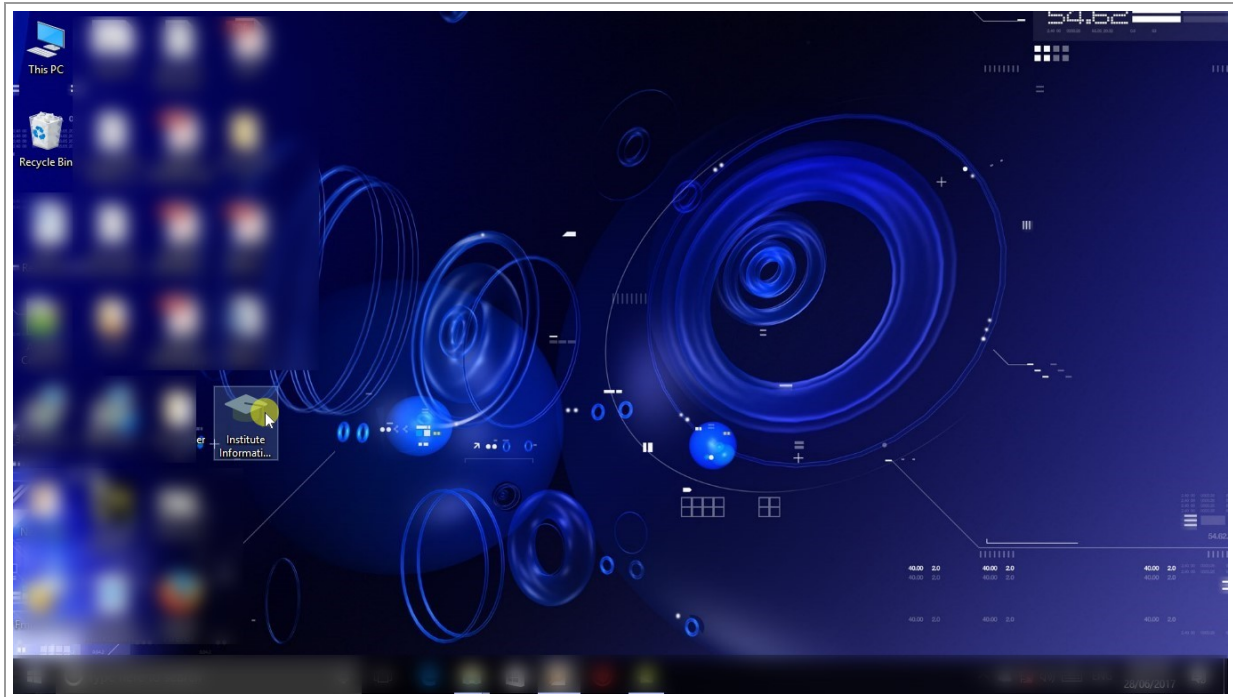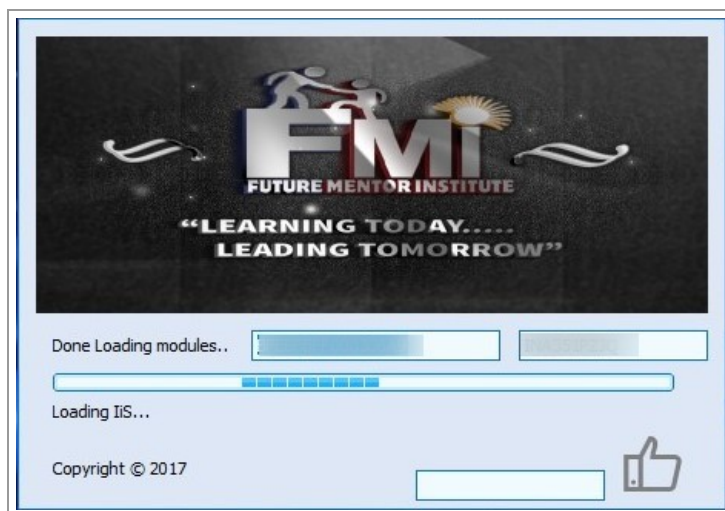# USER MANUAL IiS

Future Mentor Institute

This User Manual illustrates The Features and Working of "Institute Information System"
A Automation & Management Software For Academic Institutes.
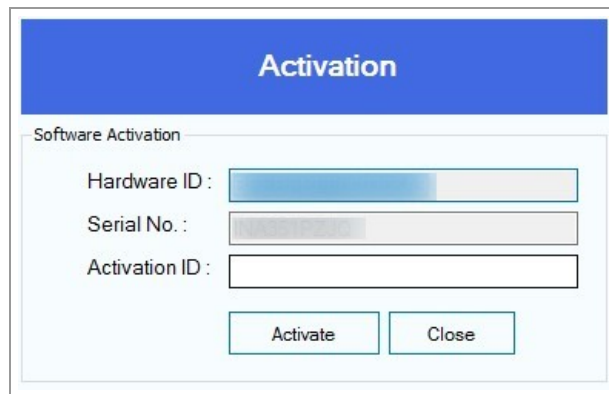
Thank you For Purchasing

