# School Management System

**User Manual** 

Kaushal.singhal37@gmail.com 3/1/2013

School Management System (SMS) is a desktop application; the main idea is to manage school accountant system that can easy to maintain and user friendly to quickly access information for student like: Fees details, student details, Deposited Fee details and generate report for deposited fee based for a selected period

## **Contents**

Objective:		3
Key Features:		3
1. Session C	onfiguration:	5
2. Class Con	figuration: In this we can configure classes for a session	6
3. Fee confi	guration for each class and session	7
4. School D	etails Setting	8
5. Admissio	n	g
a. New St	udent Admission	g
b. Existing	g Student Admission	14
6. Student D	Details List	16
a. Display	List of Student in table formats	16
b. Quickly	filter based on session and class	17
c. Search	options	17
d. Deposi	ted Fee Details of selected students	18
e. Studen	t ID card	19
f. Update	Student info(User operation can restrict based on login user type)	20
g. Upload	photo and before save we can crop the photo	21
h. Delete	Student info (Delete operation can restrict based on login user type)	22
i. Deposi	t Fee	22
7. Report		24
a. Fee Co	llection details for the selected 'From' and 'To' date	24
b. Save Fe	ee Collection (Deposit Fee) details in external file	25
c. Due Fe	e details for the selected class and session	26
d. Save D	ue Fee details in external file	28
8. School de	etails Setting	29

### Objective:

School Management System (SMS) is a desktop application; the main idea is to manage school accountant system that can easy to maintain and user friendly to quickly access information for student like: Fees details, student details, Deposited Fee details and generate report for deposited fee based for a selected period.

#### **Key Features:**

- > Session Configuration
- Class Configuration
- > Fee configuration for each class and session
- > School Details Setting
- Admission
  - o New Admission
  - o Existing Student Admission
- > Student Registration (Admission)
  - o Register Student Information
  - Upload photo and Old school info
  - o Register Fees (Fees is filled automatically based on class, Discount can give)
  - o Deposit Fee
    - Print Receipt
    - Saved Receipt in PDF format
- > Student Details List
  - Display List of Student in table formats
  - Quickly filter based on session and class
  - Search options
    - First name
    - Last name
    - Fathers name
    - Class
    - Session
    - Search can be done based on some character in First name, Last name and Father name, in result those student will be displayed that match the specified characters in search condition
  - Quick Access
    - Deposited Fee Details of selected students
    - Student ID card
    - Update Student info(User operation can be restricted based on loggedin user type)
    - Delete Student info (Delete operation can be restricted based on logged-in user type)
    - Deposit Fee
    - Due Fee
  - Fee deposit Options
    - Admission
    - Admission and 1 month
    - 2 Month
    - Quarterly

- Half yearly
- Yearly
- Manually(Enter Deposited amount manually)

#### > Report

- Fee Collection details for the selected 'From' and 'To' date
- Save Fee Collection (Deposited Fee) details in external file (csv format that can open in MS-Excel)
- Due Fee details for the selected class and session, also display total due amount for each student and Grand Total (Total of all student due fee amount)
- Save Due Fee details in external file (csv format that can open in MS-Excel)
- Quick access of student details, view fee details (total fees, deposited fees, due fees for all types of fees)

#### > Account Management

- o Create Account for login
- Specify role
- Change password

#### > Window Navigation

- o All Opened window can close quickly
- o Move from one window to other
- o Minimize all window
- o Maximize all window

#### > Setting

o School details Setting

#### > Too Bars

o Menu icon to access quickly

#### > Email

- Send mail for all registered emails of students (parents) for
  - Exam timetable
  - Notice
  - Cultural program

#### > Help

- License Registration
- About
- o Display Help

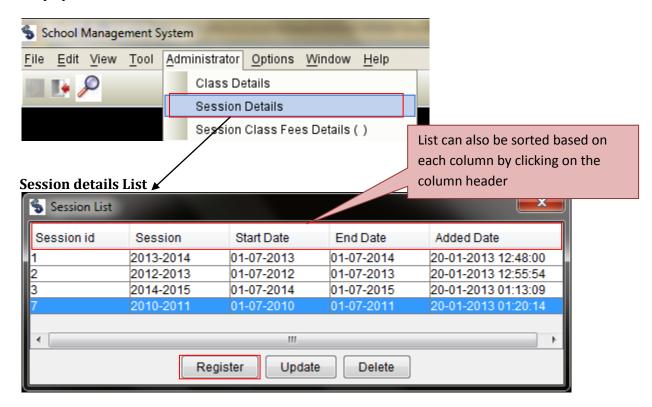
## 1. Session Configuration:

In this we can configure the session start date, end date and display session will automatically set based on your selected start or end date

Example:

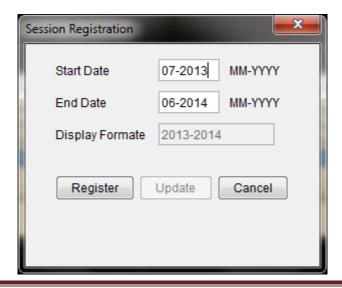
Start Date: 07-2013 End Date: 06-2014

Display format will be 2013-2014

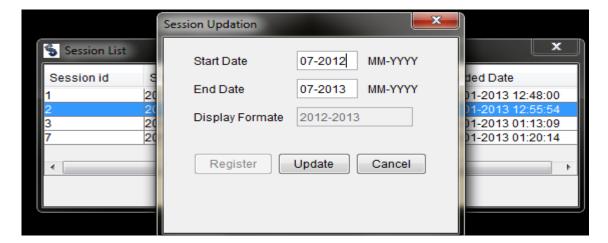


#### **Session registration**

Specify start date and end date in MM-YYYY format

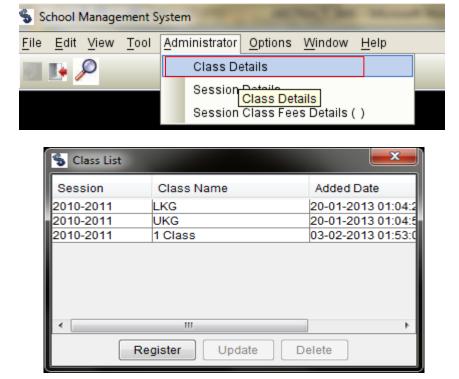


#### **Session Update**



## 2. Class Configuration: In this we can configure classes for a session.

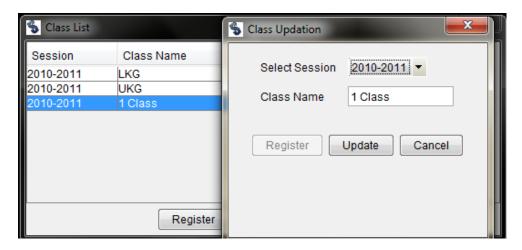
In case new class or course is coming in the organization then we can configure.



