USER MANUAL

PEIMAN

(Andriod Application)

Punjab Education Initiatives Management Authority

(PEIMA)

Introduction:

Every Licensee of PEIMA school is provided Login Credentials against each of his / her school and the Licensee add multiple types of data related to his / her school:

1. Student's Data
2. Teacher's Data
3. School Infrastructure
4. Basic Facilities
5. Furniture
6. Playing Facilities
7. ECE Room
8. Etc.

PEIMAN is a mobile application developed for the verification of data entered by the Licensees in PEIMA-School Information System (SIS).

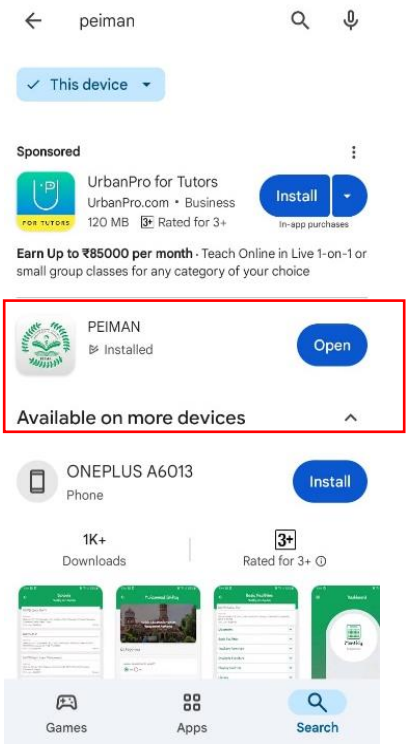
Who will verify data?

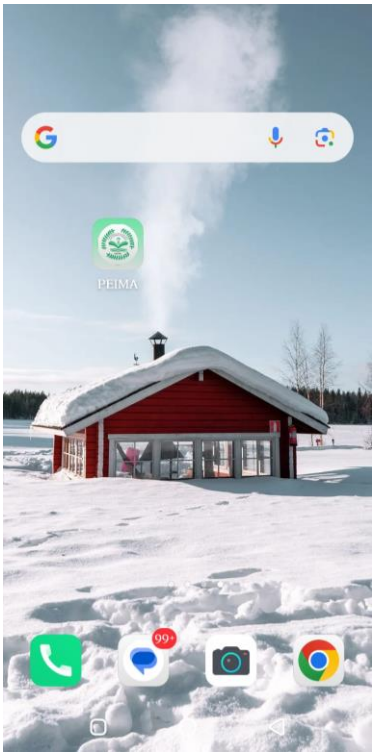
Two types of Users:

1. Assistant Education Officer (AEO) of School Education Department
2. Any other users with Login Credentials provided by PEIMA.

How to Install App?

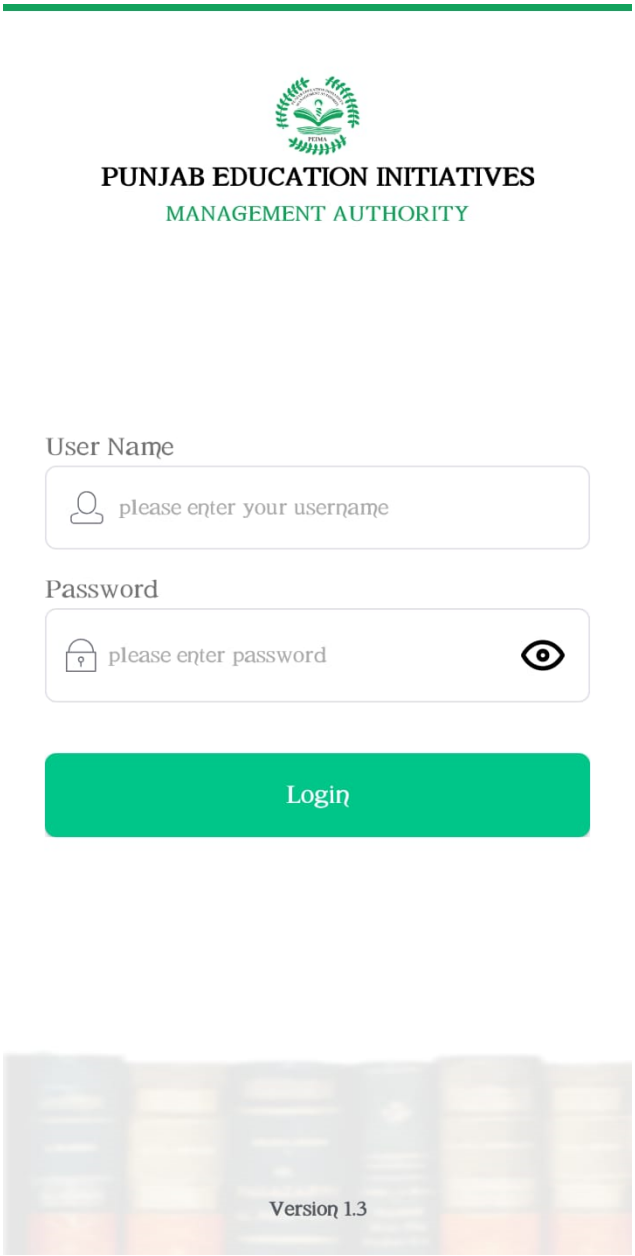
1. PEIMAN can be installed in any Android Mobile.
2. Go to Google Play Store.
3. Type PEIMAN in Search Bar.
4. Install the Application.

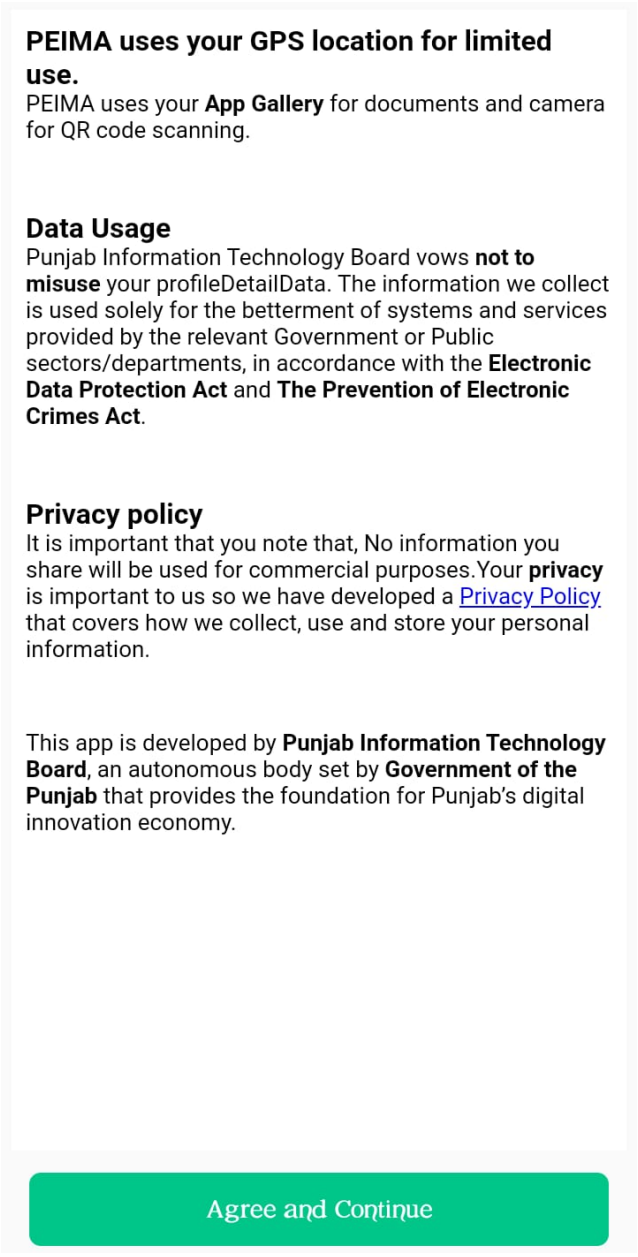




How to login?

