**CAMPUS**

**MANAGEMENT**

**SYSTEM**

**PRINCIPAL DASHBOARD**

**MODULES**

Table of Contents

1 HOME………………………………………………………………………………………..2

[1.HOME 6](#__RefHeading__17873_800177652)

[1Principal 6](#__RefHeading__17875_800177652)

[1My dashboard 6](#__RefHeading__17877_800177652)

[2Attendances 6](#__RefHeading__17879_800177652)

[1.2.1.1Employee’s Attendances 6](#__RefHeading__8840_463040227)

[1.2.1.2Leave Type List 6](#__RefHeading__8842_463040227)

[1Create Leave Type 7](#__RefHeading__8844_463040227)

[Leave Type: Enter Leave Type. 7](#__RefHeading__17881_800177652)

[Leave Code: Enter Leave Code. 7](#__RefHeading__17883_800177652)

[Employee Type: Enter Employee Type. 7](#__RefHeading__17885_800177652)

[Min Leave Count: Enter Min Leave Count. 7](#__RefHeading__17887_800177652)

[Max No. Of Leave: Enter Max No. of Leave. 7](#__RefHeading__17889_800177652)

[Minimum Year Experience: Enter Min. Year Experience. 7](#__RefHeading__17891_800177652)

[Minimum Month Experience: Enter Min. Month Experience. 7](#__RefHeading__17893_800177652)

[Gender: Enter Gender. 7](#__RefHeading__17895_800177652)

[Leave Should Not Be Deducted: Enter the mark of box. 7](#__RefHeading__17897_800177652)

[Accumulation: Enter the mark of box. 7](#__RefHeading__17899_800177652)

[Is Auto Reset: Enter the mark of box. 7](#__RefHeading__17901_800177652)

[Is Carry Forward: Enter the mark of box. 7](#__RefHeading__17903_800177652)

[4Submit- Click to submit the form. 7](#__RefHeading__17905_800177652)

[5Cancel – Click to cancel the form. 7](#__RefHeading__17907_800177652)

[6. 7](#__RefHeading__17909_800177652)

[1Reset Leave 7](#__RefHeading__8846_463040227)

[2Leave Details 8](#__RefHeading__8848_463040227)

[8Fees 8](#__RefHeading__17911_800177652)

[1Fee Category 8](#__RefHeading__8850_463040227)

[2Fee Discount 8](#__RefHeading__8852_463040227)

[3Late Fee Fine 8](#__RefHeading__8854_463040227)

[Fine Name: Enter Fine Name. 9](#__RefHeading__17913_800177652)

[Description: Enter Description Of fine. 9](#__RefHeading__17915_800177652)

[Days after Due Date: Enter Days. 9](#__RefHeading__17917_800177652)

[Amount: Enter Amount. 9](#__RefHeading__17919_800177652)

[9Submit- Click to submit the form. 9](#__RefHeading__17921_800177652)

[10Cancel - Click to cancel the form. 9](#__RefHeading__17923_800177652)

[1Create Fine 9](#__RefHeading__8856_463040227)

[2Fee Schedule 9](#__RefHeading__8858_463040227)

[3Fee Collection 10](#__RefHeading__8860_463040227)

[4Fee Defaulter 10](#__RefHeading__8862_463040227)

[12This section displays the Fee Defaulter Information. In the Fee Defaulter section choose from the “Select Class” and “Select Section” field to view the defaulter status of any particular student from the chosen category. 10](#__RefHeading__17925_800177652)

[1Fee Receipt 10](#__RefHeading__8864_463040227)

[14Profile 10](#__RefHeading__17927_800177652)

[15Show Notification 11](#__RefHeading__17929_800177652)

[16Syllabus Progress 11](#__RefHeading__17931_800177652)

[17Employee Calendar 11](#__RefHeading__17933_800177652)

[18Student Calendar 11](#__RefHeading__17935_800177652)

[19Guardian Calendar 11](#__RefHeading__17937_800177652)

[20 Upload Files 11](#__RefHeading__17939_800177652)

[21 My Content 11](#__RefHeading__17941_800177652)

[2.Institute 12](#__RefHeading__17943_800177652)

[2Institute 12](#__RefHeading__17945_800177652)

[1Institute Information 12](#__RefHeading__17947_800177652)

[3.STUDENT 13](#__RefHeading__17949_800177652)

[3Institute 13](#__RefHeading__17951_800177652)

[1Manage Student 13](#__RefHeading__17953_800177652)

[1Student List 13](#__RefHeading__8866_463040227)

[2Create New Student 13](#__RefHeading__8868_463040227)

[2Submit- Click on submit to submit the form. 15](#__RefHeading__17955_800177652)

[3Cancel – Click on Cancel to cancel the form. 15](#__RefHeading__17957_800177652)

[4Manage Guardians 15](#__RefHeading__17959_800177652)

[1Guardians List 15](#__RefHeading__8870_463040227)

[4.Employee 15](#__RefHeading__17961_800177652)

[4Manage Employee 15](#__RefHeading__17963_800177652)

[1Employee List 15](#__RefHeading__17965_800177652)

[2Manage Principal 16](#__RefHeading__17967_800177652)

[4Create New Employee 16](#__RefHeading__17969_800177652)

[5This page displays the Create New Employee details . 16](#__RefHeading__17971_800177652)

[7Admission No. – Employee’s Number is generated dynamically 16](#__RefHeading__17973_800177652)

