

omni-NET®
TECHNOLOGIES PVT. LTD.

Table of Contents

1. Introduction	3
1.1 Overview of the Web Application.....	3
1.2 Scope of the User Manual.....	3
1.3 Intended Audience of the Application	3
1.4 Application Convention	3
2. Registration	4
3. Login.....	5
3.1 Organization Profile	6
3.2 New Request.....	7
4. For Technical Support.....	9

1. Introduction

1.1 Overview of the Web Application

The software has been developed for the Student Information Verification System (fee portal) of University of Lucknow. The module is intended to be used by the authorized users to verify the students' information on Lucknow University fee portal. This portal enables user to login and view the required details from the students' centric services section through the fee portal of University of Lucknow and furnish the related details after login.

Along with, the services details, notifications, updates, and status of acceptance and rejection of requests, all will be available to the respective users for its further processes.

The concerned departmental users can also track the status of the entire execution of services from their login and will get SMS & Email alerts at all necessary steps.

1.2 Scope of the User Manual

This user manual provides step-by-step guidance on how the authorized users will use the software to verify the students' information and redress the requests.

1.3 Intended Audience of the Application

Officials from the University of Lucknow will be the intended audience of this application.

1.4 Application Convention

The application has the following conventions:

- a. Fields which have * sign indicate mandatory fields.
- b. Error messages will be displayed in the pop-up box.
- c. Success messages will be displayed in the pop-up box.
- d. All the menu links will be displayed in the side menu.

2. Registration

For registration, click "[Register here](#)" link from login page; the user will be redirected to the registration page of "**Verification of Student Information and Documents**". The registration page with the required details will appear, as shown below:



The registration page features the University of Lucknow logo and name at the top. The main heading is "Verification of Student Information and Documents (For Private and Government Organizations)". Below this is an illustration of people working on computers and a GST invoice. On the right, the "Registration" section contains four input fields: "Organisation Name", "Contact Person Name", "Contact Person Mobile No.", and "Contact Person Email ID". A link "Already Registered? Click Here to Login" is provided below the email field. A blue button labeled "Proceed to mobile verification" is at the bottom right. A technical helpline box is located at the bottom left, and an information icon is at the bottom right.

Technical Helpline/तकनीकी हेल्पलाइन : 0522-4150500 / 7897992064 / 7897999211 / 7897992062 (WhatsApp)
Time/समय : 09:00AM-07:00PM (Working Days Only/केवल कार्य दिवसों पर)
E-mail/ई-मेल : lu.support@otpl.co.in

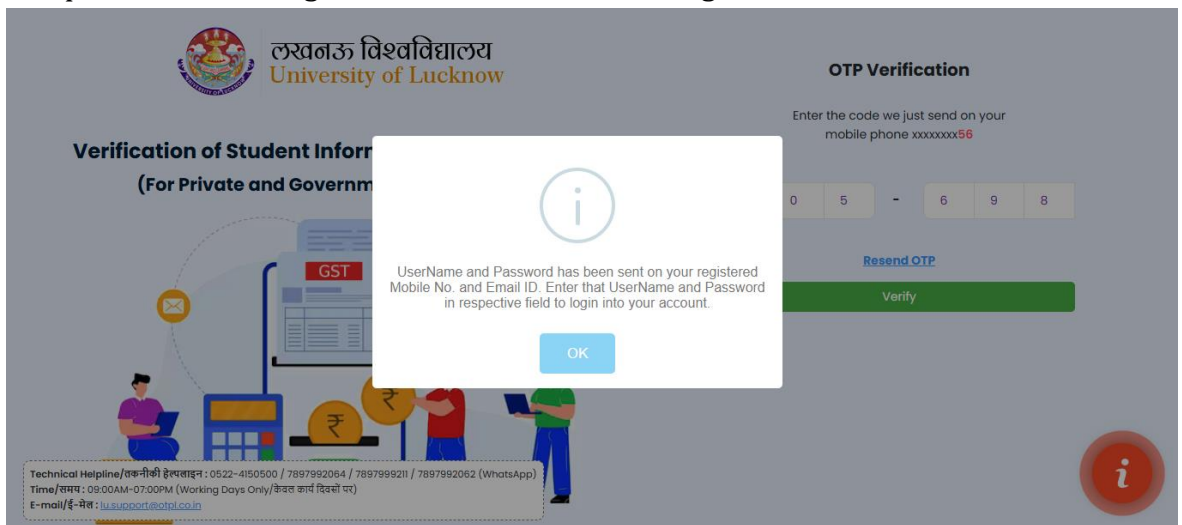
- Enter **Organization Name**, **Contact Person Name**, **Contact Person Mobile No.** **Contact Person Email ID** and click on **Proceed to Mobile Verification** button.
- Enter OTP received on registered mobile number. OTP Verification page will appear, as shown below:



The OTP verification page features the University of Lucknow logo and name at the top. The main heading is "Verification of Student Information and Documents (For Private and Government Organizations)". Below this is an illustration of people working on computers and a GST invoice. On the right, the "OTP Verification" section contains a text prompt "Enter the code we just send on your mobile phone xxxxxxxx56", an "Enter OTP" field with a hyphen separator, a "Resend OTP 54 Seconds" link, and a green "Verify" button. A technical helpline box is located at the bottom left, and an information icon is at the bottom right.

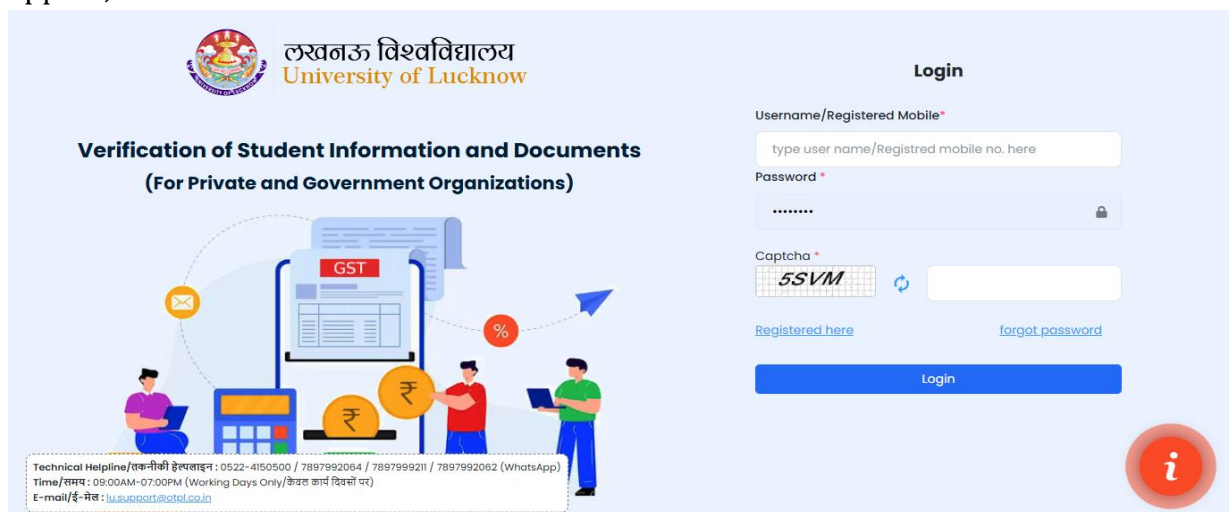
Technical Helpline/तकनीकी हेल्पलाइन : 0522-4150500 / 7897992064 / 7897999211 / 7897992062 (WhatsApp)
Time/समय : 09:00AM-07:00PM (Working Days Only/केवल कार्य दिवसों पर)
E-mail/ई-मेल : lu.support@otpl.co.in

- Once the OTP is entered, click on **Verify** button below. Once verified, username and password will be generated and send on the registered mobile number.



3. Login

To access the Verification of Student Information and Documents (fee portal) login page, click and open the login page by entering the login URL <https://fee.lkouniv.ac.in/apps/public#> in the web browser; the login page will appear, as shown below:



- Enter **Username/Registered Mobile No. Password**, and **Captcha** in the given fields and click on **Login** button.

3.1 Organization Profile

Once logged into the **Dashboard**; Dashboard page with required details will appear, as shown below:

The screenshot shows the 'Organisation Profile' form. At the top left is the University of Lucknow logo. The header bar is purple with the text 'Verification of Student Information and Documents' and a user profile icon labeled 'Test1'. The form fields are arranged in two rows. The first row contains: 'Organisation Name' (text input with 'Abc'), 'Contact Person Name' (text input with 'Test1'), 'Contact Person Mobile No.' (text input with '7398220156'), and 'Contact Person Email ID' (text input with 'sample@gmail.com'). The second row contains: 'Organisation Type*' (dropdown menu with '--select--'), 'GSTIN No.' (text input), 'PAN No.*' (text input), and 'Organisation/Registration Certificate*' (file upload area with 'Choose File' and 'No file chosen' buttons). Below the fields are 'Submit' and 'Reset' buttons. A red note at the bottom right states: 'File Format: JPEG,JPG,PNG,PDF | Max File Size: 2 MB'.

