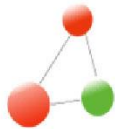


System User Manual

School Management System



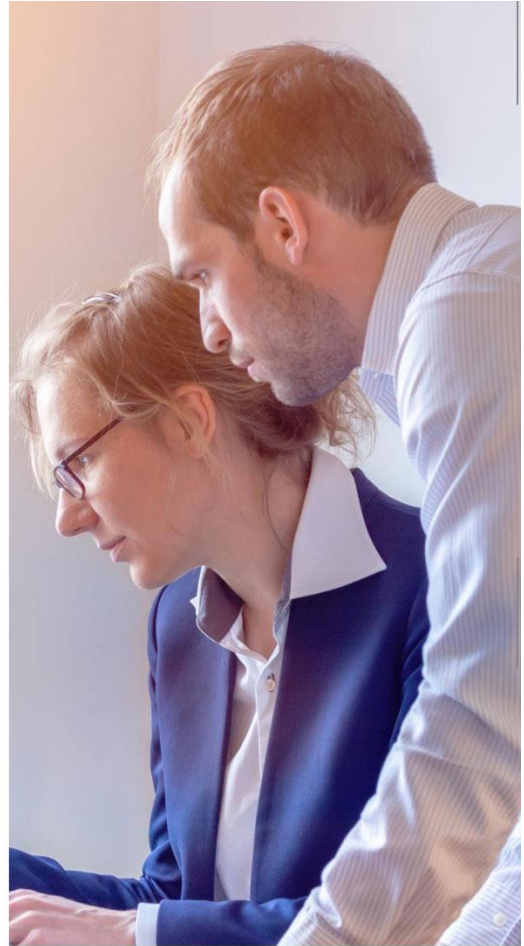
SoftwareLinkers
Software Development Company

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.

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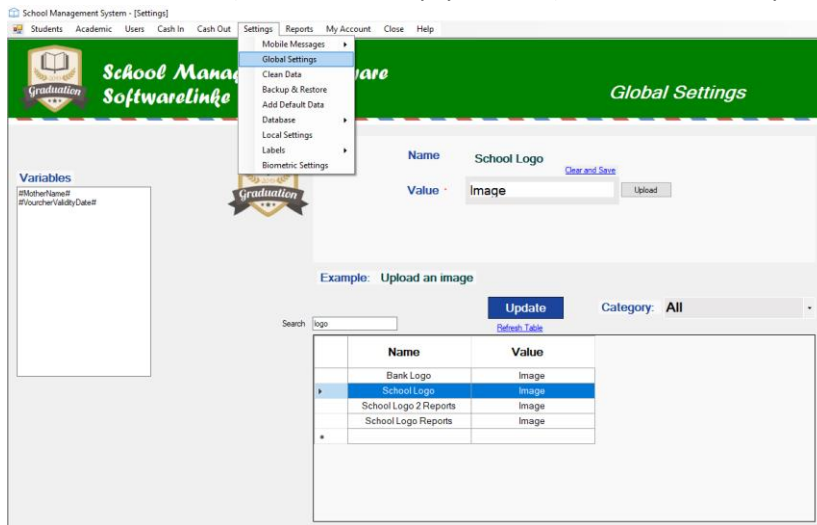
How to Change School Name and Logo

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



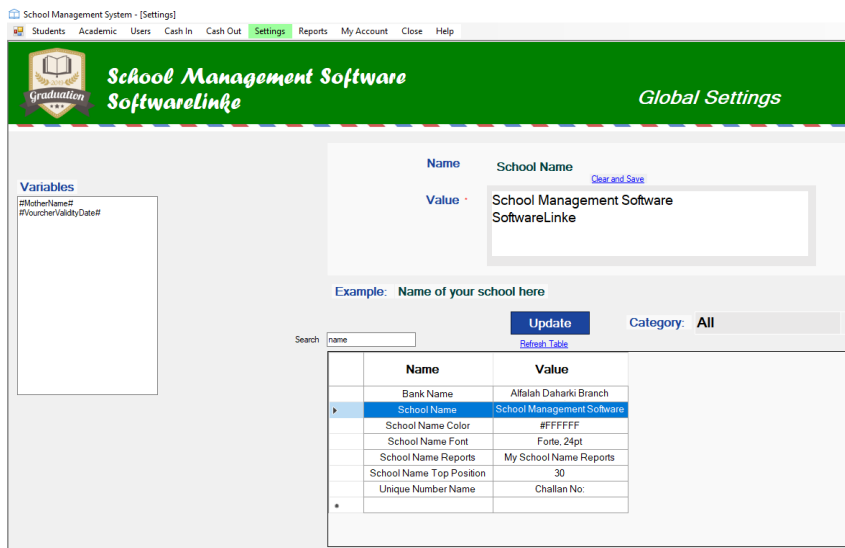
Click the upload button. Now select the logo from your computer. Logo width will be 250px.

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.

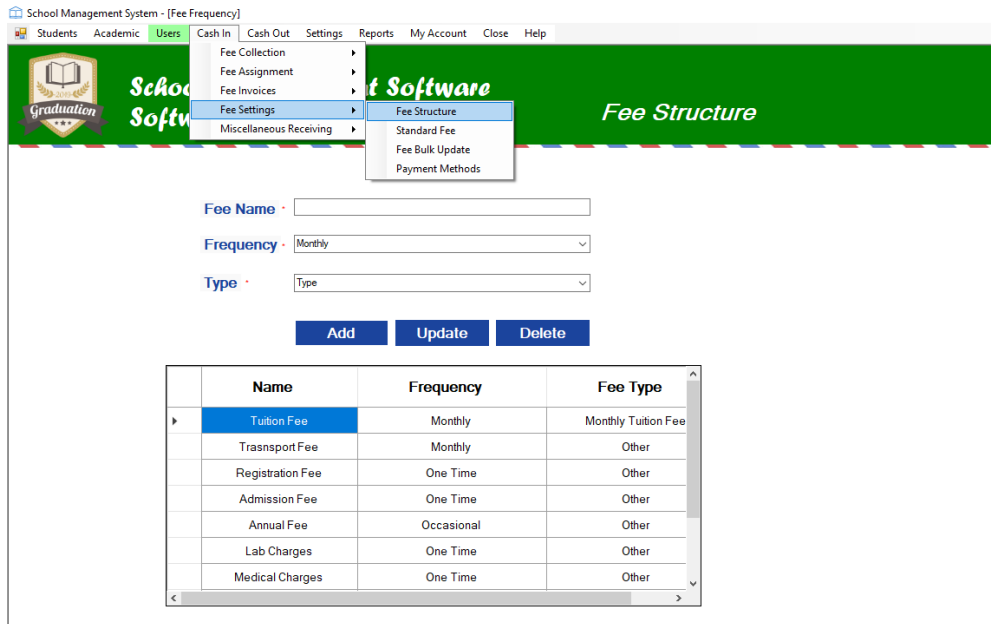
You also need to change the school name from **School Name Reports**.

