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**CAMPUS**

**MANAGEMENT**

**SYSTEM**

**ADMIN DASHBOARD**

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[21This section displays the list of employees who are absent for current date. 20](#__RefHeading__3752_800177652)

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[26Attendance chart- Click on this button to view employee’s attendance chart for a particular month. 20](#__RefHeading__3770_800177652)

[27Department Report - Click on this button to see the attendance of the employees, department wise. Select the department from the drop down and select the date. The employees’ attendance will be displayed. For adding leave, click on the icon corresponding to the date. The leave details can be entered in the dialogue box which appears on screen. 20](#__RefHeading__3772_800177652)

[28Leaves - Click on this button to get the entire attendance detail of the employee for the selected department and date. Select the department and date from the drop down list of the respective fields. Click on Search to fetch the leave details. 21](#__RefHeading__3774_800177652)

[1Leave Type List: 21](#__RefHeading__3776_800177652)

[29This section displays the type of leaves including the Leave Code, Max. Leave Count, Reset Period, Gender and Employee Type in a tabular form. For each Leave, Show, Edit/delete action can be performed. 21](#__RefHeading__3778_800177652)

[30Show: Click the button to view the respective leave type details. 21](#__RefHeading__3780_800177652)

[31Edit: Click the button to edit the respective leave type details. 21](#__RefHeading__3782_800177652)

[32Delete: Click the button to delete the leave(s). The delete confirmation dialogue box will appear. Click on ok to delete it. Click on cancel to cancel the deletion. 21](#__RefHeading__3784_800177652)

[1Create Leave Type: 21](#__RefHeading__3786_800177652)

[33Click to create new leave type. 21](#__RefHeading__3788_800177652)

[34Enter the Leave Type; Leave code, Min. Leave Count, Max No. of leaves, Minimum Year of Experience, Minimum Month of Experience and Gender fields. Click on the check boxes provided like leave should not be deducted, accumulation, is auto reset, is carry forward, if the criteria is matching. Otherwise keep the check boxes unchecked. Click on submit to save the changes, it will updated in Employee Leave List. Click on cancel to cancel to action. 21](#__RefHeading__3790_800177652)

[1Reset Leave: 21](#__RefHeading__3792_800177652)

[35Reset All Employee Leaves - Click on Reset date to reset leaves of all the employees. A pop up will appear on the screen asking for the reset confirmation. Click ok to confirm, otherwise click cancel. 21](#__RefHeading__3794_800177652)

[36Department Reset - Click on reset date. Select department from the drop down list. Click on reset start date to reset the leaves for the selected department. A pop up will appear on the screen asking for the reset confirmation. Click ok to confirm, otherwise click cancel. 21](#__RefHeading__3796_800177652)

[37Individual Reset- Click on reset date to reset employee’s leaves individually. Enter the name of the employee in the search box and hit enter. The list of employees matching with the search criteria will be displayed on the screen. For custom filtering select the department, click on the reset icon provided in the top right most corner in the list. A pop up will appear on the screen asking for the reset confirmation. Click ok to confirm, otherwise click cancel. 21](#__RefHeading__3798_800177652)

[40Examination 21](#__RefHeading__3800_800177652)

[1Examinations 21](#__RefHeading__3802_800177652)

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[41This section contains the exam settings like Set Grading Level, Class Designation and CCE settings. 21](#__RefHeading__3806_800177652)

[42Co-Scholastic Settings - Click on the co-scholastic Settings button to see the co-scholastic settings of the CCE like co-scholastic items, and Assign co-scholastic items. 22](#__RefHeading__3808_800177652)

[43Co-Scholastic Items – Clicking on the co-scholastic item button will display the list of available co-scholastic items. For each co-scholastic item the edit & delete actions can be performed. For creating new co-scholastic item click on the New button. . It will open a new text box for new co-scholastic group. Enter name, header name, description for the new item in the text box. Also select the grade sets and select the type like co-scholastic area or activity etc. Click on submit to save the changes. Clicking on the link provided for the co-scholastic item will give the detail of the corresponding item. 22](#__RefHeading__3810_800177652)

[44Assign co-scholastic Items – This page enables the user to assign co-scholastic items to the class under CCE grade systems. Click on the select class button to select the class, click on the check boxes assigned to the co- scholastic items, to assign co-scholastic items to the selected class. Click on submit button to assign co-scholastic item to the selected class. . Click on cancel button to cancel the action. 22](#__RefHeading__3812_800177652)

[1Exam Management: 22](#__RefHeading__3814_800177652)

[45This page enables the user to manage the exam for a selected class. Select a class from the drop down list provided for the select class category. After a class is selected the existing exam category for the selected class will be displayed. Click on the new button to add new exam category. An exam category can be deleted by clicking on the delete button Clicking on the co-scholastic result entry button will display the grades for the selected co-scholastic item for the selected student in the section. Click on the submit button to save the changes. 22](#__RefHeading__3816_800177652)

[1Report Centre: 22](#__RefHeading__3818_800177652)

[46CCE Reports – Clicking on the CCE reports will display the student report button. Clicking on that button will redirect the user to a new page where the course & batch for the student can be selected. Post which, the student can be selected from the list. The CCE report for the selected student will be displayed. 23](#__RefHeading__3820_800177652)

[47Notification 23](#__RefHeading__3822_800177652)

[1 Notifications 23](#__RefHeading__3824_800177652)

[1 Send Notification: 23](#__RefHeading__3826_800177652)