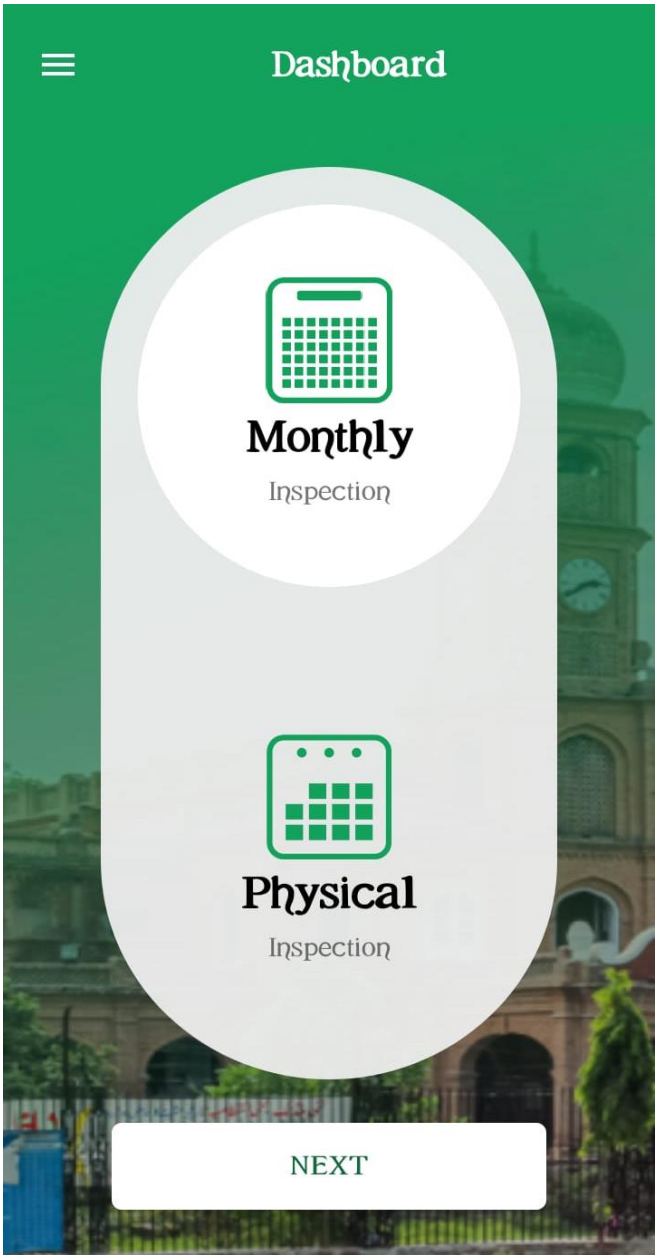
1. Open the PEIMAN Application
2. Enter Username (13 digits – likely CNIC without dashes) & Password
3. Username & Password for the AEOs are the same as on their School Education Mobile Application
4. Username & Password for the Other users will be provided by PEIMA office.

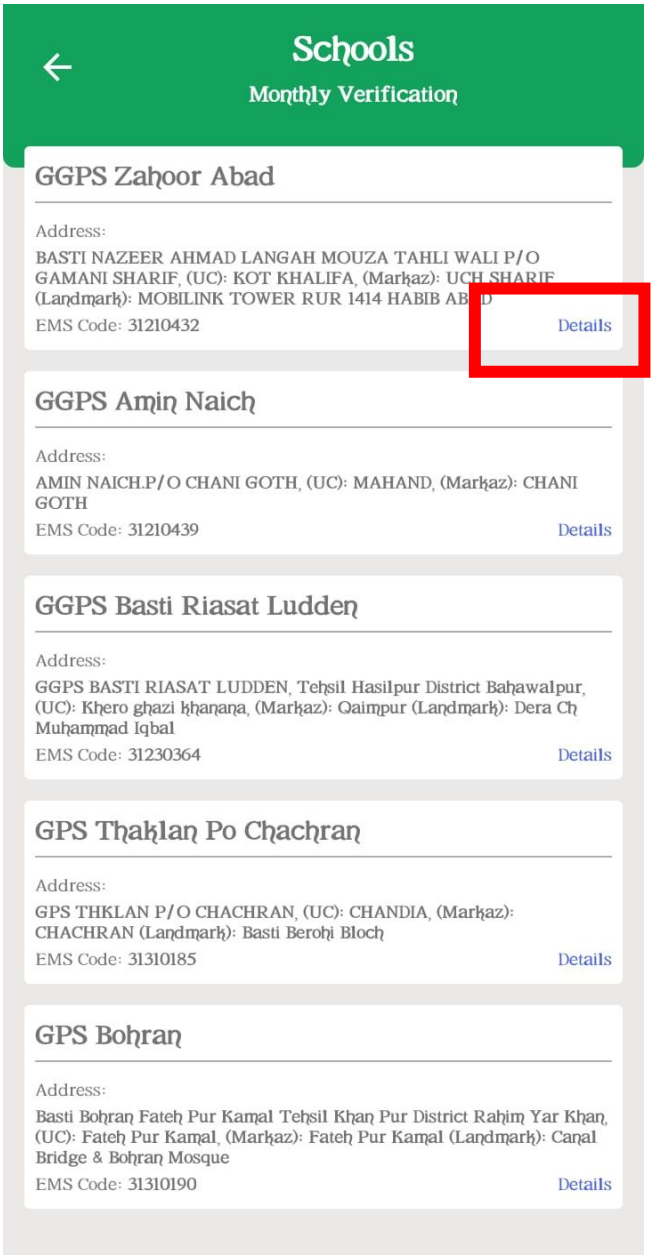




Dashboard:

1. After successful Login , a user will be landed on Home Screen.
2. Two types of verification Offered.
    a. Monthly Verification- Verification Activity Performed in every month.
    b. Physical Verification- Verification Activity Performed Bi-Annually (Most Likely).
    c. Select any of the available Verification Type and click Next.
    d. User will be shown , a list of schools assigned to him for verification.
    e. For AEOs these schools belongs to his / her Markaz , assigned to hem / her by SED.
    f. User will click on **Details** at bottom right corner of each school to start verification of any of the assigned school.





