

# SCHOOL MANAGEMENT SYSTEM ERP USER MANUAL



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



# Dashboard



# Dashboard

iTutor Ethiopia Office  
Selected Session Is 2020-2021

SMS

- Itutor1
- Dashboard
- Track Issue
- Admission Process
- Attendance
- Basic Details
- Canteen
- Class & Section
- Communicate
- E-Library
- Events
- Exam

Dashboard

Create Homework Create Subject Events & Holiday

Record Expense Record Income Staff Attendance

**ToDo's**

! Important Incomplete Tasks (4)

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

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

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



# Track Issue



# Track Issue

Add Issue

Title	Email
Enter Bug Title	E-mail
Mobile	Description
251	Bug Description
Enter Mobile Number	
Bug Status	
Please select Bug Status	Attach Screenshot
Report Bug	

**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



Admission Process



Admission Process Master  
Entry

Start Admission

View Admission Request

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



# Attendance

Attendance

Staff Attendance

Upload Staff Attendance

Display Staff Attendance

Student Attendance

Student Late Arrival & Early Departure

Display Student Attendance

Display Student Slot Attendance

Reports

School Wise Attendance Report

Staff Late Arrival

Staff Early Leave

Staff Working Hours

Student Attendance Summary



# Attendance

On Staff Attendance you can select

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

Then Click Next to take the Attendance

Staff Attendance - ✓ ✕

Date Attendance On  Auto Fill  Yes  No

In Time [Modify School Timing And Staff Grace Period Time](#)  Out Time

Back Next



Attendance



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Upload Staff Attendance

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Student Late Arrival & Early Departure

Display Student Attendance

Display Student Slot Attendance

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# Attendance

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

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

Staff Attendance

Employee Name	Office Hours	Status
DRIVER1 (DRIVER)	From 02:30 AM In Time To 03:30 AM Out Time 08:00 am 05:00 am	Green
LIBRARIAN (LIBRARIAN)	From 02:30 AM In Time To 03:30 AM Out Time 08:00 am 05:00 am	Green
mike (MANAGER)	From 02:30 AM In Time To 03:30 AM Out Time 08:00 am 05:00 am	Green
teacher (SENIOR TEACHER)	From 02:30 AM In Time To 03:30 AM Out Time 08:00 am 05:00 am	Green
hana zerihun (TEACHER)	From 02:30 AM In Time To 03:30 AM Out Time 08:00 am 05:00 am	Green
CHET (TEACHER)	From 02:30 AM In Time To 03:30 AM Out Time 08:00 am 05:00 am	Red
PHY T (TEACHER)	From 02:30 AM In Time To 03:30 AM Out Time 08:00 am 05:00 am	Yellow
MAT T (TEACHER)	From 02:30 AM In Time To 03:30 AM Out Time 08:00 am 05:00 am	Green
AMH T (TEACHER)	From 02:30 AM In Time To 03:30 AM Out Time 08:00 am 05:00 am	Red
ENG T (TEACHER)	From 02:30 AM In Time To 03:30 AM Out Time 08:00 am 05:00 am	Red
SPO T (TEACHER)	From 02:30 AM In Time To 03:30 AM Out Time 08:00 am 05:00 am	Yellow
HIWOT (TEACHER)	From 02:30 AM In Time To 03:30 AM Out Time 08:00 am 05:00 am	Green
Firaol (TEACHER)	From 02:30 AM In Time To 03:30 AM Out Time 08:00 am 05:00 am	Green
hana zerihun (TEACHER)	From 02:30 AM In Time To 03:30 AM Out Time 08:00 am 05:00 am	Green
teacher 1 (TEACHER)	From 02:30 AM In Time To 03:30 AM Out Time 08:00 am 05:00 am	Green

Save      Save & Send      PresentAll/HolidayAll/AbsentAll      Back

Attendance

Staff Attendance

Upload Staff Attendance

Display Staff Attendance

Student Attendance

Student Late Arrival & Early Departure

Display Student Attendance

Display Student Slot Attendance

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Student Attendance Summary



# Attendance

On Upload Staff Attendance you can

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

	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

Staff Attendance

Upload Staff Attendance

**Display Staff Attendance**

Student Attendance

Student Late Arrival & Early Departure

Display Student Attendance

Display Student Slot Attendance

Reports

School Wise Attendance Report

Staff Late Arrival

Staff Early Leave

Staff Working Hours

Student Attendance Summary



# Attendance

On Display Staff Attendance you can

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

**Display Staff Attendance** - ↶ ✖

Select Month Year

Select Month Year 

Back Proceed



Attendance



Staff Attendance

Upload Staff Attendance

Display Staff Attendance

Student Attendance

Student Late Arrival & Early Departure

Display Student Attendance

Display Student Slot Attendance

Reports



School Wise Attendance Report

Staff Late Arrival

Staff Early Leave

Staff Working Hours

Student Attendance Summary



# Attendance

On 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

Student Attendance - ✖

Full Day  Slot

Class ▼ Date Attendance On Date Attendance On

Order By Admission No ... ▼

Back Next

 Attendance

Staff Attendance

Upload Staff Attendance

Display Staff Attendance

**Student Attendance**

Student Late Arrival & Early Departure

Display Student Attendance

Display Student Slot Attendance

Reports

School Wise Attendance Report

Staff Late Arrival

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Staff Working Hours

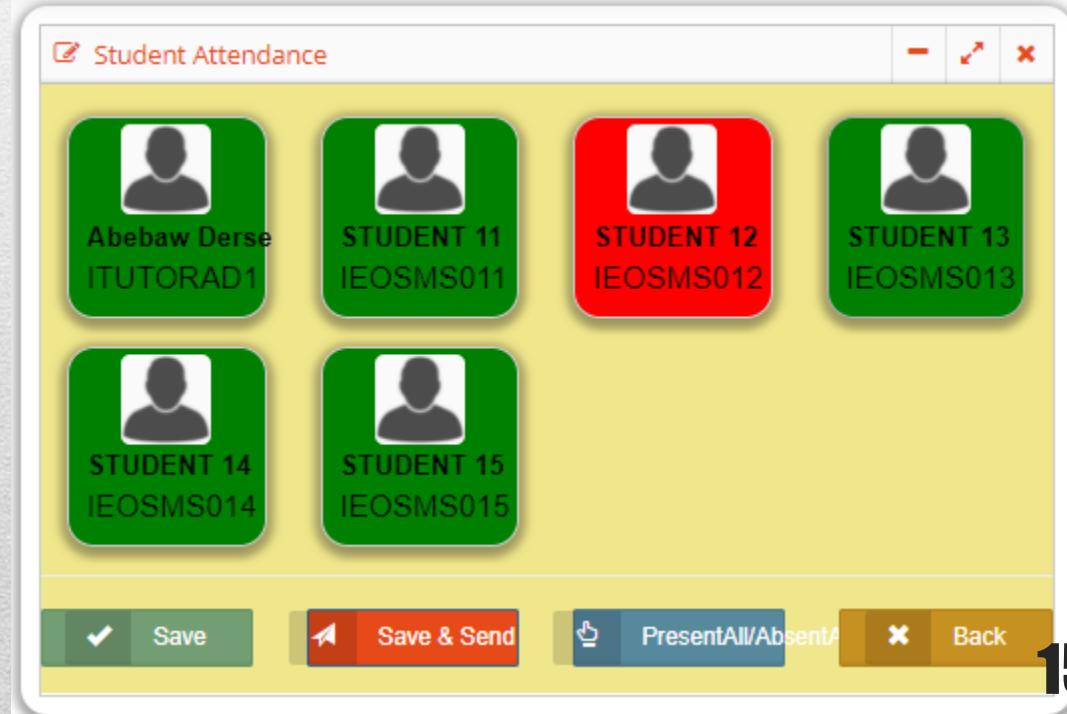
Student Attendance Summary



# Attendance

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

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



 Attendance

Staff Attendance

Upload Staff Attendance

Display Staff Attendance

Student Attendance

**Student Late Arrival & Early Departure**

Display Student Attendance

Display Student Slot Attendance

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Staff Working Hours

Student Attendance Summary



# Attendance

On Student Late Arrival & Early Departure you can select

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

Fill Description and click Save.

The screenshot shows a software interface titled "Student Late Arrival & Early Departure". The window has a standard title bar with icons for minimize, maximize, and close. Below the title bar, there are five input fields labeled "Student", "Type", "Date", "Time", and "Description". Each field has a dropdown arrow at the end. To the right of each input field is a small red circular icon with a white symbol: a minus sign for Student, a double-headed arrow for Type, a calendar for Date, a clock for Time, and a text area for Description. At the bottom right of the form are two buttons: "Back" and "Save", with "Save" being highlighted in orange.

## Attendance

Staff Attendance

Upload Staff Attendance

Display Staff Attendance

Student Attendance

Student Late Arrival & Early Departure

Display Student Attendance

Display Student Slot Attendance

## Reports

School Wise Attendance Report

Staff Late Arrival

Staff Early Leave

Staff Working Hours

Student Attendance Summary



# Attendance

On Display Student Attendance you can select

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

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

Student Attendance Report

Select Month Year	Class
07-2021	Select ...
Order By Admission No ...	

[Back](#) [Proceed](#)

 Attendance

Staff Attendance

Upload Staff Attendance

Display Staff Attendance

Student Attendance

Student Late Arrival & Early Departure

Display Student Attendance

Display Student Slot Attendance

Reports 

School Wise Attendance Report

Staff Late Arrival

Staff Early Leave

Staff Working Hours

Student Attendance Summary



# Attendance

On Display Student Slot Attendance you can select

1. Student
2. From Date to Date

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

Student Slot Attendance Report -  

Student	From Date
<input type="text" value="Select ..."/>	<input type="text" value="01-07-2021"/> 
To Date	
<input type="text" value="08-07-2021"/> 	

Back Proceed



Attendance



Staff Attendance

Upload Staff Attendance

Display Staff Attendance

Student Attendance

Student Late Arrival & Early  
Departure

Display Student Attendance

Display Student Slot  
Attendance

Reports



School Wise Attendance  
Report

Staff Late Arrival

Staff Early Leave

Staff Working Hours

Student Attendance  
Summary



# Attendance

On Reports you can

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



# Basic Details



# Basic Details

1      2      3      4

Basic Information      Logo & Social      Contact Information      Global Settings

School Name*	School Moto
iTutor Ethiopia Office SMS	
Software Starting Date	Affiliated By
2021-01-16	
Registration No	Affiliation No
Registration Number	Affiliation Number
Date of Establishment*	Board
2021-01-16	

Previous      Save & Continue

On Basic Details there are 4 main basic features.

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

Under **Basic Information**  
You can fill School information like

1. School Name
2. School Moto .....

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



# Basic Details

- 1
- 2
- 3
- 4

Basic Information

Logo & Social

Contact Information

Global Settings

Logo

Size 50 KB, Format gif|jpg|png|jpeg|jpe|JPEG|PNG|JPG  
Only Allow



School Image

Size 500 KB, Format  
gif|jpg|png|jpeg|jpe|JPEG|PNG|JPG Only Allow



Under **Logo & Social** You can

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

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



# Basic Details

1      2      3      4

Basic Information      Logo & Social      Contact Information      Global Settings

Country Ethiopia	State Addis Ababa
District CMC	City Addis Ababa Zone 1
Address <small>ወ/ሮ ስራው/ በሚመካከል መግለጫ ከስናላ ሰራተኞች ከዚህ ክፍ የገዢ የት የዚህ መረጃ ፖስ ስራውን ይደረግ ይችላል</small>	PIN <input type="text"/>
Email* info@zeroerp.com	Mobile* 251 <small>09110000000</small>

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

The screenshot shows a navigation bar at the top with four steps: 1. Basic Information, 2. Logo & Social, 3. Contact Information, and 4. Global Settings (which is highlighted). Below the navigation is a section titled "General Settings". It contains several configuration fields:

- Currency Icon:** A dropdown menu showing "etb".
- Time Zone:** A dropdown menu showing "Africa/Addis\_Ababa".
- Allow Profile Update:** A radio button group where "No" is selected.
- Self Registration Allow:** A radio button group where "No" is selected.
- Print Computer Generated Copy:** A radio button group where "Enabled" is selected.
- Media Storage URL:** An input field containing "http://media.myschool-et.com/".