[48Clicking on send notification tab will direct the user to the admin notification page. Notification can be sent to different users. Select the option of all in the Send To field to send the notification to everyone. If however, the user wants to send the notification to only students/employees/parents, then she can select the option from the drop down list provided in the field “Send To”. If the user selects “Parents” as the choice in the “Send To” field then the user has to provide the batch in the “Select Batch” field. After the batch is selected the list of parents corresponding to the selected batch will be populated. If the notification needs to be sent to some specific students, then select the required students from the batch field. When the notification is to be sent to employees, select employee in the “Send To” field, and then select the department of the employees. Select one department for the employees. In the text box provided for the subject field enter the Notification subject. In the text box provided for the message field type the message that needs to be sent in the notification. Click on submit to send the notification to the intended recipients. 23](#__RefHeading__3828_800177652)

[1 Show Notification: 23](#__RefHeading__3830_800177652)

[49Clicking on the show notification tab on the right side of the home page will redirect the user to the show notification page. This page displays the notification received by the admin. Clicking on the notification mail icon signifies that the mail is seen by the user. In the right side of the navigation bar of the user home page the notification icon is given. As the messages are viewed subsequently the number displaying on the notification icon will reduce. Count number displayed along the notification icon represents the number of unseen messages .To make a seen message as unseen the user needs to click on the “mark as unseen button. To see the detail of the notification, click on the corresponding notification to view the subject, sender and description of the mail. It is possible to identify the messages already read by the user, by different colour in the row of the corresponding message. 23](#__RefHeading__3832_800177652)

[50Events 23](#__RefHeading__3834_800177652)

[1 Admin 23](#__RefHeading__3836_800177652)

[1 Calendar: 23](#__RefHeading__3838_800177652)

[51This 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 box 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. 23](#__RefHeading__3840_800177652)

[1 Event List: 23](#__RefHeading__3842_800177652)

[52Click on the event list tab to see available event list. In event list the title for the event, event type, event privacy, 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. 23](#__RefHeading__3844_800177652)

[53Show: Click to view the detail for the selected event. 23](#__RefHeading__3846_800177652)

[54Edit: Click to edit the detail for the selected event. 23](#__RefHeading__3848_800177652)

[55Delete: Click to delete the event (s). In the "delete confirmation" dialogue box click ‘ok’ to delete. Click cancel to cancel the action. 23](#__RefHeading__3850_800177652)

[1 Event Type: 23](#__RefHeading__3852_800177652)

[56This section displays the list of all event type. For each event type the show/edit/ delete actions can be performed. 23](#__RefHeading__3854_800177652)

[57Show: Click to view the detail for the selected event. 23](#__RefHeading__3856_800177652)

[58Edit: Click to edit the detail for the selected event. 23](#__RefHeading__3858_800177652)

[59Delete: Click to delete the event (s). In the "delete confirmation" dialogue box click ‘ok’ to delete. Click cancel to cancel the action. 23](#__RefHeading__3860_800177652)

[60Create new Event Type: To create new event type, enter name of the event and event colour in the popup generated for event type. Click on submit to create the event. Click cancel to cancel the action. 24](#__RefHeading__3862_800177652)

[61 Fees 24](#__RefHeading__3864_800177652)

[1 Manage Fees 24](#__RefHeading__3866_800177652)

[1 Fee Category: 24](#__RefHeading__3868_800177652)

[62This section displays the available fees category. To create a new category, click on the new fee category button. Enter name of the category, give description for the corresponding fee category by writing the description in the description field. Give particulars for the fee category. Click on submit to create the Fee category. Click cancel to cancel the action. For each fee category the show/edit/ delete actions can be performed. 24](#__RefHeading__3870_800177652)

[63Show: Click to view the detail for the selected Fee category. 24](#__RefHeading__3872_800177652)

[64Edit: Click to edit the detail for the selected Fee Category. 24](#__RefHeading__3874_800177652)

[65Delete: Click to delete the Fee Category (s). In the "delete confirmation" dialogue box click ‘ok’ to delete. Click cancel to cancel the action. 24](#__RefHeading__3876_800177652)

[1 Fee Discount: 24](#__RefHeading__3878_800177652)

[66This section displays all the available fees discount. To create new discount category click on the create New Fee discount button. Select discount type from the drop down list of the select discount type field. Select student as the discount type then enter name of the student, class, section, fee category and the amount of discount money. Click on submit to save the Fee discount. Click cancel to cancel the action. For each fee discount the show/edit/ delete actions can be performed. 24](#__RefHeading__3880_800177652)

[67Show: Click to view the detail for the selected Fee discount. 24](#__RefHeading__3882_800177652)

[68Edit: Click to edit the detail for the selected Fee discount. 24](#__RefHeading__3884_800177652)

[69Delete: Click the button to delete the Fee discount (s). ). In the "delete confirmation" dialogue box click ‘ok’ to delete. Click cancel to cancel the action. 24](#__RefHeading__3886_800177652)

[1 Late Fee Fine: 24](#__RefHeading__3888_800177652)

[70This section displays the entire category of available fees fine. To create new discount click on the create New Fee fine button. Enter name and description of the fine. Enter the fine date later than the due date for fees and enter the amount. Click on submit to save the changes. Click cancel to cancel the action. For each late fee fine type the show/edit/ delete actions can be performed. 24](#__RefHeading__3890_800177652)

[71Show: Click to view the detail for the selected Fee fine. 24](#__RefHeading__3892_800177652)

[72Edit: Click to edit the detail for the selected Fee fine. 24](#__RefHeading__3894_800177652)