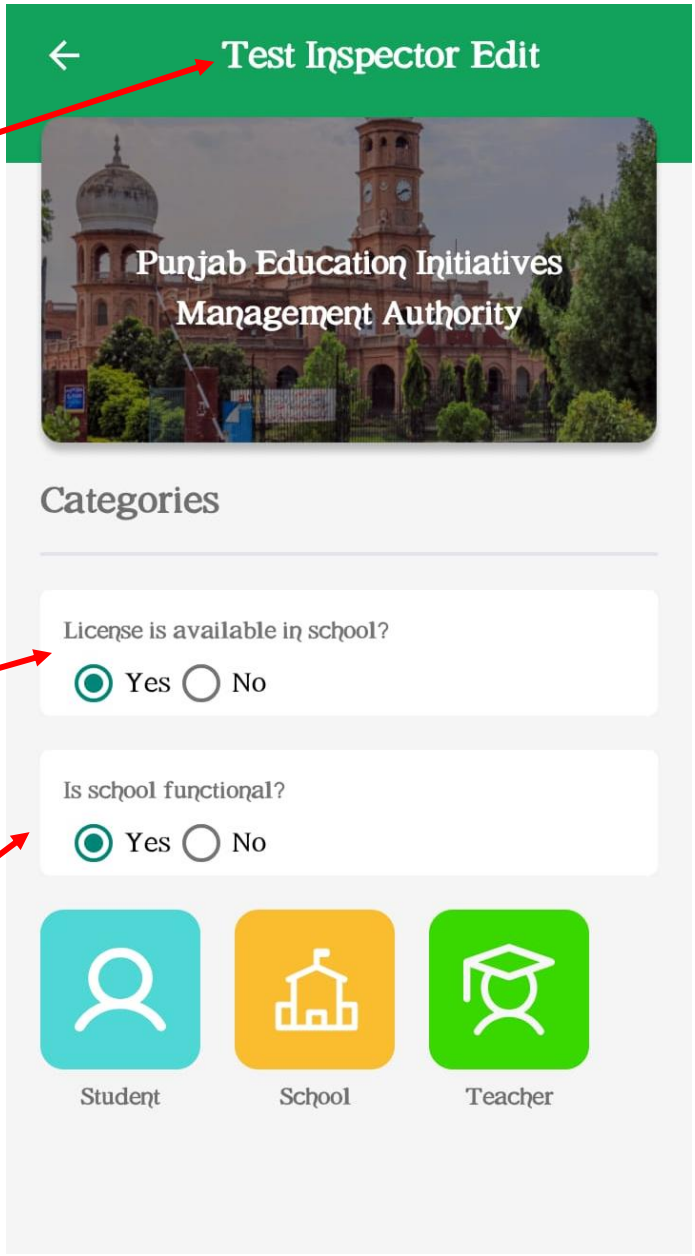
MONTHLY VERIFICATION

1. When User clicked on Details against any of the assigned school, following screen appears.

Name of the Verification Officer

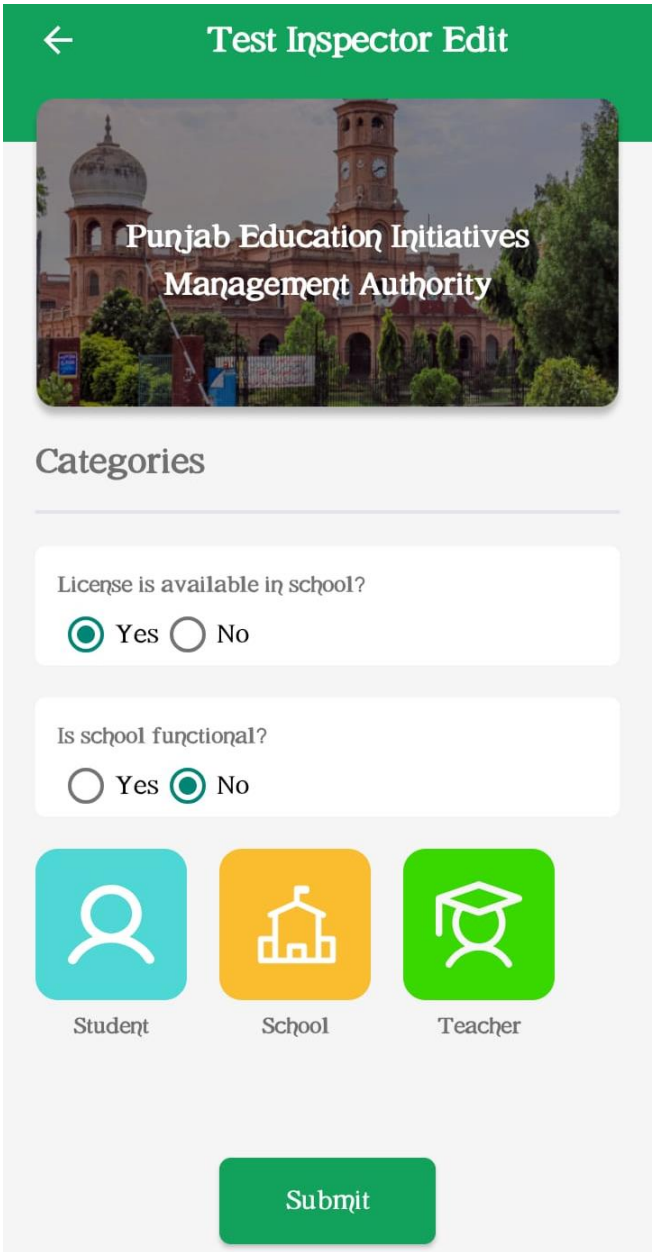
User will provide Information that, when he visited the School, whether the licensee is available or Not?

User will provide Information that, when he visited the School, whether the school is Functional or Not Function.



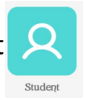
MONTHLY VERIFICATION

2. In case the user found that the school is Not Functional and select on "No". then following screen will appears.
3. User will click on Submit Button and the activity will be Completed
4. In case the user found that the school is Functional and select on "Yes", he will choose, one of these three options.



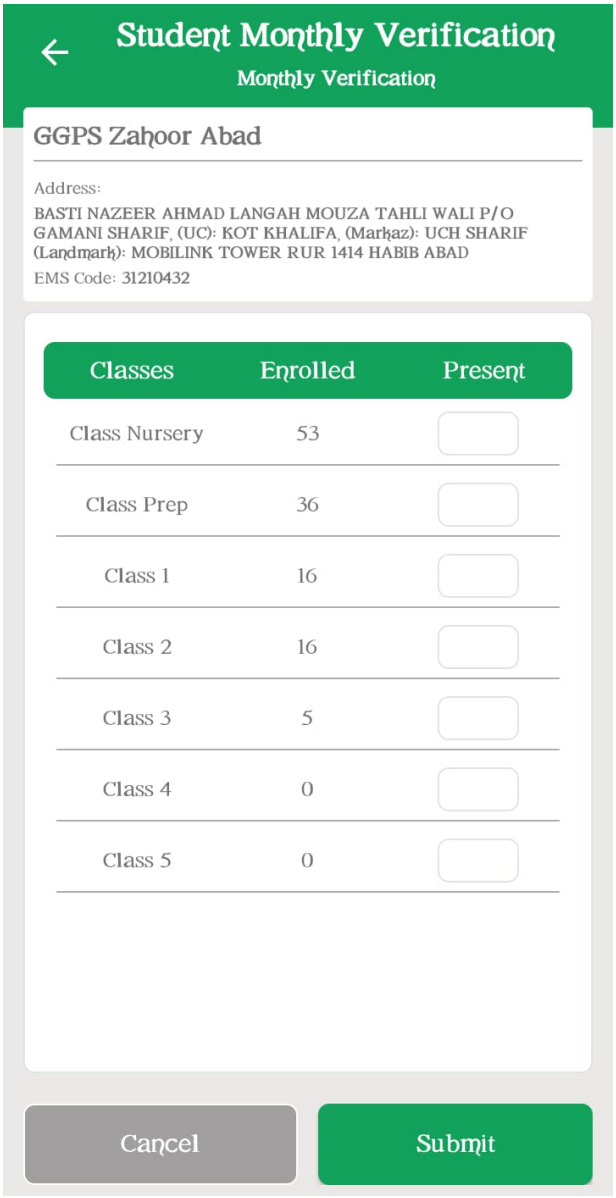
MONTHLY VERIFICATION

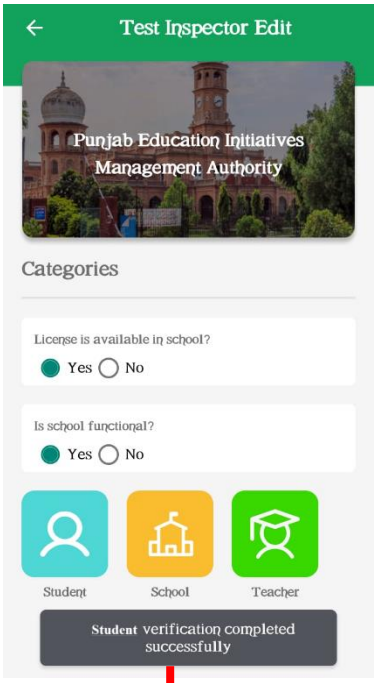
Student Verification

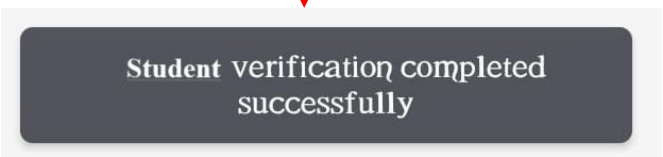
1. If the User select 

,this screen will appear.

2. "Classes" column shows Name of the Class
3. "Enrolled" means, number of students available in PEIMA-SIS.
4. "Present" means, number of students found present in class at the time of visit.
5. User will enter "Present" Students in each class and click on Submit Button.
6. Wait for a while and User will redirect to main screen with a Successful Completion message.

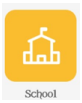




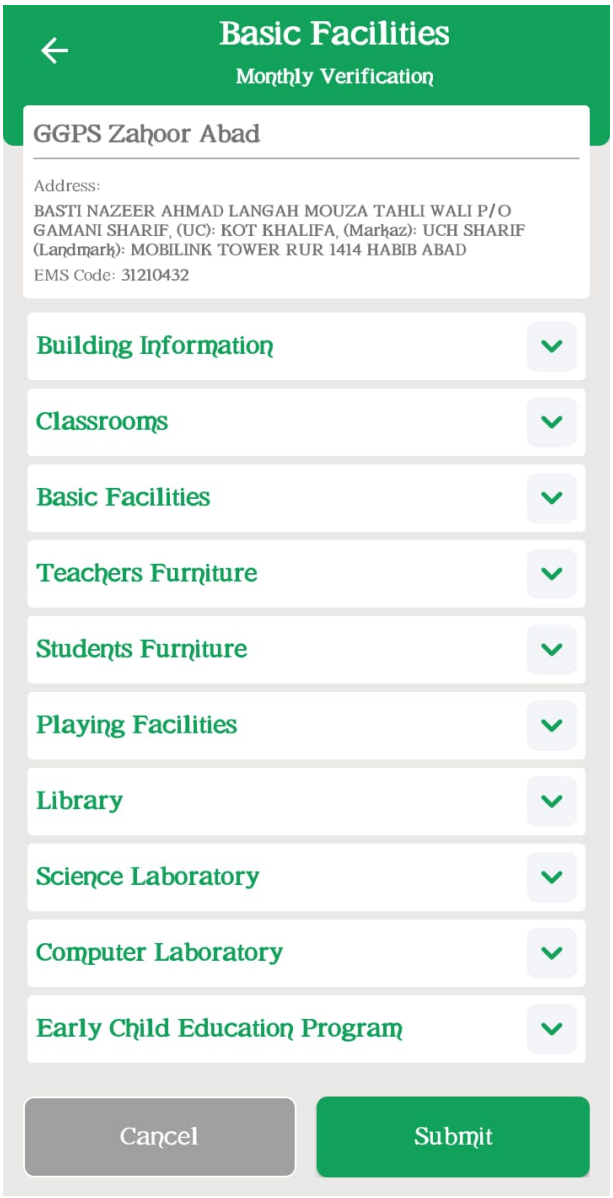


MONTHLY VERIFICATION

School Verification

1. If the user select 

, this screen will appear.
2. User will have to make Verification against each section.
3. User will click on the Dropdown arrow appears on the right side of each section.

