User Guide

To

Client Name

For

Project "SchoolSys- ROR Web application"

By

Inveera Technologies (P) Ltd

Contents

1. Introduction

- **What is SchoolSys ?**

    - SchoolSys is a web based school management software developed on Ruby on Rails. It is a web 2.0 application which can be installed and accessed using cloud computing.

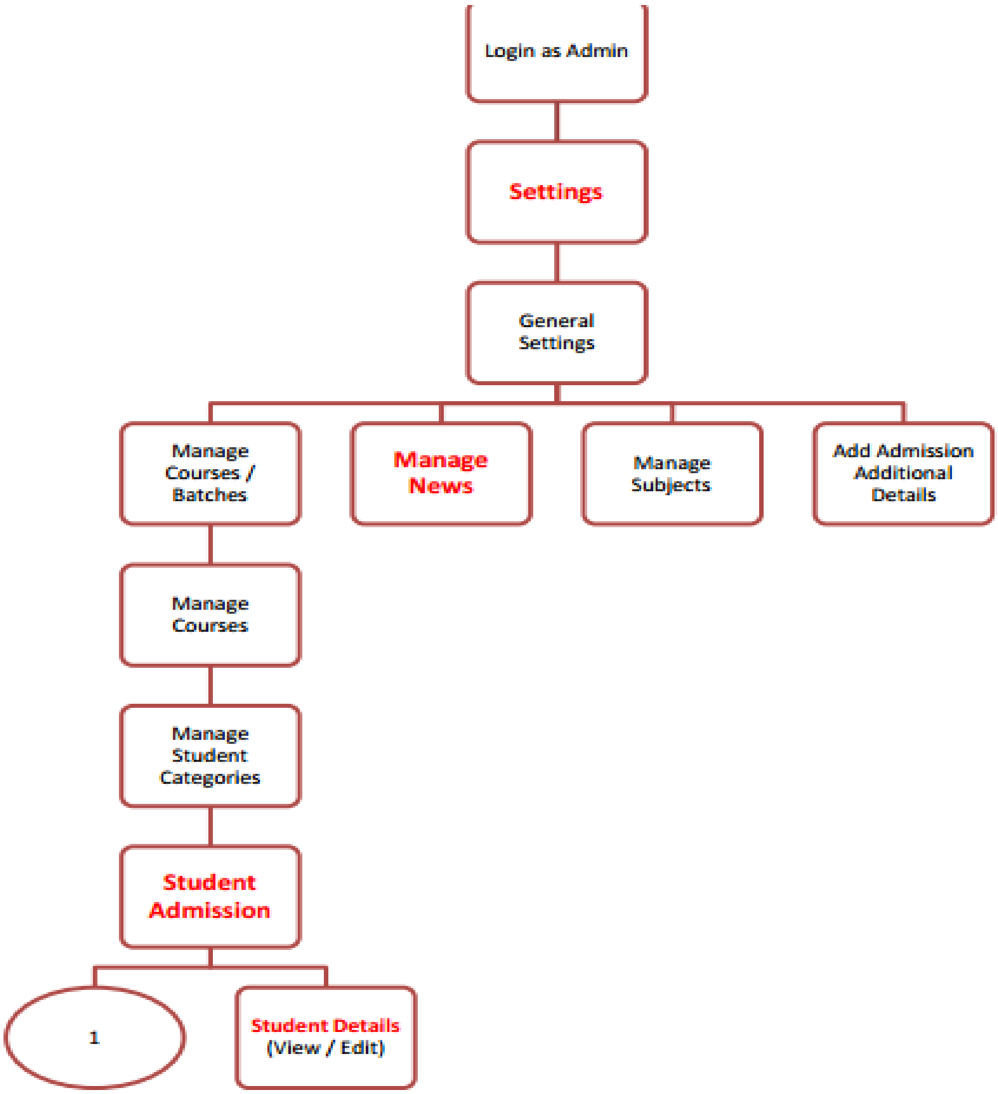
- **Why SchoolSys ?**

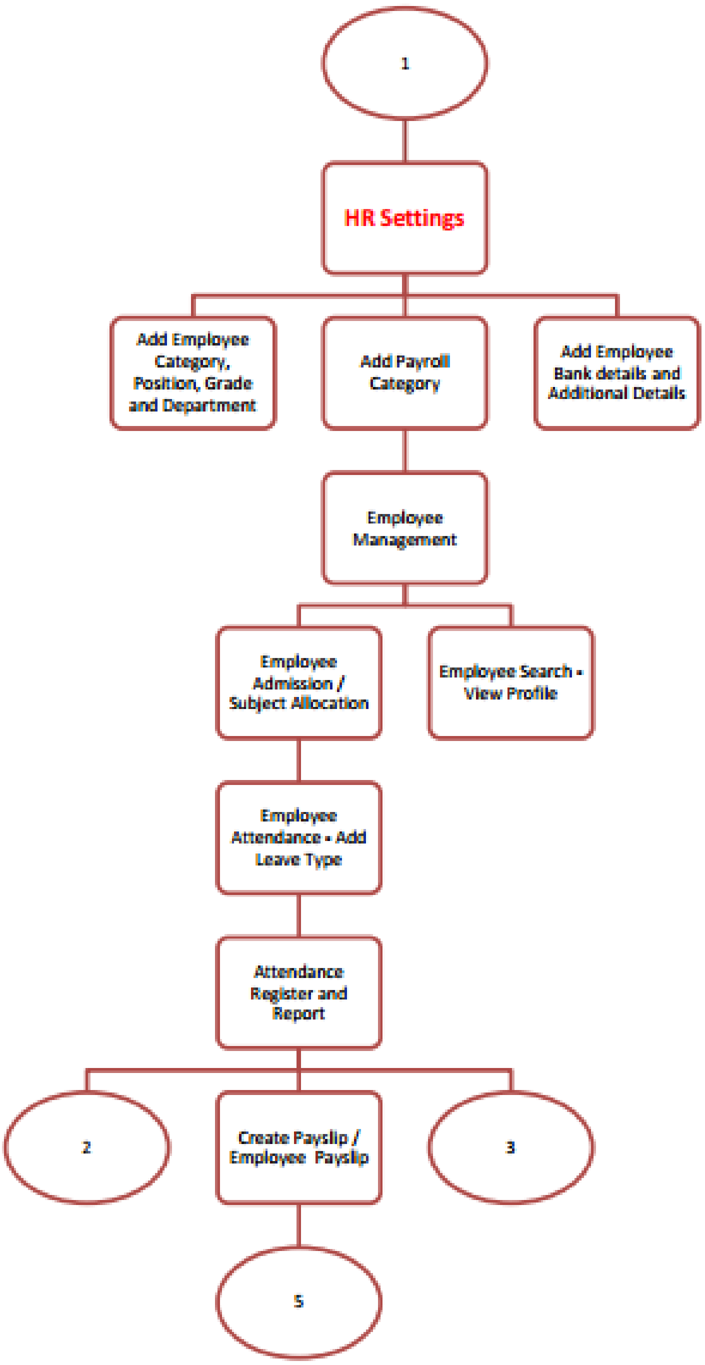
    - User friendly software
    - SchoolSys is built on powerful programming framework i.e. Ruby on Rails
    - User can work on own server with data and Local language support
    - Students, teachers, parents and employees use SchoolSys for their daily activities
    - SchoolSys is there to offer support 24/7 to help with any problem user can encounter or answer any questions may have about software usage
    - Wide range of services like installation, customization, support, hosting, integration, training services and implementation.
    - Graphical analysis and provide reports of student performance
    - Powerful internal messaging system
    - Attach files of all popular formats easily.
    - New features and functionality in the form of new modules are frequently added to enhance software
    - Easy User interface design makes using the system easier for school staff and students
    - Plugin Architecture. You can develop your own Add-On plugin and integrate with Software
    - As the entire data is online and secure, any analysis can be done at any desired point of time.
    - In-built color themes and data is secured

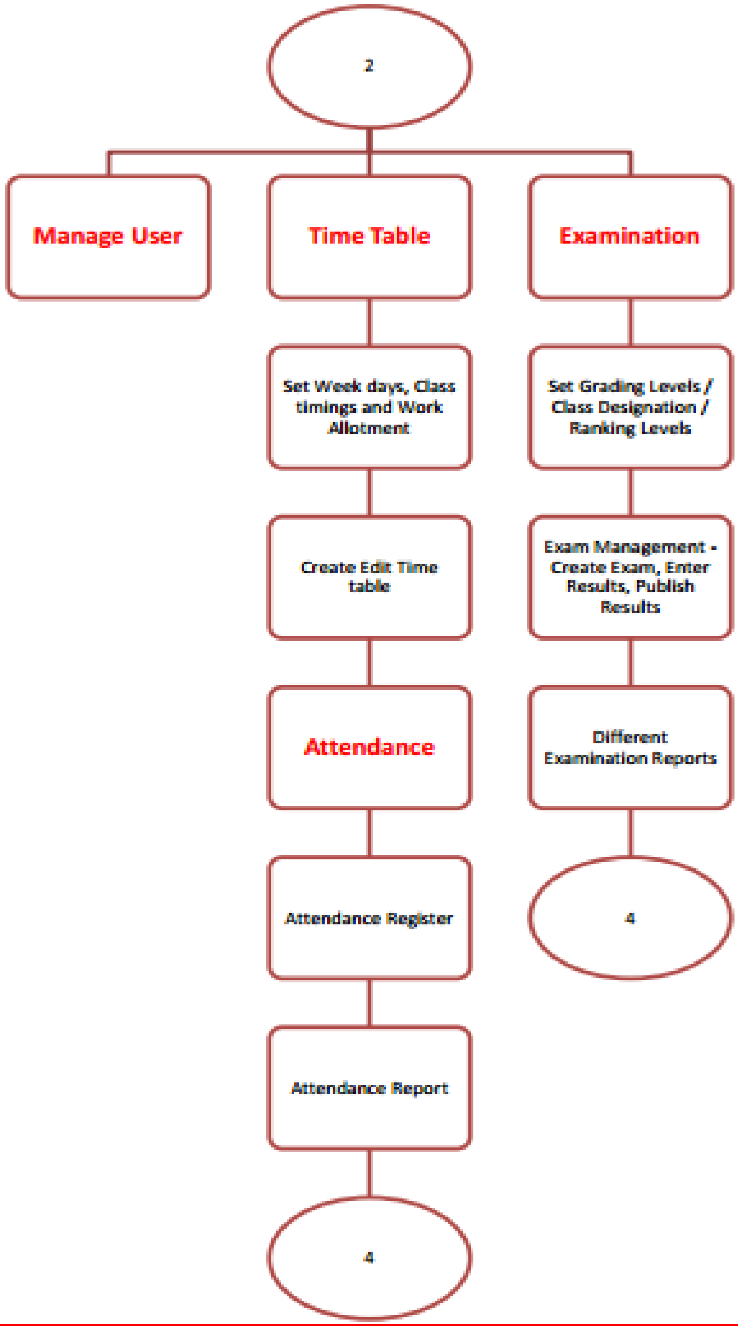
- **Where SchoolSys can be installed?**

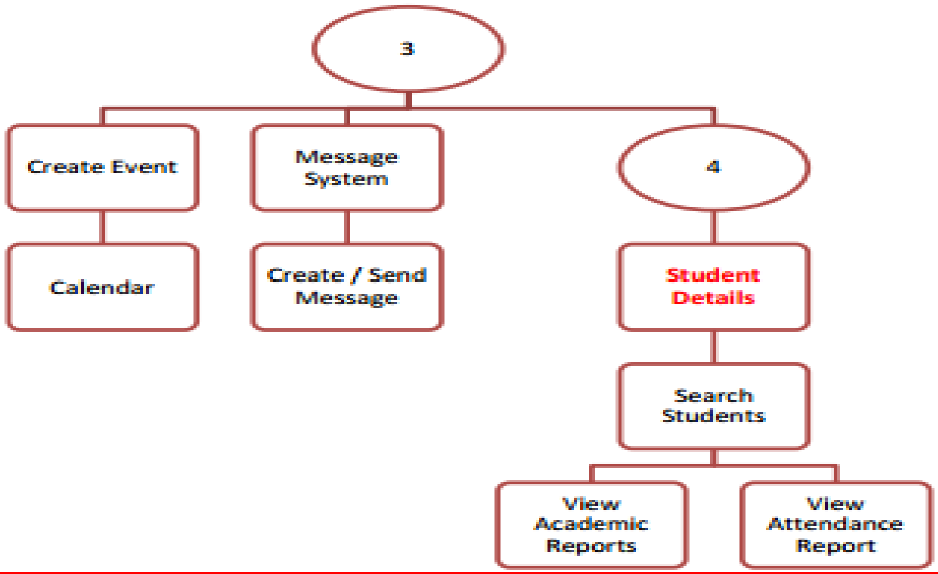
    - SchoolSys is a web 2.0 application
    - SchoolSys can be installed in a web server or Local Lan server
    - SchoolSys architecture doesn't support it to be installed as a standalone application.
    - Suggested OS is Ubuntu 11.04 / CentOS 6 with minimum 2GB RAM 40 GB hard disk and a new generation processor. This has to be scaled based on the usage statistics.

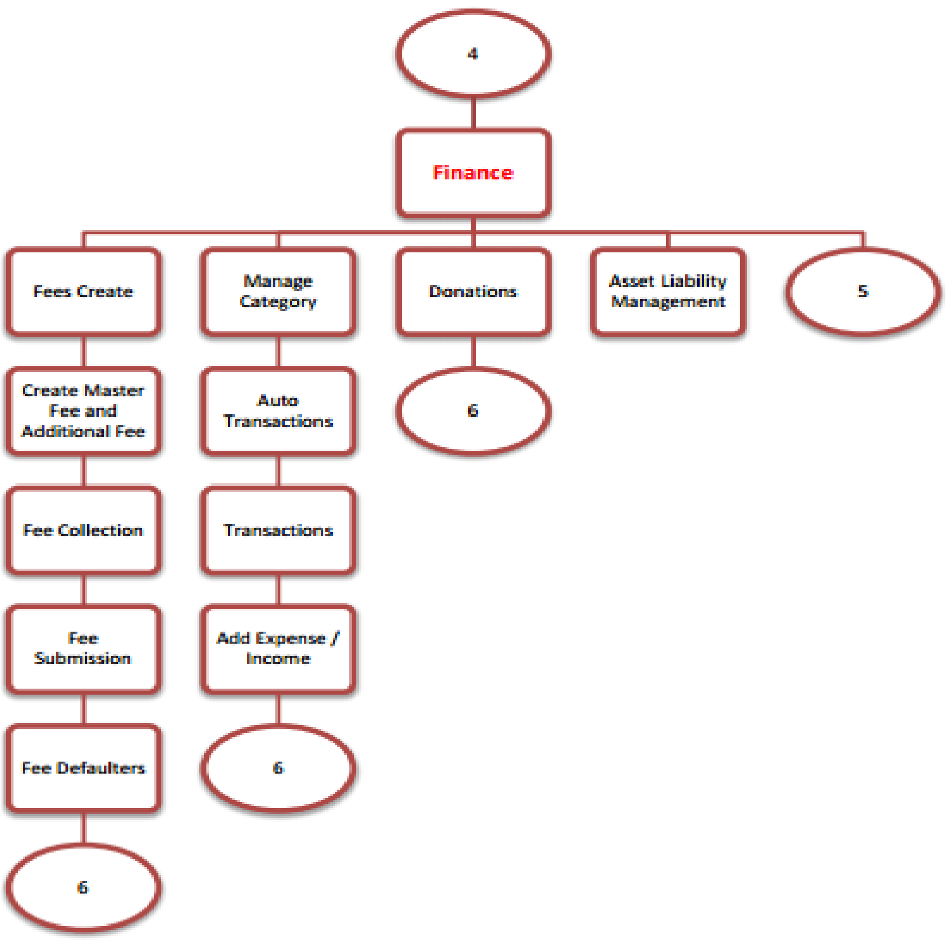
2. Flowchart


Login as Admin
Settings
General Settings
Manage Courses / Batches
Manage News
Manage Subjects
Add Admission Additional Details
Manage Courses
Manage Student Categories
Student Admission
1
Student Details (View / Edit)


1
HR Settings
Add Employee Category, Position, Grade and Department
Add Payroll Category
Add Employee Bank details and Additional Details
Employee Management
Employee Admission / Subject Allocation
Employee Search - View Profile
Employee Attendance - Add Leave Type
Attendance Register and Report
2
Create Payslip / Employee Payslip
3
5


2
Manage User
Time Table
Examination
Set Week days, Class timings and Work Allotment
Set Grading Levels / Class Designation / Ranking Levels
Create Edit Time table
Exam Management - Create Exam, Enter Results, Publish Results
Attendance
Different Examination Reports
Attendance Register
4
Attendance Report
4


3
Create Event
Message System
4
Calendar
Create / Send Message
Student Details
Search Students
View Academic Reports
View Attendance Report


4
Finance
Fees Create
Manage Category
Donations
Asset Liability Management
5
Create Master Fee and Additional Fee
Auto Transactions
6
Fee Collection
Transactions
Fee Submission
Add Expense / Income
Fee Defaulters
6
6


5
Payslip
View Payslip
Approve Payslip
Employee Search
View Payslip and Attendance
6
End / Logout

3. Logging-In

Fig 3.1

Enter the user name and the password and click on ‘Login’ button. Then Admin can see the dashboard of the system as depicted in Fig 1.2.To recover the forgotten password user need to fill username and hit forgot password. System will ask for user E-mail Id and reset password link will be send on that E-mail Id from where the user can change the Password.

Dashboard Types

There are three types of login i.e. Admin login, Employee Login and Student login. Each login view differs from each other. Admin dashboard is as depicted in Fig 1.2, Employee dashboard is as depicted in Fig 1.3 and student dashboard is as depicted in Fig 1.4. The options seen in the employee dashboard can be decided by the Admin.

Admin Dashboard

Fig 3.2

Employee Dashboard

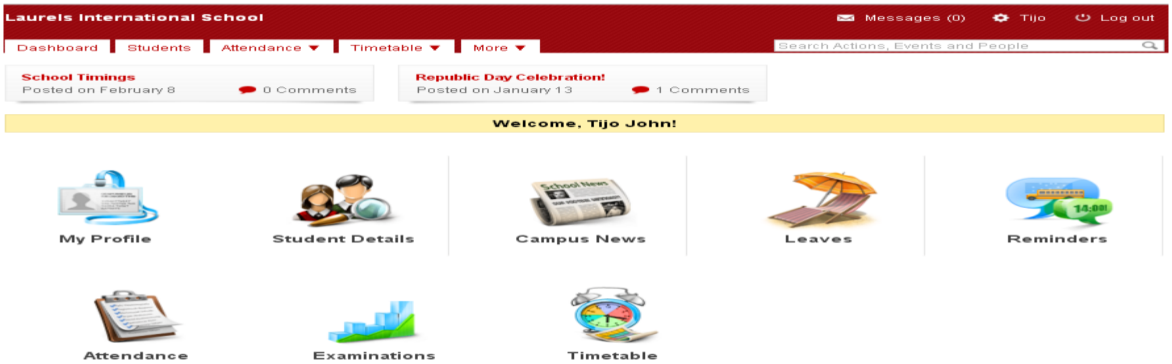


Fig 3.3

Employee Dashboard privileges can be handled by Admin. Functionalities and dashboard items are depends on the User roles like HR employee will work on HR privileges features and same while HR faculty will have different dashboard options.

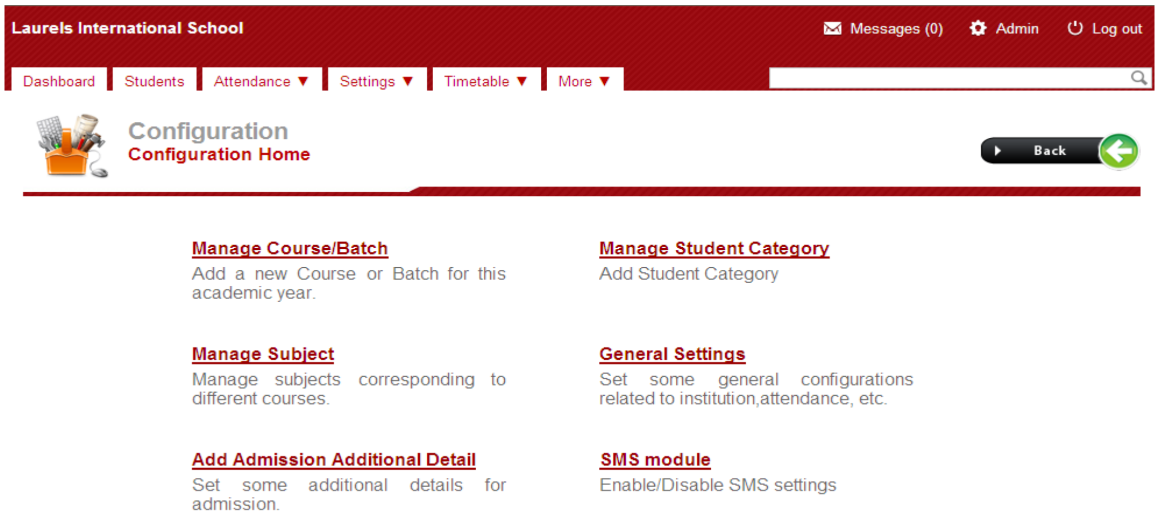
Student Dashboard

Fig 3.4

SchoolSys will take care of Student Log-In. Students will be able to see their personal profile, their academic reports, their attendance etc. News published in the application can be seen by the student and they can comment on the news published if needed. They will be able to see their time table. Messaging system is provided for the students so that they can send / receive messages to other students or faculty. Students are not given access to view / edit the profile of other students.

