

Digitex School Management System (v2.0) - Comprehensive Admin User Manual

Role: Super Administrator / Head Officer **Scope:** Complete System Usage Guide (A-Z)

1. Infrastructure & Administration

Before registering students, you must set up the physical and administrative structure of the institution.

1.1. Campuses

Manages the physical branches of your institution.

1. Navigate to **Infrastructure > Campuses**.
2. Click **Add Campus**.
3. **Name:** Enter the branch name (e.g., "North Wing" or "Main Campus").
4. **Address/Contact:** Fill in the physical location details.
5. Click **Save**.
 - **Usage:** This allows you to segregate students and staff by location.

1.2. Head Officers

Assigns administrators to specific campuses or the entire institution.

1. Navigate to **Users > Head Officers**.
2. Click **Add Officer**.
3. Enter personal details (Name, Email, Phone).
4. **Role Assignment:** Select "Campus Director" or "Principal".
5. **Campus Assignment:** Link them to a specific campus (optional for Super Admins).
6. Click **Save**. The officer receives their login credentials via SMS/Email.

2. Academic Configuration

This section defines *what* you teach and *when*.

2.1. Academic Sessions

Defines the school year. This is the heartbeat of the system.

1. Navigate to **Academics > Sessions**.
2. Click **Create Session**.
3. **Name:** e.g., "2024-2025".
4. **Dates:** Set Start (Sept 2024) and End (June 2025).

5. **Status:** Mark as **Current Session**.
 - **Critical:** Only one session can be active at a time. All enrollments and fees are linked to this.

2.2. Grade Levels

Defines the hierarchy of classes.

1. Navigate to **Academics > Grade Levels**.
2. Click **Add Grade**.
3. **Name:** e.g., "Grade 1", "Form 4", or "Kindergarten".
4. Click **Save**.

2.3. Class Sections (Streams/Options)

The actual classroom where students sit.

1. Navigate to **Academics > Class Sections**.
2. Click **Add Section**.
3. **Grade:** Select "Grade 1".
4. **Name:** Enter "Section A" or "Science Stream".
5. **Capacity:** e.g., 40 (System warns if exceeded).
6. **Room Number:** Assign a physical room (e.g., Room 101).

2.4. Subjects

The curriculum taught.

1. Navigate to **Academics > Subjects**.
2. Click **Add Subject**.
3. **Name:** e.g., "Mathematics".
4. **Code:** e.g., "MATH101".
5. **Type:** Theory or Practical.
6. **Grade Link:** Select which grades study this subject.

2.5. Timetables

Schedules who teaches what, where, and when.

1. Navigate to **Academics > Timetable**.
2. Select **Class** (e.g., Grade 1-A).
3. Click **Add Schedule**.
4. **Day:** Monday.
5. **Subject:** Math.
6. **Teacher:** Select the staff member.
7. **Time:** 08:00 AM - 09:00 AM.

- **System Check:** The system prevents double-booking a teacher or room at the same time.

3. Student Management

3.1. Students (Registration)

Creating the permanent student profile.

1. Navigate to **Students > Add Student**.
2. **Academic Context:** Select Year, Grade, and Section.
3. **Identity:** Enter Name, DOB, Gender.
4. **Parents:** Enter Father/Mother names and **Primary Phone** (Critical for SMS).
5. Click **Save**.
 - *Automation:* Parent receives an SMS: "Welcome [Student], ID: 1001..."

3.2. Enrollments

Linking a student profile to a specific class for a specific year.

- *Note:* Registration (3.1) creates the first enrollment automatically.
- Use this module to view history (e.g., See John's enrollment in 2023, then 2024).

3.3. Student Attendance

Daily tracking of presence.

1. Navigate to **Attendance > Mark Attendance**.
2. Select **Class** and **Date**.
3. The list loads. Mark *P* (*Present*), *A* (*Absent*), *L* (*Late*).
4. Click **Save**.
5. **Reports:** Go to **Attendance > Registers** to see the monthly grid view.

3.4. Student Promotion

Moving students to the next grade at year-end.

1. Navigate to **Students > Promotion**.
2. **Source:** Select 2023-2024 -> *Grade 1-A*.
3. **Destination:** Select 2024-2025 -> *Grade 2-A*.
4. Select students (check all who passed).
5. Click **Promote**.
 - *Result:* New enrollment records are created for the new year.

4. Human Resources

4.1. Staff

Managing teachers and employees.

1. Navigate to **Staff > Add Staff**.
2. Enter details (Name, Phone, Joining Date).
3. **Login Access:** Toggle "Create User Account".
4. **Role:** Assign "*Teacher*" or "*Accountant*".
5. Click **Save**. Staff receives login credentials via SMS.

5. Examination Management

5.1. Exams

Defining assessment events.

1. Navigate to **Exams > Create Exam**.
2. **Name:** "*Mid-Term Term 1*".
3. **Session:** 2024-2025.
4. **Date Range:** Set start/end dates.

5.2. Exam Marks

Recording grades.

1. Navigate to **Exams > Marks Entry**.
2. Select **Exam, Class, and Subject**.
3. Enter scores for each student (e.g., 85/100).
4. Click **Save**.
 - *Feature:* Teachers can only enter marks for their assigned subjects.

6. Financial Management

6.1. Fee Types

Categories of charges.

1. Navigate to **Finance > Fee Types**.
2. Create types like "*Tuition*", "*Transport*", "*Uniform*", "*Exam Fee*".

6.2. Fee Structures (Installments)

Defining how much to charge.

1. Navigate to **Finance > Fee Structures**.

2. Click **Add Fee**.
3. **Name:** "Grade 1 - Term 1 Tuition".
4. **Type:** Tuition.
5. **Amount:** \$500.
6. **Frequency:** Termly.
7. **Grade:** Apply to Grade 1 only.

6.3. Invoices (Billing)

Assigning fees to students.

1. Navigate to **Finance > Invoices > Generate Bulk**.
2. **Context:** Select Grade 1-A.
3. **Select Fees:** Check "Grade 1 - Term 1 Tuition".
4. **Filter:** Uncheck any student who has a full scholarship.
5. Click **Generate**.
 - o *Result:* Every student in Grade 1-A now has an unpaid invoice of \$500.

6.4. Payments (Collection)

Receiving money.

1. Navigate to **Finance > Invoices**.
2. Search for student "John Doe".
3. Click **View** on the unpaid invoice.
4. Click **Record Payment**.
5. **Amount:** Enter amount paid (e.g., \$200).
 - o *Note:* You can accept partial payments.
6. Click **Confirm**.
 - o *Automation:* Invoice updates to "Partial". Parent receives SMS: "Paid: \$200, Remaining: \$300".

7. System Configuration

7.1. Settings Page

Global configuration.

1. Navigate to **Settings**.
2. **School Info:** Upload Logo, set Address (appears on Invoices/Reports).
3. **Attendance Lock:** Set grace period (e.g.