Documentation & User Guide

School Management. Anytime, Anywhere

Complete School Management & Information System

Ynet Interactive

V 7.2.0

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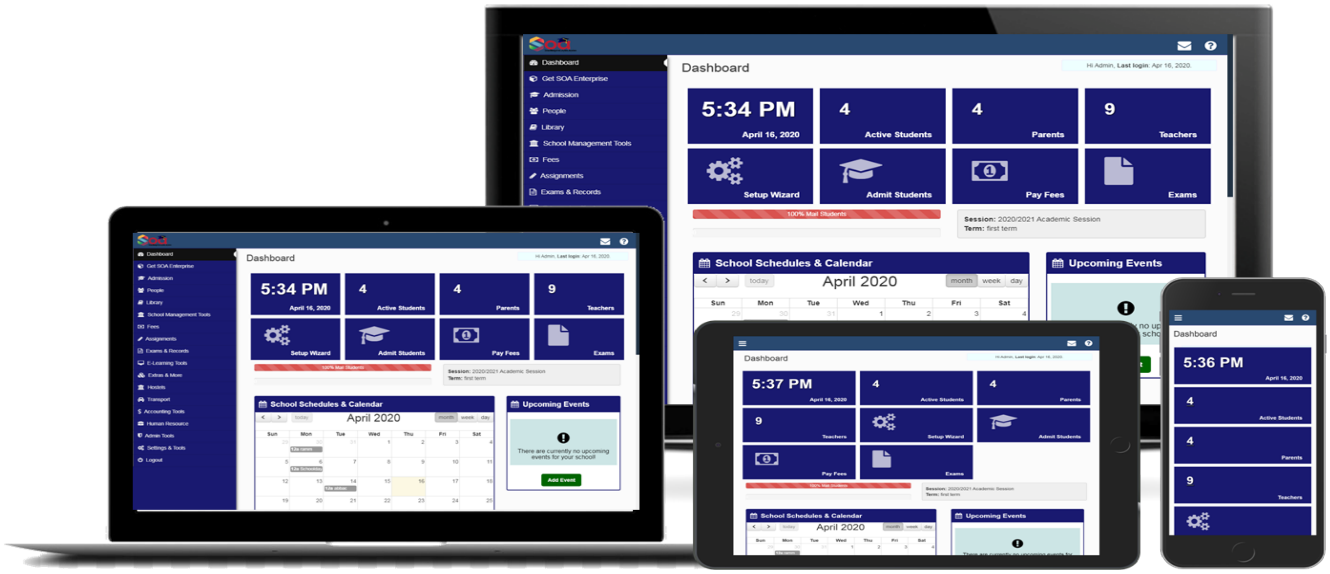
System Overview



SOA is a browser-based all-in-one School management software designed for schools and colleges, comprising of School Management module, Admission module, Staff/Teachers module, Fee module, Online Payment module, Examination module, Attendance module, Students Information module,Accounting module, Parent/Students Portal, Students Application Portal, Library module, Document Management module, Human Resource module, SMS/Email Communication module and many others useful modules that makes school management easy and efficient.

Core Modules			
Dashboard	Admission	Students	Parents
Library	Documents	Subjects	Classes
Fees	Exams & Records	Accomodation	Yearbook
Accounting	Human Resources	Customization	System Update
Store & Inventory	Time Table	Attendance	Communications
E-learning			

Core Modules

As a complete school management system, SOA comprises of over 30 administration, management, automation and information modules, including the following core modules;

Dashboard Module
The dashboard gives you an overview of your school's status including a selection of graphical reports and links to most used features.

Admission Module
The admission module covers all aspects of student admission into your school, starting from student application to student enrolment.

Students Information Module
The student information module stores and manages every relevant detail of your students, including personal details, parents, guardians, academic and much more.

Parents Module
The parents module stores and manages relevant details of parents, making it easy to track and interact with every parent in your school.

Library Management Module
The library module provides tools to issue-out books as well as keep track of books and other items in your school library.

Document Management Module
The document module provides a role-based document management system to enable your school to manage and distribute important documents to students, parents and staff.

Subject Module

The subject module provides features that enable your school to set up various subjects, assign subjects to classes, assign subjects to teachers and set up course contents for each subject.

Classes Module

The class module provides features that enable your school to set up various classes, assign students to classes, assign teachers to classes, view class-wise reports and promote students from one class to another.

Fee Module

The fee module provides tools to create, manage and collect different fees for different sessions, terms, classes or even groups of students. It also provides tools for fee payment, invoicing as well as a feature to view various fee reports, including defaulters list. SOA also gives you the flexibility of collecting part or full payment for fees. Payments can be made in multiple installments.

Online Payments

SOA offers 7 online payment platforms; Quickteller, PayPal, GTPay, WebPay, 2Checkout, SimplePay and Cash/Bank payments, with tools to easily create custom payment gateways, giving parents multiple payment options.

Exams & Record Module

The exams and records module enables you to create Exams for various school sessions and terms or even classes, record students' exam and assessment marks and automatically compute and generate class-wise, student-wise and subject-wise results. It also provides tools to easily promote students to the next class based on performance in the selected exam.

Accommodation & Hostel Module

The accommodation module provides tools to create hostels and allocate different hostels to various students and also search and view students based on allocated hostels.

Yearbook Module

The yearbook module automatically generates a printable yearbook for selected class and academic session, including graduate class, which can be accessed by parents, students and staff.

Financial Accounting Module

The accounting module automates your school accounting tasks, providing you the tools to manage and control your school financials more effectively. It supports a double entry accounting system and generates automatic financial statements.

Human Resource Module

The human resource module provides lots of tools to automate most aspects of your school's human resource related tasks, from creating school staff, role assignment, employee information management, to employee payroll management, automated pay slip generation and processing.

Customization Module

The customization module provides the tools to enable you to set up the application to suit your school's requirement as well as perform basic customization of the appearance of the application, including school details, background image many and other features.

System Maintenance Module

The system maintenance module provides tools to keep the system running smoothly, including database backup/restore tools, system upgrade tool and migration tool.

Authentication Module

The authentication module keeps the system secured, making sure that only authorized users have access to the system and that users only have access to modules and functions assigned to them based on the access privileges.

SOA provides you the option to authenticate school portal users with either scratch card PIN code or Username/Password.

Time-table & Calendar Module

The time-table and calendar module provides tools to create and manage your school's schedules, class-wise schedules, daily class periods, school activities and events, school calendar and much more

Attendance Module

The attendance module provides a number of attendance management tools which offer a wealth of information about attendance of individual students as well as the whole section or class. It also provides an easy to use interface to enable class teachers to take and track daily attendance of students in their classes.

Communication Module

The communication module provides tools to send Bulk SMS and Email to parents, students, staff, as well as an internal messaging System to communicate to parents, staff and students, without the need to send SMS, emails or make phone calls.

Parents & Students Portal

Parents can access the school portal to view their children's information, track and pay fees, keep track of their children's performance and access other information. Students can also access the school portal to view their profile, track and pay fees, keep track of their performance and access other school information

User Management Module

The user management module provides the tools to create and manage system users as well as assign various roles and access privileges such as Administrator, Manager, Teacher, Librarian, etc.

System Requirements

Server Requirements

- Linux or Windows OS
- Apache or IIS (Apache Highly Recommended)
- PHP Version 5.2 or higher (7.0 Recommended)
- Curl Support (with SSL)
- PHP Cron Jobs
- GD2 Image Library
- JSON Enabled
- PHP Memory Limit: 1024 MB
- PHP allow_url_fopen
- PHP Short Tags Enabled
- PHP Zip Archive Module
- PHP shell_exec() Enabled
- MySQL Version 5.6 or Higher
- With MySQL Strict Mode Disabled
- IonCube Loader 10 or Higher

Client Requirements

<u>Browsers:</u>

- Internet Explorer 10 or higher
- Safari
- Google Chrome
- Mozilla FireFox
- JavaScript must be enabled
- <u>Display Resolution</u>
  1024 x 768 or Higher Recommended
- <u>OS (Desktop & Mobile Platforms are Supported)</u>
  Windows XP, Vista, 7, 8, or Higher
  Mac 10.x or higher
  Android 4.x or higher
  iOS

Installing SOA

Pre-Installation Checks:

Before you proceed with installing SOA, ensure that you have a working PHP server with Apache and MySQL, and that your server meets the minimum system requirements, "cURL" & "allow_url_fopen" are enabled and you have a working internet connection (if you choose to install SOA on a local network).

Getting SOA on your Server:

Visit https://www.ynetinteractive.com/product/soa to purchase and download the latest version of SOA at (if you haven't already done that). The download is a ZIP file containing SOA main files and documentation.

Upload and Extract all files within the SOA Zip file to a desired directory on your server.

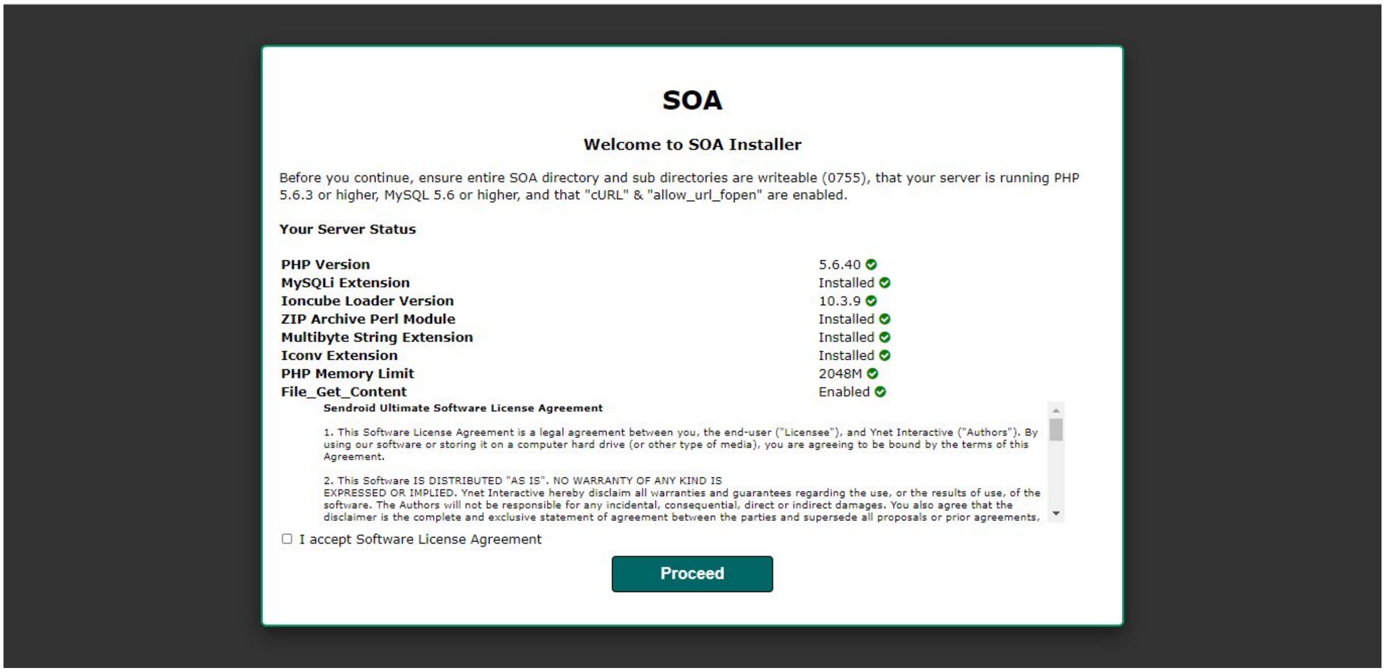
Setting up Fresh Database for your New SOA Installation:

SOA requires a MySQL Database to run. A fresh database is recommended.

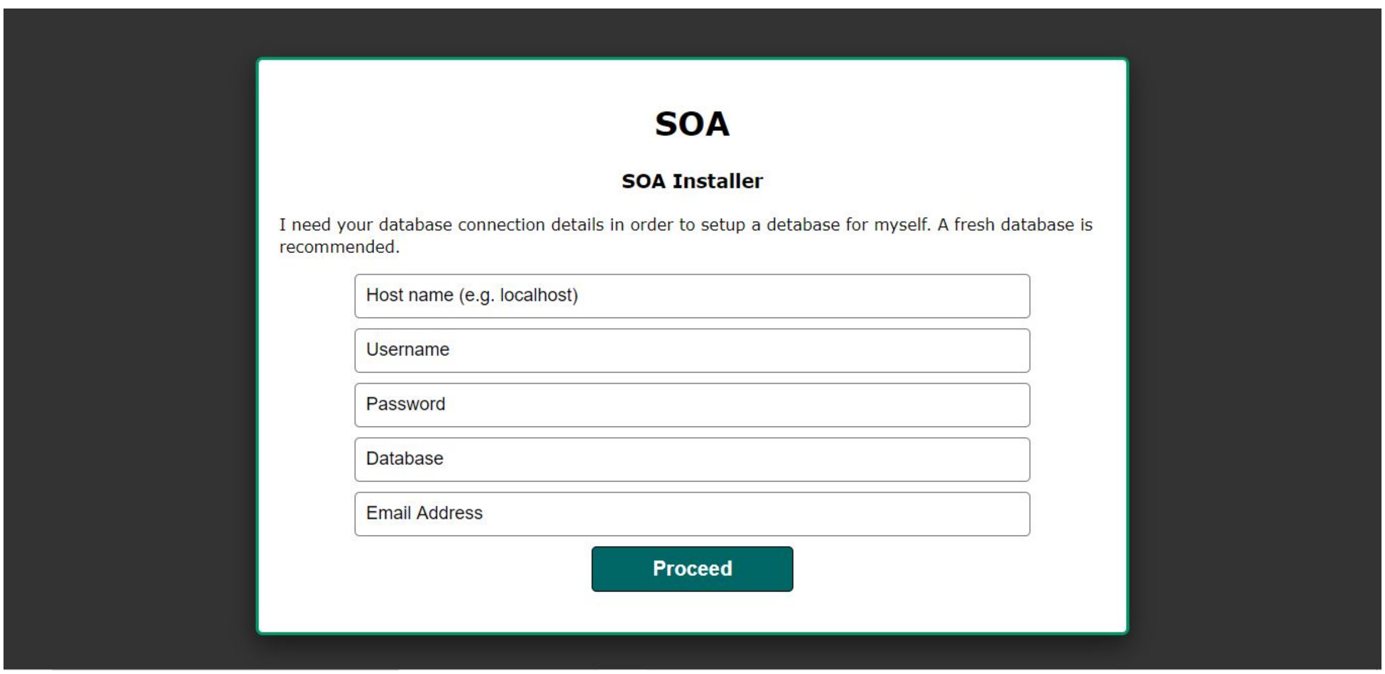
Use your **phpMyAdmin** tool, cPanel **mySQL Database Wizard** or any other database tool to create a new database and user with full access privileges on the newly created database. Take note of your database name, username and password.

Installing SOA:

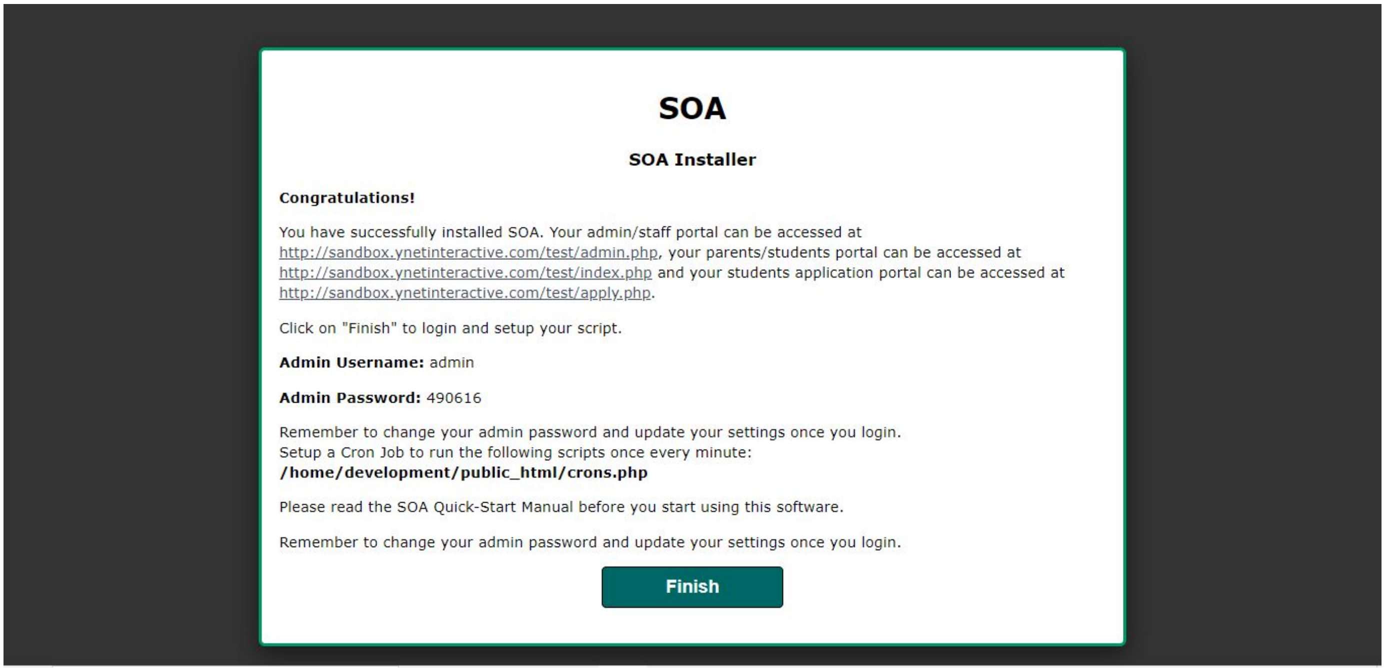
Step 1. Using your web browser, navigate to the SOA directory on your server (**e.g. www.[your-domain]/[path-to-the-soa-folder] or localhost/[path-to-the-soa-directory] as the case may be).**



Step 2. Read through the SOA Software License Agreement, check the “Accept box” and click on “Proceed” to continue



Step 3. Enter your database connection details and click “Proceed” to continue. SOA will attempt to connect to your database, set up its database structure and perform all other installation tasks.



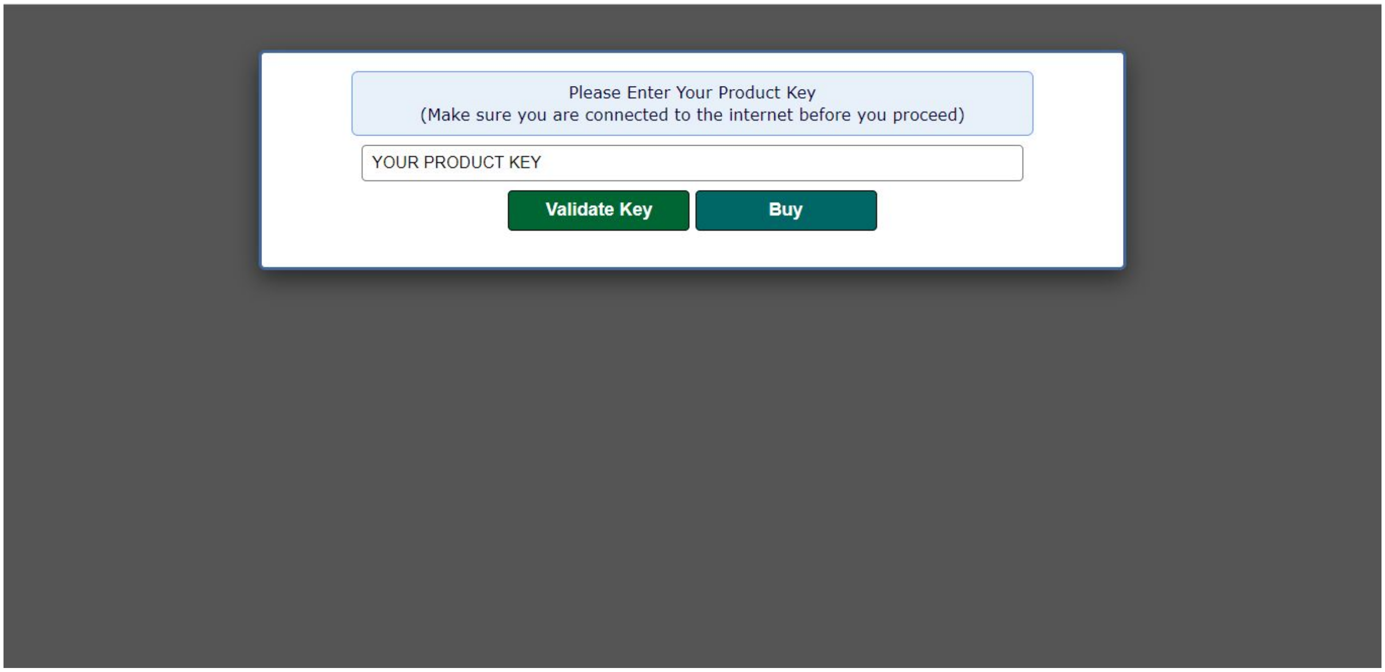
Upon successful installation, you will be presented with a screen containing lots of vital information regarding your new SOA installation, including the link to your School Portal, link to your admin/staff portal and most importantly your auto-generated **Super Admin User** login detail.

Step 4. Take note of this information and click "Finish" to launch SOA.

> **Hint!** It is highly recommended that you change your supper admin login password as soon as you login to the system, as recovering this password may not be so simple. *See the User Management section for more.*

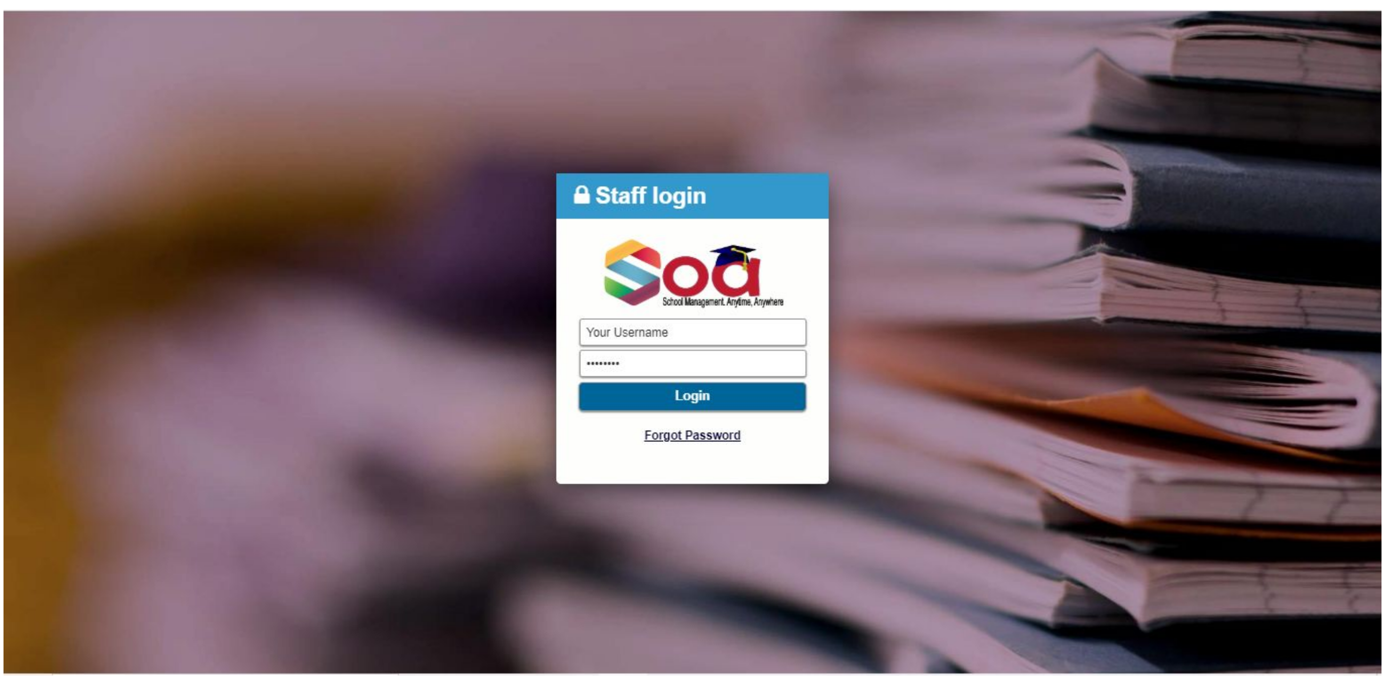
Validating you SOA License:

If your copy of SOA requires a license key, you will be redirected to the product validation page to validate your license before you can start using SOA. Please ensure that you have your license key and a working internet connection before you proceed.



On the product validation page, enter your product key. If you have purchased your copy of SOA from an app store, use the “Redeem my License” link to validate your purchase and obtain a license key.

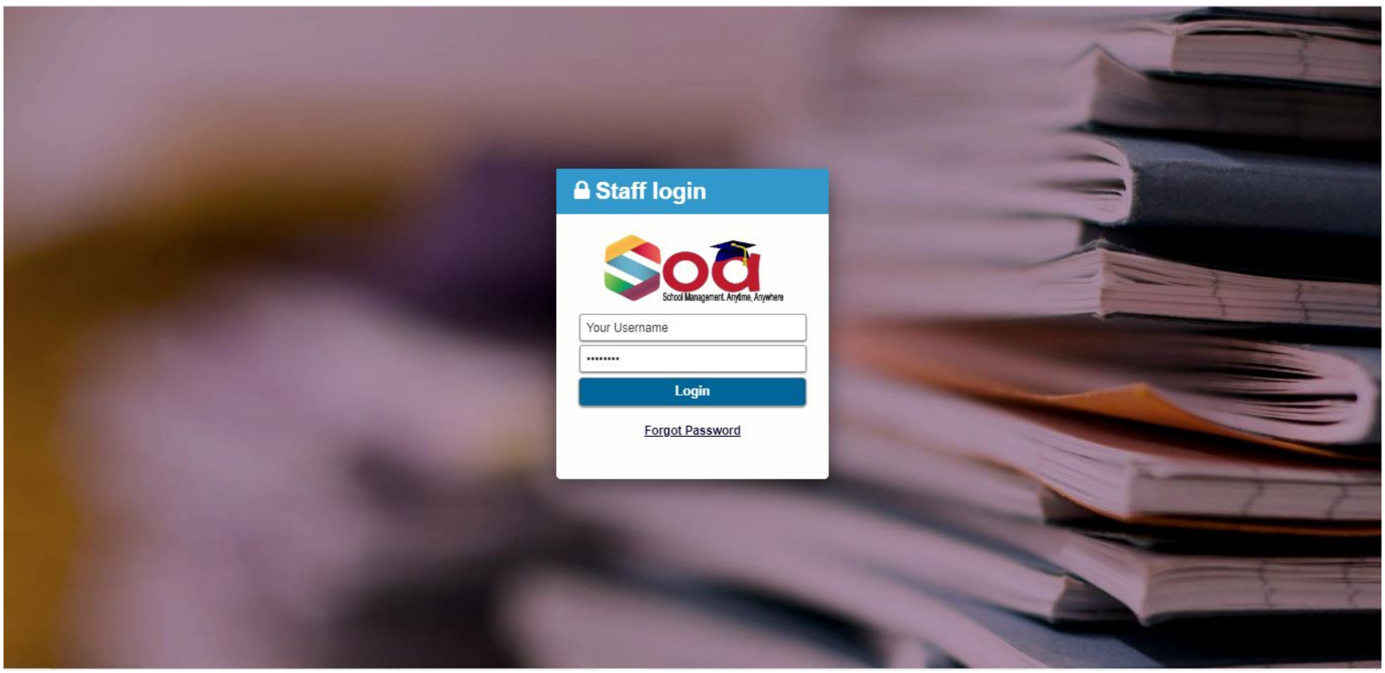
Upon successful license validation, you will be redirected to SOA admin login page.



Admin/Staff Portal Overview

The SOA admin portal gives you access to all the school management and administration modules. The admin portal is accessible to all your school staff, based on assigned user roles (*see admin user roles & privileges below*).

To access the admin portal, use your web browser to navigate to your SOA installation directory ***(e.g. www.your-domain.com/path-to-soa/admin.php).***



Enter your username and password in the respective fields and click the “Login” button to authenticate your login details. If authentication was successful, you will be redirected to the main dashboard (*or your last visited page as the case may be*).

Recovering your Login Details

If for any reason you forgot your login username and/or password, simply click on the “Forgot Password” link on the login page and enter your account email address to have a new one sent to you by email.

Note! The auto password recovery feature requires that your email address be attached to your account. You can consult your **Supper Admin** if you choose to reset your password manually.

*If you ever lose your **Supper Admin** password and don't have an email attached to the admin account, simply contact your vendor for recovery instruction*

Admin/Staff Portal User Roles and Access Privileges

User management is one of the most useful features on SOA. Even though it looks simple it is really powerful. With the user role and access level feature, you have total control over what your school staff can see or do on the system.

