SCHOOL MANAGEMENT SYSTEM
USER MANUAL

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USER MANUAL

1. INTRODUCTION

Welcome to the user manual for the school management system. You can gain a thorough grasp of the features and functionalities of the School Management System through this detailed manual. As the admin, you have full access to the system and can perform a wide range of functions. The School Management System strives to increase communication, simplify administrative processes, and boost overall effectiveness in educational institutions. By carefully reading this user guide, you will acquire the information and abilities necessary to fully utilize this effective software solution. Let's go out on this path together and realize the full potential of efficiently and effectively managing your school's operations.

2. OVERVIEW OF THE SYSTEM

The School Management System provides users with a streamlined solution for effectively overseeing student records, managing teacher profiles, organizing courses and subjects, tracking student transactions, and accessing comprehensive schedules and class details. The system offers a user-friendly interface, ensuring easy navigation and accessibility.

3. SYSTEM INSTALLATION

3.1 System Requirements:

- Operating System: Windows 10, macOS, or Linux
- Web Browser: Chrome, Firefox, Safari, or Edge
- Minimum 4GB RAM and 20GB free disk space

3.2 System Installation Steps:

Step 1: Download the School MS setup file from the provided source.

Step 2: Run the setup file and follow the on-screen instructions.

Step 3: Configure the system settings as per your institution's requirements.

*Step 4:* Create an administrative user account during the setup process.

4. USER ROLES AND PERMISSION

The School Management System is designed with a single user in mind, the Administrator, who possesses exclusive access to the system. Administrators wield complete control over all system functionalities, enabling them to assign roles and permissions to additional users as needed.

5. LOG IN

To access the School Management System, follow these steps:

a. Open the Application
b. Enter your admin username and password.
c. Click on the "Login" button to access the system.
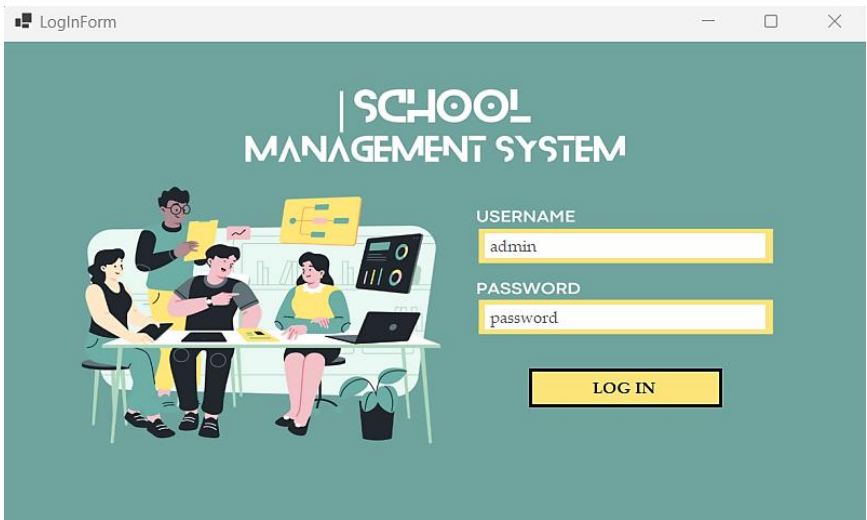
6. MAIN MENU

Upon successful login, you will be seamlessly guided to the main menu, serving as a centralized hub for essential information and swift access to diverse modules and functionalities. Within the main menu, you will find convenient management options for students, professors, courses, subjects, transactions, and schedules through easily identifiable buttons. Additionally, you can effortlessly navigate through view and search features to locate specific records. Lastly, the user manual button and the log out button are conveniently accessible for your reference and secure exit from the system.
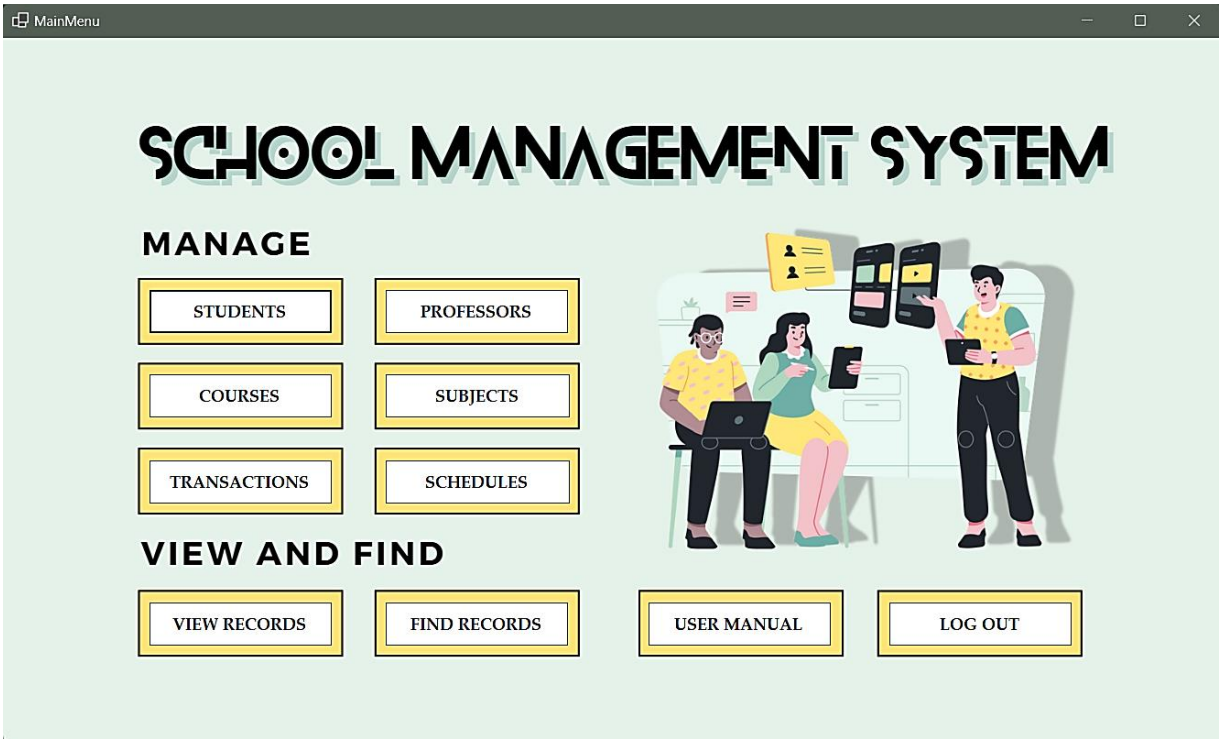
7. STUDENT MANAGEMENT

