SCHOOL MANAGEMENT SYSTEM ERP USER MANUAL

iTUTOR Ethiopia ESM
Efficent School Management System

MYD IT SOLUTIONS PLC

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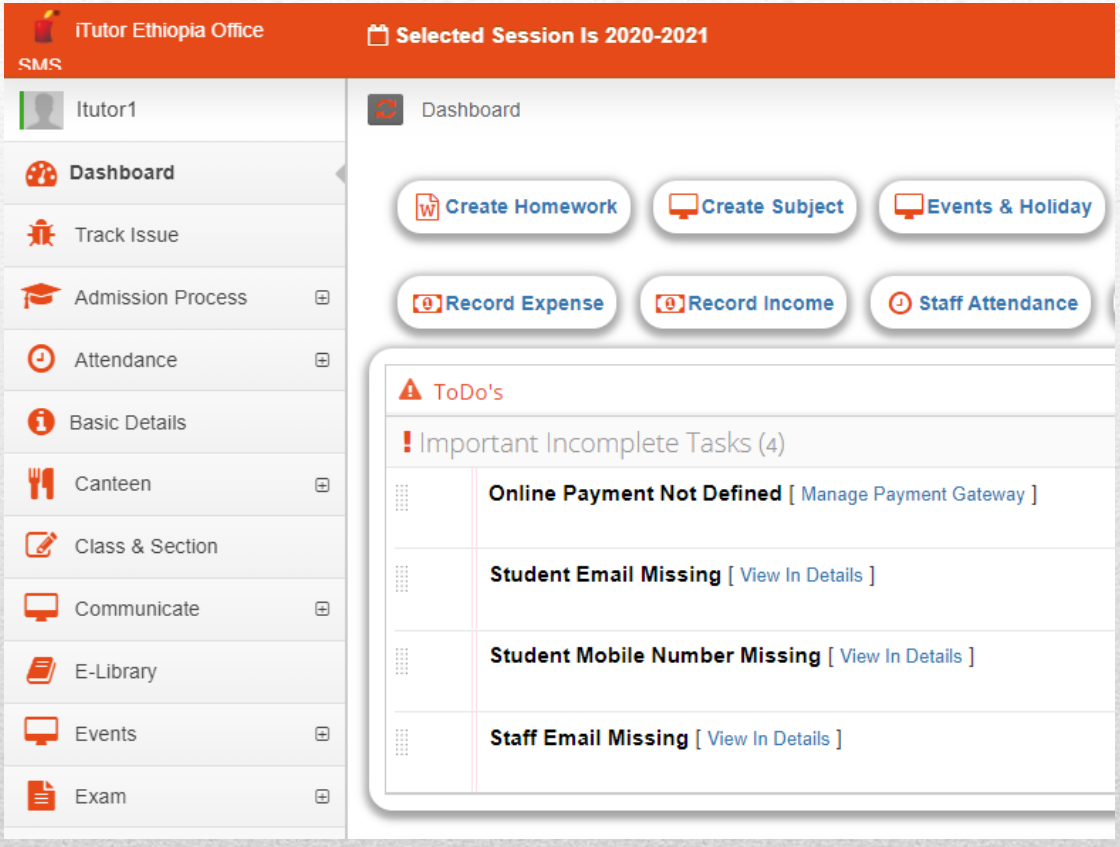
Note: Click on the icons for fast accessing the features.

Dashboard

Dashboard

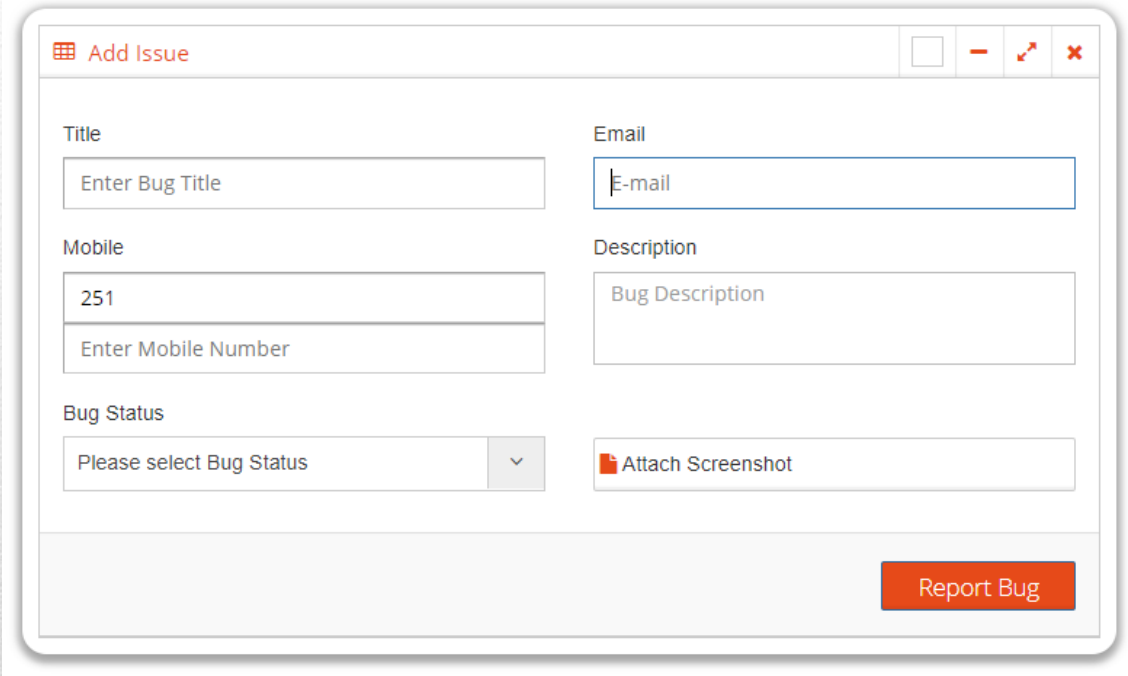


A **dashboard, in website** administration, is typically the index page of the control panel for a **website's** content management system.

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



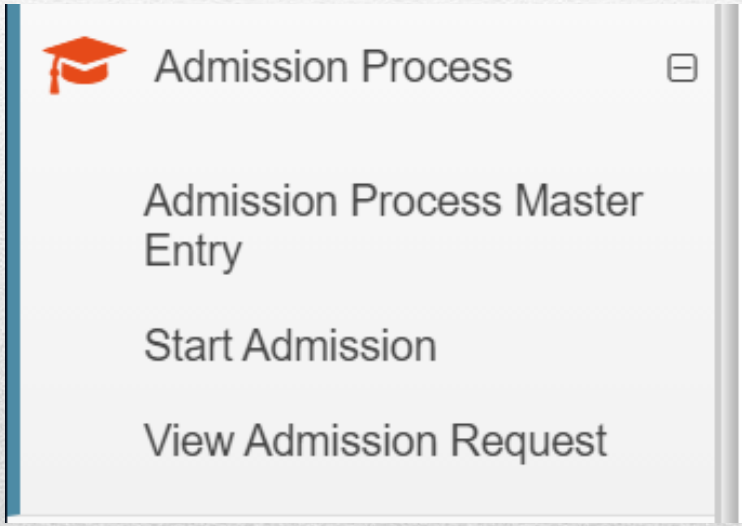
Track Issue is the process of monitoring **problems** that users are experiencing with a software product.

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

Admission Process

Admission Process

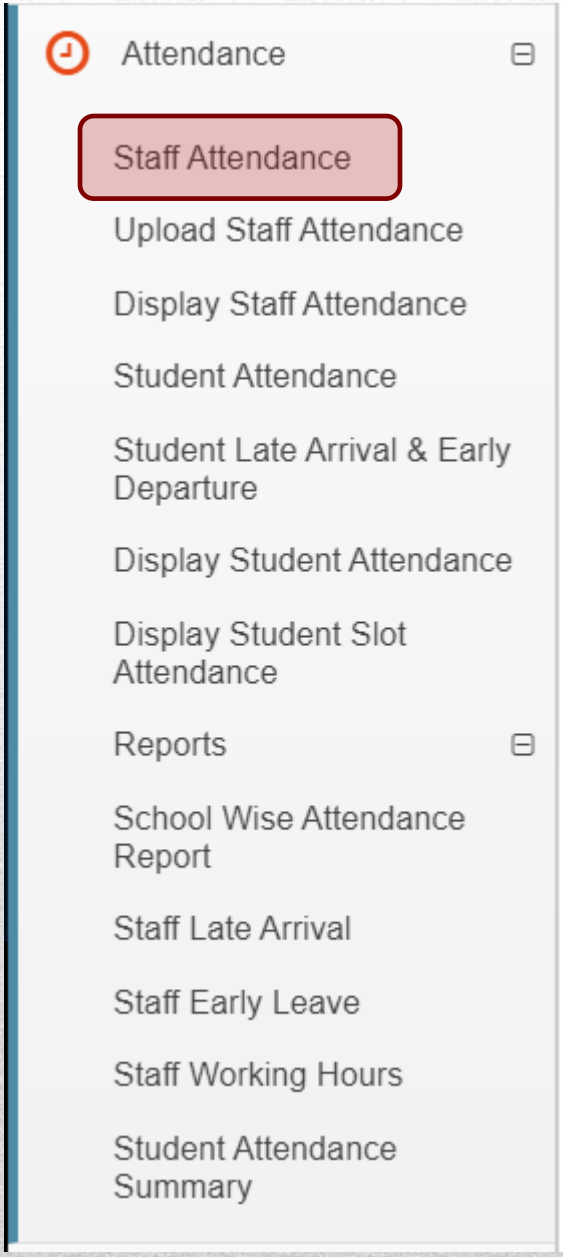


1. At Admission Process Master Entry you can add Reference Type Name for New Admits.

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

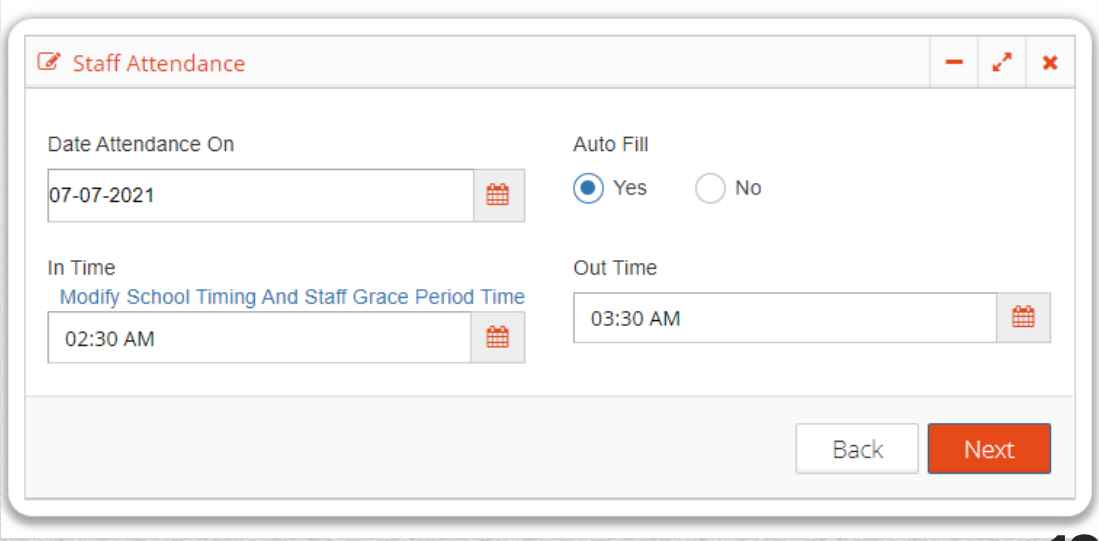


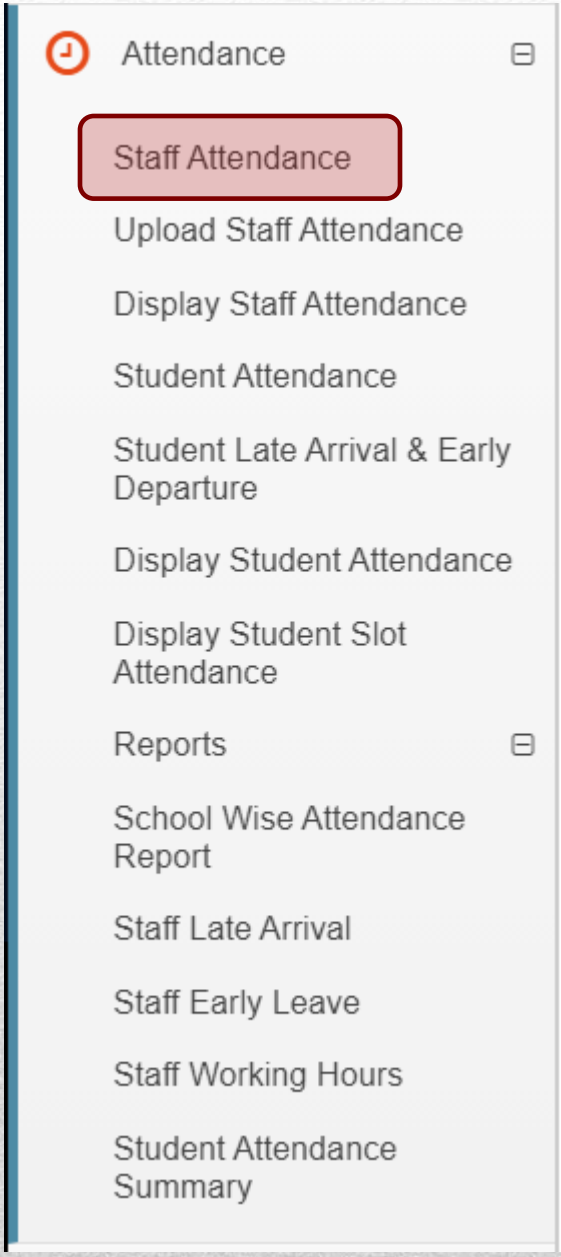
Attendance

On Staff Attendance you can select

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

Then Click Next to take the Attendance

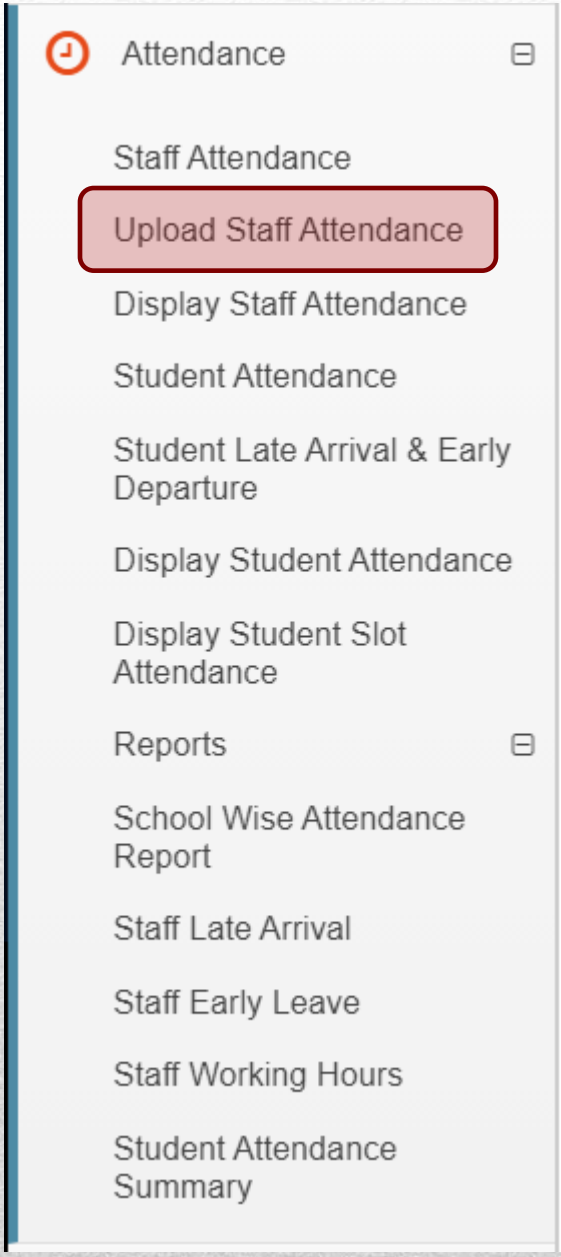




Attendance

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

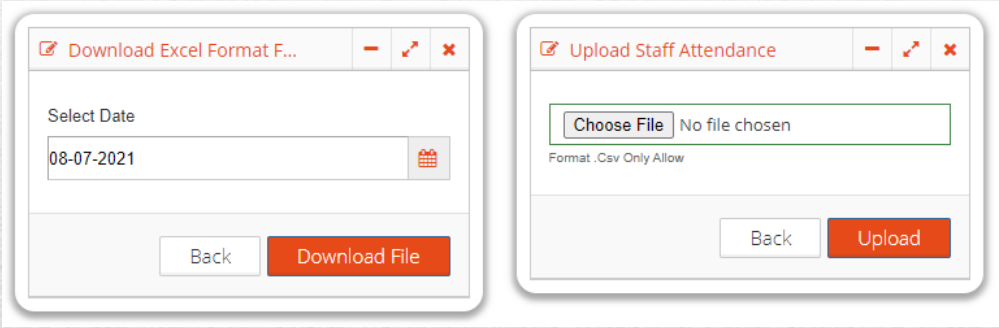
Note: If you click Save the Attendance is only saved to the Attendance taker, But if Save and Send It will be sent to the Administrator and also the staff.



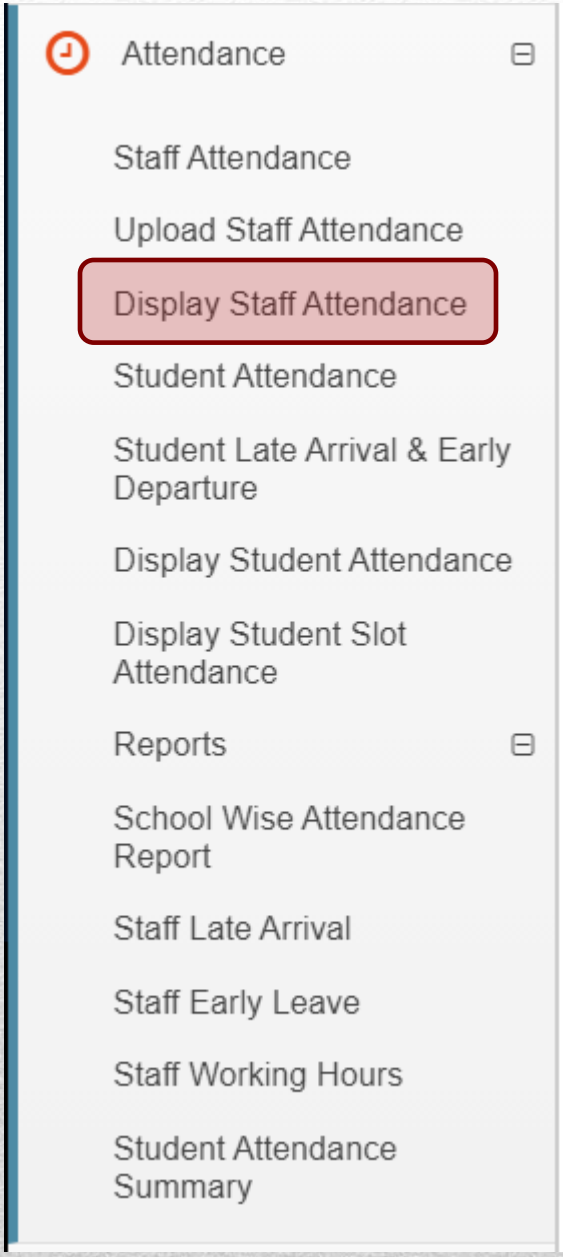
Attendance

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



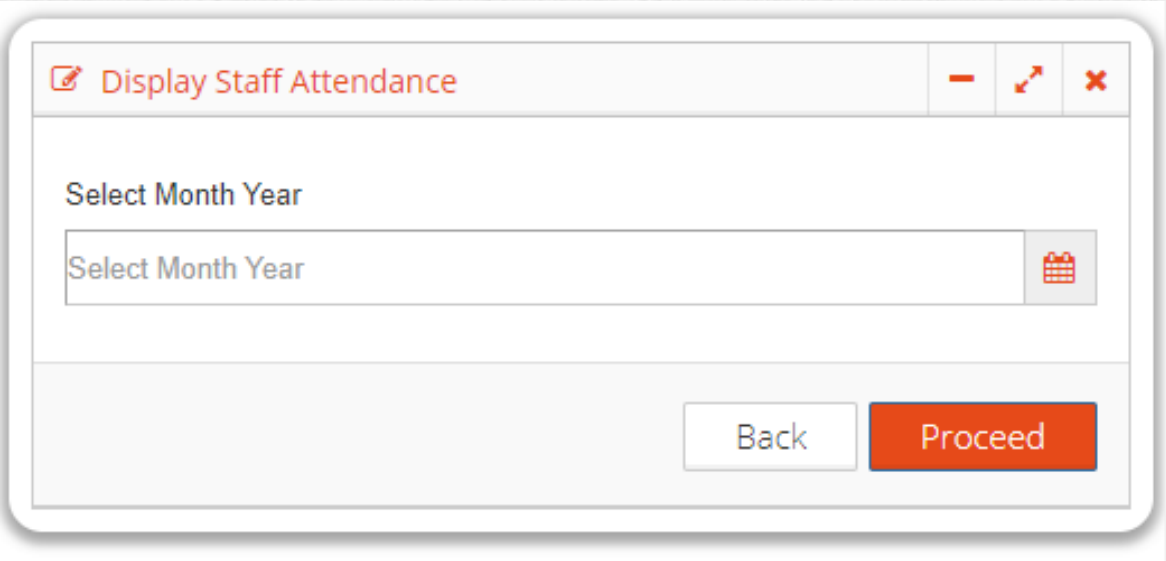
	A	B	C	D	E	F
1	UniqueId	Name	Date(DD-MM-YYYY)	inTime	OutTime(	Attendance
2	583	DRIVER1 (DRIVER)	8/7/2021	2:00	11:00	P
3	582	LIBRARIAN (LIBRARIAN)	8/7/2021	2:00	11:00	P
4	756	mike (MANAGER)	8/7/2021	2:00	11:00	P
5	747	teacher (SENIOR TEACHER)	8/7/2021	2:00	11:00	P
6	757	hana zerihun (TEACHER)	8/7/2021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

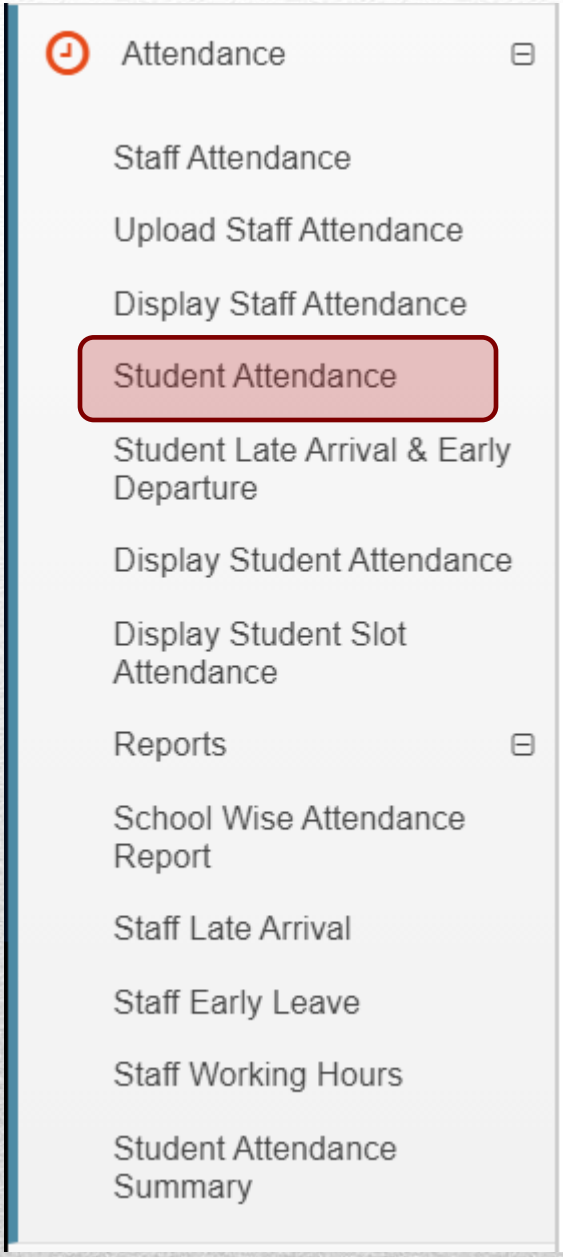


Attendance

On Display Staff Attendance you can

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



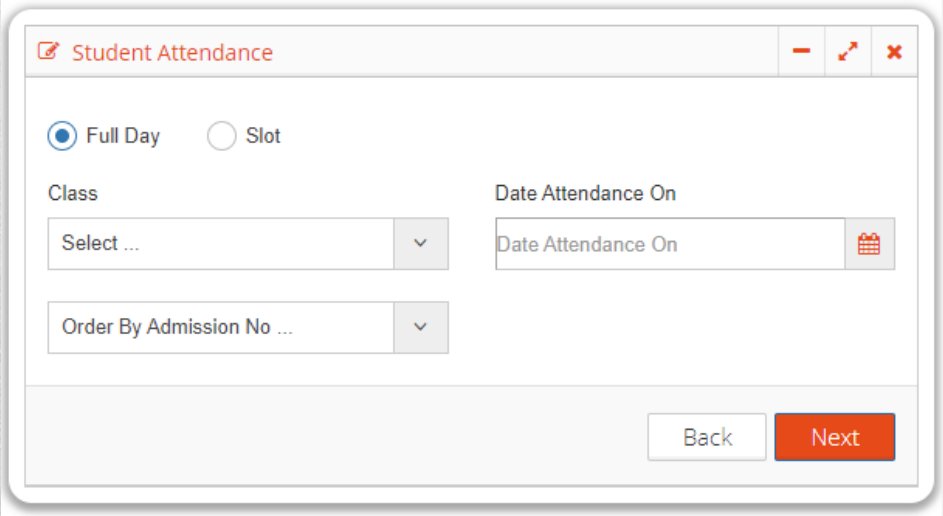


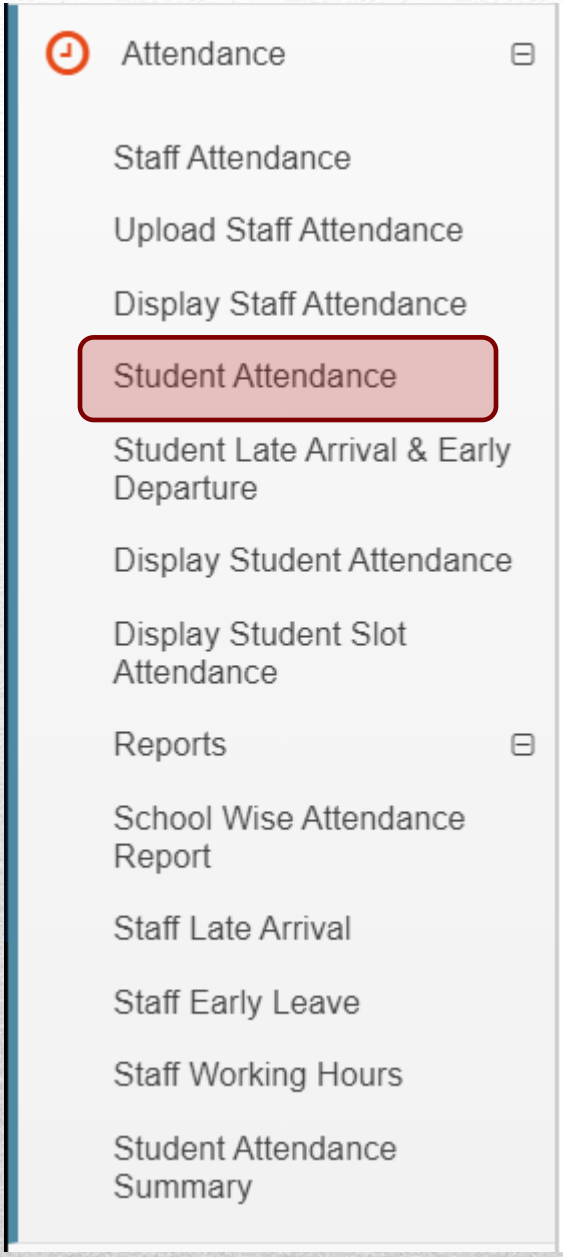
Attendance

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

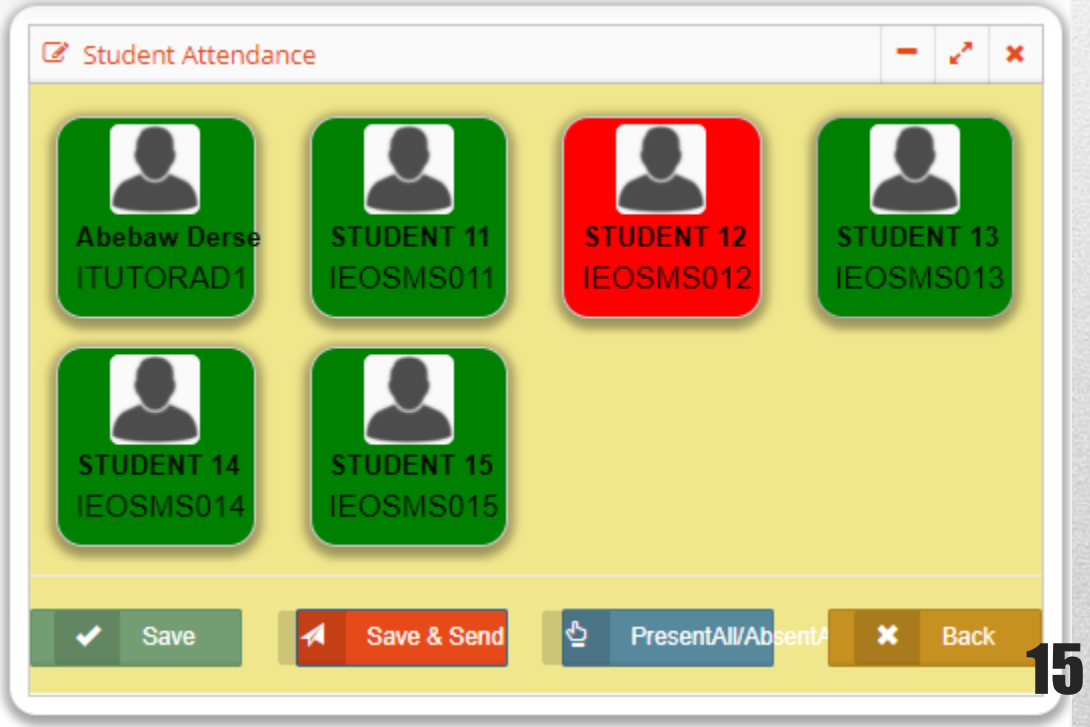


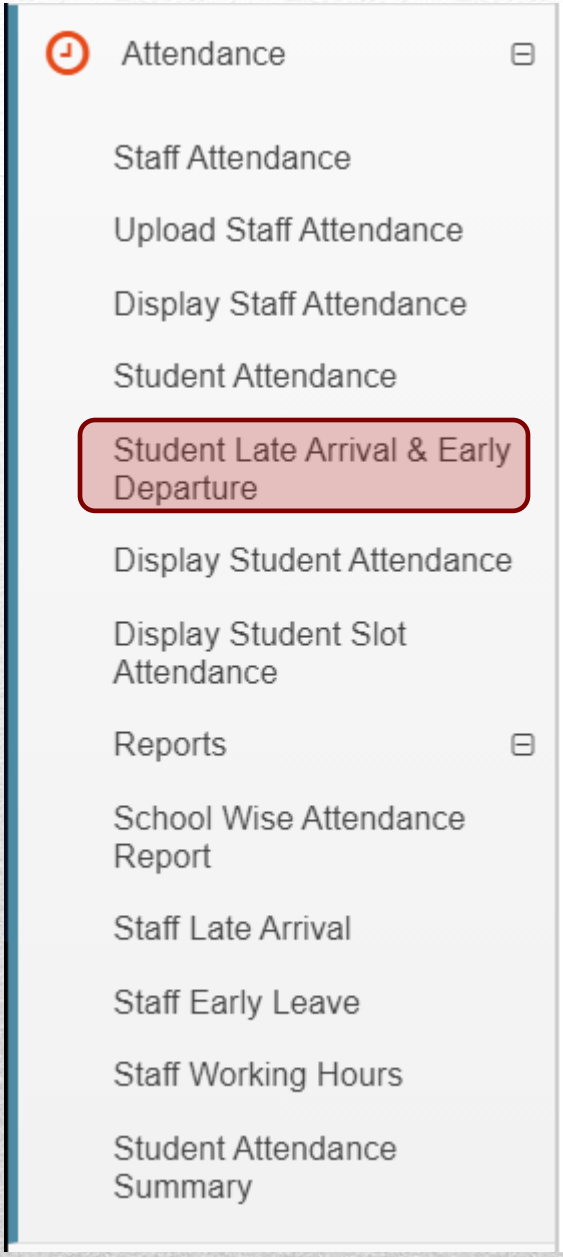


Attendance

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.



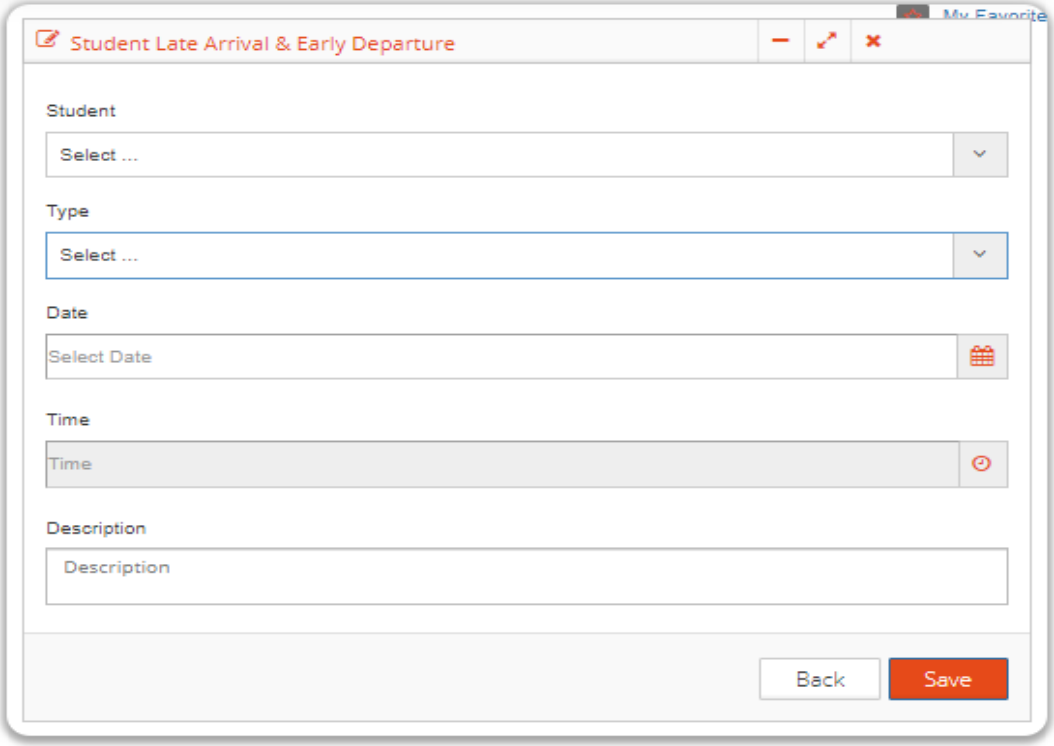


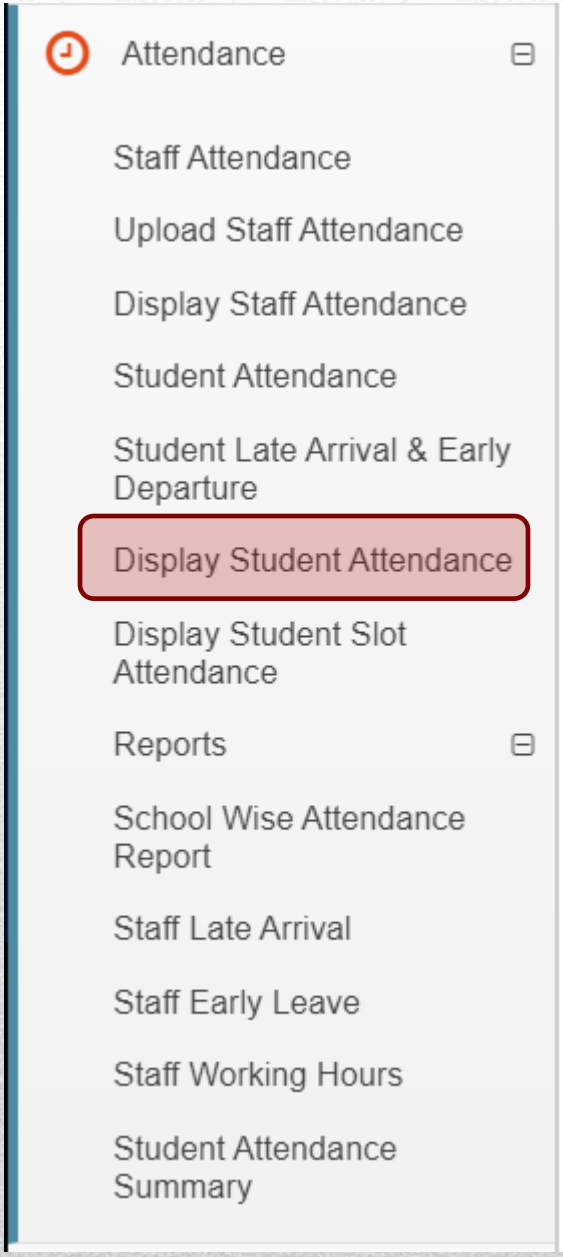
Attendance

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.



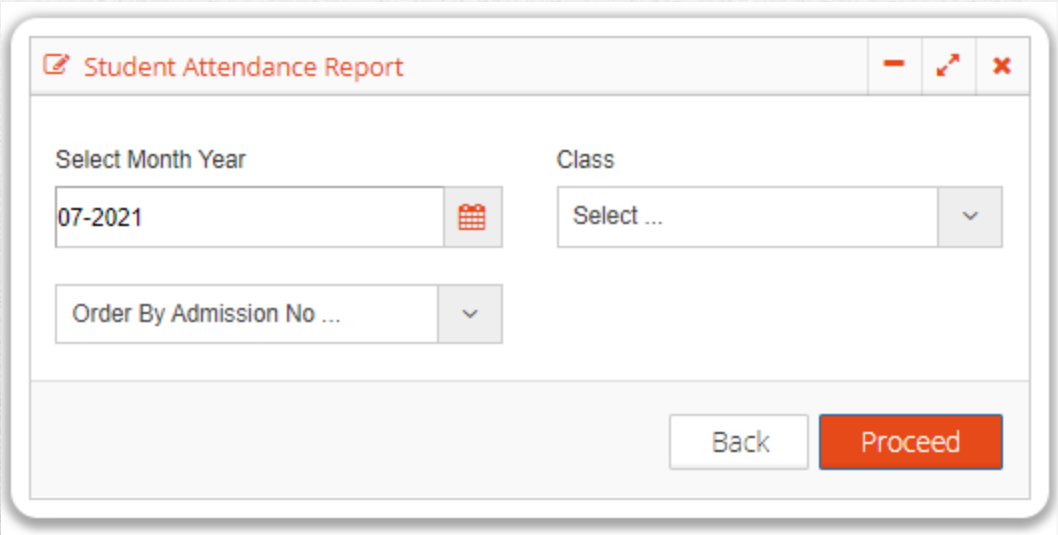


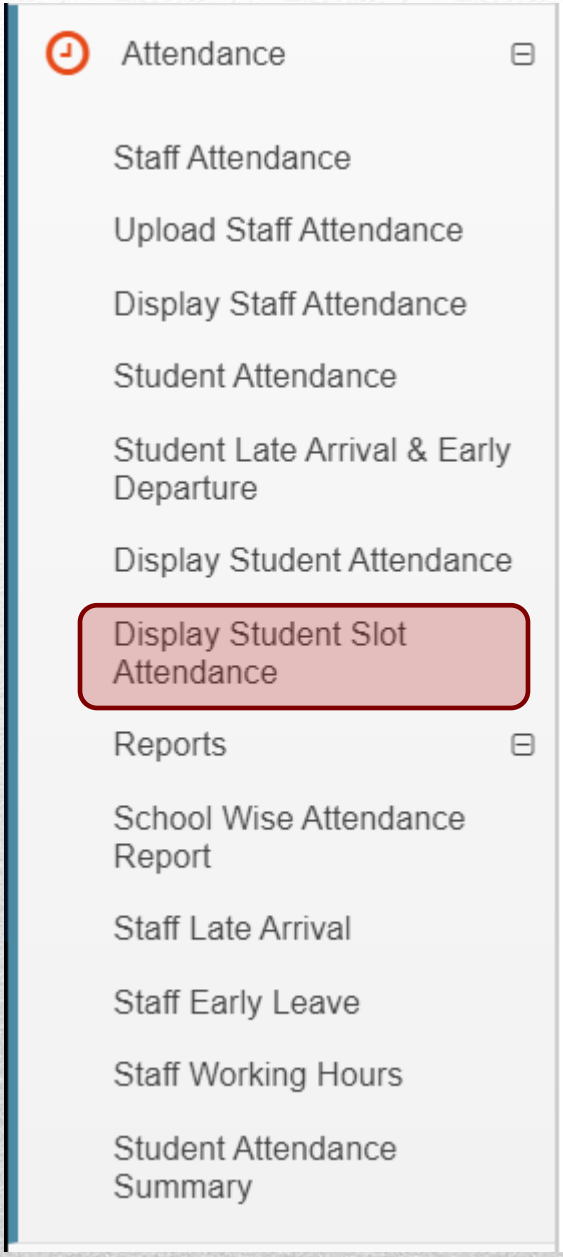
Attendance

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.



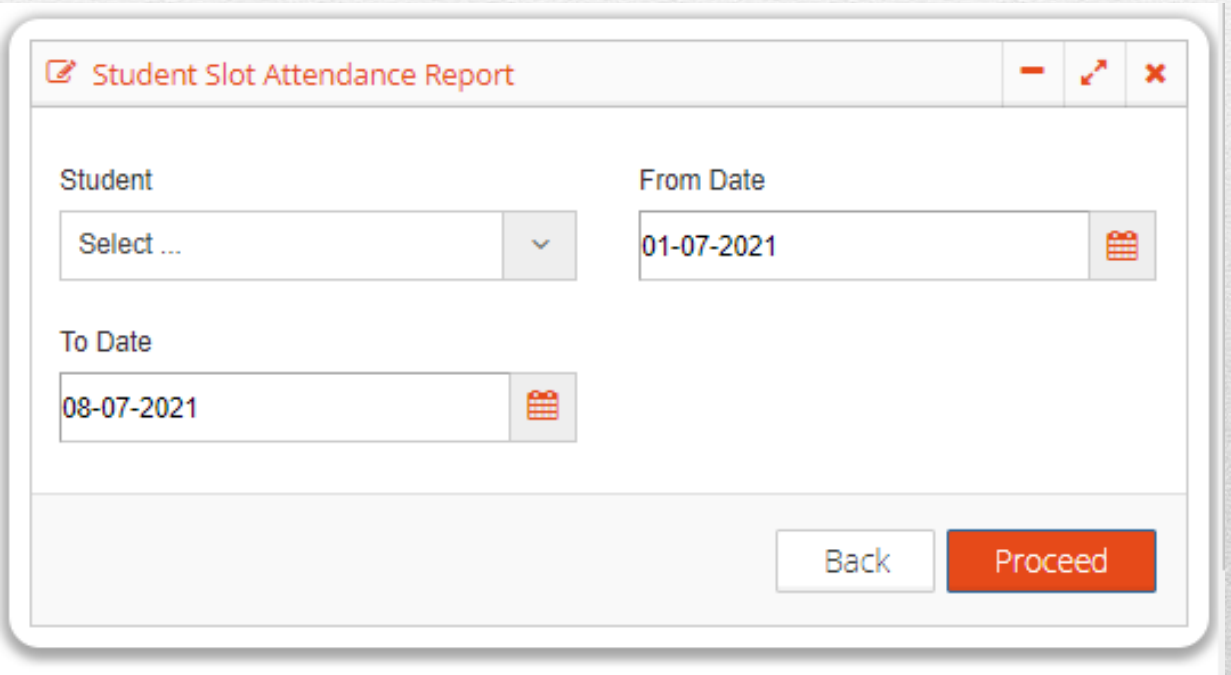


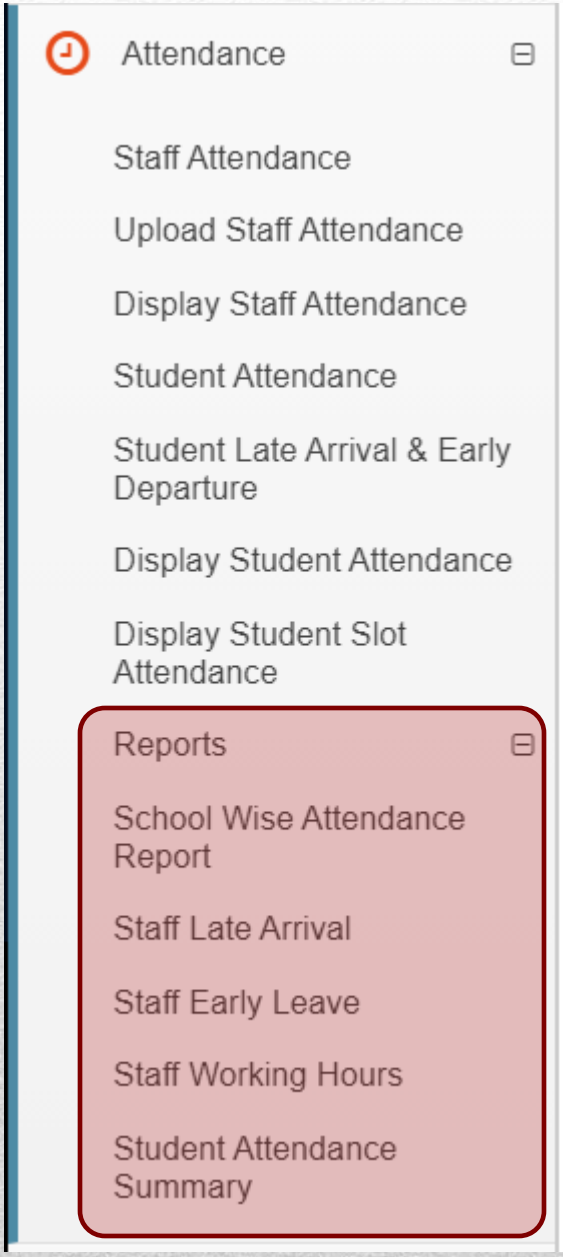
Attendance

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.





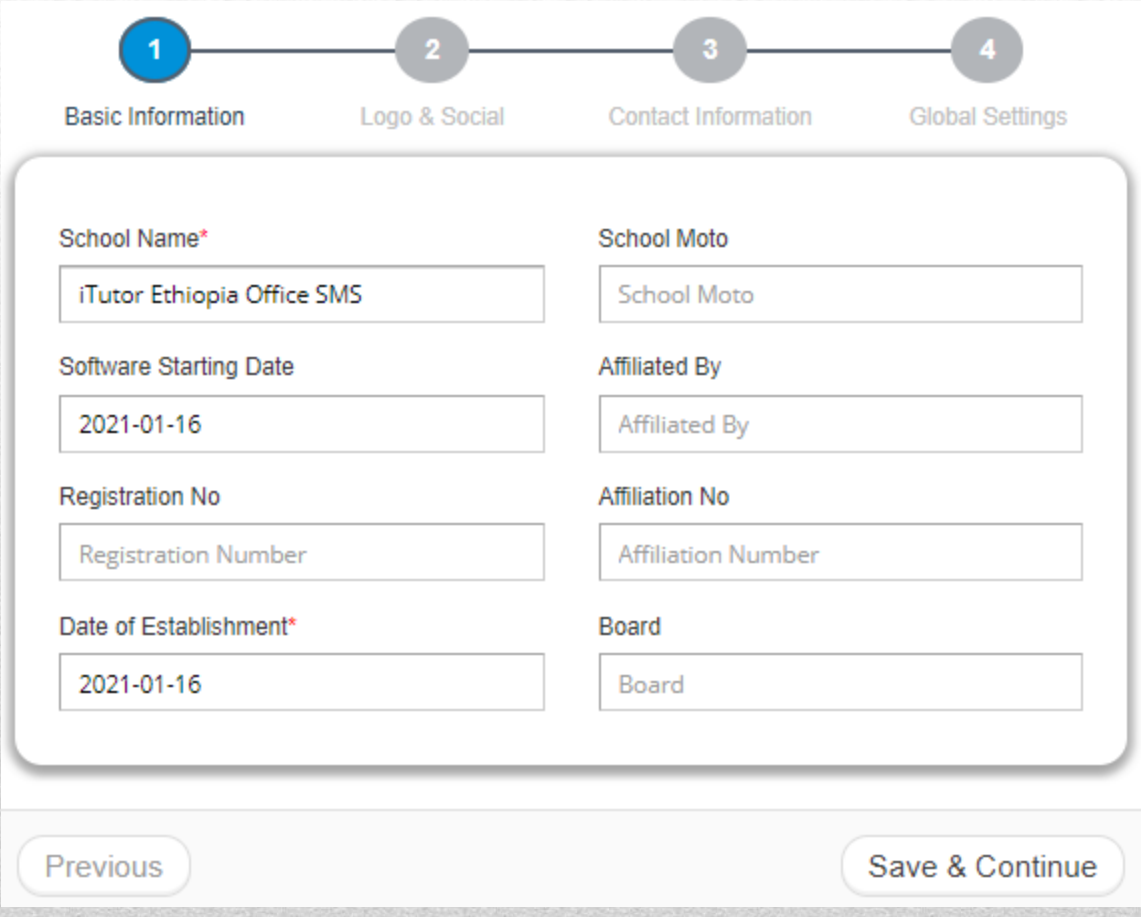
Attendance

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



On Basic Details there are 4 main basic features.

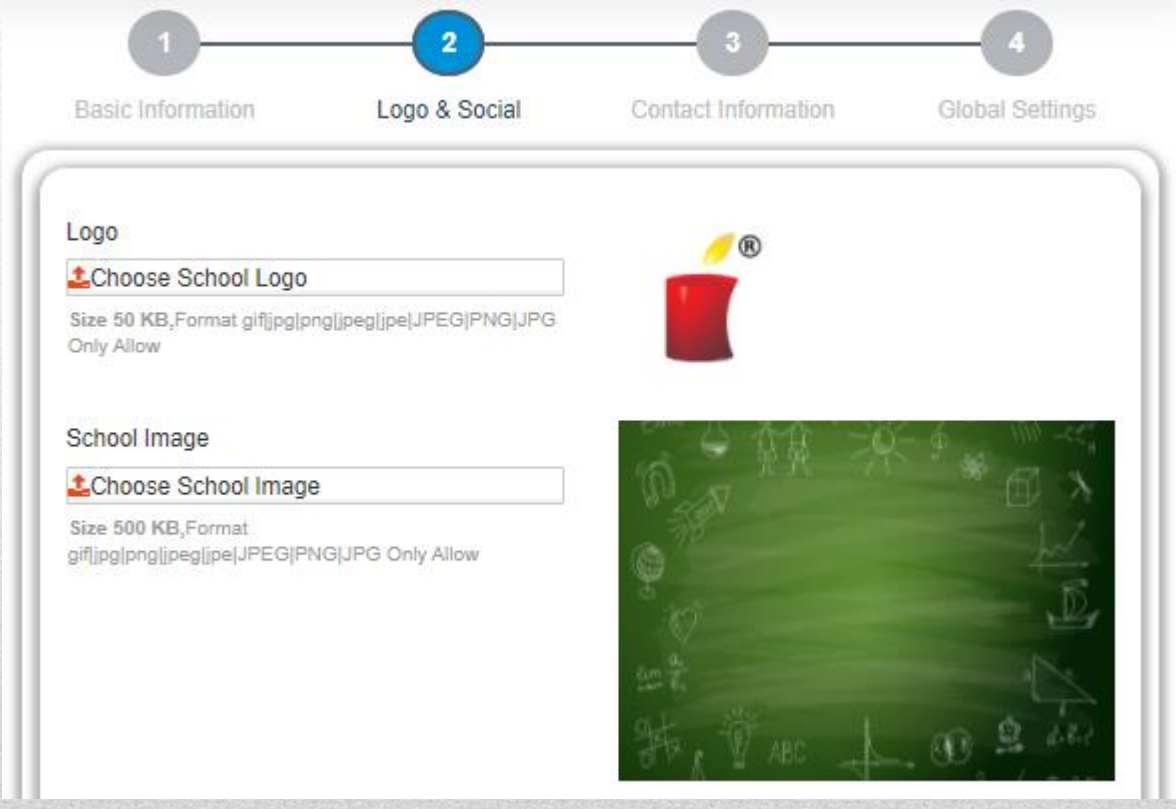
1. Basic Information
2. Logo & Social
3. Contact Information
4. Global Settings

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

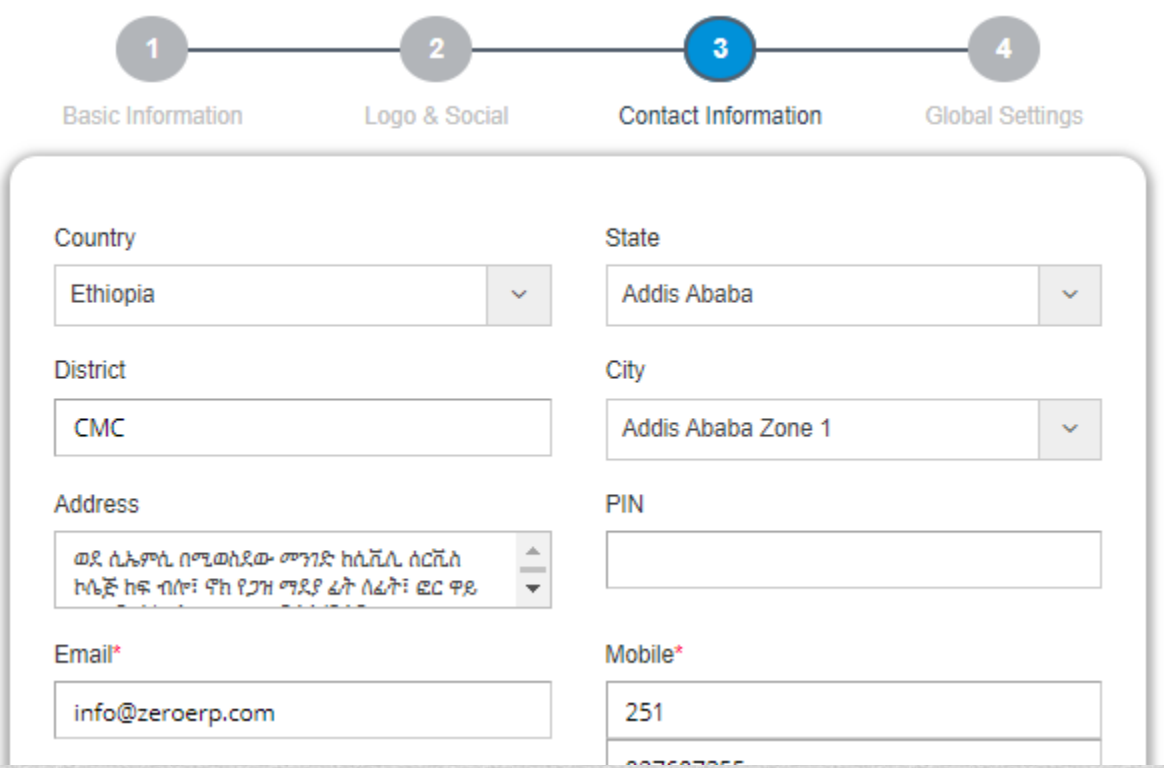


Under Logo & Social You can

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

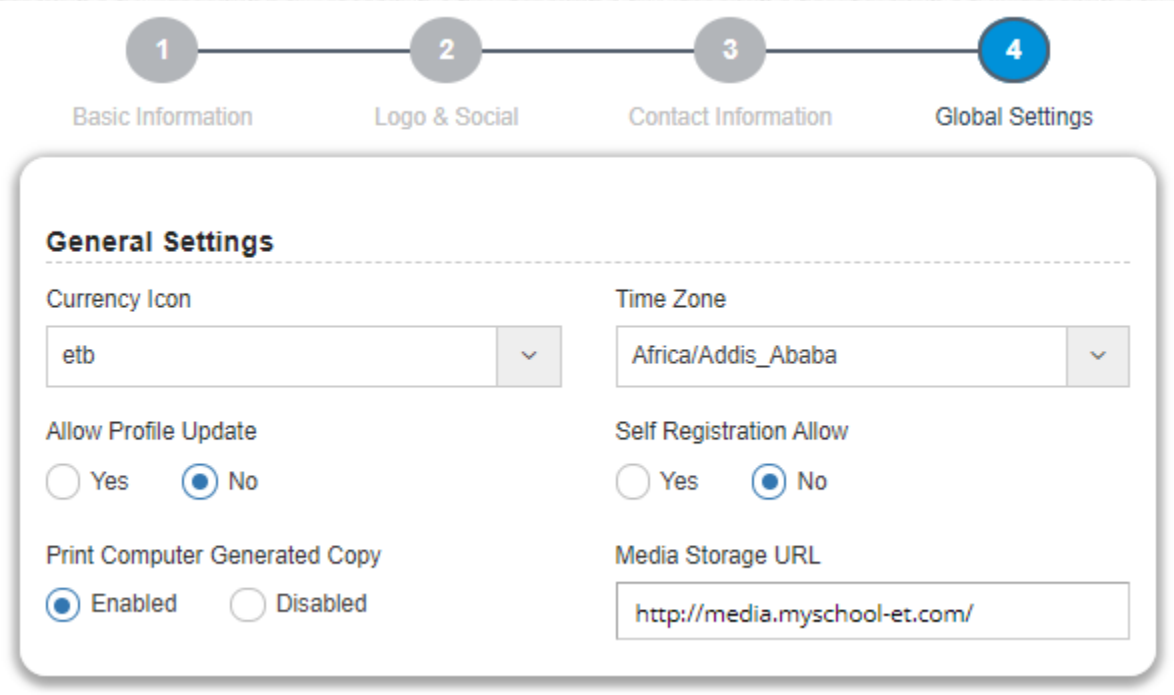


Under Contact Information
You can Fill all information of your school contacts and addresses like

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

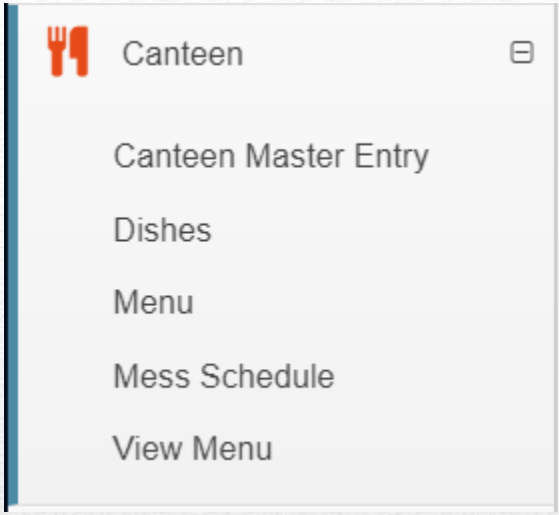


Under Global Settings You can add or change permission settings some system features like

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

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

Canteen

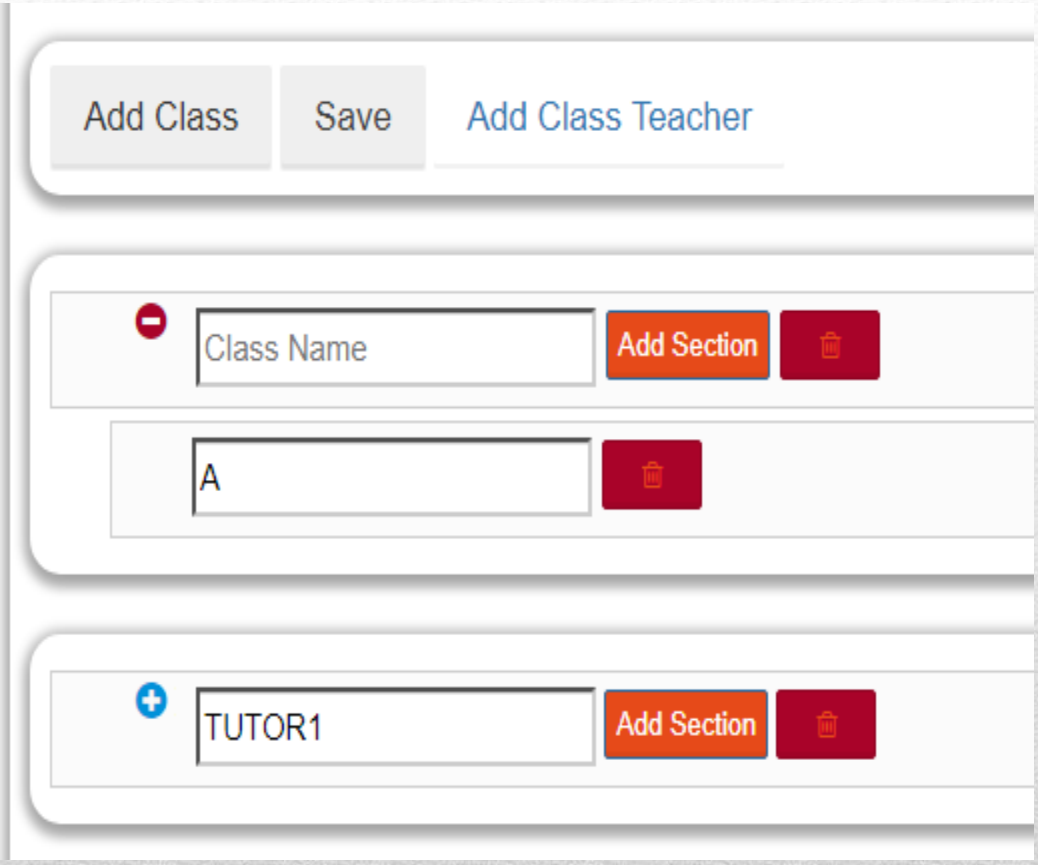


Canteen

Canteen – 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

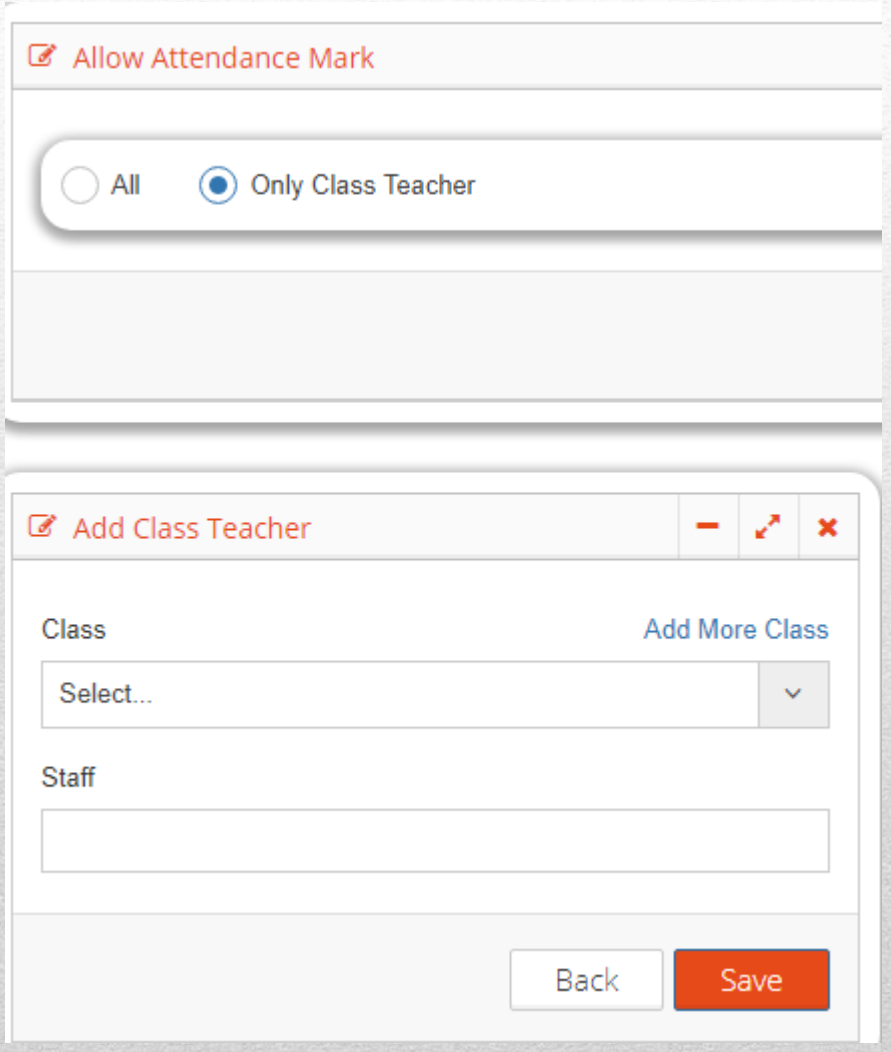
Class & Section



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



Add Class Teacher

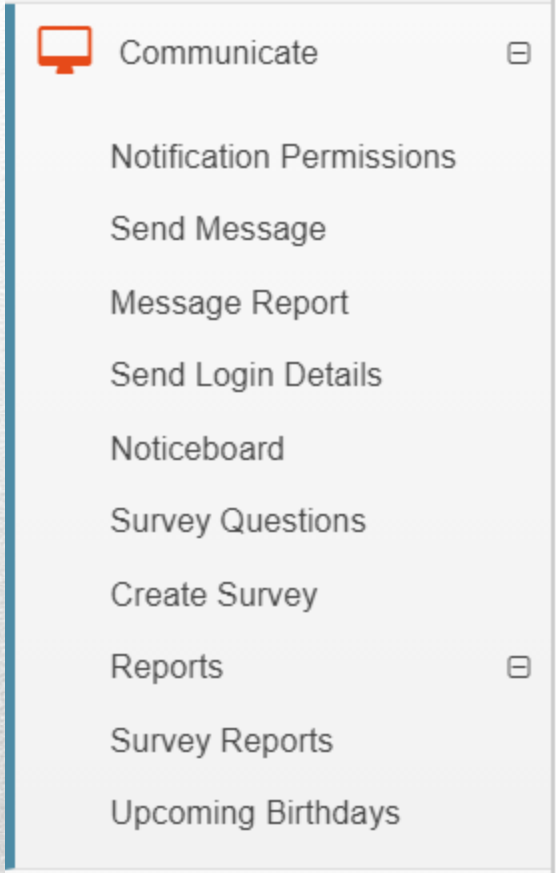
1. The first option allows us to take attendance for all or by class teacher .

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.

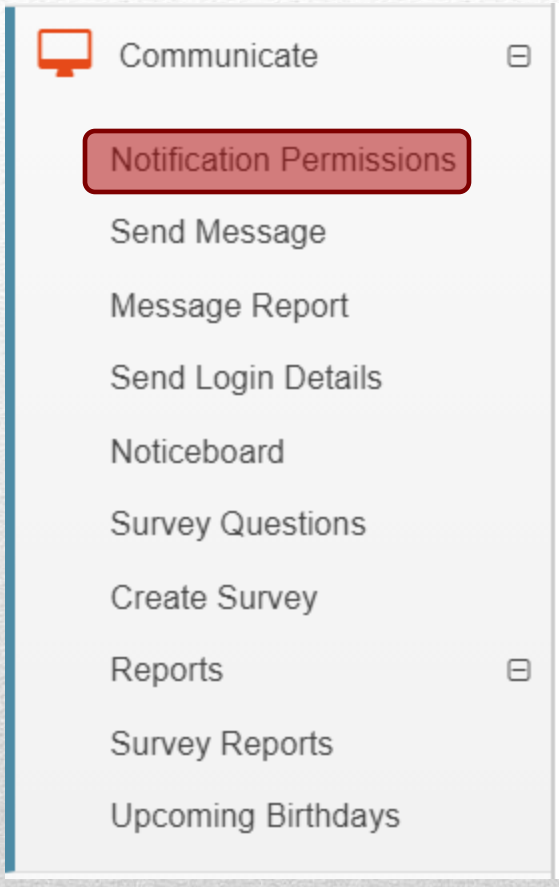
Communicate

Communicate



Communicate – allows to show information shared by the school to students and parents.
Notification permissions – provides necessary information about the massages that were sent and who sent them.
Send message - this allows to sent 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 massages 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 way that the school gather 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

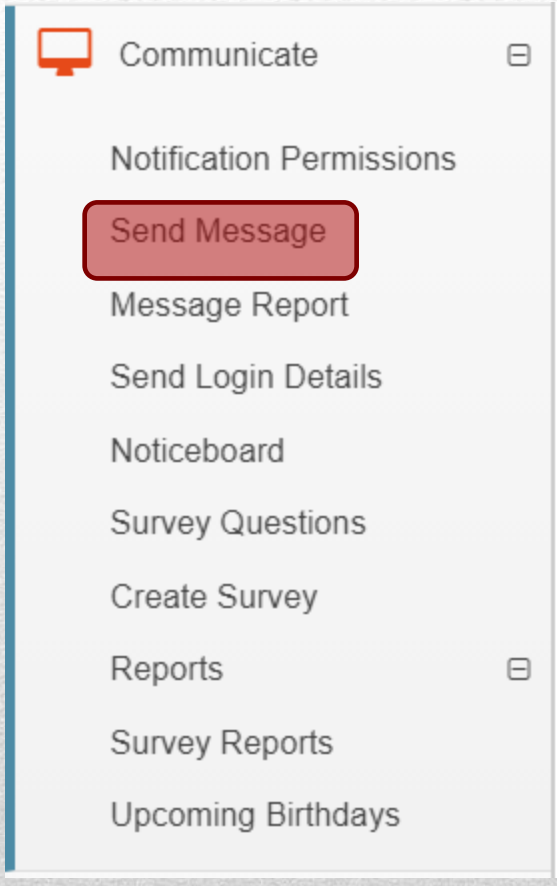


<u>Notification permissions</u> – allows us to see what method is used to send the messages, and also the reasons.

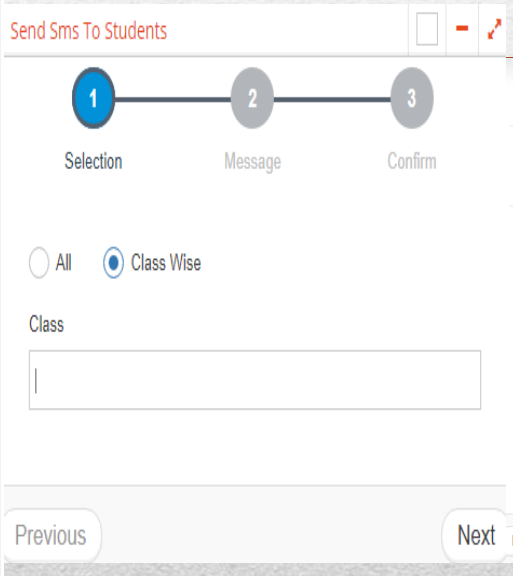
Notification Permissions

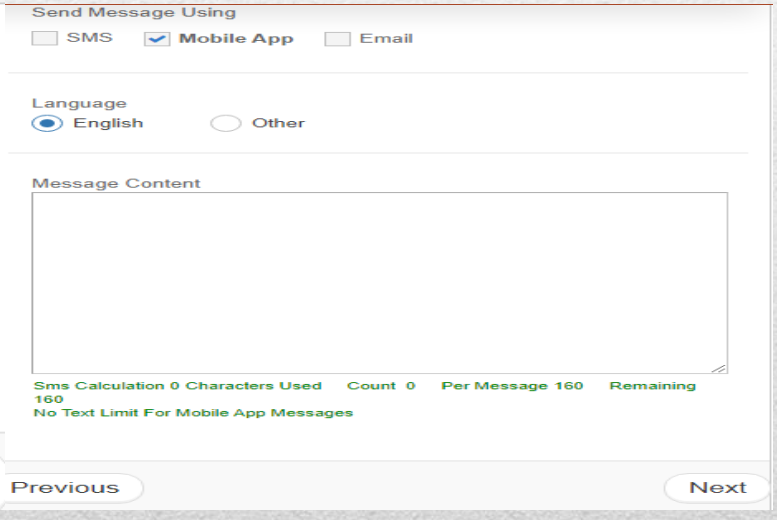
Action	Module	Activity	SMS	Mobile App	Email
	Admission		☐		☐
	Attendance	○ Absent / Leave ◉ All(Present/Absent/Leave)	☐	☑	☐
	Not Using Transport / Late Arrival / Early Departure		☐	☑	☐
	Birth Day		☐	☑	☐
	Events Calendar		☐	☑	☐
-	Exam/Test Schedule		☐	☑	☐
	Fees Paid		☐	☑	☐

Communicate

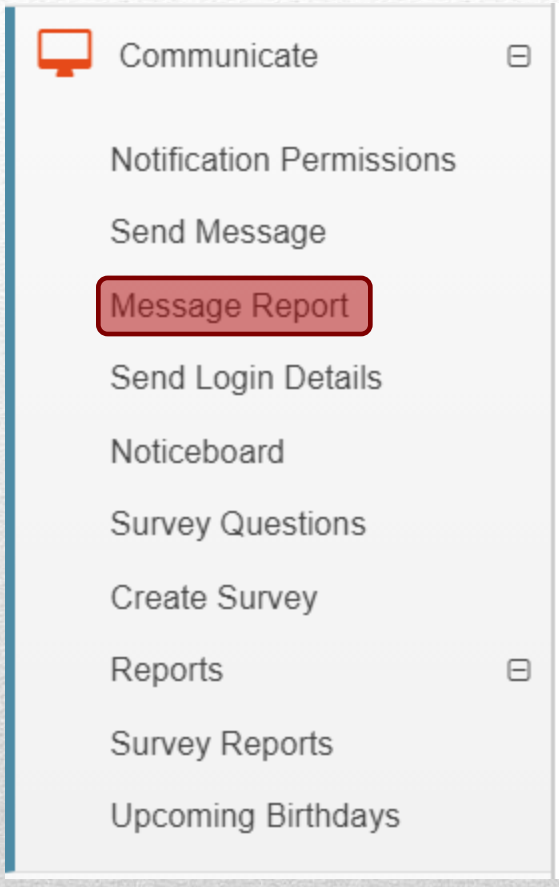


1. To send a message there are 3 processes the first one is to choose who it is sent to using the all or class wise option.
2. The second option allows us to choose the message sending ways, there is also language options and we can write the message.
3. The last option is confirming our message before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





Communicate

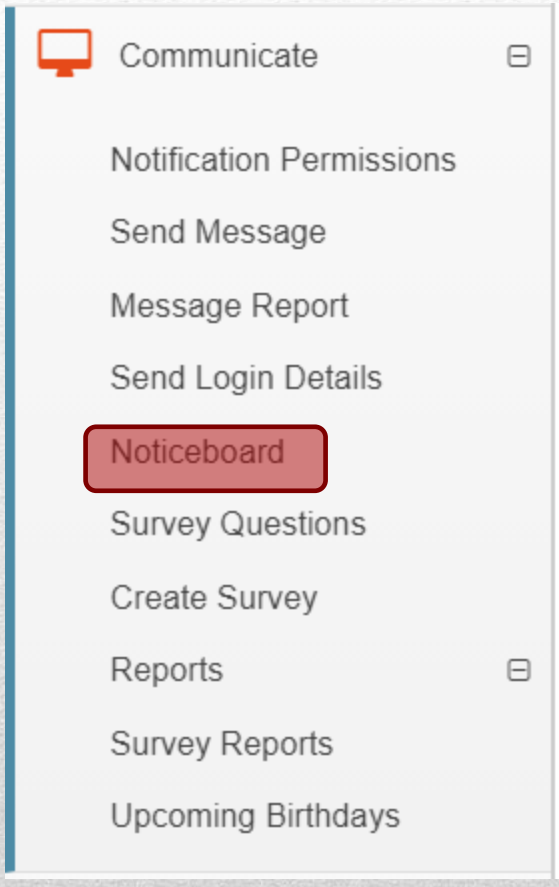


<u>Message report</u> – allows us to see what messages that are sent and the date it was sent.

