

SCHOOL MANAGEMENT SYSTEM ERP USER MANUAL



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Note: Click on the icons for fast accessing the features.



Dashboard



Dashboard

ITutor Ethiopia Office
SMS

Selected Session Is 2020-2021

Itutor1

Dashboard

Create Homework Create Subject Events & Holiday

Record Expense Record Income Staff Attendance

ToDo's

Important Incomplete Tasks (4)

	Online Payment Not Defined [Manage Payment Gateway]
	Student Email Missing [View In Details]
	Student Mobile Number Missing [View In Details]
	Staff Email Missing [View In Details]

A **dashboard**, in **website** administration, is typically the index page of the control panel for a **website's** content management system.

A **dashboard** typically indicates items which require urgent actions at the top of the page, moving into less important statistics at the bottom.



Track Issue



Track Issue

Track Issue is the process of monitoring **problems** that users are experiencing with a software product.

So as showed in the image you can inter

1. Title of the issue
2. Mobile number
3. Email address
4. Issue of Bug status
5. Description
6. Attach Screenshot

A screenshot of a web form titled 'Add Issue'. The form has a title bar with a grid icon and the text 'Add Issue', and standard window controls (minimize, maximize, close). The form contains several input fields: 'Title' with placeholder 'Enter Bug Title', 'Email' with placeholder 'E-mail', 'Mobile' with placeholder '251' and 'Enter Mobile Number', 'Description' with placeholder 'Bug Description', and 'Bug Status' with a dropdown menu showing 'Please select Bug Status'. There is also an 'Attach Screenshot' button with a red square icon. A red 'Report Bug' button is located at the bottom right of the form.

Add Issue

Title
Enter Bug Title

Email
E-mail

Mobile
251
Enter Mobile Number

Description
Bug Description

Bug Status
Please select Bug Status

Attach Screenshot

Report Bug



Admission Process



Admission Process



Admission Process



Admission Process Master Entry

Start Admission

View Admission Request

1. At Admission Process Master Entry you can add Reference Type Name for New Admits.
2. At Start Admission you can fill the Admission start and end date, select the session and Start Admission.
3. At View Admission Request you can check the Admission Requests by selecting the Session you want.



Attendance



Attendance



Staff Attendance

Upload Staff Attendance

Display Staff Attendance

Student Attendance

Student Late Arrival & Early
Departure

Display Student Attendance

Display Student Slot
Attendance

Reports



School Wise Attendance
Report

Staff Late Arrival

Staff Early Leave

Staff Working Hours

Student Attendance
Summary



Attendance

On Staff Attendance you can select

1. Date Attendance On
2. In Time
3. Out Time

Then Click Next to take the Attendance

Staff Attendance

Date Attendance On

07-07-2021

Auto Fill

☒ Yes ☐ No

In Time

02:30 AM

Out Time

03:30 AM

Back

Next



Attendance



Staff Attendance

Upload Staff Attendance

Display Staff Attendance

Student Attendance

Student Late Arrival & Early Departure

Display Student Attendance

Display Student Slot Attendance

Reports



School Wise Attendance Report

Staff Late Arrival

Staff Early Leave

Staff Working Hours

Student Attendance Summary



Attendance

When taking Attendance the color
Green is for present
Yellow is for half day
Red is for Absence

Note: If you click Save the Attendance is only saved to the Attendance taker,
But if Save and Send It will be sent to the Administrator and also the staff.

Staff Attendance

 DRIVER1 (DRIVER) Office Hours From 02:30 AM In Time To 03:30 AM Out Time 08:00 am 05:00 am	 LIBRARIAN (LIBRARIAN) Office Hours From 02:30 AM In Time To 03:30 AM Out Time 08:00 am 05:00 am	 mike (MANAGER) Office Hours From 02:30 AM In Time To 03:30 AM Out Time 08:00 am 05:00 am	 teacher (SENIOR TEACHER) Office Hours From 02:30 AM In Time To 03:30 AM Out Time 08:00 am 05:00 am
 hana zehun (TEACHER) Office Hours From 02:30 AM In Time To 03:30 AM Out Time 08:00 am 05:00 am	 CHE T (TEACHER) Office Hours From 02:30 AM In Time To 03:30 AM Out Time 08:00 am 05:00 am	 PHY T (TEACHER) Office Hours From 02:30 AM In Time To 03:30 AM Out Time 08:00 am 05:00 am	 MAT T (TEACHER) Office Hours From 02:30 AM In Time To 03:30 AM Out Time 08:00 am 05:00 am
 AMH T (TEACHER) Office Hours From 02:30 AM In Time To 03:30 AM Out Time 08:00 am 05:00 am	 ENG T (TEACHER) Office Hours From 02:30 AM In Time To 03:30 AM Out Time 08:00 am 05:00 am	 SPO T (TEACHER) Office Hours From 02:30 AM In Time To 03:30 AM Out Time 08:00 am 05:00 am	 HIWOT (TEACHER) Office Hours From 02:30 AM In Time To 03:30 AM Out Time 08:00 am 05:00 am
 Firasol (TEACHER) Office Hours From 02:30 AM In Time To 03:30 AM Out Time 08:00 am 05:00 am	 hana zehun (TEACHER) Office Hours From 02:30 AM In Time To 03:30 AM Out Time 08:00 am 05:00 am	 teacher 1 (TEACHER) Office Hours From 02:30 AM In Time To 03:30 AM Out Time 08:00 am 05:00 am	

Save Save & Send PresentAll/HalfdayAll/AbsentAll Back



Attendance



Staff Attendance

Upload Staff Attendance

Display Staff Attendance

Student Attendance

Student Late Arrival & Early Departure

Display Student Attendance

Display Student Slot Attendance

Reports



School Wise Attendance Report

Staff Late Arrival

Staff Early Leave

Staff Working Hours

Student Attendance Summary



Attendance

On Upload Staff Attendance you can

1. Select Date and Click Download File.
2. Fill the Downloaded Excel file.
3. Click Choose File and select the excel file you edited.
4. Click Upload

Download Excel Format F...

Upload Staff Attendance

No file chosen

Format : Csv Only Allow

	A	B	C	D	E	F
1	Uniqueld	Name	Date(DD-MM-YYYY)	inTime	OutTime	Attendance
2	583	DRIVER1 (DRIVER)	8/7/2021	2:00	11:00	P
3	582	LIBRARIAN (LIBRARIAN)	8/7/2021	2:00	11:00	P
4	756	mike (MANAGER)	8/7/2021	2:00	11:00	P
5	747	teacher (SENIOR TEACHER)	8/7/2021	2:00	11:00	P
6	757	hana zerihun (TEACHER)	8/7/2021	2:00	11:00	P
7	576	CHE T (TEACHER)	8/7/2021	2:00	11:00	A
8	577	PHY T (TEACHER)	8/7/2021	2:00	11:00	P



Attendance



Staff Attendance

Upload Staff Attendance

Display Staff Attendance

Student Attendance

Student Late Arrival & Early
Departure

Display Student Attendance

Display Student Slot
Attendance

Reports



School Wise Attendance
Report

Staff Late Arrival

Staff Early Leave

Staff Working Hours

Student Attendance
Summary



Attendance

On Display Staff Attendance you can

1. Select the Month Year you want to display.
2. Click Proceed .

Display Staff Attendance

Select Month Year

Select Month Year

BackProceed



Attendance

Staff Attendance

Upload Staff Attendance

Display Staff Attendance

Student Attendance

Student Late Arrival & Early Departure

Display Student Attendance

Display Student Slot Attendance

Reports

School Wise Attendance Report

Staff Late Arrival

Staff Early Leave

Staff Working Hours

Student Attendance Summary



Attendance

On Student Attendance If you want to take full day Attendance you must tick Full day and if you want to take Attendance for specific Period you must tick Slot.

1. Select Class
 2. Select Date Attendance On
 3. Select Order by Admission No or by Name
- Then Click Next to take the attendance

The screenshot shows a web application window titled "Student Attendance". At the top, there are three window control buttons: a minus sign, a maximize icon, and a close icon. Below the title bar, there are two radio buttons: "Full Day" (which is selected) and "Slot". Underneath, there are two dropdown menus. The first is labeled "Class" and has a "Select ..." option. The second is labeled "Order By Admission No ..." and has a dropdown arrow. To the right of these, there is a section labeled "Date Attendance On" with a date input field and a calendar icon. At the bottom right of the form, there are two buttons: "Back" and "Next".



Attendance



Staff Attendance

Upload Staff Attendance

Display Staff Attendance

Student Attendance

Student Late Arrival & Early Departure

Display Student Attendance

Display Student Slot Attendance

Reports



School Wise Attendance Report

Staff Late Arrival

Staff Early Leave

Staff Working Hours

Student Attendance Summary



Attendance

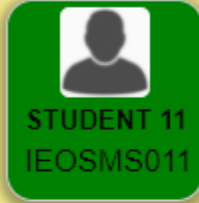
When taking Attendance the color
Green is for present
Red is for Absence

Note: If you click Save the Attendance is only saved to the Attendance taker,
But if Save and Send It will be sent to the Administrator Students parent and also the student.

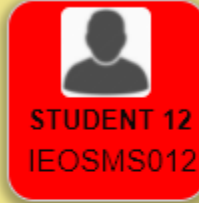
Student Attendance



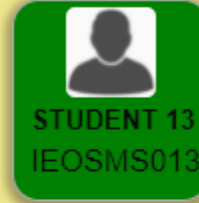
Abeba Derse
ITUTORAD1



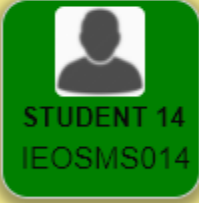
STUDENT 11
IEOSMS011



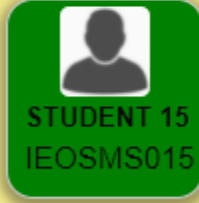
STUDENT 12
IEOSMS012



STUDENT 13
IEOSMS013



STUDENT 14
IEOSMS014



STUDENT 15
IEOSMS015

 Save

 Save & Send

 Present/Absent

 Back



Attendance



Staff Attendance

Upload Staff Attendance

Display Staff Attendance

Student Attendance

Student Late Arrival & Early Departure

Display Student Attendance

Display Student Slot Attendance

Reports



School Wise Attendance Report

Staff Late Arrival

Staff Early Leave

Staff Working Hours

Student Attendance Summary



Attendance

On Student Late Arrival & Early Departure you can select

1. Student
2. Type (If its late arrival or early departure)
3. Date
4. Time

Fill Description and click Save.

Student Late Arrival & Early Departure

Student

Select ...

Type

Select ...

Date

Select Date

Time

Time

Description

Description

Back Save



Attendance



Staff Attendance

Upload Staff Attendance

Display Staff Attendance

Student Attendance

Student Late Arrival & Early
Departure

Display Student Attendance

Display Student Slot
Attendance

Reports



School Wise Attendance
Report

Staff Late Arrival

Staff Early Leave

Staff Working Hours

Student Attendance
Summary



Attendance

On Display Student Attendance you can select

1. Month Year
2. Class
3. Order by Admission No or Name

Then Click Proceed to view the specific Month of student Attendance.

Student Attendance Report

Select Month Year

07-2021

Class

Select ...

Order By Admission No ...

Back

Proceed



Attendance



Staff Attendance

Upload Staff Attendance

Display Staff Attendance

Student Attendance

Student Late Arrival & Early Departure

Display Student Attendance

Display Student Slot Attendance

Reports



School Wise Attendance Report

Staff Late Arrival

Staff Early Leave

Staff Working Hours

Student Attendance Summary



Attendance

On Display Student Slot Attendance you can select

1. Student
2. From Date to Date

Then Click Proceed to view the specific Student Attendance with in the dates.

Student Slot Attendance Report



Student

Select ...



From Date

01-07-2021



To Date

08-07-2021



Back

Proceed



Attendance



Staff Attendance

Upload Staff Attendance

Display Staff Attendance

Student Attendance

Student Late Arrival & Early
Departure

Display Student Attendance

Display Student Slot
Attendance

Reports



School Wise Attendance
Report

Staff Late Arrival

Staff Early Leave

Staff Working Hours

Student Attendance
Summary



Attendance

On Reports you can

1. Get School Wise Attendance Report
2. Staff Late Arrival Report
3. Staff Early Leave Report
4. Staff Working Hours
5. Student Attendance Summary



Basic Details



Basic Details

1

2

3

4

Basic InformationLogo & SocialContact InformationGlobal Settings

School Name*
iTutor Ethiopia Office SMS

School Moto
School Moto

Software Starting Date
2021-01-16

Affiliated By
Affiliated By

Registration No
Registration Number

Affiliation No
Affiliation Number

Date of Establishment*
2021-01-16

Board
Board

PreviousSave & Continue

On Basic Details there are 4 main basic features.

1. Basic Information
2. Logo & Social
3. Contact Information
4. Global Settings

Under **Basic Information**

You can fill School information like

1. School Name
2. School Moto

After you are done you need to click Save and Continue.



Basic Details

The screenshot shows a web form with four tabs: 'Basic Information', 'Logo & Social' (selected), 'Contact Information', and 'Global Settings'. The 'Logo & Social' tab contains two sections: 'Logo' and 'School Image'. Each section has a 'Choose School' button, a file size limit (50 KB for Logo, 500 KB for School Image), and a list of allowed image formats (gif, jpg, png, jpeg, jpe, JPEG, PNG, JPG). To the right of the form, there is a red candle icon with a flame and a registered trademark symbol, and a green chalkboard image with various educational symbols like a lightbulb, a heart, a triangle, and the letters 'ABC'.

Under [Logo & Social](#) You can

1. Add or Update school Logo and Image
2. Add about Us
3. Fill Social Media information's

After you are done you need to click Save and Continue.



Basic Details

1 Basic Information 2 Logo & Social 3 Contact Information 4 Global Settings

Country: Ethiopia

State: Addis Ababa

District: CMC

City: Addis Ababa Zone 1

Address: ወደ ሲኤምኤ በሚወስደው መንገድ ከሲቪሊ ሰርኪል ከሴጅ ከፍ ብሎ፣ ኖክ የጋዝ ማደያ ፊት ለፊት፣ ፎር ዋይ

Pin:

Email*: info@zeroerp.com

Mobile*: 251

Under **Contact Information**

You can Fill all information of your school contacts and addresses like

1. Country
2. State
3. Address
4. Email
5. Location on Google map.

After you are done you need to click Save and Continue.



Basic Details

1

2

3

4

Basic Information

Logo & Social

Contact Information

Global Settings

General Settings

Currency Icon

etb

▼

Time Zone

Africa/Addis_Ababa

▼

Allow Profile Update

☐ Yes

☒ No

Self Registration Allow

☐ Yes

☒ No

Print Computer Generated Copy

☒ Enabled

☐ Disabled

Media Storage URL

http://media.myschool-et.com/

Under **Global Settings** You can add or change permission settings some system features like

1. Homework permission
2. Exam permission
3. Fee Permission ...

After you are done you need to click Save and Continue.



Canteen



Canteen



Canteen Master Entry

Dishes

Menu

Mess Schedule

View Menu



Canteen

Canteen – provides food menu.

Canteen master entry – this allows as to enter the types of foods that are available in the school.

Dishes – it allows as to choose the food we want to eat and its price.

Menu – gives as different options to eat.

Mess schedules – this provides information about the schools canteen program about the day and what foods will be provided on that day.

