

USER MANUAL

SIMSAT WEB APPLICATION

Introduction

Welcome to the User Manual for the “**Simsat Application/Website**”, designed specifically to streamline the management of students, teachers, and administrative tasks within the institute. This web application serves as an all-in-one solution to handle various key activities such as course management, room management, student enrollment, attendance tracking, fee management, exam scheduling, result reporting, and teacher management.

With a user-friendly interface and powerful features, the system allows administrators to efficiently manage daily operations and examine data visually through graphs and charts. Whether you are marking attendance, tracking payments, or organizing exams, this application simplifies complex tasks and enhances productivity.

There are three roles in this application and this manual will guide you through each role and the functionality of the application, providing step-by-step instructions on how to navigate and use the various tools at your disposal.

1. Super Admin Role/Admin/Teacher Role (Specific pages)

The Super admin is the person who have access to each and every action of the app.
The admin can only access today's attendance and attendance report page.

a. Getting Started

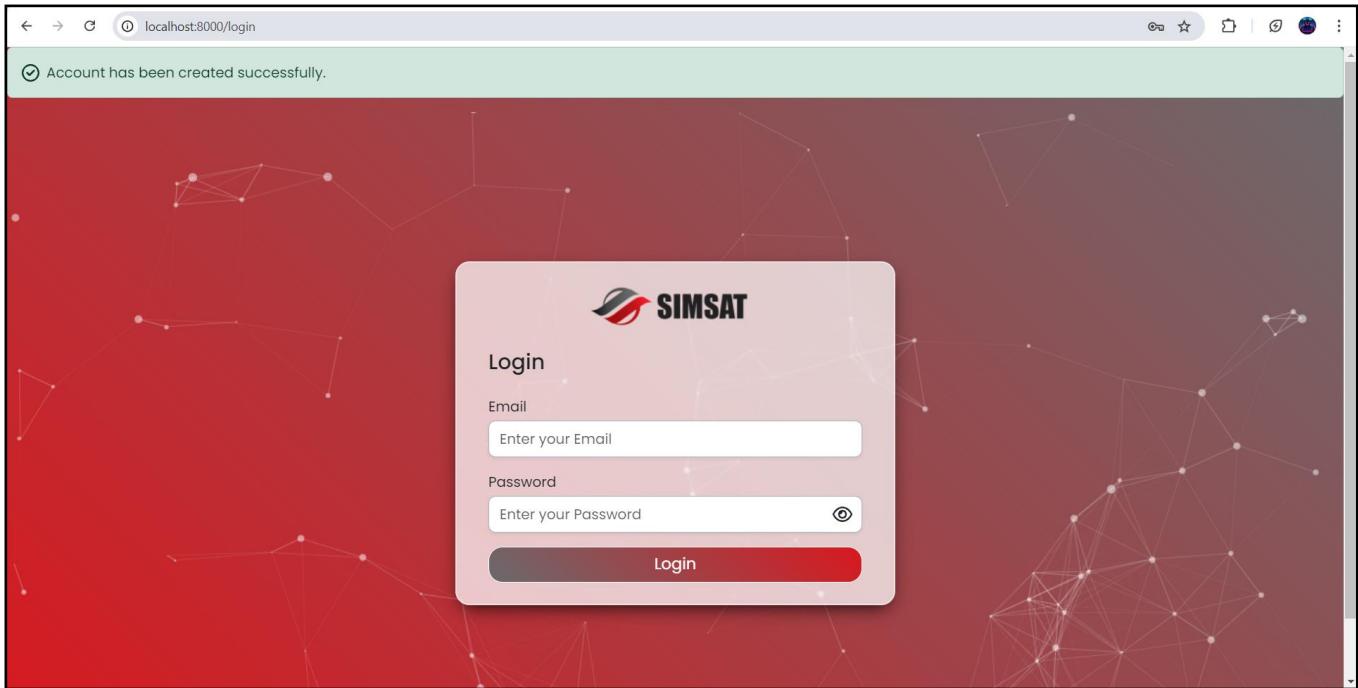
When the website is newly installed, the first ever interface will be like this:

The screenshot shows a web browser window with the URL "localhost:8000/login". The main content is a registration form titled "Register as Super Admin". The form includes fields for "Enter First Name", "Enter Last Name", "Enter Father Name", "Enter Date of Birth" (with a placeholder "dd/mm/yyyy"), "Enter Address", "Enter Password", and "Enter Confirm Password". There is also a section for "Upload Image" with a "Preview Image" button. The background has a red and black abstract design with network-like patterns. At the bottom right is a red "signup" button.

The account will be creating as super admin who have full access to the app. Each field is required except profile picture. After creating account the email will generate automatically with pattern **<first name (lowercase)>.<last name (lowercase)>simsatedu.com**

b. Logging in

After creating account you have to login now. The interface will be like this



Email: **<first name (lowercase)>.<last name (lowercase)>simsatedu.com**

Password: *Your Password*

c. Dashboard Overview



There are some elements marked in the screenshot are described below:

- Navigation panel from where you can navigate to other pages.
- Collapse button to collapse sidebar
- Sign out** button to logging out your account.
- Graph showing the **number of admissions/enrollments** per month for the entire year, with a comparison to the same months of the previous year.
- Graph showing the **revenue from fees** per month for the entire year, with a comparison to the same months of the previous year.
- Graph showing **course popularity** based on the number of students enrolled in each course.
- Graph showing the **number of presents** marked per month for the entire year.

d. Managing Admins/Teachers

Admin page will look like this:

The screenshot shows the SIMSAT Admin interface at the URL localhost:8000/admin/admins. The sidebar on the left is highlighted in red and contains links for Announcements, Admins (which is selected), Rosters, Rooms, Courses, Students, Fees Tracking, Results, Set Questions, and Attendance. The main content area has a heading "Add Admin" and a "Show 10 entries" dropdown. Below this is a table with the following data:

S. No.	Profile Picture	Name	Father's Name	CNIC/B-Form No.	Date of Birth	Email ID	Mobile No.	Address	Post	Action
11.		Nehal Saif	Waqas	1212121212121	08 Aug, 2024	nehal.saif@simsatedu.com	12121212121	aas		<button>Admin</button> <button>Edit</button> <button>Delete</button>
10.		Muhammad Saif	Aleem	1212121212121	02 Aug, 2024	muhmammad.saif@simsatedu.com	03333333333	Lal qila Near Burj Khalifa		<button>Admin</button> <button>Edit</button> <button>Delete</button>
9.		Faizan Ansari	Ansari	1212121212121	23 Feb, 0032	faizan.ansari@simsatedu.com	12121212121	ww		<button>Admin</button> <button>Edit</button> <button>Delete</button>

There are some elements marked in the screenshot are described below:

- Button to add admin or super admin. (Describing below)
- The number of rows or entries that appear. (*It may appear in various places, so please remember it.*)
- Button to copy whole table data. (*It may appear in various places, so please remember it.*)
- Button to download CSV (comma-separated values) file. (*It may appear in various places, so please remember it.*)

- e. Button to download an Excel file of the entire table data. (*It may appear in various places, so please remember it.*)
- f. Button to download PDF file of the entire table data. (*It may appear in various places, so please remember it.*)
- g. Button to print entire table data. (*It may appear in various places, so please remember it.*)
- h. Each column has a search bar, allowing you to filter the table based on the search text entered in each column. Only entries that match all the search criteria across the columns will be displayed.
- i. Double click the entry/row/admin to open roster of that admin.
- j. To edit details of admin or super admin, click Edit button.
- k. To delete admin, click Delete button.
- l. You can search within any column. The search text will be compared across all columns, or you can search multiple columns by entering the search text for one column, adding a space, and then entering the search text for another column. (*It may appear in various places, so please remember it.*)

i. Adding Admin

After click on add button, a popup will appear like this:

The screenshot shows the SIMSAT Admin dashboard. On the left, there's a sidebar with various menu items like Announcements, Admins, Rosters, Rooms, Courses, Students, Fees Tracking, Results, Set Questions, and Attendance. The 'Admins' section is currently active. In the center, a modal window titled 'Add Admin' is open. It contains fields for 'Enter First Name', 'Enter Last Name', 'Enter Father Name', 'Enter Date of Birth', 'Enter Mobile No.', 'Select Role', 'Enter Address', 'Enter Password', and 'Enter Confirm Password'. There's also a 'Preview Image' section with an 'Upload Image' button. In the background, a table lists existing admins with columns for S. No., Profile Picture, Name, Address, Post, Action (with 'Edit' and 'Delete' buttons), and Added On (showing dates like 12:49 am || 18 Aug. 2024). The top right corner of the screen shows the user's name 'Muhammad Azam'.

