

1) UTILITIES:

10.1) College Building:

Purpose:

Procedure:

- 1.1) Go to the “UTILITIES” module.
- 1.2) Select the “COLLEGE BUILDING” form.
- 1.3) Click the New Entry Button at the Bottom of the page. Which will give a blank form with Mandatory Fields with Red outlines.
- 1.4) Fill the required fields of the fee structure form like college name, building name, floor No etc.
- 1.5) Click the Save Button to save the data.



Employee Fee **Hostel** Inventory Library Mess Student Transport **Utilities** 1

Quick Links ■ Transactional ■ Populate ■ Master ■ Others

2 **College Building** User Group Management Test Details
DataEntry Summary User Role Management Complaint Box
Gate Pass Entry Add/Edit Master Data College Maintenance Setup
Time Table Entry (Manual) SIMBackUp Query Analyzer
Documents Formatting

3 **New Entry** **Edit** **Delete**

College Building Search Search Result

College Name **GU** 4
Building Name Medical Building
Floor No First

Sno.	Block/Room No	Block/Room Name	Purpose	Remark
✖	A-101	Faculty Room	General	Only For Faculty
✖	A-102	Laboratory	Lab	For Students
✖	A-103	Lecture Room	Lecture	For Students

Record Save Successfully

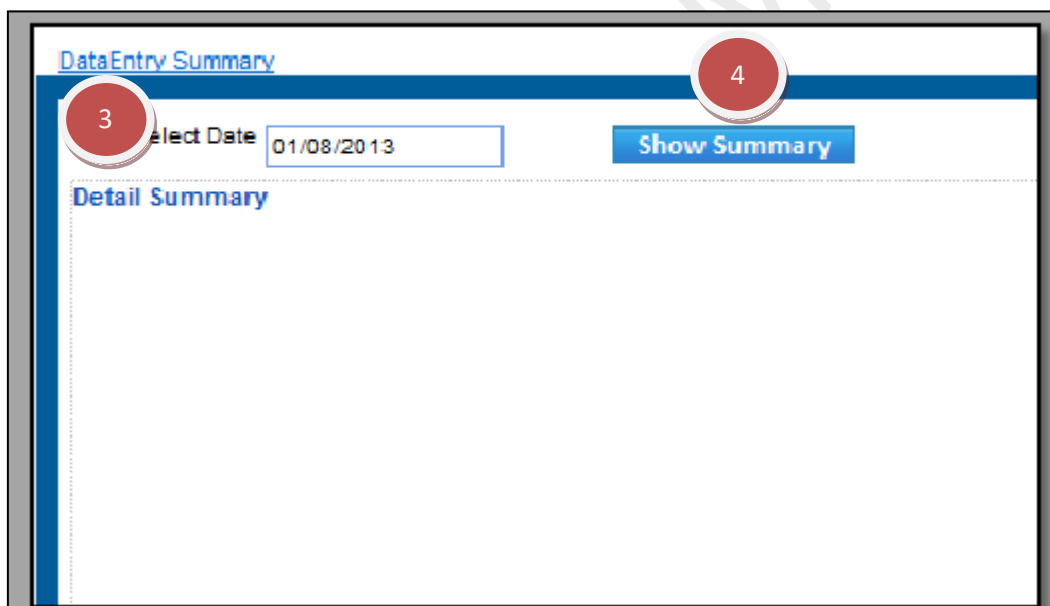
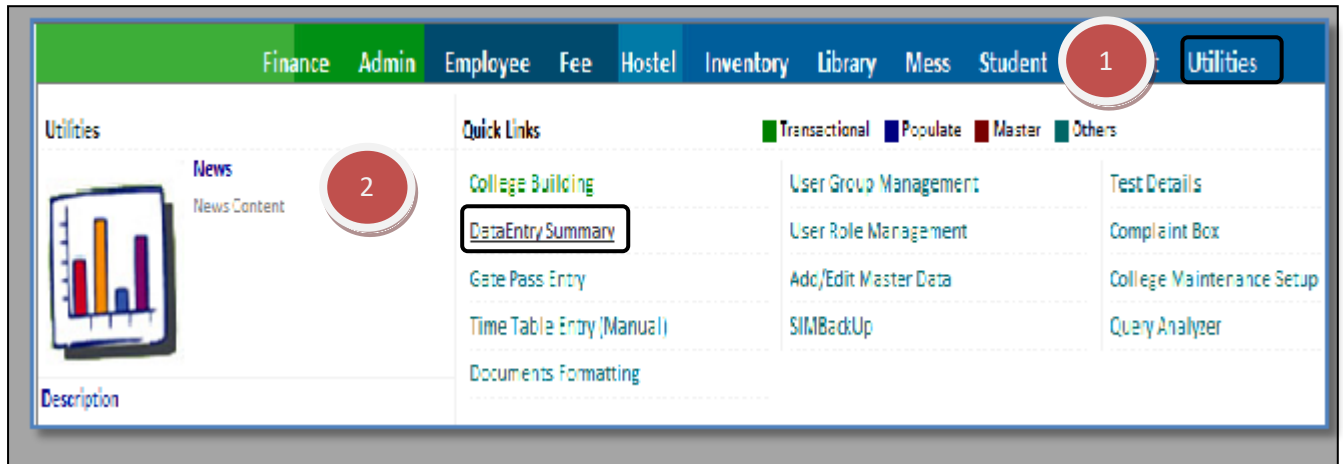
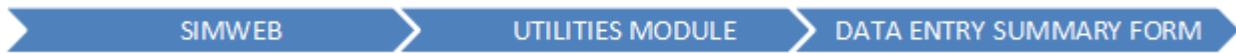
5 **Save** **Cancel**

10.2) Data Entry Summary:

Purpose: This page is used to view the entire day events or work done by the employee's.

Procedure:

- 1.1) Go to the “**UTILITIES**” module.
- 1.2) Select the “**DATA ENTRY SUMMARY**” form.
- 1.3) Select the date for which you want to see the summary of work done by the employees.
- 1.4) Click the “**Show**” button. Detail summary of the employee's will appear on the page.



10.3) Gate Pass Summary:

Purpose: This form is used to maintain a record for all the visitors coming to the campus.

Procedure:

- 1.1) Go to the “**UTILITIES**” module.
- 1.2) Select the “**GATE PASS ENTRY**” form.
- 1.3) Click the New Entry Button at the Bottom of the page. Which will give a blank form with Mandatory Fields with Red outlines.
- 1.4) Fill the required fields like visitor name & address.
- 1.5) Click the Save Button to save the data.

