SCHOOL MATRIX

SCHOOL MANAGEMENT SYSTEM

BY DIGITAL WEBSYNATION LLP

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Welcome to School Matrix: A School Management Product by Digital Websynation LLP

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We are grateful of your purchase of School Matrix. We are thrilled that you will not be dissatisfied with your choice of School Matrix for your establishment. Please be sure to carefully review this documentation before beginning. We give you all the information you need to use School Matrix, including a wealth of useful information. Any school, college, university, or training/coaching facility can use the School Matrix.

In case of any problem regarding the documentation or with the functioning of the School Matrix, you can contact us via email or phone. We are always available for customer support and help our customers with their queries.

We hope you enjoy using School Matrix.

Regards,

Digital Websynation LLP

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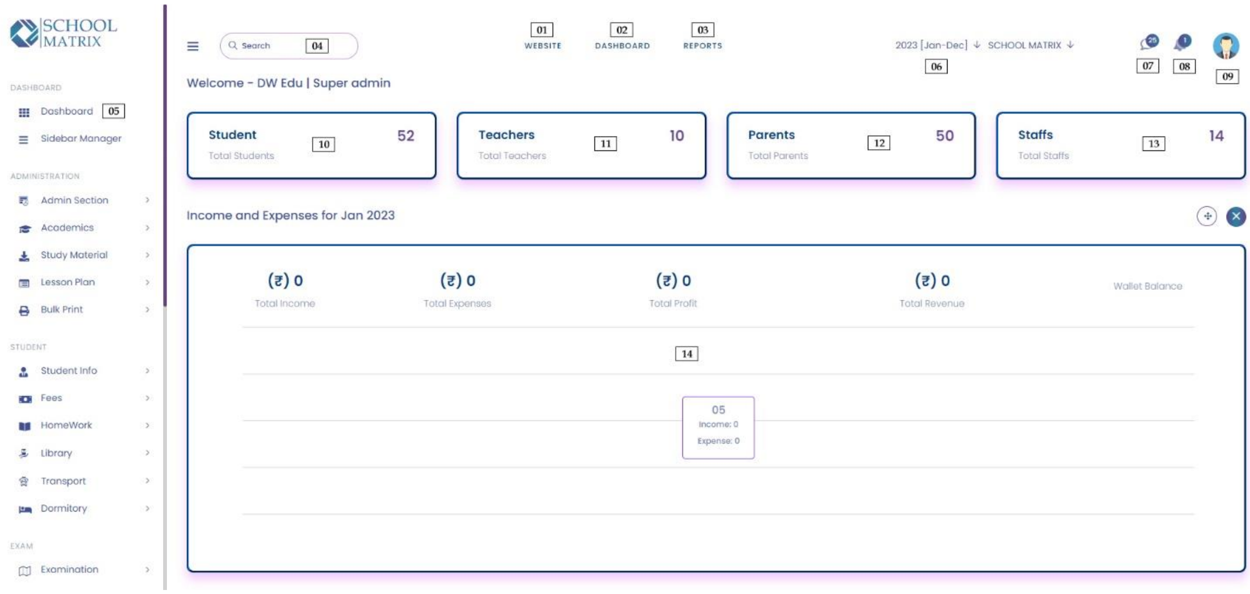
SCHOOL MATRIX DASHBOARD

When you are logged in you are redirected directly to dashboard page where you see lots of options and graphs and buttons. We will explain every part of it in this documentation for you.



1. Website: This button lets you visit your website which is the front end with just one click.
2. Dashboard: This button lets you visit dashboard page directly, works like a shortcut of dashboard page.
3. Reports: You can visit the report page with the help of this button, no need to go through long menu and find it, just click and your report page will be at your screen.
4. Search Bar: This search bar helps you search the menu and sub menu options and then visit them directly with one click saving your time.
5. Dashboard Option: This option works same as Dashboard button (ref: 02).
6. Date Filter: This filter functions with school academic year, with the help of this filter you can filter out data and calculate data of one school academic year.
7. Chat Notification: This toggle button redirects you to chat option where you can check the chat, and emails of your employees and students.

8. Notification Button: This is the notification toggle button, it shows you the latest notifications, other notifications related to the management system.
9. Account Option: This button is related to account settings, when you hover on this button you will get three options which are:
    a. View Profile: This option displays your profile details where you also edit details about your profile and update them as per your liking.
    b. Password: Like the options says, this option is for changing the password.
    c. Logout: Well end of day of your work, don't forget to click on this button and log out of the management system for data safety.
10. Student Shortcut: This option shows the number of students and when you click on it, well it will take you the student section page where you will find the complete details of each and every student who are in your establishment.
11. Teacher Shortcut: This option shows the number of teachers and when you click on it, well it will take you the teacher section page where you will find the complete details of each and every teacher who are in your establishment.
12. Parent Shortcut: This option shows the number of parents which are added into your data.
13. Staff Shortcut: This option shows the number of staffs and when you click on it, well it will take you the staffs section page where you will find the complete details of each and every staff who are in your establishment.
14. Graph Data: This section will show your data in graphical manner where it will be easy for you to understand the data and its details because of graphical representation.

ADMINISTRATION

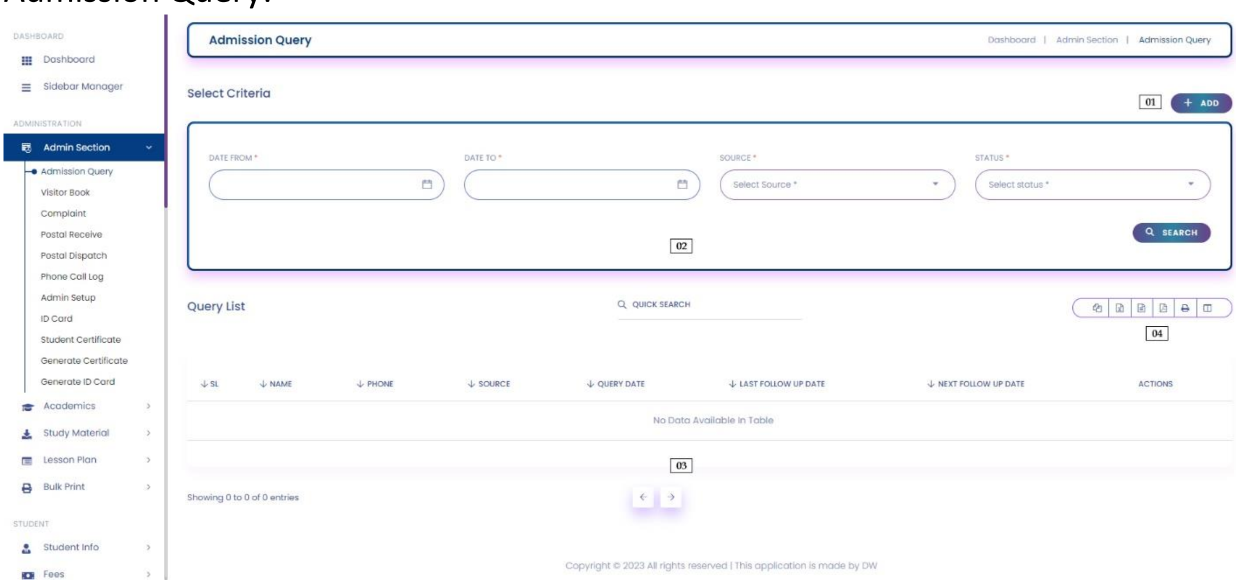
ADMIN SECTION

We will begin with the first option of the menu, the admin section, where you fill find 11 sub options under the admin section, the options are listed below:

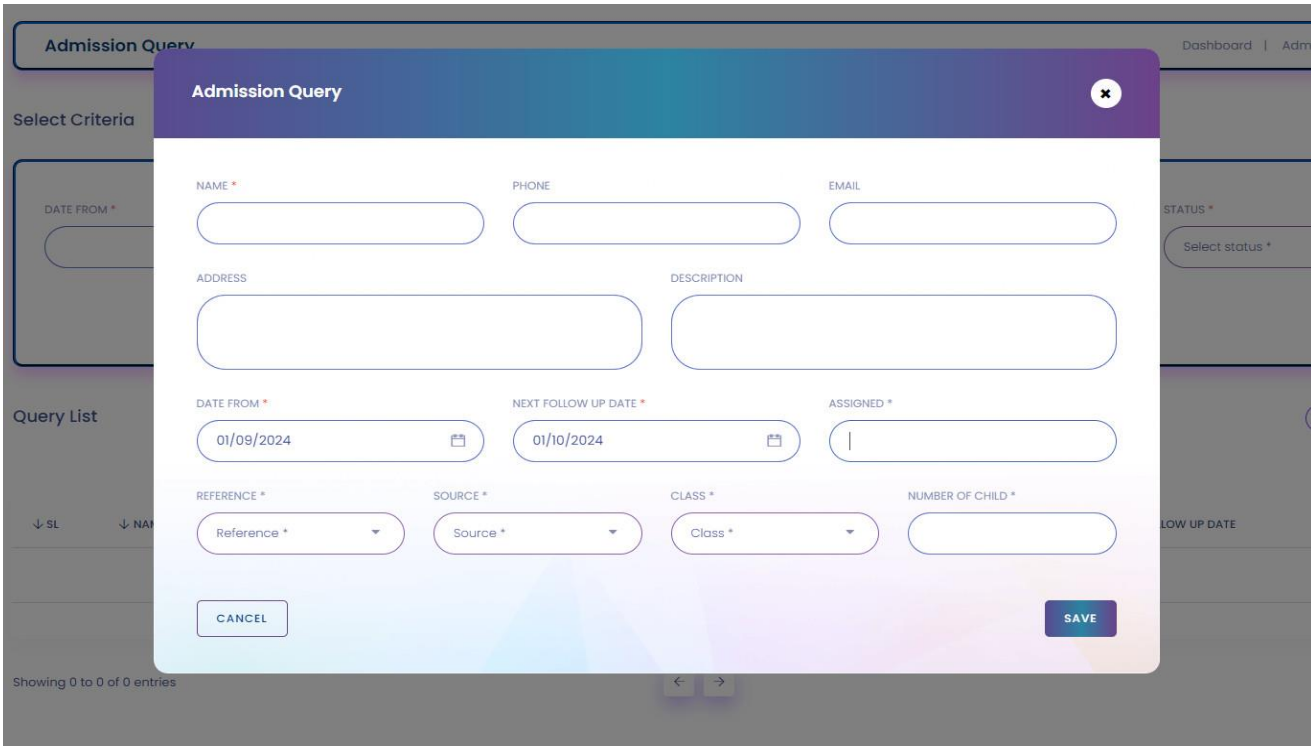
1. Admission Query.
2. Visitor Book.
3. Complaint.
4. Postal Receive.
5. Postal Dispatch.
6. Phone Call Log.
7. Admin Setup.
8. ID Card.
9. Student Certificate.
10. Generate Certificate.
11. Generate ID Card.

These are the 11 options which are there in the Admin Section menu, now we will move further with the explanation of all these 11 options one by one.

1. Admission Query:



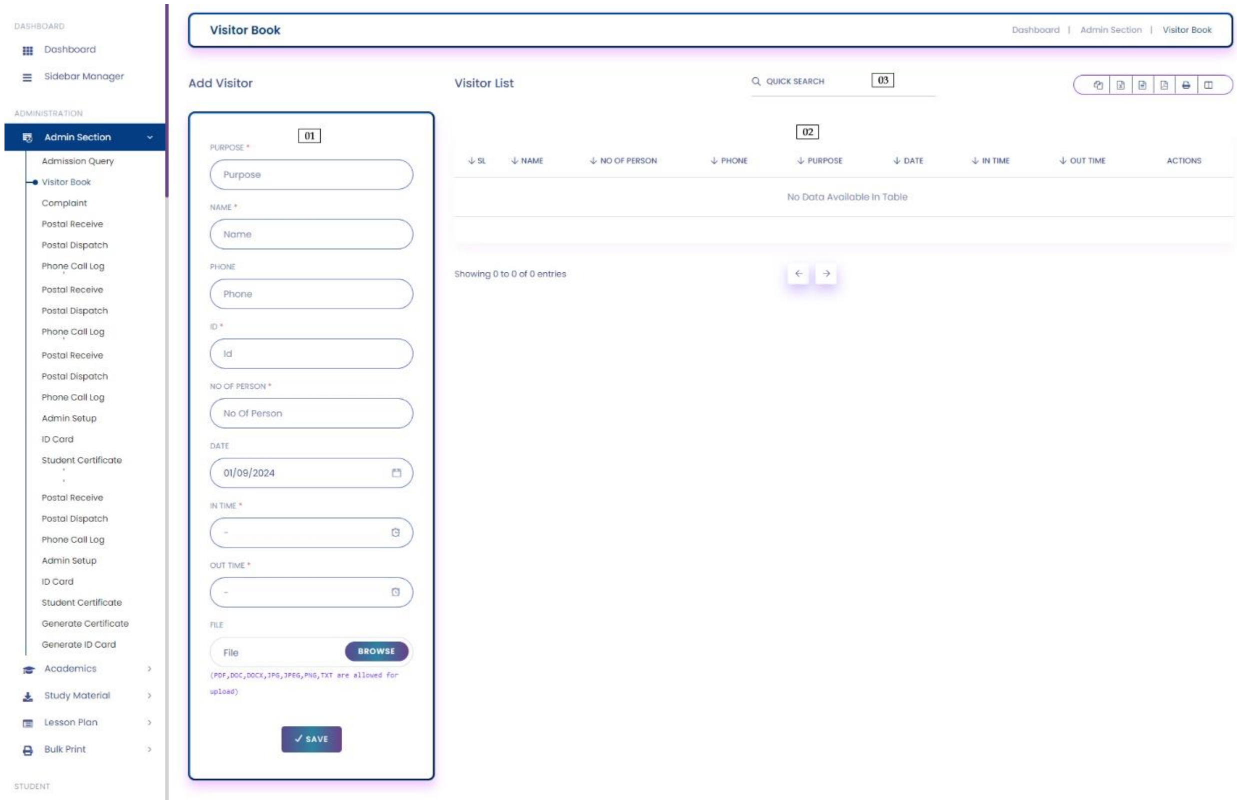
1. Add Button: Admin can add admission queries with the help of this button. When you will click on this button it will take you to the page where you add the query of admission and save it.



This the query popup which you will get when you will click on Add button, you can fill out the respective details and the fields which have stars on them are mandatory fields, you have fill them and when you are done with all the fields you can just click on save and your query will be inserted.

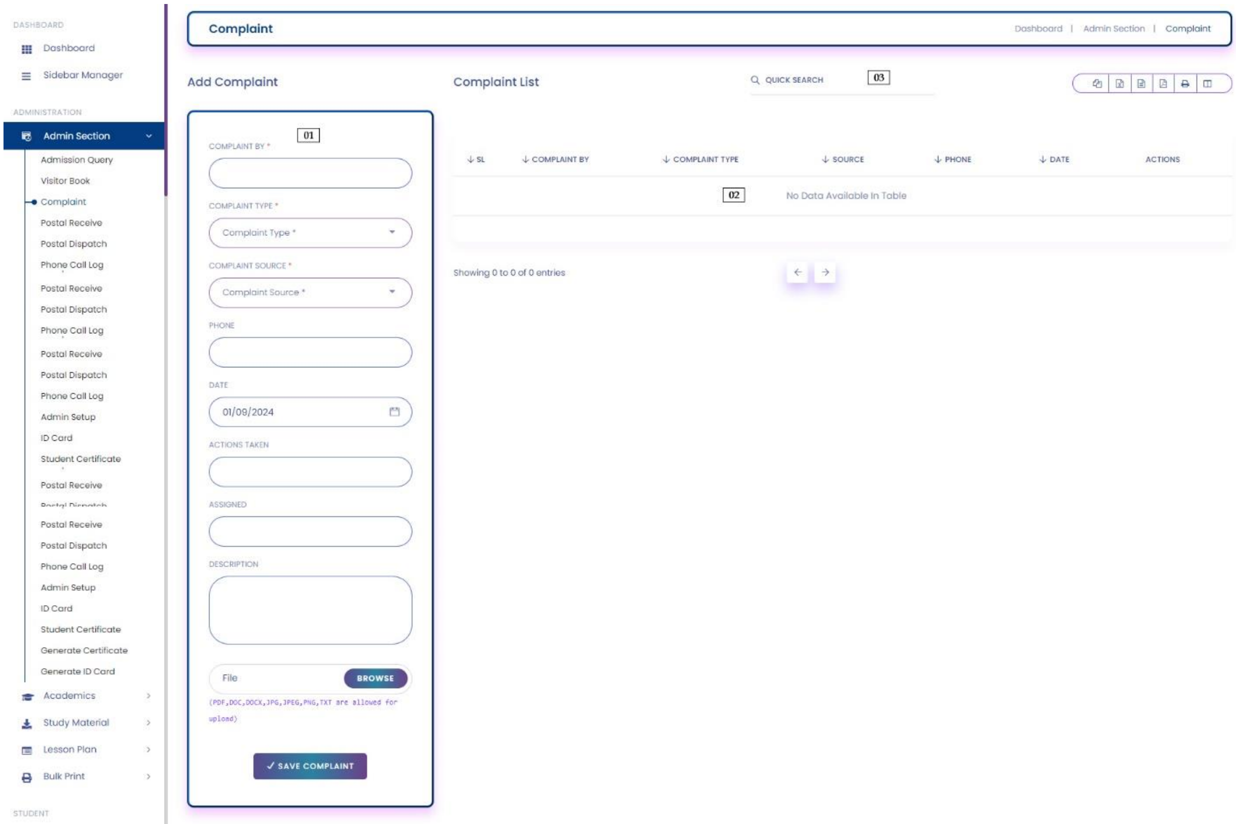
2. Admission Query Filter: With the help of this filter, you can filter all the admission queries, and it can be done according to different dates, source type and status type.
3. Admission Query List: You can see all the queries of admission here, it will be in a list and you can also delete them and also edit them and update them, whatever suits you.
4. Export Data: You can export data into your local system, it can be exported in csv format, or you can also print them and also download them in pdf format too.

2. Visitor Book:



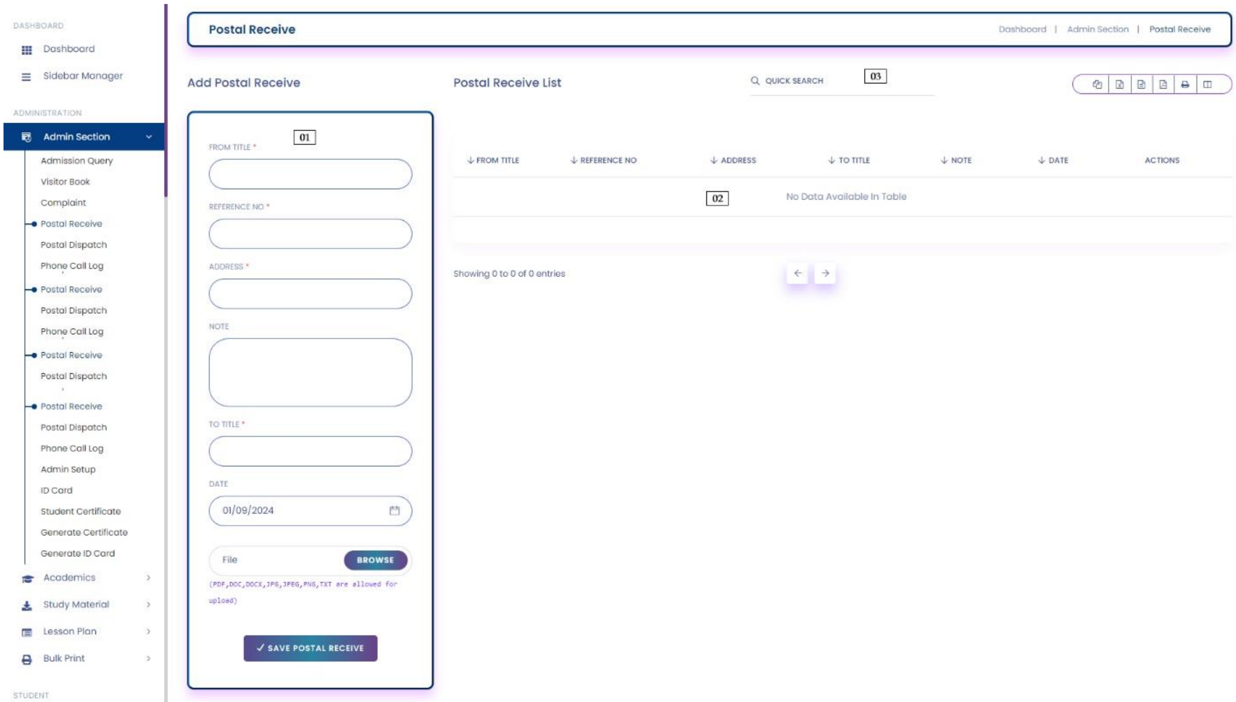
1. Add Visitors: This section allows you track the details of visitors who are visiting your establishment, you can add their details from this section with their ID card and image too.
2. Visitors List: In this section you can see the list of all the visitors and also edit and delete them according to your need.
3. Quick Search: This option lets you search details of any particular visitor if in case you need details of any visitor.