[73Delete: Click the button to delete the Fee fine (s). In the "delete confirmation" dialogue box click ‘ok’ to delete. Click cancel to cancel the action. 24](#__RefHeading__3896_800177652)

[1 Create Fine: 24](#__RefHeading__3898_800177652)

[74This section displays the entire list available for the fine category. To create new fine click on create New fine particular. It will generate a pop up. Enter name and description of the fine. Fill all the mandatory fields like fine from, amount, start date, end date, due date. Select the class & section. . Click on submit to save the changes. Click cancel to cancel the action. For each fine type the show/edit/ delete actions can be performed. 24](#__RefHeading__3900_800177652)

[75Show: Click to view the detail for the selected fine. 24](#__RefHeading__3902_800177652)

[76Edit: Click to view the detail for the selected fine. 25](#__RefHeading__3904_800177652)

[77Delete: Click the button to delete the fine (s). In the "delete confirmation" dialogue box click ‘ok’ to delete. Click cancel to cancel the action. 25](#__RefHeading__3906_800177652)

[1 Fee Schedule: 25](#__RefHeading__3908_800177652)

[78This section displays the entire available fine schedule list for every class & section. To create new fine, click on create New fee schedule. It will generate a pop up. Select the fee category, Enter collection name, select late fee fine, start date, end date, and due date. Click on submit to save the fee schedule. Click cancel to cancel the action. For each schedule the show/edit/ delete actions can be performed. 25](#__RefHeading__3910_800177652)

[79Show: Click the button to show the detail for the selected fee schedule. 25](#__RefHeading__3912_800177652)

[80Edit: Click the button to edit the detail for the selected fee schedule. 25](#__RefHeading__3914_800177652)

[81Delete: Click the button to delete the fee schedule (s). In the "delete confirmation" dialogue box click ‘ok’ to delete. Click cancel to cancel the action. 25](#__RefHeading__3916_800177652)

[1 Fee Collection: 25](#__RefHeading__3918_800177652)

[82This section gives information about the amount of fees which the student needs to pay. Selecting the student class and the section will give the user the name of the available students in that batch. Click on view icon to view the details of the fees related with the selected student. 25](#__RefHeading__3920_800177652)

[1 Fee Defaulter: 25](#__RefHeading__3922_800177652)

[83This section displays the list of the student who did not make the payment of fees by the due date. We can select the class/ section to get the list of fee defaulters for each course. 25](#__RefHeading__3924_800177652)

[1 Fee Receipt: 25](#__RefHeading__3926_800177652)

[84Select the student for generating the receipt of the student in PDF format. First select the student class and student section to get the list of available students in that batch. Click on the link provided for PDF to generate the receipt in the pdf format. 25](#__RefHeading__3928_800177652)

[85 Curriculum 25](#__RefHeading__3930_800177652)

[1 Curriculum Management 25](#__RefHeading__3932_800177652)

[1 Syllabus: 25](#__RefHeading__3934_800177652)

[86This section displays the syllabus for each subject. To create new syllabus click on the add syllabus button. The user will be redirected to a new page, where a subject needs to be selected. Enter the name and description for the selected subject. Click on submit to save the syllabus. Click cancel to cancel the action. . For each syllabus the edit/delete action can be performed. 25](#__RefHeading__3936_800177652)

[87Edit: Click to edit the detail for the selected syllabus. 25](#__RefHeading__3938_800177652)

[88Delete: Click to delete the syllabus (s). In the "delete confirmation" dialogue box click ‘ok’ to delete. Click cancel to cancel the action. 25](#__RefHeading__3940_800177652)

[1 Unit: 25](#__RefHeading__3942_800177652)

[89This section displays unit for each syllabus. To create new unit click on the add unit button. The user will be redirected to new page where syllabus can be selected. Enter name and description for the unit. Enter the number of periods allotted. Click on submit to save the unit. Click cancel to cancel the action. For each unit the edit/delete action can be performed. 25](#__RefHeading__3944_800177652)

[90Edit: Click to edit the detail for the selected unit. 26](#__RefHeading__3946_800177652)

[91Delete: Click to delete the unit (s). In the "delete confirmation" dialogue box click ‘ok’ to delete. Click cancel to cancel the action. 26](#__RefHeading__3948_800177652)

[1 Topic: 26](#__RefHeading__3950_800177652)

[92This section displays the list of topic for each unit. To create new topic click on the add topic button. The user will be redirected to a new page where the syllabus and unit can be selected. Enter name and description for the topic. Click on submit to save the topic. Click cancel to cancel the action. For each topic edit/delete action can be performed. 26](#__RefHeading__3952_800177652)

[93Edit: Click to edit the detail for the selected topic. 26](#__RefHeading__3954_800177652)

[94Delete: Click to delete the syllabus (s). In the "delete confirmation" dialogue box click ‘ok’ to delete. Click cancel to cancel the action. 26](#__RefHeading__3956_800177652)

[1 Section syllabus Association: 26](#__RefHeading__3958_800177652)

[95This section enables user to associate syllabus with the section. To create new association click on the add association button. It will redirect the user to a new page where syllabus has to be selected. Then associate class & section to the syllabus by selecting it from the list. Click on submit to save the changes. Click cancel to cancel the action. For each association edit/delete action can be performed. 26](#__RefHeading__3960_800177652)

[96Edit: Click to edit the detail for the selected section syllabus. 26](#__RefHeading__3962_800177652)

[97Delete: Click to delete the section syllabus(s). In the "delete confirmation" dialogue box click ‘ok’ to delete. Click cancel to cancel the action. 26](#__RefHeading__3964_800177652)

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

# Master Settings

## Institute Settings

### Institute Information:

This section displays the school details including the School Name, School 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 school. 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 “School Custom Fields” menu.