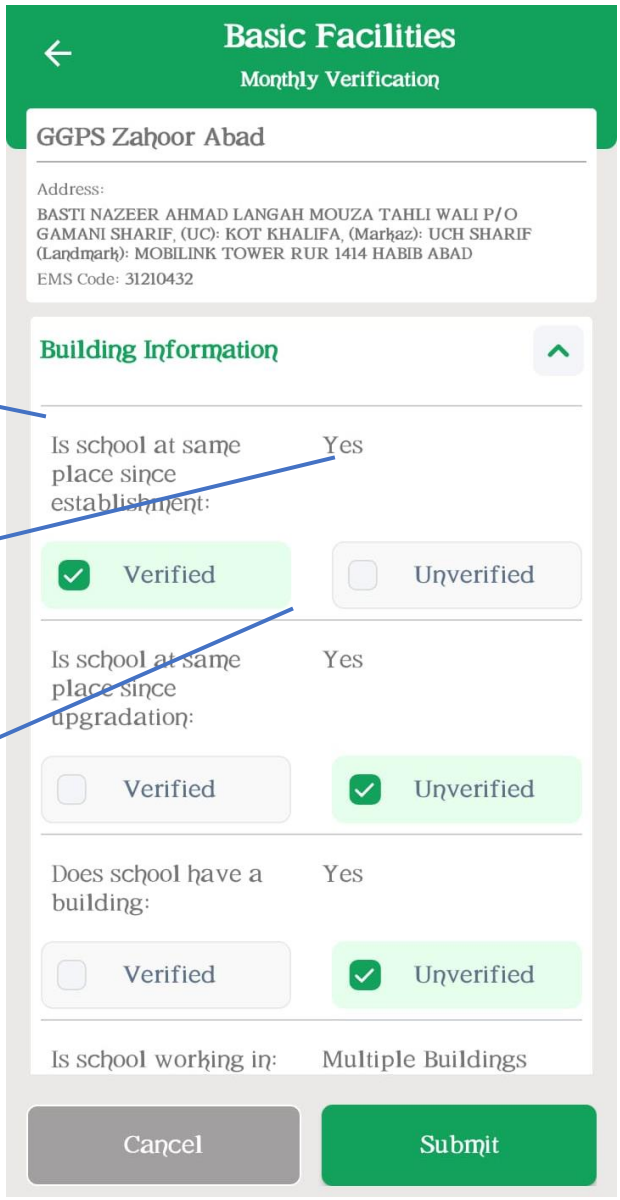


MONTHLY VERIFICATION

School Verification

- **Building Information**

1. When a user click on Dropdown against Building Information, following screen will appear.

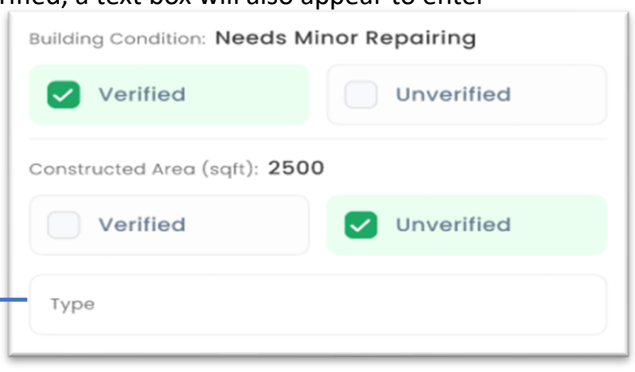


Verification Indicator

Value Entered by the Licensee in PEIMA-SIS and reflecting in PEIMAN App

In case the Value entered by the Licensee is correct , User / Verification Inspector will click on Verified , otherwise Unverified

2. User / Verification Inspector will scroll down all the fields and mark them as Verified / Unverified.
3. In latest version of PEIMAN App , if User select Unverified, a text box will also appear to enter the correct value.

