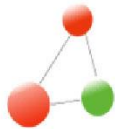# System User Manual

School Management System
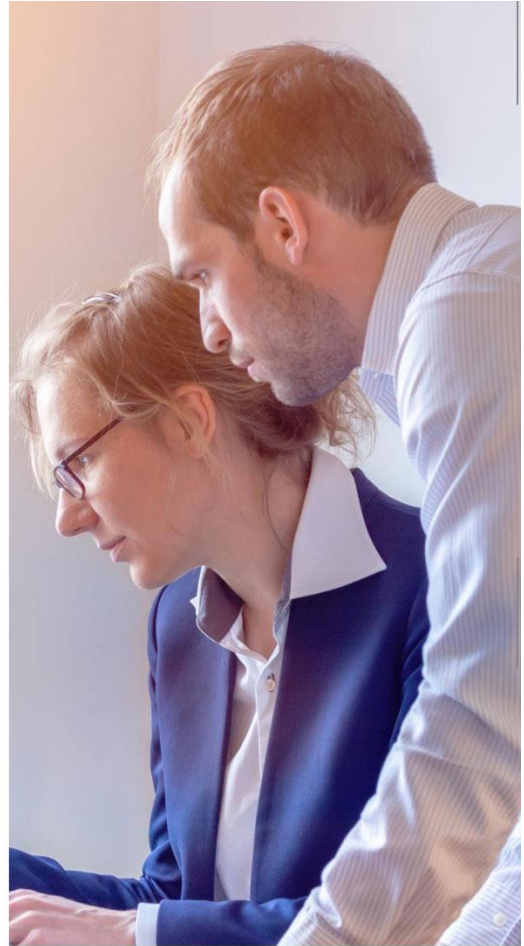
SoftwareLinkers
Software Development Company

10 DECEMBER 2022

SoftwareLinkers
By: Support Team
Guide in the use of system functionalities

Disclaimer

This document is a guide and offers brief directions on how to use the School Management System in the modules covered herein.

The versions of the system change from time to time after updates and some of the guidance given here may vary, be removed from the system or given a different related function.

Introduction

School Management System is designed to integrate and easily adjust to any school frame and help reduce overall management cost and save time Student management.
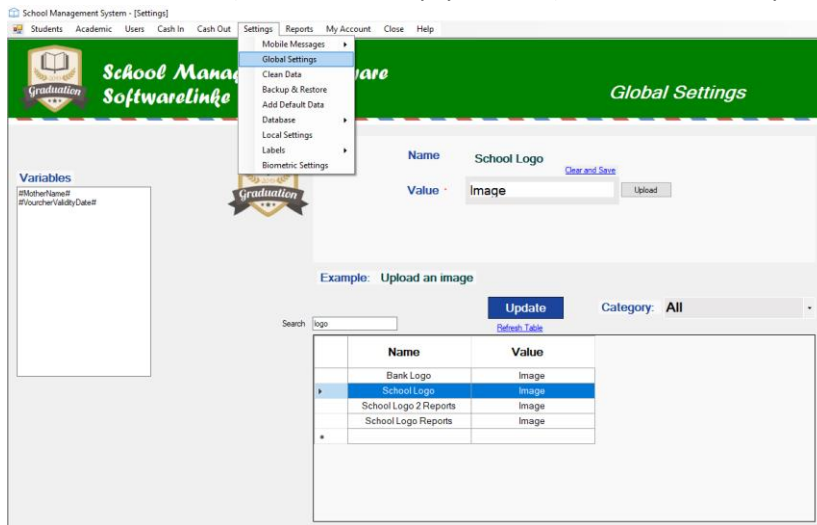
How to Change School Name and Logo

For Logo

To change the logo go to settings => Global settings

In the search bar search logo, then click okay

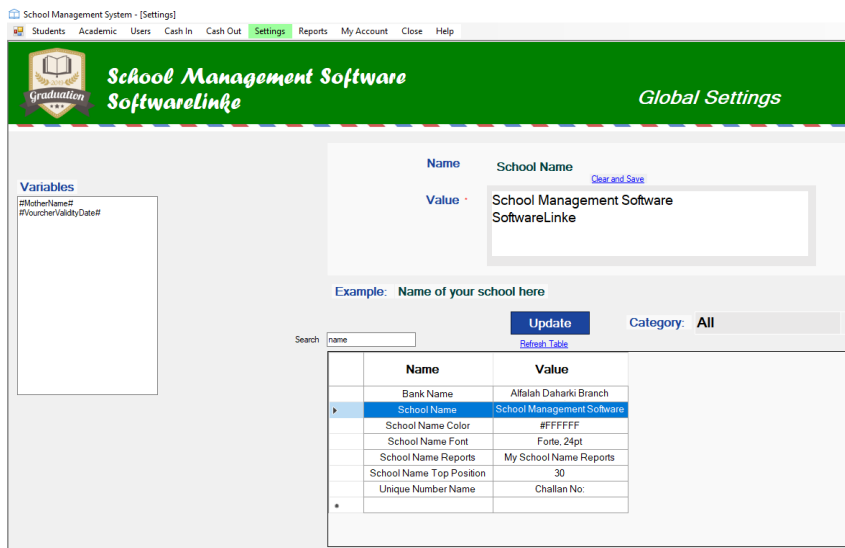Select the full row (click on left empty column). As shown in the picture

Click the upload button. Now select the logo from your computer. Logo width will be 250px.