3. Complaint:



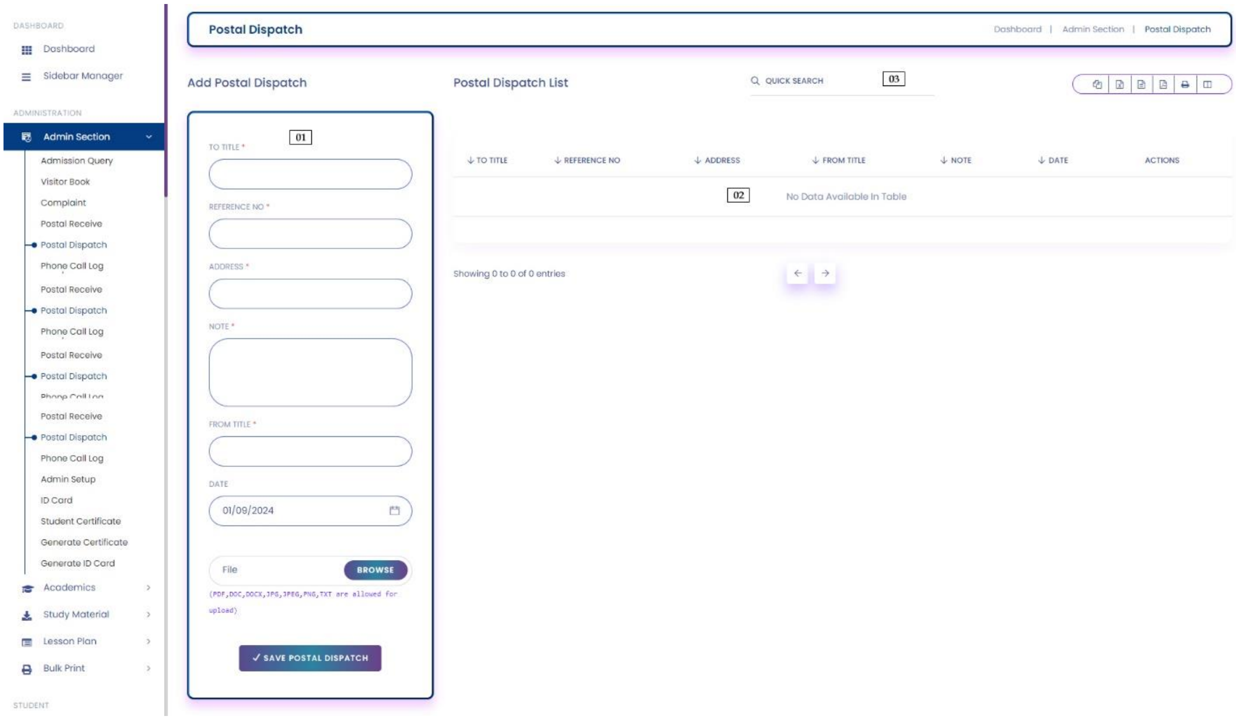
1. Add Complaint: For every organization discipline should be the first priority and keeping this in mind we have a complaint section where you can add the complaints and save it.
2. Complaint List: This section will list down all the complaints and you can delete and edit them according to your need.
3. Quick Search: This option lets you search any specific complaint and saves your time going through the full list of complaints.

4. Postal Receive:



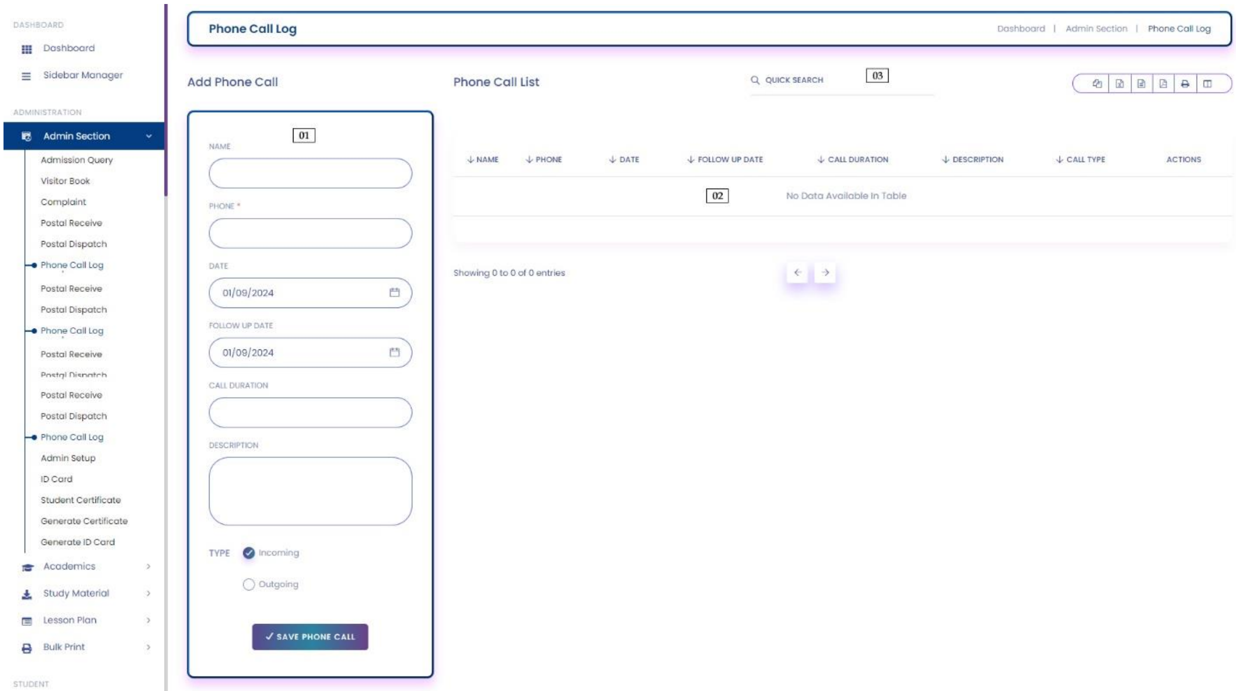
1. Add Postal Receive: To keep the track of incoming materials we have a postal receive option where you can track down and add each and every item details which are being received in your establishment.
2. Postal Receive List: This section will list down all the postal receives and you can delete and edit them according to your need.
3. Quick Search: This option lets you search any specific postal receive and saves your time going through the full list of postal receives.

5. Postal Dispatch:



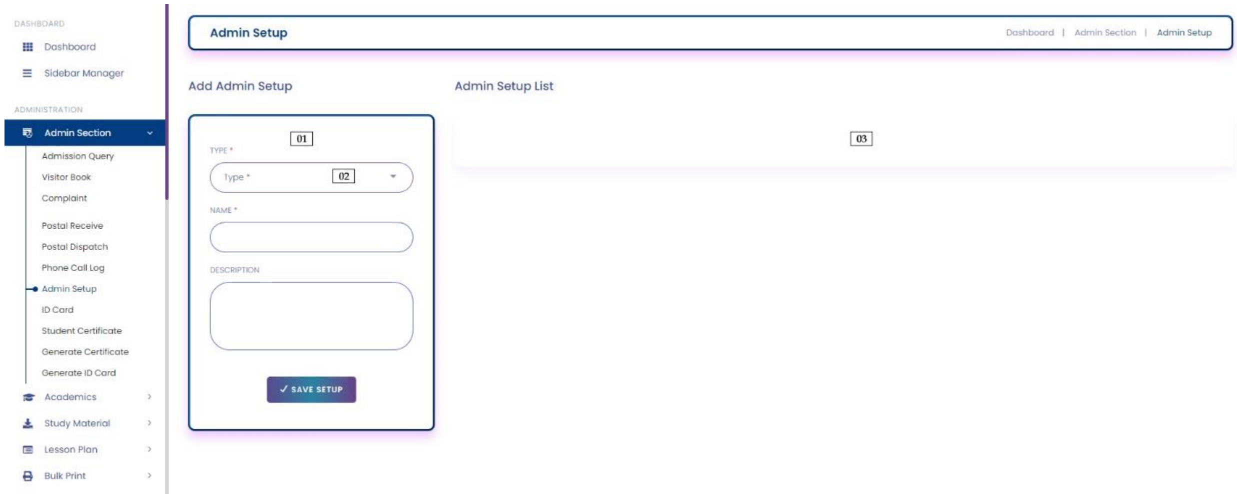
1. Add Postal Dispatch: To keep the track of outgoing materials from your establishment, we have a postal dispatch option where you can track down and add each and every item details which are being dispatched from your establishment.
2. Postal Dispatch List: This section will list down all the postal dispatches and you can delete and edit them according to your need.
3. Quick Search: This option lets you search any specific postal dispatch and saves your time going through the full list of postal dispatches.

6. Phone Call Log:



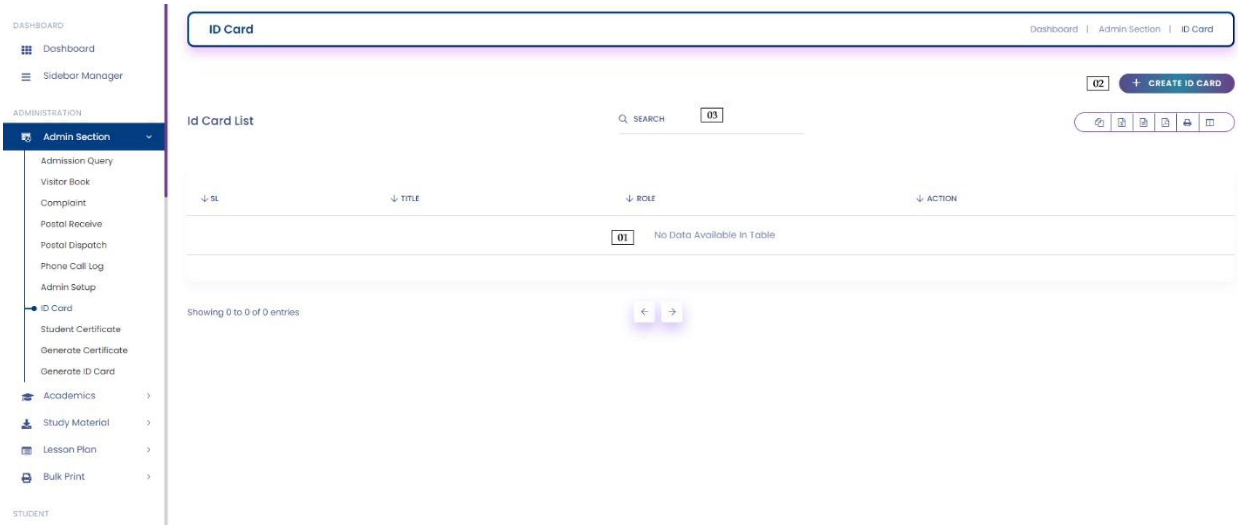
1. Add Phone Call Log: To keep the track of incoming and outgoing phone calls in your establishment, we have a phone call log option where you can track down and add each and every detail about the calls.
2. Phone Call Log List: This section will list down all the phone call logs and you can delete and edit them according to your need.
3. Quick Search: This option lets you search any specific phone call log and saves your time going through the full list of phone call logs.

7. Admin Setup:



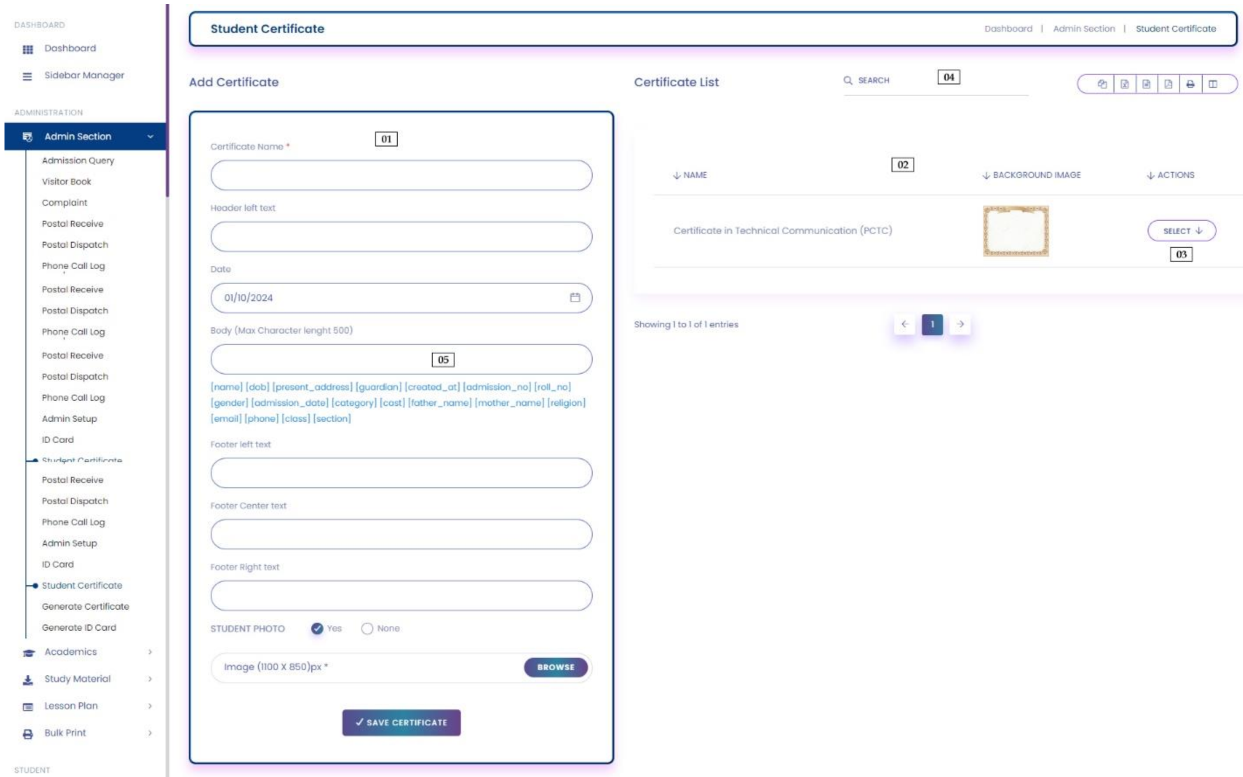
1. Add Admin Setup: This section is developed to specify the details of types, categories, purpose etc. For the admin section menu.
2. Admin Type List: In this field you will find four options which are: Purpose, Complaint Type, Source, Reference. You can choose any one option from these four and define your category and type.
3. Admin Setup List: This list will be easier for you to monitor as it will be divided type wise which are mentioned earlier. You can just click any type and all the list under that type will be visible, you can edit, delete and update them according to your need.

8. ID Card:



1. ID Card List: This section shows the list of generated ID cards, you can also edit and update them and there's also an option to delete them too.
2. Create ID Card: This button allows you to create a new ID card, you just have to click on it and it will redirect you to a new page where you can fill all the required details and generate the new ID card.
3. Quick Search: This option lets you search any specific ID card and saves your time going through the full list of ID cards list.

9. Student Certificate:



1. Add Certificate: Every school needs a way to express their appreciation towards their students and staffs and keeping note of this culture we have certificate option where you can create different certificates depending upon different occasions.
2. Certificate List: You find the list of different certificates which you have created in this section and it will easier for you to track them down.
3. Select Options: This button allows you to “view”, “edit” and “delete” your certificates.
4. Quick Search: This option lets you search any specific certificate and saves your time going through the full list of certificates.
5. Body Input Field: As mentioned below the input field, you can use these details in your certificates and make it look better and professional.

10. Generate Certificate: In this section you can generate certificates which you have created in certificate section. You can generate it for each class and also for different sections too. It will completely on you in whatever way you want to generate your certificates based on class, section, you just have to select them, filter them out and you can generate them according to your need.

11. Generate ID Card: This works same as generate certificate section (ref: 10). The only difference is that this works for ID card generation and you can generate ID cards for staffs, parents and students, the process is same, you just have to select and filter out and then you can generate ID cards.

That's the end of Admin Section, we hope we have covered every point for you. Now we will move on to another menu which is Academics.

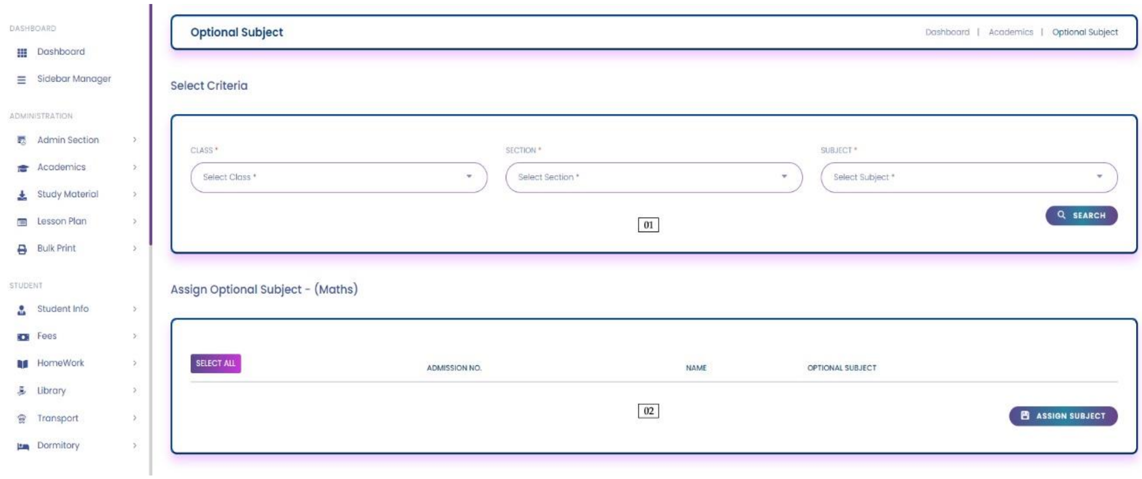
ACADEMICS

Academics section is completely focused on keeping track of data which are related to subjects, classes, class routine, class teachers, the data inside this menu is will make your work easier to track down details about academic system of your establishment. Academics menu have eight sub menu options which have different functionalities but all the options are connected to each other in some way, the options are:

1. Optional Subject.
2. Section.
3. Class.
4. Subjects.
5. Assign Class Teacher.
6. Assign Subject.
7. Class Room.
8. Class Routine.

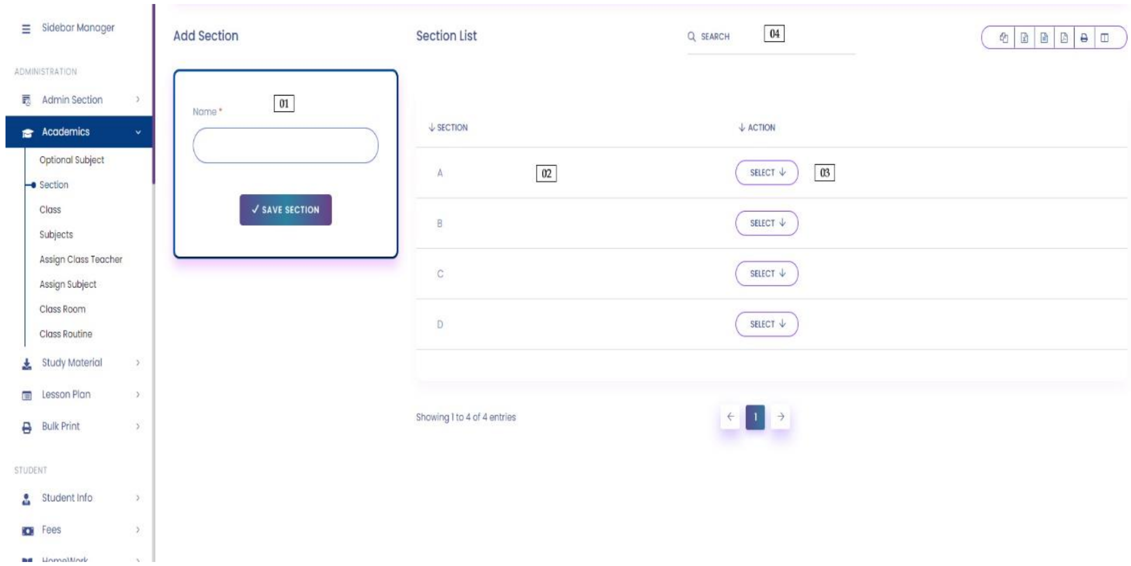
These are the 8 options which are there in the Academics menu, now we will move further with the explanation of all these 8 options one by one.

