



UNITED ARAB EMIRATES  
MINISTRY OF EDUCATION

## **AI- Manhal Student Information System**

### **How to Generate End of Year Certificate**

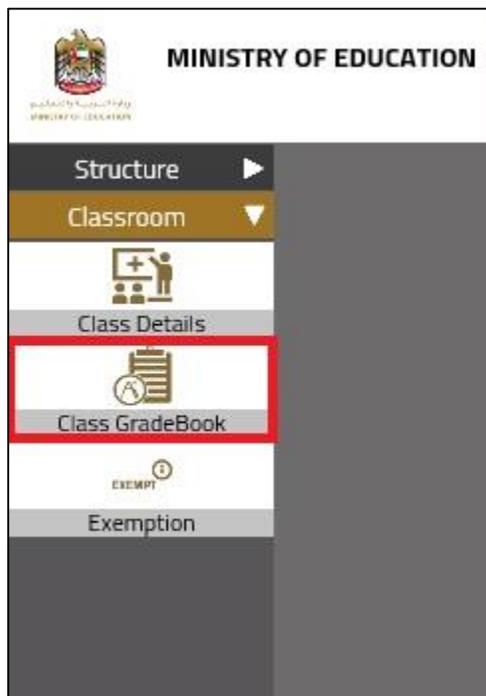
## Contents

1	Homeroom End of Year Certificate (Grade 1 to 11)	3
2	Student End of Year Certificate (Grade 1 to 11)	8
3	Homeroom End of Year Certificate (Grade 12)	14
4	Student End of Year Certificate (Grade 12)	18

# 1 Homeroom End of Year Certificate (Grade 1 to 11)

## Menu Path

Student Information system/ Classroom/ Gradebook



## Purpose

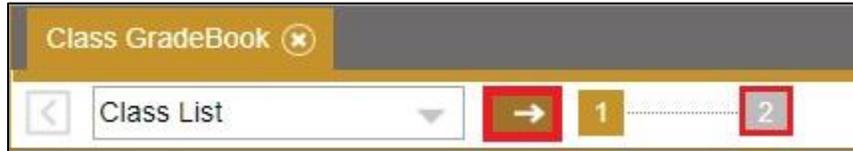
Through this screen, you can navigate to the print screen and print the end of year certificate for the students' homeroom.

**To print end of year certificate for homerooms from grade 1 to 11, proceed as follows:**

- Search for the required homeroom which you want to print the end of year certificate from the below gradebook screen:

**Note:** in order to print the end of year certificate, the annual results should be announced.

- Select the required homeroom from the search results.
- Go to step number 2 by clicking on number **2** or by clicking on the **arrow**, check the images below:

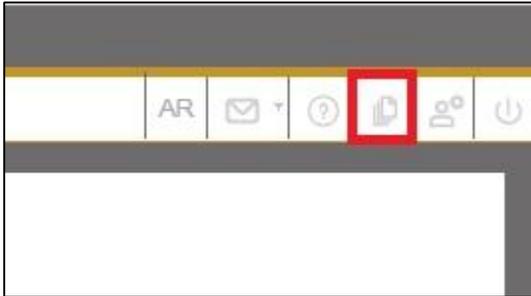


Title	Teacher	Room	Special Education	Nb Students
09 [1]...		09 [1]...	<input type="checkbox"/>	29
09 [2]...		09 [2]...	<input type="checkbox"/>	30
09 [3]...		09 [3]...	<input type="checkbox"/>	30
09 [4]...		09 [4]...	<input type="checkbox"/>	29
G10-ADV				
10 [1]...		10 [1]...	<input type="checkbox"/>	30
10 [2]...		10 [2]...	<input type="checkbox"/>	29

- Once you click on the arrow the gradebook screen will be displayed as follows:

Term	Course	Student
Term3		abdalazneez naseeb saeed (20613046)
<input checked="" type="checkbox"/>		ABDALLA ABDELKARIM ABDALLA A. MERAK (20907310)
<input checked="" type="checkbox"/>		ABDALLA FAISAL ABDALLA HARIB JUMA (20612370)
<input checked="" type="checkbox"/>		ABDELAZIZ MARWAN MOHAMED KAISARI SAWAWEED (21012611)
<input checked="" type="checkbox"/>		ABDELRAHMAN HASSAN EISA IBRAHIM MOHAMED (2013014761)
<input checked="" type="checkbox"/>		ABDULLAH MOHAMMED ABDULLAH SAEED (2011020952)
<input checked="" type="checkbox"/>		AHMED HASSAN MOHAMED ALI SALEH (2013161439)
<input checked="" type="checkbox"/>		AHMED MOHAMED HASHIM MAHMOUD ALDARIMAKI (20715597)
<input checked="" type="checkbox"/>		ALI ABDALLA ALI SULTAN ALMEHRZI (20715542)
<input checked="" type="checkbox"/>		ALI ABDALLA MUBARAK SALIM BINAMIR (2013195449)
<input checked="" type="checkbox"/>		ALI HASSAN YOUSIF MOHAMED AHMED ALDARIMAKI (70133822)
<input checked="" type="checkbox"/>		ALI MOHAMED MOUSA ABDELRAHMAN ALBLOOSHI (2013007739)
<input checked="" type="checkbox"/>		EISA ISMAIL EISA AHMED ABUDALLA (70114701)
<input checked="" type="checkbox"/>		EISA SALIM EISA ALI HOUTI (20805628)