Launch IiS

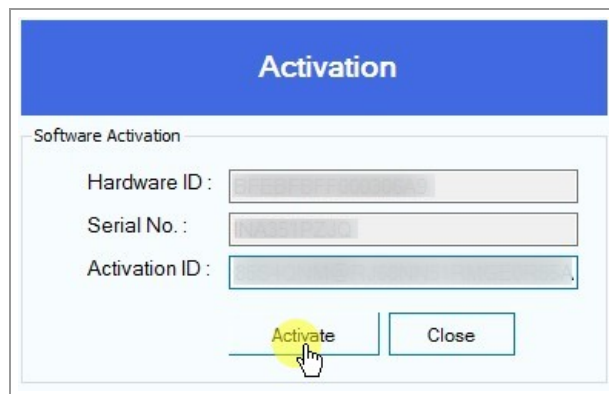Select "Institute Information System.exe" item From Desktop
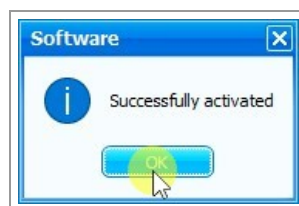
Activate IiS

Click on "Activation ID" Field

Click on "Activate" button After Entering "Activation Key" Purchased by you

1. Enter Username *Default is "admin"*
2. Enter Password *Default is "admin"*
3. Click on "OK" button

Provide Institute Information
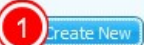
Fill Your Institute Detail
Click on "Save" button in "Institute Detail"

