Open-School User Manual

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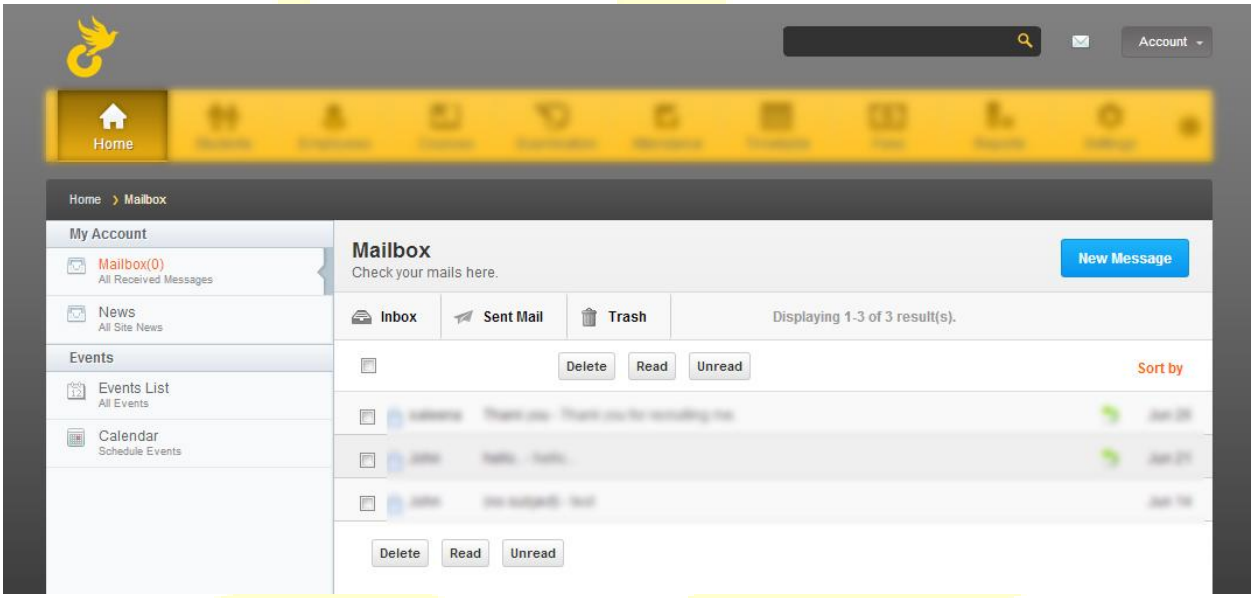
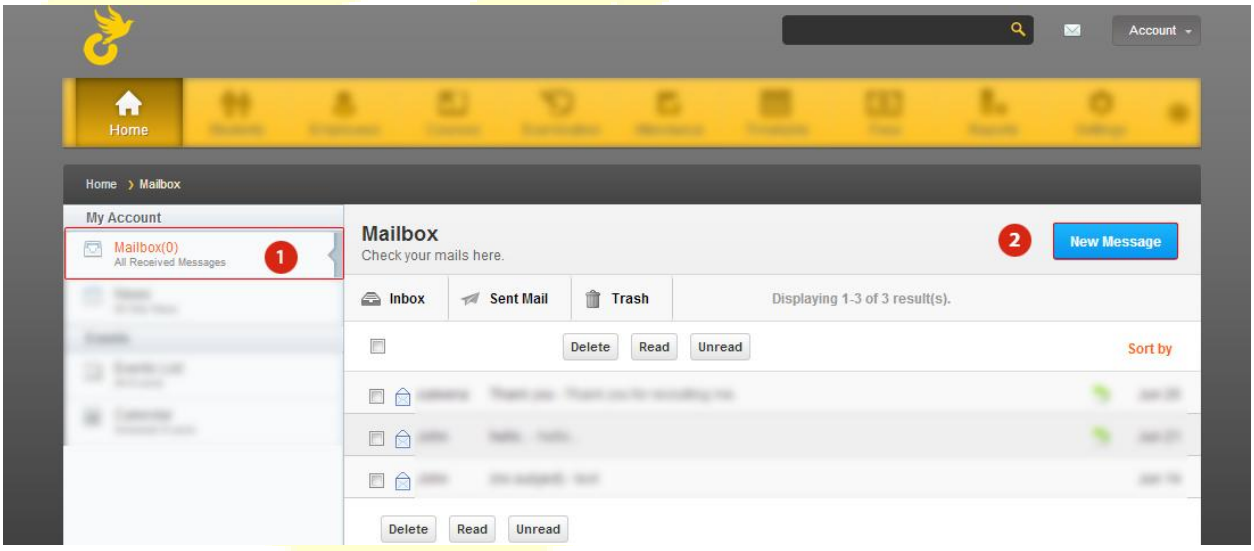
1. Home

1.1 How to access mail Box?



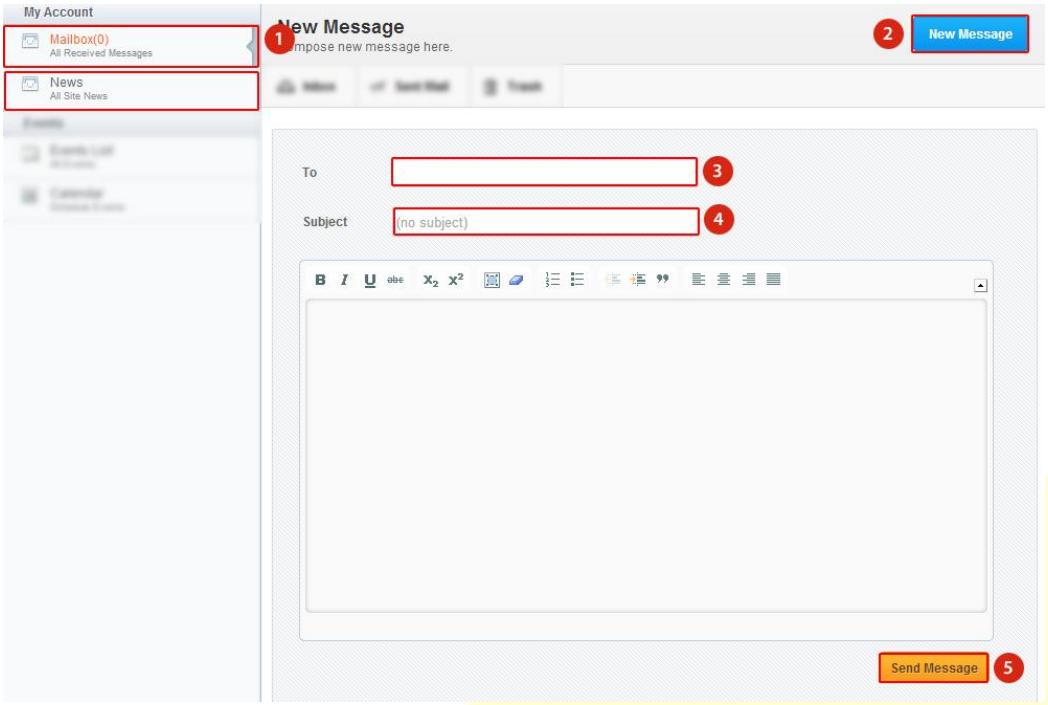
Click on Home to view the mailbox.

1.2 How to select the mail box?



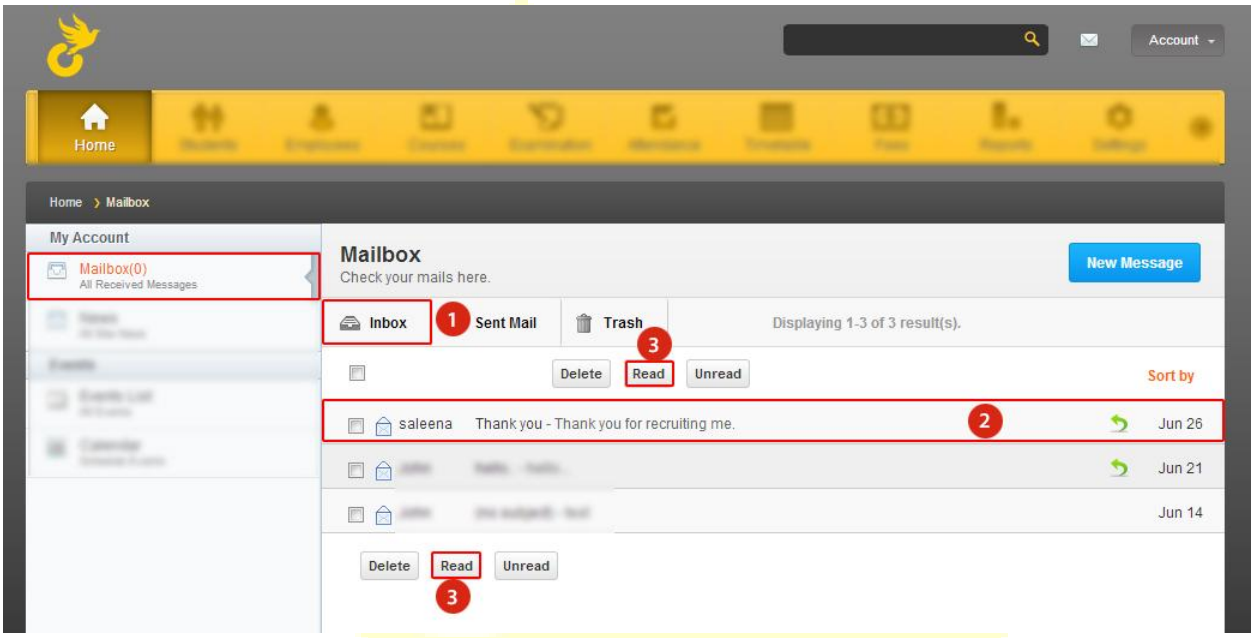
1. **Click on Mailbox. It will display the mail box page.**
2. **Click on New Message. It will display the new message page.**

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?

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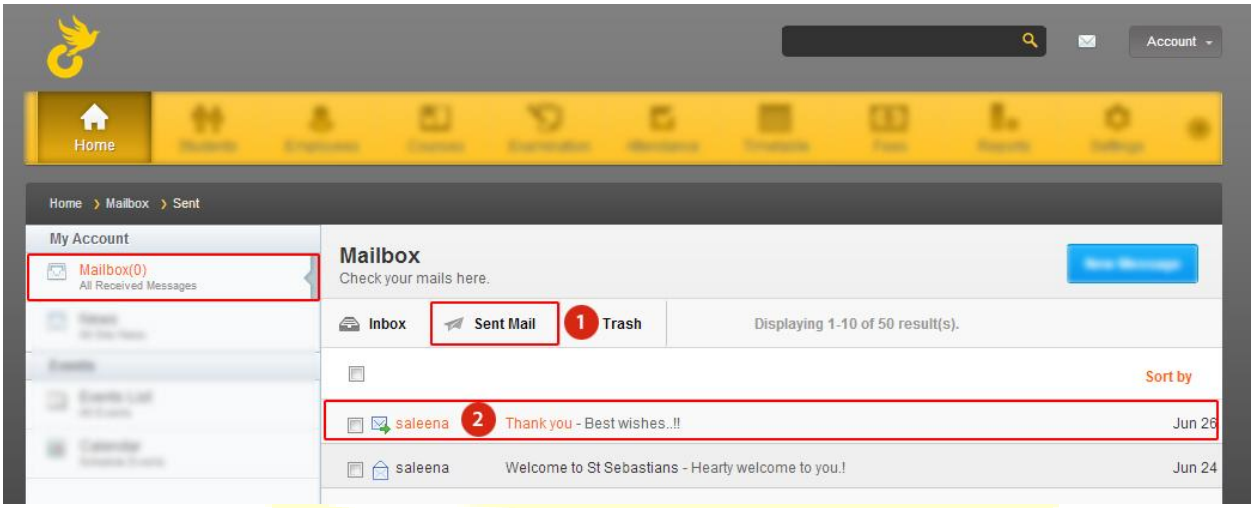
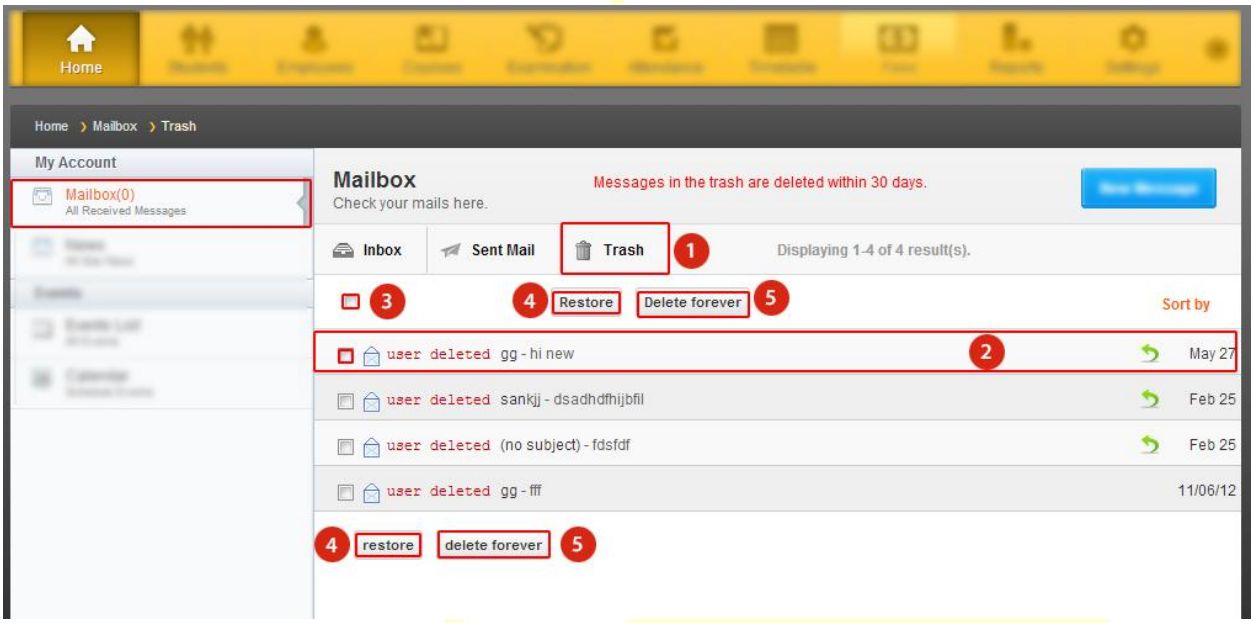


1. **Click on Sent Mail. It will display the message sent.**
2. **Click on a message to read the content.**

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.

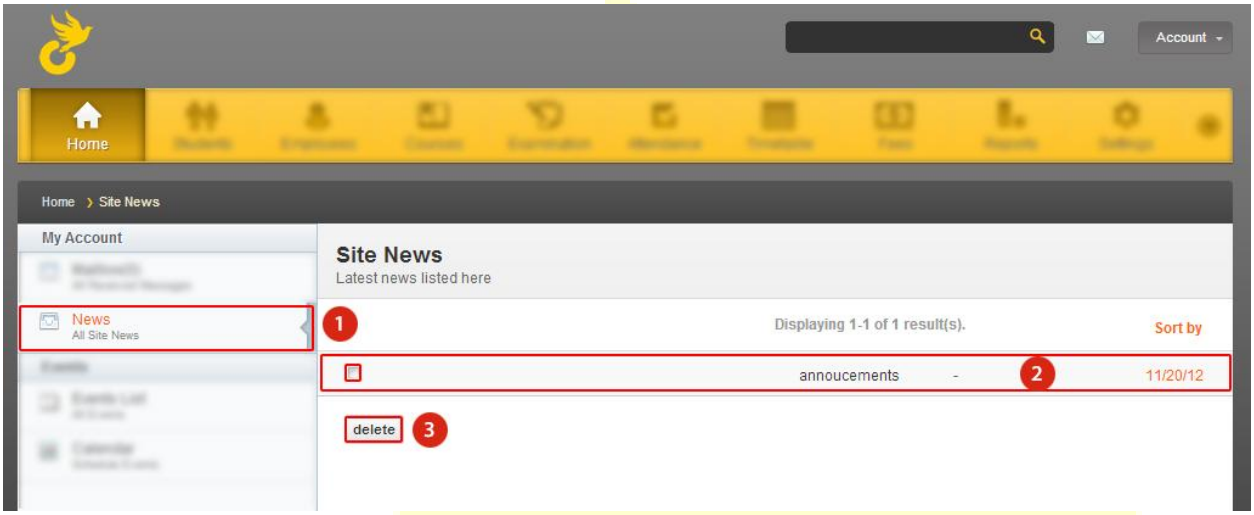
News

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?

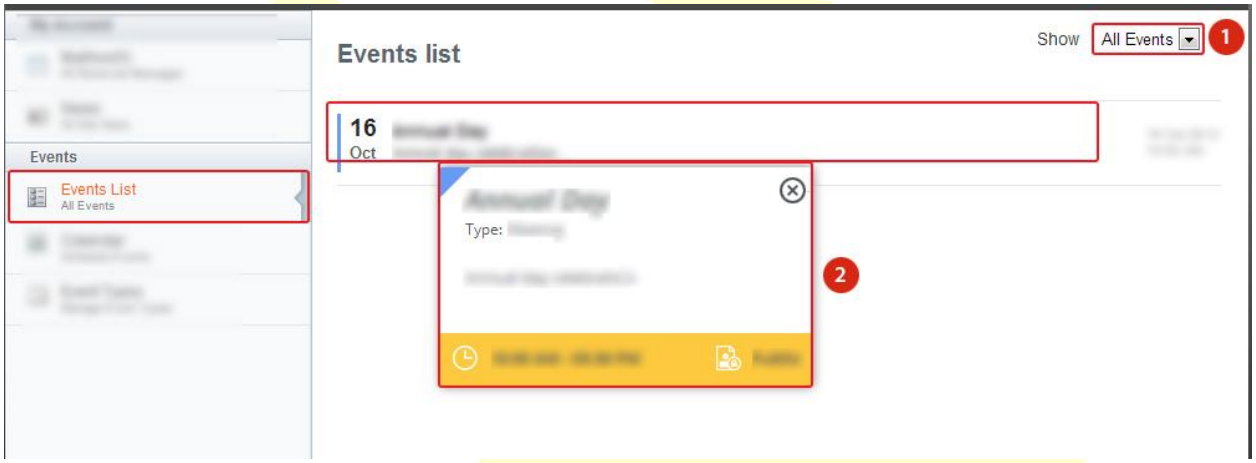


1. **Click on News.**
2. **Click on the news to read the content.**
3. **Select news and click on Delete. It will display a popup asking for confirmation. Click on OK for confirmation. Else, click on Cancel.**

Events

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

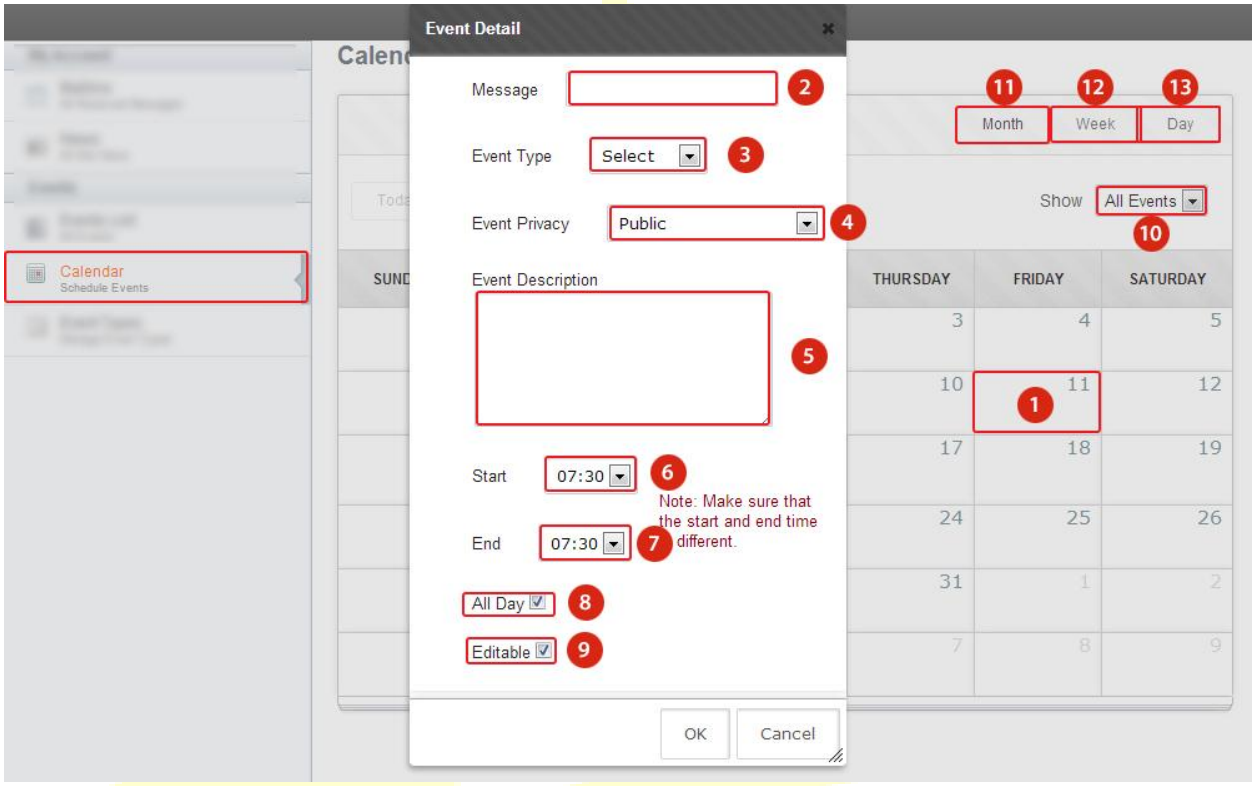
1.9 How to view the events list?



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.**

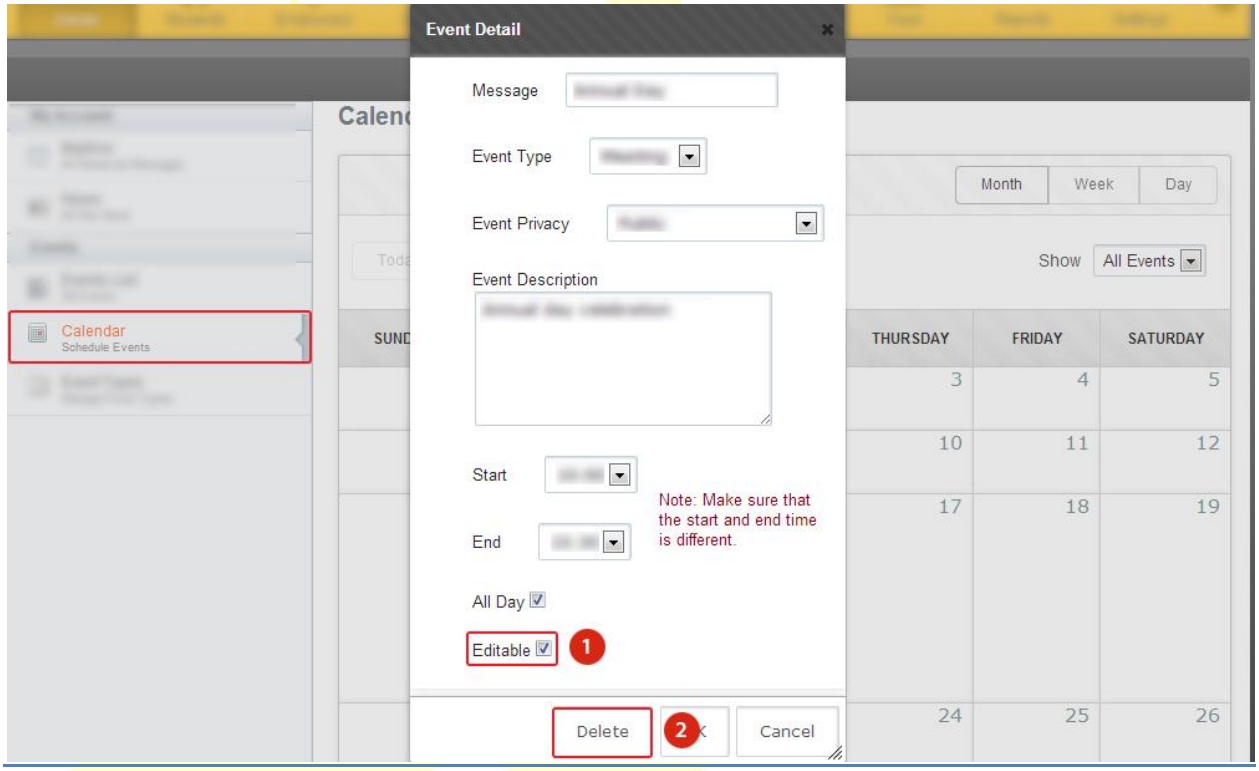
1.10 How to create an event?



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.

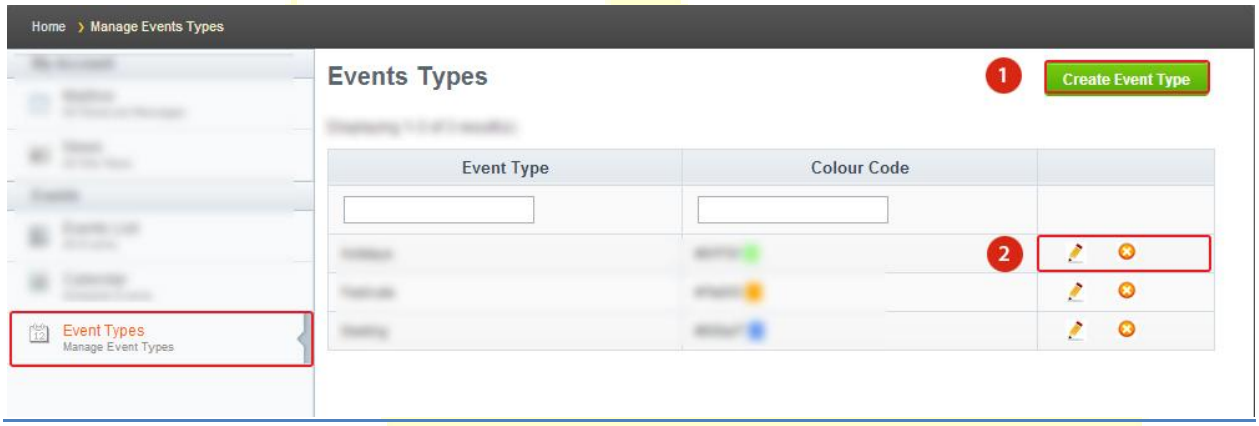
1.11 How to delete an event?



Click on the event that is to be deleted.

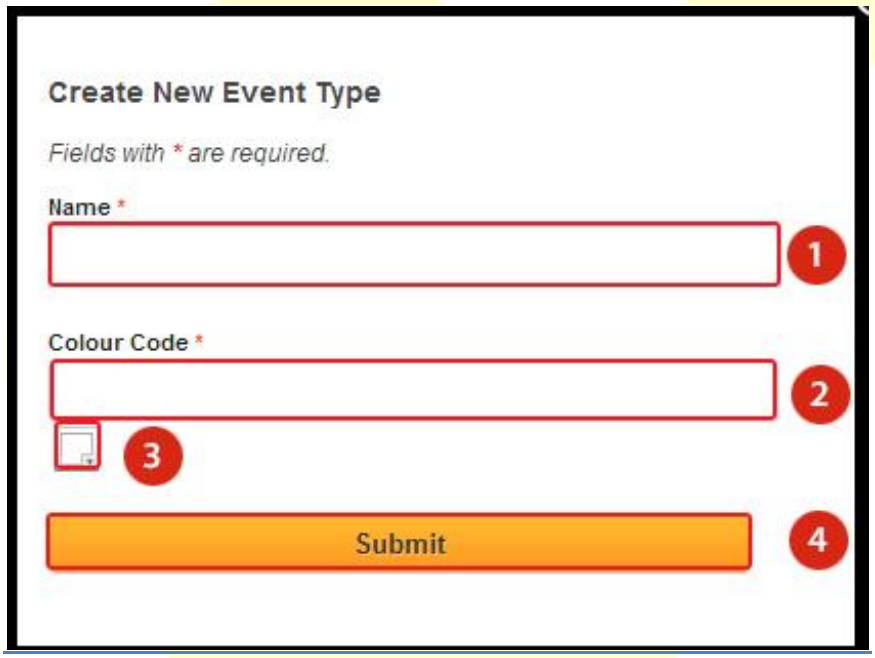
1. **Events can be deleted if the event is editable.**
2. **Click on Delete. Clicking on Delete will display a popup asking for confirmation. Click OK for confirmation. Else, click Cancel.**

1.12 How to create an event type?



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.**

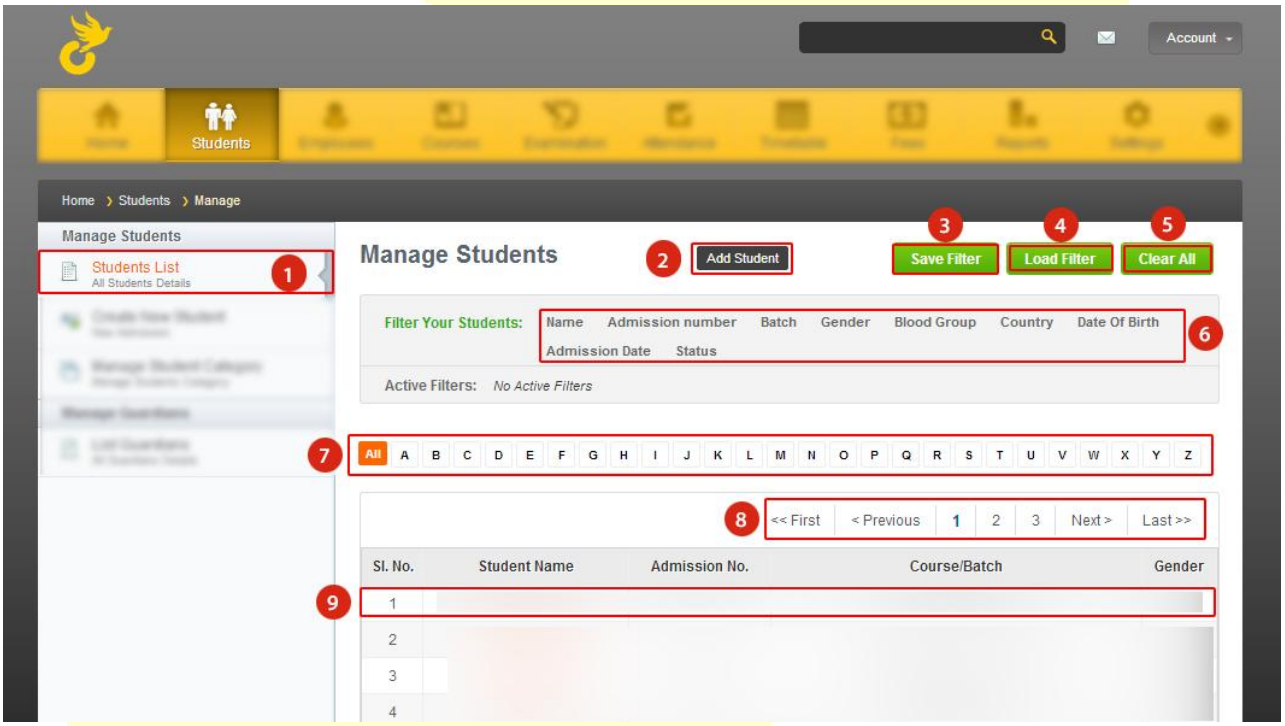


1. **Enter the event type name.**
2. **Enter the colour code from the colour picker.**
3. **Click on colour picker icon to select a colour.**

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?

