

PCSS BUEA - School Management System

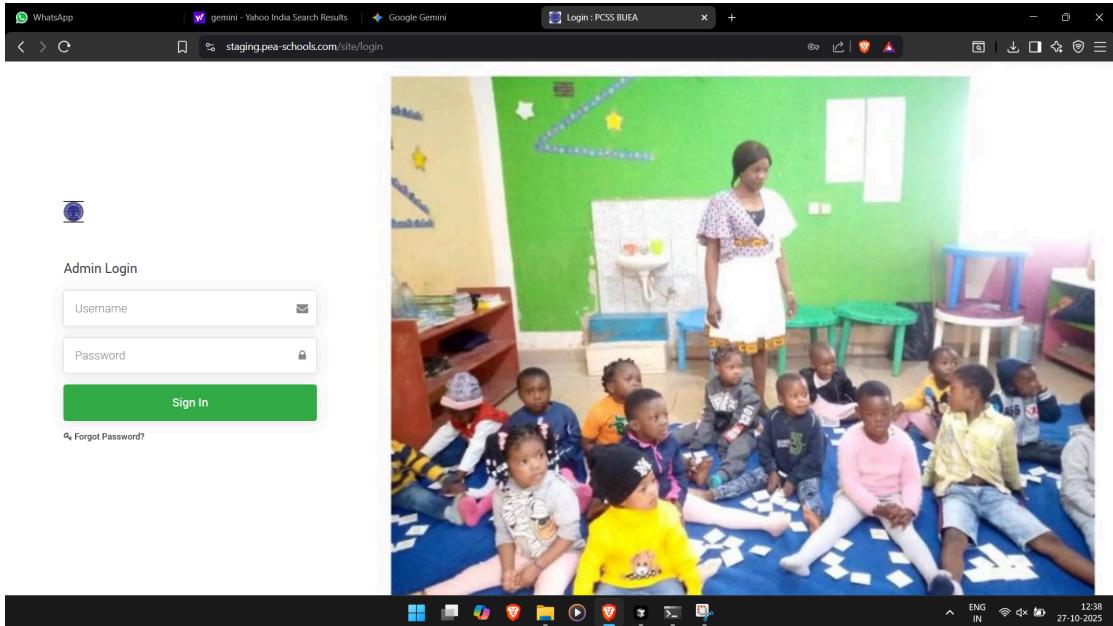
Complete Administrator's Guide

1.0 Introduction

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

2.0 Getting Started: How to Log In

1. Navigate to the school's admin login page: staging.pea-schools.com/login
2. You will see the "Admin Login" screen.

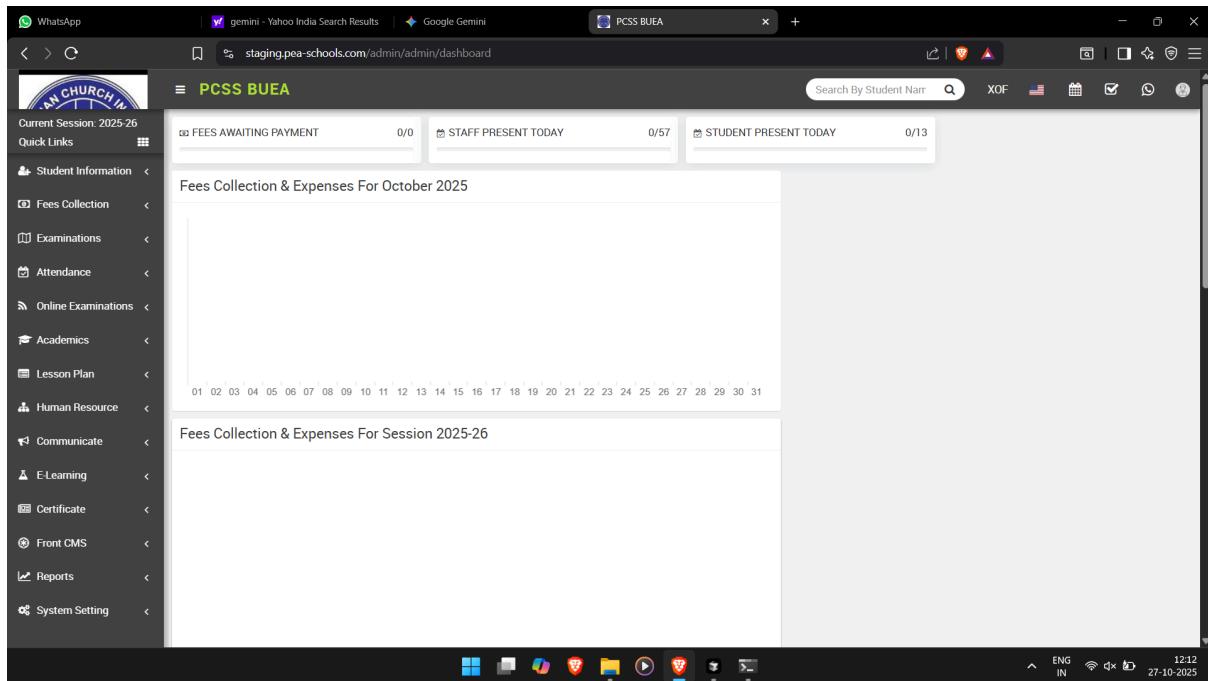


(This image shows the Admin Login page with the username and password fields.)

3. Enter your assigned **Username** and **Password**.
4. Click the green "**Sign In**" button.

3.0 Main Dashboard

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



(This image shows the Main Dashboard with the top summary bar and the empty "Fees Collection & Expenses" chart.)

- **Quick Statistics:** The top bar shows you real-time counts for **Fees Awaiting Payment**, **Staff Present Today**, and **Student Present Today**.
- **Financial Graphs:** The charts visualize **Fees Collection & Expenses** for the current month and the entire academic session.
- **Navigation:** The menu on the left side is your main tool for navigating the system.

4.0 System Navigation: Module Overview

The entire system is organized into modules accessible from the left sidebar. The following image shows all available modules and sub-modules. This guide is structured in the same order.

The screenshot displays the navigation menu of the PCSS BUEA system. The menu is organized into several main categories, each with its own sub-items:

- Current Session: 2025-26**
- Quick Links**
- Student Information**
- Fees Collection**
- Examinations**
- Attendance**
- Online Examinations**
- Academics** (selected category)
 - Class Timetable**
 - Teachers Timetable
 - Assign Class Teacher
 - Promote Students
 - Subject Group
 - Subjects
 - Class
 - Sections
- Certificate**
 - Student Certificate
 - Generate Certificate
 - Student ID Card
 - Generate ID Card