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

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

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



# Canteen



Canteen



Canteen Master Entry

Dishes

Menu

Mess Schedule

View Menu



# Canteen

**Canteen** – provides food menu.

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

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

**Menu** – gives as different options to eat.

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

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



# Class & Section



## Class & Section

Add Class      Save      Add Class Teacher



Class Name

Add Section



A



TUTOR1

Add 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

Allow Attendance Mark

All     Only Class Teacher

Add Class Teacher

- ✓ x

Class	Add More Class
Select...	<span>v</span>
Staff	

Back Save

### Add Class Teacher

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



# Communicate



# Communicate

-  Communicate 
- Notification Permissions
- Send Message
- Message Report
- Send Login Details
- Noticeboard
- Survey Questions
- Create Survey
- Reports 
- Survey Reports
- Upcoming Birthdays

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

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

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

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

**Send login details** – provides login information.

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

**Survey questions** – are questions created to gather information.

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

**Reports** – provides reports.

**Survey reports** – provides information about the survey questions

**Upcoming birthdays** – gives information when birthdays are coming up.



# Communicate

- Communicate
- Notification Permissions**
- Send Message
- Message Report
- Send Login Details
- Noticeboard
- Survey Questions
- Create Survey
- Reports
- Survey Reports
- Upcoming Birthdays

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

**Notification Permissions**

Action	Module	Activity	SMS	Mobile App	Email
	Admission		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Attendance	<input type="radio"/> Absent / Leave <input checked="" type="radio"/> All(Present/Absent/Leave)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Not Using Transport / Late Arrival / Early Departure		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Birth Day		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Events Calendar		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
-	Exam/Test Schedule		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Fees Paid		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>



# Communicate

- Communicate
- Notification Permissions
- Send Message
- Message Report
- Send Login Details
- Noticeboard
- Survey Questions
- Create Survey
- Reports
- Survey Reports
- Upcoming Birthdays

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

**Send Sms To Students**

Send Message Using  
 SMS  Mobile App  Email

Language  
 English  Other

Selection:  All  Class Wise

Class:

Message Content:

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

Previous Next Previous Next



# Communicate

- [Communicate](#)
- [Notification Permissions](#)
- [Send Message](#)
- [Message Report](#)
- [Send Login Details](#)
- [Noticeboard](#)
- [Survey Questions](#)
- [Create Survey](#)
- [Reports](#)
- [Survey Reports](#)
- [Upcoming Birthdays](#)

**Message Report**      Total SMS Sent 0

Message Content	Status	Send On	Action	Previous Balance	SMS Size	Total Mobile
<b>follow this</b>	Done	2021-04-30 12:49:16	---		1	0
<b>this masage for all stuff at the school. please respond if you get this message</b>	Done	2021-04-30 12:47:17	---		1	0
<b>Test</b>	Done	2021-04-13 07:50:12	---		1	0
<b>HELLO</b>	Done	2021-04-05 08:27:07	---		1	0



# Communicate

Communicate

- Notification Permissions
- Send Message
- Message Report
- Send Login Details
- Noticeboard**
- Survey Questions
- Create Survey
- Reports
- Survey Reports
- Upcoming Birthdays

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

Add Notice Board

Type Of Notice  
 Circular    Class Diary    Syllabus

Send Notice To  
 Every One    Only Staff    Only Student    Select Class

Description

Image/pdf  
 Choose a image or pdf for notification, if any. Max size is 5 mb

Status  
 Active

Expiry Date

Back    Save



# Communicate

- Communicate
- Notification Permissions
- Send Message
- Message Report
- Send Login Details
- Noticeboard
- Survey Questions
- Create Survey
- Reports
- Survey Reports
- Upcoming Birthdays

**Create survey** – there are 3 processes.

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

**Create Survey**

1                          2                          3

Survey Information                          Questions                          Publish Survey

Survey For\*                          Type Of Question\*

Student     Staff     Both     Multiple Choice     Descriptive

Survey Name\*

Survey Name

Previous                          Next



# E-Library



# E-Library

E-Library

Create E-Library - ✖ ✖

Title

Upload Type  
 Image  Pdf

Image

Back Save

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



# Events



Events



Events & Holiday



# Events

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

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

The screenshot shows a user interface for managing events and holidays. At the top left is a red square icon with a white monitor symbol, labeled "Events". To its right is a grey square icon with a white eye symbol. Below these are two buttons: a red one labeled "Events & Holiday" and a grey one. A red header bar contains the text "Add Events Or Holidays" with a red checkmark icon, and three small red icons: a minus sign, a double arrow, and an X. Below this is a blue link "Click Here To Configure Notification Permission". There are two radio buttons: one blue one labeled "Events" and one grey one labeled "Holidays". The "Events" button is selected. Below these are input fields for "Title" (empty) and "Color" (#ff0000). Under "Start Date" and "End Date", there are input fields for date and time, each with a calendar icon and a clock icon. At the bottom are "Back" and "Save" buttons.



# Events

## Events & holidays

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



# Exam



# Exam



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry  
Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

Reports



Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

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

Exam have sub modules admin Module and Teacher Module

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

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



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry  
Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

Reports



Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

## Grade Setup

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

**Here are the steps to add**

Step 1: Click Exam (Sidebar)

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

The screenshot shows the 'Grade Setup' page. At the top, there is a navigation bar with a red 'Grade Setup' button, a 'Grade Subject' button, and other sidebar items like 'Exam Entry Permissions', 'Summary Exam Setup', etc. Below the navigation is a 'Grade Setup' header. Underneath the header is a horizontal workflow diagram consisting of four numbered circles connected by arrows: 1 (Scholastic Grade Create), 2 (Scholastic Grade Marks Setup), 3 (Coscholastic Area Create), and 4 (Cosholastic Grade Create). Below the diagram is a 'Grade' input field and an 'Add' button. At the bottom is a table with columns 'Grade' and 'Action'. It contains two rows: one for '5' with an edit icon, and one for 'A' with an edit icon.

Grade	Action
5	
A	

**Grade Setup**

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry  
Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

Reports

Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

## SCHOLASTIC GRADE MARK SETUP

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

Step 1: Click on Scholastic grade mark setup.

Step 2: Enter maximum mark

Step 3: Choose Grade you created before

Step 4: Give maximum mark and minimum

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

Step 6: Save it.

Grade Setup

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

Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry  
Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

Reports

⊕

Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

## CO-SCHOLASTIC AREA CREATE

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

Step 1: Click on Co-Scholastic Area Create.

Step 2: Enter Co-scholastic Area

Step 3: Save it.

Grade Setup

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

Coscholastic Area Name  Add

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



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry  
Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

Reports



Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

## Grade Setup

### CO-SCHOLASTIC GRADE CREATE

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

Step 1: Click on Co-Scholastic Grade

Step 2: Add it.

Grade Setup

1 2 3 4

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

Coscholastic Grade Setup

Coscholastic Grade Add

Coscholastic Grade	Action
A	
B	



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry  
Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

Reports



Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

## Grade Subject

### GRADE SUBJECT

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

Step 1: Select Class

Step 2: Select Subject

Step 3: Save

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

Add Grade Subject - ✖ ✖

<b>Class</b>	KG 1 A		
<b>Subject</b>	General Science (Eng)		
		Back	Save



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry  
Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

Reports



Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

## Exam Entry Permissions

### Exam Entry Permissions

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

Add Exam Entry Permissions -

Scholastic  Co-Scholastic

Class

Subject

Teacher

[Back](#) Save

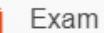
Step 1: Select Class

Step 2: Select Subject

Step 3: Select Teacher

Step 4: Save

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



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry  
Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

Reports



Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

## Summary Exam Setup

### Setup Exam Hierarchy

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

Step 1: Select Parent Exam

Step 2: Select Class

Step 3: Select Subject(Multiple)

Step 4: Select Maximum Mark (To Marge)

Also you can add multiple Exam Child just Click Add Exam and fill child exam and max mark

Step 5: Save

Add Summary Exam Setup

Summary Exam Setup

ASSESSMENT	GRADE 4 A	ENGLISH	30
MATHEMATICS	Add Exam		
HW	10	Delete Exam	
TEST 1	15	Delete Exam	
TEST 2	15	Delete Exam	
ASSIG	10	Delete Exam	

50 Save



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry  
Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

Reports



Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result



Exam Type

## Result Setup

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

**Result Setup**

1 2 3 4

Exam Type Set-Up Exam Terms Set-Up MarkSheet Set-Up Terms Date

Exam Type

Exam Duration

Remarks

Exam Status

Active  Inactive

Save

Step 1: Enter Exam Type (Test1, Final)

Step 2: Select Exam Status

Step 3: Exam Duration (Optional)

Step 4: Remark (Optional)



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry  
Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

Reports



Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

2

Set-Up Exam Terms

## Result Setup

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

**Result Setup**

1      2      3      4

Exam Type      Set-Up Exam Terms      Set-Up MarkSheet      Set-Up Terms Date

Exam Type

Exam Duration

Remarks

Exam Status

Active     Inactive

Save

Step 1: Enter Exam Type  
(Test1, Final)

Step 2: Select Exam Status

Step 3: Exam Duration  
(Optional)

Step 4: Remark (Optional)



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry  
Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

Reports



Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

2

Set-Up Exam Terms

## Set-up Exam Terms

Exam Term is to setup School terms Ex. Semester or Quarterly

After that we setup exam types under Terms

Step 1: Enter Name and Max Mark of Subject

Step 2: Select Exam Exam Type and his Max Mark

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

Step 4: Save it

Result Setup

1      2      3      4

Exam Type      Set-Up Exam Terms      Set-Up MarkSheet      Set-Up Terms Date

Add Terms      Save      Set-Up Terms Date

**Set-Up Exam Terms**

Exam Type	Max Mark	Action
Quarter1	100.00	% Add Exam Delete
TEST 2	20.00	% Delete Exam
CLASS ACTIVITY	5.00	% Delete Exam
FINAL	40.00	% Delete Exam

# Publish Result

Exam

Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry  
Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

Reports

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

Step 1: Select Exam Type and Class

Step 2: Select Marks

\* With out Marks (To share only exam Type)

\* With Marks (To share obtain marks by students)

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

\*Remarks (if teacher have remarks)

Step 3: Select Subject

Step 4: Write any Message for family if you have

Step 5:Send it.

The screenshot shows a form titled 'Publish Result' with the following fields:

- Exam Type:** A dropdown menu labeled 'Select ...'.
- Class:** A text input field.
- Marks:** A radio button group with two options:
  - WithOut Marks
  - With Marks
- Max Marks Obtain:** A checkbox.
- Remarks:** A checkbox.
- Subject:** A text input field.
- Message:** A text input field.
- Buttons:** A 'Save' button (blue with white text) and a 'Send' button (orange with white text).



Exam



Result Entry Scholastic

Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry  
Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

Reports



## Result Entry Scholastic (Mark Entry)

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

- Step 1:select the exam type, example Test1, Mid Exam
- Step 2:select the subject that we are assign to
- Step 3:select the class that we teach
- Step 4: Select Order for student list
- Step 5: Select Next.

Exam Result Entry For Scholastic Grades

1                          2

Result Setup Scholastic      Marks Setup Scholastic

TEST 1

KG 1 A

Amharic

"

Order By Name ...

Previous      Next



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry  
Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

Reports



Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

## Con't Result Entry Scholastic (Mark Entry)

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

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

**Exam Result Entry For Scholastic Grades**

Result Setup Scholastic
 Marks Setup Scholastic

Update Date Of Exam To All Student

Student List	Marks Obtain	Grade	Result	Date Of Exam	Absent
ABEM SOLOMON MECHAL (KBA/2013/2423)	<input type="text" value="10"/>	<input type="text" value="A"/>	<input type="text" value="PASS"/>	<input type="text" value="15-02-2021"/>	<input checked="" type="radio"/> No <input type="radio"/> Yes



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

**Upload Result Entry Scholastic**

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

Reports



Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

## Upload Result Enrty Scholastic

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

Download Excel Format For Upload Result E...

Select Class ...

Select Subject ...

Select Max Marks ...

Select Date Of Exam

Order By Admission No ...

