

HELP DOCUMENT

LOGIN PROCEDURE:

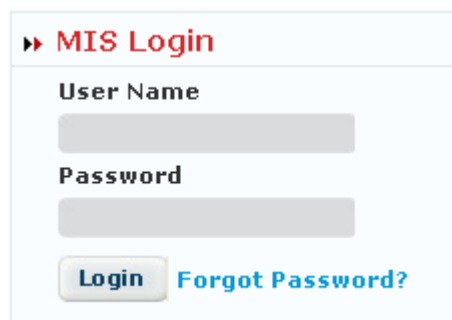
Visit the website www.mbnrdeo.com in order to login.



The screenshot shows the website header for the District Educational Office Mahabubnagar, Andhra Pradesh. It includes a logo on the left and a navigation menu with links for HOME, ABOUT US, CHILD RIGHTS, CHILD LABOUR, RTE, and CONTACT US. Below the header is a banner image of children in a classroom. A login form is visible on the left side of the page, with fields for User Name and Password, and buttons for Login and Forgot Password?. To the right of the login form is a welcome message and a paragraph of text about Mahabubnagar district.

Result: A new webpage appears requesting to provide **USER NAME** and **PASSWORD**

NOTE: **USER NAME** is your **SCHOOL CODE** and default **PASSWORD** is **welcome** for the first time.



The screenshot shows a form titled "MIS Login". It has two input fields: "User Name" and "Password". Below the fields are two buttons: "Login" and "Forgot Password?".

ACTION: After providing the username and password click on **SUBMIT**

RESULT: A new form appears requesting to provide a desired password of the users choice.

Instructions : 1. Please change your assigned Generic Password
2. You Should enter same Password in both the fields

Enter New Password: Maximum 8 Characters

Retype New Password:

NOTE: Please ensure that the **SAME PASSWORD** is provided at both the entries and the length should **not be less than 5 characters or not more than 8 characters**

MAINTAIN TEACHER:

ADD TEACHER:

In order to add a TEACHER in a particular school.

Add Teacher information:

Navigate: ->MAIN MENU -> USERS -> MAINTAIN TEACHERS -> ADD

Action: Fill all the mandatory fields. Clicks submit to save, click reset to cancel.

Result: Displays successful completion.

MAINTAIN TEACHER		Actions By The User		Add	Edit
<p><i>i</i> This form is provided to add particulars of a Teachers</p>					
<p>Organization Teacher Form >></p>		Aadhaar No/EID	56a4gasg5545		
	Name*	karthik			
	Sur Name*	voleti			
	Gender*	<input checked="" type="radio"/> Male <input type="radio"/> Female			
	Date Of Birth	22	7	1988	
	Nationality*	Indian			
	Religion*	Hindu			
	Caste*	General			
	Sub Caste*	--select Subcaste--			
	DTO Code	545628			
<p>Teacher Address Details>></p>		Address*	picket		
	Location 1				
	City*	guntur			
	State*	Andhra Pradesh			
	Country*	India			
	PIN*	500000			
	Phone number	04042014347			
	Mobile number*	09985291818			
	E-Mail ID	karthiky@gmail.com			
		<input type="button" value="Submit"/>		<input type="button" value="Reset"/>	

Result: Displays successful completion. A screen appears showing the list of class, section and subject name please assign the teacher to a particular subject which is being taken.

-----ASSIGN TEACHER TO STREAM, CLASS, SECTION, SUBJECT -----

Close

INSTRUCTIONS

In this form, user can assign teacher to a particular subject for a class and section.

Note:

If you have any doubts please contact Support team.

select	Stream	Class	Section	Subject
<input checked="" type="checkbox"/>	Telugu Medium	CLASS 6	Section A	TELUGU I
<input type="checkbox"/>	Telugu Medium	CLASS 6	Section A	HINDI II
<input type="checkbox"/>	Telugu Medium	CLASS 6	Section A	ENGLISH
<input type="checkbox"/>	Telugu Medium	CLASS 6	Section A	MATHS
<input type="checkbox"/>	Telugu Medium	CLASS 6	Section A	SCIENCE
<input type="checkbox"/>	Telugu Medium	CLASS 6	Section A	SOCIAL
<input checked="" type="checkbox"/>	Telugu Medium	CLASS 6	Section B	TELUGU I
<input type="checkbox"/>	Telugu Medium	CLASS 6	Section B	HINDI II
<input type="checkbox"/>	Telugu Medium	CLASS 6	Section B	ENGLISH
<input type="checkbox"/>	Telugu Medium	CLASS 6	Section B	MATHS

EDIT TEACHER:

Navigate: -> MAIN MENU -> USERS -> MAINTAIN TEACHERS -> EDIT

Action: Select the teacher whose details are to be edited. Edit the required details and save.