[8Cancel- Click to cancel the form. 18](#__RefHeading__17975_800177652)

[9Assign Class Teacher 18](#__RefHeading__17977_800177652)

[5.Attendances 19](#__RefHeading__17979_800177652)

[1Attendance 19](#__RefHeading__17981_800177652)

[1Employee’s Attendances 19](#__RefHeading__17983_800177652)

[2Leave Type List 19](#__RefHeading__17985_800177652)

[3Create Leave Type 19](#__RefHeading__17987_800177652)

[4Reset Leave 20](#__RefHeading__18015_800177652)

[5Leave Details 20](#__RefHeading__18017_800177652)

[6Import Attendance 20](#__RefHeading__2686_2026554706)

[7Biometric Attendances: 20](#__RefHeading__2688_2026554706)

[8Import Biometric Attendances 21](#__RefHeading___Toc430367852)

[6.Notification 21](#__RefHeading__18019_800177652)

[1Send Notification 21](#__RefHeading__18021_800177652)

[2Show Notification 22](#__RefHeading__18023_800177652)

[7.Events 22](#__RefHeading__2669_2026554706)

[1Event Management 22](#__RefHeading___Toc430367867)

[1Event Types: 22](#__RefHeading___Toc430367868)

[2Event Committee 22](#__RefHeading___Toc430367869)

[3Committee Members 22](#__RefHeading___Toc430367870)

[4Event Calendar 23](#__RefHeading___Toc430367871)

[5Event list 23](#__RefHeading___Toc430367872)

[6Invitation 23](#__RefHeading___Toc430367873)

[7Guests 24](#__RefHeading___Toc430367874)

[8Guest Participation 24](#__RefHeading___Toc430367875)

[9Albums 24](#__RefHeading___Toc430367876)

[8.Fees 25](#__RefHeading__18053_800177652)

[3Manage Fees 25](#__RefHeading__18055_800177652)

[1Fee Category 25](#__RefHeading__18057_800177652)

[2Fee Discount 25](#__RefHeading__18059_800177652)

[4Late Fee Fine 25](#__RefHeading__18061_800177652)

[Fine Name: Enter Fine Name. 26](#__RefHeading__18063_800177652)

[Description: Enter Description Of fine. 26](#__RefHeading__18065_800177652)

[Days after Due Date: Enter Days. 26](#__RefHeading__18067_800177652)

[Amount: Enter Amount. 26](#__RefHeading__18069_800177652)

[5Create Fine 26](#__RefHeading__18071_800177652)

[6Fee Schedule 26](#__RefHeading__18073_800177652)

[7Fee Collection 27](#__RefHeading__18075_800177652)

[8Fee Defaulter 27](#__RefHeading__18077_800177652)

[9This section displays the Fee Defaulter Information. In the Fee Defaulter section choose from the “Select Class” and “Select Section” field to view the defaulter status of any particular student from the chosen category. 27](#__RefHeading__18079_800177652)

[10Fee Receipt 27](#__RefHeading__18081_800177652)

[9.PAYROLL 27](#__RefHeading__2102_1713966676)

[11Payslips For Approver: 27](#__RefHeading__6794_463040227)

[12Reports: 28](#__RefHeading__9264_1713966676)

[13Overtime Report: 28](#__RefHeading__9266_1713966676)

[14Unpaid Leaves Report: 28](#__RefHeading__9268_1713966676)

**NOTE:** All fields having \* are mandatory.

# HOME

## Principal

### My dashboard

This page displays the Fee Collection, Fee Defaulter, Notification, Leave Details, Absent Teacher, Syllabus Progress, Absent Employee, Events, and Time-table. The Fee Collection and the Fee Defaulter detail section display the graph. The Notification Detail section displays the Notification send by Principal the Leave detail section displays the information about leave applied. The Absent Teacher field displays the Employee Id, First Name, Last Name, Employee Type, Employee Department, Actions. The Syllabus Progress detail section displays the graph. The absent Employee detail section displays Employees Present or Not. The Events detail section displays the upcoming events if any. The Time-Table detail section displays Every Day Time-table for junior wing, Middle Institute, High institutes.

### Attendances

#### **Employee’s Attendances**

This page displays the Attendance Chart, Department Report, Leaves. The Attendance Chart detail section displays the graph. The Department Report detail section displays Select Department, Select Date Field. Here first section is department report, Principal can check the attendance of the employees by selecting the month and department from the provided lists of department. For add leave click on the tick mark corresponding to the date, it will lead to another page there can enter the details of the leave. The Leaves detail section displays Select Department, Select Date, and Attendance Report. Here first section is select department principle can select the department from the provided lists of employee and can select date to check the attendance report. Click start date and end date and select the date.

#### **Leave Type List**

This Page displays the Employee Leave Types List. The Employee Leaves Types Section Display The Leave Type, Leave Code, Max No. of Leaves, Reset Period, Gender, Employee Type and Action.

**Show:** Click the button to Show the details for the respective Employee Leave Types.

**Delete:** Click on delete button to delete the Employee Leave Types .In the “Delete Confirmation “dialogue box click on “ok” to delete. Click on cancel to cancel the action.

**Edit:** Click to edit employee leave type. It will redirect to a edit page. Enter the name of the leave type, leave code, employee type, min leave count, max no. of leaves, minimum year experience, minimum month experience, Gender, leave should not be deducted, accumulation, accumulation period, accumulation count, is auto reset, reset period, reset start date, is carry forward, carry forward limit, etc. Click on submit to save the wing. Click on cancel to cancel the action.