Now click on update button in blue color.

You also need to change the logo from **School logo 2 reports** and **School logo reports**.

For School Name

In search bar search name

Select **School name** row click on left empty column.
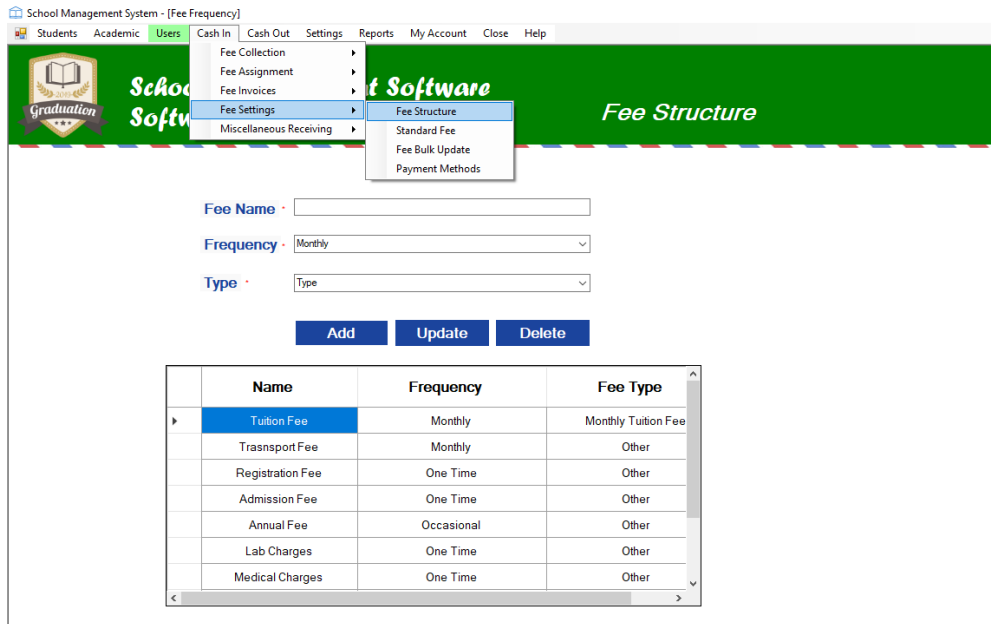
In value, write your school name then Update.

You also need to change the school name from **School Name Reports**.

How to make fee structure

Can I add different types of fees?

Go to Cash In => Fee settings => fee structure

- In fee, name add your fee name i.e. Monthly fee
- In frequency, select your fee frequency
- Select the fee type
- Click **Add button**

How to add standard fee of classes

Go to Cash In => Fee settings => standard fee

Select the full row (click on left empty column). As shown in the picture

Change standard fee 0 to your class fee.

You also can add late fee fine.

Now click the update button

How to add students

Go to Students => Students

Click on add new student. As shown in the picture below.

Fill in the value and click on Add button.

To get the family id to click the … dots. As shown in the picture below.

Fill in the values, then click on Add New button.

How to change a single student fee

Go to Students => Students

1. Click Go button
2. Select the student of which wants to change the fee. (click on left empty colum). As shown in the picture below.

Here you can see the student information. As shown in the picture below.

Change monthly tuition fee 5000 to as you want.

You can also change the other fesses.

After changing click the update button.

How to add, remove or change the classes name?

For add a class

1. Go to Students => Classes
2. Fill the values
3. Click add button. As shown in the picture below.

For delete a class

1. Go to Students => Classes
2. Select the class row, of which wants to delete. (click on left empty colum). As shown in the picture below.
3. Click delete button.
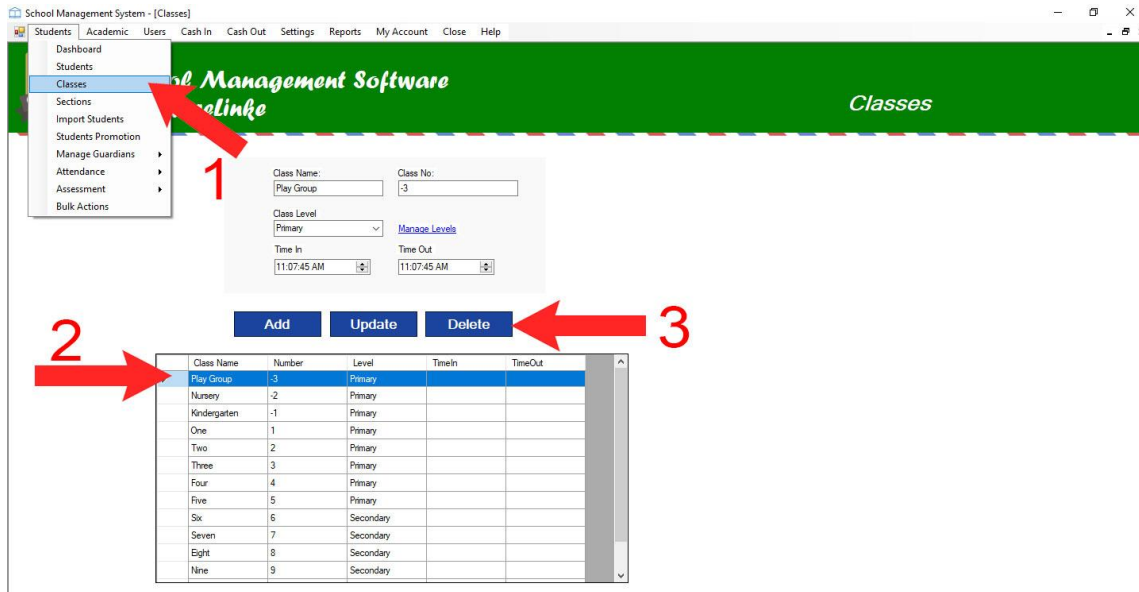
For update a class