The following user roles are available on SOA;

Role Name	Access Privileges
Administrator	Super user with access to all modules & functions as well as system setup & maintenance tools. Most suitable for school owner or highest authorities.
Manager	Access to all HRM, administration, financial, information and communication modules & functions. Can also create other non-super users. Most suitable for School Managers, Principals, etc
Accountant	Access to HRM, information and financial modules & functions. Most suitable for School Bossier, Accountants, etc.
Teacher	Access to information modules, class-related modules, exams related modules and teaching modules. Most suitable for School Teachers.
Librarian	Access to information module as well as library management module. Most suitable for Librarians and other library staff.
Front-Desk	Access to only information modules, including Fees and Hostel. Most suitable for Front-Desk staff, Receptionist,

	etc.
Store Keeper	Access to store, sales, stock, inventory modules, and general information modules.
Others	Can only access school information modules. Most suitable for any school staffs who does not require access to the school management system, e.g. Security Staff, Drivers, etc.

Admin Menu Overview

SOA admin menu has been designed in a way that gives you quick access to any module or function, based on your user privilege. This means that users only get to see links to those modules assigned to his/her user role.

Here is a quick overview of SOA menu navigation structure for each user's roles.

Administrator's Menu

- **Dashboard:** Returns you to the main landing page or dashboard module.
- **Admission:** Gives you access to various admission related functions.
  - **Admit New Student:** Access the new student enrollment module.
  - **Manage Applicants**: Access the intending student application management module.
- **People:** Access the parents, students and guardians information modules.
  - **Students:** Manage students and access other students related tasks.
  - **Parents:** Manage parents and access other parents related tasks.
  - **Guardians:** Manage guardians and access other guardians related tasks.
- **Library:** Access the integrated school library management system.
  - **Manage Books:** View, add or edit books and other items in the library.
  - **Book Categories:** View/manage various book categories.
  - **Issue Books:** Issue books and other items to students.
  - **Return Books:** Receive returned books from students.
  - **Issue History:** View issue /return history of each book in the library.
- **Documents:** Access the integrated document management system.
- **Photo Gallery:** Access the integrated photo gallery.
- **Store:** Access the integrated store, inventory and sales module.
- **School Planning:** Access to class, subjects and other academic related tasks.
  - **Manage Subjects:** Manage subjects, syllabus and assign teachers to subjects.
  - **Manage Grades:** Setup and manage various grade scales used in exams.
  - **Manage Classes:** Manage various classes and assign teachers to various classes.
  - **Manage Sessions:** Manage school academic sessions and set active school sessions.
  - **Manage Terms:** Manage various school terms and set active school term
  - **Manage Class Attendance:** Take class attendance and view various attendance reports.

    - **Class Time-Table:** Create and manage daily periods and schedules of various classes.
    - **School Calendar:** Manage school activities, events and schedules
- **Fees:** Access various fees related functions.
    - **List Fees:** View and manage various school fees.
    - **Create New Fee:** Create new school fees.
    - **Pay Fee:** Receive and process payments for various school fees.
    - **Fee Payment Reports:** View various reports on fees, including students- wise payment status, defaulters list, etc.
- **Exams & Records:** Access examination related functions.
    - **List Exams:** View and manage various exams.
    - **Create New Exam:** Create a new examination.
    - **View Exam Reports:** View student-wise, class-wise or subject-wise reports on various exams.
    - **Promote Students:** Promote students to higher classes based on selected criteria.
- **Assignments:** View, create and manage assignments.
- **E-learning:** Access e-learning related functions.
    - **Create Courses:** Create online courses.
    - **Manage Courses:** Manage online courses.
    - **Computer Based Tests:** View, create and manage computer based tests.
- **Hostels:** View, create and manage various hostels in the school and its occupants.
- **Yearbook:** View an auto generated digital yearbook of your school based on selected class/academic session.
- **Transport:** View, create and delete buses.
- **Accounting Tools:** Access various school financial accounting functions
    - **Cash-Flow Reports:** View a summary of income and expenditures of your school, including other cash-flow graphical reports.
    - **Add Income/Expense:** Add an income or expenditure record to the account book.
    - **Transactions:** View a summary of all transactions and invoice/receipt of payments made on your school portal.
    - **Payment Notifications:** View and process offline payment notice submitted by parents/students.
- **Human Resource:** Manage school employees and other HRM related functions.
    - **Create School Teachers:** Create new school teachers.
    - **Create Other Staffs:** Create other school employees.
    - **Manage Teachers:** View and manage school teachers.
    - **Manage Other Staffs:** View, create and manage other school employees.
    - **Employee Payroll:** View employee payroll information and generate

salary pay slips.

- **Manage Pay Slips:** View, Manage, generate and process salary pay slips.
- **Admin Tools:** Access school setup and administration functions.
  - **Manage Scratch Card PINs:** Generate, print and manage school portal login scratch card PIN codes
  - **Manage Users:** Manage user accounts, roles and login details
  - **Send Email:** Send bulk email messages to applicants, students, parents or school staff.
  - **Send SMS:** Send bulk SMS messages to applicants, students, parents or school staff.
  - **Create Notice:** Post public notice/message for selected portal users
  - **School Settings:** Perform initial school setup and system configuration/customizations.
  - **Currency Settings:** Setup various currencies and exchange rates.
  - **Payment Gateway Settings:** Configure various payment gateways and create custom payment methods.
  - **Import School Data:** Import your existing school records from a CSV file.
- **System Tools:** Access System maintenance functions.
  - **School Settings:** Perform initial school setup and system configuration/customizations.
  - **Currency Settings:** Setup various currencies and exchange rates.
  - **Payment Gateway Settings:** Configure various payment gateways and create custom payment methods.
  - **Import School Data:** Import your existing school records from a CSV file.
  - **Database Backup Tools:** Perform database backup/restore tasks.
- **Logout:** Logout of the system.

Manager's Menu

- **Dashboard:** Returns you to the main landing page or dashboard module.
- **Admission:** Gives you access to various admission related functions.
    - **Admit New Student:** Access the new student enrollment module.
    - **Manage Applicants**: Access the intending student application management module.
- **People:** Access the parents, students and guardians information modules.
    - **Students:** Manage students and access other students related tasks.
    - **Parents:** Manage parents and access other parents related tasks.
    - **Guardians:** Manage guardians and access other guardians related tasks.
- **Library:** Access the integrated school library management system.
    - **Manage Books:** View, add or edit books and other items in the library.
    - **Book Categories:** View/manage various book categories.
    - **Issue Books:** Issue books and other items to students.
    - **Return Books:** Receive returned books from students.
    - **Issue History:** View issue /return history of each book in the library.
- **Documents:** Access the integrated document management system.
- **Photo Gallery:** Access the integrated photo gallery.
- **Store:** Access the integrated store, inventory and sales module.
- **School Planning:** Access to class, subjects and other academic related tasks.
    - **Manage Subjects:** Manage subjects, syllabus and assign teachers to subjects.
    - **Manage Grades:** Setup and manage various grade scales used in exams
    - **Manage Classes:** Manage various classes and assigned teachers to various classes
    - **Manage Sessions:** Manage school academic sessions and set active school session
    - **Manage Terms:** Manage various school terms and set active school term
    - **Manage Class Attendance:** Take class attendance and view various attendance reports.
    - **Class Time-Table:** Create and manage daily periods and schedules of various classes.
    - **School Calendar:** Manage school activities, events and schedules
- **Fees:** Access various fees related functions.
    - **List Fees:** View and manage various school fees.
    - **Create New Fees:** Create new school fees.

    - **Pay Fee:** Receive and process payments for various school fees
    - **Fee Payment Reports:** View various reports on fees, including students- wise payment status, defaulters list, etc
- **Exams & Records:** Access examination related functions
    - **List Exams:** View and manage various exams
    - **Create New Exam:** Create a new examination
    - **View Exam Reports:** View student-wise, class-wise or subject-wise reports on various exams
    - **Promote Students:** Promote students to higher classes based on selected criteria.
- **Hostels:** View, create and manage various hostels in the school and its occupants.
- **Yearbook:** View an auto generated digital yearbook of your school based on selected class/academic session.
- **Accounting Tools:** Access various school financial accounting functions
    - **Cash-Flow Reports:** View a summary of income and expenditures of your school, including other cash-flow graphical reports.
    - **Add Income/Expense:** Add an income or expenditure record to the account book.
    - **Transactions:** View a summary of all transactions and invoice/receipt of payments made on your school portal.
    - **Payment Notifications:** View and process offline payment notice submitted by parents/students.
- **Human Resource:** Manage school employees and other HRM related functions
    - **Create School Teachers:** Create new school teachers
    - **Create Other Staffs:** Create other school employees
    - **Manage Teachers:** View and manage school teachers
    - **Manage Other Staffs:** View, create and manage other school employees
    - **Employee Payroll:** View employee payroll information and generate salary pay slips
    - **Manage Pay Slips:** View, Manage, generate and process salary pay slips.
- **Admin Tools:** Access school setup and administration functions.

    - **Manage Scratch Card PINs:** Generate, print and manage school portal login scratch card PIN codes
    - **Manage Users:** Manage user accounts, roles and login details
    - **Send Email:** Send bulk email messages to applicants, students, parents or school staff.
    - **Send SMS:** Send bulk SMS messages to applicants, students, parents or school staff.
    - **Create Notice:** Post public notice/message for selected portal users
- **Update My Profile:** Edit your user account and login details.
- **Update SOA:** Perform a check on SOA update server for new updates
- **Logout:** Logout of the system

Teacher's Menu

- **Dashboard:** Returns you to the main landing page or dashboard module.
- **Students:** View students in your class and access other students related tasks
- **Parents:** View parents of students and access other parents related tasks
- **Guardians:** View guardians of students in your class.
- **Teachers:** View teachers in your school.
- **Subjects & Syllabus:** View your subjects and syllabus
- **Class Time-Table:** View daily periods and schedules of your classes
- **Documents:** Access the integrated document management system.
- **Photo Gallery:** Access the integrated photo gallery
- **School Schedules:** View school activities, events and schedules
- **Exams & Records:** Access examination related functions
    - **List Exams:** View various exams
    - **View Exam Reports:** View student-wise, class-wise or subject-wise reports on various exams
- **Attendance:** Take class attendance and view various attendance reports.
- **Yearbook:** View an auto generated digital yearbook of your school based on selected class/academic session.
- **Update My Profile:** Edit your user account and login details.
- **Update SOA:** Perform a check on SOA update server for new updates
- **Logout:** Logout of the system

Accountant’s Menu

- **Dashboard:** Returns you to the main landing page or dashboard module.
- **Students:** View students and other students related non-administrative functions.
- **Parents:** View parents information.
- **Guardians:** View guardians information.
- **Teachers:** View teachers in your school.
- **Class Time-Table:** View daily periods and schedules of your classes.
- **Documents:** Access the integrated document management system.
- **Photo Gallery:** Access the integrated photo gallery.
- **Store:** Access the integrated store, inventory and sales module.
- **School Schedules:** View school activities, events and schedules
- **Fees:** Access various fees related functions.
  - **List Fees:** View and manage various school fees.
  - **Pay Fee:** Receive and process payments for various school fees.
  - **Fee Payment Reports:** View various reports on fees, including students- wise payment status, defaulters list, etc.
- **Yearbook:** View an auto generated digital yearbook of your school based on selected class/academic session.
- **Accounting Tools:** Access various school financial accounting functions.
  - **Cash-Flow Reports:** View a summary of income and expenditures of your school, including other cash-flow graphical reports.
  - **Add Income/Expense:** Add an income or expenditure record to the account book.
  - **Transactions:** View a summary of all transactions and invoice/receipt of payments made on your school portal.
  - **Payment Notifications:** View and process offline payment notice submitted by parents/students.
- **Human Resource:** Access school HRM related functions.
  - **Employee Payroll:** View employee payroll information and generate salary pay slips.
  - **Manage Pay Slips:** View, Manage, generate and process salary pay slips.
- **Update My Profile:** Edit your user account and login details.
- **Update SOA:** Perform a check on SOA update server for new updates.
- **Logout:** Logout of the system.

Librarian's Menu

- **Dashboard:** Returns you to the main landing page or dashboard module.
- **Students:** View students other students related non-administrative functions
- **Parents:** View parents information
- **Guardians:** View guardians information.
- **Teachers:** View teachers in your school.
- **Library:** Access the integrated school library management system
  - **Manage Books:** View, add or edit books and other items in the library
  - **Book Categories:** View/manage various book categories
  - **Issue Books:** Issue books and other items to students
  - **Return Books:** Receive returned books from students
  - **Issue History:** View issue /return history of each books in the library
- **Documents:** Access the integrated document management system.
- **Photo Gallery:** Access the integrated photo gallery
- **School Schedules:** View school activities, events and schedules
- **Yearbook:** View an auto generated digital yearbook of your school based on selected class/academic session.
- **Update My Profile:** Edit your user account and login details.
- **Update SOA:** Perform a check on SOA update server for new updates
- **Logout:** Logout of the system

Front Desk's Menu

- **Dashboard:** Returns you to the main landing page or dashboard module.
- **Students:** View students other students related non-administrative functions
- **Parents:** View parents information
- **Guardians:** View guardians information.
- **Teachers:** View teachers in your school.
- **Subjects & Syllabus:** View various subjects and subject syllabus
- **Class Time-Table:** View daily periods and schedules of various classes

- **Documents:** Access the integrated document management system.
- **Photo Gallery:** Access the integrated photo gallery
- **Store:** Access the integrated store, inventory and sales module.
- **School Schedules:** View school activities, events and schedules
- **Fees:** Access various fees related functions
    - **List Fees:** View and manage various school fees
    - **Fee Payment Reports:** View various reports on fees, including students- wise payment status, defaulters list, etc
- **Hostels:** View various hostels in the school and its occupants.
- **Yearbook:** View an auto generated digital yearbook of your school based on selected class/academic session.
- **Update My Profile:** Edit your user account and login details.
- **Update SOA:** Perform a check on SOA update server for new updates
- **Logout:** Logout of the system

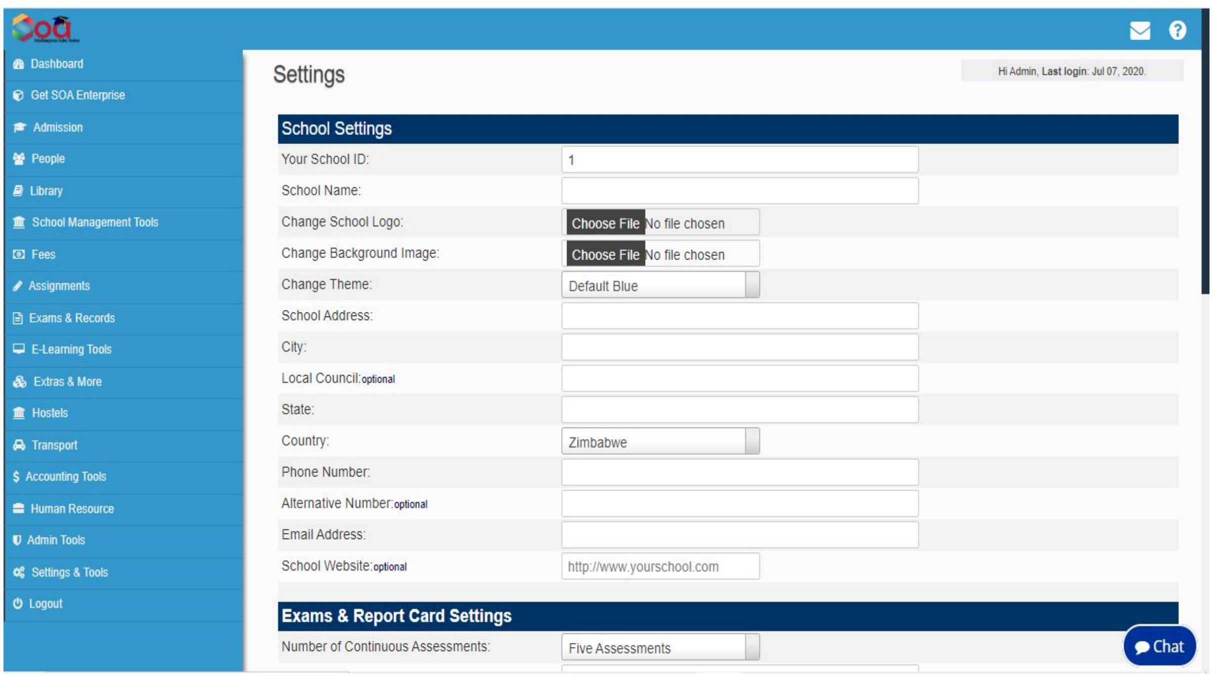
School Setup

Before performing any other task on SOA, it is very important to complete the initial school setups and customization as most features and functions depend on it.

Initial Setup & Customization

Note! The following tasks can only be performed by a user with **Administrator** access privilege.

To access the initial setup tool, click the **Setup Wizard** link on the dashboard or navigate to **Settings & Tools -> School Settings** from the main menu.



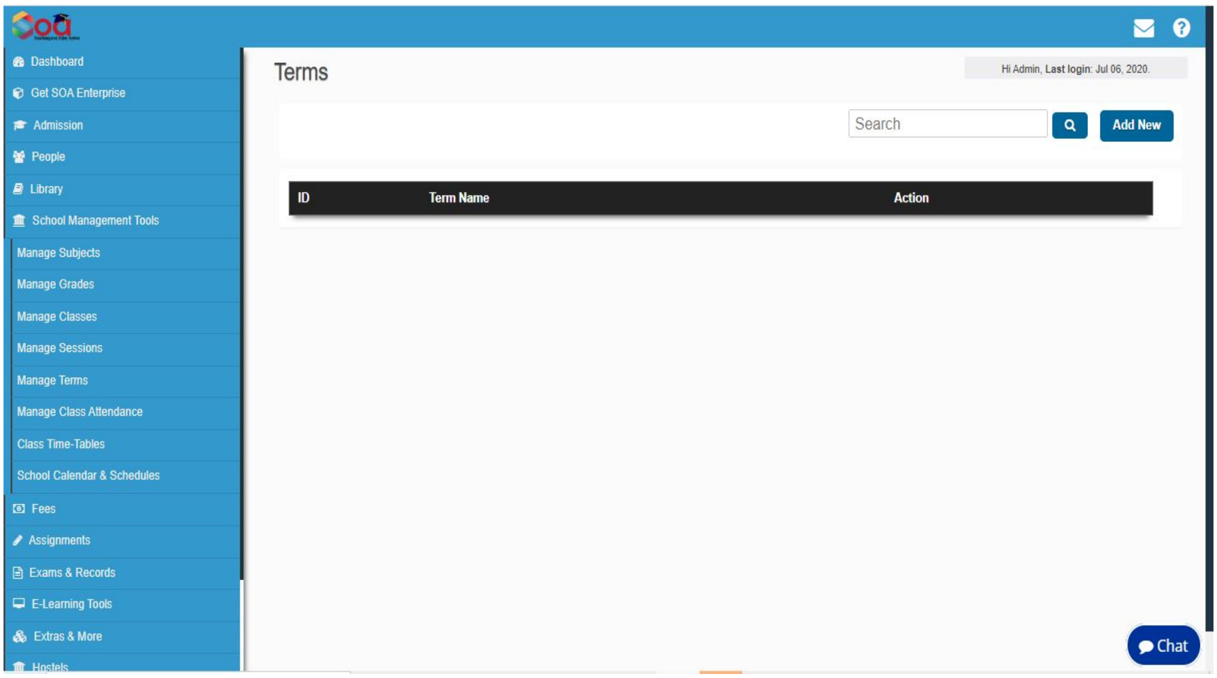
Carefully complete setting form as required and click the **Update Settings** button to save your settings.

Hint! You need to sign up for a bulk SMS account at www.smskit.net, then use your account username and password to complete the SMS setting section.

Setting up School Terms

> **Note!** The following tasks can only be performed by a user with **Administrator** or **Manager** access privilege.

Navigate **School Management Tools -> Manage Terms** from the main menu to access the term management module.



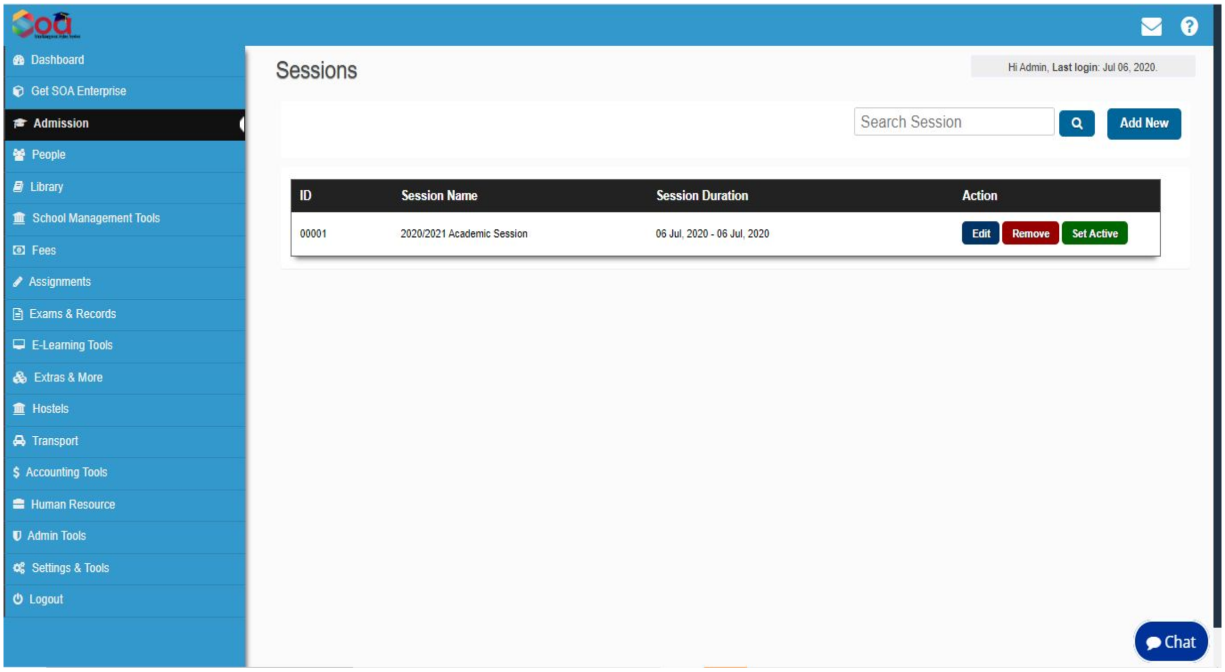
Use the **Add New** button to add a new term.

After you have created your school terms, you can set the current school term by clicking the **Set as Active** button beside the term.

Setting up School Sessions

> **Note!** The following tasks can only be performed by a user with **Administrator** or **Manager** access privilege.

Navigate **School Management Tools -> Manage Sessions** from the main menu to access the school session management module.



Use the **Add New** button to add a new session (e.g. 2020/2021 Session).

After you have created your school sessions, you can set the current school session by clicking the **Set as Active** button beside the session.

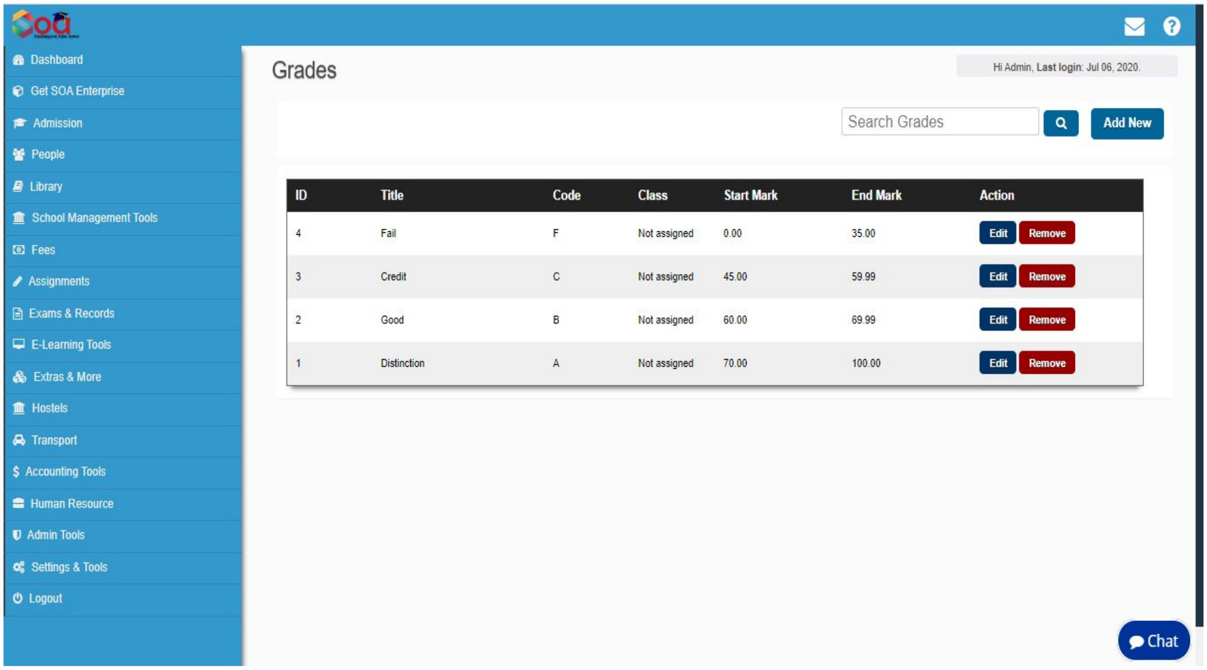
> **Hint!** To get the best of SOA, it is recommended that a new active session is set as soon as the current one ends.

Managing Grades

SOA allows you to create and configure various grade scales to be used for exam and record purposes.

> **Note!** The following tasks can only be performed by a user with **Administrator** or **Manager** access privilege.

Navigate **School Management Tools -> Manage Grades** from the main menu to access the school grade management module.



Use the **Add New** button to add new grades. Ensue that you use a continuous grade structure to prevent grading error (see example in the table below).

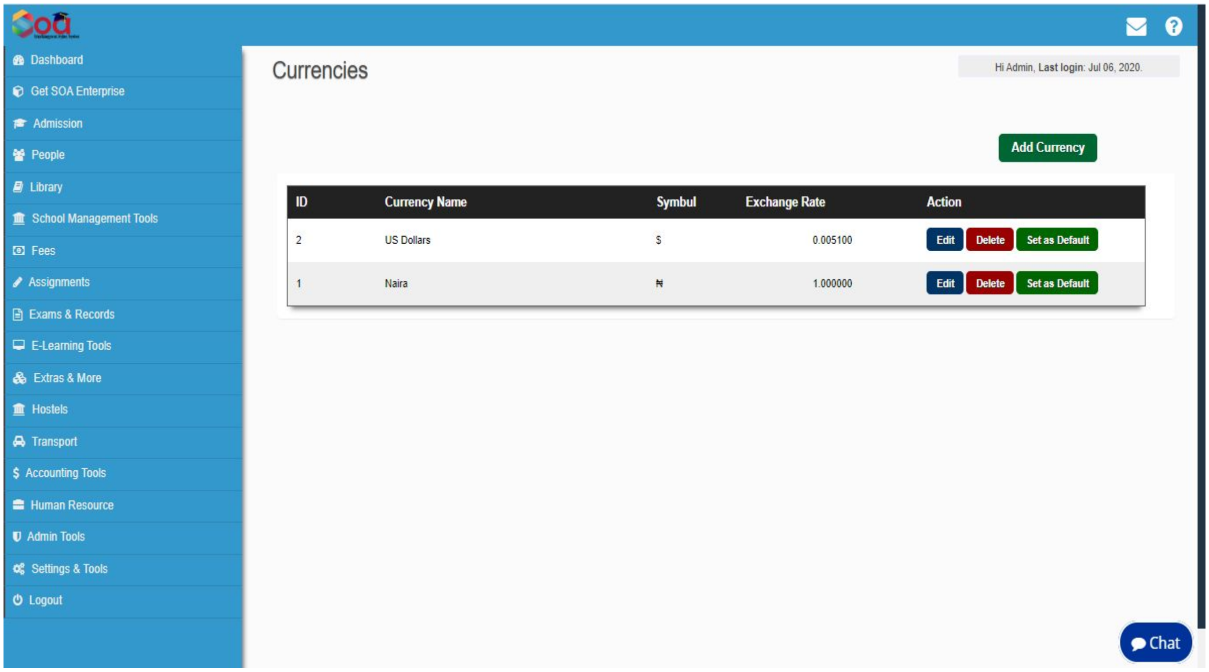
Grade Name	Code	Min Mark	Max Mark
Distinction	A	75.00	100.00
Credit	C	50.00	74.99

Currency & Exchange Rate Settings

SOA supports multiple currencies which allow you to create as many currencies as you want and set exchange rates of each currency with regards to your default currency.

> **Note!** The following tasks can only be performed by a user with **Administrator** or **Manager** access privilege.

Navigate **Systems & Tools -> Currency Settings** from the main menu to access the currency module.



Click the **Add Currency** button to add a new currency. Exchange rates are expressed in terms of your default currency.

Click on the **Set as Default** button beside a currency to set it as your default currency. Remember to set the exchange rate of your default currency to **1.00.**

Note! SOA store all your financial entries in your default currency. *Ensure that your default currency is set before you start using the system.*

Warning! Changing your school's default currency with existing financial data, such as Fees, transactions, etc may lead to unexpected results.