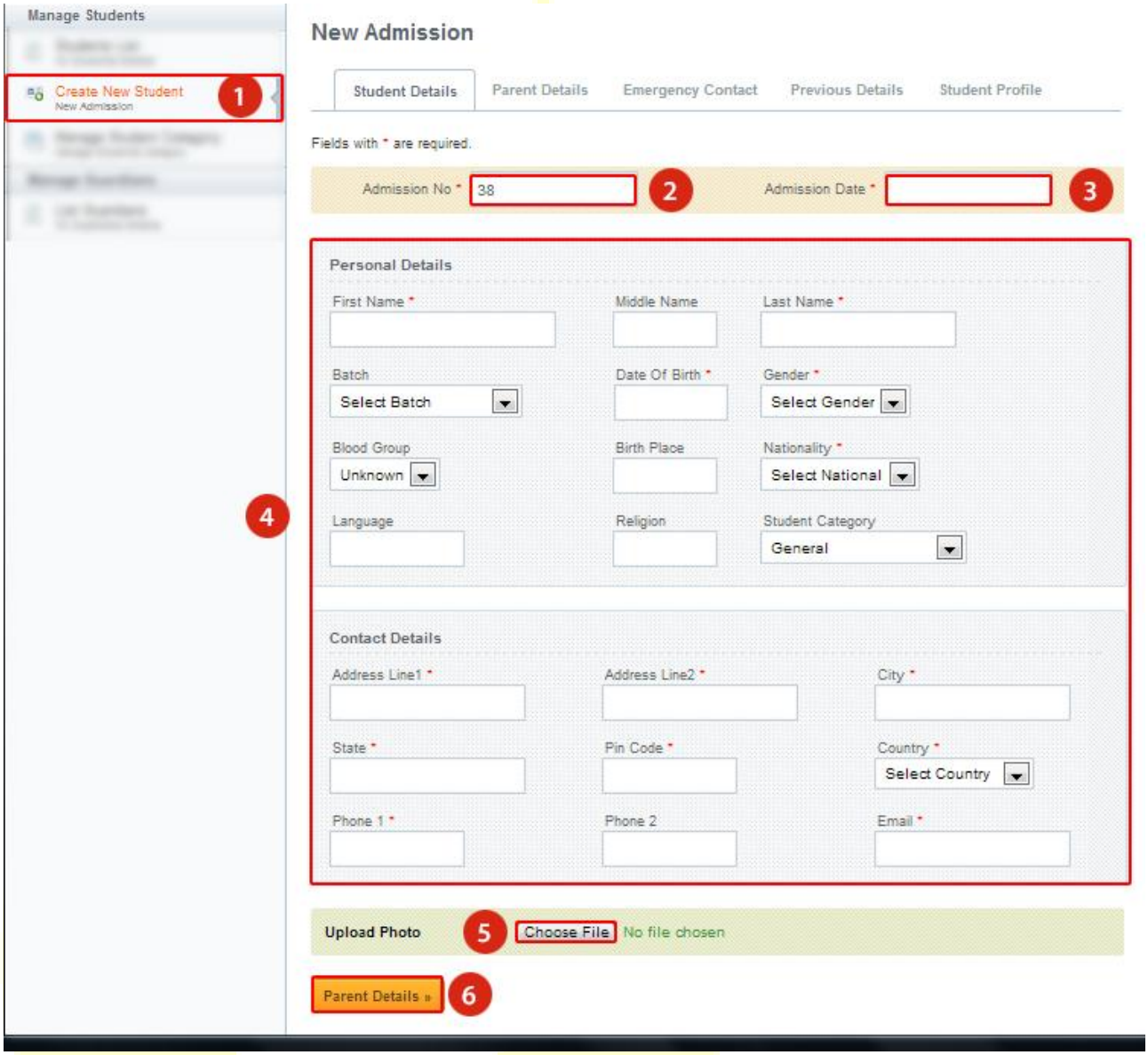


1. **Click on Student list.**
2. **Click on Add Student button to add new student. [It will display a form to add students *(create student -mention below)]***
3. **Click on Save Filter [It will display a pop up form for saving the filters applied to the search. By saving filters, it is easy to search 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**

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]

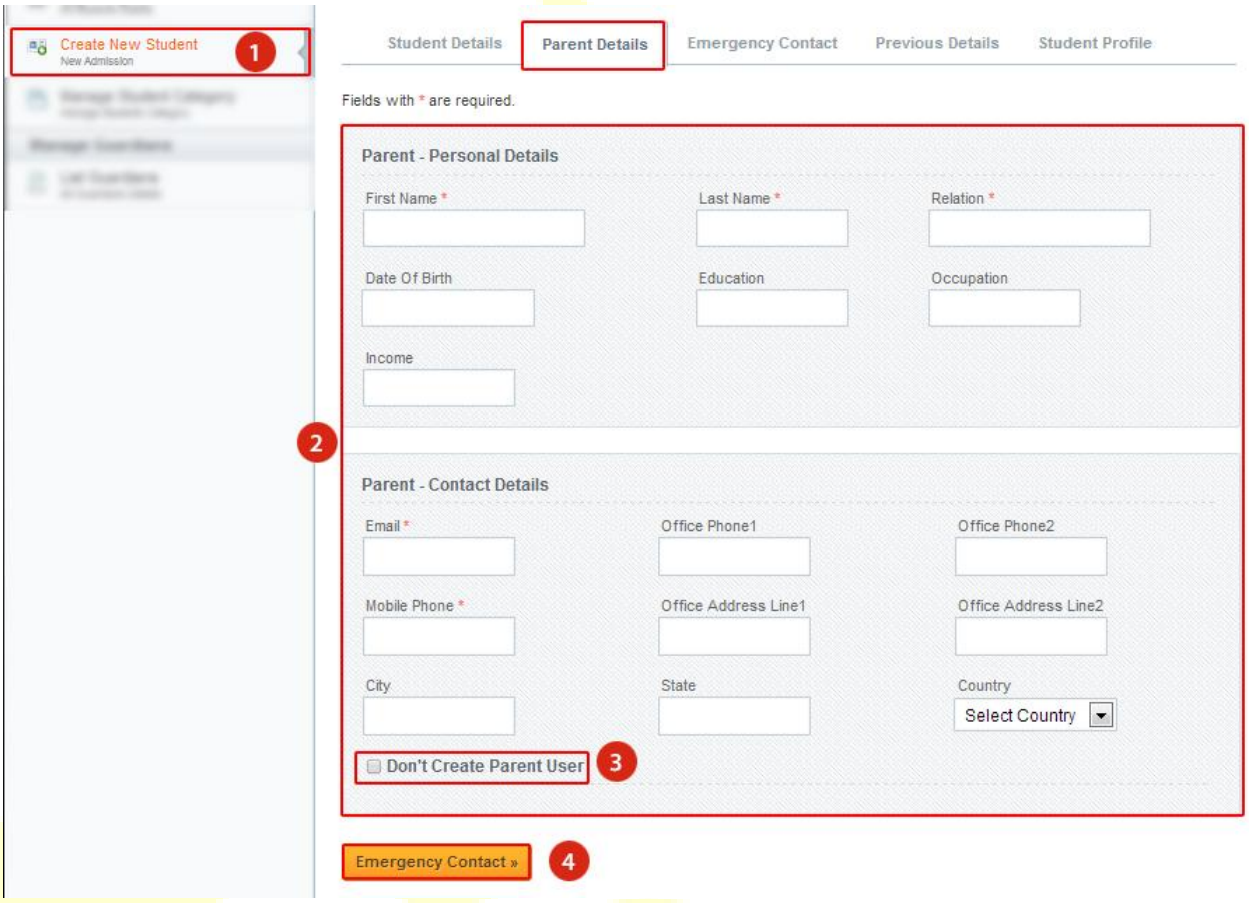
4. **Click on Load Filter. It will display the list of saved filters. Click on the filter name to apply the filter. Click on Delete to remove it. Clicking on delete will display a pop up asking for confirmation. Click OK for confirmation, else click on Cancel.**
5. **Click on Clear All to clear the filters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

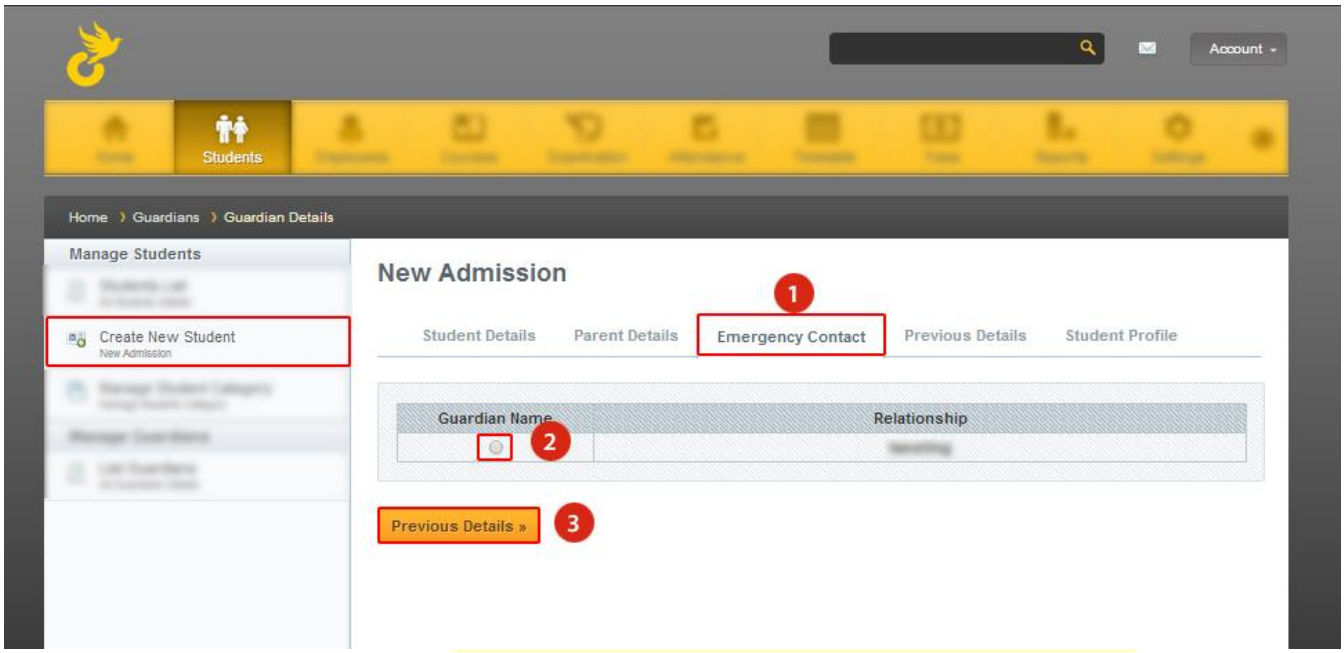


1. **Click on Create New Student in the side tab.**
2. **Admission Number field *[Number will be auto-generated like 1, 2 etc]***
3. **Click on Admission Date. It will display the calendar. Select [yy/mm/dd]**
4. **Enter the personal details of the student *[Fill all the mandatory fields; otherwise it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

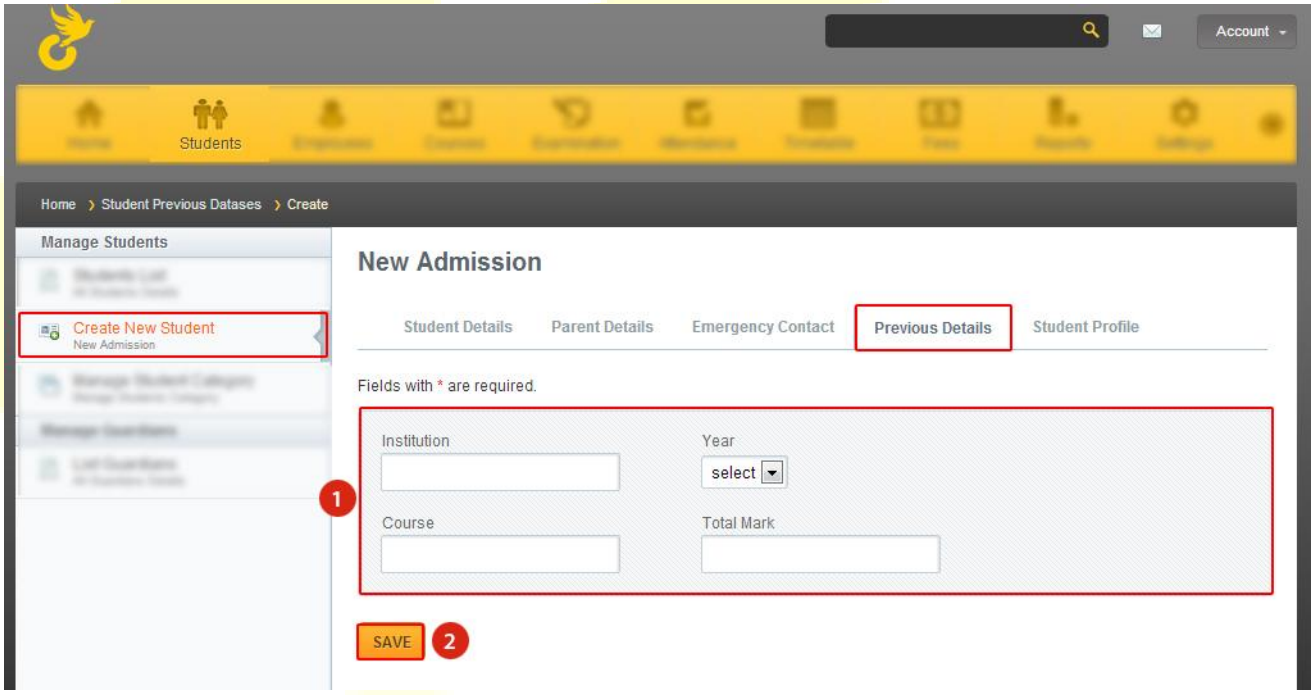
6. **Click on Parent Details. It will lead to a form where you can enter the parent details. If any fields are left out or if any errors are present, it will display an error message. You need to correct them before proceeding.**



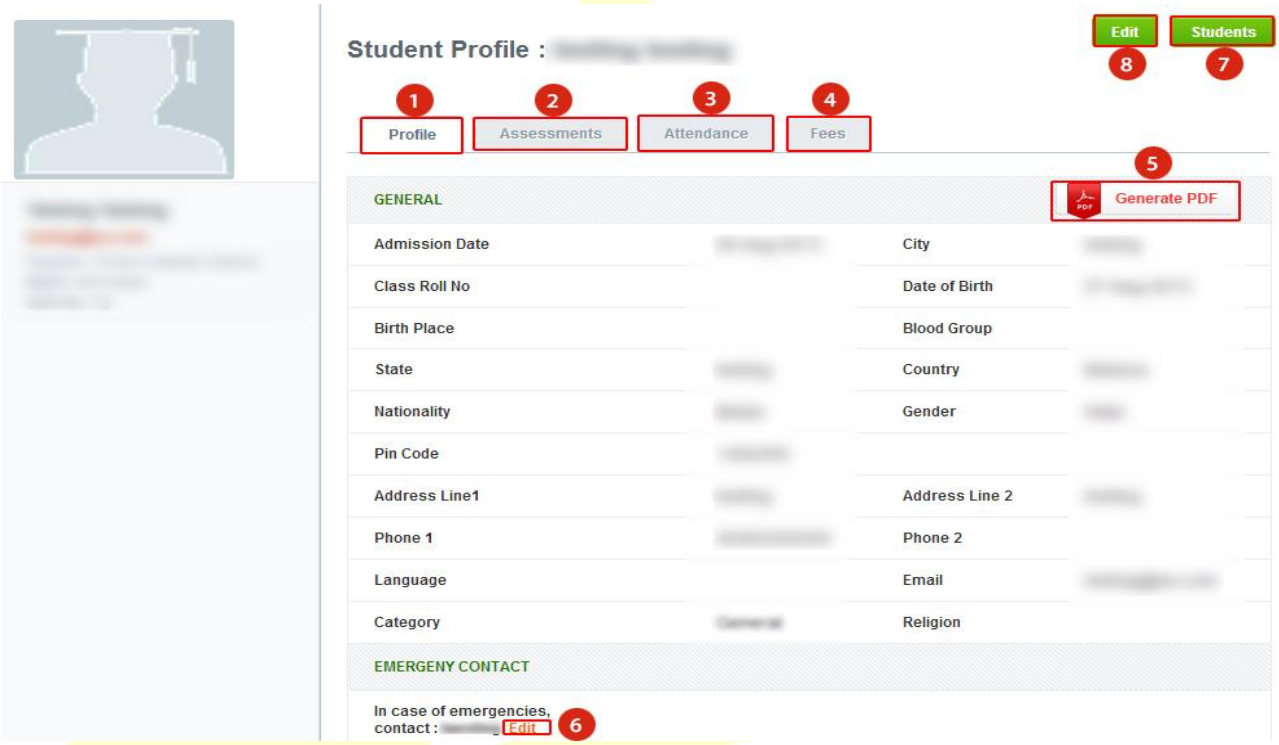
1. **Go to next page. *[Parent Details]***
2. **Fill the form. Please take care to fill the mandatory fields.**
3. **Select the Don't Create Parent User option, if you don't need parent login for this student. Unmark it if you need one.**
4. **After filling the fields, click on Emergency Contact.**



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



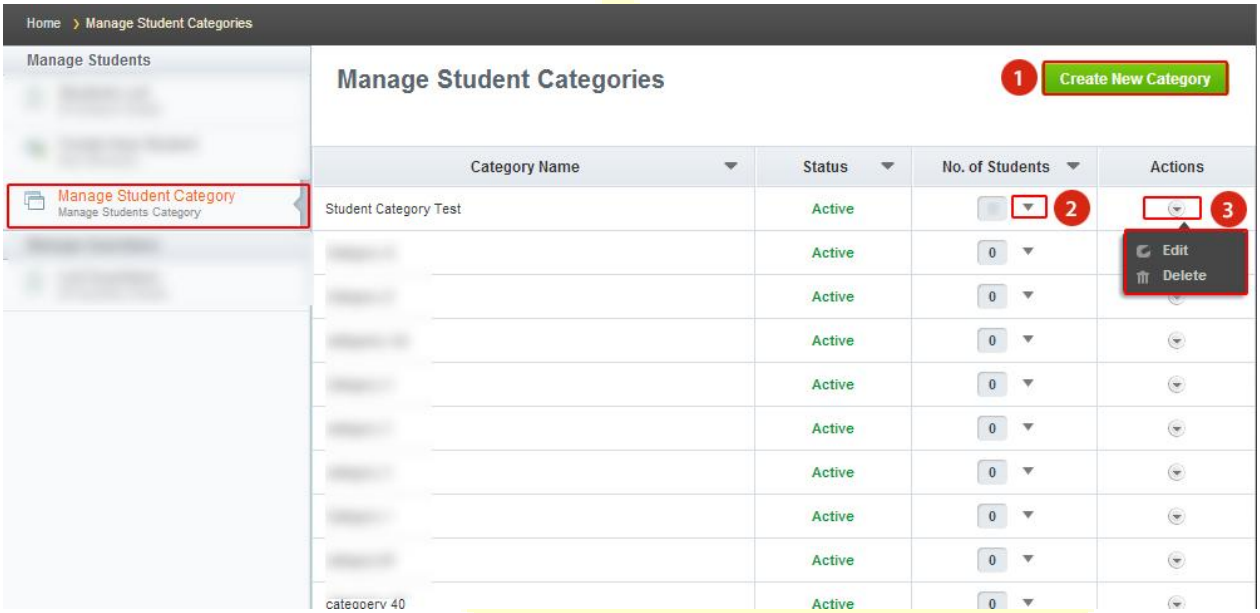
1. Fill the previous academic details of the student.
2. Click on Save. It will lead to the profile of the created student.



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.

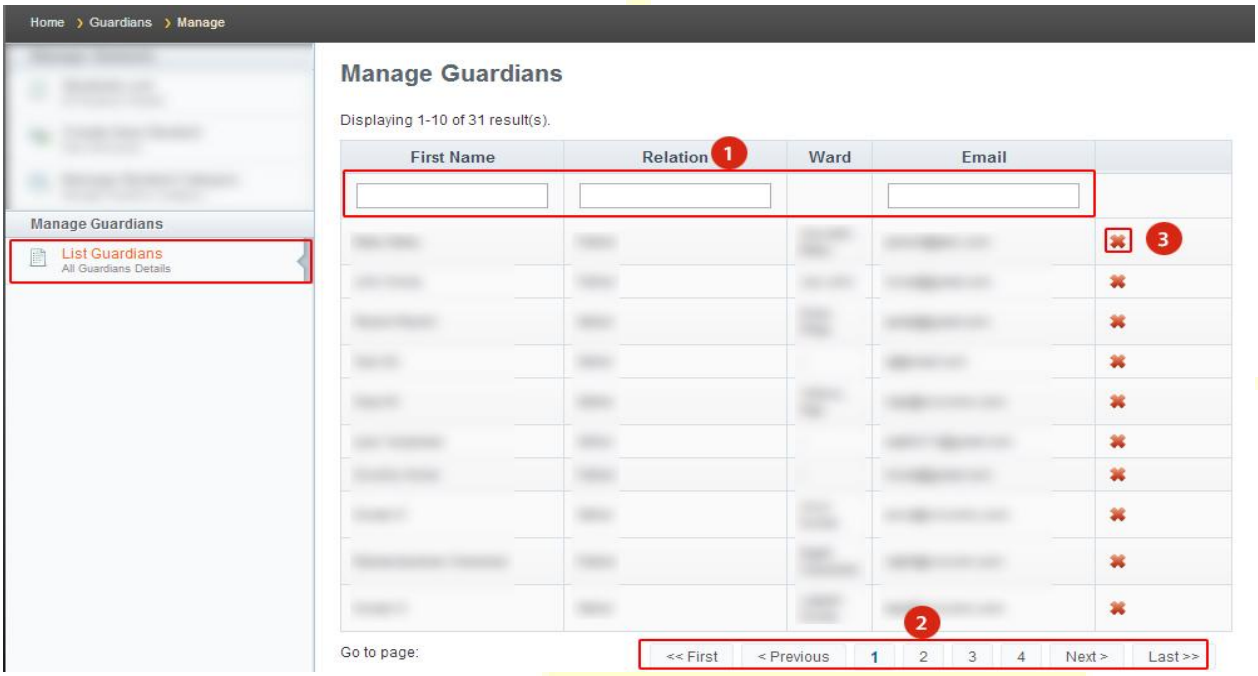
NOTE: Student and parent users will be generated automatically. If you need to edit the users, go to Settings.

2.3 How to manage the Student Category?



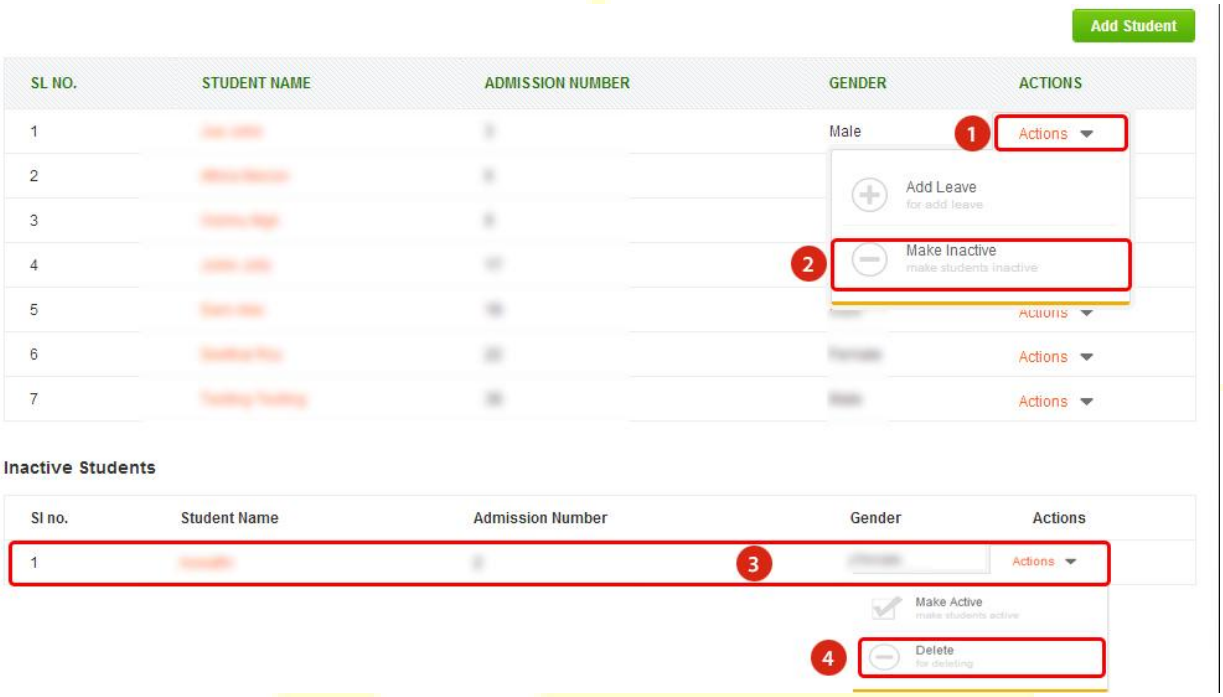
1. **Click on Create New Category. It will display a pop up form where you can enter the category details.**
2. **Click on down arrow to view the students in the corresponding category.**
3. **Click on Action [1) Edit 2) Delete]**

2.4 How to view the guardian details?



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.]**

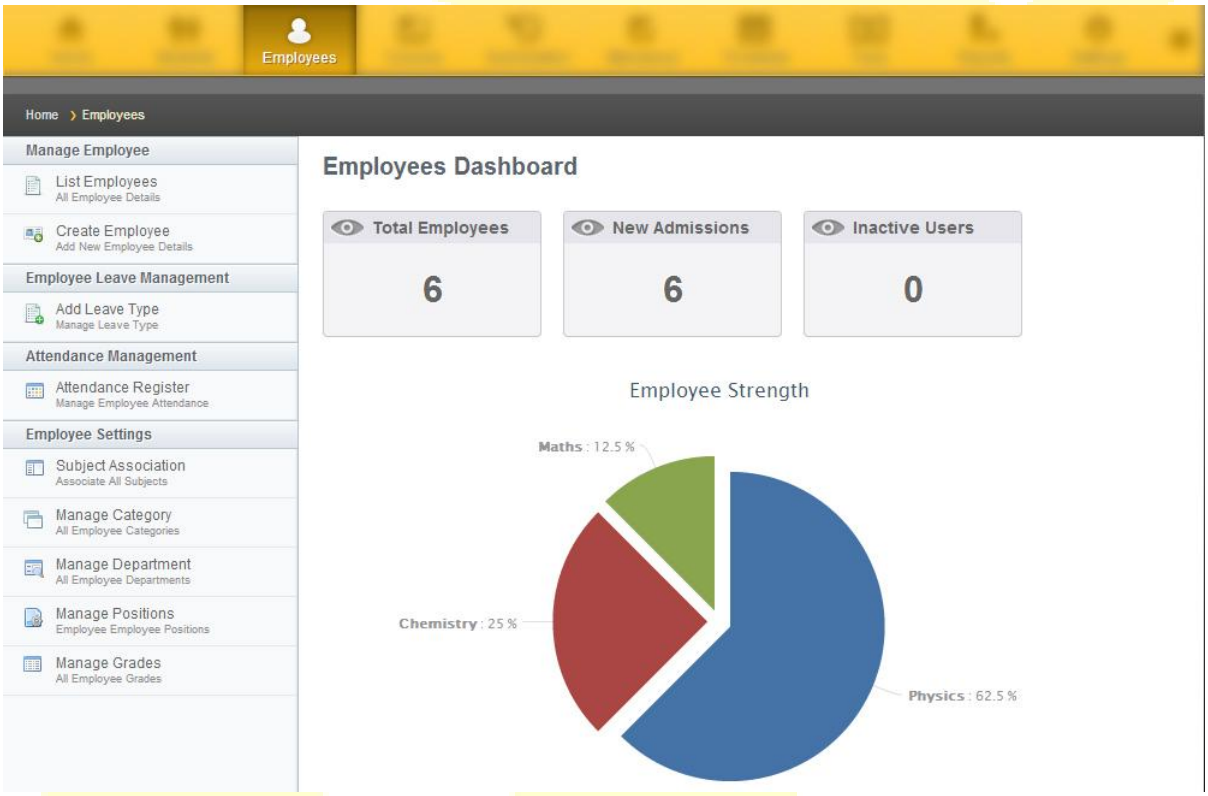
2.5 How to delete a student?



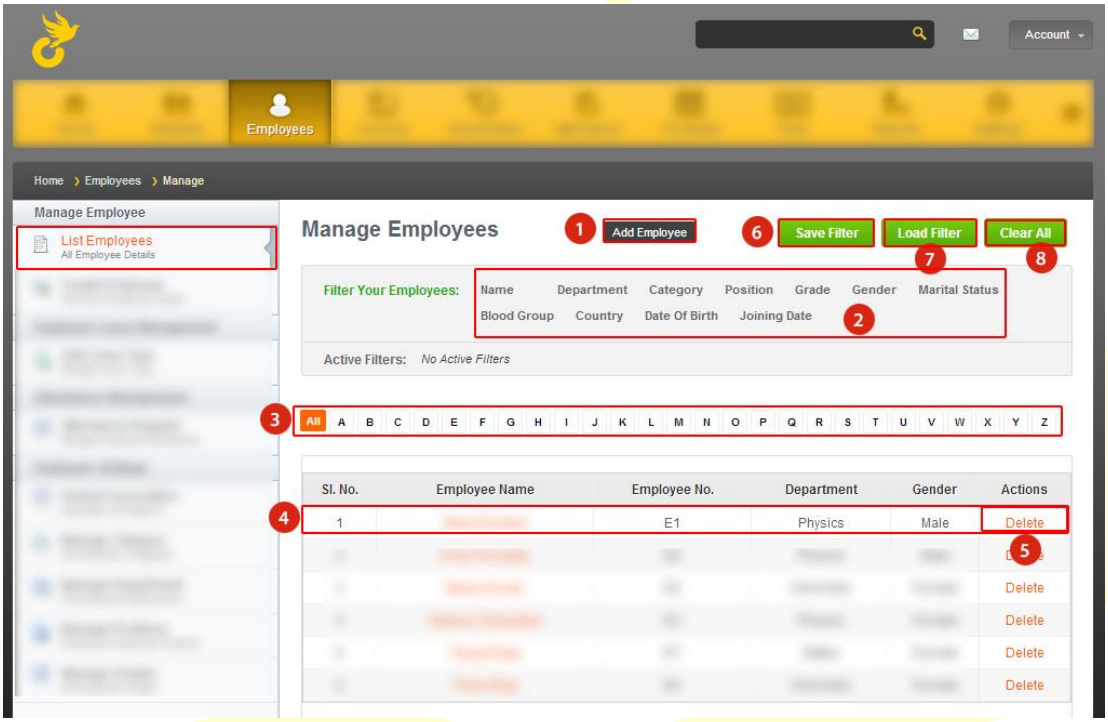
1. Go to the student's batch in courses module.
2. Click on Actions corresponding to the student to be deleted and make inactive. The student will be then moved into the Inactive Students list.
3. Click on Actions corresponding to the student in the inactive students list.
4. Click on Delete. It will 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?

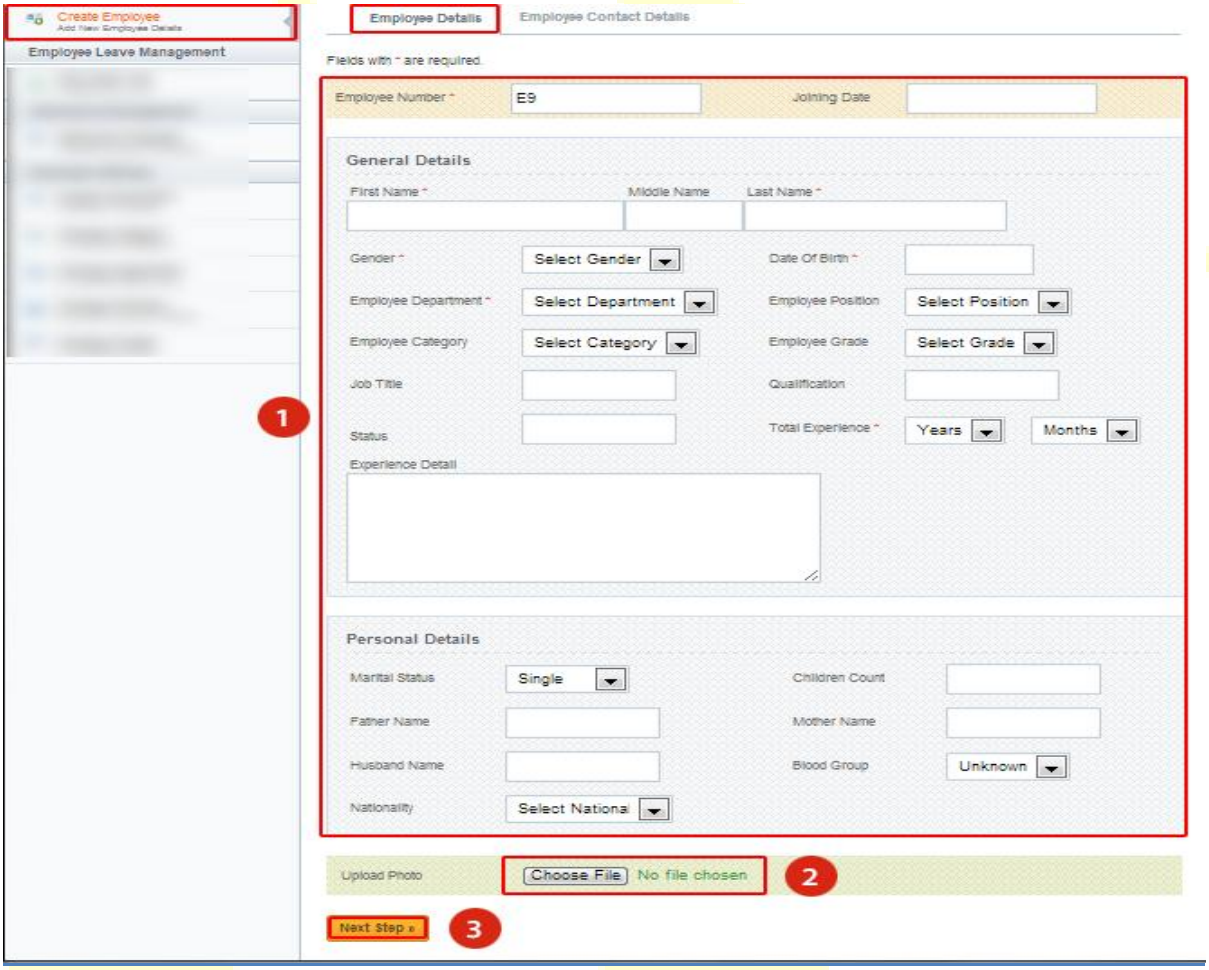


Click on List Employees

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]**

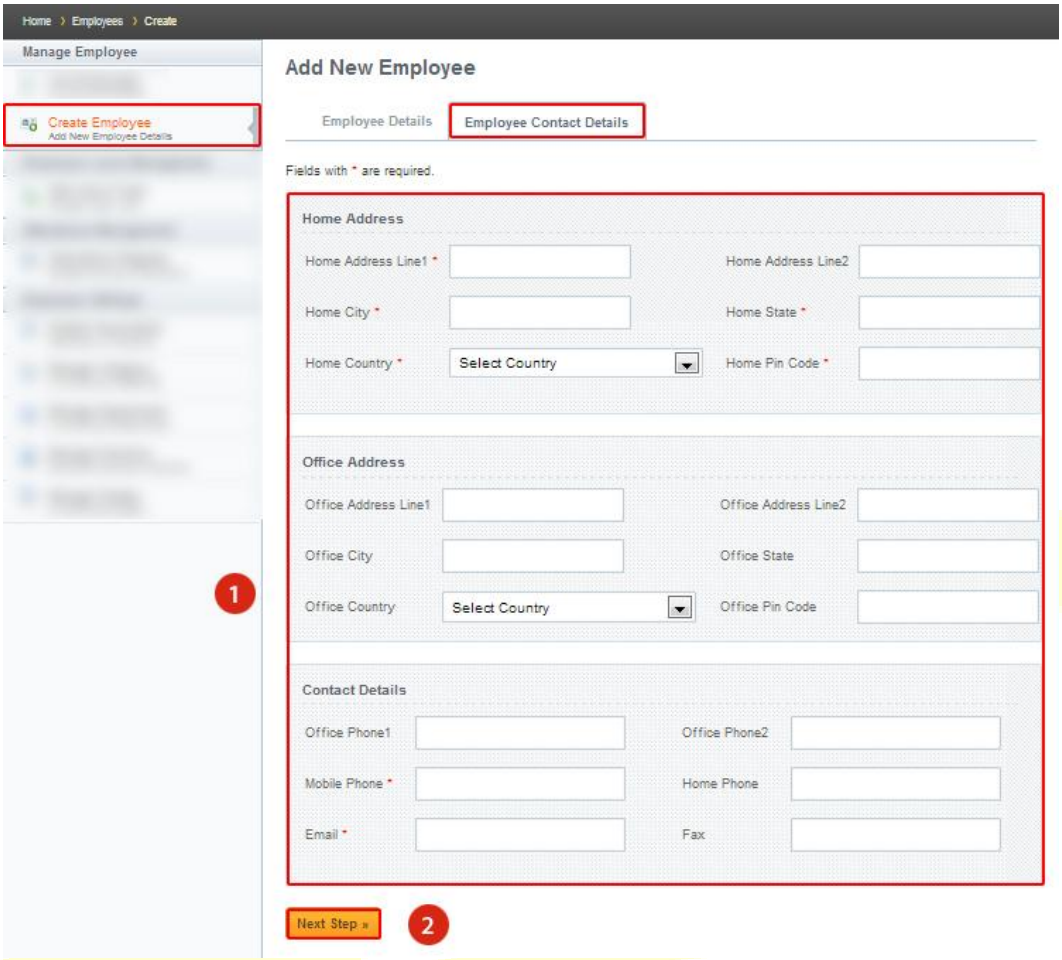
7. **Click on Load Filter. It will display the list of saved filters. Click on the filter name to apply the filter. Click on Delete to remove it. Clicking on delete will display a pop up asking for confirmation. Click OK for confirmation, else click on Cancel.**
8. **Click on Clear All to clear the filters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

3.2 How to create a new employee?



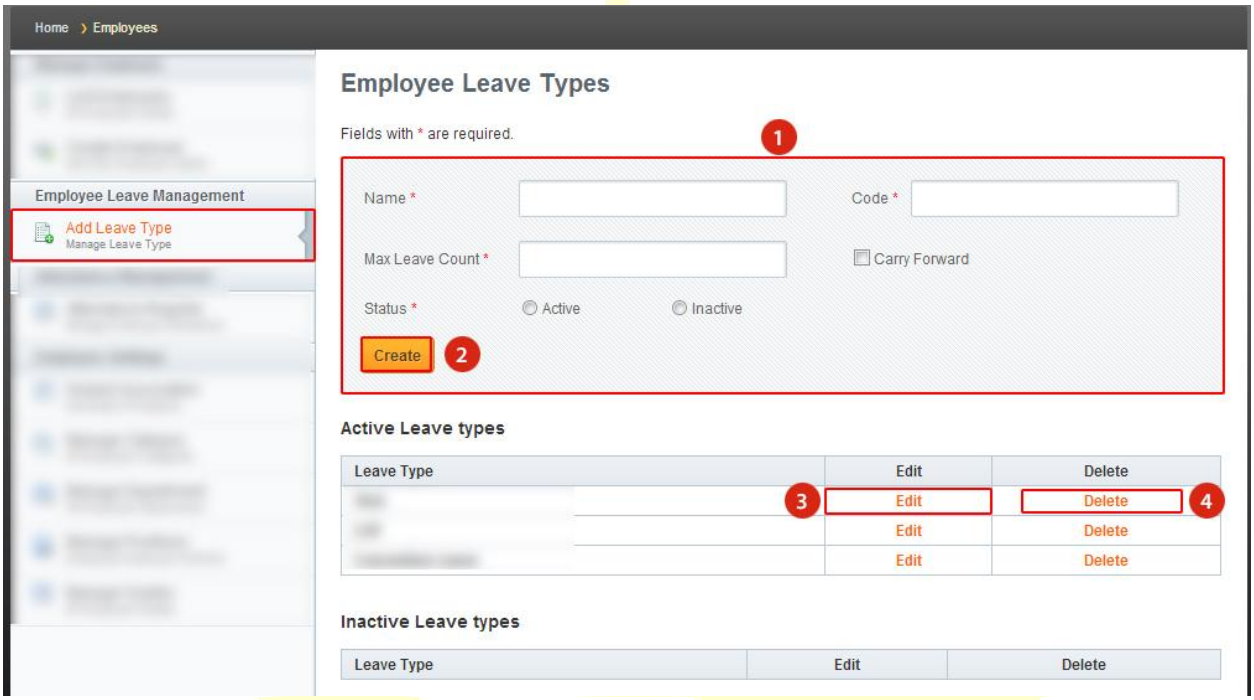
To create a new employee, click on Create Employee.

