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INTRODUCTION

EDUZILLA is an Education Automation and management ERP solution.
It is an extremely effective tool for educational institutes in lead handling, Enquiry management, Students enrollment, Fees payment and installments. It is built using robust open source technologies such as PHP and MySQL.

It is hosted on highly secured private dedicated servers. It is available online in secured data centers with 24x7 availability. It is a very light weight web application which can be accessed through PC, mobile and tablets. It is a highly cost effective as compared with the other solutions available in market. It provides with maximum value for your investment in a shortest span of time. The key benefit of Eduzilla is easy management of training institutes like coaching classes or computer training centres. Education CRM by AceSys provides your education institute many facilities in terms of student lead management, sales force management, lead management, lead tracking, Eduzilla is a web-based software for channel sales and marketing teams of Education.
FEATURES

Lead management:

Our Student Lead management software helps your institute or university to manage the all enquires their follow-up, admissions work process and many more.

Capture Student Lead:

Eduzilla Student Lead Management CRM helps to manage student lead management. This Education CRM is very flexible for any type of education institute and universities. It helps to manage student’s leads

Lead Tracking and Reporting:

Eduzilla Student Lead Management Software generates complete report of a particular student and branches. You can get easy report by using our “Eduzilla” such as branch voice Enquiry Details, Student Information, and Lead Converted in to sale and many more.

Sales Generation:

Student Lead Management is one of the best option for Educational Institute and Universities to manage lead and help to covert it in to enrollment.

Student Information Management:

Eduzilla facilitates the management of various student related information in an institute. Using our system you can manage all the student data in an appropriate manner. Our student Lead Management software will help you to manage the data related to Student Lead Generation.
Student Record Management:

If you want to search a particular student record, Eduzilla helps you to find the current as well as past student records. This software will keep track on all students record and makes it easy to manage records.

Flexibility:

With Eduzilla you can handle your all Enquires, Admissions, Enquiry follow-ups, Student Data etc. This software has very customized features which will make work very easy and gives you an ability to do it in a systematic manner.

Emails:

Email is the best way to contact with any person. If you want to send some information or syllabus to anybody through mail then you have that option in Eduzilla. You can send course details or any information through emails by system.
CONTENTS OF EDUZILLA

- Enquiry management
- Fees Management
- Course management
- Admission management
- Batch management
- Payment and expenses
- Alumni
- Staff & student management
- Report
- Email
ADVANTAGES

▪ Easy Admission Process

With Eduzilla your admission process will become very easy and fast. You can keep admission information details at one place by using our Student Lead Management Software.

▪ Increase revenue

Student Lead Management Software helps you to keep track on all enquiries and help you to deal with that enquiries. You can do your all work online so that it will reduce your work timing and increase your business revenue.

▪ Education Marketing Solution

You can track student admission report according to branch and also you spend proper amount of money for marketing in proper resources. Our Student Lead Management Software helps indirectly to Education Marketing Solution.

▪ Proper student lead tracking

Eduzilla software helps you to keep track on all Leads. Student Lead Management software keep track of students follow ups and leads. Using this system you can manage your work in a proper and systematic way.

▪ Lead Collection and Tracking

You can keep track of all enquiries leads and converted leads with the help of Student Lead Management Software. You can do all the work online and in a proper flow.
- **Lead Processing Output**

   Eduzilla can help you to do proper follow up of student. Because of that you can manage fast and easy lead processing output.

- **Report**

   Student Lead Management CRM will help you to give complete report of a particular student. You can create a report for a particular branch total enquiries and converted enquiries.

- **Reduce Efforts**

   Eduzilla minimize your effort which you spend for report making, and all messy paper work. Because Student Lead Management Software work automated and reduce user paper work.

- **Proper Record Management**

   Eduzilla helps you to manage all the data in systematic manner. Using this software you can find record of any current student as well as past student. These records are as organized in a proper way so that you can find it easily.
HOW TO USE EDUZILLA

Now Let us see how to use Eduzilla.

