SCHOOL MANAGEMENT SYSTEM

1-Main Form

What School Management System is:

School Management System is a complete school information management solution. Product line and customization service allow our customers to satisfy any business needs.

![School Management System](image)

We developed our program to ensure that you will get familiar with our software in the absolute minimum time.

We made the installation process as clear as possible. It does not require any special knowledge or efforts.

We bundle our software with full customer support. Our experts are always ready to answer questions.

We always offer customization services. We can customize the software to completely fit the structure of your business.

Having the most productive software will boost your staff productivity.

Who our software is made for:

- School and college principals
- Teachers
- School administrators

Who we are:

We are a team of highly skilled professionals in the IT. Our managers and developers have more than one years experience in the IT industry and the client oriented work.

2-Overview

The system is for automating the student, class and teacher management in any midsized schools. Created especially for meeting the requirements of small and midsized schools that cover all aspects of the school
information management as following:

Available features:

- Student information management
- Class information management
- Teaching sessions management
- Students attendance management
- Students initial scores report
- Students exam scores report
- Temporary tutors report
- Canceled sessions report
- Multiuser work over LAN

The main principles:

- Security. The security of subsystem supports the dividing users into several groups. Each group has its own set of rights for viewing or changing data.

- The highest reliability. Data management system is based on transactions. Transactional system never allows your data to be lost or corrupted because of accidents such as electricity cutting or hardware errors.

- Don’t lose your data. Even after deleting it’s possible to restore your data.

- Double asking before changing. User will be asked twice before the program deletes any your data.

- Availability. The intuitive user interface allows you start to work with the program easily. The program will lead you in any your work.

- Multiuser work over LAN. You’ll be able to share data over network.

Program Versions

- Standard Edition the base configuration.
- Professional Edition professional version (all features)

We are always improving the program. Use the support page to send us your suggestion and bug reports. If your suggestion is implemented in a future version of the program you’ll get a discount for the update!

3-Licence Information

IMPORTANT -- READ CAREFULLY BEFORE USING THIS SOFTWARE

License for School Management System Standard Edition

1) GRANT OF LICENSE. You may:

   (i) install the Software on any count computers;

   (ii) use the Software freely excepting the cases from the LICENSE RESTRICTIONS section.

2) LICENSE RESTRICTIONS. You may not:

   (i) modify, translate, reverse engineer, decompile, disassemble (except to the extent that this
restriction is expressly prohibited by law) or create derivative works based upon the Software or Documentation;

(ii) rent, lease, transfer, or otherwise transfer rights to the Software or Documentation;

(iii) remove any proprietary notices or labels on the Software or Documentation;

**License for School Management System Professional Edition**

1) **GRANT OF LICENSE. You may:**
   
   (i) use the Software on any single computer;
   
   (ii) use the Software on a second computer so long as the first and second computers are not used simultaneously;
   
   (iii) any copy of the Software which is working on different computers simultaneously requires the separated license;
   
   (iv) copy the Software for back-up and archival purposes, provided any copy must contain all of the original Software's proprietary notices.

2) **LICENSE RESTRICTIONS. You may not:**
   
   (i) use two or more copies of the Software on different computers simultaneously without buying the licenses for every working copy;
   
   (ii) permit other individuals to use the Software except under the terms listed above;
   
   (iii) modify, translate, reverse engineer, decompile, disassemble (except to the extent that this restriction is expressly prohibited by law) or create derivative works based upon the Software or Documentation;
   
   (iv) copy the Software or Documentation (except for back-up or archival purposes);
   
   (v) rent, lease, transfer, or otherwise transfer rights to the Software or Documentation;
   
   (vi) remove any proprietary notices or labels on the Software or Documentation

**4-Security**

- Login
- Open the list of users
- Add a new user
- Edit the list of groups
- Delete a user
- Groups

**+Login**

After the program is launched the login window arrrars.

Enter the valid login and password and press 'Login' button. If login and password are not valid the user will be logged in as guest and will have the lowest privileges.
+Open the list of users

Click the 'Tools/Users' menu item. Select any user to see his group list.

+Add a new user

Open the list of users. Click the '+' (add a new user) button on the 'Users' form. Fill the necessary fields on the 'New user' form and click the 'Save' button.

+Edit the list of groups

Open the list of users. Click the 'Edit list of groups' button on the 'Users' form. Select appropriate groups and click the 'Save' button.
+Delete a user
Open the list of users. Click the 'X' (delete a user) button on the 'Users' form. The user will be asked twice before the selected user is deleted.

+Groups
The user can be a member of the following groups:

- Guests - now it has no permissions except the permission to log in.
- Teachers - has permissions: view and edit a class journal
- Secretary - has permission: all teacher's permission plus he can add/delete/edit students, classes and teachers.
- Administrator - has all permissions including add/edit/delete users.

