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 Delbi Public School Bhilai. It manages a broad range of information, including

Delhi Public School Bhilai. It manages a broad range of information, including data on:

- ✓ Classes
- ✓ Time Table
- ✓ Examination
- ✓ Transport
- ✓ Health
- ✓ Homework

- ✓ Enrollment
- ✓ Lesson Planning
- ✓ CCE
- ✓ Hostel
- ✓ Inventory
- ✓ News

- ✓ Finances
- ✓ Attendance
- ✓ Front Office
- ✓ Extra Curricular Activity
- ✓ Human Resource
- ✓ Library



Student Profile Editing Process

Please follow below mentioned steps for editing the Student Profile of the students of your class:

1. After you login, click Manage School in the Employee Dashboard.



2. In the page that follows, click Students icon.



3. In the page that follows, click Students List.

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| (i opencompas.com/s | school/modules/student/index. | php | | C Search | ☆ 自 | ÷ | ⋒ | 9 | ≡ |
| | 访 Delhi Pub | lic School Bhilai | | | Session> 2016-2017 | | | | |
| | Students | | | 6 | | | | | |
| | Home > Students > Stude | nts Dashboard | | | Ø | | | | |
| | Masters v Registr | ation 😺 Students List 🛛 🛚 | tanage v Defaulters v Alumni v | Report v Transfer v | | | | | |
| | Admissions Dashboard | | | | | | | | н |
| | | Total Students | New Admissions | No of Students Taken TC | | | | | |
| | | 4700 | 218 | 0 | | | | | |
| | 250 | М | onthly Average Admissions | | | | | | |
| | 200 | | | | | | | | |

4. In the page that follows, select your Class / Section from the drop down menu.

| 🗴 Delhi Public School Bhilai :: × + | | | | 0 | x |
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| () opencompas.com/school/modules/student/student_list.php C | ☆自 | ↓ 1 | ø | | ≡ |
| 🔯 Delhi Public School Bhilai | Session) 2016-2017 | | | | |
| Students | | | | | |
| Home > Students > Student List | Ø | | | | |
| Masters v Registration v Students List Manage v Defaulters v Alumni v Report v Transfer v | | | | | |
| Student List | Clear Search Filter | | | | |
| Filter Your Student: | | | | | E |
| Session Name Admission No Admission Date | Blood Group select | | | | |
| Class / Section Category Gender Date Of Birth Select Select All From To | Apply | | | | |
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5. The list of the students of your class will appear in the same page below the filters.

| School Bhilai :: | × + | | | | - | | | | | l | - 6 | 0 |
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| compas.com/school | /modules/student/stu | dent_list.php?cur_session=2016-20 |)17&name=&admi | ssionnumber | =&date3=&date4=&k | C Q Search | | ☆ 自 | ٠ | ^ | Ð | 9 |
| Stu | dent List | | | | | | Clear Se | arch Filter | | | | |
| FI | Iter Your Student: | | | | | | | | | | | |
| | Session 2016-2017 | Name | Admis | sion No | From | Admission Date | Blood Group | • | | | | |
| | Class / Section | Category | Gende | ۶r | | Date Of Birth | Apple | | | | | |
| | I/I | Select | All | | From | То | Аррі | | | | | |
| 5 | АВСД | EFGHIJK | LMNO | PQ | RSTUVW | X Y Z | | _ | | | | |
| | | Print Show 100 - | entries | | | | Search: | | | | | |
| s | N0 Admission No | Student Name | Class / Section | Category | Gender Blood Grou | Admission Date | Birth date | Session | | | | |
| | 1 B-12885 | YAMAN TARAM | И | BSP | Воу | 03-03-2014 | 18-11-2009 | 2016-2017 | | | | |
| | 2 B-12887 | N.SRIHITH ADITYA | И | BSP | Воу | 03-03-2014 | 19-07-2010 | 2016-2017 | | | | |
| | 3 B-12895 | NARAYANI MISHRA | И | NBSP | Girl | 03-03-2014 | 02-09-2010 | 2016-2017 | | | | |
| | 4 B-12899 | ISHAAN GUPTA | И | BSP | Воу | 04-03-2014 | 21-12-2009 | 2016-2017 | | | | |
| | 5 B-12917 | ADRISH CHAKRABORTY | И | BSP | Воу | 04-03-2014 | 07-06-2010 | 2016-2017 | | | | |
| | 6 P 12010 | AMAN CHAUDHARY | 14 | BSP | Boy | 04-03-2014 | 27-04-2010 | 2016-2017 | | | | |

