



Open-School User Manual

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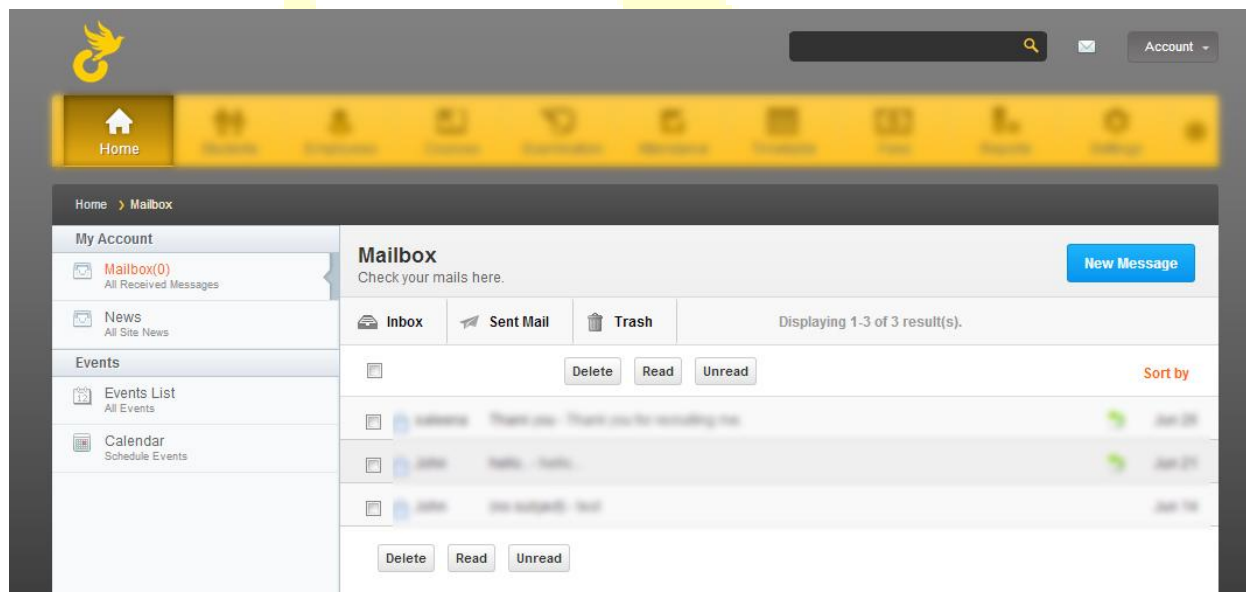
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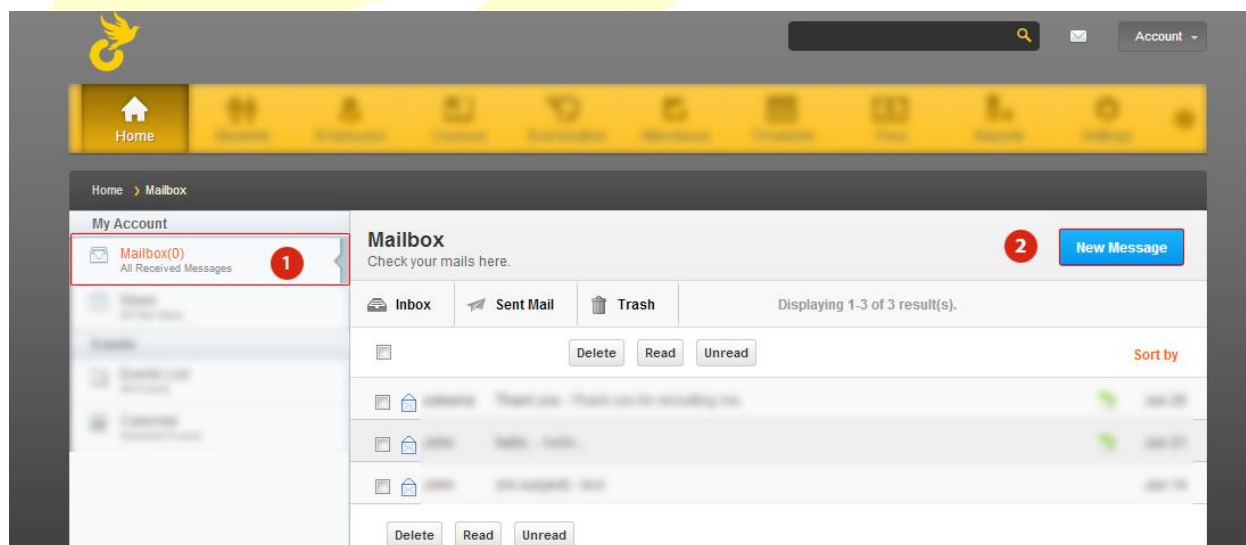
1. Home

1.1 How to access mail Box?



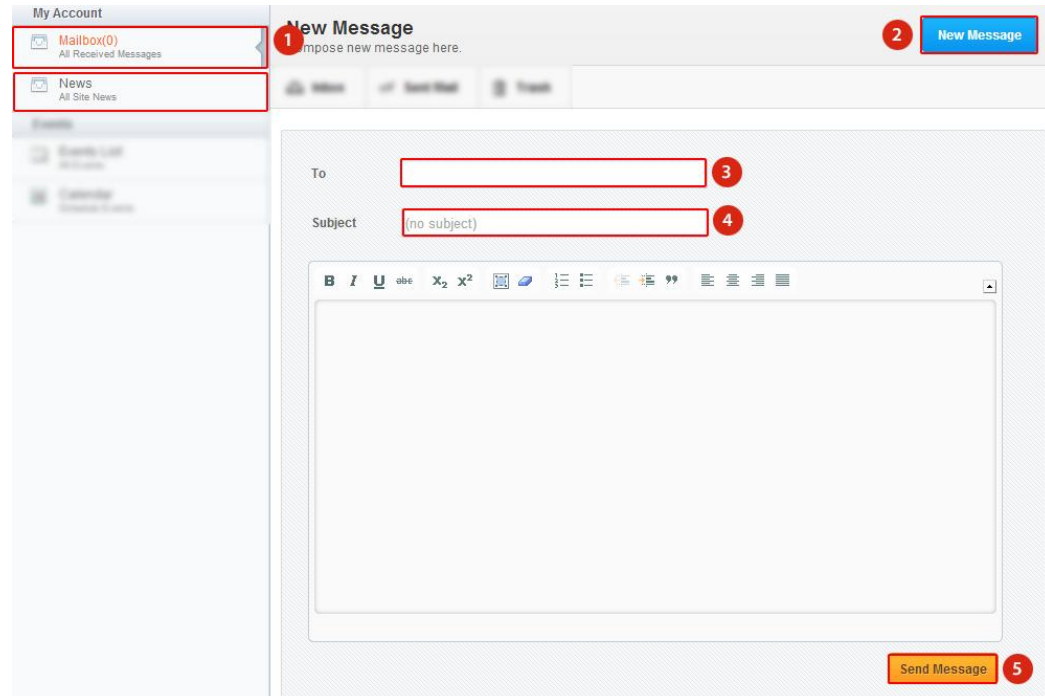
Click on Home to view the mailbox.

1.2 How to select the mail box?



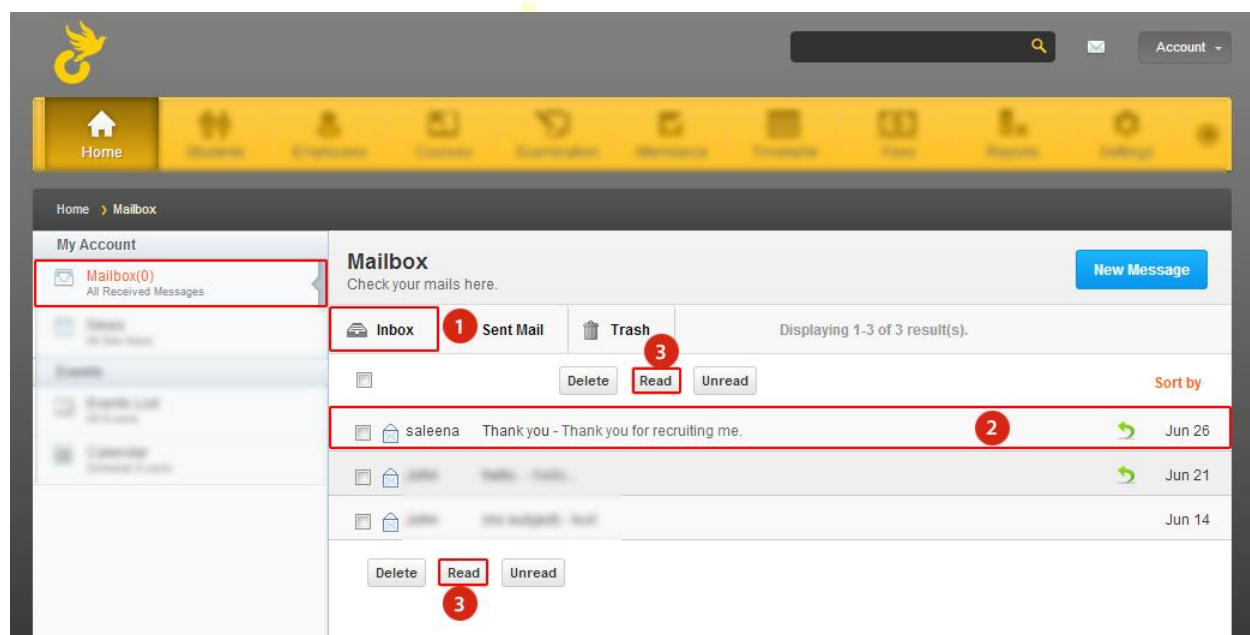
1. Click on Mailbox. It will display the mail box page.
2. Click on New Message. It will display the new message page.

1.3 How to send a new message?



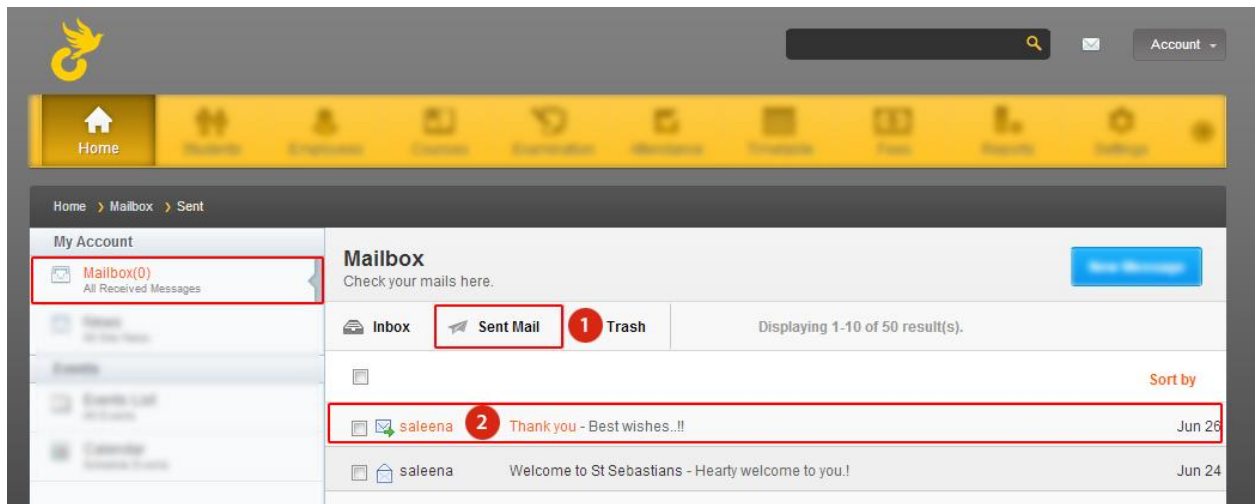
1. Click on Mailbox. It will display the mail box page.
2. Click on New Message. It will display the new message page.
3. Enter the recipient name. Select from the list shown.
4. Enter the subject.
5. Enter the message and click on Send Message.

1.4 How to read a mail from the inbox?



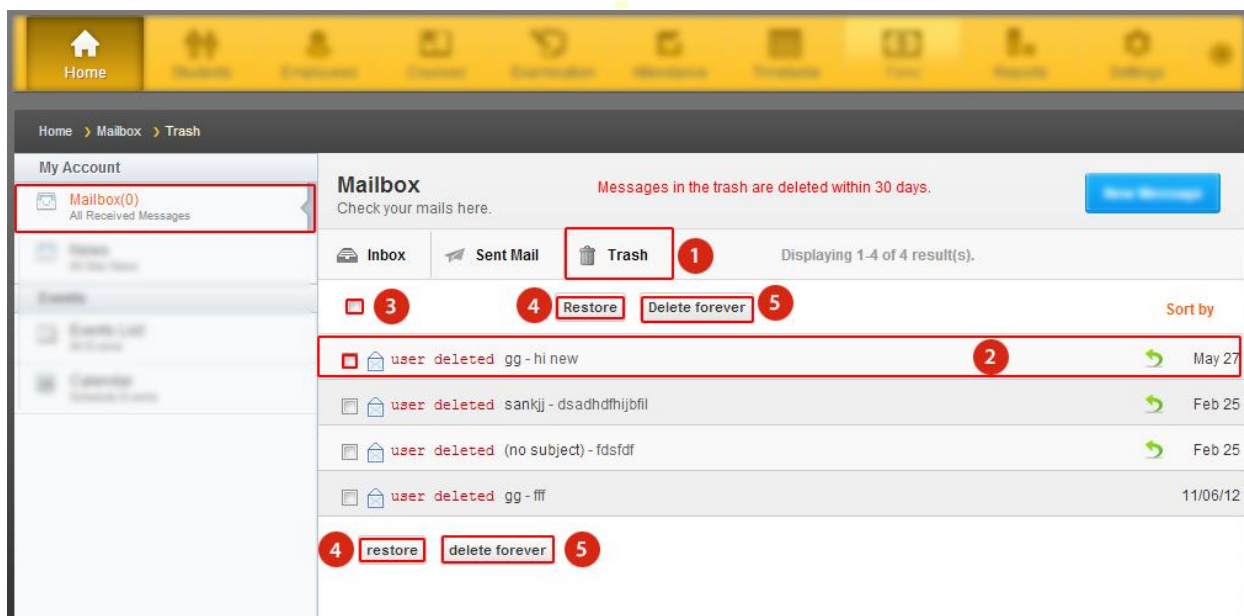
1. Click on Inbox. It will display the received mails.
2. Click on a message to read the content.
3. Click on Select box, and click on Read *[if it is an unread message]* to mark it as read. Click on Delete. It will display a popup asking for confirmation. Click on OK for confirmation. Else, click on Cancel.

1.5 How to access sent mails?



1. Click on Sent Mail. It will display the message sent.
2. Click on a message to read the content.

1.6 How to restore the deleted mails?



1. Click on Trash. It will display the deleted messages.
2. Click on a message to read the content.
3. Click on Select All box to select all the messages.
4. Click on Restore to restore the message back to the inbox.
5. Click on Delete Forever to delete the message permanently.

News

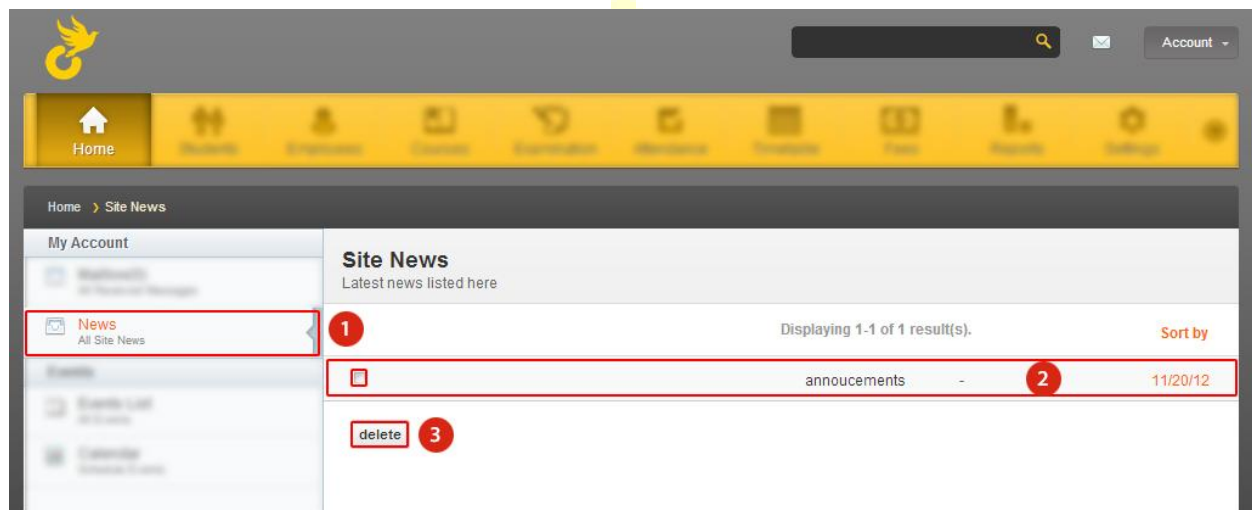
Have a quick look on the latest news of the school. The announcement posted by the admin are visible by clicking the 'News' module.

1.7 How to create news?

1. Click on New Message in the mailbox. Enter 'news' in the recipient field. Select Site News from the list that is displayed as you type the word news. Enter the subject and the content of the news. Click on Send Message. The news will be displayed in the News page.

Note: Check for news user in the Manage Users page in the settings module in case you have trouble in posting news.

1.8 How to read the news?

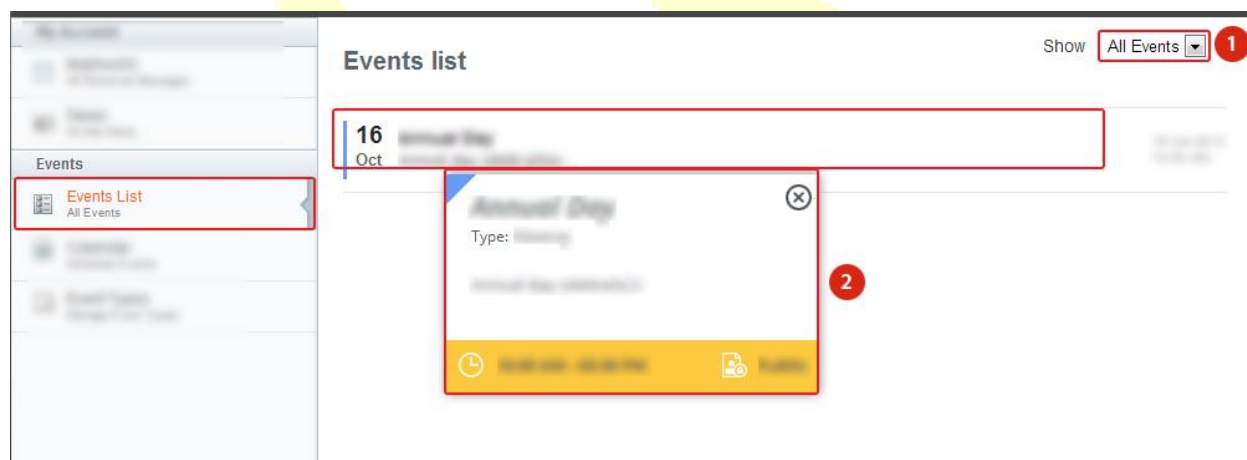


1. Click on News.
2. Click on the news to read the content.
3. Select news and click on Delete. It will display a popup asking for confirmation. Click on OK for confirmation. Else, click on Cancel.