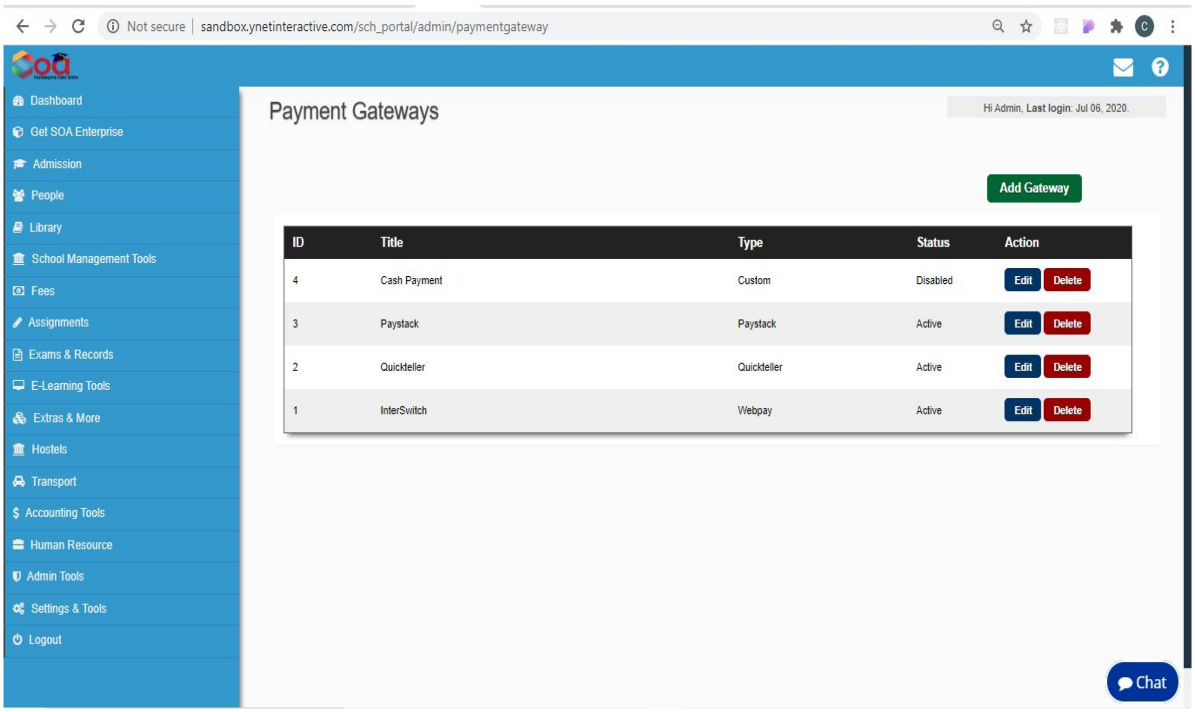
Payment Gateway Settings

SOA offers the following predefined online payment gateways to enable parents/students to pay fees online at their convenience; **PayPal, InterSwitch, GTPay, SimplePay, Quickteller, Stripe, PayStack and 2Checkout**.

You will need to set up a merchant account with these payment platforms to be able to use them with your school.

SOA also allows you to create custom payment gateways such as Cash Payments, Bank Transfers, etc

Navigate **Settings & Tools -> Payment Gateway Settings** from the main menu to access the payment gateway module.



To activate or configure any of the pre-defined payment gateways, click the **Edit** button beside the desired gateway, enter the required details and save.

To create a new custom payment gateway, click on the **Add Gateway** button, enter the gateway details and save.

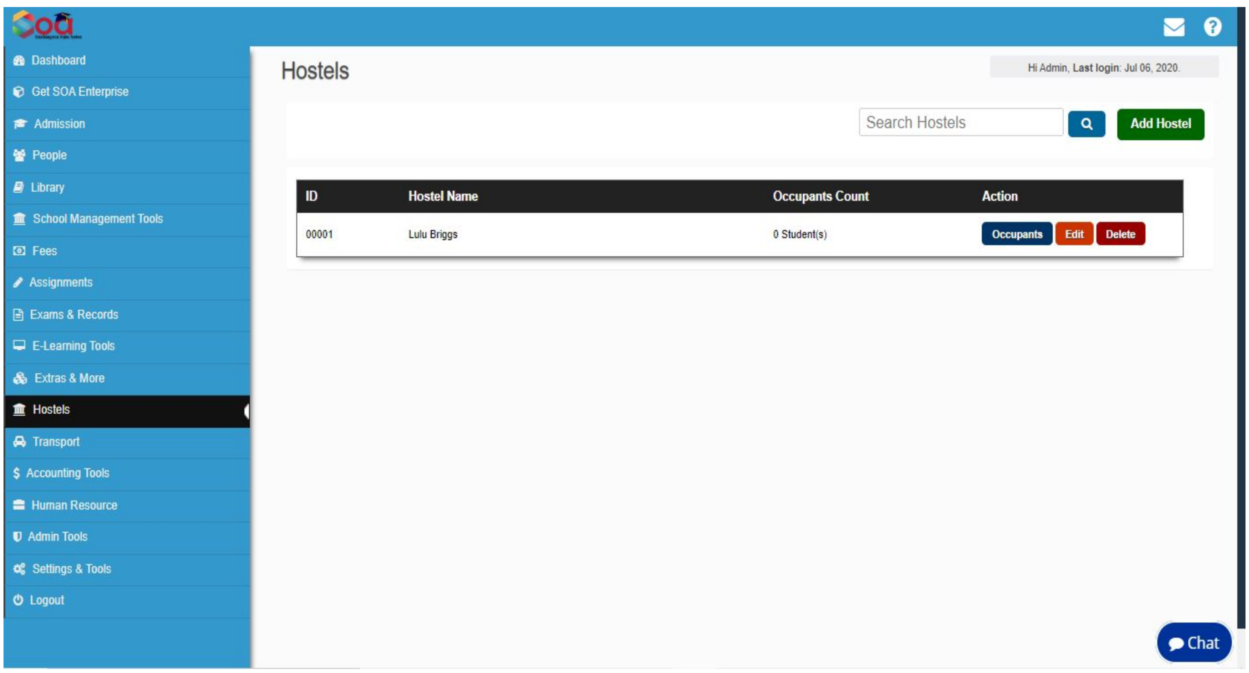
Note! You can enable or disable any payment gateway but can only delete custom payment gateways added by you..

Note! Each online payment gateway uses a defined currency but depends on your defined exchange rates for currency conversions. Always ensure that your exchange rates are properly and accurately configured.

Hostels

The hostel module provides you the tools to create and manage hostel accommodations and dormitories in your school, including a list of hostel occupants.

To access the hostel module, navigate to **Hostels** from the main menu.



To add a new hostel, click the **Add Hostel** button, enter the hostel details and save.

To view the current occupants of a hostel, click on the **Occupants** button beside the hostel.

Allocating a Hostel Accommodation to Students

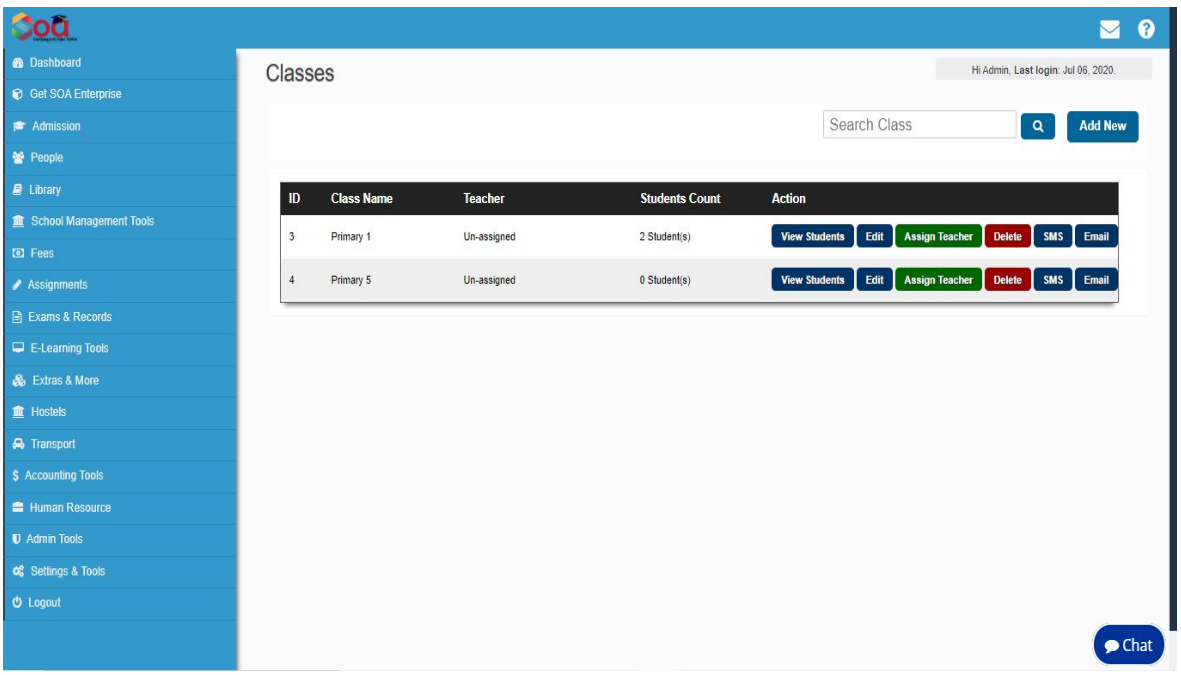
You can assign hostel accommodations to students during admission by selecting the desired hostel on the student's admission page.

You can allocate a hostel to an existing student by editing the student's information in the Students Module. Click the **Edit** button beside the desired student's data, select the desired hostel under **Other Information** section then save.

Classes

The class module provides you the tools to create and manage various classes, forms and academic levels of your school.

To access the class module, navigate to **School Management Tools -> Manage Classes** from the main menu.



From the class module, you can view students in a class using the **View Students** button, send bulk SMS to all students in a class using the **SMS** button or send email to all students in a class using the **Email** button.

To create a new class, click the **Add New** button, enter the class name and save.

Assigning Teachers to Classes

A teacher can only view and manage information of students in the class or classes assigned to him or her, including marking of attendance and examination.

Classes can be assigned to teachers while creating a new teacher or editing an existing teacher's information from the Teachers Module.

You can also assign a class to an existing teacher by clicking the **Assign Teacher** button beside the class.

Assigning Students to Classes

A student must be assigned to a class at every given school session.

Classes can be assigned to students while admitting a new student on the Admission Module or by editing an existing student's information from the Students Module.

To assign a class to students during admission, select the desired class on the student's admission form.

You can assign a class to an existing student by editing the student's information at the Students Module. Click the **Edit** button beside the desired student's data, select the desired class under **Other Information** section then save.

The students will be assigned to the selected class for the currently active school session.

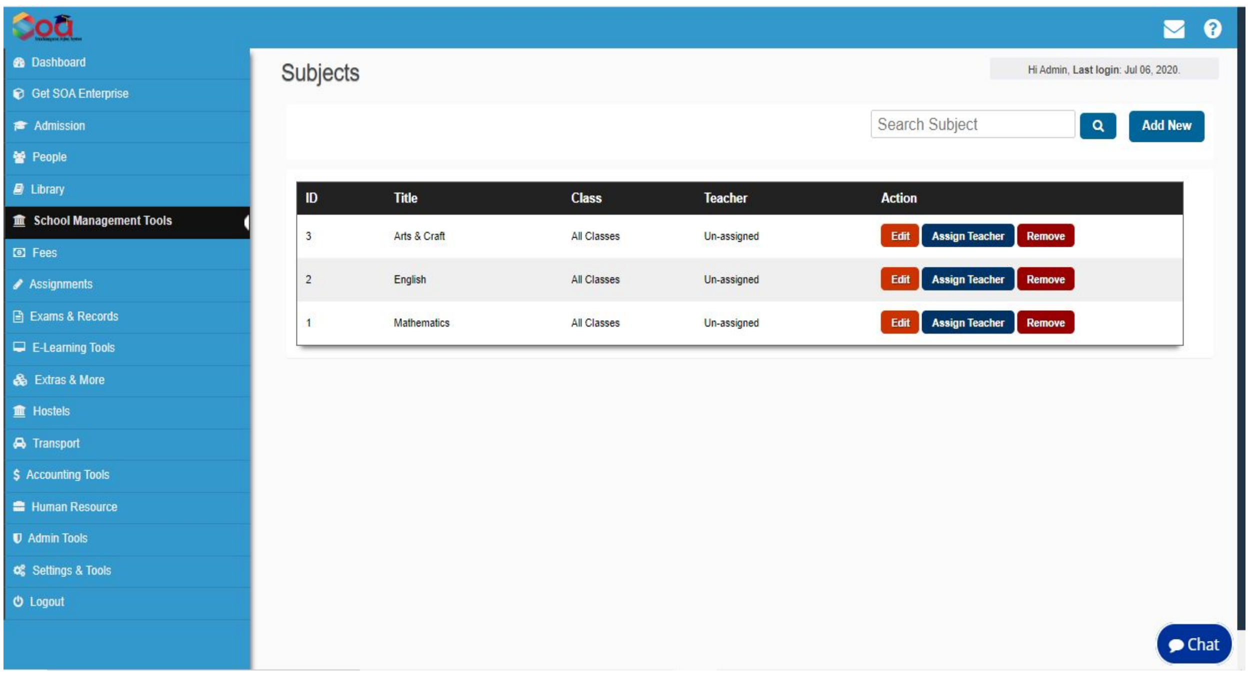
Hint! Always promote students to new classes at the beginning of every new school session.

Note! Always ensure that the correct active school session has been created and set before assigning students to classes.

Subjects/Courses

The subject module provides you the tools to create and manage various subjects and courses in your school.

To access the subject module, navigate to **School Management Tools -> Manage Subjects** (for admin users/managers) or **Subjects & Syllabus** (for other user roles) from the main menu.



From the subject module, you can view/download the syllabus of the selected subject.

To create a new subject, click the **Add New** button, enter the subject details and save.

Assigning Subjects to Teachers

A teacher can only use or manage subjects assigned to him or her, including recording of exam marks. You can assign multiple subjects to a teacher.

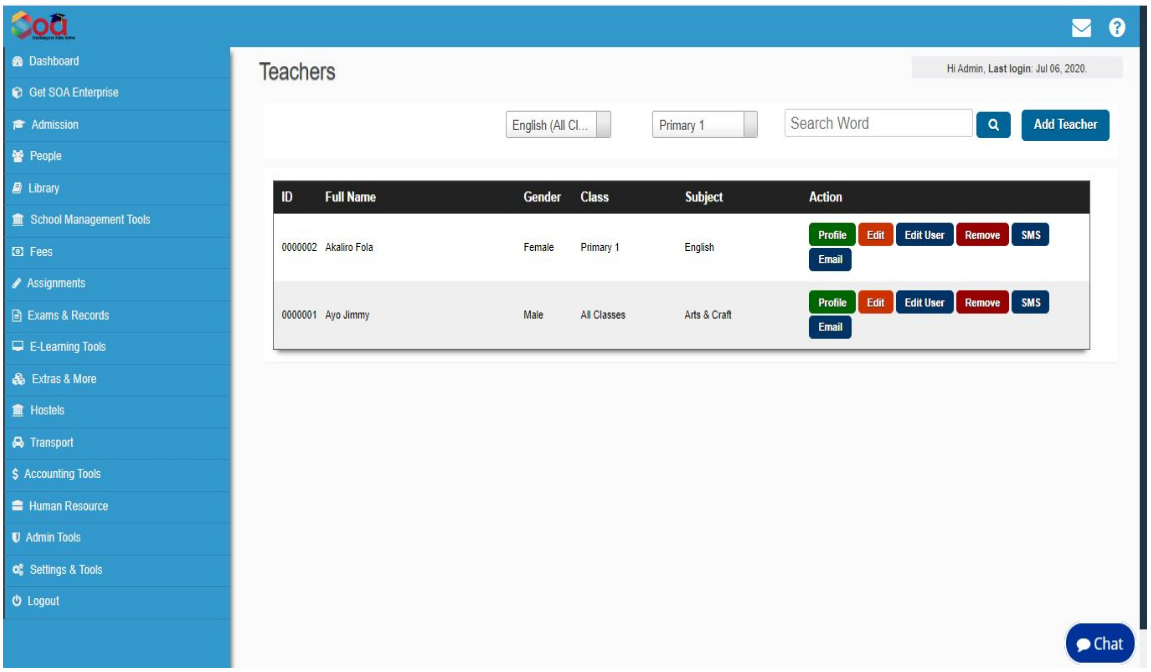
You can assign a subject to a teacher by clicking the Assign **Teacher** button beside the desired subject.

Subjects can also be assigned to teachers while creating a new teacher or editing an existing teacher's from the Teachers Module.

Teachers

The teachers module provides the tools to create and manage teachers and lecturers in your school.

To access the teachers module, navigate to **People -> Teachers** (for admin users/managers) or **Teachers** (for other user roles) from the main menu.



From the teachers module, you can view/edit a teacher's profile, edit a teachers user account details and send SMS or Email message to a selected teacher.

To create a new teacher, click the **Add Teacher** button, enter the teacher's information and save.

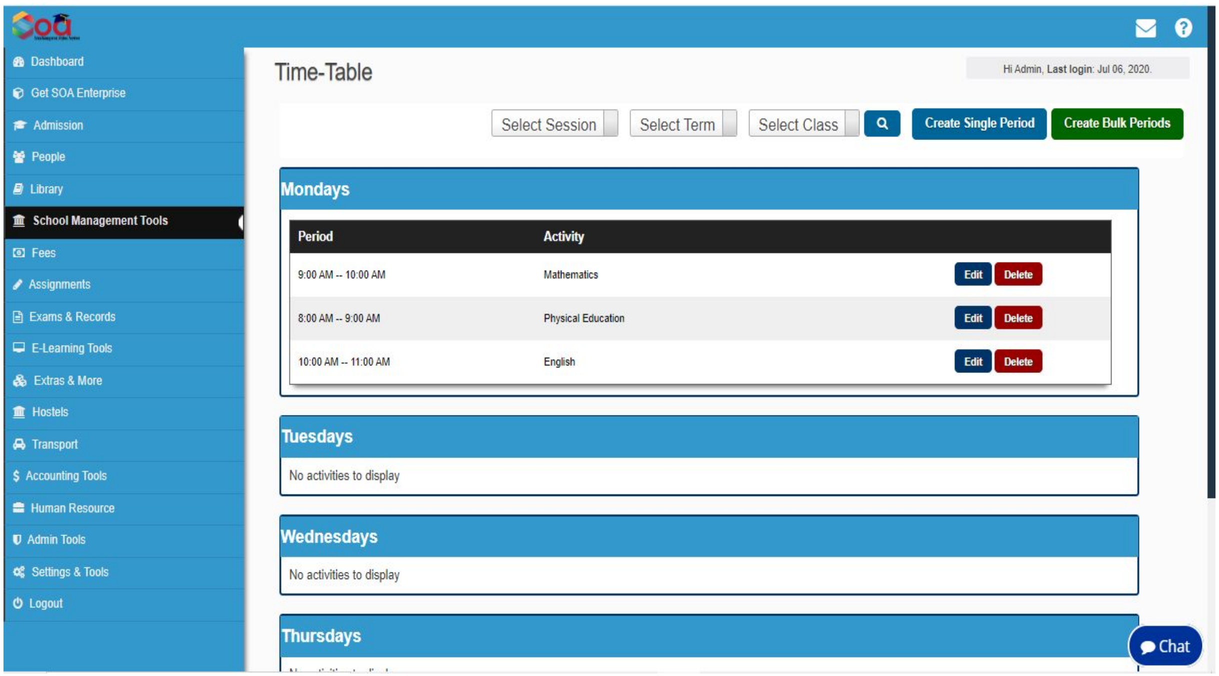
The new teacher's employee profile as well as user account will be created. The teacher's username and password will be automatically generated by the system based on availability, using the teacher's first and last name (eg firstname.lastname).

If an email address was provided for the new teacher, the teacher's login information will be automatically sent to him or her by email.

Class Time-Tables

The Time-Table module provides the tools for viewing, creating and managing daily routine and periods of various classes in your school.

To access the time-table module, navigate to **School Management Tools -> Class Time-tables** (for admin/manager roles) or **Class Time-table** (for other user roles) from the main menu.



To view the weekly periods of a class, choose the desired school session, term and class then click on the search button.

> **Note!** Teachers can only access time-tables of classes assigned to them

To add a new single period for a class, click the **Create Single Period** button.

Choose desired session, term, class, week day. Enter period start and end time (eg. 8:30 AM), enter the activity (eg. English Language, Break Time, etc) then save.

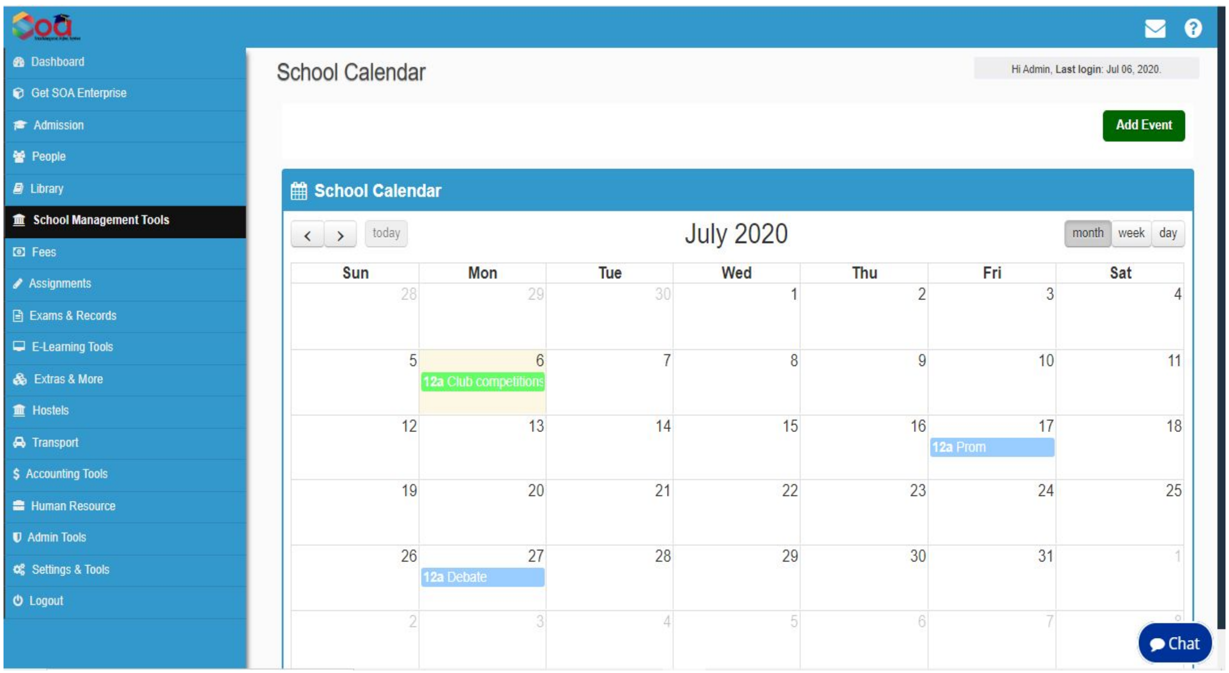
To create multiple periods for a class at once, click the **Create Bulk Periods** button, choose desired session, class and term. Enter start/end time and activity for each period *(Empty periods and activities will be skipped while saving).*

Each period can be edited by clicking the **Edit** button beside the desired period on the Time-table view page.

School Schedules

The calendar module provides the tools to view and manage school activities, calendar, schedules, events, etc.

To access the Calendar module, navigate to **School Management Tools -> School Calendar & Schedules** (for admin/managers) or **School Schedules** (for other user roles) from the main menu.



Past events are displayed in gray color, current day's events are displayed in green color while future events are displayed in **blue**.

By default, the module displays events between the past 10 days and next 10 days, if no events were found within these periods, it displays 30 most recent events from the school's calendar. However, you can search the event calendar using the date-range picker or search box.

To create a new event, click the **Create Event** button, enter the event details and save.

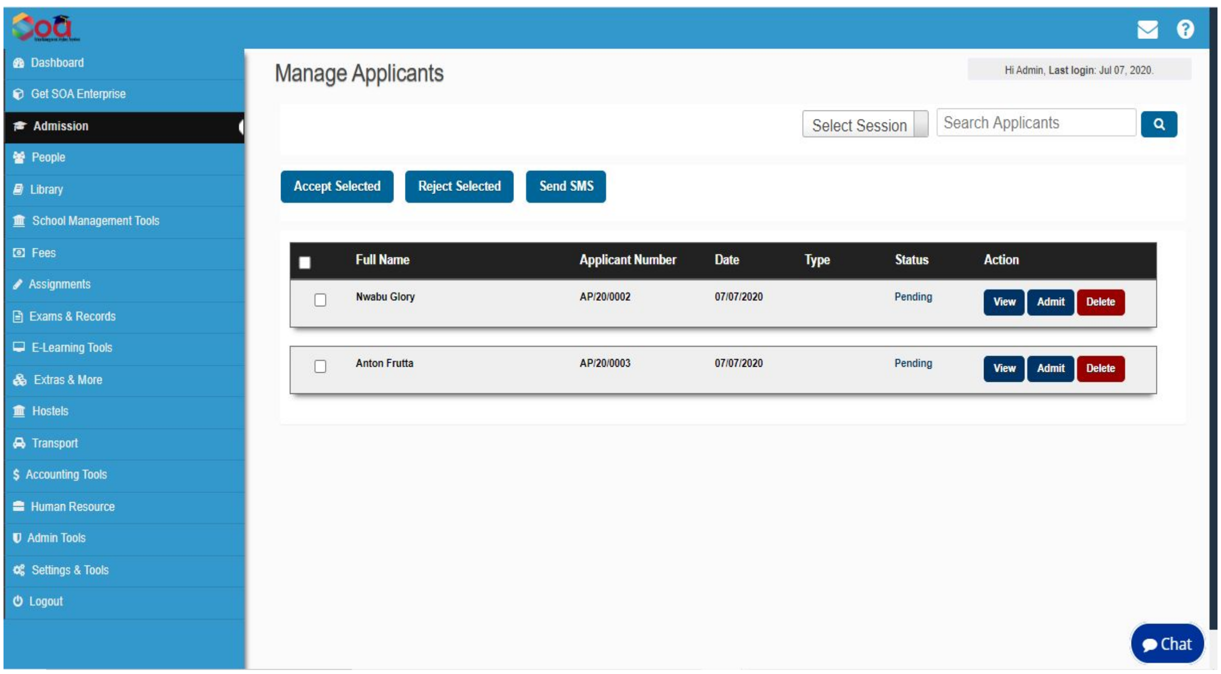
Admission

The Admission module provides the tools for admitting new students into your school. New students can be admitted through the Applicants Manager or the Admission form.

Managing Applicants

The applicants manager provides tools for managing students who applied for admission into your school through the integrated Students Registration Portal.

To access the Applicants Manager, navigate to **Admission -> Manage Applicants** from the main menu.



By default, a list of students who applied for the current active school session are displayed. However, you can access applicants from other sessions using the search tool.

From the applicant manager, you can **Accept Selected Applicants**, **Send Bulk SMS to Applicants**, **View** applicant's information or **Admit** an applicant.

> **Note!** When you choose to mark selected applicants as Accepted, every other non-selected applicant will be marked as rejected.

Admitting an Applicant

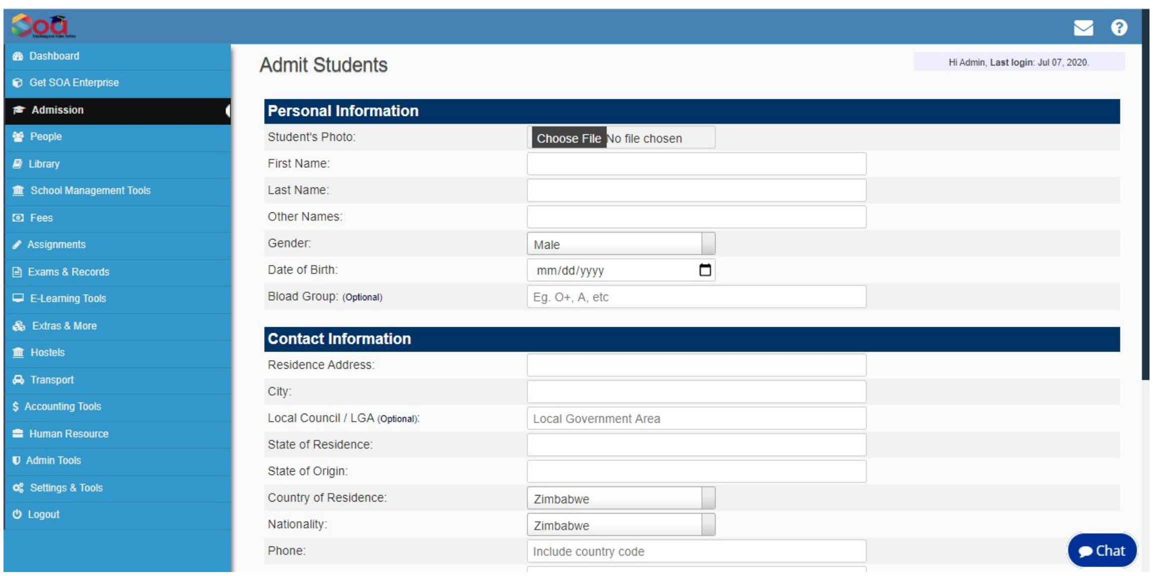
To admit an applicant, click the **View** button next to the desired applicant to open up the applicants data, then click the **Admit** button. The system will prepare and move the applicant's information to the admission page.