SIMWEB

UTILITIES MODULE

GATE PASS ENTRY

Employee Fee Hostel Inventory Library Mess Student Transport **Utilities**

Quick Links Transactional Populate Master Others

College Building	User Group Management	Test Details
DataEntry Summary	User Role Management	Complaint Box
Gate Pass Entry	Add/Edit Master Data	College Maintenance Setup
Time Table Entry (Manual)	SIMBackUp	Query Analyzer
Documents Formatting		

3

New Entry

Edit

Delete

Gate Entry Pass Click Photo

Sequence No	Auto...	
Visitor Name	Rahul	Mobile No 8989898989
Address	XYZ Paschim Vihar	
City	New Delhi	District New Delhi
State	Delhi	Country India
Contact Person	Amit Saxena	No Of Person 2
Vehicle No	DL 7S 1522	Purpose Personal
In Time	Auto...	Out Time Auto...
Remark	xxxxxxxx	

5 Save Cancel

10.4) Time Table Entry (Manual):

Purpose: This Form enables us to fill the college time table day wise, faculty wise, and time wise.

Procedure: How to make the new time table entry.

- 1.1) Select the **utilities form** from the Menu bar.
- 1.2) Click the **Time table manual entry form**.
- 1.3) Click the new entry button.
- 1.4) Select the session from the list.
- 1.5) Select the group name from the list.
- 1.6) Select the slot head.
- 1.7) Click the view button to view the blank time table.
- 1.8) Select the check box as per the period and day mentioned in your manual timetable.
- 1.9) Click the Fill cell button.
- 1.10) A New box will be opened for the details to fill like Faculty name, subjects, options for LTP (Lecture, tutorial, practical), groups (current or adjacent) and hall.
- 1.11) Click on the submit button after filling in the above details.
- 1.12) Click the save button.
- 1.13) Now if you want to delete the particular entry selects the check box
- 1.14) Click the delete button.

SIMWEB

TRANSPORT MODULE

TIMETABLE MANUAL ENTRY

The screenshot shows the SIMWEB application interface. The menu bar at the top includes 'Employee', 'Fee', 'Hostel', 'Inventory', 'Library', 'Mess', 'Student', 'Transport', and 'Utilities'. The 'Utilities' menu item is highlighted with a red circle labeled '1'. Below the menu bar is a 'Quick Links' section with a legend for 'Transactional', 'Populate', 'Master', and 'Others'. The 'Time Table Entry (Manual)' link is highlighted with a red circle labeled '2'. The main form, titled 'Time Table Entry (Manual)', has a 'Time Table' tab and a 'Change Status' button. It contains several input fields: 'Session' (highlighted with a red circle labeled '4'), 'Group Name', 'Slot Head' (highlighted with a red circle labeled '6'), and 'Effective Date'. There are also 'Weeks' checkboxes for days 1 through 5. A 'No records available....' message is displayed on the right side, highlighted with a red circle labeled '5'. At the bottom of the form, there are buttons for 'View', 'Fill Cell', 'New Entry' (highlighted with a red circle labeled '3'), 'Save', and 'Delete'.

Time Table Entry (Manual)

Time Table | Change Status

Session: 2011-2012 | Program: B.Tech. (CS) | Current Sem: Sem IV
 Group Name: BATCH-CS-A1
 Slot Head: D.Tech
 Effective Date: 01/05/2013
 Weeks: 1 2 3 4 5

7

Period	Monday	Tuesday	Wednesday	Thursday	Friday
P1(09:05 AM-10:00 AM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(-)	(-)	(-)	(-)	(-)
P2(10:07 AM-10:38 AM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(-)	(-)	(-)	(-)	(-)

Time Table Entry (Manual)

Time Table | Change Status

Session: 2011-2012 | Program: B.Tech. (CS) | Current Sem: Sem IV
 Group Name: BATCH CS A1
 Slot Head: E
 Effective Date: 01/05/2013
 Weeks: 1 2 3 4 5

8

9

Period	Monday	Tuesday	Wednesday	Thursday	Friday
P1(09:05 AM-10:00 AM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(-)	(-)	(-)	(-)	(-)
P2(10:07 AM-10:38 AM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	(-)	(-)	(-)	(-)	(-)

Time Table Entry (Manual)

Time Table | Change Status

Session: 2011-2012 | Program: B.Tech. (CS)

Group Name: BATCH-CS-A1 | Slot Head: B.Tech

Effective Date: 01/05/2013

Weeks: 1 2 3 4 5

Subject For Semester

Fill time table for: Next Sem Current Sem

Faculty:

Subjects:

LIP: L T P

Groups: Current Adjacent

Hall:

Faculty Engaged for: No records found...! 10

Hall Engaged for: No records found...! 11

Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
P1 (09:05 AM-10:00 AM)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P2 (10:07 AM-10:33 AM)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Time Table Entry (Manual)

10 records saved...!!

Time Table | Change Status

Saved Successfully...!!

Session: 2011-2012 | Program: B.Tech. (CS) | Current Sem: Sem IV

Group Name: BATCH-CS-A1

Slot Head: B.Tech

Effective Date: 01/05/2013

Weeks: 1 2 3 4 5

Period	Monday	Tuesday	Wednesday	Thursday
P1(09:05 AM-10:00 AM)	<input type="checkbox"/> Abhishek Kumar Gaur Computer Organization - (ECS401) (Bhabha Block ghhjg) Lecture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10.5) Documents Formatting:

Purpose: At times there are different types of letters that are sent from the institution for various purposes. On this page we can go ahead and prepare the format for such letters

Procedure:

- 1.1) Go to the “UTILITIES” module.
- 1.2) Select the “DOCUMENTS FORMATTING” form.
- 1.3) Click the New Entry Button at the Bottom of the page.
- 1.4) Fill Letter Name, Printing Header, Ref. No. and select the Letter Category, Paper Size and you can select the option like Use for SMS, Print Default Letter Head, Show Page Number and Show Print Date as per the requirement of the document.
- 1.5) Select the field which is required by you and write the material in the Printing Matter.
- 1.6) Click the Save button.

The screenshot displays the 'DOCUMENTS FORMATTING FORM' interface. At the top, a navigation bar contains 'SIMWEB', 'UTILITIES MODULE', and 'DOCUMENTS FORMATTING FORM'. Below this, a toolbar includes 'New Entry', 'Edit', and 'Delete' buttons. The form fields are as follows:

- Letter Name:** Student Attendance
- Letter Category:** Student
- Printing Header:** Attendance
- Ref No.:** 1546
- Paper Size:** A4 Sheet
- Options:** Print Default Letter Head, Use for SMS, Show Page Number, Show Print Date

The 'Selected Field' list on the left includes fields like 'Std Mother Percentage', 'Std Mother Qualification', 'Std Occupation', etc. The 'Printing Matter' editor shows a sample letter text with a green notification box that says 'Letter has been created successfully'. At the bottom, there are buttons for 'Save', 'Cancel', and 'Preview'.

How to edit Documents Formatting form?

