

# Documentation & User Guide



## Complete School Management & Information System

Ynet Interactive

V 2.0.3

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# System Overview

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SOA is a browser-based all-in-one School management software designed for schools and colleges, comprising of School Management module, Admission module, Staff/Teachers module, Fee module, Online Payment module, Examination module, Attendance module, Students Information module, Accounting module, Parent/Students Portal, Students Application Portal, Library module, Document Management module, Human Resource module, SMS / Email Communication module and many others useful modules that makes school management easy and efficient.

## Core Modules

Dashboard	Admission	Students	Parents
Library	Documents	Subjects	Classes
Fees	Exams & Records	Accommodation	Year Book
Accounting	Human Resource	Customization	System Update
Store & Inventory	Time-table	Attendance	Communications

# Core Modules

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As a complete school management system, SOA comprises of over 30 administration, management, automation and information modules, including the following core modules;

## **Dashboard Module**

The dashboard is the give you an overview of your schools status, including a selection of graphical reports and links to most-used features.

## **Admission Module**

The admission module covers all aspects of student admission into your school, starting from student application to student enrolment.

## **Students Information Module**

The student information module stores and manages every relevant details of your students, including personal details, parents, guardians, academic and much more.

## **Parents Module**

The parents module stores and manages relevant details of parents, making it easy to track and interact with every parents in your school.

## **Library Management Module**

The library module provides tools to issue-out books as well as keep track of books and other items in your school library.

## **Document Management Module**

The document module provides a role-based document management system to enable your school manage and distribute important documents to students, parents and staffs.

### **Subject Module**

The subject module provides features that enable your school setup various subjects, assign subjects to classes, assign subject to teachers and setup course contents for each subjects.

### **Classes Module**

The class module provides features that enable your school setup various classes, assign students to classes, assign teachers to classes, view class-wise reports and promote students from one class to another.

### **Fee Module**

The fee module provides tools to create, manage and collect different fees for different sessions, terms, classes or even group of students. It also provides tools for fee payment, invoicing as well as feature to view various fee reports, including defaulters list. SOA also gives you the flexibility of collecting part or full payment for fees. Payments can be made in multiple installments.

### **Online Payments**

SOA offers 7 online payment platforms; Quickteller, PayPal, GTPay, WebPay, 2Checkout, SimplePay and Cash/Bank payments, with tools to easily create custom payment gateways, giving parents multiple payment options.

### **Exams & Record Module**

The exams and records module enable you create Exams for various school sessions and terms or even classes, record students exam and assessment marks and automatically compute and generate class-wise, student-wise and subject-wise results. It also provides tools to easily promote students to next class based on performance in selected exam.

### **Accommodation & Hostel Module**

The accommodation module provides tools to create hostels and allocate different hostels to various students and also search and view students based on allocated hostels.

### **Year-Book Module**

The year-book module automatically generate a printable yearbook for selected class and academic session, including graduate class, which can be accessed by parents, students and staffs

### **Financial Accounting Module**

The accounting module automates your school accounting tasks, providing you the tools to manage and control your school financials more effectively. It supports double entry accounting system and generates automatic financial statements.

### **Human Resource Module**

The human resource module provides lots of tools to automate most aspects of your school's human resource related tasks, from creating school staffs, role assignment, employee information management, to employee payroll management, automated pay slip generation and processing.

### **Customization Module**

The customization module provides the tools to enable you setup the application to suite your school's requirement as well as perform basic customization of appearance of the application, including school details, background image many and other features.

### **System Maintenance Module**

The system maintenance module provides tools to keep the system running smoothly, including database backup/restore tools, system upgrade tool and migration tool.

### **Authentication Module**

The authentication module keeps the system secured, making sure that only authorized users have access to the system and that users only have access to modules and functions assigned to them based on the access privileges.

SOA provides you the option to authenticate school portal users with either scratch card PIN code or Username/Password.

### **Time-table & Calendar Module**

The time-table and calendar module provides tools to create and manage your school's schedules, class-wise schedules, daily class periods, school activities and events, school calendar and much more

### **Attendance Module**

The attendance module provides a number of attendance management tools which offer wealth of information about attendance of individual student as well as whole section or class. It also provides an easy to use interface to enable class teachers take and track daily attendance of students in their classes.

### **Communication Module**

The communication module provides tools to send Bulk SMS and Email to parents, students, staff, as well as an internal messaging System to communicate to parents, staffs and students, without the need to send SMS, emails or make phone calls.

### **Parents & Students Portal**

Parents can access the school portal to view their children's information, track and pay fees, keep track of their children's performance and access other information. Students can also access the school portal to view their profile, track and pay fees, keep track of their performance and access other school information

### **User Management Module**

The user management module provides the tools to create and manage system users as well as assign various roles and access privileges such as Administrator, Manager, Teacher, Librarian, etc.



# System Requirements

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## Server Requirements

- Linux or Windows OS
- Apache
- PHP Version 5.2 or higher
- Curl Support (with SSL)
- GD2 Image Library
- JSON Enabled
- PHP Memory Limit: 64 MB
- MySQL Version 4.1 or higher
- With MySQL Strict Mode disabled

## Client Requirements

### Browsers:

- Internet Explorer 10 or higher
- Safari
- Google Chrome
- Mozilla Fire Fox
- JavaScript must be enabled

### Display Resolution

- 1024 X 768 or higher recommended

### OS (Desktop & Mobile platforms are supported)

- Windows XP, Vista, 7, 8 or higher
- Mac 10.x or higher
- Android 4.x or higher
- iOS

# Installing SOA

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## Pre-Installation Checks:

Before you proceed with installing SOA, ensure that you have a working PHP server with Apache and MySQL, and that your server meets the minimum system requirements, "cURL" & "allow\_url\_fopen" are enabled and you have a working internet connection (if you choose to install SOA on a local network).

## Getting SOA on your Server:

Visit [www.ynetinteractive.com/soa](http://www.ynetinteractive.com/soa) to purchase and download the latest version of SOA at (if you haven't already done that). The download is a ZIP file containing SOA main files and documentation.

Upload and Extract all files within the SOA Zip file to a desired directory on your server

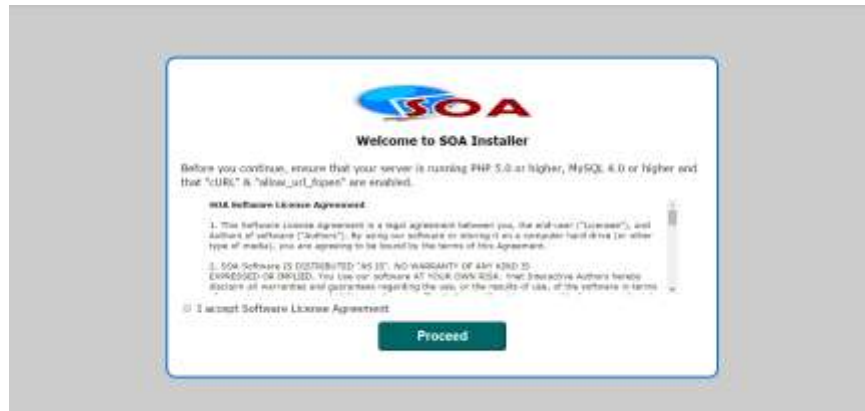
## Setting up Fresh Database for your New SOA Installation:

SOA requires a MySQL Database to run. A fresh database is recommended.

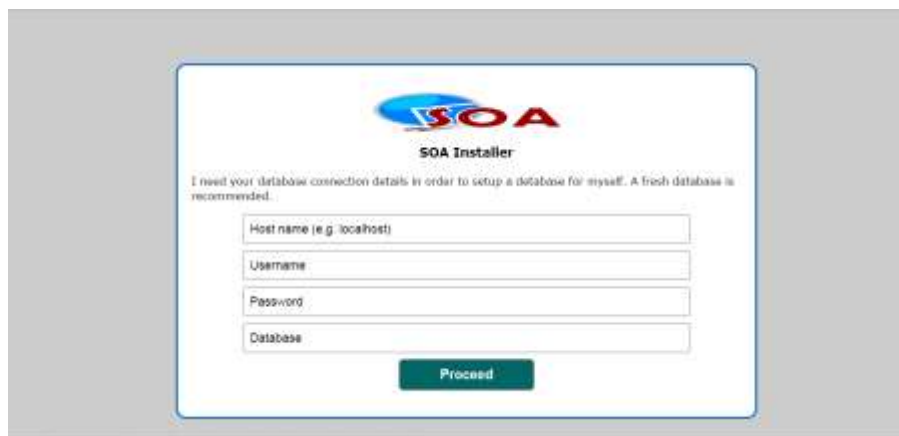
Use your **phpMyAdmin** tool, cPanel **mySQL Database Wizard** or any other database tool to create a new database and user with full access privileges on the newly created database. Take note of your database name, username and password.

## Installing SOA:

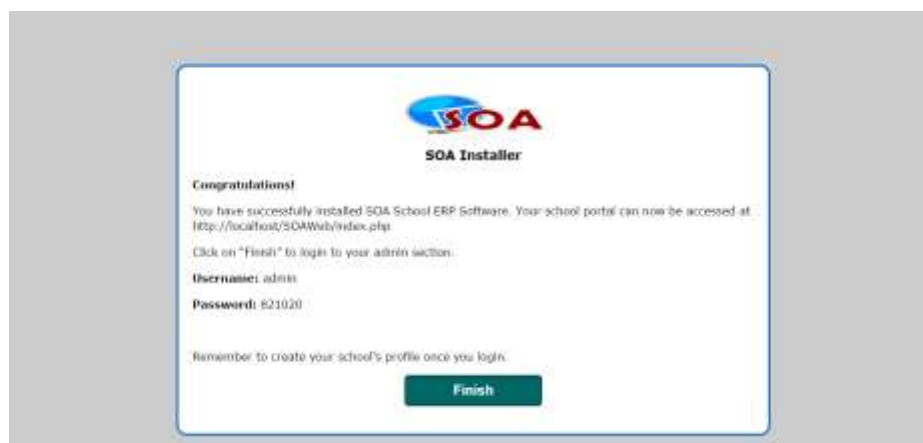
**Step 1.** Using your web browser, navigate to the SOA directory on your server (e.g. [www.\[your-domain\]/\[path-to-the-soa-folder\]](#) or [localhost/\[path-to-the-soa-directory\]](#) as the case may be)



**Step 2.** Read through the SOA Software License Agreement, check the “Accept box” and click on “Proceed” to continue



**Step 3.** Enter your database connection details and click “Proceed” to continue. SOA will attempt to connect to your database, setup its database structure and perform all other installation tasks.




