

Open-School User Manual



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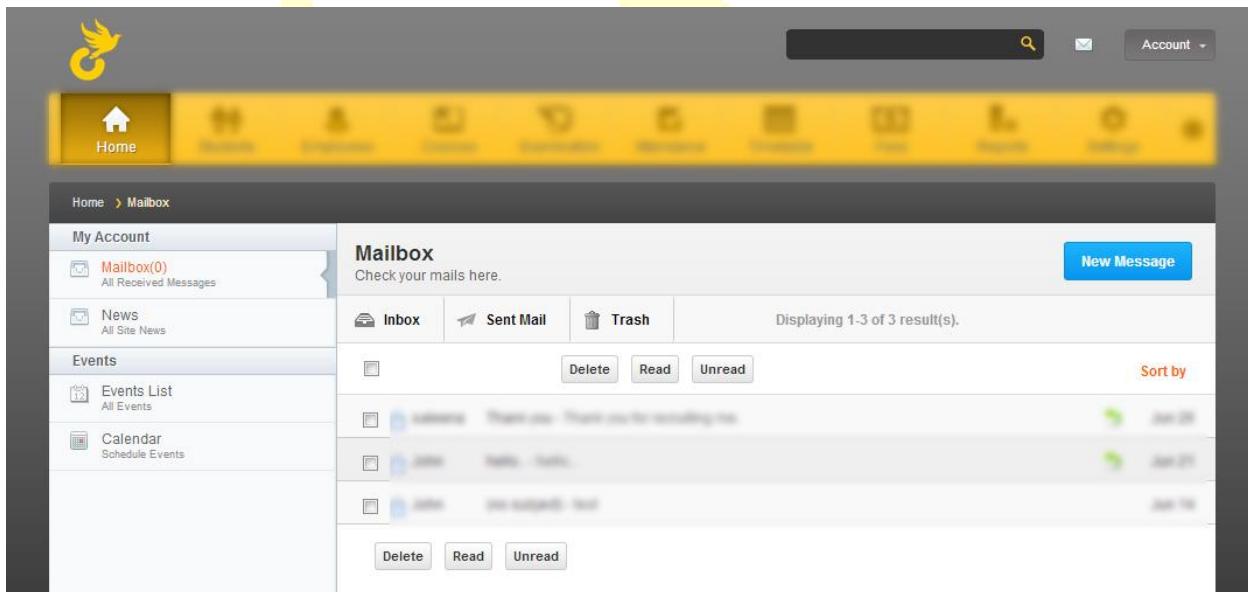
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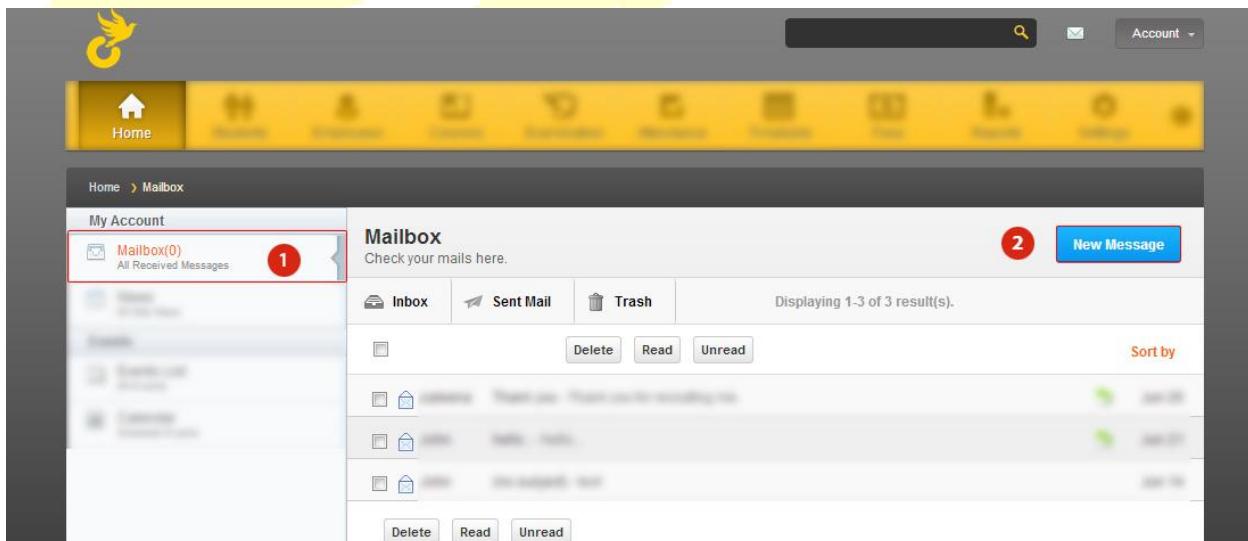
1. Home

1.1 How to access mail Box?



Click on Home to view the mailbox.

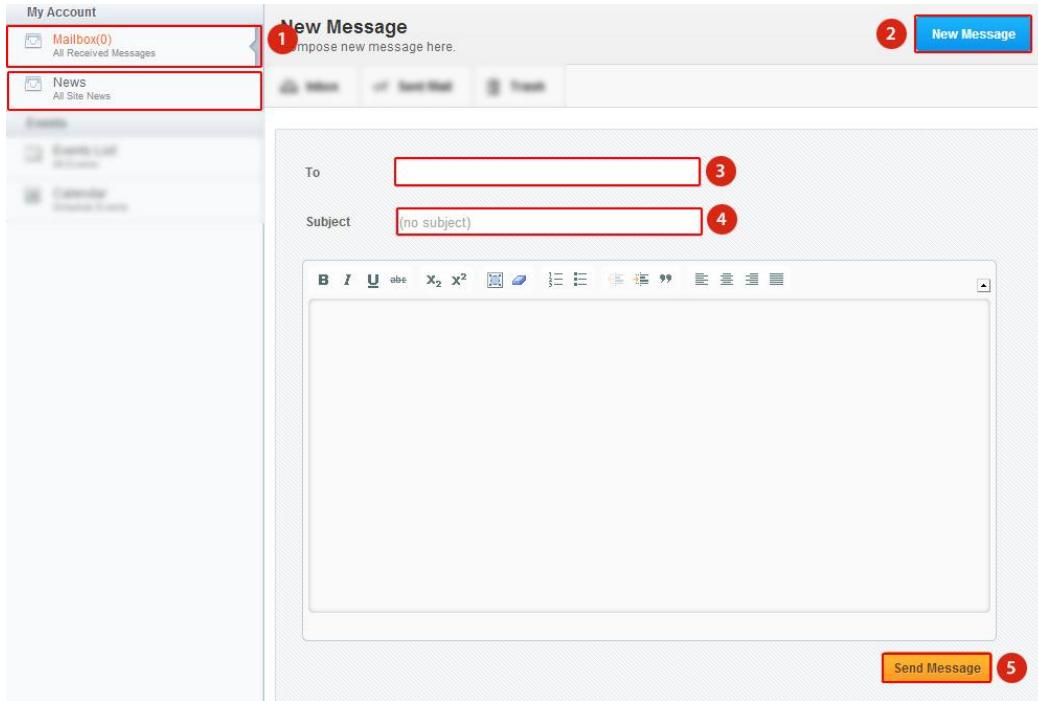
1.2 How to select the mail box?



1. Click on Mailbox. It will display the mail box page.
2. Click on New Message. It will display the new message page.

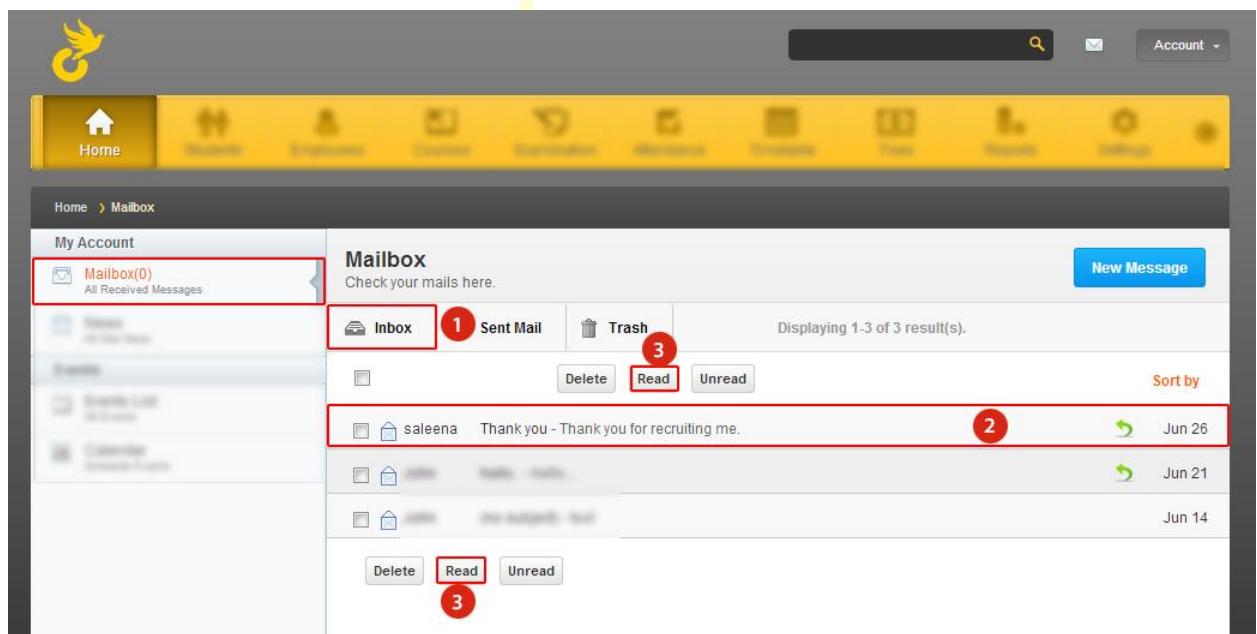
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1.3 How to send a new message?



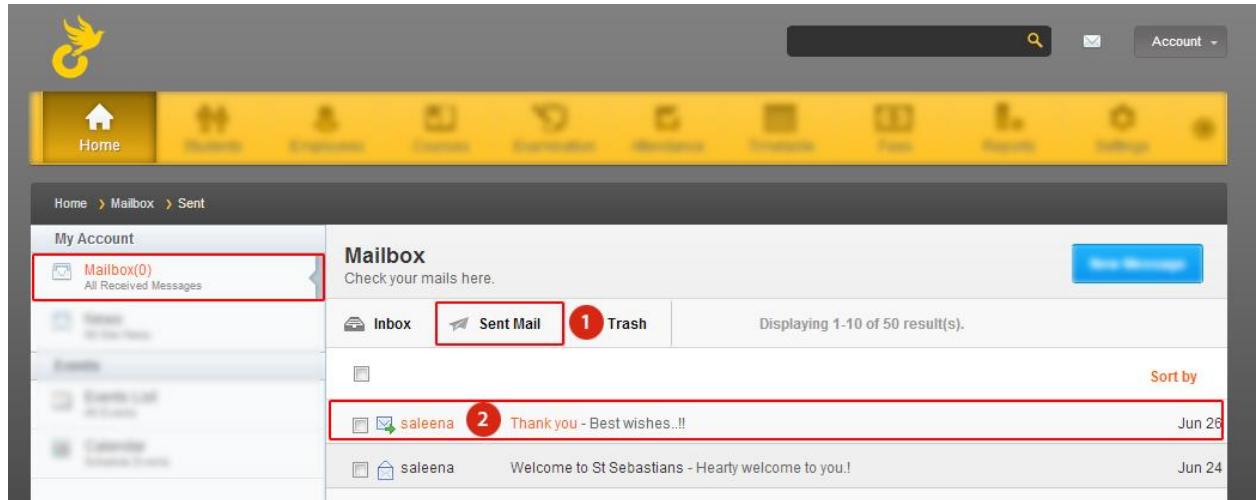
1. Click on Mailbox. It will display the mail box page.
2. Click on New Message. It will display the new message page.
3. Enter the recipient name. Select from the list shown.
4. Enter the subject.
5. Enter the message and click on Send Message.

1.4 How to read a mail from the inbox?



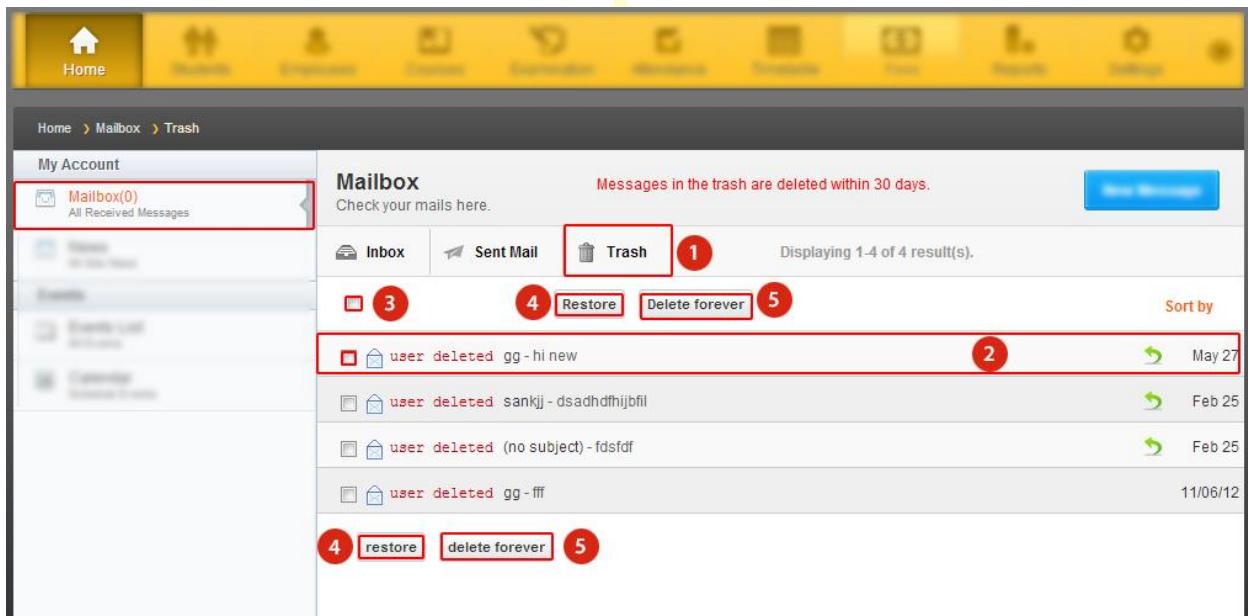
1. Click on **Inbox**. It will display the received mails.
2. Click on a message to read the content.
3. Click on Select box, and click on **Read** [*if it is an unread message*] to mark it as read. Click on Delete. It will display a popup asking for confirmation. Click on OK for confirmation. Else, click on Cancel.

1.5 How to access sent mails?



1. Click on Sent Mail. It will display the message sent.
2. Click on a message to read the content.

1.6 How to restore the deleted mails?



1. Click on **Trash**. It will display the deleted messages.
2. Click on a message to read the content.
3. Click on **Select All** box to select all the messages.
4. Click on **Restore** to restore the message back to the inbox.
5. Click on **Delete Forever** to delete the message permanently.

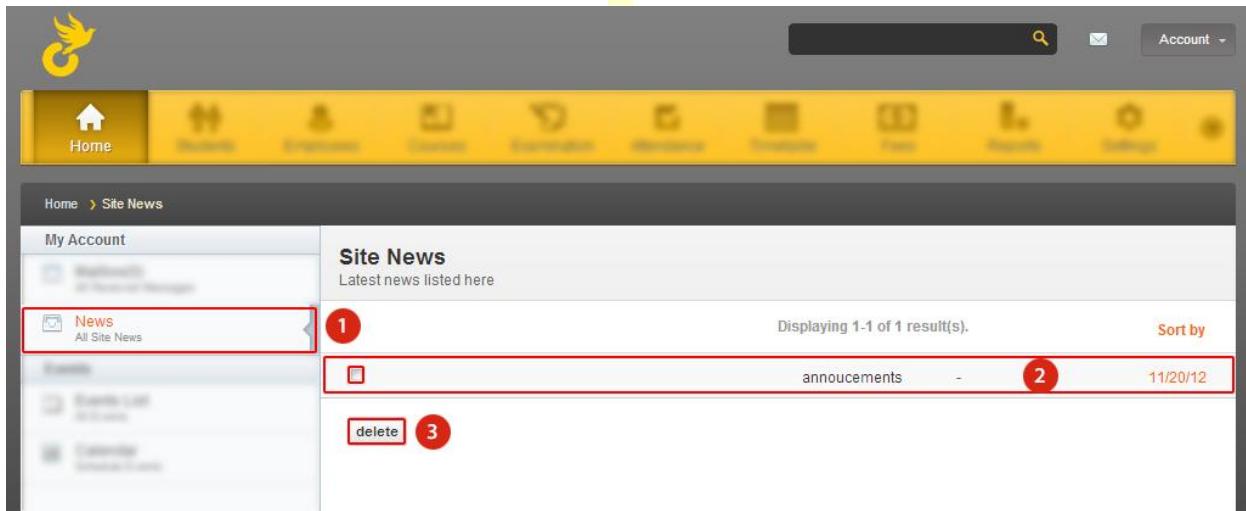
News

Have a quick look on the latest news of the school. The announcement posted by the admin are visible by clicking the 'News' module.

1.7 How to create news?

1. Click on **New Message** in the mailbox. Enter 'news' in the recipient field. Select Site News from the list that is displayed as you type the word news. Enter the subject and the content of the news. Click on **Send Message**. The news will be displayed in the News page.
Note: Check for news user in the Manage Users page in the settings module in case you have trouble in posting news.

1.8 How to read the news?

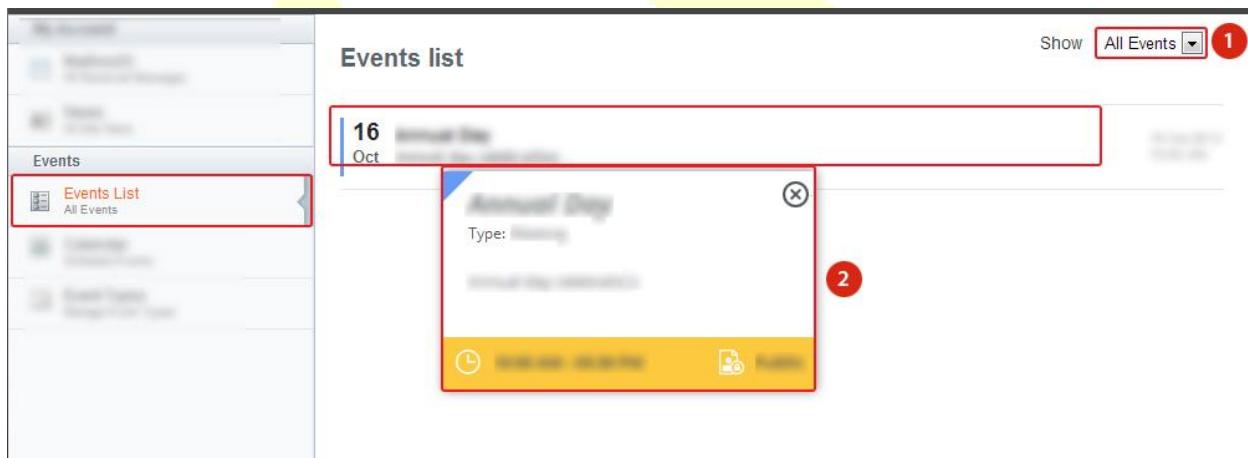


1. Click on News.
2. Click on the news to read the content.
3. Select news and click on Delete. It will display a popup asking for confirmation. Click on OK for confirmation. Else, click on Cancel.

Events

Event list – You can have a quick glance to the upcoming events

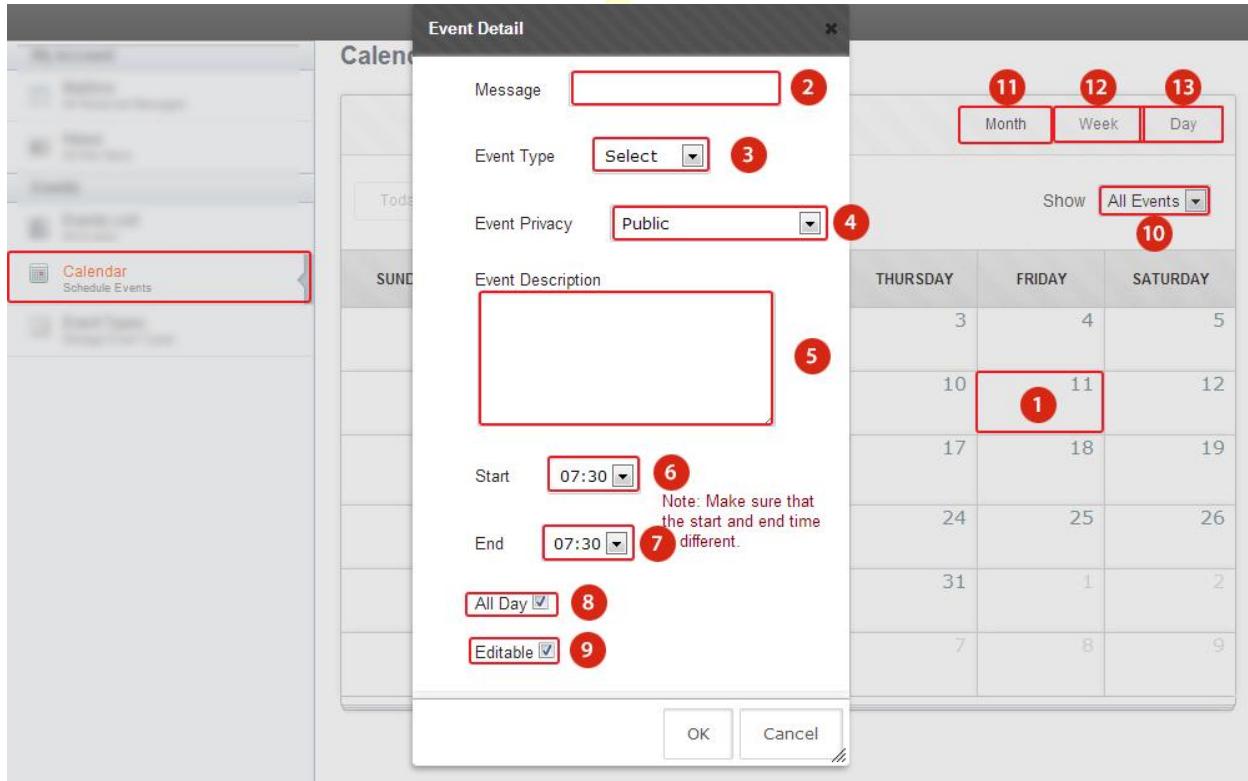
1.9 How to view the events list?



Click on Events List to view the list of events.

1. Events can be sorted according to the events type.
2. Click on the event description. Event details will be displayed as a popup. Click on close after viewing the details.