#### Create Leave Type

### Leave Type: Enter Leave Type.

### Leave Code: Enter Leave Code.

### Employee Type: Enter Employee Type.

### Min Leave Count: Enter Min Leave Count.

### Max No. Of Leave: Enter Max No. of Leave.

### Minimum Year Experience: Enter Min. Year Experience.

### Minimum Month Experience: Enter Min. Month Experience.

### Gender: Enter Gender.

### Leave Should Not Be Deducted: Enter the mark of box.

### Accumulation: Enter the mark of box.

### Is Auto Reset: Enter the mark of box.

### Is Carry Forward: Enter the mark of box.

### Submit- Click to submit the form.

### Cancel – Click to cancel the form.

### .

#### Reset Leave

This Page displays the Reset All Employee Leaves, Department Reset, and Individual Reset. Here one section is for Reset All Employee Leaves. Click on the Reset button it will reset all employee's leaves. For reset the leaves only for department, click on the Reset button in the Department Reset section. For reset leave for each employee then search that employee's name and select employee's department and click the reset button in that section.

#### Leave Details

This Page displays the Leave details.

### Fees

#### Fee Category

This Page displays the Fee category. For Fee category, create fee category actions can be performed. The create Fee category action detail section displays the name of fees, description, particulars. And into particular we also add and delete the particulars. Click on submit to save the Fee category or click on cancel button to cancel the Fee Category.

**Show:** Click the button to show the details for the respective fee category.

**Edit:** Click the button to edit the details for the respective fee category.

**Manage Particulars:** Click to manage particulars. It will redirect to a admission page. Click on create new fee particular to add fee particulars. Click on submit button to fill the form and save the fee particulars form. Click on cancel to cancel the action. Click on show to show the fee particulars category. Click on edit to edit the fee particulars category. Click on delete to delete the fee particulars category.

**Delete:** Click on delete button to delete the fee particulars category. In the “Delete Confirmation “dialogue box click on “ok” to delete. Click on cancel to cancel the action.

#### Fee Discount

This Page displays the Fee Discount. For Fee discount create new fee discount actions can be performed. The create Fee category action detail section displays the select Any discount type and Then select then name, select class, select section, fee category, discount, select class & section. Click on submit to save the Fee category or click on cancel button to cancel the Form.

**Show:** Click the button to show the details for the respective fee discount.

**Edit:** Click the button to edit the details for the respective fee discount.

**Delete:** Click on delete button to delete the fee discount. In the “Delete Confirmation “dialogue box click on “ok” to delete. Click on cancel to cancel the action.

#### Late Fee Fine

This Page displays the Fee Fine. For Fee fine create new fee fine actions can be performed. The create New Fee Fine action detail section displays the fine name, description, days after due date. Click on submit to save the Fee category or click on cancel button to cancel the Form.

### Fine Name: Enter Fine Name.

### Description: Enter Description Of fine.

### Days after Due Date: Enter Days.

### Amount: Enter Amount.

### Submit- Click to submit the form.

### Cancel - Click to cancel the form.

**Show:** Click the button to show the details for the respective fee fine.

**Edit:** Click the button to edit the details for the respective fee fine.

**Delete:** Click on delete button to delete the fee fine. In the “Delete Confirmation “dialogue box click on “ok” to delete. Click on cancel to cancel the action.

#### Create Fine

This Page displays the Fee Particulars List. For Create fine create new fine particular actions can be performed. The create New Fee Fine action detail section displays the name of fine name, description, fine from, amount, start date, end date, due date, select class & section. Click on submit to save the Fee category or click on cancel button to cancel the action.

**Show:** Click the button to show the details for the respective fine fee particulars.

**Edit:** Click the button to edit the details for the respective fine fee particulars.

**Delete:** Click on delete button to delete the fine fee particulars. In the “Delete Confirmation “dialogue box click on “ok” to delete. Click on cancel to cancel the action.

#### Fee Schedule

This Page displays the Fee Schedule. This page gives the detail of when we want to collect the fee. Here create new fee schedules by clicking on the create new fee schedule button. Here select the fee category, batch of the student, fee collection name and fine name also. And after that enter the date which when fee collection want to start in the start date field, then enter the last date of fee collection in the end date field and fill the date of due in due date field. Click on submit to save the Fee category or click on cancel button to cancel the Form.

**Show:** Click the button to show the details for the respective fee schedule.

**Edit:** Click the button to edit the details for the respective fee schedule.

**Delete:** Click on delete button to delete the fee schedule. In the “Delete Confirmation “dialogue box click on “ok” to delete. Click on cancel to cancel the action.

#### Fee Collection

This section displays the Fee Collection Information. In the Fee Collection section choose from the “Select Class” and “Select Section” field to view the fee collection status of any particular student from the chosen category.

#### Fee Defaulter

### This section displays the Fee Defaulter Information. In the Fee Defaulter section choose from the “Select Class” and “Select Section” field to view the defaulter status of any particular student from the chosen category.

#### Fee Receipt

This Page displays the Fee Receipt. The Fee receipt detail section displays Select Class, Select section. Whenever we select that field one list will be show of fee receipt. Click on view to view the Fee receipt on that student.