HOW TO USE EDUZILLA

Here are some guidelines with screenshots which can help you to get more familiar with the software.

LOGIN

1) Open Internet Explorer. Enter the following link given below:

   erp.eduzilla.in/user
Once you enter the link. Now you can see the Login page

LOGIN PAGE

Enter your valid username and password which you have set after getting your license and then click on login. You can refer to the screenshots.
When you click on login now you will enter into the Main Interface Page called Home Page. Here you can see 4 main categories related to Eduzilla software.

- Add Inquiry
- Add Course
- Add Branch
- User Manager

**MAIN INTERFACE**

Users can see at left side of screen Main categories specified in this software
Admission

- Enquiry
- Enrolled Student
- Search
- Alumni
- Summary Reports
- Detailed Reports

Accounts

- Pending Payment
- Payments
- Expenses
- Payment Reports

Settings

- Courses
- Users
- Branches
- Batches
- Faculty
- Profile
ENQUIRY

When you want to enter the candidate details for new enquiry click on the “Enquiry” option which is located at left side of the screen. You can see below

Once you click on “Inquiry” you can see a new page with Enquiry List. At the right there will be one option “New” click on it. You can see in screenshot with an arrow which indicates the button.
Now you can see the “Add new” form which should be filled with candidate’s details. The asterisk (*) mark denotes the mandatory information to be filled.
Once you complete filling the details now you can see at bottom there is an option “Follow-up”. This format has been set in order to make you remind of the works to be done depending upon the feedback of the candidate.

**For Example:** On adding the details of the candidate now you can give comments if the candidate is Interested or Not Interested depending upon his feedback, and make necessary follow-up with reason and particular dates can be specified. And then “Save”. You can see below in screenshot.
Once you click on save automatically this will be saved in Enquiry list

SEARCH FORMAT

Suppose you want to search the records of candidate from particular dates, you can just enter any one of the following criteria according to your requirement and you will get the data of candidates.

- Search By Date
- Search By First Name
- Search By Last Name
- Search By Course

- Search by Date
- **Search by Course**

You can see the search details of the candidates in enquiry list.
If you want to know the status of candidate you can click on view
Now you can see the details of candidate stored also the next followup date with the particular reason.

**CANCELLED ENQUIRY**

After completing your follow-up suppose the candidate is Not Interested you can select the option *Not Interested* and comment the reason for that also mention the date when cancelled and then “Save”. This enquiry will be cancelled from you records.
ADMISSION FORMAT

If the candidate from enquiry list wants enroll themselves for the respective course, you just need to click on “Enroll” from Enquiry List of the candidate who wish to take admission.

Once you click on Enroll, you can see the details of admission form and also add the related details. Just select the course automatically the fees structure will be added. You can enter necessary fees such as shown below according to your company requirement and conditions.
• Registration Fees
• Admission Fees
• Material Fees
• Examination Fees
• Discount

At bottom there will be number of installments. Enter the number of installments. For Example - 0, 1, 2…, etc depending upon your institutes terms and conditions. As you click on next option automatically drop box will be seen which consists of date and payment.
The 1st Green pointer indicates the number of installments needs to be entered
The 2nd Red pointer indicates the first installment date with amount.
The 3rd Blue pointer indicates the second installment date with amount.

And then “Save” the information.

Once you save the details the now this candidates is enrolled, you can see there list in “Enrollment Student” option at the left. And also at top there message comes “Candidate is successfully enrolled”
Here you can see the details

**Red Pointer indicates** - Candidate is successfully enrolled

**Blue Pointer indicates** - Enrolled Student

Now click on “Enrolled Student”, you can see the list of candidates who have taken admission. Now to check each record, just click on Pointer to see the candidate status payment and also their other details.
You can see in the screenshots below.
Now once you click on View you can see the new page in this Enrolled Student List there are various columns:-

- Student ID
- Date
- Name
- Course
- Batch Time
- Duration

Two content main:

- Student Admission Details - With Yellow Arrow
- Payment Details - With Blue Arrow.
- Red Arrow - the editing part – Edit / update new record
- Photo can be uploaded by browsing the file from your PC’s and then click on **“UPLOAD”-With Green Arrow**

Student Admission details are editable you can edit and again rewrite or update any new things in them ....for example. Suppose student contact number got changed you can edit and save the new updated record of each candidate.
SUMMARY REPORTS

In this you can see the detailed summary report which will
- Inquiries
- Admission
- On Going
- Cancelled
- Graph

Summary Reports can be found
- Today
- Present Week
- Month
DETAILED REPORTS

This is mainly used when the institutes want to search the data of the students according to month and year. Just click on “DETAILED REPORT” “From Date” ↔”To Date”. Select the particular day and then click on “SEARCH”
You will get full details of the students who are “Enrolled” or whose Admission is “On Going”. You can also see the status of the students.
In the payment details you can see the candidate payment records with Date and Amount to be Pay or Paid, Payment Status. To pay the payment just click on “Pay”.
Below screenshot you can see the

**Red Arrow denotes** - Amount

**Blue Arrow denotes** - Payment Status

**Green Arrow denotes** - Pay (payment to be done)

If you want to make any updates /adjustment in there payment you can click on “Edit” option as shown in screenshot with **Red Arrow**. And to do the payment just click on “Pay”. In this Payment page you enter their details also how the amount was given

- **CASH**
- **CHEQUE**
- **OTHER**
If the Mode of payment is cheque you can also write their cheque number accordingly. Once you enter all details just click on “Pay”.

Once you click on “Pay” . You will be taken directly to a new page. At top you can see the remark “Payment successfully paid” pointed with Red Arrow. Yellow arrow indicates the Payment Status changed from UNPAID $\iff$ PAID. Green arrow indicates Action has been done and payment has been done.
ENROLLMENT SEARCH DETAILS:

There are a few categories by which we can search information.
Search By Student ID
Search By First Name
Search By Last Name
Search By Course

Add any one of the following then click on “SEARCH”, you will get all details regarding them. You can see in the screenshot.
Here you can see,

**Green Arrow indicates**- Search records by Candidate courses.
**Red Arrow indicates**- To be Search when click on “SEARCH”.

Now here you can see the details of the candidate whose course we have mentioned in Search option
Blue Arrow – Gives details information which is search by course name.
ALUMNI
Pass out candidates/ Course completed candidates comes under this categories

Once you click on “ALUMNI” you can see the information of those candidates who have completed their course and pass out from your institutes. It has two main content

- View
- Incomplete
To get their details of particular candidate just click on “View “ which is there in front of there “NAME”. 

Now you can get all the details of that candidate.
INCOMPLETE

Again you can go back you will see another option “INCOMPLETE”. Suppose if a candidate have not completed the course but still you enter the candidate in Alumni or completed list. You can just click on “INCOMPLETE” from Alumni List that candidate will be place directly into enrolled list.
That candidate will directly be added into Enrolled List and also it gives us message at the top as “Candidate details are successfully updated”.

SEARCH for ALUMNI

You can search candidate forms or details by the following any one format

Search By Student ID
Search By Name
Search By Course
Search By course: In the Alumni List, just select the course from search option as shown in screenshot and then click on “SEARCH”
II ACCOUNTS

In these you can have four modes. All are related to payments.

- **Pending Payment**
- **Payments**
- **Expenses**
- **Payment Reports.**

**PENDING PAYMENT**

In this you can see the list of candidates whose payments are still pending. And also you can do payment and update the records even you can search the records according to your requirement.

**Red Arrow denotes** the option to get pending list when you click on it.
**Yellow arrow denotes** the Pending payment list
You can search according to date; just select “From Date” to “To Date”. And click on “SEARCH” option. You will get all the pending records of that dates.