**Class registration** 

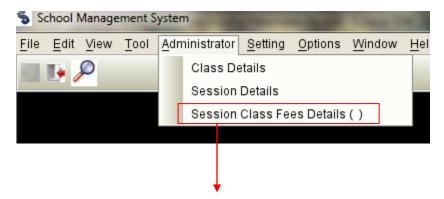


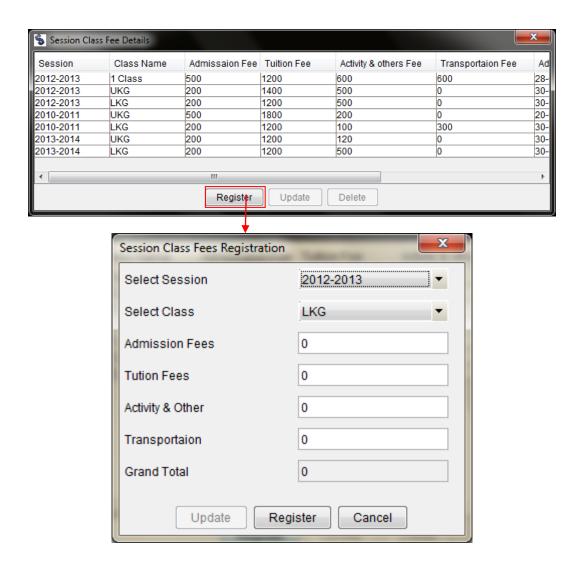
#### **Class Update**



## 3. Fee configuration for each class and session

We can configure Fees for each class and session

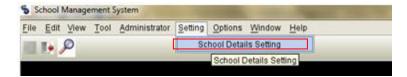


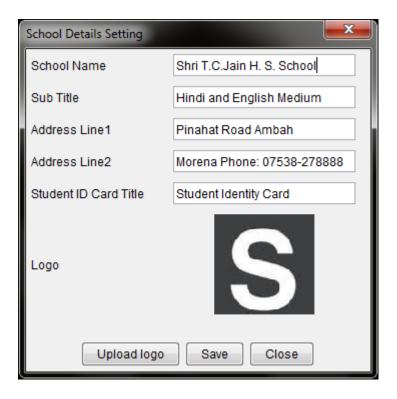


## 4. School Details Setting

We can configure school details: school name, sub title, address line1, address line2, student id cart title and logo

The above information will be appeared on fee receipt and student id card





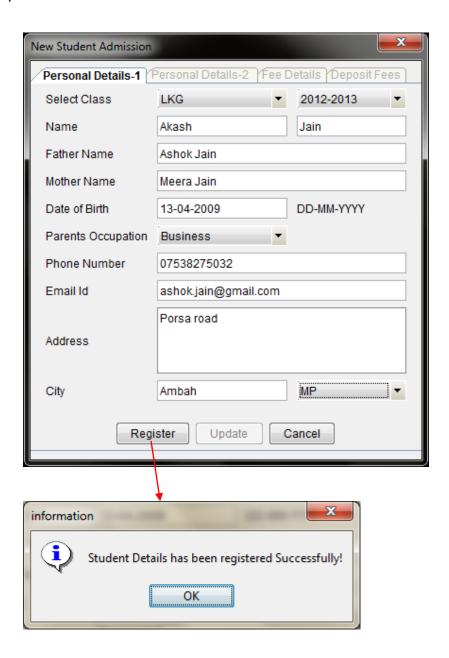
## 5. Admission



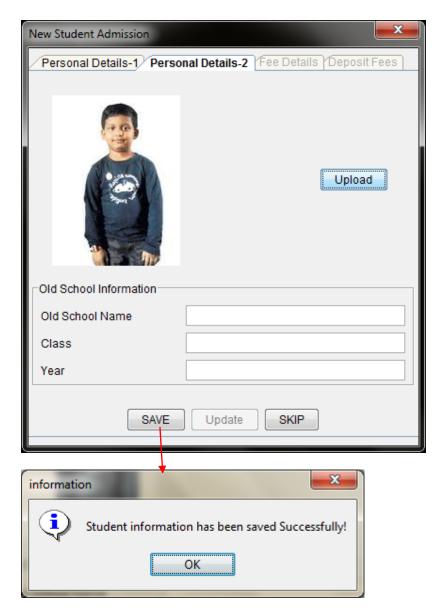
#### a. New Student Admission

Student admission will be done in 4 steps

i. Personal Details-1

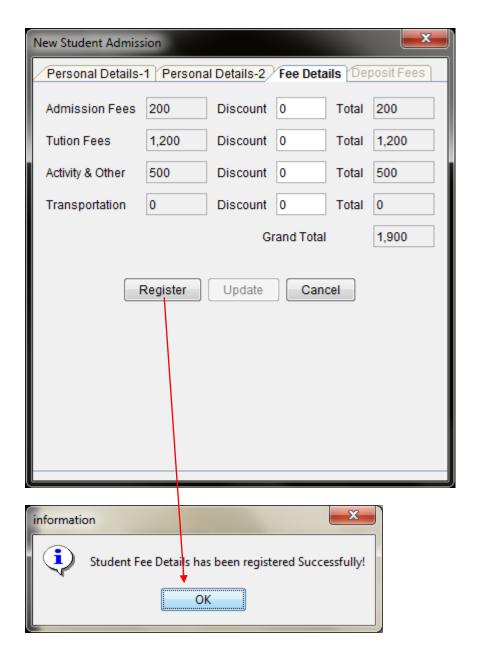


ii. Personal Details-2In Personal Details-2, upload student photo and old school info and save that details



#### iii. Fee Details

Fee amount will be filled automatically based on selected class and session in step-1, here we can give discount, default discount is 0