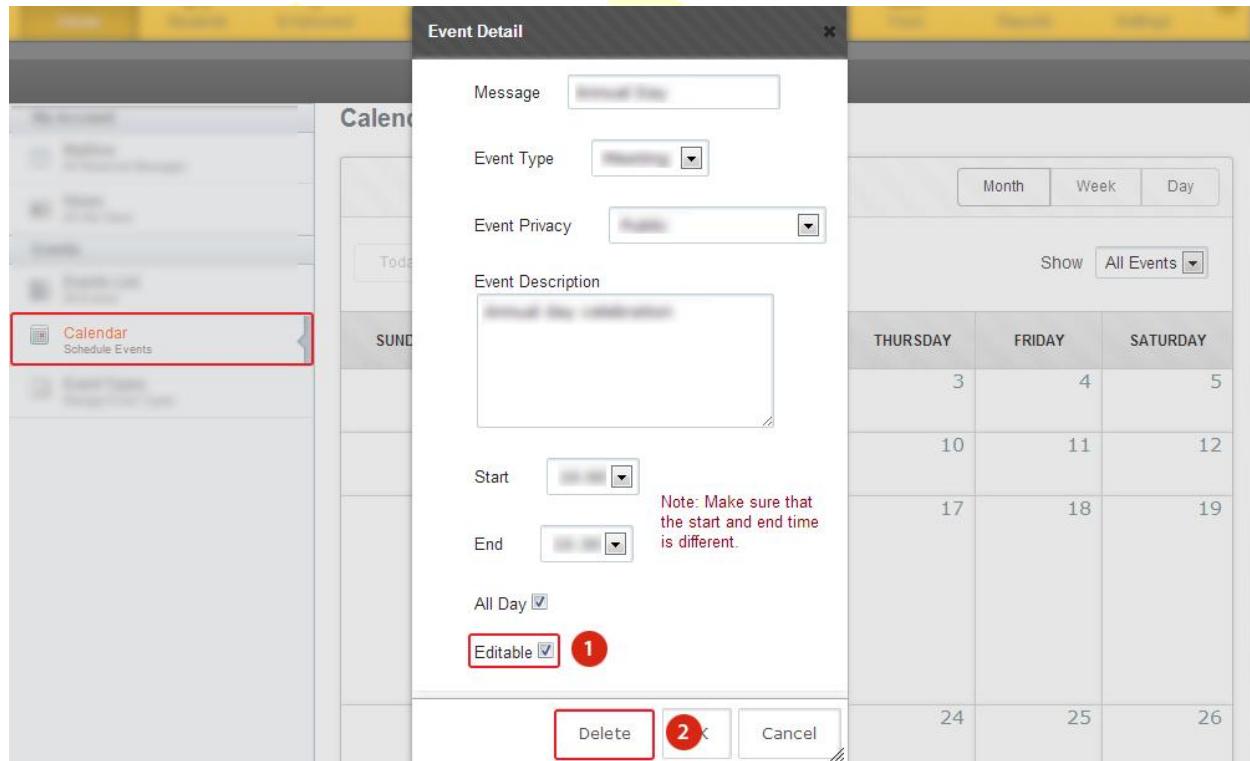
1.10 How to create an event?



1. Click on the date of event. It will display a popup form to enter the details.
2. Enter the message / event title.
3. Select an event type.
4. Select the event privacy.
5. Enter the description.
6. Select the Start time.
7. Select the End time.
8. Select whether the event is an All Day event.
9. Select whether the event can be edited in future. Click OK to save. Else, click Cancel.
10. Events displayed in the Calendar can be sorted according to the event type.
11. Click on Month to get monthly view of the calendar.
12. Click on Week to get weekly view of the calendar.
13. Click on Day to get day view of the calendar.

Calendar - Click on the date you have to create the event .Enter all the necessary details and click 'OK' to create the event. The newly created event will appear on that particular date. Monthly/weekly and daily calendar are available.

1.11 How to delete an event?



Click on the event that is to be deleted.

1. Events can be deleted if the event is editable.
2. Click on Delete. Clicking on Delete will display a popup asking for confirmation. Click OK for confirmation. Else, click Cancel.

1.12 How to create an event type?

The screenshot shows a web-based application interface titled 'Events Types'. At the top right, there is a red circle with the number '1' and a green button labeled 'Create Event Type'. Below this, a table lists several event types, each with a 'Colour Code' column containing a small colored square. To the right of the table, there is a row of four icons: a pencil, a magnifying glass, a delete symbol, and another delete symbol. A red box highlights the 'Event Types' link in the left sidebar.

Click on Event Types to view the event types.

1. Click on Create Event Type. A popup form will be displayed.
2. Event types can be edited and deleted by clicking on Edit and Delete.

The screenshot shows a 'Create New Event Type' form. It includes a note that fields with * are required. There are two input fields: 'Name *' and 'Colour Code *'. The 'Colour Code' field has a color picker icon. A large orange 'Submit' button is at the bottom. Red numbers 1 through 4 are placed around the form to indicate specific actions: 1 is near the 'Name' field, 2 is near the 'Colour Code' field, 3 is near the color picker icon, and 4 is near the 'Submit' button.

1. Enter the event type name.
2. Enter the colour code from the colour picker.
3. Click on colour picker icon to select a colour.

2. Students

A student is a learner, or someone who attends an educational institution. In some nations, the English term (or its cognate in another language) is reserved for those who attend university, while a school child under the age of eighteen is called a pupil in English (or an equivalent in other languages), although in the United States a person enrolled in grades K-12 is often called a student. In its widest use, student is used for anyone who is learning, including mid-career adults who are taking vocational education or returning to university.

2.1 How to view the list of students?

Sl. No.	Student Name	Admission No.	Course/Batch	Gender
1				
2				
3				
4				

1. Click on Student list.
2. Click on Add Student button to add new student. [It will display a form to add students (*create student -mention below*)]
3. Click on Save Filter [It will display a pop up form for saving the filters applied to the search. By saving filters, it is easy to search the data later. You don't need to apply the filters again, but you only need to select this saved filter. Eg: You need a

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list of active students with names starting with 'S'. You can search student names starting with 'S' by applying the alphabet filter. Then you can apply the status filter. You can save these filters by giving it a name. Then later, you can apply this filters by clicking on Load Filter]

4. Click on Load Filter. It will display the list of saved filters. Click on the filter name to apply the filter. Click on Delete to remove it. Clicking on delete will display a pop up asking for confirmation. Click OK for confirmation, else click on Cancel.
5. Click on Clear All to clear the filters applied.
6. Students can be searched by applying many search filters like Name, Admission number, Batch, Gender etc. These filters can be saved by clicking on Save Filter.
7. You can list students in alphabetic order by applying alphabetic filters.
8. Click on pagination buttons to see other pages.
9. Click on the student's name to see their details.

2.2 How to create a new student?

The screenshot shows the 'New Admission' form under the 'Student Details' tab. The form is divided into two main sections: 'Personal Details' and 'Contact Details'. The 'Personal Details' section contains fields for First Name, Middle Name, Last Name, Batch (with a dropdown menu 'Select Batch'), Date Of Birth, Gender (with a dropdown menu 'Select Gender'), Blood Group (with a dropdown menu 'Unknown'), Birth Place, Nationality (with a dropdown menu 'Select National'), Language, Religion, and Student Category (with a dropdown menu 'General'). The 'Contact Details' section contains fields for Address Line1, Address Line2, City, State, Pin Code, Country (with a dropdown menu 'Select Country'), Phone 1, Phone 2, and Email. At the bottom, there is a green bar with an 'Upload Photo' button, a 'Choose File' button with the message 'No file chosen', and a 'Parent Details' button.

1 Create New Student
New Admission

2 Admission No * 38

3 Admission Date *

4

5 Upload Photo Choose File No file chosen

6 Parent Details *

1. Click on Create New Student in the side tab.
2. Admission Number field *[Number will be auto-generated like 1, 2 etc]*
3. Click on Admission Date. It will display the calendar. Select *[yy/mm/dd]*
4. Enter the personal details of the student *[Fill all the mandatory fields; otherwise it will display a warning message].*
5. Upload photo: Click on Choose File. Then select the student image *[Supports .jpg, .png ,.gif file formats.]*

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6. Click on Parent Details. It will lead to a form where you can enter the parent details. If any fields are left out or if any errors are present, it will display an error message. You need to correct them before proceeding.

The screenshot shows the 'Create New Student' page with the 'Parent Details' tab highlighted. A large yellow circle surrounds the entire form area. Red numbered callouts point to specific elements: 1 points to the 'Parent Details' tab; 2 points to the 'Parent - Personal Details' section; 3 points to the 'Don't Create Parent User' checkbox; and 4 points to the 'Emergency Contact »' button at the bottom right of the form.

Fields with * are required.

Parent - Personal Details

First Name *	Last Name *	Relation *
Date Of Birth	Education	Occupation
Income		

Parent - Contact Details

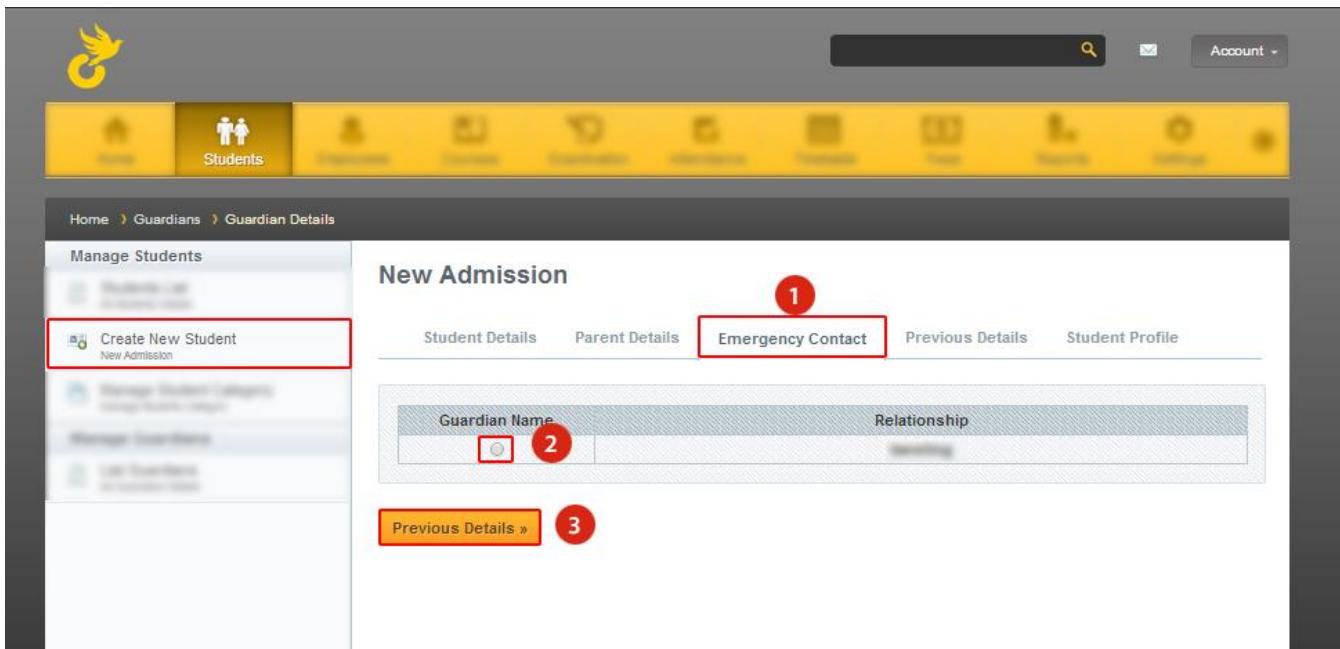
Email *	Office Phone1	Office Phone2
Mobile Phone *	Office Address Line1	Office Address Line2
City	State	Country Select Country ▾

Don't Create Parent User

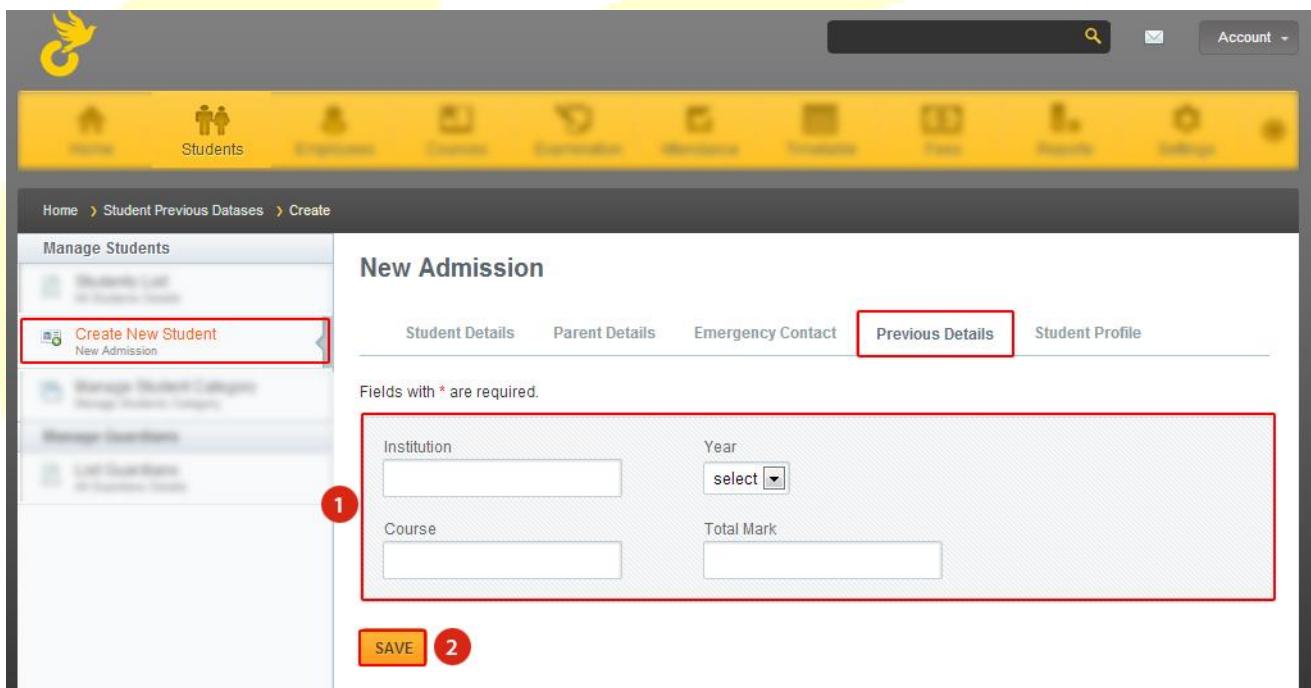
Emergency Contact »

1. Go to next page. **[Parent Details]**
2. Fill the form. Please take care to fill the mandatory fields.
3. Select the Don't Create Parent User option, if you don't need parent login for this student. Unmark it if you need one.
4. After filling the fields, click on Emergency Contact.

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1. Emergency Contact page.
2. Select the Guardian.
3. Click on Previous Details.



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1. Fill the previous academic details of the student.
2. Click on Save. It will lead to the profile of the created student.

The screenshot shows the 'Student Profile' page. On the left, there is a large placeholder for a student's photo. Below it, some blurred text is visible. To the right, the profile information is displayed. At the top, there are four tabs: 'Profile' (marked with a red circle containing '1'), 'Assessments' (marked with '2'), 'Attendance' (marked with '3'), and 'Fees' (marked with '4'). Above these tabs, there are two green buttons: 'Edit' (marked with '8') and 'Students' (marked with '7'). Below the tabs, there is a 'GENERAL' section containing fields for Admission Date, Class Roll No, Birth Place, State, Nationality, Pin Code, Address Line1, Phone 1, Language, Category, City, Date of Birth, Blood Group, Country, Gender, Address Line 2, Phone 2, Email, and Religion. Underneath this is an 'EMERGENCY CONTACT' section with a field for 'In case of emergencies, contact:' followed by an 'Edit' button (marked with '6'). At the bottom right of the page is a 'Generate PDF' button (marked with '5').

1. Click on Profile tab to see the details of the student.
2. Click on Assessments to see the assessment details of the student.
3. Click on Attendance to mark, view , edit or delete the attendance of the student.
4. Click on Fees to see the unpaid and paid fees of the student.
5. Click on Generate PDF to view the student profile as PDF. You can either download or print the PDF.
6. Click on Edit to edit the guardian details.
7. Click on Students to view the complete students list.
8. Click on Edit to edit the student details.

NOTE: Student and parent users will be generated automatically. If you need to edit the users, go to Settings.

2.3 How to manage the Student Category?

Category Name	Status	No. of Students	Actions
Student Category Test	Active	0	
	Active	0	

1. Click on Create New Category. It will display a pop up form where you can enter the category details.
2. Click on down arrow to view the students in the corresponding category.
3. Click on Action [1) Edit 2) Delete]

2.4 How to view the guardian details?

The screenshot shows the 'Manage Guardians' page. At the top, there is a breadcrumb navigation: Home > Guardians > Manage. Below the header, the title 'Manage Guardians' is displayed, followed by a message indicating 'Displaying 1-10 of 31 result(s.)'. A table lists guardian information across four columns: First Name, Relation (with a red circle containing the number 1), Ward, and Email. Each row in the table has a red delete icon with a red circle containing the number 3 at the end of the Email column. Below the table, there is a pagination control labeled 'Go to page:' with buttons for '<< First', '< Previous', '1' (highlighted in red), '2', '3', '4', 'Next >', and 'Last >'. A large yellow circle highlights the entire table area.

1. Guardians can be searched by name, relation and email.
2. Click on pagination to view other pages.
3. Click on Delete. It will display a pop asking for confirmation. Click OK for confirmation, else click on Cancel. [Note: If you delete a guardian, the parent user will also be deleted and they will no longer able to login to their account.]

2.5 How to delete a student?

SL NO.	STUDENT NAME	ADMISSION NUMBER	GENDER	ACTIONS
1	[REDACTED]	[REDACTED]	Male	1 Actions ▾
2	[REDACTED]	[REDACTED]		
3	[REDACTED]	[REDACTED]		
4	[REDACTED]	[REDACTED]		2 Actions ▾
5	[REDACTED]	[REDACTED]		
6	[REDACTED]	[REDACTED]		Actions ▾
7	[REDACTED]	[REDACTED]		Actions ▾

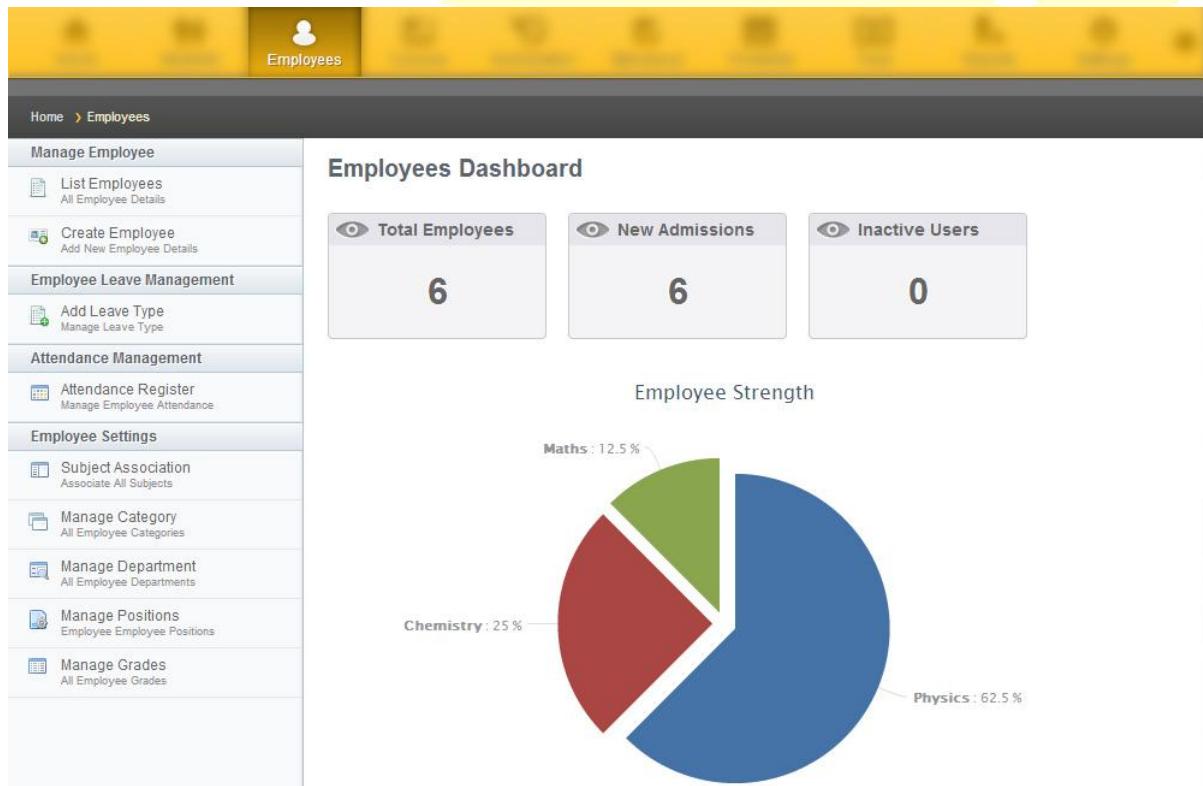
Inactive Students

Sl no.	Student Name	Admission Number	Gender	Actions
1	[REDACTED]	[REDACTED]	[REDACTED]	3 Actions ▾

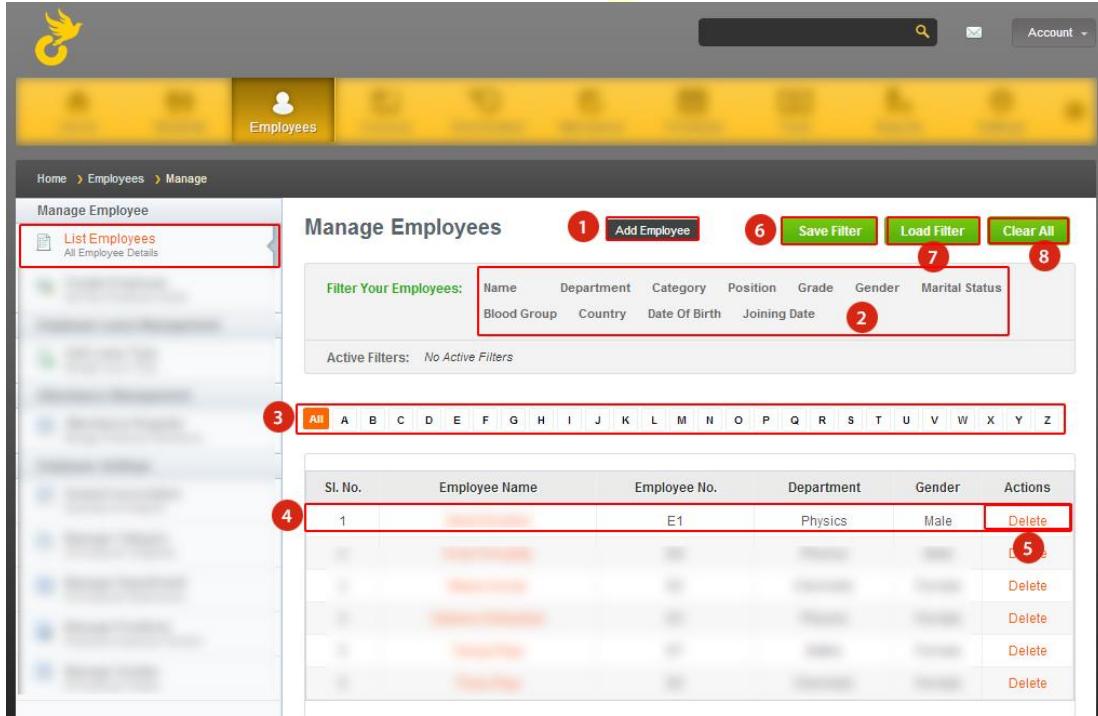
1. Go to the student's batch in courses module.
2. Click on Actions corresponding to the student to be deleted and make inactive. The student will be then moved into the Inactive Students list.
3. Click on Actions corresponding to the student in the inactive students list.
4. Click on Delete. It will display a pop up asking for confirmation. Click OK for confirmation, else click on Cancel.

3. Employees

An employee contributes labor and/or expertise to an endeavor of an employer and is usually hired to perform specific duties which are packaged into a job. An Employee is a person who is hired to provide services to a company on a regular basis in exchange for compensation and who does not provide these services as part of an independent business. Employee module gives a brief review about the recent employee admissions. Click on the employee name to get the details.