Create A new Session

1. Click on "Create New" button in "Session Entry"
2. Click on "Close" button in "Session Entry"

Create Fee Structure

Select Class

1. Enter Admission fee For Selected Class
2.Enter Course Fee/Tuition Fee
Total Fee will be automatically calculated

Click on "save" button in "Fee Structure"
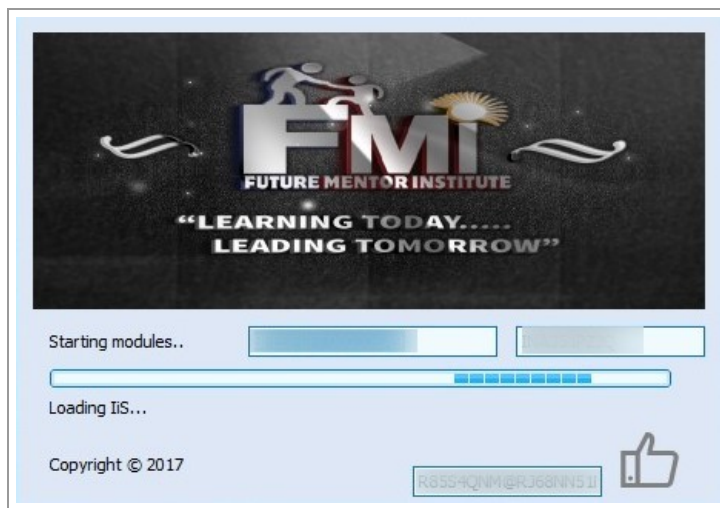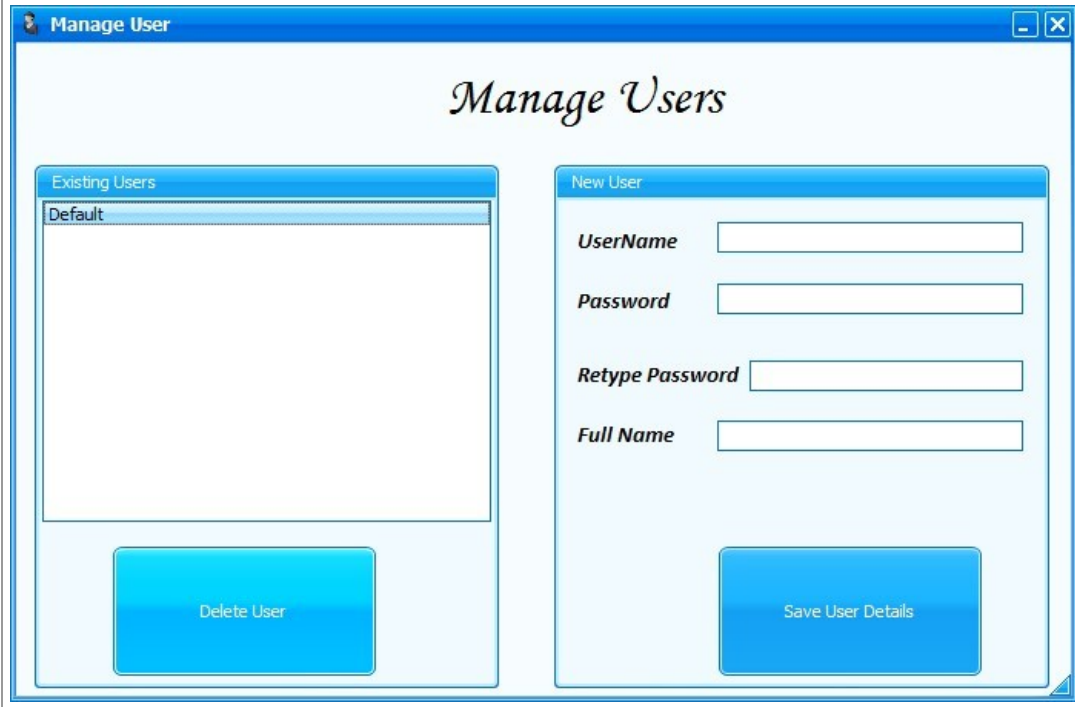
Dashboard
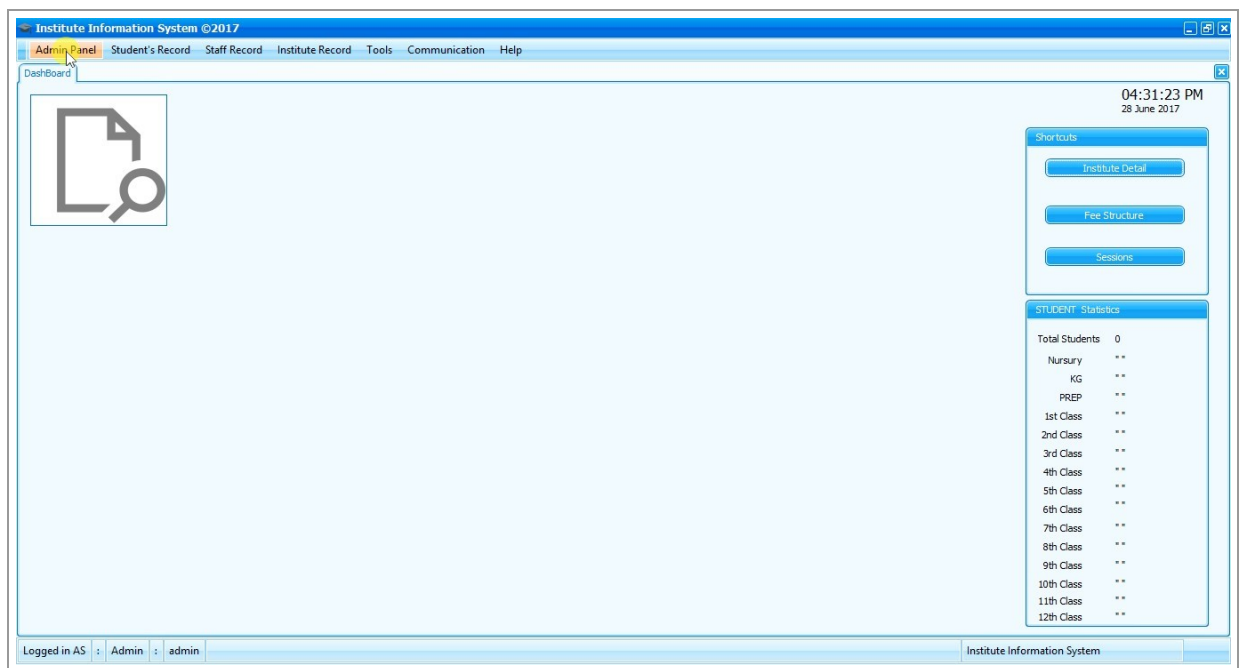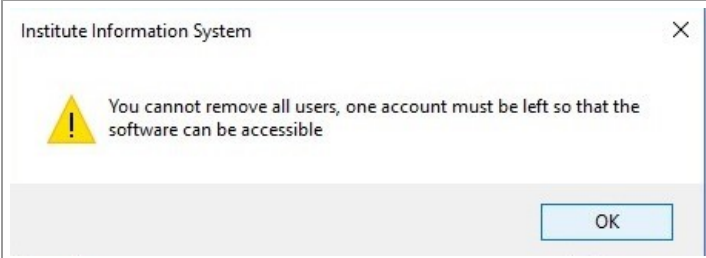
Admin Panel
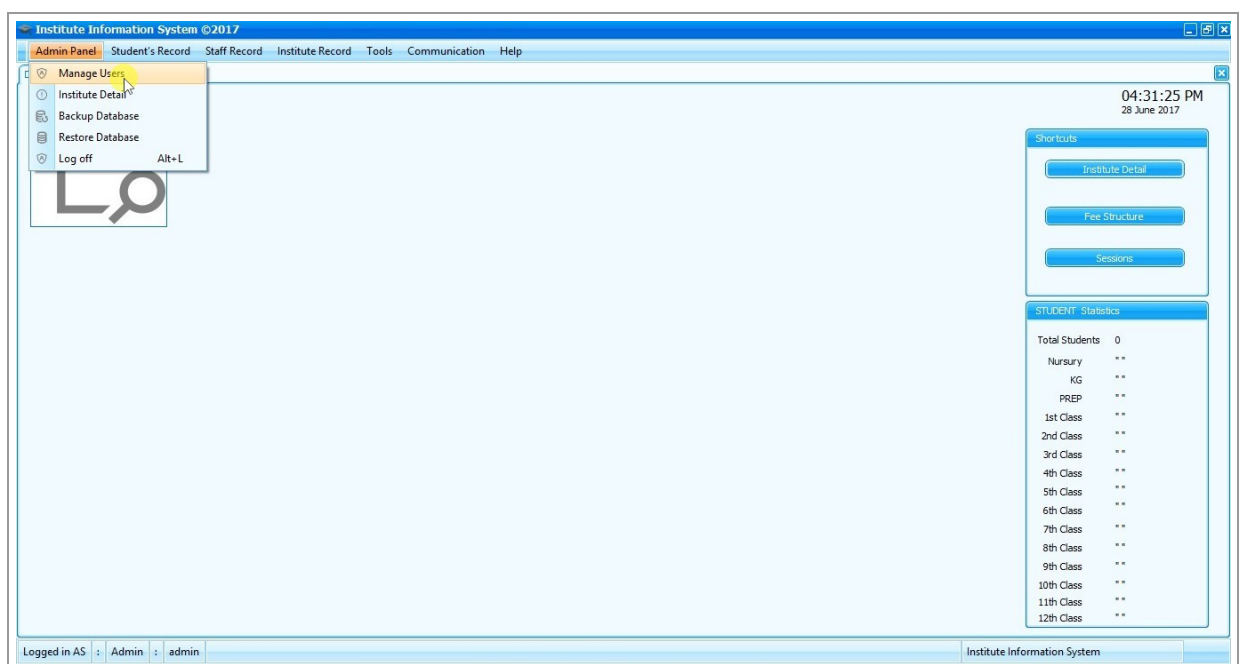
Click on "Manage Users" button

