A PLUS Institute
Management System

User Guide

A PLUS INSTITUTE

MANAGEMENT SYSTEM

Content

IMPORTANT DETAILS

- Every month you need to reset the payments and paid text files after taking its' backup.
  - Those files will automatically create when you run the system for first time and after that you can find those text files on the folder you keep this application file.
  - To reset those files go to that files and take a backup and clear all the data and save it. You can rename the backup file with the month.

- Index number is always given by the system when a new registration happens.
  - You have to enter the last taken index number when you are turning on the system. You can check the last taken index number from acconts.txt.
- Password for institute staff options is "**1234**" for now.
- If you want to change your password or the class fees value or need any modification please contact us by given contact number.

```
Welcome to A PLUS Institute

      Please enter the last taken index number (4 digit integer / EX : 1000) ) :1000
```

(Figure 1 - How system ask the last taken index number)

Introduction

This is a system for A PLUS institute. This helps to register and access student details and manage payments in the institute.

How to work with system

System overview:

Main system interface will show these icons.

- ▣ Create a student account.
- ▣ Pay fees.
- ▣ View student profile.
- ▣ Students' records.
- ▣ Payment records.
- ▣ Institute staff options
- ▣ Exit

You can choose the option as your requirement.

```
              A PLUS TUITION CLASS SYSTEM

              Welcome to the main menu


      1.Create a student account
      2.Pay fees
      3.View student profile
      4.Students records
      5.Payment records records
      6.Institute staff options
      7.Exit


Enter your choice :1
```
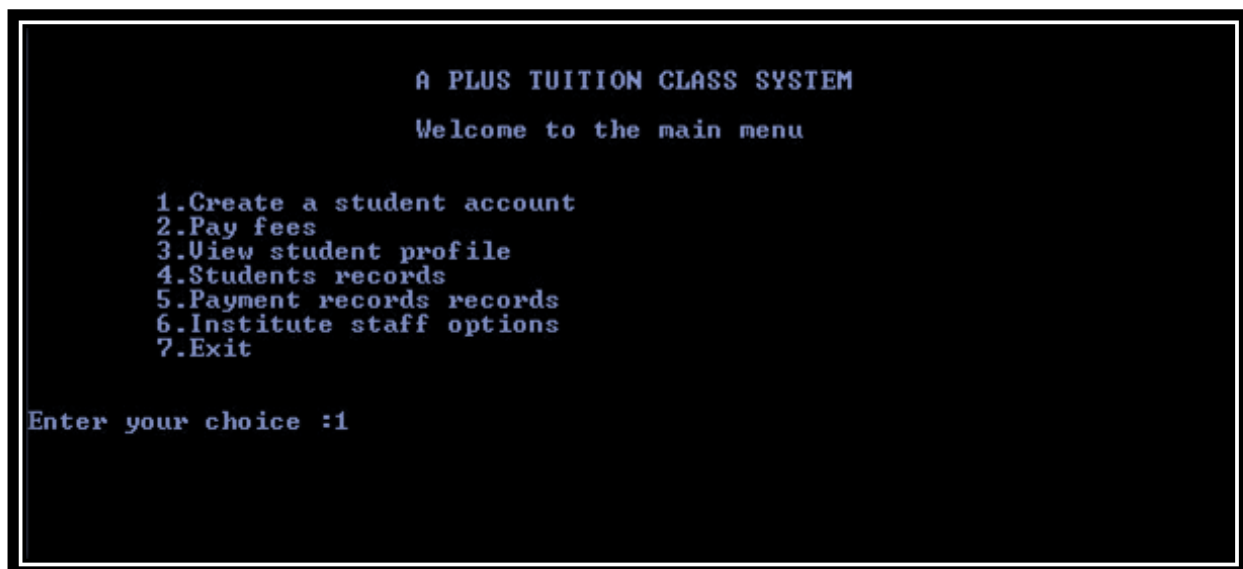
(Figure 2 - Main menu)

Create a student account

In here you have to use the given index. Otherwise system will ask you to redo it.


```
Please enter 1004 as your index number.


--------------------------------------------------------------------------------------
                                    ADD NEW ACCOUNT
--------------------------------------------------------------------------------------


Enter student's name with initials (A.B.C.Perera)              : K.L.H.Gunathilaka

Enter Index                                                    : 1004

Enter city                                                     : Makola

Enter phone number                                            : 0762367199

Enter level ('OL' for grade 10 and 11 / 'AL' for grade 12,13 and after OLs )  : OL


Student account was created.
Back to main menu press 1, to exit press 0:1
```

(Figure 3 - New profile)

1. Where you can see the new accounts index number. Please use this given number.
2. Enter student details.
3. Back to main menu.