3.1 How to view the list of employees?



Click on List Employees

1. Click on Add Employee to add an employee.
2. Employees can be searched by applying many search filters like Name, Department, Category, Position etc. These filters can be saved by clicking on Save Filter.
3. You can list employees in alphabetic order by applying alphabetic filters.
4. Click on the employee name to view the employee details.
5. Click on Delete to delete the employee. Clicking on delete will display a popup asking for confirmation. Click on OK for confirmation. Else, click on Cancel.
6. Click on Save Filter [It will display a pop up form for saving the filters applied to the search. By saving filters, it is easy to search the data later. You don't need to apply the filters again, but you only need to select this saved filter. Eg: You need a list of employees in Physics department with names starting with 'S'. You can search employee names starting with 'S' by applying the alphabet filter. Then you can apply the department filter. You can save these filters by giving it a name. Then later, you can apply this filters by clicking on Load Filter]

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7. Click on Load Filter. It will display the list of saved filters. Click on the filter name to apply the filter. Click on Delete to remove it. Clicking on delete will display a pop up asking for confirmation. Click OK for confirmation, else click on Cancel.
8. Click on Clear All to clear the filters applied.

3.2 How to create a new employee?

The screenshot shows the 'Create Employee' interface. At the top, there are tabs for 'Employee Details' and 'Employee Contact Details'. Below them, a note says 'Fields with * are required.' The main form is divided into sections:

- General Details:** Contains fields for Employee Number (E9), Joining Date, First Name, Middle Name, Last Name, Gender, Employee Department, Employee Position, Employee Category, Employee Grade, Job Title, Qualification, Status, Total Experience (Years and Months), and Experience Detail.
- Personal Details:** Contains fields for Marital Status (Single), Children Count, Father Name, Mother Name, Husband Name, Blood Group (Unknown), and Nationality.
- File Upload:** Includes an 'Upload Photo' button, a 'Choose File' button with the message 'No file chosen', and a 'Next Step >' button.

To create a new employee, click on Create Employee.

1. Enter the details of the employee [*Fill all the mandatory fields, otherwise it will display a warning message.*].
2. Upload photo: Click on Choose File. Then select the employee image [*Supports jpg, .png, .gif file formats.*]
3. Click on Next Step for going to next step.

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Home > Employees > Create

Manage Employee

Add New Employee

Create Employee
Add New Employee Details

Employee Details Employee Contact Details

Fields with * are required.

Home Address

Home Address Line1 * Home Address Line2
Home City * Home State *
Home Country * Home Pin Code *

Office Address

Office Address Line1 Office Address Line2
Office City Office State
Office Country Office Pin Code

Contact Details

Office Phone1 Office Phone2
Mobile Phone * Home Phone
Email * Fax

Next Step » 2

1. Enter the contact details of the employee **[Fill all the mandatory fields, otherwise it will display a warning message].**
2. Click on Next Step to complete the process.

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3.3 How to add a leave type?

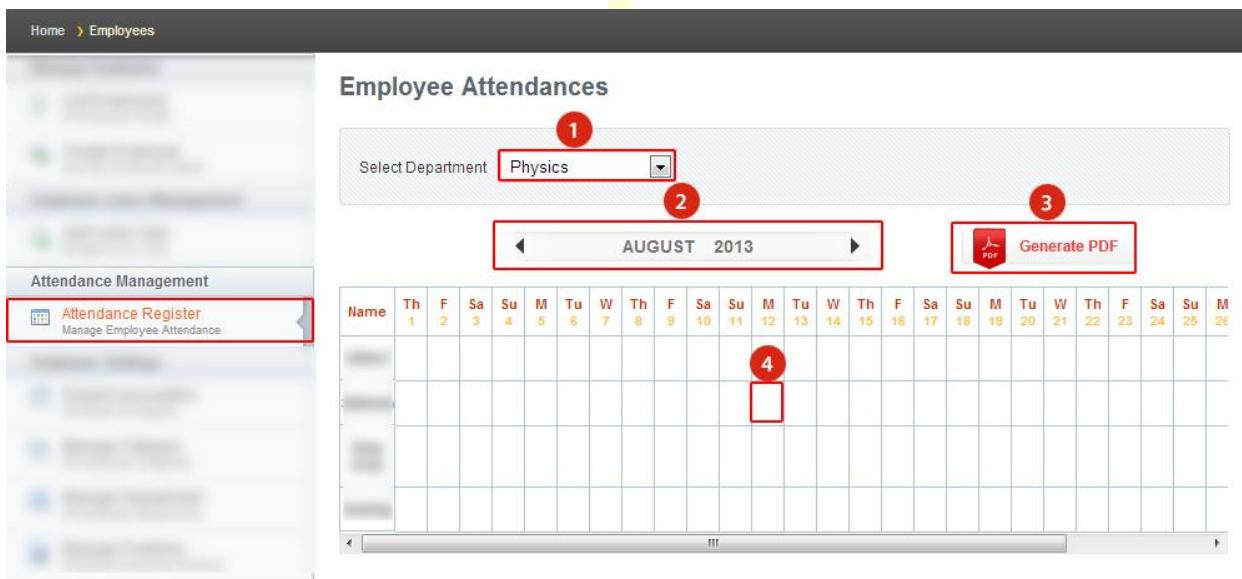
The screenshot shows the 'Employee Leave Types' page. On the left, there's a sidebar with 'Employee Leave Management' and two buttons: 'Add Leave Type' (highlighted with a red box) and 'Manage Leave Type'. The main area has a heading 'Employee Leave Types' and a note 'Fields with * are required.' Below this is a form with fields: 'Name *' (with a red box around it), 'Code *' (with a red box around it), 'Max Leave Count *' (with a red box around it), and a checkbox 'Carry Forward'. There are also radio buttons for 'Status *' (Active or Inactive). At the bottom of the form is a 'Create' button (highlighted with a red box). To the right of the form, there are four numbered circles: 1 above the form, 2 below the 'Create' button, 3 over the first 'Edit' button in the 'Active Leave types' table, and 4 over the first 'Delete' button in the same table. Below the form is a section titled 'Active Leave types' containing a table with three rows. The first row has columns 'Leave Type', 'Edit', and 'Delete'. The second row has 'Edit' and 'Delete' buttons. The third row has 'Edit' and 'Delete' buttons. Below this is a section titled 'Inactive Leave types' containing a table with three columns: 'Leave Type', 'Edit', and 'Delete'.

Click on Add Leave Type

1. Enter the details of the leave type. *[Fill all the mandatory fields, otherwise it will display a warning message].*
2. Click on Create.
3. Click on Edit to edit the leave type
4. Click on Delete to delete the leave type. Clicking on delete will display a popup asking for confirmation. Click OK for confirmation. Else, click on Cancel.

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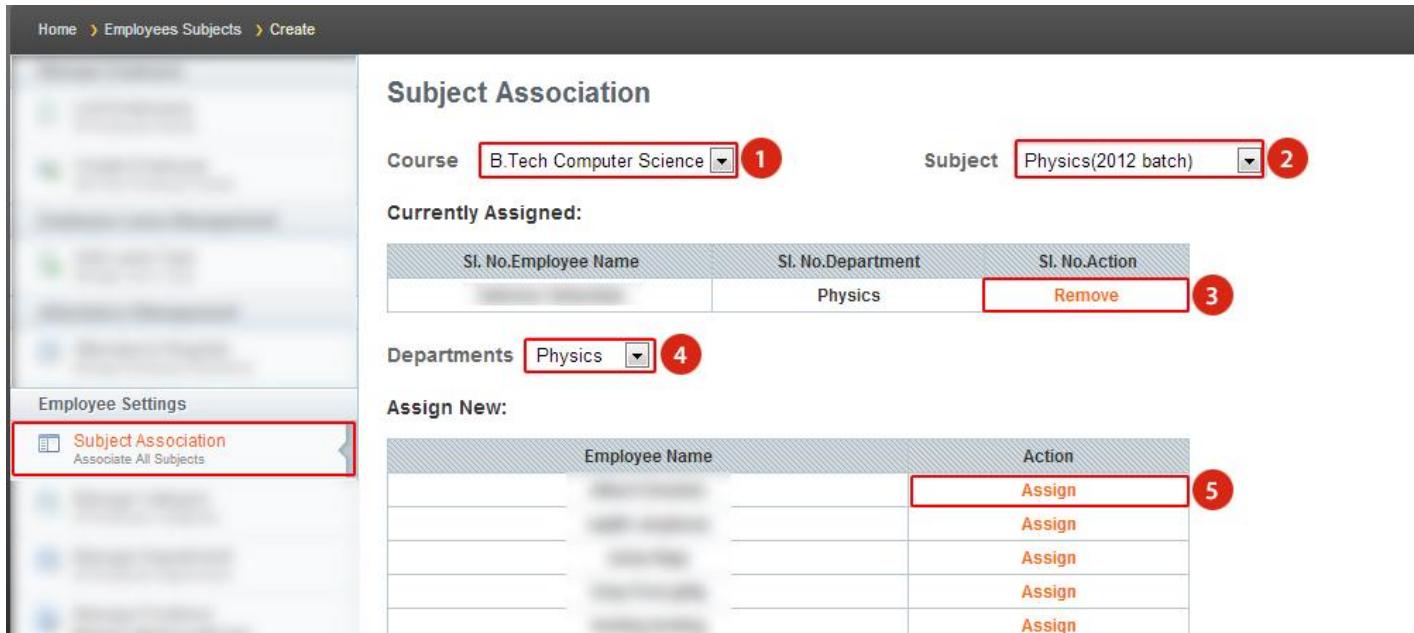
3.4 How to mark employee attendance?



Click on Attendance Register

1. Select a Department
2. Select a Month
3. If you want to generate an attendance PDF, click on Generate PDF
4. Click on the date corresponding to employee who was absent. A popup form to enter the details will be displayed. Enter the details and click on Save.

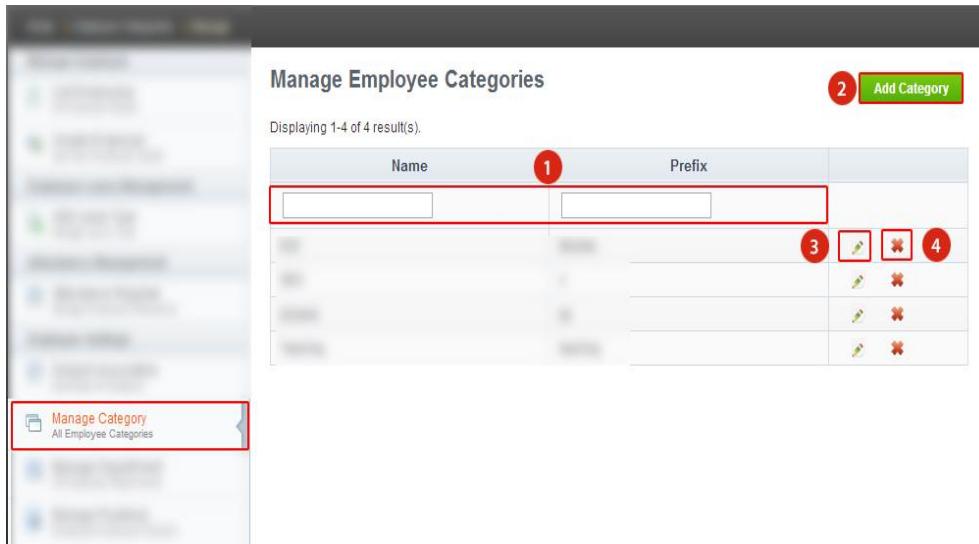
3.5 How to do subject association?



Select Subject Association.

1. Select a course
2. Select a subject corresponding to the batch you want to associate a teacher.
Currently assigned employee list will be displayed.
3. Click on Remove to remove the association
4. Select the department.
5. Click on Assign corresponding to the employee that is be associated with subject selected.

3.6 How to manage the employee category?



Click on Manage Category.

1. Employee categories can be searched by name and prefix.
2. Click on Add Category to add a new category. Enter the name and prefix in the form that will be displayed. Both are mandatory fields. Click on Create.
3. Click on Edit to edit the employee category
4. Click on Delete to delete the category. Clicking on Delete will display a popup asking for confirmation. Click on OK for confirmation. Else, click on Cancel.

3.7 How to manage the employee department?

The screenshot shows a user interface for managing employee departments. At the top, a navigation bar includes 'Home', 'Employee Departments', and 'Manage'. The main title 'Manage Employee Departments' is centered above a table. The table has two columns: 'Code' and 'Name'. A red box highlights the 'Code' column header and the first row's 'Code' input field. To the right of the table, there are four numbered circles: 1 (green 'Add Department' button), 2 (edit icon), 3 (delete icon), and 4 (highlighted 'Code' column header). Below the table, a link 'Manage Department All Employee Departments' is highlighted with a red box.

Click on Manage Department

1. Click on Add Department to add a new department. Enter the code and name in the form that will be displayed. Both are mandatory fields. Click on Create.
2. Click on Edit to edit the employee department.
3. Click on Delete to delete the department. Clicking on Delete will display a popup asking for confirmation. Click on OK for confirmation. Else, click on Cancel.

3.8 How to manage the employee position?

The screenshot shows the 'Manage Employee Positions' page. At the top, there is a breadcrumb navigation: Home > Employee Positions > Manage. Below the header, it says 'Displaying 1-3 of 3 result(s.)'. A table is present with two columns: 'Name' and 'Employee Category'. The 'Name' column has a red border around its input field. To the right of the table are four numbered circles: 1 (Add Position), 2 (Edit icon), 3 (Delete icon), and 4 (highlighting the 'Name' input field). At the bottom left, there is a red box highlighting the 'Manage Positions' button.

Select Manage Position.

1. Click on Add Position to add a new position. Enter the name and select the employee category in the form that will be displayed. Both are mandatory fields. Click on Create.
2. Click on Edit to edit the employee position.
3. Click on Delete to delete the position. Clicking on Delete will display a popup asking for confirmation. Click on OK for confirmation. Else, click on Cancel
4. Employee positions can be searched by name and employee category.

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3.9 How to view the employee profile?

The screenshot shows the 'Employee Profile' page. At the top, there is a navigation bar with 'Home > Employees > View'. On the left, there is a blurred profile picture placeholder. In the center, the title 'Employee Profile : [REDACTED]' is displayed above four red-bordered buttons labeled 1 through 4: 'Profile', 'Address', 'Contact', and 'Additional Info'. To the right of these buttons are two green buttons labeled 5 and 6: 'Edit' and 'Employees'. Below these buttons is a 'Generate PDF' button with a PDF icon and the text 'pdf Generate PDF'. The main content area is titled 'GENERAL' and contains several data rows:

Join Date	Department
Category	Position
Grade	Job Title
Gender	Qualification
Status	Experience Info
Total Experience	

1. Click on Profile to view the profile.
2. Click on Address to view the address.
3. Click on Contact to view the contact details.
4. Click on Additional Info to view additional personal information about the employee.
5. Click on Generate PDF to generate the PDF of the employee profile. You can either download or print the PDF
6. Click on Employees to view the complete employee list.
7. Click on Edit to edit the employee details.

3.10 How to manage the employee grade?

The screenshot shows the 'Manage Employee Grades' page. At the top, there is a breadcrumb navigation: Home > Employee Grades > Manage. Below the header, it says 'Displaying 1-3 of 3 result(s.)'. A table has three rows. The first row is highlighted with a red border and contains four numbered circles: 1 (Add Grade button), 2 (Edit icon), 3 (Delete icon), and 4 (highlighted cell). The second and third rows have edit and delete icons. In the bottom-left corner, there is a sidebar with a 'Manage Grades' button, which is also highlighted with a red box.

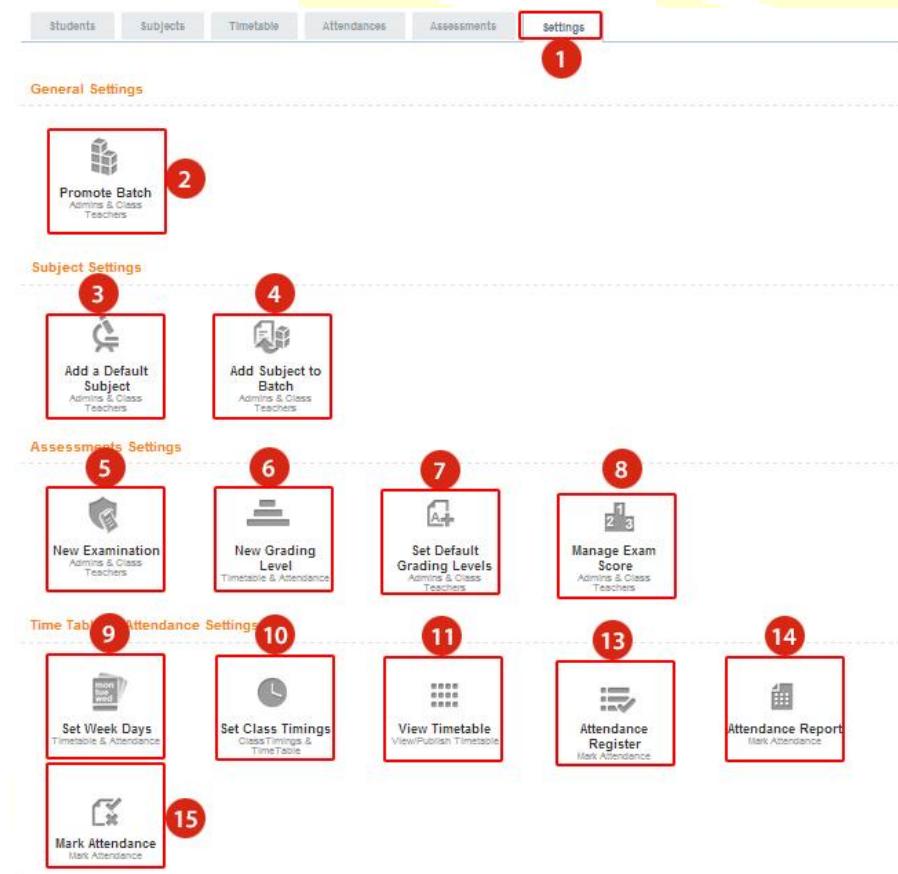
Click on Employee grades.

1. Click on Add Grade to add a new employee grade. Enter the details in the form that will be displayed. Click on Create.
2. Click on Edit to edit the employee grade.
3. Click on Delete to delete the grade. Clicking on Delete will display a popup asking for confirmation. Click on OK for confirmation. Else, click on Cancel.
4. Employee grades can be searched by name, max hours day, max hours week.

4. Course

The course module helps to manage and view the details of all the courses and its batches.

4.1 How to manage course settings?



1. Click on Settings. It will display the settings page.
2. Click on Promote Batch. Select a batch to which the students are to be promoted. Select the students that are to be promoted. Click on Promote.
3. Click on Add a Default Subject. It will lead to the default subjects page where you can create, view, edit and delete the default subjects.

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4. Click on Add Subjects to Batch. It will lead to the page where you can add the subjects from default subjects to the batch. You can also view, edit and delete the subjects of the batch.
5. Click on New Examination to view, create and manage exam groups, exams and exam scores in the batch.
6. Click on New Grading Level to view, create, edit and delete the grading levels.
7. Click on Set Default Grading Level to clear all custom grading levels and set the default grading level of the application.
8. Click on Mange Exam Score to view, create and manage exam groups, exams and exam scores in the batch.
9. Click on Set Week Days to set working days for the batch. Select the days and click on Save.
10. Click on Set Class Timing to view, create, edit and delete the class timings of the batch.
11. Click on View Timetable to view and edit the timetable of the batch.
12. Click on Attendance Register to view the attendance register of the batch.
13. Click on Attendance Report to view the attendance of the batch.
14. Click on Mark Attendance to mark the attendance of students in the batch.

4.2 How to create courses?

The screenshot shows the 'Create Course' interface. At the top left, there's a breadcrumb navigation: Home > Courses > Create. Below it, a sidebar titled 'Manage Courses & Batches' has a red-bordered 'Create Courses' button. The main area is titled 'Create Course'. It has two sections: 'Course' and 'Batch'. The 'Course' section contains fields for 'Course Name *' (marked with a red box and circled 1), 'Code *' (circled 2), and 'Section Name *' (circled 3). The 'Batch' section contains fields for 'Name *' (circled 4), 'Start Date *' (circled 5), and 'End Date *' (circled 6). At the bottom right is a red-bordered 'Save' button (circled 7).

Click on Create Courses

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1. Enter the Course Name.
2. Enter the Course Code.
3. Enter the Section Name.
4. Enter the Name of the batch.
5. Click on Start Date. Select the date from the calendar displayed.
6. Click on End Date. Select the date from the calendar displayed.
7. Click on Save.

4.3 How to manage courses & batches?

The screenshot shows the 'Manage Courses & Batches' section of the Open-School application. On the left, there's a sidebar with a link to 'List Courses & Batches'. The main area has a title 'Manage Courses & Batches'. Below it is a table with columns: Batch Name, Class Teacher, Start Date, End Date, and Actions. The Actions column contains buttons for Edit, Delete, Add Batch, and a dropdown arrow. The table lists two batches: '2012 batch' and '2013 batch'. Each batch row has its own set of edit, delete, add batch, and student buttons. Red numbered circles (1-6) are overlaid on the interface to highlight specific actions: 1 is on the 'Edit' button for the first batch, 2 is on the 'Delete' button for the first batch, 3 is on the 'Add Batch' button for the first batch, 4 is on the dropdown arrow, 5 is on the 'Edit' button for the second batch, and 6 is on the 'Add Student' button for the second batch.

1. Click on Edit to edit the course.
2. Click on Delete to delete the course. Clicking on Delete will display a popup asking for confirmation. Click on OK for confirmation. Else, click on Cancel.
3. Click on Add Batch to add a batch to the course. It will display a popup form where you can add the details of the batch. Make sure you enter all the mandatory fields. Else, a warning will be displayed. Click on Save.
4. Click on the down arrow to view the list of batches in the course.
5. Click on Edit to edit the details of the batch. Click on Delete to delete the batch. Clicking on Delete will display a popup asking for confirmation. Click on OK for confirmation. Else, click on Cancel.
6. Click on Add Student to add a student to the batch.

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4.4 How to manage a batch?

The screenshot shows the 'Manage Batch' page. At the top, there are tabs for 'Students', 'Subjects', 'Timetable', 'Attendances', 'Assessments', and 'Settings'. Below the tabs is a table with columns: SL NO., STUDENT NAME, ADMISSION NUMBER, and GENDER. The table contains several rows of student data. On the right side, there are two vertical lists of actions:

- Actions (Top):
 - Add Student (for add new student)
 - New Subject (for add new subject)
 - Mark Attendance (for add leave)
 - Promote Batch (promote batch to another)
 - Deactivate Batch (deactivate batch)
- Actions (Bottom):
 - Add Leave (for add leave)
 - Make Inactive (make student inactive)

At the bottom left, there is a link labeled 'Inactive Students'.

1. Click on Actions. It will display some additional options.
2. Click on Add Student to add a new student to the batch.
3. Click on New Subject to add a default subject.
4. Click on Mark Attendance to mark the attendance of students in the batch.
5. Click on Promote Batch to promote the students of the batch to another batch.
6. Click on Deactivate Batch to deactivate the batch. Clicking on Deactivate Batch will display a popup asking for confirmation. Click on OK for confirmation. Else, click on Cancel.
7. Click on Actions corresponding to the student. It will display some additional options.
8. Click on Add Leave to add leave. It will display a popup form where you can enter the date and reason of absence. Both the fields are mandatory. Click on Submit.
9. Click on Make Inactive to make the student inactive. Making a student inactive will change the status of the student to Former in the filters in student list.

