



Tishbehsobt Academy *Plus*

User Guide
Admission Officer

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GENERAL INTRODUCTION

Tishbehsoft Academy Plus (Academy+ for short) is **web-base**, **customisable** and **easy-to-use** school management software. By '**web-base**', it simply means you use web browsers like Chrome, UC browser, Opera, etc. By '**customisable**', it means you set the software to suit your school's specific requirements, needs or template. Its user interface is user-friendly. **Academy+** DOES NOT NEED **INTERNET** TO FUNCTION.

Academy+ has been created to address the challenges confronted in student-database management in schools typical to Nigeria.

Academy+ has been designed for basically four categories users; namely: The **Principal/School Administrator**, the **Admission Officer**, the school **Bursar** and **Teachers** (*Form and Subject teachers*).

One peculiar feature of **Tishbehsoft Academy+** is that it can be **Networked** and **Shared** over multiple computer platforms such as **desktops**, **laptops**, **tablets** (tab) and **Mobile (Smart) Phones** (as the commonest hand-held device) over a computer network. This encourages **teamwork** and **division of labour**. How to do this is fully discussed in the **Installation Guide** (see **Installation Guide** under **Download** from the menu)

The computer system on which **Tishbehsoft Academy+** is installed is referred to as the **host computer**. Other computers connected to the host computer are referred to as **clients**. A client may be a PC or smart phone (Android).

To launch **Tishbehsoft Academy+** after proper setup (*refer to the installation guide*):

On Host PC

1. Open a web browser like Google Chrome browser.
2. For PC, if the PC is the host (the computer containing the software setup) type '**localhost**' in the address bar and press the Enter Key. You may also use the host **computer's name** (see *Installation Guide on how to check host computer name and IP address*), the **host computer's IP address** or the **unique IP address** 127.0.0.1

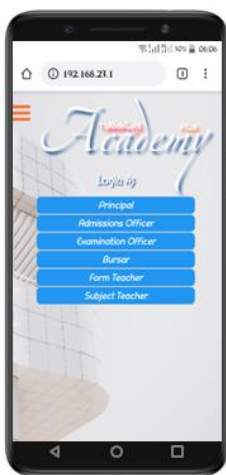
On Client PC

1. If the PC is not the host but a client (the computer receiving the shared software resource), turn on the Wi-Fi on both the host and client (it is assumed that password and other necessary security has been implemented – see **Installation Guide** on *how to create network using Wireless Routers (MiFi) or MyWifi Router software*).
2. Open a web browser and type the IP address of the host computer into the address bar of the client and press the **Enter key**. The IP address may look something like this '**192.168.23.1**'

On Mobile (Smart) Phone

1. Simply turn on your phone's Wi-Fi.
2. Search and select the **network name**
3. Supply **password** if required
4. After correct Wi-Fi connection, open a mobile web browser (Chrome) and key in the **IP address of the host computer** (it may look something like this '192.168.23.1') and press the enter (fire, or go) key/button.

For more on this, refer to the **Tishbehsoft Academy+ Installation Guide** for details. A proper configuration should display any of the following, depending on the platform:



Please note that **Tishbehsoft Academy+** is **mobile responsive**. It will not look exactly the same on different devices, but will automatically resize to fit screen size. Some items may even not appear (e.g. the top navigation menu for desktops and laptops).

Also note that flipping your mobile device (from vertical to horizontal) may yield different looks. If you need larger display on mobile platforms, use the horizontal (landscape) view.

Tishbehsoft Academy+ can be used on any computer platform with Wi-Fi and a web browser like Chrome. **Networking these devices together allows multiple users at any given time for ease, flexibility to interact with the software and division of labour.** How to configure and use **Academy+** on any of these computer platforms is described fully in the **Installation Guide**.

In this **User Guide**, **Tishbehsoft Academy+** is a pseudonym for the school used for demonstration purpose only.

Tishbehsoft Academy+ User Interface

Tishbehsoft Academy+ is designed to be used on any platform. It is also specially enhanced for mobile platforms (mobile responsive). Take note of the following and what they mean:



This icon appears often at the top of a page. When clicked, it returns the user to the start page.



