# PCSS BUEA School Management System

**Note:** The "school branch concept" will be live early.

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## 1.0 Introduction

This document is the complete administrator and staff guide for the PCSS BUEA School Management System[1]. It provides step-by-step instructions for all major functions, from initial login to managing students, fees, exams, and all other academic operations[2].

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## 2.0 Getting Started: How to Log In

1. Navigate to the school's admin login page: staging.pea-schools.com/login[3].
2. You will see the "Admin Login" screen.
3. Enter your assigned Username and Password.
4. Click the green "Sign In" button[6].

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## 3.0 Main Dashboard

After logging in, you will land on the Main Dashboard[7]. This is your homepage and gives you a high-level overview of the school's daily operations[8].

- **Quick Statistics:** The top bar shows you real-time counts for Fees Awaiting Payment, Staff Present Today, and Student Present Today[9].
- **Financial Graphs:** The charts visualize Fees Collection & Expenses for the current month

and the entire academic session[10].

- **Navigation:** The menu on the left side is your main tool for navigating the system[11].

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# 4.0 System Navigation: Module Overview

The entire system is organized into modules accessible from the left sidebar[12]. This guide is structured in the same order as the menu[13].

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# 5.0 Student Information

This is the central module for managing all student data[14].

## 5.1 Student Admission (Add New Student)

This is where you enroll a new student into the school[15].

1. Navigate to: **Student Information > Student Admission**[16].
2. The "Student Admission" form will open[17].
3. Fill in the form completely:
   - **Student Details:** (Admission No, Roll Number, Class, Section, First Name, Last Name, Gender, Date of Birth, etc.) [18]
   - **Fees Details:** Check the box for the fee package this student is assigned[19191919].
   - **Parent Guardian Detail:** (Father, Mother, and/or Guardian's name, phone, and occupation.) [20]

4. Click the "Save" button at the bottom right[21].

## 5.2 Student Details (Search, View, Edit)

This is where you find and manage existing students[22].

1. Navigate to: **Student Information > Student Details**[23].
2. Use the "Select Criteria" to find students by Class, Section, or Keyword (Name, Roll Number, etc.)[24].
3. Click "Search"[25252525].
4. A list of students will appear. In the "Action" column:
   - **To View:** Click the "View" icon (an eye or profile) to see the student's full profile[26].
   - **To Edit/Update:** Click the "Edit" icon (a pencil)[27]. This will open their Student Admission form[28]. Make your changes and click "Save"[29].

## 5.3 Bulk Delete

This function allows you to remove multiple students from a class at once[30]. **Use this feature with extreme caution**[31].

1. Navigate to: **Student Information > Bulk Delete**[32].
2. Select the Class and Section and click "Search"[33].
3. A list of students will appear[34].
4. Check the boxes next to the students you want to delete, or check "Select All"[35].

5. Click the red "Delete" button to permanently remove the selected students[36].

### 5.4 Other Student Modules

- **Online Admission:** Manage admission applications submitted by parents through the public website[37].
- **Inactive Students:** View a list of all students who have been disabled or have left the school[38].
- **Student Categories:** Manage student categories (e.g., "General", "OBC", "SC/ST", "Staff Ward")[39].
- **Student House:** Manage school "houses" (e.g., Red, Green, Blue, Yellow) for grouping students[40].
- **Disable Reason:** Define preset reasons for why a student is marked as inactive (e.g., "Transferred", "Graduated")[41].

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## 6.0 Fees Collection

This module is for managing all financial aspects, from fee structures to payments[424242]. The workflow is[43]:

1. **Fees Group:** Create the name of a fee package (e.g., "Form 1 Fees")[44].
2. **Fees Type:** Define the individual fee items (e.g., "Tuition," "Registration")[45].
3. **Fees Master:** Combine a Fees Group with one or more Fees Types to build the final, detailed fee structure with amounts[46].
4. **Student Admission:** Assign a Fees Group to a student[47].

5. **Collect Fees:** Receive payment from the student for the assigned fees[48].

## 6.1 Fees Group

This is where you create the main fee "packages" or "categories"[49494949].

- **To Add:**
  1. Navigate to **Fees Collection > Fees Group**[50505050].
  2. Use the "Add Fees Group" form on the left[51515151].
  3. Enter a Name (e.g., "Upper Sixth Science Fees") and Description[5252525252525252].
  4. Click Save.