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The screenshot shows the 'Manage Batch' section of the Open-School application. At the top, there is a header with fields for 'Course / Batch' (set to 'I'), 'Class Teacher' (set to 'Administrator'), and three buttons: 'Change Batch' (with a red circle '2'), 'Close' (with a red circle '3'), and 'Actions' (with a red circle '4'). Below the header are tabs: 'Students' (highlighted with a red circle '1'), 'Subjects', 'Timetable', 'Attendances', 'Assessments', and 'Settings'. A large green button labeled 'Add Student' (with a red circle '5') is located on the right. The main area displays a table of students with columns: SL NO., STUDENT NAME, ADMISSION NUMBER, GENDER, and ACTIONS. The first student's name ('7') is highlighted with a red box (red circle '7'). Each student row has an 'Actions' dropdown menu (red circle '6'). Below the table, a section titled 'Inactive Students' contains a message: 'No InActive Students In This Batch'.

1. Click on Students tab to view the list of students in the batch.
2. Click on Change Batch to change the batch. Select another batch from the explorer window displayed.
3. Click on Close to close this section and to move onto the courses list.
4. Click on Actions. It will display some additional options.
5. Click on Add Student to add a new student to the batch.
6. Click on Actions corresponding to the student. It will display some additional options.

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4.5 How to mark attendance and send message?

The screenshot shows the 'Manage Batch' interface with the 'Attendances' tab selected. At the top, there are buttons for 'Change Batch' and 'X'. Below that, there are sections for 'Students', 'Subjects', and 'Employees' with dropdown menus. The main area is titled 'Attendance' and shows a grid for August 2013. The grid has columns for Name and dates from Th 1 to Sa 31. A red circle labeled '2' highlights a row for a student who is marked as absent. Red circles labeled 1 through 5 point to various buttons and features: 1 points to the course/batch info; 2 points to the absent student's row; 3 points to the month navigation arrows; 4 points to the 'Send SMS' button; and 5 points to the 'Generate PDF' button.

1. Click on Attendance tab to view the attendance register of the batch.
2. Click on the date corresponding to student who was absent. A popup form to enter the details will be displayed. Enter the details and click on Save.
3. Click on the right and left arrow to navigate through months.
4. After marking the attendance, the parents of the students can be notified of the absence of their child by clicking Send SMS. **[NB: You should have a SMS gateway and have the SMS settings enabled for this function to work.]**
5. Click on Generate PDF to generate a PDF of the student attendance. You can either download or print the PDF.

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4.6 How to manage subjects?

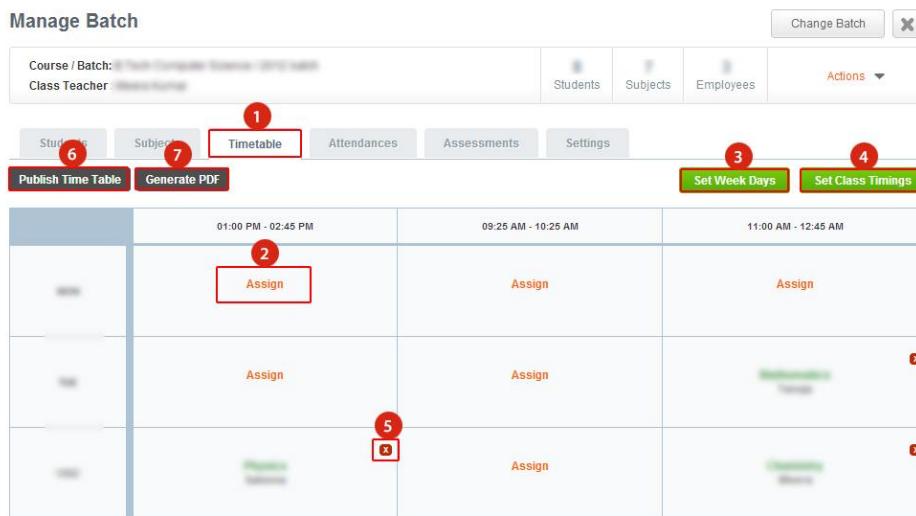
The screenshot shows the 'Manage Batch' page. At the top, there's a navigation bar with 'Home > Subjects > Manage'. Below it is a header with 'Manage Batch' and tabs for 'Students', 'Subjects' (which is highlighted with a red box and a '1'), 'Timetable', 'Attendances', 'Assessments', and 'Settings'. To the right are buttons for 'Change Batch' and 'X'. Underneath is a section for 'Course / Batch' with fields for 'Course Name' (10th Computer Science 2019) and 'Class Teacher' (Suman Kumar). There are also 'Students', 'Subjects', and 'Employees' buttons, and an 'Actions' dropdown. The main area displays a table with columns 'Name', 'Code', and 'Max Weekly Classes'. At the bottom right of the table are four icons: a green square with a white grid, a pencil, and a red circle with a white minus sign. Callouts numbered 2 and 3 point to 'Add Subjects To Batch' and 'All Subjects' buttons respectively. Callout 4 points to the row of icons in the table.

Name	Code	Max Weekly Classes
[Redacted]	[Redacted]	[Redacted]

1. Click on Subject tab to view the subjects associated with the batch selected.
2. Click on Add Subjects To Batch. It will display a popup form where you can add default subject to the batch.
3. Click on All Subjects to view and manage the default subjects.
4. It shows the options to view, edit and delete the subjects of the batch.

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4.6 How to set the time table?



1. Click on Timetable tab to view and manage the timetable of the batch.
2. Click on Assign to add a subject in a time slot. A popup form will be displayed from which you have to select the subject and the employee who is teaching that subject. Both are mandatory fields. Click on Save.
3. Click on Set Week Days to set working days for the batch. Select the days and click on Save.
4. Click on Set Class Timing to view, create, edit and delete the class timings of the batch.
5. Click on the Delete icon to delete the subject in a timeslot.
6. Click Publish Timetable to publish timetable.
7. Click on Generate PDF to generate a PDF of the timetable. You can either download or print the PDF.

5. Examination

On clicking on the examination module, you can see the examination dashboard which gives a brief overview about the recent exams.

5.1 How to create exams?

The screenshot shows the 'Exam Groups' section of the Open-School User Manual. On the left, there's a sidebar with 'Exam Management' and a red box highlighting the 'New Exam' button. The main area is titled 'New Exam' with fields for 'Course:' and 'Batch:' (both blurred). A red circle labeled '1' points to the 'Create Exam' button. Below this is a table titled 'Displaying' with columns: Name, Exam Type, Is Published, Result Published, and actions. A red box highlights the first row of the table. A red circle labeled '4' is on the 'Name' column of the first row. Red circles labeled '3' and '2' point to the edit and delete icons respectively in the actions column of the first row. A red box highlights the 'Manage This Exam' link in the actions column of the first row. A red circle labeled '2' also points to the 'Manage' link at the top right of the table.

Select a batch by clicking on Select Exam.

1. Click on Create Exam. It will display a popup form. Enter the details of the Exam Group and click on Submit. Make sure you enter all the mandatory fields.
2. Click on Manage Exam. It will lead to a page where individual subjects will be listed.
3. Click on View to view the details of the exam group. Click on Edit to edit and Delete to delete them respectively.
4. Click on the Exam Group name to manage the exam group.

5.2 How to set grading levels?

The screenshot shows the 'Set Grading Levels' page. At the top right, there is a red box around the 'Assessments' button. Below it, the 'Create Grading Levels' and 'Set Default Grading Levels' buttons are highlighted with red circles containing numbers 2 and 3 respectively. To the right of the table, a red circle with number 5 points to the 'Change Batch' button. A large yellow circle highlights the main content area where the grading levels are listed.

Name	Min Score	Actions
A	90	
B	80	
C	70	
D	60	
E	50	
F	40	

1. Click on Assessments. It will display the examination page.
2. Click on Create Grading Level page. It will display a create grading level pop up page.
3. Click on Set Default Grading Level page. It will display a pop up asking for confirmation. Click OK for confirmation, else click on Cancel.
4. Grade manage options [1) View, 2) Edit, 3) Delete]
5. Click on Change Batch. It will display the explorer page.

5.3 How to enter the exam scores?

The screenshot shows a table titled "Scheduled Subjects" displaying 7 results. Each row represents an exam entry with columns for Subject, Start Time, End Time, Maximum Marks, and Manage options. The "Manage" column contains two buttons: "Edit" (marked with a red circle 1) and "Delete" (marked with a red circle 2). A green bar at the top says "Exams Created For All Subjects".

Subject	Start Time	End Time	Maximum Marks	Manage
	2022-05-10 10:00:00	2022-05-10 11:00:00	100.00	1 Edit 2 Delete
	2022-05-10 10:00:00	2022-05-10 11:00:00	100.00	Edit Delete
	2022-05-10 10:00:00	2022-05-10 11:00:00	100.00	Edit Delete
	2022-05-10 10:00:00	2022-05-10 11:00:00	100.00	Edit Delete
	2022-05-10 10:00:00	2022-05-10 11:00:00	100.00	Edit Delete
	2022-05-10 10:00:00	2022-05-10 11:00:00	100.00	Edit Delete

1. Manage options [1] Edit 2) Delete]
2. Click on Exam Score. It will lead to a page where the scores can be entered.

The screenshot shows a table titled "Enter Exam Scores here:" with columns for Student Name, Marks, and Remarks. The "Marks" column contains two input fields per student, each marked with a red circle 1 and 2 respectively. A "Create" button is at the bottom right, marked with a red circle 3.

Student Name	Marks	Remarks
Student 1	1 <input type="text"/>	2 <input type="text"/>
Student 2	<input type="text"/>	<input type="text"/>
Student 3	<input type="text"/>	<input type="text"/>
Student 4	<input type="text"/>	<input type="text"/>
Student 5	<input type="text"/>	<input type="text"/>
Student 6	<input type="text"/>	<input type="text"/>
Student 7	<input type="text"/>	<input type="text"/>
Student 8	<input type="text"/>	<input type="text"/>

1. Enter the mark.
2. Enter the remarks.

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Note: Marks can be entered from the teacher portal too. A class teacher can enter the marks to all subjects in the class. A normal teacher can enter the marks for the subjects they are teaching.



6. Attendance

This module helps you to mark and track the attendance of the students and employees.

6.1 How to manage the attendance?

The screenshot shows the 'Attendance Management' section of the Open-School User Manual. At the top, there are two green buttons: '1 Student Attendance' and '2 Employee Attendance'. Below these buttons, a yellow box contains instructions: 'Before recording the Attendance, make sure you follow the following instructions'. Under this, there are three sections: 'Set Weekdays', 'Set Class Timings', and 'Subjects & Subject Allocation'. To the right of these sections is a calendar for November 2012, showing a grid of days where specific dates are marked with an 'X'.

To mark attendance selects the attendance as per the requirement.

1. By clicking the Student Attendance you can mark the student attendance.
2. By clicking the Employees Attendance you can mark the employee attendance.

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6.2 How to view the employee attendance?

The screenshot shows the 'Employee Attendances' section of the Open-School application. At the top, there is a navigation bar with 'Home > Attendance'. Below it, the title 'Employee Attendances' is displayed. On the left, there is a dropdown menu labeled 'Select Department' with the number '1' above it. To the right of the dropdown are two buttons: a green 'Student Attendance' button with the number '2' above it, and a red 'Employee Leave Types' button with the number '3' above it. A close button 'X' is also present.

1. Select the Department. It will display the attendance register of that department.
2. Click on Student Attendance to go the student attendance section. Select a student or the batch accordingly.
3. Click on Employee Leave Types to view and manage employee leave type.

6.3 How to mark the employee attendance?

The screenshot shows the 'Employee Attendances' section of the Open-School application. At the top, there is a navigation bar with 'Home > Attendance'. Below it, the title 'Employee Attendances' is displayed. On the left, there is a dropdown menu labeled 'Select Department' with the number '1' above it. To the right of the dropdown are two buttons: a green 'Student Attendance' button with the number '2' above it, and a red 'Employee Leave Types' button with the number '3' above it. A close button 'X' is also present. In the center, there is a date picker with the month 'AUGUST' and year '2013' highlighted with the number '4' above it. To the right of the date picker is a 'Generate PDF' button with the number '5' above it. Below the date picker is a grid table for marking attendance. The columns are labeled with abbreviations: Th, F, Sa, Su, M, Tu, W, Th, F, Sa, Su, M, Tu, W, Th, F, Sa, Su, M, Tu, Th, F, Sa, Su, M, Tu, W, Th, F, Sa. The rows are labeled with days of the week: Name, Th 1, F 2, Sa 3, Su 4, M 5, Tu 6, W 7, Th 8, F 9, Sa 10, Su 11, M 12, Tu 13, W 14, Th 15, F 16, Sa 17, Su 18, M 19, Tu 20, Th 21, F 22, Sa 23, Su 24, M 25, Tu 26, W 27, Th 28, F 29, Sa 30, M 31. A red box highlights the cell for 'Th 21' (August 21st), which corresponds to the number '6' above it.

1. Select a Department to view the attendance register of that department.
2. Click on Student Attendance to go the student attendance section. Select a student or the batch accordingly.

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3. Click on Employee Leave Types to view and manage employee leave type.
4. Click on right and left arrow to navigate through months.
5. Click on Generate PDF to generate a PDF of the employee attendance. You can either download or print the PDF.
6. Click on the date corresponding to employee who was absent. A popup form to enter the details will be displayed. Enter the details and click on Save.

6.4 How to mark the student attendance and send the message?

The screenshot shows the 'Manage Attendance' page. At the top, there are buttons for 'Employee Attendance' (highlighted with a red circle 1), 'Change Batch' (highlighted with a red circle 2), and a close button (highlighted with a red circle 7). Below these are input fields for 'Course / Batch:' and 'Class Teacher:', and dropdown menus for 'Student(s)', 'Subject(s)', and 'Employee(s)'. In the center, a calendar for October 2013 is displayed, with the 13th highlighted with a red box (highlighted with a red circle 3). Navigation arrows for the month are labeled 4 (left) and 6 (right). Buttons for 'Send SMS' (highlighted with a red circle 6) and 'Generate PDF' (highlighted with a red circle 5) are also present. The table below the calendar shows student names and their attendance status for each day of the month.

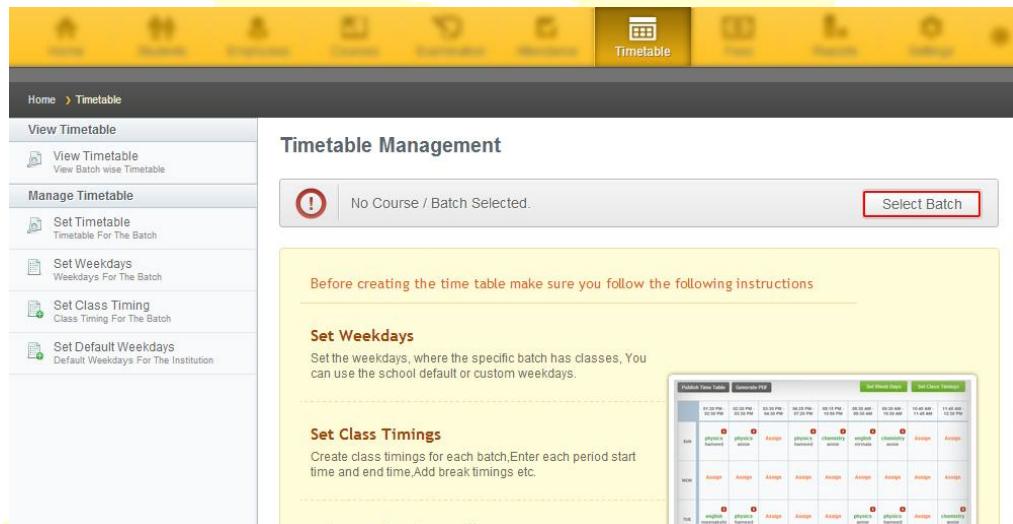
Name	Tu 1	We 2	Th 3	Fr 4	Sa 5	Su 6	Mo 7	Tu 8	We 9	Th 10	Fr 11	Sa 12	Su 13	Mo 14	Tu 15	We 16	Th 17	Fr 18	Sa 19	Su 20	Mo 21	Tu 22	We 23	Th 24	Fr 25	Sa 26	Su 27	Mo 28	Tu 29	We 30	Th 31		

1. Click on Employee Attendance to view the attendance of the employees.
2. Click on Change Batch to change the batch.
3. Click on the date corresponding to student who was absent. A popup form to enter the details will be displayed. Enter the details and click on Save.
4. Click on right and left arrow to navigate through months.
5. Click on Generate PDF to generate a PDF of the student attendance. You can either download or print the PDF.
6. After marking the attendance, the parents of the students can be notified of the absence of their child by clicking Send SMS. **[NB: You should have a SMS gateway and have the SMS settings enabled for this function to work.]**

7. Timetable

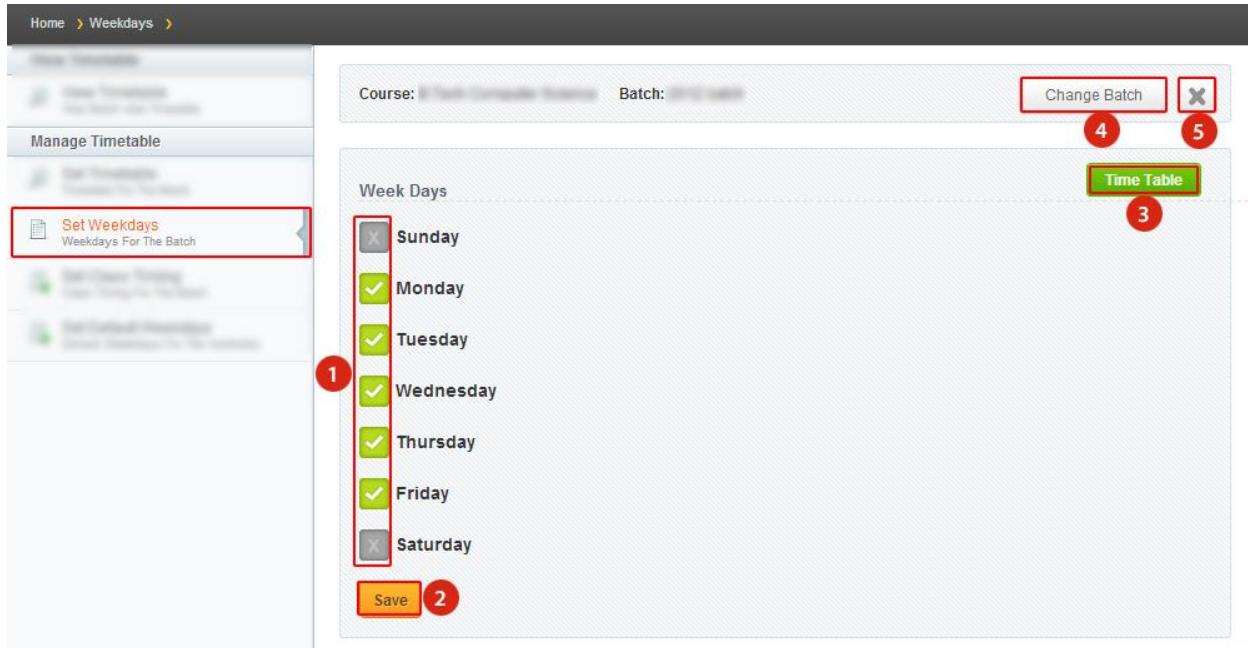
The comprehensive timetable feature in O-S, allows generating, maintaining and monitoring timetables with speed and ease.

7.1 How to select a batch timetable?



1. Go to Timetable module. Click on Select Batch and select a batch from the list displayed in the explorer window.

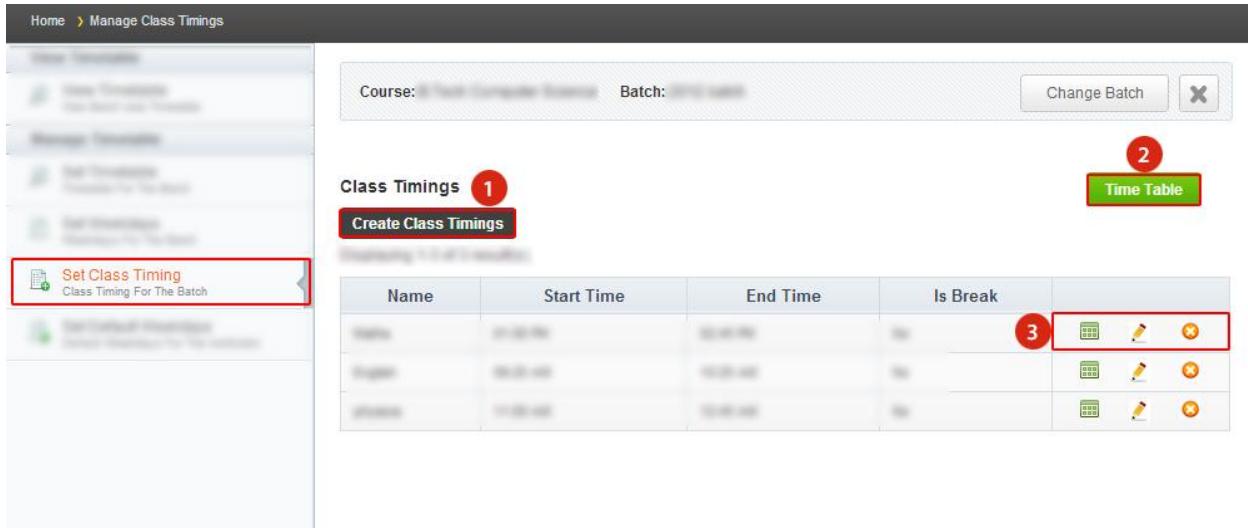
7.2 How to set the weekdays?



Click on Set Weekdays. An explorer window listing the batches will be displayed if no batches were selected. Select a batch.

1. Select the working days for the batch.
2. Click on Save.
3. Click on Time Table to view the timetable of that batch.
4. Click on Change Batch to change the batch.
5. Click on Close icon to close the section and to move on to the timetable dashboard.

7.3 How to set the class timings?



Click on Set Class Timing. An explorer window listing the batches will be displayed if no batches were selected. Select a batch.

1. Click on 'Create Class Timings' to create new class timing. A popup form will be displayed where you have to enter the timing details. Make sure you enter the mandatory fields.
2. Click on Time Table to view the timetable of that batch.
3. Click on View to view, Edit to edit and Delete to delete the class timings. Clicking on Delete will display a popup asking for confirmation. Click on OK for confirmation. Else, click on Cancel.

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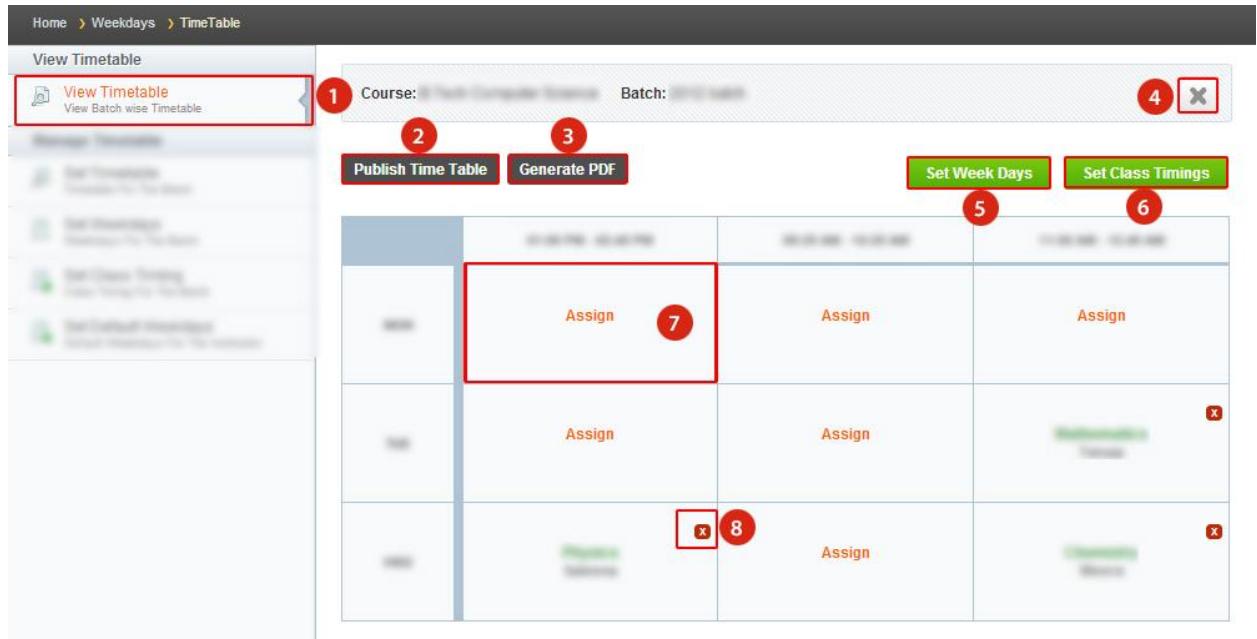
7.4 How to set the timetable?

