

# Office Automation

*Better Data, Better Outcomes*

## Education Management Information System



## Delhi Public School Bhilai

Open Compas is an Online Education Management Information System (EMIS) designed to collect and report data on education system of Delhi Public School Bhilai. It manages a broad range of information, including data on:

- |               |                   |                             |
|---------------|-------------------|-----------------------------|
| ✓ Classes     | ✓ Enrollment      | ✓ Finances                  |
| ✓ Time Table  | ✓ Lesson Planning | ✓ Attendance                |
| ✓ Examination | ✓ CCE             | ✓ Front Office              |
| ✓ Transport   | ✓ Hostel          | ✓ Extra Curricular Activity |
| ✓ Health      | ✓ Inventory       | ✓ Human Resource            |
| ✓ Homework    | ✓ News            | ✓ Library                   |



# Minimum System Requirements

For effective online operation of the system the following components should be installed in your system. If not installed, please use the links provided.

## A. Mozilla Firefox (Latest Version)

Link: <https://support.mozilla.org/en-US/kb/how-download-and-install-firefox-windows>  
(For step by step installation of Firefox for windows)

## B. Shockwave Flash Player (Latest Version)

Link: <https://www.adobe.com/shockwave/download/alternates/>  
(For installation of Shockwave Flash Player for windows)

## C. Adobe Reader (Latest Version)

Link: <https://get.adobe.com/reader/>  
(For installation of Adobe Reader for windows)

Please make sure that all the above mentioned software/components are configured with your system. For any assistance please contact Mr A. H. Zunjani (7828247052) or Mr Soju Samuel (7509005544)