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.**



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.**

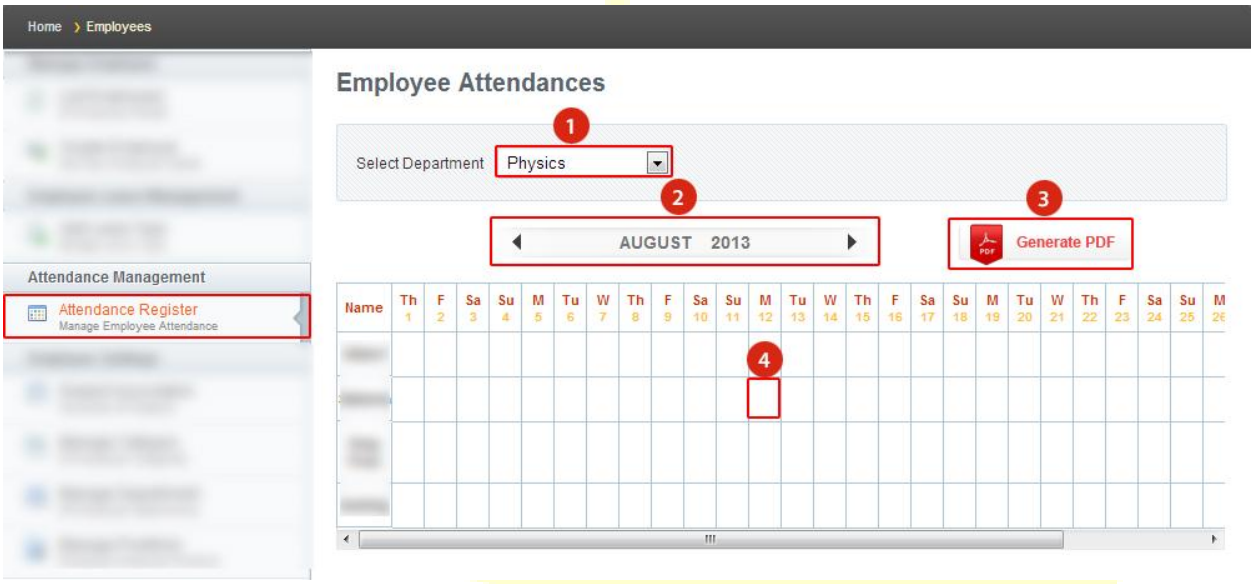
3.3 How to add a leave type?



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.**

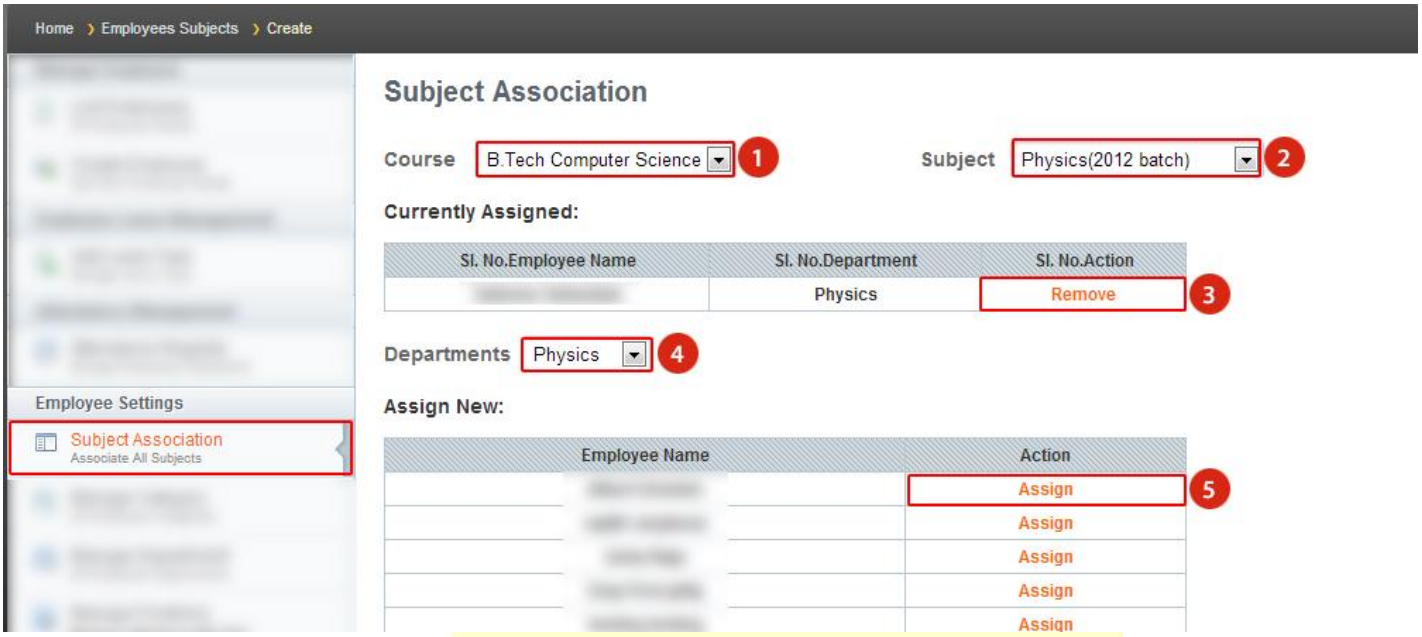
3.4 How to mark employee attendance?



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.**

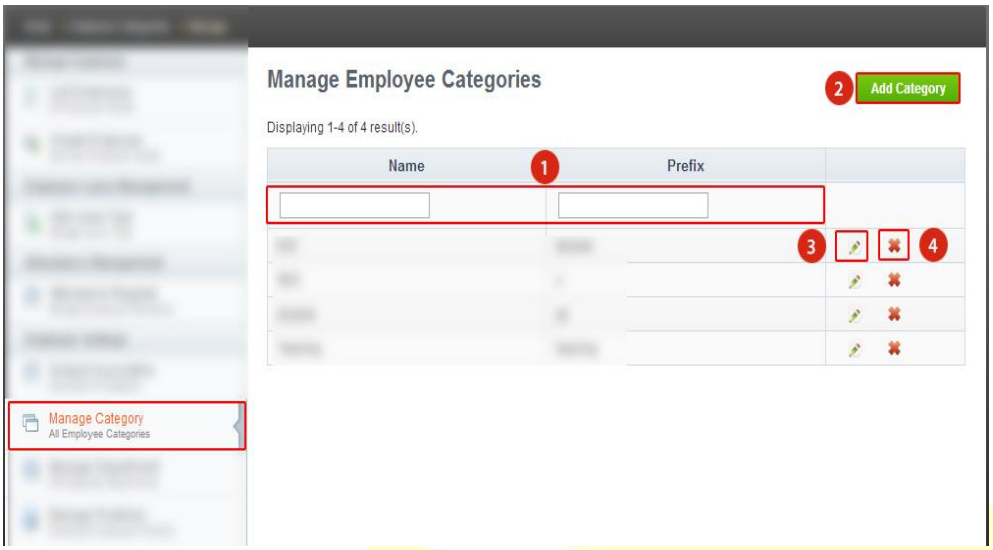
3.5 How to do subject association?



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.**

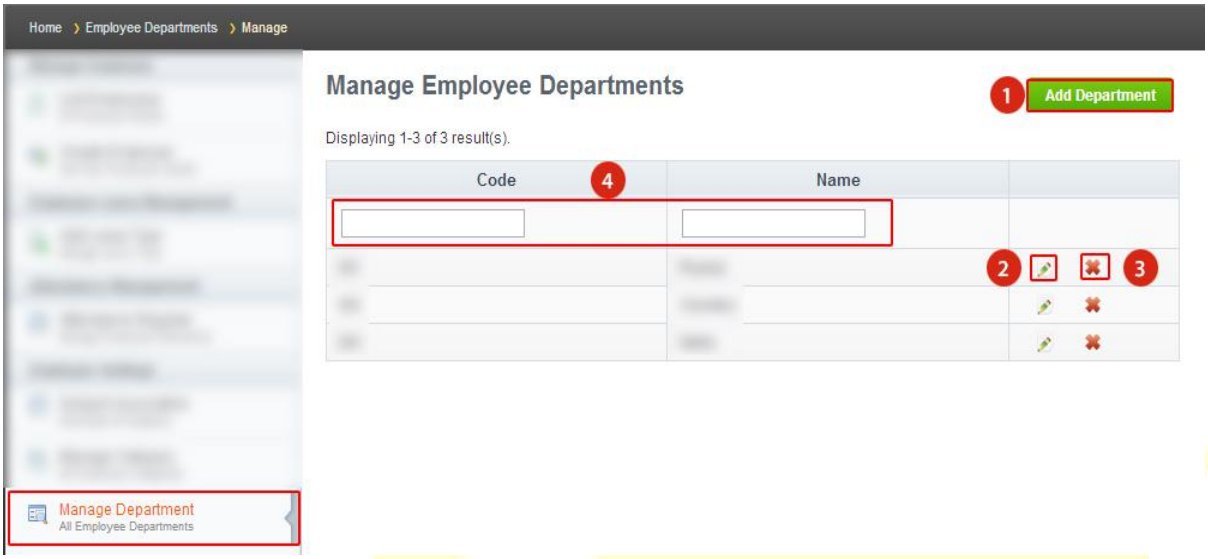
3.6 How to manage the employee category?



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.**

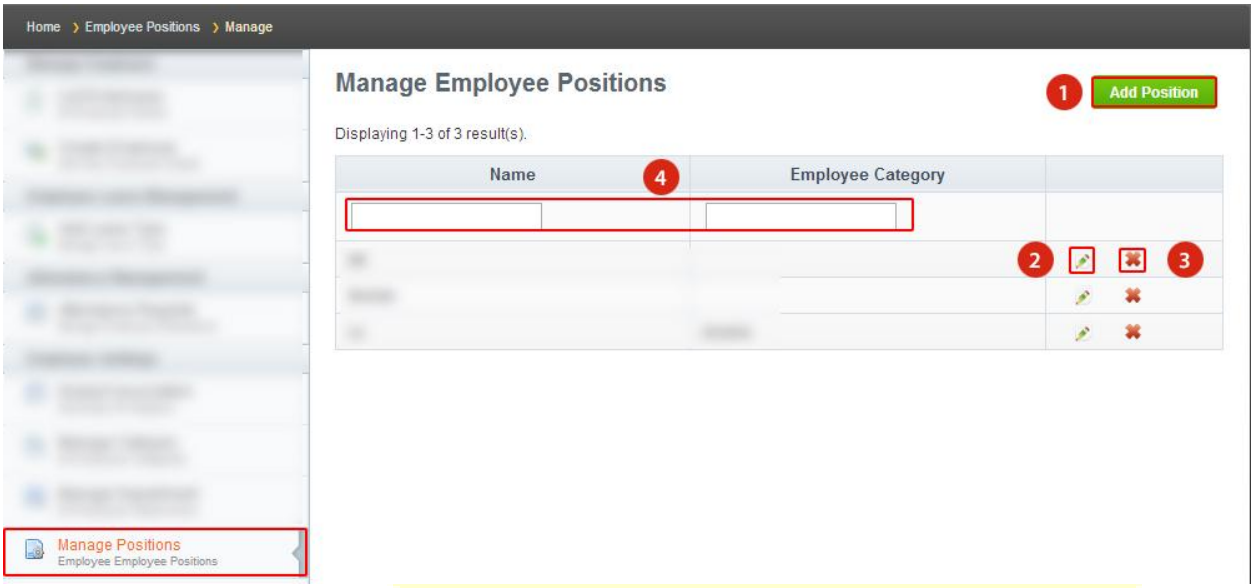
3.7 How to manage the employee department?



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.**

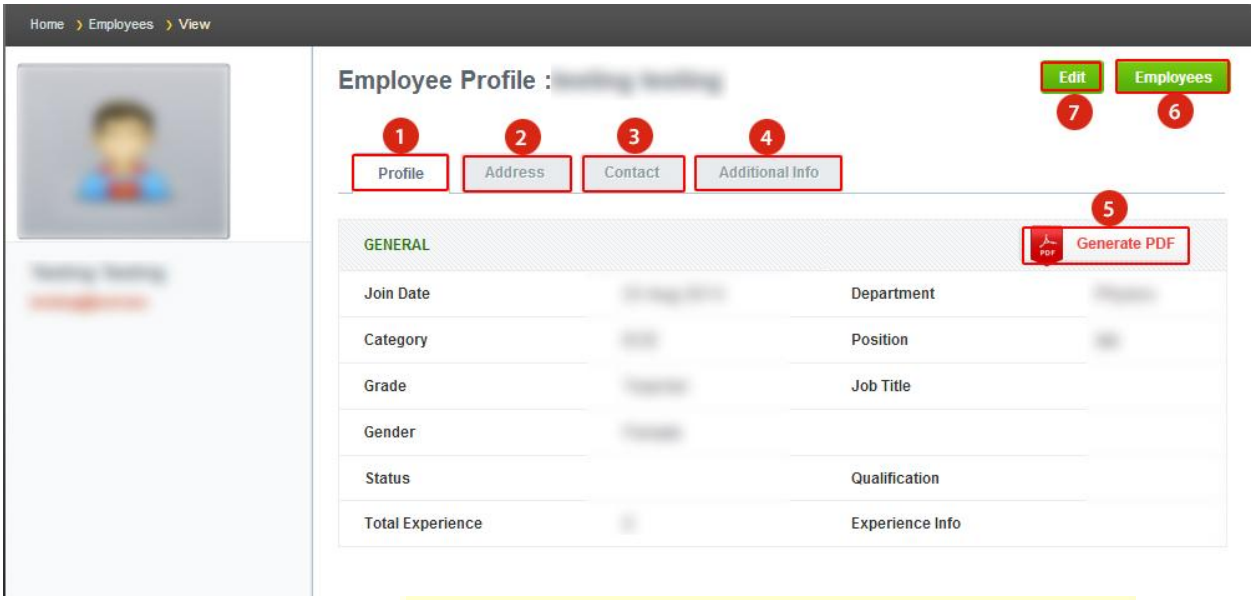
3.8 How to manage the employee position?



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.**

3.9 How to view the employee profile?



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.**

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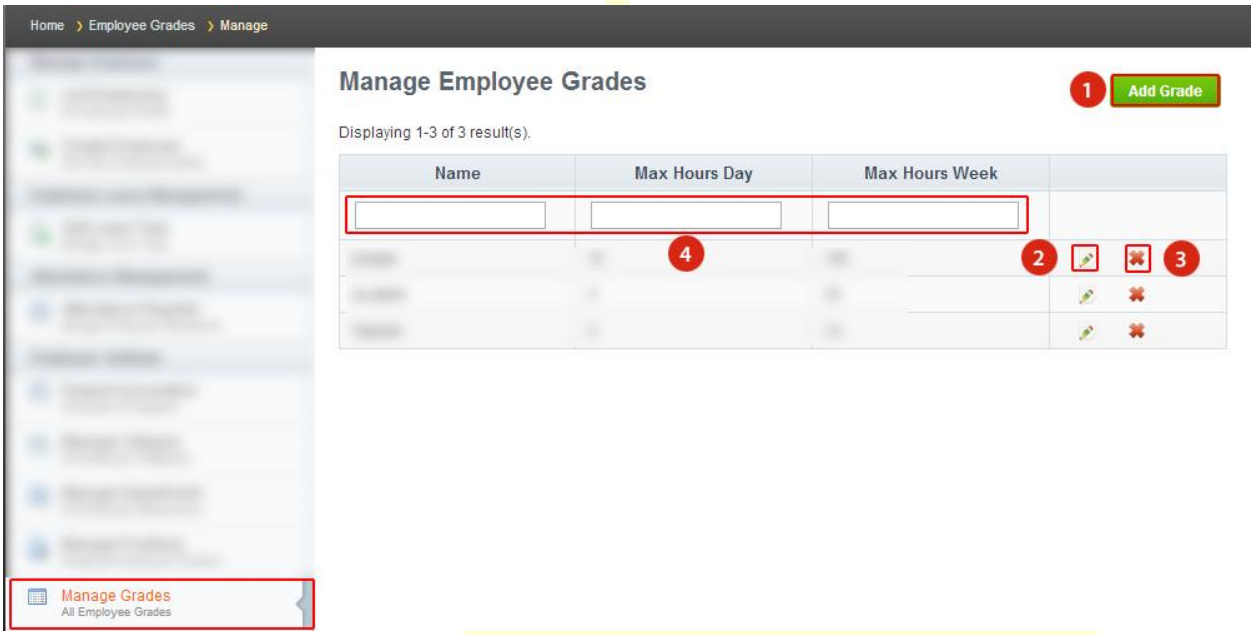
3.10 How to manage the employee grade?



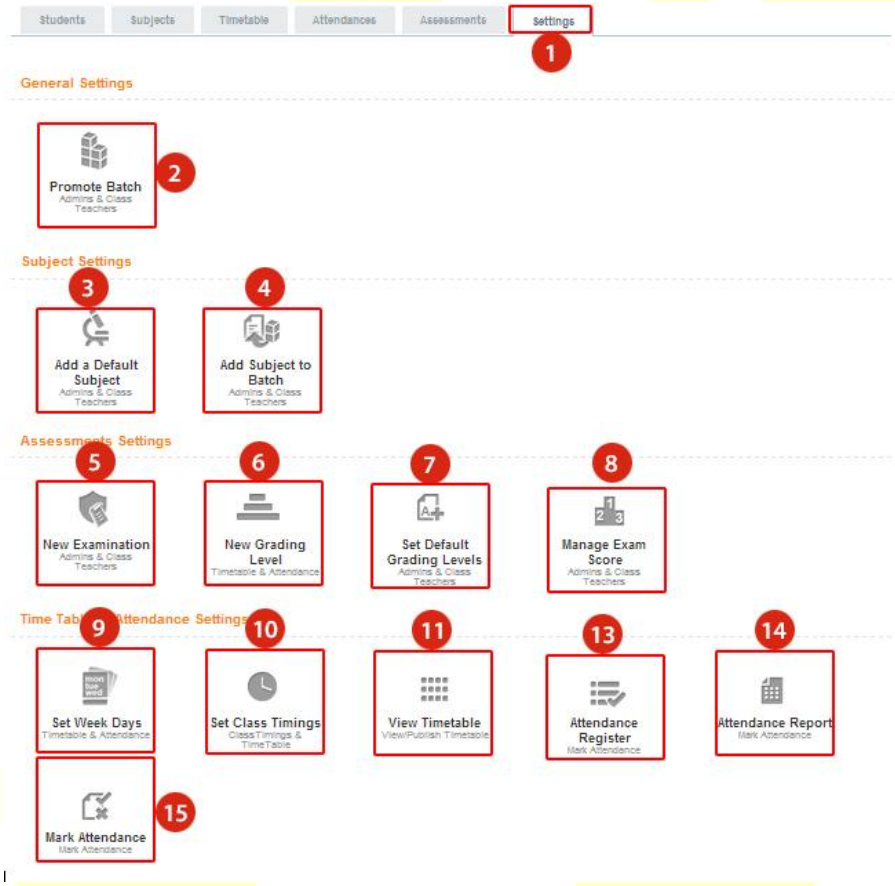
Click on Employee grades.

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.

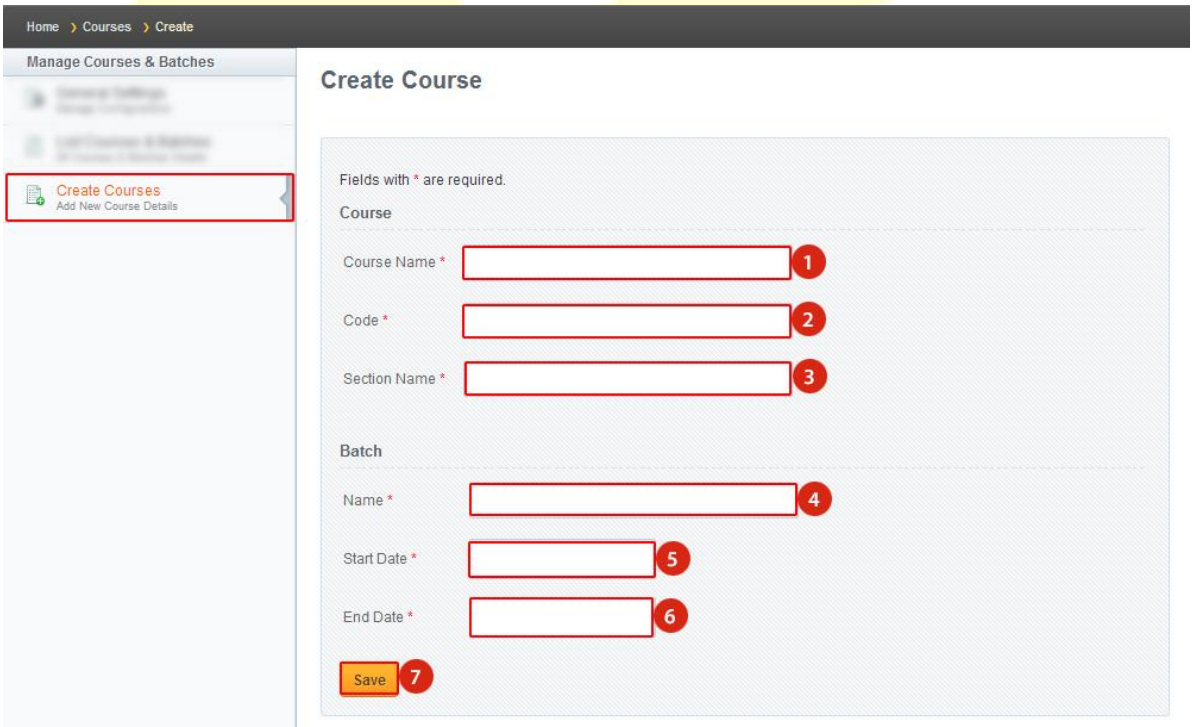
4.1 How to manage course settings?



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.**

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.

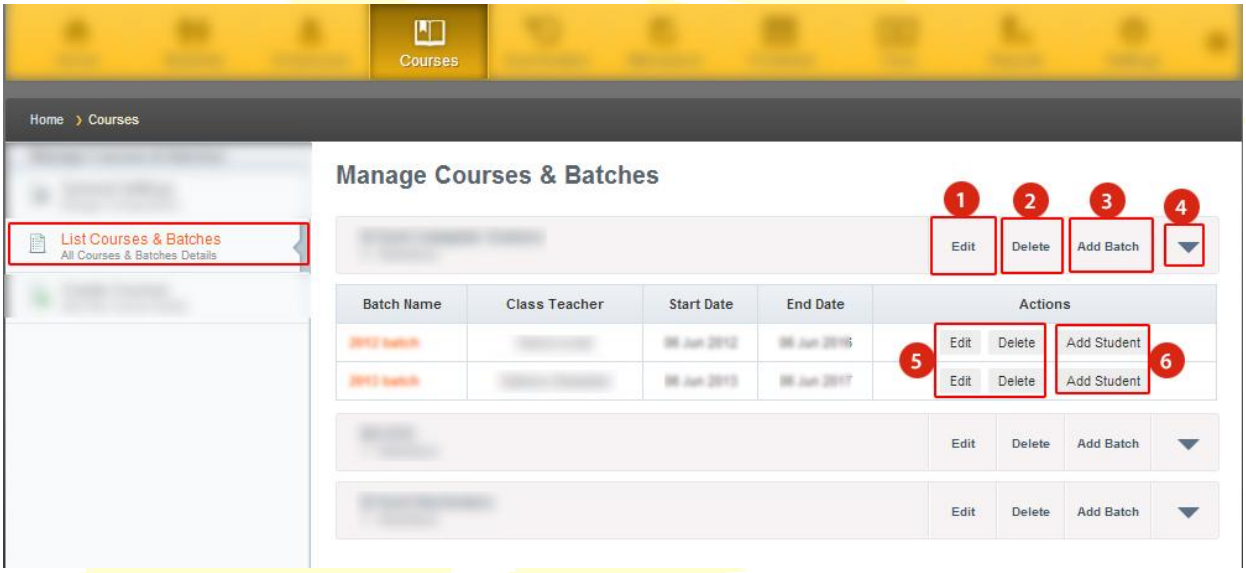
4.2 How to create courses?



Click on Create Courses

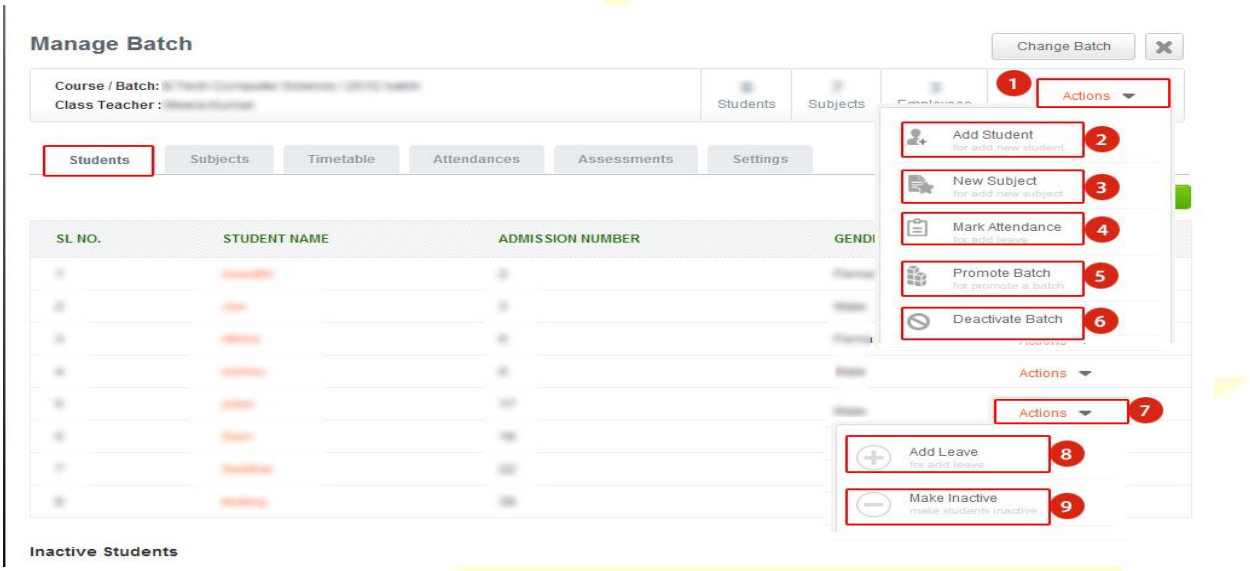
1. Enter the Course Name.
2. Enter the Course Code.
3. Enter the Section Name.
4. Enter the Name of the batch.
5. Click on Start Date. Select the date from the calendar displayed.
6. Click on End Date. Select the date from the calendar displayed.
7. Click on Save.

4.3 How to manage courses & batches?

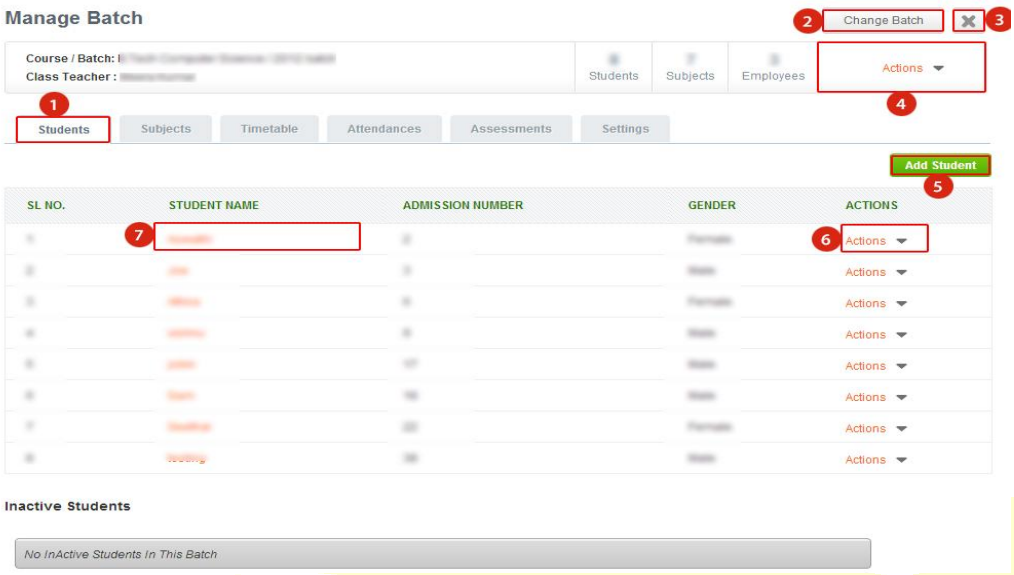


1. Click on Edit to edit the course.
2. Click on Delete to delete the course. Clicking on Delete will display a popup asking for confirmation. Click on OK for confirmation. Else, click on Cancel.
3. Click on Add Batch to add a batch to the course. It will display a popup form where you can add the details 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.

4.4 How to manage a batch?

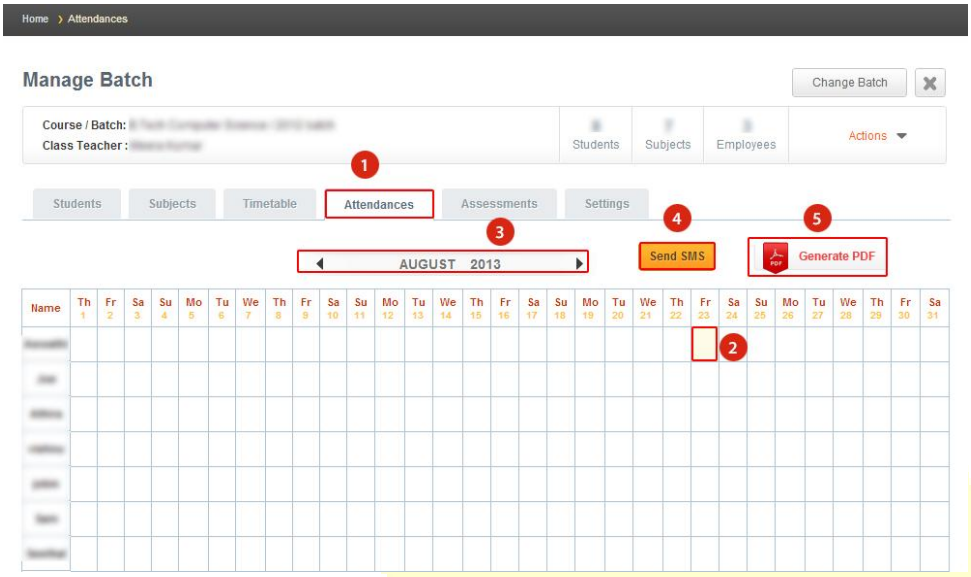


1. Click on Actions. It will display some additional options.
2. Click on Add Student to add a new student to the batch.
3. Click on New Subject to add a default subject.
4. Click on Mark Attendance to mark the attendance of students in the batch.
5. Click on Promote Batch to promote the students of 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.



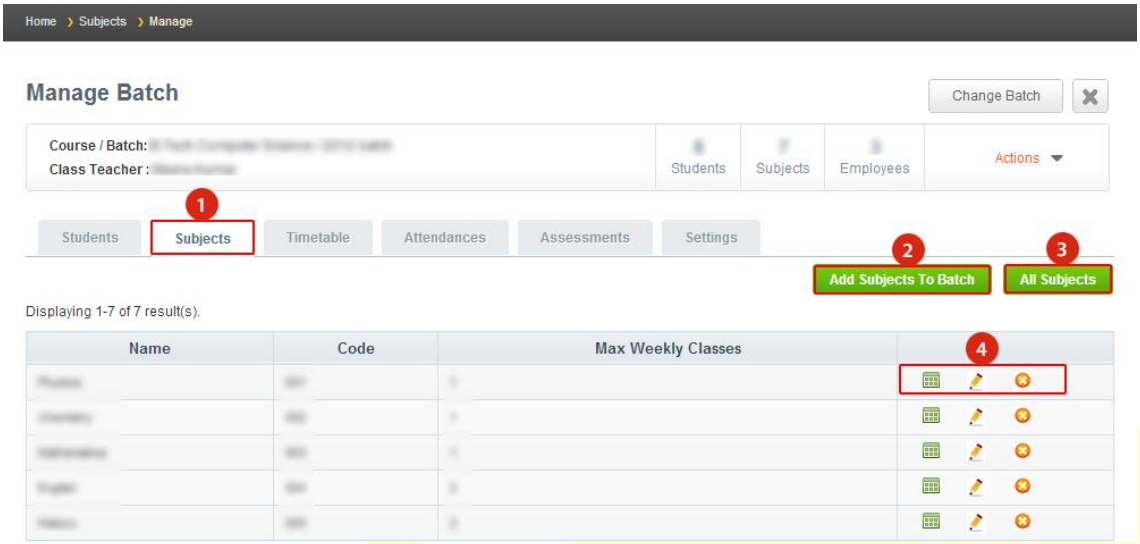
1. Click on Students tab to view the list of students in the batch.
2. Click on Change Batch to change the batch. Select another batch from the explorer window displayed.
3. Click on Close to close this section and to move onto the courses list.
4. Click on Actions. It will display some additional options.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

4.5 How to mark attendance and send message?



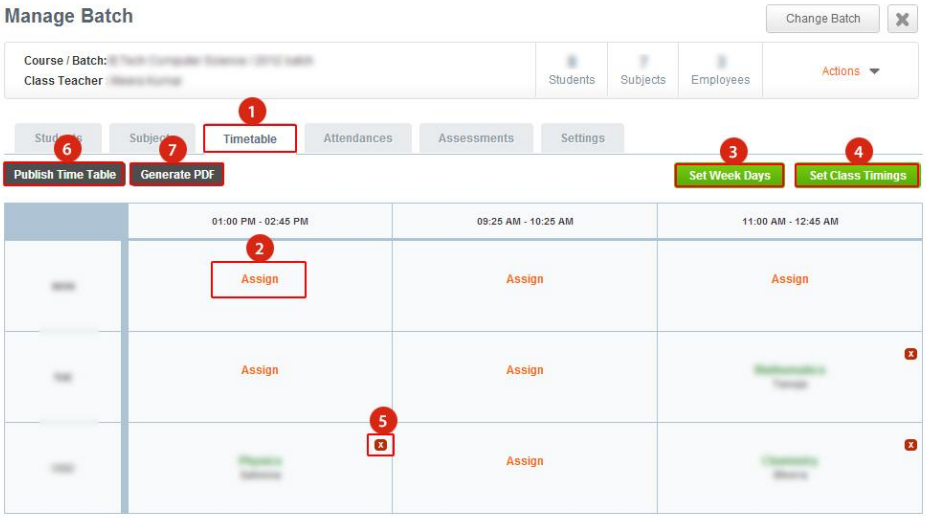
1. Click on Attendance tab to view the attendance register of the batch.
2. Click on the date corresponding to student who was absent. A popup form to enter the details will be displayed. Enter the details and click on Save.
3. Click on the right and left arrow to navigate through months.
4. After marking 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.