 - Staff ID Card
 - Generate Staff ID Card
- Lesson Plan**
- Human Resource**
- Communicate**

On the right side of the menu, there are additional links and settings:

- Search By Student Name
- XOF
- United States
- Checkmark icon
- Report icon
- Print icon
- Logout icon

The URL <https://staging.pea-schools.com/admin/timetable/classreport#> is visible at the bottom of the page.

(This image shows the complete sitemap/menu, listing all modules from Academics to System Setting.)

5.0 Student Information

This is the central module for managing all student data.

5.1 Student Admission (Add New Student)

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

1. Navigate to: **Student Information > Student Admission**.
2. The "Student Admission" form will open.

The screenshot shows the 'Student Admission' form in the PCSS BUEA system. The form is divided into several sections:

- Student Details:** Fields include Admission No., Roll Number, Class, Section, First Name, Last Name, Gender, Date of Birth, Category, Religion, Mobile Number, Email, Height, and Weight.
- Admission Date:** Set to 10/27/2025.
- Student Photo:** Placeholder for dragging and dropping a file.
- Blood Group:** Placeholder for Select.
- House:** Placeholder for Select.
- Fees Details:** A table showing various fee packages and their amounts:

Fee Package	Amount
F1 GRA	438,000.00
F1 COM	438,000.00
F2 GRA	438,000.00
F2 COM	438,000.00
F3 GRA	438,000.00
F3 COM	438,000.00
F4 GRA	438,000.00
F4 COM	398,000.00
F5 GRA, HE, ICT, HC	573,000.00
F5 GRA,HE,HC	448,000.00
F5 GRA, ICT, HC	468,000.00
F5 COM, HC	438,000.00
LSA	398,000.00
LSA ICT	403,000.00
LSS FS	383,000.00
LSS FS & ICT	413,000.00
LS ICT	373,000.00
USS HC	413,000.00
USS, ICT, HC	468,000.00
USS, FS, HC	440,000.00
USS FS	400,000.00
USS, FS, ICT, HC	470,000.00
USA, HC	438,000.00

(This image shows the long "Student Admission" form with student, parent, and fee details.)