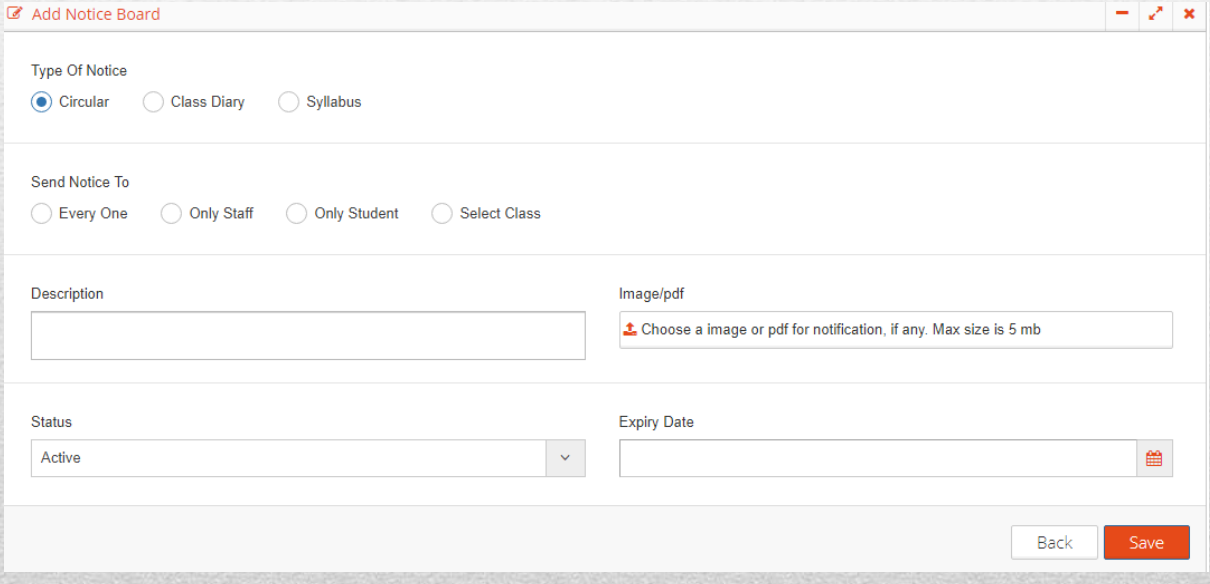
Message Report Total SMS Sent 0

Message Content	Status	Send On	Action	Previous Balance	SMS Size	Total Mobile
follow this	Done	2021-04-30 12:49:16	---		1	0
this masage for all stuff at the sc hool. please res pond if you get t his massage	Done	2021-04-30 12:47:17	---		1	0
Test	Done	2021-04-13 07:50:12	---		1	0
HELLO	Done	2021-04-05 08:27:07	---		1	0

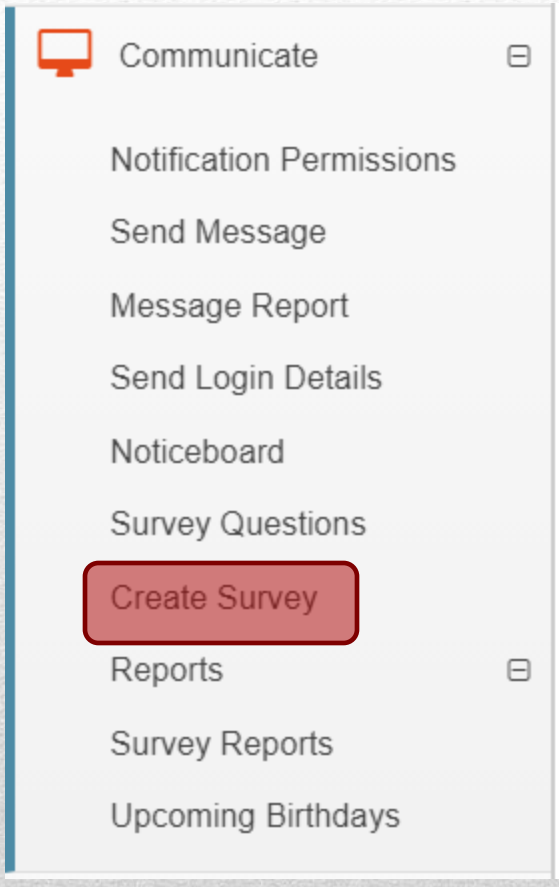
Communicate



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.

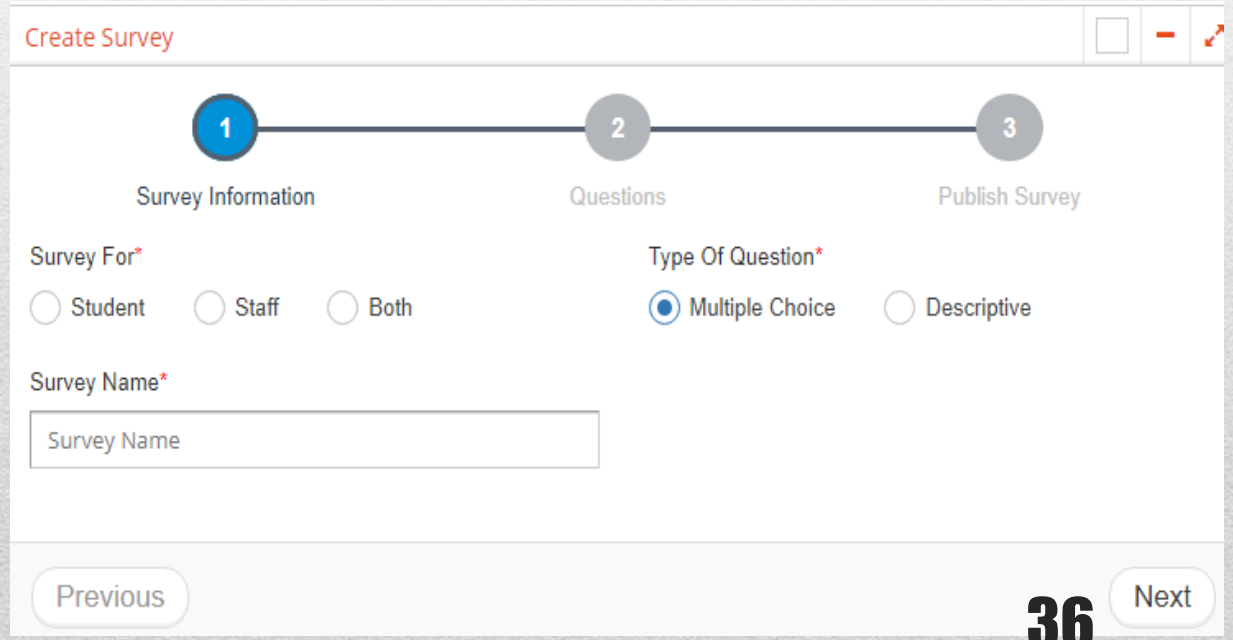


Communicate



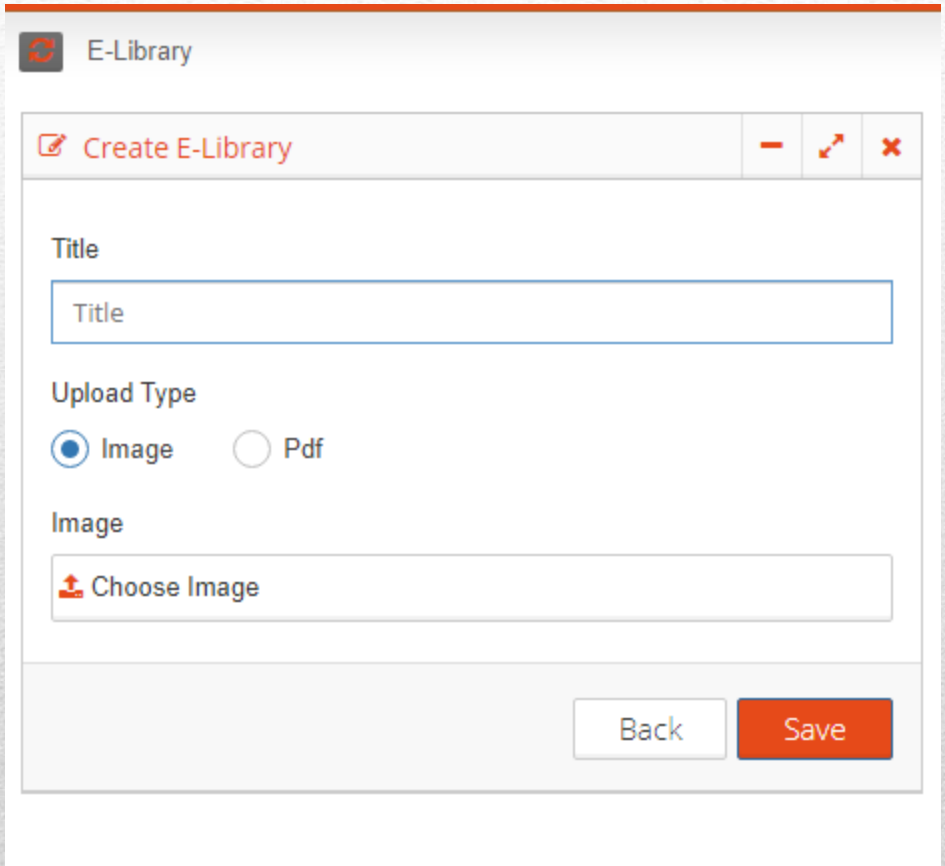
Create survey – there are 3 processes.

- 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.



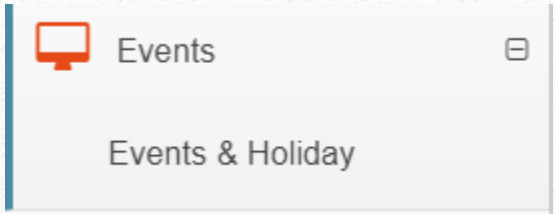
E-Library

E-Library



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

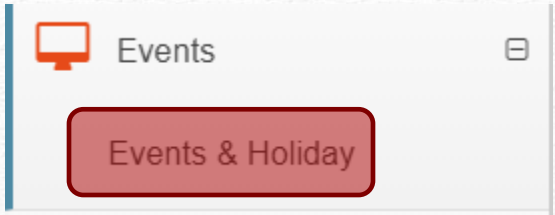
Events



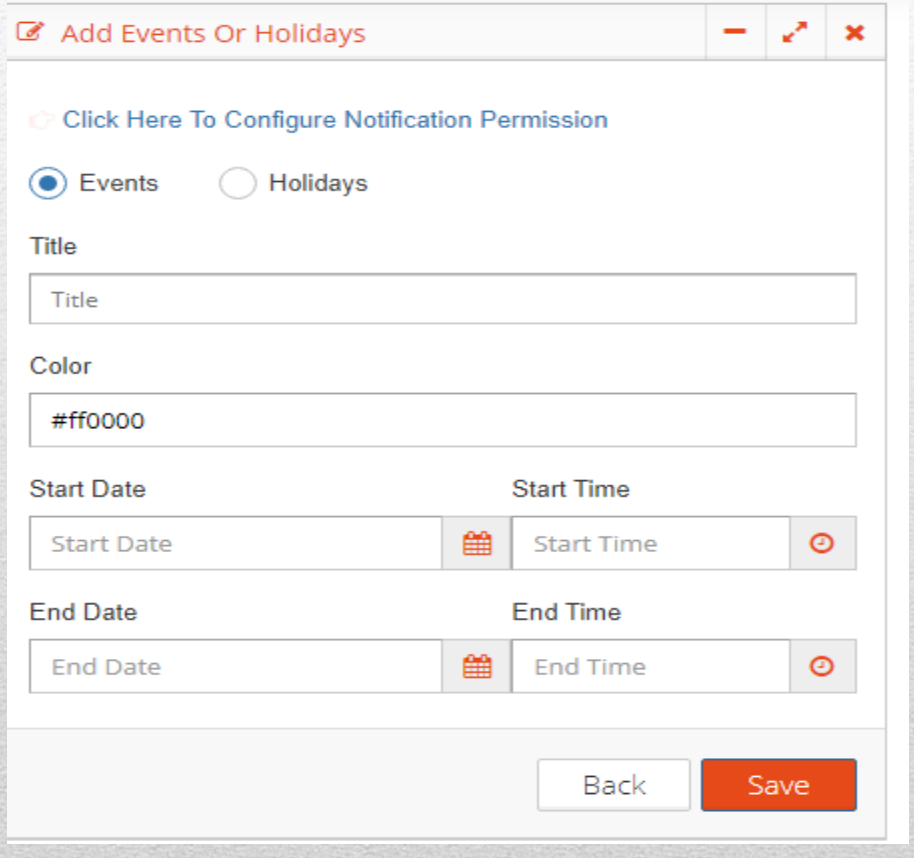
Events

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

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



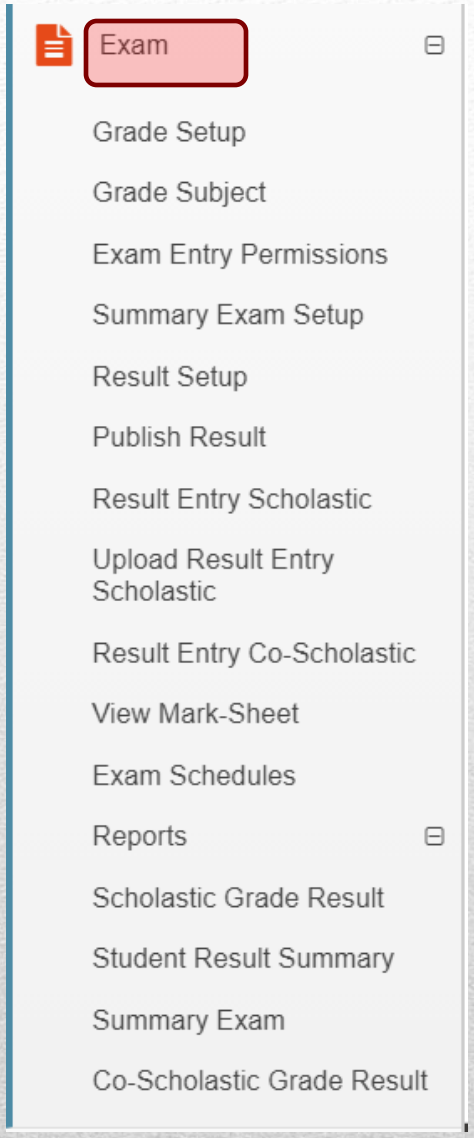
Events



<u>Events & holidays</u>

- First we have to choose weather 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.

Exam



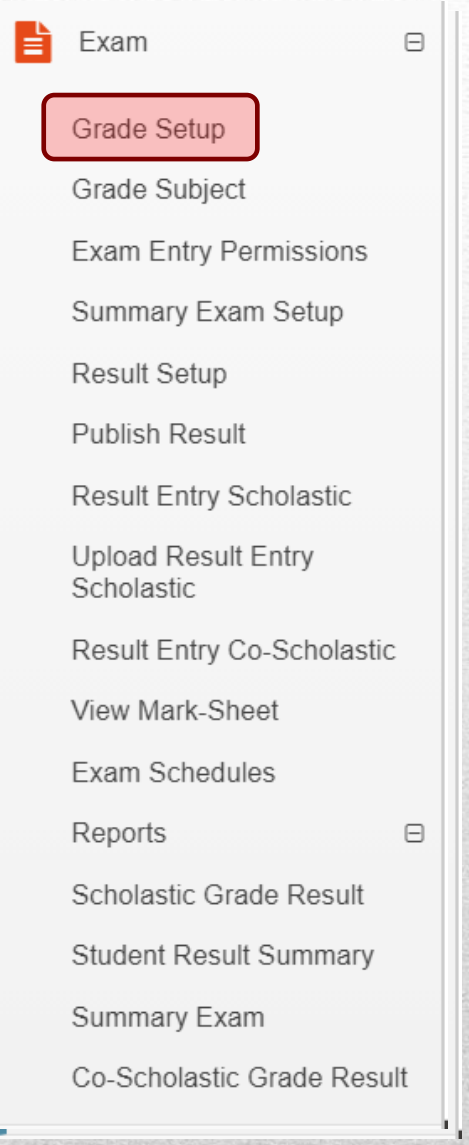
Exam

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



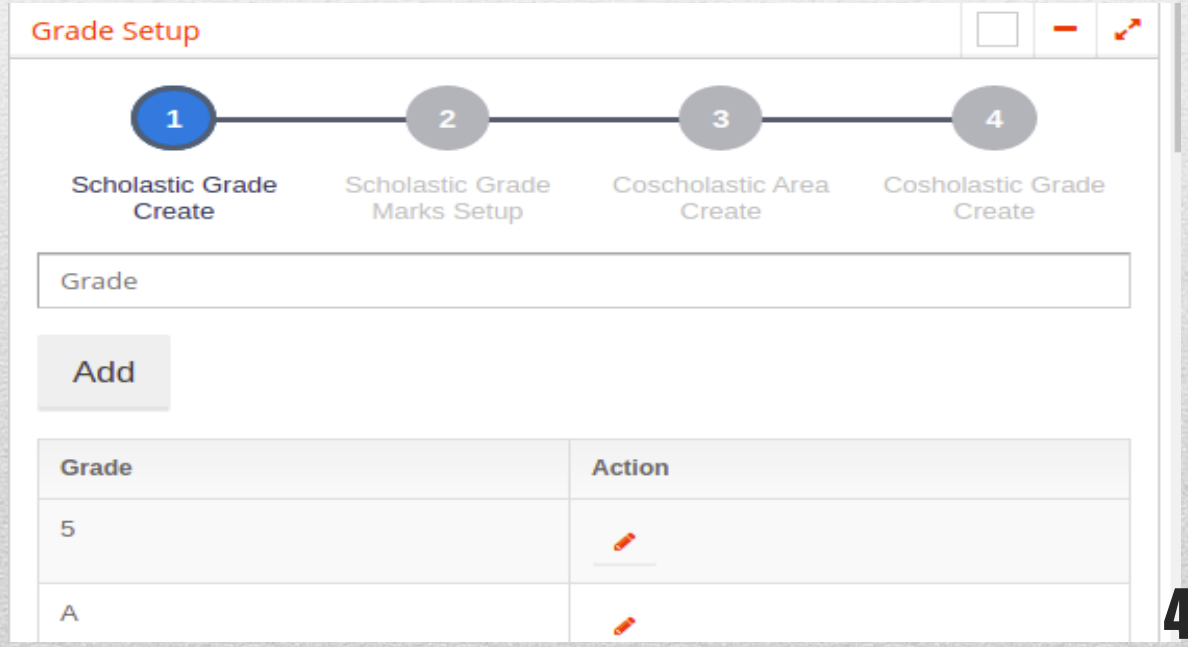
Grade Setup

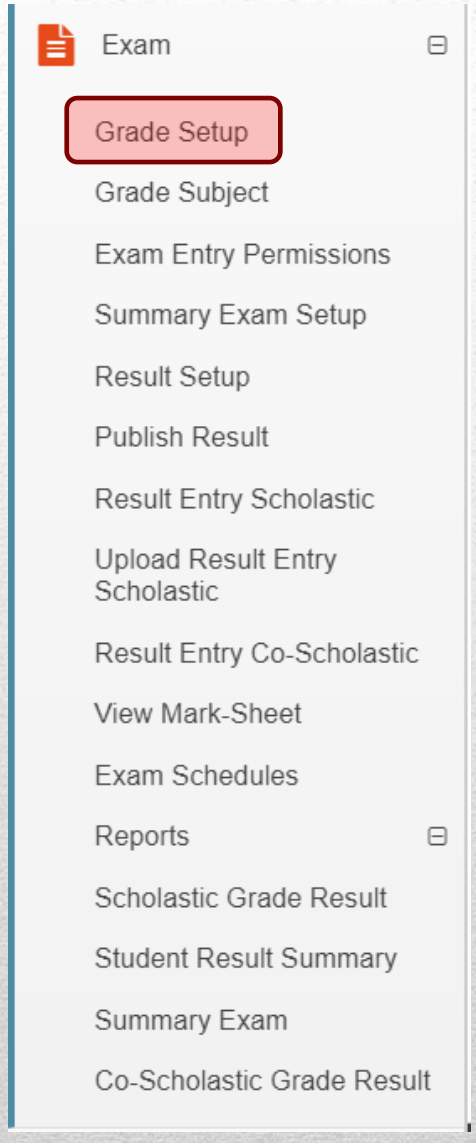
The first module from Grade setup is Scholastic Grade setup **Scholastic Grade Setup** is to setup mark Grade wise or comment for Marks Ex. A+, Excelent, B, Good

Here are the steps to add

Step 1: Click Exam (Sidebar)

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



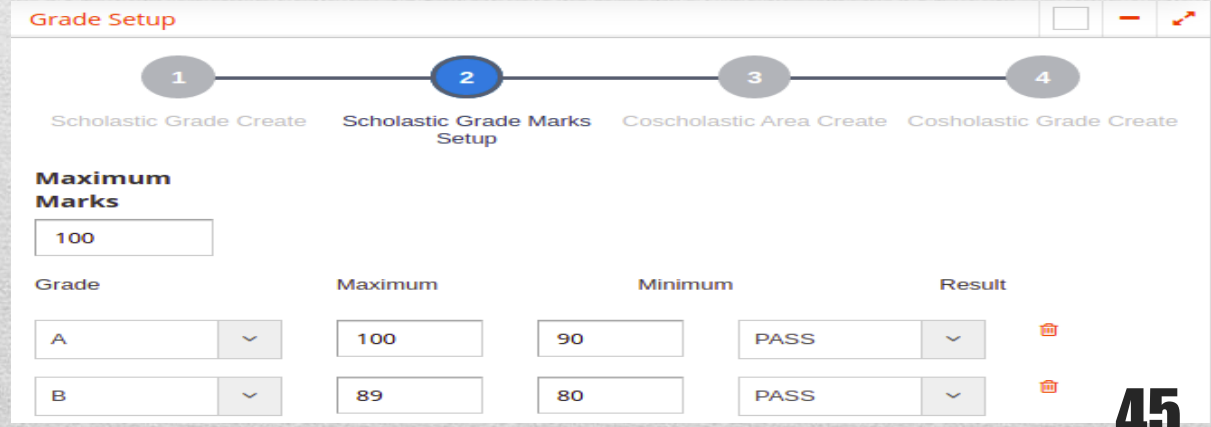


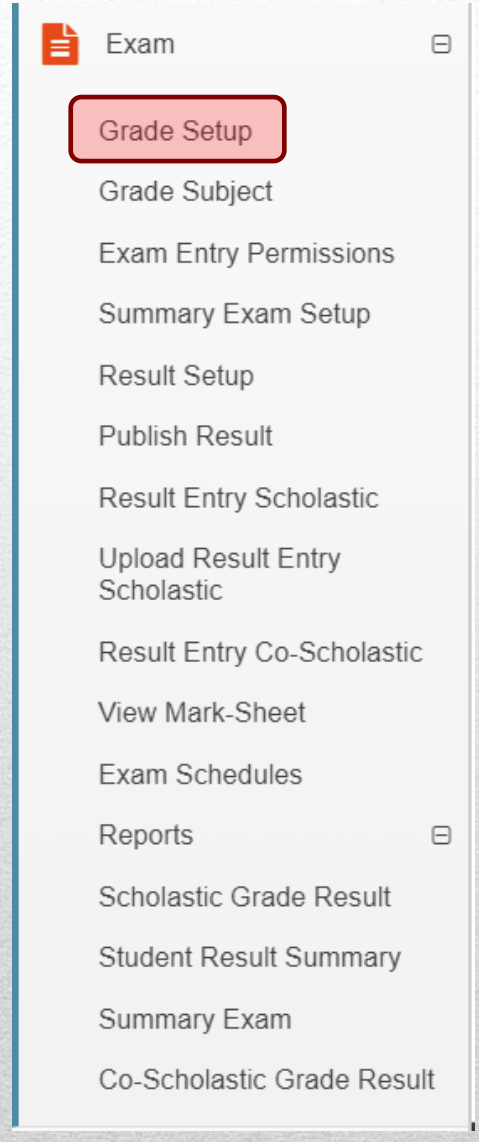
Grade Setup

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 (Youcan continue by adding new Row)
Step 6: Save it.





Grade Setup

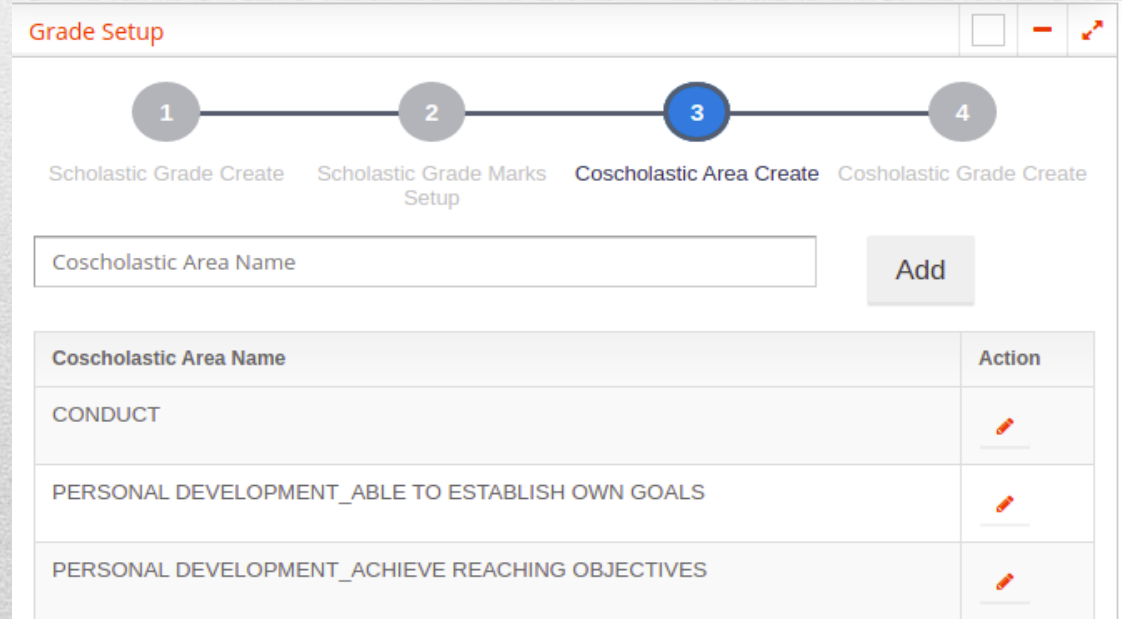
CO-SCHOLASTIC AREA CREATE

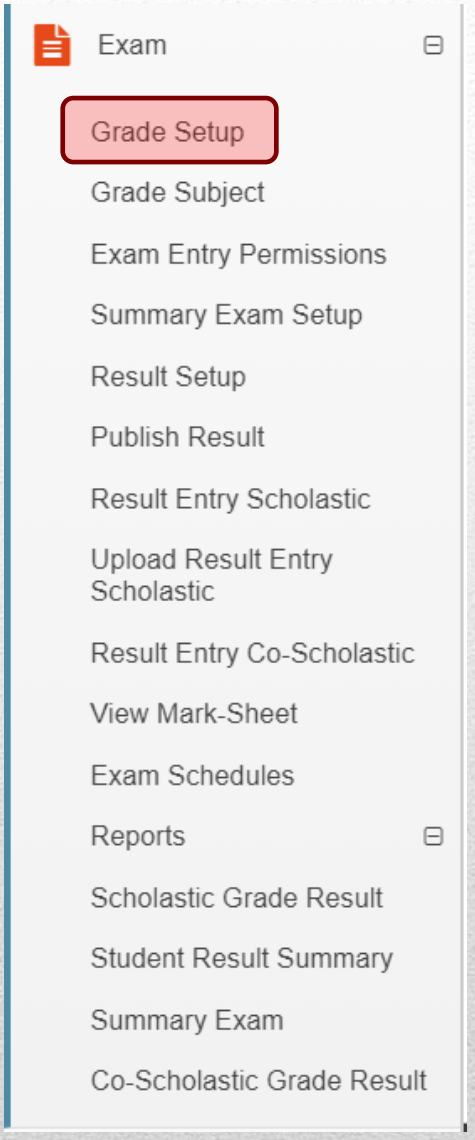
In this section we create co-scholastic area like Conduct, Personal Behaviour and etc,

Step 1: Click on Co-Scholastic Area Create.

Step 2: Enter Co-scholastic Area

Step 3: Save it.

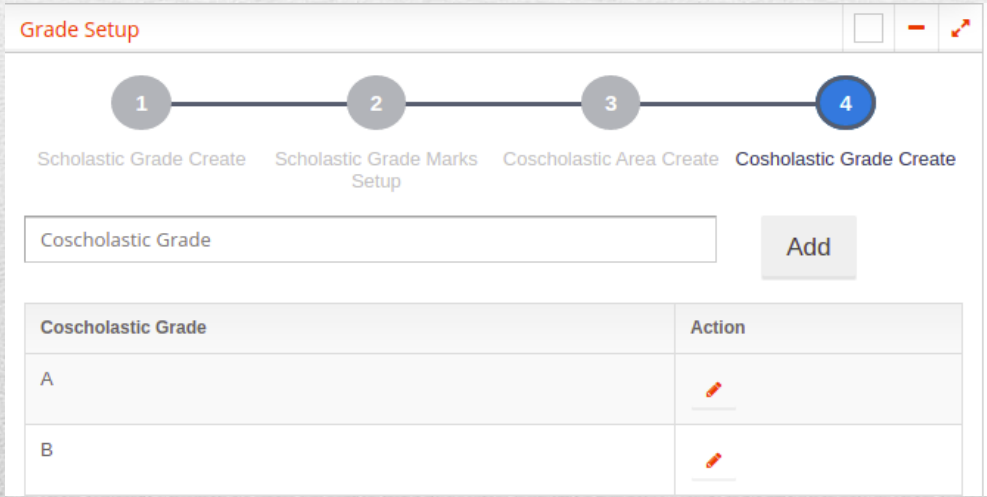


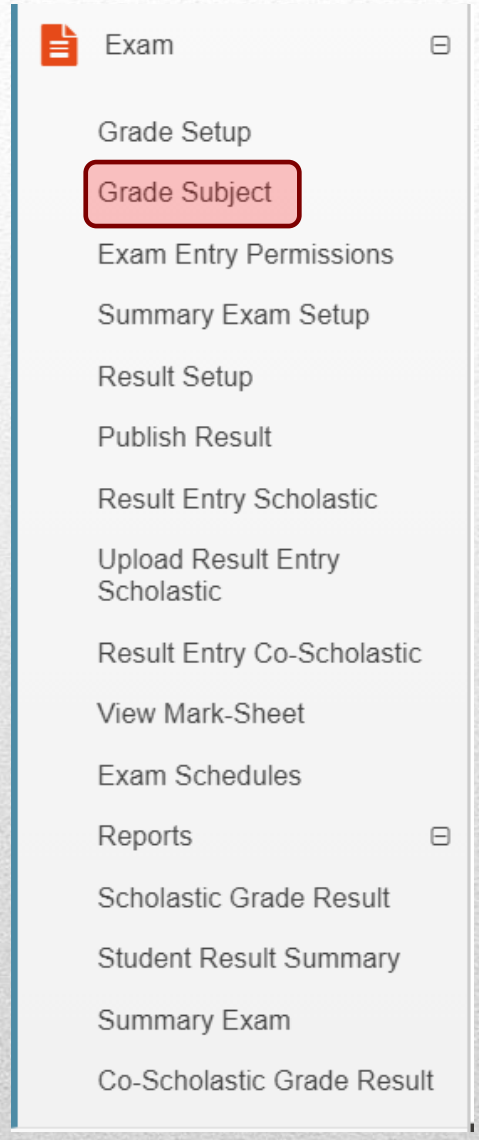


CO-SCHOLASTIC GRADE CREATE

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 Subject

GRADE SUBJECT

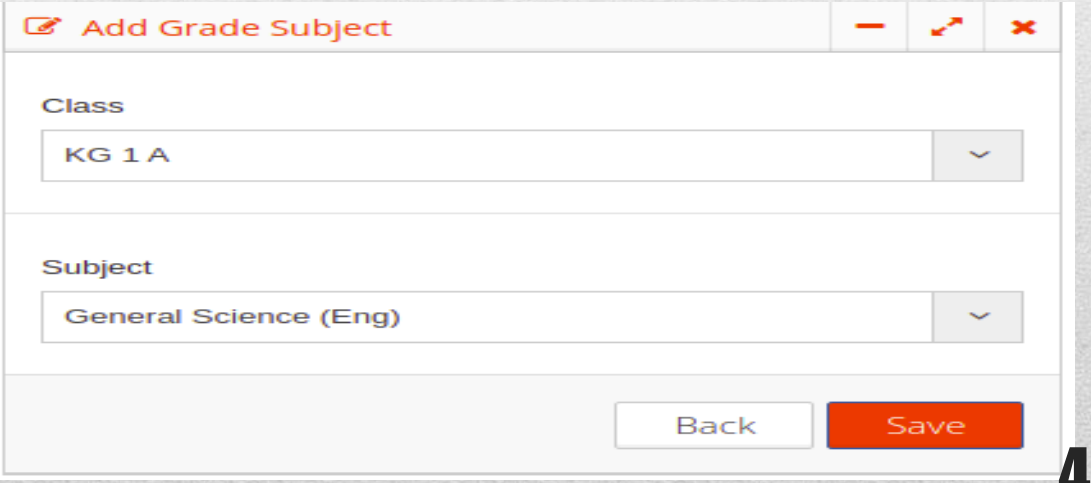
Grade Subject is the mark printed in Grade (A, B,C) format on student Report Card and Roster.

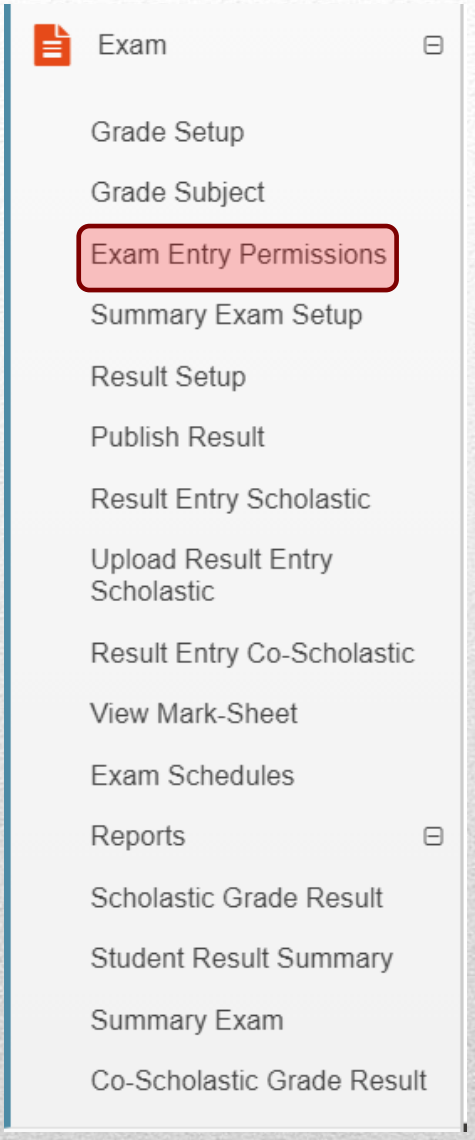
Step 1: Select Class

Step 2: Select Subject

Step 3: Save

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

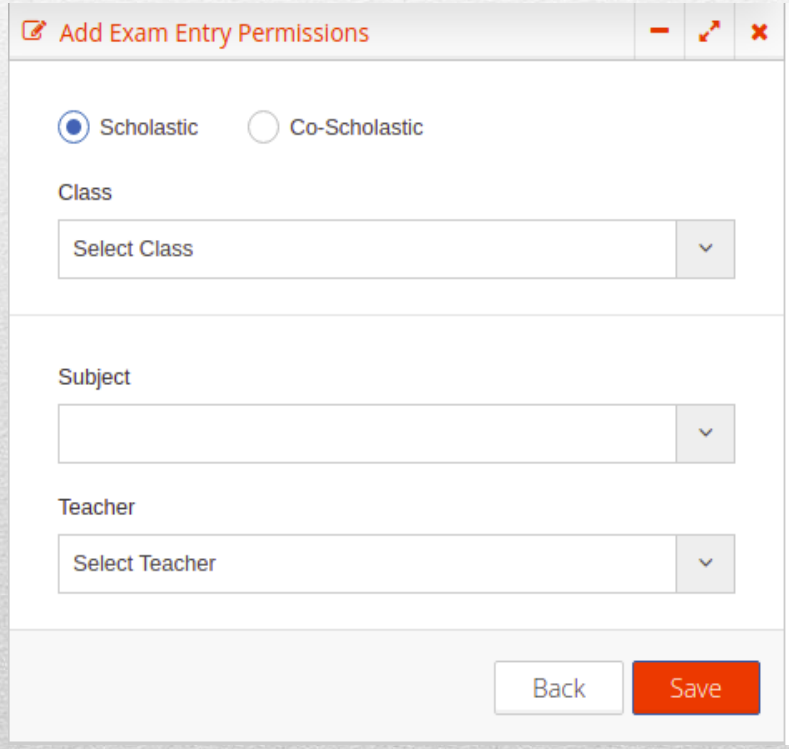




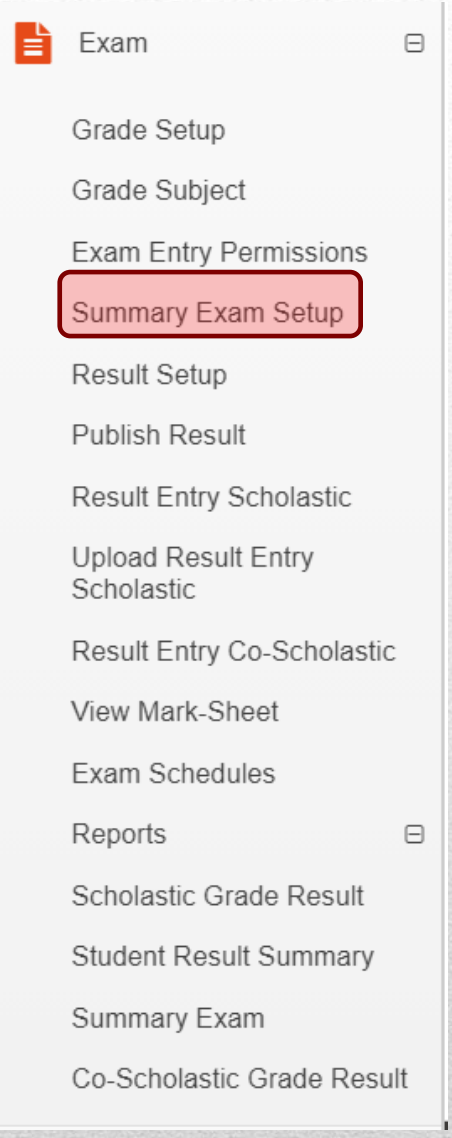
Exam Entry Permissions

Exam Entry Permissions

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



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

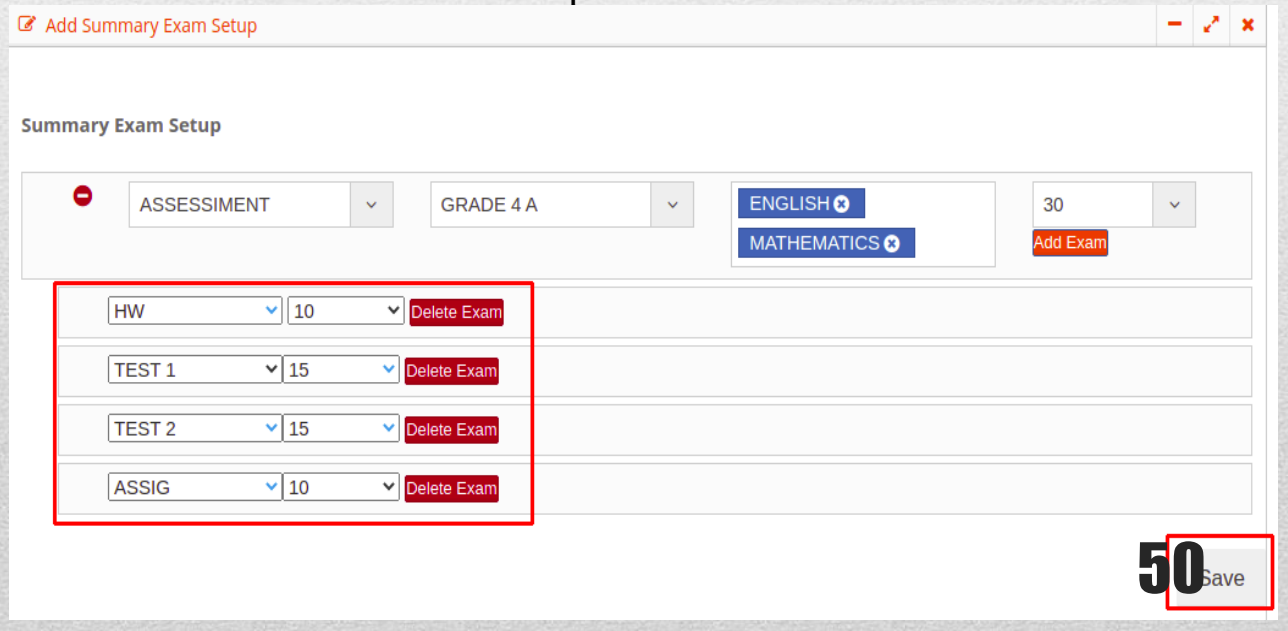


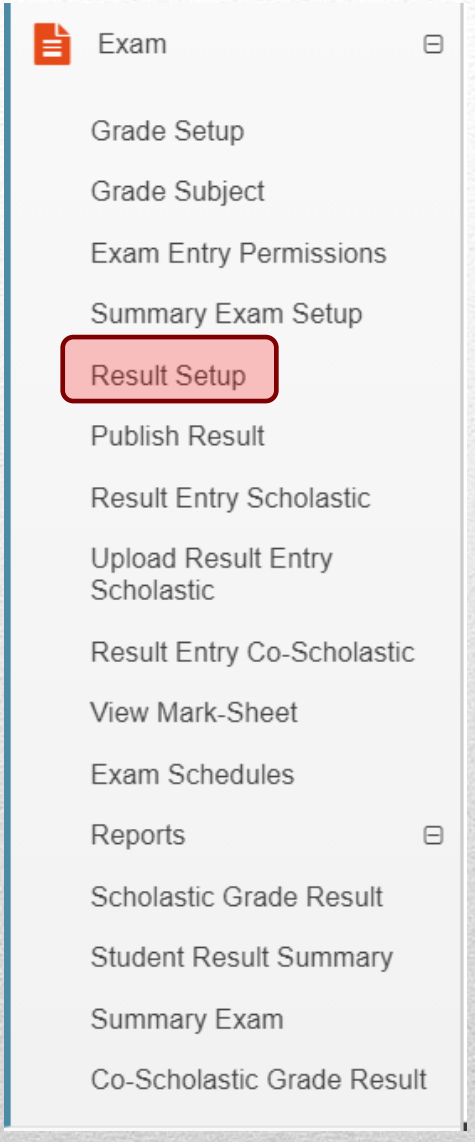
Summary Exam Setup

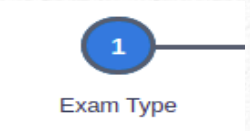
Setup Exam Heirarchy

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

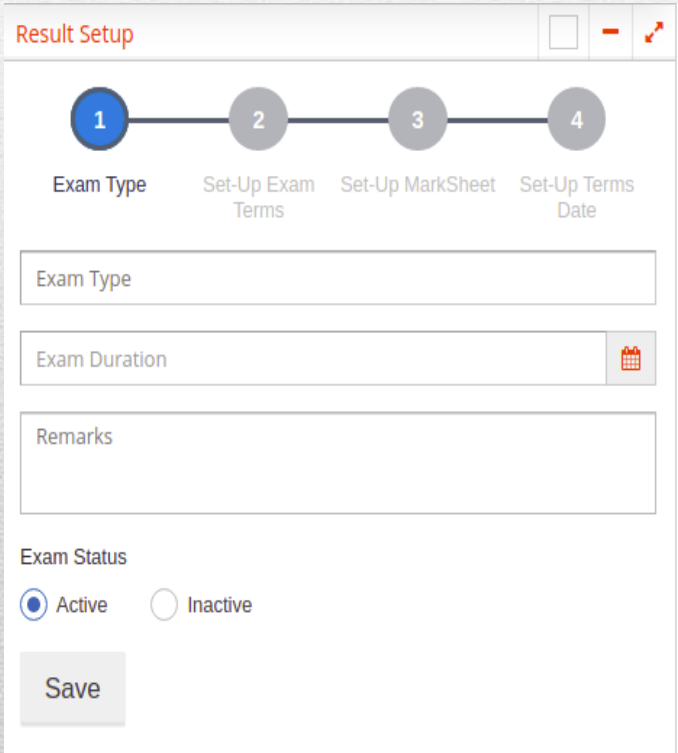




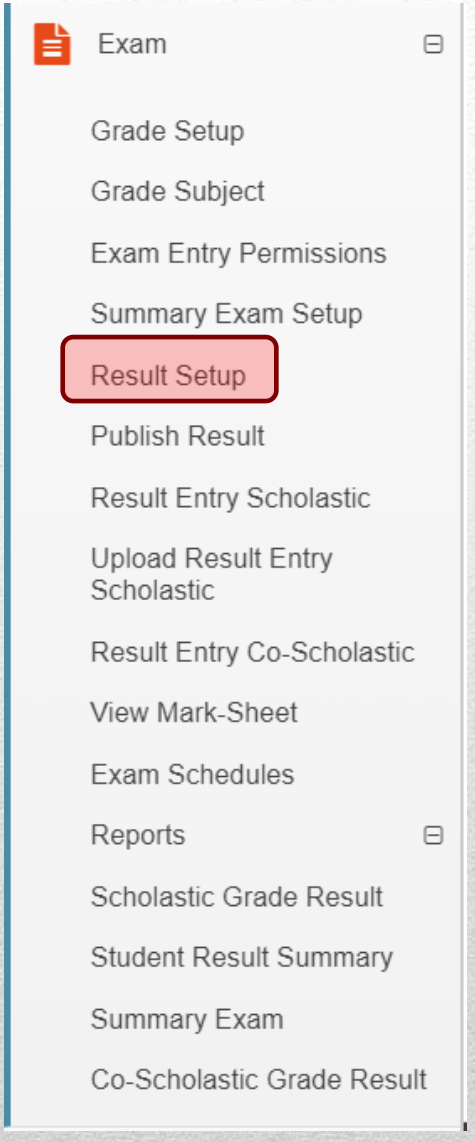


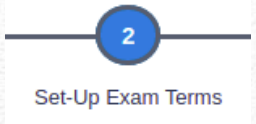
Result Setup

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



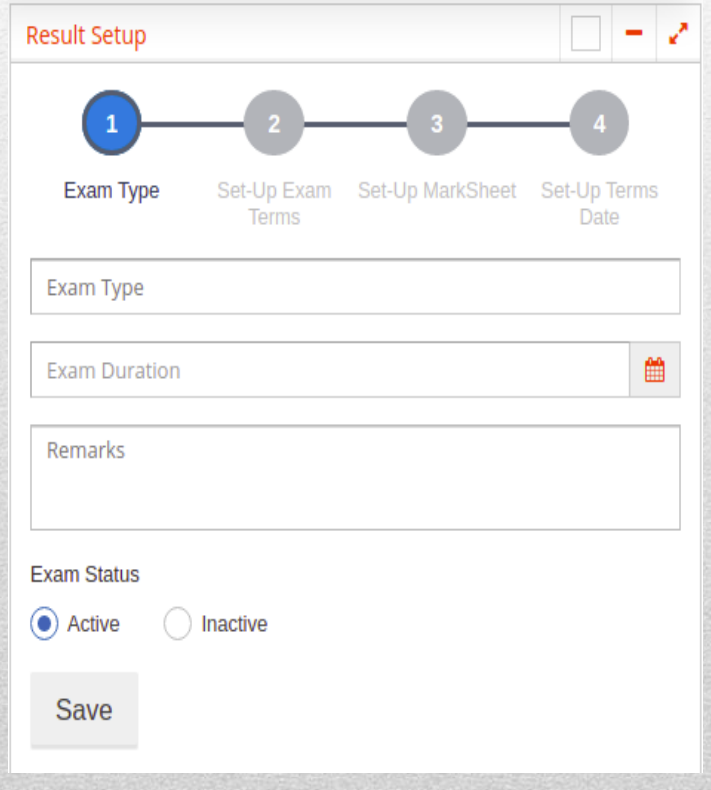
Step 1: Enter Exam Type (Test1, Final)
Step 2: Select Exam Status
Step 3: Exam Duration (Optional)
Step 4: Remark (Optional)



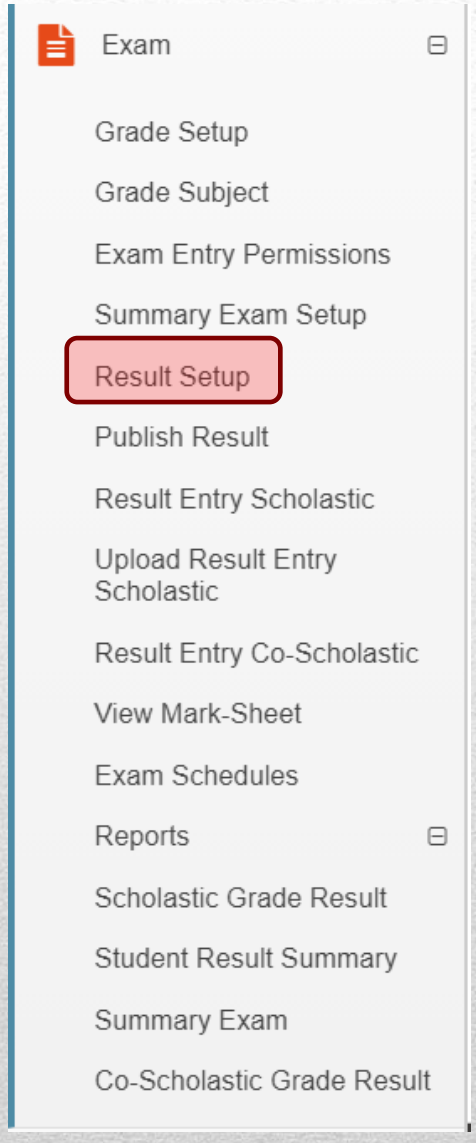


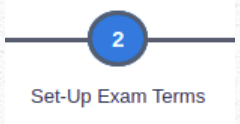
Result Setup

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



Step 1: Enter Exam Type (Test1, Final)
Step 2: Select Exam Status
Step 3: Exam Duration (Optional)
Step 4: Remark (Optional)

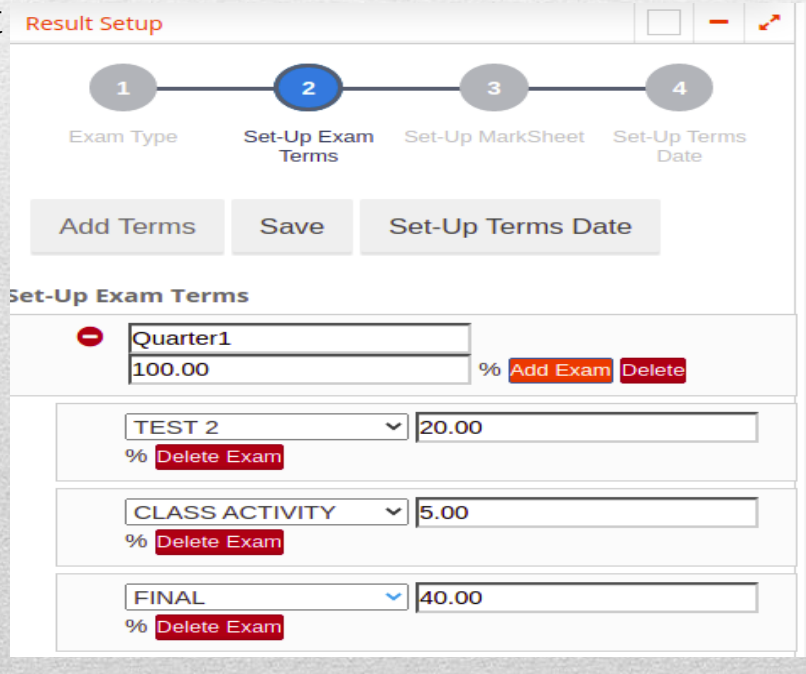




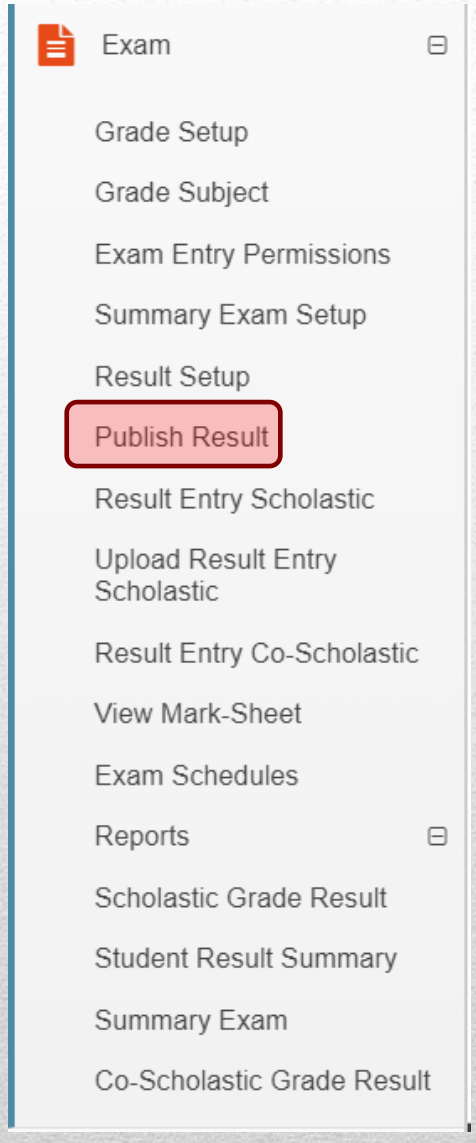
Set-up Exam Terms

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



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)

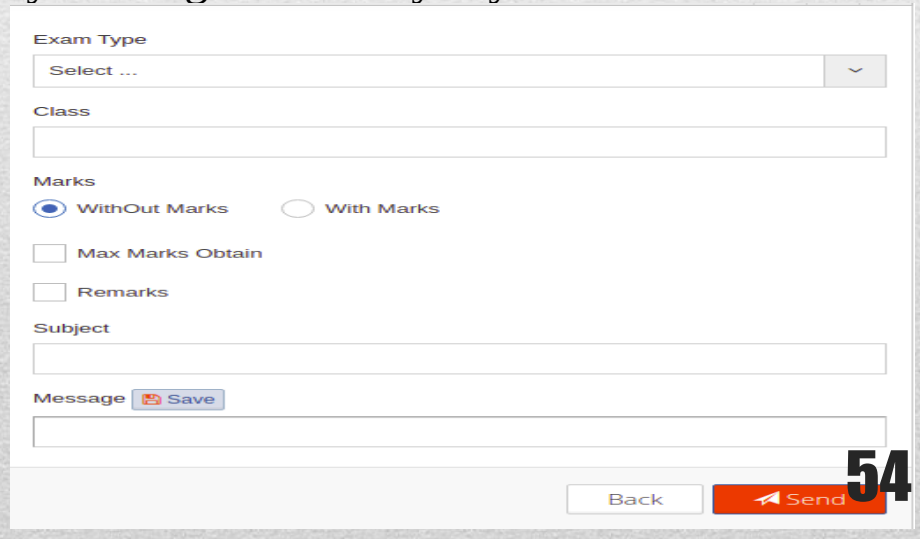
* Max Marks Obtain (To share maximum mark obtain in a class)

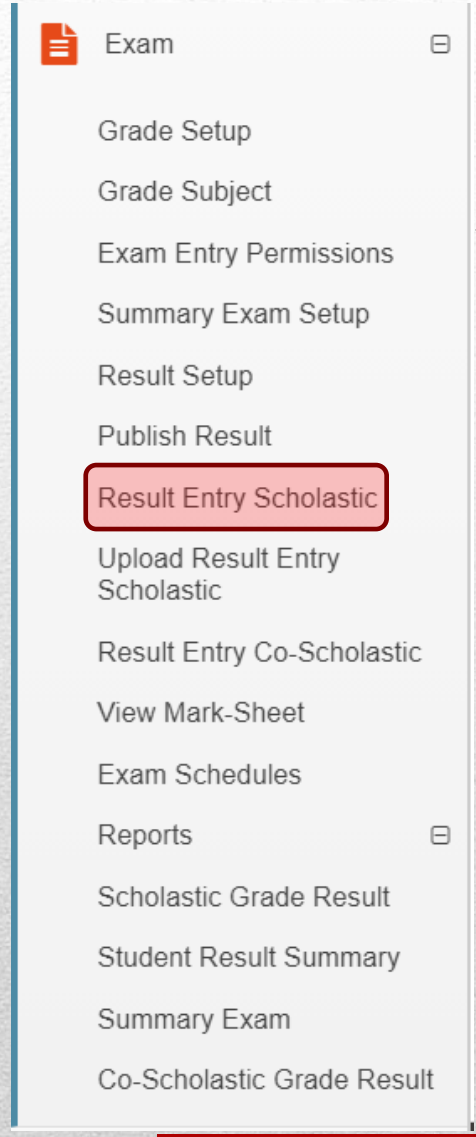
*Remarks (if teacher have remarks)

Step 3: Select Subject

Step 4: Write any Message for family if you have

Step 5:Send it.



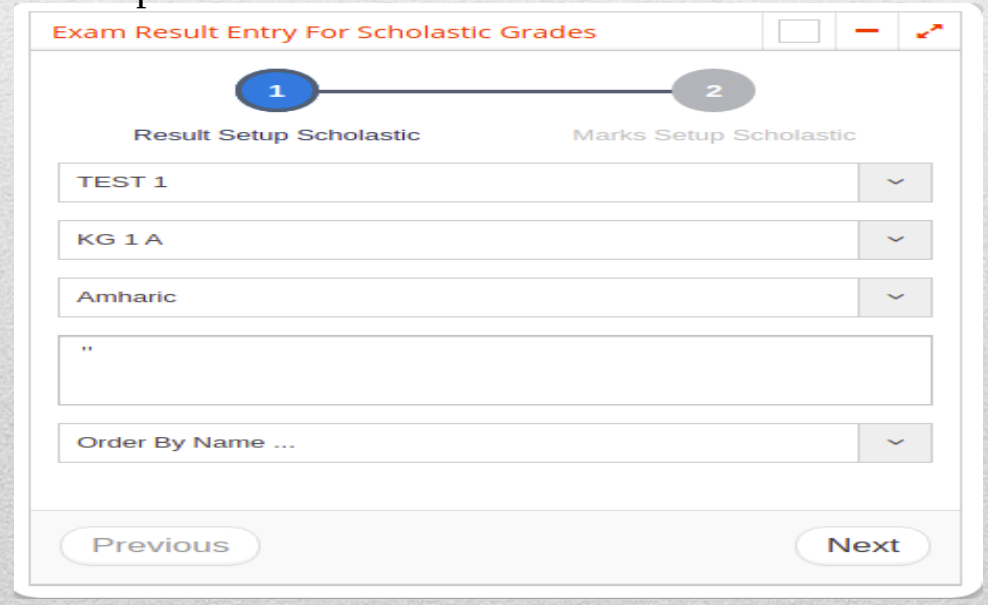


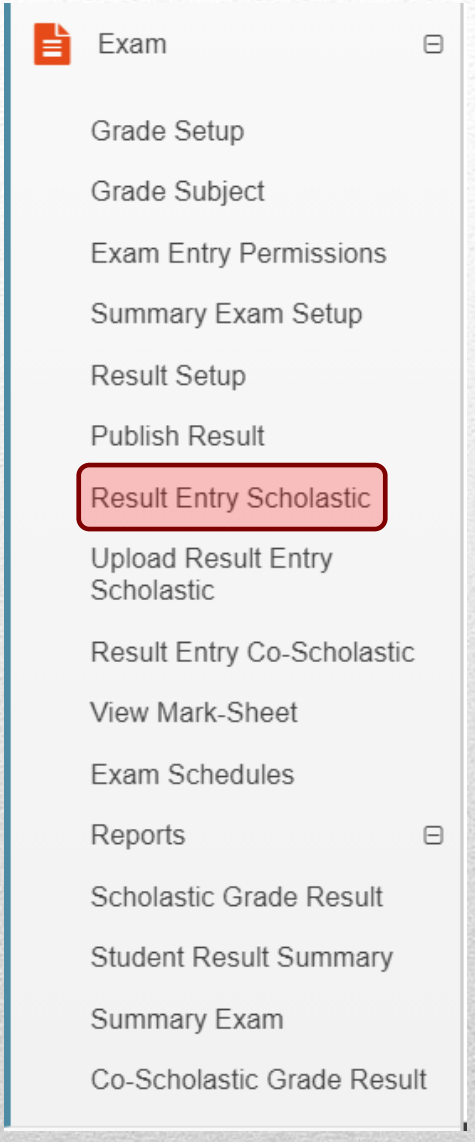
Result Entry Scholastic

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.