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



	Name	Frequency	Fee Type
▶	Tuition Fee	Monthly	Monthly Tuition Fee
	Transport Fee	Monthly	Other
	Registration Fee	One Time	Other
	Admission Fee	One Time	Other
	Annual Fee	Occasional	Other
	Lab Charges	One Time	Other
	Medical Charges	One Time	Other

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

School Management System - [Fee Types]

Students Academic Users **Cash In** Cash Out Settings Reports My Account Close Help

 **School Management Software** *SoftwareLink®* **Standard Fee**

Fee Name:
Class:
Standard Fee:
Late Fee Fine:
Status: ☒ Add same fee for all classes

Update

Class Name	Fee Name	Amount	After Due Date	Status
Ten	Tuition Fee	0	0	<input checked="" type="checkbox"/>
Nine	Tuition Fee	0	0	<input checked="" type="checkbox"/>
Eight	Tuition Fee	0	0	<input checked="" type="checkbox"/>
Seven	Tuition Fee	0	0	<input checked="" type="checkbox"/>
Six	Tuition Fee	0	0	<input checked="" type="checkbox"/>
Five	Tuition Fee	0	0	<input checked="" type="checkbox"/>
Four	Tuition Fee	0	0	<input checked="" type="checkbox"/>
Three	Tuition Fee	0	0	<input checked="" type="checkbox"/>
Two	Tuition Fee	0	0	<input checked="" type="checkbox"/>
One	Tuition Fee	0	0	<input checked="" type="checkbox"/>
Kindergarten	Tuition Fee	0	0	<input checked="" type="checkbox"/>
Nursery	Tuition Fee	0	0	<input checked="" type="checkbox"/>
Play Group	Tuition Fee	0	0	<input checked="" type="checkbox"/>


How to add students

Go to Students => Students

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

School Management System - [Students List]

Students Academic Users Cash In Cash Out Settings Reports My Account Close Help

 **School Management Software** *SoftwareLink®* **Students**

New Student Roll No: Family ID: Student Name: Phone: Sort By:

Class: Section: Students Group: Gender: Status: **Go**

Students Count:

School Management System - [Students List]

Students Academic Use Students_add

Add Update Delete Close Documents Advance Assessment Courses

Roll No 18 Date of birth

Student Name Admission Date

Class Nursery Gender Select

Section All Status Active

Family ID ? ... Image Upload Capture Finger Print

Tuition Fee 0

Transport Fee 0

Registration Fee 0

Admission Fee 0

Annual Fee 0

Lab Charges 0

Medical Charges 0

Acreas 0

Exam 0

Fill in the value and click on Add button.

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

School Management System - [Students List]

Students Academic Use Students_add

Add Update Delete Close Documents Advance Assessment Courses

Roll No 18 Date of birth

Student Name Admission Date

Class Nursery Gender Select

Section All Status Active

Family ID ? ... Image Upload Capture Finger Print

Students_Family_add

Announcement Recordings Play

Select and Close Add New Update Delete Close

Siblings:

Father Name Mother Name Phone Phone2 Address

Father CNIC Mother CNIC Father Occupation Mother Occupation Father Name Alias

Father/Mother Name Phone Parents CNIC Roll No Search

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

School Management System - [Students List]

Students Academic Users Students_add

Add Update Delete Close Documents Advance Assessment Courses

Roll No: 18 Date of birth:

Student Name: Admission Date:

Class: Nursery Gender: Select

Section: All Status: Active

Family ID: Father Name / Mother Name: Image: Upload Capture Finger Print

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.

School Management System - [Students List]

Students Academic Users Cash In Cash Out Settings Reports My Account Close Help

School Management Software SoftwareLinkz Students

New Student Roll No: Family ID: Student Name: Phone: Sort By: Default DESC

Class: All Section: Section Students Group: Select Gender: Select Status: Active Go

Students Count: 16

	Roll No	Student Name	Class	Father Name	Family ID	Phone	Birth	Gender	Group
17	Saib	Play Group-Red	Jahangir	3	923105399323			Male	
13	Saib	Play Group-Red	Jahangir	3	923105399323			Male	
12	Saib	Play Group-Red	Jahangir	3	923105399323			Male	
11	Saib	Play Group-Red	Jahangir	3	923105399323			Male	
10	Talha	Play Group-Red	Abdul Qayyum	2	03495795007			Male	
9	Talha	Play Group-Red	Abdul Qayyum	2	03495795007			Male	
8	Talha	Play Group-Red	Abdul Qayyum	2	03495795007			Male	
7	Talha	Play Group-Red	Abdul Qayyum	2	03495795007			Male	
6	Saib	Play Group-Red	Jahangir	3	923105399323			Male	
5	Saib	Play Group-Red	Jahangir	3	923105399323			Male	
4	Saib	Play Group-Red	Jahangir	3	923105399323			Male	
3	Saib	Play Group-Red	Jahangir	3	923105399323		15-Jun-2004	Male	
2	Saib	Play Group-Red	Jahangir	3	923105399323			Male	
1	Talha	Play Group-Red	Abdul Qayyum	2	03495795007			Male	

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.

School Management System - [Students List]

Students Academic Users Cash In Cash Out Settings Reports My Account Close Help

Students_add

Add Update Delete Close Documents Advance Assessment Courses

Roll No: 10 Date of birth:

Student Name: Talha Admission Date:

Class: Play Group Gender: Select

Section: Red Status: Active

Family ID: 2 Abdul Qayyum / 03495795007

Image: Upload Capture Finger Print

Tuition Fee: 5000

Transport Fee: 0

Registration Fee: 0

Admission Fee: 0

Annual Fee: 0

Lab Charges: 0

Medical Charges: 0

Arrears: 0

Exam: 0

192 x 192

Students Count: 16

Roll No	Student
17	Saib
15	Saib
14	Saib
13	Saib
12	Saib
11	Saib
10	Talha
9	Talha
8	Talha
7	Talha
6	Saib
5	Saib
4	Saib
3	Saib
2	Saib
1	Talha

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.

School Management System - [Classes]

Students Academic Users Cash In Cash Out Settings Reports My Account Close Help

Dashboard Students Classes Sections Import Students Students Promotion Manage Guardians Attendance Assessment Bulk Actions

Class Name: Play Group Class No: 3

Class Level: Primary Manage Levels

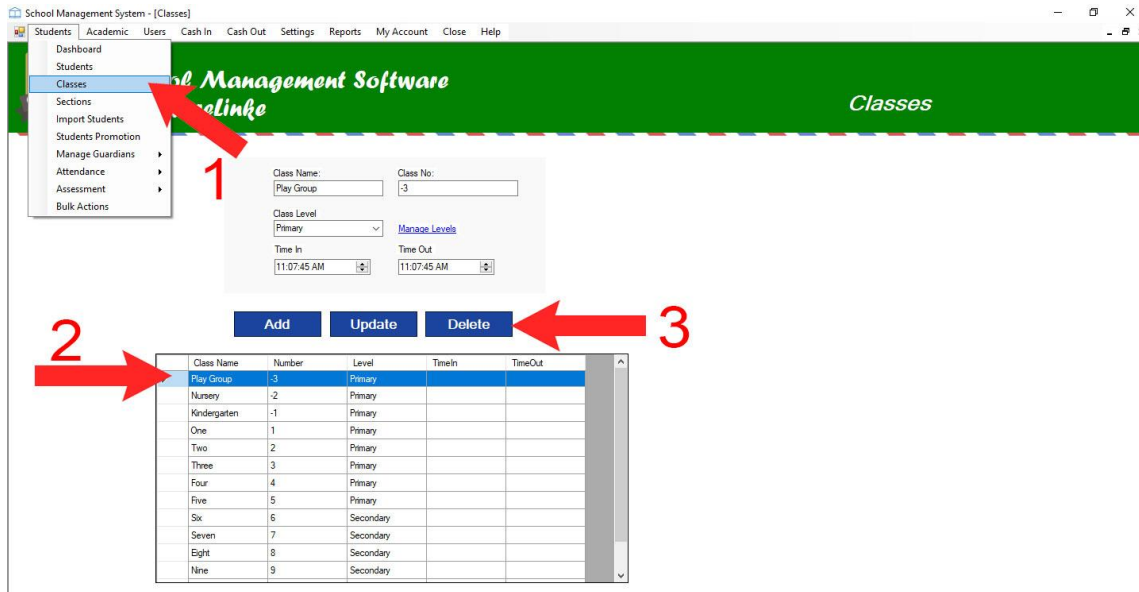
Time In: 11:07:45 AM Time Out: 11:07:45 AM

