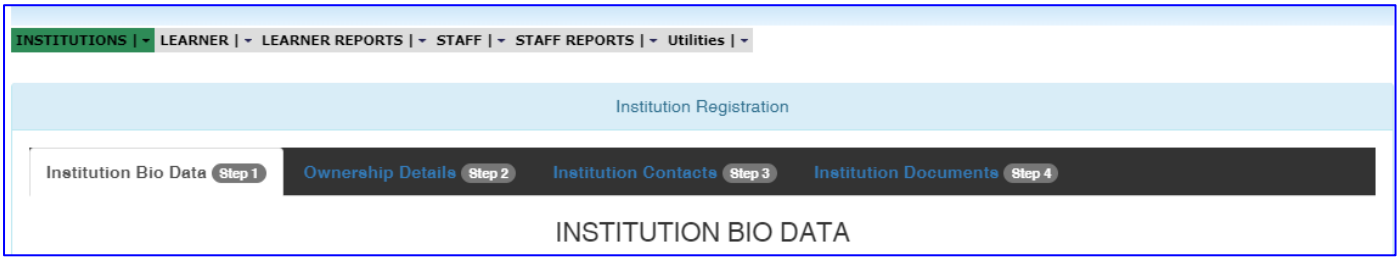
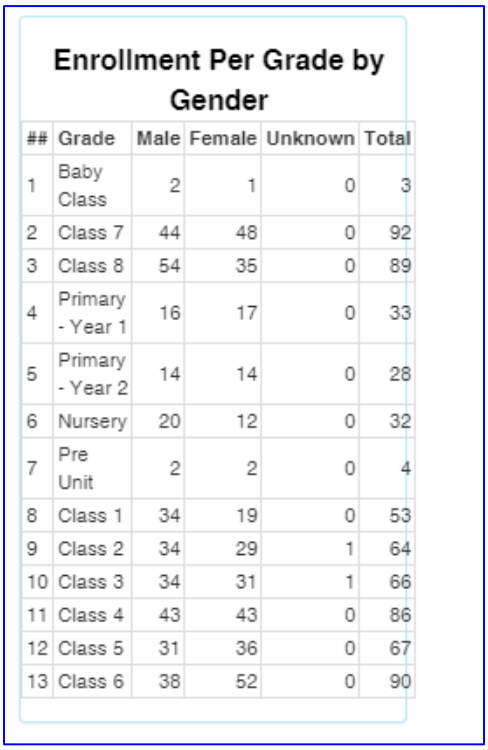
STEP 1: Complete All Institution Biodata (4 Steps and Save Every Step). Take note of KNEC Code and TSC Code, where applicable



