

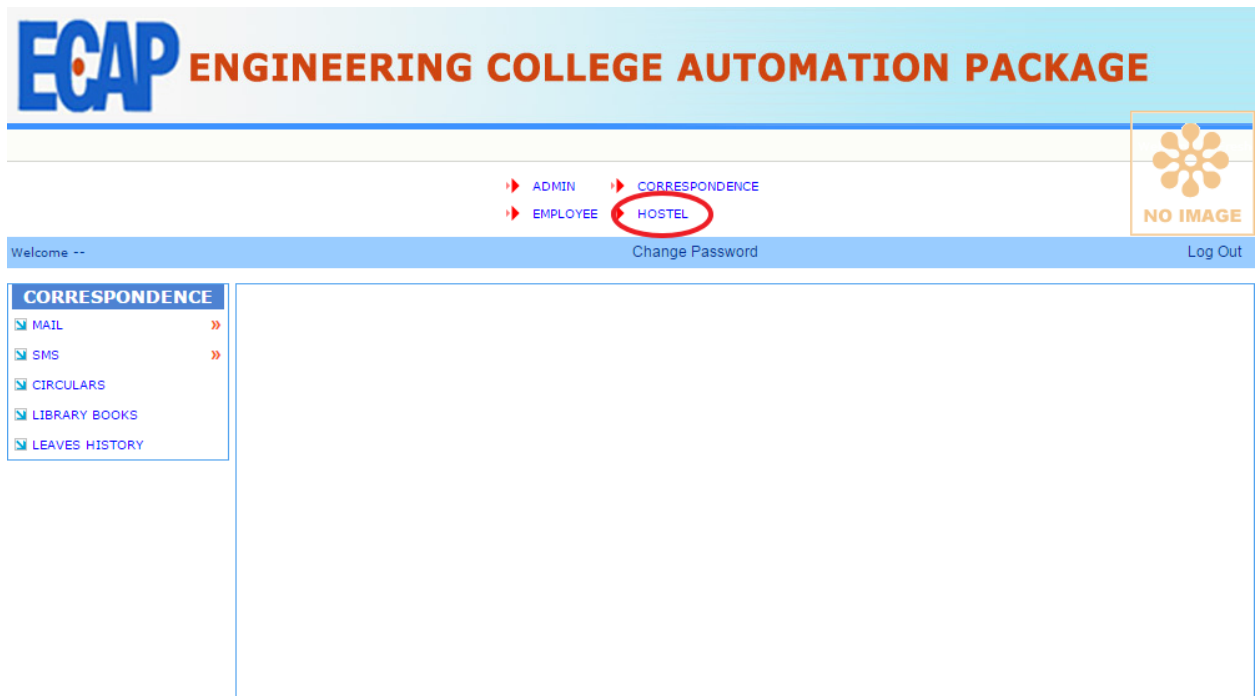
HOSTEL MODULE

1) How To Upload Hostel Students Data Through Offline Which Is Available In Excel File?

(Registration->Offline)

Ans:- Step 1:- Please Login In To “Ecap” By Using Your Username And Password.

Step2:- Please Click On “Hostel” Module As Shown In Below.



Step3:- After Click On “Hostel” Then You Will Find “Left Panel” As Shown In Below.

ECAP ENGINEERING COLLEGE AUTOMATION PACKAGE


NO IMAGE

[▶ ADMIN](#) [▶ CORRESPONDENCE](#)
[▶ EMPLOYEE](#) [▶ HOSTEL](#)

Welcome --
Change Password
Log Out

HOSTEL

- ▶ ADJUST ROOM ALLOTMENT
- ▶ APPLICATION
- ▶ DE-REGISTRATION
- ▶ EMPLOYEE SUBSCRIPTION
- ▶ EXPENDITURE TYPES
- ▶ NEW HOSTEL
- ▶ NEW ROOM
- ▶ OUTING »
- ▶ REGISTRATION »
- ▶ REPORTS »
- ▶ CIRCULARS
- ▶ LIBRARY BOOKS
- ▶ LEAVES HISTORY



Left Panel

Step4:-Please Click On “Hostel” Which Is Available In Left Panel Menu As Shown In Below.


