Quick User Guide

Web-based direct reporting

How to Enter Information of Sindh's Secondary and Higher Secondary Schools through a web-based direct reporting IT platform

Version Date
19/03/2014

Step by Step Quick User Guide "How to enter School Information through Web-based platform"

<div style="border:1px solid black; padding:1em;">

Note:

(1) Ensure that your **internet** connection is working properly

(2) This web-based reporting is only for the **High & Higher Secondary Schools** School Census 2013 - 14
(3) Before start the web based entry of your school please keep information about School such as A) infrastructure (building ownership, number of rooms and classrooms etc) B-Teachers information (Name, designation, CNIC etc) and C-Class wise and group wise enrolment
(4) If any issue please contact helpline Numbers 021-32775772 & 0333-2223718 timing 9:00 to 5:00pm and Days Mon to Friday
(5) For the quick user guide **Google Chrome** (Version 28.0.1500.52 m) used
(6) For a normal user the estimated time to entering a School's with detail information of Ten Teachers is recorded 1 hour but its depend on the computer skills of user, information availability and number of Teachers.

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Step 00: Type the below mentioned address on address bar

http://www.semismodule.com

Step 01: Type your Schools' New SEMIS Code as username and for password type "testme" (without quotes) and click on the Login button
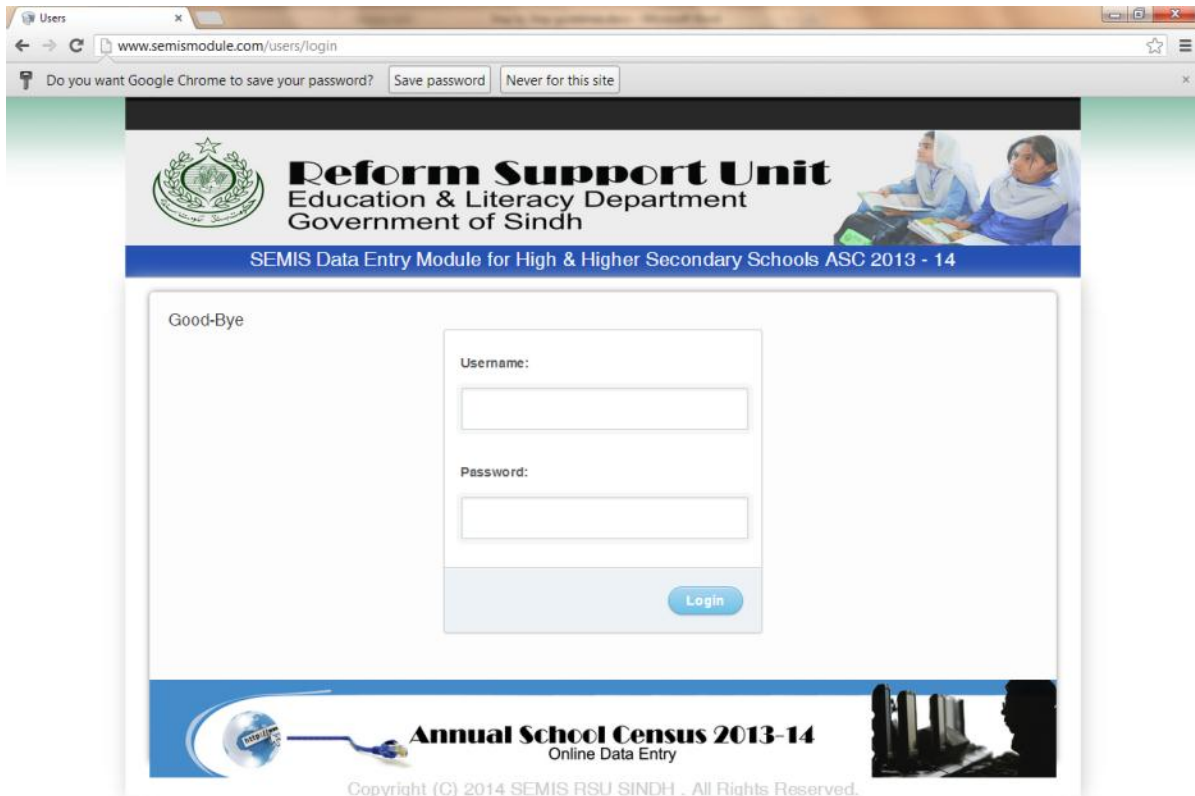
System will as you for the password change. You can change the password as well.

Step 02: After password changed system will automatically logout and it will ask you.

As you have put in **Step 01:** username and new changed password

Step 03: Click on "Add" link mentioned on **Third** quarter (S.No 3)

Note: Before starting the entry kindly ensure that you are viewing the right School Name

S.No.	Year	Quarter	Add / Edit	Finalize	Add / Edit status
1	2014	First	Add	Form Not Availble	This quarter is not to be filled
2	2014	Second	Add	Form Not Availble	This quarter is not to be filled
3	2014	Third	Add	Form Not Availble	Editing / Adding allowed
4	2014	Fourth	Add	Form Not Availble	This quarter is not to be filled

Click here to Start

Step 04: Put the information as questions mentioned on form

Please Note: (1) The reference date for the Third quarter is **15 February 2014** so please enter the information accordingly. (2) use vertical scrollbar for further view for the information.