The student management module allows you to manage student-related information.

You will see the list of students here and you can perform the following tasks:

Refresh Button – is a button that reloads or refreshes the data displayed on the screen.

Main Menu Button- allows you to navigate back to the main menu of the system.

7.1. Add new students to the system.

7.2. Edit student details (e.g., name, email address, etc.).

7.3. Delete a student from the system.

7.1. Add new students to the system.

This feature allows you to add new students to the School Management System. To add a new student, follow these steps:

a. Click on the "Add A Student" button.

b. Fill in the required information such as ID, student's name, gender, contact details and address.

c. Click on the "Add Student" button to add the student to the system.
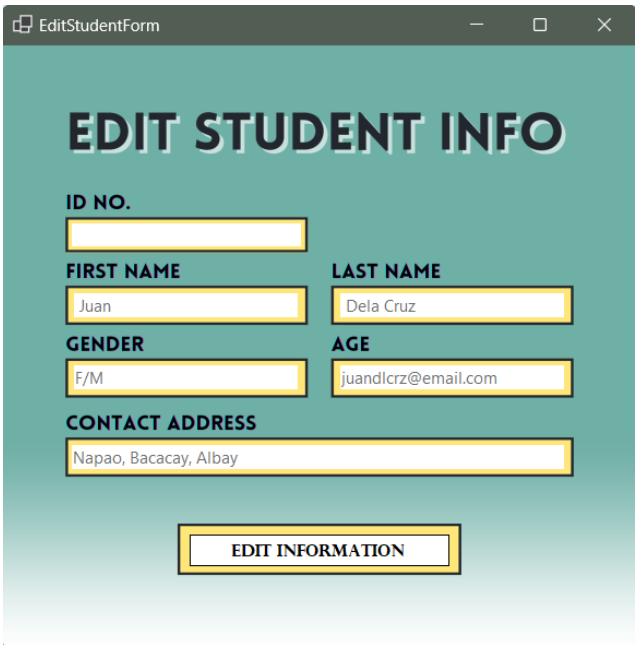
7.2. Edit student details (e.g., name, email address, etc.).

This feature allows you to edit or update the details of an existing student in the system. To edit student details, follow these steps:

a. Search for the specific student whose details you want to edit.

b. Once you have located the student, click on the "Edit Information" button next to "Add A Student" button.

c. Update the relevant information such as name, gender, email, and contact address.

d. Save the changes by clicking on the "Edit Information" button.

7.3. Delete a student from the system.

The ability to delete a student may depend on the specific system configuration and user permissions. Deleting a student permanently removes their information from the system. However, it is important to exercise caution when deleting students, as this action cannot be undone. To delete a student, follow these steps:

a. Search for the specific student you want to delete.

b. Once you have located the student, select the option to delete the student. This option might be represented by a "Delete" button.

c. Confirm the deletion when prompted with a confirmation dialog box.

8. PROFESSOR MANAGEMENT

The professor management module allows you to manage professor-related information. You will see the list of professors here and you can perform the following tasks:

Refresh Button – is a button that reloads or refreshes the data displayed on the screen.

Main Menu Button - allows you to navigate back to the main menu of the system.