Add details, all fields are required except picture.

After adding admin, the password should be remembered and email will be generating with pattern:
<first name (lowercase)>. <last name (lowercase)>@simsatedu.com

ii. Editing Admin

After click on edit button, a popup will appear with existing information except password like this:

The screenshot shows the SIMSAT Admin dashboard. On the left, there's a sidebar with various management options like Announcements, Admins, Rosters, Rooms, Courses, Students, Fees Tracking, Results, Set Questions, and Attendance. The 'Rooms' option is currently selected. The main area has a modal titled 'Edit Admin' for a user named 'Saad Ali'. The modal includes fields for Enter Name (Saad Ali), Enter Email (saad.ali_1@simsatedu.com), Enter Father Name (Ali), Enter CNIC/B-Form No (4220112345678), Enter Date of Birth (01/07/2007), Enter Mobile No (03112666802), Select Role (Admin), Enter Address (DHA Phase 6, Karachi, Pakistan), and two password fields (Enter Password and Enter Confirm Password). Below the modal is a table listing 'Admins' with columns for S. No., Profile Picture, Name, Action, and Added On. The table shows three entries: one for 'Muhammad Azam' added at 05:31 am on 25 Aug. 2024, one for 'Saad Ali' added at 12:49 pm on 18 Aug. 2024, and one for 'Near Burj' added at 12:16 pm on 18 Aug. 2024.

Update details and Save changes.

- Here you can modify your email address as well
- If you want to change password, type new password in password fields and Save. The password will be updated.

e. Managing Rooms

Room page will look like this:

The screenshot shows the 'Rooms' section of the SIMSAT Admin dashboard. The sidebar on the left has 'Rooms' selected. The main area displays a table of rooms with columns for S. No., Rooms, Seats, Action, and Added On. The table contains five entries: Room E (12 seats) added at 01:47 am on 18 Aug. 2024; Room D (20 seats) added at 05:36 am on 31 Jul. 2024; Room C (20 seats) added at 05:35 am on 31 Jul. 2024; Room B (7 seats) added at 05:32 am on 31 Jul. 2024; and Room A (14 seats) added at 05:32 am on 31 Jul. 2024. At the bottom, it says 'Showing 1 to 5 of 5 entries' and has navigation buttons for Previous, Next, and a page number input field set to 1.

i. Adding Room

After click on add button, a popup will appear like this:

Add Room

Enter Room Name * Enter number of Seats *

S. No.	Rooms	Seats	Action	Added On
5.	E	12	Edit Delete	01:47 am 18 Aug, 2024
4.	D	20	Edit Delete	05:36 am 31 Jul, 2024
3.	C	20	Edit Delete	05:35 am 31 Jul, 2024
2.	B	7	Edit Delete	05:32 am 31 Jul, 2024
1.	A	14	Edit Delete	05:32 am 31 Jul, 2024

Showing 1 to 5 of 5 entries

Add details, all fields are required.

ii. Editing Room

After click on edit button, a popup will appear with existing information like this:

Edit Room

Enter Room Name * Enter number of Seats *

S. No.	Rooms	Seats	Action	Added On
5.	E	12	Edit Delete	01:47 am 18 Aug, 2024
4.	D	20	Edit Delete	05:36 am 31 Jul, 2024
3.	C	20	Edit Delete	05:35 am 31 Jul, 2024
2.	B	7	Edit Delete	05:32 am 31 Jul, 2024
1.	A	14	Edit Delete	05:32 am 31 Jul, 2024

Showing 1 to 5 of 5 entries

Update details and Save changes.

f. Managing Courses

Course page will look like this:

S. No.	Course Name	Duration	Monthly Fees	Modules	Questions to ask	Action	Added On
11.	w	12 months	2	• sd	12	Deactive Edit Delete	02:04 am 18 Aug, 2024
10.	Web	1 months	1	• a	1	Deactive Edit Delete	01:58 am 18 Aug, 2024
9.	new	12 months	12	• as • dd	12	Deactive Edit Delete	01:58 am 18 Aug, 2024
8.	new	1months	1	• 12 • 34	12	Deactive Edit Delete	01:57 am 18 Aug, 2024
7.	Video	20 months	1233		12	Deactive Edit Delete	01:54 am 18 Aug, 2024

There is an element marked in the screenshot is described below:

- a. Button to deactivate course, when the course is deactivated you cannot allot that course to any student until you activate again.

i. Adding Course

After click on add button, a popup will appear like this:

Add Course

Enter Course Name *

Enter Course Monthly Fees *

Enter Duration (in Months) *

Enter Module 1 Name

Enter Module 2 Name

Close Save

Add details, all fields are required except module names. Module can be a topic name that will be teaching under this course.

There are some elements marked in the screenshot are described below:

- a. Enter course name.
- b. Enter number of questions that will be asked by the student during exam. If you store 50 questions of this course and set number of questions to ask to 10, so 10 random questions will be asked to the student.
- c. Enter course monthly fees.
- d. Enter the course duration, specifying how many months it will take to complete the course.
- e. If modules are more than two. Click this button to add module field. (If you add more than required module fields, you can leave empty)
- f. Enter first module name.
- g. Enter second module name.

ii. Editing Course

After click on edit button, a popup will appear with existing information like this:

The screenshot shows the SIMSAT admin dashboard with a sidebar containing user info and navigation links. The main area displays a table of courses with columns for Name, Duration, and Last Updated. A modal window titled 'Edit Course' is open, showing fields for Course Name (Web development), Number of Questions (12), Monthly Fees (3000), and Duration (12 months). It also lists seven modules: HTML, CSS, JavaScript, Bootstrap, PHP, Laravel, and Wordpress. Buttons for 'Add Module', 'Close', and 'Save' are visible at the bottom of the modal.

Name	Duration	Last Updated
Web Development	12 Months	01:54 am 18 Aug, 2024
Frontend Development	12 Months	12:43 am 07 Aug, 2024
Backend Development	12 Months	12:42 am 07 Aug, 2024
Mobile App Development	12 Months	05:43 am 31 Jul, 2024
Data Science	12 Months	05:42 am 31 Jul, 2024
Machine Learning	12 Months	05:40 am 31 Jul, 2024

Update details and Save changes.

If you want to delete any module, empty that module field, the module will be deleted.

g. Managing Students

Student page will look like this:

G.R. No.	Profile Picture	Name	Father's Name	Course	Room	Timing	Status	Mobile No.	Annual Fees	Discount (%)	Action	Action	Added On
SS-000027		Faraz Aslam	Aslam	Video	C	01:00 am to 02:00 am	Pending	121212121212	24660	0%	<button>Freeze</button>	<button>Left</button>	03:36 am 21 Aug, 2024
SS-000026		Ali Abbas	Abbas	Web development	C	05:00 pm to 06:00 pm	Frozen	121212121212	36000	0%	<button>Unfreeze</button>	<button>Left</button>	08:18 pm 22 Aug, 2024
SS-000024		Muhammad Azam	a	Graphics Designing	D	02:00 pm to 03:00 pm	Pending Completed	033333333333	30000	0%	<button>Disallow</button>	<button>Left</button>	10:21 pm 18 Aug, 2024
SS-000023		Waqar Saad	Saad	Advanced Excel	D	07:00 pm to 08:00 pm	Disabled Completed	121212121212	9000	0%	<button>Allow</button>	<button>Left</button>	01:39 am 18 Aug, 2024
SS-000022		Saad Ali	Ali	AI Graphics	C	07:00 pm to 08:00 pm	Passed Out	121212121212	24000	0%	<button>Passed Out</button>	<button>Left</button>	12:47 am 17 Aug, 2024
SS-000021		Hussain Saad	Saad	Web development	C	05:00 pm to 06:00 pm	Done Completed	121212121212	36000	0%	<button>Again</button>	<button>Pass Out</button>	04:47 am 11 Aug, 2024