View menu – this also shows on what day what meal will be on.



Class & Section



Class & Section

The screenshot shows a web interface for managing classes and sections. At the top, there are three buttons: 'Add Class' (grey), 'Save' (grey), and 'Add Class Teacher' (blue). Below this, there are two main sections. The first section is for deleting a class, indicated by a red minus icon. It contains a text input field labeled 'Class Name' with the value 'A', an 'Add Section' button, and a red trash icon. The second section is for adding a class, indicated by a blue plus icon. It contains a text input field labeled 'TUTOR1', an 'Add Section' button, and a red trash icon.

1. At class and section we can **add** class and assign teachers to different classes.
2. We can also **delete** sections and class if they are not necessary.
3. we can see the sections created in a class by pressing the **+** button.
4. After we add or delete class or section we have to save the change by using the **save** option



Class & Section

 Allow Attendance Mark

☐ All ☒ Only Class Teacher

 Add Class Teacher

Class

Add More Class

Select... 

Staff

Back

Save

Add Class Teacher

1. The first option allows us to take attendance for all or by class teacher .
2. We add teachers to class by selecting the class and choosing the staff members.
3. After we select the options we save the change using the save option.



Communicate



Communicate



Communicate



Notification Permissions

Send Message

Message Report

Send Login Details

Noticeboard

Survey Questions

Create Survey

Reports



Survey Reports

Upcoming Birthdays

Communicate – allows to show information shared by the school to students and parents.

Notification permissions – provides necessary information about the messages that were sent and who sent them.

Send message - this allows to send message to student and parents. Also gives us sending options like via SMS, mobile application and Email.

Message report – this part provides information about the messages that were sent, when they were sent.

Send login details – provides login information.

Notice board – is a notification board that the school provides different information to the student and parents.

Survey questions – are questions created to gather information.

Create survey – this part is one of the ways that the school gathers different information using questions from the staff and students.

Reports – provides reports.

Survey reports – provides information about the survey questions

Upcoming birthdays – gives information when birthdays are coming up.



Communicate



Communicate



Notification Permissions

Send Message

Message Report

Send Login Details

Noticeboard

Survey Questions

Create Survey

Reports



Survey Reports

Upcoming Birthdays

Notification permissions – allows us to see what method is used to send the messages, and also the reasons.

Notification Permissions									
Action	Module	Activity	SMS	Mobile App	Email				
	Admission		☐		☐				
	Attendance	☐ Absent / Leave ☒ All(Present/Absent/Leave)	☐	☒	☐				
	Not Using Transport / Late Arrival / Early Departure		☐	☒	☐				
	Birth Day		☐	☒	☐				
	Events Calendar		☐	☒	☐				
-	Exam/Test Schedule		☐	☒	☐				
	Fees Paid		☐	☒	☐				



Communicate



Communicate



Notification Permissions

Send Message

Message Report

Send Login Details

Noticeboard

Survey Questions

Create Survey

Reports



Survey Reports

Upcoming Birthdays

1. To send a message there are 3 processes the first one is to choose who it is sent to using the all or class wise option.
2. The second option allows us to choose the message sending ways, there is also language options and we can write the message.
3. The last option is confirming our message before sending it.

Send Sms To Students

Send Message Using
☐ SMS ☒ Mobile App ☐ Email

Language
☒ English ☐ Other

Message Content

☐ All ☒ Class Wise

Class

Sms Calculation 0 Characters Used Count 0 Per Message 160 Remaining 160
No Text Limit For Mobile App Messages

Previous Next Previous Next



Communicate



Communicate



Notification Permissions

Send Message

Message Report

Send Login Details

Noticeboard

Survey Questions

Create Survey

Reports



Survey Reports

Upcoming Birthdays

Notice board– in this part it allows us to choose the type of notice and who it will be sent to. In description we write about the notice we can add image or pdf if we want, the status allows when the notice will be displayed and expiry tell the end of the notice display.

Add Notice Board

Type Of Notice

☒ Circular ☐ Class Diary ☐ Syllabus

Send Notice To

☐ Every One ☐ Only Staff ☐ Only Student ☐ Select Class

Description

Image/pdf

Status

Active

▼

Expiry Date

Back

Save



Communicate



Communicate

Notification Permissions

Send Message

Message Report

Send Login Details

Noticeboard

Survey Questions

Create Survey

Reports

Survey Reports

Upcoming Birthdays

Create survey – there are 3 processes.

- The first is defining who the survey is created for. Also there are options for what kind of questions we are creating and provide a name for the survey.
- The second part is selecting the questions.
- The last one is publishing the survey questions to the selected peoples.

Create Survey

1

2

3

Survey Information Questions Publish Survey

Survey For*

☐ Student ☐ Staff ☐ Both

Type Of Question*

☒ Multiple Choice ☐ Descriptive

Survey Name*

Previous

Next



E-Library



E-Library

E-Library – this allows the teachers to add different books via image or pdf for the students.

The screenshot shows a web application window titled 'E-Library'. Inside, there is a form titled 'Create E-Library' with a title input field, radio buttons for 'Image' and 'Pdf' under 'Upload Type', an 'Image' section with a 'Choose Image' button, and 'Back' and 'Save' buttons at the bottom.

E-Library

Create E-Library

Title

Title

Upload Type

☒ Image ☐ Pdf

Image

Choose Image

Back Save



Events



Events



Events & Holiday



Events

Events – are days with programs that will be celebrated with in the school or out.

Events & holidays - this are days that can be celebrated by the school or national holidays.



Events



Events & Holiday



Events

Events & holidays

- First we have to choose whether it is an event or a holiday,
- The **title** is the name of the holiday or event.
- The **color** option allows us to identify the holiday and events on our calendar.
- We also need to declare starting **date** and **time** with the holiday or event ending date and time.

Add Events Or Holidays

[Click Here To Configure Notification Permission](#)

☒ Events ☐ Holidays

Title

Color

Start Date

Start Time

End Date

End Time

Back

Save



Exam



Exam



Exam

- Grade Setup
- Grade Subject
- Exam Entry Permissions
- Summary Exam Setup
- Result Setup
- Publish Result
- Result Entry Scholastic
- Upload Result Entry Scholastic
- Result Entry Co-Scholastic
- View Mark-Sheet
- Exam Schedules
- Reports
- Scholastic Grade Result
- Student Result Summary
- Summary Exam
- Co-Scholastic Grade Result

Exam is one of module in school management system. school administrator can setup exam setting for teacher to and other staffs of the school

Exam have sub modules admin Module and Teacher Module

Adminstaror Module can manage Exam Setup, Mark Result Entry and Report Part

Teacher Module: can manage his assigned subject result entry and reporting part

Exam

Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

Reports

Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

Grade Setup

The first module from Grade setup is Scholastic Grade setup
Scholastic Grade Setup is to setup mark Grade wise or comment for Marks Ex. A+, Excelent, B, Good

Here are the steps to add

Step 1: Click Exam (Sidebar)

Step 2: Click grade Setup. System display the following content.

Grade Setup

1

2

3

4

Scholastic Grade Create

Scholastic Grade Marks Setup

Coscholastic Area Create

Cosholastic Grade Create

Grade

Add

Grade	Action
5	
A	



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry
Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

Reports



Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

Grade Setup

SCHOLASTIC GRADE MARK SETUP

In this section we assign the mark range to the scholastic Grade we create in first Step here is the steps

Step 1: Click on Scholastic grade mark setup.

Step 2: Enter maximum mark

Step 3: Choose Grade you created before

Step 4: Give maximum mark and minimum

Step 5: Select the Result (You can continue by adding new Row)

Step 6: Save it.

Grade Setup

1 2 3 4

Scholastic Grade Create Scholastic Grade Marks Setup Coscholastic Area Create Cosholastic Grade Create

Maximum Marks

100

Grade	Maximum	Minimum	Result
A	100	90	PASS
B	89	80	PASS



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry
Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

Reports



Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

Grade Setup

CO-SCHOLASTIC AREA CREATE

In this section we create co-scholastic area like Conduct, Personal Behaviour and etc,

Step 1: Click on Co-Scholastic Area Create.

Step 2: Enter Co-scholastic Area

Step 3: Save it.

Grade Setup   

1

2

3

4

Scholastic Grade Create Scholastic Grade Marks Setup **Coscholastic Area Create** Cosholastic Grade Create

Coscholastic Area Name	Action
CONDUCT	
PERSONAL DEVELOPMENT_ABLE TO ESTABLISH OWN GOALS	
PERSONAL DEVELOPMENT_ACHIEVE REACHING OBJECTIVES	



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry
Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

Reports



Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

Grade Setup

CO-SCHOLASTIC GRADE CREATE

In this section we create co-scholastic Grade like A, B, GOOD, EXCELENT

Step 1: Click on Co-Scholastic Grade

Step 2: Add it.

Grade Setup

1 2 3 4

Scholastic Grade Create Scholastic Grade Marks Setup Coscholastic Area Create Cosholastic Grade Create

Coscholastic Grade

Add

Coscholastic Grade	Action
A	
B	



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry
Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

Reports



Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

Grade Subject

GRADE SUBJECT

Grade Subject is the mark printed in Grade (A, B,C) format on student Report Card and Roster.

Step 1: Select Class

Step 2: Select Subject

Step 3: Save

After that selected subject is printed in Grade format like (A,B,C)

Add Grade Subject

Class

KG 1 A

Subject

General Science (Eng)

Back

Save



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry
Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

Reports



Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

Exam Entry Permissions

Exam Entry Permissions

Exam permissions is to Grant teacher subject to upload or encode their subject mark only.

Add Exam Entry Permissions

☒ Scholastic ☐ Co-Scholastic

Class

Select Class

Subject

Teacher

Select Teacher

Back

Save

Step 1: Select Class

Step 2: Select Subject

Step 3: Select Teacher

Step 4: Save

After that selected teacher is assigned to the subject so he can encode the mark

Setup Exam Heirarchy

This feature is help school to create multiple exam under Exam Type and shrink the total of sub exam into Exam Type.

- Step 1: Select Parent Exam
- Step 2: Select Class
- Step 3: Select Subject(Multiple)
- Step 4: Select Maximum Mark (To Marge)
- Also you can add multiple Exam Child just Click Add Exam and fill child exam and max mark
- Step 5: Save

Add Summary Exam Setup

Summary Exam Setup

ASSESSMENT

GRADE 4 A

ENGLISH

MATHEMATICS

30

Add Exam

HW

10

Delete Exam

TEST 1

15

Delete Exam

TEST 2

15

Delete Exam

ASSIG

10

Delete Exam

50 Save



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry
Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

Reports



Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

Result Setup

Result setup is module that controlled by admin and we setup Exam Type and Terms

Result Setup

1

2

3

4

Exam Type

Set-Up Exam Terms

Set-Up MarkSheet

Set-Up Terms Date

Exam Type

Exam Duration

Remarks

Exam Status

☒ Active ☐ Inactive

Save

1

Exam Type

Step 1: Enter Exam Type (Test1, Final)

Step 2: Select Exam Status

Step 3: Exam Duration (Optional)

Step 4: Remark (Optional)



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry
Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

Reports



Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

Result Setup

Result setup is module that controlled by admin and we setup Exam Type and Terms

Result Setup

1

2

3

4

Exam Type

Set-Up Exam Terms

Set-Up MarkSheet

Set-Up Terms Date

Exam Type

Exam Duration

Remarks

Exam Status

☒ Active ☐ Inactive

Save

2

Set-Up Exam Terms

Step 1: Enter Exam Type
(Test1, Final)

Step 2: Select Exam Status

Step 3: Exam Duration
(Optional)

Step 4: Remark (Optional)



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry
Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

Reports



Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

2

Set-Up Exam Terms

Set-up Exam Terms

Exam Term is to setup School terms Ex. Semester or Quarterly
After that we setup exam types under Terms

Step 1: Enter Name and Max Mark of Subject

Step 2: Select Exam Exam Type and his Max Mark

Step 3: You can multiple Exam Type Just click Add exam

Step 4: Save it

Result Setup

1 Exam Type 2 Set-Up Exam Terms 3 Set-Up MarkSheet 4 Set-Up Terms Date

Add Terms Save Set-Up Terms Date

Set-Up Exam Terms

Quarter1	100.00	%	Add Exam	Delete
TEST 2	20.00	%	Delete Exam	
CLASS ACTIVITY	5.00	%	Delete Exam	
FINAL	40.00	%	Delete Exam	

Publish Result

Publish Result is where teacher send or share student marks for students and family.

Step 1: Select Exam Type and Class

Step 2: Select Marks

* With out Marks (To share only exam Type)

* With Marks (To share obtain marks by students)

* Max Marks Obtain (To share maximum mark obtain in a class)

*Remarks (if teacher have remarks)

Step 3: Select Subject

Step 4: Write any Message for family if you have

Step 5:Send it.

The screenshot shows a web form for publishing exam results. It includes a dropdown for 'Exam Type', a text input for 'Class', and radio buttons for 'Marks' (selected as 'WithOut Marks'). There are checkboxes for 'Max Marks Obtain' and 'Remarks'. A 'Subject' text input is present. A 'Message' text input is followed by a 'Save' button. At the bottom, there are 'Back' and 'Send' buttons. The 'Send' button is highlighted in red.

Exam Type
Select ...

Class

Marks
☒ WithOut Marks ☐ With Marks

☐ Max Marks Obtain
☐ Remarks

Subject

Message



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry
Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

Reports



Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

Result Entry Scholastic

Result Entry Scholastic (Mark Entry)

In this field the teacher and admin is supposed to fill the marks obtained by the students. To do this go to the section that says Exam Result Entry

Scholastic

Step 1: select the exam type, example Test1, Mid Exam

Step 2: select the subject that we are assign to

Step 3: select the class that we teach

Step 4: Select Order for student list

Step 5: Select Next.

Exam Result Entry For Scholastic Grades

1

2

Result Setup Scholastic

Marks Setup Scholastic

TEST 1

KG 1 A

Amharic

"

Order By Name ...

Previous

Next



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry
Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

Reports



Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

Con't Result Entry Scholastic (Mark Entry)

In this filed we select the maximum mark of the exam, For example if it is test1 the value of the exam might be 10 so we select 10 Selecting this section will bring the students list

After filling the obtained mark for all the students pressing the button that says next will save the students mark to the database

Exam Result Entry For Scholastic Grades

Result Setup Scholastic

Marks Setup Scholastic

10

15-02-2021

☐ Update Date Of Exam To All Student

Student List	Marks Obtain	Grade	Result	Date Of Exam	Absent
ABEM SOLOMON MECHAL (KBA/2013/2423)	10	A	PASS	15-02-2021	☒ No ☐ Yes



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry
Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

Reports



Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

Upload Result Enrty Scholastic

There is also another way of inserting scholastic result(Mark) it is by uploading XL file. To do this:-

Download Excel Format For Upload Result E...

Select Class ...

Select Subject ...

Select Max Marks ...

Select Date Of Exam

Select Date Of Exam

Order By Admission No ...

Back Download File

Step 1:select the exam type,

example Test1, Mid Exam

Step 2: select the class

Step 3: select the subject

Step 4: Select Max Mark of
Exam

Step 5: Select Exam Date

Step 4: Select Order for student
list

Step 5: Select Download File



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry
Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

Reports



Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

Result Entry Scholastic

Con't Upload Result Enrty Scholastic

After filling all the necessary fields press the button labeled Download file, the system will download XL file that is similar to the picture shown below.