8.1. Add a new professor to the system.

8.2. Edit professor details (e.g., name, email address, etc.).

8.3. Delete a professor to the system.
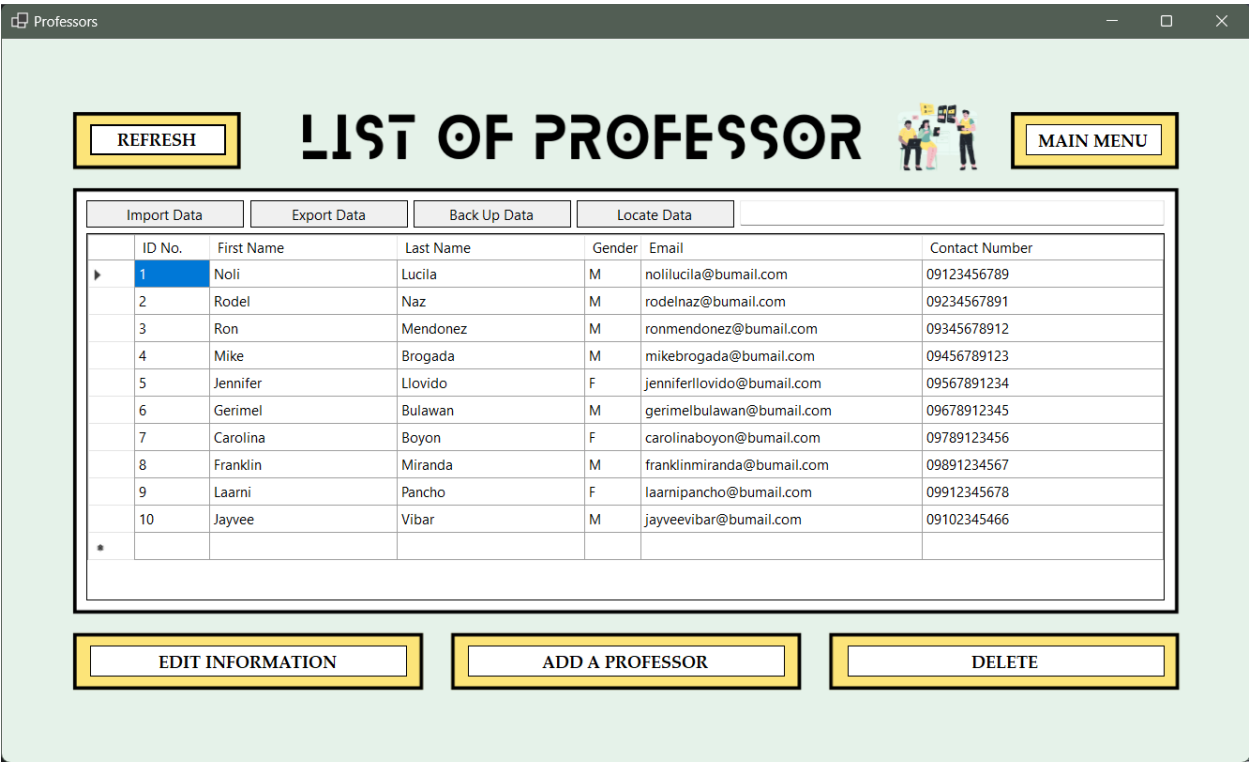
8.1. Add new professor to the system.

This feature allows you to add new professors or teachers to the School Management System. To add a new professor, follow these steps:

a. Click on the "Add Professor" button.

b. Fill in the required information such as ID, professor's name, gender, contact details, address.

c. Click on the "Add Professor" button to add the professor to the system.

8.2. Edit professor details (e.g., name, email address, etc.).

This feature allows you to edit or update the details of an existing professor or teacher in the system. To edit professor details, follow these steps:

a. Search for the specific professor whose details you want to edit.

b. Once you have located the professor, click on the "Edit Information" button next to "Add A Professor" button.

c. Update the relevant information such as name, gender, email, and contact address.

d. Save the changes by clicking on the "Edit Information" button.

8.3. Delete a professor from the system.

The ability to delete a professor or teacher may depend on the specific system configuration and user permissions. Deleting a professor will permanently remove their information from the system. To delete a professor, follow these steps:

a. Search for the specific professor you want to delete using the search functionality.

b. Once you have located the professor, select the button to delete the professor. This option might be represented by a "Delete" button.

c. Confirm the deletion when prompted with a confirmation dialog box.

9. COURSE MANAGEMENT

The course management module allows you to manage course-related information. You will see the list of available courses and you can perform the following tasks:

Refresh Button – is a button that reloads or refreshes the data displayed on the screen.

Main Menu Button - allows you to navigate back to the main menu of the system.

