**LPP Enrollment and Student Management System (Phase 1) V2.**

Admin Panel:

1. Dashboard

* Synopsis (Basic)

1. Class Management
   * Add/Edit/Delete/Disable/Enable Classes
   * Class Name
   * Class Category (define category in class management), assign a class to a category.
   * Classes List with No Of students
   * Class View page with student details and class info, teacher name
   * Fields to add a class (Student Name, Teacher, Fees, and Duration etc.)
2. Terms/Year Management
   * Set Class max number of students
   * Set Classes with Fees Structure
   * Set Student Vacancy for each Class
   * Set Class Timings
   * Set Class Rules (Text)
   * Fields to set Class (Student Name, Parent Info, Medical notes etc.)
3. Student Management
   * List Of All Students
   * Activate/Reactivate Status
   * Add/Edit/Archive Student Profiles (We cannot delete a profile, only archive)
   * Basic Info will display in the list (Student ID, Student Name, Date of Birth, Gender, Enrollment No, Class, Status, Parental Contacts “Names, Emails, Mobile”, Medical Notes, Documents “Passports, ID, Passport Pic, Immunization Certificate, Misc Docs, Authorized pickup name and contact)
   * Record Filter (to be adjusted)
     1. Based On Name
     2. Based On Parent Name
     3. Based On Class
     4. Based On Status
     5. Based On Enrollment No
   * Student View With details and history
   * Students Actions
     1. Assign Class
     2. Profile Updates Log
     3. Set Notes
     4. Action History
   * Fields to add student (Name, Parent Info, Medical notes etc.)
4. Organization Management
   * Name
   * Logo
   * Contact info
   * Manage Users

**Forms:**

1. Academic Reports (As per shared excel file)
2. Pre/Enrollment
   * Pre-enrollment basic info such as (First name, Last name, mobile, email, age of child, where did you hear about LPP, For what term)
   * Students Enrollment Requests
   * Generate Form for Enrollment with unique public URL
   * URL for already registered Students
     1. Previous Information will be retrieved and populated from system.
     2. Sharable with parents.
   * Manage documents (Upload/Delete)
   * Filled Form Print for Signature
     1. LPP would review and once confirmed,
     2. Parents would print, sign, scan and upload
     3. LPP would review and confirm the upload
   * Unique Enrollment Number will be generated
   * Confirmation Email after completion
     1. HTML Formatted Email for Parents and Admin for each step above
3. Access Cards
   * Cards assigned to which parent
   * Date of collection
   * Upload signed document
4. Activities (Camps, Field Trips, After School Activities)
   * Students Enrollment Requests
   * Generate Form for Enrollment with unique public URL
   * URL for already registered Students
     1. Previous Information will retrieve by default.
     2. Sharable for particular parents
   * Manage documents (Upload/Delete)
   * Filled Form Print for Signature
   * Unique Enrollment Number will generate
   * Confirmation Email after completion
     1. HTML Formatted Email
5. Payments
   * Online Transaction’s List
   * Record Filter
     1. Based On Transaction Number
     2. Based On Date
     3. Based On Registration No
   * Full Payment Summary
   * Payment Status Tracking
6. Reports
   * Fees Report
     1. Monthly/Date wise/Yearly/Custom Timeline
   * Students Report
     1. Monthly/Date wise/Yearly/Custom Timeline
   * Class Report
     1. Monthly/Date wise/Yearly/Custom Timeline
   * Basic Report Pages With current Status
7. Settings
   * Admin Profile view
   * Change password
8. Configuration
   * Logo / Name
   * Social Links
   * Contact No
   * Contact Email
   * Google Maps Link
   * Admission Enquiry Email
   * Basic Details
   * Brochure
9. Notes
   * *Registration No for each student will be unique*
   * *Enrollment No will change for every term/year with same Registration No*
   * *Basic Fields need to be predefined to add term/year/class/student*

Front End:

1. Public Registration Form
   * Steps based on form
   * Details will be saved and Admin will be notified
   * Parent Registration before filling the application form
     1. It is required to keep form saved if not filled completely
   * Payment Gateway integration
   * Parent can track status from their login
2. Pre-registered Students Enrollment Form
   * Parent can login and fill the form for next term/year enrollment.
   * Parent can track status of enrollment
3. Parent Login
   * Parent login to view their kid’s status (for later phases)
   * Parent can register multiple kids
   * Track status individually
   * Multiple enrollment
   * Online fee submission
   * Payment history
   * Enquiry Form respected to their kids
   * Notes