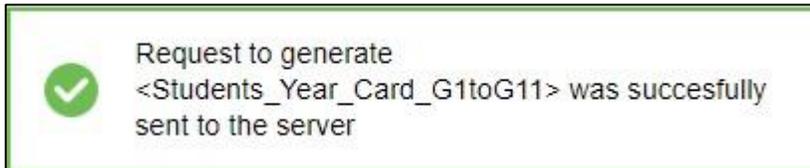
- Click on the print icon:



- Once you click on the print icon, the following screen will be displayed, which lists the reports available for printing.



- Select **HomeRoom-G1 to G11 Year End certificate** report as the picture above shows.
- Click on the **Select** button and the **Students Year Card Certificate for G1 to G11** Request and the request to generate will be sent. A small dialog box will be seen in the bottom corner of the screen such as the following:



- If the request is successful, the system will give you the option to Save/ Open the report (depending on the browser you are using), select the required option and the report will be displayed or saved on your computer.



- Select the required option and the report will be displayed or saved on your computer.

**Note:** the above message will appear if you are using Internet explorer, if you are using google chrome, the report will be downloaded automatically.

UNITED ARAB EMIRATES  
MINISTRY OF EDUCATION



الإمارات العربية المتحدة  
وزارة التربية والتعليم

بيان درجات طالب ناجح في الصف التاسع (المسار عام) للعام الدراسي 2017/2018  
Statement of Student After Passing in Grade 9 (General Stream) For Academic Year 2017/2018



UAE ID No.	784200348482983	رقم الهوية الإماراتية	Student No.	20717821	رقم الطالب
Emirate	SHARJAH			الشارقة	الإمارة
School	SAIF AL-YA'RUBI BOYS' SCHOOL FOR SECONDARY EDUCATION			مدرسة سيف اليربي للتعليم الثانوي للبنين	المدرسة
Student Name	HAMAD ALI ABDELRAHMAN ABDELRAHIM EISA			حمد علي عبدالرحمن عبدالرحيم عيسى	اسم الطالب
Birth Details	City	kalba		كلباء	المدينة
	Country	United Arab Emirates		الإمارات العربية المتحدة	الدولة
	Date			12/04/2003	التاريخ

Subjects	الدرجة بالحروف	الدرجة (100)	المواد
	Letter Grade	Mark (100)	
Islamic Education	D	61.4	التربية الإسلامية
Arabic Language	F	46.7	اللغة العربية

Tools Sign Comment

Export PDF Sign in

Adobe ExportPDF

Convert PDF files to Word or Excel online.

Select PDF File

Students\_Year\_Card\_G10G11.pdf

1 file / 221 KB

Convert To:

Microsoft Word (.docx)

Recognize Text in English (US)

Change

Convert

Create PDF

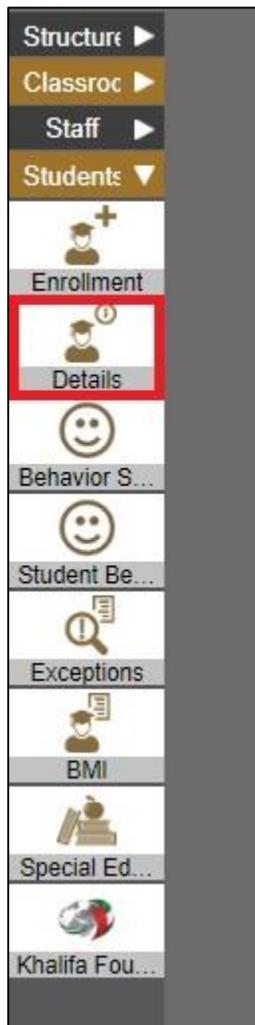
Send Files

Store Files

## 2 Student End of Year Certificate (Grade 1 to 11)

### Menu Path

Student Information system/ Students/ Details



### Purpose

Through this screen, you can navigate to the print screen and print the end of year certificate for a certain student.

