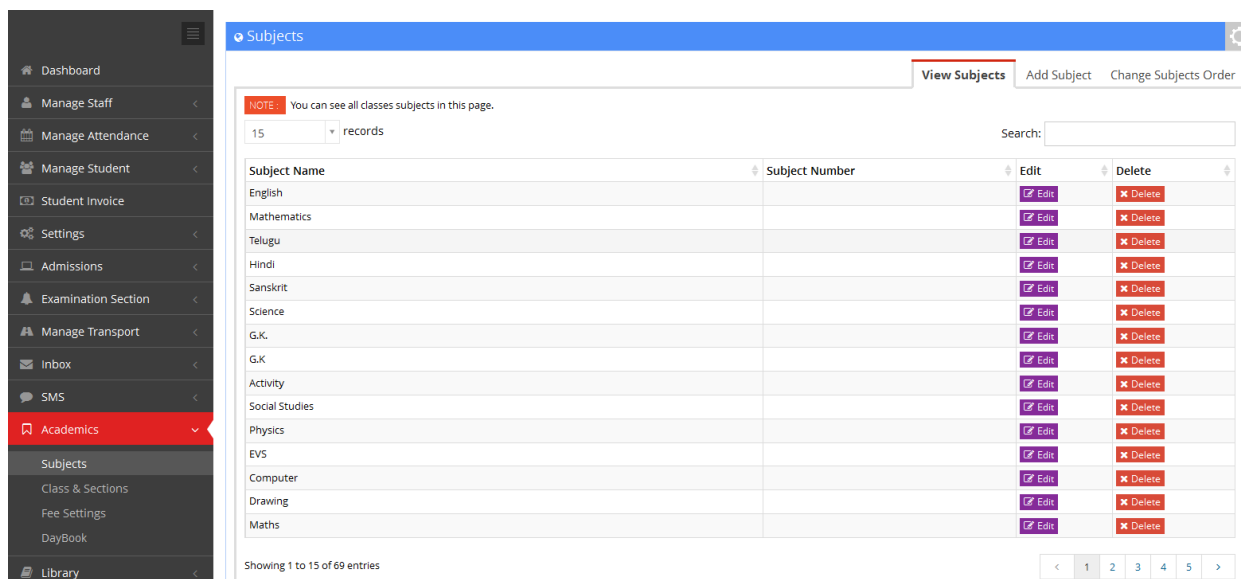
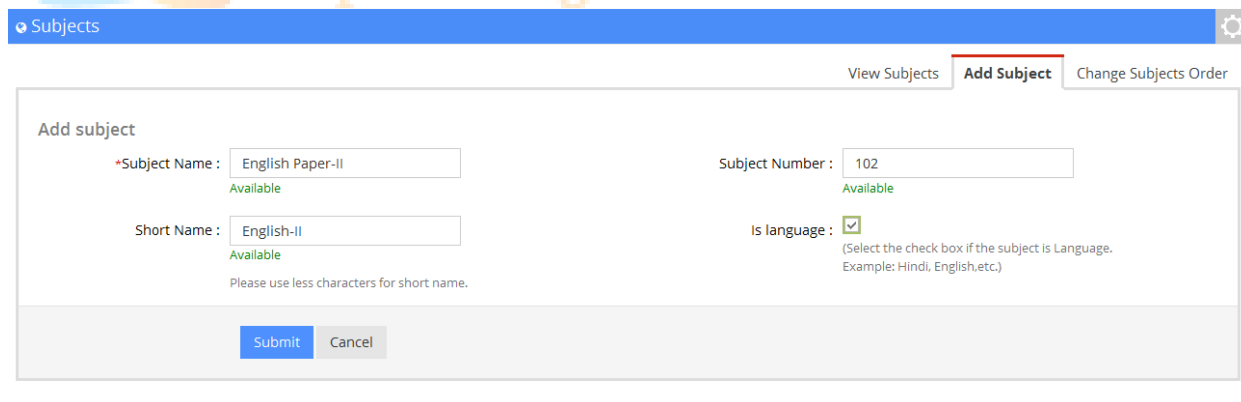


Academics

Once after login from the home page click on “Academics” tab it will show the “Subjects” as default.



Add Subject



If you are adding a language subject (English, Hindi Etc.....) then click on checkbox “Is Language” otherwise leave it blank.

Subjects

[View Subjects](#)
[Add Subject](#)
[Change Subjects Order](#)

Subject added/updated successfully

NOTE: You can see all classes subjects in this page.

15 records

Search:

| Subject Name | Subject Number | Edit | Delete |
|----------------------|----------------|----------------------|------------------------|
| M/H | | Edit | Delete |
| OCM | | Edit | Delete |
| B.K | | Edit | Delete |
| MAR | | Edit | Delete |
| BIO | | Edit | Delete |
| CHEM | | Edit | Delete |
| PT. | | Edit | Delete |
| MARATHI/HINDI | | Edit | Delete |
| II Lang(Tamil/Hindi) | | Edit | Delete |
| English Paper-1 | 001 | Edit | Delete |
| English Paper-II | 102 | Edit | Delete |

Edit Subject

To edit the subject click on Edit Icon.

Subjects

[View Subjects](#)
[Add Subject](#)
[Change Subjects Order](#)

NOTE: You can see all classes subjects in this page.

15 records

Search:

| Subject Name | Subject Number | Edit | Delete |
|----------------|----------------|----------------------|------------------------|
| English | | Edit | Delete |
| Mathematics | | Edit | Delete |
| Telugu | | Edit | Delete |
| Hindi | | Edit | Delete |
| Sanskrit | | Edit | Delete |
| Science | | Edit | Delete |
| G.K. | | Edit | Delete |
| G.K | | Edit | Delete |
| Activity | | Edit | Delete |
| Social Studies | | Edit | Delete |
| Physics | | Edit | Delete |
| EVS | | Edit | Delete |
| Computer | | Edit | Delete |
| Drawing | | Edit | Delete |
| Maths | | Edit | Delete |

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After clicking the page as **update subject** will open edit what you want.

✕

Update Subject

*Subject Name : Subject Number :

Available

Short Name : Is language : ☐

Available

(Select the check box if the subject is Language.
Example: Hindi, English, etc.)

Please use less characters for short name.

Hit Submit Button After updating the details.































Subjects ⚙

[View Subjects](#) [Add Subject](#) [Change Subjects Order](#)

Subject added/updated successfully ✕

NOTE: You can see all classes subjects in this page.

15 records Search:

| Subject Name | Subject Number | Edit | Delete |
|----------------|----------------|--|--|
| English-1 | |  Edit |  Delete |
| Mathematics | |  Edit |  Delete |
| Science | |  Edit |  Delete |
| Telugu | |  Edit |  Delete |
| Hindi | |  Edit |  Delete |
| Sanskrit | |  Edit |  Delete |
| G.K. | |  Edit |  Delete |
| G.K | |  Edit |  Delete |
| Activity | |  Edit |  Delete |
| Social Studies | |  Edit |  Delete |
| Physics | |  Edit |  Delete |
| EVS | |  Edit |  Delete |
| Computer | |  Edit |  Delete |
| Drawing | |  Edit |  Delete |
| Maths | |  Edit |  Delete |

Delete Subject

To delete any subject click on delete icon provided at delete column of the particular subject and click **“YES”** then subject will be deleted.

Subjects

[View Subjects](#)
[Add Subject](#)
[Change Subjects Order](#)

NOTE: You can see all classes subjects in this page.

15 records

Search:

Are You Sure?

