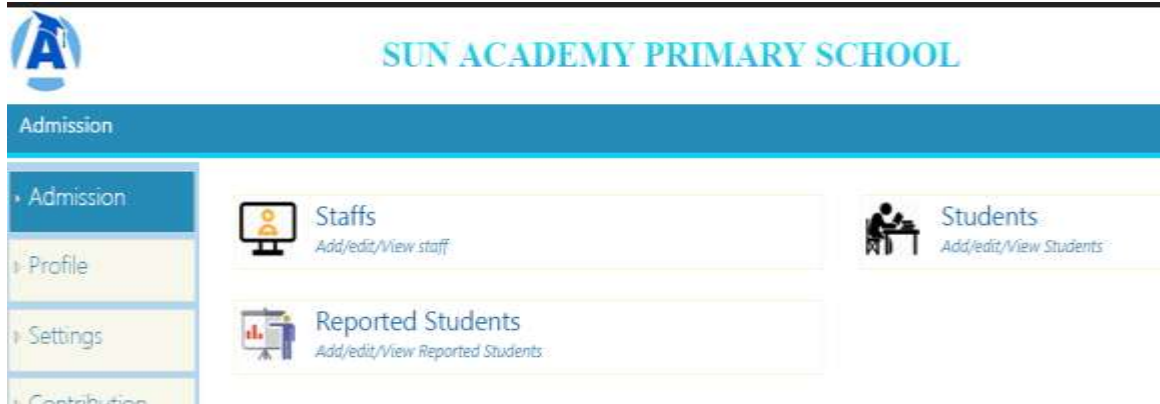


PRE SETTINGS

1. Add Class-after you add at least one staff and at least one subject
 2. Add student-After you've already add class
 4. Behavior and indicator are available by default, just go to [Admission>reported](#) student then that student will be assigned his own behavior and attendance book.
- Note:** admission is very important because it prepare student behavior's book and attendance book.

ADMISSION



Student registration, after you register student you can't change his ID/delete if hi/she has related data e.g. result or payments.

Staff registration, after you register staff you can't change his ID/delete if hi/she has related data e.g. salary pay or class duty.

Reported students, Reported students on school open day for First term and second term only twice a year. If rate the late days are saved you can also unreported if happen mistaken.

PROFILES IMAGES



SETTINGS FOR ACADEMIC



Subject, Topic and Class, you can add/edit/view class, subject, topic and assign subject, when teacher assign subject all subject topics will automatically be added to that teacher, when new topic added just go and edit teacher with same name it will be added.

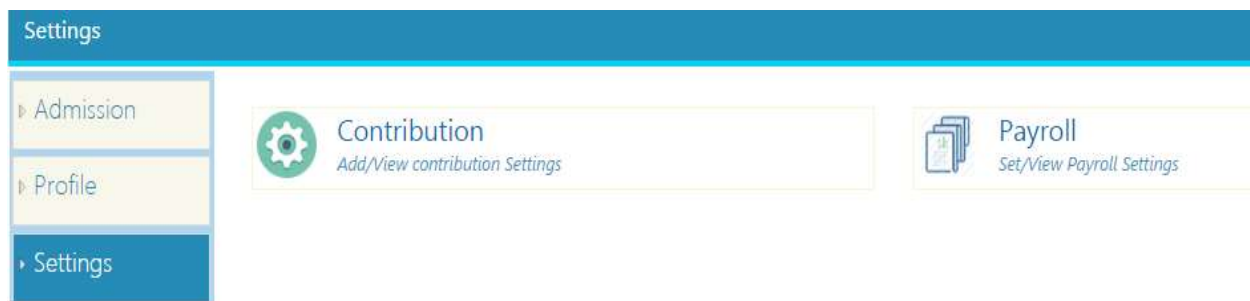
Periods, timetable settings like **time span**, **time start**, **add period**, **time table** and **work name**. **Time span** is a single period duration, **time start** each period has time it start and **breaks**, after period added then time to set **work name**. **Work name** is the time for work e.g. mid-term I, mid-term II, mid-term III, mid-term IV time table can be viewed/edited and printed inside timetable.

