

How to get start with classMate

Step 01

Enter Your Product **Username & Password**



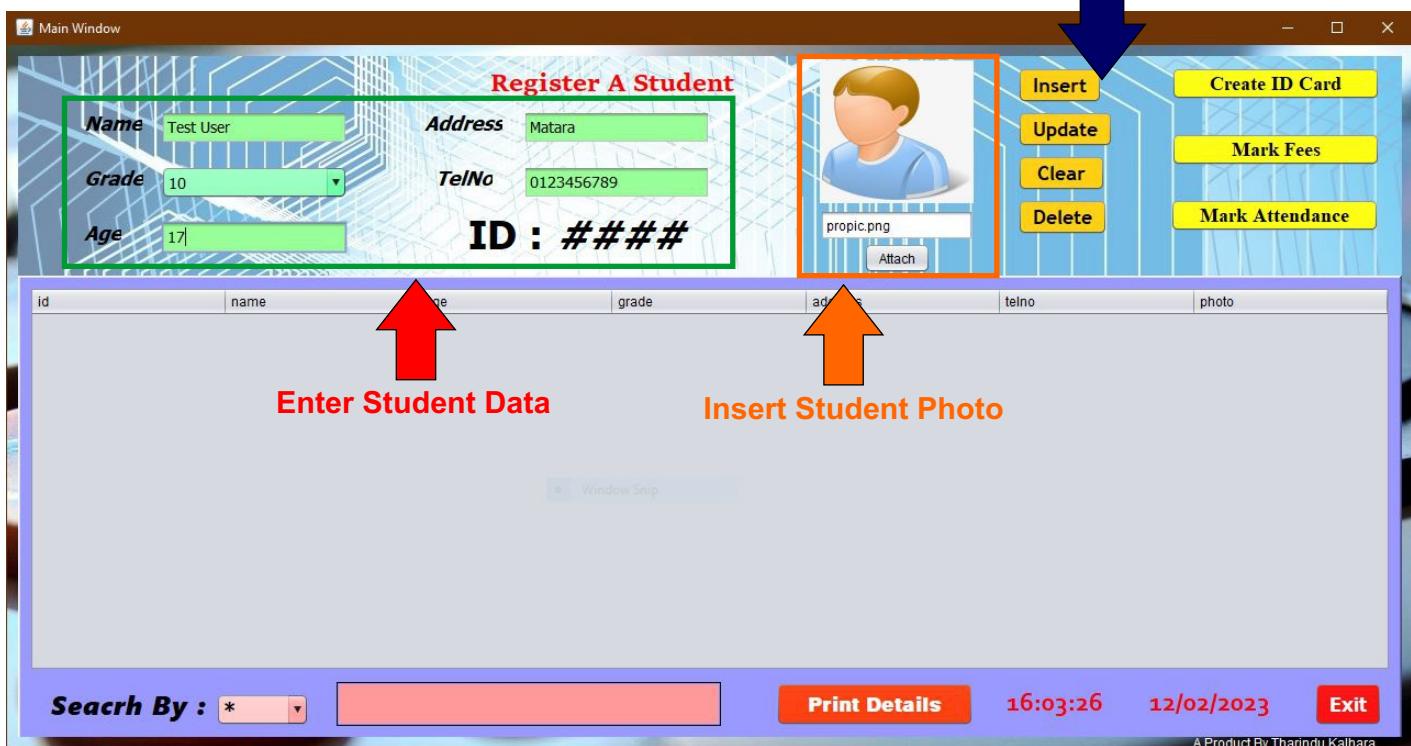
Step 02

Then you will can see the main window / Student registration area.



Step 03 - Adding Student Details to the System

Enter Name, Grade, Age, Address & Contact No to the **green boxes** and attach a photo by clicking the “**Attach**” button. Then Click **Insert** Button. **Press Insert Button**



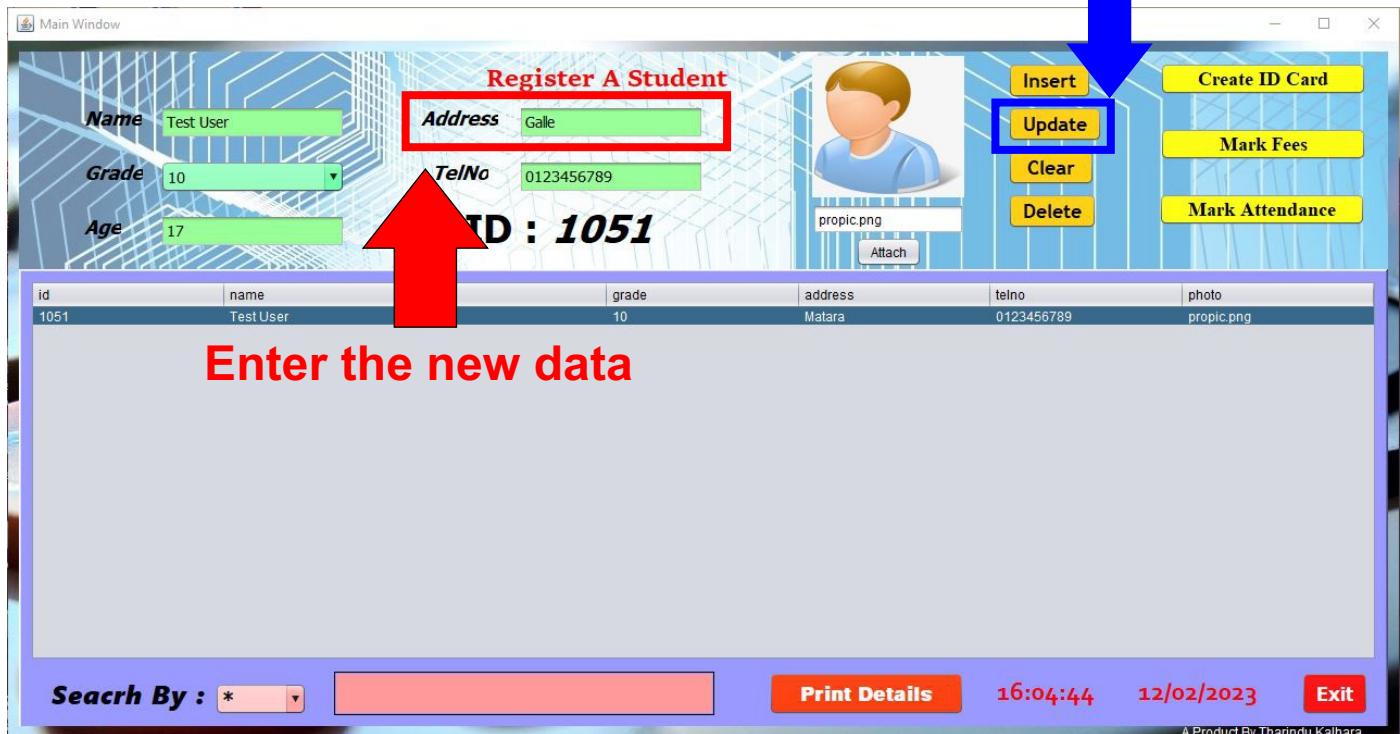
After You can see the data are added to the table



Step 04 - Update Student Details in the System

Click on the student record which you want to update data and the you will can see the data are automatically filled into the green boxes. **Change the data field** that you want to update and press **Update** button.