Enter every other required information on the admission form to admit the new student. *(see the Admitting New Student section for more details)*

Admitting Students from the Admission Page.

The admission page provides a set of admission forms to enable you to capture every important information regarding new students, including personal information, contact information, academic information, parents/guardians information, etc.

To access the admission page, navigate to **Admission -> Admit New Student** from the main menu.



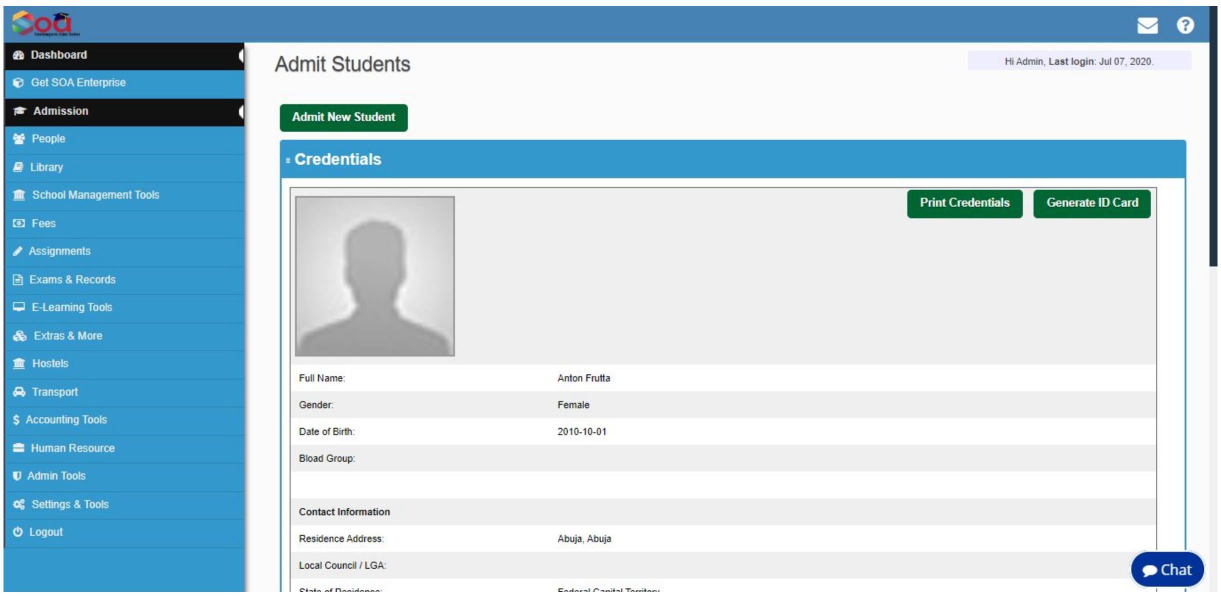
Upload the student's photo and enter the student's personal and contact information carefully.

Under the **Other Information** section, enter the student's admission year (This will be used to generate a unique admission number for the student). Assign the new student to a class and Hostel (if applicable).

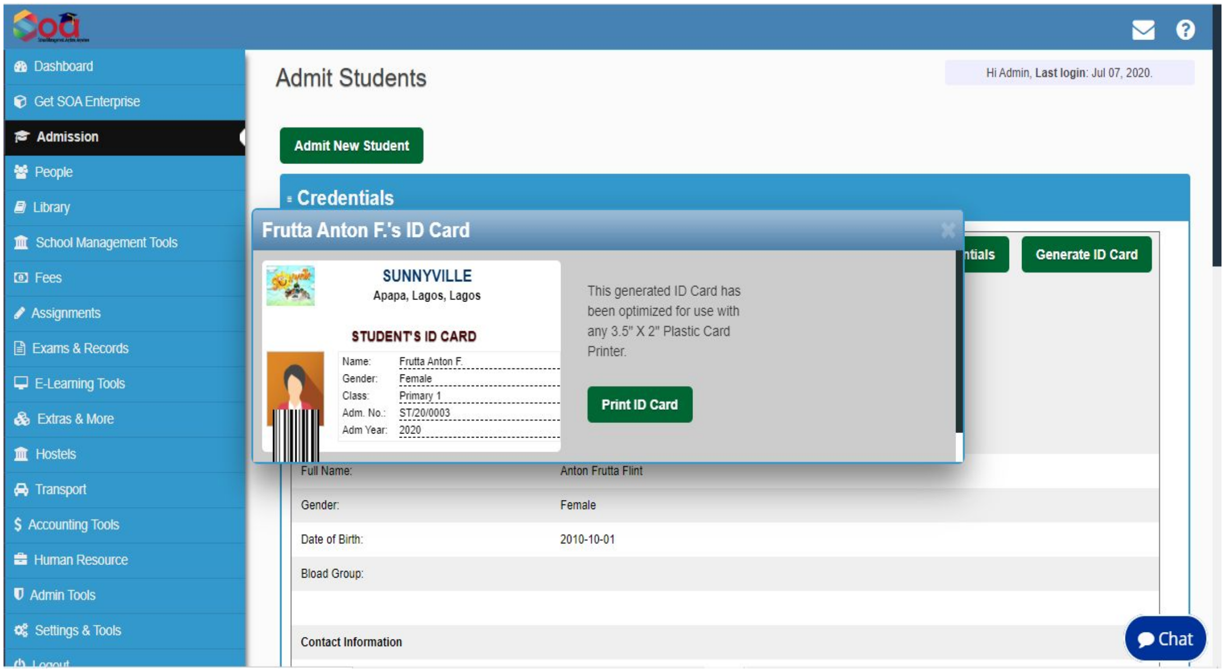
Assign an existing parent to the student or choose the **Create New Parent** option to create a new parent profile for the student.

If the Create New Parent option is selected, you will be taken to the next page to enter the new parent's details upon submitting the admission form.

Upon successful admission of the new student, the student's information will be displayed on the confirmation page.



From here, you can print the student's credential or **Generate & Print** the student's ID card.

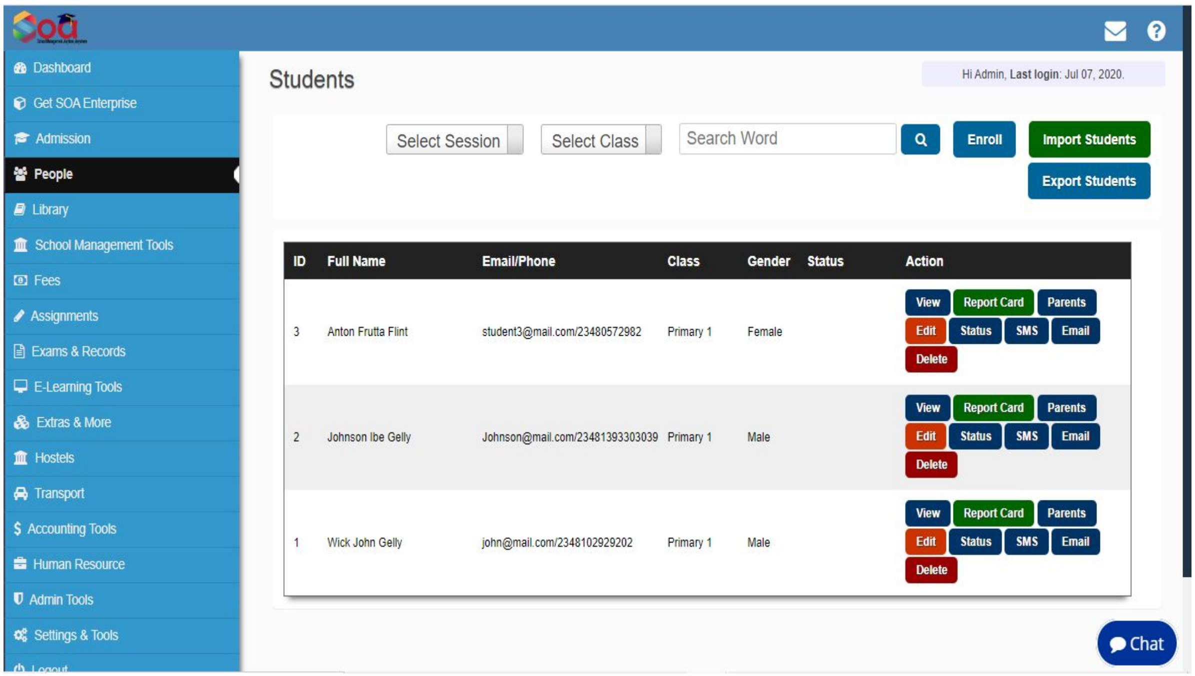


Dashboard
Get SOA Enterprise
Admission
People
Library
School Management Tools
Fees
Assignments
Exams & Records
E-Learning Tools
Extras & More
Hostels
Transport
Accounting Tools
Human Resource
Admin Tools
Settings & Tools
Admit Students
Hi Admin, Last login: Jul 07, 2020.
Admit New Student
Credentials
Frutta Anton F.'s ID Card
SUNNYVILLE
Apapa, Lagos, Lagos
STUDENT'S ID CARD
Name: Frutta Anton F.
Gender: Female
Class: Primary 1
Adm. No.: ST/20/0003
Adm Year: 2020
This generated ID Card has been optimized for use with any 3.5" X 2" Plastic Card Printer.
Print ID Card
Generate ID Card
Full Name: Anton Frutta Flint
Gender: Female
Date of Birth: 2010-10-01
Blood Group:
Contact Information
Chat

Managing Students

The Students module provides the tools to view and manage admitted students in your school (or assigned classes for Teachers).

To access the Students module, navigate to **People -> Students** (for admin/managers) or **Students** (for other user roles) from the main menu.



From the student module, you can view the list of students in your school or assigned class (for teachers), manage students' profiles and information, admit students and send SMS/Email to any student.

Adding a New Students

Students' admission is handled by the Admission module. To admit a new student, click on the **Admit Student** button to open the student admission module. (***See admission section above for detailed guide on admitting new students.***)

Searching Students Records

SOA students search tool allows you to search for a student using any of the students' data/fields such as Name, state, age, etc.

You can also filter your search to a specific class by specifying an academic **Session,** the desired **Class** and any desired keyword**.**

Managing Students Status

SOA provides a feature that enables you to set admission/academic status for each status, which can be updated from time to time.

Available student status include; Active Student, Suspended Student, Deceased Student, Deferred Student, Graduated Student and Expelled Student.

By default, every admitted student status is set to Active. You can change a student's status by clicking on the current status under the **Status** column of the students list table and selecting desired new status.

Student Management Tasks

Clicking on the following buttons beside desired student will perform the respective actions; **View** button opens the students profile and information, **Report Card** button opens the Exam report module to enable you view the students examination reports, **Parents** button opens profile of the student's parents, **Edit** button opens the student's profile for modification, **SMS** and **Email** buttons allows you to send SMS and Email messages respectively to the selected student.

While editing a student's profile, you will be able to **Assign/change Parents** for the student, **Assign/Change Hostel** for the student, **Assign Guardian** to the selected student and **Assign/change class** for the selected student.

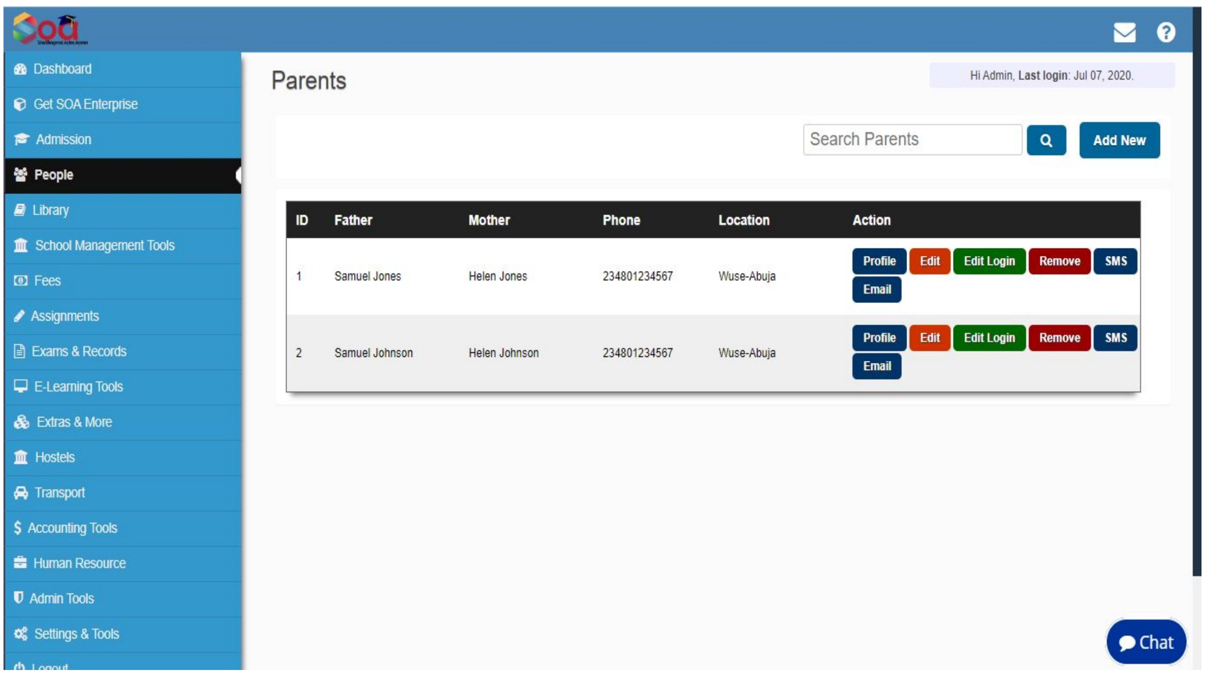
Note! The Options, Features and Tools available to a user depends on the logged-in user role and access privilege.

The feature to delete a student has been disabled on SOA as doing so may affect some school record, leading to some unexpected results. Consider changing the student's status instead.

Parents

The parents module provides the tools to view and manage parents of enrolled students in your school.

To access the Parents module, navigate to **People -> Parents** (for admin/managers) or **Parents** (for other user roles) from the main menu.



From the parents module, you can view a list of all parents in your school.

Use the **Add New** button to create a new parent.

Use the **Profile** button to view details of selected parent, **Edit** button to edit selected parent's information, **Edit Login** button to edit portal login details of the selected parent, **Remove** button to delete the selected parent, **SMS** and **Email** buttons to send SMS and Email respectively to the selected parent.

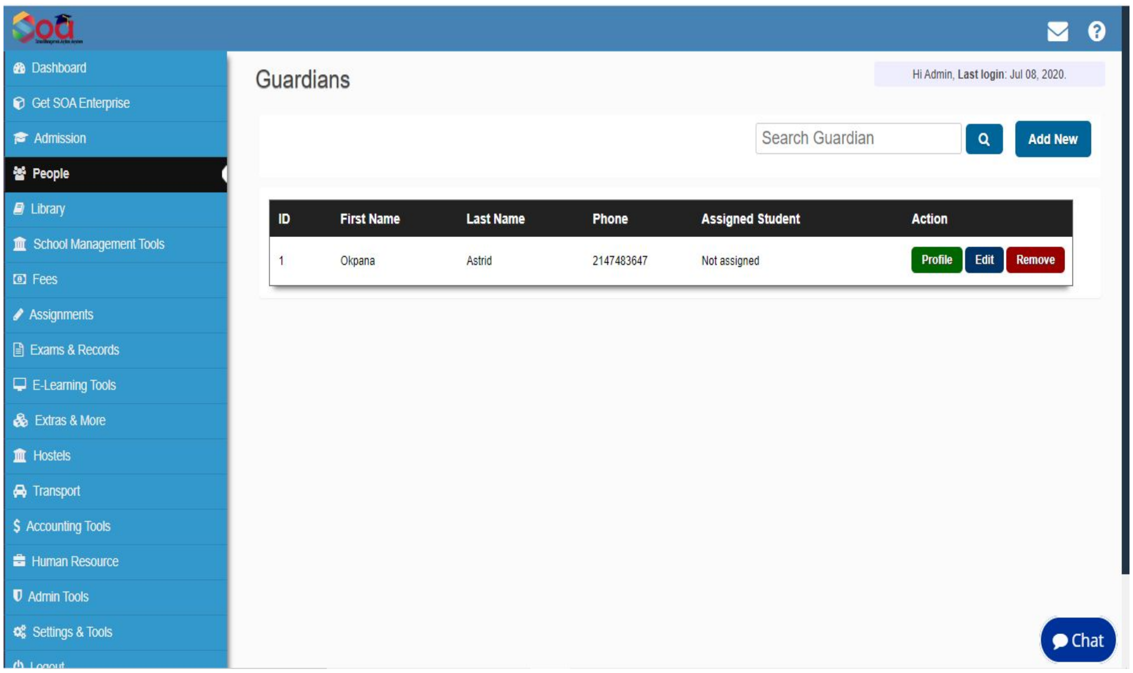
Note! The Options, Features and Tools available to a user depends on the logged-in user role and access privilege.

After creating a new parent, use the student module t assign the new parent to desired student or students.

Guardians

The Guardians module provides the tools to view and manage guardians of enrolled students in your school.

To access the Guardians module, navigate to **People -> Guardians** (for admin/managers) or **Guardians** (for other user roles) from the main menu



From the guardian module, you can view a list of all guardians in your school.

Use the **New Guardian** button to create a new guardian.

Use the **Profile** button to view details of selected Guardian, **Edit** button to edit selected Guardian's information, **Remove** button to delete the selected Guardian.

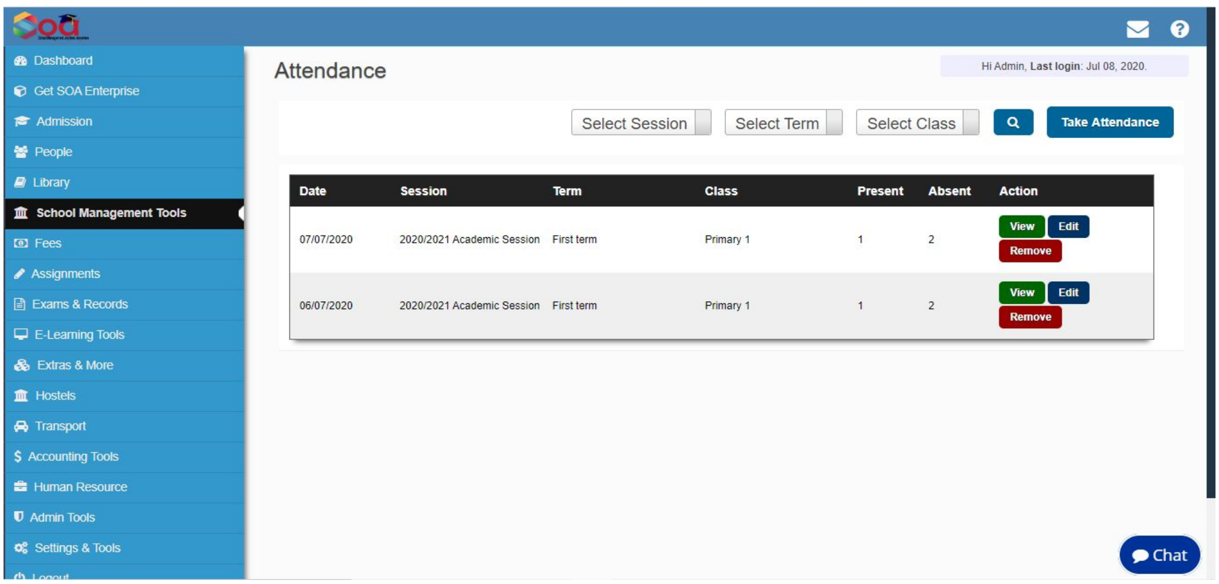
Note! The Options, Features and Tools available to a user depends on the logged-in user role and access privilege.

After creating a new guardian, use the student module t assign the new guardian to desired students.

Class Attendance

The Attendance module provides the tools to view and submit day-to-day attendance of various classes in your school. The attendance module is accessible to Admins, Managers and Teachers.

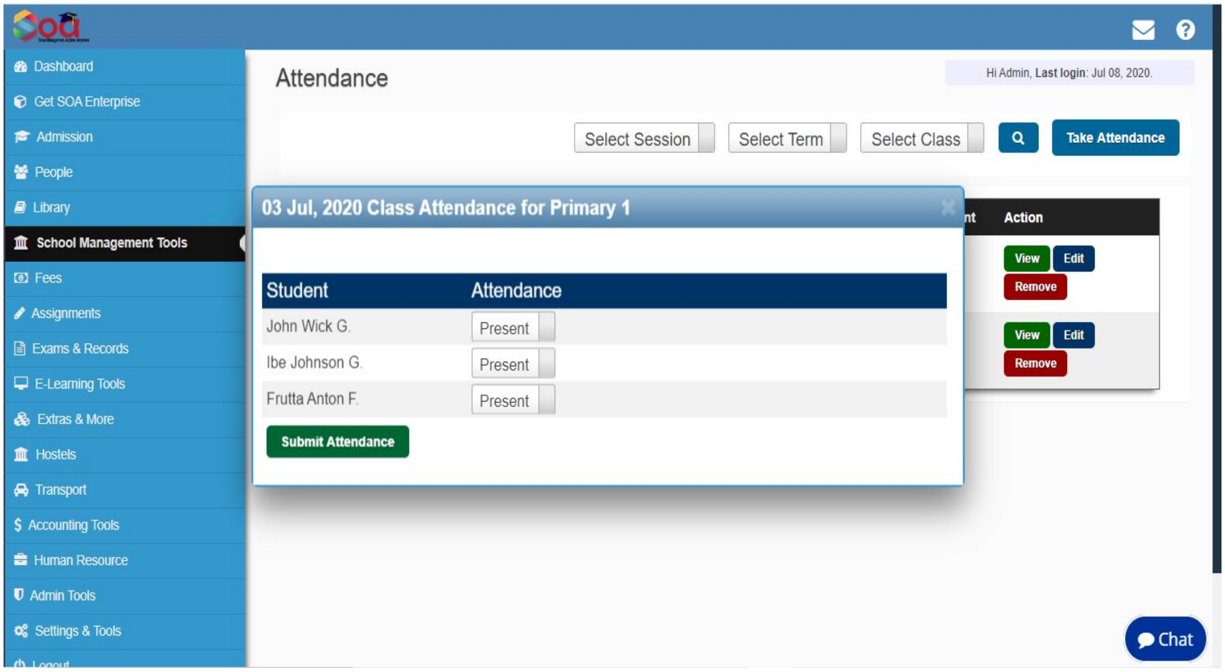
To access the Attendance module, navigate to **School Management Tools -> Manage Class Attendance** (for admin/managers) or **Attendance** (for other user roles) from the main menu.



Taking Attendance

To take a new attendance, click the **Take Attendance** button, select desired session, term, class and attendance date then click **Continue** to proceed.

The system will generate a list of all available students based on your selection and present them on the attendance submission page.



Use the drop-down box next to each students n the list to set their attendance (i.e. **Present, Late, Excused** or **Absent**).

After you have selected the correct attendance value for all students on the list, click **Submit Attendance** to save the attendance record.

Managing Attendance Records

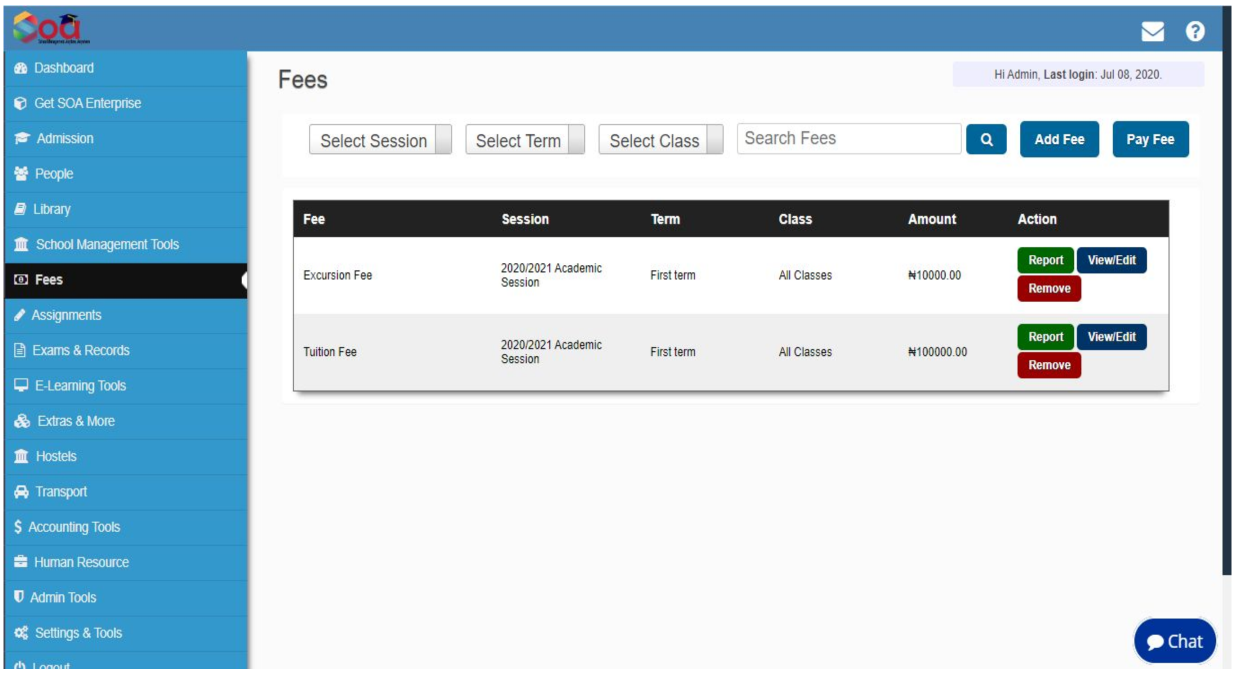
By default, the attendance module displays a list of all available attendance records, based on the logged-in user privilege and role. To filter attendance, select desired **Session, Term** and **Class** then click the **View** button.

Click the **View** button to view a detailed report of an attendance record. Click on **Edit** to re-make the selected attendance record and **Remove** to completely delete the selected record.

School Fees

The Fee module provides the tools to view, manage and collect various fees in your school. The fees module is accessible to Admin, Manager, Front-Desk and Account user roles.

To access the fees module, navigate to **Fees** from the main menu.



Adding a New Fee

To create a new fee, click on the **Add Free** button. Enter a descriptive title for the fee, choose session for the fee or choose **All Sessions** if not applicable. Choose a term or choose **All Terms** if not applicable. Choose a class for the fee or choose **All Classes** if not applicable. Finally enter an amount for the fee and click **Create Fee** to save.

Collecting Fees

Though parents and students can easily pay their fees online through the school portal, SOA still offers you the option and feature to collect fees and record offline payments. Ideal for accepting cash/bank payments by the school’s bossier.

Fees can be collected in part (multiple installments) or in full using this tool.

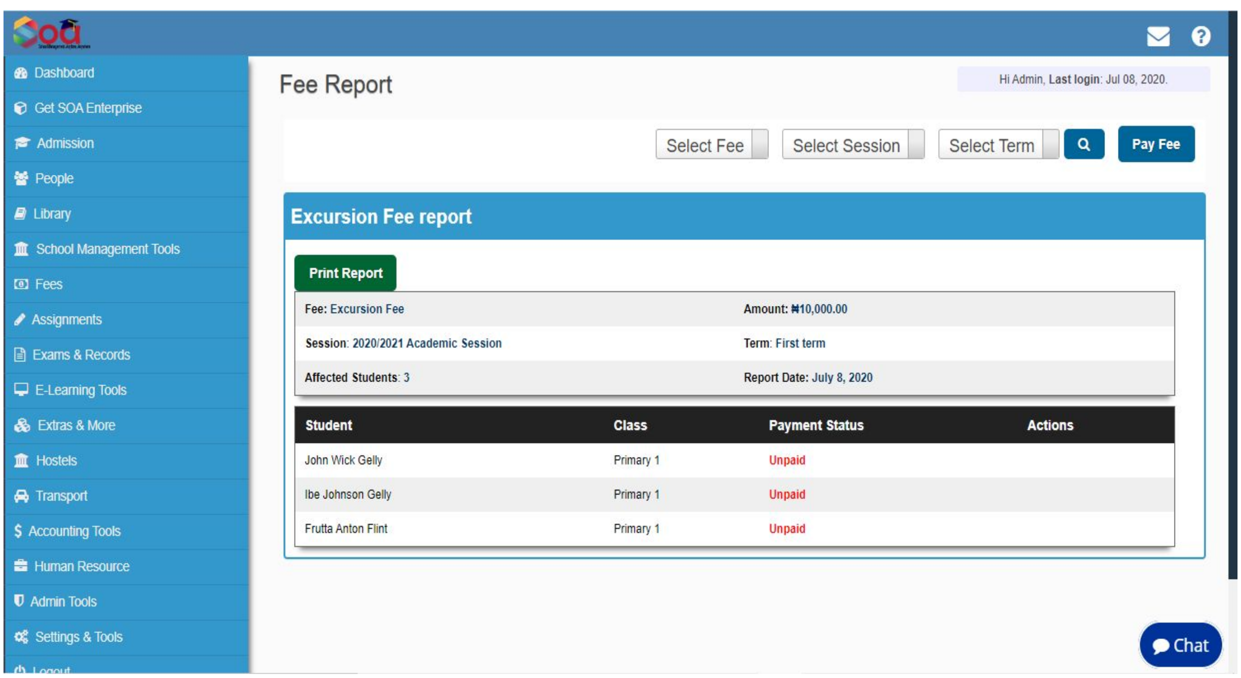
To add a payment record from the fees module, click the **Pay Fee** module. Select students to pay for, select a fee to pay, session, tem and date of payment.

