



Tishbehsobt *Academy* ^{Plus}

User Guide
Bursar

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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

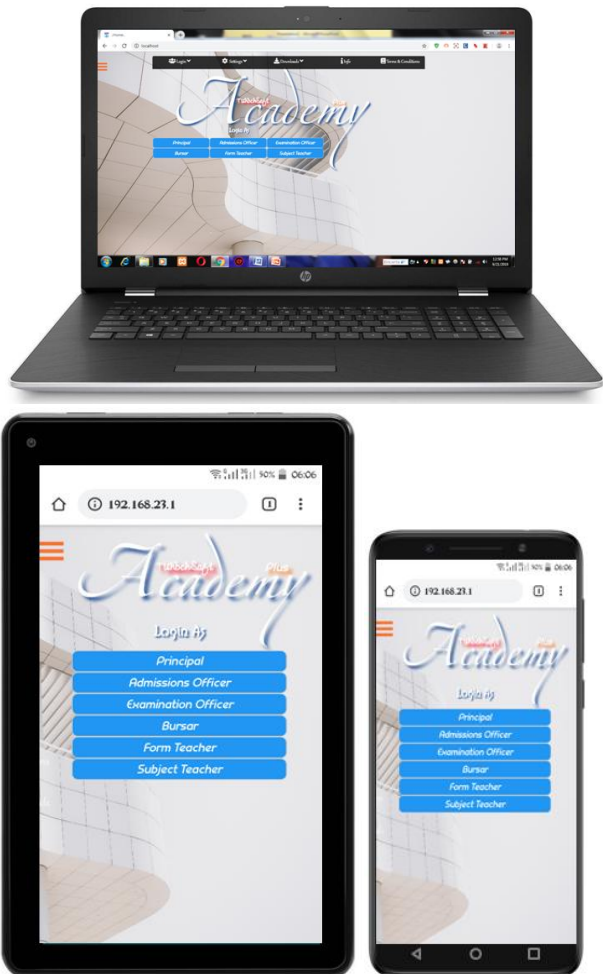
On Client PC

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 panels, each representing a different user role: Principal's, Admission Officer's, Examination Officer's, and Bursar's. Each panel contains four input fields: 'Old Username', 'Old Password', 'New Username', and 'New Password', followed by a green 'Submit' button. The background features a geometric pattern of blue and green triangles.

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.***

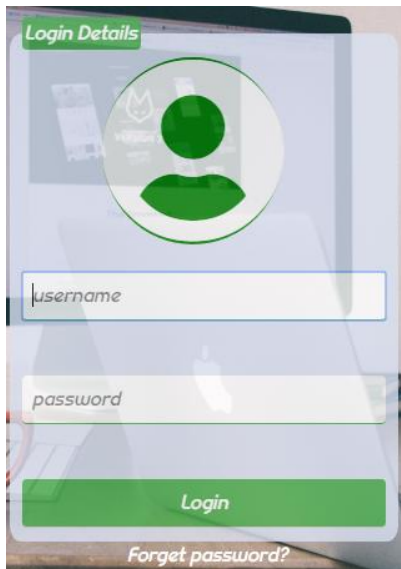
THE BURSAR'S DOMAIN

The **Bursar's Domain** basically deals with managing a school's financial account record and auto-generating reports. **Tishbehsoft Academy+ IS NOT INTEGRATED WITH ANY ONLINE OR FINANCIAL INSTITUTIONS LIKE BANKS.** This section of the software simply keeps records and automatically prepares reports. Data entry is made by the bursar only when evidences of payments are presented.

