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OFINE school management system
Complete management software for school

User manual

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CORE FEATURES :

- Unlimited user role & Permission Module.
- Unlimited System admin.
- Managing User accounts (teacher, student, parent)
- Managing classes, subjects
- Managing exam, grades
- Managing exam marks
- Managing Loan Information
- Managing Computer Based Test (CBT)
- Sending exam marks via sms
- Managing students' attendance
- Managing accounting, income and expenses
- Managing school events
- Managing Teachers
- Managing Librarian
- Managing Accountant
- Manage Circular
- Manage Task
- Managing Parents
- Managing Alumni
- Managing Academic Syllabus
- Managing Helpful Links
- Managing Help Desk
- Managing Front-End Information
- Managing School Session
- Attendance
- Reports
- Managing Staff ID Cards
- Records management.
- Notification board management.
- Management relationships between different type of users.
- Online Payment acceptance of FEE.



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- Section Management.
- Reports generator.
- SMS Alerts.
- Managing Hostel Manager
- Managing library, dormitory, transport
- Messaging between other users
- Managing system settings (general, sms, language)
- Managing Media
- Subject management.
- Class management.
- Student payments management.
- Student behaviour management.
- Payments Overview.
- Subjects and assignments management.
- Fees management.
- Student assignment results management.
- Student search.
- Overdue students list.
- Student management.
- Student-Teacher interaction.
- Real time chatting
- 11 types of payment gateway
- 10 SMS sending gateway
- School website
- Send due invoice to student email

System Requirements

- PHP >= 5.6
- PHP Mcrypt Extension
- PHP MBString Extension
- PHP GD Extension
- PHP MYSQLI Extension

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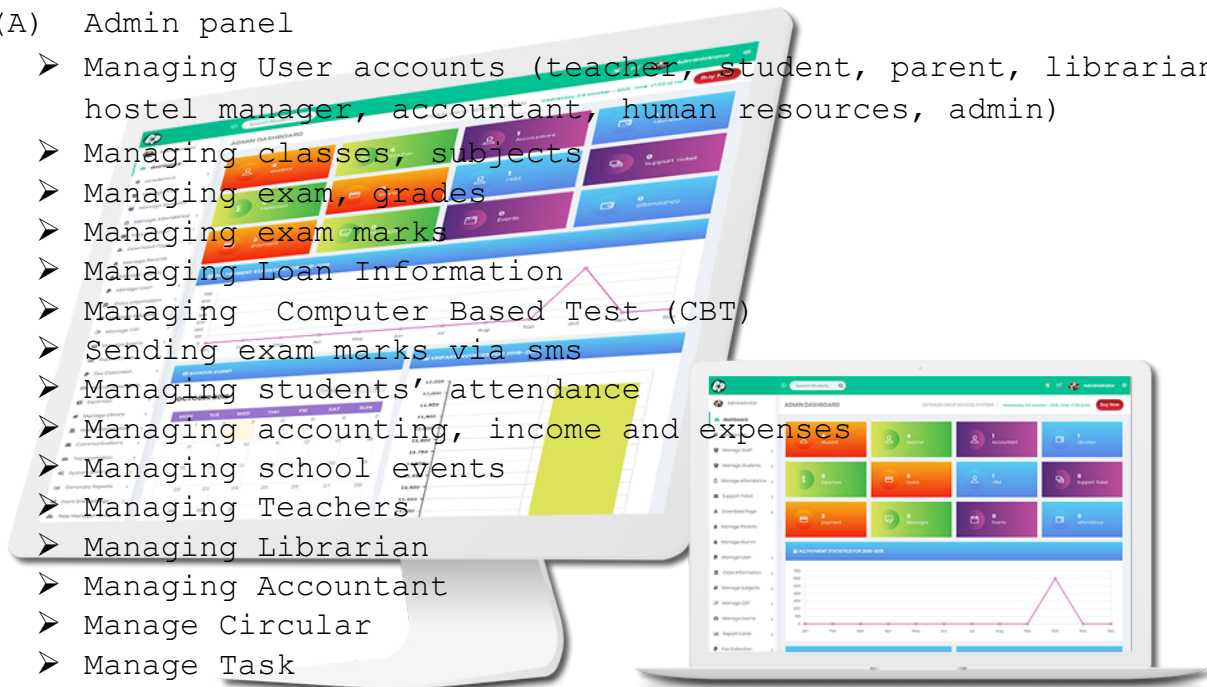
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- PHP MYSQL Extension
- PHP CURL Extention
- Internet Connection
- rewrite_module Enabled