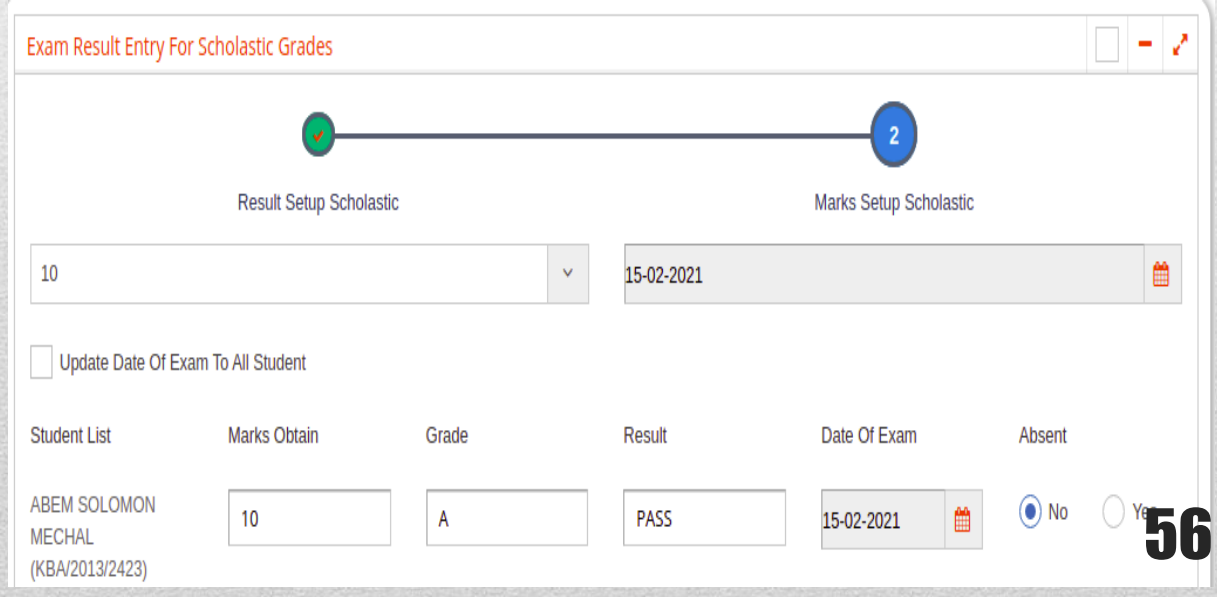


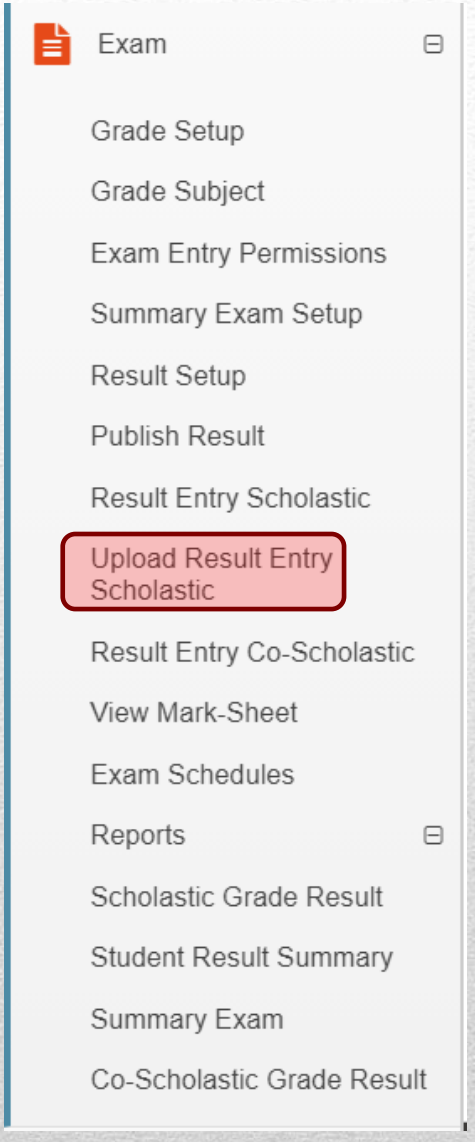
Result Entry Scholastic

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

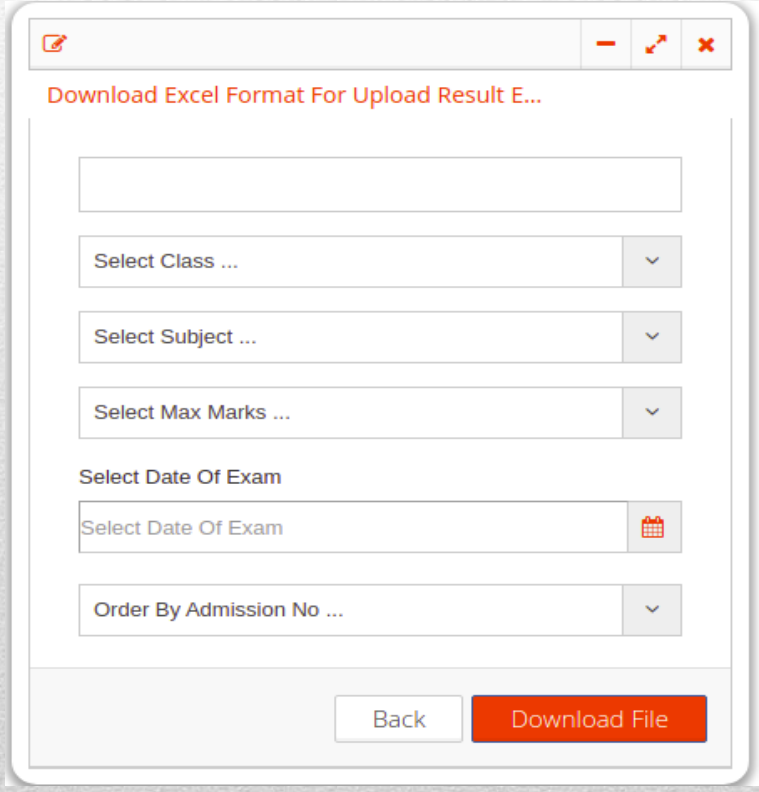
After filling the obtained mark for all the students pressing the button that says next will save the students mark to the database



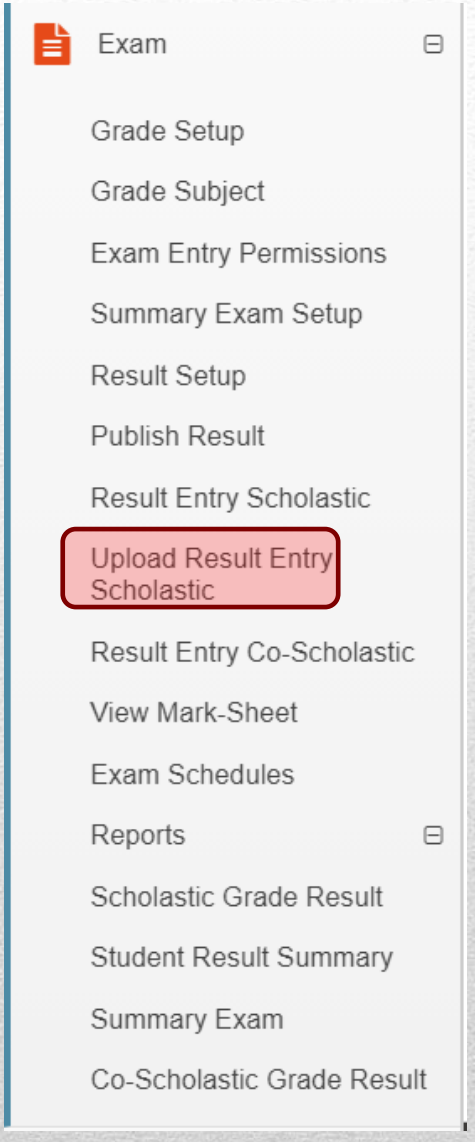


Upload Result Enrty Scholastic

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



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

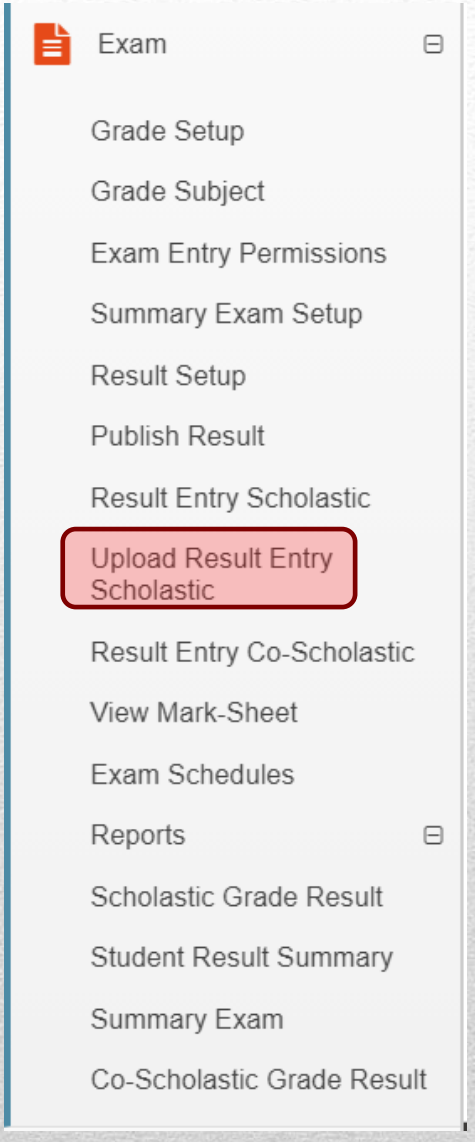


Con't Upload Result Enrty Scholastic

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	Admissior	ExamType	Class	Section	Subject	DateOfExam	Absent	MaxMarks	Marks
2	lamrot 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

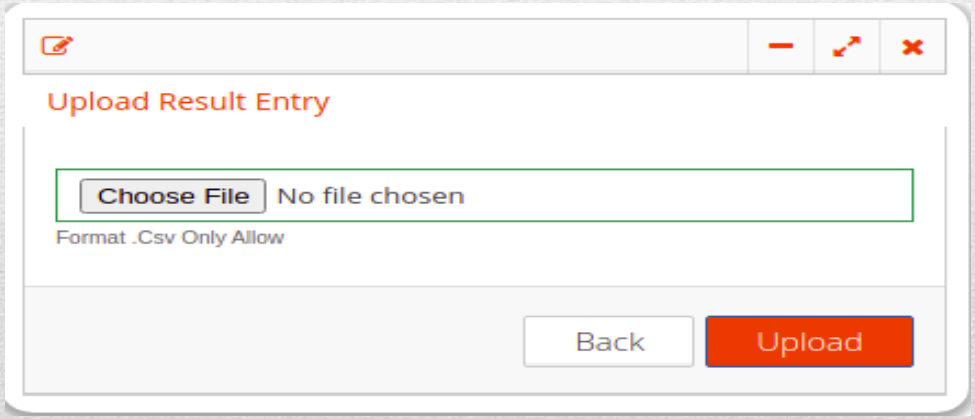


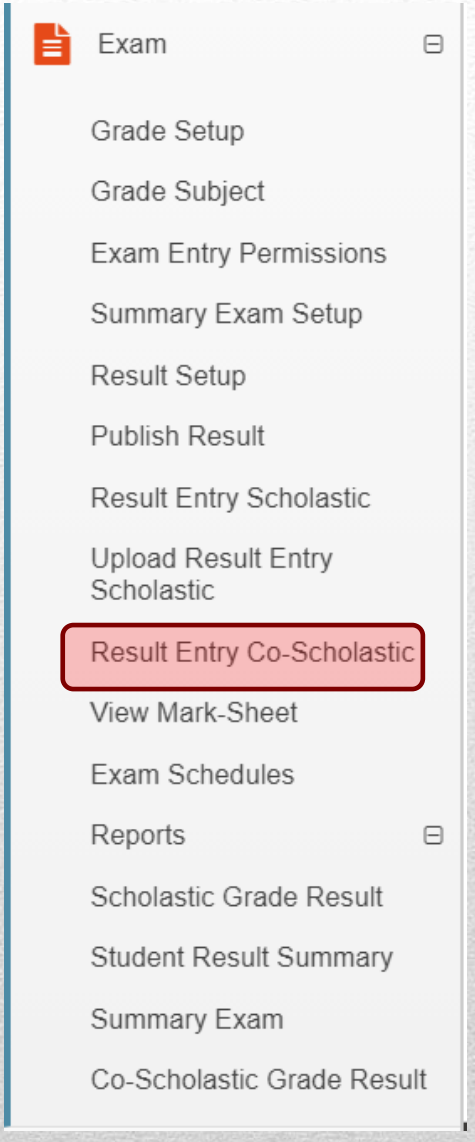
Con’t Upload Result Enrty Scholastic

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





Result Entry Scholastic

Result Enrty Co-Scholastic

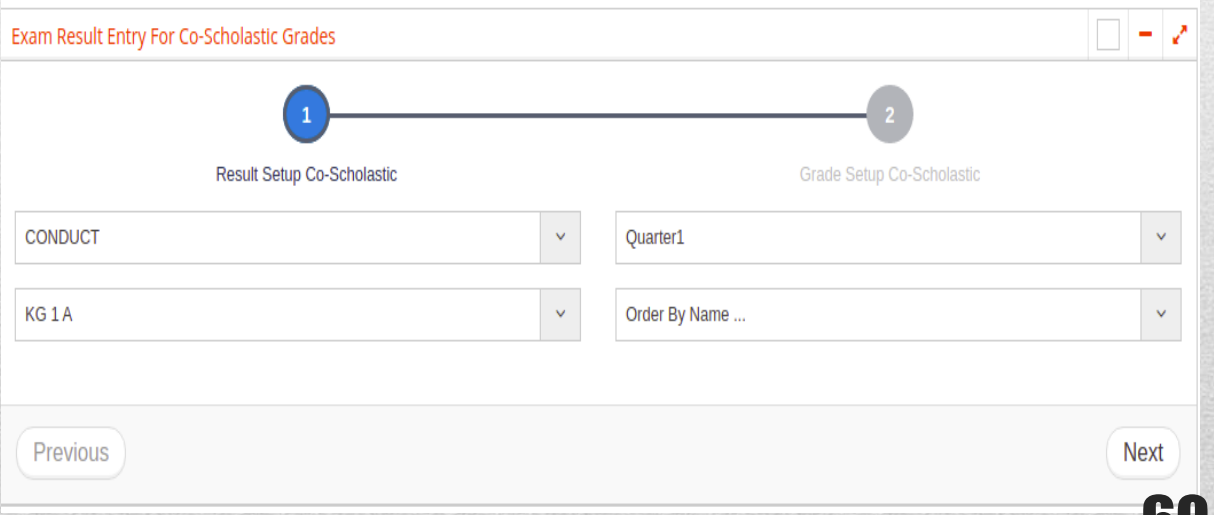
To submit the co-scholastic result of the student we select this option

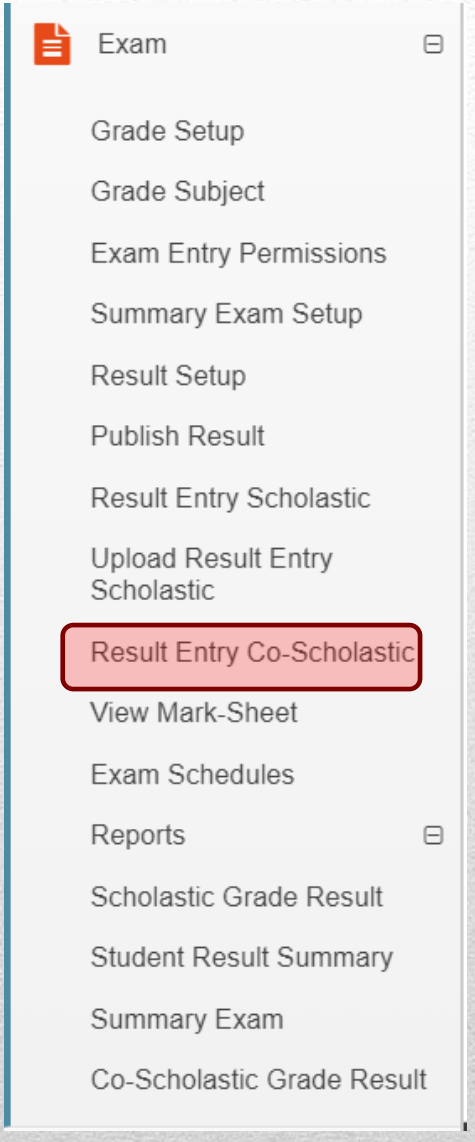
Step 1:Select the co-scholastic type, For example conduct

Step 2: Select the class

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

Step 4: Click Next



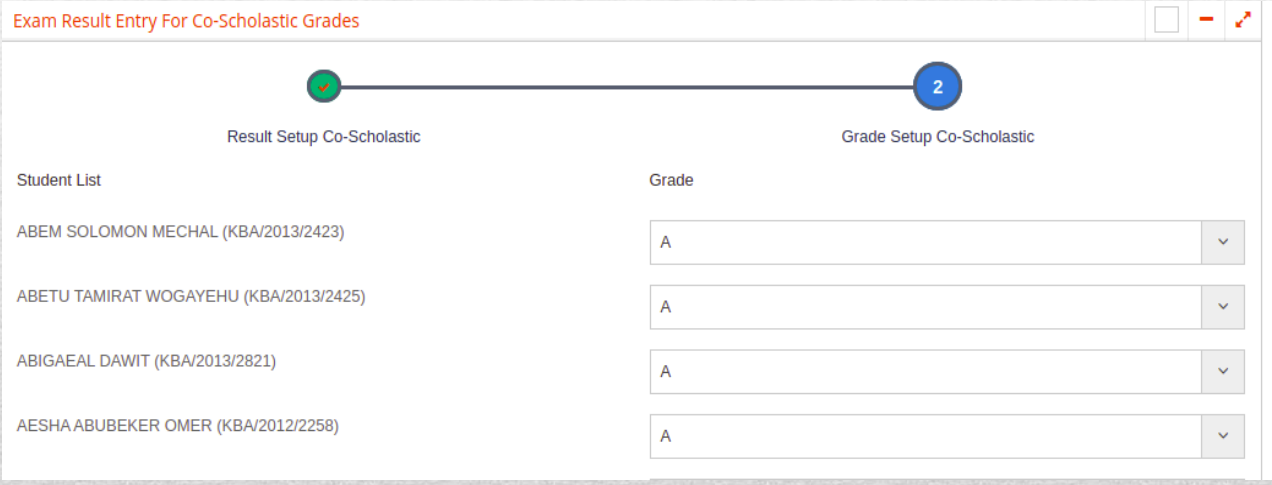


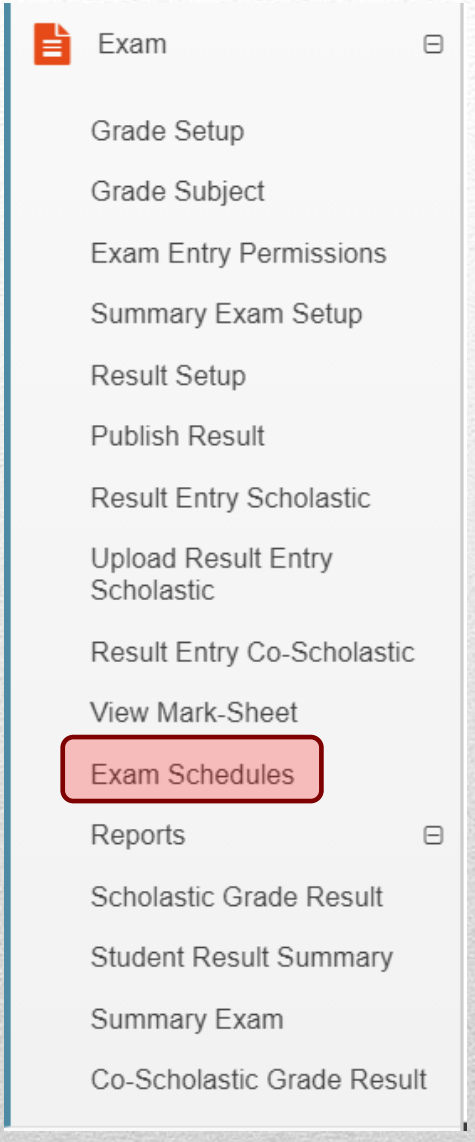
Result Enrty Co-Scholastic

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

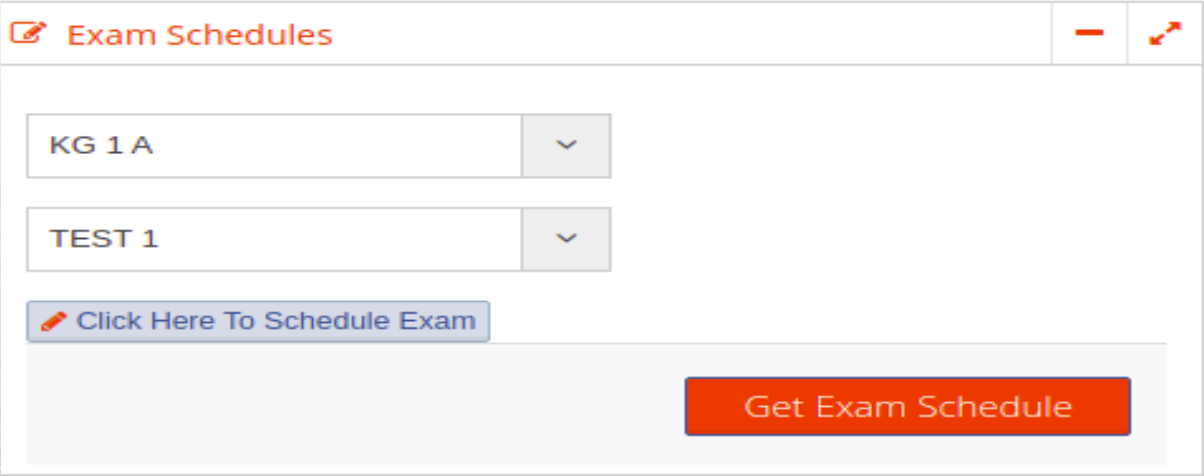


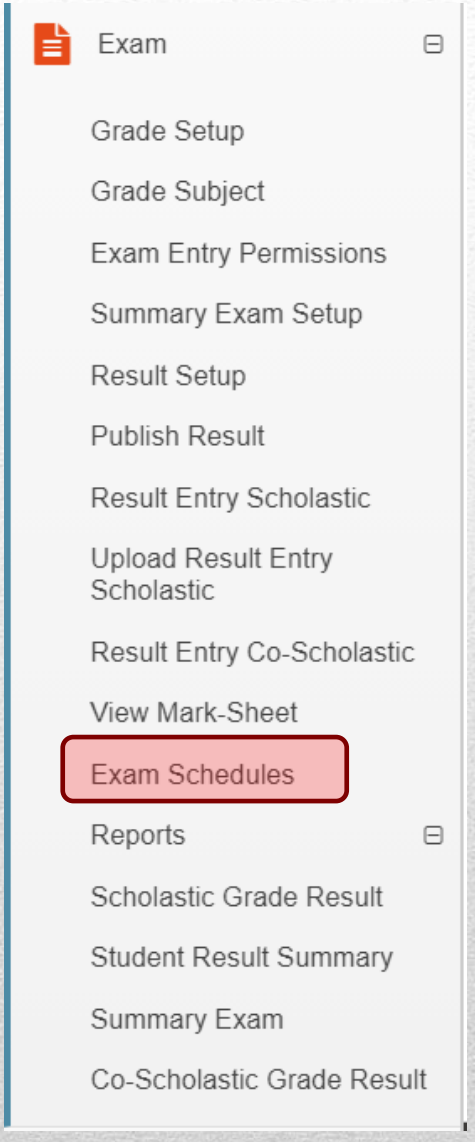


Exam Schedules

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



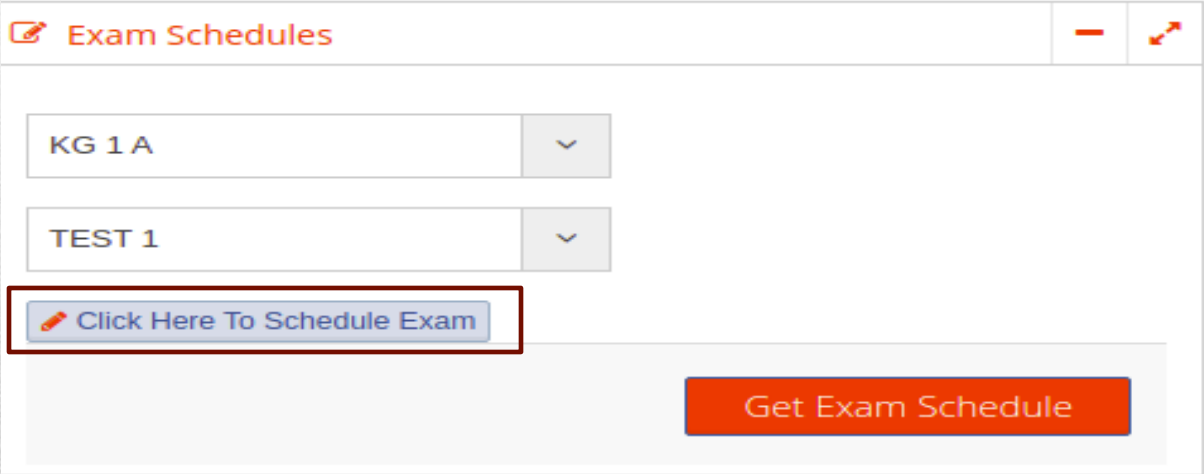


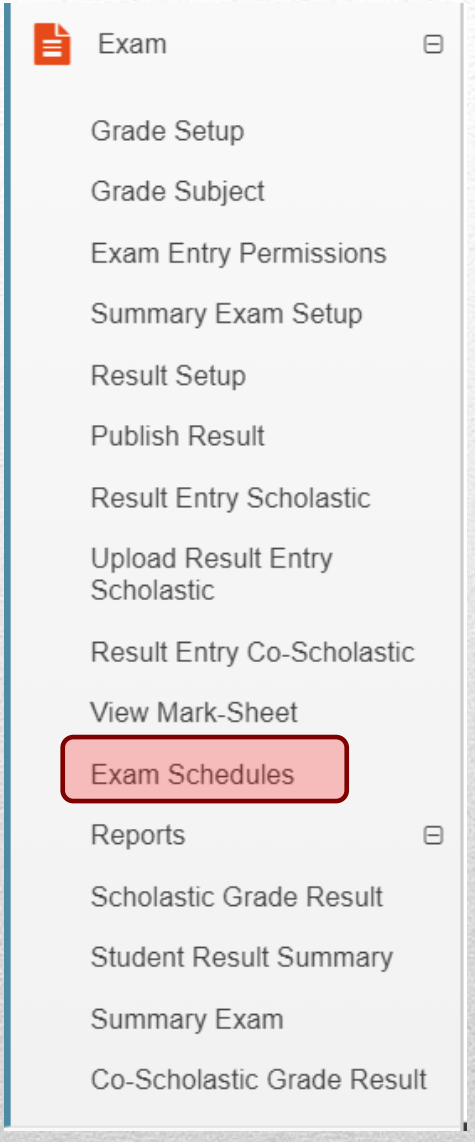
Exam Schedules

Exam Schedules

In this section we schedule exam for students

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

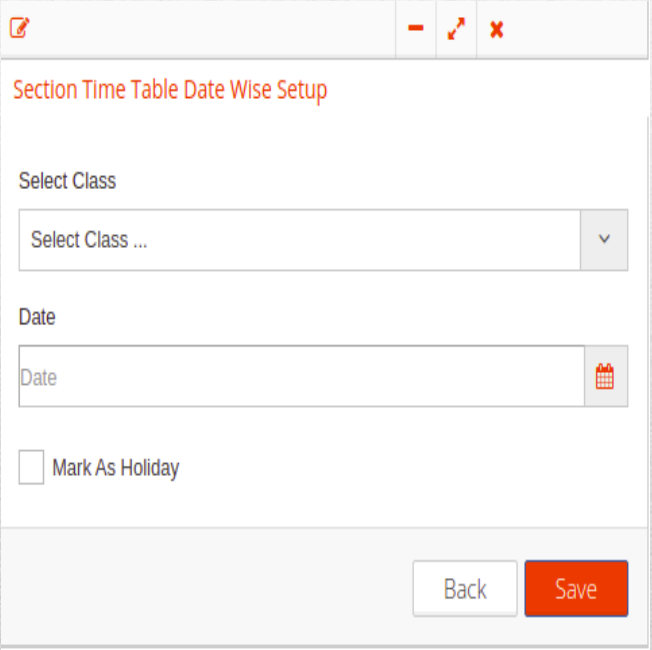




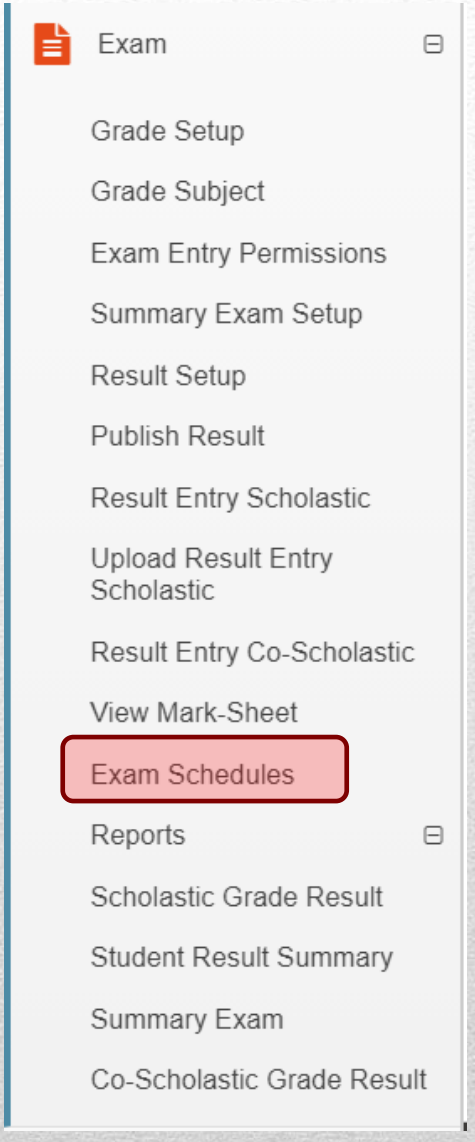
Con't Exam Schedules

In this section we schedule exam for students

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



Step 1: Select Class
Step 2: Select Exam Date

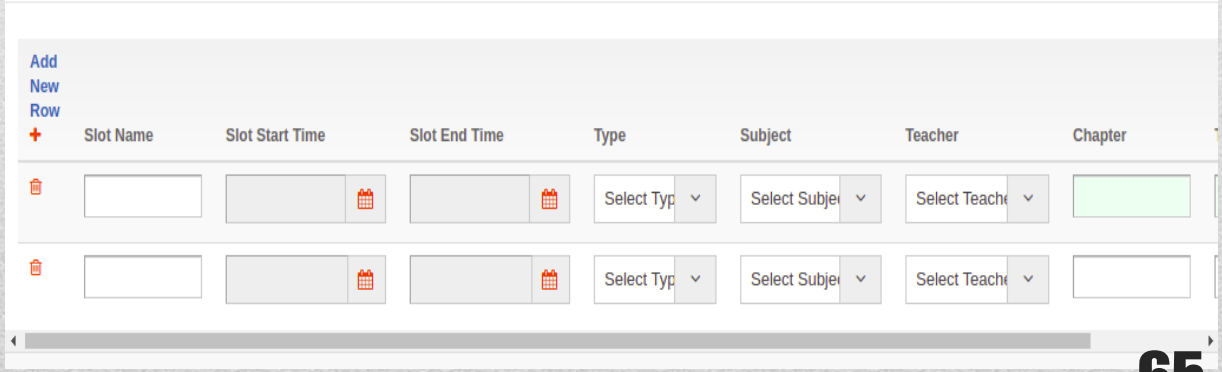


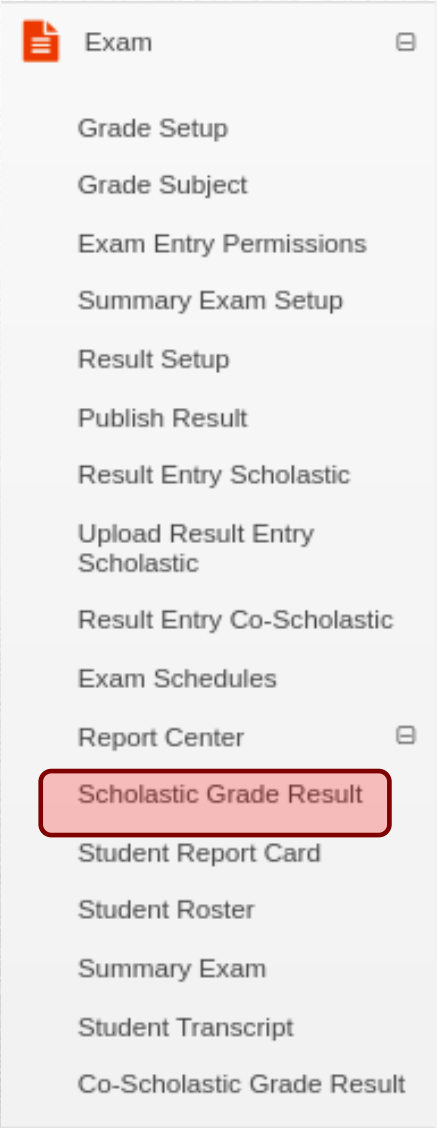
Exam Schedules

Con't Exam Schedules

After you select the date system aoutomaticaly open new page as dollowing

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



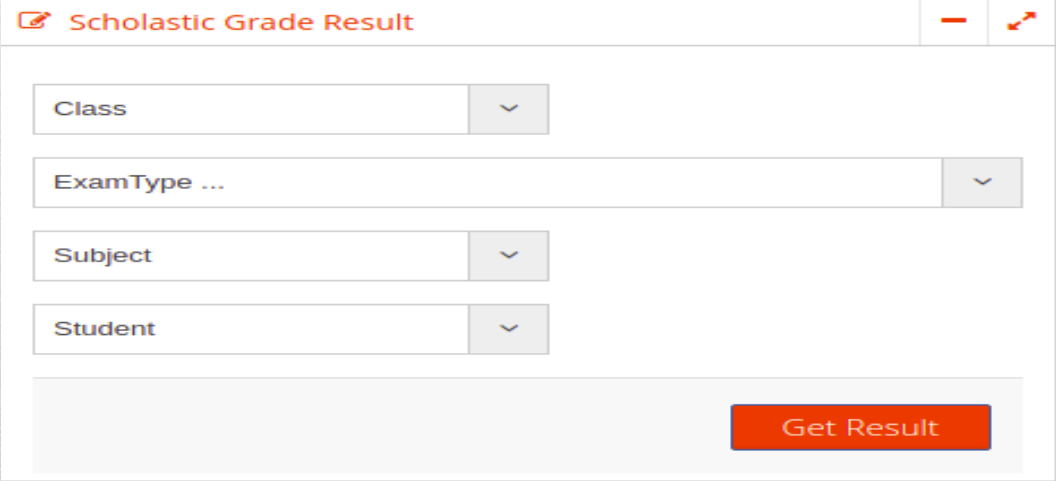


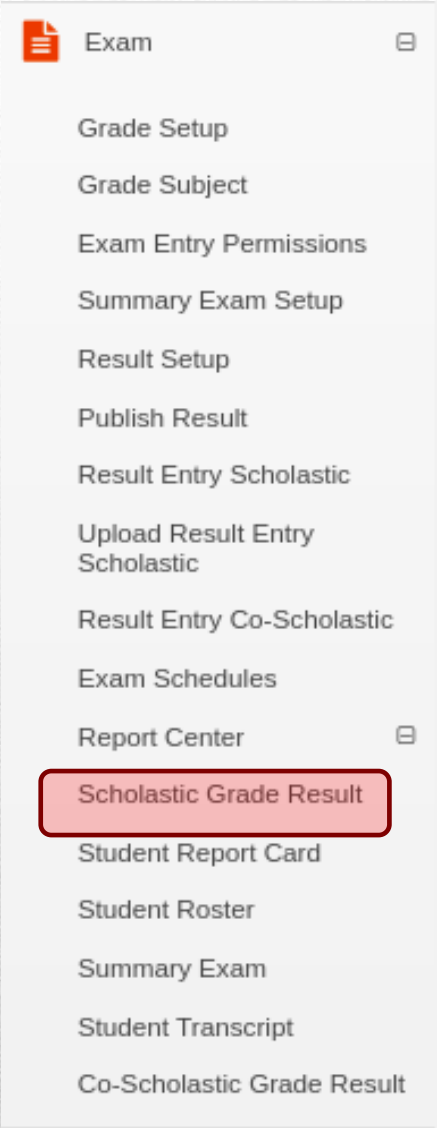
Exam Schedules

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





Exam Schedules

Con't Scholastic Grade Result

After you click Get Result system print result as the following

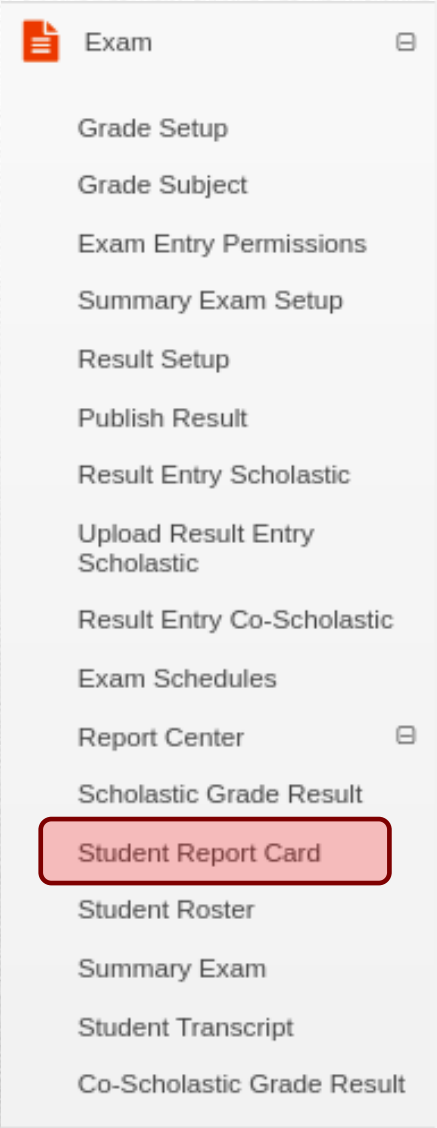
Step 1: You can print in excel, PDF, Print
Step 2: Also you can show and hide column

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

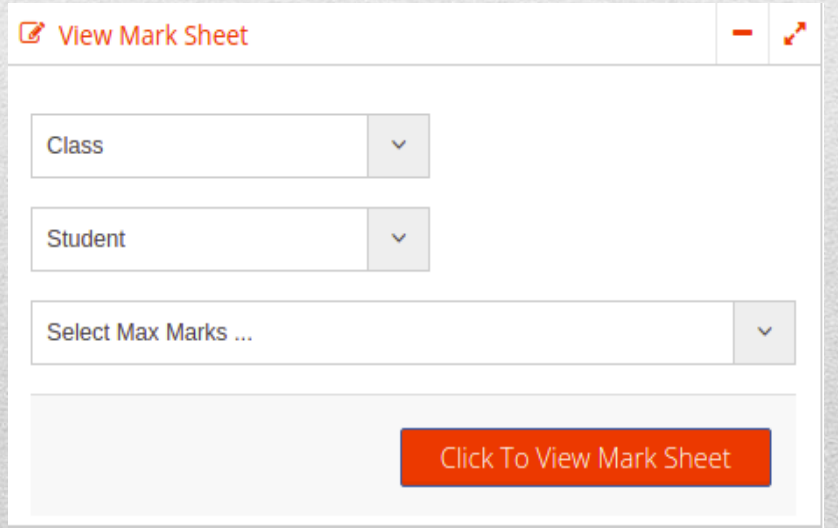


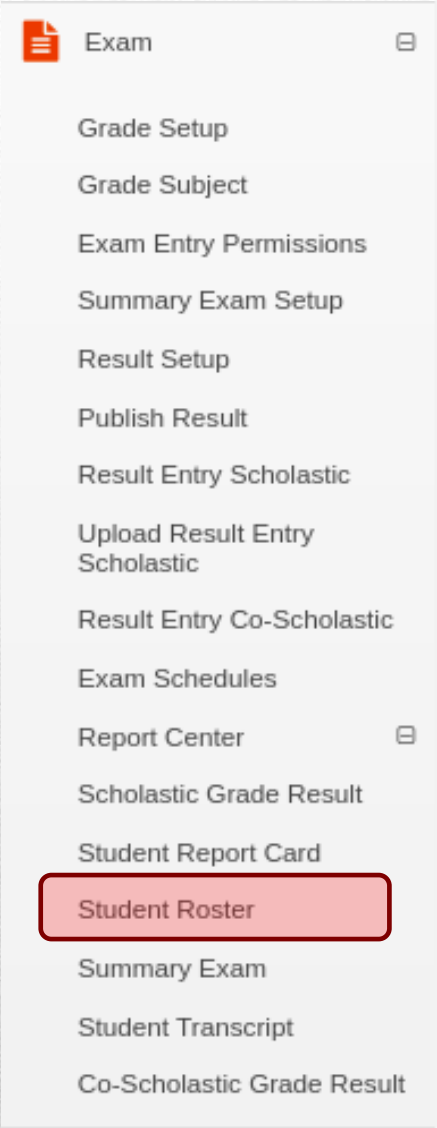
Exam Schedules

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



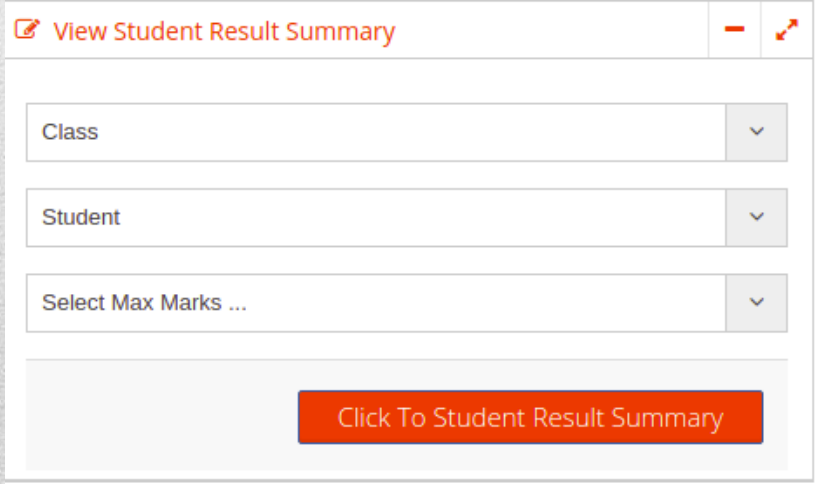


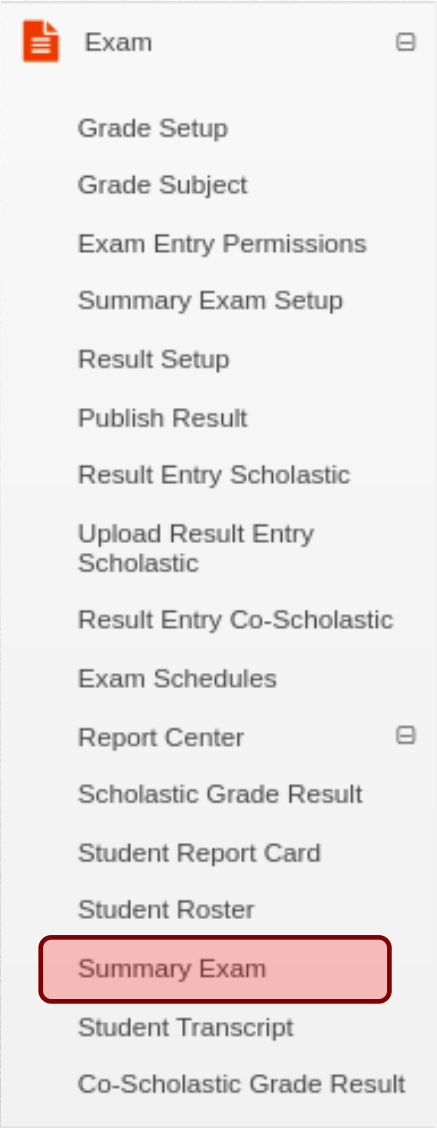
Exam Schedules

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





Exam Schedules

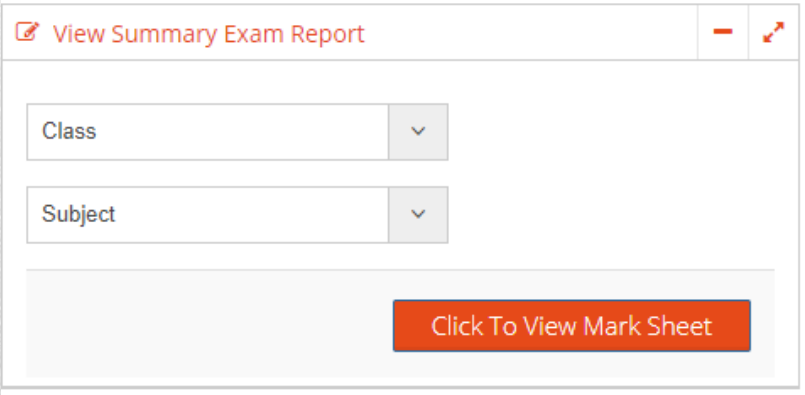
Student Summary Exam

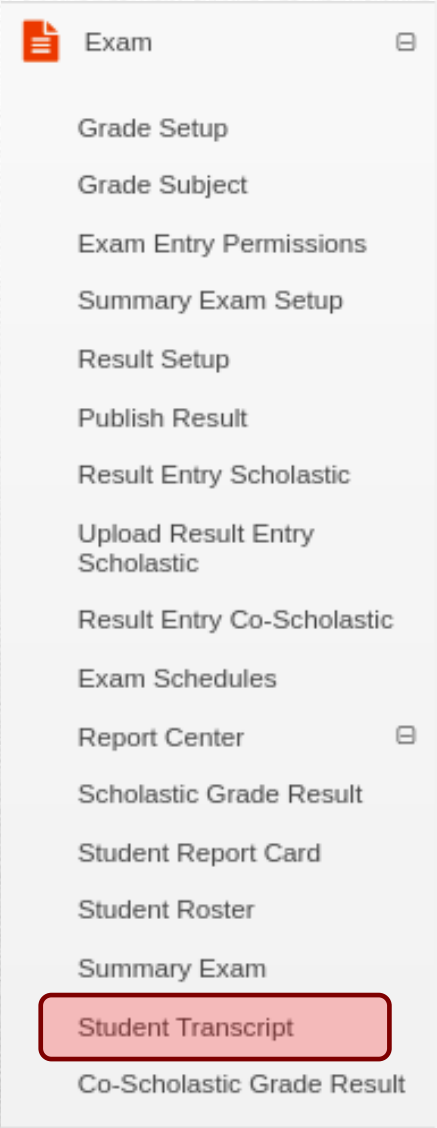
In this module we print student Summary Exam Report as following

Step 1: Select Class

Step 2: Select Subject

Step 3: Click to View Mark-Sheet



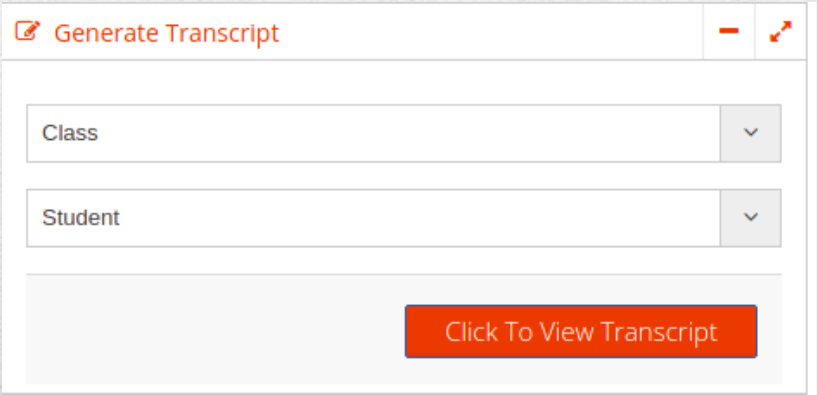


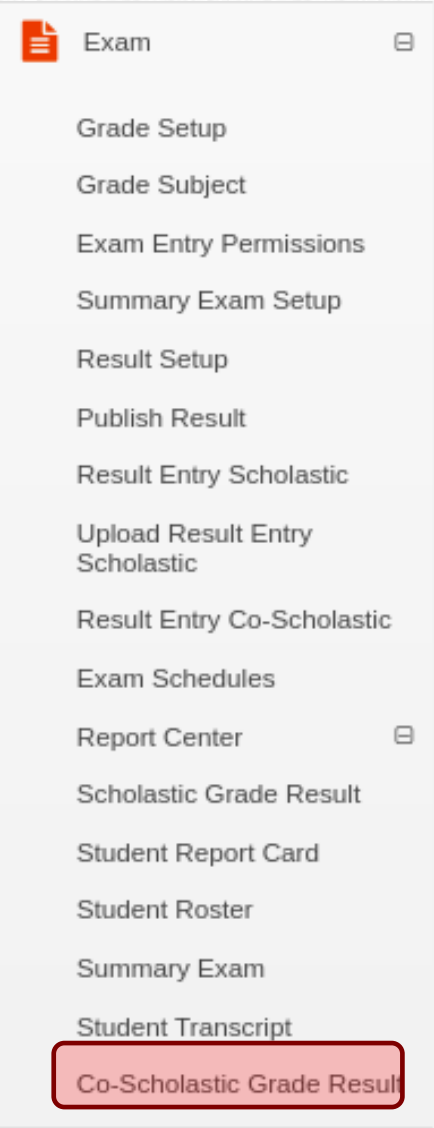
Exam Schedules

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



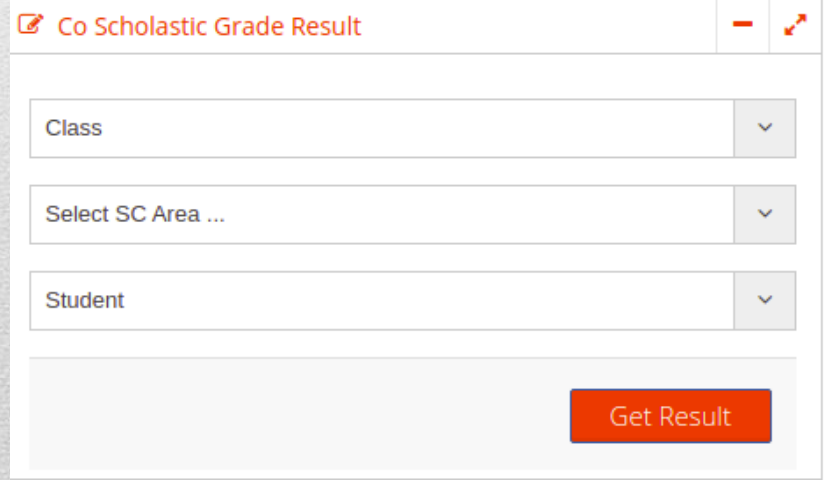


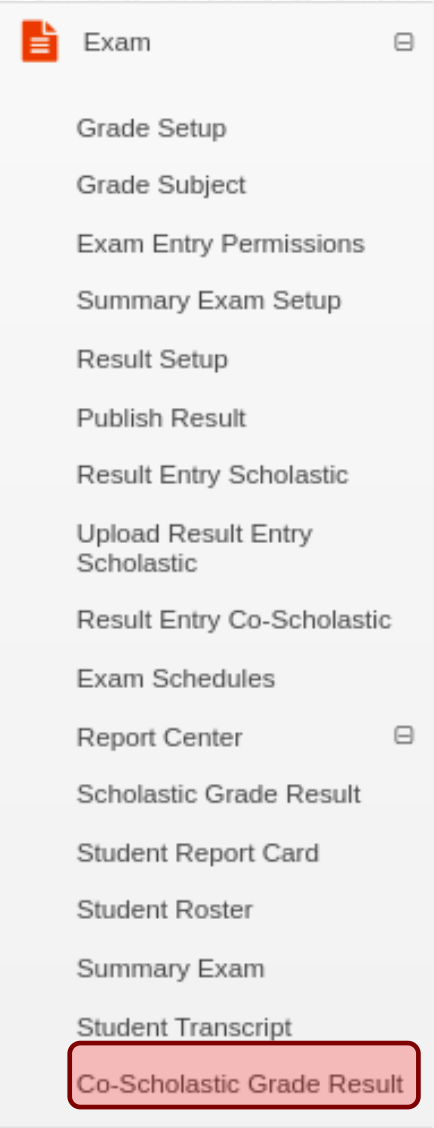
Exam Schedules

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





Exam Schedules

Con’t Co-Scholastic Grade Result

After you click Get Result system print result as the following

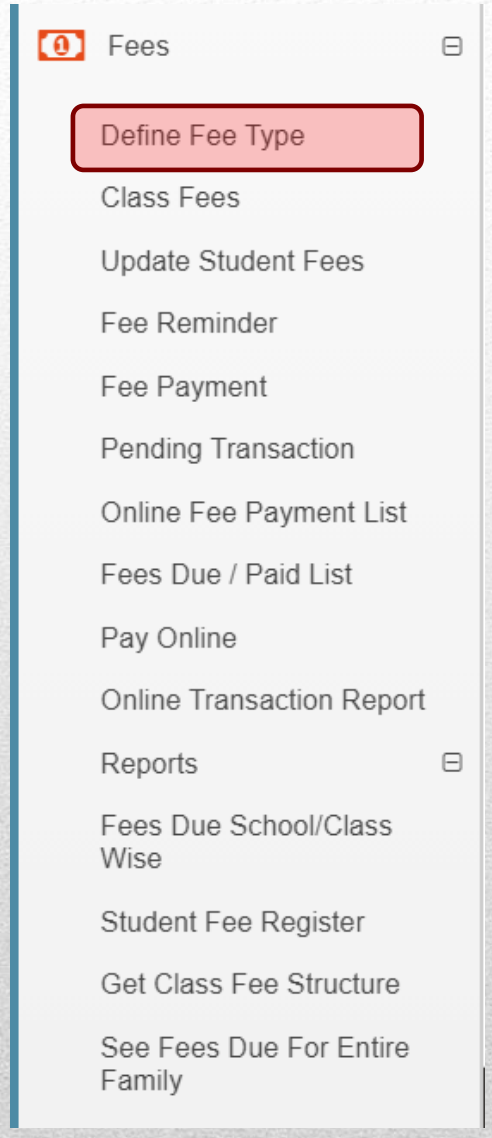
Step 1: You can print

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

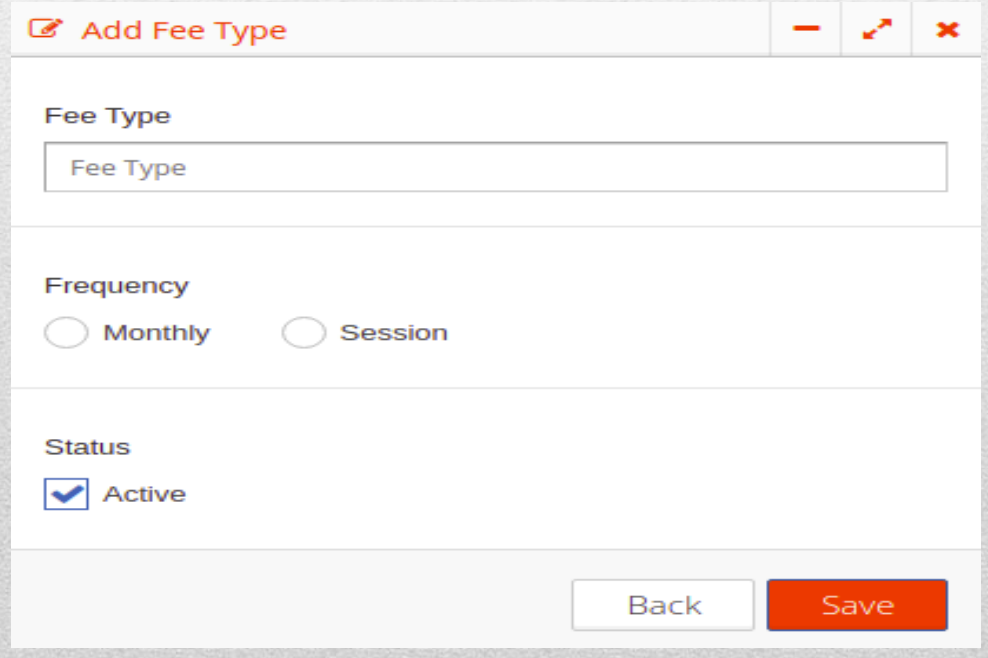


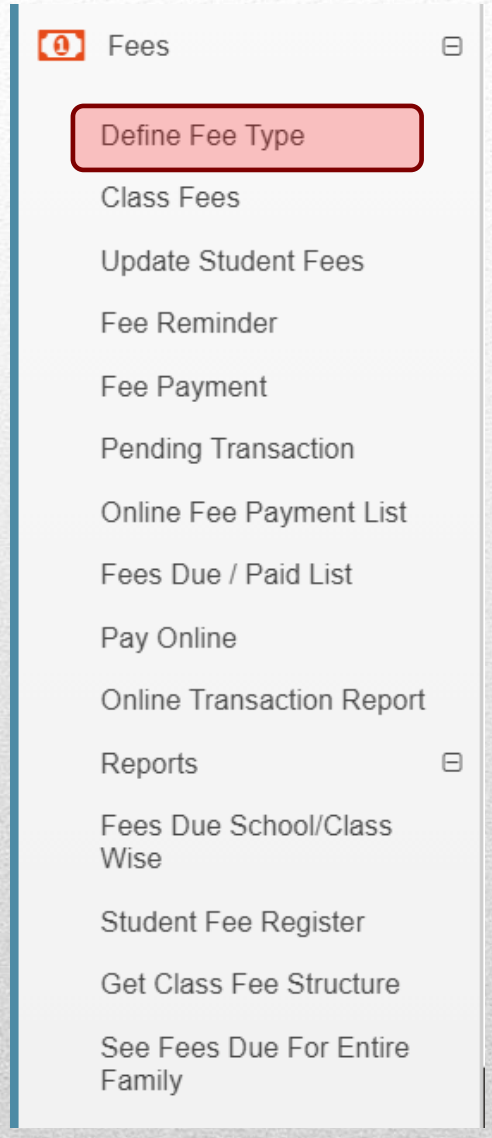
Fees

DEFINE FEE TYPE

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 frequantly
Step 3: Save



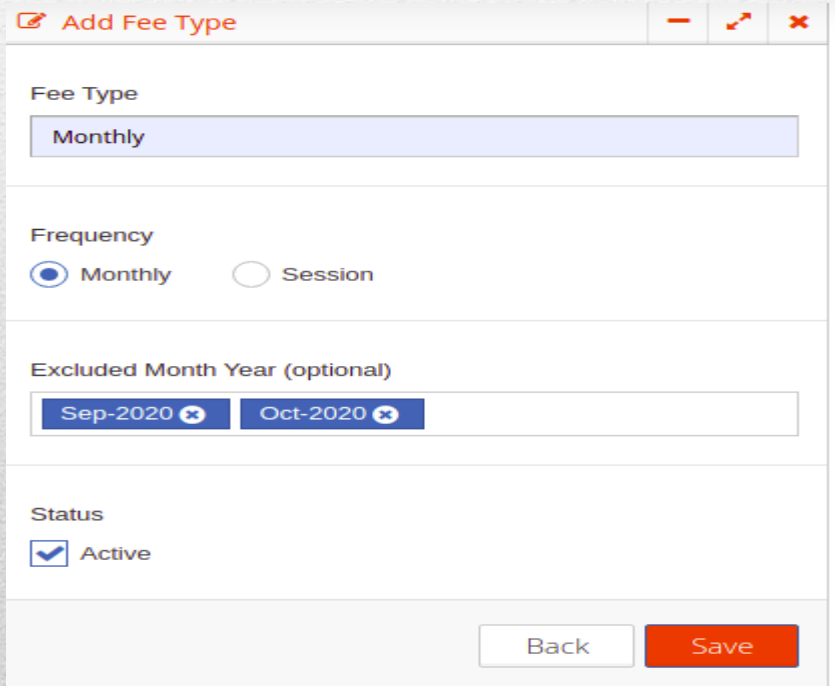


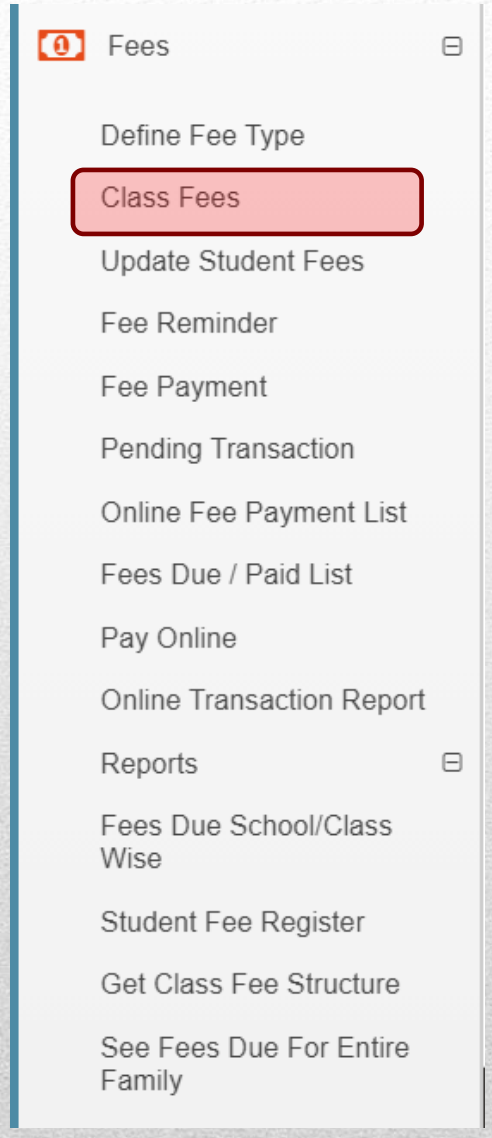
Fees

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





Fees

CLASS FEE

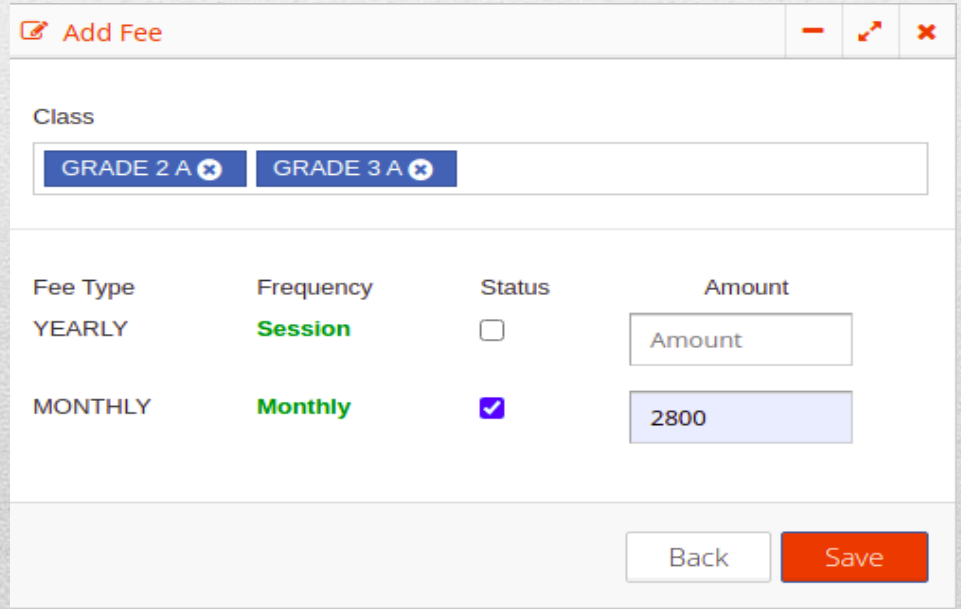
In this module we define class fees.

Step 1: Select Class (Multiple selection is allowed)

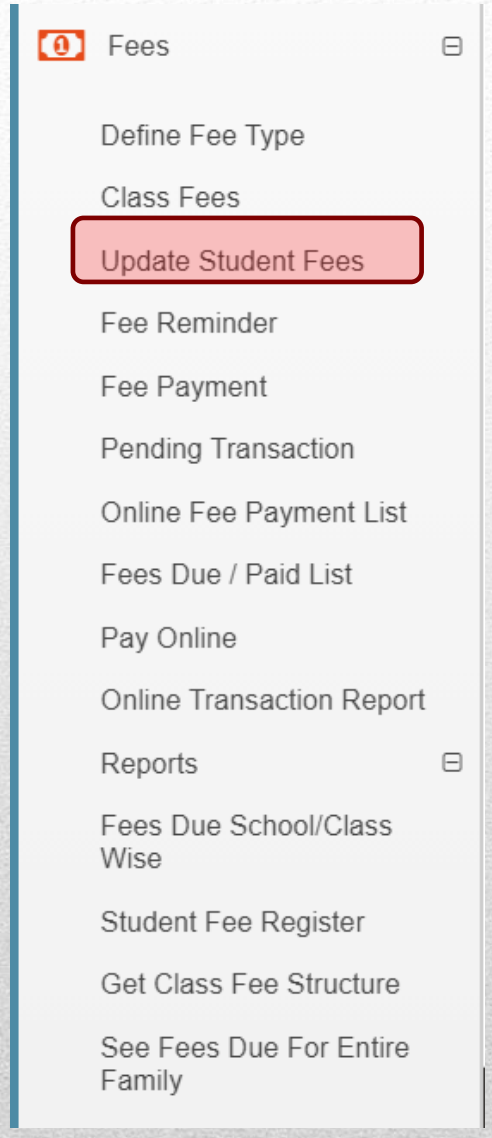
Step 2: Select Fee type

Step 3: Write fee amount for a class

Step 4: Save



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



Fees

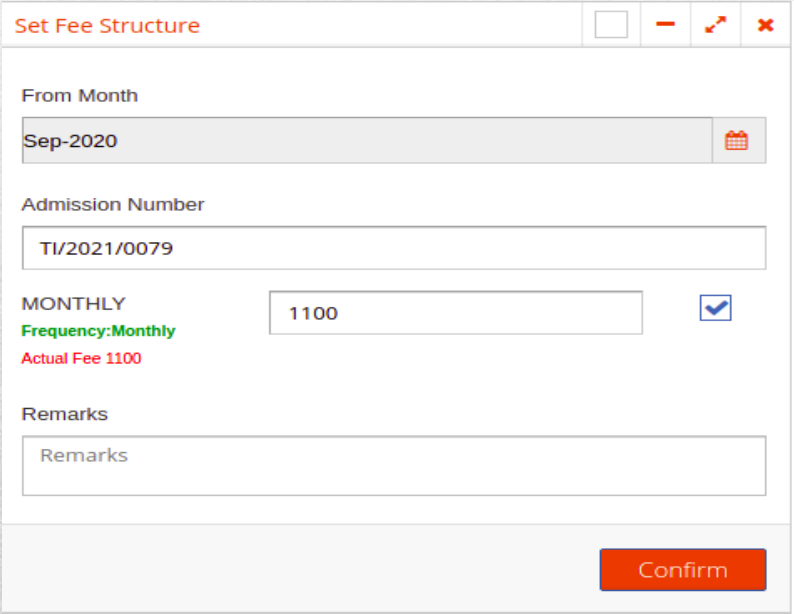
UPDATE STUDENT FEE

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

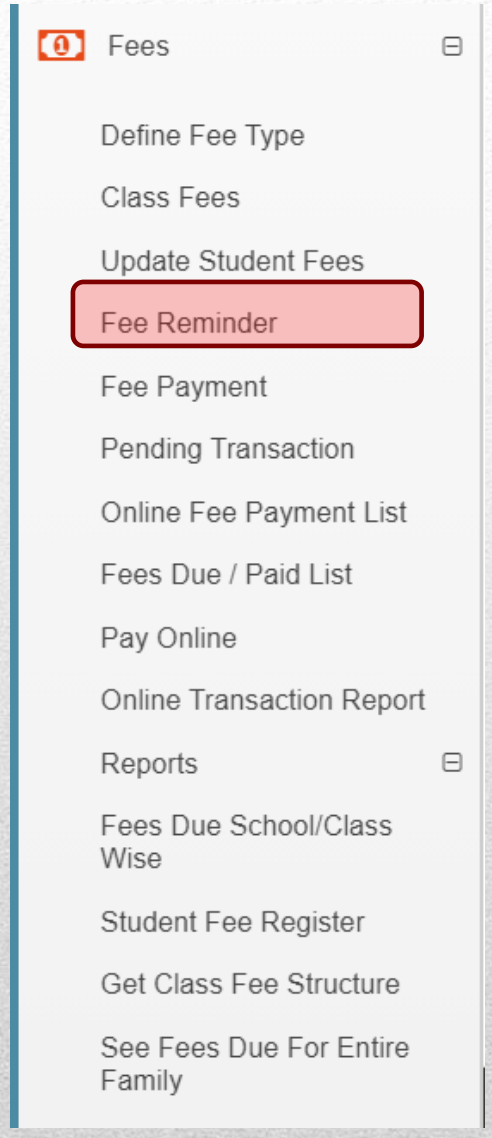
Step 1: Select Class

Step 2: Select Student

Then system load another window as following



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

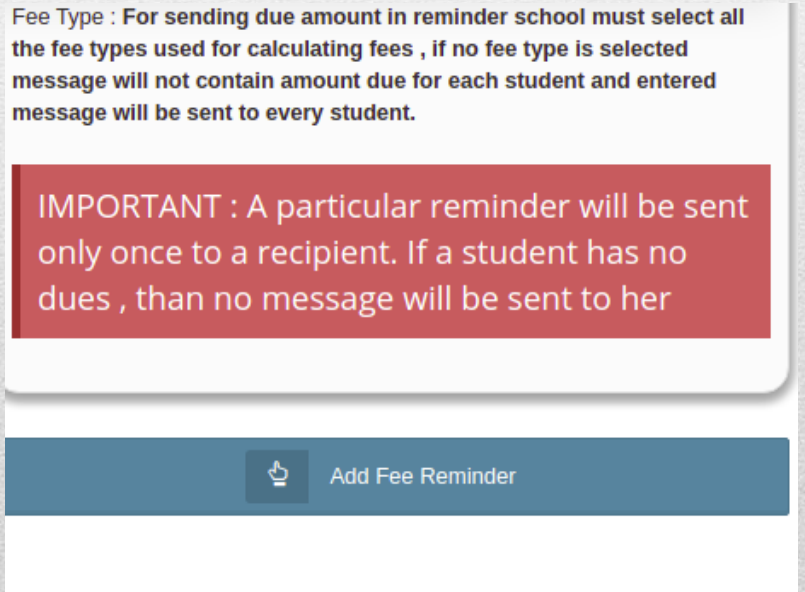


Fees

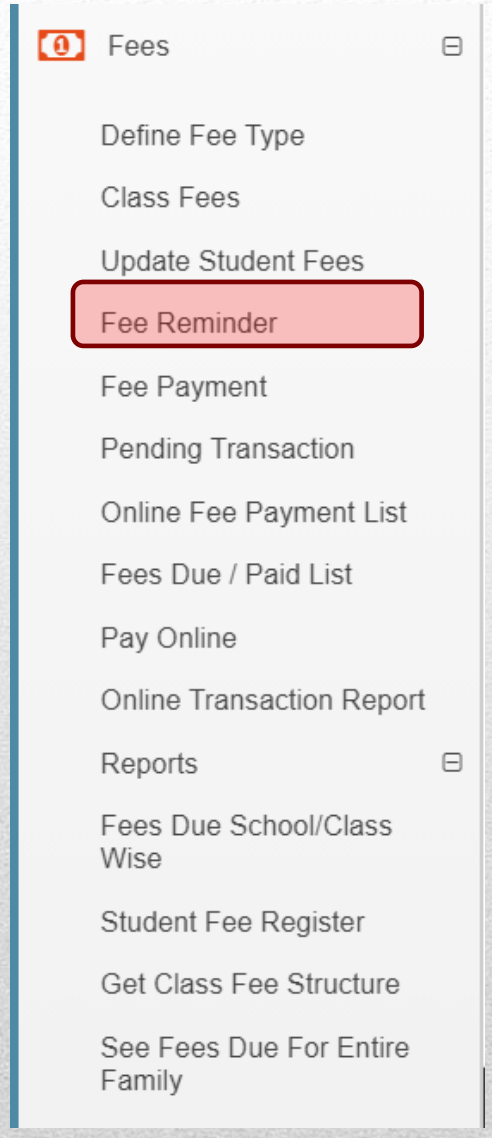
FEE REMINDER

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



Click Add Fee Reminder

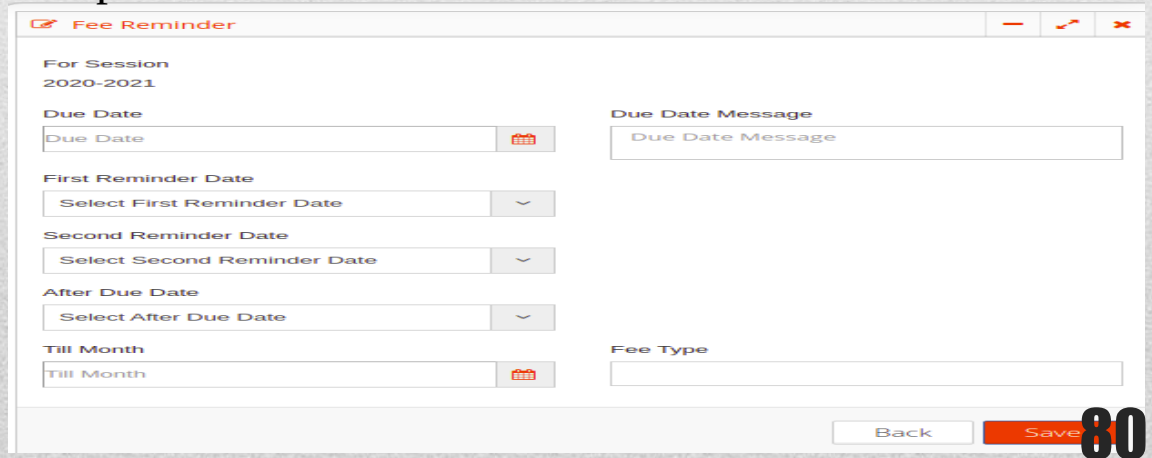


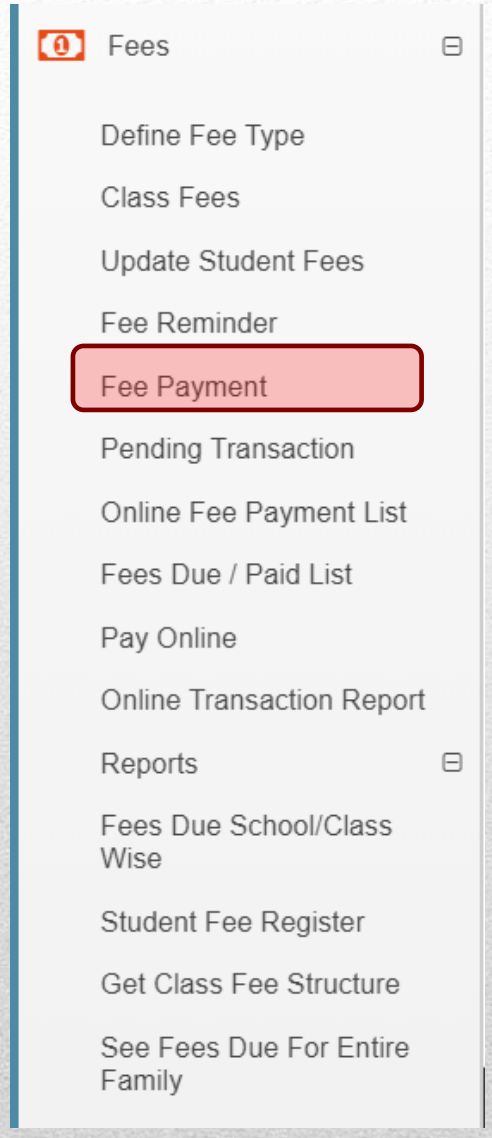
Fees

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.





Fees

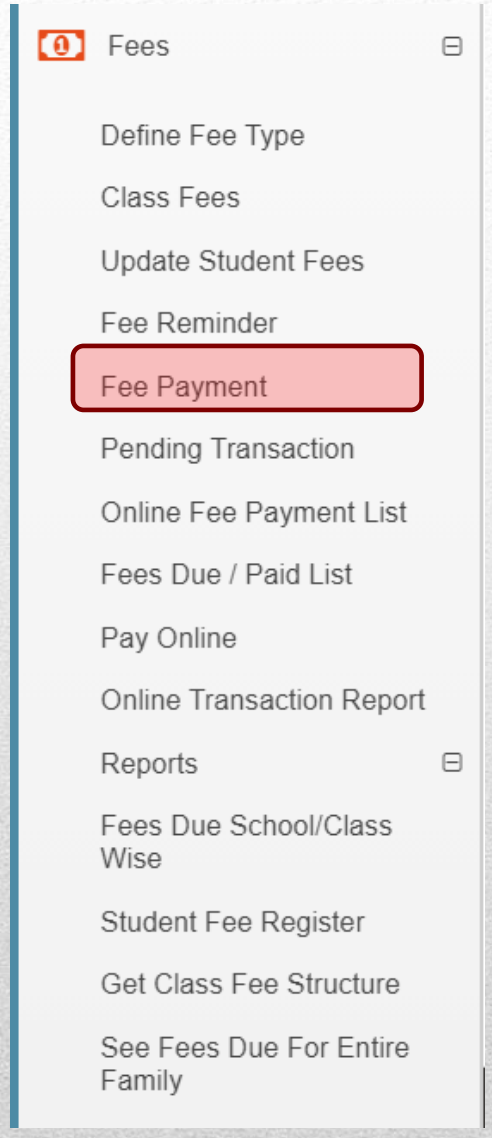
FEE PAYMENT

In this module we collect payment from students

Step 1: Select Student

Step 2: Select month of Payment (Due)

Then System Load the following content Next Slide

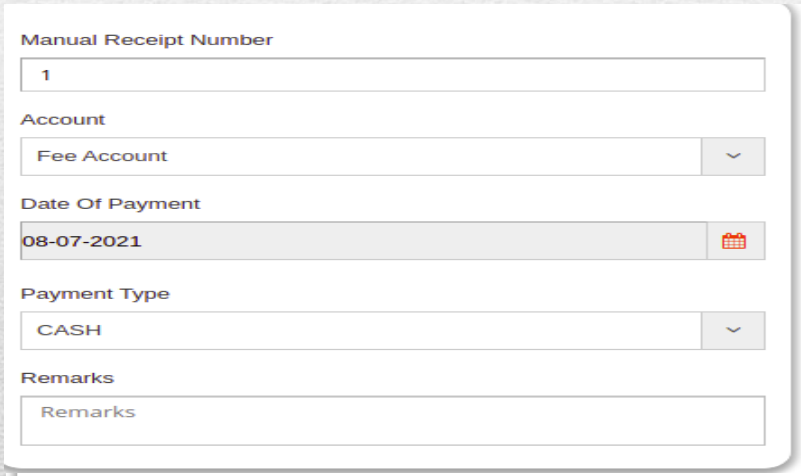


Fees

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: Payement Type (Cash, Bank)

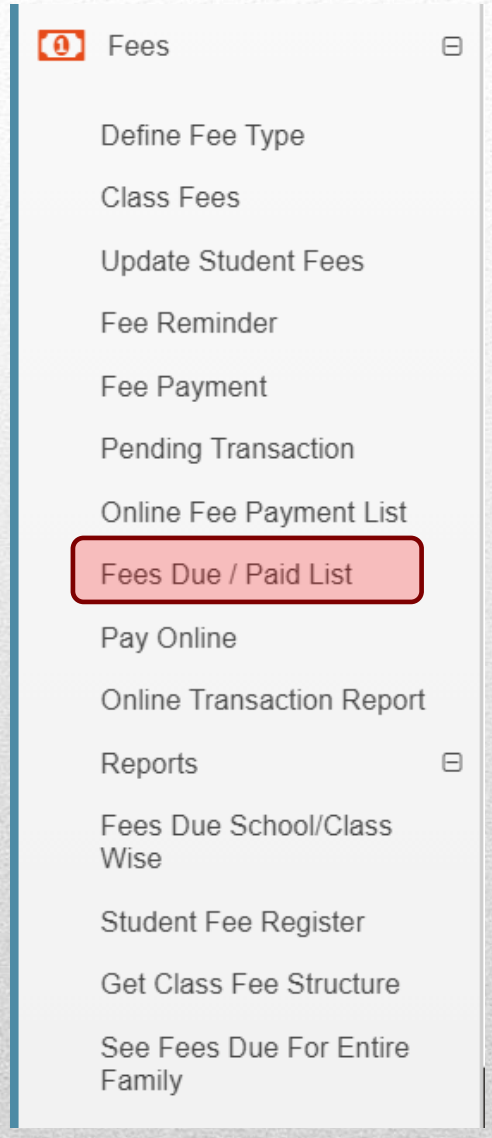


The Check the amount the save it

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 & Send | Save



Fees

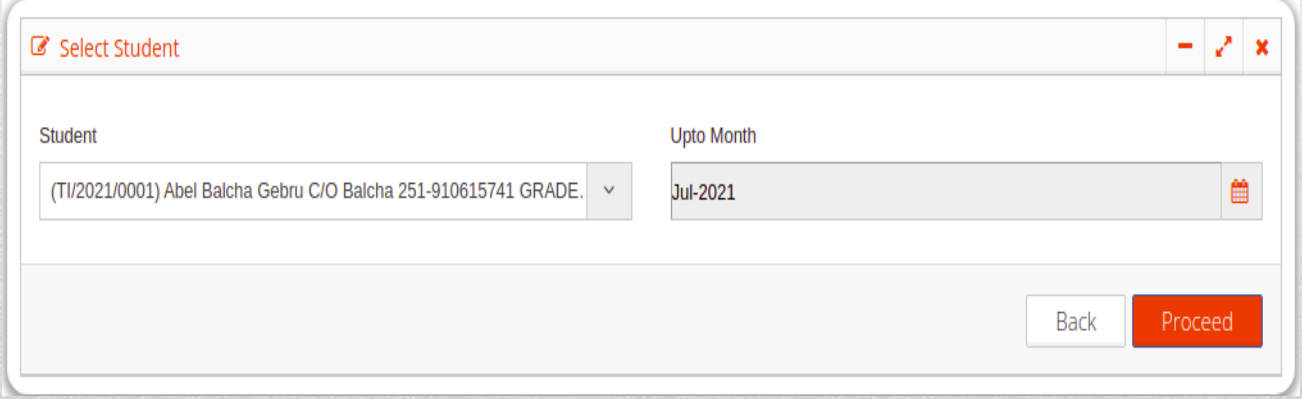
FEE DUE AND PAID LIST

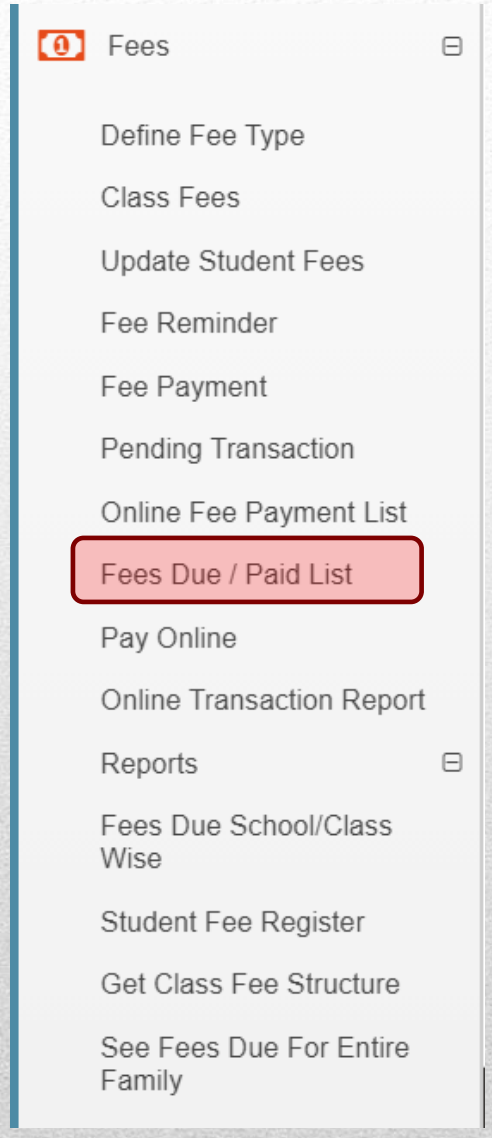
In this module we can get report of Fee due and paid list of students

Step 1: Select Student

Step 2: Select Date of Payment or up tp month

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





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)

Print

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)

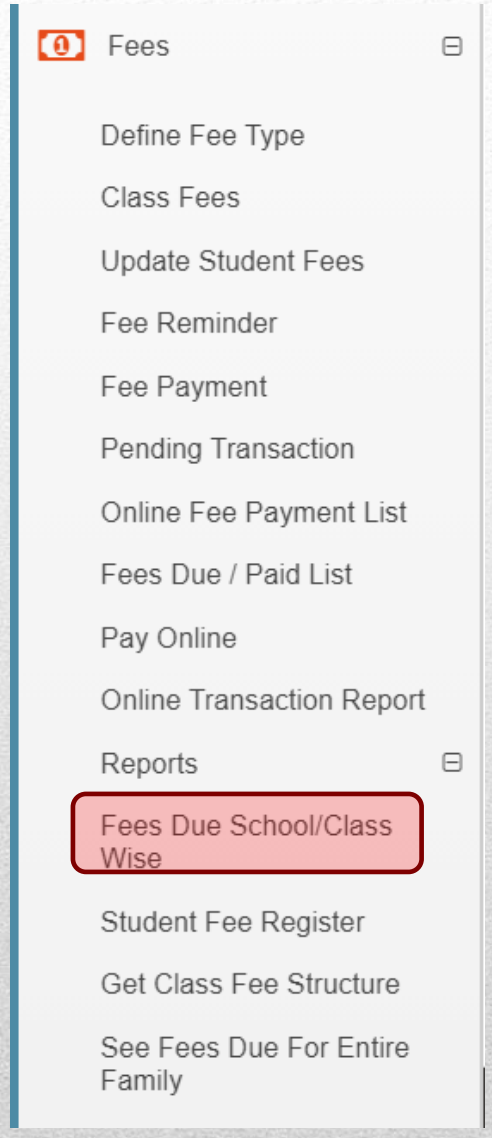
Print

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

Showing 1 to 1 of 1 entries

Previous 1 Next

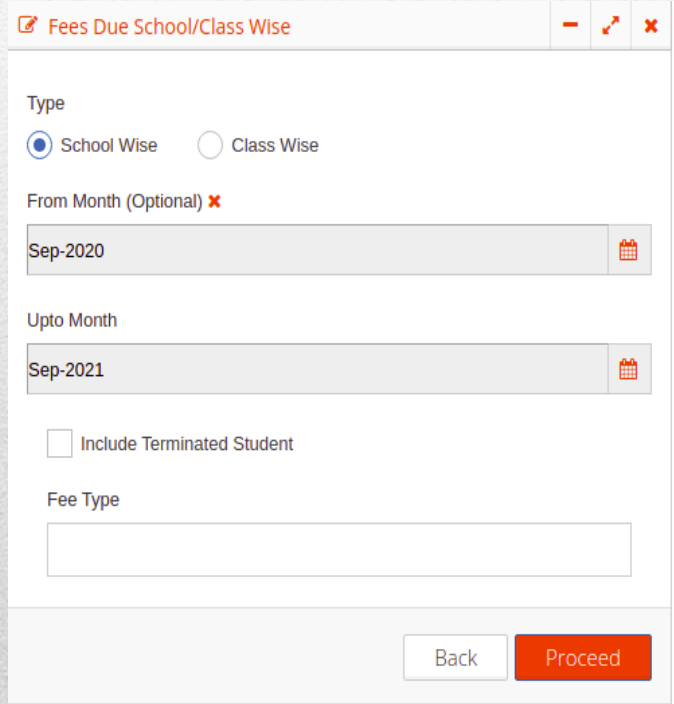
Then you can print receipt just click the PDF icon.



