

Kasagama Report Card Management System (KRCMS)

User Manual

Introduction

This software is available online and offline as a windows desktop application. It's published by Pixelman Ltd, and this version has been licensed to Kasagama Secondary School.

Note: For your own version of the software, please contact: josephkato78@gmail.com / 0755120413.

Installation (Offline)

- Download zip from link.
- Extract files to desired folder.
- Launch software by clicking "kas.exe".
- Create a shortcut for kas.exe on Desktop.

Export to Excel

The software handles data input from excel and processes it into report cards. Start by export and empty excel template (Click Export to Excel).

Fill this template with students results and other details such as Term, Year, Class etc.

Import from Excel

Use this feature to import the filled excel sheet to the system. On clicking the "Browse" button, you will be prompted to select the excel file containing the students marks. Click the "Import from Excel" button to import the data from excel.

Upload Badge

This feature enables you to upload your school badge. Click, you will be prompted to select a png image of your school badge.

Save Date

The Save Date feature enables you to add a custom date on which your school will open for the next term. Click the button with the Calender icon to set the starting date. Next, click the "Save Date" button to save this date. It will be included on your report cards.

Generate Reports

This is the last step. Click the "Generate Reports" button to print out report cards for your students. All reports cards for students will be generated in one pdf file. Search for reports.pdf in your Downloads folder.

Delete All Records

By default, the data you import to excel will remain in the system. To ensure it doesn't interfere with the next excel data your import (probably for another class), click the "Delete All Records" button.