Upon successful installation, you will be presented with a screen containing lots of vital information regarding your new SOA installation, including the link to your School Portal, link to your admin/staff portal and most importantly your auto-generated **Supper Admin User** login detail.

**Step 4.** Take note of these information and click “Finish” to launch SOA.

**Hint!** It is highly recommended that you change your supper admin login password as soon as you login to the system, as recovering this password may not be so simple. See *the User Manaagement section for more.*

### Validating you SOA License:

If your copy of SOA requires license key, you will be redirected to the product validation page to validate your license before you can start using SOA. Please ensure that you have your license key and a working internet connection before you proceed.

A screenshot of a web page for product validation. At the top, it says "Please Enter Your Product Key" with a note "(Make sure you are connected to the Internet before you proceed)". Below this is a text input field labeled "YOUR 16 DIGITS PRODUCT KEY:". Under the input field are two green buttons: "Validate License" and "Obtain License". At the bottom, there is a link that says "Did you purchase this software from an App Store? Redeem my License".

On the product validation page, enter your product key. If you have purchased your copy of SOA from an app store, use the “Redeem my License” link to validate your purchase and obtain a license key.

Upon successful license validation, you will be redirected to SOA admin login page.

# Admin/Staff Portal Overview

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The SOA admin portal gives you access to all the school management and administration modules. The admin portal is accessible to all your school staffs, based on assigned user roles (*see [admin user roles & privileges below](#)*).

To access the admin portal, use your web browser to navigate to your SOA installation directory (*e.g. [www.your-domain.com/path-to-soa/administrator](#)*).



Enter your username and password in the respective fields and click the “Login” button to authenticate your login details. If authentication was successful, you will be redirected to the main dashboard (*or your last visited page as the case may be*).

## Recovering your Login Details

If for any reason you forgot your login username and/or password, simply click on the “Forgot Password” link on the login page and enter your account email address to have a new one sent to you by email.

**Note!** The auto password recovery feature requires that your email address be attached to your account. You can consult your **Supper Admin** if you choose to reset your password manually.

*If you ever lose your **Supper Admin** password and don't have an email attached to the admin account, simply contact your vendor for recovery instruction*

## Admin/Staff Portal User Roles and Access Privileges

User management is one of the most useful features on SOA. Even though it looks simple it is really powerful. With the user role and access level feature, you have total control over what your school staff can see or do on the system.

The following user roles are available on SOA;

Role Name	Access Privileges
<b>Administrator</b>	Supper user with access to all modules & functions as well as system setup & maintenance tools. Most suitable for school owner or highest authorities.
<b>Manager</b>	Access to all HRM, administration, financial, information and communication modules & functions. Can also create other non-supper users. Most suitable for School Managers, Principals, etc
<b>Accountant</b>	Access to HRM, information and financial modules & functions. Most suitable for School Bossier, Accountants, etc.
<b>Teacher</b>	Access to information modules, class-related modules, exams related modules and teaching modules. Most suitable for School Teachers.
<b>Librarian</b>	Access to information module as well as library management module. Most suitable for Librarians and other library staff.
<b>Front-Desk</b>	Access to only information modules, including Fees and Hostel. Most suitable for Front-Desk staff, Receptionist, etc.
<b>Store Keeper</b>	Access to store, sales, stock, inventory modules, and general information modules.
<b>Others</b>	Can only access school information modules. Most suitable for any school staffs who does not require access to the school management system, e.g. Security Staff, Drivers, etc.

# Admin Menu Overview

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SOA admin menu has been designed in a way that gives you quick access to any module or function, based on your user privilege. This means that users only get to see links to those modules assigned to his/her user role.

Here is a quick overview of SOA menu navigation structure for each user roles.

## Administrator's Menu

- **Dashboard:** Returns you to the main landing page or dashboard module.
- **Admission:** Gives you access to various admission related functions
  - **Admit New Student:** Access the new student enrollment module
  - **Manage Applicants:** Access the intending student application management module
- **People:** Access the parents, students and guardians information modules
  - **Students:** Manage students and access other students related tasks
  - **Parents:** Manage parents and access other parents related tasks
  - **Guardians:** Manage guardians and access other guardians related tasks
- **Library:** Access the integrated school library management system
  - **Manage Books:** View, add or edit books and other items in the library
  - **Book Categories:** View/manage various book categories
  - **Issue Books:** Issue books and other items to students
  - **Return Books:** Receive returned books from students
  - **Issue History:** View issue /return history of each books in the library
- **Documents:** Access the integrated document management system.
- **Photo Gallery:** Access the integrated photo gallery
- **Store:** Access the integrated store, inventory and sales module.
- **School Planning:** Access to class, subjects and other academic related tasks
  - **Manage Subjects:** Manage subjects, syllabus and assign teachers to subjects
  - **Manage Grades:** Setup and manage various grade scales used in exams
  - **Manage Classes:** Manage various classes and assigned teachers to various classes

- **Manage Sessions:** Manage school academic sessions and set active school session
- **Manage Terms:** Manage various school terms and set active school term
- **Manage Class Attendance:** Take class attendance and view various attendance reports.
- **Class Time-Table:** Create and manage daily periods and schedules of various classes
- **School Calendar:** Manage school activities, events and schedules
- **Fees:** Access various fees related functions
  - **List Fees:** View and manage various school fees
  - **Create New Fee:** Create new school fees
  - **Pay Fee:** Receive and process payments for various school fees
  - **Fee Payment Reports:** View various reports on fees, including students-wise payment status, defaulters list, etc
- **Exams & Records:** Access examination related functions
  - **List Exams:** View and manage various exams
  - **Create New Exam:** Create a new examination
  - **View Exam Reports:** View student-wise, class-wise or subject-wise reports on various exams
  - **Promote Students:** Promote students to higher classes based on selected criteria.
- **Hostels:** View, create and manage various hostels in the school and its occupants.
- **Year Book:** View an auto generated digital year book of your school based on selected class/academic session.
- **Accounting Tools:** Access various school financial accounting functions
  - **Cash-Flow Reports:** View a summary of income and expenditures of your school, including other cash-flow graphical reports.
  - **Add Income/Expense:** Add an income or expenditure record to the account book.
  - **Transactions:** View a summary of all transaction and invoice/receipt of payments made on your school portal.
  - **Payment Notifications:** View and process offline payment notice submitted by parents/students.
- **Human Resource:** Manage school employees and other HRM related functions



- **Create School Teachers:** Create new school teachers
- **Create Other Staffs:** Create other school employees
- **Manage Teachers:** View and manage school teachers
- **Manage Other Staffs:** View, create and manage other school employees
- **Employee Payroll:** View employee payroll information and generate salary pay slips
- **Manage Pay Slips:** View, Manage, generate and process salary pay slips.
- **Admin Tools:** Access school setup and administration functions.
  - **Manage Scratch Card PINs:** Generate, print and manage school portal login scratch card PIN codes
  - **Manage Users:** Manage user accounts, roles and login details
  - **Send Email:** Send bulk email messages to applicants, students, parents or school staffs.
  - **Send SMS:** Send bulk SMS messages to applicants, students, parents or school staffs.
  - **Create Notice:** Post public notice/message for selected portal users
  - **School Settings:** Perform initial school setup and system configuration/customizations.
  - **Currency Settings:** Setup various currencies and exchange rates
  - **Payment Gateway Settings:** Configure various payment gateways and create custom payment methods
  - **Import School Data:** Import your existing school records from a CSV file
- **Update My Profile:** Edit your user account and login details.
- **System Tools:** Access System maintenance functions
  - **School Settings:** Perform initial school setup and system configuration/customizations.
  - **Currency Settings:** Setup various currencies and exchange rates
  - **Payment Gateway Settings:** Configure various payment gateways and create custom payment methods
  - **Import School Data:** Import your existing school records from a CSV file
  - **Database Backup Tools:** Perform database backup/restore tasks
- **Logout:** Logout of the system

## Manager's Menu

- **Dashboard:** Returns you to the main landing page or dashboard module.
- **Admission:** Gives you access to various admission related functions
  - **Admit New Student:** Access the new student enrollment module
  - **Manage Applicants:** Access the intending student application management module
- **People:** Access the parents, students and guardians information modules
  - **Students:** Manage students and access other students related tasks
  - **Parents:** Manage parents and access other parents related tasks
  - **Guardians:** Manage guardians and access other guardians related tasks
- **Library:** Access the integrated school library management system
  - **Manage Books:** View, add or edit books and other items in the library
  - **Book Categories:** View/manage various book categories
  - **Issue Books:** Issue books and other items to students
  - **Return Books:** Receive returned books from students
  - **Issue History:** View issue /return history of each books in the library
- **Documents:** Access the integrated document management system.
- **Photo Gallery:** Access the integrated photo gallery
- **Store:** Access the integrated store, inventory and sales module.
- **School Planning:** Access to class, subjects and other academic related tasks
  - **Manage Subjects:** Manage subjects, syllabus and assign teachers to subjects
  - **Manage Grades:** Setup and manage various grade scales used in exams
  - **Manage Classes:** Manage various classes and assigned teachers to various classes
  - **Manage Sessions:** Manage school academic sessions and set active school session
  - **Manage Terms:** Manage various school terms and set active school term
  - **Manage Class Attendance:** Take class attendance and view various attendance reports.
  - **Class Time-Table:** Create and manage daily periods and schedules of various classes
  - **School Calendar:** Manage school activities, events and schedules
- **Fees:** Access various fees related functions

- **List Fees:** View and manage various school fees
- **Create New Fee:** Create new school fees
- **Pay Fee:** Receive and process payments for various school fees
- **Fee Payment Reports:** View various reports on fees, including students-wise payment status, defaulters list, etc
- **Exams & Records:** Access examination related functions
  - **List Exams:** View and manage various exams
  - **Create New Exam:** Create a new examination
  - **View Exam Reports:** View student-wise, class-wise or subject-wise reports on various exams
  - **Promote Students:** Promote students to higher classes based on selected criteria.
- **Hostels:** View, create and manage various hostels in the school and its occupants.
- **Year Book:** View an auto generated digital year book of your school based on selected class/academic session.
- **Accounting Tools:** Access various school financial accounting functions
  - **Cash-Flow Reports:** View a summary of income and expenditures of your school, including other cash-flow graphical reports.
  - **Add Income/Expense:** Add an income or expenditure record to the account book.
  - **Transactions:** View a summary of all transaction and invoice/receipt of payments made on your school portal.
  - **Payment Notifications:** View and process offline payment notice submitted by parents/students.
- **Human Resource:** Manage school employees and other HRM related functions
  - **Create School Teachers:** Create new school teachers
  - **Create Other Staffs:** Create other school employees
  - **Manage Teachers:** View and manage school teachers
  - **Manage Other Staffs:** View, create and manage other school employees
  - **Employee Payroll:** View employee payroll information and generate salary pay slips
  - **Manage Pay Slips:** View, Manage, generate and process salary pay slips.
- **Admin Tools:** Access school setup and administration functions.

