



Success Class Manager Software

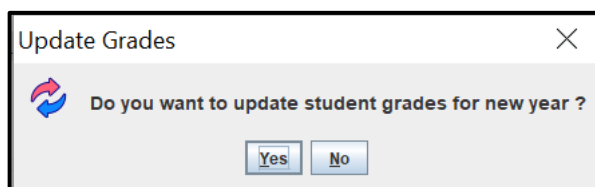
Success Higher Educational Institute – Ganemulla.

Instructions Manual

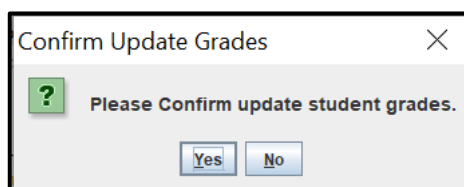
2022 ICT5 Group 2 @ DIES- Veyangoda

⚠ ⚠ Important things to keep in mind ⚠ ⚠

- Always check whether the **date and time** is **correct** on the computer or laptop and open the software.
- This program pops up a message like this on the first day of every January to update students' grades automatically.



If you want to update then go with the **"yes"** button. Also press the **"yes"** button as shown in the window below.



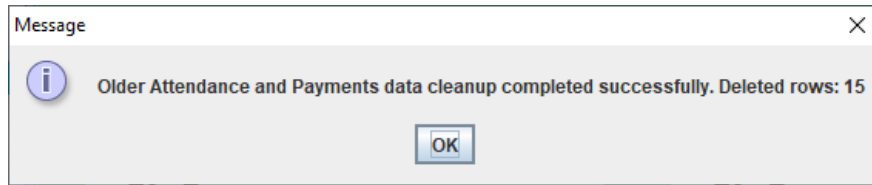
Remember to do this only once every January 1st. Otherwise, each student's grades will be updated by another year. (This may happen to you more often when you are going to open the software more than once that day.)

! To manually update the student grades, follow below steps.

1. Make Sure you closed the program.
2. Change your system date to January 1st.
3. Open the Success Class Manager software.
4. Then you will see that "Update Grades" Dialog box will appear.

Always remember that after doing this as mentioned, the system date and time should be changed correctly again. (Otherwise, other functions in the program will malfunction)

- This program shows another message in January to let the user know that the more than one year old student attendance and payment details have been automatically deleted.



- When you update a student's subjects, see if they are separated properly by commas.

For example, when typing the three subjects Science, English, Commerce, separate the words with commas in this way.

- Example:
 - Science, English, Commerce
- Syntax:
 - Subject_name,1SpaceSubject_name,1SpaceSubject_name,1Space...

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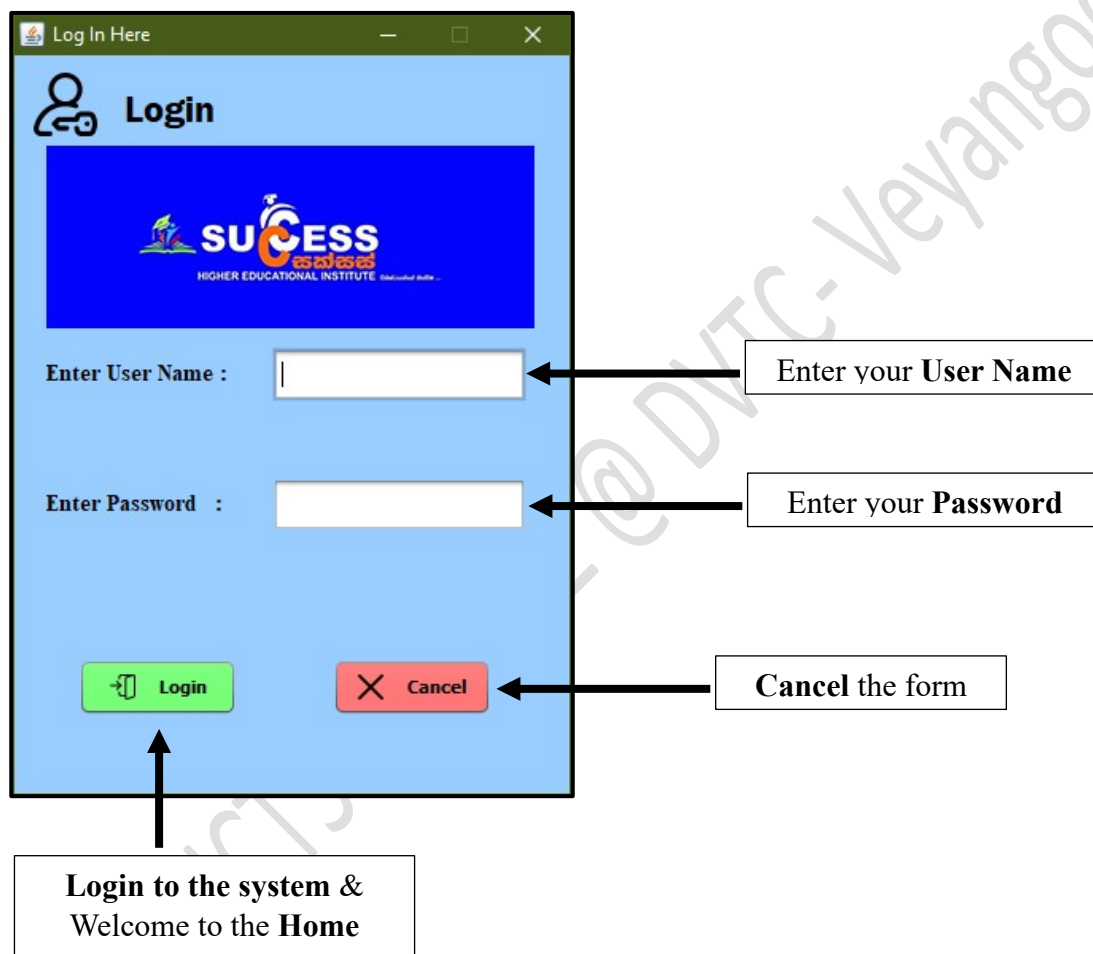
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2022 ICT5 Group 2 @ DVTC - Veyangoda

There are some few and easy steps to follow for maintain this **Success Class Manager Software**.

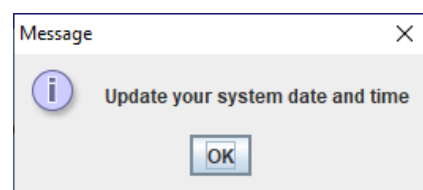
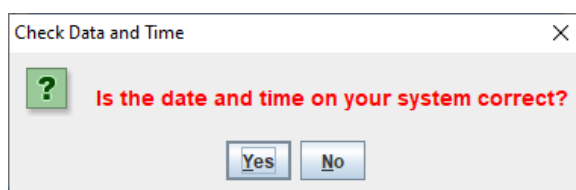
Log in to the program.

This is the login interface. As usual, you can log in using the username and password.