Fill Obtain Marks under Marks Column

	A	B	C	D	E	F	G	H	I	J
1	StudentName	Admission	ExamType	Class	Section	Subject	DateOfExam	Absent	MaxMarks	Marks
2	Iamrot bekele	5A001	TEST_1	GRADE 5	A	social study	4/16/2021	NO	10	10
3	hyredin teka	5A002	TEST_1	GRADE 5	A	social study	4/16/2021	NO	10	5
4	mentesinot tolosa	5A003	TEST_1	GRADE 5	A	social study	4/16/2021	NO	10	3
5	mekdes teshale	5A004	TEST_1	GRADE 5	A	social study	4/16/2021	NO	10	5
6	melat tewelde	5A005	TEST_1	GRADE 5	A	social study	4/16/2021	NO	10	9
7	Solomon Balcha	Ms001	TEST_1	GRADE 5	A	social study	4/16/2021	NO	10	9
8	Feven Mekonen	Ms002	TEST_1	GRADE 5	A	social study	4/16/2021	NO	10	6
9	Samson Mekonen	Ms003	TEST_1	GRADE 5	A	social study	4/16/2021	NO	10	5
10	Marta Elias	Ms004	TEST_1	GRADE 5	A	social study	4/16/2021	NO	10	9



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry
Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

Reports



Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

Con't Upload Result Enrty Scholastic

After filling all Student marks save it and upload.

Step 1: Chose the file that we downloaded and edited

Step 2: After selecting the file press the button Upload

Upload Result Entry

Choose File No file chosen

Format .Csv Only Allow

Back Upload



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry
Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

Reports



Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

Result Enrty Co-Scholastic

To submit the co-scholastic result of the student we select this option

Step 1: Select the co-scholastic type, For example conduct

Step 2: Select the class

Step 3: Select the term which the result belongs to Example quarter 1, Semester 1.

Step 4: Click Next

Exam Result Entry For Co-Scholastic Grades

1 ————— 2

Result Setup Co-Scholastic Grade Setup Co-Scholastic

CONDUCT	Quarter1
KG 1A	Order By Name ...

Previous Next



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry
Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

Reports



Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

Result Enrty Co-Scholastic

After filling all the necessary fields, pressing next will take us to step 2 of the process.

Grade every student according their result like shown in the picture above. After grading every student press the next button then it will be saved to the data base

Exam Result Entry For Co-Scholastic Grades

Result Setup Co-Scholastic

Grade Setup Co-Scholastic

Student List	Grade
ABEM SOLOMON MECHAL (KBA/2013/2423)	A
ABETU TAMIRAT WOGAYEHU (KBA/2013/2425)	A
ABIGAEAL DAWIT (KBA/2013/2821)	A
AESHA ABUBEKER OMER (KBA/2012/2258)	A



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry
Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

Reports



Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

Exam Schedules

Exam Schedules

In this section we schedule exam for students

To view scheduled exam if we already schedule exist select class and subject the click get Exam Schedule

 Exam Schedules



KG 1 A



TEST 1



 Click Here To Schedule Exam

Get Exam Schedule



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry
Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

Reports



Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

Exam Schedules

Exam Schedules

In this section we schedule exam for students

To Schedule new exam Click “Click Here To Schedule Exam”

Exam Schedules

KG 1 A

▼

TEST 1

▼

Click Here To Schedule Exam

Get Exam Schedule



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry
Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

Reports



Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

Exam Schedules

Con't Exam Schedules

In this section we schedule exam for students

After you select “Click Here To Schedule Exam” the following content displayed.

Section Time Table Date Wise Setup

Select Class

Select Class ...

Date

Date

☐ Mark As Holiday

Back Save

Step 1: Select Class
Step 2: Select Exam Date



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry
Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

Reports



Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

Exam Schedules

Con't Exam Schedules

After you select the date system automatically open new page as following

Step 1: Write Slot Name (Exam Name)

Step 2: Slot Start Time (Exam Start Time)

Step 3: Slot End Time (Exam End Time)

Step 4: On drop down Select Exam

Step 5: Select Subject and Teacher

Step 6: Write Chapter and Topic (Optional)

Step 7: Save it

Add New Row	Slot Name	Slot Start Time	Slot End Time	Type	Subject	Teacher	Chapter
				Select Type	Select Subject	Select Teacher	
				Select Type	Select Subject	Select Teacher	



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry
Scholastic

Result Entry Co-Scholastic

Exam Schedules

Report Center



Scholastic Grade Result

Student Report Card

Student Roster

Summary Exam

Student Transcript

Co-Scholastic Grade Result

Exam Schedules

Scholastic Grade Result

Scholastic Grade result is to print Exams Grade result

Step 1: Select Class

Step 2: Select Exam Type (Multiple Exam Types

Step 3: Select Subject (Optional)

Step 4: Select Student(Optional)

Step 5: Select Get Result

Scholastic Grade Result

Class

▼

ExamType ...

▼

Subject

▼

Student

▼

Get Result



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry
Scholastic

Result Entry Co-Scholastic

Exam Schedules

Report Center



Scholastic Grade Result

Student Report Card

Student Roster

Summary Exam

Student Transcript

Co-Scholastic Grade Result

Exam Schedules

Con't Scholastic Grade Result

After you click Get Result system print result as the following

Step 1: You can print in excel, PDF, Print

Step 2: Also you can show and hide column

Scholastic Grade Result					
Excel PDF Print Show / hide columns				Show All entries	
ExamType	Student	Date	Subject	Marks Obtain	Max Marks
Active	Abel Abebe (TI/2021/0110)	24/04/2021	ENGLISH	7	10
Active	Ahelam Hussen Sabir(TI/2021/0111)	24/04/2021	ENGLISH	9	10
Active	Ali Kalid Ali(TI/2021/0112)	24/04/2021	ENGLISH	9	10
Active	Aman Abdu Idris(TI/2021/0113)	24/04/2021	ENGLISH	8	10
Active	Bereket Tadesse Yemam(TI/2021/0114)	24/04/2021	ENGLISH	10	10
Active	Betlehem Dawit (TI/2021/0115)	24/04/2021	ENGLISH	7	10



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry
Scholastic

Result Entry Co-Scholastic

Exam Schedules

Report Center



Scholastic Grade Result

Student Report Card

Student Roster

Summary Exam

Student Transcript

Co-Scholastic Grade Result

Exam Schedules

Student Report Card

In this module we print student report card as following

Step 1: Select Class

Step 2: Select Student (Optional for all student report card)

Step 3: Select max mark

Step 4: Click to view Mark sheet

The system print in PDF Format

View Mark Sheet



Class



Student



Select Max Marks ...



Click To View Mark Sheet



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry
Scholastic

Result Entry Co-Scholastic

Exam Schedules

Report Center



Scholastic Grade Result

Student Report Card

Student Roster

Summary Exam

Student Transcript

Co-Scholastic Grade Result

Exam Schedules

Student Roster Report

In this module we print student Roster Report as following

Step 1: Select Class

Step 2: Select Student (Optional for all student report card)

Step 3: Select max mark

Step 4: Click to Student Result Summery

The system print in PDF Format

View Student Result Summary

Class

▼

Student

▼

Select Max Marks ...

▼

Click To Student Result Summary



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry
Scholastic

Result Entry Co-Scholastic

Exam Schedules

Report Center



Scholastic Grade Result

Student Report Card

Student Roster

Summary Exam

Student Transcript

Co-Scholastic Grade Result

Exam Schedules

Student Summary Exam

In this module we print student Summary Exam Report as following

Step 1: Select Class

Step 2: Select Subject

Step 3: Click to View Mark-Sheet

View Summary Exam Report

Class

▼

Subject

▼

Click To View Mark Sheet



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry
Scholastic

Result Entry Co-Scholastic

Exam Schedules

Report Center



Scholastic Grade Result

Student Report Card

Student Roster

Summary Exam

Student Transcript

Co-Scholastic Grade Result

Exam Schedules

Student Transcript Report

In this module we print student Roster Report as following

Step 1: Select Class

Step 2: Select Student (Optional)

Step 3: Click to View Transcript

 **Generate Transcript**  

Class 

Student 

[Click To View Transcript](#)



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry
Scholastic

Result Entry Co-Scholastic

Exam Schedules

Report Center



Scholastic Grade Result

Student Report Card

Student Roster

Summary Exam

Student Transcript

Co-Scholastic Grade Result

Exam Schedules

Co-Scholastic Grade Result

Co-Scholastic Grade result is to print Co-ScholasticGrade result

Step 1: Select Class

Step 2: Select Co-Scholastic Area

Step 3: Select Student(Optional)

Step 4: Select Get Result

Co Scholastic Grade Result

Class

▼

Select SC Area ...

▼

Student

▼

Get Result



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry
Scholastic

Result Entry Co-Scholastic

Exam Schedules

Report Center



Scholastic Grade Result

Student Report Card

Student Roster

Summary Exam

Student Transcript

Co-Scholastic Grade Result

Exam Schedules

Con't Co-Scholastic Grade Result

After you click Get Result system print result as the following

Step 1: You can print

Co Scholastic Grade Result			
Print	Export	10 ▾	
Student Name	Term	SC Area	Grade
ABETU TAMIRAT WOGAYEHU	Quarter1	PERSONAL DEVELOPMENT_ACHIEVE REACHING OBJECTIVES	E
ABETU TAMIRAT WOGAYEHU	Quarter1	WORK HABITS_WORKS WELL INDEPENDENTLY	E
ABETU TAMIRAT WOGAYEHU	Quarter1	PERSONAL DEVELOPMENT_CREATIVITY	E
ABETU TAMIRAT WOGAYEHU	Quarter1	PERSONAL DEVELOPMENT_ABLE TO ESTABLISH OWN GOALS	E
ABETU TAMIRAT WOGAYEHU	Quarter1	PERSONAL DEVELOPMENT_FLEXIBILITY	E



Fees



Fees



Define Fee Type

Class Fees

Update Student Fees

Fee Reminder

Fee Payment

Pending Transaction

Online Fee Payment List

Fees Due / Paid List

Pay Online

Online Transaction Report

Reports



Fees Due School/Class
Wise

Student Fee Register

Get Class Fee Structure

See Fees Due For Entire
Family



Fees

DEFINE FEE TYPE

In this section we define our fee type system have two type fee structure Monthly and Quarterly

Step 1: Write Fee Type Name

Step 2: Select Fee frequently

Step 3: Save

Add Fee Type

Fee Type

Frequency
☐ Monthly ☐ Session

Status
☒ Active



Fees



Define Fee Type

Class Fees

Update Student Fees

Fee Reminder

Fee Payment

Pending Transaction

Online Fee Payment List

Fees Due / Paid List

Pay Online

Online Transaction Report

Reports



Fees Due School/Class
Wise

Student Fee Register

Get Class Fee Structure

See Fees Due For Entire
Family



Fees

CON'T DEFINE FEE TYPE

If you select Monthly the following content displayed
You can exclude Months that mean that month not
include in fee type

Add Fee Type

Fee Type

Monthly

Frequency

☒ Monthly ☐ Session

Excluded Month Year (optional)

Sep-2020 ✖ Oct-2020 ✖

Status

☒ Active

Back Save



Fees



Define Fee Type

Class Fees

Update Student Fees

Fee Reminder

Fee Payment

Pending Transaction

Online Fee Payment List

Fees Due / Paid List

Pay Online

Online Transaction Report

Reports



Fees Due School/Class
Wise

Student Fee Register

Get Class Fee Structure

See Fees Due For Entire
Family



Fees

CLASS FEE

In this module we define class fees.

Step 1: Select Class (Multiple selection is allowed)

Step 2: Select Fee type

Step 3: Write fee amount for a class

Step 4: Save

Add Fee

Class

GRADE 2 A GRADE 3 A

Fee Type	Frequency	Status	Amount
YEARLY	Session	☐	Amount
MONTHLY	Monthly	☒	2800

Note: When we registered student the fee amount assigned to the automatically



Fees

Define Fee Type

Class Fees

Update Student Fees

Fee Reminder

Fee Payment

Pending Transaction

Online Fee Payment List

Fees Due / Paid List

Pay Online

Online Transaction Report

Reports

Fees Due School/Class
Wise

Student Fee Register

Get Class Fee Structure

See Fees Due For Entire
Family



Fees

UPDATE STUDENT FEE

In this module we can update student fee one by one if they have discount and etc.

Step 1: Select Class

Step 2: Select Student

Then system load another window as following

Set Fee Structure

From Month

Sep-2020

Admission Number

TI/2021/0079

MONTHLY

Frequency:Monthly

Actual Fee 1100

1100

☒

Remarks

Remarks

Confirm

Then update the amount of fee then click **Confirm**



Fees



Define Fee Type

Class Fees

Update Student Fees

Fee Reminder

Fee Payment

Pending Transaction

Online Fee Payment List

Fees Due / Paid List

Pay Online

Online Transaction Report

Reports



Fees Due School/Class
Wise

Student Fee Register

Get Class Fee Structure

See Fees Due For Entire
Family



Fees

FEE REMINDER

In this module we can Setup fee reminder for parent and student

A particular reminder will be sent only once to a recipient. If a student has no dues , than no message will be sent to her

Fee Type : For sending due amount in reminder school must select all the fee types used for calculating fees , if no fee type is selected message will not contain amount due for each student and entered message will be sent to every student.

IMPORTANT : A particular reminder will be sent only once to a recipient. If a student has no dues , than no message will be sent to her



Add Fee Reminder

Click Add Fee
Reminder



Fees



Define Fee Type

Class Fees

Update Student Fees

Fee Reminder

Fee Payment

Pending Transaction

Online Fee Payment List

Fees Due / Paid List

Pay Online

Online Transaction Report

Reports



Fees Due School/Class
Wise

Student Fee Register

Get Class Fee Structure

See Fees Due For Entire
Family



Fees

FEE REMINDER

After you click add fee reminder fill all form

Step 1: Select Due Date of Fee Payment

Step 2: First Reminder (Optional) (15 to 8 days prior to due date) Up to Due Date Reminder (1 days prior to due date)

Step 3: First Reminder Message Up to Due Date

Step 4: Till Month : Up to Month for which Fee must be deposited. Then Save it.

Fee Reminder

For Session
2020-2021

Due Date Due Date	Due Date Message Due Date Message
First Reminder Date Select First Reminder Date	
Second Reminder Date Select Second Reminder Date	
After Due Date Select After Due Date	
Till Month Till Month	Fee Type

Back Save



Fees



Define Fee Type

Class Fees

Update Student Fees

Fee Reminder

Fee Payment

Pending Transaction

Online Fee Payment List

Fees Due / Paid List

Pay Online

Online Transaction Report

Reports



Fees Due School/Class
Wise

Student Fee Register

Get Class Fee Structure

See Fees Due For Entire
Family



Fees

FEE PAYMENT

In this module we collect payment from students

Step 1: Select Student

Step 2: Select month of Payment (Due)

Select Student

Student

Select ...