Events

Event list – You can have a quick glance to the upcoming events

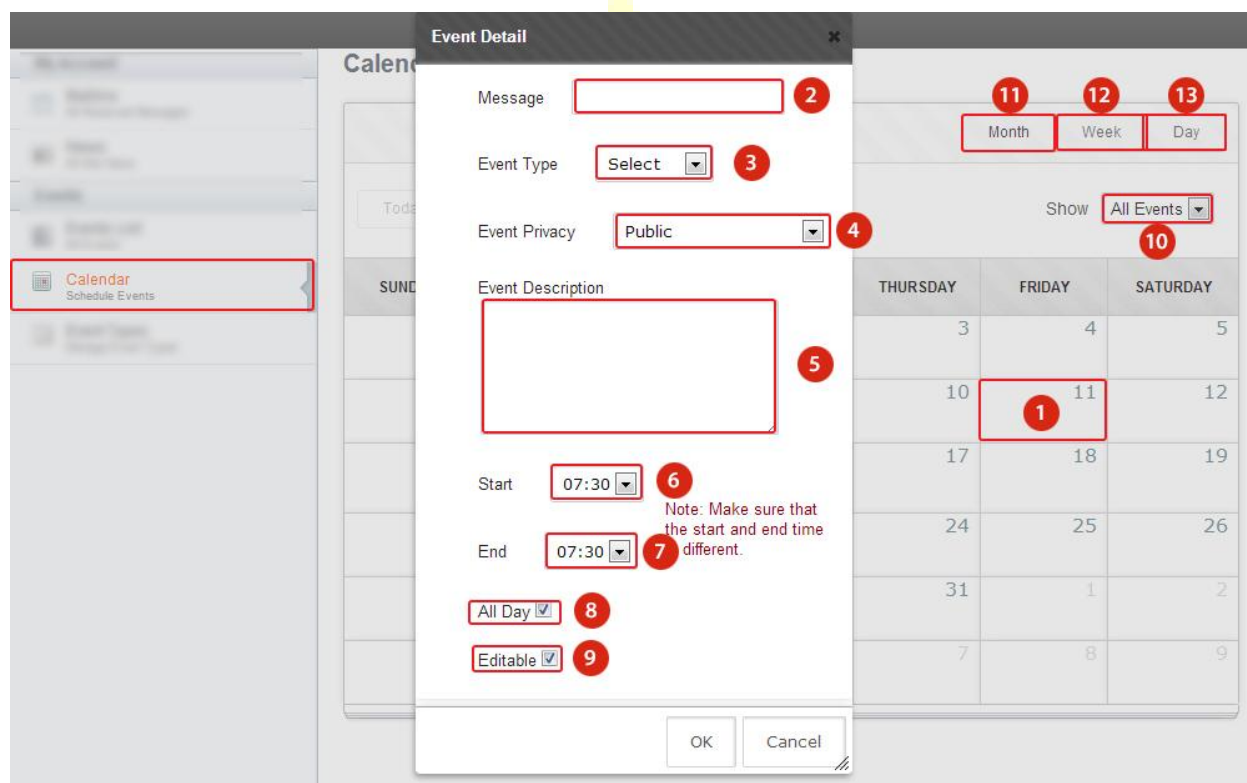
1.9 How to view the events list?



Click on Events List to view the list of events.

1. Events can be sorted according to the events type.
2. Click on the event description. Event details will be displayed as a popup. Click on close after viewing the details.

1.10 How to create an event?



1. Click on the date of event. It will display a popup form to enter the details.
2. Enter the message / event title.
3. Select an event type.
4. Select the event privacy.
5. Enter the description.
6. Select the Start time.
7. Select the End time.
8. Select whether the event is an All Day event.
9. Select whether the event can be edited in future. Click OK to save. Else, click Cancel.
10. Events displayed in the Calendar can be sorted according to the event type.
11. Click on Month to get monthly view of the calendar.
12. Click on Week to get weekly view of the calendar.
13. Click on Day to get day view of the calendar.

Calendar – Click on the date you have to create the event .Enter all the necessary details and click 'OK' to create the event. The newly created event will appear on that particular date. Monthly/weekly and daily calendar are available.

1.11 How to delete an event?

Event Detail

Message

Event Type

Event Privacy

Event Description

Start

End

All Day ☒

Editable ☒ 1

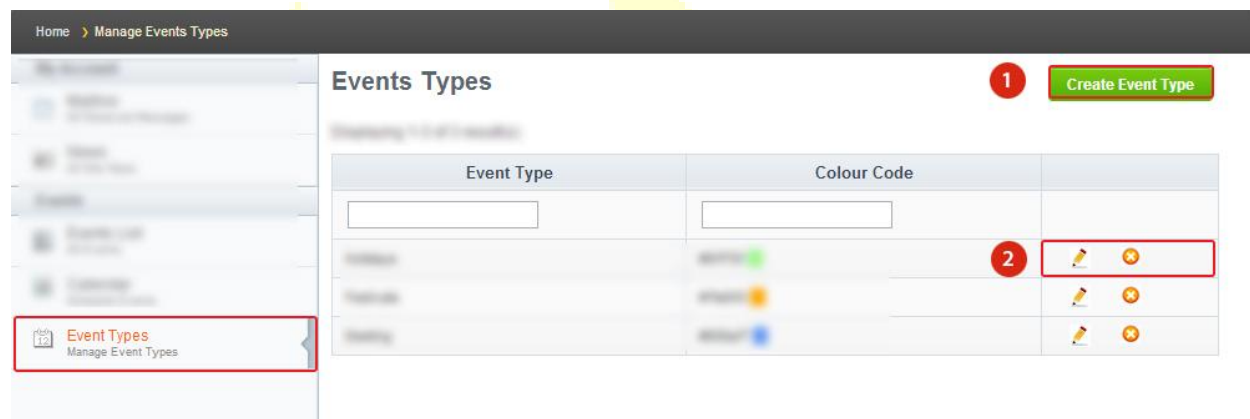
Note: Make sure that the start and end time is different.

Delete 2 OK Cancel

Click on the event that is to be deleted.

1. Events can be deleted if the event is editable.
2. Click on Delete. Clicking on Delete will display a popup asking for confirmation. Click OK for confirmation. Else, click Cancel.

1.12 How to create an event type?



Click on Event Types to view the event types.

1. Click on Create Event Type. A popup form will be displayed.
2. Event types can be edited and deleted by clicking on Edit and Delete.

Create New Event Type

Fields with * are required.

Name *

1

Colour Code *

2

3

4 Submit

1. Enter the event type name.
2. Enter the colour code from the colour picker.
3. Click on colour picker icon to select a colour.

2. Students

A student is a learner, or someone who attends an educational institution. In some nations, the English term (or its cognate in another language) is reserved for those who attend university, while a school child under the age of eighteen is called a pupil in English (or an equivalent in other languages), although in the United States a person enrolled in grades K–12 is often called a student. In its widest use, student is used for anyone who is learning, including mid-career adults who are taking vocational education or returning to university.

2.1 How to view the list of students?

The screenshot displays the 'Manage Students' interface. On the left sidebar, the 'Students List' option is highlighted with a red box and the number 1. The main content area features a 'Manage Students' header with an 'Add Student' button (2). To the right of this header are three buttons: 'Save Filter' (3), 'Load Filter' (4), and 'Clear All' (5). Below these buttons is a 'Filter Your Students' section (6) with a search bar and various filter criteria: Name, Admission number, Batch, Gender, Blood Group, Country, Date Of Birth, Admission Date, and Status. Below the filter section is a table (7) with columns: SI. No., Student Name, Admission No., Course/Batch, and Gender. The table shows 4 rows (9). Navigation controls (8) are located below the table, including '<< First', '< Previous', '1', '2', '3', 'Next >', and 'Last >>'.

1. Click on Student list.
2. Click on Add Student button to add new student. [It will display a form to add students (*create student -mention below*)]
3. Click on Save Filter [It will display a pop up form for saving the filters applied to the search. By saving filters, it is easy to search the data later. You don't need to apply the filters again, but you only need to select this saved filter. Eg: You need a

list of active students with names starting with 'S'. You can search student names starting with 'S' by applying the alphabet filter. Then you can apply the status filter. You can save these filters by giving it a name. Then later, you can apply this filters by clicking on Load Filter]

4. Click on Load Filter. It will display the list of saved filters. Click on the filter name to apply the filter. Click on Delete to remove it. Clicking on delete will display a pop up asking for confirmation. Click OK for confirmation, else click on Cancel.
5. Click on Clear All to clear the filters applied.
6. Students can be searched by applying many search filters like Name, Admission number, Batch, Gender etc. These filters can be saved by clicking on Save Filter.
7. You can list students in alphabetic order by applying alphabetic filters.
8. Click on pagination buttons to see other pages.
9. Click on the student's name to see their details.

2.2 How to create a new student?

Manage Students

Create New Student
New Admission

New Admission

Student Details | Parent Details | Emergency Contact | Previous Details | Student Profile

Fields with * are required.

Admission No * 38 Admission Date *

Personal Details

First Name * Middle Name Last Name *

Batch Date Of Birth * Gender *

Select Batch Select Gender

Blood Group Birth Place Nationality *

Unknown Select National

Language Religion Student Category

General

Contact Details

Address Line1 * Address Line2 * City *

State * Pin Code * Country *

Select Country

Phone 1 * Phone 2 Email *

Upload Photo 5 Choose File No file chosen

Parent Details 6

1. Click on Create New Student in the side tab.
2. Admission Number field *[Number will be auto-generated like 1, 2 etc]*
3. Click on Admission Date. It will display the calendar. Select [yy/mm/dd]
4. Enter the personal details of the student *[Fill all the mandatory fields; otherwise it will display a warning message].*
5. Upload photo: Click on Choose File. Then select the student image *[Supports .jpg, .png, .gif file formats.]*

6. Click on Parent Details. It will lead to a form where you can enter the parent details. If any fields are left out or if any errors are present, it will display an error message. You need to correct them before proceeding.

The screenshot shows the 'Parent Details' form in the Open-School system. The form is divided into two main sections: 'Parent - Personal Details' and 'Parent - Contact Details'. The 'Parent Details' tab is selected in the top navigation bar. The form includes various input fields for personal and contact information, with asterisks indicating mandatory fields. A checkbox at the bottom allows users to select 'Don't Create Parent User'. The 'Emergency Contact' button is located at the bottom right of the form.

1. Create New Student (New Admission)

2. Parent Details

3. Don't Create Parent User

4. Emergency Contact

Fields with * are required.

Parent - Personal Details

First Name * Last Name * Relation *

Date Of Birth Education Occupation

Income

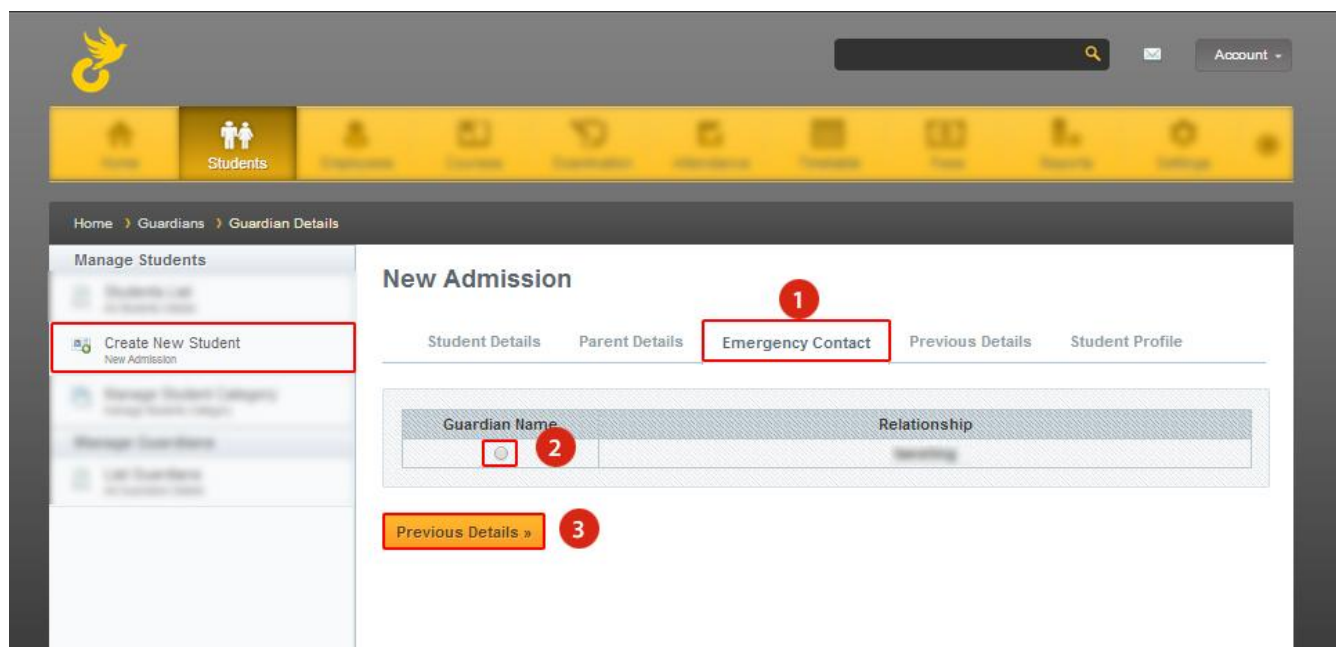
Parent - Contact Details

Email * Office Phone1 Office Phone2

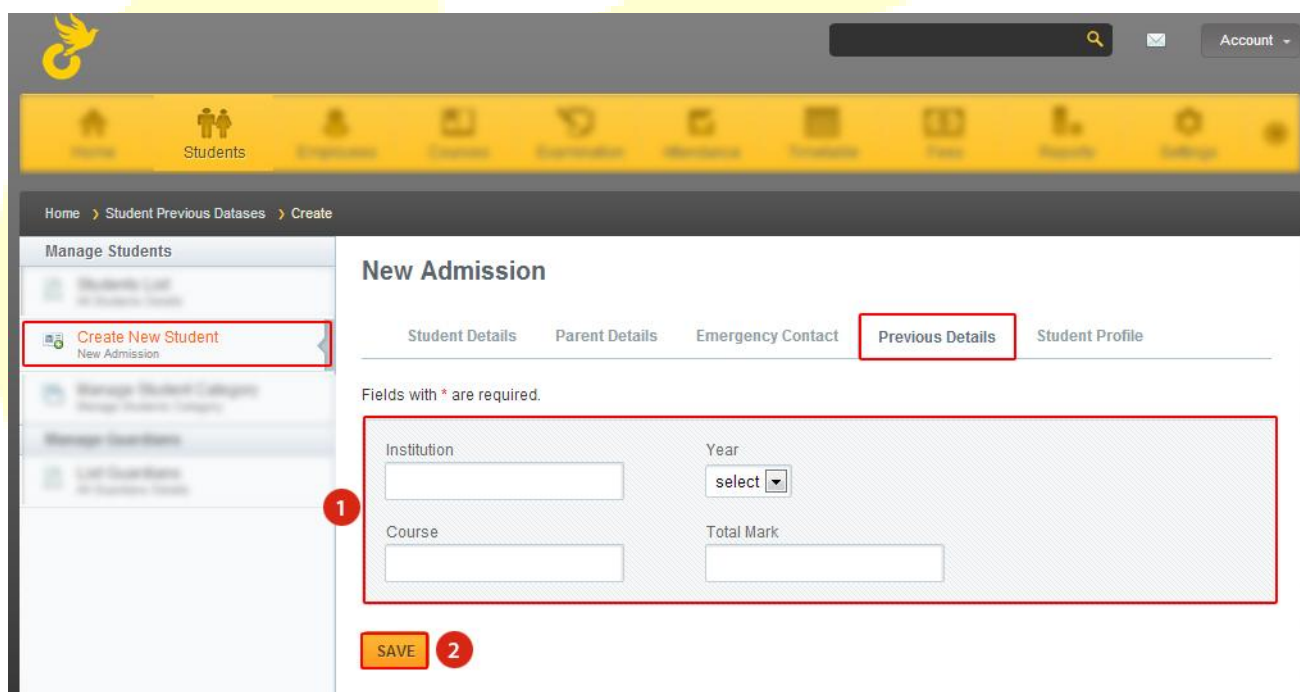
Mobile Phone * Office Address Line1 Office Address Line2

City State Country (Select Country)

1. Go to next page. *[Parent Details]*
2. Fill the form. Please take care to fill the mandatory fields.
3. Select the Don't Create Parent User option, if you don't need parent login for this student. Unmark it if you need one.
4. After filling the fields, click on Emergency Contact.



1. Emergency Contact page.
2. Select the Guardian.
3. Click on Previous Details.



1. Fill the previous academic details of the student.
2. Click on Save. It will lead to the profile of the created student.

The screenshot shows the 'Student Profile' page. On the left is a sidebar with a student profile picture placeholder and some text. The main content area has a title 'Student Profile : [Name]' and two buttons: 'Edit' (8) and 'Students' (7). Below the title are four tabs: 'Profile' (1), 'Assessments' (2), 'Attendance' (3), and 'Fees' (4). The 'Profile' tab is active, showing a form with two columns of fields. The first column includes 'Admission Date', 'Class Roll No', 'Birth Place', 'State', 'Nationality', 'Pin Code', 'Address Line1', 'Phone 1', 'Language', and 'Category'. The second column includes 'City', 'Date of Birth', 'Blood Group', 'Country', 'Gender', 'Address Line 2', 'Phone 2', 'Email', and 'Religion'. A 'Generate PDF' button (5) is at the top right of the form. Below the form is an 'EMERGENCY CONTACT' section with a text field 'In case of emergencies, contact : [Name]' and an 'Edit' button (6).

1. Click on Profile tab to see the details of the student.
2. Click on Assessments to see the assessment details of the student.
3. Click on Attendance to mark, view , edit or delete the attendance of the student.
4. Click on Fees to see the unpaid and paid fees of the student.
5. Click on Generate PDF to view the student profile as PDF. You can either download or print the PDF.
6. Click on Edit to edit the guardian details.
7. Click on Students to view the complete students list.
8. Click on Edit to edit the student details.

NOTE: Student and parent users will be generated automatically. If you need to edit the users, go to Settings.

2.3 How to manage the Student Category?

The screenshot shows the 'Manage Student Categories' page. On the left sidebar, 'Manage Student Category' is highlighted. The main table has columns: Category Name, Status, No. of Students, and Actions. A 'Create New Category' button is at the top right. Red callouts indicate: 1. Click 'Create New Category'. 2. Click the down arrow in the 'No. of Students' column. 3. Click the 'Edit' or 'Delete' icon in the 'Actions' column.

