

# Introduction

## What is Ekattor 8 -

Ekattor 8 is a collection of programs designed to assist schools in administering their executive responsibilities on a day-to-day basis. Ekattor 8 is an updated version of Ekattor ERP (Enterprise Resource Planning). Also, Ekattor 8 is designed for SAAS (Software as a Service) projects.

This school management system empowers schools to keep track of their daily operations while centralizing their resources and information. This managing system helps to reduce the pressure of managing a large amount of data from the school. Also, this version is designed for SAAS. So, you can easily make money with Ekattor8.

### What is SAAS?

SAAS (Software as a Service) is one of the three main categories of cloud computing. It is a 3rd party application over the internet. Google services in Microsoft office and Netflix accounts is the example of SAAS.

### Who is Ekattor 8 for?

Ekattor 8 school management system ERP is an online platform where authorities can operate daily activities and control school data with the SAAS feature.

Ekattor 8 is helpful for:

- Schools
- Colleges
- Universities
- Training centers
- SAAS (Software as a Service)
- Other educational institutions etc.

# Basics

## Users of Ekattor 8 -

Ekattor 8 provides the best user experience. This school management system is designed to manage seven kinds of users. They are-

- Superadmin
- Admin
- Teacher

- Parent
- Student
- Accountant
- Librarian

In Ekattor 8, every user has to play different roles with different permissions to operate the daily activities of an educational institution. This permission helps the users to control and run the institute smoothly.

### **Superadmin:**

A superadmin has to play the most crucial role. He has the highest number of privileges and permissions. A superadmin can add, edit, and remove school admin, and other activities. A superadmin can create schools, manage bundle addons and subscription packages, and configure settings.

### **Admin:**

An admin has the highest permissions and privileges after superadmin. An admin can monitor, control, and take action on academics, examinations, live classes, accounting, and back-office-related activities. But for a particular institute.

### **Teacher:**

A teacher's role is oriented toward teaching and academic-related activities. He has permission to overview the list of students, class routine, subjects, event calendar, and back-office activities. He can overview, edit, and delete students and their parent's information.

The teacher can create the syllabus, add or edit new live classes, and provide marks and comments on the examination.

In Ekattor 8, a teacher can add assignments, publish, draft, expire, make questions and review them, and he can also create and modify online courses here.

### **Parent:**

In Ekattor 8, a parent can overview the teacher's list, academic (daily attendance, class routine, syllabus, and event calendar), and back-office activities. Parents can also monitor the exam marks and grades. They can pay fees for their children in this panel.

### **Student:**

A student has permission to overview the list of teachers, daily attendance, class routine, syllabus, event calendar, back-office, exam marks, and grades in Ekattor. A student can overview marks, and comments, and submit their assignment. They can also join live classes, pay feeses, issue books from the library, watch online courses and get specific course information from here.

### **Accountant:**

In this panel, an accountant gets all the permission for financial activities. An accountant has permission to add, edit and delete expense and expense categories. They can add mass or single invoices, and export reports in CSV, PDF, and Print.

### **Librarian:**

A librarian has track of every book in the library, and they will get all library-related activities permissions. They also have permission to issue books, and they can add, edit, and remove books

from the library and have permission to issue books.

## **Ekattor 8 terms -**

### **Package:**

Ekattor 8 is SAAS (Software as a service) based application. You can earn money by selling subscriptions as packages. Also, you can add, update, delete, or activate/deactivate your own customized packages within a few clicks.

Users (School admin) can purchase your offered packages to run their schools on your application. You can create your packages for different durations. For example, weekly, monthly, or yearly. Users (School admin) have to pay based on their package duration.

If a user (School) purchases the monthly package from your application, your user has to pay the subscription fees after completing months. That's how the package system works on EKattor 8.

### **Event Calendar:**

The school admin can manage the event calendar from their panel. With this event calendar, students and parents can see the upcoming and previous school events with detailed information. They can also filter their calendar event based on month, week, day, and list from the school event calendar.

### **Grade book:**

The admin and the teachers can see the exam results through the grade book option. They can specifically overview students' exam results by class, section, and exam name. With this grade book, admin and teachers can easily understand the exam result of a particular class or section, or exam.

The admin or teachers can also download the grade book by selecting the "**Export report**" button after clicking on the "**Filter**" button. They can download the grade books in 3 different ways. They are:

1. As CSV file
2. As PDF file
3. Get the hardcopy through Printout

### **Offline admission:**

The school admin can add their student's admission data to the application. They can upload the information in 3 ways. They are:

**Single student admission:** In this form, the admin can only enroll a student in their application with detailed information.

**Excel upload:** The school admin can upload students' enrollment information to the application through the excel upload. In this enrollment process, the admin can upload all the student's information in a CSV file and upload it to the application. With this process, the admin can upload multiple students' information to the application with a click.

### **Landing page/frontend page:**

Ekattor 8 offers you to manage your frontend page. On this frontend, users can register their schools. Also, you can show school features, subscription packages, FAQs, Email, and contact information here. Your users can choose and subscribe to any suitable packages from this page after logging in. You can also manage FAQs from the backend settings. Add an email address to the landing page,

where your users can send you emails. You can also enable/disable your landing page if you want. If you choose to disable your landing page, your users can not see the landing page/frontend page in your application.

In the footer section of this landing page/frontend, you can manage your description of your application and social media links. Your contact info will automatically be added from the database info.

### **School Registration form:**

New schools can register in your application from the landing page by themselves. To register, they have to provide the school and admin's info in the school registration form. After being registered, schools can purchase a suitable subscription package and start to get the features of your application to their schools.

## **Getting Started**

### **System requirement -**

**Server type:** Apache server

**Php version:** 8.1.6 or higher

**Database:** Mysql

### **How Ekattor 8 works -**

Ekattor 8 is a school management system, which works with a combination of 7 users. Ekattor 8 offers you the feature to add and control several admins under one superadmin. You can add a premium addon to manage multiple schools under one authority.

1. Install the application on your server.
2. Configure the application settings from the superadmin panel.
3. Manage the users of Ekattor 8. (Create, update info, delete admins, teachers, parents, students, accountants, and librarians)
4. Manage different academic activities like- daily attendance, syllabus, class, class routine, subject, classroom, and event calendar.
5. Manage examination panel.
6. Manage financial panel.
7. Manage back-school panel.

## How to install -

The installation process of Ekattor8 is as simple as other applications available online. Follow the steps carefully to install and run your business.

- Upload the downloaded zip(Ekattor8.zip) file from CodeCanyon to your server.
- You can upload anywhere inside your public\_html folder or any sub-folder you want. Just keep in mind the directory where you are.
- Unzip the file.
- Go to your preferred web browser and type the URL where you have the files.

**Example:** example.com/ekattor8

- Unzipped the file. For example - if you have a domain example.com and unzipped the files inside a folder "**Ekattor8**," the URL will be example.com/ekattor8.
- The first step is installation. Before starting, you will need to have the CodeCanyon purchase code, the database name, username, password, and the database host in the installation process. You can get the purchase code from your purchase information on Codecanyon. You will need to create a new database on your server to have the database information. You will also need to ensure that the files in /application/config/database.php and /application/config/routes.php have written permission. You should also verify if your server has PHP CURL enabled. after you hit the "**Start Installation Process**" button.

Welcome to Ekattor School Management System Installation. You will need to know the following items before proceeding.

Codecanyon purchase code

Database Name

Database Username

Database Password

Database Hostname

We are going to use the above information to write database.php file which will connect the application to your database. During the installation process, we will check if the files that are needed to be written (**config/database.php**) have **write permission**. We will also check if **curl** and **php mail functions** are enabled on your server or not.

Gather the information mentioned above before hitting the start installation button. If you are ready....'

**Start Installation Process**

- Provide all write permissions for required files and enable the CURL.
- If everything is fine and has a green checkmark on every required file, click on the "**Continue**" button.

We ran diagnosis on your server. Review the items that have a red mark on it. If everything is green, you are good to go to the next step.

- ✓ **config/database.php**: file has write permission
- ✓ **routes/web.php** : file has write permission
- ✓ **Curl Enabled**

To continue the installation process, all the above requirements are needed to be checked

**Continue**

- You have to provide the previously created database credentials correctly. Click on the "**Continue**" button.

Below you should enter your database connection details. If you're not sure about these, contact your host.

Database Name

The name of the database you want to use with this application

Username

Your database Username

Password

Your database Password

Database Host

If 'localhost' does not work, you can get the hostname from web host

**Continue**

- Now select the "**Install**" button.
- Provide the school name, academic session, system name, superadmin's name and email, application password, and time zone. Then, Click on the "**Set me up**" button.
- Provide the administrator's email and password.
- Click on the "**Log in**" button.

# Success!!

Installation was successfull. Please login to continue..

**Administrator Email |** superadmin@example.com

**Password |** Your chosen password

**Log In**

Congratulation! Your Ekattor ERP installation process is complete.

## Website backend -

You can operate the application from the backend. In Ekattor 8, every user has different roles to play. To make every user's experience more user-friendly, they will get an intuitive dashboard to see the current situation of their panel.

**Superadmin:** As a superadmin, you can add, approve, and manage other schools. You can also manage your customized subscription packages, and manage addon bundles to enhance the features of your application. In Ekattor 8, you can configure the system settings, payment settings, language settings, SMTP settings, about, and session manager. They can also update their account from their settings option.

The screenshot shows the Ekattor 8 Backend Dashboard. On the left, there is a sidebar with the following menu items: Dashboard (selected), Schools, Create school, Subscription Report, Pending Request, Package, Addons, and Settings. The main content area is titled "Dashboard" and shows two cards: "Schools" (2 Total Schools) and "Subscription" (0 Total Active Subscription). To the right, there is a large blue box titled "Subscription Payment" with a timeline from Jan to Dec. At the top right of the dashboard, there is a profile picture of a man named Marco and the text "Marco Superadmin".

**Admin:** An admin has the responsibility to manage a school. They can manage their school's users, academic activities, admissions, examinations, and the back office of their schools. Also, the school admin can configure the school and website settings of their schools. They can also pay their

subscription fees. They can also update their account from their settings option.

The screenshot shows the Ekattor 8 school management system dashboard. On the left is a dark sidebar with a logo and navigation links: Dashboard, Users, Admissions, Examination, Academic, Accounting, Back Office, and Settings. The main content area has a header showing the school name, a user profile for John Doe (Admin), and a top navigation bar with three horizontal dots. The dashboard features several cards:

- Dashboard**: Home - Dashboard. Shows student and teacher counts with icons: 20 Total Student (blue book icon) and 10 Total Teacher (green person icon). Below are Parent and Staff counts: 20 Total Parent (yellow person icon) and 10 Total Staff (pink person icon).
- Todays Attendance**: A chart titled "Todays Attendance" with a value of 0. The chart has a blue background and a grid from -1.0 to 1.0. It includes a "Go to Attendance" button.
- Income Report**: Shows 750 USD.
- Upcoming Events**: Lists "Unique Special Event Ideas" (Mon, Oct 10 2022) and "REPUBLIC DAY" (Mon, Nov 21 2022). A "See all" button is at the bottom right.

At the bottom left, it says "2022 © By Creativeitem".

**Teacher:** In Ekattor 8, teachers can take attendance, provide marks (if the admin assigned them permissions), and create the syllabus. They can also overview academic activities, and exam lists, and manage their account.

**Ekattor 8**

Dashboard Academic Examination Profile

Paramount Secondary School Candice Kennedy Teacher

### Candice Kennedy

Welcome, to Paramount Secondary School

Students	Teacher
<b>20</b> Total Student	<b>10</b> Total Teacher

Parents	Staff
<b>20</b> Total Parent	<b>10</b> Total Staff

Upcoming Events

- Unique Special Event Ideas**  
Mon, Oct 10 2022
- REPUBLIC DAY**  
Mon, Nov 21 2022

See all

2022 © By Creativeitem THIS DOES NOT UPDATEcv

**Students:** Students can see their daily attendance, class routine, subjects, and syllabus. They can download their syllabus from their panel. They can also see teachers' information, exam marks and grade, noticeboard, issued books information, and pay their fees.

**Ekattor 8**

Dashboard Teacher Academic Examination Fee Manager Back Office Profile

Paramount Secondary School Marah Petersen Student

### Marah Petersen

Welcome, to Paramount Secondary School

Students	Teacher
<b>20</b> Total Student	<b>10</b> Total Teacher

Parents	Staff
<b>20</b> Total Parent	<b>10</b> Total Staff

Upcoming Events

- Unique Special Event Ideas**  
Mon, Oct 10 2022
- REPUBLIC DAY**  
Mon, Nov 21 2022

See all

2022 © By Creativeitem

**Parents:** Parents can see their child's daily attendance, other academic activities, exam results, and grades, and they can pay their child's fees from their panel.

The screenshot shows the Ekattor 8 dashboard for Paramount Secondary School. On the left, a dark sidebar lists 'Dashboard', 'Users', 'Academic', 'Examination', and 'Accounting'. The main area is titled 'Emi Goodwin' and 'Welcome to Paramount Secondary School'. It displays four cards: 'Students' (20 Total Student, blue icon), 'Teacher' (10 Total Teacher, green icon), 'Parents' (20 Total Parent, yellow icon), and 'Staff' (10 Total Staff, pink icon). To the right, a red box titled 'Upcoming Events' lists 'Unique Special Event Ideas' (Mon, Oct 10 2022) and 'REPUBLIC DAY' (Mon, Nov 21 2022), with a 'See all' button. The bottom left corner shows '2022 © By Creativeitem'.

**Accountant:** An accountant can manage their school expanse-related activities, they can create academic fees, and expense categories and manage expense information in Ekattor 8. They can also update their account from their settings option.

The screenshot shows the Ekattor 8 school management system dashboard. At the top, there's a header with the school name "Paramount Secondary School" and a profile picture of Marie A. Richardson, an Accountant. On the left, a sidebar menu includes "Dashboard", "Accounting", and "Profile". The main dashboard area features a welcome message for Marie A. Richardson and a summary of student, teacher, parent, and staff counts. A red sidebar on the right lists "Upcoming Events" and "Unique Special Event Ideas" for Republic Day.

**Dashboard**  
Home - Dashboard

**Marie A. Richardson**  
Welcome, to Paramount Secondary School

**Students** →  
**20** Total Student

**Teacher** →  
**10** Total Teacher

**Parents** →  
**20** Total Parent

**Staff** →  
**10** Total Staff

**Upcoming Events**

**Unique Special Event Ideas**  
Mon, Oct 10 2022

**REPUBLIC DAY**  
Mon, Nov 21 2022

[See all](#)

2022 © By Creativeitem

**Librarian:** A librarian can manage the school's library and its related information. They can manage the book list of the school's library, and issue book information to the students. They can also update their account from their settings option.

The screenshot shows the Ekattor 8 school management application interface. At the top left is the logo 'Ekattor 8' with a graduation cap icon. The top right shows the school name 'Paramount Secondary School' and a profile picture of 'Alexander E. Bauder', described as a 'Librarian'. The left sidebar has a dark background with white icons for 'Dashboard', 'Back Office', and 'Profile'. The main dashboard area has a light gray header with the title 'Dashboard' and 'Home - Dashboard'. Below this is a section for 'Alexander E. Bauder' with the message 'Welcome, to Paramount Secondary School'. The central part of the dashboard features four cards: 'Students' (20 Total Student, blue icon), 'Teacher' (10 Total Teacher, green icon), 'Parents' (20 Total Parent, yellow icon), and 'Staff' (10 Total Staff, pink icon). To the right is a red sidebar titled 'Upcoming Events' containing 'Unique Special Event Ideas' (Mon, Oct 10 2022) and 'REPUBLIC DAY' (Mon, Nov 21 2022). A 'See all' button is at the bottom of the sidebar. At the bottom of the main content area is the copyright notice '2022 © By Creativeitem'.

## Managing schools -

Ekattor 8 is SAAS (Software as a service) based application. You can earn money by selling subscriptions as packages. Also, you can add, edit, update, and accept schools from the pending list as a superadmin.

### Adding a new school:

To add a new school, you can follow the steps as a superadmin below:

- Log in to the application
- Click on the "**Create school**" option from the left menu.

The screenshot shows the 'Create School' page of the Ekattor 8 application. The sidebar on the left has a 'Create school' button highlighted with a red box. The main form is titled 'Create School' and includes sections for 'SCHOOL INFO' and 'ADMIN INFO'. It contains fields for School Name, Admin Name, School Address, Gender, School Email, Blood group, School Phone, Admin Address, School Info, Admin Phone Number, Photo (with a file upload button), Admin Email, and Admin Password. A large red arrow points to the 'Submit' button at the bottom right.

Ekattor 8

Dashboard Schools Create school Subscription Report Pending Request Package Addons Settings

Create School

Home - Schools - Create School

School Form

Provide all the information required for your school. Also provide a admin information with email and password. So that admin can access the created school.

SCHOOL INFO

School Name

School Address

School Email

School Phone

School Info

ADMIN INFO

Admin Name

Gender

Blood group

Admin Address

Admin Phone Number

Photo

Choose File No file chosen

Admin Email

Admin Password

Submit

- Provide the required information about the new school.
- Click on the "Submit" button for confirmation.

## Create School

Home - Schools - Create School

### School Form

Provide all the information required for your school. Also provide a admin information with email and password. So that admin can access the created school.

#### SCHOOL INFO

##### School Name

##### School Address

##### School Email

##### School Phone

##### School info


#### ADMIN INFO

##### Admin Name

##### Gender

##### Blood group

##### Admin Address

##### Admin Phone Number

##### Photo

 No file selected.

##### Admin Email

##### Admin Password



## Editing a school's info:

To update a school's info, you can follow the steps as a superadmin below:

- Log in to the application
- Select the "**Schools**" option from the left menu.

Png;base64,

Image not found or type unknown

- Choose a school from the list.
- Click on the action option for more options.

## School List

Home - Schools - School List

+ Add School

#	Name	Address	Phone	Info	Status	Action
1	August Ramos	In ut quidem in aspe	55	Occaecat sequi Nam a	Deactive	<a href="#">Actions</a>
2	Paramount Secondary School	911 Hillside Dr, Kodiak, Alaska 99615, USA	234565434	This is officially unofficial page of Paramount Boarding High School, and is not actually associated	Active	<a href="#">Actions</a>

- Select the "Edit" button for confirmation.

## School List

Home - Schools - School List

+ Add School

#	Name	Address	Phone	Info	Status	Action
1	August Ramos	In ut quidem in aspe	55	Occaecat sequi Nam a	Deactive	<a href="#">Actions</a>
2	Paramount Secondary School	911 Hillside Dr, Kodiak, Alaska 99615, USA	234565434	This is officially unofficial page of Paramount Boarding High School, and is not actually associated	Active	<a href="#">Edit</a>

- Update required info.
- Click on the "Save" button to save the info.

## Edit School

X

Title

August Ramos

School address

In ut quidem in aspe

School phone

55

School info

Occaecat sequi Nam a

Status

Deactive

Update school



### Active/Deactivate a school's info:

To active or deactivate a school from your application, you can follow the steps as a superadmin below:

- Log in to the application
- Select the "**Schools**" option from the left menu.

Png;base64,

- Choose a school from the list.
- Click on the action option for more options.

School List						<a href="#">+ Add School</a>
Home - Schools - School List						
#	Name	Address	Phone	Info	Status	Action
1	<b>August Ramos</b>	In ut quidem in aspe	55	Occaecat sequi Nam a	<span>Deactive</span>	<span>Actions</span> <span style="border: 2px solid red; padding: 2px;"> </span>
2	<b>Paramount Secondary School</b>	911 Hillside Dr, Kodiak, Alaska 99615, USA	234565434	This is officially unofficial page of Paramount Boarding High School, and is not actually associated	<span>Active</span>	<span>Actions</span> <span style="border: 2px solid gray; padding: 2px;"> </span>

- Select the "Active/Deactivate" button for confirmation.

ekattor-8-activate-school.png

## Package -

Ekattor 8 is SAAS (Software as a service) based application. You can earn money by selling subscriptions as packages. Also, you can add, update, delete, or activate/deactivate your own customized packages within a few clicks.

### Adding New package:

You can add new customized packages as a superadmin. To add a new package, you can follow the steps below:

- Log in to the application.
- Select the "Package" option from the left menu.
- Tap on the "Add Package" button to add a new package.

#	Package	Price	Interval	Period	Status	Action
1	Silver	20.00	Monthly	1	<span>Active</span>	<span>Actions</span> <span style="border: 2px solid red; padding: 2px;"> </span>
2	Gold	40.00	Monthly	1	<span>Active</span>	<span>Actions</span> <span style="border: 2px solid gray; padding: 2px;"> </span>
3	premium	50.00	Monthly	1	<span>Active</span>	<span>Actions</span> <span style="border: 2px solid gray; padding: 2px;"> </span>

- Provide the required information.
- Click on the "Create package" button to add a new subscription package.

## Create package

X

Name

Provide package name

Package price

Provide package price

Package Type

Select a package type

Interval

Select a interval

Interval Preiod

Provide interval days/month/year

Status

Select a status

Description

Provide a short description

Create package

**NB:** Select the "**Paid**" option if you want to make a premium package and if you want to make a free package, click on the "**Trail**" option from the "**Package type**."

### Updating package:

You can also update the subscription package in Ekattor 8. To edit the package, you can follow the steps below:

- Log in to the application.
- Select the "**Package**" option from the left menu.

The screenshot shows the Ekattor 8 dashboard with a sidebar on the left containing links like Dashboard, Schools, Create school, Subscription Report, Pending Request, and Package (which is highlighted with a red box). The main content area is titled 'Packages' and shows a table of three packages: Silver, Gold, and premium. Each package row has an 'Actions' button. A blue 'Visit Website' button is at the top right.

#	Package	Price	Interval	Period	Status	Action
1	Silver	20.00	Monthly	1	Active	Actions
2	Gold	40.00	Monthly	1	Active	Actions
3	premium	50.00	Monthly	1	Active	Actions

- Select a package from the list.
- Click on the "Action" button for more options button.

This screenshot shows the same Packages section as above, but with a red arrow pointing to the 'Actions' button for the first package (Silver). The table data remains the same.

#	Package	Price	Interval	Period	Status	Action
1	Silver	20.00	Monthly	1	Active	Actions
2	Gold	40.00	Monthly	1	Active	Actions
3	premium	50.00	Monthly	1	Active	Actions

- Select the "Edit" option.

## Packages

[+ Add Package](#)[Home - Packages](#)[Active 3](#)[Archive 1](#)[Export](#)

Search user

#	Package	Price	Interval	Period	Status	Action
1	Silver	20.00	Monthly	1	Active	<a href="#">Actions</a>
2	Gold	40.00	Monthly	1	Active	<a href="#">Edit</a>  <a href="#">Delete</a>
3	premium	50.00	Monthly	1	Active	<a href="#">Actions</a>

- Update required information.
- Click on the "Update" package button.

## Edit Package

X

Name

Silver

Package price

20.00

Package Type

Paid

Interval

Monthly

Interval Period

1

Interval

Active

Description

Great Package

**Update package**

### Deleting package:

To delete the package, you can follow the steps below:

- Log in to the application.
- Select the "Package" option from the left menu.

Ekattor 8

Visit Website

Packages

Home - Packages

+ Add Package

Active 3 Archive 1

Search user

Export

#	Package	Price	Interval	Preiod	Status	Action
1	Silver	20.00	Monthly	1	Active	Actions
2	Gold	40.00	Monthly	1	Active	Actions
3	premium	50.00	Monthly	1	Active	Actions

- Select a package from the list.
- Click on the more options button.

Packages

Home - Packages

+ Add Package

Active 3 Archive 1

Search user

Export

#	Package	Price	Interval	Preiod	Status	Action
1	Silver	20.00	Monthly	1	Active	Actions
2	Gold	40.00	Monthly	1	Active	Actions
3	premium	50.00	Monthly	1	Active	Actions

- Select the "Delete" option.
- Click on the "Yes" button for confirmation.

## Packages

[+ Add Package](#)[Home - Packages](#)[Active 3](#)[Archive 1](#) Search user[Export](#)

#	Package	Price	Interval	Period	Status	Action
1	Silver	20.00	Monthly	1	Active	<a href="#">Actions</a> ▾
2	Gold	40.00	Monthly	1	Active	<a href="#">Edit</a> <a href="#">Delete</a> 
3	premium	50.00	Monthly	1	Active	<a href="#">Actions</a> ▾

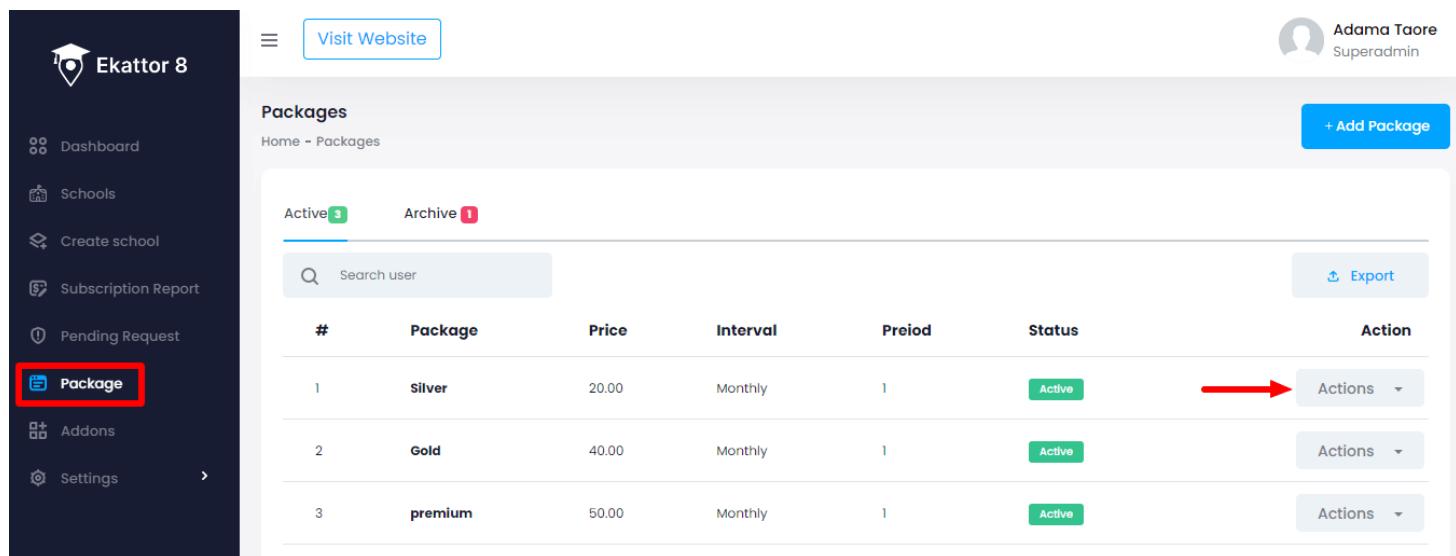
**NB:** You can delete a package if your users didn't purchase that package. But you can not delete a package that your users have purchased.

## Archive package:

You make your subscription package inactive by marking them as an archive. You can also make your archived package active within a few clicks.

To make your package an archive, you can follow the steps below:

- Log in to the application.
- Select the "Package" option from the left menu.
- Select a package from the list.
- Click on the "Action" button for more options button.



The screenshot shows the Ekattor 8 application's interface. On the left, there is a sidebar with various menu items: Dashboard, Schools, Create school, Subscription Report, Pending Request, **Package**, Addons, and Settings. The 'Package' item is highlighted with a red box. The main content area is titled 'Packages' and shows a list of three packages: Silver (20.00, Monthly, Period 1, Active), Gold (40.00, Monthly, Period 1, Active), and premium (50.00, Monthly, Period 1, Active). Each package row has an 'Actions' dropdown menu. A red arrow points to the 'Actions' menu for the first package, specifically highlighting the 'Edit' and 'Delete' options. At the top right, there is a 'Visit Website' button and a user profile for 'Adama Taore Superadmin'.

- Select the "Edit" option.

## Packages

[+ Add Package](#)[Home - Packages](#)[Active 3](#)[Archive 1](#) Search user[Export](#)

#	Package	Price	Interval	Period	Status	Action
1	Silver	20.00	Monthly	1	Active	<a href="#">Actions</a>
2	Gold	40.00	Monthly	1	Active	<a href="#">Edit</a>  <a href="#">Delete</a>
3	premium	50.00	Monthly	1	Active	<a href="#">Actions</a>

- Tap on the "Archived" from the "Interval" option.

## Edit active\_Package

X

20.00

Package Type

Paid

Interval

Monthly

Interval Period

1

Interval

Active

Select a status

Active

Archive

Update package

- Click on the "Update package" button.

To make your package active from the archived, you can follow the steps below:

- Log in to the application.
- Select the "Package" option from the left menu.
- Tap on the "Archive" tab.

The screenshot shows the Ekattor 8 dashboard with a sidebar on the left containing various administrative links. The 'Package' link is highlighted with a red box. At the top right, there's a user profile for 'Adama Taore' labeled 'Superadmin'. Below the sidebar, the main content area is titled 'Packages' with a 'Home - Packages' breadcrumb. A blue button '+ Add Package' is at the top right. The interface includes a search bar 'Search user' and an 'Export' button. The main table has columns: #, Package, Price, Interval, Period, Status, and Action. One row is visible: #1, Package 'Vip', Price '1000', Interval 'Yearly', Period '1', Status 'Active', and Action 'Archive' (which is highlighted with a red box). A dropdown 'Actions' is shown to the right of the table.

- Select a package from the list.
- Click on the "Action" button for more options button.
- Select the "Edit" option.

This screenshot shows the 'Packages' page with the 'Archive' tab selected. The table displays one package: 'Vip' with a price of '1000', 'Yearly' interval, and a period of '1'. The status is 'Active' and the action is 'Archive'. A dropdown menu 'Actions' is open, showing 'Edit' and 'Delete' options. An arrow points to the 'Edit' button.

- Tap on the "Archived" from the "Interval" option.

## Edit active\_Package

X

20.00

Package Type

Paid

Interval

Monthly

Interval Period

1

Interval

Active

Select a status

Active

Archive

Update package

- Click on the "Update package" button.

## Content safety -

Ekattor 8 is a school management system designed to assist the school in administering executive responsibilities daily basis.

When you use Ekattor 8, you have to be very responsive to using the information about users. You have no authority to publish the information. Also, you can not use the information for any personal use. Overall, Ekattor 8 does not support any unethical content.

You can not use any contents that harm any religion. You are not allowed to make any political discussion, personal promotion, or any abusive words in this application.

