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KENDRIYA VIDYALAYA SANGATHAN  
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F.140331/16-KVS(BPL)

Date: 19.03.2018

The Principal  
All Kendriya Vidyalayas  
Bhopal Region

**Most Urgent/Time Bound**

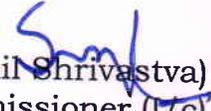
Sub:- Query related to software -reg

Madam/Sir,

With reference to the subject cite above please find enclosed herewith the e-mail received from the KVS online help desk team for information and necessary action at you end.

You are requested to go through the e-mail personally and strictly follow the steps suggested by the team.

Yours faithfully

  
(Sunil Shrivastva)  
Deputy Commissioner (I/c)

Copy to :

The Member of RO helpdesk team Bhopal to coordinate the same .

  
Deputy Commissioner (I/c)

Subject: Re: Fw: Query related to software

From: supratik@cse.iitb.ac.in

To: apskgw1@yahoo.co.in; acbhopal@yahoo.com; ackvsbhopal@yahoo.com; aruna@cse.iitb.ac.in; kvsromumbaiadmission@gmail.com

Date: Monday, March 19, 2018, 9:29:54 AM GMT+5:30

Dear Sir/Madam,

Regarding your queries:

1. "View Submitted Applications" shows all submitted applications.

If you want to view only those applications whose status is "Docs not ok" or "Unverified", you need to click on "View Status of Applications" in the left menu. Here, you will see several filters at the top, one of which is "Verification Status". You can choose the verification status of applications you want to view. For example, if you want to view only "Unverified" applications, choose "Unverified" in the "Verification Status" filter at the top of the page. Then click on "Apply". This will show all "Unverified" applications. If you want view only "Docs not ok" applications, you can choose "Docs not ok" in the "Verification Status" filter.

It is advisable to open the "View Status of Applications" in a new browser tab, while "View Submitted Applications" is opened in another tab. This will allow you to work with both views simultaneously. In order to open a new tab, please use the right mouse button for clicking and choose "Open in a new tab"/"Open in a new browser window".

2. To see "Invalid" applications, i.e. applications whose verification status has been marked as "Invalid" by the school, please use the same procedure as in 1 above. In the "Verification Status" filter, please choose "Invalid" instead of "Unverified".

3. If a parent changed, modified and saved an application since the last time you saw it in the list, but did not submit the application again (i.e. did not go to the "Declaration and Submit" tab in the parents' portal and click on "Submit" again), the changed application will not be considered as submitted. Unless a parent agrees to the declaration on the "Declaration and Submit" tab of the parents' portal and clicks the "Submit" button after making any changes, the application is considered as not submitted. All such applications will show up in the list of incomplete applications for your school. Please check if the application shows up in the list of incomplete applications (click on "View Incomplete Applications" in the left menu) and contact the parent immediately, if needed.

Of course, if the parent changed the choice of school such that your school is no longer among the three choices, and if the parent actually submitted the application after removing your school as one of the choices of schools, then the application will not show up even in the list of incomplete applications.

Hope this helps.

Best regards,

Supratik Chakraborty

On Monday 19 March 2018 09:13 AM, KUSHWAH ARUN PRATAP SINGH wrote:

Sir/madam

with reference to the subject cited queries received from various KV's of bhopal region are being forwarded at your end.

'With warm regards'

ARUN P S KUSHWAH

PGT- C S Member Regional Help Desk KVSRO Bhopal

K V NO.3 DANISH NAGAR BHOPAL (M.P.)

9300450761

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*Handwritten notes:*  
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 10/3  
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—  
Sir,

We have following queries regarding admission software

1. All the forms of "Docs OK" status are displaying in View Submitted application area again which is creating confusion , it should not be displayed in View Submitted Application area.

2. We are unable to see the invalid applications.

3. We are not able to find some applications which were earlier in the list .

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**(PURAN LAL)**  
**PRINCIPAL**  
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