## 6.2 Fees Type

This is where you define all the individual types of fees your school charges[54545454].

- **To Add:**
  1. Navigate to **Fees Collection > Fees Type**[55].
  2. Enter the Name (e.g., "Registration Fee," "Tuition Fee," "Lab Fee") and Fee Code[56].
  3. Click Save[57].

## 6.3 Fees Master (Manage Fee Structures)

This is the most important section[5858]. It connects a Fees Group (the package) with Fees

Types (the items) and sets the price[59595959].

- **To Add a New Fee Item to a Group:**
  1. Navigate to **Fees Collection > Fees Master**[60606060].
  2. On the left, use the "Add Fees Master" form[616161616161616161]:
  3. **Fees Group:** Select the package you want to add an item to (e.g., "Upper Sixth Science Fees")[626262626262626262].
  4. **Fees Type:** Select the fee item you defined (e.g., "Tuition Fee")[636363636363636363].
  5. **Due Date:** Select the payment deadline[646464646464646464].
  6. **Amount (XOF):** Enter the cost for this specific item[656565656565656565].
  7. Click Save[666666666666666666].
  8. Repeat for all items you want to add to that Fees Group[67676767].

## 6.4 Collect Fees

This is the main page for processing a student's payment[68686868].

1. Navigate to: **Fees Collection > Collect Fees**[696969696969696969].
2. Use the "Select Criteria" to find the student by Class, Section, or Keyword[707070707070707070].
3. Click "Search"[71717171]. A list of students will appear[72727272].
4. Find the correct student and click the "Collect Fees" button in their row [737373737373737373] (or click their name and go to the "Fees" tab, then click the "+ Collect Fees" icon) [747474747474747474].
5. On the "Student Fees" page, check the boxes for the items being paid[75757575].

6. Click "+ Collect Selected"[76767676].
7. In the pop-up, enter the Date and Payment Mode[77777777].
8. Click "Pay"[78787878]. The status will update to "Paid," and you can print the receipt[79797979].

### 6.5 Other Fees Modules

- **Offline Bank Payments:** Manually approve fee payments made via bank transfer[80808080].
- **Search Fees Payment:** Search for a specific payment receipt or transaction[81818181].
- **Search Due Fees:** Find all students who have outstanding or overdue fees[82828282].
- **Fees Discount:** Create and assign fee discounts (e.g., "Merit Scholarship", "Sibling Discount")[83838383].
- **Fees Carry Forward:** Carry over a student's pending dues or overpayments to the next session[84848484].
- **Fees Reminder:** Send bulk reminders (SMS/Email) to parents with overdue fees[85858585].

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## 7.0 Examinations

This module manages all aspects of academic exams, from scheduling to report cards[86].

### 7.1 Workflow: Mark Entry and Management

This guide covers the necessary steps to set up an exam, enter student marks, and generate class ranks[87].

- **Step 1: Create an Exam Group**
  1. Navigate to the **Examinations** menu on the left sidebar[88].
  2. Click on **Exam Group**[89898989].
  3. On the "Add Exam Group" panel, enter the Exam Name (e.g., TEST_1)[90909090].
  4. Select the Exam Type from the dropdown (e.g., General Purpose (Pass/Fail))[91919191].
  5. Enter a Description (e.g., TEST)[92].
  6. Click Save[93939393].
- **Step 2: Create a New Exam**
  1. In the "Exam Group List," click the "Add Exam" icon for the group you just created[94].
  2. On the "Exam" page, enter the Exam Name (e.g., EXAM-1)[95].
  3. Verify the Session is correct[96].
  4. Check the **Publish** and **Publish Result** boxes[97].
  5. Enter a Description (e.g., DO WELL)[98].
  6. Click Save[99].
- **Step 3: Assign Students to the Exam**
  1. In the "Exam List," click the "Assign Students" icon for the exam you just created[100].
  2. On the "Exam Students" page, select the Class (e.g., Upper Sixth Science) and Section (e.g., A)[101].
  3. Click Search[102].
  4. Check the box next to the student(s) you wish to assign to the exam [103], or check the "All" box to select all students[104].
  5. Click Save[105].

