



# JK LakshmiPat University

## ERP Document: e- Governance @ JKLU

### ERP

IT Center has implemented TCS ION ERP system for functioning of the University and it is used at all levels of academics and administration. ERP empowers JKLU to focus on delivering high-quality education and not much thinking or worrying about the administrative process. . It enables university to take care of their entire administrative tasks and assists in repetitive resource-intensive activities through seamless automation like, admissions management, Timetable and attendance, academics management, Online Leave, HR, Finance and accounting, Purchase and inventory, Hostel, Payroll, student's management, Fee, online claims, MIS, Reports in ERP system. Entire admission activity (from online Application form to final admission along with counseling, seat allotment, Fee deposit etc) has been done using TCS ION ERP.

### Online Employee Leave Management

Employee Leave Management is done through TCS ION ERP. Real time Leave request with the approval status is reflecting over the Dashboard of HR. Paper less: Now Leaves are getting Applied and approved through Mobile devices

### Online Student Attendance Management

Attendance marking can be done while class is in progress. Faculties can mark attendance, view time table, Substitute lecture (while applying leave) through Smartphones.

### Online Student Management: 360 View

ERP Mobile App is widely used by our students for viewing their Timetable, attendance, Fee, Assignments, Lecture notes and many other details over mobile phone

## **Digital Management: Office Orders & Help Manuals**

Commonly required (TA/DA form, Child Education, Vehicle Requisition, LTC ) & Help Manual are uploaded on JKLU manual Community to all the employees.

## **Online Claims/Advances**

Using this solution, user can online apply all his reimbursements (CEA, TA, DA, LTA, CA etc.). University can better manage and utilize his workforce, while reducing the administrative tasks and paper work needed for it

## **Online Student Feedback System**

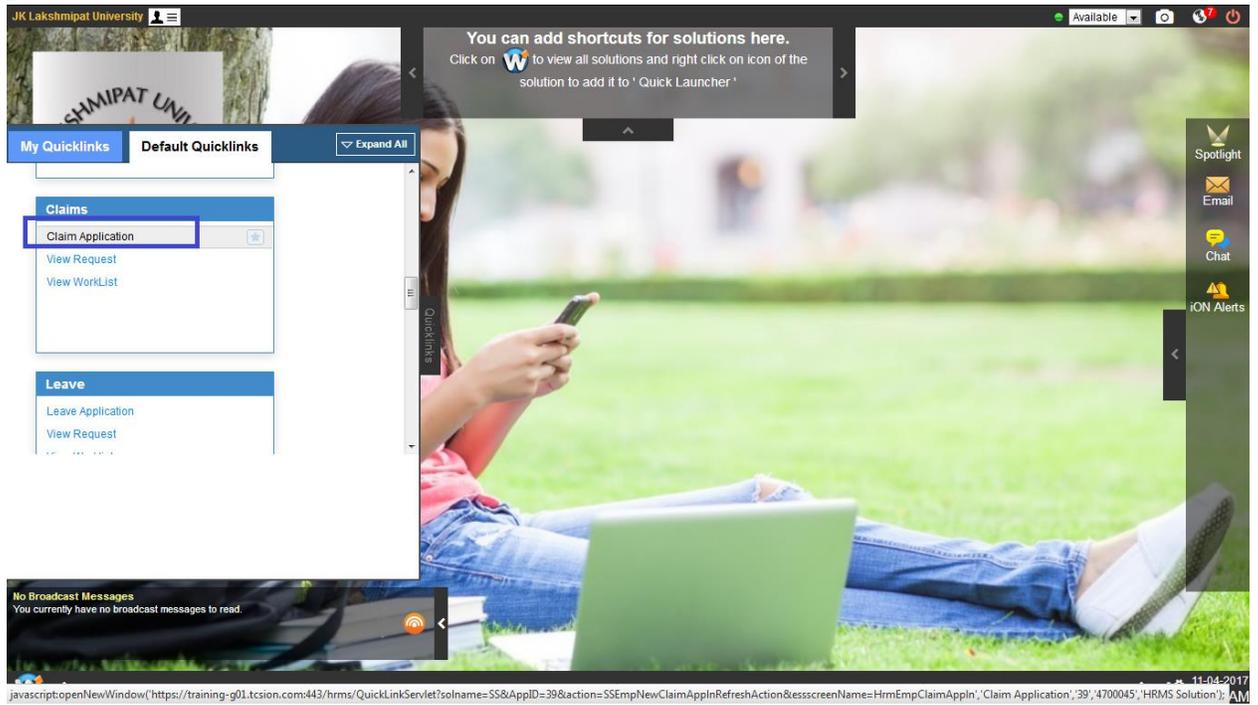
Digitized Student Feedback using iON has helped JKLU to get the analysis of the feedback without delays, which has helped in taking corrective actions, in a timely manner.

## **E-Learning and collaboration Portal on TCS ION**

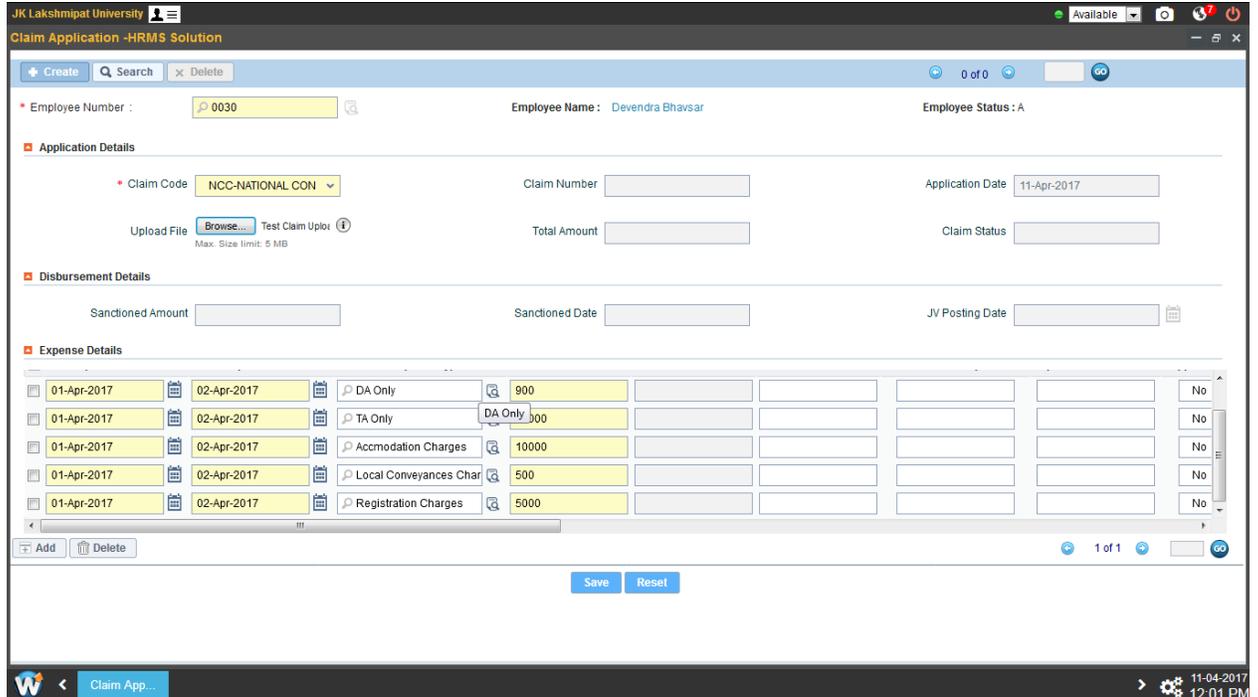
It enables teaching and learning anytime, anywhere & at any level. It provides posting online facility to the faculties and student to share assignments, teaching notes, online quizzes, course files among the member of the student community

## **Help Document Claim Application**

# 1. Quick Links → HRMS → Claim → Claim Application



# 2. Fill in the relevant information → Upload the document (After Filling all the details) → Save button



### 3. Wait for Success message:

The screenshot shows the HRMS Solution interface with a green success message: "Success! Claim Application Submitted Successfully". Below the message, the following details are displayed:

- Employee Number: 0030
- Employee Name: Devendra Bhavsar
- Employee Status: Active

**Application Details**

- Claim Code: NATIONAL CONFERENC
- Claim Number: 2
- Application Date: 11-Apr-2017
- Download File: Test Claim Upload.pdf
- Total Amount: 28400.00
- Claim Status: Pending

**Disbursement Details**

- Sanctioned Amount: 28400.00
- Sanctioned Date: [Empty]
- JV Posting Date: 11-Apr-2017

**Expense Details**

Expense From Date	Expense To Date	Expense Type	Claim Amount	No. Of Hours	Customer Name	Bill Number/Receipt Number	Expense Reason/Details	Supporting Document
-------------------	-----------------	--------------	--------------	--------------	---------------	----------------------------	------------------------	---------------------

The Windows taskbar at the bottom shows the system clock as 12:02 PM on 11-Apr-17.