Press the update button

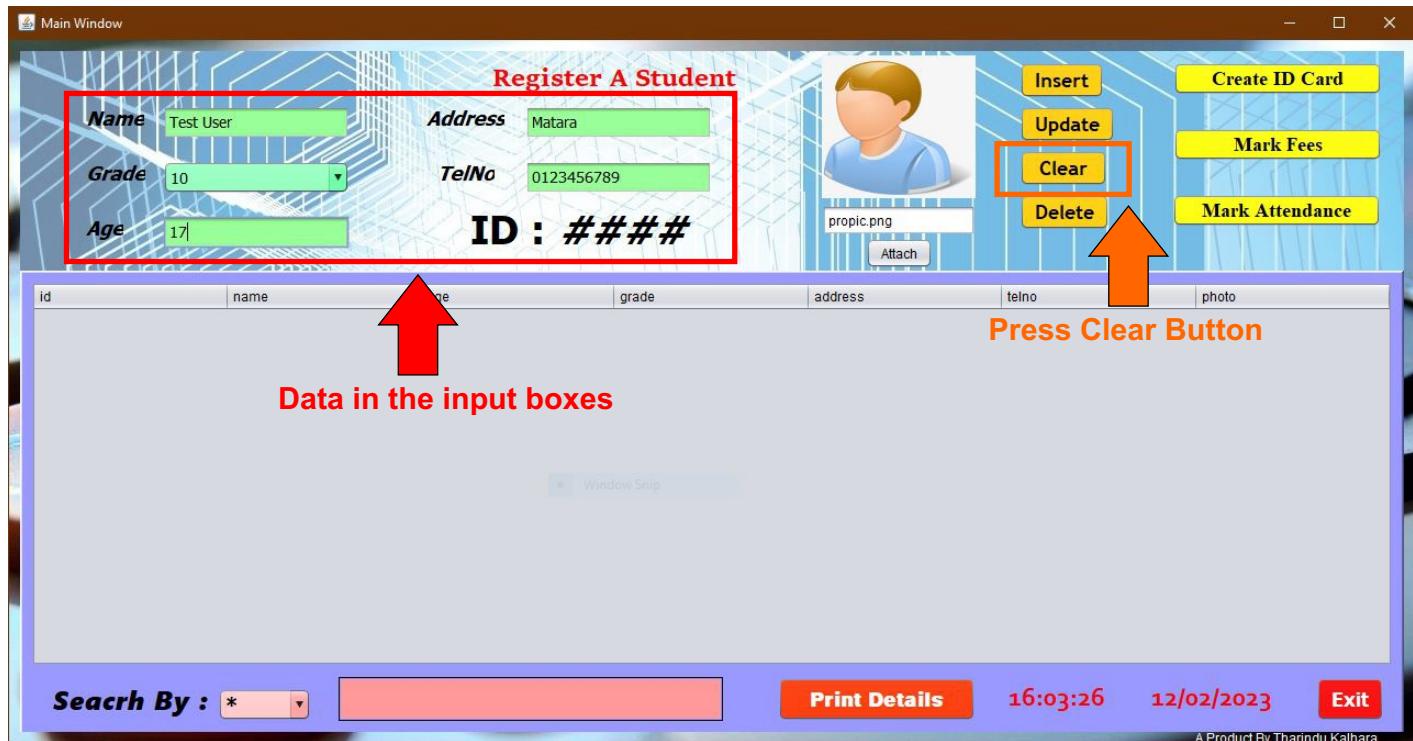


Then you can see the student record is updated.

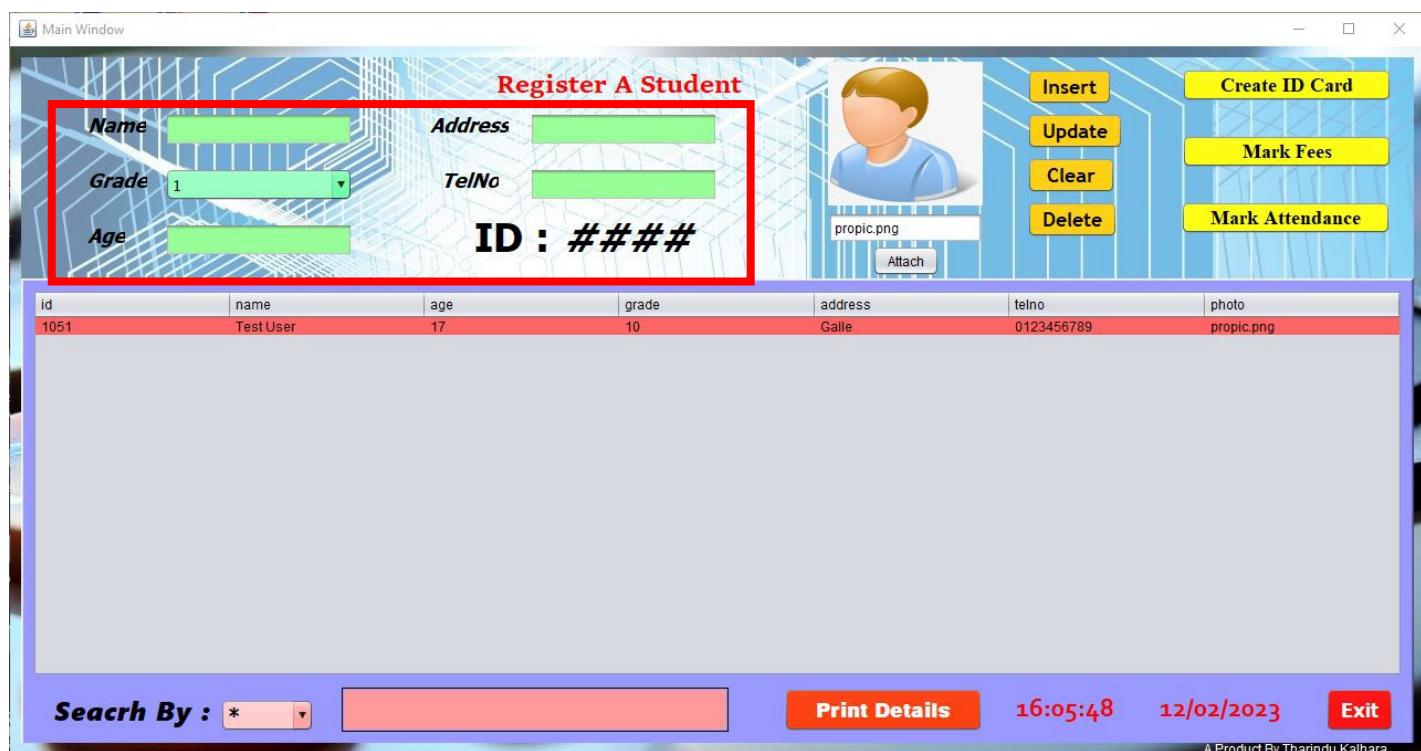


Step 05 - Clear the Data

If you want to clear the input boxes when Selecting / Inserting / Updating or anytime Simply click once on **Clear** Button.