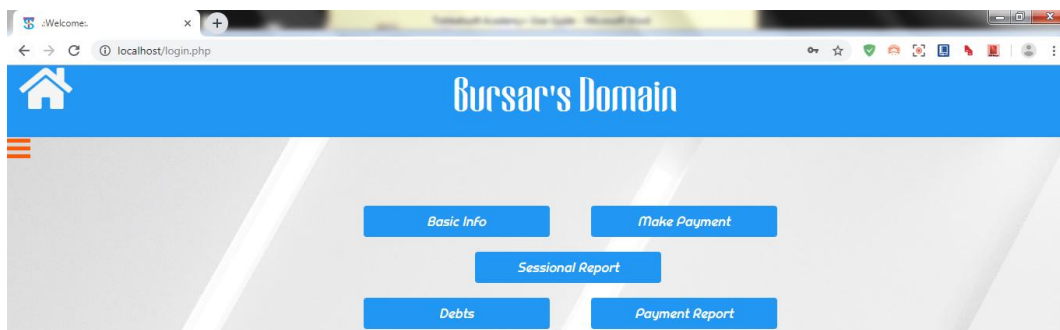
Login

To login as the **bursar**

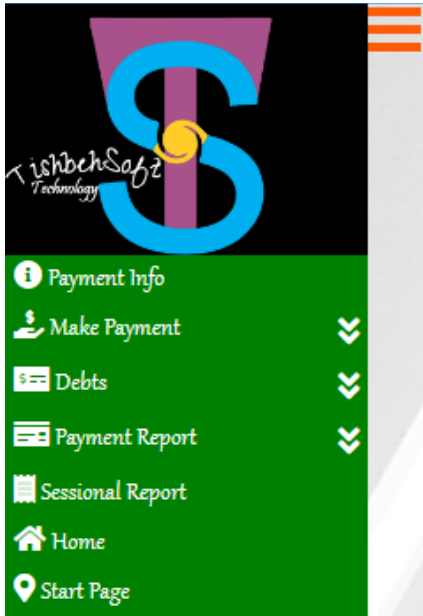
1. From the start page, click on the **Bursar's** button




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



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.

If your school type is boarding (as set by the principal), you will be prompted to supply boarding fee first before, continuing.

Type in the **Amount** and click the **Submit** button

Basic Info

The Basic Info page simply requests for information relating to the various payments students are expected to make – such as school fee, development fee, library fee, trade fee, PTA levy, etc.

To supply this payment information:

1. Login as the **Bursar**
2. Click **Basic Info**
3. Type in a **Payment Item** (e.g. School Fee) and also input the **Amount** (e.g. 27000).
4. Click **Submit**

Repeat the same process for other payment items.

Making Payment

At the Bursar's Domain, there is no need for fresh registration. All the students registered by the **Admission Officer** are available and accessible to the Bursar (Admission Number, Surname, First name and Class). The Bursar, here, keeps an up-to-date payment information about the students.

To keep record of payment:

1. Login as the **Bursar**
2. Click the **Make Payment** button
3. Choose a **term** (1st term, 2nd term or 3rd term)
4. Select the student's **class** to make payment
5. Click on the student's **Admission Number** to make payment
6. Fill out the field under **New Payment** for which the student is making payment for. An auto-sum is generated under **Total Payment**. The payment may be full or part payment.
7. If there are other payments for that same student, then enter them, else click **Update Payment**

Updating Payment

If part payments have been made by a student, subsequent payment will require update on the previous payment. The procedure is much the same as making payment.

To update student payment:

1. Repeat the process of **making payment** for the same student. This will display previous payments.
2. Type in **new** values in the appropriate fields under **New Payment** (an auto-sum is generated)
3. Click **Update Payment**

Correcting Incorrect Amounts

Say, for instance, a student made a payment ₦5000 and ₦7000 was mistakenly recorded for him/her. To correct this error, the deficit ($7000 - 5000 = 2000$) will be entered as a negative value (that is -2000) in the New Payment field. To do this:

1. Repeat the process of **Making Payment**:
2. In the **New Payment** field for the payment item, enter the value to be deducted as a **negative** number (e.g. -2000).
3. Click **Update Payment**

Debts

Tishbehsoft Academy+ helps to quickly generate a list of debts or debtors if the need arises. To do this:

1. Login as the **Bursar**
2. Click on the **Debts** button.
3. Select a **term** to view list of debtors, part-payment as well as remaining balance

Payment Report

To print termly report:

1. **Login** as **Bursar**
2. Click the **Payment Report button**
3. Select a **Term**. Something similar to this is displayed:

Sessional Report

The Sessional Report presents a summary of all the payment made in 1st, 2nd and 3rd terms. To view this:

1. Login as **Bursar**
2. Click on **Sessional Report** button

Clearing Sessional Record

At the end of a session, there is always need to start afresh. This is where Clearing Sessional Record comes in. To clear a session's record:

1. Login as **Bursar**
2. Click Sessional **Report button**
3. Under the displayed button, click **Clear Sessional Record**
4. Click **Yes** to confirm you want to clear all records