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(A) Admin panel

- Managing User accounts (teacher, student, parent, librarian, hostel manager, accountant, human resources, admin)
- Managing classes, subjects
- Managing exam, grades
- Managing exam marks
- Managing Loan Information
- Managing Computer Based Test (CBT)
- Sending exam marks via sms
- Managing students' attendance
- Managing accounting, income and expenses
- Managing school events
- Managing Teachers
- Managing Librarian
- Managing Accountant
- Manage Circular
- Manage Task
- Managing Parents
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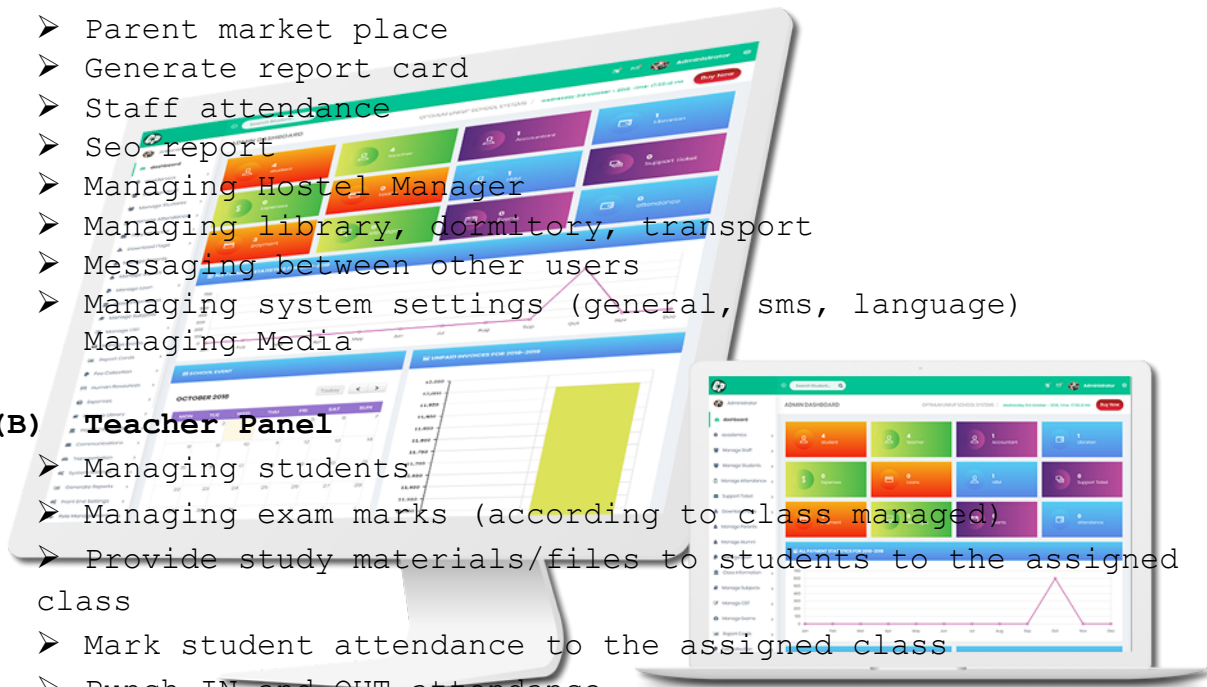
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- Notification board management.
- Management relationships between different type of users.
- Online Payment acceptance of FEE.
- Section Management.
- Reports generator.
- SMS Alerts.
- Support ticket
- Task management
- Assign club
- School website
- Parent market place
- Generate report card
- Staff attendance
- Seo report
- Managing Hostel Manager
- Managing library, dormitory, transport
- Messaging between other users
- Managing system settings (general, sms, language)
- Managing Media

(B) Teacher Panel

- Managing students
- Managing exam marks (according to class managed)
- Provide study materials/files to students to the assigned class
- Mark student attendance to the assigned class
- Punch IN and OUT attendance
- View other information set by admin
- Internal messages
- Real time chatting
- Transportation
- School event
- View galleries
- View news
- Moral talk
- Holiday



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- Helpful link
- Apply leave
- Apply Loan
- Check awards
- Manage Assignment
- Manage Exam Questions
- View Library

(C) Student Panel

- Get class routine
- Get exam marks
- Get attendance status
- Get study materials / files from teacher
- Get payment invoice, pay online
- Communicate with teacher
- View report card
- View invoice
- Pay for invoice
- Transportation
- School event
- View galleries
- View news
- Moral talk
- View Task
- Request Book
- Online Exam
- Social activity
- Club activity
- Holiday
- Support ticket
- Helpful link



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Human Resources Panel

- Add users
- Manage payroll
- Create Award
- Manage Leave Application
- Manage department
- Manage Recruitment
- Loan Application
- Transportation
- School event
- View galleries
- View news

Librarian Panel

- Manage master data
- Book Publisher
- Book Author
- Book Category
- Register Student
- Manage Request Book
- Manage Leave Application
- Manage department
- Transportation
- School event
- View galleries
- View news

Hostel Manager Panel

- Manage Hostel
- Manage Hostel Category
- Manage Room Type
- Manage Hostel Room



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- Transportation
- School event
- View galleries
- View news

ADMIN PANEL

DASHBOARD

Total number of students, teachers, parents and attendance of students for that day at a glance, Dashboard also holds a calendar for showing events.