FROM DATE ➔ Red Arrow
TO DATE ➔ Green Arrow
SEARCH ➔ Blue Arrow

Once you click on search you will get the pending list of all the dates which you have mentioned
In this you will have option “PAY” in front of every candidates name click on that to make payment of particular candidates.
Once you click on “PAY” you will get all the information about the candidate. There amount to be paid and also number of installments.

At bottom you can see the payment details in these there will be two options:

**Action**

**Payment Status**

If the candidate has paid the amount then his “PAYMENT STATUS” will be **PAID** else **UNPAID**.

To make payment click on “pay” button in the action column.
Once you click on “PAY” you will get new page of payment enter the details accordingly and here you have option for payment either CASH, CHEQUE with cheque number is mandatory, other.
Once you filled all the details click on “PAY”
Now this payment will be saved and your Payment will automatically turn from **UNPAID** to **PAID**. Action will become **BLANK**

You can also see the message at the top of the screen **“PAYMENT SUCCESSFULLY PAID”**
**Student's Admission Details**

<table>
<thead>
<tr>
<th>Date of Admission</th>
<th>Student ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>18-May-2012</td>
<td>14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Darshana Bhonde</td>
<td><a href="mailto:darshna@gmail.com">darshna@gmail.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact No.</th>
<th>Landline No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>9897255486</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thane</td>
</tr>
</tbody>
</table>

**Course Details**

<table>
<thead>
<tr>
<th>Course</th>
<th>Batch</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHP Basic</td>
<td>Evening</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Duration</th>
<th>Course Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 month</td>
<td>10000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No of Installments</th>
<th>Discount</th>
<th>Registration Fees</th>
<th>Admission Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>0</td>
<td>0</td>
<td>1000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Material Fees</th>
<th>Total Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>10000</td>
</tr>
</tbody>
</table>

### Payment Details

<table>
<thead>
<tr>
<th>Installment</th>
<th>Installment Date</th>
<th>Amount</th>
<th>Payment Date</th>
<th>Payment Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>16-May-2012</td>
<td>5000</td>
<td>18-May-2012</td>
<td>Paid</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>25-May-2012</td>
<td>5000</td>
<td>26-May-2012</td>
<td>Paid</td>
<td></td>
</tr>
</tbody>
</table>
PAYMENTS

IN this you will get details of the total payment receive it may be student or other employers. Click on the left option “PAYMENTS”

You will get the entire payment list. At right hand side there will be one option called “MAKE PAYMENT” click on that option you will get payment page. Fill all the details, select particular mode of payment. Also you can make a comment if you want to apply any. You can see in screenshots. Green Arrow denotes the Comments. Yellow arrow to Save.
Click on save this entry will be automatically saves in Payment List and you will also get message at the top “PAYMENT SUCCESSFULLY PAID”. In the below screenshots you can see the entry made along with the comments.
Again in these we have included search option to make it user friendly. Search the following payments according to dates, months, and years. Search **FROM DATE** to **TO DATE**.
Then click on “SEARCH” you will get all the related list of those dates.
<table>
<thead>
<tr>
<th>Payment from</th>
<th>Name</th>
<th>Payment Date</th>
<th>Mode</th>
<th>Amount</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Milin Ghori</td>
<td>15-May-2012</td>
<td>Cash</td>
<td>5000</td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td>Snehal Mehta</td>
<td>15-May-2012</td>
<td>Cash</td>
<td>5000</td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td>Abhi Savant</td>
<td>16-May-2012</td>
<td>Cash</td>
<td>40000</td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td>Abhi Savant</td>
<td>16-May-2012</td>
<td>Cash</td>
<td>40000</td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td>Foonam Patil</td>
<td>16-May-2012</td>
<td>Cash</td>
<td>10000</td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td>Foonam Patil</td>
<td>16-May-2012</td>
<td>Cash</td>
<td>10000</td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td>Milan Satra</td>
<td>16-May-2012</td>
<td>Cash</td>
<td>5000</td>
<td></td>
</tr>
<tr>
<td>Student</td>
<td>Milan Satra</td>
<td>16-May-2012</td>
<td>Cash</td>
<td>5000</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Foonam Patil</td>
<td>16-May-2012</td>
<td>Cash</td>
<td>5000</td>
<td>Done full payment</td>
</tr>
</tbody>
</table>
EXPENSES

