

# WBBME

## ONLINE STUDENT REGISTRATION

### USER MANUAL

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## Process Flow

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1. Enter all student registration details by login using "Entry User"
2. Approve each student details using "Approval User"
3. Fees Payment
  - a. Login using "Entry User", Choose Fees Payment and select all Approved Student and click "Proceed for Payment" button.
  - b. On "Fees Details Entry" Page click on "Pay through SBI Collect" and make payment.
  - c. Enter the bank receipt no, payment date, payment amount and upload receipt voucher to complete the registration process.

# 1. APPROVAL USER

## 1. a. Update Madrasha Details

The screenshot shows the 'MADRASAH DETAILS UPDATE' page. On the left sidebar, the 'Master' menu is expanded, and 'Madrasah Details Update' is highlighted with a red circle. The main content area displays a table with one entry for 'KHUSTIGIRI DARGAH SHARIF HIGH MADRASAH'. The 'Action' column for this entry contains an edit icon, which is also circled in red. The table has columns for Madrasah, Address, Pin, Post Office, District, Contact No, Email, Fax No, and Head of Institute. Below the table, it says 'Showing 1 to 1 of 1 entries'.


The **Approval User** needs to update the Madrasah details from the menu – **Master->Madrasah Details Update**

Click on the **Edit Icon** to update the details

The screenshot shows the 'MADRASAH MASTER UPDATE' form. The form contains several input fields: Madrasah Name (KHUSTIGIRI DARGAH SHARIF HIGH MADRASAH), Madrasah Code (KSTG), Index No (123, highlighted with a red box), Head of Institute (Head of Institute), Address (Enter Address Details), Pin Code (Pin Code), Post Office (Post Office), District (BIRBHUM), Contact No (Contact No), Email (khustigirids@gmail.com), Fax No (Fax No), and Madrasah Medium (BENGALI). An 'APPLY CHANGE' button is located at the bottom right of the form.

Enter the **Index Number** and click on **APPLY CHANGE** button to update

## 1. b. Add Entry User



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Student Approval

Master

User Entry

Madrasah Details Update

Change Password

Report

Logout

© KHUSTIGIRI DARGAH SHARIF HIGH MADRASAH

Welcome admin

USER ENTRY

ADD USER

Show 10 entries Search:

User Name	Contact No	College	Joining Date	Last Working Date	Address	Action
ADMIN		KHUSTIGIRI DARGAH SHARIF HIGH MADRASAH				
KSTG		KHUSTIGIRI DARGAH SHARIF HIGH MADRASAH				
KSTGUSER1		KHUSTIGIRI DARGAH SHARIF HIGH MADRASAH				


Showing 1 to 3 of 3 entries

Previous 1 Next

The Approval User can create Data Entry Users from the following Link

**Master->User Entry**

Click on the**ADD USER** button to add a new **Data Entry User**



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Student Approval

Master

User Entry

Madrasah Details Update

Change Password

Report

Logout

© KHUSTIGIRI DARGAH SHARIF HIGH MADRASAH

Welcome admin

MADRASAH USER ENTRY

Select Category \*  
Select Category

Contact No \*  
Contact No

Joining Date \*  
dd-mm-yyyy

Last Working Date \*  
dd-mm-yyyy

Address \*  
Enter Address Details

User Name \*  
User Name


Password \*  
Password

Active \*  
Yes

CREATE

Enter all information of the User and click on **CREATE** button to update

## 1. c. Approve Registration



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KHUSTIGIRI DARGAH SHARIF HIGH MADRASAH

Welcome admin

Student Approval

High Madrasah Exam

Alim Exam

Fazil Exam

Master

Change Password



Report

Logout

VIEW HIGH MADRASAH EXAMINATION STUDENTS

Show 10 entries

Search:

Registration Date	Student Name	Date of Birth	Contact No	First Language	Compulsory Subjects	Optional Elective	Status	Photo	Action
2021-08-23	Mustafizur	24 Aug, 2000	3333333333	Urdu	Arabic	Biology	Pending		

Showing 1 to 1 of 1 entries

Previous

1

Next

Registered Students can be seen under individual Exam menus (**High Madrasah Exam, Alim Exam, Fazil Exam**) under **Student Approval**.