Upto Month

Sep-2021

Then System Load the following content Next Slide



Fees



Define Fee Type

Class Fees

Update Student Fees

Fee Reminder

Fee Payment

Pending Transaction

Online Fee Payment List

Fees Due / Paid List

Pay Online

Online Transaction Report

Reports

Fees Due School/Class
Wise

Student Fee Register

Get Class Fee Structure

See Fees Due For Entire
Family

Fees

FEE PAYMENT

In this module we collect payment from students

Step 1: Select Fee Account to deposit Amount

Step 2: Select Date of Payment

Step 3: Payment Type (Cash, Bank)

Manual Receipt Number

1

Account

Fee Account



Date Of Payment

08-07-2021



Payment Type

CASH



Remarks

Remarks

The Check the
amount the save it

1. Save and Send (Notify
both admin and Parent
about Paymnet.

2. Save: Just save in the
system.

Fee Type	Frequency	Month Year	Amount	Amount To Pay	Due	Paid	Balance
MONTHLY	Monthly	Mar 2021	900	900	Due	0	900
Total	-	-	900	900	-	0	900

Back

Save and Send

Save

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Fees



Define Fee Type

Class Fees

Update Student Fees

Fee Reminder

Fee Payment

Pending Transaction

Online Fee Payment List

Fees Due / Paid List

Pay Online

Online Transaction Report

Reports



Fees Due School/Class
Wise

Student Fee Register

Get Class Fee Structure

See Fees Due For Entire
Family



Fees

FEE DUE AND PAID LIST

In this module we can get report of Fee due and paid list of students

Step 1: Select Student

Step 2: Select Date of Payment or up to month

Step 3: Then system load paid list and due list of student you selected

Select Student

Student

(TI/2021/0001) Abel Balcha Gebru C/O Balcha 251-910615741 GRADE. v

Upto Month

Jul-2021

Back

Proceed



Fees



Define Fee Type

Class Fees

Update Student Fees

Fee Reminder

Fee Payment

Pending Transaction

Online Fee Payment List

Fees Due / Paid List

Pay Online

Online Transaction Report

Reports



Fees Due School/Class
Wise

Student Fee Register

Get Class Fee Structure

See Fees Due For Entire
Family



Fees

FEE DUE AND PAID LIST

System load paid list and due list of student you selected

Select Fee For Abel Balcha Gebru C/O Balcha (251-910615741)



Fee Type	Frequency	Month Year	Due	Amount	Paid	Balance	Amount To Pay
MONTHLY	Monthly	Mar-2021	No Dues	900	900	0	0
MONTHLY	Monthly	Apr-2021	No Dues	900	900	0	0
MONTHLY	Monthly	May 2021	Due	900	0	900	900
MONTHLY	Monthly	Jun 2021	Due	900	0	900	900
MONTHLY	Monthly	Jul 2021	Due	900	0	900	900
	-	-	-	4500	1800	2700	2700

Fee List Paid By Abel Balcha Gebru C/O Balcha (251-910615741)



Action	Receipt No	Amount	Date	Remarks
	1103	1800	08-Jul-2021	

Showing 1 to 1 of 1 entries

Previous 1 Next

Then you can print receipt just click the PDF icon.

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Fees



Define Fee Type

Class Fees

Update Student Fees

Fee Reminder

Fee Payment

Pending Transaction

Online Fee Payment List

Fees Due / Paid List

Pay Online

Online Transaction Report

Reports



Fees Due School/Class
Wise

Student Fee Register

Get Class Fee Structure

See Fees Due For Entire
Family



Fees

REPORT: FEES DUE SCHOOLWISE AND CLASS WISE

System load Report Fees due school wise and class wise

Fees Due School/Class Wise

Type

☒ School Wise ☐ Class Wise

From Month (Optional) ✖

Sep-2020

Upto Month

Sep-2021

☐ Include Terminated Student

Fee Type

Back Proceed

Step 1: Select School Wise
Step 2: SElect From Month
and
Up to Month
Also You can include
terminated
Students
Step 3 Select Fee Type
(Optional)
Step 4: Select Proceed.



Fees



Define Fee Type

Class Fees

Update Student Fees

Fee Reminder

Fee Payment

Pending Transaction

Online Fee Payment List

Fees Due / Paid List

Pay Online

Online Transaction Report

Reports

Fees Due School/Class
Wise

Student Fee Register

Get Class Fee Structure

See Fees Due For Entire
Family

Fees

REPORT: FEES DUE SCHOOLWISE AND CLASS WISE

You can check school wise Fee Collected and Fee Due

FeeReportSummary		
Class	FeeCollected	FeeDue
PRE NURSERY A	0	0
GRADE 8 A	1800	106200
GRADE 9 A	0	181500
GRADE 10 A	0	198000
GRADE 11 NATURAL A	0	218500
GRADE 12 NATURAL A	0	161000
GRADE 8 B	0	94500
GRADE 9 B	0	170500
GRADE 10 B	0	209000
GRADE 12 NATURAL B	0	143750
GRADE 12 NATURAL C	0	155250
GRADE 12 SOCIAL D	0	241500
GRADE 11 SOCIAL B	0	178250
GRADE 11 SOCIAL C	0	207000
TotalAmount	1800	2264950

Also you can check Total
Fee Collected and Total Fee
Dues



Fees



Define Fee Type

Class Fees

Update Student Fees

Fee Reminder

Fee Payment

Pending Transaction

Online Fee Payment List

Fees Due / Paid List

Pay Online

Online Transaction Report

Reports



Fees Due School/Class
Wise

Student Fee Register

Get Class Fee Structure

See Fees Due For Entire
Family



Fees

REPORT: FEES DUE SCHOOLWISE AND CLASS WISE
Also you can check class wise Paid amount and Due Amount

you can check Total Fee
Collected and Total Fee
Dues



Class : GRADE 8 A

Admission Id	Name	Mobile	Paid Amount	Due Amount
9433	Abel Balcha Gebru C/O Balcha	251-910615741	1800	2700
9434	Aberham Molla Wendimeneh C/O Molla	251-923710044	0	4500
9435	Adoniyas Deata Kochere C/O Deata	251-920035545	0	4500
9436	Ayantu Alo Godana C/O Alo	251-911894823	0	4500
9437	Bement Mesfin Negash C/O Mesfin	251-967058080	0	4500
9438	Bereket Mesfin Mechale C/O Mesfin	251-913927003	0	4500
9439	Bethlehem G/Egziabher Abuhay C/O G/Egziabher	251-913126089	0	4500
9440	Biruk Daniel Geberu C/O Daniel	251-911380012	0	4500
9441	Biruk H/Mariam Negashe C/O H/Mariam	251-910701575	0	4500



Fees



Define Fee Type

Class Fees

Update Student Fees

Fee Reminder

Fee Payment

Pending Transaction

Online Fee Payment List

Fees Due / Paid List

Pay Online

Online Transaction Report

Reports



Fees Due School/Class
Wise

Student Fee Register

Get Class Fee Structure

See Fees Due For Entire
Family



Fees

REPORT: STUDENT FEE REGISTER

Also you can check individual student fee payment and generate their receipt

Student Fee Register

GRADE 8 A

▼

(TI/2021/0001) Abel Balcha G..

▼

01-07-2021

31-07-2021

Submit

Step 1: Select Class
Step 2: Select Student
Step 3: Select Month
Range to get report.
Step 4: Submit



Fees

Define Fee Type

Class Fees

Update Student Fees

Fee Reminder

Fee Payment

Pending Transaction

Online Fee Payment List

Fees Due / Paid List

Pay Online

Online Transaction Report

Reports

Fees Due School/Class
Wise

Student Fee Register

Get Class Fee Structure

See Fees Due For Entire
Family



Fees

REPORT: GET CLASS FEE STRUCTURE

This module help schools to get Class wise Fee structure

Class Fee Structure

Class

Get

Step 1: Select Class

Step 2: Click Get

Step 3: After That we can
Print report as PDF

Class Fee Structure					
Class	Session				
GRADE 9 A	2020-2021				
Fee	Frequency	Amount			
MONTHLY	Monthly	1100			



Finance



Finance



Create Account Type

Create Account

Income & Expense Head

Upload Income

Upload Expense

Record Expense

Record Income

Account Balance Transfer

Reports



Account Statement

Daily Register

Revert Transactions

P & L



Finance

CREATE ACCOUNT TYPE

In this module we define Account Type where we deposit fees
Ex. Bank, Cash, Check

Create Account Type

Account Type

Status

☒ Active

Back Save

Step 1: Write Account Type Name
Step 2: Select Status
Step 3: Save



Finance



Create Account Type

Create Account

Income & Expense Head

Upload Income

Upload Expense

Record Expense

Record Income

Account Balance Transfer

Reports



Account Statement

Daily Register

Revert Transactions

P & L



Finance

CREATE ACCOUNT

In this module we create Account where we deposit fees
Ex. Student Fee, Dashen Bank, Nigd Bank

Create Account

Account Type

Account Type...

Account Name

Account Name

Opening Balance

Opening Balance

Account Start Date

Account Start Date

Status

☒ Active

Back

Save



Finance



Create Account Type

Create Account

Income & Expense Head

Upload Income

Upload Expense

Record Expense

Record Income

Account Balance Transfer

Reports



Account Statement

Daily Register

Revert Transactions

P & L



Finance

ENCOME AND EXPENSE HEAD

In this module we define our Expense Type and Encome Type

Income & Expense Head ☐ -

1

2

Expense HeadIncome Head

Expense Head Name

Add

Expense Head	Action
BOOKS	
BUILDING REPAIR	
STATIONARY	

PreviousSave & Continue

Income & Expense Head ☐ -

1

2

Expense HeadIncome Head

Income Head Name

Add

Income Head	Action
DONATION	
FEE PENALTY	
FEES	

Step 1: Write Encome and Expense Name and Save it

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Finance



Create Account Type

Create Account

Income & Expense Head

Upload Income

Upload Expense

Record Expense

Record Income

Account Balance Transfer

Reports



Account Statement

Daily Register

Revert Transactions

P & L



Finance

UPLOAD INCOME

In this module we upload our income from students through excel

Download File

To Download Income File For Uploading Of Income Details Through Excel Sheet

Download File

Step 1: Download excel Format

IncomeHead	IncomeReceiptId	Amount	AccountName	DateOfIncome	StudentAc	Remarks
INTEREST	1	50	SBI	05/03/2019		ok
PATENT	2	100	SBI	04/03/2019	45	Patent Received
RENT	3	500	SBI	05/03/2019		
DONATION	4	1000	SBI	05/03/2019		

Step 2: Fill Information properly

Upload Income

To Upload Excel File With .Xlsx In Extn

Choose File

Upload Income

Step 3: Choose File and Upload it



Finance



Create Account Type

Create Account

Income & Expense Head

Upload Income

Upload Expense

Record Expense

Record Income

Account Balance Transfer

Reports



Account Statement

Daily Register

Revert Transactions

P & L



Finance

UPLOAD EXPENSE

In this module we upload our Expense from students through excel

Download File

To Download Expense File For Uploading Of Expenses Details Through Excel Sheet

Download File

Step 1: Download excel Format

ExpenseHead	Amount	ExpenseDate	ExpenseRemark	StudentAdmi	ExpenseRecei	Payment	Amount
BUILDING REPAIR	5000	05/03/2019	Building Pant		1	Yes	2500
RENT	1000	06/03/2019	Office Rent paid		2	Yes	1000
SOFTWARE	100000	07/03/2019	Software licence Upgrade		3	Yes	100000
STATIONARY	5000	04/03/2019	Stationary Purchase for	45	4	No	

Step 2: Fill Information properly

Upload Income

To Upload Excel File With .Xlsx In Extn

Choose File

Upload Income

Step 3: Choose File and Upload it



Finance



Create Account Type

Create Account

Income & Expense Head

Upload Income

Upload Expense

Record Expense

Record Income

Account Balance Transfer

Reports



Account Statement

Daily Register

Revert Transactions

P & L



Finance

RECORD EXPENSE

In this module we register our Expense from students One by one

Expense

Expense Head

Add More Expense Head

Select ...

Amount

Amount

Expense Date

Expense Date

Student

Select ...

Expense Remark

Expense Remark

Amount Paid

☐ .

Back

Save

Step 1: Fill all forms properly
Step 2: Save it.



Finance



Create Account Type

Create Account

Income & Expense Head

Upload Income

Upload Expense

Record Expense

Record Income

Account Balance Transfer

Reports



Account Statement

Daily Register

Revert Transactions

P & L



Finance

RECORD INCOME

In this module we register our Income from students One by one

Income

Manual Receipt Number

2

Income Head

Add More Income Head

Select ...

Amount

Amount

Account

Select ...

Date Of Income

Date Of Income

Student

Select ...

Remarks

Remarks

Back

Save

Step 1: Fill all forms properly
Step 2: Save it.



Finance



Create Account Type

Create Account

Income & Expense Head

Upload Income

Upload Expense

Record Expense

Record Income

Account Balance Transfer

Reports



Account Statement

Daily Register

Revert Transactions

P & L



Finance

ACCOUNT BALANCE TRANSFER

In this module we transfer money from one account to another

From Account	▼
To Account	▼
Amount	
Select Date	
Remarks	
Transfer	

Step 1: Fill all forms properly
Step 2: Save it.



Finance



Create Account Type

Create Account

Income & Expense Head

Upload Income

Upload Expense

Record Expense

Record Income

Account Balance Transfer

Reports



Account Statement

Daily Register

Revert Transactions

P & L



Finance

ACCOUNT STATEMENT

In this module we generate report or account statement

☒ Account Statement - ↗

Fee Account ▼

Order By Value Date... ▼

01-07-2021 📅

31-07-2021 📅

Step 1: Fill all forms properly
Step 2: Click Submit.



Finance



Create Account Type

Create Account

Income & Expense Head

Upload Income

Upload Expense

Record Expense

Record Income

Account Balance Transfer

Reports



Account Statement

Daily Register

Revert Transactions

P & L



Finance

Daily Register

In this module we generate report or statement for Daily

Finance Register

01-07-2021

31-07-2021

☒ Income

☒ Expense

BOOKS

Select Account...

submit

Step 1: Fill all forms properly
Step 2: Click Submit.



Finance



Create Account Type

Create Account

Income & Expense Head

Upload Income

Upload Expense

Record Expense

Record Income

Account Balance Transfer

Reports



Account Statement

Daily Register

Revert Transactions

P & L



Finance

REVERT TRANSACTION

In this module we generate Revert Transaction

Revert Transactions

01-07-2021

31-07-2021

☐ Income

☐ Expense

☐ Account Transfer

Select Type

submit

Step 1: Fill all forms properly
Step 2: Click Submit.



Finance



Create Account Type

Create Account

Income & Expense Head

Upload Income

Upload Expense

Record Expense

Record Income

Account Balance Transfer

Reports



Account Statement

Daily Register

Revert Transactions

P & L



Finance

P & L (Profit and Loss Statement)

The profit and loss (P&L) statement is a financial statement that summarizes the revenues, costs, and expenses incurred during a specified period

Select Date

01-01-2021

09-07-2021

submit

Step 1: Fill all date (Range)

Step 2: Click Submit.



Front Office



Front Office



Call & Follow-up

Enquiry

Complaint

Visitor Book

Student Late Arrival & Early Departure



Front Office

On Call & Follow-up you can track all your calls
Fill all the information's in every box and click
save.

Student

Call Type [Add More Call Type](#)

Response [Add More Response](#)

Mobile

Follow Up Date

Name

Landline

Response

Date Of Call

Address

No Of Child

Caller

Back

104
Save



Front Office



Call & Follow-up

Enquiry

Complaint

Visitor Book

Student Late Arrival & Early Departure



Front Office

On Enquiry you can track all information you get from customers (parents) on the Front Office. Fill all the information's in every box and click save.

Manage Enquiry

Enquiry Type [Add More Enquiry Type](#)

BOARDING

Name

Name

Address

Address

Reference [Add More Reference](#)

Select ...