Back Download File

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

Step 2: select the class

Step 3: select the subject

Step 4: Select Max Mark of Exam

Step 5: Select Exam Date

Step 4: Select Order for student list

Step 5: Select Download File



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

**Upload Result Entry Scholastic**

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

Reports



Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

## Can't Upload Result Entry Scholastic

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

**Fill Obtain Marks under Marks Column**

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



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

**Upload Result Entry  
Scholastic**

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

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Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

## Can't Upload Result Entry Scholastic

After filling all Student marks save it and upload.

Step 1: Choose the file that we downloaded and edited

Step 2: After selecting the file press the button Upload

The screenshot shows a dialog box titled "Upload Result Entry". At the top right are three icons: a red minus sign, a green checkmark, and a red X. Below the title is a green rectangular input field containing the text "Choose File No file chosen". Underneath this field is the instruction "Format .Csv Only Allow". At the bottom right of the dialog are two buttons: "Back" and a large orange "Upload" button.



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry  
Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

Reports



Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

## Result Enrty Co-Scholastic

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

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

Step 2: Select the class

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

Step 4: Click Next

Exam Result Entry For Co-Scholastic Grades

1                          2

Result Setup Co-Scholastic                          Grade Setup Co-Scholastic

CONDUCT                          Quarter1

KG 1A                          Order By Name ...

Previous                          Next



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry  
Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules

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Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

## Result Enrty Co-Scholastic

After filling all the necessary fields, pressing next will take us to step 2 of the process.  
Grade every student according their result like shown in the picture above. After grading every student press the next button then it will be saved to the data base

Exam Result Entry For Co-Scholastic Grades

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



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry  
Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules



Reports



Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

Exam Schedules

## Exam Schedules

In this section we schedule exam for students

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

**Exam Schedules** -

KG 1 A	▼
TEST 1	▼

[Click Here To Schedule Exam](#)

**Get Exam Schedule**



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry  
Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules



Reports



Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

Exam Schedules

## Exam Schedules

In this section we schedule exam for students

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

**Exam Schedules**

KG 1 A

TEST 1

**Click Here To Schedule Exam**

**Get Exam Schedule**



Exam



Exam Schedules

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

## Con't Exam Schedules

In this section we schedule exam for students

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

The screenshot shows a modal window titled "Section Time Table Date Wise Setup". It contains the following fields:

- Select Class: A dropdown menu labeled "Select Class ...".
- Date: A text input field with a calendar icon to its right.
- Mark As Holiday: A checkbox labeled "Mark As Holiday".

At the bottom of the modal are two buttons: "Back" and "Save".

**Step 1: Select Class  
Step 2: Select Exam Date**



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry  
Scholastic

Result Entry Co-Scholastic

View Mark-Sheet

Exam Schedules



Reports

Add	New	Row	Slot Name	Slot Start Time	Slot End Time	Type	Subject	Teacher	Chapter
<a href="#">+</a>			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Select Typ"/>	<input type="button" value="Select Subje"/>	<input type="button" value="Select Teach"/>
<a href="#">-</a>			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Select Typ"/>	<input type="button" value="Select Subje"/>	<input type="button" value="Select Teach"/>

Scholastic Grade Result

Student Result Summary

Summary Exam

Co-Scholastic Grade Result

Exam Schedules

## Con't Exam Schedules

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

Step 1: Write Slot Name (Exam Name)

Step 2: Slot Start Time (Exam Start Time)

Step 3: Slot End Time (Exam End Time)

Step 4: On drop down Select Exam

Step 5: Select Subject and Teacher

Step 6: Write Chapter and Topic (Optional)

Step 7: Save it



Exam



Exam Schedules

Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry  
Scholastic

Result Entry Co-Scholastic

Exam Schedules

Report Center



Scholastic Grade Result

Student Report Card

Student Roster

Summary Exam

Student Transcript

Co-Scholastic Grade Result

## Scholastic Grade Result

Scholastic Grade result is to print Exams Grade result

Step 1: Select Class

Step 2: Select Exam Type (Multiple Exam Types)

Step 3: Select Subject (Optional)

Step 4: Select Student(Optional)

Step 5: Select Get Result

Scholastic Grade Result

Class	
ExamType ...	
Subject	
Student	

**Get Result**



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry  
Scholastic

Result Entry Co-Scholastic

Exam Schedules

Report Center



Scholastic Grade Result

Student Report Card

Student Roster

Summary Exam

Student Transcript

Co-Scholastic Grade Result

Exam Schedules

## Con't Scholastic Grade Result

After you click Get Result system print result as the following

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

Step 2: Also you can show and hide column

Scholastic Grade Result						
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	Retelehem Dawit (TI/2021/0115)	24/04/2021	ENGLISH	7	10	



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry  
Scholastic

Result Entry Co-Scholastic

Exam Schedules

Report Center



Scholastic Grade Result

Student Report Card

Student Roster

Summary Exam

Student Transcript

Co-Scholastic Grade Result

Exam Schedules

## Student Report Card

In this module we print student report card as following

Step 1: Select Class

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

Step 3: Select max mark

Step 4: Click to view Mark sheet

The system print in PDF Format

View Mark Sheet - ✖

Class

Student

Select Max Marks ...

Click To View Mark Sheet



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry  
Scholastic

Result Entry Co-Scholastic

Exam Schedules

Report Center



Scholastic Grade Result

Student Report Card

Student Roster

Summary Exam

Student Transcript

Co-Scholastic Grade Result

Exam Schedules

## Student Roster Report

In this module we print student Roster Report as following

Step 1: Select Class

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

Step 3: Select max mark

Step 4: Click to Student Result Summery

The system print in PDF Format

View Student Result Summary - ✖

Class ▼

Student ▼

Select Max Marks ... ▼

Click To Student Result Summary



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry  
Scholastic

Result Entry Co-Scholastic

Exam Schedules

Report Center



Scholastic Grade Result

Student Report Card

Student Roster

Summary Exam

Student Transcript

Co-Scholastic Grade Result

Exam Schedules

## Student Summary Exam

In this module we print student Summary Exam Report as following

Step 1: Select Class

Step 2: Select Subject

Step 3: Click to View Mark-Sheet

View Summary Exam Report

Class

Subject

**Click To View Mark Sheet**



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry  
Scholastic

Result Entry Co-Scholastic

Exam Schedules

Report Center



Scholastic Grade Result

Student Report Card

Student Roster

Summary Exam

Student Transcript

Co-Scholastic Grade Result

Exam Schedules

## Student Transcript Report

In this module we print student Roster Report as following

Step 1: Select Class

Step 2: Select Student (Optional)

Step 3: Click to View Transcript

Generate Transcript -

Class ▼

Student ▼

Click To View Transcript



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry  
Scholastic

Result Entry Co-Scholastic

Exam Schedules

Report Center



Scholastic Grade Result

Student Report Card

Student Roster

Summary Exam

Student Transcript

Co-Scholastic Grade Result

Exam Schedules

## Co-Scholastic Grade Result

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

Step 1: Select Class

Step 2: Select Co-Scholastic Area

Step 3: Select Student(Optional)

Step 4: Select Get Result

Co Scholastic Grade Result

Class

Select SC Area ...

Student

Get Result



Exam



Grade Setup

Grade Subject

Exam Entry Permissions

Summary Exam Setup

Result Setup

Publish Result

Result Entry Scholastic

Upload Result Entry  
Scholastic

Result Entry Co-Scholastic

Exam Schedules

Report Center



Scholastic Grade Result

Student Report Card

Student Roster

Summary Exam

Student Transcript

Co-Scholastic Grade Result

Exam Schedules

## Con't Co-Scholastic Grade Result

After you click Get Result system print result as the following

Step 1: You can print

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



# Fees

 Fees

**Define Fee Type**

- Class Fees
- Update Student Fees
- Fee Reminder
- Fee Payment
- Pending Transaction
- Online Fee Payment List
- Fees Due / Paid List
- Pay Online
- Online Transaction Report
- Reports
-  Fees Due School/Class Wise
- Student Fee Register
- Get Class Fee Structure
- See Fees Due For Entire Family



# Fees

## DEFINE FEE TYPE

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

Step 1: Write Fee Type Name

Step 2: Select Fee frequently

Step 3: Save

 Add Fee Type - ✓ ×

**Fee Type**

**Frequency**  
 Monthly  Session

**Status**  
 Active

Back Save

**Fees**

- Define Fee Type**
- Class Fees
- Update Student Fees
- Fee Reminder
- Fee Payment
- Pending Transaction
- Online Fee Payment List
- Fees Due / Paid List
- Pay Online
- Online Transaction Report
- Reports
- Fees Due School/Class Wise
- Student Fee Register
- Get Class Fee Structure
- See Fees Due For Entire Family



# Fees

## CON'T DEFINE FEE TYPE

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

Add Fee Type

**Fee Type**

**Frequency**  
 Monthly    Session

**Excluded Month Year (optional)**

**Status**  
 Active

**Back** **Save**

## ① Fees

Define Fee Type

Class Fees

Update Student Fees

Fee Reminder

Fee Payment

Pending Transaction

Online Fee Payment List

Fees Due / Paid List

Pay Online

Online Transaction Report

Reports

Fees Due School/Class Wise

Student Fee Register

Get Class Fee Structure

See Fees Due For Entire Family



# Fees

## CLASS FEE

In this module we define class fees.

Step 1: Select Class (Multiple selection is allowed)

Step 2: Select Fee type

Step 3: Write fee amount for a class

Step 4: Save

Add Fee - ✓ ×

Class	
GRADE 2 A	X
GRADE 3 A	X

Fee Type	Frequency	Status	Amount
YEARLY	Session	<input type="checkbox"/>	Amount
MONTHLY	Monthly	<input checked="" type="checkbox"/>	2800

[Back](#) [Save](#)

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

- Fees**
  - Define Fee Type
  - Class Fees
  - Update Student Fees**
  - Fee Reminder
  - Fee Payment
  - Pending Transaction
  - Online Fee Payment List
  - Fees Due / Paid List
  - Pay Online
  - Online Transaction Report
  - Reports
  - Fees Due School/Class Wise
  - Student Fee Register
  - Get Class Fee Structure
  - See Fees Due For Entire Family



# Fees

## UPDATE STUDENT FEE

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

Step 1: Select Class

Step 2: Select Student

Then system load another window as following

**Set Fee Structure**

From Month	Sep-2020	<input type="button" value=""/>
Admission Number	TI/2021/0079	<input type="button" value=""/>
MONTHLY Frequency: Monthly Actual Fee 1100	1100	<input checked="" type="checkbox"/>
Remarks	Remarks	
<b>Confirm</b>		

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



Fees



Define Fee Type

Class Fees

Update Student Fees

Fee Reminder

Fee Payment

Pending Transaction

Online Fee Payment List

Fees Due / Paid List

Pay Online

Online Transaction Report

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Student Fee Register

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See Fees Due For Entire Family



# Fees

## FEE REMINDER

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

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

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

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



Add Fee Reminder

Click Add Fee Reminder

**① Fees**

Define Fee Type

Class Fees

Update Student Fees

**Fee Reminder**

Fee Payment

Pending Transaction

Online Fee Payment List

Fees Due / Paid List

Pay Online

Online Transaction Report

**Reports**

Fees Due School/Class Wise

Student Fee Register

Get Class Fee Structure

See Fees Due For Entire Family



# Fees

## FEE REMINDER

After you click add fee reminder fill all form

Step 1: Select Due Date of Fee Payment

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

Step 3:First Reminder Message Up to Due Date

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

**Fee Reminder**

For Session 2020-2021	
Due Date <input type="text" value="Due Date"/>	Due Date Message <input type="text" value="Due Date Message"/>
First Reminder Date <input type="text" value="Select First Reminder Date"/>	
Second Reminder Date <input type="text" value="Select Second Reminder Date"/>	
After Due Date <input type="text" value="Select After Due Date"/>	
Till Month <input type="text" value="Till Month"/>	Fee Type <input type="text"/>
<input type="button" value="Back"/> <input type="button" value="Save"/>	



Fees

Define Fee Type

Class Fees

Update Student Fees

Fee Reminder

Fee Payment

Pending Transaction

Online Fee Payment List

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Pay Online

Online Transaction Report

Reports

Fees Due School/Class Wise

Student Fee Register

Get Class Fee Structure

See Fees Due For Entire Family



# Fees

## FEE PAYMENT

In this module we collect payment from students

Step 1: Select Student

Step 2: Select month of Payment (Due)