6. Click on any student's name (displayed in orange colour).

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| tudent | List | | | | | | | Clear Sea | arch Filter | |
| Filter | Your Student: | | | | | | | | | |
| Ses | sion | Name | Adr | nission No | | | Admission Date | Blood Group |] | |
| 20 | 16-2017 | | | | Fr | om | То | select | _ | |
| Clas | ss / Section | Category | Gen | der | _ | | Date Of Birth | | | |
| I/I | · · | Select | ▼ AI | | ▼ Fro | om | То | Арріу | | |
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| All SN0 | A B C D E | F G H I J K Print Show 100 - Student Name | L M N entries Class / Section | O P Q | R S T U | V W X | Y Z | Search: Birth date | Session | |
| All SN0 | A B C D E Admission No B-12885 | F G H I J K Print Show 100 - Student Name | L M N entries Class / Section | O P Q | R S T U Gender Blo Boy | V W X | Y Z Admission Date 03-03-2014 | Search: Birth date 18-11-2009 | Session 2016-2017 | |
| All SN0 1 2 | A B C D E Admission No B-12885 B-12887 B-12887 B-12887 | F G H I J K Print Show 100 Student Name YAMAN TARAM N. SRIHITH ADITYA | L M N entries Class / Section I/I | O P Q On Category BSP BSP | R S T U Gender Blo Boy S | V W X | Y Z Admission Date 03-03-2014 03-03-2014 03-03-2014 | Search: Birth date 18-11-2009 19-07-2010 | Session 2016-2017 2016-2017 | |
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| All SN0 1 2 3 4 5 | A B C D E Admission No B 12885 Image: Compare to the tot tot tot tot tot tot tot tot tot to | F G H I J K Print Show 100 Student Name YAMAN TARAM N. SRIHITH ADITYA NARAYANI MISHRA ISHAAN QUPTA ADRISH CHAKRABORTY | L M N entries Class / Sector I/I I/I I/I I/I | O P Q On Category BSP BSP NBSP BSP BSP BSP | R S T U Gender Bid Bid Bid Bid Boy C C Bid Bid Boy C C C Bid Boy C C C C Boy C C C C Boy C C C C | ood Group | Y Z Admission Date 03-03-2014 03-03-2014 03-03-2014 03-03-2014 04-03-2014 04-03-2014 04-03-2014 | Search: Birth date 18-11-2009 19-07-2010 02-09-2010 21-12-2009 07-08-2010 | Session 2016-2017 2016-2017 2016-2017 2016-2017 2016-2017 | |

7. The profile page of that student will be displayed. Click on Edit button on the top right hand side corner of the page.

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| (opencompas.com/school/ | modules/student/student_profile.php?ad_i | d=6465&cur_session=2016-2 | 017 | C Q Search | | ☆自 | ŧ | 俞 | Ø | ≡ |
| Ũ | 🕽 Delhi Public Schoo | l Bhilai | | | S | ession) 2016-2017 Account | | | | - |
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| Hom | ne > Students > Student Profile | | | | | Ø | | | | E |
| () () | Aasters ↓ Registration ↓ Stu | dents List Manage | • Defaulters • Alumni • | Report v Tran | ısfer Ψ | | | | | |
| | | Student Profile : | NARAYANI MISHRA | Fees | E | dit | | | | |
| | | GENERAL | | | Gen | erate PDF | | | | |
| | NARAYANI MISHRA | Admission Date : | 03-03-2014 | Class Roll No | : 14 | | | | | |
| | | Date of Birth : | 02-09-2010 | Birth Place | | | | | | |
| Adr | B-12895 nission No : B-12895 | Category : | NBSP | Gender | : Girl | | | | | |
| Clas | ss : l ction : l | Father Name : | ABHISHEK MISHRA | Mother Name | : JAYA MISHRA | 2 | | | | |
| Gro Elec Sub | oup : ctive : oject : | Father Mobile : No | 9425236940 | Mother Mobile No | : 9425238940 | | | | | |
| | | Father Email ID : | | Mother Email ID | : | | | | | |
| | | Quota : | General | Religion | : | | | | | + |