Category Name	Status	No. of Students	Actions
Student Category Test	Active	0	[Edit/Delete]
	Active	0	[Edit/Delete]
	Active	0	[Edit/Delete]
	Active	0	[Edit/Delete]
	Active	0	[Edit/Delete]
	Active	0	[Edit/Delete]
	Active	0	[Edit/Delete]
	Active	0	[Edit/Delete]
	Active	0	[Edit/Delete]
	Active	0	[Edit/Delete]

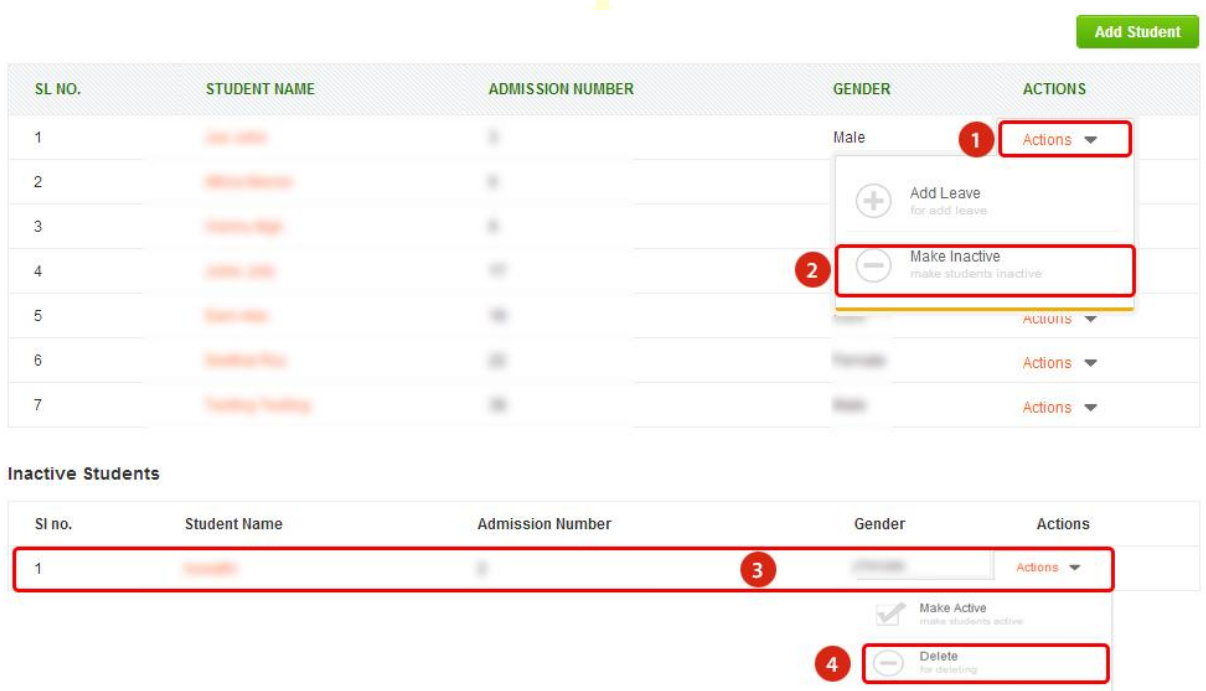
1. Click on Create New Category. It will display a pop up form where you can enter the category details.
2. Click on down arrow to view the students in the corresponding category.
3. Click on Action [1) Edit 2) Delete]

2.4 How to view the guardian details?

The screenshot shows the 'Manage Guardians' page. At the top, a breadcrumb trail reads 'Home > Guardians > Manage'. The main heading is 'Manage Guardians', followed by the text 'Displaying 1-10 of 31 result(s)'. Below this is a table with columns: 'First Name', 'Relation', 'Ward', and 'Email'. A red box labeled '1' highlights the search filters at the top of the table. To the left of the table is a sidebar with a 'Manage Guardians' section containing a 'List Guardians' link (highlighted with a red box) and a sub-link 'All Guardians Details'. The table itself contains 10 rows of data. A red box labeled '2' highlights the pagination controls at the bottom of the table, which include 'Go to page:', '<< First', '< Previous', '1', '2', '3', '4', 'Next >', and 'Last >>'. A red box labeled '3' highlights a red 'X' icon in the rightmost column of the first row, indicating a delete action.

1. Guardians can be searched by name, relation and email.
2. Click on pagination to view other pages.
3. Click on Delete. It will display a pop asking for confirmation. Click OK for confirmation, else click on Cancel. [Note: If you delete a guardian, the parent user will also be deleted and they will no longer be able to login to their account.]

2.5 How to delete a student?



Add Student

SL NO.	STUDENT NAME	ADMISSION NUMBER	GENDER	ACTIONS
1	John Doe	12345	Male	Actions
2	Jane Doe	12346	Female	Actions
3	John Doe	12347	Male	Actions
4	John Doe	12348	Male	Actions
5	John Doe	12349	Male	Actions
6	John Doe	12350	Male	Actions
7	John Doe	12351	Male	Actions

Inactive Students

Sl no.	Student Name	Admission Number	Gender	Actions
1	John Doe	12345	Male	Actions

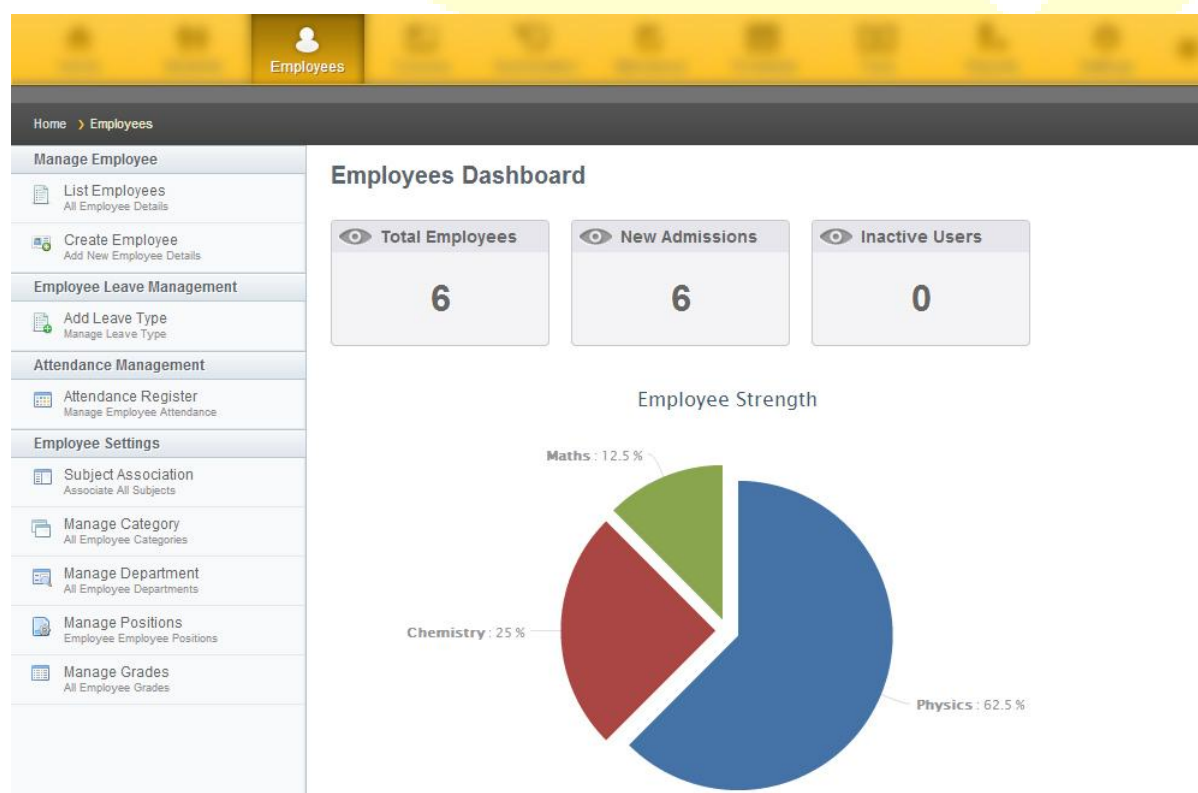
Actions:

- Add Leave for add leave
- Make Inactive make students inactive
- Make Active make students active
- Delete for deleting

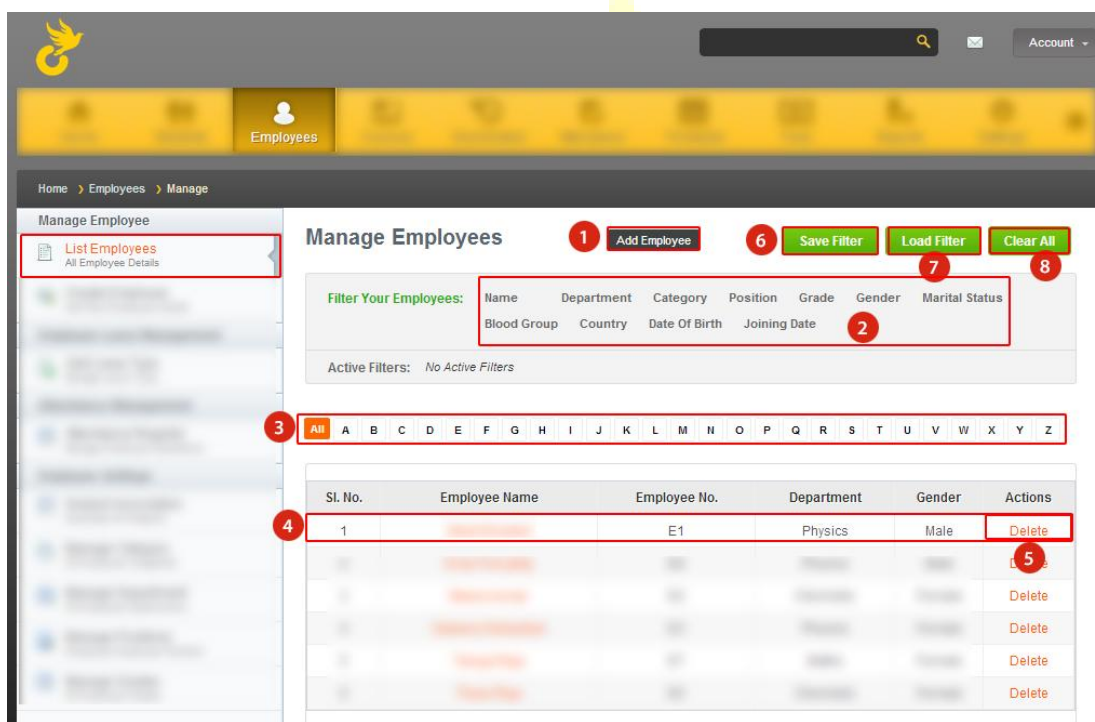
1. Go to the student's batch in courses module.
2. Click on Actions corresponding to the student to be deleted and make inactive. The student will be then moved into the Inactive Students list.
3. Click on Actions corresponding to the student in the inactive students list.
4. Click on Delete. It will display a pop up asking for confirmation. Click OK for confirmation, else click on Cancel.

3. Employees

An employee contributes labor and/or expertise to an endeavor of an employer and is usually hired to perform specific duties which are packaged into a job. An Employee is a person who is hired to provide services to a company on a regular basis in exchange for compensation and who does not provide these services as part of an independent business. Employee module gives a brief review about the recent employee admissions. Click on the employee name to get the details.



3.1 How to view the list of employees?



Click on List Employees

1. Click on Add Employee to add an employee.
2. Employees can be searched by applying many search filters like Name, Department, Category, Position etc. These filters can be saved by clicking on Save Filter.
3. You can list employees in alphabetic order by applying alphabetic filters.
4. Click on the employee name to view the employee details.
5. Click on Delete to delete the employee. Clicking on delete will display a popup asking for confirmation. Click on OK for confirmation. Else, click on Cancel.
6. Click on Save Filter [It will display a pop up form for saving the filters applied to the search. By saving filters, it is easy to search the data later. You don't need to apply the filters again, but you only need to select this saved filter. Eg: You need a list of employees in Physics department with names starting with 'S'. You can search employee names starting with 'S' by applying the alphabet filter. Then you can apply the department filter. You can save these filters by giving it a name. Then later, you can apply this filters by clicking on Load Filter]

7. Click on Load Filter. It will display the list of saved filters. Click on the filter name to apply the filter. Click on Delete to remove it. Clicking on delete will display a pop up asking for confirmation. Click OK for confirmation, else click on Cancel.
8. Click on Clear All to clear the filters applied.

3.2 How to create a new employee?

The screenshot shows the 'Create Employee' form. On the left sidebar, the 'Create Employee' button is highlighted with a red box and a red circle with the number 1. The main form area has a red border. At the top, there are tabs for 'Employee Details' and 'Employee Contact Details'. Below the tabs, there are input fields for 'Employee Number' (with 'E9' entered) and 'Joining Date'. The 'General Details' section includes fields for 'First Name', 'Middle Name', 'Last Name', 'Gender' (with a dropdown), 'Date Of Birth', 'Employee Department' (with a dropdown), 'Employee Position' (with a dropdown), 'Employee Category' (with a dropdown), 'Employee Grade' (with a dropdown), 'Job Title', 'Qualification', 'Status', and 'Total Experience' (with 'Years' and 'Months' dropdowns). There is also a text area for 'Experience Detail'. The 'Personal Details' section includes fields for 'Marital Status' (with a dropdown), 'Children Count', 'Father Name', 'Mother Name', 'Husband Name', 'Blood Group' (with a dropdown), and 'Nationality' (with a dropdown). At the bottom, there is an 'Upload Photo' section with a 'Choose File' button (highlighted with a red box and a red circle with the number 2) and a 'No file chosen' text. Below this is a 'Next Step' button (highlighted with a red box and a red circle with the number 3).

To create a new employee, click on Create Employee.

1. Enter the details of the employee *[Fill all the mandatory fields, otherwise it will display a warning message].*
2. Upload photo: Click on Choose File. Then select the employee image *[Supports .jpg, .png, .gif file formats.]*
3. Click on Next Step for going to next step.

Home > Employees > Create

Manage Employee

Create Employee
Add New Employee Details

Add New Employee

Employee Details Employee Contact Details

Fields with * are required.

Home Address

Home Address Line1 * Home Address Line2

Home City * Home State *

Home Country * Home Pin Code *

Office Address

Office Address Line1 Office Address Line2

Office City Office State

Office Country Office Pin Code

Contact Details

Office Phone1 Office Phone2

Mobile Phone * Home Phone

Email * Fax

Next Step »

1

2

1. Enter the contact details of the employee *[Fill all the mandatory fields, otherwise it will display a warning message].*
2. Click on Next Step to complete the process.

3.3 How to add a leave type?

The screenshot shows the 'Employee Leave Management' section of the Open-School system. On the left sidebar, 'Add Leave Type' is highlighted. The main area is titled 'Employee Leave Types' and contains a form for adding a new leave type. The form has fields for 'Name *', 'Code *', 'Max Leave Count *', and 'Status *' (with radio buttons for 'Active' and 'Inactive'). A 'Create' button is at the bottom of the form. A red box labeled '1' encompasses the form fields. Below the form is a table for 'Active Leave types' with columns for 'Leave Type', 'Edit', and 'Delete'. A red box labeled '3' is over the 'Leave Type' column, and a red box labeled '4' is over the 'Delete' column. Below this is a table for 'Inactive Leave types' with columns for 'Leave Type', 'Edit', and 'Delete'. A red box labeled '2' is over the 'Create' button.

Home > Employees

Employee Leave Types

Fields with * are required.

1

Name * Code *

Max Leave Count * ☐ Carry Forward

Status * ☐ Active ☐ Inactive

2

Active Leave types

Leave Type	Edit	Delete
3 <input type="text"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/> 4
<input type="text"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
<input type="text"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Inactive Leave types

Leave Type	Edit	Delete
<input type="text"/>	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Click on Add Leave Type

1. Enter the details of the leave type. *[Fill all the mandatory fields, otherwise it will display a warning message].*
2. Click on Create.
3. Click on Edit to edit the leave type
4. Click on Delete to delete the leave type. Clicking on delete will display a popup asking for confirmation. Click OK for confirmation. Else, click on Cancel.

3.4 How to mark employee attendance?

The screenshot shows the 'Employee Attendances' page. On the left is a sidebar with 'Attendance Management' and 'Attendance Register' (highlighted with a red box). The main area has a 'Select Department' dropdown (labeled 1) set to 'Physics'. Below it is a month/year selector for 'AUGUST 2013' (labeled 2). To the right is a 'Generate PDF' button (labeled 3). The main table has columns for days of the week and dates. A red box labeled 4 highlights a cell in the table, specifically the cell for the 12th of the month.

Name	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26

Click on Attendance Register

1. Select a Department
2. Select a Month
3. If you want to generate an attendance PDF, click on Generate PDF
4. Click on the date corresponding to employee who was absent. A popup form to enter the details will be displayed. Enter the details and click on Save.

3.5 How to do subject association?

The screenshot shows the 'Subject Association' interface. On the left is a sidebar with 'Employee Settings' and 'Subject Association' (highlighted with a red box and labeled 1). The main area has a 'Course' dropdown (labeled 1) set to 'B.Tech Computer Science' and a 'Subject' dropdown (labeled 2) set to 'Physics(2012 batch)'. Below these is a 'Currently Assigned:' table with columns 'Sl. No.', 'Employee Name', 'Sl. No.', 'Department', and 'Sl. No.', 'Action'. The first row shows 'Physics' in the Department column and a 'Remove' button (labeled 3). Below this is a 'Departments' dropdown (labeled 4) set to 'Physics'. At the bottom is an 'Assign New:' table with columns 'Employee Name' and 'Action'. The first row has an 'Assign' button (labeled 5). The table has five rows in total, all with 'Assign' buttons.

Home > Employees Subjects > Create

Subject Association

Course B.Tech Computer Science 1 Subject Physics(2012 batch) 2

Currently Assigned:

Sl. No.	Employee Name	Sl. No.	Department	Sl. No.	Action
			Physics		Remove 3

Departments Physics 4

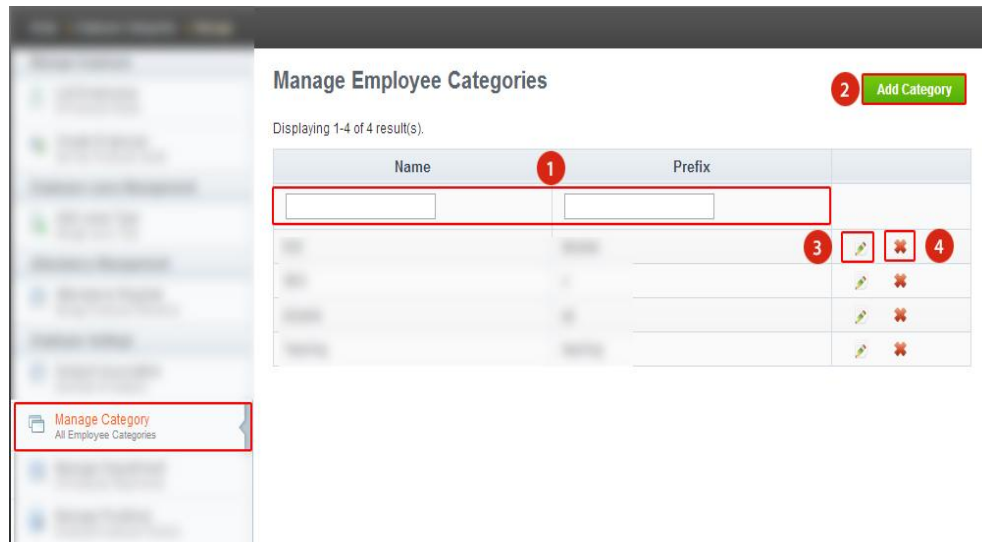
Assign New:

Employee Name	Action
	Assign 5
	Assign
	Assign
	Assign
	Assign

Select Subject Association.

