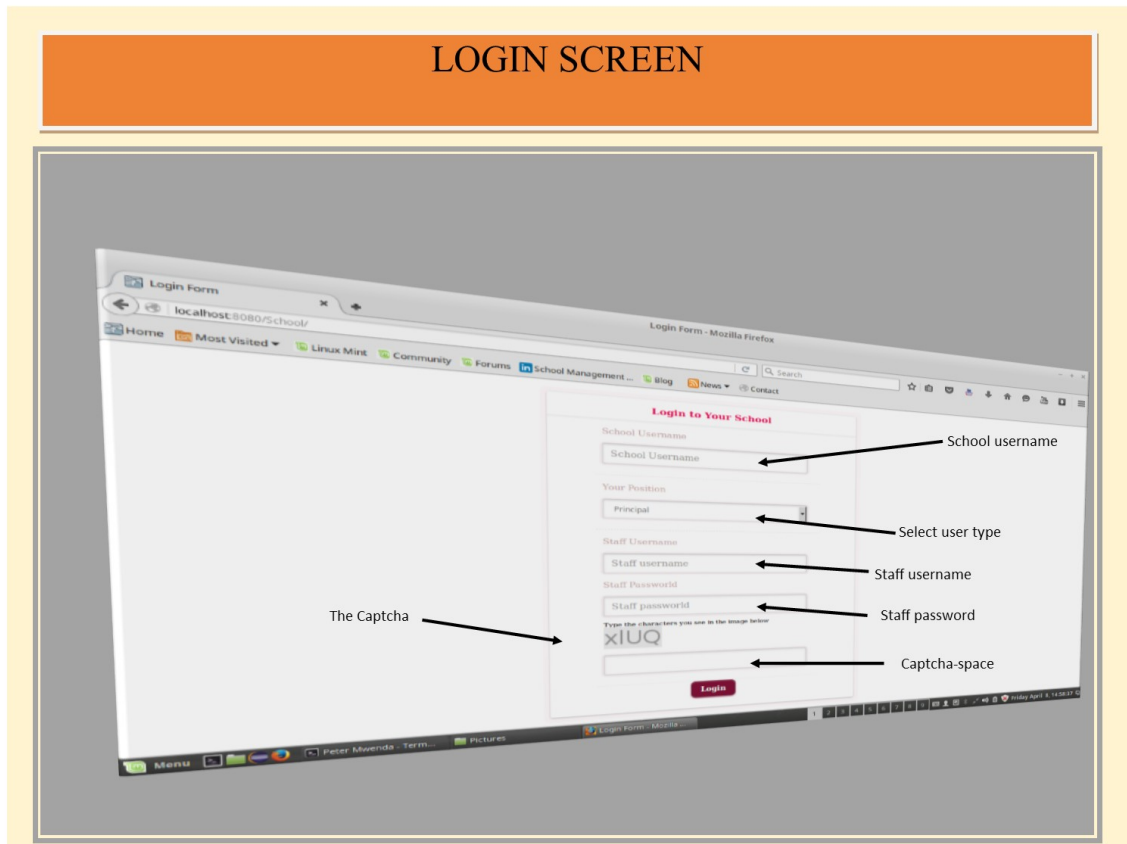


## System User Guide

**NOTE :-You might be required to zoom-in this document to view some texts in the images clearly.**

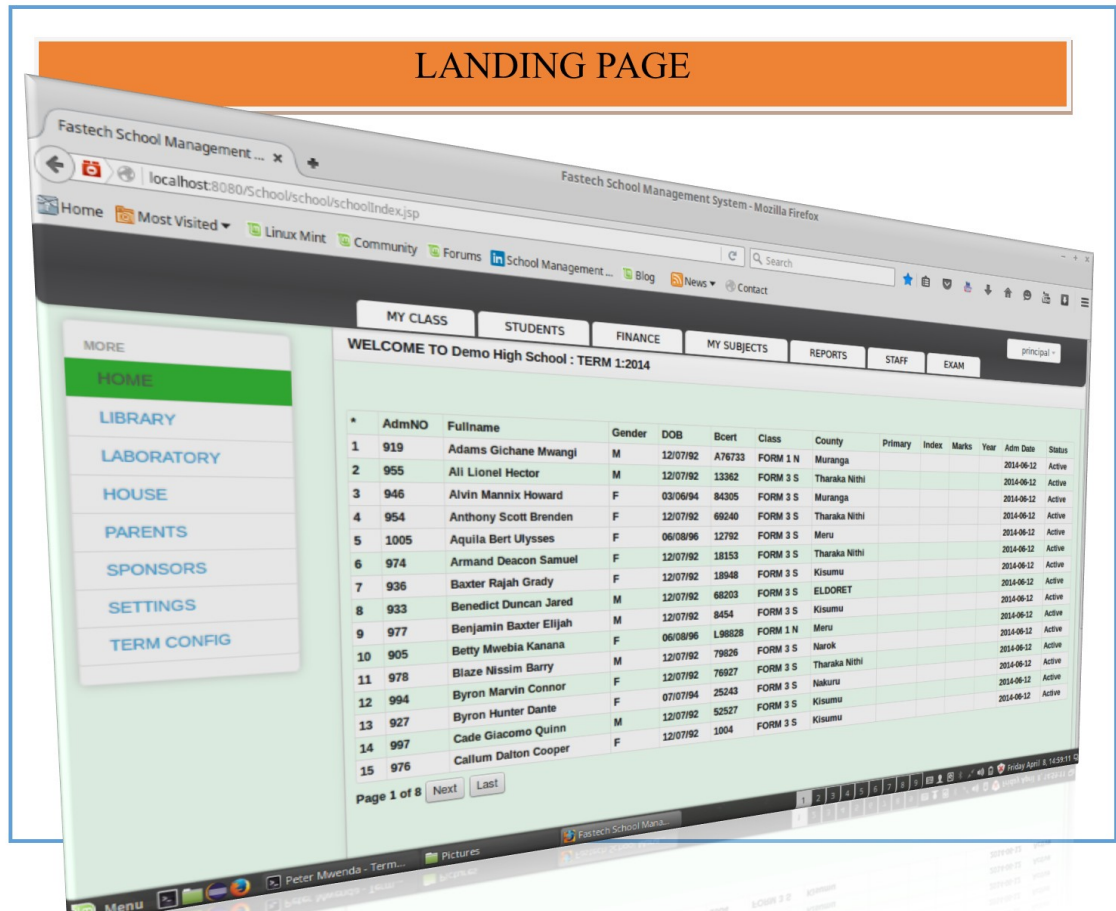
### 1) Login



**The user should enter the following :**

- ✓ The **school username** in the place shown above.
- ✓ Select **user type**, eg Principal, Teacher, Secretary etc.
- ✓ The **staff username**.
- ✓ The **staff password**.
- ✓ The security **Captcha** text.

## 2) Landing page



This is the landing page after the user logs in to the system.

See the following menus:

- ✓ **STUDENTS** – Student management, i.e. Registration, editing, etc.
- ✓ **FINANCE** – Student fee management and pocket money management.
- ✓ **STAFF** – Staff management, this includes downloading exam marks sheet, uploading exam scores, generating class exam reports.
- ✓ **EXAM** – This include setting current term, year, exam type etc. It also include the grading scale and a mechanism to update the scale.

## STUDENTS

The basic part of this module is Students Registration. Here Student's parent details are also captured, other details captured include Sponsor if any.

**STUDENTS MANAGEMENT**

Fastech School Management System - Mozilla Firefox

Fastech School Manage... x

localhost:8080/School/school/studentIndex.jsp

Home Most Visited Linux Mint Community Forums School Management ... Blog News Contact

principal

MY CLASS STUDENTS FINANCE MY SUBJECTS REPORTS STAFF EXAM

Demo High School :STUDENT MANAGEMENT PANEL: TERM 1:2014

[New Student](#) / [New Parent](#) / [New Student Sponsor](#) / [Assign House](#) / [Student Subject](#)