### Profile

This page displays the principal details. The Principal detail section displays the Principal Name, Employee Code. The General detail section displays Employee no., joining date. The General Details section displays the Name, Gender, date of birth, Mother Tongue, Blood Group, job title, Qualification, Total Year Experience, and Total Month Experience. The Personal details section displays Married Status, Mother’s Name, Father’s Name, and Country. The Current Address detail section displays the Address Line1, Address Line2, City, State, Pin code and Country. The Permanent Address detail section displays the Address Line1, Address Line2, City, State, Pin code and Country. The Contact Detail section displays the Phone Number, Mobile Number and Email Id.

**Edit:** Present on the right corner of the Current Address, Permanent Address and Contact Details. Click on edit button to edit the fields as per requirement. Click on submit button to save the changes made. Click on cancel button to cancel the action.

**Change Password:** Click the button to change password the details for the Change password.

**Download Profile:** Click the button to download profile the details for the download profile.

### Show Notification

This page displays the Notification details. The Notification detail section displays the Notification send by Principal. Whenever we click any notification Section it will displays details of notification. Click on Mark as Unseen to save the Unseen Notification or click on back button to back the action.

### Syllabus Progress

This page displays the Syllabus Progress Chart of the Classes.

### Employee Calendar

This page displays the Employee Calendar details. The Employee Calendar detail section displays the Event Details. Whenever we click any event details Section it will displays details of events. Click on Month/Week/Day tab to view the events details.

### Student Calendar

This page displays the Student Calendar details. The Student Calendar detail section displays the Event Details. Whenever we click any event details Section it will displays details of events. Click on Month/Week/Day tab to view the events details.

### Guardian Calendar

This page displays the Guardians Calendar details. The Guardian Calendar detail section displays the Event Details. Whenever we click any event details Section it will displays details of events. Click on Month/Week/Day tab to view the events details.

### Upload Files

The File Management detail section displays the Folder and Document Details. Whenever we click any Folder for details Section it will displays create Folder, Upload File, Delete Folder, File Name, File Size, actions. Whenever we click Create Folder for details Section it will displays Folder Name. Click on submit button to save the changes made. Click on cancel button to cancel the action.

### My Content

This page displays the Content List details. Click New Content Button It will redirect to a New Content page Enter the name of Title and Write Content. Click on submit button to save the changes made. Click on cancel button to cancel the Page. The create New content action detail section displays the title and content. Click on submit to save the Content or click on back button to back the action. The Shared Content detail section displays the share content.

**Show:** Click the button to show the details for the respective Content.

**Edit:** Click the button to edit the details for the respective Content.

**Share Content**: Click the button to Share content the details for the respective Content will be share on any class.

**Delete:** Click on delete button to delete the content. In the “Delete Confirmation “dialogue box click on “ok” to delete. Click on cancel to cancel the action.

# Institute

## Institute

### Institute Information

This page displays the institute details. The Institute detail section displays the Institute Name, Institute Code, Start time, End time, Affiliation, Affiliation no/Reg no, and Leave Calendar Start Date. The Address detail section displays Address Line1, Address Line2, Street, City, State, Pin code and Landmark of the institute. The Contact Detail section displays the Phone Number, Fax Number and Email Id. The other detail section displays Time zone, Currency type, grading system and Date format. The Custom field displays the information chosen from the “Institute Custom Fields “menu.

**Edit:** Present on the Top left corner of the institute information page. Click on edit button to edit the fields as per requirement. Click on submit button to save the changes made. Click on cancel button to cancel the action.

# STUDENT

## Institute

### Manage Student

#### Student List

This Page displays the Student List. . The Student List detail section displays the Student Name, Admission No., Class & Section, Gender, Actions.

**Show:** Click the button to show the details for the respective Student.

**Edit:** Click the button to edit the details for the respective Student.

**Delete:** Click on delete button to delete the Student. In the “Delete Confirmation “dialogue box click on “ok” to delete. Click on cancel to cancel the action.

**Add Guardians:** Click the button to add guardians the details for the add guardians to respective Student.

#### Create New Student

This page displays the Create New Student details.

Admission No. - Enter the Student’s Admission Number.

Admission Date - Enter the Student’s Admission Date.

Personal Details-

**First Name \***- Enter Student's First Name

**Middle Name**-Enter Student's Middle Name.

**Last Name\*** -Enter Student's Last Name.

**Course & Batch \***- **Enter Student's Batch & Course.**

**Date of Birth \***- Enter Student's Date of Birth from the calendar provided.

* **Gender** –Enter the Gender of the student.
* **Blood Group** – Enter Student's Blood Group.
* **Birth Place** – Enter Student's Birth Place.
* **Nationality** –Enter Student's Nationality.
* **Mother Tongue** -Enter Mother Tongue.
* **Category \*** - Enter Student's Category from the provided options.
* **Religion** – Enter Religion.

Temporary Address-

* **Address Line1 \*** -Enter Student's Address.
* **Address Line2** – Enter Student's Address.
* **Street –** Enter Street No.
* **Landmark** –Enter Landmark.
* **City \*-** Enter the City.
* **State** \* -Enter State.
* **Pin code** \*-Enter city Pin code.
* **Country \*** - Enter the Country.

Permanent Address-

* **Address Line1 \* -**Enter Student Permanent Address.
* **Address Line2 –** Enter Student's Permanent Address.
* **Street –**Enter the Street No.
* **Landmark –**Enter Landmark.
* **City \*-** Enter the City.
* **State** \*- Enter State.
* **Pin code \*-**Enter City Pin code.
* **Country \*-** Enter Country.