There are some elements marked in the screenshot are described below:

- Double-click on a student/row/entry to view the full details of that student.
- When the student completed his course, exam, get certified and you marked him/her as passed out, the status will be shown like this.
- When the student has completed course, this button will show you to allow student for exam.
- When you allowed student for exam, you can disallow him/her by clicking **Disallow** button.
- When you froze student, you can unfreeze him/her by clicking **Unfreeze** button.
- If student want to go on leave, you can freeze him/her.
- There is a **Left** button. If a student leaves the course, the admin can click this button to mark the student left.
- When the student has completed exam and if you want to re-exam, click **Again** button.
- When the student completed his course, exam, and get certified you can mark him/her as passed out by clicking **Pass Out** button.
- This button allow you to import student data and clear previous data. (*Contact developer for more information of this feature*)

i. Adding Student

After click on add button, a popup will appear like this:

The screenshot shows the 'Add Student' modal open over a list of students. The modal includes fields for First Name, Last Name, Father Name, Course, Date of Birth, Mobile Number, Shift, Address, Password, Confirm Password, Room, Timing, and Seat. There is also a checkbox for 'Exclude from fees reminder' and buttons for 'Close' and 'Save'.

Add details, all fields are required except profile pic and percentage field.

- Profile Picture: It is not required while adding.
- Discount field: If the admin wishes to offer a discount to the student, they should enter the discount amount in the designated field. Otherwise, leave the field blank.
- Exclude checkbox: If admin wants that fees reminder of this student don't show, mark the checkbox.
- Email will be generating with pattern: **<first name (lowercase)>.<last name (lowercase)>@simsatedu.com**
- Password should be remembered by student.

ii. Editing Student

After click on edit button, a popup will appear with existing information like this:

The screenshot shows the 'Edit Student' modal open over a list of students. The modal displays existing student information: Name (Shayan Khan), Father Name (Salman), Course (Web development), Date of Birth (12/04/2000), Mobile Number (12121212121), Shift (Regular), Address (2B Landhi, Karachi), Password (..), Confirm Password (..), Room (A), Timing (09:00 pm to 10:00 pm), and Seat (7). It also has an 'Upload Image' button and a checkbox for 'Exclude from fees reminder'.

Update details and Save changes.

- Here you can modify student email address as well.
- Here you can also see student account password in case student forgot.
- If you want to change password, type new password in password fields and Save. The password will be updated.

h. Individual Student Portal

By double clicking the student row, you can see entire information of that student.

i. Personal Details

Here you can see personal information of student.

The screenshot shows the 'Information of "Faraz Aslam"' page. The left sidebar has a red background and lists various admin functions: Announcements, Admins, Rosters, Rooms, Courses, Students, Fees Tracking, Results, Set Questions, and Attendance. The main content area displays personal information for Faraz Aslam, including:

- G.R. No.: SS-000027
- Date of Admission: 01:36 pm | 24 Aug, 2024
- Name: Faraz Aslam
- Father's Name: Aslam
- Status: Enrolled
- Action: Freeze (button)
- Room: C
- Seat: 1
- Timing: 01:00 pm to 02:00 pm
- Course: Video
- CNIC/B-Form NO.: 123123123123
- Email ID: faraz.aslam@simsatedu.com
- Date of Birth: 2024-12-01
- Mobile No.: 1234567890
- Address: S
- Annual Fees: 24860
- Discount: 0%
- Shift: Weekend
- Exclude from Fees Reminder: Not Excluded

ii. Attendance Details

Here you can see student's attendance monthly and daily.

The screenshot shows the 'Information of "Faraz Aslam"' page with the 'Attendance' tab selected. The left sidebar is identical to the previous screenshot. The main content area displays attendance details:

- Day wise Attendance (button)
- Show 10 entries
- Copy, CSV, Excel, PDF, Print buttons
- Search input field
- Table showing monthly attendance:

Month	Attendance
Aug-2024	6 Presents 3 Absents
Jul-2024	4 Presents 2 Absents
Jun-2024	3 Presents 2 Absents
- Showing 1 to 3 of 3 entries
- Previous, Next buttons
- Course Modules and Fees Record sections (both collapsed)

iii. Course Modules

Here you can see student's course modules and mark and unmark as complete or not.

The screenshot shows the SIMSAT administrative dashboard for a student named Faraz Aslam. On the left, a sidebar lists various management functions: Announcements, Admins, Rosters, Rooms, Courses, Students, Fees Tracking, Results, Set Questions, and Attendance. The main content area is titled "Information of 'Faraz Aslam'" and features a circular profile picture of the student. Below this, there are three tabs: "Personal Information", "Attendance", and "Course Modules". The "Course Modules" tab is currently active, displaying a section titled "Web development" Modules. Inside this section, there are two columns of four modules each, each with a checkbox for marking completion:

Module	Completion Status
HTML	Completed (checkbox checked)
JavaScript	In Progress (checkbox unchecked)
PHP	In Progress (checkbox unchecked)
React	In Progress (checkbox unchecked)
CSS	In Progress (checkbox unchecked)
Bootstrap	In Progress (checkbox unchecked)
Laravel	In Progress (checkbox unchecked)
Wordpress	In Progress (checkbox unchecked)

At the bottom of the main content area, there is a "Fees Record" tab.

iv. Fees Record

Here you can see student's fees record

The screenshot shows the SIMSAT administrative dashboard for a student named Faraz Aslam, similar to the previous screen but with a different focus. The sidebar and tabs are identical. The main content area is titled "Information of 'Faraz Aslam'" and includes the "Personal Information", "Attendance", and "Course Modules" tabs. The "Fees Record" tab is now active, displaying a table of fees submitted by the student:

Purpose	Month	Description	Amount	Added on
Monthly	Sep 2024	September Fee Submitted.	2060	04:50 am 27 Aug, 2024
Monthly	Aug 2024	August Fee Submitted.	2060	04:48 am 27 Aug, 2024
Registration	-	Registration Fee Submitted.	500	04:45 am 27 Aug, 2024

Below the table, it says "Showing 1 to 3 of 3 entries". At the top of the fees table, there are buttons for "Show 10 entries", "Copy", "CSV", "Excel", "PDF", "Print", and a search bar. Navigation buttons for "Previous" and "Next" are also present at the bottom right.

i. Fees Tracking

Here you can manage fees of students.

You can double-click any student to open portal of that student.

i. Pending Fees

The students who haven't submitted their fees for more than one month will be shown here.

The screenshot shows the SIMSAT Fees Tracking interface. On the left sidebar, under the 'Fees Tracking' section, the 'Pending Fees' tab is selected. The main area displays a table of 'Pending Fees Records' with columns: Gr. No., Student, Father, Room, Timing, Last Purpose, Action, and Last Added On. Three specific rows are listed:

Gr. No.	Student	Father	Room	Timing	Last Purpose	Action	Last Added On
SS-000013.	Basil Waqar	Waqar	C	05:00 pm to 06:00 pm	Dec 2024	<button>Submit Fees</button> <button>Exclude</button>	03:48 am 21 Jul, 2024
SS-000009.	Abdullah Quresh	Aslam	C	06:00 pm to 07:00 pm	Aug 2024	<button>Submit Fees</button> <button>Exclude</button>	01:22 am 24 Jul, 2024
SS-000002.	Anas Malik	Malik	B	05:00 pm to 06:00 pm	registration	<button>Submit Fees</button> <button>Exclude</button>	01:54 am 14 Aug, 2024

Annotations in the screenshot:

- Annotation 'a' points to the 'Pending Fees' tab in the sidebar.
- Annotation 'b' points to the 'Submit Fees' button in the table row for Basil Waqar.
- Annotation 'c' points to the 'Search:' input field at the top right of the table.

There are some elements marked in the screenshot are described below:

- To submit a student's fees, you can select a room and timing. The students associated with that room and timing will be displayed, and you can then select the student.
- You can also simply click **Submit Fees** of those students who didn't submit fees more than one month.
- You can also exclude student from fees reminder.

ii. Submitting Fees

After selecting room, timing and student or clicking **Submit Fees** button, a popup will appear like this:

The screenshot shows a modal window titled 'Add record of "Basil Waqar"'. The modal contains two sections: 'Last Entries' and 'Fees Record'.