### 4. Click on history Button to view next level of the application:

The screenshot shows the HRMS Solution interface with a "Workflow History" window open. The window title is "WorkFlow History - Mozilla Firefox" and the URL is "https://training-g01.tcsion.com/hrms/jsp/org\_1/showHistory.jsp?entityID=2&workflowID=10&orgID=1154&entityTypeID=2003".

**WorkFlow History**

Action taken By	Current Status	Modified On	Comments	Next Level
Devendra Bhavsar (Employee#0030)	NEW	2017-04-11 12:02:52.0	New Request Raised	Review of Claim Request Level 1

**Request Pending With :**

Employee Name	Employee Number	User Id
Sonal Jain	0074	1305813

The Windows taskbar at the bottom shows the system clock as 12:04 PM on 11-Apr-17.

## 5. Quick Links → HRMS → Claim → View request (to see the status of your claim Application)

The screenshot shows a web browser window displaying the 'View Request - HRMS Solution' page. The page header includes 'JK LakshmiPat University' and a user profile. The main content area features a table with the following data:

Claim Number	Employee Name	Claim Name	Applied Amount	Date Applied	Approved Amount	Approval Date	Status
2	Devendra Bhavsar # 0030, Assistant Professor	NATIONAL CONFEREN	28400.00	11-Apr-2017			Pending

The table is followed by a pagination control showing '1 of 1' records. The browser's taskbar at the bottom shows the system date as 11-04-2017 and time as 12:06 PM.

## Claim Approval By Authorities

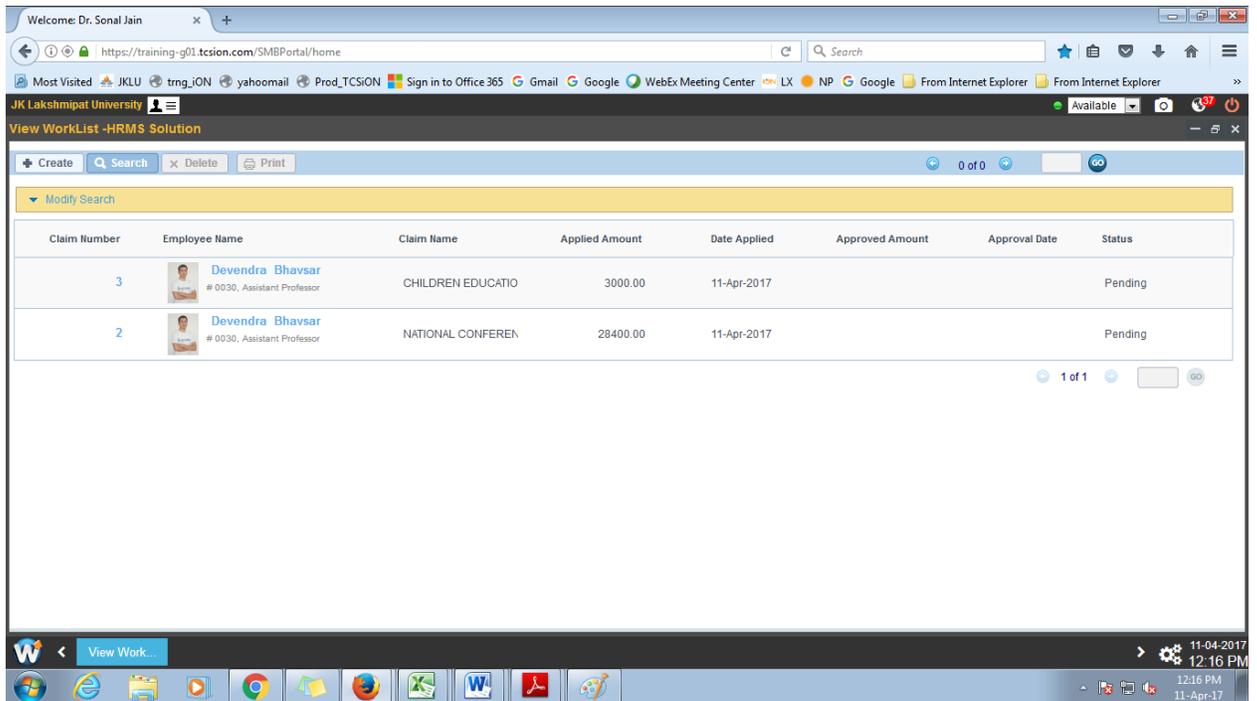
### 1. Quick Links → HRMS → Claim → View Work list

The screenshot shows a web browser window displaying the 'View WorkList - HRMS Solution' page. The page header includes 'JK LakshmiPat University' and a user profile. The main content area features a table with the following data:

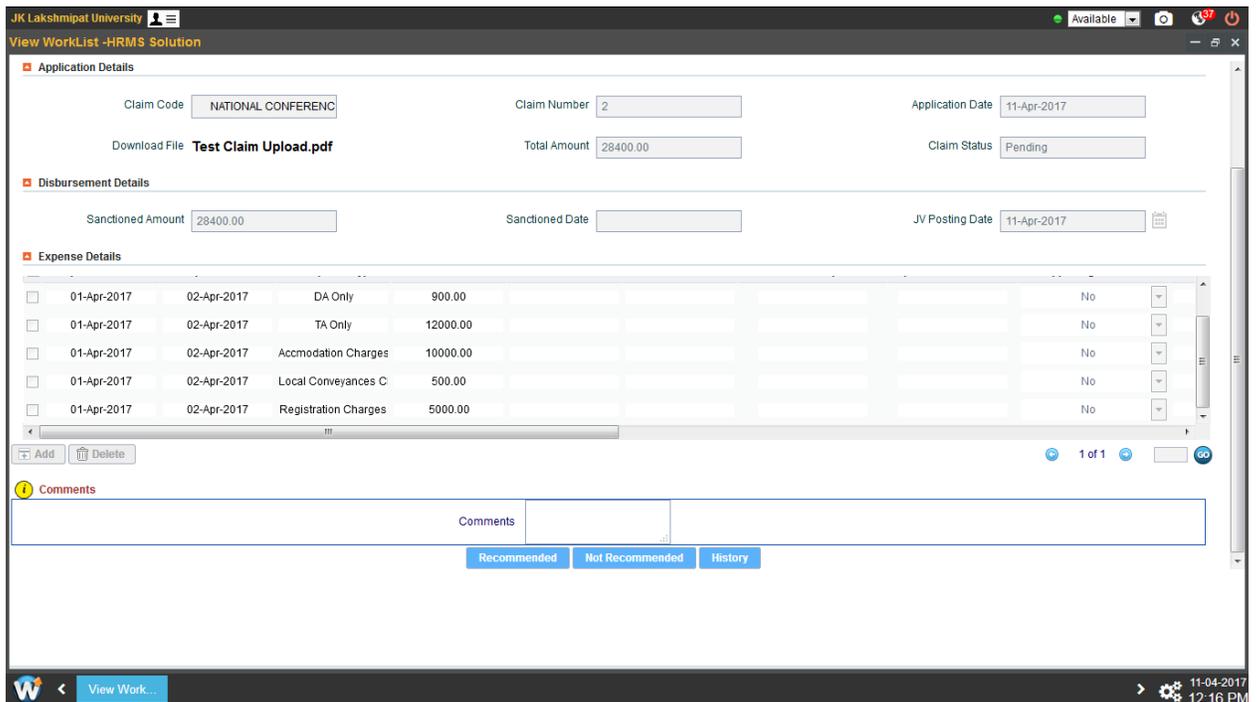
Claim Number	Employee Name	Claim Name	Applied Amount	Date Applied	Approved Amount	Approval Date	Status
3	Devendra Bhavsar # 0030, Assistant Professor	CHILDREN EDUCATIO	3000.00	11-Apr-2017			Pending
2	Devendra Bhavsar # 0030, Assistant Professor	NATIONAL CONFEREN	28400.00	11-Apr-2017			Pending

The table is followed by a pagination control showing '1 of 1' records. The browser's taskbar at the bottom shows the system date as 11-04-2017 and time as 12:15 PM.