- **Manage Scratch Card PINs:** Generate, print and manage school portal login scratch card PIN codes
- **Manage Users:** Manage user accounts, roles and login details
- **Send Email:** Send bulk email messages to applicants, students, parents or school staffs.
- **Send SMS:** Send bulk SMS messages to applicants, students, parents or school staffs.
- **Create Notice:** Post public notice/message for selected portal users
- **Update My Profile:** Edit your user account and login details.
- **Update SOA:** Perform a check on SOA update server for new updates
- **Logout:** Logout of the system

## Teacher's Menu

- **Dashboard:** Returns you to the main landing page or dashboard module.
- **Students:** View students in your class and access other students related tasks
- **Parents:** View parents of students and access other parents related tasks
- **Guardians:** View guardians of students in your class.
- **Teachers:** View teachers in your school.
- **Subjects & Syllabus:** View your subjects and syllabus
- **Class Time-Table:** View daily periods and schedules of your classes
- **Documents:** Access the integrated document management system.
- **Photo Gallery:** Access the integrated photo gallery
- **School Schedules:** View school activities, events and schedules
- **Exams & Records:** Access examination related functions
  - **List Exams:** View various exams
  - **View Exam Reports:** View student-wise, class-wise or subject-wise reports on various exams
- **Attendance:** Take class attendance and view various attendance reports.
- **Year Book:** View an auto generated digital year book of your school based on selected class/academic session.
- **Update My Profile:** Edit your user account and login details.
- **Update SOA:** Perform a check on SOA update server for new updates
- **Logout:** Logout of the system

## Accountant's Menu

- **Dashboard:** Returns you to the main landing page or dashboard module.
- **Students:** View students other students related non-administrative functions
- **Parents:** View parents information
- **Guardians:** View guardians information.
- **Teachers:** View teachers in your school.
- **Class Time-Table:** View daily periods and schedules of your classes
- **Documents:** Access the integrated document management system.
- **Photo Gallery:** Access the integrated photo gallery
- **Store:** Access the integrated store, inventory and sales module.
- **School Schedules:** View school activities, events and schedules
- **Fees:** Access various fees related functions
  - **List Fees:** View and manage various school fees
  - **Pay Fee:** Receive and process payments for various school fees
  - **Fee Payment Reports:** View various reports on fees, including students-wise payment status, defaulters list, etc
- **Year Book:** View an auto generated digital year book of your school based on selected class/academic session.
- **Accounting Tools:** Access various school financial accounting functions
  - **Cash-Flow Reports:** View a summary of income and expenditures of your school, including other cash-flow graphical reports.
  - **Add Income/Expense:** Add an income or expenditure record to the account book.
  - **Transactions:** View a summary of all transaction and invoice/receipt of payments made on your school portal.
  - **Payment Notifications:** View and process offline payment notice submitted by parents/students.
- **Human Resource:** Access school HRM related functions
  - **Employee Payroll:** View employee payroll information and generate salary pay slips
  - **Manage Pay Slips:** View, Manage, generate and process salary pay slips.
- **Update My Profile:** Edit your user account and login details.
- **Update SOA:** Perform a check on SOA update server for new updates

- **Logout:** Logout of the system

## Librarian's Menu

- **Dashboard:** Returns you to the main landing page or dashboard module.
- **Students:** View students other students related non-administrative functions
- **Parents:** View parents information
- **Guardians:** View guardians information.
- **Teachers:** View teachers in your school.
- **Library:** Access the integrated school library management system
  - **Manage Books:** View, add or edit books and other items in the library
  - **Book Categories:** View/manage various book categories
  - **Issue Books:** Issue books and other items to students
  - **Return Books:** Receive returned books from students
  - **Issue History:** View issue /return history of each books in the library
- **Documents:** Access the integrated document management system.
- **Photo Gallery:** Access the integrated photo gallery
- **School Schedules:** View school activities, events and schedules
- **Year Book:** View an auto generated digital year book of your school based on selected class/academic session.
- **Update My Profile:** Edit your user account and login details.
- **Update SOA:** Perform a check on SOA update server for new updates
- **Logout:** Logout of the system

## Front Desk's Menu

- **Dashboard:** Returns you to the main landing page or dashboard module.
- **Students:** View students other students related non-administrative functions
- **Parents:** View parents information
- **Guardians:** View guardians information.
- **Teachers:** View teachers in your school.
- **Subjects & Syllabus:** View various subjects and subject syllabus
- **Class Time-Table:** View daily periods and schedules of various classes

- **Documents:** Access the integrated document management system.
- **Photo Gallery:** Access the integrated photo gallery
- **Store:** Access the integrated store, inventory and sales module.
- **School Schedules:** View school activities, events and schedules
- **Fees:** Access various fees related functions
  - **List Fees:** View and manage various school fees
  - **Fee Payment Reports:** View various reports on fees, including students-wise payment status, defaulters list, etc
- **Hostels:** View various hostels in the school and its occupants.
- **Year Book:** View an auto generated digital year book of your school based on selected class/academic session.
- **Update My Profile:** Edit your user account and login details.
- **Update SOA:** Perform a check on SOA update server for new updates
- **Logout:** Logout of the system

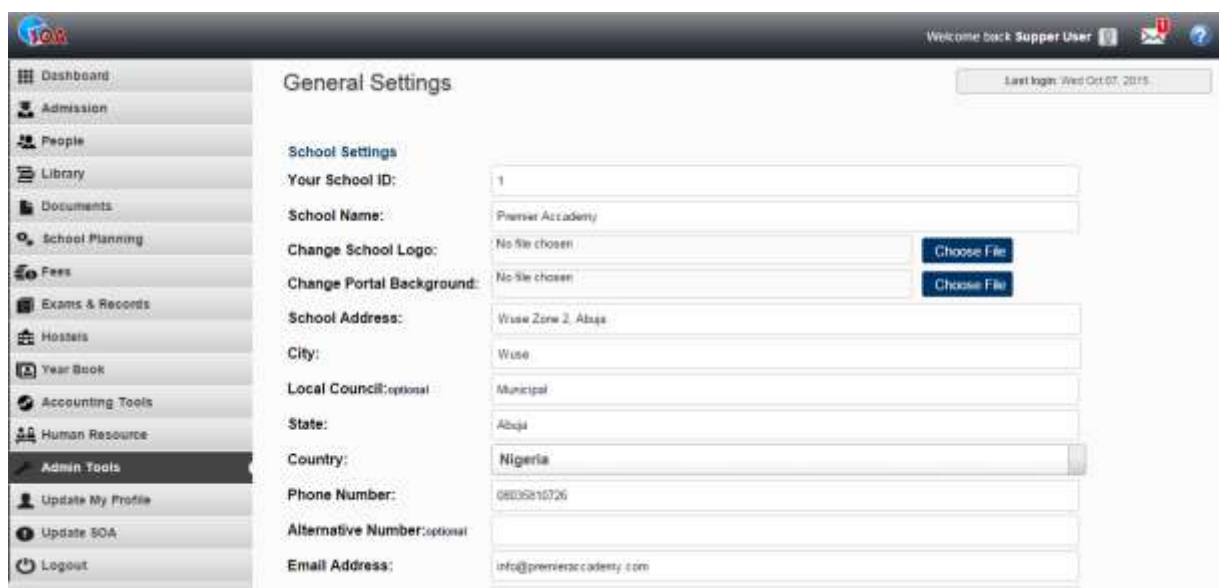
# School Setup

Before performing any other task on SOA, it is very important to complete the initial school setups and customization as most features and functions depends on it.

## Initial Setup & Customization

**Note!** The following tasks can only be performed by a user with **Administrator** access privilege.

To access the initial setup tool, click the **Setup Wizard** link on the dashboard or navigate to **Admin Tools -> School Settings** from the main menu



The screenshot shows the 'General Settings' page in the SOA system. The left sidebar contains a menu with options: Dashboard, Admission, People, Library, Documents, School Planning, Fees, Exams & Records, Hostels, Year Book, Accounting Tools, Human Resource, Admin Tools (highlighted), Update My Profile, Update SOA, and Logout. The main content area is titled 'General Settings' and includes a 'School Settings' section. The form contains the following fields and values:

Field	Value
Your School ID:	1
School Name:	Premier Academy
Change School Logo:	No file chosen [Choose File]
Change Portal Background:	No file chosen [Choose File]
School Address:	Wuse Zone 2, Abuja
City:	Wuse
Local Council: optional	Municipal
State:	Abuja
Country:	Nigeria
Phone Number:	08035815726
Alternative Number: optional	
Email Address:	info@premieracademy.com

At the top right of the form area, there is a 'Welcome back Super User' message and a 'Last login: Wed Oct 07, 2015' timestamp.

Carefully complete setting form as required and click the **Update Settings** button to save your settings.

