Ekattor School Management System

Administrator Usage Guide

Index

Contents for Super Admin Panel:

- Dashboard
- Users
    - Admin
    - Student
    - Admission
    - Teacher
    - Teacher Permission
    - Parent
    - Accountant
    - Librarian
- Academic
    - Daily Attendance
    - Class Routine
    - Subject
    - Syllabus
    - Class
    - Classroom
    - Department
    - Subject
    - Event Calendar
- Exam
    - Marks
    - Exam
    - Grades
    - Promotion

- Accounting
    - Student Fee Manager
    - Expense Category
    - Expense Manager
- Back Office
    - Library
        - Book List Manager
        - Book Issue Report
    - Session Manager
    - Addon Manager
    - Noticeboard
- Settings
    - System Settings
    - Website Settings
    - School Settings
    - Payment Settings
    - Language Settings
    - SMTP Settings
    - About

1. Dashboard
    a. System summary shown on the home page. Total number of Student, Total number of Teachers, Total number of Parent, Total number of Staff are being shown in the dashboard.

Number of students present today, recent events and expenses of present month are also being shown in Dashboard.

2. Users:
    a. Admin
    b. Student
    c. Admission
    d. Teacher
    e. Teacher Permission
    f. Parent
    g. Accountant
    h. Librarian

On the documentation, we are considering Superadmin as the subject. Most of the things what Superadmin can do, Admin can also do. So we choose Superadmin as the subject of this application for sharing maximum information.

- What is Admin and how to create new Admins?
    - Ekattor now supports multiple admins. From the SuperAdmin panel navigation menu, go to the Users and select Admin. It will show you the available admins of this system. Only Superadmin can create school Admins. Just click on the Create Admin menu.
- How to create Student?
    - From the Superadmin panel navigation menu, go to the Users and select Student. The Superadmin will be able to see a list

of Student that has been created. On the top of the list there is a button named "+Add new student". On clicking that button superadmin will see student admission page. There are 3 types of ways to create students. You can create single student by clicking on Single Student admission, if you want to create multiple student you can either choose Bulk Student admission or Excel Upload. Excel upload will provide you the opportunity to add multiple students simply by uploading a csv file.

- How to create Teacher / Parent / Accountant / Librarian?
    - Like Student Superadmin will find different option for users from left navigation menu. Every user list has an add button for adding users.

- How to manage Teacher Permission?
    - For managing permission for teacher, first of all choose the Teacher permission module from left sidebar menu. Choose desired class and section and click on Filter. You will get 2 areas where you can set permission for teacher's accessibility. Which are Marks and Attendance. You can toggle the Switch button for enabling and disabling permission.

3. Academic:
    a. Daily Attendance
    b. Class Routine

c. Subject

d. Syllabus

e. Class

f. ClassRoom

g. Department

h. Event Calendar

- How to Manage Daily Attendance?
    - For managing Daily Attendance, move to Daily Attendance module from the left sidebar menu. Select Desire Month, Year, Class and section to get the attendance sheet for selected month. You can take attendance by clicking over the Take Attendance button

- How to manage Class Routine?
    - Inside the Class Routine option select class and section to get the class routine for a week. You can add new routine by clicking over the Add Routine button. If you want to edit an existing class routine, click over that routine and edit the info.

- How to manage Syllabus?
    - Superadmin can upload Syllabus for a specific class and can get all the uploaded syllabus inside Syllabus Module.

- How to manage Class and Section?
    - Inside Class module, Superadmin will get all the list of created class. Superadmin can add new class and can edit and delete from this module. In Class table there is a button for

managing Section. Superadmin can Create, edit and delete Section for that specific class.

- How to manage ClassRooms?
    - For getting list of ClassRooms Superadmin should head over to the ClassRoom section. Where he/she can add, edit and delete ClassRooms.

- How to Manage Departments?
    - Every Teacher belongs to a specific Department. Get the Department list from Department section.

- How to manage Subject?
    - For managing Subject choose Subject option from the left sidebar menu. Where you can find the list of created Subject and can manage them also.

- What is Event Calendar?
    - Event Calendar is a module where Superadmin can store the information of upcoming events, It's for the backend. For showing on Frontend headover to Website settings section.

4. Exam:
    a. Marks
    b. Exams
    c. Grades
    d. Promotion

- What is Exam module for?
  - Exam module handles all the functionality which are related to Exam. Like creating new Exam, Grades, managing Marks and Promoting Student from one class to another class in Next Session.

- How to Promote Student?
  - For promoting student, you have to head over to Promotion menu from the left sidebar menu. Select Current Session, Select next session where you want to promote the student, Select the class of the student and select the class where the students are promoting. After clicking on Manage Promotion button, you will get the list of Student and button for promoting that specific student.

5. Accounting:
   a. Student Fee Manager
   b. Expense Category
   c. Expense Manage
- Accounting section is responsible for managing all the stuff which are related with Accounting.

- How to create Student's fees?
  - Click on the Student Fee Manager option from Accounting section. You will find a list of created invoices. You can create new invoices from here also. On the top there are two buttons for creating student fees. You can create mass invoices for a certain class or you can create single invoice for particular students.

6. Back Office:
    a. Library
        i. Book List Manager
        ii. Book Issue Report
    b. Session Manager
    c. Addon Manager
    d. Noticeboard

- What is library module for?
    - In the library module, List of added Book and Book issue information are stored. SuperAdmin can add new books and can add book issue information in this module.
- What is Session Manager?
    - Session manager is one of the most important features in this application. SuperAdmin can switch to different Session to get all the information for that activated session. SuperAdmin can add, edit and delete session information.

- What is Addon Manager?
    - Addon manager is an exclusive feature which is added on this application. SuperAdmin can add addons to activate modules which are not added in this application by default. Check out our website for knowing more about available addons.

7. Settings:
   a. System Settings
   b. Website Settings
   c. School Settings
   d. Payment Settings
   e. Language Settings
   f. SMTP Settings
   g. About

- What is System Settings?
  - Settings are the key component of any management system. The "System Settings" will let the SuperAdmin to update the basic system data. Also it gives a feasibility to change logos, favicon and other contact information.

- What is Website Settings?
  - Website settings is all about frontend site. Superadmin can update website's data here. Like Galleries, Events, which Teachers to show on frontend, Privacy Policies, Terms and conditions and other stuffs.

- What is School Settings?
  - Superadmin / Admin can edit Selected school settings. The basic information like School name, Address, Phone number.

- What is Payment Settings?
  - The "Payment Settings" will let the SuperAdmin to change the payment settings like Client ids, Secret keys, public keys

of different types of payment gateways. Also it gives a feasibility to change the Test Mode.

- What is Language Settings?
    - The software supports multiple languages. SuperAdmin can add new language and can edit phrases from Language settings.

- What is SMTP Settings?
    - SuperAdmin can configure SMTP credentials for sending mails in settings panel.