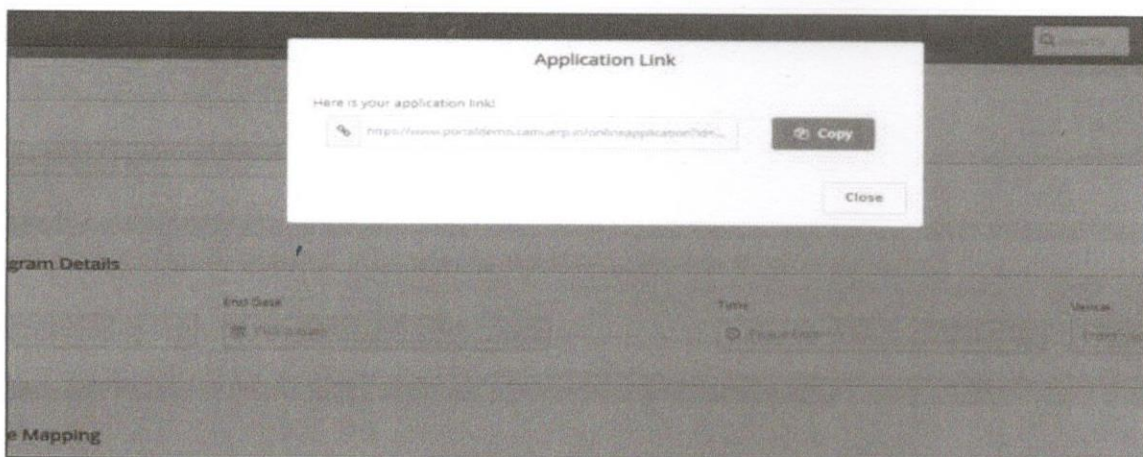
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- Click on the 'edit' icon and by using the slider, open the application form.
- Mention the necessary fields and select the required application type.
- Click 'OK' and 'Save'.



- Once it is saved, the link for the application form will be generated and you can copy the application portal link. This link can be attached to your website to navigate applicants to Camu's application portal.



- The created online application schedule will be visible on the 'online application schedule' screen.



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# STUDENTS

## OVERVIEW

The Student Module is a powerful and flexible tool meticulously designed to manage student information and engagement effectively. Customized to meet the diverse needs of educational institutions, it serves as the central hub for monitoring, assisting, and enhancing the entire student experience, from enrolment to graduation. Users can access a complete summary of a student's academic journey, including admission records, specific courses, grades, and overall progress, from enrolment to graduation. This holistic view offers insights into a student's performance, aiding informed decisions and personalized support.

Basically, this offers,

1. **Student Profiles:** The module provides a central repository for storing and managing student information, including personal details, contact information, and academic records, fostering accurate and up-to-date student profiles.
2. **Course Registration:** Empower students with a user-friendly interface for course registration, schedule viewing, and adjustments, promoting academic success through informed course selection.
3. **Attendance Tracking:** Monitor students' attendance effortlessly, allowing institutions to identify trends, address absenteeism, and enhance overall class engagement.
4. **Grades and Transcripts:** Facilitate easy access to students' grades and transcripts, fostering transparency and accountability.
5. **Financial Management:** Efficiently manage financial transactions, including tuition fees, scholarships, and financial aid, ensuring financial integrity and timely payments.
6. **Behaviour and Discipline:** Track student behaviour and disciplinary actions, promoting a positive and safe learning environment by ensuring accountability.



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7. **Reporting and Analytics:** Generate comprehensive reports on student performance, attendance, and other critical metrics, enabling data-driven decision-making for academic improvement.
8. **Student Records Management:** Digitize and centralize critical documents such as transcripts, certificates, and other records, enhancing data security and accessibility.
9. **Advising and Counselling:** Support academic advising and counselling services, assisting students in making informed decisions regarding their educational journey.

## PREREQUISITES CONFIGURATION

The following data sets need to be configured before Application Schedule can be created.

- Programs
- Semesters
- Academic Plan
- Bill Item Category
- Bill Items
- Admissions

## STUDENT LIST

After logging in to Camu, go to 'Student list' via search on top of the screen.

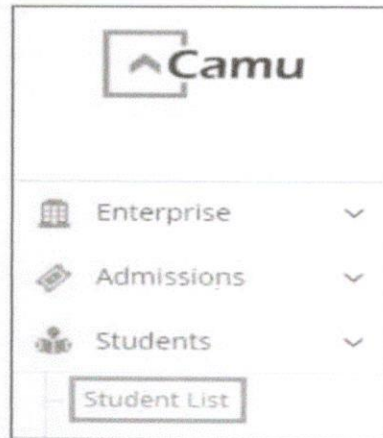


(or)

After logging in to Camu, select 'Student list' from the Student module to get access to the Student list screen.



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Clicking on the Student List will enable the user to view the student list by performing a search.

### STUDENT SEARCH

To enter the student records screen, the user can enter any one of the following details.

- Name of the student
- Admission no. or Registration number
- contact number of student/parent/guardians
- Also, user can use **Advanced Search** to filter and search the program, department, semester level of the student records.



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- The user can use advanced search to take the list of admitted and provisionally admitted students from selecting the status as "Active" and "Prov. Admit". Information for both active and graduated or exited students can be viewed and edited using status.

Student

Who do you want to find?

Active

No records found

- The student records are displayed as shown below.

Student

The data is filtered!

467 Records Found

Admission No.	Roll No./Register No.	Name	Semester/Year	Gender	Course
437	426	Akshay Palande G	Term 4	M	PGPM
438	427	Mithun Muralidharan H	Term 4	M	PGPM
439	428	Rajashree Agarwal V	Term 4	F	PGPM
440	429	Shakeel Saraf V	Term 3	F	PGPM

There are three methods to Edit student profile.



  
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# STUDENT SERVICES

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The system provides a range of customized services for students, allowing them or their parents to request specific services. These services are categorized based on student status (such as Active, Graduated, or Course Completed Students) and can involve payment, form creation, feedback collection, and more, to meet the diverse needs of users.

Basically, Student service:

1. Defining services with categories, names, codes, and descriptions, and specifying eligible student statuses and request initiators.
2. Assigning service requests to staff with necessary staff details.
3. Designating one or more approvers.
4. Implementing SLAs, T&Cs, and service limits.
5. Configuring payment methods. Multiple payment options are available - Prepaid, Postpaid and Conditionally paid.
6. Creating forms and gathering student feedback after service completion.
7. Allowing students to request services post-declaration.
8. Permitting claimants to initiate online requests and respond to students.

## DEFINING SERVICES

Data Set Prerequisite: Staff List, Bill Items

- On the left side of the screen from the module's menu, the User shall click on Services and select Define Service.



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- The Define Services screen shows the list of services that has been created and some of the basic information of the request. To create new Services, user shall click on the 'New' button on the upper right corner of the screen.

S.No	Service	Category	Payment Method	Handled by	Approver	Who Can Raise Requ...	Modified At	Status
1	My Camu Problem	My Camu Technical...	Post paid	Varun V	NA	Students	31-Oct-2023 12:38 PM	Active
2	Marksheet Correction	Marksheet	Not applicable	Priya L	NA	Students	19-Sep-2023 03:18 PM	Active

- Upon clicking the new button, the user will be asked to fill up a form to create the service. The first section of the form is 'Service Definition', where the user needs to indicate basic information of the service.

**Fields:**

- 1) Category - Category where the new request to be created will belong to.
  - a) Category Code - Unique Identifier for Category
  - b) Category Name - Category name to be displayed.
  - c) Service description - Description of the category of services.
- 2) Service Code - Unique identifier for the service
- 3) Service Name - Service name to be displayed.



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- Forward to Approver - Consider the request as validated and forward the request to the indicated approver of the request.
- Complete - Consider the request as completed and close the request.

### Request

Request Number: BF1  
Category: Bonafide  
Service: BONAFIDE CERTIFICATE(Certificate) ⓘ  
Request information: Need certificate  
Raised by: student  
Receipt No.: N/A  
Raised on: Feb 11, 2023 4:30 PM

### Service Status

Payment request raised by KCOE Admin  
Pay the fee  
11 Feb 2023 4:31 PM  
Closed by KCOE Admin

- Once everything is set, the user can tag the request as Forward to Approver to initiate the approval process.
- When a request is forwarded to an approver, the assigned approver will be able to see the request in the "My List" tab of their Service Request screen.
- Approver shall click on the record to review the request.