You cannot remove all users, one account must be left so that the software can be accessible

1. enter Username (will be used in log in)
2. enter password
3. re-enter password
4. Enter Full Name
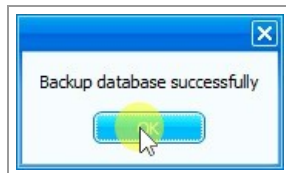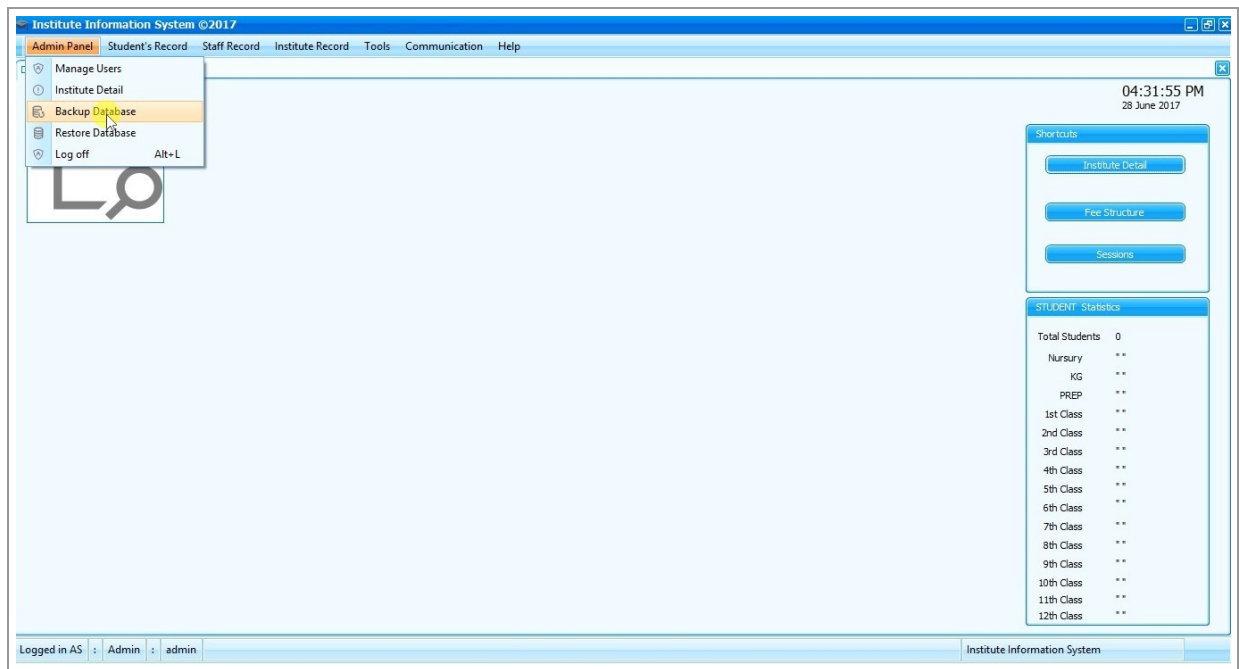
Default backup path is "D:\\backupdb

Restore Database
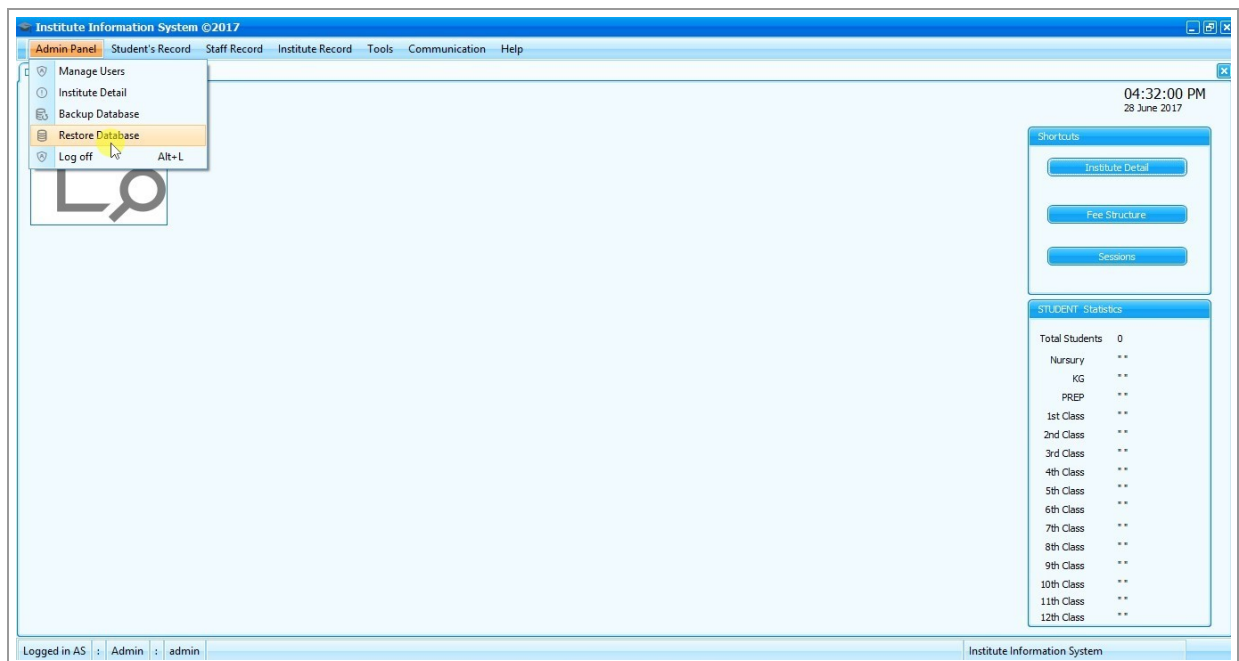
Click on "Restore Database" button