1. Select a course
2. Select a subject corresponding to the batch you want to associate a teacher.
Currently assigned employee list will be displayed.
3. Click on Remove to remove the association
4. Select the department.
5. Click on Assign corresponding to the employee that is be associated with subject selected.

3.6 How to manage the employee category?



Click on Manage Category.

1. Employee categories can be searched by name and prefix.
2. Click on Add Category to add a new category. Enter the name and prefix in the form that will be displayed. Both are mandatory fields. Click on Create.
3. Click on Edit to edit the employee category
4. Click on Delete to delete the category. Clicking on Delete will display a popup asking for confirmation. Click on OK for confirmation. Else, click on Cancel.

3.7 How to manage the employee department?

Home > Employee Departments > Manage

Manage Employee Departments

1 Add Department

Displaying 1-3 of 3 result(s).

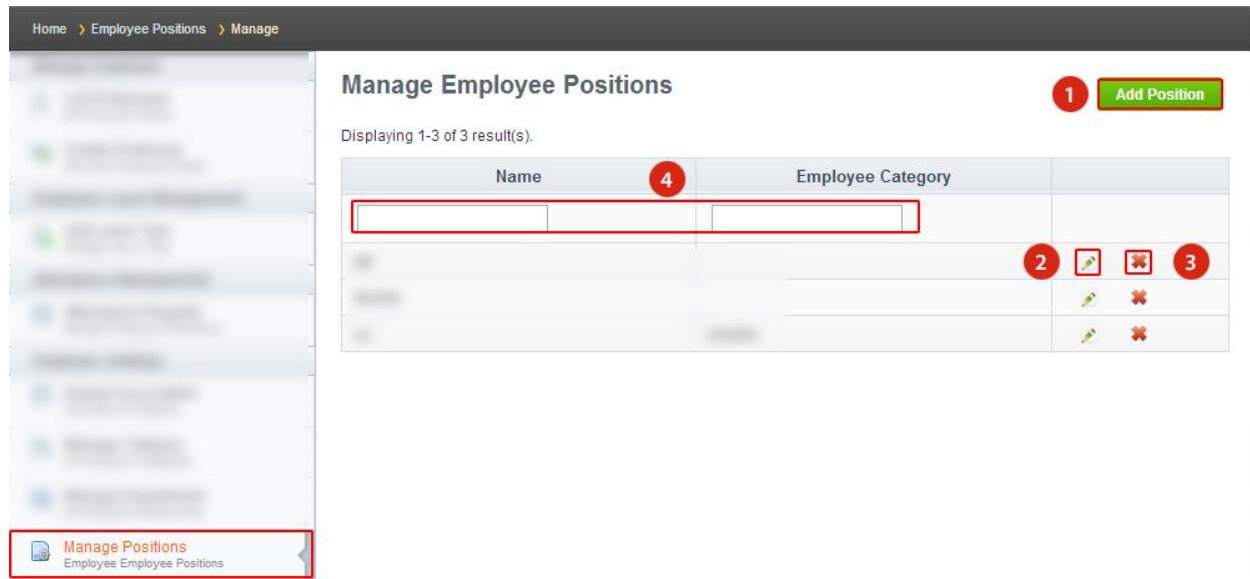
Code	Name	
<input type="text"/>	<input type="text"/>	
		2 3

Manage Department
All Employee Departments

Click on Manage Department

1. Click on Add Department to add a new department. Enter the code and name in the form that will be displayed. Both are mandatory fields. Click on Create.
2. Click on Edit to edit the employee department.
3. Click on Delete to delete the department. Clicking on Delete will display a popup asking for confirmation. Click on OK for confirmation. Else, click on Cancel.

3.8 How to manage the employee position?



Home > Employee Positions > Manage

Manage Employee Positions

1 [Add Position](#)

Displaying 1-3 of 3 result(s).

Name	Employee Category	
<input type="text"/>	<input type="text"/>	
		2 3

[Manage Positions](#)
Employee Employee Positions

Select Manage Position.

1. Click on Add Position to add a new position. Enter the name and select the employee category in the form that will be displayed. Both are mandatory fields. Click on Create.
2. Click on Edit to edit the employee position.
3. Click on Delete to delete the position. Clicking on Delete will display a popup asking for confirmation. Click on OK for confirmation. Else, click on Cancel
4. Employee positions can be searched by name and employee category.

3.9 How to view the employee profile?

The screenshot shows the 'Employee Profile' page in the Open-School system. The breadcrumb trail at the top is 'Home > Employees > View'. On the left, there is a placeholder for an employee's profile picture and name. The main content area is titled 'Employee Profile : [Employee Name]'. Below the title, there are four tabs: 'Profile' (1), 'Address' (2), 'Contact' (3), and 'Additional Info' (4). To the right of these tabs are two buttons: 'Edit' (7) and 'Employees' (6). Below the tabs, there is a 'GENERAL' section with a 'Generate PDF' button (5). The 'GENERAL' section contains a table with the following fields:

GENERAL	
Join Date	Department
Category	Position
Grade	Job Title
Gender	
Status	Qualification
Total Experience	Experience Info

1. Click on Profile to view the profile.
2. Click on Address to view the address.
3. Click on Contact to view the contact details.
4. Click on Additional Info to view additional personal information about the employee.
5. Click on Generate PDF to generate the PDF of the employee profile. You can either download or print the PDF
6. Click on Employees to view the complete employee list.
7. Click on Edit to edit the employee details.

3.10 How to manage the employee grade?

The screenshot shows the 'Manage Employee Grades' page. At the top, there is a breadcrumb trail: Home > Employee Grades > Manage. The main heading is 'Manage Employee Grades'. To the right of the heading is a green 'Add Grade' button with a red circle '1' next to it. Below the heading, it says 'Displaying 1-3 of 3 result(s)'. There is a table with three columns: 'Name', 'Max Hours Day', and 'Max Hours Week'. The first row of the table has three empty input fields, with a red circle '4' next to the 'Max Hours Day' field. Below the table, there are three rows of data. The first row has a red circle '2' next to an 'Edit' icon (pencil), a red circle '3' next to a 'Delete' icon (trash), and a red circle '4' next to the 'Max Hours Day' field. The second and third rows also have 'Edit' and 'Delete' icons. On the left side of the page, there is a sidebar with a 'Manage Grades' button and a link to 'All Employee Grades'.

Name	Max Hours Day	Max Hours Week
<input type="text"/>	<input type="text"/>	<input type="text"/>

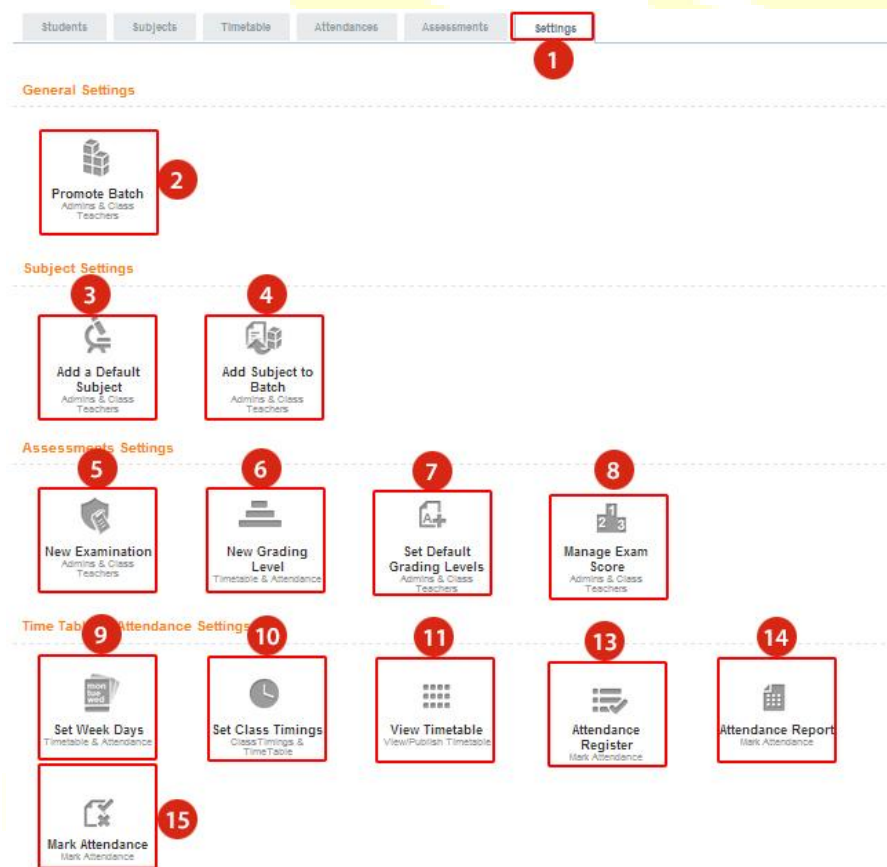
Click on Employee grades.

1. Click on Add Grade to add a new employee grade. Enter the details in the form that will be displayed. Click on Create.
2. Click on Edit to edit the employee grade.
3. Click on Delete to delete the grade. Clicking on Delete will display a popup asking for confirmation. Click on OK for confirmation. Else, click on Cancel.
4. Employee grades can be searched by name, max hours day, max hours week.

4. Course

The course module helps to manage and view the details of all the courses and its batches.

4.1 How to manage course settings?



1. Click on Settings. It will display the settings page.
2. Click on Promote Batch. Select a batch to which the students are to be promoted. Select the students that are to be promoted. Click on Promote.
3. Click on Add a Default Subject. It will lead to the default subjects page where you can create, view, edit and delete the default subjects.

4. Click on Add Subjects to Batch. It will lead to the page where you can add the subjects from default subjects to the batch. You can also view, edit and delete the subjects of the batch.
5. Click on New Examination to view, create and manage exam groups, exams and exam scores in the batch.
6. Click on New Grading Level to view, create, edit and delete the grading levels.
7. Click on Set Default Grading Level to clear all custom grading levels and set the default grading level of the application.
8. Click on Mange Exam Score to view, create and manage exam groups, exams and exam scores in the batch.
9. Click on Set Week Days to set working days for the batch. Select the days and click on Save.
10. Click on Set Class Timing to view, create, edit and delete the class timings of the batch.
11. Click on View Timetable to view and edit the timetable of the batch.
12. Click on Attendance Register to view the attendance register of the batch.
13. Click on Attendance Report to view the attendance of the batch.
14. Click on Mark Attendance to mark the attendance of students in the batch.

4.2 How to create courses?

Home > Courses > Create

Manage Courses & Batches

Create Courses
Add New Course Details

Create Course

Fields with * are required.

Course

Course Name * 1

Code * 2

Section Name * 3

Batch

Name * 4

Start Date * 5

End Date * 6

7

Click on Create Courses

1. Enter the Course Name.
2. Enter the Course Code.
3. Enter the Section Name.
4. Enter the Name of the batch.
5. Click on Start Date. Select the date from the calendar displayed.
6. Click on End Date. Select the date from the calendar displayed.
7. Click on Save.

4.3 How to manage courses & batches?

The screenshot shows the 'Manage Courses & Batches' interface. On the left, a sidebar menu has 'List Courses & Batches' highlighted. The main area displays a table of courses and batches. Numbered callouts indicate the following actions:

- 1. Edit button for a course.
- 2. Delete button for a course.
- 3. Add Batch button for a course.
- 4. Down arrow button to view batches for a course.
- 5. Edit button for a batch.
- 6. Add Student button for a batch.

Batch Name	Class Teacher	Start Date	End Date	Actions
2012 batch	Teacher Name	06 Jun 2012	06 Jun 2016	Edit Delete Add Student
2013 batch	Teacher Name	06 Jun 2013	06 Jun 2017	Edit Delete Add Student
2014 batch	Teacher Name	06 Jun 2014	06 Jun 2018	Edit Delete Add Batch
2015 batch	Teacher Name	06 Jun 2015	06 Jun 2019	Edit Delete Add Batch

1. Click on Edit to edit the course.
2. Click on Delete to delete the course. Clicking on Delete will display a popup asking for confirmation. Click on OK for confirmation. Else, click on Cancel.
3. Click on Add Batch to add a batch to the course. It will display a popup form where you can add the details of the batch. Make sure you enter all the mandatory fields. Else, a warning will be displayed. Click on Save.
4. Click on the down arrow to view the list of batches in the course.
5. Click on Edit to edit the details of the batch. Click on Delete to delete the batch. Clicking on Delete will display a popup asking for confirmation. Click on OK for confirmation. Else, click on Cancel.
6. Click on Add Student to add a student to the batch.

4.4 How to manage a batch?

The screenshot displays the 'Manage Batch' interface. At the top, there's a header with 'Course / Batch:' and 'Class Teacher:'. Below this, a navigation bar includes tabs for 'Students', 'Subjects', 'Timetable', 'Attendances', 'Assessments', and 'Settings'. The 'Students' tab is active. On the right, a 'Change Batch' button is visible. A dropdown menu labeled 'Actions' (1) is open, showing options: 'Add Student' (2), 'New Subject' (3), 'Mark Attendance' (4), 'Promote Batch' (5), and 'Deactivate Batch' (6). Below this, another 'Actions' dropdown (7) is open for a specific student, showing 'Add Leave' (8) and 'Make Inactive' (9). The main area contains a table with columns: 'SL NO.', 'STUDENT NAME', 'ADMISSION NUMBER', and 'GENDER'. Below the table, there's a section for 'Inactive Students'.

1. Click on Actions. It will display some additional options.
2. Click on Add Student to add a new student to the batch.
3. Click on New Subject to add a default subject.
4. Click on Mark Attendance to mark the attendance of students in the batch.
5. Click on Promote Batch to promote the students of the batch to another batch.
6. Click on Deactivate Batch to deactivate the batch. Clicking on Deactivate Batch will display a popup asking for confirmation. Click on OK for confirmation. Else, click on Cancel.
7. Click on Actions corresponding to the student. It will display some additional options.
8. Click on Add Leave to add leave. It will display a popup form where you can enter the date and reason of absence. Both the fields are mandatory. Click on Submit.
9. Click on Make Inactive to make the student inactive. Making a student inactive will change the status of the student to Former in the filters in student list.

Manage Batch

Course / Batch:

Class Teacher:

Students Subjects Employees **Actions**

Students Subjects Timetable Attendances Assessments Settings

Add Student

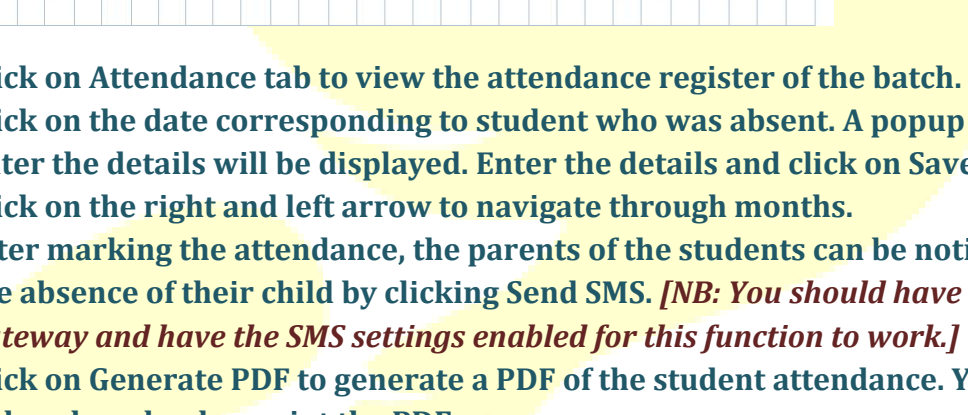
SL NO.	STUDENT NAME	ADMISSION NUMBER	GENDER	ACTIONS
1	<input type="text"/>		Female	Actions
2			Male	Actions
3			Female	Actions
4			Male	Actions
5			Male	Actions
6			Male	Actions
7			Female	Actions
8			Male	Actions

Inactive Students

No InActive Students In This Batch

1. Click on Students tab to view the list of students in the batch.
2. Click on Change Batch to change the batch. Select another batch from the explorer window displayed.
3. Click on Close to close this section and to move onto the courses list.
4. Click on Actions. It will display some additional options.
5. Click on Add Student to add a new student to the batch.
6. Click on Actions corresponding to the student. It will display some additional options.

1. Click on Attendance tab to view the attendance register of the batch.
2. Click on the date corresponding to student who was absent. A popup form to enter the details will be displayed. Enter the details and click on Save.
3. Click on the right and left arrow to navigate through months.
4. After marking the attendance, the parents of the students can be notified of the absence of their child by clicking Send SMS. *[NB: You should have a SMS gateway and have the SMS settings enabled for this function to work.]*
5. Click on Generate PDF to generate a PDF of the student attendance. You can either download or print the PDF.



The screenshot shows a web application interface for an attendance register. At the top, there is a navigation bar with tabs for 'Attendance', 'Students', 'Reports', and 'Settings'. Below the navigation bar is a table with the following columns: 'Date', 'Student Name', and 'Attendance Status'. The table contains several rows of data. A yellow arrow points to the 'Attendance Status' column. Below the table, there is a section for 'Generate PDF' and 'Send SMS' buttons. A yellow arrow points to the 'Send SMS' button.

1. Click on Attendance tab to view the attendance register of the batch.
2. Click on the date corresponding to student who was absent. A popup form to enter the details will be displayed. Enter the details and click on Save.
3. Click on the right and left arrow to navigate through months.
4. After marking the attendance, the parents of the students can be notified of the absence of their child by clicking Send SMS. *[NB: You should have a SMS gateway and have the SMS settings enabled for this function to work.]*
5. Click on Generate PDF to generate a PDF of the student attendance. You can either download or print the PDF.

1. Click on Attendance tab to view the attendance register of the batch.
2. Click on the date corresponding to student who was absent. A popup form to enter the details will be displayed. Enter the details and click on Save.
3. Click on the right and left arrow to navigate through months.
4. After marking the attendance, the parents of the students can be notified of the absence of their child by clicking Send SMS. *[NB: You should have a SMS gateway and have the SMS settings enabled for this function to work.]*
5. Click on Generate PDF to generate a PDF of the student attendance. You can either download or print the PDF.