1. Go to Students => Classes
2. Select the class row, of which wants to update. (click on left empty colum). As shown in the picture below.
3. Change class name.
4. Click update button

How to manage class sections

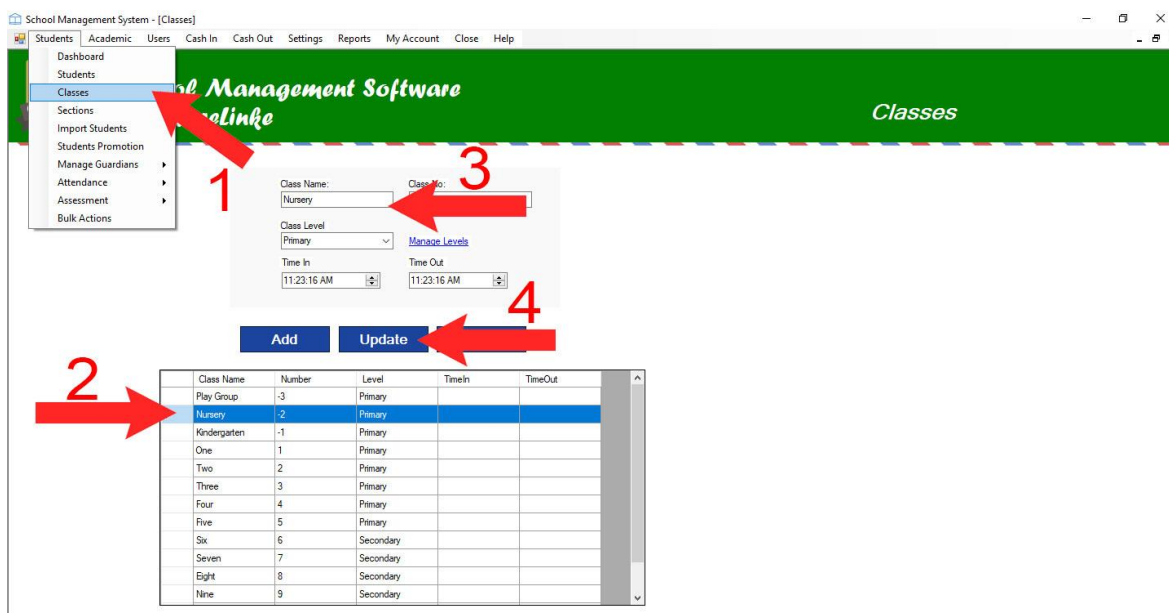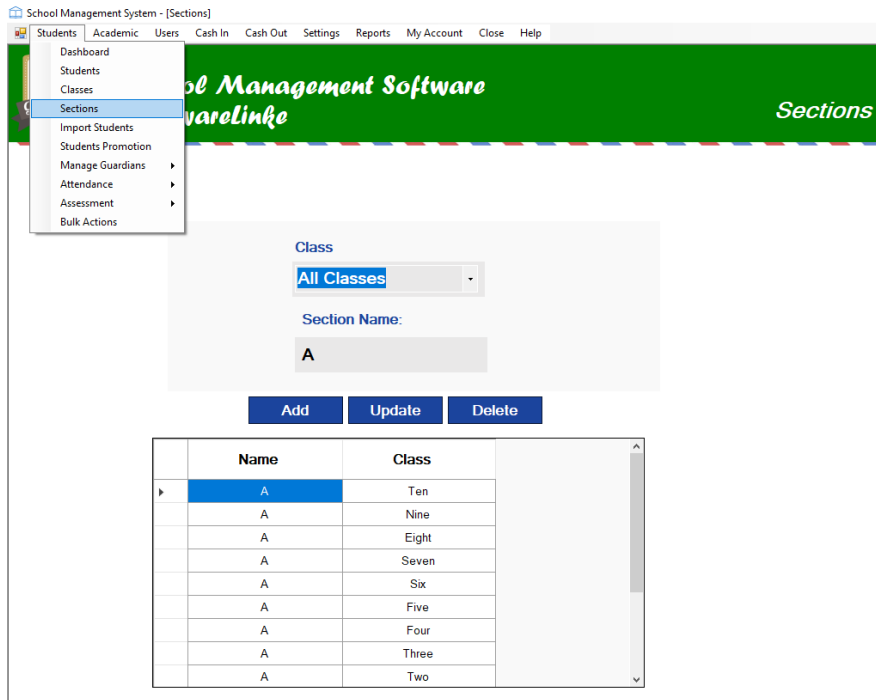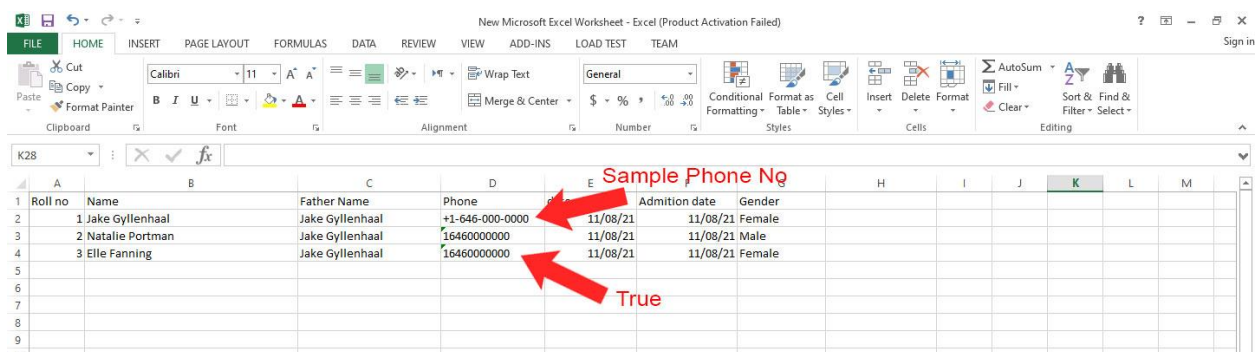Go to students => sections