**Edit:** Present on the Top left corner of the school 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.

### School Wings:

This section displays all the available school wings. For each school wing the edit & delete actions can be performed.

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

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

**Add Wings:** Click on this button to create new school wings. The User will be redirected to a new page. Enter the name of the school wing. Click on submit to save the wing. Click on cancel button to cancel it.

### School Custom Field:

This section displays all the available custom fields. For each custom field the edit & delete actions can be performed.

**Edit:** Click on this button to edit the detail of the corresponding school custom field

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

**Create school custom field:** Click on this button to create new custom fields for school. Give the field name for the custom field. And select the field type from the dropdown list. Default value may be given for the custom field. Click on submit to save the custom field and click on cancel button to cancel the action.

## Student Settings

### Manage Student Category:

This section displays all the available student categories. For each category the edit & delete actions can be performed.

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

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

**Add New Category:** Click on this button to create new student category. A pop up will appear on the screen. Enter the name of the student category. Click on submit to save the category. Click on cancel button to cancel it.

### Student Custom Field:

This section displays all the available custom fields. For each custom field the edit & delete actions can be performed.

**Edit:** Click on this button to edit the detail of the corresponding student custom field.

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

**Create school custom field:** Click on this button to create new custom fields for student. Give the field name for the custom field and select the field type from the dropdown list. Default value may be given for the custom field. Click on submit to save the custom field and click on cancel button to cancel the action.

### Guardian Custom Field:

This section displays all the available custom fields for guardian. For each custom field the edit & delete actions can be performed.

**Edit:** Click on this button to edit the detail of the corresponding guardian custom field.

**Delete:** Click on delete button to delete the corresponding guardian custom field. The delete confirmation dialogue box will appear. Click on ok to delete it. Click on cancel to cancel the deletion. **Create school custom field:** Click on this button to create new custom fields for guardian. Give the field name for the custom field and select the field type from the provided dropdown list. Default value may be given for the custom field. Click on submit to save the custom field and click on cancel button to cancel the action.

## Employee Settings

### Manage Employee Department:

This section displays all the listed employee departments. For each custom field the edit & delete actions can be performed.

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

**Delete:** Click on delete button to delete the corresponding employee department. The delete confirmation dialogue box will appear. Click on ok to delete it. Click on cancel to cancel the deletion. **New Department:** Click on this button to create new employee department. A pop up will appear on the screen. Enter the department name and department code. Click on submit to save the new department. Click on cancel button to cancel the action.

### Manage Employee Profile:

This section displays all the listed employee profiles including the employee category and profile. For each profile the edit & delete actions can be performed.

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

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

**New Profile:** Click on this button to create new employee profile. A pop up will appear on the screen. Select the employee category from the drop down list and enter name of the profile. Click on submit to save the new profile. Click on cancel button to cancel the action.

### Employee custom field:

This section displays all the available custom fields for employee. For each custom field the edit & delete actions can be performed.

**Edit:** Click on this button to edit the detail of the corresponding employee custom field.

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

**Create Employee custom field:** Click on this button to create new custom fields for employee. Enter the name for the custom field and select the field type from the provided dropdown list. Default value may be given for the custom field. Click on submit to save the custom field and click on cancel button to cancel the action.

## Time Table

### Academic Year:

This section displays the academic year list including the Name, Start Date & End Date. For each academic year the edit & delete actions can be performed.

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

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

**Add Academic Year**: Click on this button to add academic year. A pop up will appear on the screen. Enter the name for the academic year and can select the start date and end date for the academic year. Click on submit to save the new academic year or click on cancel button to cancel the action.

### Week Day:

Click on week day to assign week days for school wings. Click on the select wing and choose the school wing from the drop down. Select the check boxes of week days which need to be assigned to the wings. Click on submit button to save the week days for the respective wing.

### Create Class Timings:

Select a school wing from the drop down list of the select wing. The list of class timings of the selected wing will be displayed.

**Add Class:** Click on this button to add new class timings for the selected wing. Select the week days and enter name of the class. Select start time & end time of the class. Click the check boxes if any break needs to be allotted in between the classes. Click on submit button to save the new class. Click on cancel to cancel the action.

# SCHOOL

## School

### School Information:

### This section displays the school details including the School Name, School 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 school. 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 “School Custom Fields “menu.

**Edit:** Present on the Top left corner of the school 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.

# CLASS

## Manage Class

### List Classes & Section:

This section displays the list of all classes & their sections respectively. For every class various sections are available, click on the arrow in the left side of the table to view the section available for the classes. Click on ‘+’ icon to add new section to the corresponding class.

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

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

**Create Class:** Click on this button to create new class. Enter the class name. Select the school wing from the drop down list. Enter the class code for the new class. Enter the initials of the section. Select the start date & end date for the section. Click on submit button to save the class created. Click on cancel button to cancel the action.

# STUDENTS

## Manage Student

### Student List:

## This section displays the list of the students including the Student Name, Admission No, Course & Batch and Gender. For each field the edit, delete and show actions can be performed. Guardian detail can be added by clicking on add guardian button. Clicking the add parent button will redirect the user to a new page where the detail for the new guardian can be entered or the existing guardian can be selected by clicking on the select existing guardian button. If the user wants to choose from the existing guardian filed she has to enter the relation with the guardian and click the submit button.