The screenshot shows the 'TimeTable' section of the Open-School User Manual. On the left, there's a sidebar with 'View Timetable' and 'Manage Timetable' sections. Under 'Manage Timetable', the 'Set Timetable' option is highlighted with a red box. The main area has a header with 'Course:' and 'Batch:' fields, a 'Change Batch' button, and a close button. Below the header are buttons for 'Publish Time Table', 'Generate PDF', 'Set Week Days', and 'Set Class Timings'. The main feature is a grid for assigning subjects to time slots. The grid has four columns and three rows. Each cell contains an 'Assign' button. A yellow callout points to the first 'Assign' button in the first row. The grid also includes some small icons like a green checkmark and a red 'X'.

Click on Set Timetable. An explorer window listing the batches will be displayed if no batches were selected. Select a batch. Timetable of the selected batch will be displayed if the weekdays and class timings are set.

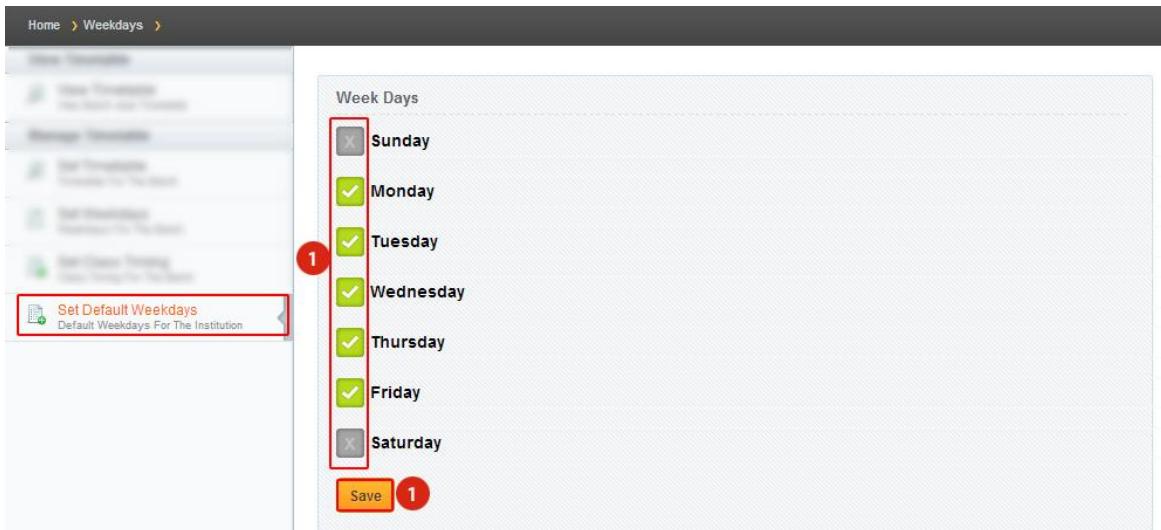
1. Click on Assign to add a subject in a time slot. A popup form will be displayed from which you have to select the subject and the employee who is teaching that subject. Both are mandatory fields. Click on Save.

7.4 How to view the timetable?



1. Click on **View Timetable**. An explorer window listing the batches will be displayed if no batches were selected. Select a batch. Timetable of the selected batch will be displayed if the weekdays and class timings are set.
2. Click **Publish Timetable** to publish timetable.
3. Click on **Generate PDF** to generate a PDF of the timetable. You can either download or print the PDF.
4. Click on **Close** icon to close the section and to move on to the timetable dashboard.
5. Click on **Set Week Days** to set working days for the batch. Select the days and click on Save.
6. Click on **Set Class Timing** to view, create, edit and delete the class timings of the batch.
7. Click on **Assign** to add a subject in a time slot. A popup form will be displayed from which you have to select the subject and the employee who is teaching that subject. Both are mandatory fields. Click on Save.
8. Click on the **Delete** icon to delete the subject in a timeslot.

7.5 How to set default week days?



1. Select the default working days for the school.
2. Click on 'Save'.

8. Fees

Tuition payments, known primarily as tuition in American English and as tuition fees in British English, Canadian English, Australian English, New Zealand English and Indian English, refers to a fee charged for educational instruction during higher education.

Tuition payments are charged by educational institutions in some countries to assist with funding of staff and faculty, course offerings, lab equipment, computer systems, libraries, facility upkeep and to provide a comfortable student learning experience. In most countries, especially in non-English-speaking countries, there are no or only nominal tuition fees for all forms of education, including university and other higher education.

NB: Before starting the fees collection, make sure you create a fee category first. Then, you have to add particulars to that category. After that you have create a fees collection.

8.1 How to create a fee category?

Name	Description	Batch	Actions
Fee Category Test	Fee Category Test	2021-2022	
Fee Category Test	Fee Category Test	2021-2022	
Fee Category Test	Fee Category Test	2021-2022	
Fee Category Test	Fee Category Test	2021-2022	

1. Click on Create New Fee Category. It will display a pop up window. [Details mentioned below]
2. Manage options [1) view, 2) edit, 3) delete]
3. Click on Add Particulars. It will display a page for managing the fee particulars or the amount.

Create New Fee Categories
Fields with * are required.

Name *

Description

Select Batches

All

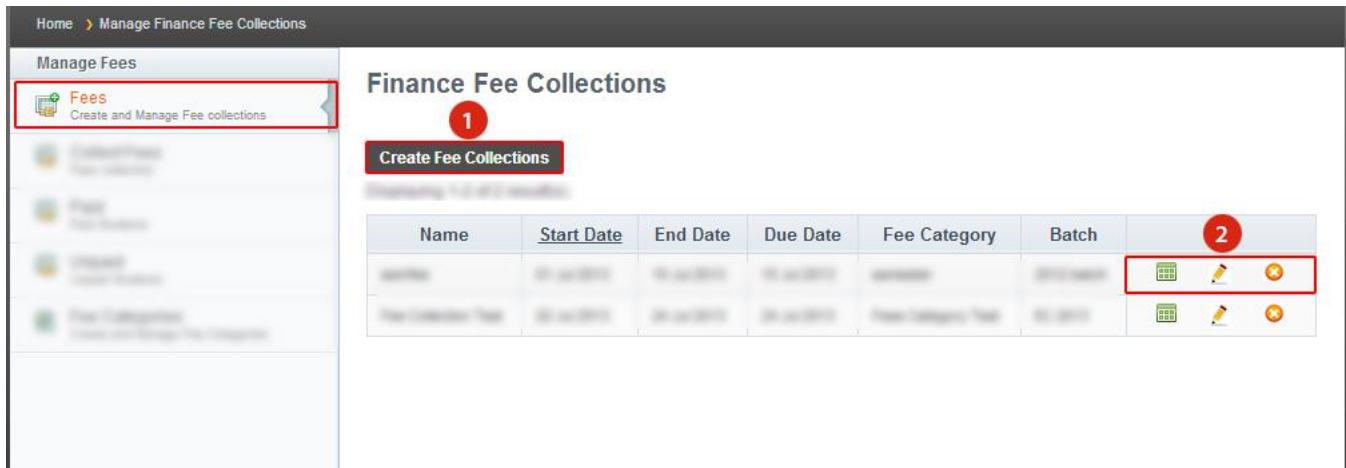
Submit

Clicking on Create New Fee Category will display the above popup form.

1. Enter the name.
2. Enter the description.
3. Click on All for selecting all the batches.
4. You can also select individual batches.
5. Click on Submit. The entered details will be saved and it will be listed in the page.

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8.2 How to create a fee collection?



1. Click on Create Fees Collection . It will display a pop up window. *[Details mentioned below]*
2. Managing options [1) View option 2) Edit option 3) Delete option]

The pop-up window has a title 'Create New Fee Collections'. It contains the following fields:

- Fee Category *: A dropdown menu labeled 'Select Fee Category' (numbered 1).
- Name *: An input field (numbered 2).
- Start Date *: An input field (numbered 3).
- End Date *: An input field (numbered 4).
- Due Date *: An input field (numbered 5).
- Submit: A button at the bottom (numbered 6).

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1. Select a fee category.
2. Enter the name.
3. Click on start date. It will display the calendar. Select [yy/mm/dd]
4. Click on end date. It will display the calendar. Select [yy/mm/dd]
5. Click on due date. It will display the calendar. Select [dd/mm/yy]
6. Click on submit button.

8.3 How to collect fees from a batch?

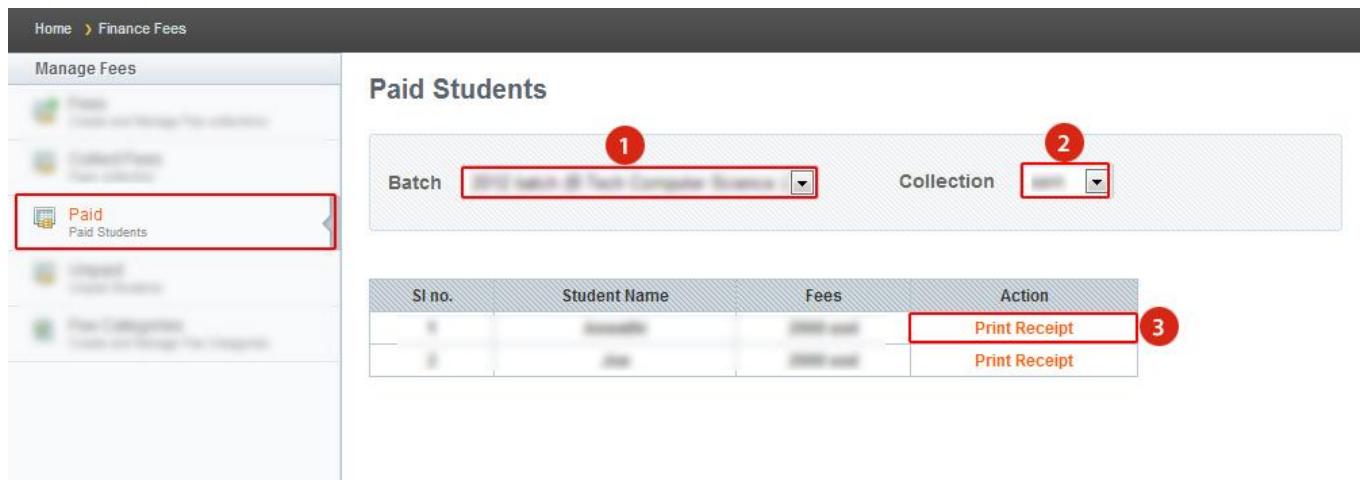
The screenshot shows the 'Fees Collection' page. On the left, there's a sidebar with 'Manage Fees' and a red-highlighted 'Collect Fees' option. The main area has two dropdown menus: 'Batch' (marked with a red box and number 1) and 'Collection' (marked with a red box and number 2). Below them is a table with columns: Sl no., Particulars, Applicable For, and Amount. A large circular graphic covers the bottom half of the page, with a smaller circle inside it. To the right of the table is another table with columns: Sl no., Admission No., Student Name, Fees, and Action (with a 'Pay Fees' button marked with a red box and number 3).

Sl no.	Particulars	Applicable For	Amount
1	[REDACTED]	[REDACTED]	[REDACTED]
2	[REDACTED]	[REDACTED]	[REDACTED]
3	[REDACTED]	[REDACTED]	[REDACTED]
4	[REDACTED]	[REDACTED]	[REDACTED]
5	[REDACTED]	[REDACTED]	[REDACTED]
6	[REDACTED]	[REDACTED]	[REDACTED]
7	[REDACTED]	[REDACTED]	[REDACTED]
8	[REDACTED]	[REDACTED]	[REDACTED]
9	[REDACTED]	[REDACTED]	[REDACTED]
10	[REDACTED]	[REDACTED]	[REDACTED]

Sl no.	Admission No.	Student Name	Fees	Action
1	[REDACTED]	[REDACTED]	[REDACTED]	Pay Fees
2	[REDACTED]	[REDACTED]	[REDACTED]	Pay Fees
3	[REDACTED]	[REDACTED]	[REDACTED]	Pay Fees
4	[REDACTED]	[REDACTED]	[REDACTED]	Pay Fees
5	[REDACTED]	[REDACTED]	[REDACTED]	Pay Fees
6	[REDACTED]	[REDACTED]	[REDACTED]	Pay Fees
7	[REDACTED]	[REDACTED]	[REDACTED]	Pay Fees
8	[REDACTED]	[REDACTED]	[REDACTED]	Pay Fees
9	[REDACTED]	[REDACTED]	[REDACTED]	Pay Fees
10	[REDACTED]	[REDACTED]	[REDACTED]	Pay Fees

1. Select the Batch.
2. Select the Fee Collection
3. Click on the pay fees corresponding to the student. It will display a pop up asking for confirmation. Click OK for confirmation, else click on Cancel.

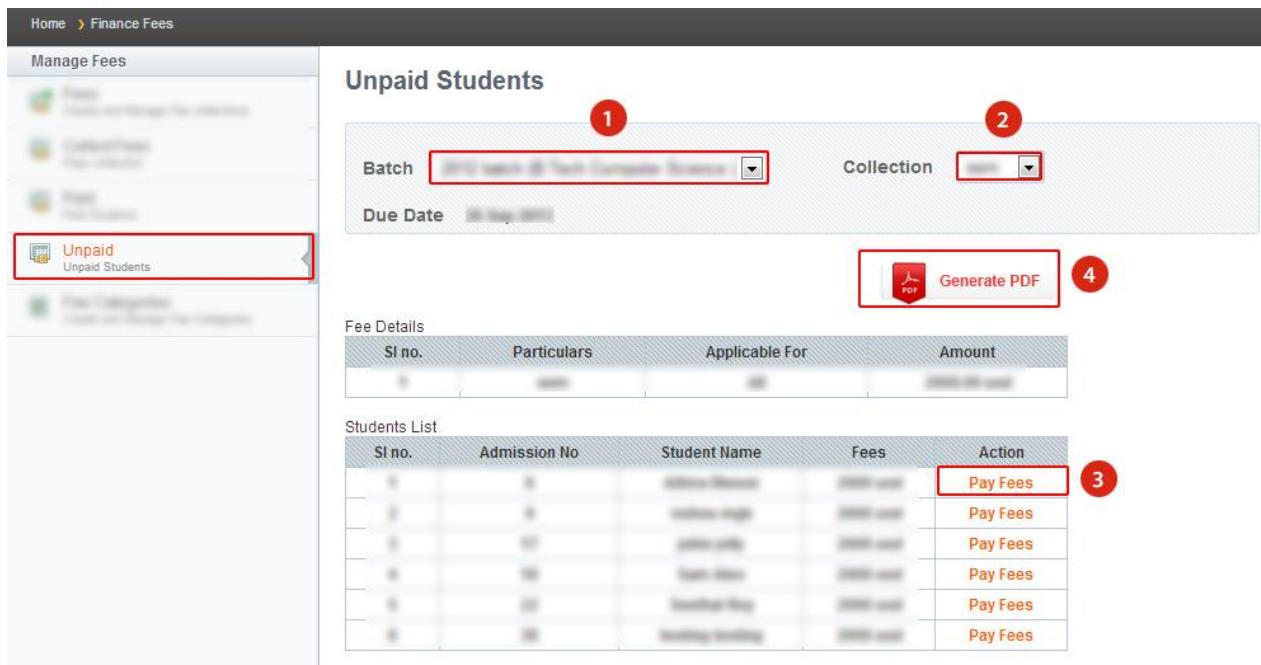
8.4 How to get the list of students those who have paid the fees?



1. Select the Batch
2. Select the Fee Collection. It will display a list of students those who have paid the fees.
3. Click on Print Receipt. It will display the fee receipt of the student. You can download or print the receipt from there.

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8.5 How to get the list of students those who haven't paid the fees?

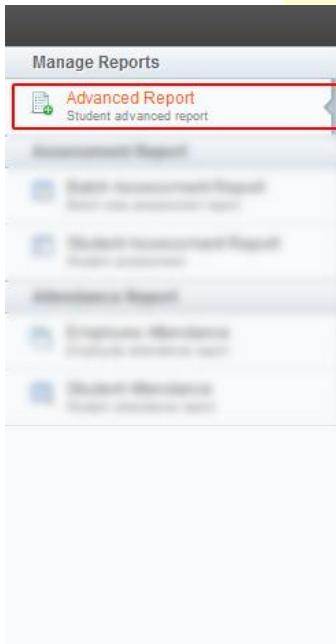


1. Select the Batch.
2. Select the Fee Collection.
3. Fees can also be collected from here by clicking Pay Fees.
4. Click on generate PDF. It will display a list of students who haven't paid the fees as PDF. You can download or print the list.

9. Report

Report modules helps you to views various reports and download and print them.

9.1 How to view the advanced report of a student?

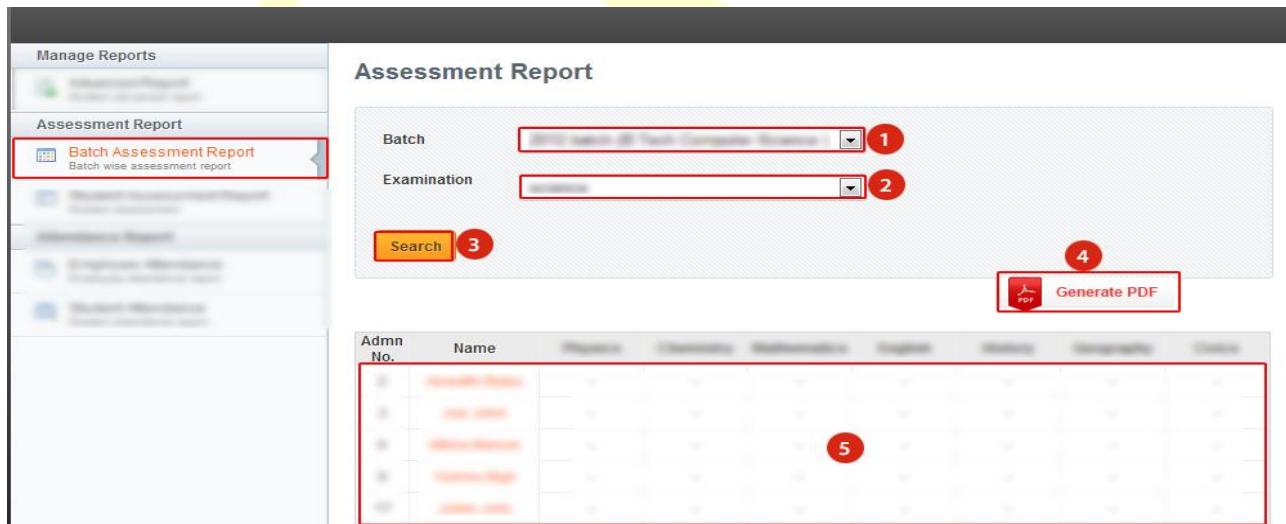


The screenshot shows the 'Manage Reports' interface. On the left, there's a sidebar with various report categories like Academic Report, Student Information Report, etc. The 'Advanced Report' option is highlighted with a red box and a red number '1' in a circle. On the right, under 'Student Information', there are several search fields: 'Name' (red box, red '1'), 'Admission Number' (red box, red '2'), 'Email' (red box, red '3'), 'Gender' (dropdown menu 'All', red '4'), 'Blood Group' (dropdown menu 'Select', red '5'), and a checkbox for 'Include guardian details'. Below these is an 'Advanced Search' button with a red '6' in a circle.

1. Enter the name of the student.
 2. Enter the admission number of the student.
 3. Enter the e-mail of the student.
 4. Select the gender.
 5. Select the blood group.
 6. Mark Include guardian details check box to include parent details in search. Click on Search.
- It will display the list of students matching the search criteria. Click on the student name to see the details of the student.

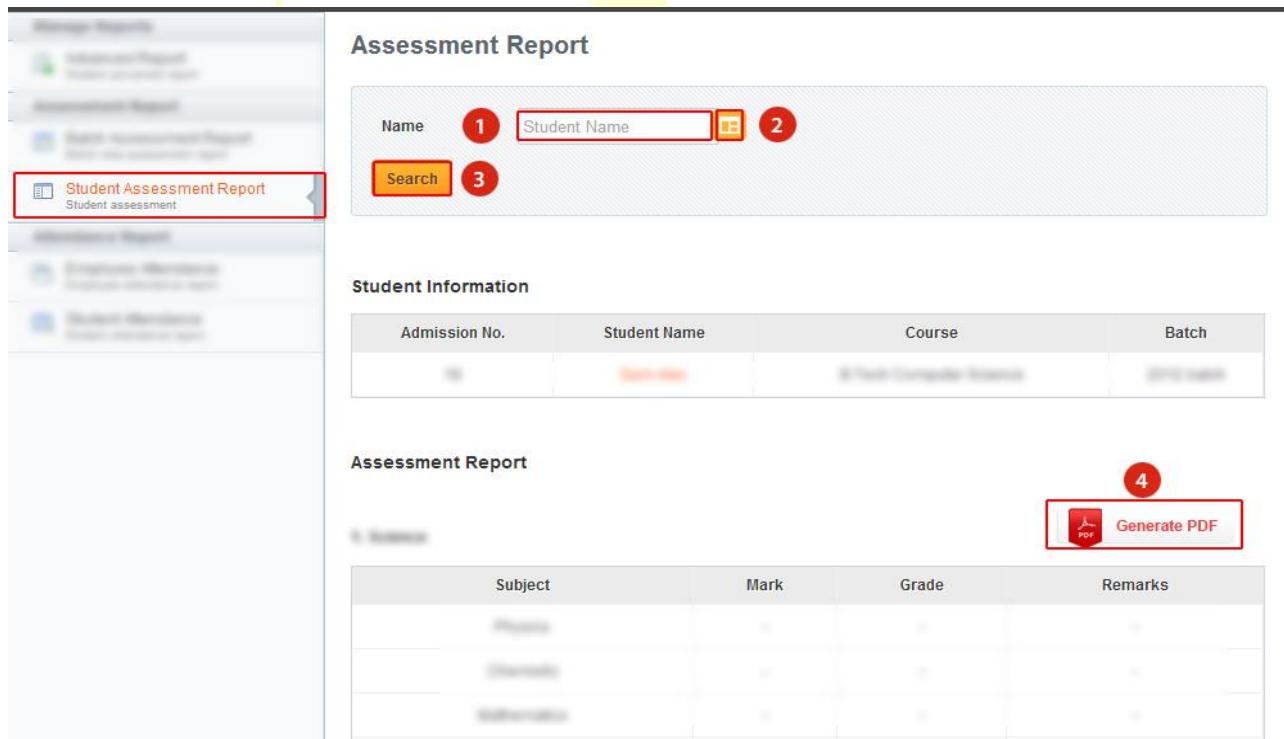
Note: If you are not sure about the student details, just click on search without entering the details. It will display all the students in the school. The fields are not mandatory.

9.2 How to get the batch assessment report?



1. Select the batch.
2. Select the examination.
3. Click on search to view the marks of the students in the batch.
4. Click on generate PDF. It will display the batch assessment report as PDF. You can download or print the list.
5. It shows the batch assessment report.