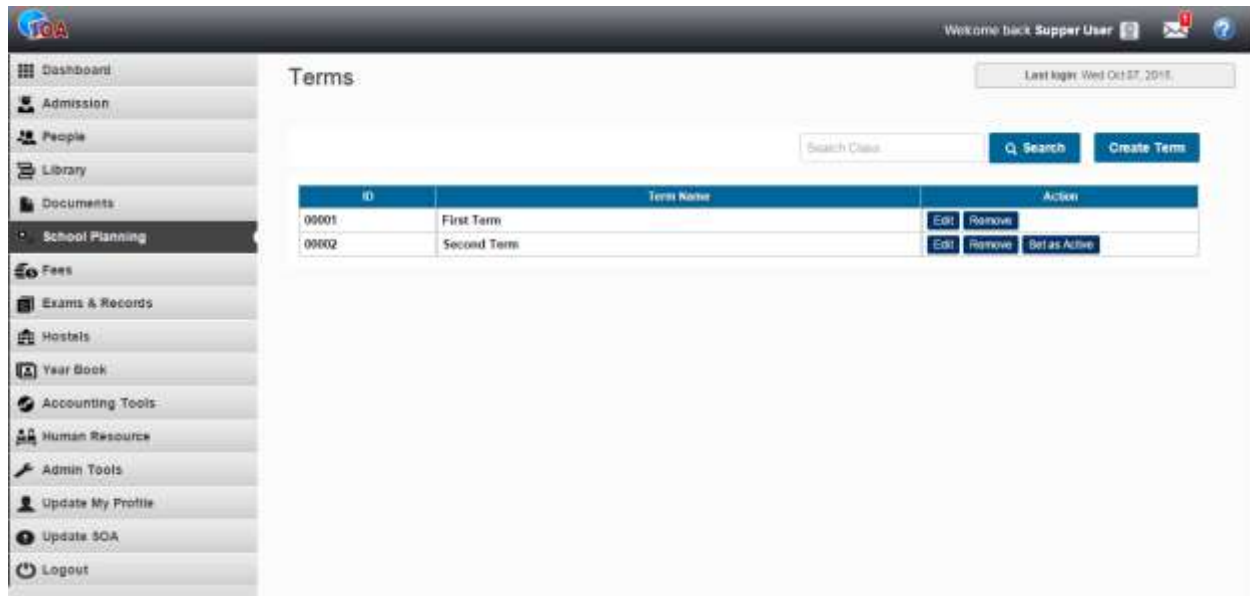
**Hint!** You need to signup for a bulk SMS account at [www.smski.net](http://www.smski.net), then use your account username and password to complete the SMS setting section.



## Setting up School Terms

**Note!** The following tasks can only be performed by a user with **Administrator** or **Manager** access privilege.

Navigate **School Planning -> Manage Terms** from the main menu to access the term management module.



Use the **Create Term** button to add a new term.

After you have created your school terms, you can set the current school term by clicking the **Set as Active** button beside the desired term.

## Setting up School Sessions

**Note!** The following tasks can only be performed by a user with **Administrator** or **Manager** access privilege.

Navigate **School Planning -> Manage Sessions** from the main menu to access the school session management module.



Use the **Create Session** button to add a new session (e.g. 2015/2016 Session).

After you have created your school sessions, you can set the current school session by clicking the **Set as Active** button beside the desired session.

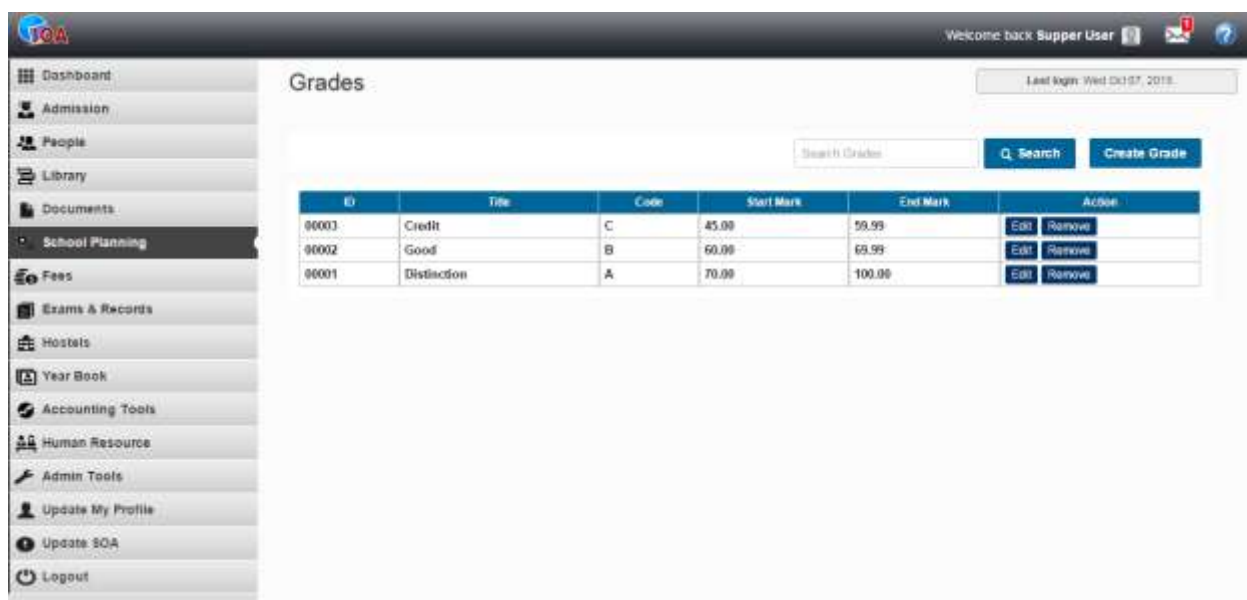
**Hint!** To get the best of SOA, it is recommended that a new active session is set as soon as the current one ends.

## Managing Grades

SOA allows you to create and configure various grade scales to be used for exam and record purposes.

**Note!** The following tasks can only be performed by a user with **Administrator** or **Manager** access privilege.

Navigate **School Planning -> Manage Grades** from the main menu to access the school grade management module.



Use the **Create Grade** button to add new grades. Ensure that you use a continuous grade structure to prevent grading error (see example in the table below).

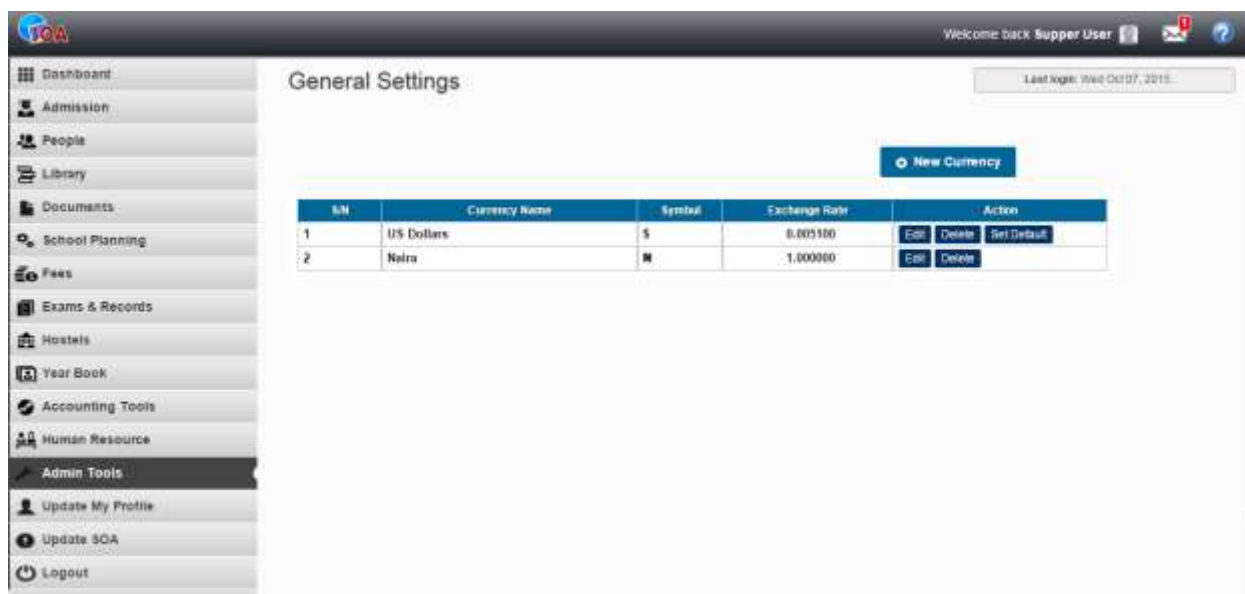
Grade Name	Code	Min Mark	Max Mark
Distinction	A	75.00	100.00
Credit	C	50.00	74.99

### Currency & Exchange Rate Settings

SOA supports multiple currencies which allow you to create as many currencies as you want and set exchange rates of each currencies with regards to your default currency.

**Note!** The following tasks can only be performed by a user with **Administrator** or **Manager** access privilege.

Navigate **System Tools -> Currency Settings** from the main menu to access the currency module.



Click the **Create Currency** button to add a new currency. Exchange rates are expressed in terms of your default currency.

Click on the **Set as Default** button beside a desired currency to set it as your default currency. Remember to set the exchange rate of your default currency to **1.00**

**Note!** SOA store all your financial entries in your default currency. *Ensure that your default currency is set before you start using the system.*

**Warning!** Changing your school's default currency with existing financial data, such as Fees, transactions, etc may lead to unexpected results.

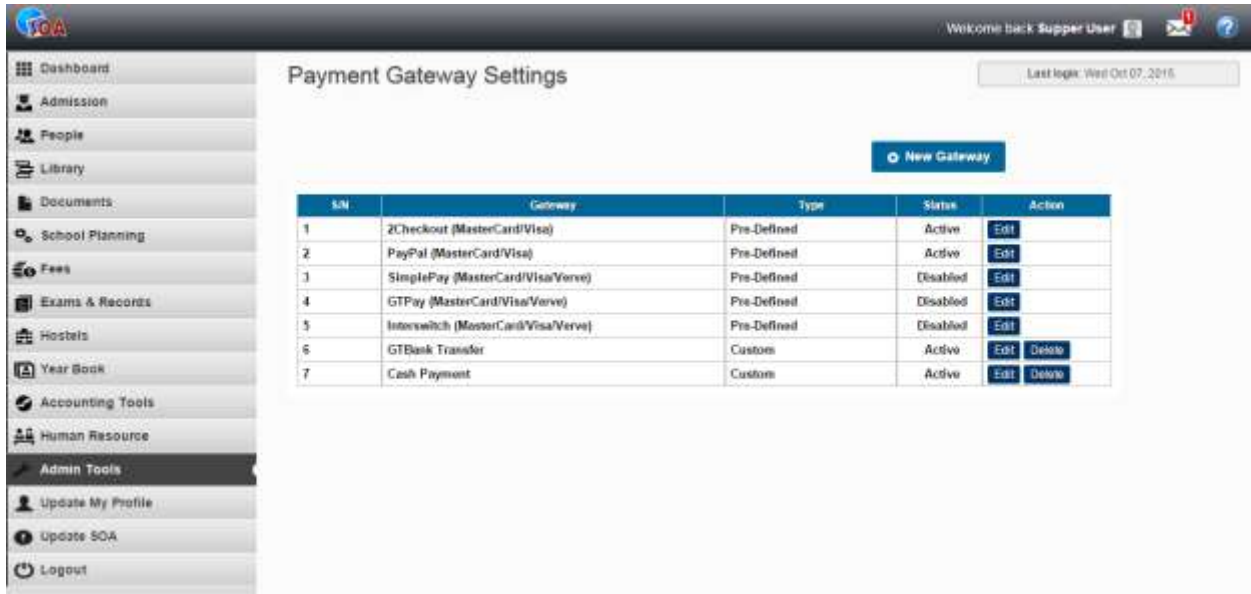
## Payment Gateway Settings

SOA offers the following pre-defined online payment gateways to enable parents/students pay fees online at their convenience; **PayPal, InterSwitch, GTPay, SimplePay and 2Checkout.**

You will need to setup a merchant account with these payment platforms to be able to use them with your school.