To print end of year certificate for a single student in (Grade 1 to 11), proceed as follows:

- Search for the required student which you want to print his/her end of year certificate from the below student details screen:

**Note:** in order to print the end of year certificate, the annual results should be announced.

The screenshot shows the 'Student List' screen for SAIF AL-YARUBI BOYS' SCHOOL FOR SECONDARY EDUCATION. The interface includes a search bar, filters, and a table of student records. The table columns are: Number, Name, Grade, Class, Enrollment Status, Enrollment Date, and Exit Date. The student with ID 20907310 is highlighted in red.

Number	Name	Grade	Class	Enrollment Status	Enrollment Date	Exit Date
20613046	abdulazez naseeb seeed (20613046)	Grade 9	09 [15]	Enrollment	14/09/2017	
20907310	ABDALLA ABDELKARIM ABDALLA A. MERAK (20907310)	Grade 9	09 [15]	Enrollment	14/09/2017	
20612370	ABDALLA FAISAL ABDALLA HARIB JUJMA (20612370)	Grade 9	09 [15]	Enrollment	04/09/2017	
21012611	ABDELAZIZ MARWAN MOHAMED KAISARI SAIVAVI (21012611)	Grade 9	09 [15]	Enrollment	14/09/2017	
2013014761	ABDELRAHMAN HASSAN EISA IBRAHIM MOHAMED (2013014761)	Grade 9	09 [15]	Enrollment	14/09/2017	
2011020952	ABDULLAH MOHAMMED ABDULLAH SAIED (2011020952)	Grade 9	09 [15]	Enrollment	14/09/2017	
2013161439	AHMED HASSAN MOHAMED ALI SALEH (2013161439)	Grade 9	09 [15]	Enrollment	13/09/2017	
20715597	AHMED MOHAMED HASHIM MAHMOUD AL DARMAKI (20715597)	Grade 9	09 [15]	Enrollment	14/09/2017	
20715542	ALI ABDALLA ALI SULTAN ALMEHRZI (20715542)	Grade 9	09 [15]	Enrollment	14/09/2017	
2013195449	ALI ABDALLA MUBARAK SALIM BINAMIR (2013195449)	Grade 9	09 [15]	Enrollment	14/09/2017	
70133822	ALI HASSAN YOUSIF MOHAMED AHMED ALDARMAKI (70133822)	Grade 9	09 [15]	Enrollment	10/09/2017	
2013007739	ALI MOHAMMED MOUSA ABDELRAHMAN ALBLOOSHI (2013007739)	Grade 9	09 [15]	Enrollment	14/09/2017	

- Select the required student from the search results.
- Go to step number 2 by clicking on number **2** or by clicking on the **arrow**, check the images below:



SAIF AL-YA'RUBI BOYS' SCHOOL FOR SECONDARY EDUCATION  
 Mohammed Salem Juma Bin Hussein Almarashda

ABDALLA ABDELKARIM ABDALLA A. MERAK (20907310)  
 SAIF AL-YA'RUBI BOYS' SCHOOL FOR SECONDARY EDUCATION  
 Enrollment: 2017/2018 - 09 [1] [UAE]

Student List

Filters: General Name Student Number Academic Year: Current Enrollment Status: Enrolled School: SAIF AL-YA'RUBI BOYS' SCHOOL FOR SECONDARY EDUCATION Education Path: U A E Stream Grade: Grade 9 Class: 1 [UAE] 09

Number	Name	Grade	Class	Enrollment Status	Enrollment Date	Exit Date
20613046	abdalalezeeb naseeb saeed (20613046)	Grade 9	09 [1] [UAE]	Enrollment	14/09/2017	
20907310	ABDALLA ABDELKARIM ABDALLA A. MERAK (20907310)	Grade 9	09 [1] [UAE]	Enrollment	14/09/2017	
20612370	ABDALLA FAISAL ABDALLA HARIB JUMA (20612370)	Grade 9	09 [1] [UAE]	Enrollment	04/09/2017	
21012611	ABDELAZIZ MARWAN MOHAMED KAISARI SAWAWEED (21012611)	Grade 9	09 [1] [UAE]	Enrollment	14/09/2017	
2013014761	ABDELRAHMAN HASSAN EISA IBRAHIM MOHAMED (2013014761)	Grade 9	09 [1] [UAE]	Enrollment	14/09/2017	
2011020952	ABDULLAH MOHAMMED ABDULLAH SAEED (2011020952)	Grade 9	09 [1] [UAE]	Enrollment	14/09/2017	
2013161439	AHMED HASSAN MOHAMED ALI SALEH (2013161439)	Grade 9	09 [1] [UAE]	Enrollment	13/09/2017	
20715597	AHMED MOHAMED HASHIM MAHMOUD ALDARMAKI (20715597)	Grade 9	09 [1] [UAE]	Enrollment	14/09/2017	
20715542	ALI ABDALLA ALI SULTAN ALMEHRZI (20715542)	Grade 9	09 [1] [UAE]	Enrollment	14/09/2017	