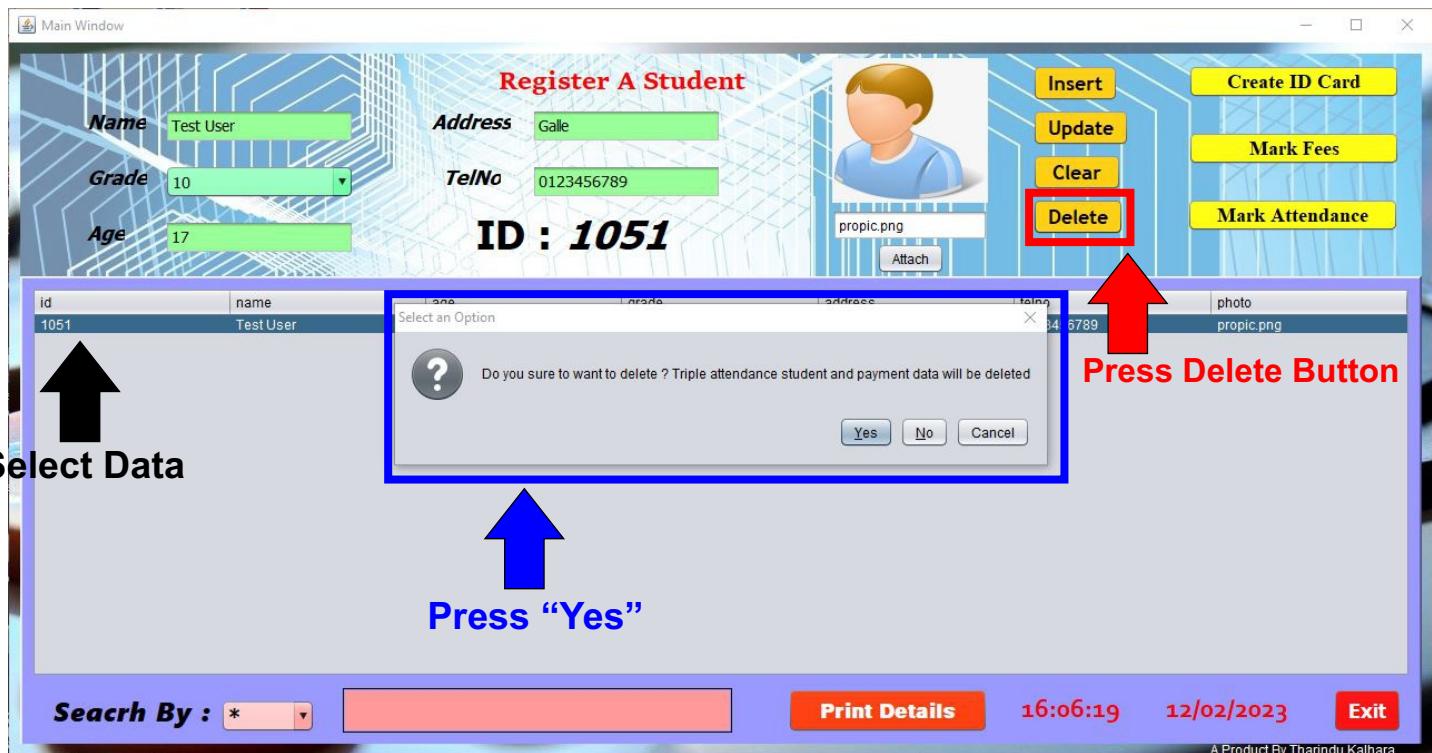
Then you will can see the all input boxes are cleared. It helps to save the time.



Step 06 - Delete the Data

If you want to delete a record of student, you can use the Delete Button.

1. First click on the Data you want to delete.(Select the student from table).
2. Then click **Delete** Button.
3. Then Click “**Yes**” to the popup dialog.