Mobile

251

Mobile

Response

Response

Response [Add More Response](#)

Select ...

Alternate Mobile

251

Alternate Mobile

Date Of Enquiry

Date Of Enquiry

No Of Child

No Of Child

Back

Save

105



Front Office



Call & Follow-up

Enquiry

Complaint

Visitor Book

Student Late Arrival & Early
Departure



Front Office

On Complaint you can track all complain you get from customers (parents) on the Front Office. Fill all the information's in every box and click save.

Add Complaint

Complaint Type Add More Complaint Type Select ...	Description Description	Action Action
Mobile 251 Mobile	Name Name	Date Of Complaint Date Of Complaint



Front Office



Call & Follow-up

Enquiry

Complaint

Visitor Book

Student Late Arrival & Early
Departure



Front Office

On Visitor Book you can Book a Visit Date for customers for a specific Date.

After filling all the information you click Save.

Add Visitor

Purpose

Add More Purpose

Select ...

Name

Name

Mobile

251

Mobile

No Of People

No Of People

In Date

In Date

Select Time

Description

Description

Back

Save



Front Office



Call & Follow-up

Enquiry

Complaint

Visitor Book

Student Late Arrival & Early
Departure



Front Office

On Student Late Arrival & Early Departure you can record if a student came Late or left school Early.
After filling every box click save.

Student Late Arrival & Early Departure

Student
Select ...

Type
Select ...

Date
Select Date

Time
Time

Description
Description

Back

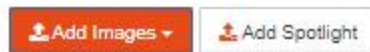


Gallery



Gallery

Gallery albums and images list



On Gallery you can Add Images of the students or the school for all the users and new customers to see.

You can use Add Spotlight for the images you want to come on top.



Homework



Homework



Create Homework

Reports



Homework Evaluation
Report



Homework

On Create Homework To add a Homework

- Select Class and Subject then click Add Homework.
- Type your homework
- Select the Date of Homework
- Select the Date of Submission and click Save And Send

Create Home Work

Class: GRADE 12 A

Subject: MATHEMATICS

Add Homework

Create Home Work

Class: GRADE 12 A

Subject: MATHEMATICS

Homework

Date Of Homework: Date Of Homework

Date Of Submission: Date Of Submission

Save Back Save And Send

Note: After you Save And Sand the homework you can attach a PDF file.



Library



Library



Library Master Entry

Manage Books

Upload Books

Manage List Books

Books

Print Bar Code

Issue & Return

Library Due

Reports



Books Issue Report



Library

Library master entry – allows to enter information about the books.

Manage books – is adding books with the necessary information

Upload books – allows to upload more than one book at a time.

Manage list books – general information about a certain book like how many times it was issued.

Books – provide all the books that are available.

Print bar code – creates a unique ID for each book.

Issue and return – information about students issuing and returning date of a certain book.

Library due – is the return date of the books

Reports

Books issue report – list of information about the books that were issued.



Library



Library Master Entry

Manage Books

Upload Books

Manage List Books

Books

Print Bar Code

Issue & Return

Library Due

Reports



Books Issue Report



Library

This is used when we upload a single book at a time. By filling the necessary information and going step by step.

Library Master Entry



1

Listing All Book Purpose

2

LibrarySetting

3

Nature of Binding

4

Division

5

115



Library



Library Master Entry

Manage Books

Upload Books

Manage List Books

Books

Print Bar Code

Issue & Return

Library Due

Reports



Books Issue Report



Library

This allows us to add new books and their information that is related to the book including its quantity.

Add Book

Subject
Select ...

Purpose
Select ...

Book Name
Book Name

Author Name
Author Name

Publisher
Publisher

Price
Price

Back Save

Add Book List

Select Book
Select ...

Quantity
Quantity

Back Save



Library



Library Master Entry

Manage Books

Upload Books

Manage List Books

Books

Print Bar Code

Issue & Return

Library Due

Reports



Books Issue Report



Library

This allows as to add new books and their information that is related to the book including its quantity.

Download File

To download student file for uploading of student detail through Excel sheet

[Download File](#)

Upload

To Upload Excel File With .xlsx In Extn

CashMemo/BillNo	NoOfPages	VolumeNo	CallNo	NatureOfBinding
456	1086	1	36	Hard Pack
--	1190	1	38	Hard Pack
2489	184	1	26	Paper Back
2489	184	1	26	Paper Back
486	184	1	26	Paper Back
486	184	1	26	Paper Back



Library



Library Master Entry

Manage Books

Upload Books

Manage List Books

Books

Print Bar Code

Issue & Return

Library Due

Reports



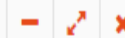
Books Issue Report



Library

This allows as how may times a certain book was issued. And detailed information.

Select Book



Books

Accession No

Select ...



Enter Accession Number



Back

Proceed

Listing All Books



10



Action	Accession No.	ISBN No.	Date	Place Of Publication	Date Of Publication	Name Of Saler / Doner	Publishing Price	Purchased Price	Cash Memo / Bill No	No Of Pages	V N
 / 	00001		2021-01-21					150			

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Library



Library Master Entry

Manage Books

Upload Books

Manage List Books

Books

Print Bar Code

Issue & Return

Library Due

Reports

Books Issue Report



Library

This shows books that have been uploaded.

Book List							-	↗
Print		Export		10				▼
Action	Book Name	Author Name	Publisher	Purpose	Subject	Total Books	Total Issued	
 / 	GRADE 11 MATHEMATICS Active	iTutor	iTutor	ISSUE	MATHEMATICS	50	1	
 / 	GRADE 12 MATHEMATICS Active	iTutor	iTutor	ISSUE	MATHEMATICS	50	0	
							Previous	Next



Library



Library Master Entry

Manage Books

Upload Books

Manage List Books

Books

Print Bar Code

Issue & Return

Library Due

Reports



Books Issue Report



Library

This shows the process on how to issue a book.

Book Issue

☒ Books ☐ Bar Code

Books

Select Student

Date of Issue

Date of Return

Remarks

Back

Save

120



Library



Library Master Entry

Manage Books

Upload Books

Manage List Books

Books

Print Bar Code

Issue & Return

Library Due

Reports



Books Issue Report



Library

In this part it shows what books were issued and who issued the book including the date. This have two options for the student and also the staff.

Library Student



Class



Student



Select Book



Type



01-07-2021



08-07-2021



Submit

Library Staff



User Type



Staff Position



Select Book



Select Staff..



Select From Date



08-07-2021



Type



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Submit



Master Entry



Master Entry



Front Office Master Entry

Certificate / Icard Template
Settings

Biometric Devices



Master Entry

On Front Office Master Entry You can add the following information's.

Master Entrys



Complaint Type Enquiry Type Purpose Reference Response Call Type

Complaint Type

Add

Complaint Type

Action

1. Complaint Type – We use this information type when receiving complains from parents, (What is the complain about)
2. Enquiry Type –
3. Purpose - We use this information type when we book visitors, (we add the purpose of the visit.)
4. Reference – We use this information type for Admission, (where did the customer get the school information from.)
5. Response – We use this information type on Call & Follow-up, (what was the response of the call Good, Bad, Excellent...)
6. Call Type – We use this information type on Call & Follow-up, (what is the call about.)



Master Entry



Front Office Master Entry

Certificate / Icard Template Settings

Biometric Devices

On Certificate / Icard Template Settings You can Add or Edit Header, Student details, Signature And Clauses just by clicking the Edit button.

Edit



Master Entry

Certificate Template Settings

Choose and add the required fields in the transfer certificate based on your institution/board standards

Header

Edit



The header of the certificate with institutional details can be configured

iTutor Ethiopia Office SMS

Certificate No.

ወደ ሲኤምቲ በሚወሰደው መንገድ ከሲኤሲ በርኪስ ኮሌጅ ከፍ ብሎ፣ የከ የጋዝ ማደያ ፊት ለፊት፣ ድር ጥይ ሀገሩ 2ተኛ ደረጃ ሲሮ ቁጥር 211/212 ,Addis Ababa Zone 1,
| info@zeroerp.com | https://education.myschool-et.com/

Date of Issue:dd/mm/yyyy

Student details

Edit



Various student details required in the certificate can be configured. There are few students details that can be used from the system and few custom fields that are to be specified while issuing

Signature And Clauses

Edit



In this section, you can configure the signatures and seals required to authenticate the certificate from your institution. You can also add any clauses and terms regarding the legitimacy of the details in the certificate.

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Master Entry



Front Office Master Entry

Certificate / Icard Template
Settings

Biometric Devices



Master Entry



Header

Edit



Institution Details

The Institutional Details Will Include Your Institution Name And Contact Informations That You

Certificate Type



Transfer



Character



Identity Card

Institution Name



iTutor Ethiopia Office SMS

Address



ወደ ሲኤምኤ በሚወሰደው መንገድ ከሲኤሲ ሰርቪስ ኮሌጅ ከፍ

Email



info@zeroerp.com

Phone



Website



https://education.myschool-et.com/

On Header Edit option you can change the Transfer header, Character Header and Identity Card header.

- First you have to select the Certificate Type.
- Then you can check or uncheck the boxes you want to be visible on the selected Certificate Type.



Master Entry



Front Office Master Entry

Certificate / Icard Template
Settings

Biometric Devices



Master Entry



Header

Edit



Institution Logo

☐ Institution Logo



Position

☐ Left ☒ Right

Certificate Details

Certificate Name(Heading)

Certificate Serial Number

☐ Enter Manually While Generating

☒ Auto Generate

Prefix:

IEOSMS000

Starting Count:

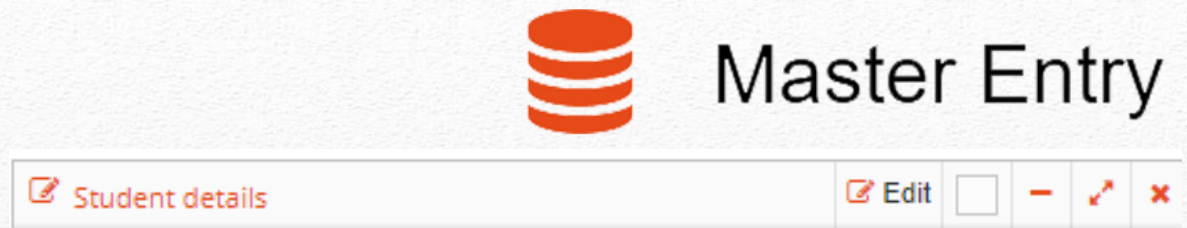
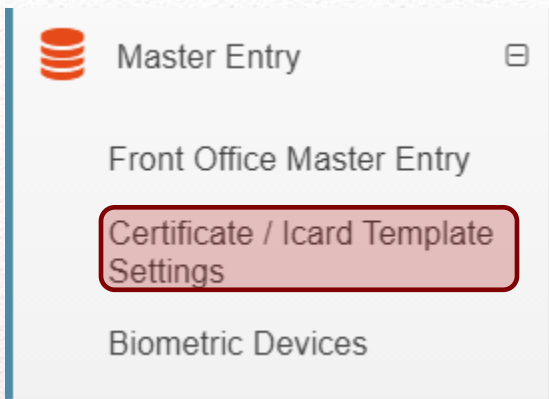
1

☒ Date Of Issue

Save Preferences

On Header Edit option you can also Add or change the Transfer, Character and Identity Card Institution Logo.

- You can choose the position of the Logo to be on the Left or Right.
- You can add Certificate Name (Heading)
- You can choose the Certificate serial number to be manually inserted while generating or Auto generate for the system to give the serial number automatically. (If you choose Auto Generate you have to add Prefix and Starting Count so the system can proceed from the that.)



On Student details Edit option you can Add or change the Information's that comes on Transfer, Character, Icard and Mark Sheet.

- First you have to select the Certificate Type.
- Then to edit what you added before you click the Edit / Delete button.
- To Add new Field you have to click the Add Field button.

When Adding new Field You fill the name of the new field in the Field Name box and select Map to System Details,

Example – If you want to add student name on students ID Card you click Add Field then type Student Name then select Student Name on Map to System Details.

Certificate Student Details Settings

Add the required student details in the certificate. Some student details can be used from student's profile in the application. You can select the relevant details of students in the following list and you can also add the required fields.

Certificate Type

☐ Transfer
 ☐ Character
 ☒ Icard
 ☐ MarkSheet

Add Field

Field Label	Value Criteria	
ID card	AdmissionNo	Edit Delete
Student Name	StudentName	Edit Delete

New Field

Field Name

☒ Map To System Details

Student Name

create Close



Master Entry



Front Office Master Entry

Certificate / Icard Template
Settings

Biometric Devices



Master Entry



Signature And Clauses



Edit



On Signature And Clauses Edit option you can Add or change the Signature and Clauses that comes on Transfer and Character Certificates.



Principal Signature



Choose Principal Signature

Size 5kb

Upload

Delete

Signature and Clauses

In this section, you can configure the signatures and seals required to authenticate the certificate from your institution. You can also add any clauses and terms regarding the legitimacy of the details in the certificate.

Certificate Type



Transfer



Character

Select a text size



Select a text color



+Add Text

Save Footer Preferences

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Master Entry



Front Office Master Entry

Certificate / Icard Template
Settings

Biometric Devices



Master Entry

On Biometric Devices you can Add Biometric Devices to the system to take Attendances automatically.

Add Biometric Devices

Device Name*

Device Name

Device Serial Number*

Device Serial Number

Device Model*

Device Model

Device Status

☒ Active ☐ Inactive

Device For

☒ Students ☒ Staffs

Back

Save

1. Add Device Name
2. Add Device Serial Number
3. Add Device Model
4. Select if the Device Is for students, staffs or both.
5. Check Device Status Active.

You can make the Device Status Inactive anytime you want.



Manage Penalty

Manage Penalty

Penalty Master Entry

Penalty Rules

Student Fee Penalty

View Penalty



Manage Penalty

In this module we View Penalty types for Students and staffs

 Listing All Penalty Type    	
Penalty Type	Status
FEE PENALTY	Active
LIBRARY PENALTY	Active
OTHER PENALTY	Active
Previous 1 Next	

Penalty Master Entry

Penalty Rules

Student Fee Penalty

View Penalty

PENALTY RULES

In this module Define Penalty Rule for Staffs and Students so according to that rule they take penalty

PENALTY FOR STUDENTS

Rule For



Student



Staff

Penalty Calculated



Partial Amount



Full Amount

Penalty Calculation Type



Day Wise



Days Range

Penalty Type

FEE PENALTY



Student part penalty calculated in two ways

Partial Amount: refers to the payment of an invoice that is less than the full amount due.

Full Amount :A total is a whole or complete amount

Penalty Master Entry

Penalty Rules

Student Fee Penalty

View Penalty

Also we define Charges type in two ways

1. Day Wise
2. Day Range

DAY WISE

Charges Type

☐ Per Day Amount ☐ Percent Of Amount

Amount & Percent

Amount & Percent

We can define Charges in two way

1. Per Day Amount
2. Percent of Amount(%)

Penalty Master Entry
Penalty Rules
Student Fee Penalty
View Penalty

Also we define Charges type in two ways

1. Day Wise
2. Day Range

DAY RANGE

Charges Type
☒ Per Day Amount
☐ Fix Amount
☐ Percent Of Amount

Day Range

Add new row +	From Day	To Day	Per Day Amount / Fix Amount / Percent Of Due Amount
	From Day	To Day	Per Day Amount / Fix Amount / Pe

Back
Save

We can define Charges in two way

1. Per Day Amount
2. Fix Amount (
2. Percent of Amount(%)

Step 1: Write from Day

Step 2: Up to Day

Step 3: Amount

Penalty Master Entry

Penalty Rules

Student Fee Penalty

View Penalty

STUDENT FEE

PENALTY

In this module we get report of Student with Penalty if they Exist

 **Select Student**   

Student



Date



Step 1: Select Student

Step 2: Select Date of Penalty

Penalty Master Entry

Penalty Rules

Student Fee Penalty

View Penalty

VIEW PENALTY

In this module we view Penalty

 Filter Fine To Student   

Student

Select ... 