- Once you click on the arrow the gradebook screen will be displayed as follows:

SAIF AL-YA'RUBI BOYS' SCHOOL FOR SECONDARY EDUCATION  
 Mohammed Salem Juma Bin Hussein Almarashda

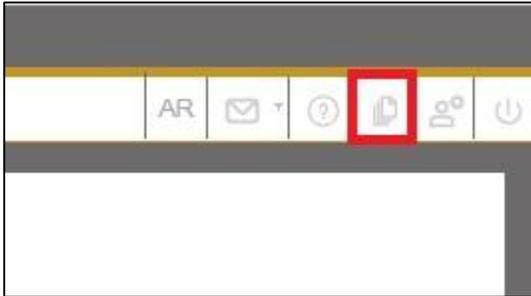
ABDALLA ABDELKARIM ABDALLA A. MERAK (20907310)  
 SAIF AL-YA'RUBI BOYS' SCHOOL FOR SECONDARY EDUCATION  
 Enrollment: 2017/2018 - 09 [1] [UAE]

GradeBook

Academic Year: 2017/2018 Term: Term3 Course:

	Assessment					Exam				Term Score	Due Score	ANNUAL SCORE
	Ass 1	Ass 2	Ass 3	Ass 4	Total	Ass 1	Ass 2	Ass 3	Ass 4			
Islamic Education	Exam 1 16	Exam 2 16	Perfomance 50		82	Final Ass... 40				40		
Arabic Language	Listening 7	Speaking 7	Reading 40	Writing 22	76	Reading	Writing					
Social Studies and National Education	Exam 1 20	Exam 2 20	The Perf... 59		99	Final Ass... 56				56		
English Language	Project 80	Pop Quiz... 100			84	Speaking 14	Listening 14	Reading	Writing			
Mathematics	Short Ex... 32	Written a... 27	Perfomance 18		75							
Science	Exam 1 25	Exam 2 25	The Pract... 48		98							
Moral Education	Student ... 68	Project 28			96					96	33.6	

- Click on the print icon:



- Once you click on the print icon, the following screen will be displayed, which lists the reports available for printing.

Select template to print

Context Specific  General

Attendance  
نسبة الحضور والغياب اليومي

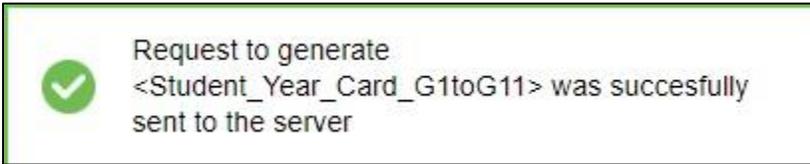
Certificates  
حسن سير وسلوك  
انتقال طالب بين المدارس  
انتقال طالب بين المدارس الخاصة  
استمرار في الدراسة  
انتقال طالب إلى خارج الدولة  
ترك دراسة

Scores  
Student Performance Card  
شهادة نهاية العام لطالب  
**G1 to G11 Year End certificate**  
(شهادة نهاية العام لطلبة الصفوف (11-1))

Some templates are not shown [i](#)

**Select** **Cancel**

- Select **G1 to G11 Year End certificate** report as the picture above shows.
- Click on the **Select** button and the **Student Year Card Certificate for G1 to G11** Request and the request to generate will be sent. A small dialog box will be seen in the bottom corner of the screen such as the following:



- If the request is successful, the system will give you the option to Save/ Open the report (depending on the browser you are using), select the required option and the report will be displayed or saved on your computer.



- Select the required option and the report will be displayed or saved on your computer.

**Note:** the above message will appear if you are using Internet explorer, if you are using google chrome, the report will be downloaded automatically.



بيان درجات طالب ناجح في الصف التاسع (المسار عام) للعام الدراسي 2017/2018  
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UAE ID No.	784200348482983	رقم الهوية الإماراتية	Student No.	20717821	رقم الطالب
Emirate	SHARJAH			الشارقة	الإمارة
School	SAIF AL-YA'RUBI BOYS' SCHOOL FOR SECONDARY EDUCATION			مدرسة سيف اليعربي للتعليم الثانوي للبنين	المدرسة
Student Name	HAMAD ALI ABDELRAHMAN ABDELRAHIM EISA			حمد علي عبدالرحمن عبدالرحيم عيسى	اسم الطالب
Birth Details	City	kalba		كلباء	المدينة
	Country	United Arab Emirates		الإمارات العربية المتحدة	الدولة
	Date		12/04/2003		التاريخ