Exam settings, add/edit/delete/view **exam** each term new exam must be set with its weight.

Grade, add/delete/view **grade**, each year there must be new grade set in grade you also set unit that will help on division arrangement.

Division, Add/delete/view **division** each year there must be set new divisions points.

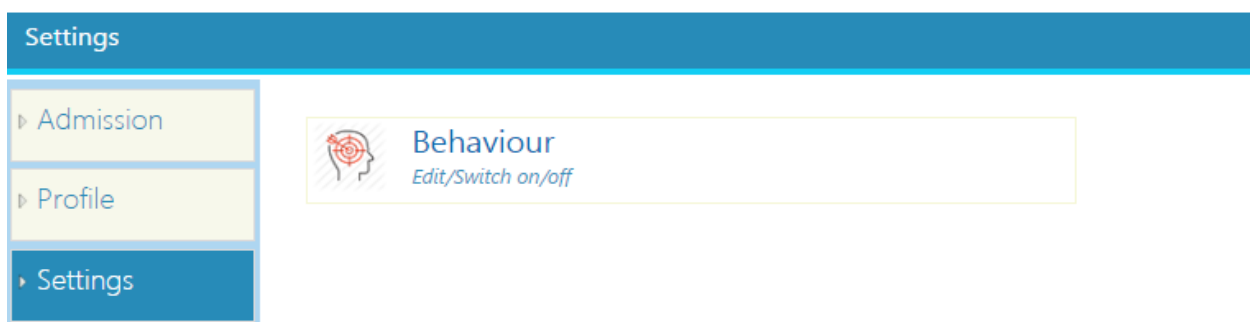
SETTINGS FOR ACCOUNTANT



Contributions, add/edit/delete category e.g. School fee you can also add specific payment to specific student.

Payroll, add/edit/delete salary level, salary slip, social security funds, taxes plus all earnings and deduction as specified.

SETTINGS FOR DISCIPLINE



Behavior and indicator, need only to switch on/off all switched on will be seen on result