## Quick start guide -

To start your application quick, you need to follow the steps below:

- Complete the installation process following the installation guide.
- Log in to the application as superadmin.
- Create subscription packages for schools.
- Add schools and provide the respective login credentials to the school's admin.
- Log in to the application as a school admin
- Purchase a suitable package and get access to all other features.
- Configure the payment settings, and check the school and subscription information.
- Create other users of the application. (Students, teachers, parents, students, accountants, and librarian)
- Add academic activities (Class, section, syllabus, subject, department, attendance, class routine, and grade book)
- Manage fees

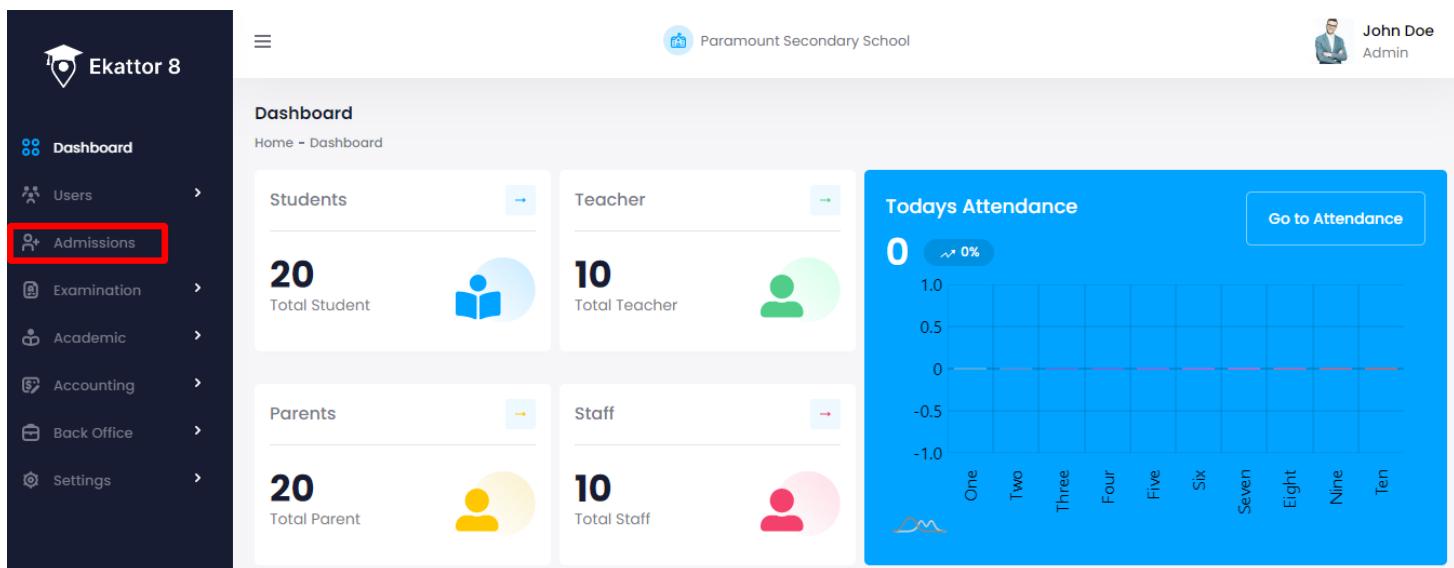
By following these steps, the school admin can manage all other activities in Ekattor 8 application.

## Managing users

### Offline admission -

Only the admin can add/enroll new students in Ekattor8. To enroll a student in the application, the admin can follow the steps below:

- Log in to the application as an admin.
- Select the "**Admissions**" option from the left menu.



The screenshot shows the Ekattor 8 application dashboard. On the left, a dark sidebar menu includes options like Dashboard, Users, Admissions (which is highlighted with a red box), Examinations, Academic, Accounting, Back Office, and Settings. The main content area is titled "Dashboard" and shows summary statistics for Students, Teacher, Parents, and Staff. A large blue box on the right is titled "Todays Attendance" and displays a chart with data points from One to Ten. The top right corner shows a user profile for "John Doe Admin".

After navigating to the "Offline admission" option, the admin can see two ways to enroll a student in the application. They are:

1. Single admission
2. Excel upload

**Admission**

Home - Admissions

Single student admission      Excel upload

Name	Enter your name
Email	Enter your email
Password	Enter your password
Class	Select a class

### Single student admission:

In this admission form, the admin can add students individually. Admin can enroll a student at a time in this student admission form. To add a student in "Single student admission" the admin can follow the steps below:

- Select the "Admissions" option from the left menu.
- Click the "Offline Admission" option from the sub-menu.
- Select the "Single student admission" option.

The screenshot shows the Ekattor 8 software interface. On the left, there is a dark sidebar with the following navigation options: Dashboard, Users, Admissions (with a red arrow pointing to it), Examination, Academic, Accounting, Back Office, and Settings. The main content area is titled "Admission" and shows the "Single student admission" tab selected (highlighted with a red box). It includes fields for Name, Email, Password, and Class, along with a "Select a class" dropdown. At the top right, there is a user profile for "John Doe" (Admin) and the school name "Paramount Secondary School".

- Provide the required information.
- Click the "Add student" button to add a student.



## Admission

Home ~ Admissions

Single student admission

Excel upload

Name	Enter your name
Email	Enter your email
Password	Enter your password
Class	Select a class
Section	Select section
Birthday	09/14/2022
Gender	Select gender
Blood group	Select a blood group
Address	Provide your address
Phone	Provide your phone number
Student profile image	Choose File No file chosen

Add Student

## Excel upload:

The admin can upload an excel file to enroll a list of students with a single click. To upload an excel file, the admin can follow the simple steps below:

- Select the "**Admissions**" option from the left menu.
- Choose the "**Offline Admission**" option from the sub-menu.
- Select the "**Excel upload**" option.

The screenshot shows the Ekattor 8 software interface. On the left, there's a sidebar with icons for Dashboard, Users, Admissions (which has a red arrow pointing to it), Examination, Academic, and Accounting. The main area is titled 'Admission' and shows 'Home - Admissions'. There are two tabs: 'Single student admission' and 'Excel upload', with 'Excel upload' being the active one (highlighted with a red box). Below the tabs are two dropdown menus: 'Select a class' and 'Select section'. At the bottom are two buttons: a green 'Generate csv file' button with a downward arrow icon, and a black button with a magnifying glass icon.

- Provide required information.
- Click on the "**Generate CSV file**" button. (By clicking the button, the admin can generate a CSV file)
- Select the "**Upload CSV**" option and upload a CSV file from the device.
- Click on the "**Add student**" button to add students from the uploaded CSV file.

This screenshot shows the 'Admission' section with the 'Excel upload' tab selected. It features two dropdown menus for 'Select a class' and 'Select section'. Below them is a green 'Generate csv file' button with a downward arrow icon. Underneath is an 'Upload CSV' section with a 'Choose File' button and a message 'No file chosen'. At the bottom is a large, dark grey 'Add students' button.

## Managing students -

After completing the admission process of the students, the admin can update the student's information, delete or generate ID cards, and overview the student's info at a glance. To manage the student's information, the admin can follow the steps below:

- Log in to the application as an admin.
- Select the "**Users**" option from the left menu.
- Click on the "**Student**" option from the sub-menu.

#	Name	Email	User Info	Options
1	Gaurav Nanda University of Michigan	student@example.com	Phone: Address: Numquam nisi sequi s	Actions
2	Colby Maxwell University of Michigan	qibudusace@mailinator.com	Phone: +1 (443) 147-7943 Address: Dicta quos excepteur	Actions
3	Soledad G. Parish University of Michigan	duxaz@mailinator.com	Phone: +1 (799) 239-7646 Address: Sed voluptates magna	Actions

- Select a student to manage their information.

In this "Student" option, the admin can see the list of students' names, emails, contact numbers, and addresses. The admin can also generate ID cards, update info, or remove the accounts of a student from here.

## Generating ID cards:

The admin can generate ID cards for their students individually with Ekattor8. To generate an ID card, they can follow the steps below:

- Choose a student from the "Student" option.
- Select the "Action" button for more options.

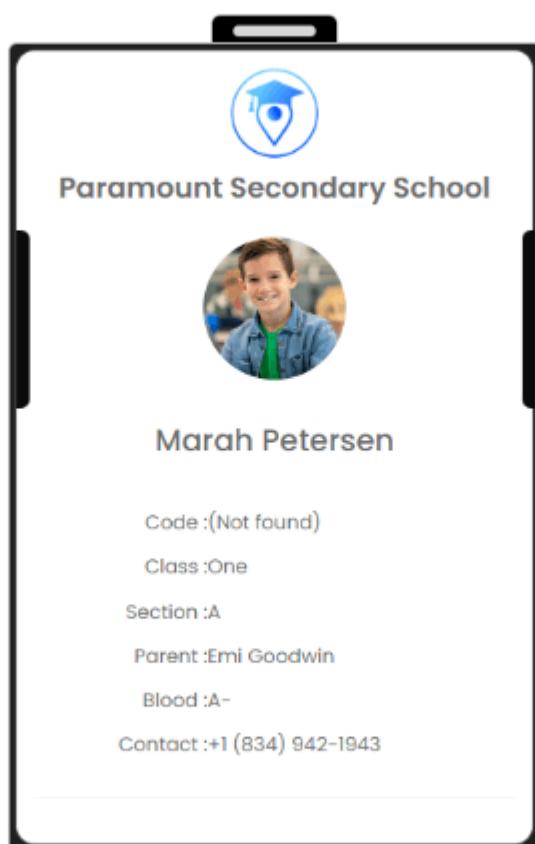
#	Name	Email	User Info	Options
1	Gaurav Nanda University of Michigan	student@example.com	Phone: Address: Numquam nisi sequi s	Actions
2	Colby Maxwell University of Michigan	qibudusace@mailinator.com	Phone: +1 (443) 147-7943 Address: Dicta quos excepteur	Actions
3	Soledad G. Parish University of Michigan	duxaz@mailinator.com	Phone: +1 (799) 239-7646 Address: Sed voluptates magna	Actions

- Tap on the "Generate ID card" option.

#	Name	Email	User Info	Options
1	 <b>Gaurav Nanda</b> University of Michigan	student@example.com	Phone: <b>Address:</b> Numquam nisi sequi s	<button>Actions</button>
2	 <b>Colby Maxwell</b> University of Michigan	qibudusace@mailinator.com	Phone: +1 (443) 147-7943 <b>Address:</b> Dicta quos excepteur	<button>Generate Id card</button> <button>Edit</button> <button>Delete</button>
3	 <b>Soledad G. Parish</b> University of Michigan	duxaz@mailinator.com	Phone: +1 (799) 239-7646 <b>Address:</b> Sed voluptates magna	<button>Actions</button>

- Select the "Print" option to generate a school ID card for a student. (The student's information will automatically appear on the ID card)

## Generate id card

Print

## Updating a student's information:

The school admin can update a student's information if they want. For this, they can follow the steps below:

- Choose a student from the "Student" option.
- Select the "Action" button for more options.

Students				
#	Name	Email	User Info	Options
1	 <b>Gaurav Nanda</b> University of Michigan	student@example.com	<b>Phone:</b> <b>Address:</b> Numquam nisi sequi s	<a href="#">Actions</a>
2	 <b>Colby Maxwell</b> University of Michigan	qibodusace@mailinator.com	<b>Phone:</b> +1 (443) 147-7943 <b>Address:</b> Dicta quos excepteur	<a href="#">Actions</a>
3	 <b>Soledad G. Parish</b> University of Michigan	duxaz@mailinator.com	<b>Phone:</b> +1 (799) 239-7646 <b>Address:</b> Sed voluptates magna	<a href="#">Actions</a>

- Tap on the "Edit" option.

Students				
#	Name	Email	User Info	Options
1	 <b>Gaurav Nanda</b> University of Michigan	student@example.com	<b>Phone:</b> <b>Address:</b> Numquam nisi sequi s	<a href="#">Actions</a>
2	 <b>Colby Maxwell</b> University of Michigan	qibodusace@mailinator.com	<b>Phone:</b> +1 (443) 147-7943 <b>Address:</b> Dicta quos excepteur	<a href="#">Generate Id card</a> <a href="#">Edit</a>  <a href="#">Delete</a>
3	 <b>Soledad G. Parish</b> University of Michigan	duxaz@mailinator.com	<b>Phone:</b> +1 (799) 239-7646 <b>Address:</b> Sed voluptates magna	<a href="#">Actions</a>

- Update required information.
- Click on the "Update student" button.

## Edit Student

X

**Name**

Marah Petersen

**Email**

student@example.com

**Class**

One

**Section**

A

**Birthday**

09/09/2010

**Gender**

Male

**Phone number**

+1 (834) 942-1943

**Blood group**

A-

**Address**

Numquam nisi sequi s

**Photo**

[Browse...](#)

No file selected.

**Update**

## Deleting a student's information:

The admin can remove a student from their school within a few clicks. For this, they can follow the steps below:

- Choose a student from the "Student" option.
- Select the "Action" button for more options.

Students				
#	Name	Email	User Info	Options
1	 <b>Gaurav Nanda</b> University of Michigan	student@example.com	Phone: <b>Address:</b> Numquam nisi sequi s	<button>Actions</button>
2	 <b>Colby Maxwell</b> University of Michigan	qibodusace@mailinator.com	Phone: +1 (443) 147-7943 <b>Address:</b> Dicta quos excepteur	<button>Actions</button>
3	 <b>Soledad G. Parish</b> University of Michigan	duxaz@mailinator.com	Phone: +1 (799) 239-7646 <b>Address:</b> Sed voluptates magna	<button>Actions</button>

- Tap on the "Delete" option.

Students				
#	Name	Email	User Info	Options
1	 <b>Gaurav Nanda</b> University of Michigan	student@example.com	Phone: <b>Address:</b> Numquam nisi sequi s	<button>Actions</button>
2	 <b>Colby Maxwell</b> University of Michigan	qibodusace@mailinator.com	Phone: +1 (443) 147-7943 <b>Address:</b> Dicta quos excepteur	<button>Generate Id card</button> <button>Edit</button> <button>Delete</button>
3	 <b>Soledad G. Parish</b> University of Michigan	duxaz@mailinator.com	Phone: +1 (799) 239-7646 <b>Address:</b> Sed voluptates magna	<button>Actions</button>

- Select the "Yes" button for confirmation.

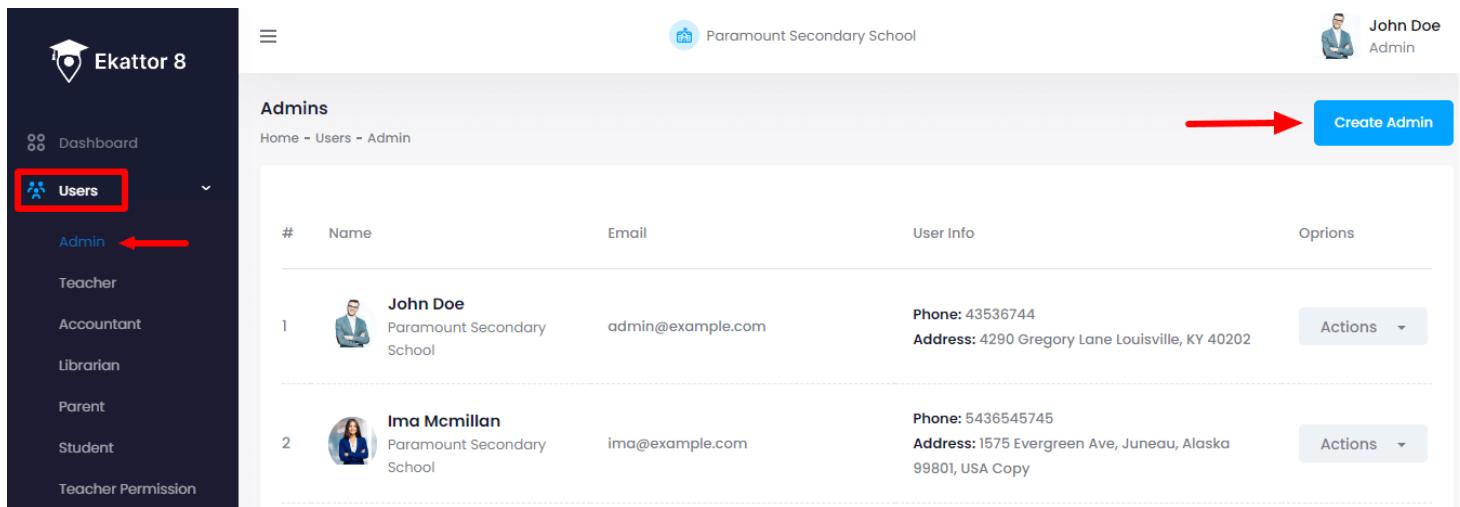
## Managing admin -

An admin can create multiple admins to operate the school with less pressure work. An institute can operate much more efficiently with multiple admins. Ekattor8 provides the feature to create more than one admin in a school.

## Creating an admin:

To create more admins in Ekattor8, the admin can follow the steps below:

- Log in to the application as an admin.
- Select the "**Users**" option from the left menu.
- Click on the "**Admin**" option from the sub-menu.
- Select the "**Create Admin**" button to create a new admin.



The screenshot shows the Ekattor8 administrative dashboard. On the left sidebar, under the "Users" section, the "Admin" option is selected and highlighted with a red arrow. The main content area is titled "Admins" and shows a list of existing administrators. The first entry is "John Doe" from Paramount Secondary School, with details: Email (admin@example.com), User Info (Phone: 43536744, Address: 4290 Gregory Lane Louisville, KY 40202), and an "Actions" dropdown. The second entry is "Ima Mcmillan" from Paramount Secondary School, with details: Email (ima@example.com), User Info (Phone: 5436545745, Address: 1575 Evergreen Ave, Juneau, Alaska 99801, USA Copy), and an "Actions" dropdown. A red arrow points to the "Create Admin" button in the top right corner of the main content area.

- Provide the new admin's name, email, password, phone number, blood group, and address.
- Upload a photo of the new admin. (The admin can choose the image from their device)
- Click on the "**Create Admin**" button.

## Create Admin

X

Name

Provide admin name

Email

Provide admin email

Password

Provide admin password

Birthday

09/14/2022

Gender

Select gender



Phone number

Provide admin number

Blood group

Select a blood group

Address

Provide admin address

Photo

Choose File

No file chosen

Create

### Updating an admin's information:

To update an admin's information in Ekattor8, the admin can follow the steps below:

- Log in to the application as an admin.
- Select the "Users" option from the left menu.
- Click on the "Admin" option from the sub-menu.
- Select an admin from the list.
- Click on the "Action" button for more options.

The screenshot shows the Ekattor 8 application's 'Users' section. On the left, a sidebar lists various roles: Dashboard, Users (selected), Admin (highlighted with a red arrow), Teacher, Accountant, Librarian, Parent, Student, Teacher Permission, Admissions, and Examination. The main content area is titled 'Admins' and shows a list of three users. Each user entry includes a profile picture, name, email, user info (phone and address), and an 'Actions' dropdown menu. A red box highlights the 'Actions' dropdown for the first user, John Doe.

#	Name	Email	User Info	Options
1	<b>John Doe</b> Paramount Secondary School	admin@example.com	Phone: 43536744 Address: 4290 Gregory Lane Louisville, KY 40202	Actions
2	<b>Ima Mcmillan</b> Paramount Secondary School	ima@example.com	Phone: 5436545745 Address: 1575 Evergreen Ave, Juneau, Alaska 99801, USA Copy	Actions
3	<b>Lester Rowe</b> Paramount Secondary School	mavutybeq@mailinator.com	Phone: +1 (393) 757-8612 Address: Repudianda sunt sed	Actions

- Select the "Edit" option.

The screenshot shows the same 'Admins' list as the previous one, but the 'Actions' dropdown for Ima Mcmillan has been opened. A red arrow points to the 'Edit' button within this dropdown menu. The list remains the same with three entries: John Doe, Ima Mcmillan, and Lester Rowe.

- Update required information.
- Click on the "Update admin" button.

## Deleting an admin:

To delete an admin's information in Ekattor8, the admin can follow the steps below:

- Log in to the application as an admin.
- Select the "Users" option from the left menu.

- Click on the "Admin" option from the sub-menu.
- Select an admin from the list.
- Click on the "Action" button for more options.

The screenshot shows the Ekattor 8 administrative interface. On the left, a dark sidebar lists various user roles: Dashboard, Users (selected), Admin (highlighted with a red arrow), Teacher, Accountant, Librarian, Parent, Student, Teacher Permission, Admissions, and Examination. The main content area is titled 'Admins' and shows a list of three administrators. Each admin entry includes a profile picture, name, email, user info (phone and address), and an 'Actions' dropdown menu. The 'Actions' menu for the first admin (John Doe) is highlighted with a red box.

#	Name	Email	User Info	Options
1	<b>John Doe</b> Paramount Secondary School	admin@example.com	<b>Phone:</b> 43536744 <b>Address:</b> 4290 Gregory Lane Louisville, KY 40202	Actions
2	<b>Ima Mcmillan</b> Paramount Secondary School	ima@example.com	<b>Phone:</b> 5436545745 <b>Address:</b> 1575 Evergreen Ave, Juneau, Alaska 99801, USA Copy	Actions
3	<b>Lester Rowe</b> Paramount Secondary School	mavutybeq@mailinator.com	<b>Phone:</b> +1 (393) 757-8612 <b>Address:</b> Repudiandae sunt sed	Actions

- Select the "Delete" option.

This screenshot shows the same 'Admins' list as the previous one, but with a different state for the second admin entry (Ima Mcmillan). The 'Actions' menu for Ima Mcmillan is open, and the 'Delete' option is highlighted with a red box.

#	Name	Email	User Info	Options
1	<b>John Doe</b> Paramount Secondary School	admin@example.com	<b>Phone:</b> 43536744 <b>Address:</b> 4290 Gregory Lane Louisville, KY 40202	Actions
2	<b>Ima Mcmillan</b> Paramount Secondary School	ima@example.com	<b>Phone:</b> 5436545745 <b>Address:</b> 1575 Evergreen Ave, Juneau, Alaska 99801, USA Copy	Edit Delete
3	<b>Lester Rowe</b> Paramount Secondary School	mavutybeq@mailinator.com	<b>Phone:</b> +1 (393) 757-8612 <b>Address:</b> Repudiandae sunt sed	Actions

- Select the "Yes" button for confirmation.

## Managing teachers -

An admin can create multiple teachers in a school. With a few clicks, the admin can create teachers for the students.

## Creating a new teacher:

To create more teachers in Ekattor8, the admin can follow the steps below:

- Log in to the application as an admin.
- Select the "Users" option from the left menu.
- Click on the "Teacher" option from the sub-menu.
- Select the "Create Teacher" button to create a new teacher.

The screenshot shows the Ekattor8 application interface. On the left, there is a sidebar with the following menu items: Dashboard, Users (highlighted with a red box), Admin, Teacher (highlighted with a red arrow), Accountant, Librarian, Parent, Student, Teacher Permission, and Admissions. The main content area is titled 'Teachers' and shows a list of three existing teachers: Candice Kennedy, Natalie Ashley, and Byron Chase, each with a profile picture, name, email, user info (including phone and address), and an 'Actions' dropdown menu. In the top right corner, there is a user profile for 'John Doe' (Admin) and a 'Create Teacher' button, which is also highlighted with a red arrow.

#	Name	Email	User Info	Options
1	Candice Kennedy Paramount Secondary School	teacher@example.com	Phone: +1 (278) 645-2045 Address: >Fuga At perferendis	Actions
2	Natalie Ashley Paramount Secondary School	xaryxytabe@mailinator.com	Phone: +1 (529) 576-2474 Address: >Quos odit dolores no	Actions
3	Byron Chase Paramount Secondary School	karutegoq@mailinator.com	Phone: +1 (918) 795-4237 Address: >Aut ipsa eum deseru	Actions

- Provide the new teacher's name, email, password, phone number, blood group, and address.
- Upload a photo of the new teacher. (The admin can choose the image from their device)
- Click on the "Create teacher" button.

## Create Teacher

X

Name

Provide teacher name

Email

Provide teacher email

Password

Provide teacher password

Department

Select a department



Designation

Provide teacher designation

Birthday

09/14/2022

Gender

Select gender

Phone number

Provide teacher number

Blood group

Select a blood group



Address

Provide teacher address

b

Photo

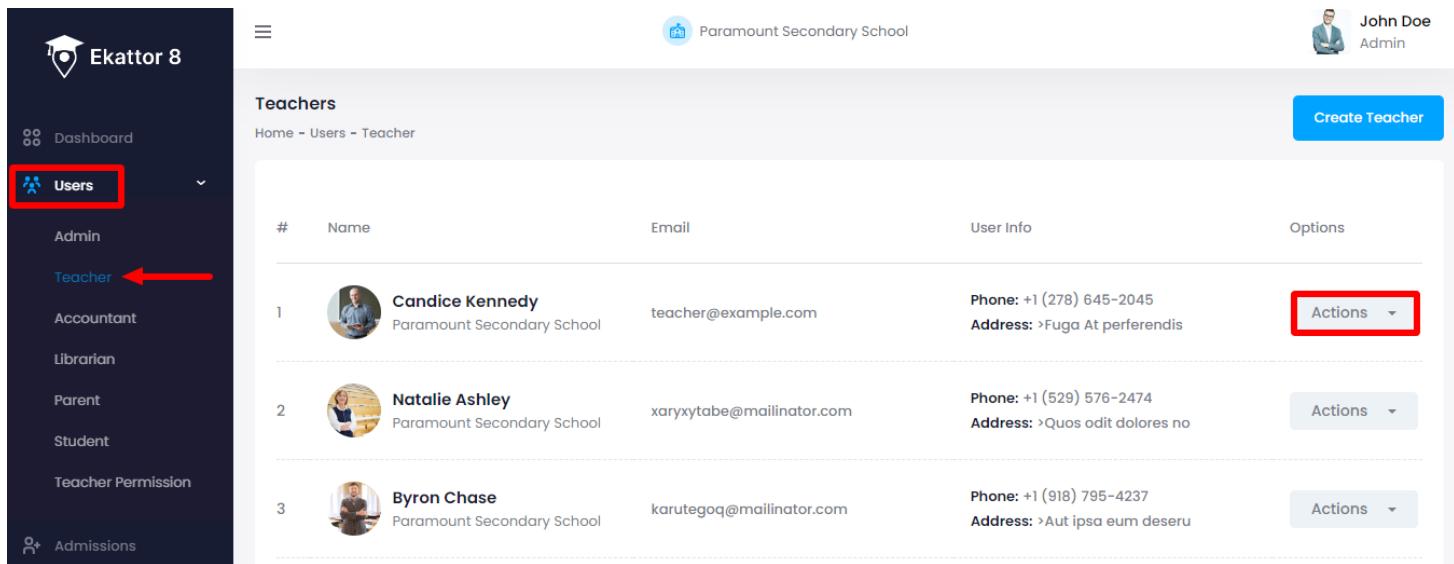
Choose File

No file chosen

## Updating teacher's information:

To update a teacher's information in Ekattor8, the admin can follow the steps below:

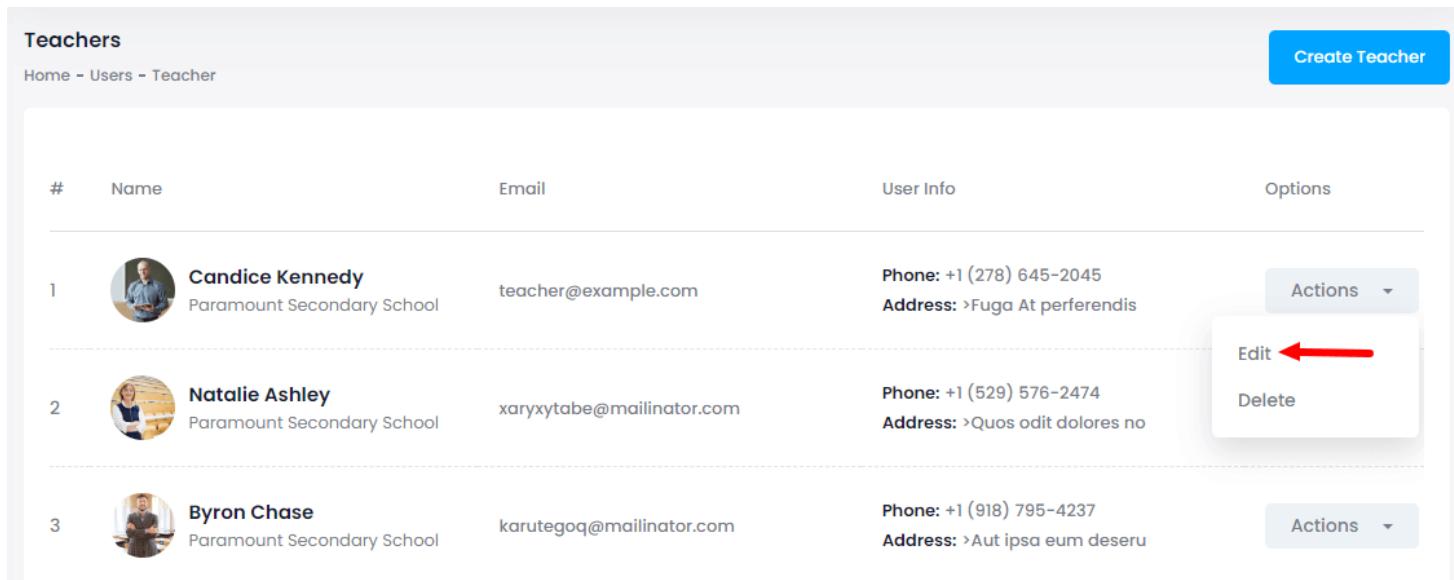
- Log in to the application as an admin.
- Select the "Users" option from the left menu.
- Click on the "Teacher" option from the sub-menu.
- Select a teacher from the list.
- Click on the "Action" button for more options.



The screenshot shows the Ekattor8 application interface. On the left, a sidebar menu is open under the 'Users' section, with 'Teacher' highlighted by a red arrow. The main content area is titled 'Teachers' and shows a list of three users: Candice Kennedy, Natalie Ashley, and Byron Chase. Each user row includes a profile picture, name, email, user info (phone and address), and an 'Actions' dropdown menu. A red box highlights the 'Actions' dropdown for the first user, and a red arrow points to the 'Edit' option within it.

#	Name	Email	User Info	Options
1	Candice Kennedy Paramount Secondary School	teacher@example.com	Phone: +1 (278) 645-2045 Address: >Fuga At perferendis	Actions
2	Natalie Ashley Paramount Secondary School	xaryxytabe@mailinator.com	Phone: +1 (529) 576-2474 Address: >Quos odit dolores no	Actions
3	Byron Chase Paramount Secondary School	karutegoq@mailinator.com	Phone: +1 (918) 795-4237 Address: >Aut ipsa eum deseru	Actions

- Select the "Edit" option.



The screenshot shows the 'Teachers' page with the same three users listed. For the second user, Natalie Ashley, the 'Actions' dropdown is open, and a red arrow points to the 'Edit' option within it. This indicates that the user has selected the edit function for her profile.

#	Name	Email	User Info	Options
1	Candice Kennedy Paramount Secondary School	teacher@example.com	Phone: +1 (278) 645-2045 Address: >Fuga At perferendis	Actions
2	Natalie Ashley Paramount Secondary School	xaryxytabe@mailinator.com	Phone: +1 (529) 576-2474 Address: >Quos odit dolores no	Edit Delete
3	Byron Chase Paramount Secondary School	karutegoq@mailinator.com	Phone: +1 (918) 795-4237 Address: >Aut ipsa eum deseru	Actions

- Update required information.
- Click on the "Update teacher" button.