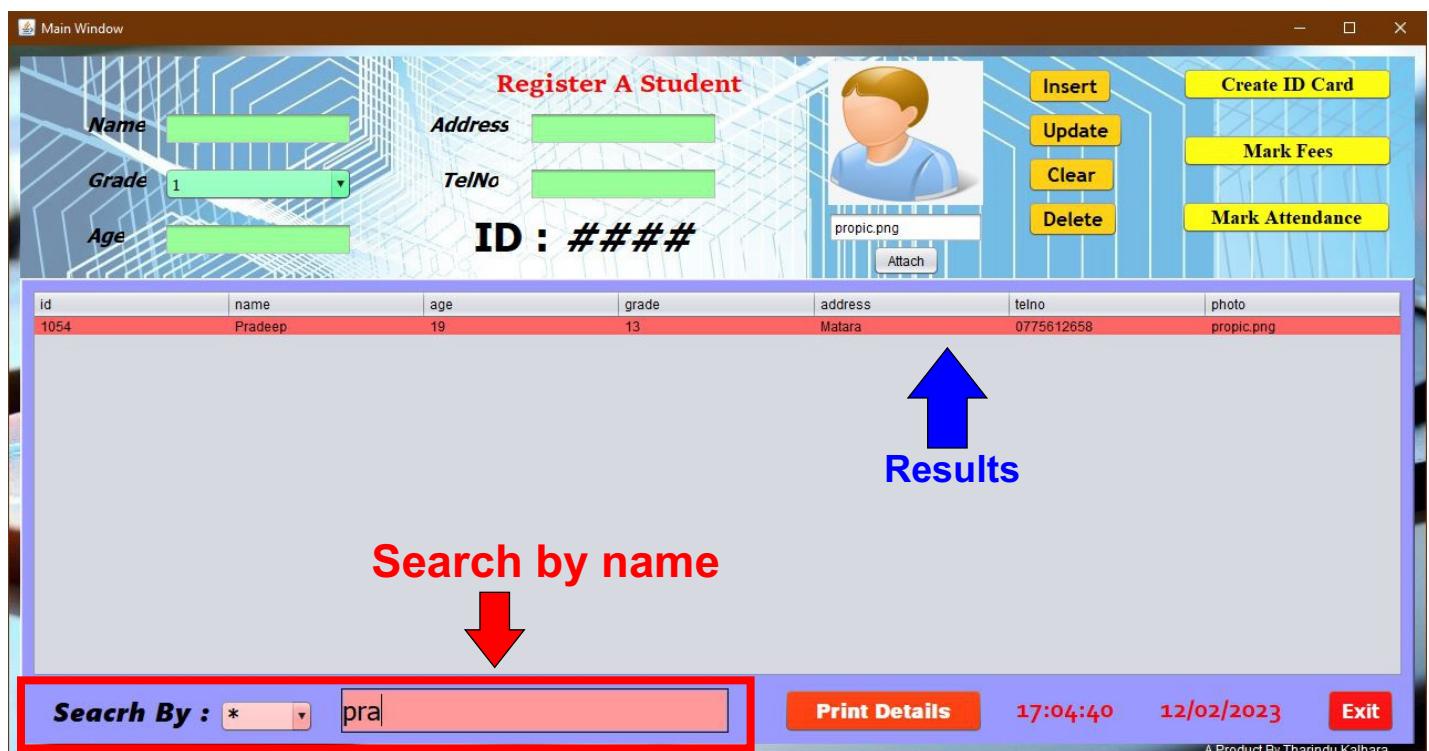
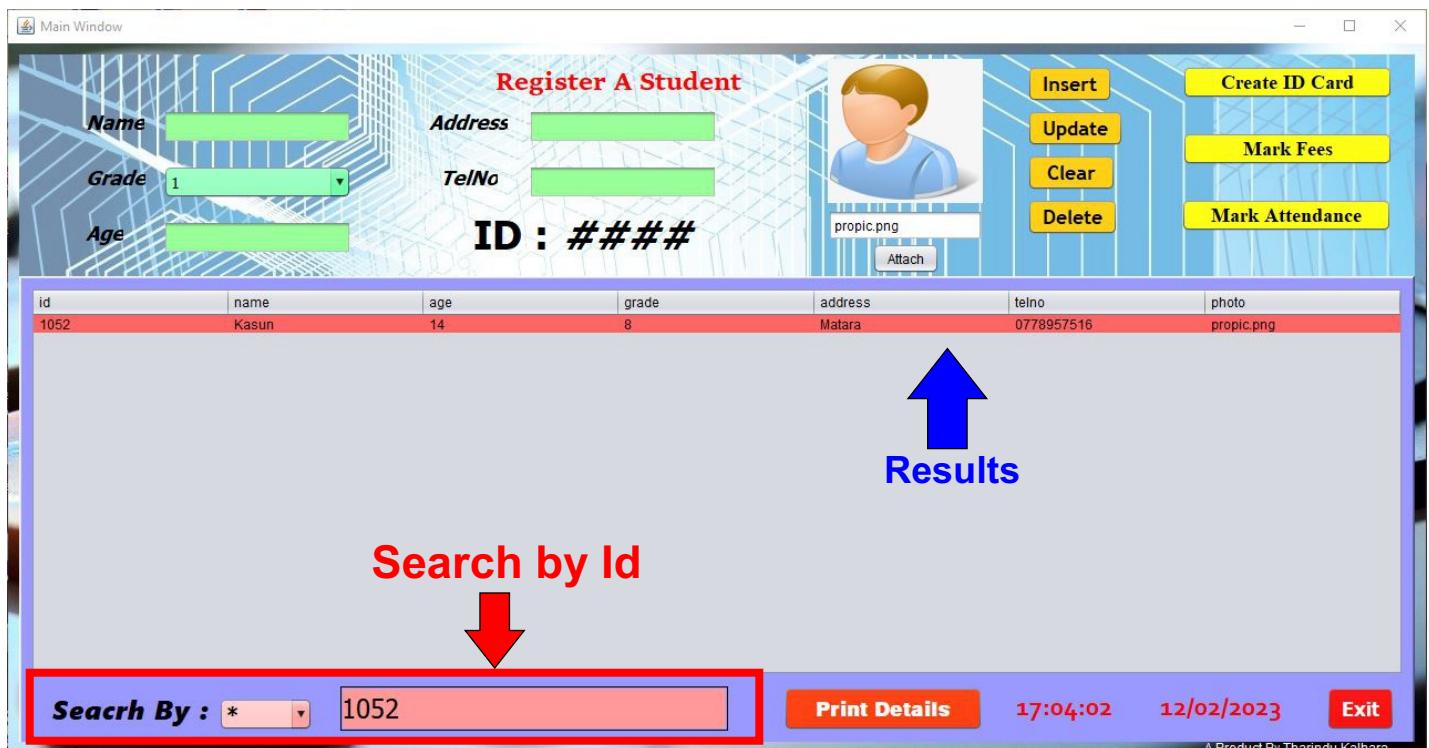


Then you can see the data has successfully deleted and removed from the database.