Here you can add, delete or update your classes sections.

How to import students from excel file

First of all make a excel file. As show in the picture below.

In column write the student Roll no, Student name, father name, phone no with your country code (+ and 00 are not allow), date of birth, admission date and gender.

Go to Students => import students

As shown in the picture below.

1. Select excel file
2. Select excel sheet
3. Select class
4. Select section
5. Select stating end ending row
6. Mapping of Colum (Select columns)
7. Click display button. (After click on display you can see the result of your excel sheet in software).
8. If everything is okay click on Import button.

Now your students are imported in the software.

Go to students => students

Here you can see your students.

How to give discount to a student

Go to Students => Students

Open the student, which wants discount.

As show in the picture below.

In Tuition fee area you can give the discount.

After that click the update button.

How to make students Id Cards

Go to reports => Students info => Students Id Card

Click Go button. As show in the picture below.

From report view you can change the card design.

You can generate the Id Cards of a specific class or section.

To print the Id Cards click print report button. As shown in the picture below.
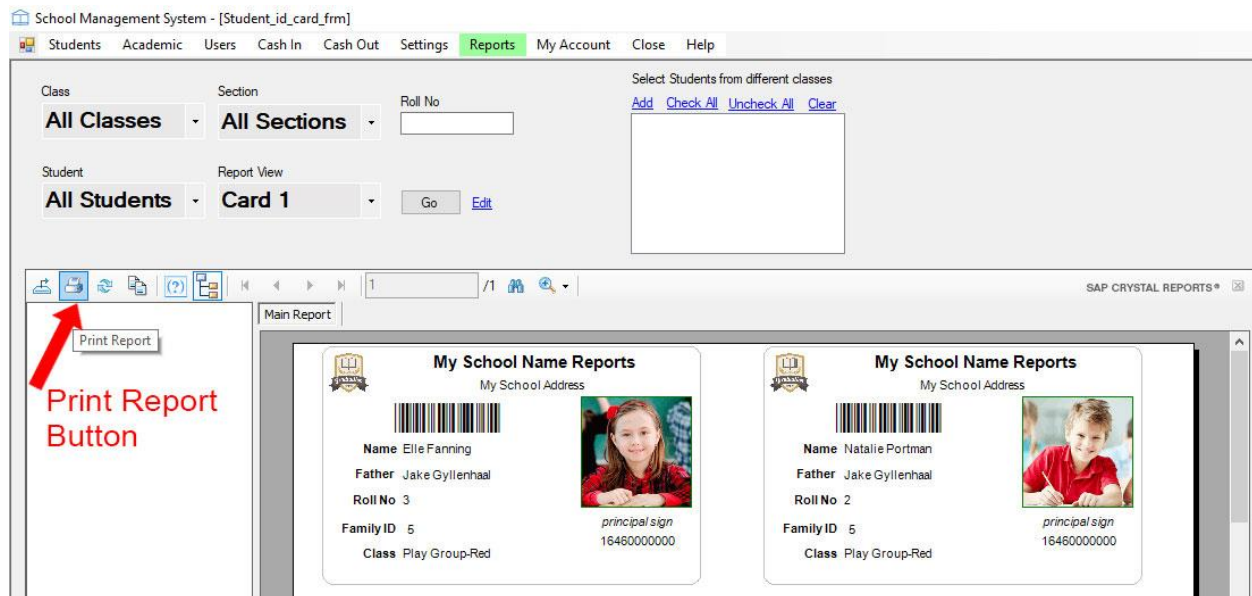
How to Generate Id Card of a specific student