Contact-

* **Phone Number –**Enter Student's Phone Number.
* **Mobile Number –**Enter Student's Mobile Number.
* **Email id \* -** Enter student Email Id

Images-

* **Upload Photo –** Upload Student's photo by browsing it from were file folders.

Previous Education-

* **Institute Name –**Enter Previous Institute Name.
* **Class -**Enter Previous Class Name.
* **Year –** Enter Previous Year.
* **Mark Obtained –** Enter Previous Mark Obtained.
* **Total Marks-** Enter Previous Total Mark Obtained.
* **Grade/Percentage-** Enter Previous Grade/Percentage Obtained.
* **Transfer Certificate-**Enter if you have the transfer certificate.

Activities-

* **Sports Activity –**Enter Sports activity and upload the Certificate.
* **Extra-Curricular-** Enter Extra-Curricular and Upload the Certificate.
* **Hobbies-** Enter Hobbies.
* **Health –** Enter health report and Upload the report.
* **Class Record-** Enter Class record and upload the Document.

**Custom Fields** - We can see the custom fields when we will add fields in the Student Custom Field form.

### Submit- Click on submit to submit the form.

### Cancel – Click on Cancel to cancel the form.

### Manage Guardians

#### Guardians List

The Guardians List detail section displays the Guardians Name, Student Name, Relation, Occupation, Actions.

**Show:** Click the button to show the details for the respective Guardians profile.

**Edit:** Click the button to edit the details for the respective Edit Guardians.

**Delete:** Click on delete button to delete the Guardians. In the “Delete Confirmation “dialogue box click on “ok” to delete. Click on cancel to cancel the action

# Employee

## Manage Employee

### Employee List

This Page displays the Employee List. The Employee List detail section displays the Chart of Employee, Employee No., First Name, Last Name, Profile, Department, Joining date, Actions.

**Show:** Click the button to show the details for the respective Employee.

**Edit:** Click the button to edit the details for the respective Employee.

**Delete:** Click on delete button to delete the Employee. In the “Delete Confirmation “dialogue box click on “ok” to delete. Click on cancel to cancel the action.

### Manage Principal

This page displays the Principal details. The Principal detail section displays the Principal Name, Employee Code. The General detail section displays Employee no., joining date. The General Details section displays the Name, Gender, date of birth, Mother Tongue, Blood Group, job title, Qualification, Total Year Experience, and Total Month Experience. The Personal details section displays Marital Status, Mother’s Name, Father’s Name, and Country. The Current Address detail section displays the displays Address Line1, Address Line2, City, State, Pin code and Country. The Permanent Address detail section displays the displays Address Line1, Address Line2, City, State, Pin code and Country. The Contact Detail section displays the Phone Number, Mobile Number and Email Id. The Emergency Contact Detail section displays the Contact Name, Contact Number.

**Edit:** Present on the Top left corner of the Manage principal page. Click on edit button to edit the fields as per requirement. Click on submit button to save the changes made. Click on cancel button to cancel the action.

**Download Profile:** Click the button to download profile the details for the download profile.

### Create New Employee

### This page displays the Create New Employee details .

### Admission No. – Employee’s Number is generated dynamically

Admission Date - Enter the Student’s Admission Date.

General Details-

**First Name \***- Enter Employee’s First Name.

**Middle Name**-Enter Employee’s Middle Name.

**Last Name\*** -Enter Employee’s Last Name.

* **Gender** -Enter Employee’s Gender.
* **Date of Birth \***- Enter Employee’s Date Of Birth.
* **Employee category-** Enter Employee’s Category.
* **Employee Profile-**Enter Employee’s Profile.
* **Employee Department-**Enter Employee’s Department.
* **Job Title-** Enter Employee’s Job Title.
* **Qualification-**Enter Employee’s Qualification.
* **Total Year Experience-**Enter Employee’s Total Year Experience.
* **Total Month Experience-**Enter Employee’s Total Month Experience.
* **Employee Type-**Enter Employee’s Type.
* **Mother Tongue** -Enter Employee’s Mother Tongue.
* **LTC Applicable** - Enter Employee’s LTC Applicable.

Personal Details-

* **Marital Status-**Enter Employee’s Marital Status.
* **Mother’s Name \*-** Enter Employee’s Mother’s Name.
* **Father’s Name-**Enter Employee’s Father’s Name.
* **Blood Group -** Enter Employee’s Blood Group.
* **Country \* -** Enter Employee’s Country.

Language Known-

* **Add New -** Enter Add New language.
* **Language -** Enter Employee’s Language.
* **Check Box-** Enter Mark.

Photo-

* **Upload Photo -** Upload Employee’s Photo.

Referred-

* **Referred -** Enter Employee’s Reference.

Current Address-

* **Address Line1 \* -**Enter Employee’s Address Line1.
* **Address Line2 -** Enter Employee’s Address Line2.
* **City \*-** Enter Employee’s City.
* **State \* -**Enter Employee’s State.
* **Pin code \*-**Enter Employee’s Pin Code.
* **Country \*** - Enter Employee’s Country**.**
* **Landmark** -Enter Employee’s Landmark.

Permanent Address-

* **Address Line1 \*** -Enter Employee’s Address Line1
* **Address Line2 -** Enter Employee's Address Line2
* **City \*-** Enter Employee’s City
* **State \* -** Enter Employee’s State
* **Pin code \*-**Enter Employee’s Pin Code
* **Country \* -** Enter Employee's Country
* **Landmark -** Enter Employee’s Landmark

Contact-

* **Phone Number** -Enter Employee's Phone Number.
* **Mobile Number** -Enter Employee’s Mobile Number.
* **Email id \*** -Enter Employee’s Email Id.