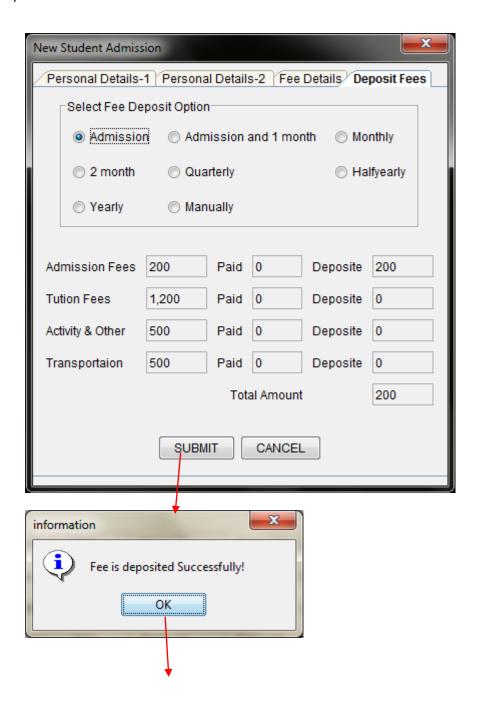


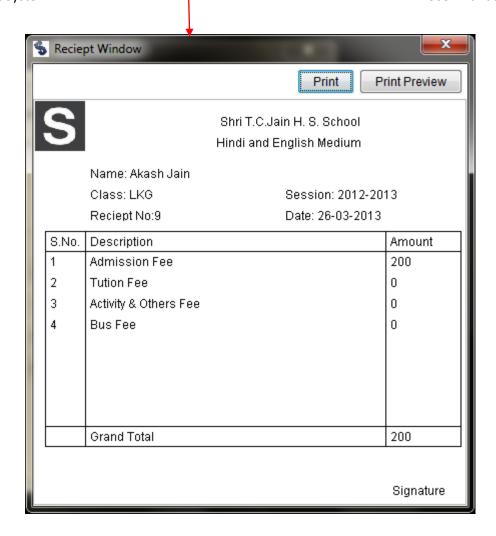
#### iv. Deposit Fees

Basically student admission done in step 1 to 3, here we deposit fees Number of options given to deposit fee, we can select either one deposit option, deposit amount will be filled automatically based on selected deposit option

Here also see the total fee and paid fee for each category

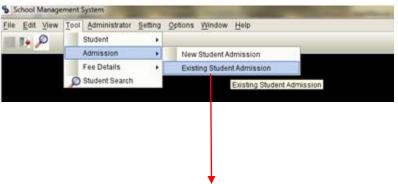
After submit the fee, Fee receipt will be generated that can print Logged-in account name will be saved as cashier name



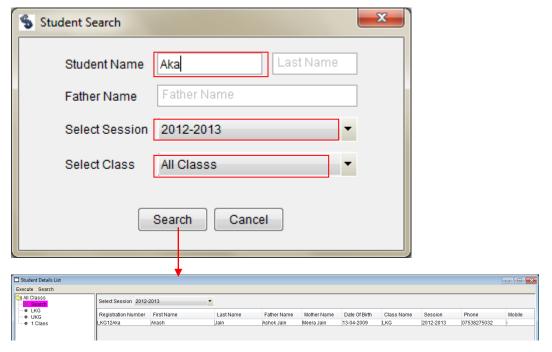


## b. Existing Student Admission

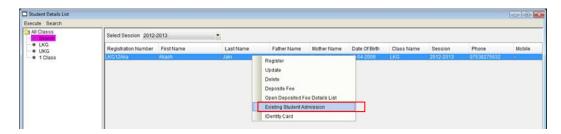
We can admission of existing student (means upgrade class in new session) First we search student by the search option then select student Steps in sceens







## Select student and right click



S Existing Student Admission Select Class and Session for Admission Select Session 2013-2014 Select Class UKG Admission Fees 200 Discount 0 Total 200 Tution Fees 1,200 Discount 0 Total 1,200 Activity & Other 120 Discount 0 Total 120 0 Discount 0 Total 0 Transportation Grand Total 1,520 Register Cancel X information Student(s) has been registered Successfully!