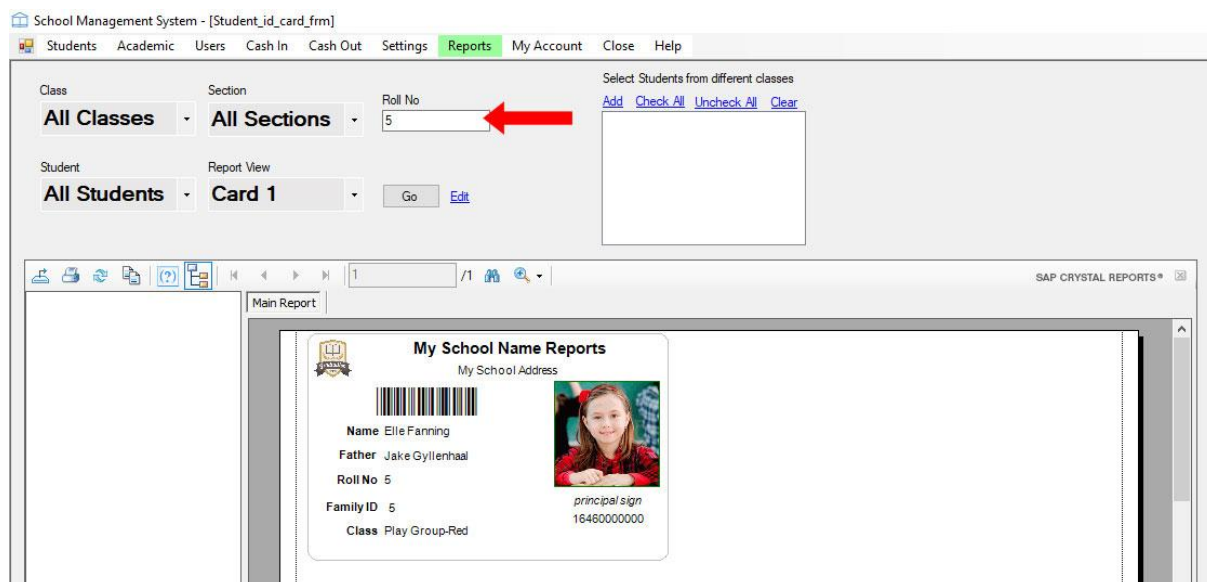Go to reports => Students info => Students Id Card

In Roll No write the student Roll no. Click Go button.

How to assign monthly fees to students

Before fee assignment, you need to make an invoice.

As shown in the picture below.

To make an invoice

Go to Cash In => Fee Invoices => New Invoice

Set Invoice dates

Click Add button

After creating an invoice, assign fees to the students.

For fee assignment

Go to Cash In => Fee Assignment => Assign Monthly Fee

Click Assign monthly fee button

Click Ok button

Fees are assigned.

How to make fee vouchers / Challan

Go to Reports => Students Fee => Fee Vouchers

Click Go button

As shown in the picture below.

From the Report view, you can change the design of vouchers in one column, two-columns, three columns, and more views.

How to change school name and logo from reports

Go to settings => Global settings

In the search bar, search logo, then press Enter button.

Select the full row (click on the left empty column). As shown in the picture below.

1. Select school logo reports row.
2. Click upload button. Select logo from your computer. Logo width will be 250px.
3. Click update button.
4. Select School Logo 2 Reports row
5. Click upload button. Select logo from your computer. Logo width will be 250px.
6. Click update button.
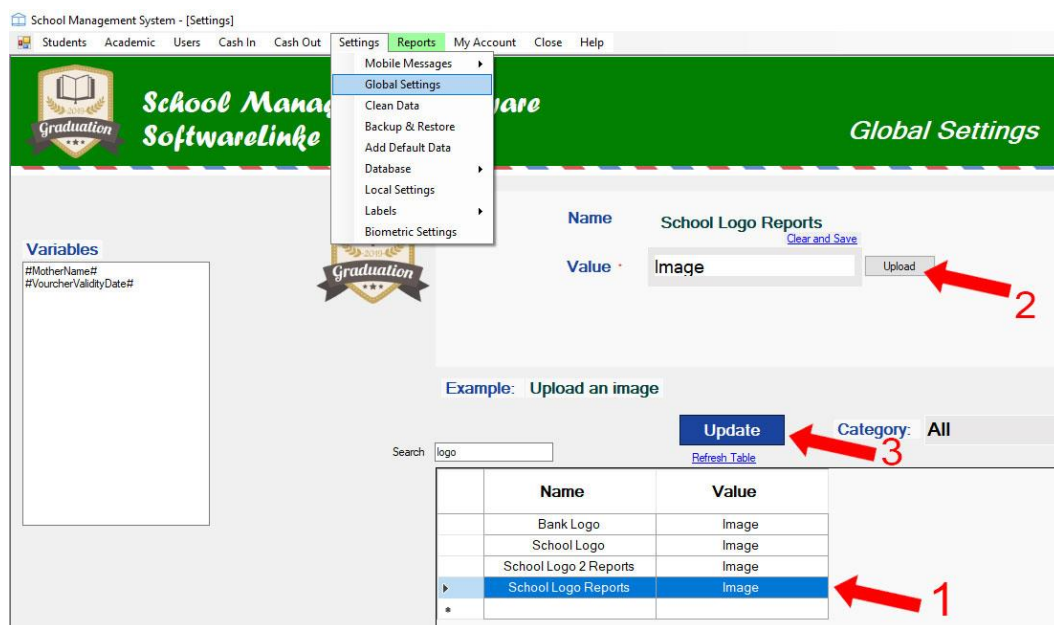
Go to Reports => Students Fee => Fee Vouchers

Now you can see your School Name and Logo are updated.