Yes

Cancel

| Subject Name | Subject Number | Edit |
|--------------|----------------|---|
| English | | Edit Delete |
| Mathematics | | Edit Delete |
| Telugu | | Edit Delete |
| Hindi | | Edit Delete |

Change Subject Order

- To change any order of the subject Click on the [Change Subjects Order](#) link.
- System displays list of available subjects.

| Change subjects order | | |
|--|----------------|--------------|
| NOTE: You can change the subject order by click on the subject name and drag and drop to respective position. | | |
| Order | Subject Name | Subject Code |
| 1 | English | |
| 2 | Mathematics | |
| 3 | Telugu | |
| 4 | Hindi | |
| 5 | Sanskrit | |
| 6 | Science | |
| 7 | G.K. | |
| 8 | G.K. | |
| 9 | Activity | |
| 10 | Social Studies | |
| 11 | Physics | |
| 12 | EVS | |
| 13 | Computer | |

- Just you need to click on subject drag and drop it where you need.(for exp: we need to change the Subject Order from 6th position to 3rd position and select the order of 6th position from the list, drag and drop to the 3rd position.

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Subjects

View Subjects Add Subject **Change Subjects Order**

Subject order updated successfully.

Change subjects order

NOTE: You can change the subject order by click on the subject name and drag and drop to respective position.

| Order | Subject Name | Subject Code |
|-------|----------------|--------------|
| 1 | English | |
| 2 | Mathematics | |
| 3 | Science | |
| 4 | Telugu | |
| 5 | Hindi | |
| 6 | Sanskrit | |
| 7 | G.K. | |
| 8 | G.K. | |
| 9 | Activity | |
| 10 | Social Studies | |
| 11 | Physics | |
| 12 | EVS | |
| 13 | Comouter | |

Then order will be changed automatically from the list of subject details.

Once after login go to **"Academics"** and select **"Class & sections"**

If you have already added classes then system by default displays the entire classes list.

Class & Sections

View Class & Sections Add Class Add Section Change Classes Order

NOTE: You can edit class settings by accessing edit pen icon in each row at right side.
You can remove class by clicking on delete(x) icon.

Total Active Students : 263
Total Active Staff : 38

15 records Search:

| Class Name | #Section | Capacity | Available Seats | Class Teacher | Add Section | Edit | Delete |
|------------|----------|----------|-----------------|---------------|-------------|--------|----------|
| I | 2 | 100 | 98 | View | + | ✎ Edit | ✖ Delete |
| II | 2 | 100 | 90 | View | + | ✎ Edit | ✖ Delete |
| III | 2 | 100 | 79 | View | + | ✎ Edit | ✖ Delete |
| IV | 2 | 100 | 99 | View | + | ✎ Edit | ✖ Delete |
| V | 2 | 100 | 78 | View | + | ✎ Edit | ✖ Delete |
| VI | 2 | 100 | 80 | View | + | ✎ Edit | ✖ Delete |
| VII | 2 | 100 | 72 | View | + | ✎ Edit | ✖ Delete |
| VIII | 2 | 60 | 29 | View | + | ✎ Edit | ✖ Delete |
| IX | 2 | 100 | 65 | View | + | ✎ Edit | ✖ Delete |

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Note:

Before adding the Classes make sure that

- You have already added all the Subjects teaching in the school.
- You have already added all the staff with their eligible subject's information.

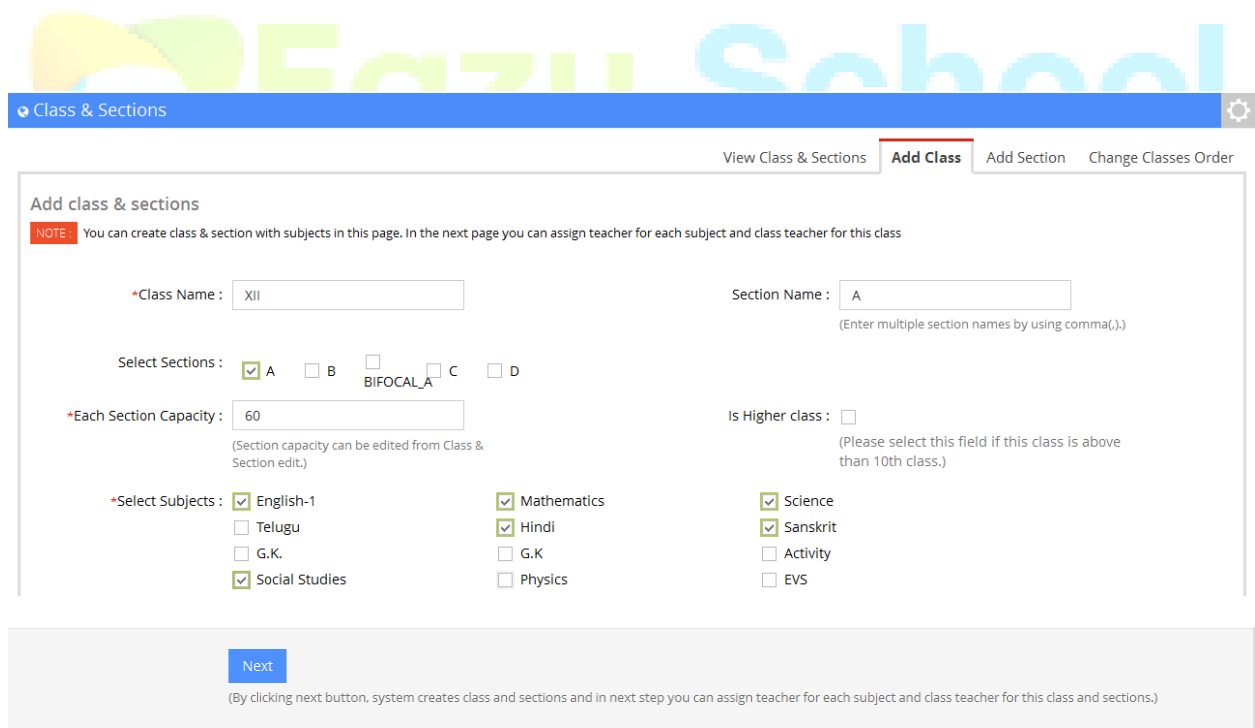
Add Class

To Add classes, click on [Add Class](#) link and fill the details.

- Class Name
- Section Name (If you want add more sections Add sections by Separating with Comma).
- Each section capacity and select subjects applicable to that class from **"Select Subjects"**

Note: -

If you have already added sections then system will display those sections under **"Select Sections"**. You can select the sections by checking the checkboxes beside each section.



Add class & sections

NOTE: You can create class & section with subjects in this page. In the next page you can assign teacher for each subject and class teacher for this class

*Class Name :

Section Name :
 (Enter multiple section names by using comma(,))

Select Sections : ☒ A ☐ B ☐ BIFOCAL_A ☐ C ☐ D

*Each Section Capacity :
 (Section capacity can be edited from Class & Section edit.)

Is Higher class : ☐
 (Please select this field if this class is above than 10th class.)

*Select Subjects : ☒ English-1 ☒ Mathematics ☒ Science
☐ Telugu ☒ Hindi ☒ Sanskrit
☐ G.K. ☐ G.K. ☐ Activity
☒ Social Studies ☐ Physics ☐ EVS

[Next](#)

(By clicking next button, system creates class and sections and in next step you can assign teacher for each subject and class teacher for this class and sections.)

After clicking on next button you will get the screen to assign class teacher for the class name you have created in the above screen

- Select Medium of class from **"Select Medium"** drop down.
- Add Group Number if needed

- Select the Teacher for each subject and even the class teacher. (Class teacher should be one of the subject teachers only).

