

# Customize different TC formats for various Divisions of School.

Does your School follow different TC formats for different Levels of School?

We have an option for that too & it's so simple!

**STEP 1:** Set the Division for each of the class.

To generate different formats of TC for various divisions of class you've to set Division in Grade / class tab for each of the class.

1. Go to Masters --> Class



2. Page containing all the classes will be displayed as shown below.

Class Master						
Sl.No.	Class ↕	Weight ↕	Strength	Attendance Type	Division	Action
1	KG I	2	100	Single		
2	KG II	3	100	Single		
3	I	4	100	Single		
4	II	5	100	Single		
5	III	6	100	Single		
6	IV	7	100	Single		
7	V	8	100	Single		
8	VI	9	100	Single		
9	VII	10	100	Single		
10	VIII	11	100	Single		
11	IX	12	100	Single		
12	X	13	100	Single		

3. Click on edit button, set the division and update.

## Add / Edit Class

### Class Details

Class*	<input type="text" value="I"/>
Weight*	<input type="text" value="4"/>
Strength*	<input type="text" value="100"/>
Grade Name	<input type="text"/>
Send Fee Defaulters SMS	<input type="checkbox"/>
Attendance Type*	<input type="text" value="Single"/>
Division	<input type="text" value="--Select--"/>

- Select--
- Select--
- NURSERY
- PRIMARY
- MIDDLE
- HIGHER

### STEP 2:

#### **ODT's to be fetched:**

Fetch the relevant ODT's for different levels of school.

- > Nursery - primaryTcReport.odt
- > Primary - primaryTcReport.odt
- > Middle - middleTcReport.odt
- > Higher - higherTcReport.odt

### STEP 3:

**Customize the ODT to your needs.**

**i** To know how to customize TC visit : [How to customize TC Report / Transfer Certificate : studentTcCertificate.odt?](#)

**⚠** If you haven't set Division to any of the class, then by default the software fetches studentTcCertificate.odt to generate TC / Transfer Certificate.