Emergency Contact-

* **Contact Name** -Enter Employee’s Emergency Contact Name.
* **Contact Number** - Enter Employee’s Emergency Contact Number.

Activities-

* **Sports Activity -**Enter Employee’s Sports Activity and Upload Certificate.
* **Extra Curricular-** Enter Employee’s Extra Curricular and Upload Certificate.
* **Hobbies-** Enter Employee’s Hobbies.

Custom Fields - Custom fields can be seen when the fields are selected for the physically challenged in the Employee Custom Field

**Submit**- Click to submit the form.

### Cancel- Click to cancel the form.

### Assign Class Teacher

This section enables user to assign Class Teacher to Section. Select the Class-section and The Employee Department you desire to assign to that particular Class-section Click on submit button to save the changes. Click on cancel button to cancel the action.

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# Attendances

## Attendance

### Employee’s Attendances

This page displays the Attendance Chart, Department Report, Leaves. The Attendance Chart detail section displays the graph. The Department Report detail section displays Select Department, Select Date Field. Here first section is department report; Principle can check the attendance of the employees by selecting the month and department from the provided lists of department. For add leave click on the tick mark corresponding to the date, it will lead to another page there can enter the details of the leave. The Leaves detail section displays Select Department, Select Date, and Attendance Report. Here first section is select department principle can select the department from the provided lists of employee and can select date to check the attendance report. Click start date and end date and select the date.

### Leave Type List

This Page displays the Employee Leave Types List. The Employee Leaves Types Section Display The Leave Type, Leave Code, Max No. of Leaves, Reset Period, Gender, Employee Type and Action.

**Show:** Click the button to Show the details for the respective Employee Leave Types.

**Delete:** Click on delete button to delete the Employee Leave Types .In the “Delete Confirmation “dialogue box click on “ok” to delete. Click on cancel to cancel the action.

**Edit:** Click to edit employee leave type. It will redirect to an edit page. Enter the name of the leave type, leave code, employee type, min leave count, max no. of leaves, minimum year experience, minimum month experience, Gender, leave should not be deducted, accumulation, accumulation period, accumulation count, is auto reset, reset period, reset start date, is carry forward, carry forward limit, etc. Click on submit to save the wing. Click on cancel to cancel the action.

### Create Leave Type

* Leave Type: Enter Leave Type.
* Leave Code: Enter Leave Code.
* Employee Type: Enter Employee Type.
* Min Leave Count: Enter Min Leave Count.
* Max No. Of Leave: Enter Max No. of Leave.
* Minimum Year Experience: Enter Min. Year Experience.
* Minimum Month Experience: Enter Min. Month Experience.
* Gender: Enter Gender.
* Leave Should Not Be Deducted: Enter the mark of box.
* Accumulation: Enter the mark of box.
* Is Auto Reset: Enter the mark of box.
* Is Carry Forward: Enter the mark of box.

**Submit:** Click to submit the form.

**Cancel:** Click to cancel the form.

### Reset Leave

This Page displays the Reset All Employee Leaves, Department Reset, and Individual Reset. Here one section is for Reset All Employee Leaves. Click on the Reset button it will reset all employee's leaves. For reset the leaves only for department, click on the Reset button in the Department Reset section. For reset leave for each employee then search that employee's name and select employee's department and click the reset button in that section.

### Leave Details

This Page displays the Leave details.

### **Import Attendance**

This section employee attendance import can be performed (Excel sheet should have this columns : Absent\_date, Employee\_id, Leave\_type, Approved, Lock, Reason, Time, Half day, Late\_come, Afternoon, Absent\_With\_out\_Notice).

**S**elect excel file click on the import button

### **Biometric Attendances:**

This section displays the list of all employee biometric attendance. For each section show/edit/delete action can be performed.

**Create New Employee Biometric Attendance:** Click on this button to create the new attendance entry. A pop up will appear on the screen. Enter date, check in time, check out time, select department and select employee. Click on submit to save the new biometric entry. Click on cancel button to cancel the action.

**Show:** Click to view the detail for the selected entry.

**Edit:** Click on this button to edit the detail of the corresponding biometric entry.

**Delete:** Click on delete button to delete the corresponding biometric entry. The delete confirmation dialogue box will appear. Click on ok to delete it. Click on cancel to cancel the deletion.

### **Import Biometric Attendances**

This section employee biometric attendance import can be performed (Excel sheet should have this columns: date, check in, check out and employee number).

Select excel file, click on the import button to save the biometric entry.

# Notification

## Send Notification

This page displays the Send Notification details. In principal home page see the tab for send notification. Click on send notification tab it will direct to the principle notification page. There able to send notification to different users. If select the option of all in the Send to field then principle can send notification to everybody. If send notification only for students or only for employees select it from the dropdown list provided for Send to field. If selecting parents then one extra field will come there and select the batch. Then it will show the list of parents corresponding to the selected batch. The action of selecting required parents from the list. If selecting students as the Send To field then also select batch field will appear there and select the required students. If selecting employee in the Send To field then an extra fields will come there select the department of the employees. If the user selects one department employees of the corresponding department will appear. Next field is subject field there we are able to write the subject of notification. If one student is received the mail send by the principle he can see the subject in the mail same as the subject in the subject field of principle send notification page. In the message field able to write what message we want to send in the notification. Click submits notification will send to corresponding Send To peoples.