SOA also allows you to create custom payment gateways such as Cash Payments, Bank Transfers, etc

Navigate **System Tools -> Payment Gateway Settings** from the main menu to access the payment gateway module.



S/N	Gateway	Type	Status	Action
1	2Checkout (MasterCard/Visa)	Pre-Defined	Active	<a href="#">Edit</a>
2	PayPal (MasterCard/Visa)	Pre-Defined	Active	<a href="#">Edit</a>
3	SimplePay (MasterCard/Visa/Verve)	Pre-Defined	Disabled	<a href="#">Edit</a>
4	GT Pay (MasterCard/Visa/Verve)	Pre-Defined	Disabled	<a href="#">Edit</a>
5	Interweitch (MasterCard/Visa/Verve)	Pre-Defined	Disabled	<a href="#">Edit</a>
6	GT Bank Transfer	Custom	Active	<a href="#">Edit</a> <a href="#">Delete</a>
7	Cash Payment	Custom	Active	<a href="#">Edit</a> <a href="#">Delete</a>

To activate or configure any of the pre-defined payment gateways, click the **Edit** button beside the desired gateway, enter the required details and save.

To create a new custom payment gateway, click on the **New Gateway** button, enter the gateway details and save.

**Note!** You can enable or disable any payment gateway but can only delete custom payment gateways added by you..

**Note!** Each online payment gateway uses a defined currency but depends on your defined exchange rates for currency conversions. Always ensure that your exchange rates are properly and accurately configured.

# Hostels

The hostel module provides you the tools to create and manage hostel accommodations and dormitories in your school, including a list of hostel occupants.

To access the hostel module, navigate to **Hostels** from the main menu.



To add a new hostel, click the **Create Hostel** button, enter the hostel details and save.

To view the current occupants of a given hostel, click on the **View Occupants** button beside the desired hostel.

## Allocating a Hostel Accommodation to Students

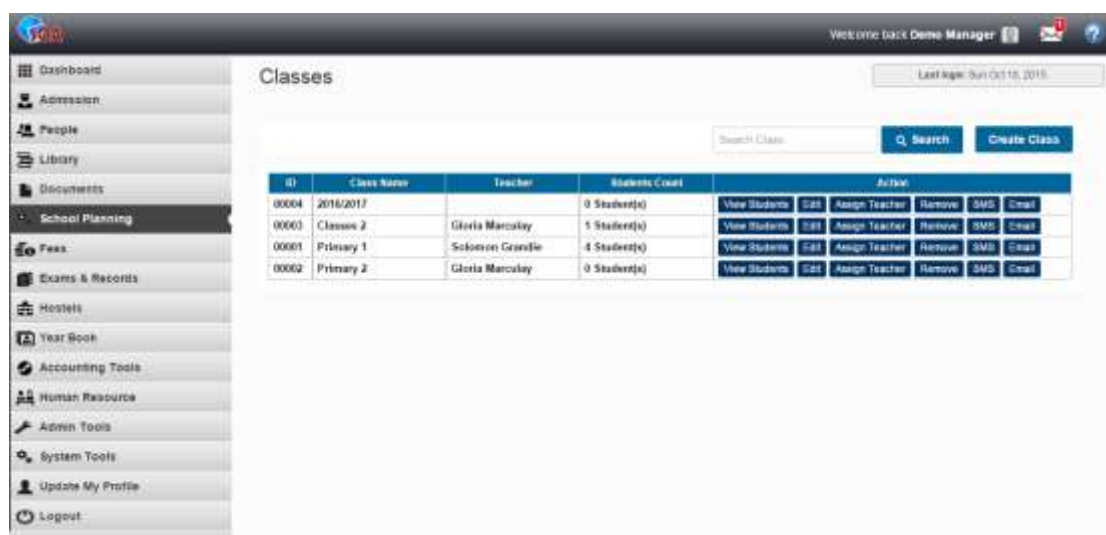
You can assign hostel accommodations to students during admission by selecting the desired hostel on the student's admission page.

You can allocate a hostel to an existing student by editing the student's information at the Students Module. Click the **Edit** button beside the desired student's data, select the desired hostel under **Other Information** section then save.

# Classes

The class module provides you the tools to create and manage various classes, forms and academic levels of your school.

To access the class module, navigate to **School Planner -> Manage Classes** from the main menu.



From the class module, you can view students in a class using the **View Students** button, send bulk SMS to all students in a class using the **SMS** button or send email to all students in a class using the **Email** button.

To create a new class, click the **Create Class** button, enter the class details and save.

## Assigning Teachers to Classes

A teacher can only view and manage information of students in the class or classes assigned to him or her, including marking of attendance and examination.

Classes can be assigned to teachers while creating a new teacher or editing an existing teacher's information from the Teachers Module.

You can also assign a class to an existing teacher by clicking **Assign Teacher** button beside the desired teacher.

## Assigning Students to Classes

A student must be assigned to a class at every given school session..

Classes can be assigned to students while admitting a new student on the Admission Module or by editing an existing student's information from the Students Module.

To assign a class to students during admission, select the desired class on the student's admission form.

You can assign a class to an existing student by editing the student's information at the Students Module. Click the **Edit** button beside the desired student's data, select the desired class under **Other Information** section then save.

The students will be assigned to the selected class for the currently active school session.

**Hint!** Always promote students to new classes at the beginning of every new school session.

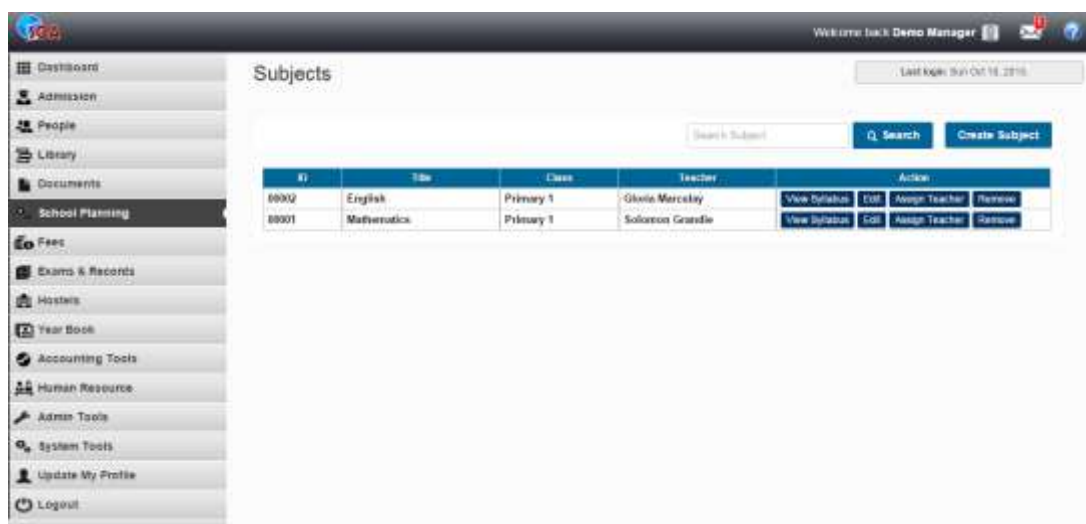
**Note!** Always ensure that the correct active school session has been created and set before assigning students to classes.



# Subjects/Courses

The subject module provides you the tools to create and manage various subjects and courses in your school.

To access the subject module, navigate to **School Planner -> Manage Subjects** (for admin users/managers) or **Subjects & Syllabus** (for other user role) from the main menu.



From the subject module, you can view / download subject syllabus of selected subject.

To create a new subject, click the **Create Subject** button, enter the subject details and save.

## Assigning Subjects to Teachers

A teacher can only use or manage subjects assigned to him or her, including recording of exam marks. You can assign multiple subjects to a teacher.

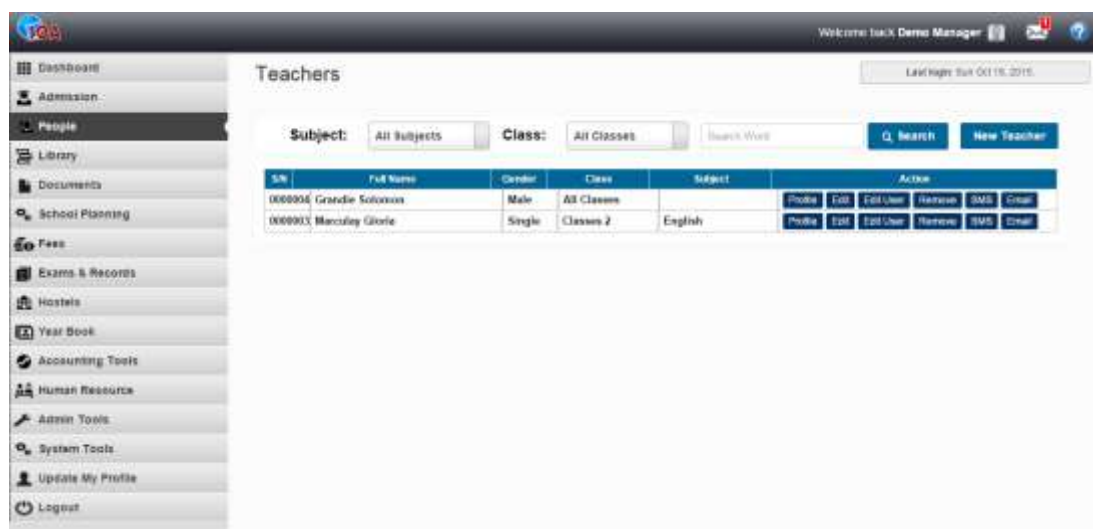
You can assign subject to a teacher by clicking **Assign Teacher** button beside the desired subject.