3. **Fill in the form completely:**
 - **Student Details:** (Admission No, Roll Number, Class, Section, First Name, Last Name, Gender, Date of Birth, etc.)
 - **Fees Details:** Check the box for the fee package this student is assigned.
 - **Parent Guardian Detail:** (Father, Mother, and/or Guardian's name, phone, and occupation.)
4. Click the "**Save**" button at the bottom right.

5.2 Student Details (Search, View, Edit)

This is where you find and manage existing students.

1. Navigate to: **Student Information > Student Details**.

2. Use the "Select Criteria" to find students by Class, Section, or Keyword (Name, Roll Number, etc.).

Admission No	Student Name	Roll No.	Class	Father Name	Date Of Birth	Gender	Category	Mobile Number	Action
00000000000011	rrrrrrrr fdffffddddd	rrrrrrrr	Form One A(A)	rrrrrrrr	10/01/2025	Male			XOF
10001	Rudy	15	Form One A(A)	Mancuso	01/01/2020	Male	9094598899		XOF
12222222222	Jhon Xavier	12111	Form One A(A)	Xavier	01/01/2020	Male	9094598899		XOF
123456	Princy Jain	1	Form One A(A)	Stephen	01/01/2020	Female	9898989898		XOF
132	taku		Form One A(A)		08/08/2025	Female			XOF
2222222	Suresh Babu	322	Form One A(A)	ok	01/28/2020	Male	nanyongo	09894487045	XOF
2343322	Audery tako	FORM002	Form One A(A)	Joe	02/01/2017	Female	nanyongo	123456789	XOF
dw	ed cw	dw	Form One A(A)	ede	09/30/2025	Male	nanyongo		XOF

(This image shows the "Select Criteria" search page for "Student Details", with an empty "No data available in table" message.)

3. Click "**Search**".
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.
 - **To Edit/Update:** Click the "**Edit**" icon (a pencil). This will open their **Student Admission** form. Make your changes and click "**Save**".

5.3 Bulk Delete

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

1. Navigate to: **Student Information > Bulk Delete.**
2. Select the Class and Section and click "Search".

The screenshot shows a computer interface for managing student information. On the left, there is a vertical navigation menu with various modules like Student Details, Student Admission, Online Admission, Inactive Students, Bulk Delete, Student Categories, Student House, Disable Reason, Fees Collection, Examinations, Attendance, Online Examinations, Academics, Lesson Plan, Human Resource, and Communicate. The 'Bulk Delete' option under 'Student Information' is highlighted. The main area is titled 'PCSS BUEA' and has a sub-section 'Select Criteria'. It shows 'Class: Form One A' and 'Section: A'. Below this is a table with columns: #, Admission No., Student Name, Class, Date Of Birth, Gender, Category, and Mobile Number. There are checkboxes next to each student's name. At the bottom right of the table is a red 'Delete' button. The status bar at the bottom right shows 'ENG IN 13:13 27-10-2025'.

#	Admission No.	Student Name	Class	Date Of Birth	Gender	Category	Mobile Number
<input checked="" type="checkbox"/>	00000000000011	rrmmm fddddd	Form One A(A)	10/01/2025	Male		9094598899
<input checked="" type="checkbox"/>	10001	Rudy	Form One A(A)	01/01/2020	Male		9094598899
<input type="checkbox"/>	122222222222	Jhon Xavier	Form One A(A)	01/01/2020	Male		9094598899
<input type="checkbox"/>	123456	Princy Jain	Form One A(A)	01/01/2020	Female		9899989898
<input type="checkbox"/>	132	taku	Form One A(A)	08/08/2025	Female		
<input type="checkbox"/>	2222222	Suresh Babu	Form One A(A)	01/28/2020	Male	nanyongo	09894487045
<input type="checkbox"/>	2343322	Audrey tako	Form One A(A)	02/01/2017	Female	nanyongo	123456789
<input type="checkbox"/>	dw	ed cw	Form One A(A)	09/30/2025	Male	nanyongo	

(This image shows the "Bulk Delete" page with a list of students in Form One A and checkboxes next to their names.)