8. You will enter the Profile Maintenance page of that student.

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| opencompas.com/school/modules/student/student_create.ph | p?tabid=0&ad_id=6465&processtype=edit | equ | Search | 口 目 | + | 俞 | 9 | |
| Profile Maintenance | | | | | | | | |
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| -Personal Details- | | | | | | | | |
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| Personal Details Select V First Name * Max. 50 characters | Middle Name | Last Name Max. 50 characters | | | | | | |
| First Name * Max. 50 characters | Middle Name | Last Name Max. 50 characters MISHRA | | | | | | |
| Personal Details Select First Name * Max. 50 characters NARAYANI Gender * | Middle Name | Last Name Max. 50 characters MISHRA Birth Place | | | | | | |
| Personal Details Select First Name * Max 50 characters NARAYANI Gender * Girl | Middle Name Date Of Birth * 02-09-2010 | Last Name Max. 50 characters MISHRA Birth Place | | | | | | |
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| Personal Details Select First Name * Max. 50 characters NARAYANI Gender * Girl Nationality | Middle Name Date Of Birth * 02-09-2010 Religion | Last Name Max. 50 characters MISHRA Birth Place Caste | Edit Student Photo | Browse | | | | |
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| Personal Details Select First Name * Max. 50 characters NARAYANI Gender * Girl Nationality INDIAN Mother Tongue Select Physically Disablad Minority | Middle Name Date Of Birth * 02-09-2010 Religion Select * Quota* General * | Last Name Max. 50 characters MISHRA Birth Place Caste Select Language/s Known Select options | Edit Student Photo | Browse | | | | |

9. Now you can edit the profile of the student based on the mandates in the circular sent to your email address.

CIRCULAR

In order to make the office automation error-free, you are hereby advised to take care of the following while making entries:

- (a) The Student Profile Maintenance Page is divided into four sections: Student Details, Parent Details, Previous Details and Document Details.
- (b) All the entries must be made in CAPITAL LETTERS only to maintain uniformity.
- (c) Office Automation Login Assistance and Student Profile Maintenance Assistance are uploaded in the school website under Home/Counselling/Downloads.
- (d) Fields marked with asterisk (*) are to be **<u>COMPULSORILY</u>** filled.

The following fields are already been **LOCKED** for editing:

Student Details such as:

Admission No., Student Type, Admission Date, First Name, Middle Name, Last Name of the Student, Date of Birth, Quota and Present Class & Section

Parent Details such as: First Name, Middle Name and Last Name of the Father and Mother

In case if you find any discrepancy on any of the fields which are locked, it must be brought to the notice of to Mr A. H. Zunjani or Mr Soju Samuel through a format made available in the school office.

You must check/update MANDATORILY the following fields of the students and parents such as:

- 1. Category
- 2. Salutation (Mr./Miss.)
- 3. Gender*
- 4. Birth Place
- 5. Nationality
- 6. Religion
- 7. Caste
- 8. Mother Tongue
- 9. Physically Disabled
- 10. Minority
- 11. Blood Group
- 12. Aadhaar Card No
- 13. Admitted Class [Class*, Section, Group (For Class XI only)]
- 14. House
- 15. Address
- 16. Country
- 17. State
- 18. City
- 19. Pin Code
- 20. Home Phone
- 21. Email ID*
- 22. Mobile No (For SMS)* COMPULSORY
- 23. Bank Detail (Bank Name, Account Detail, IFSC Code)

Parent Details:

- 1. Mother's Occupation Type
- 2. Mother's Qualification
- 3. Mother's Occupation

- 4. Mother's Designation
- 5. Mother's Annual Income
- 6. Mother's Office Address
- 7. Mother's Phone Number
- 8. Mother's Mobile Number
- 9. Mother's Email ID
- 10. Father's Occupation Type
- 11. Father's Qualification
- 12. Father's Occupation
- 13. Father's Designation
- 14. Father's Annual Income
- 15. Father's Office Address
- 16. Father's Phone Number
- 17. Father's Mobile Number
- 18. Father's Email ID
- 19. Residential Address
- 20. Phone Number
- 21. Permanent Address
- 22. Phone Number
- 23. Local Guardian Name
- 24. Local Guardian Address
- 25. Local Guardian Phone Number
- 26. Local Guardian Mobile Number

Other details such as: Personal Identification Marks, Emergency Contact Person, Emergency Contact Number and sibling details

You may omit the following fields:

Student Details such as:

Registration No., Form No., Registration Date, Machine ID, Language/s Known, Elective Subject, Assign Bus To Student (Shift, Vehicle No/Route Name, Stop Name), Concession Detail (Concession)

Previous Details such as:

Passport & Iqama Details (IQAMA Number, IQAMA Expiry Date, Student Passport Number, Expiry Date, Father's Passport Number, Expiry Date, Mother's Passport Number, Expiry Date)