Subject can also be assigned to teachers while creating a new teacher or editing an existing teacher's from the Teachers Module.

# Teachers

The teachers module provides the tools to create and manage teachers and lecturers in your school.

To access the teachers module, navigate to **Human Resource -> Manage Teachers** (for admin users/managers) or **Teachers** (for other user role) from the main menu.



From the teachers module, you can view/edit a teacher's profile, edit a teachers user account details and send SMS or Email message to a selected teacher.

To create a new teacher, click the **New Teacher** button, enter the teacher's information and save.

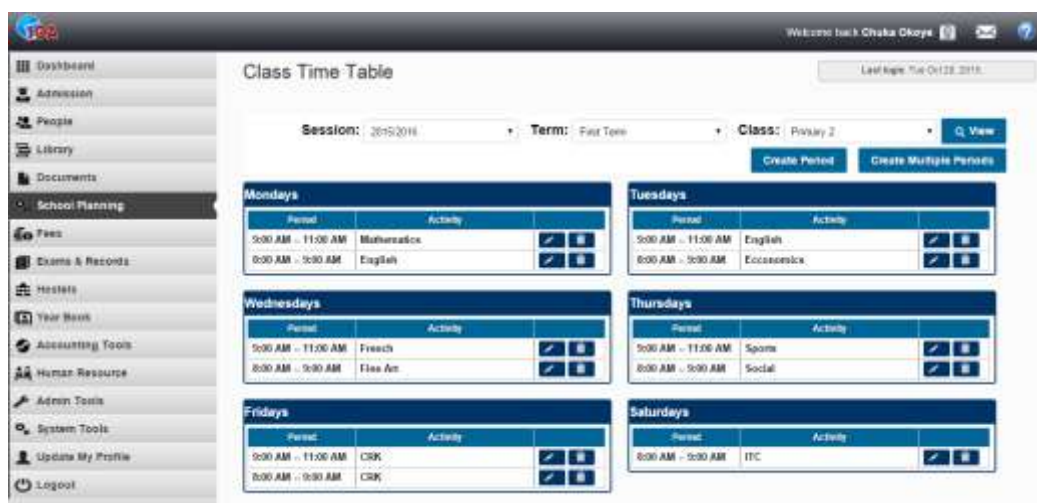
The new teacher's employee profile as well as user account will be created. The teacher's username and password will be automatically generated by the system based on availability, using the teacher's first and last name (eg firstname.lastname).

If an email address was provided for the new teacher, the teacher's login information will be automatically sent to him or her by email.

# Class Time-Tables

The Time-Table module provides the tools for viewing, creating and managing daily routine and periods of various classes in your school.

To access the time-table module, navigate to **School Planner -> Class Time-tables** (for admin/manager roles) or **Class Time-table** (for other user roles) from the main menu.



To view the weekly periods of a class, choose the desired school session, term and class then click the search button..

**Note!** Teachers can only access time-tables of classes assigned to them

To add new single period for a class, click the **Create Single Period** button.

Choose desired session, term, class, week day. Enter period start and end time (eg. 8:30 AM), enter the activity (eg. English Language, Break Time, etc) then save.

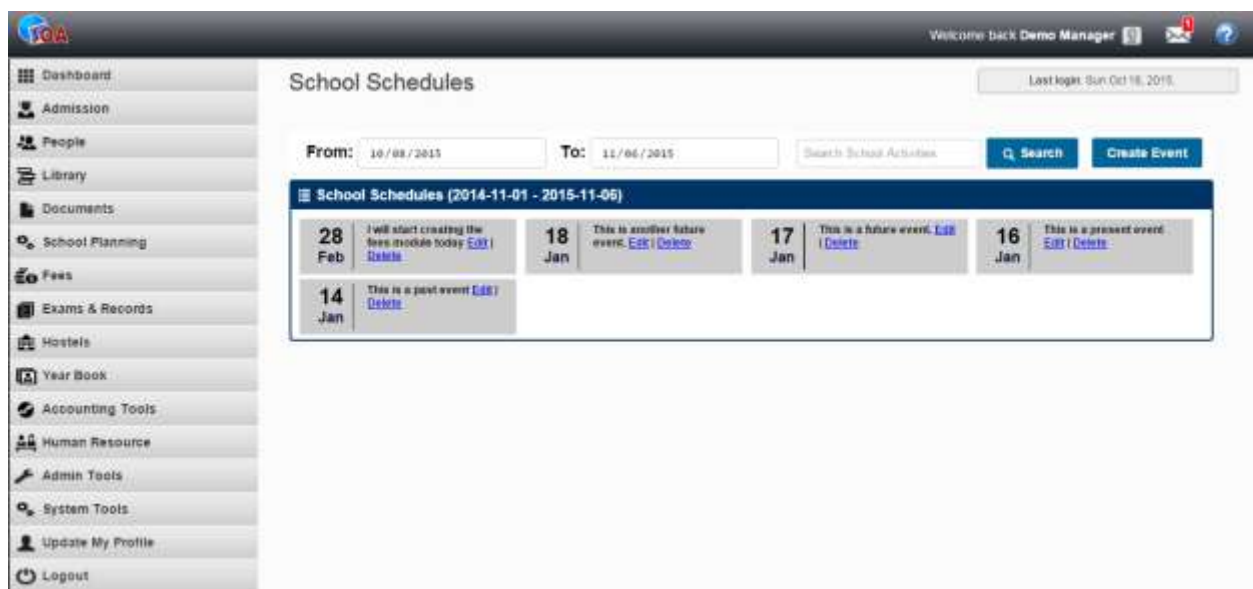
To create multiple periods for a class at once, click **Create Multiple Periods** button, choose desired session, class and term. Enter start/end time and activity for each period. *(Empty periods and activities will be skipped while saving)*

Each period can be edited by clicking the **Edit** button beside the desired period on the Time-table view page.

# School Schedules

The calendar module provides the tools to view and manage school activities, calendar, schedules, events, etc.

To access the Calendar module, navigate to **School Planner -> School Calendar & Schedules** (for admin/managers) or **School Schedules** (for other user roles) from the main menu.



Past events are displayed in **gray** color, current day's events are displayed in **green** color while future events are displayed in **blue**.

By default, the module displays events between the past 10 days and next 10 days, if no events were found within these periods, it displays 30 most recent events from the school's calendar. However, you can search the event calendar using the date-range picker or search box.

To create a new event, click **Create Event** button, enter the event details and save.

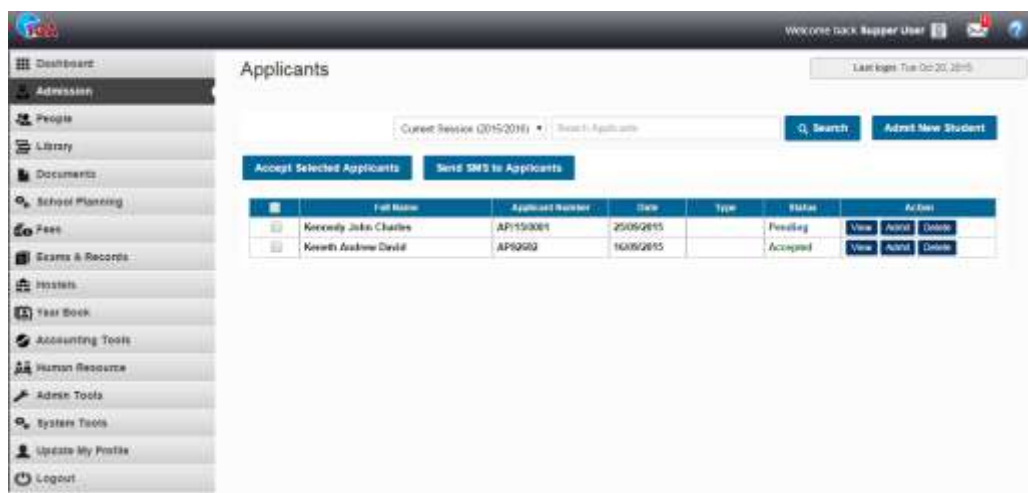
# Admission

The Admission module provides the tools for admitting new students into your school. New students can be admitted through the Applicants Manager or the Admission form.

## Managing Applicants

The applicants manager provides tools for managing students who applied for admission into your school through the integrated Students Registration Portal.

To access the Applicants Manager, navigate to **Admission -> Manage Applicants** from the main menu.



By default, a list of students who applied for the current active school session are displayed. However, you can access applicants from other sessions using the search tool.

From the applicant manager, you can **Accept Selected Applicants**, **Send Bulk SMS to Applicants**, **View** applicant's information or **Admit** an applicant.

**Note!** When you choose to mark selected applicants as Accepted, every other non-selected applicant will be marked as rejected.

