



Klixof5


SCHOOL MANAGMENT



Setup

1. Logging In

Upon creation the administrator or equivalent individual charged or managing/maintaining the school is required to log in. Admin username will be given password is by default 000000 you are then required to change upon successful log in.



User Login Panel

Login

Select user type:

User name:

Password:

☒ Keep me logged in

Login

User name is required!

In order to log in the user type must be selected from the drop down.

Login

Select user type:

User name:

Password:

Teacher
Student
Head Of Department
Nurse
Principal
Admin
Super Admin

Once logged in you are required to change your password. First by entering the default then by entering the new password. The default is 000000.

Change Password

Your Password

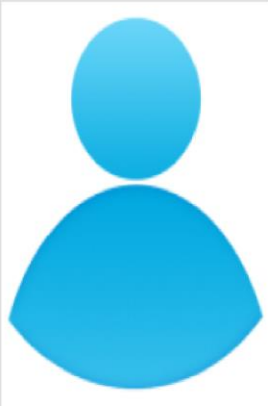
Choose new Password

Confirm your password

Change Password

Once complete you arrive on your profile page.

Profile Picture



Change Picture

Profile Information

User Type: Admin	ID: 1
User Name: Test 1	First Name: Test
Last Name: test	E-mail: 123@yago.com

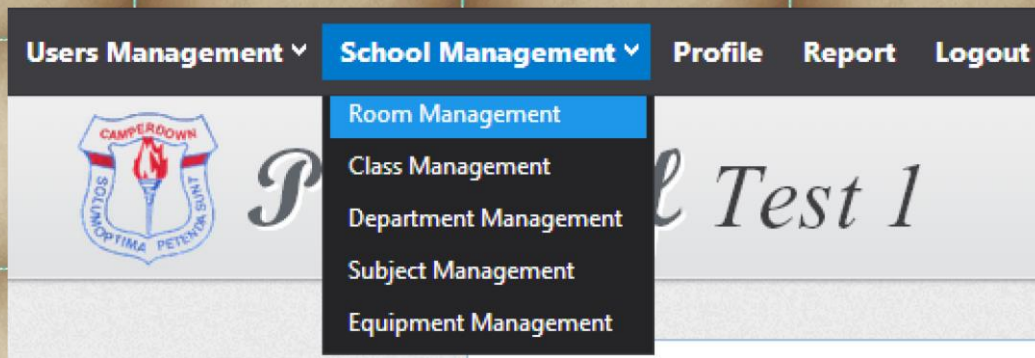
Change Password

2. Creating Classrooms, Subject areas, Departments, Rooms and adding Equipment

After successful log in and password change you may begin setting up the school.

- Creating Rooms

Rooms are basically the areas where the students will conduct their classes, whether it be I.T. in the Lab or P.E on the field. To create a room hover over the school management tab at the top of the browser and select Room Management.

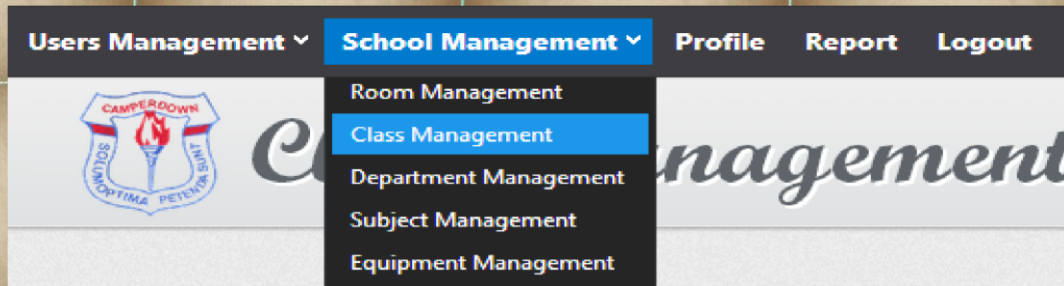


You will then arrive in the room menu. From there select add new room and fill in the form, select the availability then press save.

A screenshot of a modal window titled 'Add New room' with a close button (X) in the top right corner. The form contains three input fields: 'Room Name:' with a text input box, 'Capacity:' with a text input box, and 'Availability:' with a dropdown menu showing 'Please Choose:'. At the bottom right of the form are two buttons: 'Save' and 'Cancel'.

- Creating a Class.

To create a class hover over the school management tab at the top of the browser and select Class Management.