Add Update Delete

Class Name	Number	Level	TimeIn	TimeOut
Play Group	3	Primary		
Nursery	-2	Primary		
Kindergarten	-1	Primary		
One	1	Primary		
Two	2	Primary		
Three	3	Primary		
Four	4	Primary		
Five	5	Primary		
Six	6	Secondary		
Seven	7	Secondary		
Eight	8	Secondary		
Nine	9	Secondary		

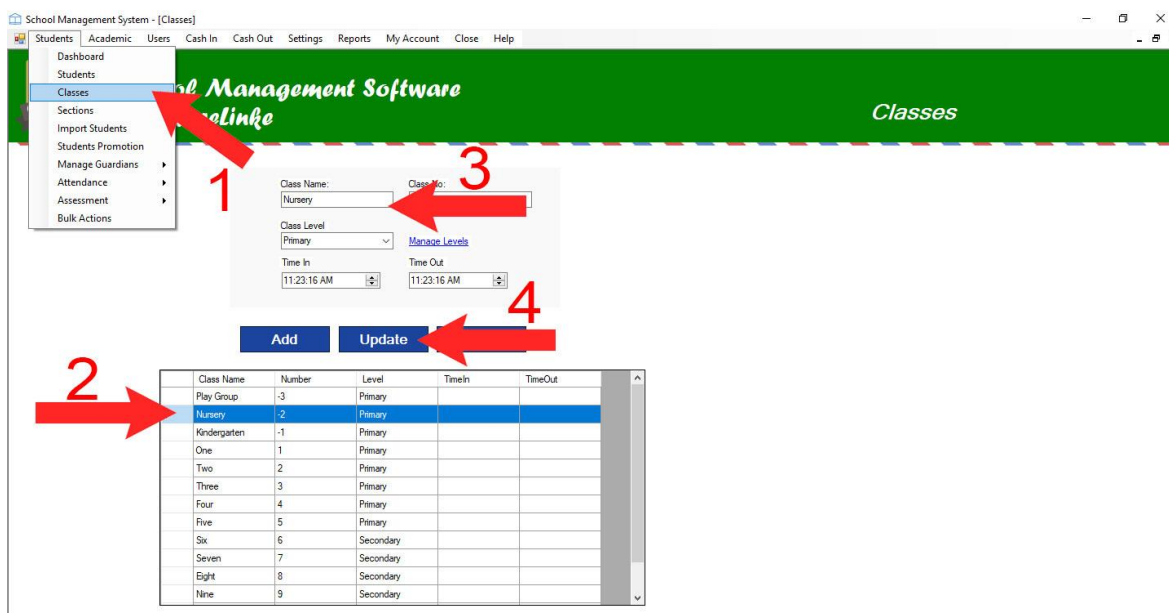
For delete a class

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



For update a class

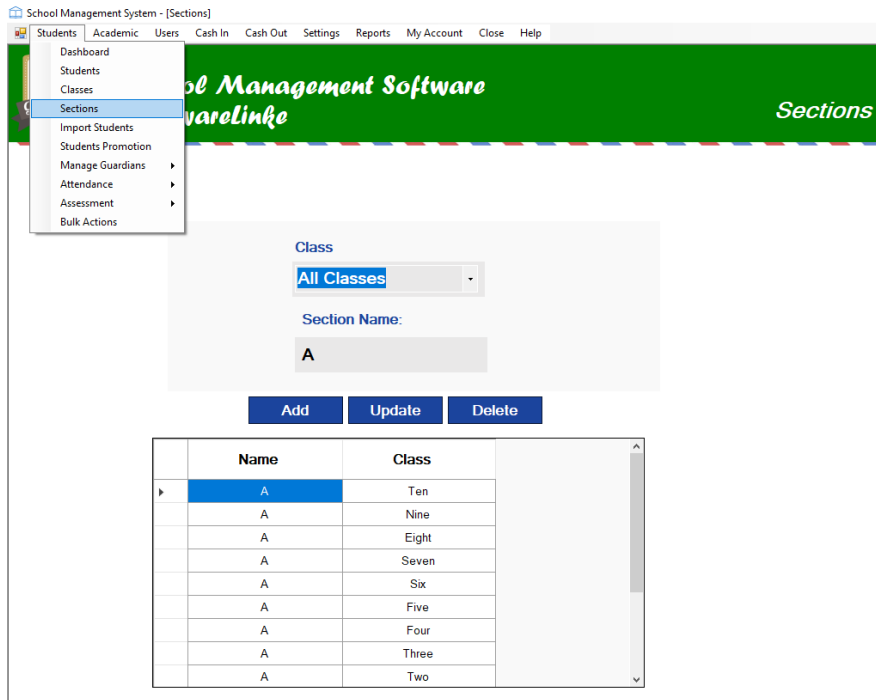
1. Go to Students => Classes
2. Select the class row, of which wants to update. (click on left empty column). As shown in the picture below.
3. Change class name.
4. Click update button



How to manage class sections

Go to students => sections

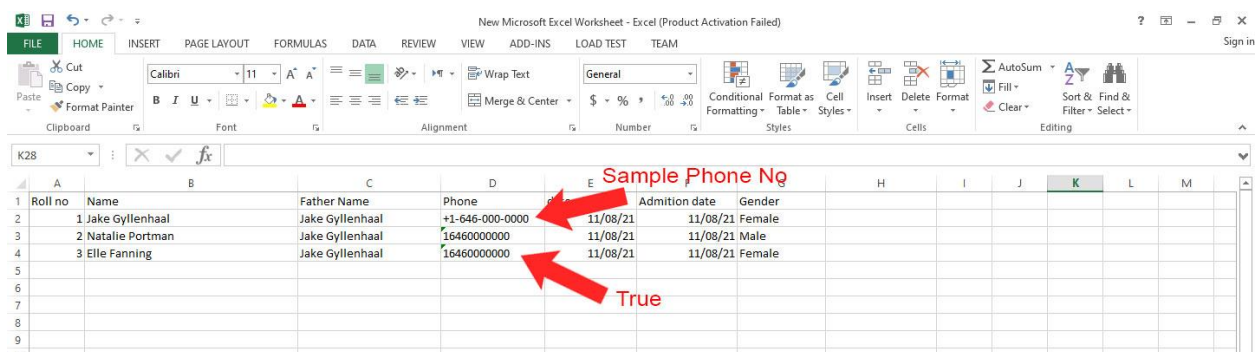
Here you can add, delete or update your classes sections.



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.

Excel File: C:\Users\Talha Ansari

Excel Sheet: Play Group

Class: Play Group

Section: Red

Starting Row No: 2 Ending Row No: 10 All Rows

Map excel columns with database

Student Name: Select Column

Roll No: Select Column

Father Name: Name

Mother Name: Phone

Phone: date of birth

Address: Admission date

Admission Date: Select Column

Date of Birth: Select Column

Student Status: Select Column

Gender: Select Column

Display Import

3 rows fetched successfully

Student	RollNo	Father	Mother
Jake Gyllenhaal	1	Jake Gyllenhaal	
Natalie Portman	2	Jake Gyllenhaal	
Elle Fanning	3	Jake Gyllenhaal	

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.