Student's Record Tab

Click on "Add" button

For Office Use

Session * [2017-2018]   Previous Class [ ]   Admitted Class * [ ]   Section [ ]

SR No. * [ ]   Date of Admision* [28-06-2017]   Medium [ ]   Previous School [ ]

Student's Bio-Data

Name * [ ]   Date of Birth * [ ]   Age   Null   Birth Place [ ]

Religion* [ ]   Cast [ ]   Subcast [ ]   Gender * [ ]   Blood Group [ ]

Home Address* [ ]   Mobile # [ ]

Student Will Stay in Hostel [ ]   Does Child have any physical Handicaps ? [ ]   Medical Problem [ ]

Parent's Information

Father's Name * [ ]   Father's Cell # * [ ]   Income [ ]   F.Occupation [ ]

Mother's Name * [ ]   Mother's Cell # [ ]   Income [ ]   M.Occupation [ ]

Guardian's Information

Guardian's Name* [ ]   Guardians's Cell # [ ]   G.Relation [ ]

Guardian's Address [ ]

Board Examination Detail

Education	Roll No.	Year	Board/Institution	Grade	Percentage %
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

Last Student No.   0

Browse Profile pic

Close

For Office Use

Session * [2017-2018]   Previous Class [ ]   Admitted Class * [ ]   Section [ ]

SR No. * [ ]   Date of Admision* [28-06-2017]   Medium [ ]   Previous School [ ]

Student's Bio-Data

Name * [ ]   Date of Birth * [ ]   Age   Null   Birth Place [ ]

Religion* [ ]   Cast [ ]   Subcast [ ]   Gender * [ ]   Blood Group [ ]

Home Address* [ ]   Mobile # [ ]

Student Will Stay in Hostel [ ]   Does Child have any physical Handicaps ? [ ]   Medical Problem [ ]

Parent's Information

Father's Name * [ ]   Father's Cell # * [ ]   Income [ ]   F.Occupation [ ]

Mother's Name * [ ]   Mother's Cell # [ ]   Income [ ]   M.Occupation [ ]

Guardian's Information

Guardian's Name* [ ]   Guardians's Cell # [ ]   G.Relation [ ]

Guardian's Address [ ]