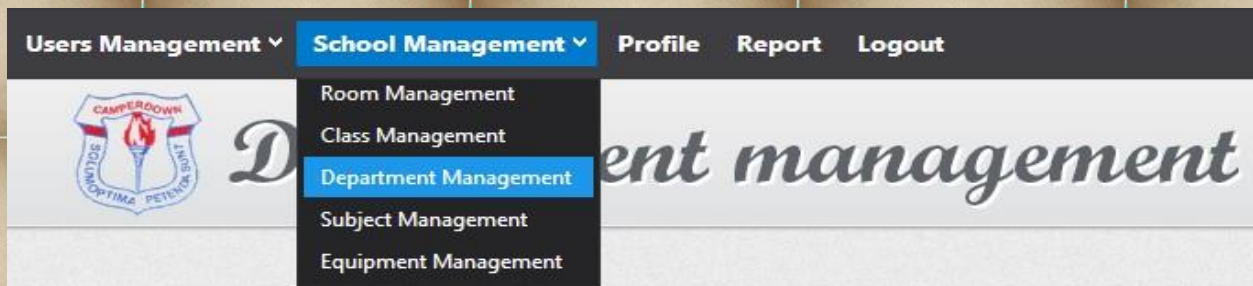


You will then arrive in the class menu. From there select add new class, enter class name and press save.

A modal dialog box titled 'Add New class' with a close button (X) in the top right corner. It contains a text input field labeled 'Class Name:'. Below the input field are two buttons: 'Save' and 'Cancel'.

- Creating Departments

To create a department hover over the school management tab at the top of the browser and select Department Management.

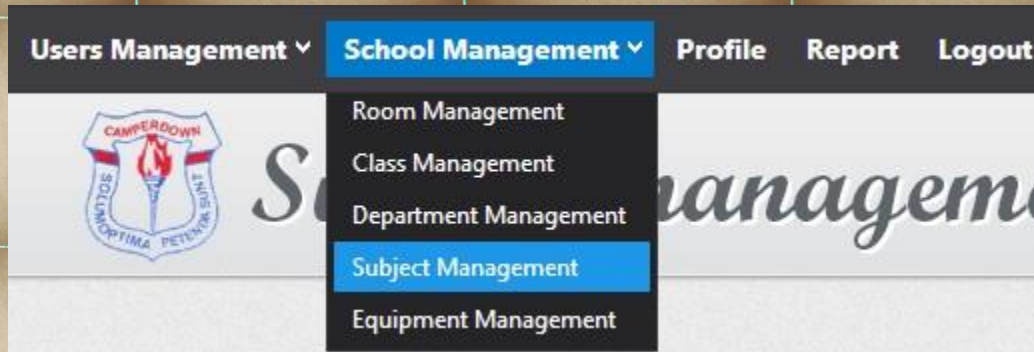


You will then arrive in the department menu. From there select add new department, enter department name and press save.

A modal dialog box titled 'Add New department' with a close button (X) in the top right corner. It contains a text input field labeled 'Dep. Name:'. Below the input field are two buttons: 'Save' and 'Cancel'.

- Creating Subjects

To add subjects hover over the school management tab at the top of the browser and select Subject Management.

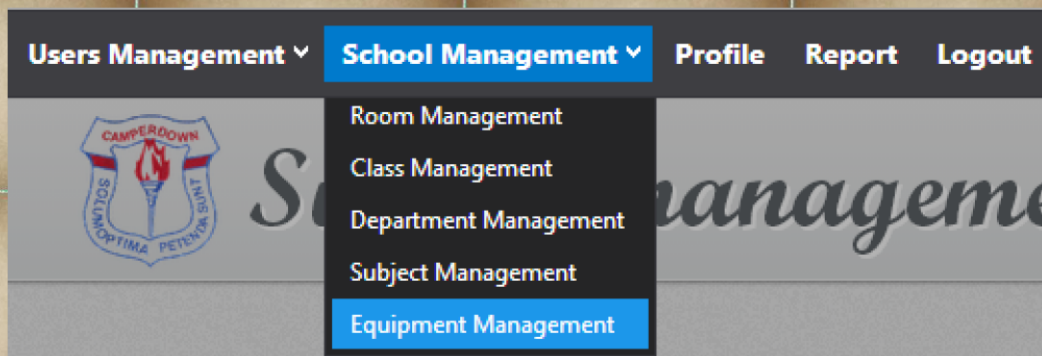


You will then arrive in the subject menu. From there select add new subject, enter subject name and press save.