School Management System - [Students List]

Students Academic Users Students_add

Add Update Delete Close Documents Advance Assessment Courses

Roll No 1 Date of birth 08-Nov-2021

Student Name Jake Gyllenhaal Admission Date 08-Nov-2021

Class Play Group Gender Female

Section Red Status Active

Family ID 5 Jake Gyllenhaal / 16460000000

Image Upload Capture Finger Print

192 x 192

Tuition Fee 5000

Transport Fee 0

Registration Fee 0

Admission Fee 0

Annual Fee 0

Lab Charges 0

Medical Charges 0

Afters 0

Exam 0

Here you can give the discount

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.

School Management System - [Student_id_card_frm]

Students Academic Users Cash In Cash Out Settings Reports My Account Close Help

Class All Classes Section All Sections Roll No

Student All Students Report View Card 1 Go

Change Card Design

Reports from different classes

- Students Fee
- Students Info
- Employees
- Expenses
- Academic
- Miscellaneous Receiving
- Students list
- Students by fee
- Students fee balance
- Students fee balance 2
- Security Fee
- Students left school
- Attendance
- Assessment
- Students ID Card
- Parents ID Card
- Forms

My School Name Reports

My School Address

Name Elle Fanning

Father Jake Gyllenhaal

Roll No 3

Family ID 5

Class Play Group-Red

principal sign 16460000000

My School Name Reports

My School Address

Name Natalie Portman

Father Jake Gyllenhaal

Roll No 2

Family ID 5

Class Play Group-Red

principal sign 16460000000

My School Name Reports

My School Address

Name Elle Fanning

Father Jake Gyllenhaal

Roll No 5

Family ID 5

Class Play Group-Red

principal sign 16460000000

My School Name Reports

My School Address

Name Natalie Portman

Father Jake Gyllenhaal

Roll No 4

Family ID 5

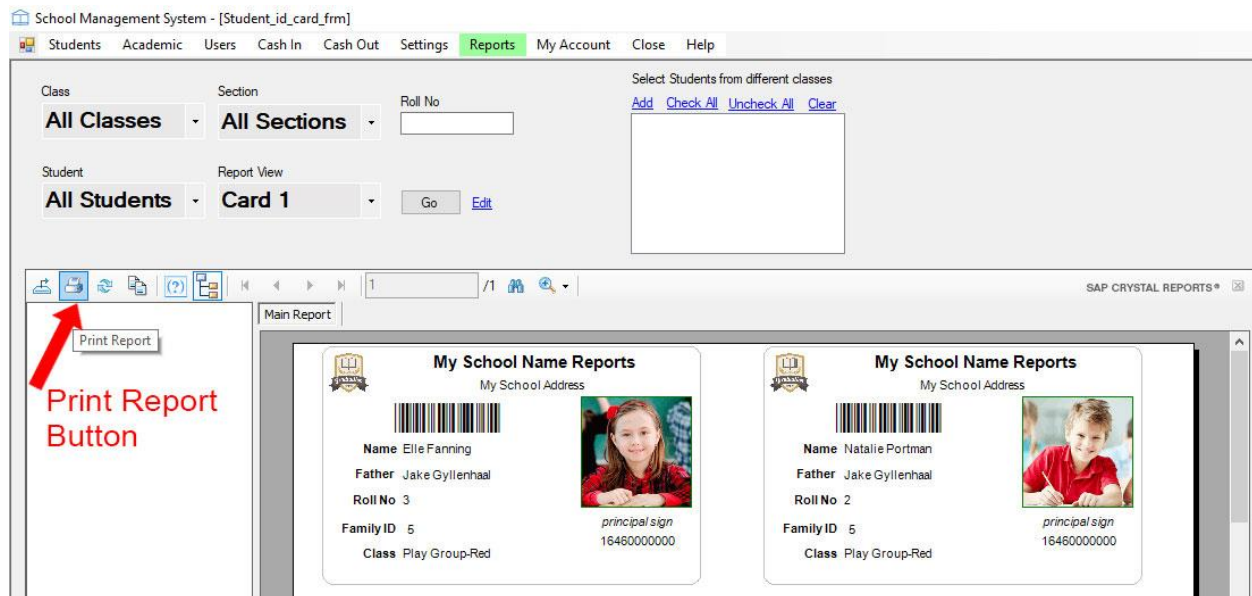
Class Play Group-Red

principal sign 16460000000

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

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

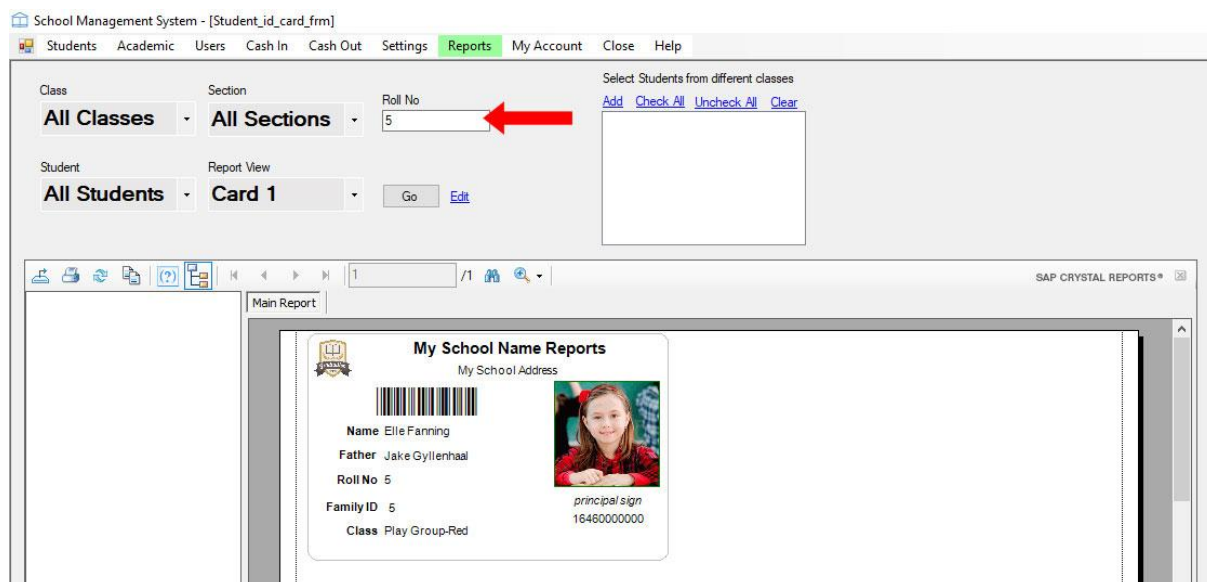
To print the Id Cards click print report button. As shown in the picture below.



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

School Management System - [FeeChallan]

Students Academic Users **Cash In** Cash Out Settings Reports My Account Close Help

School Management Software
SoftwareLink

New Invoice

Invoice/Term Name: October 2021
Invoice Issue Date: 01-Oct-2021
Invoice Valid Till: 15-Oct-2021
Due Date: 10-Oct-2021
Fee Month From: 01-Oct-2021
Fee Month To: 31-Oct-2021
Fee Months in Numbers: 1

First Billing Date: 06-Oct-2021
Next Billing Date: 06-Nov-2021

Set Dates

Click Add button

Add

Update

Delete

Name	Status	Issue Date	Valid Till	Due Date	Fee Month From	Fee Month To
*						

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

School Management System - [MonthlyFeeEntry]

Students Academic Users **Cash In** **Cash Out** Settings Reports My Account Close Help

School Management Software
SoftwareLink

New Invoice

Issue Date: 10/01/21 12:00:00 AM
Valid Date: 10/15/21 12:00:00 AM
Month From: 10/01/21 12:00:00 AM
Month To: 10/31/21 12:00:00 AM
Due Date: 10/10/21 12:00:00 AM
Status: Open

Following fees will be assigned

Transport Fee
Tuition Fee

Assign Monthly Fee

Click here

Date	Fee Type	Classes
*		

Click Ok button

School Management System - [MonthlyFeeEntry]

Students Academic Users Cash In Cash Out Settings Reports My Account Close Help

School Management Software
SoftwareLink®

New Invoice

Exclude Student from fee assignment
[Add](#) [Check All](#) [Uncheck All](#) [Clear](#)

Invoice Details:

Issue Date: 10/01/21 12:00:00 AM
Valid Date: 10/15/21 12:00:00 AM
Month From: 10/01/21 12:00:00 AM
Month To: 10/31/21 12:00:00 AM
Due Date: 10/10/21 12:00:00 AM

Following fees will be assigned

Transport Fee
Tuition Fee

Confirmation! Monthly Fee

You want to assign fee to all students for this month?