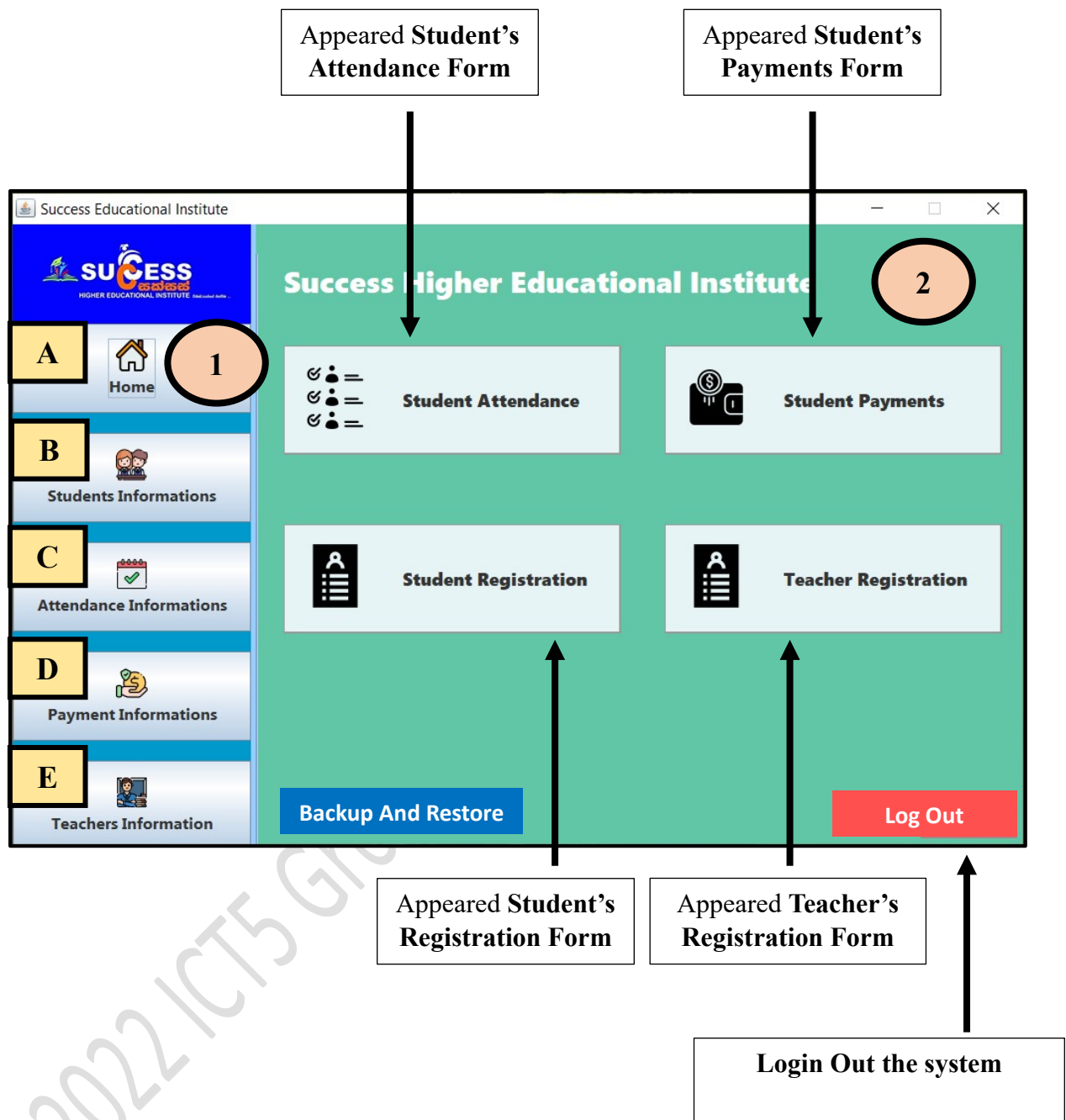


The screenshot shows a window titled "Log In Here" with a light blue background. At the top left is a user icon and the word "Login". In the center is a blue banner with the "SUCCESS" logo and the text "HIGHER EDUCATIONAL INSTITUTE". Below the banner are two input fields: "Enter User Name :" and "Enter Password :". At the bottom are two buttons: a green "Login" button with a key icon and a red "Cancel" button with an 'X' icon. Four callout boxes with arrows point to these elements: "Enter your User Name" points to the username field, "Enter your Password" points to the password field, "Cancel the form" points to the Cancel button, and "Login to the system & Welcome to the Home" points to the Login button.

After you pressed the logging button you will see this pop-up message to confirm the system date and time are correct or not.



Welcome to the Home window



- You can see in the above image that home window separated to two parts

1

This part you can use to find information.

2

This part you can use to add relevant details to the software.

1

Part divided into another five parts.

A
B
C
D
F

Home Page Window (Default)

Windows that appears with Student's Information.

Windows that appears with Student's Attendance Information.

Windows that appears with Student's Payments Information.

Windows that appears with Teacher's Information.

2

Part divided into another six parts.

a
b
c
d
e
f

Student Attendance Marker

Student Payments Window

Student Registration Form

Teacher Registration Form

Backup And Restore Interface

Log Out Button

Teacher Registration Form

First of all, at least one teacher should be added to the software. Because it is mandatory to have a teacher for other functions.



Teacher Register

Teacher Register Form

Full Name

Name with Initials

Teacher ID 1

Address

Date of Birth yyyy-mm-dd

Phone No

Sex Male

NIC

Subject

Subject Fee (Rs.)

Save New Cancel

- The form shown in this window can be filled as usual. But remember that you should note the date of birth in the same format as shown in the hint.
- If the same teacher teaches the same subject to two groups, the teacher must be registered twice.
 - Example: -
 - If the English teacher teaches two groups in the same grade separately, you must register the teacher twice using the subject of the English teacher as English_group1 and English_group2.
 - Because you can then filter those students in the student attendance windows by the subject and grade of the student.

Student Registration Form

The screenshot shows a web-based 'Student Register Form' with the following fields and controls:

- Full Name :** Text input field.
- Name With Initials :** Text input field.
- Student ID :** Text input field containing '1000'.
- Postal Address :** Text input field.
- Date Of Birth :** Text input field with a hint 'yyyy-mm-dd'.
- Subjects :** A dropdown menu labeled 'Select Subject(s)' and a list area below it labeled 'Selected subjects will display here.'.
- Grade In School :** Dropdown menu showing 'Grade 6'.
- Phone No. :** Text input field.
- Sex :** Dropdown menu showing 'Male'.
- Guardian's Name :** Text input field.
- His Or Her Phone No. :** Text input field.
- Batch :** A section containing a 'Select Exam Year' dropdown and an 'O/L Batch' text input field.
- Buttons:** 'Save' (green), 'New' (yellow), and 'Cancel' (red).

Annotations with arrows point to the following elements:

- The 'Student ID' field.
- The 'Date Of Birth' field.
- The 'Select Subject(s)' dropdown.
- The 'Selected subjects will display here.' list area.
- The bin icon (trash can) on the left of the subject list.
- The 'Batch' section.
- The 'Save' button.

- This is auto generating number for student Id. It starting from 1000. And this number is used to generate the QR code for the students.
- Remember that you should note the date of birth in the same format as shown in the hint.
- You will see the list of subjects you registered with the teachers earlier after clicking the "Selecting Subjects drop-down list".
- After clicking the subject, it will add to the list below. You can add multiple subjects to the list.
- If you add a subject to the list by mistake, you can delete it by selecting the wrongly added subject and clicking the bin icon on the left.

- Phone number is optional for students.
- Put the year of students' O/L exam in the place marked as batch.
- You can press the save button here to save the QR code and put the data into the software.

Student Attendance Marking Window

Let's mark the student as present

The screenshot shows the 'Student Attendance' window. The 'Date' field is set to '2023-06-16'. The 'Subject Name' dropdown is set to 'Choose Subject'. The 'Teacher's Name' field is empty. The 'Student ID' field is empty, and the 'Search' button is visible. The 'Status' section has 'Present' selected. The 'Special Note' field is empty. The 'Mark absent for other students' section has 'Set grade for absent' and 'Set Absents' buttons. The 'Save' button is highlighted in green.

- Make sure the date shown here is correct.
- Select the subject to be marked here.
- Enter the Student Id into this box or place the cursor and Scan the QR Code from the phone.
- Press this button to get the student information related to the Student ID you entered.

- The "Present" button is automatically selected when you press the search button.
- You can press the save button here to save the data as usual.