Result: After saving the edited details appears.

MAINTAIN TEACHER Actions By The User Add Edit

i In this form, user can edit the details of the teacher, user can assign the roll number and user can activate or deactivate the status

Note:
Click on edit profile to edit the details

ORGANIZATION ACTIVE TEACHERS

S.no	First Name	Last Name	Edit Profile	Roll Number	Active Status
1	Sridhar	Vengala	Edit Profile	<input type="text" value="0"/>	<input checked="" type="checkbox"/>
2	Has	Tech	Edit Profile	<input type="text" value="0"/>	<input type="checkbox"/>
3	Maheshwer	Bingi	Edit Profile	<input type="text" value="0"/>	<input checked="" type="checkbox"/>
4	Jyothi Rani	Godala	Edit Profile	<input type="text" value="0"/>	<input checked="" type="checkbox"/>
5	Imran	Syed	Edit Profile	<input type="text" value="0"/>	<input checked="" type="checkbox"/>
6	Laxmi	Madam	Edit Profile	<input type="text" value="0"/>	<input checked="" type="checkbox"/>
7	Test	Test	Edit Profile	<input type="text" value="0"/>	<input type="checkbox"/>
8	Test	Test	Edit Profile	<input type="text" value="0"/>	<input type="checkbox"/>
9	Srinivas	Nadimatla	Edit Profile	<input type="text" value="0"/>	<input checked="" type="checkbox"/>

TEACHER TO CLASS:

Navigate: -> MAIN MENU -> USERS -> TEACHER TO CLASS

Action: Select the teacher whose details are to be edited. Please select the class and section for which the teacher is assigned.

Assign Classes To Users >>

User Type	--select Type--
User Name	
Stream	
Class	
Section	

Assign Classes To Users >>

User Type	Teacher
User Name	karthik voleti
Stream	English Medium ACADEMIC (2012-13)
Class	CLASS 6
Section	Section A

SELECT	ACADEMIC YEAR	STREAM	CLASS	SECTION	SUBJECT
<input type="checkbox"/>	ACADEMIC (2012-13)	English Medium	CLASS 6	Section A	TELUGU I
<input type="checkbox"/>	ACADEMIC (2012-13)	English Medium	CLASS 6	Section A	HINDI II
<input type="checkbox"/>	ACADEMIC (2012-13)	English Medium	CLASS 6	Section A	ENGLISH
<input type="checkbox"/>	ACADEMIC (2012-13)	English Medium	CLASS 6	Section A	MATHS
<input type="checkbox"/>	ACADEMIC (2012-13)	English Medium	CLASS 6	Section A	SCIENCE
<input type="checkbox"/>	ACADEMIC (2012-13)	English Medium	CLASS 6	Section A	SOCIAL



MAINTAIN STUDENT:

ADD STUDENT:

In order to add a student to a particular class,section and group

Add Students information:

- Navigate:** ->MAIN MENU -> USERS -> MAINTAIN STUDENTS
- MAINTAIN STUDENT -> ADD**

Action: By default the add student form appears

Action: Fill all the mandatory fields and select student class details.

Clicks submit to save, click reset to cancel.

Result: Displays successful completion.

NOTE:

All the fields with * are mandatory and are advised to be filled before clicking on save button.

Else an alert message appears for the fields for which the fields are to be entered.

----- MAINTAIN STUDENT -----		Close
INSTRUCTIONS		
<p>In this form, user will be able to enter and maintain Student registration details. This information will be considered as the Student master record and will be used for communication and reporting purposes.</p> <p>Note: If you have any queries please contact Support team.</p>		
MAINTAIN STUDENT		Actions By The User Add Edit
<p>This form is provided to add particulars of a Students</p>		
Student Registration Details >>	Aadhaar No/EID: 455das55152 Name*: karthik Sur Name*: voleti Gender*: Male Date Of Birth: 22 / 7 / 2000 Height: 90 Cm Weight: 36 Kg's Religion*: Hindu Caste*: General Sub Caste: --select Subcaste-- Child with special needs? <input type="radio"/> Yes <input checked="" type="radio"/> No	
Student Address Details >>	Address*: picket Village/Town/City*: guntur PIN*: 500000 Landmark:	
Parent/Guardian Details >>	Relationship*: Parent Name*: subbu Sur Name*: voleti Occupation*: self employed Mobile Number*: 09985291818 (Ex-09985291818) E-Mail ID:	
Mother Details >>	Mother Name: devi Occupation: housewife	
Admission Details >>	Roll No: 1 Admission No: 1 Admission Date: 22 / 7 / 2010	
Student Class Details >>	Stream: English Medium ACADEMIC (2012-13) Class: CLASS 6 Section: Section A Group: Group A Hostel: No Hostel Name:	
<input type="button" value="Submit"/> <input type="button" value="Reset"/>		