NO IMAGE

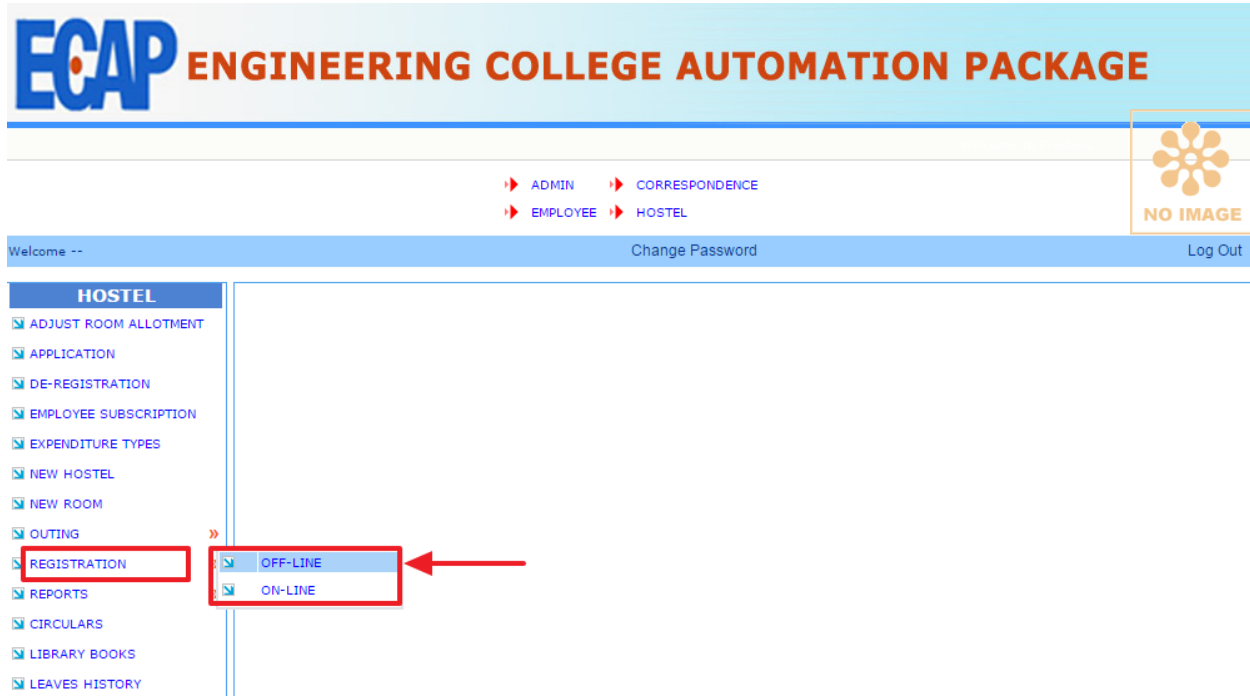
[▶ ADMIN](#) [▶ CORRESPONDENCE](#)
[▶ EMPLOYEE](#) [▶ **HOSTEL**](#)