- **Step 4: Assign Subjects and Set Marks**
  1. Back in the "Exam List," click the "Exam Subject" icon for the exam[106].
  2. On the "Exam Subject" page, click **Add Exam Subject**[107].
  3. Select the Subject (e.g., computer science (10006))[108].
  4. Enter the Date, Start Time, Duration, Credit Hours, Room No., Marks (Max.), and Marks (Min.)[109].
  5. Click Save[110].
- **Step 5: Create / Update Marks**
  1. In the "Exam Subject" list, click the "Enter Marks" icon[111].
  2. On the "Exam Subject" mark entry page:
     - Select the correct Class, Section, and Session[112].
     - Click Search[113].
  3. You will see a list of assigned students[114].
  4. Enter the student's **Marks** in the corresponding column[115].
  5. cite_start Add a Note[116].
  6. To update marks, simply change the value in the Marks field and click Save[117].
  7. Click Save[118]. A confirmation message "Record Saved Successfully" will appear[119].
- **Step 6: Generate Student Rank**
  1. Back in the "Exam List," click the "Generate Rank" icon[120].
  2. On the "Student Exam Rank" page, click the **Generate Rank** button[121].
  3. A confirmation message "Record Updated Successfully" will appear, and the Rank for the student(s) will be displayed[122].

### 7.2 Other Examination Modules

- **Exam Schedule:** Create the detailed timetable for an Exam Group[123].
- **Exam Result:** View and publish the final results after all marks are entered[124].
- **Design Admit Card:** Create the visual template for student admit cards[125].
- **Print Admit Card:** Generate and print admit cards for students in a class[126].
- **Design Marksheet:** Create the visual template for the final report card/marksheet[127].
- **Print Marksheet:** Generate and print marksheet for students[128].
- **Marks Grade:** Define the grading system (e.g., $A+=91-100,$ $A=81-90$)[129].
- **Marks Division:** Define divisions based on marks (e.g., "First Division", "Second Division")[130].

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## 8.0 Academics

This module controls the school's core academic structure[131].

### 8.1 Class Timetable (Manage Schedule)

This section is for creating and viewing the weekly class schedule[132].

- **To View a Timetable:**
  1. Navigate to: **Academics > Class Timetable**[133].
  2. Select the Class and Section and click "Search"[134].

3. The full weekly schedule will be displayed[135].

- **To Add a New Period:**
  1. Click the "+ Add" button (top right)[136].
  2. A form will appear to select the Subject, Teacher, Day, Times, and Room No.[137].
  3. Click "Save" to add it to the timetable[138].
- **To Edit/Delete a Period:**
  1. Find the period block on the timetable[139].
  2. Click the pencil icon (Edit) or trash icon (Delete) on that block[140].

### 8.2 Other Academics Modules

- **Teachers Timetable:** View the complete weekly schedule for a specific teacher[141].
- **Assign Class Teacher:** Assign one or more teachers as the head "Class Teacher" for a section[142].
- **Promote Students:** At the end of the session, promote students from one class to the next (e.g., "Form 1 A" to "Form 2 A")[143].
- **Subject Group:** Create groups of subjects (e.g., "Science Group", "Arts Group")[144].
- **Subjects:** Define all subjects taught at the school (e.g., "English", "Mathematics")[145].
- **Class:** Define all classes in the school (e.g., "Form 1", "Form 2")[146].
- **Sections:** Define the sections for each class (e.g., "A", "B", "C")[147].

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## 9.0 Other Key Modules (Functional Overview)

This section briefly describes the purpose of all other modules in the system[148].

## 9.1 Attendance

- **Student Attendance:** Take daily attendance for a class[149].
- **Approve Leave:** Review and approve/reject leave requests submitted by students/parents[150].
- **Attendance By Date:** View an attendance report for the entire school on a specific date[151].

## 9.2 Online Examinations

- **Online Exam:** Create and manage computer-based tests (CBTs) or online quizzes[152].
- **Question Bank:** Create a library of questions that can be added to any online exam[153].

## 9.3 Communicate

- **Notice Board:** Post notices and announcements for all staff, students, or parents to see[154].
- **Send Email:** Send bulk emails to specific groups of users[155].
- **Send SMS:** Send bulk SMS messages[156].
- **Email / SMS Log:** View a history of all communications sent from the system[157].
- **Schedule Email SMS Log:** Manage and view automated or scheduled messages[158].