9.3 How to get the student assessment report?



1. Enter the name.
2. Click on explorer. It will display an explorer window with students list. You can select students from this list.
3. Click on Search.
4. Click on Generate PDF. It will display all the assessment details of the students as PDF. You can download or print the PDF.

Note: It displays the student's details along with the mark, grade and teacher's remark.

9.4 How to get employee attendance report?

The screenshot shows the 'Employee Attendance Report' page. On the left sidebar under 'Attendance Report', the 'Employee Attendance' option is highlighted with a red box. The main area has four numbered steps: 1. A dropdown menu labeled 'Select Department'. 2. A dropdown menu labeled 'Select Mode'. 3. A table titled 'Overall Employee Attendance Report' showing columns for SI No, Emp No, Joining Date, Name, Job Title, and Leaves. 4. A red button labeled 'Generate PDF'.

SI No	Emp No	Joining Date	Name	Job Title	Leaves
1	1111111111	10-Jan-2023	Redacted	Redacted	Redacted
2	2222222222	10-Jan-2023	Redacted	Redacted	Redacted
3	3333333333	10-Jan-2023	Redacted	Redacted	Redacted
4	4444444444	10-Jan-2023	Redacted	Redacted	Redacted

1. Select the department.
2. Select the Mode [Overall, Yearly, Monthly, Individual]. Select year/month/individual from the sub list, if displayed.
3. It will display the attendance report of the employees according to the mode you selected.
4. Click on generate PDF. You will get the PDF of the Employee Attendance Report. You can download or print the PDF.

9.5 How to get students attendance report?

Student Attendance Report

Select Course

Select Batch

Select Mode

Generate PDF

Overall Student Attendance Report

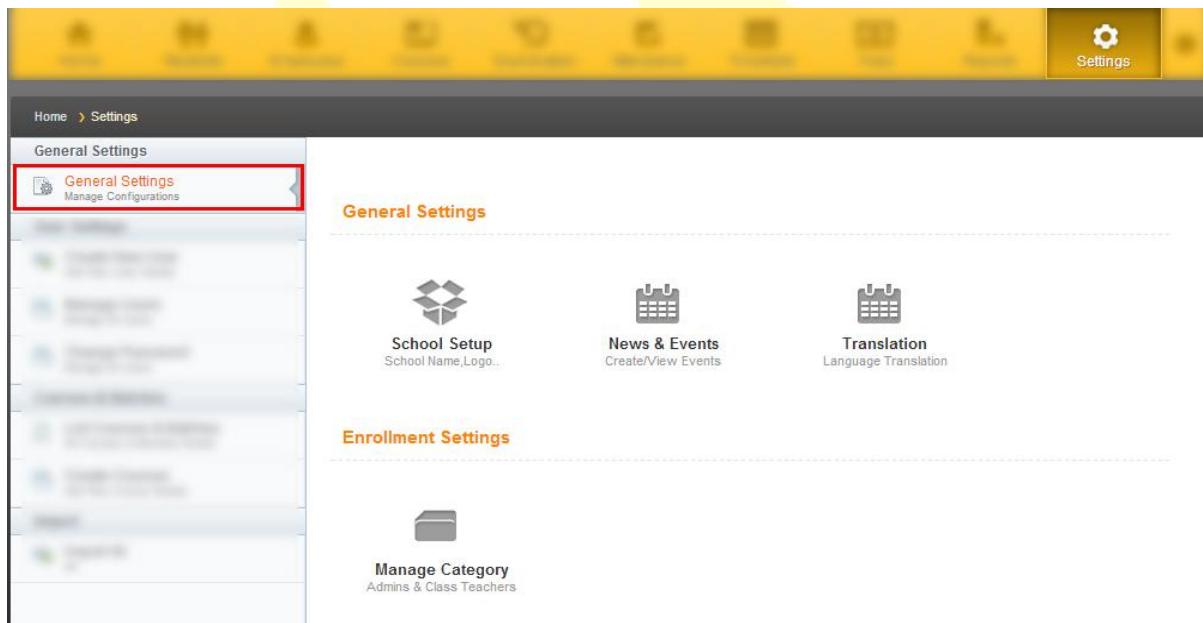
SI No	Admn No	Admission Date	Name	Leaves
1	1234567890	10-Jan-2022	Harish Kumar	
2	1234567890	10-Jan-2022	Harish Kumar	
3	1234567890	10-Jan-2022	Harish Kumar	
4	1234567890	10-Jan-2022	Harish Kumar	
5	1234567890	10-Jan-2022	Harish Kumar	
6	1234567890	10-Jan-2022	Harish Kumar	
7	1234567890	10-Jan-2022	Harish Kumar	
8	1234567890	10-Jan-2022	Harish Kumar	
9	1234567890	10-Jan-2022	Harish Kumar	
10	1234567890	10-Jan-2022	Harish Kumar	

1. Select the Course
2. Select the Batch.
3. Select the mode. [Overall, Yearly, Monthly, Individual]. Select year/month/individual from the sub list, if displayed.
4. It will display the attendance report of the students according to the mode you selected.
5. Click on generate PDF. You will get the PDF of the Student Attendance Report. You can download or print the PDF.

10. Settings

Description

Settings modules helps you to configure the Open-School application.



- Click on Settings to view the General Settings page.

10.1 How to change the school setup?

The screenshot shows the 'General Settings' interface with the 'School Configurations' tab selected. The page displays various configuration fields with red numbers 1 through 14 indicating specific steps or points of interest:

- 1. School / College Name: Open School
- 2. School/College Phone: [redacted]
- 3. School/College Address: [redacted]
- 4. Student Attendance Type: Daily
- 5. Finance year start date: [redacted]
- 6. Finance year end date: [redacted]
- 7. Language: [redacted]
- 8. Currency Type (Symbols/short form): [redacted]
- 9. Date Format: [redacted]
- 10. Network State: Online
- 11. Time Format: [redacted]
- 12. Time Zone: [redacted]
- 13. Upload Logo: [yellow logo] Remove
- 14. Buttons: Apply, Remove

Below the logo, it says: (supported formats : .jpg , .png ; max filesize: 60Kb)

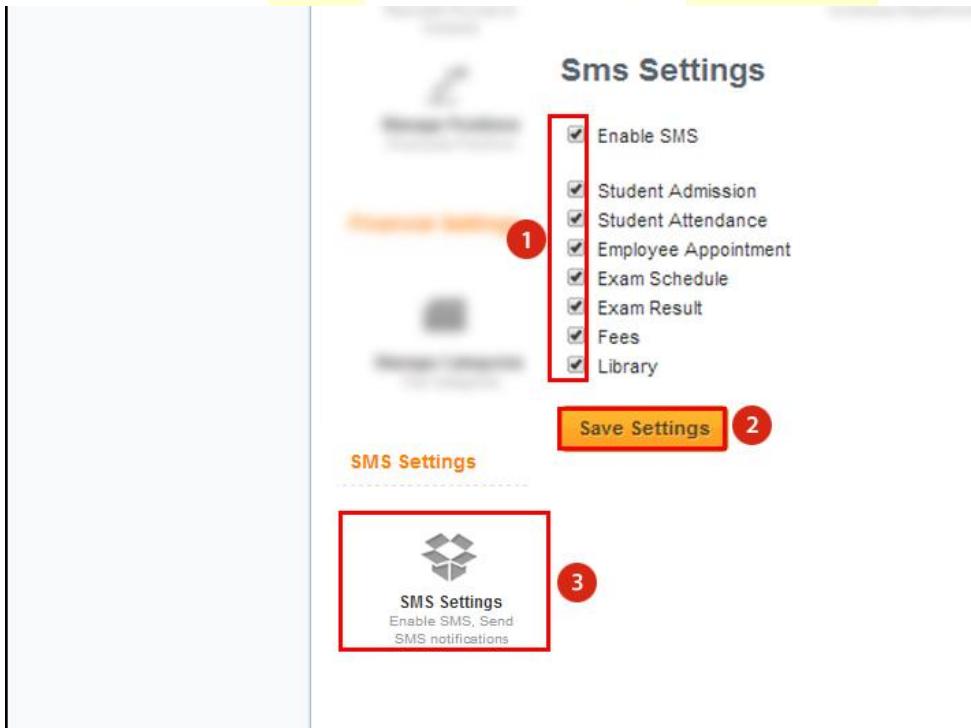
Checkboxes at the bottom: Enable Auto increment Student admission no. Enable Auto increment Employee no.

1. Enter School /College name.
2. Enter School/College phone number.
3. Enter School/College address.
4. Click on Finance year start date. It will display the calendar. Select [yy/mm/dd].
5. Select Student Attendance Type. **[Daily, Subject wise]**.
6. Select the language.
7. Click on Financial year end date, . It will display the calendar. Select [yy/mm/dd].
8. Enter the Currency Type **[Symbols / Short forms]**
9. Select the Date Format from the dropdown list.
10. Select the Network Status.
11. Select the Time Format.
12. Select the Time Zone.

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13. Click on Remove to remove the existing logo. Click on Choose to select a new logo. *[Supports jpg, .png file formats.]*
14. Make sure you entered the correct data. Click on Apply. The changes will be saved.

10.2 How to enable SMS Settings?



1. Select Enable SMS. Select the required options from the sublist displayed. Uncheck if SMS facility is not required.
2. Click on Save Settings.

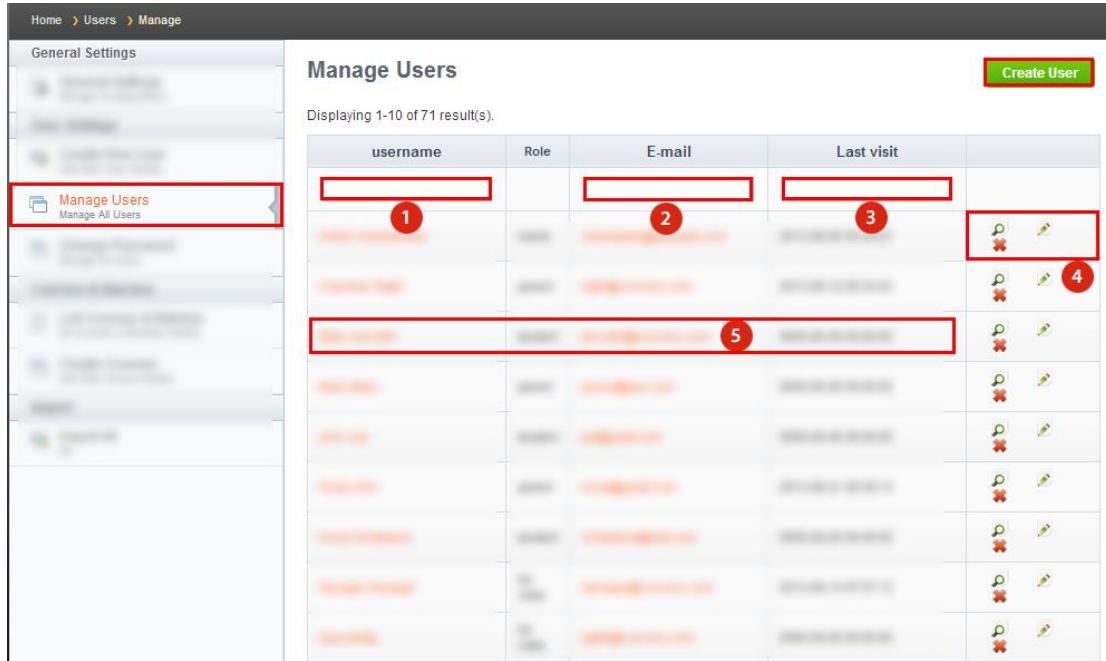
10.3 How to create a new user?

The screenshot shows the 'Create User' page. On the left, there's a sidebar with 'General Settings' and 'User Settings'. Under 'User Settings', the 'Create New User' button is highlighted with a red box and a red arrow pointing to it. The main area is titled 'Create User' and has a tab for 'User Details'. It contains fields for Username*, Password*, E-mail *, Superuser*, Status*, First Name*, and Last Name*. Each field has a red circle with a number from 1 to 8 next to it. Below the fields is a 'Create' button.

Step	Action
1	Enter the Username.
2	Enter the Password.
3	Enter the e-mail id.
4	Choose whether the user should be a Super user or not.
5	Select the Status. <i>[Only Active users can access their account.]</i>
6	Enter the First name.
7	Enter the Second name.
8	Click on Create.

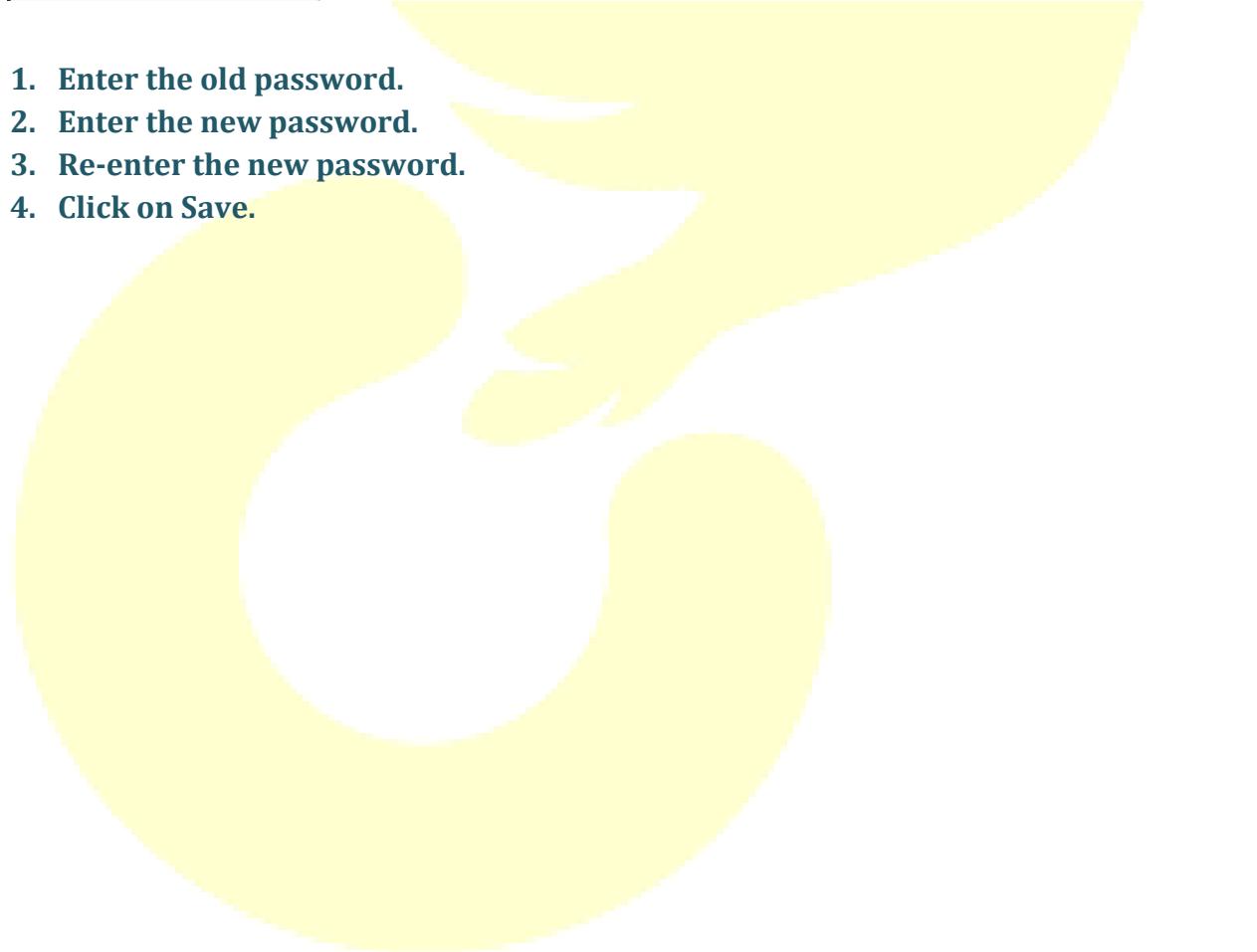
1. Enter the Username.
2. Enter the Password.
3. Enter the e-mail id.
4. Choose whether the user should be a Super user or not.
5. Select the Status. *[Only Active users can access their account.]*
6. Enter the First name.
7. Enter the Second name.
8. Click on Create.

10.4 How to manage the users?



1. Enter the name search keyword and press Enter. *[It will display the results that match the key word].*
 2. Enter the e-mail search keyword word and press Enter *[It will display the results that match the key word].*
 3. Enter the time last visited and search keyword word and press Enter *[It will display the results that matches the key word].*
 4. Manage options- 1) View - It will display the details of the user 2) Edit - It will display a page where you can edit the user.3) Delete - Clicking on Delete will display a pop asking for confirmation. Click OK for confirmation, else click on Cancel.
 5. It displays the user details.

10.5 How to change the profile password?



Home > Profile > Change Password

General Settings

Change password

Fields with * are required.

Old Password *	<input type="text"/> 1
Password *	<input type="text"/> 2
Retype Password *	<input type="text"/> 3

Minimal password length 4 symbols.

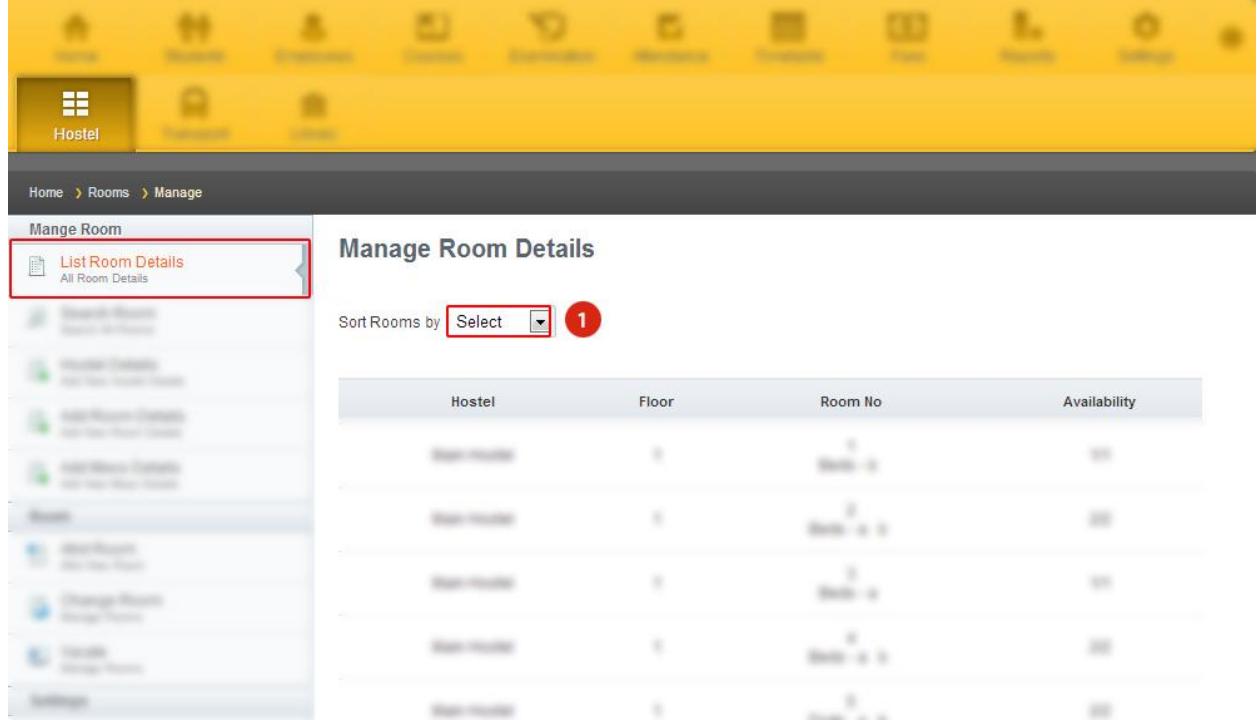
Change Password
Manage All Users

Save 4

1. Enter the old password.
2. Enter the new password.
3. Re-enter the new password.
4. Click on Save.

11. Hostel

11.1 How to view the list of room details?



The screenshot shows the 'Manage Room Details' page. On the left, a sidebar titled 'Manage Room' contains a list of room categories. A red box highlights the 'List Room Details' button. The main area is titled 'Manage Room Details' and shows a table with columns: Hostel, Floor, Room No, and Availability. The table lists five rows of room details, each with a 'Select' button next to it. A red circle with the number '1' is placed over the 'Select' button in the first row.

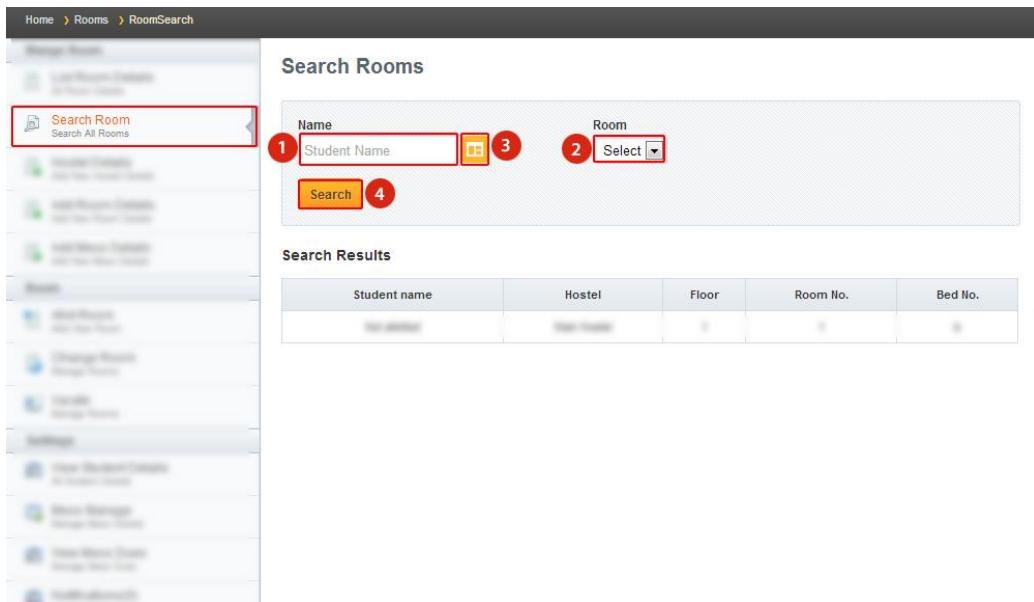
Hostel	Floor	Room No	Availability
Hostel 1	1	Room 1	Occupied
Hostel 1	1	Room 2	Occupied
Hostel 1	1	Room 3	Occupied
Hostel 1	1	Room 4	Occupied
Hostel 1	1	Room 5	Occupied

Click on List Room Details to view the room details.

1. Sort the list by All, Occupied and Vacant.

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11.2 How to search a room?



Room can be searched by either student name or room number or by both.

1. Enter the Student name.
2. Or select the Room.
3. Click on Explorer, if you want to choose a student from the list of students.
4. Click on Search to view the details of the room.

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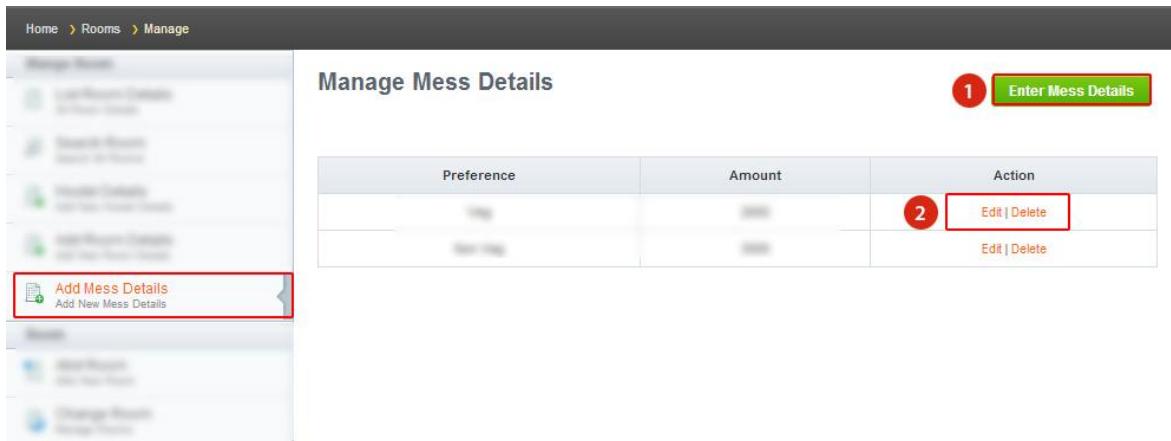
11.3 How to manage the hostel details?