In some institution at the time of adding student, Guardian will be added and give log-in to them. Guardian can view the same as Student can. E.g. suppose a student is added with admission number 'xyz'; now suppose a guardian is added for that student. Now that guardian can login to the application using the Login id, 'Pxyz' and default password 'Pxyz123' (This password can be changed after logging to the system)

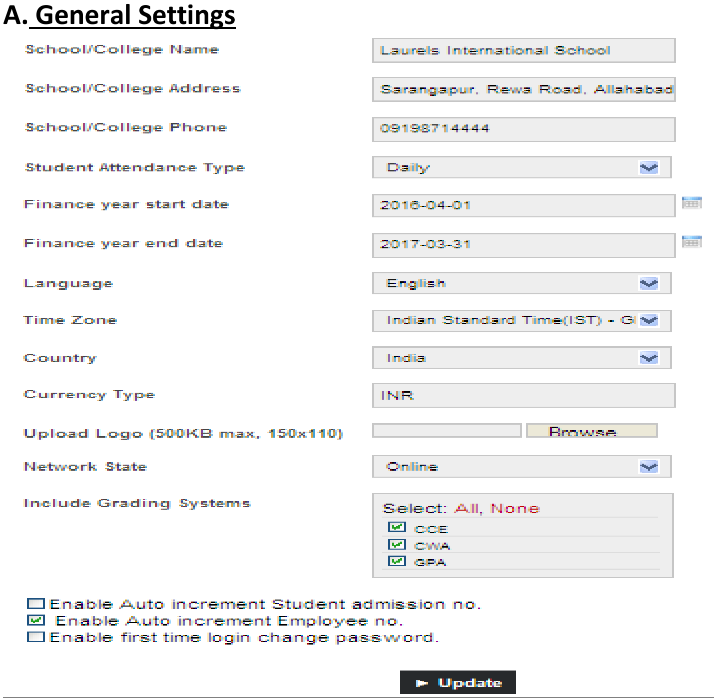
4. SETTINGS



Admin->Settings Fig 4.1

Settings page as depicted in Fig 2.1 contains some of the option that should be set before using the application.

A. General Settings



Path- Dashboard->Settings->General Settings – Fig4.2

- First three Column show School/Institute Name & Full Address

-Type of Attendance show two options daily and subject wise, If daily attendance is selected, attendance can be marked on daily basis (forenoon and afternoon); else attendance can be marked for each subject.

- User can select financial year start date and end date from the drop down calendar
- "**Currency Type**" Enable user to enter the type of currency on which transactions happens in that institute.
- "**Upload Logo**" of the school/institute**,** by uploading the logo, all the reports generated will be having the updated logo in the header
- "**Network state**" If the application is communicating with an SMTP server via internet, then the network state can be set to Online. Otherwise select as Offline.
- "**Include Grading System**" User will select which types of grading formats are needed for the examination conducted
- "**Enable auto increment**" Auto increment of student admission number and employee number in the admission forms can be enabled by checking this checkbox

B. Manage Student Category

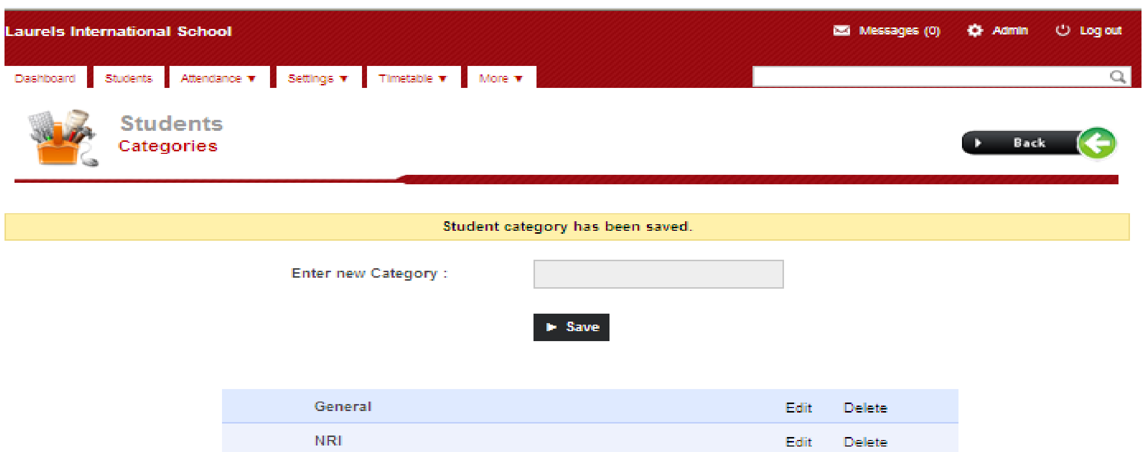


Fig 4.3

-**Enter New Category** In every education institution there are some different categories for students to be enrolled like General, OBC, SC/ST or NRI. This category will be shown on the admission form (there may be fee concession for some categories such as Handicapped students, foreign nationals, reserved category by the government etc in educational institutions, So admin can fix the discount or particular less fee category wise for students)
-User can edit or rename the category and delete the category by selecting the option.

C. Manage Courses / Batch

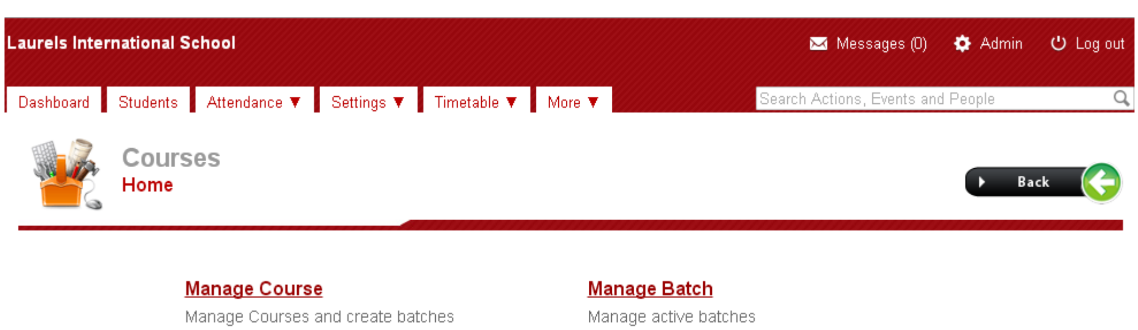


Fig 4.4

Path->Dashboard –> Settings –>Manage Courses/Batches –>Manage Courses

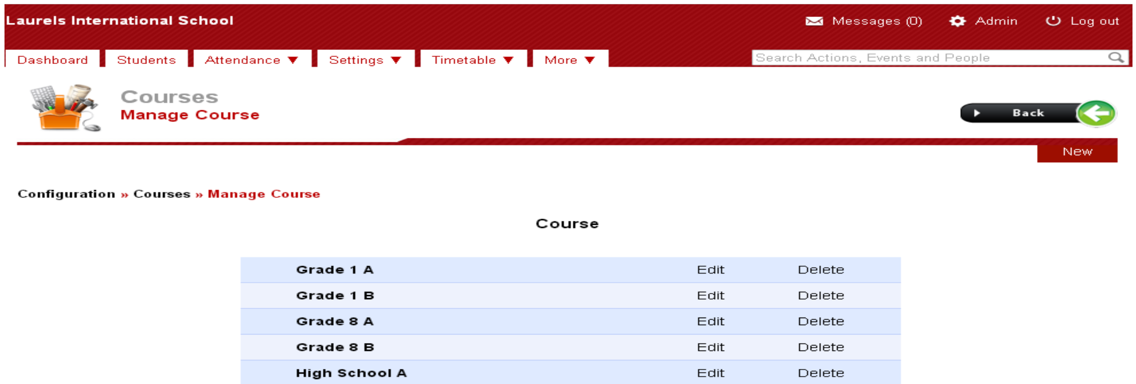


Fig4.5

- **"Manage Course"** In create new course section A course can be created by going to manage courses link. There is a "New" link Click on that and Course details can be entered. The user must fill the details as shown in the fig 2.6 which will be displayed by clicking the "New" button at the top right corner of the page(In fig 2.5). The details include course Name, section & code followed by initial batch detail. Initial batch details include the batch name and the batch start and end date. User has to select which academic report is applicable for this batch. A user can select GPA or CWA or both.

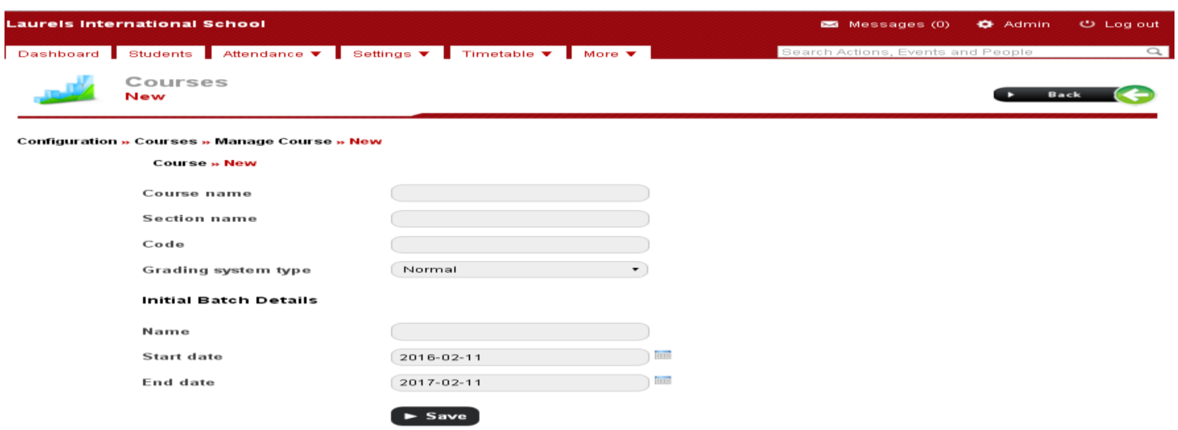


Fig 4.6

-"**Manage Batch**" By clicking batch we get into new page showing the list of student in that batch

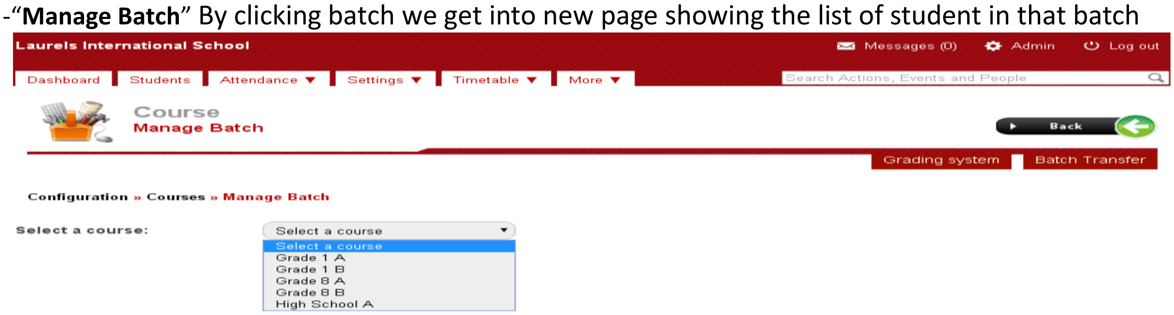


Fig4.7

Path: Dashboard – Settings – Manage Courses/Batches – Manage Batches

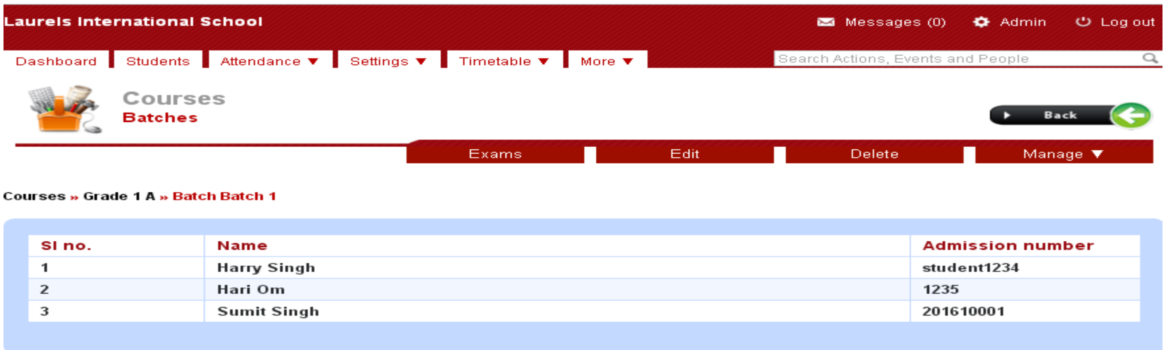


Fig 4.8

-**"Batch Transfer"** is applicable on successful completion of that grade. Here, after the completion of course 1 (1st grade), the students in that batch should be transferred to new batch under the course 2 (2nd grade). Here transfer is done by selecting the batch under course to be transferred & then selecting the batch under another course to where it should be transferred. Students who are not eligible to be transferred to higher grades should be unchecked

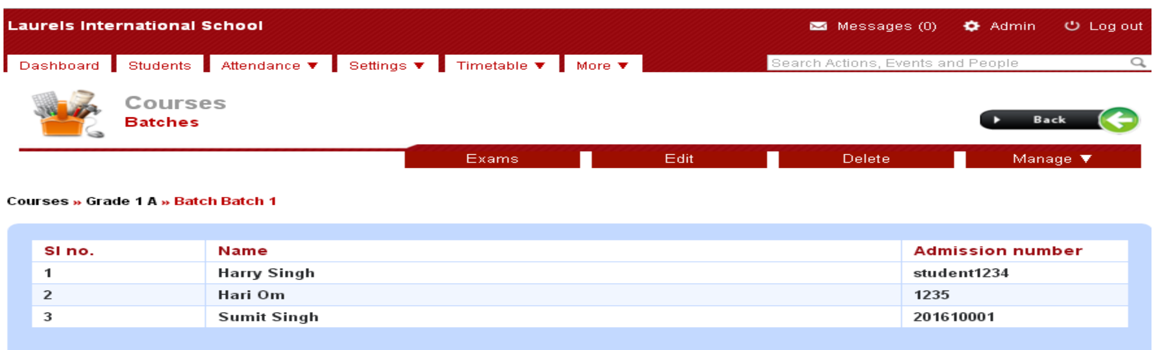


Fig 4.9

When students of a batch completes their high school, elementary school etc. Graduation is applicable for a batch as a whole or for individual students. There is an option to uncheck the students who are not eligible for graduation. Once the graduation happens for all students in a batch, that batch becomes inactive.

Students in a batch are displayed on clicking the batch name (In fig 2.9). There is easy navigation to see the Exams for the particular batch, to assign subject and batch tutor to the batch on the top of the page. We will see those options in the coming sections.

-**"Batch Subjects"**

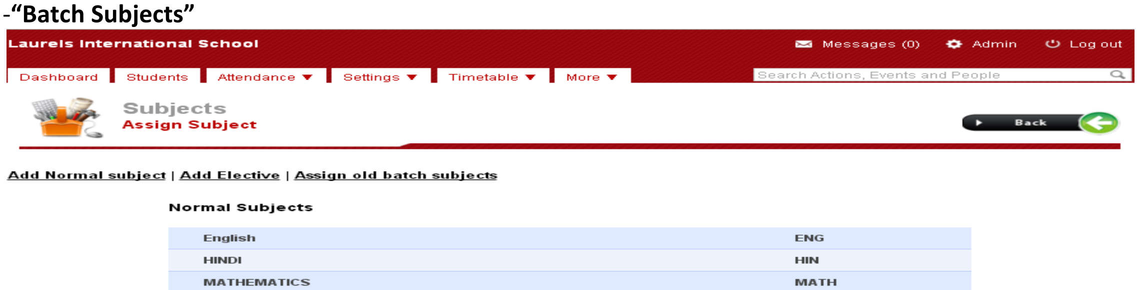


Fig 4.10

Students in a batch are displayed on clicking the batch name. There is easy navigation to see the Exams for the particular batch, to assign subject and batch tutor to the batch on the top of the page. We will see those options in the coming sections

-**"Assign old batch subjects"** This section allows the Admin to add the normal subject or add electives and also to assign old batch subject to present batch.

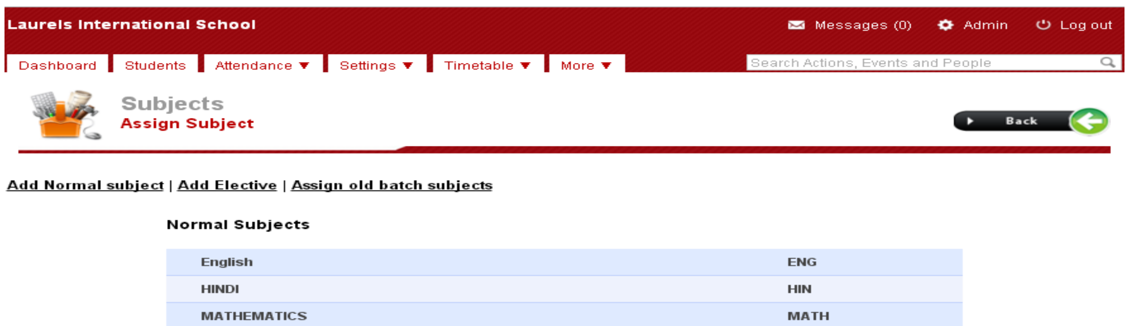


Fig 4.11

User can see the last batch in that particular course. To assign old batch subject click on "Assign old batch subjects" option on dashboard, then user can see the subjects in the last batch in that particular course (grade). On clicking the select button against subjects will assign the selected subjects to the new batch displayed in fig 2.11.

When new batch is created, then also this option is available and the subjects of existing batches in that course can be assigned to the newly created batch. This greatly helps in reducing the time by not creating the fees and subjects again.

-Elective Subjects

Students from different countries like Hispanics, Asians, Afro Americans etc. Some subjects are compulsory and some are elective/optional/second language, under this let there are many subjects like Spanish, French, Latin, Hindi, Mandarin etc. We can assign these subjects to respective students by checking the respective students.

-Assign Tutor

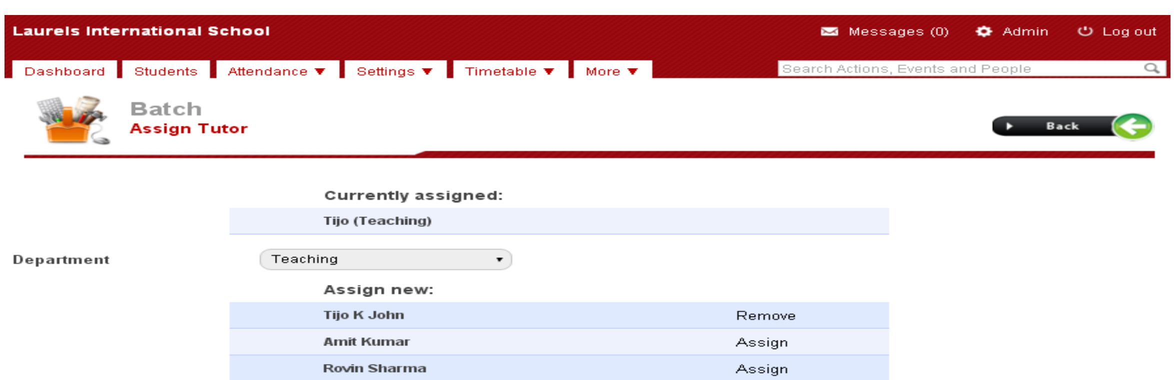


Fig 4.12

From any department tutor can be assigned to the batch. User need to select the department first then employee under that department should be assigned.