Silent Features:

Red Background Color	⟹	System will highlighted the red background if any question(s) data inconsistent/Error/illogical [**Action required**: check the data and correct]
Green Background Color	⟹	System will highlighted the green background if any question(s) data exactly matched or consistent with other question(s) [**Action required**: your data is correct go ahead]

Step 05: for the teachers detail information go to the bottom of the page which we already opened on **Step 04 :)** and click on "Add another Teachers Detail"

System will enable you for enter a teachers record

Please note: for more teachers each time we have to click on link "Add another Teachers Detail" as mentioned at **Step 05**

Step 06: After entering all the data click on "Submit" button for saving the record first time.

Write Total Number of following facilities available in School

Items	Working	Repairable
Blackboard	10	
Student Chairs		
Student Desks		
Student Benches		
Teacher Chairs		
Teacher Tables		
Electric Fans		
Electric Fans		
Water Pump (Electric Motor)		
Computers		
Computer Lab	Not Available	
Internet Available	Not Available	
From where this form is being filled.	○ School ◉ DO (SEMIS) Office ○ DO (Secondary) Office ○ LSU Office ○ Internet Cafe ○ Other (Specify)	

S.No.	Full Name	CNIC Number	Designation Code	BPS	Code for Type of Post	Subjects Taught	Leaves Availed in academic year	On Detailment	Contact Number
1	Mr. Wali	29111-1111	DT	19	Govt Re	Drawi	365	○ Yes ◉ No	0300-000
2	Ms. Iman	22222-2222	HM	18	Govt Co	Web	200	◉ Yes ○ No	3333-333

Add Teacher Details   Add Another Teacher Details

submit

Click here for Submit Record

Sindh Education Management Information System
School Based Monitoring System

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After saving the information system will show the message "**The form has been saved successfully**"

Step 07: if you want to recheck or modify the information then click on the "Edit" link otherwise click on "Finalize Form" (further detail see Step 07A & 07B)

Step 07A: if you want to recheck or modify the information then click on the "**Edit**" link

S.No.	Year	Quarter	Add / Edit	Finalize	Add / Edit status
1	2013-14	First	Add	Form Not Availble	This quarter is not to be filled
2	2013-14	Second	Add	Form Not Availble	This quarter is not to be filled
3	2013-14	Third	Edit	Finalize Form	This quarter is filled but it needs to be finalized
4	2013-14	Fourth		Form Not Availble	This quarter is not to be filled

Click here for Edit

Sindh Education Management Inform

The form has been saved successfully.
Welcome to the Dashboard for Data Entry of High and Higher Secondary Schools

| School Name | | GBHS - KADHAN | | School ID | | 401010829 |
| HM Name | | Check | | HM Contact Number | | 0300-1111111 |

S.No.	Year	Quarter	Add / Edit	Finalize	Add / Edit status	Remarks
1	2013-14	First	Add	Form Not Availble	This quarter is not to be filled	Editing / Adding not allowed
2	2013-14	Second	Add	Form Not Availble	This quarter is not to be filled	Editing / Adding not allowed
3	2013-14	Third	Edit	Finalize Form	This quarter is filled but it needs to be finalized	Editing / Adding allowed
4	2013-14	Fourth	Add	Form Not Availble	This quarter is not to be filled	Editing / Adding not allowed

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Step 07B: if the information is correct then click on "**Finalize Form**"

S.No.	Year	Quarter	Add / Edit	Finalize	Add / Edit status
1	2013-14	First	Add	Form Not Availble	This quarter is not to be filled
2	2013-14	Second	Add	Form Not Availble	This quarter is not to be filled
3	2013-14	Third	Edit	Finalize Form	This quarter is filled but it needs to be finalized
4	2013-14	Fourth	Add	Form Not Availble	This quarter is not to be filled

Click here for Edit

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Note once form finalized then you cannot edit the record

System will show the message "**The form has been Successfully Finalized**" and the links for "**Edit**" & "**Finalize Form**" disabled.

The form has been Successfully Finalized.
Welcome to the Dashboard for Data Entry of High and Higher Se

School Name			GBHS - KADHAN		School ID	
HM Name			Check		HM Contact Number	
Total Number of Rooms			10		Total Number of ClassRooms	
Total Teachers			2		Total Enrollment	

S.No.	Year	Quarter	Add / Edit	Finalize	Add / Edit s
1	2013-14	First	Add	Form Not Availble	This quarte
2	2013-14	Second	Add	Form Not Availble	This quarte
3	2013-14	Third	The form can not be edited now it has been finalized	The form has been finalized	The Form i
4	2013-14	Fourth	Add	Form Not Availble	This quarte