Subjects	الدرجة بالحروف	الدرجة (100)	المواد
	Letter Grade	Mark (100)	
Islamic Education	D	61.4	التربية الإسلامية
Arabic Language	F	46.7	اللغة العربية
Social Studies and National Education	D+	67.2	الدراسات الاجتماعية والتربية الوطنية
English Language	D	63.09	اللغة الإنجليزية
Mathematics	D+	69	الرياضيات
Science	C	71.3	العلوم
Moral Education	(-)	Credit / يحسب	التربية الأخلاقية
Design Technology	(-)	81.88	التصميم والتكنولوجيا
Visual Arts	(-)	90.9	الفنون البصرية
Music Arts	(-)	94.5	الفنون الموسيقية
Physical and Health Education	(-)	87.98	التربية البدنية والصحية
Behavior Score	(-)	88.81	درجة السلوك

Average	المعدل	Total	903.41	مجموع الدرجات
75.28%		Full Mark	1200	المجموع الكلي

F	E	E+	D	D+	C	C+	B	B+	A	A+
0-49.9	50-54.99	55-59.99	60-64.99	65-69.99	70-74.99	75-79.99	80-84.99	85-89.99	90-94.99	95-100

\* The Certificate was issued at the end of the Academic Year on 01/07/2018

\* صدرت هذه الشهادة في نهاية العام بتاريخ 2018/07/01

\* Pass Mark is 50

\* درجة الإجتياز 50

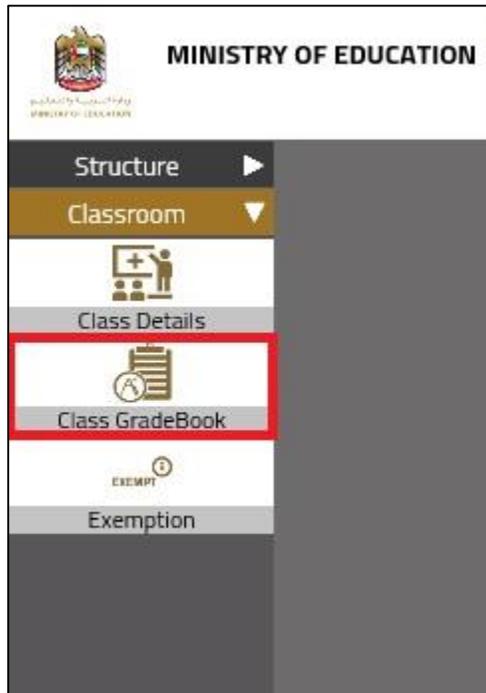
\* Any scratch or alteration to this certificate renders it invalid

\* أي كشط أو تعديل في الشهادة يلغيها

### 3 Homeroom End of Year Certificate (Grade 12)

#### Menu Path

Student Information system/ Classroom/ Gradebook



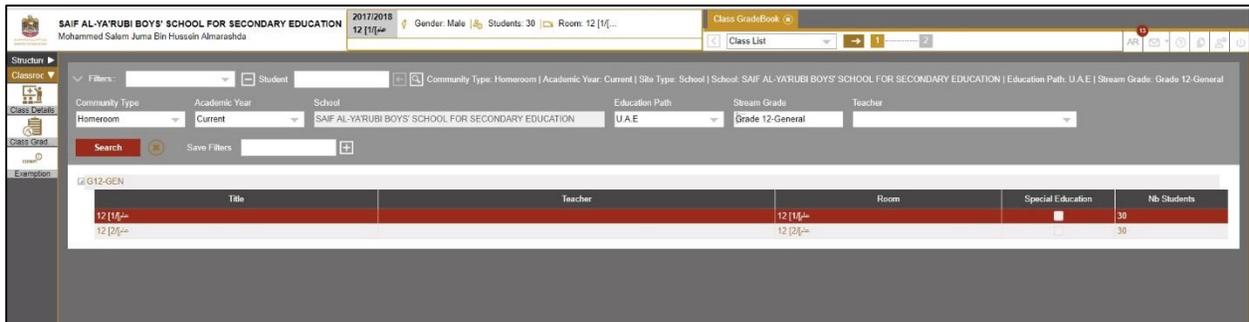
#### Purpose

Through this screen, you can navigate to the print screen and print the end of year certificate for students' homeroom.