9.1. Add a new course to the system.

9.2. Edit course details (e.g., name, email address, etc.).

9.3. Delete a course to the system.
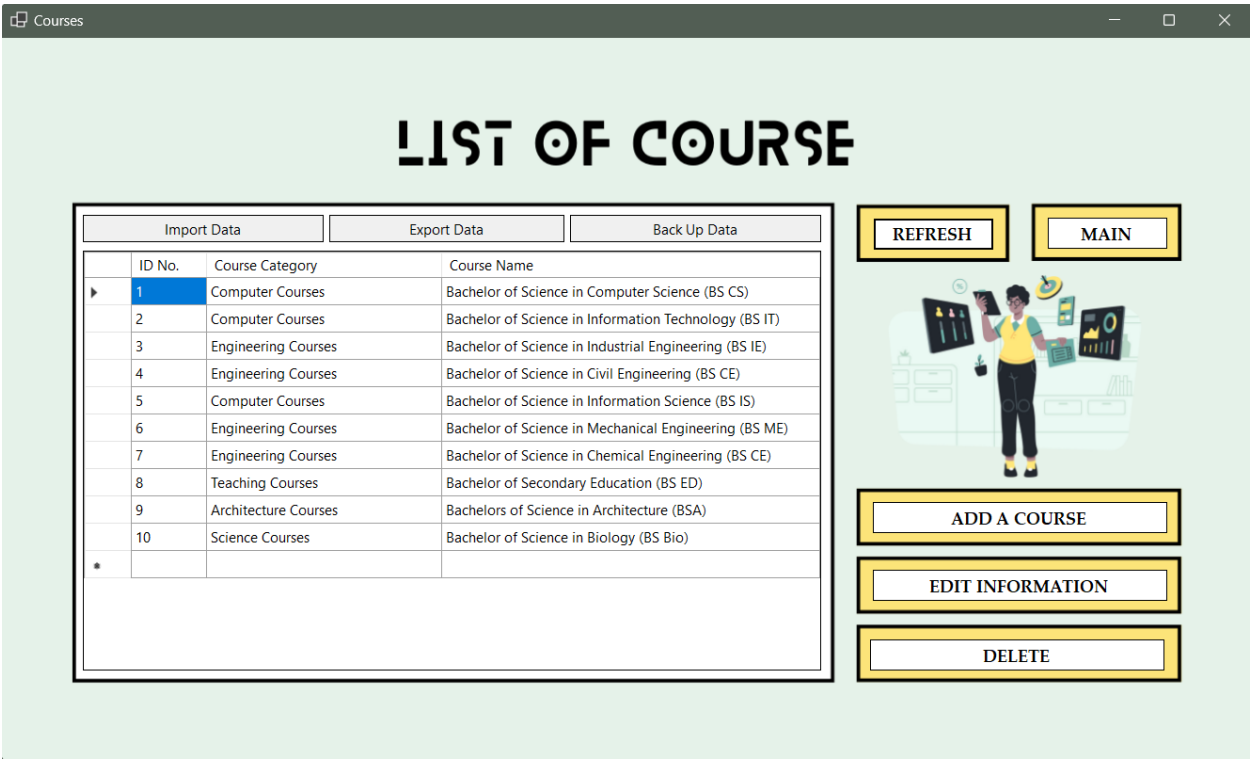
9.1. Add new course to the system.

This feature enables you to add new courses to the School Management System. To add a new course, follow these steps:

a. Click on the "Add A Course" button.

b. Fill in the required information such as ID, course category and course name.

c. Click on the "Add Course" button to add the course to the system.

9.2. Edit course details (e.g., name, email address, etc.).

This feature allows you to edit or update the details of an existing course in the system. To edit course details, follow these steps:

a. Search for the specific course whose details you want to edit.

b. Once you have located the course, click on the "Edit Information" button next to "Add A Course" button.

c. Update the relevant information such as course ID, course category and course name.

d. Save the changes by clicking on the "Edit Course Info" button.

9.3. Delete a course from the system.

The ability to delete a course may depend on the specific system configuration and user permissions. Deleting a course permanently removes it from the system. To delete a course, follow these steps:

a. Search for the specific course you want to delete.

b. Once you have located the course, select the button to delete the course. This option might be represented by a "Delete" button.

c. Confirm the deletion when prompted with a confirmation dialog box.

10. SUBJECT MANAGEMENT

The subject management module allows you to manage subject-related information. You can perform the following tasks:

Refresh Button – is a button that reloads or refreshes the data displayed on the screen.

Main Menu Button - allows you to navigate back to the main menu of the system.