☐ Display Old Entries

Date	Fee Type	Classes
*		

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.

School Management System - [FeeVoucher_frm]

Students Academic Users Cash In Cash Out Settings Reports My Account Close Help

Roll No: Class: Section:

Family ID:

Report View: 2 Column 2 Stu

[No case barcode not appears then](#) [Install barcode](#) [View](#) [Print](#) [Refresh](#) [Close](#)

Change design of vouchers

My School Name Reports

College Copy

Name: Jake Gyllenhaal Father: Jake Gyllenhaal
Class: Play Group-Red Roll No: 1
Issue Date: 01-Oct-2021 Due Date: 10-Oct-2021
Fee Month: Oct 21 Valid Till: 15-Oct-2021
Family ID: 5

Description	Amount
Tuition Fee	5000
Arrears:	0
Total charges within due date:	5,000.00
After Due Date:	5,000.00

After due date fine will be \$5/day

Parent Copy

Name: Jake Gyllenhaal Father: Jake Gyllenhaal
Class: Play Group-Red Roll No: 1
Issue Date: 01-Oct-2021 Due Date: 10-Oct-2021
Fee Month: Oct 21 Valid Till: 15-Oct-2021
Family ID: 5

Description	Amount
Tuition Fee	5000
Arrears:	0
Total charges within due date:	5,000.00
After Due Date:	5,000.00

After due date fine will be \$5/day

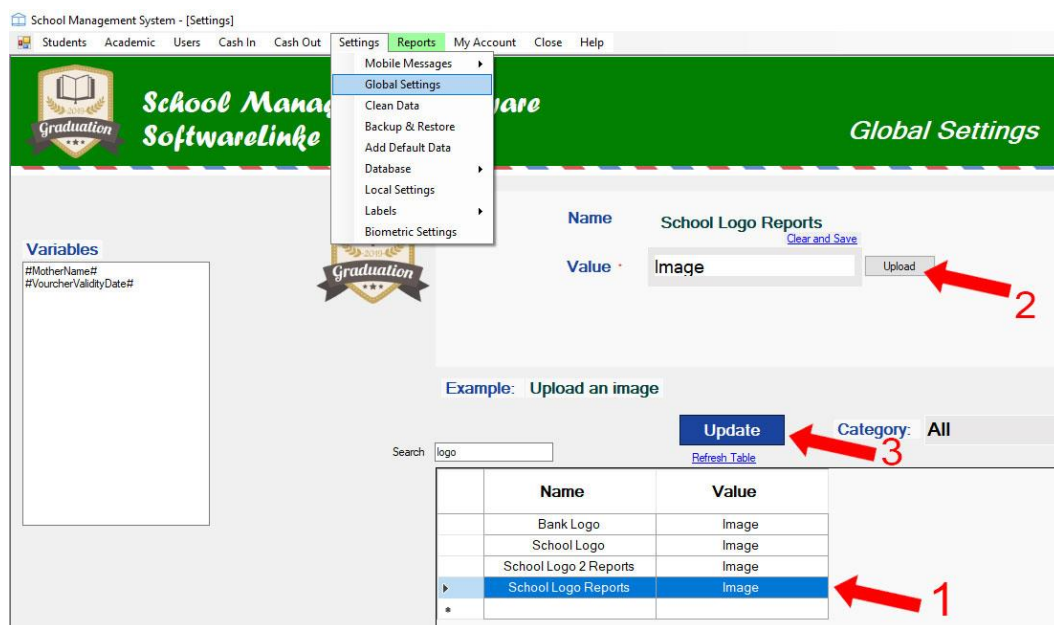
How to change school name and logo from reports

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.

School Management System - [FeeIndividual]

Students Academic Users Cash In Cash Out Settings Reports My Account Close Help

Fee Collection
Fee Assignment
 Fee Invoices
 Fee Settings
 Miscellaneous Receiving

Assign Monthly Fee
 Assign Occasional Fee
Assign Individual Fee
 Late Arrival Fine
 Assign Fine

Assign Individual Fee

Search Student
 Roll No: 5 Family ID: Name:
 Class: All Section: Sections
 Student:
 5 - Elle Fanning, Play Group-Red

Invoice: October 21 Assign Fee

Elle Fanning D/O: Jake Gyllenhaal
 Roll No: 5

Tuition Fee: 5000 ☒
 Transport Fee: 0 ☐
 Registration Fee: 0 ☐
 Admission Fee: 0 ☐
 Annual Fee: 0 ☐
 Lab Charges: 0 ☐
 Medical Charges: 0 ☐
 Arrears: 0 ☐
 Exam: 0 ☐

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.

School Management System - [FeeVoucherFamilyBased_frm]

Students Academic Users Cash In Cash Out Settings Reports My Account Close Help

Students Fee
 Students Info
 Employees
 Expenses
 Academic
 Miscellaneous Receiving

Fee Vouchers
Fee Vouchers Family Based
 Fee Receipts
 Daily Fee Collection
 Fee Transactions
 Fee Detail
 Billing summary by date
 Billing summary by challan
 Received by challan
 Waived off by challan
 Standard Fee
 Waivedoff Fee
 Edit/Delete History

Family ID: Roll No: Class: Play Group, Nursery, Kindergarten, One, Two
 Students Group: Select

Challan No: 21

Father Name: Jake Gyllenhaal Family ID: 5 Fee Month: Oct 21
 Issue Date: 01-Oct-2021 Due Date: 10-Oct-2021 Valid Till: 15-Oct-2021

Roll No	Student	Class	Previous Balance	Dues	Payable
9	Elle Fanning	Play Group-Red	0.00	5,000.00	5,000.00
5	Elle Fanning	Play Group-Red	0.00	5,000.00	5,000.00
1	Jake Gyllenhaal	Play Group-Red	0.00	5,000.00	5,000.00
2	Natalie Portman	Play Group-Red	0.00	5,000.00	5,000.00
3	Elle Fanning	Play Group-Red	0.00	5,000.00	5,000.00
				Total:	25,000.00

After due date fine will be \$5/day

You can also change the Family-based voucher view.

School Management System - [FeeVoucherFamilyBased_frm]

Students Academic Users Cash In Cash Out Settings **Reports** My Account Close Help

Family ID: Roll No: Class: ☒ Play Group ☒ Nursery ☒ Kindergarten ☒ One ☒ Two Section: ☒ Play Group - Red ☒ Nursery - Green ☒ Kindergarten - Blue ☒ One - A ☒ Two - A Per Page: 2 Families Case barcode not appears then [Install barcode font](#) and restart software

Students Group: ☒ Only families having payable >0

SAP CRYSTAL REPORTS

Main Report

My School Name Reports

Challan No: 21

Father Name: Jake Gyllenhaal Family ID: 5 Fee Month: Oct 21

Issue Date: 01-Oct-2021 Due Date: 10-Oct-2021 Valid Till: 15-Oct-2021

How to collect student fee

Go to Cash In => Fee Collection => Collection

Click Pay all Dues of the following student.