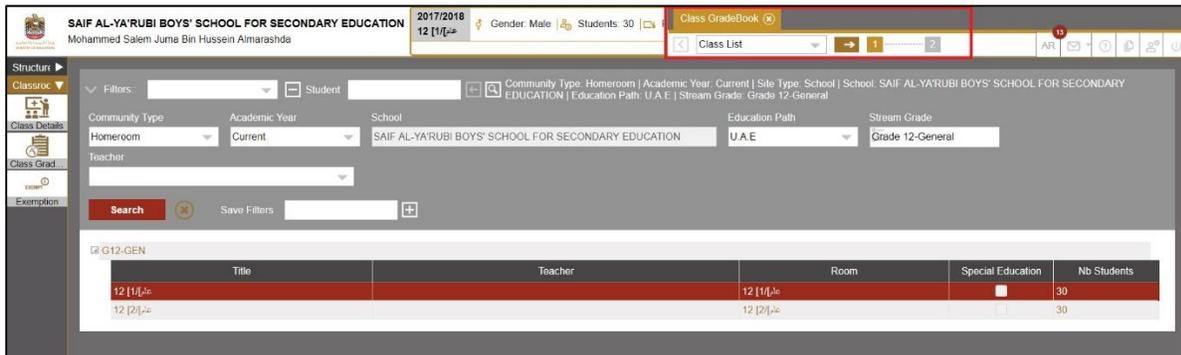
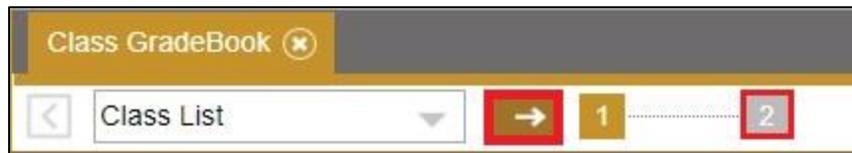
#### To print end of year certificate for Grade 12 homeroom, proceed as follows:

- Search for the required homeroom which you want to print the end of year certificate for its students from the below gradebook screen:

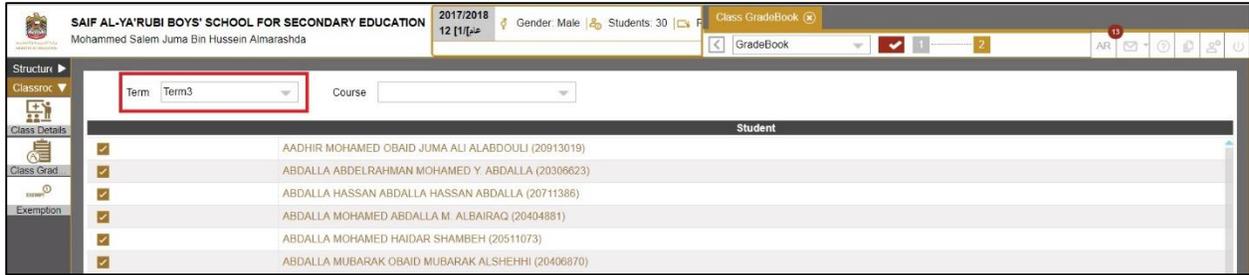
**Note:** in order to print the end of year certificate, the annual results should be announced for all homerooms.



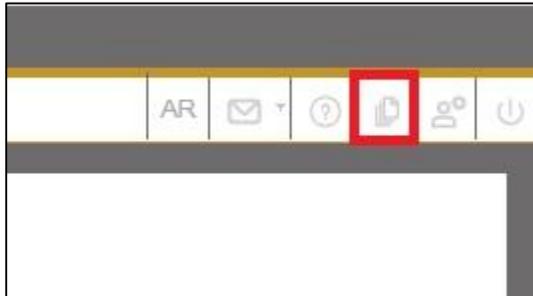
- Select the required homeroom from the search results.
- Go to step number 2 by clicking on number **2** or by clicking on the **arrow**, check the images below:



- Once you click on the arrow the gradebook screen will be displayed as follows:



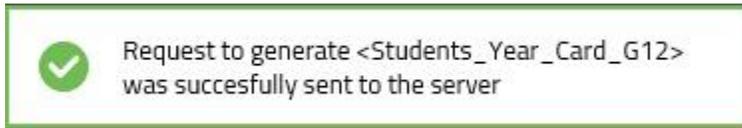
- Click on the print icon:



- Once you click on the print icon, the following screen will be displayed, which lists the reports available for printing.



- Select **HomeRoom-G12 Year End certificate** report as the picture above shows.
- Click on the **Select** button and the **Students Year Card Certificate for G12** Request and the request to generate will be sent. A small dialog box will be seen in the bottom corner of the screen such as the following:



- If the request is successful, the system will give you the option to Save/ Open the report (depending on the browser you are using), select the required option and the report will be displayed or saved on your computer.



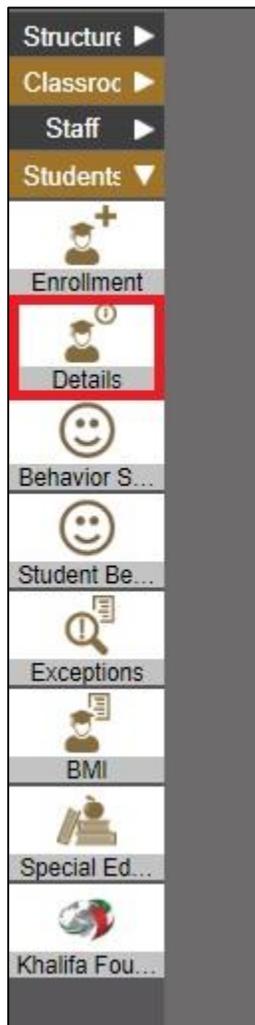
- Select the required option and the report will be displayed or saved on your computer.