- 1.1) Click the Edit button.
- 1.2) Change the data according to need.
- 1.3) Click the Save button.



A screenshot of a software interface titled 'Document's Formatting'. The interface includes a search bar at the top, a form for document details (Letter Name: Student Attendance, Letter Category: Student, Printing Header: Attendance, Ref No: 1548, Paper Size: A4 Sheet), a 'Select Field' list on the left, and a 'Printing Matter' editor on the right. The editor contains a rich text area with a message template and a preview of the letter. A green callout box with the text 'Selected letter has been updated successfully' points to the 'Save' button in a bottom control bar. The control bar also contains 'Cancel' and 'Preview' buttons.

How to delete Documents formatting form?

- 1.1) Please follow above steps to search the desired data and Click on Delete Button.

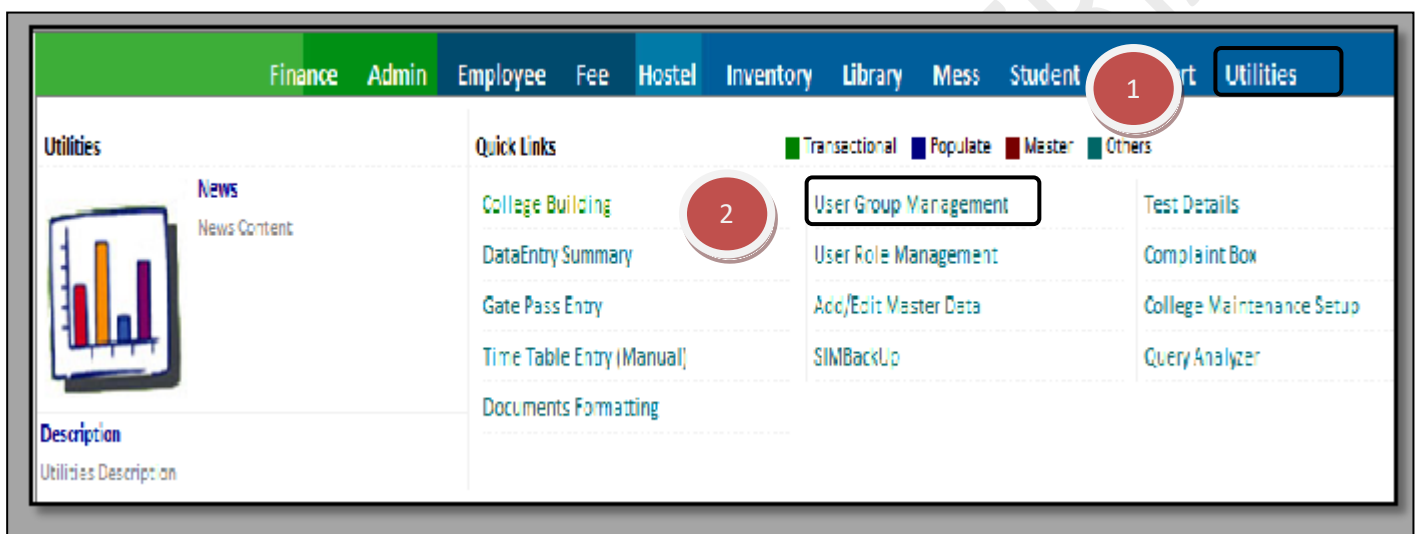
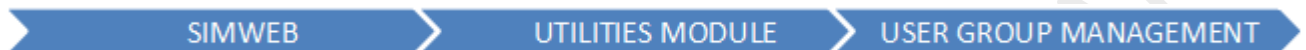


10.6) User Group Management:

Purpose: At the time of employment with an institution every employee is given rights for the usage of SIM as per his roles and responsibilities. The employee is then assigned to a predefined user group for usage. This is page where such groups are defined.

Procedure:

- 1.1) Go to the “**UTILITIES**” module.
- 1.2) Select the “**USER GROUP MANAGEMENT**” form.
- 1.3) Click the New Entry Button at the Bottom of the page.
- 1.4) Fill Group Name and then, select the rights according to the requirements by checking the checkboxes.
- 1.5) Click the Save button.



Group Access Search

Group Name Faculty Admin Right Can't Change password Disable Apply changes on User Access

4 group Total 6 record(s) found...!! Group Access(Group Name) Access Permission to all module button Total

S.No	Module Name	Form Name	Access Permission
1.	Finance	Balance Sheet	<input checked="" type="checkbox"/> Print Search <input checked="" type="checkbox"/> Search
2.	Finance	Bank Reconciliation	<input checked="" type="checkbox"/> Print Search <input checked="" type="checkbox"/> Search <input checked="" type="checkbox"/> Update
3.	Finance	Budget Entry	<input checked="" type="checkbox"/> Save <input checked="" type="checkbox"/> Search
4.	Finance	Chart	
5.	Finance	Cheque Book Entry	<input checked="" type="checkbox"/> Delete <input checked="" type="checkbox"/> Edit <input checked="" type="checkbox"/> New Entry <input checked="" type="checkbox"/> Remove <input checked="" type="checkbox"/> Search <input checked="" type="checkbox"/> Search Now
6.	Finance	Day Book Detail	<input checked="" type="checkbox"/> Print Search <input checked="" type="checkbox"/> Search
7.	Finance	Finance Setup	<input checked="" type="checkbox"/> Save
8.	Finance	Financial Year Setup	<input checked="" type="checkbox"/> Create
9.	Finance	Group Definition	<input checked="" type="checkbox"/> Delete <input checked="" type="checkbox"/> Edit <input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> New Entry <input checked="" type="checkbox"/> Print Search <input checked="" type="checkbox"/> Save
10.	Finance	Income Expense Statement	<input checked="" type="checkbox"/> Print Search <input checked="" type="checkbox"/> Search
11.	Finance	Ledger Creation	
12.	Finance	Ledger Detail	<input checked="" type="checkbox"/> Print Search <input checked="" type="checkbox"/> Show
13.	Finance	Teller System	

Group and Group access detail has been successfully added..