Above details will record in a text file called students. Student record can be taken by that too.
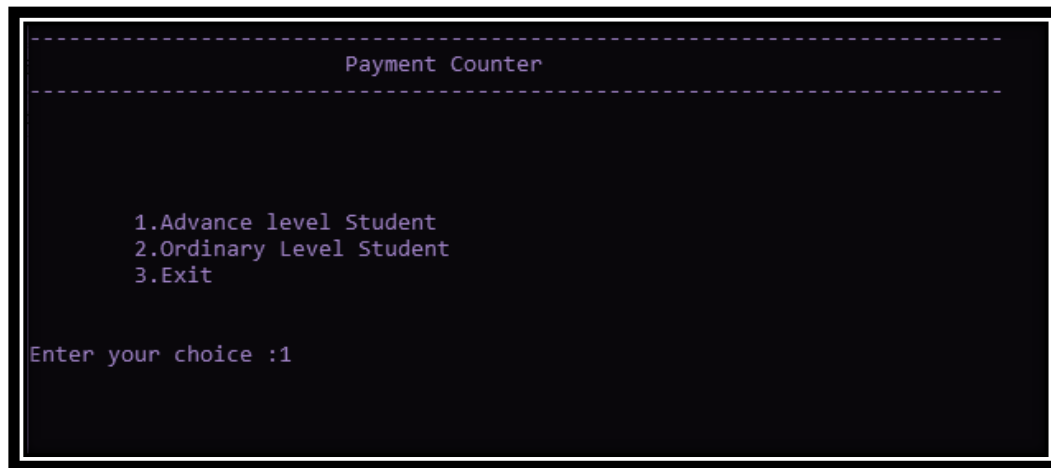

(Figure 4 - Students.txt)

Pay fees

When a student comes to pay fees system will ask to choose the grade of that student.
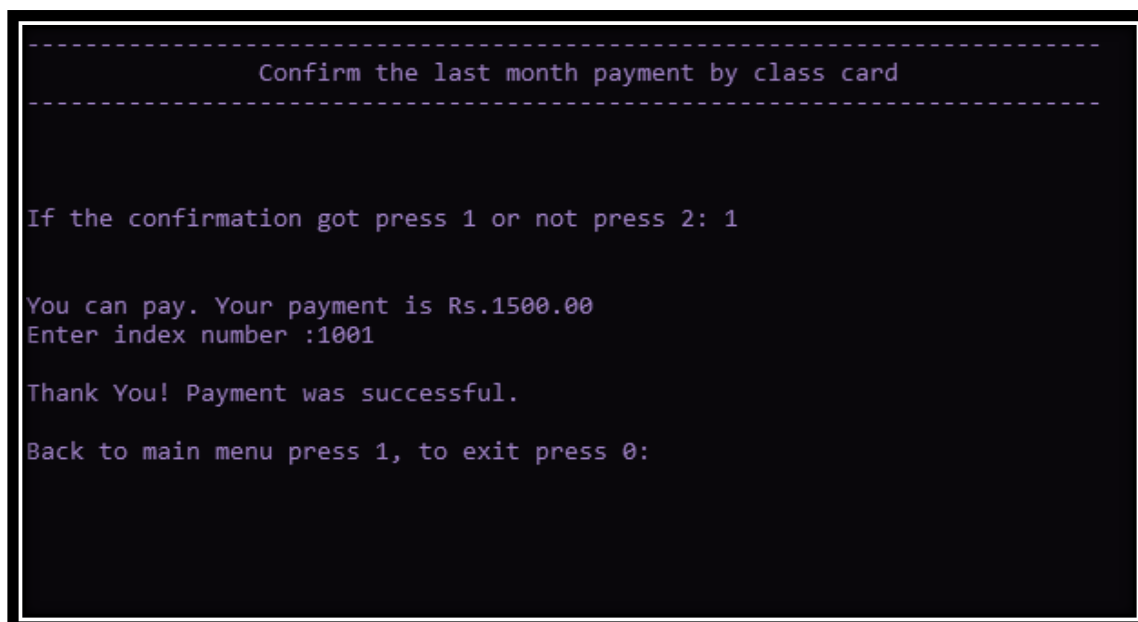
```
-------------------------------------------------------------------
                        Payment Counter
-------------------------------------------------------------------



        1.Advance level Student
        2.Ordinary Level Student
        3.Exit


Enter your choice :1
```