Click on the **thumbs up icon** to view the candidate details

Created By :

Date Of Registration : 23 Aug, 2021

Back

Disapprove


Approve

The candidate details page will show all information of the candidate and will present with an **APPROVE** and **DISAPPROVE** button at the bottom of the page

Click on the **APPROVE** button to approve the candidate

## 2. ENTRY USER

### 2. a. Add Students



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کھڑکی دہلی

Student Registration

High Madrasah Exam

Alim Exam

Fazil Exam

Fees Payment

Change Password

Report

Logout

KHUSTIGIRI DARGAH SHARIF HIGH MADRASAH



Welcome KSTGUSER1

VIEW HIGH MADRASAH EXAMINATION STUDENTS

ADD STUDENT

Show 10 entries

Search:

Registration Date	Student Name	Date of Birth	Contact No	First Language	Compulsory Subject	Optional Elective	Status	Photo	Action
2021-08-23	Mustafizur	24 Aug, 2000	3333333333	Urdu	Arabic	Biology	Pending		

Showing 1 to 1 of 1 entries

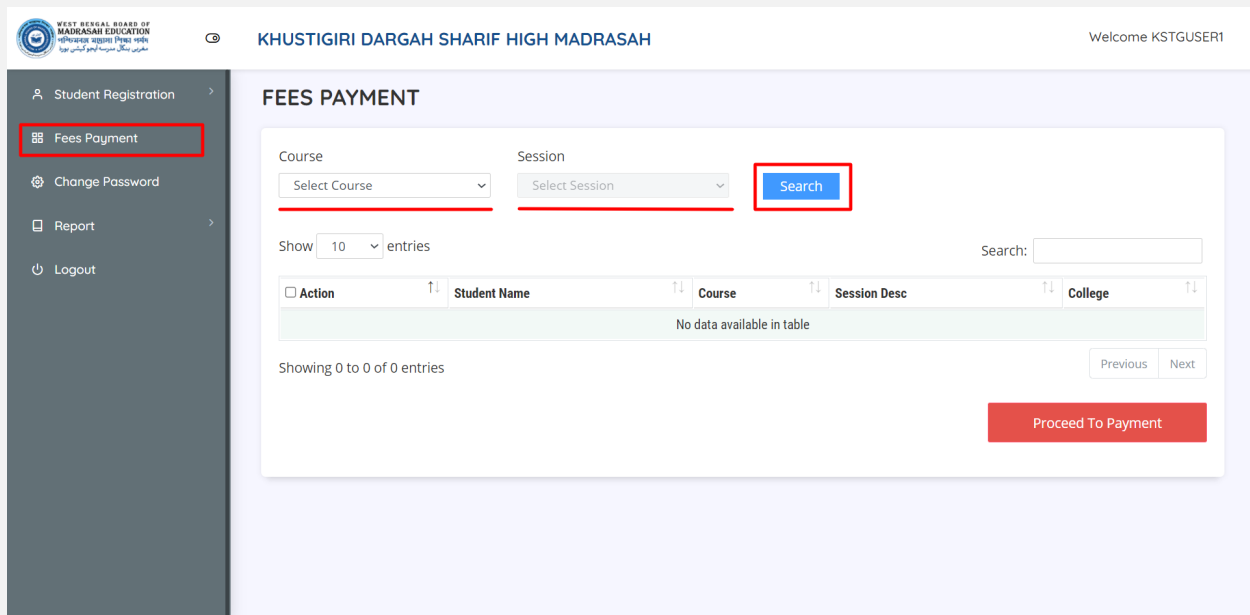
Previous 1 Next

To Add New Student, go the **Student Registration** Menu and select the name of the Exam (**High Madrasah Exam, Alim Exam, Fazil Exam**)

Click on the **ADD STUDENT** button to add a new student



## 2. b. Update Payment



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KHUSTIGIRI DARGAH SHARIF HIGH MADRASAH

Welcome KSTGUSER1

Student Registration >

**Fees Payment**

Change Password

Report >

Logout

### FEES PAYMENT

Course:  Session:  **Search**

Show  entries

Search:

<input type="checkbox"/> Action	Student Name	Course	Session Desc	College
No data available in table				