New Entry Save Delete

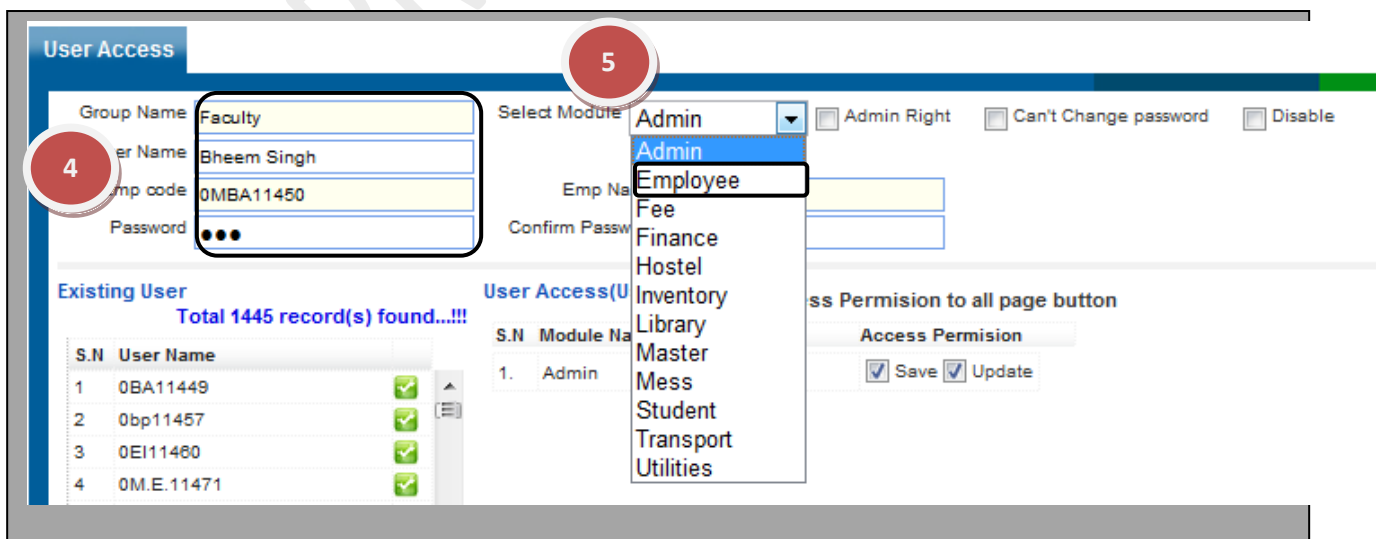
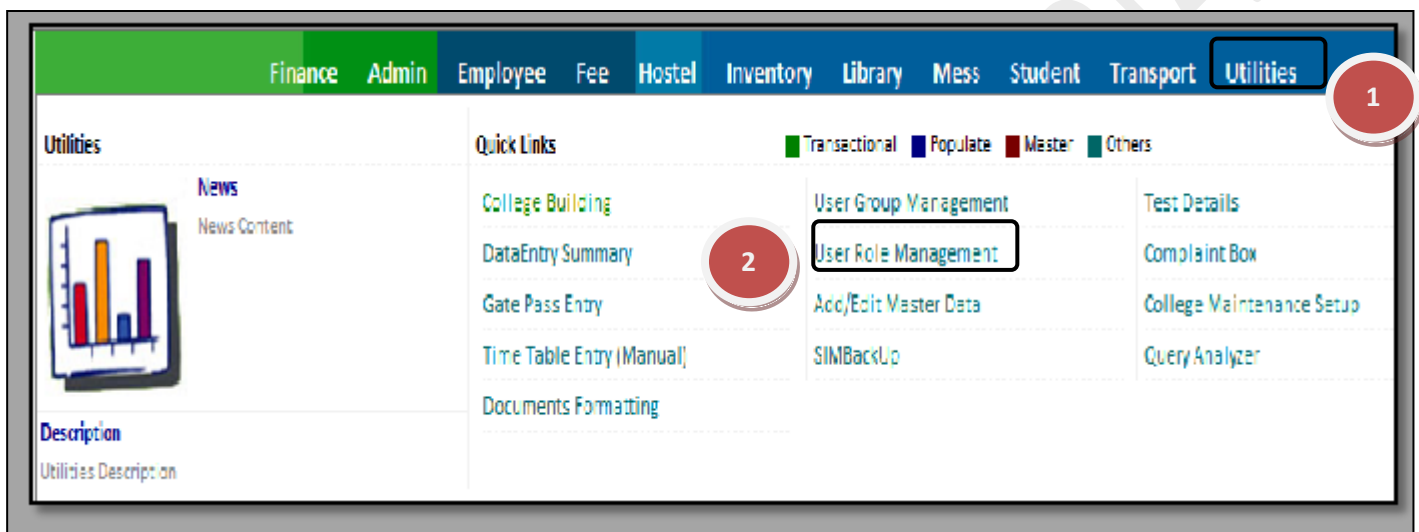
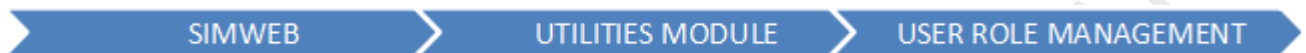
5

10.2) User Role Management:

Purpose: On This page we can give rights to individual for working on sim as per their roles and responsibilities.

Procedure:

- 1.1) Go to the “UTILITIES” module.
- 1.2) Select the “USER ROLE MANAGEMENT” form.
- 1.3) Click the New Entry Button at the Bottom of the page.
- 1.4) Fill the Group Name, user name, employee code and password.
- 1.5) Select the modules and give the rights according to the requirements by checking the checkboxes.
- 1.6) Click the Save button.



User Access

Group Name: Faculty | Select Module: Employee | Admin Right | Can't Change password | Disable

User Name: bhoom bingh | Lmp code: UMB/11180 | Lmp Name: bhowna | Confirm Password: ●●●●

Existing User: Total 1445 record(s) found...!!!

S.N	User Name	Access Permission
1	0BA11448	<input checked="" type="checkbox"/> Clear Usesh <input checked="" type="checkbox"/> Print Usesh <input checked="" type="checkbox"/> Ittmove <input checked="" type="checkbox"/> Search
2	0bp11457	<input checked="" type="checkbox"/> Search Now
3	0LI11480	<input checked="" type="checkbox"/> Print <input checked="" type="checkbox"/> Search <input checked="" type="checkbox"/> Show
4	0M11471	<input checked="" type="checkbox"/> Clear Search <input checked="" type="checkbox"/> Search
5	1As11474	<input checked="" type="checkbox"/> Print
6	1BA01470	<input checked="" type="checkbox"/> Delete <input checked="" type="checkbox"/> DN <input checked="" type="checkbox"/> Edit <input checked="" type="checkbox"/> New Entry
7	1Cnstru011408	<input checked="" type="checkbox"/> Print <input checked="" type="checkbox"/> Save <input checked="" type="checkbox"/> UP
8	1CSE11437	<input checked="" type="checkbox"/> Delete <input checked="" type="checkbox"/> Delete <input checked="" type="checkbox"/> DN <input checked="" type="checkbox"/> Edit
9	1CUL11450	<input checked="" type="checkbox"/> New En <input checked="" type="checkbox"/> UP
10	1CST11481	<input checked="" type="checkbox"/> Delete <input checked="" type="checkbox"/> Edit <input checked="" type="checkbox"/> New Entry <input checked="" type="checkbox"/> Print Search
11	1edep11448	<input checked="" type="checkbox"/> Remove <input checked="" type="checkbox"/> Save <input checked="" type="checkbox"/> Search <input checked="" type="checkbox"/> Search Now
12	1EO11451	<input checked="" type="checkbox"/> Show Detail <input checked="" type="checkbox"/> Show Detail <input checked="" type="checkbox"/> Show Detail <input checked="" type="checkbox"/> Show Detail
13	1ED011468	
14	1EEE11466	
15	1IL11472	
16	1ILR11442	

Buttons: New Entry, Save, Delete

6

How to create the multiple user logins?