Remember to always mark present students before marking absent

Let's mark the student as absent

The screenshot shows the 'Student Attendance' window. The 'Date' field is set to '2023-06-16'. The 'Subject Name' dropdown is set to 'Choose Subject'. The 'Teacher's Name' field is empty. The 'Student ID' field is empty, and the 'Search' button is visible. The 'Status' section has 'Absent' selected. The 'Special Note' field is empty. The 'Mark absent for other students' section has 'Set grade for absent' and 'Set Absents' buttons. The 'Save' button is highlighted in green.

- First, you need to select "Absent" from these two options.
- You can see that after selecting this, these things will be disabled. Because those things are not needed for the absent marking process.

The screenshot shows the 'Student Attendance' window. The 'Date' field is set to '2023-06-16'. The 'Subject Name' dropdown is set to 'Choose Subject'. The 'Teacher's Name' field is empty. The 'Student ID' field is empty, and the 'Search' button is visible. The 'Status' section has 'Absent' selected. The 'Special Note' field is empty. The 'Mark absent for other students' section has 'Set grade for absent' and 'Set Absents' buttons. The 'Set Absents' button is highlighted in purple.

1. What happens here is that the other students in the class who are not recorded as present are recorded as absent by the software.
2. First select the subject.
3. After that, you have to select the grade you want to mark absent.
4. Now press the "Set Absent" button to start the action.

Student Payments Adding Window


- Make sure the date shown here is correct.
- Enter the Student Id into this box or place the cursor and Scan the QR Code from the phone.
- Press this "Search" button to get the student information related to the Student ID you entered.

- The student's last paid month is shown here.
- Here the subjects that have been paid for the last month are shown.
- Here you can see all the subjects for which the student is registered in the institute.
- You can compare "paid subjects" and "All enrolled subjects" to know which subjects the student has to pay for.

- Here you can select the subjects for which the student needs to pay.
- You can see that the selected subjects are added to the table.
- Select the payment month here.
- Here is the total cost for all subjects added.
- Add the amount of money given to you here.

- The balance is displayed here.
- Press this to save the data and print the receipt.

Payments Receipt



Success Higher Education Institute - Ganemulla
077 8877488

Payment Receipt

16/06/2023 1.34 PM

1 ← Receipt ID

Student ID : 1000
Student Name : S Full Name 1
Grade : Grade 6
Month : June

Subjects	Amount
Sinhala	1500.00
Mathematics	2000.00
Art	500.00

Cash : 5000.00
Balance : 1000.00

Total : 4000.00

Software by PCS Creations,
078 -6272616

• Billing Date and Time

• Receipt ID

• Paying Month

• Paying Subjects and fees

• Total amount for paying subjects

Functions in the information windows

Success Educational Institute

Students Informations

Search in Here :

Postal Address	Date of Birth	Subjects	Grade	Phone No	Sex
No 45, Negambo Road, Ja-ela	2001-05-22	Maths	Grade 6	0715263459	Male
No 124, Yakula Road, Gampaha	2002-01-16	Maths	Grade 6	0714523691	Fem
No 13, Ragana Road, Babuwatha	2001-12-20	Science	Grade 9	0712316521	Fem
No 26, Kandy Road, Kadawatha	2002-02-26	English	Grade 10	0775623147	Male

When you open this window the information you filled in form are **already** stored here.

Then you can get necessary information on your preference.

Success Educational Institute

Students Informations

Search in Here :

Name with Initials	Postal Address	Date of Birth	Subjects	
T.K. Perera	No 45, Negambo Road, Ja-ela	2001-05-22	Maths	G
R.A.N.K. Ranasingha	No 124, Yakula Road, Gampaha	2002-01-16	Maths	G

If you want to get any specify information you can use **Search Text Field**.

Then you can get **filtered information** you searched.

Success Educational Institute

Students Informations

Search in Here :

Name with Initials	Postal Address	Date of Birth	Subjects	
T.K. Perera	No 45, Negambo Road, Ja-ela	2001-05-22	Maths	G
R.A.N.K. Ranasingha	No 124, Yakula Road, Gampaha	2002-01-16	Maths	G
T.N. De Silva	No 13, Ragana Road, Babuwatha	2001-12-20	Science	G
Shen Kum.	No 26, Kandy Road, Kadawatha	2002-02-26	English	G

If you finish searching use **Reset Button** to reset.

Students Informations

Search in Here: Reset Update Send the selected Delete Record

Postal Address	Date of Birth	Subjects	Grade	Phone No	Sex	A.C. Name
Ambo Road, Ja-ela	2001-05-22	Maths	Grade 8	0715263459	Male	R.A.P. Ni
Kakala Road, Gampaha	2002-01-16	Maths	Grade 6	0714523691	Fem...	P. De Sil
Jana Road, Batuwatta	2001-12-20	Science	Grade 9	0712316521	Fem...	P. De Sil
dy Road, Kadawatha	2002-02-26	English	Grade 10	0775623147	Male	K.A. Gam

Advanced Filter Back

If you want change any information, **click on cell** you want to change and **edit it**.

Then use **Update Button**.

Students Informations

Search in Here: Reset Update Send the selected Delete Record

Postal Address	Date of Birth	Subjects	Grade	Phone No	Sex	A.C. Name
Ambo Road, Ja-ela	2001-05-22	Maths	Grade 8	0715263459	Male	R.A.P. Ni
Kakala Road, Gampaha	2002-01-16	Maths	Grade 6	0714523691	Fem...	P. De Sil
Jana Road, Batuwatta	2001-12-20	Science	Grade 9	0712316521	Fem...	P. De Sil
dy Road, Kadawatha	2002-02-26	English	Grade 10	0775623147	Male	K.A. Gam

Updating
Do you want to update data?
Yes No

Advanced Filter Back

After that you appear this message box **“Do you want to update data?”**.

Then go with **Yes**.

Students Informations

Search in Here: Reset Update Send the selected Delete Record

Postal Address	Date of Birth	Subjects	Grade	Phone No	Sex	A.C. Name
Ambo Road, Ja-ela	2001-05-22	Maths	Grade 8	0715263459	Male	R.A.P. Ni
Kakala Road, Gampaha	2002-01-16	Maths	Grade 6	0714523691	Fem...	P. De Sil
Jana Road, Batuwatta	2001-12-20	Science	Grade 9	0712316521	Fem...	P. De Sil
dy Road, Kadawatha	2002-02-26	English	Grade 10	0775623147	Male	K.A. Gam

Message
Table Successfully Updated
OK

Advanced Filter Back

Finally, update the new value and you appear this message box **“Table Successfully Updated”**.

Then go with **OK**.

Students Informations

Search in Here: Reset Update Send the selected Delete Record

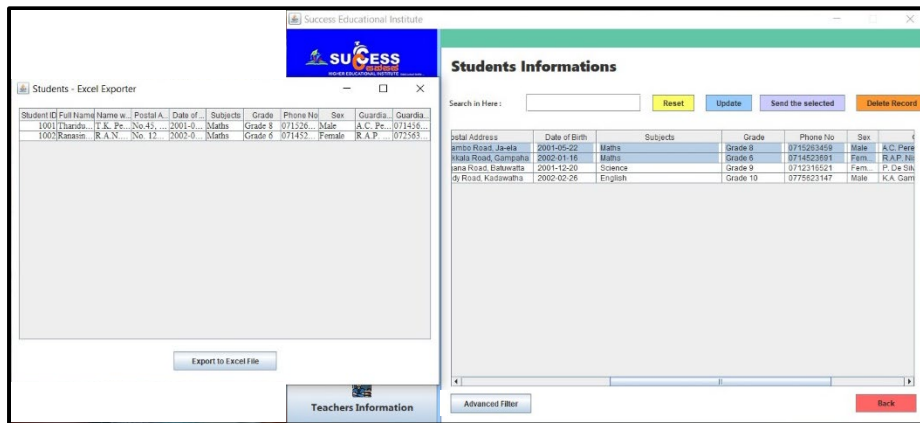
Name with Initials	Postal Address	Date of Birth	Subjects
T.K. Perera	No 45, Negambo Road, Ja-ela	2001-05-22	Maths
R.A.N.K. Ranasingha	No. 124, Yakala Road, Gampaha	2002-01-16	Maths