Select Student - ✖ ✖

Student  
 ▼

Upto Month  
 📅

Then System Load the following content Next Slide

**① Fees**

Define Fee Type

Class Fees

Update Student Fees

Fee Reminder

**Fee Payment**

Pending Transaction

Online Fee Payment List

Fees Due / Paid List

Pay Online

Online Transaction Report

Reports

Fees Due School/Class Wise

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Get Class Fee Structure

See Fees Due For Entire Family



# Fees

## FEE PAYMENT

In this module we collect payment from students

**Step 1: Select Fee Account to deposit Amount**

**Step 2: Select Date of Payment**

**Step 3: Payment Type (Cash, Bank)**

Manual Receipt Number

1

Account

Fee Account

Date Of Payment

08-07-2021



Payment Type

CASH

Remarks

Remarks

The Check the amount the save it

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

2. Save: Just save in the system.

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

Back

Save **82**

Save

**① Fees**

Define Fee Type

Class Fees

Update Student Fees

Fee Reminder

Fee Payment

Pending Transaction

Online Fee Payment List

**Fees Due / Paid List**

Pay Online

Online Transaction Report

Reports

Fees Due School/Class Wise

Student Fee Register

Get Class Fee Structure

See Fees Due For Entire Family



# Fees

## FEE DUE AND PAID LIST

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

Step 1: Select Student

Step 2: Select Date of Payment or up tp month

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

Select Student

Student	Upto Month
(Tl/2021/0001) Abel Balcha Gebru C/O Balcha 251-910615741 GRADE.	Jul-2021

**Back** **Proceed**

**① Fees**

Define Fee Type

Class Fees

Update Student Fees

Fee Reminder

Fee Payment

Pending Transaction

Online Fee Payment List

**Fees Due / Paid List**

Pay Online

Online Transaction Report

**Reports**

Fees Due School/Class Wise

Student Fee Register

Get Class Fee Structure

See Fees Due For Entire Family



# Fees

## FEE DUE AND PAID LIST

System load paid list and due list of student you selected

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

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

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

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

Showing 1 to 1 of 1 entries

Then you can print receipt just click the PDF icon.

## Fees

- Define Fee Type
- Class Fees
- Update Student Fees
- Fee Reminder
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  - Get Class Fee Structure
  - See Fees Due For Entire Family

 **Fees**

**REPORT: FEES DUE SCHOOLWISE AND CLASS WISE**

System load Report Fees due school wise and class wise

Fees Due School/Class Wise

Type  
 School Wise    Class Wise

From Month (Optional) 

Sep-2020

Upto Month 

Sep-2021

Include Terminated Student

Fee Type

Back  Proceed

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



## Fees

## **REPORT: FEES DUE SCHOOLWISE AND CLASS WISE**

You can check school wise Fee Collected and Fee Due

Also you can check Total Fee Collected and Total Fee Dues

Fee Report Summary		
Class	Fee Collected	Fee Due
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
Total Amount	1800	2264950

**Fees**

- Define Fee Type
- Class Fees
- Update Student Fees
- Fee Reminder
- Fee Payment
- Pending Transaction
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# Fees

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

**you can check Total Fee  
Collected and Total Fee  
Dues**

Class : GRADE 8 A					
Admission Id	Name	Mobile	Paid Amount	Due Amount	
9433	Abel Balcha Gebru C/O Balcha	251-910615741	1800	2700	
9434	Aberham Molla Wendimeneh C/O Molla	251-923710044	0	4500	
9435	Adoniyas Deata Kochere C/O Deata	251-920035545	0	4500	
9436	Ayantu Alo Godana C/O Alo	251-911894823	0	4500	
9437	Bement Mesfin Negash C/O Mesfin	251-967058080	0	4500	
9438	Bereket Mesfin Mechale C/O Mesfin	251-913927003	0	4500	
9439	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

- Define Fee Type
- Class Fees
- Update Student Fees
- Fee Reminder
- Fee Payment
- Pending Transaction
- Online Fee Payment List
- Fees Due / Paid List
- Pay Online
- Online Transaction Report
- Reports 
- Fees Due School/Class Wise
- Student Fee Register** 
- Get Class Fee Structure
- See Fees Due For Entire Family



# Fees

## REPORT: STUDENT FEE REGISTER

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

 **Student Fee Register**

GRADE 8 A	
(TI/2021/0001) Abel Balcha G..	
01-07-2021	
31-07-2021	
<b>Submit</b>	

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

## Fees

- Define Fee Type
- Class Fees
- Update Student Fees
- Fee Reminder
- Fee Payment
- Pending Transaction
- Online Fee Payment List
- Fees Due / Paid List
- Pay Online
- Online Transaction Report
- Reports
  -  Fees Due School/Class Wise
  - Student Fee Register
- Get Class Fee Structure**
  -  See Fees Due For Entire Family



# Fees

## REPORT: GET CLASS FEE STRUCTURE

This module help schools to get Class wise Fee structure

 Class Fee Structure - ↗

Class ▼

**Get**

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

 Class Fee Structure ✖ - ↗

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



# Finance

[Create Account Type](#)[Create Account](#)[Income & Expense Head](#)[Upload Income](#)[Upload Expense](#)[Record Expense](#)[Record Income](#)[Account Balance Transfer](#)[Reports](#)[Account Statement](#)[Daily Register](#)[Revert Transactions](#)[P & L](#)

# Finance

## CREATE ACCOUNT TYPE

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

Create Account Type

Account Type

Status

Active

[Back](#) [Save](#)

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



Finance



Create Account Type

**Create Account**

Income &amp; Expense Head

Upload Income

Upload Expense

Record Expense

Record Income

Account Balance Transfer

Reports



Account Statement

Daily Register

Revert Transactions

P &amp; L



# Finance

## CREATE ACCOUNT

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

Create Account - ✖

Account Type	<input type="text"/>
Account Name	<input type="text"/>
Opening Balance	<input type="text"/>
Account Start Date	<input type="text"/> <span style="font-size: small;">(Calendar icon)</span>
Status	<input checked="" type="checkbox"/> Active

Back Save

Create Account Type

Create Account

**Income & Expense Head**

Upload Income

Upload Expense

Record Expense

Record Income

Account Balance Transfer

Reports

Account Statement

Daily Register

Revert Transactions

P &amp; L



# Finance

## ENCOME AND EXPENSE HEAD

In this module we define our Expense Type and Encome Type

**Income & Expense Head**

Expense Head	Action
BOOKS	
BUILDING REPAIR	
STATIONARY	

**Add**

Expense Head Name	Action

**Previous** **Save & Continue**

**Income & Expense Head**

Income Head	Action
DONATION	
FEE PENALTY	
FEES	

**Add**

Income Head Name	Action

Step 1: Write Encome and Expense Name and Save it

Create Account Type

Create Account

Income &amp; Expense Head

**Upload Income**

Upload Expense

Record Expense

Record Income

Account Balance Transfer

Reports

Account Statement

Daily Register

Revert Transactions

P &amp; L



# Finance

## UPLOAD INCOME

In this module we upload our income from students through excel

### Download File

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

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 1: Download excel Format

### Upload Income

To Upload Excel File With .Xlsx In Extn



Step 2: Fill Information properly

Step 3: Choose File and Upload it

Create Account Type

Create Account

Income &amp; Expense Head

Upload Income

**Upload Expense**

Record Expense

Record Income

Account Balance Transfer

Reports

Account Statement

Daily Register

Revert Transactions

P &amp; L



# Finance

## UPLOAD EXPENSE

In this module we upload our Expence from students through excel

### Download File

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

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

Step 1: Download excel Format

Step 2: Fill Information properly

### Upload Income

To Upload Excel File With .Xlsx In Extn



Step 3: Choose File and Upload it

[Create Account Type](#)[Create Account](#)[Income & Expense Head](#)[Upload Income](#)[Upload Expense](#)[Record Expense](#)[Record Income](#)[Account Balance Transfer](#)[Reports](#)[Account Statement](#)[Daily Register](#)[Revert Transactions](#)[P & L](#)

# Finance

## RECORD EXPENSE

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

**Expense** - ✖ ✖

Expense Head	<a href="#">Add More Expense Head</a>
Select ...	<input type="button" value="▼"/>
Amount	<input type="text"/>
Expense Date	<input type="text"/>
Student	<input type="text"/>
Expense Remark	<input type="text"/>
Amount Paid	<input type="text"/> .

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

[Create Account Type](#)[Create Account](#)[Income & Expense Head](#)[Upload Income](#)[Upload Expense](#)[Record Expense](#)[Record Income](#)[Account Balance Transfer](#)[Reports](#)[Account Statement](#)[Daily Register](#)[Revert Transactions](#)[P & L](#)

# Finance

## RECORD INCOME

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

**Income**

Manual Receipt Number	2
Income Head	Add More Income Head Select ...
Amount	Amount
Account	Select ...
Date Of Income	Date Of Income <input type="button" value="Calendar"/>
Student	Select ...
Remarks	Remarks

Back

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

[Create Account Type](#)[Create Account](#)[Income & Expense Head](#)[Upload Income](#)[Upload Expense](#)[Record Expense](#)[Record Income](#)[Account Balance Transfer](#)[Reports](#)[Account Statement](#)[Daily Register](#)[Revert Transactions](#)[P & L](#)

# Finance

## ACCOUNT BALANCE TRANSFER

In this module we transfer money from one account to another

From Account	<input type="button" value="▼"/>
To Account	<input type="button" value="▼"/>
Amount	
Select Date	<input type="button" value="calendar icon"/>
Remarks	
<input type="button" value="Transfer"/>	

Step 1: Fill all forms properly

Step 2: Save it.

Create Account Type

Create Account

Income & Expense Head

Upload Income

Upload Expense

Record Expense

Record Income

Account Balance Transfer

Reports

Account Statement

Daily Register

Revert Transactions

P & L



# Finance

## ACCOUNT STATEMENT

In this module we generate report or account statement

Account Statement

Fee Account

Order By Value Date...

01-07-2021

31-07-2021

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

Create Account Type

Create Account

Income & Expense Head

Upload Income

Upload Expense

Record Expense

Record Income

Account Balance Transfer

Reports

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P & L



# Finance

## Daily Register

In this module we generate report or statement for Daily

☒ Finance Register

01-07-2021 |

31-07-2021 |

Income  
 Expense

BOOKS

Select Account...

**submit**

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



Finance

Create Account Type

Create Account

Income & Expense Head

Upload Income

Upload Expense

Record Expense

Record Income

Account Balance Transfer

Reports

Account Statement

Daily Register

Revert Transactions

P & L



# Finance

## REVERT TRANSACTION

In this module we generate Revert Transaction

Revert Transactions

01-07-2021

31-07-2021

Income  
 Expense  
 Account Transfer

Select Type

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

[Create Account Type](#)[Create Account](#)[Income & Expense Head](#)[Upload Income](#)[Upload Expense](#)[Record Expense](#)[Record Income](#)[Account Balance Transfer](#)[Reports](#)[Account Statement](#)[Daily Register](#)[Revert Transactions](#)[P & L](#)

# Finance

## P & L (Profit and Loss Statement)

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

A date range selector interface with the following elements:

- A header labeled "Select Date" with a calendar icon.
- A top input field containing "01-01-2021" with a calendar icon to its right.
- A bottom input field containing "09-07-2021" with a calendar icon to its right.
- A red "submit" button at the bottom right.