5-Student Information Management

-Open the list of students
-Add a new student
-Edit a student
- Delete a student
- Fill the enrolment form
- Add a student to a class

**Open the list of students**
Double click on the ‘Students’ icon on the main form or click the ‘View/Students’ menu item.

The list of students will start.

**Add a new student**
Click the ‘Add new student’ icon on the main form or click the main form menu item ‘New/Student’.

Fill necessary fields on the ‘New Student Form’ and click ‘Save’
+Edit a student
Open the list of students. Select a student from the list. Click the 'Edit' button on the toolbar. Fill the necessary fields on the form. Click the 'Save' button.
+Delete a student
Open the list of students. Select a student from the list. Click 'Delete' button on the toolbar. The user will be asked twice before the student selected is deleted.

+Fill the enrolment form
Open the Edit Student Form. Click the 'Enrolment Form' button. Fill the necessary fields on the enrolment form. Click 'Save' button.

If you need to add a new nationality. Click 'Add New Nationality' button on the enrolment form. Type a new nationality in the 'Add New Nationality' form and click 'Save' button.

If you need to add a new visa type. Click 'Add New Visa' button on the enrolment form. Type a new visa name in the 'Add New Visa' form and click 'Save' button.

+Add a student to a class
Open a student for edit. Click 'Add a new class' button on the 'Edit Student' form. Select a class from the class list.
Click 'Select' button. A new class will be added to the class list of the student.

6-Classe Information Management
- Open the list of classes
- Add a new class
- Edit a class
- Delete a class
- Filter the class list
- The class journal

+ Open the list of classes
Double click the 'Classes' icon on the main form or click the 'View/Classes' menu item.

The list of classes will start.

+ Add a new class
Click the 'Add New Class' icon on the main form or click the 'New/Class' menu item.

Fill the necessary fields on the 'Add New Class' form and click 'Save' button.
+Edit a class
Open the list of classes and select a class. Click the 'Edit' button on the toolbar. Fill the necessary fields on the 'Edit Class' form and click 'Save' button.

+Delete a class
Open the list of classes and select a class. Click the 'Delete' button on the toolbar. The user will be asked twice before the class is deleted.
+Filter the class list
The list of class form has the filter combobox on the toolbox.

![Image of class list filter]

The user can filter the list of classes and see:

- Stopped classes
- Started classes
- Waiting classes (not started)
- Started and Waiting classes

+The class journal
Click the 'Tools/Attendance' menu item. Select class from the list of classes. The class journal will appear.

![Image of class journal]

Every cell can get the following value:

- P - a student was at the class.
- L - a student was late.
- S - a student was sick.
- A - a student was absent from the class.

To change the cell's value doubleclick on the cell or rightclick on the cell and select the Present/Late/Sick/Absent menu item.
To change the 'Exam' cell's value double-click on the cell and enter the new value.
The user can add description for any cell. To do this select the 'Description' menu item from the right-click menu. Type necessary description and click 'OK' button.

When the user closes the journal form he'll be asked to save changes.

**7-Cheacher Information Management**

- Open the list of teachers
- Add a new teacher
- Edit a teacher
- Delete a teacher

+ Open the list of teachers
Click the 'Teachers' icon on the main form or click the 'View/Teachers' menu item.
+Add a new teacher
Click the 'Add teacher' icon on the main form or click the 'New/Teacher' menu item.

Fill the necessary fields on the 'Add New Teacher' form and click 'Save' button

+Edit a teacher
Open the list of teachers. Select a teacher from the list. Fill the necessary fields on the 'Edit Teacher' form and click 'Save' button
+Delete a teacher
Open the list of teachers. Select a teacher from the list and click the 'Delete' button on the toolbar.

The user will be asked twice before the teacher is deleted from the list.

8-Cancel Teaching Sessions (Attendance Control)
Click the 'Cancel Session' menu item. Fill necessary fields on the 'Cancelation of Teaching Session' form. Click the 'OK' button.
10-Temporary Tutors

Click the 'Temporary Tutor' menu item. Fill necessary fields on the 'Temporary Tutor Cover' form. Click the 'OK' button.
10-Reports

- Students initial scores
- Students exam scores
- Temporary tutors
- Canceled teaching sessions

All reports are created as Excel files. So you need the MS Excel installed before printing any report.

+Students initial scores

Click the 'Report|Scores” menu item. When the report is prepared the user will be prompted to save it as an Excel file. After saving the report will be opened.
+Students exam scores

Click the "Report|Exam Score" menu item, then select a class from the class list. When the report is prepared the user will be prompted to save it as an Excel file. After saving the report will be opened.

+Temporary tutors

Click the "Report|Temporary tutors" menu item. When the report is prepared the user will be prompted to save it as an Excel file. After saving the report will be opened.

+Canceled teaching sessions

Click the "Report|Canceled sessions" menu item. When the report is prepared the user will be prompted to save it as an Excel file. After saving the report will be opened.