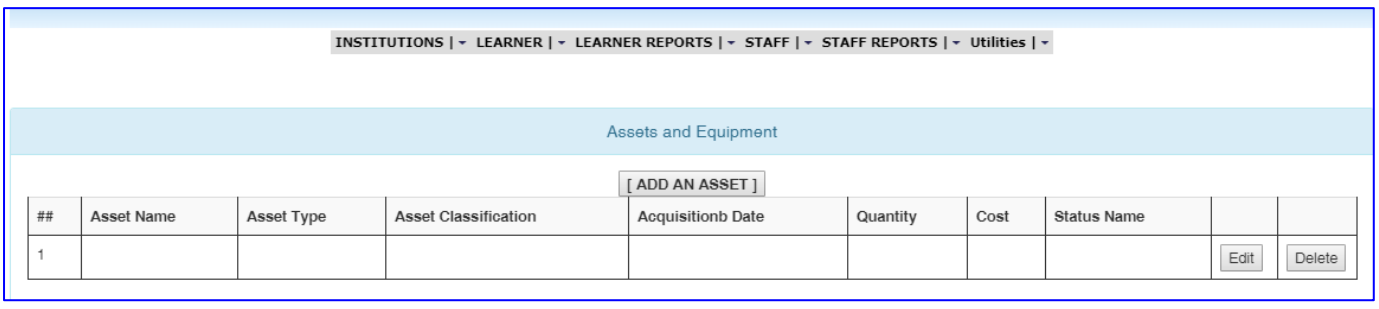
Step 2: See Enrolment Summary



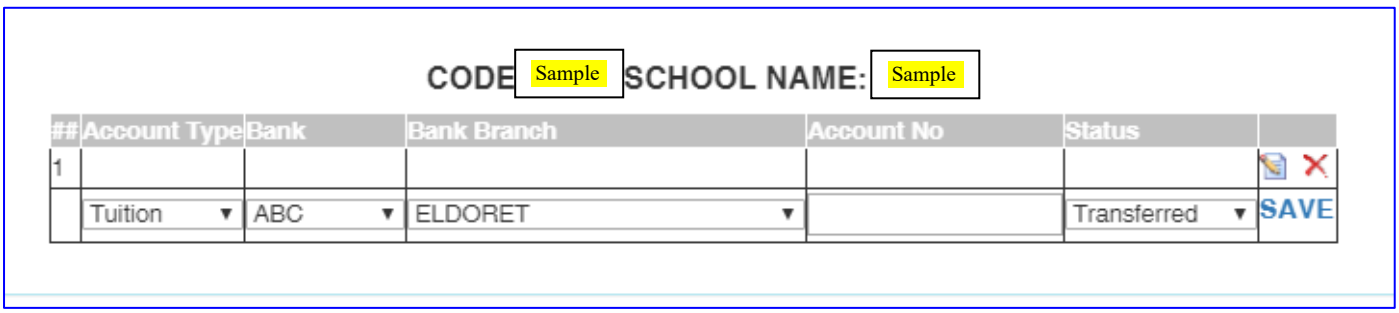
Enrollment Per Grade by Gender

##	Grade	Male	Female	Unknown	Total
1	Baby Class	2	1	0	3
2	Class 7	44	48	0	92
3	Class 8	54	35	0	89
4	Primary - Year 1	16	17	0	33
5	Primary - Year 2	14	14	0	28
6	Nursery	20	12	0	32
7	Pre Unit	2	2	0	4
8	Class 1	34	19	0	53
9	Class 2	34	29	1	64
10	Class 3	34	31	1	66
11	Class 4	43	43	0	86
12	Class 5	31	36	0	67
13	Class 6	38	52	0	90

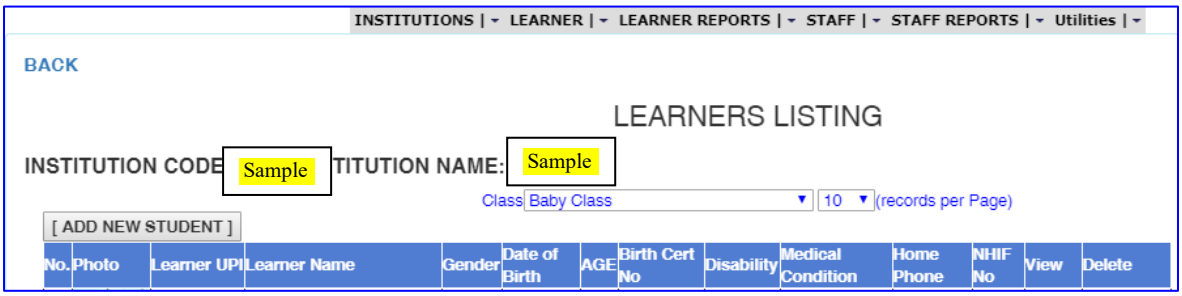
Step 3: Add Infrastructure



Step 4: Add Bank Accounts (Simba & Operations)

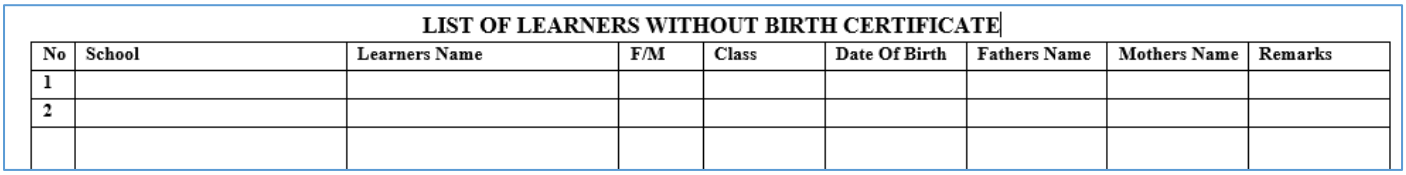


Step 5: View My Learners and Add New Learners. Capture all details in Biodata (3 Steps)



Ensure that you capture the correct class for the new learner/ student

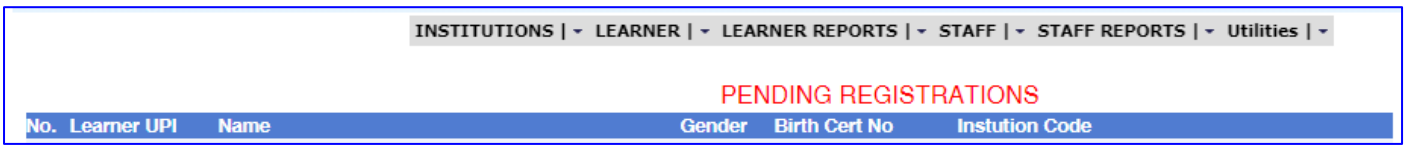
Step 6. Capture the details of learners in pending registration but without Births Certificates