A modal dialog box titled 'Add New subject' with a close button (X) in the top right corner. It contains a text input field labeled 'Subject Name:'. Below the input field are two buttons: 'Save' and 'Cancel'.

- Adding Equipment

To add equipment hover over the school management tab at the top of the browser and select Equipment Management.



User Types & Permissions

Users

Currently there are six (6) user types/ categories in the system with various permissions and rights, new users can be added upon request. The current user groups are:

- Student
- Teacher
- Nurse
- H.O.D. Head Of Department
- Principal
- Vice Principal
- Librarian
- Bookroom Attendant
- Security
- Administrator

User Types to be implemented shortly are:

- Bursar
- Grade Supervisor
- Dean Of Discipline

Each user be it staff or student has a unique login and all have access to the system and are required to log in using a username which is also unique to that individual. The username isn't predefined and hence is subject to the opinion of the school in question.

Permissions

Each user type has its own set of right and permissions. The current listing is for features currently implemented in the system a list of pending features will be added at the end of the guide.

	Student	Teacher	H.O.D	Nurse	Security	Book Room	Librarian	Principal/ V.Principal	Admin
Time Table View	Yes	Yes	Yes	Yes	No	No	No	Yes	Yes
Time Table Edit/Create	No	No	No	No	No	No	No	Yes	Yes
Offence View	Yes	Yes	Yes	Yes	Yes	No	No	Yes	Yes
Offence Add	No	No	No	No	Yes	No	No	Yes	Yes
Offence Approval	No	No	No	No	No	No	No	Yes	Yes
Create Users	No	No	No	No	No	No	No	Yes	Yes
Suspension Approval	No	No	No	No	No	No	No	Yes	No
Add Nurse Visit	No	No	No	Yes	No	No	No	Yes	Yes
Send Home Students	No	No	No	Yes	No	No	No	Yes	Yes
Add Books To Inventory	No	No	No	No	No	Yes	Yes	Yes	Yes
Give Book Rentals	No	No	No	No	No	Yes	No	Yes	Yes
Loan Library Books	No	No	No	No	No	No	Yes	Yes	Yes
Approve Book Returns	No	No	No	No	No	Yes	Yes	Yes	Yes

Permissions in Detail

➤ Time Table View

- All users are able to view time tables, however for students they can only view their own and no one else's. Teacher can view tables for all students but only their own as a teacher but no one else's. All other Users can view everyone's Time Table.

➤ Time Table Edit/Create

- The creation of time tables can only be done by the Principals and Admins by using both available methods, whether manual creation or automatic. (More details in the feature preview)

➤ Offence View

- All users are able to view offences as they are related to only students. A student may only view their offences while all other users may view offences for entire school.

➤ Offence Add

- All users except students may add an offence to a child or students profile however it will only be listed on their profile while it awaits approval, in the event that the offence was referred to the person making the request they may add that person as a referral on the case while it is pending.

➤ Offence Approval

- Currently only the Principal or an Admin may approve an offence so that the child gets a sanction and it is stored on their profile. Once approved it is permanently stored on that child's profile may be deleted before approval.

➤ Create Users

- Principals and Admins are the only one able to or have the ability to create users, the only difference is that while an admin can create a new principal, the principal can create all except a new principal.

➤ Suspension Approval

- After a child has accumulated enough demerits to warrant a suspension or has committed an offence an offence which would give a suspension that suspension is subject to approval by either the Principal or an Admin.

➤ Add Nurse Visits:

- When a child visits the nurse, in the event that the nurse logs each visit that info will be store on the system and Directly associated with that child's profile.

➤ Send Home Students:

- If after a checkup by the nurse or in the event of any incident or issue around the school the child may be sent home and logged into the system by either the Nurse, Principal or an Admin.

➤ Add Books to Inventory:

- This function is solely designed to allow all the books given as rentals or available for loans in the library to be story in one place so records can be neatly stored and easily accessed .

➤ Give Book Rentals:

- This feature is specific to the bookroom only and is used for giving book rentals for the academic year.

➤ Loan Library Books:

- This feature is specific to the bookroom only and is used for giving book rentals for the academic year.

➤ Approve Book Return:

- This feature is specific to the bookroom only and is used for giving book rentals for the academic year.