This icon appears at the top left hand side of the page. Clicking it displays menu items. Clicking it a second time collapses (hides) the menu.

Setting up Username and Password

Academy+ is divided into **two** major sections. The first section consists of four (4) users – the **Principal**, the **Admission Officer**, the **Examination Officer** and the **Bursar**. The second section is for **form** and **subject teachers**.

Begin by setting up username and password for **all** the users (for the first section). An attempt to login without setting up **all four** username and password will yield the following:



Note: All **four user account** has to be set before login permission will be granted.

To set up username and password:

1. From the **Start Page**, click the **menu** icon.



2. From the list of items click **Settings** to expand
3. From the expanded settings items, select **Set Password**

4. Enter **Username**, **Password**, **security Question** and **Answer to the security question** (when you forget password).
5. Click **Submit**.
6. Repeat the process for other users

Reset Username and/or Password

There may be times when the need will arise to reset username and/or password. To reset:

1. From the **start page**, click the **menu** icon.
2. From the list of items displayed, click **Settings** to expand
3. Select **Reset Password**.

The screenshot displays a 'RESET PASSWORD' interface with a green header bar containing a home icon and the title. Below the header, there are four distinct columns, each representing a different user role: Principal's, Admission Officer's, Examination Officer's, and Bursar's. Each column contains a set of four input fields: 'Old Username', 'Old Password', 'New Username', and 'New Password'. At the bottom of each column is a green 'Submit' button. The background of the interface features a blue and white geometric pattern.

4. Chose any of the user accounts you want to reset and supply the **Old Username** and **Password** as well as the **New Username** and **Password**.
5. Click **submit**

Please note that your input is **case-sensitive**. Capital letters are not the same as small letters. ***It will only accept the correct values that match exactly.***

Password Recovery

Should you forget your password, **Tishbehsoft Academy+** helps you recover your password. To recover your password:

1. From the **start page**, select **user (Principal, Admission Officer, Examination Officer, Bursar, Form teacher or Subject teacher)**.
2. Under the login form, click '**Forget Password?**'
3. Select the **user** you want to recover his/her password
4. Supply the **answer** to your secret question.
5. If the answer is correct, the **username** and **password** are displayed

Please note that your answer is case-sensitive.

If however, your username and password (for **form and subject teachers**) have not been changed, **Tishbehsoft Academy+** asks you to request your username and password from the Examination Officer ***who creates username and password or form and Subject Teachers.***

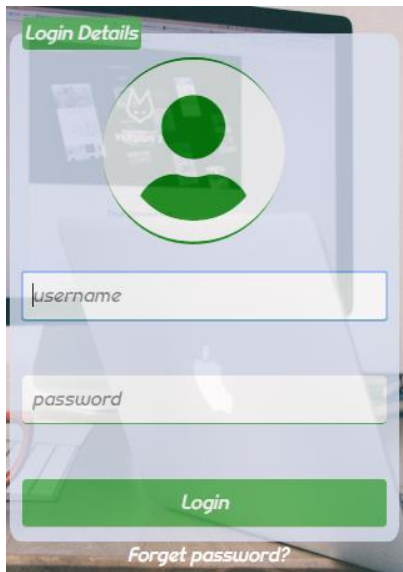
ADMISSION OFFICER'S DOMAIN

The Admission Officer's Domain holds an integral place. It is saddled with the responsibility of student data entry.