Board Examination Detail

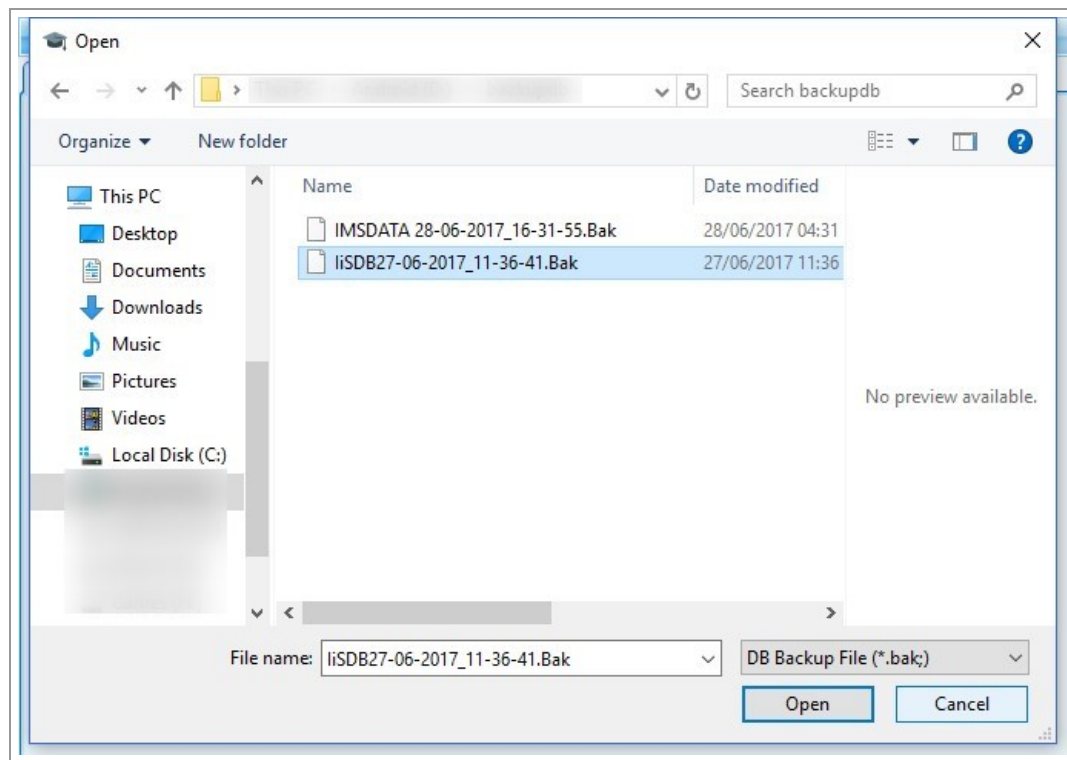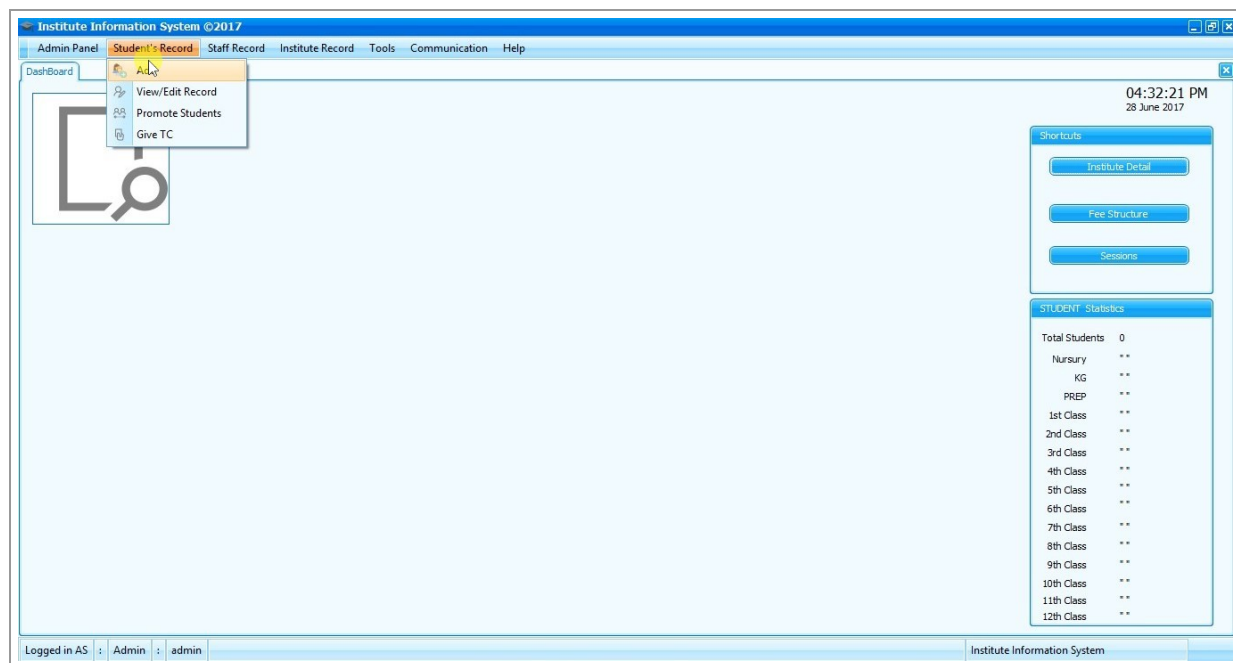| Education	Roll No.	Year	Board/Institution	Grade	Percentage %
[ ]	[ ]	[ ]	[ ]	[ ]	[ ]

Last Student No.   0

Capture from WebCam

Close

[−] 8.25 [+]   Show Pic   [ ] Detailed View   Edit Data   [ ]   Get Data For Session   [ ] INActive Students   Save Data

Print Data

Enter text to search...   Find   Clear

Drag a column header here to group by that column

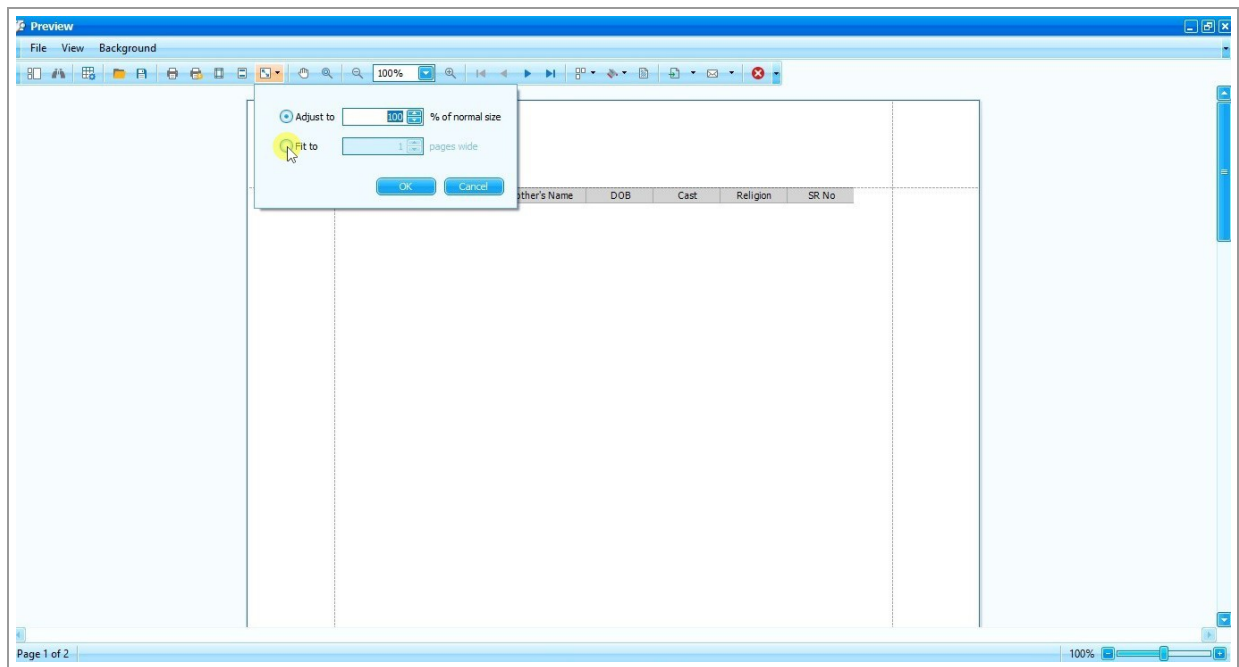| Id	Name	Father's Name	Mother's Name	DOB	Cast	Subcast	Religion	SR No	Student Mobile #	Father's Mobile #	Mother's Mobile #	Previous Class	AD. Class	Address