D. Manage Subjects

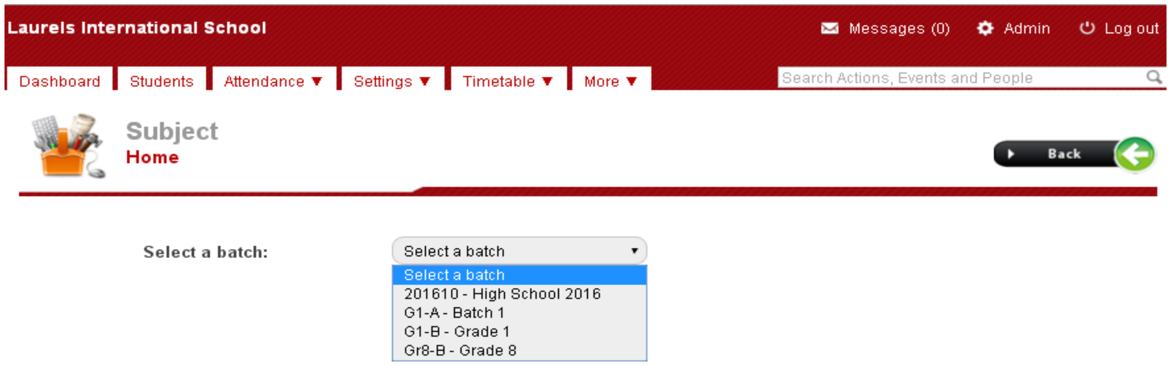


Fig 4.13

-"Add Normal Subjects" Select one batch from the drop down in which we need add/remove the subjects Ref fig 2.13. If no subjects added then user can add subjects by add normal subjects.

-"New Elective Group" can be created for students to make a choice between optional subjects. To add elective group subjects.

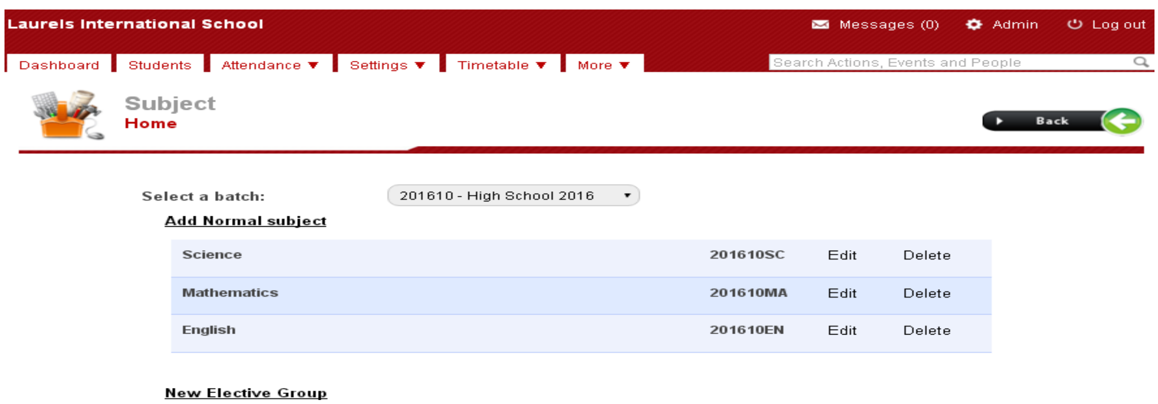


Fig 4.14

-"Add New Subject" User can add new subjects and enter all the information (User to enter subject name, subject code, credit hours maximum classes per week and check box to ensure that whether exam is required for that subject) in the box appear when click on "add new subjects".

Check box is used to avoid exam for subjects like physical education, drawing and maximum class per week helps in easy time table creation.

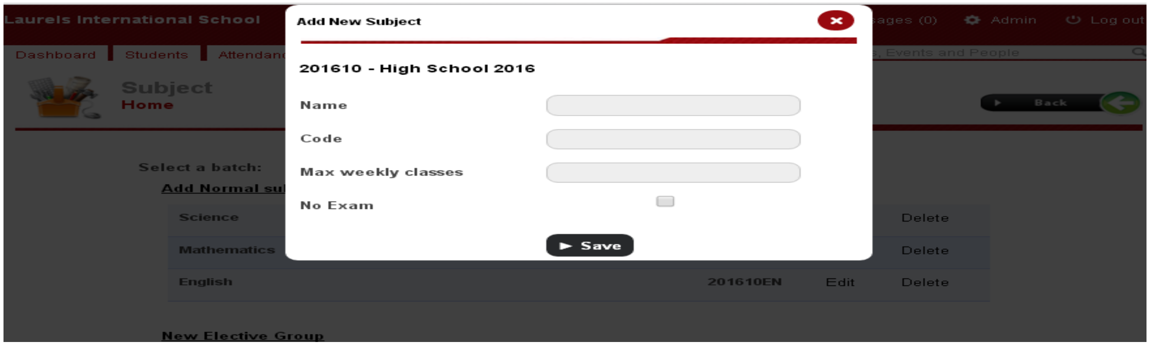


Fig 4.15

E. Add Admission Additional Details

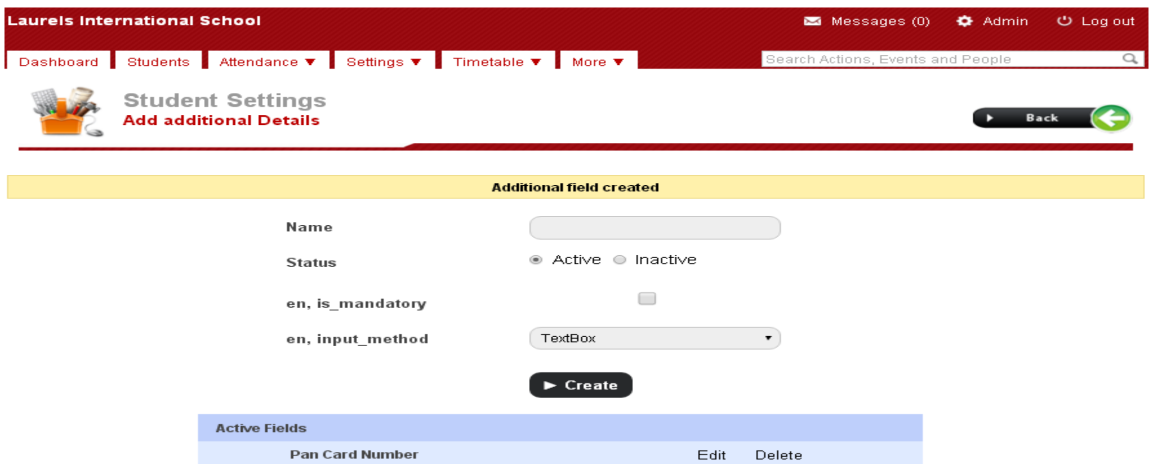


Fig 4.16

-“**Name**” is a field where user can fill student’s SSN Number., Iqama Number, Identification number, Passport Number or a field called Remarks. Once added here, will be displayed at the time of admission of the student

-“**Status**” This enable user to have control over any additional details. This comes handy when already created Additional detail is no longer used in admission process. Remove option is not available, because former students will have this field filled.

5. HUMAN RESOURCE

Non teaching and teaching employees of the institute are entered into the system using Human Resource module. Fig 5.1 shows different sections in Human Resource Module.

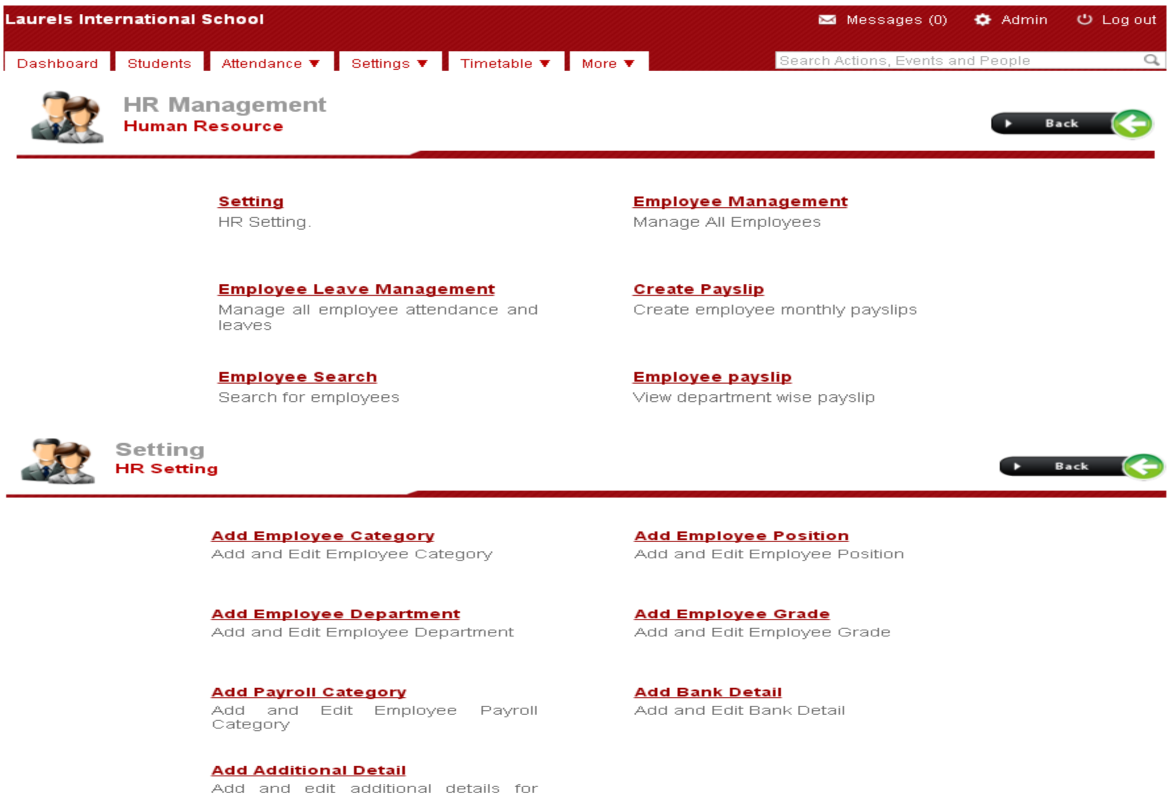


Fig 5.1

User can differentiate between non teaching and teaching employees use “add employee category”

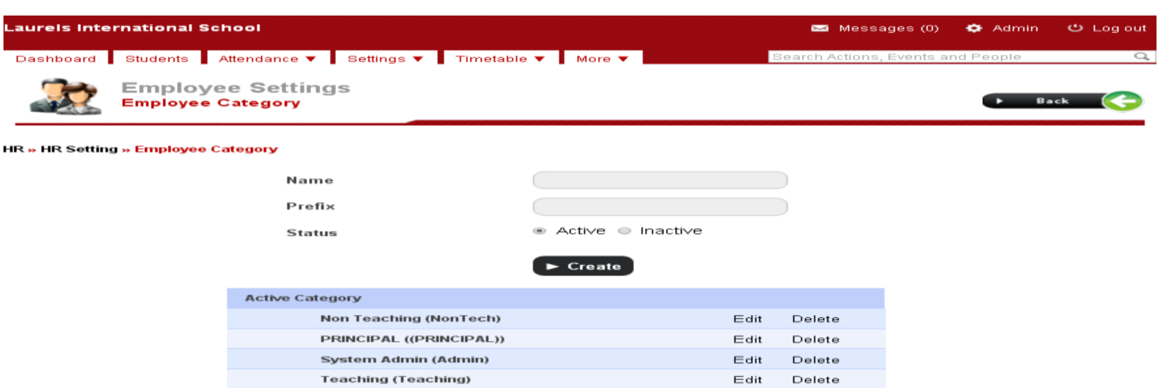


Fig 5.2

A. SETTINGS

In fig 5.2 User can create/edit category of employee and activate & deactivate the category. Simultaneously User can add/edit employee position, employee department, employee grade, employee payroll category, employee, employee bank detail, employee additional detail etc.

B. EMPLOYEE MANAGEMENT

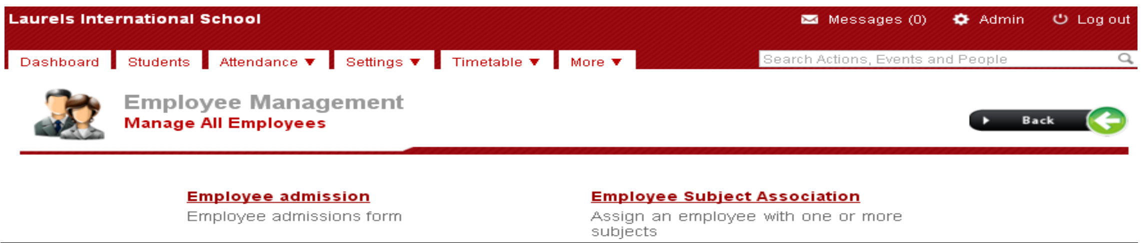


Fig 5.3

-"Employee Admission" It deals with the admission of the employee and allocating subjects to concerned faculties. This option is for entering Employee records to the system.

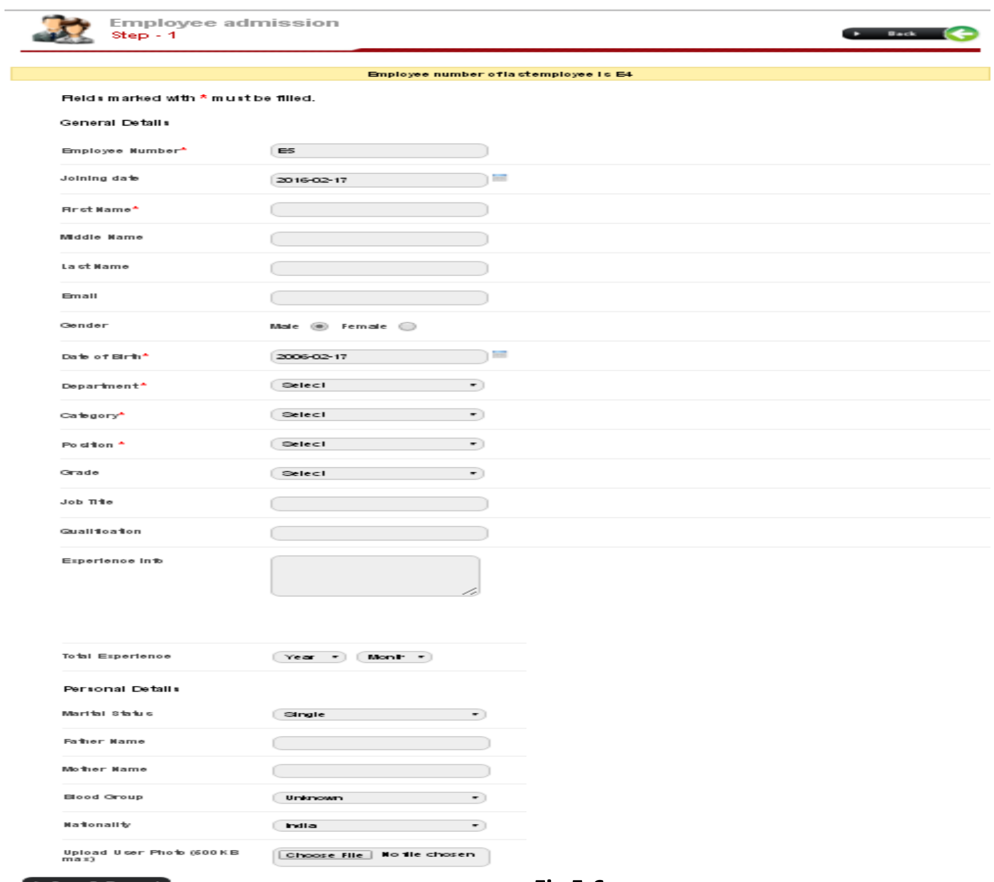


Fig 5.6

In step2 details about address and contact details maintained by admin. This form is displayed after the first form is saved and then step3 add bank detail option provided in setting page of human resource management. In step4 additional details like passport no.etc and step5 set the privilege for that employee this privilege is managed by admin. When any privilege is set to an employee then it will be shown in his dashboard as a new icon so that he can have direct control over it. The privilege is selected by checking the check box. In step6 admin can employee reporting manager, In step7 Admin can edit employee's payroll detail. Step 8 After Admission process is complete, Employee profile is displayed which contain all the detail which is entered. This profile can be further edited if any changes are required, also PDF report of profile can be taken.

-"Employee Subject Association"

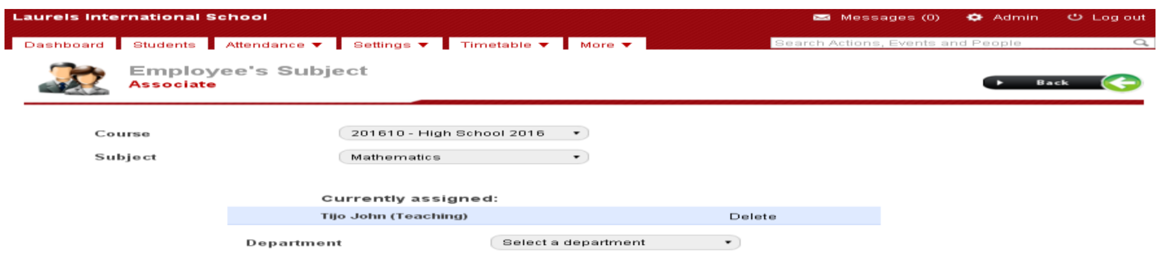
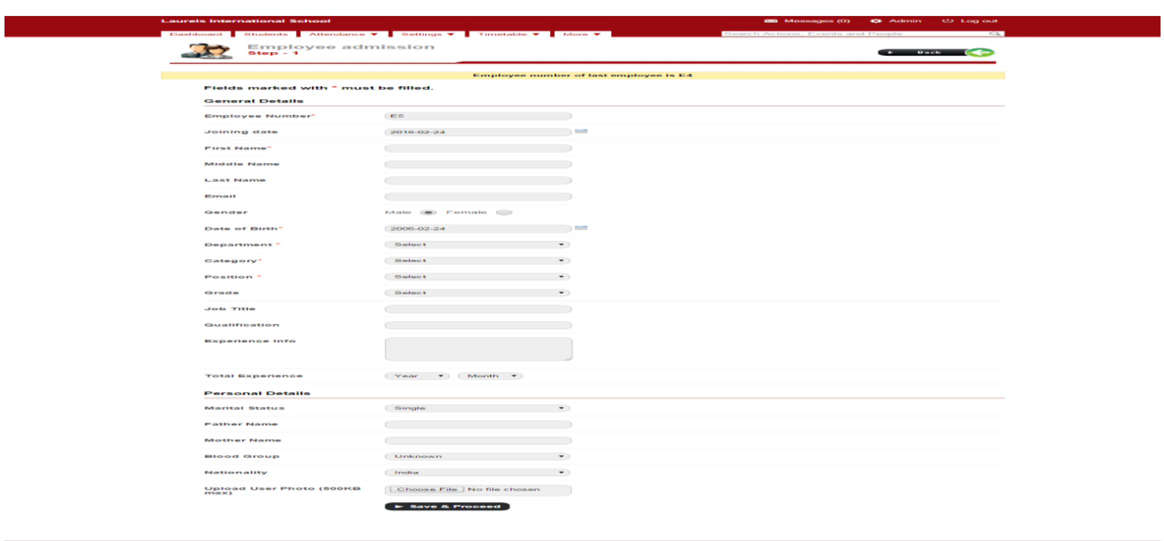


Fig 5.7

Admin can assign subject to employees and also remove the employee associated by remove option displayed to the right of employee name.