## Edit Admin

X

Name

Candice Kennedy

Email

teacher@example.com

Department

Mathematics



Designation

Provide teacher designation

Birthday

12/29/1976

Gender

Male



Phone number

+1 (278) 645-2045

Blood group

O+



Address

>>Fuga At perferendis



Photo

Choose File

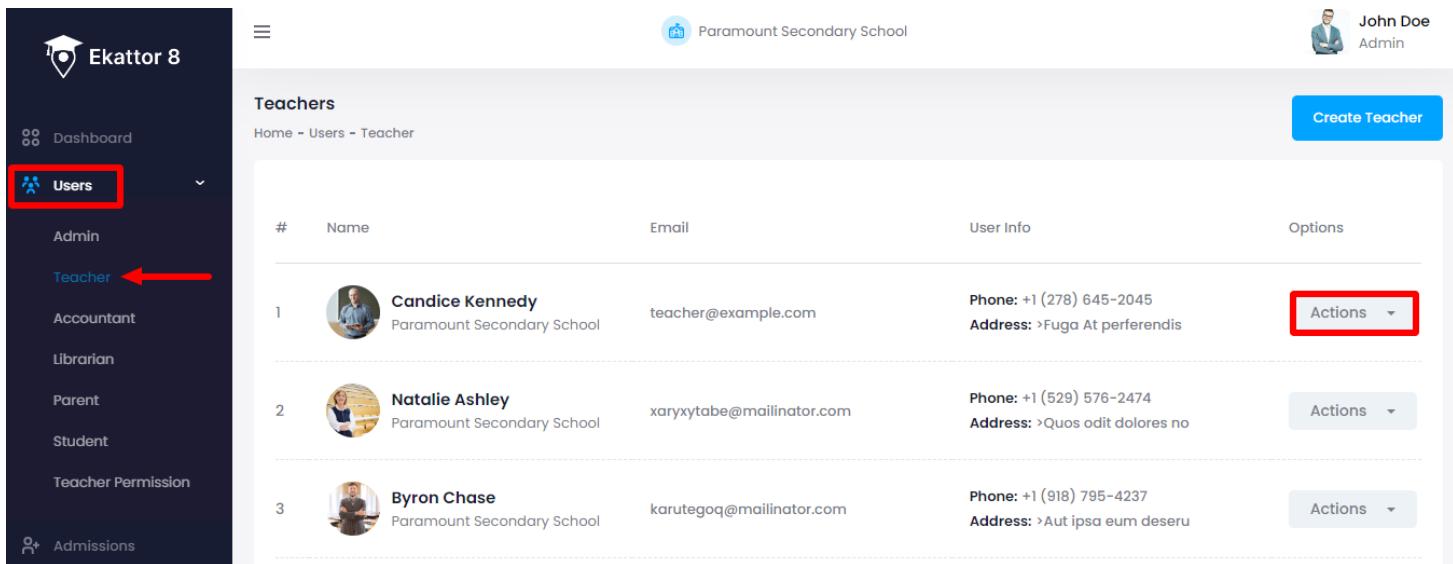
No file chosen

Update

## Deleting teacher's information:

To delete a teacher's information in Ekattor8, the admin can follow the steps below:

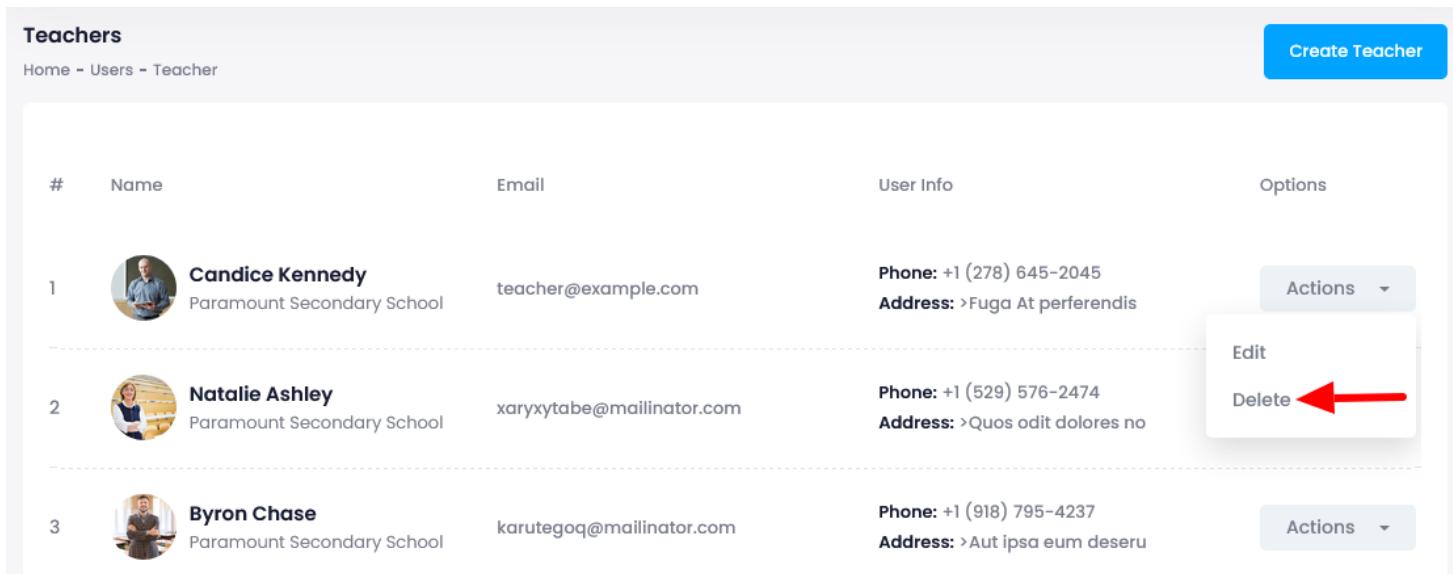
- Log in to the application as an admin.
- Select the "Users" option from the left menu.
- Click on the "Teacher" option from the sub-menu.
- Select a teacher from the list.
- Click on the "Action" button for more options.



The screenshot shows the Ekattor8 application interface. On the left, there is a dark sidebar with the 'Ekattor 8' logo at the top. Below it, several menu items are listed: 'Dashboard', 'Users' (which is highlighted with a red box), 'Admin', 'Teacher' (with a red arrow pointing to it), 'Accountant', 'Librarian', 'Parent', 'Student', 'Teacher Permission', and 'Admissions'. The main content area has a header 'Teachers' and a sub-header 'Home - Users - Teacher'. It displays a table with three rows of teacher data. Each row includes a small profile picture, the teacher's name, their email, and some user info. To the right of each row is an 'Actions' button with a dropdown menu. A red box highlights the 'Actions' button for the first teacher, and a red arrow points to the 'Delete' option in the dropdown menu for the second teacher.

#	Name	Email	User Info	Options
1	Candice Kennedy Paramount Secondary School	teacher@example.com	Phone: +1 (278) 645-2045 Address: >Fuga At perferendis	Actions
2	Natalie Ashley Paramount Secondary School	xaryxytabe@mailinator.com	Phone: +1 (529) 576-2474 Address: >Quos odit dolores no	Actions
3	Byron Chase Paramount Secondary School	karutegoq@mailinator.com	Phone: +1 (918) 795-4237 Address: >Aut ipsa eum deseru	Actions

- Select the "Delete" option.



The screenshot shows the same 'Teachers' page as the previous one, but now the 'Delete' option is selected for the second teacher. A large red arrow points to the 'Delete' button in the dropdown menu for the second teacher. The table data remains the same as in the previous screenshot.

#	Name	Email	User Info	Options
1	Candice Kennedy Paramount Secondary School	teacher@example.com	Phone: +1 (278) 645-2045 Address: >Fuga At perferendis	Actions
2	Natalie Ashley Paramount Secondary School	xaryxytabe@mailinator.com	Phone: +1 (529) 576-2474 Address: >Quos odit dolores no	Edit Delete
3	Byron Chase Paramount Secondary School	karutegoq@mailinator.com	Phone: +1 (918) 795-4237 Address: >Aut ipsa eum deseru	Actions

- Select the "Yes" button for confirmation.

## Teacher's permission -

Admin can assign different permissions to the teachers in Ekattor 8. The admin can control and monitor the teacher's permission within a few clicks. To assign permissions to the teachers, the admin can follow the steps below:

- Log in to the application as an admin.
- Select the "Users" option from the left menu.
- Click on the "Teacher Permission" option from the sub-menu.

The screenshot shows the Ekattor 8 application interface. On the left, a dark sidebar menu is open, showing options like Dashboard, Users (which is highlighted with a red box), Admin, Teacher, Accountant, Librarian, Parent, Student, and Teacher Permission (which has a red arrow pointing to it). The main content area is titled "Assigned Permission For Teacher" and shows a table of teachers with columns for #, Teacher, Marks, and Attendance. Each teacher row has a checkbox in the Marks column and another in the Attendance column. The top right corner shows the user profile of "John Doe Admin".

#	Teacher	Marks	Attendance
1	Candice Kennedy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Natalie Ashley	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Byron Chase	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Filter the result.
- Assign permissions to the teachers by switching buttons.

This screenshot shows the same "Assigned Permission For Teacher" page after applying a filter. The table now includes a fourth column for "Attendance". The rows for teachers Candice Kennedy, Natalie Ashley, and Byron Chase have checkboxes in both the "Marks" and "Attendance" columns, all of which are checked. The rows for Rafael Hardy, Aphrodite Shaffer, and Fatima Phillips also have checkboxes for both columns, but none are checked.

#	Teacher	Marks	Attendance
1	Candice Kennedy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	Natalie Ashley	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	Byron Chase	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	Rafael Hardy	<input type="checkbox"/>	<input type="checkbox"/>
5	Aphrodite Shaffer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	Fatima Phillips	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

# Managing parents -

The admin can create, update, or remove a parent's information from the application if they want. An admin can only manage their assigned school's information.

## Creating a parent:

To create a parent in Ekattor8, the admin can follow the steps below:

- Log in to the application as an admin.
- Select the "Users" option from the left menu.
- Click on the "Parent" option from the sub-menu.
- Select the "Create parent" button to create a new parent.

The screenshot shows the Ekattor8 application interface. On the left, there is a dark sidebar with the Ekattor 8 logo at the top. Below it are several menu items: Dashboard, Users (which is highlighted with a red box), Admin, Teacher, Accountant, Librarian, Parent (which has a red arrow pointing to it), Student, Teacher Permission, and Admissions. The main content area has a header "Parent" and a sub-header "Home - Users - Parent". It displays a table of existing parents with columns for #, Name, Email, User Info, and Options. Three parents are listed: Emi Goodwin, Linus Fernandez, and Mara Mann. Each parent entry includes a photo, name, email, phone number, address, and an "Actions" dropdown menu. At the top right of the main content area, there is a blue button labeled "Create Parent" with a red arrow pointing to it. In the top right corner of the entire window, there is a user profile for "John Doe" with the title "Admin".

- Provide the new parent's name, email, password, and, birthdate.
- To select the child provide class, section, and, select the child. (Admin can add multiple children by selecting the "+" button or remove children by clicking on the "X" button.)
- Upload a photo of the new parent. (The admin can choose the image from their device)
- Click on the "Create parent" button.

## Parent Update

Home - Users - Parent - Edit

### Name

Emi Goodwin

### Email

parent@example.com

### Birthday

01/04/1989

### Class

### Section

Select a class

Select section

### Child



Marah Petersen



### Gender

Female

### Blood group

B+

### Address

Nihil veritatis nihi

### Phone

+1 (126) 744-9981

### Photo

Choose File

No file chosen

## Updating parent's information:

To update a parent's information in Ekattor8, the admin can follow the steps below:

- Log in to the application as an admin.
- Select the "Users" option from the left menu.
- Click on the "Parent" option from the sub-menu.
- Select a parent from the list.
- Click on the "Action" button for more options.

The screenshot shows the 'Parent' user list page in the Ekattor8 application. The left sidebar has a 'Users' menu item highlighted with a red box and an arrow pointing to it. Below it, the 'Parent' menu item is also highlighted with a red box and an arrow pointing to it. The main content area displays a table with three parent records. The first record, 'Emi Goodwin', has its 'Actions' dropdown menu highlighted with a red box. The dropdown menu contains 'Edit' and 'Delete' options, with 'Edit' being highlighted with a red box and an arrow pointing to it.

#	Name	Email	User Info	Options
1	Emi Goodwin Paramount Secondary School	parent@example.com	Phone: +1 (126) 744-9981 Address: Nihil veritatis nih	Actions
2	Linus Fernandez Paramount Secondary School	ticyvyqy@mailinator.com	Phone: +1 (583) 114-5059 Address: Tempora consequuntur	Actions
3	Mara Mann Paramount Secondary School	kaketi@mailinator.com	Phone: +1 (533) 917-6311 Address: Dolorem sed aut duis	Actions

- Select the "Edit" option from the list

The screenshot shows the 'Edit' modal for a parent record in the Ekattor8 application. The modal displays the details of the first parent record, 'Emi Goodwin'. The 'Edit' button in the bottom right corner of the modal is highlighted with a red box and an arrow pointing to it.

#	Name	Email	User Info	Options
1	Emi Goodwin Paramount Secondary School	parent@example.com	Phone: +1 (126) 744-9981 Address: Nihil veritatis nih	Actions
2	Linus Fernandez Paramount Secondary School	ticyvyqy@mailinator.com	Phone: +1 (583) 114-5059 Address: Tempora consequuntur	Edit Delete
3	Mara Mann Paramount Secondary School	kaketi@mailinator.com	Phone: +1 (533) 917-6311 Address: Dolorem sed aut duis	Actions

- Update required information.
- Click on the "Update parent" button.

## Parent Update

Home - Users - Parent - Edit

### Name

Emi Goodwin

### Email

parent@example.com

### Birthday

01/04/1989

### Class

### Section

Select a class

Select section

### Child

Marah Petersen



### Gender

Female

### Blood group

B+

### Address

Nihil veritatis nihi

### Phone

+1 (126) 744-9981

### Photo

Choose file

No file chosen

## Deleting parent's information:

To delete a parent's information in Ekattor8, the admin can follow the steps below:

- Log in to the application as an admin.
- Select the "Users" option from the left menu.
- Click on the "Parent" option from the sub-menu.
- Select a parent from the list.
- Click on the "Action" button for more options.

The screenshot shows the Ekattor8 application interface. On the left, a sidebar menu is open with the 'Users' item selected and highlighted by a red box. A red arrow points to the 'Parent' item in the list. The main content area is titled 'Parent' and shows a list of users. The first user in the list, 'Emi Goodwin', has an 'Actions' dropdown menu open, with the 'Delete' option highlighted by a red box. The user details for Emi Goodwin include her name, email, phone number, address, and the 'Actions' dropdown menu.

#	Name	Email	User Info	Options
1	Emi Goodwin Paramount Secondary School	parent@example.com	Phone: +1 (126) 744-9981 Address: Nihil veritatis nih	Actions
2	Linus Fernandez Paramount Secondary School	ticyvyqy@mailinator.com	Phone: +1 (583) 114-5059 Address: Tempora consequuntur	Actions
3	Mara Mann Paramount Secondary School	kaketi@mailinator.com	Phone: +1 (533) 917-6311 Address: Dolorem sed aut quis	Actions

- Select the "Delete" option from the list.

The screenshot shows the same 'Parent' user list page as before, but now the 'Delete' option for Linus Fernandez has been selected. A confirmation dialog box is displayed over the list, with the 'Delete' button highlighted by a red box. The user details for Linus Fernandez are visible in the list.

#	Name	Email	User Info	Options
1	Emi Goodwin Paramount Secondary School	parent@example.com	Phone: +1 (126) 744-9981 Address: Nihil veritatis nih	Actions
2	Linus Fernandez Paramount Secondary School	ticyvyqy@mailinator.com	Phone: +1 (583) 114-5059 Address: Tempora consequuntur	Edit Delete
3	Mara Mann Paramount Secondary School	kaketi@mailinator.com	Phone: +1 (533) 917-6311 Address: Dolorem sed aut quis	Actions

- Select the "Yes" button for confirmation.

## Managing accountant -

The school admin can manage their assigned school's accounts. They can add a new accountant for the school, and update or remove the accountant's information from their panel.

## Creating an accountant:

To create an accountant in Ekattor8, the admin can follow the steps below:

- Log in to the application as an admin.
- Select the "Users" option from the left menu.
- Click on the "Accountant" option from the sub-menu.
- Select the "Create accountant" button to create a new accountant.

The screenshot shows the Ekattor8 application interface. On the left, there is a dark sidebar with various user roles: Dashboard, Users (highlighted with a red box), Admin, Teacher, Accountant (highlighted with a red arrow), Librarian, Parent, Student, Teacher Permission, Admissions, and Examination. The main content area has a header with the school name 'Paramount Secondary School' and a profile picture of 'John Doe Admin'. Below the header, the title 'Accountant' is displayed, along with a breadcrumb trail: Home - Users - Accountant. A prominent blue button on the right labeled 'Create Accountant' is highlighted with a red arrow. The central part of the screen is a table listing three accountants with columns for #, Name, Email, User Info, and Options. Each row contains a small profile picture, the name, email address, phone number, and address, followed by an 'Actions' dropdown menu.

#	Name	Email	User Info	Options
1	Marie A. Richardson Paramount Secondary School	accountant@example.com	Phone: 425-289-2256 Address: 4523 Ryder Avenue Seattle, WA 98101	Actions
2	William S. Jones Paramount Secondary School	WilliamSJones@dayrep.com	Phone: 315-606-1478 Address: 4913 Plainfield Avenue Utica, NY 13502	Actions
3	Octavio D. Amico Paramount Secondary School	OctavioDAmico@journapide.com	Phone: 330-672-9274 Address: 4952 Wildwood Street Kent, OH 44240	Actions

- Provide the new accountant's name, email, password, phone number, blood group, and address.
- Upload a photo of the new accountant. (The admin can choose the image from their device)
- Click on the "Create accountant" button.

## Create Accountant

X

Name

Provide accountant name

Email

Provide accountant email

Password

Provide accountant password

Birthday

09/14/2022

Gender

Select gender



Phone number

Provide accountant phone

Blood group

Select a blood group

Address

Provide accountant address

/

Photo

Choose File

No file chosen

Create

### Updating accountant's information:

To update an accountant's information in Ekattor8, the admin can follow the steps below:

- Log in to the application as an admin.
- Select the "Users" option from the left menu.
- Click on the "accountant" option from the sub-menu.
- Select an accountant from the list.
- Click on the "Action" button for more options.

**Accountant**

Home - Users - Accountant

**Create Accountant**

#	Name	Email	User Info	Options
1	<b>Marie A. Richardson</b> Paramount Secondary School	accountant@example.com	<b>Phone:</b> 425-289-2256 <b>Address:</b> 4523 Ryder Avenue Seattle, WA 98101	<b>Actions</b>
2	<b>William S. Jones</b> Paramount Secondary School	WilliamsJones@dayrep.com	<b>Phone:</b> 315-606-1478 <b>Address:</b> 4913 Plainfield Avenue Utica, NY 13502	<b>Actions</b>

- Select the "Edit" option.

**Accountant**

Home - Users - Accountant

**Create Accountant**

#	Name	Email	User Info	Options
1	<b>Marie A. Richardson</b> Paramount Secondary School	accountant@example.com	<b>Phone:</b> 425-289-2256 <b>Address:</b> 4523 Ryder Avenue Seattle, WA 98101	<b>Actions</b>  <b>Edit</b>
2	<b>William S. Jones</b> Paramount Secondary School	WilliamsJones@dayrep.com	<b>Phone:</b> 315-606-1478 <b>Address:</b> 4913 Plainfield Avenue Utica, NY 13502	<b>Actions</b>  <b>Delete</b>
3	<b>Octavio D. Amico</b> Paramount Secondary School	OctavioDAmico@jourrapide.com	<b>Phone:</b> 330-672-9274 <b>Address:</b> 4952 Wildwood Street Kent, OH 44240	<b>Actions</b>

- Update required information.
- Click on the "Update accountant" button.

## Edit Accountant

X

Name

Provide accountant name

Email

Provide accountant email

Password

Provide accountant password

Birthday

09/14/2022

Gender

Select gender



Phone number

Provide accountant phone

Blood group

Select a blood group

Address

Provide accountant address

Photo

Choose File

No file chosen

Create

### Deleting accountant's information:

To delete an accountant's information in Ekattor8, the admin can follow the steps below:

- Log in to the application as an admin.
- Select the "Users" option from the left menu.
- Click on the "Accountant" option from the sub-menu.
- Select an accountant from the list.
- Click on the "Action" button for more options.

**Accountant**

Home - Users - Accountant

#	Name	Email	User Info	Options
1	<b>Marie A. Richardson</b> Paramount Secondary School	accountant@example.com	<b>Phone:</b> 425-289-2256 <b>Address:</b> 4523 Ryder Avenue Seattle, WA 98101	<b>Actions</b> ▾
2	<b>William S. Jones</b> Paramount Secondary School	WilliamsJones@dayrep.com	<b>Phone:</b> 315-606-1478 <b>Address:</b> 4913 Plainfield Avenue Utica, NY 13502	<b>Actions</b> ▾

- Select the "Delete" option.

**Accountant**

Home - Users - Accountant

#	Name	Email	User Info	Options
1	<b>Marie A. Richardson</b> Paramount Secondary School	accountant@example.com	<b>Phone:</b> 425-289-2256 <b>Address:</b> 4523 Ryder Avenue Seattle, WA 98101	<b>Actions</b> ▾
2	<b>William S. Jones</b> Paramount Secondary School	WilliamsJones@dayrep.com	<b>Phone:</b> 315-606-1478 <b>Address:</b> 4913 Plainfield Avenue Utica, NY 13502	<b>Edit</b> <b>Delete</b> ➔
3	<b>Octavio D. Amico</b> Paramount Secondary School	OctavioDAmico@jourrapide.com	<b>Phone:</b> 330-672-9274 <b>Address:</b> 4952 Wildwood Street Kent, OH 44240	<b>Actions</b> ▾

- Select the "Yes" button for confirmation.

## Managing librarian -

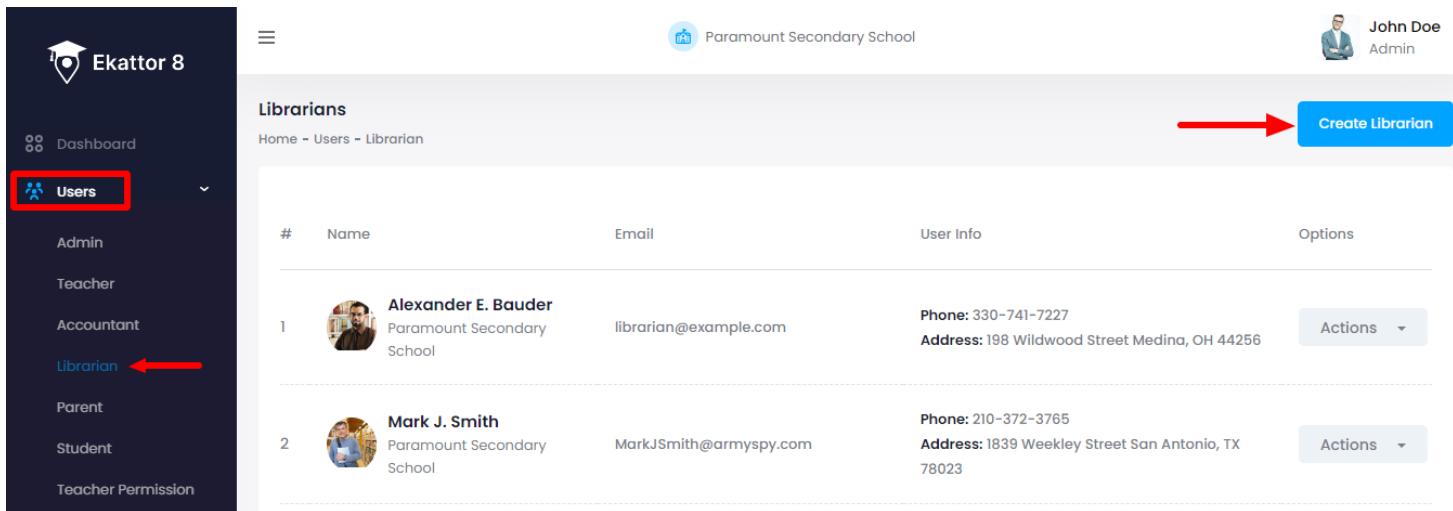
An admin can manage their assigned school's librarians for the library. They can add a new librarian for the school, and update or remove the librarian's information from their panel.

### Creating a librarian:

To create a librarian in Ekattor8, the admin can follow the steps below:

- Log in to the application as an admin.
- Select the "Users" option from the left menu.

- Click on the "**Librarian**" option from the sub-menu.
- Select the "**Create librarian**" button to create a new librarian.



The screenshot shows the Ekattor 8 software interface. On the left, there is a sidebar with the following menu items:

- Dashboard
- Users** (highlighted with a red box)
- Admin
- Teacher
- Accountant
- Librarian** (highlighted with a red arrow pointing to it)
- Parent
- Student
- Teacher Permission

The main content area is titled "Librarians" and shows two entries:

#	Name	Email	User Info	Options
1	Alexander E. Bauder Paramount Secondary School	librarian@example.com	Phone: 330-741-7227 Address: 198 Wildwood Street Medina, OH 44256	Actions
2	Mark J. Smith Paramount Secondary School	MarkJSmith@armyspy.com	Phone: 210-372-3765 Address: 1839 Weekley Street San Antonio, TX 78023	Actions

In the top right corner, there is a user profile for "John Doe Admin" and a blue button labeled "Create Librarian" with a red arrow pointing to it.

- Provide the new librarian's name, email, password, phone number, blood group, and address.
- Upload a photo of the new librarian. (The admin can choose the image from their device)
- Click on the "**Create**" button.

## Create Librarian

X

Name

Provide librarian name

Email

Provide librarian email

Password

Provide librarian password

Birthday

09/14/2022

Gender

Select gender



Phone number

Provide librarian phone

Blood group

Select a blood group

Address

Provide librarian address

Photo

Choose File

No file chosen

Create

### Updating librarian's information:

To update a librarian's information in Ekattor8, the admin can follow the steps below:

- Log in to the application as an admin.
- Select the "Users" option from the left menu.
- Click on the "Librarian" option from the sub-menu.
- Select a librarian from the list.
- Click on the "Action" button for more options.

Ekattor 8

Dashboard

**Users**

Admin

Teacher

Accountant

**Librarian** ←

Parent

Student

Teacher Permission

Paramount Secondary School

John Doe  
Admin

Create Librarian

#	Name	Email	User Info	Options
1	Alexander E. Bauder Paramount Secondary School	librarian@example.com	Phone: 330-741-7227 Address: 198 Wildwood Street Medina, OH 44256	Actions <span style="color: red;">←</span>
2	Mark J. Smith Paramount Secondary School	MarkJSmith@armyspy.com	Phone: 210-372-3765 Address: 1839 Weekley Street San Antonio, TX 78023	Actions <span style="color: red;">←</span>

- Select the "Edit" option.

Librarians

Home - Users - Librarian

Create Librarian

#	Name	Email	User Info	Options
1	Alexander E. Bauder Paramount Secondary School	librarian@example.com	Phone: 330-741-7227 Address: 198 Wildwood Street Medina, OH 44256	Actions <span style="color: red;">←</span>
2	Mark J. Smith Paramount Secondary School	MarkJSmith@armyspy.com	Phone: 210-372-3765 Address: 1839 Weekley Street San Antonio, TX 78023	Edit <span style="color: red;">←</span> Delete

- Update required information.
- Click on the "Update librarian" button.

## Edit Librarian

X

Name

Alexander E. Bauder

Email

librarian@example.com

Birthday

05/06/2000

Gender

Male



Phone number

330-741-7227

Blood group

B+



Address

198 Wildwood Street  
Medina, OH 44256

Photo

Choose File

No file chosen

Update

### Deleting librarian's information:

To delete a librarian's information in Ekattor8, the admin can follow the steps below:

- Log in to the application as an admin.
- Select the "Users" option from the left menu.
- Select a librarian from the list.
- Click on the "Action" button for more options.

Ekattor 8

Dashboard

**Users**

- Admin
- Teacher
- Accountant
- Librarian**
- Parent
- Student
- Teacher Permission

Paramount Secondary School

John Doe Admin

Create Librarian

#	Name	Email	User Info	Options
1	Alexander E. Bauder Paramount Secondary School	librarian@example.com	Phone: 330-741-7227 Address: 198 Wildwood Street Medina, OH 44256	Actions
2	Mark J. Smith Paramount Secondary School	MarkJSmith@armyspy.com	Phone: 210-372-3765 Address: 1839 Weekley Street San Antonio, TX 78023	Actions

- Select the "Delete" option.

Librarians

Home - Users - Librarian

Create Librarian

#	Name	Email	User Info	Options
1	Alexander E. Bauder Paramount Secondary School	librarian@example.com	Phone: 330-741-7227 Address: 198 Wildwood Street Medina, OH 44256	Actions
2	Mark J. Smith Paramount Secondary School	MarkJSmith@armyspy.com	Phone: 210-372-3765 Address: 1839 Weekley Street San Antonio, TX 78023	Edit
3	Sonya R. Harper Paramount Secondary School	SonyaRHarper@teleworm.us	Phone: 617-685-1283 Address: 1476 Valley View Drive Cambridge, MA 02138	Actions

- Select the "Yes" button for confirmation.

## Academic activities

### Daily attendance -

The school admin and teachers can take the attendance of a school. Only the permission-assigned teachers can take the student's attendance from their panel. To take the attendance admin/teacher can follow the steps below:

- Log in to the application as a teacher/admin.
- Select the "Academic" option from the left menu.
- Click on the "Daily Attendance" option from the sub-menu.
- Select the "Take Attendance" button.

The screenshot shows the Ekattor 8 application interface. On the left, there is a sidebar with the following navigation options:

- Ekattor 8
- Dashboard
- Users
- Admissions
- Examination
- Academic** (highlighted with a red box)
- Daily Attendance (highlighted with a red arrow)
- Class List
- Class Routine
- Subjects
- Gradebooks

The main content area is titled "Daily Attendance" and shows the "Attendance Report Of September, 2022". It includes the following details:

- Class: One
- Section: A
- Last Update at: 10-Sep-2022
- Time: 12:44:43

On the right side of the main content area, there is a "Take Attendance" button with a red arrow pointing to it. At the top right, there is a user profile for "John Doe Admin".

- Provide date, class, and section.
- Click on the "Show student list" button to take attendance.

## Take Attendance

Date\*

Class

Select a class

Section

Select section

Show student list

- Click on the "Present/Absent" option to take the student's attendance.
- Select "Present all" or "Absent all" to take daily attendance.
- Choose "Update attendance" to complete the action.

## Take Attendance

X

Date\*

09/14/2022

Class

One

Section

A

Present All

Absent All

Name	Status
Gaurav Nanda	<input checked="" type="radio"/> present <input type="radio"/> absent
Colby Maxwell	<input type="radio"/> present <input checked="" type="radio"/> absent
Soledad G. Parish	<input checked="" type="radio"/> present <input type="radio"/> absent
Iris McGuire	<input checked="" type="radio"/> present <input type="radio"/> absent
Clayton Fernandez	<input checked="" type="radio"/> present <input type="radio"/> absent
Quincy Hicks	<input checked="" type="radio"/> present <input type="radio"/> absent
Whilemina Emerson	<input checked="" type="radio"/> present <input type="radio"/> absent
Dolores M. Sinclair	<input checked="" type="radio"/> present <input type="radio"/> absent
Bertha N. Fisher	<input type="radio"/> present <input checked="" type="radio"/> absent
Louise A. Ragland	<input type="radio"/> present <input checked="" type="radio"/> absent

Update attendance

Admin, teachers, students, and parents can see the attendance history by providing the required information from their panel. For this they can follow the steps below:

- Log in to the application as a user.
- Select the "**Academic**" option from the left menu.
- Click on the "**Daily Attendance**" option from the sub-menu.
- Provide required information.
- Click on the "**Filter**" button to see the attendance of students.