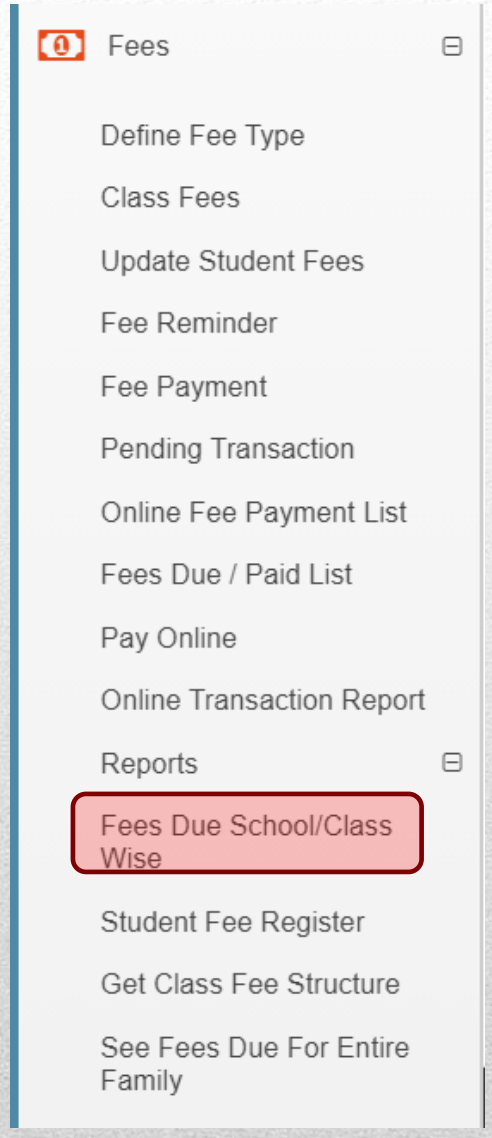
Fees

REPORT: FEES DUE SCHOOLWISE AND CLASS WISE

System load Report Fees due school wise and class wise



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

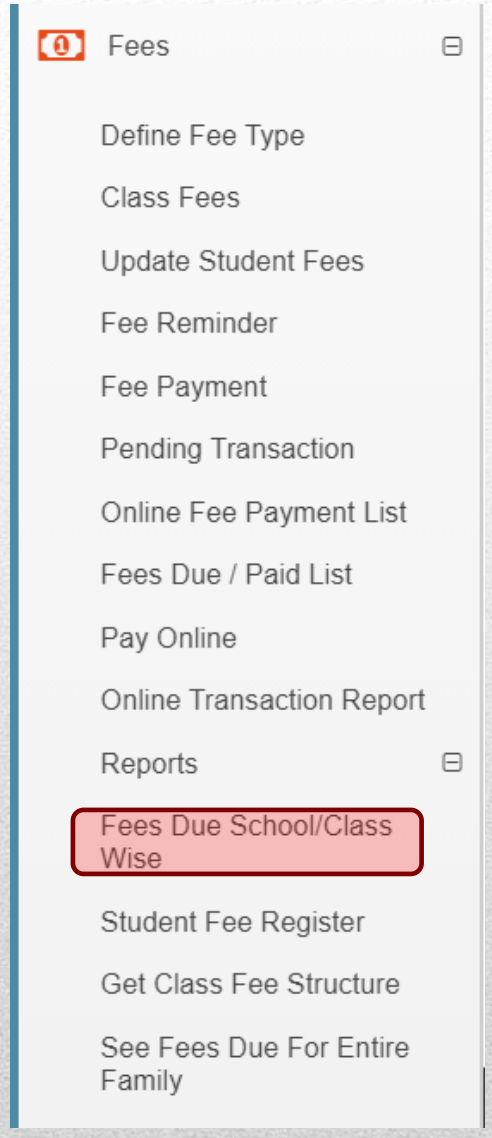
REPORT: FEES DUE SCHOOLWISE AND CLASS WISE

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

REPORT: FEES DUE SCHOOLWISE AND CLASS WISE

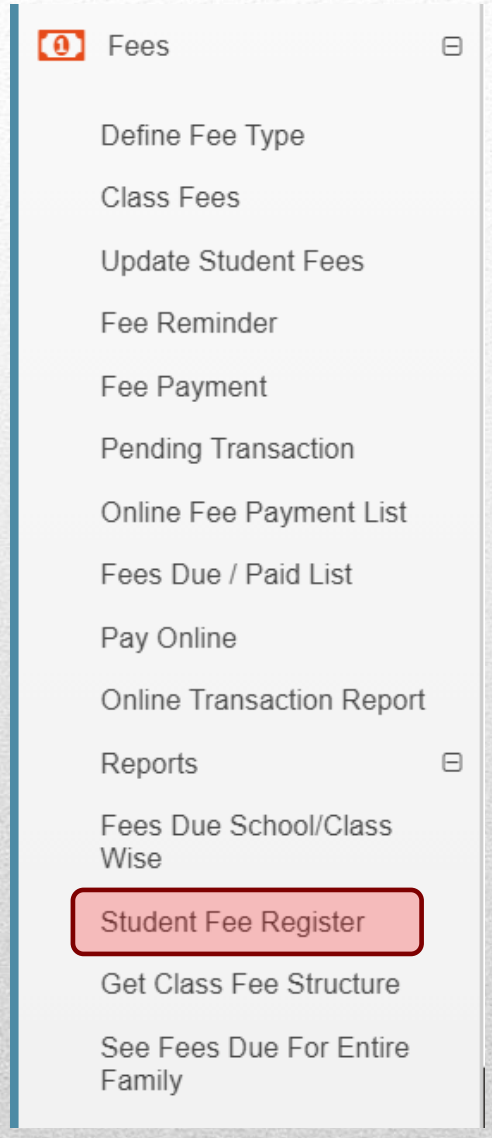
Also you can check class wise Paid amount and Due Amount

you can check Total Fee Collected and Total Fee Dues

Print

Class : GRADE 8 A

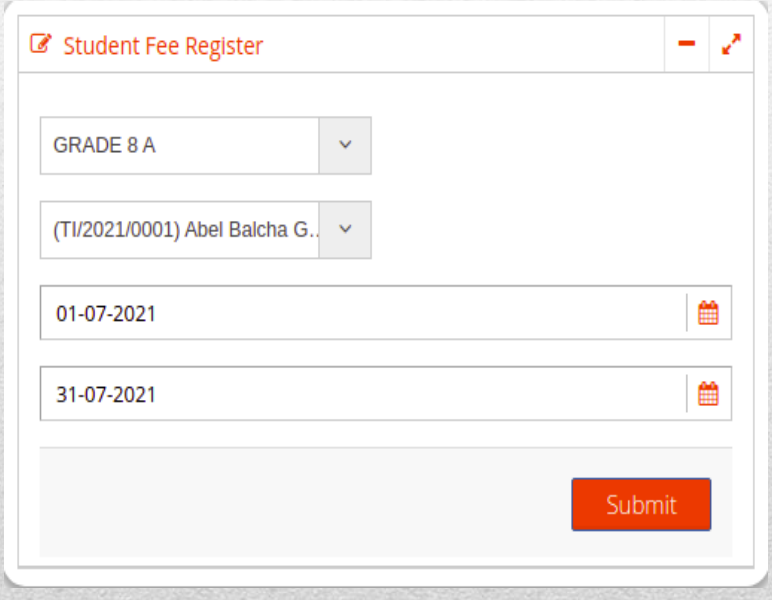
Admission Id	Name	Mobile	Paid Amount	Due Amount
9433	Abel Balcha Gebru C/O Balcha	251-910615741	1800	2700
9434	Aberham Molla Wendimeneh C/O Molla	251-923710044	0	4500
9435	Adoniyas Deata Kochere C/O Deata	251-920035545	0	4500
9436	Ayantu Alo Godana C/O Alo	251-911894823	0	4500
9437	Bement Mesfin Negash C/O Mesfin	251-967058080	0	4500
9438	Bereket Mesfin Mechale C/O Mesfin	251-913927003	0	4500
9439	Betlehem 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



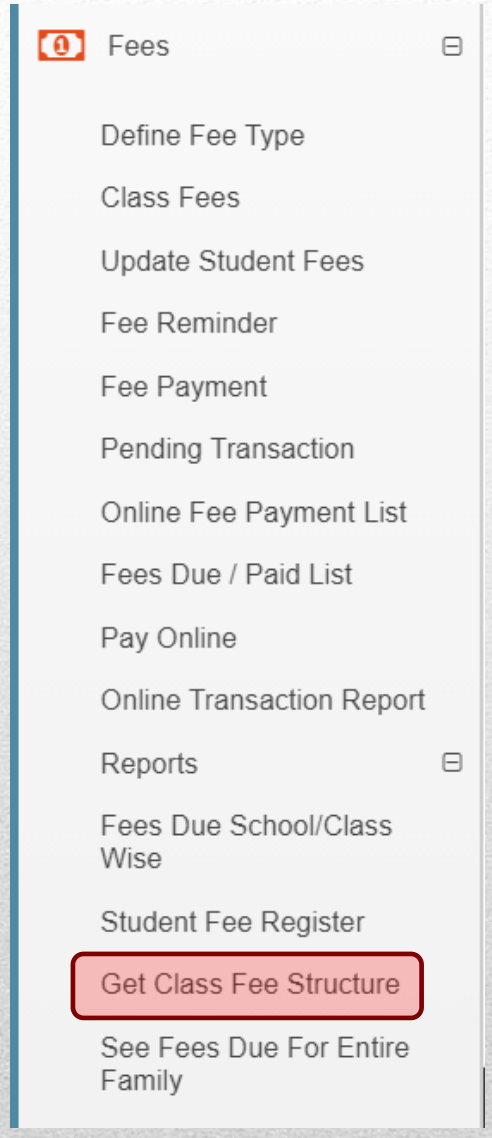
Fees

REPORT: STUDENT FEE REGISTER

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



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



Fees

REPORT: GET CLASS FEE STRUCTURE

This module help schools to get Class wise Fee structure

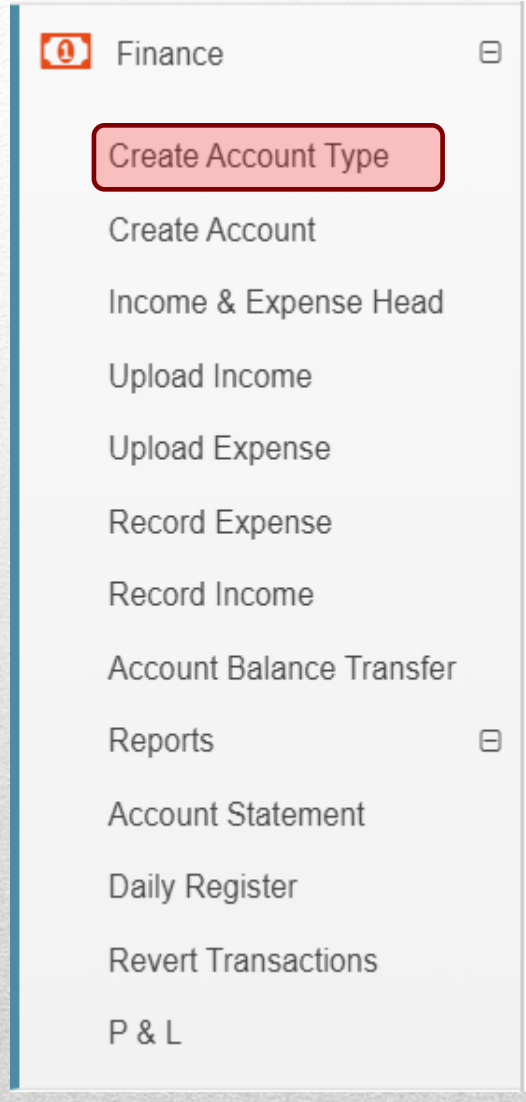
Step 1: Select Class
Step 2: Click Get
Step 3: After That we can Print report as PDF

Class Fee Structure

Class	Session
GRADE 9 A	2020-2021

Fee	Frequency	Amount
MONTHLY	Monthly	1100

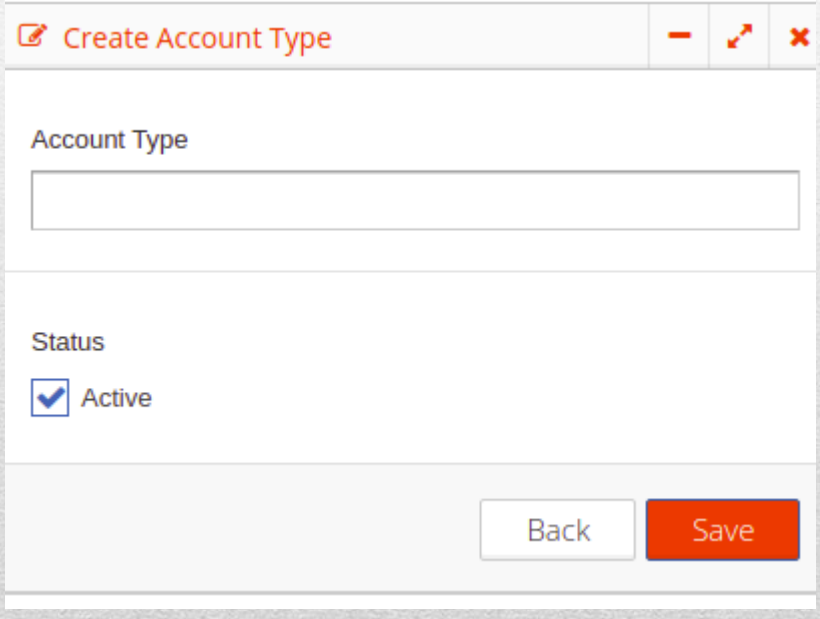
Finance



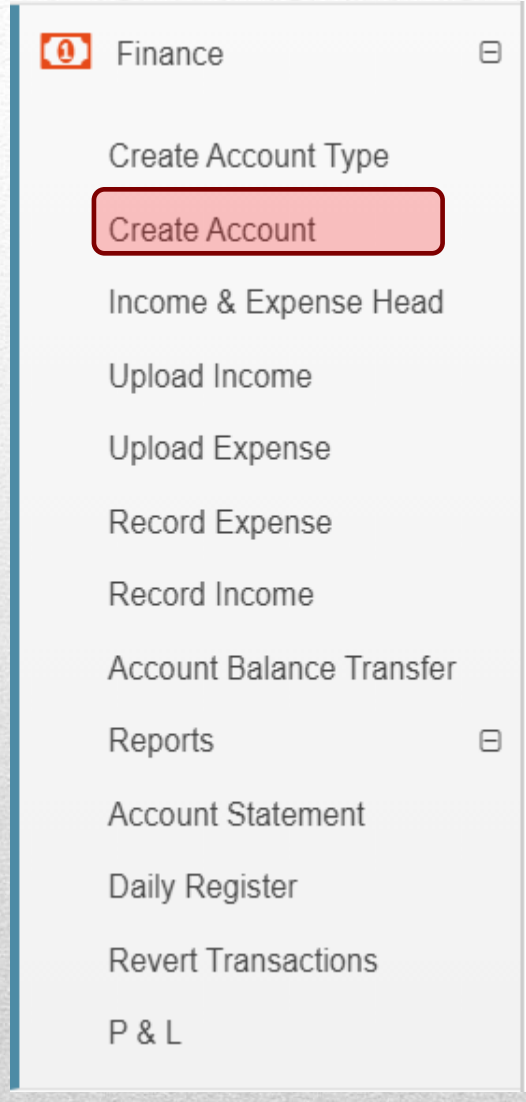
Finance

CREATE ACCOUNT TYPE

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



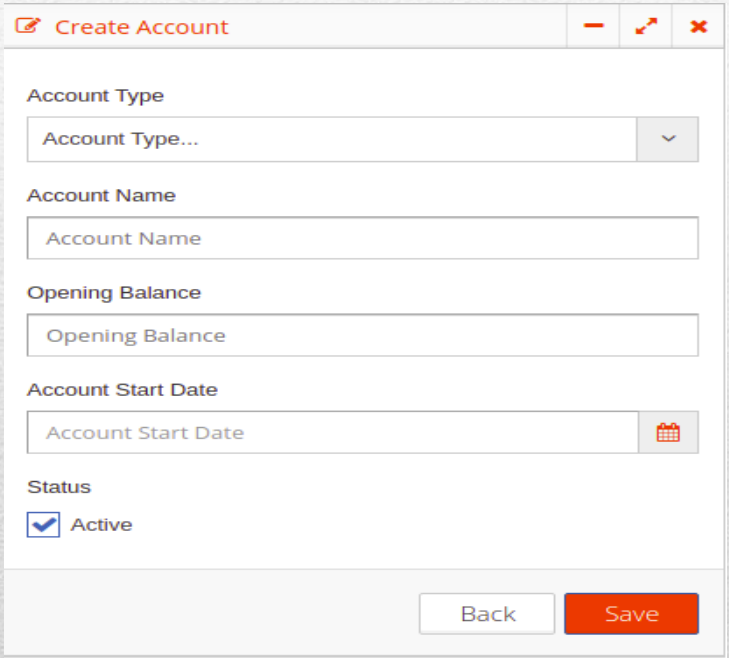
Step 1: Write Account Type Name
Step 2: Select Status
Step 3: Save

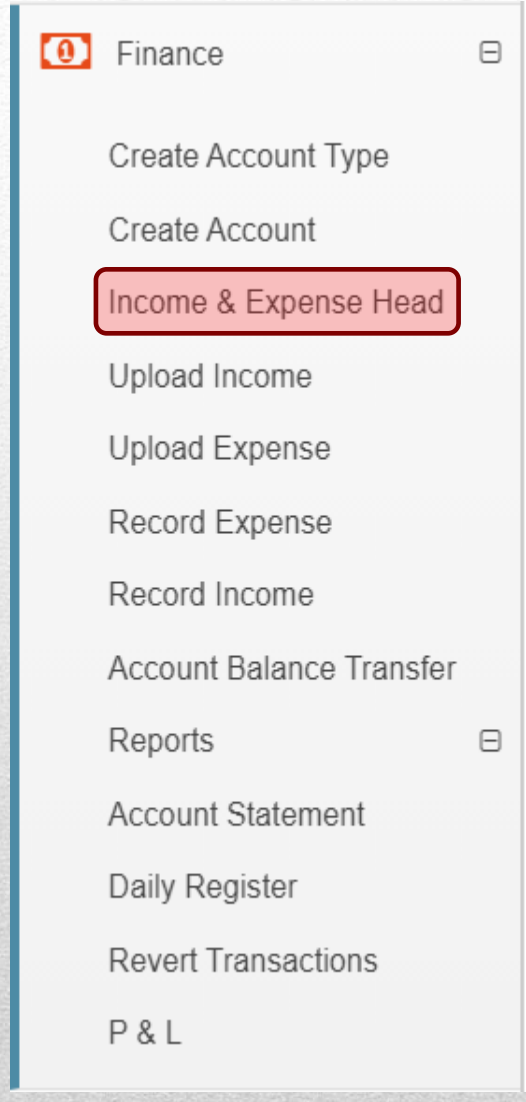


Finance

CREATE ACCOUNT

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

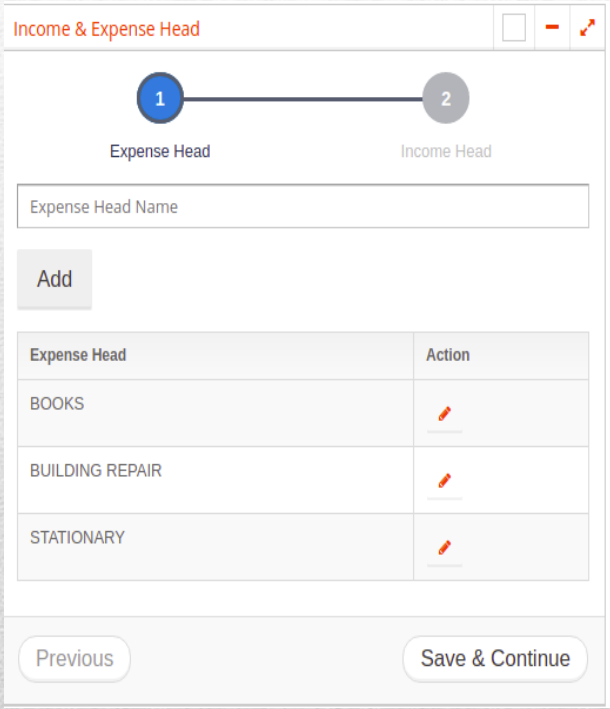


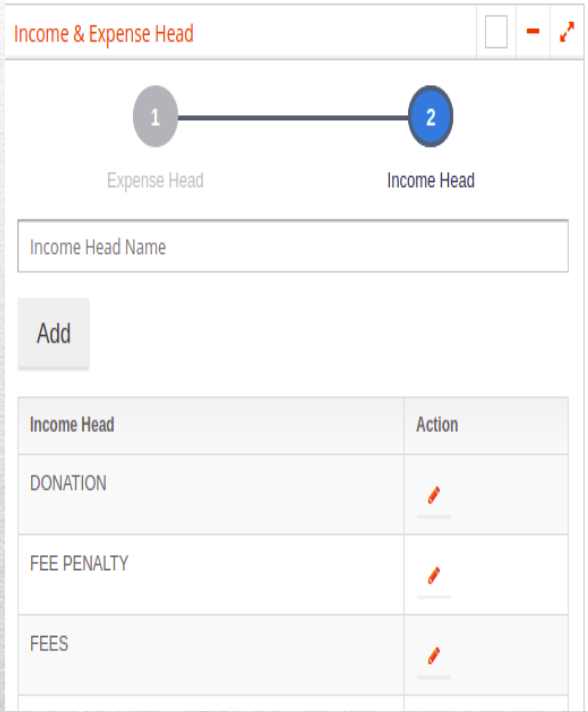


Finance

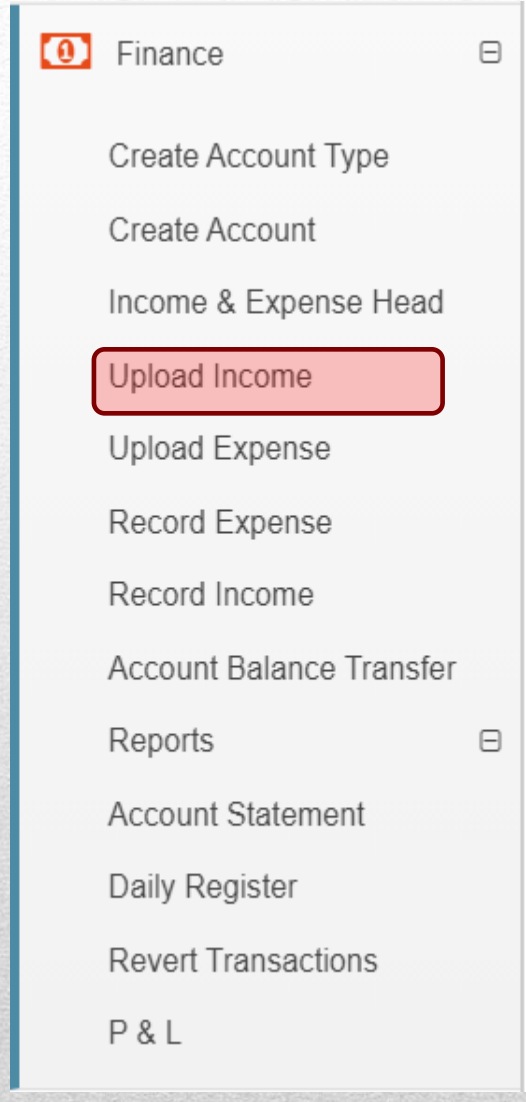
ENCOME AND EXPENSE HEAD

In this module we define our Expense Type and Encome Type





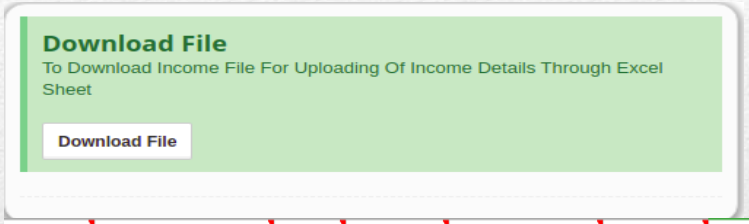
Step 1: Write Encome and Expense Name and Save it



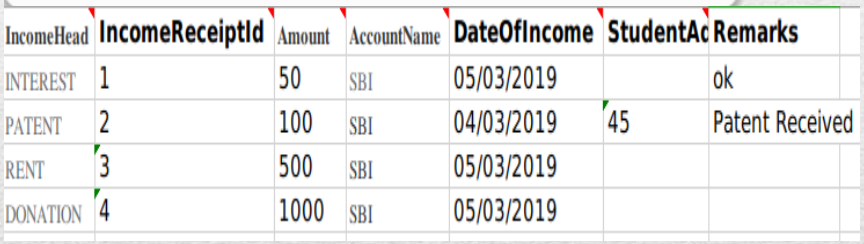
Finance

UPLOAD INCOME

In this module we upload our encome from students througn excel

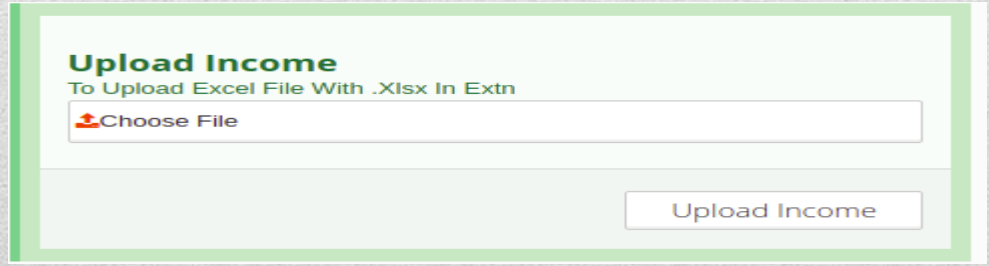


Step 1: Download excel Format

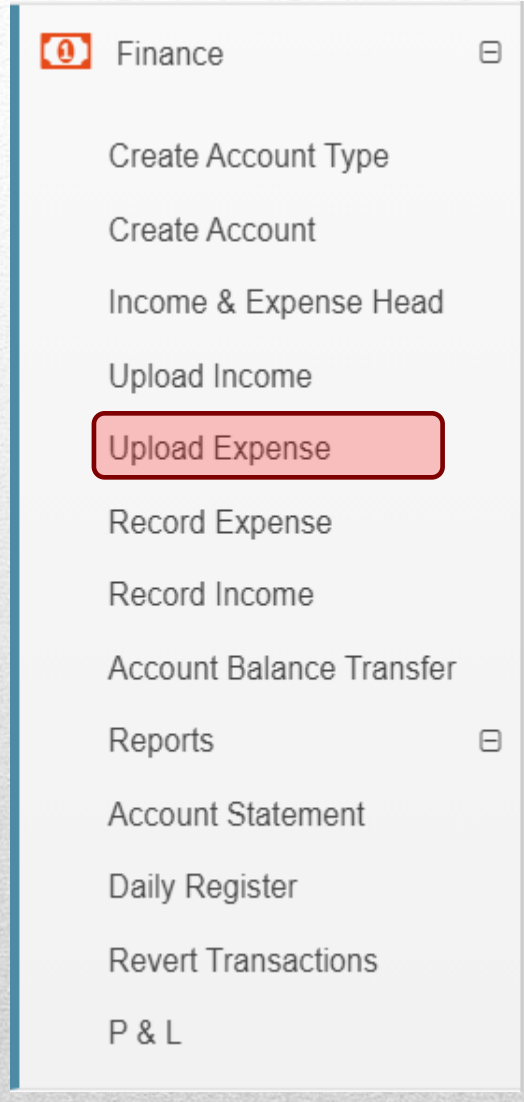


IncomeHead	IncomeReceiptId	Amount	AccountName	DateOfIncome	StudentAc	Remarks
INTEREST	1	50	SBI	05/03/2019		ok
PATENT	2	100	SBI	04/03/2019	45	Patent Received
RENT	3	500	SBI	05/03/2019		
DONATION	4	1000	SBI	05/03/2019		

Step 2:Fill Information properly



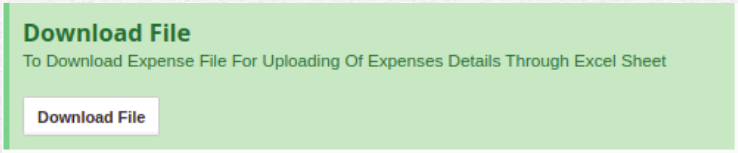
Step 3: Choose File and Upload it



Finance

UPLOAD EXPENSE

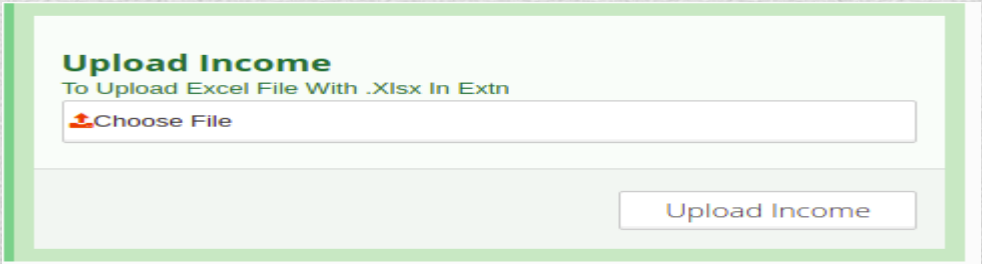
In this module we upload our Expence from students througn excel



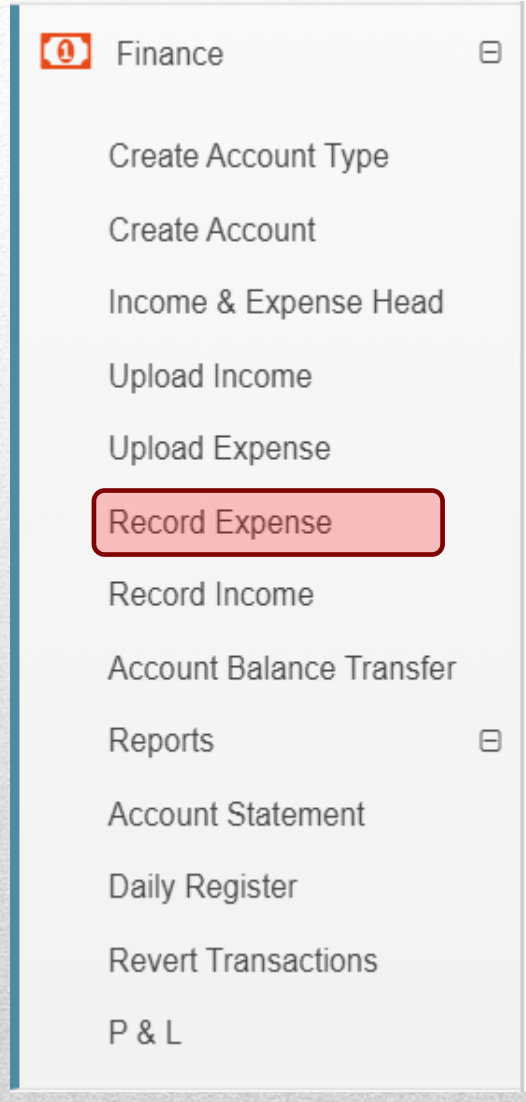
Step 1: Download excel Format

ExpenseHead	Amount	ExpenseDate	ExpenseRemark	StudentAdmi	ExpenseRecei	PaymentM	Amoun
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



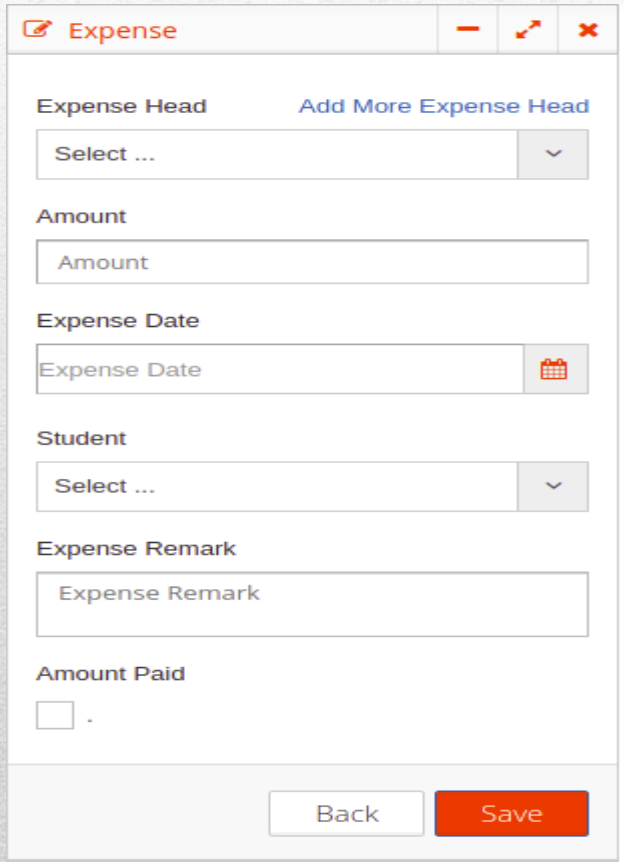
Step 3: Choose File and Upload it



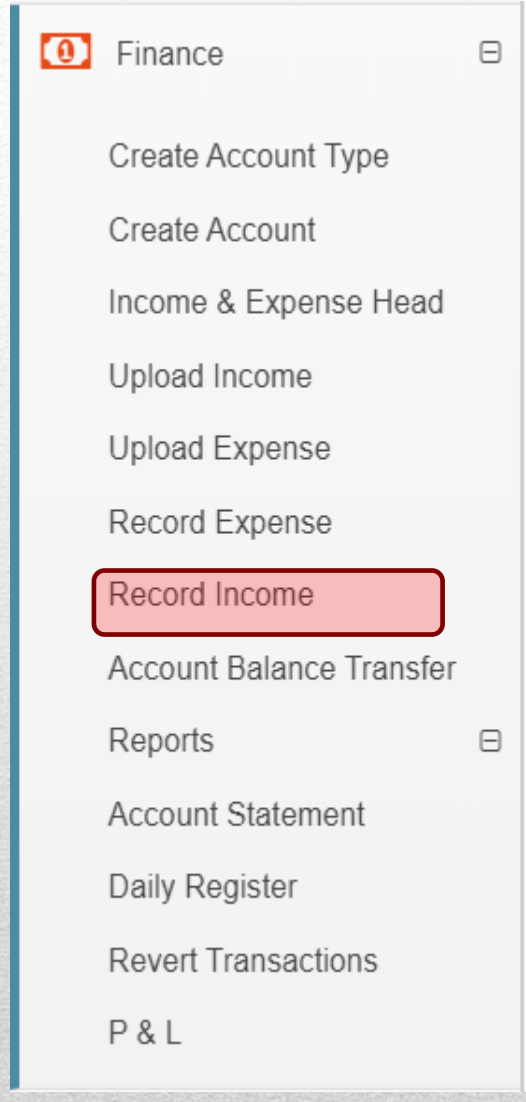
Finance

RECORD EXPENSE

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



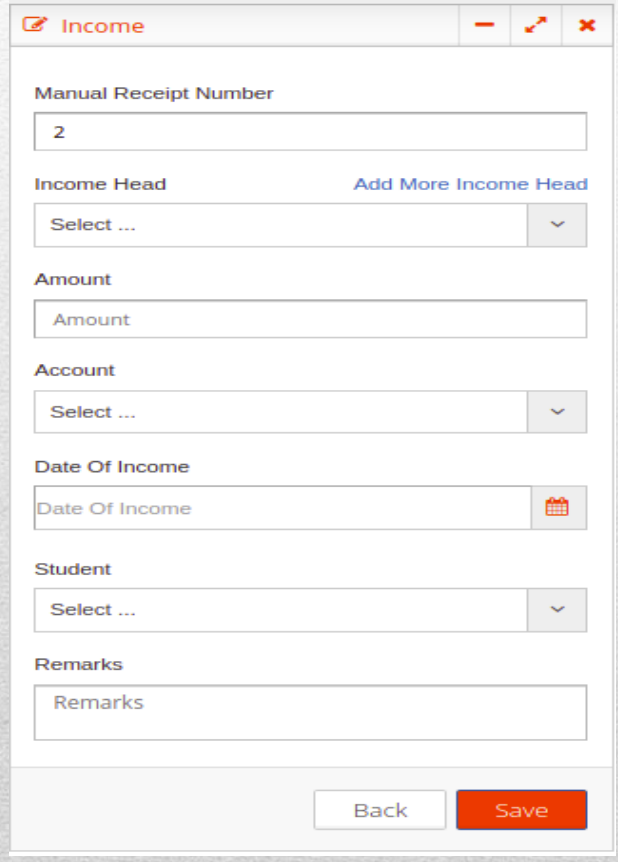
Step 1:Fill all forms properly
Step 2: Save it.



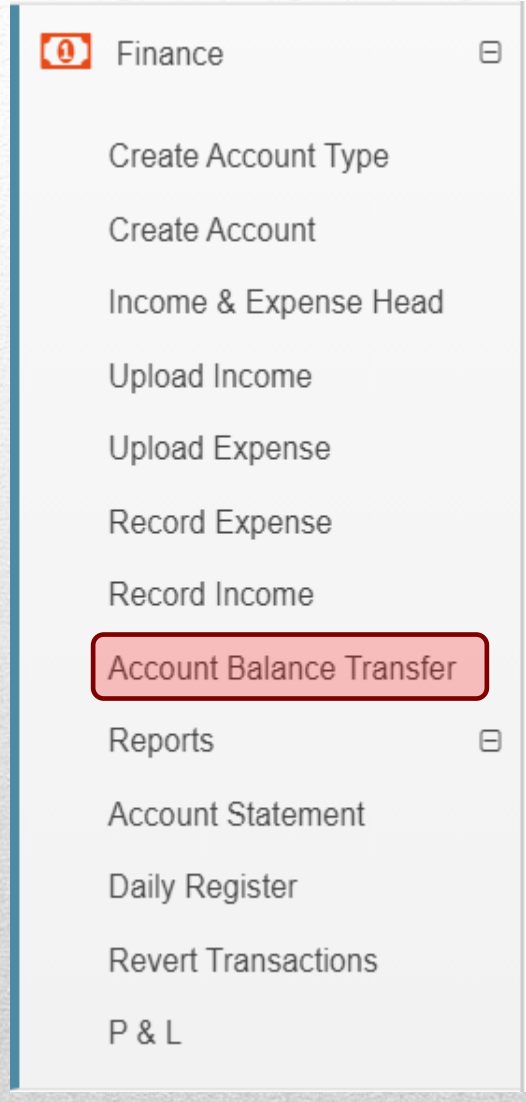
Finance

RECORD INCOME

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



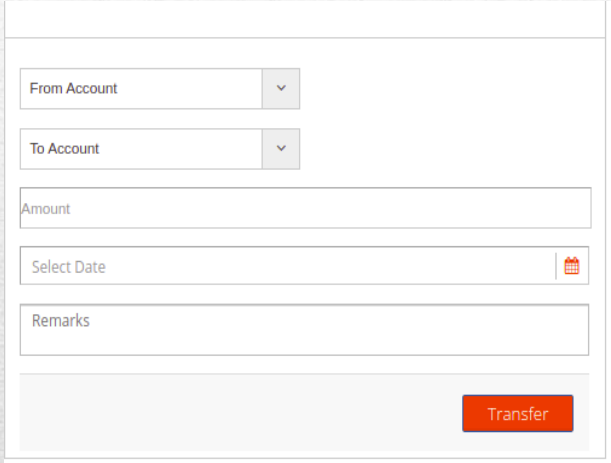
Step 1:Fill all forms properly
Step 2: Save it.



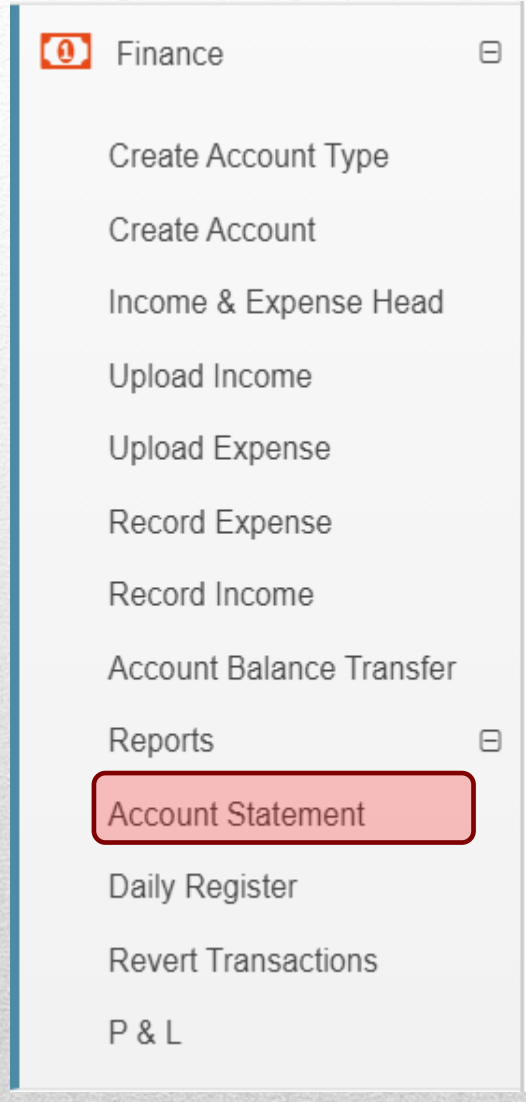
Finance

ACCOUNT BALANCE TRANSFER

In this module we transfer money from one account to another



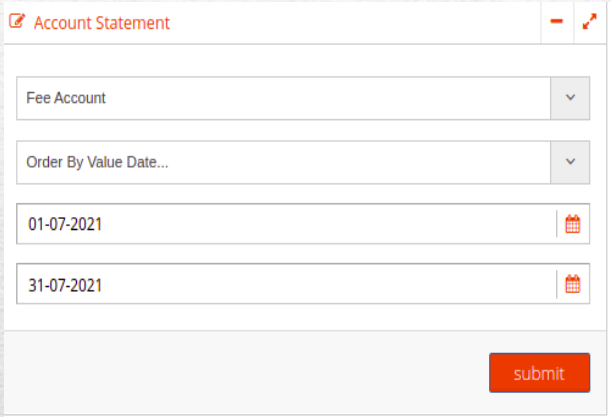
Step 1:Fill all forms properly
Step 2: Save it.



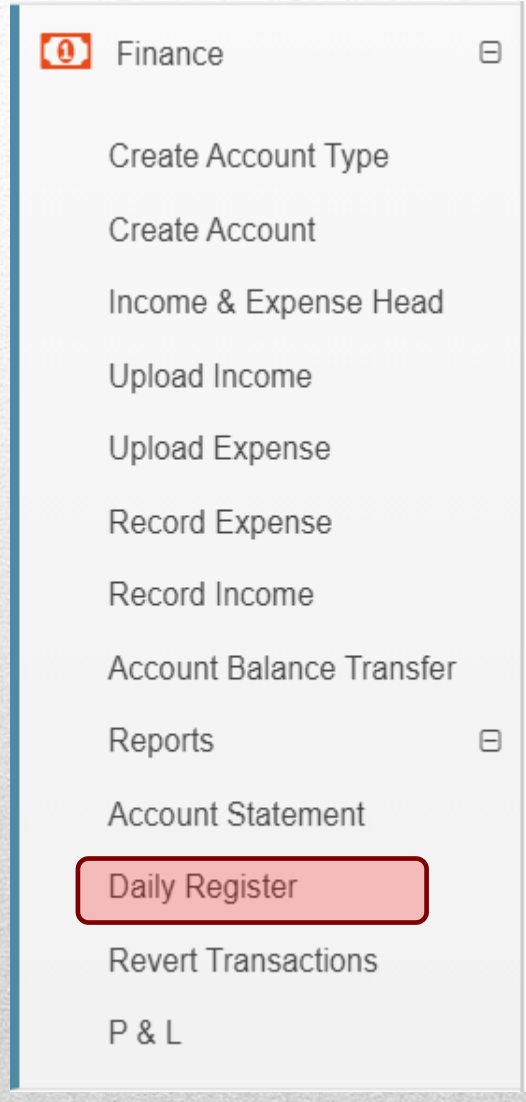
Finance

ACCOUNT STATEMENT

In this module we generate report or account statement



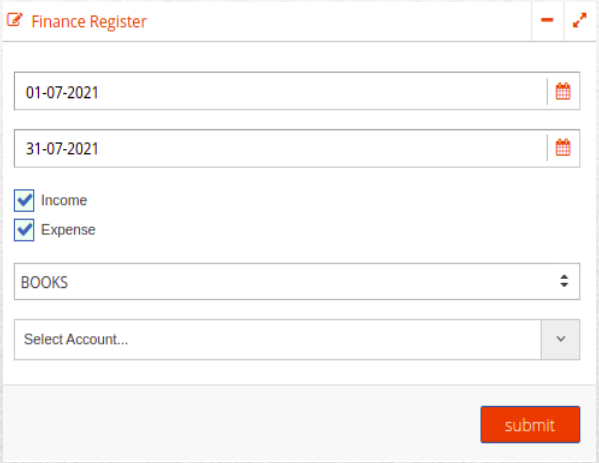
Step 1:Fill all forms properly
Step 2: Click Submit.



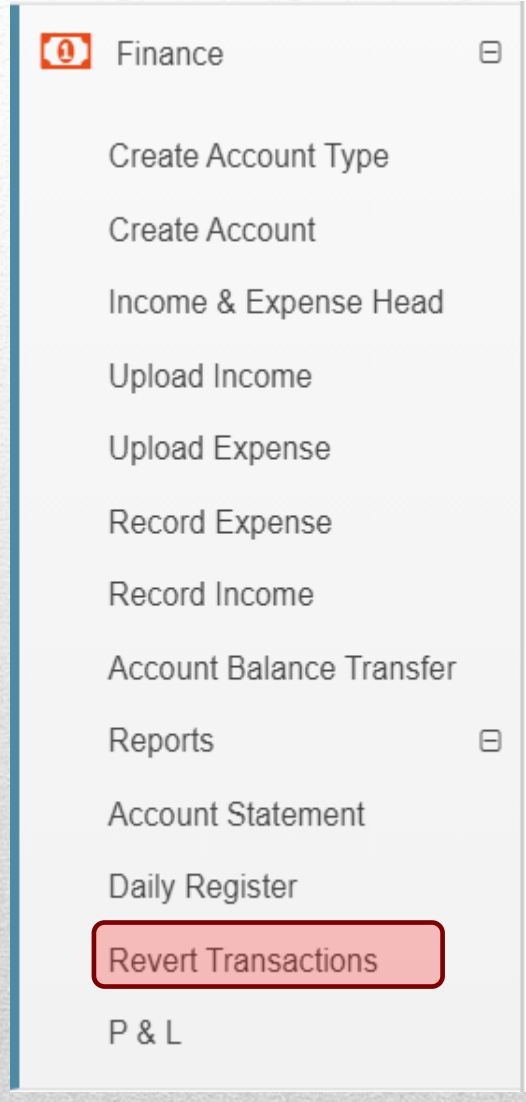
Finance

Daily Register

In this module we generate report or statement for Daily



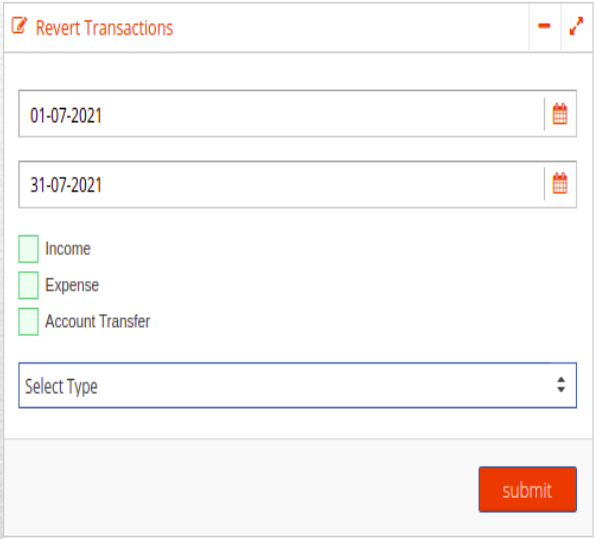
Step 1:Fill all forms properly
Step 2: Click Submit.



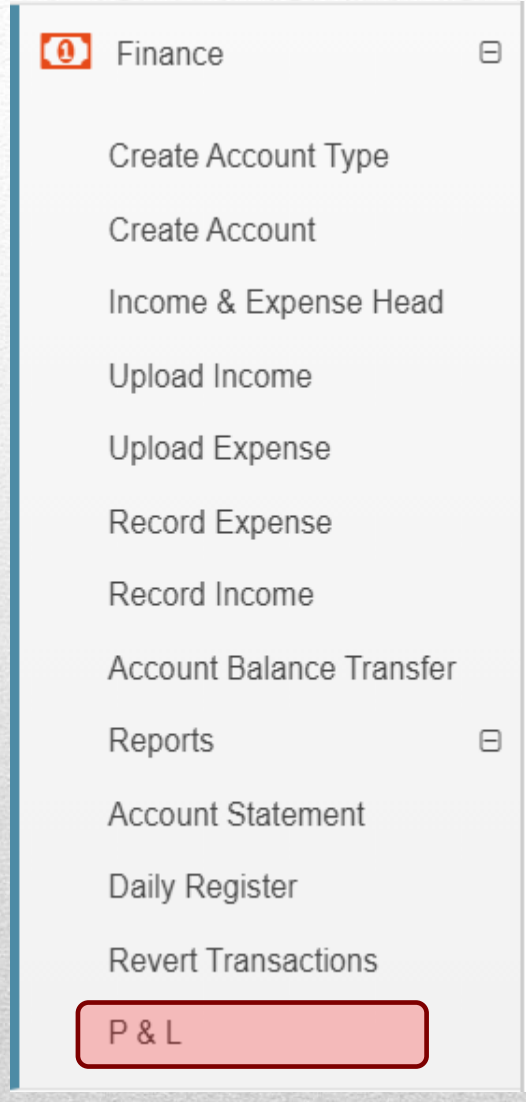
Finance

REVERT TRANSACTION

In this module we generate Revert Transaction



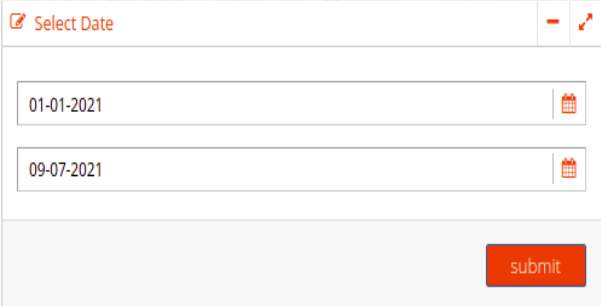
Step 1:Fill all forms properly
Step 2: Click Submit.



Finance

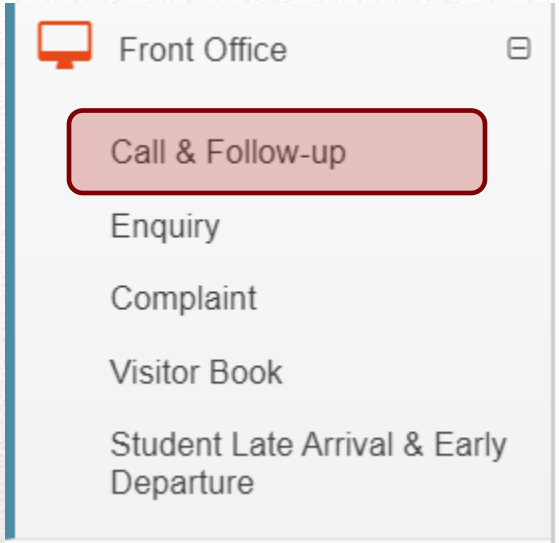
P & L (Profit and Loss Statement)

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



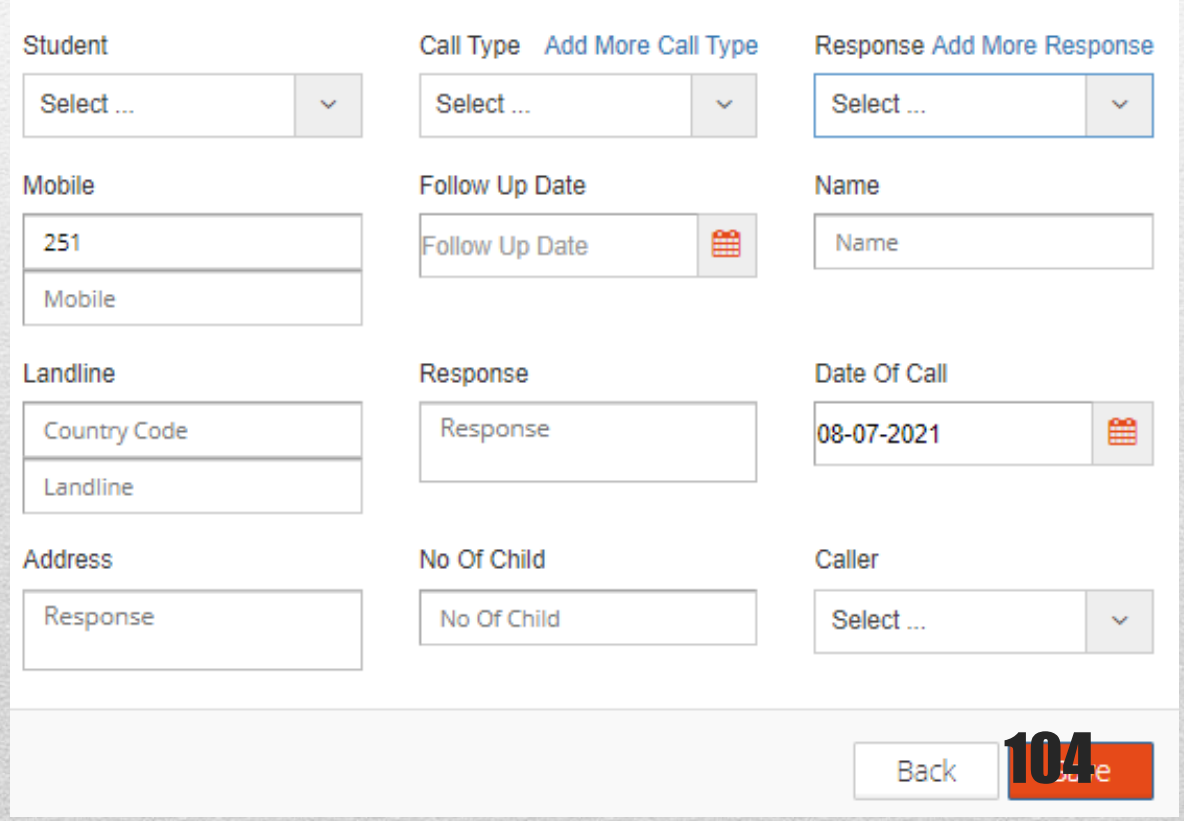
Step 1:Fill all date (Range)
Step 2: Click Submit.

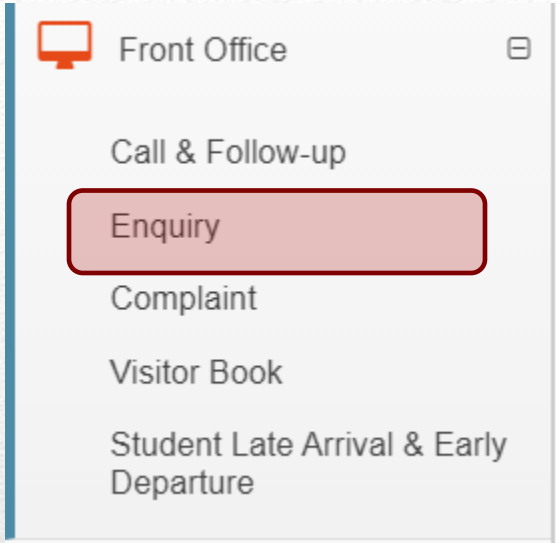
Front Office



Front Office

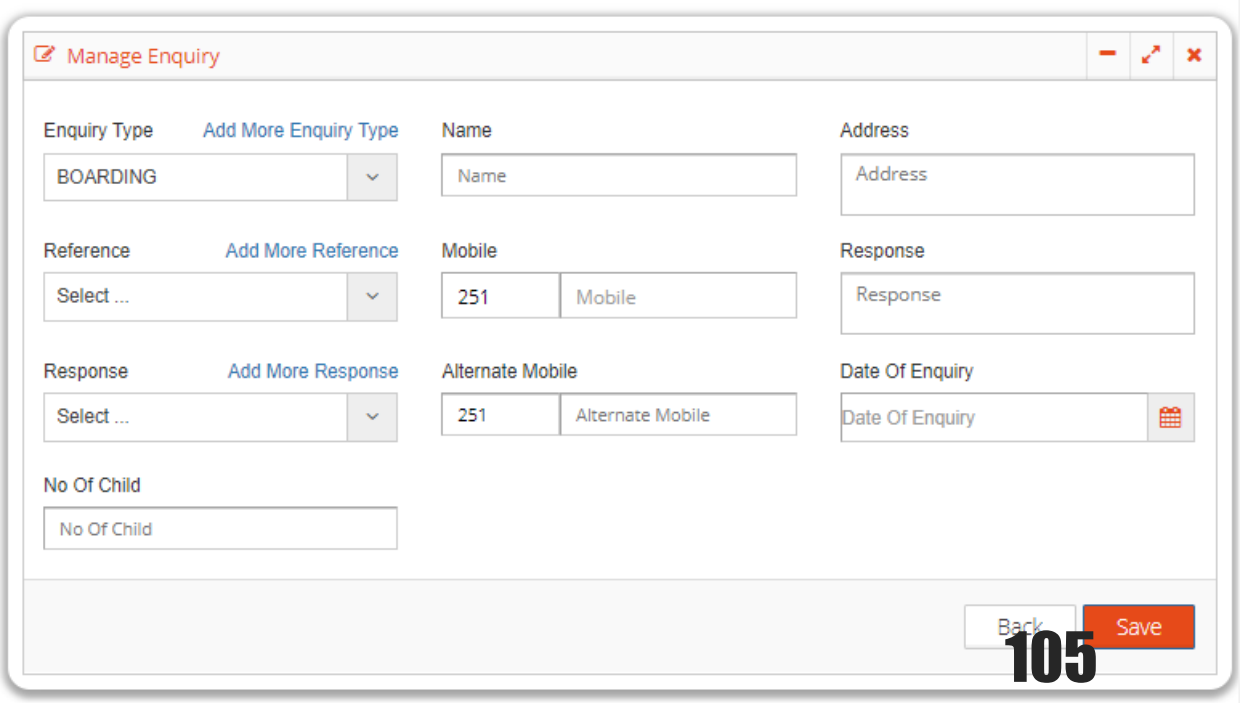
On Call & Follow-up you can track all your calls
Fill all the information's in every box and click save.

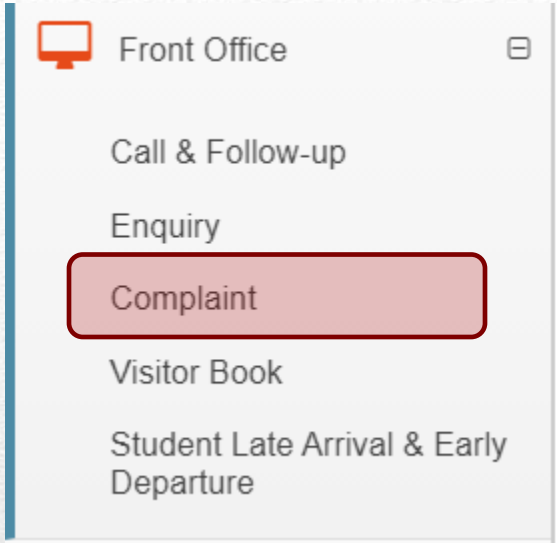




Front Office

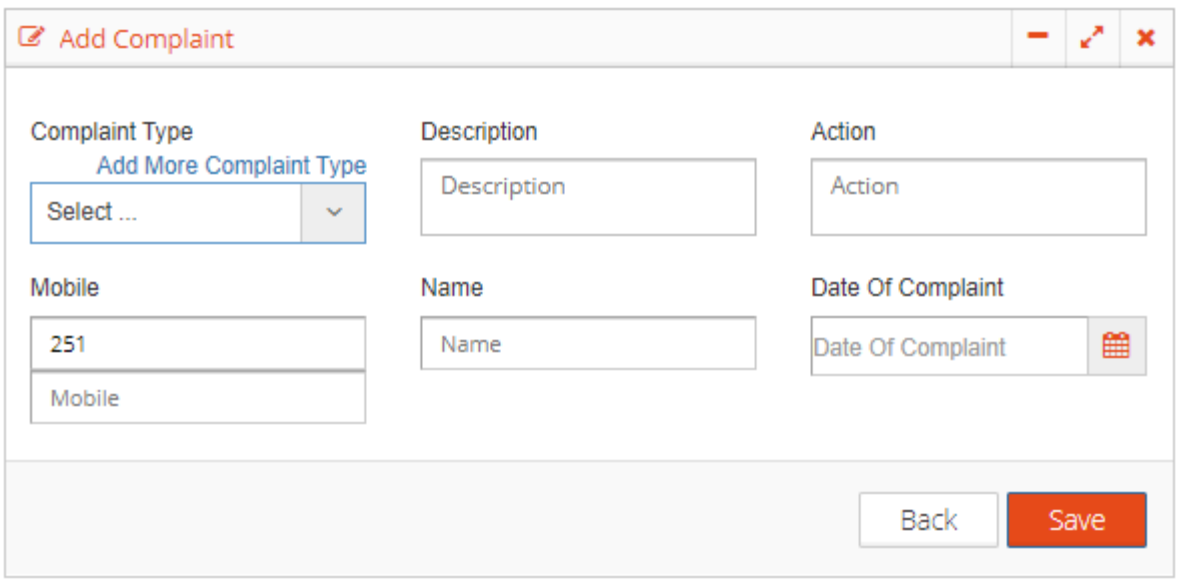
On Enquiry you can track all information you get from customers (parents) on the Front Office. Fill all the information's in every box and click save.

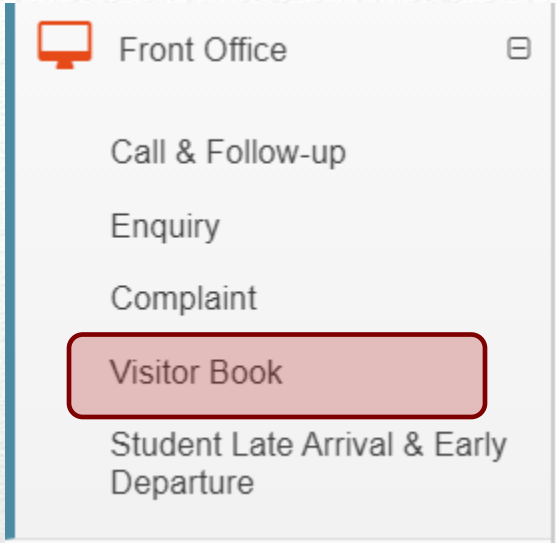




Front Office

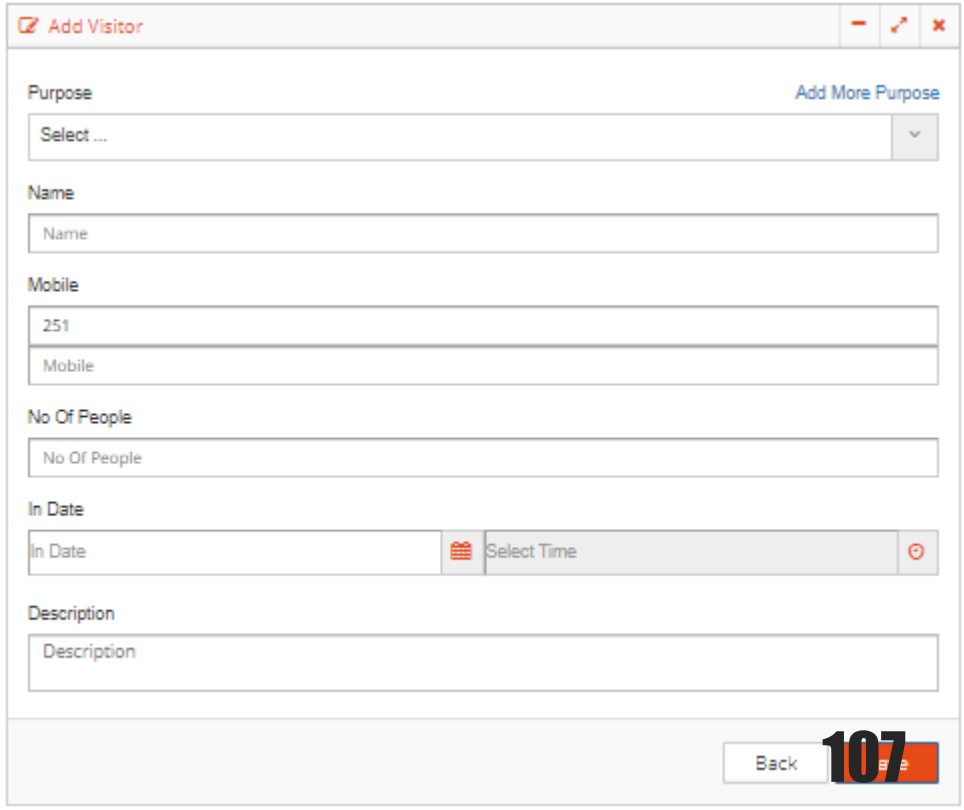
On Complaint you can track all complain you get from customers (parents) on the Front Office. Fill all the information's in every box and click save.

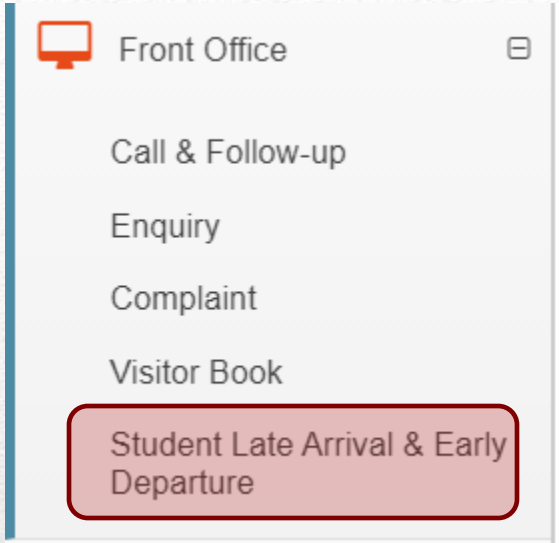




Front Office

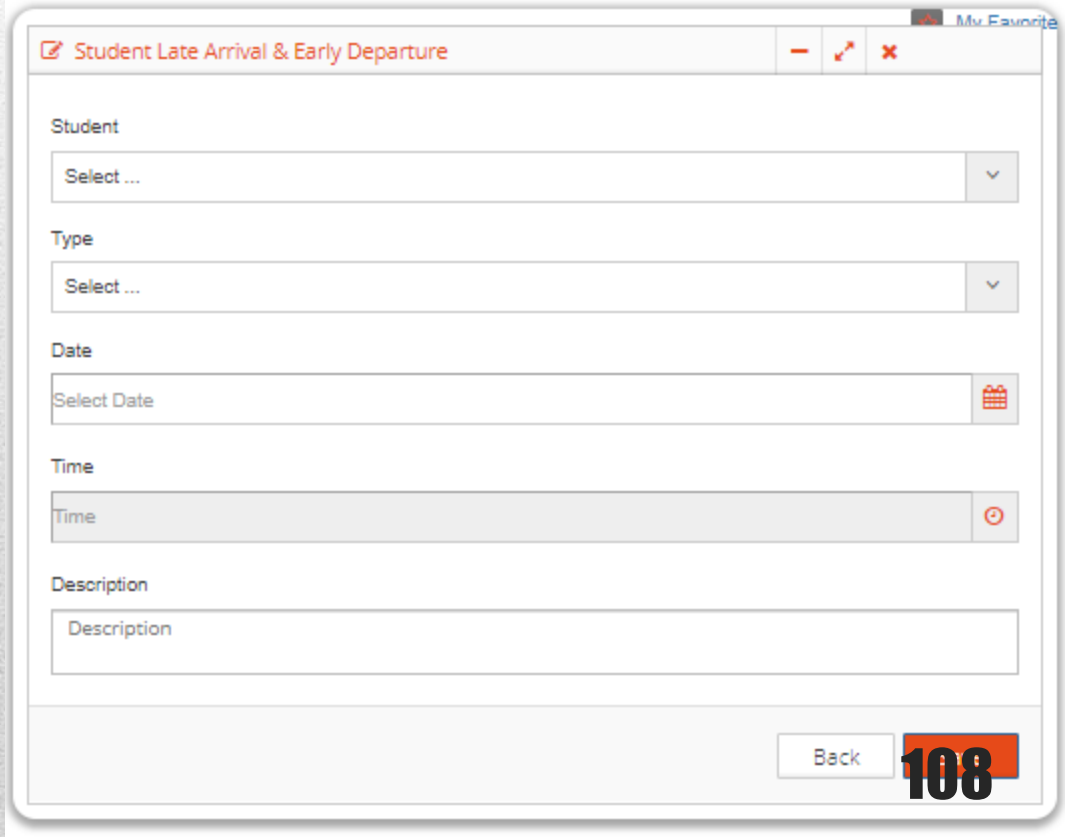
On Visitor Book you can Book a Visit Date for customers for a specific Date.
After filling all the information you click Save.