- 1.1) Select the “Create Multiple User” checkbox.
- 1.2) Select the college name and department name and then click the “show” button.
- 1.3) Select the employee from the grid and click the Save button.

User Access

Group Name: Faculty | Select Module: Admin | Admin Right | Can't Change password | Disable | Create Multiple User

College: GU | Department: Admn. - H.R. | Designation: | Show

Unregistered Employees: Total 1 record(s) found.

User Name	Password	Emp Name	College	DOB	Department	Designation
H.R.01479	●●●●●●●●	Anil Kumar Singh	GU	01/08/1989	H.R.	Accountant1189

Buttons: New Entry, Save, Delete

1 User have been created successfully..

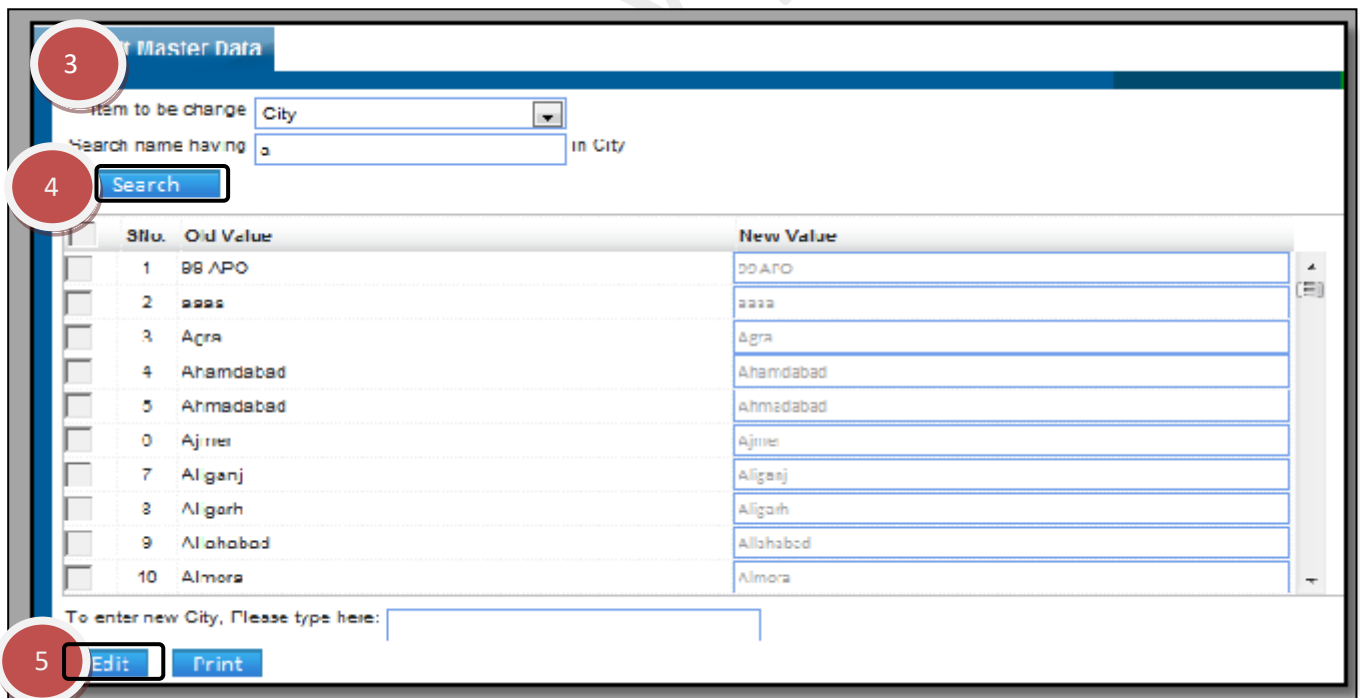
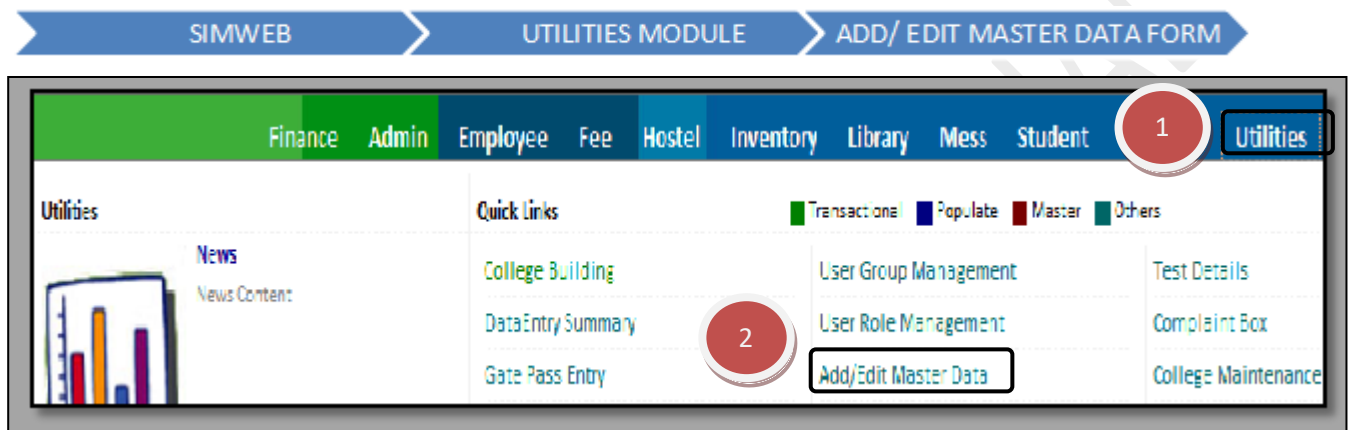
3

10.3) Add / Edit Master Data:

Purpose: At times while making entries some typo errors occur. This form is used to check such errors and make changes in such errors.

Procedure:

- 1.1) Go to the “UTILITIES” module.
- 1.2) Select the “ADD/ EDIT MASTER DATA” form.
- 1.3) Select the Item to be change and fill the Search name having.
- 1.4) Click the Search button, list of the item will appear on the page.
- 1.5) Click the Edit button, change the data according to the need or if you want to add a New master, enter the New Master.
- 1.6) Click the Save button.