Enter the exact amount paid and select mode of payment then click **Add Payment** to save the payment record. The system will automatically generate a payment receipt for the student, which can be viewed by both the student and his/her parents from the school portal.

Generating Fee Report

One of the great features of SOA is its ability to generate a detailed payment report for each fee, which can be used to track who owes the school and exactly how much is being owed.

To generate a report for a fee, click on the **Report** button next to the desired fee.



The Fee Payment report page will generate a list of all students associated with the selected fee, each with payment status (i.e. **Fully Paid**, **Not Paid**, **Paid Partially**).

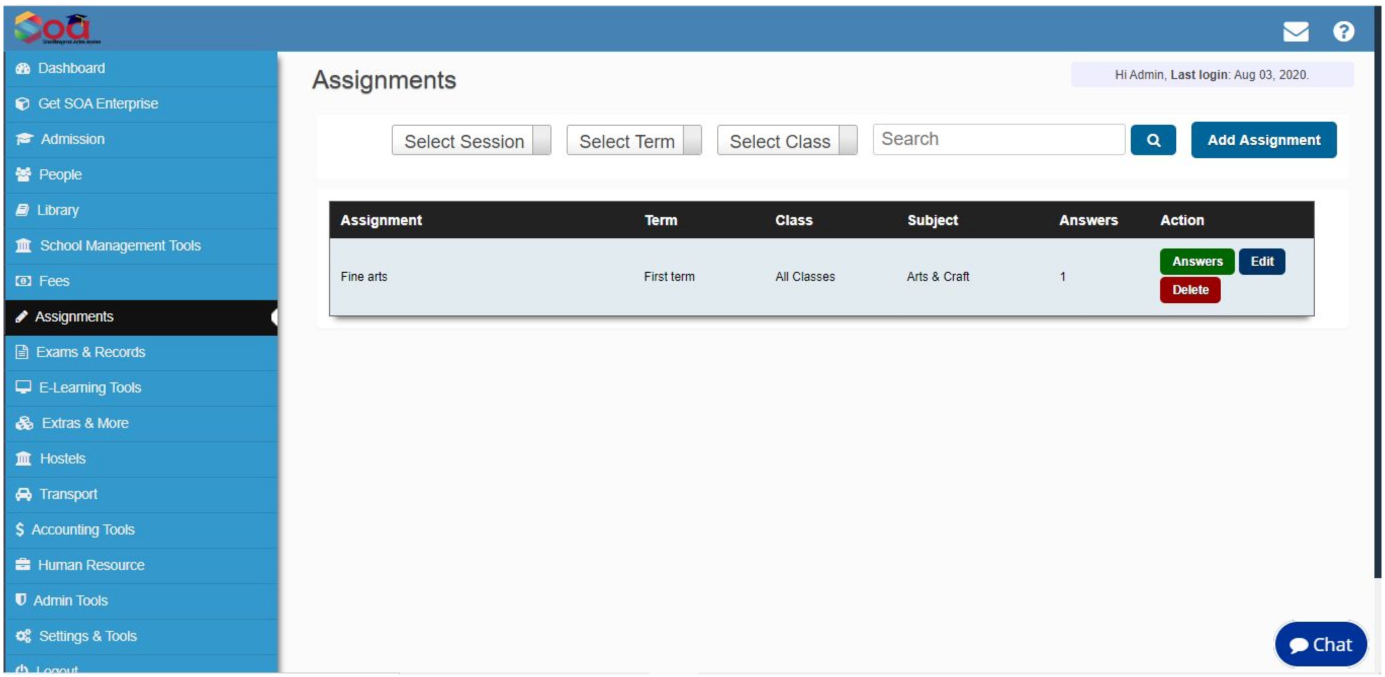
*A student's payment status will be marked as **Part Payment** if the total amount received from such student for the selected fee is less than the fee's amount.*

From the report page, you can also view payment details of a particular student by clicking on the **Details** button next to the desired student. You can also add/update payments to partially paid fees by clicking the **Add Payment** button next to the desired student.

Assignments

The Assignments module provides the tools to create, view and manage assignments as well as view and grade students' answers/submissions in your school. The assignments module is accessible to Admin, Manager, Front-Desk and Account user roles.

To access the Assignments module, navigate to **Assignments** from the main menu.



Adding a New Assignment

To add a new assignment, click on the **Add Assignment** button, in the form that comes up, input the title, select the session, the term, the class and the subject then type in the assignment in the text area, select a due date and click on the Create Assignment button at the bottom to create the assignment.

Getting Submitted Answers

To get the answers for the assignment that was submitted by the students, click on the Answers button beside the assignment you want in the Assignments page. In the new page, you should see a list of the students' submissions for that assignment, you can then click on the download button beside the answers to download the answers.

Exams & Records

The Exams & Records module provides the tools to create, view and manage exams, view exam reports, promote students and create custom report card data. The Exams & Record module is accessible to Admin, Manager, Front-Desk and Account user roles.

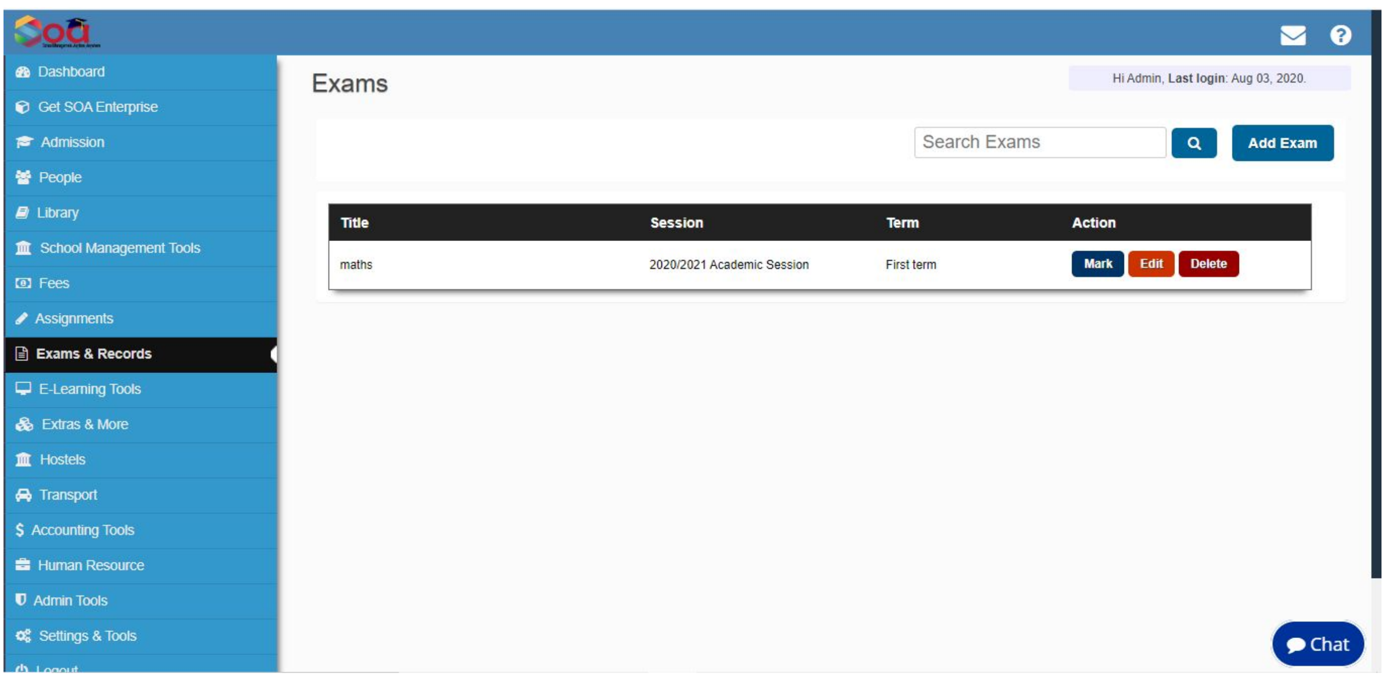
To access the Exams & Record module, navigate to **Exam & Records** from the main menu.

Creating an Exam

Click on **Exams & Records** from the main menu, select **Create Exam** from the dropdown, fill the form that comes up appropriately and click on the **Create Exam** button.

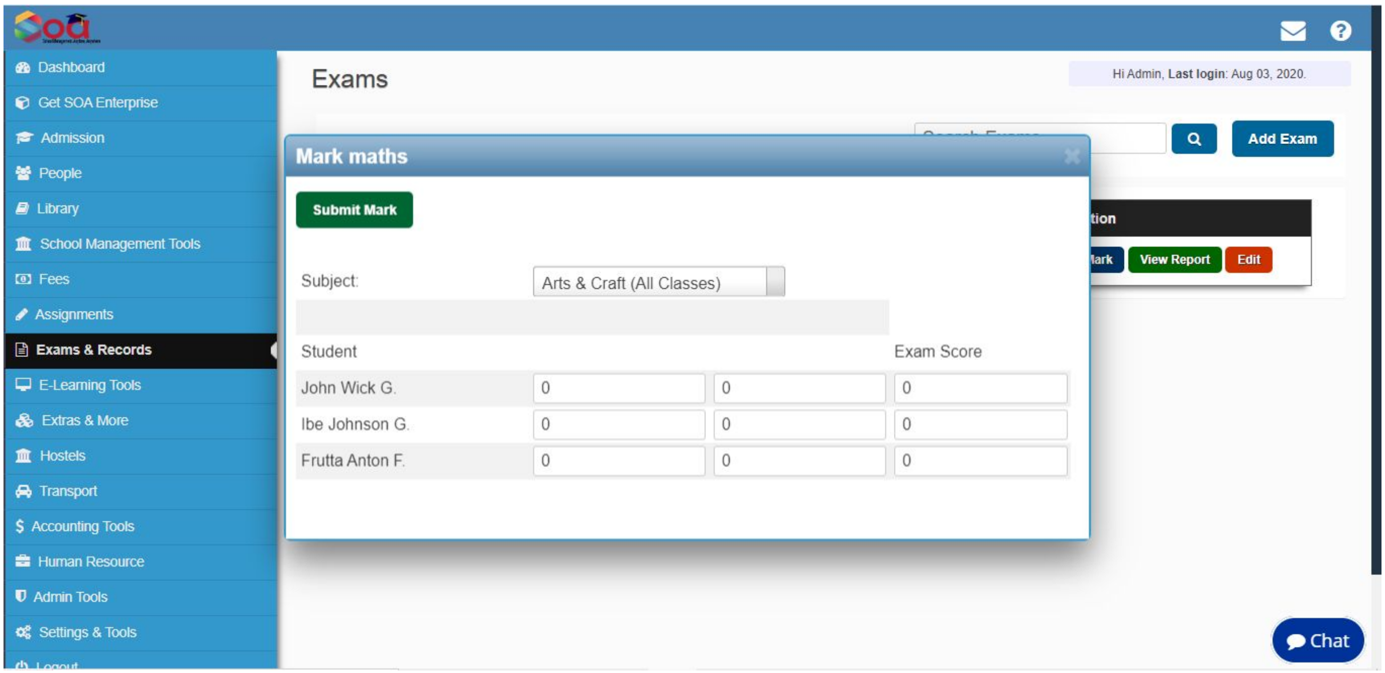
Listing Exams

To view created exams, click on **List Exams** from the **Exams & Records** dropdown menu, in the new page, you should see a list of the exams you have created and from there you can edit the exam details, mark the exam and delete the exam. You can also create a new exam from that page by clicking on the **Add Exam** button.



Marking an Exam

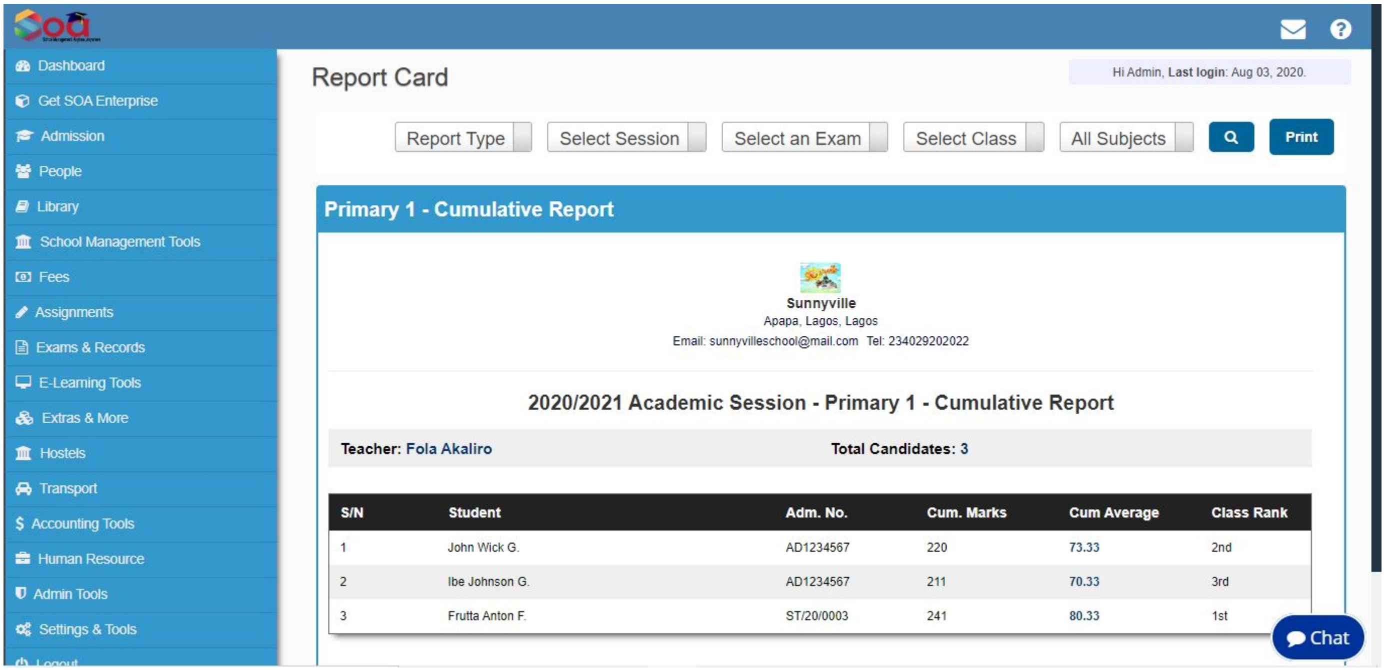
To mark or grade an exam, click on the **Mark** button beside the exam you want to mark, in the pop-up prompt, select the class you want to mark the exam for and click on **Start Marking**. In the new page you should see a list of students in the class you select and some input fields beside them, the last input field is for the exam score while the preceding ones are for continuous assessments so they will show based on the number of continuous assessments you chose in the **School Settings** page. Select the subject you want to mark, enter the scores for continuous assessments and the exam for each student. Click on the **Submit Mark** button at the top to submit the scores for the students for the subject selected. After submitting the marks, you can do the same for other subjects, select the subject, input the scores for each student and submit until you have marked for all the subjects for that particular class.



Note that any duplicate record will be overwritten.

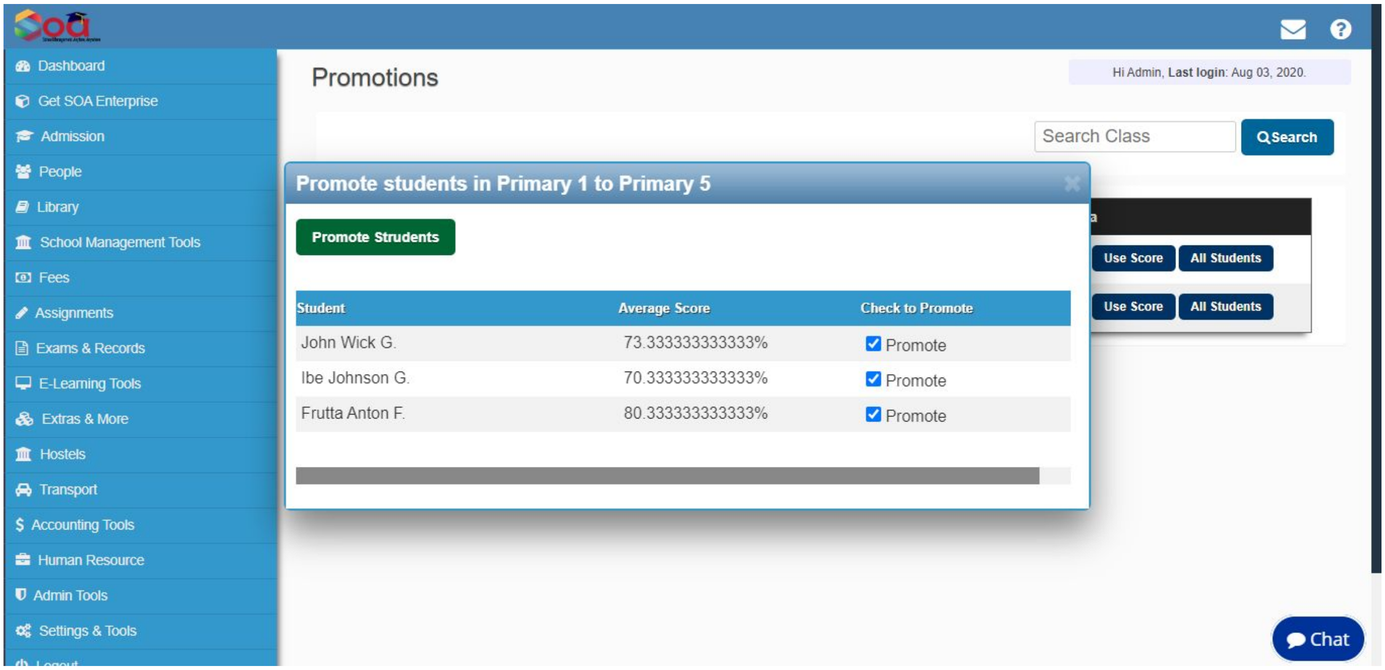
Viewing an Exam Report

To view an exam report, select **View Exam Reports** from the **Exams & Records** dropdown menu. In the Report Card page, select the report type you want (**Class-wise, Subject-wise or Student-wise report**), select the session, the exam, the class, select if you want to view the report for subjects or for a particular subject and then click on the search icon button or the Print button to **print** the report.



Promoting Students

To promote students to the next class, click on **Promote Students** in the Exams & Records dropdown menu item. In the new page, you should see a list of the classes, to promote all students in a particular class, click on the **All Students** button beside the class you want, in the pop-up form, select the current session, the current class, the next session(ensure you have created the next session in the school management tools area), the next class and click on **Get Students** to fetch the students list. In the new pop-up area, the promote checkbox for all the students should be ticked since you clicked on the **All Students** button so you can go on to click on the **Promote Students** button. If you don’t want all students to be selected for promotion, click on the **Select Students** button, in the pop-up from select the current session, current class, the next session, the next class and click on the **Get Students** button to get a list of the students. In the new pop-up area, tick the checkbox beside the student(s) you want to promote and click on the **Promote Students** button.



Creating a Custom Report Data

To create or add a custom report card data to add to the report card, you can click on Custom **Report-Card Data** in the **Exams & Records** dropdown menu. In the new page, click on the Add **Custom Report Data** button, in the pop-up form, input the title of the data you want to add, select the class you want to add the custom data for and click on the **Add Custom Report Data** button at the bottom of the form.

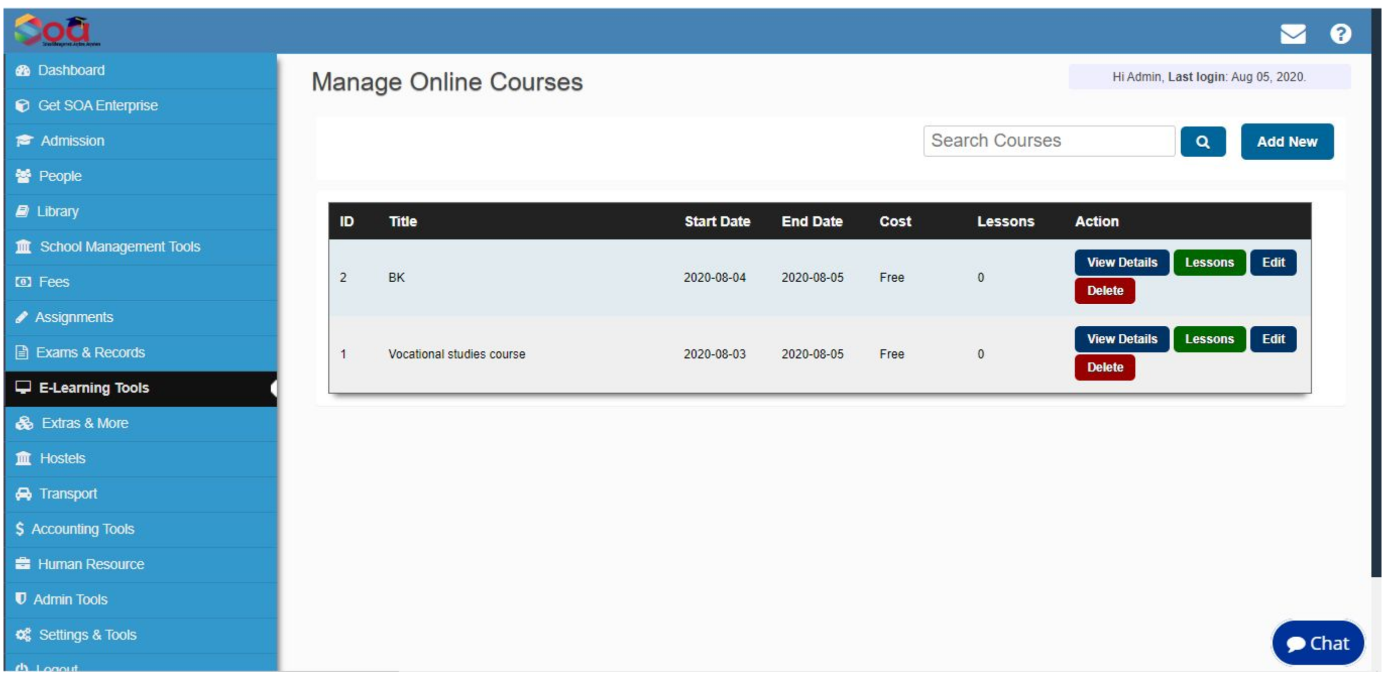
E-Learning Tools

The E-Learning tools module provides the tools to create, view and manage online courses and computer based tests. E-Learning module is accessible to Admin, Manager, Front-Desk and Account user roles.

To access the E-Learning Tools module, navigate to **E-Learning Tools** from the main menu.

Creating an Online Course

To create an online course, click on **Create Courses** from the **E-Learning Tools** dropdown menu. In the pop-up form, fill the fields appropriately and click on the **Add Course** button at the bottom. After the course has been added, click on the **Lessons** button beside the course. In the new page, click on the **Add Lesson** button, in the pop-up form, input the lesson title, select the content type and the form will adjust depending on the content type (**Text/HTML, Video Lesson, Youtube Video, Audio Lesson, File (PDF)**) you choose, click on the Save Lesson button after adding the lesson content.
After creating a course, you can perform other actions like delete, edit and viewing of the course details by clicking on **Manage Courses** from the **E-Learning Tools** dropdown menu.

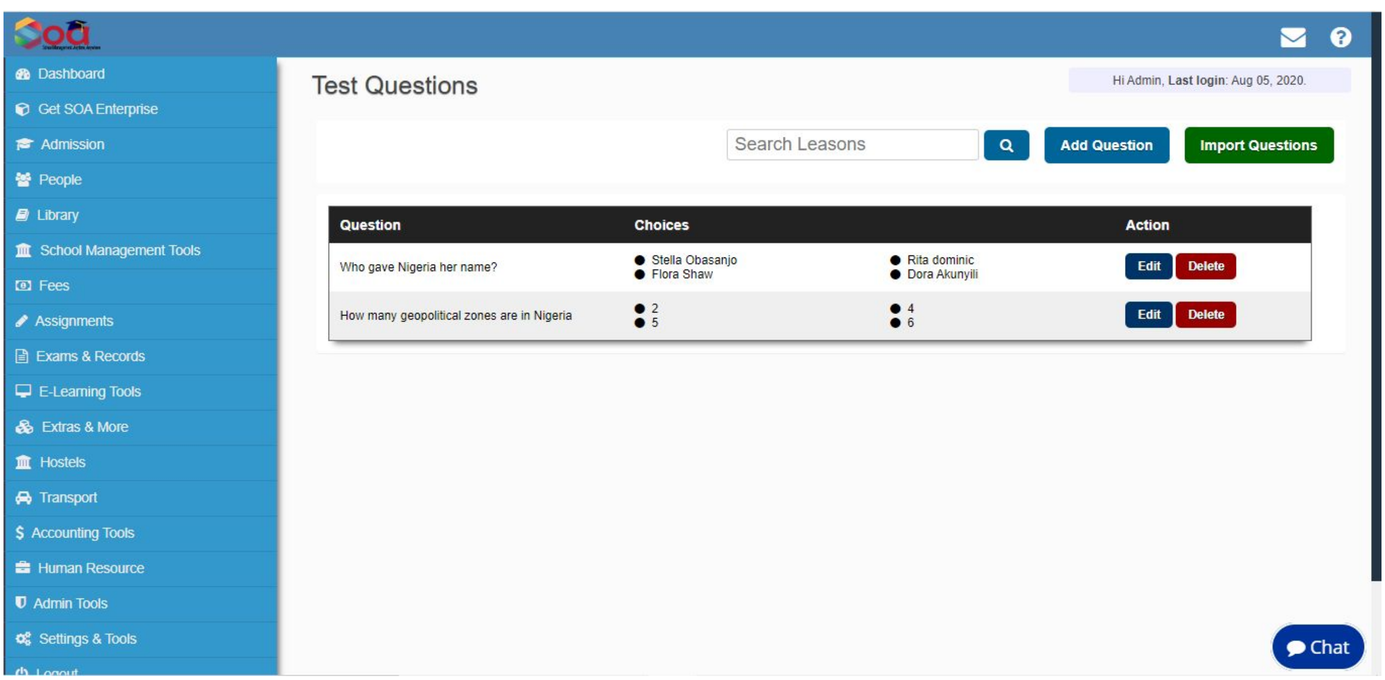


Creating a Computer Based Test (CBT)

You can create a computer based test by clicking on **Computer Based Tests** from the **E-Learning Tools** dropdown menu. In the new page, click on the **Add New** button. Fill the pop-up with the right details and click on the **Add Test** button at the bottom. The test will be in the portal of students in the class the subject assigned to the test is assigned to. After creating the test, in the computer based test page, you should see the test you just created. To add questions to the test, click on the **Questions** button beside the test you just created. You can add the questions for the test singly or in bulk by importing the questions using an Excel or CSV file.

To add questions singly (one after the other), click on the **Add Question** button on the Test Questions page.
In the pop-up form, type the question in the Test Question field and the answers in the Answers fields. You have five answer fields for five choices but C, D and E are optional so you can have questions with just 2 answer choices if you want. After inputting the answers in fields, choose the right answer in the **Correct Choice** column by highlighting the radio button beside the correct answer then click on the **Save Question** button. After the question has been saved, you can go on to add other questions using the same procedure.

To add questions to a test in bulk, click on the **Import Questions** button on the Test Questions page. In the pop-up form, click on the **Download Sample** button to download a sample Excel file showing how the questions for import should be arranged on a sheet. After arranging your questions and the answers on the sheet, click on **Choose file** in the pop-up form and choose the sheet where you have the questions and their answers on your local computer then click on the **Import Records** button, if you arranged the questions and the answers properly, they will be imported and you should be able to see them on the Test Questions page. From the Test Questions page, you can also edit or delete a question.



Extras & More

The Extras & More module provides the tools to create, view and manage photo galleries, store yearbook and documents. The Extras & More module is accessible to Admin, Manager, Front-Desk and Account user roles.

To access the E-Learning Tools module, navigate to **Extras & More** from the main menu.

Creating a Photo Gallery

To create a photo gallery, click on **Photo Gallery** from the **Extras & More** dropdown menu.

In the new page, click on the **Add Album** button, the pop-up form, input the title of the album and click on the **Create Album** button. After creating an album, you can add photos to the album by clicking on the **Add Photos** button. In the pop-up form, click on choose file to select a photo you want to add to an album from your device, input a caption for the image in the Caption field, select the album you want to add the photo from the Album select field and click on the **Add Photos** button. You can only add one photo at a time so repeat the process to add as many photos as you want in the album.

To view photos in an album, click on the album you want to view in the Gallery page, in the new page click on view. You can also edit or delete a photo or an album.