2. Click over claim number to open the claim application:



3. Download the attchment if required → Take required action over the application

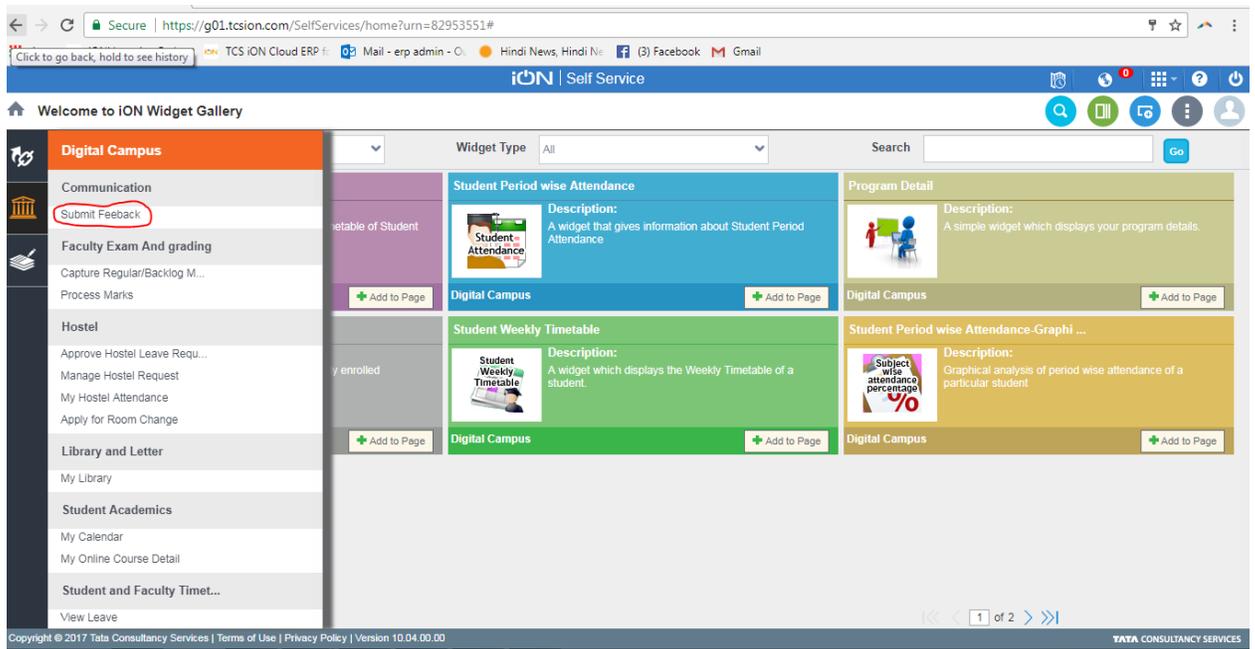


(Click on back Button to go back to previous screen )

## Online Feedback system for student

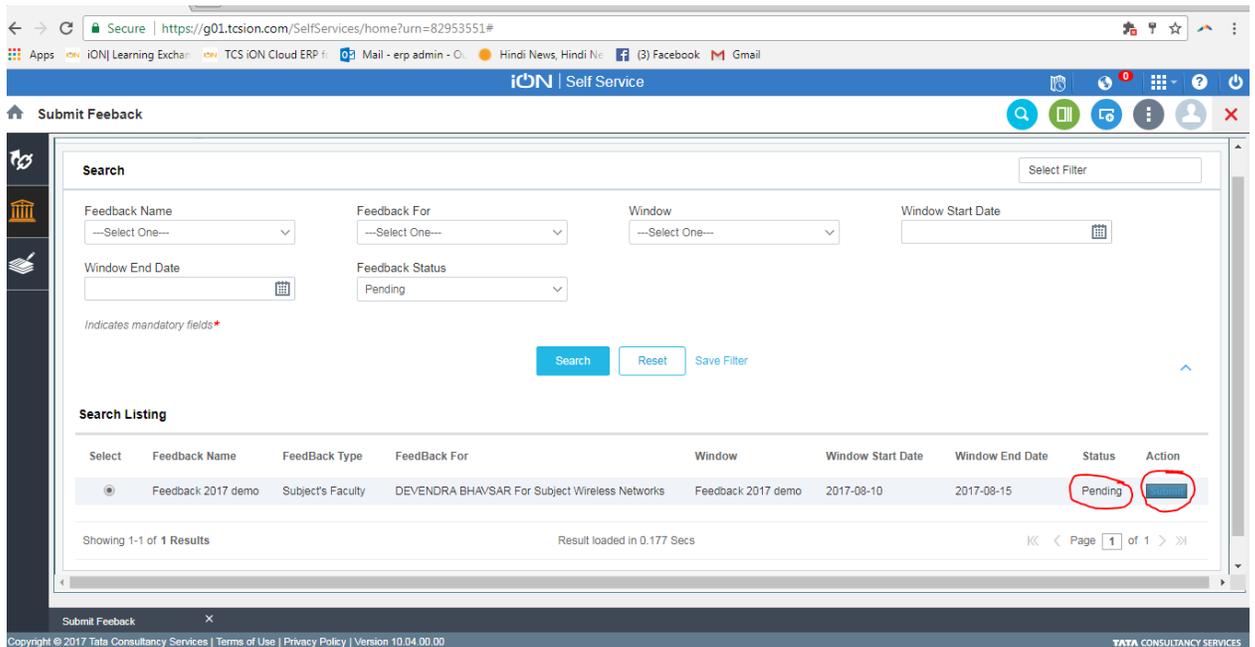
Step 1. Student will login using self service ([www.tcsion.com/SelfServices](http://www.tcsion.com/SelfServices))

Step 2. Click on Digital Campus --→ Submit Feedback as attached snapshot.

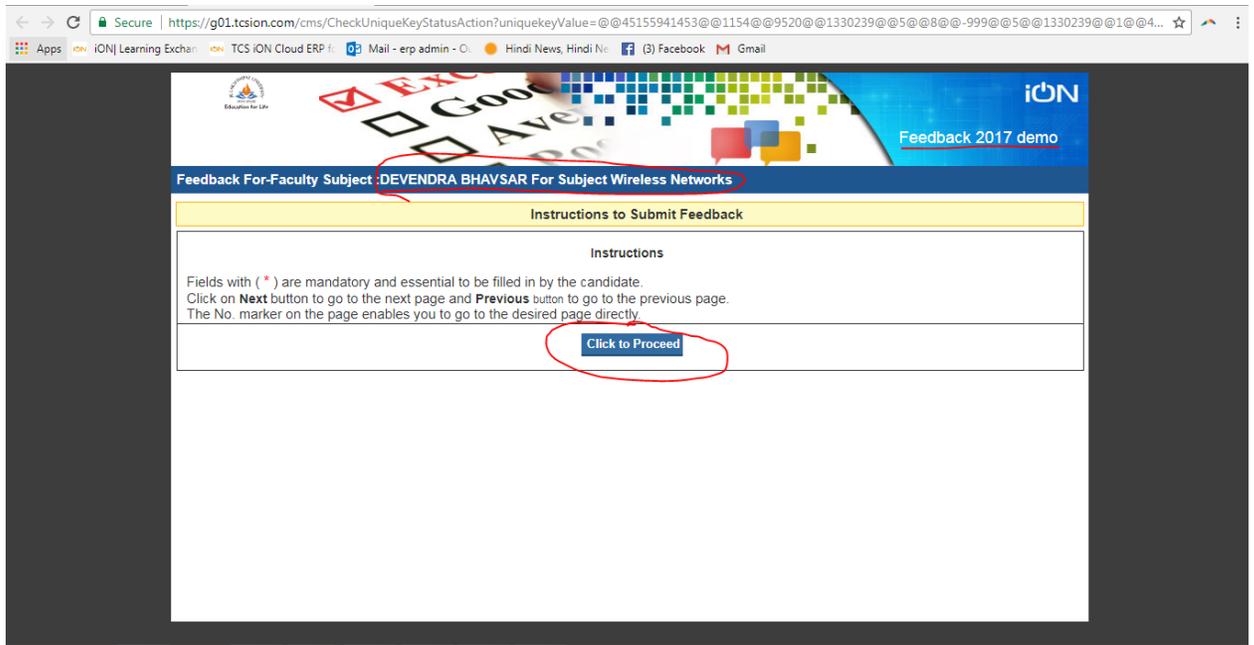


A new screen will open.

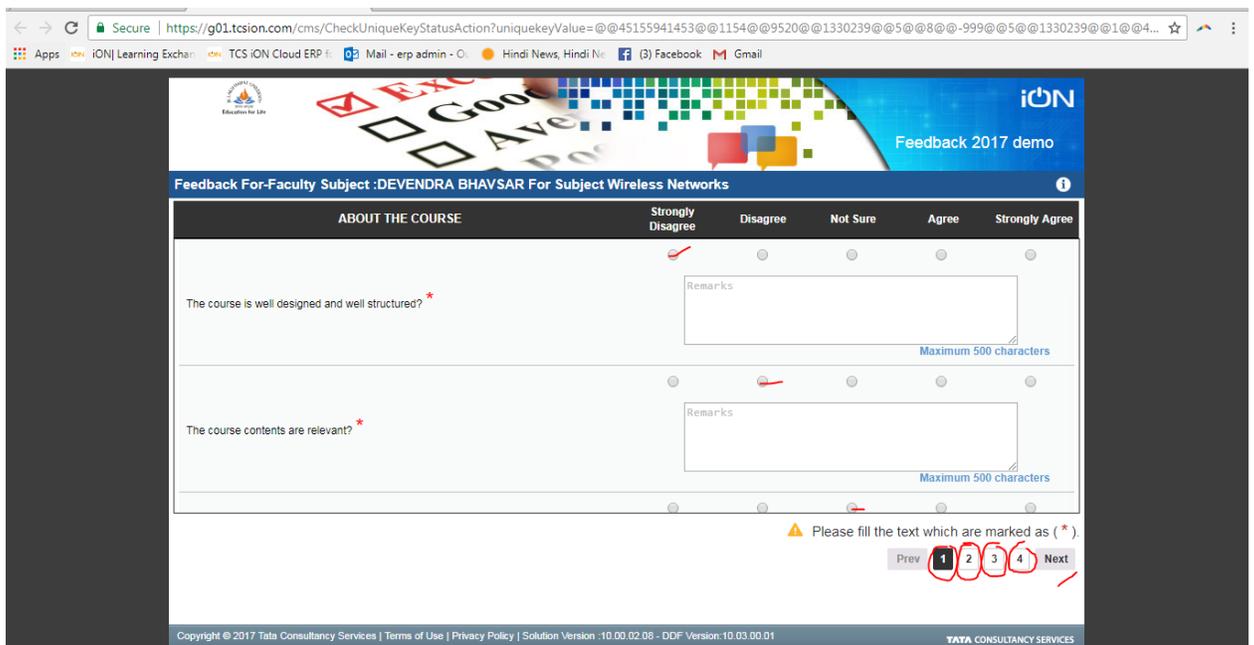
Step 3. After filling the desired information click on search. List of feedback will show as snapshot.