1. Optional Subject:



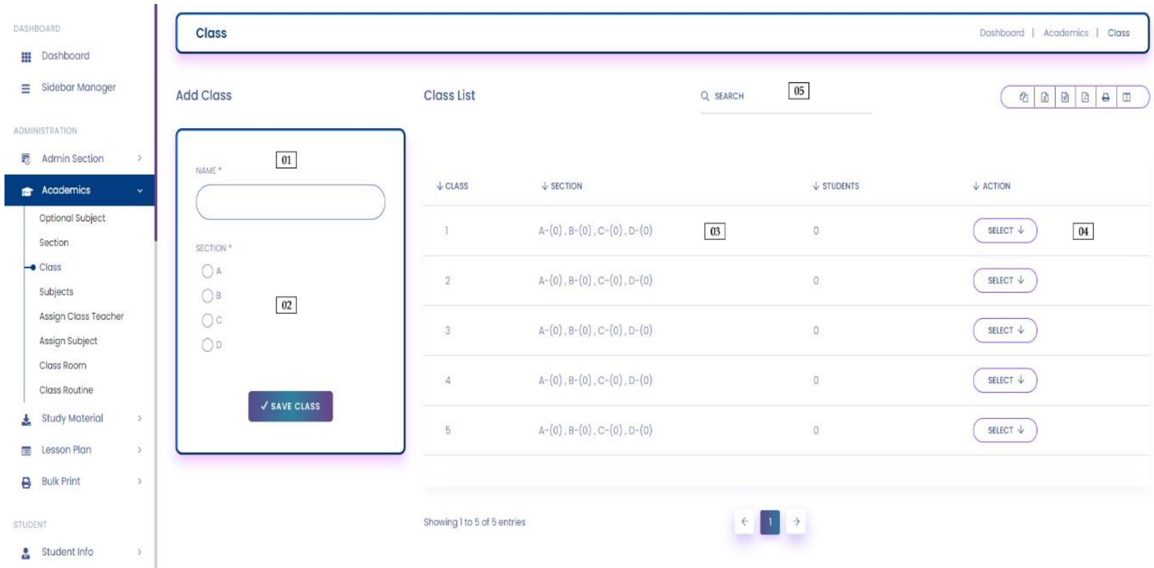
1. Search Subject: There are three fields in this section, all these three fields are mandatory to select and fill, you have to choose class, section and subject and then hit the search button.
2. Assign Subject Section: In this section you will get the list of students with their admission code and name and then you have to select the student to whom the subject which you have selected earlier before is going to be assigned as optional for the whole academic year.

2. Section:



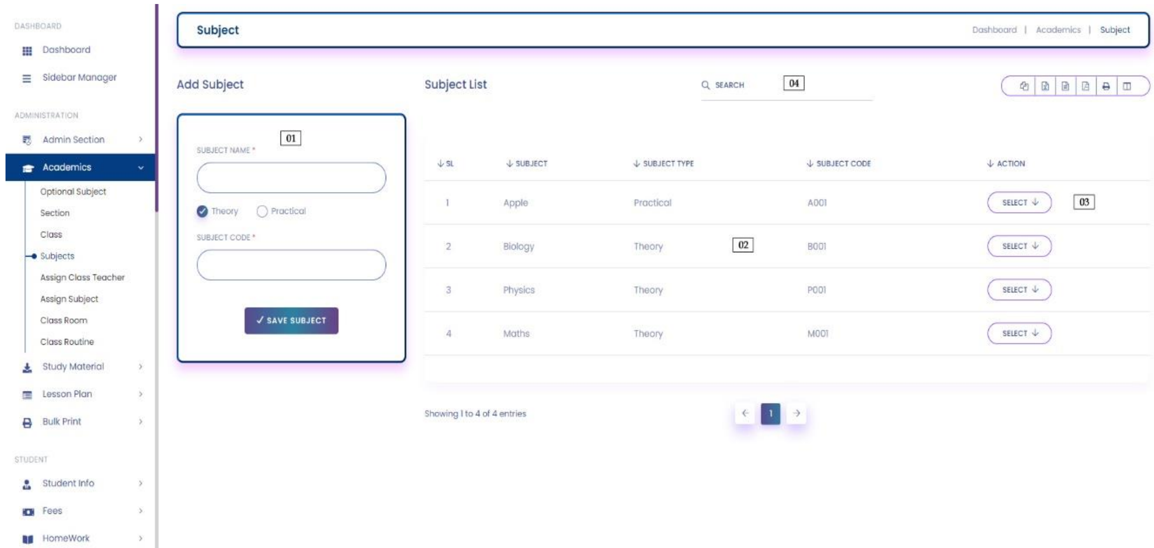
1. Add Section Name: You can add name of section in this input box, you just have to type the name of the section and hit the save section button and your section will be saved.
2. Section List: You will find the list of different sections which you have created and it will easier for you to track them down.
3. Select Options: This button allows you to “view”, “edit” and “delete” your sections.
4. Quick Search: This option lets you search any specific section and saves your time going through the full list of sections.

3. Class:



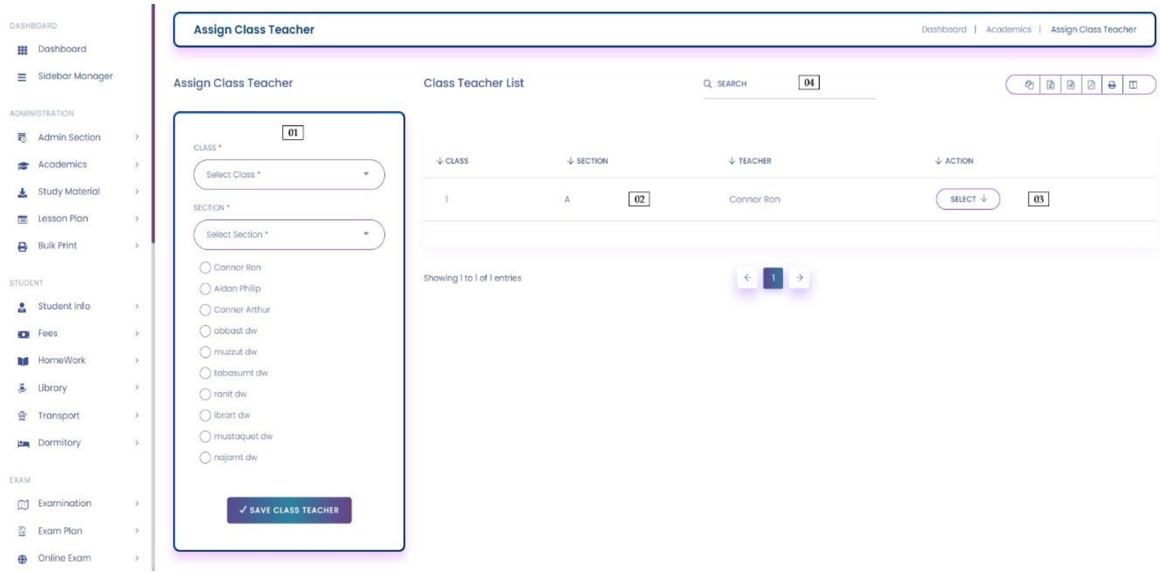
1. Add Class Name: You can add details of class in this input box, you just have to type the name of the class and hit the save class button and your class will be saved.
2. Section List: You will find the list of different sections which you have created in Section menu (ref: 02). You can also have more sections, you just have to add it in section menu.
3. Class List: You can view all the classes with their respective sections here with a better UI view.
4. Select Option: This button allows you to “view”, “edit” and “delete” your classes.
5. Quick Search: This option lets you search any specific class and saves your time going through the full list of classes.

4. Subjects:



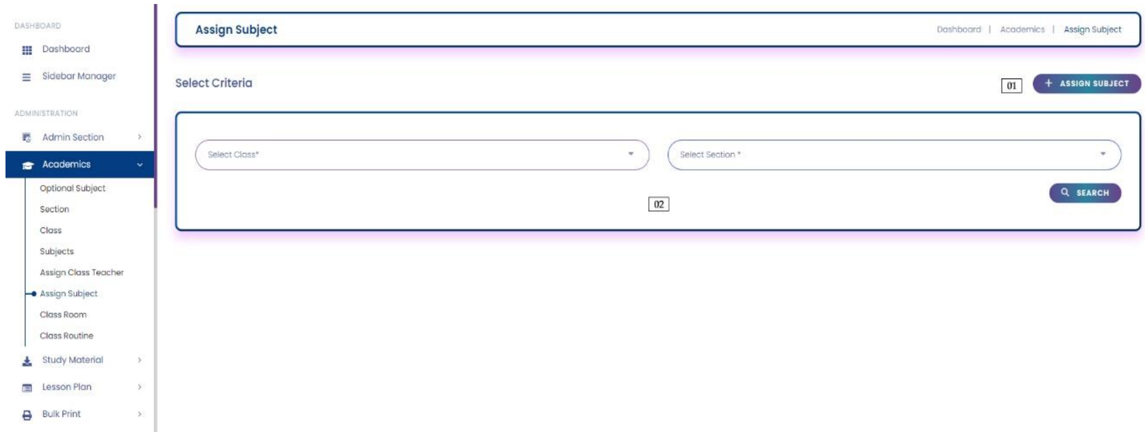
1. Add Subject Name: You can add details about subjects with their subject ID, you can choose between “theory” and “practical” and then hit the save subject button and your subject will be added.
2. Subject List: You will find the list of different subjects with their subject ID’s which you have created in subject menu.
3. Select Option: This button allows you to “view”, “edit” and “delete” your classes.
4. Quick Search: This option lets you search any specific subject and saves your time going through the full list of subjects.

5. Assign Class Teacher:

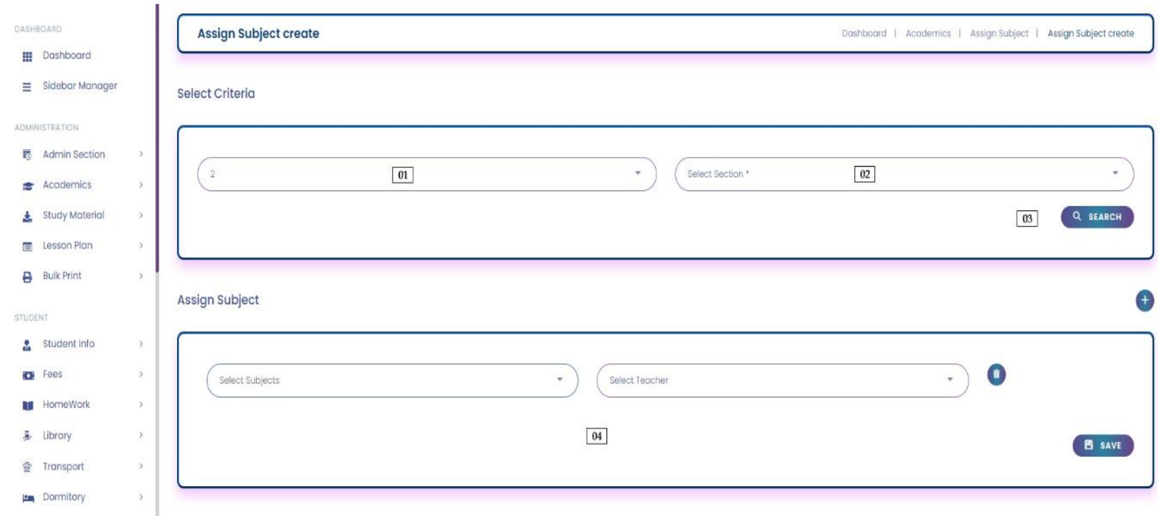


1. Add Class Teacher: You can assign class teachers for different class, you have to select class from dropdown and then section and then further you have choose a teacher and then hit the save button and after that class teacher will be assigned.
2. Class Teacher List: You will find the list of different teachers assigned as class teachers for their respective class.
3. Select Option: This button allows you to “view”, “edit” and “delete” your classes.
4. Quick Search: This option lets you search any specific class teacher and saves your time going through the full list of teachers assigned to different class.

6. Assign Subject:



1. Assign Subject Button: To assign a subject you have click on this button and it will redirect you to another page where you will get a completely new window to assign a subject for a class. You will find steps below to assign a subject for a class:

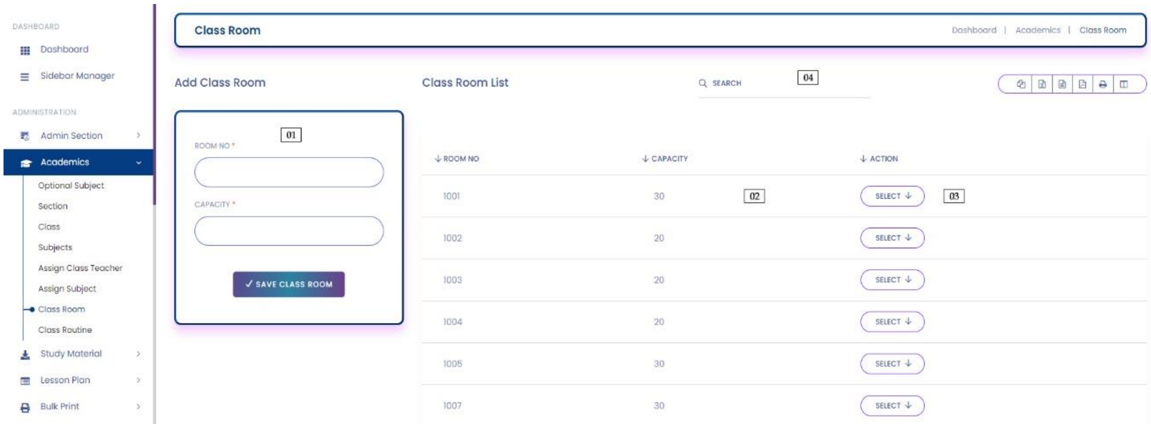


   i. Step 1: Select class first from dropdown.
   ii. Step 2: Select section after that from dropdown.
   iii. Step 3: After when you are done with both fields then click on the search button and then you get a new section which is “Assign Subject” section.
   iv. Step 4: Choose subject and then teacher and then hit on save button. If you want to assign more subject for a

class then click on that plus icon to add more subjects and then hit on save button.

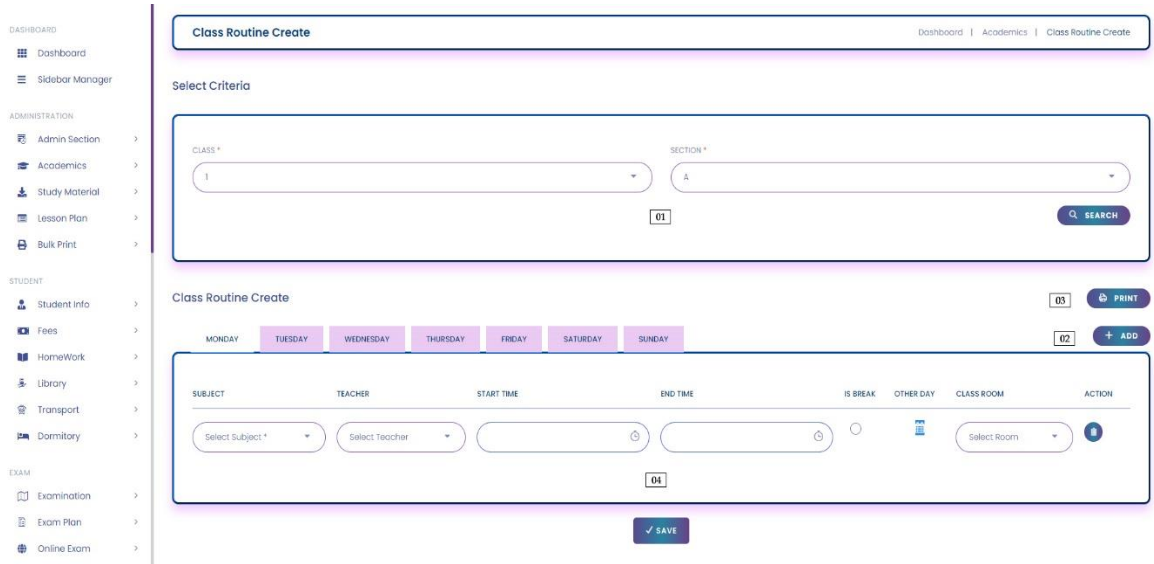
2. Assign Subject List: First choose class and section and after that hit on the search button, you can filter out all the assigned subjects for a certain class and section with this function.

7. Class Room:



1. Add Class Room: You can add details about class room and the capacity of the class.
2. Class Room List: You will find the list of different room no with their respective capacity assigned as class teachers for their respective class.
3. Select Option: This button allows you to “view”, “edit” and “delete” your classes.
4. Quick Search: This option lets you search any specific class teacher and saves your time going through the full list of teachers assigned to different class.

8. Class Routine:



1. Select Class: To set the routine for a certain class and section, you have to first select that class and section and then hit the search button.
2. Add Class Routine Button: This button helps you to add more subjects in class routine for a class.
3. Print Option: This option also allows you to print the routine which you have created for a class.
4. Subject Section: In this section you have select subject, teacher, start time and end time of class for the subject with the class room details and if theirs a break in the class or not and also if the class is also schedule for any other date. You will get all these options while creating a routine for a subject for a class. When you are done with every detail, you just have to hit the save button and your class routine will be created.

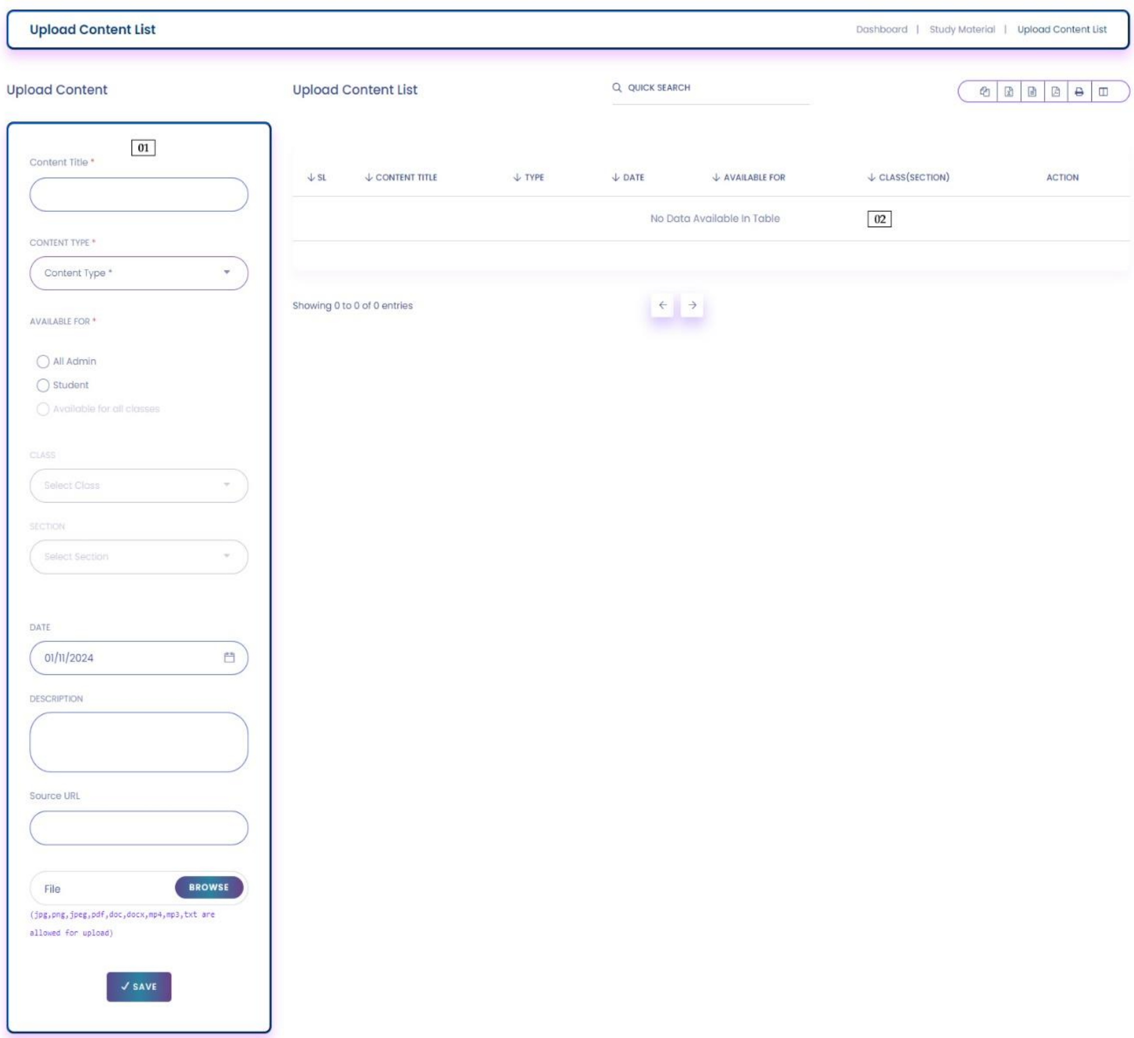
STUDY MATERIAL

Study material section, as the name says, it is for academic educational data for students, you can upload it directly from this menu for students. It's easy and there's multiple option for format of the document which you to be upload. This menu has four options, all the four options are connected with each other, mainly with the first one because of the functionality. Let's explore all four one by one.