Advanced Filter Back

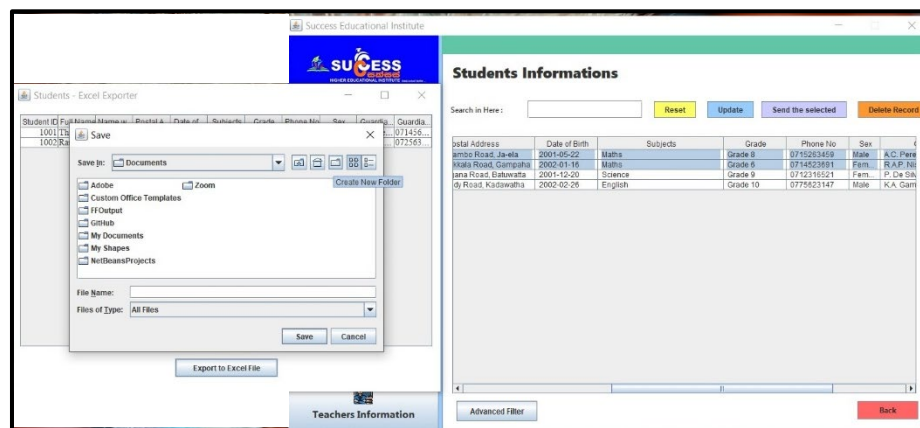
If you want to select,

i. **One row** - do it with a **mouse click**.

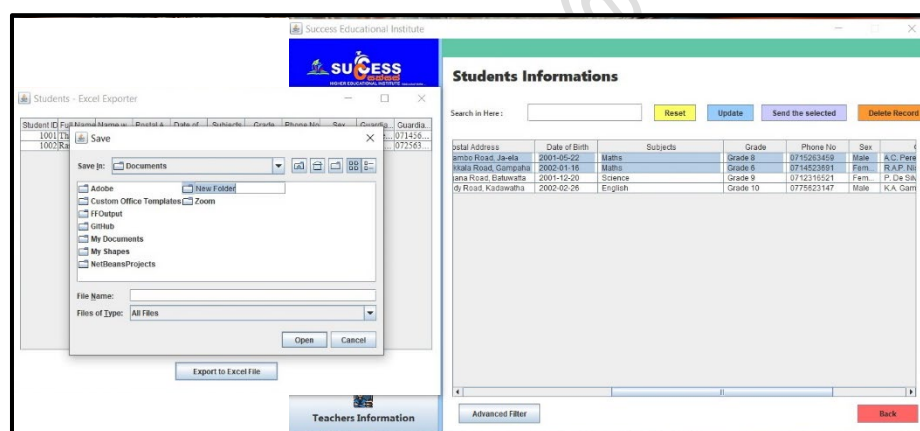
ii. **Multiple rows** – do it with **mouse click + ctrl** or **scroll down** the necessary rows.



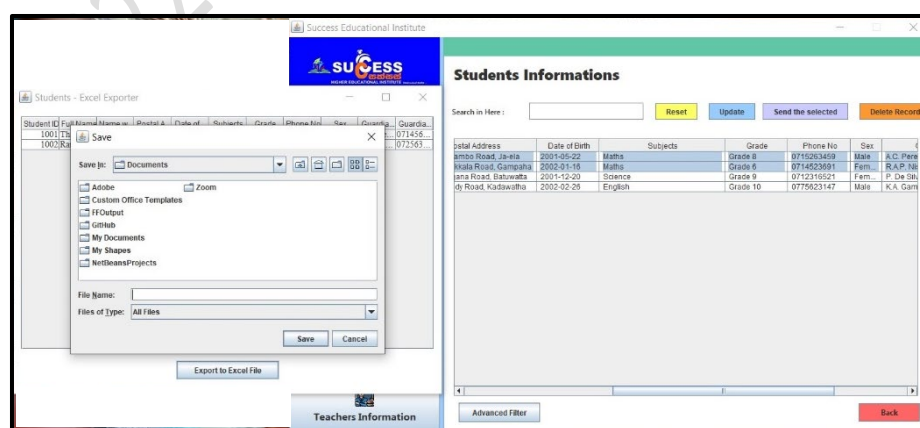
After the filtering and selecting as you prefer, you can send these rows to another window called **Excel Exporter** by using **Send the selected Button** in **Student Information Window**.



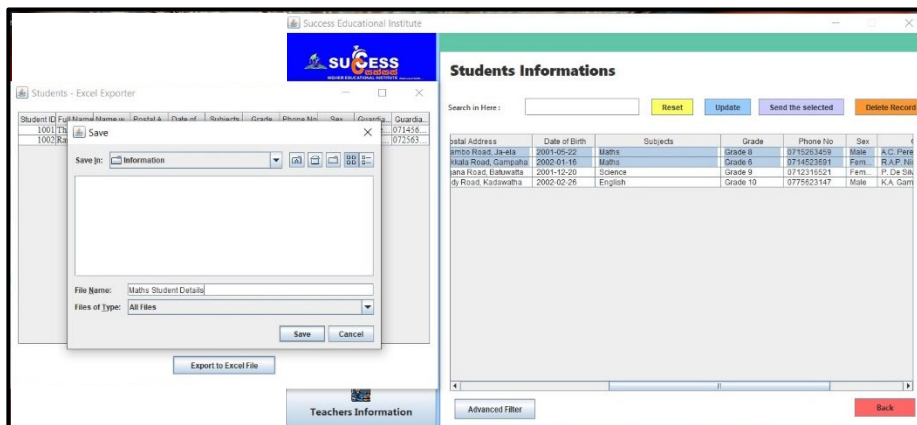
Then you can see the **selected rows** appear in **Excel Exporter Window**.



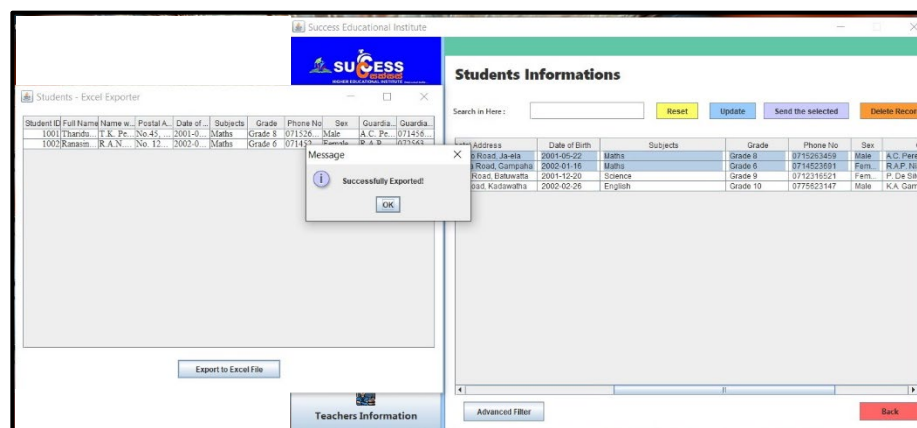
With this window you can send this information to an **Excel Sheet** by using **Export to Excel File Button** in **Excel Exporter Window**.



Then you have to **select location** where you want to **save this Excel Document**. (NOTE – You can save by creating new folder or exciting location. E.g.: create a new folder named **Information in Document folder**.)