Class & Sections

View Class & Sections
Add Class
Add Section
Change Classes Order

XII - A :: Assign Each Subject Teacher
NOTE: Select teachers for associate subjects and hit submit button, Class Teacher must be one of the subject Teacher.

*Select Medium : ENGLISH
GroupNumber :
Sanskrit : RAMESH YAMPALLA
Social Studies : sindhu A
Science : Shaik Husain Peera
Hindi : sravan kumar
Mathematics : Siva kumar Minuku
English-1 : Siva minuku
Class Teacher : - Select Class Teacher -

Next
Click on 'Next' button, to add syllabus for this class subjects.

Note: If you selected multi sections like A, B, C, D then you will find same screen for all other sections too and you need to fill the information for each section as shown above.

- After adding the details click on next button.

Class & Sections

View Class & Sections
Add Class
Add Section
Change Classes Order

You have successfully completed creating class and sections. You can able to edit by access Class & Section tab. And also you have option to import the Syllabus for each subject.
I am done!

- Click on “I Am Done” button the system displays page where we can find all the classes in the home page

Class & Sections





View Class & Sections Add Class Add Section Change Classes Order

NOTE :

- You can edit class settings by accessing edit pen icon in each row at right side.
- You can remove class by clicking on delete(x) icon.

Total Active Students : 264
Total Active Staff : 45

15 records Search:

| Class Name | #Section | Capacity | Available Seats | Class Teacher | Add Section | Edit | Delete |
|------------|----------|----------|-----------------|---------------|-------------|--|--|
| XI | 1 | 60 | 60 | View | + |  Edit |  Delete |
| XII | 1 | 60 | 60 | View | + |  Edit |  Delete |

Showing 16 to 17 of 17 entries

Follow same process to add another class.

Edit Class

1. To edit the class keep the cursor on the Edit Icon provided at edit column of each class, there you will get the details of all section assign to that class.

Click on class section name you want to edit.

Class & Sections















View Class & Sections Add Class Add Section Change Classes Order

NOTE :

- You can edit class settings by accessing edit pen icon in each row at right side.
- You can remove class by clicking on delete(x) icon.

Total Active Students : 263
Total Active Staff : 38

15 records Search:

| Class Name | #Section | Capacity | Available Seats | Class Teacher | Add Section | Edit | Delete |
|------------|----------|----------|-----------------|---------------|-------------|--|--|
| I | 2 | 100 | 98 | View | + |  Edit |  Delete |
| II | 2 | 100 | 90 | View | + |  Edit |  Delete |
| III | 2 | 100 | 79 | View | + |  Edit |  Delete |
| IV | 2 | 100 | 99 | View | + |  Edit |  Delete |
| V | 2 | 100 | 78 | View | + |  Edit |  Delete |
| VI | 2 | 100 | 80 | View | + |  Edit |  Delete |
| VII | 2 | 100 | 72 | View | + |  Edit |  Delete |

Edit Class & Sections

I - A
I - B

2. Update the necessary details which you want to edit.

- Under **Update Class subjects**, you can update information related to class name, Section name, Section Capacity, Group Number, Select medium, select subject, and hit submit button after updating the

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details.

- Click on Submit button after updating the details.

Class & Sections

View Class & Sections Add Class Add Section Change Classes Order

Class Name : XII - A

Update Class Subjects

NOTE:

- Changing of class name should not be same as other class name in the school.
- Changing of Section name should not be same as other section name in that class.
- Changing section capacity should be more than actual section capacity.
- Cannot remove the subjects from the section if the subject contains the exam schedule or marks.

Class Name : XII
(Changing this class name will effect to all sections of class name.)

Section Name : A
(Select section name from the below section list or type the new section name.)

Select Section : ☒ A ☐ B ☐ C ☐ D BIFOCAL_A

Section Capacity : 60

Group Number :

Is Higher class : ☐
(Please select this field if this class is above than 10th class.)

Education Type : ☒ None ☐ General ☐ Vocational

*Select Medium : ENGLISH

*Select Subjects :

| | | |
|--|---|--|
| <input checked="" type="checkbox"/> English-1 | <input checked="" type="checkbox"/> Mathematics | <input checked="" type="checkbox"/> Science |
| <input type="checkbox"/> Telugu | <input checked="" type="checkbox"/> Hindi | <input checked="" type="checkbox"/> Sanskrit |
| <input type="checkbox"/> G.K. | <input type="checkbox"/> G.K | <input type="checkbox"/> Activity |
| <input checked="" type="checkbox"/> Social Studies | <input type="checkbox"/> Physics | <input type="checkbox"/> EVS |

Submit

- Under **Subject Teacher**, you can edit the Subject teacher information, and class teacher too by clicking on drop down box of each subject you can find the list of teachers who is eligible for that subject.
- Click on Submit button after updating the details you get message staff details updated successfully.

Update Subject - Teacher

NOTE: Select teachers for associate subjects and hit submit button.

Sanskrit : RAMESH YAMPALLA

Social Studies : sindhu A

Science : Shaik Husain Peera

Hindi : sravan kumar

Mathematics : Siva kumar Minuku

English-1 : Siva minuku

Class Teacher : - Select Class Teacher -

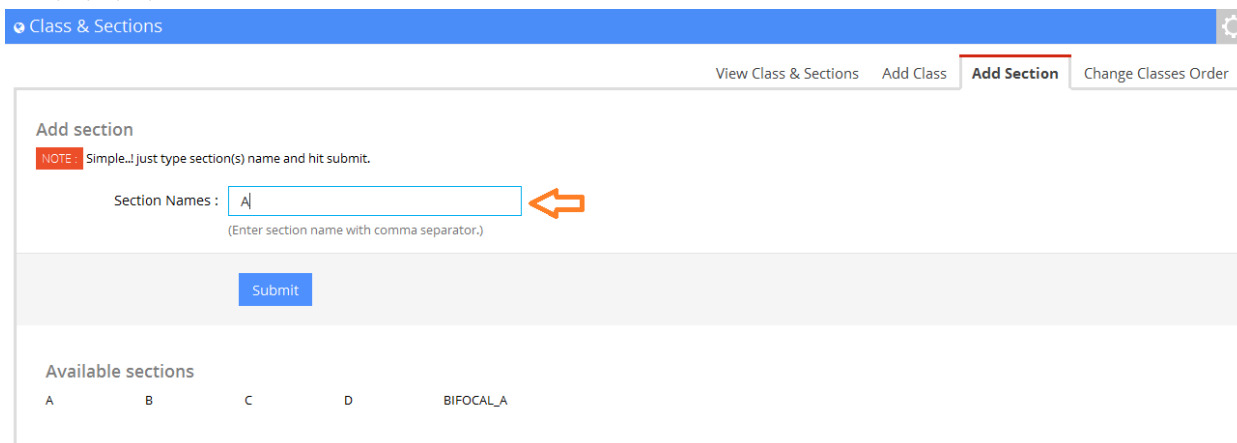
Submit

Note: Class teacher should be one of the subject teachers.

Similarly you can edit all the classes' information.

Add Section

- To add sections separately click on “[Add Sections](#)” Link
- Here you can add multiple sections or single section at a time.
- To Add Multiple Sections at a time add section name by separating with comma after each name. As A, B, C, D, E... and click on submit button.



- After clicking on Submit Button you will get the message as Section Add Successfully.



Follow same process to add more sections.

Add Section to Class

To add Section for a particular class Click ON “+” icon provided at Add Section Column of Each Class.