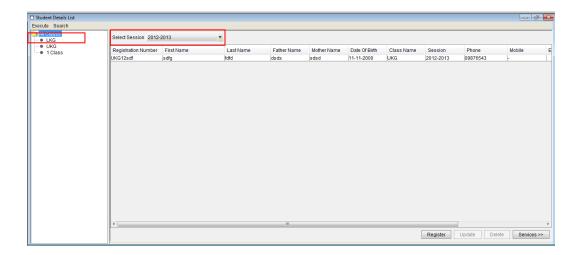
Select session and class in that student will be registered. Here also give the discount in Fees while registering.

## 6. Student Details List



OK

## a. Display List of Student in table formats



## b. Quickly filter based on session and class

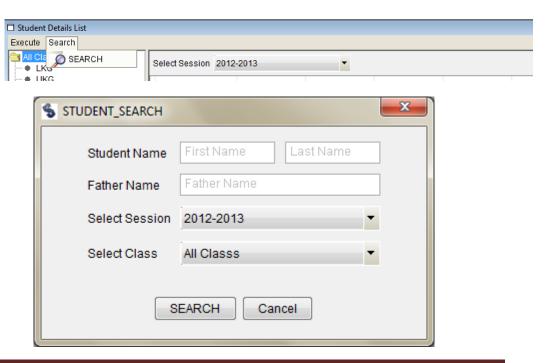
In Class tree panel displayed all registered classes

By selecting particular class, only selected class students are displayed. If we select 'All Class' then all classes student are displayed

In Select Session combo box contains all registered session

By selecting particular session, only selected session students are displayed.

## c. Search options

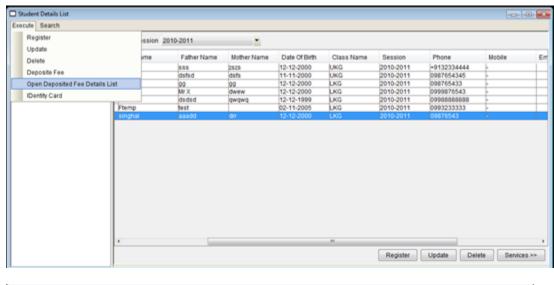


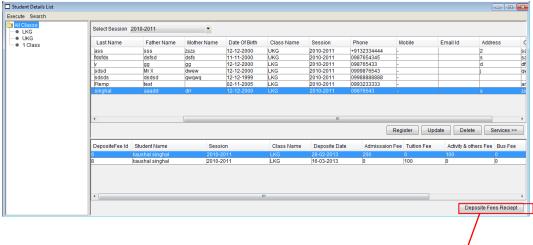


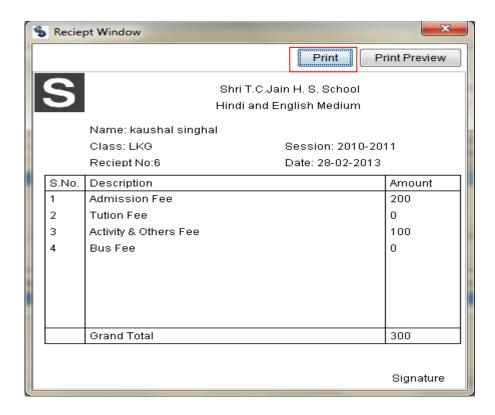
Search can be done any number of characters