Welcome --
Change Password
Log Out

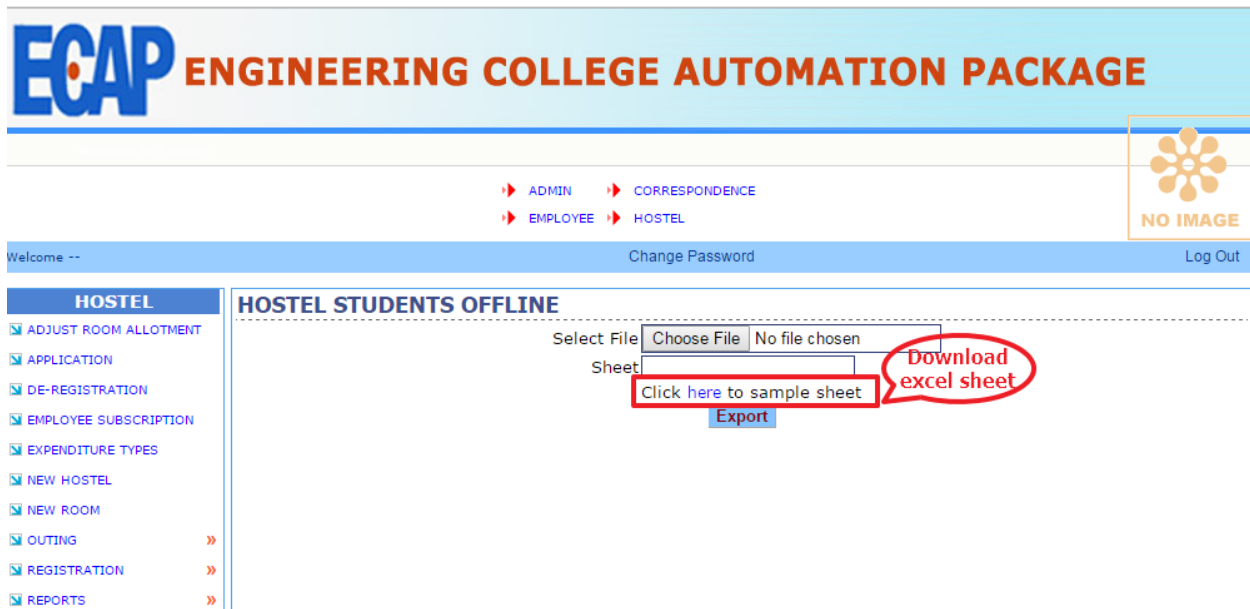
HOSTEL

- ▶ ADJUST ROOM ALLOTMENT
- ▶ APPLICATION
- ▶ DE-REGISTRATION
- ▶ EMPLOYEE SUBSCRIPTION
- ▶ EXPENDITURE TYPES
- ▶ NEW HOSTEL
- ▶ NEW ROOM
- ▶ OUTING »
- ▶ REGISTRATION »
- ▶ REPORTS »
- ▶ CIRCULARS
- ▶ LIBRARY BOOKS
- ▶ LEAVES HISTORY

Step5:- Please Place Your Mouse Pointer On **“Registration”** Link Which Is Available In Left Menu. Then You Will Find **“Sub Links Menu”** As Shown In Below. **“Off-Line”** Option In Sub Links Menu As Shown In Below.



Step6:- Please Download The Sheet.



Step7:- Please Attach The File.

ECAP ENGINEERING COLLEGE AUTOMATION PACKAGE

ADMIN CORRESPONDENCE
EMPLOYEE HOSTEL

Welcome -- Change Password Log Out

HOSTEL

- ADJUST ROOM ALLOTMENT
- APPLICATION
- DE-REGISTRATION
- EMPLOYEE SUBSCRIPTION
- EXPENDITURE TYPES
- NEW HOSTEL
- NEW ROOM
- OUTING »
- REGISTRATION »
- REPORTS »
- CIRCULARS
- LIBRARY BOOKS
- LEAVES HISTORY

HOSTEL STUDENTS OFFLINE

Select File No file chosen

Sheet

Click [here](#) to sample sheet

HostelOffline (1).xls

Show all downloads...