Penalty Type

Select ... 

☒ Due ☒ Paid ☐ Cancelled

Get

Step 1: Select Student

Step 2: Select Penalty Type

Also You can check Penalty with Due , Paid or Canceled Penalty



Manage Staff



Manage Staff



Staff Master Entry

Staff Registration

Staff Upload

Staff Identity Card

View Staff

Staff Review

Reports



Staff Salary



Manage Staff

Staff master entry – allows us to enter staff's documentation and file.

Staff registration – this register staff members. One person at a time.

Staff upload – allows as to register staff members more than one at a time.

Staff identity card – creates an ID for the staff.

View staff – it displays staff members.

Staff review – provides information about the staff.

Report

Staff salary -



Manage Staff



Staff Master Entry

Staff Registration

Staff Upload

Staff Identity Card

View Staff

Staff Review

Reports



Staff Salary



Manage Staff

Staff master entry – allows us to enter staff's documentation and necessary information about the staff members.

1

Staff Position

2

Staff Document

3

School Department

4

Define Shifts



Manage Staff

Staff Master Entry

Staff Registration

Staff Upload

Staff Identity Card

View Staff

Staff Review

Reports

Staff Salary



Manage Staff

Staff registration – by filling the requested information it allows as to register new staff members. One person at a time.

Staff Registration

User Type

[Add More User Type](#)

Staff Name

Select ...

Staff Name

User Name

Password

User Name

Password

Mobile

251

Mobile

Joining Date

Joining Date



Position

[Add More Position](#)

Email

Select ...

Email

Department

[Add More Department](#)

Select ...

Back

Save



Manage Staff

Staff Master Entry

Staff Registration

Staff Upload

Staff Identity Card

View Staff

Staff Review

Reports

Staff Salary



Manage Staff

Staff upload – by filling the requested information it allows as to register new staff members. One person at a time.

Download File

To download student file for uploading of student detail through Excel sheet

Download File

Upload

To Upload Excel File With .Xlsx In Extn

Choose File

Upload

user type	staffName	joiningDate	mobile	staffPosition	email	
Teacher	riya	10-01-2018	1221343556	LIBRARIAN		r
ACCOUNTANT	Giya	12-01-2018	21325465	PRINCIPAL	Giya@gmail.com	C
PRINCIPAL	piya	11-01-2018	123456789	RETAINER		p
DRIVER	diya	11-01-2018	32344345	ACCOUNTANT	diya@gmail.com	c



Manage Staff

Staff Master Entry

Staff Registration

Staff Upload

Staff Identity Card

View Staff

Staff Review

Reports

Staff Salary



Manage Staff

Staff identity card – after selecting the staff we choose the colors for the ID.

 Generate Identity Card

Select Staff ...



Header Color



Body Color



Footer Color



Label Color



Print Icard One Page



Single



Multiple

Generate



Manage Staff

Staff Master Entry

Staff Registration

Staff Upload

Staff Identity Card

View Staff

Staff Review

Reports

Staff Salary



Manage Staff

View staff – this provides as list of staff members with the option of active, inactive or both to be displayed.

View Staff



Active



Inactive



Both

Search:

Excel

Print

Show

All



entries

Show / hide columns

Action	Staff Name	Mobile	Permanent Address
	CHE T Active	251-900000000	
	PHY T Active	251-900000000	
	MAT T Active	251-900000000	

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Manage Staff



Staff Master Entry

Staff Registration

Staff Upload

Staff Identity Card

View Staff

Staff Review

Reports



Staff Salary



Manage Staff

Staff salary – displays the salary information with in the requested month.



Staff Salary



Select Staff..

Select Start Date



Select End Date



Submit



Manage User



Manage User



View User

Login Report



Manage User

View user – this allows us to see the users by their user type. For both students and staff members

Login report – shows the login history.



Manage User



View User

Login Report



Manage User

View user – this allows as to see the users by their user type.

Type ☐ Student ☒ Staff	User Name User Name	Name Name	User Type Select ...	
Action	User Type	Name	User Name	Password
/ Active	TEACHER	BIO T	BIO T	hidden
/ Terminate	TEACHER	CHE T	CHE T	hidden
/ Terminate	TEACHER	PHY T	PHY T	hidden
/ Terminate	TEACHER	MAT T	MAT T	hidden
/ Terminate	TEACHER	AMH T	AMH T	hidden



Manage User



View User

Login Report



Manage User

Login report –. Displays the login history by the day we want.



Manage User / Login Report



My Favorite

Today



Get Report

User Login Report

Search:

View Details	Last Login	User Name	User Type	Name	Class	Section
	2021-07-10 06:51:45	itutor1	Admin			
	2021-07-09 15:56:54	itutor	Admin			
	2021-07-08 12:42:09	IEOSMS001	STUDENT	STUDENT 1	TUTOR1	D

Previous

1

Next

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Online Exam



Online Exam



Online Exam Master Entry

Question Bank

Upload Question

Create Online Exam

Assign To Exam

Student Exam List

Evaluation Exam

Evaluation Exam Result



Online Exam

On Online Exam Master Entry you can Add the Topic name with No. of Periods and Subject. You can also Add Description of the Topic and you can click Next to save.

1

Difficulty Level

2

Topic

Topic

Description

No. Of Periods

Select Subject ...

Add

Topic	Description	Subject	No. Of Periods	Action
Numbering	what is sentence?	ENGLISH		 

Previous

Next



Online Exam



Online Exam Master Entry

Question Bank

Upload Question

Create Online Exam

Assign To Exam

Student Exam List

Evaluation Exam

Evaluation Exam Result



Online Exam

On Question Bank you have to select Class, Subject, Difficulty Level.

Then you can type your question in the Question Box and answer choices in the Option Box.
(You can also add images for your question and answers by clicking Choose file).

Fill mark of the question in the Marks box.

If you want you can add Hint and Solution Description for the question.

Change the Status of the Question to Active and Click Save.

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Create Questions And Answer

Class Select Class	Subject * Select Subject	Difficulty Level * Difficulty Level
Topic Topic	Book Name Add More Book Book Name	

Question *

Question Image
 No file chosen

Option *	Option Image	Correct Choice
	Choose File No file chosen	☐
	Choose File No file chosen	☐
	Choose File No file chosen	☐
	Choose File No file chosen	☐
	Choose File No file chosen	☐
	Choose File No file chosen	☐

Marks

Hint

Solution Description

Status
Status



Online Exam



Online Exam Master Entry

Question Bank

Upload Question

Create Online Exam

Assign To Exam

Student Exam List

Evaluation Exam

Evaluation Exam Result



Online Exam

Download Format

To Download Question File For Uploading Of
Question Bank Detail Through Excel Sheet

Download Format

On Upload Question You can
download the excel format the
system uses by clicking
Download Format.

Then you must fill the excel file you downloaded with the
questions you prepared.

	A	B	C	D	E	F	G	
1	Question	Class	Subject	DifficultyLevel	Topic	BookName	TypeOfQuestion	Opt
2	The purpose of choke in tube light is ?	IST	english	EASY			MultipleChoice	larg
	OS computer abbreviation usually means ?	GRADE2	english	EASY			MultipleChoice	Ord
4	The purpose of choke in tube light is ?	GRADE2	english	MEDIUM			MultipleChoice	To c
5	Who developed Yahoo?	IST	english	TOUGH			MultipleChoice	Den
6	OS computer abbreviation usually means ?	IST	english	EASY			MultipleChoice	tem
7	The purpose of choke in tube light is ?	IST	english	MEDIUM			Descriptive	
8	Who developed Yahoo?	IST	english	EASY			Descriptive	
9	The purpose of choke in tube light is ?	IST	english	TOUGH			Descriptive	
10								
11								
12								

- Online Exam
- Online Exam Master Entry
- Question Bank
- Upload Question
- Create Online Exam
- Assign To Exam
- Student Exam List
- Evaluation Exam
- Evaluation Exam Result

Online Exam

After you finish editing the excel you can click Choose File, Select the excel file from your file then Click Upload Question Bank.

Upload Question Bank

To Upload Excel File With .Xlsx In Extn

Choose File

Upload Question Bank

You can view the questions statue you uploaded as shown below.

Row No	Question	Status	Created On
2	100-2	Question Created Successfully	2021-01-21 08:40:33
3	100-3	Question Created Successfully	2021-01-21 08:40:33
4	100-4	Question Created Successfully	2021-01-21 08:40:33
5	100-5	Question Created Successfully	2021-01-21 08:40:33
6	100-6	Question Created Successfully	2021-01-21 08:40:33
7	100-7	Question Created Successfully	2021-01-21 08:40:33
8	100-8	Question Created Successfully	2021-01-21 08:40:33
9	100-9	Question Created Successfully	2021-01-21 08:40:33
10	100-10	Question Created Successfully	2021-01-21 08:40:33
11	100-11	Question Created Successfully	2021-01-21 08:40:33

- Online Exam
- Online Exam Master Entry
- Question Bank
- Upload Question
- Create Online Exam
- Assign To Exam
- Student Exam List
- Evaluation Exam
- Evaluation Exam Result



Online Exam

On Create Online Exam You must fill all the General Settings
The first one is Exam Information.
The Exam type you will find are the ones that are created on Exam Result Setup.

✓ Create Online Exam

1 General Settings 2 Question Selection

Exam Information

Exam Name *	Exam Type * Add More Exam Type	Select Max Marks * Add More Max Marks
Exam Name	Please Select Exam Type ...	Select Max Marks ...
Exam Duration *	Exam Open Date *	Exam Open Time *
Enter Exam Duration Time In Minute	Exam Open Date	Exam Open Time
Exam Close Date *	Exam Close Time *	
Exam Close Date	Exam Close Time	



Online Exam



Online Exam Master Entry

Question Bank

Upload Question

Create Online Exam

Assign To Exam

Student Exam List

Evaluation Exam

Evaluation Exam Result



Online Exam

After Filling Exam Information you must fill Exam Settings.

- Result Publish decides if the exam will be published Immediately or After Evaluation.
- Show Result After Exam decides if the students view their exam result after they finish the exam or after the teacher publish it.
- On show Hint if you tick Yes the students will get the available hints of all questions.
- On Show Solution Detail if you tick Yes the students will get the available Solution Details of all questions.
- On Browsing Allow you decide if the students wither browse sites while on exam or now.

Exam Settings

Result Publish *

- ☐ Immediate
☐ After Evaluation

Show Result After Exam *

- ☐ Yes ☐ No

Show Hint *

- ☐ Yes ☐ No

Show Solution Detail *

- ☐ Yes ☐ No

Browsing Allow *

- ☐ Yes ☐ No



Online Exam



Online Exam Master Entry

Question Bank

Upload Question

Create Online Exam

Assign To Exam

Student Exam List

Evaluation Exam

Evaluation Exam Result



Online Exam

After Filling the Exam Settings you have to

- Choose Type of Question
- Select Difficulty Level
- Select Subject
- Select Class
- Select Topic and Book Name (Not Mandatory)

Then Click Next

Type Of Question *

- ☒ Multiple Choice
☐ Descriptive ☐ Both

Difficulty Level *

{{DifficultyLevel}}

Subject *

Select Subject



Class *

Select Class



Topic

Topic

Book Name

Book Name

Previous

Next



Online Exam



Online Exam Master Entry

Question Bank

Upload Question

Create Online Exam

Assign To Exam

Student Exam List

Evaluation Exam

Evaluation Exam Result



Online Exam

After Filling All General Settings you must choose Number Of Questions. Then you have to select Automatically/Random or Manually

- Automatically/Random is that the system will select the questions from the uploaded ones.
- Manually is that you must select each questions your self.

For the Marks you can use equal marks or different marks for each questions.

When you are done Click Save.

✓ Create Online Exam

1

2

General Settings

Question Selection

Questions Available For The Selected Subject And Class Is 50

Number Of Questions *

Number Of Questions

Select Questions *

Add More Questions

Marks *

☐ Automatically/Random

☐ Manually

☒ Equal Marks

☐ Different Marks

Save

Previous

Next



Online Exam



Online Exam Master Entry

Question Bank

Upload Question

Create Online Exam

Assign To Exam

Student Exam List

Evaluation Exam

Evaluation Exam Result



Online Exam

On Assign To Exam you select Online Exam that are created before and the classes you are going to assign the exam to.

Then Click Save and the Online Exam will be sent to the selected classes.

Online Exam Assign To Student

Online Exam

Select Online Exam...

Class

Back Save



Online Exam



Online Exam Master Entry

Question Bank

Upload Question

Create Online Exam

Assign To Exam

Student Exam List

Evaluation Exam

Evaluation Exam Result



Online Exam

Select Student

Student

Select ...

Current Online Exam List



Exam Name	Exam Open Date Time	Exam Close Date Time	Exam Duration In Minutes
-----------	---------------------	----------------------	--------------------------

No data available in table

Previous

Next

Online Exam History



Status	Exam Name	Exam Open Date Time	Exam Close Date Time	Exam Duration In Minutes
Is Expired	Test 1	2021-01-18 10:25 am	2021-01-19 10:45 am	30

On Student Exam List you can get

- Students exam list just by selecting the students name.
- Current Online Exam Lists that are not taken yet.
- Online Exam History that have been taken.



Online Exam



Online Exam Master Entry

Question Bank

Upload Question

Create Online Exam

Assign To Exam

Student Exam List

Evaluation Exam

Evaluation Exam Result



Online Exam

On Evaluation Exam you can evaluate the exam of students.

Select Exam

Exam

Select ...

 Recheck

(IEOSMS005) STUDENT 5 C/O DAD 5

1. First you have to select the Exam.
2. Select the students name you want to evaluate by clicking Recheck.



Online Exam



Online Exam Master Entry

Question Bank

Upload Question

Create Online Exam

Assign To Exam

Student Exam List

Evaluation Exam

Evaluation Exam Result



Online Exam

On Evaluation Exam you can evaluate the exam of students.

Student Answer Wrong

Student Answer Correct

All Questions Are Evaluated , Click "FINISH" Button To Save Marks !!

Question :- OS computer abbreviation usually means ?

Answer

Question Marks :- 1

Option 1 : Order of Significance

Option 2 : Open Software

Option 3 : Operating System ✓

Option 4 : Optical Sensor

You Answer 3 ✓

Enter Marks

1

All Questions

Marks :- 4 / 15

1	2	3	4
5	6	7	8

3. Check every questions answer and add the required mark in the box that says Enter Marks.

4. If you click Save and Proceed it will save and proceed to the next question.

5. If you click Finish it will save and finish the evaluation.

Save And Proceed

Finish



Online Exam



Online Exam Master Entry

Question Bank

Upload Question

Create Online Exam

Assign To Exam

Student Exam List

Evaluation Exam

Evaluation Exam Result



Online Exam



Evaluation Exam Result



Test 1

TUTOR1 D

ENGLISH

Select...