Step 4. Click on submit button for the desired the feedback to be given. A new window will open with Feedback information as snapshot. Click to Proceed.



Step 5. Feedback contain category wise questions. As snapshot.



Step 6. And finally click on submit button after completing the feedback.

Secure | https://g01.tcsion.com/cms/CheckUniqueKeyStatusAction?uniquekeyValue=@@45155941453@@@1154@@@9520@@@1330239@@@5@@@8@@@-999@@@5@@@1330239@@@1@@@4...

Apps | ION Learning Exchar | TCS ION Cloud ERP fr | Mail - erp admin - O | Hindi News, Hindi Ne | Facebook | Gmail

Education for Life

Feedback 2017 demo

Feedback For-Faculty Subject :DEVENDRA BHAVSAR For Subject Wireless Networks

Section3

Completely To great extent To some extent

Whether Faculty has covered all the topics mentioned in course outline or syllabus? \*

Remarks

Maximum 500 characters

Please fill the text which are marked as (\*).

Submit

Prev 1 2 3 4 Next

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Secure | https://g01.tcsion.com/cms/CheckUniqueKeyStatusAction?uniquekeyValue=@@45155941453@@@1154@@@9520@@@1330239@@@5@@@8@@@-999@@@5@@@1330239@@@1@@@4...

Apps | ION Learning Exchar | TCS ION Cloud ERP fr | Mail - erp admin - O | Hindi News, Hindi Ne | Facebook | Gmail

Education for Life

Feedback 2017 demo

Feedback For-Faculty Subject :DEVENDRA BHAVSAR For Subject Wireless Networks

Section3

Completely To great extent To some extent

Whether Faculty has covered all the topics mentioned in course outline or syllabus? \*

Remarks

Maximum 500 characters

Please fill the text which are marked as (\*).

Confirm

Press No if you want to modify your response. Else press Yes

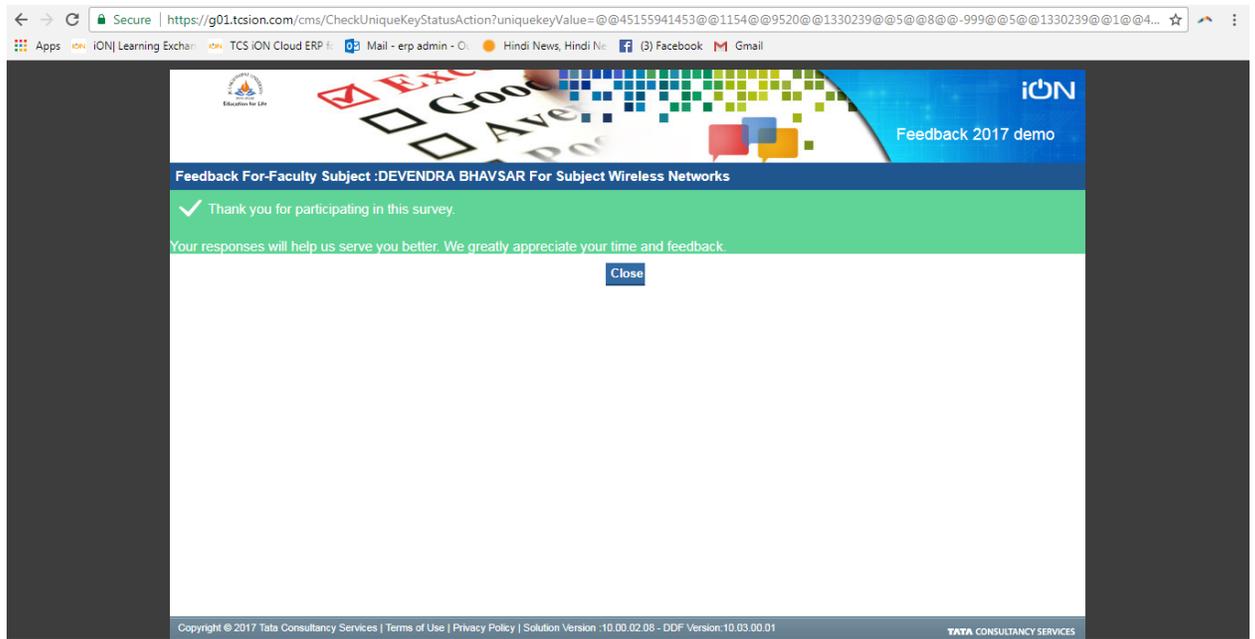
YES No

Submit

Prev 1 2 3 4 Next

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## **HR - Process – New Employee Creation**

**Step 1: HRMS→ Recruitment→ Vacancy→ Create Vacancy**

The screenshot shows the 'Create Vacancy' form in the HRMS system. The 'Vacancy Attributes' section includes fields for Vacancy Number (Vac 2016), Entry Mode (Advertisement, Campus Recruitment, Force Application, Referral, Cons), Vacancy Start Date (01-Jan-2016), Media Type (Electronic Media, Print Media, Cyber Media), Media Name, Description, Minimum Written Score, Actual Closure Date, Application Last Date (31-Dec-2016), Examination Date, Expected Closure Date, Status (Open), On Hold Reason, On Hold From, Recruitment Workflow, and Vacancy Type (External). The 'Vacancy Details' section contains a table for adding details.

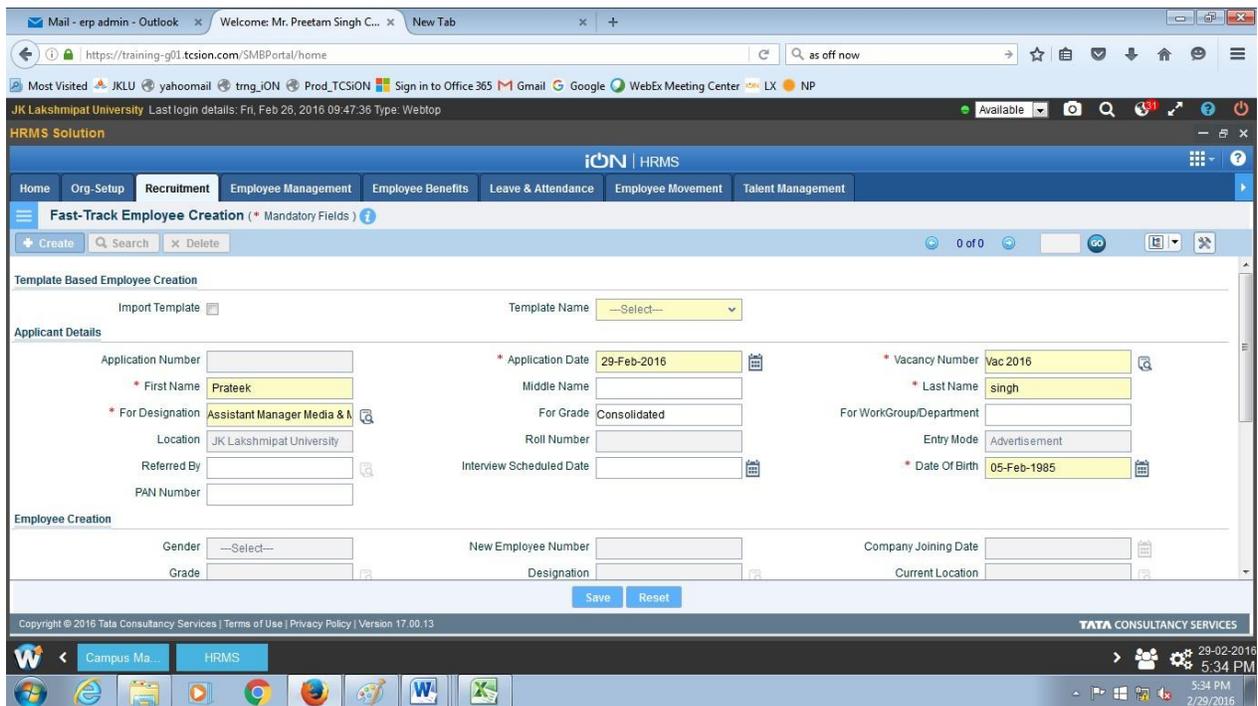
Grade	Designation	Department/WorkGroup	Location	Reservation Category	Total Vacancy	Vacancy Filled