### Process Service Request

Filter Add

Open (0) **My List (1)** Closed (0) All (0) Pending Action (0) Pending Payments (0)

Q Search Need Approval: 1


S.No	Name	Request No.	Service	Category	Payment Method	SLA	Request...	Date Submitted	Created By	Status
1	4550 - AABADA	BF0072324	bonafide for internship	Bonafide	Not Applicable	KCOE Ad	5 days ago	Janani S	Need Approval	



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- Approver can tag the request as Mark as Invalid or Approve based on their review. Upon clicking approve, the approver can indicate remarks along with the approval.

**Request**

Request number	BF001/23-24
Category	Bonafide
Service	Bonafide for internship(BF) 
Request information	Need bonafide
Raised by	KCOE Admin(behalf of student)
Raised on	Oct 26, 2023 12:08 PM

---

**Service Status**

- Forwarded for request approval to KCOE Admin by Janani k  
Provide bonafide  
🕒 26-Oct-2023 12:26 PM
- Claimed by Janani k  
🕒 26-Oct-2023 12:23 PM
- Request raised by KCOE Admin(behalf of student)  
Need bonafide  
🕒 26-Oct-2023 12:08 PM

- Upon decision is made on the request, the request will be returned to the Claiming staff. Claiming staff shall go back to the Service Request screen and see the response of the approver.
- Upon approval of the request, the claiming staff can now proceed with facilitating the request that was raised by the student. Once facilitated, the request can be tagged as completed to close the request.
- Once the request is tagged as completed, the requestor will be able to see this under the Completed tab.



  
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## SERVICE REQUESTS REPORTS

### LIST OF DEFINED SERVICES

- From the modules in Camu, The User shall click on Services and select Define Services.
- The User shall click the Export button to download the list of services defined in the system.

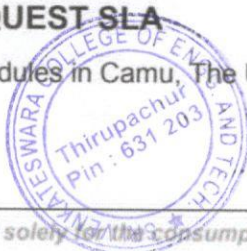
S.No	Service	Category	Payment Method	Handled by	Approver	Who Can Raise Requ...	Modified At	Status
1	My Camu Problem	My Camu Technical...	Post-paid	Varun V	NA	Students	31-Oct-2023 12:36 PM	Active
2	Marksheet Correction	Marksheet	Not applicable	Priya L	NA	Students	19-Sep-2023 3:18 PM	Active

- An excel file of the list of services will be downloaded to the user's device. When the file is opened, the list of services will be displayed along with some relevant high-level information.

S.No.	Service	Category	Payment Method	Handle By	Approval	Who Can Raise Requ...	Last Modified	Status
1	My Camu Problem	My Camu Technical...	Post-paid	Varun V	NA	Students	#####	Active
2	Marksheet Correction	Marksheet	Not applicable	Priya L	NA	Students	#####	Active

### SERVICE REQUEST SLA

- From the modules in Camu, The User shall click on Reports and select Report Launcher.

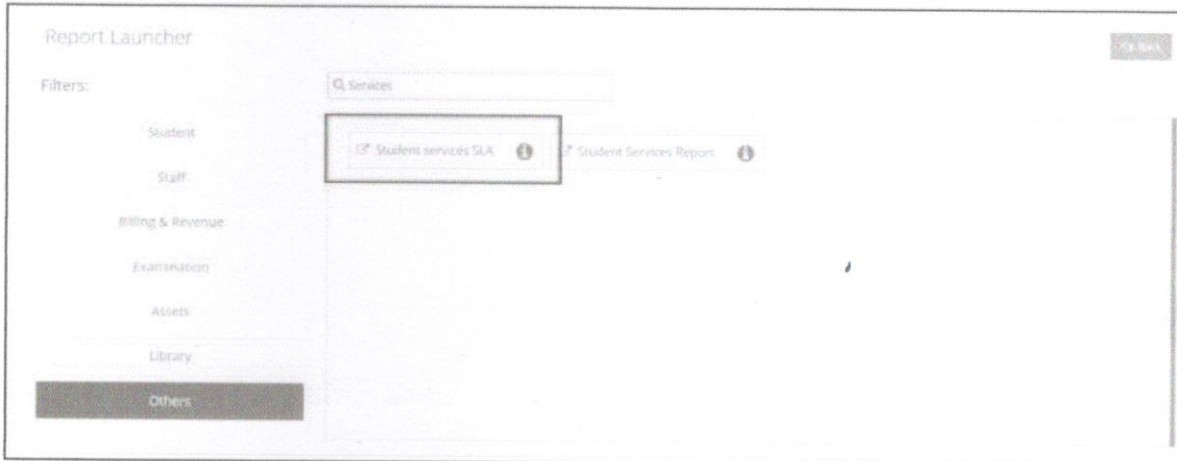


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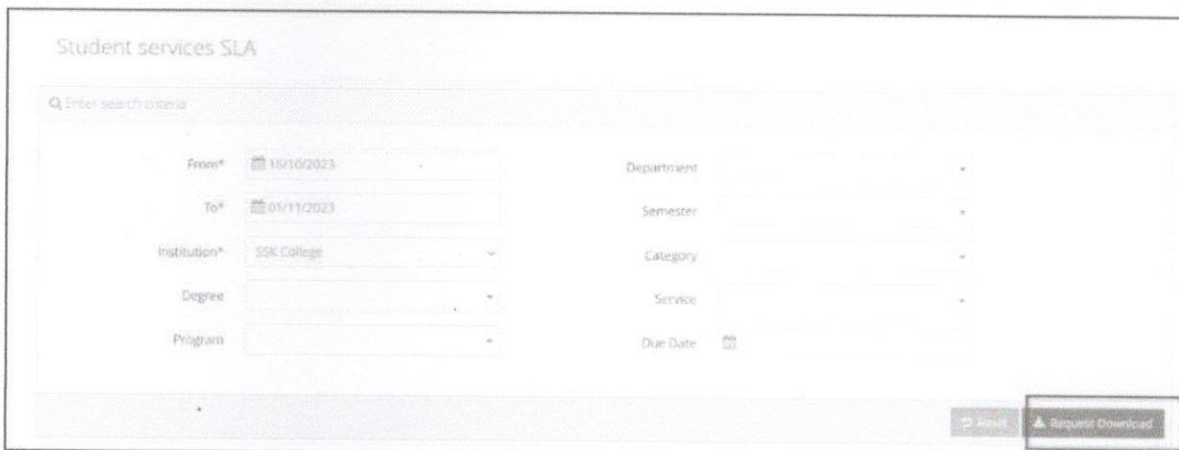
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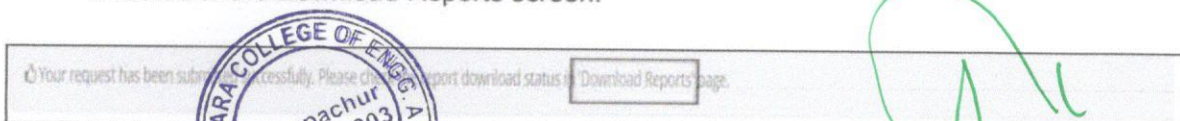
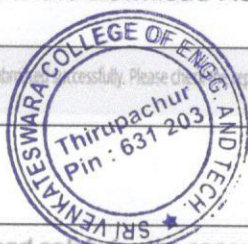
- The User shall select the 'Others' tab, search 'Service' in the search bar, and select Student Service SLA Report.



- The user shall select the filters based on the criteria that they want to generate the student service SLA report for. Once the criteria are set, user shall click the Request Download button.



- Upon clicking the 'Download' button, a prompt will be displayed below indicating that the report is being processed. User shall click on the 'Download Reports' button to be directed to the Download Reports screen.