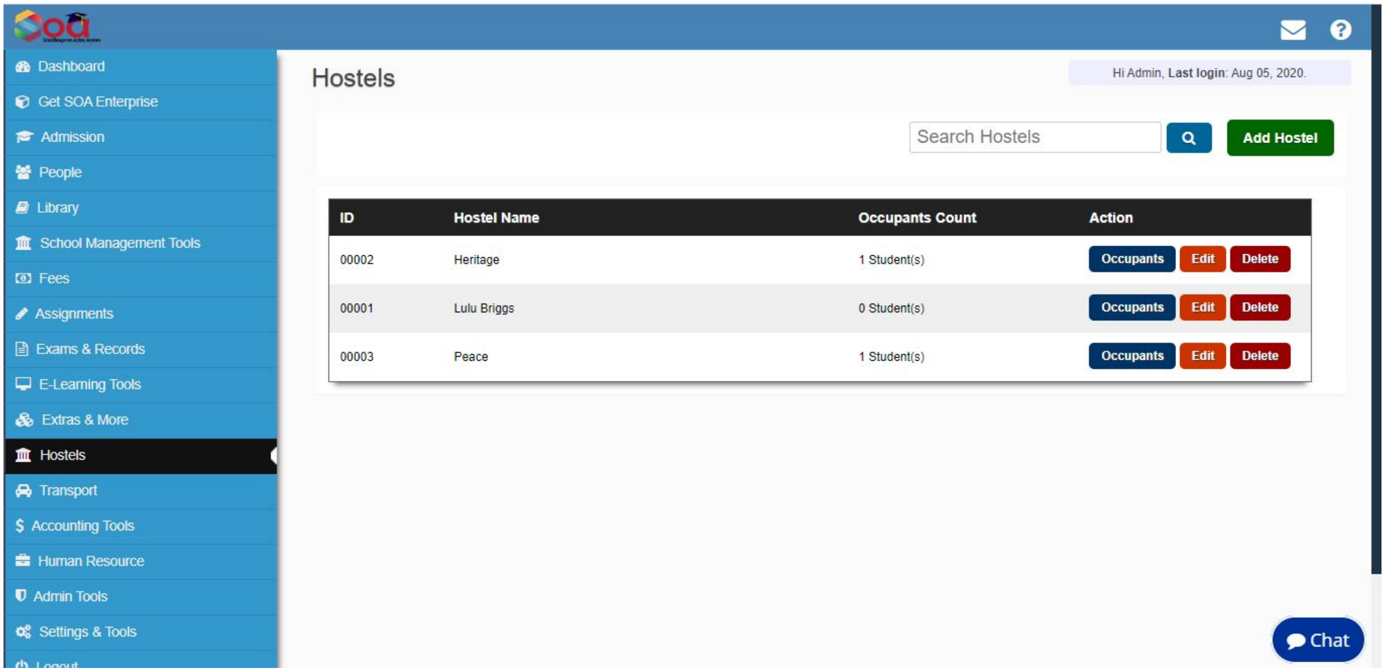
Hostels

The Hostels module provides the tools to add, view and manage hostels. The Hostels module is accessible to Admin, Manager, Front-Desk and Account user roles.

To access the Hostels module, navigate to **Hostels** from the main menu.

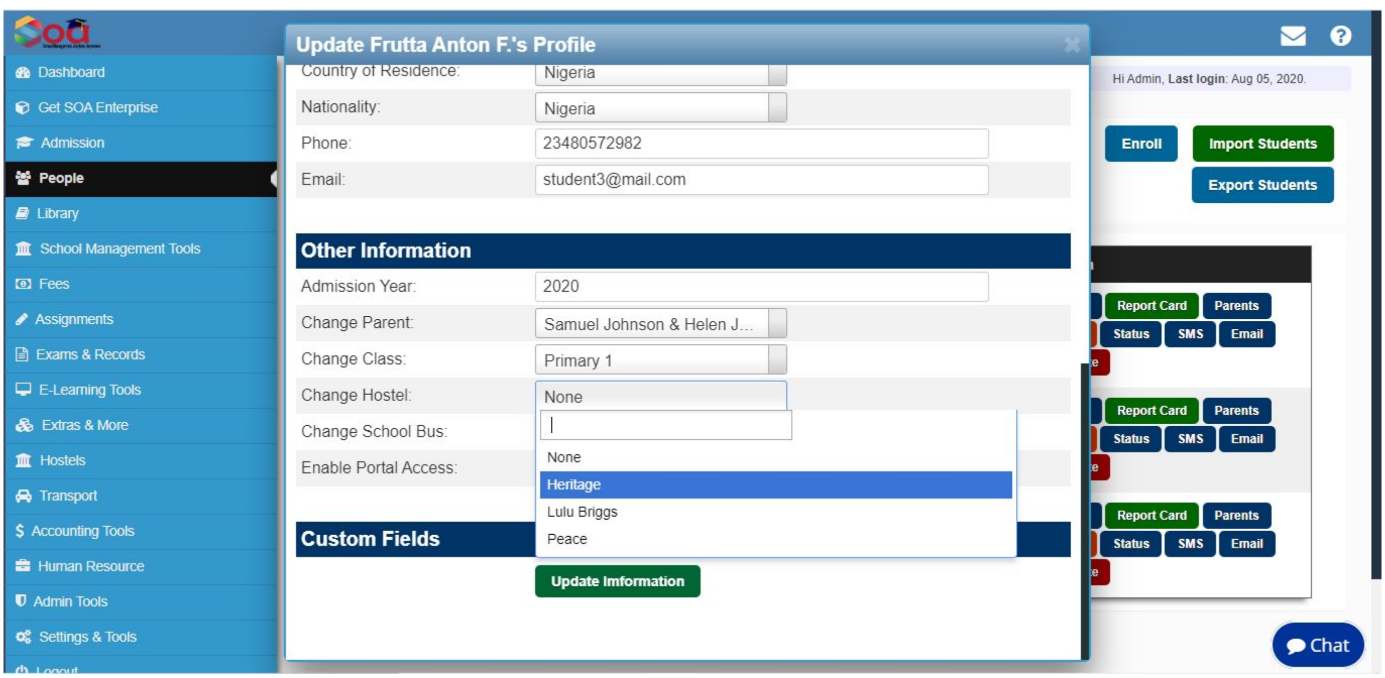
Creating a Hostel

To create a hostel, click on **Hostels** from in the main menu. In the new page, click on the **Add Hostel** button. In the pop-up form, type in a name for the hostel in the Hostel Name field then click on the **Add Hostel** button.



Assigning a Hostel to a Student

After creating hostels, they will be available in the student form so to assign a hostel to a student, you can click on the edit button and in the student form look for the Change Hostel select field and select the hostel you want to assign to the student then click on the **Update Information** button.



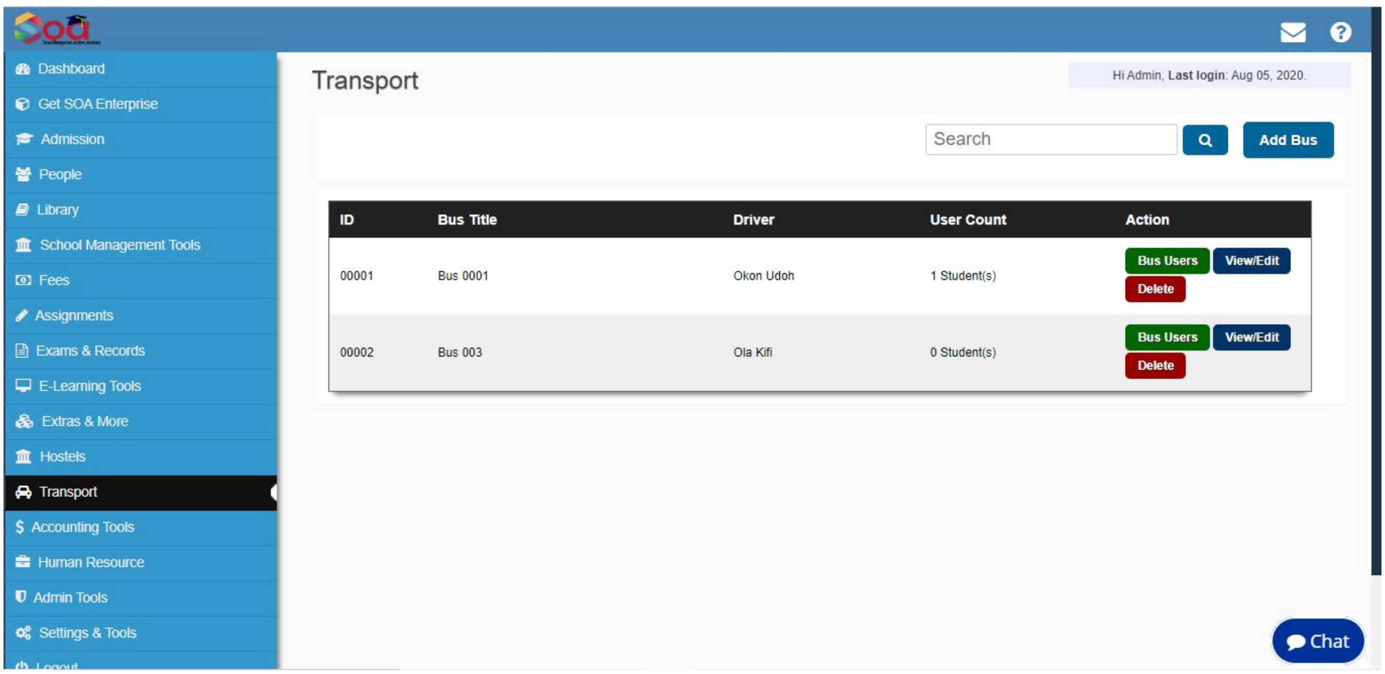
Transport

The Transport module provides the tools to add, view and manage the school's means of transportation. The Transport module is accessible to Admin, Manager, Front-Desk and Account user roles.

To access the Transport module, navigate to **Transport** from the main menu.

Adding a Bus

To add a school bus, click on Transport from the main menu. In the new page, click on the **Add Bus** button. In the pop-up form, input the title, license number, the name of the driver, the bus capacity and the hostel name if it is assigned to a hostel then click on the **Add Bus** button. You should now see the bus you created in the Transport page and from there you can view the bus users (after assigning the bus to students), view, edit or delete the bus.



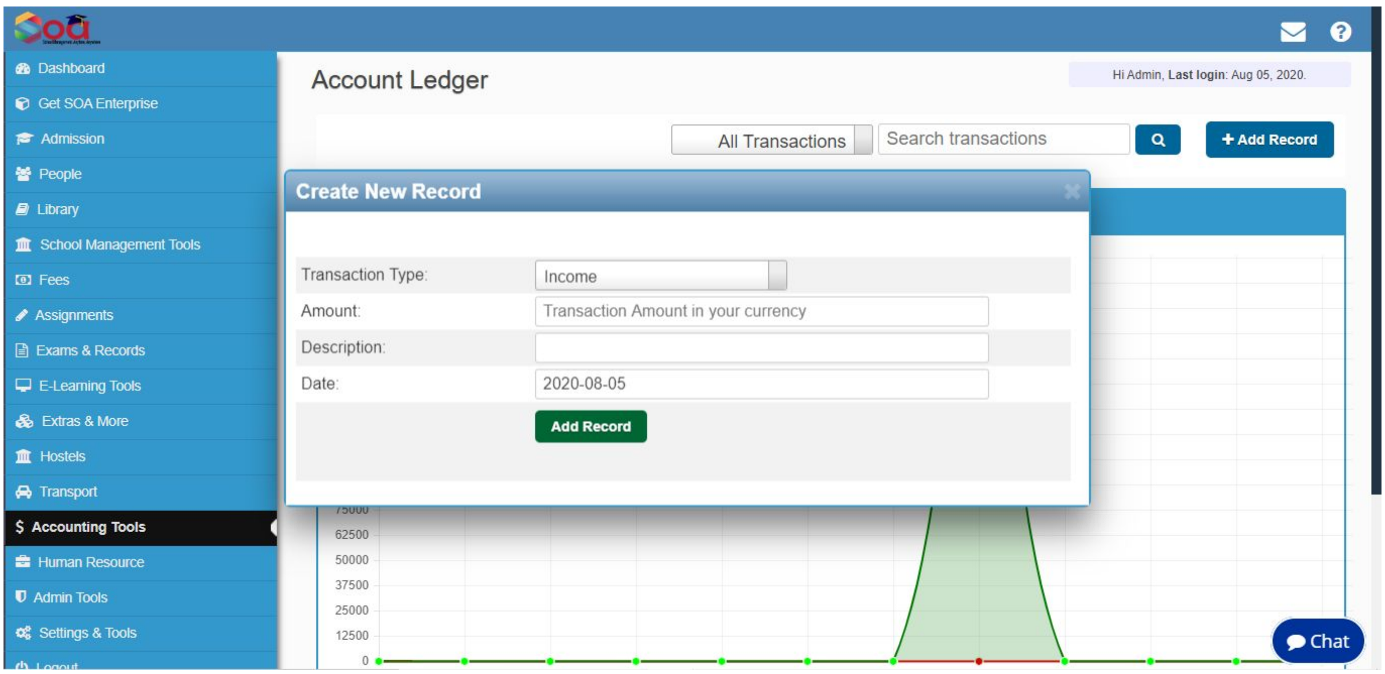
Accounting Tools

The Accounting Tools module provides the tools to add income and expense, view cash flow reports, transactions and notifications. The Accounting Tools module is accessible to Admin, Manager, Front-Desk and Account user roles.

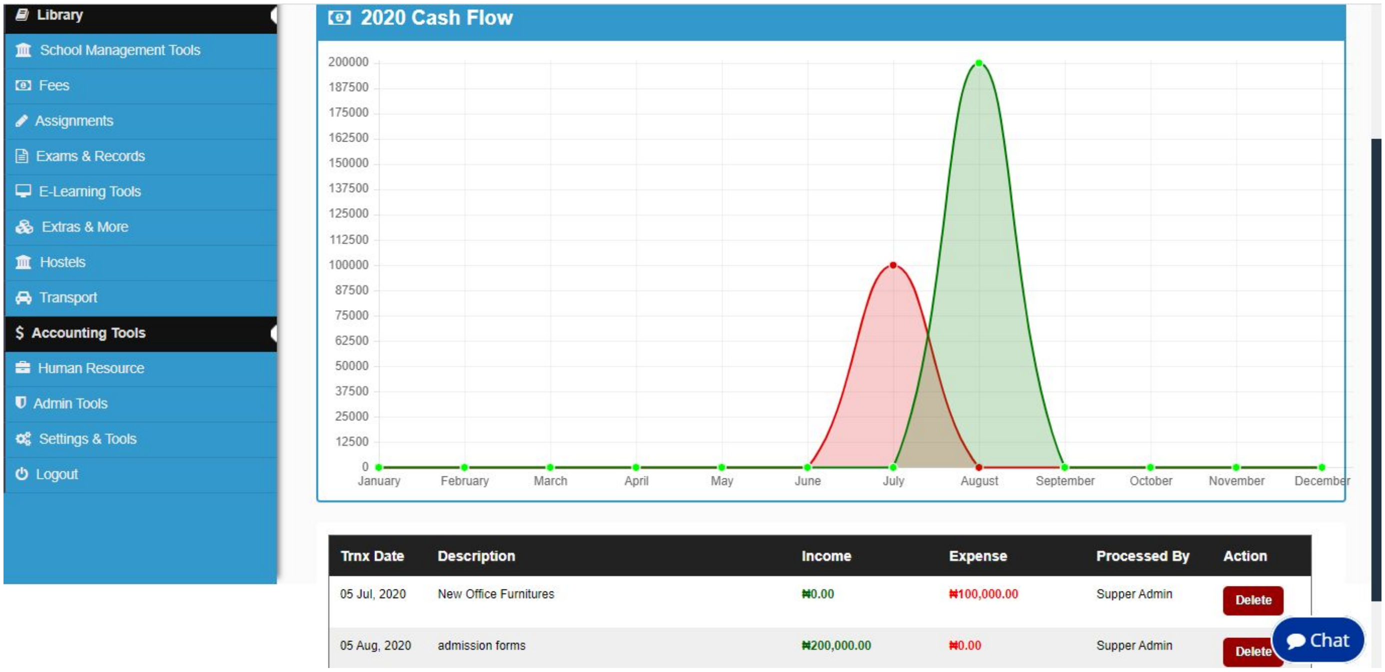
To access the Accounting Tools module, navigate to **Accounting Tools** from the main menu.

Adding Income/Expense

To add or record an income or expense, click on **Add Income/Expense** from the **Accounting Tools** dropdown menu. In the new page, in the form, select the transaction type (Income or Expense), input the amount, description and date then click the **Add Record** button.

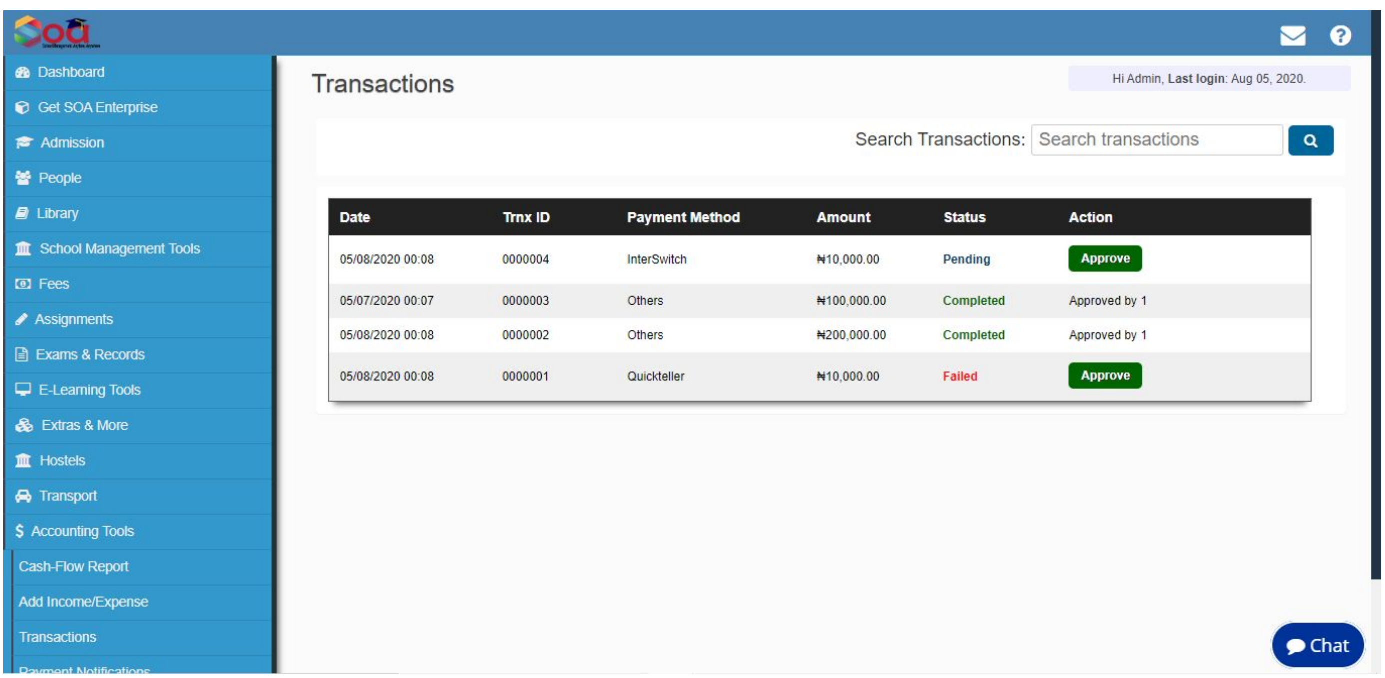


After adding the record, it will be visible on the Account Ledger page and will also reflect in the graph on the page.



Viewing and Approving Transactions

To view all transactions (Income, Expense and Fees), click on **Transactions** from the **Accounting Tools** menu. In the new page you should see a list of transactions and their details. From here you can also approve a transaction by clicking on the **Approve** button beside the transaction you want to approve.



Viewing Payment Notifications

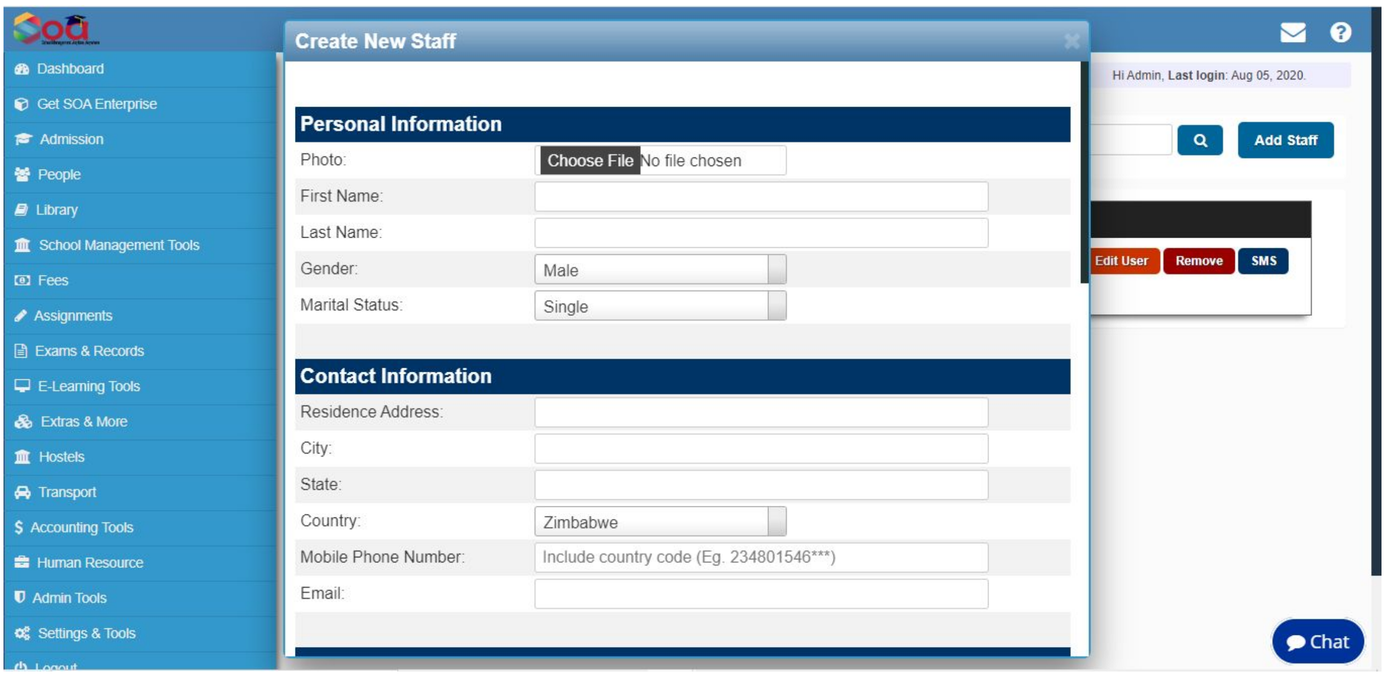
Human Resource

The Human Resource module provides the tools to create, view and manage staff, payrolls and payslips. The Human Resource module is accessible to Admin, Manager, Front-Desk and Account user roles.

To access the Human Resource module, navigate to **Human Resource** from the main menu.

Creating Other Staff

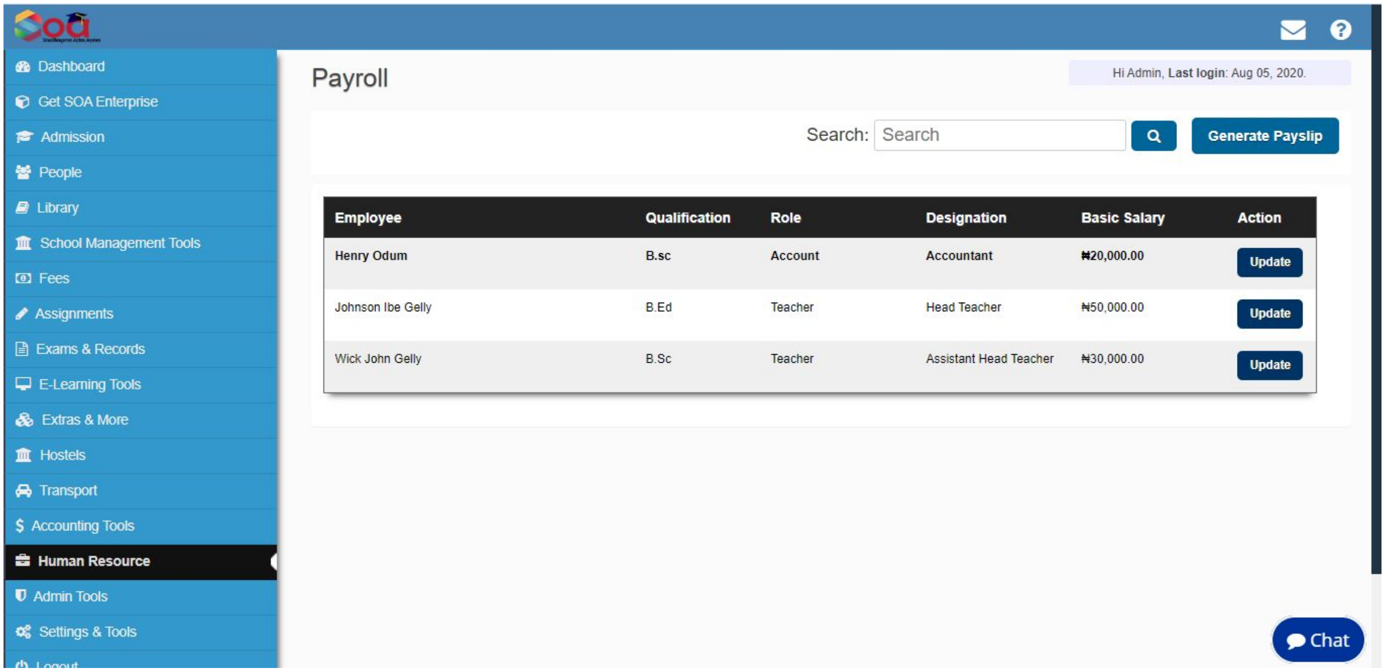
From the **Human Resource** dropdown menu, click on **Create Other Staffs**. In the new page, fill up the form with the correct details and click on the **Create Staff** button at the bottom of the form.



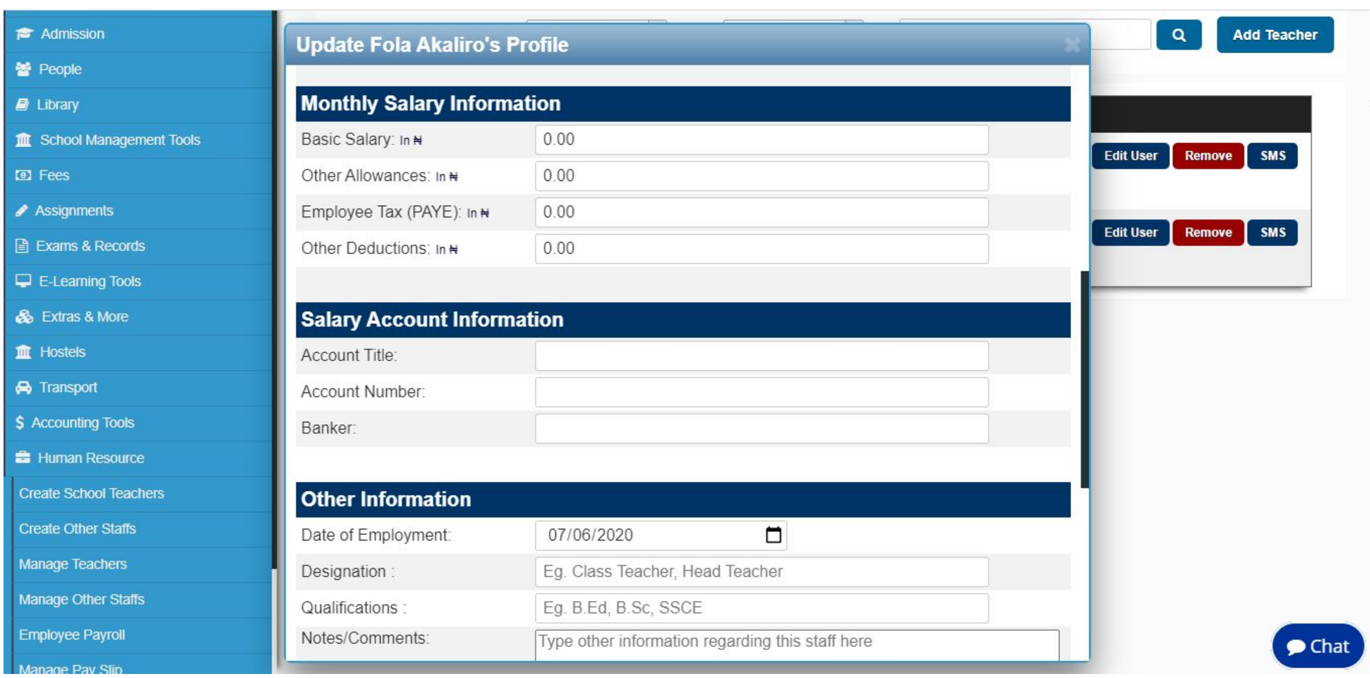
After creating the staff, the entry will now be visible on the Other Staff page, from this page you can view the profile edit the profile, edit the staff's login details, delete the staff and send SMS and/or email to the staff by clicking on the appropriate button beside the staff on the Other Staff page.