School Management System - [Fee Collection]

Students Academic Users Cash In Cash Out Settings Reports My Account Close Help

School Management Software
SoftwareLink®
Collection

Roll No: Name: Family ID: Class: ☒ Play Group ☒ Nursery ☒ Kindergarten ☒ One ☒ Two Section: ☒ Play Group - Red ☒ Nursery - Green ☒ Kindergarten - Blue ☒ One - A ☒ Two - A

Barcode: Status:

Use row header for partial payments Total Payable: 33,000

Roll No	Name	FatherName	Phone	Family ID	Class	Payable	Pay	Assign n Collect
1	Jake Gyllenhaal	Jake Gyllenhaal	16460000000	5	Red - Play Group	4000	<input type="button" value="Pay All Dues"/>	<input type="button" value="Assign n Collect"/>
2	Natalie Portman	Jake Gyllenhaal	16460000000	5	Red - Play Group	2500	<input type="button" value="Pay All Dues"/>	<input type="button" value="Assign n Collect"/>
3	Elle Fanning	Jake Gyllenhaal	16460000000	5	Red - Play Group	5000	<input type="button" value="Pay All Dues"/>	<input type="button" value="Assign n Collect"/>
4	Natalie Portman	Jake Gyllenhaal	16460000000	3	Red - Play Group	5000	<input type="button" value="Pay All Dues"/>	<input type="button" value="Assign n Collect"/>
5	Elle Fanning	Jake Gyllenhaal	16460000000	5	Red - Play Group	5000	<input type="button" value="Pay All Dues"/>	<input type="button" value="Assign n Collect"/>
6	Natalie Portman	Jake Gyllenhaal	+1-646-000-0000	4	Red - Play Group	1500	<input type="button" value="Pay All Dues"/>	<input type="button" value="Assign n Collect"/>
7	Jake Gyllenhaal	Jake Gyllenhaal	+1-646-000-0000	4	Red - Play Group	5000	<input type="button" value="Pay All Dues"/>	<input type="button" value="Assign n Collect"/>
8	Natalie Portman	Jake Gyllenhaal	+1-646-000-0000	4	Red - Play Group	0	<input type="button" value="Paid"/>	<input type="button" value="Assign n Collect"/>
9	Elle Fanning	Jake Gyllenhaal	16460000000	5	Red - Play Group	5000	<input type="button" value="Pay All Dues"/>	<input type="button" value="Assign n Collect"/>

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

School Management System - [Fee Collection]

Students Academic Users **Cash In** Cash Out Settings Reports My Account Close Help

School Management Software SoftwareLink® Collection

Roll No: Name: Family ID: Class: [Check All](#) [Uncheck All](#) Section: [Check All](#) [Uncheck All](#)

Barcode: Status:

Use row header for partial payments

Roll No	Name	Family ID
1	Jake Gyllenhaal	Ja
2	Natalie Portman	Ja
3	Elle Fanning	Ja
4	Natalie Portman	Ja
5	Elle Fanning	Ja
6	Natalie Portman	Ja
7	Jake Gyllenhaal	Ja
8	Natalie Portman	Ja
9	Elle Fanning	Ja

Barcode

Receipt ID: 0

Pay

Close

☐ Print A4 Size Receipt
☐ Print Thermal Receipt
☐ Allow Advance

Roll No

Student

Class

Father Name

Payment Method

Invoice Month

Date

Fine

Fine Reason

Payable

Paid

Remarks

☐ Open fee detail dialog on payment

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.

School Management System - [Fee Collection]

Students Academic Users **Cash In** Cash Out Settings Reports My Account Close Help

School Management Software SoftwareLink® Collection

Roll No: Name: Family ID: Class: [Check All](#) [Uncheck All](#) Section: [Check All](#) [Uncheck All](#)

Barcode: Status:

Use row header for partial payments

Roll No	Name	Family ID
1	Jake Gyllenhaal	Ja
2	Natalie Portman	Ja
3	Elle Fanning	Ja
4	Natalie Portman	Ja
5	Elle Fanning	Ja
6	Natalie Portman	Ja
7	Jake Gyllenhaal	Ja
8	Natalie Portman	Ja
9	Elle Fanning	Ja

Barcode

Receipt ID: 0

Payable: 4000

You are going to pay: 2000

Save

Close

Enter Amount

Payable Amount

Fee Name

Roll No

Student

Class

Father Name

Payment Method

Invoice Month

Date

Fine

Fine Reason

Payable

Paid

Remarks

☐ Open fee detail dialog on payment

Enter Amount

Payable Amount

Fee Name

2000

4000

Tuition Fee - October 21

2000 - 2000 = 0

It will be zero

Click Save Button.

Click Ok to Continue Payment Collection message.

How to check students list

Go to Reports => Students Info => Students List

The screenshot shows the 'School Management System - [frm_Students]' window. The 'Reports' menu is open, and 'Students Info' is selected, leading to a sub-menu where 'Students list' is chosen. The main report area displays 'My School Name Reports' for the date 10/13/21. The report shows a list of 9 students with columns for Serial #, Roll No, Name, Class, Father Name, and Family ID.

Serial #	Roll No	Name	Class	Father Name	Family ID
1	1	Jake Gyllenhaal	Play Group-Red	Jake Gyllenhaal	5
2	2	Natalie Portman	Play Group-Red	Jake Gyllenhaal	5
3	3	Elie Fanning	Play Group-Red	Jake Gyllenhaal	5
4	4	Natalie Portman	Play Group-Red	Jake Gyllenhaal	3
5	5	Elie Fanning	Play Group-Red	Jake Gyllenhaal	5
6	6	Natalie Portman	Play Group-Red	Jake Gyllenhaal	4
7	7	Jake Gyllenhaal	Play Group-Red	Jake Gyllenhaal	4
8	8	Natalie Portman	Play Group-Red	Jake Gyllenhaal	4
9	9	Elie Fanning	Play Group-Red	Jake Gyllenhaal	5

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

The screenshot shows the 'School Management System - [Students_fee_balance_frm]' window. The 'Reports' menu is open, and 'Students Info' is selected, leading to a sub-menu where 'Students fee balance 2' is chosen. The main report area displays 'My School Name Reports' for the date 10/13/21. The report shows a list of 9 students with columns for Serial#, Roll No, Student Name, Father Name, Phone, Class, Arrears, Current Dues, and Total Payable. The total for all students is 9, with a total payable of 45,000.00.

Serial#	Roll No	Student Name	Father Name	Phone	Class	Arrears	Current Dues	Total Payable
1	1	Jake Gyllenhaal	Jake Gyllenhaal	16460000000	Play Group-Red	5000	0.00	5,000.00
2	2	Natalie Portman	Jake Gyllenhaal	16460000000	Play Group-Red	5000	0.00	5,000.00
3	3	Elie Fanning	Jake Gyllenhaal	16460000000	Play Group-Red	0	5,000.00	5,000.00
4	4	Natalie Portman	Jake Gyllenhaal	16460000000	Play Group-Red	0	5,000.00	5,000.00
5	5	Elie Fanning	Jake Gyllenhaal	16460000000	Play Group-Red	0	5,000.00	5,000.00
6	6	Natalie Portman	Jake Gyllenhaal	+1-846-000-0000	Play Group-Red	5000	0.00	5,000.00
7	7	Jake Gyllenhaal	Jake Gyllenhaal	+1-846-000-0000	Play Group-Red	0	5,000.00	5,000.00
8	8	Natalie Portman	Jake Gyllenhaal	+1-846-000-0000	Play Group-Red	5000	0.00	5,000.00

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.