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## LMS 2.0

### OVERVIEW

LMS 2.0 is more than just a platform; it's a dynamic ecosystem that redefines the way students, faculty, and administrators engage with learning resources and assessments. The features of LMS 2.0 are as follows:

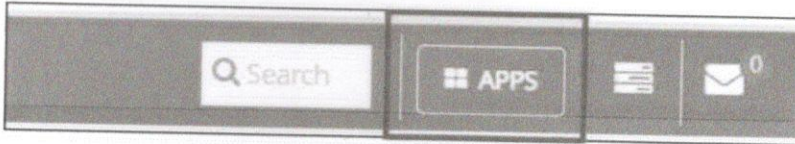
- This module boasts a modern and intuitive user interface, ensuring a seamless and enjoyable experience. The interface is designed with a focus on accessibility, making navigation and interaction more straightforward and user friendly.
- Tailor learning paths to individual needs. LMS 2.0 allows students to follow personalized learning trajectories, ensuring that each learner's journey is optimized for their unique goals and preferences.
- LMS 2.0 supports a variety of multimedia formats, interactive content, and real-world simulations to enhance the richness of the learning experience.
- LMS 2.0 facilitates discussion platforms, group projects, and collaborative spaces, promoting an interactive and engaging learning community.
- LMS 2.0 seamlessly integrates with other CAMU modules, including academic planning, assessment, and career services, providing a holistic and interconnected learning environment.
- Rethink assessments with enhanced tools. LMS 2.0 offers a range of assessment options, including quizzes, simulations, and real-world projects, providing a more authentic measurement of student understanding and application of knowledge.
- Empower administrators with robust reporting capabilities. LMS 2.0 generates detailed analytics and reports, enabling data-driven decision-making for curriculum improvement and overall educational effectiveness.



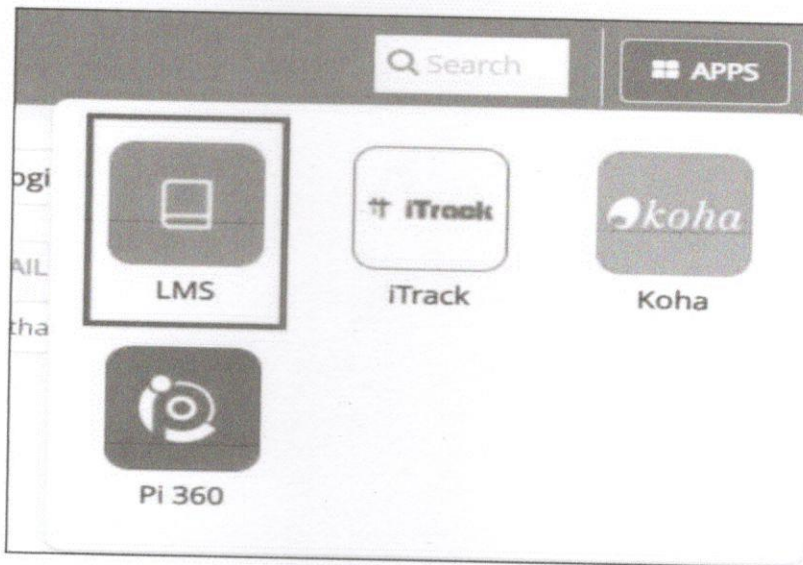
  
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## LMS 2.0

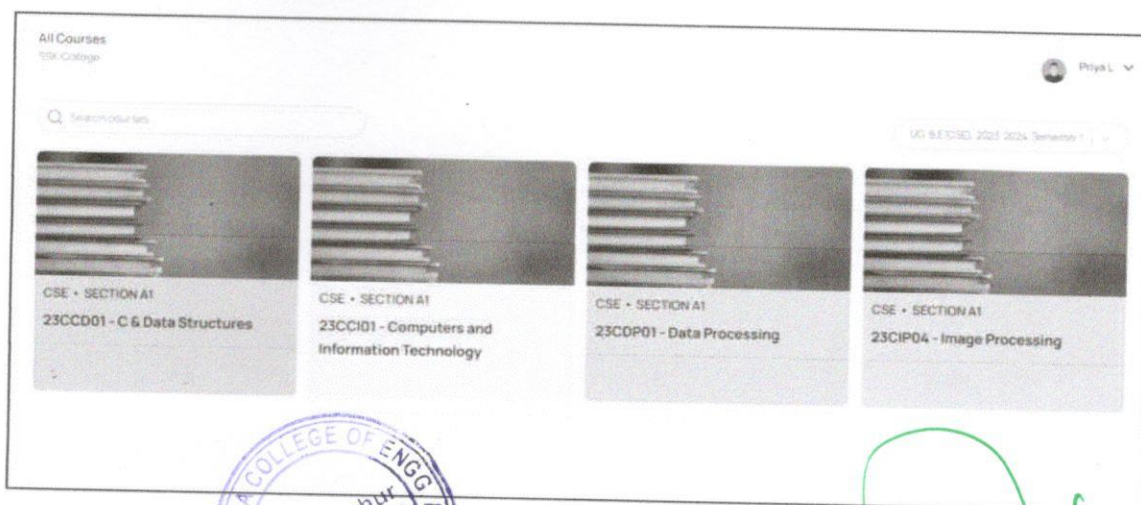
- From the Menu for the modules in Camu. The User shall click on Apps  LMS.



- Once you launch your LMS 2.0, you reach the LMS 2.0 dashboard.



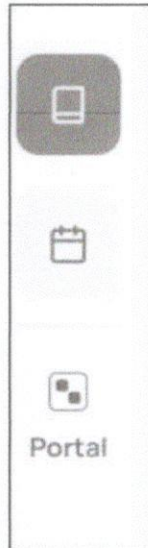
- The LMS 2.0 dashboard displays the faculty name at the top right corner of the page with the option to Logout of the page displayed, when clicked.



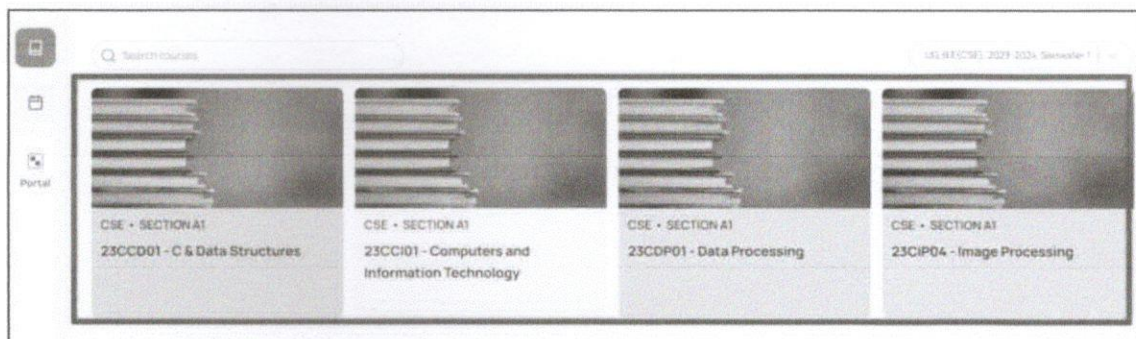
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## DASHBOARD IN LMS 2.0

- The LMS dashboard displays the icons for My Courses, My Schedules, and Portal.



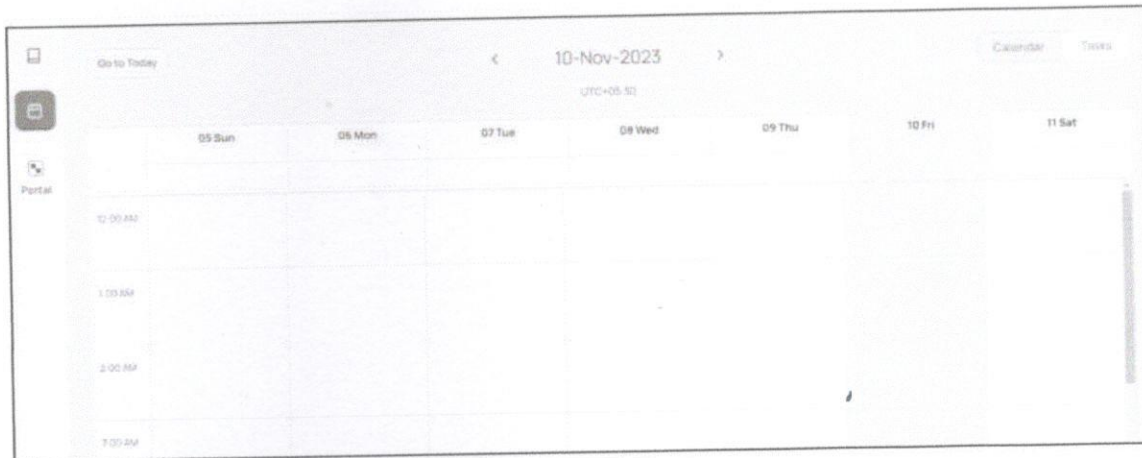
- The user shall click on the 'My Courses' tab, to view the home page which displays the All-Courses screen of Camu LMS 2.0 by default.