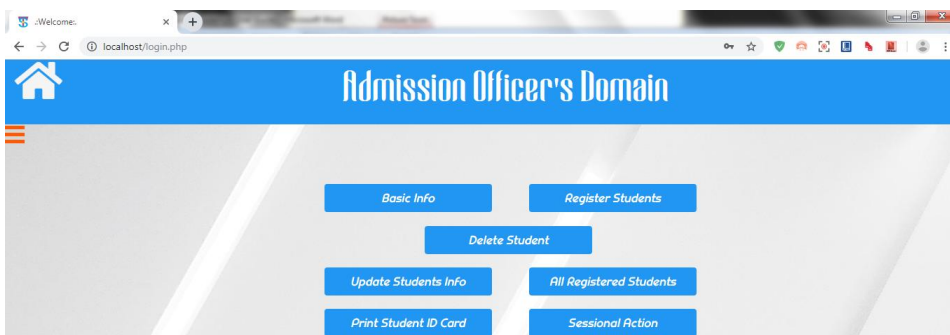
Login

To login as the Admission Officer

1. From the **start page**, click on the **Admission Officer** button



2. Supply your **username** and **password** (case-sensitive)

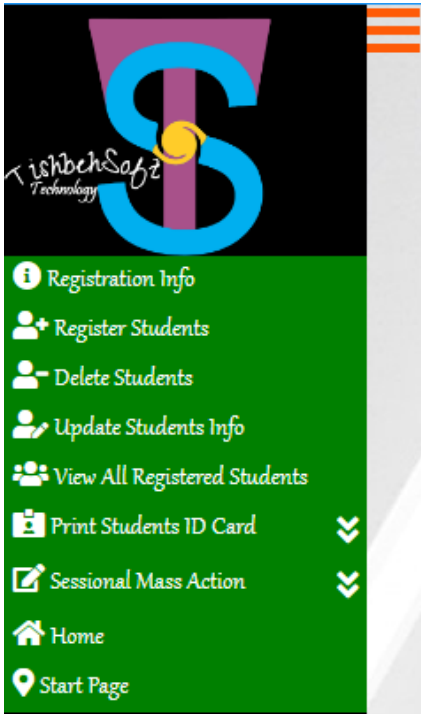


There are basically six things that can be done here:

1. Basic Registration Information (Basic Info)
2. Student Registration
3. Registered Student Deregistration (Delete)
4. Update of student information (for registered students)
5. Printing of auto-generated student ID card (single and multiple)

6. Sessional actions (such as entire class upgrade or delete)

Please learn to utilize your **menu** (≡) in navigating around your domain. Click the symbol ≡ to expand or hide the menu. The menu looks like this:



Items with ⇓ arrows contain more items that are hidden. Simply click to expand them.

Basic Info

The Basic Info page collects information about registration items needed in filling out registration forms. The required information should be supplied first before commencing registration.

To supply the needed registration information:

1. Click the **Basic Info button** from the Admission Officer's Domain.

Basic Info:

Classes:
type in classes and separate by comma. e.g. SS1, SS2, SS3

Sports Houses:
type in all items and separate by comma. e.g. Blue House, Red House, Green House

Admission Number Format/Initials:
e.g. TSA for Tishbeh Soft Academy

Submit

2. Supply the **Classes** in the school, **SEPERATED BY COMMAS (,)**
 3. Supply the **Sports Houses** in the school **SEPERATED BY COMMAS (,)**
 4. Next, supply the **school initial** or **general format** for admission numbers (e.g. TSA for **Tishbehsoft Academy**. Do not end your school initial information with a forward or backward slash. E.g. ESA/Gombe/)
- A well-completed basic info should look like this:

Basic Info:

Classes:
JSS1, JSS2, JSS3, SS1, SS2, SS3

Sports Houses:
Blue House, Pink House, Yellow House, Brown House, Green House

Admission Number Format/Initials:
TSA/GM

Submit

5. Click **submit**

Please note that **NO COMMA** should be added after the last item in the list.

Editing Basic Info

If any mistake is made at the time of data entry or the need arises to make changes to Basic Info:

1. Click the **Edit button** in front of any of the basic info items (Classes, Sports Houses or School Initial) from the table containing **Registration Info**.

Registration Info		
Info	Supplied Value	Edit
Classes:	JSS1, JSS2, JSS3, SS1, SS2, SS3	Edit
Sports Houses:	Blue House, Pink House, Yellow House, Brown House, Green House	Edit
School Initials:	TSA/GM	Edit


2. Make changes by adding information to the previous one or delete and create new one entirely
3. Click **Submit** after the changes

Registering Students

To Register a Student:


1. Click **Register Student** (from **menu** or **home**).
2. Fill out the form displayed

A well-completed form looks like this:


Register Students

Total Registered Students: 0

Please note that fields marked * must be supplied.