## Daily Attendance

Home - Academic - Daily Attendance

[Take Attendance](#)

September

2022

One

A

[Filter](#) [Export](#)

## Attendance Report Of September, 2022

Class: One

Section: A

Last Update at: 10-Sep-2022

Time: 12:44:43



Student / Date	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Gaurav Nanda	x																			
Colby Maxwell								x	x											
Soledad G. Parish	x							x												
Iris McGuire								x												
Clayton Fernandez					x															
Quincy Hicks							x													
Whilemina Emerson								x												
Dolores M. Sinclair			x																	

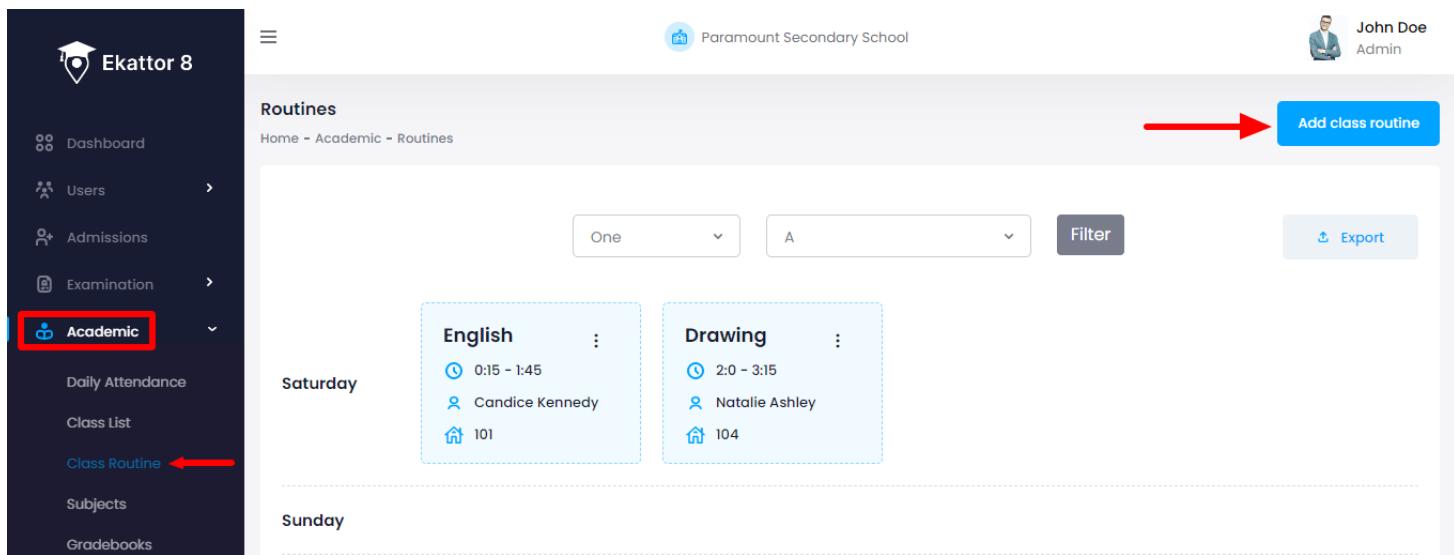
## Class routine -

The admin can create the class routine for the students in a particular school in Ekattor 8. The school admin can update or remove the class routine whenever they need it. Teachers, students, and parents can see the academic class routine by providing the required information from their panel.

## Adding a class routine:

To add a routine for a class, the admin can follow the steps below:

- Log in to the application as an admin.
- Select the "Academic" option from the left menu.
- Click on the "Class routine" option from the sub-menu.
- Tap on the "Add class routine" button.



The screenshot shows the Ekattor 8 software interface. On the left, there is a dark sidebar with various menu items: Dashboard, Users, Admissions, Examination, Academic (which is highlighted with a red box), Daily Attendance, Class List, Class Routine (which has a red arrow pointing to it), Subjects, and Gradebooks. The main content area is titled 'Routines' and shows 'Paramount Secondary School'. It displays routines for Saturday and Sunday. For Saturday, there are two boxes: 'English' (0:15 - 1:45, Candice Kennedy, Room 101) and 'Drawing' (2:0 - 3:15, Natalie Ashley, Room 104). For Sunday, there is one box labeled 'Sunday'. At the top right, there is a user profile for 'John Doe Admin'. A large red arrow points to the 'Add class routine' button at the top right of the main content area.

- Provide required information to create a class routine.
- Click on the "Add class routine" button to save the syllabus.

## Add class routine

X

Class

Section

Subject

Teacher

Class room

Day

Starting hour

Starting minute

Ending hour

Ending minute

Add routine

**Updating a class routine:**

The admin can also update the class routine for a particular class or section. For this, the admin can follow the steps below:

- Log in to the application as an admin.
- Select the "**Academic**" option from the left menu.
- Click on the "**Class routine**" option from the sub-menu.
- Provide required information and click on the "**Filter**" button to manage the individual class routine.
- Select the more icon for more potion

The screenshot shows a web-based application for managing class routines. At the top, there are dropdown menus for 'One' and 'A' with a 'Filter' button. Below this, the interface is organized by day: Saturday, Sunday, Monday, and Tuesday. Each day has two routines listed in boxes with dashed borders. On Saturday, the routines are English and Drawing. English has details: 0:15 - 1:45, Candice Kennedy, and room 101. Drawing has details: 2:0 - 3:15, Natalie Ashley, and room 104. A red arrow points to the three-dot menu icon next to the Drawing routine. On Sunday, the routines are Mathematics and Bangla. Mathematics has details: 0:0 - 1:15, Byron Chase, and room 104. Bangla has details: 1:30 - 2:15, Rafael Hardy, and room 105. On Monday, the routines are English and Mathematics. English has details: 0:15 - 1:0, Candice Kennedy, and room 101. Mathematics has details: 1:15 - 2:0, Byron Chase, and room 104. On Tuesday, the routines are English and Mathematics. English has details: 0:15 - 1:0, Candice Kennedy, and room 101. Mathematics has details: 1:15 - 2:0, Byron Chase, and room 104.

Day	Routine	Time	Teacher	Room
Saturday	English	0:15 – 1:45	Candice Kennedy	101
	Drawing	2:0 – 3:15	Natalie Ashley	104
Sunday	Mathematics	0:0 – 1:15	Byron Chase	104
Monday	Bangla	1:30 – 2:15	Rafael Hardy	105
	English	0:15 – 1:0	Candice Kennedy	101
Tuesday	Mathematics	1:15 – 2:0	Byron Chase	104
	English	0:15 – 1:0	Candice Kennedy	101

- Click on the "Edit" option

## Routines

Home - Academic - Routines

Add class routine

One

A

Filter

Export

Saturday

English :

🕒 0:15 - 1:45

👤 Candice Kennedy

🏠 101

Drawing :

🕒 1:45 - 2:15

👤 Candice Kennedy

🏠 101

**Edit** 

Delete

Sunday

Monday

Mathematics :

🕒 0:0 - 1:15

👤 Byron Chase

🏠 104

Bangla :

🕒 1:30 - 2:15

👤 Rafael Hardy

🏠 105

- Update required information.
- Click on the "**Edit class routine**" button to save the updated class routine.

## Edit class routine

X

Class

Section

Subject

Teacher

Class room

Day

Starting hour

Starting minute

Ending hour

Ending minute

**Update routine**

**Removing a class routine:**

The admin can remove a class's routine from their panel. To remove a class routine, the admin can follow the steps below:

- Log in to the application as an admin.
- Select the "**Academic**" option from the left menu.
- Click on the "**Class routine**" option from the sub-menu.
- Provide required information and click on the "**Filter**" button to manage the individual class routine.
- Select the more icon for more potion

The screenshot shows a web-based application for managing class routines. At the top, there are dropdown menus for 'One' and 'A' with a 'Filter' button. Below this, the interface is organized by day: Saturday, Sunday, Monday, and Tuesday. Each day section contains two boxes representing different classes. On Saturday, the English routine is shown with details: 0:15 - 1:45, Candice Kennedy, and room 101. The Drawing routine is shown with details: 2:0 - 3:15, Natalie Ashley, and room 104. A red arrow points to the three-dot menu icon next to the Drawing routine. On Sunday, the Mathematics and Bangla routines are listed. On Monday, the Mathematics and Bangla routines are listed. On Tuesday, the English and Mathematics routines are listed.

Day	Class	Time	Teacher	Room
Saturday	English	0:15 - 1:45	Candice Kennedy	101
	Drawing	2:0 - 3:15	Natalie Ashley	104
Sunday	Mathematics	0:0 - 1:15	Byron Chase	104
Monday	Bangla	1:30 - 2:15	Rafael Hardy	105
Tuesday	English	0:15 - 1:0	Candice Kennedy	101
	Mathematics	1:15 - 2:0	Byron Chase	104

- Click on the "**Delete**" option



Routines

Home - Academic - Routines

Add class routine

One A Filter Export

Saturday

English :  
🕒 0:15 - 1:45  
👤 Candice Kennedy  
🏡 101

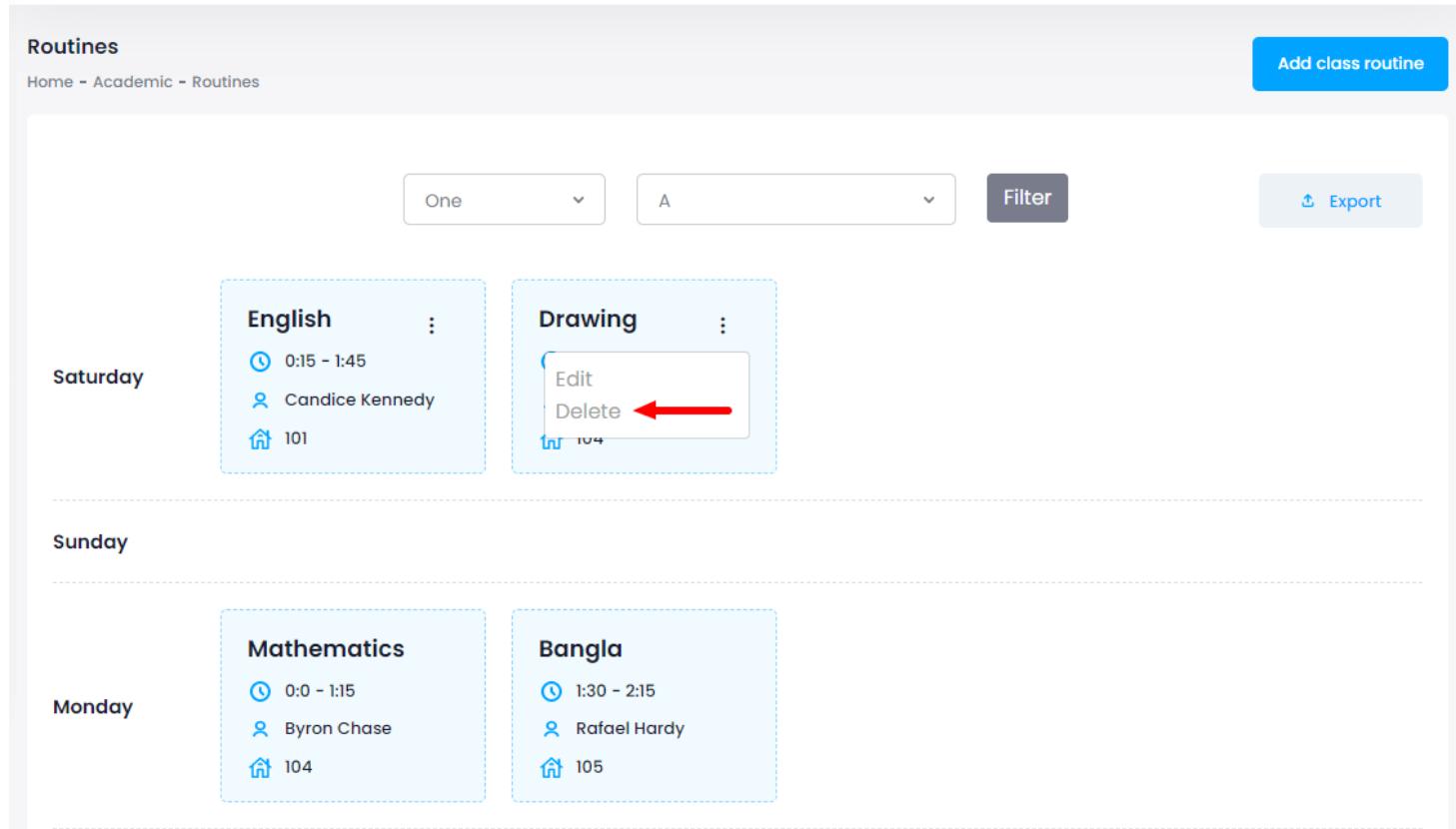
Drawing :  
Edit  
Delete   
🕒 1:45

Sunday

Monday

Mathematics :  
🕒 0:0 - 1:15  
👤 Byron Chase  
🏡 104

Bangla :  
🕒 1:30 - 2:15  
👤 Rafael Hardy  
🏡 105



- Click on the "Yes" button for confirmation.

## Subject -

The admin can select subjects for the classes in the assigned school in Ekattor 8. The school admin can update, remove, or add subjects to the classes whenever their need. Teachers, students, and parents can see the subjects by providing the required information from their panel.

### Adding subject for a class:

To add subjects for a class, the admin can follow the steps below:

- Log in to the application as an admin.
- Select the "Academic" option from the left menu.
- Click on the "Subjects" option from the sub-menu.
- Tap on the "Add Subject" button.

The screenshot shows the Ekattor 8 application interface. On the left, a dark sidebar menu includes options like Dashboard, Users, Admissions, Examination, Academic (which is selected and highlighted in red), Daily Attendance, Class List, Class Routine, Subjects (with a red arrow pointing to it), Gradebooks, and Syllabus. The main content area is titled 'Subjects' and shows a list of subjects with columns for #, Name, Class, and Action. The subjects listed are Bangla, English, Drawing, Mathematics, and another Drawing entry. A red arrow points to the '+ Add subject' button in the top right corner. The top right also shows the user profile of John Doe, Admin.

#	Name	Class	Action
1	Bangla	One	Actions
2	English	One	Actions
3	Drawing	One	Actions
4	Mathematics	One	Actions
5	Drawing	Two	Actions

- Provide required information to create a subject for a class.
- Click on the "**Add subject**" button to save the syllabus.

## Create Subject

Class

Select a class

Name

Provide subject name

Create subject

### Updating a subject:

The admin can also update the subjects for a particular class or section. For this, the admin can follow the steps below:

- Log in to the application as an admin.
- Select the "**Academic**" option from the left menu.
- Click on the "**Subjects**" option from the sub-menu.
- Provide required information and click on the "**Filter**" button to manage the individual subject.
- Select the "**Action**" button for more options.

The screenshot shows the Ekattor 8 platform interface. On the left, a dark sidebar lists various administrative functions: Dashboard, Users, Admissions, Examination, Academic (which is selected and highlighted in blue), Daily Attendance, Class List, Class Routine, Subjects (with a red arrow pointing to it), Gradebooks, Syllabus, and Class Room. The main content area is titled 'Subjects' and shows a list of subjects with columns for '#', 'Name', 'Class', and 'Action'. The 'Action' column contains a dropdown menu with options 'Actions' and 'Edit'. A red box highlights the 'Actions' dropdown for the first subject, 'Bangla'. At the top right, there's a user profile for 'John Doe' (Admin) and a blue button '+ Add subject'.

#	Name	Class	Action
1	Bangla	One	Actions
2	English	One	Actions
3	Drawing	One	Actions
4	Mathematics	One	Actions
5	Drawing	Two	Actions
6	Mathematics	Two	Actions

- Click on the "Edit" option.

This screenshot shows the same 'Subjects' page as the previous one, but for the second subject, 'English'. A red arrow points to the 'Edit' button in the dropdown menu of the 'Actions' column for the second row. The rest of the interface is identical to the first screenshot, including the sidebar and the list of subjects with their respective details and action menus.

#	Name	Class	Action
1	Bangla	One	Actions
2	English	One	Edit
3	Drawing	One	Actions
4	Mathematics	One	Actions
5	Drawing	Two	Actions

- Update required information.
- Click on the "Edit subject" button to save the updated information.

## Edit Subject

X

Class

One

Name

Bangla

Update subject

### Removing a subject from the class:

The admin can remove a class's subject from Ekattor 8. To remove a class routine, the admin can follow the steps below:

- Log in to the application as an admin.
- Select the "Academic" option from the left menu.
- Click on the "Subjects" option from the sub-menu.
- Provide required information and click on the "Filter" button to manage the subjects.
- Select the "Action" button for more options.

The screenshot shows the Ekattor 8 application interface. On the left, there is a dark sidebar with the following navigation options: Dashboard, Users, Admissions, Examination, Academic (which is selected and highlighted with a red box), Daily Attendance, Class List, Class Routine, Subjects (which has a red arrow pointing to it), Gradebooks, Syllabus, and Class Room. The main content area is titled "Subjects" and shows a list of subjects for the class "One". The list includes: Bangla (id 1), English (id 2), Drawing (id 3), Mathematics (id 4), Drawing (id 5), and Mathematics (id 6). Each subject row has an "Actions" button at the end, which is also highlighted with a red box. At the top right of the main content area, there is a user profile for "John Doe" (Admin) and a "+ Add subject" button. The top bar also displays the school name "Paramount Secondary School".

#	Name	Class	Action
1	Bangla	One	Actions
2	English	One	Actions
3	Drawing	One	Actions
4	Mathematics	One	Actions
5	Drawing	Two	Actions
6	Mathematics	Two	Actions

- Click on the "Delete" option.

#	Name	Class	Action
1	Bangla	One	<button>Actions ▾</button>
2	English	One	<button>Actions ▾</button>
3	Drawing	One	<button>Actions ▾</button>
4	Mathematics	One	<button>Actions ▾</button>

- Click on the "Yes" button for confirmation.

## Syllabus -

The admin and teachers can create the syllabus for the classes in a particular school in Ekattor 8. The school admin and teachers can update or remove the academic syllabus whenever they want. Students and parents can see the academic syllabus by providing the required information from their panel.

### Adding class syllabus:

To add a syllabus for the students, the admin and teachers can follow the steps below:

- Log in to the application as an admin or teacher.
- Select the "Academic" option from the left menu.
- Click on the "Syllabus" option from the sub-menu.
- Tap on the "Add syllabus" button.

Syllabus

Home - Academic - Syllabus

Class One Section A Filter

Title	Syllabus	Subject	Option
Exam	<a href="#">Download</a>	Bangla	<a href="#">Actions</a>
Class test	<a href="#">Download</a>	English	<a href="#">Actions</a>
final	<a href="#">Download</a>	Mathematics	<a href="#">Actions</a>

+ Add syllabus

Dashboard

Users

Admissions

Examination

Academic

Daily Attendance

Class List

Class Routine

Subjects

Gradebooks

Syllabus

Class Room

By Creativeitem

- Add syllabus title, class, section, and subject.
- Upload syllabus (The admin can upload syllabus files from their devices)
- Click on the "**Add class syllabus**" button to save the syllabus.

## Create syllabus

Title

Class

Section

Subject

Upload syllabus

Choose File No file chosen

Add syllabus

**Updating class syllabus:**

The admin or teacher can also update the syllabus for a particular class or section. For this, they can follow the steps below:

- Log in to the application as an admin or teacher.
- Select the "Academic" option from the left menu.
- Click on the "Syllabus" option from the sub-menu.
- Provide required information and click on the "Filter" button to manage the individual class syllabus.
- Select the "Action" button for more options.

The screenshot shows the Ekattor 8 application interface. On the left, a dark sidebar menu is visible with various options like Dashboard, Users, Admissions, Examination, Academic, Daily Attendance, Class List, Class Routine, Subjects, Gradebooks, Syllabus, and Class Room. The 'Academic' option is selected and highlighted with a red box. A red arrow points to the 'Syllabus' option in the list. The main content area is titled 'Syllabus' and shows a table of existing syllabus entries. The table has columns for Title, Syllabus, Subject, and Option. Each row contains a 'Download' button and an 'Actions' dropdown menu. The 'Actions' menu for the first row is open, with a red box highlighting the 'Edit' option. At the top right of the content area, there is a user profile for 'John Doe Admin' and a blue button '+ Add syllabus'.

Title	Syllabus	Subject	Option
Exam	<a href="#">Download</a>	Bangla	<a href="#">Actions</a>
Class test	<a href="#">Download</a>	English	<a href="#">Actions</a>
final	<a href="#">Download</a>	Mathematics	<a href="#">Actions</a>

- Click on the "Edit" button.

This screenshot shows the 'Syllabus' management page with a similar layout to the previous one. It features a sidebar with the 'Academic' option selected and a red arrow pointing to the 'Syllabus' option. The main table lists three syllabus entries: 'Exam' (Bangla), 'Class test' (English), and 'final' (Mathematics). Each entry has a 'Download' button and an 'Actions' dropdown menu. A red box highlights the 'Edit' option in the 'Actions' menu for the 'final' entry. The 'Actions' menu also includes a 'Delete' option. The top right of the page has a blue '+ Add syllabus' button.

Title	Syllabus	Subject	Option
Exam	<a href="#">Download</a>	Bangla	<a href="#">Actions</a>
Class test	<a href="#">Download</a>	English	<a href="#">Actions</a>
final	<a href="#">Download</a>	Mathematics	<a href="#">Actions</a>

- Update required information.
- Click on the "Edit class syllabus" button to save the updated syllabus.

## Edit syllabus

X

Title

Exam

Class

One

Section

A

Subject

Bangla

Upload syllabus

Choose File

No file chosen

Edit syllabus

### Removing class syllabus:

The admin and teachers can remove a particular class's syllabus from their panel. To remove a class syllabus, they can follow the steps below:

- Log in to the application as an admin or teacher.
- Select the "**Academic**" option from the left menu.
- Click on the "**Syllabus**" option from the sub-menu.
- Provide required information and click on the "**Filter**" button to manage the individual class syllabus.
- Select the "**Action**" button for more options.

The screenshot shows the Ekattor 8 application's Syllabus page. On the left sidebar, under the Academic section, the 'Syllabus' option is highlighted with a red arrow pointing to it. The main content area displays a table of syllabus entries. At the top of the table, there are filters for 'Class' (set to 'One') and 'Section' (set to 'A'). A 'Filter' button is located to the right of the filters. The table has columns for 'Title', 'Syllabus', 'Subject', and 'Option'. The 'Option' column contains a dropdown menu with 'Actions' and a red box highlighting it. The table rows show three entries: 'Exam' (Bangla), 'Class test' (English), and 'final' (Mathematics). Each row has a 'Download' button next to the 'Syllabus' column.

- Click on the "Delete" button.

This screenshot shows the same Syllabus page as the previous one, but with a modal dialog box overlaid. The dialog box has a 'Delete' button highlighted with a red arrow. The rest of the interface remains the same, including the sidebar, filters, and table of syllabus entries.

- Click on the "Yes" button for confirmation.

Students and parents can see the class routine and download it by providing the required information from their panel. For this they can follow the steps below:

- Log in to the application as a user.
- Select the "Academic" option from the left menu.
- Click on the "Syllabus" option from the sub-menu.
- Provide required information.
- Click on the "Filter" button to see the syllabus
- Choose a syllabus.
- Select the "Download" button from the selected syllabus to download.

Class	Section		
One	A	<button>Filter</button>	
Title	Syllabus	Subject	Option
Exam	<button>Download</button>	Bangla	<button>Actions</button>
Class test	<button>Download</button>	English	<button>Actions</button>
final	<button>Download</button>	Mathematics	<button>Actions</button>

The students and parents can also download the class routine by selecting the "**Export report**" button after clicking on the "**Filter**" button. They can download the class routine in 3 different ways. They are:

1. As PDF file
2. Get the hardcopy through Printout

## Class -

The admin can add classes for the assigned school in Ekattor 8. The school admin can update, remove, or add classes to their school.

### Adding a new class:

To add a class, the admin can follow the steps below:

- Log in to the application as an admin.
- Select the "**Academic**" option from the left menu.
- Click on the "**Class list**" option from the sub-menu.
- Tap on the "**Add class**" button.

Ekattor 8

Dashboard

Users

Admissions

Examination

**Academic**

Daily Attendance

**Class List** ←

Class Routine

Subjects

Gradebooks

Syllabus

Paramount Secondary School

John Doe Admin

#	Name	Section	Action
1	One	A	Actions
2	Two	A	Actions
3	Three	A	Actions
4	Four	A	Actions
5	Five	A	Actions
6	Six	A	Actions

- Provide required information to create a class.
- Click on the "**Add subject**" button to save a new class.

### Create Class

X

Name

Create class

### Updating a class:

The admin can also update classes for the assigned school. For this, the admin can follow the steps below:

- Log in to the application as an admin.
- Select the "**Academic**" option from the left menu.
- Click on the "**Class list**" option from the sub-menu.
- Select a class
- Click on the "**Action**" button for more options.

The screenshot shows the Ekattor 8 application interface. On the left, there is a sidebar with the following menu items:

- Dashboard
- Users
- Admissions
- Examination
- Academic** (highlighted with a red box)
- Daily Attendance
- Class List** (highlighted with a red arrow pointing to it)
- Class Routine

The main content area is titled "Classes" and shows a table with the following data:

#	Name	Section	Action
1	One	A	Actions
2	Two	A	Actions
3	Three	A	Actions
4	Four	A	Actions

A red box highlights the "Actions" button for the first row, and a red arrow points to the "Actions" button for the second row.

- Select the "**Edit class**" button.

The screenshot shows the "Edit Class" modal. It has a "Name" input field containing "One" and a blue "Update class" button at the bottom.

When the "Actions" button is clicked, a dropdown menu appears with the following options:

- Edit Section
- Edit Class** (highlighted with a red arrow)
- Delete

- Update required information.
- Click on the "**Edit class**" button to save the updated information.

### Edit Class

X

Name

**Update class**

## Removing a class:

The admin can remove a class from Ekattor 8. To remove a class, the admin can follow the steps below:

- Log in to the application as an admin.
- Select the "**Academic**" option from the left menu.
- Click on the "**Class list**" option from the sub-menu.
- Select a class.

- Click on the "Action" button for more options.

The screenshot shows the Ekattor 8 application's 'Academic' section. The 'Academic' menu item is highlighted with a red box. Below it, the 'Class List' option is also highlighted with a red arrow. The main content area displays a table of classes with columns for '#', 'Name', 'Section', and 'Action'. The 'Actions' column for the first row is highlighted with a red box.

#	Name	Section	Action
1	One	A	Actions
2	Two	A	Actions
3	Three	A	Actions
4	Four	A	Actions

- Select the "Delete" button.

The screenshot shows the 'Classes' list with five entries. The 'Actions' column for the second row is highlighted with a red box. A context menu is open over the second row, listing 'Edit Section', 'Edit Class' (which is highlighted with a red arrow), and 'Delete'.

#	Name	Section	Action
1	One	A	Actions
2	Two	A	Actions
3	Three	A	Actions
4	Four	A	Actions
5	Five	A	Actions

- Click on the "Yes" button for confirmation.

## Managing class section:

Admin can also manage sections based on their classes. The admin can add or remove a section within a few clicks. To manage sections the admin can follow the below:

- Log in to the application as an admin.
- Select the "Academic" option from the left menu.
- Click on the "Class list" option from the sub-menu.
- Select a class
- Click on the "Action" button for more options.

Ekattor 8

Dashboard

Users

Admissions

Examination

**Academic**

Daily Attendance

Class List

Class Routine

Paramount Secondary School

John Doe Admin

Add class

#	Name	Section	Action
1	One	A	Actions
2	Two	A	Actions
3	Three	A	Actions
4	Four	A	Actions

- Select the "**Edit section**" button.

Classes

Home - Academic - Classes

Paramount Secondary School

John Doe Admin

Add class

#	Name	Section	Action
1	One	A	Actions
2	Two	A	Actions
3	Three	A	Actions
4	Four	A	Actions
5	Five	A	Actions
6	Six	A	Actions

Actions

Edit Section

Edit Class

Delete

- Add a section by clicking the "+" button and remove the section by clicking the "-" button.  
(Admin can also change the section name)
- Click on the "**Update**" button to save the sections.

## Edit Section

A	<span style="background-color: green; color: white; padding: 5px 10px; border-radius: 5px;">+</span>
B	<span style="background-color: red; color: white; padding: 5px 10px; border-radius: 5px;">-</span>
C	<span style="background-color: red; color: white; padding: 5px 10px; border-radius: 5px;">-</span>

Update

## Classroom -

The admin can manage classrooms for the assigned school in Ekattor 8. The school admin can update, remove, or add classrooms to their school.

### Adding a new classroom:

To add a classroom, the admin can follow the steps below:

- Log in to the application as an admin.
- Select the "Academic" option from the left menu.
- Click on the "Classroom" option from the sub-menu.
- Tap on the "Add Classroom" button.

The screenshot shows the Ekattor 8 application's 'Class Rooms' page. On the left, a sidebar menu is visible with a red box around the 'Academic' section. Under 'Academic', the 'Class Room' link is highlighted with a red arrow. The main content area shows a table of existing classrooms numbered 1 to 7, each with an 'Actions' dropdown menu. At the top right of the content area, there is a blue button labeled '+ Add class room' with a red arrow pointing to it. The top right corner of the screen displays the user profile of 'John Doe Admin'.

#	Name	Action
1	101	Actions
2	102	Actions
3	103	Actions
4	104	Actions
5	105	Actions
6	106	Actions
7	107	Actions

- Provide required information to create a classroom.
- Click on the "Add subject" button to save a new classroom.

## Create Class Room

X

Name

Provide class room name

Create

### Updating a classroom:

The admin can also update classrooms for assigned schools. For this, the admin can follow the steps below:

- Log in to the application as an admin.
- Select the "**Academic**" option from the left menu.
- Click on the "**Classroom**" option from the sub-menu.
- Select a class.
- Click on the "**Action**" button for more options.

The screenshot shows the Ekattor 8 application interface. On the left, there is a dark sidebar with the following navigation options: Dashboard, Users, Admissions, Examination, Academic (which is selected and highlighted with a red box), Daily Attendance, Class List, Class Routine, Subjects, Gradebooks, Syllabus, Class Room (which has a red arrow pointing to it), and Department. The main content area is titled "Class Rooms" and shows a list of seven entries. Each entry has columns for "#", "Name", and "Action". The "Action" column for the first entry (ID 1) has a dropdown menu labeled "Actions" with a red box around it. The other "Actions" dropdowns for the other rows are also visible but not highlighted.

#	Name	Action
1	I01	Actions
2	I02	Actions
3	I03	Actions
4	I04	Actions
5	I05	Actions
6	I06	Actions
7	I07	Actions

- Select the "**Edit**" option.

## Class Rooms

Home - Academic - Class Rooms

+ Add class room

#	Name	Action
1	101	Actions
2	102	Edit 
3	103	Actions
4	104	Actions
5	105	Actions

- Update required information.
- Click on the "**Edit classroom**" button to save the updated information.

## Edit Class Room



Name

Create

## Removing a classroom:

The admin can remove a classroom from Ekattor 8. To remove a class, the admin can follow the steps below:

- Log in to the application as an admin.
- Select the "**Academic**" option from the left menu.
- Click on the "**Classroom**" option from the sub-menu.
- Select a classroom.
- Click on the "**Action**" button for more options.

Ekattor 8

Dashboard

Users

Admissions

Examination

**Academic**

Daily Attendance

Class List

Class Routine

Subjects

Gradebooks

Syllabus

**Class Room** ←

Department

Paramount Secondary School

John Doe Admin

+ Add class room

#	Name	Action
1	I01	Actions <span style="border: 2px solid red; padding: 2px;"> </span>
2	I02	Actions <span style="border: 1px solid #ccc; padding: 2px;"> </span>
3	I03	Actions <span style="border: 1px solid #ccc; padding: 2px;"> </span>
4	I04	Actions <span style="border: 1px solid #ccc; padding: 2px;"> </span>
5	I05	Actions <span style="border: 1px solid #ccc; padding: 2px;"> </span>
6	I06	Actions <span style="border: 1px solid #ccc; padding: 2px;"> </span>
7	I07	Actions <span style="border: 1px solid #ccc; padding: 2px;"> </span>

- Select the "**Delete**" option.

Class Rooms

Home - Academic - Class Rooms

+ Add class room

#	Name	Action
1	I01	Actions <span style="border: 2px solid red; padding: 2px;"> </span>
2	I02	Actions <span style="border: 1px solid #ccc; padding: 2px;"> </span>
3	I03	Actions <span style="border: 1px solid #ccc; padding: 2px;"> </span>
4	I04	Actions <span style="border: 1px solid #ccc; padding: 2px;"> </span>
5	I05	Actions <span style="border: 1px solid #ccc; padding: 2px;"> </span>

Edit  
Delete ←  
Actions

- Click on the "**Yes**" button for confirmation.