- Select the course from the drop-down list to view all the courses pertaining to the faculty.
- The user shall click on any of the courses listed to land on the Content Page of LMS 2.0.
- Select 'My Schedules' to view the schedule / timetable and tasks pertaining to the faculty.



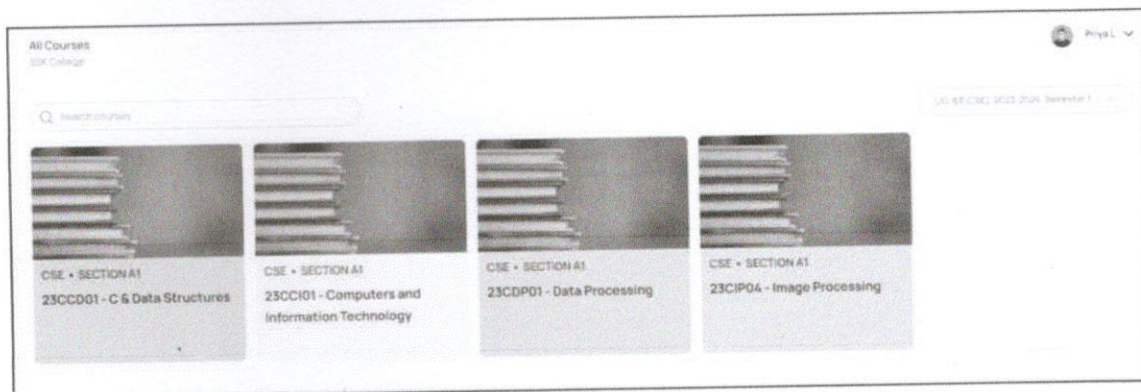
  
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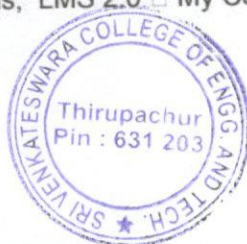
- The user shall click on the 'Portal' to go back to the Camu portal.

## MY COURSES – PREPARING COURSE CONTENT

- To create the course content and share it to students' portal to ensure a smooth learning process.
- In LMS2.0, the user shall click on the 'My Course' icon. All the available courses for that staff/user will be displayed. First, these courses are scheduled in staff planning in CAMU.

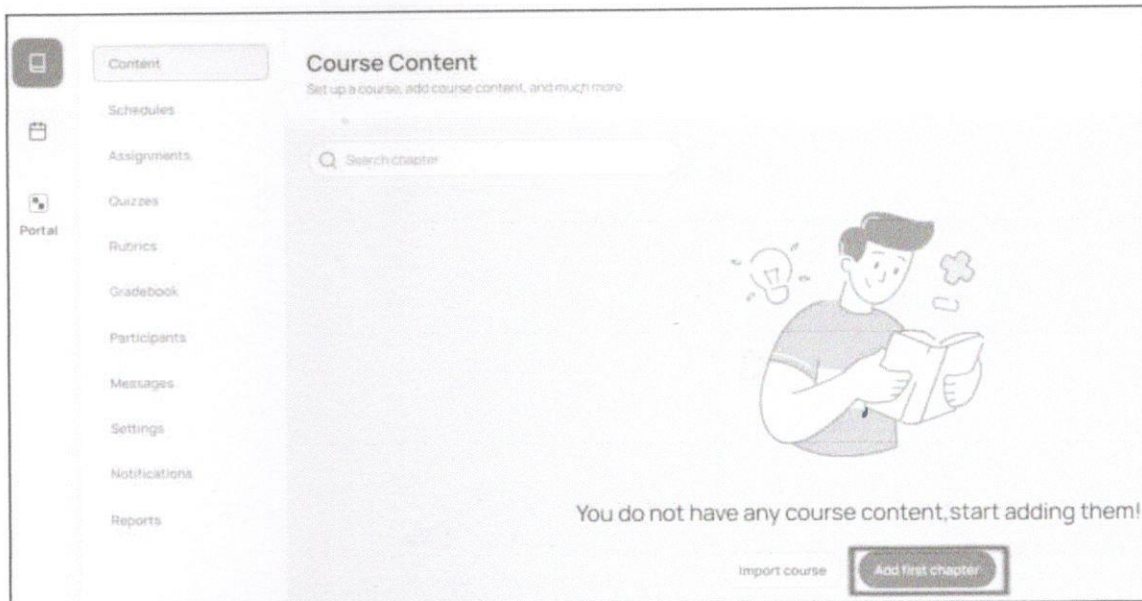


- Select the course for which content is to be added.
- The flow is as, LMS 2.0  My Courses  Course Name  Course Content.

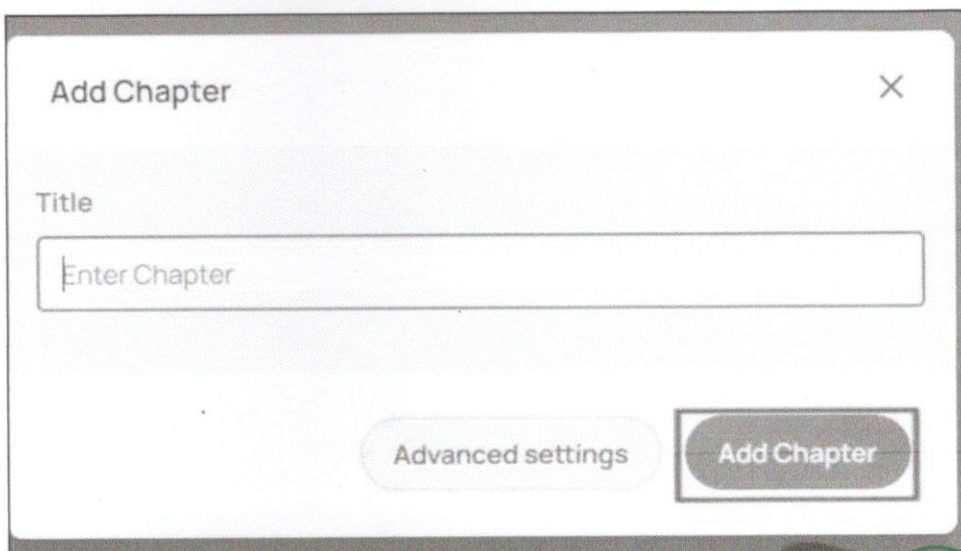


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- The user shall click on 'Add first Chapter' or can 'import course' (for complete importing of content for that course).
- Click on 'Add first Chapter'  enter the name/title of the chapter and click 'Add Chapter' button.



- Now the user will land on the Course Content page. Here the user can set up a course, add course content and chapters, add sub-chapters.
- Click on the edit icon, to enable editing.



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**Course Content** Expand all  Edit mode ⋮  
Set up a course, add course content, and much more.

- To add sub-chapters, click on plus icon.

⋮ ▶ C Basics ⓘ 🔍 + ⋮  
**Add subchapter**

- Type the name of the sub-chapter, mention the duration for this sub-chapter in minutes and click 'Add Sub Chapter'. You can create any number of sub-chapters to the chapter created.