(Figure 5 - choosing grade)

Then when you go to next window, it asked for a confirmation. For this student have to show her/his last month card to the staff member (you). If you got the confirmation you can press 1. Then system will show how much that student have to pay. And you can take the record by entering the index number.

```
-------------------------------------------------------------------
            Confirm the last month payment by class card
-------------------------------------------------------------------



If the confirmation got press 1 or not press 2: 1


You can pay. Your payment is Rs.1500.00
Enter index number :1001

Thank You! Payment was successful.

Back to main menu press 1, to exit press 0:
```

(Figure 6 - When pressed 1)

Or if you didn't get the card can press 2. Then it will ask for reason.

Basically there can be 2 reasons. Lost card or not paid for last month. If it is a lost card press 1. Then system will show a message to the user and guide he student to a staff member and then they can check her/his paid status by last month payment record which they already took a backup at the end of that month.

```
----------------------------------------------------------------------
                Confirm the last month payment by class card
----------------------------------------------------------------------


If the confirmation got press 1 or not press 2: 2

If you paid and lost your card press 1. Didn't paid 2:1

Please meet our staff member
Back to main menu press 1, to exit press 0:1
```

(Figure 7 - When press 2 and lost card case)

If the student didn't pay system press 2. Then system will ask for full payment for 2 month and record it in the text files.

```
----------------------------------------------------------------------
                Confirm the last month payment by class card
----------------------------------------------------------------------


If the confirmation got press 1 or not press 2: 2

If you paid and lost your card press 1. Didn't paid 2:2

You can pay. Your payment is Rs.3000.00
Enter index number :1003

Thank You! Payment was successful.

Back to main menu press 1, to exit press 0:
```
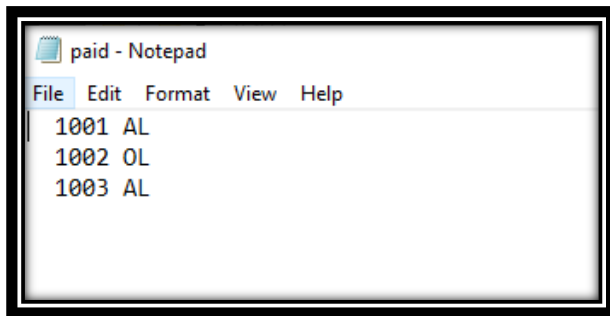
(Figure 8 - Press 2 and didn't paid case)

And when student made a payment system will show a message that the payment is successful and record it on both payments and paid text files.

(Figure 9 - paid.txt)
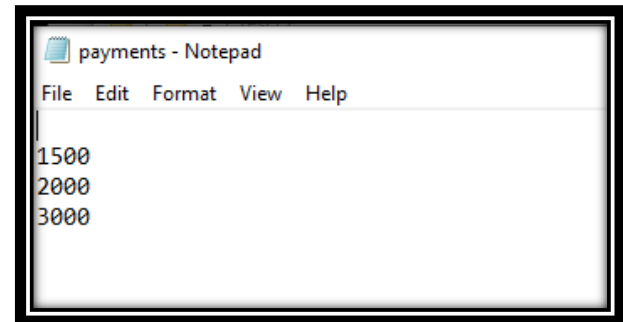
(Figure 10 - paymens.txt)

- ▣ Paid text file shows who paid for his month. And staff have to take a backup at the end of the each month. They can rename it with the month name and keep it for future use.
- ▣ Payment text file only record the amount of payments. When teacher wants to know the total income they can use this file to calculate it.

View student profile

You can access any students' details by entering the index number.