## Admitting an Applicant

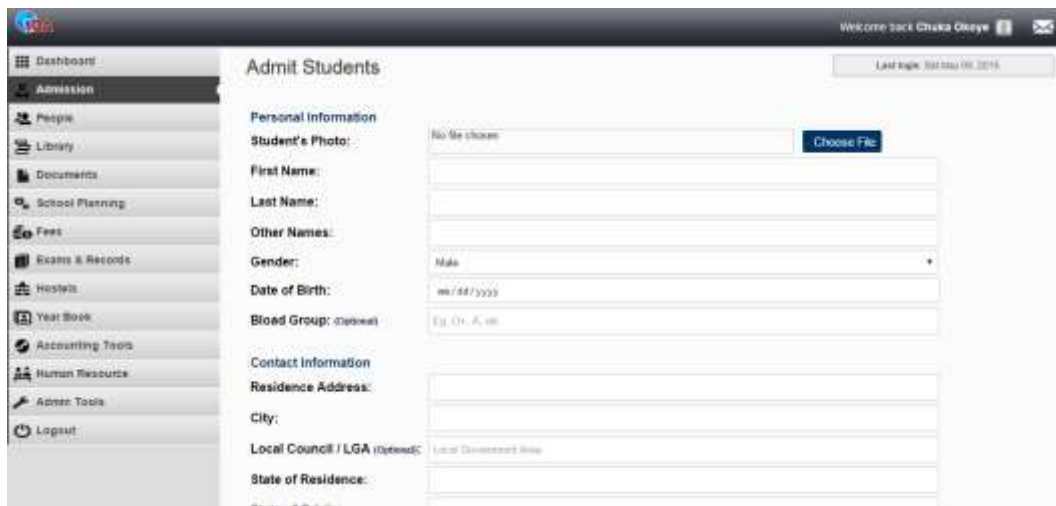
To admit an applicant, click the **View** button next to the desired applicant to open up the applicants data, then click the **Admit** button. The system will prepare and move the applicant's information to the admission page.

Enter every other required information on the admission form to admit the new student. *(see the Admitting New Student section for more details)*

## Admitting Students from the Admission Page.

The admission page provides a set of admission forms to enable you capture every important information regarding a new students, including personal information, contact information, academic information, parents/guardians information, etc.

To access the admission page, navigate to **Admission -> Admit New Student** from the main menu.



Upload the student's photo and enter the student's personal and contact information carefully.

Under the **Other Information** section, enter the student's admission year ([This will be used to generate a unique admission number for the student](#)). Assign the new student to a class and Hostel (if applicable).

Assign an existing parent to the student or chose the **Create New Parent** option to create a new parent profile for the student.

If the Create New Parent option is selected, you will be taken to a next page to enter the new parent's details upon submitting the admission form.

Upon successful admission of the new student, the student's information will be displayed on the confirmation page.

The screenshot shows the 'Admit Students' page in a web application. On the left is a sidebar menu with options like Dashboard, Admission, People, Library, Documents, School Planning, Fees, Exams & Records, Hostels, Year Book, Accounting Tools, Human Resource, Admin Tools, System Tools, Update My Profile, and Logout. The main content area is titled 'Admit Students' and shows a 'Credentials' section for a student named Kennedy John Charles. The student's details are as follows:

Field	Value
Full Name	Kennedy John Charles
Gender	Male
Date of Birth	1997-05-24
Blood Group	O
Contact Information	
Residence Address	No. 6 Johnson Street, Apo
Local Council / LGA	
State of Residence	Abuja
State of Origin	Kano
Country of Residence	Nigeria

Buttons for 'Print Credentials' and 'Generate ID Card' are visible at the top right of the credentials section.

From here, you can print the student's credential or **Generate & Print** the student's ID card.

This screenshot shows the same 'Admit Students' page, but with a pop-up window titled 'John Kennedy C.'s ID Card' displayed over the student details. The pop-up window contains the following information:

**PREMIER ACADEMY**  
Wuse Zone 2, Abuja, FCT, Nigeria

**STUDENT'S ID CARD**

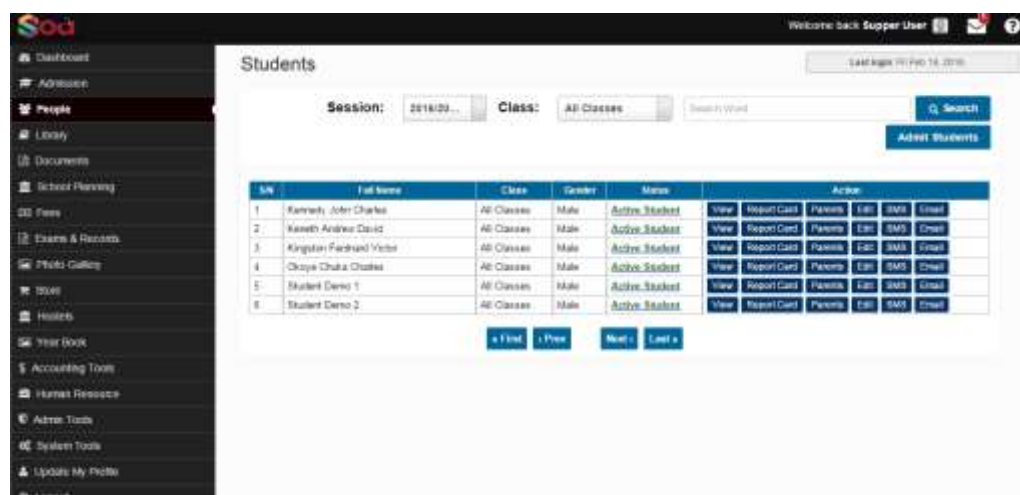
Field	Value
Name	John Kennedy C.
Gender	Male
Address	No. 6 Johnson Street, Abuja, Nigeria
Adm Year	2015

A note on the right side of the pop-up states: 'This generated ID Card has been optimized for use with any 3.5" X 2" Plastic Card Printer.' A 'Print ID Card' button is located at the bottom right of the pop-up.

# Managing Students

The Students module provides the tools to view and manage admitted students in your school (or assigned classes for Teachers).

To access the Students module, navigate to **People -> Students** (for admin/managers) or **Students** (for other user roles) from the main menu.



From the student module, you can view list of students in your school or assigned class (for teachers), manage students profile and information, admit students and send SMS/Email to any student.

## Adding a New Students

Students' admission is handled by the Admission module. To admit a new student, click on the **Admit Student** button to open the student admission module. (*See admission section above for detailed guide on admitting new students.*)

## Searching Students Records

SOA students search tool allows you to search for a student using any of the students' data/field such as Name, state, age, etc.

You can also filter your search to a specific class by specifying an academic **Session**, the desired **Class** and any desired keyword.



## Managing Students Status

SOA provides a feature that enables you set admission/academic status for each status, which can be updated from time to time.

Available student status include; Active Student, Suspended Student, Deceased Student, Deferred Student, Graduated Student and Expelled Student.

By default, every admitted student status is set to Active. You can change a student's status by clicking on the current status under the **Status** column of the students list table and selecting desired new status.

## Student Management Tasks

Clicking on the following buttons beside desired student will perform the respective actions; **View** button opens the students profile and information, **Report Card** button opens the Exam report module to enable you view the students examination reports, **Parents** button opens profile of the student's parents, **Edit** button opens the student's profile for modification, **SMS** and **Email** buttons allows you to send SMS and Email messages respectively to the selected student.

While editing a student's profile, you will be able to **Assign/change Parent** for the student, **Assign/Change Hostel** for the student, **Assign Guardian** to the selected student and **Assign/change class** for the selected student.

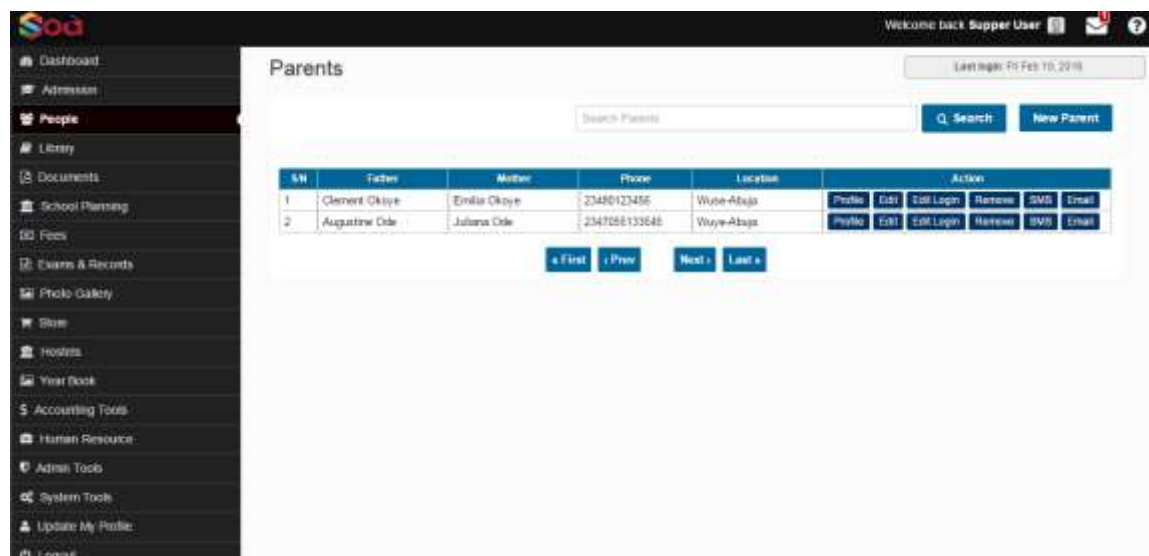
**Note!** The Options, Features and Tools available to a user depends on the logged-in user role and access privilege.

*The feature to delete a student has been disabled on SOA as doing so may affect some school record, leading to some unexpected results. Consider changing the student's status instead.*

# Parents

The parents module provides the tools to view and manage parents of enrolled students in your school.

To access the Parents module, navigate to **People -> Parents** (for admin/managers) or **Parents** (for other user roles) from the main menu.



From the parents module, you can view a list of all parents in your school.

Use the **New Parent** button to create a new parent.

Use the **Profile** button to view details of selected parent, **Edit** button to edit selected parent's information, **Edit Login** button to edit portal login details of the selected parent, **Remove** button to delete the selected parent, **SMS** and **Email** buttons to send SMS and Email respectively to the selected parent.