Class & Sections

View Class & Sections

[Add Class](#)
[Add Section](#)
[Change Classes Order](#)

NOTE:

- You can edit class settings by accessing edit pen icon in each row at right side.
- You can remove class by clicking on delete(x) icon.

Total Active Students : 264

Total Active Staff : 45

15 records

Search:

| Class Name | #Section | Capacity | Available Seats | Class Teacher | Add Section | Edit | Delete |
|------------|----------|----------|-----------------|----------------------|-------------------|----------------------|------------------------|
| I | 2 | 100 | 99 | View | + | Edit | Delete |
| II | 2 | 100 | 90 | View | + | Edit | Delete |
| III | 2 | 100 | 79 | View | + | Edit | Delete |
| IV | 2 | 100 | 99 | View | + | Edit | Delete |
| V | 2 | 100 | 78 | View | + | Edit | Delete |
| VI | 2 | 100 | 80 | View | + | Edit | Delete |
| VII | 2 | 100 | 72 | View | + | Edit | Delete |
| VIII | 2 | 60 | 29 | View | + | Edit | Delete |
| IX | 2 | 100 | 65 | View | + | Edit | Delete |
| X | 2 | 100 | 70 | View | + | Edit | Delete |
| INTER | 1 | 3000 | 3000 | View | + | Edit | Delete |

Then you will get the screen where you can add section to that class.

Follow the above process like adding a class which we seen in “Add Class” process.

Change Classes Order

If you want to change the class order click on “[Change Classes Order](#)” link.

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Class & Sections
 ⚙️

[View Class & Sections](#)
[Add Class](#)
[Add Section](#)
[Change Classes Order](#)

Change classes order

NOTE: You can change the class order by click on class name and Drag and drop in respective position.

| Order | Class Name |
|-------|------------|
| 1 | I |
| 2 | II |
| 3 | III |
| 4 | IV |
| 5 | V |
| 6 | VI |
| 7 | VII |
| 8 | VIII |
| 9 | IX |
| 10 | X |

If we want to change order of IV and III class, just place mouse on Class name drag and drop the class. As per the order you want to change.

Class & Sections
 ⚙️

[View Class & Sections](#)
[Add Class](#)
[Add Section](#)
[Change Classes Order](#)

Classes order updated successfully. ✕

Change classes order

NOTE: You can change the class order by click on class name and Drag and drop in respective position.

| Order | Class Name |
|-------|------------|
| 1 | I |
| 2 | II |
| 3 | IV |
| 4 | III |
| 5 | V |
| 6 | VI |
| 7 | VII |
| 8 | VIII |
| 9 | IX |
| 10 | X |

Delete Class & Section

- To delete class place mouse on delete icon provided at delete column of each class.
- Then system will display all sections of that class

Class & Sections

View Class & Sections | Add Class | Add Section | Change Classes Order

NOTE:

- You can edit class settings by accessing edit pen icon in each row at right side.
- You can remove class by clicking on delete(x) icon.

Total Active Students : **264**
Total Active Staff : **45**

15 records | Search:

| Class Name | #Section | Capacity | Available Seats | Class Teacher | Add Section | Edit | Delete |
|------------|----------|----------|-----------------|---------------|-------------|------|--------|
| I | 2 | 100 | 99 | View | + | | |
| II | 2 | 100 | 90 | View | + | | |
| IV | 2 | 100 | 99 | View | + | | |
| III | 2 | 100 | 79 | View | + | | |
| V | 2 | 100 | 78 | View | + | | |
| VI | 2 | 100 | 80 | View | + | | |

- Click on delete icon which you want to delete, provided at each class section and select yes then that class section will be deleted.

Note:

System won't allow you to delete the classes which contain students.

Class & Sections

View Class & Sections | Add Class | Add Section | Change Classes Order

I - B class removed successfully.

NOTE:

- You can edit class settings by accessing edit pen icon in each row at right side.
- You can remove class by clicking on delete(x) icon.

Total Active Students : **264**
Total Active Staff : **45**

15 records | Search:

| Class Name | #Section | Capacity | Available Seats | Class Teacher | Add Section | Edit | Delete |
|------------|----------|----------|-----------------|---------------|-------------|------|--------|
| I | 1 | 50 | 49 | View | + | | |
| II | 2 | 100 | 90 | View | + | | |
| IV | 2 | 100 | 99 | View | + | | |
| III | 2 | 100 | 79 | View | + | | |
| V | 2 | 100 | 78 | View | + | | |

From the above table:

- **#Section** --> Displays total number of sections count of that class.
- **#Capacity** --> Displays maximum class section capacity
- **#Available seats** --> Displays total number of seats that are available for that class

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To view individual section capacity of a class:

- Place mouse on the number under **Capacity** column displays the section and the capacity of the section

| | | | | | | | |
|-----|---|--------------------------------|-----|------|---|------|--------|
| IV | 4 | 30 | 26 | View | + | Edit | Delete |
| IV | 3 | View Capacity A: 3 B: 27 | | View | + | Edit | Delete |
| IX | 1 | | | View | + | Edit | Delete |
| LKG | 3 | 15 | -13 | View | + | Edit | Delete |

To view the available seats for each section of a class

- Place mouse on the number under **Available seats** column displays the section and the capacity of the section

| | | | | | | | | |
|-------|---|----|----------------------------------|----------------------|--|------|--------|--------|
| INTER | 1 | 0 | 0 | View | | Edit | Delete | |
| IV | 4 | 30 | <u>26</u> | View | | Edit | Delete | |
| IV | 3 | 84 | (Available Seats / Filled Seats) | | | | | Delete |
| IX | 1 | 60 | A: (0 / 3) B: (26 / 1) | | | | | Delete |

To view the available seats for each section of a class

- Place mouse on the View link under **Class Teacher** column displays the Teacher name along with the section.

| | | | | | | | |
|----|---|----|----|---|---|------|--------|
| IV | 4 | 30 | 26 | View | + | Edit | Delete |
| IV | 3 | 84 | 82 | View Class Teacher B: Rupawali Singh | | Edit | Delete |
| IX | 1 | 60 | 60 | | + | Edit | Delete |

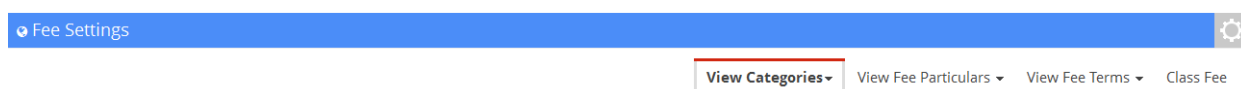
Fee Settings

Once after login go to “**Academics**” and select “**Fee settings**”

This option is used to define the fee structure for all classes available in the school. The following steps will explain how to define the fee structure for each class.

The following are various steps involved in the structure

1. View Categories
2. View Fee Particulars
3. View Fee Terms
4. Class Fee



View categories

This option is used to define the category of the fee which the school needs to apply to the students. The default category is “**General**”. This is applied if no category is selected for student.

The following are the steps to create the category

Step 1: Login as administrator into the account

Step 2: Click on Academics from the left navigation

Step 3: Click on “Fee Settings” from the Academics. Then we can see fee category table

Step 4: To add new category click on View Category and click on “Add Category”


Step 5: Then the following Add Category page will appear

Fee Settings ⚙️

View Categories ▾ View Fee Particulars ▾ View Fee Terms ▾ Class Fee

Add category

NOTE: You can define the category to create the different fee structures to a class and students."

* Category Name : 

Available

Submit

Cancel

Step 6: Enter the desired category name in Category Name text box and click "Submit" button to add the category.





