

## Revaluation and Answer Script Xerox copy Applied User Manual for Schools

Click on **Applied list menu** : select Revaluation /Photocopy menu

**1<sup>st</sup> Step:** *Enter the student registration number in the given textbox.*

**2<sup>nd</sup> step:** *click on search Button* ,for student information like (subject list based on the class, candidate details)

### **Fees Calculation:**

For **Fresh Attempt:** Revaluation 300 rupees per subject and Xerox copy 500 rupees per subject

**4<sup>th</sup> Step:** click on the **Calculate Fees button** on **Payment Details**. Based on the fee calculation rules Total Amount will be displayed automatically on the **Total amount field**.

**5<sup>th</sup> Step** : click on apply for exam button to apply

**6<sup>th</sup> Step** : Click on the **Download Application Button** . for application.

**NOTE:** once applied in this screen cant to be editable: for editing application click on Revaluation and Photocopy Schools Approval menu.

## 2<sup>nd</sup> screen : Revaluation Applied List Schools Approval

### **Step1:**

Click on Revaluation and Photocopy Schools Approval menu , this is page for editing the application already applied, and recalculating fees and saving the fees school wise as well as student wise .and confirming the payment details.

There are 2 applied types

1: Applied

2: Not Applied.

Based on the course class and applied type and payment status, student list will be Displayed. If you select Applied type as Applied, all the applied student list displays. Or if you select the not applied type all not applied students Displays

**Step2:**

If you want to edit the application click on the **edit** button beside the register Number. If **student fees already paid by college means you can't edit the application.**

**Step 3:**

Here edit the application and click on the **calculate fees** button for total fees for edited application and click on the **save button** for saving the changes.

**Next if you want to pay the fees of all applied students click on pay fees button. Once fees paid by college you are not able to edit the application .**

After payment click on **View Payment button, To** enter the journal number and bank name and journal date and Challan-amount, Click on the **save button** after saving you application submitted successfully to board for verification.

Once saved you can't edit the journal number bank name and date and Challan-amount.

**IMPORTANT NOTE : After payment should be click View Payment button fill Journal no, Bank name and Date, Save it and showing message submitted successfully to Board Verification for Approval. If not submitted the details of payment, those schools not added to Board Approval screen.**