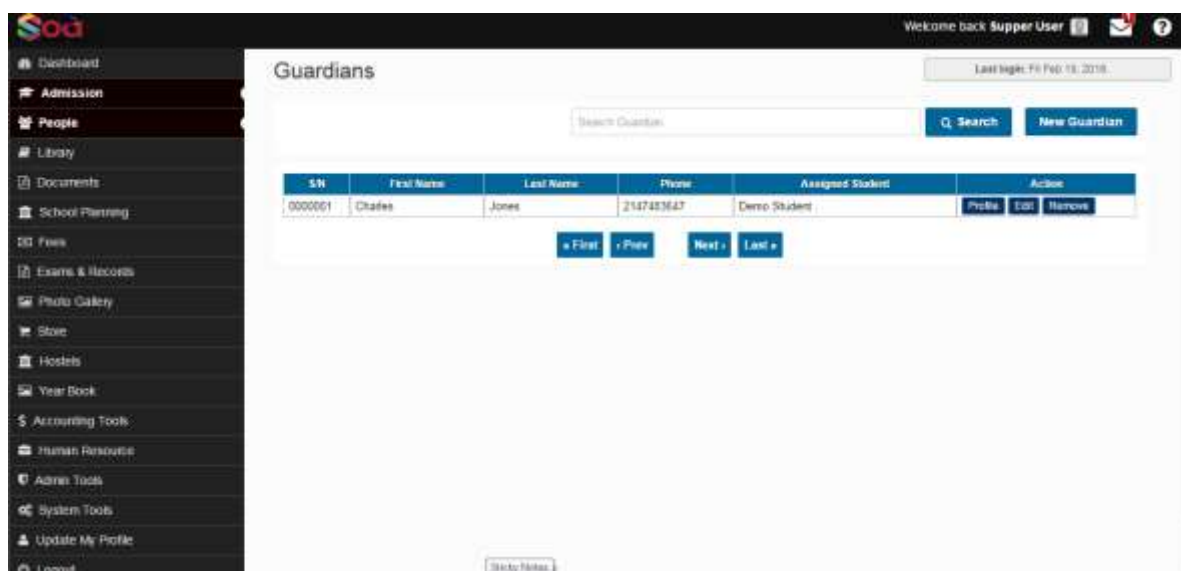
**Note!** The Options, Features and Tools available to a user depends on the logged-in user role and access privilege.

*After creating a new parent, use the student module to assign the new parent to desired student or students.*

# Guardians

The Guardians module provides the tools to view and manage guardians of enrolled students in your school.

To access the Guardians module, navigate to **People -> Guardians** (for admin/managers) or **Guardians** (for other user roles) from the main menu.



From the guardian module, you can view a list of all guardians in your school.

Use the **New Guardian** button to create a new guardian.

Use the **Profile** button to view details of selected Guardian, **Edit** button to edit selected Guardian's information, **Remove** button to delete the selected Guardian.

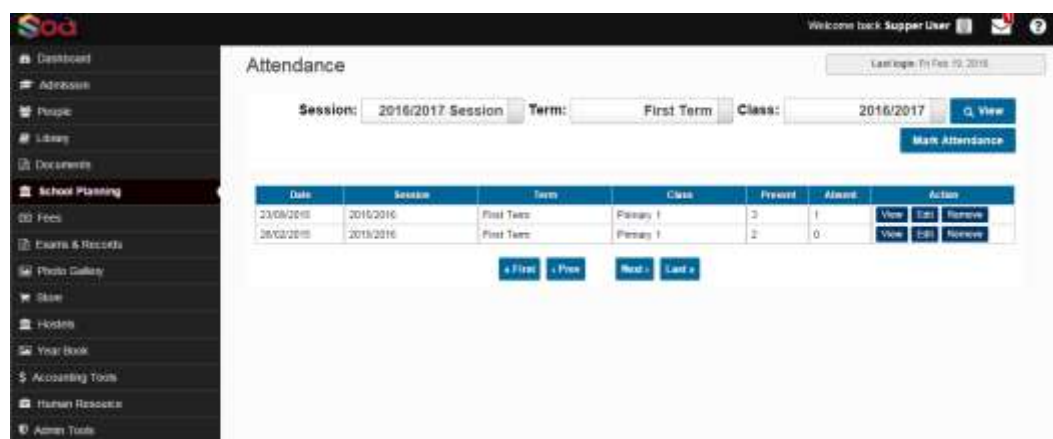
**Note!** The Options, Features and Tools available to a user depends on the logged-in user role and access privilege.

*After creating a new guardian, use the student module to assign the new guardian to desired students.*

# Class Attendance

The Attendance module provides the tools to view and submit day-to-day attendance of various classes in your school. The attendance module is accessible to Admins, Managers and Teachers.

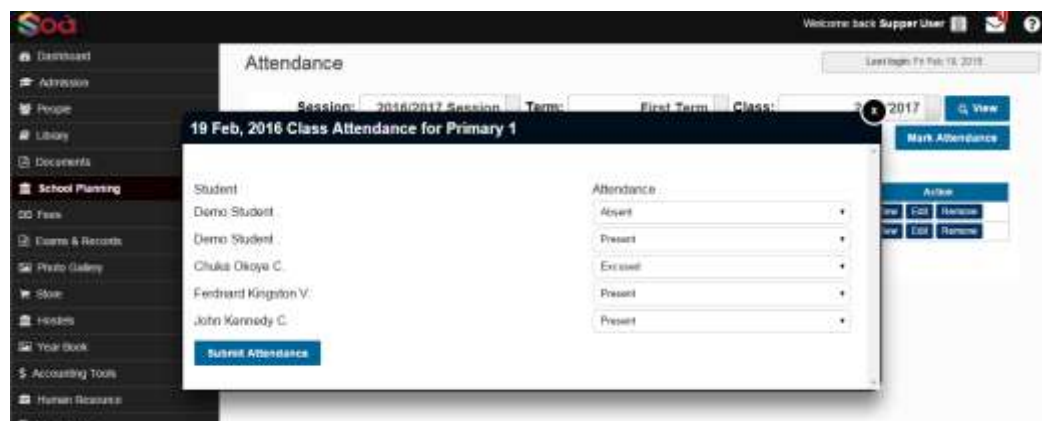
To access the Attendance module, navigate to **School Planner -> Manage Class Attendance** (for admin/managers) or **Attendance** (for other user roles) from the main menu.



## Taking Attendance

To take a new attendance, click the **Mark Attendance** button. Select desired session, term, class and attendance date then click **Continue** to proceed.

The system will generate a list of all available students based on your selection and present them on the attendance submission page.



Use the drop-down box next to each student in the list to set their attendance (i.e. **Present**, **Excused** or **Absent**).

After you have selected the correct attendance value for all students on the list, click **Submit Attendance** to save the attendance record.

### **Managing Attendance Records**

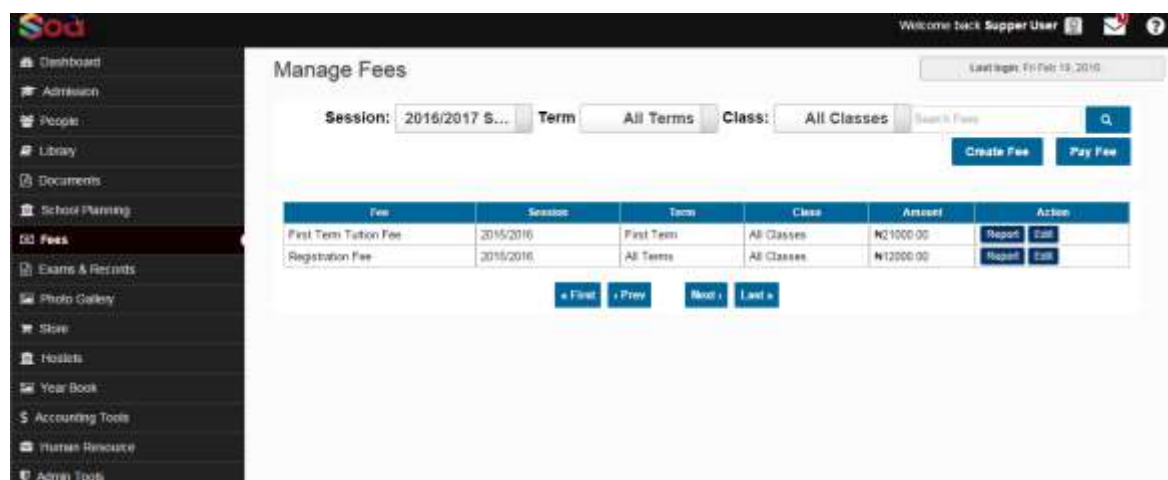
By default, the attendance module displays a list of all available attendance records, based on the logged-in user privilege and role. To filter attendance, select desired **Session**, **Term** and **Class** then click the **View** button.

Click the **View** button to view detailed report of an attendance record. Click on **Edit** to re-make the selected attendance record and **Remove** to completely delete the selected record.

# School Fees

The Fee module provides the tools to view, manage and collect various fees in your school. The fees module is accessible to Admin, Manager, Front-Desk and Account user roles.

To access the fees module, navigate to **Fees** from the main menu.



## Adding a New Fee

To create a new fee, click on the **Create Fee** button. Enter a descriptive title for the fee, choose session for the fee or choose **All Sessions** if not applicable. Choose a term or choose **All Terms** if not applicable. Choose a class for the fee or choose **All Classes** if not applicable. Finally enter an amount for the fee and click **Create Fee** to save.

## Collecting Fees

Though parents and students can easily pay their fees online through the school portal, SOA still offers you the option and feature to collect fees and record offline payments. Ideal for accepting cash/bank payments by the school's bossier.

Fees can be collected in part (multiple installments) or in full using this tool.

To add payment record from the fees module, click the **Pay Fee** module. Select student to pay for, select a fee to pay, session, term and date of payment.

Enter the exact amount paid and select mode of payment then click **Add Payment** to save the payment record. The system will automatically generate a payment receipt for the student, which can be viewed by both the student and his/her parents from the school portal.

## Generating Fee Report

One of the great features of SOA is its ability to generate a detailed payment report for each fee, which can be used to track who owes the school and exactly how much is being owed.

To generate report for a fee, click on the **Report** button next to the desired fee.

Student	Class	Payment Status	Actions
John Kennedy Charles	All Classes	Paid	
Ferdinand Kingston Victor	All Classes	Paid	Details
Denis Student 2	All Classes	Paid	
Denis Student 1	All Classes	Paid	
Chika Okoye Charles	All Classes	Paid	
Andrew Kenneth David	All Classes	Part Payment	Details Add Payment

The Fee Payment report page will generate a list of all students associated with the selected fee, each with payment status (i.e. **Fully Paid**, **Not Paid**, **Paid Partially**).

*A student's payment status will be marked as **Part Payment** if the total amount received from such student for the selected fee is less than the fee's amount.*

From the report page, you can also view payment details of a particular student by clicking on the **Details** button next to the desired student. You can also add/update payments to partially paid fees by clicking the **Add Payment** button next to the desired student.

Contents under development.....