1. Upload Content.
2. Assignment.
3. Syllabus.
4. Other Downloads.

The first option is the only functioning option and most important option in this menu, other three will help you with your management of the data which you upload in this menu.

1. Upload Content:



1. Upload/Add Content Section: This section helps you to upload your content and share with students, we will break the explanation of this section with each input field. The fields with star marks are mandatory to fill without those fields data, you can save your content.
    a. Content Title: This is the title of your content.
    b. Content Type: You have to select the type of content and you will get three options which are “Assignment”, “Syllabus” and “Other Downloads”.
    c. Available for Option: You have to choose between “All Admin”, “Student” and “All Student” option, with this you will assign the content to the selected option.
    d. Class & Section: When you will select “Student” option the class & section input field will activated for you to select the class and section.

These are the explanation of mandatory fields, keep in mind while uploading the content and also it is mentioned there about the type of documents you can upload.

2. Upload Content List: This section will show you the list of all the contents which you have uploaded and also allow you to edit or delete them.

2. Assignment: This section contains the list of uploaded content which have assignments in it. You can edit them, delete them, and also you will have an option of quick search to search a specific assignment, you will also get an option to print these assignments by downloading them first.
3. Syllabus: This section contains the list of uploaded content which have syllabus in it. You can edit them, delete them, and also you will have an option of quick search to search a specific assignment, you will also get an option to print these syllabuses by downloading them first.

4. Other Downloads: Works same as above two options, the only difference is that it will only show data of other downloads.

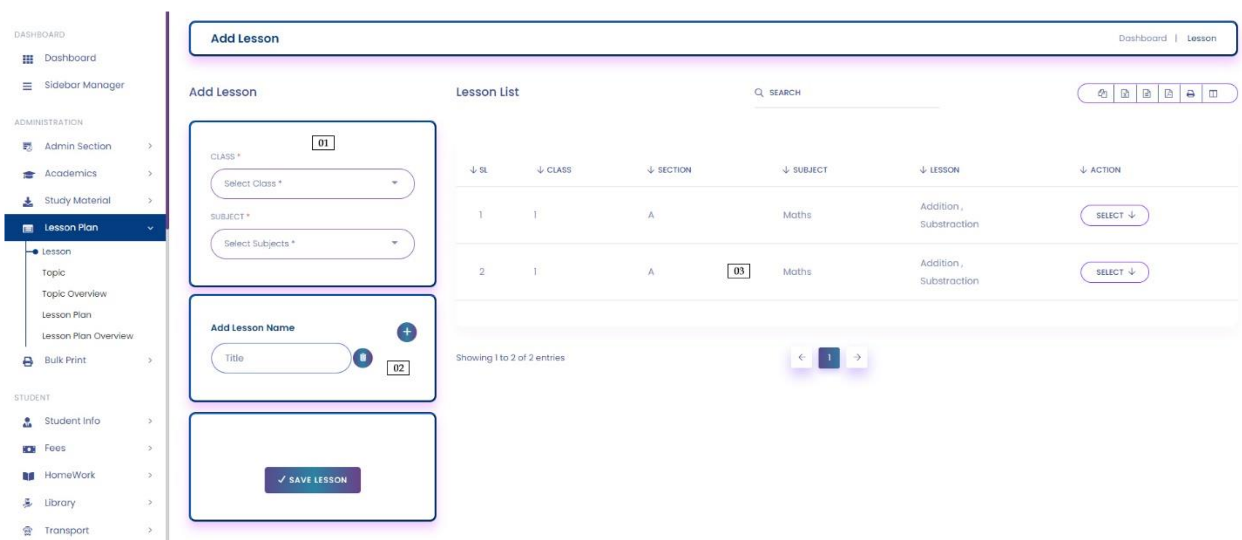
LESSON PLAN

This section is developed to help the establishment to upload and revise their Lesson plans whenever they want, and it will be visible for all the teachers and students. This will help the management in saving their valuable time and also will create a seamless data management between admin, students and teachers. This menu contains five options which are:

1. Lesson.
2. Topic.
3. Topic Overview.
4. Lesson Plan.
5. Lesson Plan Overview.

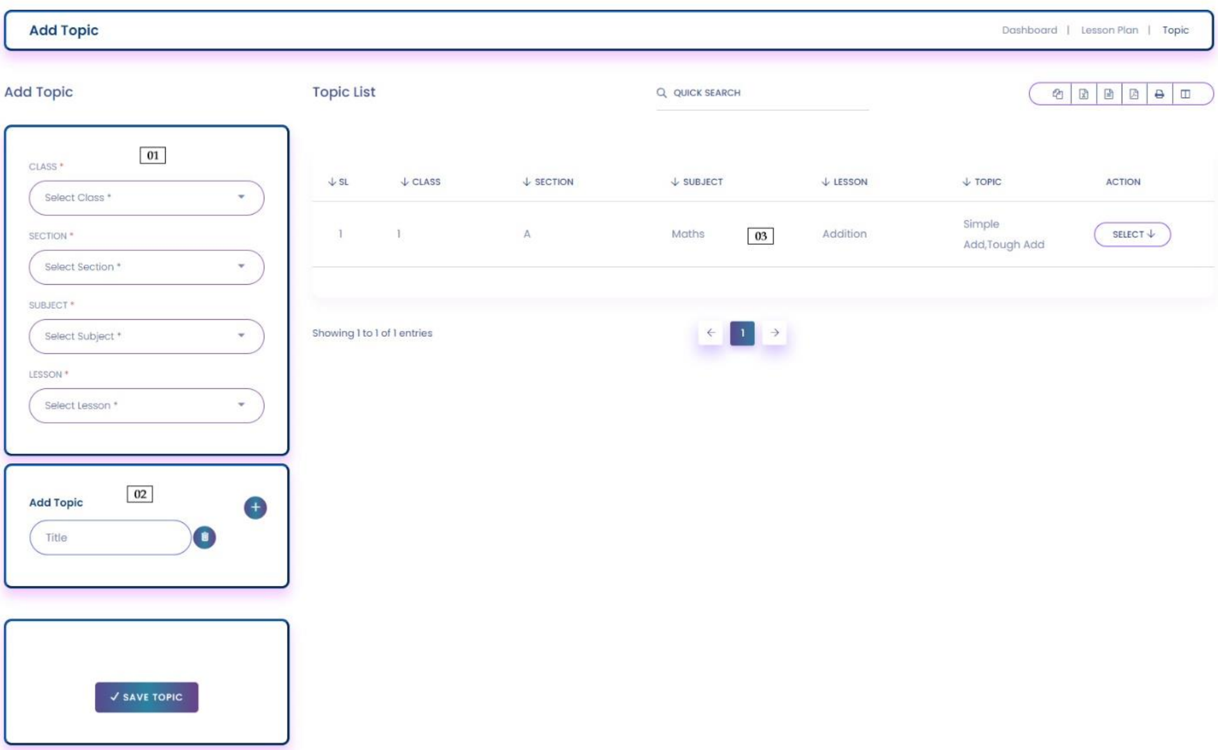
We will go through each option explanation further in the documentation and explain every point and option of the menu.

1. Lesson:



1. Add Class & Subject: You have to choose class and subject first when you will choose a class and the respective subject which are assigned for that class then you process with the next step.
2. Add Lesson Name: You can add the details of lesson name and the plus icon will help you to add multiple lesson name at once, after you are done adding details about lesson, you can hit the save button to save your progress.
3. Lesson Details List: The lesson which you have created just now will be displayed in this section and you can also edit and delete, whatever suits your choice.

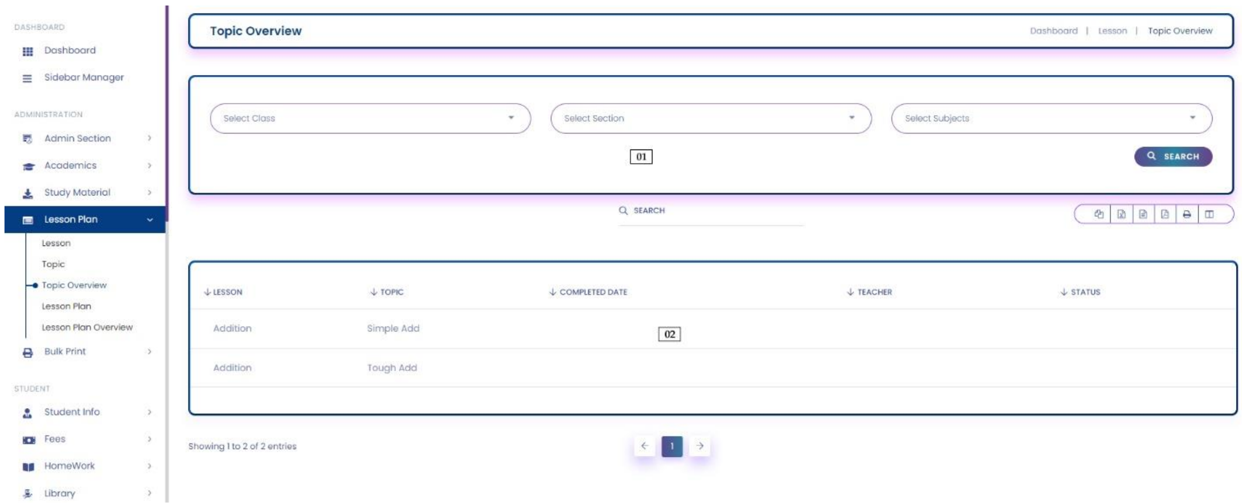
2. Topic:



1. Add Details: This section will let you add topics to the lesson which you have previously added in the lesson plan (ref: 01). You have to select the class, section and the respective subject with the lesson, and then you will step proceed further.
2. Add Topic: After you are done with the above section details, you have to add details about topics and you can see there's a plus

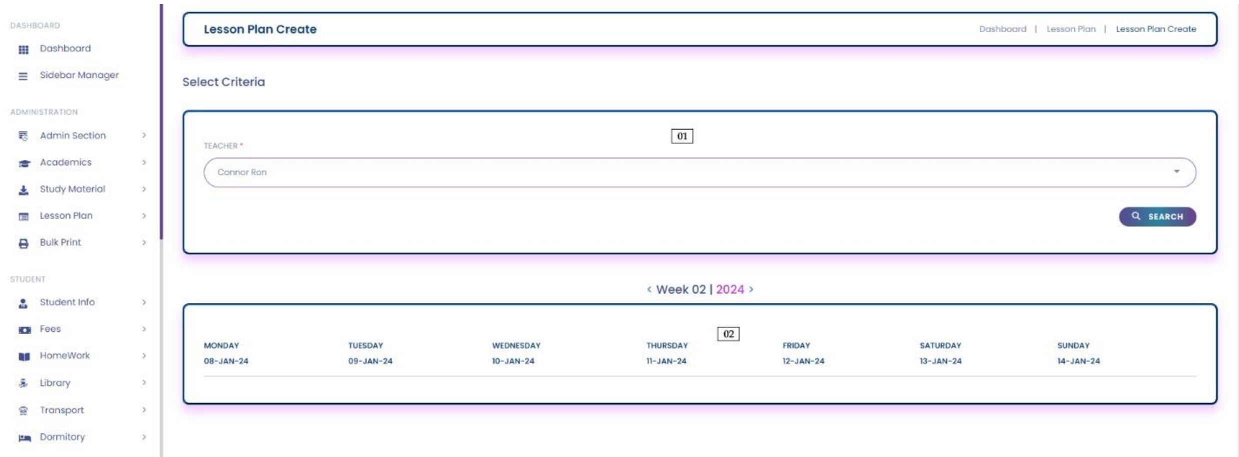
option, it helps you to add multiple topics at once. When you are done with all the details you have to just hit the save button and your details will be uploaded and saved.

3. Topic Overview:



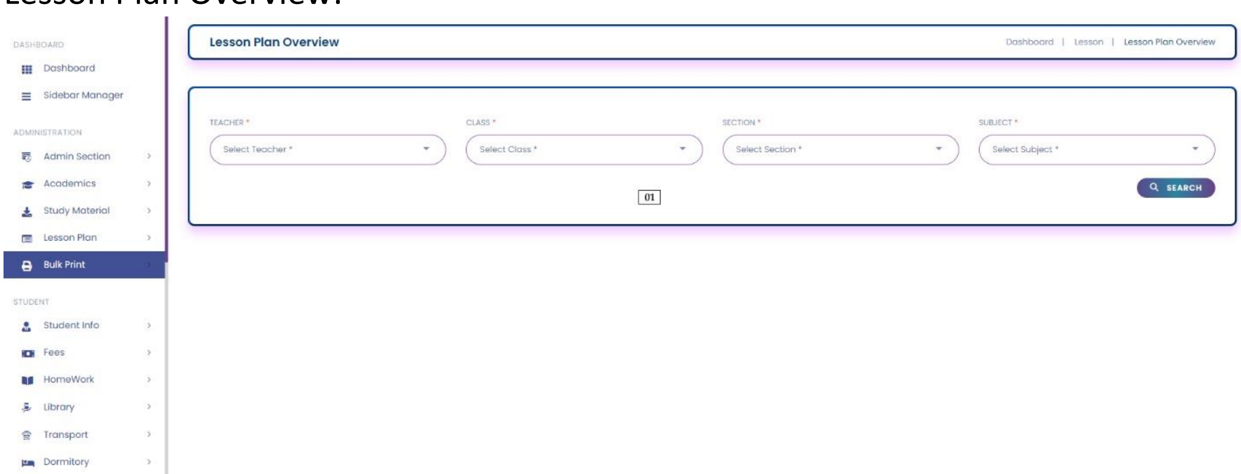
1. Search Topic Details: To view the complete overview of topics for a certain class and section, you have fill these options, where you have to select class, section and the subject and then hit the search button.
2. Topic Overview Section: After you are done with the details of above section and you hit the search button you will get the complete overview of all the topics for the class with the section which you have selected above with all the details mentioned in the section which are lesson, topic, completed date, assigned teacher and the status. This helps management to keep track of syllabus and the lessons progress in the establishment.

4. Lesson Plan:



1. Select Teacher: To view the details of lesson plan assigned to teachers, you have to first select a teacher and after that you have to hit the search button.
2. Lesson Plan Details Section: This section will show you the complete details of a teacher and the lessons which are assigned to him/her. It will be displayed and separated with date and days to keep track of progress properly for the admin.

5. Lesson Plan Overview:



1. Overview Details: To view the complete details of a lesson plan for a teacher assigned to a class you have to first fill out all these four fields where you choose the teacher, and then the class and section, then the list of subjects will show in the last field which are assigned to that teacher for that class and section, choose a subject and then hit the search button and you will get the complete overview of the lesson just like the topic overview (ref: 03).

With this last option, we have covered the all the options of Lesson Plan menu. We hope it will be easy for you to manage the content and data of this menu and now we will proceed to next menu.

BULK PRINT

Bulk print is option helps the admin to print documents, ID cards, certificated and other document related things in bulk, not one by one but in bulk which saves time and is efficient for any establishment to function. This menu consists of five options which are:

1. ID Card.
2. Student Certificate.
3. Payroll Bulk Print.
4. Fees Invoice Bulk Print.
5. Fees Invoice Bulk Print Setting.

All these five options are related to bulk printing and will not have much functionalities as compared to other menu, they are simple and easy to work. We will now explain all the options for you to understand them and further implement them with ease without any problem.

1. ID Card: You have to select the role, there is a long list of roles and you have to choose one role, and after you are done with the role you have to select the ID card and you will get the list of ID's which were earlier made for that role, at last you have to select the grid gap. The grid gap will give spaces between the ID cards for them fit

properly and print properly, so fill it with you gap choice and it will be in pixels, you just have to enter a number like "10, "20" or whatever no comes into your mind but you have to fill it because it's a mandatory field and the hit on search button and you will be redirected to a page where you will have a print button and all the ID cards will be visible below, hit the print button and print all the ID cards in bulk at once saving your time.

2. Student Certificate: Works same as ID card option (ref: 01), you just have to select the class and certificate and mention grid gap and then you are ready to print certificates in bulk.
3. Payroll Bulk Print: This option also works same as ID card (ref: 01), you just have to select the role, month and the year and hit the search button and you will redirected to the print popup where you can directly print all the details of payroll of the fields which you have selected earlier.
4. Fees Invoice Bulk Print: Works same as ID card option (ref: 01), you have to select class, section and student and then hit the search button and all the details related to fees of that student will show and you can print it in bulk.
5. Fees Invoice Bulk Print Setting: This option lets you customize the setting for fees invoice, there are two options which are “Invoice” and “Slip”. You have to select between these two, and then later customize it according to your need.

With this last menu we have covered all the menu and options of administration section. We hope we have covered all the topics of this section and we are helpful to you in understanding the flow of the functions and management of this section. Now we will proceed with the next section and it’s menu with the respective options.

STUDENT

STUDENT INFO

We will begin with second major section of our management system which is student management. You will get 6 menus in this section, all these 6 menus will have different workflow but all are totally focused on management of the students for the establishment. We will go through each and every menu and their options and will break down the explanation of all the menu for you. All the 6 options are listed below:

1. Student Info.
2. Fees.
3. Homework.
4. Library.
5. Transport.
6. Dormitory.

All these menus are inside the student section menu, we will begin with the explanation of all these one by one.

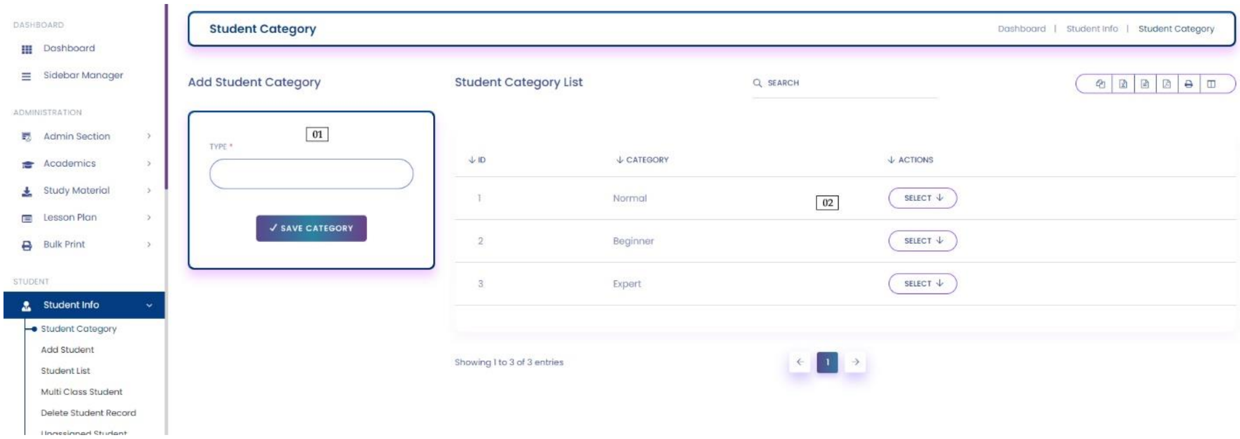
STUDENT INFO

The first one in student section, this menu is focused on student data and information. This menu contains 12 options which are:

1. Student Category.
2. Add Student.
3. Student List.
4. Multi Class Student.
5. Delete Student Record.
6. Unassigned Student.
7. Student Attendance.
8. Student Group.
9. Student Promote.
10. Disabled Students.
11. Subject Wise Attendance.
12. Student Export.