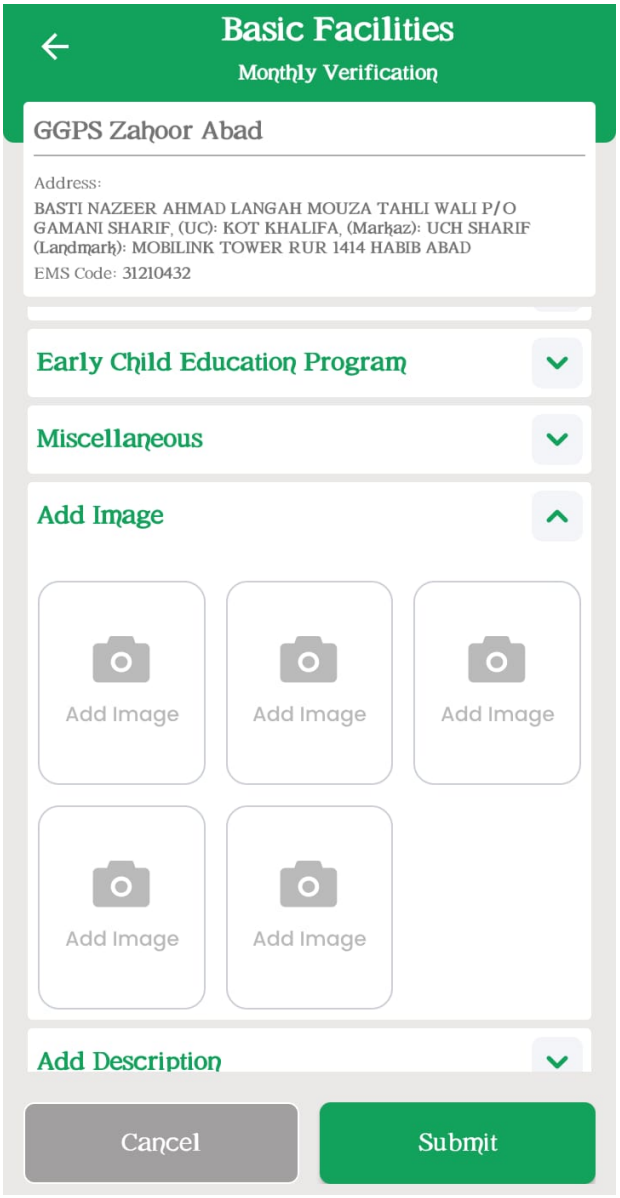


User will enter here , correct value against Unverified field

MONTHLY VERIFICATION

School Verification

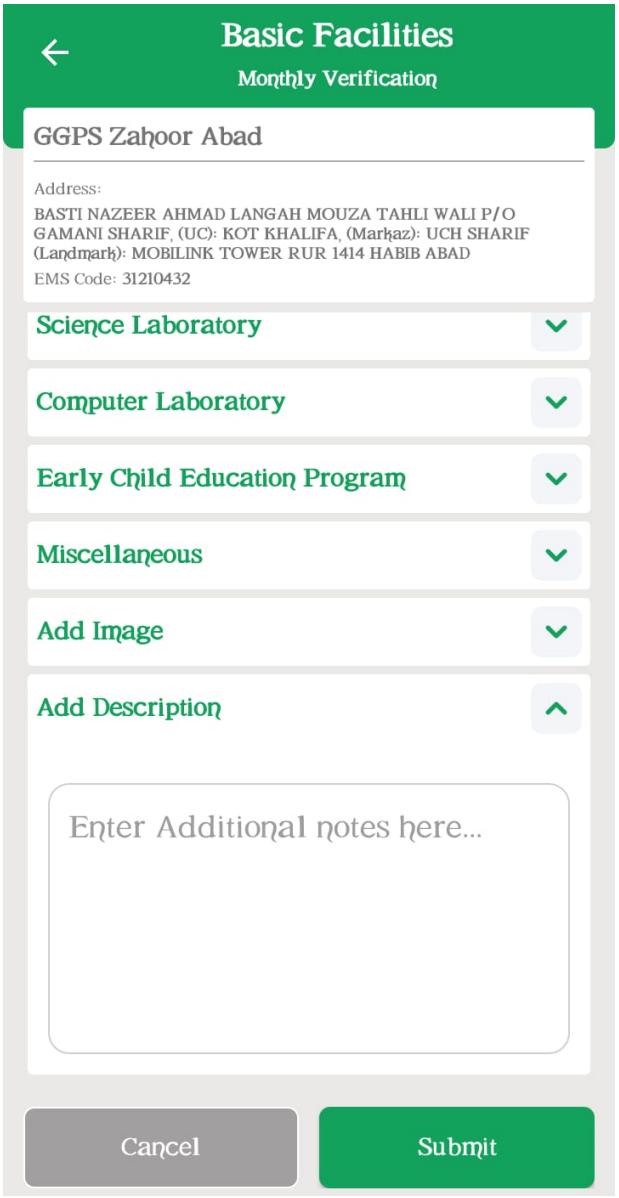
1. Same as Building Information, User will verify
    - Classrooms
    - Basic Facilities
    - Teachers Furniture
    - Students Furniture
    - Playing Facilities
    - Library
    - Science Laboratory
    - Computer Laboratory
    - Early Child Education Program
    - Miscellaneous
2. User will have to **upload Five images** of the School by using "Add Image".
3. Images should be very clear and meaningful.
4. One image should contain Picture of Verification Inspector standing in front of School's main gate with clear main gate and PEIMA Board in background.
5. Other Images can be Overall view of the school, toilets condition, Classrooms, dangerous building, broken boundary wall or any other Image providing some meaningful information about school.

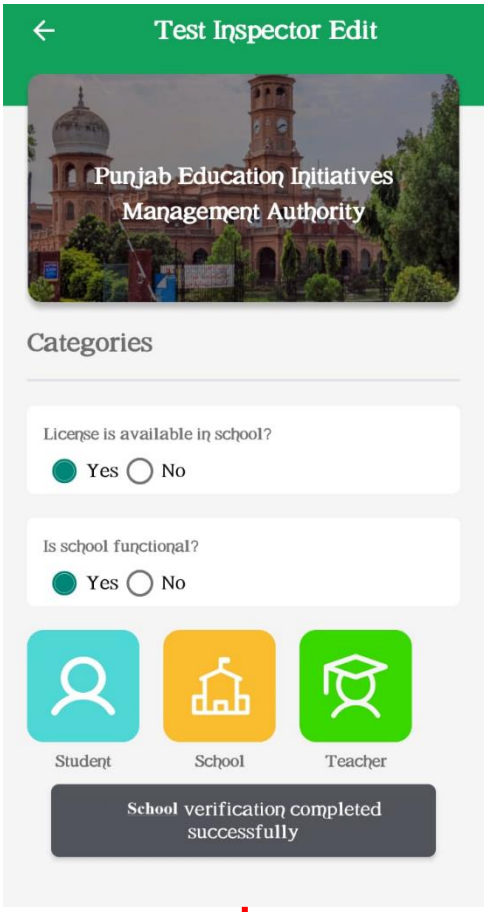


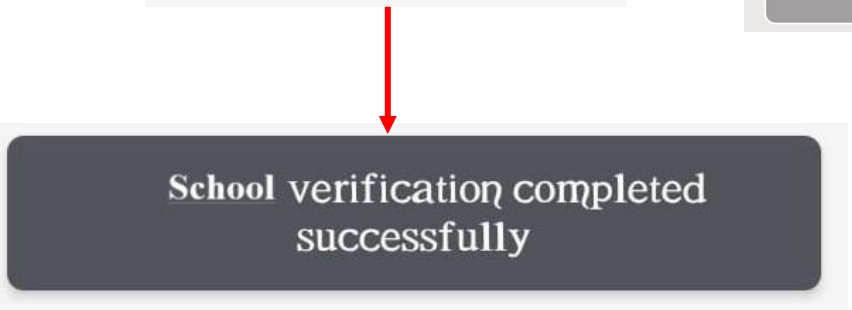
MONTHLY VERIFICATION

School Verification

1. User will add any additional comments about the school by using "Add Description".
2. After performing all the verification available in School
3. Verification section , the user will Submit the activity by clicking on Submit Button.
4. A prompt will appear if any verification field remains incomplete.
5. Otherwise, Wait for a while and you will redirect to main screen with a Successful Completion message.

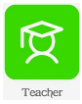




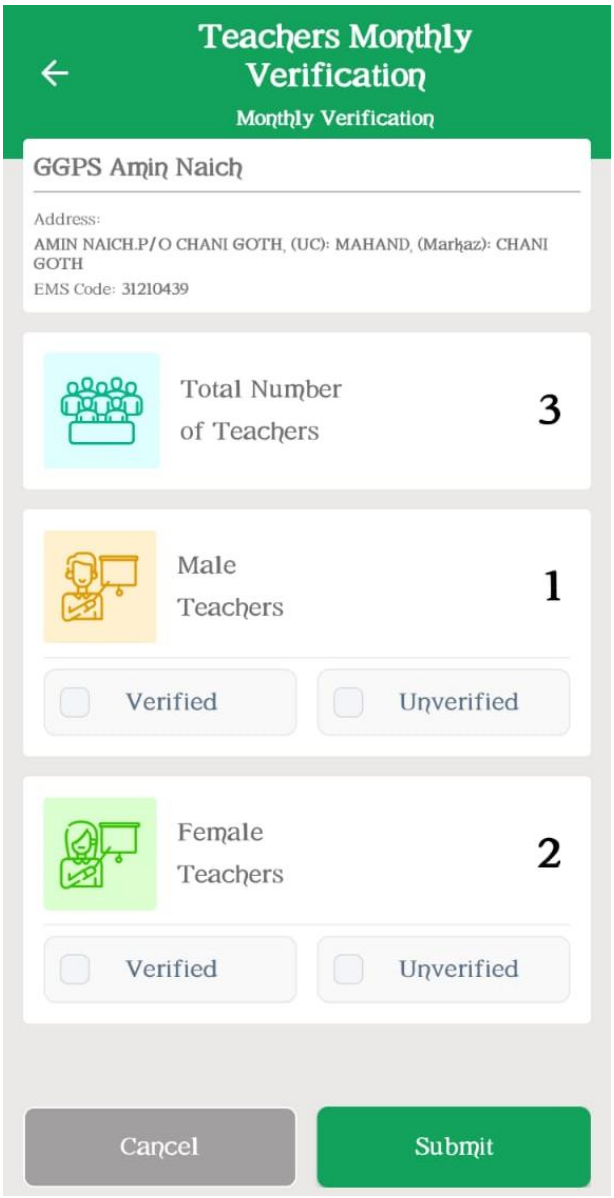


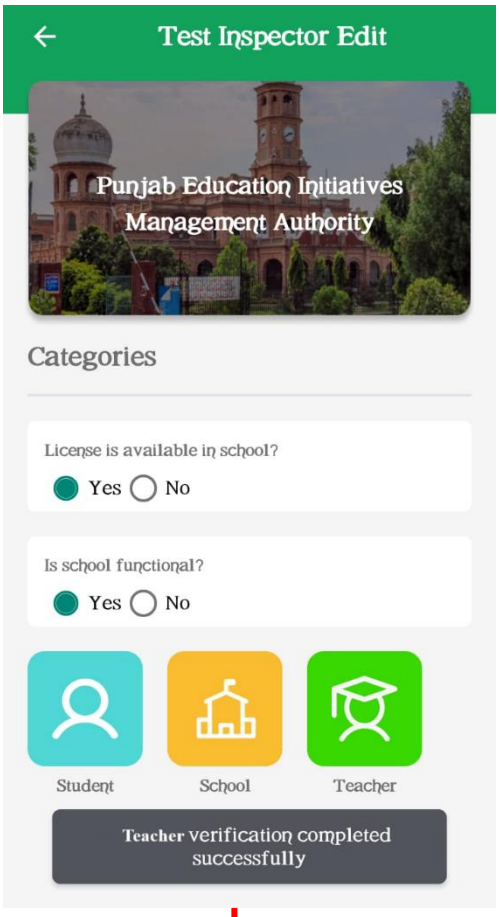
MONTHLY VERIFICATION

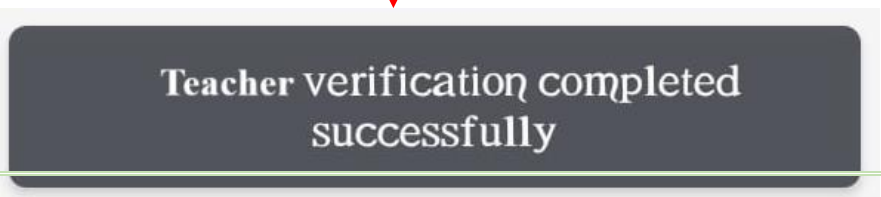
Teacher Verification:

1. If the user click on 

, this screen will appear.
2. User will view the Number of Male Teachers and Number of Female Teachers, entered by the Licensee in PEIMA-SIS.
3. User will mark them Verified / Unverified accordingly.
4. User will click on Submit , after completing activity.
5. A prompt will appear if any verification field remains incomplete.
6. Otherwise, Wait for a while and you will redirect to main screen with a Successful Completion message.



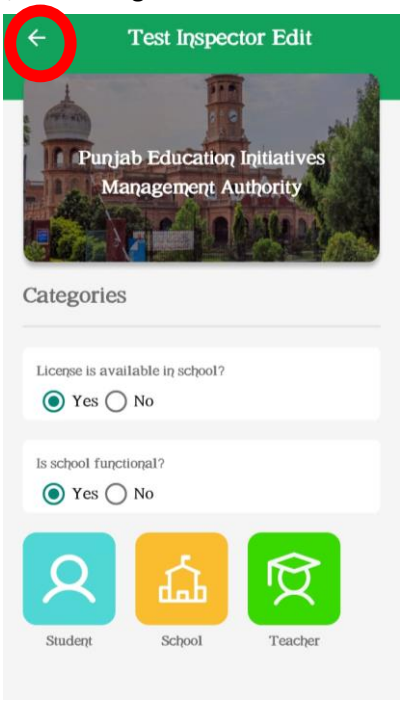


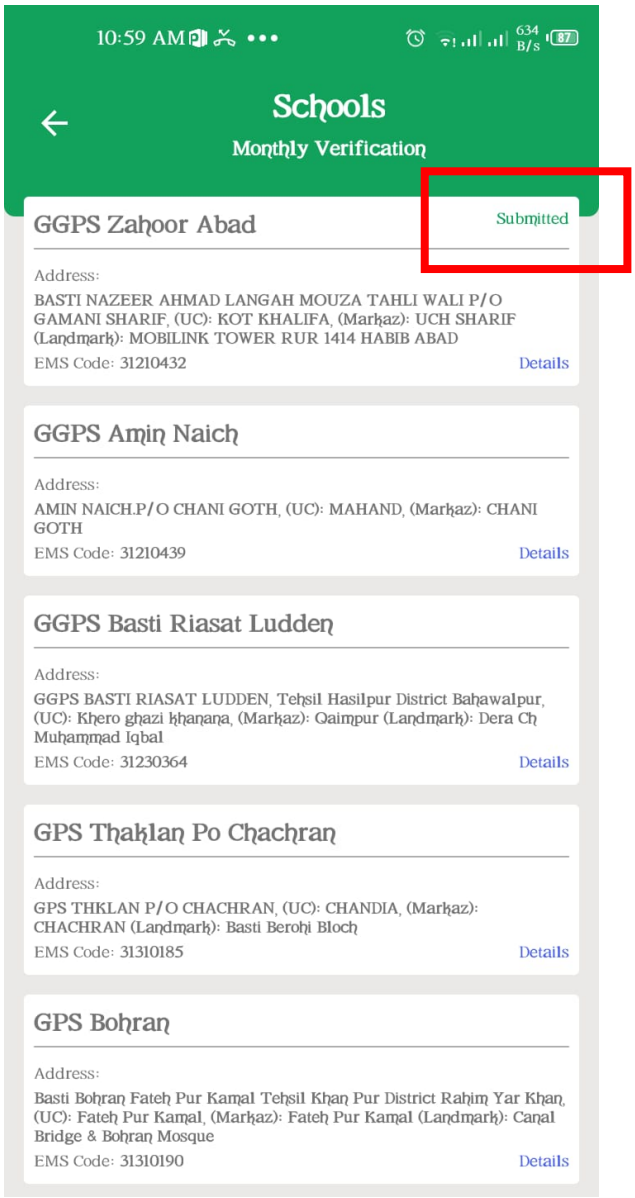


MONTHLY VERIFICATION

After Successful Submission of all the Sections i.e. Student , School and Teacher, User will go back to the School's List page by pressing Back Arrow on top left corner on the screen.

User will redirect to this screen, showing that the activity has been submitted.

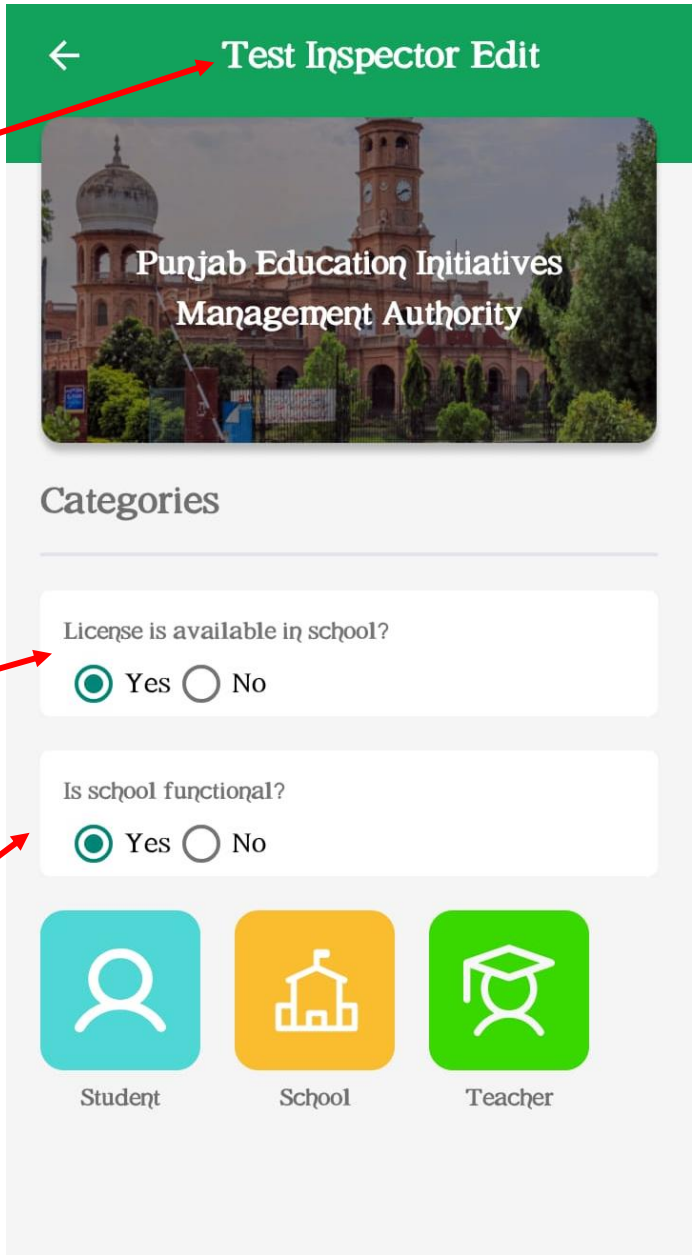




PHYSICAL VERIFICATION

1. If the user clicked on Physical Verification on Dashboard and click on Details against any of the assigned school, following screen appears.