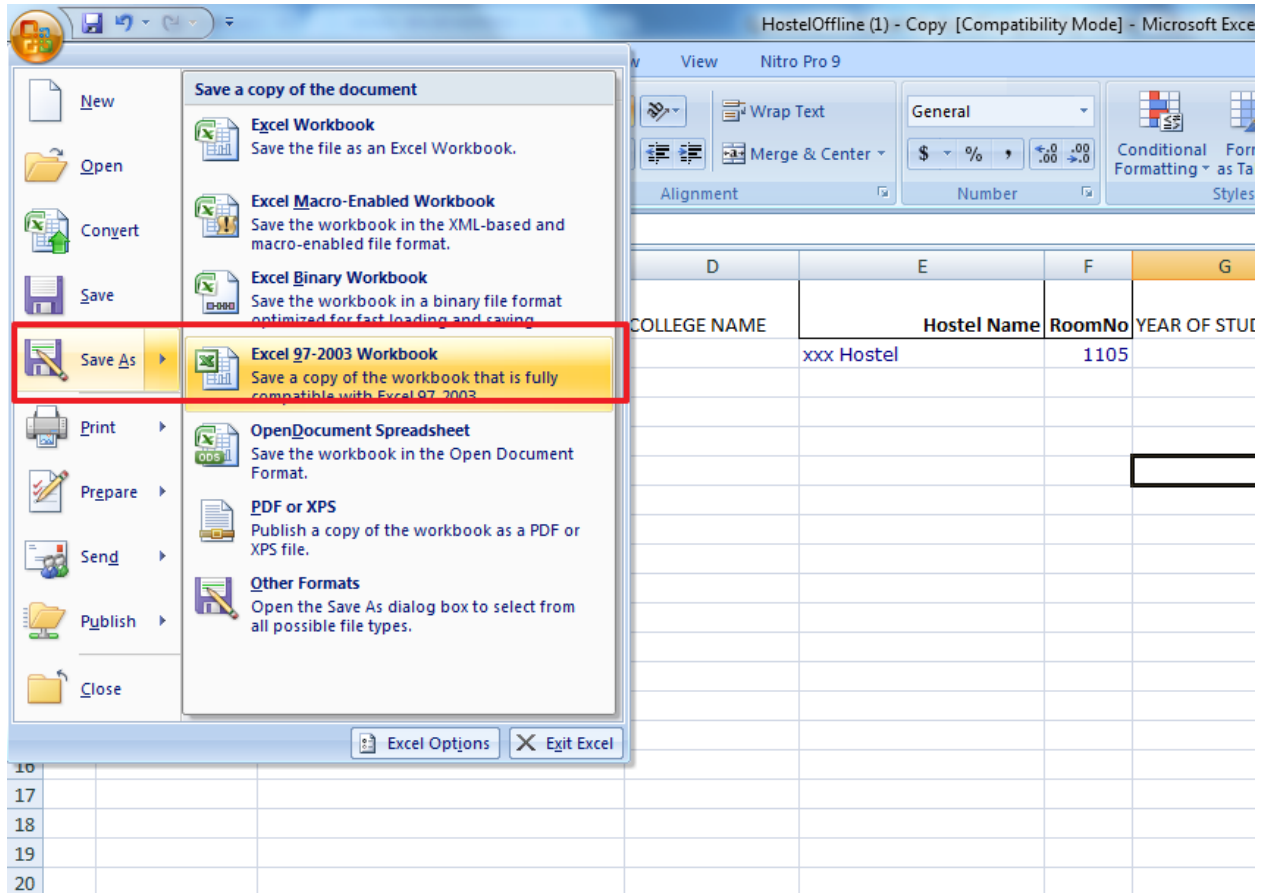
Step8:- Please Open The Excel Sheet.

The screenshot shows the Microsoft Excel interface with a file named "HostelOffline (1) - Copy [Compatibility Mode] - Microsoft Excel". The ribbon includes tabs for Home, Insert, Page Layout, Formulas, Data, Review, and View. The "Home" tab is active, showing options for Clipboard, Font, Paragraph, Alignment, Number, Styles, Cells, and Editing. The spreadsheet area displays a table with the following structure:

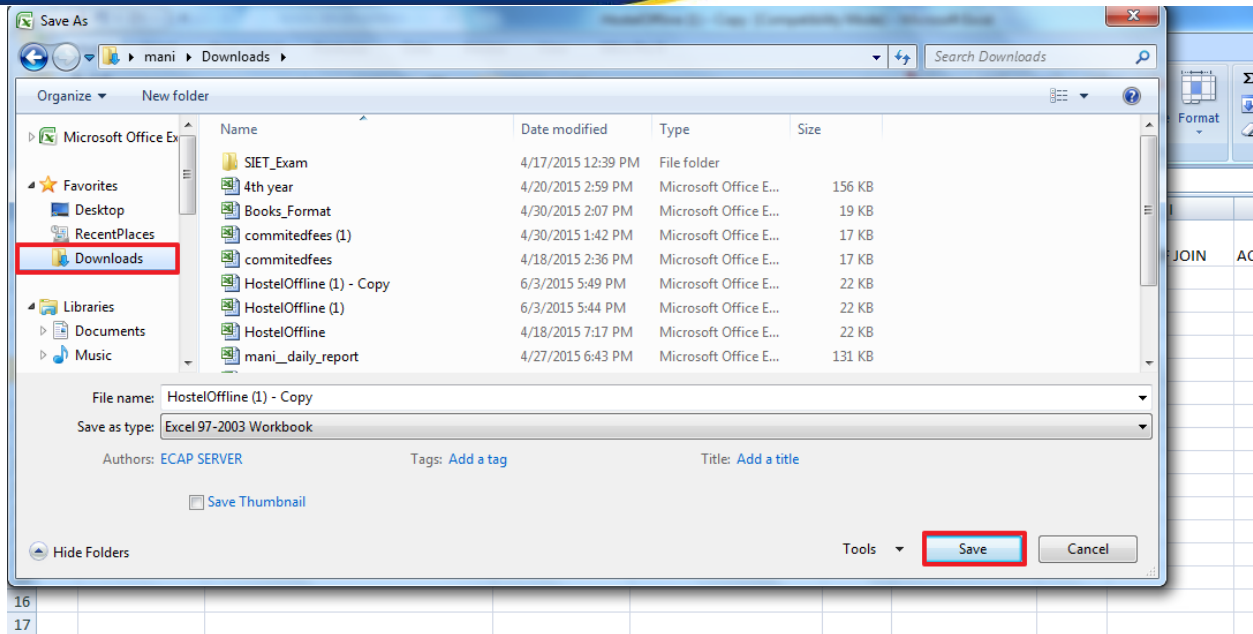
	A	B	C	D	E	F	G	H	I	J	K	L	M
	SNo	RolNo	StudentName	COLLEGE NAME	Hostel Name	RoomNo	YEAR OF STUDYING	ClassId	DATE OF JOIN	ACT AMOUNT	PAID AMOUNT	DATE	BALANCE
1	1	10B01A0103			xxx Hostel	1105	4						
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													

The cell G6 is highlighted, and the formula bar shows a blank cell.