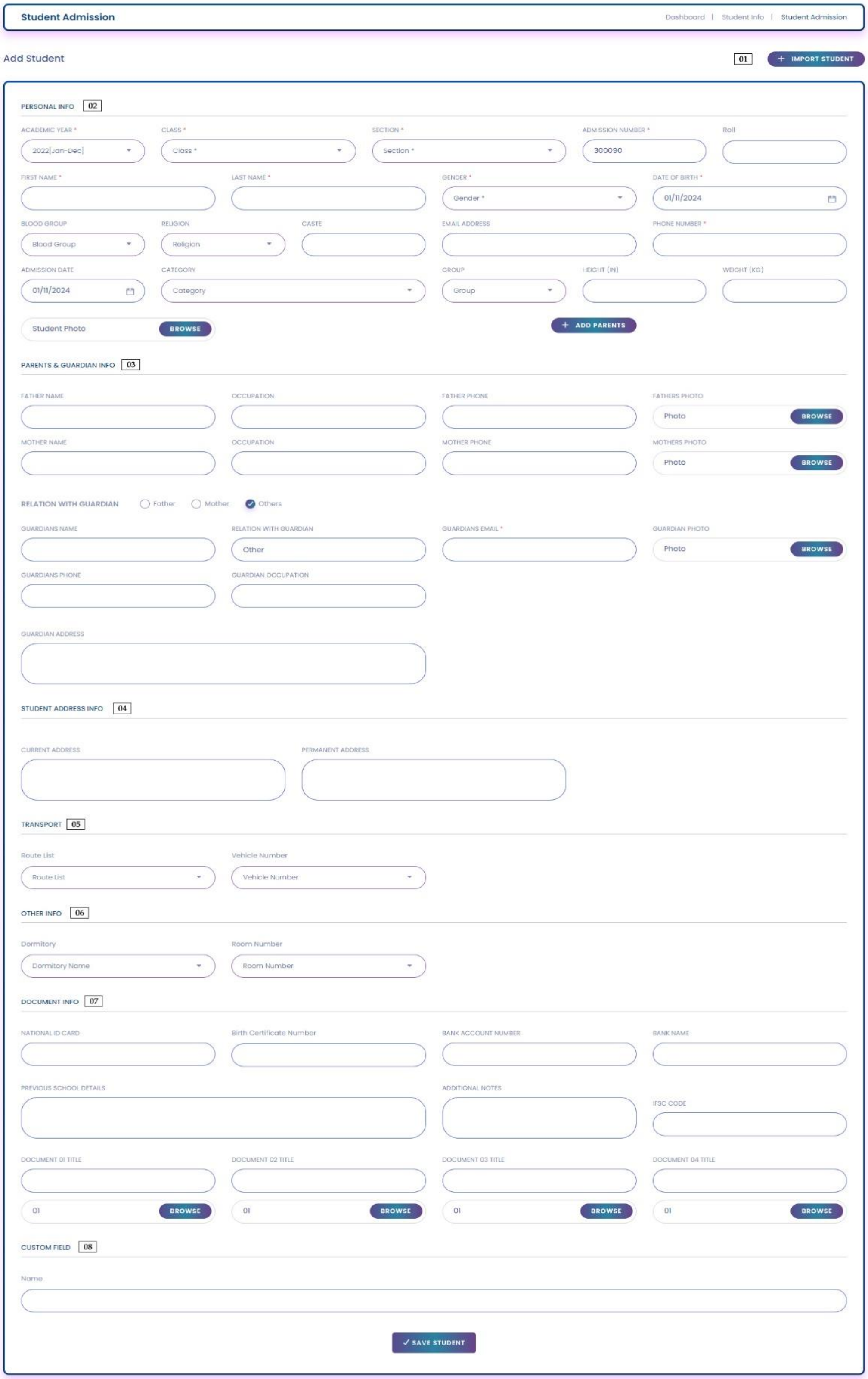
All these options are completely focused on managing every kind of data of students in an establishment. We will start with the breakdown of all the 12 one by one.

1. Student Category:



1. Category Type: You can create a type of category for students to assigned them category wise, the categories are completely based on your choice, you have the full right to define whatever type of categories you want for your establishment.
2. Student Category List: You will get the list of all the categories which you have created to be assigned for the students, with that you will also get a select button where you can also edit and delete any category.

2. Add Student:



1. Import Student Button: This button will let you import student data directly in your management system, when you will hit this button you will be redirected to an import page. At the top right you will get an option to download the sample csv format, you have to download it to properly import data directly in bulk, with that you will find multiple rules to import written down properly in the section. At last you will get 4 fields, where you can select academic year, class, section and your .csv file, when you are done with all, you can just hit the save bulk students button and your data of students which are in bulk will be imported.
2. Personal Info Section: From here the manual way of inserting details of a student starts, this is the section of personal information of a student. The fields which have star marked on them are mandatory to fill, we will begin with our first field.
    a. Academic Year: You have to select the academic year of the student.
    b. Class: You have to select the class of the student.
    c. Section: You have to select the section of the student.
    d. Admission Number: You have to write down the admission number of the student.
    e. Roll: You have to mention the roll no of the student.
    f. First Name | Last Name: Mention the first and last of the student.
    g. Gender: Select the gender of the student.
    h. Date Of Birth: Choose the date of the birth of the student.
    i. Blood Group: Choose the blood group of the student.
    j. Religion: Choose the religion of the student.
    k. Caste: Mention the caste of the student.
    l. Email ID: Mention the email address of the student.
    m. Phone No: Fill the phone no details of the student.
    n. Admission Date: Choose the date of the admission of the student.
    o. Category: Choose the category of the student which you inserted it in student category menu (ref: 01).

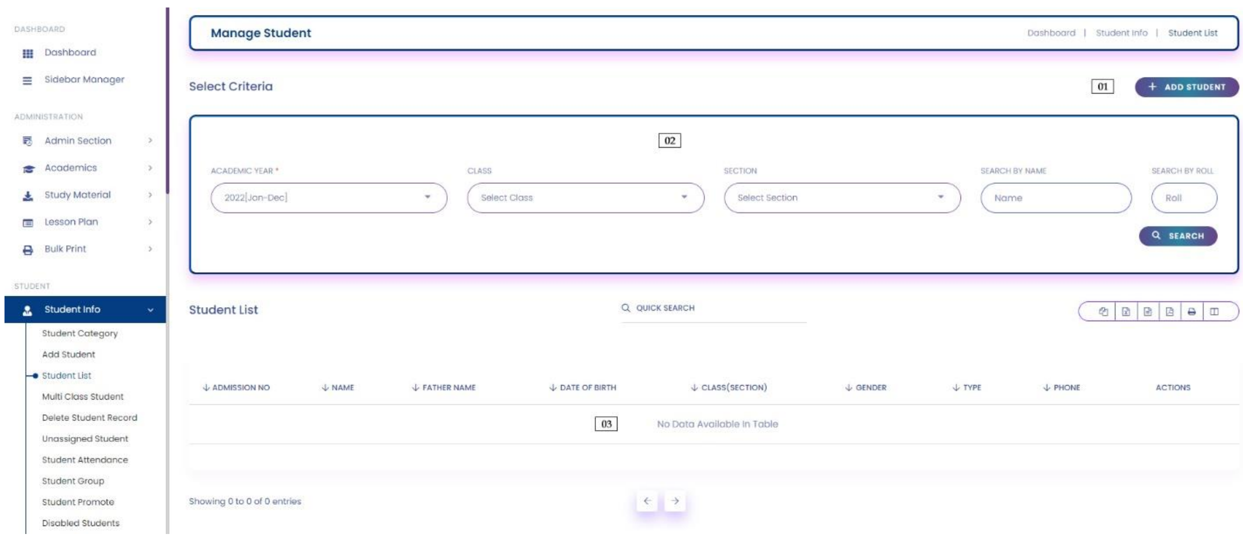
p. Group: Choose the group of the student.
q. Height: Mention the height of the student in inches.
r. Weight: Mention the weight of the student in kg.

3. Parents & Guardian Information: This section is the second section of add student, you have to add details about the parents and guardian. We will move further with explanation of fields in this section below:
    a. Father's Name: Fill out the name of father.
    b. Occupation: Fill out the occupation of father.
    c. Father's Phone No: Mention the phone no details of the father.
    d. Father's Photo: Browse and select the photo of the father.
    e. Mother's Name: Fill out the name of mother.
    f. Occupation: Fill out the occupation of mother.
    g. Mother's Phone No: Mention the phone no details of the mother.
    h. Mother's Photo: Browse and select the photo of the mother.
    i. Relation With Guardian: You have to select the relation of guardian with the student.
    j. Guardian's Name: Fill out the name of guardian.
    k. Guardian's Email: Fill out the email details of guardian.
    l. Guardian's Photo: Browse and select the photo of the guardian.
    m. Guardian's Phone No: Mention the phone no details of the guardian.
    n. Occupation: Fill out the occupation of guardian.
    o. Guardian's Address: Fill out the address of guardian.
4. Student Address Information: You have fill out all the address details of the student. It has two fields “Current Address” and “Permanent Address”. You have to mention address details in these two fields.
5. Transport Information: You have assigned transport facility to the student by choosing the route and vehicle details.
6. Other Information: In other information field, we have two input fields which are dormitory and the room no of the dormitory.

7. Document Information: In this section you have fill out legal documents of the students. You have fill out national ID card no, birth certificate details, bank account number, bank name, previous school name, IFSC code of the bank and additional note. After all these fields you will get option to upload legal documents of the student, you have to mention the name of the document and then upload it.
8. Custom Field: This field is basically for you, if we have missed any field, we have given you the liberty to define your own custom field and save details in it.

When you are done with all these details you have hit the save button and after that the details of the student will be saved. So, we hope now you understand how to manually input details of a student. Now we will further progress to next option.

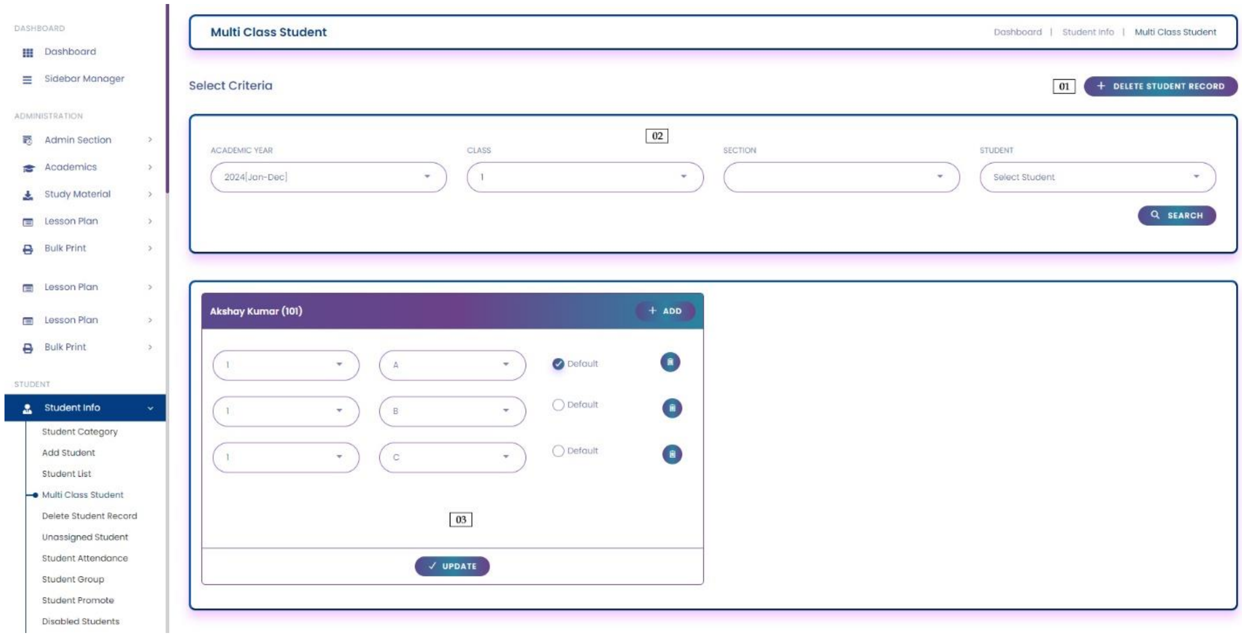
3. Student List:



1. Add Student Button: You can directly redirect yourself to the add student page if you want to add any student during going through the list of students.
2. Student Search Section: You can filter out multiple students, or a single student detail with the help of this filter, you have to choose the academic year, class, section, you can also enter the name or search by roll no also and then hit the search button.

3. Student List: This section will provide you the complete list of the students with their respective details. You can also edit and delete details of the student.

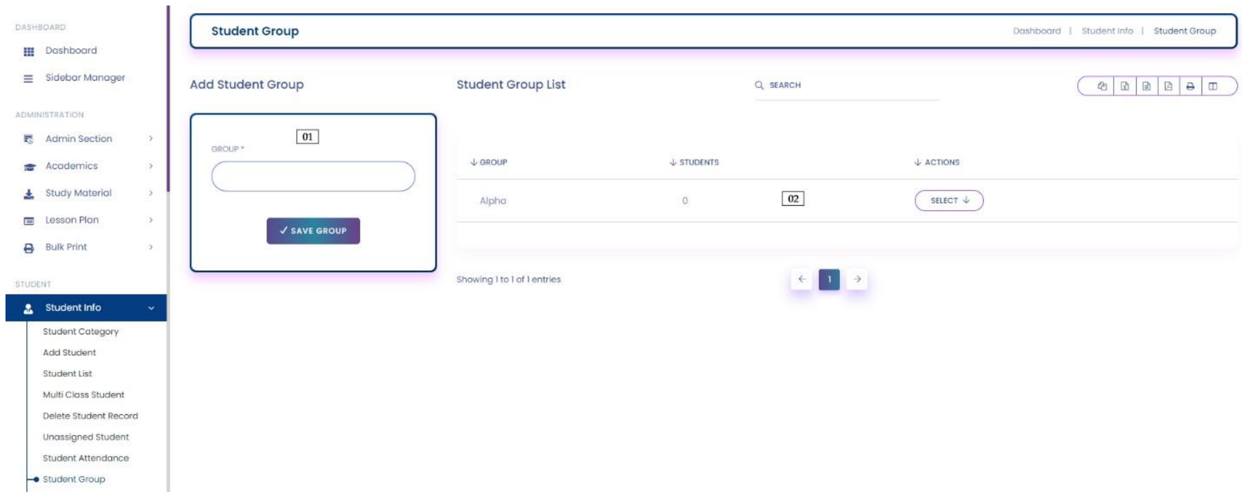
4. Multi Class Student:



1. Delete Student Record Button: This button will redirect you to the delete student record page.
2. Search Student: You have filter out the student, if you want to assign the student multiple classes, first choose the academic year, then the class and section and finally name of student then hit the search button.
3. Assign Student to Multiple Classes: In this section you assign more than one class and section to a student, you have an add button at top, with that you can more than one class and also you can choose the default class of the student, and at last hit the update button and the student will be assigned to multiple classes.

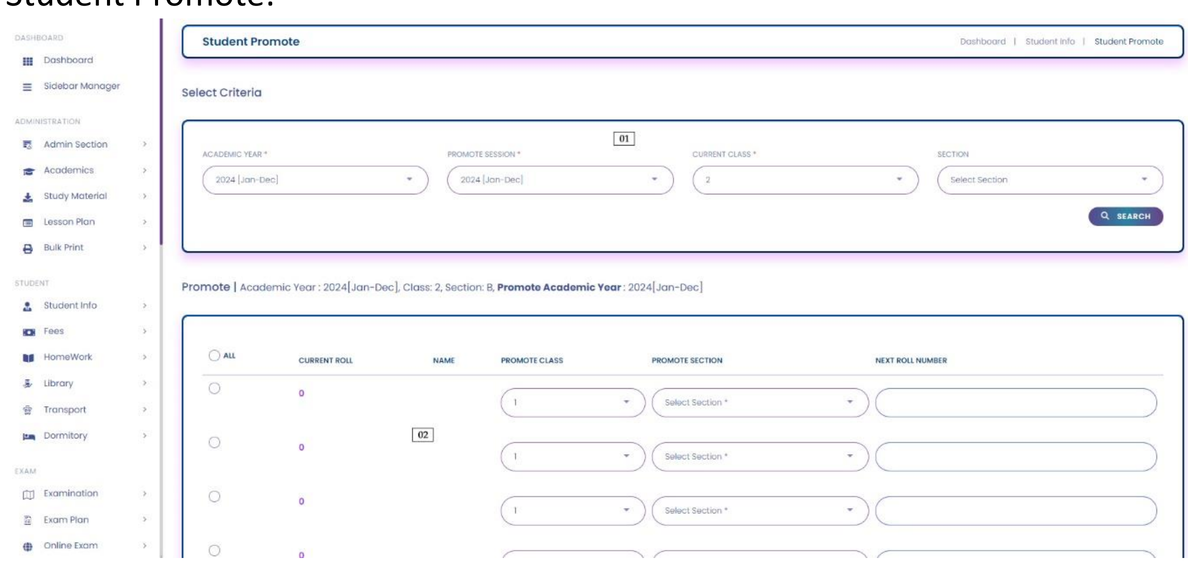
5. Delete Student Record: We have created this option for you as a junk section for students who were deleted before, if in future you need to details of those students you can restore them from this section or permanently delete them.

6. Unassigned Student List: This section will list down all the details of student who are yet to be assigned for a specific class.
7. Student Attendance:
8. Student Group:



1. Add Student Group: You can write down the name of the group of the student, this group is used while creating a new student record.
2. List Student Group: This section will list down the details of all the student group which you have created, and you can also edit and delete them according to your need.

9. Student Promote:



1. Filter Criteria: You have four fields out of which three are mandatory to fill, these fields filter out the details of the students who are going to be promoted in next class or academic session. You just have to fill out the details and then hit the search button.
2. Promotion Section: In this section you can either select all and promote them at once or you can also select an individual and promote him/her. You have to fill out the class, section and roll no also, they are not mandatory but it will easier to manage data if you fill it.

10. Disabled Students: This option lets you filter out the list of students who are disabled, when you add a student, you can "enable" and "disable" them, so the student who are disabled from the student list can be viewed here in this section. You have to just fill all the fields and hit the search button to filter out the data of disabled students.
11. Subject Wise Attendance: This section works same as attendance, the only difference is that you can mark attendance of student as subject wise.
12. Student Export: This section allows you to export data of your students in .csv and ,pdf into your local system.

So now we have all the details about the workflow of Student Info menu, we hope it helps you with the management of your data, as this menu is an important one in our management system. Now we will move onto the next menu.

FEES

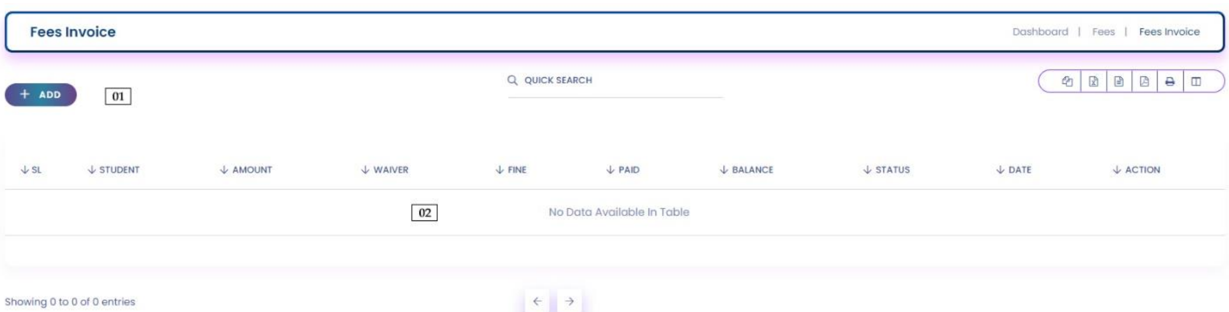
As the name suggest, this menu is for the management of fees and accounts related to students. This menu has 7 options which have different functionalities related to fees structure of the establishment. We will breakdown explanation of each and every option below:

1. Fees Group
2. Fees Type
3. Fees Invoice

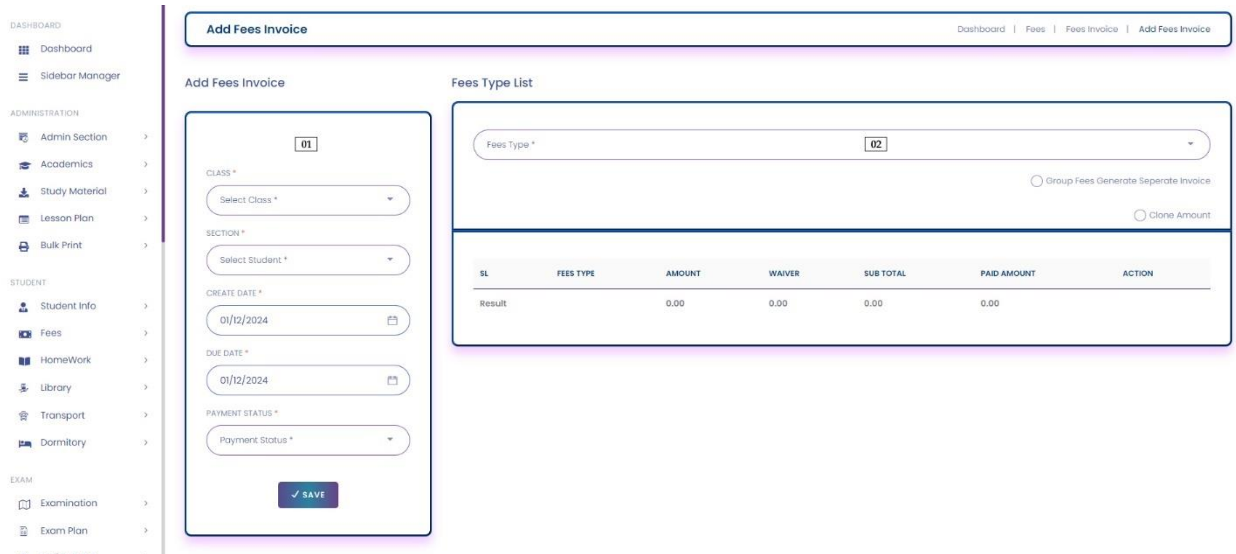
4. Bank Payment
5. Fees Carry Forward
6. Fees Carry Forward Settings
7. Fees Carry Forward Log

These are the 7 options inside the Fees menu, now we will further explain you all the options and its functionalities.