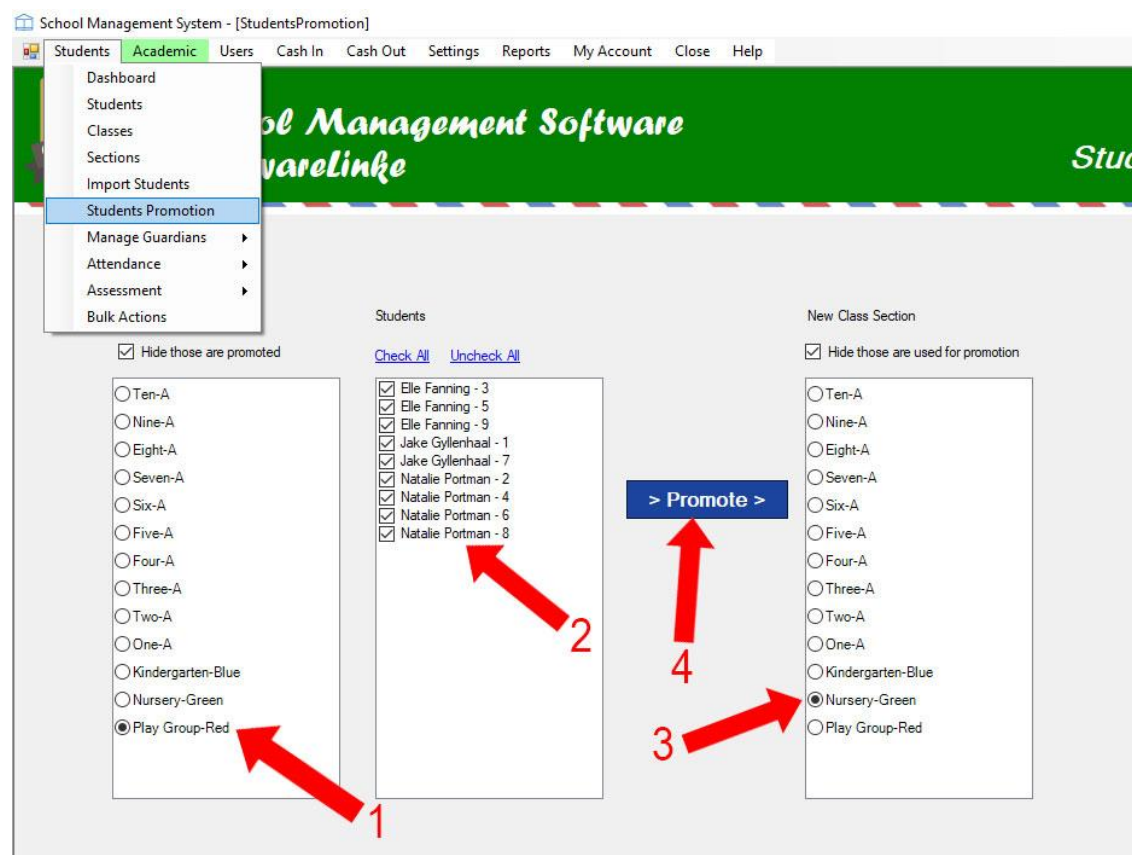
You also can see a single class or section students fee record.

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.

School Management System - [FeeReceipt_frm]

Students Academic Users Cash In Cash Out Settings Reports My Account Close Help

Roll No Family ID Class Section

Report View Students Group Operator

1 Column Select All Sections

Main Report

21_Jake Gyllenhaal
20_Jake Gyllenhaal
19_Natalie Portman
18_Natalie Portman
17_Natalie Portman
16_Jake Gyllenhaal
15_
14_
13_
12_
11_
10_
9_
8_
7_
6_
5_
4_
3_
2_
1_

My School Name
My School Address

Printing Date: 10/18/21

Receipt ID: 21
Payment Date: 11-Oct-2021 09:03 AM

Student: Jake Gyllenhaal
s/d/o: Jake Gyllenhaal
Fee Month: Oct 21
Roll No: 1
Class: Play Group
Section: Red

Fee Challan

Arrears	4,000.00
Total	4,000.00
Received amount:	2,000.00

Current Page No.: 1 Total Page No.: 1+ Zoom Factor: 100%

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

School Management System - [Roles]

Students Academic Users Cash In Cash Out Settings Reports My Account Close Help

Roles

Capabilities Attendance Bulk Action Users

Name

☐ Teacher

Add Update Delete

Name	Type
Watchman	<input type="checkbox"/>
Accountant	<input type="checkbox"/>
Teacher	<input checked="" type="checkbox"/>
Administrator	<input type="checkbox"/>

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.

School Management System - [AllowanceTypes]

Students Academic Users Cash In Cash Out Settings Reports My Account Close Help

Pay Salaries
Assign Salaries
Salary Details
Salary Settings
Edit Payments
Edit Loans
Miscellaneous Expense

Emoluments
Penalty Types
Salary Increment

Emolument Types

Emolument Name *
Frequency * Monthly
Type * Type
Sequence Number *

Add Update Delete

	Name	Frequency	Emolument Type	Sequence
▶	Salary	Monthly	Regular salary	1
	Overtime	Occasional	Overtime	2
	Bonus	Occasional	Financial benefit	3
*				

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.

School Management System - [Employees]

Students Academic **Users** Cash In Cash Out Settings Reports My Account Close Help

Users_add

Add Update Delete Close Documents Advance

New User 1

Serial#
1
2
3
4
5
6

Name: Henry Role: Teacher

Father / Husband Name: Phone:

Username: henry Address:

Password: Status: Active

Finger Print Biometric Sensor

Image Upload Capture

Salary: 50000

Overtime: 20000

Bonus: 6000

192 x 192

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

School Management System - [SalaryMonth]

Students Academic Users Cash In **Cash Out** Settings Reports My Account Close Help

School Management Software

SoftwareLink

Salary Month

Salary Month

Salary From: 01-Sep-2021 1

Salary To: 31-Oct-2021

2 Add Update

DateFrom	DateTo	Status	Name
01-Sep-2020	30-Sep-2020	Closed	Admin

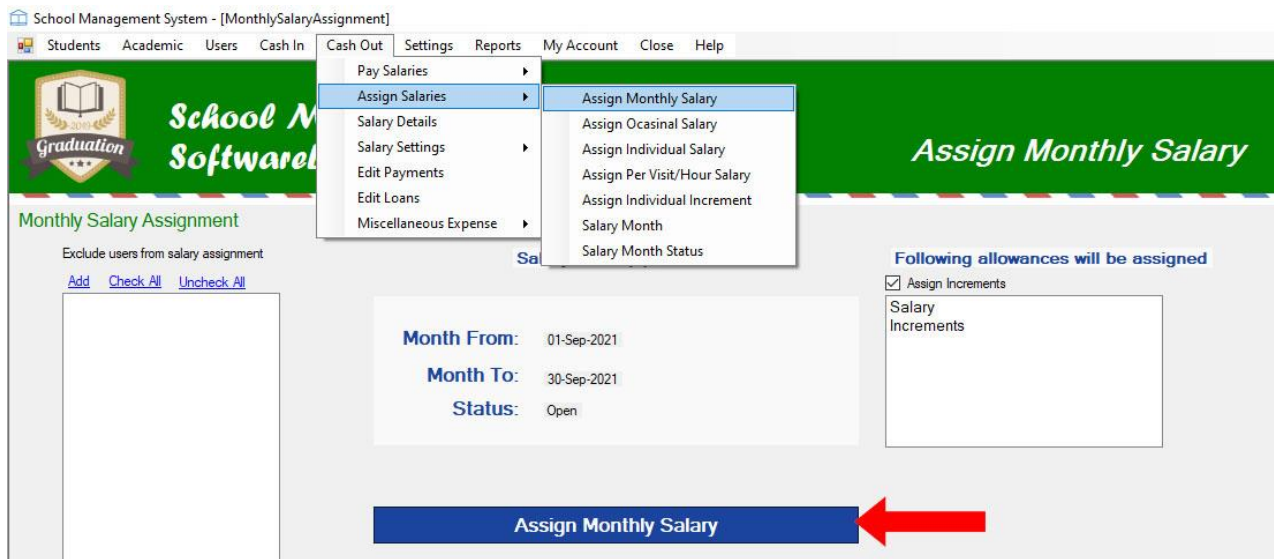
After making the salary month, we will assign the salary to staff.