4.6 How to manage subjects?



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.

4.6 How to set the time table?

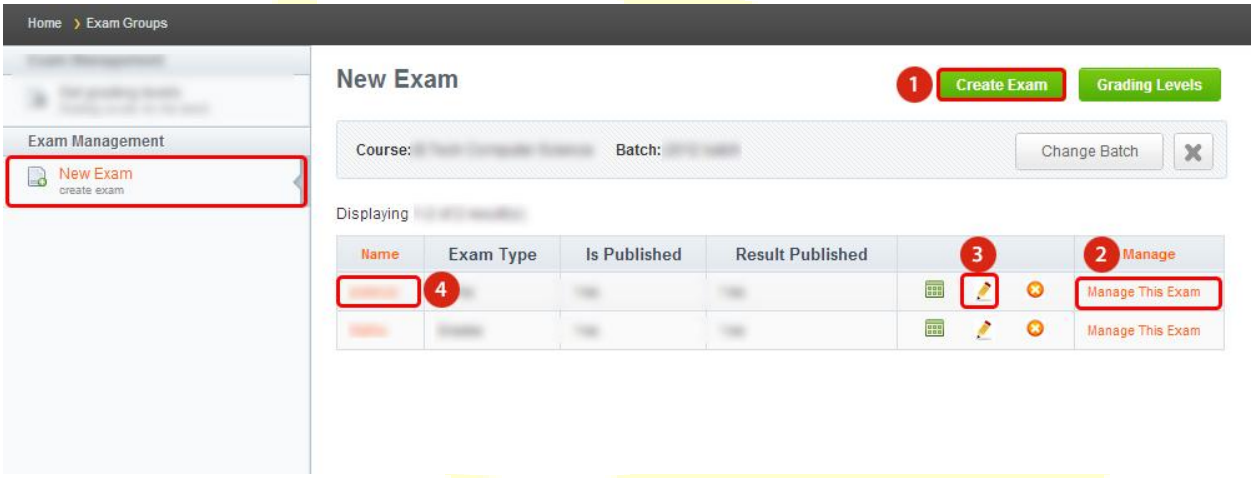


1. Click on Timetable tab to view and manage the timetable of the batch.
2. Click on Assign to add a subject in a time slot. A popup form will be displayed from which you have to select the subject and the employee who is teaching that subject. Both are mandatory fields. Click on Save.
3. Click on Set 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.

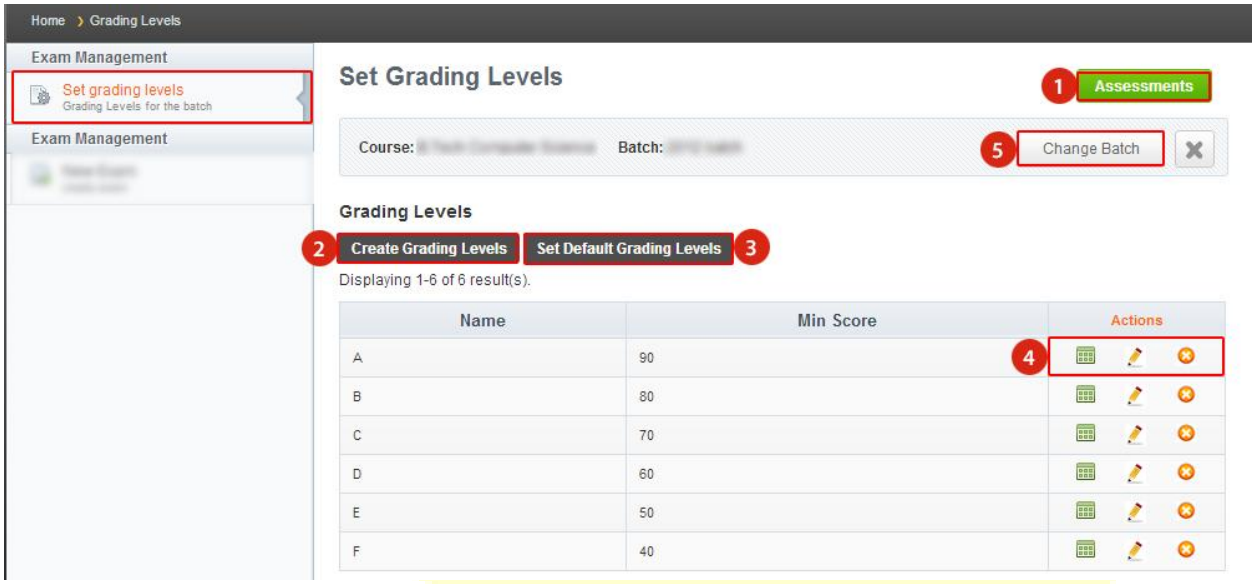
5.1 How to create exams?



Select a batch by clicking on Select Exam.

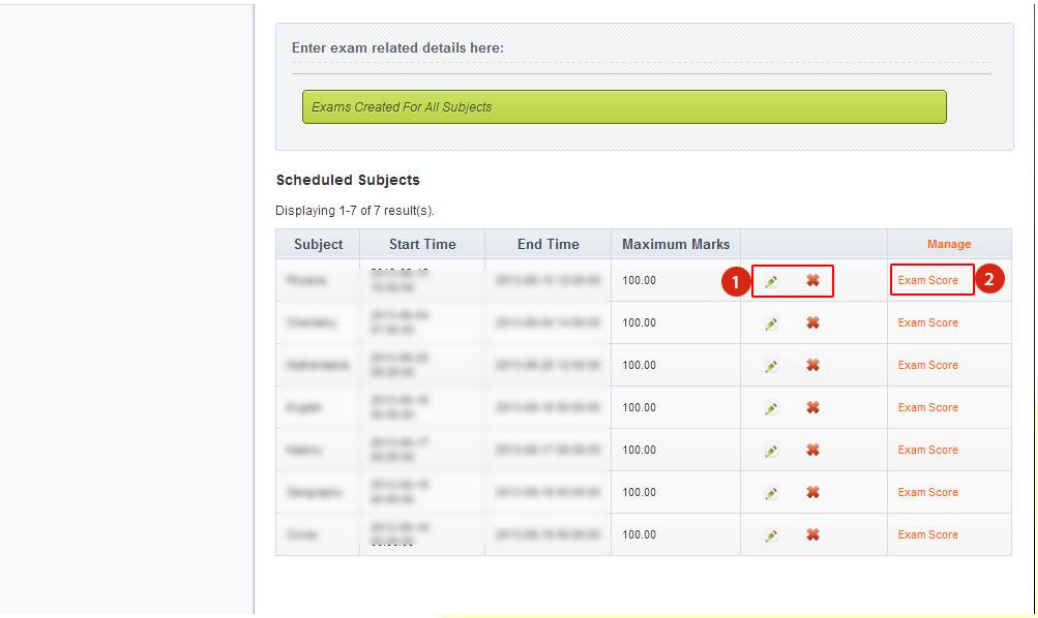
1. **Click on Create Exam. It will display a popup form. Enter the details of the Exam Group and click on Submit. Make sure you enter all the mandatory fields.**
2. **Click on Manage Exam. It will lead to a page where individual subjects will be listed.**
3. **Click on View to view the details of the 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?

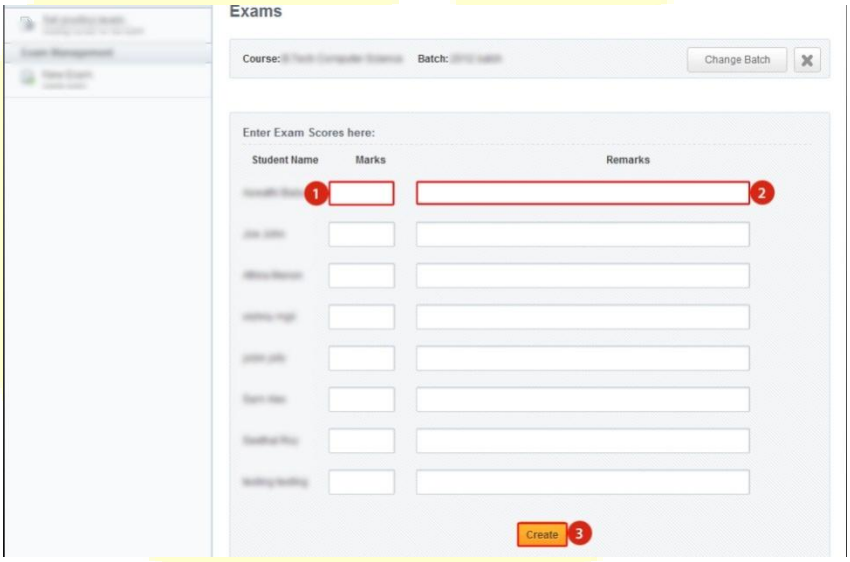


1. **Click on Assessments. It will display the examination page.**
2. **Click on Create Grading Level page. It will display a create grading level pop up page.**
3. **Click on Set Default Grading Level page. It will display a pop up asking for confirmation. Click OK for confirmation, else click on Cancel.**
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?



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



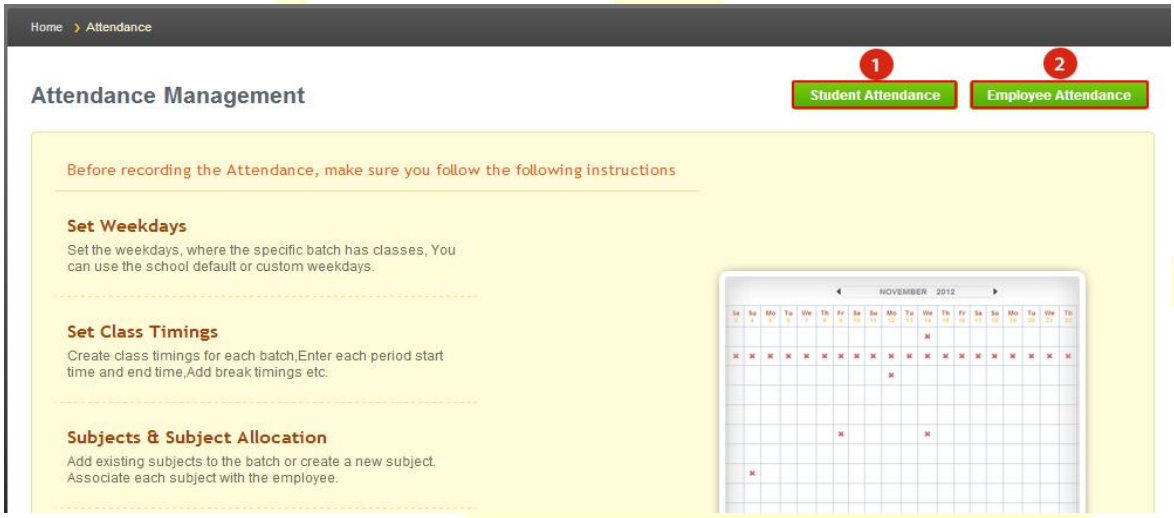
1. **Enter the mark.**
2. **Enter the remarks.**

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.

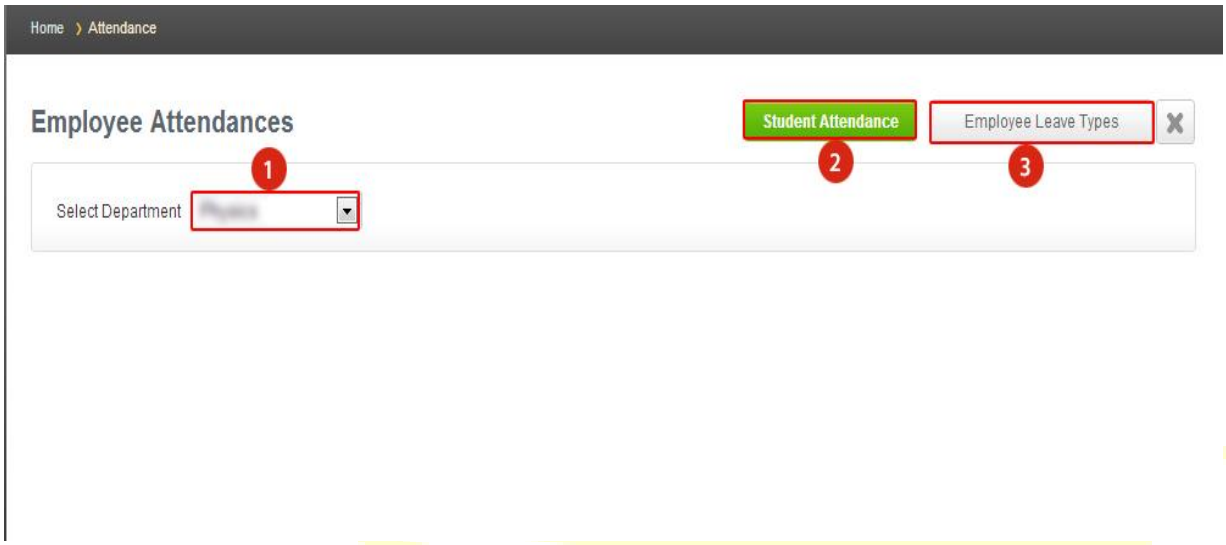
6.1 How to manage the attendance?



To mark attendance selects the attendance as per the requirement.

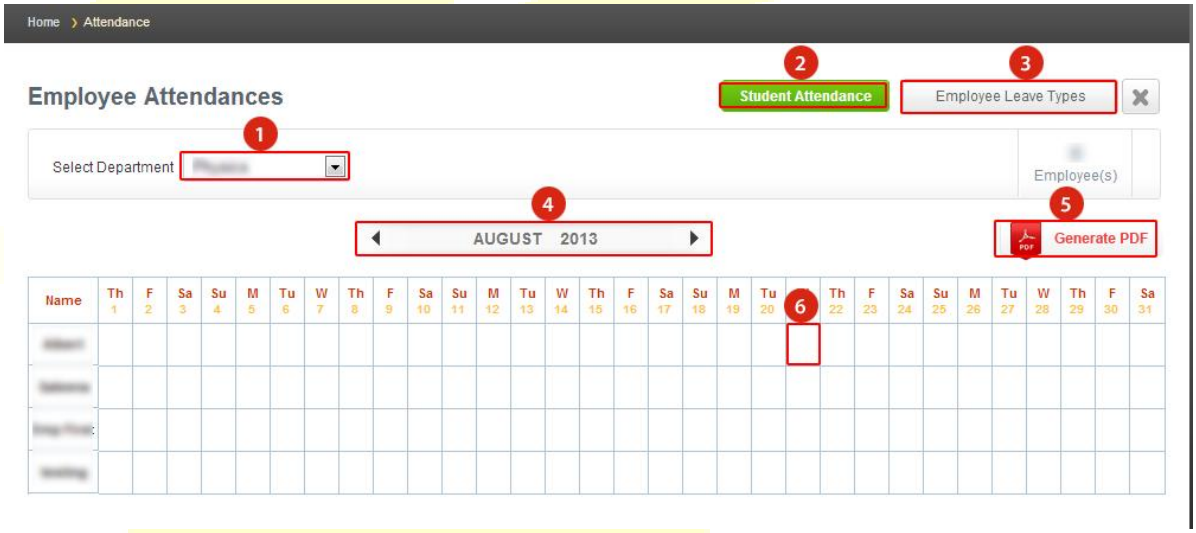
1. **By clicking the Student Attendance you can mark the student attendance.**
2. **By clicking the Employees Attendance you can mark the employee attendance.**

6.2 How to view the employee attendance?



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.

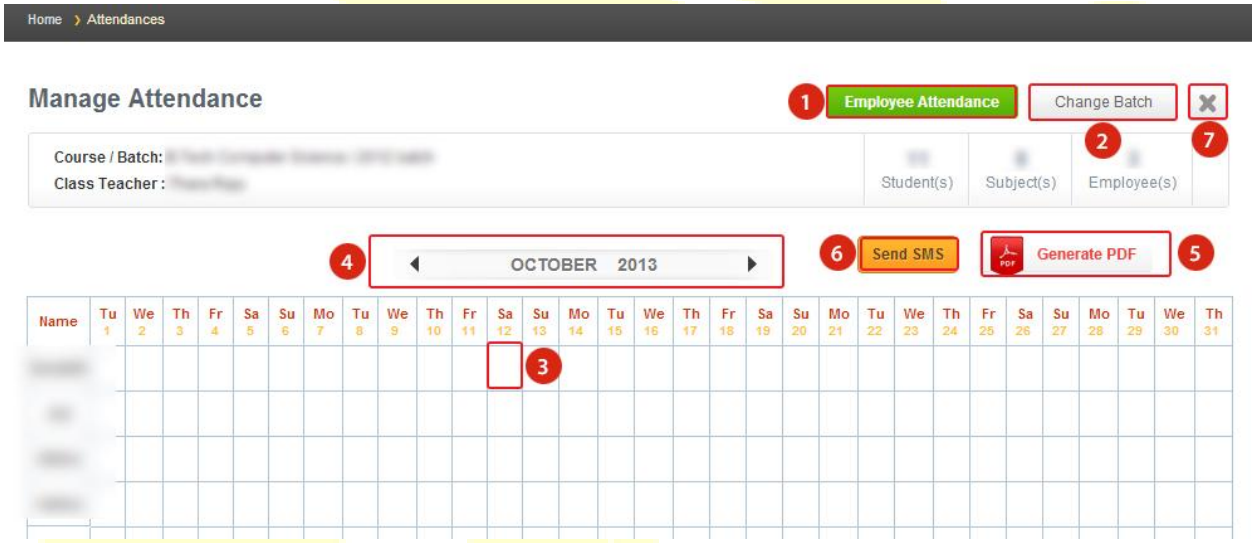
6.3 How to mark the employee attendance?



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.

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?

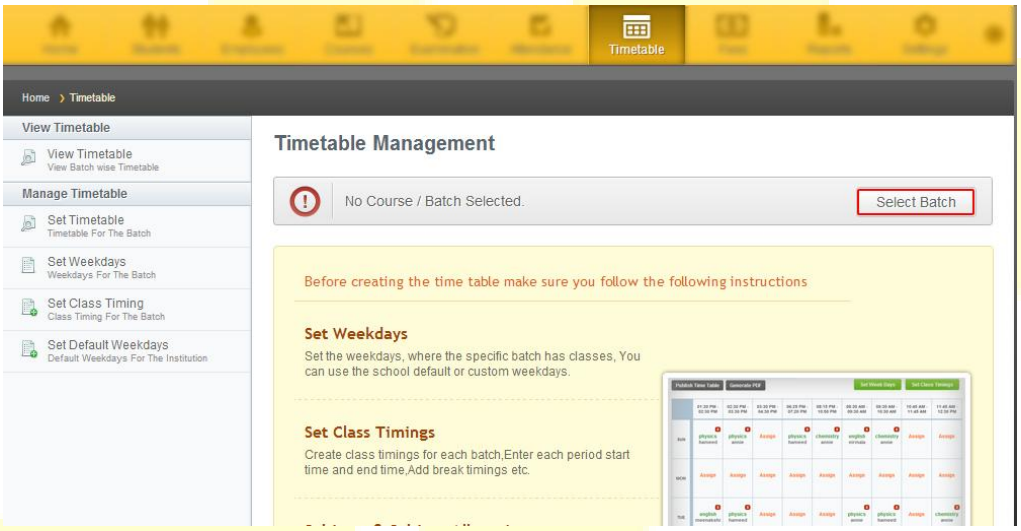


1. **Click on Employee Attendance to view the attendance of the employees.**
2. **Click on Change Batch to change the batch.**
3. **Click on the date corresponding to student who was absent. A popup form to enter the details will be displayed. Enter the details and click on Save.**
4. **Click on right 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

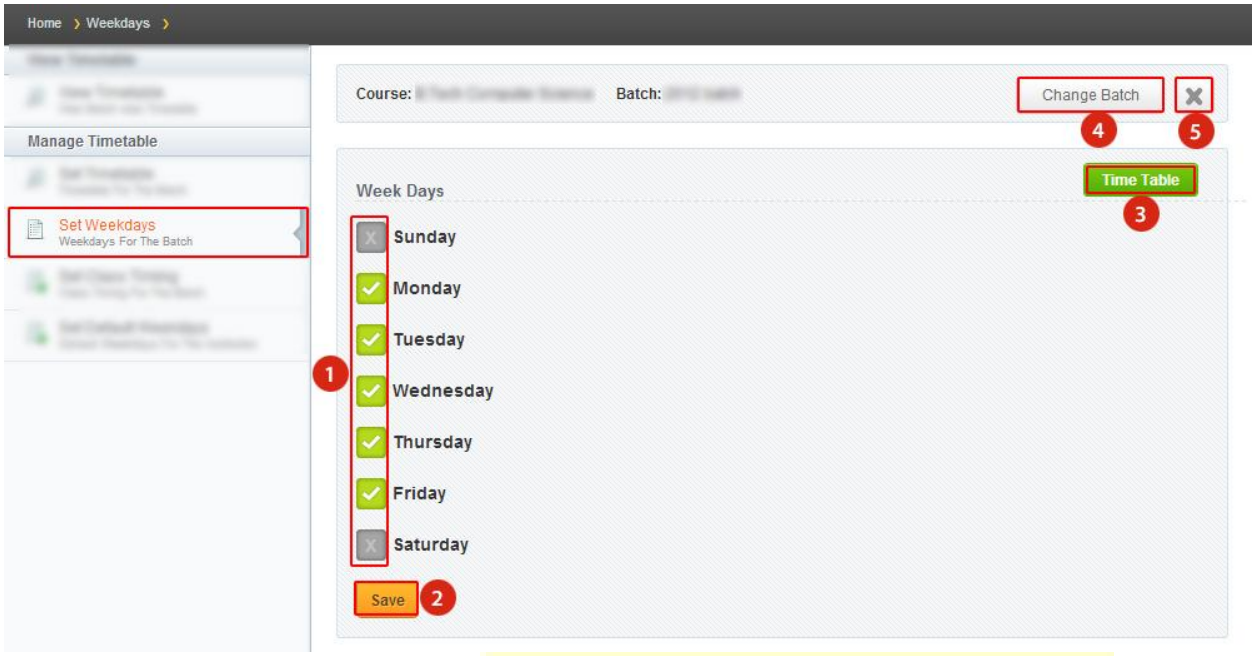
The comprehensive timetable feature in O-S, allows generating, maintaining and monitoring timetables with speed and ease.

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.**

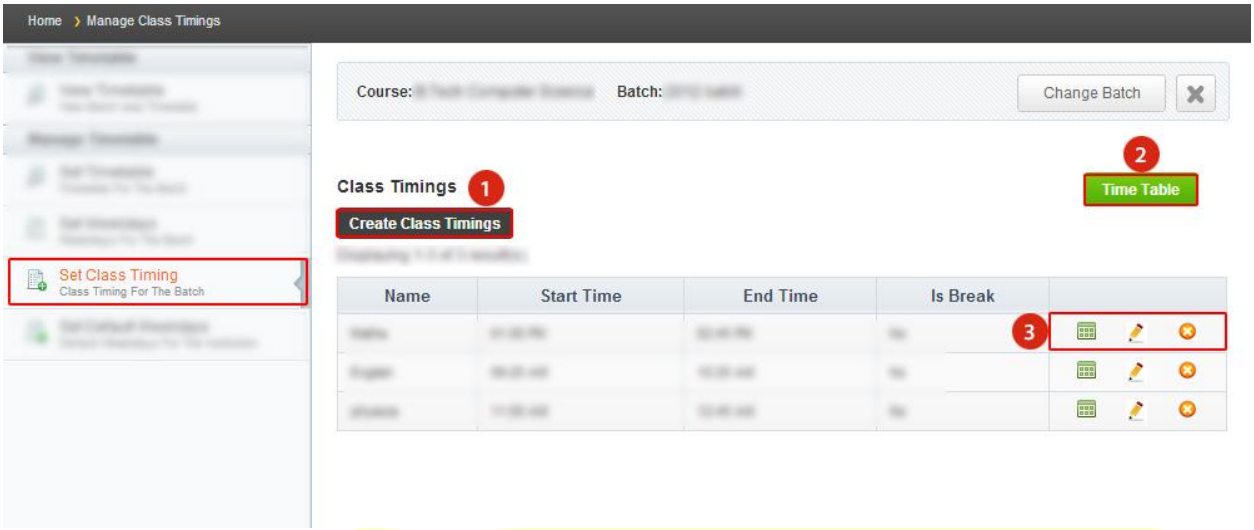
7.2 How to set the weekdays?



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.**

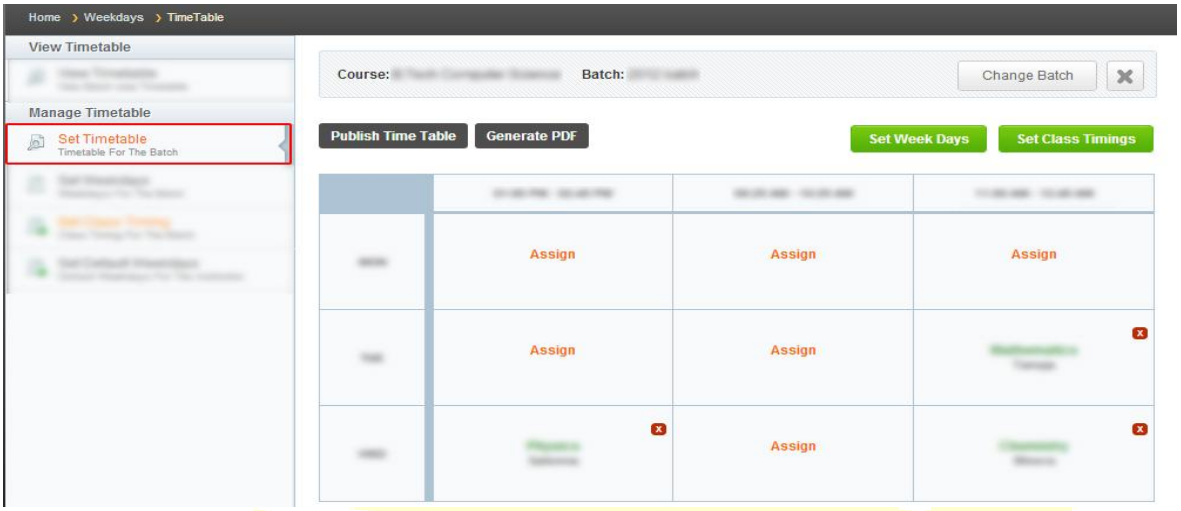
7.3 How to set the class timings?



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.**

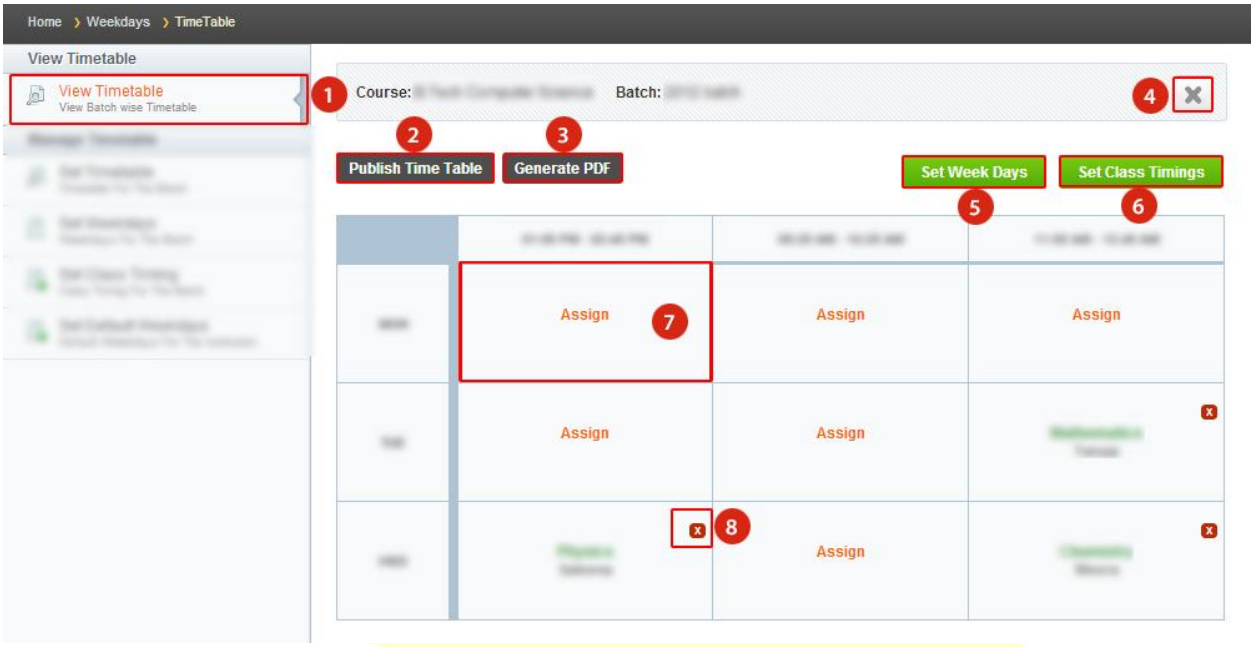
7.4 How to set the timetable?



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.

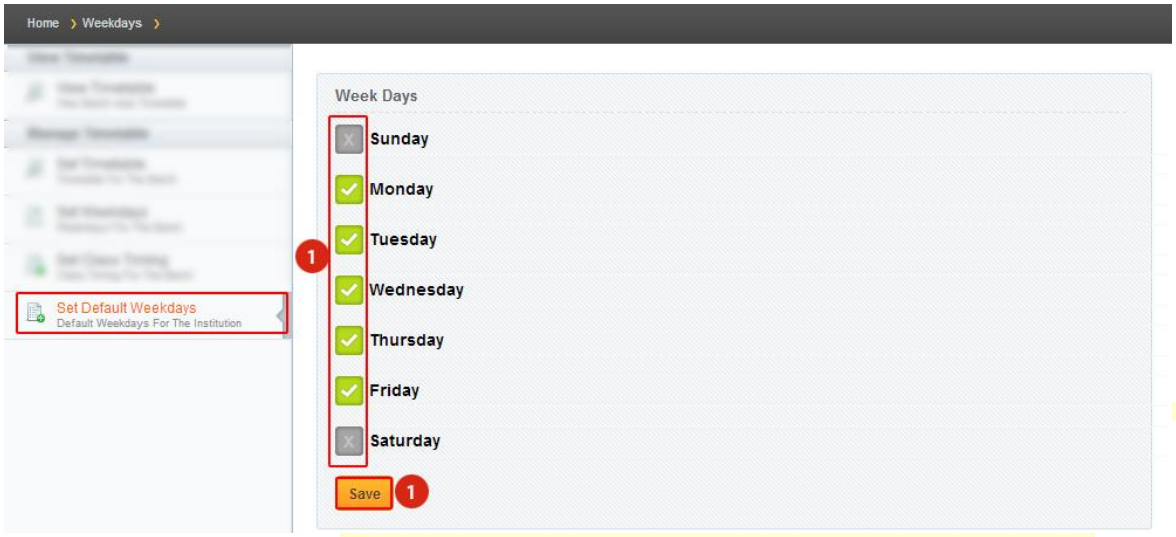
1. **Click on Assign to add a subject in a time slot. A popup form will be displayed from which you have to select the subject and the employee who is teaching that subject. Both are mandatory fields. Click on Save.**

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'.**

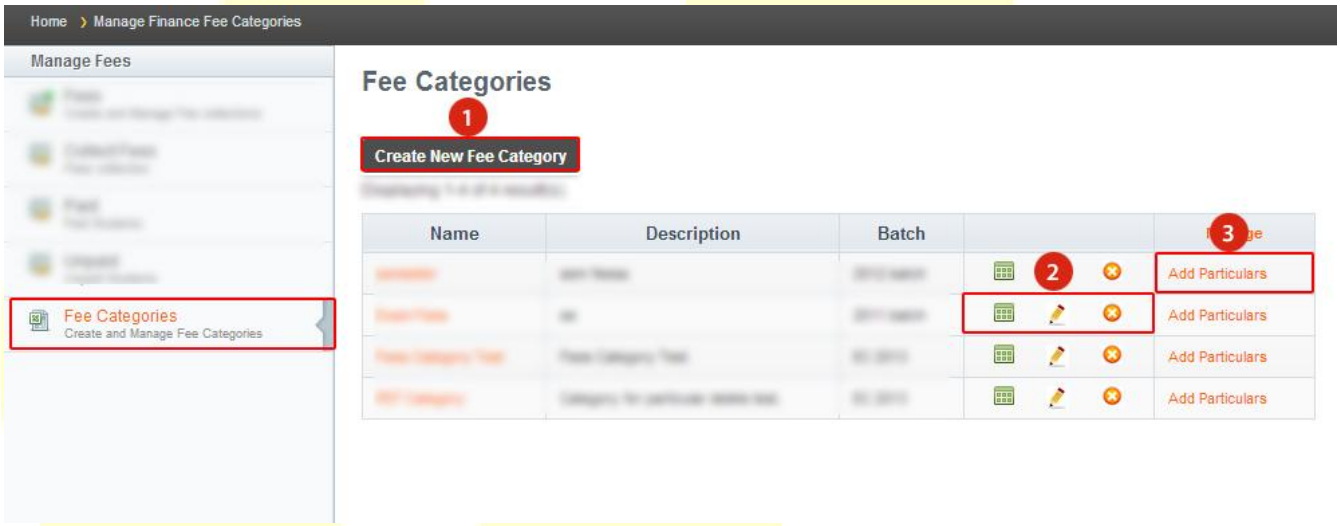
8. Fees

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.

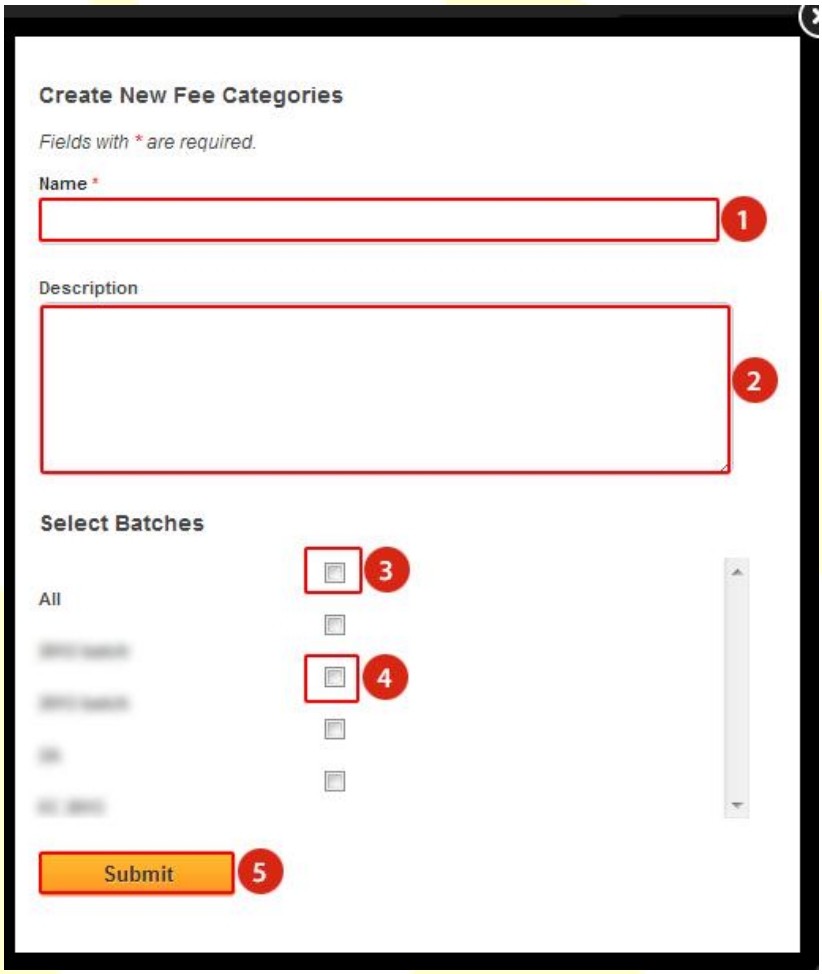
Tuition payments are charged by educational institutions in some countries to assist with funding of staff and faculty, course offerings, lab equipment, computer systems, libraries, facility upkeep and to provide a comfortable student learning experience. In most countries, especially in non-English-speaking 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?