1. Toggle Edit/View Button to edit or just view record
2. Click on "Get Data For Session" to see record for a specific session
3. Click on "Print Data" button to print shown record

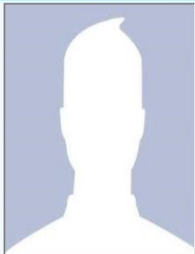Click on "Scale" button in "Preview"

Choose "Fit to" option

Click on "OK" button

This will Fit the Record To Page

Staff Record Tab
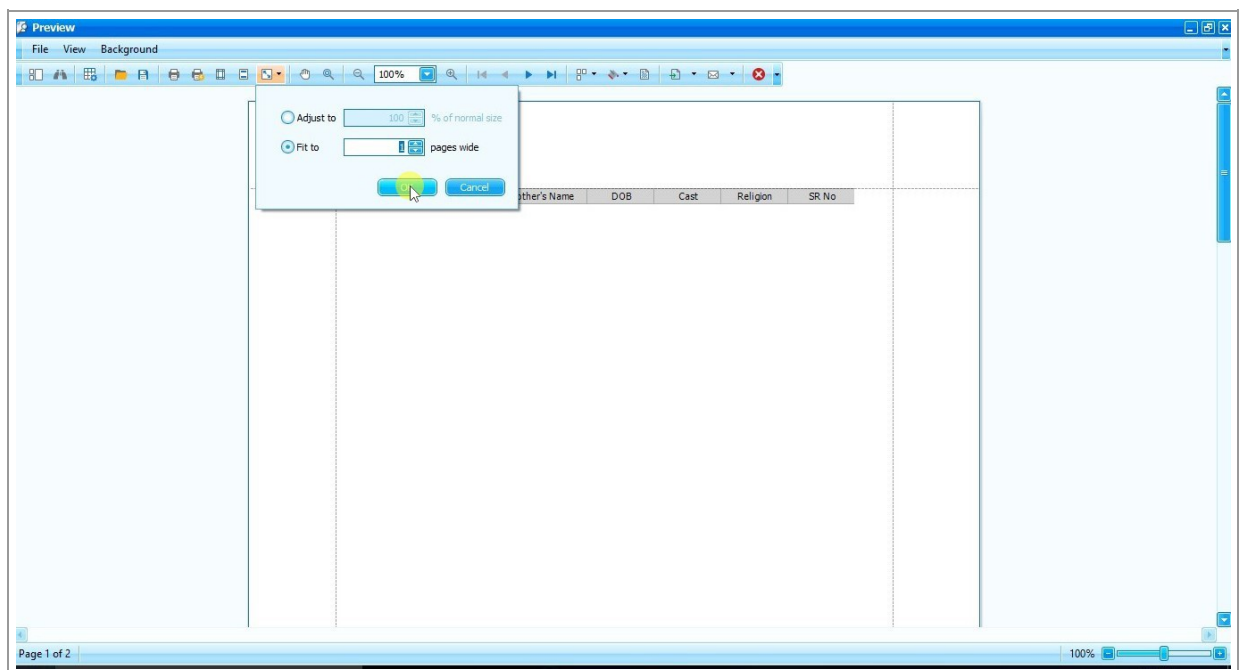
Add New Staff

Name

Father's Name

Designation

Salary

Extra Notes

Join Date 17 May 2017

Mobile #

Close

9.25 ③ ① Show Pic ② Edit Data ④ Save Data Print Data

Enter text to search... Find Clear

Drag a column header here to group by that column

Staff_Id	Name	Father's Name	Join Date	Salary	Leave date	Designation	Extra Notes	Mobile	Pic	

1. Click on "Show Pic" button to Enlarge pictures of Staff
2. Click on "Edit Data" button to enable Data Editing
3. Click on "+/-" button to increase or decrease Font Size
4. Click on "Save Data" button to save Edited Data

