

Training Guide

Challan Form 1st Semester



USER GUIDE FOR PRINTING CHALLAN FORM FOR THE FIRST SEMESTER

Step1: Click on Student Financials>Tuition and Fees



Step2: Further click on "Calculate Admission Fee"





Step3: Now Click on Add a New Value tab



Step4: In Run Control ID type any name that you could use later and click Add button



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- <u>Careers</u>				
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Step5: Now at Calculate Admission Fee and Dues page fill the values from lookup. ***Academic Institution:** QAUNV, ***Academic Career:** PGRD, ***Admit Term: from lookup current term (1111), *Academic** Program: MSZOO (e.g MSc Animal Sciences)

After filling the values **press saves** button and then Press Run button.





Step5: After pressing Run button you will be directed to another page. On that page press **Ok** button.



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Step6: After pressing **Ok** button you will be directed to the page Calculate Admission Fee and Dues, here press on link **Process Monitor**

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Step7: Now you will see a process in queue, **click Refresh button** till it shows status Success.

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Step8: After getting success status, press on link Go back to Calculate Batch Admission Fee



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Step9: Now on left panel click the link "Reporting Tools" and then click "Xml Publisher"



Step10: Now click on "Query Report Viewer" link.



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Step11: Now type the report name in begins with as **adm** and **press search button**.





Step11: You will see the report **"ADM_FEE_R"**, now click on <u>View Report</u> link

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Step12: In ID box type the student ID and click **"OK"button** to open the Chillan form in Pdf file. Take the print of it.