Last Entries:

S. No.	Amount	Purpose	Month	Description	Added On
2nd Last Entry	2000	monthly	November 2024	sdd	5:59 am 17 Jul, 2024
Last Entry	4670	monthly	December 2024	qw	3:48 am 21 Jul, 2024

Fees Record:

Total Annual Fees	Paid Fees	Remaining Fees	Per Month Fees
56000	15340	40660	4670

Below these sections, there are fields for 'Enter Amount (Rs.)' and 'Select Purpose', along with 'Enter Description' fields.

Annotations in the screenshot:

- Annotation 'a' points to the 'Select Student' dropdown in the background.
- Annotation 'b' points to the 'Total Annual Fees' field in the Fees Record table.
- Annotation 'c' points to the 'Enter Description' field in the Fees Record section.

There are some elements marked in the screenshot are described below:

a. There are last two fee entries of that student of whom you are submitting fees.

b. Elements definition

- **Total Fees:** The entire fees that student will pay throughout the course duration, if discount was given then the discounted annual fees will show. ($\text{Total fees} = \text{course monthly fees} * \text{course duration}$)
- **Paid Fees:** The fees that student has been paid till now.
- **Remaining Fees:** The fees that is remaining. ($\text{Remaining fees} = \text{Total fees} - \text{Paid fees}$)
- **Per Month Fees:** The fees that student submit per month.

c. Elements definition

- **Current Date:** It shows today's date.
- **Amount:** The amount you receive from student.
- **Purpose:** It specifies the purpose of the fees. The purpose will only set to Registration if there is no previous entry of that student, purpose will only set to Monthly if course is not completed, if course is completed purpose can be Monthly or Examination. After Exam, purpose can be Certificate.
- **Description:** Here you can type a description or any text you want to save when submitting fees.

iii. Submitted Fees

The submitted fees records will be shown here

The screenshot shows the SIMSAT Fees Tracking interface. On the left, there is a sidebar with navigation links: Announcements, Admins, Rosters, Rooms, Courses, Students, and Fees Tracking (which is currently selected). The main area is titled "Fees Tracking" and shows "Submitted Fees Records". It includes filters for "Select Room", "Select Timing", and "Select Student", and buttons for "Pending Fees", "Submitted Fees" (which is highlighted), "Not Started", and "Excluded". Below these are buttons for "Copy", "CSV", "Excel", "PDF", and "Print". A search bar is also present. The main table lists four fee records:

Gr. No.	Student	Father	Room	Timing	Amount	Purpose	Description	Action	Added On
SS-000027.	Faraz Aslam	Aslam	C	01:00 pm to 02:00 pm	2060	Sep 2024	September Fee Submitted.	Edit Delete	04:50 am 27 Aug, 2024
SS-000027.	Faraz Aslam	Aslam	C	01:00 pm to 02:00 pm	2060	Aug 2024	August Fee Submitted.	Edit Delete	04:48 am 27 Aug, 2024
SS-000027.	Faraz Aslam	Aslam	C	01:00 pm to 02:00 pm	500	registration	Registration Fee Submitted.	Delete	04:45 am 27 Aug, 2024
SS-000013.	Basil Waqar	Waqar	C	05:00 pm to 06:00 pm	4670	Dec 2024	qw	Edit Delete	03:48 am 21 Jul, 2024

You can also edit and delete submitted fee record.

iv. Not Started

Students who have not paid the registration fees and do not have any fee records will be shown here:

The screenshot shows the SIMSAT Admin Fees Tracking interface. On the left sidebar, under the 'Fees Tracking' section, the 'Not Started' tab is selected. The main content area displays a table titled 'Not Started Fees Records' with the following data:

Gr. No.	Student	Father	Room	Timing	Last Purpose	Action	Last Added On
SS-000005.	Mubashir Altaf	Anees	C	11:00 am to 12:00 pm	Not started	Submit Fees Exclude	Not started
SS-000006.	Abid Qasim	Waqas	D	04:00 pm to 05:00 pm	Not started	Submit Fees Exclude	Not started
SS-000007.	Haris Ansari	Sohail	A	03:00 pm to 04:00 pm	Not started	Submit Fees Exclude	Not started
SS-000008.	Faizan Quresh	Raees	A	03:00 pm to 04:00 pm	Not started	Submit Fees Exclude	Not started
SS-000010.	Rafay Sheikh	Saleem	C	03:00 pm to 04:00 pm	Not started	Submit Fees Exclude	Not started
SS-000011.	Shahzaid Ahmed	Saqir	C	05:00 pm to	Not started	Submit Fees Exclude	Not started

- Here you can submit fees of student.
- You can also exclude student from fees reminder.

v. Excluded Students

The excluded students will be shown here

The screenshot shows the SIMSAT Admin Fees Tracking interface. On the left sidebar, under the 'Fees Tracking' section, the 'Excluded' tab is selected. The main content area displays a table titled 'Exclude Students Fees Records' with the following data:

Gr. No.	Student	Father	Room	Timing	Last Amount	Last Purpose	Action	Last Added On
SS-000020.	Sameer Sheikh	Aslam	C	01:00 pm to 02:00 pm	Not started	Not started	Include	Not started

Showing 1 to 1 of 1 entries

Here you can include student to fees reminder.

j. Managing Results

Here you can manage results of students. The result page will look like this:

The screenshot shows the SIMSAT admin dashboard. On the left, a sidebar menu includes options like Announcements, Admins, Rosters, Rooms, Courses, Students, Fees Tracking, Results (which is selected and highlighted in red), Set Questions, and Attendance. The main content area is titled "Results" and displays a table of student performance. The table columns are S. No., G.R. No., Name, Course, Total Question, Correct Answers, Wrong Answers, Skipped Questions, Action, and Added On. One entry is shown: "1. SS-000001 Talha Sheikh AI Graphics 5 2 1 2 Delete 05:27 am || 15 Aug, 2024". Below the table, it says "Showing 1 to 1 of 1 entries".

You can only delete result of student.

k. Managing Questions

Here you can manage questions of each course for exams.

The screenshot shows the SIMSAT admin dashboard. The sidebar menu includes Set Questions (selected and highlighted in red), Advanced Excel, AI Graphics, Graphics Designing, Web development (which is highlighted in blue), and PCIT. The main content area is titled "Questions of 'Web development'" and displays a table of questions. The table columns are S. No., Questions, Correct Option, Other 3 Options, Action, and Added On. Four questions are listed: 15. (Which HTML attribute specifies an alternate text for an image, if the image cannot be displayed?) with correct option "alt" and other options "title", "src", "longdesc"; 14. (How do you create a numbered list in HTML5?) with correct option "" and other options "", "<list>", "<numlist>"; 13. (Which CSS property is used to make text bold?) with correct option "font-weight" and other options "font-style", "text-decoration", "text-transform"; 12. (Which tag is used to create a drop-down list) with correct option "<select>" and other options "<list>", "<dropdown>". Each row has "Edit" and "Delete" buttons. A blue circle labeled "a" points to the "Set Questions" menu item in the sidebar.

The element marked in the screenshot is described below:

- Here you can choose course of which you want to add questions.

i. Adding Question

After click on add button, a popup will appear like this:

Add Question

Enter Question *

Enter Question

Enter Correct Option *

Enter Correct Option

Enter Other Options *

Enter Other Option 1

Enter Other Option 2

Enter Other Option 3

S. No.

14. What arrangement or elements to create a sense of stability? Balance

13. What does the acronym PSD stand for? Photoshop Document

12. What does the acronym PSD stand for? Photoshop Document

Action

Added On

Close Save

S. No.	Question	Answer Type	Added On
14.	What arrangement or elements to create a sense of stability?	Balance	08:35 pm 01 Aug, 2024
13.	What does the acronym PSD stand for?	Photoshop Document	08:34 pm 01 Aug, 2024
12.	What does the acronym PSD stand for?	Photoshop Document	08:33 pm 01 Aug, 2024

Type question, correct option and 3 other options and then **Save**.

ii. Editing Question

After click on edit button, a popup will appear with existing information like this:

Edit Question

Enter Question *

What does the acronym PSD stand for?

