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
Step 5: 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.
Step 5: After pressing Run button you will be directed to another page. On that page press Ok button.
Step 6: After pressing **Ok** button you will be directed to the page Calculate Admission Fee and Dues, here press on link **Process Monitor**.
Step7: Now you will see a process in queue, **click Refresh button** till it shows status Success.

Step8: After getting success status, press on link **Go back to Calculate Batch Admission Fee**
Step 9: Now on left panel click the link “Reporting Tools” and then click “Xml Publisher”

Step 10: Now click on “Query Report Viewer” link.
Step 11: Now type the report name in begins with as *adm* and press search button.
Step 11: You will see the report “ADM_FEE_R”, now click on View Report link
Step 12: In ID box type the student ID and click “OK” button to open the Chillan form in Pdf file. Take the print of it.