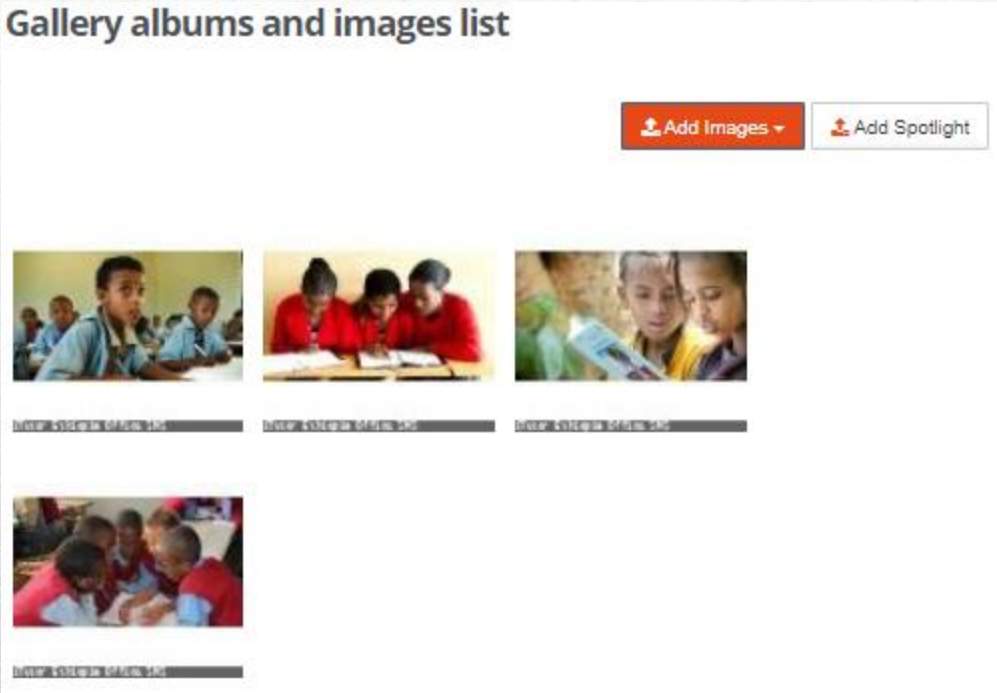
Front Office

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



Gallery

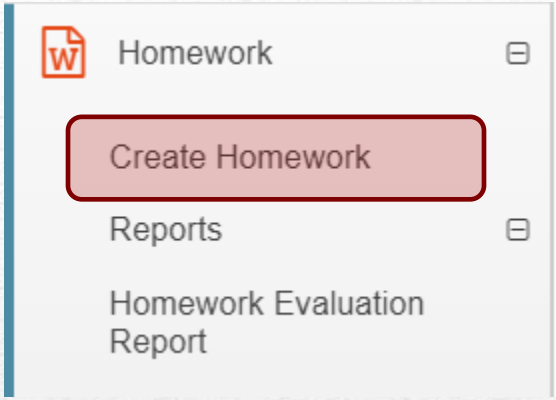
Gallery



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

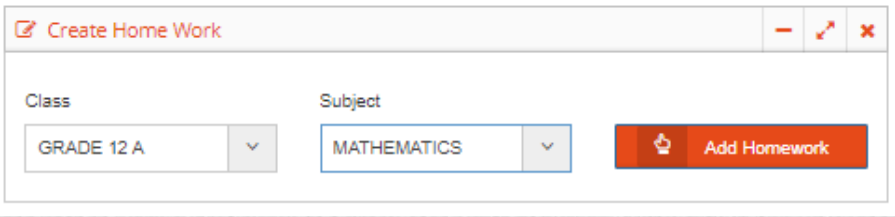


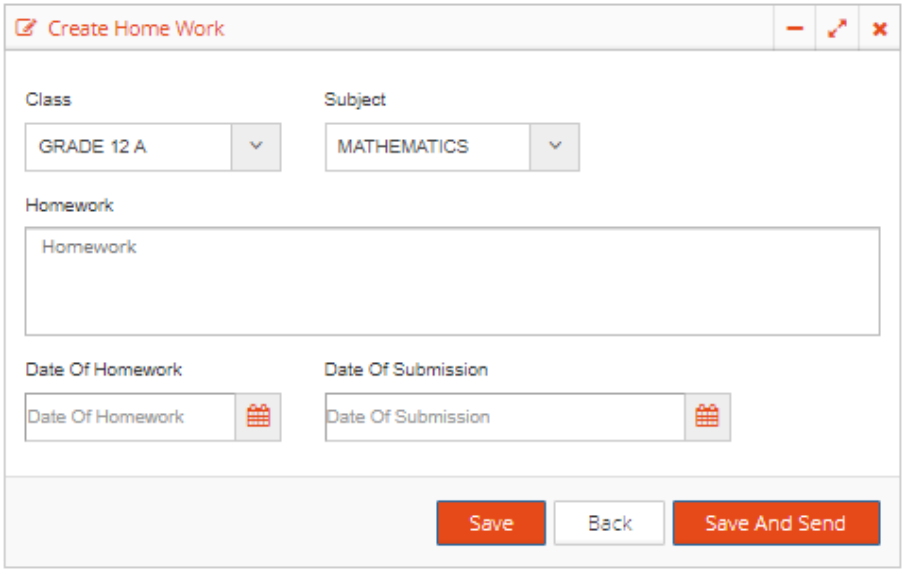
Homework

On Create Homework To add a Homework

- Select Class and Subject then click Add Homework.

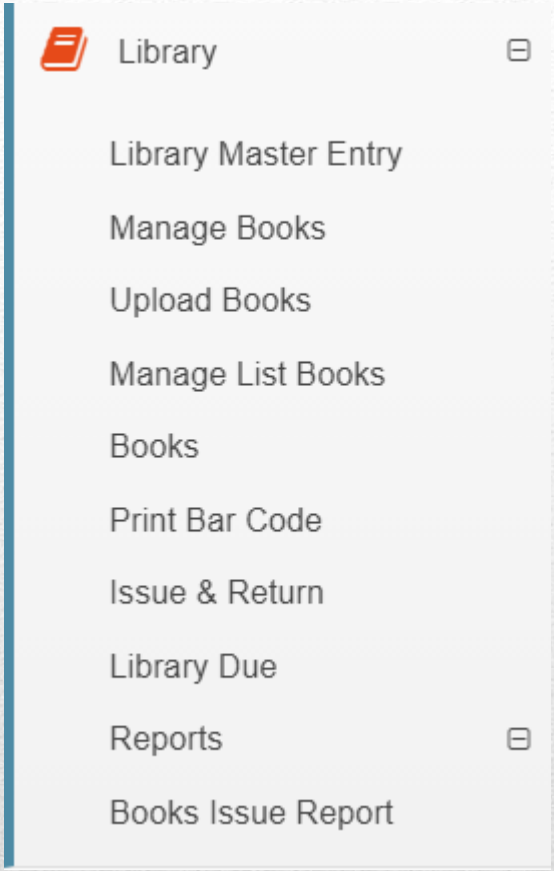
- Type your homework
- Select the Date of Homework
- Select the Date of Submission and click Save And Send





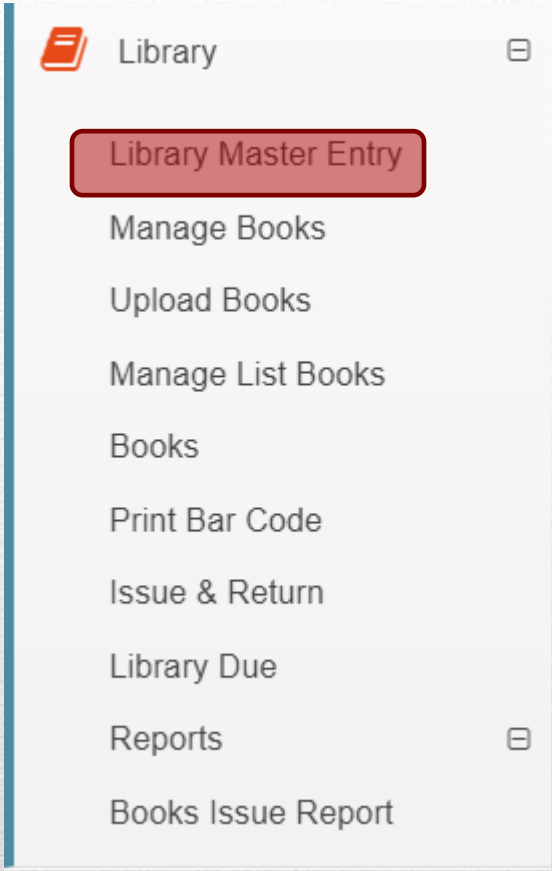
Note: After you Save And Sand the homework you can attach a PDF file.

Library



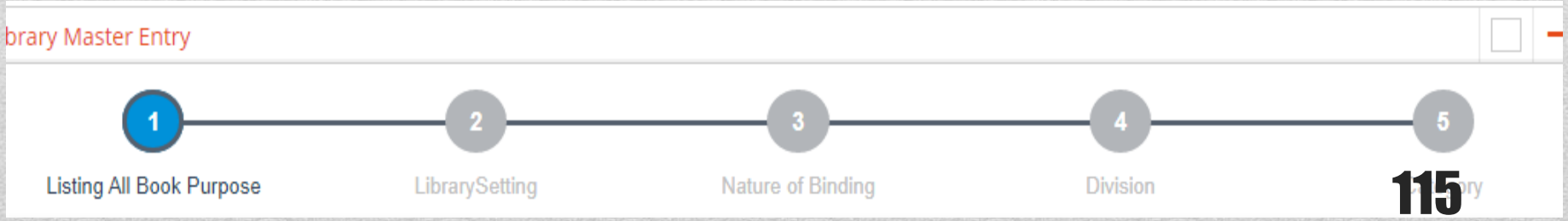
Library

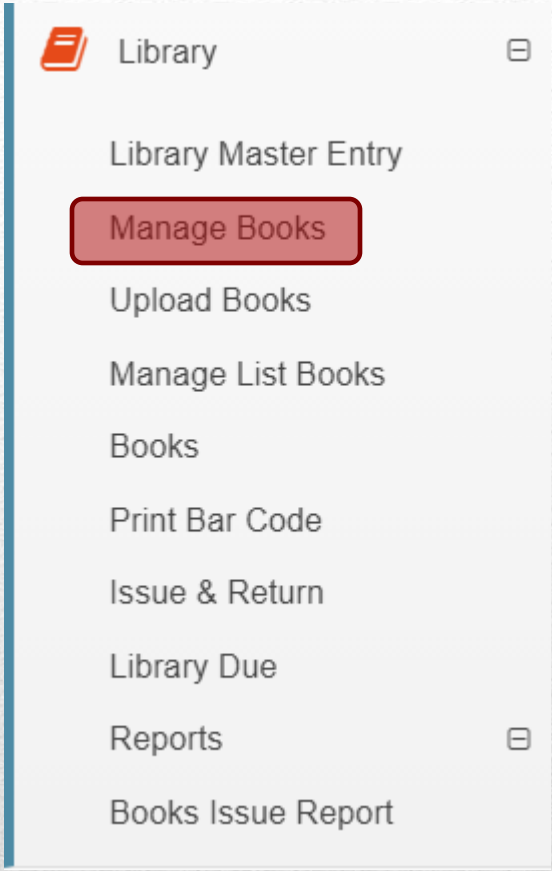
Library master entry – allows to enter information about the books.
Manage books – is adding books with the necessary information
Upload books – allows to upload more that one book at a time.
Manage list books – general information about a certain book like how many times it was issued.
Books – provide 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

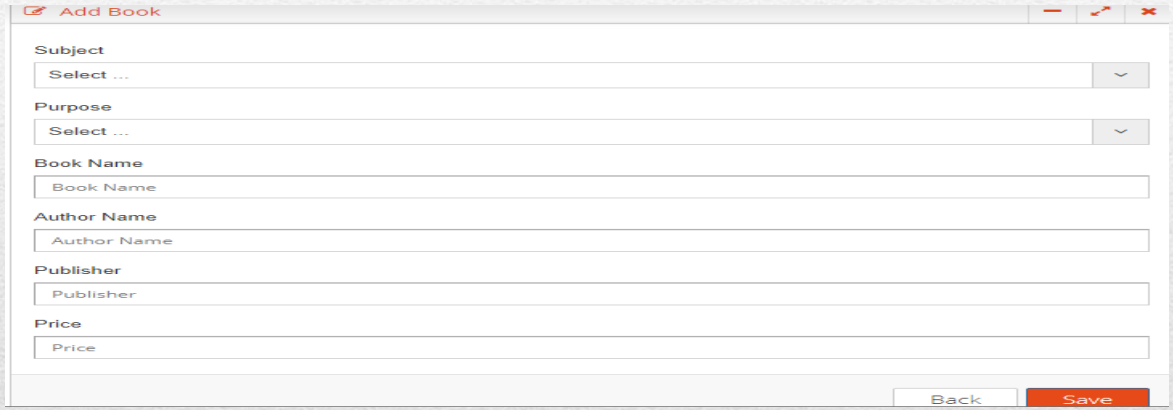
This is used when we upload a single book at a time. By filling the necessary information and going step by step.

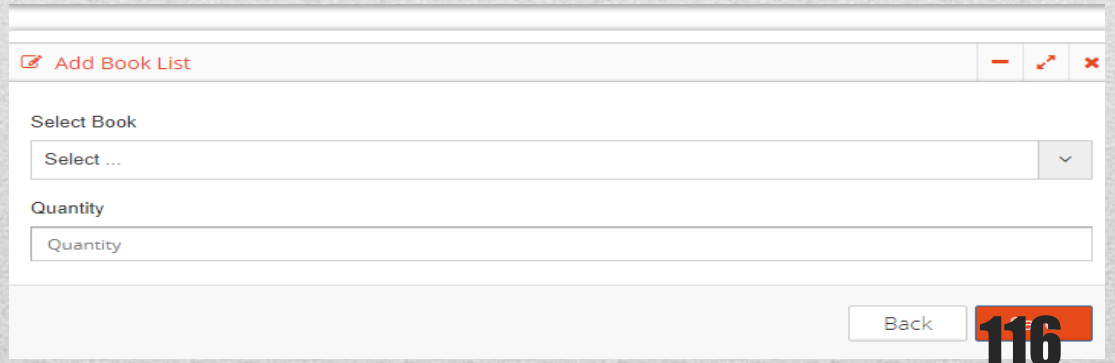


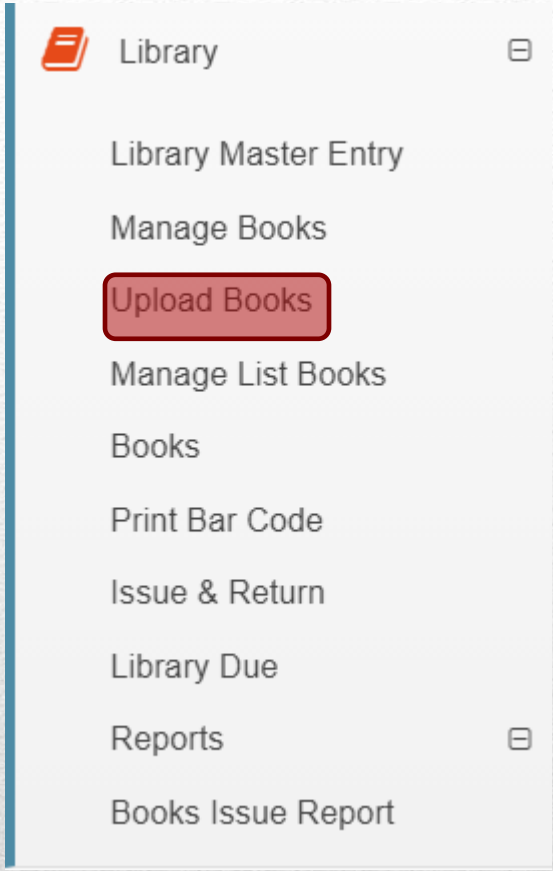


Library

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

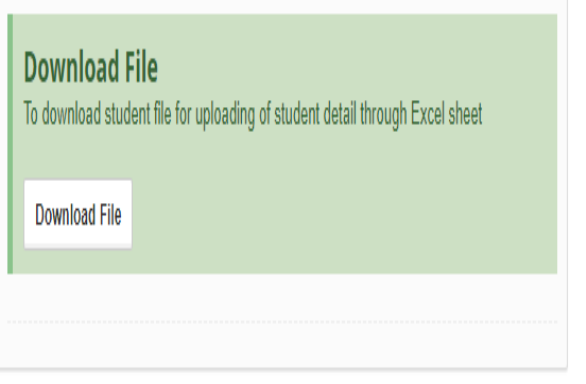


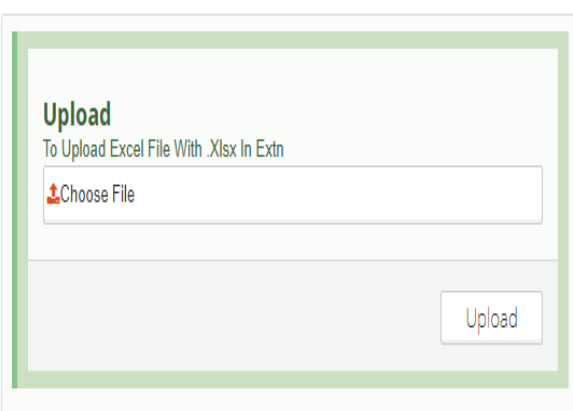




Library

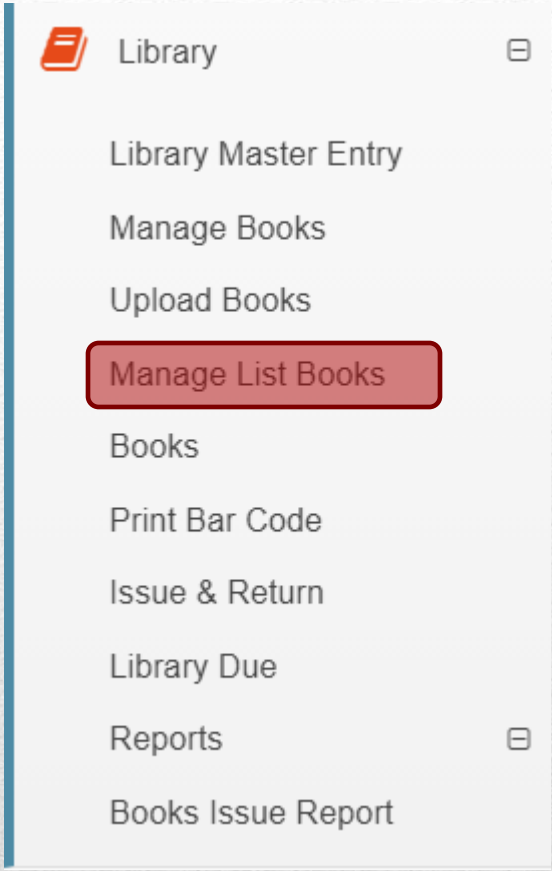
This allows as to add new books and their information that is related to the book including its quantity.



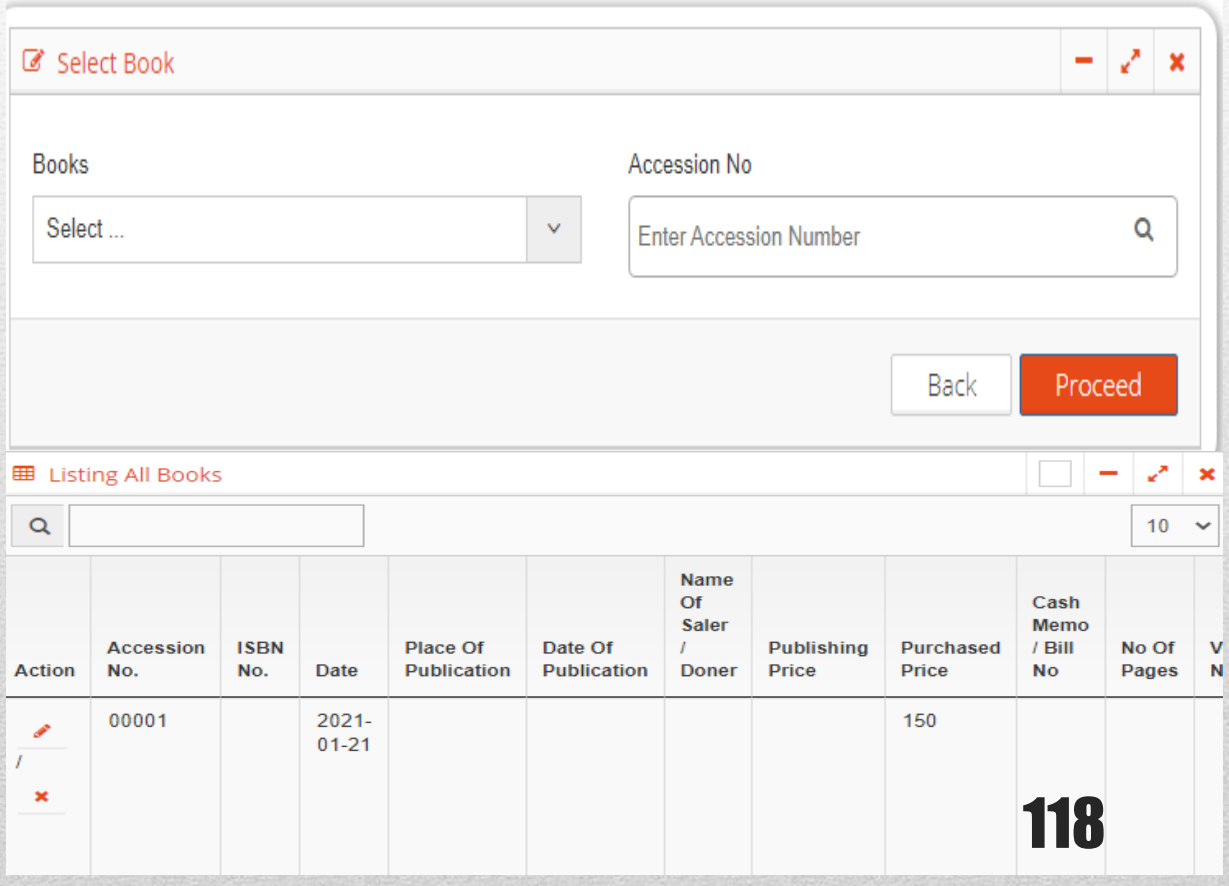


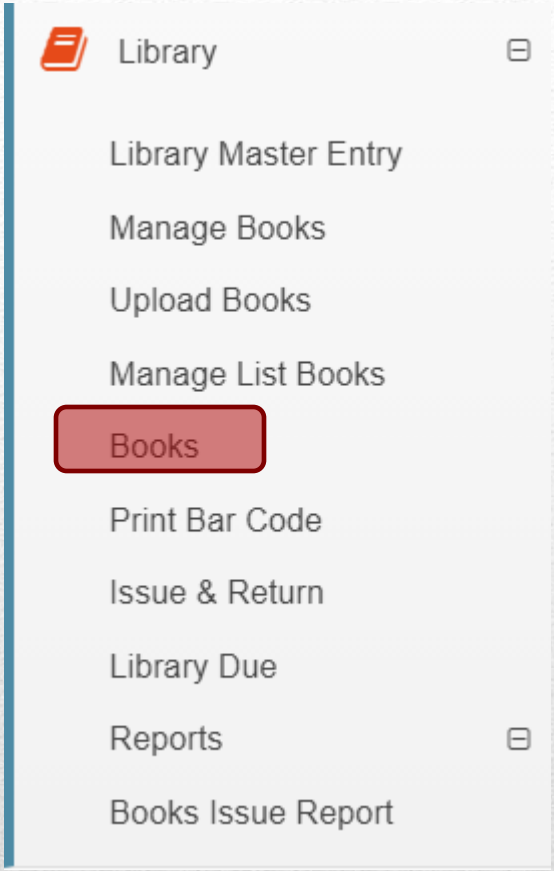
CashMemo/BillNo	NoOfPages	VolumeNo	CallNo	NatureOfBinding
456	1086	1	36	Hard Pack
--	1190	1	38	Hard Pack
2489	184	1	26	Paper Back
2489	184	1	26	Paper Back
486	184	1	26	Paper Back
486	184	1	26	Paper Back

Library



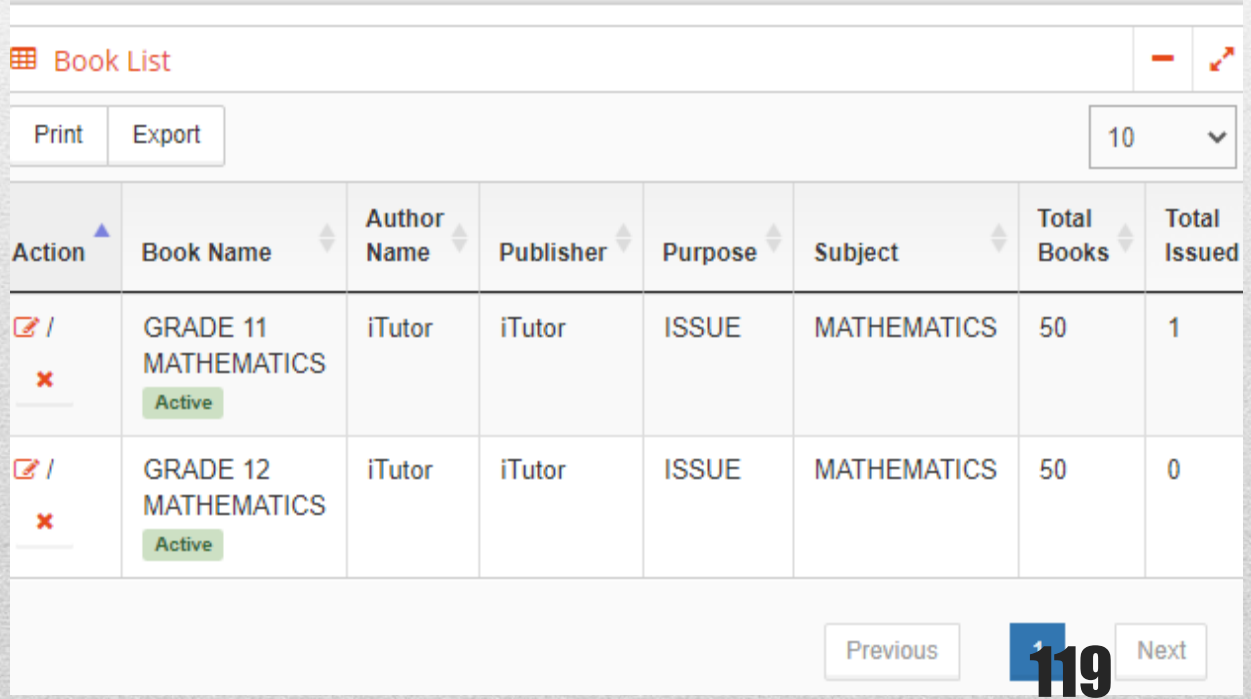
This allows as how may times a certain book was issued. And detailed information.





Library

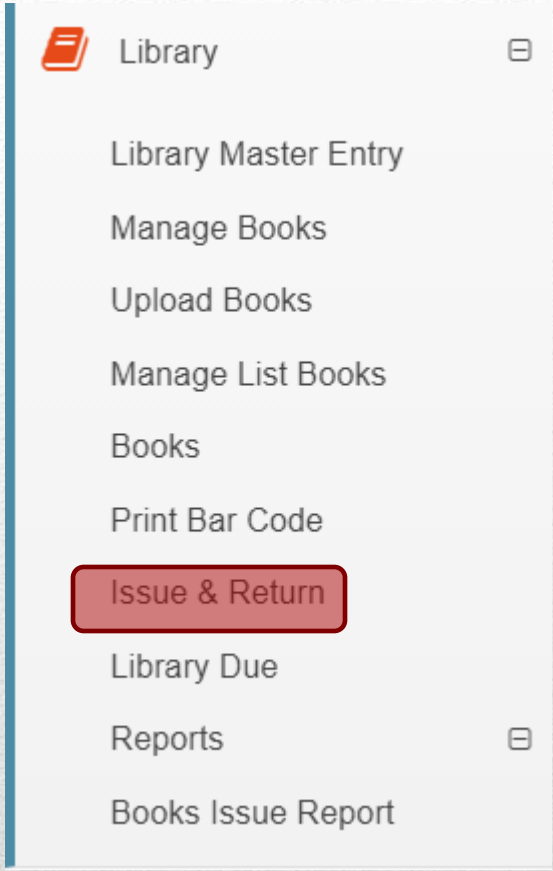
This shows books that have been uploaded.

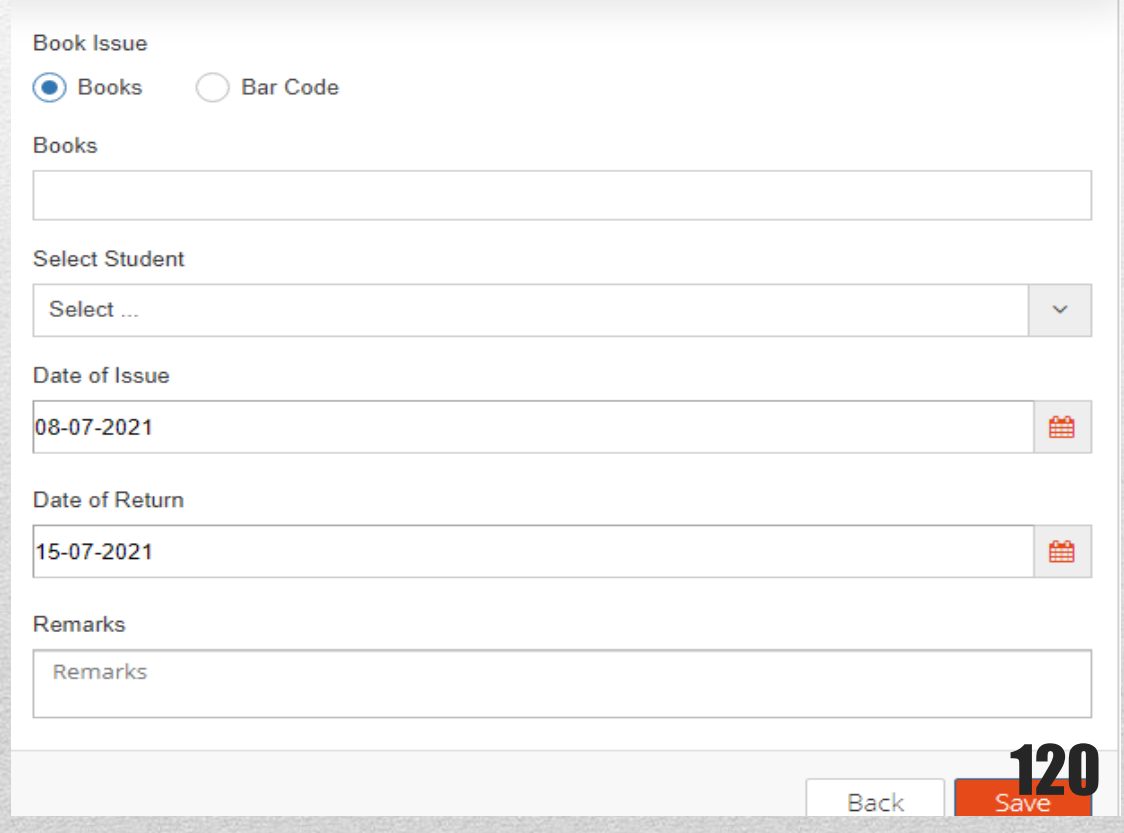


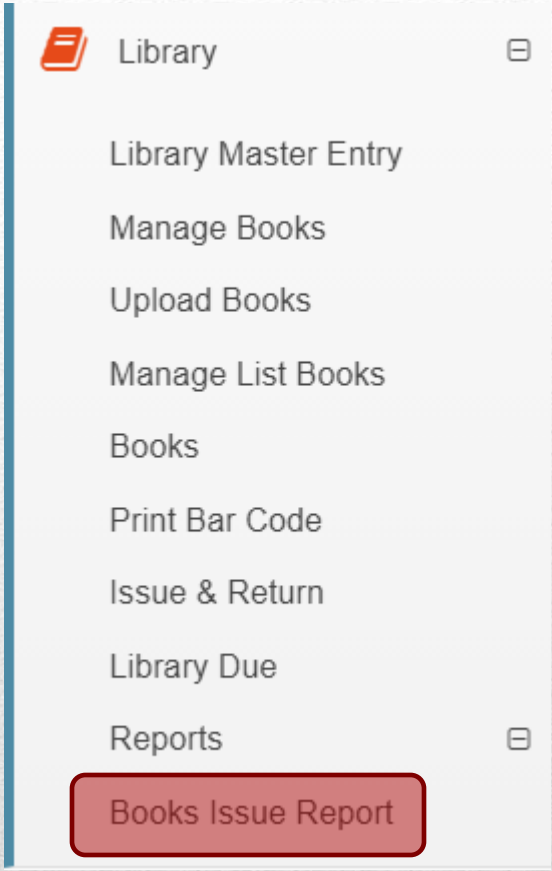
Action	Book Name	Author Name	Publisher	Purpose	Subject	Total Books	Total Issued
/	GRADE 11 MATHEMATICS Active	iTutor	iTutor	ISSUE	MATHEMATICS	50	1
/	GRADE 12 MATHEMATICS Active	iTutor	iTutor	ISSUE	MATHEMATICS	50	0

Library

This shows the process on how to issue a book.

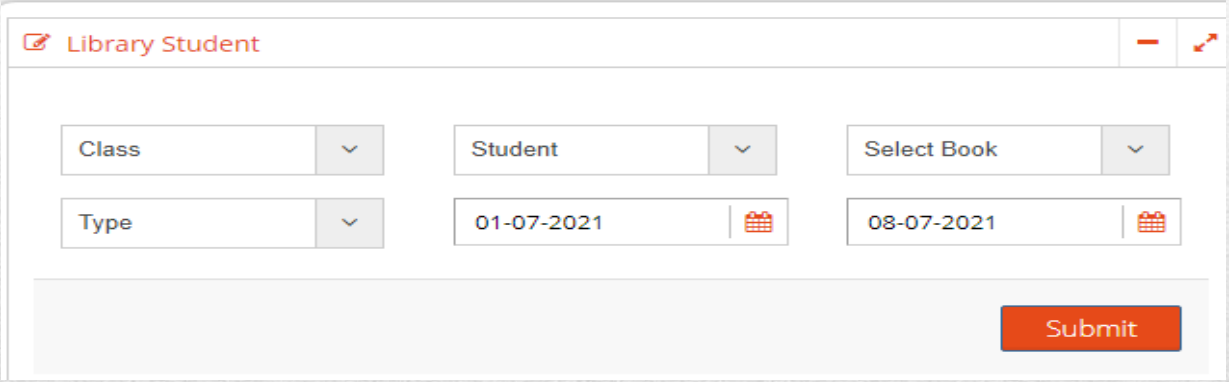


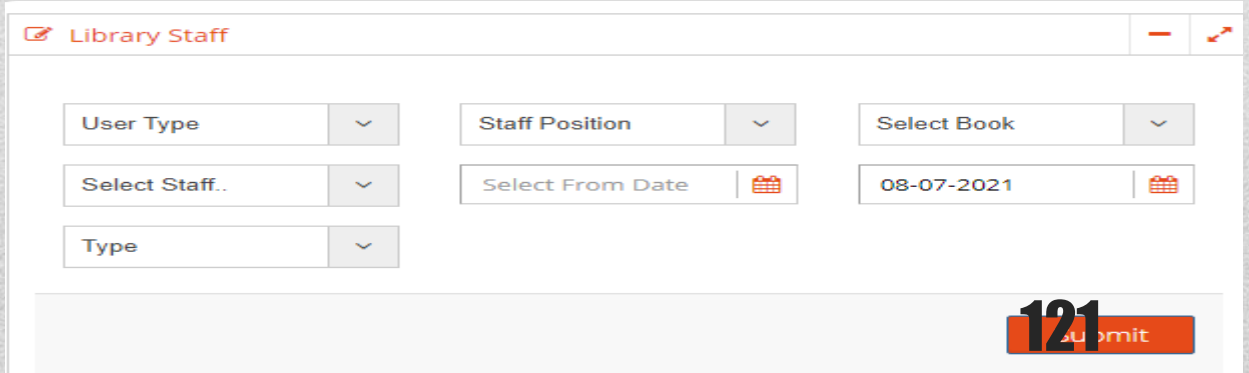




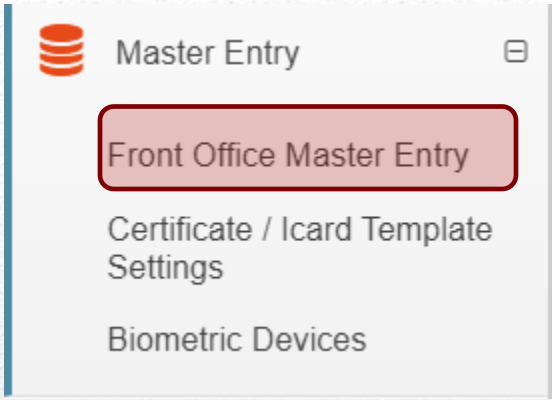
Library

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.





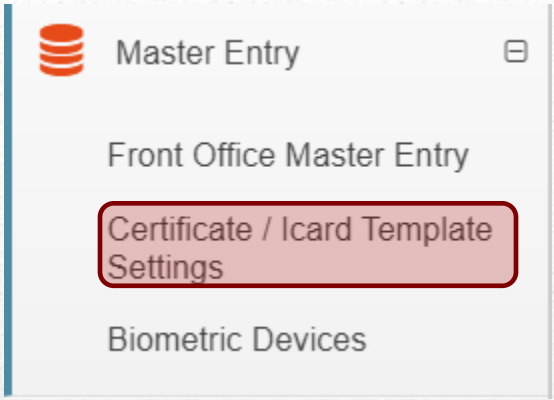
Master Entry



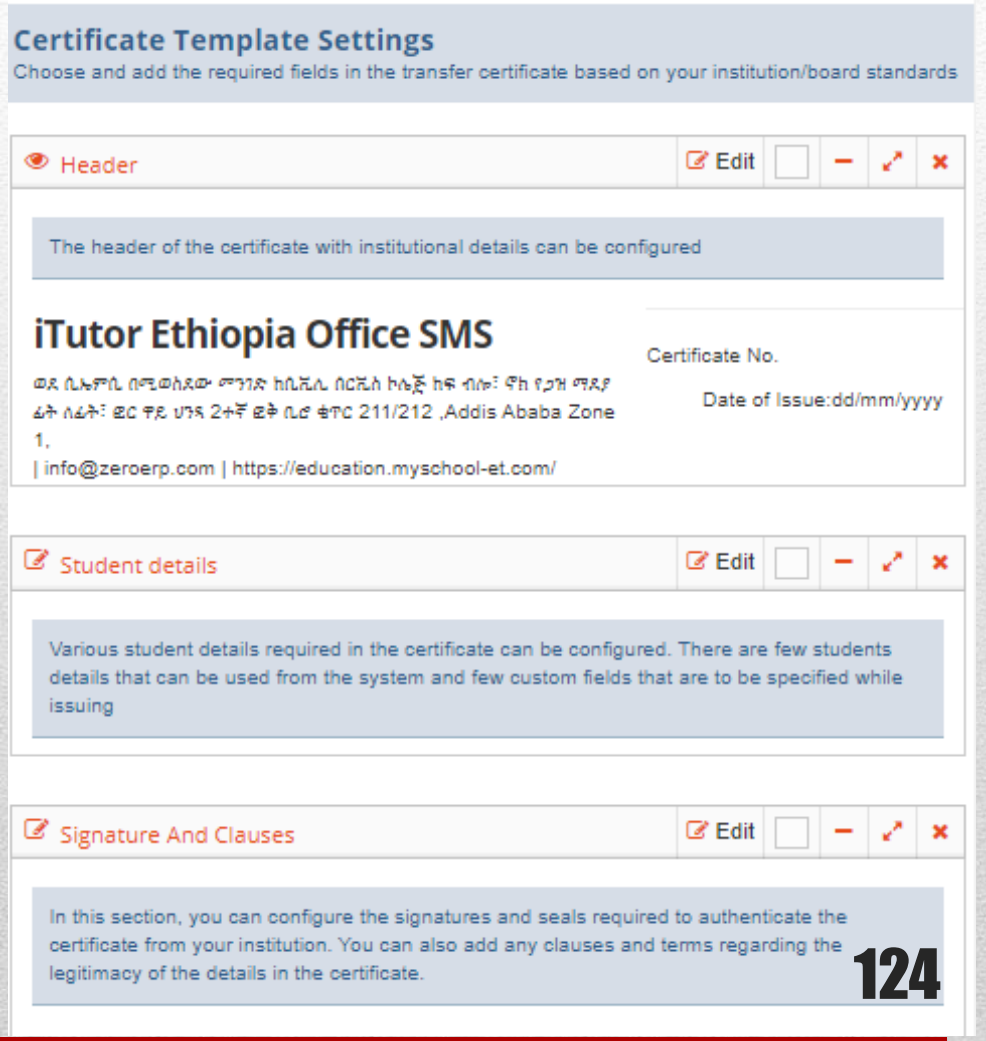
Master Entry

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

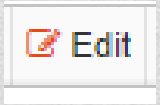
1. Complaint Type – We use this information type when receiving complains from parents, (What is the complain about)
2. Enquiry Type –
3. Purpose - We use this information type when we book visitors, (we add the purpose of the visit.)
4. Reference – We use this information type for Admission, (where 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.)

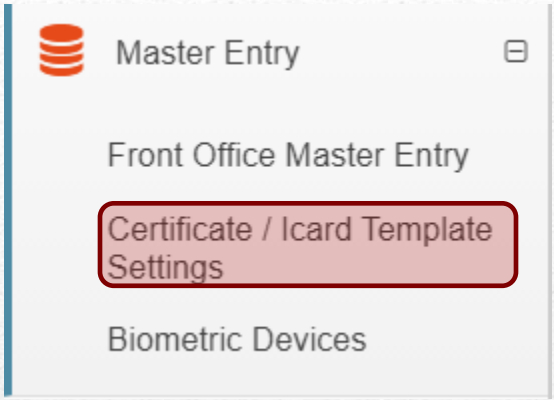


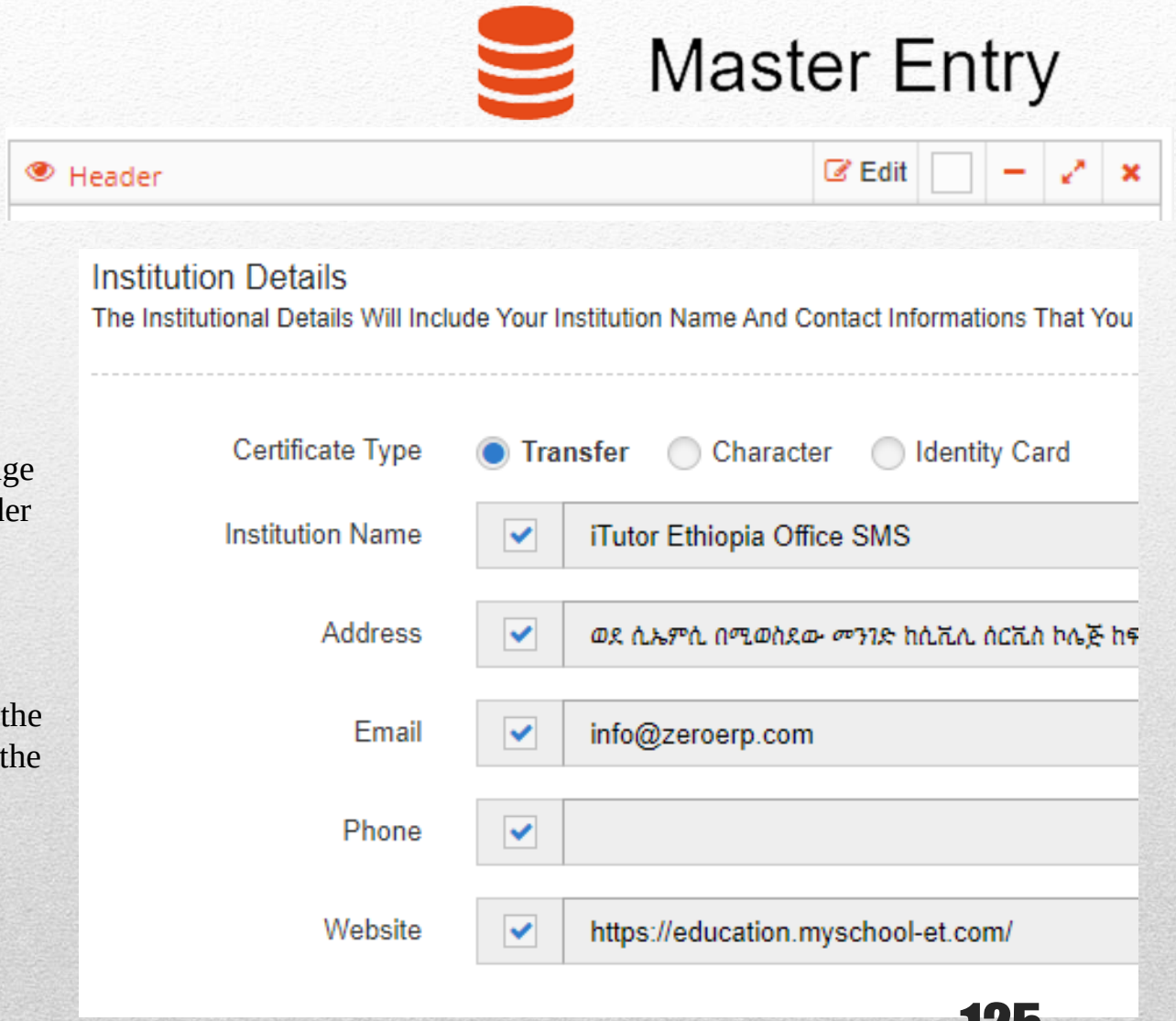
Master Entry



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

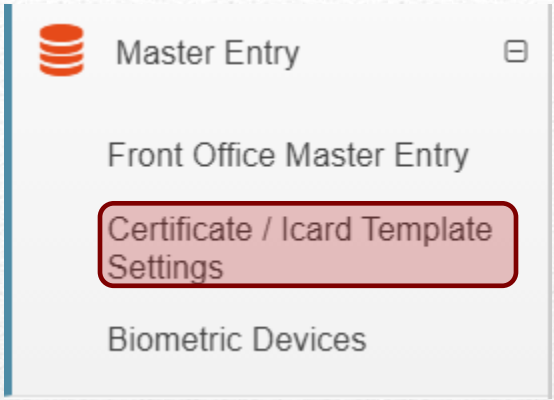


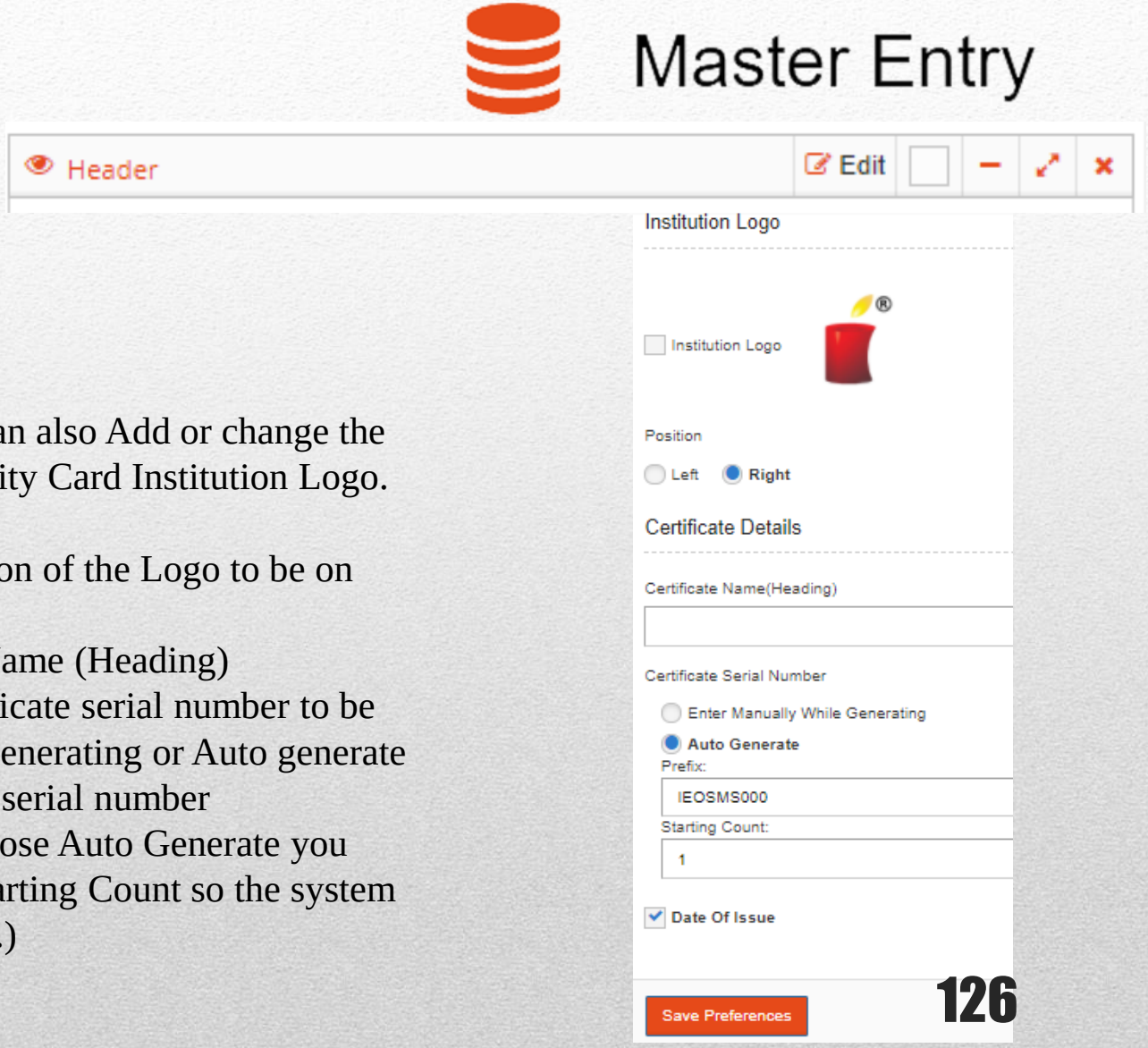




On Header Edit option you can change the Transfer header, Character Header and Identity Card header.

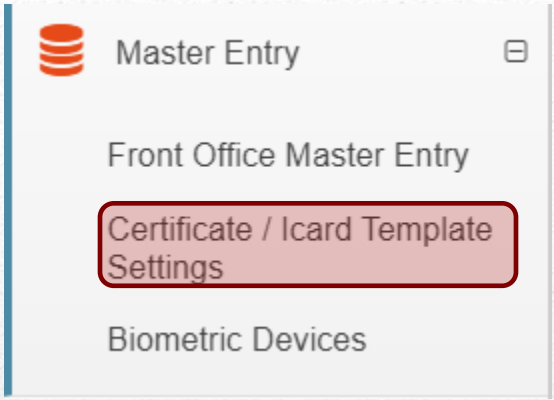
- First you have to select the Certificate Type.
- Then you can check or uncheck the boxes you want to be visible on the selected Certificate Type.

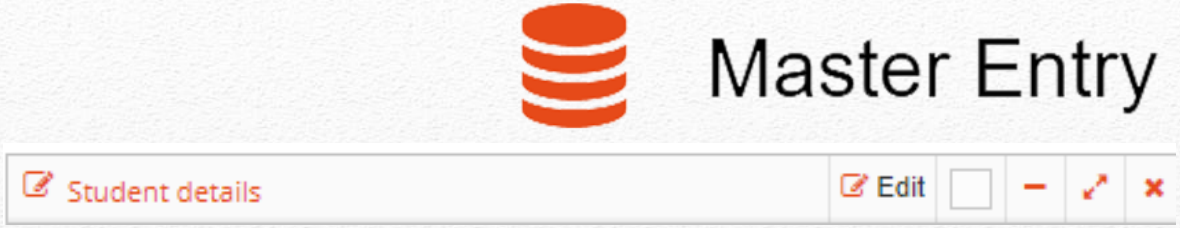


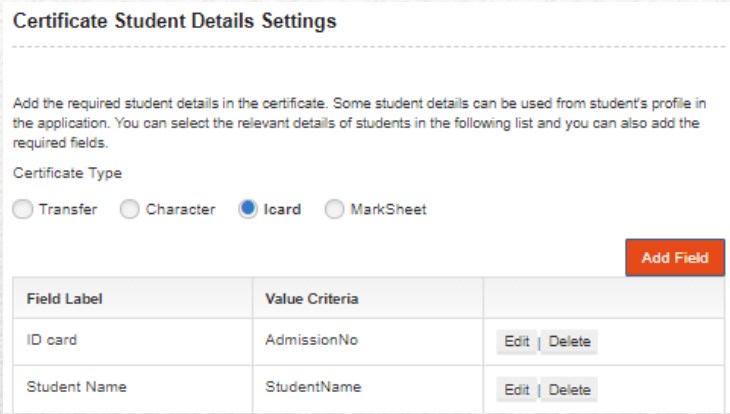


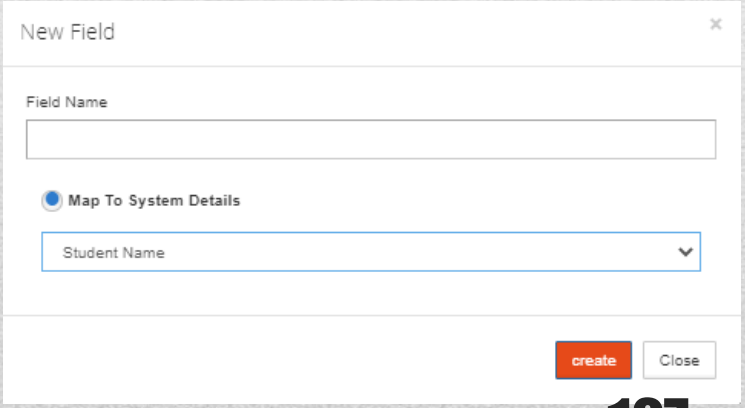
On Header Edit option you can also Add or change the Transfer, Character and Identity Card Institution Logo.

- 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.)







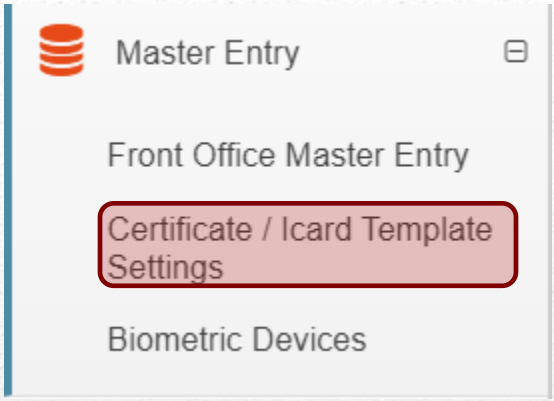


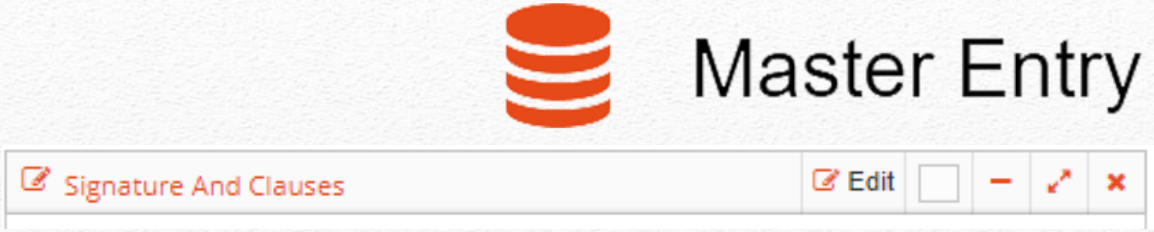
On Student details Edit option you can Add or change the Information's that comes on Transfer, Character, Icard and Mark Sheet.

- 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.

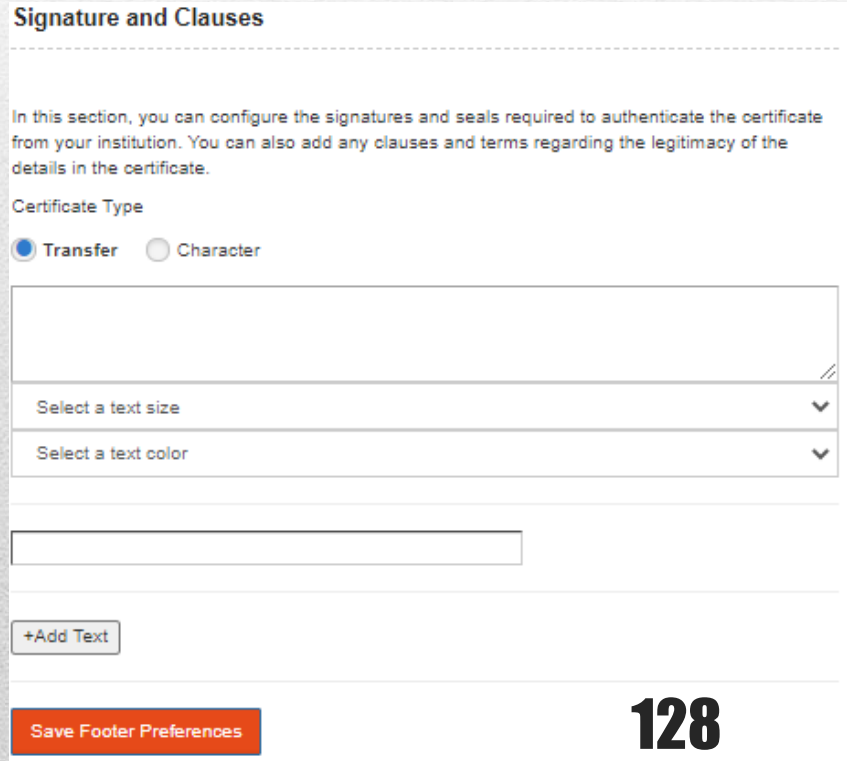
When Adding new Field You fill the name of the new field in the Field Name box and select Map to System Details,

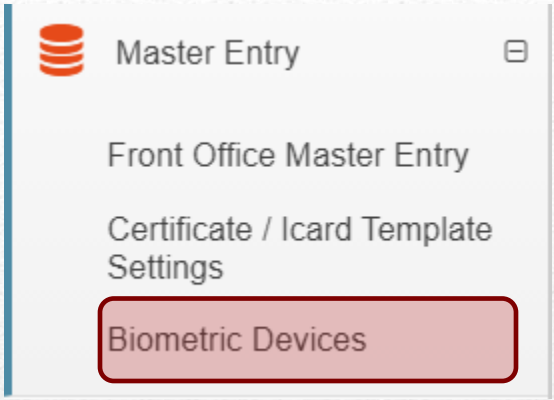
Example – If you want to add student name on students ID Card you click Add Field then type Student Name then select Student Name on Map to System Details.





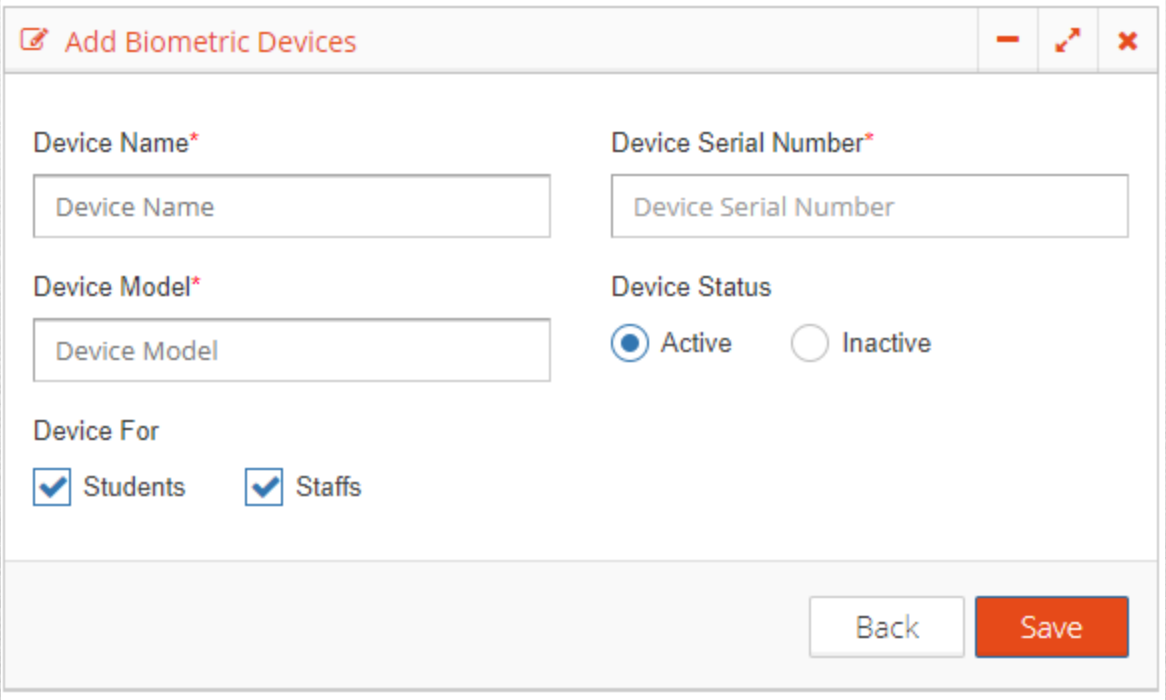
On Signature And Clauses Edit option you can Add or change the Signature and Clauses that comes on Transfer and Character Certificates.





Master Entry

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

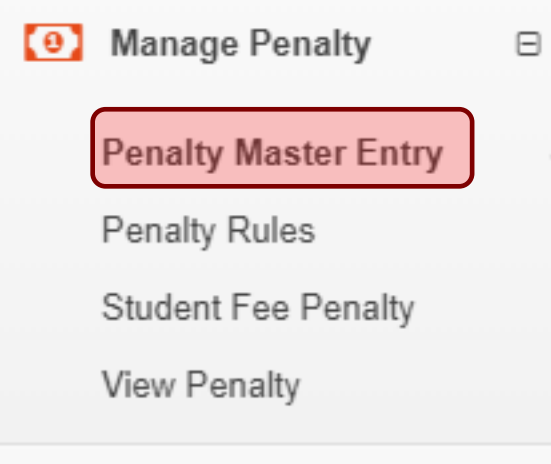


1. Add Device Name
2. Add Device Serial Number
3. Add Device Model
4. Select if the Device Is for students, staffs or both.
5. Check Device Status Active.

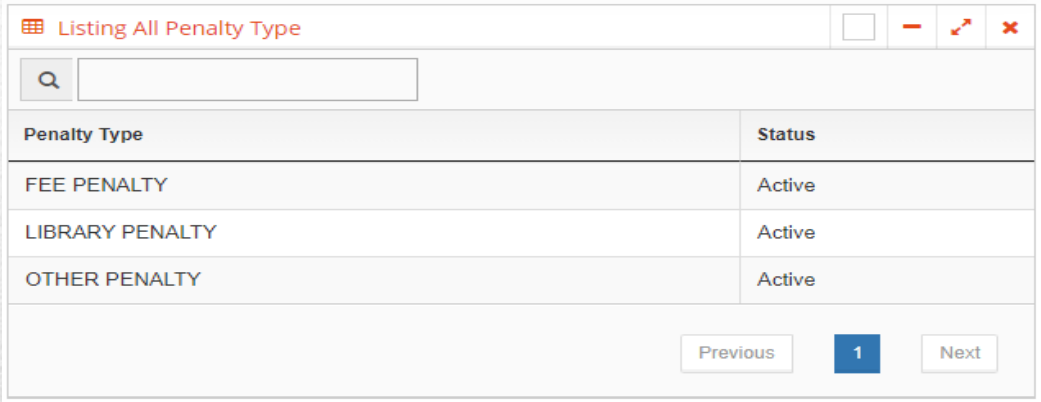
You can make the Device Status Inactive anytime you want.

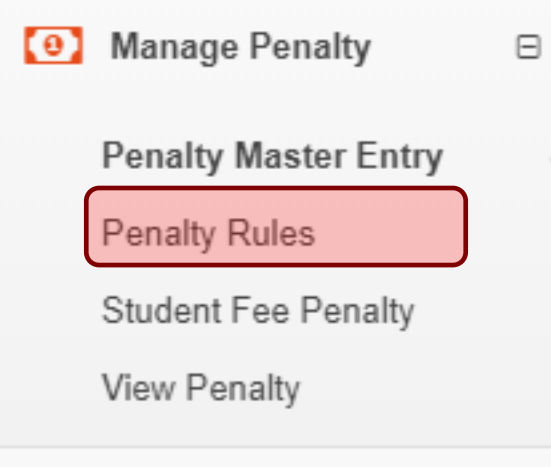
Manage Penalty

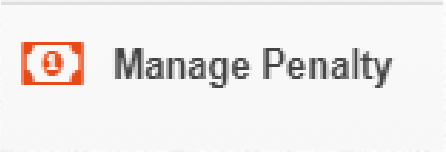
Manage Penalty



In this module we View Penality types for Students and staffs



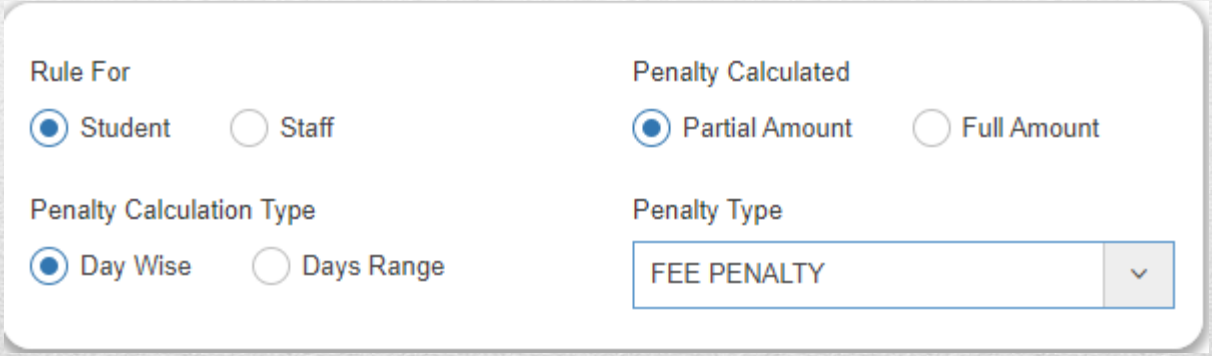




PENALTY RULES

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

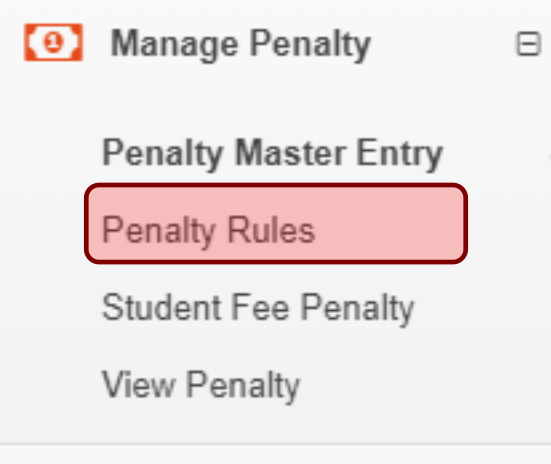
PENALTY FOR STUDENTS

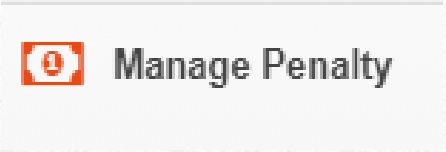


Student part penality calculated in two ways

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

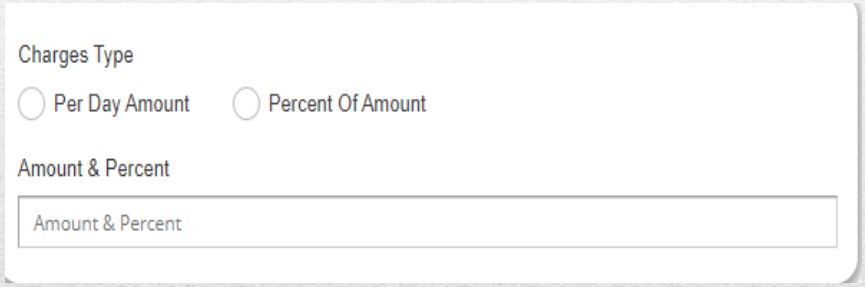
Full Amount :A total is a whole or complete amount



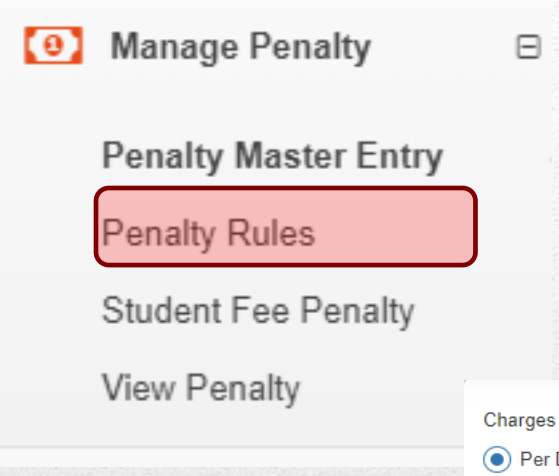


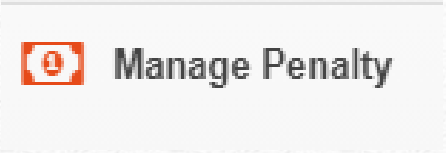
Also we define Charges type in two ways
1. Day Wise
2. Day Range

DAY WISE



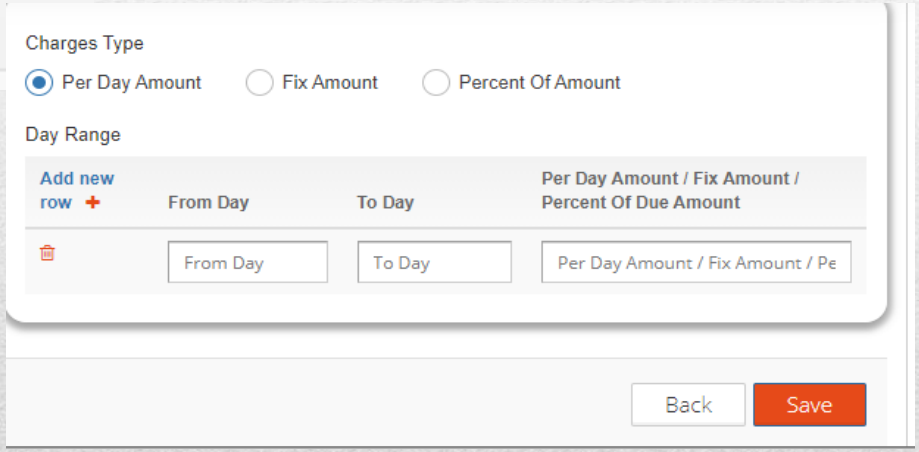
We can define Charges in two way
1. Per Day Amount
2. Percent of Amount(%)





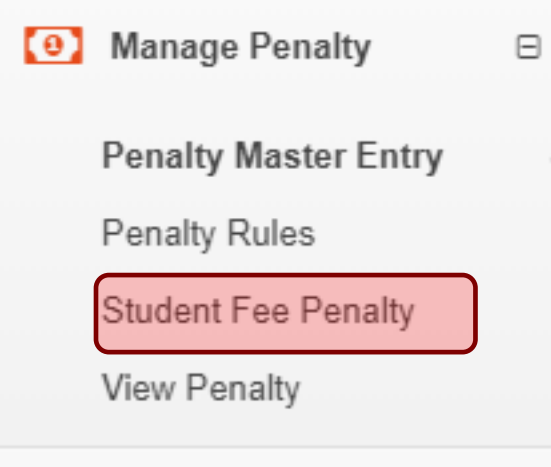
Also we define Charges type in two ways
1. Day Wise
2. Day Range

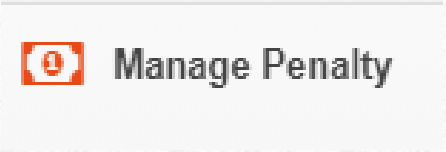
DAY RANGE



We can define Charges in two way
1. Per Day Amount
2. Fix Amount (
2. Percent of Amount(%)

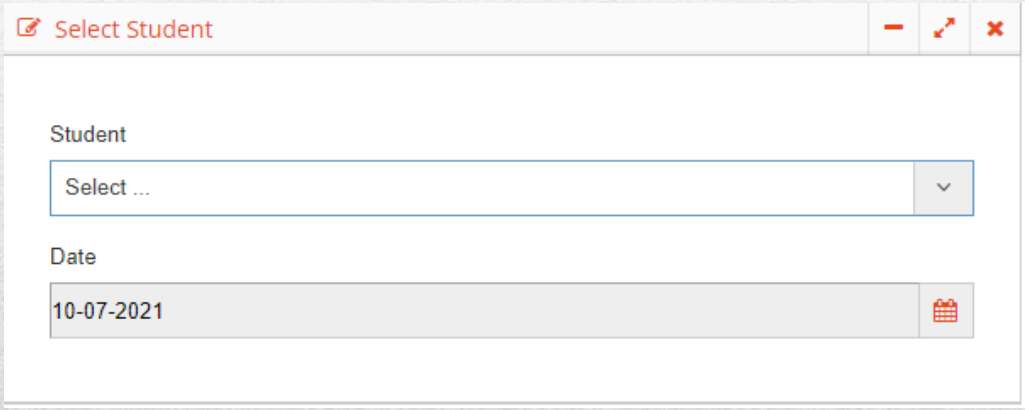
Step 1: Write from Day
Step 2: Up to Day
Step 3: Amount



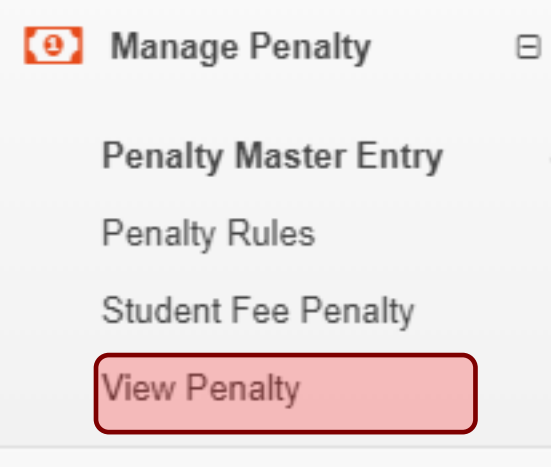


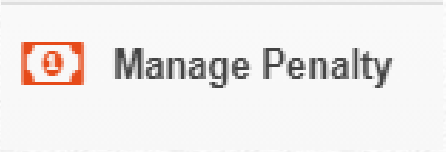
STUDENT FEE PENALTY

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



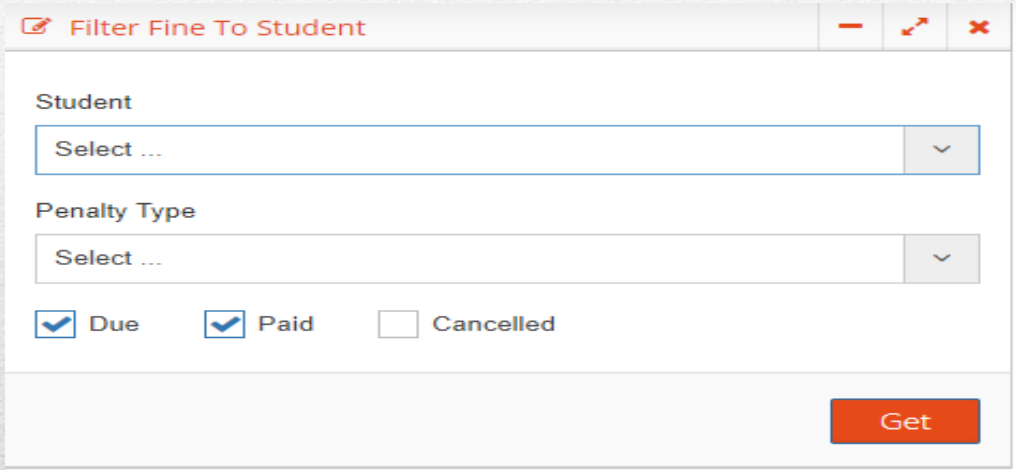
Step 1: Select Student
Step 2: Select Date of Penalty





VIEW PENALTY

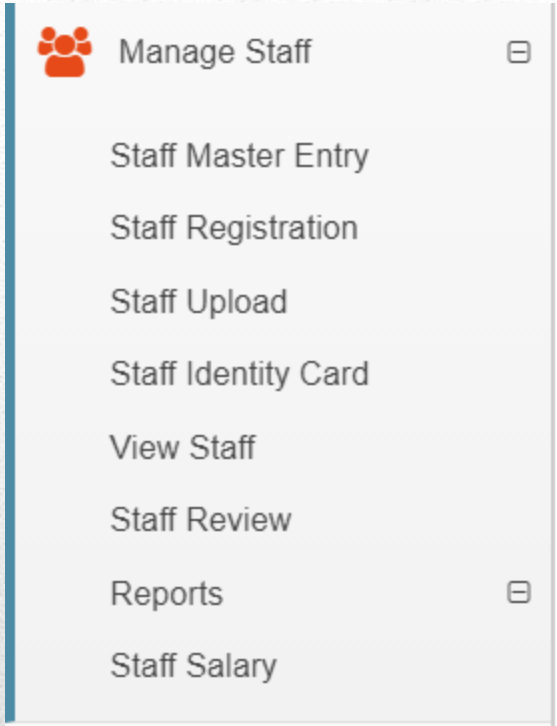
In this module we view Penalty



Step 1: Select Student
Step 2: Select Penalty Type

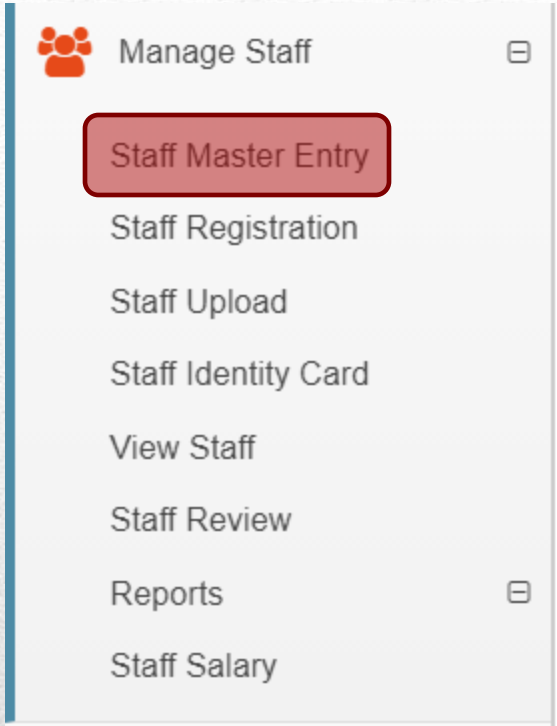
Also You can check Penality with Due , Paid or Canceled Penality

Manage Staff



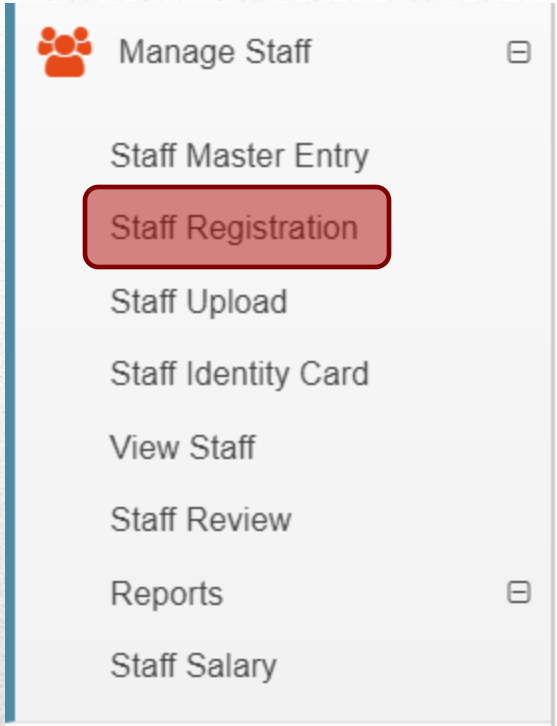
Manage Staff

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 -



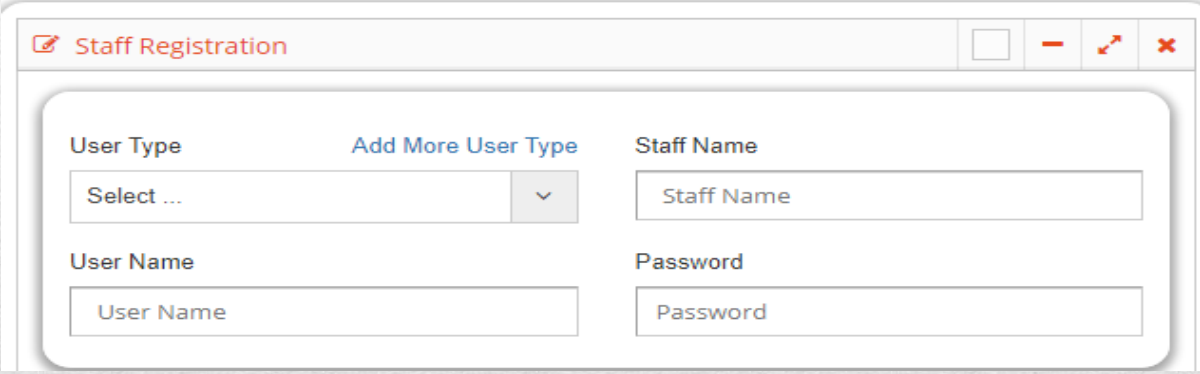
Manage Staff

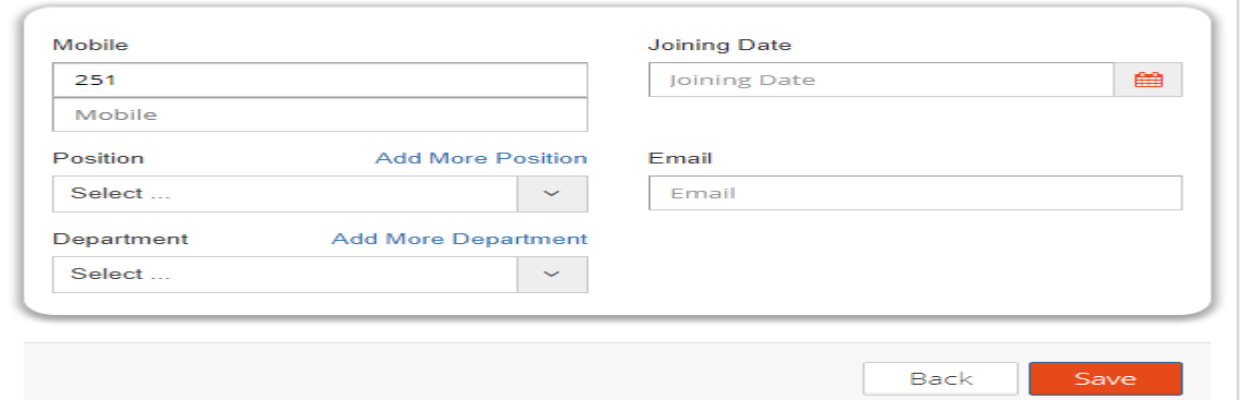
<u>Staff master entry</u> – allows us to enter staff's documentation and necessary information about the staff members.