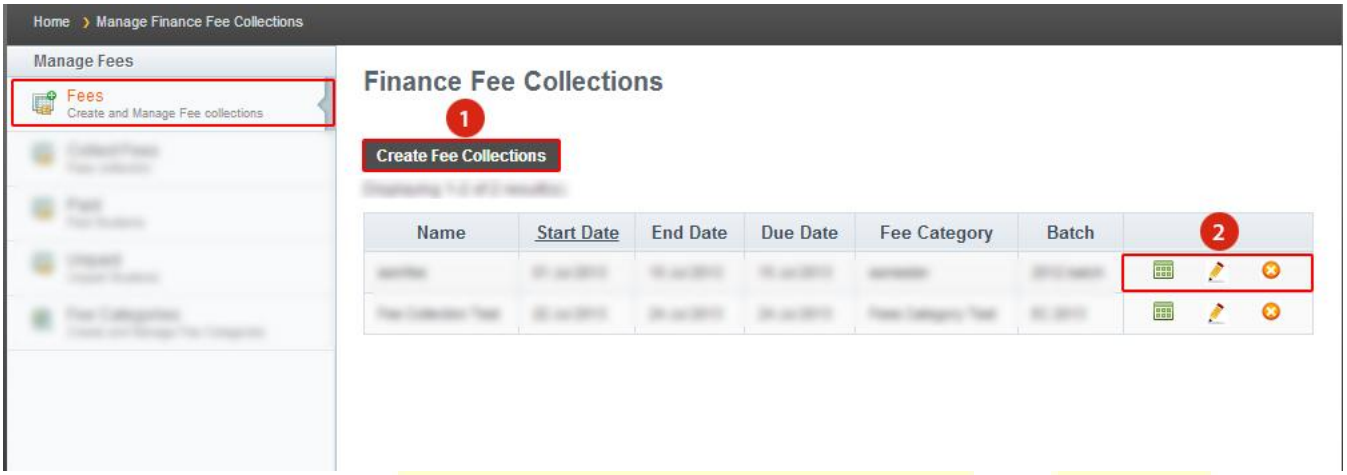
1. **Click on Create New Fee Category. It will display a pop up window. *[Details mentioned below]***
2. **Manage options [1) view, 2) edit, 3) delete]**
3. **Click on Add Particulars. It will display a page for managing the fee particulars or the amount.**



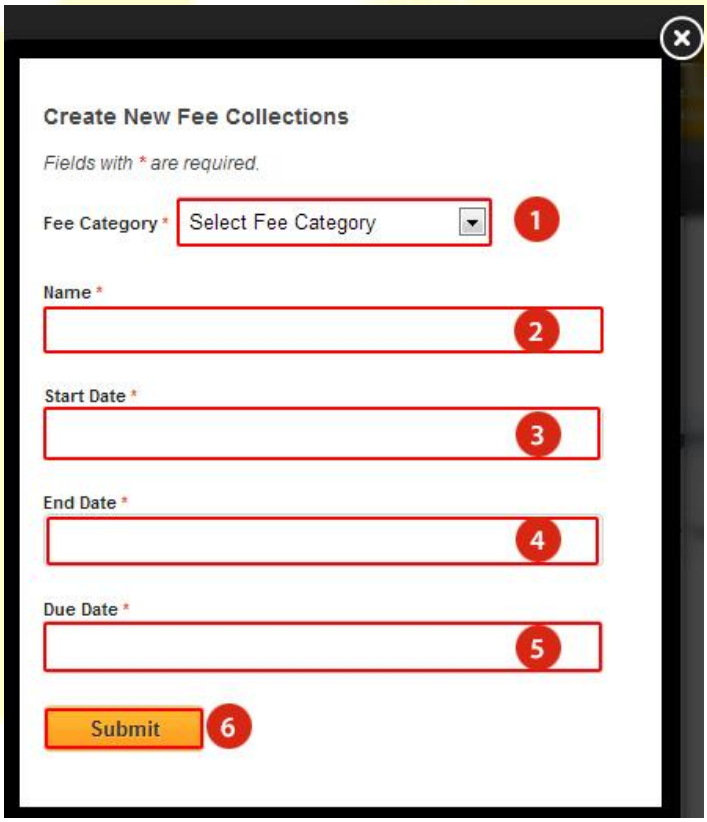
Clicking on Create New Fee Category will display the above popup form.

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.**

8.2 How to create a fee collection?

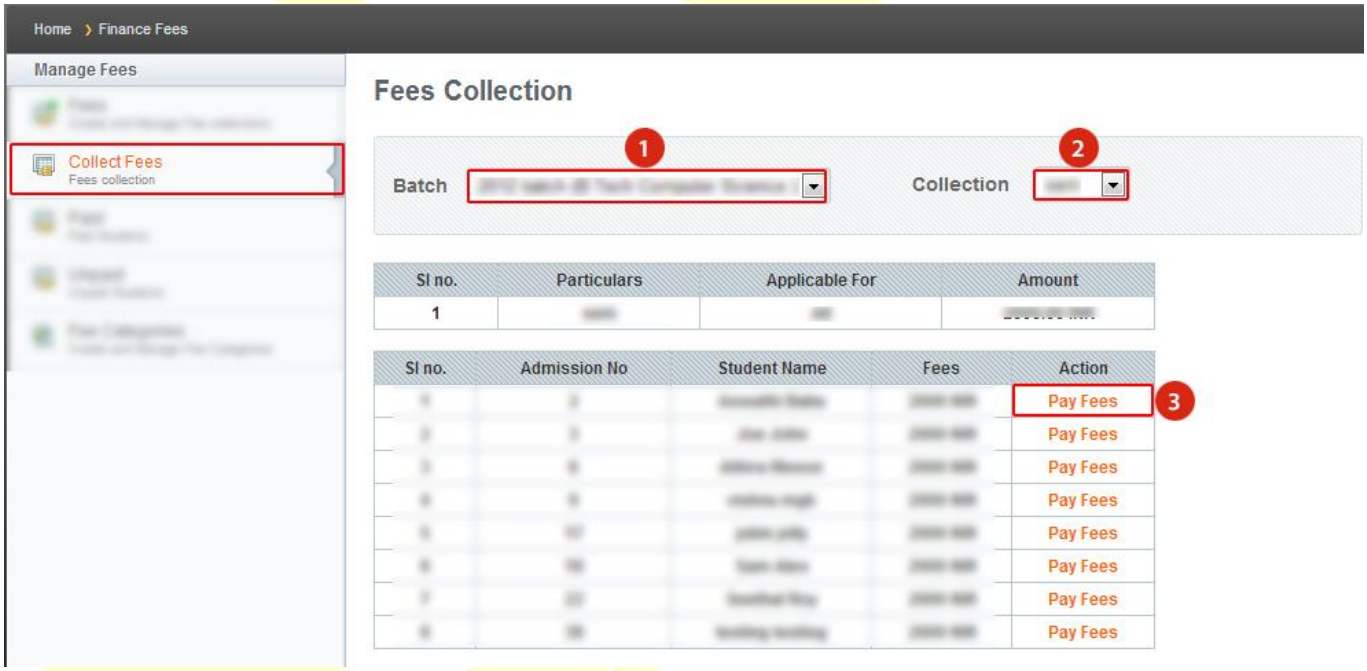


1. **Click on Create Fees Collection . It will display a pop up window.** ***[Details mentioned below]***
2. **Managing options [1) View option 2) Edit option 3) Delete option]**



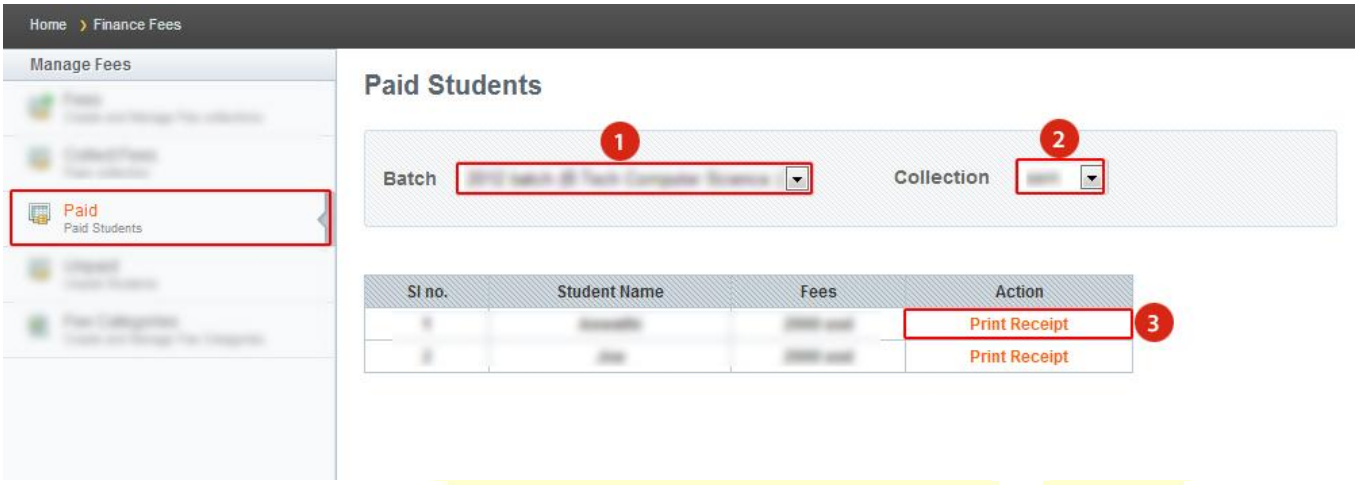
1. Select a fee category.
2. Enter the name.
3. Click on start date. It will display the calendar. Select [yy/mm/dd]
4. Click on end date. It will display the calendar. Select [yy/mm/dd]
5. Click on due date. It will display the calendar. Select [dd/mm/yy]
6. Click on submit button.

8.3 How to collect fees from a batch?



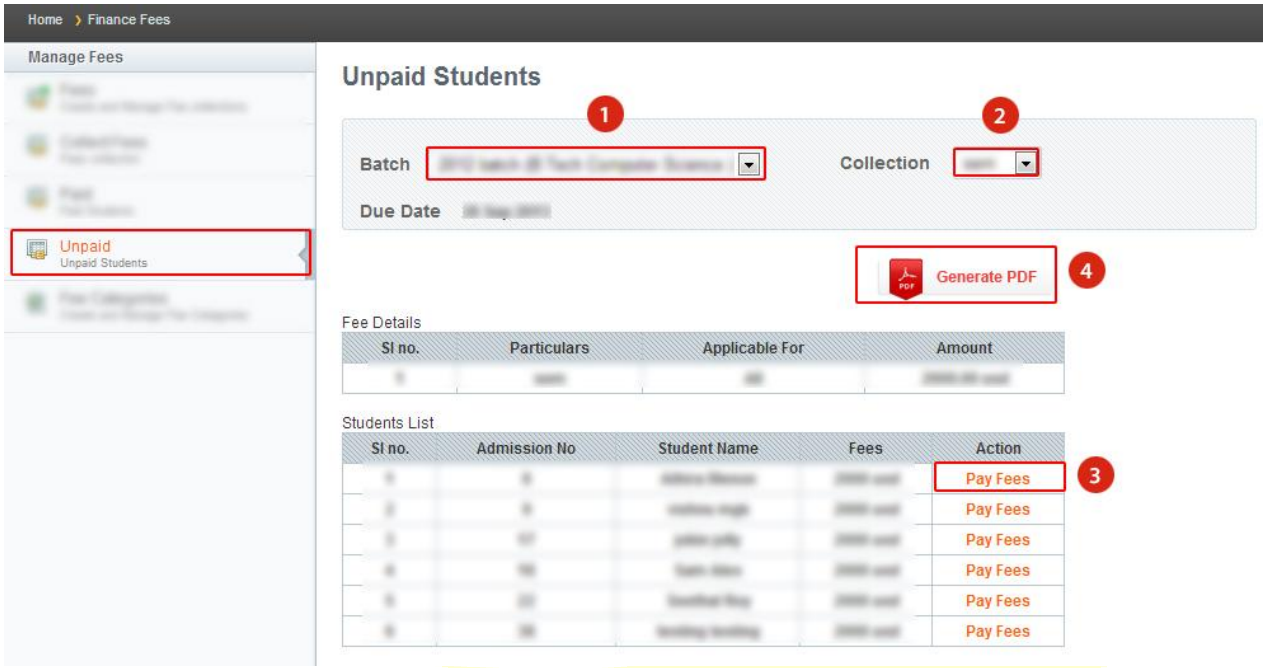
1. Select the Batch.
2. Select the Fee Collection
3. Click on the pay fees corresponding to the student. It will display a pop up asking for confirmation. Click OK for confirmation, else click on Cancel.

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.**

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

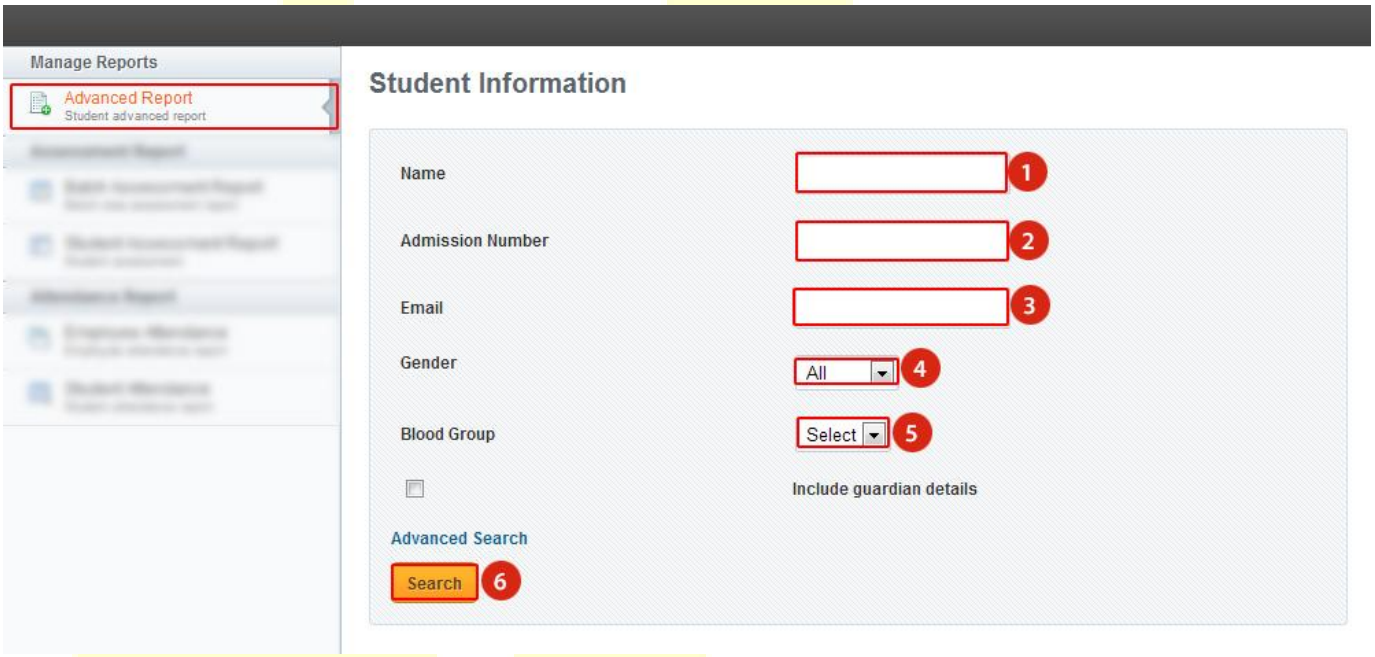


1. Select the Batch.
2. Select the Fee Collection.
3. Fees can also be collected from here by clicking Pay Fees.
4. Click on generate PDF. It will display a list of students who haven't paid the fees as PDF. You can download or print the list.

9. Report

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

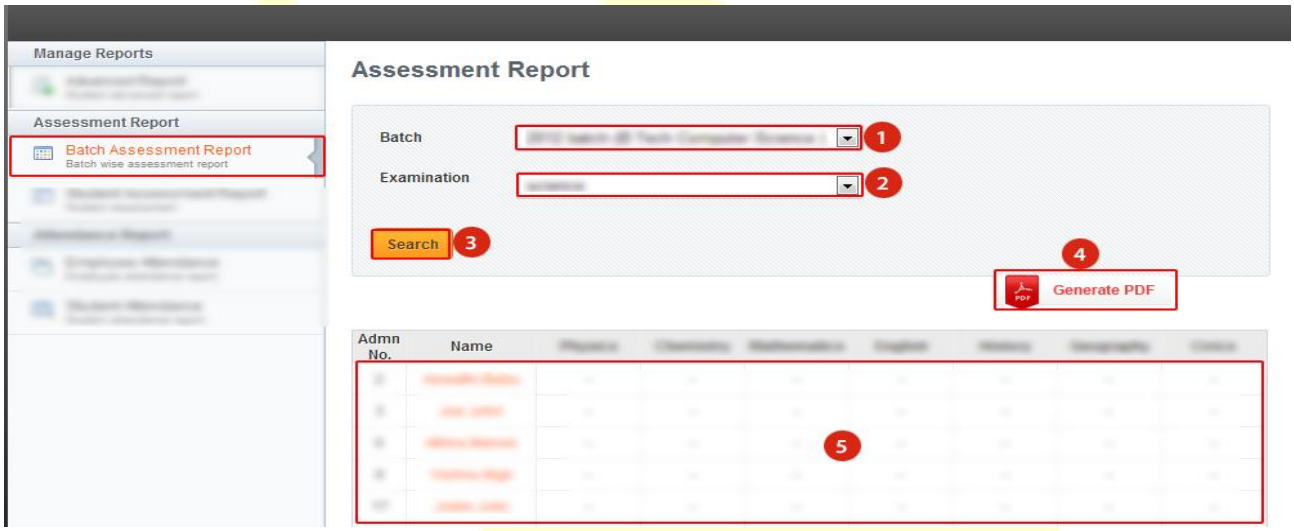
9.1 How to view the advanced report of a student?



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.

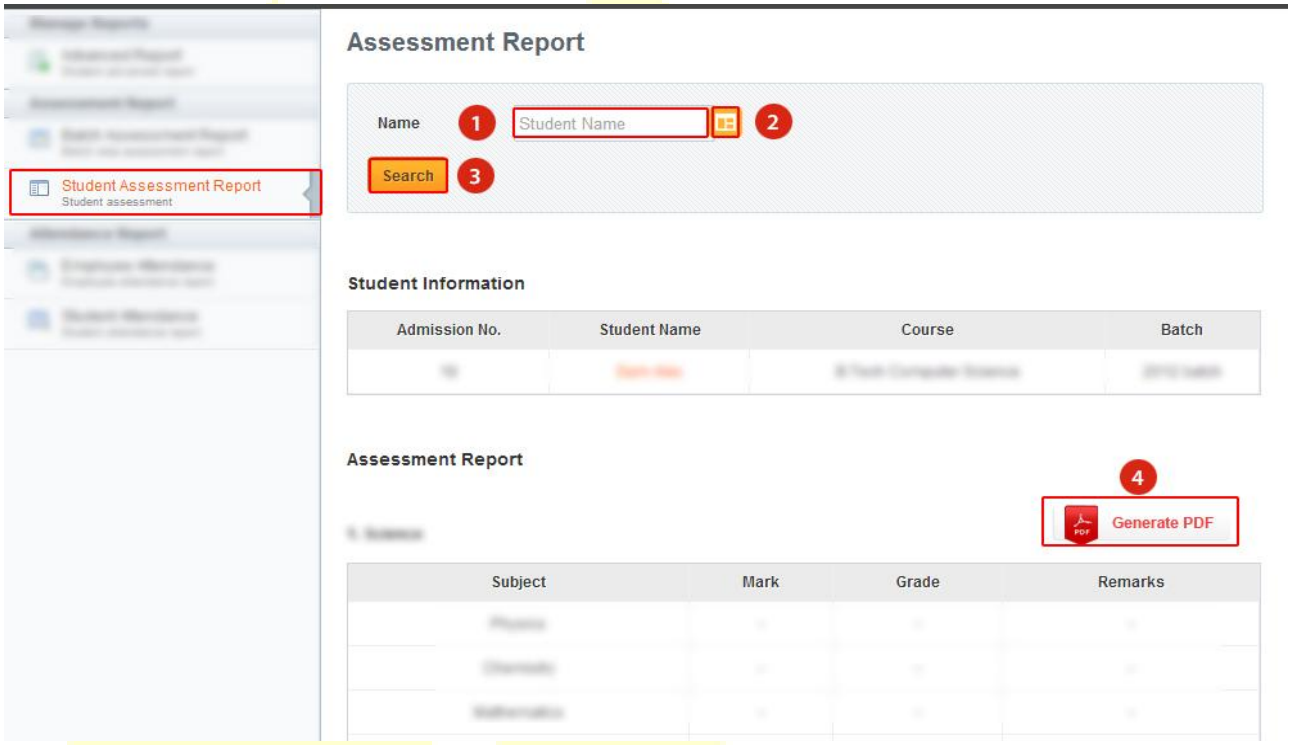
Note: If you are not sure about the student details, just click on search without entering the details. It will display all the students in the school. The fields are not mandatory.

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.

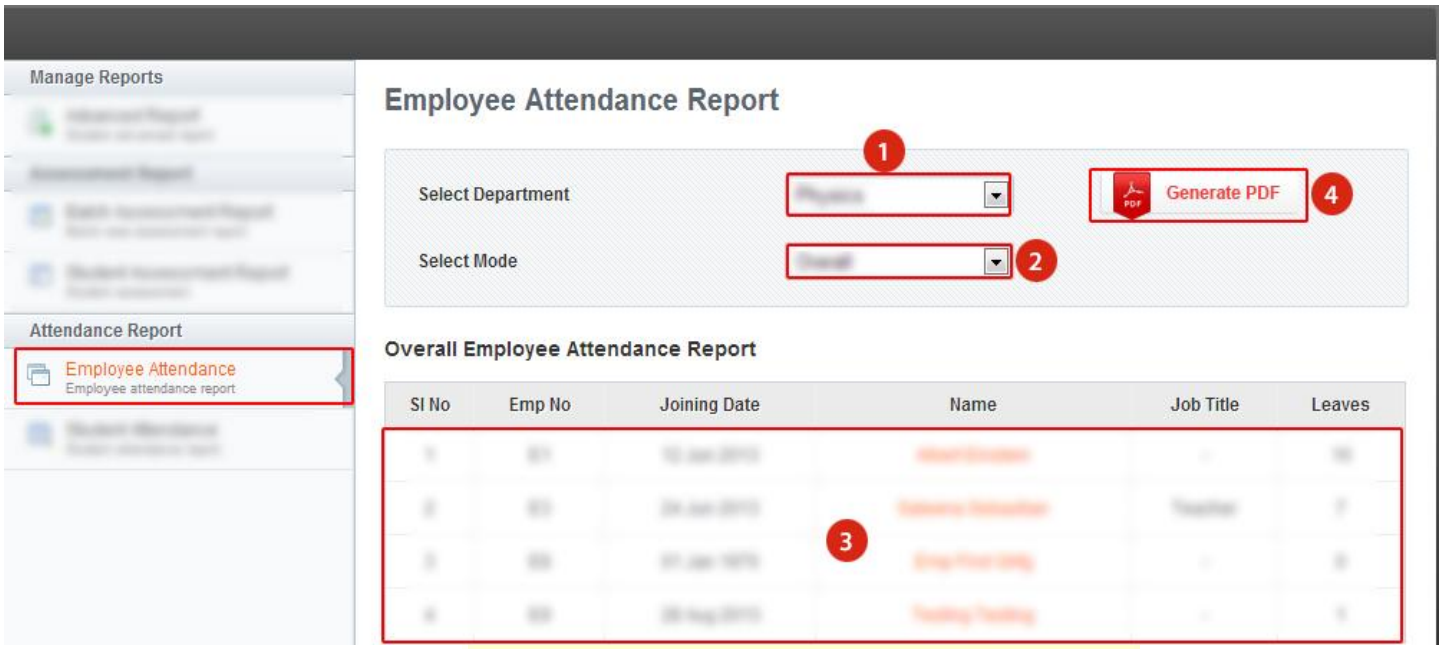
9.3 How to get the student assessment report?



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.**

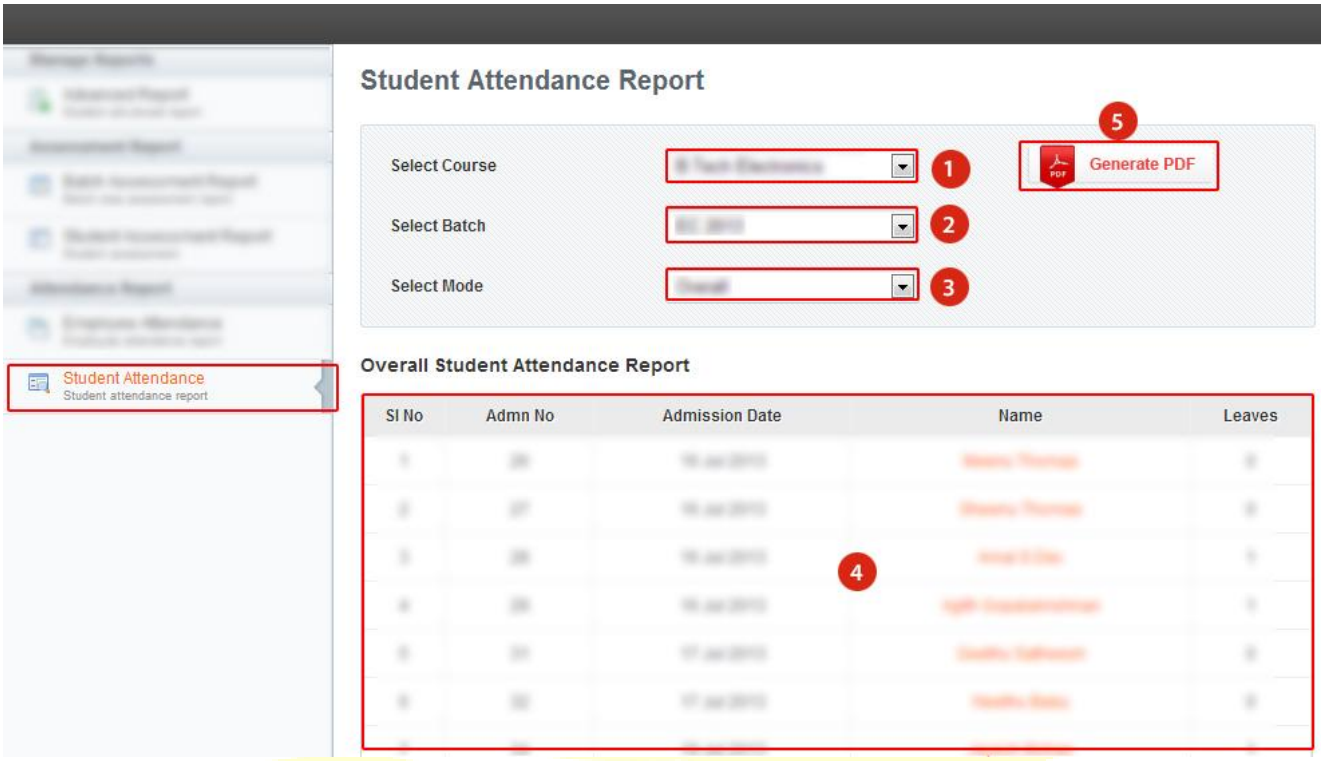
Note: It displays the student's details along with the mark, grade and teacher's remark.

9.4 How to get employee attendance report?



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?

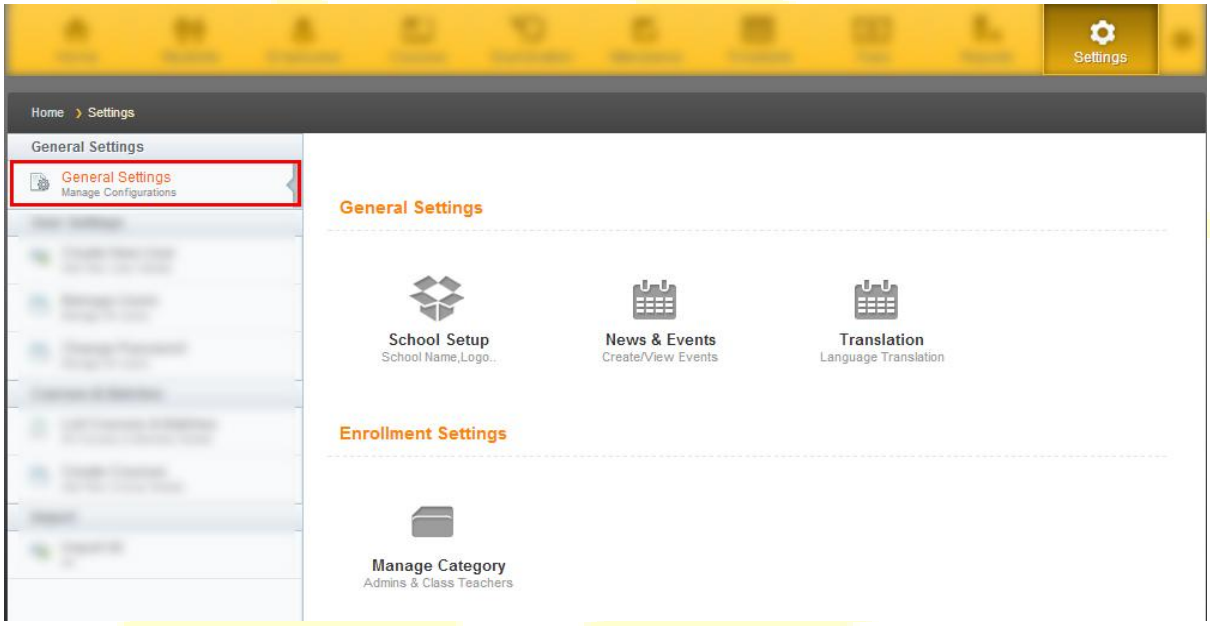


1. **Select the Course**
2. **Select the Batch.**
3. **Select the mode. [Overall, Yearly, Monthly, Individual]. Select year/month/individual from the sub list, if displayed.**
4. **It will display the attendance report of the students according to the mode you selected.**
5. **Click on generate PDF.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

10. Settings

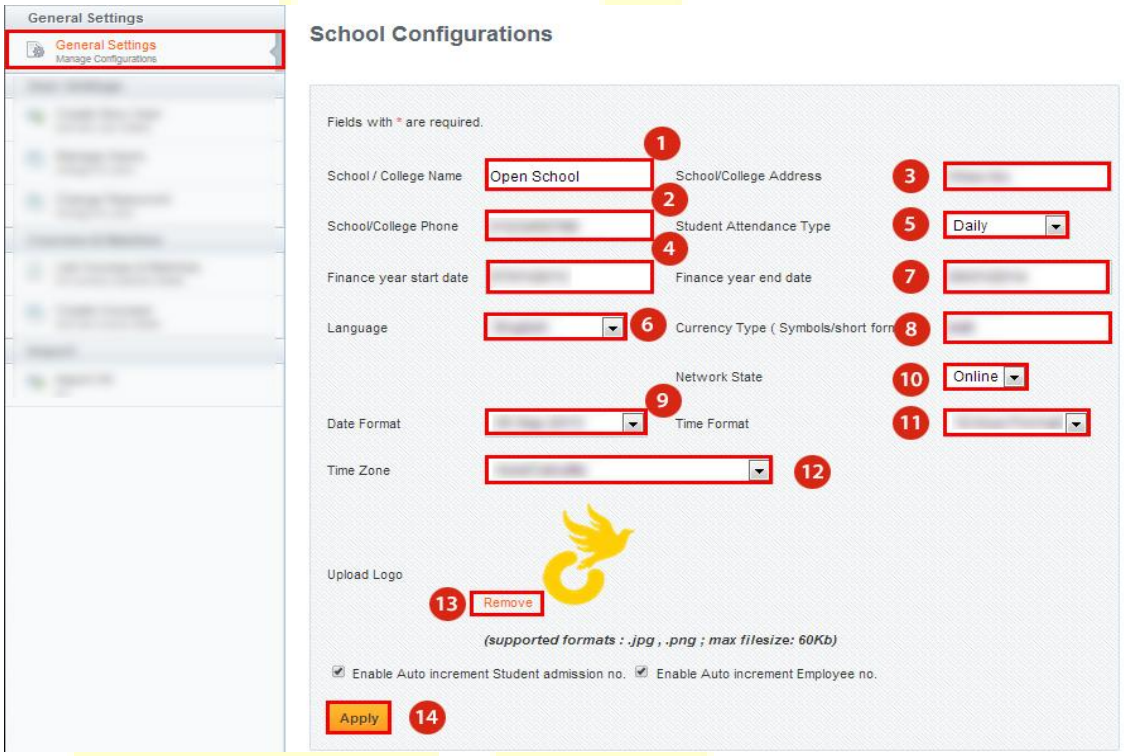
Description

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



- **Click on Settings to view the General Settings page.**

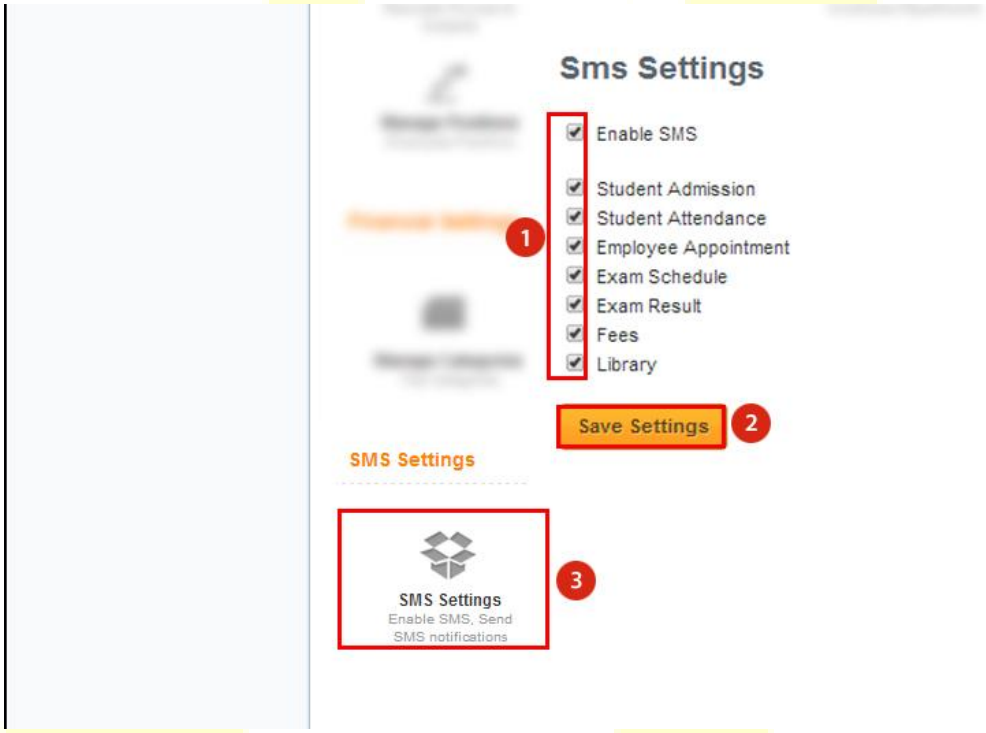
10.1 How to change the school setup?