Enter Correct Option *

Photoshop Document

Enter Other Options *

Photo Style Document

Portable Style Document

Photoshop Design

S. No.

14. What arrangement or elements to create a sense of stability? Balance

13. What does the acronym PSD stand for? Photoshop Document

12. What does the acronym PSD stand for? Photoshop Document

Action

Added On

Close Save

S. No.	Question	Answer Type	Added On
14.	What arrangement or elements to create a sense of stability?	Balance	08:35 pm 01 Aug, 2024
13.	What does the acronym PSD stand for?	Photoshop Document	08:34 pm 01 Aug, 2024
12.	What does the acronym PSD stand for?	Photoshop Document	08:33 pm 01 Aug, 2024

Update details and Save changes.

I. Managing Attendance

Here you can manage and check attendance.

You can double-click any student to open portal of that student.

i. Today's Attendance

All students of the current timing for the room assigned to the logged-in admin in roster will be shown here. You can mark students' attendance for today. ***It can also access by admins/teachers to mark students' attendance.***

The screenshot shows the 'Today's Attendance' section of the SIMSAT admin dashboard. The sidebar on the left has a red background and includes links for Announcements, Admins, Rosters, Rooms, Courses, Students, Fees Tracking, Results, Set Questions, Attendance (with sub-links for Today's Attendance and Past Attendance), and Attendance Report. The main content area has a white background and displays a table titled 'Today's Attendance'. The table has columns for S. No., G.R. No., Profile Picture, Name, Father's Name, Course, Shift, Status, Action, and Added On. The data shows three entries:

S. No.	G.R. No.	Profile Picture	Name	Father's Name	Course	Shift	Status	Action	Added On
3.	SS-000008		Faizan Quresh	Raees	Web development	regular	Not Marked	Present Absent	06:17 am II 31 Jul, 2023
2.	SS-000006		Abid Qasim	Waqas	PCIT	regular	Not Marked	Present Absent	06:14 am II 31 Jul, 2023
1.	SS-000003		Shayan Khan	Salman	Web development	regular	Not Marked	Present Absent	05:59 am II 31 Jul, 2022

Below the table, it says 'Showing 1 to 3 of 3 entries'. At the bottom right, there are 'Previous' and 'Next' buttons.

ii. Past Attendance

Here you can mark students' attendance for previous days by selecting the room, timing, and the date for which you want to mark attendance. If attendance had been marked that day, then marked attendance will show:

The screenshot shows the 'Past Attendance' section of the SIMSAT admin dashboard. The sidebar on the left has a red background and includes links for Announcements, Admins, Rosters, Rooms, Courses, Students, Fees Tracking, Results, Set Questions, Attendance (with sub-links for Today's Attendance and Past Attendance), and Attendance Report. The main content area has a white background and displays a table titled 'Past Attendance'. The table has columns for S. No., G.R. No., Profile Picture, Name, Father's Name, Course, Shift, Status, Action, and Added On. The data shows three entries:

S. No.	G.R. No.	Profile Picture	Name	Father's Name	Course	Shift	Status	Action	Added On
8.	SS-000019		Wasim Sheikh	Danial	Graphics Designing	Regular	Not Marked	Present Absent	3:14 am II 6 Aug, 2024
7.	SS-000018		Shakeel Ahmed	Saif	AI Graphics	Weekend	Present	Absent	2:15 am II 6 Aug, 2024
6.	SS-000017		Abdul Qadir	Irfan	Web development	Regular	Absent	Present	2:13 am II 6 Aug,

iii. Attendance Report

Here you can view the number of presents and absences for all students in the selected room and timing within a specified date range. ***It can also access by admins/teachers to check students' attendance status***

The screenshot shows the SIMSAT Attendance Report interface. On the left sidebar, under the 'Attendance' section, 'Attendance Report' is selected. The main content area displays an 'Attendance Report' table with columns: S. No., G.R. No., Profile Picture, Name, Father's Name, Course, Shift, and Attendance. The table contains three rows of data. Row 6 shows Abdul Qadir (SS-000016) in AI Graphics, Weekend shift, with 'Presents: 0 Absents: 1'. Row 5 shows Abdul Qadir (SS-000017) in Web development, Regular shift, with 'Presents: 1 Absents: 0'. Row 4 shows Basil Waqar (SS-000013) in Web development, Regular shift, with 'Presents: 3 Absents: 1'.

S. No.	G.R. No.	Profile Picture	Name	Father's Name	Course	Shift	Attendance
6.	SS-000016		Abdul Qadir	Irfan	AI Graphics	Weekend	Presents: 0 Absents: 1
5.	SS-000017		Abdul Qadir	Irfan	Web development	Regular	Presents: 1 Absents: 0
4.	SS-000013		Basil Waqar	Waqar	Web development	Regular	Presents: 3 Absents: 1

m. Managing Roster

Here you can manage roster of teachers/admins.

You can double-click any roster to open all rosters of that admin.

The screenshot shows the SIMSAT Rosters management interface. On the left sidebar, 'Rosters' is selected. The main content area shows an 'Add roster' section with an 'Add' button, followed by a 'Rosters' table. The table has columns: S. No., Name, Room, Timing, Action, and Added On. It lists eight rosters assigned to different admins. For example, Faizan Ansari is assigned to room D during 01:00 pm to 02:00 pm, added on 18 Aug, 2024.

S. No.	Name	Room	Timing	Action	Added On
10.	Faizan Ansari	D	01:00 pm to 02:00 pm	Edit Delete	01:12 am 18 Aug, 2024
9.	Shaakir Ahmed	C	02:00 pm to 03:00 pm	Edit Delete	12:57 am 18 Aug, 2024
8.	Muhammad Azam	C	05:00 pm to 06:00 pm	Edit Delete	03:40 am 11 Aug, 2024
7.	Dexter Watts	B	03:00 pm to 04:00 pm	Edit Delete	03:34 am 11 Aug, 2024
6.	Dexter Watts	C	01:00 am to 02:00 am	Edit Delete	03:04 am 11 Aug, 2024
5.	Shaakir Ahmed	A	06:00 am to 07:00 am	Edit Delete	01:50 am 11 Aug, 2024
4.	Muhammad Azam	C	02:00 am to 03:00 am	Edit Delete	12:58 am 11 Aug, 2024
3.	Muhammad Azam	A	04:00 am to 05:00 am	Edit Delete	05:00 pm 08 Aug, 2024

Here you can check which room is assigned to each admin and during which timing.

i. Adding Roster

After click on add button, a popup will appear like this:

Add Roster

Select Teacher *

-- Select Teacher --

Select Room *

-- Select Room --

Select Timing *

-- Select Timing --

S. No.

S. No.	Name	Room	Timing	Edit	Delete	Added On
10.	Faizan Ansari	D	01:00 pm to 02:00 pm	<button>Edit</button>	<button>Delete</button>	01:12 am 18 Aug, 2024
9.	Shaakir Ahmed	C	02:00 pm to 03:00 pm	<button>Edit</button>	<button>Delete</button>	12:57 am 18 Aug, 2024
8.	Muhammad Azam	C	05:00 pm to 06:00 pm	<button>Edit</button>	<button>Delete</button>	03:40 am 11 Aug, 2024
7.	Dexter Watts	B	03:00 pm to 04:00 pm	<button>Edit</button>	<button>Delete</button>	03:34 am 11 Aug, 2024
6.	Dexter Watts	C	01:00 am to 02:00 am	<button>Edit</button>	<button>Delete</button>	03:04 am 11 Aug, 2024
5.	Shaakir Ahmed	A	06:00 am to 07:00 am	<button>Edit</button>	<button>Delete</button>	01:50 am 11 Aug, 2024
4.	Muhammad Azam	C	02:00 am to 03:00 am	<button>Edit</button>	<button>Delete</button>	12:58 am 11 Aug, 2024
3.	Muhammad Azam	A	04:00 am to 05:00 am	<button>Edit</button>	<button>Delete</button>	05:00 pm 08 Aug, 2024

Select room and timing which you want to assign to selected admin/teacher and then **Save**.