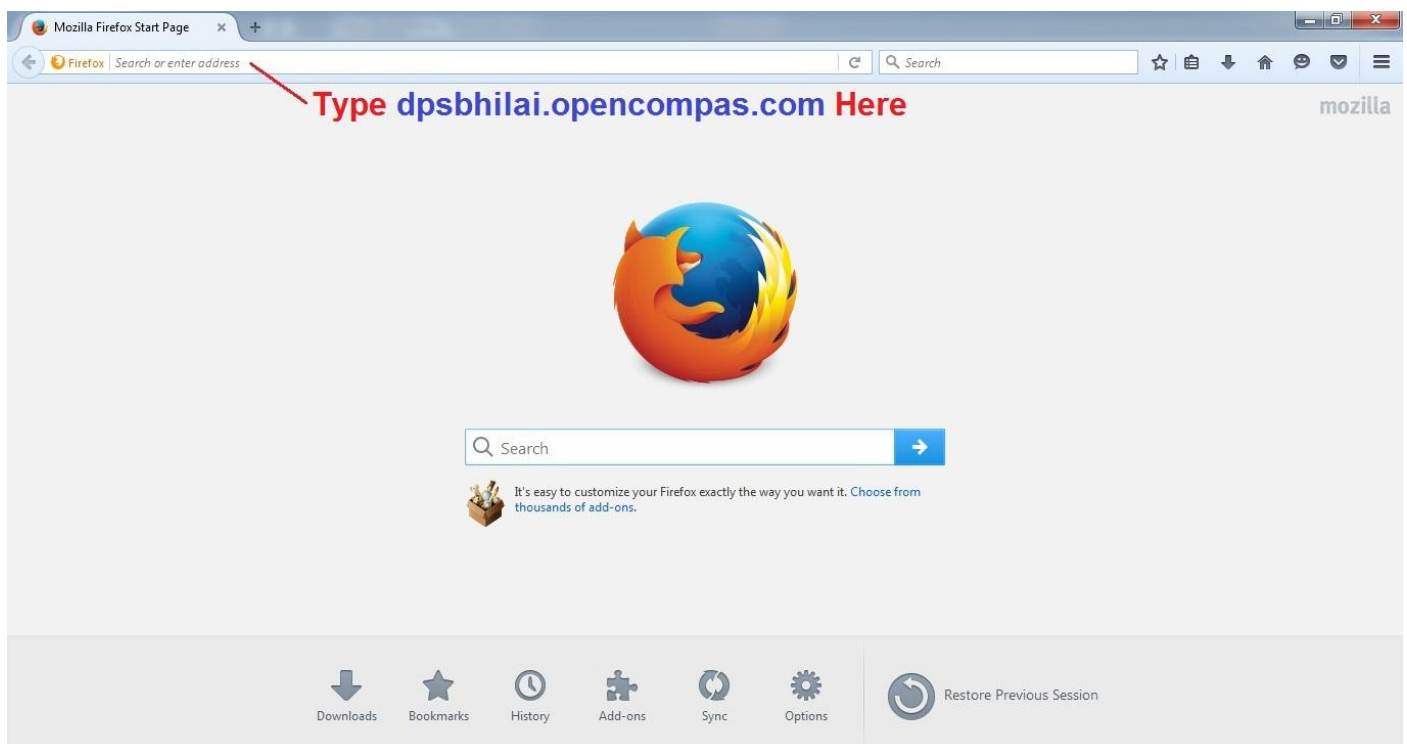
# Online Login Process

Please follow below mentioned steps for Quick Start of opencompas:

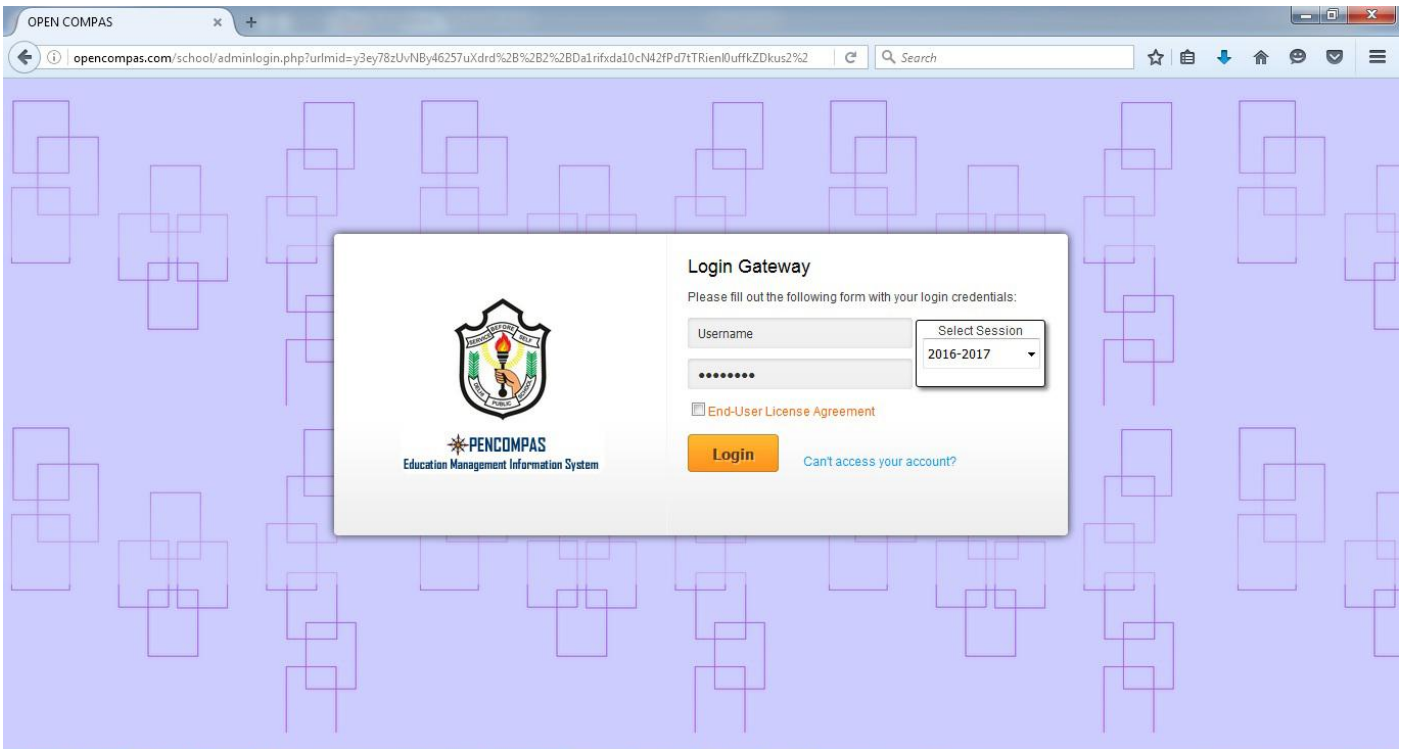
1. Please click the Mozilla Firefox icon in your computer:



2. Mozilla Firefox Start Page will open as below. Please type the URL **dpsbhilai.opencompas.com** in *Search or enter address*.



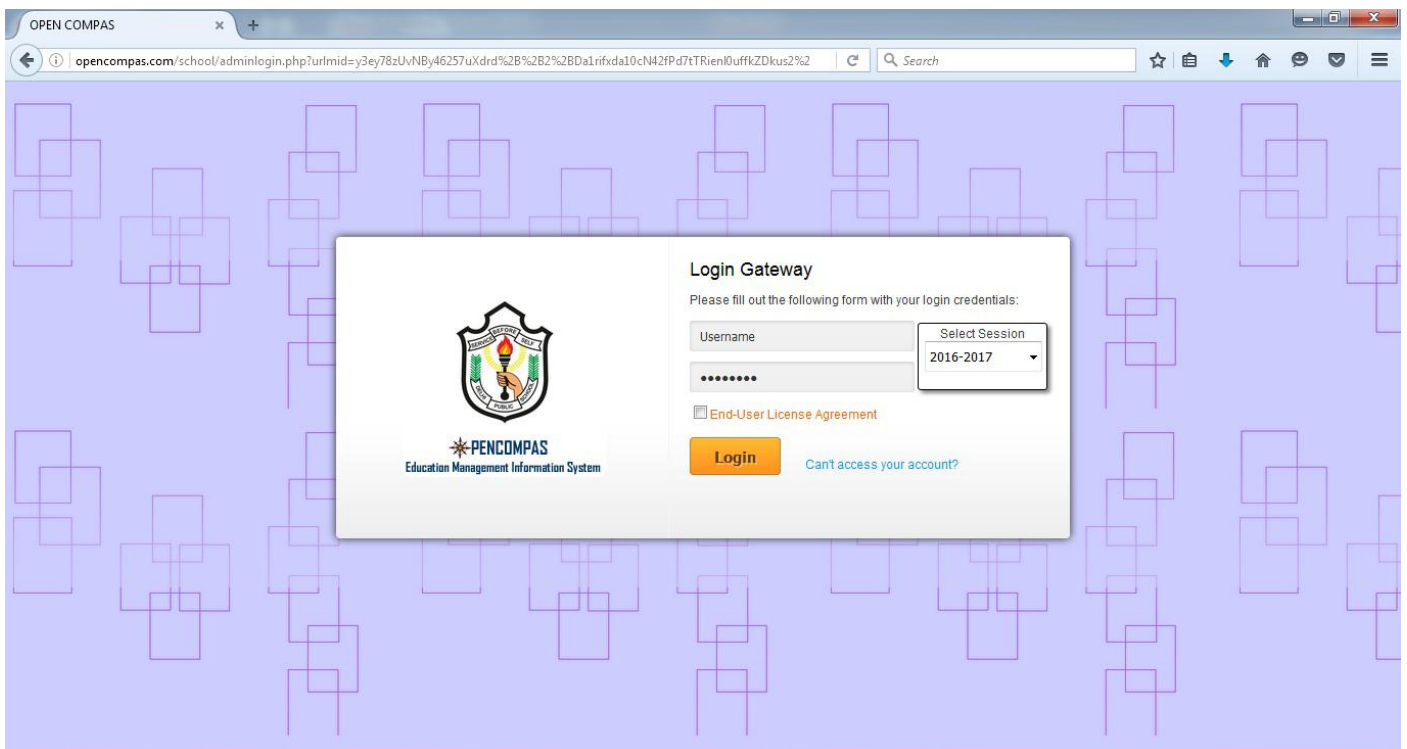
3. Enter your username and password, select session 2016-2017 and tick  End-User License Agreement and click Login