Step 2: Add Vacancy Details and number in below list → Save

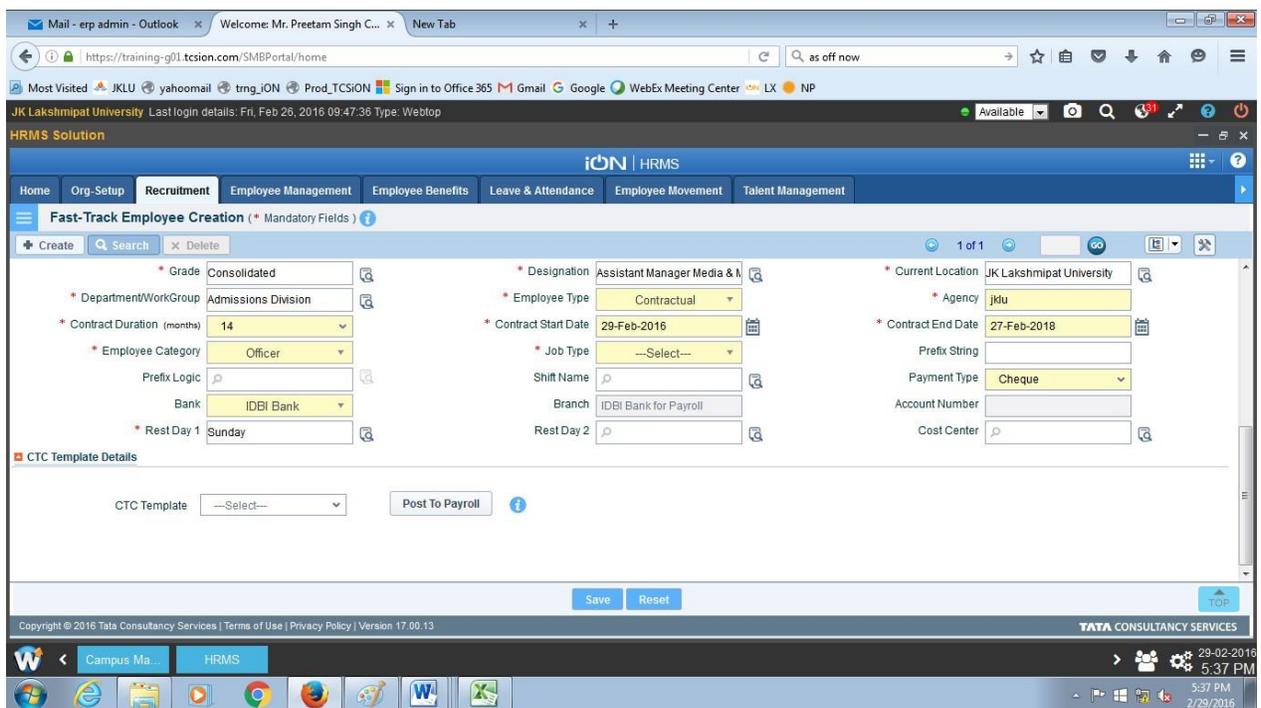
The screenshot shows the 'Create Vacancy' form with the 'Vacancy Details' table populated. The table has columns for Grade, Designation, Department/WorkGroup, Location, Reservation Category, Total Vacancy, and Vacancy Filled. The data entered is as follows:

Grade	Designation	Department/WorkGroup	Location	Reservation Category	Total Vacancy	Vacancy Filled
Pay Band 3	Assistant Professor		IET - Institute of Engineerin	--Select--	3	0
Pay Band 4	Associate Professor		IET - Institute of Engineerin	--Select--	2	0
Pay Band 2	Assistant Professor		IET - Institute of Engineerin	--Select--	3	1
Consolidated	Assistant Manager Media &		JKLU-JK Lakshmpat Unive	--Select--	01	

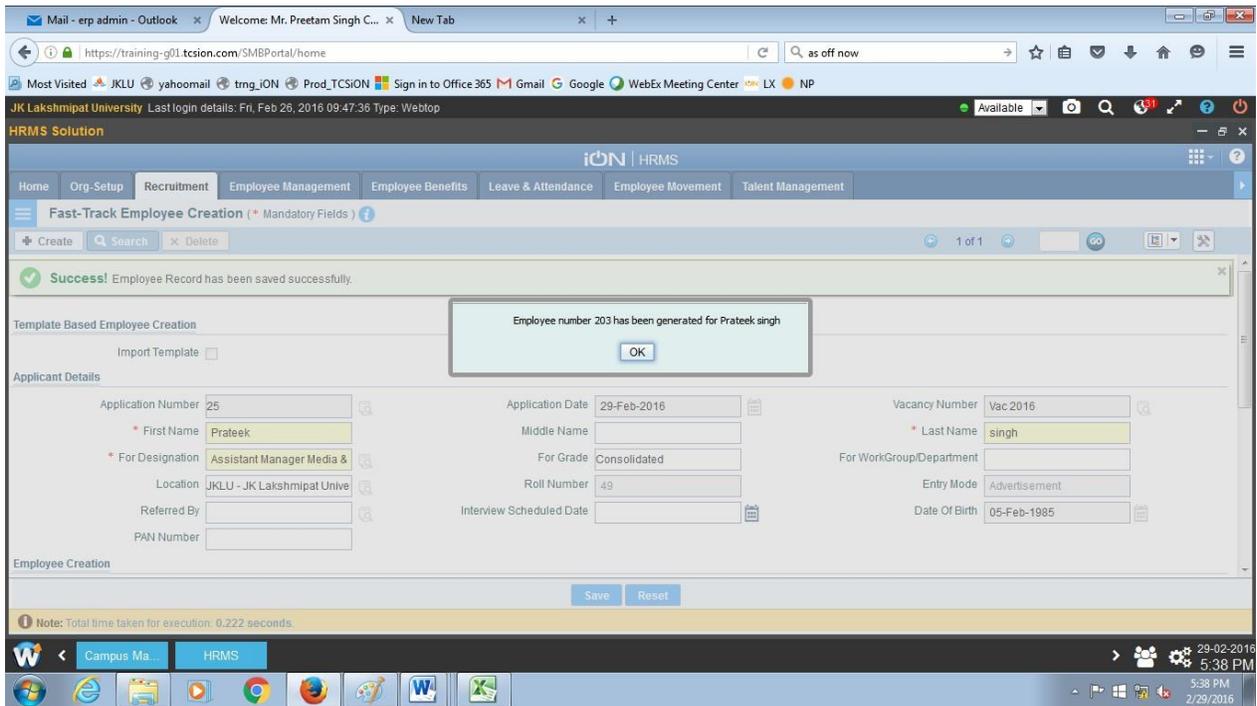
Step 3: Recruitment → Fast Track Employee Creation → Fill all relevant details → Save



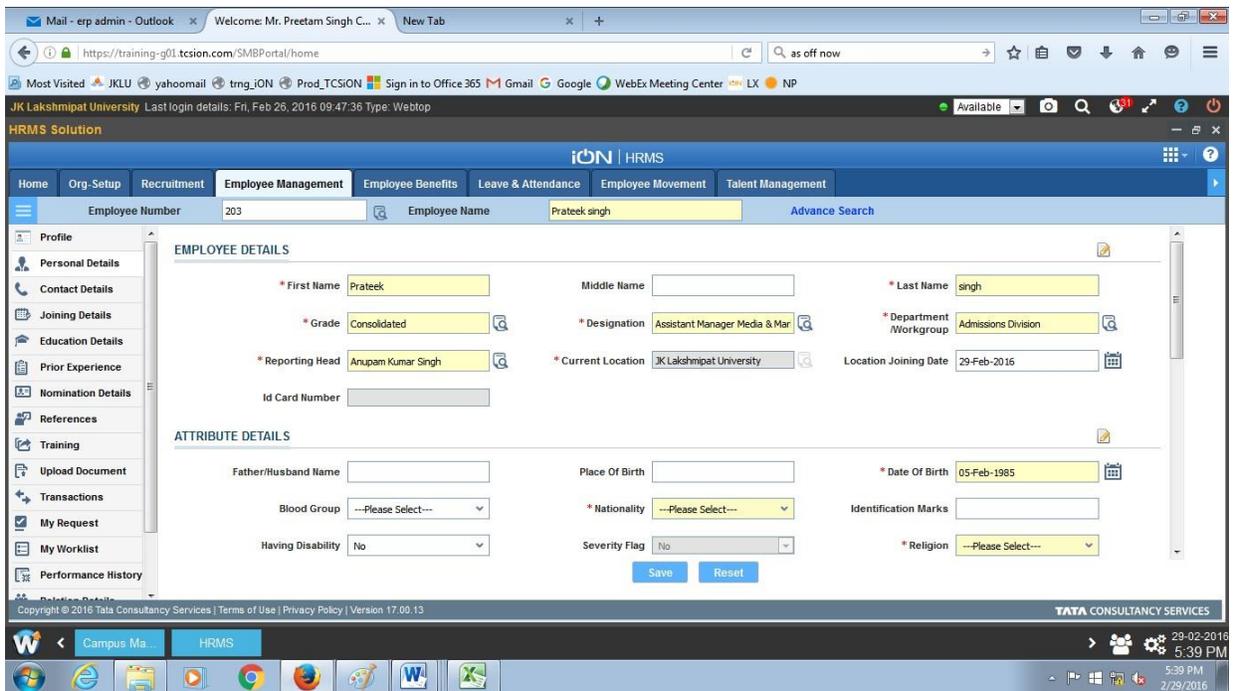
Step 4: Fill remaining details in Fast track employee creation window→ Save



Employee number has been successfully created



Step 5: Employee Management → search New Employee Number → Fill employee Details and Save.