Add/Edit Master Data

Item to be change: City

Search name having: a in City

<input type="checkbox"/>	SNo	Old Value	New Value
<input type="checkbox"/>	1	99 APC	99 APC
<input type="checkbox"/>	2	aaaa	aaaa
<input type="checkbox"/>	3	Agro	Agro
<input type="checkbox"/>	4	Ahmadabad	Ahmadabad
<input type="checkbox"/>	5	Ahmadabad	Ahmadabad
<input type="checkbox"/>	6	Ajmer	Ajmer
<input type="checkbox"/>	7	Aligarj	Aligarj
<input type="checkbox"/>	8	Aligarh	Aligarh
<input type="checkbox"/>	9	Allahabad	Allahabad
<input type="checkbox"/>	10	Almora	Almora

To enter new City, Please type here: abc

6

Item(s) has been saved
successfully !!

How to delete Add/ Edit Master Data form?

1.1) Please follow above steps to search the desired data and Click on Delete Button.

Item(s) has been deleted
successfully !!

10.4) Complaint Box:

Purpose: The user here can launch a complaint if he wants any work to be done in a particular block and also view the feedback given by concerned authority.

Procedure:

MAINTAINANCE COMPLAINT TAB

How to create a new complaint?

- 1.1) Select “utilities module” from the menu bar.
- 1.2) Select “complaint box” form.
- 1.3) Now select the “maintenance complaint tab”.
- 1.4) Enter the mandatory fields and click on submit.

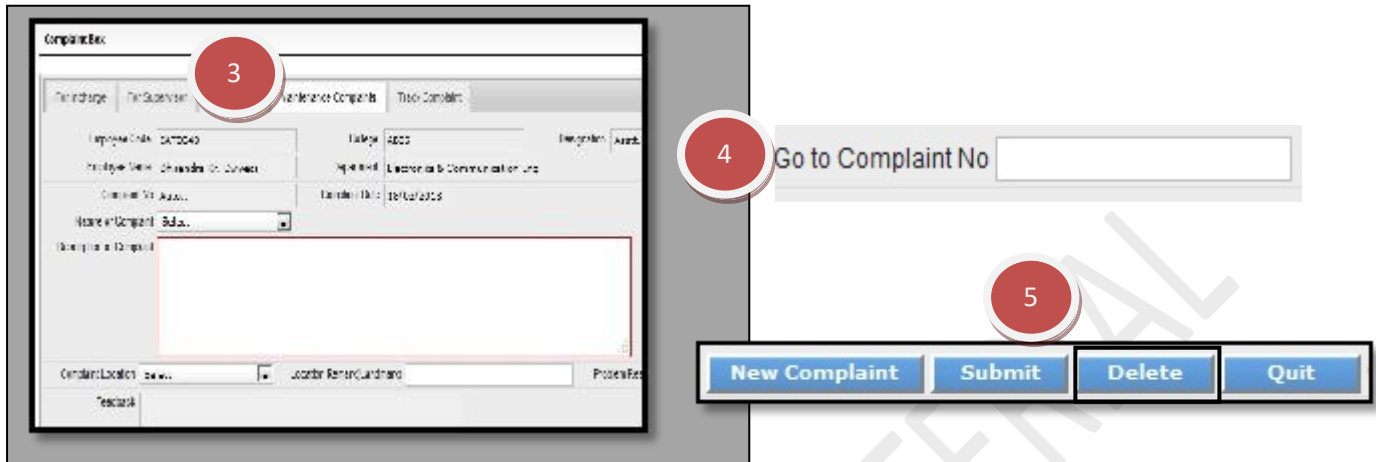
The screenshot displays the SIMWEB application interface. The top menu bar includes 'Finance', 'Admin', 'Employee', 'Fee', 'Hostel', 'Inventory', 'Library', 'Mess', 'Student', 'Transport', and 'Utilities'. The 'Utilities' module is selected, and the 'Complaint Box' form is open. The form contains the following fields:

- Student Code: [Text Field]
- Date of Birth: [Text Field]
- Complaint No.: [Text Field]
- Status of Complaint: [Dropdown Menu]
- Description of Complaint: [Text Area]

The 'Submit' button is highlighted with a red circle labeled '4'. A toolbar at the bottom of the form contains buttons for 'New Complaint', 'Submit', 'Delete', and 'Quit'.

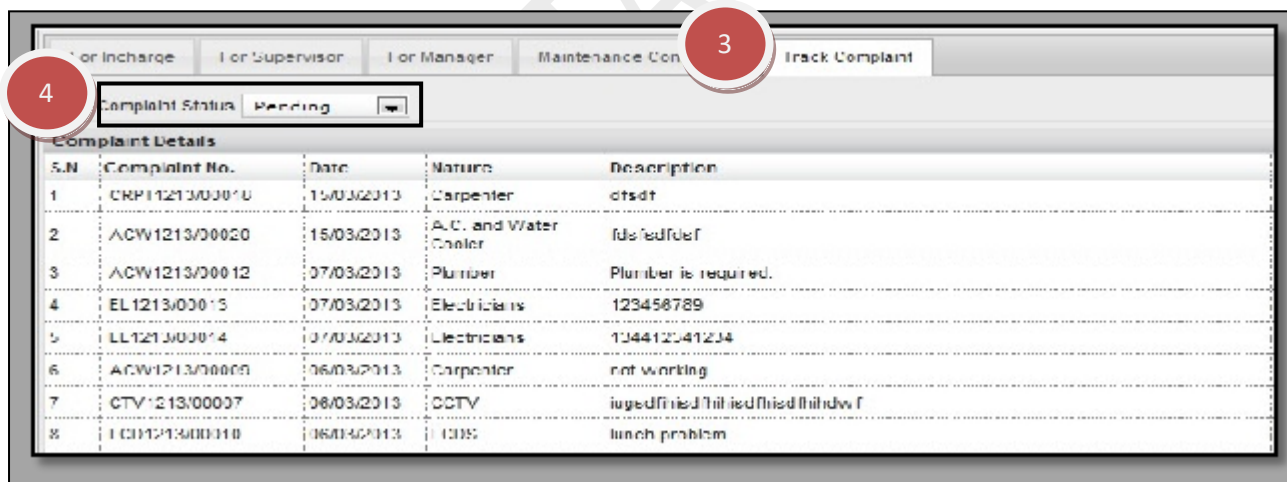
How to delete an already launched complaint?

- 1.1) Select “utilities module” from the menu bar.
- 1.2) Select “complaint box” form.
- 1.3) Now select “maintenance complaint tab”.
- 1.4) Enter the “complaint number” of the complaint to be deleted.
- 1.5) Click on delete to delete the desired complaint.