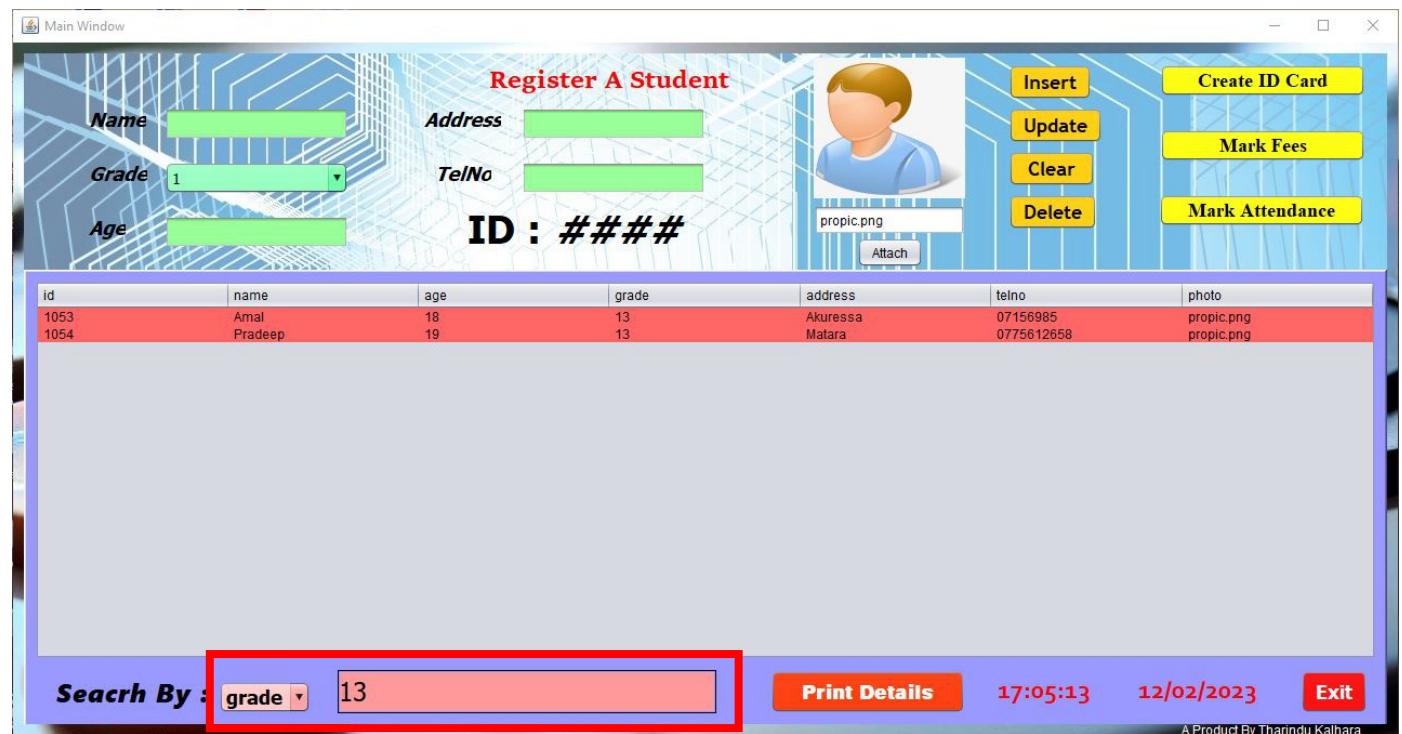
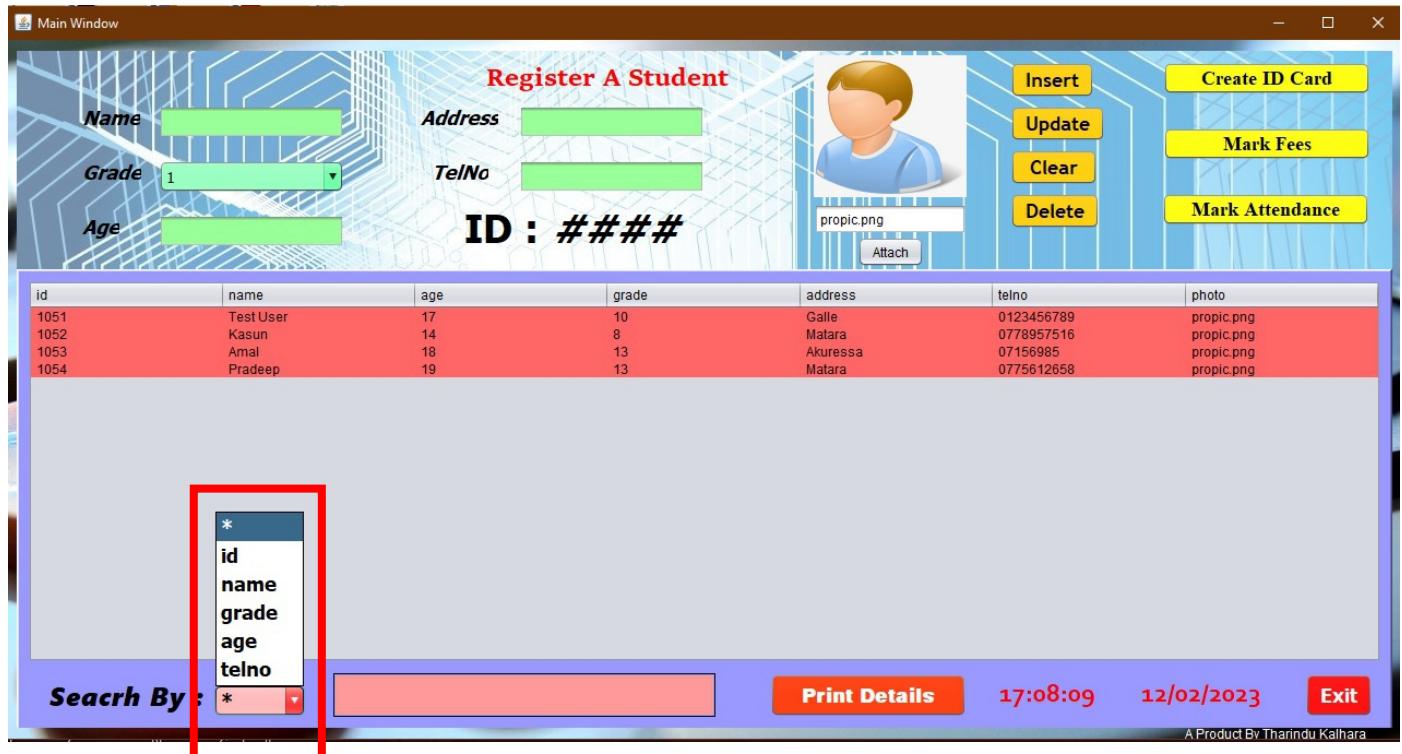
Step 07 - Search & Filter Data

If you want to search for a specific student from others there is a search and filter function in this software. It is bottom left corner. **By default** the search mode is “**id and name**”. So you can simply type a student id or name as you can imagine. There is no need to type all the word the similar Results will be shown.



Step 07 - Search & Filter Data

There are another search options. There is a drop down at the bottom search area. By clicking it you can see various search options there, Select the one you want and type in the type box as did before.