- Select **Organization Type**, **GSTIN No.** **PAN No.** and upload **Organization/Registration Certificate** by clicking on Choose File button/link.
- Once the details are entered, click **Submit** button below.
- Click on **Reset** button to reset details, if needed.

This screenshot shows the same 'Organisation Profile' form as above, but with a success message overlay in the center. The overlay is a white box with a green checkmark icon and the text 'Profile Created Successfully'. Below the text is an 'OK' button. The background form is dimmed, showing the same fields and buttons as in the previous screenshot.

Once profile is created successfully; user will be redirected to the Dashboard screen. Dashboard page with the required details will appear, as shown below:

The screenshot shows the 'Dashboard' page. At the top, there is a header with the University of Lucknow logo on the left, the title 'Verification of Student Information and Documents' in the center, and a user profile 'Sujeet Kumar Chaudhary' on the right. Below the header, the word 'Dashboard' is displayed. A 'New Request' button is located in the top right corner. A table with the following headers is shown: S.NO., REQUEST ID, NUMBER OF STUDENT, DATE OF SUBMISSION, PAYMENT HISTORY, APPLICATION STATUS, and VERIFICATION STATUS. The table body is currently empty.

- To process or send new request, click on **New Request** button from the top right corner of the page.

3.2 New Request

Once clicked on **New Request** button; user will be redirected to the Application Form page. Application Form page with the required details will appear, as shown below:

The screenshot shows the 'Application Form' page. The header is identical to the dashboard. Below the header, the word 'Application Form' is displayed, and a 'Back' button is in the top right corner. The form is divided into two main sections. The first section contains four input fields: 'ORGANISATION NAME' (with 'N LG' as a placeholder), 'GISTIN NO.' (with '27AAAPA1234A1Z5' as a placeholder), 'CONTACT PERSON NAME' (with 'Sujeet Kumar Chaudhary' as a placeholder), and 'ORGANISATION TYPE' (with '2' as a placeholder). The second section is titled 'Student Details' and contains a table with the following headers: S.NO., NAME OF STUDENT, FATHER NAME OF THE STUDENT, UPLOAD DOCUMENTS, and ACTION. The table has one row with '1' in the S.NO. column, empty text boxes for the other two columns, an 'Upload' button in the UPLOAD DOCUMENTS column, and a green '+' button in the ACTION column. Below the table is a 'Reason for Verification *' text area. At the bottom of the form are 'Submit' and 'Cancel' buttons.

- Enter **Student Name**, **Father's Name**, and click on **Upload** button to upload the required documents.

- Once clicked on **Upload** button to upload documents; pop-up screen with required fields will appear, as shown below.

The screenshot shows a pop-up window titled "Upload Documents" with a close button (X) in the top right corner. The form contains a table with the following columns: S.NO., STUDENT ROLL NO., COURSE NAME, NAME OF DOCUMENT, UPLOAD DOCUMENTS (FILE FORMAT: PDF | MAX FILE SIZE: 2 MB), and ACTION. The first row has S.NO. "1", and the other fields are empty. The "NAME OF DOCUMENT" field has a placeholder "Enter document name". The "UPLOAD DOCUMENTS" field has a "Choose File" button and the text "No file chosen". There is a green "+" button in the "ACTION" column. Below the table is a green "Save" button.

- Enter details and upload documents and then click on the **Save** button.

The screenshot shows the "Verification of Student Information and Documents" page. A confirmation dialog box is displayed in the center with the text "Data Successfully Submitted" and "Do you want to proceed with payment?". There are "Cancel" and "Proceed" buttons. The background shows the "Application Form" and "Student Details" sections.

- Click on **Proceed** button to proceed with payment, further. Once clicked on Proceed button; user will be redirected to the Banks list page to select from.

The screenshot shows the "University Management System" payment page. It has a header with the University of Lucknow logo and the text "University of Lucknow University Management System". There is a "Go To Dashboard" button. The page is divided into two main sections: "Basic Details" and "Choose Payment Bank". The "Basic Details" section shows "Request ID: REQ000077", "No of student: 1", and "Amount: 2000.00". The "Choose Payment Bank" section has three radio button options: "State Bank of India", "ICICI Bank", and "HDFC Bank".

4. For Technical Support

While using this software application if any technical error occurs, you can contact us on our Technical Helpline Number +91-522-4150500 or can raise your query by emailing us at support@otpl.co.in.