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



# Front Office



Front Office



Call &amp; Follow-up

Enquiry

Complaint

Visitor Book

Student Late Arrival & Early  
Departure

# Front Office

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

Student <input type="text" value="Select ..."/>	Call Type <a href="#">Add More Call Type</a> <input type="text" value="Select ..."/>	Response <a href="#">Add More Response</a> <input type="text" value="Select ..."/>
Mobile  <input type="text" value="251"/> <input type="text" value="Mobile"/>	Follow Up Date  <input type="text" value="Follow Up Date"/>	Name  <input type="text" value="Name"/>
Landline  <input type="text" value="Country Code"/> <input type="text" value="Landline"/>	Response  <input type="text" value="Response"/>	Date Of Call  <input type="text" value="08-07-2021"/>
Address  <input type="text" value="Response"/>	No Of Child  <input type="text" value="No Of Child"/>	Caller  <input type="text" value="Select ..."/>

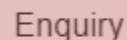
[Back](#)**104**[Save](#)



## Front Office



## Call & Follow-up



## Complaint

## Visitor Book

## Student Late Arrival & Early Departure



## Front Office

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

<input checked="" type="checkbox"/> Manage Enquiry			
Enquiry Type	Add More Enquiry Type	Name	Address
BOARDING	<input type="button" value="▼"/>	<input type="text" value="Name"/>	<input type="text" value="Address"/>
Reference	Add More Reference	Mobile	Response
Select ...	<input type="button" value="▼"/>	251	Mobile
Response	Add More Response	Alternate Mobile	Date Of Enquiry
Select ...	<input type="button" value="▼"/>	251	Alternate Mobile
No Of Child		Date Of Enquiry	
<input type="text" value="No Of Child"/>			
<input type="button" value="Back"/> <input type="button" value="Save"/>			



Front Office



Call & Follow-up

Enquiry

Complaint

Visitor Book

Student Late Arrival & Early  
Departure



# Front Office

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

Add Complaint - ↶ ✖

Complaint Type	Description	Action
Add More Complaint Type <input type="button" value="Select ..."/>	<input type="text" value="Description"/>	<input type="text" value="Action"/>
Mobile <input type="text" value="251"/> <input type="text" value="Mobile"/>	<input type="text" value="Name"/>	Date Of Complaint <input type="text" value="Date Of Complaint"/>
		<input type="button" value="Back"/> <input type="button" value="Save"/>



Front Office



Call & Follow-up

Enquiry

Complaint

Visitor Book

Student Late Arrival & Early  
Departure



# Front Office

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

Add Visitor

Purpose [Add More Purpose](#)

Name

Mobile

No Of People

In Date

Description

[Back](#) **107**



Front Office



Call & Follow-up

Enquiry

Complaint

Visitor Book

Student Late Arrival & Early  
Departure



# Front Office

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

Student Late Arrival & Early Departure My Favorite

**Student**

**Type**

**Date**

**Time**

**Description**

Back 108



# Gallery



# Gallery

## Gallery albums and images list

[Add Images](#) [Add Spotlight](#)



[View in Gallery](#)

[View in Gallery](#)

[View in Gallery](#)



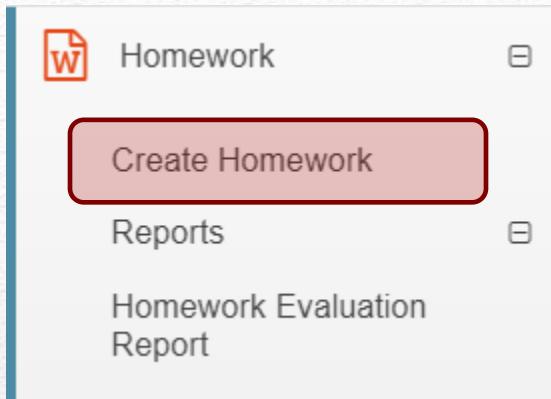
[View in Gallery](#)

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

Create Home Work

Class	Subject	<span style="color: orange;">Add Homework</span>
GRADE 12 A	MATHEMATICS	

Create Home Work

Class	Subject
GRADE 12 A	MATHEMATICS
Homework	
Homework	
Date Of Homework	Date Of Submission
Date Of Homework	Date Of Submission
<span style="color: orange;">Save</span> <span style="color: lightgray;">Back</span> <span style="color: orange;">Save And Send</span>	

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



# Library



Library



Library Master Entry

Manage Books

Upload Books

Manage List Books

Books

Print Bar Code

Issue & Return

Library Due

Reports



Books Issue Report



# Library

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

**Manage books** – is adding books with the necessary information

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

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

**Books** – provide all the books that are available.

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

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

**Library due** – is the return date of the books

**Reports**

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



Library



# Library

Library Master Entry

Manage Books

Upload Books

Manage List Books

Books

Print Bar Code

Issue & Return

Library Due

Reports



Books Issue Report

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

Library Master Entry



1

2

3

4

5

Listing All Book Purpose

LibrarySetting

Nature of Binding

Division

115



Library



Library Master Entry



Manage Books

Upload Books

Manage List Books

Books

Print Bar Code

Issue & Return

Library Due



Reports



Books Issue Report



# Library

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

**Add Book**

Subject	<input type="text"/>
Purpose	<input type="text"/>
Book Name	<input type="text"/>
Author Name	<input type="text"/>
Publisher	<input type="text"/>
Price	<input type="text"/>

**Add Book List**

Select Book	<input type="text"/>
Quantity	<input type="text"/>



Library



Library Master Entry

Manage Books

Upload Books

Manage List Books

Books

Print Bar Code

Issue & Return

Library Due

Reports



Books Issue Report



# Library

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

### Download File

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

Download File

### Upload

To Upload Excel File With .Xlsx In Extn

Choose File

Upload

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



Library



Library Master Entry

Manage Books

Upload Books

**Manage List Books**

Books

Print Bar Code

Issue &amp; Return

Library Due

Reports



Books Issue Report

**Library**

This allows us to see how many times a certain book was issued. And detailed information.

Select Book

Books  Accession No

Listing All Books        10

Action	Accession No.	ISBN No.	Date	Place Of Publication	Date Of Publication	Name Of Seller / Doner	Publishing Price	Purchased Price	Cash Memo / Bill No	No Of Pages	V N
<input type="button" value="Edit"/> <input type="button" value="New"/> <input type="button" value="Delete"/>	00001		2021-01-21					150			

**118**



Library



Library Master Entry

Manage Books

Upload Books

Manage List Books

Books

Print Bar Code

Issue & Return

Library Due

Reports



Books Issue Report



# Library

This shows books that have been uploaded.

Book List							
Action	Book Name	Author Name	Publisher	Purpose	Subject	Total Books	Total Issued
<input checked="" type="checkbox"/> / <input type="checkbox"/> x	GRADE 11 MATHEMATICS <span style="background-color: #90EE90; border: 1px solid #80E6AA; padding: 2px;">Active</span>	iTutor	iTutor	ISSUE	MATHEMATICS	50	1
<input checked="" type="checkbox"/> / <input type="checkbox"/> x	GRADE 12 MATHEMATICS <span style="background-color: #90EE90; border: 1px solid #80E6AA; padding: 2px;">Active</span>	iTutor	iTutor	ISSUE	MATHEMATICS	50	0

Previous 119 Next



Library



Library Master Entry

Manage Books

Upload Books

Manage List Books

Books

Print Bar Code

Issue & Return

Library Due

Reports



Books Issue Report



# Library

This shows the process on how to issue a book.

Book Issue

Books     Bar Code

Books

Select Student

 Select ... ▼

Date of Issue

 08-07-2021 

Date of Return

 15-07-2021 

Remarks

 Remarks

120

Back

Save



Library



Library Master Entry

Manage Books

Upload Books

Manage List Books

Books

Print Bar Code

Issue & Return

Library Due

Reports



Books Issue Report



# Library

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

Library Student

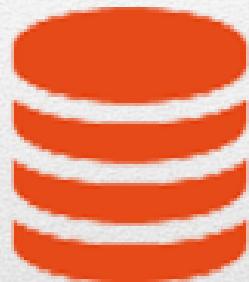
Class	Student	Select Book
Type	01-07-2021	08-07-2021

**Submit**

Library Staff

User Type	Staff Position	Select Book
Select Staff..	Select From Date	08-07-2021
Type		

**Submit**



# Master Entry

**122**

---



Master Entry



Front Office Master Entry

Certificate / Icard Template  
Settings

Biometric Devices



# Master Entry

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

Master Entries

Complaint Type	Enquiry Type	Purpose	Reference	Response	Call Type
Complaint Type					

Add

Complaint Type	Action

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

123



Master Entry



Front Office Master Entry

Certificate / Icard Template Settings

Biometric Devices

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

Edit



# Master Entry

## Certificate Template Settings

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

Header

Edit



The header of the certificate with institutional details can be configured

## iTutor Ethiopia Office SMS

Certificate No.

Date of Issue: dd/mm/yyyy

ወ/ሮ ሲትዬር በፖ.ወ/ሮው መግቢት ከስራ ስርዓት ከፌ ዓዲስ አበባ፣ የኢትዮጵያ  
ቀት ለማኅበት ይርጋል፡፡ ፲፲ ቀን ሰኔ ፲፻፲፯ ዓ.ም. ፲፻፲፯/፲፻፲፯ ,Addis Ababa, Zone  
1,

| info@zeroerp.com | https://education.myschool-et.com/

Student details

Edit



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

Signature And Clauses

Edit



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

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Master Entry

Front Office Master Entry

Certificate / Icard Template Settings

Biometric Devices

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

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

# Master Entry

The screenshot shows the 'Header' edit interface for 'Master Entry'. At the top right are buttons for 'Edit' (with a checkmark), 'Delete', 'Minimize', and 'Close'. Below this is a section titled 'Institution Details' with the sub-instruction: 'The Institutional Details Will Include Your Institution Name And Contact Informations That You'. Under 'Certificate Type', 'Transfer' is selected (radio button is blue). There are five rows for 'Institution Name', 'Address', 'Email', 'Phone', and 'Website', each with a checked checkbox and a corresponding value: 'iTutor Ethiopia Office SMS', 'ወደ ሲያምስ በሚወከልው መንገድ ከስኬል አርሱስ ካለፈ ክፍል', 'info@zeroerp.com', and 'https://education.myschool-et.com/'. A large orange circular icon is positioned at the top center of the page.

Header	
Edit	
-	
✓	
X	
Institution Details	
The Institutional Details Will Include Your Institution Name And Contact Informations That You	
Certificate Type	<input checked="" type="radio"/> Transfer <input type="radio"/> Character <input type="radio"/> Identity Card
Institution Name	<input checked="" type="checkbox"/> iTutor Ethiopia Office SMS
Address	<input checked="" type="checkbox"/> ወደ ሲያምስ በሚወከልው መንገድ ከስኬል አርሱስ ካለፈ ክፍል
Email	<input checked="" type="checkbox"/> info@zeroerp.com
Phone	<input checked="" type="checkbox"/>
Website	<input checked="" type="checkbox"/> https://education.myschool-et.com/



Master Entry

Front Office Master Entry

Certificate / Icard Template Settings

Biometric Devices



# Master Entry

Header

Edit



Institution Logo

Institution Logo



Position

Left  Right

Certificate Details

Certificate Name(Heading)

Certificate Serial Number

Enter Manually While Generating

Auto Generate

Prefix:

IEOSMS000

Starting Count:

1

Date Of Issue

126



Master Entry

Front Office Master Entry

Certificate / Icard Template Settings

Biometric Devices

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.

**Student details**

**Edit**

**Certificate Student Details Settings**

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

**Certificate Type**

Transfer  Character  Icard  MarkSheet

**Add Field**

Field Label	Value Criteria	
ID card	AdmissionNo	<a href="#">Edit</a>   <a href="#">Delete</a>
Student Name	StudentName	<a href="#">Edit</a>   <a href="#">Delete</a>

**New Field**

Field Name

Map To System Details

Student Name

**create** **Close**



Master Entry



Front Office Master Entry

Certificate / Icard Template Settings

Biometric Devices



# Master Entry

Signature And Clauses

Edit



## Signature and Clauses

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

Certificate Type

Transfer  Character

Principal Signature

Choose Principal Signature  
Size 5kb



Upload  Delete

Select a text size

Select a text color

+Add Text

Save Footer Preferences



Master Entry



Front Office Master Entry

Certificate / Icard Template  
Settings

Biometric Devices



# Master Entry

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

Add Biometric Devices -

Device Name*	Device Serial Number*
<input type="text" value="Device Name"/>	<input type="text" value="Device Serial Number"/>
Device Model*	Device Status
<input type="text" value="Device Model"/>	<input checked="" type="radio"/> Active <input type="radio"/> Inactive
Device For	
<input checked="" type="checkbox"/> Students	<input checked="" type="checkbox"/> Staffs

[Back](#) Save

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

You can make the Device Status Inactive anytime you want.