**Note:** the above message will appear if you are using Internet explorer, if you are using google chrome, the report will be downloaded automatically

## 4 Student End of Year Certificate (Grade 12)

### Menu Path

Student Information system/ Students/ Details



### Purpose

Through this screen, you can navigate to the print screen and print the end of year certificate for a certain student.

To print end of year certificate for a single student in (grade 12), proceed as follows:

- Search for the required student which you want to print his/her end of year certificate the below student details screen:

**Note:** in order to print the end of year certificate, the annual results should be announced .

The screenshot shows a web application interface for a school. At the top, there's a header with the school name 'SAIF AL-YARUBI BOYS' SCHOOL FOR SECONDARY EDUCATION' and a search bar containing 'ABDALAZIZ KHALFAN SALIM SAIF ALKINDI (20517173)'. Below the header, there are several filter tabs: 'Structure', 'Client', 'Staff', 'Students', 'Enrollment', 'Details', 'Behavior', 'Attendance', 'Schedule', and 'Grade Fee'. The 'Students' tab is active, showing a search filter for 'General Names' and 'Student Number'. Below the filters, there's a search button and a 'Save Filters' option. The main area displays a table of student details.

Number	Name	Grade	Class	Enrollment Status	Enrollment Date	Exit Date
20913019	AADHIR MOHAMED OBAID JUMA ALI ALABDOULI (20913019)	Grade 12-General	12 [1]↔	Enrollment	10/09/2017	
20517173	ABDALAZIZ KHALFAN SALIM SAIF ALKINDI (20517173)	Grade 12-General	12 [2]↔	Enrollment	10/09/2017	
20306623	ABDALLA ABDELRAHMAN MOHAMED Y. ABDALLA (20306623)	Grade 12-General	12 [1]↔	Enrollment	10/09/2017	
20711386	ABDALLA HASSAN ABDALLA HASSAN ABDALLA (20711386)	Grade 12-General	12 [1]↔	Enrollment	10/09/2017	
20404081	ABDALLA MOHAMED ABDALLA M. ALBAIRAG (20404081)	Grade 12-General	12 [1]↔	Enrollment	10/09/2017	
20511973	ABDALLA MOHAMED HAIDAR SHAMBEH (20511973)	Grade 12-General	12 [1]↔	Enrollment	10/09/2017	
20406870	ABDALLA MUBARAK OBAID MUBARAK ALSHEHHI (20406870)	Grade 12-General	12 [1]↔	Enrollment	10/09/2017	
20612665	ABDALLA OBAID KHAMIS B. O. ALMARASHDA (20612665)	Grade 12-General	12 [1]↔	Enrollment	10/09/2017	
20517294	ABDELAZIZ FAHAD RASHID OBAID KHALFAN (20517294)	Grade 12-General	12 [2]↔	Enrollment	10/09/2017	
20216860	ABDELAZIZ MOHAMED ISMAIL MOHAMED (20216860)	Grade 12-General	12 [1]↔	Enrollment	10/09/2017	
20517299	ABDELRAHMAN ALI MURAD HASSAN ALBLOOSHI (20517299)	Grade 12-General	12 [1]↔	Enrollment	10/09/2017	
20613136	ABDELRAHMAN MUBARAK DARWISH ABDALLA (20613136)	Grade 12-General	12 [2]↔	Enrollment	10/09/2017	
20612663	AHMED ALI MOHAMED SALIM ALZAABI (20612663)	Grade 12-General	12 [1]↔	Enrollment	10/09/2017	

- Select the required student from the search results.
- Go to step number 2 by clicking on number **2** or by clicking on the **arrow**, check the images below:



SAIF AL-YA'RUBI BOYS' SCHOOL FOR SECONDARY EDUCATION  
 Mohammed Salem Juma Bin Hussein Almarashda

ABDALAZIZ KHALFAN SALIM SAIF ALKINDI (20517173) Male  
 SAIF AL-YA'RUBI BOYS' SCHOOL FOR SECONDARY EDUCATION  
 Enrollment: 2017/2018 - 12 [2] [4]

Student Data Student List

Filters: General Name Student Number Academic Year: Current Enrollment Status: Enrolled Site Type: School School: SAIF AL-YA'RUBI BOYS' SCHOOL FOR SECONDARY EDUCATION Education Path: U.A.E Stream Grade: Grade 12-General Class