4.6 How to manage subjects?

Home > Subjects > Manage

Manage Batch

Change Batch X
















Course / Batch: High Computer Science - 2019-2020
Class Teacher: [Name]

Students Subjects Employees Actions

Students **Subjects** Timetable Attendances Assessments Settings

Add Subjects To Batch **All Subjects**

Displaying 1-7 of 7 result(s).

Name	Code	Max Weekly Classes	
Python	101	1	  
JavaScript	102	1	  
Web Development	103	1	  
Python	104	1	  
Python	105	1	  

1. Click on Subject tab to view the subjects associated with the batch selected.
2. Click on Add Subjects To Batch. It will display a popup form where you can add default subject to the batch.
3. Click on All Subjects to view and manage the default subjects.
4. It shows the options to view, edit and delete the subjects of the batch.

4.6 How to set the time table?

The screenshot shows the 'Manage Batch' interface. At the top, there's a 'Change Batch' button and a close icon. Below that, a form displays 'Course / Batch' and 'Class Teacher'. A navigation bar includes 'Students', 'Subjects', 'Employees', and 'Actions'. The 'Timetable' tab is selected and highlighted with a red box and a red circle with the number 1. Below the tabs, there are buttons for 'Publish Time Table' (with a red circle 6), 'Generate PDF' (with a red circle 7), 'Set Week Days' (with a red circle 3), and 'Set Class Timings' (with a red circle 4). The main area is a table with time slots: '01:00 PM - 02:45 PM', '09:25 AM - 10:25 AM', and '11:00 AM - 12:45 AM'. The first column has a red circle 6. The first row has an 'Assign' button highlighted with a red box and a red circle 2. The second row has an 'Assign' button. The third row has a 'Delete' icon (a red square with a white 'x') highlighted with a red box and a red circle 5. The table also shows some subjects and teachers assigned to slots.

1. Click on Timetable tab to view and manage the timetable of the batch.
2. Click on Assign to add a subject in a time slot. A popup form will be displayed from which you have to select the subject and the employee who is teaching that subject. Both are mandatory fields. Click on Save.
3. Click on Set Week Days to set working days for the batch. Select the days and click on Save.
4. Click on Set Class Timing to view, create, edit and delete the class timings of the batch.
5. Click on the Delete icon to delete the subject in a timeslot.
6. Click Publish Timetable to publish timetable.
7. Click on Generate PDF to generate a PDF of the timetable. You can either download or print the PDF.

5. Examination

On clicking on the examination module, you can see the examination dashboard which gives a brief overview about the recent exams.

5.1 How to create exams?

The screenshot shows the 'New Exam' dashboard. On the left sidebar, under 'Exam Management', the 'New Exam' link is highlighted with a red box and labeled with a red circle '4'. At the top right, there are two buttons: 'Create Exam' (labeled with a red circle '1') and 'Grading Levels'. Below these, there are input fields for 'Course' and 'Batch', with a 'Change Batch' button and a close icon. A table titled 'Displaying' shows a list of exams. The first row of the table has a red box around the 'Name' column, labeled with a red circle '4'. The second row of the table has a red box around the 'View' icon (a magnifying glass), labeled with a red circle '3'. The third row of the table has a red box around the 'Manage This Exam' link, labeled with a red circle '2'.

Select a batch by clicking on Select Exam.

1. Click on Create Exam. It will display a popup form. Enter the details of the Exam Group and click on Submit. Make sure you enter all the mandatory fields.
2. Click on Manage Exam. It will lead to a page where individual subjects will be listed.
3. Click on View to view the details of the exam group. Click on Edit to edit and Delete to delete them respectively.
4. Click on the Exam Group name to manage the exam group.

5.2 How to set grading levels?

The screenshot shows the 'Set Grading Levels' page. On the left sidebar, under 'Exam Management', the 'Set grading levels' option is highlighted with a red box and a red circle with the number 1. The main header area has a green 'Assessments' button with a red circle and the number 2. Below the header, there are fields for 'Course' and 'Batch', with a 'Change Batch' button highlighted by a red box and a red circle with the number 3. The 'Grading Levels' section has two buttons: 'Create Grading Levels' (highlighted with a red circle and the number 4) and 'Set Default Grading Levels' (highlighted with a red circle and the number 5). Below these buttons, it says 'Displaying 1-6 of 6 result(s)'. A table follows with columns 'Name', 'Min Score', and 'Actions'. The table contains six rows labeled A through F with minimum scores of 90, 80, 70, 60, 50, and 40 respectively. The 'Actions' column for each row contains three icons: a calendar, a pencil, and a trash can. The first row's actions are highlighted with a red box and a red circle with the number 6.

Name	Min Score	Actions
A	90	[Calendar] [Pencil] [Trash]
B	80	[Calendar] [Pencil] [Trash]
C	70	[Calendar] [Pencil] [Trash]
D	60	[Calendar] [Pencil] [Trash]
E	50	[Calendar] [Pencil] [Trash]
F	40	[Calendar] [Pencil] [Trash]

1. Click on Assessments. It will display the examination page.
2. Click on Create Grading Level page. It will display a create grading level pop up page.
3. Click on Set Default Grading Level page. It will display a pop up asking for confirmation. Click OK for confirmation, else click on Cancel.
4. Grade manage options [1) View, 2) Edit, 3) Delete]
5. Click on Change Batch. It will display the explorer page.















5.3 How to enter the exam scores?

Enter exam related details here:

Exams Created For All Subjects


Scheduled Subjects

Displaying 1-7 of 7 result(s).

Subject	Start Time	End Time	Maximum Marks		Manage
Physics	2017-08-15 10:00:00	2017-08-15 12:00:00	100.00	1  	Exam Score 2
Chemistry	2017-08-16 10:00:00	2017-08-16 12:00:00	100.00	 	Exam Score
Mathematics	2017-08-17 10:00:00	2017-08-17 12:00:00	100.00	 	Exam Score
English	2017-08-18 10:00:00	2017-08-18 12:00:00	100.00	 	Exam Score
History	2017-08-19 10:00:00	2017-08-19 12:00:00	100.00	 	Exam Score
Geography	2017-08-20 10:00:00	2017-08-20 12:00:00	100.00	 	Exam Score
Art	2017-08-21 10:00:00	2017-08-21 12:00:00	100.00	 	Exam Score

1. Manage options [1] Edit 2) Delete]
2. Click on Exam Score. It will lead to a page where the scores can be entered.

Exams

Course: Tech Computer Science Batch: 2017 batch Change Batch 

Enter Exam Scores here:

Student Name	Marks	Remarks
Arushi Bhat	1 <input type="text"/>	<input type="text"/> 2
Ashu Bhat	<input type="text"/>	<input type="text"/>
Ashu Bhat	<input type="text"/>	<input type="text"/>
Ashu Bhat	<input type="text"/>	<input type="text"/>
Ashu Bhat	<input type="text"/>	<input type="text"/>
Ashu Bhat	<input type="text"/>	<input type="text"/>
Ashu Bhat	<input type="text"/>	<input type="text"/>
Ashu Bhat	<input type="text"/>	<input type="text"/>

Create 3

1. Enter the mark.
2. Enter the remarks.

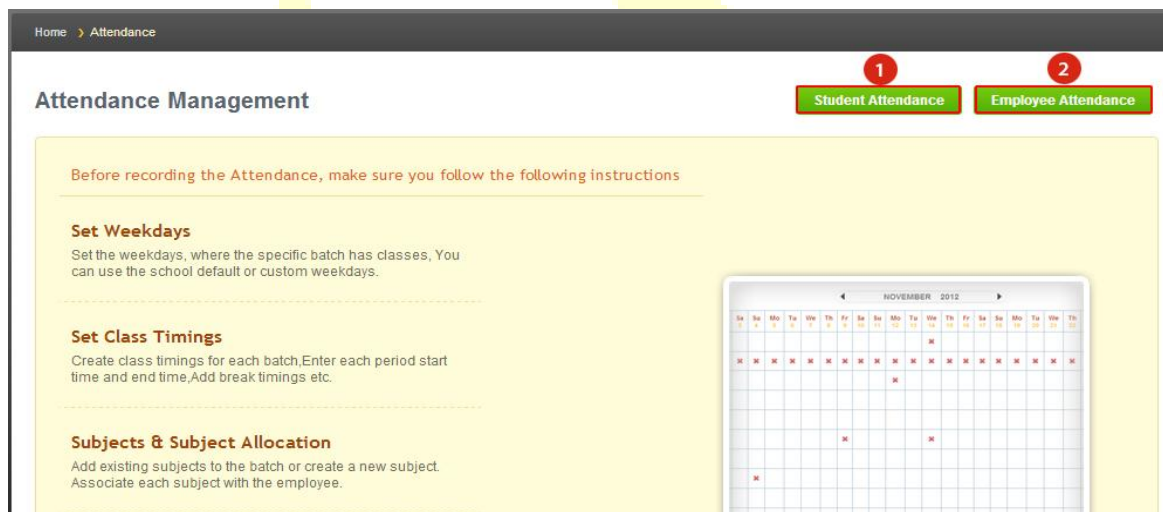
Note: Marks can be entered from the teacher portal too. A class teacher can enter the marks to all subjects in the class. A normal teacher can enter the marks for the subjects they are teaching.



6. Attendance

This module helps you to mark and track the attendance of the students and employees.

6.1 How to manage the attendance?



To mark attendance selects the attendance as per the requirement.

1. By clicking the Student Attendance you can mark the student attendance.
2. By clicking the Employees Attendance you can mark the employee attendance.

6.2 How to view the employee attendance?

The screenshot shows the 'Employee Attendances' page. At the top, there is a breadcrumb 'Home > Attendance'. Below this, the page title 'Employee Attendances' is on the left. On the right, there are two buttons: 'Student Attendance' (highlighted in green) and 'Employee Leave Types' (highlighted in red). Below the title, there is a 'Select Department' dropdown menu (highlighted in red). The page is annotated with three red circles and numbers: 1 points to the 'Select Department' dropdown, 2 points to the 'Student Attendance' button, and 3 points to the 'Employee Leave Types' button.

1. Select the Department. It will display the attendance register of that department.
2. Click on Student Attendance to go the student attendance section. Select a student or the batch accordingly.
3. Click on Employee Leave Types to view and manage employee leave type.

6.3 How to mark the employee attendance?

The screenshot shows the 'Employee Attendances' page with a calendar view. The page title 'Employee Attendances' is on the left. On the right, there are two buttons: 'Student Attendance' (highlighted in green) and 'Employee Leave Types' (highlighted in red). Below the title, there is a 'Select Department' dropdown menu (highlighted in red). Below the dropdown, there is a calendar for 'AUGUST 2013' (highlighted in red). To the right of the calendar, there is a 'Generate PDF' button (highlighted in red). The page is annotated with six red circles and numbers: 1 points to the 'Select Department' dropdown, 2 points to the 'Student Attendance' button, 3 points to the 'Employee Leave Types' button, 4 points to the calendar, 5 points to the 'Generate PDF' button, and 6 points to a specific date in the calendar.

Name	Th 1	F 2	Sa 3	Su 4	M 5	Tu 6	W 7	Th 8	F 9	Sa 10	Su 11	M 12	Tu 13	W 14	Th 15	F 16	Sa 17	Su 18	M 19	Tu 20	Th 22	F 23	Sa 24	Su 25	M 26	Tu 27	W 28	Th 29	F 30	Sa 31

1. Select a Department to view the attendance register of that department.
2. Click on Student Attendance to go the student attendance section. Select a student or the batch accordingly.

3. Click on Employee Leave Types to view and manage employee leave type.
4. Click on right and left arrow to navigate through months.
5. Click on Generate PDF to generate a PDF of the employee attendance. You can either download or print the PDF.
6. Click on the date corresponding to employee who was absent. A popup form to enter the details will be displayed. Enter the details and click on Save.

6.4 How to mark the student attendance and send the message?

Home > Attendances

Manage Attendance

1 Employee Attendance
Change Batch
X

Course / Batch:
Student(s)
Subject(s)
Employee(s)

Class Teacher:

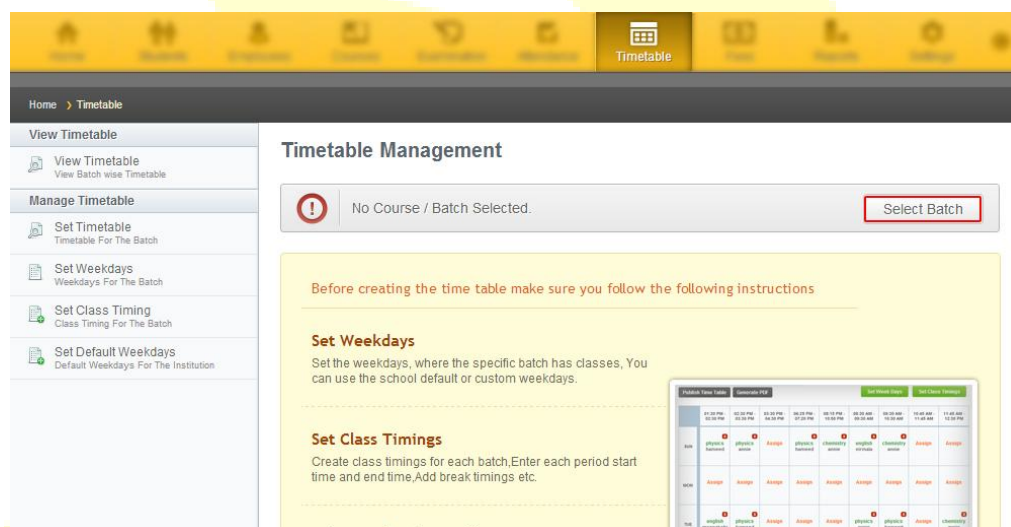
4
6 Send SMS
5 Generate PDF

Name	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

7. Timetable

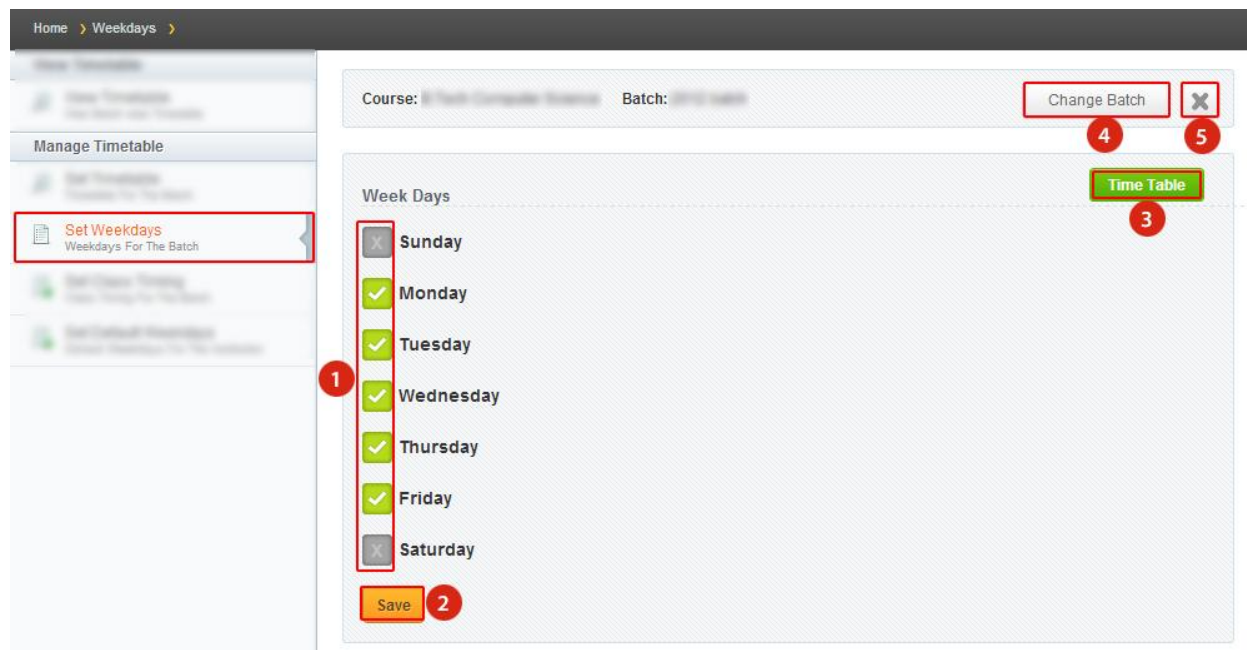
The comprehensive timetable feature in O-S, allows generating, maintaining and monitoring timetables with speed and ease.

7.1 How to select a batch timetable?



1. Go to Timetable module. Click on Select Batch and select a batch from the list displayed in the explorer window.

7.2 How to set the weekdays?



Click on Set Weekdays. An explorer window listing the batches will be displayed if no batches were selected. Select a batch.

1. Select the working days for the batch.
2. Click on Save.
3. Click on Time Table to view the timetable of that batch.
4. Click on Change Batch to change the batch.
5. Click on Close icon to close the section and to move on to the timetable dashboard.

7.3 How to set the class timings?

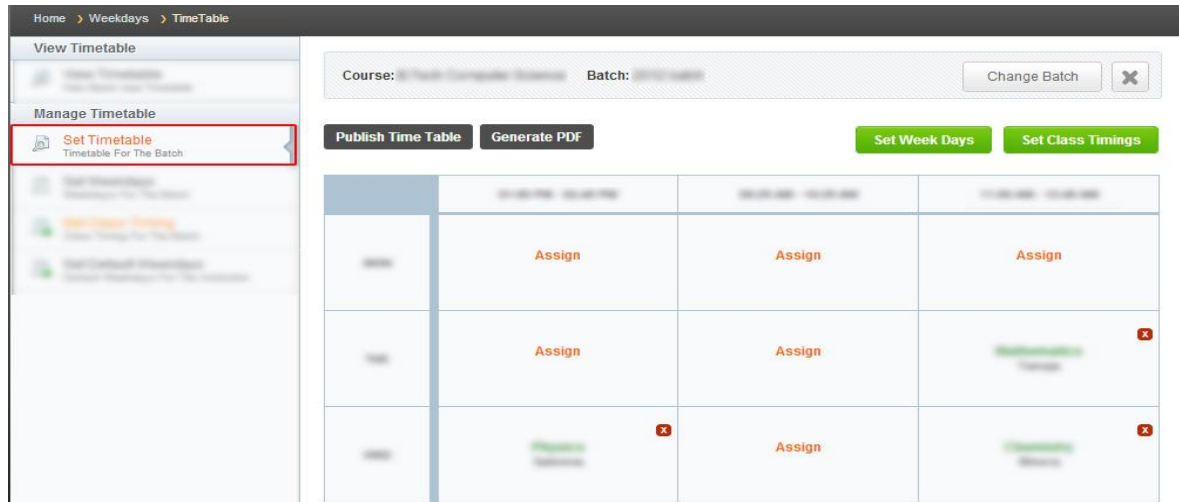
The screenshot shows the 'Manage Class Timings' interface. On the left is a sidebar with navigation options. The main content area has a header with 'Course: IT Tech Computer Training' and 'Batch: 2020-2021'. Below this is the 'Class Timings' section, which includes a 'Create Class Timings' button (marked with a red circle 1) and a 'Time Table' button (marked with a red circle 2). A table displays class timings with columns: Name, Start Time, End Time, Is Break, and an action column. The action column contains icons for View, Edit, and Delete (marked with a red circle 3). The table lists three timings: 09:00-10:00, 10:00-11:00, and 11:00-12:00, all with 'Is Break' set to 'No'.