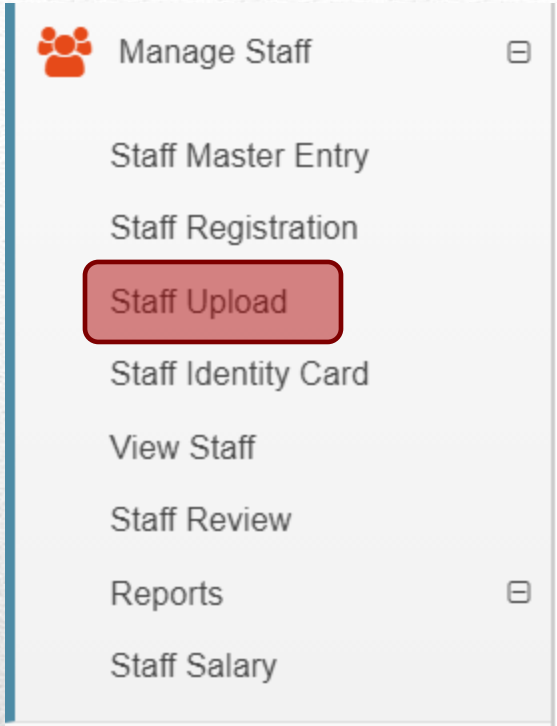


Manage Staff

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

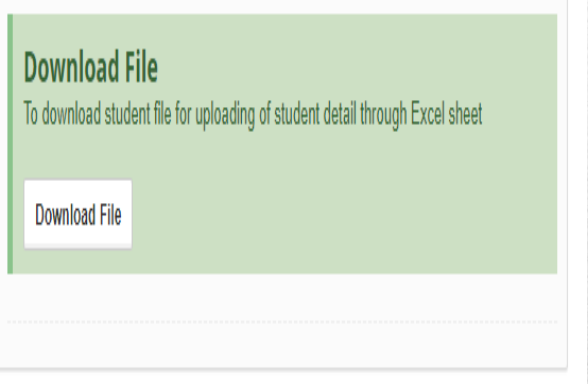


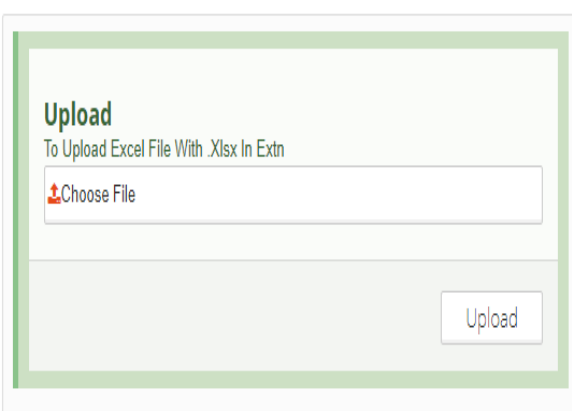




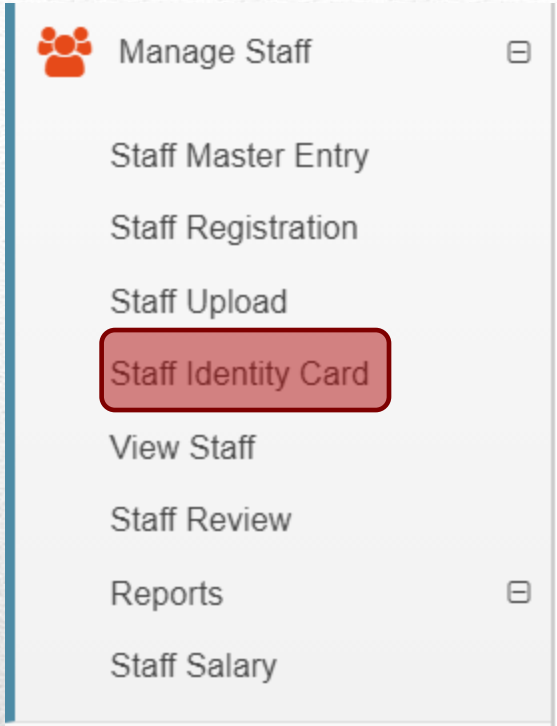
Manage Staff

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



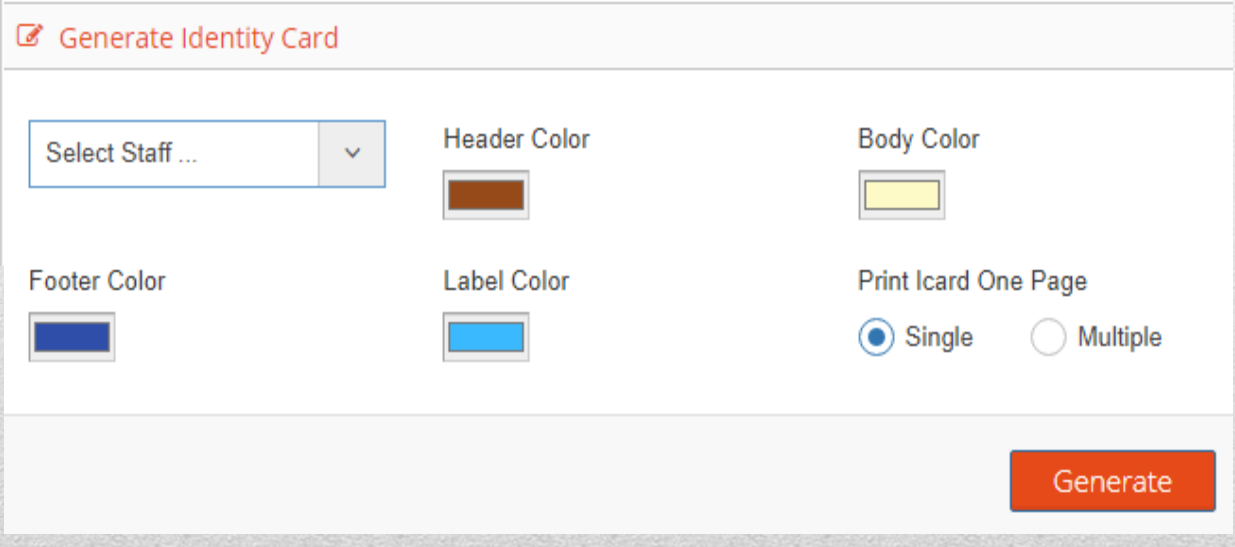


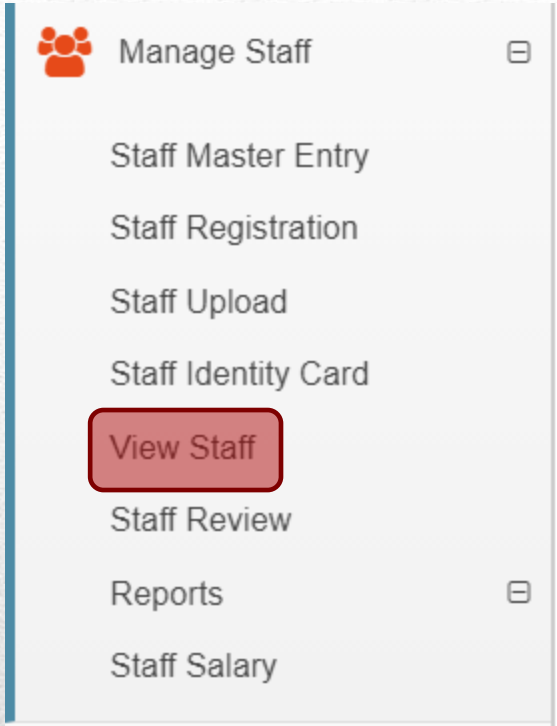
user Type	staffName	joiningDate	mobile	staffPosition	email	u
Teacher	riya	10-01-2018	1221343556	LIBRARIAN		r
ACCOUNTAN	Giya	12-01-2018	21325465	PRINCIPAL	Giya@gmail.com	G
PRINCIPAL	piya	11-01-2018	123456789	RETAINER		p
DRIVER	diya	11-01-2018	32344345	ACCOUNTAN	diya@gmail.com	d



Manage Staff

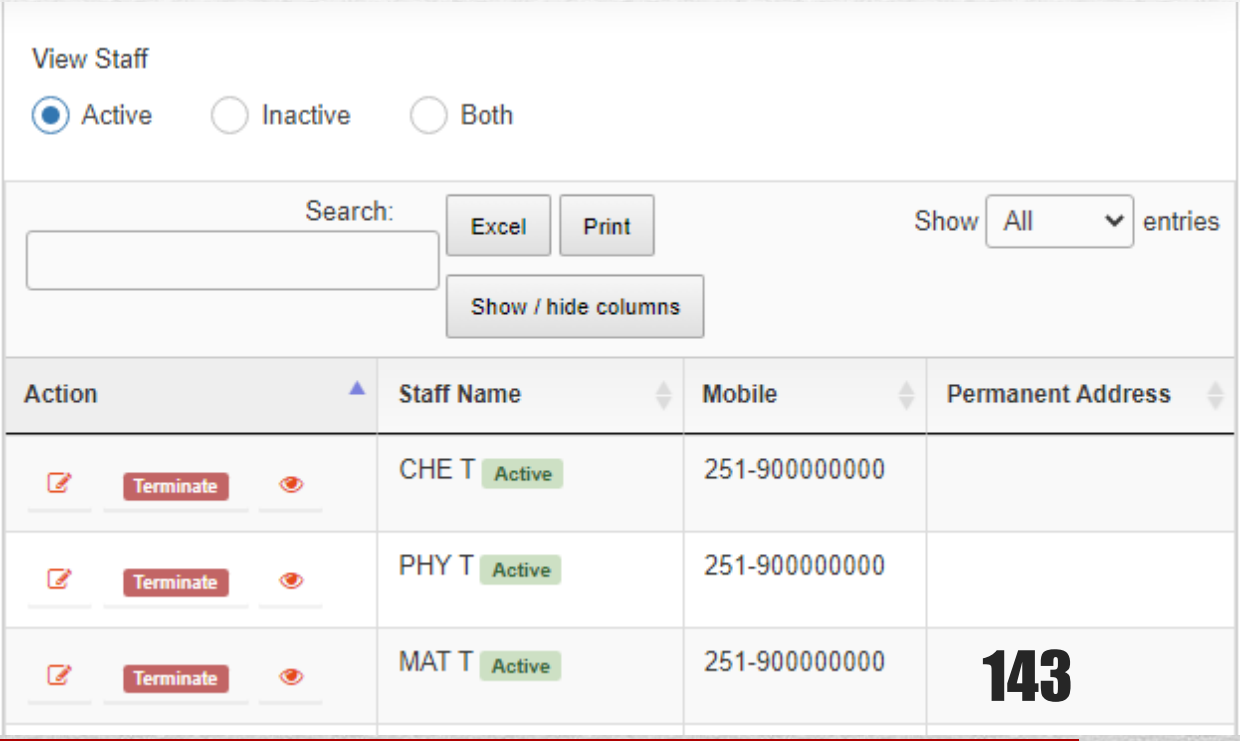
<u>Staff identity card</u> – after selecting the staff we choose the colors for the ID.

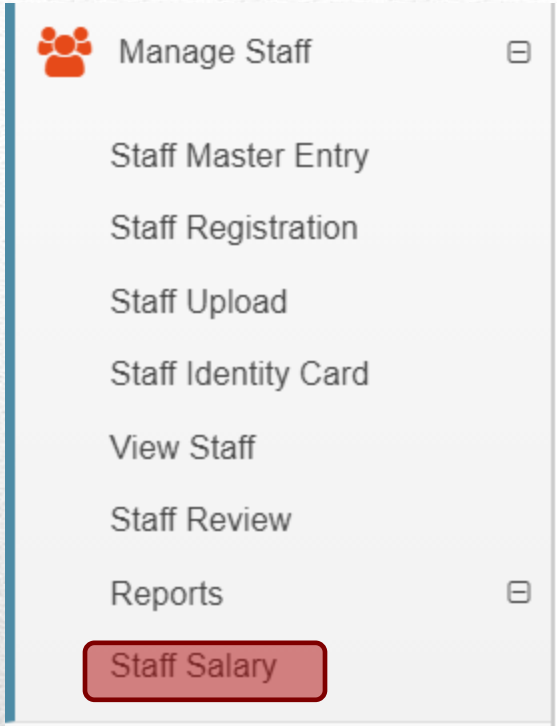




Manage Staff

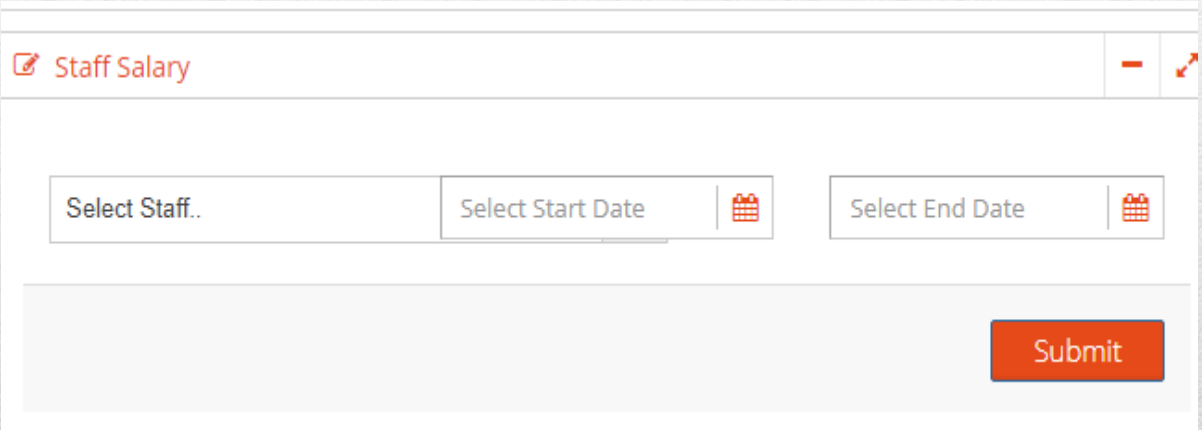
View staff – this provides as list of staff members with the option of active, inactive or both to be displayed.



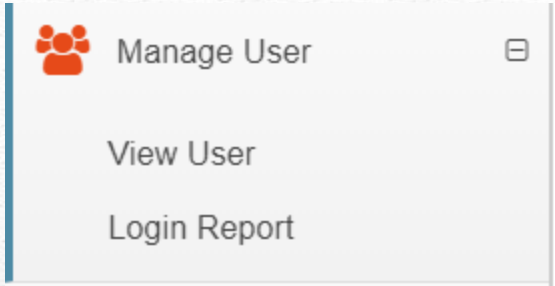


Manage Staff

<u>Staff salary</u> – displays the salary information with in the requested month.



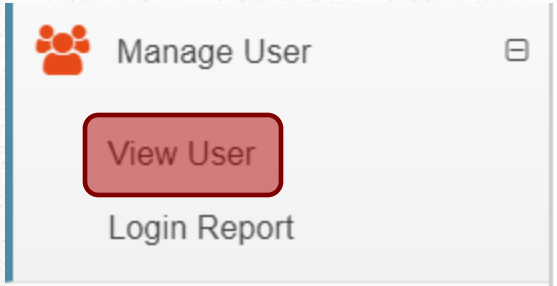
Manage User



Manage User

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

Login report – shows the login history.



Manage User

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

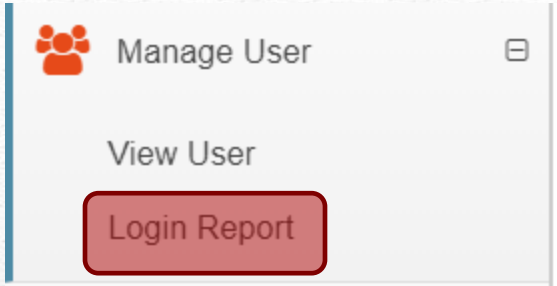
Type: Student / Staff

User Name: User Name

Name: Name

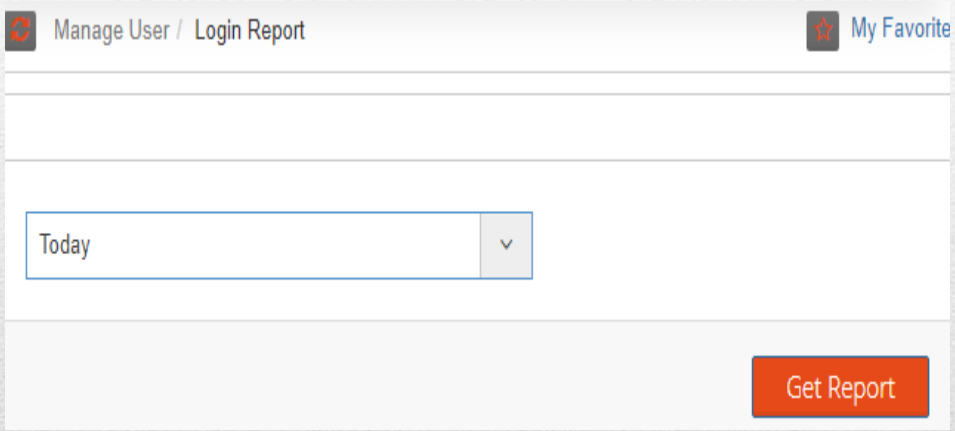
User Type: Select ...

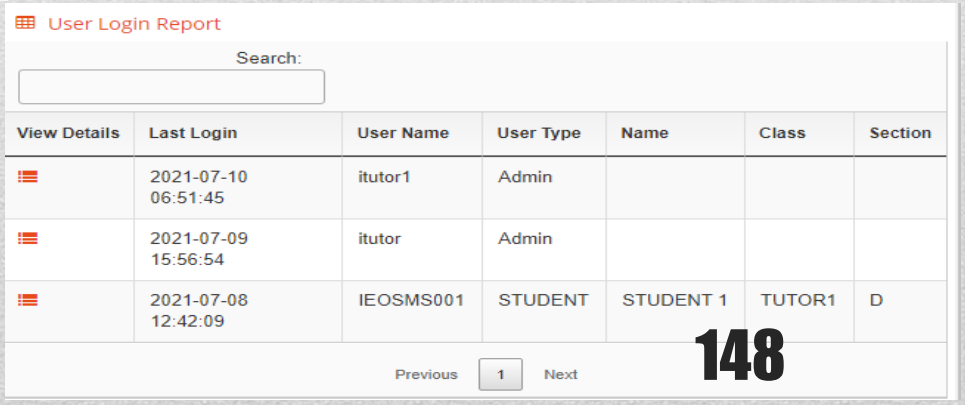
Action	User Type	Name	User Name	Password
/ Active	TEACHER Inactive	BIO T	BIO T	hidden
/ Terminate	TEACHER Active	CHE T	CHE T	hidden
/ Terminate	TEACHER Active	PHY T	PHY T	hidden
/ Terminate	TEACHER Active	MAT T	MAT T	hidden
/ Terminate	TEACHER Active	AMH T	AMH T	hidden



Manage User

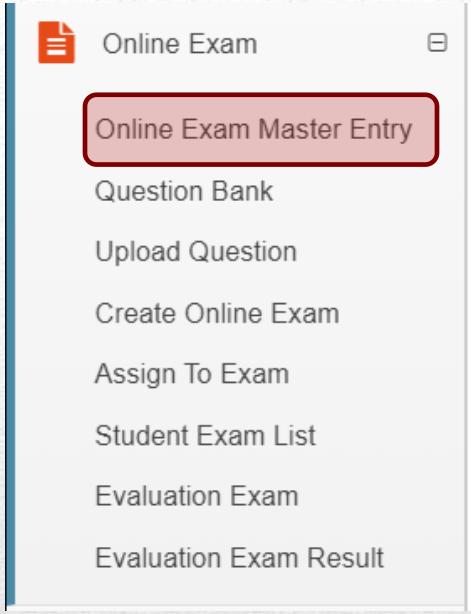
<u>Login report</u> –. Displays the login history by the day we want.





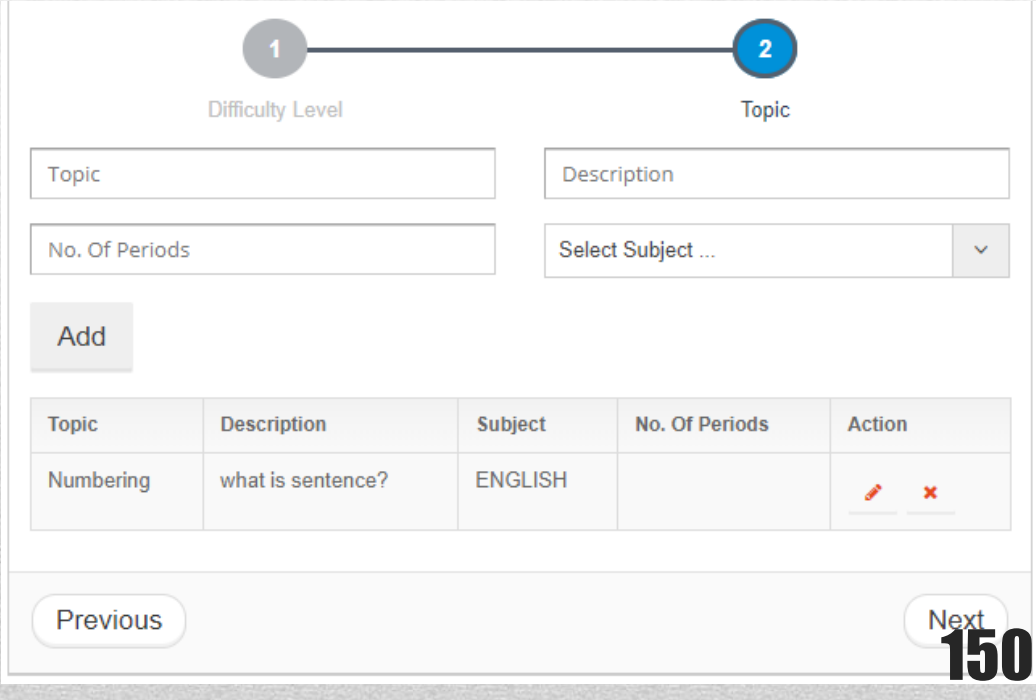
View Details	Last Login	User Name	User Type	Name	Class	Section
	2021-07-10 06:51:45	itutor1	Admin			
	2021-07-09 15:56:54	itutor	Admin			
	2021-07-08 12:42:09	IEOSMS001	STUDENT	STUDENT 1	TUTOR1	D

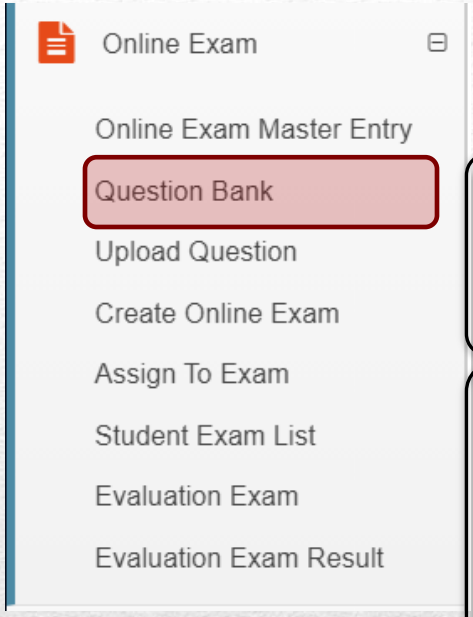
Online Exam



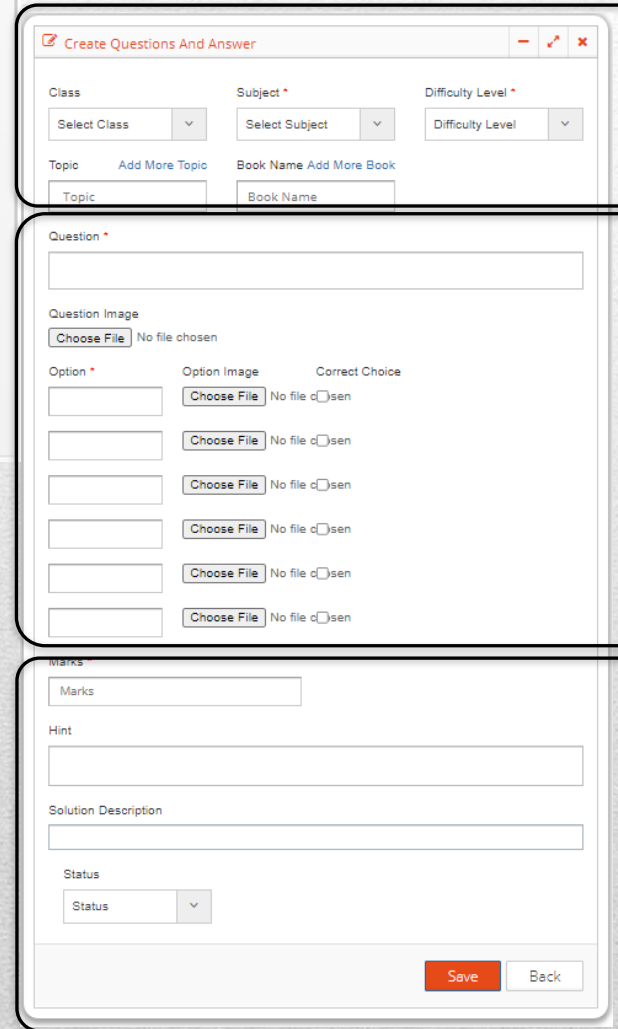
Online Exam

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.





Online Exam

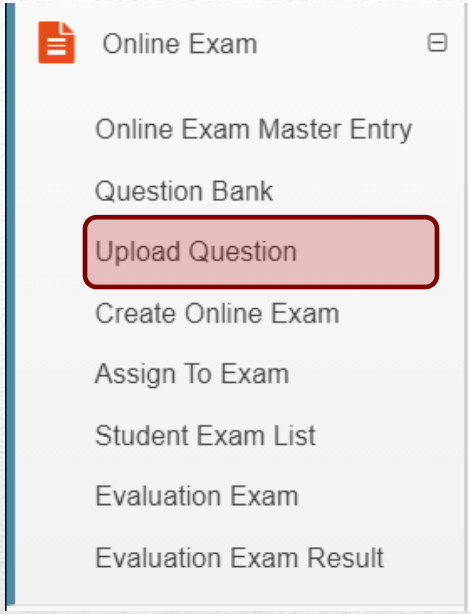


On Question Bank you have to select Class, Subject, Difficulty Level.

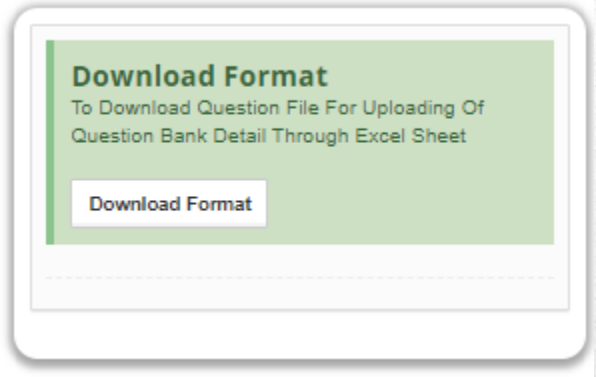
Then you can type your question in the Question Box and answer choices in the Option Box.
(You can also add images for your question and answers by clicking Choose file).

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.



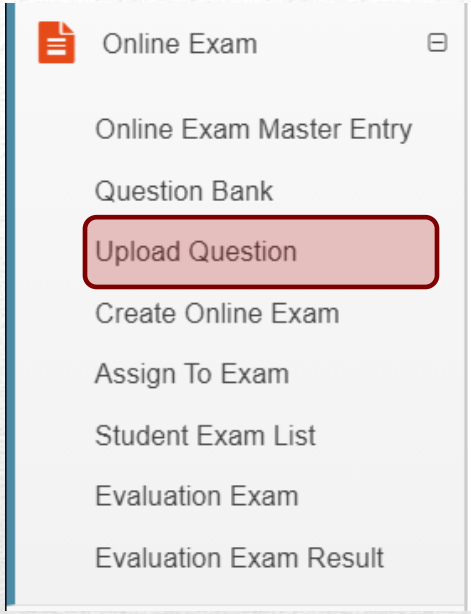
Online Exam



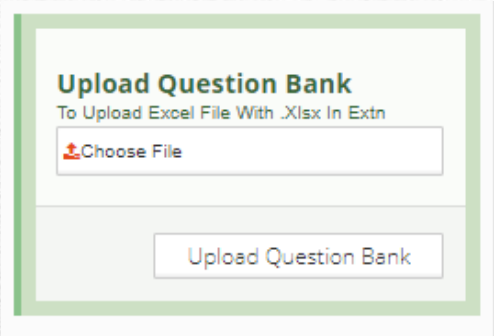
On Upload Question You can download the excel format the system uses by clicking Download Format.

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								



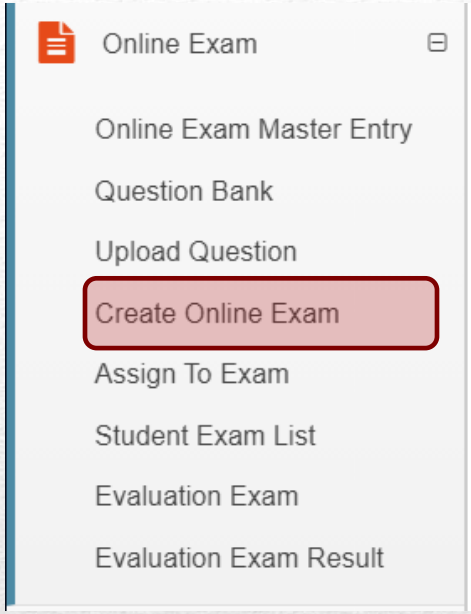
Online Exam



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

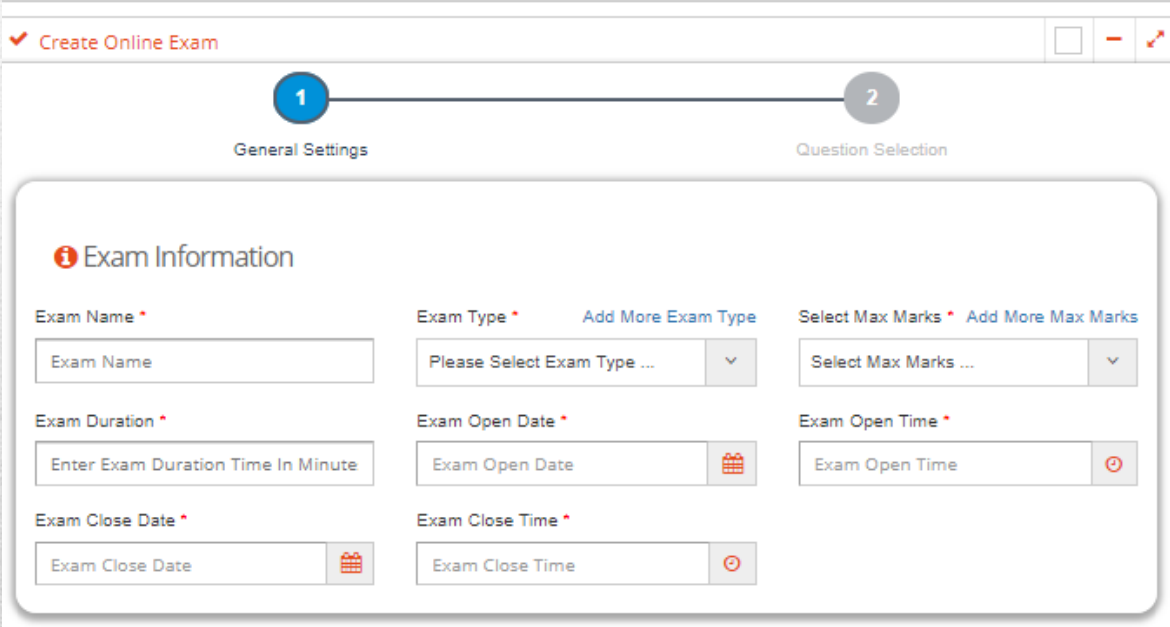
You can view the questions statue you uploaded as shown below.

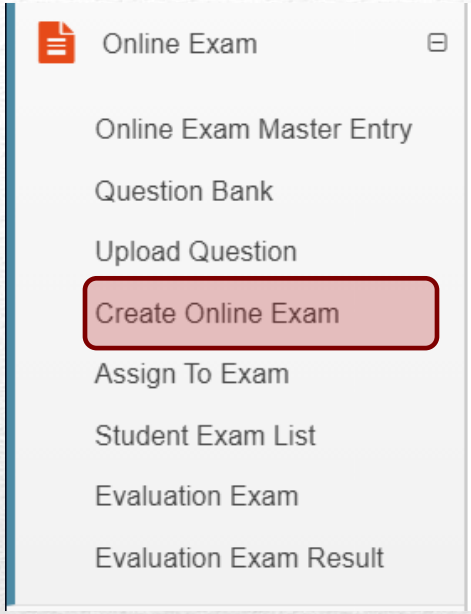
Row No	Question	Status	Created On
2	100-2	Question Created Successfully	2021-01-21 08:40:33
3	100-3	Question Created Successfully	2021-01-21 08:40:33
4	100-4	Question Created Successfully	2021-01-21 08:40:33
5	100-5	Question Created Successfully	2021-01-21 08:40:33
6	100-6	Question Created Successfully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

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.

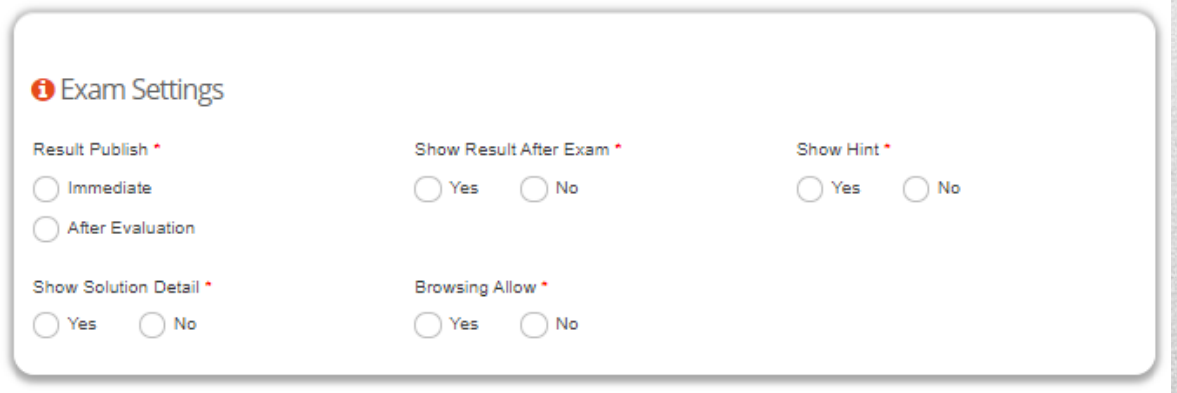


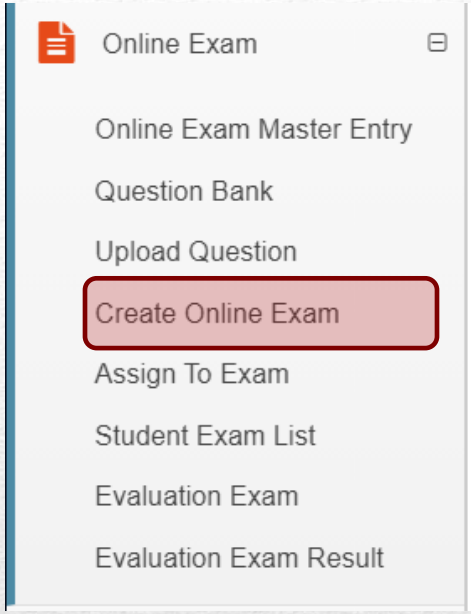


Online Exam

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.



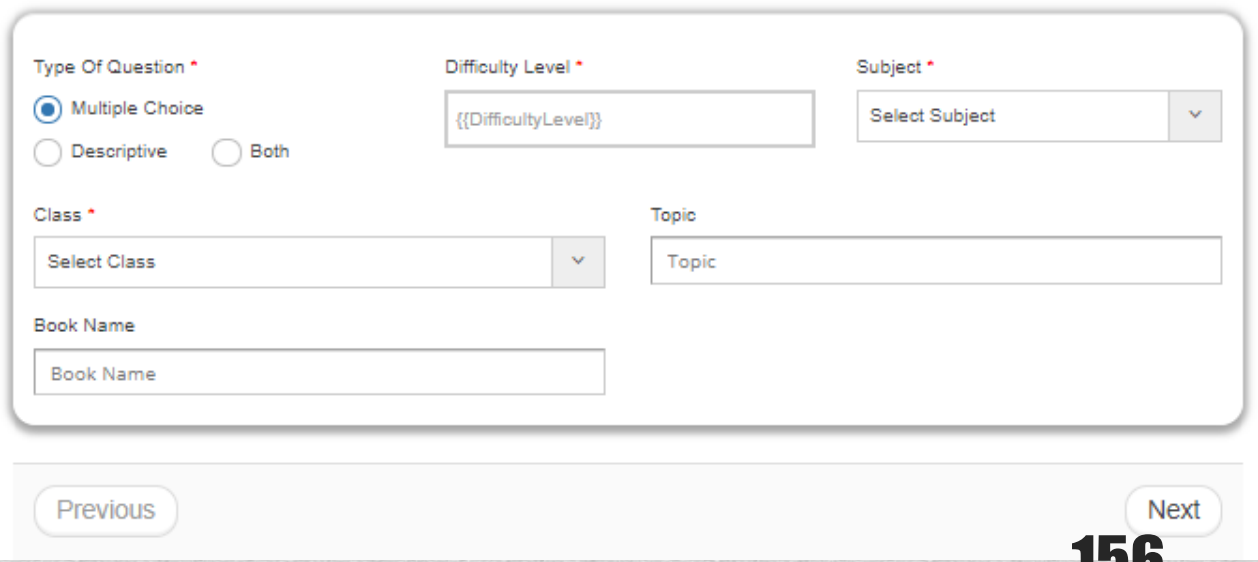


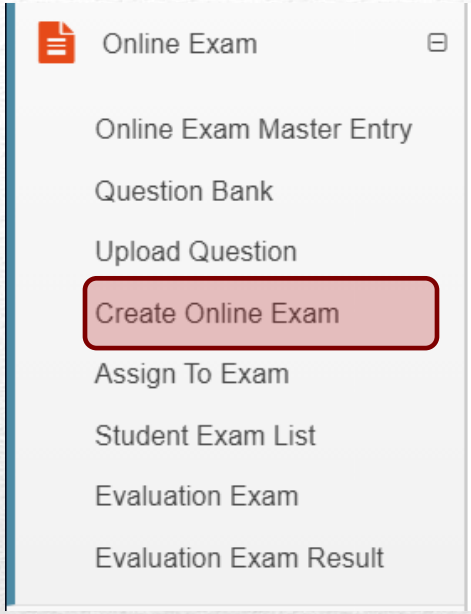
Online Exam

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





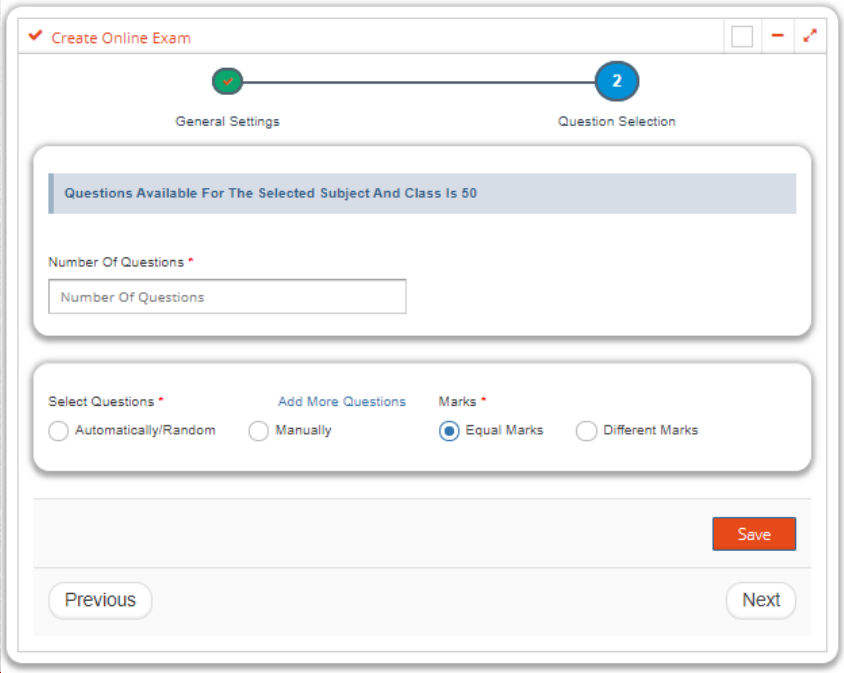
Online Exam

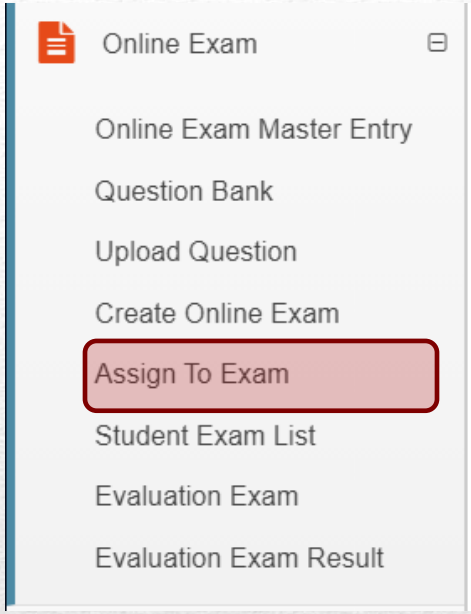
After Filling All General Settings you must choose Number Of Questions. Then you have to select Automatically/Random or Manually

- 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.

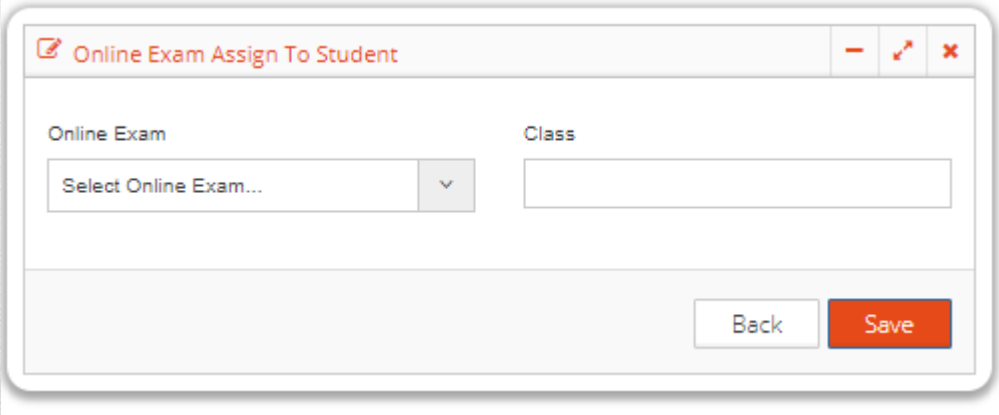


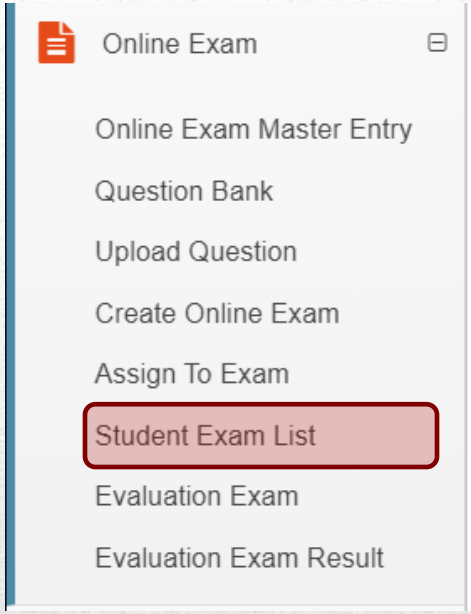


Online Exam

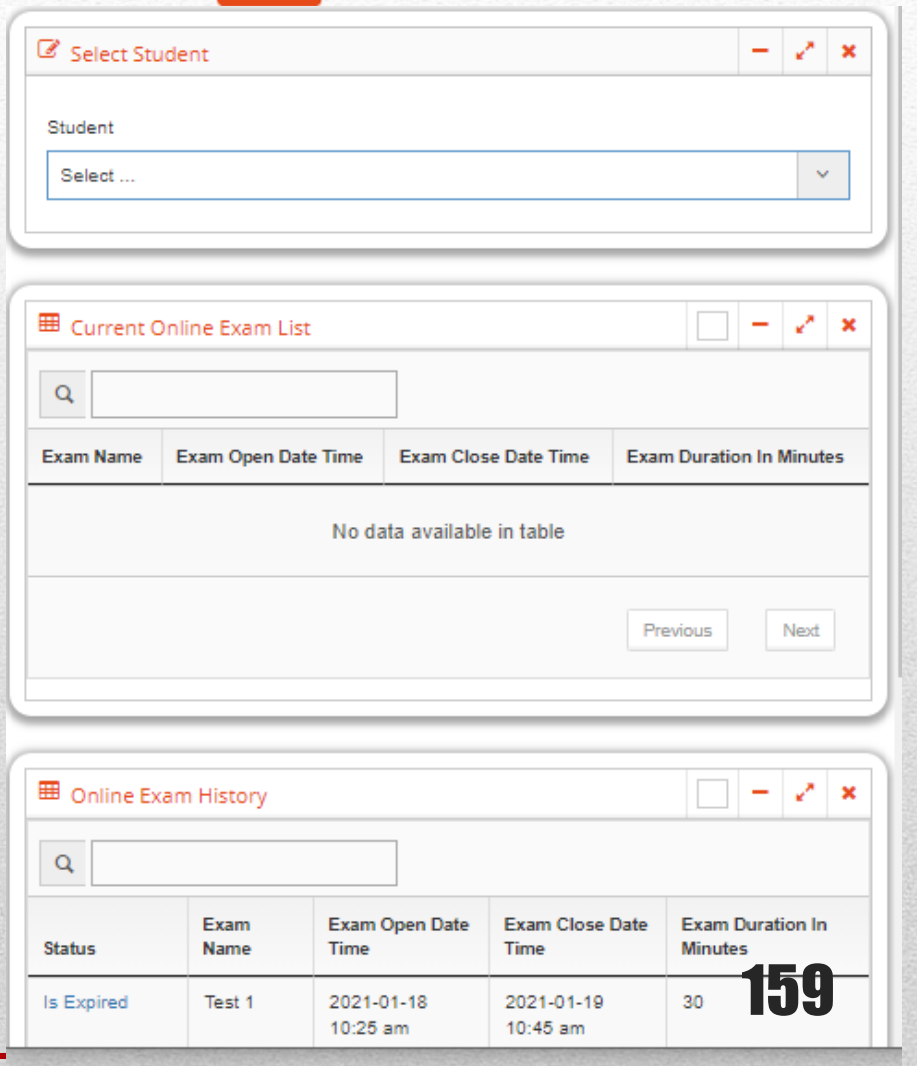
On Assign To Exam you select Online Exam that are created before and the classes you are going to assign the exam to.

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



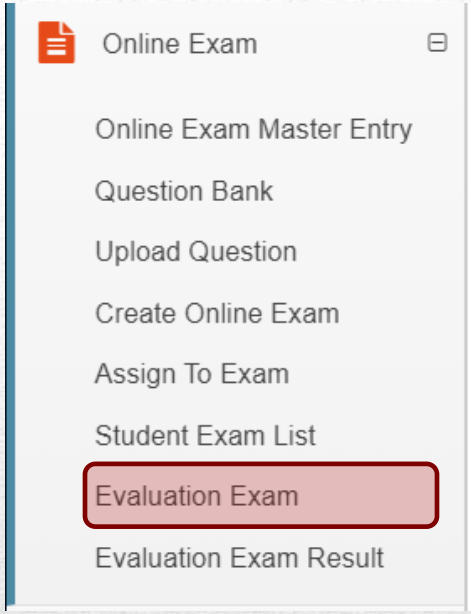


Online Exam



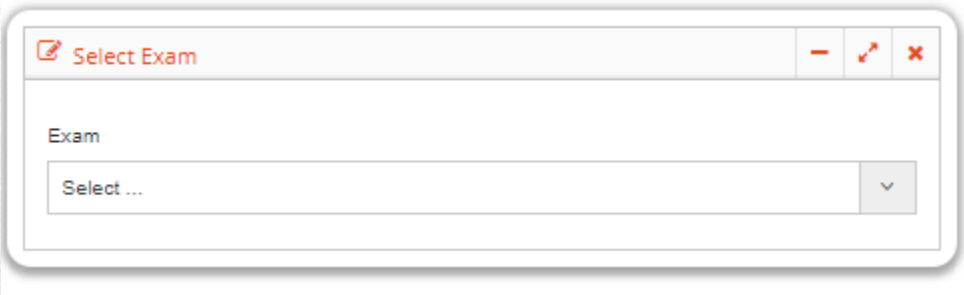
On Student Exam List you can get

- 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.

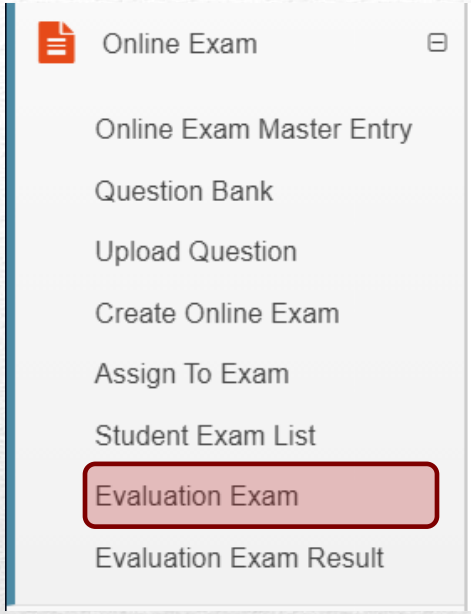


Online Exam

On Evaluation Exam you can evaluate the exam of students.

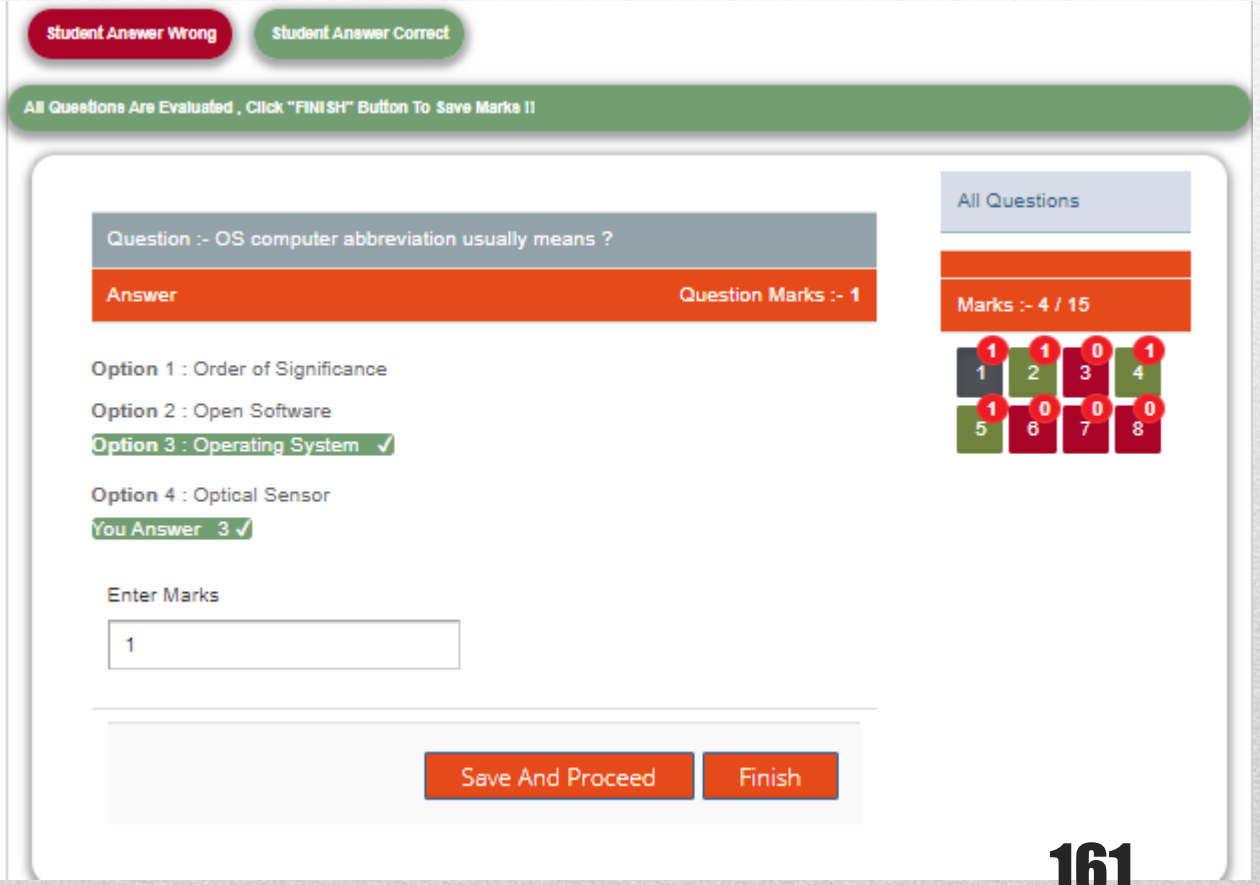


1. First you have to select the Exam.
2. Select the students name you want to evaluate by clicking Recheck.



Online Exam

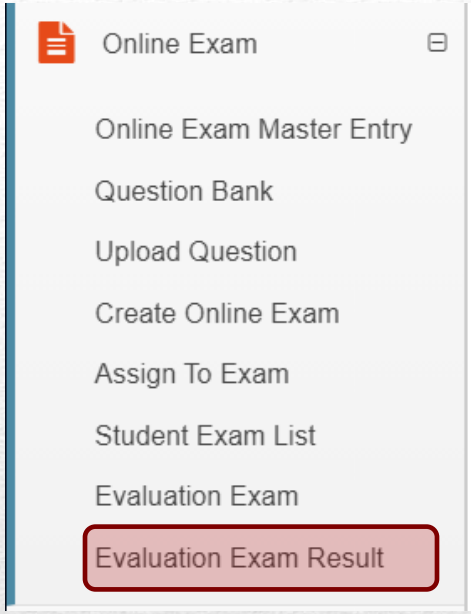
On Evaluation Exam you can evaluate the exam of students.



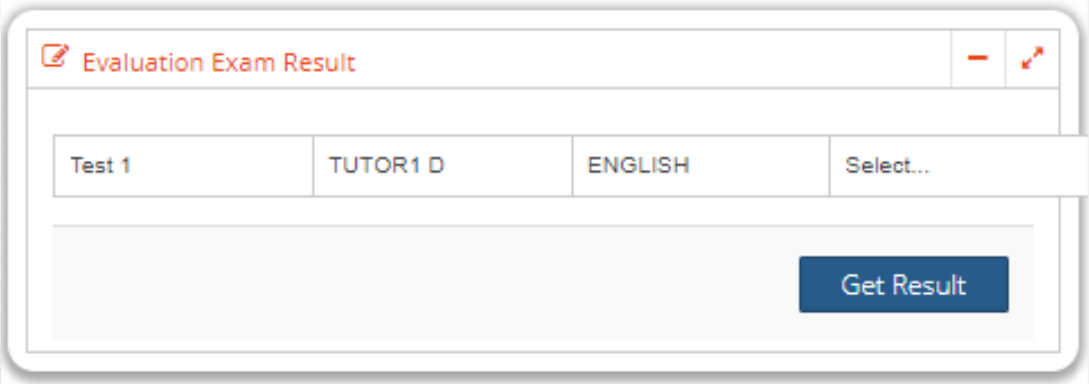
3. Check every questions answer and add the required mark in the box that says Enter Marks.

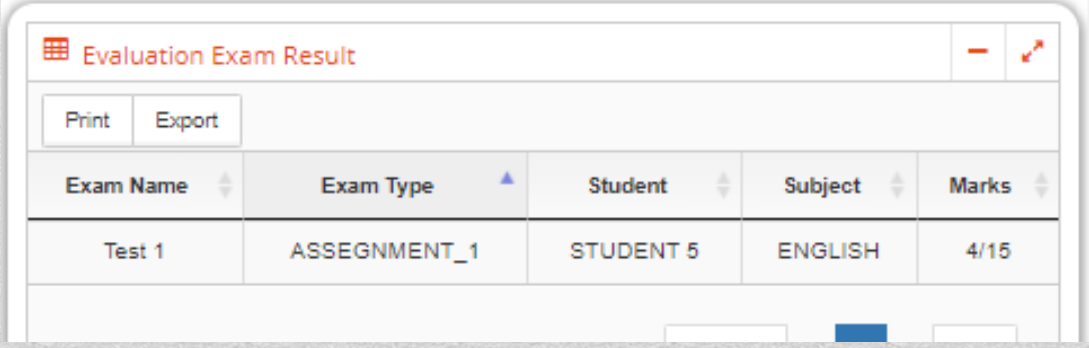
4. If you click Save and Proceed it will save and proceed to the next question.

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



Online Exam





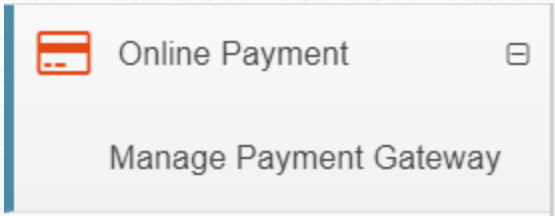
On Evaluation Exam Result you can get Evaluated exam results

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

Then Click Get Result

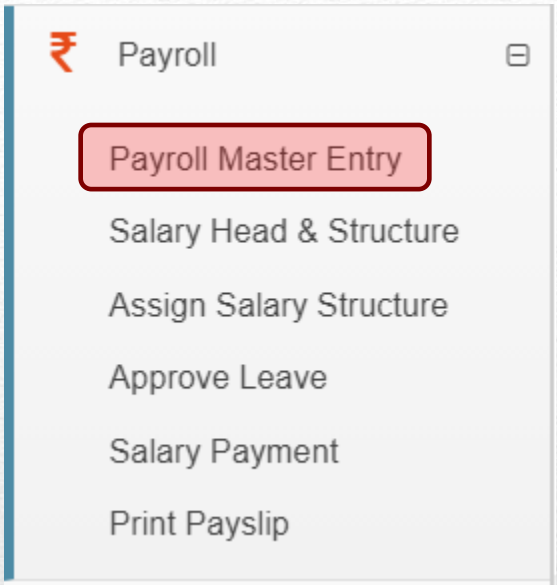
You can Export the exam results or print directly.

Online Payment



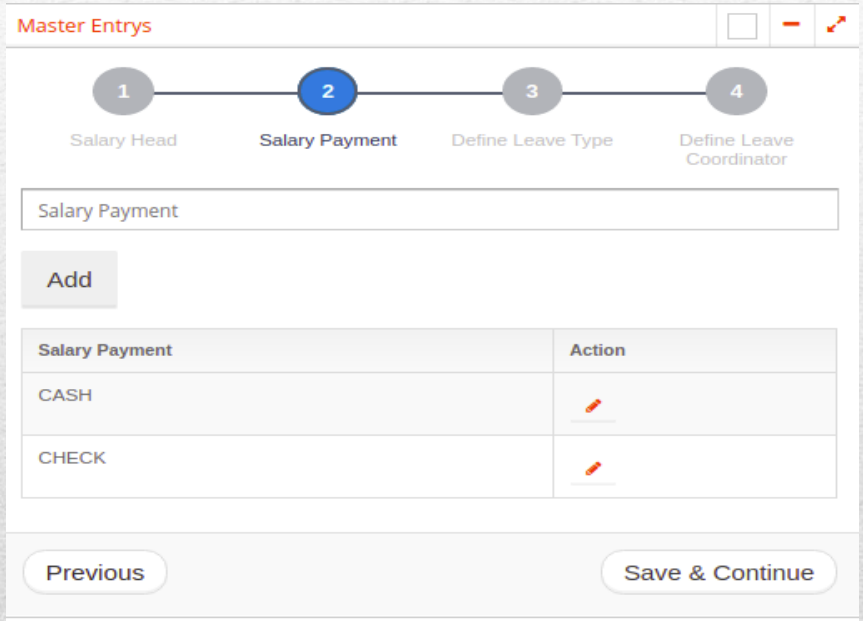
Online Payment

₹ Payroll

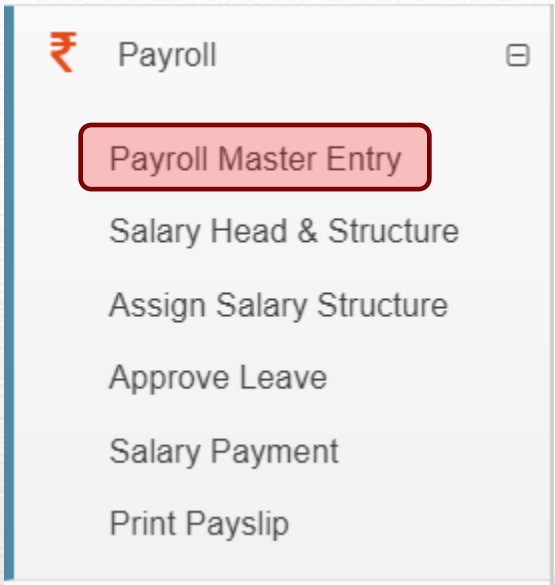


Payroll

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



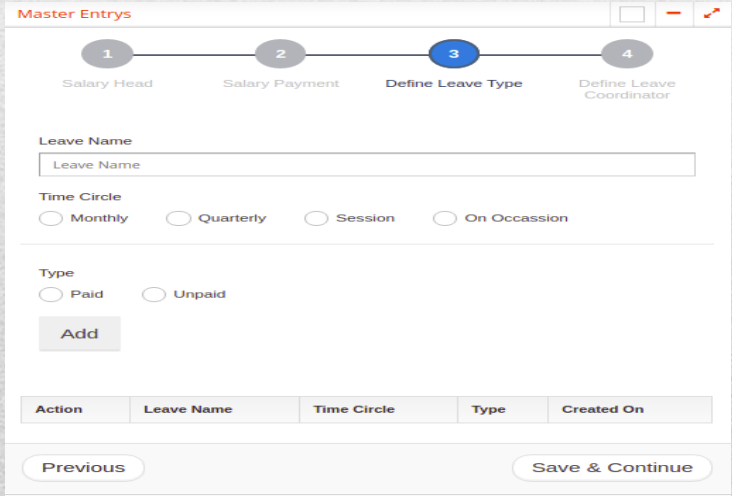
Step 1: Write Salary Payment Type
Step 2: ADD it.



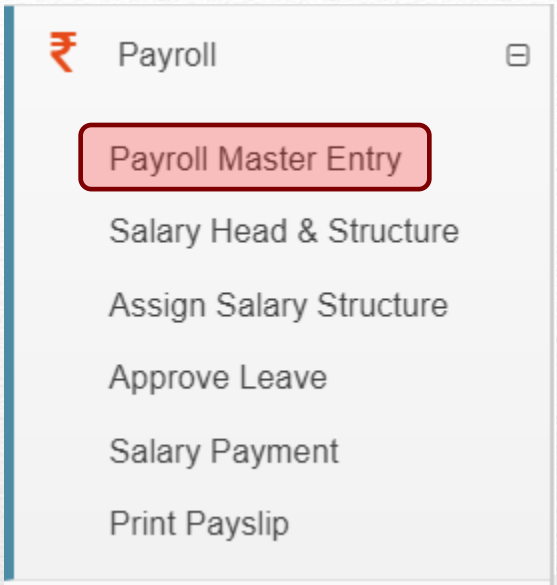
Payroll

In this Module we define Leave Type like
* Monthly
* Quarterly
* Session (Yearly)
* On Occassion

Also you can define Paid or Unpaid Leave Type

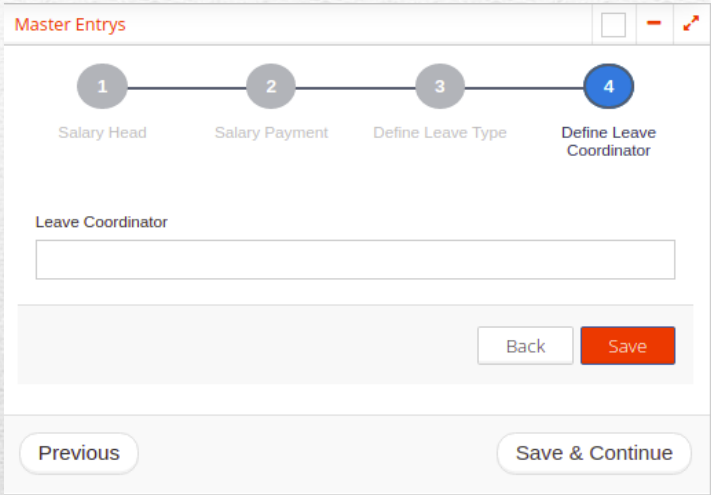


Step 1: Fill All form and
Step 2: ADD it.