-"Employee admissions form"



C. Employee Leave Management

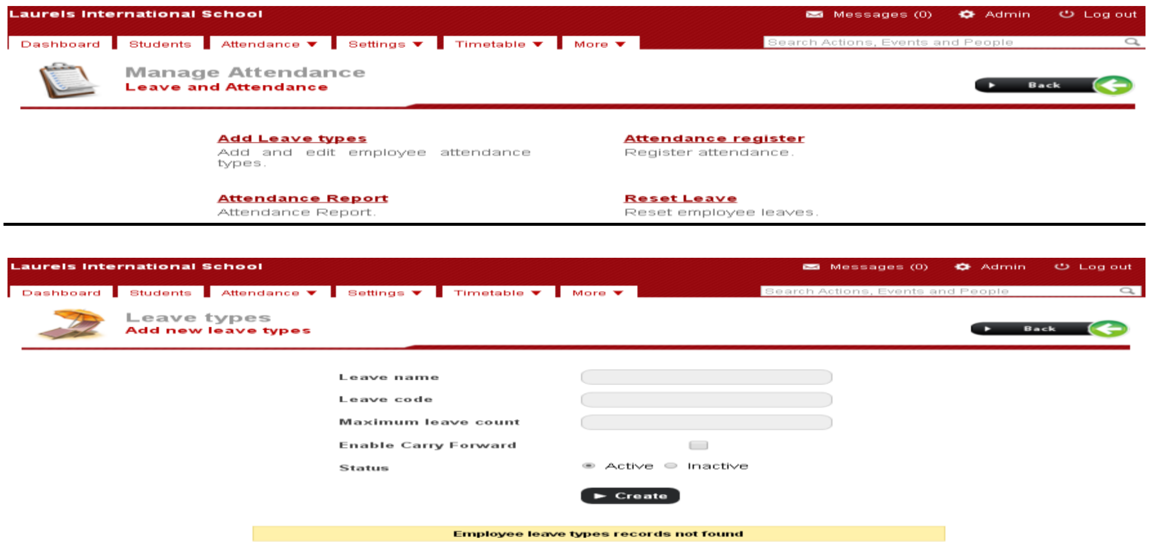


Fig 5.8

- "**Add Leave Type**" Admin can create different leave types which can be taken by the employee. We can set a limit to the extent each Leave type can be taken. The type of leave is created by entering leave name, its code, and maximum count and set whether it is active or inactive. Leave types can be edit.

Fig 5.9

-'Enable Carry Forward' this field is used to carry forward the leave to the next leave calendar. This time period can be set in the 'Reset Leave' section in HR module, which we will discuss in that section.

-"**Attendance Register**"

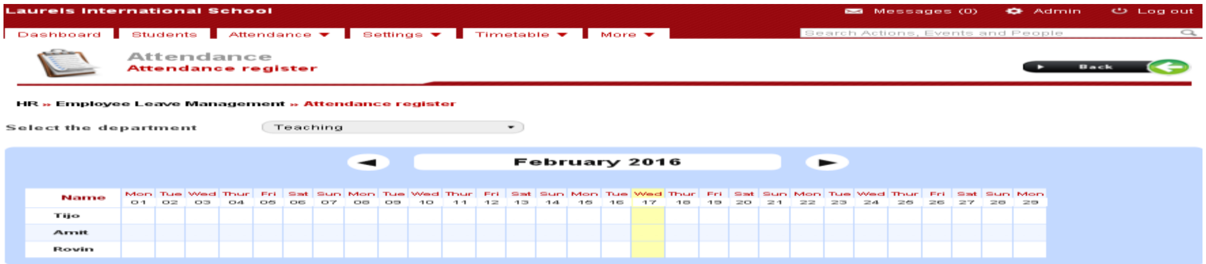


Fig 5.10

This module is to help in marking attendance of employees.

-“**Attendance Report**”

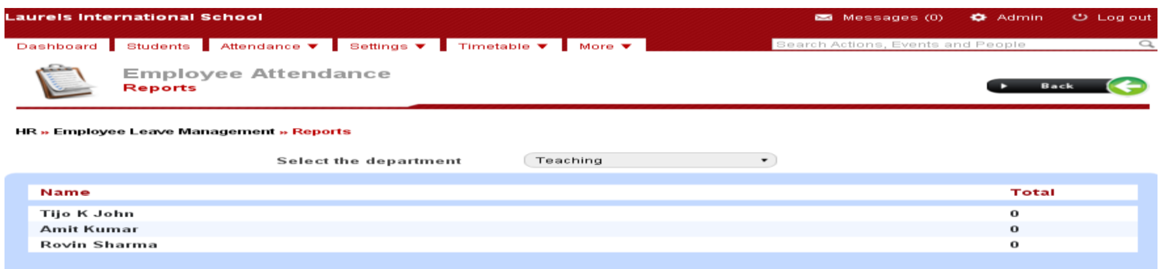


Fig 5.11

The report gives clear picture of number of leave count permitted for each employee and total number of leave he/she has taken.

-“**Reset Leave**” This option in the attendance management of the employee is to reset the leave count of the employee.

D. Employee Search

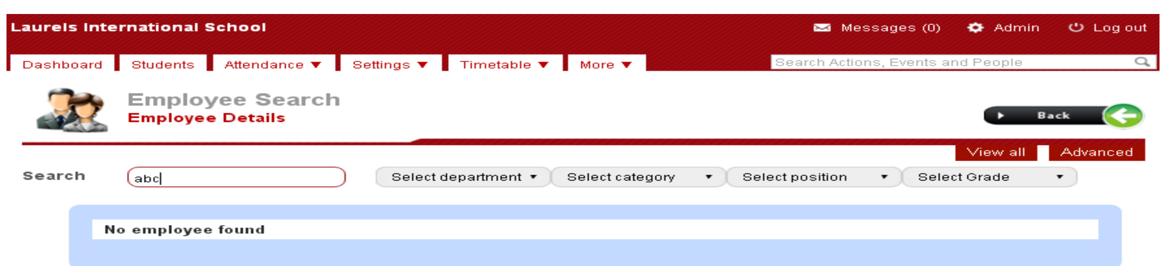


Fig 5.12

This enables the Admin to search any employee who is entered in SchoolSys. The search is not case sensitive and is featured by selecting category, department, position, and grade.

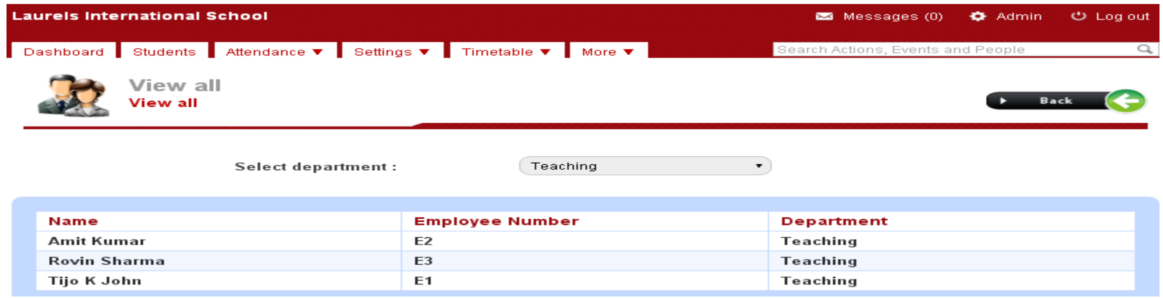


Fig 5.13

The view all will open up a new page, where the department should be selected.

-"**Advanced Search**"

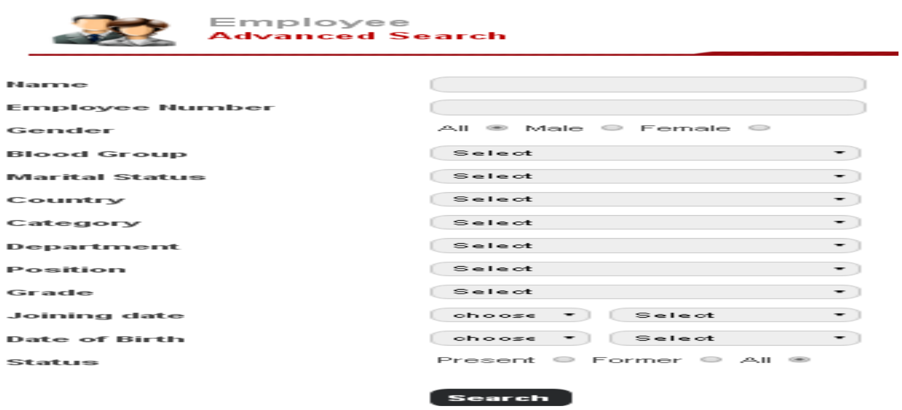
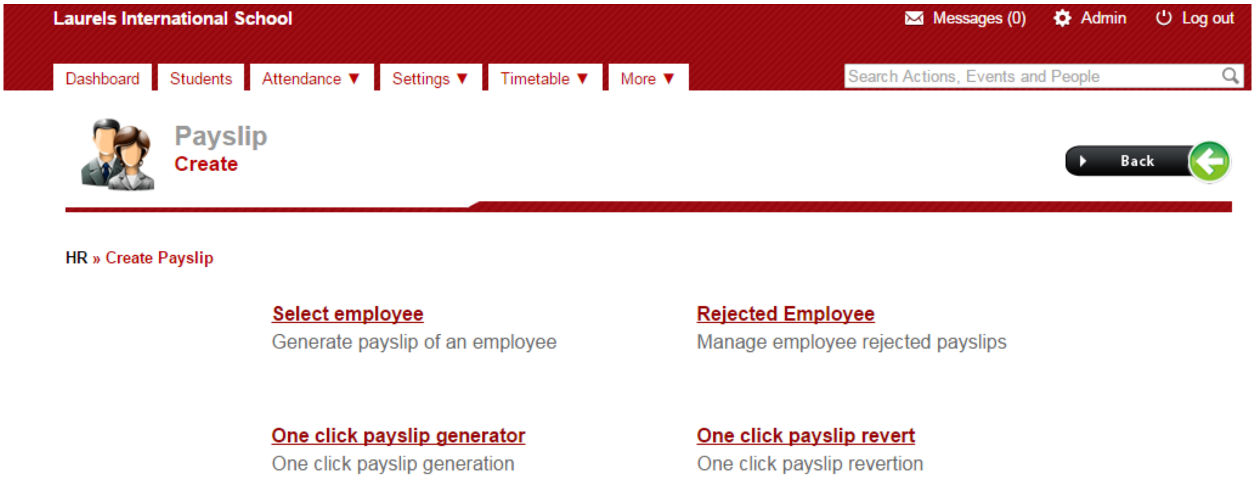


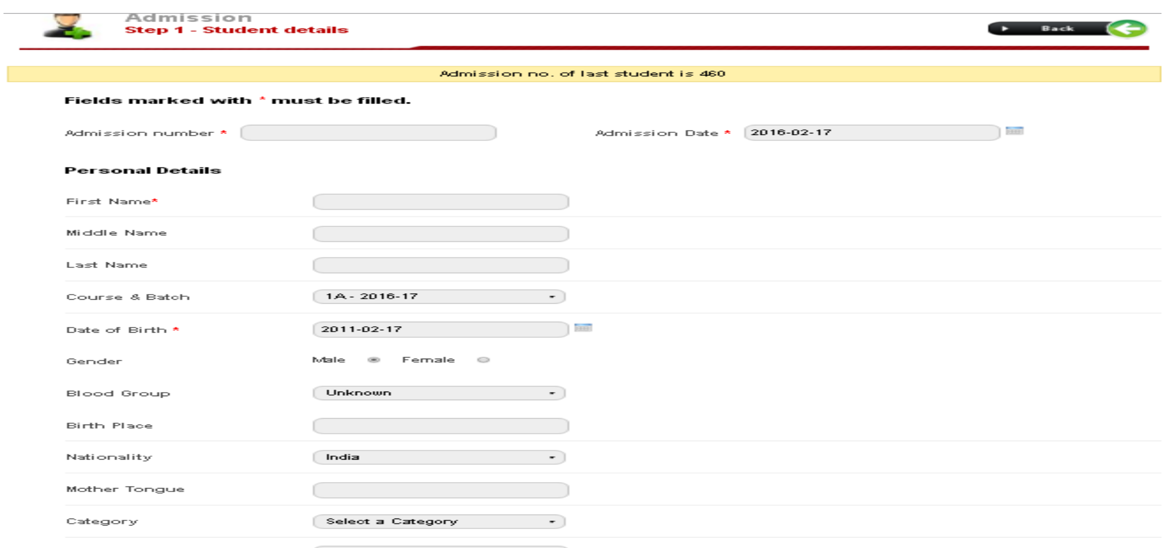
Fig 5.14

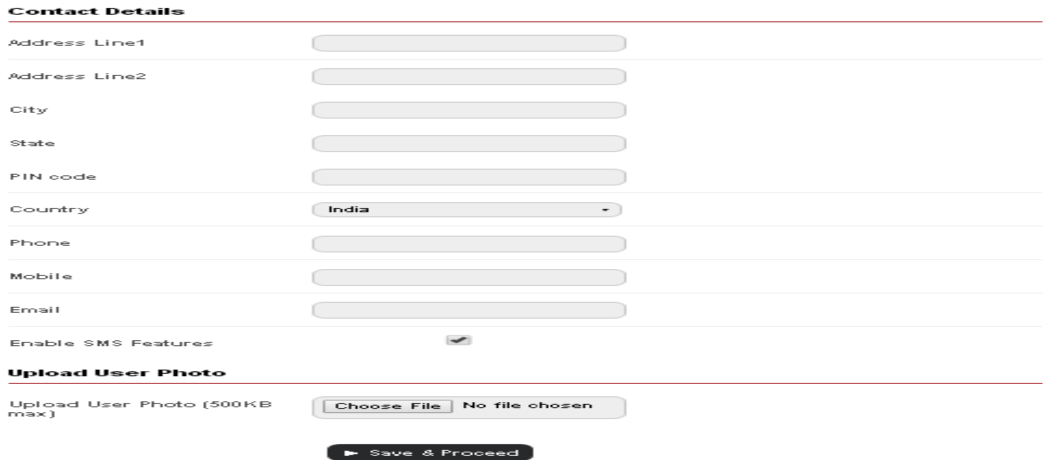
It will help to search any employee by his related information like gender, blood group, marital status, country, category, department, position, and grade, date of joining, birth date and status like present or former or all.

-"Create pay slip"



6. STUDENT ADMISSION





Contact Details

Address Line1	
Address Line2	
City	
State	
PIN code	
Country	India
Phone	
Mobile	
Email	
Enable SMS Features	

Upload User Photo

Upload User Photo (500KB max)	Choose File No file chosen

► Save & Proceed

Admission module is the first step in entering the student data to the application. The admission process begins with filling the admission form. In step 2 fill parent contact details. In step 3 emergency contact no.

The second page of admission is for parents details of the student. Here student admission number is the first field which identifies the student with their parent. Here the next part of admission is personal details which include first name, last name, and relationship with the student, date of birth etc. After this is contact detail - which include email, address, city etc. here last field is mobile phone number which should be filled in order to receive SMS. If the institution doesn't want to enter the parent details, they can opt so by clicking on 'Click here to skip'.

Sumit Singh
Course : Grade 1 A
Batch : Batch 1
Adm no. : 20161000 1

Details

Admission Date	January 13, 2016
Date of Birth	January 13, 2011
Blood Group	B+
Gender	Male
Nationality	India
Language	Hindi
Category	
Religion	Hindu
Address	C-44, Sector-22
City	Noida
State	UP
PIN code	201301
Country	India
Phone	
Mobile	8956231472
Email	sumit@mail.com
Group tutor(s) :	Tijo K John
SMS Alerts	Enabled
In case of emergencies, contact :	Ram Singh(7845123695) (Change immediate contact)
Pan Card Number	
	(Add additional Details)
	Previous Details
Previous Institution	DAV School

► Edit ► PDF Report

Fig 6.2

When user completes the admission process then the student profile. User need to click on guardian in menu bar from his profile to view guardian detail. Message can be send to student or guardian or both.

7. STUDENT DETAILS

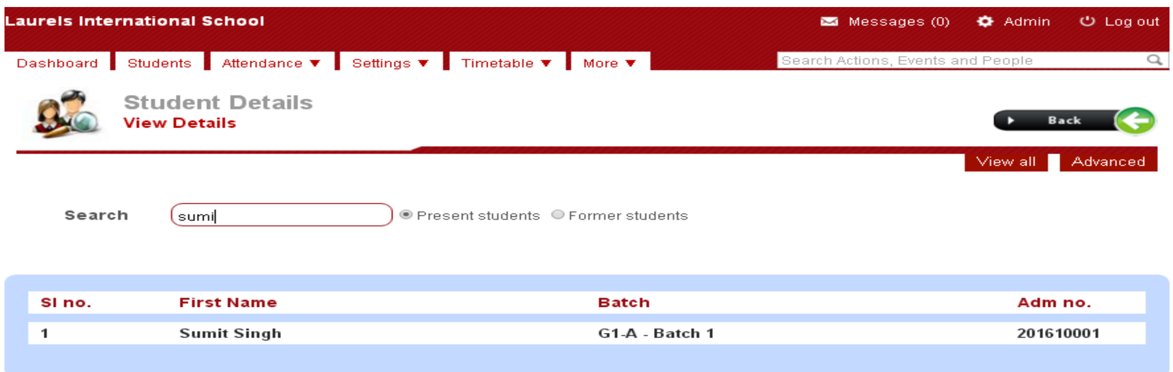


Fig 7.1

Student Detail module in SchoolSys is very helpful because from here we can find any student just by typing the name in the search box after selecting present student or former student. If in case user is not able to find he can use advanced search which is much more versatile. User can find students by view all options and advanced search.

8. MANAGE NEWS

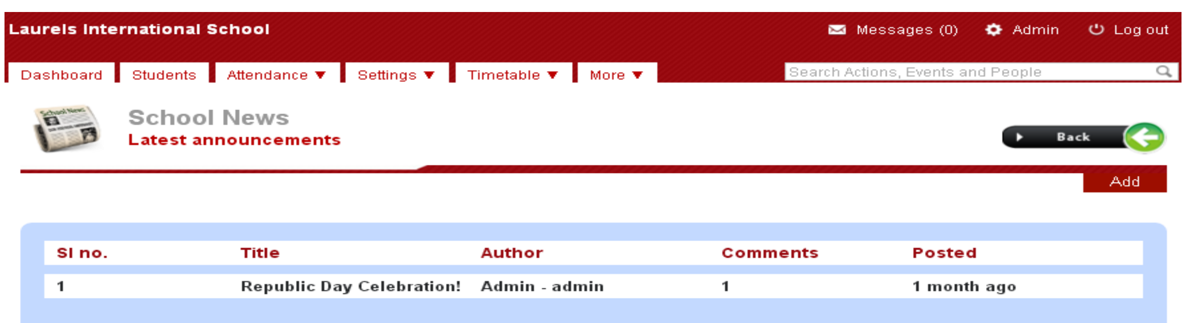


Fig 8.1

Campus News can be posted on dashboard which will be available to all the Faculty and students in their dashboard. Through SMS integration, automatic SMS will be sent to users whenever we put new News. Latest Five News will be displayed on dashboard.

When it is unable to get the news by search then view all page will help to see all the news. When view all is clicked all the news is shown in fig 8.1.

-"**Add News**" To add news user have to click on Add in the menu bar,

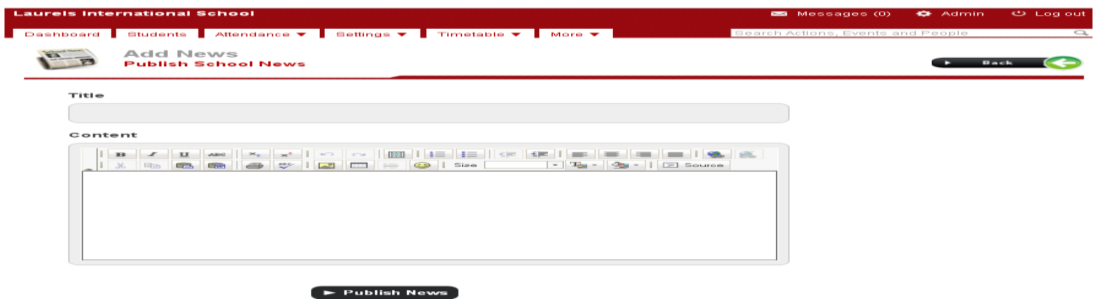


Fig 8.2

Every news added by user will be displayed on dashboard of the main screen.

9. MANAGE USER

This module allows assigning different privilege to employees of institution. This privilege to set privileges for employees is accessible to Admin only. Admin can search for a user so as to change the privileges given or to change the password.

Fig 9.1

If we click on the concerned user, then a new page, User information is displayed.

Fig 9.2

-"Edit Privileges"

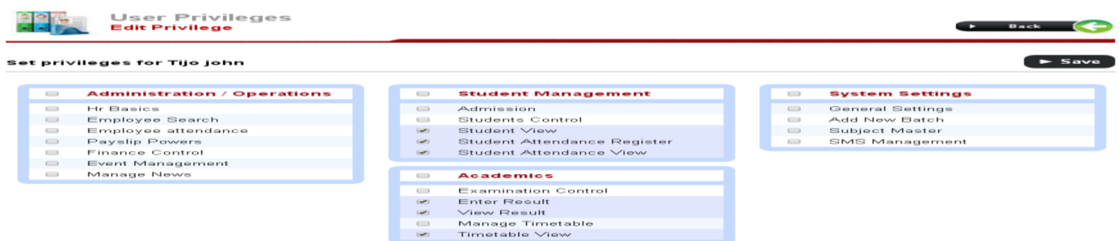


Fig 9.3

Admin can set whatever Privileges are required for that respected user. If we click on change password, a new page will be displayed asking to set the new password. This feature helps in case other users forgot their password and no E-Mail is added in their profile, 'Forgot Password' feature won't work then as E-Mail is not given in their data. In such cases, users can request to Admin to reset their password.