Name	Start Time	End Time	Is Break	Action
09:00-10:00	09:00-10:00	10:00-11:00	No	View Edit Delete
10:00-11:00	10:00-11:00	11:00-12:00	No	View Edit Delete
11:00-12:00	11:00-12:00	12:00-13:00	No	View Edit Delete

Click on Set Class Timing. An explorer window listing the batches will be displayed if no batches were selected. Select a batch.

1. Click on 'Create Class Timings' to create new class timing. A popup form will be displayed where you have to enter the timing details. Make sure you enter the mandatory fields.
2. Click on Time Table to view the timetable of that batch.
3. Click on View to view, Edit to edit and Delete to delete the class timings. Clicking on Delete will display a popup asking for confirmation. Click on OK for confirmation. Else, click on Cancel.

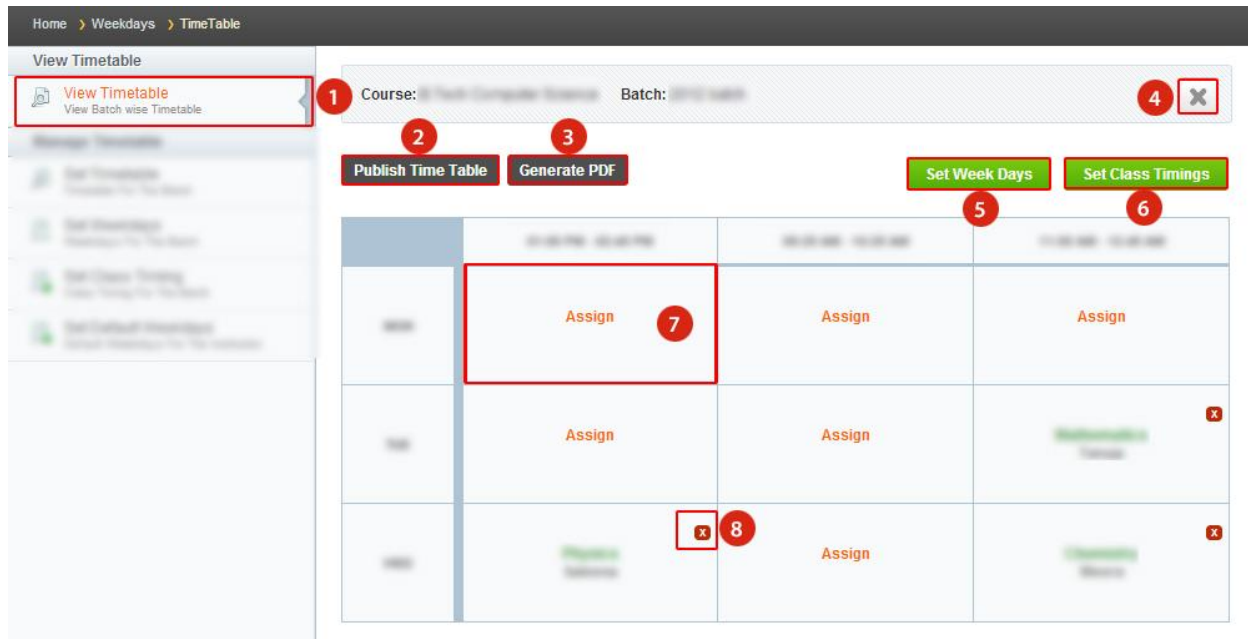
7.4 How to set the timetable?



Click on Set Timetable. An explorer window listing the batches will be displayed if no batches were selected. Select a batch. Timetable of the selected batch will be displayed if the weekdays and class timings are set.

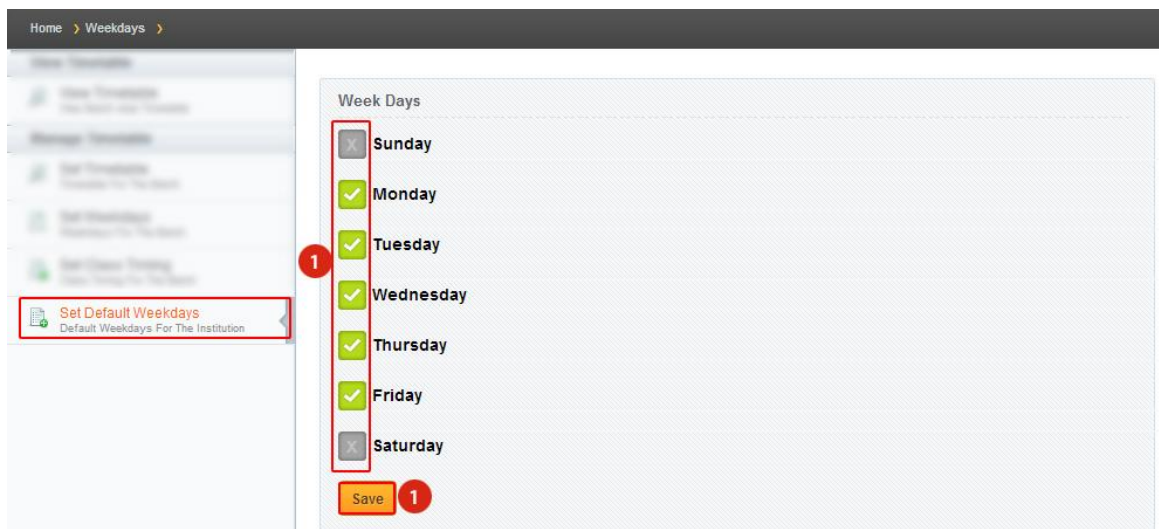
1. Click on Assign to add a subject in a time slot. A popup form will be displayed from which you have to select the subject and the employee who is teaching that subject. Both are mandatory fields. Click on Save.

7.4 How to view the timetable?



1. Click on View Timetable. An explorer window listing the batches will be displayed if no batches were selected. Select a batch. Timetable of the selected batch will be displayed if the weekdays and class timings are set.
2. Click Publish Timetable to publish timetable.
3. Click on Generate PDF to generate a PDF of the timetable. You can either download or print the PDF.
4. Click on Close icon to close the section and to move on to the timetable dashboard.
5. Click on Set Week Days to set working days for the batch. Select the days and click on Save.
6. Click on Set Class Timing to view, create, edit and delete the class timings of the batch.
7. Click on Assign to add a subject in a time slot. A popup form will be displayed from which you have to select the subject and the employee who is teaching that subject. Both are mandatory fields. Click on Save.
8. Click on the Delete icon to delete the subject in a timeslot.

7.5 How to set default week days?



1. Select the default working days for the school.
2. Click on 'Save'.

8. Fees

Tuition payments, known primarily as tuition in American English and as tuition fees in British English, Canadian English, Australian English, New Zealand English and Indian English, refers to a fee charged for educational instruction during higher education.

Tuition payments are charged by educational institutions in some countries to assist with funding of staff and faculty, course offerings, lab equipment, computer systems, libraries, facility upkeep and to provide a comfortable student learning experience. In most countries, especially in non-English-speaking countries, there are no or only nominal tuition fees for all forms of education, including university and other higher education.

NB: Before starting the fees collection, make sure you create a fee category first. Then, you have to add particulars to that category. After that you have create a fees collection.

8.1 How to create a fee category?

Home > Manage Finance Fee Categories

Manage Fees

Fee Categories

1 Create New Fee Category

Managing Fee Categories

Name	Description	Batch		3 Manage
Category	Category Description	2017-2018	2 Add Particulars	Add Particulars
Category	Category Description	2017-2018	2 Add Particulars	Add Particulars
Category	Category Description	2017-2018	2 Add Particulars	Add Particulars
Category	Category Description	2017-2018	2 Add Particulars	Add Particulars

1. Click on Create New Fee Category. It will display a pop up window. *[Details mentioned below]*
2. Manage options [1) view, 2) edit, 3) delete]
3. Click on Add Particulars. It will display a page for managing the fee particulars or the amount.

Create New Fee Categories

*Fields with * are required.*

Name *

Description

Select Batches

All

Submit

The form is a modal window titled 'Create New Fee Categories'. It contains a text input for 'Name' (marked with a red asterisk and a red box labeled 1), a larger text area for 'Description' (labeled 2), and a section titled 'Select Batches'. This section lists 'All' and several blurred batch names, each with a checkbox. The 'All' checkbox is highlighted with a red box and labeled 3, while the first blurred batch checkbox is labeled 4. At the bottom is an orange 'Submit' button labeled 5. A red border outlines the entire form area.

Clicking on Create New Fee Category will display the above popup form.

1. Enter the name.
2. Enter the description.
3. Click on All for selecting all the batches.
4. You can also select individual batches.
5. Click on Submit. The entered details will be saved and it will be listed in the page.

8.2 How to create a fee collection?

Home > Manage Finance Fee Collections

Manage Fees

Fees
Create and Manage Fee collections.

Finance Fee Collections

1
Create Fee Collections

Showing 1 to 2 of 2 results

Name	Start Date	End Date	Due Date	Fee Category	Batch	2
Sample	01-Jan-2015	15-Jan-2015	15-Jan-2015	Sample	2015-2016	
Fee Collection Test	01-Jan-2015	15-Jan-2015	15-Jan-2015	Fee Collection Test	2015-2016	

1. Click on Create Fees Collection . It will display a pop up window. *[Details mentioned below]*
2. Managing options [1) View option 2) Edit option 3) Delete option]

Create New Fee Collections

Fields with * are required.

Fee Category * **1**

Name * **2**

Start Date * **3**

End Date * **4**

Due Date * **5**

6

1. Select a fee category.
2. Enter the name.
3. Click on start date. It will display the calendar. Select [yy/mm/dd]
4. Click on end date. It will display the calendar. Select [yy/mm/dd]
5. Click on due date. It will display the calendar. Select [dd/mm/yy]
6. Click on submit button.

8.3 How to collect fees from a batch?

Home > Finance Fees

Manage Fees

Collect Fees
Fees collection

Fees Collection

Batch 1 2019 batch 01 Tech Computer Science Collection 2 Batch

Sl no.	Particulars	Applicable For	Amount
1	Batch	Batch	Amount

Sl no.	Admission No	Student Name	Fees	Action
1	1	Aravind K	2000.00	3 Pay Fees
2	2	Aravind K	2000.00	Pay Fees
3	3	Aravind K	2000.00	Pay Fees
4	4	Aravind K	2000.00	Pay Fees
5	5	Aravind K	2000.00	Pay Fees
6	6	Aravind K	2000.00	Pay Fees
7	7	Aravind K	2000.00	Pay Fees
8	8	Aravind K	2000.00	Pay Fees
9	9	Aravind K	2000.00	Pay Fees
10	10	Aravind K	2000.00	Pay Fees

1. Select the Batch.
2. Select the Fee Collection
3. Click on the pay fees corresponding to the student. It will display a pop up asking for confirmation. Click OK for confirmation, else click on Cancel.

8.4 How to get the list of students those who have paid the fees?

Home > Finance Fees

Manage Fees

- Paid
- Paid Students

Paid Students

Batch 1 2019 batch of Tech Computer Science Collection 2 Batch

Sl no.	Student Name	Fees	Action
1	Student Name	2000.00	3 Print Receipt
2	Student Name	2000.00	Print Receipt

1. Select the Batch
2. Select the Fee Collection. It will display a list of students those who have paid the fees.
3. Click on Print Receipt. It will display the fee receipt of the student. You can download or print the receipt from there.

8.5 How to get the list of students those who haven't paid the fees?

Home > Finance Fees

Manage Fees

- Fee
- Unpaid
- Fee Details
- Students List

Unpaid Students

Batch: 2020 batch (All Term Computer Science) Collection: 2020 Due Date: 20 Sep 2020

Generate PDF

Fee Details

Sl no.	Particulars	Applicable For	Amount
1	2020	20	2020-2021

Students List

Sl no.	Admission No	Student Name	Fees	Action
1	1	Admission No	2020-2021	Pay Fees
2	2	Admission No	2020-2021	Pay Fees
3	3	Admission No	2020-2021	Pay Fees
4	4	Admission No	2020-2021	Pay Fees
5	5	Admission No	2020-2021	Pay Fees
6	6	Admission No	2020-2021	Pay Fees
7	7	Admission No	2020-2021	Pay Fees

1. Select the Batch.
2. Select the Fee Collection.
3. Fees can also be collected from here by clicking Pay Fees.
4. Click on generate PDF. It will display a list of students who haven't paid the fees as PDF. You can download or print the list.

9. Report

Report modules helps you to views various reports and download and print them.

9.1 How to view the advanced report of a student?

The screenshot shows the 'Manage Reports' interface. On the left, the 'Advanced Report' option is selected under the 'Manage Reports' tab. The main area is titled 'Student Information' and contains a form with the following fields and controls:

- Name:** A text input field with a red circle number 1 next to it.
- Admission Number:** A text input field with a red circle number 2 next to it.
- Email:** A text input field with a red circle number 3 next to it.
- Gender:** A dropdown menu with 'All' selected, with a red circle number 4 next to it.
- Blood Group:** A dropdown menu with 'Select' selected, with a red circle number 5 next to it.
- Include guardian details:** A checkbox.
- Advanced Search:** A section containing a 'Search' button with a red circle number 6 next to it.

1. Enter the name of the student.
2. Enter the admission number of the student.
3. Enter the e- mail of the student.
4. Select the gender.
5. Select the blood group.
6. Mark Include guardian details check box to include parent details in search. Click on Search.

It will display the list of students matching the search criteria. Click on the student name to see the details of the student.

Note: If you are not sure about the student details, just click on search without entering the details. It will display all the students in the school. The fields are not mandatory.

9.2 How to get the batch assessment report?

Manage Reports

- Assessment Report
 - Batch Assessment Report**
Batch wise assessment report
 - Student Assessment Report
 - Attendance Report
 - Employee Attendance
 - Student Attendance

Assessment Report

Batch: 1

Examination: 2

3

4

Admn No.	Name	Physics	Chemistry	Mathematics	English	History	Geography	Music
1	Arushi Bhat							
2	Ana Bhat							
3	Arushi Bhat							
4	Arushi Bhat							
5	Arushi Bhat							

1. Select the batch.
2. Select the examination.
3. Click on search to view the marks of the students in the batch.
4. Click on generate PDF. It will display the batch assessment report as PDF. You can download or print the list.
5. It shows the batch assessment report.

9.3 How to get the student assessment report?

Assessment Report

Name **1** **2**

Search **3**

Student Information

Admission No.	Student Name	Course	Batch
12	John Doe	8 Year Computer Science	2019-2020

Assessment Report

Generate PDF **4**

Subject	Mark	Grade	Remarks
Physics	10	A	
Chemistry	10	A	
Mathematics	10	A	

1. Enter the name.
2. Click on explorer. It will display an explorer window with students list. You can select students from this list.
3. Click on Search.
4. Click on Generate PDF. It will display all the assessment details of the students as PDF. You can download or print the PDF.

Note: It displays the student's details along with the mark, grade and teacher's remark.

9.4 How to get employee attendance report?

The screenshot shows the 'Employee Attendance Report' interface. On the left, a sidebar menu has 'Employee Attendance' highlighted under the 'Attendance Report' section. The main area is titled 'Employee Attendance Report' and contains two dropdown menus: 'Select Department' (set to 'Physics', marked with a red circle 1) and 'Select Mode' (set to 'Overall', marked with a red circle 2). To the right of these is a 'Generate PDF' button with a PDF icon, marked with a red circle 4. Below the dropdowns is a table titled 'Overall Employee Attendance Report' with columns: SI No, Emp No, Joining Date, Name, Job Title, and Leaves. The table contains four rows of data, with the third row (SI No 3, Emp No 88, Name 'Deep Patel Sir', Job Title 'Teacher') marked with a red circle 3. A large yellow watermark 'WIWU' is visible in the background.

SI No	Emp No	Joining Date	Name	Job Title	Leaves
1	87	10 Jan 2019	Deep Patel Sir	Teacher	0
2	88	10 Jan 2019	Deep Patel Sir	Teacher	0
3	88	10 Jan 2019	Deep Patel Sir	Teacher	0
4	88	10 Jan 2019	Deep Patel Sir	Teacher	0

1. Select the department.
2. Select the Mode [Overall, Yearly, Monthly, Individual]. Select year/month/individual from the sub list, if displayed.
3. It will display the attendance report of the employees according to the mode you selected.
4. Click on generate PDF. You will get the PDF of the Employee Attendance Report. You can download or print the PDF.

9.5 How to get students attendance report?

Student Attendance Report

Select Course: **1**

Select Batch: **2**

Select Mode: **3**

5 **Generate PDF**

Student Attendance
Student attendance report

Overall Student Attendance Report

Sl No	Admn No	Admission Date	Name	Leaves
1	26	16 Jun 2019	Shreyas Thakur	0
2	27	16 Jun 2019	Shreyas Thakur	0
3	28	16 Jun 2019	Aravind K. S.	1
4	29	16 Jun 2019	Aditya K. S.	1
5	30	17 Jun 2019	Aditya K. S.	0
6	31	17 Jun 2019	Aditya K. S.	0
7	32	17 Jun 2019	Aditya K. S.	0

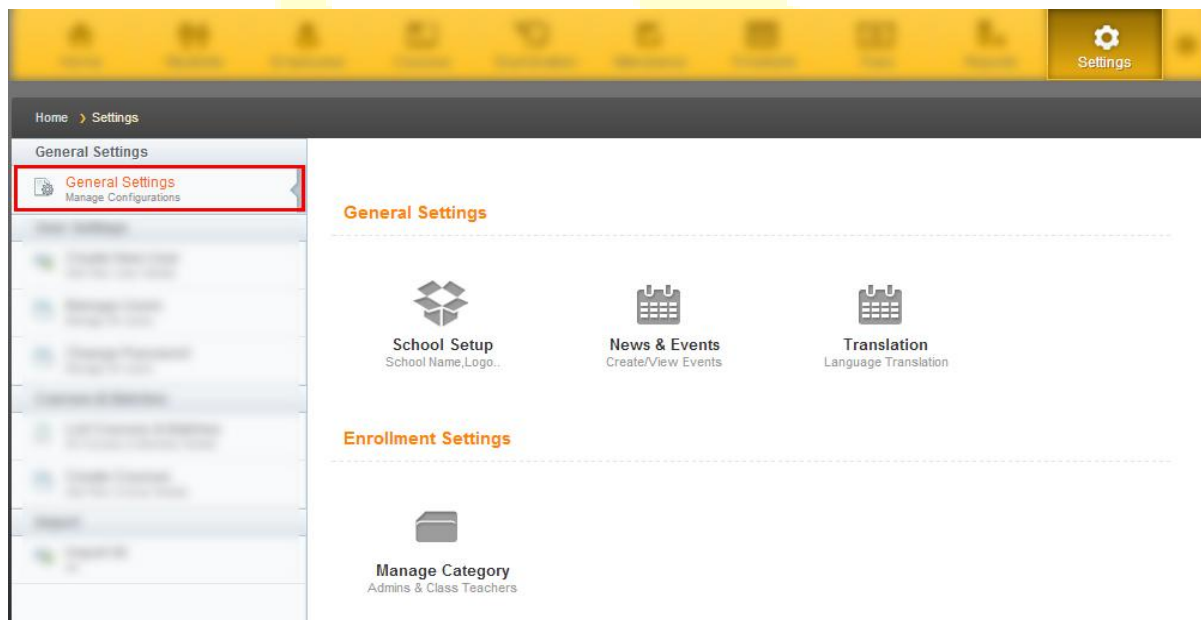
4

1. Select the Course
2. Select the Batch.
3. Select the mode. [Overall, Yearly, Monthly, Individual]. Select year/month/individual from the sub list, if displayed.
4. It will display the attendance report of the students according to the mode you selected.
5. Click on generate PDF. You will get the PDF of the Student Attendance Report. You can download or print the PDF.