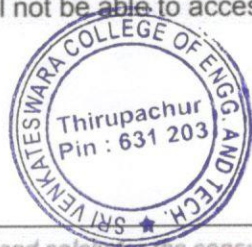
### Add Sub Chapter ✕

Title

Duration

 Minutes

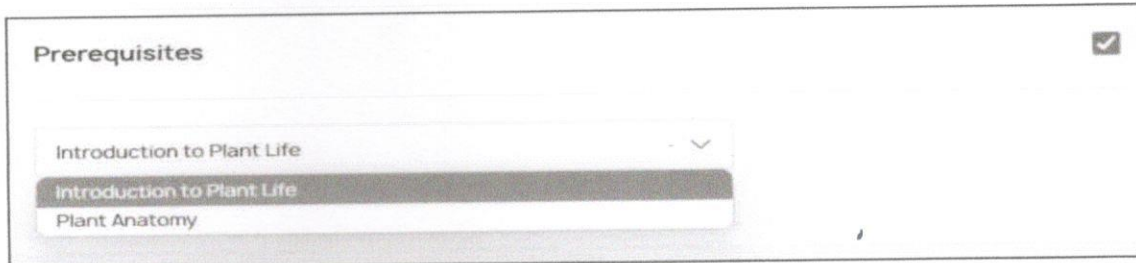
- Click on Save to save the chapter as a draft. Click on the Advanced Settings option to open the Advanced settings for the chapter screen namely,
- Lock until - Students will be able to see the module titles and module item names, but they will not be able to access the module items until after the lock date has passed.



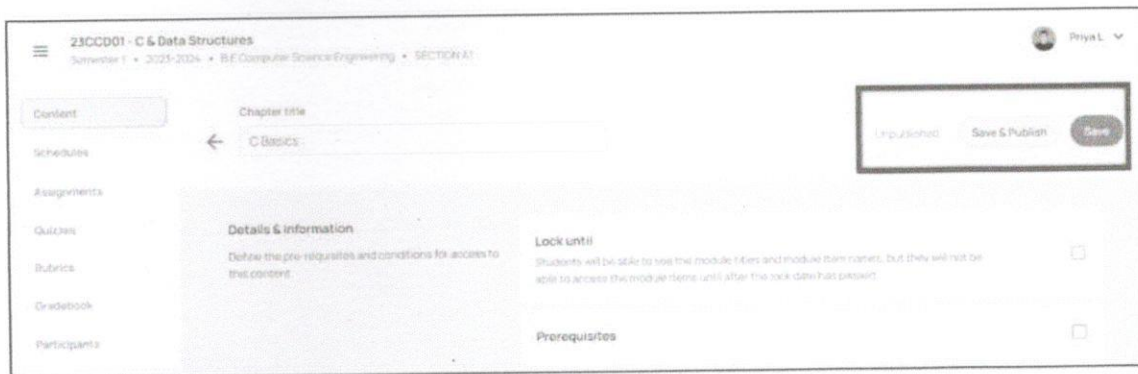
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- Prerequisites – to access this content, the students must have completed some prerequisites mentioned. The prerequisites are the ones which have to be completed before the chapter under consideration is to be taken.

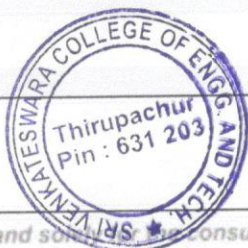
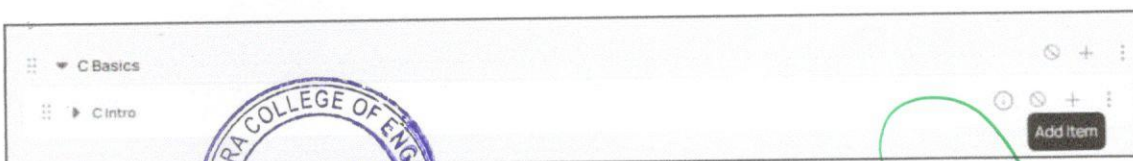


- Save and Publish - Save and Publish allows you to publish the chapter in the Student Portal. Once the chapter is published, a tick mark appears indicating that the chapter has been published in the portal.
- Save - allows you to save the chapter details created as a draft and make changes when required. It is not available in the student portal until it is published.



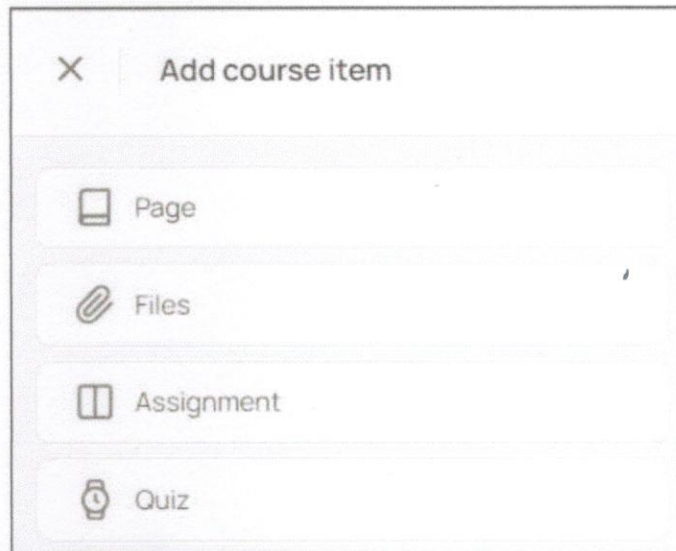
## ADDING COURSE CONTENT

- Course content can be given in the form of files or pages using the Add Course Items option in the subchapter created.



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- Click on the '+' option (Add Item) to add course items such as page, files, assignments, and quizzes as primary and support study materials for the course content.



### CREATING PAGES

- Click on Page from Add Course Item to add a page (for creating content) to the sub-chapter.
- Provide the page name and course content for the page. Formatting options are available to format the course content provided in the page.



*(Handwritten signature in green ink)*

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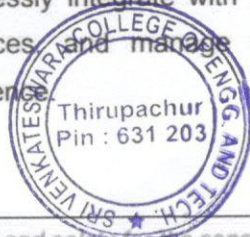
- Question wise feedback: question wise feedback report from the students can be downloaded.
- Staff wise feedback: staff wise feedback report from the students can be downloaded.

## MOBILE APP

### OVERVIEW

The CAMU Mobile App, a dynamic extension platform designed to enhance accessibility, connectivity, and user experience within the realm of Computer-Aided Manufacturing and Machining. This app is crafted to empower users with the flexibility and availability to engage with CAMU's functionalities anytime, anywhere. The key features and functionalities are defined below:

- Personalized dashboard provides at-a-glance access to critical information, upcoming events, and quick links to key features.
- Effortlessly manage the courses, view schedules, access lecture notes, submit assignments, and stay on top of your academic journey, all from the palm of hand.
- Connect with peers, instructors, and administrators through intuitive communication tools. Participate in discussions, exchange messages, and stay engaged with the CAMU community.
- Receive instant push notifications for important announcements, upcoming deadlines, and any changes relevant to your courses or the CAMU platform.
- Monitor the attendance, track academic progress, and access grades in real-time. The app provides a transparent view of performance and engagement.
- Streamline administrative tasks by enrolling in courses, registering for events, and managing academic journey conveniently through the mobile app.
- Seamlessly integrate with the library, allowing you to search for books, access digital resources, and manage the library account, enhancing the research and study experience.



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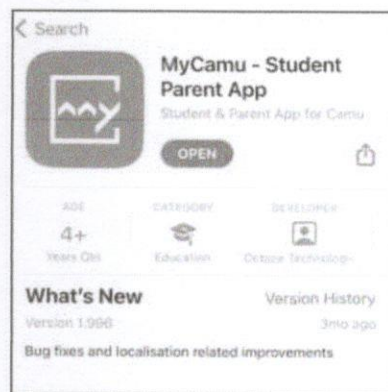
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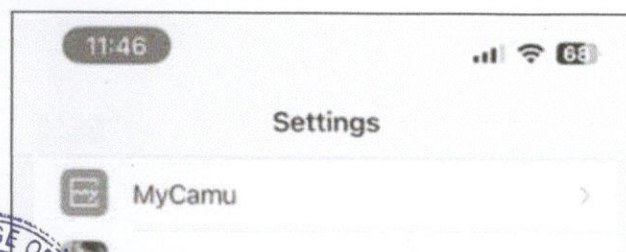
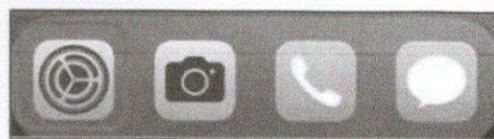
- Manage financial transactions with ease. Access fee details, make payments, and keep track of your financial information directly from the app.
- Stay organized with integrated event calendars. Easily view important dates, deadlines, and extracurricular activities to plan the schedule effectively.
- Provide valuable feedback, participate in surveys, and contribute to the continuous improvement of courses and the CAMU platform.