10. EXAMINATION

Fig 10.1

This module will help to create exams, schedule Exams, enter and publish the result and Generate Exam reports in various formats. First of all, user needs to select grading system from the general setting page. An institute can select GPA or CWA evaluation format or both. An institute can select GPA or CWA evaluation format or both. For this to be done, go to General setting's page. The grading formats are needed for the report generation for the examination conducted. Here GPA (Grade Point Average), CWA (Course Weighted Average) and CCE (Only for Institutes following CBSE, India format) are the grading formats.

Once the grading levels are defined, Course needs to be created. While creating a course, admin user needs to define which grading level is used to evaluate students of that course. Choose any one of the grading system and create the course. Grading system can be edited at a later point of time also if needed. But this should be done before examination reports are created.

User can edit the grading system in manage courses.

How to calculate GPA and CGPA

Semester 1:

Code	Subject	Credit hours	Grade	Remarks
BBA1	Financial accounting	3	B	Good
BBA2	Business Mathematics	3	B+	Very Good

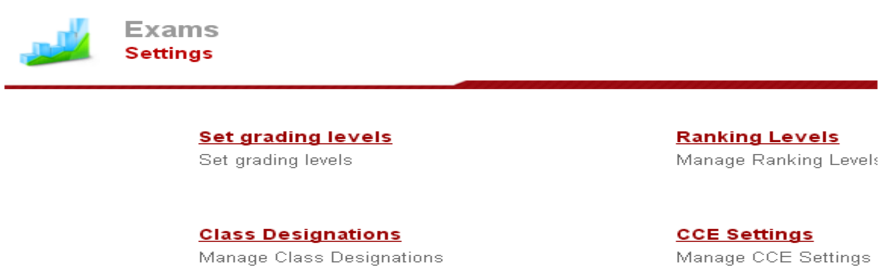
`Suppose ‘B’ has credit points 3 and ‘B+’ 3.5

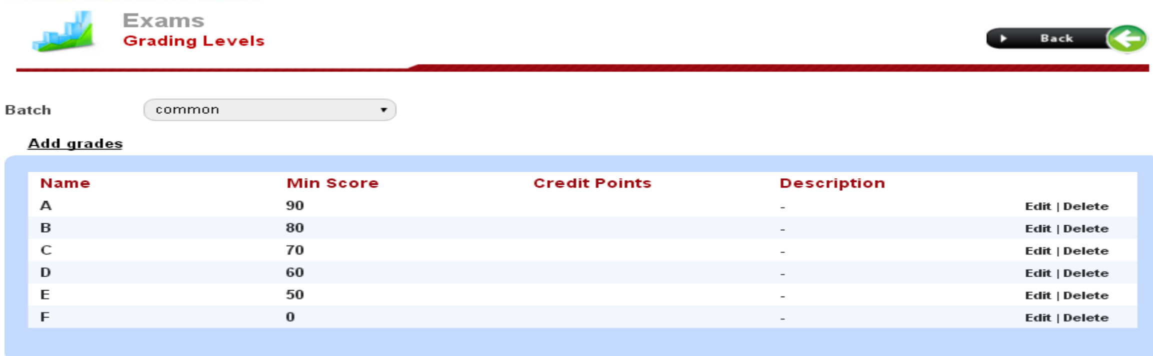
BBA1 = Credit Points * Credit Hours = 3 * 3 = 9

BBA2 = 3 * 3.5 = 10.5 GPA = SUM OF (Credit Points * Credit Hours)/ Sum of Credit Hours = (10.5+9) / 6 = 3.25

A. SETTINGS

-“Exam Dashboard”





Name	Min Score	Credit Points	Description	
A	90		-	Edit | Delete
B	80		-	Edit | Delete
C	70		-	Edit | Delete
D	60		-	Edit | Delete
E	50		-	Edit | Delete
F	0		-	Edit | Delete

Fig 10.2

-**"Set Grading Levels"** shows the grading level page. To add new grades go to the link 'Add Grades'. Admin can select the option 'common' if grading level / credits are same for all courses (grades). Each grade is set by its minimum score as shown and user can edit / delete the grading levels set as and when required.

-"**Ranking Levels**" it is used to define the different rankings used by the institute based on the percentage scored in each subject and based on the number of subjects. Based on the ranking levels defined, the student's reports can be generated. Marks % should be given for batches with CWA/Normal system and GPA mark should be given for batches with GPA

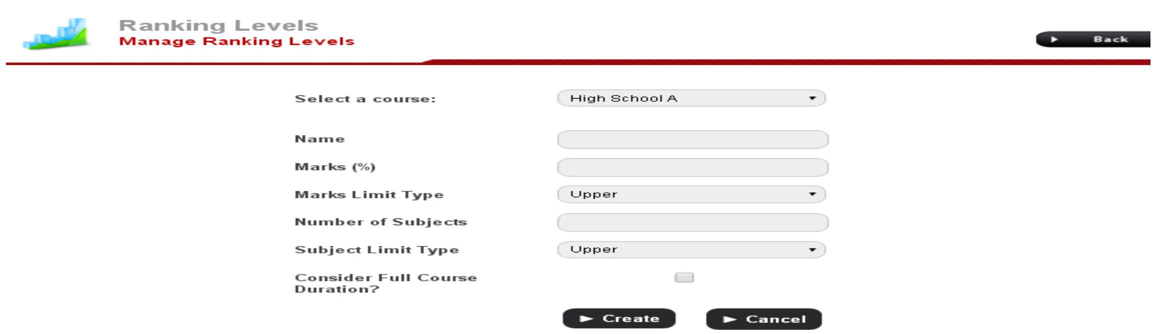


Fig 10.3

-**"Class Designations"** used to identify the students positions based on the marks and CGPA. The difference from 'Ranking level' is that, the criterion of number of subjects is not taken into consideration when reports based on class designation are generated.

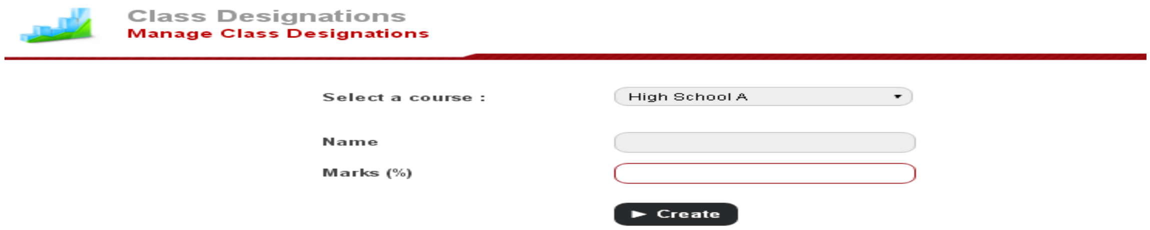


Fig 10.4

B. EXAM MANAGEMENT

Fig 10.5

Once the settings are done, Exams needed to be created. Go to Exam Management section to create Exam, Schedule the Exam, Enter and Publish the Result. To create exam go to exam management as shown in Fig 10.5. First step is to select the course from the drop down and click on the batch displayed (batch for which the exam needs to be created). We can create new exam by clicking on the 'New' button at the top right corner of the page.

If the grading type is GPA then the Exam type will be 'Marks and Grades', in other grading type the Exam type will be 'Marks', 'Grades' and 'Marks and Grades'. Enter the Exam Name and click on save.

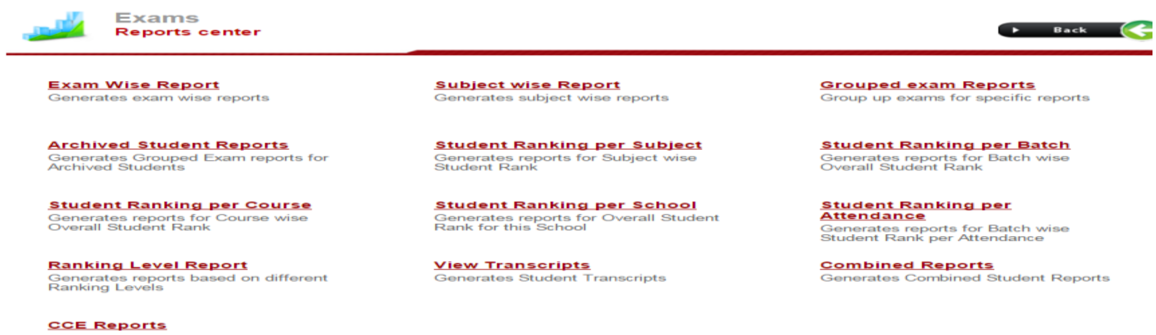
As soon as an Exam is created, Action 'publish exam schedule' can be seen. Here we have to note that only after clicking publish exam schedule the exam timetable will be set and shown to all student in their calendar. You can make sure that the SMS messages are sent to the students when exam is created. If the SMS option is configured the institution, then while publishing exam schedule the SMS will send to student's mobile number given during the time of admission. 'Exam schedule published' will be the content of the SMS.

C. EXAM REPORTS

Once the Exam results are entered, Reports needs to be generated. Select the course and click on Generate. This will generate the reports for all the batches under that course. Suppose the course contain Group Batches, then after selecting the course, the user has to select the Group Batch for which the Reports need to be generated.

-“**Generate Previous Report**” when a student takes a retake of the Exam for which the student got a back paper. The previous reports are the reports of the previous batch exams. Before getting reports, generate the report. Go to generate reports, a new page will open. Select the Course first, and then select a batch and click on generate, the report will be generated successfully for that particular batch.

D. <u>REPORT CENTER</u>



-Exam wise Report

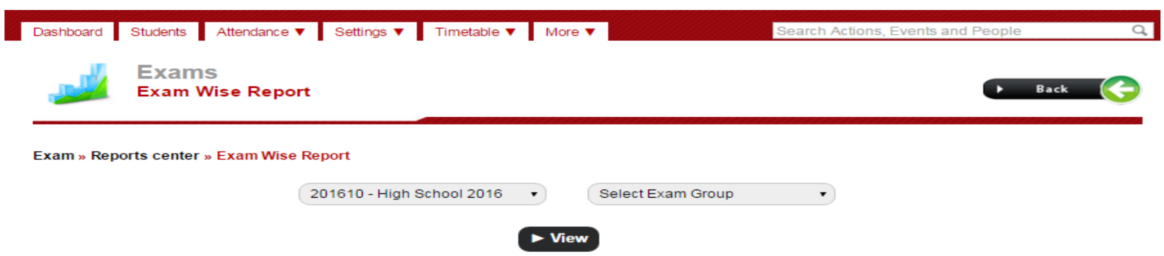


Fig 10.6

The report is generated as shown which has complete detailed report containing course, batch and exam name on top. At the left side students in the batch will be shown. Click on the student name, the report of the student will be shown at the right side of the page. There is graphical representation of subject wise marks of student compared with class average marks at the bottom end of page. The reports are three types based on the grading type.

-Subject wise report

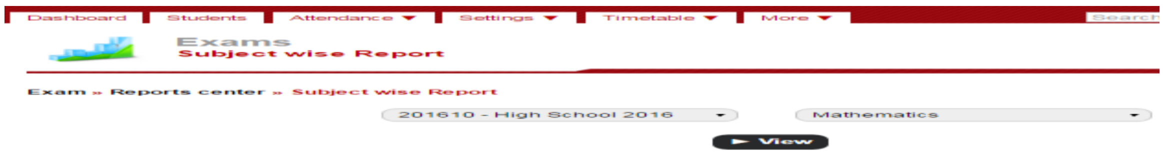


Fig 10.7

When subject is selected the list of students is shown with marks scored out of maximum marks. Class average will be shown at the End. The subject wise reports are same in all type of grading system.

-Grouped Exam Report

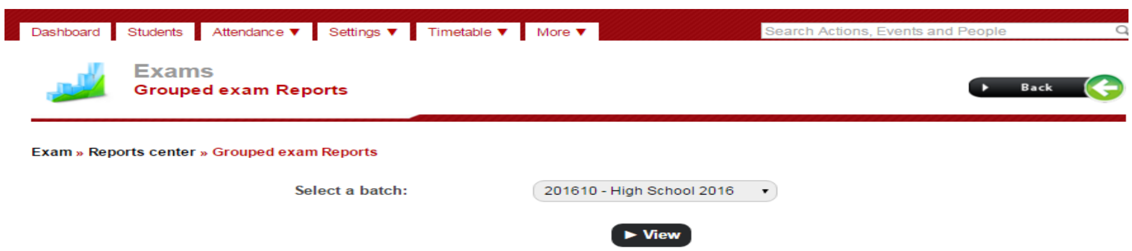


Fig 10.8

It shows the combined report for each student for all the Exams for all the subjects. All the Exams that are connected will be shown here. Click on Grouped Exam Report, Select the batch. Clicking on the student name at the left side, the corresponding report will be shown in the table. There are three type of reports based on the grading system

-Archived Grouped Exam Reports

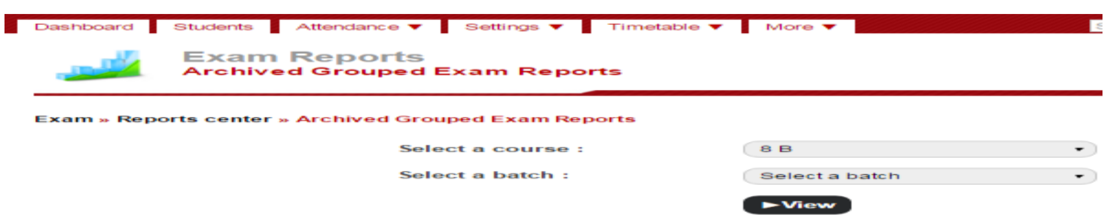


Fig 10.9

Here the reports of the transferred batch students are taken. There are three type of reports based on the grading system. Select the course then select the batch and view the reports.

-Student Ranking Per Subject

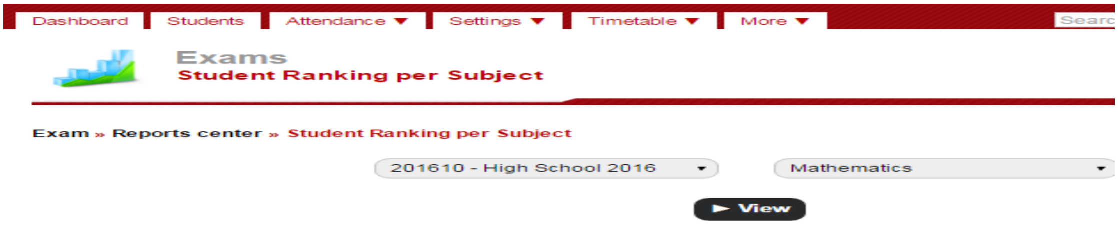


Fig 10.10

Here first select the batch, then select the subject and continue to view the report as shown in fig 10.10.

-Student Ranking Per Batch

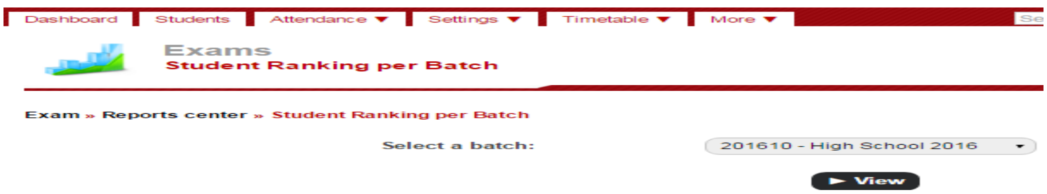


Fig 10.11

Here reports are same for all the grading systems. First select the batch and view the report. The batch rank will be shown at the right side of the table as shown in Fig 10.11. The PDF report is available at the right top of the page.

-Student Ranking Per Course

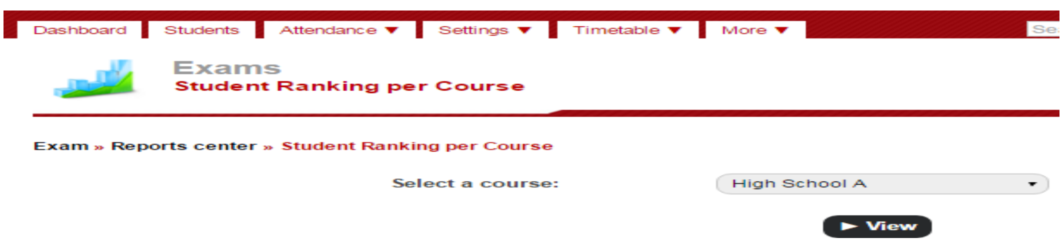


Fig 10.12

First select the course and continue to view the report. Suppose the course contains batch groups, then it will be as shown in Fig 10.12. The PDF report is available at the right top of the page.

-Student Ranking Per School

Fig 10.13

Students rank in school level is available here. Fig 10.13 shows the student with marks and rank. Students will be listed out in the alphabetical order and their corresponding Rank will be shown. All the courses will be taken into account for calculating the Rank. The overall percentage of marks will be considered to calculate the rank.

-Student Ranking Per Attendance

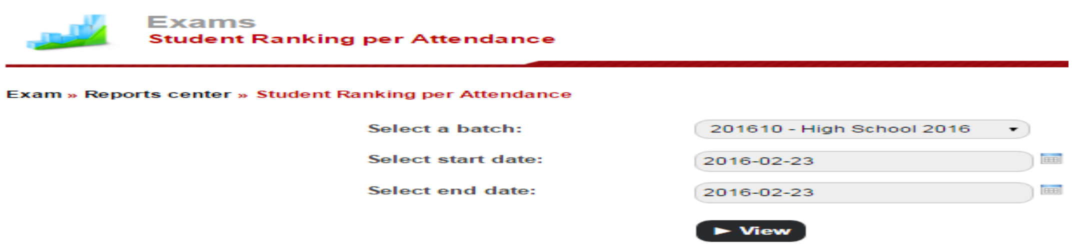


Fig 10.14

First select a batch, start date and end date then click on 'View'. The report is as shown in Fig 10.14. Here the student rank is calculated based on the student attendance.

-Ranking Level Report

Fig 10.15

There are two types of mode course wise and batch wise. In course wise, first select a course, if batch group is there, then select batch group, then select a ranking level that is already created. Click on 'View', It will show all the records.

-View Transcripts

Transcript of a Student contains the overall record of the Student in the institute. Go to View Transcript link - Select the batch and click on the link 'View' – List of students in the batch will be listed out on the left side of the screen.

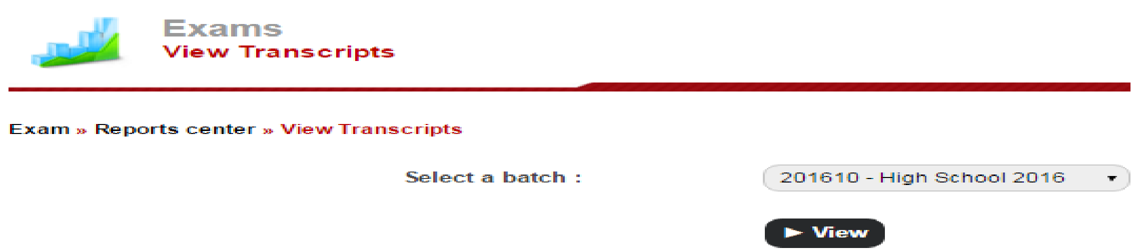


Fig 10.16

The transcript report contains the complete report of the student in the institute. Here the reports of the previous batches / courses will be available. Transcript can be of three types based on the grading type.

The Transcript will available only after reports are generated. In the report the class designations is there, which indicates the position of the student based the marks. The class designation also will be displayed. The PDF of the report are also available at the right top of the page.