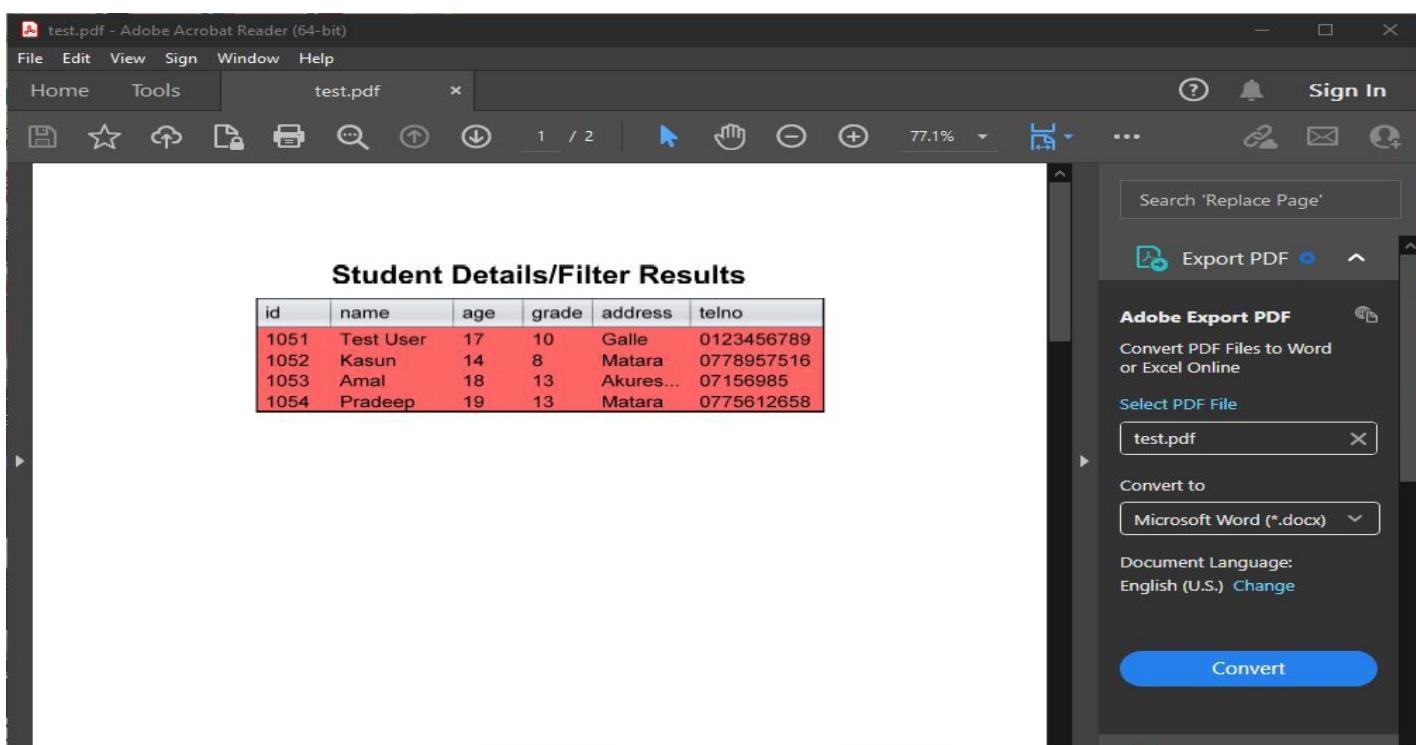
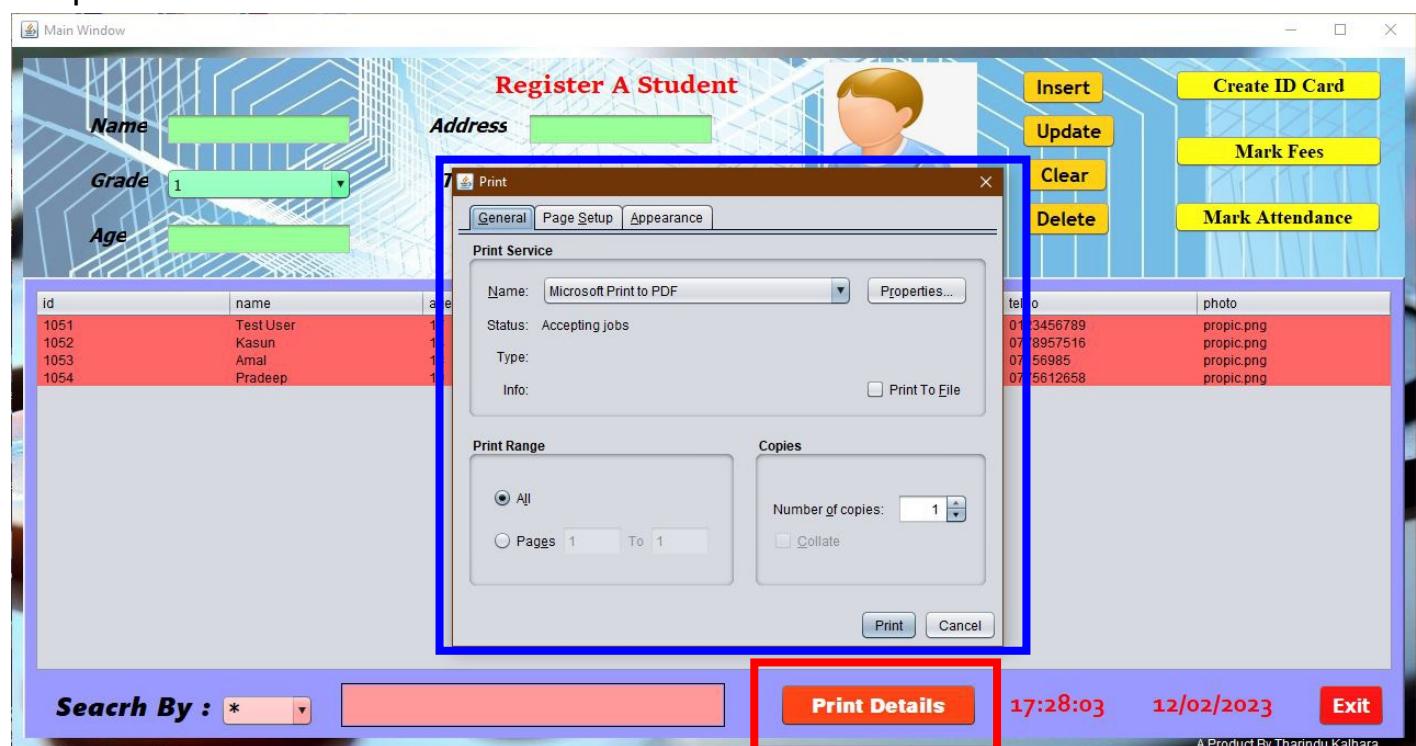
Step 08 - Print Data

If you want to get a printed copy of the student details simply click on the “Print Details” Button.

Note:-

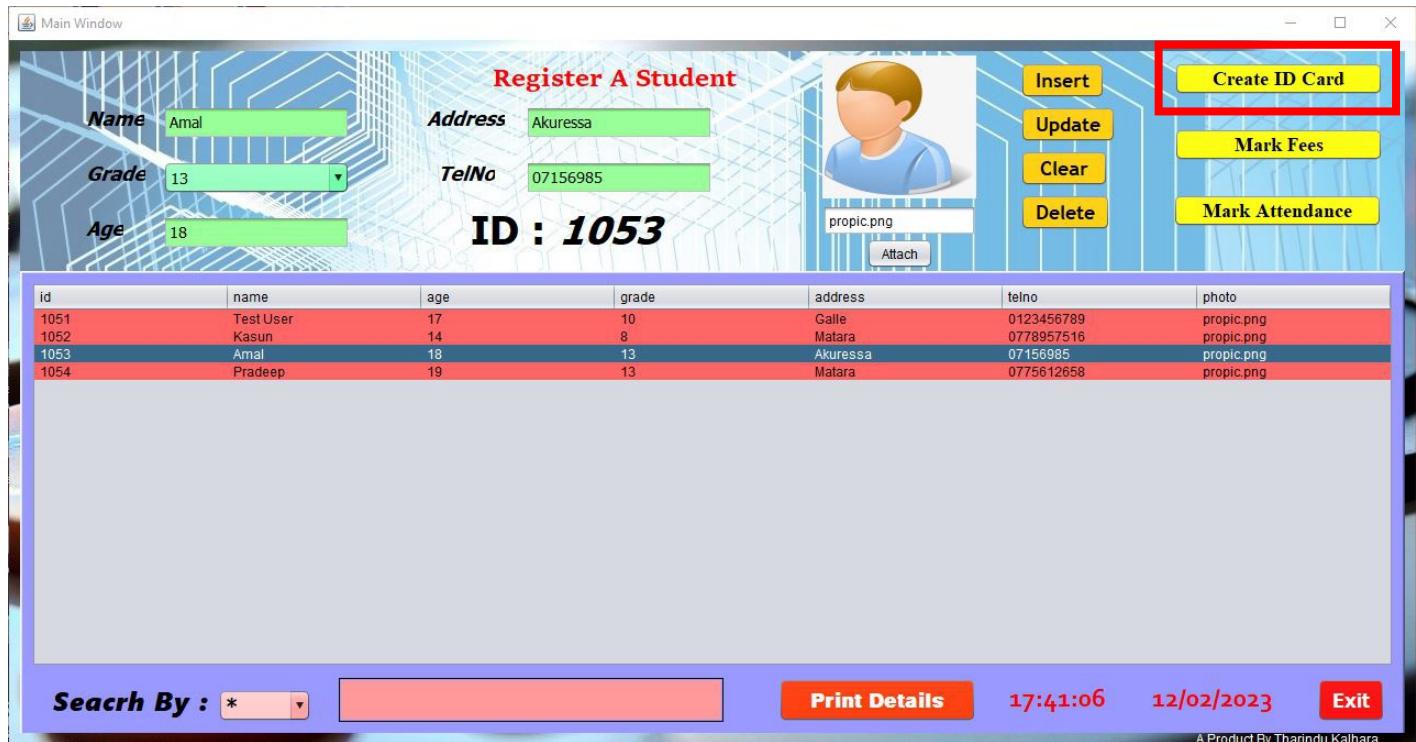
1. This can be use in normal mode(When not searching data).
2. Search & Filter results are also can print.