EDIT STUDENT:

In order to add a student to a particular class,section and group

Add Students information:

- Navigate:** ->MAIN MENU -> USERS -> MAINTAIN STUDENTS
- MAINTAIN STUDENT** -> EDIT

Action: Fill all the mandatory fields and select student class details. Click submit to save, click reset to cancel.

Result: Displays successful completion.

MAINTAIN STUDENT Actions By The User Add Edit

i This form helps the user to update the details of the student like admission number, mobile number,students accessibility even provides the option for the parent profile, health record and view observations of the student.

[Organization Active Students >>](#)

Streams:
Class:
Sections:

i Note:
1)Please add digit '0' before the 10 digit mobile number.
2)Please verify wheather the check box is enabled for the student to be in active state.
3)Click on the desired link (Edit Profile,Parent Profile,Health Record,Observation) in order to make the changes.

Search Option:

Act/De-Act	Student Name	Aadhar No	Admission No	Roll No	Mobile No	Student	Parent	Health Record
<input checked="" type="checkbox"/>	Maneesha Kola	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	Edit Profile	Edit Profile	Edit
<input checked="" type="checkbox"/>	Rajitha Barlapati	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	Edit Profile	Edit Profile	Edit
<input checked="" type="checkbox"/>	Ruchitha Deshetti	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	Edit Profile	Edit Profile	Edit
<input checked="" type="checkbox"/>	Ruchitha Pembi	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	Edit Profile	Edit Profile	Edit
<input checked="" type="checkbox"/>	Shireesha Pembi	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	Edit Profile	Edit Profile	Edit
<input checked="" type="checkbox"/>	Neha Rebbas	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	Edit Profile	Edit Profile	Edit
<input checked="" type="checkbox"/>	Rohitha Bellala	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	Edit Profile	Edit Profile	Edit

MARKS ENTRY:

ALL SUBJECT MARKS ENTRY:

Navigate: ->MAIN MENU -> MARKS ENTRY -> ALL SUBJECTS MARKS ENTRY

In order enter the marks to a particular class,section and group.

----- MARKS ENTRY -----

Close

INSTRUCTIONS

Please select the following details to get the marks entry screen.

Note: If you have any queries please contact Support team.

[Marks Entry >>](#)

Streams:

Test Title:

Submit

Student Name	SCIENCE (Max: 50)		TELUGU I (Max: 50)		HINDI II (Max: 50)		ENGLISH (Max: 50)		MATHS (Max: 50)		PHYSICAL SCIENCE (Max: 25)	
	Marks	Is Absent	Marks	Is Absent	Marks	Is Absent	Marks	Is Absent	Marks	Is Absent	Marks	Is Absent
1 MANOHAR GAJENGI	<input type="text" value="48"/>	<input type="checkbox"/>	<input type="text" value="49"/>	<input type="checkbox"/>	<input type="text" value="49"/>	<input type="checkbox"/>	<input type="text" value="41"/>	<input type="checkbox"/>	<input type="text" value="49"/>	<input type="checkbox"/>	<input type="text" value="25"/>	<input type="checkbox"/>
2 PRAVEEN DESHETTI	<input type="text" value="32"/>	<input type="checkbox"/>	<input type="text" value="39"/>	<input type="checkbox"/>	<input type="text" value="34"/>	<input type="checkbox"/>	<input type="text" value="23"/>	<input type="checkbox"/>	<input type="text" value="41"/>	<input type="checkbox"/>	<input type="text" value="15"/>	<input type="checkbox"/>
3 SRIKANTH BARKAM	<input type="text" value="32"/>	<input type="checkbox"/>	<input type="text" value="31"/>	<input type="checkbox"/>	<input type="text" value="29"/>	<input type="checkbox"/>	<input type="text" value="15"/>	<input type="checkbox"/>	<input type="text" value="34"/>	<input type="checkbox"/>	<input type="text" value="13"/>	<input type="checkbox"/>
4 SRIKAR NEERATI	<input type="text" value="31"/>	<input type="checkbox"/>	<input type="text" value="38"/>	<input type="checkbox"/>	<input type="text" value="27"/>	<input type="checkbox"/>	<input type="text" value="30"/>	<input type="checkbox"/>	<input type="text" value="31"/>	<input type="checkbox"/>	<input type="text" value="14"/>	<input type="checkbox"/>
5 ANUSHA GANNARAM	<input type="text" value="34"/>	<input type="checkbox"/>	<input type="text" value="37"/>	<input type="checkbox"/>	<input type="text" value="33"/>	<input type="checkbox"/>	<input type="text" value="22"/>	<input type="checkbox"/>	<input type="text" value="36"/>	<input type="checkbox"/>	<input type="text" value="16"/>	<input type="checkbox"/>
6 THIRUMALA BASHETTI	<input type="text" value="40"/>	<input type="checkbox"/>	<input type="text" value="50"/>	<input type="checkbox"/>	<input type="text" value="42"/>	<input type="checkbox"/>	<input type="text" value="27"/>	<input type="checkbox"/>	<input type="text" value="46"/>	<input type="checkbox"/>	<input type="text" value="18"/>	<input type="checkbox"/>
7 LAVANYA KALUVA	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	<input type="text" value="0"/>	<input checked="" type="checkbox"/>
8 RAVALI DASARI	<input type="text" value="41"/>	<input type="checkbox"/>	<input type="text" value="43"/>	<input type="checkbox"/>	<input type="text" value="36"/>	<input type="checkbox"/>	<input type="text" value="27"/>	<input type="checkbox"/>	<input type="text" value="45"/>	<input type="checkbox"/>	<input type="text" value="20"/>	<input type="checkbox"/>
9 UDAYAMANI KATKAM	<input type="text" value="14"/>	<input type="checkbox"/>	<input type="text" value="5"/>	<input type="checkbox"/>	<input type="text" value="21"/>	<input type="checkbox"/>	<input type="text" value="21"/>	<input type="checkbox"/>	<input type="text" value="24"/>	<input type="checkbox"/>	<input type="text" value="10"/>	<input type="checkbox"/>
10 THIRUMALA AKKANAPELLI	<input type="text" value="40"/>	<input type="checkbox"/>	<input type="text" value="45"/>	<input type="checkbox"/>	<input type="text" value="35"/>	<input type="checkbox"/>	<input type="text" value="27"/>	<input type="checkbox"/>	<input type="text" value="40"/>	<input type="checkbox"/>	<input type="text" value="18"/>	<input type="checkbox"/>
11 MOUNIKA VELLULLA	<input type="text" value="41"/>	<input type="checkbox"/>	<input type="text" value="46"/>	<input type="checkbox"/>	<input type="text" value="40"/>	<input type="checkbox"/>	<input type="text" value="35"/>	<input type="checkbox"/>	<input type="text" value="35"/>	<input type="checkbox"/>	<input type="text" value="18"/>	<input type="checkbox"/>
12 RAVALI DASARI	<input type="text" value="38"/>	<input type="checkbox"/>	<input type="text" value="35"/>	<input type="checkbox"/>	<input type="text" value="33"/>	<input type="checkbox"/>	<input type="text" value="27"/>	<input type="checkbox"/>	<input type="text" value="36"/>	<input type="checkbox"/>	<input type="text" value="17"/>	<input type="checkbox"/>
13 RAVALI AVUTLA	<input type="text" value="22"/>	<input type="checkbox"/>	<input type="text" value="7"/>	<input type="checkbox"/>	<input type="text" value="28"/>	<input type="checkbox"/>	<input type="text" value="21"/>	<input type="checkbox"/>	<input type="text" value="24"/>	<input type="checkbox"/>	<input type="text" value="8"/>	<input type="checkbox"/>
14 SHIRISHA SHERA	<input type="text" value="40"/>	<input type="checkbox"/>	<input type="text" value="38"/>	<input type="checkbox"/>	<input type="text" value="34"/>	<input type="checkbox"/>	<input type="text" value="25"/>	<input type="checkbox"/>	<input type="text" value="23"/>	<input type="checkbox"/>	<input type="text" value="18"/>	<input type="checkbox"/>
15 RAVALI DASARI	<input type="text" value="36"/>	<input type="checkbox"/>	<input type="text" value="39"/>	<input type="checkbox"/>	<input type="text" value="40"/>	<input type="checkbox"/>	<input type="text" value="28"/>	<input type="checkbox"/>	<input type="text" value="47"/>	<input type="checkbox"/>	<input type="text" value="16"/>	<input type="checkbox"/>

Save

NOTE:

If a student is absent for a test

Check is absent box and clear any value in the marks column.

Do not enter any characters like A, a in case of absentees.

If you want to update marks after submission

Clear the marks in the cell and re-enter the updated marks into the cell.