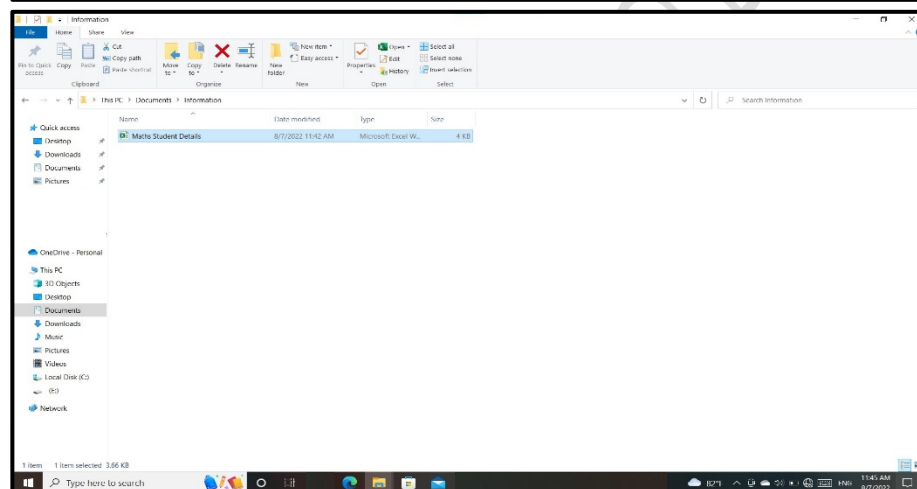
After select the location, you have to give a **name** (Maths Student Details) to this Excel Document (.xlsx) and go with **Save Button**.



Then you appear this message box **“Successfully Exported!”**.

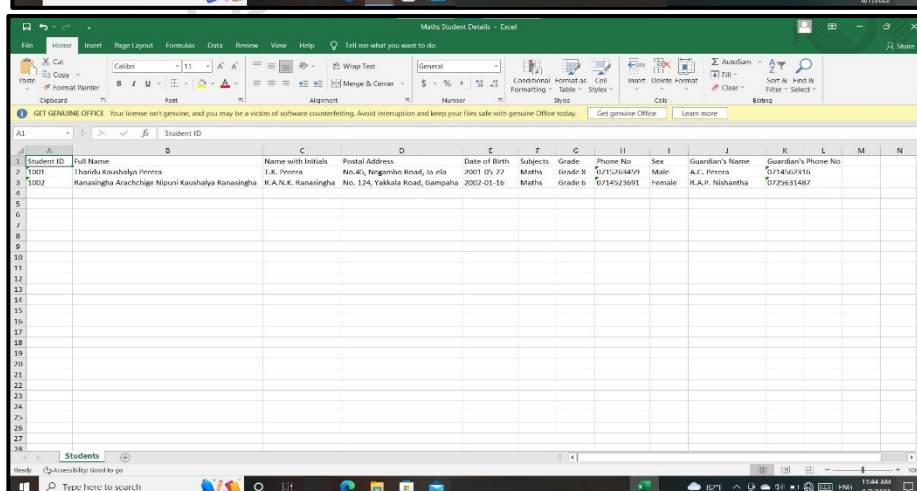
Then go with **OK**.

Then **Excel sheet** appears **automatically**.

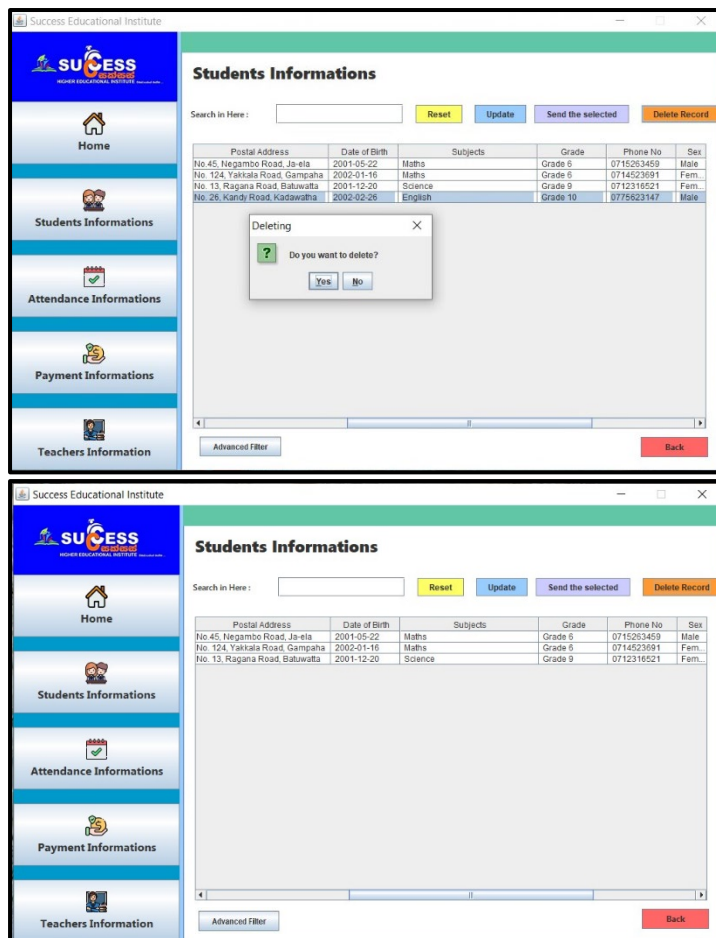


Now you can check the location you selected, there is a .xlsx document named you given. (Maths Student Details.xlsx)

Then you can open this excel document and get information.



If you want to get a printout of this, then connect with the printer easily and get it.



After that if you want to delete any row or rows, then you **select row or rows** you to want remove and go with **Delete Record Button**.

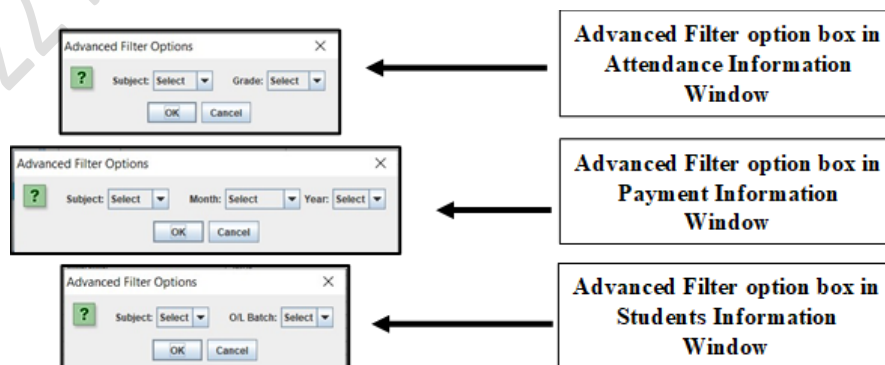
Then you appear this message box **“Do you want to delete?”**.

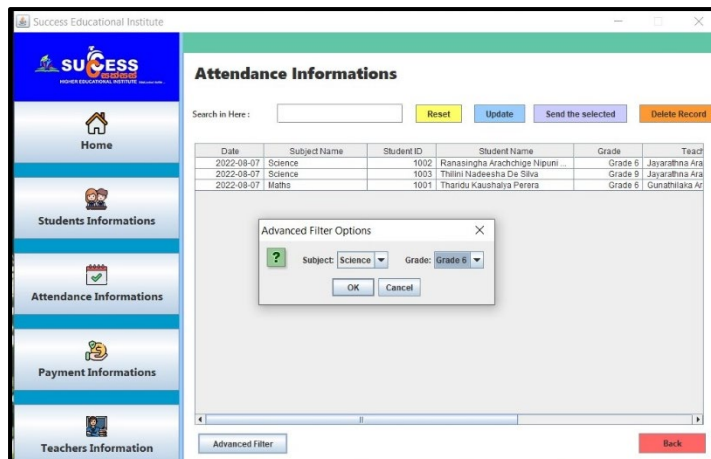
Then go with **Yes**.