10.1. Add a new subject to the system.

10.2. Edit subject details.

10.3. Delete a subject to the system.
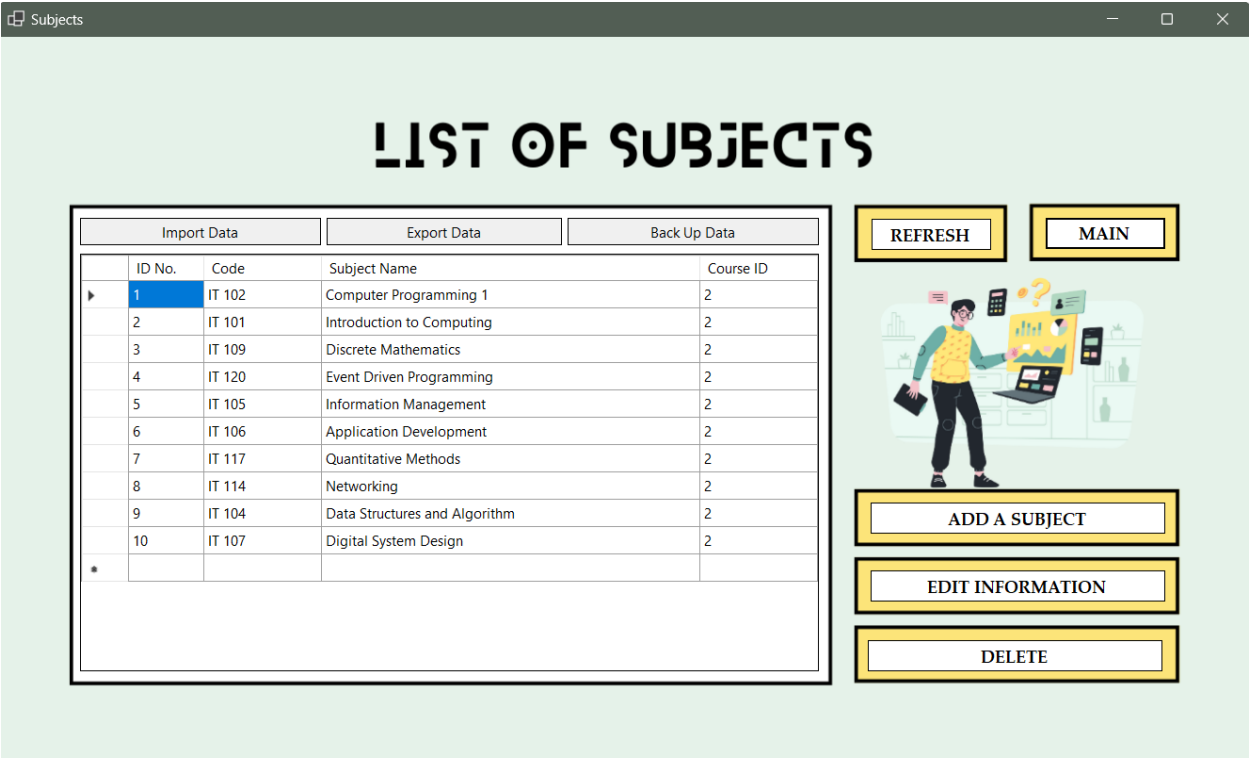
10.1. Add new course to the system.

This feature enables you to add new subjects to the School Management System. To add a new subject, follow these steps:
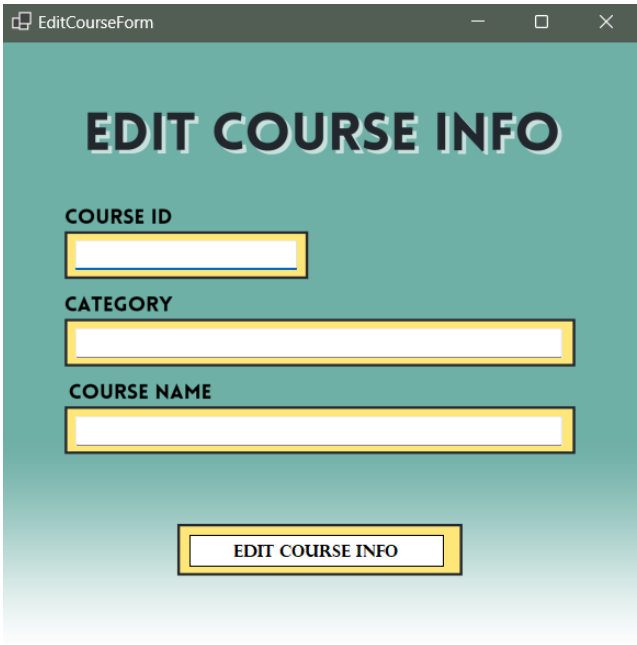
a. Click on the "Add A Subject" button.

b. Fill in the required information such as ID, course ID, subject code, and subject name.

c. Click on the "Add A Subject" button to add the subject to the system.
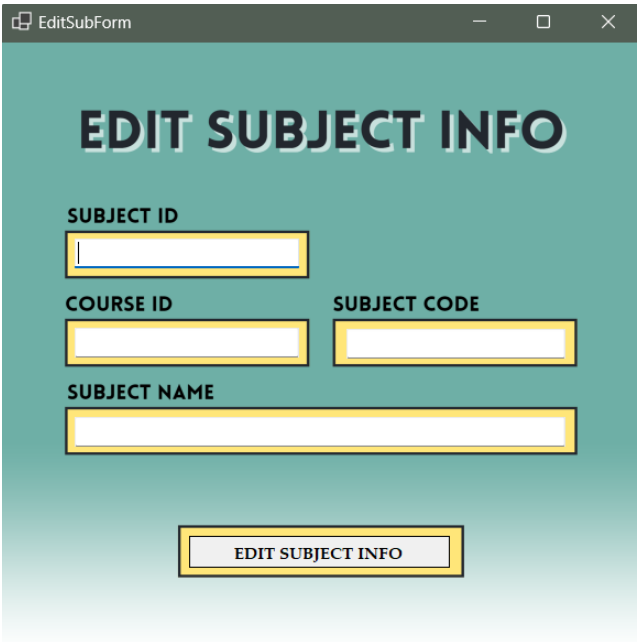
10.2. Edit course details.

This feature allows you to edit or update the details of an existing subject in the system. To edit subject details, follow these steps:

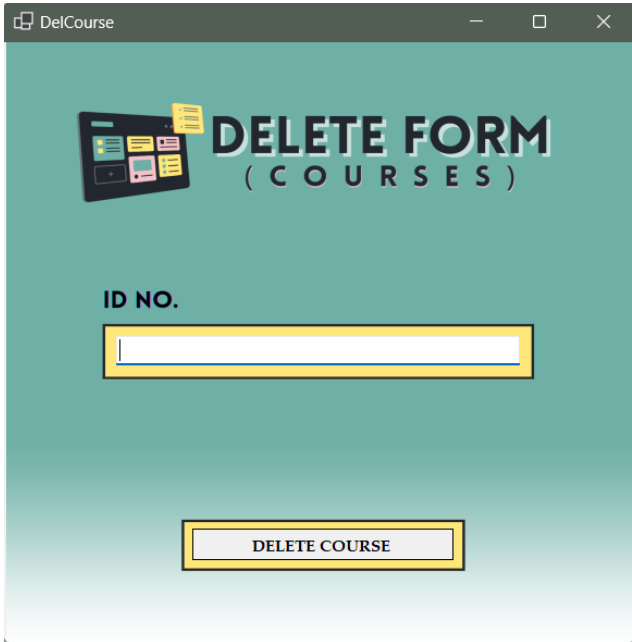a. Search for the specific subject you want to edit details.

b. Once you have located the subject, click on the "Edit Information" button next to "Add A Subject" button.

c. Update the relevant information such as ID, course ID, subject code, and subject name.