3. A list of students will appear.
4. Check the boxes next to the students you want to delete, or check "**Select All**".
5. Click the red "**Delete**" button to permanently remove the selected students.

5.4 Other Student Modules

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

6.0 Fees Collection

This module is for managing all financial aspects, from fee structures to payments.

6.1 Fees Master (Manage Fee Structures)

This is where you define every fee component (like "Tuition" or "Lab Fee") for different student groups.

Fees Group	Fees Code	Amount	Action
F1 GRA	Registration(R01)	XOF5,000.00	
	Tuition Fee(10001)	XOF10,000.00	
	Boarding(5002)	XOF230,000.00	
	PTA(5004)	XOF25,000.00	
	Sanitation(5005)	XOF10,000.00	
	Chapel Project(5006)	XOF5,000.00	
	Magazine/ School ID(5007)	XOF3,000.00	
	ISTP/CEPCA(5009)	XOF5,000.00	
	FENASCO(5008)	XOF5,000.00	
	Examination Materials(50010)	XOF10,000.00	
	Home Economics / Food Science(50011)	XOF10,000.00	
	Science Practical(50013)	XOF30,000.00	
F1 COM	Tuition Fee(10001)	XOF10,000.00	
	Registration(R01)	XOF5,000.00	
	Boarding(5002)	XOF230,000.00	
	PTA(5004)	XOF25,000.00	
	Sanitation(5005)	XOF10,000.00	
	Chapel Project(5006)	XOF5,000.00	
	Magazine/ School ID(5007)	XOF3,000.00	
	ISTP/CEPCA(5009)	XOF5,000.00	
	FENASCO(5008)	XOF5,000.00	
	Examination Materials(50010)	XOF10,000.00	
	Home Economics / Food Science(50011)	XOF10,000.00	
	Science Practical(50013)	XOF30,000.00	

(This image shows the "Fees Master" page, with the "Add Fees Master" form on the left and the list of existing fee structures on the right.)

- **To Add a New Fee Item:**

1. On the left, use the **"Add Fees Master"** form.
2. Select a **Fees Group** (e.g., "F1 GRA").
3. Select a **Fees Type** (e.g., "Registration").
4. Set the **Amount**, **Due Date**, and any **Fine Type**.
5. Click **"Save"**.

- **To Edit or Delete a Fee Item:**

1. In the **"Fees Master List"** on the right, find the item.
2. In its **"Action"** column, click the **pencil icon (Edit)** or the **trash icon (Delete)**.
3. If editing, the details will load on the left. Make changes and click **"Save"**.

6.2 Collect Fees

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

1. Navigate to: **Fees Collection > Collect Fees**.
2. Use the "Select Criteria" to find the student by Class, Section, or Keyword.

The screenshot shows a web-based application for managing student fees. The top navigation bar includes links for WhatsApp, gemini - Yahoo India Search Results, Google Gemini, and PCSS BUEA. The main header is "PCSS BUEA". On the left, there is a sidebar with various menu items under "Fees Collection" such as Collect Fees, Offline Bank Payments, Search Fees Payment, Search Due Fees, Fees Master, Fees Group, Fees Type, Fees Discount, Fees Carry Forward, and Fees Reminder. Below the sidebar is a "Select Criteria" section with dropdowns for "Class" (Form One A) and "Section" (A), and a search bar for "Search By Keyword". The main content area is titled "Student List" and displays a table of student records. The columns include Class, Section, Admission No, Student Name, Father Name, Date Of Birth, Mobile No., and Action. Each row has a "Collect Fees" button in the Action column. The table shows 8 records. At the bottom right of the table, it says "Records: 1 to 8 of 8". The footer of the page includes copyright information: "© 2025 PCSS BUEA", language settings "ENG IN", and a date "27-10-2025".