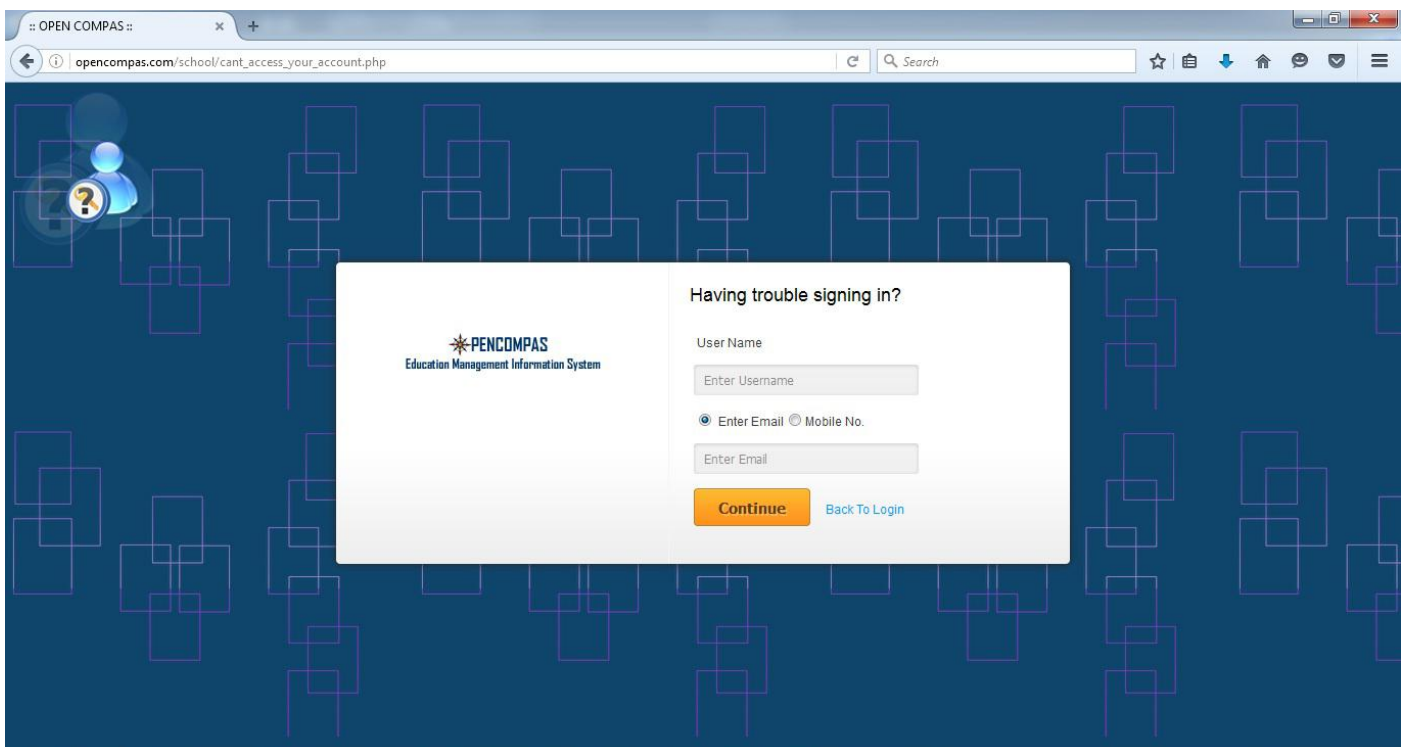
4. You will be welcomed to Employee Dashboard