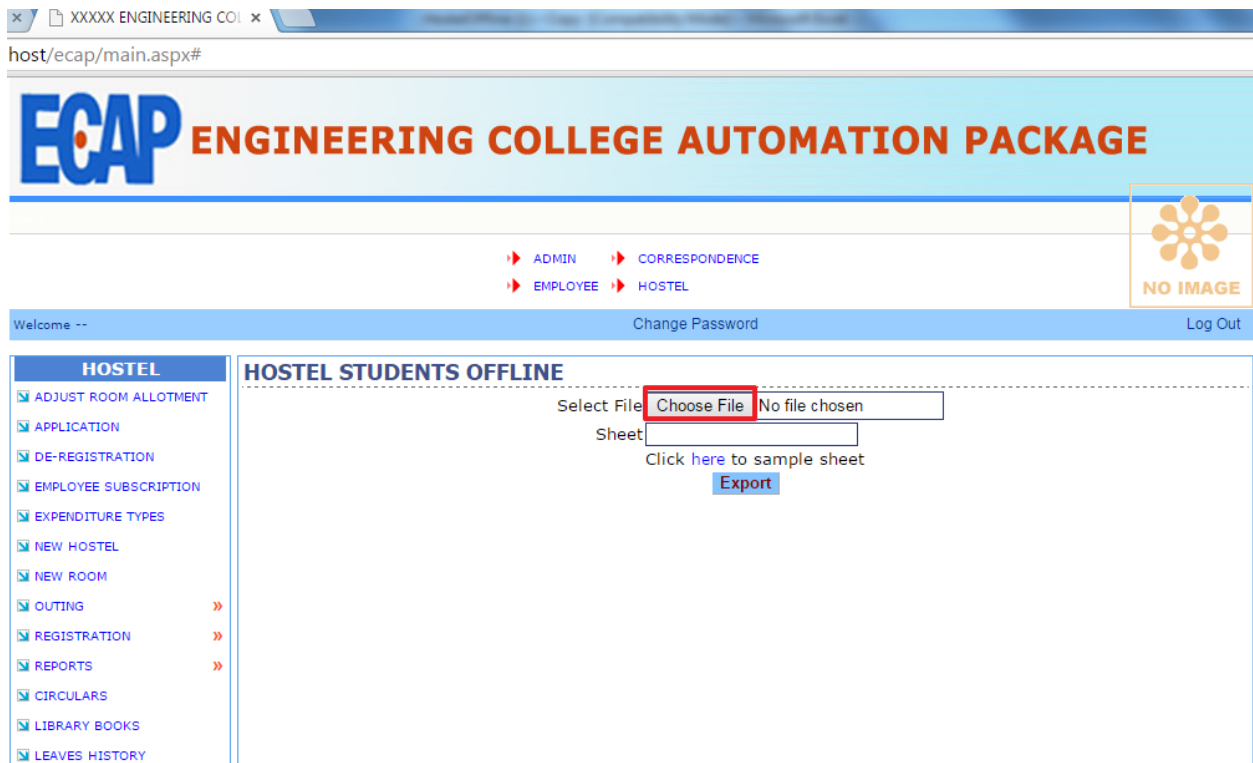
Step9:- Please Save As In Excel 97-2003 Format.



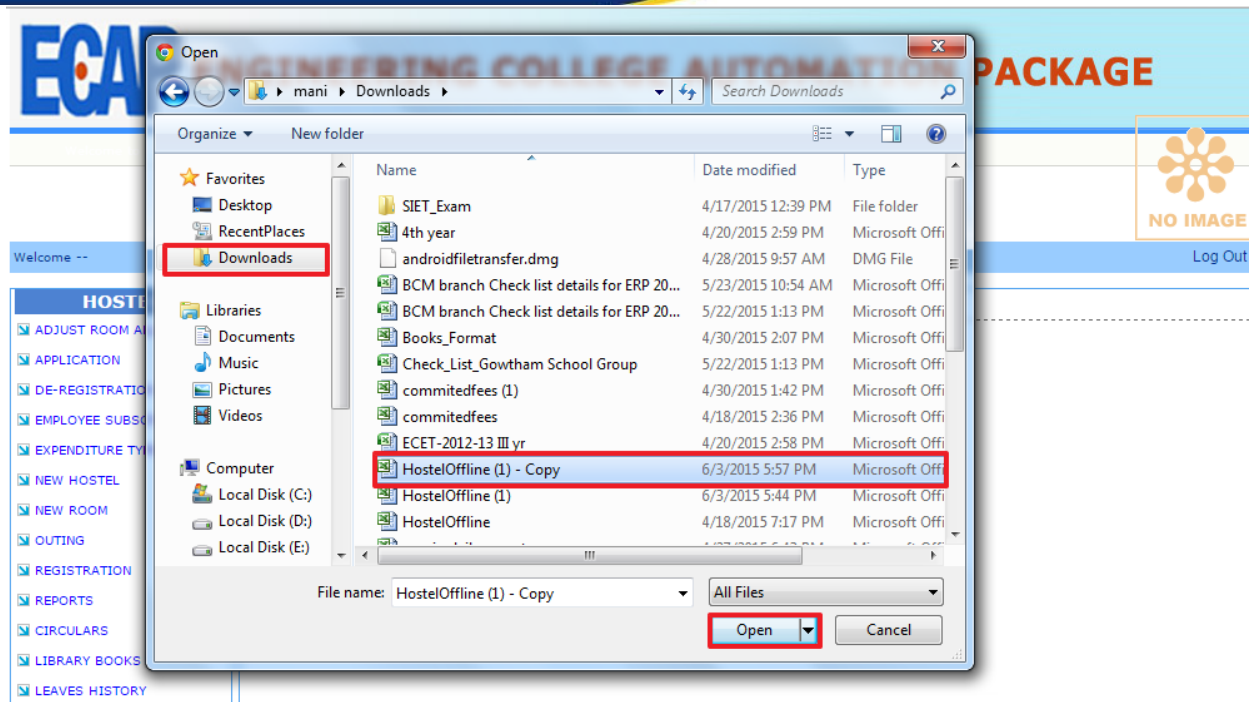
Step10:- Please Save The Sheet In Ant Folder.