## Department -

The admin can manage multiple departments in a school. The school admin can update, remove, or add departments to their school.

### Adding a new department:

To add a department, the admin can follow the steps below:

- Log in to the application as an admin.
- Select the "**Academic**" option from the left menu.

- Click on the "Department" option from the sub-menu.
- Tap on the "Add department" button.

The screenshot shows the Ekattor 8 application's 'Academic' section. On the left, a sidebar menu includes 'Dashboard', 'Users', 'Admissions', 'Examination', 'Academic' (which is selected and highlighted with a red box), 'Daily Attendance', 'Class List', 'Class Routine', 'Subjects', 'Gradebooks', 'Syllabus', 'Class Room', and 'Department'. The main content area is titled 'Departments' and shows a list of four existing departments: English, Mathematics, Bangla, and Drawing. Each department entry has an 'Actions' dropdown menu. At the top right of the content area is a blue button labeled '+ Add department' with a red arrow pointing to it. In the top right corner of the screen, there is a user profile for 'John Doe Admin'.

- Provide required information to create a department.
  - Click on the "Add department" button to save a new department. ekattor-8-adding-department-2.png
- Updating a department: The admin can also update departments for assigned schools. For this, the

### Create Department

Name

## Updating a department:

The admin can also update departments for assigned schools. For this, the school admin can follow the steps below:

- Log in to the application as an admin.
- Select the "Academic" option from the left menu.
- Click on the "Department" option from the sub-menu.
- Select a class
- Click on the "Action" button for more options.

The screenshot shows the Ekattor 8 application interface. On the left, a dark sidebar menu is open, showing options like Dashboard, Users, Admissions, Examination, Academic, Daily Attendance, Class List, Class Routine, Subjects, Gradebooks, Syllabus, Class Room, and Department. The 'Academic' option is selected and highlighted with a red box. A red arrow points to the 'Department' option at the bottom of the sidebar. The main content area is titled 'Departments' and shows a list of four departments: English, Mathematics, Bangla, and Drawing. Each department has a row with columns for '#', 'Name', and 'Action'. A red box highlights the 'Actions' dropdown for the first row. At the top right, there is a user profile for 'John Doe' (Admin) and a blue button '+ Add department'.

- Select the "Edit" option.

The screenshot shows the 'Edit Department' modal. It has a title 'Edit Department' with a close button 'X'. The form contains a single input field labeled 'Name' with the value 'English'. Below the input field is a blue 'Update' button. In the background, the main 'Departments' page is visible, showing the same list of departments. A red arrow points to the 'Edit' button in the dropdown menu of the second department's action row.

- Update required information.
- Click on the "Edit" button to save the updated information.

### Edit Department

Name

Update

## Removing a department:

The admin can remove a department from Ekattor 8. To remove a department, the admin can follow the steps below:

- Log in to the application as an admin.

- Select the "Academic" option from the left menu.
- Click on the "Department" option from the sub-menu.
- Select a department.
- Click on the "Action" button for more options.

The screenshot shows the Ekattor 8 application's interface. On the left, there's a dark sidebar with various menu items: Dashboard, Users, Admissions, Examination, Academic (which is selected and highlighted with a red box), Daily Attendance, Class List, Class Routine, Subjects, Gradebooks, Syllabus, Class Room, and Department (which has a red arrow pointing to it). The main content area is titled 'Departments' and shows a table with four rows. Each row contains a number (#), a name (Name), and an 'Action' column with a dropdown menu. The 'Actions' column for the fourth row is highlighted with a red box, and a red arrow points to the 'Delete' option within that menu. At the top right of the main area, there's a user profile for 'John Doe' (Admin) and a '+ Add department' button.

#	Name	Action
1	English	Actions
2	Mathematics	Actions
3	Bangla	Actions
4	Drawing	Actions

- Select the "Delete" option.

This screenshot shows the same interface as the previous one, but the 'Actions' dropdown menu for the second department (Mathematics) is open. Within this menu, the 'Delete' option is highlighted with a red box and has a red arrow pointing to it. The rest of the interface remains the same, with the sidebar and the table of departments.

#	Name	Action
1	English	Actions
2	Mathematics	Edit Delete
3	Bangla	ACTIONS
4	Drawing	Actions

- Click on the "Yes" button for confirmation.

## Grade book -

The admin and the teachers can see the exam results through the grade book option. They can specifically overview students' exam results by class, section, and exam name. With this grade book, admin and teachers can easily understand the exam result of a particular class or section, or exam. To watch the grade book, the admin and teachers can follow the steps below:

- Log in to the application.
- Select the "Academic" option from the left menu.

- Click on the "**Gradebooks**" option from the sub-menu.
- Provide required information and click on the "**Filter**" button to see the exam result of a particular class, section, or exam.

#	Student Name	Bangla	English	Drawing	Mathematics
1	Gaurav Nanda	40	40	40	39
2	Colby Maxwell	42	42	45	44
3	Soledad G. Parish	30	36	35	35
4	Iris McGuire	29	30	34	33
5	Clayton Fernandez	39	39	33	38

The admin or teachers can also download the grade book by selecting the "**Export report**" button after clicking on the "**Filter**" button. They can download the grade books in 3 different ways. They are:

1. As PDF file
2. Get the hardcopy through Printout

# Exam management

## Offline Exam -

A school admin can create the examination and publish the exam date at a school. They can also add, update, or remove exams, exam dates, or other related information within a few clicks.

### Adding an exam:

To add an exam to the school, the admin can follow the steps below:

- Log in to the application.
- Select the "**Examination**" option from the left menu.
- Click on the "**Offline exam**" button from the sub-menu.
- Select the "**Add exam**" button to add a new exam.

The screenshot shows the Ekattor 8 software interface for managing examinations. On the left, there's a sidebar with links: Dashboard, Users, Admissions, Examination (which is highlighted with a red box), Exam Category, Offline Exam (which has a red arrow pointing to it), Marks, Grades, and Promotion. The main content area is titled "Offline Exam" and shows a list of existing exams with columns for #, Exam, Starting Time, Ending Time, Total Marks, and Action. At the top right of this area is a blue "Add Exam" button with a red arrow pointing to it. The top right corner of the screen also shows the user profile of John Doe, Admin.

#	Exam	Starting Time	Ending Time	Total Marks	Action
1	Class test	09 Jun 2022 - 12:00 PM	09 Sep 2022 - 02:00 PM	50	Actions
2	Midterm exam	11 Feb 2022 - 12:00 PM	11 Feb 2022 - 02:00 PM	100	Actions
3	Final exam	02 Apr 2023 - 12:00 PM	02 Apr 2023 - 02:00 PM	100	Actions

- Provide the required information about the new exam.
- Click on the "**Create**" button.

## Create Exam

X

Exam Name

Class

Subject

Starting date\*

Starting time\*

 X

Ending date\*

Ending time\*

 X

Total marks\*

**Create**

### Updating an examination:

The admin can update the information about the exam after creating them. To update the examination's information, the admin can follow the steps below:

- Log in to the application.
- Select the "**Examination**" option from the left menu.
- Click on the "**Offline exam**" button from the sub-menu.
- Select a class to find the exam quickly and click on the "**Filter**" button.
- Select an exam from the list.
- Click on the "**Action**" button for more options.

The screenshot shows the Ekattor 8 software interface. On the left, there is a dark sidebar with the following navigation options: Dashboard, Users, Admissions, Examination (which is highlighted with a red box), Exam Category, Offline Exam (which has a red arrow pointing to it), Marks, Grades, and Promotion. The main content area is titled "Offline Exam" and shows a list of exams with the following columns: #, Exam, Starting Time, Ending Time, Total Marks, and Action. There are three entries in the list:

#	Exam	Starting Time	Ending Time	Total Marks	Action
1	Class test	09 Jun 2022 - 12:00 PM	09 Sep 2022 - 02:00 PM	50	Actions
2	Midterm exam	11 Feb 2022 - 12:00 PM	11 Feb 2022 - 02:00 PM	100	Actions
3	Final exam	02 Apr 2023 - 12:00 PM	02 Apr 2023 - 02:00 PM	100	Actions

At the top right of the content area, there are buttons for "Add Exam", "Filter", and "Export". At the top center, there is a logo for "Paramount Secondary School" and a user profile for "John Doe Admin".

- Select the "Edit" option.

This screenshot shows the same "Offline Exam" list as the previous one, but with a different view. A red arrow points to the "Edit" button for the second exam entry (Midterm exam). A context menu is open over this button, containing the "Edit" option (also highlighted with a red arrow) and a "Delete" option.

#	Exam	Starting Time	Ending Time	Total Marks	Action
1	Class test	09 Jun 2022 - 12:00 PM	09 Sep 2022 - 02:00 PM	50	Actions
2	Midterm exam	11 Feb 2022 - 12:00 PM	11 Feb 2022 - 02:00 PM	100	Edit Delete
3	Final exam	02 Apr 2023 - 12:00 PM	02 Apr 2023 - 02:00 PM	100	Actions

- Update required information.
- Click on the "Update" button for confirmation.

## Edit Exam

X

Exam Name

Class

Subject

Starting date\*

 X

Starting time\*

 X

Ending date\*

 X

Ending time\*

 X

Total marks\*

 ▲ ▼

**Update**

### Removing an examination:

To remove an examination, the admin can follow the steps below:

- Log in to the application.
- Select the "**Examination**" option from the left menu.
- Click on the "**Offline exam**" button from the sub-menu.
- Select a class to find the exam quickly and click on the "**Filter**" button.
- Select an exam from the list.
- Click on the "**Action**" button for more options.

Offline Exam

#	Exam	Starting Time	Ending Time	Total Marks	Action
1	Class test	09 Jun 2022 - 12:00 PM	09 Sep 2022 - 02:00 PM	50	<a href="#">Actions</a>
2	Midterm exam	11 Feb 2022 - 12:00 PM	11 Feb 2022 - 02:00 PM	100	<a href="#">Actions</a>
3	Final exam	02 Apr 2023 - 12:00 PM	02 Apr 2023 - 02:00 PM	100	<a href="#">Actions</a>

- Select the "Delete" option.

Offline Exam

#	Exam	Starting Time	Ending Time	Total Marks	Action
1	Class test	09 Jun 2022 - 12:00 PM	09 Sep 2022 - 02:00 PM	50	<a href="#">Actions</a>
2	Midterm exam	11 Feb 2022 - 12:00 PM	11 Feb 2022 - 02:00 PM	100	<a href="#">Actions</a> <div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> <a href="#">Edit</a> <span style="margin-left: 10px;"><a href="#">Delete</a></span> </div>
3	Final exam	02 Apr 2023 - 12:00 PM	02 Apr 2023 - 02:00 PM	100	<a href="#">Actions</a>
4	Admission exam	05 Jan 2023 - 10:00 AM	05 Jan 2023 - 12:00 PM	50	<a href="#">Actions</a>

- Click on the "Yes" button for confirmation.

The admin can also download the exam list by selecting the "**Export report**" button after clicking on the "**Filter**" button. They can download the examination list in 3 different ways. They are:

- As PDF file
- Get the hardcopy through Printout

## Marks -

The admin and teachers can provide marks to the students in an examination. They can provide select different classes, sections, and exam terms to provide marks and comments. They can also change the marks and comments if they need to. Students and parents can also view the exam marks from their panel.

To add marks and comments to the student's exam, they can follow the steps below:

- Log in to the application.
- Select the "Examination" option from the left menu.
- Click on the "Marks" option from the sub-menu.
- Provide the required information and click on the "Filter" button to select a specific examination.
- Provide marks and comments to individual students
- Click on the green ticked icon to save marks and comments.

**Manage Marks**

Home - Examination - Marks

Class Test: One | Section: A | Subject: English | Filter

**Manage marks**

Class : One  
Section : A  
Subject : English

Student name	Mark	Grade point	Comment	Action
Gaurav Nanda	40	N/A	Good performance	<input checked="" type="checkbox"/>
Colby Maxwell	42	N/A	Good performance	<input checked="" type="checkbox"/>
Soledad G. Parish	36	N/A	Must do better	<input checked="" type="checkbox"/>
Iris McGuire	30	N/A	Must do better	<input checked="" type="checkbox"/>

Export

Students and parents can also download the marks by selecting the "Export report" button after clicking on the "Filter" button. They can download the marks list in 3 different ways. They are:

1. As PDF file
2. Get the hardcopy through Printout

## Promotion -

The admin can individually promote students from one session to another within a few clicks in Ekattor 8. To promote students from one session to another session, the admin can follow the steps below:

- log in to the application.
- Select the "Examination" option from the left menu.
- Click on the "Promotion" option from the sub-menu.
- Provide the required information and click on the "Manage promotion" button to individually promote students from one session to another.
- Select a student from the list.

- Click on the "Enroll to" (Next Session) button for promotion.

The screenshot shows the Ekatorr 8 software interface. On the left, there's a dark sidebar with various menu items: Dashboard, Users, Admissions, Examination (which is selected and highlighted with a red box), Exam Category, Offline Exam, Marks, Grades, Promotion (with a red arrow pointing to it), Academic, Accounting, Back Office, and Settings. The main content area is titled 'Promotions' and shows a 'Promotions' table. The table has columns: Current session (2022), Next session (2022), Promoting from (One), Section (A), Promoting to (Two), and Section (A). Below the table is a 'Manage promotion' button. The table lists four students:

#	Image	Student name	Section	Status	Action
1		Gaurav Nanda	A	Not promoted yet	<button>Enroll to Two</button>
2		Colby Maxwell	A	Not promoted yet	<button>Enroll to Two</button>
3		Soledad G. Parish	A	Not promoted yet	<button>Enroll to Two</button>
4		Iris McGuire	A	Not promoted yet	<button>Enroll to Two</button>

## Grade -

The admin can create grades for a school. Students can see their marks according to their grades. Teachers, parents, and students can see the grades on the examination. The admin can add, update, or remove a grade from the school within a few clicks.

### Adding a grade:

To add a grade, the admin can follow the steps below:

- Log in to the application.
- Select the "Examination" option from the left menu.
- Click on the "Grade" option from the sub-menu.
- Choose the "Add grade" option.

Grades					
Home - Examination - Grades					
#	Grade	Grade Point	Mark From	Mark Upto	Action
1	A+	4.00	100	86	Actions
2	A	3.76	100	75	Actions
3	B	2.54	100	58	Actions
4	A-	3.21	100	43	Actions
5	C	1.95	100	35	Actions

- Provide the required information.
- Click on the "**Save grade**" button to add a new grade.

## Create Grade

X

### Grade

Provide grade name

### Grade point

Provide grade point

### Mark From

Mark from

### Mark upto

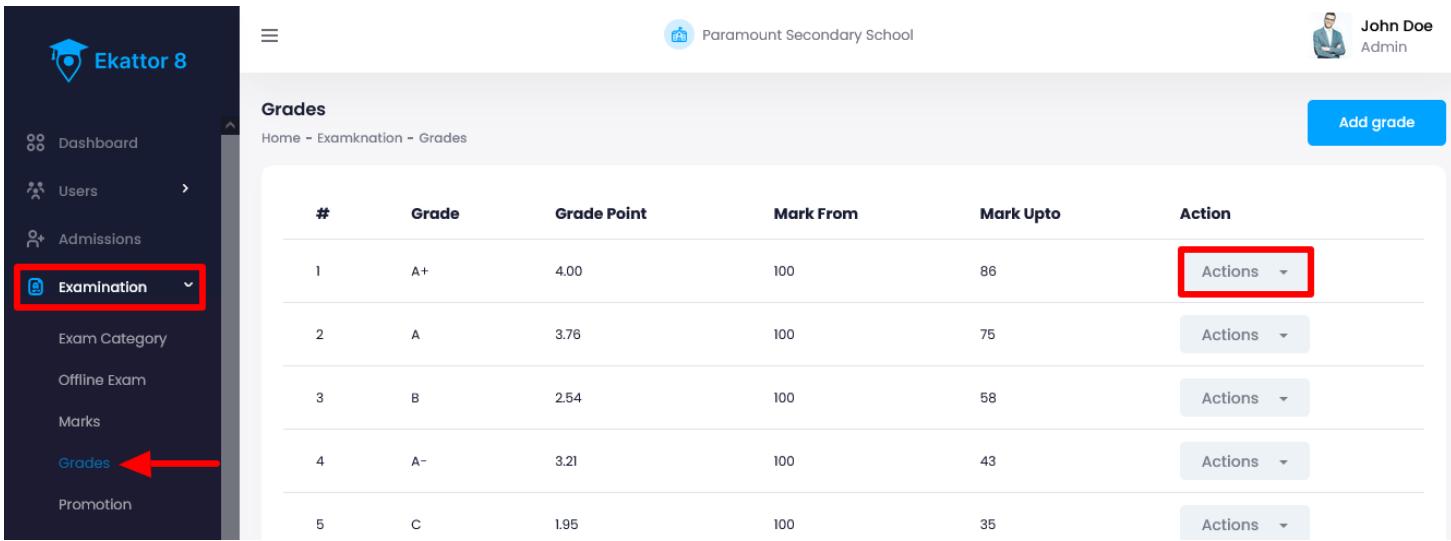
Mark upto

**Create**

## Updating a grade:

To update a grade, the admin can follow the steps below:

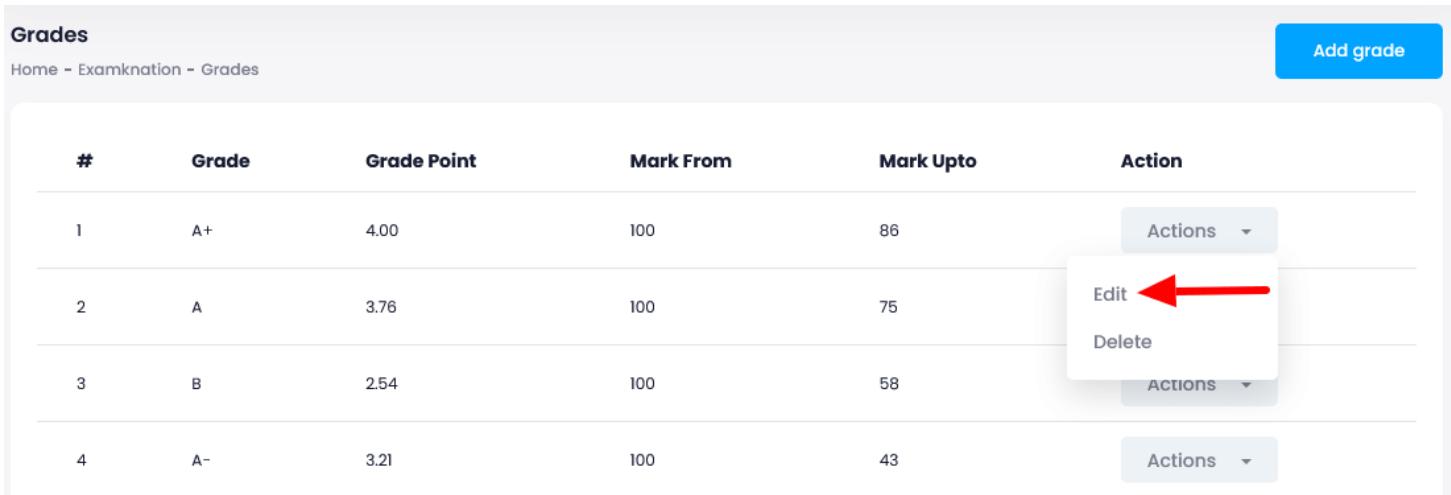
- Log in to the application.
- Select the "**Examination**" option from the left menu.
- Click on the "**Grade**" option from the sub-menu.
- Select a grade from the list.
- Click on the "**Action**" button for more options.



The screenshot shows the Ekattor 8 software interface. On the left, there's a dark sidebar with various navigation options: Dashboard, Users, Admissions, Examination (which is currently selected), Exam Category, Offline Exam, Marks, Grades (highlighted with a red arrow), and Promotion. The main content area is titled 'Grades' and shows a table of grade data. The table has columns for #, Grade, Grade Point, Mark From, Mark Upto, and Action. Each row has an 'Actions' button with a dropdown menu. A red box highlights the 'Actions' button for the first row, and another red arrow points to the 'Edit' option in the dropdown menu for the second row.

#	Grade	Grade Point	Mark From	Mark Upto	Action
1	A+	4.00	100	86	Actions
2	A	3.76	100	75	Actions
3	B	2.54	100	58	Actions
4	A-	3.21	100	43	Actions
5	C	1.95	100	35	Actions

- Select the "Edit" button.



The screenshot shows a modal window for editing a grade entry. The modal has fields for Grade (A+), Grade Point (4.00), Mark From (100), and Mark Upto (86). Below these fields are two buttons: 'Edit' (highlighted with a red arrow) and 'Delete'. There is also a 'Actions' button at the bottom right of the modal.

- Update the required information.
- Click on the "Update grade" button for confirmation.

## Edit Grade

X

### Grade

A+

### Grade point

4.00



### Mark From

100



### Mark upto

86



**Update**

### Deleting a grade:

To delete a grade, the admin can follow the steps below:

- Log in to the application.
- Select the "**Examination**" option from the left menu.
- Click on the "**Grade**" option from the sub-menu.
- Select a grade from the list.
- Click on the "**Action**" button for more options.

The screenshot shows the Ekattor 8 application's 'Grades' section. On the left, a sidebar has a 'Examination' dropdown with 'Grades' highlighted by a red arrow. The main area shows a table of grades with columns: #, Grade, Grade Point, Mark From, Mark Upto, and Action. The 'Action' column contains dropdown menus, with one specifically highlighted by a red box. The table data is as follows:

#	Grade	Grade Point	Mark From	Mark Upto	Action
1	A+	4.00	100	86	Actions ▾
2	A	3.76	100	75	Actions ▾
3	B	2.54	100	58	Actions ▾
4	A-	3.21	100	43	Actions ▾
5	C	1.95	100	35	Actions ▾

- Select the "Delete" button.



## Grades

Home - Examniation - Grades

[Add grade](#)

#	Grade	Grade Point	Mark From	Mark Upto	Action
1	A+	4.00	100	86	<button>Actions</button>
2	A	3.76	100	75	<button>Actions</button>
3	B	2.54	100	58	<button>Actions</button>
4	A-	3.21	100	43	<button>Actions</button>
5	C	1.95	100	35	<button>Actions</button>

[Edit](#)[Delete](#)

- Click on the "Yes" button for confirmation.

## Exam category -

The school admin can create exams for their schools. In Ekattor 8, the admin has to create the exam category to create an exam. The admin can update, edit, or remove the exam category from their panel within a few clicks.

### Adding new exam category:

To add a new exam category for the schools, the admin can follow the steps below:

- Log in to the application.
- Select the "Examination" option from the left menu.
- Click on the "Exam Category" option from the sub-menu.
- Tap the "Add Exam Category" button to add a new exam category.

Ekattor 8

Dashboard

Users

Admissions

**Examination**

Exam Category

Add Exam Category

#	Title	Options
1	Class Test	<button>Actions</button>
2	Midterm Exam	<button>Actions</button>
3	Final Exam	<button>Actions</button>
4	Admission Exam	<button>Actions</button>

- Provide the required information.

- Click on the "Create Category" button to save the data.

## Create Exam Category

Name

**Create category**

A new exam category has been created. The admin can select the exam category while creating exams for a school.

### Editing the exam category:

To edit the exam category for the schools, the admin can follow the steps below:

- Log in to the application.
- Select the "Examination" option from the left menu.
- Click on the "Exam Category" option from the sub-menu.
- Select a category from the list.
- Click on the "Action" button for more options.

The screenshot shows the Ekattor 8 application interface. On the left, there is a dark sidebar with the following menu items:

- Dashboard
- Users
- Admissions
- Examination** (highlighted with a red box and a red arrow pointing to it)
- Exam Category
- Offline Exam
- Marks
- Grades

The main content area is titled "Exam Category" and shows a list of categories:

#	Title	Actions
1	Class Test	<b>Actions</b> (highlighted with a red box)
2	Midterm Exam	Actions
3	Final Exam	Actions
4	Admission Exam	Actions

At the top right, there is a user profile for "John Doe" (Admin) and a blue button labeled "Add Exam Category".

- Select the "Edit" option.

Exam Category		
Home - Examination - Exam Category		
#	Title	Options
1	Class Test	Actions ▾
2	Midterm Exam	Actions ▾
3	Final Exam	Actions ▾
4	Admission Exam	Actions ▾

- Update the required information.
- Click on the "**Update category**" button.

### Edit Exam Category

Name

**Update category**

### Deleting the exam category:

To delete the exam category for the schools, the admin can follow the steps below:

- Log in to the application.
- Select the "**Examination**" option from the left menu.
- Click on the "**Exam Category**" option from the sub-menu.
- Select a category from the list.
- Click on the "Action" button for more options.

The screenshot shows the Ekattor 8 application interface. On the left, there is a dark sidebar with the following navigation items:
 

- Dashboard
- Users
- Admissions
- Examination** (highlighted with a red box)
- Exam Category** (highlighted with a red box and has a red arrow pointing to it)
- Offline Exam
- Marks
- Grades

 The main content area is titled "Exam Category" and shows a list of categories with the following data:
 

#	Title	Options
1	Class Test	Actions ▾
2	Midterm Exam	Actions ▾
3	Final Exam	Actions ▾
4	Admission Exam	Actions ▾

 In the top right corner of the main content area, there is a user profile for "John Doe Admin" and a blue "Add Exam Category" button.

- Select the "Delete" option.

#	Title	Options
1	Class Test	Actions
2	Midterm Exam	Actions
3	Final Exam	Actions
4	Admission Exam	Actions

- Click on the "Yes" button for confirmation.

# Accounting

## How to create academic fees -

In ekattor 8, the admin and accountants can create the student's fees. Parents and students can pay student fees from their panel. The admin and accountants can create the student's fees in 2 ways. They are:

1. **Mass invoice:** The admin and accountants can create fees for a class/section, or school.
2. **Single invoice:** The admin and accountants can create fees for a single student with a single invoice.

### Adding invoice: (Single invoice)

To add a single student invoice, the admin and accountants can follow the steps below:

- Log in to the application.
- Select the "Accounting" option from the left menu.
- Click on the "Student fee manager" button.
- Click on the "Add Single Invoice" button for confirmation.

Ekattor 8

Paramount Secondary School

John Doe  
Admin

Student Fee Manager

+ Add Mass Invoice + Add Single Invoice

Invoice No	Student	Invoice Title	Total Amount	Paid Amount	Status	Option
00000002	<b>Marah Petersen</b> Class : One	Student Fee	20 USD Created at: 10-Sep-2022	20 USD Payment date: 10-Sep-2022	Paid	Actions
00000003	<b>Colby Maxwell</b> Class : One	Monthly Fee	100 USD Created at: 10-Sep-2022	100 USD Payment date: 10-Sep-2022	Paid	Actions
00000004	<b>Diana Short</b> Class : Two	Exam Fee	50 USD Created at: 10-Sep-2022	30 USD Payment date: 10-Sep-2022	Unpaid	Actions

- Provide the required information.
- Click on the "Create invoice" button.

## Add Single Invoice

X

Class

▼

Select student

▼

Invoice title

Total amount( USD)

Paid amount( USD)

Status

▼

Payment method

▼

**Create Invoice**

## Adding invoice: (Mass invoice)

To add mass student invoices, the admin and accountants can follow the steps below:

- Log in to the application.
- Select the "Accounting" option from the left menu.
- Click on the "Student fee manager" option. from the sub-menu.
- Click on the "Add Mass Invoice" button for confirmation.

Ekattor 8

Paramount Secondary School

John Doe  
Admin

Student Fee Manager

+ Add Mass Invoice + Add Single Invoice

09/01/2022 - 09/30/2022 All class All status Filter Export

Invoice No	Student	Invoice Title	Total Amount	Paid Amount	Status	Option
00000002	<b>Marah Petersen</b> Class: One	Student Fee	20 USD Created at: 10-Sep-2022	20 USD Payment date: 10-Sep-2022	Paid	Actions
00000003	<b>Colby Maxwell</b> Class: One	Monthly Fee	100 USD Created at: 10-Sep-2022	100 USD Payment date: 10-Sep-2022	Paid	Actions
00000004	<b>Diana Short</b> Class: Two	Exam Fee	50 USD Created at: 10-Sep-2022	30 USD Payment date: 10-Sep-2022	Unpaid	Actions

Student Fee Manager

Offline Payment Request

Expense Manager

Expense Category

Back Office

- Provide the required information.
- Click on the "**Create invoice**" button.

## Add Mass Invoice

X

Class

Section

Invoice title

Total amount( USD)

Paid amount( USD)

Status

Payment method

**Create Invoice**

The admin and accountant can also export total invoice reports, edit, delete, or print a single invoice from their panel.

### Printing individual student invoices:

To print the student's fees, the admin and accountant can follow the steps below:

- Log in to the application.
- Select the "Accounting" option from the left menu.
- Click on the "Student fee manager" button.
- Provide the required information and click on the "Filter" button to get the exact result.
- Select an invoice from the list.
- Click on the "Action" button for more options.

Ekattor 8

Paramount Secondary School

John Doe Admin

Student Fee Manager

Home - Accounting - Student Fee Manager

+ Add Mass Invoice + Add Single Invoice

Invoice No	Student	Invoice Title	Total Amount	Paid Amount	Status	Option
00000002	<b>Marah Petersen</b> Class : One	Student Fee	20 USD Created at: 10-Sep-2022	20 USD Payment date: 10-Sep-2022	Paid	Actions
00000003	<b>Colby Maxwell</b> Class : One	Monthly Fee	100 USD Created at: 10-Sep-2022	100 USD Payment date: 10-Sep-2022	Paid	Actions
00000004	<b>Diana Short</b> Class : Two	Exam Fee	50 USD Created at: 10-Sep-2022	30 USD Payment date: 10-Sep-2022	Unpaid	Actions

- Tap on the "Print invoice" button.

Student Fee Manager

Home - Accounting - Student Fee Manager

+ Add Mass Invoice + Add Single Invoice

Invoice No	Student	Invoice Title	Total Amount	Paid Amount	Status	Option
00000002	<b>Marah Petersen</b> Class : One	Student Fee	20 USD Created at: 10-Sep-2022	20 USD Payment date: 10-Sep-2022	Paid	Actions
00000003	<b>Colby Maxwell</b> Class : One	Monthly Fee	100 USD Created at: 10-Sep-2022	100 USD Payment date: 10-Sep-2022	Paid	Print invoice Edit Delete
00000004	<b>Diana Short</b> Class : Two	Exam Fee	50 USD Created at: 10-Sep-2022	30 USD Payment date: 10-Sep-2022	Unpaid	Actions

- Select the "Print" option from the invoice.

**Invoice**

Home - Accounting - Student Fee Manager - Invoice

**INVOICE****Marah Petersen**

Please find below the invoice

Invoice no

00000002

Date

Sun, 18-Sep-2022

Paid

**Billing Address**

Numquam nisi sequi s

P: +1 (834) 942-1943

ID	Invoice Title	Total Amount	Paid Amount	Due Amount
1	Student Fee 01-Jan-1970	20 USD	20 USD	0 USD
Subtotal				20 USD
Due				0 USD
Grand Total				20 USD

Print Invoice

**Editing student's invoice:**

To edit the student's fees, the admin and accountant can follow the steps below:

- Log in to the application.
- Select the "**Accounting**" option from the left menu.
- Click on the "**Student fee manager**" button.
- Provide the required information and click on the "**Filter**" button to get the exact result.
- Select an invoice from the list.
- Click on the "**Action**" button for more options.