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.

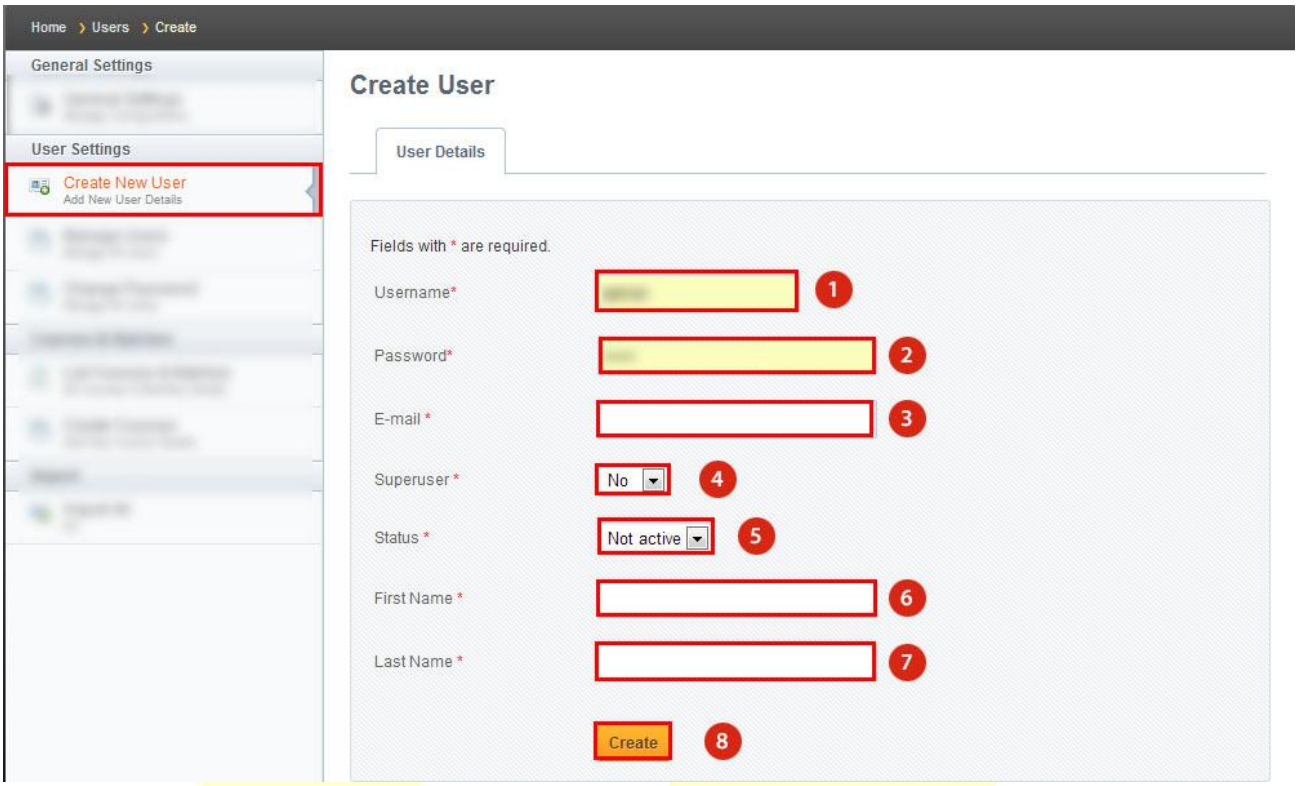
13. Click on Remove to remove the existing logo. Click on Choose to select a new logo. *[Supports .jpg, .png file formats.]*
14. Make sure you entered the correct data. Click on Apply. The changes will be saved.

10.2 How to enable SMS Settings?



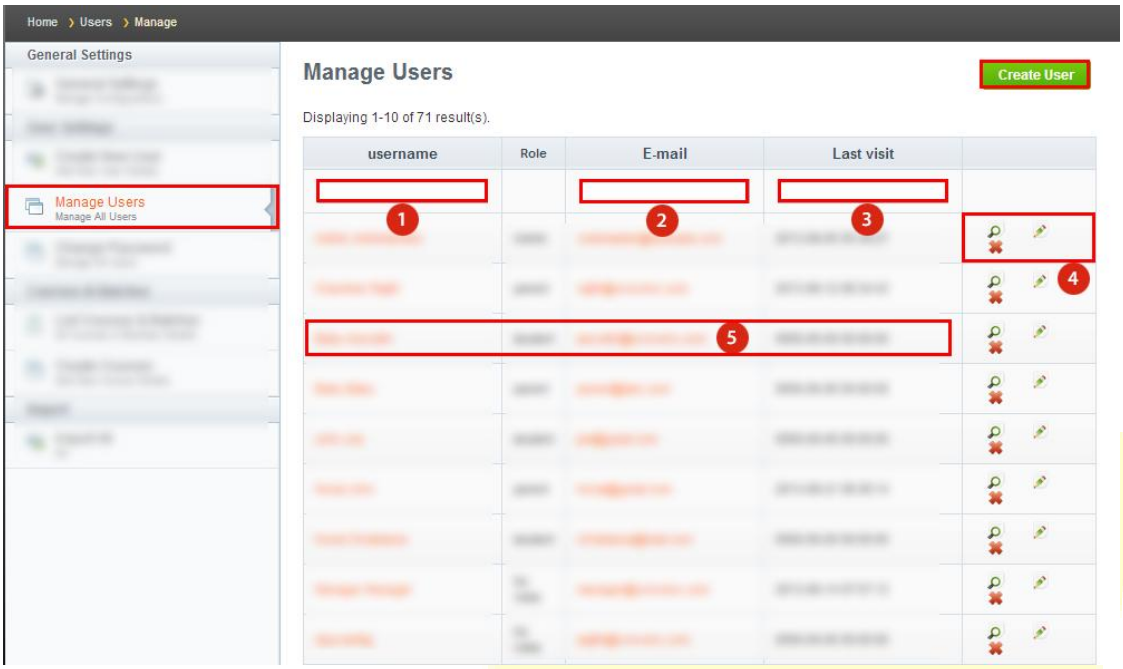
1. Select Enable SMS. Select the required options from the sublist displayed. Uncheck if SMS facility is not required.
2. Click on Save Settings.

10.3 How to create a new user?



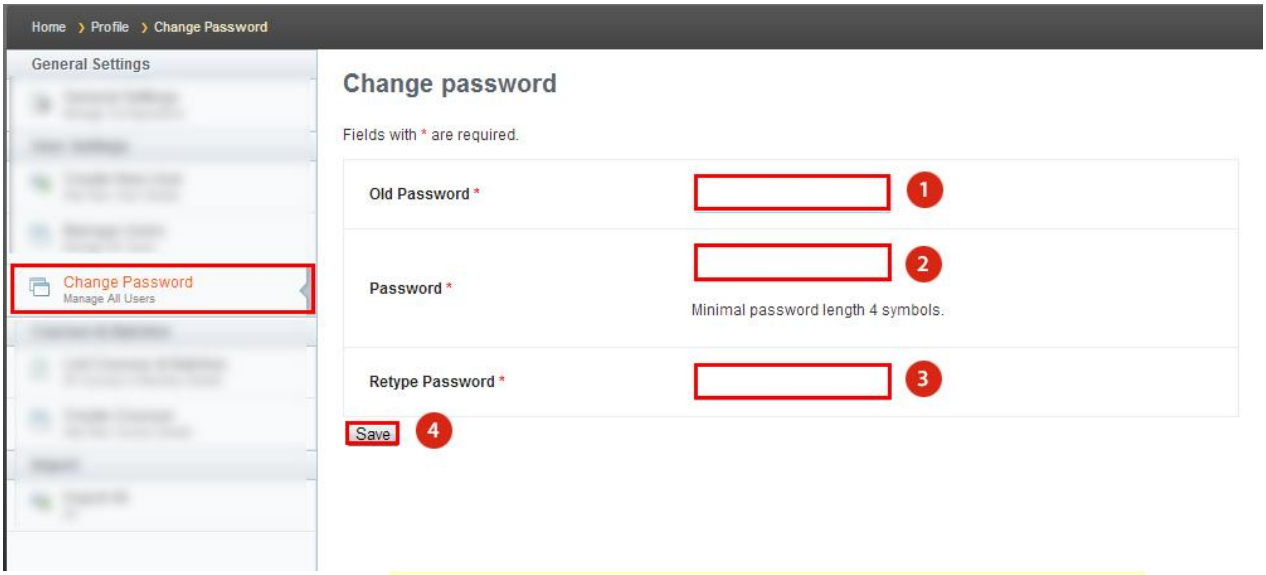
1. **Enter the Username.**
2. **Enter the Password.**
3. **Enter the e-mail id.**
4. **Choose whether the user should be a Super user or not.**
5. **Select the Status.** ***[Only Active users can access their account.]***
6. **Enter the First name.**
7. **Enter the Second name.**
8. **Click on Create.**

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.

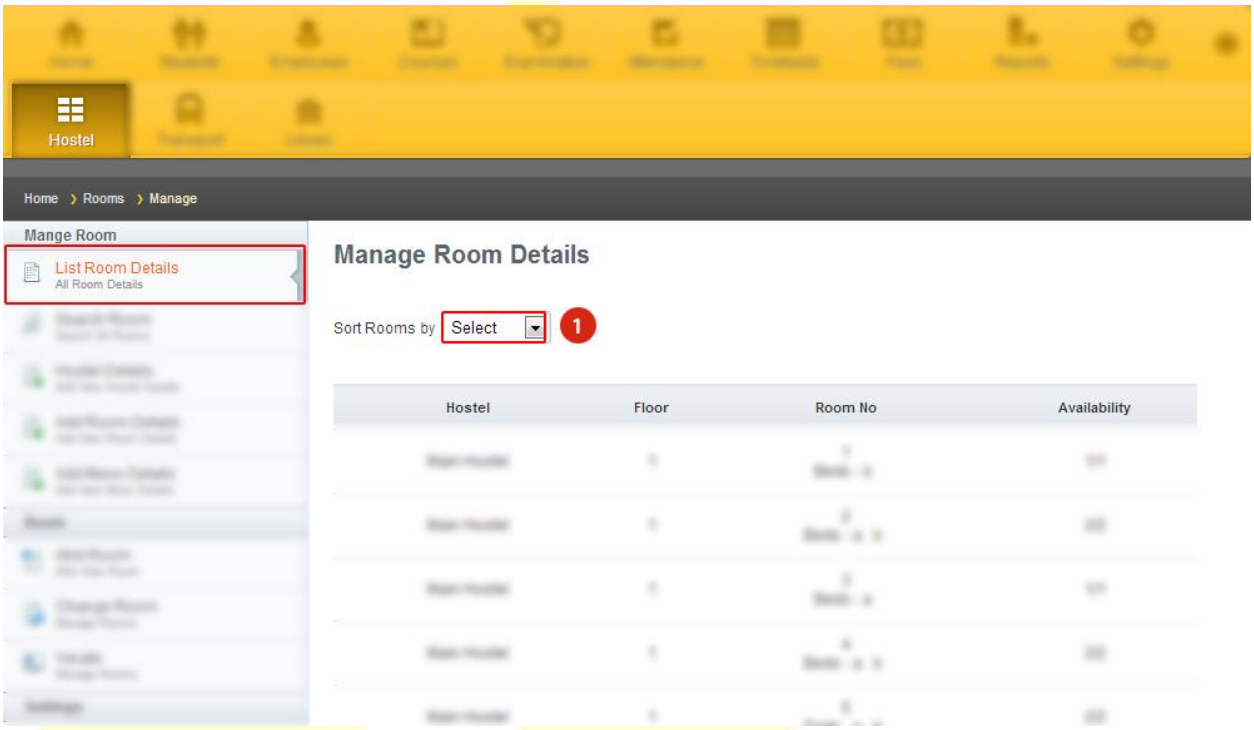
10.5 How to change the profile password?



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

11. Hostel

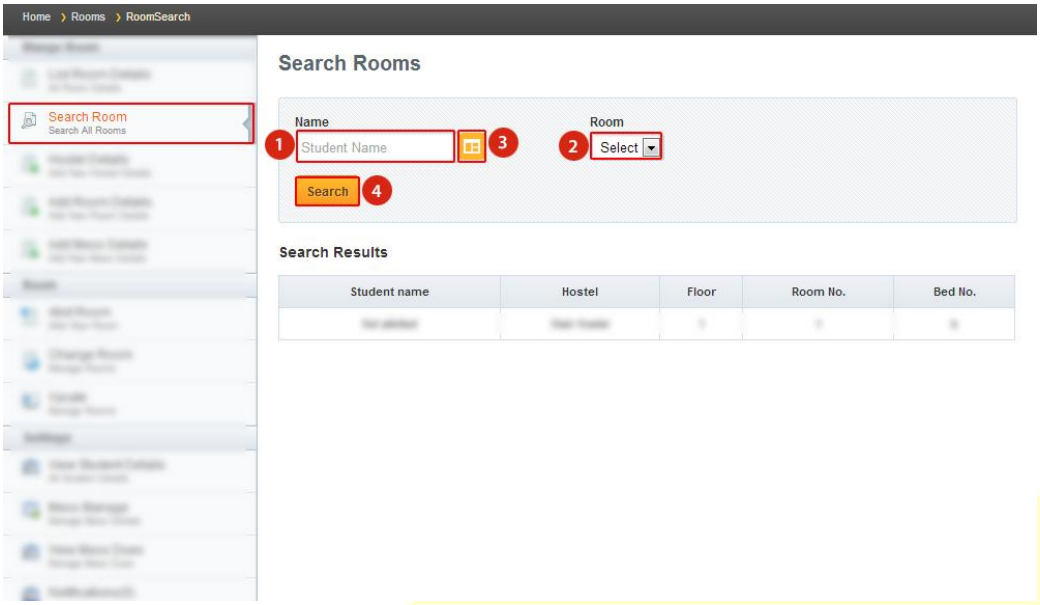
11.1 How to view the list of room details?



Click on List Room Details to view the room details.

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

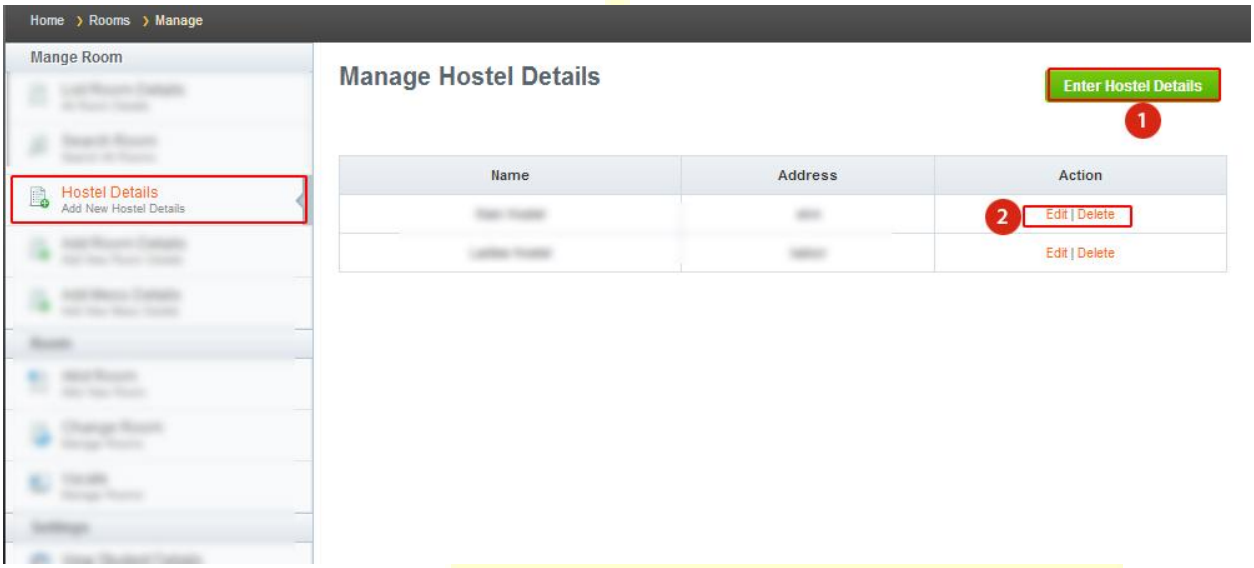
11.2 How to search a room?



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

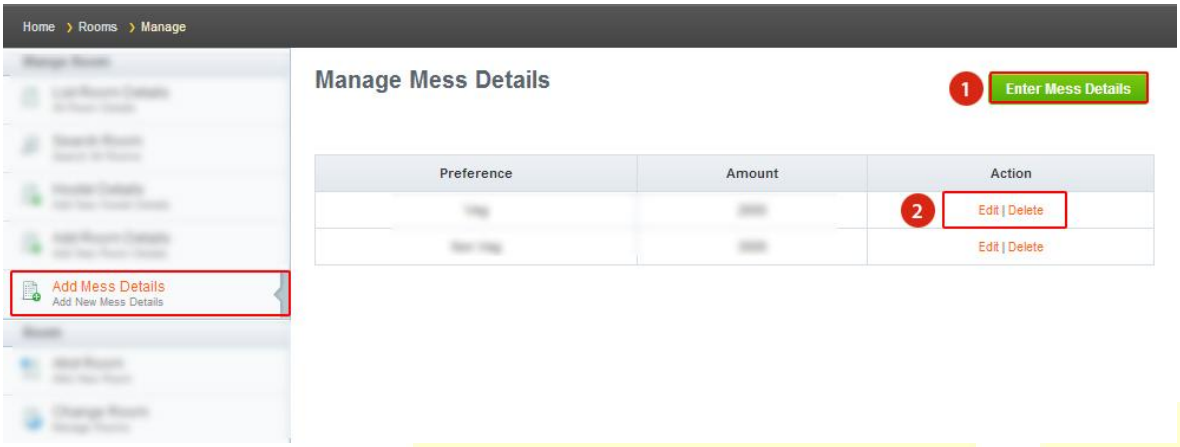
1. **Enter the Student name.**
2. **Or select the Room.**
3. **Click on Explorer, if you want to choose a student from the list of students.**
4. **Click on Search to view the details of the room.**

11.3 How to manage the hostel details?



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.**

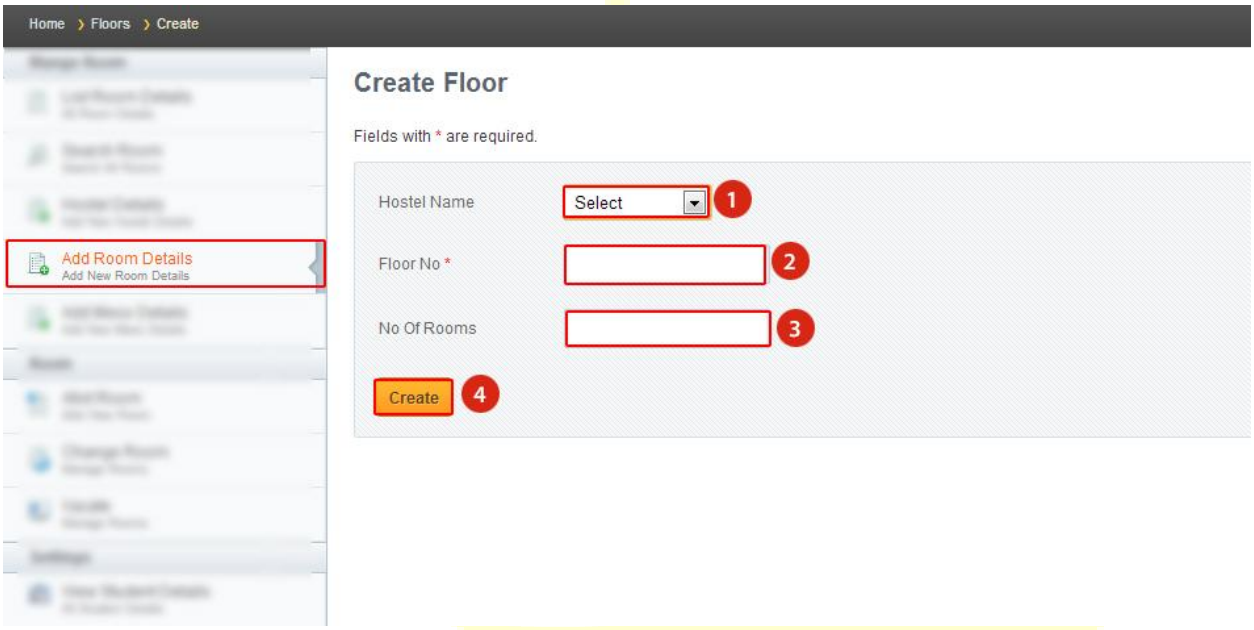
11.4 How to manage the mess details?



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.**

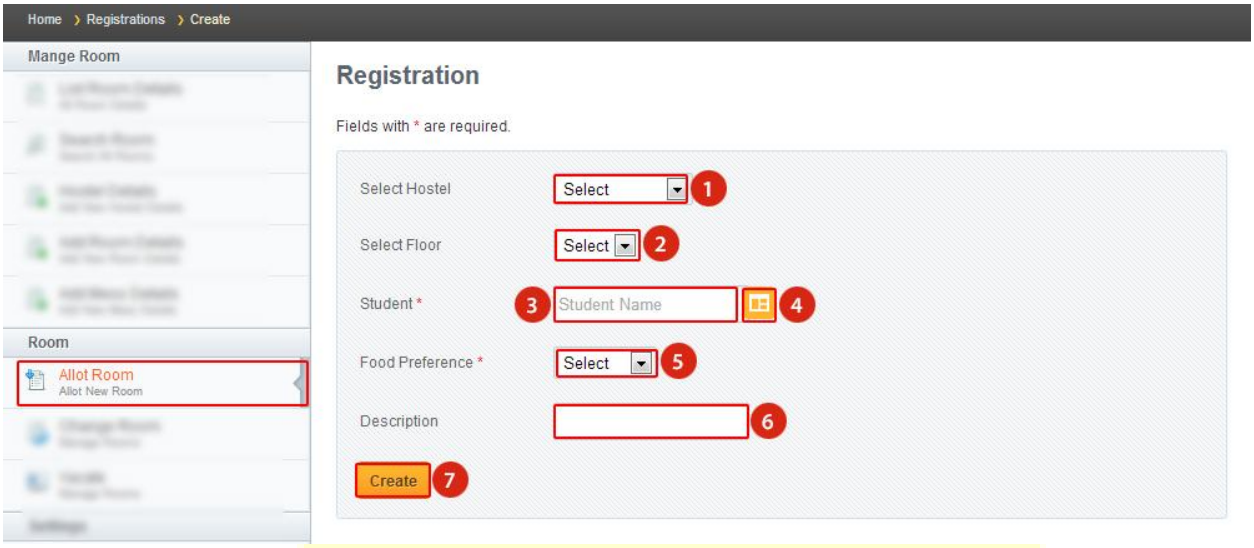
11.5 How to add a room?



Click on Add Room Details

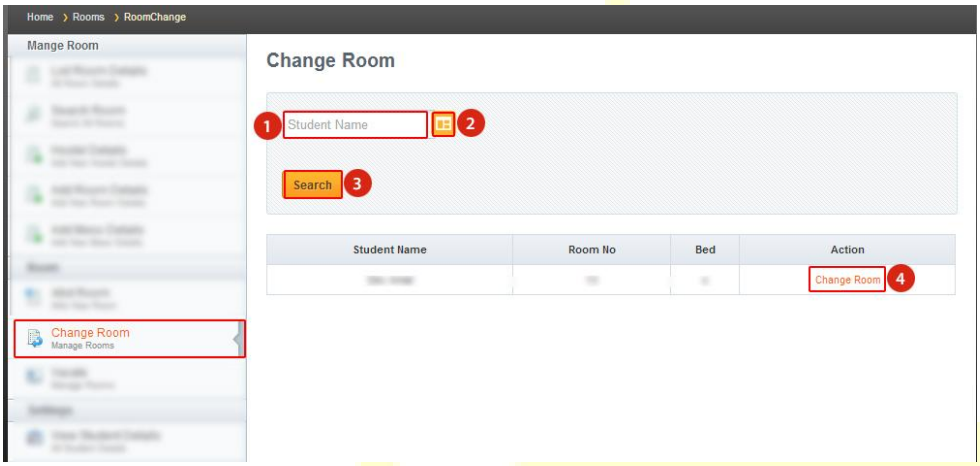
1. **Select the hostel.**
2. **Enter the floor number.**
3. **Enter total no of rooms.**
4. **Click on Create. It will display a form to add individual room details. Add the room details.**

11.6 How to allot room to students?



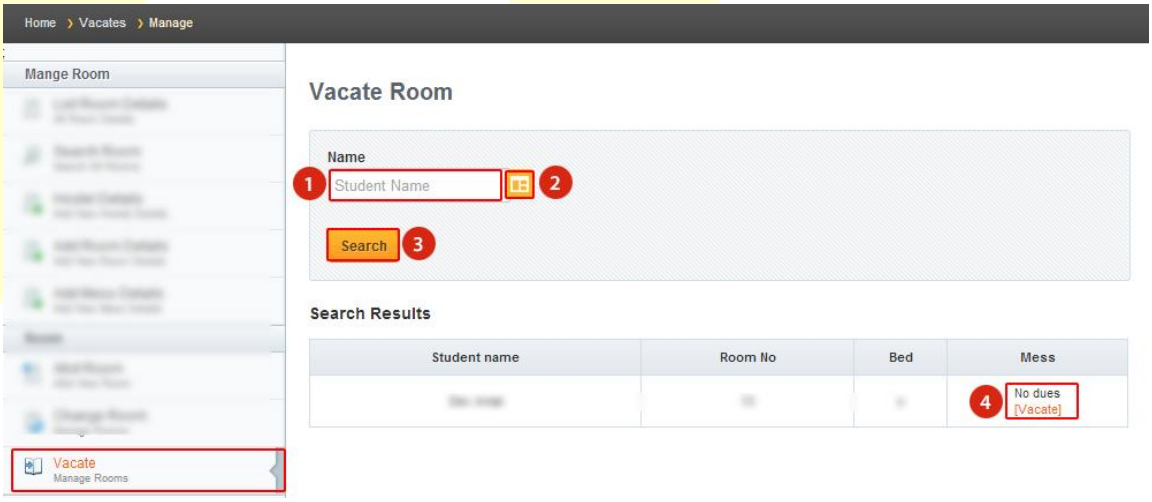
1. Select the hostel.
2. Select the floor.
3. Enter the student name. Select the student from the list displayed.
4. Alternatively, student can be selected by clicking on the explorer icon. Select the student from the list displayed.
5. Select the food preference.
6. Enter the description.
7. Click on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

1.7 How to change the alloted room?



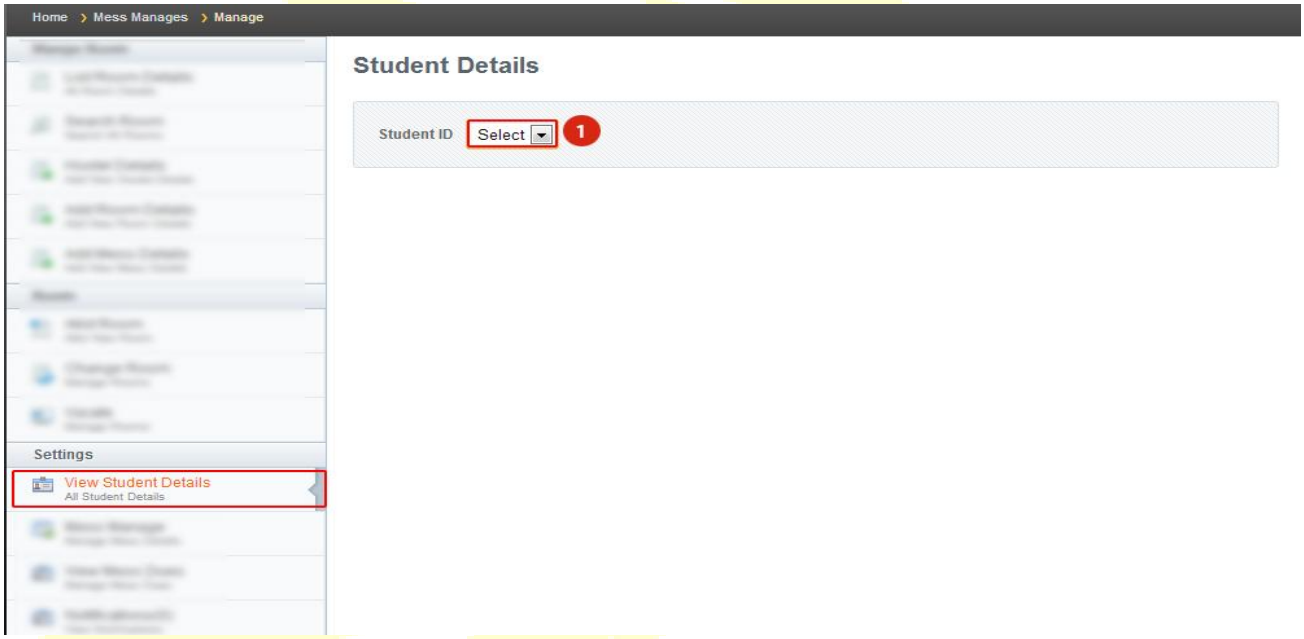
1. **Enter the student name. Select the student from the list displayed.**
2. **Alternatively, student can be selected by clicking on the explorer icon. Select the student from the list displayed.**
3. **Click on Search.**
4. **Click on Change Room. It will show the room details. Allot the student to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

11.8 How to vacate a room?



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.

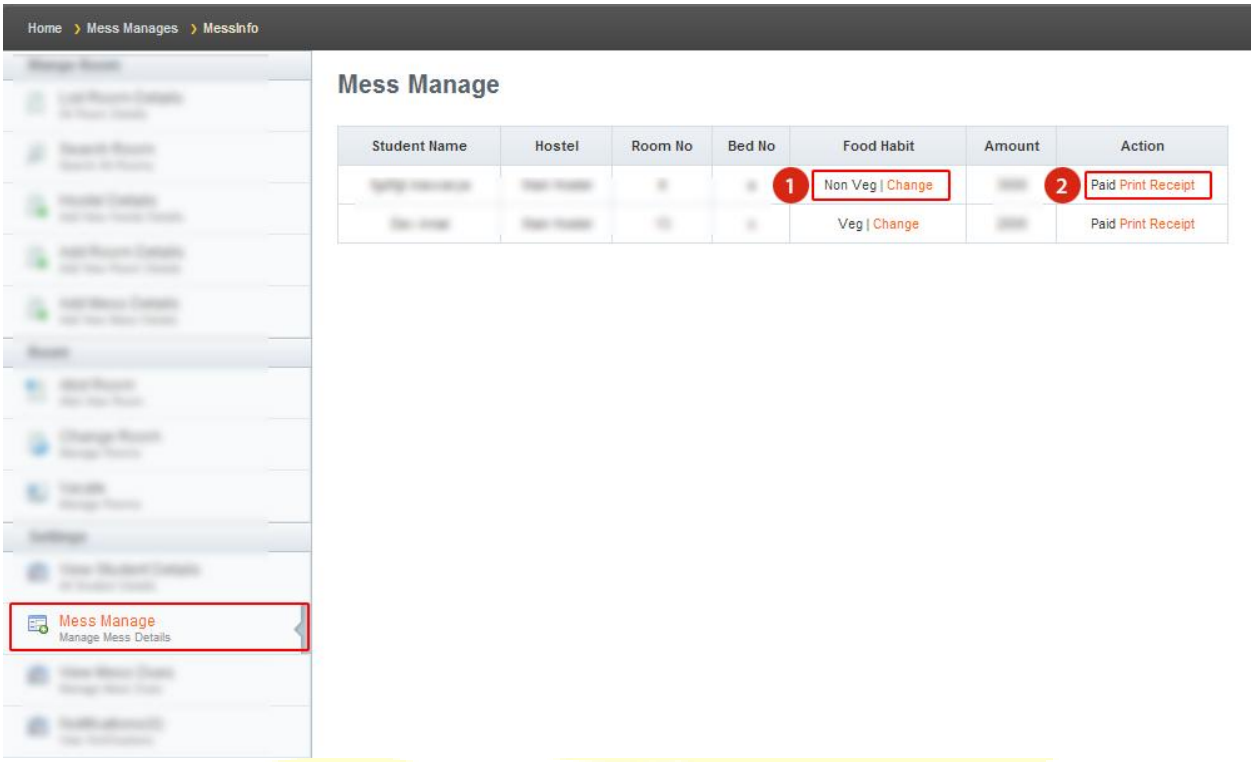
11.9 How to view the student details?



Click on View Student Details.

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

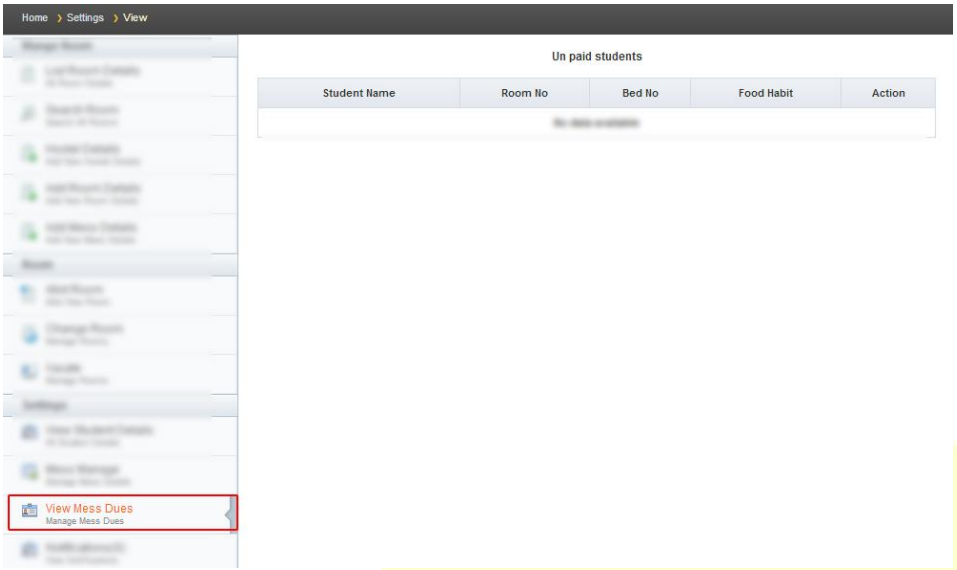
11.10 How to manage the mess?



Click on Mess Manage.