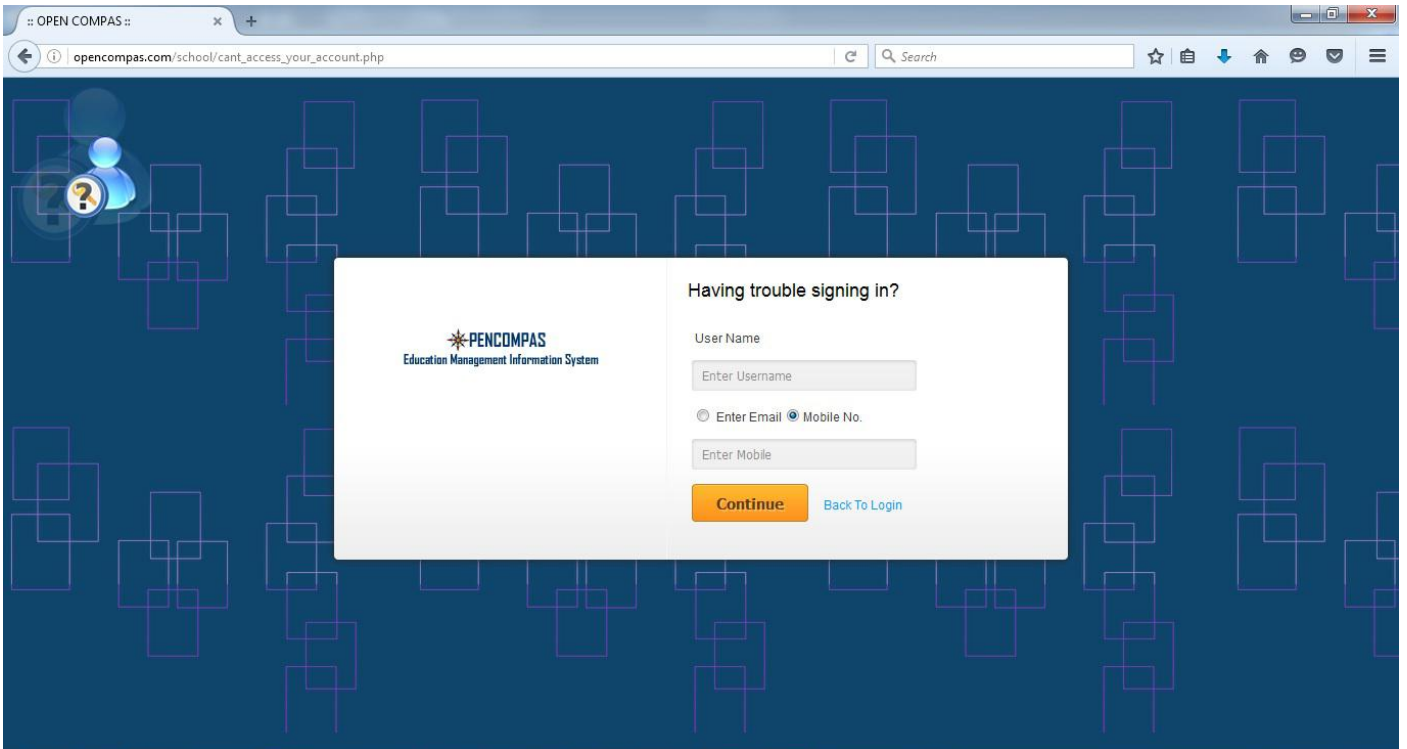
5. If you have forgot your username, please contact Mr A. H. Zunjani (7828247052) or Mr Soju Samuel (7509005544). If you have forgot your password, click [Can't access your account?](#)



6. After entering your User Name, enter your email if you wish to receive the password through email. Please check your inbox and spam/junk folder of your email for the password. (or 7)



7. After entering your User Name, enter your mobile number if you wish to receive the password through sms.



8. Click [Back To Login](#) to login