Step 6: Click "Cancel" button to cancel the operation.

Edit/Update Category

The edit options are used to update the name of the category. These following steps explain how to edit and update the category name.

Step 1: Click on Academics from the left navigation


Step 2: Click on "Fee Settings" from the Academics. Then we can see fee category table

| Category | ▲ Edit | ◆ Delete |
|----------------|--|--|
| General | - | - |
| Special |  Edit |  Delete |
| Staff Discount |  Edit |  Delete |

Step 3: Click on "Edit" Button then the following edit screen will appear

Update category ×

NOTE: You can define the category to create the different fee structures to a class and students."

* Category Name : 

Available

Submit

Cancel

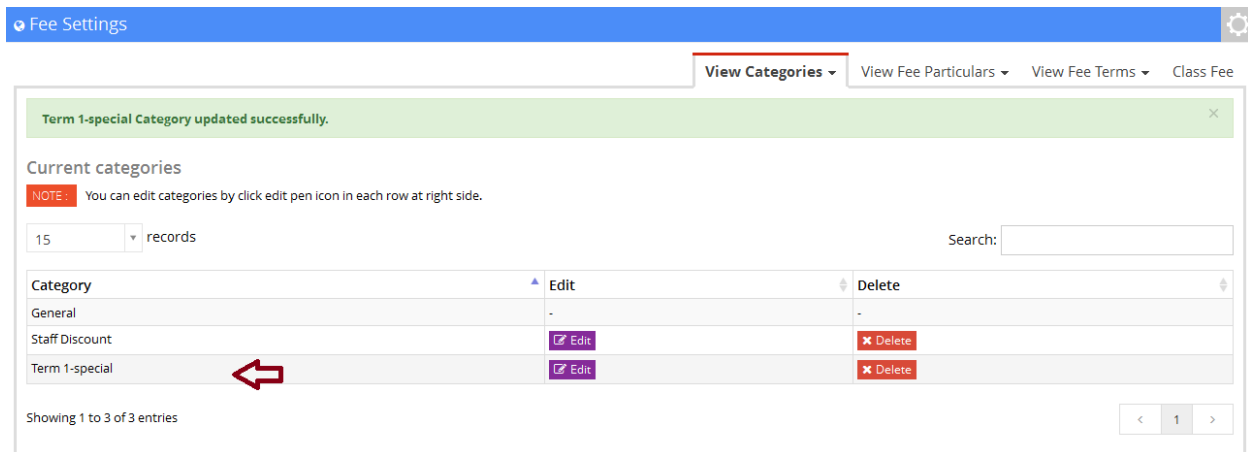
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Step 4: Change the name as per the need and click “Submit” button.

Step 5: Click “Cancel” button to cancel the operation.



Fee Settings

View Categories | View Fee Particulars | View Fee Terms | Class Fee

Term 1-special Category updated successfully.

Current categories

NOTE: You can edit categories by click edit pen icon in each row at right side.

15 records

Search:

| Category | Edit | Delete |
|----------------|------|--------|
| General | - | - |
| Staff Discount | | |
| Term 1-special | | |

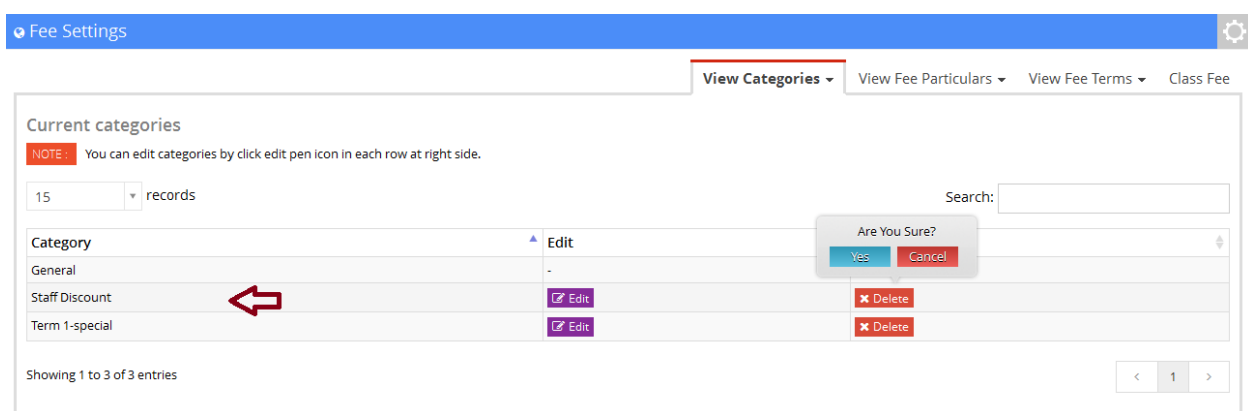
Showing 1 to 3 of 3 entries

Delete Category

The following process explains how to delete the category. However, we cannot remove the category if the category is assigned to a student and that student made any payment. In this scenario, we cannot remove the category.

The following are the steps to remove the category

Step 1: Click on “Fee Settings” from the Academics. Then we can see the fee category table



Fee Settings

View Categories | View Fee Particulars | View Fee Terms | Class Fee

Current categories

NOTE: You can edit categories by click edit pen icon in each row at right side.

15 records

Search:

| Category | Edit | Delete |
|----------------|------|--------|
| General | - | - |
| Staff Discount | | |
| Term 1-special | | |

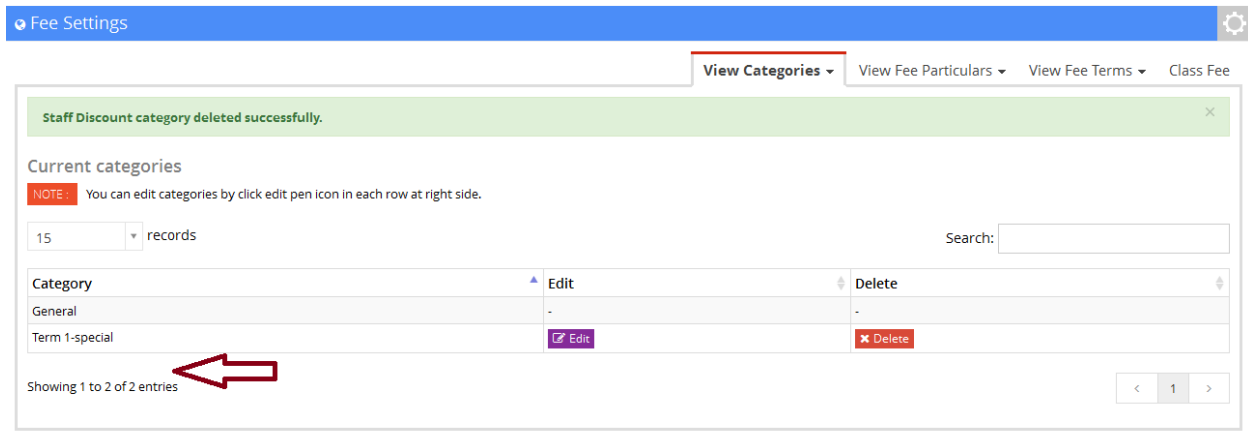
Showing 1 to 3 of 3 entries

Step 2: Click on “Delete” button with respect to the category we need to delete.

Step 3: Then a confirmation popup will display with “Yes” “Cancel” options.

Step 4: Click “Yes” if we need to remove the category. Click “Cancel” to cancel the operation.

Step 5: We can see a success message if the category is successfully removed from the account. If not we can reason why the category is not removed.