Ekattor 8

Paramount Secondary School

John Doe Admin

**Student Fee Manager**

+ Add Mass Invoice + Add Single Invoice

09/01/2022 – 09/30/2022 All class All status Filter Export

Invoice No	Student	Invoice Title	Total Amount	Paid Amount	Status	Option
00000002	<b>Marah Petersen</b> Class : One	Student Fee	20 USD <small>Created at: 10-Sep-2022</small>	20 USD <small>Payment date: 10-Sep-2022</small>	Paid	Actions
00000003	<b>Colby Maxwell</b> Class : One	Monthly Fee	100 USD <small>Created at: 10-Sep-2022</small>	100 USD <small>Payment date: 10-Sep-2022</small>	Paid	Actions
00000004	<b>Diana Short</b> Class : Two	Exam Fee	50 USD <small>Created at: 10-Sep-2022</small>	30 USD <small>Payment date: 10-Sep-2022</small>	Unpaid	Actions

- Tap on the "Edit" button.

**Student Fee Manager**

+ Add Mass Invoice + Add Single Invoice

09/01/2022 – 09/30/2022 All class All status Filter Export

Invoice No	Student	Invoice Title	Total Amount	Paid Amount	Status	Option
00000002	<b>Marah Petersen</b> Class : One	Student Fee	20 USD <small>Created at: 10-Sep-2022</small>	20 USD <small>Payment date: 10-Sep-2022</small>	Paid	Actions
00000003	<b>Colby Maxwell</b> Class : One	Monthly Fee	100 USD <small>Created at: 10-Sep-2022</small>	100 USD <small>Payment date: 10-Sep-2022</small>	Paid	Print invoice
00000004	<b>Diana Short</b> Class : Two	Exam Fee	50 USD <small>Created at: 10-Sep-2022</small>	30 USD <small>Payment date: 10-Sep-2022</small>	Unpaid	Actions
00000005	<b>Iris Meguire</b> Class : One	Monthly Fee	100 USD <small>Created at: 10-Sep-2022</small>	100 USD <small>Payment date: 10-Sep-2022</small>	Paid	Actions
00000006	<b>Clayton Fernandez</b> Class : One	Exam Fee	50 USD <small>Created at: 10-Sep-2022</small>	40 USD <small>Payment date: 10-Sep-2022</small>	Unpaid	Actions

- Provide the required information to the invoice.
- Select the "Update invoice" button for confirmation.

## Edit Invoice

X

Class

▼

Select student

▼

Invoice title

Total amount( USD)

Paid amount( USD)

▲▼

Status

▼

Payment method

▼

**Create Invoice**

### Deleting student's invoice:

To delete the student's fees, the admin and accountant can follow the steps below:

- Log in to the application.
- Select the "**Accounting**" option from the left menu.
- Click on the "**Student fee manager**" option from the sub-menu.
- Provide the required information and click on the "**Filter**" button to get the exact result.
- Select an invoice from the list.
- Click on the "**Action**" button for more options.

Ekattor 8

Paramount Secondary School

John Doe Admin

**Student Fee Manager**

+ Add Mass Invoice + Add Single Invoice

Invoice No	Student	Invoice Title	Total Amount	Paid Amount	Status	Option
00000002	<b>Marah Petersen</b> Class : One	Student Fee	20 USD <small>Created at: 10-Sep-2022</small>	20 USD <small>Payment date: 10-Sep-2022</small>	Paid	<b>Actions</b>
00000003	<b>Colby Maxwell</b> Class : One	Monthly Fee	100 USD <small>Created at: 10-Sep-2022</small>	100 USD <small>Payment date: 10-Sep-2022</small>	Paid	Actions
00000004	<b>Diana Short</b> Class : Two	Exam Fee	50 USD <small>Created at: 10-Sep-2022</small>	30 USD <small>Payment date: 10-Sep-2022</small>	Unpaid	Actions

- Tap on the "Delete" button.

Paramount Secondary School

John Doe Admin

**Student Fee Manager**

+ Add Mass Invoice + Add Single Invoice

Invoice No	Student	Invoice Title	Total Amount	Paid Amount	Status	Option
00000002	<b>Marah Petersen</b> Class : One	Student Fee	20 USD <small>Created at: 10-Sep-2022</small>	20 USD <small>Payment date: 10-Sep-2022</small>	Paid	<b>Actions</b>
00000003	<b>Colby Maxwell</b> Class : One	Monthly Fee	100 USD <small>Created at: 10-Sep-2022</small>	100 USD <small>Payment date: 10-Sep-2022</small>	Paid	<b>Actions</b>
00000004	<b>Diana Short</b> Class : Two	Exam Fee	50 USD <small>Created at: 10-Sep-2022</small>	30 USD <small>Payment date: 10-Sep-2022</small>	Unpaid	<b>Actions</b>
00000005	<b>Iris McGuire</b> Class : One	Monthly Fee	100 USD <small>Created at: 10-Sep-2022</small>	100 USD <small>Payment date: 10-Sep-2022</small>	Paid	<b>Actions</b>

- Select the "Yes" button for confirmation.

The admin and accountant can also download the student fees by selecting the "**Export report**" button after clicking on the "**Filter**" button. They can download the invoices in 3 different ways. They are:

1. As PDF file

## 2. Get the hardcopy through Printout

# How to pay academic fees -

Students and parents can pay the fees from their panel. Within a few steps students and parents can pay their fees with Ekattor 8. To pay the fees, students and parents can follow the steps below:

- Log in to the application.
- Select the "Accounting" option from the left menu.
- Click on the "Fee manager" option from the sub-menu.
- Provide the required information to find the fee and click on the "Filter" option.
- Select an unpaid invoice.
- Click on the "Actions" button for more options.

Invoice No	Student	Invoice Title	Total Amount	Paid Amount	Status	Option
00000002	Marah Petersen Class : One	Student Fee	20 USD <small>Created at: 10-Sep-2022</small>	20 USD <small>Payment date: 10-Sep-2022</small>	<span>Paid</span>	<span>Actions</span>
00000011	Marah Petersen Class : One	Mid exam fee	15 USD <small>Created at: 11-Sep-2022</small>	0 USD <small>Payment date: 11-Sep-2022</small>	<span>Unpaid</span>	<span>Actions</span>

- Select the "Pay" button to pay.

Invoice No	Student	Invoice Title	Total Amount	Paid Amount	Status	Option
00000002	Marah Petersen Class : One	Student Fee	20 USD <small>Created at: 10-Sep-2022</small>	20 USD <small>Payment date: 10-Sep-2022</small>	<span>Paid</span>	<span>Actions</span>
00000011	Marah Petersen Class : One	Mid exam fee	15 USD <small>Created at: 11-Sep-2022</small>	0 USD <small>Payment date: 11-Sep-2022</small>	<span>Unpaid</span>	<span>Actions</span>

- Choose a suitable payment gateway.
- Provide the required information to complete the payment.

Students and parents can also download the individual invoices. To download an invoice, students and parents can follow below:

- Log in to the application.
- Select the "**Accounting**" option from the left menu.
- Click on the "**Fee manager**" option from the sub-menu.
- Provide the required information to find the fee and click on the "**Filter**" option.
- Select an invoice.
- Click on the "**Actions**" button for more options.

Invoice No	Student	Invoice Title	Total Amount	Paid Amount	Status	Option
00000002	Marah Petersen Class: One	Student Fee	20 USD Created at: 10-Sep-2022	20 USD Payment date: 10-Sep-2022	Paid	<a href="#">Actions</a>
00000011	Marah Petersen Class: One	Mid exam fee	15 USD Created at: 11-Sep-2022	0 USD Payment date: 11-Sep-2022	Unpaid	<a href="#">Actions</a>

- Select the "**Print invoice**" button.

Invoice No	Student	Invoice Title	Total Amount	Paid Amount	Status	Option
00000002	Marah Petersen Class: One	Student Fee	20 USD Created at: 10-Sep-2022	20 USD Payment date: 10-Sep-2022	Paid	<a href="#">Actions</a>
00000011	Marah Petersen Class: One	Mid exam fee	15 USD Created at: 11-Sep-2022	0 USD Payment date: 11-Sep-2022	Unpaid	<a href="#">Print invoice</a>

- Click on the "Print" button from the invoice.

Students and parents can also download the fees list by selecting the "**Export report**" button after clicking on the "**Filter**" button. They can download the fees list in 3 different ways. They are:

1. As PDF file
2. Get the hardcopy through Printout

## Expense Categories -

To manage the expenses, school admin and accountants have to create expense categories. They can update or delete the categories within a few clicks.

## Adding expense categories:

To add an expense category, the admin and accountants can follow the steps below:

- Log in to the application.
- Select the "Accounting" option from the left menu.
- Click on the "Expense Category" option from the sub-menu.
- Tap on the "Add Expense Category" button to add a new category.

The screenshot shows the Ekattor 8 application's 'Expense Category' page. On the left, there is a dark sidebar with various menu items: Dashboard, Users, Admissions, Examination, Academic, Accounting (which is highlighted with a red box), Student Fee Manager, Offline Payment Request, Expense Manager, and Expense Category (which has a red arrow pointing to it). The main content area has a header 'Expense Category' and a breadcrumb 'Home - Accounting - Expense Category'. It displays a table with columns '#', 'Name', and 'Option'. The table rows are numbered 1 to 5, with names like 'Student foods', 'Exam', 'Electricity', 'Teacher salary', and 'School sports'. At the top right of the main area, there is a blue button labeled '+ Add Expense Category' with a red arrow pointing to it. In the top right corner of the screen, there is a user profile for 'John Doe Admin'.

#	Name	Option
1	Student foods	Actions
2	Exam	Actions
3	Electricity	Actions
4	Teacher salary	Actions
5	School sports	Actions

- Provide the required information.
- Click on the "Save expense category" button to save a new category.

### Create Expense Category

Expense category name

Save category

## Updating expense categories:

To update an expense category information, the admin and accountants can follow the steps below:

- Log in to the application.
- Select the "Accounting" option from the left menu.
- Click on the "Expense Category" option from the sub-menu.
- Select an expense category from the list.
- Click on the "Actions" button for more options.

The screenshot shows the Ekattor 8 application interface. On the left, there's a dark sidebar with various menu items: Dashboard, Users, Admissions, Examination, Academic, Accounting (which is currently selected and highlighted with a red box), Student Fee Manager, Offline Payment Request, Expense Manager, and Expense Category (which has a red arrow pointing to it). The main content area is titled "Expense Category" and shows a list of categories with columns for #, Name, and Option (with a dropdown menu for Actions). The "Actions" dropdown for the first row ("Student foods") is highlighted with a red box.

#	Name	Option
1	Student foods	Actions
2	Exam	Actions
3	Electricity	Actions
4	Teacher salary	Actions
5	School sports	Actions

- Select the "Edit" button.

This screenshot is similar to the previous one, showing the Expense Category list. The "Edit" button in the dropdown menu for the second row ("Exam") is highlighted with a red arrow. The rest of the interface, including the sidebar and the list of expense categories, remains the same.

#	Name	Option
1	Student foods	Actions
2	Exam	Edit
3	Electricity	Actions
4	Teacher salary	Actions
5	School sports	Actions

- Update required information.
- Click on the "Update expense category" button for confirmation.

## Edit Expense Category

Expense category name

**Update category**

### Deleting expense categories:

To delete an expense category information, the admin and accountants can follow the steps below:

- Log in to the application.
- Select the "Accounting" option from the left menu.
- Click on the "Expense Category" option from the sub-menu.
- Select an expense category from the list.
- Click on the "Actions" button for more options.

Ekattor 8

Dashboard

Users

Admissions

Examination

Academic

**Accounting**

Student Fee Manager

Offline Payment Request

Expense Manager

**Expense Category** ←

Paramount Secondary School

John Doe Admin

+ Add Expense Category

#	Name	Option
1	Student foods	Actions
2	Exam	Actions
3	Electricity	Actions
4	Teacher salary	Actions
5	School sports	Actions

- Select the "Delete" button.

Expense Category

Home - Accounting - Expense Category

+ Add Expense Category

#	Name	Option
1	Student foods	Actions
2	Exam	Edit Delete ← Actions
3	Electricity	Actions
4	Teacher salary	Actions
5	School sports	Actions

- Click on the "Yes" button for confirmation.

Admin and accountants can also download the expense category list by selecting the "**Export report**" button after clicking on the "**Filter**" button. They can download the expense category in 3 different ways. They are:

1. As PDF file
2. Get the hardcopy through Printout

# How to manage expenses -

After creating the expense categories, the school admin and accountants can add, update, or remove expenses. They can overview the expense details from the expense managing list.

## Adding new expenses:

To add a new expense, the admin and accountants can follow the steps below:

- Log in to the application.
- Select the "Accounting" option from the left menu.
- Click on the "Expense Manager" option from the sub-menu.
- Tap on the "Add new expense" button to add a new expense to the school.

The screenshot shows the Ekattor 8 software interface. On the left, there is a dark sidebar with various menu items: Dashboard, Users, Admissions, Examination, Academic, Accounting (which is highlighted with a red box), Student Fee Manager, Offline Payment Request, Expense Manager (which is also highlighted with a red arrow pointing to it), Expense Category, and Back Office. The main content area has a header with the school name 'Paramount Secondary School' and a user profile for 'John Doe Admin'. Below the header, there is a section titled 'Expense' with a sub-section 'Expense Manager'. It shows a table of existing expenses with columns for Date, Amount, Expense category, and Option (Actions). At the top right of this section is a blue button labeled '+ Add New Expense' with a red arrow pointing to it. The table data is as follows:

Date	Amount	Expense category	Option
Fri, 09-Sep-2022	300 USD	Student foods	Actions
Sun, 11-Sep-2022	500 USD	Exam	Actions
Sat, 10-Sep-2022	1200 USD	Electricity	Actions
Fri, 02-Sep-2022	1000 USD	School sports	Actions
Thu, 01-Sep-2022	15000 USD	Teacher salary	Actions

- Provide the required information.
- Click on the "Create expenses" button to save new expenses.

## Create Expense

X

Date

09/18/2022

Amount ( USD)

Provide amount

Expense category

Select an expense category

Create expense

## Updating expenses:

To update expenses information, the admin and accountants can follow the steps below:

- Log in to the application.
- Select the "Accounting" option from the left menu.
- Click on the "Expense Manager" option from the sub-menu.
- Provide the required information and click on the "Filter" button.
- Select an expense from the list.
- Click on the "Actions" button for more options.

The screenshot shows the Ekattor 8 software interface. On the left, there is a vertical sidebar with the following navigation items:

- Dashboard
- Users
- Admissions
- Examination
- Academic
- Accounting** (highlighted with a red box)
- Student Fee Manager
- Offline Payment Request
- Expense Manager** (highlighted with a red arrow)
- Expense Category
- Back Office

The main content area is titled "Expense" and shows a list of expenses with the following details:

Date	Amount	Expense category	Action
Fri, 09-Sep-2022	300 USD	Student foods	Actions
Sun, 11-Sep-2022	500 USD	Exam	Actions
Sat, 10-Sep-2022	1200 USD	Electricity	Actions
Fri, 02-Sep-2022	1000 USD	School sports	Actions
Thu, 01-Sep-2022	15000 USD	Teacher salary	Actions

At the top right, there is a user profile for "John Doe" (Admin). At the top center, it says "Paramount Secondary School". There are also buttons for "+ Add New Expense", "Filter", and "Export".

- Select the "Edit" button.

09/01/2022 - 09/30/2022

Expense category

Filter

Export

Date	Amount	Expense category	Option
Fri, 09-Sep-2022	300 USD	Student foods	Actions ▾
Sun, 11-Sep-2022	500 USD	Exam	Actions ▾
Sat, 10-Sep-2022	1200 USD	Electricity	Actions ▾
Fri, 02-Sep-2022	1000 USD	School sports	Actions ▾

- Update required information.
- Click on the "**Update expenses**" button for confirmation.

## Edit Expense

X

Date

09/09/2022

Amount ( USD )

300

Expense category

Student foods

Update expense

## Deleting expenses:

To delete expenses information, the admin and accountants can follow the steps below:

- Log in to the application.
- Select the "**Accounting**" option from the left menu.
- Click on the "**Expense Manager**" option from the sub-menu.
- Provide the required information and click on the "**Filter**" button.
- Select an expense category from the list.
- Click on the "**Actions**" button for more options.

Edit

Delete

**Expense**

Home - Accounting - Expense Manager

Date	Amount	Expense category	Option
Fri, 09-Sep-2022	300 USD	Student foods	Actions
Sun, 11-Sep-2022	500 USD	Exam	Actions
Sat, 10-Sep-2022	1200 USD	Electricity	Actions
Fri, 02-Sep-2022	1000 USD	School sports	Actions
Thu, 01-Sep-2022	15000 USD	Teacher salary	Actions

- Select the "Delete" button.

**Expense**

Home - Accounting - Expense Manager

Date	Amount	Expense category	Option
Fri, 09-Sep-2022	300 USD	Student foods	Actions
Sun, 11-Sep-2022	500 USD	Exam	Edit Delete
Sat, 10-Sep-2022	1200 USD	Electricity	Actions
Fri, 02-Sep-2022	1000 USD	School sports	Actions

- Click on the "Yes" button for confirmation.

Admin and accountants can also download the expenses list by selecting the "**Export report**" button after clicking on the "**Filter**" button. They can download the expenses list in 3 different ways. They are:

- As PDF file
- Get the hardcopy through Printout

## Offline payment request -

The students and parents can pay their fees through the offline payment gateway. During the time of paying offline payment gateway, they have to upload payment documents as proof. The school admin can approve, print out, or delete their (students and parents) uploaded payment documents from their panel. Also, they can see detailed information about every transaction from the pending list.

## Approving offline payment:

To approve the offline payment from the pending list, the school admin can follow the steps below:

- Log in to the application.
- Select the "Accounting" option from the left menu.
- Click on the "Offline Payment Request" option from the sub-menu.
- Provide the required information and click on the "Filter" button
- Select a required transaction from the list.
- Click on the "Actions" buttons for more options.

Invoice No	Student	Invoice Title	Total Amount	Paid Amount	Document	Status	Option
00000011	Marah Petersen	Mid exam fee	15 USD	0 USD	Created at: 11- Sep-2022 Payment date: 19-Sep-2022 Reviews (1).jpg	Pending	Actions
00000021	Marah Petersen	Test fee	20 USD	20 USD	Created at: 19- Sep-2022 Payment date: 19-Sep-2022 Discussion-on-Academy-Lms-Student-Mobile-App-Flutter-iOS-Android (11).png	Pending	Actions

- Select the "Approve" option.

Invoice No	Student	Invoice Title	Total Amount	Paid Amount	Document	Status	Option
00000011	Marah Petersen	Mid exam fee	15 USD	0 USD	Created at: 11- Sep-2022 Payment date: 19-Sep-2022 Reviews (1).jpg	Pending	Actions
00000021	Marah Petersen	Test fee	20 USD	20 USD	Created at: 19- Sep-2022 Payment date: 19-Sep-2022 Discussion-on-Academy-Lms-Student-Mobile-App-Flutter-iOS-Android (11).png	Pending	Actions

- Click on the "Yes" button for confirmation.

## Printing invoice of the offline payment:

To print out the invoice for offline payment, the school admin can follow the steps below:

- Log in to the application.
- Select the "Accounting" option from the left menu.
- Click on the "Offline Payment Request" option from the sub-menu.
- Provide the required information and click on the "Filter" button
- Select a required transaction from the list.
- Click on the "Actions" buttons for more options.

Ekattor 8

Paramount Secondary School

John Doe Admin

Offline payment Request

Invoice No	Student	Invoice Title	Total Amount	Paid Amount	Document	Status	Option
00000011	<b>Marah Petersen</b> Class: One	Mid exam fee	15 USD <b>Created at:</b> 11- Sep-2022	0 USD <b>Payment date:</b> 19-Sep-2022	Reviews (1).jpg	Pending	Actions
00000021	<b>Marah Petersen</b> Class: One	Test fee	20 USD <b>Created at:</b> 19- Sep-2022	20 USD <b>Payment date:</b> 19-Sep-2022	Discussion-on-Academy-Lms-Student-Mobile-App-Flutter-iOS-Android (11).png	Pending	Actions

- Select the "Print invoice" option.

Offline payment Request

Invoice No	Student	Invoice Title	Total Amount	Paid Amount	Document	Status	Option
00000011	<b>Marah Petersen</b> Class: One	Mid exam fee	15 USD <b>Created at:</b> 11- Sep-2022	0 USD <b>Payment date:</b> 19-Sep-2022	Reviews (1).jpg	Pending	Actions
00000021	<b>Marah Petersen</b> Class: One	Test fee	20 USD <b>Created at:</b> 19- Sep-2022	20 USD <b>Payment date:</b> 19-Sep-2022	Discussion-on-Academy-Lms-Student-Mobile-App-Flutter-iOS-Android (11).png	Pending	Actions

Print invoice

Approve

Decline

- Click on the "Print" button from the invoice.

**Invoice**

Home - Accounting - Student Fee Manager - Invoice

## INVOICE

**Marah Petersen** Invoice no  
00000011

Please find below the invoice Date  
Mon, 19-Sep-2022

**Billing Address** Unpaid

Numquam nisi sequi s  
P: +1 (834) 942-1943

ID	Invoice Title	Total Amount	Paid Amount	Due Amount
1	Student Fee 01-Jan-1970	15 USD	0 USD	15 USD

Subtotal	15 USD
Due	15 USD
Grand Total	15 USD

 Print Invoice

### Deleting an offline payment request:

To delete an offline payment from the pending list, the school admin can follow the steps below:

- Log in to the application.
- Select the "Accounting" option from the left menu.
- Click on the "Offline Payment Request" option from the sub-menu.
- Provide the required information and click on the "Filter" button
- Select a required transaction from the list.
- Click on the "Actions" buttons for more options.

Invoice No	Student	Invoice Title	Total Amount	Paid Amount	Document	Status	Option
00000011	<b>Marah Petersen</b> Class: One	Mid exam fee	15 USD <b>Created at:</b> 11- Sep-2022	0 USD <b>Payment date:</b> 19-Sep-2022	Reviews (1).jpg	Pending	Actions
00000021	<b>Marah Petersen</b> Class: One	Test fee	20 USD <b>Created at:</b> 19- Sep-2022	20 USD <b>Payment date:</b> 19-Sep-2022	Discussion-on-Academy-Lms-Student-Mobile-App-Flutter-iOS-Android (11).png	Pending	Actions

- Select the "**Decline**" option.

Invoice No	Student	Invoice Title	Total Amount	Paid Amount	Document	Status	Option
00000011	<b>Marah Petersen</b> Class: One	Mid exam fee	15 USD <b>Created at:</b> 11- Sep-2022	0 USD <b>Payment date:</b> 19-Sep-2022	Reviews (1).jpg	Pending	Actions
00000021	<b>Marah Petersen</b> Class: One	Test fee	20 USD <b>Created at:</b> 19- Sep-2022	20 USD <b>Payment date:</b> 19-Sep-2022	Discussion-on-Academy-Lms-Student-Mobile-App-Flutter-iOS-Android (11).png	Pending	Print invoice Approve Decline

- Click on the "**Yes**" button for confirmation.

Admin can also download the offline payment transaction list by selecting the "**Export report**" button after clicking on the "**Filter**" button. They can download the offline payment transaction in 3 different ways. They are:

1. As PDF file
2. Get the hardcopy through Printout

# Back office

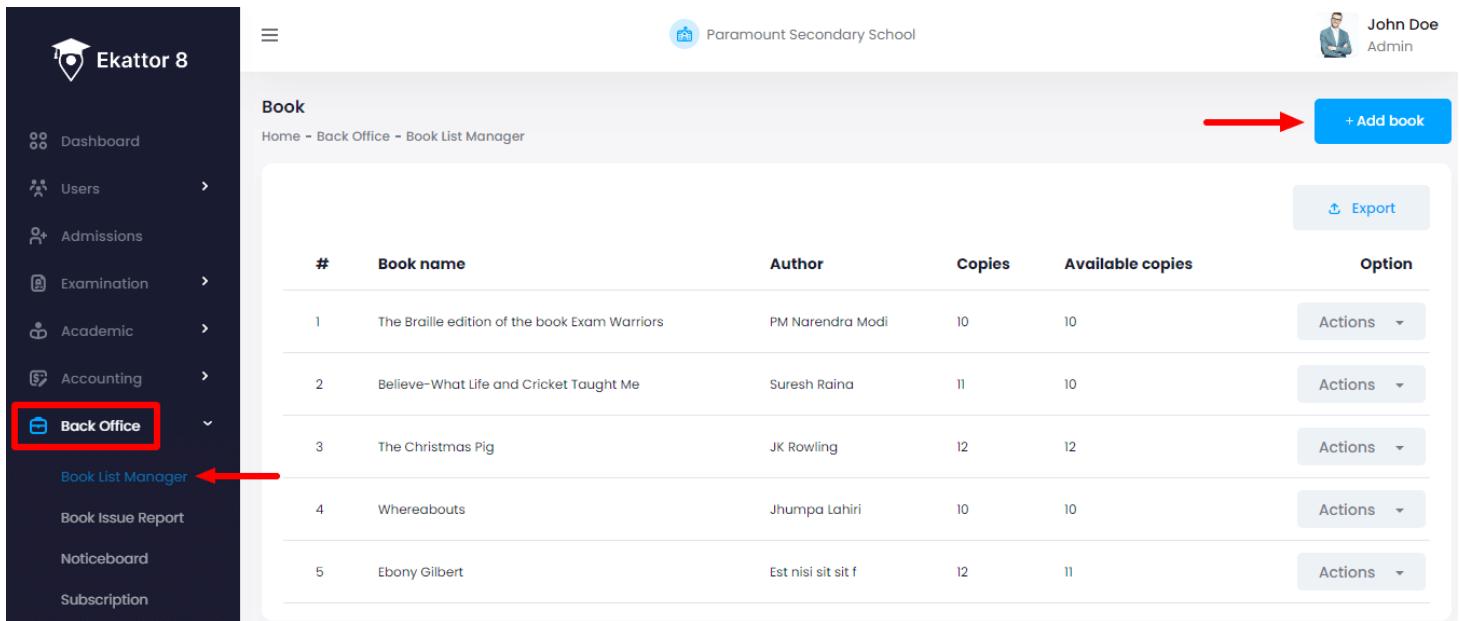
## Book list manager -

In Ekattor 8, the admin and librarian can manage the school books and related issues from their panel. Students can see the list of books from their panel. In the book list manager, admin and librarians can see all the information about existing books in detail within a glance.

### Adding books:

To add books to the schools, the admin and librarians can follow the steps below:

- Log in to the application.
- Select the "**Back Office**" option from the left menu.
- Click on the "**Book List Manager**" option from the sub-menu.
- Choose the "**Add book**" option.



The screenshot shows the Ekattor 8 Back Office interface. On the left, there's a sidebar with various menu items: Dashboard, Users, Admissions, Examination, Academic, Accounting, Back Office (which is highlighted with a red box), Book List Manager (which has a red arrow pointing to it), Book Issue Report, Noticeboard, and Subscription. The main content area is titled 'Book' and shows a list of books with the following data:

#	Book name	Author	Copies	Available copies	Option
1	The Braille edition of the book Exam Warriors	PM Narendra Modi	10	10	Actions
2	Believe—What Life and Cricket Taught Me	Suresh Raina	11	10	Actions
3	The Christmas Pig	JK Rowling	12	12	Actions
4	Whereabouts	Jhumpa Lahiri	10	10	Actions
5	Ebony Gilbert	Est nisi sit sit f	12	11	Actions

At the top right of the main content area, there's a user profile for 'John Doe Admin' and a blue button labeled '+ Add book' with a red arrow pointing to it. There's also an 'Export' button with a small icon.

- Provide the required information.
- Click on the "**Save book info**" button to add a new grade.

## Add book

X

Book name

Provide book name

Author

Provide author name

Number of copy

Provide book quantity

Save book

### Updating books information:

To update books information, the admin and librarians can follow the steps below:

- Log in to the application.
- Select the "**Back Office**" option from the left menu.
- Click on the "**Book List Manager**" option from the sub-menu.
- Select a book from the list.
- Click on the "**Actions**" button for more options.

The screenshot shows the Ekattor 8 application interface. On the left, there is a dark sidebar with various menu items: Dashboard, Users, Admissions, Examination, Academic, Accounting, Back Office (which is highlighted with a red box), Book List Manager (which has a red arrow pointing to it), Book Issue Report, Noticeboard, and Subscription. The main content area is titled "Book" and shows a list of books with columns for #, Book name, Author, Copies, Available copies, and Option. The first book in the list is "The Braille edition of the book Exam Warriors" by PM Narendra Modi, with 10 copies and 10 available. The "Option" column for this book has a red box around the "Actions" button. The top right corner shows a user profile for "John Doe Admin". There are also "Add book" and "Export" buttons at the top right of the main content area.

#	Book name	Author	Copies	Available copies	Option
1	The Braille edition of the book Exam Warriors	PM Narendra Modi	10	10	Actions
2	Believe-What Life and Cricket Taught Me	Suresh Raina	11	10	Actions
3	The Christmas Pig	JK Rowling	12	12	Actions
4	Whereabouts	Jhumpa Lahiri	10	10	Actions
5	Ebony Gilbert	Est nisi sit sit f	12	11	Actions

- Select the "Edit" button.

## Book

Home - Back Office - Book List Manager

+ Add book

Export

#	Book name	Author	Copies	Available copies	Option
1	The Braille edition of the book Exam Warriors	PM Narendra Modi	10	10	Actions ▾
2	Believe-What Life and Cricket Taught Me	Suresh Raina	11	10	Actions ▾
3	The Christmas Pig	JK Rowling	12	12	Actions ▾
4	Whereabouts	Jhumpa Lahiri	10	10	Actions ▾

Edit   
Delete

- Update the required information.
- Click on the "**Update book info**" button for confirmation.

## Edit Book

X

Book name

The Braille edition of the book Exam Warriors

Author

PM Narendra Modi

Number of copy

10

**Update book info**

## Deleting books:

To delete books information from the back office of the school, the admin and librarians can follow the steps below:

- Log in to the application.
- Select the "**Back Office**" option from the left menu.
- Click on the "**Book List Manager**" option from the sub-menu.
- Select a book from the list.
- Click on the "**Actions**" button for more options.

Ekattor 8

Dashboard

Users

Admissions

Examination

Academic

Accounting

**Back Office**

Book List Manager

Book Issue Report

Noticeboard

Subscription

Paramount Secondary School

John Doe Admin

+ Add book

Export

#	Book name	Author	Copies	Available copies	Option
1	The Braille edition of the book Exam Warriors	PM Narendra Modi	10	10	Actions
2	Believe—What Life and Cricket Taught Me	Suresh Raina	11	10	Actions
3	The Christmas Pig	JK Rowling	12	12	Actions
4	Whereabouts	Jhumpa Lahiri	10	10	Actions
5	Ebony Gilbert	Est nisi sit sit f	12	11	Actions

- Select the "Delete" button.

Book

Home - Back Office - Book List Manager

+ Add book

Export

#	Book name	Author	Copies	Available copies	Option
1	The Braille edition of the book Exam Warriors	PM Narendra Modi	10	10	Actions
2	Believe—What Life and Cricket Taught Me	Suresh Raina	11	10	Edit Delete
3	The Christmas Pig	JK Rowling	12	12	Actions
4	Whereabouts	Jhumpa Lahiri	10	10	Actions

- Click on the "Yes" button for confirmation.

## Book issue report -

The school admin and librarians can manage, update, or remove the information about the issued books from the school library. With a few clicks, they can manage the issued book information through the customized date filtering feature. Students can also see the updated information about the issued book from the school library.

### Adding book issue info:

To add new book issue info to the application, the admin and librarians can follow the steps below:

- Log in to the application
- Select the "Back office" option from the left menu.
- Click on the "Book issue report" button from the sub-menu.

- Select the "Issue book" button to add new information.