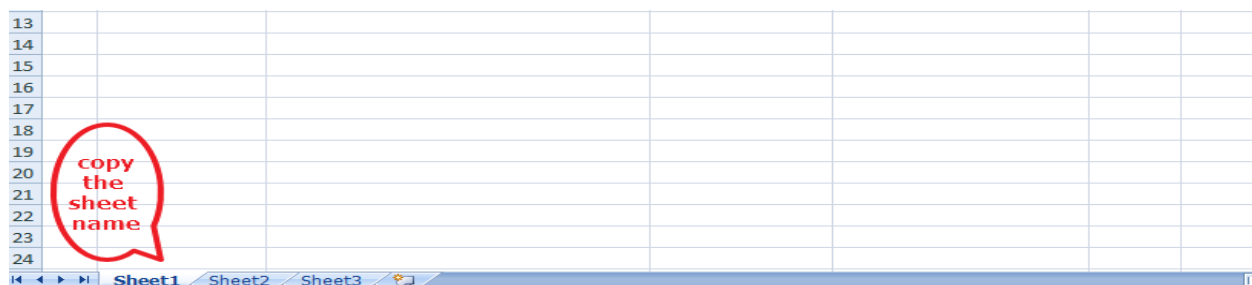
Step11:- Please Click Choose File.



Step12:- Please Attach The File.



Step13:- Please Copy The Sheet Name.



Step14:- Please Select Export Button.

ECAP ENGINEERING COLLEGE AUTOMATION PACKAGE

» ADMIN» CORRESPONDENCE» EMPLOYEE» HOSTEL

NO IMAGE

Welcome --Change PasswordLog Out

HOSTEL

ADJUST ROOM ALLOTMENT

APPLICATION

DE-REGISTRATION

EMPLOYEE SUBSCRIPTION

EXPENDITURE TYPES

NEW HOSTEL

NEW ROOM

OUTING»

REGISTRATION»

REPORTS»

HOSTEL STUDENTS OFFLINE

Select FileChoose FileHostelOfflin... - Copy.xls

Sheet1

Click [here](#) to sample sheet

Export

Step15:- Registration Saved As Shown Below.

» ADMIN» CORRESPONDENCE» EMPLOYEE» HOSTEL

NO IMAGE

Welcome --Change PasswordLog Out

HOSTEL

ADJUST ROOM ALLOTMENT

APPLICATION

DE-REGISTRATION

EMPLOYEE SUBSCRIPTION

EXPENDITURE TYPES

NEW HOSTEL

NEW ROOM

OUTING»

REGISTRATION»

REPORTS»

CIRCULARS

LIBRARY BOOKS

LEAVES HISTORY

HOSTEL STUDENTS OFFLINE

Registration saved

Select FileChoose FileNo file chosen

Sheet1

Click [here](#) to sample sheet

Export