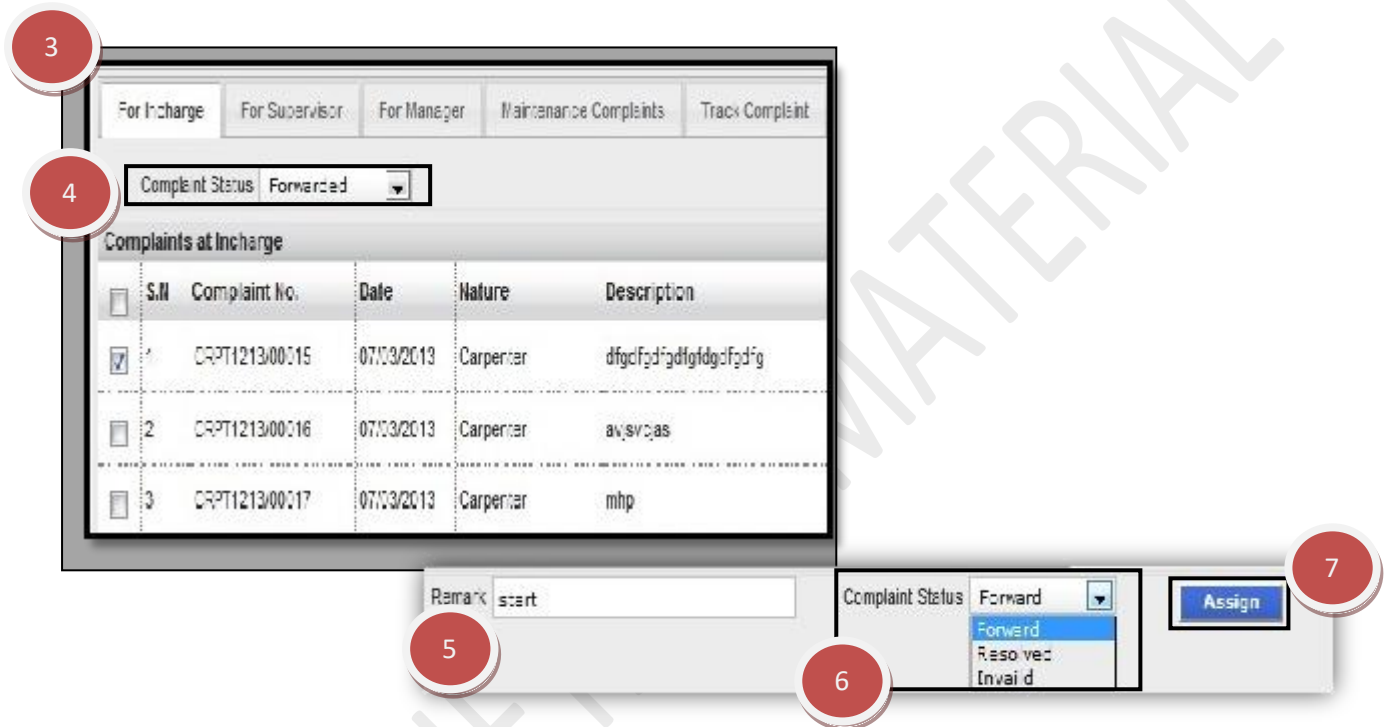
TRACK COMPLAINT TAB

- 1.1) Select “utilities” module from the menu bar.
- 1.2) Select “complaint box” form.
- 1.3) Now select “track complaint tab”.
- 1.4) Select the type of complaint status from the “complaint status” drop down list.
- 1.5) Now you can view the complaints launched and the status of those complaints.



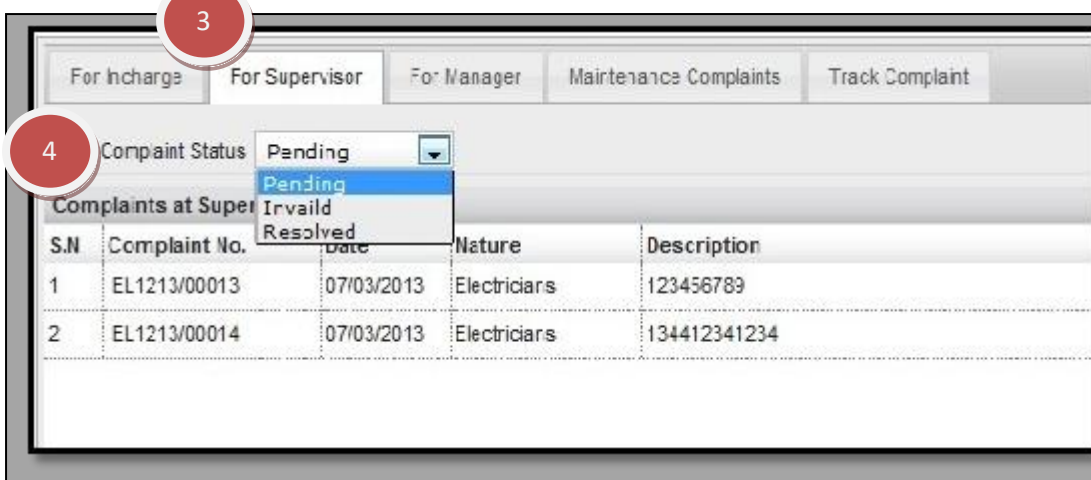
FOR INCHARGE TAB

- 1.1) Select “utilities” module from the menu bar.
- 1.2) Select “complaint box” form.
- 1.3) Now select “for in charge tab”.
- 1.6) Select the type of complaint status from the “complaint status”(just below the for in charge tab) drop down list.
- 1.4) Complaints would be displayed corresponding to the selection made in previous step. Remarks can be made by checking the corresponding complaint .Remarks can be added in the remark field at bottom of the page.
- 1.5) To update complaint status check the complaint whose status is to be updated and select the status from the “complaint status”(just besides the assign button) drop down list.
- 1.6) Click on assign.