The screenshot shows the Ekattor 8 application's Back Office section. On the left, there's a sidebar with various menu items like Dashboard, Users, Admissions, Examination, Academic, Accounting, and Back Office. The 'Back Office' item is highlighted with a red box, and the 'Book Issue Report' sub-item under it is also highlighted with a red arrow pointing to it. The main content area is titled 'Book Issue' and shows a table of issued books. The table has columns for #, Book name, Issue date, Student, Class, Status, and Option. There are four entries: 1. 'The Braille edition of the book Exam Warriors' issued to Marah Petersen (Class One, Returned). 2. 'Believe - What Life and Cricket Taught Me' issued to Marah Petersen (Class One, Pending). 3. 'The Christmas Pig' issued to Diana Short (Class Two, Returned). 4. 'Ebony Gilbert' issued to Leo Giles (Class Two, Pending). At the top right of the main area, there's a blue button labeled '+ Issue Book' with a red arrow pointing to it. The top right corner also shows a user profile for 'John Doe Admin'.

#	Book name	Issue date	Student	Class	Status	Option
1	The Braille edition of the book Exam Warriors	Fri, 09/Sep/2022	Marah Petersen Id:	One	Returned	<button>Actions</button>
2	Believe - What Life and Cricket Taught Me	Fri, 09/Sep/2022	Marah Petersen Id:	One	Pending	<button>Actions</button>
3	The Christmas Pig	Sat, 10/Sep/2022	Diana Short Id:	Two	Returned	<button>Actions</button>
4	Ebony Gilbert	Sat, 10/Sep/2022	Leo Giles Id:	Two	Pending	<button>Actions</button>

- Provide required information.
- Click on the "Save book issue info" button to save the new information.

## Issue Book

Issue date

Class

Student

Book

**Save**

### Editing book issue info:

To edit a book issue info to the application, the admin and librarians can follow the steps below:

- Log in to the application
- Select the "Back office" option from the left menu.
- Click on the "Book issue report" button from the sub-menu.

- Provide the required date to find the best result and click on the "Filter" button.
- Select a book issue report from the list.
- Click on the "Actions" button for more options.

The screenshot shows the 'Book Issue' report page. On the left sidebar, 'Back Office' is highlighted with a red box and an arrow pointing to 'Book Issue Report'. The main content area displays a table of book issues with columns: #, Book name, Issue date, Student, Class, Status, and Option. The 'Actions' column contains a dropdown menu for each row. The fourth row's 'Actions' dropdown is also highlighted with a red box.

#	Book name	Issue date	Student	Class	Status	Option
1	The Braille edition of the book Exam Warriors	Fri, 09/Sep/2022	Marah Petersen Id:	One	Returned	Actions
2	Believe—What Life and Cricket Taught Me	Fri, 09/Sep/2022	Marah Petersen Id:	One	Pending	Actions
3	The Christmas Pig	Sat, 10/Sep/2022	Diana Short Id:	Two	Returned	Actions
4	Ebony Gilbert	Sat, 10/Sep/2022	Leo Giles Id:	Two	Pending	Actions

- Select the "Edit" button.

The screenshot shows the same 'Book Issue' report page. The 'Actions' dropdown for the second book issue (row 2) is open, displaying options: 'Edit' (highlighted with a red arrow), 'Return this book', and 'Delete'.

#	Book name	Issue date	Student	Class	Status	Option
1	The Braille edition of the book Exam Warriors	Fri, 09/Sep/2022	Marah Petersen Id:	One	Returned	Actions
2	Believe—What Life and Cricket Taught Me	Fri, 09/Sep/2022	Marah Petersen Id:	One	Pending	Actions
3	The Christmas Pig	Sat, 10/Sep/2022	Diana Short Id:	Two	Returned	Actions
4	Ebony Gilbert	Sat, 10/Sep/2022	Leo Giles Id:	Two	Pending	Actions

- Update required info.
- Select the "Update book issue info" button.

## Update book issue information

X

Issue date

09/09/2022

Class

One

Student

Marah Petersen

Book

Believe-What Life and Cricket Taught Me

Update

**NB:** The admin and librarian can edit the pending books.

### Returning issued book info:

If the students return the issued book to the school library, the admin and librarians can follow the steps below to update the info:

- Log in to the application
- Select the "**Back office**" option from the left menu.
- Click on the "**Book issue report**" button from the sub-menu.
- Provide the required date to find the best result and click on the "**Filter**" button.
- Select a book issue report from the list.
- Click on the "**Actions**" button for more options.

Ekattor 8

Dashboard

Users

Admissions

Examination

Academic

Accounting

**Back Office**

Book List Manager

**Book Issue Report** (highlighted with a red arrow)

Noticeboard

Subscription

Paramount Secondary School

John Doe Admin

**Book Issue**

Home - Back Office - Book Issue Report

+ Issue Book

#	Book name	Issue date	Student	Class	Status	Option
1	The Braille edition of the book Exam Warriors	Fri, 09/Sep/2022	Marah Petersen Id:	One	Returned	<b>Actions</b>
2	Believe-What Life and Cricket Taught Me	Fri, 09/Sep/2022	Marah Petersen Id:	One	Pending	<b>Actions</b>
3	The Christmas Pig	Sat, 10/Sep/2022	Diana Short Id:	Two	Returned	<b>Actions</b>
4	Ebony Gilbert	Sat, 10/Sep/2022	Leo Giles Id:	Two	Pending	<b>Actions</b>

- Select the "Return this book" button.

Book Issue

Home - Back Office - Book Issue Report

+ Issue Book

#	Book name	Issue date	Student	Class	Status	Option
1	The Braille edition of the book Exam Warriors	Fri, 09/Sep/2022	Marah Petersen Id:	One	Returned	<b>Actions</b>
2	Believe-What Life and Cricket Taught Me	Fri, 09/Sep/2022	Marah Petersen Id:	One	Pending	<b>Actions</b>
3	The Christmas Pig	Sat, 10/Sep/2022	Diana Short Id:	Two	<b>Returned</b>	<b>Actions</b>
4	Ebony Gilbert	Sat, 10/Sep/2022	Leo Giles Id:	Two	Pending	<b>Actions</b>

## Deleting issued book info:

To edit a book issue info to the application, the admin and librarians can follow the steps below:

- Log in to the application
- Select the "Back office" option from the left menu.
- Click on the "Book issue report" button from the sub-menu.
- Provide the required date to find the best result and click on the "Filter" button.
- Select a book issue report from the list.
- Click on the "Actions" button for more options.

Ekattor 8

Dashboard

Users

Admissions

Examination

Academic

Accounting

**Back Office**

Book List Manager

**Book Issue Report** (highlighted with a red arrow)

Noticeboard

Subscription

Paramount Secondary School

John Doe Admin

**Book Issue**

Home - Back Office - Book Issue Report

+ Issue Book

#	Book name	Issue date	Student	Class	Status	Option
1	The Braille edition of the book Exam Warriors	Fri, 09/Sep/2022	Marah Petersen Id:	One	Returned	<b>Actions</b> (highlighted with a red box)
2	Believe-What Life and Cricket Taught Me	Fri, 09/Sep/2022	Marah Petersen Id:	One	Pending	Actions
3	The Christmas Pig	Sat, 10/Sep/2022	Diana Short Id:	Two	Returned	Actions
4	Ebony Gilbert	Sat, 10/Sep/2022	Leo Giles Id:	Two	Pending	Actions

- Select the "Delete" button.

Book Issue

Home - Back Office - Book Issue Report

+ Issue Book

09/01/2022 - 09/30/2022

Filter

Export

#	Book name	Issue date	Student	Class	Status	Option
1	The Braille edition of the book Exam Warriors	Fri, 09/Sep/2022	Marah Petersen Id:	One	Returned	Actions
2	Believe-What Life and Cricket Taught Me	Fri, 09/Sep/2022	Marah Petersen Id:	One	Pending	Actions
3	The Christmas Pig	Sat, 10/Sep/2022	Diana Short Id:	Two	Returned	Actions
4	Ebony Gilbert	Sat, 10/Sep/2022	Leo Giles Id:	Two	Pending	Actions

- Click on the "Yes" button for confirmation.

Students can also download the issued books list by selecting the "Export report" button after clicking on the "Filter" button. They can download the issued books list in 3 different ways. They are:

- As PDF file
- Get the hardcopy through Printout

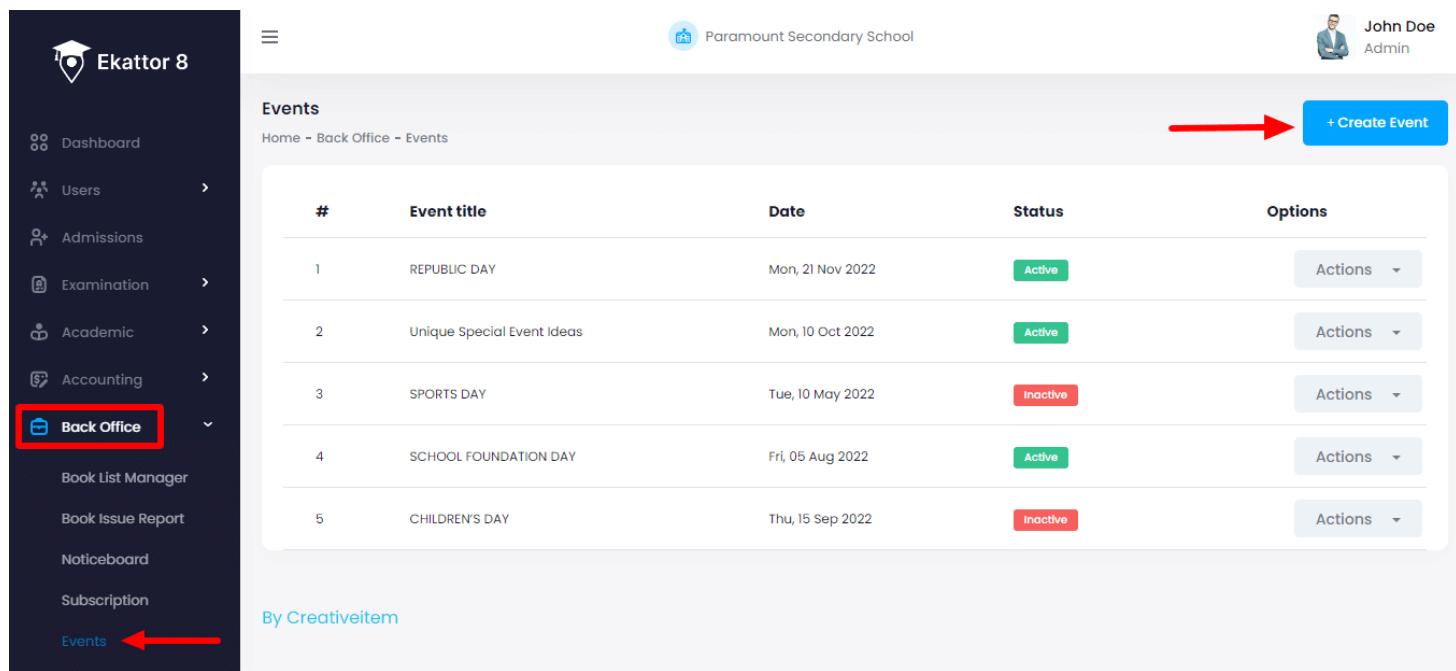
## Event -

The school admin can publish or manage their school's events in this application. Within a few steps, the school admin can manage the school's events. Every user can see the school events from their panel.

## Adding new event:

To add a new event to the school, the school admin can follow the steps below:

- Log in to the application.
- Go to the "**Back office**" option from the left menu.
- Select the "**Events**" option from the sub-menu.
- Select the "**Create event**" button to add a new event.



The screenshot shows the Ekattor 8 application interface. On the left, there is a dark sidebar with various menu items: Dashboard, Users, Admissions, Examination, Academic, Accounting, Back Office (which is highlighted with a red box), Book List Manager, Book Issue Report, Noticeboard, Subscription, and Events (which has a red arrow pointing to it). The main content area is titled "Events" and shows a list of five events with columns for #, Event title, Date, Status, and Options. The events listed are: 1. REPUBLIC DAY (Mon, 21 Nov 2022, Active), 2. Unique Special Event Ideas (Mon, 10 Oct 2022, Active), 3. SPORTS DAY (Tue, 10 May 2022, Inactive), 4. SCHOOL FOUNDATION DAY (Fri, 05 Aug 2022, Active), and 5. CHILDREN'S DAY (Thu, 15 Sep 2022, Inactive). At the top right of the main content area, there is a blue button labeled "+ Create Event". Above the main content area, the school name "Paramount Secondary School" is displayed along with a user profile picture and the name "John Doe Admin".

- Provide the event title and date.
- Set the event status.
- Select the "**Save event**" button.

## Create Event

X

Event title

Provide event title

Date

09/18/2022

Status

Active

Save event

The school event has been saved successfully.

### Editing an event:

To edit an event, the school admin can follow the steps below:

- Log in to the application as an admin.
- Select the "**Back Office**" option from the left menu.
- Click on the "**Event**" option from the sub-menu.
- Choose an event.
- Select the "**Action**" button for more options.

The screenshot shows the Ekattor 8 Back Office interface. On the left, there is a sidebar with the following menu items: Dashboard, Users, Admissions, Examination, Academic, Accounting, Back Office (which is highlighted with a red box), Book List Manager, Book Issue Report, Noticeboard, Subscription, and Events (which has a red arrow pointing to it). The main content area is titled "Events" and shows a list of events with columns for #, Event title, Date, Status, and Options. The first event is "REPUBLIC DAY" (Mon, 21 Nov 2022, Active). The second event is "Unique Special Event Ideas" (Mon, 10 Oct 2022, Active). The third event is "SPORTS DAY" (Tue, 10 May 2022, Inactive). The fourth event is "SCHOOL FOUNDATION DAY" (Fri, 05 Aug 2022, Active). The fifth event is "CHILDREN'S DAY" (Thu, 15 Sep 2022, Inactive). The "Actions" column for each row contains a dropdown menu. At the top right of the main content area, there is a user profile for "John Doe Admin".

#	Event title	Date	Status	Options
1	REPUBLIC DAY	Mon, 21 Nov 2022	Active	Actions
2	Unique Special Event Ideas	Mon, 10 Oct 2022	Active	Actions
3	SPORTS DAY	Tue, 10 May 2022	Inactive	Actions
4	SCHOOL FOUNDATION DAY	Fri, 05 Aug 2022	Active	Actions
5	CHILDREN'S DAY	Thu, 15 Sep 2022	Inactive	Actions

- Click on the "**Edit**" option.

## Events

Home - Back Office - Events

+ Create Event

#	Event title	Date	Status	Options
1	REPUBLIC DAY	Mon, 21 Nov 2022	Active	<button>Actions</button>
2	Unique Special Event Ideas	Mon, 10 Oct 2022	Active	<button>Edit</button> <span style="color:red;">→</span> <button>Delete</button>
3	SPORTS DAY	Tue, 10 May 2022	Inactive	<button>Actions</button>
4	SCHOOL FOUNDATION DAY	Fri, 05 Aug 2022	Active	<button>Actions</button>
5	CHILDREN'S DAY	Thu, 15 Sep 2022	Inactive	<button>Actions</button>

- Update required information.
- Select the "**Save event**" button to update your information.

## Update event



Event title

Date

Status

Active ▼

**Save event**

## Removing a school event:

To remove an event from the school, the admin can follow the steps below:

- Log in to the application as an admin.
- Select the "**Back Office**" option from the left menu.
- Click on the "**Event**" option from the sub-menu.
- Choose an event.
- Select the "**Action**" button for more options.

Events

Home - Back Office - Events

+ Create Event

#	Event title	Date	Status	Options
1	REPUBLIC DAY	Mon, 21 Nov 2022	Active	Actions
2	Unique Special Event Ideas	Mon, 10 Oct 2022	Active	Actions
3	SPORTS DAY	Tue, 10 May 2022	Inactive	Actions
4	SCHOOL FOUNDATION DAY	Fri, 05 Aug 2022	Active	Actions
5	CHILDREN'S DAY	Thu, 15 Sep 2022	Inactive	Actions

By Creativeitem

Events

- Click on the "Delete" option.

Events

Home - Back Office - Events

+ Create Event

#	Event title	Date	Status	Options
1	REPUBLIC DAY	Mon, 21 Nov 2022	Active	Actions
2	Unique Special Event Ideas	Mon, 10 Oct 2022	Active	Actions
3	SPORTS DAY	Tue, 10 May 2022	Inactive	Actions
4	SCHOOL FOUNDATION DAY	Fri, 05 Aug 2022	Active	Actions
5	CHILDREN'S DAY	Thu, 15 Sep 2022	Inactive	Actions

- Click on the "Yes" button for confirmation.

## Subscription -

You can sell your application's packages as subscriptions to the school admin. You can also sell your packages through the offline payment gateway with Ekattor 8. Also, the school admin can purchase the subscription as a package through the payment gateways. After expiring the package date, the school admin has to purchase a subscription package.

### How to purchase a subscription:

The school admin purchases subscriptions which you have offered. To purchase a subscription package, the school admin can follow the steps below:

- Log in to the application.
- Select the "**Back Office**" option from the left menu.
- Click on the "**Subscription**" option from the sub-menu.
- Tap on the "**Subscribe**" button to choose a package.
- Select a package from the package list.
- Click on the "**Subscribe**" button from the selected package.
- Choose an available payment gateway and click on it.
- Click on the "**Submit**" button.
- Provide the required information to complete the payment process.

The school admin can see their active package with the package expiration date and subscription date.

Purchasing subscription package process is complete.

### **How to renew the subscription package:**

The school admin can renew their subscription package after expiring their package. If they restart their subscription package they have to click on the "**Renew**" button. To restart their package, the school admin can follow the steps below:

- Log in to the application.
- Select the "**Back Office**" option from the left menu.
- Click on the "**Subscription**" option from the sub-menu.
- Tap on the "**Renew**" button to restart your package.
- Provide the required information to complete the payment process.

### **How to print out the subscription package invoice:**

The school admin can print out their invoice and see their previous subscription package history from their panel. For this, they can follow the steps below:

- Log in to the application.
- Select the "**Back Office**" option from the left menu.
- Click on the "**Subscription**" option from the sub-menu.
- Provide the required date and click on the "**Filter**" button.
- Select a transaction from the list to print out.
- Click on the more options icon from the selected transaction
- Select the "**Print invoice**" option.
- Tap the "**Print**" button from the invoice.

## **Noticeboard -**

The school admin can manage the noticeboard of a school. Every user can see the school noticeboard from their panel.

### **Adding new notice:**

To add a new noticeboard to the school, the school admin can follow the steps below:

- Log in to the application.
- Go to the "**Back office**" option from the left menu.
- Select the "**Noticeboard**" option from the sub-menu.

- Select the "**Add new notice**" button to add a new event.
- Provide notice title, start and ending date, and time.
- Write down the notice in brief.
- Allow or Disallow the notice on the school website
- Upload the notice image. (The school admin can upload the photo from their device)
- Click on the "**Save notice**" button.

### **Editing a notice:**

To edit a notice, the school admin can follow the steps below:

- Log in to the application as an admin.
- Select the "**Back Office**" option from the left menu.
- Click on the "**Noticeboard**" option from the sub-menu.
- Choose an event from the noticeboard and click on it.
- Update required information.
- Click on the "**Update notice**" button.

### **Deleting a notice:**

To delete a notice, the school admin can follow the steps below:

- Log in to the application as an admin.
- Select the "**Back Office**" option from the left menu.
- Click on the "**Noticeboard**" option from the sub-menu.
- Choose an event from the noticeboard and click on it.
- Click on the "**Delete**" button.
- Select the "**Yes**" button for confirmation.

**NB:** *The school admin can manage the school's notice based on month, week, day, and list.*

# **Settings**

## **School Settings -**

The School admin can manage the school settings for a school. In Ekattor 8, every school has different settings configurations and the school admin has to manage these and configure the settings. The admin also changes the school settings whenever they want. To manage a school setting in Ekattor 8, the school admin can follow the steps below:

- Log in to the application.
- Select the "**Settings**" option from the left menu.
- Click on the "**School settings**" option from the sub-menu.
- Provide the school name, phone number, address, and information.
- Select the "**Update settings**" button to save the school settings.

The screenshot shows the Ekattor 8 application interface. On the left, there is a dark sidebar menu with the following items:

- Dashboard
- Users
- Admissions
- Examination
- Academic
- Accounting
- Back Office
- Settings** (highlighted with a red box)

Under the "Settings" menu, there are three sub-options: "School Settings" (highlighted with a blue arrow), "Payment Settings", and "My Account".

The main content area is titled "School Settings". It contains the following fields:

- School Name: Paramount Secondary School
- School Phone: 234565434
- Address: 911 Hillside Dr, Kodiak, Alaska 99615, USA

Below these fields, there is a section titled "School information" with the following text: "This is officially unofficial page of Paramount Boarding High School, and is not actually associated".

At the bottom right of the content area is a blue button labeled "Update settings".

## System settings -

You can manage the system settings in the application as a superadmin. Only the site superadmin can configure the system settings in Ekattor 8. To configure the system settings, you can follow the steps below:

- Log in to the application.
- Select the "**Settings**" option from the left menu.
- Click on the "**System settings**" option from the sub-menu.

The screenshot shows the Ekattor 8 dashboard on the left and the System Settings page on the right. The left sidebar includes links for Dashboard, Schools, Package, Subscriptions, Addons, and Settings. The Settings link is highlighted with a red box and a red arrow points to the 'System Settings' option under it. The main content area is titled 'System Settings' and shows the current configuration for various system details.

**System Settings**

Home - Settings - System Settings

SYSTEM SETTINGS

System Name

Ekattor 8 School Management

System Title

Ekattor School

System Email

ekattor@example.com

Phone

677492151

Fax

1234567890

- Provide the system name.
- Add system title.
- Add system email.
- Provide phone number
- Add Fax
- Set Address
- Provide the product purchase code
- Set the footer text and Footer link
- Choose an option to make the landing page enable/disable.
- Click on the "**Submit**" button to save your settings.

# System Settings

Home - Settings - System Settings

## ● SYSTEM SETTINGS

### System Name

Ekattor 8 School Management

### System Title

Ekattor School

### System Email

ekattor@example.com

### Phone

677492151

### Fax

1234567890

### Address

4333 Factoria Blvd SE, Bellevue, WA 98006

### Timezone

America/New\_York



### Footer Text

By Creativeitem

### Footer Link

<http://creativeitem.com/>

**Submit**

- Upload the system logos and click on the "**Update logo**" button to save the logo.

#### ● SYSTEM LOGO

Dark logo
Light logo
Favicon



**Ekattor 8**

Browse... No file selected.



**Ekattor 8**

Browse... No file selected.



Browse... No file selected.

You can also update Ekattor 8 for a better user experience. For this, you have to select the update file from your device and click the "**Update**" option in the "**System settings**".

#### ● PRODUCT UPDATE

##### File

Browse...

## Language settings -

You can add multiple languages to your application with Ekattor 8. You can also change one language to another language within a moment. As a superadmin, you can change, update or remove any language. For this, you have to navigate:

- Log in to the application.
- Select the "**Settings**" option from the left menu.
- Click on the "**Language settings**" option from the sub-menu.

### Adding a language:

To add a language, you can follow the steps below as a superadmin.

- Log in to the application.
- Select the "**Settings**" option from the left menu.
- Click on the "**Language settings**" option from the sub-menu.
- Select the "**Add language**" option.
- Provide required information.
- Click on the "**Add language**" button.

## **Updating a language:**

To update a language, you can follow the steps below as a superadmin.

- Log in to the application.
- Select the "**Settings**" option from the left menu.
- Click on the "**Language settings**" option from the sub-menu.
- Select a language from the list.
- Click on the more options button.
- Select the "**Update language**" option.
- Update required information.
- Click on the "**Update language**" button for confirmation.

## **Deleting a language:**

To delete a language, you can follow the steps below as a superadmin.

- Log in to the application.
- Select the "**Settings**" option from the left menu.
- Click on the "**Language settings**" option from the sub-menu.
- Select a language from the list.
- Click on the more options button.
- Select the "**Delete language**" option.
- Click on the "**Yes**" button for confirmation.

## **Managing phrases:**

After creating languages, you have to add phrases to that languages. To manage a language's phrases, you can follow the steps as a superadmin.

- Log in to the application.
- Select the "**Settings**" option from the left menu.
- Click on the "**Language settings**" option from the sub-menu.
- Select a language from the list.
- Click on the more options button.
- Select the "**Update phrases**" option.
- Update the required phrase.
- Click on the green ticked box to save the phrases.

## **Payment settings (Superadmin) -**

The offline payment provides offline, cash or local payment gateway features to the students and parents while paying their fees. This feature gives a payment document upload option during the payment process. After that, the school admin can verify the transaction and approve the payment from their panel. The admin can also pay their subscription fees through the offline payment gateway and you can review, approve, or remove their payment documents as a superadmin.

## How to pay fees through offline payment:

Students and parents can pay their fees through the offline payment system. To pay their fees, they can follow the steps below:

- Log in to the application.
- Navigate the payment gateway option to choose the offline payment gateway.
- Select the offline payment gateway option and upload the documents of the local payment.  
(They can upload jpg, pdf, png, or Docx files from their device)

After uploading the document file, the school admin will overview the document and accept/reject the transactions if they want.

**NB:** *The admin can pay the subscription fees in the same ways.*

## Managing offline payment requests:

The school admin can manage the offline payment request from their panel. The parents and students upload their documents after using offline payment gateways, and the document will appear on the admin's offline payment request list. The school admin can approve/reject the transactions if they want. For that, they can follow the steps below:

- Log in to the application.
- Select the "**Accounting**" option from the left menu.
- Click on the "**Offline payment request**" option from the sub-menu.
- Select a transaction from the list.
- Click on the more options button.
- Select the "**Approve/Reject**" option.

## Managing offline payment requests for subscriptions:

If the admin pays the subscription fees through the offline payment gateway, you can manage their payment documents as a superadmin. The school admin can also upload documents after using offline payment gateways, and their document will appear on your pending request list. can approve/reject the transactions if you want. For that, you can follow the steps below:

- Log in to the application.
- Select the "**Subscription**" option from the left menu.
- Click on the "**Pending request**" option from the sub-menu.
- Select a transaction from the list.
- Click on the more options button.
- Select the "**Approve/Reject**" option.

You can see the approved offline transactions in the "**Confirmed payment**" option in the "**Subscription**".

## SMTP settings -

You can configure the SMTP settings as a superadmin. To configure the SMTP setting for your application, you follow the steps below:

- Log in to the application.
- Select the "**Settings**" option from the left menu.
- Click on the "**SMTP settings**" option from the sub-menu.
- Provide the Protocol, SMTKP SSL, SMTP host, and port.
- Add User name and password.
- Click on the "**Save**" button to save your information.

The screenshot shows the Ekattor 8 application dashboard. On the left, there is a dark sidebar with various menu items: Dashboard, Schools, Package, Subscriptions, Addons, and Settings. The 'Settings' item is highlighted with a red box, and the 'Smtp settings' option under it is also highlighted with a red arrow pointing to it. The main content area is titled 'Smtp Settings'. It contains several input fields: 'Protocol (smtp or ssmtp or mail)' with 'smtp' selected, 'Smtp crypto (ssl or tls)' with 'tls' selected, 'Smtp host' with 'smtp.gmail.com', 'Smtp port' with '587', 'Smtp username' with 'your-email', and 'Smtp password' with 'Email-password'. At the bottom is a blue 'Save' button. In the top right corner, there is a user profile for 'Marco Superadmin'.

## About -

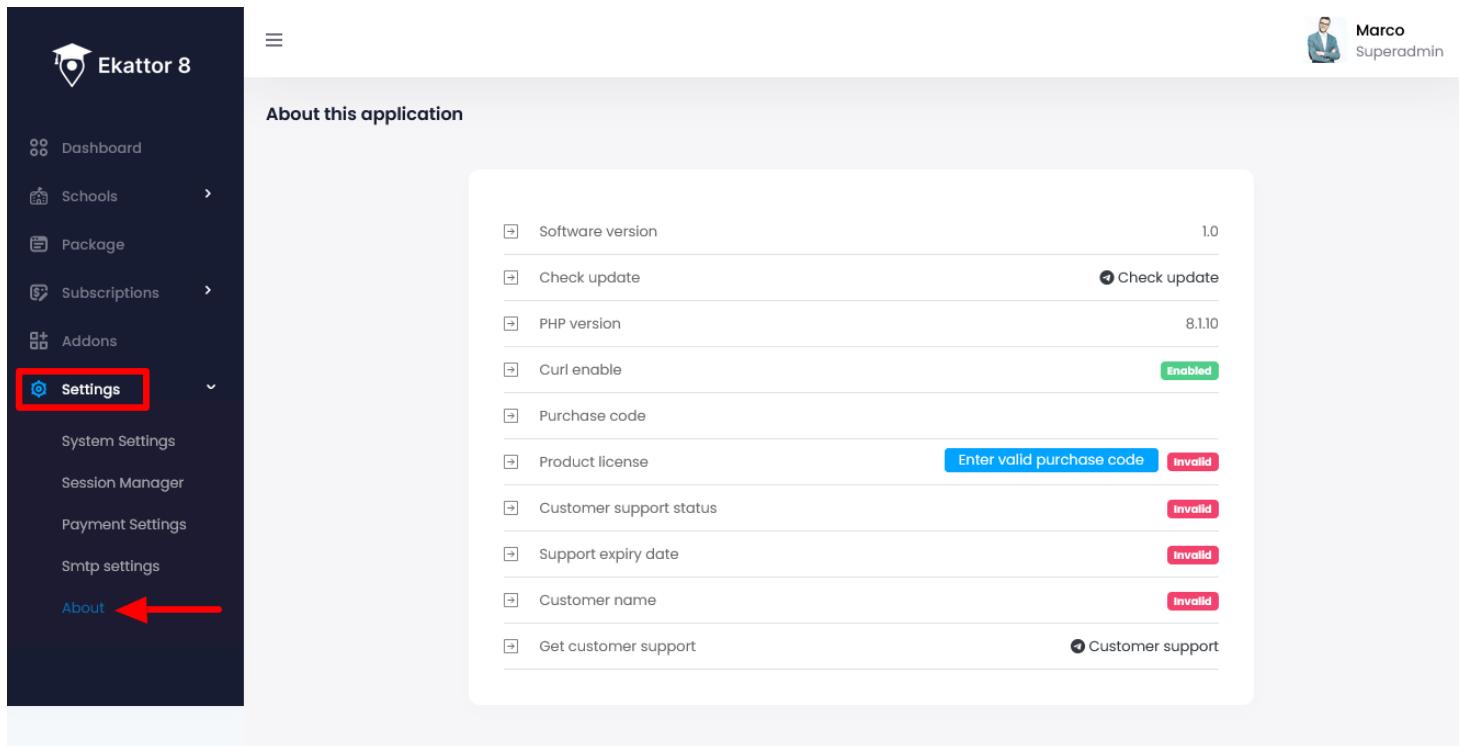
In this settings panel, you can get complete information about your application. To get the basic information, you can navigate to the "**About**" option from the "**Settings**." For this, you can follow the steps below:

- Log in to the application.
- Select the "**Settings**" option from the left menu.
- Select the "**About**" option from the sub-menu.

In this settings option, you can:

- Check the current software version.
- Look for a new version.
- Check the PHP version.
- Change the curl status.
- See the purchase code.
- Overview of the purchase code status.
- Support expiry date.
- Customer name.

Also, you can contact customer support from this panel. For this, you have to select the "**Customer support**" option.



The screenshot shows the Ekattor 8 application interface. On the left, there is a sidebar with the following menu items:

- Dashboard
- Schools
- Package
- Subscriptions
- Addons
- Settings** (highlighted with a red box)
- System Settings
- Session Manager
- Payment Settings
- Smtp settings
- About** (highlighted with a red arrow)

On the right, the "About this application" page is displayed. It contains the following information:

Setting	Value
Software version	1.0
Check update	<a href="#">Check update</a>
PHP version	8.1.10
Curl enable	<span>Enabled</span>
Purchase code	
Product license	<a href="#">Enter valid purchase code</a> <span>Invalid</span>
Customer support status	<span>Invalid</span>
Support expiry date	<span>Invalid</span>
Customer name	<span>Invalid</span>
Get customer support	<a href="#">Customer support</a>

## Payment settings (Admin) -

The school admin can control their school's payment settings from their settings option. They can change, and update the payment system within a few clicks.