Now you can get information you want.

Finally, use **Back Button** to end process and return to Home Page.

- Follow above instructions to maintain **Teacher information Window** and **Attendance Information Window** with four Button (**Reset, Update, Send the selected** and **Delete Record**) operations and **Payment Information Window** with three button (**Reset, Send the selected** and **Delete Record**) operations also.
- There is an **Advanced Filter Button** in **Students Information Window**, **Payment information Window** and **Attendance Information Window**. With this option you can filter very sufficiently.





After click **Advanced Filter** button in **Attendance Information Window**, a message box appears in the screen, named **Advanced Filter Option**.

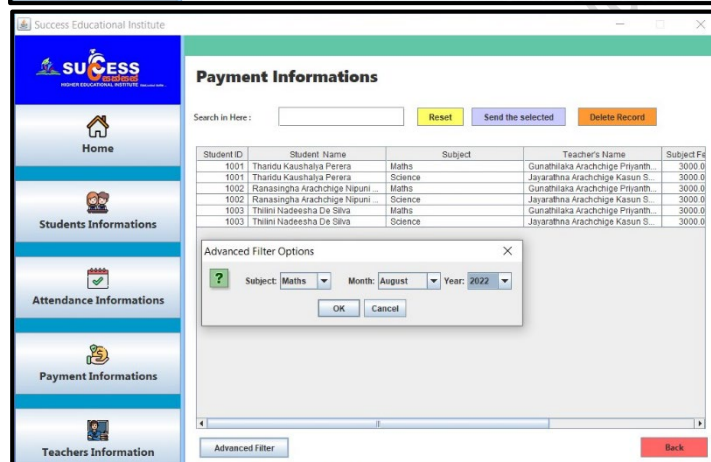
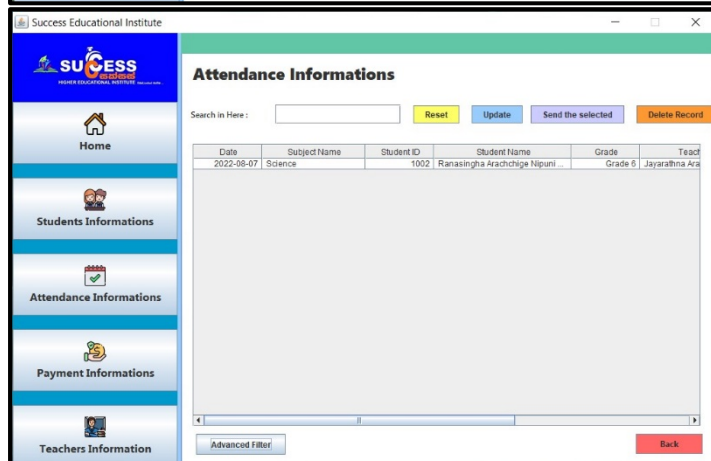
Then you can select **Subject & Grade** as your preference.

Next go with **OK**.

Now you can get information you filtered.

Then you can use **Reset Button** to clear filter.

Finally, use **Back Button** to end process and return to Home Page.



After use **Advanced Filter** button in **Payment Information Window**, a message box appears in the screen, named **Advanced Filter Option**.

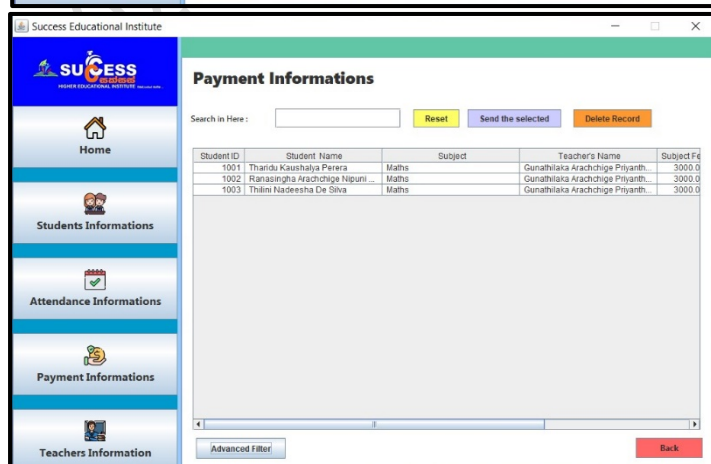
Then you can select **Subject, Month & Year** as your preference.

Next go with **OK**.

Now you can get information you filtered.

Then you can use **Reset Button** to clear filter.

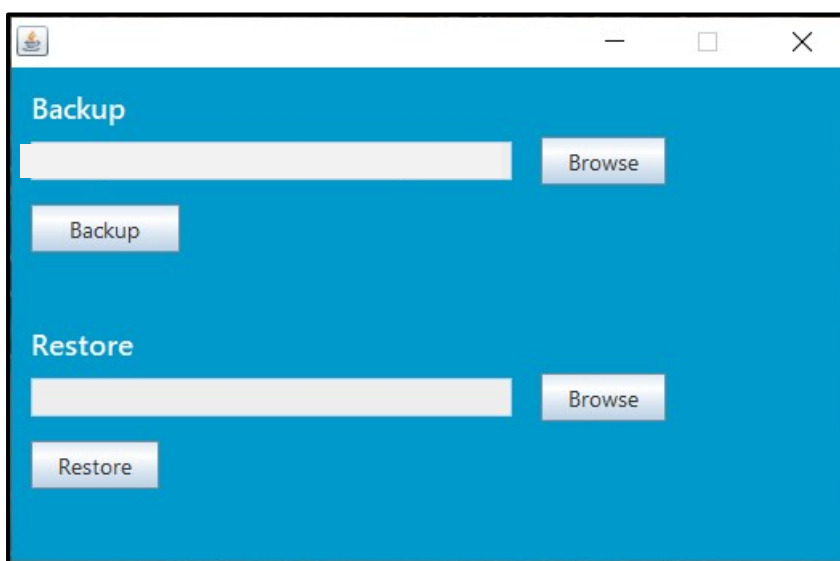
Finally, use **Back Button** to end process and return to Home Page.



Backup And Restore

- Follow the instructions below to get a **Backup file** and **Restore file**.

If you have a **reinstallation of operating system (Windows)** because of a problem or if you want to install this program to another device, **you should get backup file of the system and restore it** to maintain this system in a good manner as well as continuously.



After click **Backup And Restore Button** in **Home Page**, **Backup and Restore Interface** appears in the screen.