Any expense done by your institutes/organization you need to keep those records. So now you can save all your institutes expenses manually. Click on “EXPENSES” you will get the list of expenses you have done.
TO UPDATE NEW EXPENSES

Click on “NEW EXPENSE” shown with Red Arrow. After that you will be directed to Expense Page

You have to enter the details accordingly depending upon your institutes requirements. And then click on “SAVE”. You can see in the screenshots.
Now this entry will be automatically saved in expense List. Also you can see the confirmation message at the top denoted with Red Arrow. Green arrow shows the entry which was updated.
Here you can again search the expenses records according to your requirements. Search the following payments according to dates, months, and years. Search FROM DATE TO DATE.

Once you click on “SEARCH” you will get the ‘Searched Expense List’.
<table>
<thead>
<tr>
<th>Voucher No</th>
<th>Date</th>
<th>Pay to</th>
<th>Amount</th>
<th>Mode</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>10-May-2012</td>
<td>Shobha (Cleaner)</td>
<td>500</td>
<td>Cash</td>
<td>Last months salary given</td>
</tr>
<tr>
<td>2</td>
<td>10-May-2012</td>
<td>Sushila Sawant</td>
<td>3000</td>
<td>Cash</td>
<td>Give her placement candidate money</td>
</tr>
<tr>
<td>3</td>
<td>18-May-2012</td>
<td>Santa Nilam</td>
<td>1000</td>
<td>Cheque</td>
<td>done</td>
</tr>
</tbody>
</table>
PAYMENT REPORT

Last option in these is Payment reports. Once you click on it you will get the Payment Reports and Expenses Reports done by your institutes. It will be shown in three formats

- **Today**
- **Weekly**
- **Monthly**

And also it will specify with the modes of payment either CASH, CHEQUE or OTHER.

![Payment and Expenses Report](image-url)
III SETTINGS

COURSES:

In these filled you can enter the various courses held in your institutes. Click on the “COURSES” option at left side of the screen in Settings. You will get the courses list.

Once you click on the courses you will find the course list at top on right side there will be option “Add New Course” click on it to add new course in your institute. You can see in the screenshot shown with Green Arrow.
Once you click on “Add New Course” you will get new details which should be filled according to your institute’s requirements. Also, you can specify particular notes for that course and then “SAVE” shown with Green Arrow.

You can see the course is added to your courses list.
## Course List

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Eligibility</th>
<th>Duration</th>
<th>Fees (Rs.)</th>
<th>Batch Pattern</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD</td>
<td>Master Degree</td>
<td>2 years</td>
<td>45000</td>
<td>quarterly</td>
</tr>
<tr>
<td>B.Com</td>
<td>10+2+3</td>
<td>12 months</td>
<td>90000</td>
<td>yearly</td>
</tr>
<tr>
<td>BBA</td>
<td>Degree</td>
<td>3 years</td>
<td>45000</td>
<td>yearly</td>
</tr>
</tbody>
</table>
BRANCHES:

Branches is “One institute holding its number of institutes in different locations”. In this software you can arrange number of records as per your institutes locations. At left side you can see the “BRANCHES” options shown with Red Arrow once you click on it, you will get all the information of branches under your organization. At the right hand top there is another option “ADD NEW BRANCHES” shown by Green Arrow if you want to add new branch you can click on it.
After you click on Add New Branch you will get a new page in which you have to fill all the details of the particular branches you are holding. There is one option “BRANCH CODE” in which you can assign it by giving Branch Initials, Number or both criteria can be applied. Then click on “SAVE”. You can see in screenshots shown with an arrow.