10. Settings

Description

Settings modules helps you to configure the Open-School application.



- Click on Settings to view the General Settings page.

10.1 How to change the school setup?

General Settings

General Settings
Manage Configurations

School Configurations

Fields with * are required.

School / College Name School/College Address

School/College Phone Student Attendance Type

Finance year start date Finance year end date

Language Currency Type (Symbols/short form

Date Format Network State

Time Zone Time Format

Upload Logo

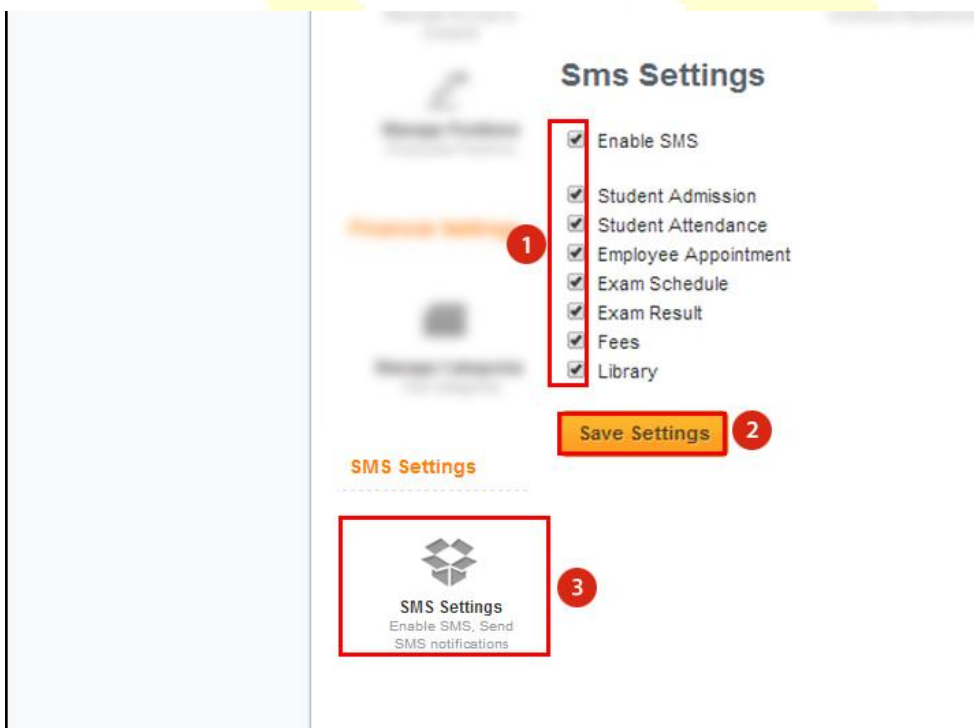
(supported formats : .jpg , .png ; max filesize: 60Kb)

☒ Enable Auto increment Student admission no. ☒ Enable Auto increment Employee no.

1. Enter School /College name.
2. Enter School/College phone number.
3. Enter School/College address.
4. Click on Finance year start date. It will display the calendar. Select *[yy/mm/dd]*.
5. Select Student Attendance Type. *[Daily, Subject wise]*.
6. Select the language.
7. Click on Financial year end date, . It will display the calendar. Select *[yy/mm/dd]*.
8. Enter the Currency Type *[Symbols / Short forms]*
9. Select the Date Format from the dropdown list.
10. Select the Network Status.
11. Select the Time Format.
12. Select the Time Zone.

13. Click on Remove to remove the existing logo. Click on Choose to select a new logo. *[Supports .jpg, .png file formats.]*
14. Make sure you entered the correct data. Click on Apply. The changes will be saved.

10.2 How to enable SMS Settings?



1. Select Enable SMS. Select the required options from the sublist displayed. Uncheck if SMS facility is not required.
2. Click on Save Settings.

10.3 How to create a new user?

Home > Users > Create

General Settings

User Settings

Create New User
Add New User Details

Create User

User Details

Fields with * are required.

Username* 1

Password* 2

E-mail* 3

Superuser* 4
No

Status* 5
Not active

First Name* 6

Last Name* 7

Create 8

1. Enter the Username.
2. Enter the Password.
3. Enter the e-mail id.
4. Choose whether the user should be a Super user or not.
5. Select the Status. *[Only Active users can access their account.]*
6. Enter the First name.
7. Enter the Second name.
8. Click on Create.

10.4 How to manage the users?

Home > Users > Manage

General Settings

Manage Users Create User

Displaying 1-10 of 71 result(s).

username	Role	E-mail	Last visit	
<input type="text"/>		<input type="text"/>	<input type="text"/>	

1. Enter the name search keyword and press Enter. *[It will display the results that match the key word].*
2. Enter the e-mail search keyword word and press Enter *[It will display the results that match the key word].*
3. Enter the time last visited and search keyword word and press Enter *[It will display the results that matches the key word].*
4. Manage options- 1) View - It will display the details of the user 2) Edit - It will display a page where you can edit the user.3) Delete - Clicking on Delete will display a pop asking for confirmation. Click OK for confirmation, else click on Cancel.
5. It displays the user details.

10.5 How to change the profile password?

Home > Profile > Change Password

General Settings

- Change Password (Manage All Users)

Change password

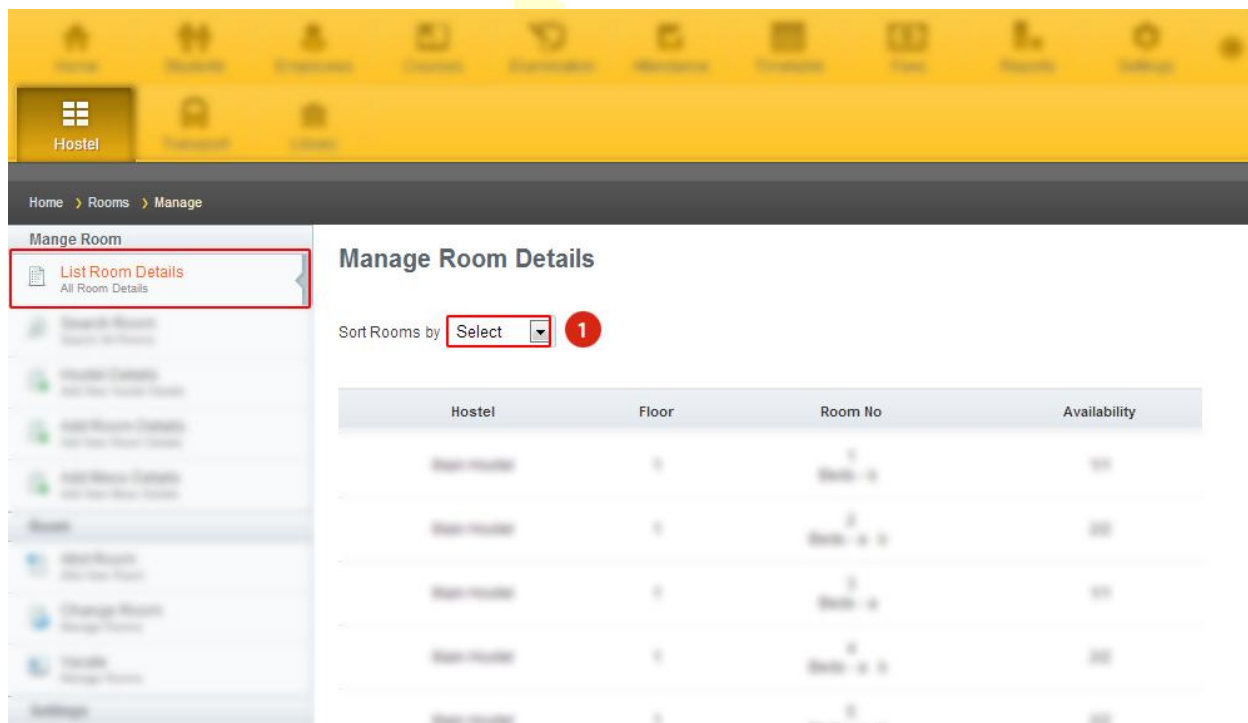
Fields with * are required.

Old Password *	<input type="password"/>	1
Password *	<input type="password"/>	2
Minimal password length 4 symbols.		
Retype Password *	<input type="password"/>	3
<input type="button" value="Save"/>		4

1. Enter the old password.
2. Enter the new password.
3. Re-enter the new password.
4. Click on Save.

11. Hostel

11.1 How to view the list of room details?



The screenshot displays the 'Manage Room Details' page in the Open-School User Manual. The left sidebar contains a 'Manage Room' section with a red box highlighting the 'List Room Details' option. The main content area shows a table with columns: Hostel, Floor, Room No, and Availability. A red box highlights the 'Sort Rooms by' dropdown menu, which is set to 'Select'. A red circle with the number '1' is next to the dropdown menu.

Hostel	Floor	Room No	Availability
Hostel	1	Room 1	101
Hostel	1	Room 2	102
Hostel	1	Room 3	103
Hostel	1	Room 4	104
Hostel	1	Room 5	105

Click on List Room Details to view the room details.

1. Sort the list by All, Occupied and Vacant.

11.2 How to search a room?

Home > Rooms > RoomSearch

Search Rooms

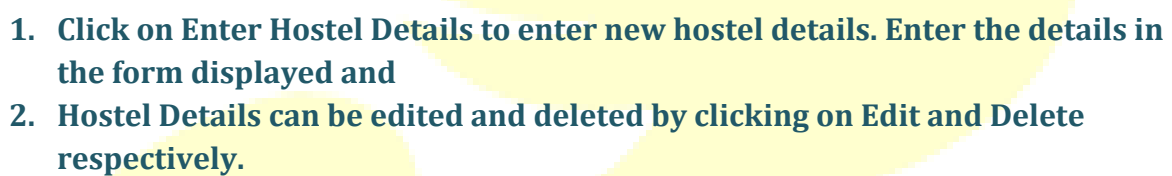
Name: Room:

Search Results

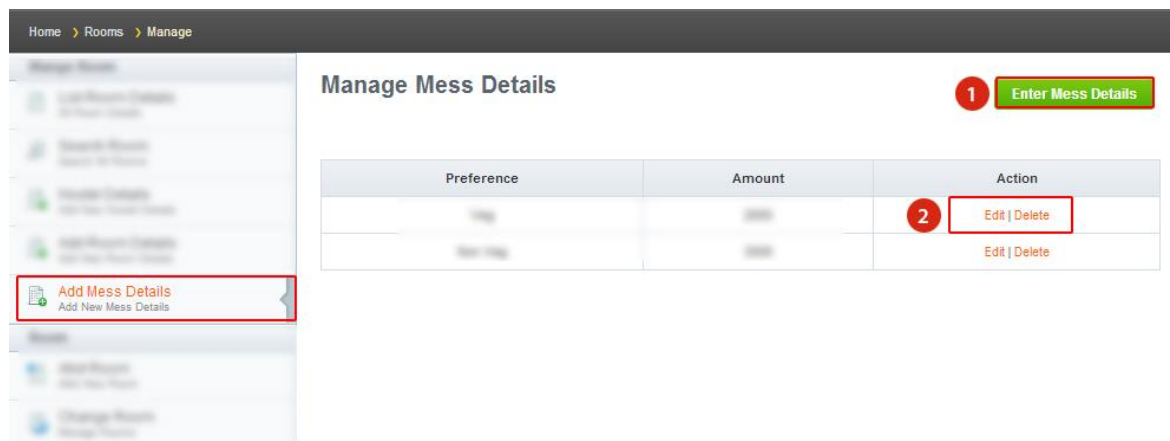
Student name	Hostel	Floor	Room No.	Bed No.
Not added	Not added	1	1	1

Room can be searched by either student name or room number or by both.

1. Enter the Student name.
2. Or select the Room.
3. Click on Explorer, if you want to choose a student from the list of students.
4. Click on Search to view the details of the room.



11.4 How to manage the mess details?



The screenshot shows the 'Manage Mess Details' interface. On the left is a sidebar with a 'Manage Mess' section containing 'Add Mess Details' (highlighted with a red box and a red circle '2'). The main content area has a title 'Manage Mess Details' and a green button 'Enter Mess Details' (highlighted with a red circle '1'). Below the title is a table with columns 'Preference', 'Amount', and 'Action'.

Preference	Amount	Action
Mess	1000	Edit Delete
New Mess	1000	Edit Delete

Click on Add Mess Details.

1. Click on Enter Mess Details to add the mess details. A form to fill the details will be displayed. Both the fields are mandatory. Click on Create.
2. Mess Details can be edited and deleted by clicking on Edit and Delete respectively.

11.5 How to add a room?

Home > Floors > Create

Create Floor

Fields with * are required.

Hostel Name 1

Floor No * 2

No Of Rooms 3

Create 4

Navigation Sidebar:

- Manage Rooms
 - View Room Details
 - Search Room
 - Hostel Details
 - Add Room Details** (highlighted)
 - Add New Room Details
- Rooms
 - View Room
 - Change Room
 - Delete Room
- Settings
 - New Student Details

Click on Add Room Details

1. Select the hostel.
2. Enter the floor number.
3. Enter total no of rooms.
4. Click on Create. It will display a form to add individual room details. Add the room details.

11.6 How to allot room to students?

Home > Registrations > Create

Mange Room

- Add Room Details
- Search Room
- Room Details
- Room Details
- Room Details
- Room Details

Room

- Allot Room
- Allot New Room
- Room Details
- Room Details
- Room Details

Registration

Fields with * are required.

Select Hostel 1

Select Floor 2

Student * 3 4

Food Preference * 5

Description 6

Create 7

1. Select the hostel.
2. Select the floor.
3. Enter the student name. Select the student from the list displayed.
4. Alternatively, student can be selected by clicking on the explorer icon. Select the student from the list displayed.
5. Select the food preference.
6. Enter the description.
7. Click on Create.

1.7 How to change the allotted room?

Home > Rooms > RoomChange

Mange Room

Change Room

Student Name

Search

Student Name	Room No	Bed	Action
			Change Room

1. Enter the student name. Select the student from the list displayed.
2. Alternatively, student can be selected by clicking on the explorer icon. Select the student from the list displayed.
3. Click on Search.
4. Click on Change Room. It will show the room details. Allot the student to the new room.

11.8 How to vacate a room?

Home > Vacates > Manage

Mange Room

Vacate

Name

Student Name

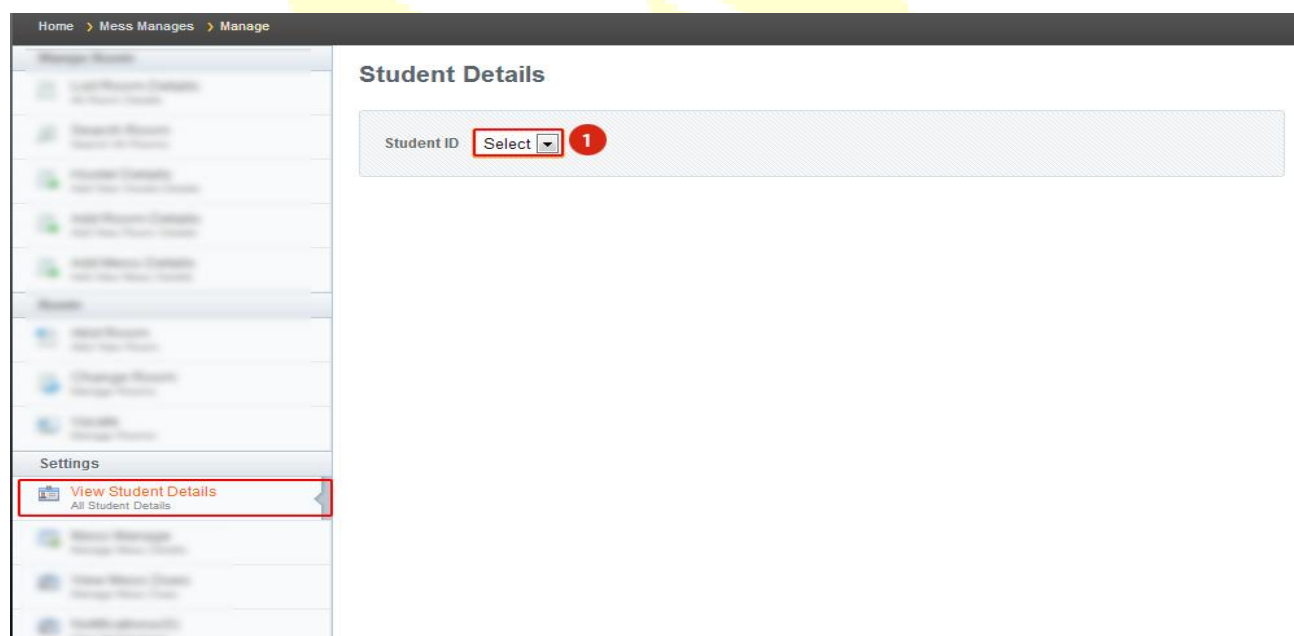
Search

Search Results

Student name	Room No	Bed	Mess
			No dues [Vacate]

1. Enter the student name. Select the student from the list displayed.
2. Alternatively, student can be selected by clicking on the explorer icon. Select the student from the list displayed.
3. Click on Search. It will show the student details.
4. If the student doesn't have any dues, Vacate button will be displayed. Click on it to vacate. If the student has dues, Pay Fees button will be displayed. Click on it to pay fees. Only then student will be able to vacate.