## IOS

- Download the MyCamu - Student Parent App from App Store



- Once the app is downloaded, go to Settings and tap the MyCamu App.

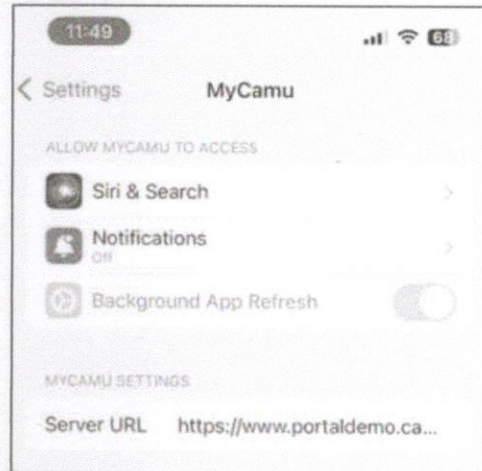


  
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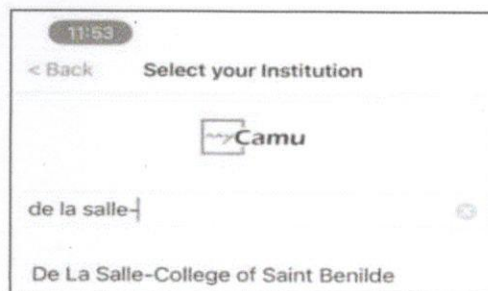
- In the MyCamu app settings, change the Server URL setting as needed. For the demo/test environment, the URL should be <https://www.portaldemo.camuerp.in>. For the production environment, the URL should be <https://www.mycamu.com>.



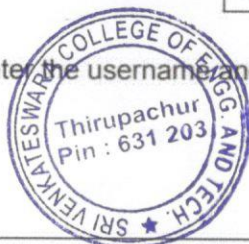
- Once the appropriate URL has been changed, open the MyCamu App.



- In the MyCamu App, enter the Institute name and select the appropriate one from the list, and tap the Sign in button.



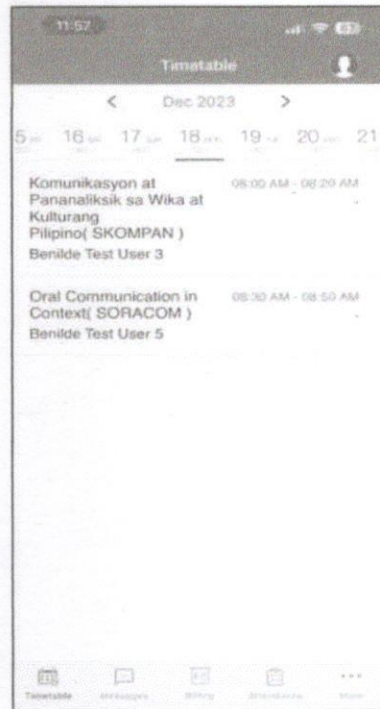
- Enter the username and password of the student/parent and tap Sign in.



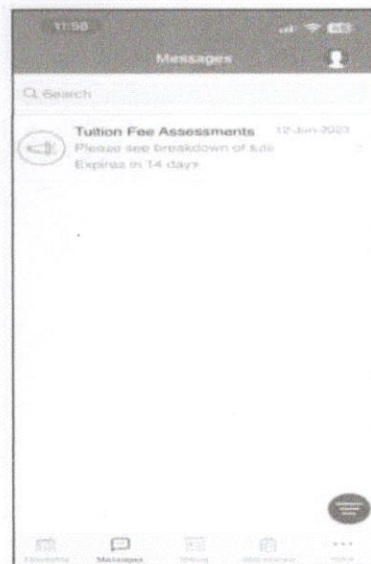
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- Once logged in, the default view will be the Timetable. Currently, this module is only for the viewing of schedules.



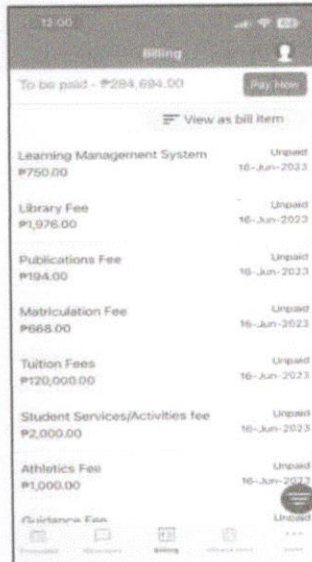
- Tapping the Messages icon will display the Announcements.



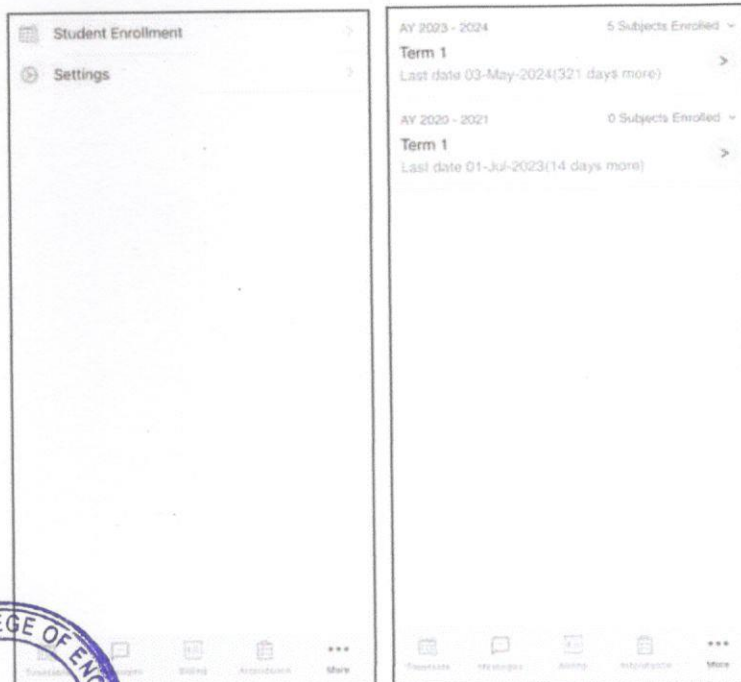
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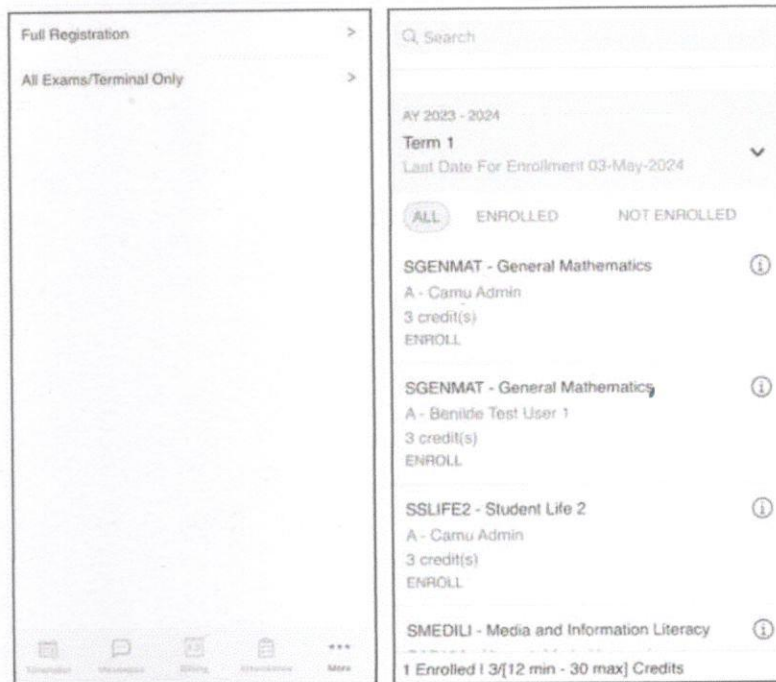
- To view the bills, tap the Billing Icon. Students/Parents may opt to tap Pay Now to proceed with the payment of unpaid bills.



- Tap More > Student Enrollment to view the currently enrolled courses/subjects. If the online enrollment is still open, Students/Parents may also tap the > icon for the given term and proceed with the course enrollment.