### Create New Student:

**Admission Number** - Student's Admission Number will be generated dynamically.

**Admission Date** - Select the Admission Date of the student from the calendar provided.

**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 \* -** Select Student's Batch & Course
* **Date of Birth \* -** Select Student's Date of Birth from the calendar provided.
* **Gender -** Select the Gender of the student.
* **Blood Group -** Select Student's Blood Group.
* **Birth Place -** Enter Student's Birth Place.
* **Nationality -** Enter Student's Nationality.
* **Mother Tongue -** Enter Student’s Mother Tongue.
* **Category \* -** Select Student's Category from the provided options.
* **Religion -** Enter Student’s Religion.

**Temporary Address**

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

**Permanent Address**

* **Address Line1 \* -** Enter Student’s 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

**Contacts**

* **Phone Number -** Enter Student's Phone Number
* **Mobile Number -** Enter Student's Mobile Number. Click on the notification check box for receiving notification. Click the Subscription check box for subscribing
* **Email id \* -**Enter student Email Id

**Photo**

**Upload Photo** - Upload Student’s photo by browsing it from the file/folders

**Previous Education**

* **School Name** – Enter name of the previous school attended by the student
* **Class -** Enter name of the class
* **Year –** Provide the year of previous education
* **Marks Obtained –** Enter the marks obtained
* **Total Marks -** Enter the total marks obtained
* **Grade/Percentage -** Enter the Grade/ percentage achieved in previous education
* **Is Transfer Certificate Produced –** Click the check box if the certificate is transferred from previous school

**Activities**

* **Sport Activity –** Give the detail of sport activity in the provided text box.

**Browse** – Click on browse button to browse the files related with sport activity.

**Add File** – Click on add file to add more files.

* **Extra-Curricular** - Give the detail of extracurricular activity in the provided text box.

**Browse** – Click on browse button to browse the files related with extracurricular activity.

**Add File** – Click on add file to add more files.

* **Hobbies** – Enter the hobbies of the student in the provided text box.
* **Health Record** - Give the detail of Health Record in the provided text box.

**Browse** – Click on browse button to browse the files related with health record.

**Add File** – Click on add file to add more files.

* **Class Record** - Give the detail of class record in the provided text box.

**Browse** – Click on browse button to browse the files related with class record.

**Add File** – Click on add file to add more files.

**Custom Fields** – Populates the list of custom fields.

**Submit** – Click to submit the form if all the mandatory field details are complete.

**Cancel** – Click on cancel button to cancel the action.

## Manage Guardians

### Guardians List:

This section displays the Guardian Name, Student Name, Relation, and Occupation. For each field the edit, delete and show actions can be performed for the corresponding guardian.

# EMPLOYEE

## Manage Employee

### Employee List:

This page displays the employee details including the Employee No, First Name, Last Name, Position Name, Category Name, and Joining Date. The pie-chart displaying the Employee Category can also be seen on this page.

**Show:** Click on Show button, to view the details of the selected employees.

**Edit:** Click on Edit button to edit the details of the selected employee.

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

### Manage Principal:

This section displays the details of the Principal including the Employee No., Joining Date, General Details, Personal Details, Current Address, Permanent Address, Contact Details and Emergency Contact Detail.

**Edit:** Click on this button to edit the detail of the principal. Click on submit to save the changes. Click on cancel to cancel the action.

**Download Profile:** Click on this button to generate and download the pdf file of the principal details.

### Create New Employee:

**Employee No -** Employee’s number will be generated dynamically.

**Joining Nate \* -** Select employee's joining date from the calendar provided.

**General Details**

* **First Name \* -** Enter Employee's First Name
* **Middle Name -** Enter Employee's Middle Name
* **Last Name\* -** Enter Employee's Last Name
* **Gender -** Select the Gender of the Employee
* **Date of Birth \* -** Select Employee's Date of Birth from the calendar provided
* **Employee Category \* -** Select employee's category like teaching staff, non-teaching staff etc.
* **Employee position \* -**Select employee Position
* **Employee department\* -**Select employee department
* **Job Title\* -** Enter employee’s job title like teacher, administrator
* **Qualification -** Enter employee's qualification
* **Total Year Experience \* -** Enter employee's total years of experience
* **Total Month Experience \* -** Enter employee's total months of experience
* **Employee Type \* -** Select employee type
* **Mother Tongue -** Enter Employee’s Mother Tongue
* **LTC Applicable –** Click the check box if LTC is applicable

**Personal Details**

* **Marital Status –** Select the marital status of the employee.
* **Mother's Name \* -** Enter employee's mother’s name.
* **Father's Name \* -** Enter employee's father's name.
* **Birth Place -** Enter employee's birth place.
* **Blood Group-** Select employee's blood group.
* **Country \* -** Select employee's country.

**Languages Known**

* **Add New –** Click on Add new button to enter the languages known by the employee.
* **Language –** Enter the language.
* Click the check boxes according to the necessary criteria.

**Photo**

**Upload Photo -** Upload Employee’s photo by browsing it from file/folders.

**Referred**

**Referred –** Click the check box if the employee is referred by someone. Otherwise keep it unchecked.

**Current Address**

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

**Permanent Address**

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

**Contacts**

* **Phone Number -** Enter Employee's Phone Number
* **Mobile Number -** Enter Employee's Mobile Number. Click on the notification check box for receiving notification. Click the Subscription check box for subscribing
* **Email id \* -**Enter Employee's Email Id

**Emergency Contacts**

* **Contact Name \* -** Enter name of the person for emergency contact.
* **Contact Number \*** - Enter mobile number of the person for emergency contact.

**Activities**

* **Sport Activity -** Give the detail of sport activity in the provided text box.