ii. Editing Roster

After click on edit button, a popup will appear with existing information like this:

Edit Roster

Select Teacher *

Faizan Ansari || Ansari

Select Room *

D

Select Timing *

01:00 pm to 02:00 pm

S. No.

S. No.	Name	Room	Timing	Edit	Delete	Added On
10.	Faizan Ansari	D	01:00 pm to 02:00 pm	<button>Edit</button>	<button>Delete</button>	01:12 am 18 Aug, 2024
9.	Shaakir Ahmed	C	02:00 pm to 03:00 pm	<button>Edit</button>	<button>Delete</button>	12:57 am 18 Aug, 2024
8.	Muhammad Azam	C	05:00 pm to 06:00 pm	<button>Edit</button>	<button>Delete</button>	03:40 am 11 Aug, 2024
7.	Dexter Watts	B	03:00 pm to 04:00 pm	<button>Edit</button>	<button>Delete</button>	03:34 am 11 Aug, 2024
6.	Dexter Watts	C	01:00 am to 02:00 am	<button>Edit</button>	<button>Delete</button>	03:04 am 11 Aug, 2024
5.	Shaakir Ahmed	A	06:00 am to 07:00 am	<button>Edit</button>	<button>Delete</button>	01:50 am 11 Aug, 2024
4.	Muhammad Azam	C	02:00 am to 03:00 am	<button>Edit</button>	<button>Delete</button>	12:58 am 11 Aug, 2024
3.	Muhammad Azam	A	04:00 am to 05:00 am	<button>Edit</button>	<button>Delete</button>	05:00 pm 08 Aug, 2024

Update details and Save changes.

n. Managing Announcements

Here you can manage announcements.

The screenshot shows the SIMSAT Admin dashboard. On the left is a sidebar with various management options: Announcements, Admins, Rosters (highlighted with a blue border), Rooms, Courses, Students, Fees Tracking, Results, Set Questions, and Attendance. The main content area is titled "Announcements" and shows a single entry in a table:

S. No.	Title	Description	Action	Added On
1.	Holiday	Cneter will remain closed on 14th August due to Pakistan Independence Days.	Edit Delete	08:31 pm 20 Aug, 2024

Below the table, it says "Showing 1 to 1 of 1 entries".

i. Adding Announcement

After click on add button, a popup will appear like this:

A modal window titled "Add Announcement" is displayed over the main content. It contains two input fields: "Enter Announcement Title *" and "Enter Description *". Below the modal, the main table shows one entry:

S. No.	Action	Added On
1.	Edit Delete	08:31 pm 20 Aug, 2024

At the bottom of the modal, there are "Close" and "Save" buttons.

Type announcement title and description and **Save**.

ii. Editing Announcement

After click on edit button, a popup will appear with existing information like this:

The screenshot shows the SIMSAT Admin dashboard at localhost:8000/admin/announcements. A modal window titled "Edit Announcement" is open, prompting for "Enter Announcement Title *". The title "Holiday" is entered. Below it, "Enter Description *" contains the text: "Cneter will remain closed on 14th August due to Pakistan Independence Days." At the bottom right of the modal are "Close" and "Save" buttons. In the background, the main dashboard shows a sidebar with navigation links like Announcements, Admins, Rosters, Rooms, Courses, Students, Fees Tracking, Results, Set Questions, and Attendance. A central table lists announcements, with one entry visible: "Action" (Edit or Delete) and "Added On" (08:31 pm || 20 Aug, 2024). The top right corner shows the user profile of Muhammad Azam.

Update details and Save changes.

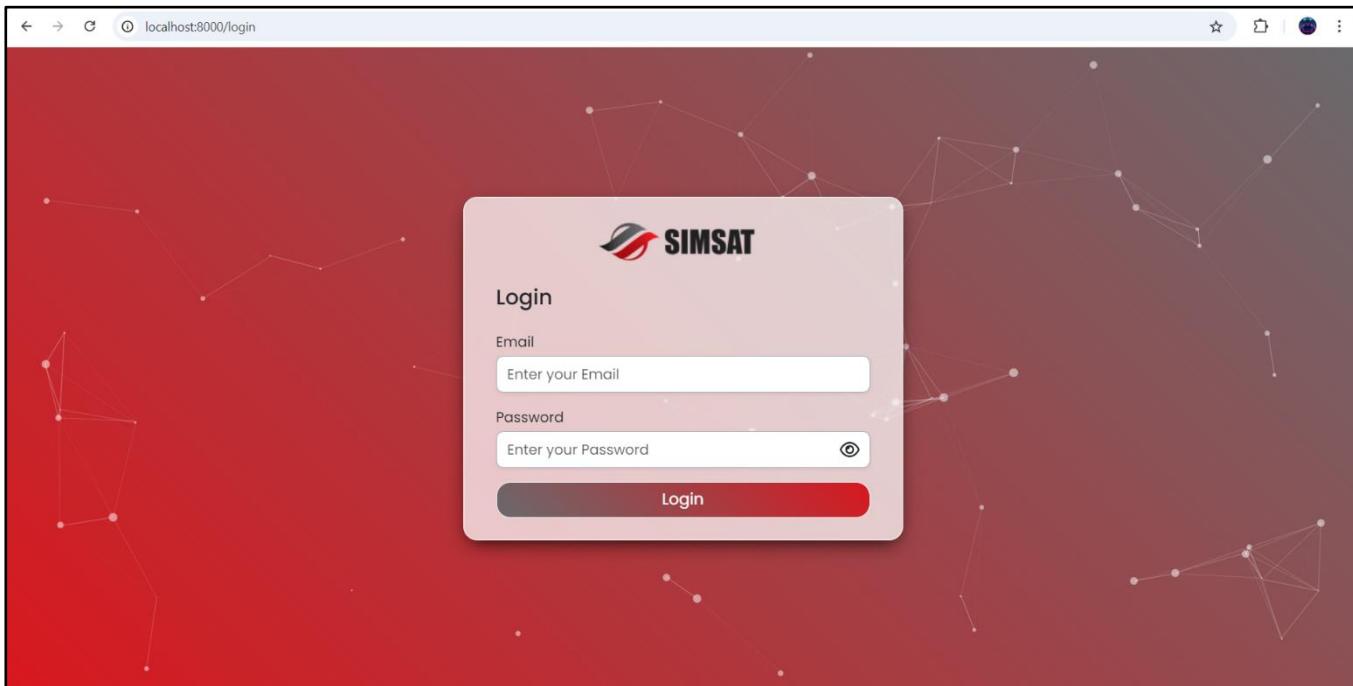
2. Student Role

Student can access portal and see his/her attendance, profile, progress, announcements, fees etc.

a. Logging in

Here student can easily login by email and password.

Email pattern: <**first name (lowercase)**>.<**last name (lowercase)**>@simsatedu.com



b. Announcement

Here student can see all announcements, examination messages, fees submission messages, fees reminder etc. Announcement page will look like this:

A screenshot of the SIMSAT student portal showing the "Announcements" section. On the left is a sidebar with a user profile picture of "Faraz Aslam" and links for "Announcements", "Profile", "Attendance", and "Fees Record". The main content area has a header "Announcements". Below it are four announcement cards. Each card has a "Fee Submitted" icon, a timestamp (04:50 am, 04:48 am, 04:45 am, or 08:31 pm), a date (27 Aug, 2024), and a message about fees being received. The fourth card has a "Holiday" icon and a message about the college being closed on 14th August due to Pakistan Independence Day. The top right corner shows the user profile "Faraz Aslam".