-Combined Report Combined Report

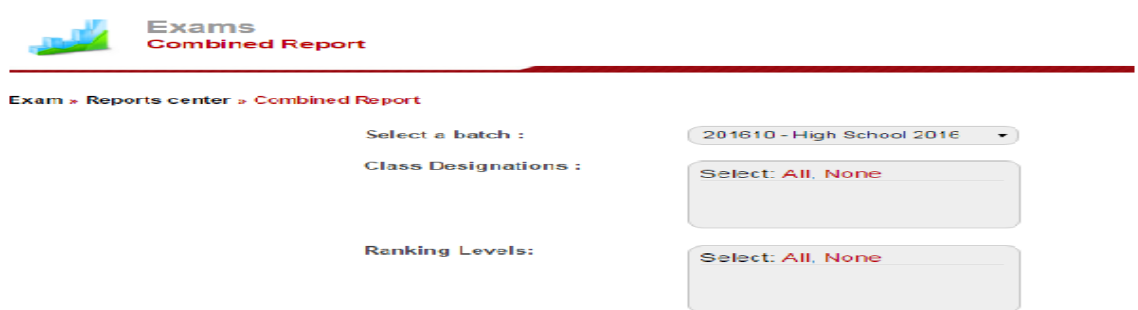


Fig 10.17

It can be used to generate a report as a combination of different ranking levels. Thus the Admin user can get a report in which he / she will be able to see list of students belonging to different ranking levels and class designation in one place / screen. User can select from the list on, which all Class Designation / Ranking levels to be included. The list of students with those ranking levels / class designation will be displayed. E.g. Refer Fig 8.67, the user is generating a report of Students having Class designation

11. TIMETABLE

Time table of batches can be created using this module. Here first we have to set Week days of the institution and class timings so as to assign subject to that interval of time on that day.

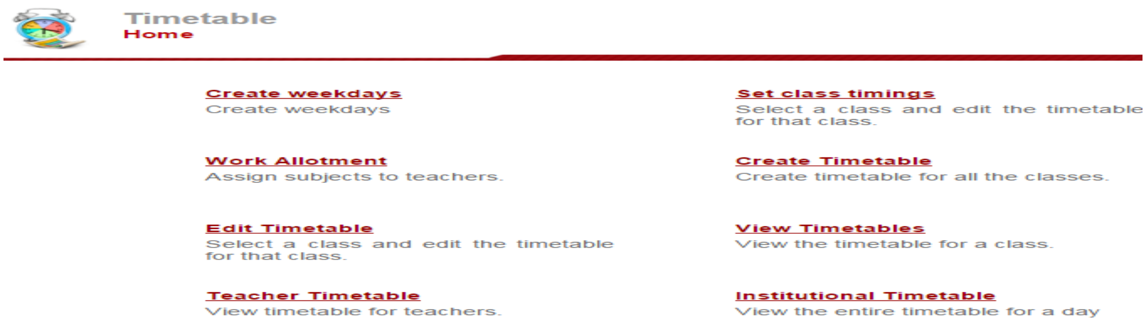


Fig 11.1

-Create Weekdays

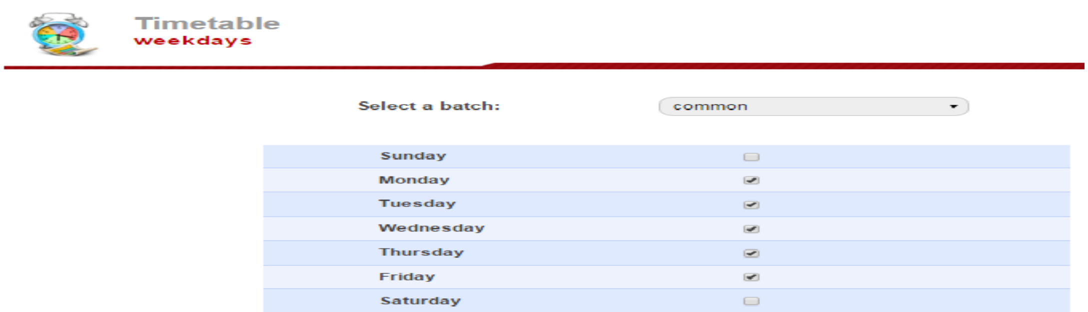


Fig 11.2

To create weekdays in timetable module as first step for time table creation. This is simple, just select the batch for which the weekdays are to be set or select 'common' if all the batches have same weekdays and check the checkboxes against the weekdays**.**

-Set Class Timings

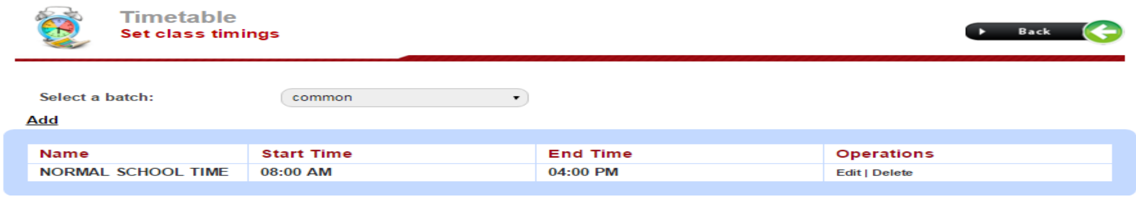


Fig 11.3

The timing is set by add option on left top of the list which will give popup for entry of name, start time and end time. If the time set is an interval or a break, then 'Is a break' checkbox need to be checked.

-Work Allotment

Fig 11.4

Subject’s has to be assigned to employees before creating a timetable. If a lot of subjects remain unassigned, work allotment can be used to create employee-subject associations without going to ' Employee Subject Association ' page. Work allotment link can be accessed either from the drop-down menu at the top or from timetables index page.

-Create Timetable

Timetables can be created if the requisites for timetable, i.e. subject associations, classtimings and weekdays are created. 'Create timetable' link can be accessed from either the 'Timetable' drop down menu or the timetable index page. Timetables are created for a particular time period without allowing overlapping the time period.

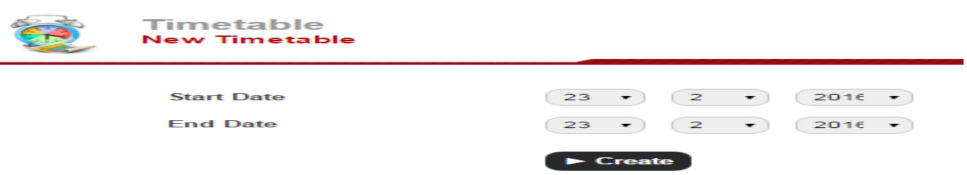


Fig 11.5

-Edit Timetable

When an ongoing timetable is edited it will create two timetables with first ending tomorrow, which is not editable and the other starting from the next day to the given end date and is editable as other timetables.

-Timetable View

This page has two select boxes with the first having a list of period of timetables. The timetable for that day will be selected by default. The other select box has a list of active batches in the school. When both select boxes are selected, timetable of the selected batch for the selected period of time will be rendered below the select boxes with a button to obtain PDF at the bottom.

-Teacher Timetable

Teacher timetables page has a select box with a list of period of timetables of which the timetable for that day will be selected by default, if any present for that day. When a timetable is selected or if a timetable exists for that day, all of the teachers contained in that timetable, their subject and the batch will be displayed.

12. ATTENDANCE

This module is used to mark the attendance of students and to view the attendance reports on a monthly or overall period basis.

Fig 12.1

-“**Attendance Register**”

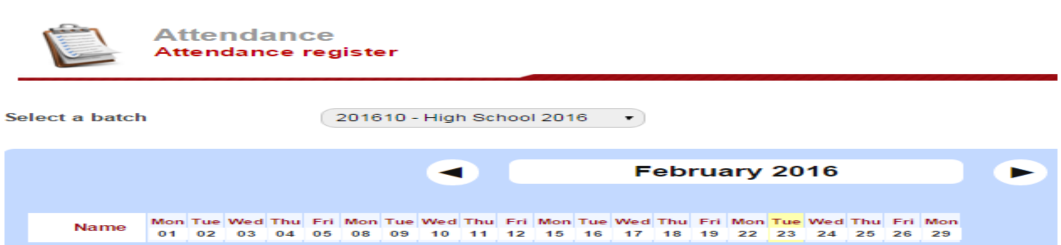


Fig 12.2

The process here is to simply mark the absentee’s absentees in the batch. The fig 12.2 shows that a student in a particular batch is absent so the entry is made for reason for absence, and if he is absent for full day then check both forenoon and afternoon (if the attendance type set in setting is daily). If the attendance type is Subject wise, you will be asked to select the subject for the batch and the students will be shown in the register. You can mark absent against students who are not present in the class. You will be asked to enter the reason for absence.

When absence form is filled then cross mark is set in the register to show that he was absent on that particular day. Yellow column on right side of register represent the present day.

-"**Attendance Report**"

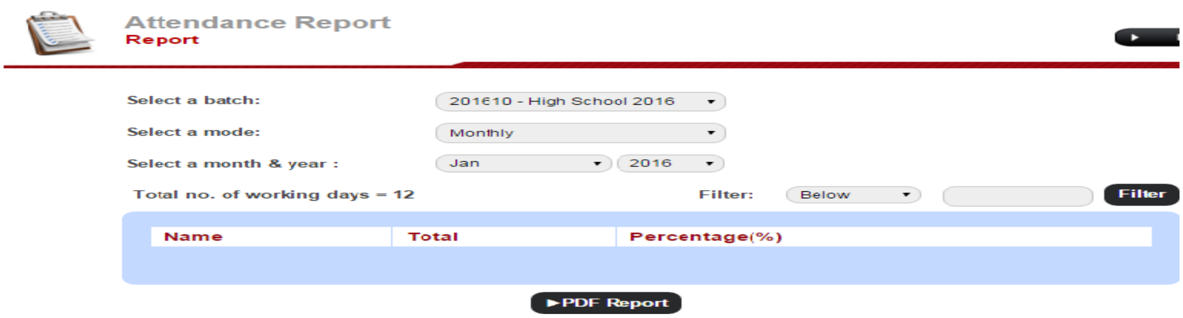


Fig 12.3

This option is for viewing the attendance report of any student. This can be done by selecting batch and then select the mode i.e. monthly or overall. If month mode is selected then month and year should be selected next. Monthly Attendance Report with additional filters- Here we have to filter out attendance of the student. A filter is set to above 95%. This will give the list of students who have attendance percentage of above 95% for that month.

13. FINANCE

Finance module deals with effective management of Fee Scheduling, Fee submission, Transaction reports, Monthly reports, Payslip approval and rejection, Asset Liability management etc.

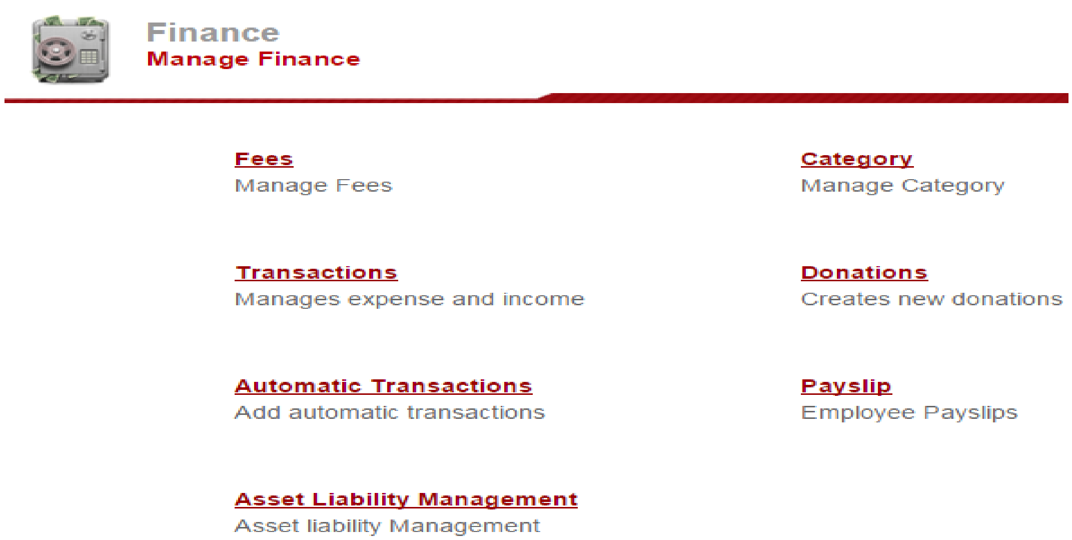
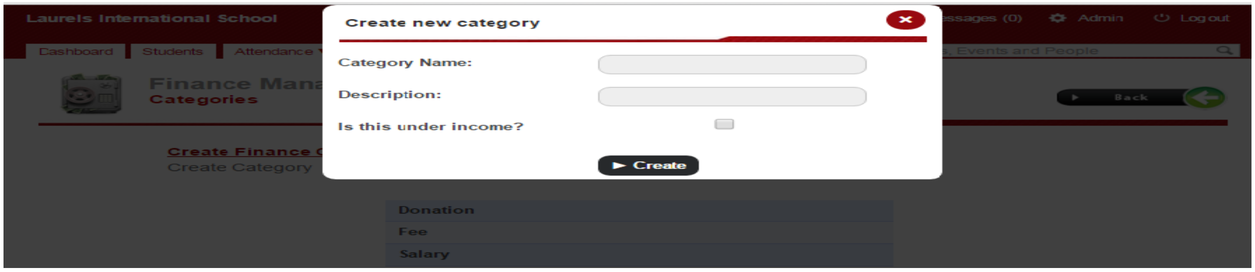


Fig 13.1

A. **Create New Category**



User can create new category by using three points i.e. category name, description, under income or not.

B.Manage Fees

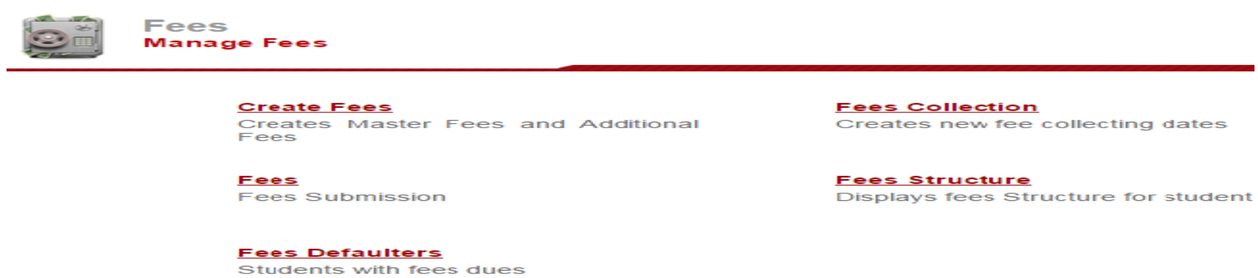


Fig 13.3

User can create fees by clicking master fees as shown in the below Figure. This page also contains additional fees option which is used to create fees other than regular fees being collected.

In master category for fee, the user should create category and then create particulars

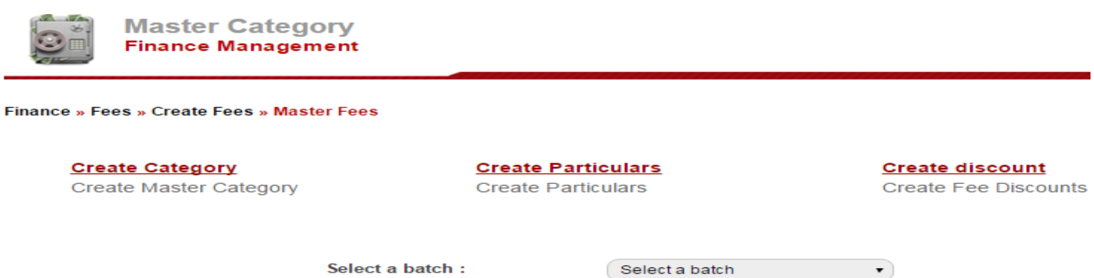


Fig 13.4

Master Fee category is created as shown in Fig 13.4, here the name is given for example 1st term fee. Next we should give the description about the Fee, after that select the batches for which the Fee is applicable by checking the check box.

After the completion of category we next create the particulars in the master fee category. Click on create particular link, select category from drop down, after this give the name and description of the particular. Select 'All' if this is applicable to all the students

The option of create discount is to create fee discounts in case it is applicable in the institution. Some institutions give fee discounts for some students belonging to particular category like Son/Daughter of employee of institution, a sibling is studying in the institution etc.

B. **Fee Collection**

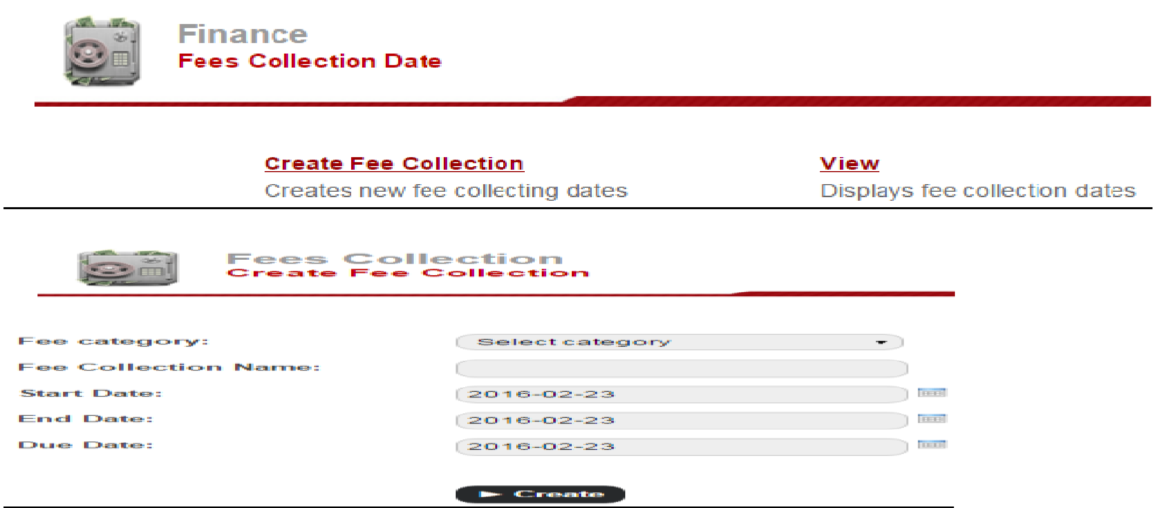


Fig 13.5

Second step in Fee module is to schedule the Fee collection dates. Once you have created the Fee structure for students, you can Schedule the dates for Submission of Fees.

C. **Fee Submission**

Fee Submission module handles the fees remitted by students. Admin or person having Finance control can do this. We have two modes of Fee Submission

1. Fee submission by course : In case students of a particular batch is coming to remit the fees as a whole, then this option is useful

2. Fee Submission for each student: If students are coming in irregular order, then this option can be used. Person who is collecting the Fee can just search for the name of the student and select once the search result comes and submit the Fee for that student.

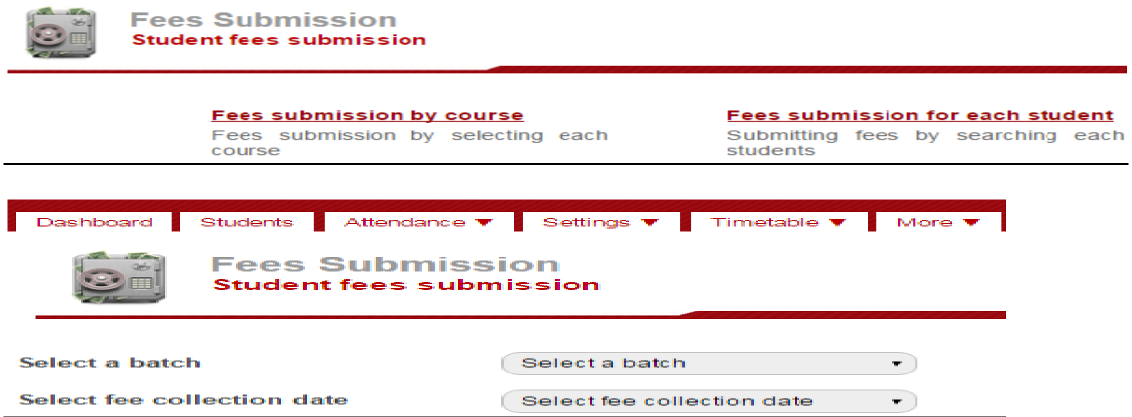


Fig 13.6

-"**Fee Submission by Course**" In this we have to type the name in the search which will show the match below. Then we select the name from the match for submission.

-"Fee Submission for each student"

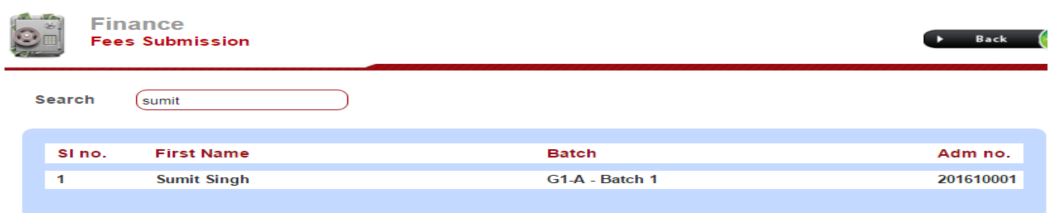


Fig 13.7

After the student is selected then we have to select for which Fee collection scheduled, the Fee payment is done.

