**1. Introduction**

This section covers the introduction, purpose and scope of the system

This guide explains how to use the School Management System for Pupils (SMSP). The system is designed to allow members of a school to manage the daily activities of the pupils. The system is intended to be used by the board, teachers, parents and pupils.

**2. The System (Describing the system)**

This include the key Features, inventory, environments and the system operations.

View daily activities, make payments, upload text/images, manage multiple schools. The user can login with their assigned logins, which gives a different display depending on their account type. It includes a navigation bar at the top of the screen to allow easier navigation throughout the system.

You can see all the current activities along with extra options on this page if you have more permissions (create activity, edit activity, create an invoice). This would then do the appropriate function and update the view of the events page.

The reports page shows all the pupils that a teacher has which allows them to view individual pupils. If a parent/pupil views this page then they will see their report. This includes information of their recent activities, current year and extra information about them.

**3. Installing, Starting and Stopping the System**

Process of installing, starting, stopping and suspending the system. This will take in consideration the first time users and expert users.

To start the system, the user must go to the system URL in their browser. They can also download the executable file off their school’s website. The database is already set up online so any reading and updating of it is done automatically. They simply need to close the application or website using the close button in the top right.

**4. Step by Step Instructions for using the system**

This include the instructions on how to use the system. In addition are the conventions, errors, malfunctions, emergencies and messages.

Launch the application or load the website, which will bring you to the login page of the system.