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

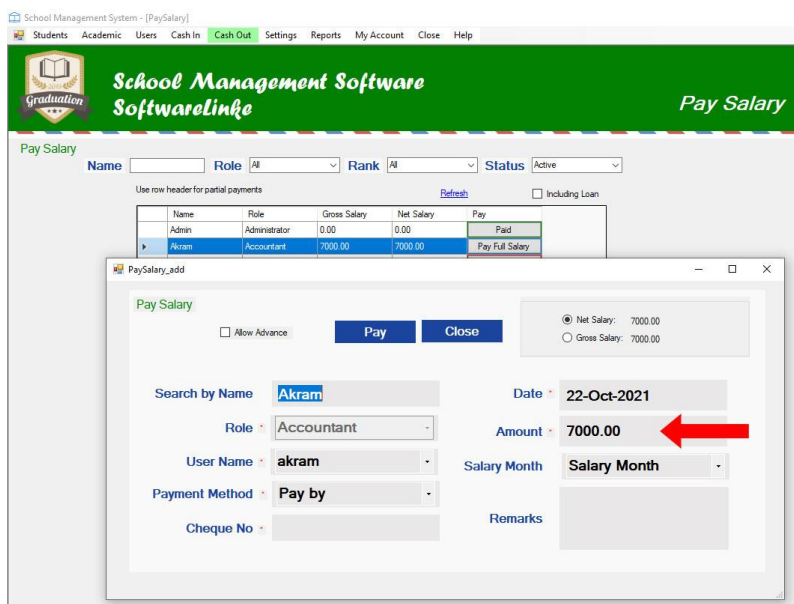
Go to Cash Out => Pay Salaries => Pay Salary

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

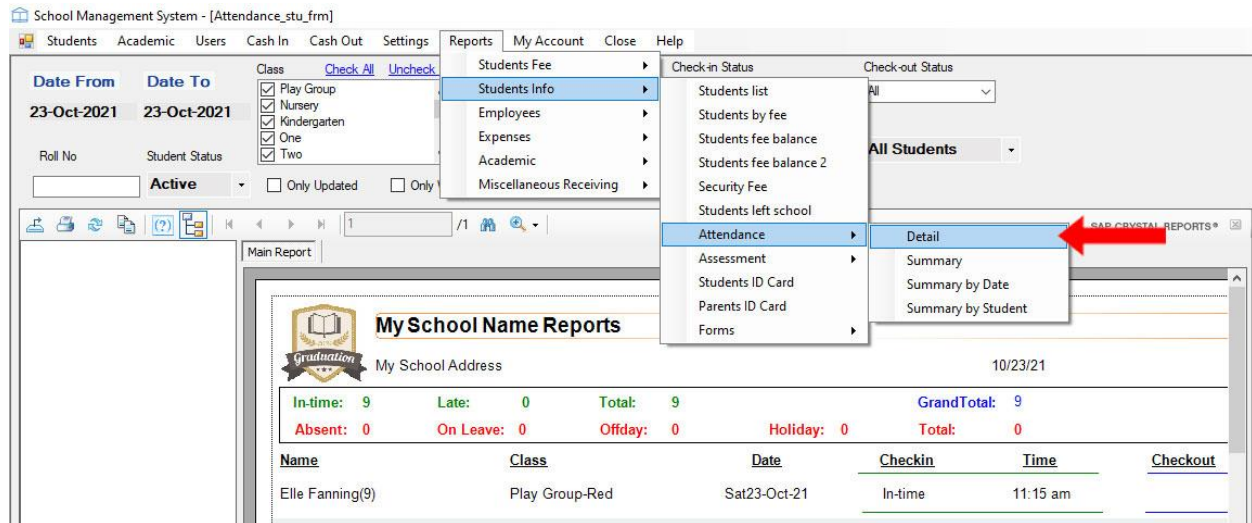
The screenshot shows the 'School Management System - [Attendance_user_frm]' window. The 'Reports' menu is open, and the path 'Reports > Employees > Attendance > Detail' is highlighted. A red arrow points to the 'Detail' option. Below the menu, the 'Main Report' section displays 'My School Name Reports' for the date 10/23/21. The report shows the following statistics:

My School Name Reports					
My School Address					
In-time:	6	Late:	0	Total:	6
Absent:	0	On Leave:	0	Offday:	0
Holiday:	0	Total:	0	GrandTotal:	6

How to check report of Students attendance

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

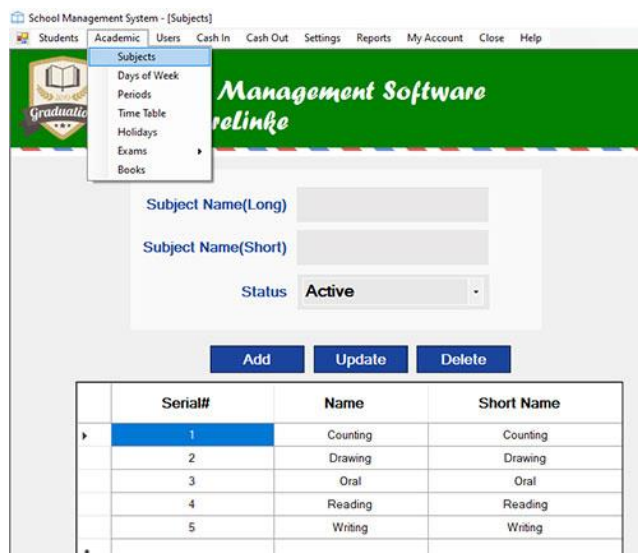
Click Go button



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.

School Management System - [Exam dates]

Students Academic Users Cash In Cash Out Settings Reports My Account Close Help

Subjects
Days of Week
Periods
Time Table
Holidays
Exams
Books

Exam Names
Exam Dates
Marks
Grade Settings
Date Sheet
Exam Groups

Name - Final Term
Exam Date - 17-Nov-2020
Exam Name - Final Term-17-Nov-2020
Exam Short Name - Final Term
Status ☒ Active

Add Update Delete

☐ Display only filtered records

Exam Name	Short Name	Exam Date	Status
-----------	------------	-----------	--------

4: Make relation of classes and subjects

Go to Academic => Exams => Exam Names

Click on exam name

School Management System

Students Academic Users Cash In Cash Out Settings Reports My Account Close Help

Exam Name *

Detail

Click Here

Add Update Delete

Name	Detail
1st Term	1st term exam will be held after 3 months of academic year

Click Quick Add button