INSTRUCTION MANUAL FOR FORM FILLING

Purpose:
This manual provides **step-by-step instructions for correctly filling out the Data Consolidation Form.** It is crucial to follow these guidelines to ensure accurate data entry and avoid any errors.

1. **Accessing the Form:**
   Open the Data Consolidation Form:
   Navigate to the Data Consolidation Sheet page.

   Start Filling the Form:
   Click on the form fields to start entering the required information.

2. **Form Fields Instructions:**

Institution Details:

- *Name of the Institution:*
  Enter the full name of the institution. This should be in uppercase letters.

- *Person to be Contacted (The Principal / H.M):*
  Enter the name of the contact person, such as the Principal or Headmaster, in uppercase letters.

- *Phone Number:*
  Enter a valid phone number. This field accepts a maximum of 10 digits.

- *Mobile Number:*
  Enter a valid mobile number. This field accepts a maximum of 10 digits.

- *E-mail:*
  Enter a valid email address.

- *Complete Address:*
  Enter the complete address of the institution in uppercase letters.

- *State:*
  Enter the state where the institution is located in uppercase letters.

- *Pin Code:*
  Enter the pin code. This field accepts a maximum of 6 digits.

Question Paper Requirement:

Primary (V & VI Std):
Enter the number of students in primary grade (V & VI).

Sub Junior (VII & VIII Std):
Enter the number of students in sub-junior grade (VII & VIII).

Junior (IX & X Std):
Enter the number of students in junior grade (IX & X).

Inter (XI & XII Std):
Enter the number of students in intermediate grade (XI & XII).

Senior (College - Under graduate first year***):***
Enter the number of students in college.

3. INSTRUCTION MANUAL FOR DATA UPLOAD

Purpose:
This manual **provides detailed instructions for uploading data to the Data Consolidation Sheet**. It is essential to follow these guidelines to ensure proper data submission and avoid any errors.

3.1. Document Upload Requirements:

File Type:

Only Excel files (.xls, .xlsx) are accepted for data upload.
Data Format:
Ensure the Excel file contains the following columns:
Admission Number / Student ID / Unique ID: A unique identifier for each student.
Student Name: The full name of the student.
Class: The current class or grade of the student. For college students, enter "College."
Section: The section or division of the class. For college students, enter the course name.

3.2. Steps for Uploading Data:

Open the Data Upload Form:
Navigate to the Data Consolidation Sheet page.

Locate the Upload Section:
Scroll down to find the section titled "Question Paper Requirement."
Choose the Correct Upload Field:

Based on the student's educational level, choose the appropriate upload field:
     Primary (V & VI Std)
     Sub Junior (VII & VIII Std)
     Junior (IX & X Std)
     Inter (XI & XII Std)
     Senior (College - Under graduate first year)

Select the Excel File:
Click on the Browse button next to the appropriate upload field.
Select the Excel file from your computer.

Upload the File:
Click the Upload button to submit the file.

Check Upload Status:
Ensure the upload status message confirms successful upload.
If there is an error, correct the issue in the Excel file and re-upload.

3.3. Data Entry Guidelines:

Admission Number / Student ID / Unique ID:
Enter a unique identifier for each student.
This could be an admission number, student ID, or any unique identifier used by the school.
Student Name:
Enter the full name of the student.

Ensure there are no spelling errors or abbreviations.
Class:
For school students, enter the class or grade they are currently in.
For college students, enter "College."
Section:
Enter the section or division the student belongs to.
For college students, enter the name of their course or major.

3.4. Special Instructions for College Students:

In the Class column, always enter "College."
In the Section column, enter the name of the course or program they are enrolled in (e.g., "B.Sc. Computer Science").

4. Details of Entry Charges:

This field is auto-calculated. Total Number of Candidates:

This field is auto-calculated. It shows the total number of students entered in the previous section.
Amount Collected (Rs. 150 x Total Number of Entries):

This field is auto-calculated. It shows the total amount collected based on the number of entries.
Amount Retained by the Institution (Rs. 25 x Total Number of Entries):

This field is auto-calculated. It shows the amount retained by the institution.
Amount Sent to AMTI (Rs. 125 x Total Number of Entries):

This field is auto-calculated. It shows the amount to be sent to AMTI.
Exam Charges Online Transfer Details:

Payment Details:
Click on the Pay button to view the payment modal for online payment using a QR code/NEFT details/PNB Direct deposit.

Direct deposit to AMTI account:
Account Name : The AMTI
Bank Name : Punjab National Bank
A / c. Type : Saving
A / c. No. : 0346000100121327
IFSc code : PUNB0034600
Bank Address : 50, Singarachari Street, Triplicane, Chennai – 600005

Account Holder Name: **Your Name** as per bank records.
Enter the name of the account holder in uppercase letters.
Date:
Enter the date of the transaction.
Transaction Reference UTR / UPI / Transaction ID No:
Enter the transaction ID or reference number.
If PNB Account Holder, Account No:
If you are PNB Bank account holder, enter your account number.

5. Review and Confirm Data:
Before uploading, ensure all data is accurate and formatted correctly.
Double-check the unique identifiers to avoid duplicates or errors.

6. Finalizing Submission:
Calculate Charges:
The system will automatically calculate the total, the amount collected, the amount retained by the institution, and the amount to be sent to AMTI.

7. Submitting the Form:
Review the Form:
Double-check all entries for accuracy.
Submit the Form:
Click on the Submit button to finalize the form submission. Ensure all fields are filled correctly, as this will be the final step.
Please follow these instructions carefully to ensure accurate data entry. Thank you for your cooperation.

8. Additional Information:
If any issues arise during the upload process, please refer to the Help Section or contact the support team.
Keep a copy of the uploaded Excel file for your records.
Contact Information:
For further assistance, contact our support team at support@amtionline.com

Please adhere to these guidelines for a smooth data upload process.

Thank you for your cooperation.