How to assign fee to a single student

Go to Cash In => Fee Assignment => Assign individual Fee

As shown in the picture below.

1. In Roll No search student Roll No.
2. Select a current student.
3. Select the fee, which you want to assign.
4. Select invoice.
5. Click Assign Fee button.

Go to Reports => Students Fee => Fee Vouchers

Check the update.

How to make fee vouchers / Challan family based

Go to Reports => Students Fee => Fee Vouchers Family Based

Click Go button

As shown in the picture below.

You can also change the Family-based voucher view.

How to collect student fee

Go to Cash In => Fee Collection => Collection

Click Pay all Dues of the following student.

If a student pays less then to his dues, then open the following student (click on left empty column). As shown in the picture below.

1. Write the dues in the pad box which he paying.
2. Click Pay button

This step is very important for you, please learn it properly.

Please enter the You Are Going To Pay value in the Enter Amount box or click blue color value of You Are Going To Pay.

As shown in the picture below.

Click Save Button.

Click Ok to Continue Payment Collection message.

How to check students list

Go to Reports => Students Info => Students List

From Report View, you can change the report view to different designs and fields.

By using the Sort By option, you can sort the students into a different sequence. I.e. sort by roll no, class, and student name.

How to check students fee reports

Go to Reports => Students Info => Students Fee Balance 2

Here you can see different filters.

You can filter the student's fee by Payable (Changeable), Received (Changeable), and Balance (Changeable).

You also can filter the student's fee by monthly Challan.

Report View helps you to filter the student's fees student-based, Family-based, Section-based, and Class-based.

You also can see a single class or section students fee record.

How to promote students from old class to a new class

Go to Students => Students Promotion

1. Select Old Class Section
2. Select students
3. New Class Section
4. Click Promote Button

As shown in the picture below.
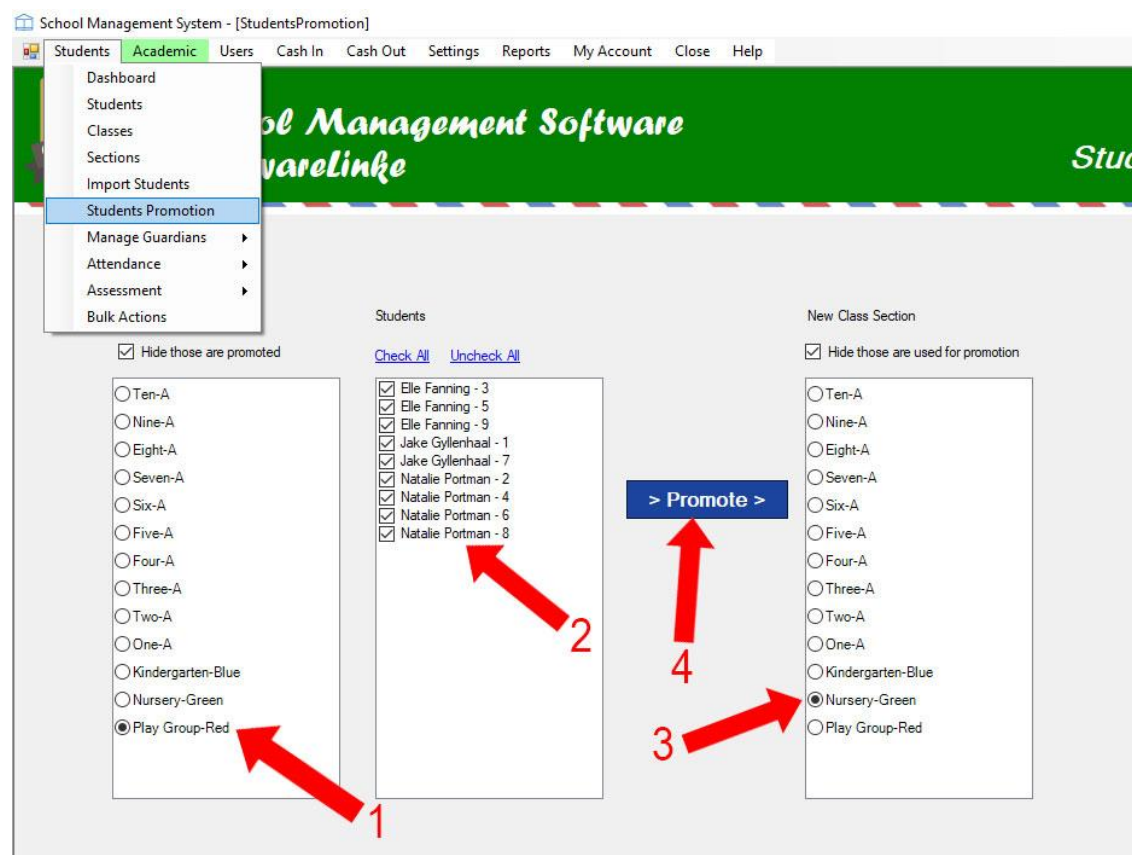
How to make a fee receipt

Go to reports => Students Fee => Fee Receipts

As shown in the picture below.