The payment can be done in two ways

1. Full payment: The total amount is paid by clicking on Pay Fees button

2. Partial Payment: We can edit the amount that the student is paying at that point of time, Say for e.g. one student is paying on 50% of the Fee to be paid, and we can edit the amount and click on Pay Fees button. Then the list will be shown as Partial payment done with the amount paid and balance amount to be paid also will be displayed.

D. Fee Structure

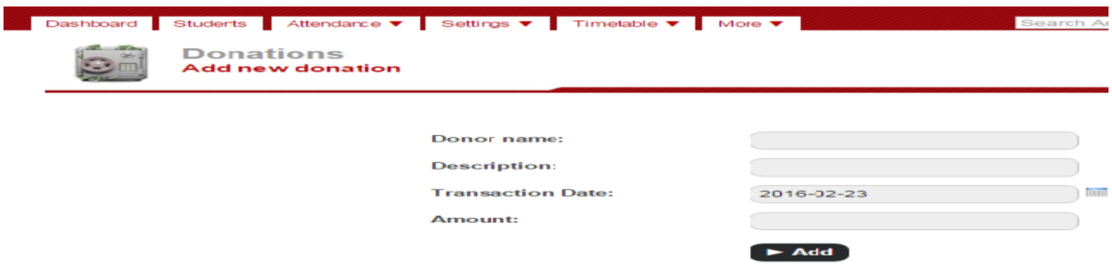
Fee module also provides option to view fee structure of any student in Fedena. Select the student for whom you want to know the Fee structure. You will be asked to select the Scheduled Fee collection date then. After selecting the Fee collection date, you will be able to see the Fee structure of that student.

D. Fee Defaulters

Fee Defaulters are those who failed to pay the Fees before the due date. Fee Defaulters list can be got from 'Fees Defaulters' section. We can select the batch and scheduled fee collection date for which the Fee payment was not done. A table will be shown with the defaulters list with an option 'Pay Fees' clicking on which it will take you to Fee Submission page

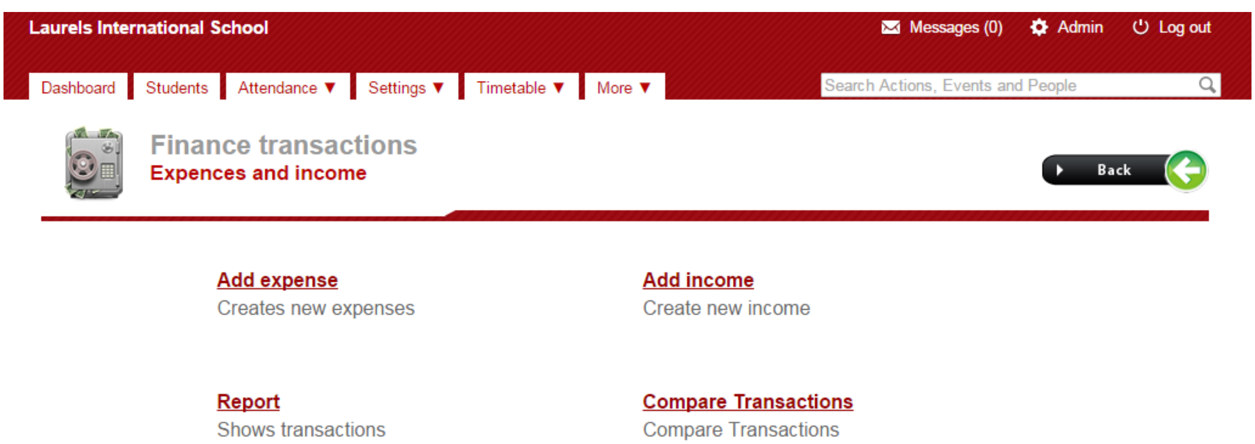
E.Donation

Any donation given to Institution from any source can be tracked using this module. Donor name, Donation Amount, transaction date etc can be tracked using this module. Donations are taken as income and this will be included as income in the transaction report as Income.



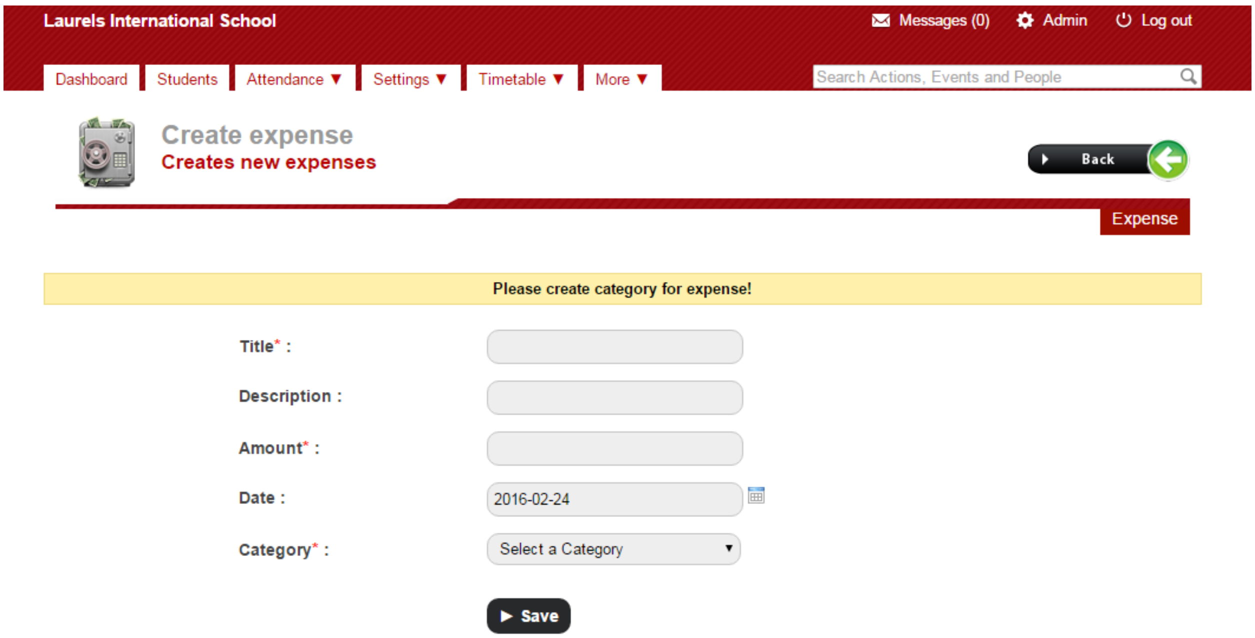
F. Transactions

User can add any other Income or Expense that comes to your institution from this module. Transaction reports can be viewed for specific time period. This time period can be set by us. There is an option to compare the transactions between two time periods also.



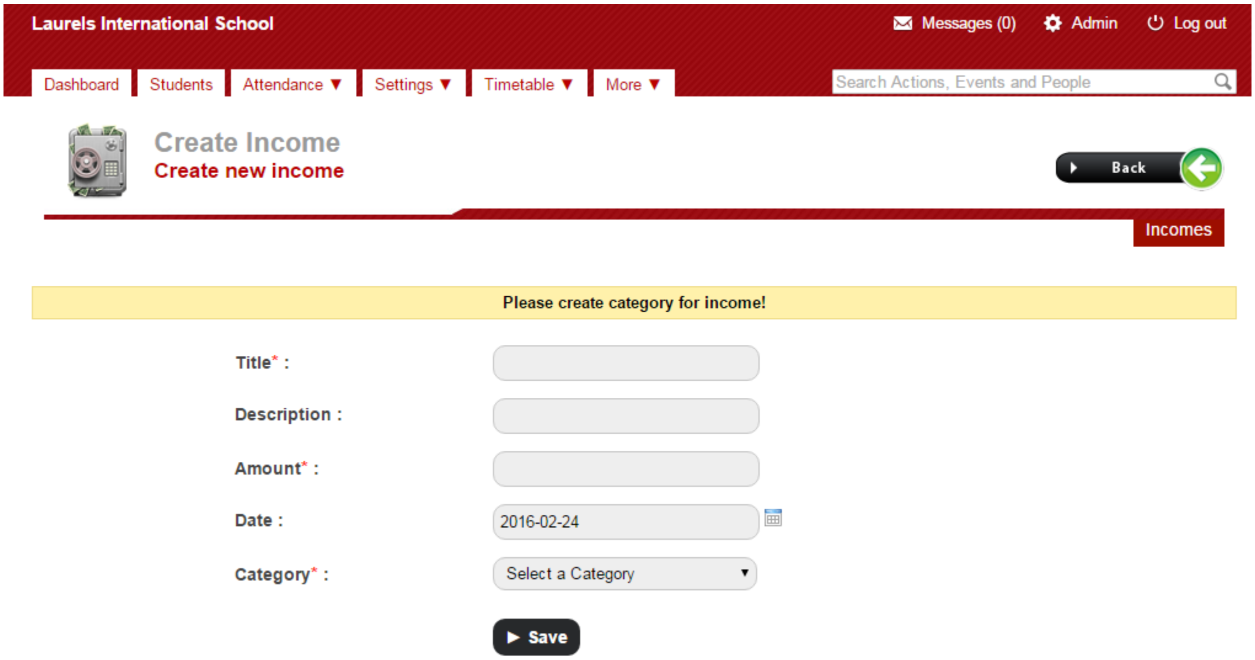
-"**Add Expenses**"

Expenses other than Salary like Expense for student welfare programmers, Cultural fests etc can be added through this section. Any Expense added has to be put under an Expense category; the categories in drop down will be the one which is created in the 'Manage Category' section which was discussed earlier.



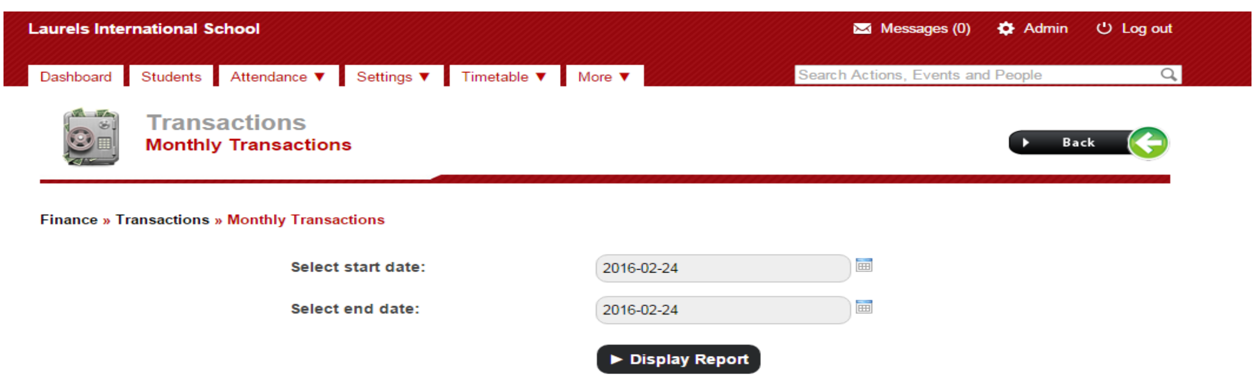
-"**Add Income**"

This is similar to create expense module but the entry made here will be added to incomes in the transaction report. The Income list can be viewed from Income list page. This page can be accessed by clicking on 'Incomes' link in the top right corner in the 'Create New Income' page.



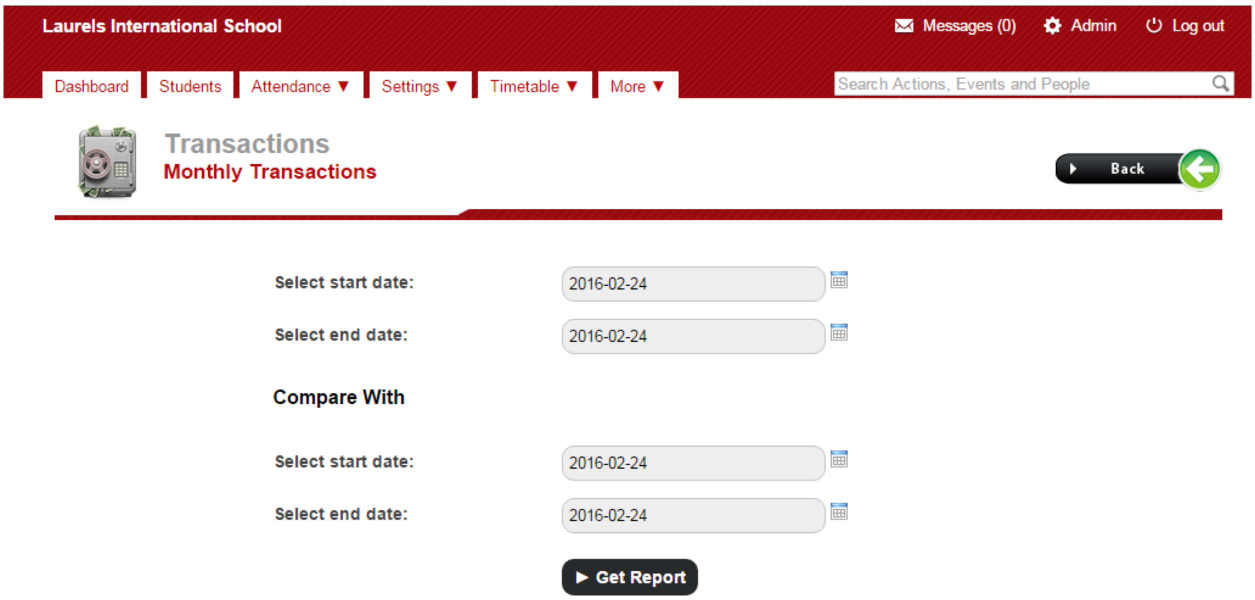
-“**Reports**”

Report basically deals with the Income and Expenses of the institution for the given period of time. In ‘Transactions’ page, you will be asked to select the time period for which you want to see the transaction list. Give the time period for which you want to get the transaction list.



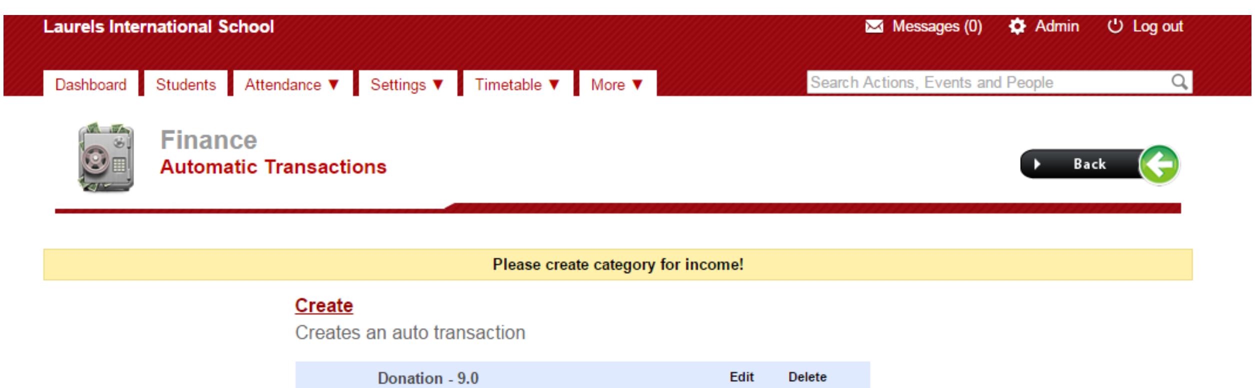
-"**Compare Transactions**"

The user who manages the finance of the institute can take the help of compare transaction module. Here user have to select start date and end date for first period and compare it with start date and end date for second period.



-"**Auto Transactions**"

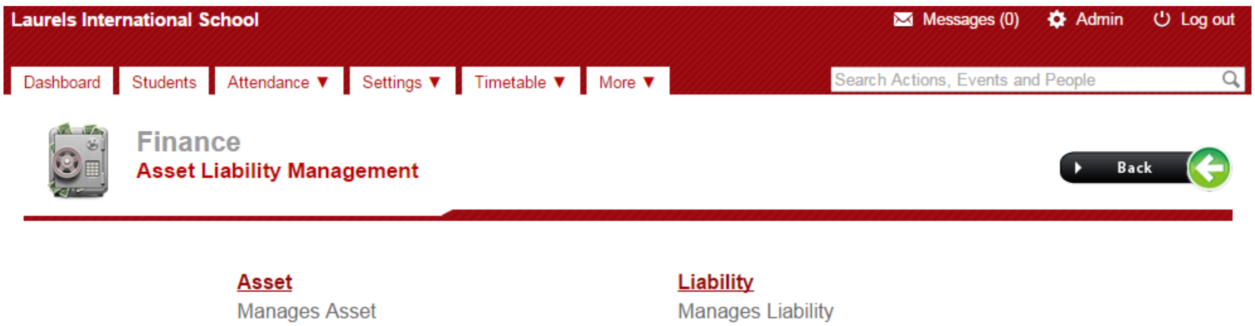
There is also automatic transaction in finance module which will help the Finance administrator to manage deduction in Tax. Auto transaction is used to deduct the taxes that Institution has to bear on the Incomes that they are generating. For e.g. there are different Federal and State laws which differ from country to country which deduct taxes from institutions for the income they generate. The percentage of deduction may vary for institutions.



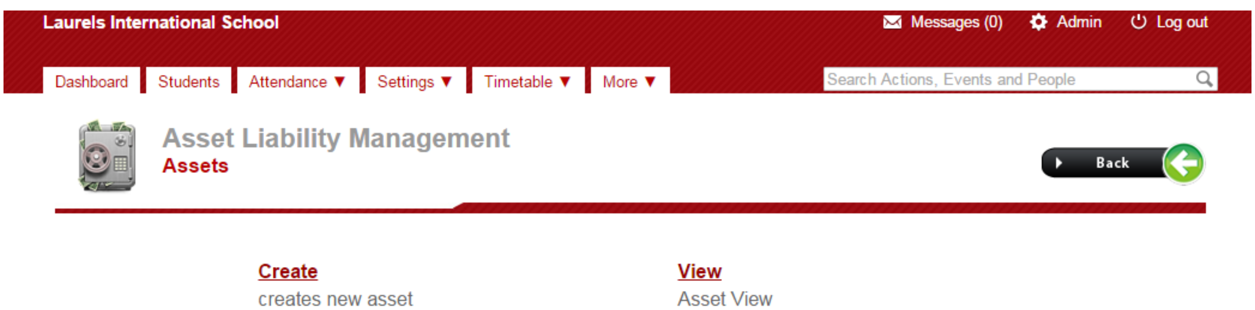
-"**Asset and Liability management**"

For the creation of asset we have to click on create link in 'Assets' page. The Assets created can be seen using the 'View Link'. It will list out a table which will show the Assets created.