Search By AdmNo

* AdmNO	Fullname	Gender	DOB	Bcert	Class	County	Primary	Index	Marks	Year	Adm Date	Update
1 919	Adams Gichane Mwangi	M	12/07/92	A76733	FORM 1 N	Muranga					2014-06-12	<a href="#">Edit</a>
2 955	Alli Lionel Hector	M	12/07/92	13362	FORM 3 S	Tharaka Nithi					2014-06-12	<a href="#">Edit</a>
3 946	Alvin Mannix Howard	F	03/06/94	84305	FORM 3 S	Muranga					2014-06-12	<a href="#">Edit</a>
4 954	Anthony Scott Brenden	F	12/07/92	69240	FORM 3 S	Tharaka Nithi					2014-06-12	<a href="#">Edit</a>
5 1005	Aquila Bert Ulysses	F	06/08/96	12792	FORM 3 S	Meru					2014-06-12	<a href="#">Edit</a>
6 974	Armand Deacon Samuel	F	12/07/92	18153	FORM 3 S	Tharaka Nithi					2014-06-12	<a href="#">Edit</a>
7 936	Baxter Rajah Grady	F	12/07/92	18948	FORM 3 S	Kisumu					2014-06-12	<a href="#">Edit</a>

Menu Peter Mwenda - Term... Pictures Fastech School Mana... 1 2 3 4 5 6 7 8 9 Friday April 8, 14:59:19

This page shows the already registered students, see various links, such links include “new student”, this takes you to student basic details registration page. See other links also, the name of the links suggests where it can take you.

If you enter wrong user details, see the “edit” button, clicking here takes you to students edit page, a self-explanatory part where one can update student basic details.

When done hit “Update”.

a) Registration: Basic details

The screenshot displays the 'STUDENTS REGISTRATIIONN' page of the Fastech School Management System. The page is titled 'Demo High School :STUDENT REGISTRATION PANEL (BASIC INFORMATION): TERM 1-2014'. It features a navigation menu on the left with links to HOME, LIBRARY, LABORATORY, HOUSE, PARENTS, SPONSORS, SETTINGS, and TERM CONFIG. The main form area contains the following fields:

- Classroom\*: Please select one (dropdown menu)
- Admission Number\*: 1021 (text input)
- First Name\*: (text input)
- Last Name\*: (text input)
- Sur Name\*: (text input)
- Gender\*: Please select one (dropdown menu)
- DOB (DD-MM-YYYY)\*: 8 / 4 / 1998 (date picker)
- Birth Cert\*: (text input)
- County\*: (text input)

Below the main form is a section titled 'Primary School Details:' with the following fields:

- Primary School\*: (text input)
- Index Number\*: (text input)
- KCPE Year\*: 2006 (dropdown menu)
- KCPE Marks\*: (text input)

A 'Register' button is located at the bottom of the form.

- 1) Select class room, enter admission number by updating the default one.
- 2) Enter other details, the compulsory details are: class room, admission number, name and gender.
- 3) Hit the button “Register”.
- 4) Note the message returned.

## PARENT REGISTRATION

The screenshot displays the 'PARENET REGISTRATION' web application. At the top, an orange banner contains the title 'PARENET REGISTRATION'. Below this, a navigation bar includes links for 'MY CLASS', 'STUDENTS', 'FINANCE', 'MY SUBJECTS', 'REPORTS', 'STAFF', and 'EXAM'. A search bar is located on the right side of the navigation bar. The main content area is titled 'Demo High School :STUDENT REGISTRATION PANEL (PARENT/GUARDIAN INFORMATION): TERM 1:2014'. It features a 'Student Admission Number' field and a 'Search' button. Below this, there is a section for 'Student Parent/Guardian Details' with a note: 'Fields marked with a \* are compulsory. (If the student is an orphan,Guardian's details can be entered in the place of father or mother)'. This section includes fields for 'Parent 1 (Parent to receive SMS-Father)' and 'Parent 2 (Optional-Mother)', each with sub-fields for Full Name, Phone, Occupation, ID No, and Email. A section for 'Person to be contacted if Parents are not available' includes fields for Full Name and Phone Number. A 'Register' button is at the bottom of the form. The left sidebar contains a menu with links: HOME, LIBRARY, LABORATORY, HOUSE, PARENTS, SPONSORS, SETTINGS, and TERM CONFIG. The footer includes '© Fastech Solutions Ltd 2016' and 'Contact Developer:-Peter Mwenda +254718953974'.

- 1) Enter student admission number, click find, confirm that the student name that appears is the correct one, if so, then enter parent details, parent one will be receiving SMS when students pays school fee. Mostly parent one can be the student's father and parent two the student's mother. If both parent one and two can't be reached, student's relative can be contacted, so a place for student's relative is provided. In case the student is an orphan, guardian details should be entered either in the place of father or mother.
- 2) Hit the button "Register".
- 4) Note the message returned.

UPDATE/EDIT STUDENT BASIC DETAILS