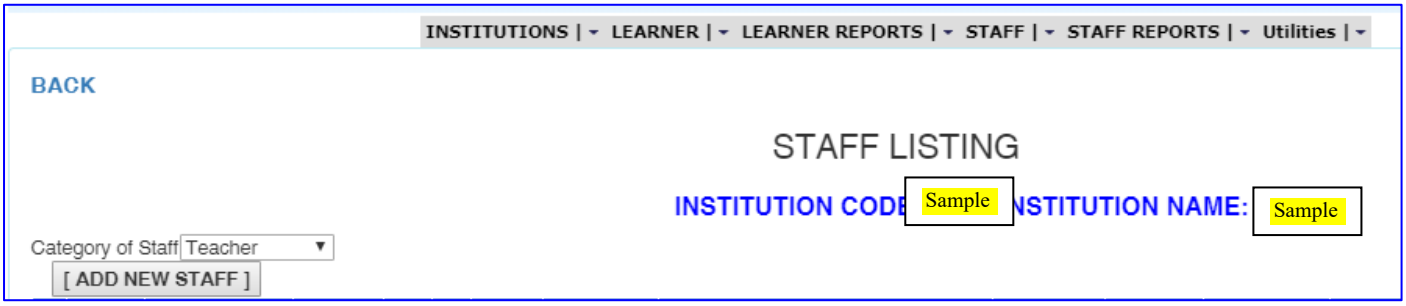
LIST OF LEARNERS WITHOUT BIRTH CERTIFICATE

No	School	Learners Name	F/M	Class	Date Of Birth	Fathers Name	Mothers Name	Remarks
1								
2								

Step 7: Check on Pending Registrations and Update Learners Biodata, Contacts and Special Needs, the Save)

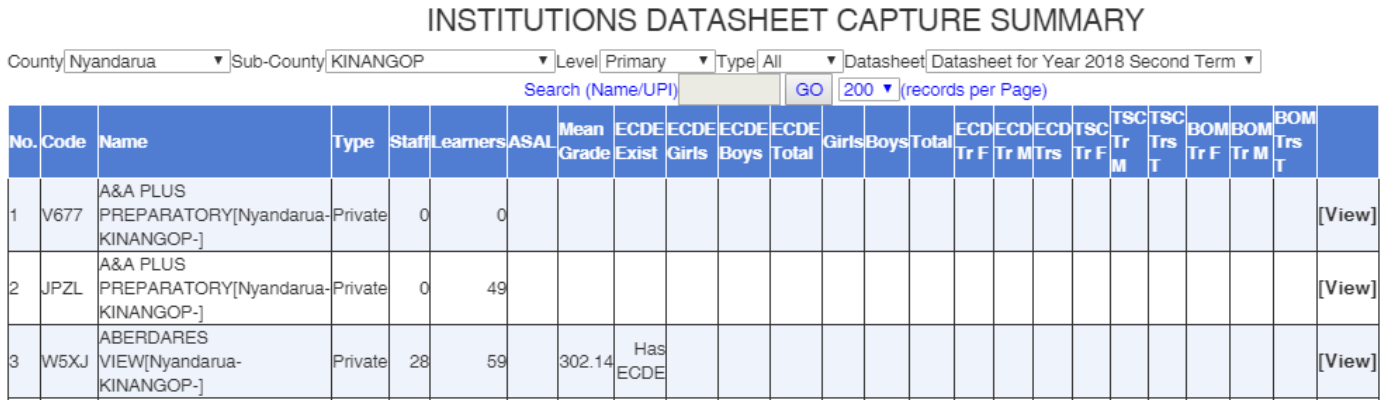


Step 8: See My Staff and Update Details. Capture staff category for Non-Teaching Staff as Auxiliary Staff



The List of Pending Registration Includes Learners and Staff. Ensure that you update accordingly.

Step 9: Capture Institutions Data Sheet (2017 and 2018)



INSTITUTIONS DATASHEET CAPTURE SUMMARY

County Nyandarua Sub-County KINANGOP Level Primary Type All Datasheet Datasheet for Year 2018 Second Term

Search (Name/UPI) GO 200 (records per Page)

No.	Code	Name	Type	Staff	Learners	ASAL	Mean Grade	ECDE Exist	ECDE Girls	ECDE Boys	ECDE Total	Girls	Boys	Total	ECD Tr F	ECD Tr M	ECD Trs	TSC Tr F	TSC Tr M	TSC Trs T	BOM Tr F	BOM Tr M	BOM Trs T	
1	V677	A&A PLUS PREPARATORY[Nyandarua-KINANGOP-]	Private	0	0																			[View]
2	JPZL	A&A PLUS PREPARATORY[Nyandarua-KINANGOP-]	Private	0	49																			[View]
3	W5XJ	ABERDARES VIEW[Nyandarua-KINANGOP-]	Private	28	59		302.14	Has ECDE																[View]

Step 10: Submit Daily Progress Data