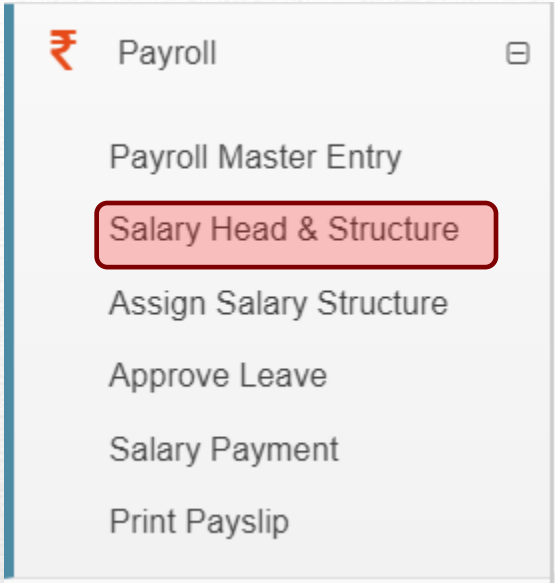


Payroll

In this Module we define or Assign Leave Coordinator



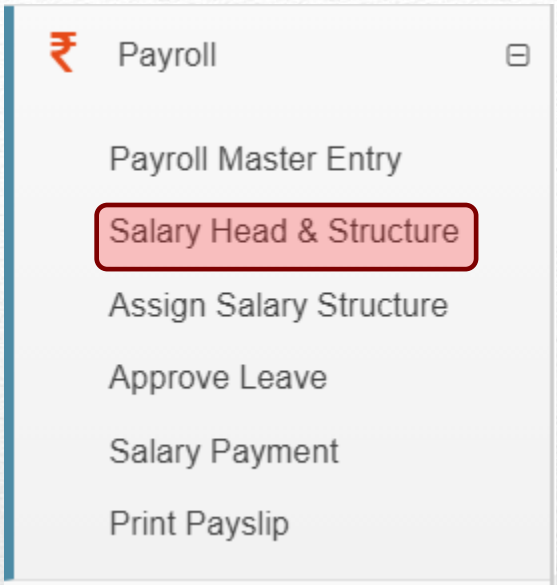
Step 1: Select Staff
Step 2: Saveit.



Payroll

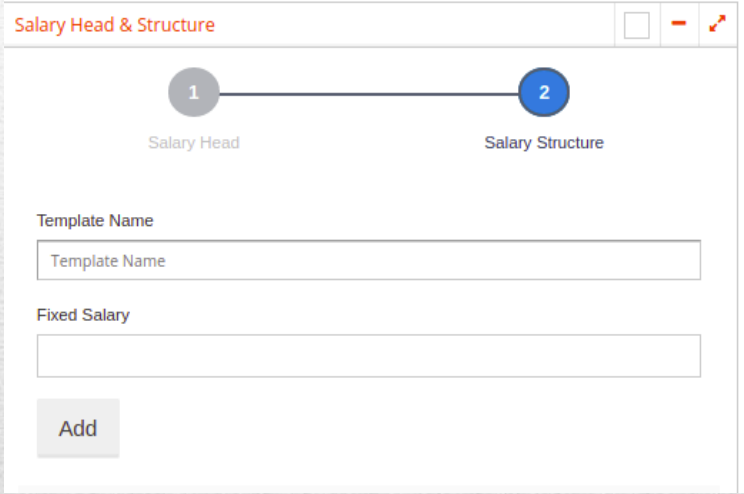
In this Module Staff Salary head with salary Type

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

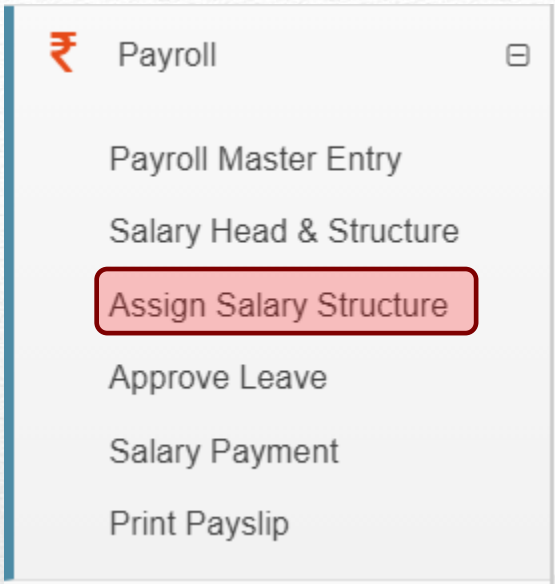


Payroll

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

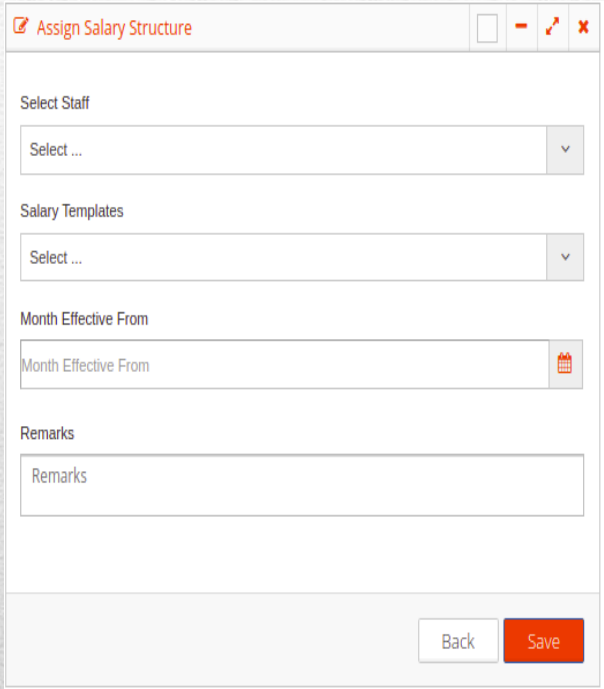


Step 1: Template Name
Step 2: Fixed Salary.
Step 3: Add

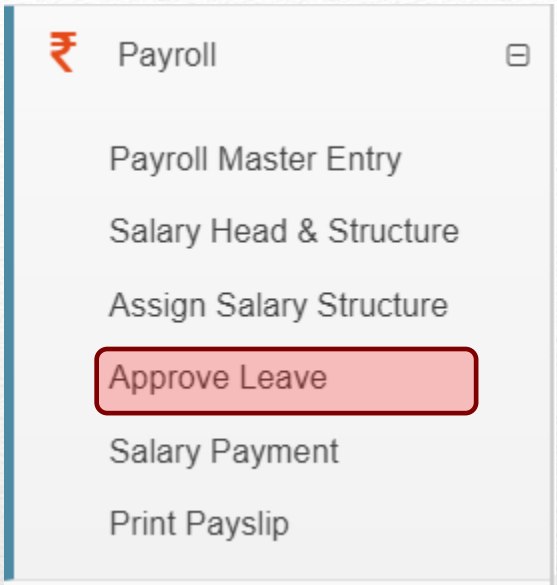


Payroll

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

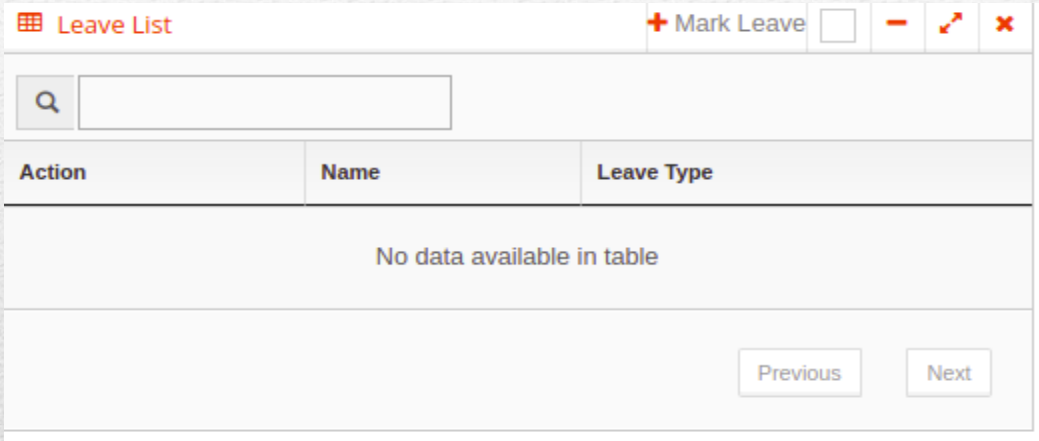


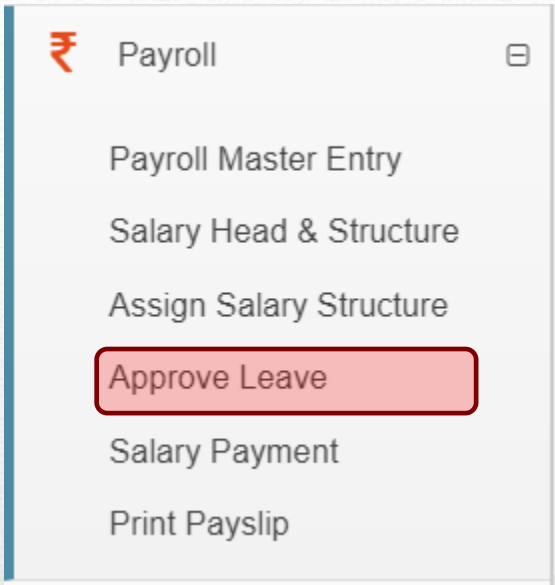
Step 1: Select Staff
Step 2: Select Salary Template.
Step 3: Select Started Month
Step 4: Remark (Optional)
Step 5: Save



Payroll

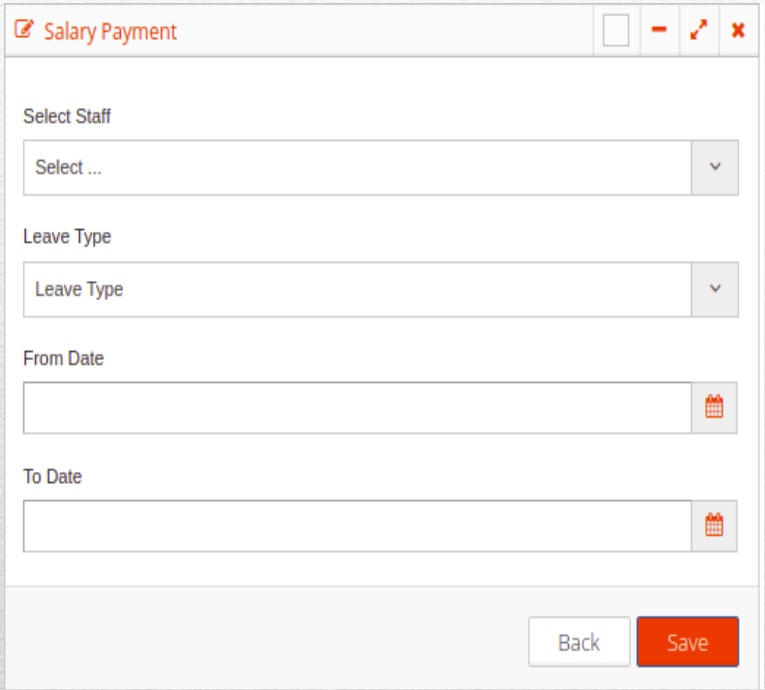
In this module we Upprove Leave request if exist. also we can Grant Leave for staff just click Mark Leave

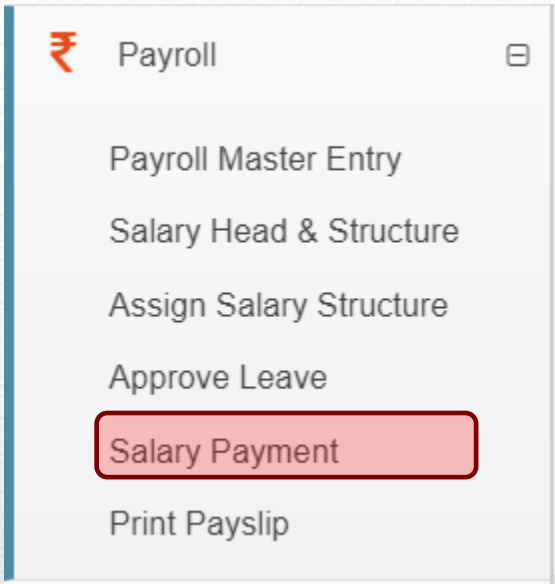




Payroll

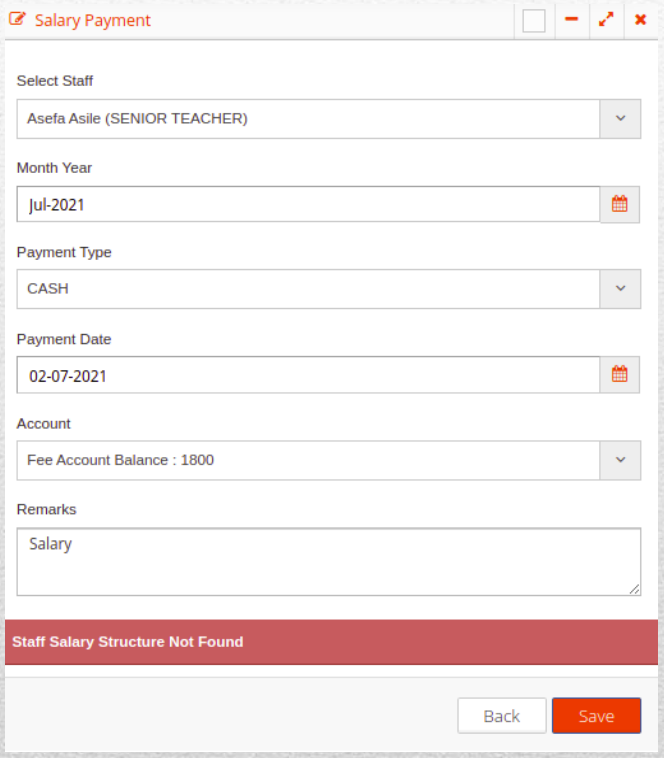
After that we fill necessary information and Save it.



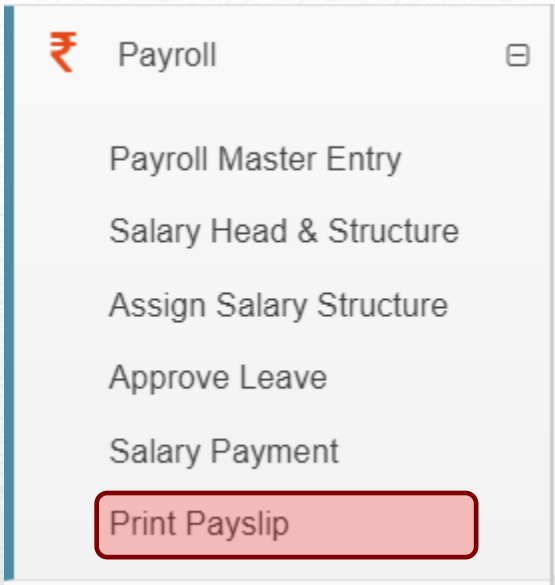


Payroll

In this module we pay salary payment for staffs

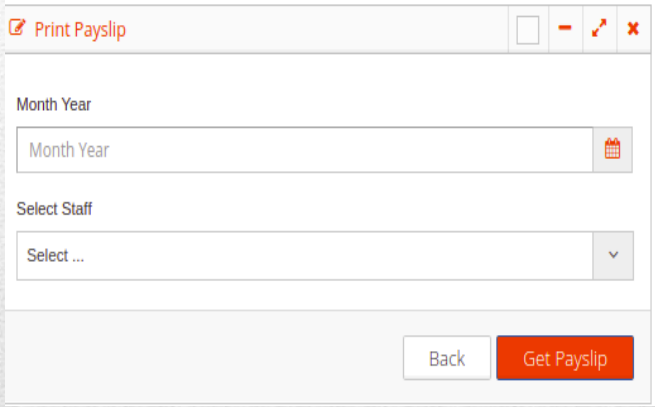


Fill all forms and save it.



Payroll

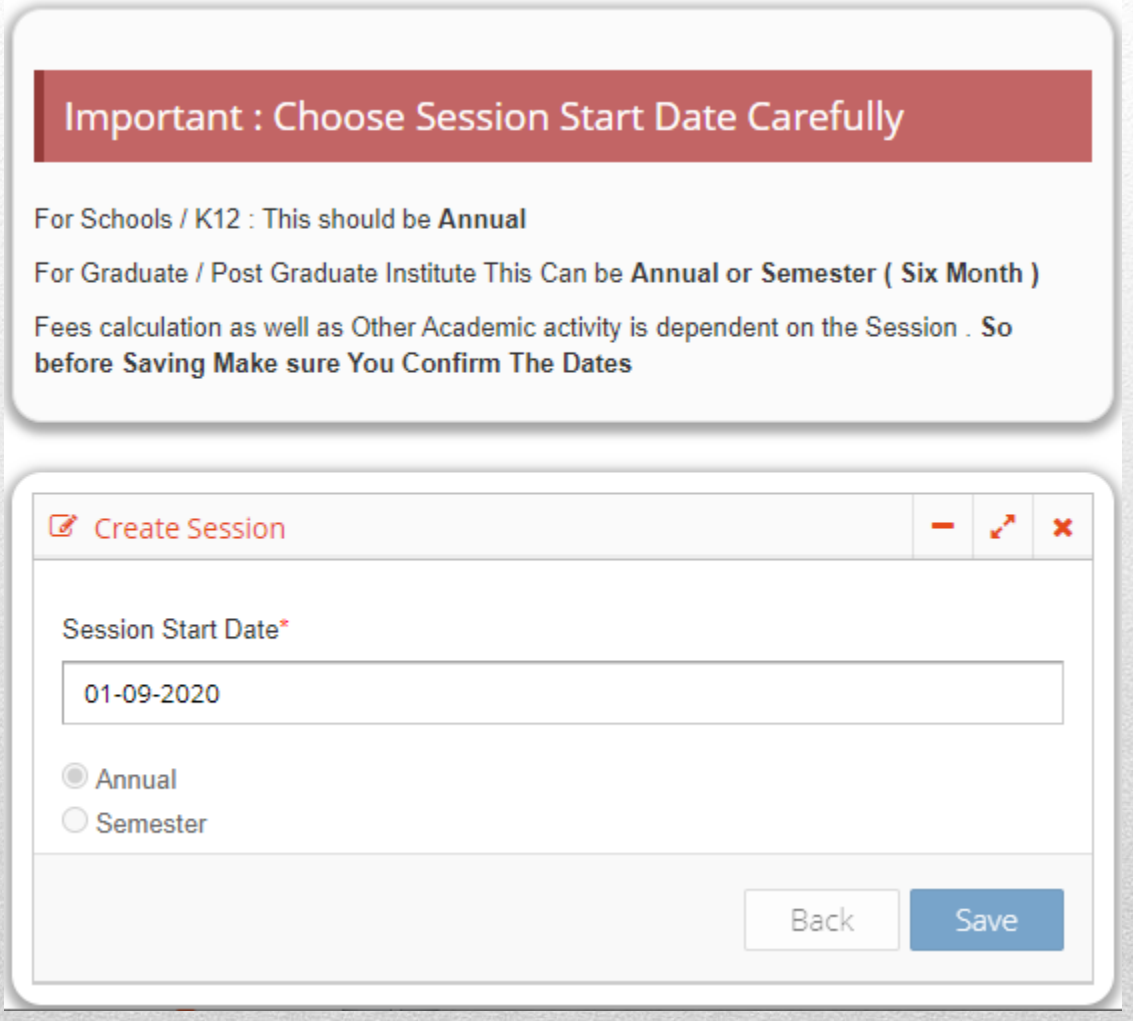
In this module we print salary report for staffs



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

Session

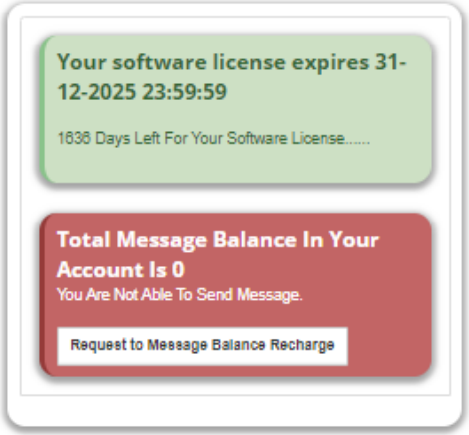
Session

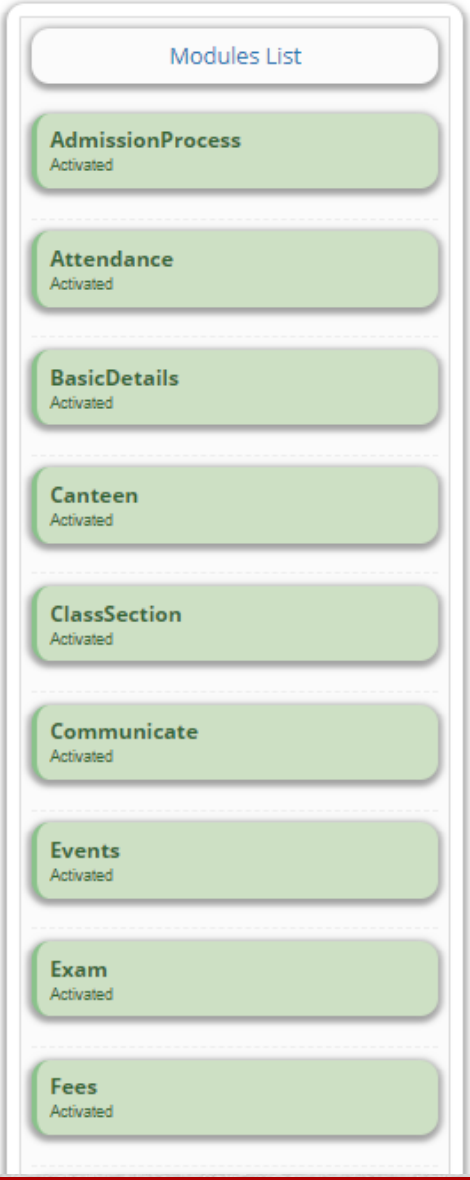


On Session You can create your Session Start Date with

- Annual
- Semester

Software Details



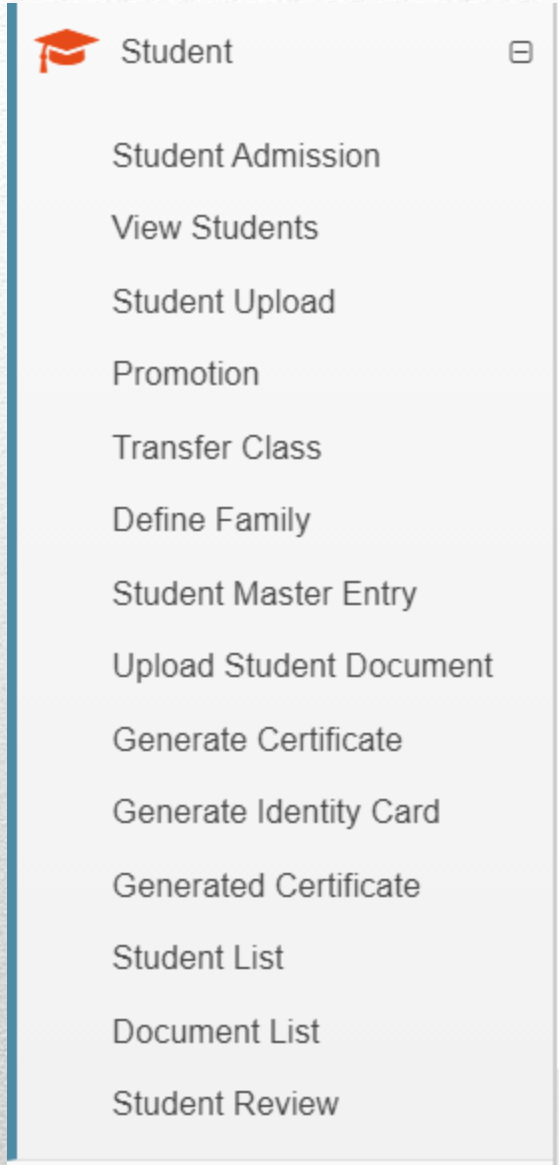


Software Details

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

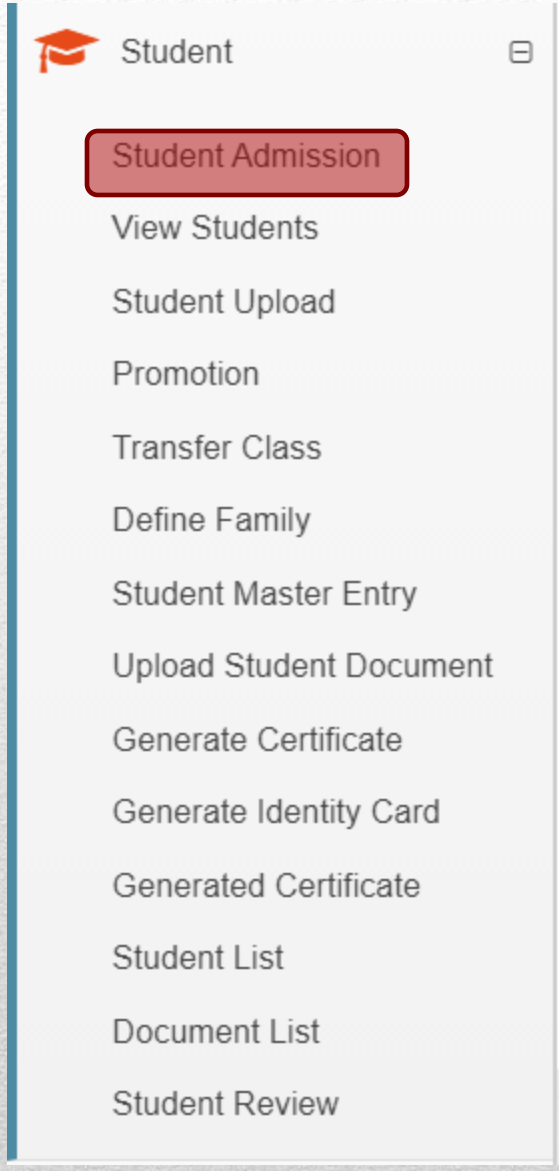
- Your software license expire date
- Module Lists that are Activated and Not Activated

Student



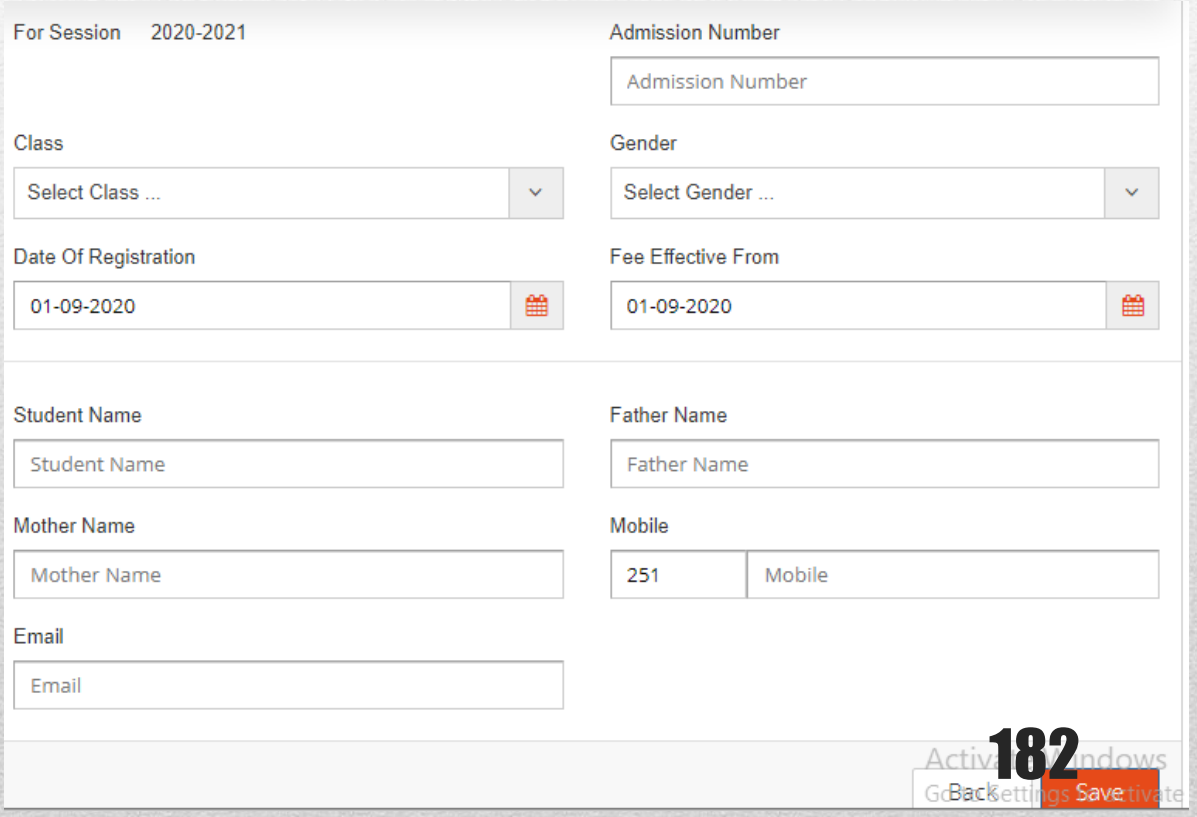
Student

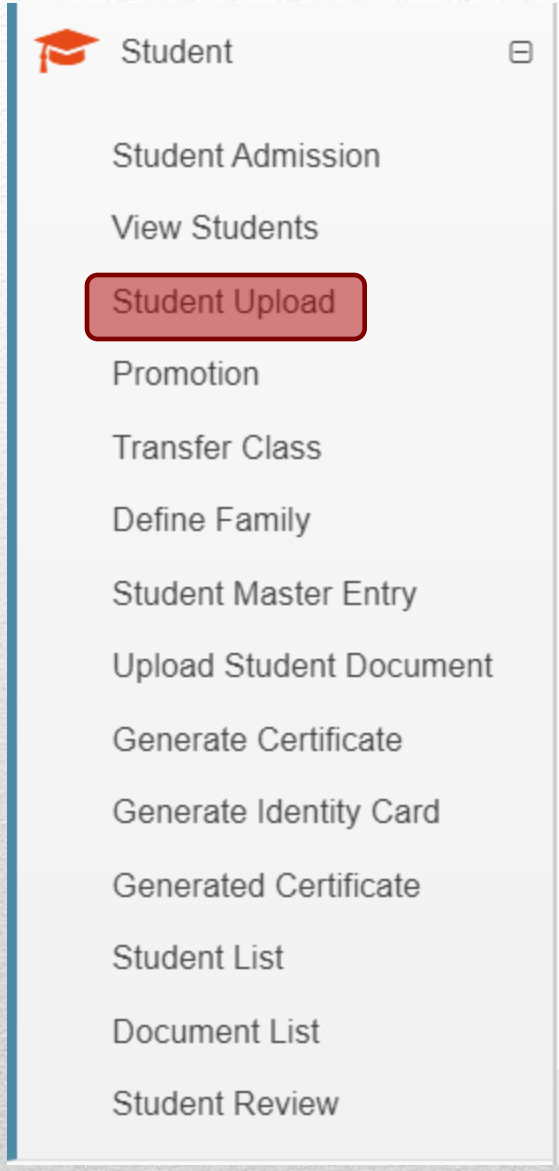
Student admission - this is where the student admission to class.
View students – this provides the information about students.
Student upload - it allows as to upload more than 1 student information.
Promotion – this is when students upgrade from certain class to the next grade.
Transfer class – is 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

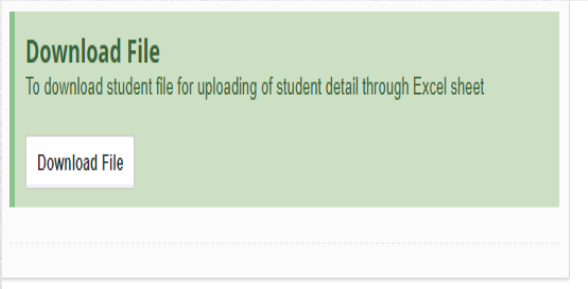
In the admission we fill the necessary information's about the student. And save the data.

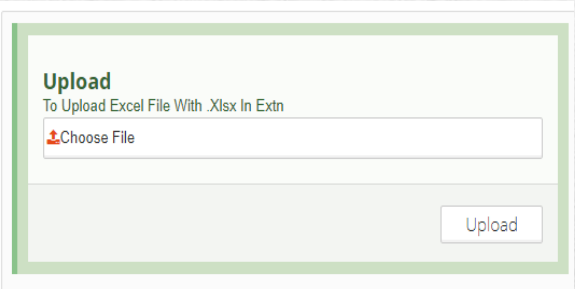




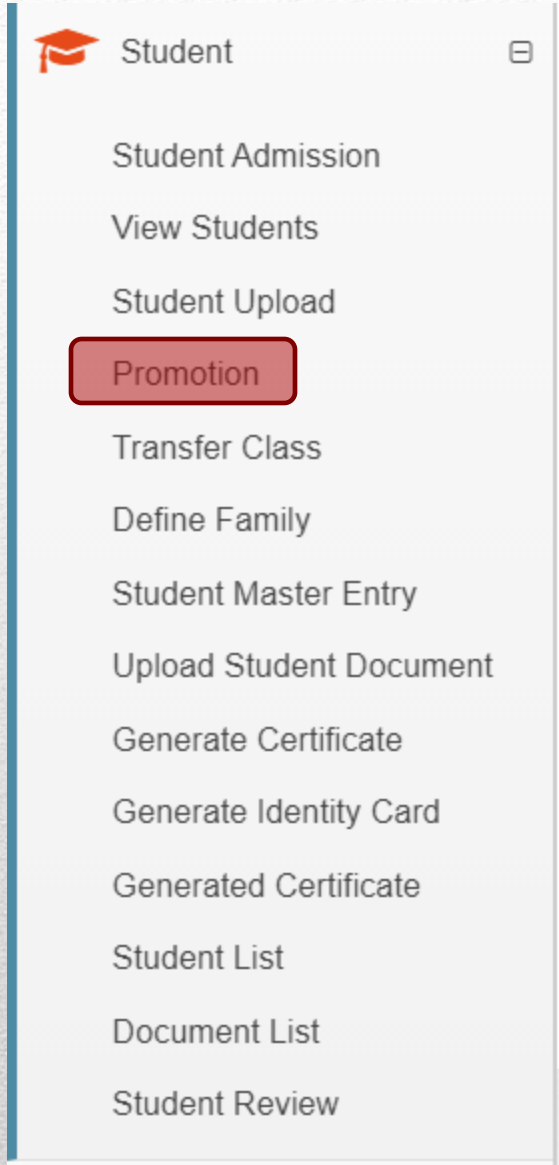
Student

- 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.



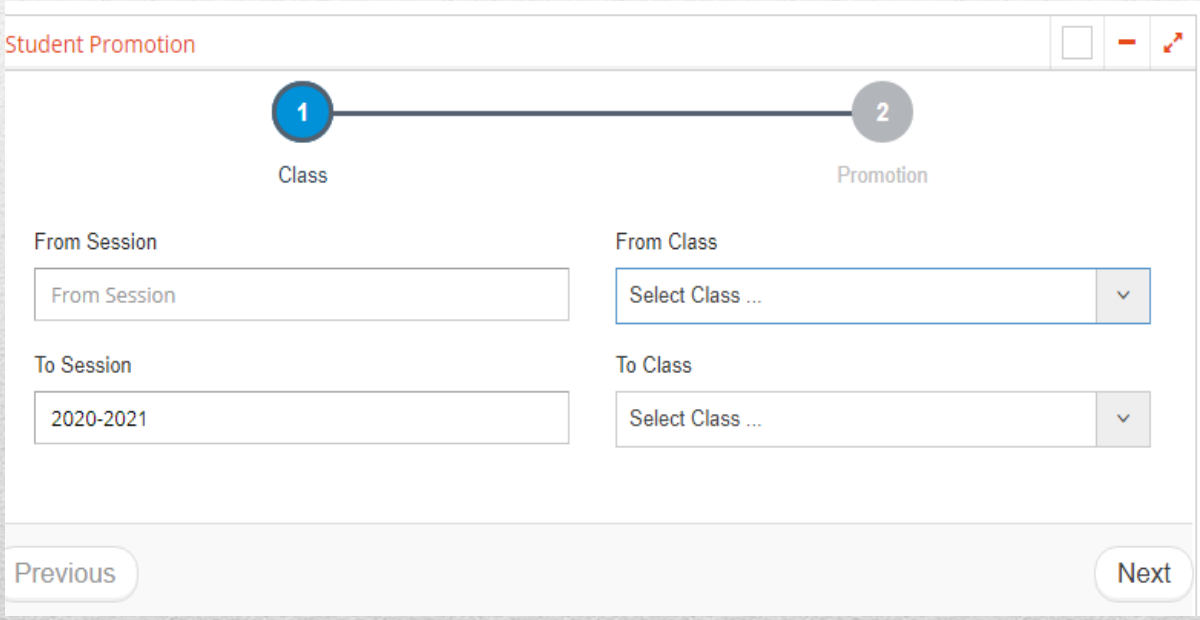


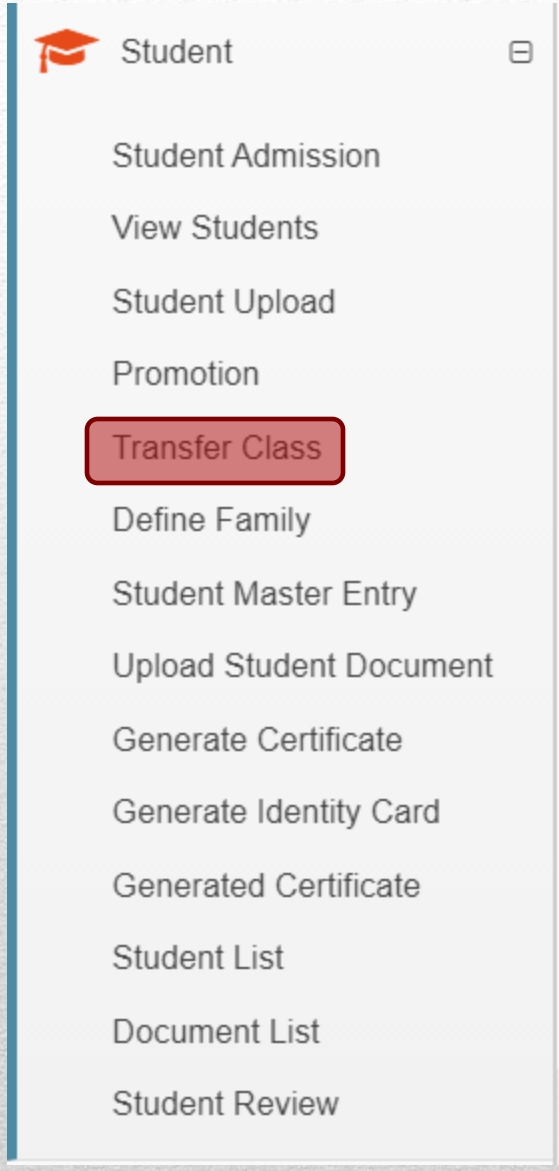
Class	Section	FeeEffectiveFrom	DateOfRegistration	Gender
NURSERY	A	22-03-2016	22-03-2016	female
NURSERY	A		11-06-2016	male
NURSERY	A	11-06-2016	22-03-2016	female
NURSERY	A	22-03-2016	22-03-2016	female



Student

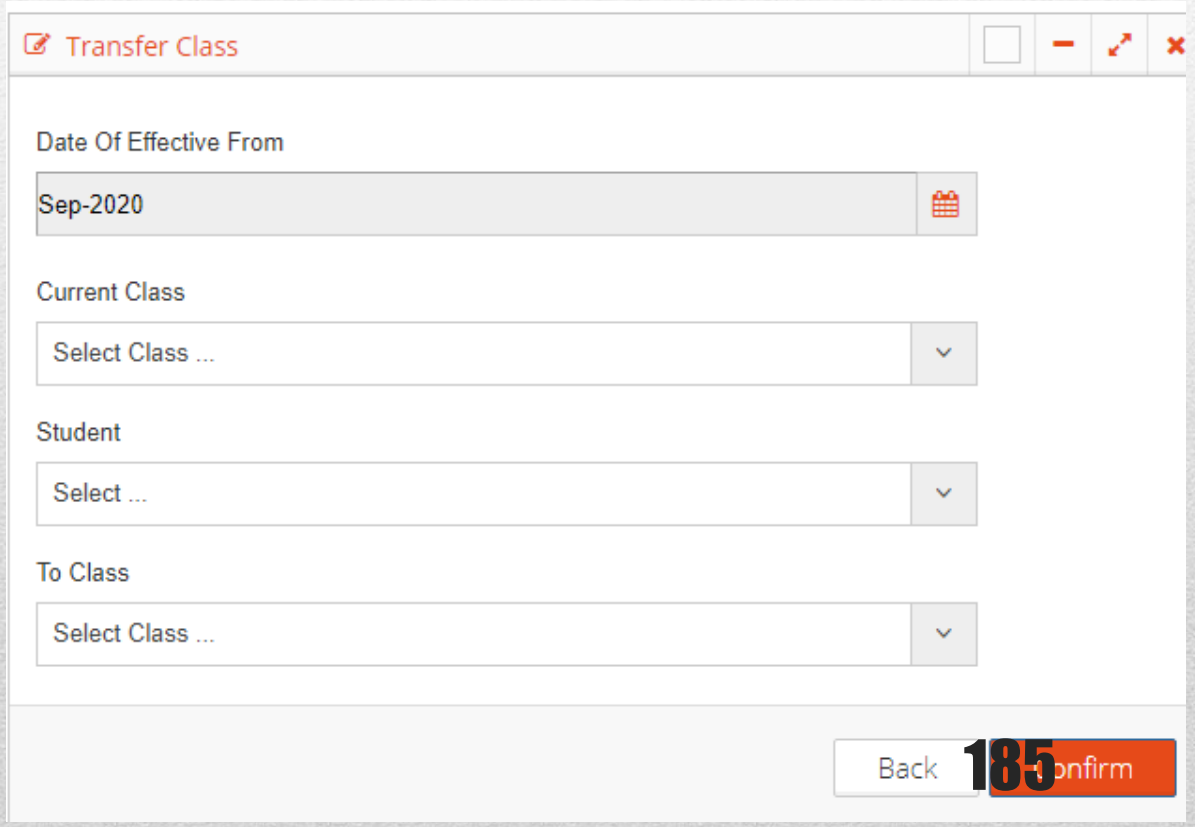
- By filling the session and class we can promote a student from one grade to the another .

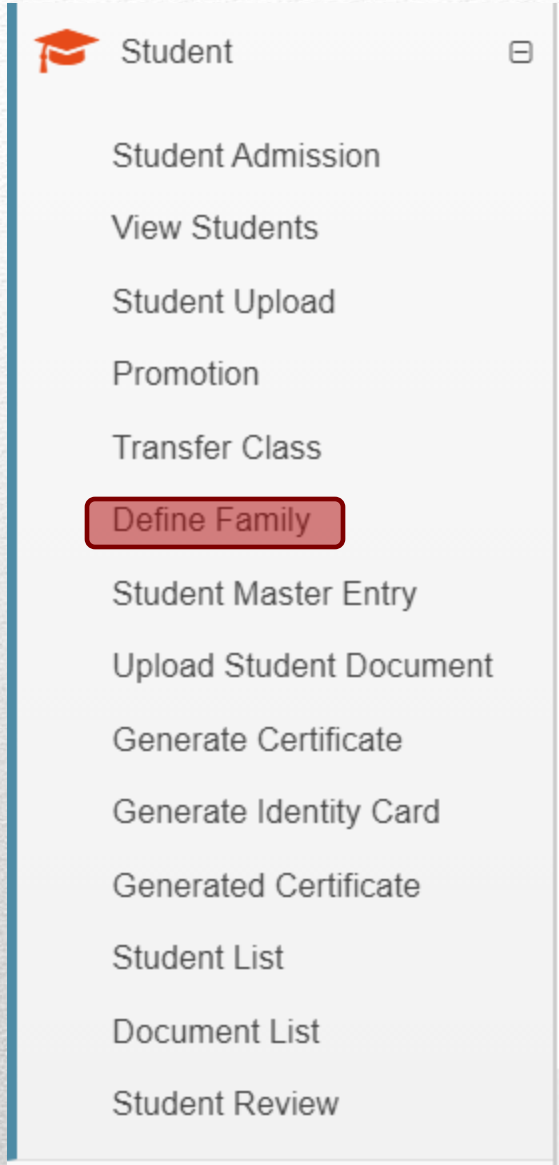




Student

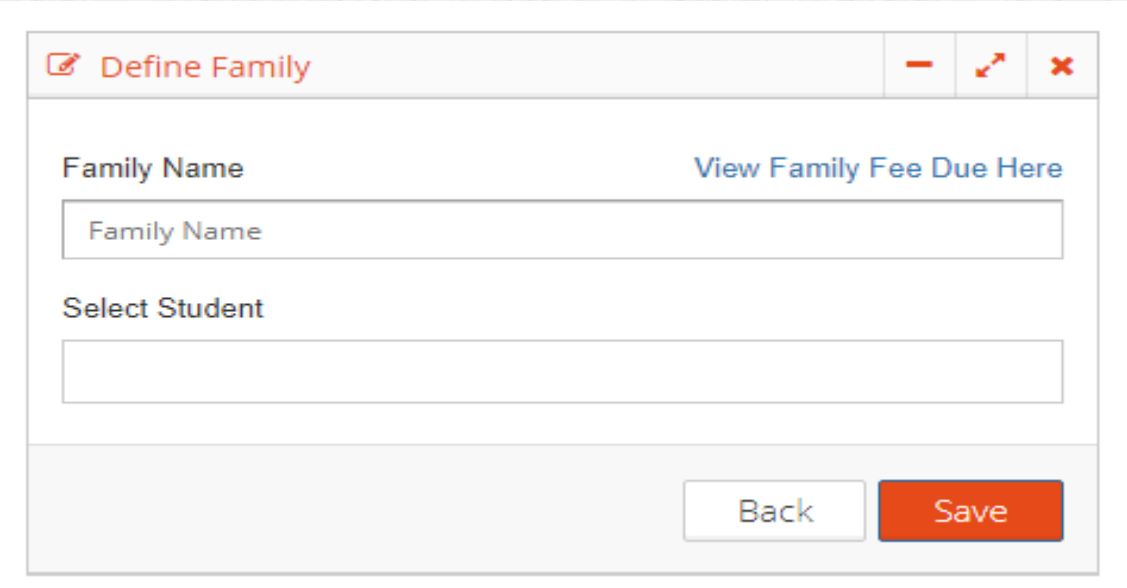
- By filling the necessary information we can transfer one student from class to class.

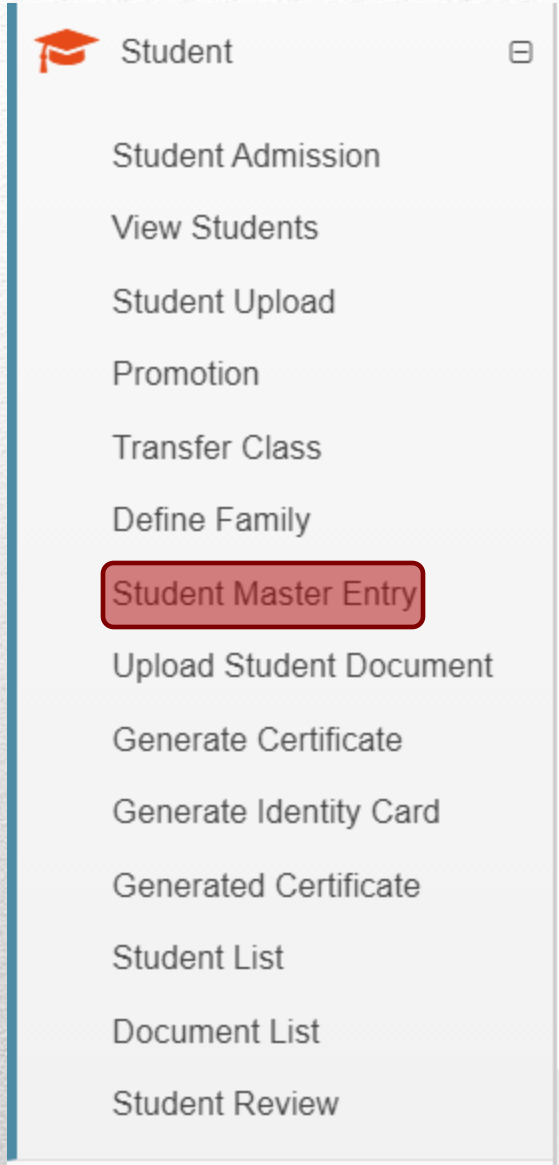




Student

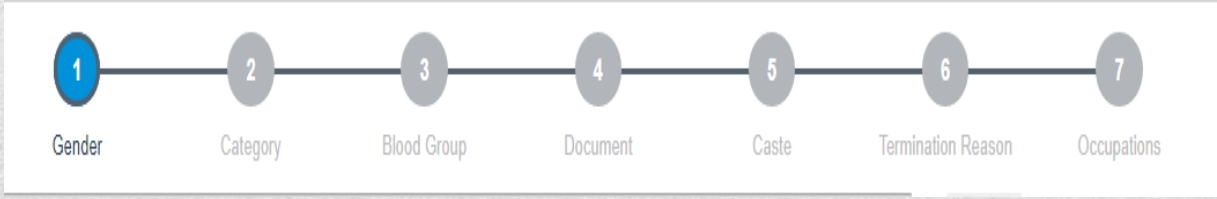
- This allows to easy access information about both the student and parents when they have more than one kid at the school.

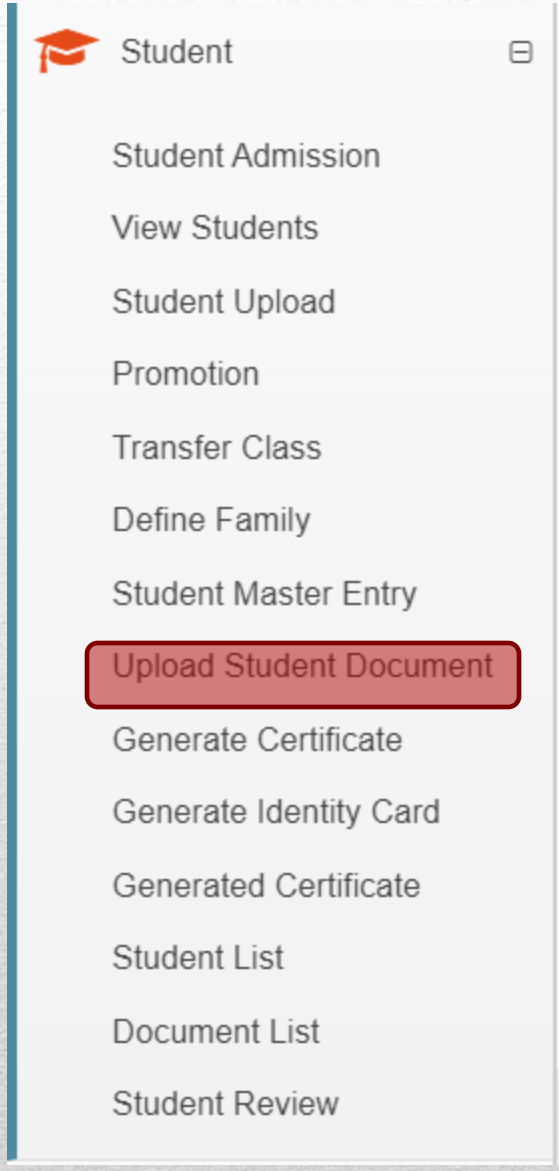




Student

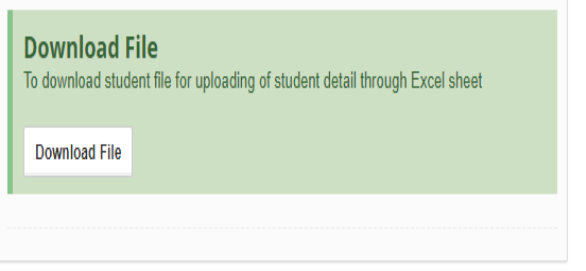
- We can insert student document through this process. We can only upload a single student's document at a time.

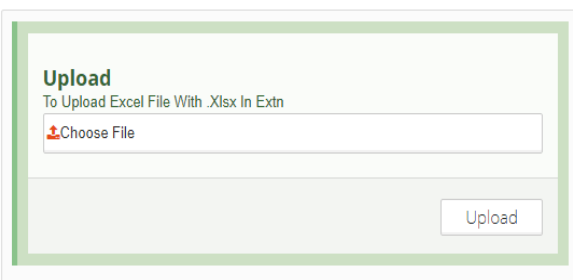




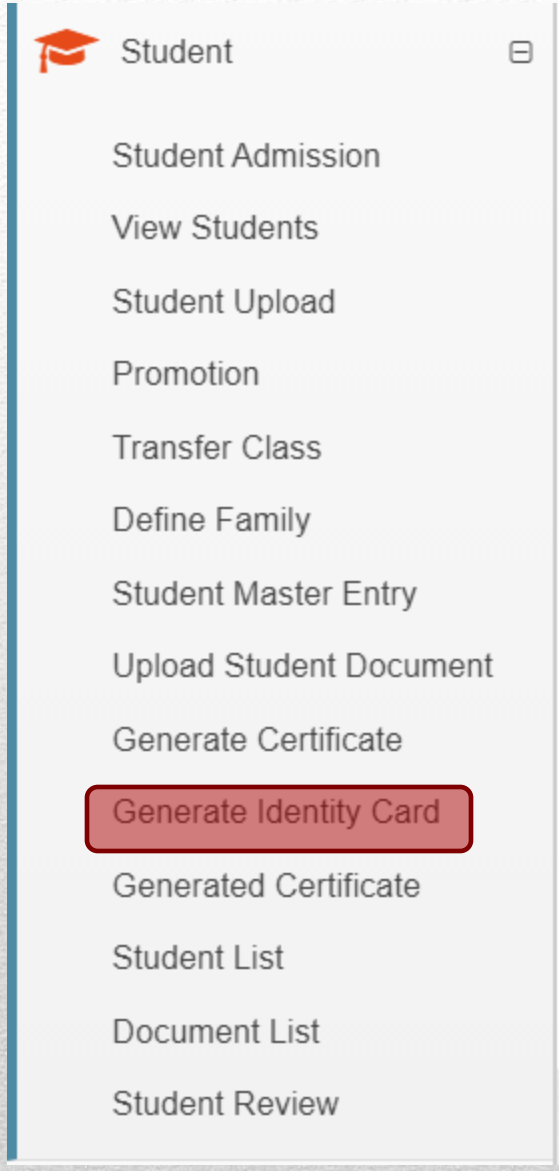
Student

- 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.



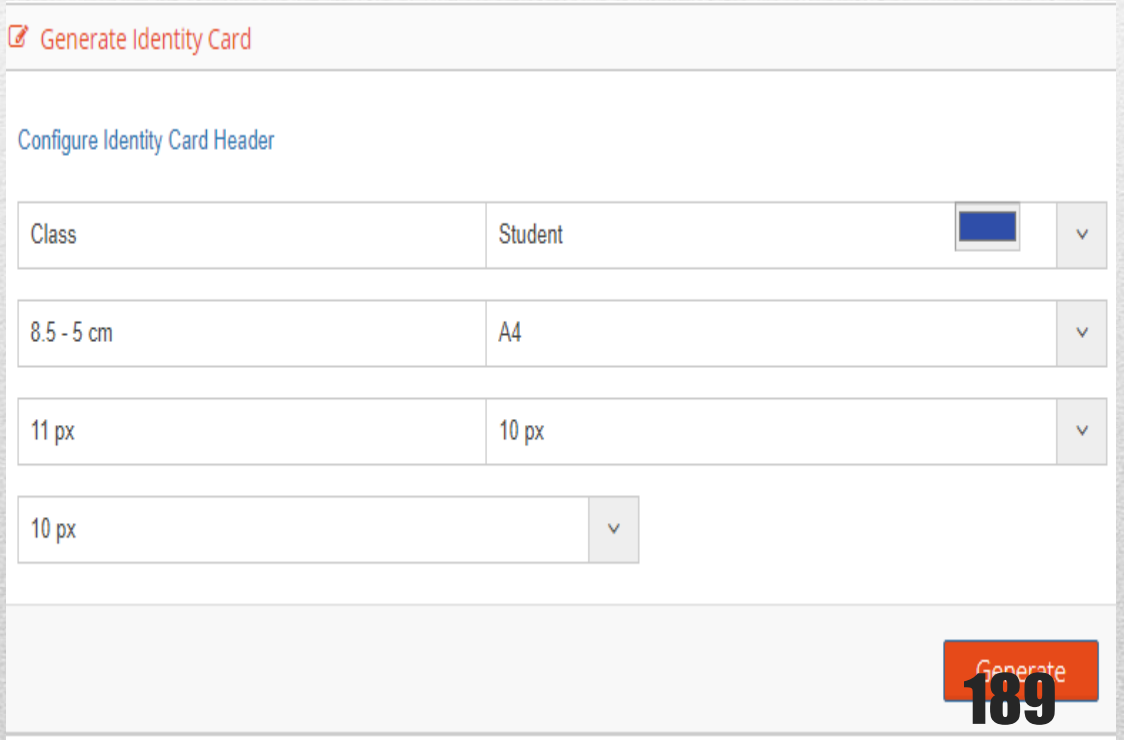


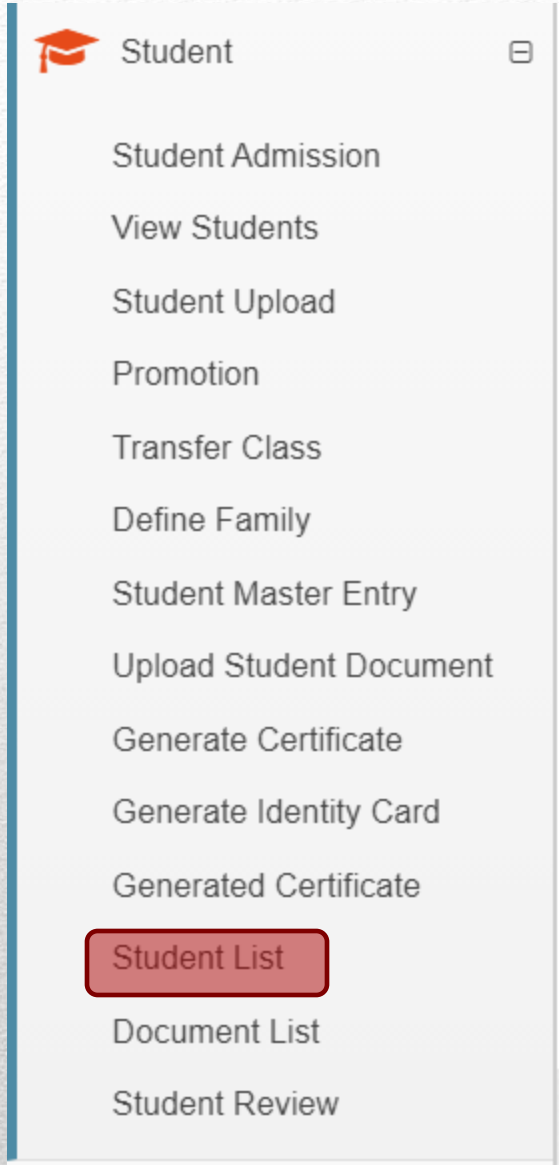
	A	B	C	D	E	F	G
1	ADMISSIONNO	AADHAR	BIRTH CERTIFICAT	CASTE	CHARACTER CEF	DOMICILE	MARKSHE
2	IEOSMS001						
3	IEOSMS002						
4	IEOSMS003						
5	IEOSMS004						
6	IEOSMS005						



Student

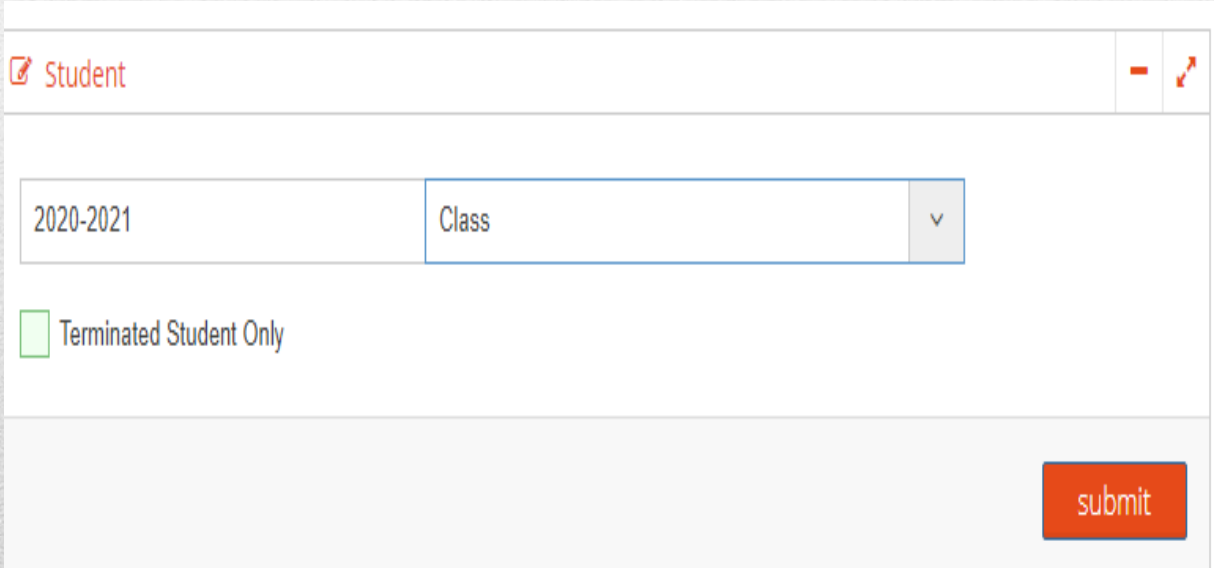
- This options allows as to create ID for each student . It allows as to choose its size color and size.

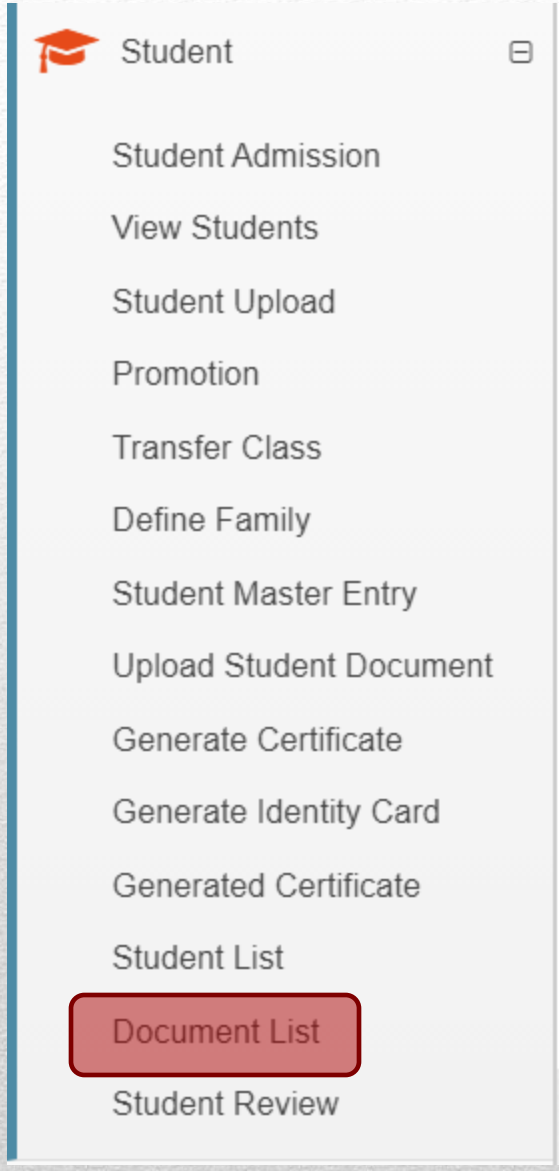




Student

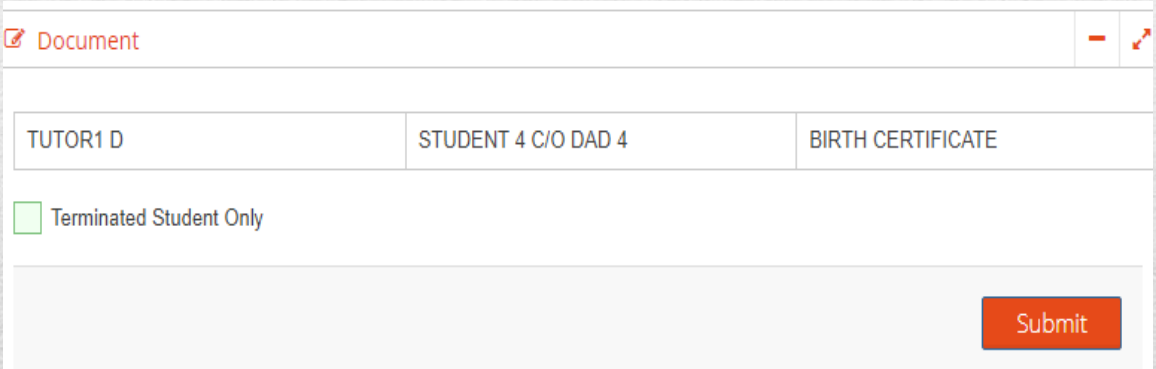
- This allows as to see the student list with by choosing its session and class.



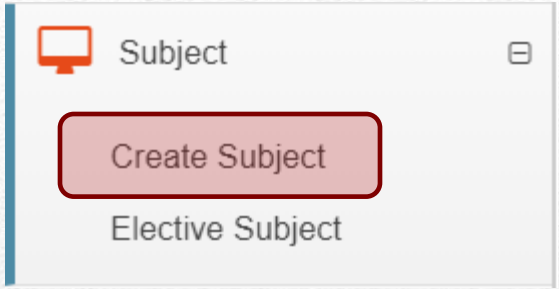


Student

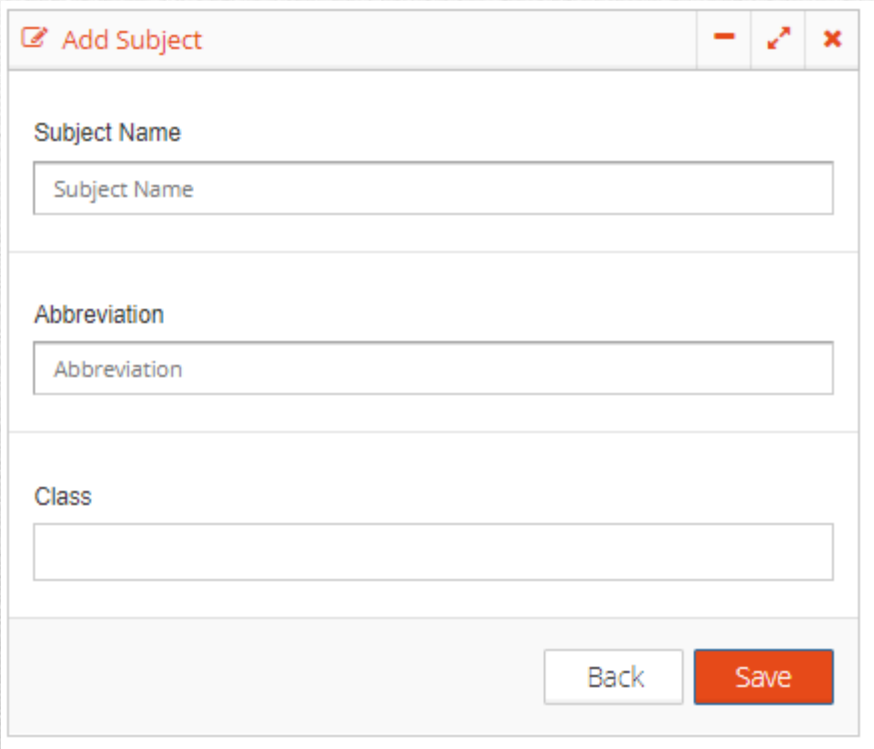
- This allows as to access students documents.



Subject

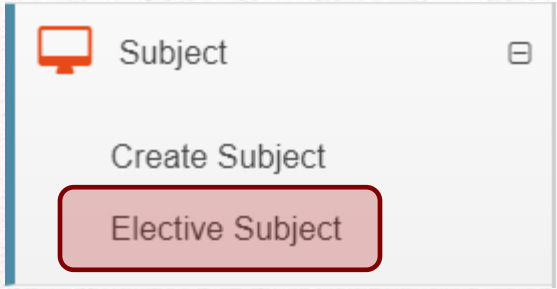


Subject



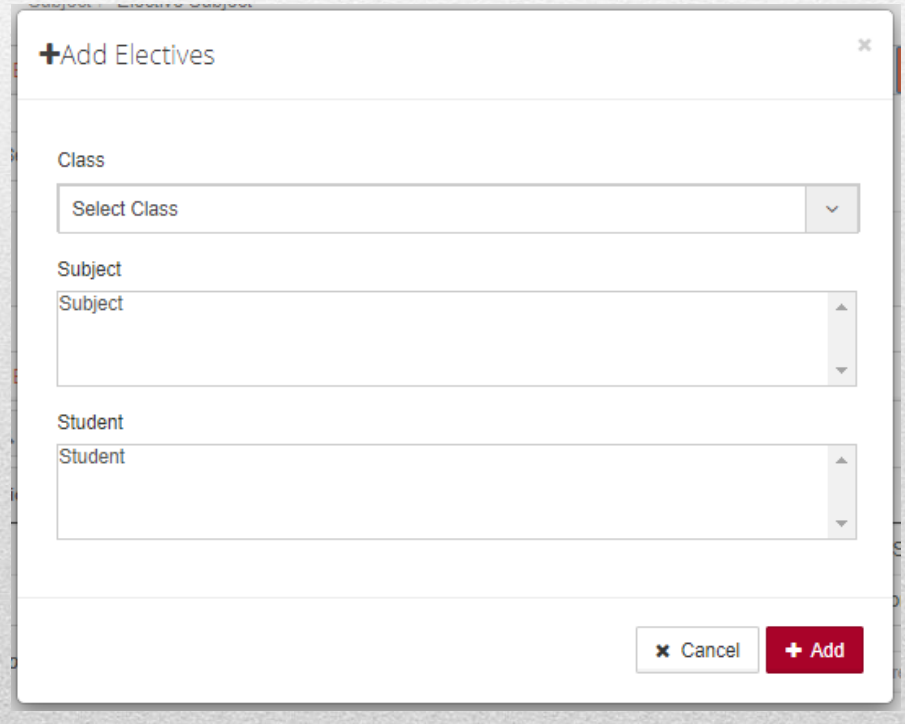
On Create Subject you can fill

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



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.

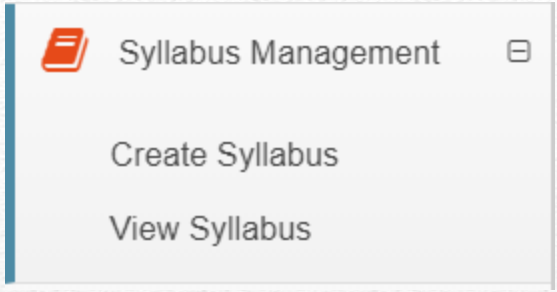


After clicking Add Electives you can

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

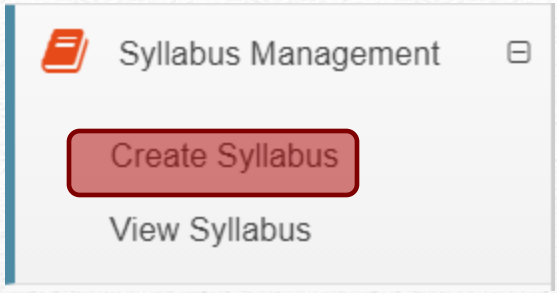
And then click Add

Syllabus Management



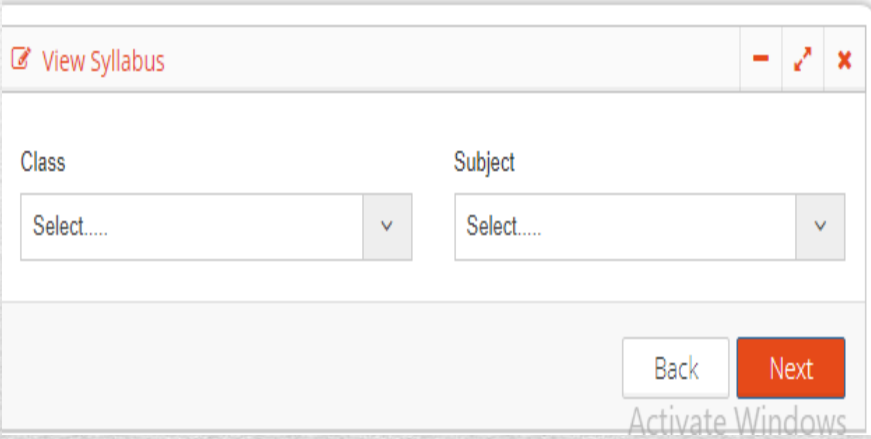
Syllabus Management

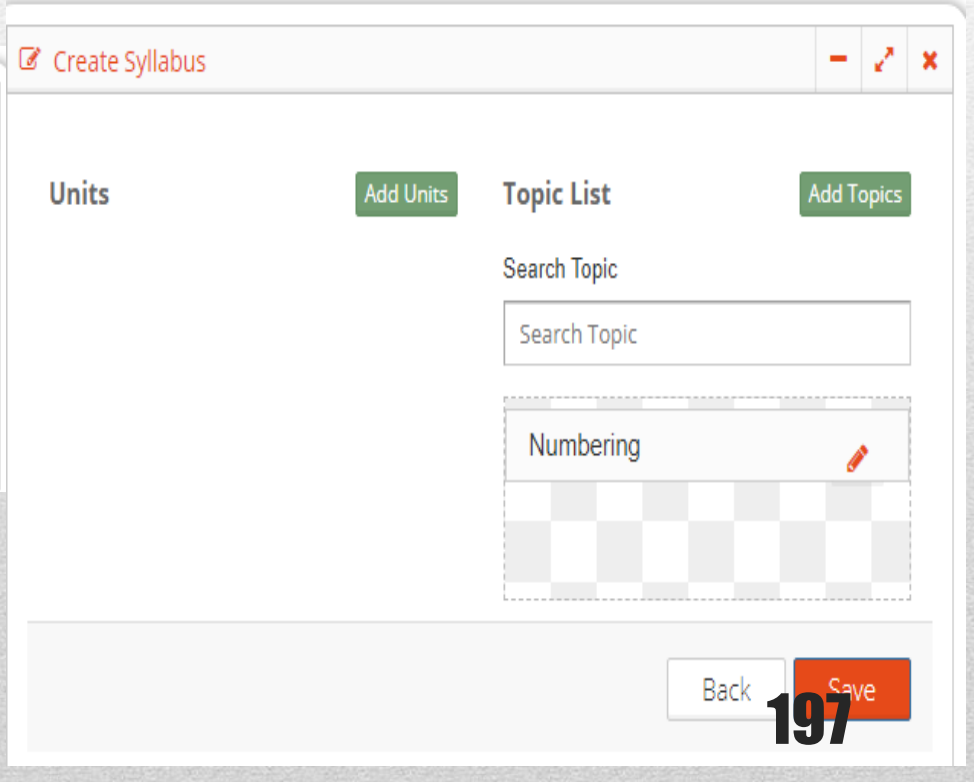
Create syllabus – this is the content created by the class and subject.
View syllabus – allows us to see the content that was created.