Then a popup box will appear and click Print and Choose the location where to save the pdf.



Step 09 - Generate Student ID Card

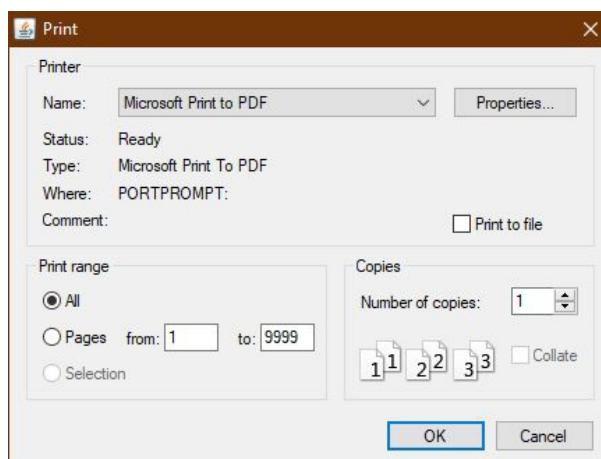
If you want to generate an ID card for a student, first click on the student you want to generate id first. Then click “**Create ID Card**” Button.



Then a preview window of ID card will show and click “**Create**”.

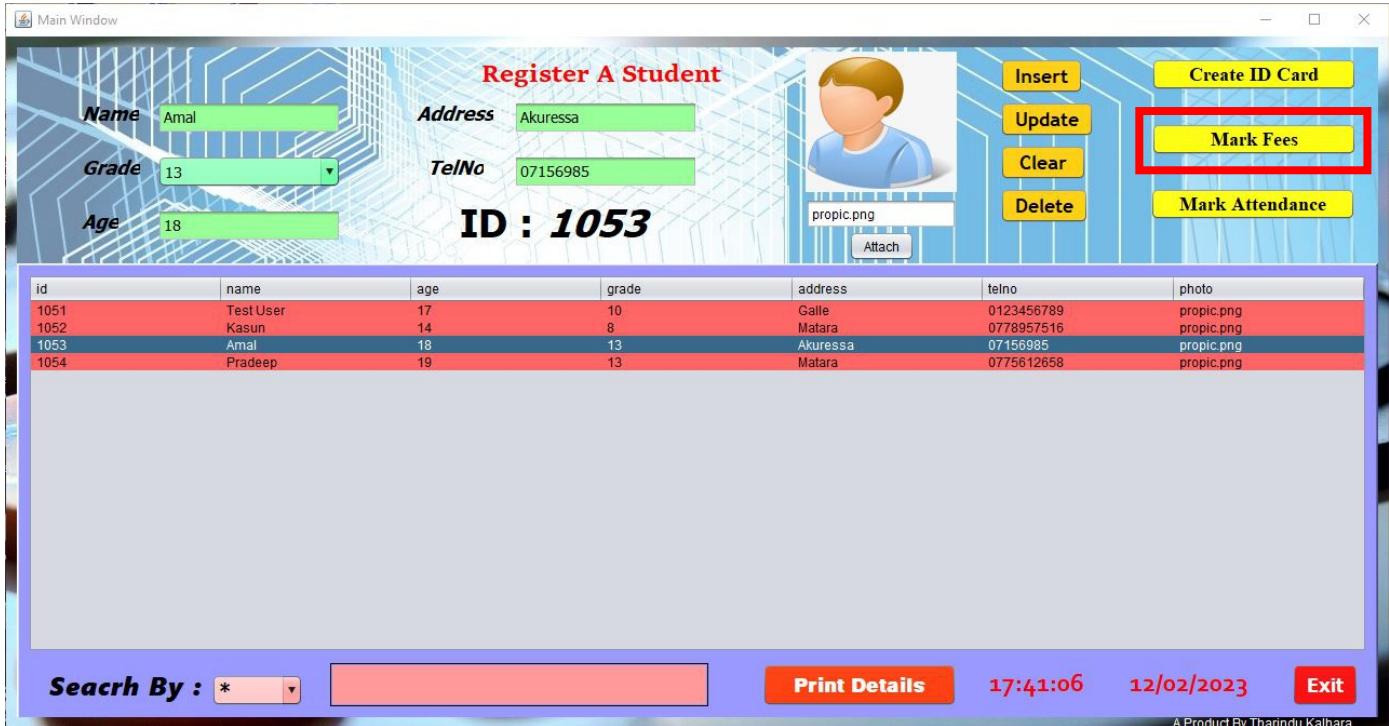


Then press ok and choose the location where to save the ID card and press OK.