Get Result



Evaluation Exam Result



Print

Export

Exam Name

Exam Type

Student

Subject

Marks

Test 1

ASSEGNMENT_1

STUDENT 5

ENGLISH

4/15

On Evaluation Exam Result you can get
Evaluated exam results

1. Select Online Exam
2. Select Class
3. Select Subject
4. Select Student

Then Click Get Result

You can Export the exam results or print
directly.



Online Payment



Online Payment



Manage Payment Gateway



Online Payment



Payroll



Payroll



Payroll Master Entry

Salary Head & Structure

Assign Salary Structure

Approve Leave

Salary Payment

Print Payslip



Payroll

In this Module we define Payment Type like Cash, Bank and etc

Master Entrys ☐ -

1 — 2 — 3 — 4

Salary Head Salary Payment Define Leave Type Define Leave Coordinator

Salary Payment

Add

Salary Payment	Action
CASH	
CHECK	

Previous Save & Continue

Step 1: Write Salary Payment Type
Step 2: ADD it.

Payroll Master Entry

Salary Head & Structure

Assign Salary Structure

Approve Leave

Salary Payment

Print Payslip



In this Module we define Leave Type like

- * Monthly
- * Quarterly
- * Session (Yearly)
- * On Occassion

Also you can define Paid or Unpaid Leave Type

Master Entries

1 Salary Head 2 Salary Payment 3 Define Leave Type 4 Define Leave Coordinator

Leave Name

Time Circle
☐ Monthly ☐ Quarterly ☐ Session ☐ On Occassion

Type
☐ Paid ☐ Unpaid

Action	Leave Name	Time Circle	Type	Created On
--------	------------	-------------	------	------------

Step 1: Fill All form and
Step 2: ADD it.



Payroll



Payroll Master Entry

Salary Head & Structure

Assign Salary Structure

Approve Leave

Salary Payment

Print Payslip



Payroll

In this Module we define or Assign Leave Coordinator

Master Entrys

1 — 2 — 3 — 4

Salary Head Salary Payment Define Leave Type Define Leave Coordinator

Leave Coordinator

Step 1: Select Staff
Step 2: Saveit.



Payroll



Payroll Master Entry

Salary Head & Structure

Assign Salary Structure

Approve Leave

Salary Payment

Print Payslip



Payroll

In this Module Staff Salary head with salary Type

Salary Head & Structure

1 Salary Head ————— 2 Salary Structure

Type
Select ...

Salary Head
Salary Head

Code
Code

Add

Step 1: Select Type
Step 2: Salary Name.
Step 3: Code (Unique)
Step 4: Add



Payroll



Payroll Master Entry

Salary Head & Structure

Assign Salary Structure

Approve Leave

Salary Payment

Print Payslip



Payroll

In this Module we can define salary structure for different staff Possion

Salary Head & Structure

1 ————— 2

Salary Head Salary Structure

Template Name

Template Name

Fixed Salary

Add

Step 1: Template Name
Step 2: Fixed Salary.
Step 3: Add



Payroll



Payroll Master Entry

Salary Head & Structure

Assign Salary Structure

Approve Leave

Salary Payment

Print Payslip



Payroll

In this module we define Salary structure for staff one by one

Assign Salary Structure

Select Staff

Select ...

Salary Templates

Select ...

Month Effective From

Month Effective From

Remarks

Remarks

Back Save

Step 1: Select Staff

Step 2: Select Salary Template.

Step 3: Select Started Month

Step 4: Remark (Optional)

Step 5: Save



Payroll



Payroll Master Entry

Salary Head & Structure

Assign Salary Structure

Approve Leave

Salary Payment

Print Payslip



Payroll

In this module we Approve Leave request if exist. also we can Grant Leave for staff just click Mark Leave

Leave List

+ Mark Leave

☐

-

Action	Name	Leave Type
No data available in table		

Previous

Next



Payroll



Payroll Master Entry

Salary Head & Structure

Assign Salary Structure

Approve Leave

Salary Payment

Print Payslip



Payroll

After that we fill necessary information and Save it.

Salary Payment

Select Staff

Select ...

Leave Type

Leave Type

From Date

To Date

Back

Save



Payroll



Payroll Master Entry

Salary Head & Structure

Assign Salary Structure

Approve Leave

Salary Payment

Print Payslip



Payroll

In this module we pay salary payment for staffs

Fill all forms and save it.

Salary Payment

Select Staff

Asefa Asile (SENIOR TEACHER)

Month Year

Jul-2021

Payment Type

CASH

Payment Date

02-07-2021

Account

Fee Account Balance : 1800

Remarks

Salary

Staff Salary Structure Not Found

Back

Save



Payroll



Payroll Master Entry

Salary Head & Structure

Assign Salary Structure

Approve Leave

Salary Payment

Print Payslip



Payroll

In this module we print salary report for staffs

Print Payslip

Month Year

Month Year

Select Staff

Select ...

Back

Get Payslip

Step 1: Select Month
Step 2: Select Staff
Step 3: Click Get PaySlip



Session



Session

Important : Choose Session Start Date Carefully

For Schools / K12 : This should be **Annual**

For Graduate / Post Graduate Institute This Can be **Annual** or **Semester (Six Month)**

Fees calculation as well as Other Academic activity is dependent on the Session . So
before **Saving Make sure You Confirm The Dates**

On Session You can create your Session
Start Date with

- Annual
- Semester

Create Session

Session Start Date*

01-09-2020

- ☒ Annual
☐ Semester

Back

Save



Software Details

Your software license expires 31-12-2025 23:59:59

1638 Days Left For Your Software License.....

Total Message Balance In Your Account Is 0

You Are Not Able To Send Message.

[Request to Message Balance Recharge](#)

Modules List

AdmissionProcess

Activated

Attendance

Activated

BasicDetails

Activated

Canteen

Activated

ClassSection

Activated

Communicate

Activated

Events

Activated

Exam

Activated

Fees

Activated



Software Details

On Software Detail You will get the following information of the software

- Your software license expire date
- Module Lists that are Activated and Not Activated



Student



Student



Student Admission

View Students

Student Upload

Promotion

Transfer Class

Define Family

Student Master Entry

Upload Student Document

Generate Certificate

Generate Identity Card

Generated Certificate

Student List

Document List

Student Review



Student

Student admission - this is where the student admission to class.

View students – this provides the information about students.

Student upload - it allows as to upload more than 1 student information.

Promotion – this is when students upgrade from certain class to the next grade.

Transfer class – is when a student changes the class not the grade.

Define family – this allows to track students with the same parents.

Student master entry – it is a way to upload students documentation but one at a time.

Upload student document - is uploading more than one student document at a time.

Generate certificate – this allows create certificate for students.

Generate identity card – it allows to create a unique ID card for the students.

Generated certificate - it shows the certificates that are already created.

Student list - this shows a students list of a certain class and session.

Document list – allows as to access students documentation.

Student review – this allows as to give reviews to students



Student



Student Admission

View Students

Student Upload

Promotion

Transfer Class

Define Family

Student Master Entry

Upload Student Document

Generate Certificate

Generate Identity Card

Generated Certificate

Student List

Document List

Student Review



Student

In the admission we fill the necessary information's about the student. And save the data.

For Session 2020-2021

Admission Number

Admission Number

Class

Select Class ...

Gender

Select Gender ...

Date Of Registration

01-09-2020

Fee Effective From

01-09-2020

Student Name

Student Name

Father Name

Father Name

Mother Name

Mother Name

Mobile

251

Mobile

Email

Email



Student



Student Admission

View Students

Student Upload

Promotion

Transfer Class

Define Family

Student Master Entry

Upload Student Document

Generate Certificate

Generate Identity Card

Generated Certificate

Student List

Document List

Student Review



Student

- First we will download the file. It is an excel file to add students and then after we are done filling the students information we upload the file.

Download File

To download student file for uploading of student detail through Excel sheet

Download File

Upload

To Upload Excel File With .Xlsx In Extn

Choose File

Upload

Class	Section	FeeEffectiveFrom	DateOfRegistration	Gender
NURSERY	A	22-03-2016	22-03-2016	female
NURSERY	A		11-06-2016	male
NURSERY	A	11-06-2016	22-03-2016	female
NURSERY	A	22-03-2016	22-03-2016	female



Student



Student Admission

View Students

Student Upload

Promotion

Transfer Class

Define Family

Student Master Entry

Upload Student Document

Generate Certificate

Generate Identity Card

Generated Certificate

Student List

Document List

Student Review



Student

- By filling the session and class we can promote a student from one grade to the another .

Student Promotion

1

2

Class

Promotion

From Session

From Session

From Class

Select Class ...

To Session

2020-2021

To Class

Select Class ...

Previous

Next



Student



Student Admission

View Students

Student Upload

Promotion

Transfer Class

Define Family

Student Master Entry

Upload Student Document

Generate Certificate

Generate Identity Card

Generated Certificate

Student List

Document List

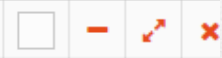
Student Review



Student

- By filling the necessary information we can transfer one student from class to class.

Transfer Class



Date Of Effective From

Sep-2020



Current Class

Select Class ...



Student

Select ...



To Class

Select Class ...



Back

185 Confirm



Student



Student Admission

View Students

Student Upload

Promotion

Transfer Class

Define Family

Student Master Entry

Upload Student Document

Generate Certificate

Generate Identity Card

Generated Certificate

Student List

Document List

Student Review



Student

- This allows to easy access information about both the student and parents when they have more than one kid at the school.

Define Family



Family Name

[View Family Fee Due Here](#)

Family Name

Select Student

Back

Save

186



Student



Student Admission

View Students

Student Upload

Promotion

Transfer Class

Define Family

Student Master Entry

Upload Student Document

Generate Certificate

Generate Identity Card

Generated Certificate

Student List

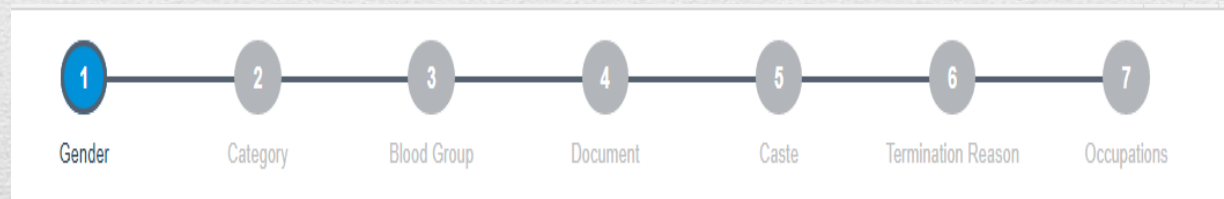
Document List

Student Review



Student

- We can insert student document through this process. We can only upload a single student's document at a time.





Student



Student Admission

View Students

Student Upload

Promotion

Transfer Class

Define Family

Student Master Entry

Upload Student Document

Generate Certificate

Generate Identity Card

Generated Certificate

Student List

Document List

Student Review



Student

- First we will download the file. It is an excel file to add students document and then after we are done filling the students information we upload the file.

Download File

To download student file for uploading of student detail through Excel sheet

Download File

Upload

To Upload Excel File With .Xlsx In Extn

Choose File

Upload

	A	B	C	D	E	F	G
1	ADMISSIONNO	AADHAR	BIRTH CERTIFICA	CASTE	CHARACTER CEF	DOMICILE	MARKSHE
2	IEOSMS001						
3	IEOSMS002						
4	IEOSMS003						
5	IEOSMS004						
6	IEOSMS005						



Student



Student Admission

View Students

Student Upload

Promotion

Transfer Class

Define Family

Student Master Entry

Upload Student Document

Generate Certificate

Generate Identity Card

Generated Certificate

Student List

Document List

Student Review



Student

- This options allows as to create ID for each student . It allows as to choose its size color and size.

Generate Identity Card

Configure Identity Card Header

Class	Student		▼
-------	---------	--	---

8.5 - 5 cm	A4	▼
------------	----	---

11 px	10 px	▼
-------	-------	---

10 px	▼
-------	---

Generate

189



Student



Student Admission

View Students

Student Upload

Promotion

Transfer Class

Define Family

Student Master Entry

Upload Student Document

Generate Certificate

Generate Identity Card

Generated Certificate

Student List

Document List

Student Review



Student

- This allows as to see the student list with by choosing its session and class.

Student			
2020-2021	Class	v	
☐ Terminated Student Only			
			<input type="submit" value="submit"/>



Student



Student Admission

View Students

Student Upload

Promotion

Transfer Class

Define Family

Student Master Entry

Upload Student Document

Generate Certificate

Generate Identity Card

Generated Certificate

Student List

Document List

Student Review



Student

- This allows as to access students documents.

Document		
TUTOR1 D	STUDENT 4 C/O DAD 4	BIRTH CERTIFICATE
☐ Terminated Student Only		
Submit		



Subject



Subject

Create Subject

Elective Subject



Subject

Add Subject

Subject Name

Subject Name

Abbreviation

Abbreviation

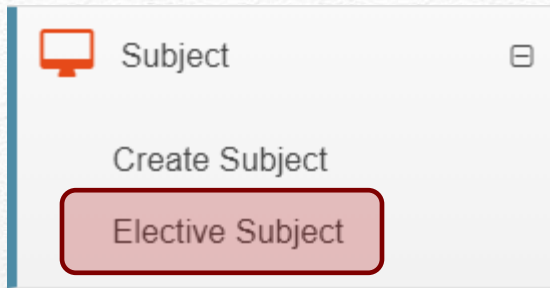
Class

Class

Back Save

On Create Subject you can fill

1. Subject Name
2. Abbreviation
3. Classes who take the subject you created and you can save.

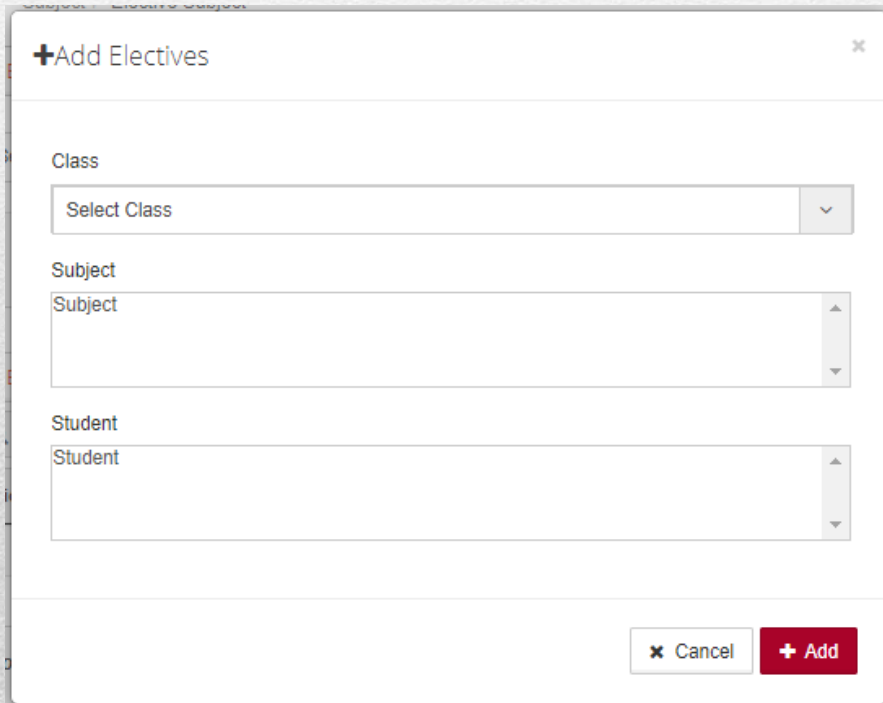


A screenshot of a web interface for selecting a subject. It features a header with a monitor icon and the word "Subject". Below the header, there are two buttons: "Create Subject" and "Elective Subject". The "Elective Subject" button is highlighted with a red border.