Changing Skin
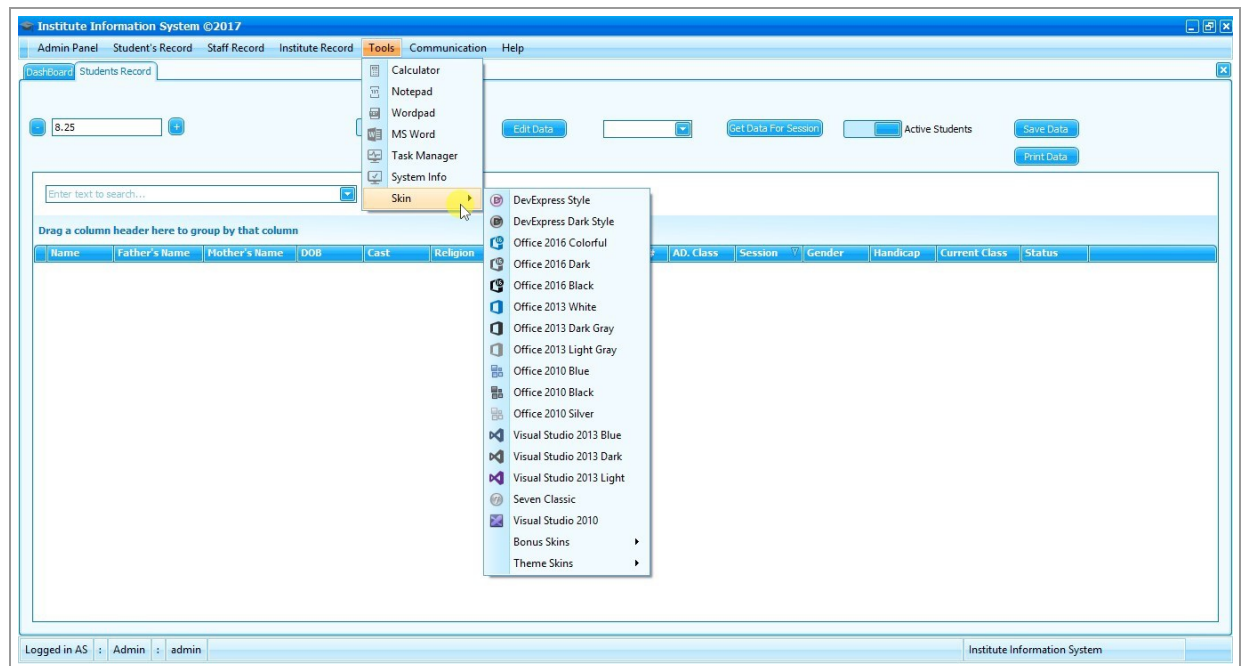
Activity Log
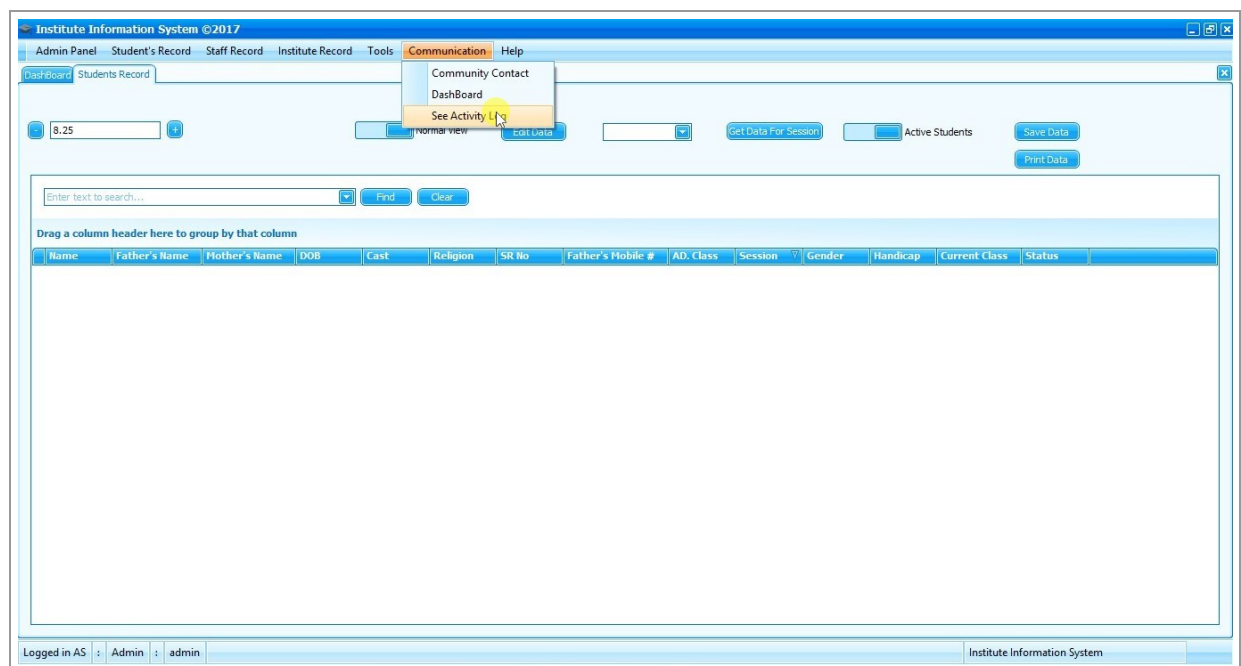
Click on "See Activity Log" button

Activity Log

Activity

From 25-06-2017   **To** 25-Jun-2017   Get Log   Export To Excel

User ID	Date	Operation

Institute Information System

Developer -> **Dinesh Solanki**

E-mail -> *DineshSolanki@gmx.us*

This Software Institute Information System Was Started with a thought to
Simplify a Acedemic Institute's Work and Soon I (Dinesh Solanki)
Realised
,It can be a Game Changer.
The IiS is Designed to Automate Most of The Tasks Of a Academic
Institute
And Will Introduce More Exciting Features in the Future.
Stay Tuned.......

Ok