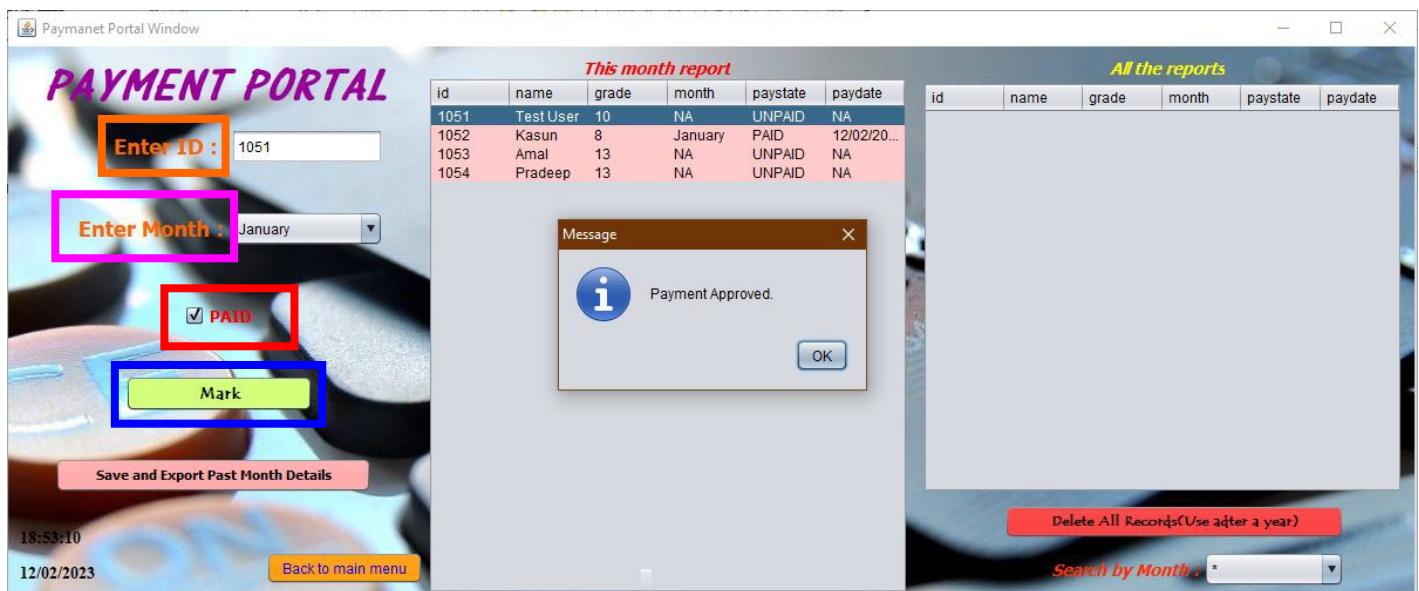


Step 10 - Mark Class Fees Payments

Click “Mark Fees” Button.



There are all the students in your database and what you need to do is **type id number** or **select student** and **select the payment month from the drop down** and tik on the “Paid” checkbox and Press “Mark” button.

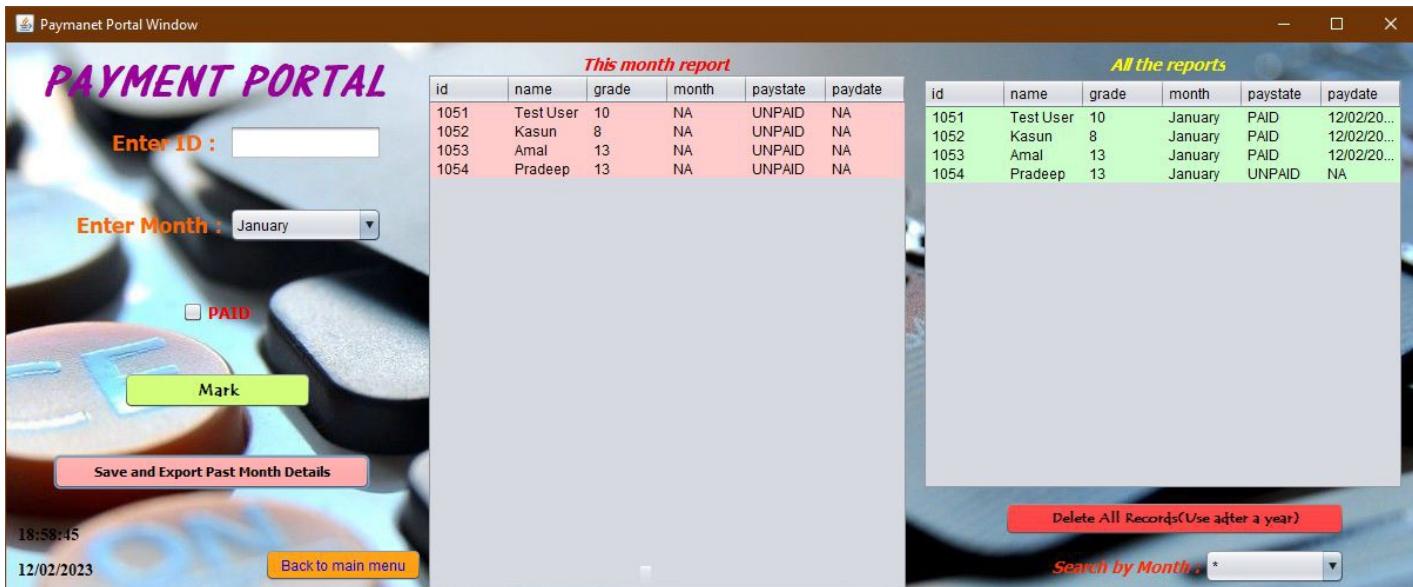


Then a message will shown that Payment has Successfully done.

Step 10 - Mark Class Fees Payments

After the end of month press “**Save and export past month details**” Button. Then the data will be saved into the other table which holds all the payment data. And at this same moment a pdf file of your monthly payments is saving.

IF ANY STUDENT IS NOT PAID THE CLASS FEES YOU SHOULD HAVE NOT TO DO. WHEN EXPORTING(Save and export button) KEEP SURE TO SELECT THE CORRECT MONTH FROM THE DROP DOWN. THEN IT WILL BE AUTOMATICALLY MARKED AS NOT PAID FOR THAT MONTH.



Mark the payments like that save and export each month data.



Step 10 - Mark Class Fees Payments

There are the saved reports that you can get monthwisely and yearwisely.

Monthly Payment Report

id	name	grade	month	paystate	paydate
1051	Test User	10	January	PAID	12/02/20...
1052	Kasun	8	January	PAID	12/02/20...
1053	Amal	13	January	PAID	12/02/20...
1054	Pradeep	13	NA	UNPAID	NA

Yearly Payment Report

id	name	grade	month	paystate	paydate
1051	Test User	10	January	PAID	12/02/20...
1052	Kasun	8	January	PAID	12/02/20...
1053	Amal	13	January	PAID	12/02/20...
1054	Pradeep	13	January	UNPAID	NA
1051	Test User	10	February	PAID	12/02/20...
1052	Kasun	8	February	UNPAID	NA
1053	Amal	13	February	PAID	12/02/20...
1054	Pradeep	13	February	PAID	12/02/20...

You can also filter the yearly payments by month from the dropdown placed on the bottom right corner.

The screenshot shows a 'PAYMENT PORTAL' window. On the left, there is a search bar labeled 'Enter ID :'. Below it, a dropdown menu shows 'Enter Month : February'. A red arrow points to this dropdown. A 'PAID' checkbox is also visible. On the right, there are two tables. The first table, titled 'This month report', shows data for February. The second table, titled 'All the reports', shows data for all months. At the bottom right, there is a button labeled 'Search by Month : February' with a red border around it. The status bar at the bottom shows the time as 19:11:07 and the date as 12/02/2023.

This month report					
id	name	grade	month	paystate	paydate
1051	Test User	10	NA	UNPAID	NA
1052	Kasun	8	NA	UNPAID	NA
1053	Amal	13	NA	UNPAID	NA
1054	Pradeep	13	NA	UNPAID	NA

All the reports					
id	name	grade	month	paystate	paydate
1051	Test User	10	February	UNPAID	NA
1052	Kasun	8	February	PAID	12/02/20...
1053	Amal	13	February	PAID	12/02/20...
1054	Pradeep	13	February	PAID	12/02/20...

Step 11 - Attendance Marking

Click “Mark Attendance” Button.



Then the below window will appear. In that **type ID number** and **mark present or absence by 1 or 0 in the State Dropdown** and Press “**Mark**” button. If the student have not paid the class fees of that month a message will be shown and ask you to mark or not. Furthermore the attendance reports can be update and delete as did before in the main window.