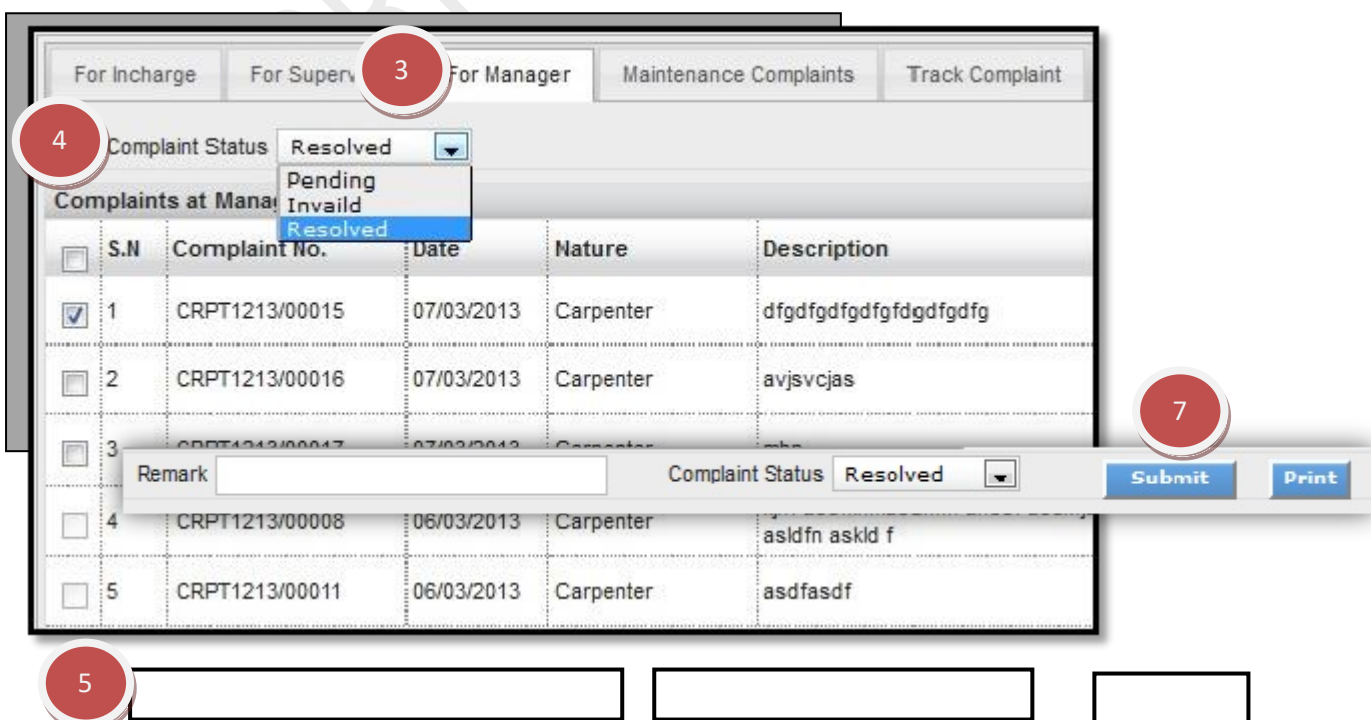
FOR SUPERVISOR TAB

- 1.1) Select “utilities” module from the menu bar.
- 1.2) Select “complaint box” form.
- 1.3) Now select the “for supervisor tab”.
- 1.4) To see the complaints select status of the complaint from the complaint status drop down list.



FOR MANAGER TAB

- 1.1) Select “utilities” module from the menu bar.
- 1.2) Select “complaint box” form.
- 1.3) Now select “for manager tab”.
- 1.4) Select the type of complaint status from the “complaint status” drop down list.
- 1.5) Complaints would be displayed corresponding to the selection made in previous step. Remarks can be made by checking the corresponding complaint .Remarks can be added in the remark field at bottom of the page.
- 1.6) To update complaint status check the complaint whose status is to be updated and select the status from the “complaint status”(just besides the submit button) drop down list.
- 1.7) Click on submit button at the bottom of the page.



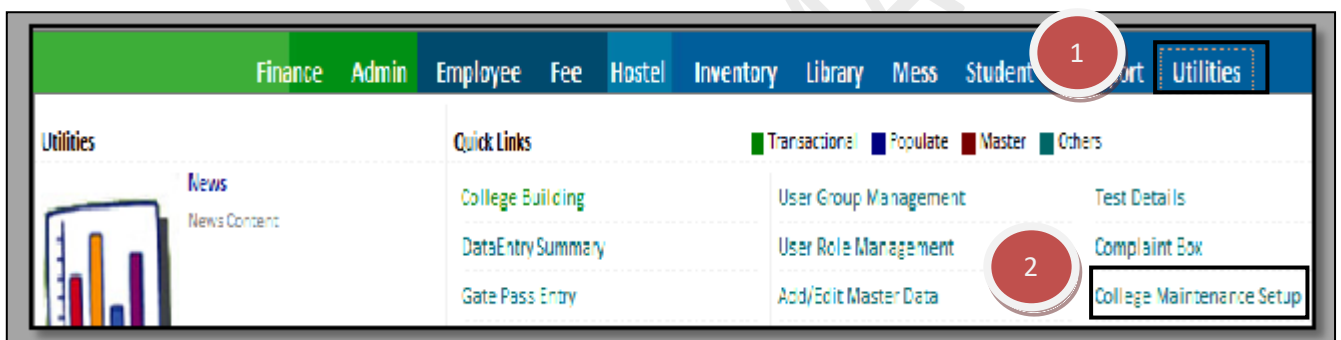
10.5) College Maintenance Setup:

Purpose: To maintain an institution and to provide the best possible facilities it is important that a system be in place which can record and track all the issue's being faced. Through this page the entire setup can be managed while providing instant updates on all such issue.

Procedure:

- 1.1) Go to the “UTILITIES” module.
- 1.2) Select the “COLLEGE MAINTENANCE SETUP” form.
- 1.3) In Building Block In-charge, select the In-charge Name, Supervisor and Search Control against the Block Name.
- 1.4) In Supervisor can forward complaint to, select the Nature of complaint, Manager.
- 1.5) If you want to Mail the text, it will go to every Level.
- 1.6) Click the Save button.

SIMWEB → UTILITIES MODULE → COLLEGE MAINTENANCE SETUP FORM



College Maintenance Setup

Building Block Incharge:

S.No	Block Name	Incharge Name	Supervisor	Search Control
1	Aryabhath Block	..Ghan Shyam	..Ajay Kumar G	Releted To Him
2	Bhabha Block	..Ghan Shyam	..Ajay Kumar G	Releted To Him
3	F.R.	..Mamta	..Mool Chand S	Releted To Him
4	Hostels	..Mool Chand S	..Birendra Kum	Releted To Him
5	MHP BLock	..Mool Chand S	..N.P.S. Bhandi	Releted To Him
6	Others	..Ajay Kumar G	..Nandini Behl	Releted To Him
7	Raman Block	..Mool Chand S	..N.P.S. Bhandi	Releted To Him
8	Ramanujan Block	..Mamta	..Mamta	Releted To Him
9	Vidushi Block	..N.P.S. Bhandi	..Birendra Kum	Releted To Him
10	Vishwakarma Block	Roop Narayan	Manjul Mayank	Releted To Him

Supervisor Can Forward Complaint To:

S.No	Nature Of Complaint	Manager	Emp Code	Department	Designation
1	Cleaning	Vivek Kumar Goe	ENNTSCA13	M. Technical	Operation Man
2	A.C. and Water Coole	..Mamta	EANRO303	O. Registrar	Office Assistant
3	Carpenter	..Lochan Chaudh	ENNTP428	Training & PI	Asstt. T & P Off

Mail Text: Please resolve ASAP.

Update Record Sucessfully

Save