**ALL MANAGEMENT SYSTEM REQUIREMENT**

**FEATURES REQUIRED**

* **User Management –** Register a new user.(Admin,Staff,Teacher,Student).
* **Customer Management –** Add customer both for individual and business purpose and maintain their records and relation with enquiry management.
* **Vendor Management –** Add vendor and maintain their records
* **Access Control –** Assign task to an administrator having certain permissions to perform the task.
* **Enquiry Management –** Receive enquiry from frontend or add from admin panel.
* **Course Management-** Add Courses, their durations and fees.
* **Batch Management-** Add new batches to a course or edit them.
* **Group/Section Management**- Add new batches to a course or edit them.
* **Student Management**- Register a new student for a course, which can also be done from the enquiry. Then, enquiry can be removed or marked as inactive. Also, mark the course as completed.
* **Teacher Management**- Register a new teacher for a course, Also, assign course, batch and group to teacher.
* **Fee Management**-Easy to manage fee, shows pending fees, supports payment in installments for a student enrolled in a course.
* **Accounts**- Create Invoices, Manage E xpenses Category, Expenses.
* **HR Management** – Maintain attendance , appraisal ,payroll of various users such as staff, teacher, student.
* **SMS Notification** – Send the SMS notification when inquiry of student, register students, enroll class, Fee deposit.
* **Email Notification** – Send the Email notification when inquiry of student, register students, enroll class, Fee deposit.
* **Dashboard** – View popular courses, recent enquiries and number of active courses, batches, students, enquiries, etc.
* **Reports**- Export reports as required in pdf, excel format.

1. **Customer**
2. **Individiual (Add, View, Edit, Delete)**
3. **Business(Add, View, Edit, Delete)**

**Form Fields: First Name, Last Name,Gender, Date of Birth, Email Address, Phone Number, Mobile Number, City, District, Permanent Address, Temporary Address, Customer Type, Your Photo, Front Citizenship Photo, Back Citizenship Photo**

1. **Vendor(Add, View, Edit, Delete)**

**Form Fields: First Name, Last Name,Gender, Date of Birth, Phone Number,Mobile Number, Email Address, Registration Number, Permanent Address, Temporary Address,District, City, Vendor Type, PAN/VAT Number, First Contact Person, First Contact Person Email Address, First Contact Person Phone Number, Second Contact Person, Second Contact Person Email Address, Second Contact Person Phone Number**

**Documents: Passport Size Photo, Resume, Citizenship Proof(Frontside), Citizenship Proof(Backside),Offer Letter, Joining Letter, Contract and Agreement**

1. **Staff(Add, View, Edit, Delete)**

**Form Fields: First Name, Last Name,Gender, Date of Birth, Phone Number,Mobile Number, Email Address, PAN Number,Registration Number, Permanent Address, Temporary Address,District, City, Designation Title, Department, Designation Level, Joined Date**

**Documents: Passport Size Photo, Resume, Citizenship Proof(Frontside), Citizenship Proof(Backside),Offer Letter, Joining Letter, Contract and Agreement**

1. **User Management**
2. **Create User ( Create)**
3. **View User (Read)**
4. **Edit User (Update)**
5. **Delete User (Delete)**

**Form Fields: Email Address, Name, Roles, Department, Password, Confirm Password**

1. **Roles**
2. **Super Admin**
3. **Admin**
4. **Staff**
5. **Student**
6. **Customer**
7. **Vendor**
8. **Teacher**
9. **Designation**
10. **Title (Add, View, Edit, Delete)**

