**Manual for the Sender**

1. Enter from the internet browser or Chrome to : Education.prevision.me/backstage
2. Once entered, you will receive a table asking for user name and password
3. Please to fill them with these user name and password given
4. Once filled, you will enter into the backstage with the name of the institution

**INSIDE THE BACKSTAGE**

1. **Students:** you will see, view students and add new students. If you push on view students, you will see all the students in the school with their full information and classes, etc. If you want to delete a student, push on the small square on the left of each student, and mark it, then push delete. If you want to edit or change information for any student, push on edit, change any information you need and then push on save. If you want to search for any student, push on find by putting student name, or in which class he or she is, and browse and you will filter and search. If you have new student to add, push on add new, fill the information inside for the student and his parents, taking into consideration that phones, emails, addresses are not mandatory or needed for the system to work. If you have long list of students you want to add, push on import, choose the file you saved and in which class and push in import, all names then will be imported. For the chosen file in import, it should be in the same sequence as mentioned on the left side, taking into consideration the phones, emails, addresses are not needed for the system to work, just for recording. In case any mobile is not present, you can leave the square empty and for sure, the system will not take it. Notes and choose file are not necessary, just for recording purposes.
2. **Agenda:** Same story, you can view all agendas, edit, delete, search and for adding new agenda, just push on add new agenda, fill the information inside the agenda square, then choose teacher and which class, and save, the agenda will be sent
3. **Questions:** This relates to the question sent to you from the end user where you will see all information and from whom, you can push on add reply and answer then save
4. **School Documents:** These relate to any attachment you need to send. As usual view documents, in which you can see all documents, edit, delete, and search. As for adding new document, write inside the title, the title you need to send, push on documents category to choose the category, then you can write on description the full information, or you can leave it empty, then push on choose file, and attach the file from the place you save it, send it to whomever you need, in case you push for all classes, then it will be sent to all classes, if you send it to specific class, this document will be sent to this specific class, in case you choose one or more students in this specific class, this document will be sent to this specific person or persons.
5. **School Gallery:** View Gallery where you will see all pictures saved, you can edit, delete, search, etc. In the add new, put the title, choose the class you need this photo to be sent, select the album and then choose the file from where you saved this photo and save, it will be gone then directly to end user. Notes are not necessary to be filled as these will remain only as archiving system
6. **Add Videos:** Same as School gallery where you can see videos and add new ones, by pushing on add new video, fill the title, put the link from you tube( the place where you upload you video) and save, it will be gone then directly to end user. Notes are not necessary to be filled as these will remain only as archiving system
7. **School news:** View school news, same procedure where you can see, edit, search delete for any news, and in adding new news, fill the information inside it, taking into consideration that publish date and links are not mandatory and necessary, and could be left empty, up to you, also you can push on choose file in image if you like this news to be sent along with its image
8. **School Quiz:** view as above, same procedure, and in adding new School Quiz, fill the title, and if you like description, and then to whom to be sent, insert the wall of fame number, like 5 or 10 which is meaning the fastest 5 or 10 or any other numbers you put, will appear, choose the duration in which you like this quiz to be run, push on answers, and make a mark on the right answer between these answers, and save
9. **School Polls:** in case the school wants to run statistics and know instant results from end users answers, fill all information inside, and the duration and put the answers, after it kindly go to the polls question asked, push on arrange, write the answers again and save. Once end users answered the polls question, push on results and you will see all answers results.
10. **Classes:** you can view all classes and same procedures in view, also you can add new class by writing on title only in the add new class, even without description or choose file and save to save this class
11. **Teachers:** you can view all teachers, add, delete, search etc, then if you like to add new teacher push on add new teacher, fill the teacher name in the title, then the class/es he or she teaches, give an email login and password like [john@pre.com](mailto:john@pre.com) and 1010 password or any number or email, so the teacher can access the system by himself or herself from entering the web on Education.prevision.me/backstage and inserting the user name and mobile, so he or she can send agenda, teacher info, description and image not mandatory
12. **Gallery Album:** you can add new gallery album by the name you need, this gallery album is needed to be created so when you want to send photos from the school gallery, this album should be created first here, description and image not mandatory.