## d. Deposited Fee Details of selected students

Menu option will also be visible by right click and click on "Services>>" button



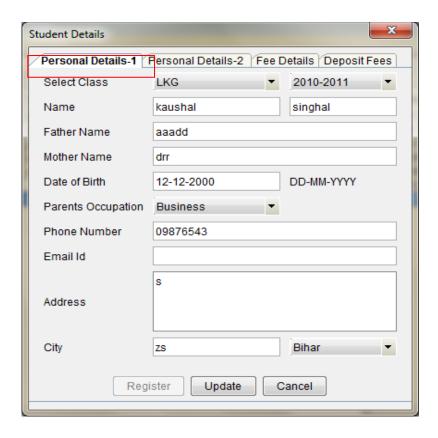




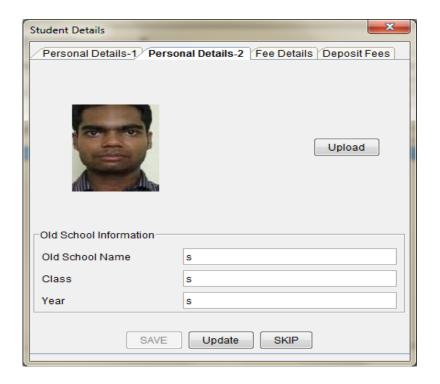
## e. Student ID card



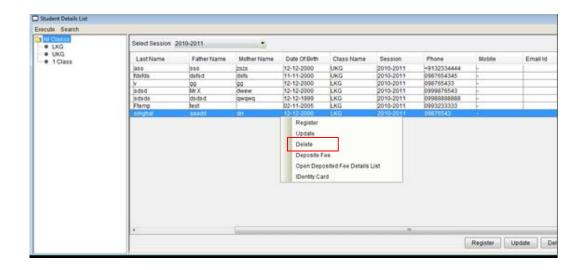
 $\begin{tabular}{ll} \textbf{f.} & \textbf{Update Student info} (\textbf{User operation can restrict based on login user type)} \end{tabular}$ 



## g. Upload photo and before save we can crop the photo

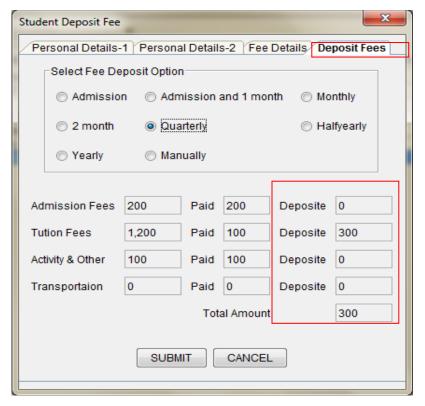


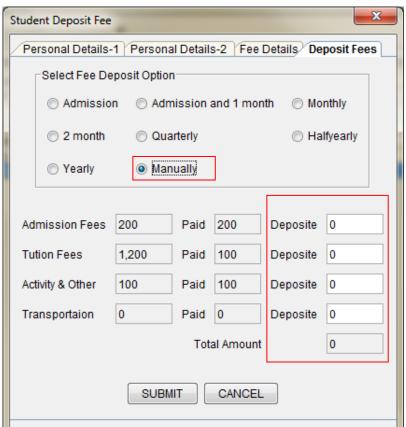
## h. Delete Student info (Delete operation can restrict based on login user type)



## i. Deposit Fee

By selecting Fee Deposit options, Deposit amount will be auto filled and if we select manually options, then we can deposit





## 7. Report

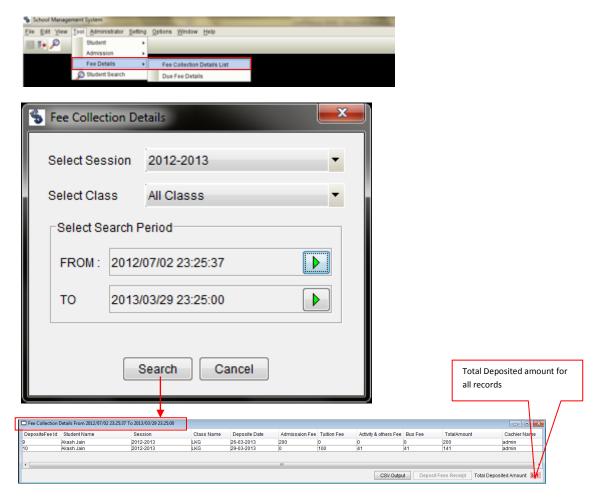
#### a. Fee Collection details for the selected 'From' and 'To' date

We can generate the report of deposit fees for the selected period, Session and class

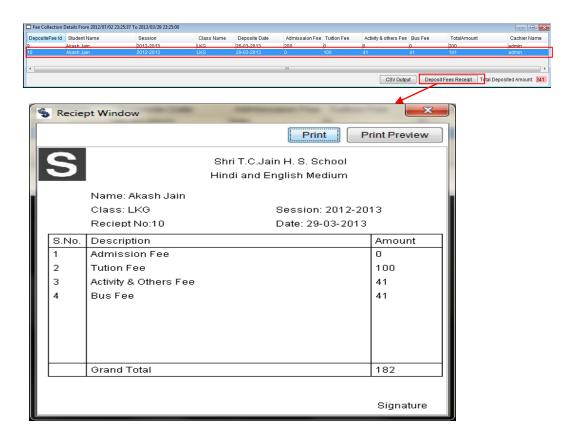
Session selection options: All session, registered session