d. Save the changes by clicking on the "Edit Subject Info" button.
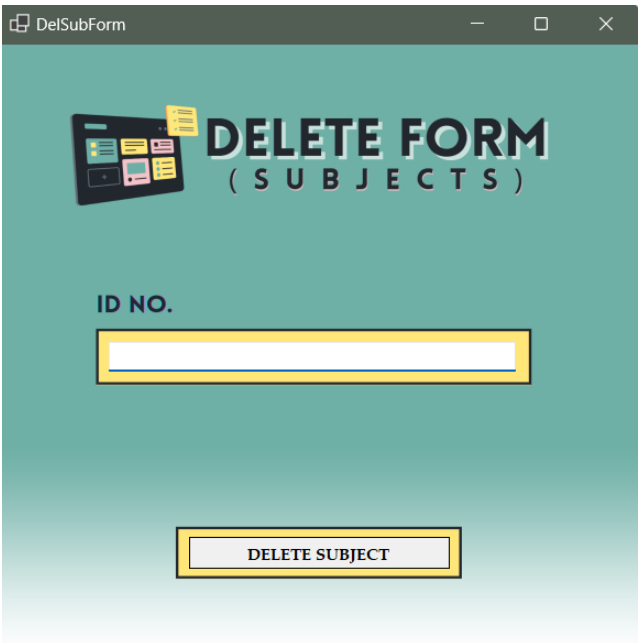
10.3. Delete a subject from the system.

The ability to delete a subject may depend on the specific system configuration and user permissions. Deleting a subject permanently removes it from the system. To delete a subject, follow these steps:

a. Search for the specific subject you want to delete.

b. Once you have located the subject, select the button to delete the subject. This option might be represented by a "Delete" button.

c. Confirm the deletion when prompted with a confirmation dialog box.

11. TRANSACTION MANAGEMENT

The transaction management module allows you to handle and track financial transactions related to students. However, it's important to note that you don't have the ability to edit or delete transactions.

Refresh Button – is a button that reloads or refreshes the data displayed on the screen.

Main Menu Button - allows you to navigate back to the main menu of the system.

11.1. Add a new transaction to the system.

11.1. Add a transactions

This feature enables you to add new financial transactions associated with students to the School Management System. Transactions could include various types of payments, fees, fines, or any other financial interactions between the school and the students. To add a transaction, follow these steps:

a. Access the Transaction Management module.

b. Fill in the required details such as the transaction ID, transaction name, student ID, amount, transaction date, and transaction method.

c. Click on the "Add Transaction" button to add the transaction to the system.

12. SCHEDULE MANAGEMENT

The schedule management module allows you to manage and organize schedules related to classes, courses, or events. You can perform the following tasks:

Refresh Button – is a button that reloads or refreshes the data displayed on the screen.

Main Menu Button - allows you to navigate back to the main menu of the system.

12.1. Add a Schedule

12.2. Edit Schedule details.

12.3. Delete a Schedule

Schedule ID	Course ID	Professor ID	Subject ID	Student ID	Sched Day	Time Start	Time End
1	2	1	1	1	Monday	08:00:00	10:00:00
2	2	2	2	2	Tuesday	09:00:00	11:00:00
3	2	3	3	3	Thursay	10:00:00	12:00:00
4	2	4	4	4	Wednesday	11:00:00	13:00:00
5	2	5	5	5	Friday	12:00:00	14:00:00
6	2	6	6	6	Saturday	13:00:00	15:00:00
7	2	1	1	1	Monday	08:00:00	10:00:00
8	2	2	2	2	Monday	10:00:00	12:00:00
9	2	3	3	3	Tuesday	08:00:00	10:00:00
10	2	4	4	4	Tuesday	10:00:00	12:00:00
11	2	5	5	5	Wednesday	08:00:00	10:00:00
12	2	6	6	6	Wednesday	10:00:00	12:00:00

REFRESH   SCHEDULES   MAIN

Import Data   Export Data   Back Up Data   Locate Data

EDIT SCHEDULES   ADD SCHEDULES   DELETE SCHEDULES

12.1. Add new schedule

This feature enables you to add a new schedule to the School Management System. To add a new schedule, follow these steps:

a. Click on the "Add Schedule" button.

b. Fill in the required details.

c. Click on the "Save" or "Submit" button to add the schedule to the system.

12.2. Edit schedule details.

This feature allows you to edit or update the details of an existing schedule in the system. To edit schedule details, follow these steps:

a. Search for the specific schedule you want to edit.

b. Once you have located the schedule, click on the "Edit Schedules".

c. Modify the relevant information to any other fields that require modification.

d. Save the changes by clicking on the "Save" or "Update" button.

12.3. Delete a schedule:

The ability to delete a schedule may depend on the specific system configuration and user permissions. Deleting a schedule permanently removes it from the system. To delete a schedule, follow these steps:

a. Search for the specific schedule you want to delete.

b. Select the option to delete the schedule. This option is represented by a "Delete" button.

c. Confirm the deletion when prompted with a confirmation dialog box.

d. Please note that some systems might not support permanent deletion of schedule records, and instead, they may provide an option to mark the schedule as inactive or archive the record while retaining the data for historical purposes.

13. VIEW RECORDS

The View Records feature in the School Management System allows the admin user to access and view various types of records and information within the system. It provides a convenient way to retrieve and review specific data without performing any modifications or edits. Here are the details for three specific views:

13.1. Transactions View:

The Transactions View allows you to access and view records of all the transactions stored in the School Management System. This feature provides an overview of financial interactions between the school and students. This view helps the admin monitor and track the financial activities within the school, including payments, fees, fines, and other monetary interactions with students. To access the Transactions View, follow these steps:

a. Access the Main Menu.