# Manage Penalty

**130**

---



Manage Penalty

**Penalty Master Entry**

Penalty Rules

Student Fee Penalty

View Penalty



# Manage Penalty

In this module we View Penalty types for Students and staffs

■ Listing All Penalty Type	
Penalty Type	Status
FEE PENALTY	Active
LIBRARY PENALTY	Active
OTHER PENALTY	Active

[Previous](#) 1 [Next](#)

Penalty Master Entry

Penalty Rules

Student Fee Penalty

View Penalty

## PENALTY RULES

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

### PENALTY FOR STUDENTS

Rule For

 Student     Staff

Penalty Calculated

 Partial Amount     Full Amount

Penalty Calculation Type

 Day Wise     Days Range

Penalty Type

FEE PENALTY

Student part penalty calculated in two ways

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

Full Amount :A total is a whole or complete amount

Penalty Master Entry

Penalty Rules

Student Fee Penalty

View Penalty



Also we define Charges type in two ways

1. Day Wise
2. Day Range

### DAY WISE

Charges Type

 Per Day Amount     Percent Of Amount

Amount &amp; Percent

Amount &amp; Percent

We can define Charges in two way

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

Penalty Master Entry

Penalty Rules

Student Fee Penalty

View Penalty

Also we define Charges type in two ways

1. Day Wise
2. Day Range

### DAY RANGE

Charges Type

Per Day Amount    Fix Amount    Percent Of Amount

Day Range

Add new row +	From Day	To Day	Per Day Amount / Fix Amount / Percent Of Due Amount
	<input type="text" value="From Day"/>	<input type="text" value="To Day"/>	<input type="text" value="Per Day Amount / Fix Amount / Pe"/>
<hr/>			

[Back](#) [Save](#)

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

We can define Charges in two way

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

Penalty Master Entry

Penalty Rules

Student Fee Penalty

View Penalty

## STUDENT FEE

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

Select Student - ✓ ✕

Student

Date  
 

Step 1: Select Student

Step 2: Select Date of Penalty

Penalty Master Entry

Penalty Rules

Student Fee Penalty

**View Penalty**

## VIEW PENALTY

In this module we view Penalty

 Filter Fine To Student

Student	<input type="button" value="Select ..."/>	
Penalty Type	<input type="button" value="Select ..."/>	
<input checked="" type="checkbox"/> Due	<input checked="" type="checkbox"/> Paid	<input type="checkbox"/> Cancelled
<input type="button" value="Get"/>		

Step 1: Select Student

Step 2: Select Penalty Type

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



# Manage Staff



Manage Staff



Staff Master Entry

Staff Registration

Staff Upload

Staff Identity Card

View Staff

Staff Review

Reports



Staff Salary



## Manage Staff

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

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

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

**Staff identity card** – creates an ID for the staff.

**View staff** – it displays staff members.

**Staff review** – provides information about the staff.

**Report**

**Staff salary** –



Manage Staff



Staff Master Entry

Staff Registration

Staff Upload

Staff Identity Card

View Staff

Staff Review

Reports



Staff Salary



## Manage Staff

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

1

Staff Position

2

Staff Document

3

School Department

4

Define Shifts



Manage Staff

Staff Master Entry

Staff Registration

Staff Upload

Staff Identity Card

View Staff

Staff Review

Reports

Staff Salary



# Manage Staff

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

Staff Registration

User Type	Add More User Type	Staff Name
Select ...		Staff Name
User Name		Password
User Name		Password

Mobile	Joining Date
251	Joining Date
Mobile	
Position	Add More Position
Select ...	
Department	Add More Department
Select ...	

Back Save



Manage Staff

Staff Master Entry

Staff Registration

Staff Upload

Staff Identity Card

View Staff

Staff Review

Reports

Staff Salary



## Manage Staff

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

### Download File

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

Download File

### Upload

To Upload Excel File With .Xlsx In Extn

Choose File

Upload

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



Manage Staff

Staff Master Entry

Staff Registration

Staff Upload

Staff Identity Card

View Staff

Staff Review

Reports

Staff Salary



# Manage Staff

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

Generate Identity Card

Select Staff ...

Header Color



Body Color



Footer Color



Label Color



Print Icard One Page

Single

Multiple

Generate



Manage Staff

Staff Master Entry

Staff Registration

Staff Upload

Staff Identity Card

**View Staff**

Staff Review

Reports

Staff Salary



# Manage Staff

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

View Staff

Active

Inactive

Both

Search:

Excel

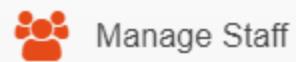
Print

Show All

entries

Show / hide columns

Action	Staff Name	Mobile	Permanent Address
	CHE T <span>Active</span>	251-9000000000	
	PHY T <span>Active</span>	251-9000000000	
	MAT T <span>Active</span>	251-9000000000	



Manage Staff



Staff Master Entry

Staff Registration

Staff Upload

Staff Identity Card

View Staff

Staff Review

Reports



Staff Salary



## Manage Staff

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

Staff Salary

Select Staff..

Select Start Date



Select End Date



Submit



# Manage User



Manage User



View User

Login Report



## Manage User

**View user** – this allows 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**

Login Report



# Manage User

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

Type	User Name	Name	User Type	
<input type="radio"/> Student <input checked="" type="radio"/> Staff	User Name	Name	Select ...	<input type="button" value="▼"/>
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



View User

Login Report



# Manage User

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

Manage User / Login Report

My Favorite

Today

Get Report

## User Login Report

Search:

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

Previous

1

Next



# 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.

1
2

Difficulty Level      Topic

Topic	Description
No. Of Periods	Select Subject ...

**Add**

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



Online Exam



Online Exam Master Entry

Question Bank

Upload Question

Create Online Exam

Assign To Exam

Student Exam List

Evaluation Exam

Evaluation Exam Result

**Create Questions And Answer**

Class	Subject *	Difficulty Level *
Select Class	Select Subject	Difficulty Level
Topic	Add More Topic	Book Name Add More Book
Topic	Book Name	
Question *		
<input type="text"/>		
Question Image		
<input type="button" value="Choose File"/> No file chosen		
Option *	Option Image	Correct Choice
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	
<input type="text"/>	<input type="button" value="Choose File"/> No file chosen	
Marks		
<input type="text"/>		
Hint		
<input type="text"/>		
Solution Description		
<input type="text"/>		
Status		
<input type="button" value="Status"/> <input type="button" value="Save"/> <input type="button" value="Back"/>		



# Online Exam

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

Then you can type your question in the Question Box and answer choices in the Option Box.

(You can also add images for your question and answers by clicking Choose file).

Fill mark of the question in the Marks box.

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

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

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Online Exam



Online Exam Master Entry

Question Bank

Upload Question

Create Online Exam

Assign To Exam

Student Exam List

Evaluation Exam

Evaluation Exam Result



# Online Exam

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

[Download Format](#)

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

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

A	B	C	D	E	F	G	H
Question	Class	Subject	DifficultyLevel	Topic	BookName	TypeOfQuestion	Opt
1 The purpose of choke in tube light is ?	IST	english	EASY			MultipleChoice	larg
2 OS computer abbreviation usually means ?	GRADE2	english	EASY			MultipleChoice	Ord
3 The purpose of choke in tube light is ?	GRADE2	english	MEDIUM			MultipleChoice	To c
5 Who developed Yahoo?	IST	english	TOUGH			MultipleChoice	Den
5 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	
0							
1							
2							



Online Exam



Online Exam Master Entry

Question Bank

Upload Question

Create Online Exam

Assign To Exam

Student Exam List

Evaluation Exam

Evaluation Exam Result

**Upload Question Bank**  
To Upload Excel File With .Xlsx In Extn  
Choose File



# 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 status you uploaded as shown below.

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



Online Exam



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



# Online Exam

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

✓ Create Online Exam

1 General Settings      2 Question Selection

**Exam Information**

<b>Exam Name *</b> <input type="text" value="Exam Name"/>	<b>Exam Type *</b> <input type="text" value="Please Select Exam Type ..."/> <input type="button" value="▼"/>	<b>Select Max Marks *</b> <input type="text" value="Select Max Marks ..."/> <input type="button" value="▼"/>
<b>Exam Duration *</b> <input type="text" value="Enter Exam Duration Time In Minute"/>	<b>Exam Open Date *</b> <input type="text" value="Exam Open Date"/> <input type="button" value="calendar"/>	<b>Exam Open Time *</b> <input type="text" value="Exam Open Time"/> <input type="button" value="clock"/>
<b>Exam Close Date *</b> <input type="text" value="Exam Close Date"/> <input type="button" value="calendar"/>	<b>Exam Close Time *</b> <input type="text" value="Exam Close Time"/> <input type="button" value="clock"/>	



Online Exam



Online Exam Master Entry

Question Bank

Upload Question

Create Online Exam

Assign To Exam

Student Exam List

Evaluation Exam

Evaluation Exam Result



# Online Exam

After Filling Exam Information you must fill Exam Settings.

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

## Exam Settings

Result Publish \*

Immediate

After Evaluation

Show Result After Exam \*

Yes

No

Show Hint \*

Yes

No

Show Solution Detail \*

Yes

No

Browsing Allow \*

Yes

No



Online Exam



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



# Online Exam

After Filling the Exam Settings you have to

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

Then Click Next

Type Of Question *	Difficulty Level *	Subject *
<input checked="" type="radio"/> Multiple Choice <input type="radio"/> Descriptive <input type="radio"/> Both	<input type="text" value="{{DifficultyLevel}}"/>	<input type="text" value="Select Subject"/> 
Class *	Topic	
<input type="text" value="Select Class"/> 	<input type="text" value="Topic"/>	
Book Name		
<input type="text" value="Book Name"/>		

---

**Previous** **Next**



Online Exam



Online Exam Master Entry

Question Bank

Upload Question

Create Online Exam

Assign To Exam

Student Exam List

Evaluation Exam

Evaluation Exam Result



# Online Exam

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

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

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

When you are done Click Save.

The screenshot shows a software interface titled 'Create Online Exam'. At the top, there are two tabs: 'General Settings' (highlighted with a green circle) and 'Question Selection' (highlighted with a blue circle labeled '2').  
  
The 'Question Selection' tab contains the following fields:

- A message box: 'Questions Available For The Selected Subject And Class Is 50'
- A 'Number Of Questions' input field with a red asterisk, currently empty.
- Selection options for 'Select Questions':
  - Automatically/Random
  - Manually (selected)
- Selection options for 'Marks':
  - Equal Marks (selected)
  - Different Marks

  
At the bottom of the dialog box are 'Save' and 'Next' buttons, and 'Previous' and 'Next' navigation buttons.



# Online Exam

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

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

Online Exam Assign To Student

Online Exam

Select Online Exam...

Class

Back

Save

## Online Exam

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

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

**Select Student**

Student	Select ...
---------	------------

**Current Online Exam List**

Exam Name	Exam Open Date Time	Exam Close Date Time	Exam Duration In Minutes
No data available in table			

[Previous](#) [Next](#)

**Online Exam History**

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

 Online Exam

Online Exam Master Entry

Question Bank

Upload Question

Create Online Exam

Assign To Exam

Student Exam List

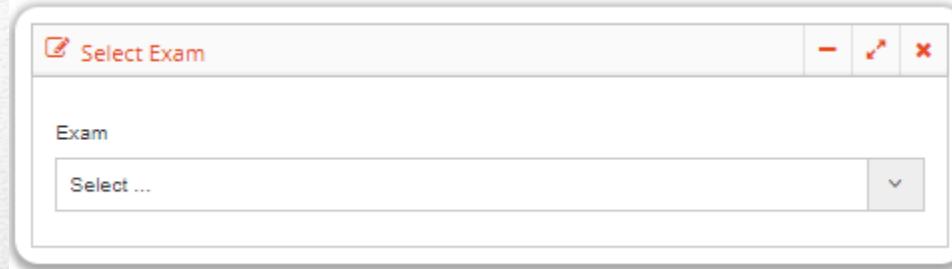
Evaluation Exam

Evaluation Exam Result



# Online Exam

On Evaluation Exam you can evaluate the exam of students.

  
Select Exam

Exam

Select ...

 Recheck	(IEOSMS005) STUDENT 5 C/O DAD 5
--	---------------------------------

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



Online Exam



Online Exam Master Entry

Question Bank

Upload Question

Create Online Exam

Assign To Exam

Student Exam List

Evaluation Exam

Evaluation Exam Result

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 you can evaluate the exam of students.

student Answer Wrong      student Answer Correct

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

Question :- OS computer abbreviation usually means ?