## Show Notification

This section displays the Notification send by Principal. Click any notification Section it will displays details of notification. Click on Mark as Unseen to save the Unseen Notification or click on back button to back the action.

# Events

## Event Management

### Event Types:

This section displays the list of all event type. For each event type the show/edit/ delete actions can be performed**.**

**Create New Event Type:** Click on this button to create the new event type. A pop up will appear on the screen. Enter name of the event type and select colours to event type. Click on submit to save the new event type. Click on cancel button to cancel the action.

**Edit:** Click on this button to edit the detail of the corresponding event type.

**Delete:** Click on delete button to delete the corresponding event type. The delete confirmation Dialogue box will appear. Click on ok to delete it. Click on cancel to cancel the deletion.

### Event Committee

This section displays the list of all Event Committee. For each event committee the edit/ delete actions can be performed.

**Create New Committee:** Click on this button to create the new event committee. A pop up will appear on the screen. Enter name of the committee. Click on submit to save the new event committee. Click on cancel button to cancel the action.

**Edit:** Click on this button to edit the detail of the corresponding event committee.

**Delete:** Click on delete button to delete the corresponding event committee. The delete confirmation dialogue box will appear. Click on ok to delete it. Click on cancel to cancel the deletion.

### Committee Members

This section displays the Select Committee drop-down. For each Committee can add members (Employees and student).

**Manage Employee:** A select committee drop-down will there on screen, by selecting on the committee, A deportment list drop-down will appear on the screen. Select on deportment, employee list will appear on screen, selecting the check box on corresponding employee. Click on submit to add employees to the committee. Click on cancel button to cancel the action.

**Manage Student:** A select committee drop-down will there on screen, by selecting on the committee, A class list drop-down will appear on the screen. Select one class, A Section list drop-down will appear on the screen. Select on Section student list will appear on screen, selecting the check box on corresponding student. Click on submit to add students to the committee. Click on cancel button to cancel the action.

### Event Calendar

This section lists all the upcoming events. The date of any particular event can be changed by clicking on the button provided on the left side of the page. By clicking on the month/week/day button on the left side of the calendar page the user can view the monthly/weekly/daily events respectively. To

Create a new event click on the particular day for which the event needs to be created. A dialogue ox will appear, enter the event details. To edit an existing event for a particular day, click on that day. A dialogue box will appear which displays the event details. Edit the information as per requirement. Click on submit to save the changes. Click cancel to cancel the action. Click delete to delete the event from the date.

### Event list

Click on the event list tab to see available event list. In event list the title for the event, event type, event description, start date, start time, end date & end date of the events are provided. For each event show/ edit/delete actions can be performed.

**Show:** Click to view the detail for the selected event.

**Edit:** Click to edit the detail for the selected event.

**Delete:** Click to delete the event (s). In the "delete confirmation" dialogue box click ‘ok’ to delete. Click cancel to cancel the action.

### Invitation

Select committee and a select event drop-down will there on screen, by selecting on the committee and event, Employees, Teachers, student and a Guardian check box will appear on the screen. By selecting the employees or teacher check department list will appear, by selecting the corresponding department check-box, By selecting the guardian or student check section list will appear, by selecting the corresponding section check-box, Click on submit to send an invitation through the mail and notification. Click on cancel button to cancel the action.

### Guests

This section displays the list of all guest information. For each guest the show/edit/ delete actions can be performed.

Select committee and a select event drop-down will there on screen, by selecting on the committee and event, Add New Guest button will appear on the screen.

**Add New Guest:** Click on this button to add the new guest. A pop up will appear on the screen. Enter guest name, guest details, mobile number, email id and select the status of guest. Click on submit to save the new guest information. Click on cancel button to cancel the action.

**Show:** Click to view the detail for the selected guest.

**Edit:** Click to edit the detail for the selected guest.

**Delete:** Click to delete the guest information. In the "delete confirmation" dialogue box, click ‘ok’ to delete. Click cancel to cancel the action.

### Guest Participation

This section displays the list of all guest information according to selection of event. For each guest the status can be changed.

Select committee and a select event drop-down will there on screen, by selecting on the committee and event, the guest list will appear on the screen. By selecting the check-box, Click on submit to change the status from invited to will attend. Click on cancel button to cancel the action.

Here check-box checked means Will Attend, unchecked means Not Attend.

### Albums

This section displays the list of all albums. For each album the edit/show/delete actions can be performed.

**Add New Album:** Click on this button to create a new album. A new form will appear on the screen. Enter album name, select event and select employees department, sections. Click on submit to save the new album. Click on cancel button to cancel the action.

**Show:** Click to view the detail for the selected album.

**Edit:** Click to edit the detail for the selected album.

**Upload photos:** Click on this button to add the new album. A new form will appear. Click on submit to save the photos. Click on cancel button to cancel the action. By clicking on photos can see full screen mode.

**Delete:** Click to delete the album. In the "delete confirmation" dialogue box, click ‘ok’ to delete. Click cancel to cancel the action.

# Fees

## Manage Fees

### Fee Category

This Page displays the Fee category. For Fee category creates fee category actions can be performed. The create Fee category action detail section displays the name of fees, description, particulars. And into particular we also add and delete the particulars. Click on submit to save the Fee category or click on cancel button to cancel the Fee Category.