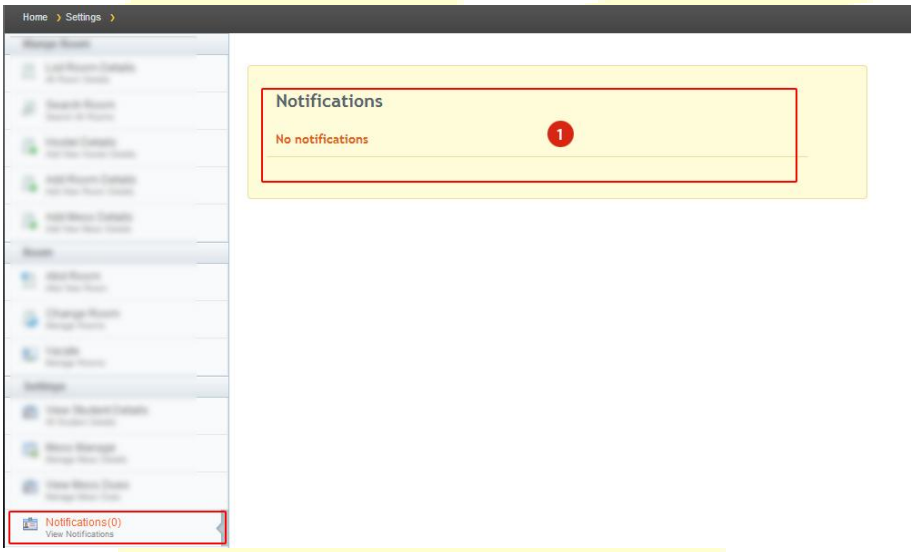
1. **Click on Change to change the food category.**
2. **If the student hasn't paid the fees, Pay Fees button will be displayed. Else, option to print the fee receipt will be displayed.**

11.11 How to view the mess dues?



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?

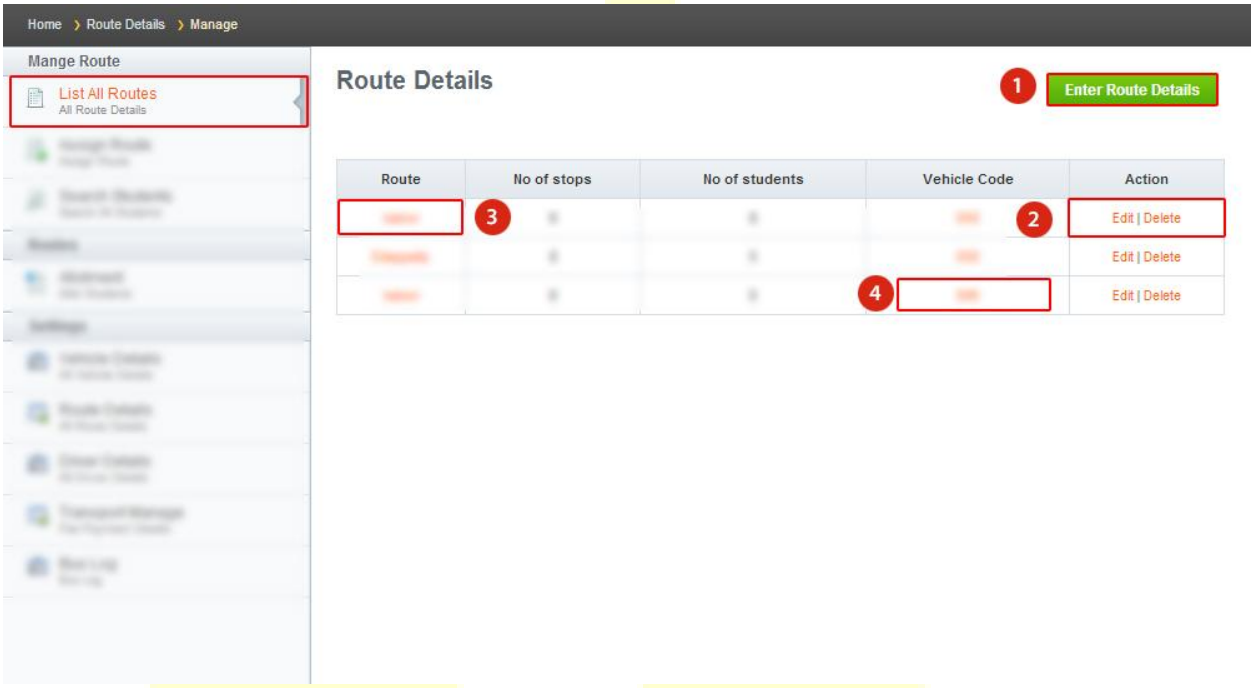


Click on Notifications.

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

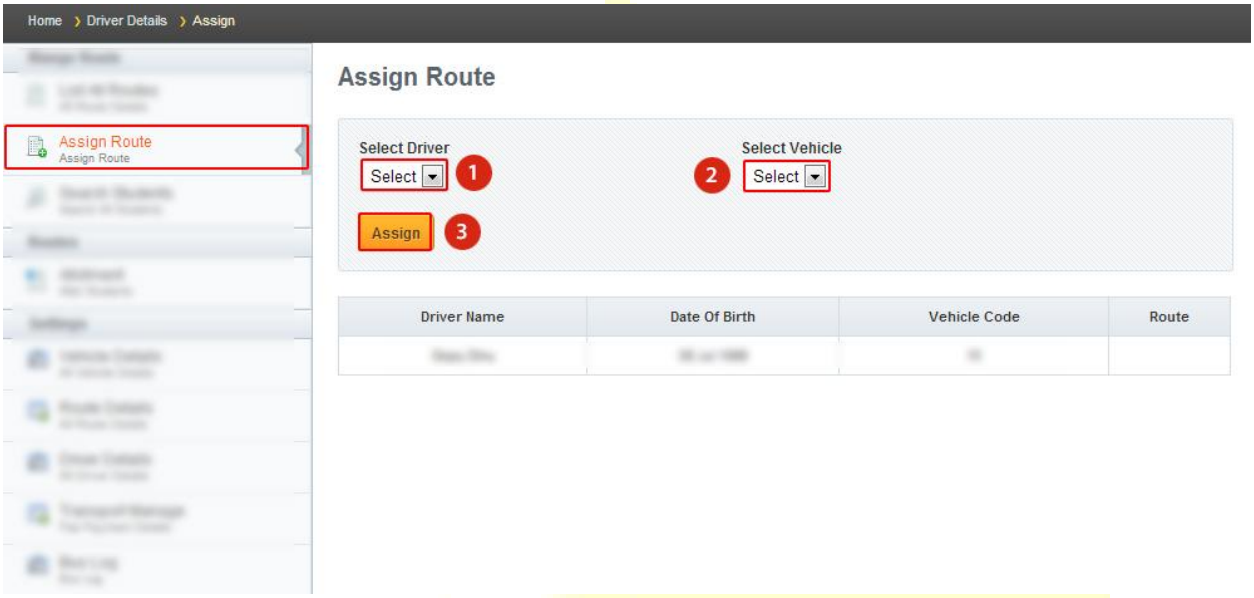
12.1 How to get the route details?



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.**

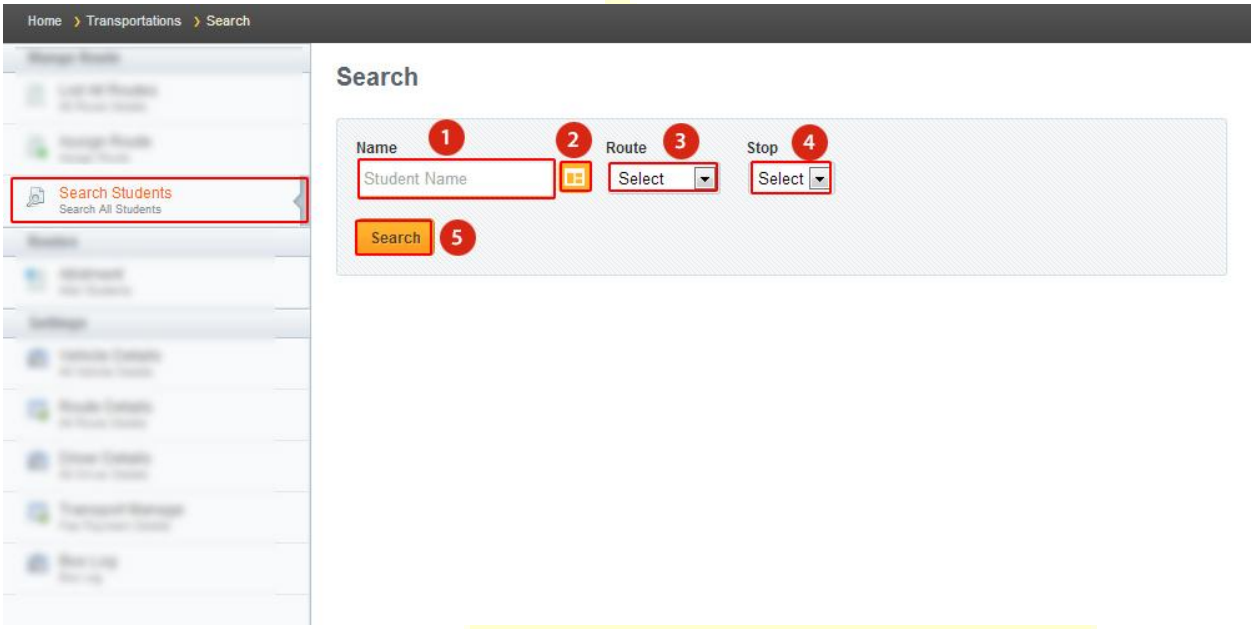
12.2 How to assign a driver to a route?



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.**

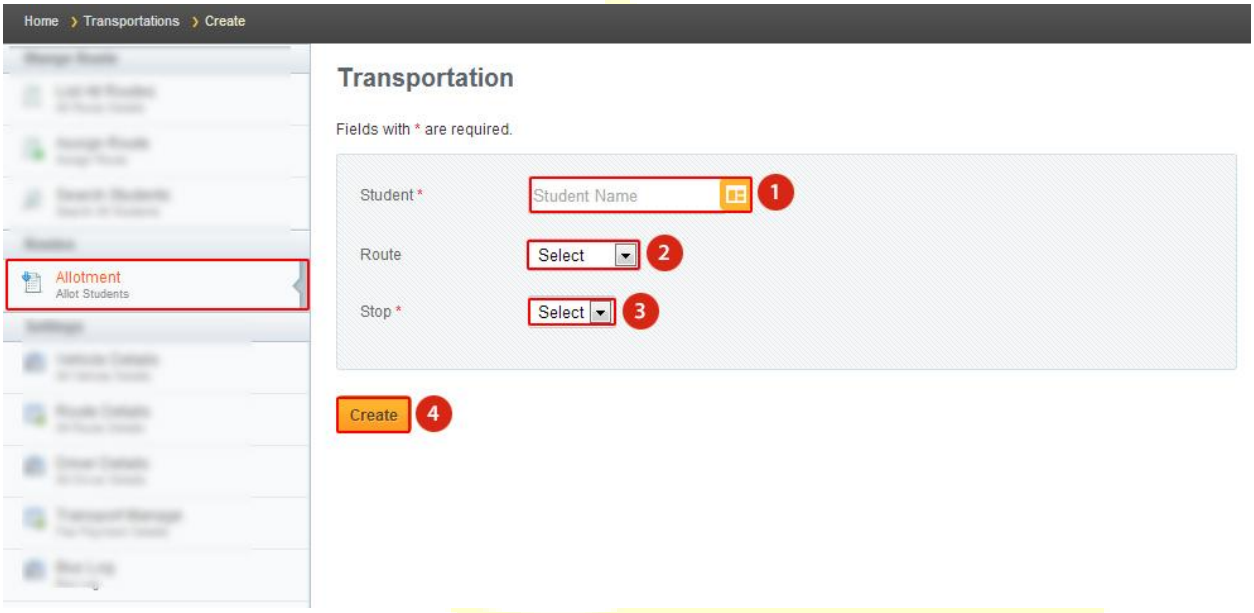
12.3 How to search a student?



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.**

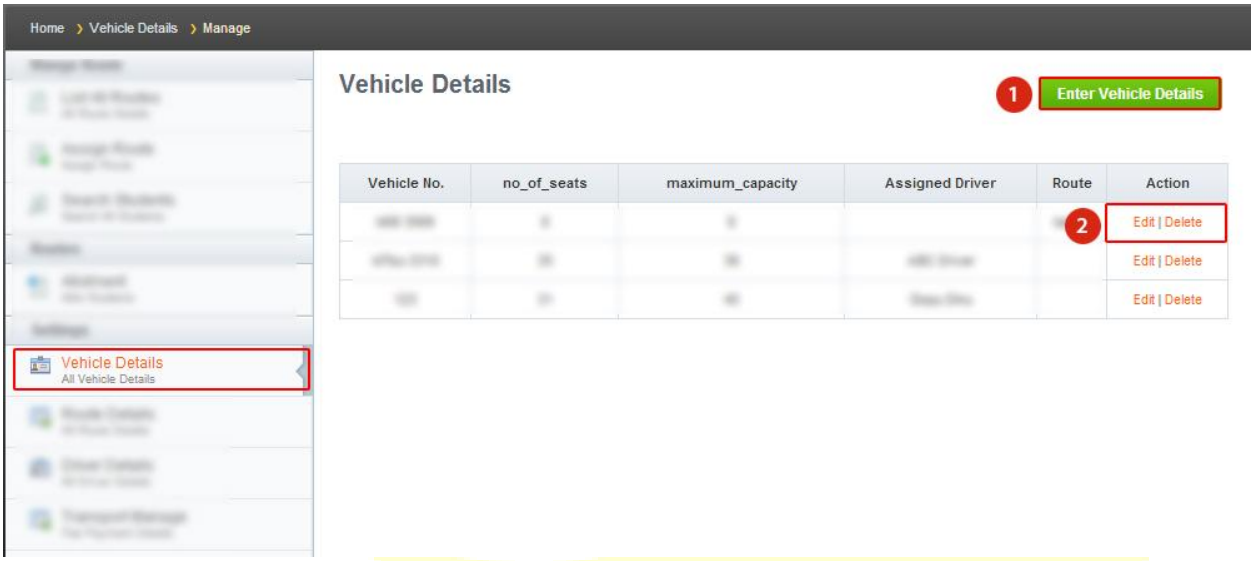
12.4 How to allot students for transport facility?



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.**

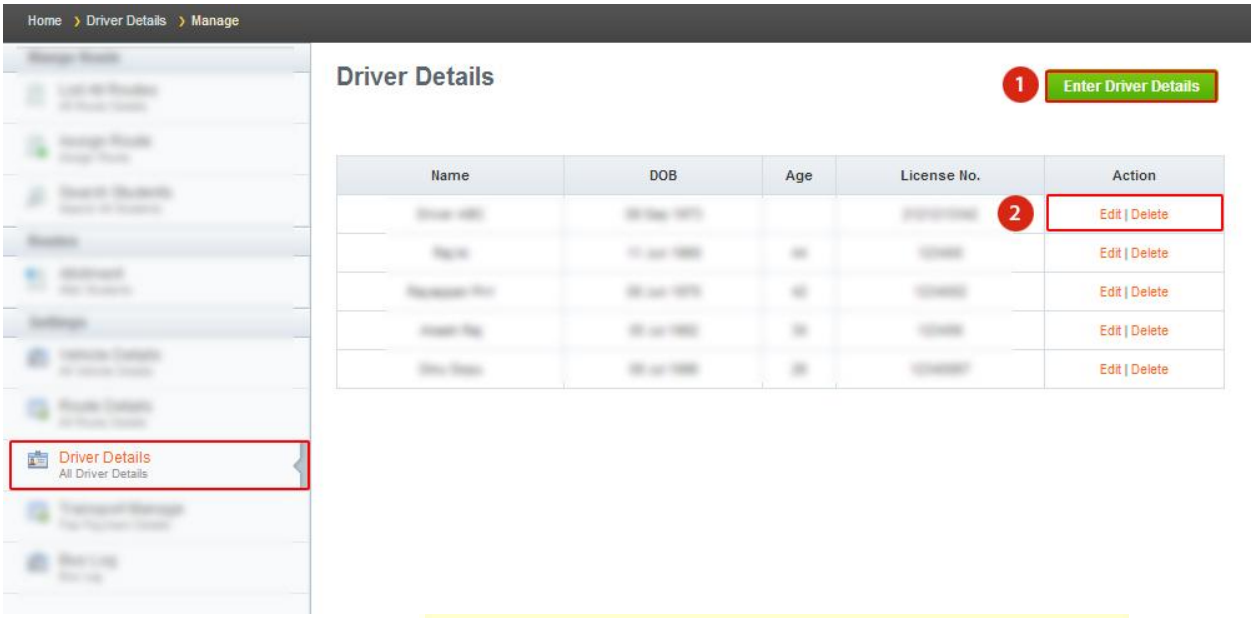
12.5 How to get the vehicle details?



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.**

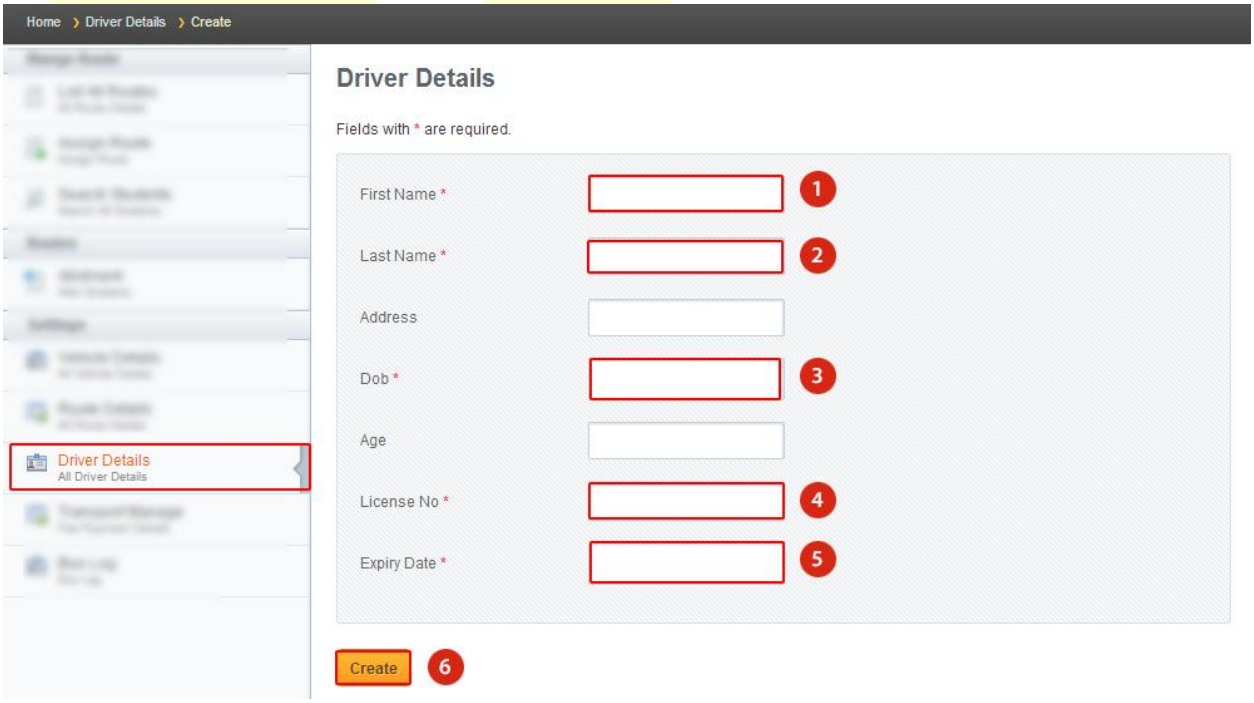
12.6 How to get the driver details?



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.**

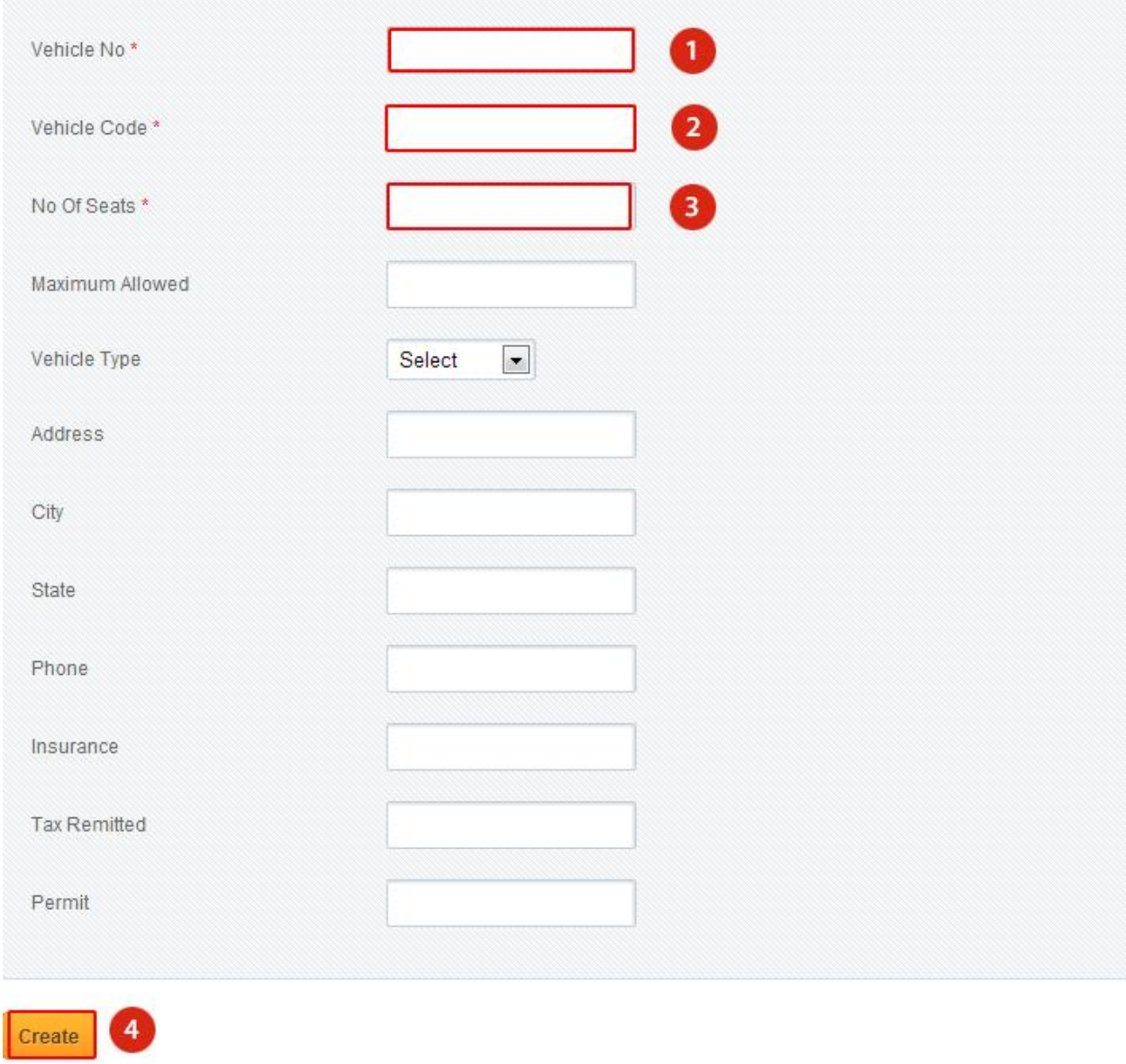
12.7 How to create a driver?



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.**

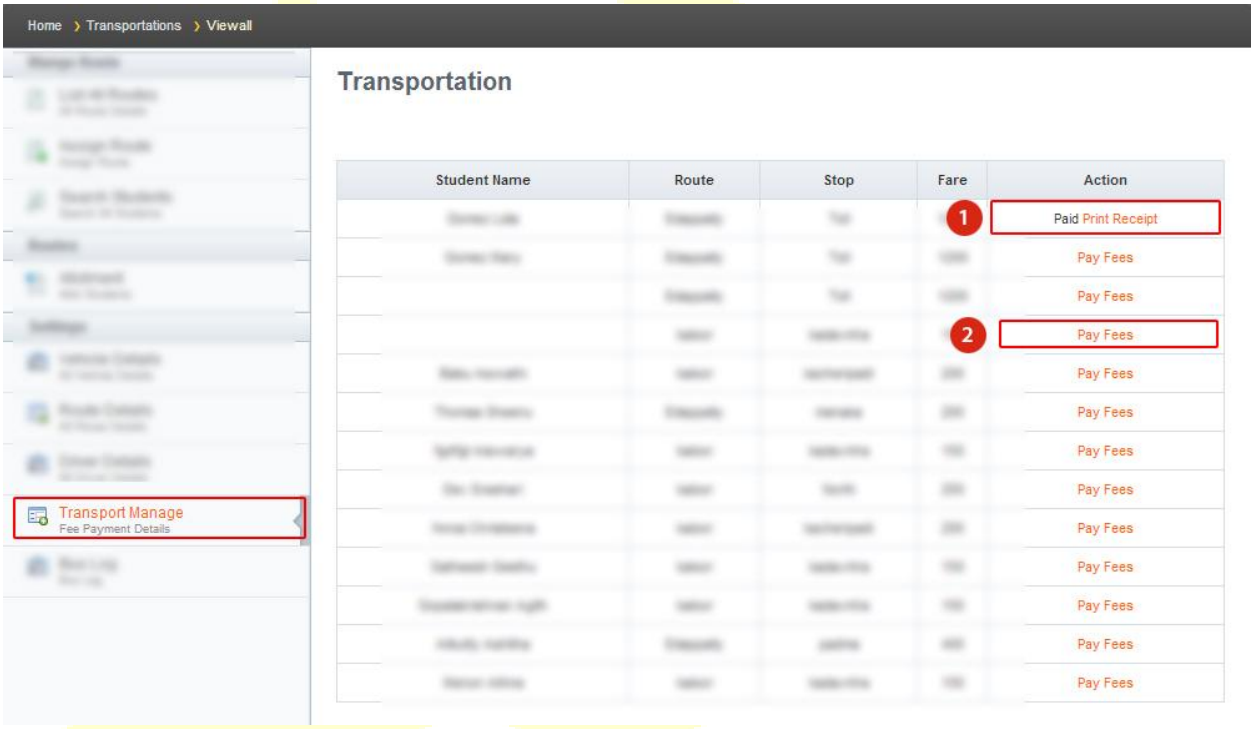
12.8 How to add a vehicle?



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

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

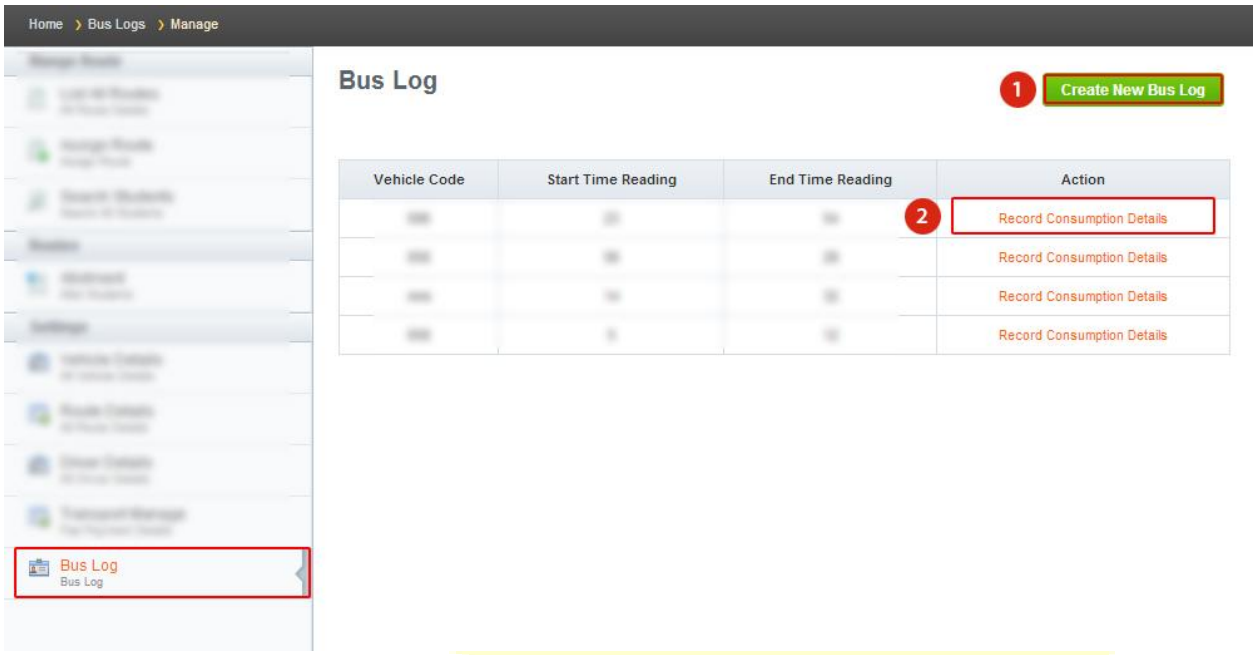
12.9 How to manage transportation fees?



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.**

12.10 How to create bus log?



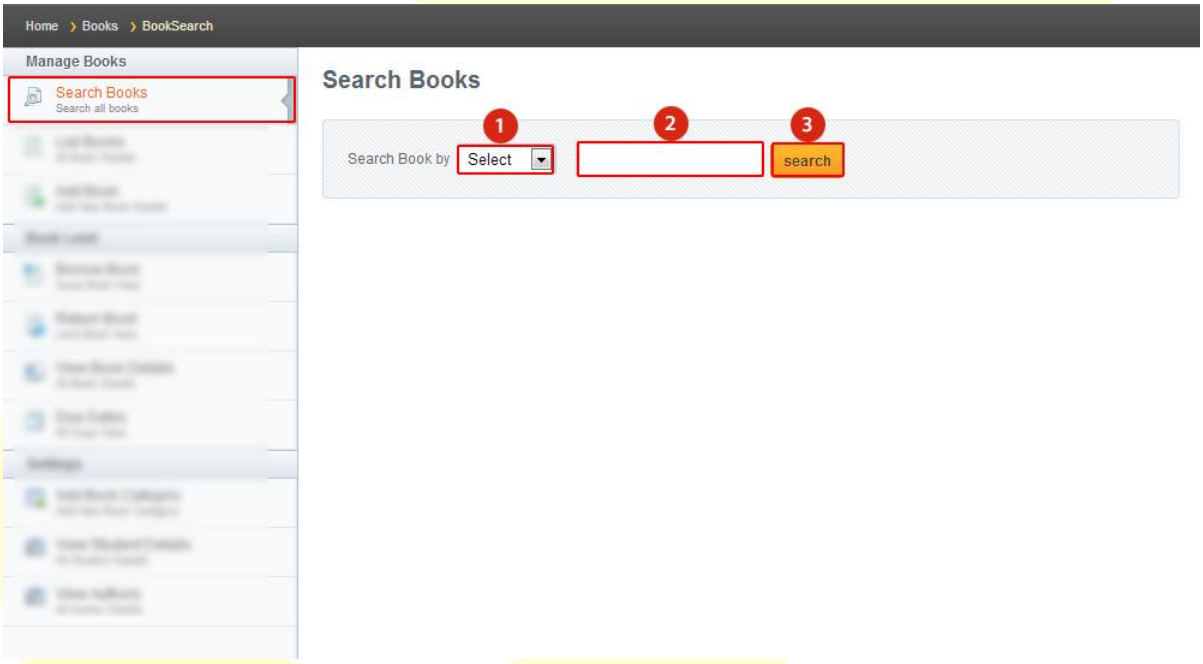
Click on Bus Log.

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

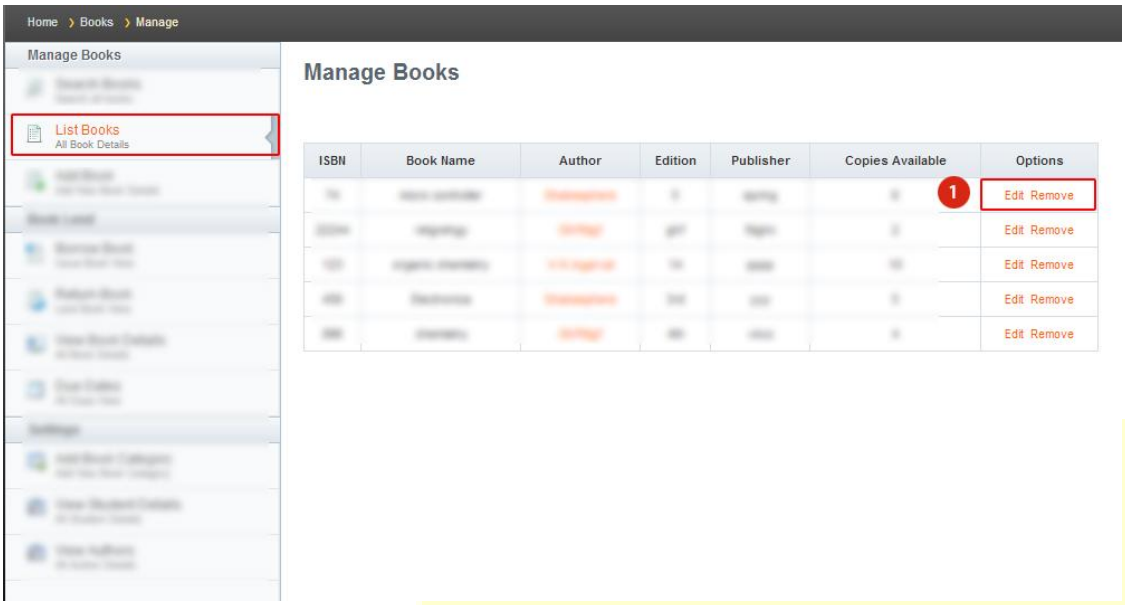
A school library (or a school library media center) is a library within a school where students, staff, and often, parents of a public or private school have access to a variety of resources. The goal of the school library media center is to ensure that all members of the school community have equitable 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?



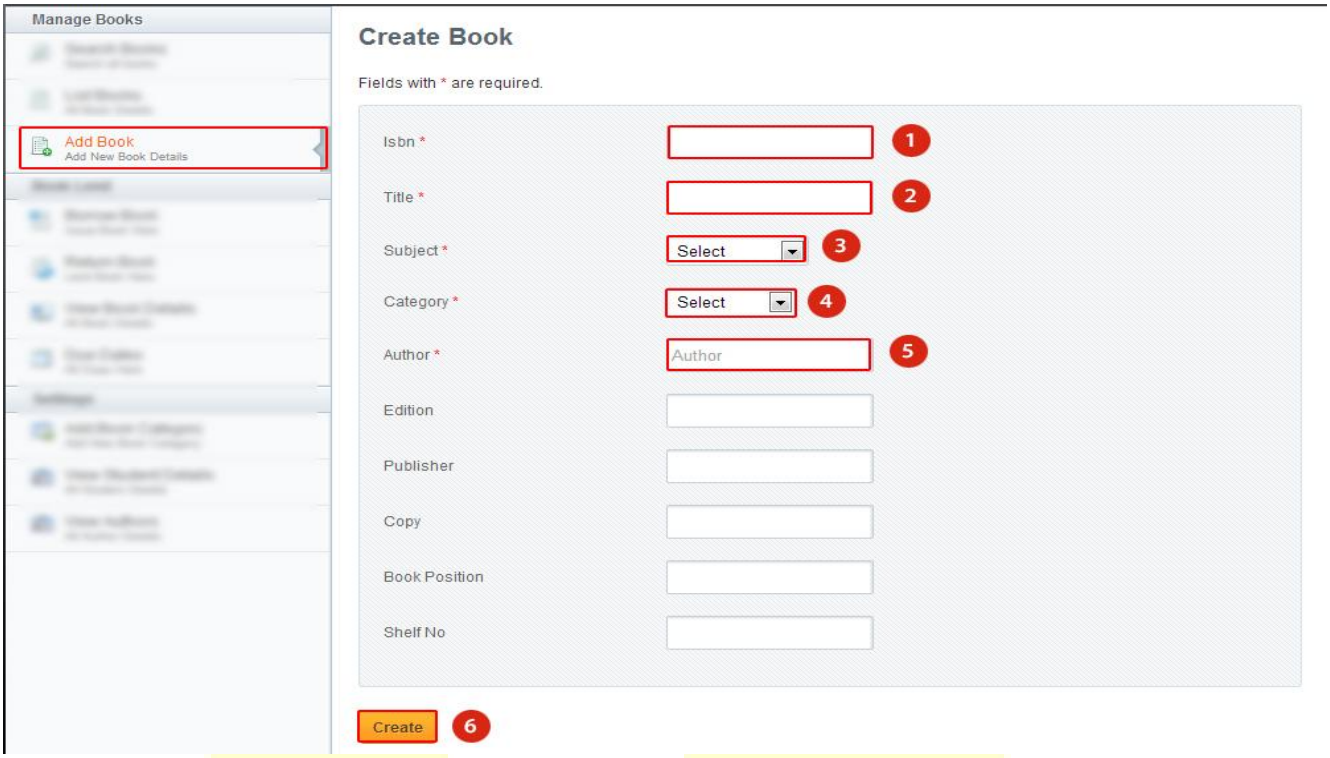
1. **Click on Search. It will display a drop down list with search category. Select any one category.**
2. **Enter the search keyword (name of the book, author etc).**
3. **Click on Search to see the search result.**
   NOTE: Without entering any details, click on Search to display the list of all the books in the library.