This branch information will be added to your Branch list.
Next option is “USERS”. Users are mostly referred to client who is handling this software. You can maintain separate records of every user with their Name, Address, Contact Number, Email, and Branch under which they are working. Click on the option “USERS” which you can see at left side of the screen in settings. Once you click on it you will find the list of users using this software. To add new user click on “ADD NEW USER” option this is on right hand at top. You can see in the screenshots

Users—Red Arrow
Users List—Green Arrow
Once you click on “Add New User” you will get a new page to add the related information about the user. Fill all the details and set a particular password through which they can login this software. You can also specify the level of the user accordingly by choosing any one option:

- Super Admin
- Manager
- Branch Manager
- Staff User
- Staff Accountant
- Staff Faculty
- Staff Counselor
Select any one according to your post and with that email id i.e. username and password you can directly login this software.

Once you select the Access level click on “SAVE”. 
This record of the user will be directly added to “USERS LIST”.

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
<th>Branch</th>
<th>Access Level</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunny</td>
<td>Thane</td>
<td>0839520307</td>
<td><a href="mailto:sundeep@gmail.com">sundeep@gmail.com</a></td>
<td>Malad</td>
<td>Manager</td>
<td></td>
</tr>
<tr>
<td>Supriya</td>
<td>Thane</td>
<td>043919819</td>
<td><a href="mailto:supriya@gmail.com">supriya@gmail.com</a></td>
<td>Thane (Main)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pawan</td>
<td>Malad</td>
<td>9899486187</td>
<td><a href="mailto:pawan@gmail.com">pawan@gmail.com</a></td>
<td>Malad</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anirudh</td>
<td>Bhavnagar</td>
<td>9078046856</td>
<td><a href="mailto:anirudh@gmail.com">anirudh@gmail.com</a></td>
<td>Thane (Main)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AK</td>
<td>KALYANI</td>
<td>6417407</td>
<td><a href="mailto:ak@gmail.com">ak@gmail.com</a></td>
<td>Kalyan Branch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vaibhav</td>
<td>Andheri</td>
<td>8434719004</td>
<td><a href="mailto:vaibhav@gmail.com">vaibhav@gmail.com</a></td>
<td>Andheri</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tushar</td>
<td>Thane</td>
<td>7735312962</td>
<td><a href="mailto:tushar.dhanvade9@gmail.com">tushar.dhanvade9@gmail.com</a></td>
<td>Thane (Main)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
BATCHES:

Every institute arranges their classes according to specified time management. Here you can arrange batches of the particular courses according to your institute’s requirements. Once you click on “BATCHES” you will see the batches list which is specified by your institutes. Also if you want to add new batch in your institutes just click on “ADD BATCH”.

Once you click on “Add Batch” you can see the new page where you can set the necessary updates and fill the information which you want to set for the new batch. Then “SAVE”. You can see in the screenshots.
This record will be seen in the “BATCH LIST” you can also “EDIT” this batch in case if your institutes time management changes.
FACULTY

In this software you can store the records of the faculty who will be working with the institutes. Mainly the head or manager needs this records of their institute’s faculty. Just click on “FACULTY” option on the left side. You will get the faculty list with their Name, Address, Contact No., Email, and Topic which is under them. To add new faculty in your institutes click on “ADD FACULTY”.
Once you click on it you will get new page enter the details and then click on “SAVE”. This information will be saved directly in Faculty List.
MODIFYING PROFILE

Every institute or organization has their own profile. Once you click on profile the institute's profile is seen. In this you can add the details also the logo of your institutes and then “SAVE”. WE have also set “EDIT” option in case if your Branch changes you can set the new address with their details. To set the logo “BROWSE” the link and then click on upload your logo will be set at the left side in the top shown in the screenshot with Red Arrow.
LOGOUT

After finishing all the entries if you want to “EXIT” from this software just click on “LOGOUT” which is situated at right hand side at the top.
Eduzilla is a product of AceSys

http://eduzilla.in/