Here you can see the fees receipts by roll no, class, section, student, or operator.

You also can change the receipts view from the report view.

How to add Staff

Before adding staff, you need to set staff salary and staff role.

How to manage staff role

Go to Users => Roles

Here you can manage to add, update or delete staff roles as you wish.

How to set staff salary

Go to Cash Out => Salary Settings => Emoluments

Here you can add salary types.

As shown in the picture below.

You also can add, update or delete salary types.

How to add Staff with their salaries

Go to Users => Users

Click New User Button

Fill the values and add salary

Click add button

As shown in the picture below.

How to assign staff salary

Before salary assign, you need to make a fee month to which you want to assign salary.

How we will make salary month

Go to Cash Out => Assign Salaries => Salary Month

Enter month date, which you want to assign salary. (In Salary From enter month start date and enter month last date in Salary To.)

Click Add button

After making the salary month, we will assign the salary to staff.

For Salary assignment

Go to Cash Out => Assign Salaries => Assign Monthly Salary

Click Assign Monthly Salary Button.

As shown in the picture below.
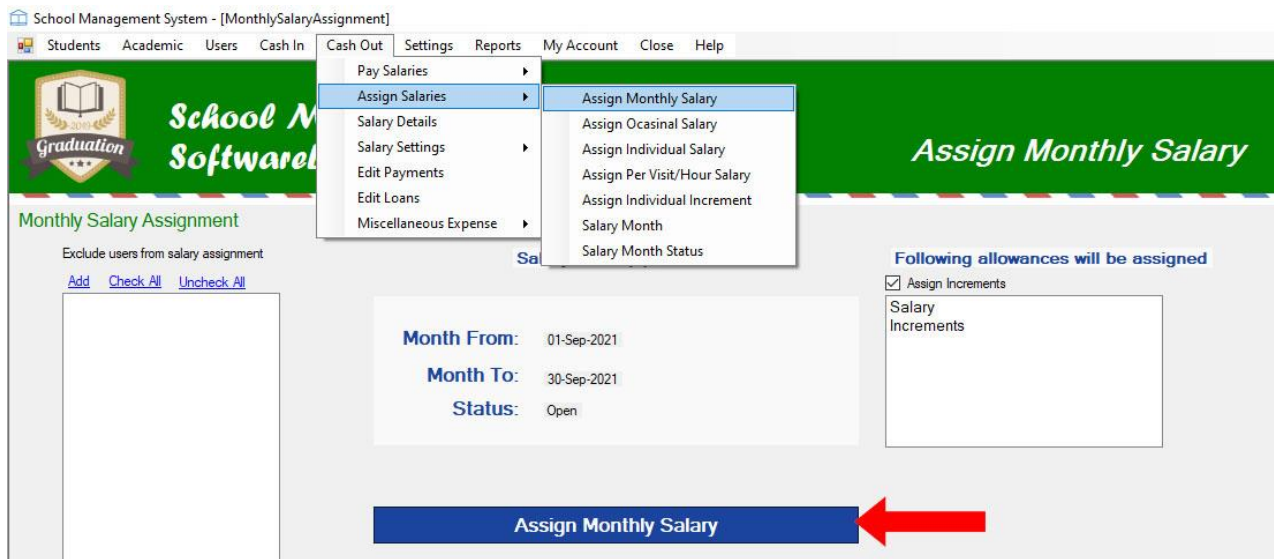
Now the salary is assigned.

For checking

Go to Cash Out => Pay Salaries => Pay Salary

How to pay staff salaries

Go to Cash Out => Pay Salaries => Pay Salary

If you are paying full salary, click the Pay Full Salary Button

If you are paying less than to his salary, then open the following person (click on left empty column). As shown in the picture below.

1. Write amount in the Amount Box which you are paying
2. Select Payment Method
3. Select Salary Month
4. Enter Remarks
5. Click Pay button
6. Salary is paid