Viewing Employee Payroll and Generating Payslips

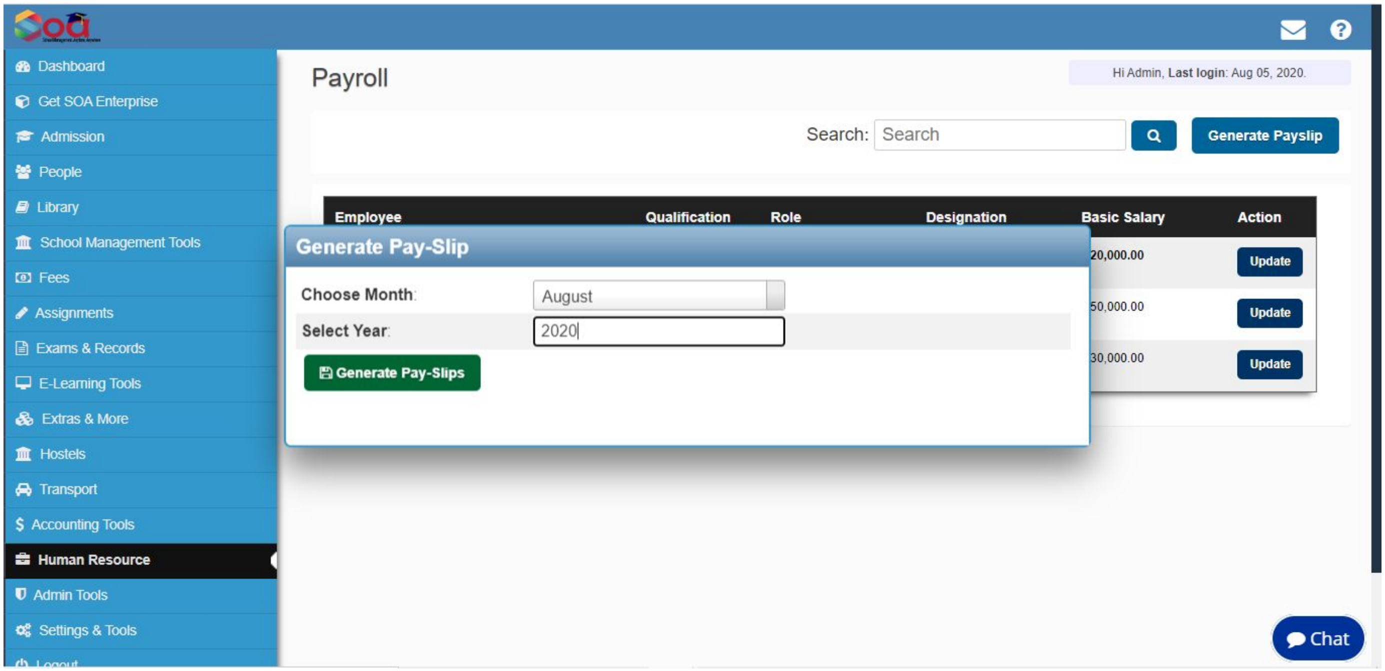
To view the employee payroll, click on **Employee Payroll** from the **Human Resource** dropdown menu. From the new page, you can also update employee profiles by clicking on the **Update** button beside the employee.



Before you generate payslips, ensure you have inputted the salary information of the staff as staff without salary information will be skipped during the payslip generation. To update the staff's profile and add the salary information, click on the **Update** button beside the staff whose information you want to update and fill up the appropriate fields.

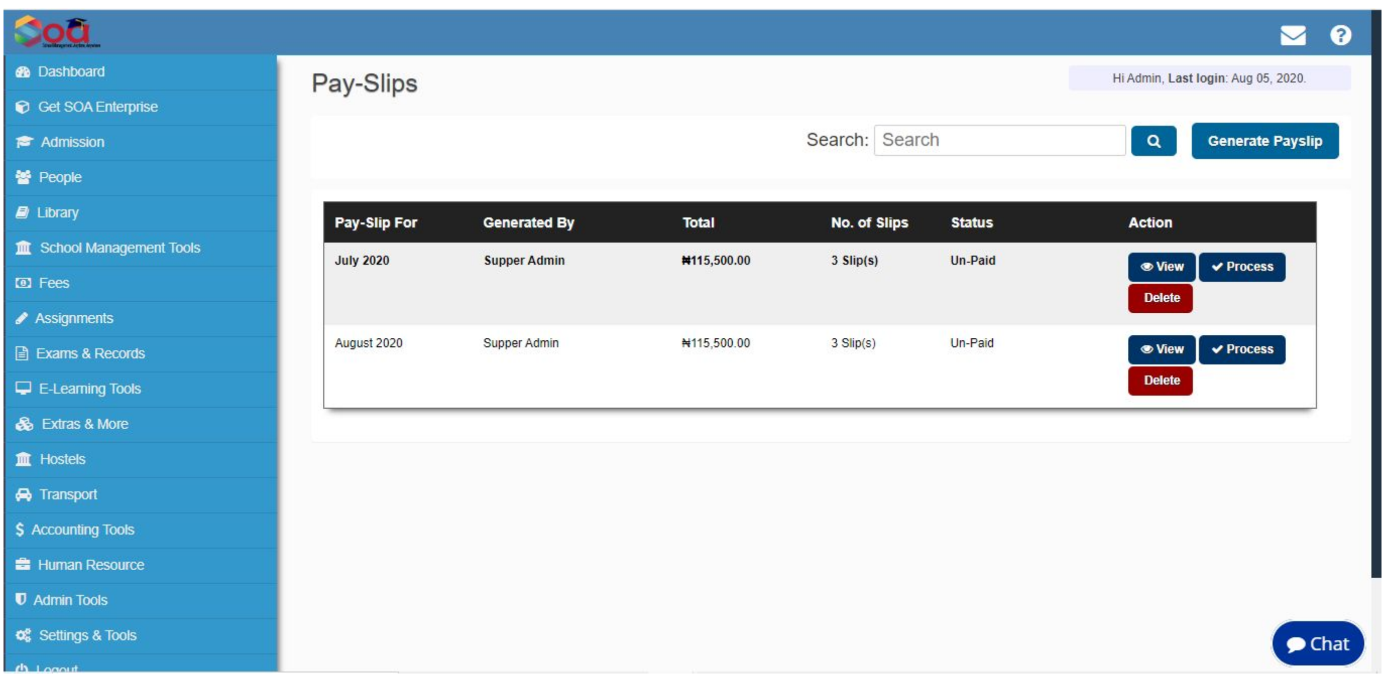


To generate a payslip, click on the **Generate Payslip** button on the Payroll page. In the pop-up form, select the month and input the year then click on the **Generate Pay-slips** button.

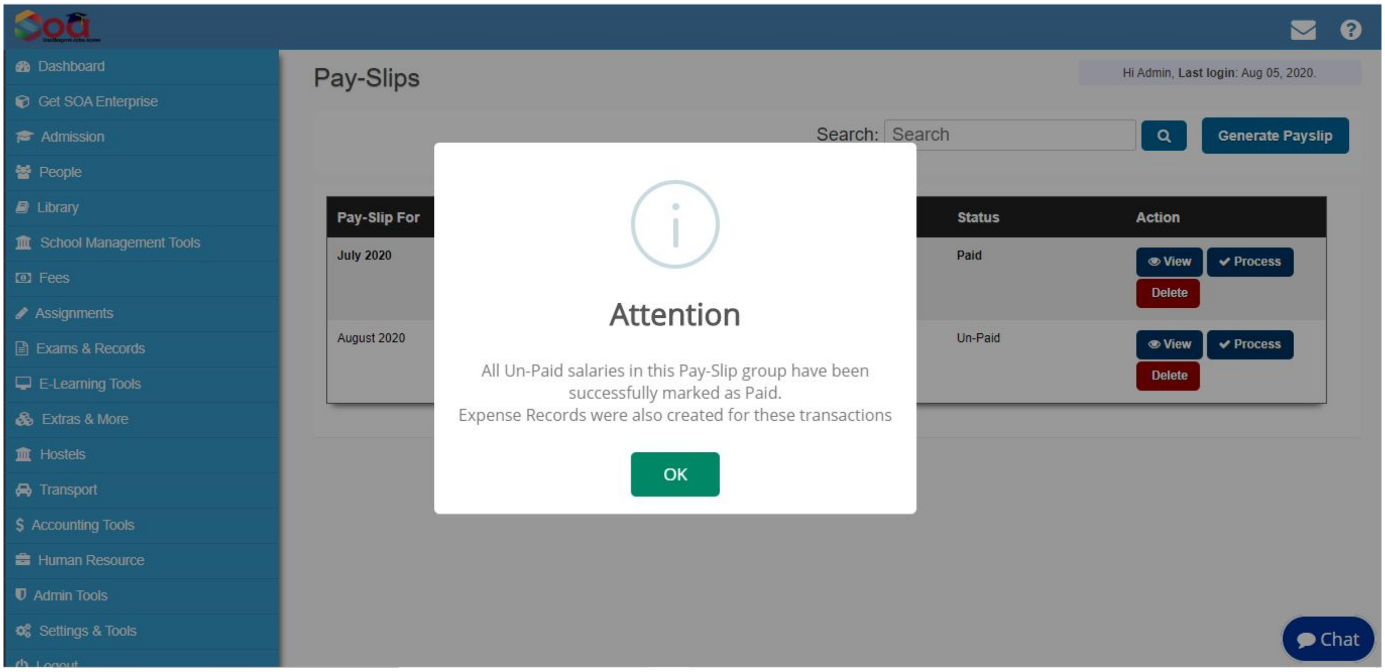


Managing Payslips

To manage your payslips, click on **Manage Pay-slips** in the Human Resource dropdown menu. In the new page, you should see your payslips for different months listed.



To view payslip, click on the **View** button beside the payslip you want to view. To mark all slips in a particular payslip as paid, click on the **Process** button beside the payslip you want to mark as paid. You can also delete a payslip by clicking on the **Delete** button.
After processing a payslip, should see a notice that all unpaid salaries have been marked as paid.



To select and mark some slips and not all the slips in a payslip as paid, click on the View button beside the payslip and in the pop-up area, select the slip(s) you want and click on the **Pay Selected** button. You can click on the **Pay All** button to mark all as paid.

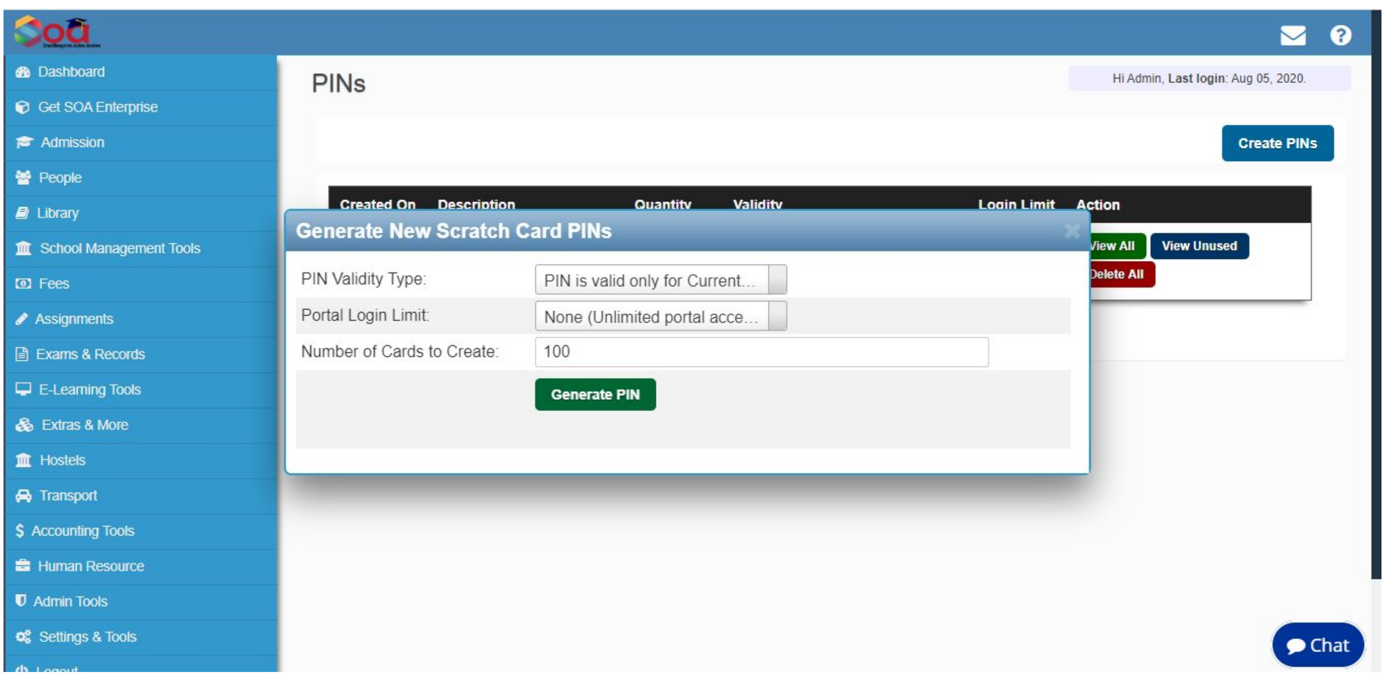
Admin Tools

The Admin Tools module provides the tools to manage scratch card pins, manage users, send SMS and Email, create notice and set up the school. The Admin Toolsmodule is accessible to Admin and Manager roles.

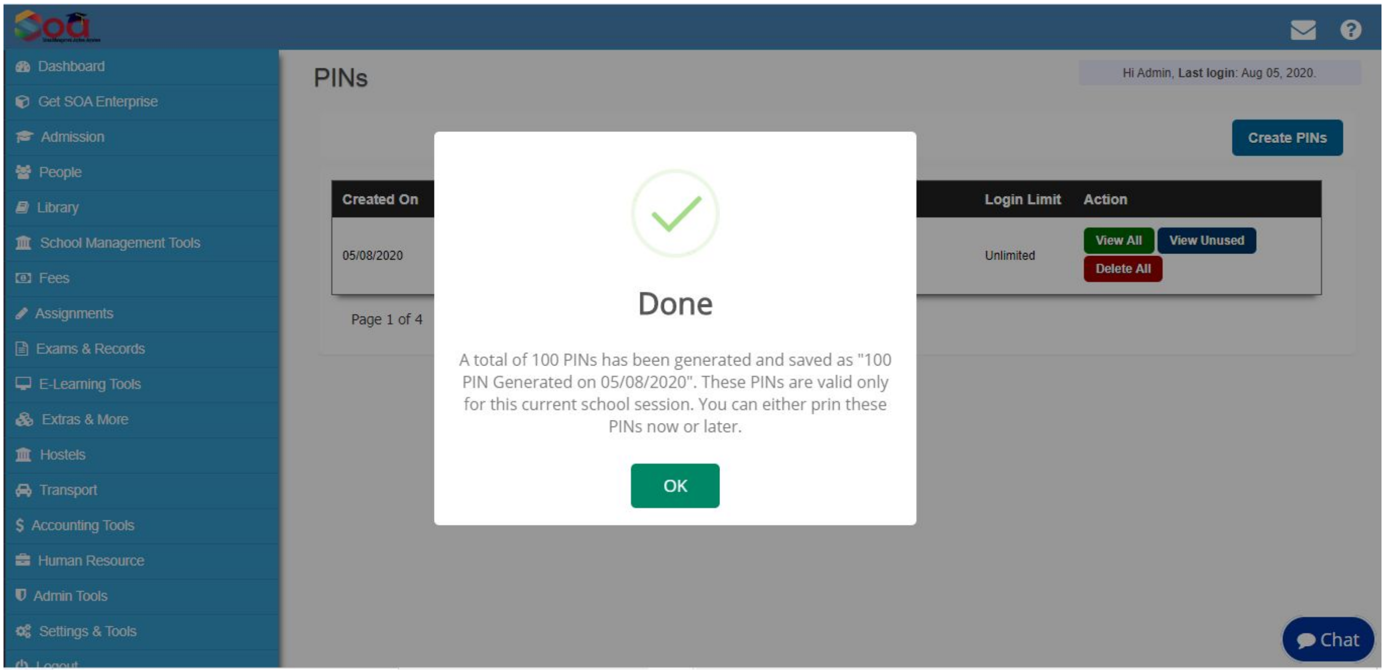
To access the E-Learning Tools module, navigate to **Admin Tools** from the main menu.

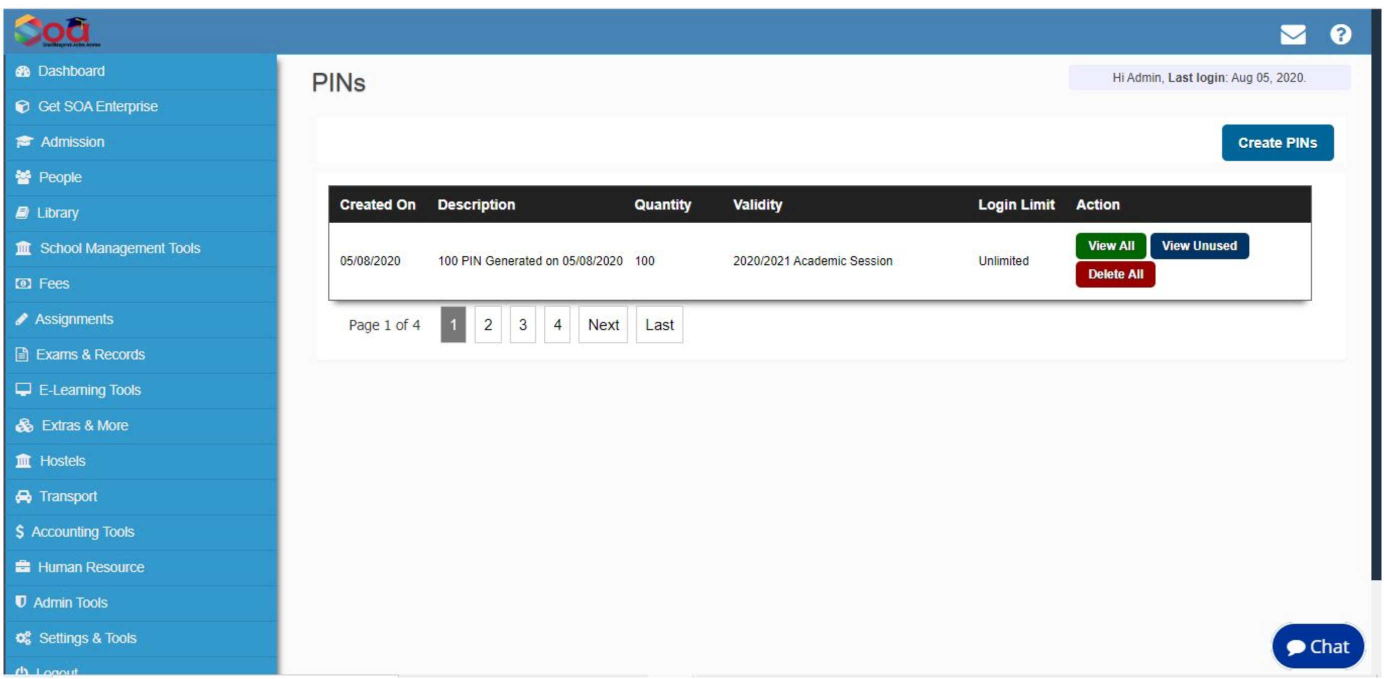
Creating and Managing Scratch Card Pins

If you want your students to use scratch card pins to log in to their portals instead of username and password, you need to select the scratch card method when creating the school on SOA or edit the school settings form and select the scratch card method and save. To create a scratch, click on **Create Scratch Card Pins** from the **Admin Tools** dropdown menu. In the new page, click on **Create Pins,** in the pop-up form, select the pin validity type that is whether the pin should be valid for current session or for current term, select the portal login limit, if you don't want to limit the portal logins, select None, input the number of cards you want to create then click on the **Generate Pin** button.

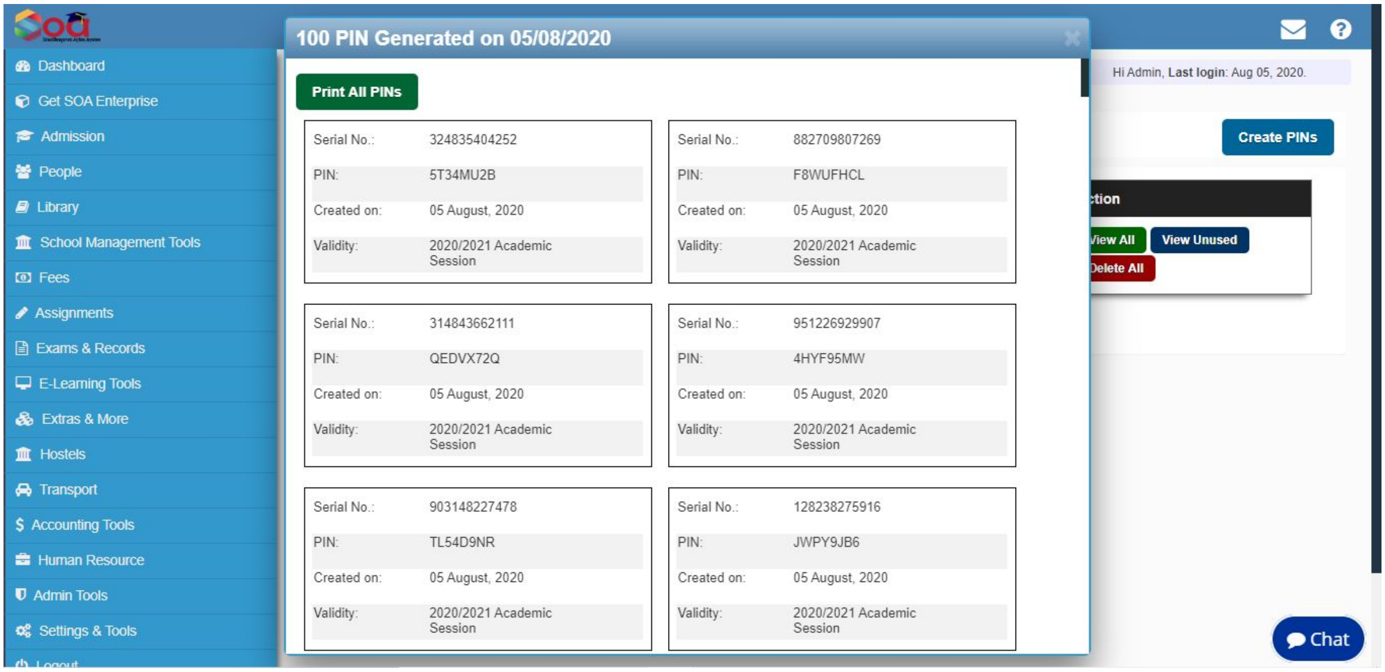


After generating the pins, a prompt should show a summary for the just created pins and the entry should now be visible on the Pins page.





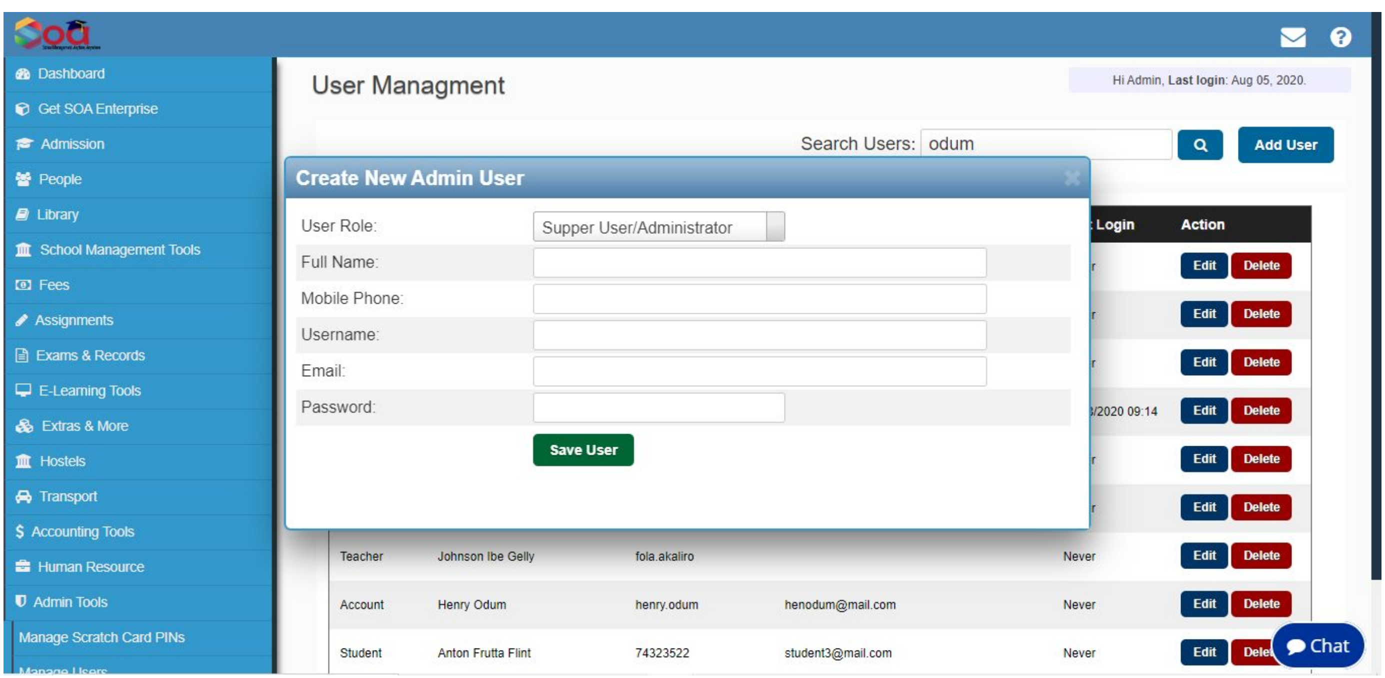
To view the generated pins, click on the **View All** button beside the entry and a pop-up showing the generated pins should come up.



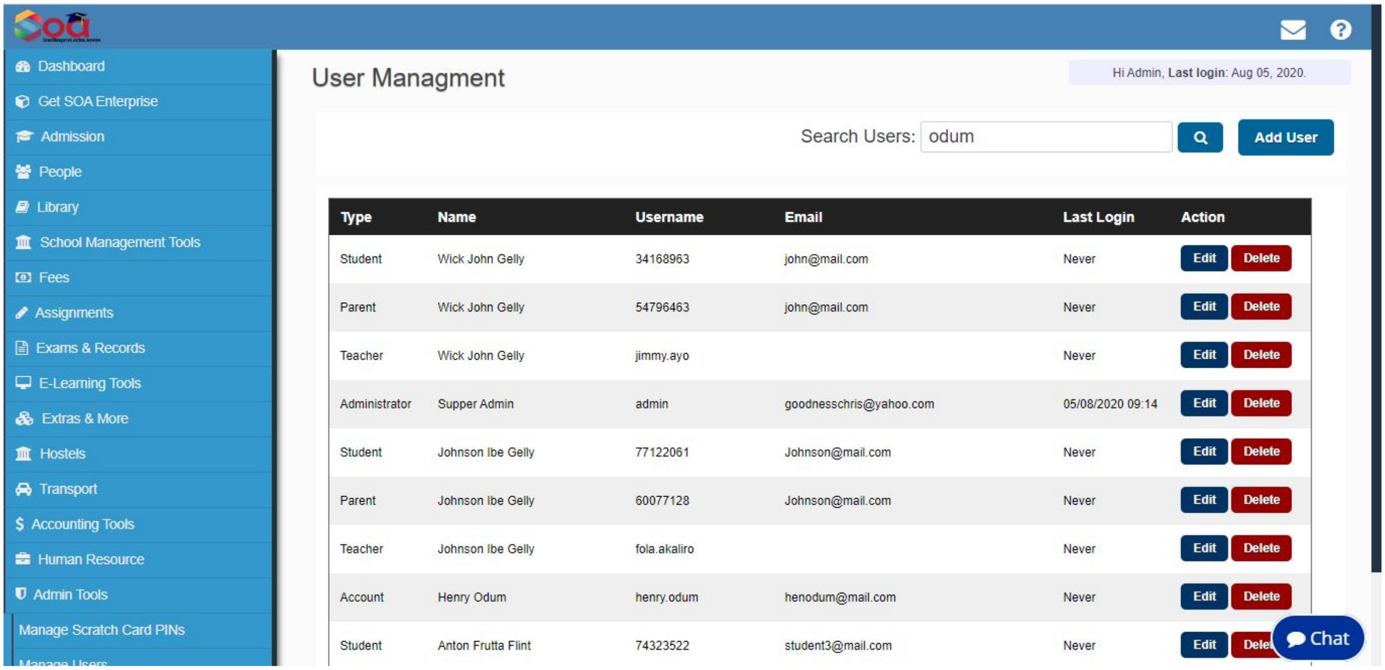
You can also view unused pins and delete pins from the Pins page by clicking on the appropriate buttons.

Creating and Managing Users

In SOA, when a user is created, the login details for the user are also created. From the **Admin Tools** section, a user can also be created by clicking on **Manage Users**. In the new page, click on the **Add User** button. In the pop-up form select the user role and fill the fields appropriately and click on the **Save User** button.