1. Fees Group: You can create your own kind of fees group with the help of this option. The fees group which you have created will be displayed in the list from where you also edit or delete them too.
2. Fees Type: You can create your own fee type here, the group which you have created in fees group option (ref: 01) will be used here, you have fill out the name of your fee type, select the fee group and then save it. Your fees type list will be visible and you also edit and delete any fee type also.
3. Fees Invoice:



    1. Add Button: You can add new invoice from here, to add you to click on this button and it will redirect you to a new page where you will be able to add a new invoice. The page which will open after you click on add button is given below with explanation breakdown too:



1. Add Fees Invoice Details: To add an invoice, you choose a class and section first, then create a date and also select the due date, keep in mind that due date should be ahead of create date field value, then payment status and then further proceed to step 02.
2. Add Fees Type: Choose the fees type, to define the type of invoice you are raising for fees and when you are done just hit the save button and your invoice will be added and saved.

    1. Invoice List: You can find the list of invoices which you have created in this section and also you quick search to find any specific invoice, you can also edit and delete any invoice too.

3. Bank Payment: This option will list down the details of payments which are done through bank end and it's record are stored in our management system. It's not automatic, the accountant department has to input all the records of bank payment. You can view all the details with the help of our bank payment filter, you have to fill out the required fields and hit the search button, and the list will be displayed in the below section. You will have all the details and action like edit and delete.
4. Fees Carry Forward: This option lets you carry forward fees of any student who is unable to pay fees on due date, this function is done from accountant end, and also admin end, you have to filter out class and section

and the list of students will be listed in the below section, you have choose any student, enter the balance and also if there's any note you can put it and then hit the save button.

5. Fees Carry Forward Settings: This option lets you customize the settings of fees carry forward option, you customize it by setting title, due days and payment method before to save time whenever you add any carry forward fee details.
6. Fees Carry Forward Log: This option lets you filter out all the details of carry forward fees details of a student, you just have to fill the required fields, choose the student hit the search button and you will have the complete list of student carry forward fees details.

With this, we have covered all the options of Fees menu with the proper breakdown of each option, this menu completely manages the accounts of students and helps any establishment in maintaining and tracking the fees flow in an efficient manner.

HOMEWORK

Like the name suggests, this menu is for homework for the students, this menu will be used to assign homework to students. It is used by teachers and admin, this menu consists of 2 options only, it is listed below with it's proper breakdown:

1. Add Homework.
2. Homework List.

These are the only options in homework menu, and we will further proceed with both the options explanation below:

1. Add Homework: This option lets you assign homework to a class, you have click on this option and it will redirect you to the page where you will be able to add details about the homework. All the fields which are marked with stars are mandatory to fill, don't miss them out, fill all the fields, upload the file and then hit the save button and your homework will be assigned for a class.

2. Homework List: You can filter out the list of homework's with the help of this option, we have a homework filter, you have fill out the fields and then hit the search button and the list of homework's will be listed down below with every detail of it. You can also edit and delete the homework records.

These were the only option in homework menu, we have kept it minimal and straight to the point, we hope you will find it easy to use while assigning homework's to a class.

LIBRARY

To manage all the data of library and details about the books, we have library menu where you can manage all the details about books, when it was issued, categories of books, and other more things related to library. In library menu we have 7 options, and they have different functionalities which helps to manage data of library easily. The options and its breakdown are listed below:

1. Add Book.
2. Book List.
3. Book Categories.
4. Add Member.
5. Issue/ Return Book.
6. All Issued Book.
7. Subject.

We will begin with the explanation of all these options and the functionalities.

1. Add Book: You can add details about book with the help of this option. This option lets you add all the details about any book, you have to fill the name of the book, its category, subject, you can also assign book no and isbn no too, the publisher's name, author name, rack no, quantity of the book, it's price and description. We have covered all the fields which are needed while entering any record of a book, when you are done with the records in all the input fields just hit the save button and the record of the book will be inserted in our management system.
2. Book List: You can find the list of records which you have added previously in add book option (ref: 01). You will get the option to edit and delete the records too.

3. Book Categories: This option lets you define the category of the book, this category is used while adding the record of any book. When you are done adding the name of the category, just hit the save button and the category will be saved and will be listed next to add category section. From there you can also edit and delete any category too.
4. Add Member: You can also assign membership of library to different roles, be it student, teachers, accountant and many more roles which you have defined in the management system. You just have to select the role, fill out the details about the individual and then fill member Id and then hit the save button.
5. Issue/Return Book: You can issue or return any book if it is requested by any individual with this option. You will get the list of requests in this option, and then you can further issue or return the book respective to the request raised by the user end.
6. All Issued Book: This option helps you filter out the details about the books which are issued. You have to just fill the book name, book ID and subject and then hit the search button, the list of all issued books will be listed in the below section.
7. Subject: You can add the details of subject of any book with this option, while adding data of a new book, there's a field subject, the data of that field comes from this option. You can define your own subject of the books which you have in your library. You have to fill the name of the subject, choose the category, fill the subject code and the hit the save button. You can also see the list of all the subject right next to the add subject section where you can also delete and edit any record of subject.

These 7 options completely covered all the management of a library in an establishment. We hope it will help you with the management of your library data and its process.

TRANSPORT

We have also a menu for transport management too. To keep the records of routes and vehicles and details about driver, we have transport management where you will get 3 options which are completely focused on managing the flow of transport function in an establishment, the options are listed below:

1. Routes.
2. Vehicle.
3. Assign Vehicle.

These are the 3 options and we will further explain their functionalities below:

1. Routes: You can define the route with the fare also with this option. You have to enter the details of route, and then its fare and then hit the save button and route will be added, right next to this section will be the route list section where you can see all the routes which you have created, and you can delete and edit them also.
2. Vehicle: You can add details about the vehicle with this option. You will get the option to add details about vehicle, like its number, model, in which year it is made, driver name, and also a note, when you are done with all these fields, hit the save button and the details of a vehicle will be saved, you can also check the list of vehicles right next to this section where you can also edit and delete records of vehicle anytime.
3. Assign Vehicle: You can assign any vehicle to a particular route with this option, you have to first select the route and then the vehicle number and then hit the save button, the vehicle will be assigned for that route.

We hope with this function you can easily manage your establishment transport management work. Now we will proceed further to the next menu.

DORMITORY

We also have dormitory management system too, if in case any establishment owns a dormitory, this menu will help them with the management of assigning rooms, and managing them, this menu has 3 options and they are listed below:

1. Dormitory Rooms.
2. Dormitory.
3. Room Type.

Now well will further go through with the explanation of all these options below:

1. Dormitory Rooms: You can add details about the dormitory room with this option, when you will visit this option, you have to fill out details about the dormitory, then the room no, the type of room, number of beds and it's

costing per bed and description, with all these fields completed and filled with the respective values you have to hit the save button and the room details will be saved. You can also check out the list right next to add room details section where you can also edit and delete any room detail.

2. Dormitory: Dormitory option allows you to add details about a dormitory where you can add the name, type of dormitory, address, intake and its description, with all these details you can add a dormitory into our management system and also you will have list of all the dormitories which you will add with edit and delete option too.
3. Room Type: You can also define the details about a room for a dormitory, it can be anything, either room no, room name, the liberty of naming it is in your hands.

We have covered all the options and menus of student section, we hope it will help you with the management of data of the students in your establishment.

EXAM

EXAMINATION

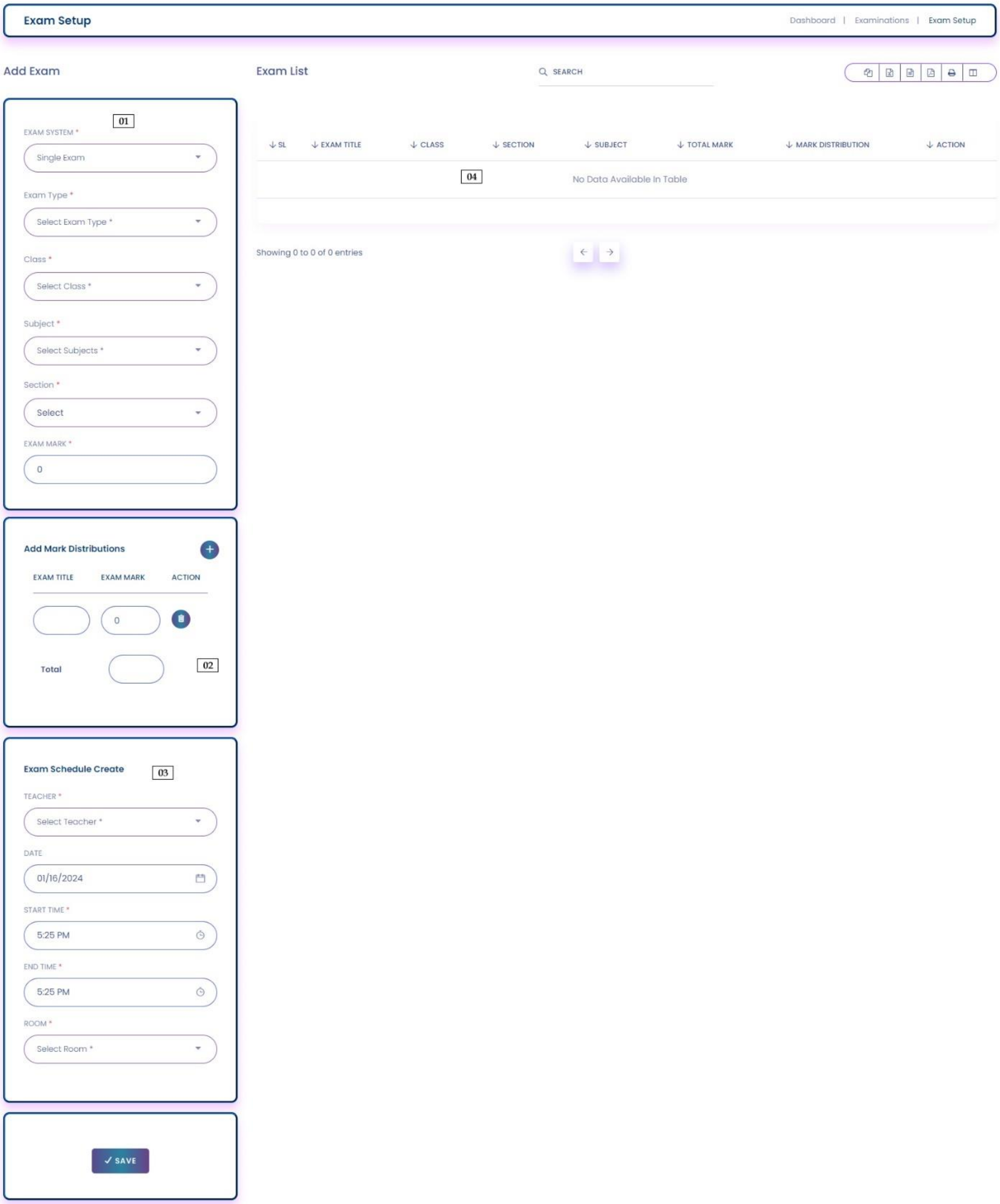
We have also a menu completely focused on examination management, with the help of this menu you can manage exam papers, marks, attendance, sitting arrangement, and much more things. This menu contains 07 options which are listed below:

1. Exam Type.
2. Exam Setup.
3. Exam Schedule.
4. Exam Attendance.
5. Marks Register.
6. Marks Grade.
7. Marksheet Report.

We will further explain all these options and its functionalities and its management process.

1. Exam Type: You can define the type of exam, be it class test, or semester exam, or any other type. We have given you the liberty to define the type of exams you conduct in your establishment. You will also have the list of all types of exams type right next to the add exam type section where you also edit and delete any exam type. The button at the top of the both section “Exam Setup” will redirect you to exam setup option (ref: 02).

2. Exam Setup:



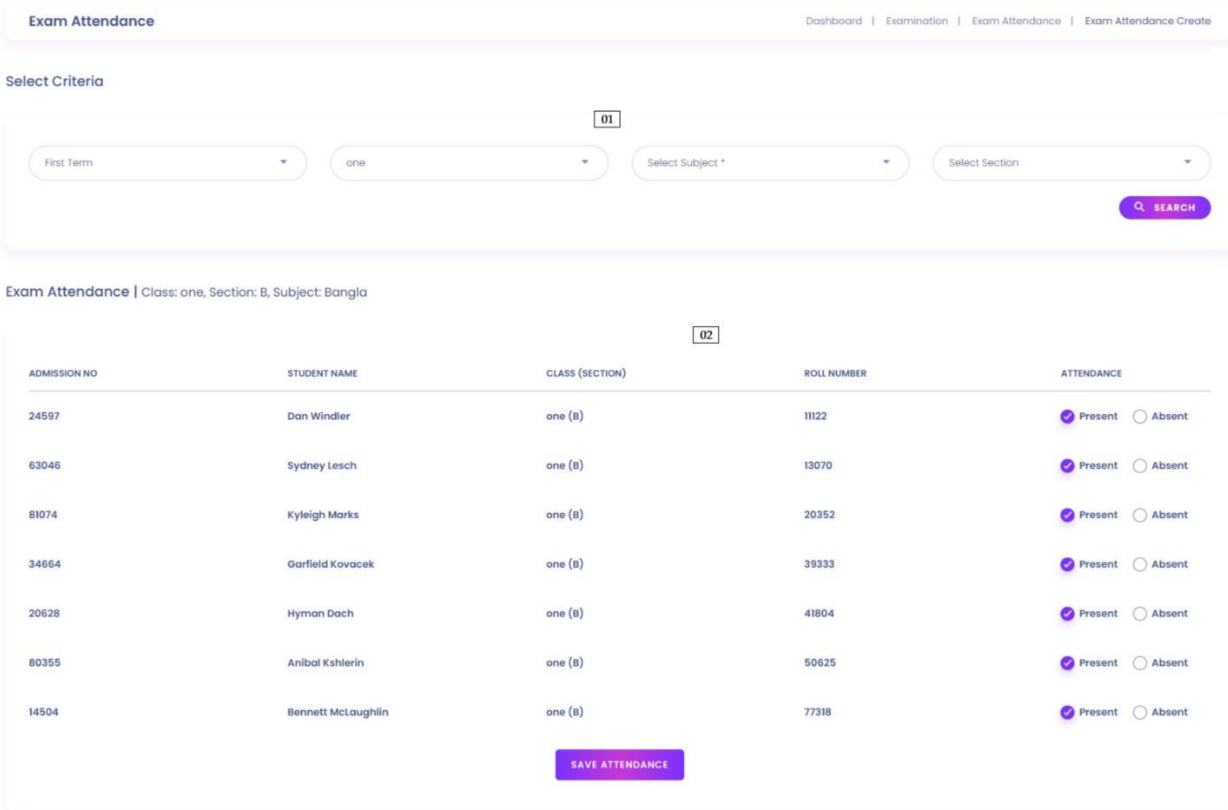
1. Exam Setup: In this section you get 06 input fields, all of them are mandatory to fill. All the fields breakdown are given below:

i. Exam System: You have to select between two system of exams in this field, one is “Single Exam” other is “Multi Exam”, like the name suggests, the single option is for single type of exam and multi is for multiple exam type.
ii. Exam Type: This field will show you the exam types which you have already created in exam type option (ref:01). You have to select any exam type.
iii. Class: Select the class.
iv. Subject: Select the subject.
v. Section: Select the section.
vi. Exam Marks: Fill the total marks of examination.

2. Marks Distribution: This section is for distribution of marks in an exam. You can the title of section or exam and the marks, you can add multiple exams or section with the marks and also you can delete them too.
3. Exam Schedule: You can also schedule the exam with also teacher being assigned to be invigilator too.
4. Exam List: This section will list down all the exams setup which you have created, you can also edit and delete them too.

3. Exam Schedule: This option let’s you filter out all the schedules of exams which you have created with the help of exam schedule filter. You get three options, exam name, class and section to filter out the schedules of exams for that class and section. There’s also a button of “Add Exam Schedule” where you can add schedule of exams for a class and section.
4. Exam Attendance: This option will list you down the attendance of exams, with the help of exam attendance filter you can filter out the attendance details of student for different exams. You will also get an option to “Create Attendance” at the top of the section, it will redirect you a new page which

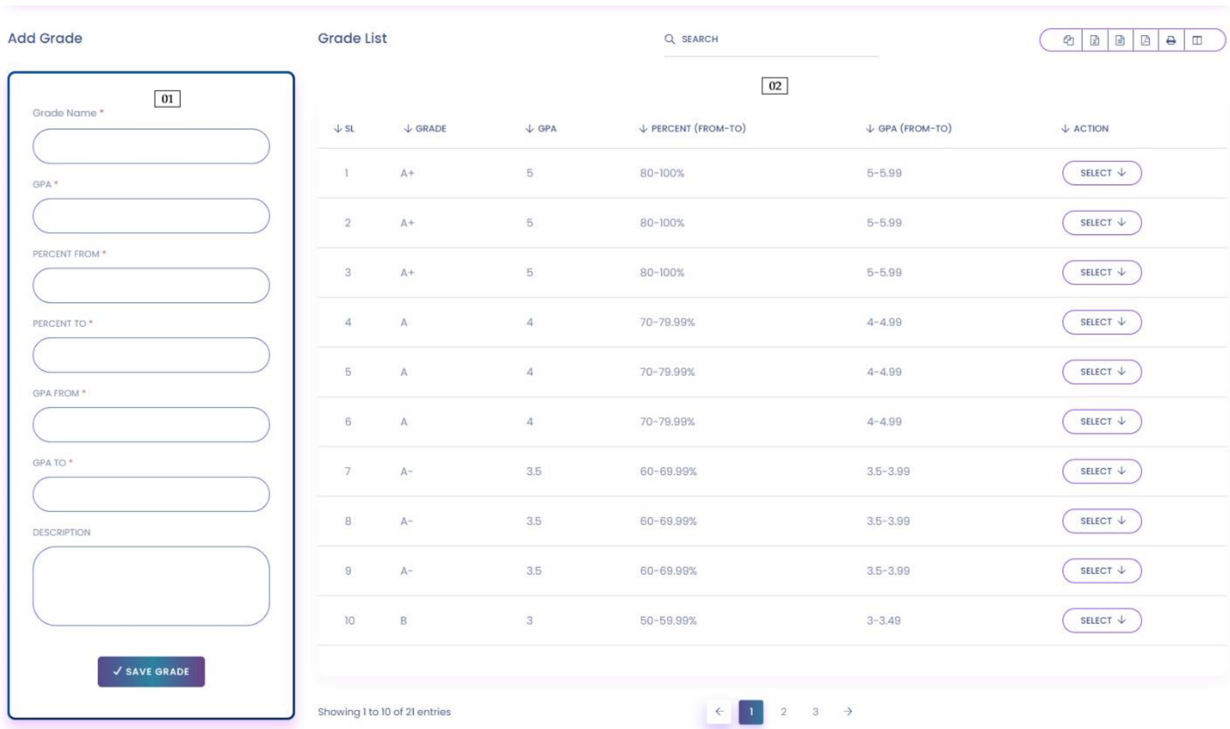
is given below with the explanation:



1. Select Criteria: Select the criteria to create attendance for exams. You have to fill out exam name, class, subject and section and then hit search, the list of students appearing in that exam will show below and you have to mark present or absent and then hit the save button, your attendance will be saved.

5. Marks Register: This option lets you maintain the marks of students and manage it. We have a marks filter, where you can filter out marks of students according to exam, class, section and subject. You will get a button of "Add Marks" at the top right side of the page, it will redirect you to a new page where you can add marks. You have to filter out the details of the student and then you have to add marks and hit the save button.

6. Marks Grade:



   1. Add Grade: You can add details about grade with the help of this option. Grading system is practiced in all institutes, so we have a grade management option where you can create your own kind of grades with GPA and percentage difference.
   2. List of Grades: The grades which you will create will be listed in this section where you can also edit and delete them.

7. Marksheet Report: You can filter out the marksheet report of a class with the help of our marksheet report filter. You have to select exam, class, subject and section and hit the search button and it will filter out all the details of marksheet of the class and section which you have selected. You will also get an option to print the marksheet too.

EXAM PLAN

The exam plan menu helps you to plan the exam management. This menu will help you out with the management of admit card and seating plans of the student. This menu has 02 options which are listed below:

   1. Admit Card.

2. Seat Plan.

These are the only options in this menu and we will further explain the functions and how you can manage them below.

1. Admit Card: In this option you have to filter out the details of the students with the help of our admit card filter. You have to fill out the exam, class and section field and then hit the search button. You will get the list of complete students where you will get the option to select a single student or multiple students and after that you can just hit the generate admit card button and you will be redirected to a page where the admit card will be generated and you can print it also.
2. Seat Plan: You can generate the seat plan details with the help of this option. It works same as admit card menu, you have filter out the details and then select the students and generate seat plans and print it.