**Form Fields: Title Name, Description**

1. **Level(Add, View, Edit, Delete)**

**Form Fields: Level Name, Description**

1. **Department(Add, View, Edit, Delete)**

**Form Fields: Department Name, Description**

1. **Accounts**

**Income**

1. **Income Category(Add, View, Edit, Delete)**

**Form Fields: Name, Description**

1. **Income(Add ,View , Edit , Delete)**

**Receipt No,Generate PDF**

**Form Fields: Date,Amount, Select Category, Paid By, Payment Method, Received By, Remarks**

**Expenses**

1. **Expenses Category(Add, View, Edit, Delete)**

**Salary,Bill Payment, Rent, Internet, Other Expenses**

**Form Fields: Name, Description**

1. **Expenses(Add, View, Edit, Delete)**

**Receipt No,Generate PDF**

**Form Fields: Date,Amount, Select Category, Paid By, Payment Method, Received By, Remarks**

1. **Bank Account(Add, View, Edit, Delete)**

**Form Fields: Select User Name, Account Holder Name, Bank Name, Branch Name, Account Number**

1. **Payment**
2. **Services(Add, View, Edit, Delete)**

**Form fields:**

**Service Name,Service Charge, Description,Status**

1. **Visitor Log/Record (Add, View, Edit, Delete)**

**Form Fields: Visited Time,Visited Date, Visitor Name, Handled By, Remarks, Purpose**

1. **Call Log**
2. **Incoming Call Logs(Add, View, Edit, Delete)**

**Form Fields:Incoming Time, Incoming Date, Called By, Received By, Remarks, Purpose**

1. **Outgoing Call Logs(Add, View, Edit, Delete)**

**Form Fields:Incoming Time, Incoming Date, Called By, Received By, Remarks, Purpose**

1. **HR**

**Award(Add,View,Edit,Delete)**

**Form Fields: Staff Name, Award Name, Gift, Award Date**

**Recruitment**

**Staff(Add, View, Edit, Delete)**

**Attendance**

1. **Staff**
2. **Student**

**Pay Roll (Manage Salary, Overtime, Allowances & Deductions)**

**Appraisal**

1. **Enquiry Management**

**ENQUIRY**

**Form Fields: (In relationship with Customer)**

**Enquiry Name,Enquiry Category, Enquiry Source, Date, Time, Remarks,**

**Form Fields:Name, Email , Contact Number, Enquiry Category, Enquiry Source, Date, Time, Remarks,**

1. **Add Enquiry Category(Add, View, Edit, Delete)**

**Add Enquiry (Form Design)**

**Category Name, Descriptiom**

1. **Enquiry Source (Add, View, Edit, Delete)**

**Form Fields: Source Name, Description**

1. **Enquiry Response(Add, View, Edit, Delete)**

**Form Fields: Enquiry By, Responded By, Responded Through, Message, Remarks, Action**

1. **Invoices(Add,View,Edit,Delete)**

**Export in PDF & Email Option**

**Unpaid/Paid/Partially Paid**

**Unpaid**

**Payable**

**Paid**

**Due**

1. **Teacher**

**Form Fields: Name, Email Address, Select Teacher Category, Select Time, Select Course, Select Batch, Address, Phone Number, Image**

**Teacher Category(Add, View, Edit, Delete)**

**Permanent- Full Time/Part Time, Temporary-Full Time / Part Time,**

**Volunteer- Full Time/Part Time, Temporary-Full Time / Part Time,**

**Manage Teacher (Add, View, Edit , Delete)**

1. **Course (Add, View, Edit, Delete)**

**Form: Course Name, Duration, Fees, Status**

**Course Category/Sub Category, Original Price, Selling Price**

1. **Class Room (Add, View, Edit, Delete)**
2. **Batch(Add, View, Edit, Delete)**

**Batch No, Start Date-End Date**

1. **Group/Section (Add, View, Edit, Delete)**

**Form Fields: Section Name, No.of Students**

1. **Students & Admissions**

**Student Category(Add, View, Edit, Delete)**

**Student Admission(Add, View, Edit, Delete)**

**Student Information Form:**

**First Name, Last Name, Gender, Date of Birth, Address, Email, Phone, Mobile, Photo**

**Admission Information Form:**

**Admission Date, Student ID, Student Category, Course Enrolled, Class, Batch, Section, start date, end date**

**Assign Course, Batch, Group**

1. **Fees(Add, View, Edit, Delete)**

**Student Name, Course Name, Course Fee, Batch No, Group/Section, Fees Paid, Date, Mode of Payment, Received by, Fee Status (dues/no dues)**

1. **Exam(Date, Booking, Confirmation, Pass/Fail,Quiz Category/SubCategory)**

**Form Fields: Exam Name, Select Course, Date of Exam**

1. **SMS (use of reseller api accont, with character count, sms logs & report)**

**Send SMS to Students >>**

* **Send Single SMS**
* **Send Bulk SMS**
* **SMS Templates**

**Send SMS to Teacher >>**

* **Send Single SMS**
* **Send Bulk SMS**
* **SMS Templates**

**Send SMS to Staff >>**

* **Send Single SMS**
* **Send Bulk SMS**
* **SMS Templates**

1. **Email**

**Send Email to Students >>**

* **Send Single Email**
* **Send Bulk Email**
* **Emai; Templates**

**Send Email to Teacher >>**

* **Send Single Email**
* **Send Bulk Email**
* **Email Templates**

**Send Email to Staff >>**

* **Send Single Email**
* **Send Bulk Email**
* **Email Templates**

1. **Task Management**
2. **Appointment(Add, View, Edit, Delete)**
3. **Chat**
4. **Access Control Level with Permission**
5. **Reports: Generate Reports as per requirement and should be department wise.**

**Date should be both in Nepali and International Format**

1. **Coupon(Add, View, Edit, Delete)**

**Generate coupon as per discount.**

1. **Social Media Login**
2. **Site Settings**
3. **General Settings**
4. **Email Settings**
5. **Password Settings**
6. **Payment Settings**

**Future Plan:**

**Ecommerce: Product ,Category, Tag,Brand, Service**

**LMS: Course,Quiz**