Step 6: Choose between Categories to fill the complete Employee details.

The screenshot shows the HRMS interface for Employee Management. The top navigation bar includes Home, Org-Setup, Recruitment, Employee Management (selected), Employee Benefits, Leave & Attendance, Employee Movement, and Talent Management. The main content area displays the 'EMPLOYEE DETAILS' form for an employee with ID 203 and name Prateek Singh. The form is divided into two sections: 'EMPLOYEE DETAILS' and 'ATTRIBUTE DETAILS'. The 'EMPLOYEE DETAILS' section includes fields for First Name (Prateek), Middle Name, Last Name (Singh), Grade (Consolidated), Designation (Assistant Manager Media & Mar), Department/Workgroup (Admissions Division), Reporting Head (P.K. Rakesh Bhaskar), Current Location (JK LakshmiPat University), and Location Joining Date (29-Feb-2016). The 'ATTRIBUTE DETAILS' section includes fields for Father/Husband Name, Place of Birth, Date of Birth (05-Feb-1985), Blood Group, Nationality (Indian), and Identification Marks. A 'Save' button is visible at the bottom of the form. A success message 'Employee Record updated successfully' is displayed at the top of the form area.

## HR- Employee Separation

1. HRMS → Employee movement → Raise separation Application

The screenshot shows the HRMS interface for Employee Movement. The top navigation bar includes Home, Org-Setup, Recruitment, Employee Management, Employee Benefits, Leave & Attendance, Employee Movement (selected), and Talent Management. The main content area displays the 'Employee Movement' dashboard with five options: Separation, Deputation, Transfer, Bulk Data Upload Template, and Reports. The 'Separation' option is highlighted in blue and includes sub-options: 'Raise Separation Application' and 'Manage Separation Application'. The bottom of the screen shows the HRMS logo and the date 04-04-2017 11:48 AM.

2. Select Employee → Fill separation detail → Submit

JK LakshmiPat University HRMS Solution

ION | HRMS

Home Org-Setup Recruitment Employee Management Employee Benefits Leave & Attendance **Employee Movement** Talent Management

Raise Separation Application (\* Mandatory Fields)

Create Search Delete 0 of 0 Data Upload

\* Employee Number: 0199 Employee Name: Swati Mishra Employee Status: Active

**Application Details**

Application Number: Auto generated \* Application Date: 04-Apr-2017 \* Initiated By: Office

\* Separation Category: Resignation  Withdraw Application Notice Period (In Days):

\* Requested Separation Date: 15-Apr-2017 Actual Separation Date: \* Reason: resignation

Select New Employee As Reporting/Workgroup Head  Change Pay Status

Upload File:  No file selected (Max. Size limit: 5 MB) [View Tagged Assets](#)

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HRMS 04-04-2017 11:50 AM

3. Provide Actual Separation date → Separation Comment → Approve

JK LakshmiPat University HRMS Solution

ION | HRMS

Home Org-Setup Recruitment Employee Management Employee Benefits Leave & Attendance **Employee Movement** Talent Management

Raise Separation Application (\* Mandatory Fields)

Create Search Delete 0 of 0 Data Upload

**Success!** Separation Application submitted successfully

\* Employee Number: 0199 Employee Name: Swati Mishra Employee Status: Notice Period

**Application Details**

\* Application Number: 46 \* Application Date: 04-Apr-2017 \* Initiated By: Office

\* Separation Category: Resignation  Withdraw Application Notice Period (In Days):

\* Requested Separation Date: 15-Apr-2017 \* Actual Separation Date: 04-Apr-2017 \* Reason: resignation

Select New Employee As Reporting/Workgroup Head  Change Pay Status

Download File: [File Not Uploaded](#)

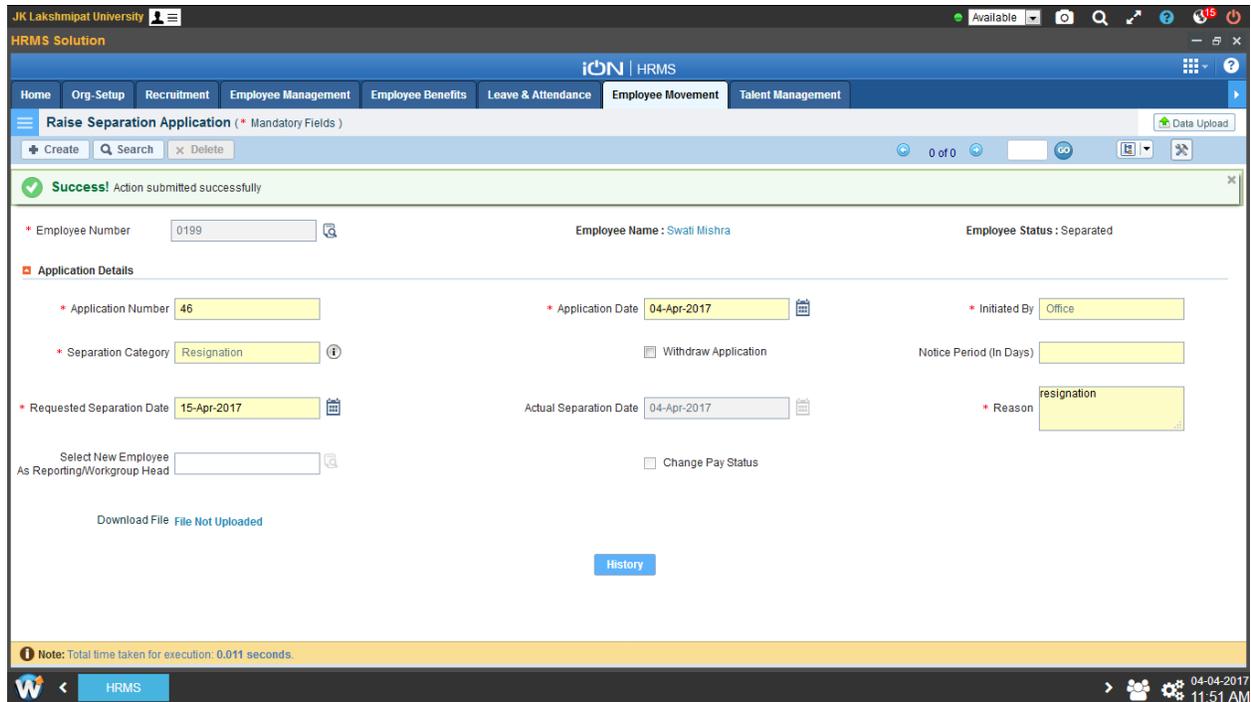
**Comments**

Comments: ok

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HRMS 04-04-2017 11:51 AM

4. Check status by clicking over History



## HR - Process to apply for leave:

Please follow these steps to apply for leave:

1. Login your account.

2. Click on web top icon  (placed at left bottom corner)

3. Scroll down the ion Solution window to find self service  icon.  
(you can also add the self service to quick launcher by a right click on self service icon )

4. Click on HRMS Icon  (left side of the screen)

5. Go to leave section

[Leave](#)  
[Leave Application](#)  
[View Request](#)  
[View Worklist](#)  
[Leave Ledger](#)

Click on leave ledger to check leave balance in you r account

## 6. To apply click on leave application

1. → **Create** **Save** **Search** **Reset** **Delete** 0 of 0 **Go**

Leave Details

1. → \* Leave Code **ELCON** 2. → From Date **15-Dec-2015** 3. → To Date **16-Dec-2015**