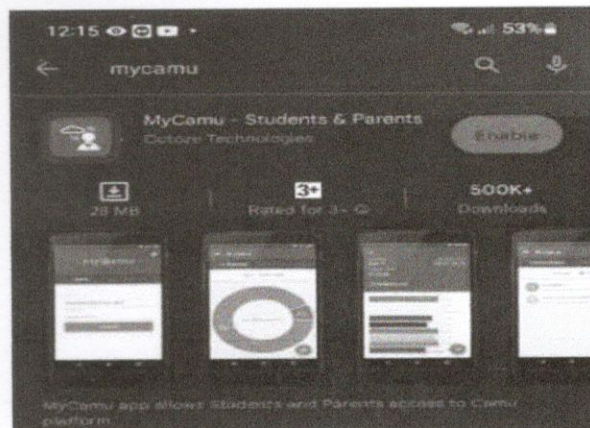


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## ANDROID

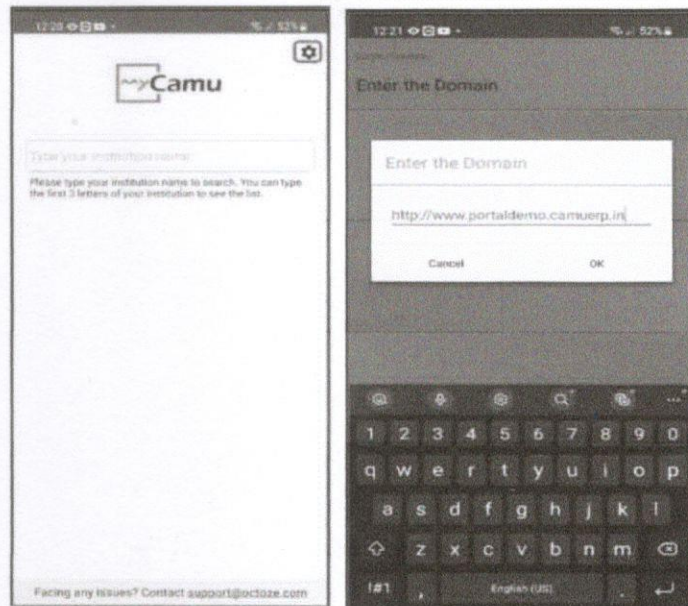
- In the Google Play Store, download the MyCamu - Students & Parents app



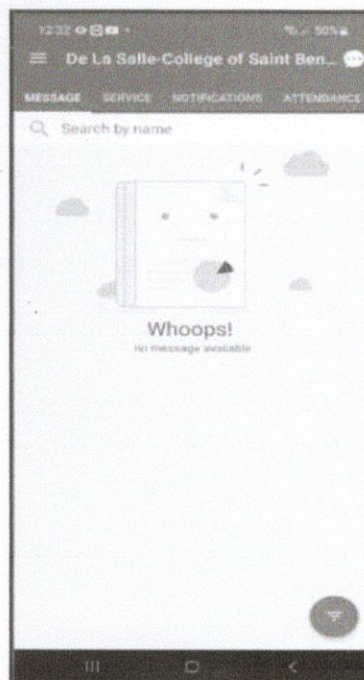
- Open the app and tap the gear icon at the top right corner of the screen. Under the Login Domain field, tap it and enter the URL setting as needed. For the demo/test environment, the URL should be <https://www.portaldemo.camuerp.in>. For the production environment, the URL should be <https://www.mycamu.com>. Tap OK once done and go back to the login screen.



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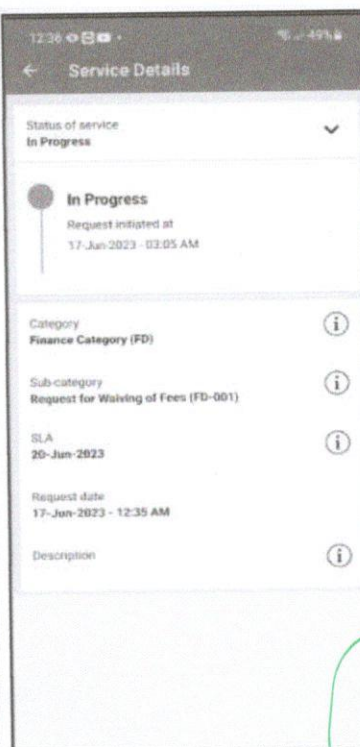
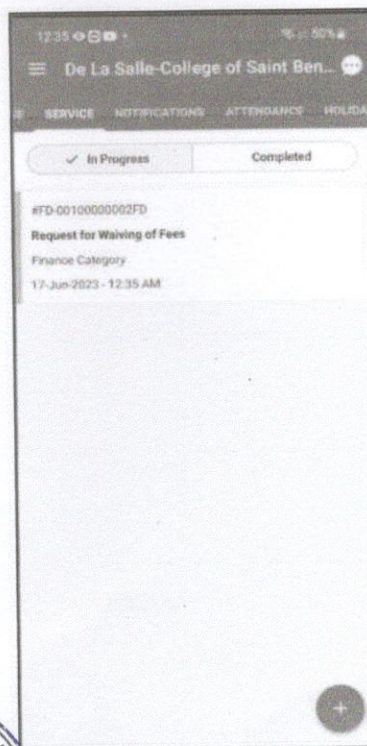
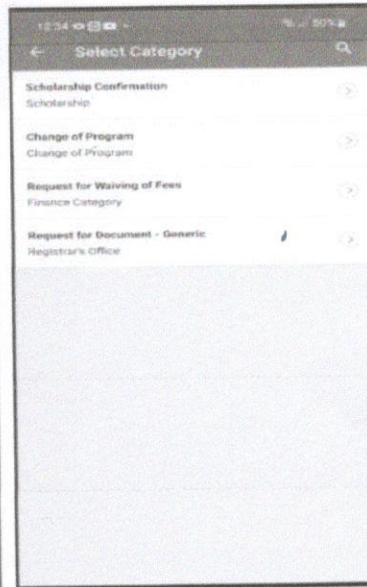
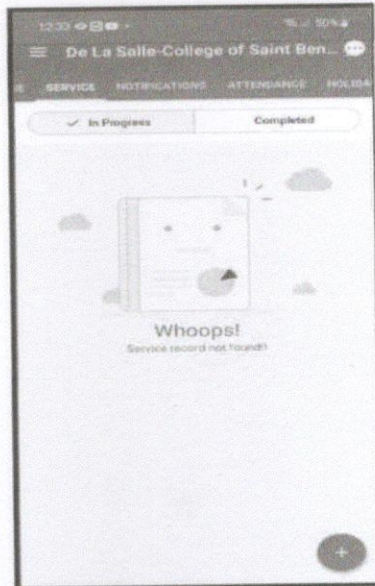
- In the login screen, type in the name of the institution and select the appropriate one from the list. Enter the email and password of the student/parent and tap Sign In.
- Once logged in, the default view will be the Message tab. If there are any messages from staff, it will be displayed here.



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- Under the Service tab, all service requests will be displayed here. If a student/parent needs to raise a new service request, just tap the + icon at the bottom right corner of the screen and follow the necessary steps.

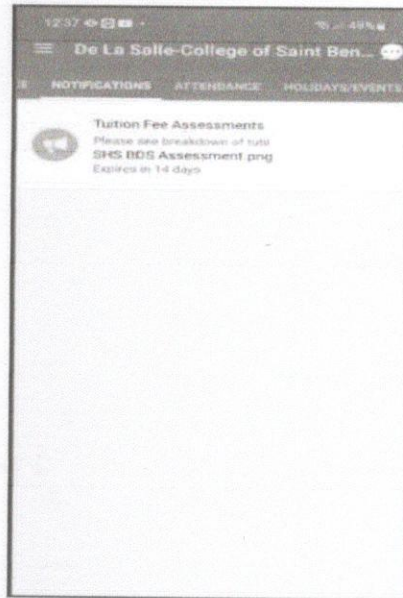


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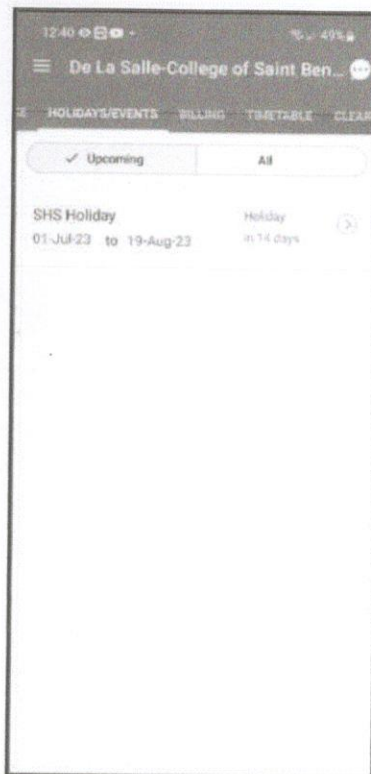
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- Under the Notifications tab, the Announcements will be displayed.