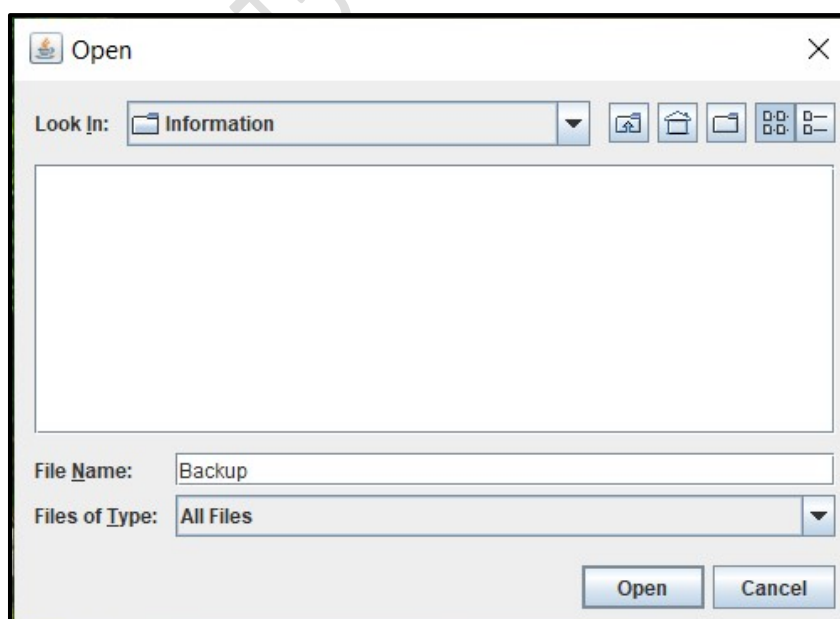
Let's see how to backup

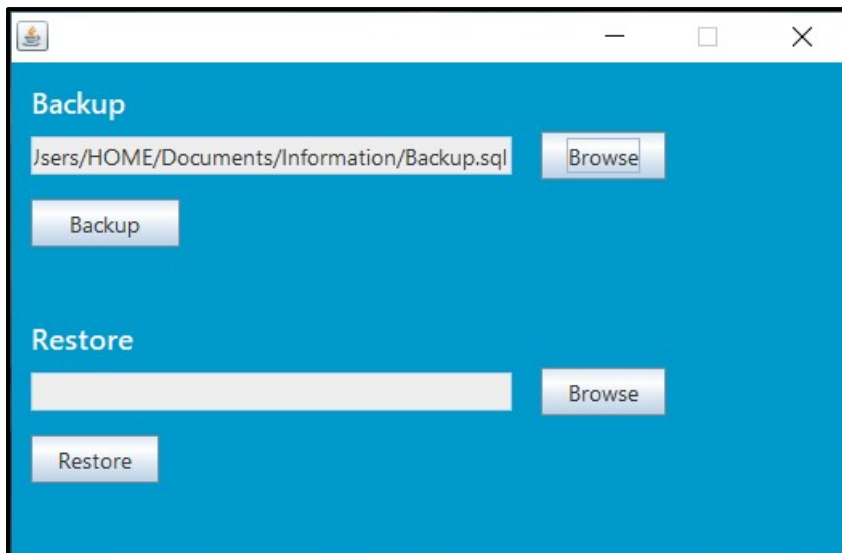
Click the browse button in backup section to select **location** where you want to **Save** the **Backup File**.

(NOTE – You can save by creating new folder or exciting location.

E.g.: create a new folder named **Information** in Document folder.)

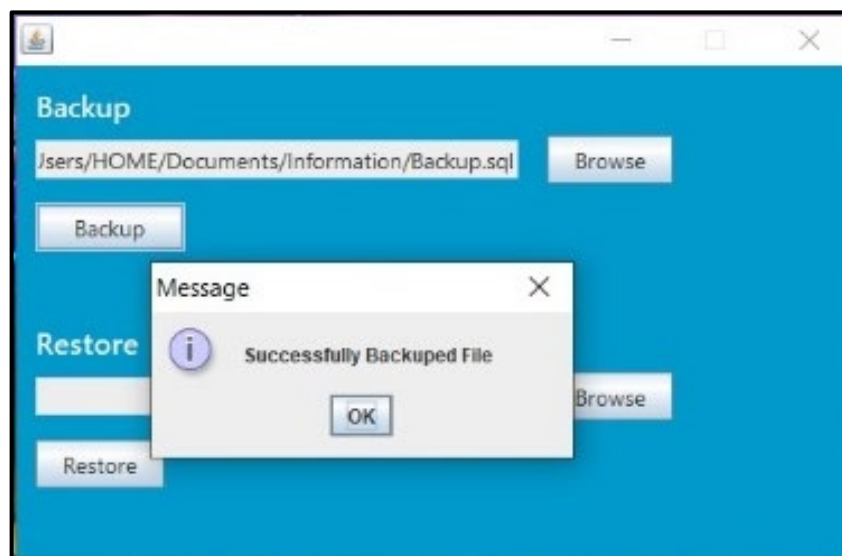
After select the location, you have to give a **name** (Backup) to this Backup File (.sql) and go with **Open Button**.





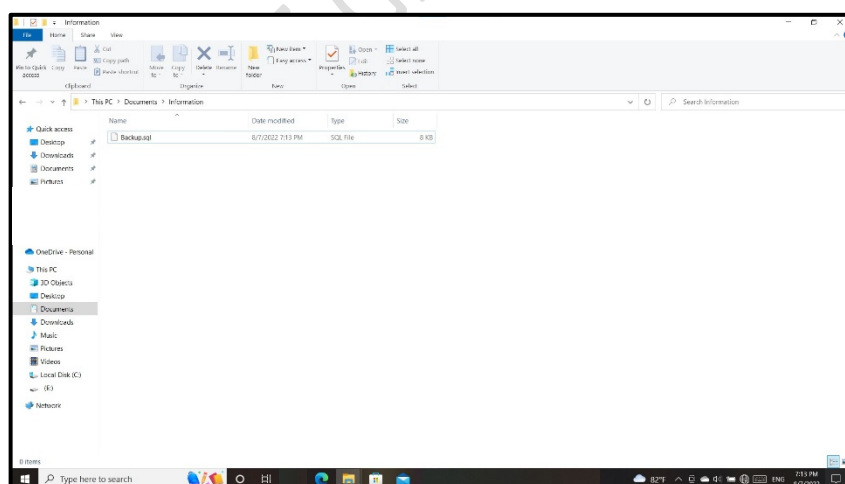
After that the location set to the Text Field. (E.g.: C:/Users/HOME/Documents/Information/Backup.sql)

Then use **Backup Button**.

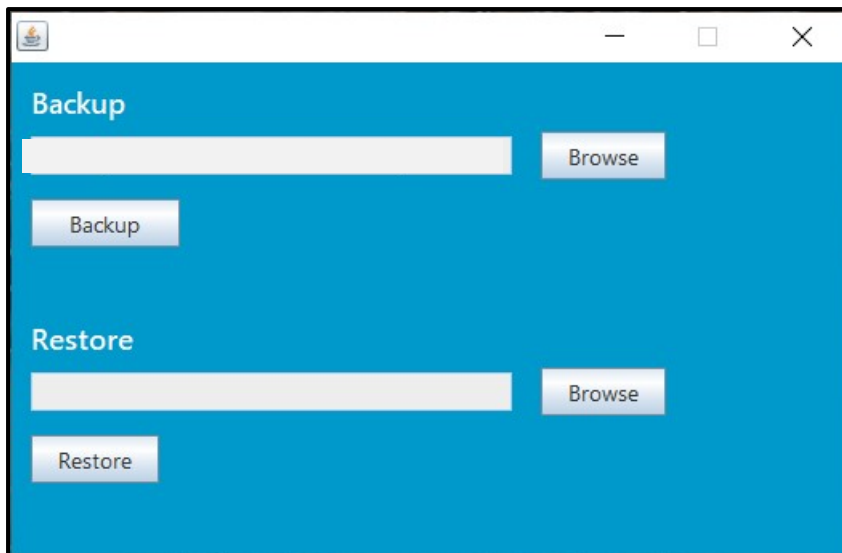


Finally, you appear this message box **“Successfully Backed File”**.

Then go with **OK**.

