

Admin Panel:

In admin panel Admin/owner can check all activities in their school /college.

❖ Dashboard:

Dashboard is a front look of your software

Where some main option in form of widgets on your screen like :

- Today fees collection
- Today Day Book
- Total employees
- New registration
- Today Opening balance
- Today closing balance
- Class homework
- Attendance Report
- Cash transaction
- Employee leave Request
- Student Leave request etc.

So admin check whatever he wants Just click on these widgets

Configuration:

In this option admin / computer operator configure all the Section Like:

- **School Registration:**

if owner / Admin purchase this software so First of all he has to registered their school name in this section. after than he access all the section.

- **Class**

This is very important to create Stream first because Subject and Classes requires a valid Stream. You should not change Stream after creating and declare the Subjects and Classes. If you change it may affect your Exam and time table Section.

Please insure that you have created Stream and Section for Class. This is Class creation area. You have to provide Class Name (Like 1st,8th,12th etc..) and select Class stream (Like : Science, Arts, Commerce etc) . If Stream is not applicable then select (None of these). After this select Section if applicable, otherwise none,and after that click Save Button and Save your Class.

- **Fees**

This is very important area to define date for deposit month fee.You can change date in any time but all Student's who remain to deposit their fee will be change accordingly.

Note:-Define deposite date for every Month .

If you want to take Late Fee you can define Late Fee charges also.

- **Update Class**

This Panel where we can Edit and Delete Class one by one make sure that Admission entry has not done in any case because it may affect Student info. You have to Edit and Delete Class info before Admission of Student.

- **Subject configure:**

Add Subject area where we can attach Subjects belonging to a Class. Please ensure that we have created Stream, Class, and Section. After that we can able to take admission in any Class.

- **Student promotion:**

Here you can Promote a student to One Class to next Class before Promote ensure that Student passout current Class.

- **Class promotion :**

Here you can Promote all the student of Class to the next Class, before Promote ensure that Student passout current Class.

❖ **Setting:**

In this section admin/ computer operator can change session details, fees modification, staff category

- **Update FSD(Financial start date)**

This is very Important to Create FSD(Financial Start Date) First because School or College requires a Financial Start Date and Financial End Date .You Can not change Financial Start Date and Financial End Date after creating and declare the FSD. If You change its may affect Your Fee Structure and Other Section.

- **Fee category**

Here is two section

- I. Add fee Category:
- II. **Configure Fees** : This is the Second Phase of Fee Category where we can see and update Fee Category by Class Wise. firstly you must need to select stream ,section, class respectively. after then you can see the list of Fees Category to update

- **Change Staff Category**

In this section admin can change staff job role.

❖ **Employee**

- **Add Employee**

This is Employee Registration Area. If you want a membership in this School Management Software ,first of all filling in the correct information in this section.

- **Simple Employee list**

Here you can see all the employees list, if you want to see full detail of employees, then choose employee id and click on full profile button

- **Advance Employee list**

This is Advance Employee List Area. Here you can see any Employee details by click on particular check box, if you want to see all information of any Employee then click on every checkbox like:

S.No.	Address	Experience	State
Name	Category	Email	Pincode
Employee ID	DOB	City	
Job Title	Job Category	Joined Date	
Mobile	Qualification	Gender	

- **Employee salary**

This Panel where You can Configure and Pay Salary of the Empolyee.

- **Employee Salary Report**

Welcome to Employee Salary Report area if you want to see Employee Salary Report then select FSD and Click on Get Salary Detail. You can also see Full Salary Detail of particular Employee just click on View Detail.

- **Employee leave Report**

Admin can check employee leave report

- **Inactive employee list**

Here you can see all your Inactive Employee

❖ Student {-

- **New Admission**

Here you can Enroll new Student in your School, by filling this Student Registration form

- **Simple search**

If you want student full details , then Click on full profile link , OR if you want to delete any student record then click on Delete link.

NOTE => if student Pay fee of any month then you can't Delete any record of Students.

And also we get Student I card by click on username of that Student.

- **Advance search**

If you want full details of the student, then click on checks and then you will see 15 colomns at a time, And you will also save yours students details on your Computer/Laptop .

- **Student leave report**

If you want to Approve the leave of the student, then Click on Approve Button, or if you want to Cancel student leave then click on Cancel Button.

NOTE => Student leave may be Approve By the Class Teacher

- **Inactive student list**

Here you can see all your Inactive Student, If you want to see your Inactive Student Detail then click on Full Profile and if you want to Active this Student then click on Edit Profile and update his Status by click on Active.

❖ Fee {-

- **Collect fee**

If you want to show student fee collection then enter student id in student id box and click on get record button. Then open new form fill all detail in the form and show all fees of student and save it.

- **Student fee card**

In this section you have to fill FSD ,Section ,Class then check fee card

- **Fee report**
- **Due Fee report**

This is Due fee Area. Here you have to enter Due Fee with the -sign and pay without sign.

- **Print due fee report**

❖ **Attendance {-**

- **Student attendance**

Here you can see Student Attendance shift wise.If you want to see Morning Attendance of any Student then click on Morning Attendance Button Other wise click on After Lunch Button.

- **Teacher attendance**

In this section you have to fill teacher ID , Select date& Job category

- **Student attendance Report**

Here you can see class wise attendance report you have to fill section, class, start date & end date option.

