

## RegisTree — User Guide (Windows .exe Version)

Version 0.1.0 Beta

Thank you for downloading RegisTree, an offline school-management system designed for small schools, tutoring centers, homeschool groups, and community learning programs. This guide explains how to install, run, and use the Windows version of the app.

### 1. Installing RegisTree

Unzip the folder

After downloading the RegisTree ZIP file:

Right-click the ZIP

Choose “Extract All...”

Extract the folder somewhere easy to find, such as:

Documents\

Desktop\

C:\RegisTree\

You should now see a folder named something like:

RegisTree/

RegisTree.exe

registree.db

exports/

logs/

photos/

ui/

data/

...

### 2. Running RegisTree

Double-click:

RegisTree.exe

No installation required.

RegisTree runs as a self-contained standalone program.

If Windows SmartScreen shows a message like

“Windows protected your PC”, click:

More info

Run anyway

(This happens for most new unsigned applications.)



### 3. First-Time Setup: Admin Password

The first time you run RegisTree, you will be asked to:

- Create an Admin password

- Log in with it

This Admin account gives access to:

- Settings

- Audit Logs

- Student promotion

- Password changes

- Other protected actions

PLEASE DO NOT LOSE THIS PASSWORD.

If you forget it, the only recovery is to delete/reset the database.



### 4. Where Your Data Is Stored

All RegisTree data stays inside the RegisTree folder, next to the .exe.

This includes:

- registree.db ← All school data

- exports/ ← CSV, JSON, and PDF reports

- logs/ ← Error logs for bug reports

- photos/ ← Student and teacher photos

This makes backing up the entire system very easy —  
just copy the folder to a USB drive or cloud storage.



### 5. How to Back Up RegisTree

Option A — Manual Backup

- Simply copy the entire RegisTree folder somewhere safe.

Option B — Built-in Backups (recommended)

Inside the app:

- Exports → Backup Database

- Exports → Full RegisTree Backup

These create timestamped folders inside:

- exports/backups/

A full backup includes:

- registree.db

- photos/ folder

- timestamps

- organized history

## 6. Main Features Overview

### Dashboard

- School overview
- Attendance summary
- Upcoming events
- Pie-chart attendance visualization

### Students

- Profiles (photo, grades, contacts)
- Enrollment history
- Notes
- Automatic grade promotion
- Undo/Redo support

### Teachers

- Profiles with emergency contact
- Photo upload
- Class assignments
- Attendance tracker with check-in/out

### Classes

- Create/edit classes
- Assign teachers
- Enroll students
- Export rosters

### Attendance

- Class-based daily attendance
- Configurable statuses (Present, Absent, Tardy, etc.)
- Auto-save mode (optional)
- Daily bundle exports (JSON + CSV + PDF)

### Calendar

- Add “No School”, “Teacher Only”, and custom events
- Events appear in dashboard & exports

### Exports

- Students CSV/JSON
- Teachers CSV
- Attendance logs
- Range-based student/class reports
- Monthly PDF summaries
- Full system backups

## Settings (Admin Only)

- School name
- Academic year
- Theme (Light/Dark)
- Grade range
- School days
- Custom attendance statuses

## 7. Dark Mode

Go to:

Settings → Theme → Dark

and click Save Settings.

The theme updates instantly.

## 8. Updating RegisTree

To update:

Download the latest ZIP

Extract it to a new folder

Copy your old registree.db and photos/ folder into the new version

Launch the new RegisTree.exe

OR use:

Exports → Full RegisTree Backup

Then import into a newer version.

## 9. Reporting Bugs

Inside the app:

Settings → Report a Bug

RegisTree will automatically include:

School info

Recent errors (if any)

System information

Your last error log is stored at:

logs/last\_traceback.txt

## FAQ

### ? Do I need internet?

No. The app is fully offline.

### ? Can multiple people use it on different computers?

Yes — just copy the RegisTree folder to another machine.

If you want shared data, keep the folder on a shared drive.

### ? What happens if I delete registree.db?

All data is erased (students, teachers, attendance, everything).

Make backups!

## Thank You

Thank you for trying the RegisTree Beta!

Your feedback helps shape the future of the project.

Email: [registree.novofia@gmail.com](mailto:registree.novofia@gmail.com)