The screenshot shows the 'Manage Hostel Details' screen. At the top, there is a breadcrumb navigation: Home > Rooms > Manage. On the left, a sidebar titled 'Manage Room' lists various room categories. A red box highlights the 'Hostel Details' section, which contains a link 'Add New Hostel Details'. The main area is titled 'Manage Hostel Details' and contains a table with two rows. The table has columns for 'Name', 'Address', and 'Action'. The first row has 'Hostel 1' in the Name column and 'Address 1' in the Address column. The second row has 'Hostel 2' in the Name column and 'Address 2' in the Address column. In the 'Action' column for each row, there is a red button labeled 'Edit | Delete'. Red circles with numbers 1 and 2 indicate specific points of interest: circle 1 is over the 'Enter Hostel Details' button at the top right, and circle 2 is over the 'Edit | Delete' button in the action column of the second row.

Name	Address	Action
Hostel 1	Address 1	Edit Delete
Hostel 2	Address 2	Edit Delete

1. Click on Enter Hostel Details to enter new hostel details. Enter the details in the form displayed and
2. Hostel Details can be edited and deleted by clicking on Edit and Delete respectively.

11.4 How to manage the mess details?



Click on Add Mess Details.

1. Click on Enter Mess Details to add the mess details. A form to fill the details will be displayed. Both the fields are mandatory. Click on Create.
2. Mess Details can be edited and deleted by clicking on Edit and Delete respectively.

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11.5 How to add a room?

The screenshot shows a 'Create Floor' form. At the top left, there's a navigation bar with 'Home > Floors > Create'. Below it is a sidebar with various icons and links. A red box highlights the 'Add Room Details' button. The main form area has three input fields: 'Hostel Name' (with a dropdown menu labeled 'Select'), 'Floor No *' (an input field), and 'No Of Rooms' (another input field). A large yellow decorative graphic is overlaid on the right side of the page.

Click on Add Room Details

1. Select the hostel.
2. Enter the floor number.
3. Enter total no of rooms.
4. Click on Create. It will display a form to add individual room details. Add the room details.

11.6 How to allot room to students?

The screenshot shows the 'Registration' page under 'Create'. On the left, there's a sidebar with sections 'Mange Room' and 'Room'. In 'Room', the 'Allot Room' button is highlighted with a red box and numbered 1. The main area has fields for 'Select Hostel' (dropdown), 'Select Floor' (dropdown), 'Student *' (text input with an explorer icon), 'Food Preference *' (dropdown), 'Description' (text input), and a 'Create' button at the bottom. Each field is numbered 2 through 7. A large yellow decorative graphic is overlaid on the bottom right.

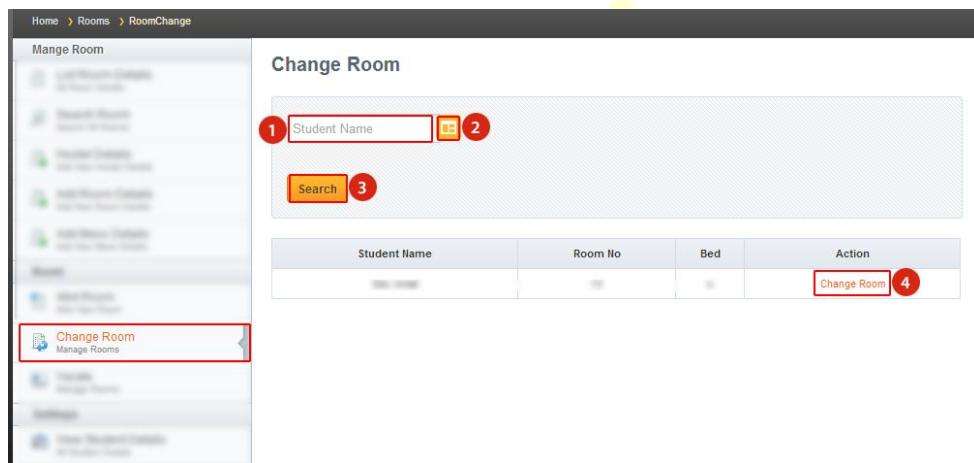
Fields with * are required.

1. Select Hostel
2. Select Floor
3. Student *
4. Student Name
5. Food Preference *
6. Description
7. Create

1. Select the hostel.
2. Select the floor.
3. Enter the student name. Select the student from the list displayed.
4. Alternatively, student can be selected by clicking on the explorer icon. Select the student from the list displayed.
5. Select the food preference.
6. Enter the description.
7. Click on Create.

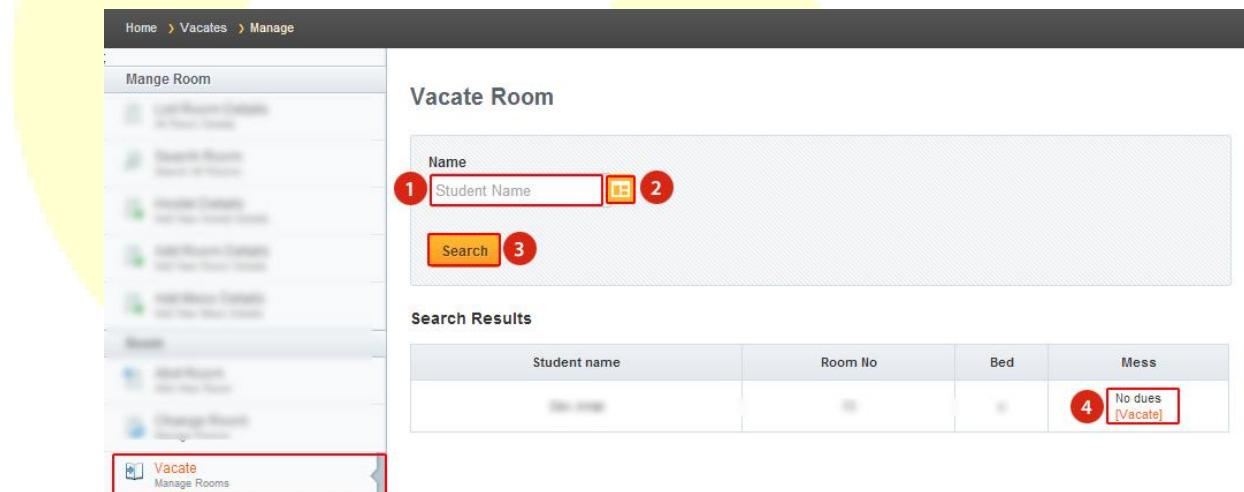
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1.7 How to change the allotted room?



1. Enter the student name. Select the student from the list displayed.
2. Alternatively, student can be selected by clicking on the explorer icon. Select the student from the list displayed.
3. Click on Search.
4. Click on Change Room. It will show the room details. Allot the student to the new room.

11.8 How to vacate a room?



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1. Enter the student name. Select the student from the list displayed.
2. Alternatively, student can be selected by clicking on the explorer icon. Select the student from the list displayed.
3. Click on Search. It will show the student details.
4. If the student doesn't have any dues, Vacate button will be displayed. Click on it to vacate. If the student has dues, Pay Fees button will be displayed. Click on it to pay fees. Only then student will be able to vacate.

11.9 How to view the student details?

The screenshot shows the 'Student Details' page in the Open-School software. The left sidebar includes 'Home', 'Mess Manages', 'Manage', 'Attendance Management', 'Leave Management', 'Fees Management', 'Report Card', 'Settings', and 'View Student Details'. The 'View Student Details' option is highlighted with a red box and a circled number 1. The main panel shows a 'Student Details' section with a 'Student ID' dropdown set to 'Select' and a value '1'.

Click on View Student Details.

1. Select the Student ID from the dropdown. The details of the student will be displayed.

11.10 How to manage the mess?

The screenshot shows the 'Mess Manage' section of the Open-School User Manual. The sidebar on the left has a 'Mess Manage' button highlighted by a large yellow circle and a red border. The main content area is titled 'Mess Manage' and contains a table with student information. In the 'Food Habit' column, the first row has a 'Change' link highlighted with a red box and a circled '1'. In the 'Action' column, the second row has a 'Print Receipt' link highlighted with a red box and a circled '2'.

Student Name	Hostel	Room No	Bed No	Food Habit	Amount	Action
Shreyas Patel	Hostel	101	1	Non Veg Change	100	Paid Print Receipt
Sai Patel	Hostel	101	2	Veg Change	100	Paid Print Receipt

Click on Mess Manage.

1. Click on Change to change the food category.
2. If the student hasn't paid the fees, Pay Fees button will be displayed. Else, option to print the fee receipt will be displayed.

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11.11 How to view the mess dues?

The screenshot shows the 'View' section of the Open-School software. The left sidebar contains various menu items like 'Student Details', 'Attendance Details', 'Leave Requests', etc. A red box highlights the 'View Mess Dues' button under the 'Mess' section. The main area is titled 'Un paid students' and displays a table with columns: Student Name, Room No, Bed No, Food Habit, and Action. There is no data in the table.

Click on View Mess Dues to view the details of the students who haven't paid the fees. You can send a reminder mail to the student.

11.12 How to view the room request from the students?

The screenshot shows the 'View' section of the Open-School software. The left sidebar contains various menu items like 'Student Details', 'Attendance Details', 'Leave Requests', etc. A red box highlights the 'Notifications(0)' button under the 'Mess' section. The main area is titled 'Notifications' and displays a box stating 'No notifications'. A red circle with the number '1' is shown in the top right corner of the notifications box.

Click on Notifications.

1. Students can send request for hostel facility from their accounts. These requests will be displayed as notifications in the notifications page. Students can be registered from here.

12. Transport

12.1 How to get the route details?

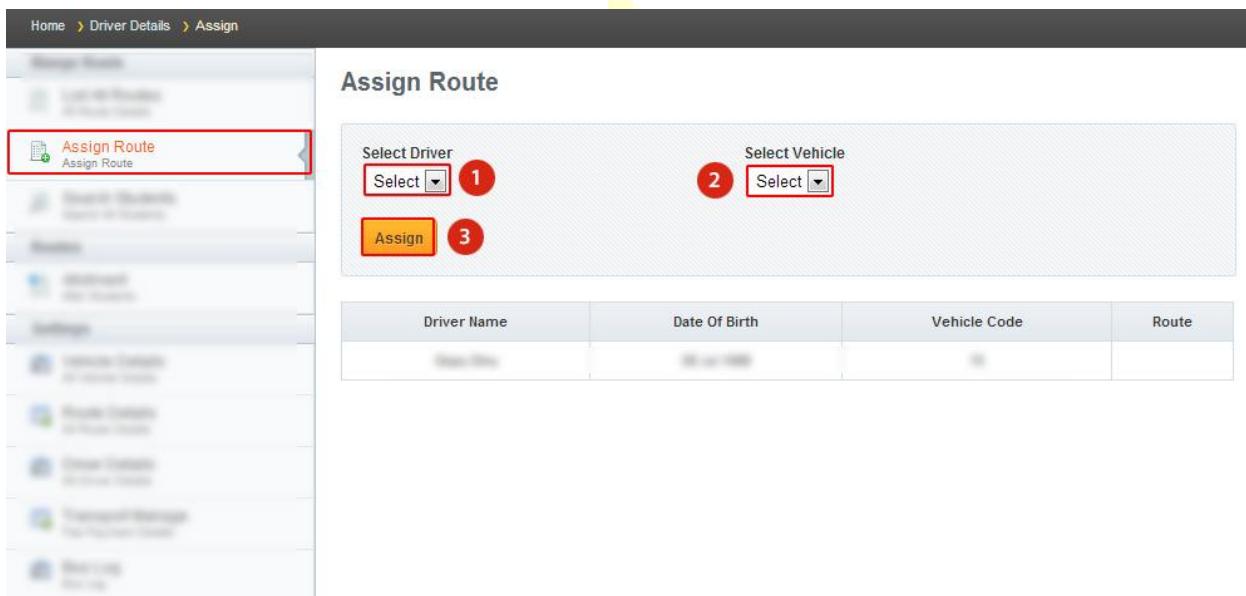
The screenshot shows the 'Route Details' section of the Open-School Transport Management system. At the top, there's a breadcrumb navigation: Home > Route Details > Manage. On the left, a sidebar menu lists various management categories like Student Details, Class Management, Teacher Management, etc., with 'Transport Management' being the active section. The main area is titled 'Route Details' and contains a table with columns: Route, No of stops, No of students, Vehicle Code, and Action. There are three rows of data in the table. Red numbered callouts point to specific elements: 1 points to the 'Enter Route Details' button at the top right; 2 points to the 'Edit | Delete' link in the first row's Action column; 3 points to the 'Route' column header; and 4 points to the 'Edit | Delete' link in the third row's Action column.

Route	No of stops	No of students	Vehicle Code	Action
[Redacted]	[Redacted]	[Redacted]	[Redacted]	1 Edit Delete
[Redacted]	[Redacted]	[Redacted]	[Redacted]	2 Edit Delete
[Redacted]	[Redacted]	[Redacted]	[Redacted]	3 4 Edit Delete

Click on List All Routes to view the route details.

1. Click on Enter Route Details. It will display a form to enter the route details.
2. Route details can be edited and deleted by clicking on Edit and Delete respectively.
3. Click on route name to view, edit or remove the stop details.
4. Click on vehicle code to view the vehicle details.

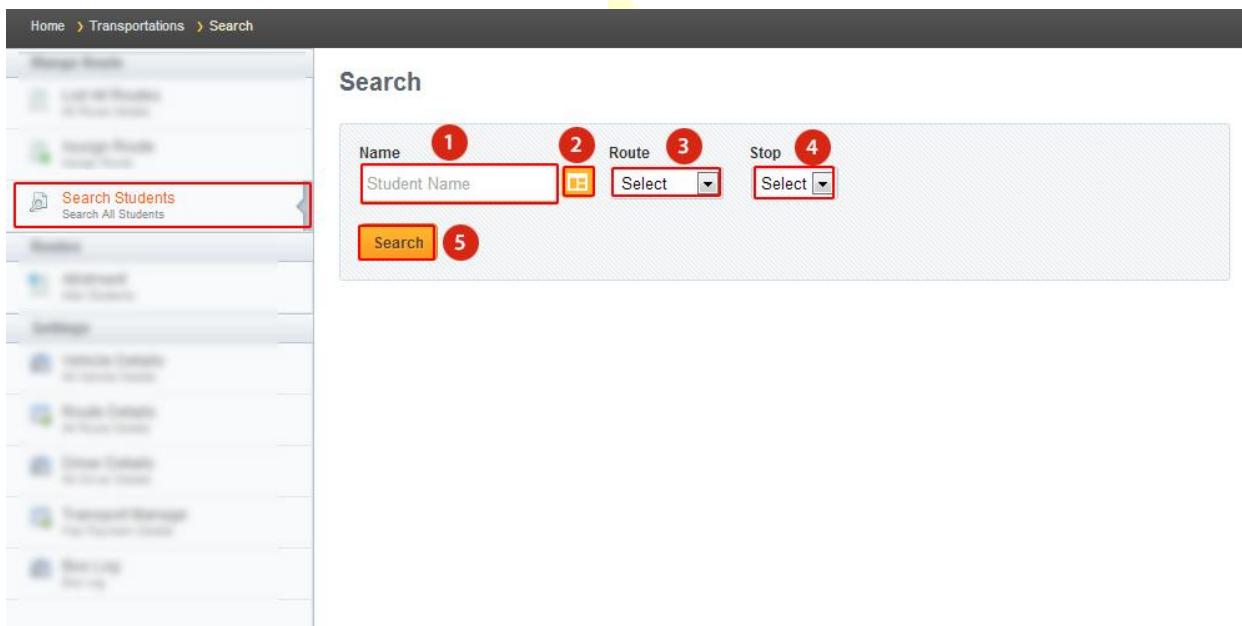
12.2 How to assign a driver to a route?



Click on Assign Route.

1. Select the driver. [How to create a driver? mentioned below]
2. Select the vehicle [How to create a vehicle? mentioned below]
3. Click on Assign.

12.3 How to search a student?



Click on Search Students

1. Enter the student name. Select the student from the list displayed.
2. Alternatively, student can be selected by clicking on the explorer icon. Select the student from the list displayed. Select the stop.
3. Students can be searched by selecting a route.
4. Students can be refined selecting the stop after choosing the route.
5. Click on Search to get the details.

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12.4 How to allot students for transport facility?

The screenshot shows the 'Transportation' creation page. The sidebar on the left has a red box around the 'Allotment' option. The main form has three dropdown menus with red numbers 1, 2, and 3 above them, and a 'Create' button at the bottom with a red number 4 above it.

Click on Allotment.

1. Enter the student name. Select the student from the list displayed. Alternatively, student can be selected by clicking on the explorer icon.
2. Select the route.
3. Select the stop.
4. Click on Create.

12.5 How to get the vehicle details?

The screenshot shows a web-based application for managing vehicle details. At the top, there's a navigation bar with 'Home' and 'Vehicle Details' selected. Below it, a sidebar lists various management categories like 'Student Details', 'Teacher Details', etc., with 'Vehicle Details' highlighted. The main area is titled 'Vehicle Details' and contains a table with columns: 'Vehicle No.', 'no_of_seats', 'maximum_capacity', 'Assigned Driver', 'Route', and 'Action'. Three rows of vehicle data are listed. A red box highlights the 'Vehicle Details' link in the sidebar. Red numbers 1 and 2 point to the 'Enter Vehicle Details' button and the 'Edit | Delete' links in the table respectively.

Vehicle No.	no_of_seats	maximum_capacity	Assigned Driver	Route	Action
0001-0001	10	10	John Doe	Route 1	Edit Delete
0002-0002	10	10	John Doe	Route 2	Edit Delete
0003-0003	10	10	John Doe	Route 3	Edit Delete

Click on Vehicle Details to view the details of the vehicles.

1. Click on Enter Vehicle Details to add new vehicle details. A form to enter the vehicle details will be displayed.
2. Click on Edit and Delete to edit and delete the vehicle details respectively.

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12.6 How to get the driver details?

The screenshot shows the 'Driver Details' section of the Open-School application. At the top right is a red button labeled '1 Enter Driver Details'. Below it is a table titled 'Driver Details' with columns for Name, DOB, Age, License No., and Action. Five rows of driver data are listed, each with an 'Edit | Delete' link in the Action column. A red circle labeled '2' highlights the first row's edit/delete link. On the left, a sidebar menu has 'Driver Details' highlighted with a red box.

Name	DOB	Age	License No.	Action
Driver 001	01-Jan-1990	30	1234567890	2 Edit Delete
Driver 002	11-Jan-1990	30	1234567891	Edit Delete
Driver 003	01-Jan-1990	30	1234567892	Edit Delete
Driver 004	01-Jan-1990	30	1234567893	Edit Delete
Driver 005	01-Jan-1990	30	1234567894	Edit Delete

Click on Driver Details to view the details of the drivers in the school.

1. Click on Enter Driver Details to add new driver details.
2. Click on Edit and Delete to edit and delete the driver details respectively.

12.7 How to create a driver?

The screenshot shows the 'Create' sub-page for 'Driver Details'. At the top right is a red button labeled '6 Create'. The page contains a form with fields for First Name*, Last Name*, Address, Dob*, Age, License No*, and Expiry Date*. Each field is accompanied by a red box with a number from 1 to 5 corresponding to its position in the list below. A note at the top says 'Fields with * are required.'

Fields with * are required.

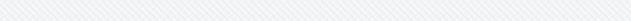
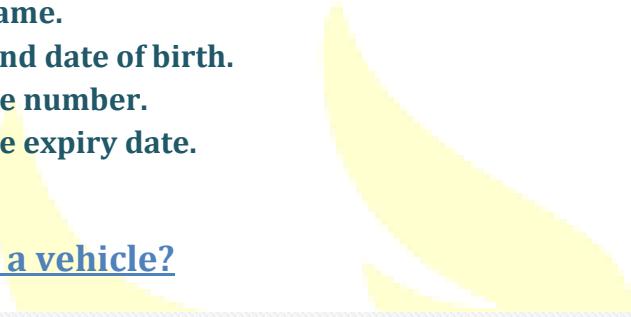
First Name *	1
Last Name *	2
Address	
Dob *	3
Age	
License No *	4
Expiry Date *	5

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Click on Driver Details. Click on Enter Driver Details. A form will be displayed.

1. Enter the first name
2. Enter the last name.
3. Enter address and date of birth.
4. Enter the license number.
5. Enter the license expiry date.
6. Click on Create.

12.8 How to add a vehicle?



Vehicle No *	<input type="text"/>	1
Vehicle Code *	<input type="text"/>	2
No Of Seats *	<input type="text"/>	3
Maximum Allowed	<input type="text"/>	
Vehicle Type	<input type="text"/> Select <input type="button" value="▼"/>	
Address	<input type="text"/>	
City	<input type="text"/>	
State	<input type="text"/>	
Phone	<input type="text"/>	
Insurance	<input type="text"/>	
Tax Remitted	<input type="text"/>	
Permit	<input type="text"/>	

4

Click on Vehicle Details. Click on Enter Vehicle Details. A form will be displayed.

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1. Enter the vehicle number.
2. Enter the vehicle code.
3. Enter no of seats.
4. Fill other necessary details and click on Create.

12.9 How to manage transportation fees?

The screenshot shows the 'Transportation' section of the Open-School application. On the left, there's a sidebar with various menu items. One item, 'Transport Manage', is highlighted with a red box and contains the sub-item 'Fee Payment Details'. The main content area is titled 'Transportation' and displays a table of student information. The table columns are: Student Name, Route, Stop, Fare, and Action. There are 15 rows of data. Two specific rows are circled in red: the first row and the second row. In the 'Action' column for the first row, there are two options: 'Paid' and 'Print Receipt'. In the 'Action' column for the second row, there is one option: 'Pay Fees'. Other rows in the table also have 'Pay Fees' options in their 'Action' columns.

Student Name	Route	Stop	Fare	Action
Student 1	Route 1	Stop 1	100	1 Paid Print Receipt
Student 2	Route 1	Stop 1	100	2 Pay Fees
Student 3	Route 1	Stop 1	100	Pay Fees
Student 4	Route 1	Stop 1	100	2 Pay Fees
Student 5	Route 1	Stop 1	100	Pay Fees
Student 6	Route 1	Stop 1	100	Pay Fees
Student 7	Route 1	Stop 1	100	Pay Fees
Student 8	Route 1	Stop 1	100	Pay Fees
Student 9	Route 1	Stop 1	100	Pay Fees
Student 10	Route 1	Stop 1	100	Pay Fees
Student 11	Route 1	Stop 1	100	Pay Fees
Student 12	Route 1	Stop 1	100	Pay Fees
Student 13	Route 1	Stop 1	100	Pay Fees
Student 14	Route 1	Stop 1	100	Pay Fees
Student 15	Route 1	Stop 1	100	Pay Fees

Click on Transport Manage to view the details of the students and their fees status.

1. If the student had paid the fees, Print Receipt option will be displayed.
2. If the student hasn't paid the fees, Pay Fees option will be displayed.

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12.10 How to create bus log?