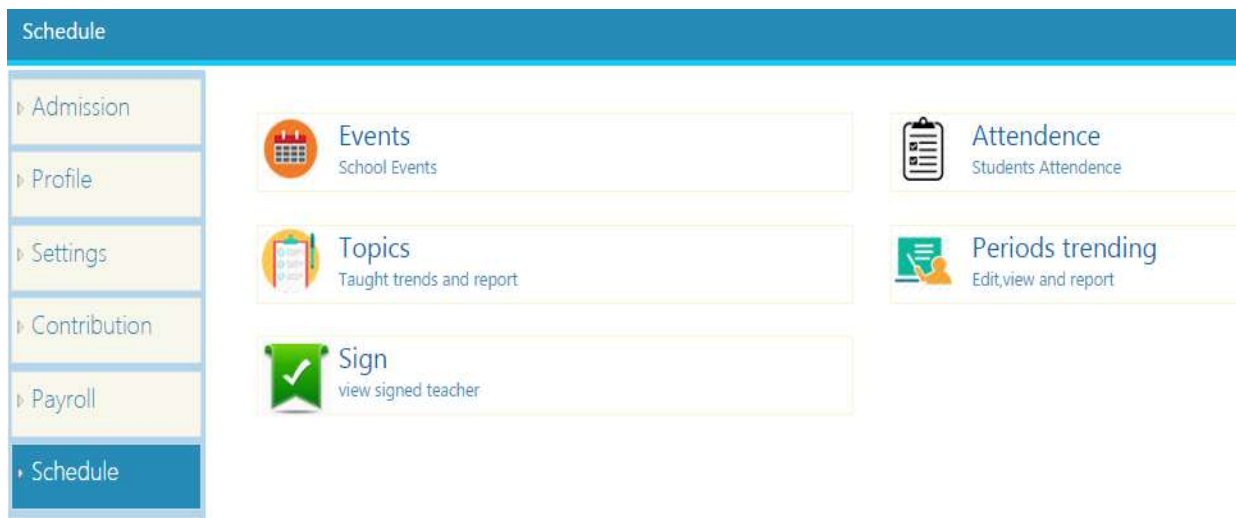
CONTRIBUTIONS



Payments and reports, add/edit payments and projects, view/delete payments and projects history, print receipt, add specificity contribution category and pay. Payments combine money from different source from school fees, projects and all deductions as you specified per project and from payroll money use. Income statement and fantastic reports are included.

Payroll Add working days/bonus, here payments for staff salary are set ,if worked days is smaller than total month working days then month salary will be deducted. Payments are done based on worked days. You can delete only current month payments because old are auto disabled, you can set **specificity** like **tax, social security fund** and other **earnings** and **deduction** means set for single staff and can be paid by amount or by percent[% from worked salary].e.g. earning fuel, vocha, deduction from loan board, crdb loan. Reports for tax, salary, bonus, social fund, and all earning, deduction and pay slip/salary slip can be both viewed or printed.

SCHEDULE



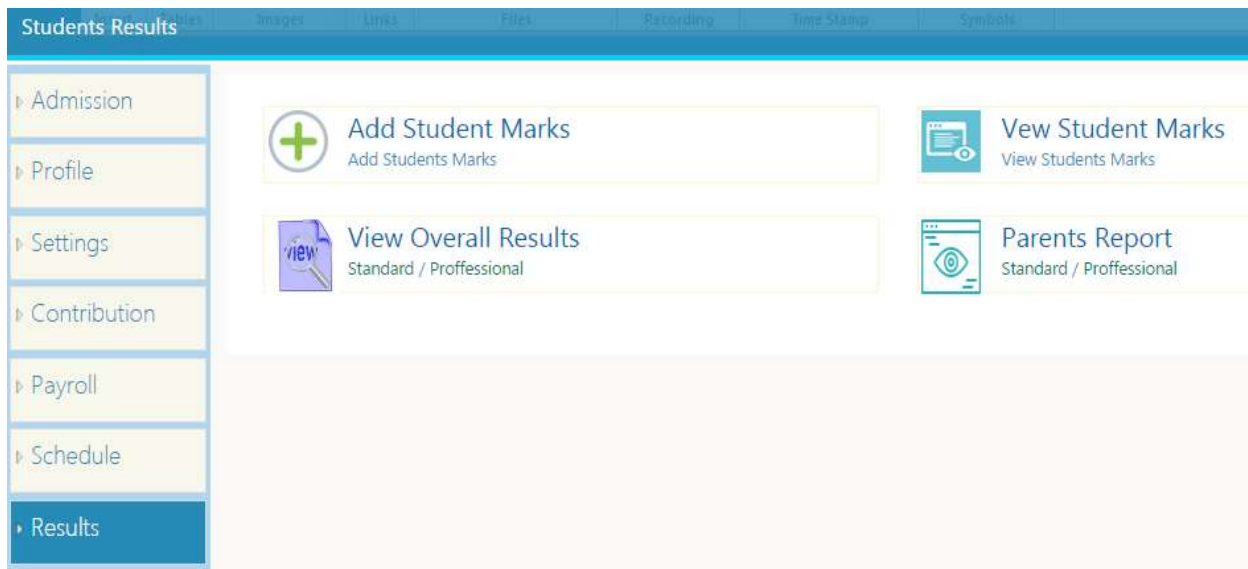
Events menu, here you can add normal event, event appear to result and close/open school event, edit, view and print events.

Topics menu, you can edit taught topic and view/print report.

Attendances, include student attendance call, edit and view reports.

Periods, include timetable menu where you can edit and report menu where you can both view and print.