- **Teacher attendance Report**

Here you can see Teacher Attendance Report, select starting date and end date for seeing teacher attendance report and wait for another page.

Time Scheduling {-

- **Period & Time slots**

Welcome to time scheduling area in this section you create a period and lunch time. Please enter your period name in time table name box and select starting date and after that click on Submit Button. After clicking Submit Button you can see Scheduling process. and after that click on Go For Scheduling and wait for new page and Schedule your time table. you can also delete time table.

- **Time Scheduling**

Here you can see Teacher class taken time scheduling, Please select all check boxes and wait for few second and see you time scheduling.

- **Scheduling Report**

Here you can see class time Scheduling report

- **Lesson Plan Report**

In this section teacher know our time table of class. if you find information then first select start date than end date and fill teacher id and click on define class plan button and show the result.

❖ Exam {-

- **Exam Scheduling**

Here you can Schedule date and time. Please enter you exam name in exam name box like (exam type e.g. : Half yearly, Annual, Unit Test etc.), and select exam starting date from select start date and click Submit Button. After clicking Submit Button you can see Scheduling process. and after that click on Go For Scheduling and wait for new page and Schedule your exam. You can also edit/delete the exam type and date from the options given in the right.

- **Exam Time Table**

In this section you see the exam time table/ schedule of every class/ shift. if you want see the list than you select subject on select exam name field and show all exam date or time of this subject. if you want any change on time delete any field, you can done it by using edit or delete button.

- **Download Admit Card**

Here You can see or Download Admit Card, for This Select Exam and Enter Student Id and then Show Get Admit Card Button.After Click this Button You Get Admit Card.

- **Enter maximum Marks**

In this page we can enter the maximum marks of a particular subject Please select following Dropdown options and wait for another page.

Select exam name	Stream	Section	Class	subject
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After than open another option like:

Sr. no	Exam Name	Class Name	Subject name	Grade Or marks	Maximum Marks
Activity					

- **Exam Details**

In this Page We Can Enter and save Student Marks Scored in a Particular Class and Subject Please Select Following Dropdown Options and Wait for Another Page.

- **Subject wise marks**

Now you can update pre entered Marks details First of all select dropdown menus and wait for another page and Click Update Marks Button for update. After Clicking update button marks will be updated now you can refresh this page and check it.

- **Generate result**

In this section we can generate monthly test series result, half yearly & yearly result.

❖ Report {-

- **Promoted Report class wise**

In this section we can promote student to other next class like if any student of 6th standard qualify our exam so this student promoted to next class (7th standard)

- **Transfer Certificate**

In this section if any student want to transfer certificate so you can type only student Id to generate transfer certificate.

- **Character Certificate**

In this section if any student want to Character certificate so you can type only student Id to generate Character certificate.

❖ **Homework :**

- **Define Homework**

In this section you can give the homework to employees/teachers/students. if you want to give home work then select option "home work for" and give the subject name of homework on work subject name box. Give some remark, define work and given date of homework and also give the submission date and give the maximum marks, class name, section, subject and then upload file after then submit the details.

- **Show Homework**

To know the show homework for all the student / teacher / employee, go to the Home Work for field and select it and you will start doing a list of homework and you can also take a printout of it.

❖ **Stock {-**

- **Enter stock**

In this section we can enter stocks(goods name) such as stationery(copy, books, bags, A4 size Paper bundle, Essentials Kit),uniform dress, shoes etc.

- **Sale stock**

In this section you can purchase any time which is present in stock. Note- firstly select- buyer id then fill saller id and select item no, quantity and discount if you want then click on save and print receipt button.

- **Print Receipt**

In this section we can print receipt for whatever we sale from stock.

- **Edit bill**

In this Edit Stock bill Area You have forgotten to fill the details of any product bill, you can fill in the bill information.

❖ Message:

- **Notice/Alert**

In this section we can send a Alert/Notice for all Employee and Student. Choose your category and Subject, and write your message, and Save your Alert/Notice. And also you can Edit or Delete your message.

- **Message**

Here we can compose message for students / employees.

❖ Accounting:

- **Daybook**

Day Book Record

Start Date

mm/dd/yyyy

End Date

mm/dd/yyyy

☒ All

☐ Monthly Fee

☐ Stock Sale

☐ Bank Withdrawal

☐ Admission + 1 Month Fee

☐ Receive From Director

☐ Cash Payment

☐ Salary

☐ Bank Deposit

☐ Handover To Director

☐ Debit

☐ Credit

☒ Both

Get Day Book Detail

Debit

Opening Balance	0.00
Fee & Admission	
Stock Sale	
Bank Withdrawal	
Receive From Director	

Credit

Closing Balance	0.00
Cash Payment	
Salary	
Bank Deposit	
Handover To Director	

• Transaction

Cash Payment

Bank Transaction

Director Transaction

Cash Payment

WELCOME TO THE CASH PAYMENT AREA

Here You Can Pay CASH Money For School Purpose .

Expenditure * -Expenditure- ▼

Expenditure Depart * ▼

Employee ID * -Item Id- ▼

Reason *

Pay Date mm/dd/yyyy 📅

Amount *

Save & Print Slip