Class	Section	Admission No	Student Name	Father Name	Date Of Birth	Mobile No.	Action
Form One A	A	000000000001	rrrrrrr fddddd	rrrrrr	10/01/2025	9094598899	Collect Fees
Form One A	A	10001	Rudy	Mancuso	01/01/2020	9094598899	Collect Fees
Form One A	A	12222222222	Jhon Xavier	Xavier	01/01/2020	9094598899	Collect Fees
Form One A	A	123456	Princy Jain	Stephen	01/01/2020	9898989898	Collect Fees
Form One A	A	132	taku		08/08/2025		Collect Fees
Form One A	A	2222222	Suresh Babu	ok	01/28/2020	09894487045	Collect Fees
Form One A	A	2343322	Audery tako	Joe	02/01/2017	123456789	Collect Fees
Form One A	A	dw	ed cw	ede	09/30/2025		Collect Fees

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(This image shows the "Collect Fees" student list for Form One A, with a "Collect Fees" button in the Action column for each student.)

3. Click "**Search**". A list of students will appear.
4. Find the correct student and click the "**Collect Fees**" button in their row.
5. This will open their personal fee invoice, where you can enter the amount paid, select payment mode, and generate a receipt.

6.3 Other Fees Modules

- **Offline Bank Payments:** Manually approve fee payments made via bank transfer.
- **Search Fees Payment:** Search for a specific payment receipt or transaction.
- **Search Due Fees:** Find all students who have outstanding or overdue fees.
- **Fees Group:** Create the main categories for fees (e.g., "Form 1 Fees", "Form 2 Fees").
- **Fees Type:** Define the specific fee items (e.g., "Tuition Fee", "Registration Fee", "Library Fee").
- **Fees Discount:** Create and assign fee discounts (e.g., "Merit Scholarship", "Sibling Discount").
- **Fees Carry Forward:** Carry over a student's pending dues or overpayments to the next session.
- **Fees Reminder:** Send bulk reminders (SMS/Email) to parents with overdue fees.

7.0 Examinations

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

7.1 Exam Group

An "Exam Group" is a container for your exams (e.g., "First Term Exam," "Final Exam").

The screenshot shows the 'Exam Group' page of the PCSS BUEA software. On the left, there is a sidebar with various menu items: Student Information, Fees Collection, Examinations (selected), Attendance, Online Examinations, Academics, Lesson Plan, Human Resource, and Communications. The main area is divided into two sections: 'Add Exam Group' on the left and 'Exam Group List' on the right. The 'Add Exam Group' section contains fields for 'Name' (with placeholder 'Name *'), 'Exam Type' (with placeholder 'Select'), and 'Description'. The 'Exam Group List' section shows a table with one row: 'First Term Exam' (Name), '0' (No Of Exams), and 'General Purpose (Pass/Fail)' (Exam Type). The bottom of the screen shows a status bar with the date '27-10-2025' and time '12:51'.

(This image shows the "Exam Group" page, with the "Add Exam Group" form on the left and the list of existing exam groups on the right.)

- **To Add a New Exam Group:**
 1. On the left, use the "**Add Exam Group**" form.
 2. Enter a **Name** (e.g., "Mid-Term Exams 2025").
 3. Select an **Exam Type** (e.g., "General Purpose (Pass/Fail)").
 4. Click "**Save**".
- **To Edit or Delete an Exam Group:**
 1. In the "**Exam Group List**" on the right, find the group.
 2. Click the **pencil icon (Edit)** or **trash icon (Delete)**.

7.2 Other Examination Modules

- **Exam Schedule:** Create the detailed timetable for an Exam Group (e.g., "Maths on 2025-11-10").
- **Exam Result:** View and publish the final results after all marks are entered.
- **Design Admit Card:** Create the visual template for student admit cards.
- **Print Admit Card:** Generate and print admit cards for students in a class.
- **Design Marksheets:** Create the visual template for the final report card/marksheets.
- **Print Marksheets:** Generate and print marksheets for students.

- **Marks Grade:** Define the grading system (e.g., A+ = 91-100, A = 81-90).
- **Marks Division:** Define divisions based on marks (e.g., "First Division", "Second Division").