The screenshot shows the 'Fee Settings' page with the 'View Categories' tab selected. A green success message at the top states: 'Staff Discount category deleted successfully.' Below this, under 'Current categories', a note says: 'NOTE: You can edit categories by click edit pen icon in each row at right side.' There is a search bar and a dropdown for '15 records'. A table lists categories: 'General' and 'Term 1-special'. The 'Term 1-special' row has an 'Edit' button (pencil icon) and a 'Delete' button (red X icon). A red arrow points to the 'Delete' button. At the bottom, it says 'Showing 1 to 2 of 2 entries'.

View Fee Particulars

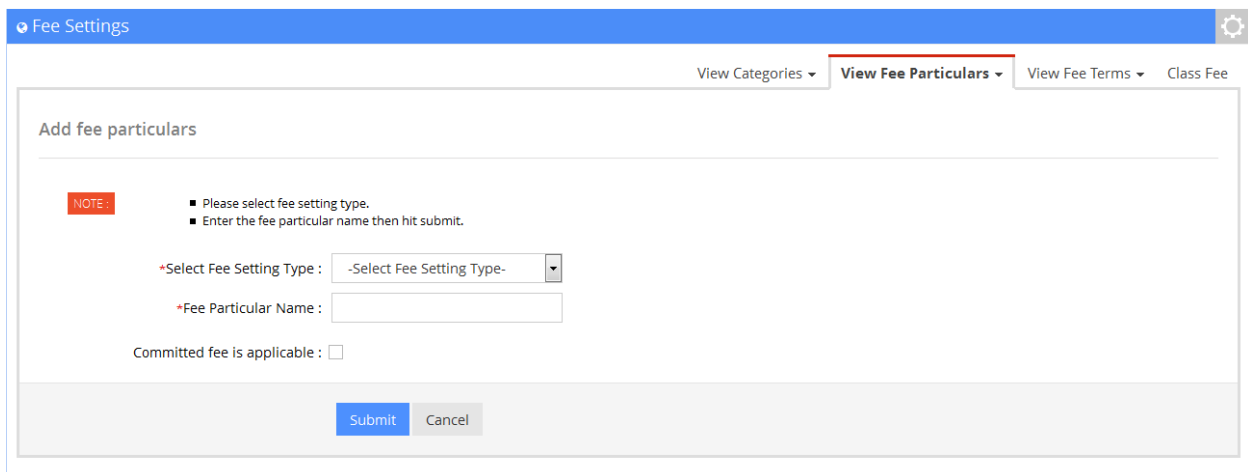
Particular are used to break down the total amount into particular wise. Example School Fee, Tuition Fee, Book Fee etc

The following are the steps to create the particulars.

Step 1: Click on Academics from the left navigation

Step 2: Click on “Fee Settings” from the Academics. Then we can see fee setting page options.

Step 3: Click on View Fee Particulars and select “Add Fee Particulars”. Then following form will appear.



The screenshot shows the 'Fee Settings' page with the 'View Fee Particulars' tab selected. The form is titled 'Add fee particulars'. It includes a note: 'NOTE: Please select fee setting type. Enter the fee particular name then hit submit.' There is a dropdown for 'Select Fee Setting Type' (currently showing '-Select Fee Setting Type-') and a text input for 'Fee Particular Name'. Below these is a checkbox for 'Committed fee is applicable'. At the bottom are 'Submit' and 'Cancel' buttons.

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Step 4: Select the type which the particular is belongs to (Non Term Fee , Term Fee , Transport Fee, Hostel Fee)

Step 5: Type the particular name in the “Fee Particular Name” field

Step 6: Click “Submit” to save the particular

Step 7: Repeat the steps from 4 to 7 for each time of particular creation

Step 8: Click “Cancel” to cancel the operation.

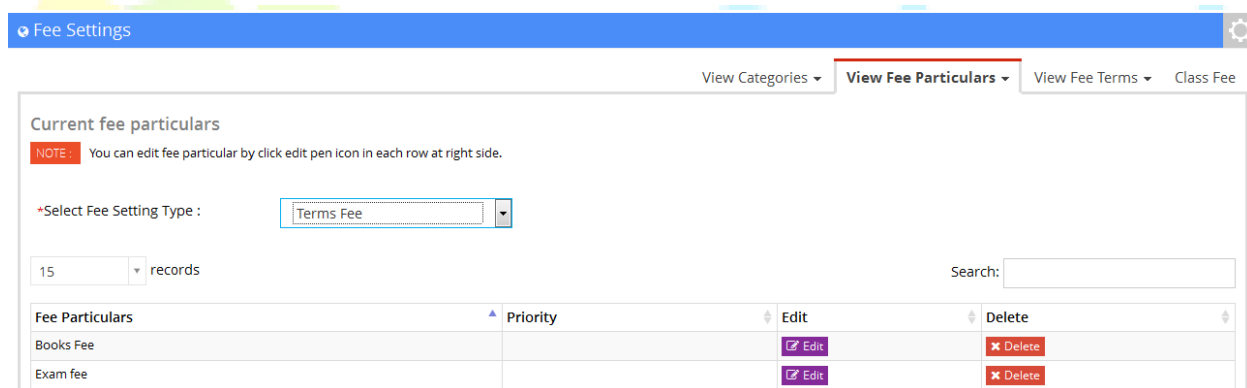
Edit /Update the Particular Names

The following steps explain how to update the particular names

Step 1: Click on Academics from the left navigation

Step 2: Click on “Fee Settings” from the Academics. Then we can see fee setting page options.

Step 3: Click on View Fee Particulars and select “View Fee Particulars”. Then following form will appear.



Fee Settings





View Categories View Fee Particulars View Fee Terms Class Fee

Current fee particulars

NOTE: You can edit fee particular by click edit pen icon in each row at right side.

*Select Fee Setting Type : Terms Fee

15 records Search:

| Fee Particulars | Priority | Edit | Delete |
|-----------------|----------|--|--|
| Books Fee | |  Edit |  Delete |
| Exam fee | |  Edit |  Delete |

Step 4: Select the “Fee Setting Type” name for particular you need to update the name.

Step 5: After selecting the Type we can see the respective particulars under that Type.

Step 6: Click on “Edit” button for which we need to change the name. Then we can see the edit particular popup with the existing particular name filled in Particular Name text box.

Update fee particulars

NOTE :

- Please select fee setting type.
- Enter the fee particular name then hit submit.

*Select Fee Setting Type :

*Fee Particular Name :

Committed fee is ☐
applicable :

Step 7: Type the desired Name and click “Submit” button to update the particular name.

Step 8: Click “Cancel” to cancel the operation.

Delete the particular

The following process will explain how to delete the fee particulars. But in the following conditions we cannot able to delete the fee particulars from the system.

1. Defining the fee to particulars
2. Made payment by student for the selected particular

In the above condition we cannot remove the fee particulars.

Steps to remove the particulars

Step 1: Click on Academics from the left navigation

Step 2: Click on “Fee Settings” from the Academics. Then we can see fee setting page options.

Step 3: Click on View Fee Particulars and select “View Fee Particulars”. Then following form will appear.

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Fee Settings

View Categories ▾ **View Fee Particulars ▾** View Fee Terms ▾ Class Fee



Current fee particulars

NOTE: You can edit fee particular by click edit pen icon in each row at right side.

*Select Fee Setting Type :

15 ▾ records

Search:

| Fee Particulars | Priority | Edit |
|-----------------|----------|--|
| Books Fee | |  Edit |
| Exam fee | |  Edit |

Are You Sure?

Step 4: Select the “Fee Setting Type” name for particular you want to delete.

