

Ekattor School Management System

Quick Start Guide

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Quick Start Guide for Super Admin:

- Please go through the “Installation and Update” guide carefully if you haven’t installed the application yet.
- Login as Superadmin to organize your system.
- At first update your System Settings, SMTP Settings, Payment Settings from Settings option and set a default session from Session Manager of the left sidebar menu.
- If you have updated the Settings successfully, you can go to Class option from the same left side bar menu and create Class. You can manage Sections from Class option.
- After creating Classes, Create Departments so that you can assign department while creating a Teacher. If you are done with creating Departments, now create some teacher.
- Create Parents before creating Student. Because every student should have a Parent.
- If you have created Parents already, now it’s time to create some Students. You can create one by one student from Single Student Admission form or you can create Mass students from Bulk Student Admission form.