Student Info

Upload Passport: * person.JPG

Admission Number: *

Surname: *

First Name: *

Other Names:

Gender: * ☐ Male ☒ Female

Date of Birth: *


Nationality: *

State of Origin: *

LGA: *

Class: *

Sports House: *



Parent/Guardian Info

Parent/Guardian's Name: *

Phone Number: *

E-mail:

Residential Address: *

3. Click the **Register** button at the bottom

Please note that fields marked * **must be supplied**. The picture type that must be supplied at the course of the registration must be .JPEG or .jpg and must be less than 30kb.

Features of this Registration page include:

1. **Total Number of registered students** (it will **0** if no student is registered)
2. Auto-generated **Admission Number** (the format is this: School Initial/Academic Session/ Serial Number – e.g. **TSA/GM/1920/001**)
3. Preview of student **photo** before registering
4. Preventing multiple registration (for the same student)
5. Clear demarcation between student info and parent/guardian info

Repeat the process to register more students.

Updating Student Info

To Update a student's record (correct or add information):

1. Login as **Admission Officer**
2. Select **Update Student's Info**.
3. Select a **class**
4. From the list displayed in tabular form, click on an **Admission Number** to display student registration info.
5. From the form displayed, **edit** all or part of the student's details and click **Update**.

Deleting Registered Students

If a registered student leaves the school and needs to be deregistered, the delete option is available to do just that. To delete a student:

1. Log in as the **Admission Officer**
2. Click **Delete Student** button.
3. Select a **Class**
4. From the class list, click on the **Admission Number** of the student to delete.
5. A Delete-confirmation page opens asking you to confirm if you want to delete that particular student.
6. Click the **Yes** button to delete the student

Viewing All Registered Students

To view all registered student and their entire details:

1. Login as **Admission Officer**
2. Click **View All Registered Students** button. The following will be displayed:

Printing Student Identity (ID) Card

Student ID card can be printed in singles or multiples.

Single Student ID Card

To print a single student's ID card:

1. Login as **Admission Officer**
2. Click the **Print Student ID Card**
3. Select **Single Student**

4. Select a **Class**
5. From the class list displayed, click on an **Admission Number**
6. Click **Print** to print Student ID Card

If you are using PC to print, something similar to the image below will be displayed:



7. Select more **settings**, scroll down and enable Background graphics
8. Click the **save/print button**

Note: Please remember to check **background graphics** for enhanced (better) printout.

Multiple Students ID Card

To print a Multiple students' ID card:

1. Login as **Admission Officer**
2. Click the **Print Student ID Card**
3. Select **Multiple Students**
4. Select a **Class**
5. Click **Print** to print Students ID Card

Note: If part of a student's ID card overflows into the next page, simply select custom (close to margin) from the print dialog box. The margin broken line appears. Simply drag up or down to adjust the margin to take more or move the last ID on that page to the next page.

Sessional Action

Sessional Action, as the name implies, is used to perform actions at the end or beginning of every academic session. At the beginning of every session, students usually move to another class or leave the school entirely (e.g. SS 3 grandaunts). Such students' classes can be updated all at once (for those promoted to the next class) or deleted (for those who are no longer students).

Sessional Mass Edit

To perform sessional mass edit action:

1. Login as the **Admission Officer**
2. Click **Sessional Action**
3. Click the **Mass Class Edit** button
4. Under **Check/Un-check** column in the table, select (by clicking) the students whose class is to be updated
5. At the far-top-left hand side of the page, select the class the students are to be updated to
6. Click **Change Class** button

A successful class upgrade will redirect you to the **Mass Class Edit** page showing various students whose class has just been upgraded.

Sessional Mass Edit

To delete students en masse:

1. Login as the **Admission Officer**
2. Click the **Sessional Action** button
3. Click **Mass Delete**
4. Under **Check/Un-check** column from the table, select the students to delete

At the far-top-left hand side of the page, click the **Delete Student(s)** button