Answer	Question Marks :- 1
--------	---------------------

Option 1 : Order of Significance  
Option 2 : Open Software  
**Option 3 : Operating System ✓**  
Option 4 : Optical Sensor  
You Answer 3 ✓

Enter Marks

1

All Questions

Marks :- 4 / 15

1	1	0	1
1	2	3	4
1	0	0	0
5	6	7	8

Save And Proceed      Finish

 Online Exam

Online Exam Master Entry

Question Bank

Upload Question

Create Online Exam

Assign To Exam

Student Exam List

Evaluation Exam

**Evaluation Exam Result**

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 Exam

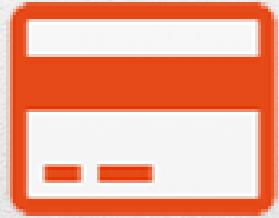
 **Evaluation Exam Result**

Test 1	TUTOR1 D	ENGLISH	Select...
--------	----------	---------	-----------

**Get Result**

  **Evaluation Exam Result**

Exam Name	Exam Type	Student	Subject	Marks
Test 1	ASSEGMENT_1	STUDENT 5	ENGLISH	4/15



# Online Payment



Online Payment



Manage Payment Gateway



Online Payment

164

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₹

Payroll

Payroll Master Entry

Salary Head & Structure

Assign Salary Structure

Approve Leave

Salary Payment

Print Payslip



# Payroll

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

Master Entries

1                    2                    3                    4

Salary Head      Salary Payment      Define Leave Type      Define Leave Coordinator

Salary Payment

Add

Salary Payment	Action
CASH	
CHECK	

Previous                    Save & Continue

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

Payroll Master Entry

Salary Head & Structure

Assign Salary Structure

Approve Leave

Salary Payment

Print Payslip

# ₹ Payroll

In this Module we define Leave Type like

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

Also you can define Paid or Unpaid Leave Type

Master Entries

1      2      3      4

Salary Head      Salary Payment      Define Leave Type      Define Leave Coordinator

Leave Name

Time Circle  
 Monthly    Quarterly    Session    On Occassion

Type  
 Paid    Unpaid

Add

Action	Leave Name	Time Circle	Type	Created On
Previous	Save & Continue			

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

Payroll Master Entry

Salary Head & Structure

Assign Salary Structure

Approve Leave

Salary Payment

Print Payslip



# Payroll

In this Module we define or Assign Leave Coordinator

Master Entries

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

Leave Coordinator

Back    Save

Previous    Save & Continue

Step 1: Select Staff  
Step 2: Saveit.

Payroll Master Entry

Salary Head & Structure

Assign Salary Structure

Approve Leave

Salary Payment

Print Payslip



# Payroll

In this Module Staff Salary head with salary Type

Salary Head & Structure

1                          2

Salary Head              Salary Structure

Type  
Select ...

Salary Head  
Salary Head

Code  
Code

Add

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

Payroll Master Entry

Salary Head & Structure

Assign Salary Structure

Approve Leave

Salary Payment

Print Payslip



# Payroll

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

Salary Head & Structure

The form interface includes:

- Template Name input field
- Fixed Salary input field
- Add button

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

# ₹ Payroll

- ₹ Payroll
- Payroll Master Entry
- Salary Head & Structure
- Assign Salary Structure**
- Approve Leave
- Salary Payment
- Print Payslip

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

Assign Salary Structure

Select Staff

Salary Templates

Month Effective From  
 

Remarks

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



Payroll



Payroll Master Entry

Salary Head & Structure

Assign Salary Structure

Approve Leave

Salary Payment

Print Payslip



# Payroll

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

Leave List		
<input type="button" value="Mark Leave"/>	<input type="checkbox"/>	<input type="button" value="-"/> <input type="button" value="X"/> <input type="button" value="X"/>
<input type="text"/> <input type="button" value="Search"/>		
Action	Name	Leave Type
No data available in table		<input type="button" value="Previous"/> <input type="button" value="Next"/>

Payroll Master Entry

Salary Head & Structure

Assign Salary Structure

Approve Leave

Salary Payment

Print Payslip

# ₹ Payroll

After that we fill necessary information and Save it.

Salary Payment □ - ✓ ✕

Select Staff

Leave Type

From Date  
 CALENDAR

To Date  
 CALENDAR

Back Save

Payroll Master Entry

Salary Head & Structure

Assign Salary Structure

Approve Leave

Salary Payment

Print Payslip



# Payroll

In this module we pay salary payment for staffs

Salary Payment

Select Staff	Asefa Asile (SENIOR TEACHER)
Month Year	Jul-2021
Payment Type	CASH
Payment Date	02-07-2021
Account	Fee Account Balance : 1800
Remarks	Salary

Staff Salary Structure Not Found

Back Save

Fill all forms and save it.



Payroll



Payroll Master Entry

Salary Head & Structure

Assign Salary Structure

Approve Leave

Salary Payment

Print Payslip



# Payroll

In this module we print salary report for staffs

Print Payslip □ - ✎ ✕

Month Year  
 📅

Select Staff  
 ▼

Back Get Payslip

Step 1: Select Month

Step 2: Select Staff

Step 3: Click Get PaySlip



# Session



# Session

## Important : Choose Session Start Date Carefully

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

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

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

Create Session - ✓ ✕

Session Start Date\*  
01-09-2020

Annual  
 Semester

Back Save

On Session You can create your Session Start Date with

- Annual
- Semester



# Software Details



## Software Details

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

1636 Days Left For Your Software License.....

**Total Message Balance In Your Account Is 0**  
You Are Not Able To Send Message.

[Request to Message Balance Recharge](#)

Modules List

**AdmissionProcess**  
Activated

**Attendance**  
Activated

**BasicDetails**  
Activated

**Canteen**  
Activated

**ClassSection**  
Activated

**Communicate**  
Activated

**Events**  
Activated

**Exam**  
Activated

**Fees**  
Activated

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

**180**

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[Student Admission](#)[View Students](#)[Student Upload](#)[Promotion](#)[Transfer Class](#)[Define Family](#)[Student Master Entry](#)[Upload Student Document](#)[Generate Certificate](#)[Generate Identity Card](#)[Generated Certificate](#)[Student List](#)[Document List](#)[Student Review](#)

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

**View students** – this provides the information about students.

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

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

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

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

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

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

**Generate certificate** – this allows create certificate for students.

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

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

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

**Document list** – allows as to access students documentation.

**Student review** – this allows as to give reviews to students



Student

**Student Admission**

View Students

Student Upload

Promotion

Transfer Class

Define Family

Student Master Entry

Upload Student Document

Generate Certificate

Generate Identity Card

Generated Certificate

Student List

Document List

Student Review

**Student**

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

For Session 2020-2021

Class

Select Class ...

Date Of Registration

01-09-2020

Student Name

Student Name

Mother Name

Mother Name

Email

Email

Admission Number

Admission Number

Gender

Select Gender ...

Fee Effective From

01-09-2020

Father Name

Father Name

Mobile

251 Mobile



Student



Student Admission

View Students

Student Upload

Promotion

Transfer Class

Define Family

Student Master Entry

Upload Student Document

Generate Certificate

Generate Identity Card

Generated Certificate

Student List

Document List

Student Review



# Student

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

#### Download File

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

[Download File](#)

#### Upload

To Upload Excel File With .Xlsx In Extn

Choose File

[Upload](#)

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



Student



Student Admission

View Students

Student Upload

Promotion

Transfer Class

Define Family

Student Master Entry

Upload Student Document

Generate Certificate

Generate Identity Card

Generated Certificate

Student List

Document List

Student Review



# Student

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

Student Promotion

Class      Promotion

From Session      From Class

From Session      Select Class ...

To Session      To Class

2020-2021      Select Class ...

Previous      Next



Student



Student Admission

View Students

Student Upload

Promotion

Transfer Class

Define Family

Student Master Entry

Upload Student Document

Generate Certificate

Generate Identity Card

Generated Certificate

Student List

Document List

Student Review



# Student

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

## Transfer Class



Date Of Effective From

Sep-2020



Current Class

Select Class ...

Student

Select ...

To Class

Select Class ...

Back

185 **Confirm**



Student



Student Admission

View Students

Student Upload

Promotion

Transfer Class

Define Family

Student Master Entry

Upload Student Document

Generate Certificate

Generate Identity Card

Generated Certificate

Student List

Document List

Student Review



# Student

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

**Define Family** - ✖ ✖

**Family Name** [View Family Fee Due Here](#)

**Select Student**

[Back](#) Save



Student



Student Admission

View Students

Student Upload

Promotion

Transfer Class

Define Family

Student Master Entry

Upload Student Document

Generate Certificate

Generate Identity Card

Generated Certificate

Student List

Document List

Student Review



# Student

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





Student



Student Admission

View Students

Student Upload

Promotion

Transfer Class

Define Family

Student Master Entry

Upload Student Document

Generate Certificate

Generate Identity Card

Generated Certificate

Student List

Document List

Student Review



# Student

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

## Download File

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

Download File

## Upload

To Upload Excel File With .Xlsx In Extn

Choose File

Upload

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



Student



Student Admission

View Students

Student Upload

Promotion

Transfer Class

Define Family

Student Master Entry

Upload Student Document

Generate Certificate

Generate Identity Card

Generated Certificate

Student List

Document List

Student Review



# Student

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

Generate Identity Card

Configure Identity Card Header

Class	Student		
-------	---------	--	--

8.5 - 5 cm	A4	
------------	----	--

11 px	10 px	
-------	-------	--

10 px	
-------	--

189  
Generate



Student



Student Admission

View Students

Student Upload

Promotion

Transfer Class

Define Family

Student Master Entry

Upload Student Document

Generate Certificate

Generate Identity Card

Generated Certificate

Student List

Document List

Student Review



# Student

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

Student

2020-2021	Class	<input type="button" value="▼"/>
-----------	-------	----------------------------------

Terminated Student Only

190



Student



Student Admission

View Students

Student Upload

Promotion

Transfer Class

Define Family

Student Master Entry

Upload Student Document

Generate Certificate

Generate Identity Card

Generated Certificate

Student List

Document List

Student Review



# Student

- This allows access to students documents.

Document		
TUTOR1 D	STUDENT 4 C/O DAD 4	BIRTH CERTIFICATE
<input type="checkbox"/> Terminated Student Only		
		<input type="button" value="Submit"/>



# Subject

A screenshot of a "Create Subject" form. At the top left is a red "Add Subject" button with a pencil icon. To its right are three red icons: a minus sign, a checkmark, and an X. The form has three input fields: "Subject Name" (containing "Subject Name"), "Abbreviation" (containing "Abbreviation"), and "Class" (empty). At the bottom are "Back" and "Save" buttons.

# Subject

On Create Subject you can fill

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

A screenshot of a modal dialog box titled "+Add Electives". It contains three dropdown menus: "Class" (labeled "Select Class"), "Subject" (labeled "Subject"), and "Student" (labeled "Student"). At the bottom right of the dialog are two buttons: "Cancel" and a red "Add" button.

## 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

View Syllabus



## Syllabus Management

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

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



Syllabus Management



Create Syllabus

View Syllabus



## Syllabus Management

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

View Syllabus

Class	Subject
Select....	Select....

[Back](#) [Next](#)

Activate Windows

Create Syllabus

Units	Add Units	Topic List	Add Topics
Search Topic	Search Topic	Numbering	

[Back](#) [Save](#)

197



Syllabus Management



Create Syllabus

View Syllabus



## Syllabus Management

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

View Syllabus - ✓ ✕

Class	Subject
Select....	Select....

Back Next

Syllabus - ✓ ✕

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

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



# Time Table



Time Table



Automatic Generate



Time Table In Details



Define Holidays

View TimeTable

Holiday List

My Schedule

Reports



Staff/Subject Allocation

View Subject Plan



# Time Table

## Automatic generate

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

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

## time table in details

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

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

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

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

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

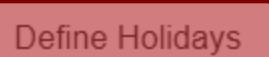
**Holiday list** – shows holiday schedules with the day and date.