**Browse –** Click on browse button to browse the files related with sport activity.

**Add File –** Click on add file to add more files.

* **Extra-Curricular** - Give the detail of extracurricular in the provided text box.
* **Browse –** Click on browse button to browse the files related with extra- curricular activity.

**Add File –** Click on add file to add more files.

* **Hobbies**- Enter the hobbies of the student in the provided text box.

**Custom Fields** – Populates the list of custom fields.

**Submit** -Click to submit the form if all the mandatory field details are complete.

**Cancel** –Click on cancel button to cancel the action.

### Assign Class Teacher:

Click to assign class teacher for selected section.

* **Class-Section -** Select the class section from the drop down.
* **Employee Department -** Select the employee department from the drop down.
* **Submit** - Click on submit button to submit the changes.

**Cancel -** Click on cancel to cancel the action.

# Subjects

## Manage Subjects

### Subject List:

This section displays the list of subjects for all classes including the Name of the Classes, Name of the Subjects, Subject Code and Maximum weekly classes. For each field the edit, delete and show actions can be performed.

**Edit:** Click the button to edit the detail of the respective subject.

**Delete:** Click on delete button to delete the subject(s). The delete confirmation dialogue box will appear. Click on ok to delete it. Click on cancel to cancel the deletion.

### Create New Subject:

# Click to create new subject.

**Select Class -** Select the class from the drop down

**Subject name -** Enter subject name

**Subject code -** Enter subject code

**Maximum Weekly classes** - Enter the maximum number of weekly classes

# Click on submit button to save the change or click on cancel button to cancel the action.

### Section Subject Association:

# This page give information about the subject associated with each section.

# Manage Subject - Click on the manage subject button (icon provided in the right side) to manage the subject associated with each section. Make the changes and click on submit to save the changes. Click on back button to cancel the action and return back to the previous page.

### Employee Subject Association:

# This page give information about the subject associated with each employee including their Employee No., Name, Category and Position.

# Manage Subject - Click on the manage subject button (icon provided in the right side) tomanage the subject associated with employee. Make the changes and click on submit to save the changes. Click on back button to cancel the savings and return back to the previous page.

# Time Table

## Manage Time Table

### Time Table Association:

# This page is for associating time table for the selected academic year with the desired class & section. Select the academic year and class & section from the drop down list provided for the respective fields. Click on submit to save the changes. Click on cancel to cancel the action.

### View Student Time Table:

# Select Class - Select the student’s class from the drop down list.

# Select Section - Select the section for the student’s class from the drop down list. The Time table for the selected class & section will be displayed.

### View Employee Time Table:

# Select Department - Select the employee’s department from the drop down list.

# Select Employee - Select the employee from the drop down list. The Time table for the selected employee will be displayed.

### View Subject Association:

# Select Subject - Select subject from the drop down list of the select subject field. The time table for the selected subject will be displayed.

### Free Teacher:

# Select Class Time - Select class time from the drop down list. The list of teachers free at that particular time of the day will be displayed.

### Absent Teacher:

# This section displays the list of employees who are absent for current date.

### Time Table Creation:

# Generate Time Table - Click on this button to generate the time table.

# Delete Time Table - Click on this button to delete the generated time table.

### Show Batch Wise Time Table:

# This section displays the timetable batch wise including Subject Information, Teacher Name, Class and Class timing.

# Attendance

## Attendance

### Employee's Attendance:

# Attendance chart- Click on this button to view employee’s attendance chart for a particular month.

# Department Report - Click on this button to see the attendance of the employees, department wise. Select the department from the drop down and select the date. The employees’ attendance will be displayed. For adding leave, click on the icon corresponding to the date. The leave details can be entered in the dialogue box which appears on screen.

# Leaves - Click on this button to get the entire attendance detail of the employee for the selected department and date. Select the department and date from the drop down list of the respective fields. Click on Search to fetch the leave details.

### Leave Type List:

# This section displays the type of leaves including the Leave Code, Max. Leave Count, Reset Period, Gender and Employee Type in a tabular form. For each Leave, Show, Edit/delete action can be performed.

# Show: Click the button to view the respective leave type details.

# Edit: Click the button to edit the respective leave type details.

# Delete: Click the button to delete the leave(s). The delete confirmation dialogue box will appear. Click on ok to delete it. Click on cancel to cancel the deletion.

### Create Leave Type:

# Click to create new leave type.

# Enter the Leave Type; Leave code, Min. Leave Count, Max No. of leaves, Minimum Year of Experience, Minimum Month of Experience and Gender fields. Click on the check boxes provided like leave should not be deducted, accumulation, is auto reset, is carry forward, if the criteria is matching. Otherwise keep the check boxes unchecked. Click on submit to save the changes, it will updated in Employee Leave List. Click on cancel to cancel to action.

### Reset Leave:

# Reset All Employee Leaves - Click on Reset date to reset leaves of all the employees. A pop up will appear on the screen asking for the reset confirmation. Click ok to confirm, otherwise click cancel.

# Department Reset - Click on reset date. Select department from the drop down list. Click on reset start date to reset the leaves for the selected department. A pop up will appear on the screen asking for the reset confirmation. Click ok to confirm, otherwise click cancel.

# Individual Reset- Click on reset date to reset employee’s leaves individually. Enter the name of the employee in the search box and hit enter. The list of employees matching with the search criteria will be displayed on the screen. For custom filtering select the department, click on the reset icon provided in the top right most corner in the list. A pop up will appear on the screen asking for the reset confirmation. Click ok to confirm, otherwise click cancel.