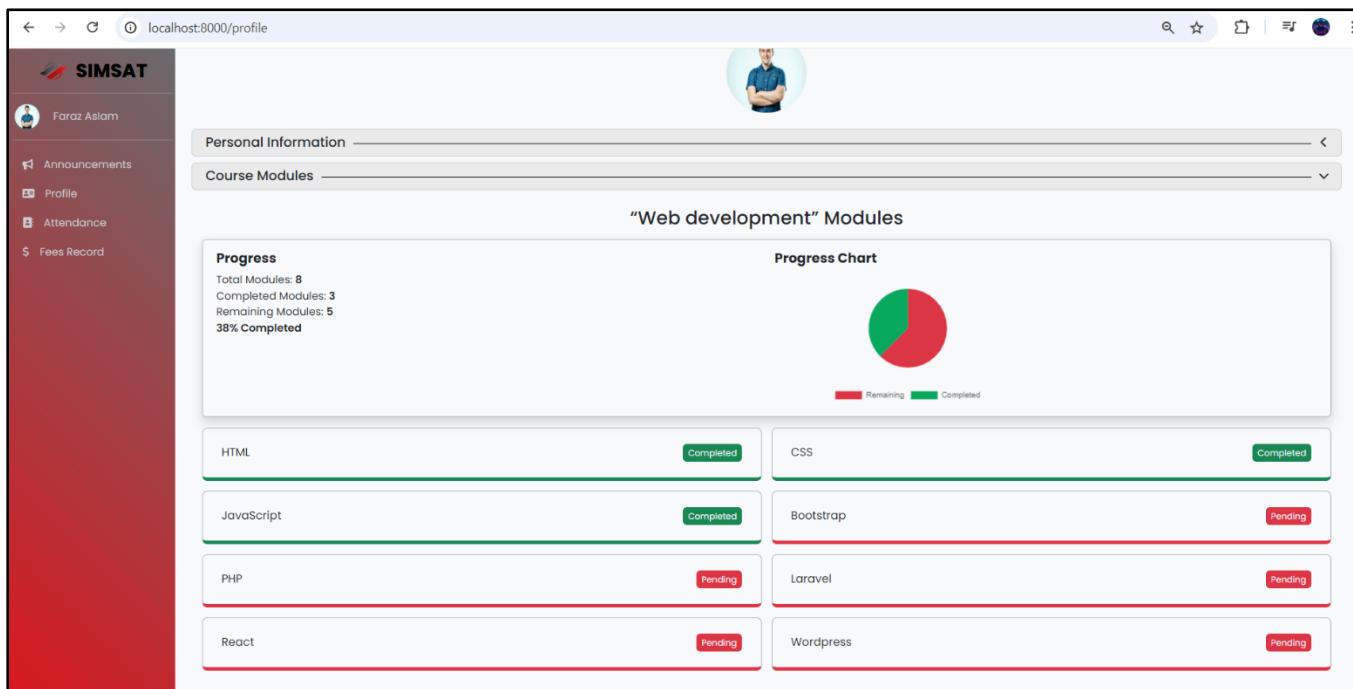
c. Profile

Here student can see personal information. And also check progress/completion of course. Profile page will look like this:

i. Personal Information

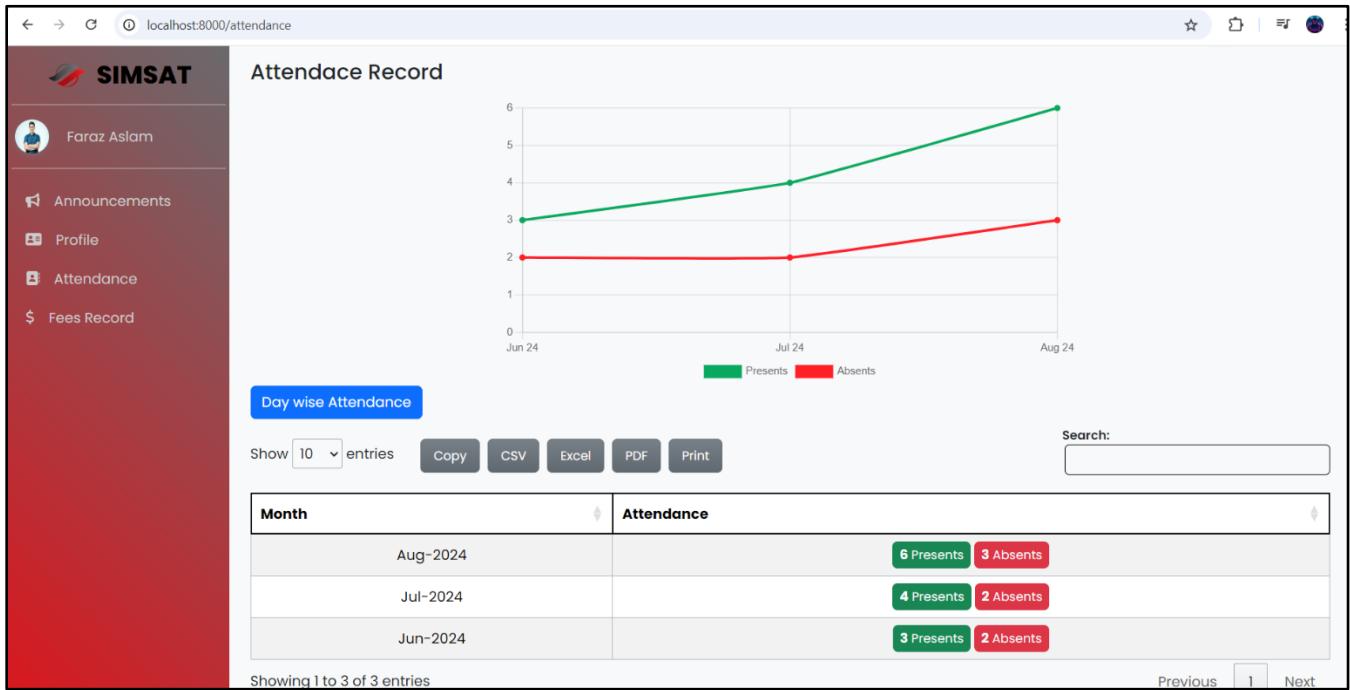
The screenshot shows the SIMSAT profile page for "Faraz Aslam". The left sidebar includes links for Announcements, Profile (selected), Attendance, and Fees Record. The main content area displays "Personal Information" with fields for G.R. No. (SS-000027), Date of Admission (01:36 pm || 24 Aug. 2024), Annual Fees (24660), Shift (Weekend), Name (Faraz Aslam), Father's Name (Aslam), Status (Running), Course (Web development), Room (C), Seat (1), Timing (01:00 pm to 02:00 pm), CNIC/B-Form NO. (121212121212), Date of Birth (2024-12-01), Email ID (faraz.aslam@simsatedu.com), Mobile No. (121212121212), and Address (S).

ii. Course Completion/Progress



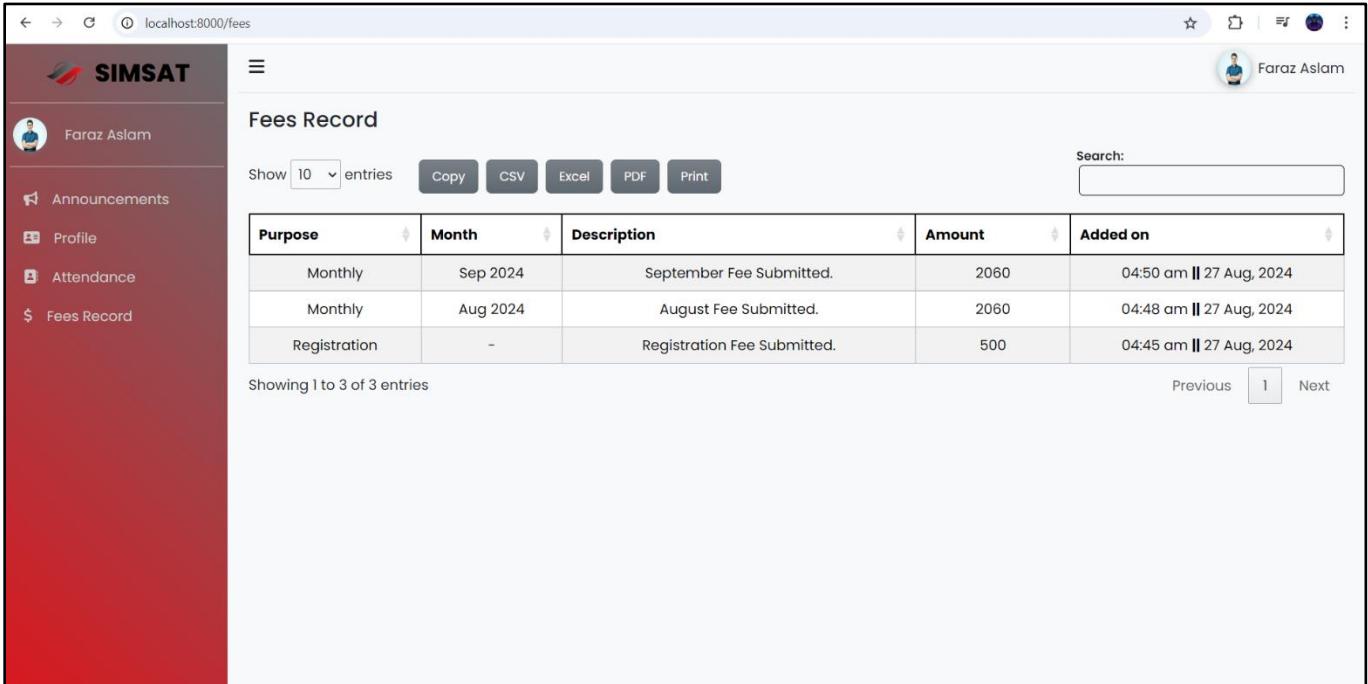
d. Attendance

Here student can check attendance month or day wise. This page will look like this:



e. Fees Record

Here student can see his/her fees record. This page will look like this:



f. Assessment

The assessment tab will show after completion of course and allowance of admin.

The screenshot shows a web browser window with the URL localhost:8000/profile. The page has a header with the SIMSAT logo and a user profile for "Faraz Aslam". A sidebar on the left contains links for Announcements, Profile, Attendance, Fees Record, and Assessment, with the Assessment link highlighted by a blue border. The main content area is titled "Portal of 'Faraz Aslam'" and features a circular profile picture of the user. Below the profile picture are two input fields: "Personal Information" and "Course Modules".

i. Getting Started

After click on assessment tab, assessment page will open

The screenshot shows a web browser window with the URL localhost:8000/assessment. The page has a header with the SIMSAT logo and a user profile for "Faraz Aslam". The main title is "Assessment of 'Web development'" and the welcome message is "Welcome, 'Faraz Aslam'". Below the title, there is a box titled "Get Started" containing instructions and a "Get Started" button. The instructions list the following points:

- You will have 2 minutes for each question.
- You must select an option of each question.
- If time become over, the question will be marked as not attempt and marks will be deducted.

"Best of Luck!"

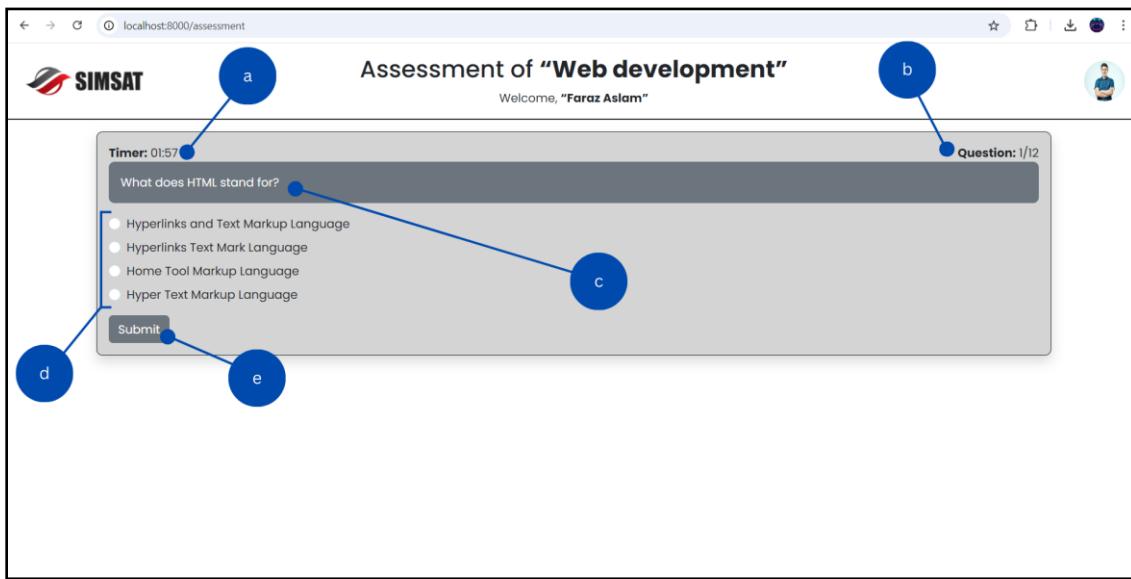
Here are some instructions written on the first box.

- Student will have 2 minutes for each question.
- Student must select an option of each question.
- If time become over, the question will be marked as not attempt and marks will be deducted.

ii. Exam Interface

After click on **Get Started** button exam will start.

Random question will appear every time from questions you stored for course.

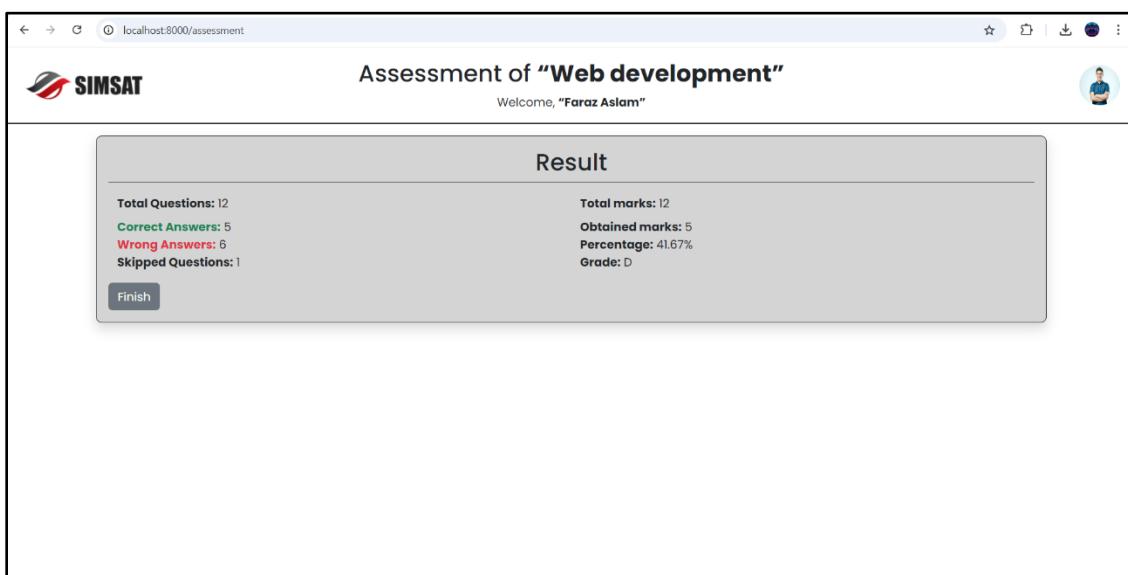


There are some elements marked in the screenshot are described below:

- a. This is the timer of 2 minutes. After 2 minutes, question will be marked as skipped and next question will appear.
- b. Question counter.
- c. Question to be answered.
- d. Options for the question.
- e. This is Submit button. After submitting answer next question will appear.

iii. Result/Scorecard

The scorecard will look like this:



After click on finish student will redirect to home page.

g. Result

Here student can check result of exam.

The screenshot shows a web browser window with the URL `localhost:8000/results`. The page is titled "Results". On the left, there is a sidebar with a user profile picture of "Faraz Aslam" and a logo for "SIMSAT". The sidebar also contains links for "Announcements", "Profile", "Attendance", "Fees Record", and "Results". The main content area displays the results for a test titled "Web development". The results are presented in a grid format:

G.R. No.	Name	Date of Assessment
SS-000027	Faraz Aslam	02:12 am 31 Aug, 2024
Total number of questions 12		
Correct Questions	Wrong Questions	Skipped Questions
5	6	1
Total Marks	Percentage	Grade
5	41.67%	D

A red horizontal line separates the results from the rest of the page.

Outro

This was the complete manual for the website/application of **Simsat**. Hope you understand everything clearly and this manual has cleared all doubts and queries that you have.