b. Click the View Records Button

c. Click the Transactions View

d. The Transactions View will display a list of transactions, including details such as student name, transaction type, payment amount, date, and any other relevant information.
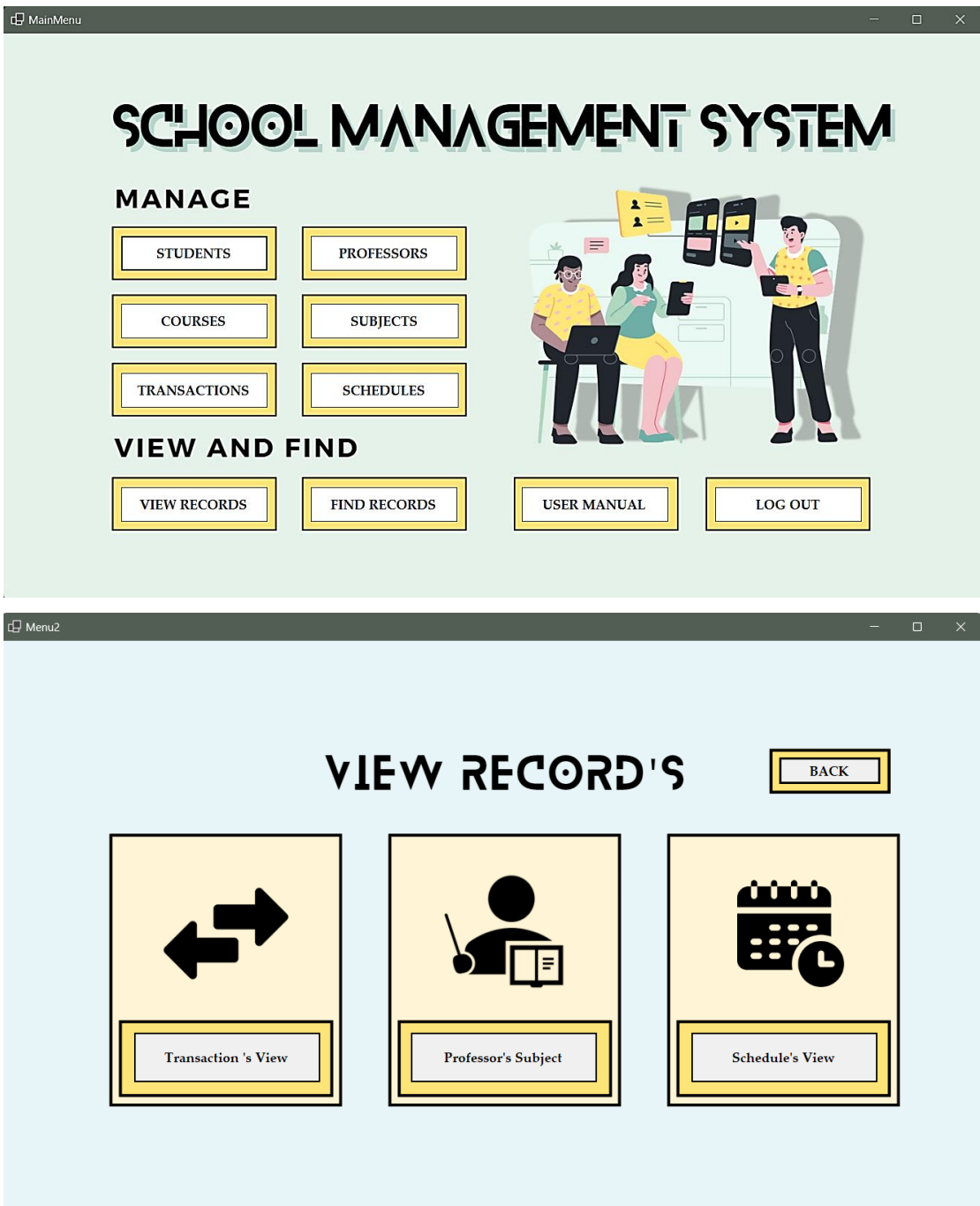
MainMenu

SCHOOL MANAGEMENT SYSTEM

MANAGE

STUDENTS	PROFESSORS
COURSES	SUBJECTS
TRANSACTIONS	SCHEDULES

VIEW AND FIND

| VIEW RECORDS | FIND RECORDS | USER MANUAL | LOG OUT |

Menu2

VIEW RECORD'S

BACK

| Transaction 's View | Professor's Subject | Schedule's View |

ViewTransaction

REFRESH

TRANSACTION VIEW

MAIN

Transact ID	Transaction Name	Student ID	First Name	Last Name	Amount	Transaction Date	Transaction Method
1	Tuition Fee	1	Mary Grace	Ala	5000.00	01/04/2023 12:...	Cash
2	Book Purchase	2	Beverly Grace	Borbe	250.00	02/04/2023 12:...	Cash
3	Transportation Fee	3	Joyce Ann	Loterte	100.00	03/04/2023 12:...	Online Transfer
4	School Uniform	1	Mary Grace	Ala	1000.00	04/04/2023 12:...	Cash
5	Exam Fee	4	Claude Allen	Belgado	500.00	05/04/2023 12:...	Online Transfer
6	Lab Equipment	2	Beverly Grace	Borbe	500.00	06/04/2023 12:...	Cash
7	Activity Fee	3	Joyce Ann	Loterte	150.00	07/04/2023 12:...	Cash
8	School Uniform	1	Mary Grace	Ala	50.00	08/04/2023 12:...	Online Transfer
9	Sports Uniform	4	Claude Allen	Belgado	750.00	09/04/2023 12:...	Cash
10	Music Lessons	2	Beverly Grace	Borbe	200.00	10/04/2023 12:...	Cash

13.2. Professor's Subject View:

The Professor's Subject View allows you to access and view the subjects assigned to each professor in the School Management System. This feature provides an overview of the subject allocations for individual professors. This view enables the admin to ensure proper distribution of teaching responsibilities and maintain an accurate record of subject allocations for each professor. To access the Professor's Subject View, follow these steps:

a. Access the Main Menu.

b. Click the View Records Button

c. Click on the Professor's Subject

d. The Professor's Subject View will display a list of professors along with the subjects assigned to each professor.