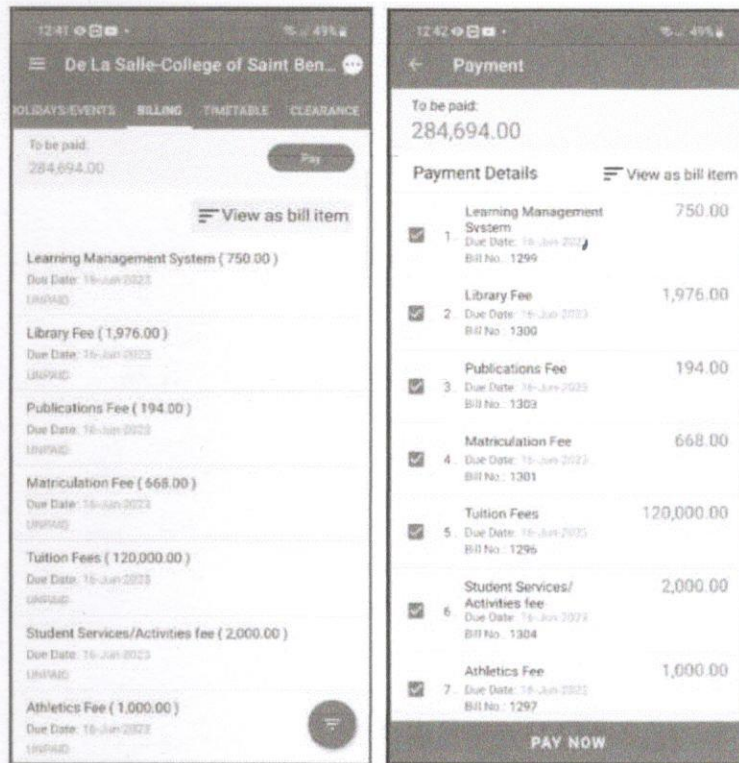


- Under the Holidays/Events tab, all the upcoming and past holidays/events can be viewed.




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- Under the Billing tab, the list of all bills with optional filters will be displayed. By default, the unpaid bills will be displayed. Students/Parents may opt to tap Pay to proceed with the payment via the online payment gateway.

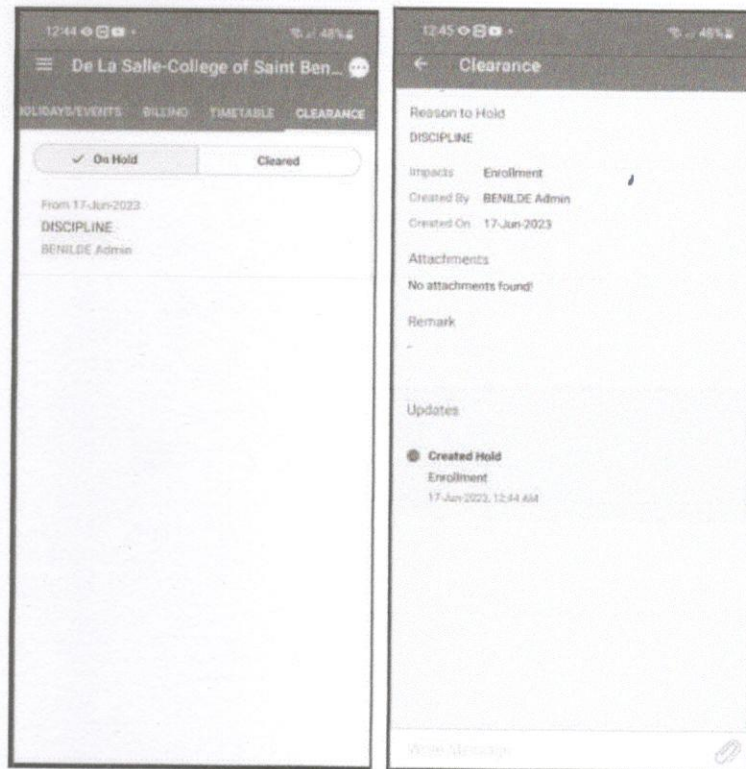


- Under the Timetable tab, the schedule of the student will be displayed.



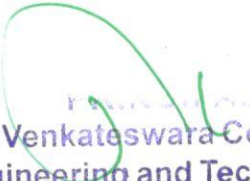
  
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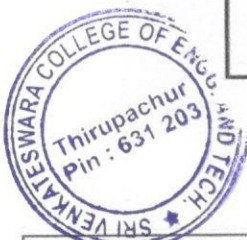
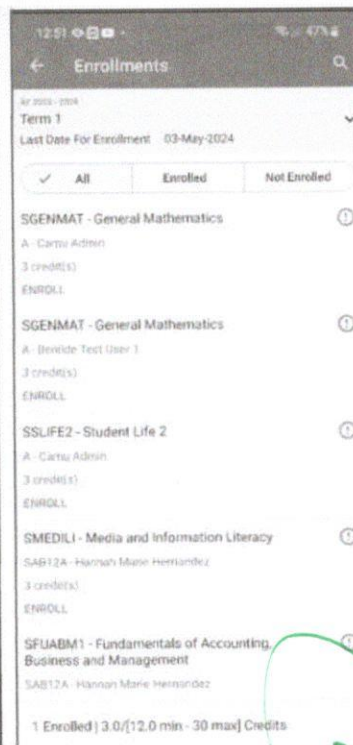
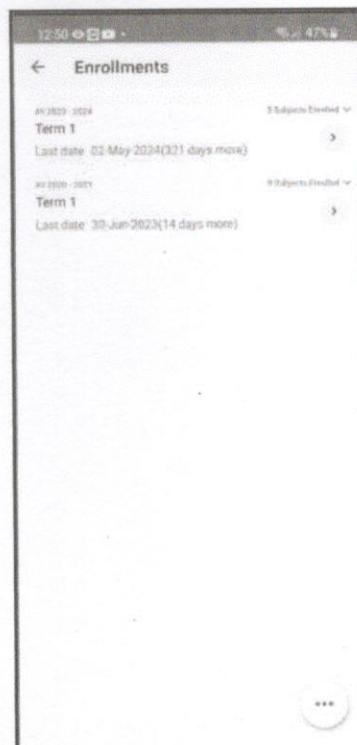
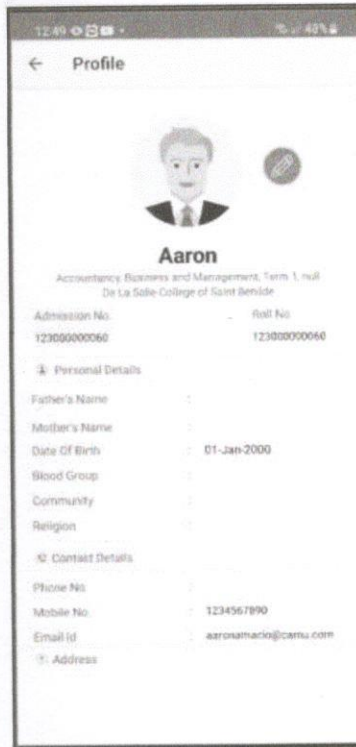
- Under the Clearance tab, the list of all existing and cleared holds will be displayed. The student/parent will be able to respond to the hold by tapping the hold record and writing a message.



- Tapping the hamburger icon  at the top left portion of the screen opens the menu. Students/Parents may access the Profile, Gallery, Institution Info, Groups, Student Enrollment, ID Card and About screens.



  
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