ONLINE EXAM

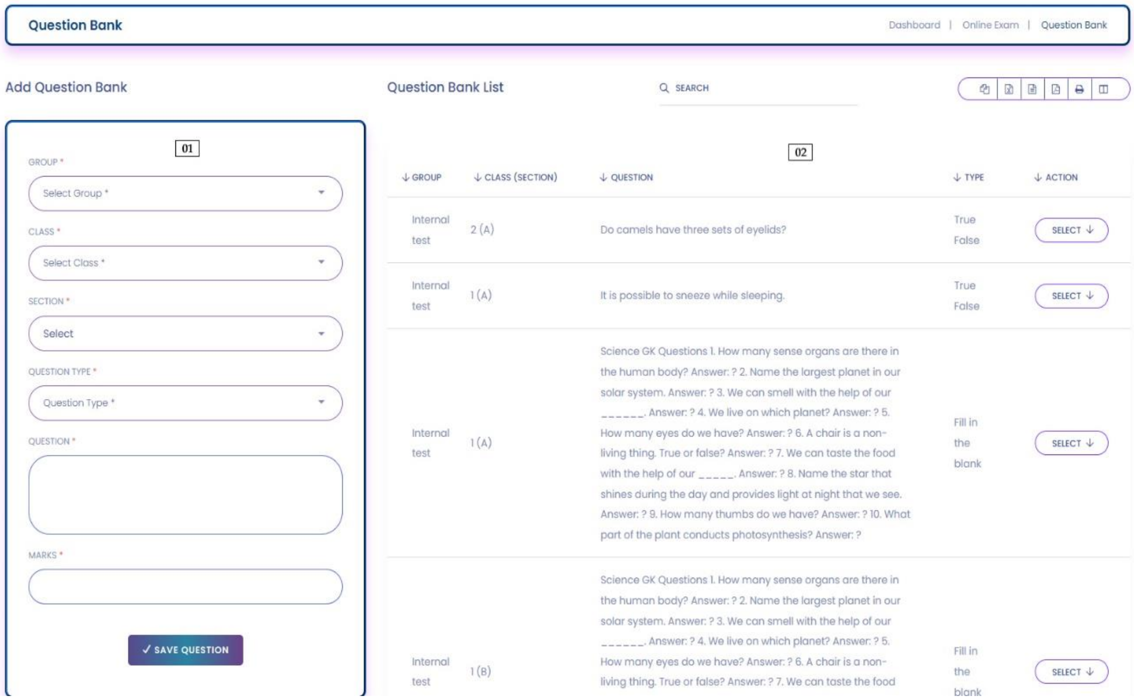
This menu lets you manage the process of question paper and complete question bank. This menu has 02 options and all these 02 options are focused on management of questions and assigning them according to the given data. The options are listed below:

1. Question Group.
2. Question Bank.

Now we will further proceed with the explanation of all these 03 options and the process to how you can manage them.

1. Question Group: In this option you can simply add a question group, it can be anything, the liberty is with you. You can add any question group and it will be listed next to the add question group section where you can also edit and delete the question group.

2. Question Bank:



1. Add Question Bank: In this section you can add questions, you have to fill out the group, class, section, the type of question, question, and then marks. All the fields are mandatory to fill and when you are done with all the fields you can just hit the save question button and your question will be added.
2. Question Bank List: You can view the list of questions which you have added in the question bank, you will get the option to edit and delete questions too.

With this last menu we have covered the exam section of our management system. We hope it helps you to manage your exams easily and save your time.

HR (HUMAN RESOURCE)

HUMAN RESOURCE

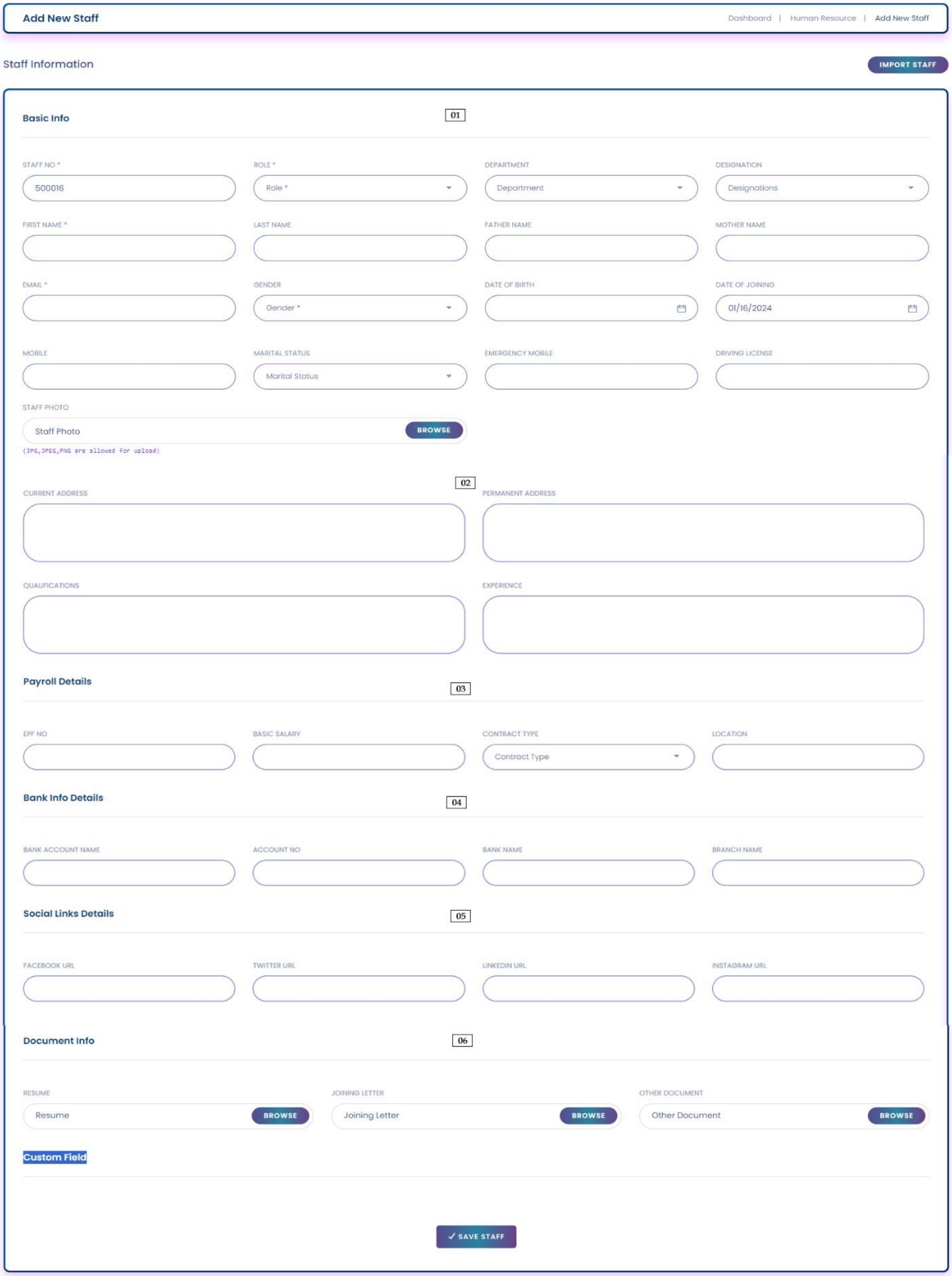
This menu will manage all the properties of human resource in the establishment, where you can manage the department, staffs and their payroll and attendance of staffs and many more. The options of this menu are listed below:

1. Designation.
2. Department.
3. Add Staff.
4. Staff Directory.
5. Staff Attendance.
6. Payroll.

These options manage the human resource menu, we will further explain the properties of all these options below:

1. Designation: You can add designation with the help of this option. You can add any type of designation there's no restrictions to it. The list of designation will be visible right next to the add designation section where you can edit and delete designation detail too.
2. Department: You can add department details with the help of this option. You have to enter the name of department and hit the save button and your department details will be saved. The list of departments will be right next to add department section where you can edit and delete any record of department.

3. Add Staff:


Add New Staff
Dashboard | Human Resource | Add New Staff
Staff Information
IMPORT STAFF
Basic Info
01
STAFF NO *
500016
ROLE *
Role *
DEPARTMENT
Department
DESIGNATION
Designations
FIRST NAME *
LAST NAME
FATHER NAME
MOTHER NAME
EMAIL *
GENDER
Gender *
DATE OF BIRTH
DATE OF JOINING
01/16/2024
MOBILE
MARITAL STATUS
Marital Status
EMERGENCY MOBILE
DRIVING LICENSE
STAFF PHOTO
Staff Photo
BROWSE
(JPG,JPEG,PNG are allowed for upload)
02
CURRENT ADDRESS
PERMANENT ADDRESS
QUALIFICATIONS
EXPERIENCE
Payroll Details
03
EPF NO
BASIC SALARY
CONTRACT TYPE
Contract Type
LOCATION
Bank Info Details
04
BANK ACCOUNT NAME
ACCOUNT NO
BANK NAME
BRANCH NAME
Social Links Details
05
FACEBOOK URL
TWITTER URL
LINKEDIN URL
INSTAGRAM URL
Document Info
06
RESUME
Resume
BROWSE
JOINING LETTER
Joining Letter
BROWSE
OTHER DOCUMENT
Other Document
BROWSE
Custom Field
✓ SAVE STAFF

1. Basic Info: This section contains the basic information of a staff, you have fill out the fields which are required, the fields in this section are:
    a. Staff No: This field is used to input the details of staff and you can assign unique no or id to the staff.
    b. Role: You have to select the role of the staff.
    c. Department: You have to select the department of the staff.
    d. Designation: You have to select the designation of the staff.
    e. First & Last Name: Enter the name of staff.
    f. Father & Mother Name: Enter the details of father and mother of staff.
    g. Email: Enter the email details of the staff.
    h. Gender: Select the gender of the staff.
    i. Date Of Birth: Choose the date of birth of staff.
    j. Date Of Joining: Choose the date of joining of the staff.
    k. Mobile: Enter the mobile no of the staff.
    l. Marital Status: Choose the marital status of the staff.
    m. Emergency Mobile: Enter the emergency mobile no of the staff.
    n. Driving License: Enter the driving license details of the staff.
    o. Staff Photo: You can also upload the passport photo of your staff.
2. Address Details & Qualifications: This section will let you input the information of qualifications and address of your staff.
3. Payroll Details: In this section you will input the details about the payroll of the staff. You can also select the details of contract type of the staff whether it is permanent or temporary.
4. Bank Details Info: This section will have all the details of staff bank with the account details and bank name and more.
5. Social Link Details: You can also add social media details of the staff.
6. Document Info: The last section will let you upload documents of the staff.

When you are done with all the details, you just hit the save button and the staff will be added.

4. Staff Directory: This option helps you with the management of the staffs with the help of our staff directory management filter. You can filter out the details of any staff with its staff id, role and name. You will also have the list of complete staff where you can active or inactive any staff status, edit, view and delete them too.
5. Staff Attendance: You can check and also manage attendance of staffs with this option. We have a staff attendance filter where you can filter out the list of staffs according to role and with the date, when you get the filtered results, you will get a complete list of the staffs where you can mark the attendance status and also you will get a field to add some comments or note and then hit the save button and the attendance will be saved.
6. Payroll: You can generate and filter out the details of payroll of your employees with this option. We have a payroll filter, where you can filter out the payroll details of your staffs according to the role and month, and you can later generate the payroll as you will be able to see the status of payroll if they are not generated. You will get the option to generate payroll and you will be redirected to a new page where you can directly generate payroll and also if there's any calculation, you can do that too.

LEAVE

This is the second menu in the HR Management section, this menu will let you manage all the leave process and will help you with the tracking of leave of every student and staffs in your establishment. This menu has 04 options which are given below:

1. Approve Leave Request.
2. Pending Leave Request.
3. Leave Define.
4. Leave Type.

These options help you manage all the leaves in your establishment. We will further breakdown explanation of all these options below:

1. Approve Leave Request: You will get the request of all the approved leaves which are raised in this option, where you can also change the status of the

leave if you want, you just have to approve, decline or cancel the leave as per your need.

2. Pending Leave Request: In this option you will get all the pending leaves request list, where you can approve, decline the leave, you will also get an option to view the details of the leave.
3. Leave Define: You can define the type of leave for different roles and the no of days (leave duration) with this option.
4. Leave Type: You can define leave types with this option, like sick leave, casual leave and so on for all the roles.

These options will help you with the management of leaves, we hope the breakdown explanation of these options will help you with the management of this menu.

ROLE & PERMISSION

This menu is an important one, as it will manage all the roles and the permissions being assigned to the roles and its management. This menu has 03 options which are listed below:

1. Login Permission.
2. Role.
3. Due Fees Login Permission.

These options are completely focused on role and permission management, we will further explain the workflow and functions of these options below.

1. Login Permission: This option lets you manage the permission of login details and credentials for different role. We have a filter where you can select the role and the details will be listed down, then you can setup the permissions and credentials for the role. You can also activate and deactivate the status of permission with this option.
2. Role: You can create a new role with the help of this option, whatever role it can be and you will have the liberty to assign permissions of management for that role. You will have a "Assign Permission" button after the role is created where you will be redirected to a new page where you will find all the services of our management system. You just have to select the services

which you want to assign to that specific role and then hit the save button, the role and its services will be assigned.

3. Due Fees Login Permission: You can restrict the permissions and services of any student if there's a fee pending with this option. You have to filter out the details of the student and then you can restrict the services.

We have covered all the menu and its options of Human Resource Management, we hope that it will help your establishment in managing all the process of human resource easily and you can track down all the leaves, assign roles and services without any hassle.

ACCOUNTS

WALLET

We are now starting with the first menu of accounts section. This section will help you with the management of your accounts, and will have different menus to manage it. This is the first menu of this section and this menu has 05 options which are given below:

1. Pending Deposit.
2. Approve Deposit.
3. Reject Deposit.
4. Wallet Transaction.
5. Refund Request.

These options manage the deposit and transaction of the accounts for an establishment. We will further breakdown all the options functionalities below.

1. Pending Deposit: This option will list down all the details of pending deposits, you can view the details of the deposit and then later on approve or reject the deposit.
2. Approve Deposit: You can view the list of deposit which were approved in this option.
3. Reject Deposit: You can view the list of deposit which were rejected in this option.
4. Wallet Transaction: You can view the details of complete transactions through different mediums, be it cash, online or bank or any other medium

of transaction, this option will list down everything with the status of the transaction being approved or rejected.

5. Refund Request: This option will have the list of requests which were raised for refund, you can view the details of every refund request and later on approve or reject the request.

These options will help you manage the cash flow of your establishment and you can track down every detail of deposit with the help of wallet menu. Now we will proceed to the next menu.

ACCOUNTS

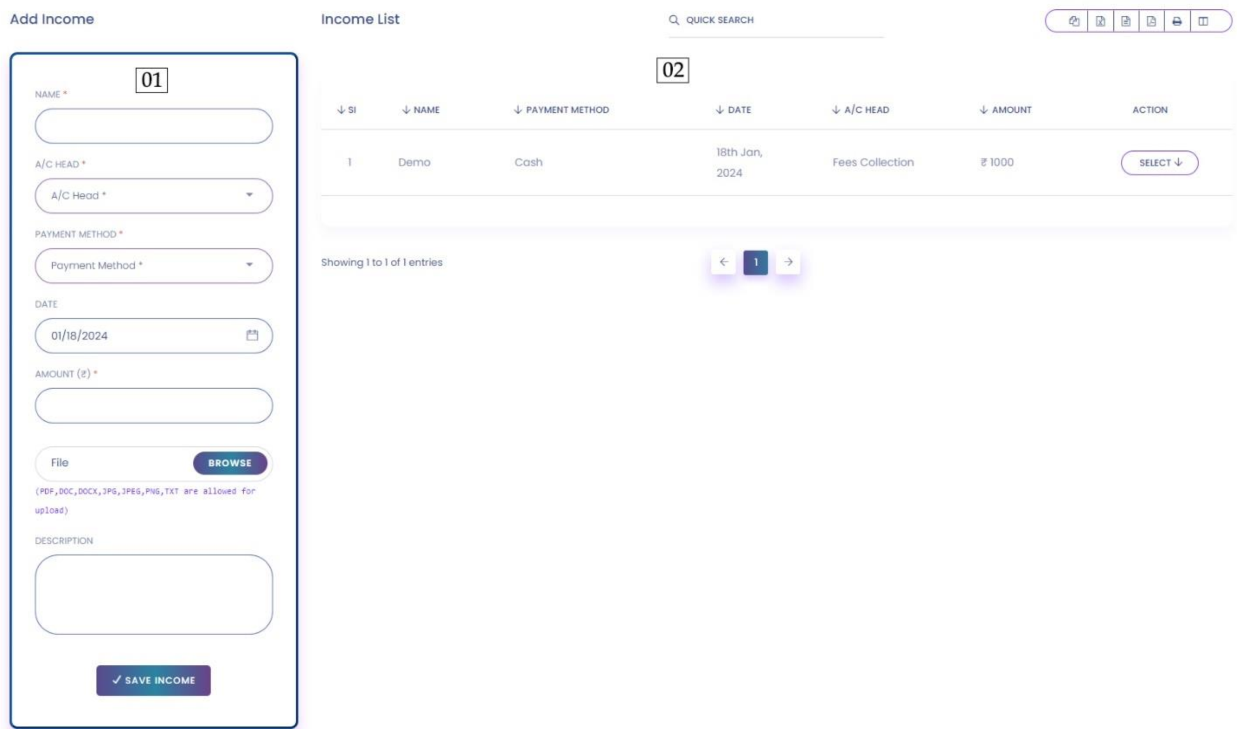
The second menu of the account sections is accounts, this menu will help you manage and measure the income, profit, loss and expense of your establishment. The options in this menu are given below:

1. Profit & Loss.
2. Income.
3. Expense.
4. Chart Of Account.
5. Bank Account.
6. Fund Transfer.

These options are completely focused on managing the accounts and tracking down every detail of cashflow in your establishment. We will further proceed with the breakdown of all these options functionalities below.

1. Profit & Loss: You can calculate the profit and loss of your establishment with the help of this option. We have a filter where you to select the starting and end date and it filters out the complete expense, income and will calculate the complete profit and loss between the selected date.

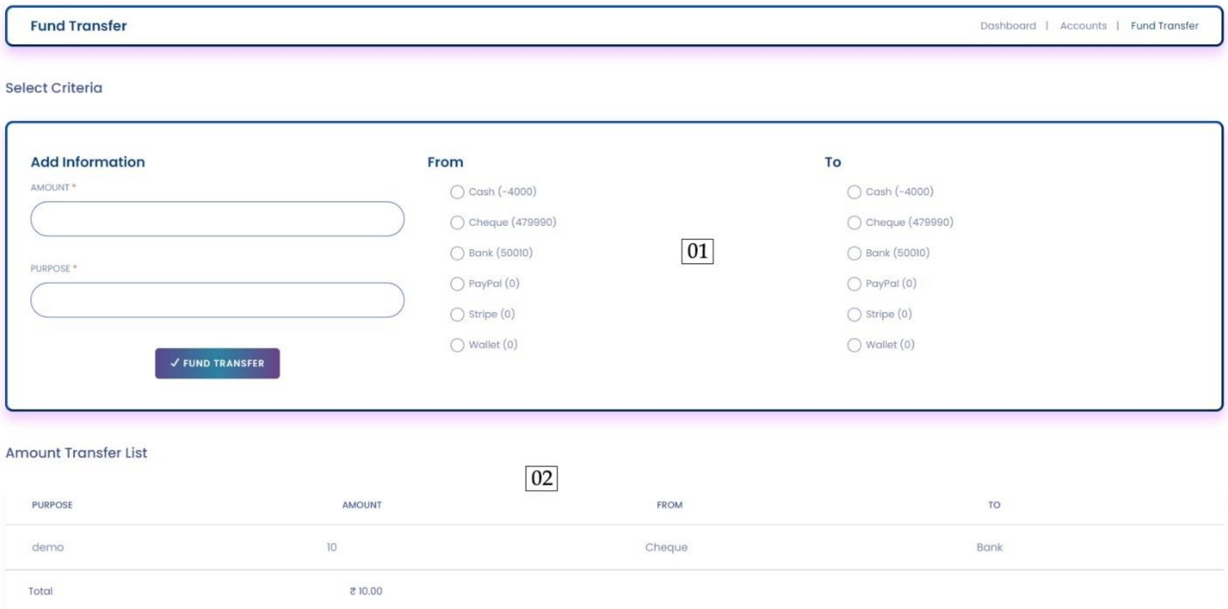
2. Income:



1. Add Income: You can add the details of income in this section. The fields which are marked with stars are mandatory fields. Fill out the details in the input fields and then hit the save button, your income details will be saved.
2. Income List: You can see the list of all the incomes which you have added in this section. You can also edit and delete them too.

3. Expense: Just like income option (ref: 02) you can add details of expense too. You have to fill out the details of expense and save it, the list of all the expenses will be next to add expense section where you can edit and delete the records of expense too.
4. Chart Of Account: You can define the type of account with this option, to simplify this, the input field “A/C Head” which you get in Income and Expense option will have options which will be created in this option. You can define whatever type you want, you just have to select income or expense while defining it and hit the save button. The list will be right next to the section where you will add the details of account type, you can see all the records where you can individually edit and delete them according to your need.