**My schedule** – assigns teachers to class and period schedule.

Reports

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

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

-  Time Table
-  Automatic Generate
-  Time Table In Details
-  Define Holidays
-  View TimeTable
-  Holiday List
-  My Schedule
-  Reports
-  Staff/Subject Allocation
-  View Subject Plan



# Time Table

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

Add Events Or Holidays -  

Click Here To Configure Notification Permission

Events  Holidays

Title

Color

Start Date Start Time   
   

End Date End Time   
   

201 Back Save



Time Table



Automatic Generate



Time Table In Details



Define Holidays

**View TimeTable**

Holiday List

My Schedule

Reports



Staff/Subject Allocation

View Subject Plan



# Time Table

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

Time Table / View Time Table

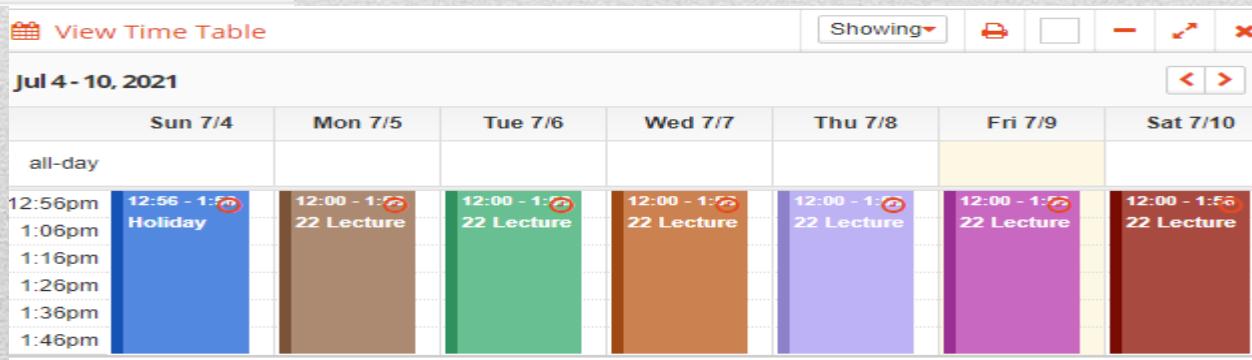
My Favorite

Time Table

Select Class

Select Date

Optional -(Select to view date wise)



202



Time Table



Automatic Generate



Time Table In Details



Define Holidays

View TimeTable

Holiday List

My Schedule

Reports

Staff/Subject Allocation

View Subject Plan



# Time Table

**Holiday list-** displays the holidays with date and day.

Holiday List				
		Print	Export	
	Title	Date	Day	Comment
1	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

1:30pm 1:46pm

203



Time Table



Automatic Generate



Time Table In Details



Define Holidays

View TimeTable

Holiday List

My Schedule

Reports



Staff/Subject Allocation

View Subject Plan



# Time Table

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



Time Table / My Schedule



My Favorite

Staff Work



Staff

Date

Select Staff

09-07-2021



Class

Slot

Subject

Add New Row

Select Class ...

Select Slot ...

Select Subject



204  
Back Save

 Time Table

Automatic Generate

Time Table In Details

Define Holidays

View TimeTable

Holiday List

My Schedule

Reports

Staff/Subject Allocation

**View Subject Plan**



# Time Table

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

 **View Subject Plan**

Select Date



Select Class

**Submit**

GRADE 10 WEEKLY SCHEDULE

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



# Transport

**206**

---



# Transport

- Transport
- Transport Master Entry**
- Vehicle
- Create Stoppage
- Create Route
- Assigning Stop To Route
- Assigning Staff To Route
- Assigning Student To Route
- Student Transport Attendance
- View Location
- Reports
- Route Details
- Vehicle Report

## TRANSPORT MASTER ENTRY

### 1. ROUTE TO

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

1                          2

Route To                          Define Transport Coordinator

Add Route To      -    ↗    X

Route To

Status

Active

Back      Save

Step 1: Write Route Name

Step 2: Select Status (Active or Inactive)

Step 3: Save.



# Transport



Transport



Transport Master Entry

Vehicle

Create Stoppage

Create Route

Assigning Stop To Route

Assigning Staff To Route

Assigning Student To Route

Student Transport  
Attendance

View Location

Reports



Route Details

Vehicle Report

## TRANSPORT MASTER ENTRY

### 1. DEFINE TRANSPORT COORDINATOR

In this section we setup our staff to coordinate the transportation

The screenshot shows a process flow with two steps. Step 1, 'Route To', is completed and highlighted in grey. Step 2, 'Define Transport Coordinator', is the current active step, indicated by a blue circle with the number 2. Below the steps, there is a form field labeled 'Transport Coordinator' containing the name 'hana zerihun'. There is also a small 'X' icon next to the name. At the bottom right of the form are two buttons: 'Back' and 'Save', with 'Save' being the larger orange button.

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

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# Transport

- Transport
- Vehicle
- Create Stoppage
- Create Route
- Assigning Stop To Route
- Assigning Staff To Route
- Assigning Student To Route
- Student Transport Attendance
- View Location
- Reports
- Route Details
- Vehicle Report

## VEHICLE MANAGEMENT

### 1. VEHICLE REGISTRATION

In this section we register school vehicles

Add Vehicle - ↶ ✖

Vehicle Name
<input type="text" value="Vehicle Name"/>
Vehicle Number
<input type="text" value="Vehicle Number"/>
Vehicle Device Id
<input type="text" value="Vehicle Device Id"/>

Back Save

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



# Transport

Transport

Transport Master Entry

**Vehicle**

Create Stoppage

Create Route

Assigning Stop To Route

Assigning Staff To Route

Assigning Student To Route

Student Transport Attendance

View Location

Reports

Route Details

Vehicle Report

## VEHICLE MANAGEMENT

### 1. VEHICLE FUEL

In this section we define Fuel for each vehicle in litre

Add Fuel

Vehicle Name

Quantity

Rate Per Litre

Date

Receipt No

Remarks

Step 1: Select Vehicle

Step 2: Write Quantity

Step 3: Write Litre

Step 4: Date

Step 5: Receipt Number

Step 6: Remark



# Transport

- Transport
- Transport Master Entry
- Vehicle**
- Create Stoppage
- Create Route
- Assigning Stop To Route
- Assigning Staff To Route
- Assigning Student To Route
- Student Transport Attendance
- View Location
- Reports
- Route Details
- Vehicle Report

## VEHICLE MANAGEMENT

### 1. VEHICLE FUEL

In this section we register vehicle reading in KM

Add Reading - ✖ ✖

Vehicle Name

Reading

Date  
 📅

Remarks

Back Save

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



# Transport

Transport

Transport Master Entry

Vehicle

Create Stoppage

Create Route

Assigning Stop To Route

Assigning Staff To Route

Assigning Student To Route

Student Transport Attendance

View Location

Reports

Route Details

Vehicle Report

**Create Stoppage**

Create Stoppage

Type Stop Name  
Megenagna

Map Satellite Megenagna, Addis Ababa

SMART Zefmesh Grand Mall Ring Road Megenagna Roundabout Misha misho bakery Megenagna

Back Save

## CREATE STOPPAGE

In this section we register vehicle stop route

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



# Transport



Transport

Transport Master Entry

Vehicle

Create Stoppage

Create Route

Assigning Stop To Route

Assigning Staff To Route

Assigning Student To Route

Student Transport  
Attendance

View Location

Reports

Route Details

Vehicle Report

## CREATE STOPPAGE

In this section we setup or assign location to our stoppage

Select Route

Route

Select ...

Add Stop To

Stoppage

CMC

Time

12:22

Type

Source    Destination    Stop

Back   Save

Step 1: Select Route

Step 1: Select  
Stoppage

Step 2: Select Time  
of Source, or  
Destination or Stop  
Time

Step 3: Save



# Transport



Transport

Transport Master Entry

Vehicle

Create Stoppage

Create Route

Assigning Stop To Route

Assigning Staff To Route

Assigning Student To Route

Student Transport Attendance

View Location

Reports

Route Details

Vehicle Report

## ASSIGN STAFF TO ROUTE

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

The screenshot displays the 'Assign Staff To Route' feature. On the left, a sidebar lists various transport-related functions. The current page, 'Assigning Staff To Route', is highlighted with a red rounded rectangle. The main area contains two input panels. The top panel, titled 'Select Route', has a dropdown menu showing 'Route 1'. The bottom panel, titled 'Add Staff', has dropdown menus for 'Stoppage' (set to 'CMC') and 'Staff' (set to 'hana zerihun'). At the bottom right are 'Back' and 'Save' buttons.

Step 1: Select Route

Step 1: Select Stoppage

Step 2: Select Staff  
Step 3: Save



# Transport

## Transport

Transport Master Entry

Vehicle

Create Stoppage

Create Route

Assigning Stop To Route

Assigning Staff To Route

Assigning Student To Route

Student Transport Attendance

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## ASSIGN STUDENT TO ROUTE

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

Select Route

Route

Route 1

Add Student To

Stoppage

4 KILO

Student

STUDENT 7 C/O DAD 7 (TUTOR1 B)

Back

Save

Step 1: Select Route

Step 1: Select Stoppage

Step 2: Select student

Step 3: Save



# Transport



Transport

Transport Master Entry

Vehicle

Create Stoppage

Create Route

Assigning Stop To Route

Assigning Staff To Route

Assigning Student To Route

Student Transport  
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## STUDENT ATTENDACE (TRANSPORT)

In this section we take transportation student attendance

Stop Name :- CMC

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

Save    Send    PresentAll/AbsentAll    Back

Step 1: Select  
Student

\* Green for Present  
\* Red for Absence

\*Save

\*Send: Notify  
Family



# Transport



Transport

Transport Master Entry

Vehicle

Create Stoppage

Create Route

Assigning Stop To Route

Assigning Staff To Route

Assigning Student To Route

Student Transport  
Attendance

**View Location**

Reports

Route Details

Vehicle Report

## VIEW LOCATION

In this section we review Route information details with google map

Select Route

Route To: TOHOME

Route: Route 2

Type:  Vehicle  Driver

[Back](#) [Get Route Details](#)

Step 1: Select Route To

Step 2: Select Route

\* You can view by Driver or Vehicle

Step 3: Get Route Details

\* Then you get information with google map



# Transport



Transport

Transport Master Entry

Vehicle

Create Stoppage

Create Route

Assigning Stop To Route

Assigning Staff To Route

Assigning Student To Route

Student Transport  
Attendance

View Location

Reports

Route Details

Vehicle Report

## ROUTE DETAILS

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

A form with a light gray background and a thin black border. It contains two input fields: the top one is labeled "Route 1" and the bottom one is empty. To the right of the bottom field is a red rectangular button with the word "Submit" in white.

- 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

218



# 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.

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

	LIBRARIAN
	MANAGER
	PRINCIPAL
	SECURITY
	TEACHER
	TECHER
	TRANSPORTER
	VENDOR
	Save
	Back





## User Permissions



Manage User Type & Permission

Student Parent Permission

Communication Permissions

**PARENTS**

**STUDENT**

+ Attendance	<input checked="" type="checkbox"/> ON
+ Canteen	<input type="checkbox"/> OFF
+ Homework	<input checked="" type="checkbox"/> ON
+ Library	<input checked="" type="checkbox"/> ON
+ Transport	<input checked="" type="checkbox"/> ON
+ Fees	<input checked="" type="checkbox"/> ON
+ Gallery	<input checked="" type="checkbox"/> ON
+ TimeTable	<input checked="" type="checkbox"/> ON
+ Exam	<input checked="" type="checkbox"/> ON
+ SyllabusManagement	<input type="checkbox"/> OFF

**Save** **Back**



## User Permissions

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





User Permissions



Manage User Type & Permission

Student Parent Permission

Communication Permissions



## User Permissions

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

	LIBRARIAN	<input checked="" type="checkbox"/>
	MANAGER	<input checked="" type="checkbox"/>
	PARENTS	<input checked="" type="checkbox"/>
	PRINCIPAL	<input checked="" type="checkbox"/>
	SECURITY	<input checked="" type="checkbox"/>
	STUDENT	<input checked="" type="checkbox"/>
	TEACHER	<input checked="" type="checkbox"/>
	TECHER	<input checked="" type="checkbox"/>
	TRANSPORTER	<input checked="" type="checkbox"/>
	VENDOR	<input checked="" type="checkbox"/>

**Save** **Back**

