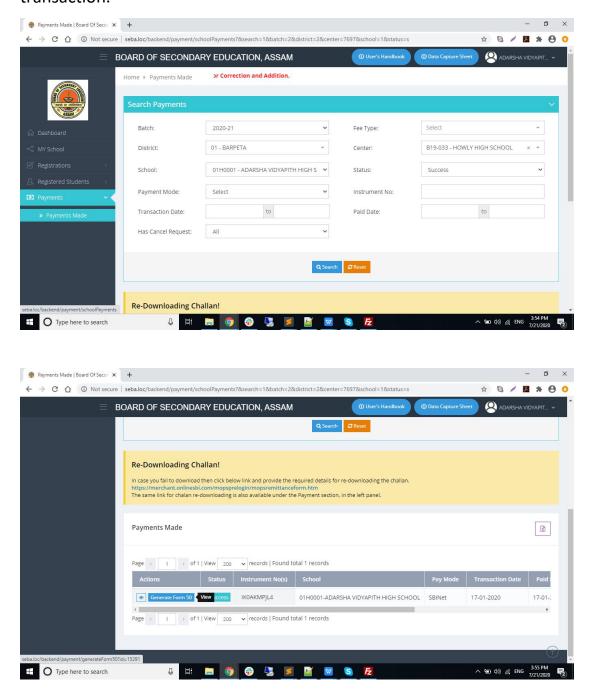
Correction Steps

Step 1: Go to "Payments Made" section under "Payments". Download the Form 50, which is available for each successful transaction.

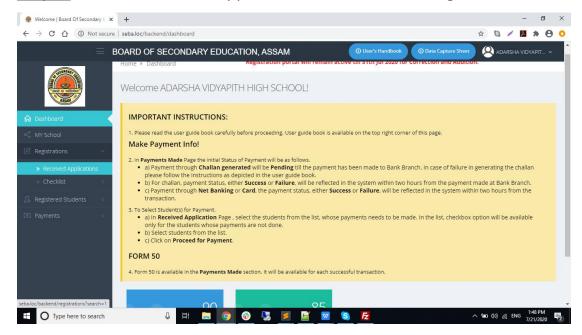


Step 2: Print the Form 50 and validate all the student's information against the School Admission Register. If possible student's information may be validated with the Student or Parent.

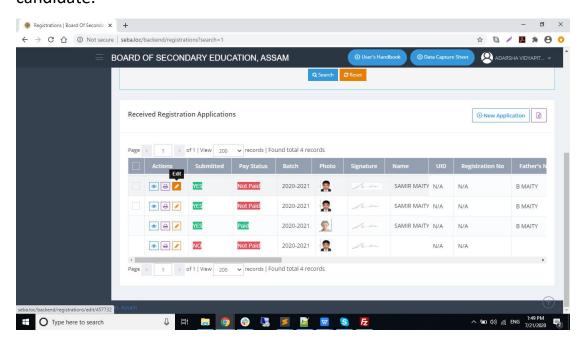
Step 3: In the above step (Step 2), shortlist the candidates for which correction needs to be made.

Correction Steps

Step 4: Go to "Received Applications" menu under "Registrations".



Step 5: Click on icon against the shortlisted candidate for correction in Step 3. You will be redirected to the edit page of the candidate.



Step 6: Make necessary corrections for each shortlisted candidate.

Correction Steps

Step 7: Click on Submit button to save the changes. Your corrections will be saved succefully.

