**ERP Installation on your server**

1. Upload and unzip software on your server
2. Create new database on server
3. Create database username and password assign it to new database database
4. Go to file and open following file in edit mode: "www.yourdomain.com/includes/constants.inc.php"
5. Change setails regarding server as:
   1. 'localhost' --> 'Your\_server\_name' (generally localhost)
   2. 'db\_user' --> 'database\_user\_name'
   3. 'password' --> 'database\_password'
   4. 'db\_name' --> 'Database\_name'
6. Upload databse SQL file from 'database/sample.sql' or 'blank\_db.sql'
7. Change setails regarding server as:
   1. 'localhost' --> 'Your\_server\_name' (generally localhost)
   2. 'db\_user' --> 'database\_user\_name'
   3. 'password' --> 'database\_password'
   4. 'db\_name' --> 'Database\_name'

**You are ready to go**

Admin User: admin

Admin Password: admin

(Or fetch username and password from your PhpMyAdmin database)

**First time Set Up of ERP (Follow it Step-by-Step first time)**

1. **Admin Setup:**

Go to admin menu in left side after admin login. Click on **“Administration”**. Here you’ll find two options:

* Admin list (You can view and manage all admin accounts here.)
* Add admin (You can add another admin to your ERP with specific rights.)

1. **Setup School/Classes and Subjects:**

|  |
| --- |
|  |

* + 1. **Institute Details:**

Fill complete institute details here including financial year and logo.

* + 1. **Group/ Class/ Subject Setup:**

Create classes group firstly. For example “**Pre-Primary**”, “**Primary**”, “**Junior** **Secondary**”, “**Secondary**” and “**Senior** **Secondary**”.

Now create classes under each group. For example class “**Prep**” and “**Nursery**” under “**Pre-Primary**”, Class “**1st to 5th**” under “**Primary**”, Class “**6th to 8th**” under “**Junior** **Secondary**”, Class “**9th and 10th**” under “**Secondary**” and Class “**11th and 12th**” under “**Senior** **Secondary**”.

Now create subjects under each class.

|  |
| --- |
|  |

* + 1. **Class Sections:**

Add class sections like **A, B, C, D**. If you have different subjects to each class section for a specific class, you should create classes with sections in **Group/ Class/ Subject Setup** in above step (Eg. 6-A, 6-B) and assign (**-**) in section option.

|  |
| --- |
|  |

* + 1. **API for Login:**

You can get API Link for Login here.

|  |
| --- |
|  |

* + 1. **Caste Categories:**

Add caste categories here. Eg. SC, ST, OBC, Minority etc.

|  |
| --- |
|  |

* + 1. **Student Pick-Up Point:**

Create student pick up points for students using school transportation.

1. **Transportation Setup:**

Now go to “**TRANSPORT**” section in left panel.

Click “***Route***” and add routes. Eg. “**Delhi Route**”, “**Noida** **Route**” etc.

Click “***Route List***” and add Sub-Routes under main “***Route*”** section. Eg. “**Delhi East Route**”, “**Delhi West Route**”.

Click “***Board List***” and add Vehicle Boards.

Click “***Driver List***” and add Drivers.

Click “***Allot Vehicle to Board***” to add particular **Vehicle** to particular **Board**.

Click “***Allot Driver to Vehicle***” to add particular **Driver** to particular **Vehicle**.

1. **Admission Form:**

Now click “**ADMISSION FORM**” on left side admin panel.

Fill all student details here one by one & upload student photograph.

Assign students username and password for student login.

1. **Setup Section and Roll Numbers:**

Click “***Sections/Roll Numbers***” under “**Student**” section on admin panel.

Now select each class and assign roll number and Section to each student. (If you created section (**-**) must assign it.)

1. **Fee Setup:**

Click “**FEE PAYMENT**” on admin panel and click “**Add Fees**”.

Assign fee to each class here.

1. **Accounting Setup:**

Click “**ACCOUNTING**” on admin panel. > Create “**Accounting Groups**” & “**Accounting Legder**” here. (Must add “**FEE**” accounting group and create “**FEE IN**” accounting ledger first to maintain fee record.)

1. **Staff Setup:**

Click “**STAFF**”. Now Click “***Add Department***” and add staff departments. Eg. “Teaching Staff” and “Non-Teaching Staff”. Also “Add Post” under groups. Eg. “PRT English” under teaching staff.

Now click “***Add Staff***” to add staff. Add staff with their subject, post, class and other rights.

Assign staff username and password for staff login.

Click “***Assign Incharge***” to assign a staff as in-charge to a specific class.

1. **Payroll Setup:**

Click “**PAYROLL**”. Create annual leave, allowance, deduction, loan, tax, PF details here.

(Must edit all certificates templates according to your needs at “**yourdomain.com/office\_admin/templates”**)

**ERP User Guide**

Now your setup is complete with complete school data and you can start using ERP.

1. **BIRTHDAYS:**

View Students Birthdays here.

1. **ADMINISTRATION:**

Completed in above steps.

1. **SETUP:**

Completed in above steps.

1. **CERTIFICATES:**

Create and print certificates/ notices here.

1. **FRONT OFFICE:**

Enter and view enquiries to admission.

1. **ADMISSION FORM:**

Completed in above steps.

1. **STUDENT:**

Search student record/ Update class record/ View male/female list and category/ age wise data.

1. **Fee Payment:**

Pay fee/ View Fee/ Fee Status/ Paid fee list.

1. **ASSIGNMENT:**

Add/ View assignments.

1. **STUDY MATERIALS:**

Add study material for students.

1. **STAFF:**

Add/ view staff.

1. **HRD:**

Human resource works. (Vacancy, interview etc.)

1. **PAYROLL:**

Leave/ Loan/ Deduction/ Tax/ PF/ Payslip Generation.

1. **INVENTORY:**

Inventory details.

1. **TRANSPORT:**

Done above setup steps. Prepare/ view transport bills. Report etc.

1. **TIME:**

Enter class and staff timetables.

1. **LIBRARY:**

Complete library management.(Issue/ Return books/ Book Record/ View Report)

1. **EXAMINATION:**

Add/ Create/ Export exams/ Assign marks/ Students Ranks.

1. **ATTENDANCE:**

Student and staff attendance management.

1. **HOSTEL:**

Complete hostel management.

1. **MESSAGE:**

Message under ERP between admin, staff and students.

1. **ID Card:**

Print ID Cards. (Must assign both vertical and horizontal ID Card Image at same time.)

1. **Back Office:**

Back office management. (Dispatch/ Letter management)

1. **SMS:**

Setup bulk sms here. (Not supported by all sms gateways. Try own coding here if required)

1. **SEND NOTICE:**

Send and receive notices to staff/ students.

1. **TODAY’S THOUGHT:**

Enter today’s thought here.

1. **PHOTO ALBUM:**

Create/ manage photo album.

1. **HOLIDAYS:**

Create holiday list here.

1. **HELPFUL LINKS:**

Add helpful links for staff/ student/ admin.

1. **SECURITY:**

Keep visitors record here.

1. **KNOWLEDGE BASE:**

Add articles with their categories.

1. **NOTICE BOARD:**

Notice Board for all notifications.