# Examination

## Examinations

### Settings:

# This section contains the exam settings like Set Grading Level, Class Designation and CCE settings.

**Set Grading Level** - Click on the Set Grading Level button. The user will be redirected to set grading level page. Select the section from the drop down list. The existing grade level for the selected section will be displayed. For each grade the edit & delete actions can be performed. To add a grade click on add grade button. Enter the grade initials, min score, description and credit points. Click on submit to save the changes. Click on cancel to cancel the action.

**Class Designation** – From the class drop down list select the class. Selecting a class will generate the existing class designation list for that particular class including the name and marks of that particular class. For each class designation the edit & delete actions can be performed. To add a class designation click on add class designation button. Enter the name and marks for the class designation. Click on submit to save the changes. The changes will be updated in the class designation list for the corresponding course.

**CCE Settings** - Click on the CCE Settings button, it will redirect the user to a page where all the available settings for the CCE like basic settings, co-scholastic settings, scholastic settings can be viewed.

**Basic Settings** - Click on the basic Settings button to view the basic settings of the CCE like grade sets, weightages, and academic session and assign weightages.

**CCE Grade Sets** – This section displays the list of available grade sets. Clicking on the link of the existing grade set will display the detail (grade name and grade points) of that particular grade set. For each grade the edit & delete actions can be performed. Click on New button to create new grade sets for the CCE grade.

**CCE Weightages** - Click on the CCE weightages button to view the weightages for each exam category. For adding new CCE weightages click on the new button. A pop up will appear on the screen. Enter the weightage name; select the criteria type either as FA or SA. (FA means formative Assessment & SA means Summative Assessment.) Formative Assessment include assignment, projects etc. Summative Assessment include midterm exam, internal exams etc. Next select the exam category. Click on submit for save the new weightages. Click on cancel button to cancel the action.

**Academic Session -** Click on the Academic session button to view the available list of academic session. For adding new Academic session click on the new button. A pop up will appear on the screen. Enter the name & description for Academic session. Click on submit for save the new academic session. Click on cancel button to cancel the action. . Click on Edit button to edit the corresponding academic session. Click on delete button to delete the academic session.

**Assign Weightages** – Weightages can be assigned to different classes. Click on the select class button to select the class and select the check boxes to assign that weightages to the selected class. Click on submit button to assign weightages. Click on cancel button to cancel the action.

**Scholastic Settings** - Click on the scholastic Settings button to view the scholastic settings of the CCE like Formative Assessment items, Assign FA items.

**Formative Assessment** -Click on Formative Assessment button to see the list of available Formative Assessment. The table for grade, exam category & actions can also be seen by the user. In grade list all the available Formative Assessment can be seen. Clicking on the link will display name of FA and its description. For each FA the edit & delete actions can be performed. Click on New button to create new assessment.

**Assign FA items** – This page enables the user to assign FA groups to subjects. Selecting the class and subject from the drop down list will display all the available FA groups. The user can select the FA groups which she wants to assign to the selected subject by selecting the check boxes of FA groups. Click on submit button to assign weightages. Click on cancel button to cancel the action.

# Co-Scholastic Settings - Click on the co-scholastic Settings button to see the co-scholastic settings of the CCE like co-scholastic items, and Assign co-scholastic items.

# Co-Scholastic Items – Clicking on the co-scholastic item button will display the list of available co-scholastic items. For each co-scholastic item the edit & delete actions can be performed. For creating new co-scholastic item click on the New button. . It will open a new text box for new co-scholastic group. Enter name, header name, description for the new item in the text box. Also select the grade sets and select the type like co-scholastic area or activity etc. Click on submit to save the changes. Clicking on the link provided for the co-scholastic item will give the detail of the corresponding item.

# Assign co-scholastic Items – This page enables the user to assign co-scholastic items to the class under CCE grade systems. Click on the select class button to select the class, click on the check boxes assigned to the co- scholastic items, to assign co-scholastic items to the selected class. Click on submit button to assign co-scholastic item to the selected class. . Click on cancel button to cancel the action.

### Exam Management:

# This page enables the user to manage the exam for a selected class. Select a class from the drop down list provided for the select class category. After a class is selected the existing exam category for the selected class will be displayed. Click on the new button to add new exam category. An exam category can be deleted by clicking on the delete button Clicking on the co-scholastic result entry button will display the grades for the selected co-scholastic item for the selected student in the section. Click on the submit button to save the changes.

### Report Centre:

# CCE Reports – Clicking on the CCE reports will display the student report button. Clicking on that button will redirect the user to a new page where the course & batch for the student can be selected. Post which, the student can be selected from the list. The CCE report for the selected student will be displayed.

# Notification

## Notifications

### Send Notification:

# Clicking on send notification tab will direct the user to the admin notification page. Notification can be sent to different users. Select the option of all in the Send To field to send the notification to everyone. If however, the user wants to send the notification to only students/employees/parents, then she can select the option from the drop down list provided in the field “Send To”. If the user selects “Parents” as the choice in the “Send To” field then the user has to provide the batch in the “Select Batch” field. After the batch is selected the list of parents corresponding to the selected batch will be populated. If the notification needs to be sent to some specific students, then select the required students from the batch field. When the notification is to be sent to employees, select employee in the “Send To” field, and then select the department of the employees. Select one department for the employees. In the text box provided for the subject field enter the Notification subject. In the text box provided for the message field type the message that needs to be sent in the notification. Click on submit to send the notification to the intended recipients.