Class selection options: All class, registered classes

Like we want to see deposit fees from 1 July 2013 to 28 Mar 2013, session: 2012-2013 and class: All class

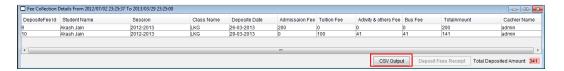


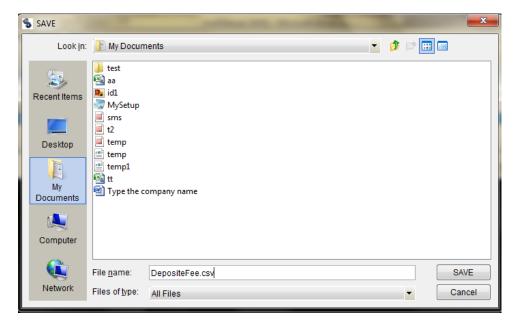
When select deposit fee records 'Deposit Fees Receipt' option will be enabled, after clicking on that Receipt window will be displayed



## b. Save Fee Collection (Deposit Fee) details in external file

Fee collection (Deposit fee) details result can save in external file csv format that can open directly in MS-Excel







#### c. Due Fee details for the selected class and session



Session selection options: All registered sessions

Class selection options: All class, registered classes

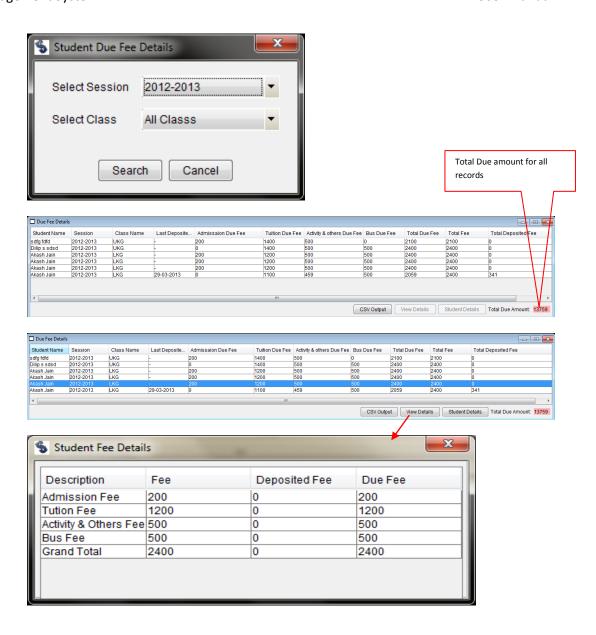
In Due Fee Details, Display student name, last deposited fee date, fees, due fees for each category and total due fees

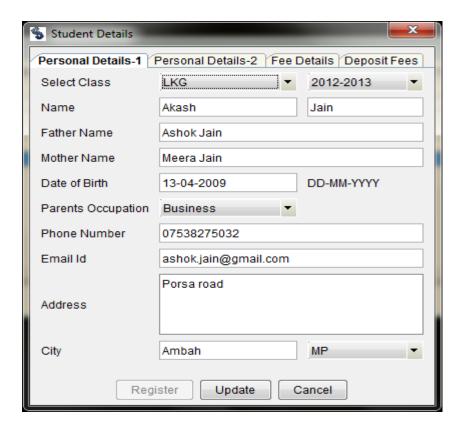
#### **Quick Access:**

Student Details enabled when select any records, Show student personal details

**View Details** enabled when select any records, Show student fee details for each category in table form

**CSV Output,** save due fees details in external file csv format that can open directly in MS-Excel



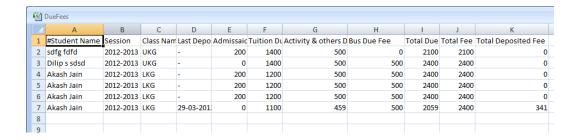


#### d. Save Due Fee details in external file





Open save "DueFees.csv" file



## 8. School details Setting

We configure school name, sub title, address line1, address line2, student id card title and logo

Above information will be displayed in student ID card and Deposit Fee Receipt