Description **EL CONTRACTUAL** Date Applied **07-Dec-2015**

Leave Balance **2.00** Status  4. → \* Purpose **test**

Delegation Of Responsibility **Mr. Test** Address **test** Number of Days **2**

Upload File **Browse...** No file selected (i) Phone Number **1121111222**

Max. Size limit: 5 MB 5. → **Show Breakup**

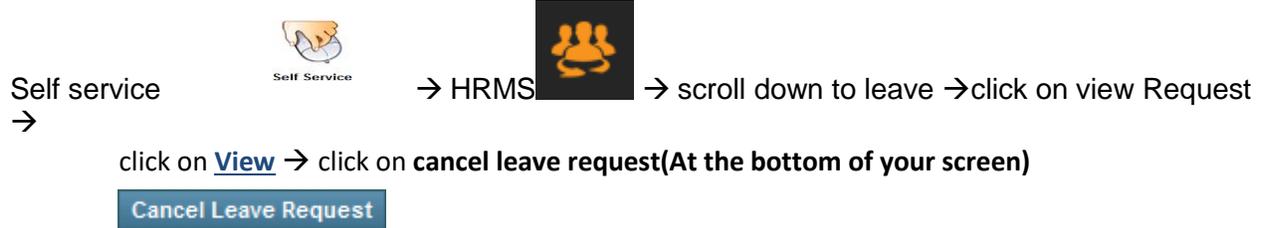
Leave Days Breakup

Date	Holiday Flag	Half Day Flag
15-Dec-2015	Working Day	Full Day
16-Dec-2015	Working Day	Full Day

6. ↓

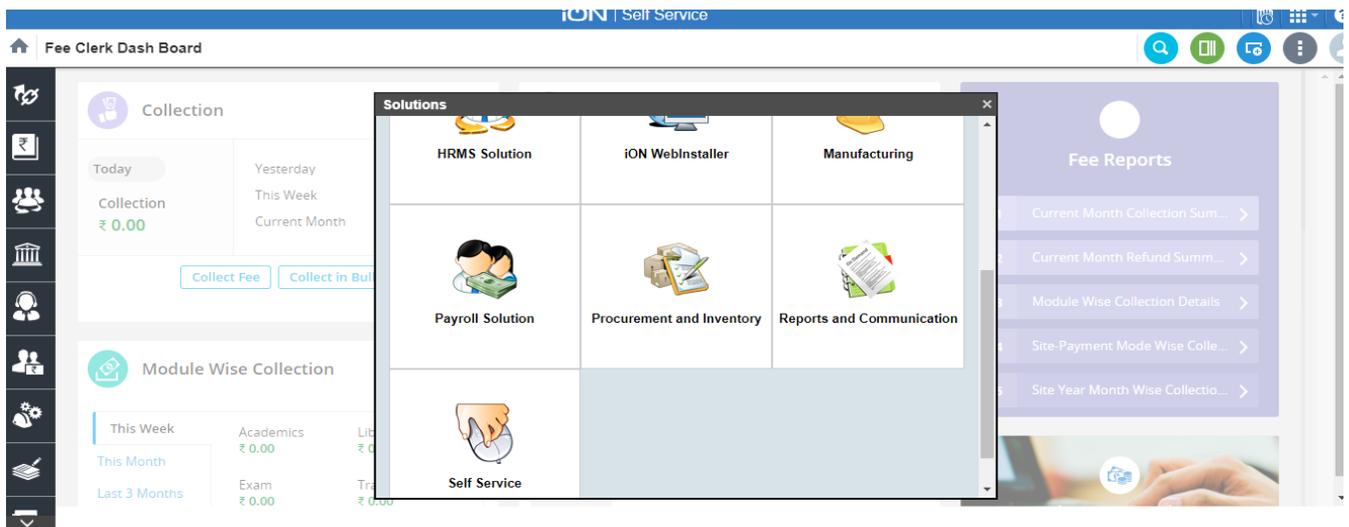
7. Wait for success message.

8. To Cancel your leave:

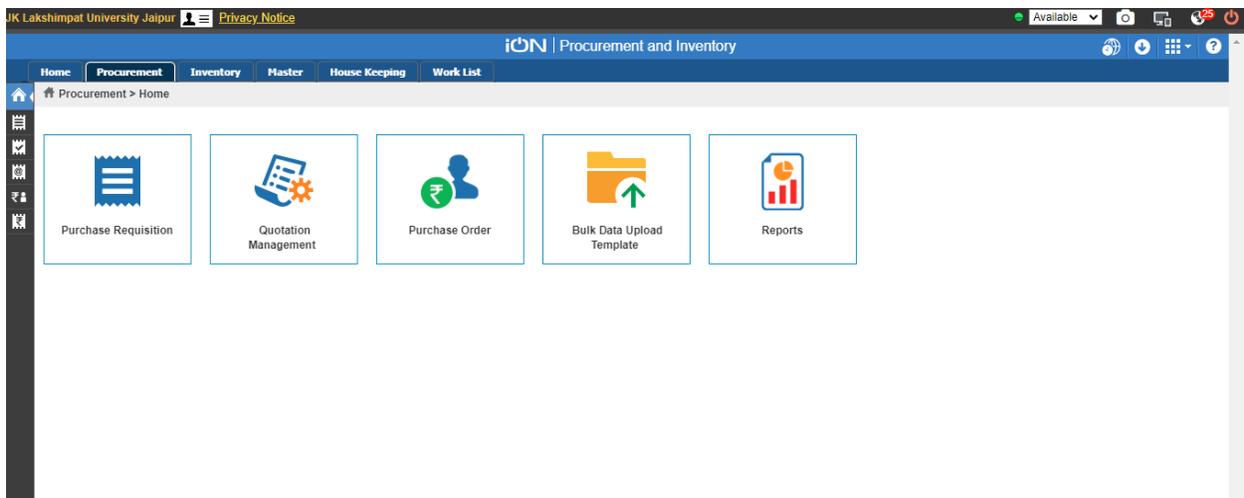


## Purchase Order creation and Online Approval of PO

Step 1: Go to **Procurement and Inventory Module**



Step 2: Select Procurement section and go to Purchase Order



Step 3: Select Create Purchase order on top right hand side.

The screenshot displays the 'Purchase Order' creation interface in the iON Procurement and Inventory system. The page header includes the user 'JK Lakshimpat University Jaipur', a 'Privacy Notice' link, and system status 'Available'. The navigation menu shows 'Home', 'Procurement', 'Inventory', 'Master', 'House Keeping', and 'Work List'. The 'Purchase Order' page has a search bar and a 'Create' dropdown menu with options: 'Create', 'Create from Quotation', and 'Create from PR'. The main form contains the following fields:

Field	Value / Status
PO Number	Empty
PR Number	Empty
From Date	07-10-2020
To Date	07-10-2020
PO Transaction Type	---Select One---
Source Site	Empty
Destination Site	Empty
Accounting Site	Empty
Vendor Name	Empty
Order Type	---Select One---
Order Status	---Select One---
Cost Center	Empty
Filter By	Requested By
User	Empty
Item Name	Empty
Is Force Closed	---Select One---

Buttons at the bottom: Search, Reset, Save Filter. A note indicates '\* Indicates mandatory fields'.

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Step 4:

Fill in all the details as required, select source site as JK Lakshimpat University, select vendor Name, Payment medium, Shipping method, employee name and contact person.

JK Lakshimpat University Jaipur Privacy Notice Available

### Purchase Order

Search Create

**Create**

PO Number	Order Date * 07-10-2020	PO Transaction Type * PO	Source Site *
Destination Site *	Accounting Site *	Vendor Name *	Order Type * Confirmed Order
Payment Medium * ---Select One---	Ship. Pay. Method * ---Select One---	Shipping Method * ---Select One---	PO Address Type * ---Select One---
Currency * ---Select One---	Exchange Rate *	PO Type * ---Select One---	Order Status * Open
Payment Term	Advance Paid	Credit Days	Not Before Date
Not After Date	Payment Due Date	Cost Center	Invoice Address
<input checked="" type="checkbox"/> Allow PV Edit	Total Items scanned/entered	Employee Email Id	Vendor State and GSTIN
Destination State and GSTIN	Employee Name	Employee Contact Number	

Step 5: Specify the item details in items tab or service details in service tab

JK Lakshimpat University Jaipur Privacy Notice Available

Destination State and GSTIN Employee Name Employee Email Id Employee Contact Number

\* Indicates mandatory fields

Items Services Taxes Charges Discount Clauses Quotations Documents

Item BarCode	* Item Name	Purchase UOM	Inventory Quantity	Last Purchased Price	* Quantity	* Purchase Price	Ta
					0		

Page 1 of 1

Add Item Delete Items

Comments

Total Quantity	
Total Cost(Without Tax)	
Discounts	
Total Cost(After discount)	
Total Tax	
Total Cost(With Tax)	
Total Charges	
Grand Total Cost	

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Self Service Procureme.

07-10-202 3:54 PM

Step 6: Add Taxes in the Taxes section and provide the terms and conditions in the clauses sections.