Step 5: After selecting the Type we can see the respective particulars under that Type.

Step 6: Click on “Delete” button for the respective particular for which we want to delete.


Step 7: A confirmation popup would appear with “Yes” “Cancel” options.

Step 8: Click “Yes” to delete and “Cancel” to cancel the operation.

Step 9: We can see a message up on successful deletion of the particular.

Fee Settings

View Categories ▾ **View Fee Particulars ▾** View Fee Terms ▾ Class Fee

Exam fee particular deleted successfully. 

View Fee Terms

Fee terms noting but the fee installments. This is purely depends up the schools that how many terms they are going to collect the fee from the students. There is not limit and restriction for creating the Terms.

The following process would explains how to create the fee Terms

Step 1: Click on Academics from the left navigation

Step 2: Click on “Fee Settings” from the Academics. Then we can see fee setting page options.

Step 3: Click on Manage Fee Terms and select “Add Fee Terms”. Then following form will appear.

Create Term

NOTE : The parameters from Term definition are used to remind parents or close the term.


* Select Fee Setting Type : Non Term Fee


Clone Term & Fee Particulars from :


| Term Type | StartDate | EndDate |
|-------------------------------------|-------------|-------------|
| <input type="radio"/> Admission Fee | 02-Dec-2013 | 08-Dec-2013 |
| <input type="radio"/> Other Fees | 25-Jul-2014 | 30-Aug-2014 |


(By selecting any of the above terms, this term would get all the defined particulars, fees and applicable classes)
 Is this term applicable for new students : ☐


*Term Type :
 *Reminder Before No. of Days :
(Reminder for SMS/E-mail before due date.)

*From Date : 
(MM/DD/YYYY)

*To Date : 
(MM/DD/YYYY)

*Due Date : 
(MM/DD/YYYY)

Due Date1: 
(MM/DD/YYYY)

Due Date2 : 
(MM/DD/YYYY)

Content for Email reminder :

This is a just a friendly reminder that your children <Children Name> <Term Name > Fee Due date is <Date>.

(Do not remove <>type variables)

Content for SMS reminder :

Dear Parents <Term Name> fee of Rs.<Amount>-/- due on <Date>, please ignore if you already paid. <School Name>

(Do not remove <>type variables)

Select Applicable Classes : ☒ To All ☐ Classes

Classes :

☒ NURSERY
☒ U.K.G
☒ II
☒ IV
☒ VI
☒ VIII
☒ X
☒ GRADE 2
☒ XII
☒ XI
☒ VI-A

☒ L.K.G
☒ I
☒ III
☒ V
☒ VII
☒ IX
☒ PLAY CLASS
☒ I-A
☒ XI-A
☒ X-A
☒ XIII

Step 4: Select the “Fee Setting Type” for which we need to create the Fee Term.

Step 5: You can see the clone options if any terms already created. If not we cannot see this clone option. If we select this option then all settings applied for the selected clone will be applied for the Terms.

Step 6: Select this option if we want to apply the terms only for newly joined students “Is this term applicable for new students:” otherwise leave this as blank.

Step 7: Enter Term Type name

Step 8: Type the reminder days. This option is used to send the automated sms to all parents when the Term periods come. SMS will be sent to all parent depending on the number we mentions in this options.

Step 9: Select Term Period. I.e. from Date, to date and due dates (One Due Date is mandatory)

Step 10: Selected Term Period date should not overlapped to other term dates. If overlap it display an error message.

Step 11: Select the classes which this term is applicable.

Step 12: Click on “Submit” to create the term.

Step 13: Click “Cancel” to cancel the operation.

Note: Do not change the Email and SMS content.

Repeat the above process to create the multiple terms

Edit/Update the Terms

Step 1: Click on Academics from the left navigation

Step 2: Click on “Fee Settings” from the Academics. Then we can see fee setting page options.

Step 3: Click on Manage Fee Terms .Then following form will appear with pre fill of the existing values.

| Term Name | Start Month | End Month | Due Date | Reminder | Edit | Delete |
|---------------|-------------|-----------|-------------|----------|--|--|
| Admission Fee | December | December | 08-Dec-2013 | 5 |  Edit |  Delete |
| Other Fees | July | August | 17-Oct-2014 | 1 |  Edit |  Delete |

Step 4: Click on “Edit” button to update the selected terms.

Step 5: Make the necessary changes whatever we need

Step 6: Click on “Submit” to Update the Term.

Step 7: Click “Cancel” to cancel the operation.

Delete Fee Terms

The following process will explain how to delete the fee Terms. But in the following conditions we cannot able to delete the fee Terms from the system.

1. Defining the fee to particulars in the Term
2. Made any payment by the student for the selected Term

In the above condition we cannot remove the Fee Terms

Steps to delete the Fee Terms

Step 1: Click on Academics from the left navigation

Step 2: Click on “Fee Settings” from the Academics.

Step 3: Click on Manage Fee Terms .Then following form will appear

| Term Name | Start Month | End Month | Due Date | Reminder | Edit | Delete |
|---------------|-------------|-----------|-------------|----------|--|--|
| Admission Fee | December | December | 08-Dec-2013 | 5 |  Edit |  Delete |
| Other Fees | July | August | 17-Oct-2014 | 1 |  Edit |  Delete |

Step 4: Click on “Delete” button for which Term we need to delete

Step 5: A confirmation popup would appear with “Yes” “Cancel” options.

Step 6: Click “Yes” to delete and “Cancel” to cancel the operation.

Step 7: We can see a message up on successful deletion of the Term.

Class Fee

This option is used to define the fee amount to each particular. The following are steps to define the amount for all the classes.

Step 1: Click on Academics from the left navigation.

Step 2: Click on “Fee Settings” from the Academics.

Step 3: Click on “Class Fee” then the following screen will appear.

Select Fee Setting Type : Non Term Fee

 Select Category Name : General

NOTE : The below list contain all classes. You can create/edit fee structure by click edit icon right side.

15 records

Search:

| Class Name | Admission Fee | Other Fees | Terms Total Amount | Total Students Amount | Paid-Amount | Create / Edit |
|------------|---------------|------------|--------------------|-----------------------|-------------|----------------------|
| GRADE 2 | 0.00 | 0.00 | 00.00 | 00.00 | 00.00 | Edit |
| I | 5,000.00 | 0.00 | 5,000.00 | 300,000.00 | 39,000.00 | Edit |
| I-A | 0.00 | 0.00 | 00.00 | 00.00 | 00.00 | Edit |
| II | 5,000.00 | 0.00 | 5,000.00 | 470,000.00 | 25,000.00 | Edit |
| III | 0.00 | 0.00 | 00.00 | 00.00 | 00.00 | Edit |
| IV | 0.00 | 0.00 | 00.00 | 00.00 | 00.00 | Edit |
| IX | 0.00 | 0.00 | 00.00 | 00.00 | 00.00 | Edit |
| L.K.G | 5,450.00 | 0.00 | 5,450.00 | 343,350.00 | 81,578.00 | Edit |
| NURSERY | 12,000.00 | 4,500.00 | 16,500.00 | 33,000.00 | 16,300.00 | Edit |
| PLAY CLASS | 0.00 | 0.00 | 00.00 | 00.00 | 00.00 | Edit |
| U.K.G | 5,000.00 | 0.00 | 5,000.00 | 575,000.00 | 3,000.00 | Edit |
| V | 0.00 | 0.00 | 00.00 | 00.00 | 00.00 | Edit |
| VI | 3,000.00 | 0.00 | 3,000.00 | 3,000.00 | 3,000.00 | Edit |
| VI-A | 0.00 | 0.00 | 00.00 | 00.00 | 00.00 | Edit |
| VII | 0.00 | 0.00 | 00.00 | 00.00 | 00.00 | Edit |

Step 4: Select the respective “Setting Type” and the “Category” then we can see all the classes

Step 5: Click on “Edit” button for the class which we need to define the fee. Then the following screen will appear.