8.0 Academics

This module controls the school's core academic structure.

8.1 Class Timetable (Manage Schedule)

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

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Subject: French (10002) <input type="radio"/> 7:30 AM - 08:00 AM Nkok Nku (0100) Room No.: 1	Subject: English (10001) <input type="radio"/> 3:16 PM - 3:50 PM Nkok Nku (0100) Room No.: 1	<input checked="" type="radio"/> Not Scheduled	<input checked="" type="radio"/> Not Scheduled	<input checked="" type="radio"/> Not Scheduled	Subject: English (10001) <input type="radio"/> 9:00 AM - 4:00 PM Teacher (00011) Room No.: 1	<input checked="" type="radio"/> Not Scheduled
Subject: computer science (10006) <input type="radio"/> 8:00 AM - 8:20 PM Veronica Evenye Njie (07000) Room No.: 2						
Subject: English (10001) <input type="radio"/> 08:20 AM - 08:50 AM Teacher (00011) Room No.: 1						

(This image shows the "Class Timetable" for Form One A, displaying the schedule for Monday, Tuesday, etc.)

- **To View a Timetable:**
 1. Navigate to: **Academics > Class Timetable**.
 2. Select the **Class** and **Section** and click "**Search**".
 3. The full weekly schedule will be displayed.
- **To Add a New Period:**
 1. Click the "**+ Add**" button (top right).
 2. A form will appear to select the Subject, Teacher, Day, Times, and Room No.
 3. Click "**Save**" to add it to the timetable.
- **To Edit/Delete a Period:**
 1. Find the period block on the timetable.
 2. Click the **pencil icon (Edit)** or **trash icon (Delete)** on that block.

8.2 Other Academics Modules

- **Teachers Timetable:** View the complete weekly schedule for a specific teacher.
 - **Assign Class Teacher:** Assign one or more teachers as the head "Class Teacher" for a section.
 - **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").
 - **Subject Group:** Create groups of subjects (e.g., "Science Group", "Arts Group").
 - **Subjects:** Define all subjects taught at the school (e.g., "English", "Mathematics").
 - **Class:** Define all classes in the school (e.g., "Form 1", "Form 2").
 - **Sections:** Define the sections for each class (e.g., "A", "B", "C").
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9.0 Other Key Modules (Functional Overview)

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

9.1 Attendance

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

9.2 Online Examinations

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

9.3 Communicate

- **Notice Board:** Post notices and announcements for all staff, students, or parents to see.
- **Send Email:** Send bulk emails to specific groups of users (e.g., all parents in Form 1).
- **Send SMS:** Send bulk SMS messages.
- **Email / SMS Log:** View a history of all communications sent from the system.
- **Schedule Email SMS Log:** Manage and view automated or scheduled messages.
- **Login Credentials Send:** Send username and password details to new users.
- **Email Template:** Create and save email templates for common messages.
- **SMS Template:** Create and save SMS templates.

9.4 Certificate

- **Student Certificate:** Design templates for various certificates (e.g., "Character Certificate", "Transfer Certificate").
- **Generate Certificate:** Select a student and a template to generate a new certificate.
- **Student ID Card:** Design the template for the student ID card.
- **Generate ID Card:** Generate and print ID cards for a class.

- **Staff ID Card:** Design and generate ID cards for staff members.

9.5 Lesson Plan

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

Example: **Topic** (Pythagorean Theorem) > **Lesson** (Right Triangles) > **Lesson Plan** (Mathematics - Form 1 - Term 1)

9.6 Human Resource

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

9.7 Front CMS

This module controls the content on your school's **public-facing website**.

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

9.8 E-Learning

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

9.9 Reports

This is a powerful module for generating reports on all school data.

- **Student Information:** (e.g., Class-wise reports, gender reports)
- **Finance:** (e.g., Fee collection reports, outstanding fee reports)
- **Attendance:** (e.g., Student attendance percentage, staff leave reports)

- **Examinations:** (e.g., Class rank reports, subject-wise performance)
- ...and many other reports for **Lesson Plan, Human Resource, E-Learning, Library, Inventory, Transport, Hostel, Alumni, User Log, and Audit Trail.**

9.10 System Setting

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

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