- **Login Credentials Send:** Send username and password details to new users[159].
- **Email Template / SMS Template:** Create and save templates for common messages[160].

## 9.4 Certificate

- **Student Certificate:** Design templates for various certificates (e.g., "Character Certificate", "Transfer Certificate")[161].
- **Generate Certificate:** Select a student and a template to generate a new certificate[162].
- **Student ID Card:** Design the template for the student ID card[163].
- **Generate ID Card:** Generate and print ID cards for a class[164].
- **Staff ID Card:** Design and generate ID cards for staff members[165].

## 9.5 Lesson Plan

- **Copy Old Lessons:** Reuse lesson plans from a previous academic session[166].
- **Manage Lesson Plan:** (For Teachers) Upload and manage lesson plans for their subjects[167].
- **Manage Syllabus Status:** (For Teachers) Mark the status of syllabus completion[168].
- **Lesson:** Create the individual lessons that make up a plan[169].
- **Topic:** Create the topics that make up a lesson[170].

## 9.6 Human Resource

- **Staff Directory:** View and manage all staff (teaching and non-teaching) profiles[171].
- **Staff Attendance:** Record daily attendance for staff[172].
- **Payroll:** Manage staff salaries, deductions, and generate payslips[173].
- **Approve Leave Request:** Approve or reject leave requests submitted by staff[174].
- **Apply Leave:** (For Staff) Apply for leave from their own login[175].
- **Leave Type:** Define different types of leave (e.g., "Sick Leave", "Casual Leave")[176].
- **Department:** Manage staff departments (e.g., "Academic", "Admin", "Finance")[177].
- **Designation:** Manage staff job titles (e.g., "Principal", "Teacher", "Accountant")[178].
- **Inactive Staff:** View a list of all staff who have resigned or been terminated[179].

## 9.7 Front CMS

This module controls the content on your school's public-facing website[180].

- **Event:** Post upcoming school events[181].
- **Gallery:** Create photo and video galleries[182].
- **News:** Post school news and articles[183].
- **Media Manager:** Upload and manage all files (images, PDFs) for the website[184].
- **Pages:** Create or edit static pages (e.g., "About Us", "Contact Us")[185].
- **Menus:** Control the navigation menu on the public website[186].
- **Banner Images:** Change the main images or sliders on the homepage[187].

## 9.8 E-Learning

- **Upload Lessons:** Upload video lessons, notes, and e-content for students[188].
- **Schedule Task:** Schedule tasks and online classes for students[189].

## 9.9 Reports

This is a powerful module for generating reports on all school data[190]. Examples include:

- **Student Information:** (e.g., Class-wise reports, gender reports) [191]
- **Finance:** (e.g., Fee collection reports, outstanding fee reports) [192]
- **Attendance:** (e.g., Student attendance percentage, staff leave reports) [193]
- **Examinations:** (e.g., Class rank reports, subject-wise performance) [194]
- ...and many other reports for Lesson Plan, Human Resource, E-Learning, Library, Inventory, Transport, Hostel, Alumni, User Log, and Audit Trail[195].

## 9.10 System Setting

This is the master control panel for the entire application[196]. **Only advanced administrators should use this**[197].

- **General Setting:** Set the school's name, address, phone number, logo, and academic session[198].

- **Session Setting:** Create and manage academic sessions (e.g., "2025-26", "2026-27")[199].
- **Notification Setting:** Configure email and SMS notifications[200].
- **SMS Setting / Email Setting:** Configure the SMS gateway (API details) and email server (SMTP details)[201].
- **Payment Methods:** Add or remove payment options (e.g., "Cash", "Bank Transfer")[202].
- **Print Header Footer:** Set the default header and footer for all printed documents[203].
- **Roles Permissions:** (Critical) Define user roles (e.g., "Teacher", "Accountant") and control exactly which modules and functions each role can access[204].
- **Backup Restore:** Create and restore backups of the school's database[205].
- **Languages:** Manage different language options for the software[206].
- ...and other technical settings like Currency, Users, Modules, Custom Fields, System Fields, Online Admission, and Sidebar Menu[207].