Subject

An **elective subject** (also referred to as an optional **subject**) is not compulsory (unlike core subjects). You have a choice as to which **elective** subjects you can study.



A screenshot of a "Add Electives" dialog box. The dialog has a title bar with a plus icon and the text "Add Electives". Inside, there are three sections: "Class" with a dropdown menu showing "Select Class", "Subject" with a dropdown menu showing "Subject", and "Student" with a dropdown menu showing "Student". At the bottom right, there are two buttons: "Cancel" with a close icon and "Add" with a plus icon.

After clicking Add Electives you can

1. Select Class
2. Select Subject
3. Select Student

And then click Add



Syllabus Management

 Syllabus Management 

Create Syllabus

View Syllabus



Syllabus Management

Create syllabus – this is the content created by the class and subject.

View syllabus – allows us to see the content that was created.



Syllabus Management

Create Syllabus

View Syllabus



Syllabus Management

Create syllabus – this is the content created by the class and subject. We create the contents by adding unit and topics.



View Syllabus

Class

Select.....

Subject

Select.....

Back

Next



Create Syllabus

Units

Add Units

Topic List

Add Topics

Search Topic

Search Topic

Numbering

Back

Save

Syllabus Management

Create Syllabus

View Syllabus



Syllabus Management

view syllabus – allows us to see the content by choosing the grade and subject.

 View Syllabus   

Class

Select..... 

Subject

Select..... 

Back

Next

 Syllabus    

Class :- GRADE 12 A
(Subject :- CHEMISTRY)

Units	No. Of Periods	Marks	
atom	this discuss the details about atom	0	10
Total		0	10

atom this discuss the details about atom



Time Table



Time Table



Automatic Generate



Time Table In Details



Define Holidays

View TimeTable

Holiday List

My Schedule

Reports



Staff/Subject Allocation

View Subject Plan



Time Table

Automatic generate

Automatic time table – the account will be created in this part.

Assign subject and teacher – this allows us to assign subjects to certain teachers.

time table in details

Section time slot – this schedules daily periods for each class and each day.

Time table day wise – the time table will be created by the day.

Time table date wise – this time table will be created by the date.

Define holidays – it allows as to assign event and holidays.

View time table – this show us the schedule of a certain class.

Holiday list – shows holiday schedules with the day and date.

My schedule – assigns teachers to class and period schedule.

Reports

Staff/subject allocation – this is used to change staff and subjects.

View subject plan – allows us to see the schedule of subjects by the date.



Time Table



Automatic Generate



Time Table In Details



Define Holidays

View TimeTable

Holiday List

My Schedule

Reports



Staff/Subject Allocation

View Subject Plan



Time Table

Define holiday - allows us to define an events and holidays, the color allows us to easily identify the holiday and events.

Add Events Or Holidays

[Click Here To Configure Notification Permission](#)

☒ Events ☐ Holidays

Title

Color

Start Date **Start Time**

End Date **End Time**

201



Time Table



Automatic Generate



Time Table In Details



Define Holidays

View Time Table

Holiday List

My Schedule

Reports



Staff/Subject Allocation

View Subject Plan



Time Table

View time table - by selecting the class it allows as to see their schedule.



Time Table / View Time Table



My Favorite



Time Table



Select Class

Select Date

Select Class ...



Optional -(Select to view date wise)

View Time Table

Showing



Jul 4 - 10, 2021



	Sun 7/4	Mon 7/5	Tue 7/6	Wed 7/7	Thu 7/8	Fri 7/9	Sat 7/10
all-day							
12:56pm	12:56 - 1:06pm Holiday	12:00 - 1:00pm 22 Lecture	12:00 - 1:00pm 22 Lecture	12:00 - 1:00pm 22 Lecture	12:00 - 1:00pm 22 Lecture	12:00 - 1:00pm 22 Lecture	12:00 - 1:00pm 22 Lecture
1:06pm							
1:16pm							
1:26pm							
1:36pm							
1:46pm							

202



Automatic Generate

Time Table In Details

Define Holidays

[View TimeTable](#)

Holiday List

My Schedule

Reports

Staff/Subject Allocation

[View Subject Plan](#)

Haliday list- displays the holidays with date and day.

Holiday List			
Print	Export		
Title	Date	Day	Comment
School Holiday	07-01-2021	Thursday	Gena
School Holiday	02-03-2021	Tuesday	Victory of Adwa Commemoration Day
School Holiday	30-04-2021	Friday	Ethiopian Good Friday
School Holiday	01-05-2021	Saturday	International Labor Day
School Holiday	23-01-2021	Saturday	Ethiopian Good Friday



Time Table



Automatic Generate



Time Table In Details



Define Holidays

View TimeTable

Holiday List

My Schedule

Reports



Staff/Subject Allocation

View Subject Plan



Time Table

My schedule – by selecting the staff member and date we can create a class schedule.

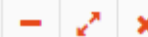


Time Table / My Schedule



My Favorite

Staff Work



Staff

Date

Select Staff



09-07-2021



Class

Slot

Subject

Add New Row

Select Class ...



Select Slot ...



Select Subject



Back

204

Save



Time Table



Automatic Generate



Time Table In Details



Define Holidays

View TimeTable

Holiday List

My Schedule

Reports



Staff/Subject Allocation

View Subject Plan



Time Table

View subject plan - by selecting the date and subject it allows as to see the subjects and schedules.

View Subject Plan

Select Date



Select Class



Submit

GRADE 10 WEEKLY SCHEDULE

Day	Date	TD	ENGLISH	MATHEMATICS	PHYSICS	CHEMISTRY	BIOLOGY
Friday	09-07-2021						
Saturday	10-07-2021						
Sunday	11-07-2021	Holiday Holiday					

205



Transport



Transport



Transport Master Entry

Vehicle

Create Stoppage

Create Route

Assigning Stop To Route

Assigning Staff To Route

Assigning Student To Route

Student Transport
Attendance

View Location

Reports



Route Details

Vehicle Report



Transport

TRANSPORT MASTER ENTRY

1. ROUTE TO

In this section we define our route that mean our start and destination of the bus.

1 ————— 2

Route To Define Transport Coordinator

Add Route To

Route To

Route To

Status

☒ Active

Back Save

Step 1: Write Route Name

Step 2: Select Status (Active or Inactive)

Step 3: Save.



Transport



Transport Master Entry

Vehicle

Create Stoppage

Create Route

Assigning Stop To Route

Assigning Staff To Route

Assigning Student To Route

Student Transport
Attendance

View Location

Reports



Route Details

Vehicle Report



Transport

TRANSPORT MASTER ENTRY

1. DEFINE TRANSPORT COORDINATOR

In this section we setup our staff to coordinate the transportation

The screenshot shows a two-step process flow. Step 1, 'Route To', is indicated by a grey circle with the number 1. Step 2, 'Define Transport Coordinator', is indicated by a blue circle with the number 2. Below the flow, the title 'Transport Coordinator' is followed by a text input field containing 'hana zeri hun' with a clear button (X) to its right. At the bottom right of the form are two buttons: 'Back' and 'Save'.

Step 1: Select Staff (You can select
Multiple Staffs
Step 2: Save.



Transport



Transport Master Entry

Vehicle

Create Stoppage

Create Route

Assigning Stop To Route

Assigning Staff To Route

Assigning Student To Route

Student Transport
Attendance

View Location

Reports



Route Details

Vehicle Report



Transport

VEHICLE MANAGEMENT

1. VEHICLE REGISTRATION

In this section we register school vehicles

Add Vehicle

Vehicle Name

Vehicle Number

Vehicle Device Id

Back

Save

Step 1: Write Vehicle Names

Step 2: Write Vehicle Number

Step 3: Vehicle ID number

Step 4: Save



Transport



Transport Master Entry

Vehicle

Create Stoppage

Create Route

Assigning Stop To Route

Assigning Staff To Route

Assigning Student To Route

Student Transport
Attendance

View Location

Reports



Route Details

Vehicle Report



Transport

VEHICLE MANAGEMENT

1. VEHICLE FUEL

In this section we define Fuel for each vehicle in litre

Add Fuel

Vehicle Name

Select ...

Quantity

Quantity

Rate Per Litre

Rate Per Litre

Date

Date

Receipt No

Receipt No

Remarks

Remarks

Back

Save

Step 1: Select Vehicle

Step 2: Write Quantity

Step 3: Write Litre

Step 4: Date

Step 5: Receipt Number

Step 6: Remark



Transport



Transport Master Entry

Vehicle

Create Stoppage

Create Route

Assigning Stop To Route

Assigning Staff To Route

Assigning Student To Route

Student Transport
Attendance

View Location

Reports



Route Details

Vehicle Report



Transport

VEHICLE MANAGEMENT

1. VEHICLE FUEL

In this section we register vehicle reading in KM

Add Reading

Vehicle Name

Select ...

Reading

Reading

Date

Date

Remarks

Remarks

Back

Save

- Step 1: Select Vehicle
- Step 2: Vehicle Reading
- Step 3: Date
- Step 4: Remark



Transport



Transport Master Entry

Vehicle

Create Stoppage

Create Route

Assigning Stop To Route

Assigning Staff To Route

Assigning Student To Route

Student Transport
Attendance

View Location

Reports

Route Details

Vehicle Report



CREATE STOPPAGE

In this section we register vehicle stop route

Create Stoppage

Type Stop Name

Megenagna

Map Satellite

Megenagna, Addis Ababa

Bellevue Hotel And Spa

SMART

Zefmesh Grand Mall

Ring Road

Megenagna Roundabout

Misha misho bakery

Megenagna

Google

Keyboard shortcuts Map data ©2021 Terms of Use

Back Save



Transport

Step 1: Search place in the map

Step 2: Save



Transport



Transport Master Entry

Vehicle

Create Stoppage

Create Route

Assigning Stop To Route

Assigning Staff To Route

Assigning Student To Route

Student Transport
Attendance

View Location

Reports



Route Details

Vehicle Report



Transport

CREATE STOPPAGE

In this section we setup or assign location to our stoppage

Select Route

Route

Select ...

Step 1: Select Route

Add Stop To

Stoppage

CMC

Time

12:22

Type

☒ Source ☐ Destination ☐ Stop

Back Save

Step 1: Select
Stoppage
Step 2: Select Time
of Source, or
Destination or Stop
Time
Step 3: Save



Transport



Transport Master Entry

Vehicle

Create Stoppage

Create Route

Assigning Stop To Route

Assigning Staff To Route

Assigning Student To Route

Student Transport
Attendance

View Location

Reports



Route Details

Vehicle Report



Transport

ASSIGN STAFF TO ROUTE

In this section we assign staff schools to route we define so that staff use assigned route.

Select Route

Route

Route 1

Step 1: Select Route

Add Staff

Stoppage

CMC

Staff

hana zeri hun

Back Save

Step 1: Select
Stoppage
Step 2: Select Staff
Step 3: Save



Transport



Transport Master Entry

Vehicle

Create Stoppage

Create Route

Assigning Stop To Route

Assigning Staff To Route

Assigning Student To Route

Student Transport
Attendance

View Location

Reports



Route Details

Vehicle Report



Transport

ASSIGN STUDENT TO ROUTE

In this section we assign staff schools to route we define so that staff use assigned route.

Select Route

Route

Route 1



Step 1: Select Route

Add Student To

Stoppage

4 KILO

Student

STUDENT 7 C/O DAD 7 (TUTOR1 B)



Back

Save

Step 1: Select
Stoppage

Step 2: Select
student

Step 3: Save



Transport



Transport



Transport Master Entry

Vehicle

Create Stoppage

Create Route

Assigning Stop To Route

Assigning Staff To Route

Assigning Student To Route

Student Transport
Attendance

View Location

Reports



Route Details

Vehicle Report

STUDENT ATTENDANCE (TRANSPORT)

In this section we take transportation student attendance

Stop Name :- CMC

 STUDENT 1 IEOSMS001	 STUDENT 2 IEOSMS002	 STUDENT 3 IEOSMS003	 STUDENT 4 IEOSMS004
 STUDENT 5 IEOSMS005			

✓ Save ↗ Send 🗨 PresentAll/AbsentAll ✕ Back

Step 1: Select
Student

* Green for Present

* Red for Absence

*Save

*Send: Notify
Family



Transport



Transport Master Entry

Vehicle

Create Stoppage

Create Route

Assigning Stop To Route

Assigning Staff To Route

Assigning Student To Route

Student Transport
Attendance

View Location

Reports



Route Details

Vehicle Report



Transport

VIEW LOCATION

In this section we review Route information details with google map

Select Route

Route To

TOHOME

Route

Route 2

Type

☐ Vehicle ☒ Driver

Back

Get Route Details

Step 1: Select Route To

Step 2: Select Route

* You can view by

Driver or Vehicle

Step 3: Get Route
Details

* Then you get
information with
google map



Transport



Transport Master Entry

Vehicle

Create Stoppage

Create Route

Assigning Stop To Route

Assigning Staff To Route

Assigning Student To Route

Student Transport
Attendance

View Location

Reports



Route Details

Vehicle Report



Transport

ROUTE DETAILS

In this section we get report of route details including with student

Route 1

Submit

Step 1: Select Route To.

Step 2: Submit

The you get report with *

* Student List

* Staff List

* Route List

The you can print just click the print icon

Vehicle Report: You can get vehicle report like Arrival time
Schedule time



User Permissions

User Permissions

Manage User Type & Permission

Student Parent Permission

Communication Permissions



User Permissions

On Manage User Type & Permission you can change the permission of the users they have on the system Just by switching ON and OFF.

Listing All User Type

10

User Type Name	Status	Action
ACCOUNTANT	Active	
CONDUCTOR	Active	
DRIVER	Active	
HELPER	Active	
LIBRARIAN	Active	

+ LIBRARIAN

+ MANAGER

+ PRINCIPAL

+ SECURITY

+ TEACHER

+ TEACHER

+ TRANSPORTER

+ VENDOR

Save

Back

ON

OFF



User Permissions



Manage User Type &
Permission

Student Parent Permission

Communication Permissions



User Permissions

On Student Parent Permission you can change the permission they have on the system Just by switching ON and OFF.

		PARENTS	
		STUDENT	
		Attendance	
		Canteen	
		Homework	
		Library	
		Transport	
		Fees	
		Gallery	
		TimeTable	
		Exam	
		SyllabusManagement	



User Permissions



Manage User Type &
Permission

Student Parent Permission

Communication Permissions



User Permissions

On Communication Permission you can change users permission on Communication they have on the system Just by switching ON and OFF.

LIBRARIAN	☒ ON
MANAGER	☒ ON
PARENTS	☒ ON
PRINCIPAL	☒ ON
SECURITY	☒ ON
STUDENT	☒ ON
TEACHER	☒ ON
TECHER	☐ OFF
TRANSPORTER	☒ ON
VENDOR	☒ ON

☒ ON

☐ OFF