

EDUCATION MANAGEMENT INFORMATION SYSTEM

QUICK STARTER GUIDE

OPEN COMPAS



RELIABLE SERVICES

Mail us : opencompas1@gmail.com

Call us : +91 7879222223, +91 9009672400

Support : support@opencompas.com

Call Us : +91 7879222223

Corporate Address

RELIABLE SERVICES

A-706, 7th floor Babylon Tower

Near Magneto mall, vip square labhandi Raipur (C.G.) 492001

INDIA

Corporate Website

Reliableservices.org

Product Website

www.opencompas.com

Minimum Requirement For Online & Offline operation

a. Firefox Mozilla latest version should be installed in your system if not installed please click below
<https://support.mozilla.org/en-US/kb/how-download-and-install-firefox-windows> (link for step by step installation of latest firefox for windows.

b. Shockwave Flash Player latest version
<https://www.adobe.com/shockwave/download/alternates/> (link for installation)

c. Install Adobe Page Reader latest version
<http://get.adobe.com/reader/> (Link for latest version installation)

please make sure that above mention all product is configured with your system. For any assistance please call +91 9229233311.

Direct Connect with Director in case of any trouble in support system :
+91 7879222223, +91 9009672400

Please follow below steps for Quick Start with opencompas

Step 1: Online Login Process

- Please type the URL Provided to you in the updated browser .
e.g. : rkc.opencompas.com, maic.opencompas.com,
dav.opencompas.com, dps.opencompas.com (we start url with your school or college name and followed with opencompas.com)
- You will get a beautiful login screen in-front of you, put your user id and password properly and click on [End-User License Agreement](#) and finally click on LOGIN Button. In case of lost of password just click on Forgot Password, follow the instruction and you will get the password.

Offline Login Process

- Please type the URL which has been created by our executive and provided to your admin
e.g. : server/school_New/Login, workstation/Opencompas/Login (first part of URI stands for your server name second part of the Url stands for the Name of Directory and third part of the Url stands for file name which is going to be run)
- URI creation totally depend on your hardware setting, you have to take a precaution that don't change computer name
- Please intimate us before formatting or changing server name otherwise we will not be able to give smart support to you.

Step 2: LOGIN Dashboard (As per your Designation)

- As and when you will login on opencompas you will get a iconic Dashboard, which gives full facility for data operation, as per you need select or click on Icons and complete your task.

SMART SUPPORT DESK

We have a dedicated support team who support to you like anything for smooth working. You can communicate on different ways listed below.

A. Telephonic : (7879222223, 8269001888, 8349560622)

B. Email Conversation : (support@opencompas.com, opencompas1@gmail.com)

C. Fast Track Support : Option in Opencompas. (Just click on top right button we will call back you and give support) if you don't have sufficient SMS balance on opencompas it will not work.

Responsibility of your esteem organization

1. We will upload one time data of Student, Staff, Library, Fees Structure, Inventory masters file only. Please update or insert all data on regular basis.
2. Change on report are applicable on first year only.
3. No database changes will be entertain by our support team if you will communicate with Mobile
4. Please send us a mail for any changes, you will get max resolution date and time with in 2 hrs.
5. Please send mail with proper approval of Principal or Director
6. Bulk SMS panel will be work with prosys API only outside API will not be entertain with opencompas.
7. Offline Mode : Please take regular data backup. In case of data lost we will not be responsible
8. Please update your computer with latest Anti-Virus

HELPLINE : +91 7879222223