Number	Name	Grade	Class	Enrollment Status	Enrollment Date	Exit Date
20913019	AADHIR MOHAMED OBAID JUMA ALI ALABDOULLI (20913019)	Grade 12-General	12 [1] [4]	Enrollment	10/09/2017	
20547173	ABDALAZIZ KHALFAN SALIM SAIF ALKINDI (20517173)	Grade 12-General	12 [2] [4]	Enrollment	10/09/2017	
20306623	ABDALLA ABDELRAHMAN MOHAMED Y. ABDALLA (20306623)	Grade 12-General	12 [1] [4]	Enrollment	10/09/2017	
20711386	ABDALLA HASSAN ABDALLA HASSAN ABDALLA (20711386)	Grade 12-General	12 [1] [4]	Enrollment	10/09/2017	
20404681	ABDALLA MOHAMED ABDALLA M. ALBARAQ (20404681)	Grade 12-General	12 [1] [4]	Enrollment	10/09/2017	
20511073	ABDALLA MOHAMED HAIDAR SHAMBEH (20511073)	Grade 12-General	12 [1] [4]	Enrollment	10/09/2017	
20406670	ABDALLA MUBARAK OBAID MUBARAK ALSHEHHI (20406670)	Grade 12-General	12 [1] [4]	Enrollment	10/09/2017	
20612655	ABDALLA OBAID KHAMIS B. O. ALMARASHDA (20612655)	Grade 12-General	12 [1] [4]	Enrollment	10/09/2017	
20517294	ABDELAZIZ FAHAD RASHID OBAID KHALFAN (20517294)	Grade 12-General	12 [2] [4]	Enrollment	10/09/2017	

- Once you click on the arrow the gradebook screen will be displayed as follows:

SAIF AL-YA'RUBI BOYS' SCHOOL FOR SECONDARY EDUCATION  
 Mohammed Salem Juma Bin Hussein Almarashda

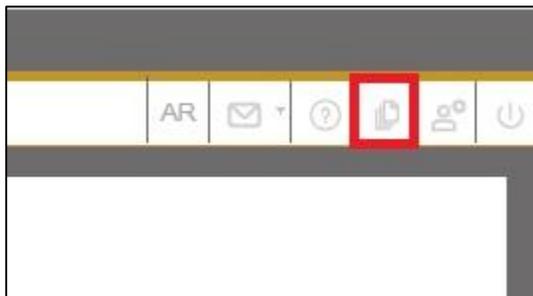
ABDALAZIZ KHALFAN SALIM SAIF ALKINDI (20517173) Male  
 SAIF AL-YA'RUBI BOYS' SCHOOL FOR SECONDARY EDUCATION  
 Enrollment: 2017/2018 - 12 [2] [4]

Student Data GradeBook

Academic Year: 2017/2018 Term: Term3 Course:

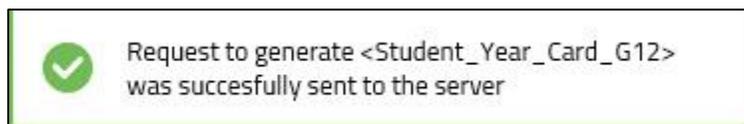
	Assessment					Exam					EmSAT	Term Score	Dean Score	
	Asst 1	Asst 2	Asst 3	Asst 4	Total	Asst 1	Asst 2	Asst 3	Asst 4	Total				
Islamic Education	Exam 1: 7	Exam 2: 8	Performance: 6		61	Final Asses								
Arabic Language	Listening: 7	Speaking: 7	Reading: 3	Writing: 20	70	Reading: /	Writing: /				10			
Social Studies and National Education	Exam 1: 16	Exam 2: 12	The Perform: 40		68	Final Asses								

- Click on the print icon:

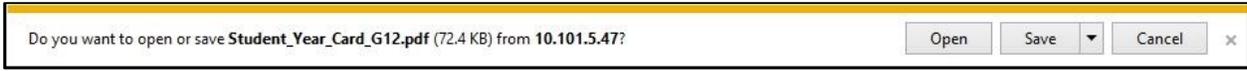


- Once you click on the print icon, the following screen will be displayed, which lists the reports available for printing.

- Select **G12 Year End certificate** report as the picture above shows.
- Click on the **Select** button and the **Student Year Card Certificate for G12** Request and the request to generate will be sent. A small dialog box will be seen in the bottom corner of the screen such as the following:



- If the request is successful, the system will give you the option to Save/ Open the report (depending on the browser you are using), select the required option and the report will be displayed or saved on your computer.



- Select the required option and the report will be displayed or saved on your computer.

**Note:** the above message will appear if you are using Internet explorer, but if you are using google chrome, the report will be downloaded automatically.