### Show Notification:

# Clicking on the show notification tab on the right side of the home page will redirect the user to the show notification page. This page displays the notification received by the admin. Clicking on the notification mail icon signifies that the mail is seen by the user. In the right side of the navigation bar of the user home page the notification icon is given. As the messages are viewed subsequently the number displaying on the notification icon will reduce. Count number displayed along the notification icon represents the number of unseen messages .To make a seen message as unseen the user needs to click on the “mark as unseen button. To see the detail of the notification, click on the corresponding notification to view the subject, sender and description of the mail. It is possible to identify the messages already read by the user, by different colour in the row of the corresponding message.

# Events

## Admin

### 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 box 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 privacy, 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.

### Event Type:

# This section displays the list of all event type. For each event type the 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.

# Create new Event Type: To create new event type, enter name of the event and event colour in the popup generated for event type. Click on submit to create the event. Click cancel to cancel the action.

# Fees

## Manage Fees

### Fee Category:

# This section displays the available fees category. To create a new category, click on the new fee category button. Enter name of the category, give description for the corresponding fee category by writing the description in the description field. Give particulars for the fee category. Click on submit to create the Fee category. Click cancel to cancel the action. For each fee category the show/edit/ delete actions can be performed.

# Show: Click to view the detail for the selected Fee category.

# Edit: Click to edit the detail for the selected Fee Category.

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

### Fee Discount:

# This section displays all the available fees discount. To create new discount category click on the create New Fee discount button. Select discount type from the drop down list of the select discount type field. Select student as the discount type then enter name of the student, class, section, fee category and the amount of discount money. Click on submit to save the Fee discount. Click cancel to cancel the action. For each fee discount the show/edit/ delete actions can be performed.

# Show: Click to view the detail for the selected Fee discount.

# Edit: Click to edit the detail for the selected Fee discount.

# Delete:Click the button to delete the Fee discount (s). ). In the "delete confirmation" dialogue box click ‘ok’ to delete. Click cancel to cancel the action.

### Late Fee Fine:

# This section displays the entire category of available fees fine. To create new discount click on the create New Fee fine button. Enter name and description of the fine. Enter the fine date later than the due date for fees and enter the amount. Click on submit to save the changes. Click cancel to cancel the action. For each late fee fine type the show/edit/ delete actions can be performed.

# Show: Click to view the detail for the selected Fee fine.

# Edit: Click to edit the detail for the selected Fee fine.

# Delete:Click the button to delete the Fee fine (s). In the "delete confirmation" dialogue box click ‘ok’ to delete. Click cancel to cancel the action.

### Create Fine:

# This section displays the entire list available for the fine category. To create new fine click on create New fine particular. It will generate a pop up. Enter name and description of the fine. Fill all the mandatory fields like fine from, amount, start date, end date, due date. Select the class & section. . Click on submit to save the changes. Click cancel to cancel the action. For each fine type the show/edit/ delete actions can be performed.

# Show: Click to view the detail for the selected fine.

# Edit: Click to view the detail for the selected fine.

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

### Fee Schedule:

# This section displays the entire available fine schedule list for every class & section. To create new fine, click on create New fee schedule. It will generate a pop up. Select the fee category, Enter collection name, select late fee fine, start date, end date, and due date. Click on submit to save the fee schedule. Click cancel to cancel the action. For each schedule the show/edit/ delete actions can be performed.

# Show: Click the button to show the detail for the selected fee schedule.

# Edit: Click the button to edit the detail for the selected fee schedule.

# Delete:Click the button to delete the fee schedule (s). In the "delete confirmation" dialogue box click ‘ok’ to delete. Click cancel to cancel the action.

### Fee Collection:

# This section gives information about the amount of fees which the student needs to pay. Selecting the student class and the section will give the user the name of the available students in that batch. Click on view icon to view the details of the fees related with the selected student.

### Fee Defaulter:

# This section displays the list of the student who did not make the payment of fees by the due date. We can select the class/ section to get the list of fee defaulters for each course.

### Fee Receipt:

# Select the student for generating the receipt of the student in PDF format. First select the student class and student section to get the list of available students in that batch. Click on the link provided for PDF to generate the receipt in the pdf format.

# Curriculum

## Curriculum Management

### Syllabus:

# This section displays the syllabus for each subject. To create new syllabus click on the add syllabus button. The user will be redirected to a new page, where a subject needs to be selected. Enter the name and description for the selected subject. Click on submit to save the syllabus. Click cancel to cancel the action. . For each syllabus the edit/delete action can be performed.

# Edit: Click to edit the detail for the selected syllabus.

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

### Unit:

# This section displays unit for each syllabus. To create new unit click on the add unit button. The user will be redirected to new page where syllabus can be selected. Enter name and description for the unit. Enter the number of periods allotted. Click on submit to save the unit. Click cancel to cancel the action. For each unit the edit/delete action can be performed.

# Edit: Click to edit the detail for the selected unit.

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

### Topic:

# This section displays the list of topic for each unit. To create new topic click on the add topic button. The user will be redirected to a new page where the syllabus and unit can be selected. Enter name and description for the topic. Click on submit to save the topic. Click cancel to cancel the action. For each topic edit/delete action can be performed.

# Edit: Click to edit the detail for the selected topic.

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

### Section syllabus Association:

# This section enables user to associate syllabus with the section. To create new association click on the add association button. It will redirect the user to a new page where syllabus has to be selected. Then associate class & section to the syllabus by selecting it from the list. Click on submit to save the changes. Click cancel to cancel the action. For each association edit/delete action can be performed.

# Edit: Click to edit the detail for the selected section syllabus.

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