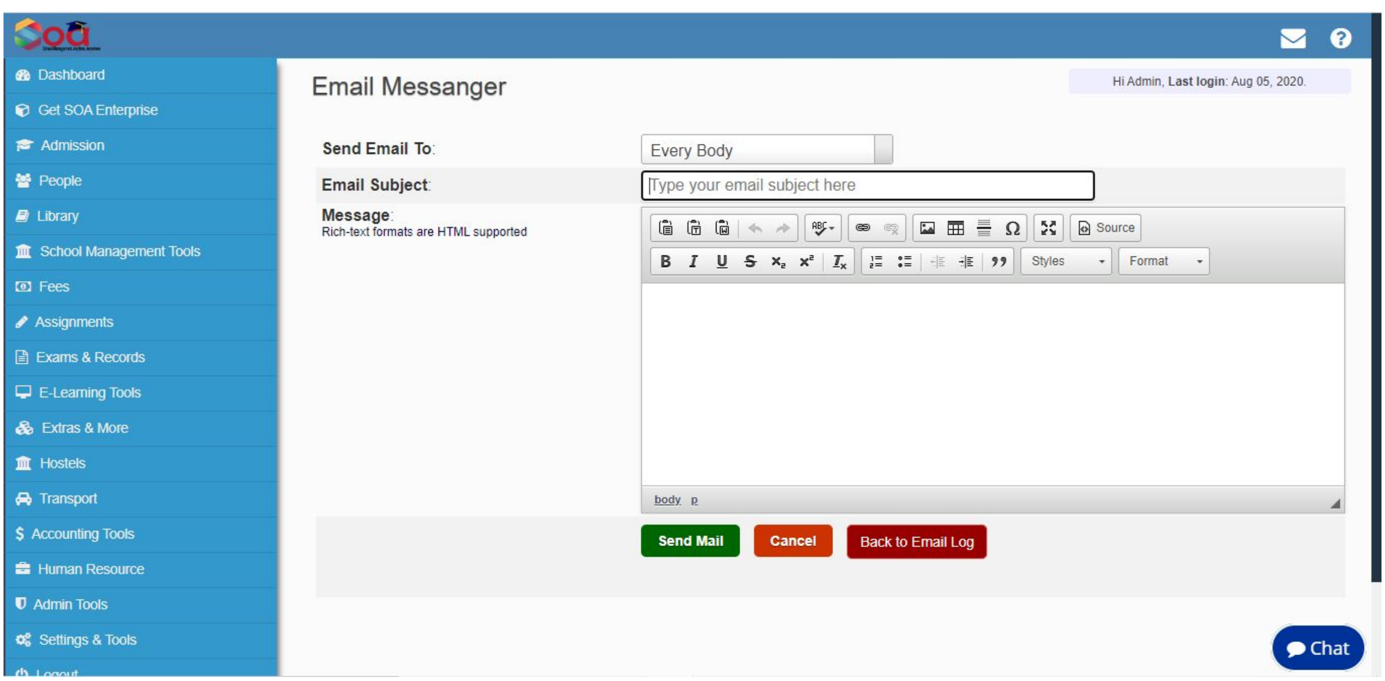


On the User Management page, you can also edit users’ login details or delete users.



Sending Email and SMS

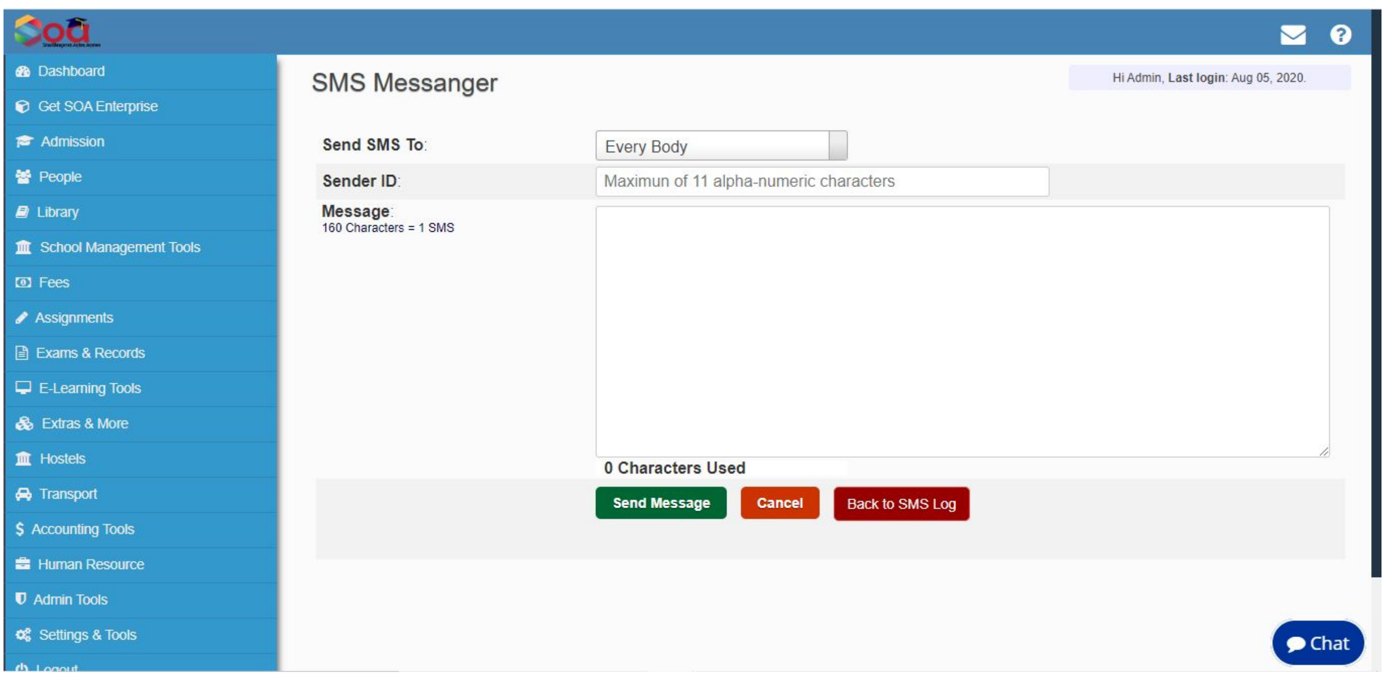
To send emails to users, click on **Send Emails** in the **Admin Tools** dropdown menu. In the new page, click on the **Compose Email** button, in the new page select those you want to send the email to, type in your email subject and the email body and click on the **Send Mail** button. After clicking on the **Send Mail** button, the mail will now be listed on the Email messenger page. For your emails to deliver you need to add your SMTP mail details in the school setup section.



To send an SMS from SOA, you need to first configure an SMS gateway by integrating and SMS provider's login details. For you to be able to successfully integrate an SMS API into your SOA, it must meet the following requirements:

- HTTP GET or POST Support
- Defined Success or failure response
- Must not require any Customer Authentication Headers
- Supports JSON or Plain HTTP request

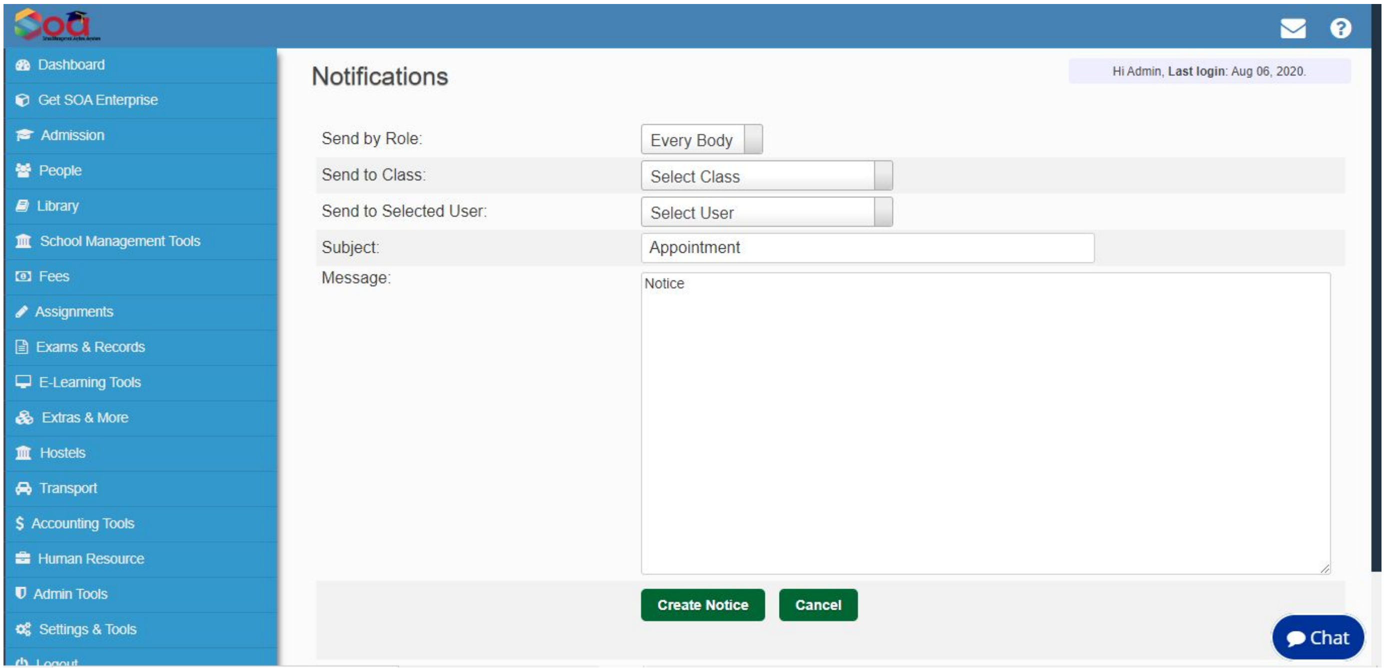
When you have configured your SMS gateway, to send SMSes to users, click on **Send SMS** in the **Admin Tools** dropdown menu. In the new page, click on the **Compose SMS** button, in the new page select those you want to send the SMS to, type in your sender ID and the message body and click on the **Send Message** button. After clicking on the **Send Message** button, the message will now be listed on the SMS messenger page. From the SMS Messenger page, you can also view a message by clicking on the **View** button beside the message, this should show the message log and error for those that weren't delivered.



Creating a Notice

You can use the notification feature to create and send notices or users. The notice will be shown on the user(s) dashboard.

To create a notice, click on **Create Notice** from **Admin Tools** dropdown menu. In the new page, fill the form appropriately depending on who the notice is for and click on the **Create Notice** button.


Dashboard
Get SOA Enterprise
Admission
People
Library
School Management Tools
Fees
Assignments
Exams & Records
E-Learning Tools
Extras & More
Hostels
Transport
Accounting Tools
Human Resource
Admin Tools
Settings & Tools
Notifications
Hi Admin, Last login: Aug 06, 2020.
Send by Role:
Every Body
Send to Class:
Select Class
Send to Selected User:
Select User
Subject:
Appointment
Message:
Notice
Create Notice
Cancel
Chat

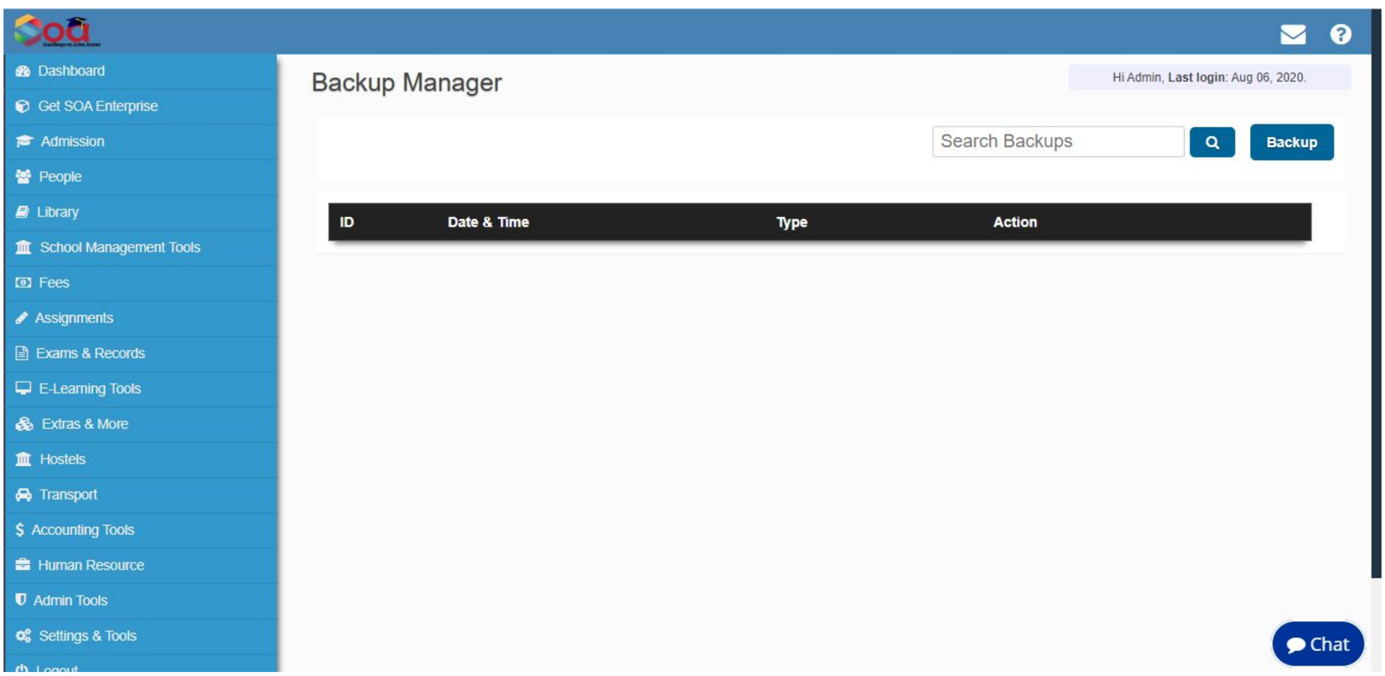
Settings & Tools

The Settings & Tools module contains database setup tools, schools settings, custom fields settings, currency settings, payment gateway settings, SMS gateway settings, tools for managing your license and viewing the system information. The Settings & Tools module is accessible to Admin, Manager user roles.

To access the Settings & Tools module, navigate to **Settings & Tools** from the main menu.

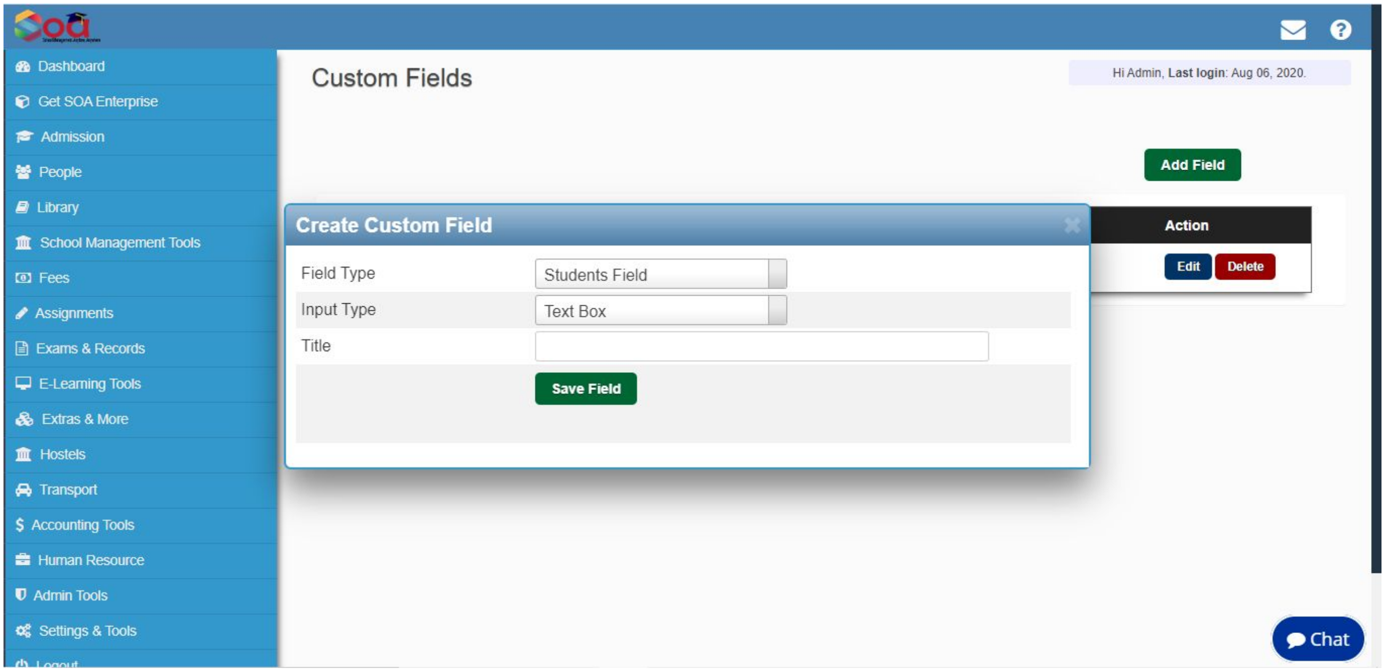
Backing Up your SOA

You can take a backup of your school management system to save you the time and stress it will cost you to set up your SOA and input data back into it in case of a reinstallation.
To back up your SOA, click on **Database Backup Tools** from the **Settings & Tools** dropdown menu. In the new page, click on the **Backup** button, afterwhich a backup of your system will be available on the page and you will have options to restore or download the backup.



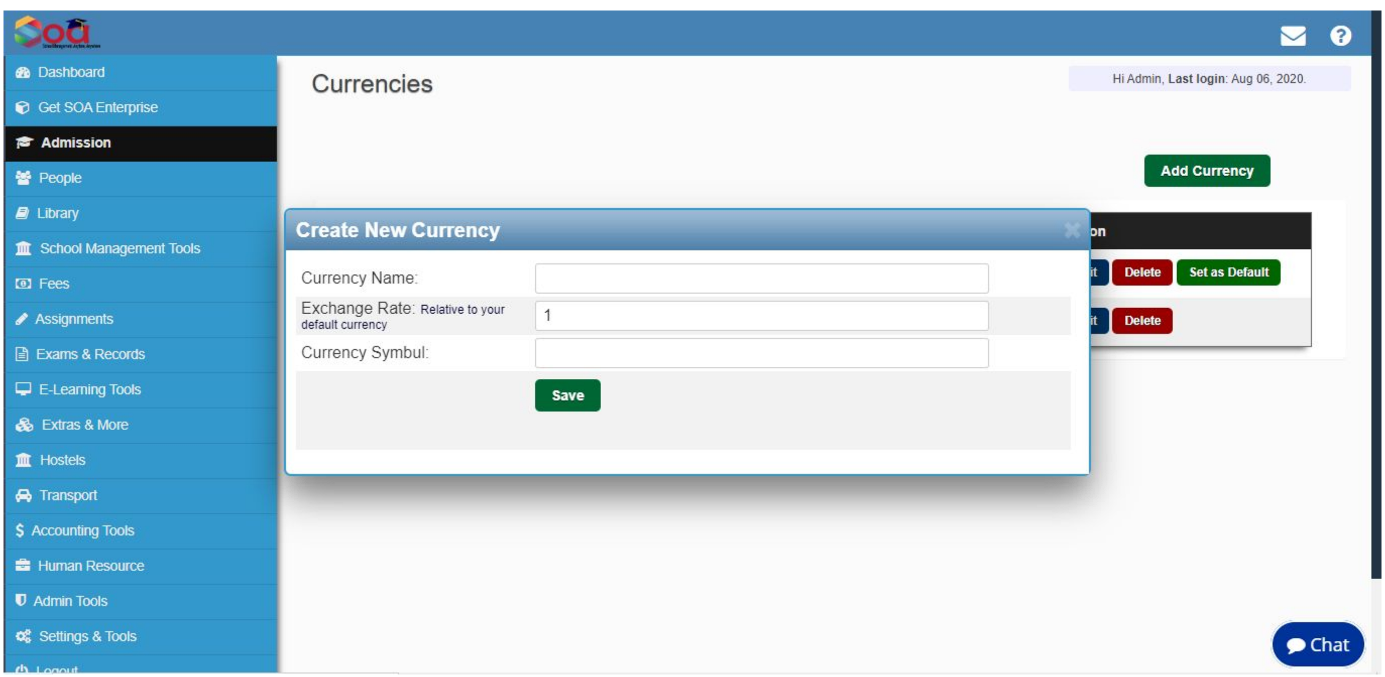
Adding a Custom Field

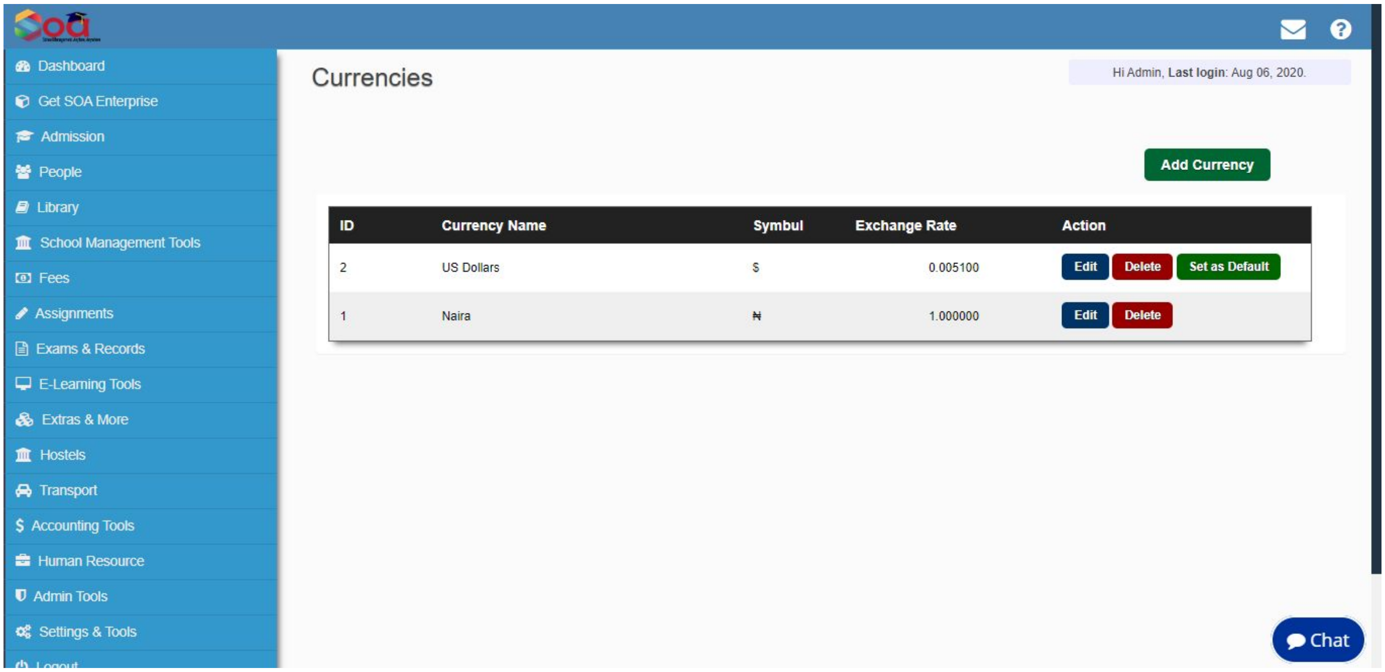
To add a custom field to the teachers' or students' form, click on **Custom Fields** from the Settings & Tools dropdown menu. Fill the pop-up form and click on the **Save Field** button. After saving the field, it will be added to the form you choose (Student's or teacher's).



Adding and Managing Currency

To add currency on your SOA, click on **Currency Settings** from the **Settings & Tools** dropdown menu. In the new page, click on the **Add Currency** button, in the pop-up form, type in the currency name exchange rate and paste in the symbol then click on the **Save** button. After saving the currency, it should be listed on the Currencies page. Form the currencies page, you can set a particular currency as default, delete and edit a currency.

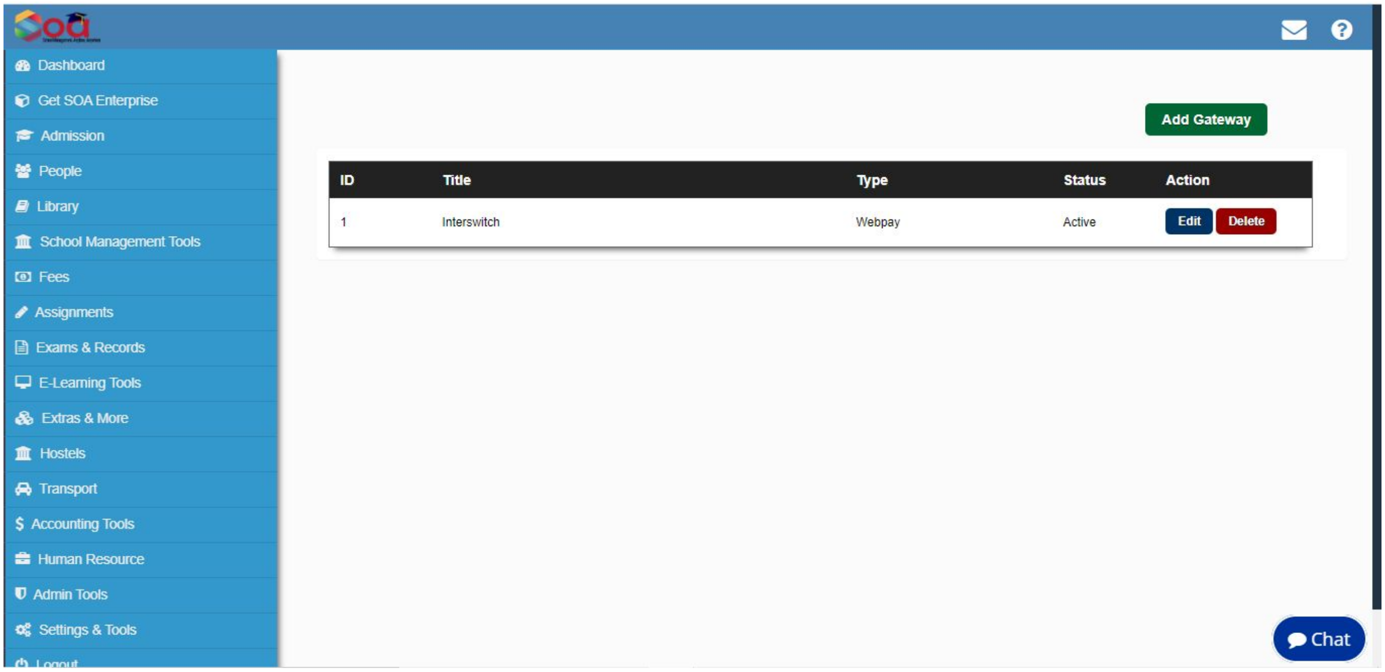




Adding a Payment Gateway

You can integrate or add payment gateways into your SOA to enable parents pay fees from their portals online. You need to register with a payment gateway provider (Interswitch, GTPay, Quickteller, PayStack, PayPay, 2Checkout, Stripe) and get details that will be used in integrating the gateway into SOA. To add a payment To add a payment gateway, click on **Payment Gateway Settings** from the **Settings & Tools** dropdown menu. In the new page, click on the **Add Gateway** button. In the pop-up form, select the gateway type and the form and the details you are required to provide will adjust depending on the gateway type you choose, you will get the details you are to use from the payment gateway provider you are registered with so ensure to fill the right details, enable the gateway and click on the **Save Gateway** button to save the gateway.

After saving the payment gateway, you should see the payment gateway listed on the page and you have options to edit or delete the gateway.



Adding an SMS Gateway

To add an SMS gateway, click on SMS Gateway Settings from the Settings & Tools dropdown menu. In the new page fill in the valid details. Note that you have to be registered with an SMS service provider from where you would get the details you need in creating the SMS gateway. Also, for you to be able to integrate an SMS gateway successfully into your SOA, the SMS gateway API has to meet the following minimum requirements:

- HTTP GET or POST Support
- Defined Success or failure response
- Must not require any Customer Authentication Headers
- Supports JSON or Plain HTTP request

After filling the form, click on the **Update Settings** button to save the SMS gateway.

Adding an Enterprise License

SOA lets you manage up to 1000 different schools from a single SOA installation, you can do this with an enterprise license which can be purchased here. There are different enterprise licenses that allow you to manage different number of schools so you can purchase a license based on the number of schools you would like to manage.
After purchasing an enterprise license, you can add it to your SOA installation by clicking on **Add Enterprise License** from the **Settings & Tools** dropdown menu.
In the new page, input the enterprise license and click on the **Add License** button.
After adding the enterprise license, a **Manage Schools** menu item will be added to you SOA from where you can add and manage schools.

System Information

The system information page is where you can view information about your installed SOA. The page contains the version of the installed SOA, the cron status, the license type and other configuration information. Also, you can update your license on the System information page by inputting your new license and clicking on the **Update License** button. You can get to the system information page by clicking on **System Information** from the **Settings & Tools** dropdown menu.