Select Class : GRADE 2
 Select Setting Type : Non Term Fee
 Select Category : General

NOTE : The fees, that will be assigned through this form, are applicable for all sections of the selected classes.

Select Category :
 ☐ Staff Discount
 ☐ Special

| Fee Type | Admission Fee | Other Fees |
|---------------|--|--|
| Admission Fee | <input style="width: 90%;" type="text"/> | <input style="width: 90%;" type="text"/> |
| Uniform Fee | <input style="width: 90%;" type="text"/> | <input style="width: 90%;" type="text"/> |
| Book Fee | <input style="width: 90%;" type="text"/> | <input style="width: 90%;" type="text"/> |

NOTE : If the above fees are applicable/same for other classes, Please select applicable classes.

Select Applicable Classes :

- | | | |
|----------------------------------|--------------------------------|-------------------------------------|
| <input type="checkbox"/> NURSERY | <input type="checkbox"/> L.K.G | <input type="checkbox"/> U.K.G |
| <input type="checkbox"/> I | <input type="checkbox"/> II | <input type="checkbox"/> VI |
| <input type="checkbox"/> XI-A | <input type="checkbox"/> III | <input type="checkbox"/> IV |
| <input type="checkbox"/> V | <input type="checkbox"/> VII | <input type="checkbox"/> VIII |
| <input type="checkbox"/> IX | <input type="checkbox"/> X | <input type="checkbox"/> PLAY CLASS |
| <input type="checkbox"/> I-A | <input type="checkbox"/> XII | <input type="checkbox"/> XI |
| <input type="checkbox"/> X-A | <input type="checkbox"/> VI-A | <input type="checkbox"/> XIII |

Step 6: Enter the amount for respective particulars. Leave as blank for the particular which is not belongs to particular Term.

Step 7: Select the classes which is having the same fee structure.

Step 8: Click on “Submit” to define the Fee for selected classes

Step 9: Click “Cancel” to cancel the operation.

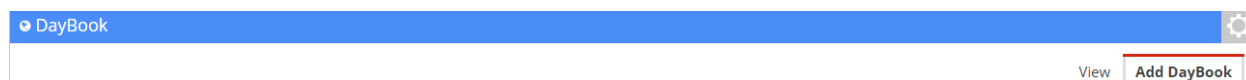
Repeat the process to all class to define the fee amount for all categories.

Daybook

Once after login from the home page click on “Daybook” tab it will show the “View Daybook” as default.

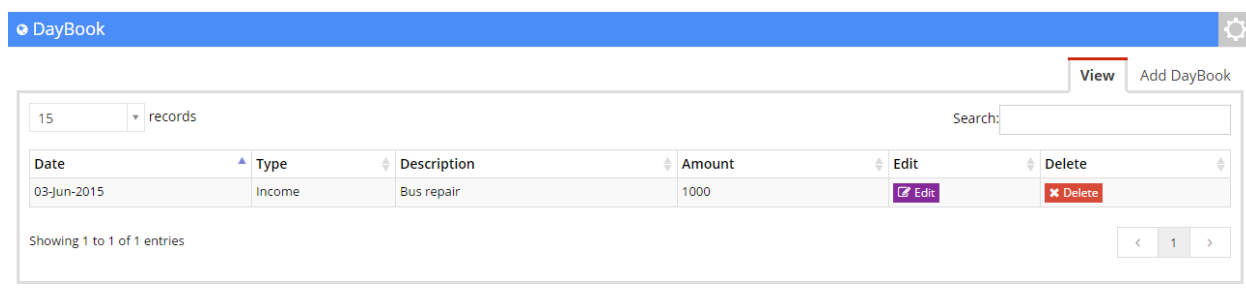
We have the following options “View Daybook”

- 1.View
2. Add Daybook

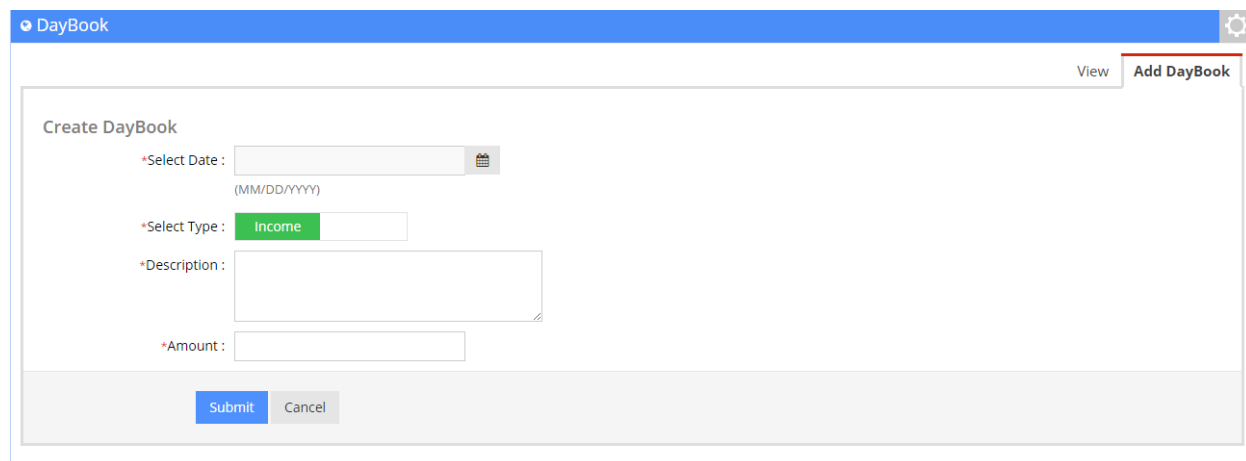


1. View

This option is used to edit or update View Daybook



To Add Daybook, click on [Add Daybook](#) link



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Fill all the necessary details

- Select Date
- Select Type
- Description
- Amount





Click Submit button after adding all the details.

DayBook

View
Add DayBook

Daybook added successfully.

15 records
Search:

| Date | Type | Description | Amount | Edit | Delete |
|-------------|-------------|-----------------|--------|--|--|
| 03-Jun-2015 | Expenditure | Bus repair | 1000 |  Edit |  Delete |
| 04-Jun-2015 | Expenditure | Computer repair | 500 |  Edit |  Delete |

Showing 1 to 2 of 2 entries

Edit Daybook

To **Edit Daybook** click on pencil icon provided at edit column of each Daybook type.

Update the necessary details

- Select Date
- Select Type
- Description
- Amount

Click Submit button after updating all the details.

Update DayBook

*Select Date : 06/03/2015

(MM/DD/YYYY)

*Select Type : Expenditure

*Description : Bus repair

*Amount : 1000

Submit
Cancel

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Delete Daybook

To **Delete Daybook** click on delete icon provided at delete column of each Daybook type.

DayBook

View
Add DayBook

15 records
Search:

| Date | Type | Description | Amount | Edit |
|-------------|-------------|-----------------|--------|-------------|
| 03-Jun-2015 | Expenditure | Bus repair | 1000 | Edit Delete |
| 04-Jun-2015 | Expenditure | Computer repair | 500 | Edit Delete |

Showing 1 to 2 of 2 entries

Hit "Yes" to delete the Daybook.