JK Lakshimpat University Jaipur Privacy Notice Available 25

Destination State and GSTIN  Employee Name  Employee Email Id  Employee Contact Number

\* Indicates mandatory fields

Items Services **Taxes** Charges Discount Clauses Quotations Documents

<input type="checkbox"/>	Tax	Tax Description	Tax Type	Rate/Amount	Tax Account	* Item / Service	* Tax Applicable
<input type="checkbox"/>	<input type="text"/>	---Select One---	---Select One---				

Page 1 of 1

Comments

Total Quantity	<input type="text"/>	<input type="text"/>
Total Cost(Without Tax)	<input type="text"/>	<input type="text"/>
Discounts	<input type="text"/>	<input type="text"/>
Total Cost(After discount)	<input type="text"/>	<input type="text"/>
Total Tax	<input type="text"/>	<input type="text"/>
Total Cost(With Tax)	<input type="text"/>	<input type="text"/>
Total Charges	<input type="text"/>	<input type="text"/>
Grand Total Cost	<input type="text"/>	<input type="text"/>

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Step 7: Click Submit.

**LMS- Activate Batch, invite users, Create syllabus**

**Search your Current Course: -**

**1. click on Manage course**

**2. click on current courses it is show created batch.**

**3. click on your batch name**

Course Name	Created On	Start Date/Duration	Reports
test2020 -test	10 Apr 2020	01 Apr 2020	view report
Organizational Behavior-BS1101 BBA-II	06 Apr 2020	01 Apr 2020	view report
Computer Networks and Distributed Systems-CS1111 -All 2017	25 Mar 2020	01 Feb 2020	view report
Entrepreneurship Development-EP01 2017batch	08 Jul 2020	01 Apr 2020	view report
Network Theory II-EE402 IV Semester Backlog	27 Apr 2020	01 May 2020	view report
Introduction to IoT-EE1111-2020 batch all sem6	21 Jul 2020	01 Apr 2020	view report

## How to Activate Batch:-

Without activation of batch, content will not show to users and you can't invite the users. Post your content as shown below by different methods as you want to perform.

**4. Drag mouse pointer on three line button then click on manage**

**5. click on active batch button**

# How to invite Users:-

6. repet step 4: drage mouse pointer then click on manage button

7. click on invite user

8. enable radio button  
Course participant user

9. click on upload user-list CSV File  
then click on next button

Enter jklul mail id of users in file and then upload the file.

	A	B	C	D	E	F	G	H	I	J	K
1	Login-ID										
2	sample1@example.com										
3	sample2@example.com										
4	sample3@example.com										
5											
6											
7											
8											
9											
10											
11											
12											
13											

JK LakshmiPat University  
Re-imagining education

Home » test2020-test » Manage » Invite Users

Last Login: 29 Aug 2020 10:32 Type: Webtop Privacy Notice Help

test2020-test  
Course Batch

Step 1 Choose a User Profile | **Step 2 Select User(s) to Invite** | Step 3 Confirm User(s) & Invite

Upload File \* (Download Sample Template) **10. Download sample template then fill student login id and upload**

Select file

Upload CSV file with separate login ids and no spaces.

**Submit** Cancel **11. Select file and click on submit button**

List of CSV Uploaded

Excel Name	Uploader Name	Uploaded On	Valid Count	Invalid User Count	Status	Action
No Results Found...						

11:52 AM 8/29/2020  
11:39 AM 8/29/2020

## Invite the users:-

File Uploaded Successfully. Please click on Refresh after some time to get the exact count of Valid and Invalid users.

test2020 -test  
Course Batch

Choose a User Profile | Select User(s) to Invite | Confirm User(s) & Invite

Upload File \* (Download Sample Template)

SampleFileUserlogins (3).csv Change Remove

Upload CSV file with separate login ids and no spaces.

Submit Cancel

List of CSV Uploaded

Excel Name	Uploader Name	Uploaded On	Valid Count	Invalid User Count	Status	Action
1598682436_SampleFileUserlogins_(3).csv	ERP Admin	29 Aug. 2020	1	0	Pending	Invite Remove

12. check valid id then click on invite button

13. click on invite button

11:57 AM 8/29/2020  
11:39 AM 8/29/2020

Please follow Check for force acceptance otherwise students will accept the invitation.

JK LakshmiPat University  
Re-imagining education

Home > test2020-test > Manage > Invite Users

test2020-test  
Course Batch

Step 1 Choose a User Profile | Step 2 Select User(s) to Invite | Step 3 Confirm User(s) & Invite

Check for force acceptance  
 Notify Users by E-mail

Invite Cancel

Please follow Check for force acceptance otherwise students will accept the invitation. then click on invite button

Talk to iON Smart Task

## How to Create Syllabus:-

Digital Learning  
Empowering Learning Outcomes

Home > Manage Courses > DEMO 1 > Manage > Invite Users

DEMO 1  
Course Batch

Step 1 Choose a User Profile | Step 2 Select User(s) to Invite | Step 3 Confirm User(s) & Invite

Assign/Un

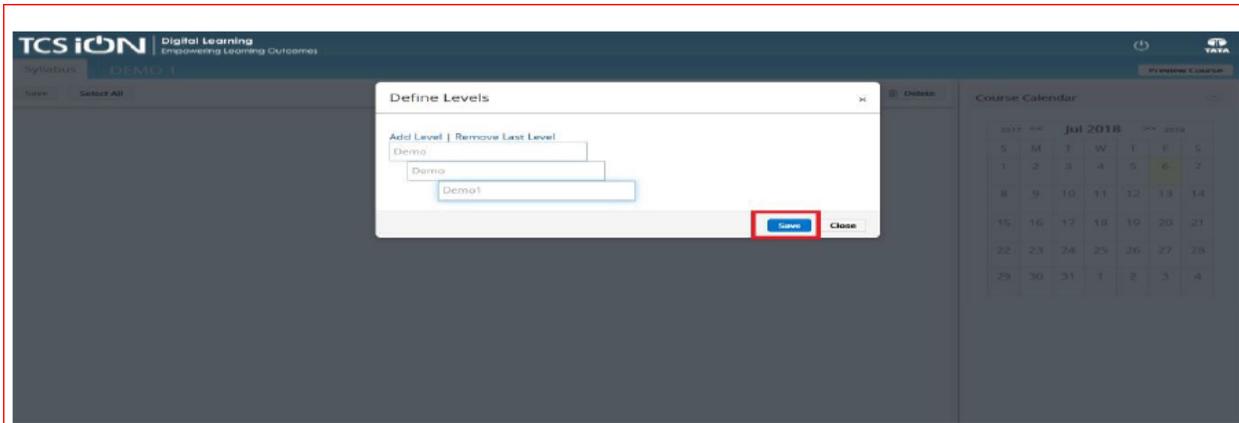
Choose a User Profile \*

- Course Admin User
- Course Parent User
- Course View Only Participant User
- Course Faculty User
- Course Guest Faculty User
- Course Participant User
- Course Guest Participant User

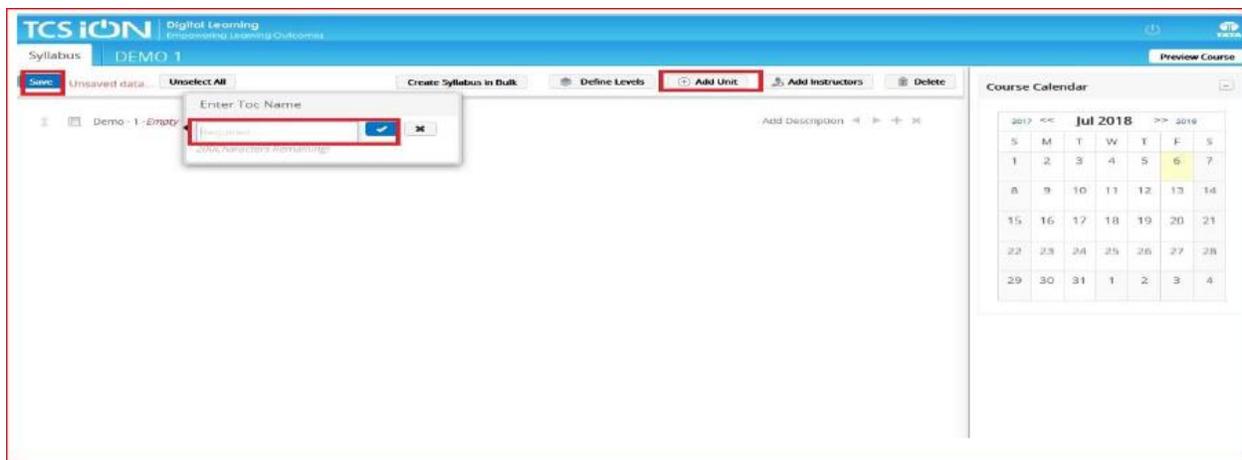
Select Users By \*

- Quick Add
- Search and Add
- Upload User-list CSV File

Manage  
Calendar  
Course details  
Syllabus  
Content  
Delivery Control  
Activities  
Grades  
Participants  
Activity Domain  
Reports



You can add Levels and Units accordingly.



**Need for Syllabus:-** If you want to add any activity like assessment, assignment then you should map this activity to syllabus otherwise activity will not show to users.