**Show:** Click the button to show the details for the respective fee category.

**Edit:** Click the button to edit the details for the respective fee category.

**Manage Particulars:** Click to manage particulars. It will redirect to a admission page. Click on create new fee particular to add fee particulars. Click on submit button to fill the form and save the fee particulars form.Click on cancel to cancel the action.Click on show to show the fee particulars category.Click on edit to edit the fee particulars category.Click on delete to delete the fee particulars category.

**Delete:** Click on delete button to delete the fee particulars category. In the “Delete Confirmation “dialogue box click on “ok” to delete. Click on cancel to cancel the action.

### Fee Discount

This Page displays the Fee Discount. For Fee discount create new fee discount actions can be performed. The create Fee category action detail section displays the select Any discount type and Then select then name, select class, select section, fee category, discount, select class & section. Click on submit to save the Fee category or click on cancel button to cancel the Form.

**Show:** Click the button to show the details for the respective fee discount.

**Edit:** Click the button to edit the details for the respective fee discount.

**Delete:** Click on delete button to delete the fee discount. In the “Delete Confirmation “dialogue box click on “ok” to delete. Click on cancel to cancel the action

### Late Fee Fine

This Page displays the Fee Fine. For Fee fine create new fee fine actions can be performed. The create New Fee Fine action detail section displays the fine name, description, days after due date. Click on submit to save the Fee category or click on cancel button to cancel the Form.

### Fine Name: Enter Fine Name.

### Description: Enter Description Of fine.

### Days after Due Date: Enter Days.

### Amount: Enter Amount.

**Submit**- Click to submit the form**.**

**Cancel -** Click to cancel the form.

**Show:** Click the button to show the details for the respective fee fine.

**Edit:** Click the button to edit the details for the respective fee fine.

**Delete:** Click on delete button to delete the fee fine. In the “Delete Confirmation “dialogue box click on “ok” to delete. Click on cancel to cancel the action.

### Create Fine

This Page displays the Fee Particulars List. For Create fine create new fine particular actions can be performed. The create New Fee Fine action detail section displays the name of fine name, description, fine from, amount, start date, end date, due date, select class & section. Click on submit to save the Fee category or click on cancel button to cancel the action.

**Show:** Click the button to show the details for the respective fine fee particulars.

**Edit:** Click the button to edit the details for the respective fine fee particulars.

**Delete:** Click on delete button to delete the fine fee particulars. In the “Delete Confirmation “dialogue box click on “ok” to delete. Click on cancel to cancel the action.

### Fee Schedule

This Page displays the Fee Schedule. This page gives the detail of when we want to collect the fee. Here create new fee schedules by clicking on the create new fee schedule button. Here select the fee category, batch of the student, fee collection name and fine name also. And after that enter the date which when fee collection want to start in the start date field, then enter the last date of fee collection in the end date field and fill the date of due in due date field. Click on submit to save the Fee category or click on cancel button to cancel the Form.

**Show:** Click the button to show the details for the respective fee schedule.

**Edit:** Click the button to edit the details for the respective fee schedule.

**Delete:** Click on delete button to delete the fee schedule. In the “Delete Confirmation “dialogue box click on “ok” to delete. Click on cancel to cancel the action.

### Fee Collection

This section displays the Fee Collection Information. In the Fee Collection section choose from the “Select Class” and “Select Section” field to view the fee collection status of any particular student from the chosen category.

### Fee Defaulter

### This section displays the Fee Defaulter Information. In the Fee Defaulter section choose from the “Select Class” and “Select Section” field to view the defaulter status of any particular student from the chosen category.

### Fee Receipt

This Page displays the Fee Receipt. The Fee receipt detail section displays Select Class, Select section. Whenever we select those fields one list will be show of fee receipt. Click on view to view the Fee receipt on that student.

# PAYROLL

## Payslips For Approver:

This section displays all the payslip list. For each payslip the show, edit, delete , pdf, Release Selected Payslips & Export Approved Payslips actions can be performed.

**Show:** Click on this button to show the detail of the corresponding payslip.

**Edit:** Click on this button to edit the detail of the corresponding payslip.

**Delete:** Click on delete button to delete the corresponding payslip. The delete confirmation dialogue box will appear. Click on ok to delete it. Click on cancel to cancel the deletion.

**Pdf:** Click on this button to download the corresponding payslip.

**Approve Selected Payslips:** Click on this button to approve for selected payslips(check box).

**Export Approved Payslips:** Click on this button to export excel for all approved employee payslips. Excel contains Employee Name, Employee Number, Department, month, year,No. Of Unpaid Leaves(in the month), components, Deduction and Net Amount payable.

## Reports:

This section displays all teaching staff total payout list and non teaching staff total payout list. For each employee report, export excel for salary details for supparetly for teaching and non-teaching staff action can be performed.

**Report:** Click on this button to show the detail of the corresponding employee payslip.

**Export Excel:**  Click on this button to get salary details for supparetly for teaching and non-teaching staff.

## Overtime Report:

This section displays all teaching and non teaching staff Overtime Report list. For each employee overtime details action can be performed.

**Details:** Click on this button to show the detail of the corresponding employee overtime details.

## Unpaid Leaves Report:

This section displays all teaching and non teaching staff unpaid leave details list. For each employee unpaid leave details action can be performed.

**Details:** Click on this button to show the detail of the corresponding employee unpaid leave details.