RESULT PAGE



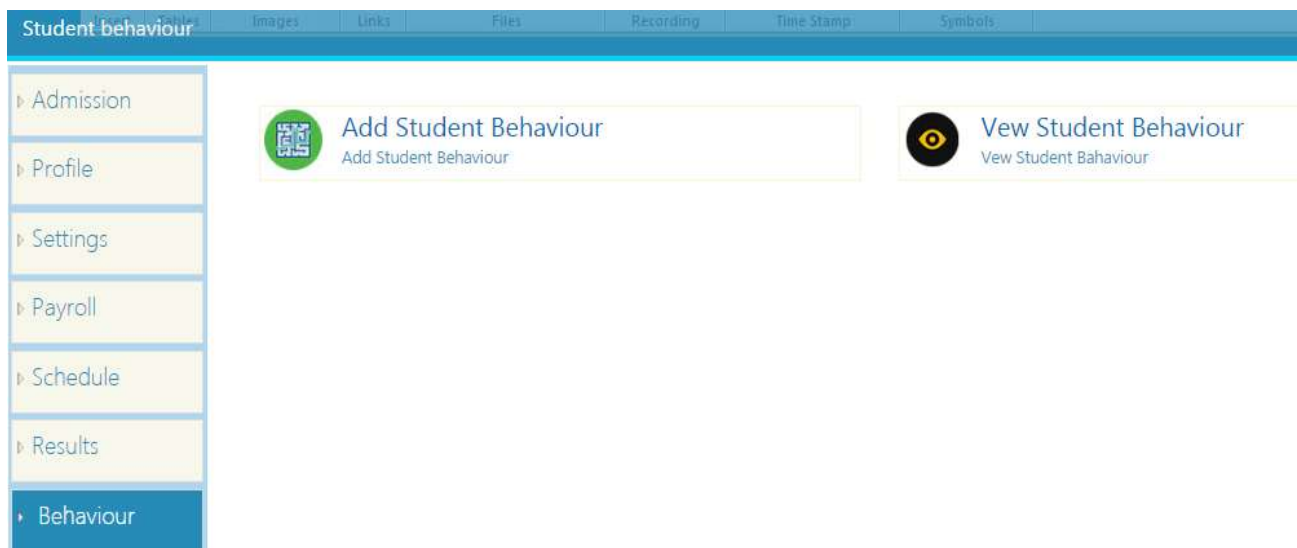
Add student marks, marks for student are both added and edited.

View student marks, here you can view single subject marks for specific year and term. You can view and print report.

View overall result, all exams e.g. Midterm, monthly, weekly, terminal result are set based on standard or professional settings. You can view and print report.

Parents report, reports for parents are set where you can get professional parent report or standard parent report. You can print only Division or combined version of division and GPA.

BEHAVIOUR



Add student behavior, set student behavior and unchanged if happen mistaken. You can use quick way for both set and unset behavior as fast as you wish. This behaviors appear to result.

View student's behaviors, view different year behavior for each term.

SHIFT STUDENTS

Shift students, at first time all students are being registered if already registered then the other year you can just shift them from one class to another. Shift to new class, repeat class or graduates and stream can both be set and unset. You can also edit if shifted unexpectedly.

PERIODS

Add time span, time each period take e.g. 40min. **Add time start**, time each period will start, you can delete only maximum period position only. **Add break**, it should be the time where there is no period, **Add period**, make sure subject already has teacher before you add period, otherwise only free option will be seen. Set **work name** this should be set after all period entered and it will create timetable book by looping through date you set for work name. Then you can go to timetable and view/edit/print timetable for specific class.

TOPICS

Switch off topic that not in use currently you can view/edit.

EXAMS

Settings, Add exam, add grade, add division, two exam must be unique final exam and half term exam but tests has no limit.

When set exam weight will be used to create professional result while actual marks for standard result. System has ability two generate four parent report per year you're the master of your own decision.