13.2 How to manage the list of books?



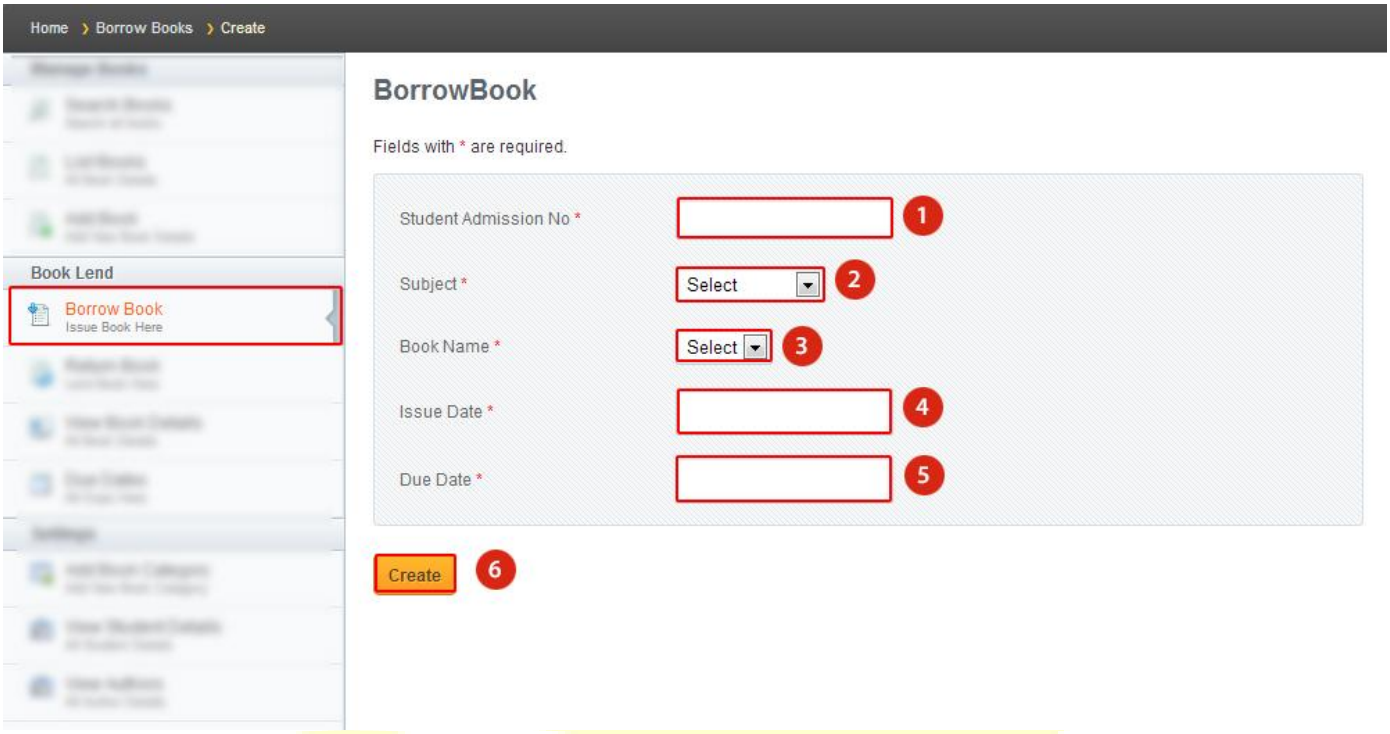
1. **Go to List Books. It will display the books details. Click on manage options [1) Edit 2) Delete]**

13.3 How to add books to the list?



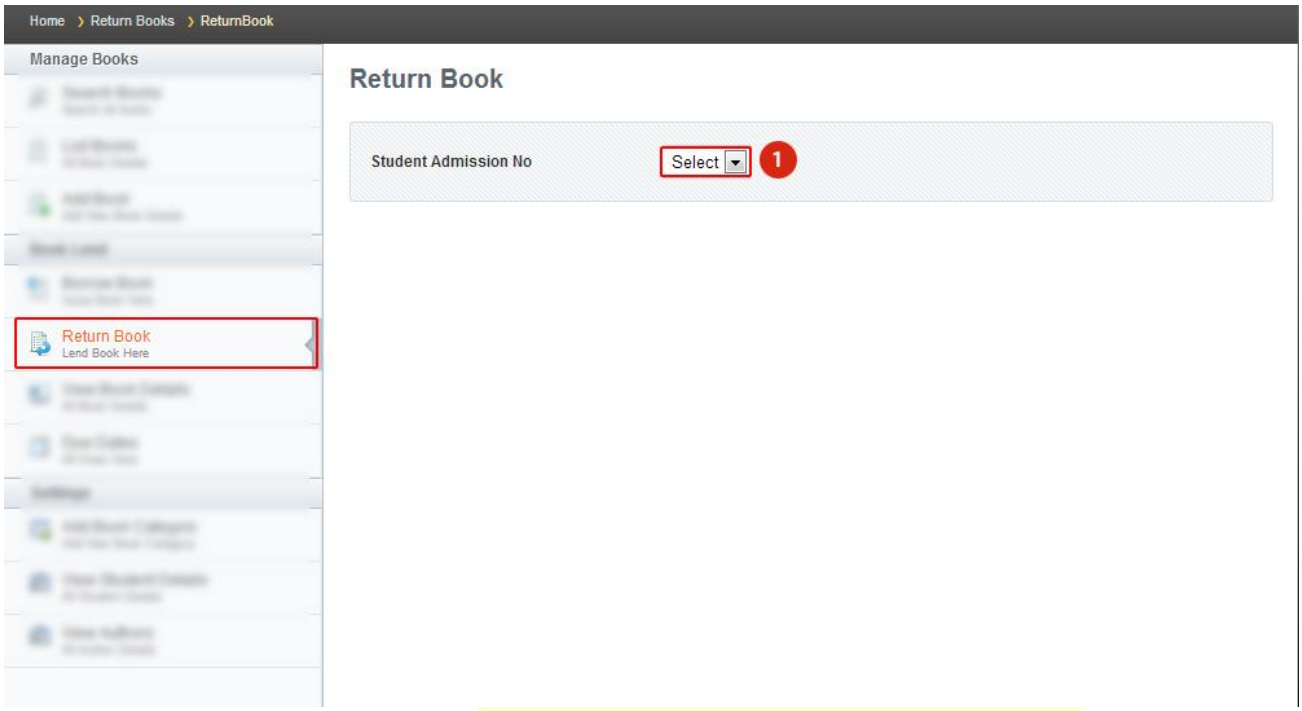
1. **Enter ISBN of the book.**
2. **Enter the tittle of the book.**
3. **Select the subject.**
4. **Select the category.*[Create category is mentioned below]***
5. **Enter the Author name from the Author's list.*[Addition of Authors is mentioned below]***
6. **Fill all the other fields *(not mandatory)*and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

13.4 How to borrow books from Library?



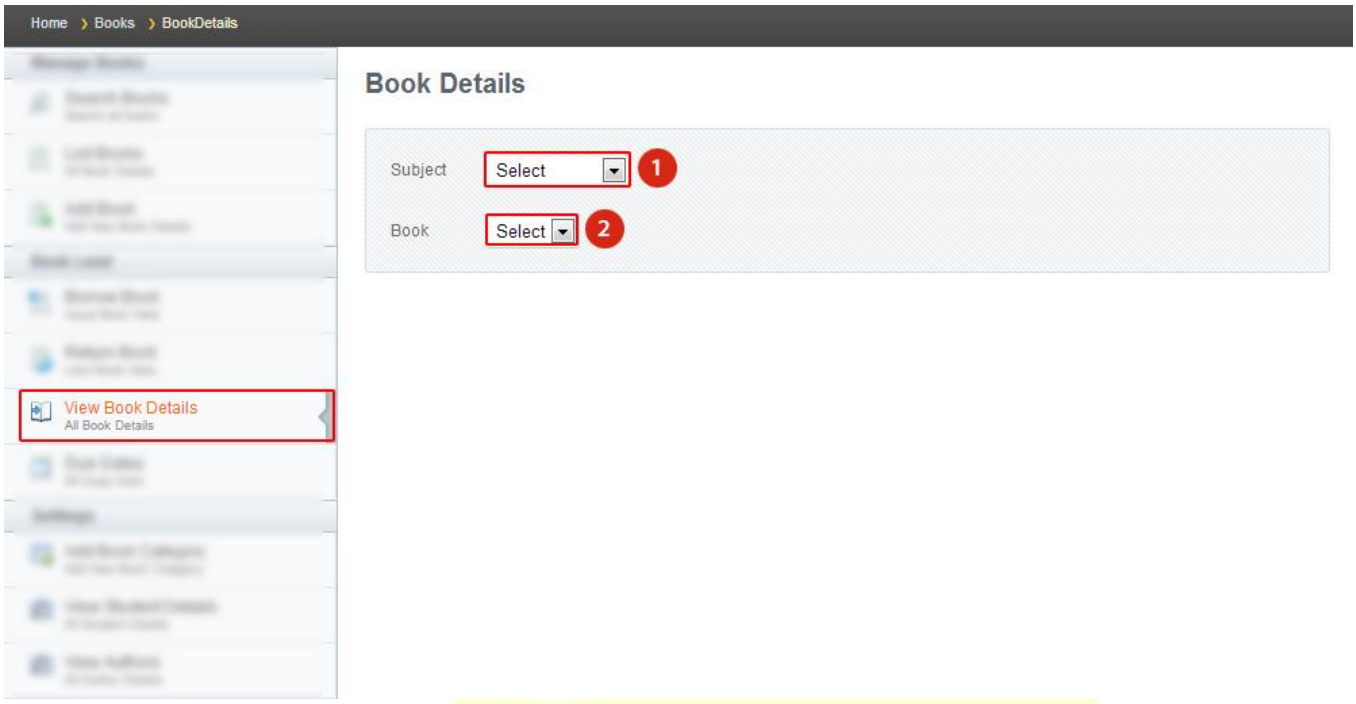
1. **Enter the Student Admission Number.**
2. **Select the Subject**
3. **Select the Book Name.**
4. **Click on Issue Date. Select the date from the calendar displayed.**
5. **Click on Due Date. Select the date from the calendar displayed.**
6. **Click on Create.**

13.5 How to return books to library?



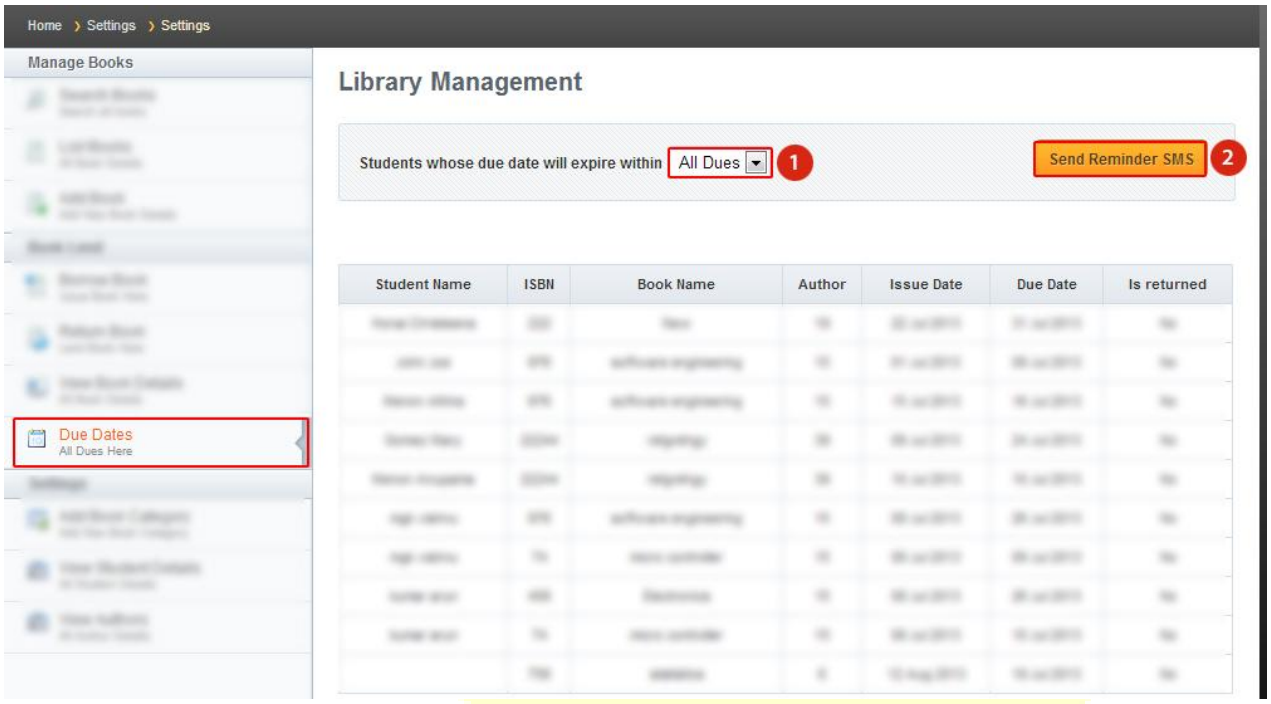
1. **Select the Admission number. It will display the details of the book borrowed by that student.**
2. **Click on Return Book corresponding to the book to be returned. It will display a pop up asking for confirmation. Click OK for confirmation, else click on Cancel.**

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



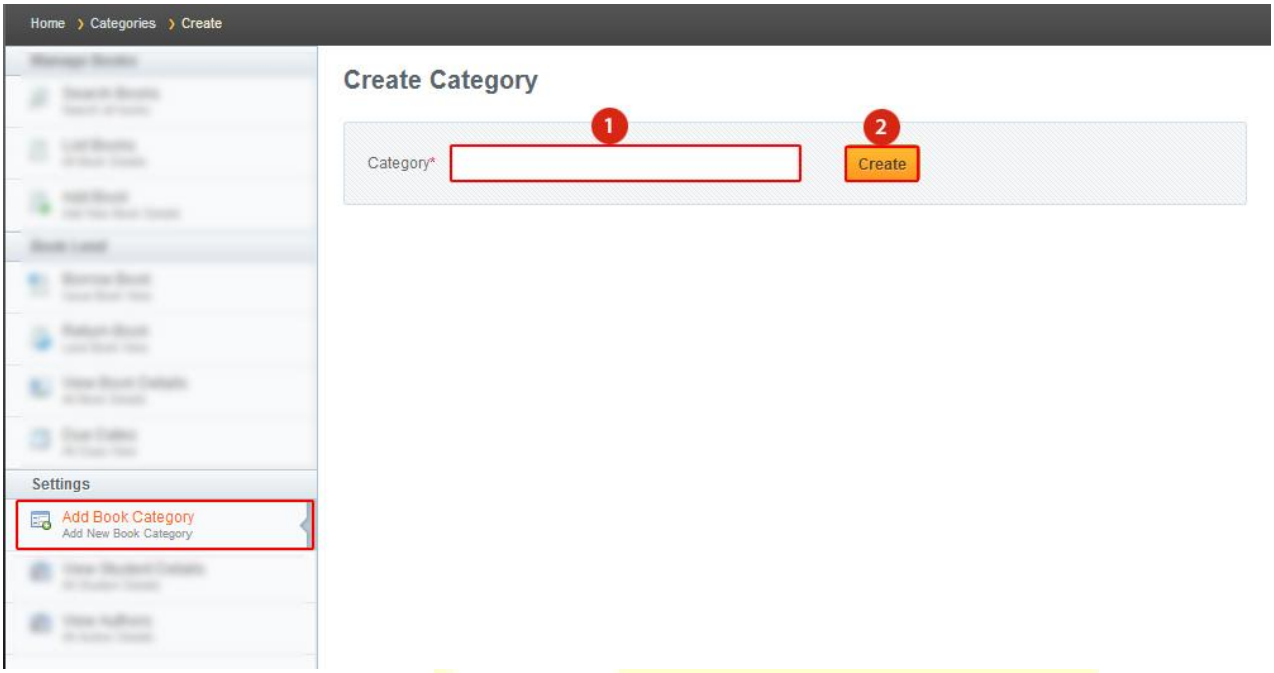
1. **Click on subject.**
2. **Select book.**

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



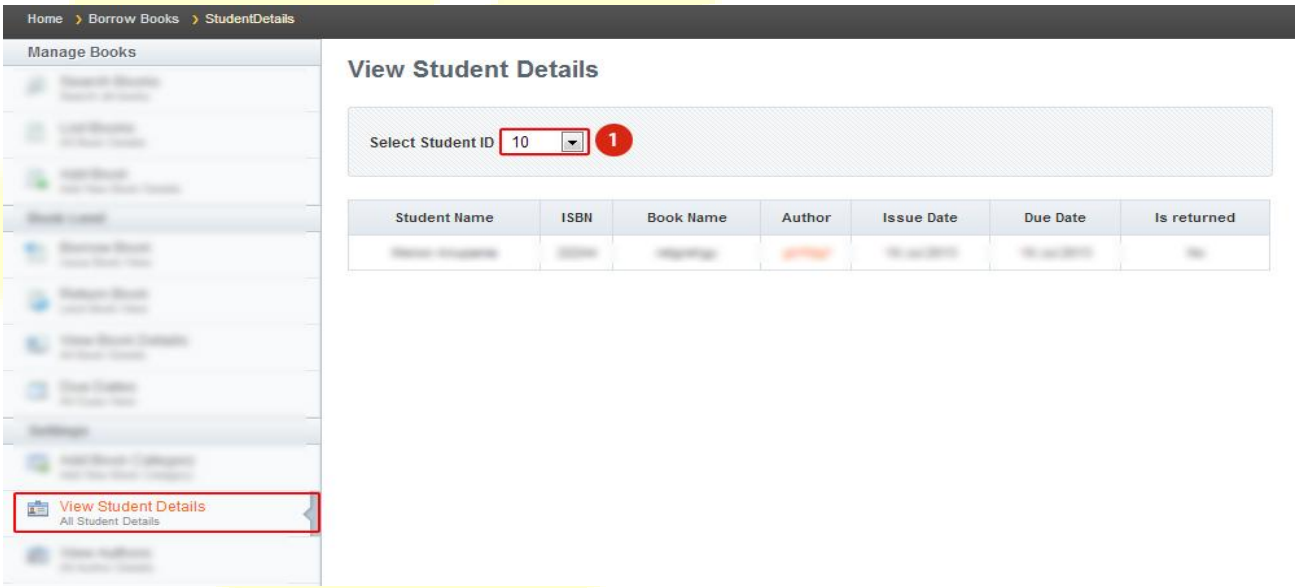
1. Select the due date range. ***[It will display the list of borrowed books having the due date within the range you selected]***
2. Click on Reminder SMS to send SMS alerts to all the students listed.

13.8 How to add a book category?



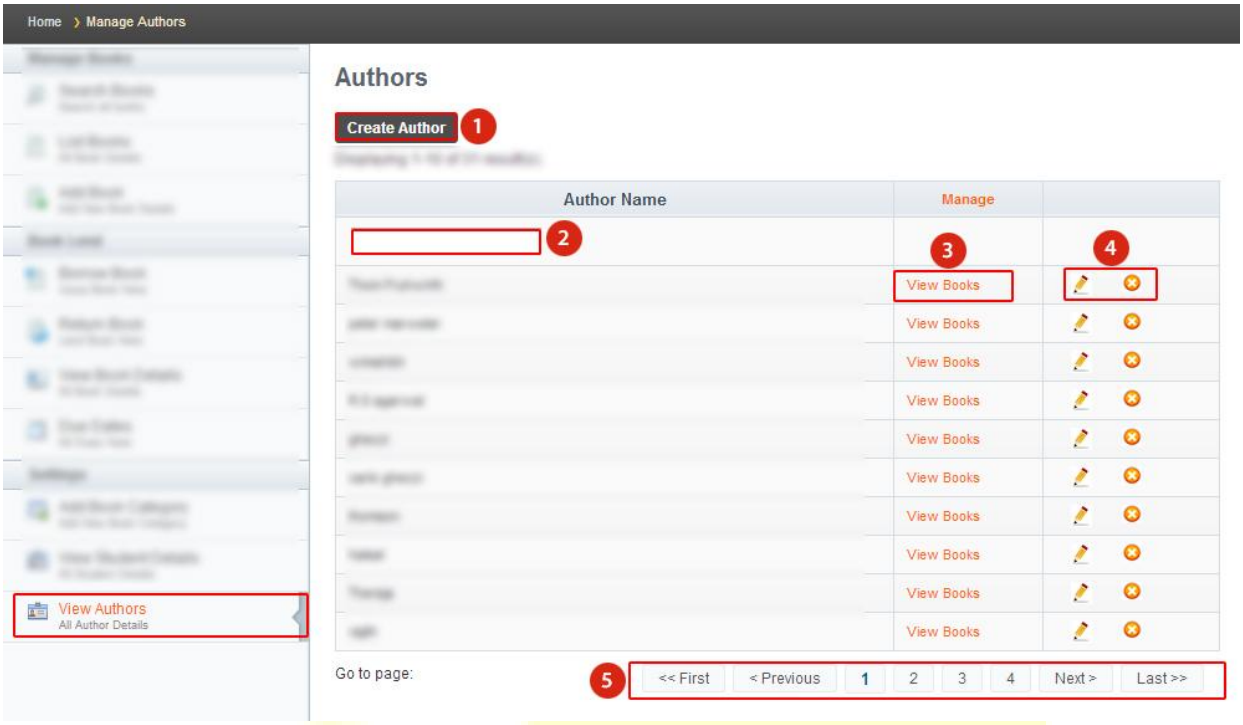
1. **Enter the category name.**
2. **Click on Create. The category created will be displayed in the category list.**

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?

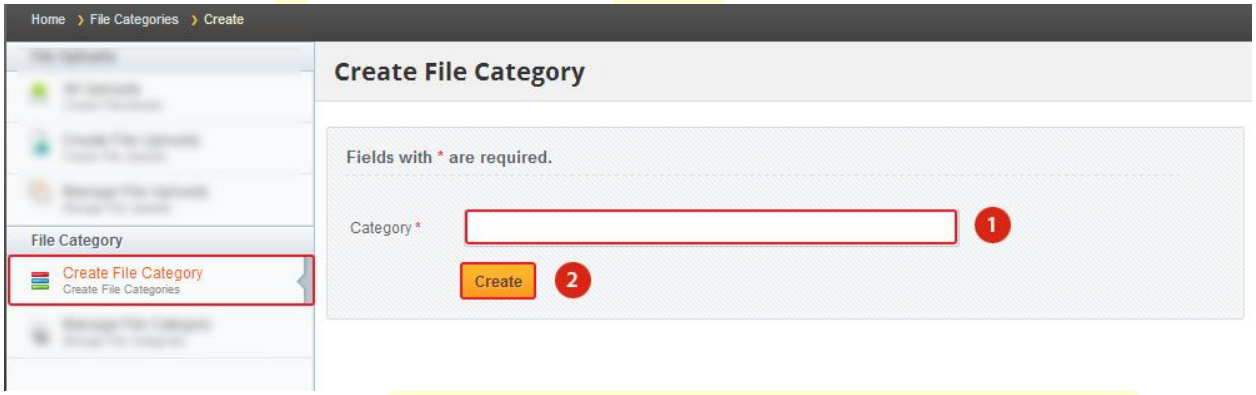


1. Click on Create Author *[It will display a pop up form. Fill all the details and click on save to create an author].*
2. Enter a name and press Enter to search authors with that name.
3. Click on View Books. It displays the details of the books written by that author.
4. Click on manage [1) Edit 2)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

14. Downloads

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

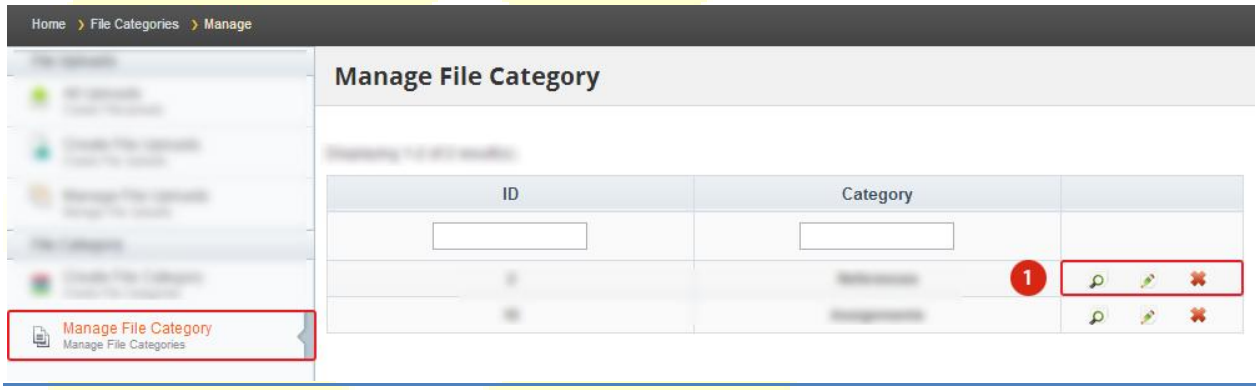
14. 1 How to create a file category?



Click on Create File Category.

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

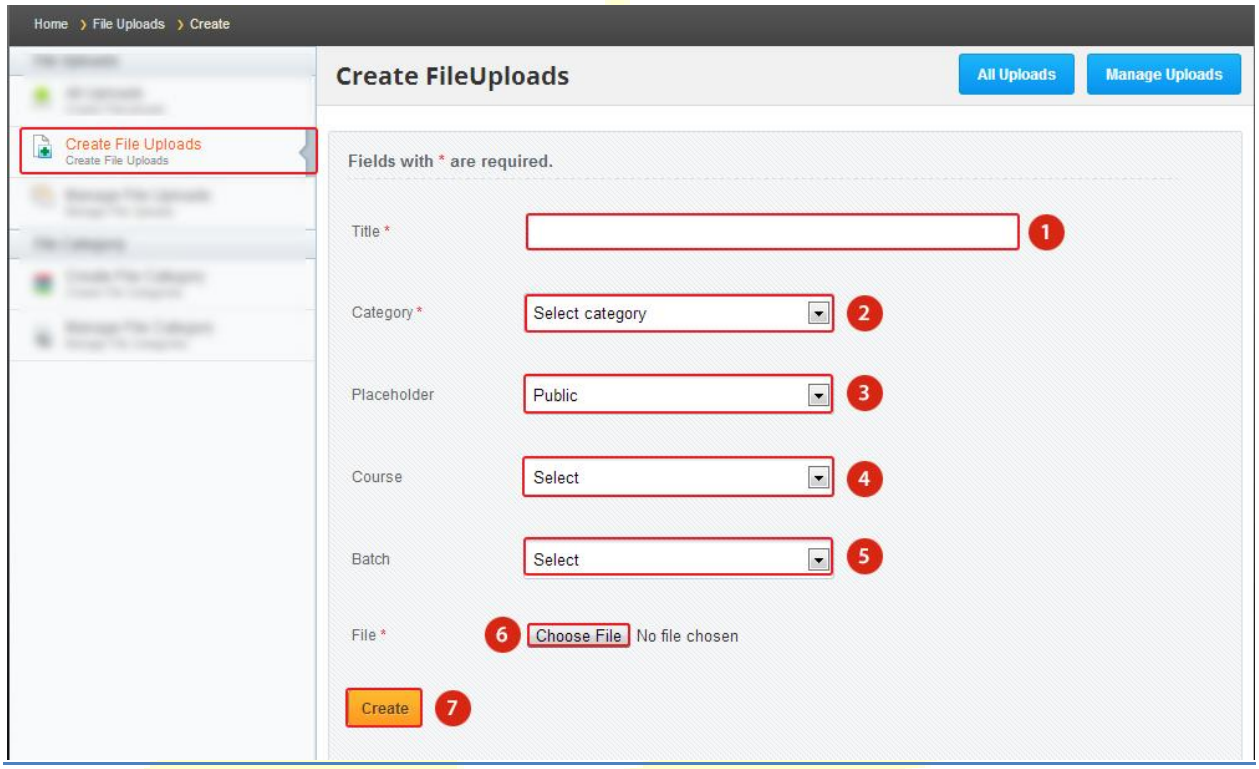
14. 2 How to manage a file category?



Click on Manage File Category to view the categories created.

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

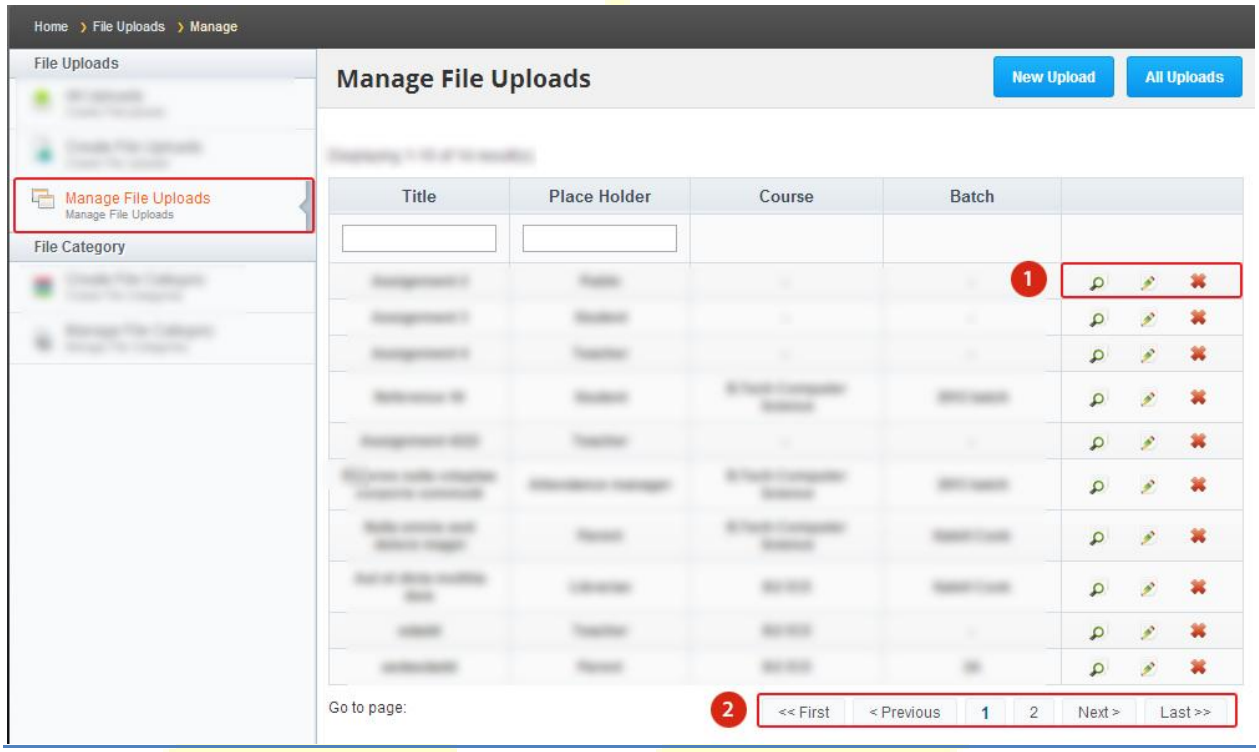
14. 3 How to create a file upload?



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.**

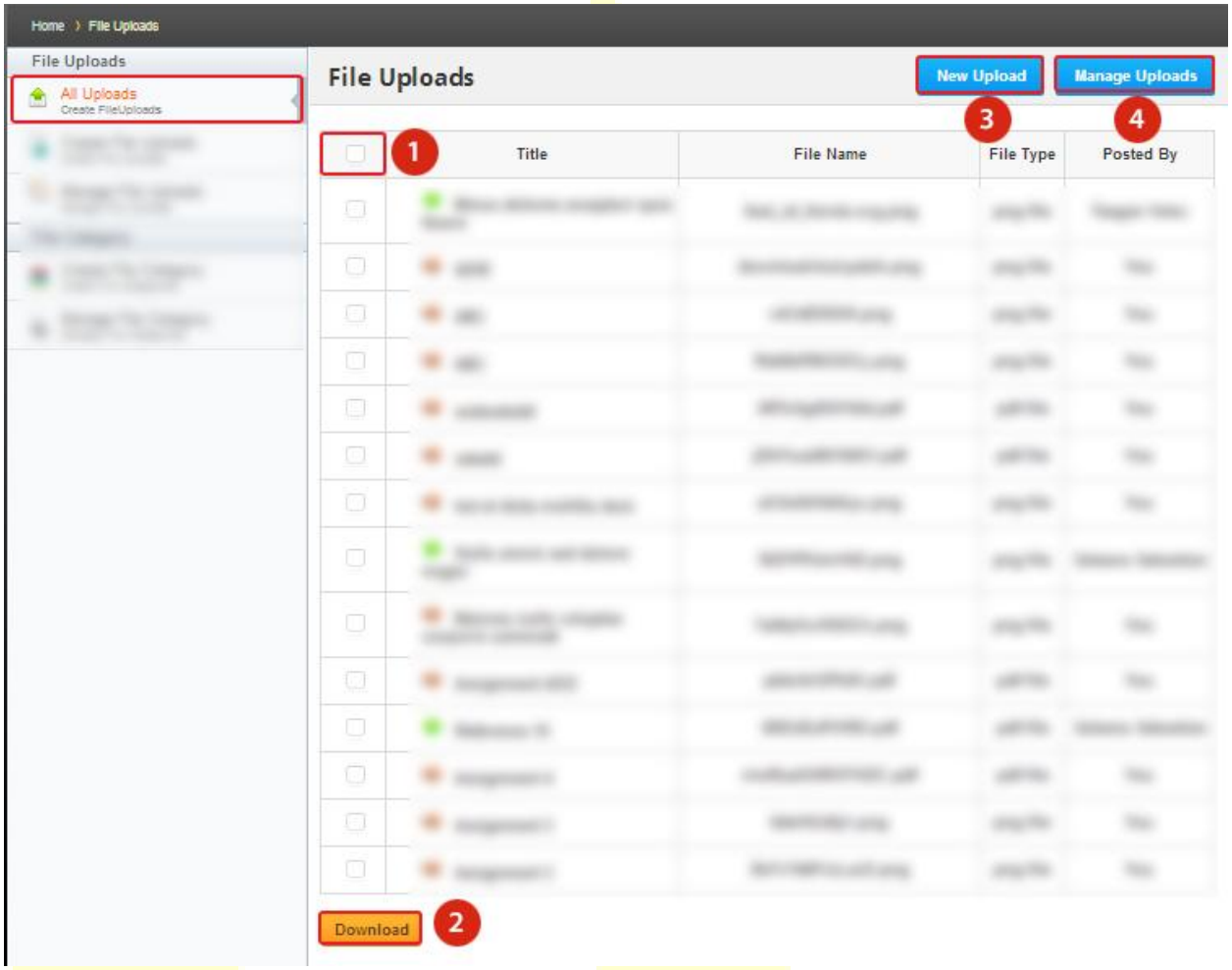
14. 4 How to manage a file upload?



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?



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.**