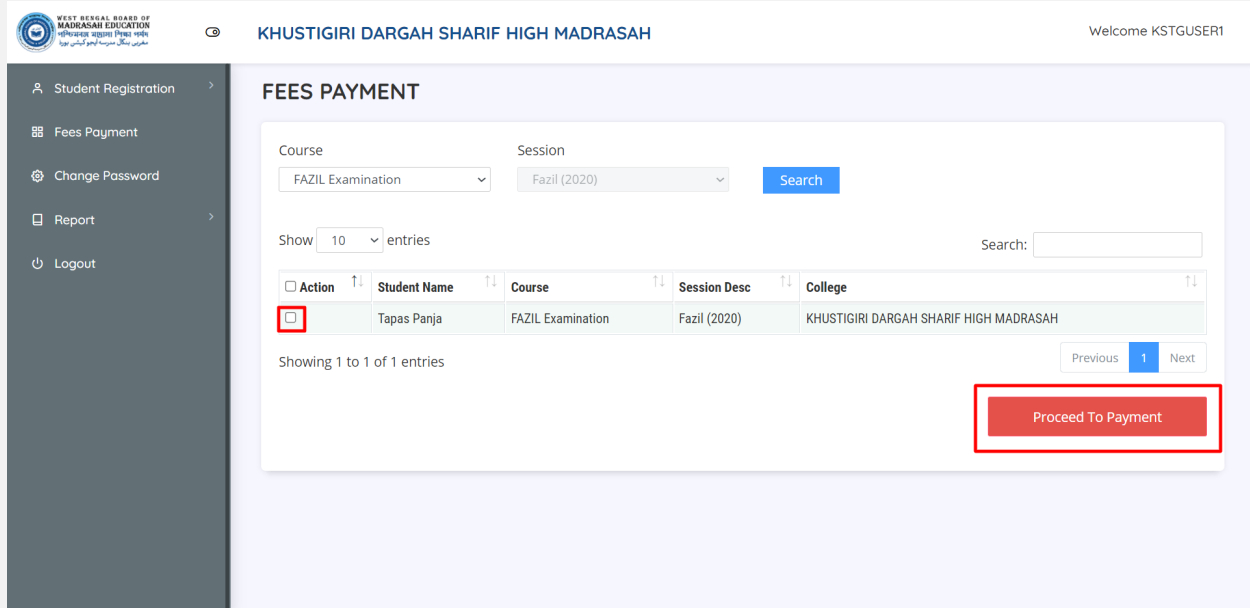
Showing 0 to 0 of 0 entries

Previous Next

**Proceed To Payment**

To update the payment of the students, go the **Fees Payment** Menu

Select the **Course** and **Session** and click on **Search** button



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KHUSTIGIRI DARGAH SHARIF HIGH MADRASAH

Welcome KSTGUSER1

Student Registration >

**Fees Payment**

Change Password

Report >

Logout

### FEES PAYMENT

Course:  Session:  **Search**

Show  entries

Search:

<input type="checkbox"/> Action	Student Name	Course	Session Desc	College
<input checked="" type="checkbox"/>	Tapas Panja	FAZIL Examination	Fazil (2020)	KHUSTIGIRI DARGAH SHARIF HIGH MADRASAH

Showing 1 to 1 of 1 entries

Previous **1** Next

**Proceed To Payment**

The list of Approved Students will be shown below

Select the Students for whom you want to update the payments by selecting the check box beside each Student's Name and click on **Proceed to Payment** button. You can select multiple students at a time if you want to pay for more than one student in a single go



- Student Registration >
- Fees Payment
- Change Password
- Report >
- Logout

### FEE DETAILS ENTRY

Madrasah Name KHUSTIGIRI DARGAH SHARIF HIGH M/	Course FAZIL Examination	Session Fazil (2020)	Student Count 1
Student Fees 40	Late Fees 0	Sp. Delay Fees Sp. Delay Fees	Sp. Extended Fees Sp. Extended Fees
Fees Payable * 140	Pay Date * dd-mm-yyyy	Bank Receipt No * Bank Receipt No.	Remarks Remarks

Upload Receipt \*  No file chosen

[Pay Through SBI Collect](#)

[SUBMIT](#)

### List of Students (Fees to be Paid)

Student Name	Course	Session Desc	College
Tapas Panja	FAZIL Examination	Fazil (2020)	KHUSTIGIRI DARGAH SHARIF HIGH MADRASAH

Enter the Payment details and Upload the Payment receipt and click on **SUBMIT**

You can also Pay through SBI Collect. You will be taken to the SBI Collect page by clicking on the **Pay through SBI Collect** button

You will be able to see the Student for whom you are making the payment in the List Below for you to double check