Name of the Verification Officer

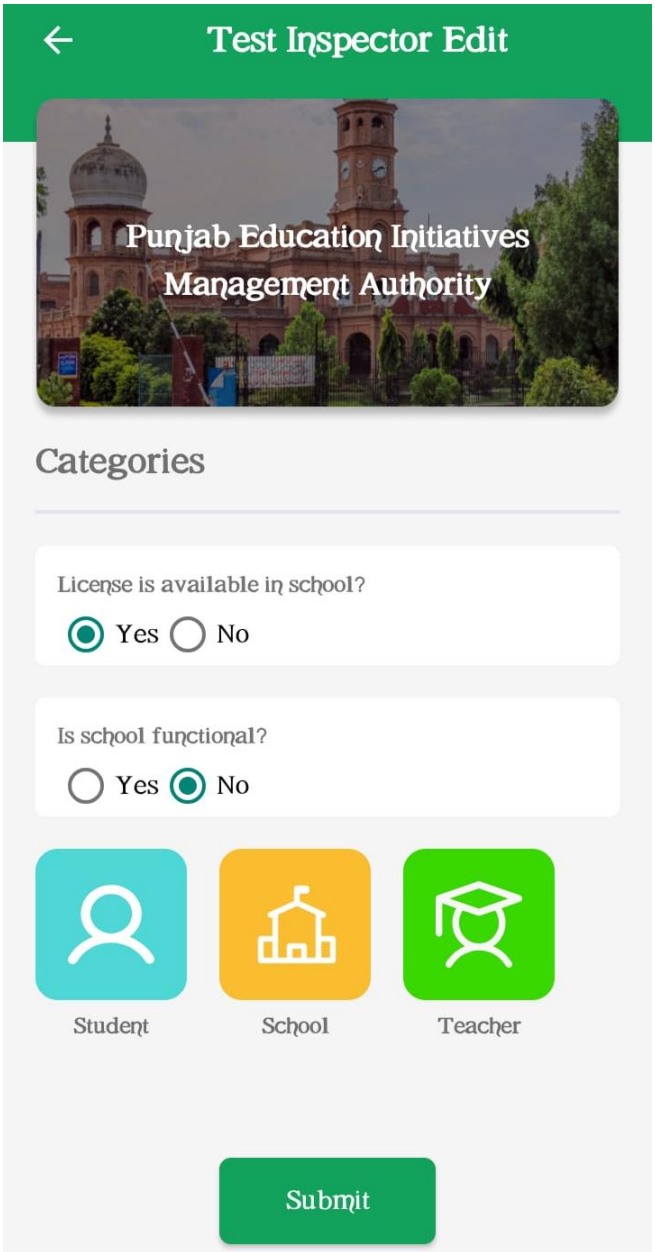


User will provide Information that, when he visited the School, whether the licensee is available or Not?

User will provide Information that, when he visited the School, whether the school is Functional or Not Function.

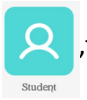
PHYSICAL VERIFICATION

2. In case the user found that the school is Not Functional and select on "No". then following screen will appears.
3. User will click on Submit Button and the activity will be Completed
4. In case the user found that the school is Functional and select on "Yes", he will choose, one of these three options.

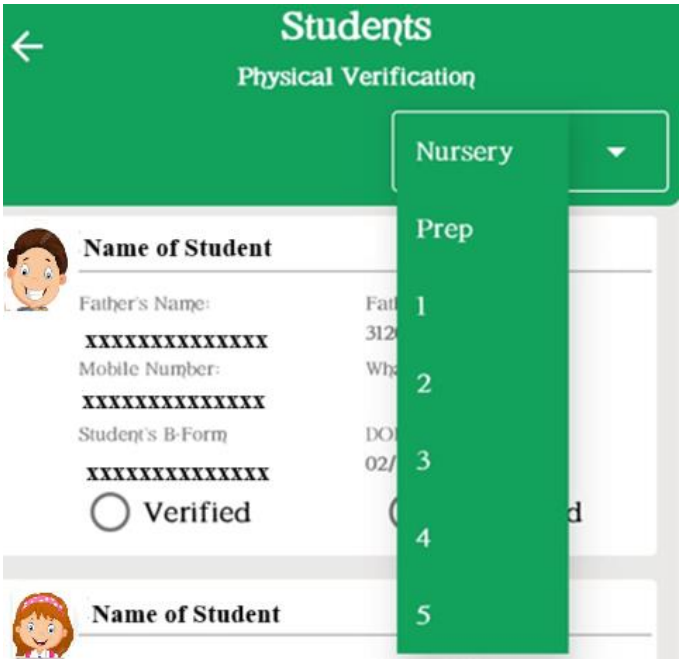


PHYSICAL VERIFICATION

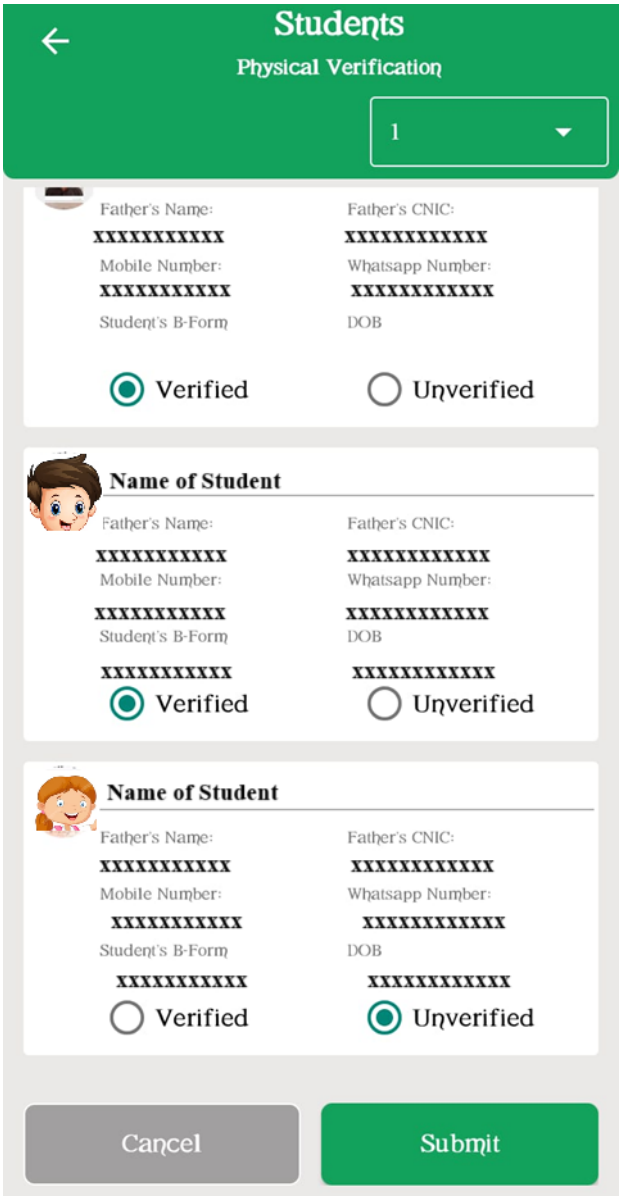
Student Verification

1. If the User select 

,this screen will appear.
2. User will Select the Class from the Dropdown in top right corner in green header.

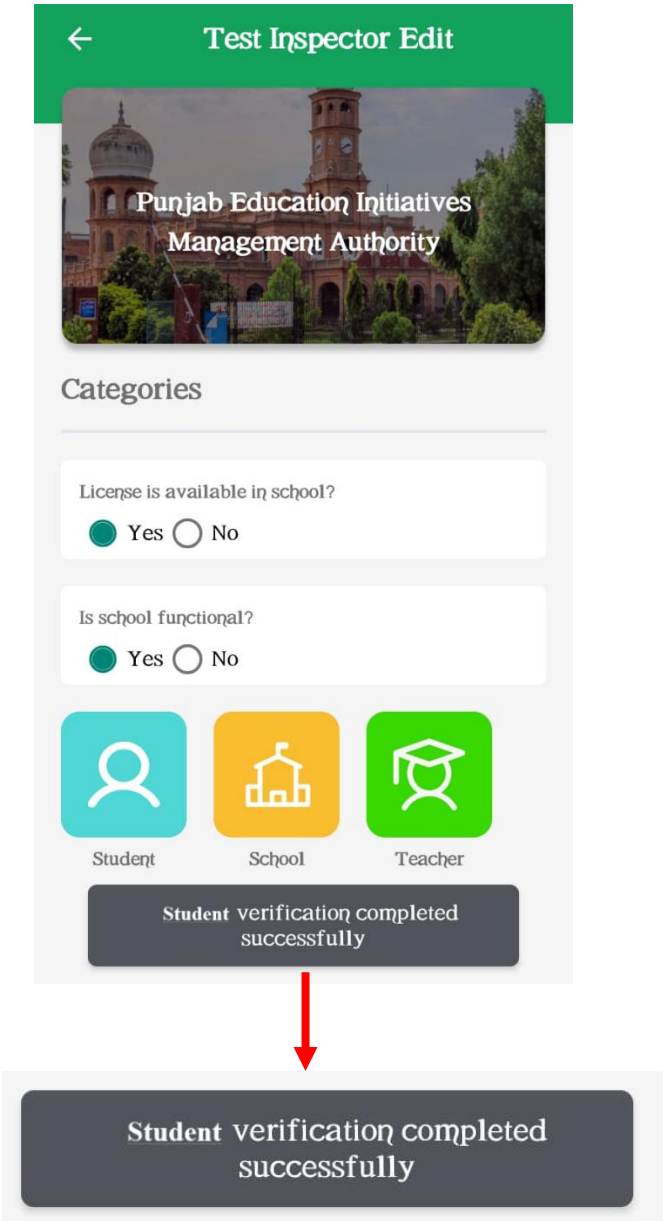


3. Details of all the students enrolled in each class by the Licensee in PEIMA-SIS , is available here.
4. User will scroll down and marked the Students as Verified /Unverified accordingly.
5. User will select all the classes one by one and perform the same activity for all classes.
6. Finally, he / she will submit the data by clicking on Submit Button.
7. A prompt will appear if any verification field remains incomplete.