Add marks, make sure current year class are set, current year exams are set, if happen no student appear when all field are filled go to class and check if that subject is active for specified subject or check if student has stream set.

view overall result, here you can view all subjects report for single exam all subject, single term all subject with average, total mark and position you can also print all report but you must be authenticated to do so, standard result use normal marks while professional use marks that are affected by percent.

Parental report, standard normal mark, professional affected by percent, it has student detailed results, behavior, announcements, opinions

Order, order help you to decide which subject you like to be the first and which you like to be the last, it help on subject layout especially in overall result view.

Note: if in the order subject switch is off you have to make it on otherwise you can't see the result.

SUBJECT

-ARRANGE, give subject order as you like, this order will be used for viewing result. Make subject active/di-active, active will currently be in use di-active will not be used for new settings.

TOPIC

For multiple topics separate them by comma, single no need for comma. If topic switched off it works with old related data but you can't use it for new settings. If new topic added while teacher already assigned subject go to edit teacher and just click edit without changing teacher name, that topic will be added to current work.

CONTRIBUTIONS

Add contribution, each year contributions must be set for each class. If student started to pay certain category that category cannot be edited or deleted.

PAYROLL EDIT

You can only edit the current month. **Payroll specificity**, if switched off will not be included on current month. **Tax**, if is di-active cannot be deducted. **SSF**, if not set cannot be deducted.

Salary, Salary if staff has no salary set cannot be seen to payroll

add salary, number of days is used to calculate net salary per month, if staff worked days are lower than total month day salary will be lower than his level.

Specificity

Include earnings and deductions for individual staff e.g. Tax, if de-active it will not be deducted to salary, Social Security Fund, if not set not deducted to salary, if you want to remove staff from social fund just set it to not set. More menu, here you can set other earnings or deductions.

For EARNINGS total to earn e.g. 5million will be given to certain staff but per each month he/she will be given 100000[amount] till it finish or 5% of its salary per month.

For deductions total debt e.g. 5million will be deducted to certain staff salary, each month 100000[amount] or 5% of his/her salary will be reduced till total debt finish.

STUDENT REPORTING ON SCHOOL OPEN

-It done twice a year on mid-term I [First half] and mid-term III [Second half]. Student behaviors and attendance book is created at instant you report a student, if student not found in behavior or attendance he/she might not been reported for that term

STUDENTS BEHAVIOUR

Setting-automatic when you report student 12 behavior are given to him/her, in setting you can edit or switch to off all behavior you don't want, if you edit all auto change and if you switch off they auto hide.

SHIFT

Move student to new class and set stream, if student already has stream will not be seen at set stream page. Unset stream, if student stream is unset will not be seen at unset stream

BACKUP

You can back up your data to dates where it suit your requirements, the system only keep backup of 5 weeks consecutively, so you have 5 backup points, Please make sure you create current backup before any restoration if you thing you may need to go back to previous state. You can download any backup, save and keep it where you think it's safe, you defense against system damage. Note if there are 5 backup point the coming new one will delete the oldest backup, so keep in mind that old will no longer exist.

USER CONTROL

Admin can enable login, disable login or recover default staff password, if user login not enabled user can only sign never login, also if user has default password he/she will be directed to set password page, title also can be set by admin

REGISTER SCHOOL, add and edit school information including logo. You should keep in mind not to change school name and registration no very dangerous.

SYTEM USERS

1. Super user, full grant-[Admission, profile, settings, contributions, payroll, schedule, result, behavior, and shift]
2. Academic, limited grant-[Admission, profile, settings, contributions, payroll, schedule, result, behavior, shift]
3. Discipline, limited grand-[Admission, settings, profile, payroll, schedule, result, behavior]
4. Accountant, limited grant-[Admission, profile, settings, contributions, payroll, schedule, result, behavior]
5. Admin, limited grant-[user control, backup and restore, school info edit]
6. Normal, limited grant-[Admission, profile, payroll, schedule, result, behavior]