How to do attendance for staff

For Manual attendance:
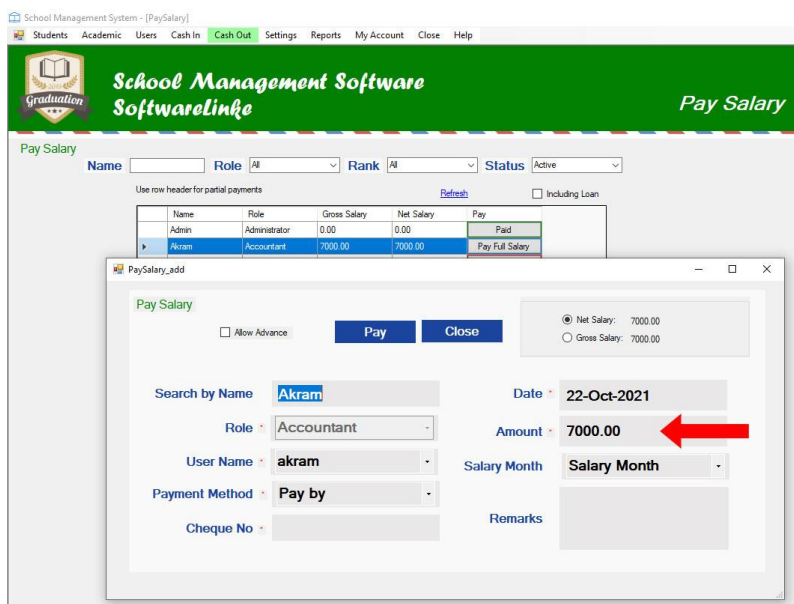
Go to Users => Attendance => Manual Attendance

Take attendance

Click Save Button

For Barcode Attendance:

Go to Users => Attendance => Barcode Attendance

Take attendance

The system saves this attendance automatically.

For Biometric Attendance:

Go to Users => Attendance => Biometric Attendance

Before biometric attendance, attach ZKTeco biometric device with system.

To integrate biometric device with the system, contact us.

How to check report of Staff attendance

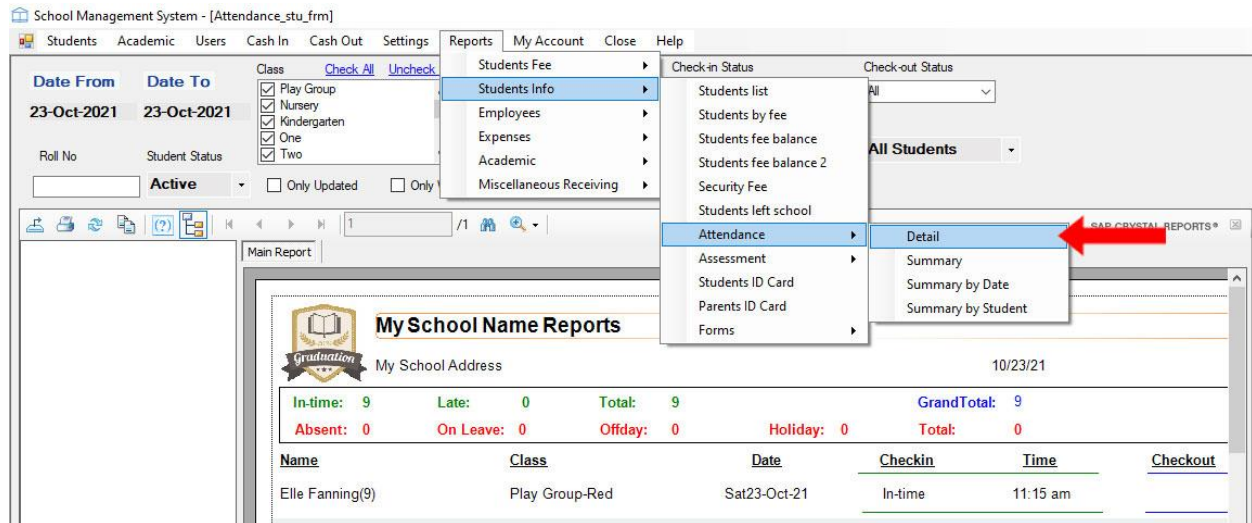Go to Reports => Employees => Attendance => detail

Click Go button

How to check report of Students attendance

Go to Reports => Students Info => Attendance => Detail
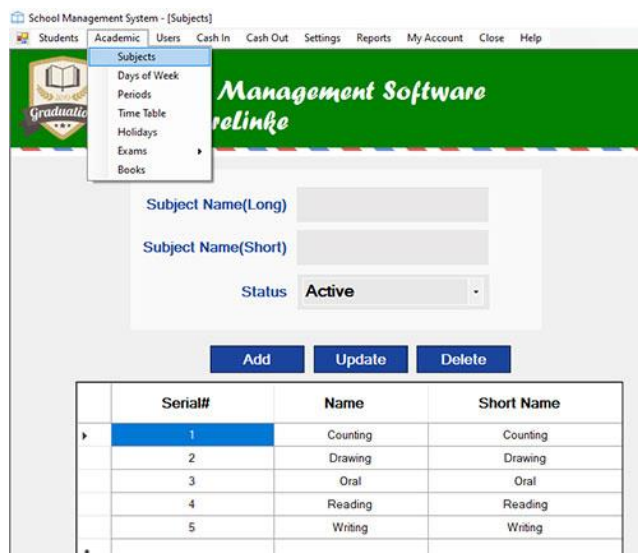
Click Go button

How to make result cards

1: First of all, add all subjects for your classes.

Go to Academic => Subjects

2: Create exam name

Go to Academic => Exams => Exam Names

Click Add button

3: Select Exam Date

Exam status should be active

Click Add button

As shown in the picture below.

4: Make relation of classes and subjects

Go to Academic => Exams => Exam Names

Click on exam name

Click Quick Add button