■ TTMS - Teacher and School Management System

User Manual

Version 1.0

Last Updated: August 2024

Prepared by Mizoram ICT Department

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■ Getting Started

Prerequisites

• Modern web browser (Chrome, Firefox, Edge, Safari)

• Internet connection

• User credentials (provided by Administrator)

Accessing the System

1. Open your web browser
2. Go to: http://localhost:3000 (or server URL)
3. Enter your username & password
4. Click *Login*

System Requirements

• Backend: Node.js server (port 5000)

• Frontend: Vue.js app (port 3000)

• Database: MySQL

■ Dashboard Overview

The Dashboard provides a quick overview of system statistics and navigation.

[■ Insert Dashboard Screenshot Here]

Main Navigation

• Dashboard: Overview & statistics
• Schools: Manage school information
• Teachers: Manage teacher records
• Settings: Master data management
• Reports: Data analytics & exports

Quick Actions

• Add New School
• Add New Teacher
• View Statistics
• Recent Activity

■ School Management

Adding a New School

Step 1: Navigate to *Schools* → Click *Add New School*

Step 2: Fill in basic details (ID, Name, Type, Management, Medium)

Step 3: Select School Level (Primary, Middle, High, Higher Secondary)

Step 4: Enter Location (District, Block, Habitation, Pincode)

Step 5: Enter Contact Info (Phone, Email)

Step 6: Save School

[■ Insert School Form Screenshot Here]

■■■ Teacher Management

Adding a New Teacher

Step 1: Navigate to *Teachers* → Click *Add New Teacher*

Step 2: Fill in Basic Info (Name, DOB, Joining Date, Phone, Email)

Step 3: Enter Personal Details (Social Group, Religion, Gender, Aadhaar)

Step 4: Enter Address (Area, Pincode, District, Block, Habitation)

Step 5: Enter Professional Details (Current School, Level, Management)

Step 6: Select Subjects & Classes

Step 7: Save Teacher

[■ Insert Teacher Form Screenshot Here]

■■ Settings & Master Data

The Settings section allows management of districts, RD blocks, habitations, subjects, and other reference data.

[■ Insert Settings Screenshot Here]

■ Search & Filtering

The system supports global and advanced search across teachers, schools, and settings. Filters are available for name, type, level, district, etc.

■ Data Export

Teachers and Schools lists can be exported to Excel. Exports include all fields with proper headers and formatting.

■ Troubleshooting

Common problems include validation errors, data not saving, search not working, or pages not loading. Refer to this section for quick fixes.

■ Security & Data Protection

- Login required for all users
- Automatic logout after inactivity
- Strong password policy
- Access control ensures only authorized users see data
- Regular backups and audit trails enabled

■ Support & Contact

For technical support:
Email: support@ttms.com
Phone: +91-XXX-XXX-XXXX
Hours: Mon–Fri, 9 AM – 6 PM