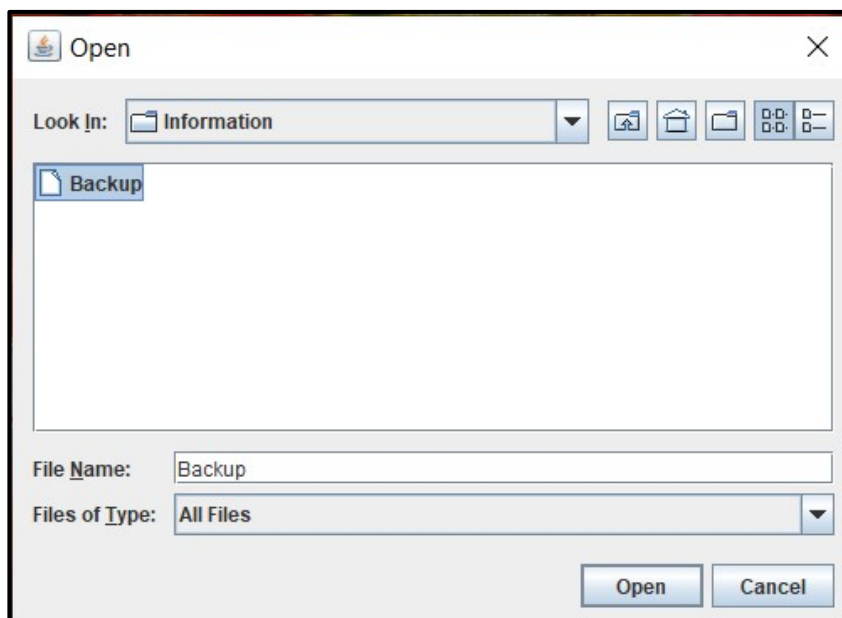


Now you can check the location you selected, there is a .sql document named you given. (Backup.sql)

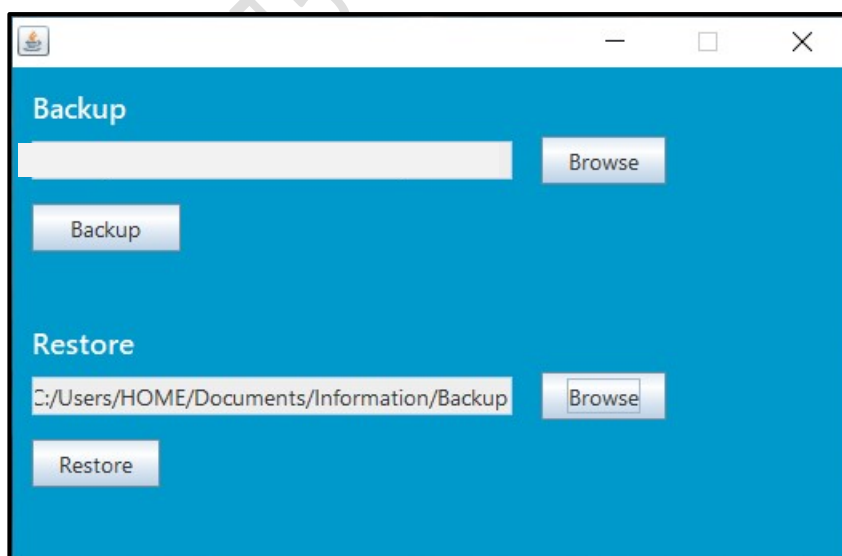


Let's see how to restore the backup.

To do that use browse button to select **location** where the **Backup File** saved by the previous Backup Process.

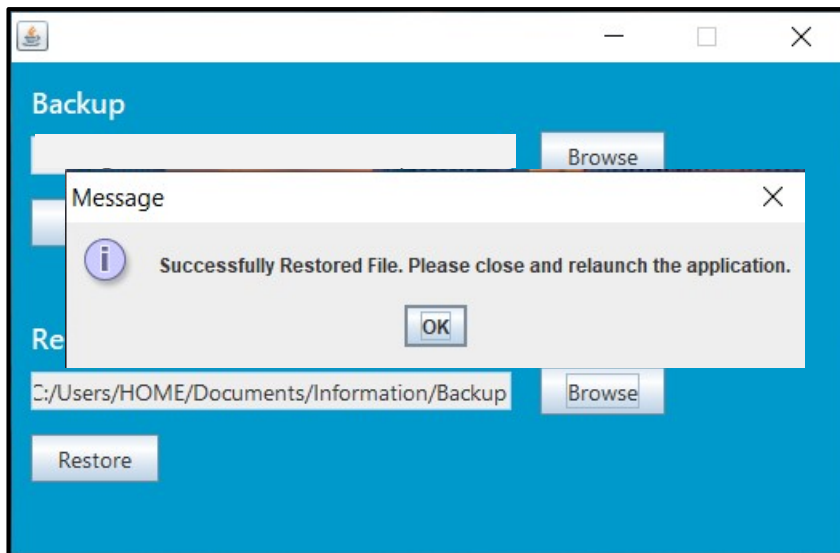


After search the location, you can find the previous Backup File (.sql), select it and go with **Open Button**.



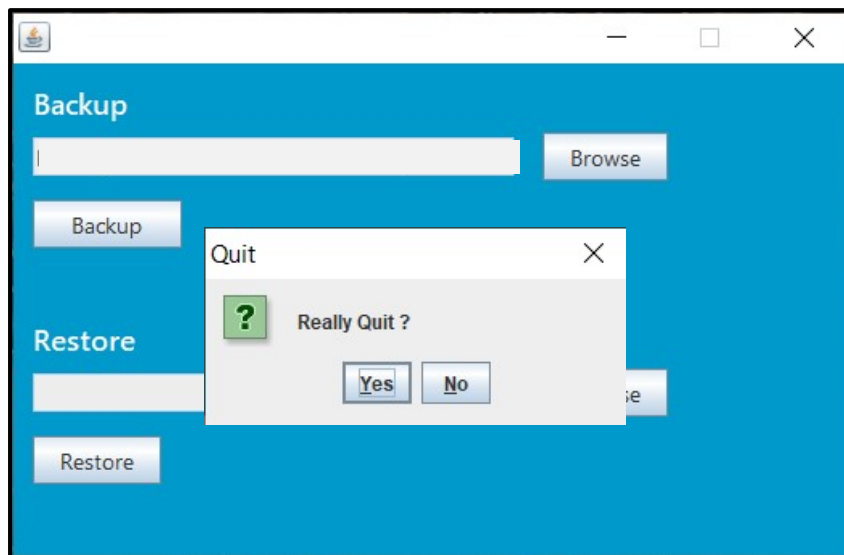
After that the location set to the Text Field. (E.g.: C:/Users/HOME/Documents/Information/Backup.sql).

Then use **Restore Button**.



Finally, you appear this message box **“Successfully Restored File. Please close and relaunch the application”**.

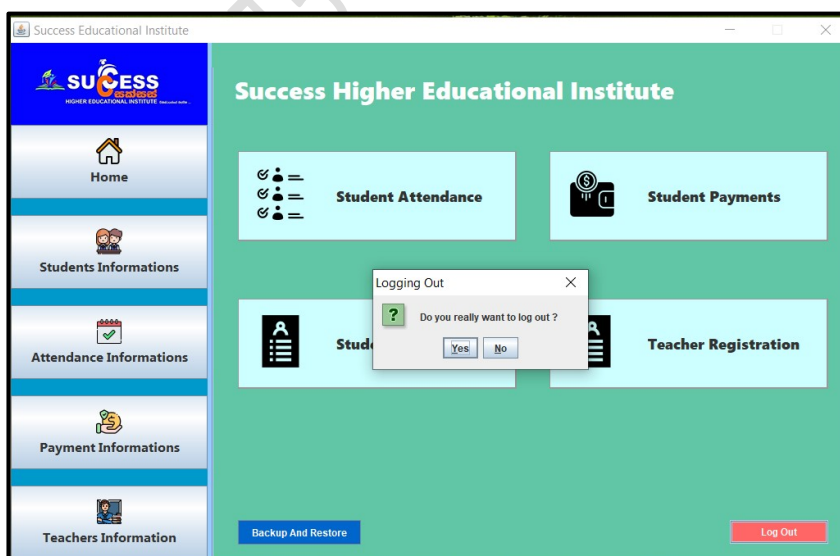
Then go with **OK**.



Finally, you want to **close this interface** then go with **Close icon (×) button** and appear this message box **“Really Quit?”**.

Then go with **Yes**.

You can return to **Home Page**.



Finally, **all the processes are finished** then go with **Log Out Button in Home Page** and appear this message box **“Do you really want to log out?”**.

Then go with **Yes**.

Log out the system.