5. Bank Account: You can add the details of bank accounts with this option and also check the details of complete transaction for a specific bank account which will be in bank account list.
6. Fund Transfer:



   1. Add Information: To transfer funds and record the details of the transaction you can use this option. This option will help you transfer funds, with the amount and the purpose, you have to select the options in the from menu, the options will also show you the cash you have and then select the option from to menu and then hit the transfer button and your funds transfer record will be captured.
   2. Funds Record List: You will be able to see the list of all the funds which have been transferred in this section.

We hope with the complete breakdown explanation of all the options of account menu will help you in managing the profit, expense and funds of your establishment.

INVENTORY

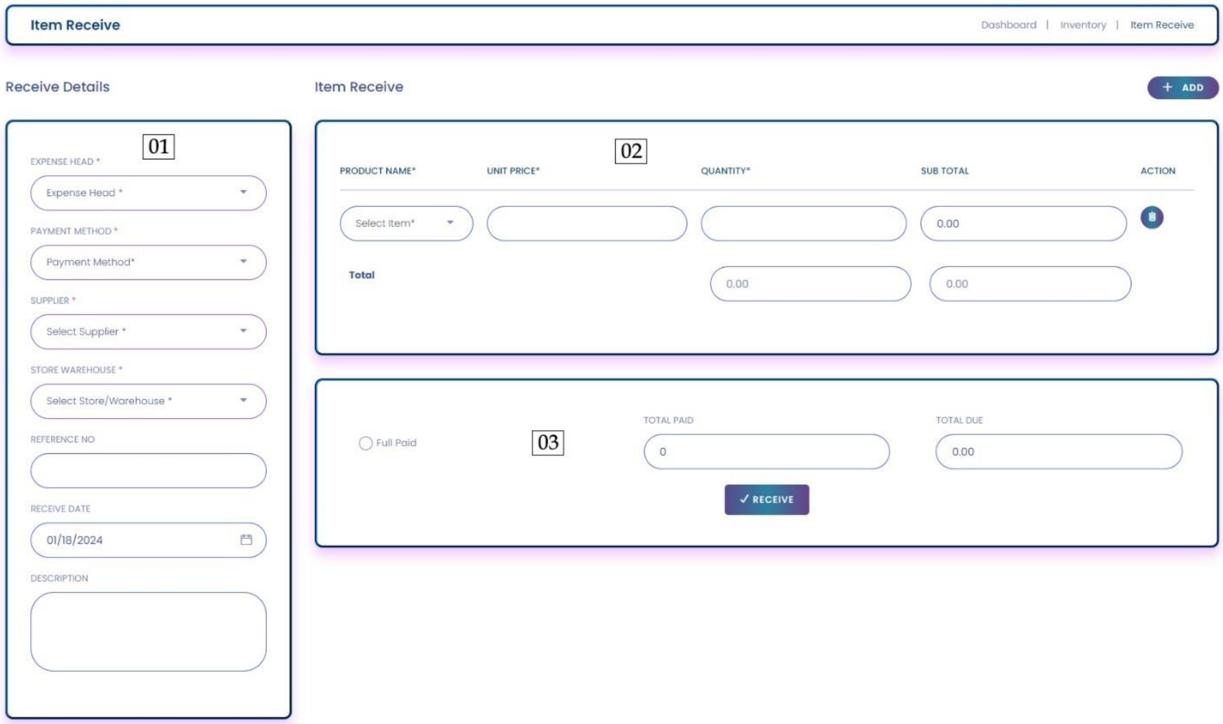
This menu will help you to keep track and store records of the items and materials in your establishment. Inventory menu stores records of items, supplier details, store and many more details which will help you to keep an updated inventory of your establishment. This menu has 08 options which are given below:

1. Item Category.
2. Item List.
3. Item Store.
4. Supplier.
5. Item Receive.
6. Item Receive List.
7. Item Sell.
8. Item Issue.

These options record every detail to keep your inventory updated and make it easy for you to track every detail of the materials which you have in your inventory. We will further proceed with the explanation of all these options below.

1. Item Category: This option lets you create a category of items for your inventory. You can create whatever category you want, the list of categories will be next to add category section where you can edit and delete any category.
2. Item List: You can add the details of item with this option, you have to select the category of item and add the details about item with the item name and hit the save button and you item will be added. You can also edit and delete any item detail which will be in the items list which is next to add item section.
3. Item Store: You can add the details about the store in this option with the description and phone no, the list of stores will be next to the add store section where you can edit or delete any store detail.
4. Supplier: You can add detail of supplier in this option, the supplier list will be next to add supplier detail section, you can edit or delete the detail of supplier too.

5. Item Receive:



   a. Add Receive Details: You can add receive details in this section, the fields which are marked with stars are mandatory to fill. Select the expense head, the options in this field will show from the expense type which you created in chart of account option in accounts menu, then select payment method, supplier details, store details, and fill out rest of the details.
   b. Items Receive Details: After adding all the details of receiving, you can add the details about the items with quantity and price.
   c. Payment Status: You can fill out the payment status in this section of the receiving.

   When you are done with all these details hit the receive button and your receiving will be saved.

6. Item Receive List: You can view the records of the receiving of items in this option, you can also edit or cancel the receiving too.
7. Item Sell: You can add details about the items which are being sold in your establishment in this option. You will get a button of “New Item Sell” at the top right, which will redirect you to the item sell details page where you can input all the details of items, payment method, the person you are selling

to, reference no, date and description, with the amount and quantity of items and payment status at the end. The list will be available when you will visit item sell option, you will see all the records where you can edit, view and add payment details in the record.

8. Item Issue: You can add issue details of any item in this option, the list of issues will next to add item issue section where you can edit or delete the issues too.

We hope with this complete inventory breakdown explanation, you will be able to manage the inventory of your establishment.

UTILITIES

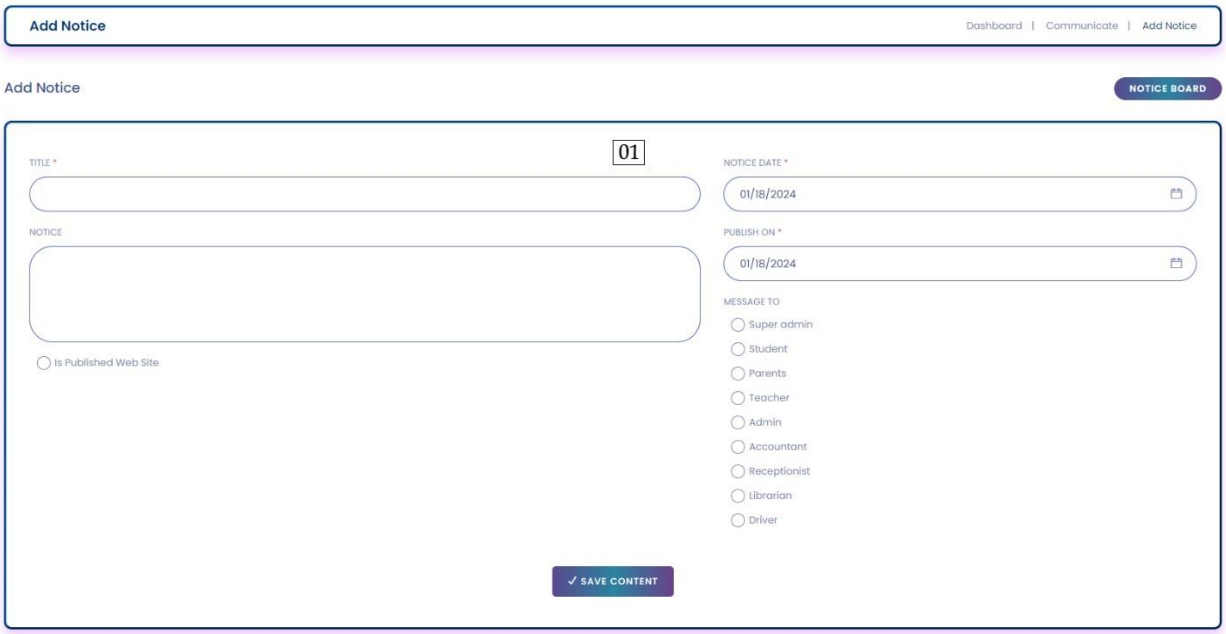
COMMUNICATE

This menu will let you communicate with your staffs and students as an establishment, it means if you have any event or any notice, this menu will help you with that, it only has 02 options which are given below:

1. Notice Board.
2. Event.

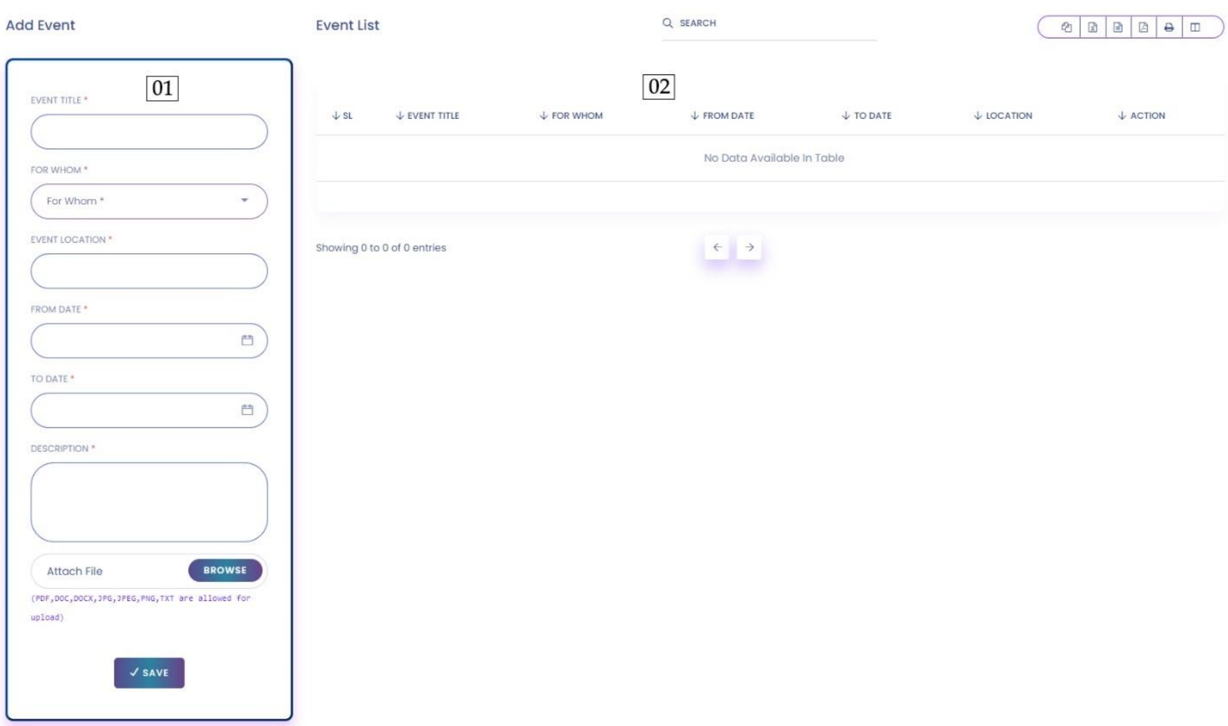
We will further explain the functions of both these options below.

1. Notice Board:



1. You can publish notice with this option, you have to add details about the notice and also you have the option to publish the notice directly on website for all, or for individual roles.

2. Event:



1. Add Event Details: You can add details of an event for all, or for any individual role, and save it.
2. Event List: You will get the list of all the events in this section where you can also edit or delete any event.

This ends the utilities section, we hope you will easily manage all the notice and events of your establishment with our notice and event option.

REPORT

STUDENT REPORT

This is the first menu of report section, with report section you can manage and generate reports of all the modules at one place. Student report menu will help you generate the reports of data related to students, you will get various options which will help you to generate reports, the options are given below:

1. Student Attendance Report.
2. Subject Attendance Report.
3. Homework Evaluation Report.
4. Student Transport Report.
5. Student Dormitory Report.
6. Guardian Report.
7. Student History.
8. Student Login Report.
9. Class Report.
10. Class Routine.
11. User Log.
12. Student Report.
13. Previous Record.

These options will cover all the records of students and will generate reports for you, we will further explain details about these options below.

1. Student Attendance Report: This option will generate all the report of student attendance with the help of our student attendance report filter, you can filter out the records of attendance of any class, for any month or year and then print the reports.

2. Subject Attendance Report: You can also generate report of attendance subject wise, and print the report.
3. Homework Evaluation Report: You can generate the report of homework for a class with a particular subject and then you can print out the records which will be listed down after you filter out the report of homework.
4. Student Transport Report: You can filter out the record of transport of students for a route and vehicle and then print the report too.
5. Student Dormitory Report: You can generate the report of dormitory with our student dormitory report filler, and you can also export the records in csv and print them too.
6. Guardian Report: You can generate records of details of guardians of students for a particular class and section.
7. Student History: You can generate record of student history with our student history filter and also export or print the records.
8. Student Login Report: You can generate student login report with this option and also you will have the authority to change password too.
9. Class Report: You can generate report of a class with our class report filter, the report will list down all the details of the class.
10. Class Routine: You can generate and filter out the class routine record of a class and section and later print it out too with this option.
11. User Log: This option will list down all the details of user log, their login details, login time, IP address, browser details and you can also export all these details too.
12. Student Report: You can generate records of students for a class and section and even based on gender and student admission type, these records can also be printed and exported to your system locally.
13. Previous Record: You can generate previous records of student's academic year wise for a class and section.

All these options will help you generate the reports of student's history and details and export the records locally or you can also print them too.

EXAM REPORT

Exam report menu will help you manage the records and export all the reports related to examination management of your establishment. There are multiple options under this menu, and the options are given below:

1. Exam Routine.
2. Merit List Report.
3. Mark Sheet Report.
4. Tabulation Sheet Report.
5. Progress Card Report.
6. Progress Card Report 100 Percent.
7. Previous Result.

These options will filter out all the records and details of exams in your management system. We will further proceed with the explanation of all these options below:

1. Exam Routine: You can filter out the details of an exam routine for a class and section and then you can print the records and export it to csv too.
2. Merit List Report: You can generate the records of merit list of students with the help of our merit list report filter where you can, print and export the records of students who are in merit list.
3. Mark Sheet Report: You can generate report of mark sheet of a student for a specific class and section with our mark sheet report filter.
4. Tabulation Sheet Report: You can generate the records of a student of an exam for a class and section in tabular form with this option.
5. Progress Card Report: You can generate progress record of a student with this option, with our progress card report filter you can filter out the records of student progress.
6. Progress Card Report 100 Percent: This option will filter out the complete records of student report, from the admission academic date to the current academic date.
7. Previous Result: With the admission number and choosing the record type you can filter out the details of a student of his previous records and results with this option.

STAFF REPORT

This menu will generate the records of staff of your establishment. You can filter out details and records of every staff and also you can also store these records locally. The options in this menu will help you manage and generate complete reports of your staff, the options are given below:

1. Staff Attendance Report.
2. Payroll Report.

These two options will filter out your records, and we will further explain how you can generate these records in our management system below.

1. Staff Attendance Report: You can filter out the attendance records of your staff with this filter, you can choose month and year and also the role of your staff and the records will be filtered out for you to print in the below section.
2. Payroll Report: This option will let you generate the complete payroll records of your staff, and you can also check complete breakdown of payroll with taxes in the records, to make it easier, we have also export function to let you print and export these records locally to your system.

FEES REPORT

We also have a menu dedicated to generate and manage records of fees and accounts, with this menu you can generate every record of cash and account in your establishment. This menu has 06 options and these options will help you filter out all the records and generate report of your accounts. The options are given below:

1. Fees Due Report.
2. Fine Report.
3. Payment Report.
4. Balance Report.
5. Waiver Report.
6. Wallet Report.

We will further proceed with the explanation of all these options and how you can generate reports with the help of these options.

1. Fees Due Report: You can generate the report of due fees of students with the help of our fees due report filter, you can filter out the complete list of students, and you will get complete details about the student, be it name, roll no, how much amount is paid, how much amount is due, with fine and due date, these records can also be exported locally and you can print them too.
2. Fine Report: To manage fine records of students, we have this option, with the help of this option you can generate records of a specific students and the details about the fine with due date. All the records can be exported in csv and you can also print them too.
3. Payment Report: You can generate the report of payment for a class and also for a specific student with this option.
4. Balance Report: You can generate balance report of a class and for a student with the help of this option.
5. Waiver Report: You can generate the waiver report with this option and export and print all the records too.
6. Wallet Report: You can generate the record of wallet, means transaction with this option, you can check the pending, approved deposit or refund and filter out the records to print or export them locally.

ACCOUNT REPORT

To manage more details of accounts properly, we have account report menu, this menu completely focusses on managing payroll and transaction of your establishment. The options in this menu are given below:

1. Payroll Report.
2. Transaction.

These two options will provide you all the records of payroll and transaction, we will breakdown the explanation of these options and how you generate reports by using them.

1. Payroll Report: You can generate the report of payroll from a start and end date, and you will get all the records within that date range, you will be able to export all the records in csv and also you can print them too.
2. Transaction: This option will help you generate the complete record of transaction of your establishment within the selected date range, for a particular payment method or payment type too, you can select it and records will be filtered for you to print and export into csv.

We hope with all these options you can manage and generate your reports, and be updated with the records of account, student data, staff details and much more.

SETTINGS

CUSTOM FIELD

This is the last section of our management system, this section will help you to customize and setup your management system. Custom field menu helps you to create custom input field, this menu has two options which allow you to create whatever new field you want to add, the options are given below:

1. Student Registration.
2. Staff Registration.

These two options will allow you to create any new input field in student and staff registration form. You just have to mention the name of the field, select the type of field you want, it can text input field, upload button field, dropdown field, whatever suits your requirement and at last if the field is mandatory to fill or not, the choice is completely yours to make, hit the save button and your new custom field will be added. You can also edit any field or delete it, the details of the custom fields will be in the list of both the options.

GENERAL SETTINGS

This menu will manage the complete basic settings of our management system, it covers all the modules and setup, it has multiple options which are focused on each module settings, the options are given below:

1. Student Settings.

2. Two Factor Setting.
3. Lesson Plan Setting.
4. Staff Settings.
5. Chat Setting.
6. General Settings.
7. Optional Subject.
8. Academic Year.
9. Holiday.
10. Manage Currency.
11. Email Settings.
12. Payment Settings.
13. Base Setup.
14. Weekend.
15. Language Settings.
16. Backup.

These options will allow you to setup and control the management workflow of our management system, we will now further explain how you can use all these options.

1. Student Settings: You will get a complete control of student admission field, you can just turn on and off any field in student admission field setup with this option.
2. Two Factor Setting: This option setups two factor login authentication for different roles, you can choose the roles and also the duration of code authentication.
3. Lesson Plan Setting: You can enable or disable lesson plan subtopic setting with the help of this option.
4. Staff Settings: This option also controls the input fields of staff management, you can just toggle and enable or disable any field, and also make any field mandatory to fill.
5. Chat Setting: You can setup chat settings and different permission for different roles with this option. You don't have to change or customize anything with chat app key and its id and other details.

6. General Settings: This option will let you, update details about your establishment, you can upload logo, and mention other details like address, phone no, email, and many more other settings.
7. Optional Subject: You can assign optional subject for a class with also the GPA which is required, the list of all the assigned optional subjects to a class with GPA will be given below in the list with edit and delete option too.
8. Academic Year: You can add academic year and assign the newly academic year to all the modules at once or just one module individually too.
9. Holiday: You can setup holiday with this option, and also you can upload holiday notice too while setting up the holiday.
10. Manage Currency: You can also add new currency and setup it with the management system.
11. Email Settings: This option will let you setup your business email and configure the server details with our management system.
12. Payment Settings: You can setup payment details credentials with this option.
13. Base Setup: You can setup base options like gender, religion and blood group in this option.
14. Weekend: You can define the days of weekend with this option, you can toggle the enable or disable button and set the weekend day with this option.
15. Language Settings: You can add any new language in our management system too, and you can setup it properly and also if you want to make any language default, you can do that too.
16. Backup: You can upload and store complete management backup with this option, and also import it too.

NOTE: The options which are not mentioned here are not meant to be operated without a developer, all these options are related to server settings and API calling, please do not change or delete any data from these modules as it will stop the functioning of your management system.

FEES SETTINGS

This menu will allow you to customize the invoice of your fees slip, you can change the unique id, prefix of the slip, class, section and admission limit, with the help of this menu you can fully customize your establishment fee slip.

EXAM SETTINGS

You can setup seat plans, admit card signature and admit card layout and exam rule in this menu. This menu has different options dedicated to these settings, and you can just customize them according to your need and save them all.

NOTE

- All the fields which are marked with stars are mandatory to fill.
- All the module list details section will have export feature which allows you to export all the data into csv.
- You can also convert your data into pdf and print it too.
- All tables will have quick search option at the top.

We hope this complete documentation of our School Matrix management system helps you in completely understanding the workflow of our management system. In any case of any problem and setup issues, you can contact us via email or also visit us on our official website.

Thank You.

Regards,

Digital Websynation LLP