Enter the index number
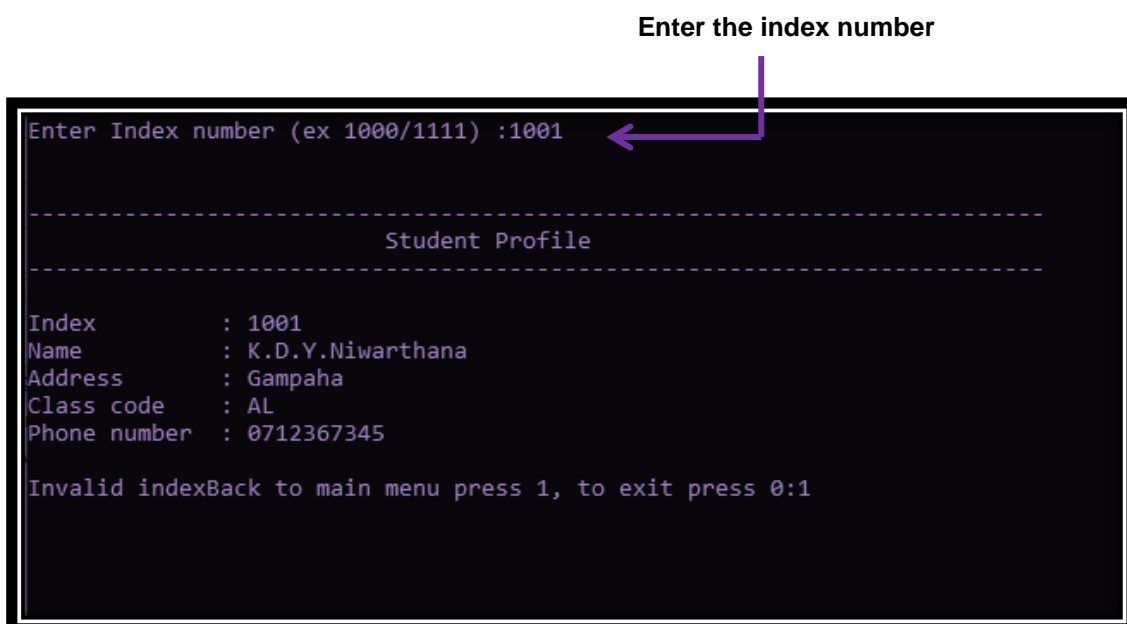
(Figure 11 - Student details)

Students' records

By this system can give you all the data in students.txt and show them as a list. You can use this for get a record of all the students in your institute.

```
--------------------------------------------------------------------------------
                        Student records of A PLUS Institute
--------------------------------------------------------------------------------

        Name            INDEX        City        Phone Number            Class Code

    K.D.Y.Niwarthana     1001       Gampaha       0712367345                  AL
    K.D.D.Sathyanka      1002       Gampaha       0716789432                  OL
        Q.S.Kumara       1003       Colombo       0765412678                  AL
    K.L.H.Gunathilaka    1004       Makola        0762367199                  OL


Back to main menu press 1, to exit press 0:1
```

(Figure 12 - All Students record)

Payment records

By this system can give you all the data in paid.txt and show them as a list. You can use this for get a record of all the students who paid in your institute.

```
--------------------------------------------------------------------------------
                        Paid students in this month
--------------------------------------------------------------------------------

        INDEX                    Class Code

        1001                         AL
        1002                         OL
        1003                         AL
Back to main menu press 1, to exit press 0:1
```

(Figure 13 - All payments record)

Institute staff options

By this option you can know the total income of the month. For this it needs a password to access this option.

Password is "1234" for now. You can contact us to change it.

Staff can check it at the end of the month and record it. And here it reminds staff to rest those text files in beginning of the every month.

```
--------------------------------------------------------------------
                   A PLUS TUITION CLASS SYSTEM
                          Staff options
--------------------------------------------------------------------

If it is a new month, please reset the paid and payments documents


        1.Monthly income
        2.Exit


Enter your choice :1
```

(Figure 14 - Institute staff options interface)

```
--------------------------------------------------------------------
                      Income of this month
--------------------------------------------------------------------

1500,2000,3000,


Total Monthly income is 6500
Back to main menu press 1, to exit press 0:
```

(Figure 15 - Check income)

Exit

Exit from the system. You can use this to exit from the system an close all the operations.

A PLUS Institute Management System

Version 1.0

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For more details