13.3. Schedule View:

Schedule View allows you to access and view the schedules of classes, courses, or events in the School Management System. This feature provides an overview of the planned activities and timings. This view helps the admin monitor and manage the school's schedule, ensuring that classes and events are appropriately scheduled and avoiding conflicts or overlaps. To access the Schedule View, follow these steps:

a. Access the Main Menu.

b. Click the View Records Button

c. Click on the Schedule's View

d. The Schedule View will display a calendar or a list of schedules with details such as schedule name, date, time, duration, and location.

SCHOOL MANAGEMENT SYSTEM

MANAGE

STUDENTS	PROFESSORS
COURSES	SUBJECTS
TRANSACTIONS	SCHEDULES

VIEW AND FIND

| VIEW RECORDS | FIND RECORDS | USER MANUAL | LOG OUT |

VIEW RECORD'S

BACK

| Transaction 's View | Professor's Subject | Schedule's View |

REFRESH

TEACHER'S SUBJECT

MAIN

|	First Name	Last Name	Subject Code	Subject Name
▶	Noli	Lucila	IT 102	Computer Programming 1
	Rodel	Naz	IT 101	Introduction to Computing
	Ron	Mendonez	IT 109	Discrete Mathematics
	Mike	Brogada	IT 120	Event Driven Programming
	Jennifer	Llovido	IT 105	Information Management
	Gerimel	Bulawan	IT 106	Application Development
	Carolina	Boyon	IT 117	Quantitative Methods
	Franklin	Miranda	IT 114	Networking
	Laarni	Pancho	IT 104	Data Structures and Algorithm
	Jayvee	Vibar	IT 107	Digital System Design
*				

14. FIND RECORDS

The Find Records feature in the School Management System allows the admin user to search and retrieve specific records based on various criteria. It provides a convenient way to locate and access specific information within the system.

14.1. Student Transactions

The Find Records feature allows the admin to search and retrieve specific transaction records associated with individual students in the School Management System. This feature provides a convenient way to access transaction information for a particular student. To access the Schedule View, follow these steps:

a. Access the Main Menu.
b. Click the Find Records Button
c. Click on the Student Transaction
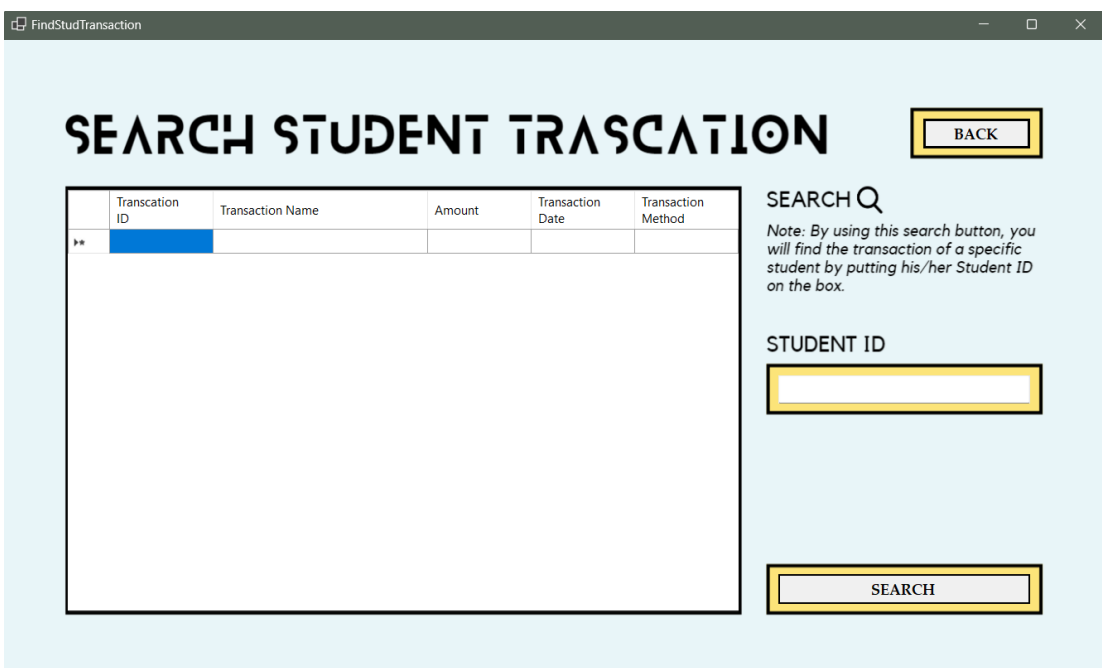
15. USER MANUAL

The User Manual provides comprehensive instructions and guidance on how to use the School Management System effectively. It serves as a reference document for administrators and users to understand the system's features, navigate the interface, and perform various tasks. Here is a description of the User Manual:

The purpose of User Manual is for users to familiarize with the School Management System and help them make the most of its functionalities. It provides step-by-step instructions, explanations, and best practices to ensure a smooth user experience and efficient utilization of the system.

16. LOGOUT

To log out of the School Management System, click on the log out button beside the user manual button.

a. To log out from the system, click on the "Logout" button or link.

b. Confirm the logout action if prompted.