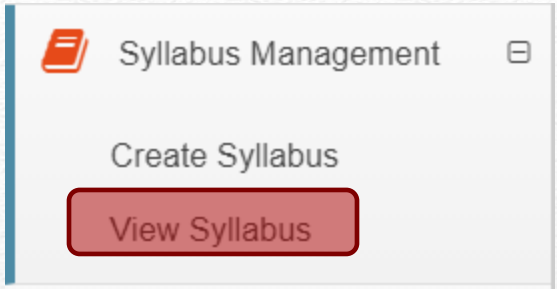


Syllabus Management

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

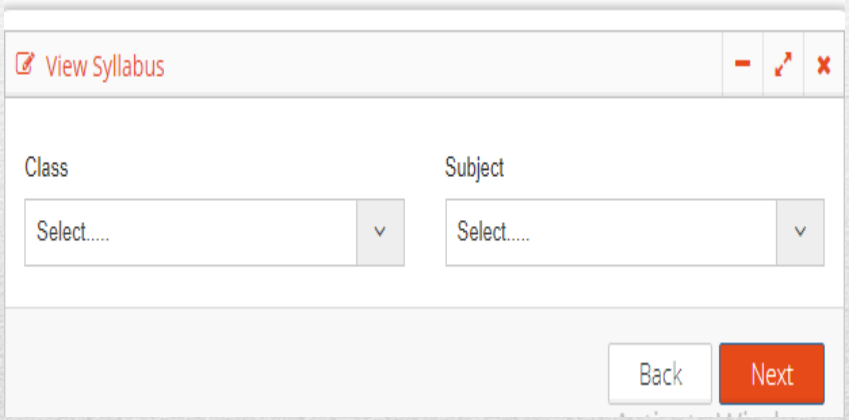


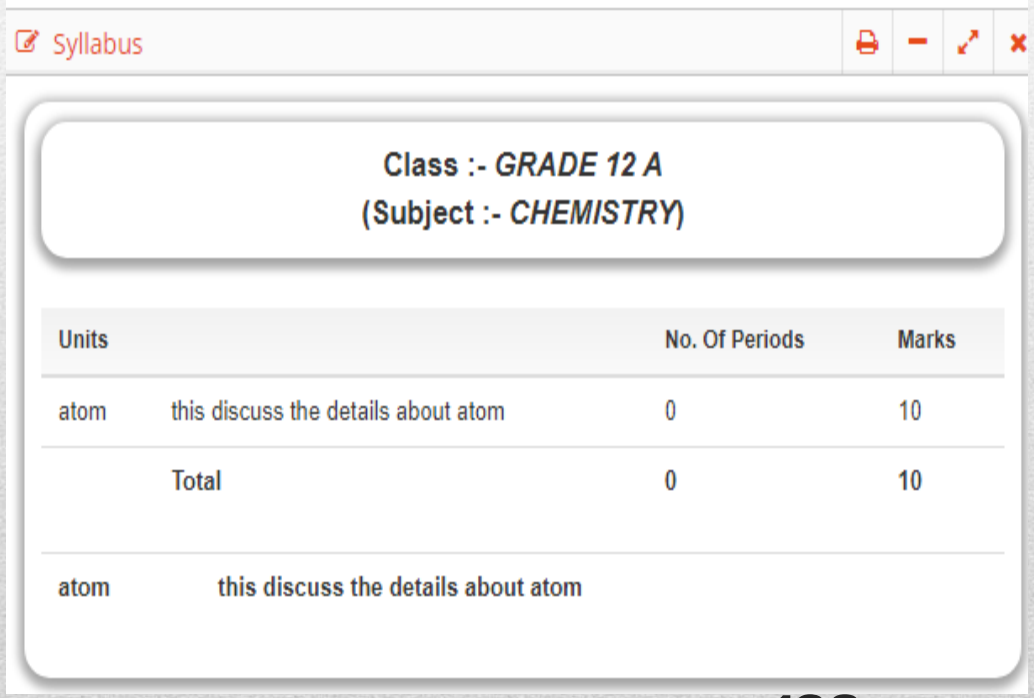




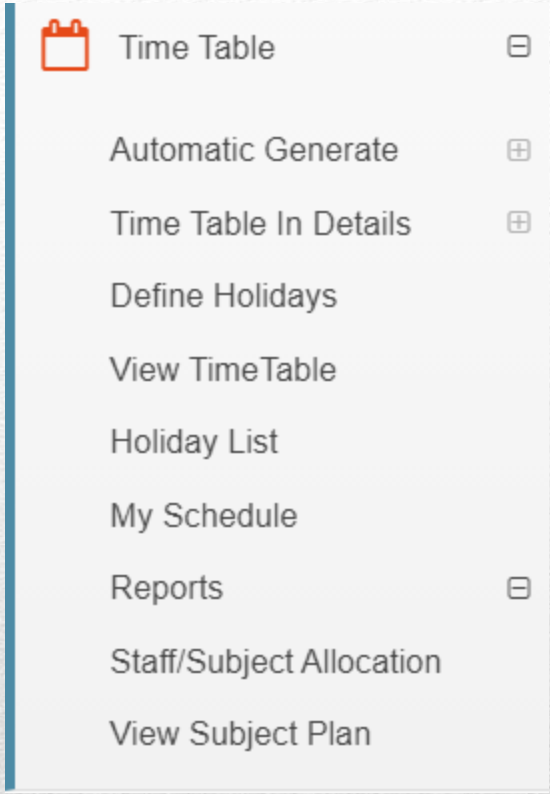
Syllabus Management

<u>view syllabus</u> – allows us to see the content by choosing the grade and subject.



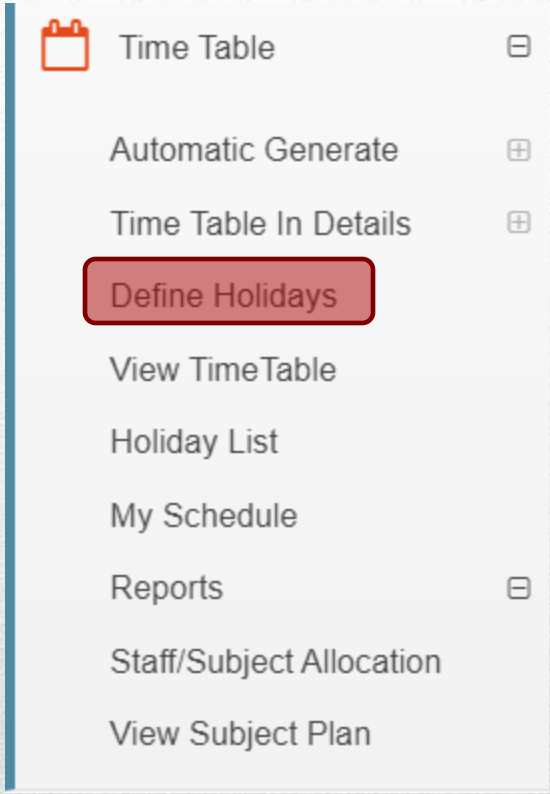


Time Table



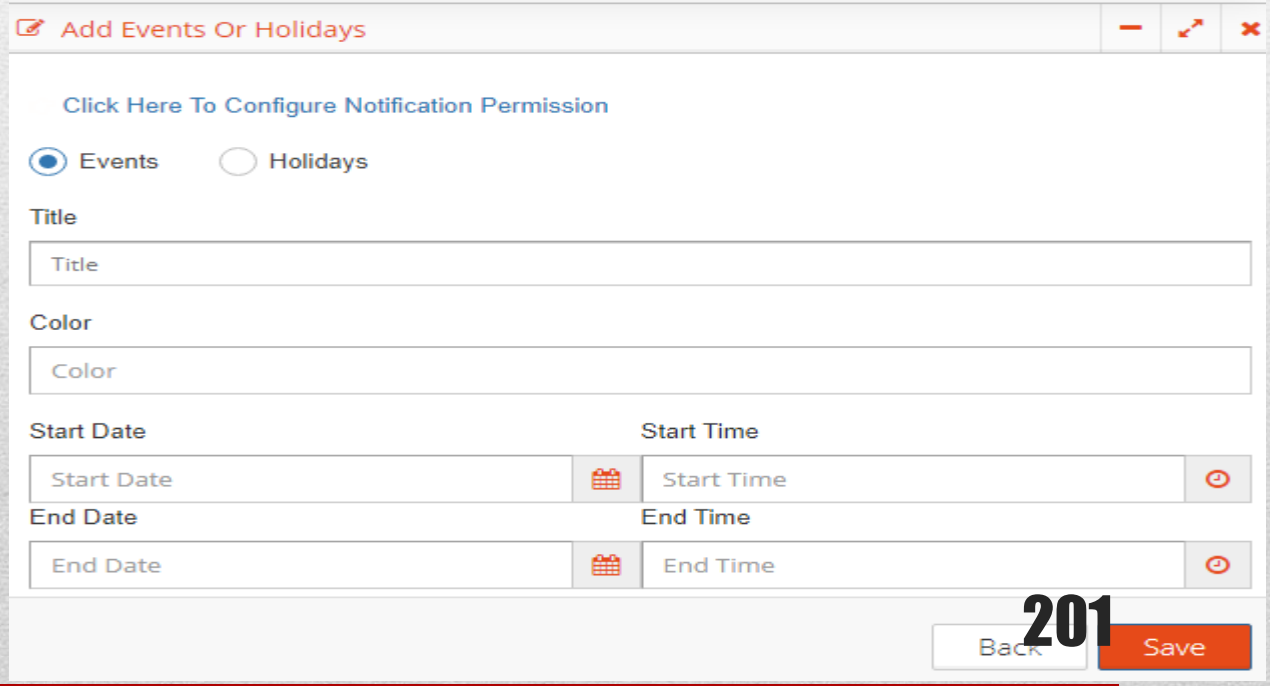
Time Table

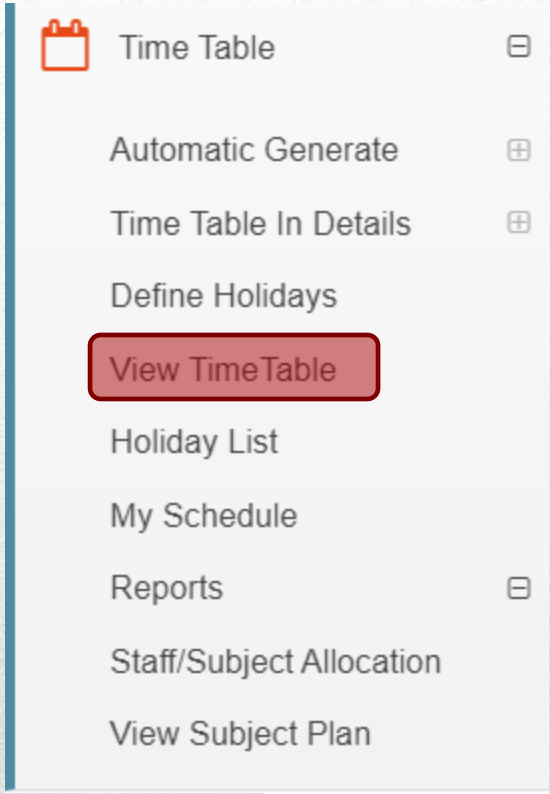
Automatic generate
Automatic time table – the account will be created in this part.
Assign subject and teacher – this allows us to assign subjects to certain teachers.
time table in details
Section time slot – this schedules daily periods for each class and each day.
Time table day wise – the time table 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

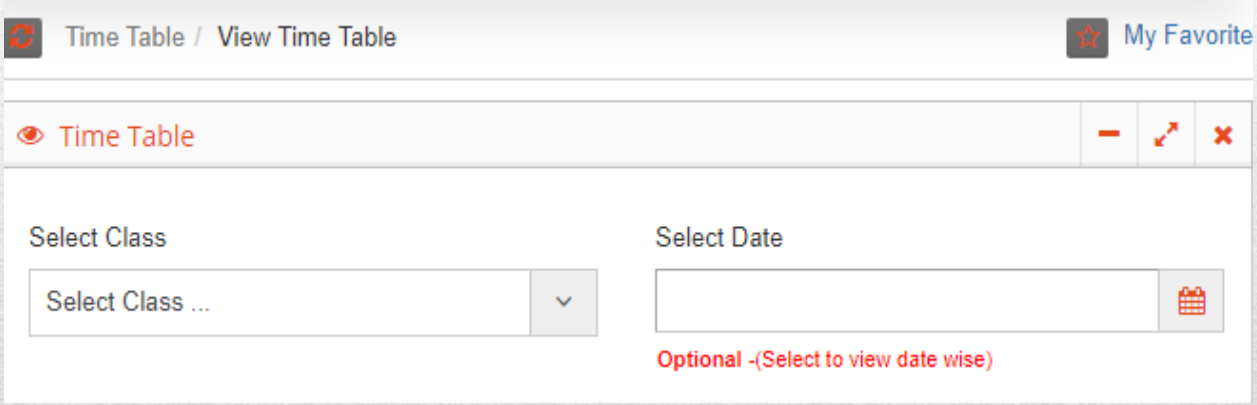
Define holiday - allows us to define an events and holidays, the color allows us to easily identify the holiday and events.

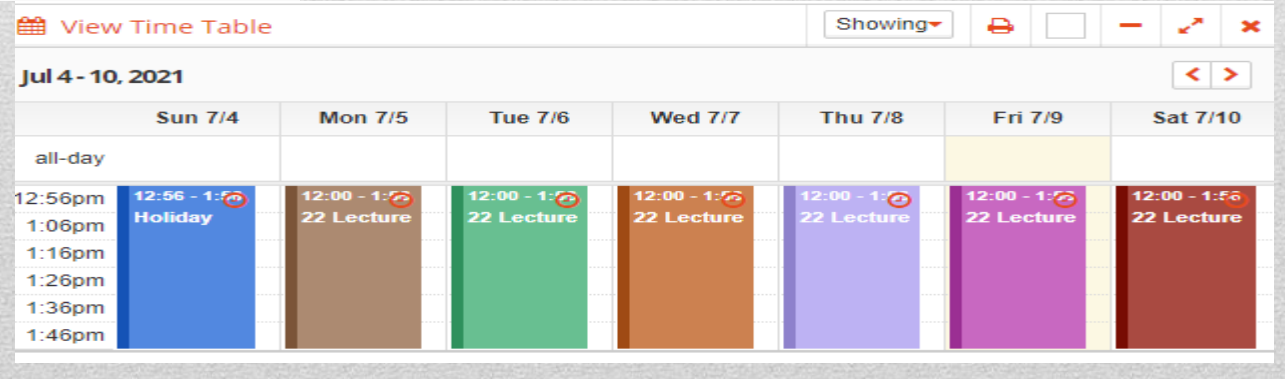


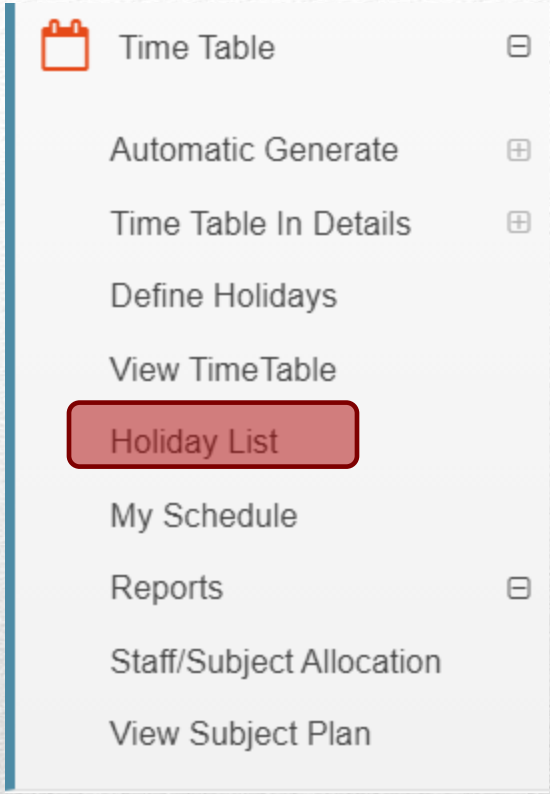


Time Table

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

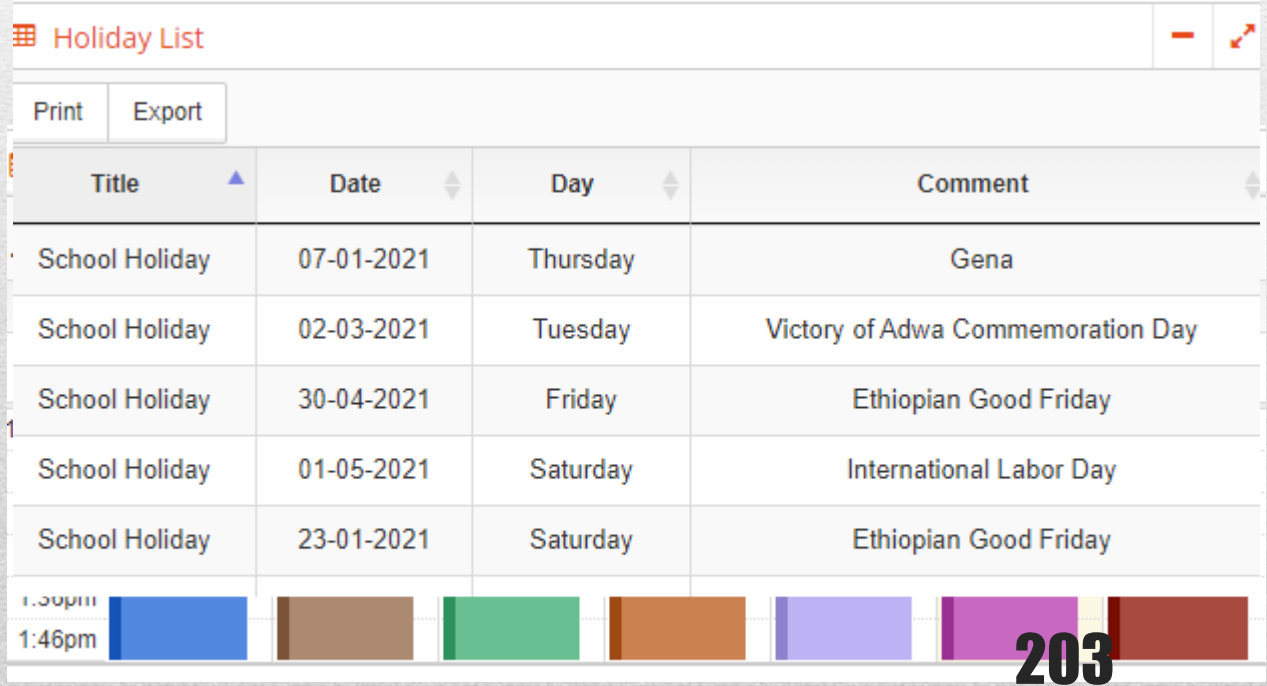




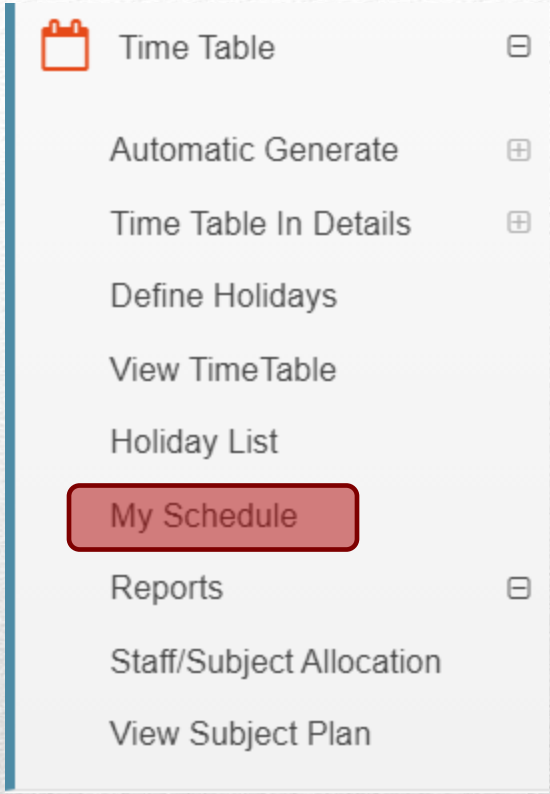


Time Table

<u>Haliday list-</u> displays the holidays with date and day.

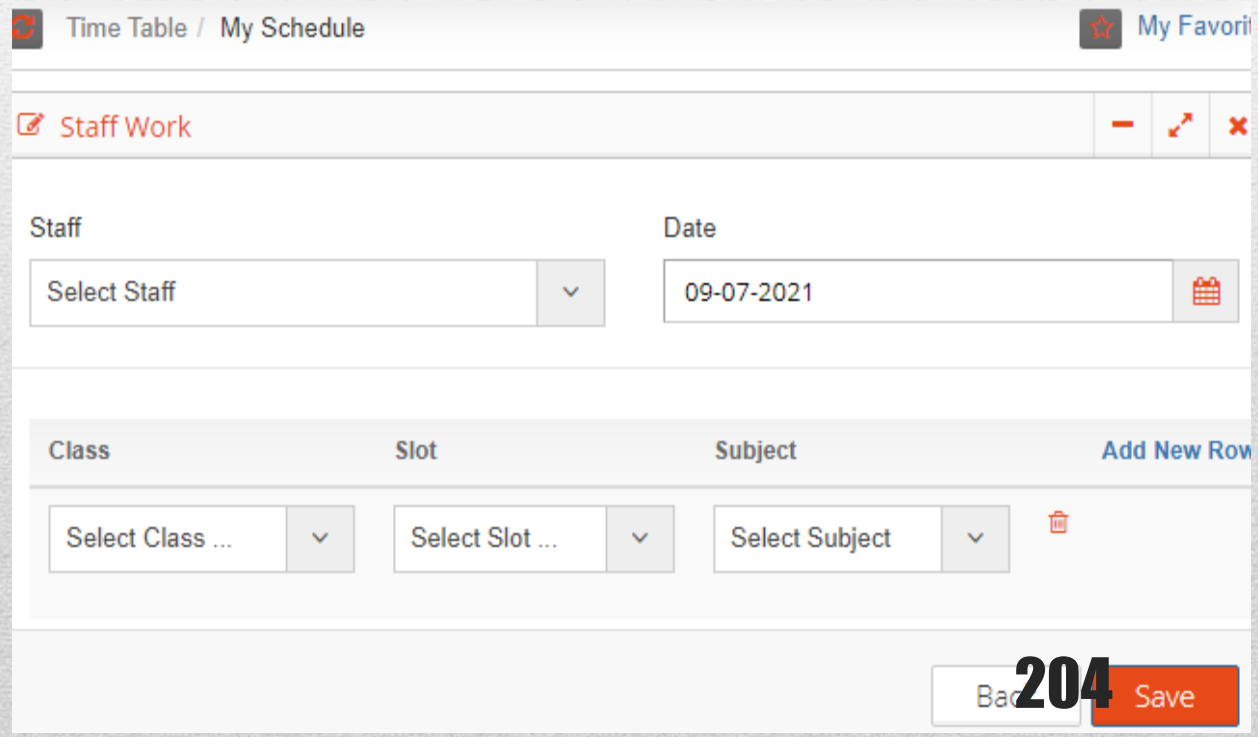


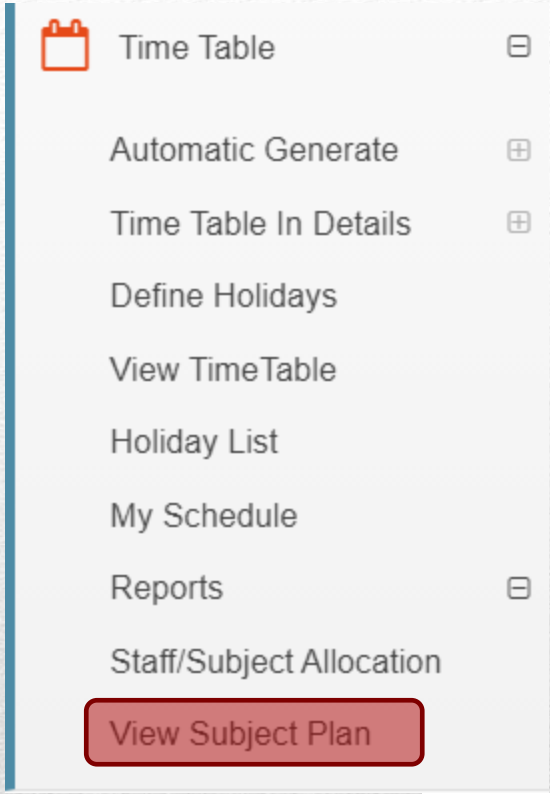
Title	Date	Day	Comment
School Holiday	07-01-2021	Thursday	Gena
School Holiday	02-03-2021	Tuesday	Victory of Adwa Commemoration Day
School Holiday	30-04-2021	Friday	Ethiopian Good Friday
School Holiday	01-05-2021	Saturday	International Labor Day
School Holiday	23-01-2021	Saturday	Ethiopian Good Friday



Time Table

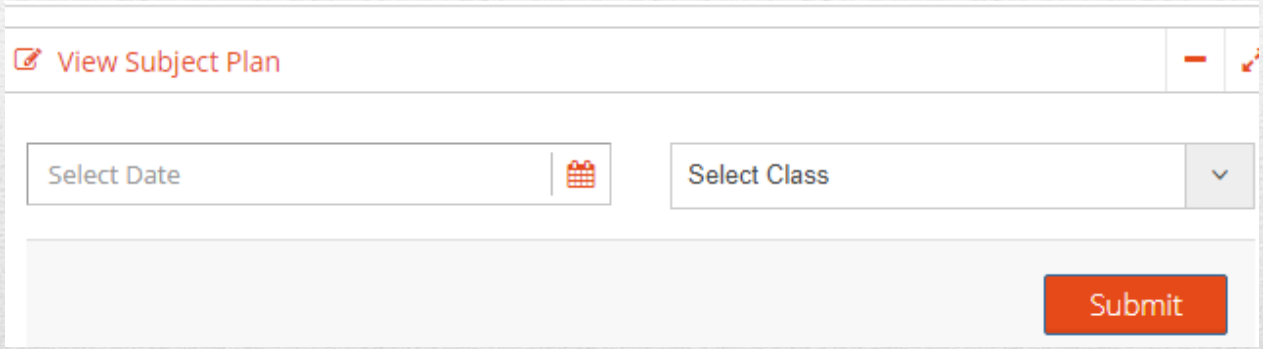
My schedule – by selecting the staff member and date we can create a class schedule.





Time Table

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

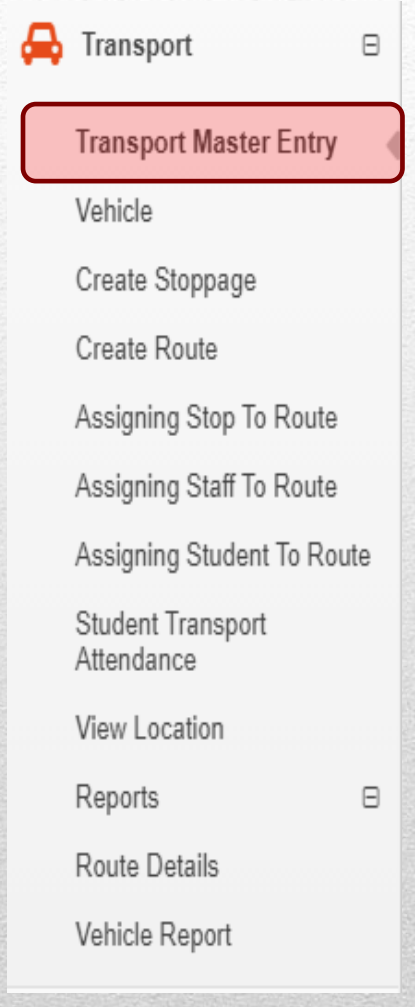


GRADE 10 WEEKLY SCHEDULE

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

Transport

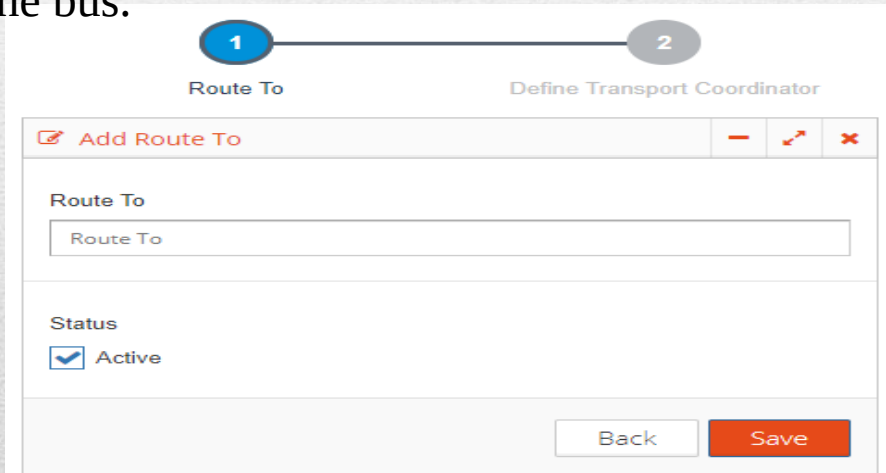
Transport



TRANSPORT MASTER ENTRY

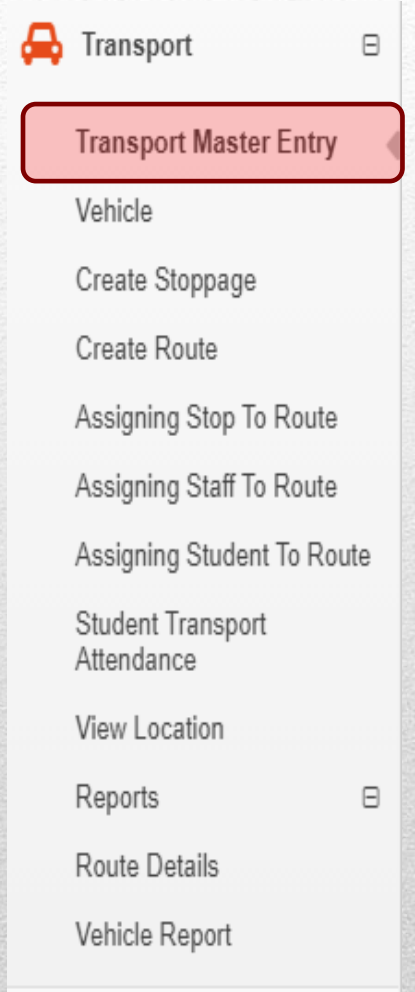
1. ROUTE TO

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



Step 1: Write Route Name
Step 2: Select Status (Active or Inactive)
Step 3: Save.

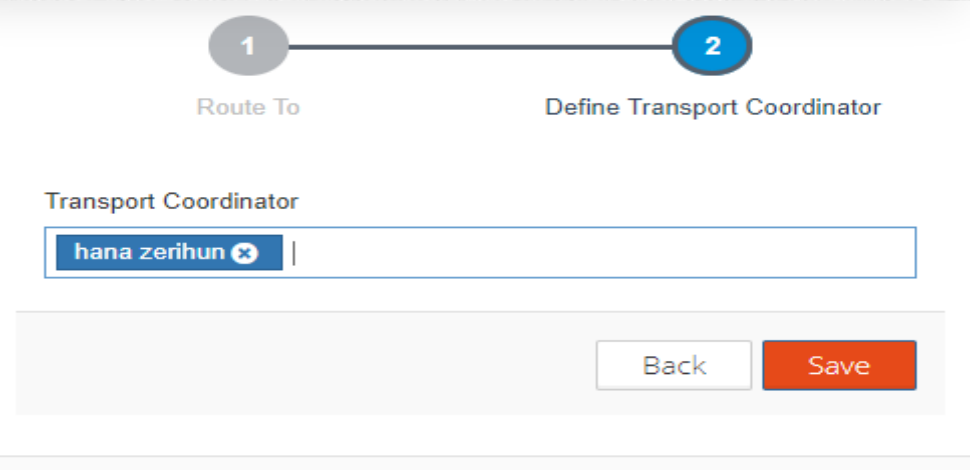
Transport



TRANSPORT MASTER ENTRY

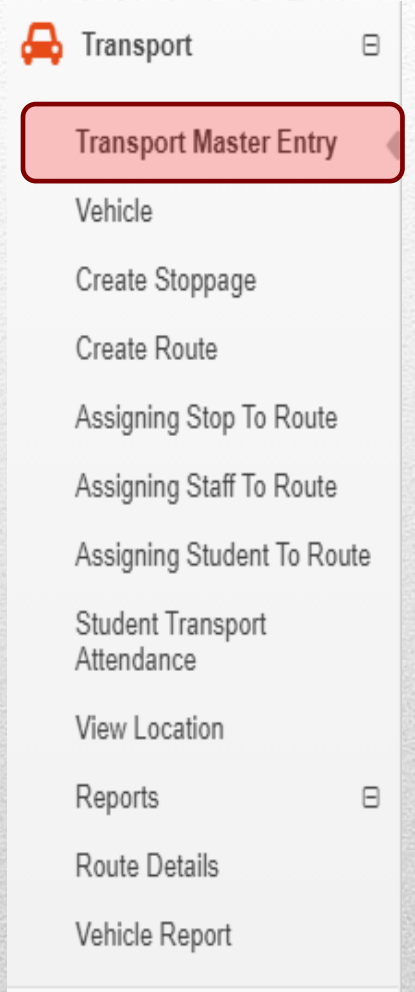
1. DEFINE TRANSPORT COORDINATO

In this section we setup our staff to coordinate the transportation



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

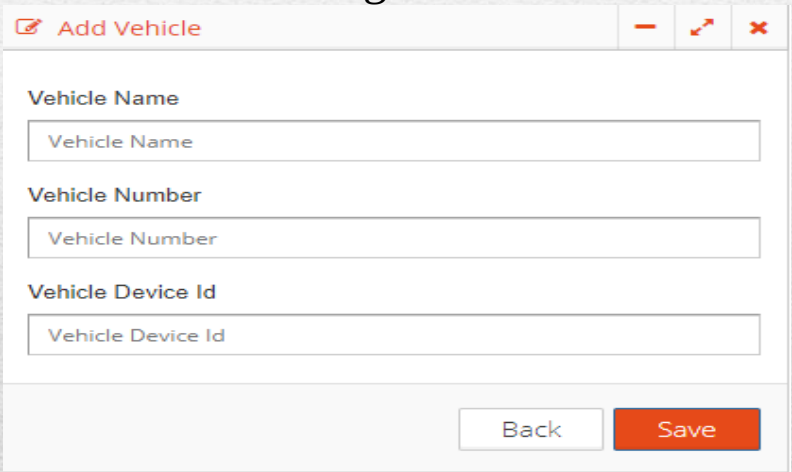
Transport



VEHICLE MANAGEMENT

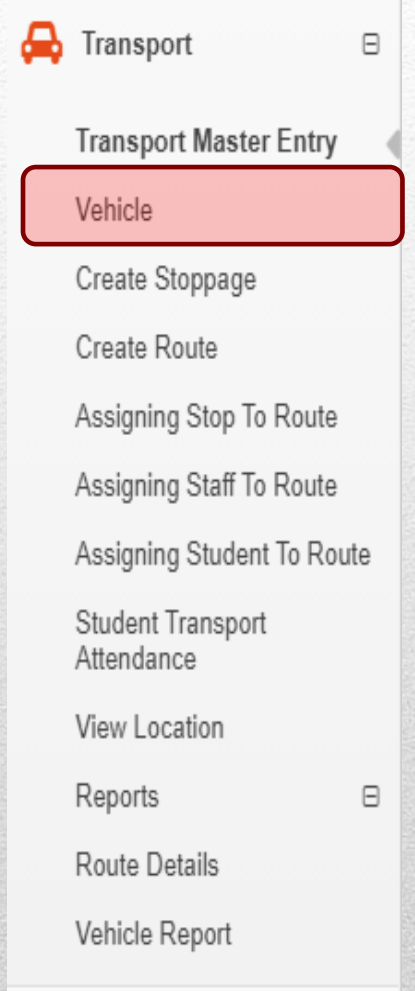
1. VEHICLE REGISTRATION

In this section we register school vehicles



Step 1: Write Vehicle Names
Step 2: Write Vehicle Number
Step 3: Vehicle ID number
Step 4: Save

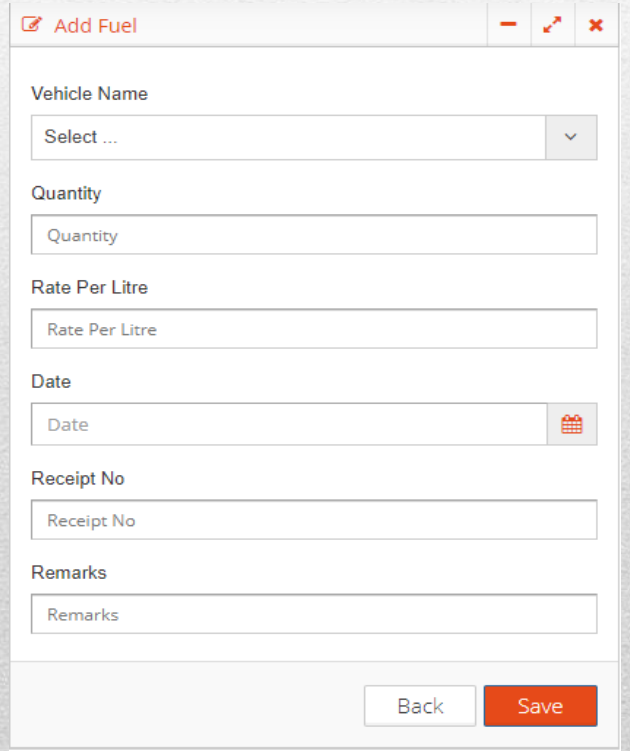
Transport



VEHICLE MANAGEMENT

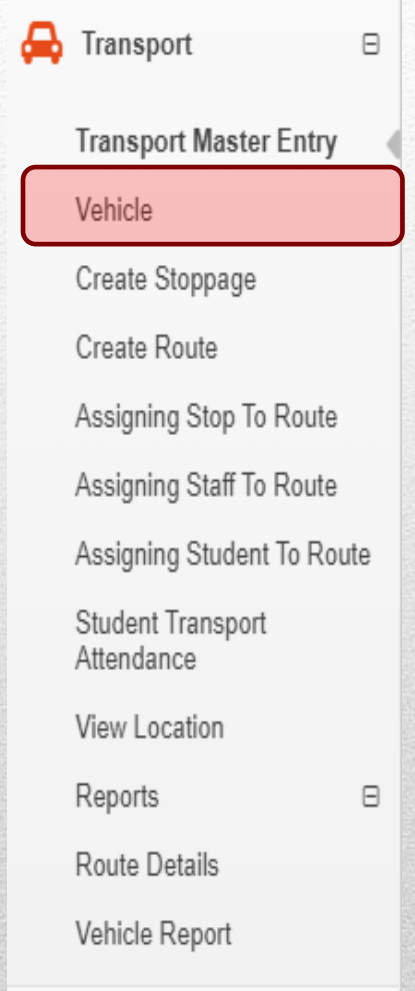
1. VEHICLE FUEL

In this section we define Fuel for each vehicle in litre



Step 1: Select Vehicle
Step 2: Write Quantity
Step 3: Write Litre
Step 4: Date
Step 5: Receipt Number
Step 6: Remark

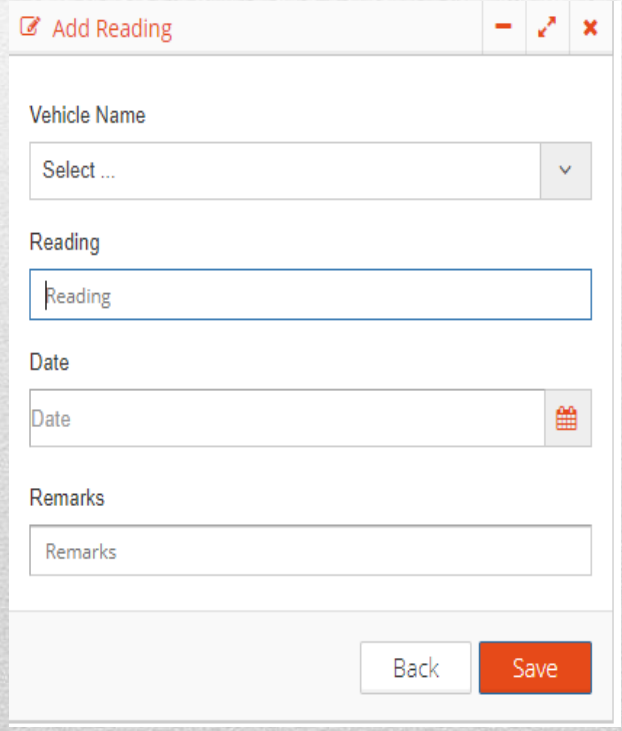
Transport



VEHICLE MANAGEMENT

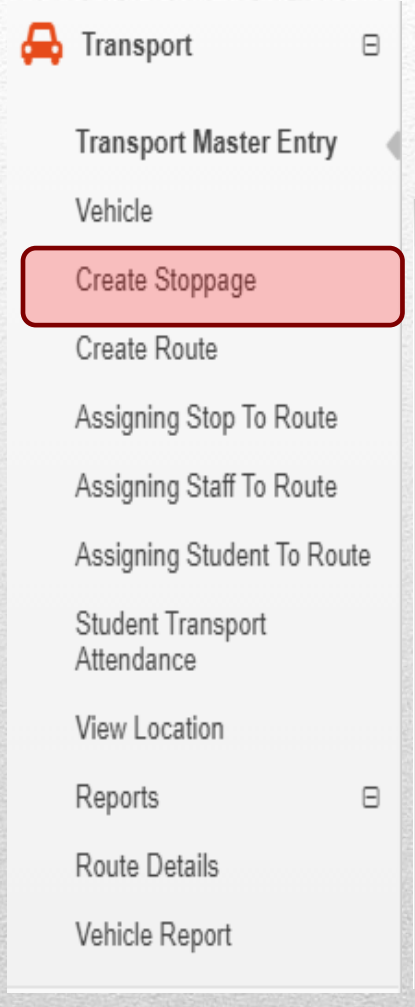
1. VEHICLE FUEL

In this section we register vehicle reading in KM



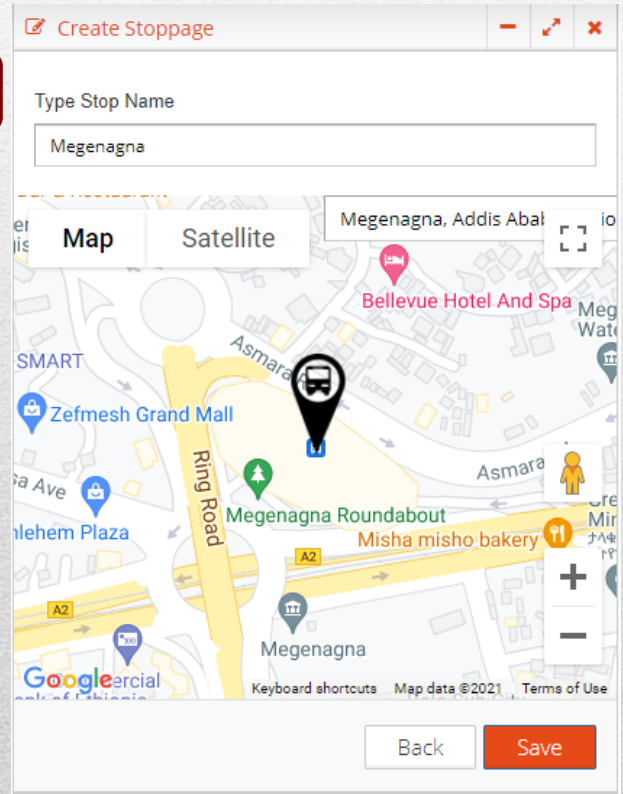
Step 1: Select Vehicle
Step 2: Vehicle Reading
Step 3: Date
Step 4: Remark

Transport



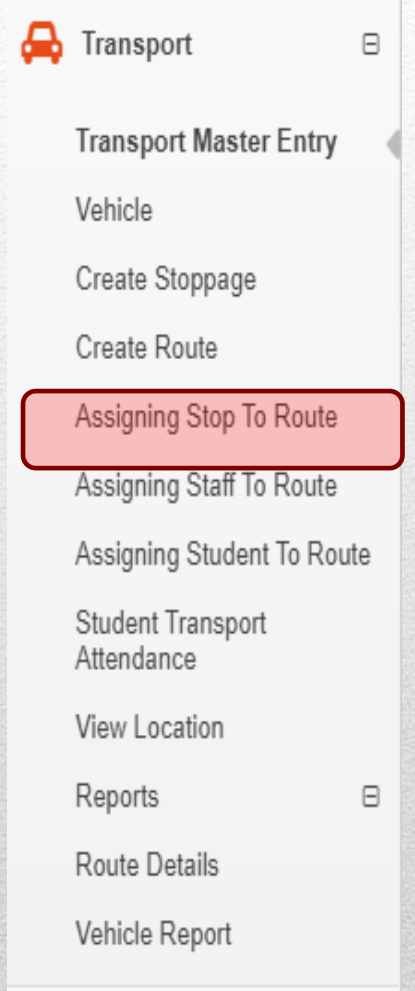
CREATE STOPPAGE

In this section we register vehicle stop route



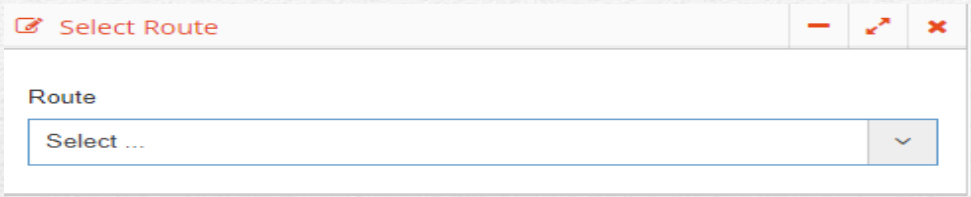
Step 1: Search place in the map
Step 2: Save

Transport

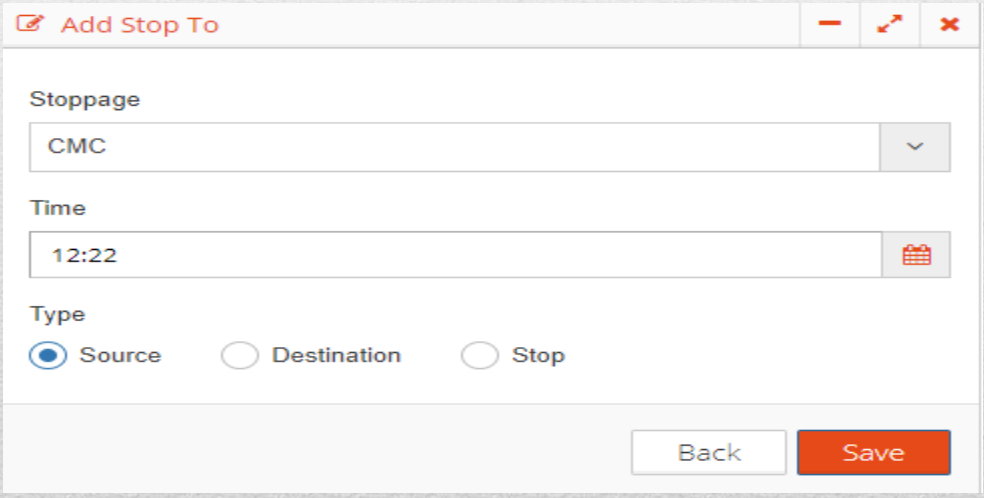


CREATE STOPPAGE

In this section we setup or assign location to our stoppage

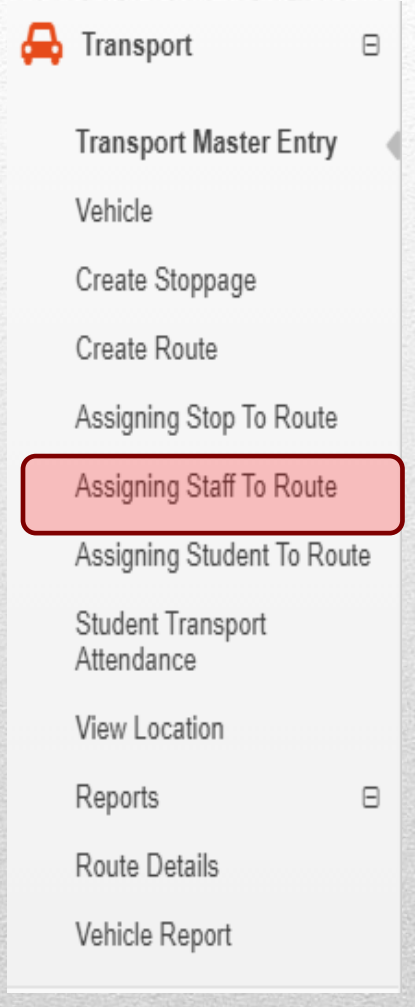


Step 1: Select Route



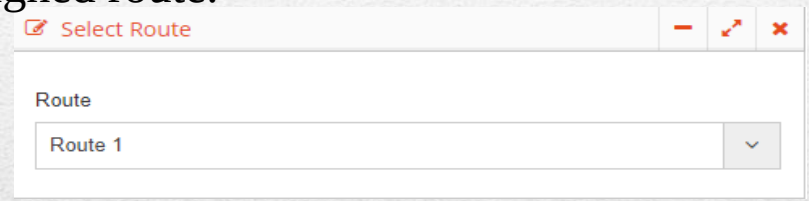
Step 1: Select Stoppage
Step 2: Select Time of Source, or Destination or Stop Time
Step 3: Save

Transport

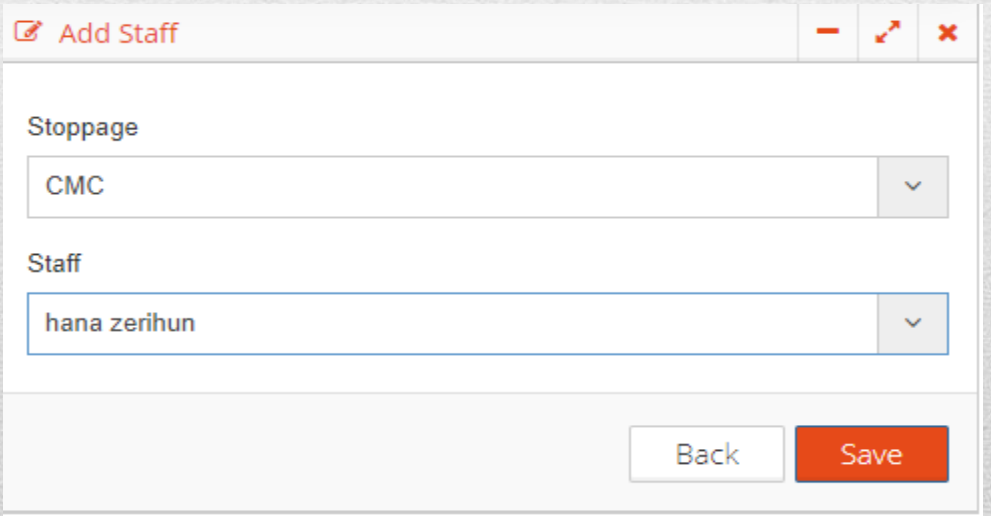


ASSIGN STAFF TO ROUTE

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

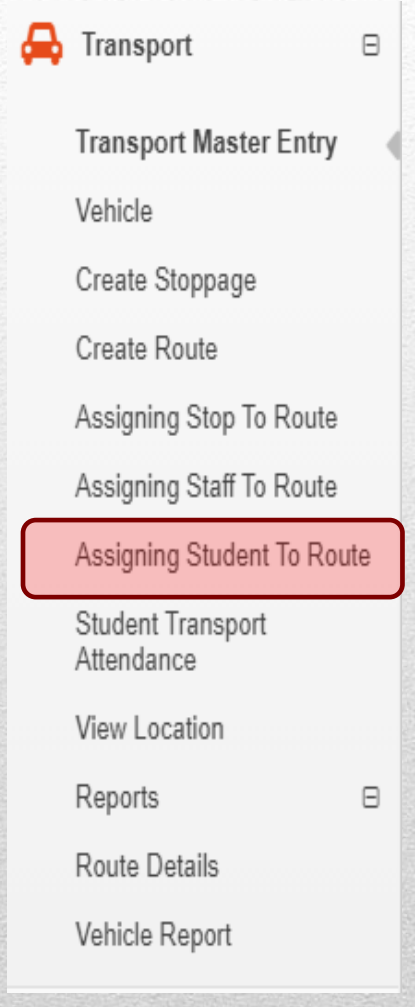


Step 1: Select Route



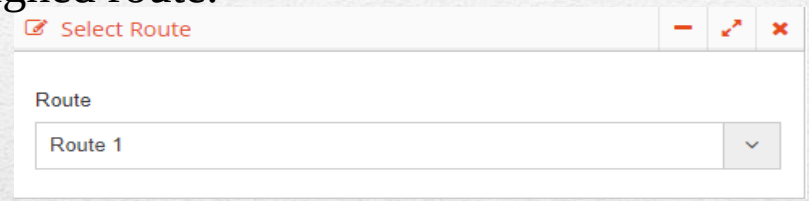
Step 1: Select Stoppage
Step 2: Select Staff
Step 3: Save

Transport

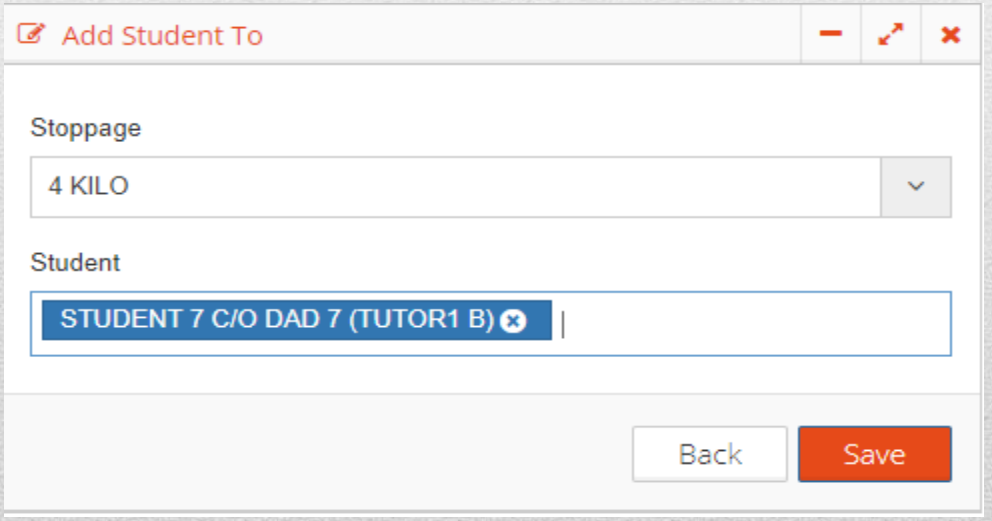


ASSIGN STUDENT TO ROUTE

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

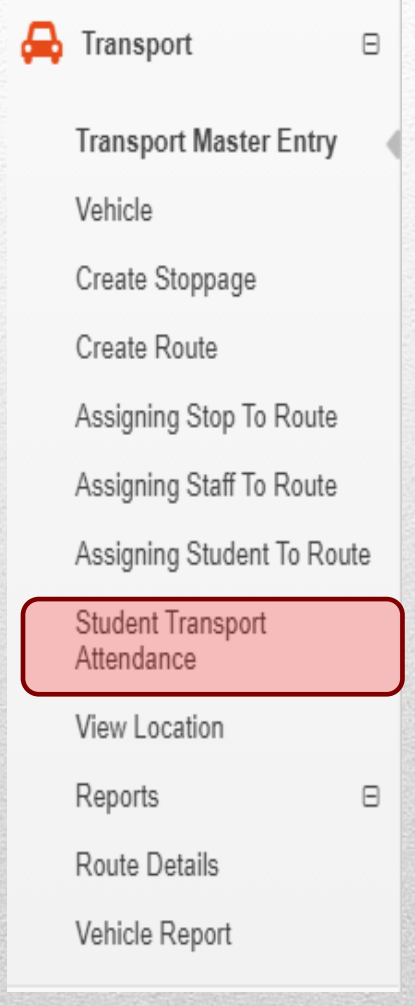


Step 1: Select Route



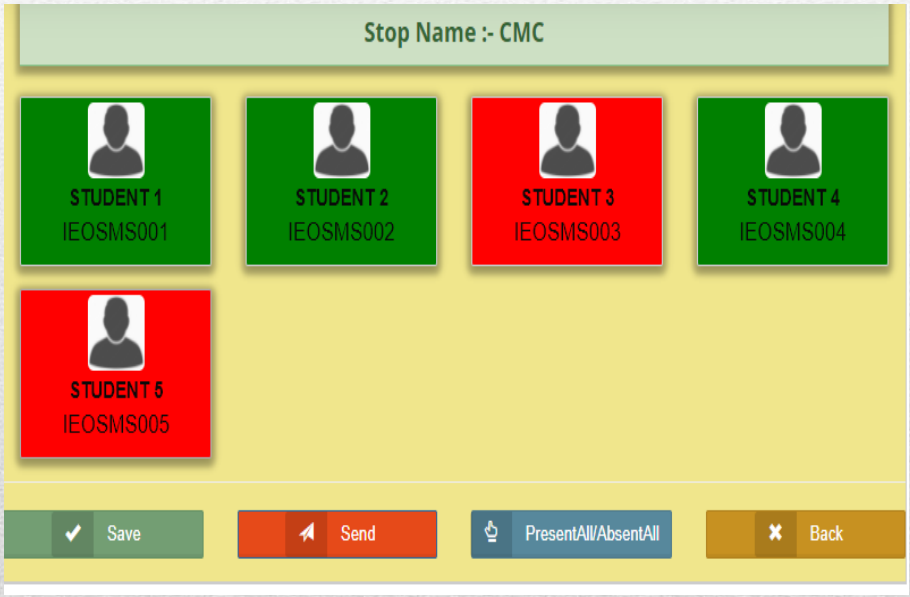
Step 1: Select Stoppage
Step 2: Select student
Step 3: Save

Transport



STUDENT ATTENDACE (TRANSPORT)

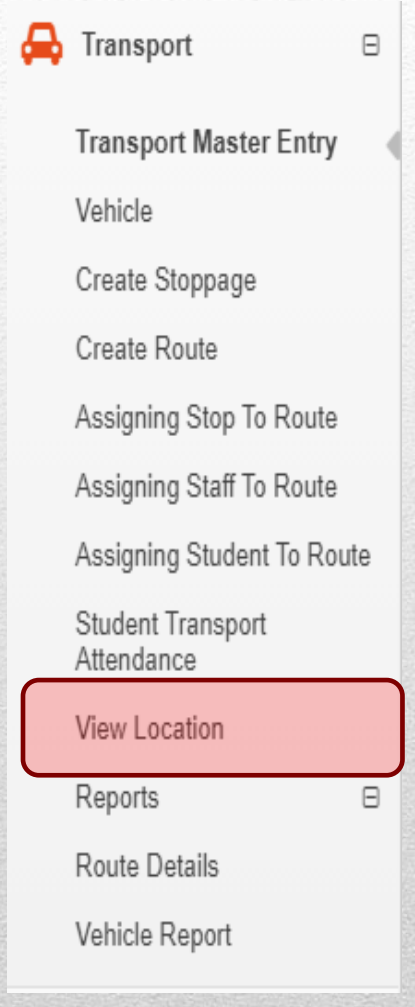
In this section we take transportation student attendance



Step 1: Select Student

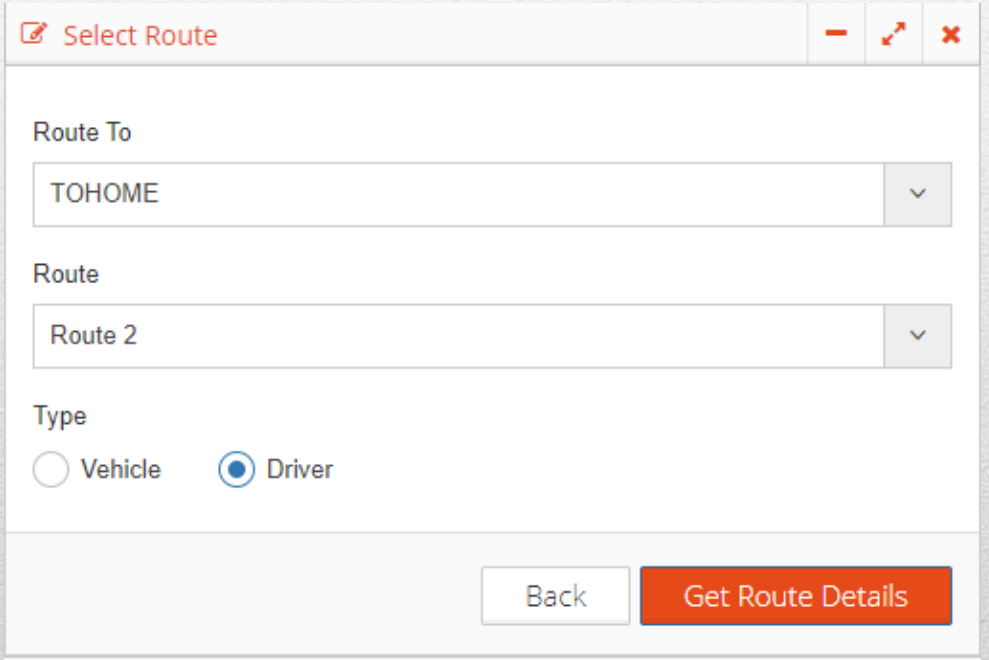
* Green for Present
* Red for Absence
*Save
*Send: Notify Family

Transport



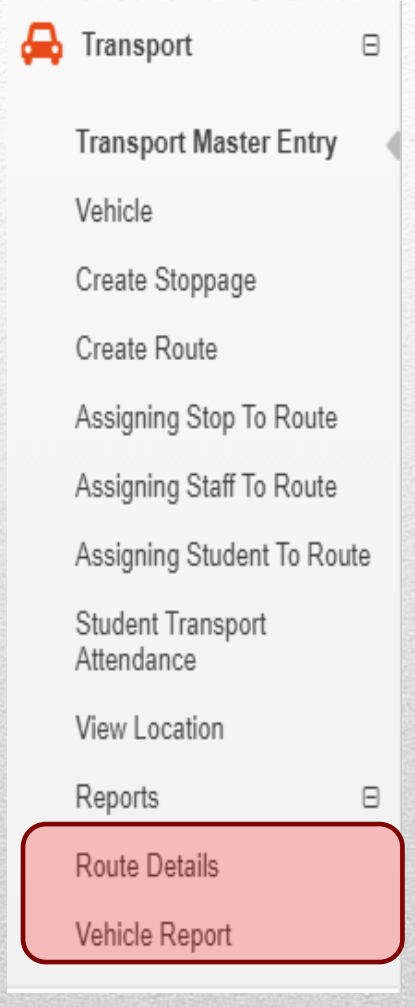
VIEW LOCATION

In this section we review Route information details with google map



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



ROUTE DETAILS

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

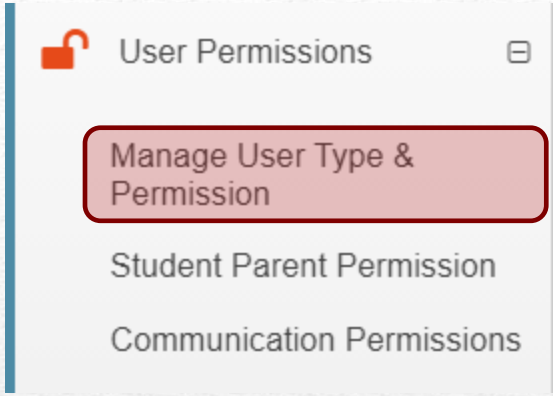
Step 1: Select Route To.
Step 2: Submit

The you get report with * Student List
* Staff List
* Route List

The you can print just click the print icon

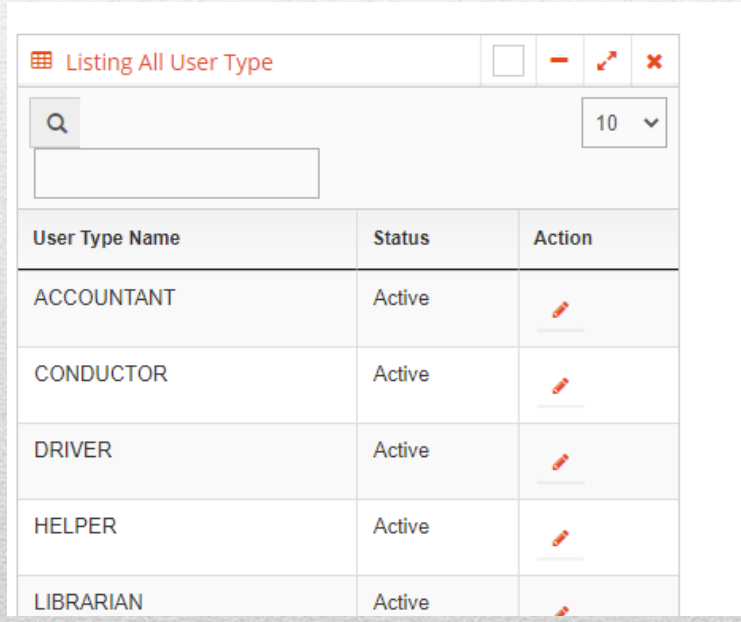
Vehicle Report: You can get vehicle report like Arrival time Schedule time

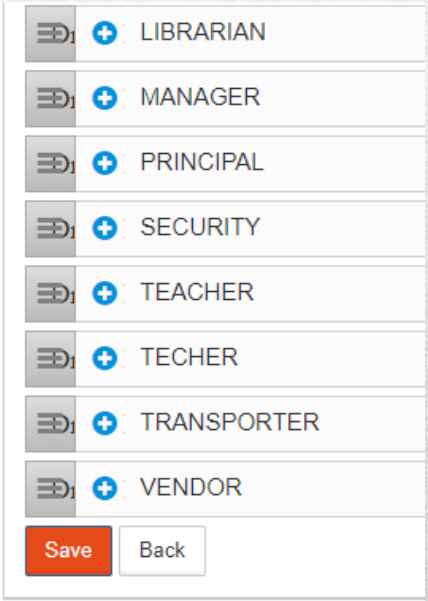
User Permissions

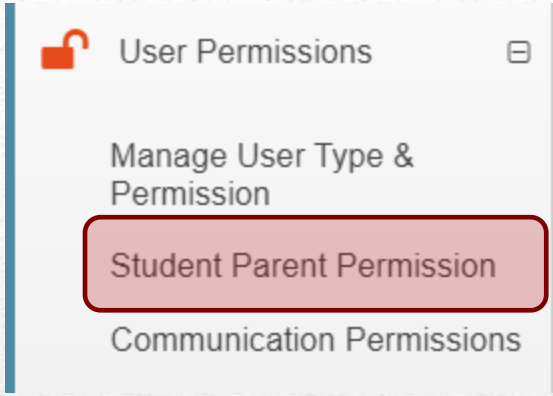


User Permissions

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

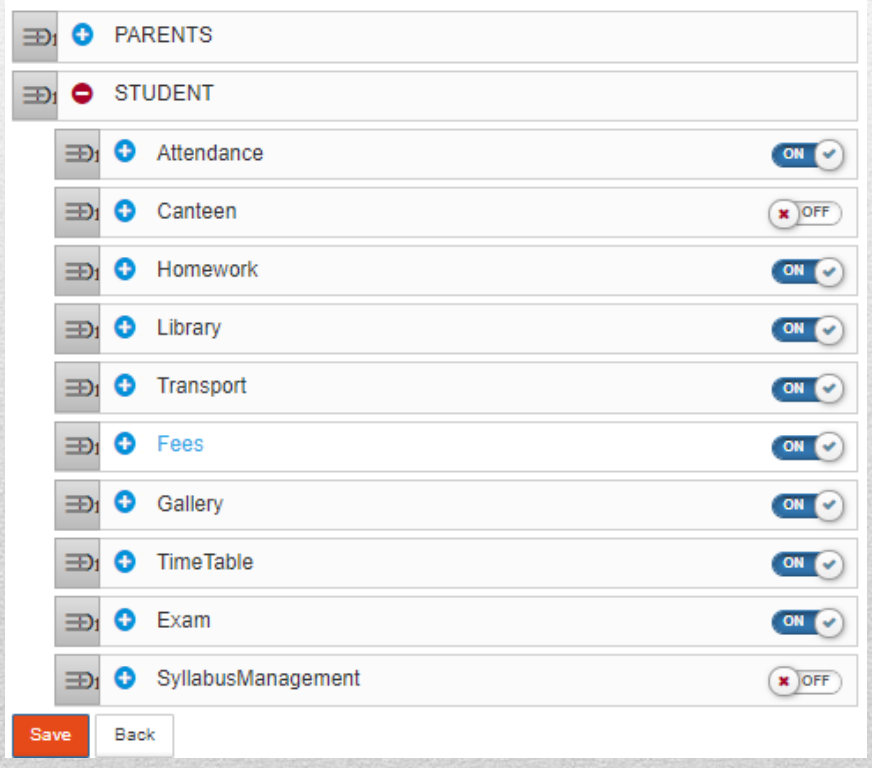


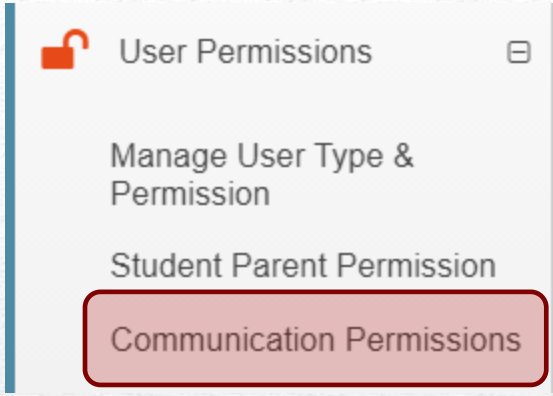


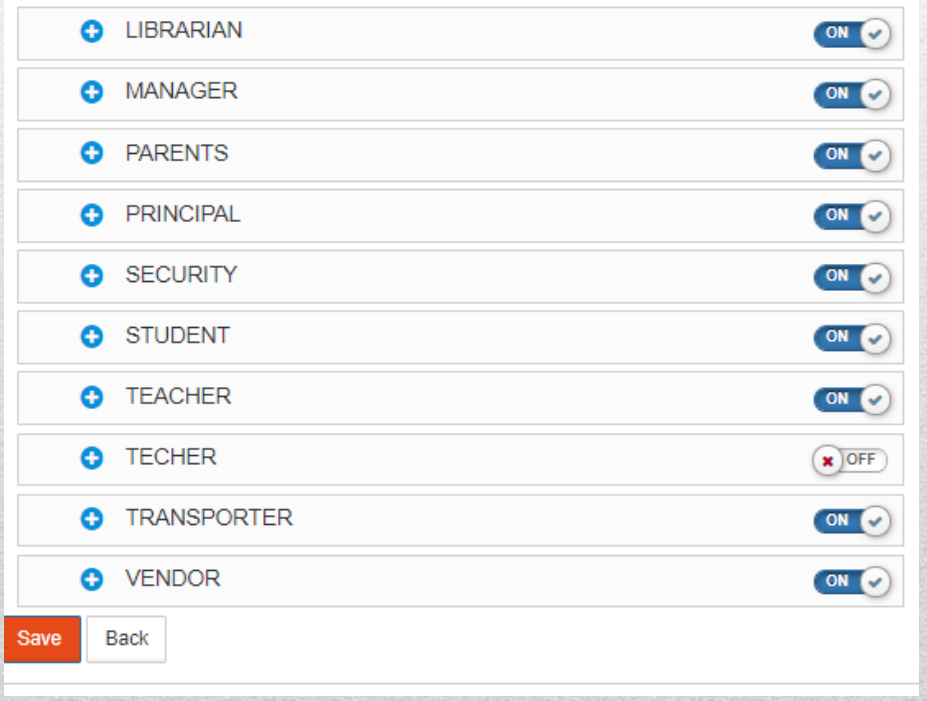


User Permissions

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





User Permissions

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