**1. Introduction**

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)**

View daily activities, make payments, upload text/images, and 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**

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**

Launch the application or load the website, which will bring you to the login page of the system. Type in the login information provided by your school, which will bring you to a homepage with links to different pages depending on your role in the school. Simply choose the option from the navigation bar at the top of the screen to open a new page with the desired information. The events button takes you to the activities page that will list all of the current activities available to everyone. At this point, board and teachers would be able to create a new activity while only board could add an invoice to an activity.

The report page will list all pupils which gives teachers an option to edit some information like their grades on here.

To create a user, click the create user link which will only allow creation of certain roles based off the current user’s access permissions. Admin can only create board, board can only create teacher and parent, and teacher can only create pupils.

The final link logs you out, keeping the system safe from people accessing it after not properly clearing variables.