11.9 How to view the student details?



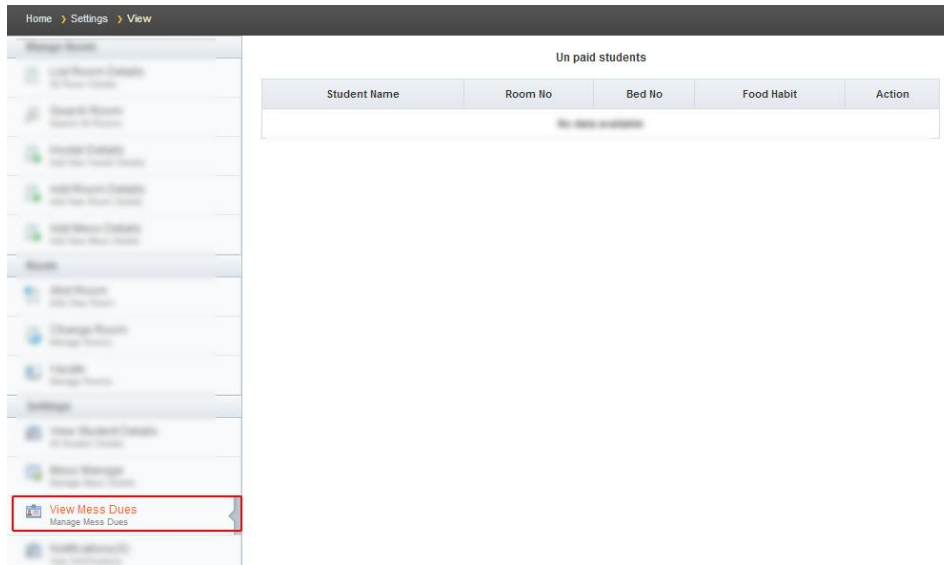
Click on View Student Details.

1. Select the Student ID from the dropdown. The details of the student will be displayed.

Click on Mess Manage.

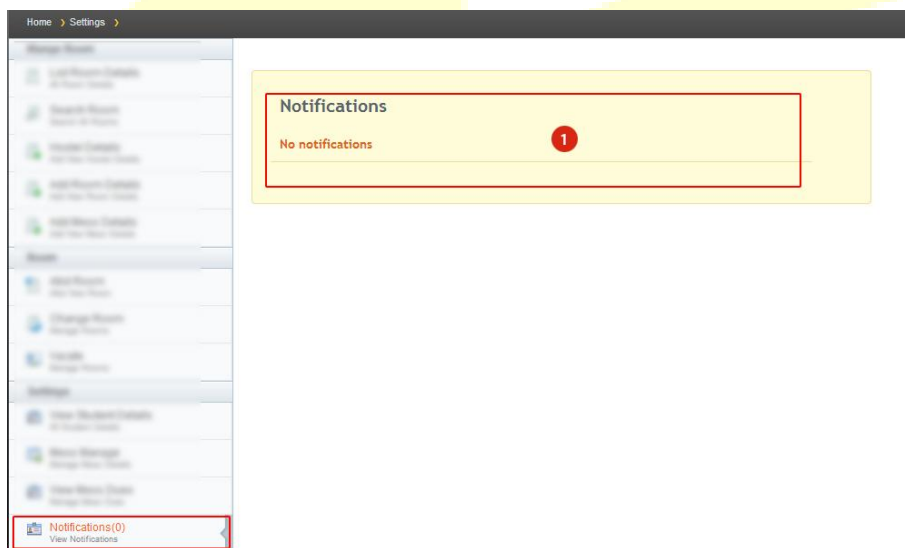
- 

11.11 How to view the mess dues?



Click on View Mess Dues to view the details of the students who haven't paid the fees. You can send a reminder mail to the student.

11.12 How to view the room request from the students?



Click on Notifications.

1. Students can send request for hostel facility from their accounts. These requests will be displayed as notifications in the notifications page. Students can be registered from here.

12. Transport

12.1 How to get the route details?

Home > Route Details > Manage

Mange Route

- List All Routes
All Route Details

Route Details

1 Enter Route Details

Route	No of stops	No of students	Vehicle Code	Action
Route 1	1	1	Vehicle Code 1	2 Edit Delete
Route 2	1	1	Vehicle Code 2	Edit Delete
Route 3	1	1	Vehicle Code 3	Edit Delete

Click on List All Routes to view the route details.

1. Click on Enter Route Details. It will display a form to enter the route details.
2. Route details can be edited and deleted by clicking on Edit and Delete respectively.
3. Click on route name to view, edit or remove the stop details.
4. Click on vehicle code to view the vehicle details.

12.2 How to assign a driver to a route?

Home > Driver Details > Assign

Assign Route

Select Driver 1 Select Vehicle 2

Select 3 Assign

Driver Name	Date Of Birth	Vehicle Code	Route
John Doe	15 Jan 1985	10	

Click on Assign Route.

1. Select the driver. *[How to create a driver? mentioned below]*
2. Select the vehicle *[How to create a vehicle? mentioned below]*
3. Click on Assign.

12.3 How to search a student?

Home > Transportations > Search

Search

Name **1** **2** Route **3** Stop **4**

Student Name Select

5

Search Students
Search All Students

Click on Search Students

1. Enter the student name. Select the student from the list displayed.
2. Alternatively, student can be selected by clicking on the explorer icon. Select the student from the list displayed. Select the stop.
3. Students can be searched by selecting a route.
4. Students can be refined selecting the stop after choosing the route.
5. Click on Search to get the details.

12.4 How to allot students for transport facility?

Home > Transportations > Create

Transportation

Fields with * are required.

Student * 1

Route 2

Stop * 3

Create 4

Click on Allotment.

1. Enter the student name. Select the student from the list displayed. Alternatively, student can be selected by clicking on the explorer icon.
2. Select the route.
3. Select the stop.
4. Click on Create.

12.5 How to get the vehicle details?

Home > Vehicle Details > Manage

Vehicle Details

1 Enter Vehicle Details

Vehicle No.	no_of_seats	maximum_capacity	Assigned Driver	Route	Action
1001-1002	10	10			2 Edit Delete
1003-1004	10	10	1001-1002		Edit Delete
1005	10	10	1001-1002		Edit Delete

Click on Vehicle Details to view the details of the vehicles.

1. Click on Enter Vehicle Details to add new vehicle details. A form to enter the vehicle details will be displayed.
2. Click on Edit and Delete to edit and delete the vehicle details respectively.

12.6 How to get the driver details?

Home > Driver Details > Manage

Driver Details

1 Enter Driver Details

Name	DOB	Age	License No.	Action
Driver 1	10 Jan 1975	40	123456789	2 Edit Delete
Driver 2	11 Jan 1980	44	123456789	Edit Delete
Driver 3	12 Jan 1985	48	123456789	Edit Delete
Driver 4	13 Jan 1990	52	123456789	Edit Delete
Driver 5	14 Jan 1995	56	123456789	Edit Delete

Driver Details
All Driver Details

Click on Driver Details to view the details of the drivers in the school.

1. Click on Enter Driver Details to add new driver details.
2. Click on Edit and Delete to edit and delete the driver details respectively.

12.7 How to create a driver?

Home > Driver Details > Create

Driver Details

Fields with * are required.

First Name * 1

Last Name * 2

Address

Dob * 3

Age

License No * 4

Expiry Date * 5

Create 6

Driver Details
All Driver Details

Click on Driver Details. Click on Enter Driver Details. A form will be displayed.

1. Enter the first name
2. Enter the last name.
3. Enter address and date of birth.
4. Enter the license number.
5. Enter the license expiry date.
6. Click on Create.

12.8 How to add a vehicle?

Vehicle No *	<input type="text"/>	1
Vehicle Code *	<input type="text"/>	2
No Of Seats *	<input type="text"/>	3
Maximum Allowed	<input type="text"/>	
Vehicle Type	Select ▼	
Address	<input type="text"/>	
City	<input type="text"/>	
State	<input type="text"/>	
Phone	<input type="text"/>	
Insurance	<input type="text"/>	
Tax Remitted	<input type="text"/>	
Permit	<input type="text"/>	

Create 4

Click on Vehicle Details. Click on Enter Vehicle Details. A form will be displayed.

1. Enter the vehicle number.
2. Enter the vehicle code.
3. Enter no of seats.
4. Fill other necessary details and click on Create.

12.9 How to manage transportation fees?

Home > Transportations > Viewall

Transportation

Student Name	Route	Stop	Fare	Action
Student 1	Transport	Stop	100	1 Paid Print Receipt
Student 2	Transport	Stop	100	Pay Fees
Student 3	Transport	Stop	100	Pay Fees
Student 4	Transport	Stop	100	2 Pay Fees
Student 5	Transport	Stop	100	Pay Fees
Student 6	Transport	Stop	100	Pay Fees
Student 7	Transport	Stop	100	Pay Fees
Student 8	Transport	Stop	100	Pay Fees
Student 9	Transport	Stop	100	Pay Fees
Student 10	Transport	Stop	100	Pay Fees
Student 11	Transport	Stop	100	Pay Fees
Student 12	Transport	Stop	100	Pay Fees
Student 13	Transport	Stop	100	Pay Fees
Student 14	Transport	Stop	100	Pay Fees
Student 15	Transport	Stop	100	Pay Fees

Click on Transport Manage to view the details of the students and their fees status.

1. If the student had paid the fees, Print Receipt option will be displayed.
2. If the student hasn't paid the fees, Pay Fees option will be displayed.

12.10 How to create bus log?

Home > Bus Logs > Manage

Bus Log

1 [Create New Bus Log](#)

Vehicle Code	Start Time Reading	End Time Reading	Action
100	00	00	2 Record Consumption Details
100	00	00	Record Consumption Details
100	00	00	Record Consumption Details
100	00	00	Record Consumption Details

Bus Log
Bus Log

Click on Bus Log.

1. Click on Create New Bus Log to add new data. A form to enter the details will be displayed.
2. Click on Record Consumption Details to add the fuel consumption details.

13. Library

A school library (or a school library media center) is a library within a school where students, staff, and often, parents of a public or private school have access to a variety of resources. The goal of the school library media center is to ensure that all members of the school community have equitable access "to books and reading, to information, and to information technology. A school library media center "uses all types of media... is automated, and utilizes the Internet [as well as books] for information gathering. School libraries are distinct from public libraries because they serve as "learner-oriented laboratories which support, extend, and individualize the school's curriculum... A school library serves as the center and coordinating agency for all material used in the school.

13.1 How to search the books in library?

Home > Books > BookSearch

Manage Books

- Search Books**
Search all books
- Add Books
- Update Books
- Book List
- Remove Book
- Update Book
- New Book Details
- Book Details
- Settings
- Update Book Category
- New Book Category
- Book Category

Search Books

Search Book by 1 Select 2 3 search

1. Click on Search. It will display a drop down list with search category. Select any one category.
2. Enter the search keyword (name of the book, author etc).
3. Click on Search to see the search result.

NOTE: Without entering any details, click on Search to display the list of all the books in the library.

13.2 How to manage the list of books?

[illegible]

1. Go to List Books. It will display the books details. Click on manage options [1) Edit 2) Delete]

1. Enter ISBN of the book.
2. Enter the title of the book.
3. Select the subject.
4. Select the category.*[Create category is mentioned below]*
5. Enter the Author name from the Author's list.*[Addition of Authors is mentioned below]*
6. Fill all the other fields *(not mandatory)* and click on Save.

13.4 How to borrow books from Library?

Home > Borrow Books > Create

BorrowBook

Fields with * are required.

Student Admission No * 1

Subject * 2

Book Name * 3

Issue Date * 4

Due Date * 5

6

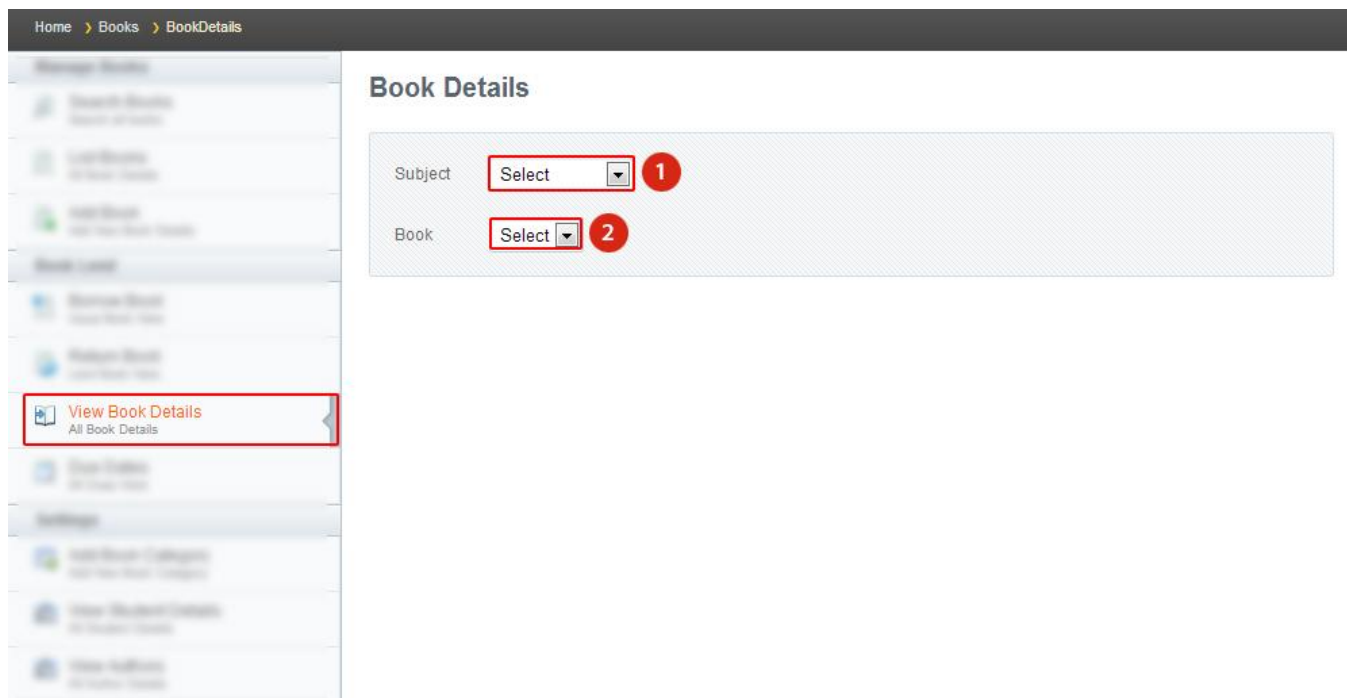
1. Enter the Student Admission Number.
2. Select the Subject
3. Select the Book Name.
4. Click on Issue Date. Select the date from the calendar displayed.
5. Click on Due Date. Select the date from the calendar displayed.
6. Click on Create.

13.5 How to return books to library?

The screenshot displays the 'Return Book' interface. On the left is a sidebar menu under 'Manage Books' with options like 'Borrow Book', 'Lend Book', 'Return Book', 'Borrow Book', 'Lend Book', 'Return Book', 'Borrow Book', 'Lend Book', 'Return Book', 'Borrow Book', 'Lend Book', 'Return Book', 'Borrow Book', 'Lend Book', 'Return Book', 'Borrow Book', 'Lend Book', 'Return Book', 'Borrow Book', 'Lend Book', 'Return Book'. The 'Return Book' option is highlighted with a red box. The main area is titled 'Return Book' and contains a form for 'Student Admission No' with a dropdown menu labeled 'Select' and a red circle with the number '1' next to it.

1. Select the Admission number. It will display the details of the book borrowed by that student.
2. Click on Return Book corresponding to the book to be returned. It will display a pop up asking for confirmation. Click OK for confirmation, else click on Cancel.

13.6 How know the details of the books in the library?



1. Click on subject.
2. Select book.

1. **Select the due date range.** *[It will display the list of borrowed books having the due date within the range you selected]*
2. **Click on Reminder SMS to send SMS alerts to all the students listed.**

13.8 How to add a book category?

Home > Categories > Create

Create Category

Category* 1 2

Settings

- Add Book Category**
Add New Book Category
- View Student Details**
All Student Details
- View Student Details**
All Student Details

1. Enter the category name.
2. Click on Create. The category created will be displayed in the category list.

13.9 How to know the student activities in library?

Home > Borrow Books > StudentDetails

View Student Details

Select Student ID 1

Student Name	ISBN	Book Name	Author	Issue Date	Due Date	Is returned
Student Name	ISBN	Book Name	Author	Issue Date	Due Date	Is returned

Settings

- View Student Details**
All Student Details
- View Student Details**
All Student Details

1. Select the Student ID. It will display the student activities in library [*Borrowed book details, Book status, etc*].

1. Click on **Create Author** *[It will display a pop up form. Fill all the details and click on save to create an author].*
2. Enter a name and press Enter to search authors with that name.
3. Click on **View Books**. It displays the details of the books written by that author.
4. Click on **manage** [1) Edit 2) Delete]
5. Use pagination to navigate through pages.

14. Downloads

Downloads module allows you to upload and download files in the application.

14.1 How to create a file category?

Click on Create File Category.

1. Enter the category name. *[Eg: Assignments, Reference]*
2. Click on Create.

14.2 How to manage a file category?

ID	Category	
1	Reference	1
2	Assignments	

Click on Manage File Category to view the categories created.

1. File category managing options are View, Edit and Delete.

14.3 How to create a file upload?

Home > File Uploads > Create

Create FileUploads [All Uploads](#) [Manage Uploads](#)

Fields with * are required.

Title * 1

Category * 2

Placeholder 3

Course 4

Batch 5

File * 6 No file chosen

7

Click on Create File Uploads.

1. Enter the title.
2. Select the file category.
3. Select a placeholder.
4. Select the course.
5. Select the Batch.
6. Select the file.
7. Click on Create.

14.4 How to manage a file upload?

Home > File Uploads > Manage

File Uploads

Manage File Uploads

Manage File Uploads

File Category























Manage File Uploads

Manage File Uploads

New Upload

All Uploads

Showing 11 of 16 results

Title	Place Holder	Course	Batch	
Management 1	Teacher	-	-	1  
Management 2	Teacher	-	-	 
Management 3	Teacher	-	-	 
Management 4	Teacher	-	-	 
Management 5	Teacher	-	-	 
Management 6	Teacher	-	-	 
Management 7	Teacher	-	-	 
Management 8	Teacher	-	-	 
Management 9	Teacher	-	-	 
Management 10	Teacher	-	-	 
Management 11	Teacher	-	-	 

Go to page:

2

<< First

< Previous

1

2

Next >

Last >>

Click on Manage File Uploads. It will display the details of files that are uploaded.

1. File upload managing options are View, Edit and Delete.
2. Use pagination to navigate through pages.

14.5 How to download a file?

The screenshot shows the 'File Uploads' page. On the left, there is a sidebar with a dropdown menu labeled 'All Uploads' (highlighted with a red box and a red circle with the number 1). The main area has a header 'File Uploads' with two buttons: 'New Upload' (highlighted with a red box and a red circle with the number 3) and 'Manage Uploads' (highlighted with a red box and a red circle with the number 4). Below the header is a table with columns: 'Title', 'File Name', 'File Type', and 'Posted By'. The first cell of the table (a checkbox) is highlighted with a red box and a red circle with the number 1. At the bottom left of the table, there is a 'Download' button (highlighted with a red box and a red circle with the number 2).

	Title	File Name	File Type	Posted By
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Click on All Uploads.

1. Click the select box on the header to select All Files. Alternatively, individual files can also be selected.
2. Click on Download to download the files.
3. Click on New Upload to upload a new file.
4. Click on Manage Uploads to manage the uploaded files.