Home > Bus Logs > Manage

Bus Log

Vehicle Code	Start Time Reading	End Time Reading	Action
...	2 Record Consumption Details
...	Record Consumption Details
...	Record Consumption Details
...	Record Consumption Details

1 Create New Bus Log

2 Record Consumption Details

Bus Log

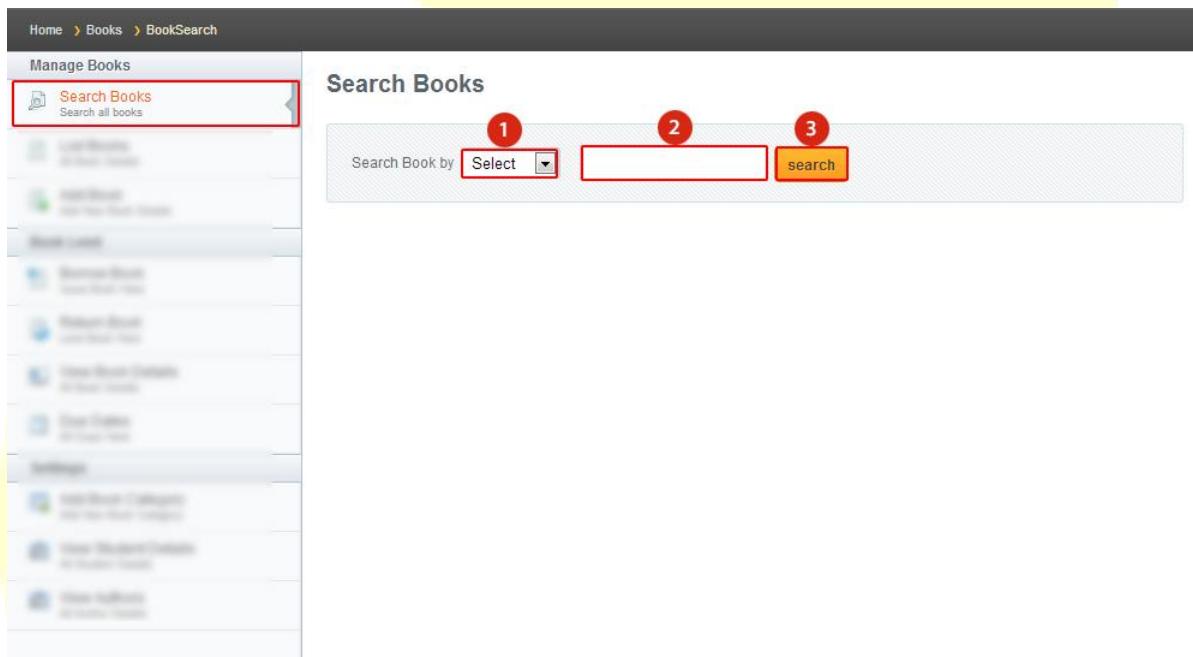
Click on Bus Log.

1. Click on Create New Bus Log to add new data. A form to enter the details will be displayed.
2. Click on Record Consumption Details to add the fuel consumption details.

13. Library

A school library (or a school library media center) is a library within a school where students, staff, and often, parents of a public or private school have access to a variety of resources. The goal of the school library media center is to ensure that all members of the school community have equitable access "to books and reading, to information, and to information technology. A school library media center "uses all types of media... is automated, and utilizes the Internet [as well as books] for information gathering. School libraries are distinct from public libraries because they serve as "learner-oriented laboratories which support, extend, and individualize the school's curriculum... A school library serves as the center and coordinating agency for all material used in the school.

13.1 How to search the books in library?



1. Click on Search. It will display a drop down list with search category. Select any one category.
2. Enter the search keyword (name of the book, author etc).
3. Click on Search to see the search result.

NOTE: Without entering any details, click on Search to display the list of all the books in the library.

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13.2 How to manage the list of books?

The screenshot shows the 'Manage Books' section of the Open-School platform. On the left, a sidebar lists categories like 'All Books', 'Textbooks', 'Science Books', etc. A red box highlights the 'List Books' link under 'All Books'. The main area is titled 'Manage Books' and contains a table with the following data:

ISBN	Book Name	Author	Edition	Publisher	Copies Available	Options
1234567890	Mathematics	Dr. John Doe	1st	XYZ Publishers	50	1 Edit Remove
1234567891	Science	Dr. Jane Smith	2nd	ABC Publishers	45	Edit Remove
1234567892	English Literature	Dr. Robert Green	3rd	DEF Publishers	30	Edit Remove
1234567893	History	Dr. Michael Brown	1st	GHI Publishers	25	Edit Remove
1234567894	Geography	Dr. Linda White	2nd	JKL Publishers	20	Edit Remove
1234567895	Chemistry	Dr. Peter Black	3rd	MNO Publishers	15	Edit Remove
1234567896	Biology	Dr. Sarah Grey	1st	PQR Publishers	10	Edit Remove

1. Go to List Books. It will display the books details. Click on manage options [1] Edit 2) Delete]

13.3 How to add books to the list?

The screenshot shows the 'Create Book' form within the 'Manage Books' application. On the left, there's a sidebar with a tree view of book categories. A red box highlights the 'Add Book' button at the top of the sidebar. The main area is titled 'Create Book' and contains fields for ISBN, Title, Subject, Category, Author, Edition, Publisher, Copy, Book Position, and Shelf No. Each field has a red number indicating the step: 1 for ISBN, 2 for Title, 3 for Subject, 4 for Category, 5 for Author, and 6 for the 'Create' button at the bottom.

1. Enter ISBN of the book.
2. Enter the title of the book.
3. Select the subject.
4. Select the category.*[Create category is mentioned below]*
5. Enter the Author name from the Author's list.*[Addition of Authors is mentioned below]*
6. Fill all the other fields (*not mandatory*)and click on Save.

13.4 How to borrow books from Library?

Home > Borrow Books > Create

BorrowBook

Fields with * are required.

Student Admission No *

Subject *

Select

Book Name *

Select

Issue Date *

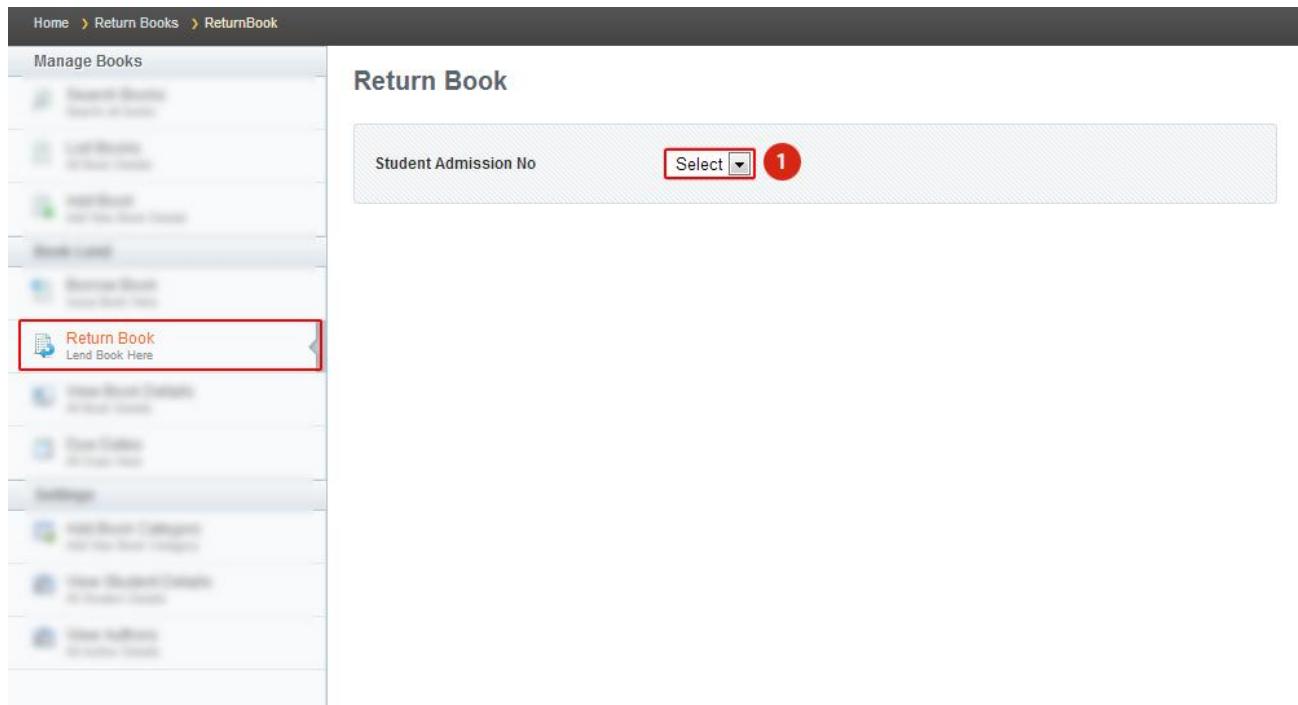
Due Date *

Create

1. Enter the Student Admission Number.
2. Select the Subject
3. Select the Book Name.
4. Click on Issue Date. Select the date from the calendar displayed.
5. Click on Due Date. Select the date from the calendar displayed.
6. Click on Create.

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13.5 How to return books to library?



1. Select the Admission number. It will display the details of the book borrowed by that student.
2. Click on Return Book corresponding to the book to be returned. It will display a pop up asking for confirmation. Click OK for confirmation, else click on Cancel.

13.6 How know the details of the books in the library?

The screenshot shows a 'Book Details' page with a sidebar on the left containing a list of books and a 'View Book Details' button. The main area has two dropdown menus: 'Subject' and 'Book'. The 'Subject' dropdown is highlighted with a red box and a red circle containing the number 1. The 'Book' dropdown is also highlighted with a red box and a red circle containing the number 2.

1. Click on subject.
2. Select book.

13.7 How to know the details of the unreturned books and its due date?

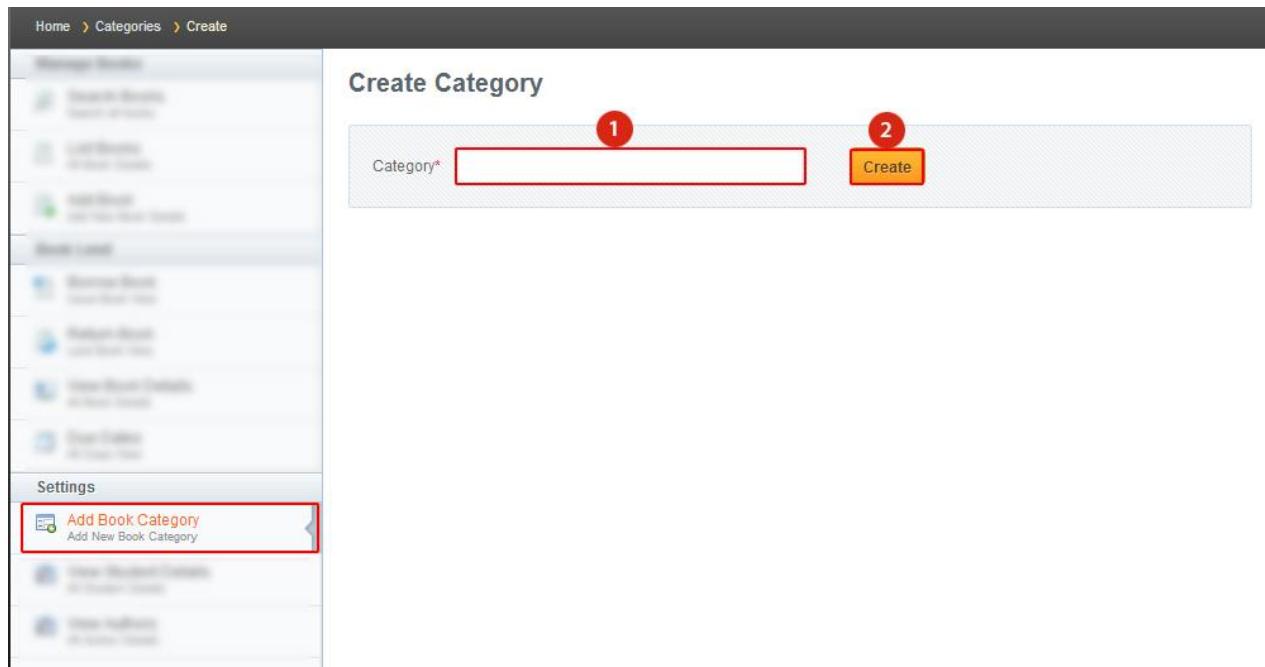
The screenshot shows the 'Library Management' section of the Open-School platform. On the left, a sidebar titled 'Manage Books' lists various categories like 'Borrowed Books', 'Returned Books', and 'Unreturned Books'. A red box highlights the 'Due Dates' button under 'Unreturned Books', labeled 'All Dues Here'. The main area is titled 'Library Management' and displays a table of borrowed books. The table has columns for Student Name, ISBN, Book Name, Author, Issue Date, Due Date, and Is returned. The 'Due Date' column shows dates ranging from 20-Jun-2011 to 20-May-2012. At the top right of the main area, there is a search bar with 'All Dues' and a dropdown arrow, and a red box highlights the 'Send Reminder SMS' button with a red number '2' indicating pending notifications.

Student Name	ISBN	Book Name	Author	Issue Date	Due Date	Is returned
Shivam Chaturvedi	000	One	00	20-Jun-2011	20-Jun-2011	No
John Doe	000	different experience	00	20-Jun-2011	20-Jun-2011	No
Harish Mehta	000	different experience	00	20-Jun-2011	20-Jun-2011	No
Harish Mehta	000	Memory	00	20-Jun-2011	20-Jun-2011	No
Harish Mehta	000	Memory	00	20-Jun-2011	20-Jun-2011	No
Rajesh Mehta	000	different experience	00	20-Jun-2011	20-Jun-2011	No
Rajesh Mehta	000	Never satisfied	00	20-Jun-2011	20-Jun-2011	No
Rajesh Mehta	000	Remember	00	20-Jun-2011	20-Jun-2011	No
Rajesh Mehta	000	Never satisfied	00	20-Jun-2011	20-Jun-2011	No
Rajesh Mehta	000	Remember	00	20-Jun-2011	20-Jun-2011	No

1. Select the due date range. *[It will display the list of borrowed books having the due date within the range you selected]*
2. Click on Reminder SMS to send SMS alerts to all the students listed.

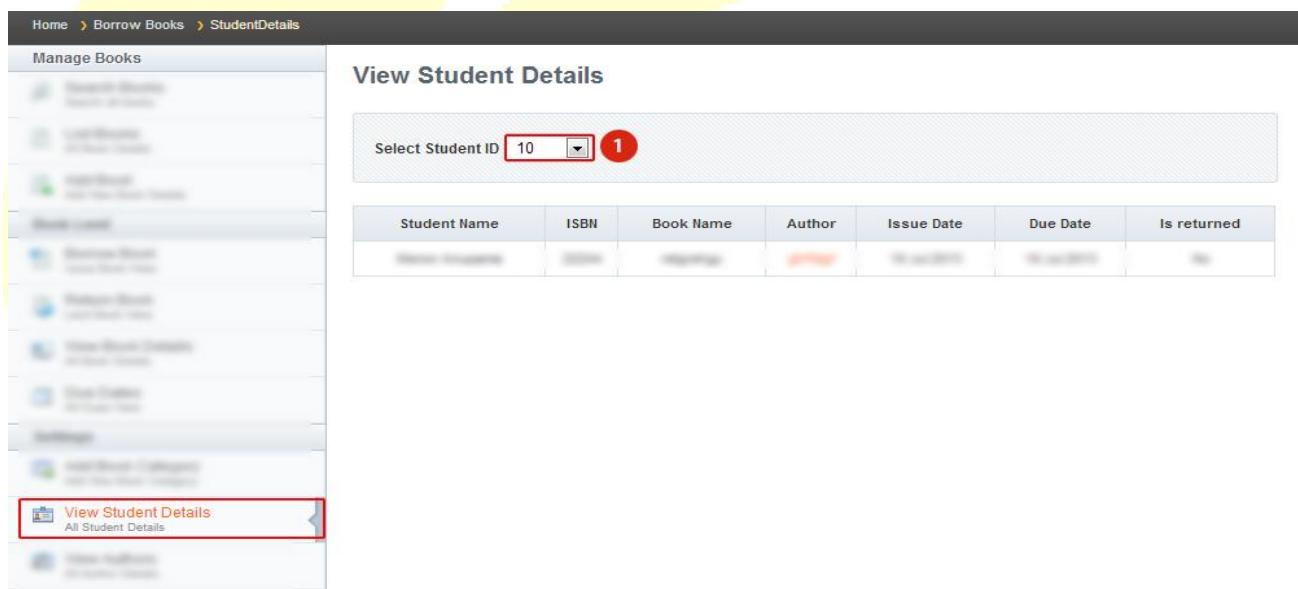
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13.8 How to add a book category?



1. Enter the category name.
2. Click on Create. The category created will be displayed in the category list.

13.9 How to know the student activities in library?



1. Select the Student ID. It will display the student activities in library [Borrowed book details, Book status, etc].

13.10 How to view the authors and their books available in the library?

Home > Manage Authors

Authors

Create Author 1

Author Name	Manage
<input type="text"/> 2	3 4
John Doe	View Books  
John Doe	View Books  
John Doe	View Books  
John Doe	View Books  
John Doe	View Books  
John Doe	View Books  
John Doe	View Books  
John Doe	View Books  
John Doe	View Books  
John Doe	View Books  
John Doe	View Books  

5 Go to page: 1 2 3 4 Next > Last >>

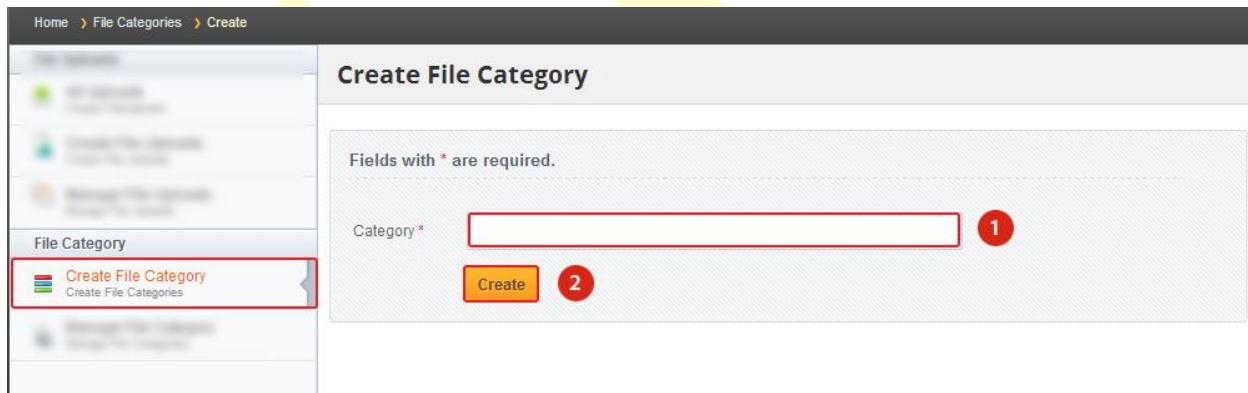
6 7 8 9 10

1. Click on Create Author *[It will display a pop up form. Fill all the details and click on save to create an author].*
 2. Enter a name and press Enter to search authors with that name.
 3. Click on View Books. It displays the details of the books written by that author.
 4. Click on manage [1) Edit 2) Delete]
 5. Use pagination to navigate through pages.

14. Downloads

Downloads module allows you to upload and download files in the application.

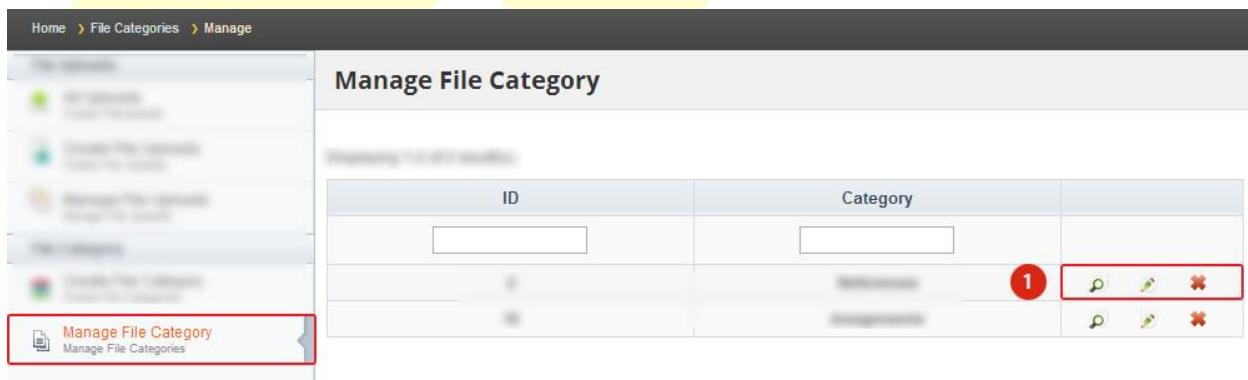
14. 1 How to create a file category?



Click on Create File Category.

1. Enter the category name. [Eg: Assignments, Reference]
2. Click on Create.

14. 2 How to manage a file category?



Click on Manage File Category to view the categories created.

1. File category managing options are View, Edit and Delete.

14. 3 How to create a file upload?

The screenshot shows the 'Create FileUploads' page. At the top, there are navigation links: 'Home > File Uploads > Create'. On the right, there are buttons for 'All Uploads' and 'Manage Uploads'. The main area has a header 'Create FileUploads' and a note 'Fields with * are required.' Below this, there are seven input fields, each with a red circle containing a number from 1 to 7:

- Title ***: A text input field (1).
- Category ***: A dropdown menu labeled 'Select category' (2).
- Placeholder**: A dropdown menu labeled 'Public' (3).
- Course**: A dropdown menu labeled 'Select' (4).
- Batch**: A dropdown menu labeled 'Select' (5).
- File ***: A file selection button labeled 'Choose File' with the placeholder 'No file chosen' (6).
- Create**: An orange 'Create' button (7).

Click on Create File Uploads.

- 1. Enter the title.**
- 2. Select the file category.**
- 3. Select a placeholder.**
- 4. Select the course.**
- 5. Select the Batch.**
- 6. Select the file.**
- 7. Click on Create.**

14. 4 How to manage a file upload?

The screenshot shows the 'Manage File Uploads' page. At the top, there are navigation links: Home > File Uploads > Manage. On the right, there are two buttons: 'New Upload' and 'All Uploads'. Below the navigation, a sidebar on the left lists 'File Category' with several items, one of which is highlighted with a red box and labeled 'Manage File Uploads'. The main area contains a table titled 'Manage File Uploads' with columns: Title, Place Holder, Course, and Batch. The table lists multiple entries, each with a row of three icons: a magnifying glass, a pencil, and a red X. A red circle with the number '1' is placed over the first icon in the first row. A red box highlights the entire row of icons for the first entry. At the bottom, there is a pagination bar with the number '2' in a red box, followed by links: '<< First', '< Previous', '1', '2', 'Next >', and 'Last >>'.

Click on Manage File Uploads. It will display the details of files that are uploaded.

1. File upload managing options are View, Edit and Delete.
2. Use pagination to navigate through pages.

14. 5 How to download a file?

The screenshot shows the 'File Uploads' section of the Open-School platform. On the left, there's a sidebar with a 'File Uploads' section containing a link to 'All Uploads'. The main area is titled 'File Uploads' and contains a table with columns for Title, File Name, File Type, and Posted By. At the top right of the table are buttons for 'New Upload' and 'Manage Uploads'. At the bottom left of the table is a large orange 'Download' button. Red numbered circles (1, 2, 3, 4) are overlaid on the interface to guide the user through the process.

Click on All Uploads.

1. Click the select box on the header to select All Files. Alternatively, individual files can also be selected.
2. Click on Download to download the files.
3. Click on New Upload to upload a new file.
4. Click on Manage Uploads to manage the uploaded files.