### System currency settings:

To configure the system currency, the admin has to follow the steps below:

- Log in to the application.
- Select the "**Settings**" option from the left menu.
- Click on the "**Payment**" settings option from the sub-menu.
- Set a system currency
- Set a currency position
- Click on the "**Update settings**" option to save the settings.

The screenshot shows the Ekattor 8 application interface. On the left, there is a dark sidebar with various menu items: Dashboard, Users, Admissions, Examination, Academic, Accounting, Back Office, and Settings. The 'Settings' item is highlighted with a red box and has a dropdown arrow indicating it has sub-options. Below the main menu, there are three more items: School Settings, Payment Settings, and My Account. A red arrow points from the text 'By Creativeitem' to the 'Payment Settings' link. The main content area is titled 'Payment settings' and contains a section for 'School Currency' with a dropdown set to 'USD' and a 'Currency Position' dropdown set to 'left'. There is also a blue 'Update Currency' button.

## Yearly session -

You can manage the yearly sessions of Ekattor 8 as a superadmin. You can add, remove, delete, or activate/deactivate any sessions within a minute.

### Adding new session:

To add a new session to your school as a superadmin, you can follow the steps below:

- Log in to the application as superadmin.
- Select the "**Settings**" option from the left menu.
- Click on the "**Session manager**" option from the sub-menu.
- Tap on the "**Add session**" button to add a new session.

- Provide the required information.
- Click on the "**Create session**" button.

### Create Session

Session title

▼

**Create session**

## Activating a session:

To activate a session at your school as a superadmin, you can follow the steps below:

- Log in to the application as superadmin.
- Select the "**Settings**" option from the left menu.
- Click on the "**Session manager**" option from the sub-menu.
- Select a session and click on the "**Activate**" button.

The screenshot shows the "Session Manager" page. At the top, it says "Active session 2022". Below that is a dropdown menu set to "2022" with an "Activate" button next to it. A dropdown menu labeled "Select a session" is open, showing "2022" as the current selection. The URL in the address bar is "Home - Settings - Session Manager".

## Update session info:

To update session info at your school as a superadmin, you can follow the steps below:

- Log in to the application as superadmin.
- Select the "**Settings**" option from the left menu.
- Click on the "**Session manager**" option from the sub-menu.
- Select a session from the right side.
- Click on the "**Actions**" button for more options.
- Select the "**Edit**" button.

The screenshot shows the "Session Manager" page. At the top, it says "Active session 2022". Below that is a dropdown menu set to "2022" with an "Activate" button next to it. On the right, there's a table with columns "Session title", "Status", and "Options". One row in the table has "2022" in the "Session title" column, "Active" in the "Status" column, and an "Actions" button with a dropdown menu. The "Edit" option in this dropdown menu is highlighted with a red arrow. The URL in the address bar is "Home - Settings - Session Manager".

- Update required info.
- Click on the "**Update session**" button.

## Edit Session

X

Session title

 ▼

**Update session**

### Delete session info:

To delete session info at your school as a superadmin, you can follow the steps below:

- Log in to the application as superadmin.
- Select the "**Settings**" option from the left menu.
- Click on the "**Session manager**" option from the sub-menu.
- Select a session from the right side.
- Click on the "**Actions**" button for more options.
- Select the "**Delete**" button.

The screenshot shows a table with three columns: Session title, Status, and Options. The first row contains the session title "2022" and status "Active". In the Options column, a dropdown menu is open, showing the "Edit" option and the "Delete" option, which is highlighted with a red arrow pointing to it.

Session title	Status	Options
2022	Active	<b>Actions</b> ▾ Edit Delete

- Click on the "**Yes**" button for confirmation.

### Website settings -

You can manage your landing page/frontend page by configuring this settings option. To manage your landing page/frontend page, you can follow the steps below:

- Log in to the application as a superadmin.

- Select the "Settings" option from the left menu.
- Click on the "Website settings" option from the sub-menu.

The screenshot shows the Ekattor 8 application interface. On the left, there's a dark sidebar with a navigation menu. The 'Settings' option is highlighted with a red box and has a red arrow pointing to the 'Website Settings' option below it. Other menu items include 'Dashboard', 'Schools', 'Create school', 'Subscription Report', 'Pending Request', 'Package', 'Addons', 'System Settings', 'Manage Faq', 'Payment Settings', 'Language Settings', and 'Smtp settings'. The main content area is titled 'Website Settings' and shows a breadcrumb path: Home - Settings - Website Settings. It includes sections for 'GENERAL SETTINGS' with fields for 'System Title' (Ekattor8), 'Banner Title' (Deep Learning Through Deep Connections), 'Banner Subtitle' (Lorem Ipsum available, but the majority have suffered alteration in some form, by injected), 'Price Subtitle' (Lorem Ipsum available, but the majority have suffered alteration in some form, by injected humour, or ran), 'Faq Subtitle' (Lorem Ipsum available, but the majority have suffered alteration in some form, by injected humour, or ran), and 'Facebook Link' (https://www.facebook.com/CreativeitemApps).

- Provide your system title, banner title, and subtitle.

— Ekattor8

# Bringing Excellence To Students

Empowering and inspiring all students to excel as life long learners

5

Schools

84

User Account



- Add price subtitle.

# Price

Choose the best subscription plan for your school

Subscription Plan	Price	Description	Status
Silver	20.00 USD/month	Great Package	Subscribe
Gold	40.00 USD/month	Great Package	Subscribe
premium	50.00 USD/month	Great Package	Subscribe
Vip	1000000 USD/year	X	Subscribe

- Add FAQs subtitle.

# Have Any Question

## Faq

Frequently asked questions

- What is Ekattor 8?

+

- How can I get developed my customer features?

+

- Which license to choose for my client project?

+

- How much time will I get developer support?

+

- Add mail address. (Your users can contact you through this email address)

Contact us with any questions

 Contact Us



- You can add social media information for the footer section.

**Contact**

---

 677492151

 ekattor@domain.com

 4333 Factoria Blvd SE, Bellevue, WA 98006

**Social Link**

---



- Add your application details and Copyright text in the footer section of this landing page.



## Ekattor 8

Ekattor 8 is a collection of programs designed to assist schools in administering their executive responsibilities on a day-to-day basis. It is designed for SAAS (Software as a Service) projects.

### Contact

677492151  
ekattor@domain.com  
4333 Factoria Blvd SE, Bellevue, WA 98006

### Social Link

f t in s

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- Click on the "Submit" button to save your data.

## FAQ settings -

You can manage your FAQs on the lang page/frontend page as a superadmin in Ekattor 8. Here you can add new FAQs, update, or remove them whenever you want.

### Adding new FAQs:

To add new FAQs to your lang page/frontend page, you can follow the steps below:

- Log in to the application as a superadmin.
- Select the "Settings" option from the left menu.
- Click on the "FAQ settings" option from the sub-menu.



## Ekattor 8

- Dashboard
- Schools
- Create school
- Subscription Report
- Pending Request
- Package
- Addons
- Settings** 
- System Settings
- Website Settings
- Manage Faq** 
- Payment Settings
- Language Settings

Manage Faq

Home - Settings - Manage Faq Add question and answer

### Faq List

Frequently asked questions

Question	Action
What is Ekattor 8?	Action
How can I get developed my customer features?	Action
Which license to choose for my client project?	Action
How much time will I get developer support?	Action

- Click on the "Add question and answer" button.

The screenshot shows a user interface for managing frequently asked questions. At the top right, there is a profile icon for 'Adama Taore' labeled 'Superadmin'. Below the header, the title 'Manage Faq' is displayed, along with a breadcrumb trail: 'Home - Settings - Manage Faq'. On the right side of the page, there is a blue button with the text 'Add question and answer' and a red arrow pointing to it from the left.

## Faq List

Frequently asked questions

Question	Answer	Action
What is Ekattor 8?	Ekattor 8 is a collection of programs designed to assist schools in administering their executive responsibilities on a day-to-day basis. Ekattor 8 is an updated version of Ekattor ERP (Enterprise Resource Planning). Also, Ekattor 8 is designed for SAAS (Software as a Service) projects.	Action
How can I get developed my customer features?	Custom features do not come with product support. You can contact our support center and send us details about your requirement. If our schedule is open, we can give you a quotation and take your project according to the contract.	Action
Which license to choose for my client project?	If you use academy LMS for a commercial project of a client, you will be required extended license.	Action

- Write down the questions and answers.
- Click on the "Create" button to save the data.

## Create question and answer

Question Title

Question Description

**Create**

## Updating FAQs:

To update the FAQs on the lang page/frontend page, you can follow the steps below:

- Log in to the application as a superadmin.
- Select the "Settings" option from the left menu.
- Click on the "FAQ settings" option from the sub-menu.

The screenshot shows the Ekattor 8 application interface. On the left, there is a sidebar with various options: Dashboard, Schools, Create school, Subscription Report, Pending Request, Package, Addons, Settings (which is highlighted with a red box), System Settings, Website Settings, Manage Faq (which has a red arrow pointing to it), Payment Settings, and Language Settings. The main content area is titled "Manage Faq" and shows a "Faq List" with the heading "Frequently asked questions". There are three cards displayed:

- What is Ekattor 8?**: A detailed description of Ekattor 8 as a collection of programs designed to assist schools in administering their executive responsibilities on a day-to-day basis. It mentions that Ekattor 8 is an updated version of Ekattor ERP (Enterprise Resource Planning) and is designed for SaaS (Software as a Service) projects. An "Action" button is present below this card.
- How can I get developed my customer features?**: A description stating that custom features do not come with product support. It encourages users to contact support for details and quotation. An "Action" button is present below this card.
- Which license to choose for my client project?**: A brief note about extended licenses for commercial projects. An "Action" button is present below this card.

- Select a FAQ.
- Click on the "Action" button for more options.

# Faq List

Frequently asked questions

## What is Ekattor 8?

Ekattor 8 is a collection of programs designed to assist schools in administering their executive responsibilities on a day-to-day basis. Ekattor 8 is an updated version of Ekattor ERP (Enterprise Resource Planning). Also, Ekattor 8 is designed for SAAS (Software as a Service) projects.

Action



## How can I get developed my customer features?

Custom features do not come with product support. You can contact our support center and send us details about your requirement. If our schedule is open, we can give you a quotation and take your project according to the contract.

Action

- Select the "Edit" option.

# Faq List

Frequently asked questions

## What is Ekattor 8?

Ekattor 8 is a collection of programs designed to assist schools in administering their executive responsibilities on a day-to-day basis. Ekattor 8 is an updated version of Ekattor ERP (Enterprise Resource Planning). Also, Ekattor 8 is designed for SAAS (Software as a Service) projects.

Action ▾

## How can I get developed my customer features?

Custom features do not come with product support. You can contact our support center and send us details about your requirement. If our schedule is open, we can give you a quotation and take your project according to the contract.

Action ▾

## How much time will I get developer support?

By default, you are entitled to developer support for 6 months from the date of your purchase. Later on anytime you can renew the support pack if you need developer support. If you don't need any developer support, you don't need to buy it.

Action ▾

Edit



Delete

- Update required information.
- Click on the "Update" option.

# Update question and answer

X

## Question Title

How much time will I get developer support?

## Question Description

By default, you are entitled to developer support for 6 months from the date of your purchase. Later on anytime you can renew the support pack if you need developer support. If you don't need any developer support, you don't need to buy it.

Update

## Removing FAQs:

To remove a FAQ, you can follow the steps below as a superadmin:

- Log in to the application as a superadmin.
- Select the "**Settings**" option from the left menu.
- Click on the "**FAQ settings**" option from the sub-menu.

The screenshot shows the Ekattor 8 application's "Manage Faq" section. On the left, there is a sidebar with various options: Dashboard, Schools, Create school, Subscription Report, Pending Request, Package, Addons, Settings (which is currently selected), System Settings, Website Settings, Manage Faq (with a red arrow pointing to it), Payment Settings, and Language Settings. The main content area has a header "Manage Faq" and a sub-header "Frequently asked questions". It features a "FAQ List" section with three items: "What is Ekattor 8?", "How can I get developed my customer features?", and "Which license to choose for my client project?". Each item has a detailed description and an "Action" button. At the bottom of the list, there is a summary of the first item: "How much time will I get developer support?". The top right corner shows a user profile for "Adama Taore" (Superadmin) and a blue "Add question and answer" button.

- Select a FAQ.
- Click on the "Action" button for more options.

## Faq List

Frequently asked questions

### What is Ekattor 8?

Ekattor 8 is a collection of programs designed to assist schools in administering their executive responsibilities on a day-to-day basis. Ekattor 8 is an updated version of Ekattor ERP (Enterprise Resource Planning). Also, Ekattor 8 is designed for SaaS (Software as a Service) projects.

Action



### How can I get developed my customer features?

Custom features do not come with product support. You can contact our support center and send us details about your requirement. If our schedule is open, we can give you a quotation and take your project according to the contract.

Action

- Select the "Delete" option.

# Faq List

Frequently asked questions

## What is Ekattor 8?

Ekattor 8 is a collection of programs designed to assist schools in administering their executive responsibilities on a day-to-day basis. Ekattor 8 is an updated version of Ekattor ERP (Enterprise Resource Planning). Also, Ekattor 8 is designed for SAAS (Software as a Service) projects.

Action ▾

## How can I get developed my customer features?

Custom features do not come with product support. You can contact our support center and send us details about your requirement. If our schedule is open, we can give you a quotation and take your project according to the contract.

Action ▾

## How much time will I get developer support?

By default, you are entitled to developer support for 6 months from the date of your purchase. Later on anytime you can renew the support pack if you need developer support. If you don't need any developer support, you don't need to buy it.

Action ▾

Edit

Delete 

- Click on the "Yes" button for confirmation.

# Parent's panel

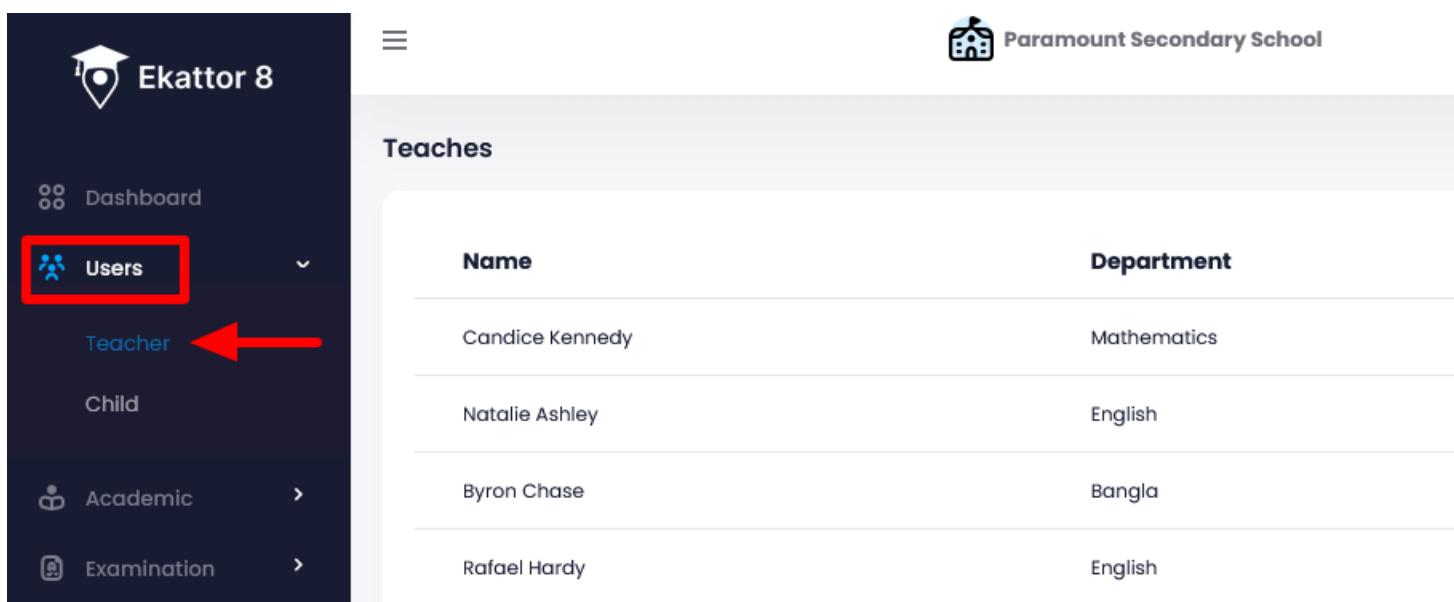
## Monitor users -

Parents can see the teacher's and student's information and print out their child's ID card from their parents.

### Monitor teacher's information:

To see the teacher's information and their department, the parents can follow the steps below:

- Log in to the application.
- Select the "Users" option from the left menu.
- Click on the "Teacher" option from the sub-menu.



Name	Department
Candice Kennedy	Mathematics
Natalie Ashley	English
Byron Chase	Bangla
Rafael Hardy	English

They can see the list of teachers' names, departments, and designations at a glance.

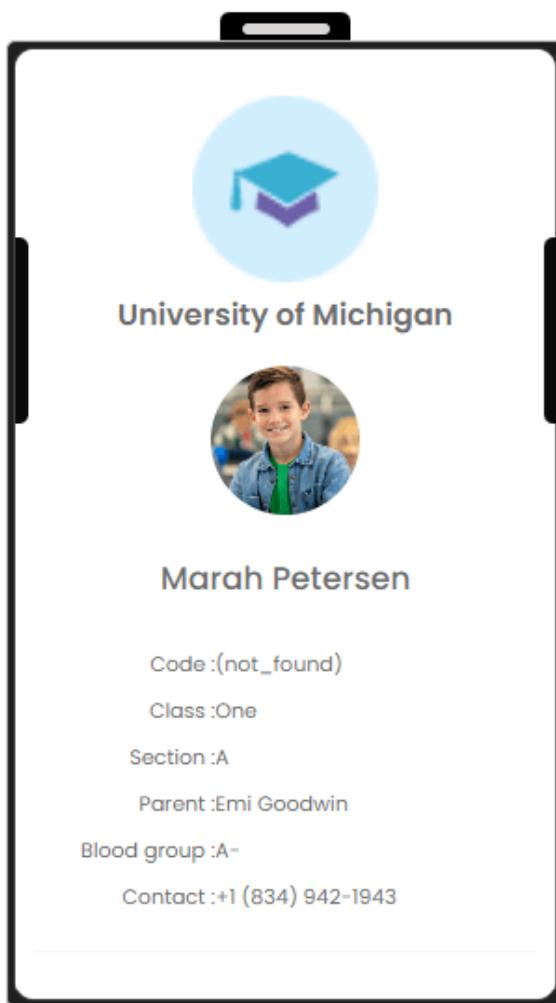
### Printing out the student's ID card:

Parents can overview their child's information in detail and print out their child's ID cards from their parents. For this, the parents can follow the steps below:

- Log in to the application.
- Select the "Users" option from the left menu.
- Click on the "Child" option from the sub-menu.
- Select a student from the list.
- Click on the ID card icon from the selected student.
- Tap the "Print" button to get the ID card.

## Generate id card

x



They can see the list of their child's detailed information at a glance.

## Monitor academic activities -

The parents can see their child's academic activities from their panel in Ekattor 8. They can see their child's daily attendance, class routine, subject, syllabus, and noticeboard within a few clicks.

### Daily attendance:

Parents can see their child's daily attendance. For this, they can follow the steps below:

- Log in to the application.
- Select the "Academic" option from the left menu.
- Click on the "Daily Attendance" option from the sub-menu.
- Provide required information and click on the "Filter" button to see the exact attendance report.

The screenshot shows the Ekattor 8 mobile application interface. On the left, there is a dark sidebar with the following menu items:

- Dashboard
- Users
- Academic** (highlighted with a red box)
- Daily Attendance (with a red arrow pointing to it)
- Class Routine
- Subjects
- Syllabus
- Noticeboard
- Examination
- Accounting

The main content area is titled "Attendance Report". At the top, there are three dropdown filters: "September" (selected), "2022" (selected), and "Marah Petersen" (selected). To the right of these is a "Filter" button. Below the filters is a summary box containing the following text:  
Attendance report Of  
September  
Name : Marah Petersen  
Last updated at : 09-  
Sep-2022

Below the summary box is a table titled "Attendance Report" with the following data:

Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Marah Petersen	A	P	P	A	P	P	P	P	P																					

At the bottom of the attendance report section, there is a "PDF" button.

The parents can also download the report by selecting the "**PDF**" button from the bottom of the attendance report.

### Class routine:

Parents can see their child's class routine from their panel. For this, they can follow the steps below:

- Log in to the application.
- Select the "**Academic**" option from the left menu.
- Click on the "**Class routine**" option from the sub-menu.
- Select their child's name and click on the "**Filter**" button.

**Saturday**

<b>English</b>	<b>Drawing</b>
🕒 0:15 - 1:45	🕒 2:0 - 3:15
👤 Candice Kennedy	👤 Natalie Ashley
🏠 101	🏠 104

**Sunday**

<b>Mathematics</b>	<b>Bangla</b>
🕒 0:0 - 1:15	🕒 1:30 - 2:15
👤 Byron Chase	👤 Rafael Hardy
🏠 104	🏠 105

**Monday**

<b>English</b>	<b>Mathematics</b>
🕒 0:15 - 1:0	🕒 1:15 - 2:0
👤 Candice Kennedy	👤 Byron Chase
🏠 101	🏠 104

**Tuesday**

<b>English</b>	<b>Mathematics</b>
🕒 0:15 - 1:0	🕒 1:15 - 2:0
👤 Candice Kennedy	👤 Byron Chase
🏠 101	🏠 104

**Wednesday**

<b>Bangla</b>	<b>Drawing</b>
🕒 1:0 - 2:15	🕒 2:30 - 3:15
👤 Rafael Hardy	👤 Natalie Ashley
🏠 105	🏠 104

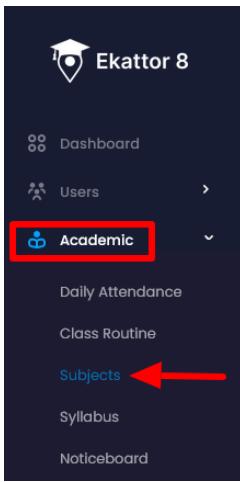
The parents can also download the class routine by selecting the "**Export report**" button after clicking on the "**Filter**" button. They can download the class routine in 3 different ways. They are:

1. As PDF file
2. Get the hardcopy through Printout

## **Subject:**

Parents can see their child's subjects. For this, they can follow the steps below:

- Log in to the application.
- Select the "**Academic**" option from the left menu.
- Click on the "**Subject**" option from the sub-menu.
- Select their child's name and click on the "**Filter**" button.



The screenshot shows the Ekattor 8 mobile application interface. On the left, there's a vertical navigation bar with options like Dashboard, Users, Academic (which is selected and highlighted with a red box), Daily Attendance, Class Routine, Subjects (which has a red arrow pointing to it), Syllabus, and Noticeboard. The main content area is titled 'Subjects' and shows a search bar with 'Marah Petersen' and a 'Filter' button. Below the search bar, there's a table with two columns: 'Subject' and 'Class'. The table contains one row with 'Bangla, English, Drawing, Mathematics' in the Subject column and 'One' in the Class column.

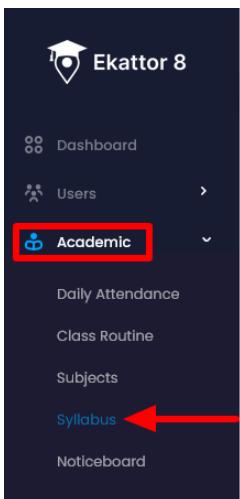
The parents can also download the class subjects list by selecting the "**Export report**" button after clicking on the "**Filter**" button. They can download the subjects in 3 different ways. They are:

1. As PDF file
2. Get the hardcopy through Printout

## Syllabus:

Parents can see their child's syllabus from their panel. For this, they can follow the steps below:

- Log in to the application.
- Select the "**Academic**" option from the left menu.
- Click on the "**Syllabus**" option from the sub-menu.
- Select their child's name and click on the "**Filter**" button.



The screenshot shows the Ekattor 8 mobile application interface. On the left, there's a vertical navigation bar with options like Dashboard, Users, Academic (which is selected and highlighted with a red box), Daily Attendance, Class Routine, Subjects, and Noticeboard (which has a red arrow pointing to it). The main content area is titled 'Syllabus' and shows a search bar with 'Marah Petersen' and a 'Filter' button. Below the search bar, there's a table with four columns: 'Title', 'Syllabus', 'Subject', and 'Class'. The table contains three rows: 'Exam' (Syllabus has a Download button), 'English' (Syllabus has a Download button), and 'Mathematics' (Syllabus has a Download button).

The parents can download the syllabus from the list by selecting the "**Download**" button.

## Noticeboard:

Parents can see the academic calendar or academic noticeboard to see the upcoming school events from their panel. For this, they can follow the steps below:

- Log in to the application.
- Select the "**Academic**" option from the left menu.
- Click on the "**Noticeboard**" option from the sub-menu.

The screenshot shows the Ekattor 8 application interface. On the left, there is a sidebar with the following menu items:

- Dashboard
- Users
- Academic** (highlighted with a red box)
- Daily Attendance
- Class Routine
- Subjects
- Syllabus
- Noticeboard** (highlighted with a red arrow)
- Examination
- Accounting

The main content area is titled "Noticeboard Calendar" and shows the month of September 2022. The calendar grid is as follows:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

At the top right of the calendar, there are buttons for "month", "week", "day", and "list". At the top center, there is a logo for "Paramount Secondary School" and a user profile for "Emi Goodwin Parent".

Parents can see the event details if there are any events on the calendar. They can also filter their calendar event based on month, week, day, and list.

## Monitor examination activities -

Parents can see their child's exam results and grades from their panel with Ekattor 8.

### Marks:

Parents can see their child's exam marks from their panel. For this, they can follow the steps below:

- Log in to the application.
- Select the "**Examination**" option from the left menu.
- Click on the "**Marks**" option from the sub-menu.
- Select their child's name and click on the "**Filter**" button.

#	Subject name	Class Test	Midterm Exam	Final Exam	Admission Exam
1	Bangla	40	90	85	40
2	English	40	90	88	45
3	Drawing	40	78	80	40
4	Mathematics	39	80	80	40

The parents can also download the exam marks list by selecting the "**Export report**" button after clicking on the "**Filter**" button. They can download the marks list in 3 different ways. They are:

1. As PDF file
2. Get the hardcopy through Printout

## Grade:

Parents can see their child's daily attendance. For this, they can follow the steps below:

- Log in to the application.
- Select the "**Examination**" option from the left menu.
- Click on the "**Grades**" option from the sub-menu.

#	Grade	Grade Point	Mark From	Mark Upto
1	A+	4.00	100	86
2	A	3.76	100	75
3	B	2.54	100	58
4	A-	3.21	100	43
5	C	1.95	100	35
6	F	0.00	100	28

The parents can see the total grades and related information.

## Paying fees -

Parents can pay the fees from their panel. Within a few steps, they can pay their fees with Ekattor 8. To pay the fees, the parents can follow the steps below:

- Log in to the application.
- Select the "Accounting" option from the left menu.
- Click on the "Fee manager" option from the sub-menu.
- Provide the required information to find the fee and click on the "Filter" option.
- Select an unpaid invoice.
- Click on the "Actions" button for more options.

Invoice No	Student	Invoice Title	Total Amount	Paid Amount	Status	Option
00000011	Marah Petersen Class: One	Mid exam fee	15 USD Created at: 11-Sep-2022	0 USD Payment date: 11-Sep-2022	Unpaid	<a href="#">Actions</a>

- Select the "Pay" button to pay the invoice.

Invoice No	Student	Invoice Title	Total Amount	Paid Amount	Status	Option
00000011	Marah Petersen Class: One	Mid exam fee	15 USD Created at: 11-Sep-2022	0 USD Payment date: 11-Sep-2022	Unpaid	<a href="#">Actions</a>
00000021	Marah Petersen Class: One	Test fee	30 USD Created at: 19-Sep-2022	30 USD Payment date: 19-Sep-2022	Unpaid	<a href="#">Print invoice</a> <a href="#">Pay</a>

- Choose a suitable payment gateway.
- Provide the required information to complete the payment.

Parents can also download individual invoices. To download an invoice, they can follow below:

- Log in to the application.
- Select the "Accounting" option from the left menu.
- Click on the "Fee manager" option from the sub-menu.
- Provide the required information to find the fee and click on the "Filter" option.
- Select an invoice.
- Click on the "Actions" button for more options.

The screenshot shows the Ekattor 8 web interface. On the left, there's a dark sidebar with various menu items: Dashboard, Users, Academic, Examination, Accounting (which is highlighted with a red box), and Fee Manager (which has a red arrow pointing to it). The main content area is titled "Fee Manager" and shows a table of invoices. The table columns are Invoice No, Student, Invoice Title, Total Amount, Paid Amount, Status, and Option. One row in the table is highlighted with a red box around the "Actions" column, and a red arrow points to it.

Invoice No	Student	Invoice Title	Total Amount	Paid Amount	Status	Option
00000011	Marah Petersen Class : One	Mid exam fee	15 USD Created at : 11-Sep-2022	0 USD Payment date : 11-Sep-2022	Unpaid	Actions

- Select the "Print invoice" option.

This screenshot shows the same "Fee Manager" page as the previous one, but with a context menu open over the second invoice. The menu options are "Print invoice" (which is highlighted with a red box and has a red arrow pointing to it) and "Pay".

Invoice No	Student	Invoice Title	Total Amount	Paid Amount	Status	Option
00000011	Marah Petersen Class : One	Mid exam fee	15 USD Created at : 11-Sep-2022	0 USD Payment date : 11-Sep-2022	Unpaid	Actions
00000021	Marah Petersen Class : One	Test fee	30 USD Created at : 19-Sep-2022	30 USD Payment date : 19-Sep-2022	Unpaid	Print invoice Pay

- Click on the "Print" button from the invoice.

## Invoice

Home - Accounting - Fee Manager - Invoice

### INVOICE

#### Marah Petersen

Please find below the invoice

Invoice no

**00000011**

Date

**Mon, 19-Sep-2022**

Unpaid

#### Billing Address

Numquam nisi sequi s

P: +1 (834) 942-1943

ID	Invoice Title	Total Amount	Paid Amount	Due Amount
1	<b>Student Fee</b> 01-Jan-1970	15 USD	0 USD	15 USD
Subtotal				15 USD
Due				15 USD
<b>Grand Total</b>				<b>15 USD</b>

 Print Invoice

The parents can also download the fees list by selecting the "**Export report**" button after clicking on the "**Filter**" button. They can download the fees list in 3 different ways. They are:

1. As PDF file
2. Get the hardcopy through Printout

## FAQ

## Version log -

## **How to integrate your customization features after updating the application? -**

You can make a backup of your customized file/table anywhere you want. Just copy and save. To upload the backup to the new version, you just have to upload your customized file/table where you have to make the customization. Just copy your customized file from the backup and paste it into the new version. (You have to paste customized files/tables into the same place of the new version where you have copied them from the old version)

For example: If you have a customized index.html file in the current version. Now you want to update your application version. Copy and save the customized file (index.html) somewhere else(This is how you can make a backup). Now update the version. After that, copy the backup file and replace it with the index.html file of the new version.

That's it.

## **What kind of license should I purchase? -**

If you want to build your own website/course portal/project, you can purchase the regular license for each project. Or, if you want to build a website/course portal/project for others/your clients, you have to purchase the extended license for each project.