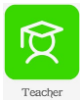
PHYSICAL VERIFICATION

8. Otherwise, wait for a while and you will redirect to main screen with a Successful Completion message.



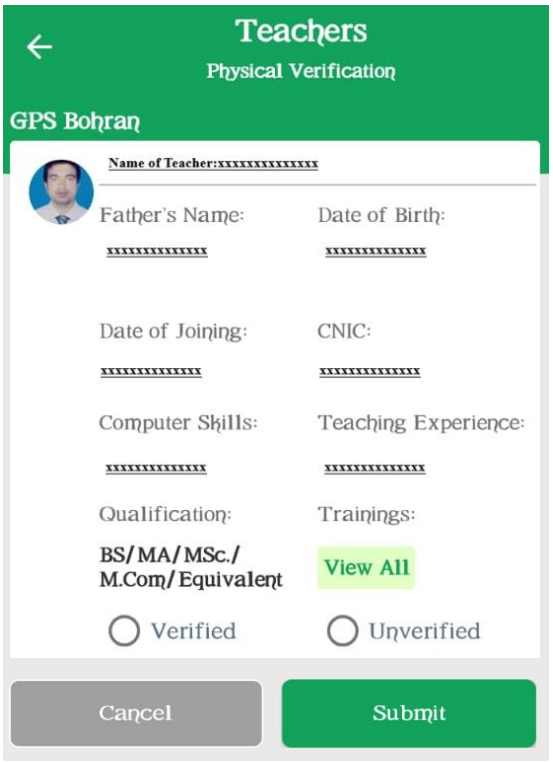
PHYSICAL VERIFICATION

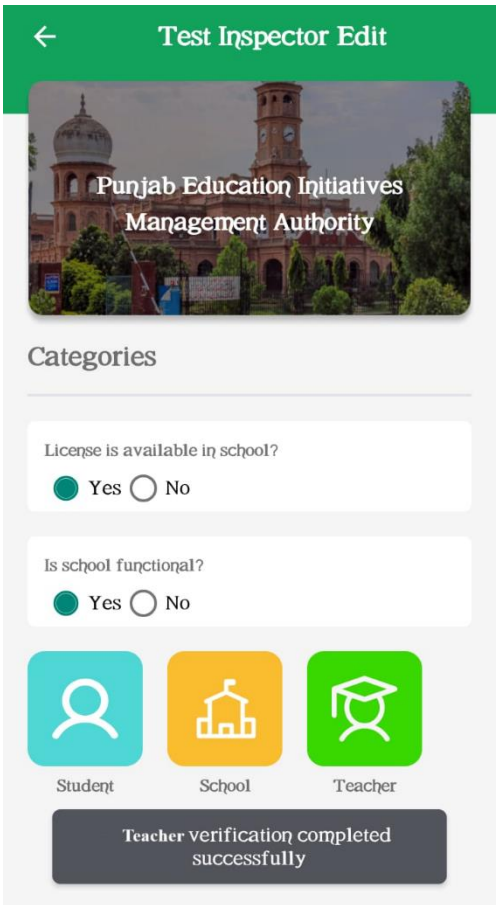
Teacher Verification:

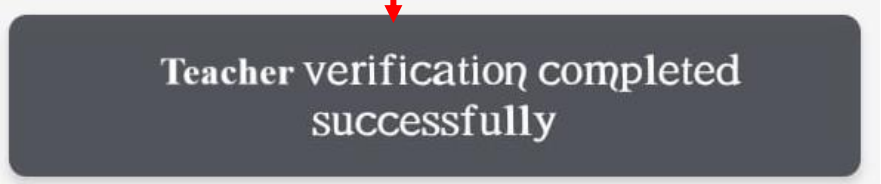
1. If the user click on 

, this screen will appear.
2. User will view all the teachers with their details.
3. User will scroll down and mark all the teachers Verified / Unverified accordingly.
4. User will click on Submit , after completing activity.

5. A prompt will appear if any verification field remains incomplete.
6. Otherwise, Wait for a while and you will redirect to main screen with a Successful Completion message.







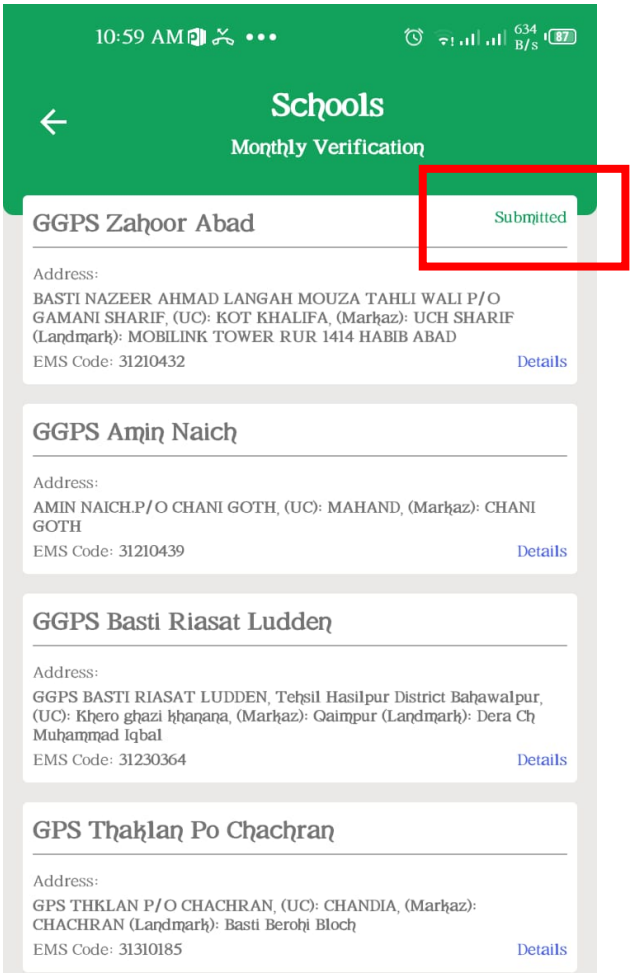
PHYSICAL VERIFICATION

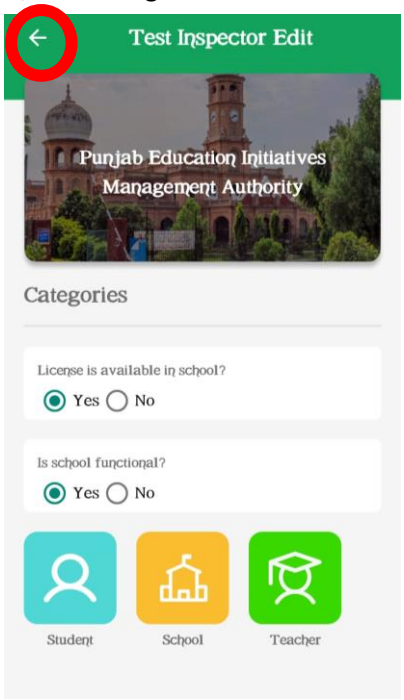
School Verification:

School Verification Process is the same in Physical Verification and Monthly Verification

After Successful Submission of all the Sections i.e. Student , School and Teacher, User will go back to the School's List page by pressing Back Arrow on top left corner on the screen.

User will redirect to this screen, showing that the activity has been submitted.





←----------Thanks----------→