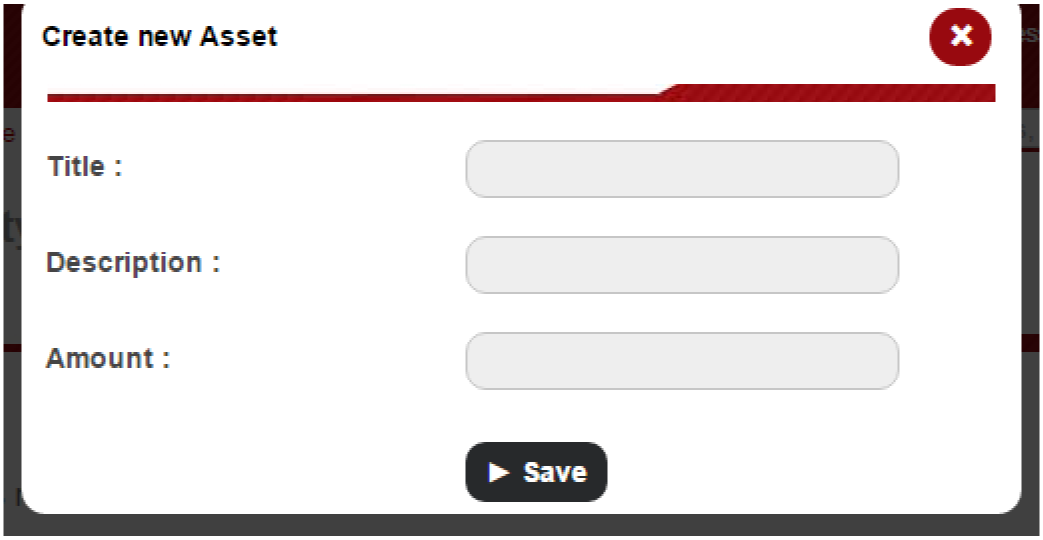
Liabilities of Institution can be entered by clicking on 'create' link. You will get a page to enter the Title, description and amount of liability



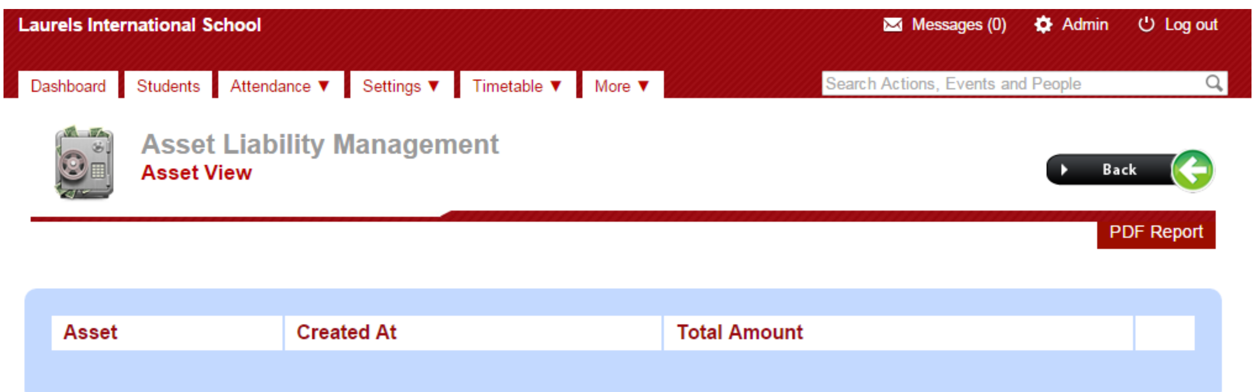
-"Asset":



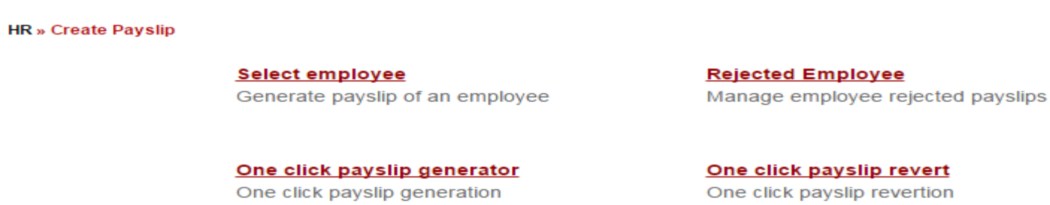
Clicks to Create:

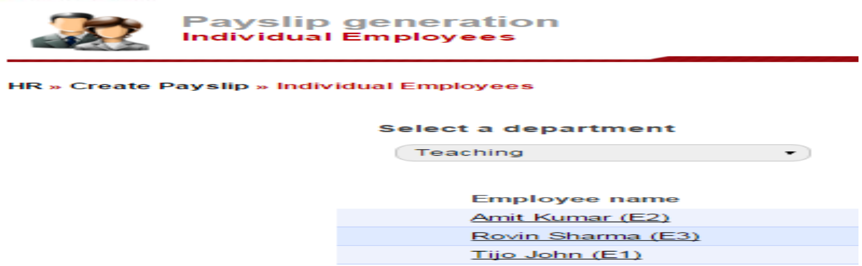


Clicks to View:



14. PAYSLIP MANAGEMENT





A.Select Employee

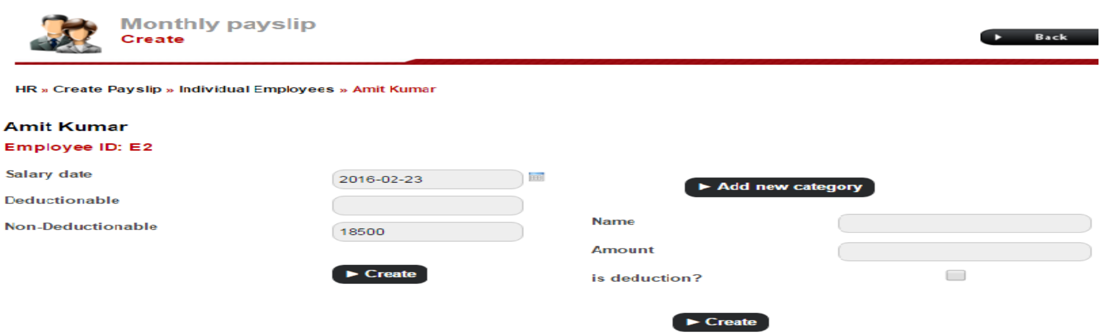


Fig 14.3

This Fig 14.3 show entry for payslip for individual and on right there is option to add new category, in case any new income or deduction is required which is not in the permanent payroll. If new category is added then it will be shown in payslip and amount for it should be entered. If the new category is deduction, then 'Is Deduction' checkbox needs to be checked. First the new category needs to be created by clicking on 'create' link below it and once it is added, then only the payslip should be created by clicking on the 'create' at the bottom of the page.

B. "**One click Pay slip generator**"

This section help user to generate the payslips for that month at one click. On clicking the 'One click payslip generator' link, a text box appears with a date pick to select the date for which the payslip is to be generated.'

C."**One click Pay slip revert**" The one click payslip revert is similar to one click payslip generator when we click on it the dropdown shows the month when the payslip was generated, now we have to choose which month's payslip should be reverted and then click 'Go'. The payslip created for that month will be reverted.

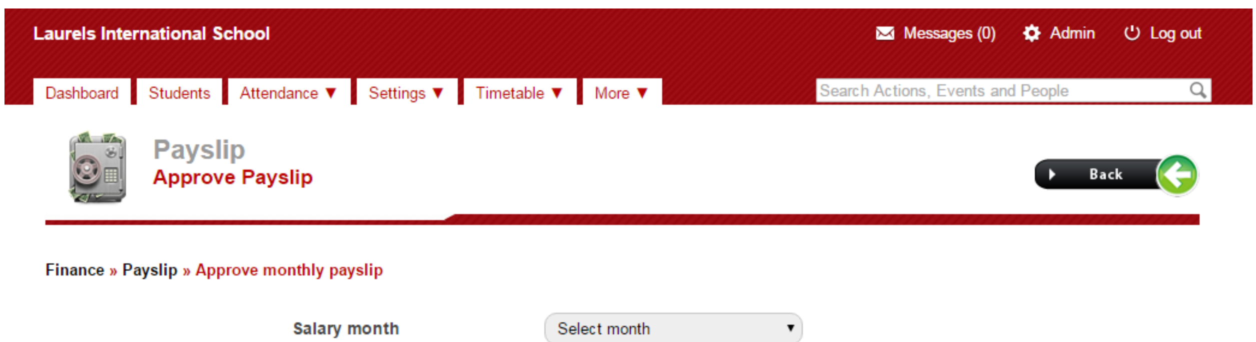
D. "Pay slip Approval"

Once the Payslip is generated, it has to be approved by the Finance department, so that the employees can view their Pay slip.

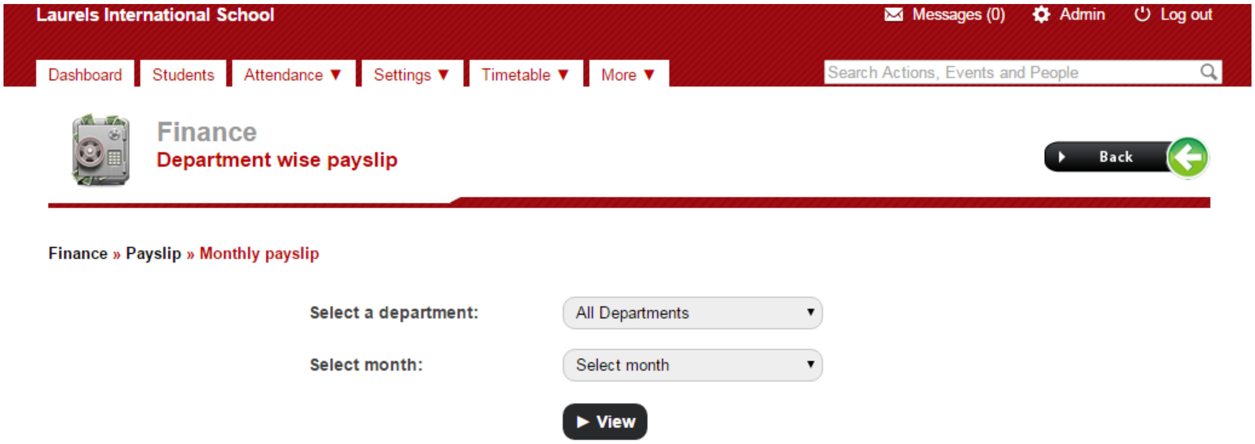
-"**View Payslip**" Once you enter to View Payslip option, you will be asked to select the department and the month for which you want to approve the payslip. If you select the option 'All Departments', then all the employees in institution will be listed out for whom payslip is created for the selected month.

- "**One click Payslip Approval**"

If the Admin or personnel having finance control thinks that there is no need to check each Payslip, they can directly go to one click Payslip approval. This is just like 'One click Payslip creation'. You will be asked to select the month for which you want to approve the Payslip



-"View payslip"



15. CALENDAR & EVENTS

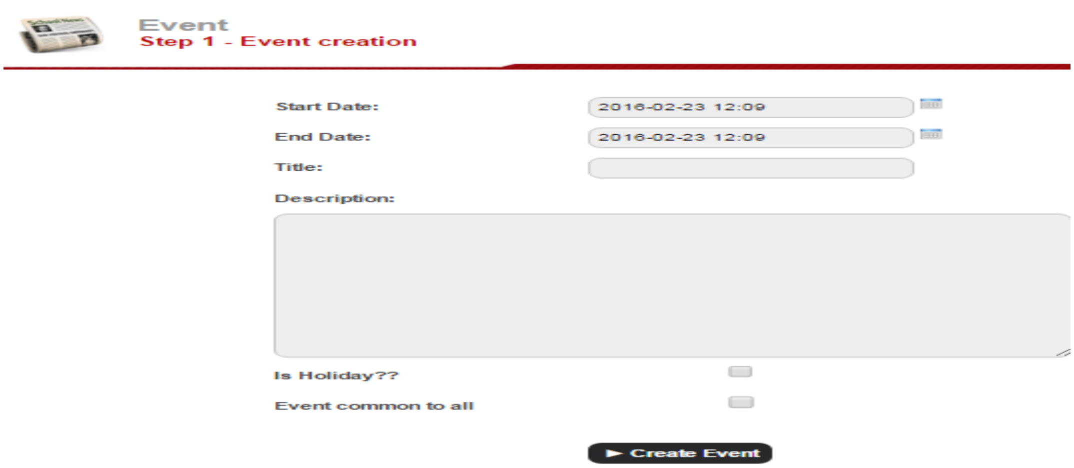


Fig 15.1

All the events created, Holiday created, Examination created and the Finance dues will be automatically linked in the calendar. Events creation and Holiday creation can be done from the Event creation link, which is accessible in the top menu bar under 'More'. We will see how an Event and a Holiday can be created.

The user have to click on event creation as in fig 15.1, to get the Event Creation page .User should give the title and description as given in figure, The start date and End date of event. There is check box to represent whether it is holiday or not and another check box for events that is common to all.

And then step2 is for confirmation.

CALENDAR

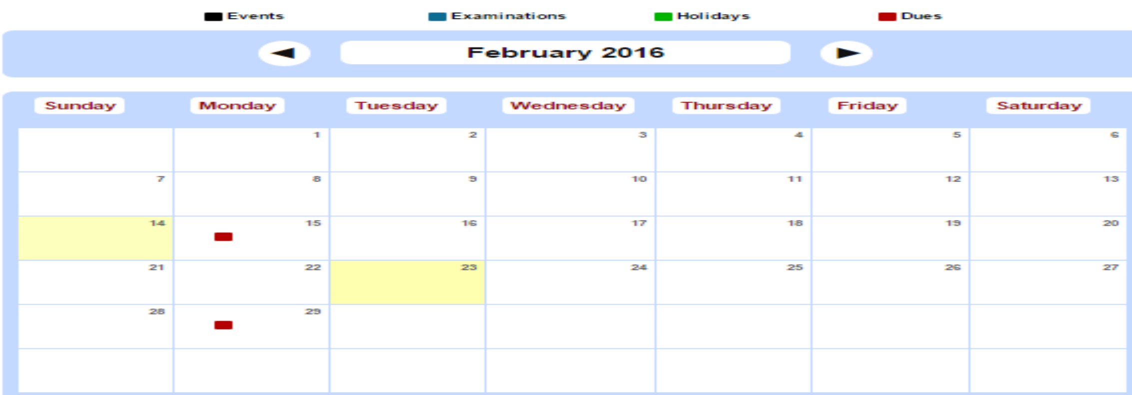


Fig 15.2

When user move the cursor over any coloured boxes then that event will be shown on right with month, title, start date and end date etc.

16. LEAVE MANAGEMENT

The leave module can be seen in employee dashboard for this we just login to employee dashboard as shown in Fig 16.1

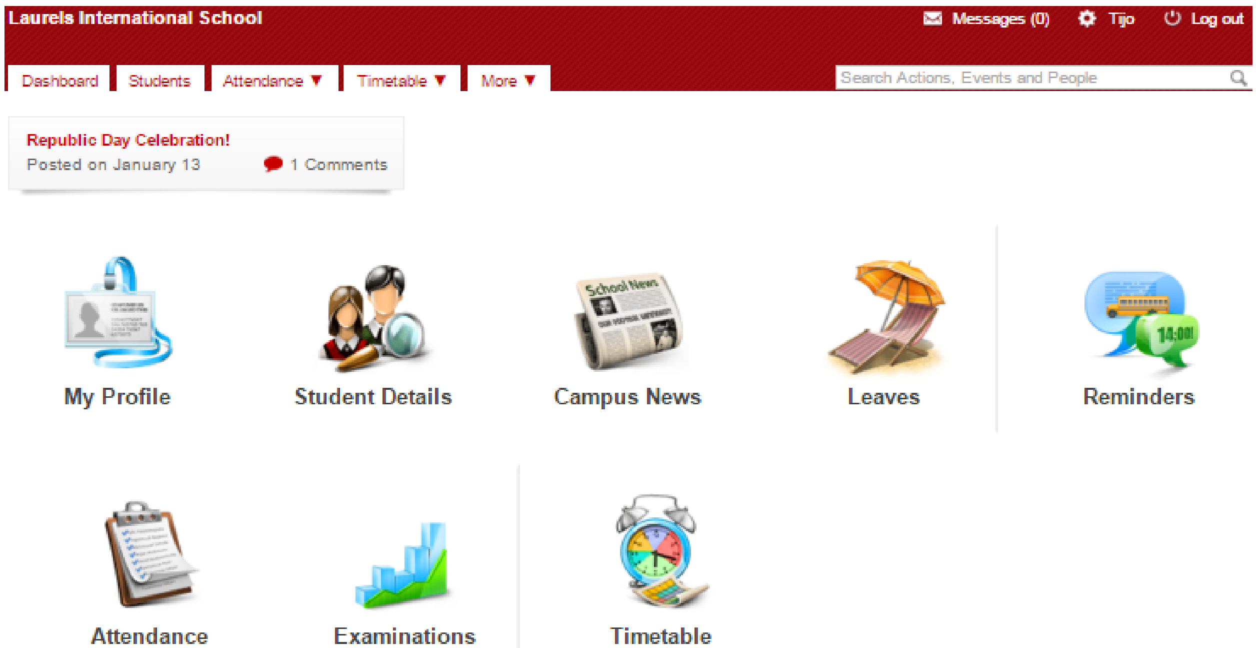


Fig 16.1

Fig 16.2

After we click on leave management we get new page for leave application. This leave application will only be shown if there is reporting manager to that employee if not the application will not be shown. This contains type of leave to be applied, whether it is half day or not, start and end date and the reason for taking the leave.

To know whether the leave is approved or not the employee should click on my leave in the menu bar, this will display similar page.

-"**Leave Approval**"

The reporting manager for employee log- in to grant the leave for employee under him,When the manager checks the leave module in his dashboard he has the additional option on the menu bar that is new leaves. This new leaves show the number of leaves applied to him/her by the employees under him.

The manager can also view all the leaves which are approved and which are pending for any particular employee with the help of 'All leaves option' on the menu bar. After selecting we have to select employee from the dropdown. So we get the list of leaves taken and pending leaves of an employee. Now the manager can check the leave application by clicking the status ‘pending. The manager have the option to approve or deny. The manager can grant the leave by clicking on ‘Approve’ button on the bottom. When the manager approves the leave then it can be viewed by the employee. Once the leave is approved, then the ‘Pending’ status is changed to “Approved”

17. MESSAGING SYSTEM

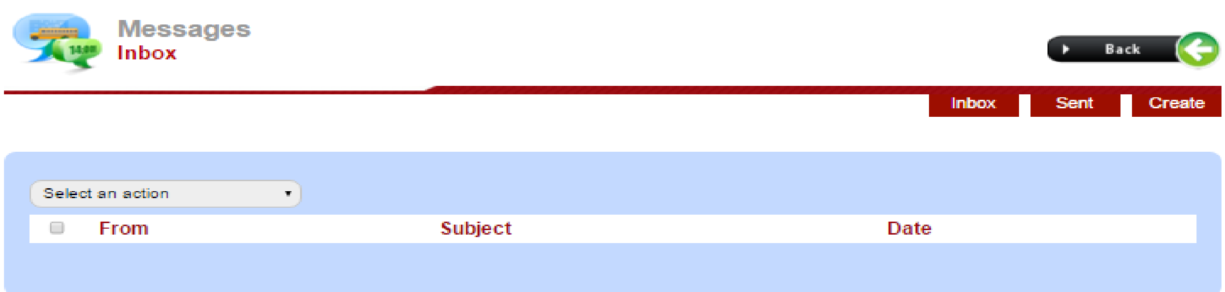


Fig 17.1

Inter Messaging option is provided to all users. Unread messages will be marked in bold. Number of unread messages will be displayed at the top right corner beside the ‘Messages’ link. Users can create and send messages to other users in the solution.

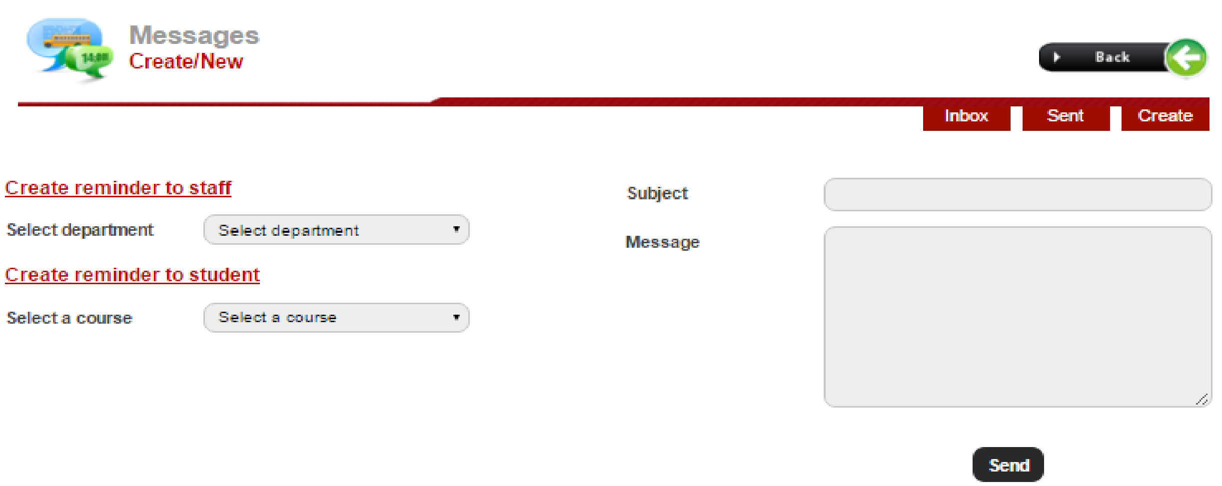


Fig 17.2

The sender can create new message by create option on menu bar; this will give ‘reminder to staff’ and ‘reminder to student’ from where we can select the recipient. The recipient can be selected by ‘select all’ or by add function. After this the subject should be entered and write the message. Sent messages can be seen under Sent Folder.

When user clicks on the message he can view complete message and can reply by clicking reply button.

Contact:

Inveera Technologies Pvt. Ltd.
E-20, Sector-8,
Noida-201301, UP, India
Email: sales@inveera.com
Phone: +1 (603) 966 4493 (USA)