MANAGING STUDENTS

Admit Students

- From navigation, go to students > admit students
- Fill up the necessary information
- Save student

Admit Bulk Students

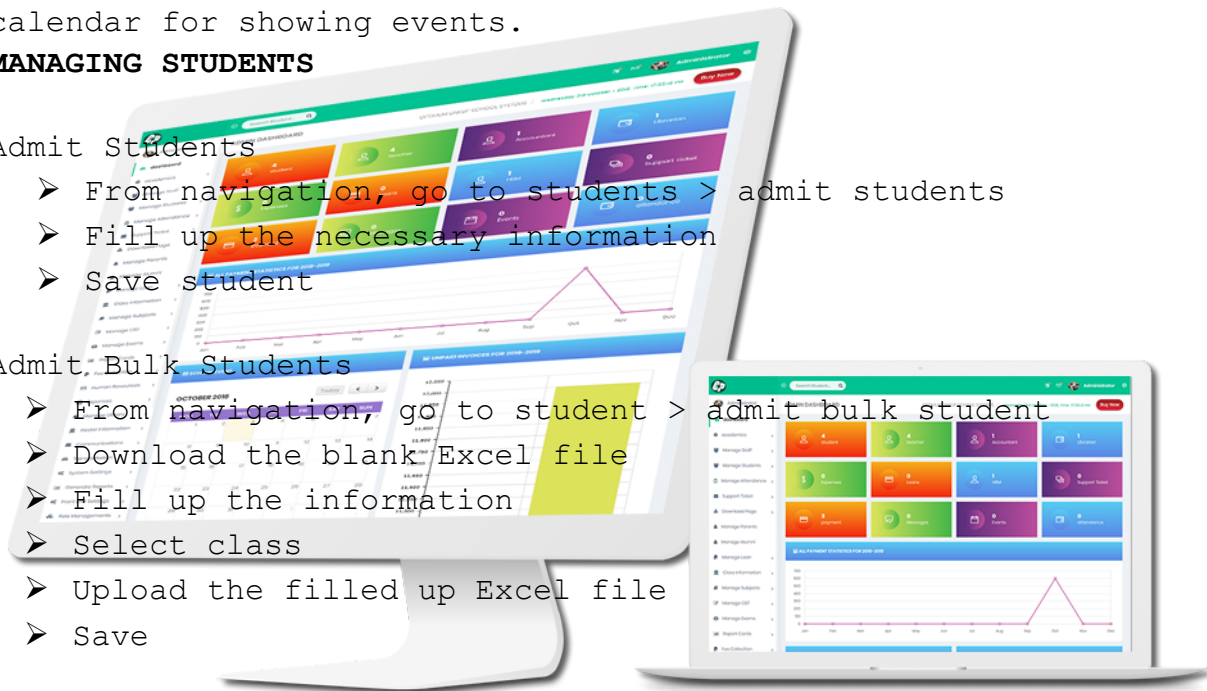
- From navigation, go to student > admit bulk student
- Download the blank Excel file
- Fill up the information
- Select class
- Upload the filled up Excel file
- Save

Student Information

- From navigation go to student > student information
- Here you can see the students class wise
- If a class has sections then you can also browse the students as per class sections

Student mark sheets

- From navigation go to student > student mark sheet
- Here you can see all the students marks class wise



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- If the class has sections then you can also see them along with class

MANAGING TEACHERS

- From navigation go to teacher
- Here you can see the list of teachers of your school in a tabular form
- To add a new teacher, click the top right button named add new teacher and fill up the information and save
- For editing or deleting a teacher information click the action button assigned to each entry of the table. That will bring two options for editing and deleting. Click on the required action editing and deleting

MANAGING PARENTS

- From navigation go to parents
- Here you can see the list of parents of the students of your school in a tabular form
- To add a new parent, click the top right button named add new parent and fill up the information and save
- For editing or deleting a parent information click the action button assigned to each entry of the table. That will bring two options for editing and deleting. Click on the required action for editing and deleting

MANAGING CLASSES

- From navigation go to > manage sections
- Add new class section for a class and assign teacher for each of them
- View the class sections in a tabular form class wise
- Edit and delete class section information

MANAGING CLUB

- From navigation, go to Manage Academics > Add club

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- Add club
- Edit and delete club

MANAGING MORAL TALK

- From navigation, go to Manage Moral talk > Add Moral Talk
- Add Moral Talk
- Edit and delete Moral Talk

MANAGING CLASS SECTION

- From navigation go to class > manage sections
- Add new class section for a class and assign a teacher for each of them
- View the class sections in a tabular for class wise
- Edit and delete class section information

MANAGING SUBJECTS

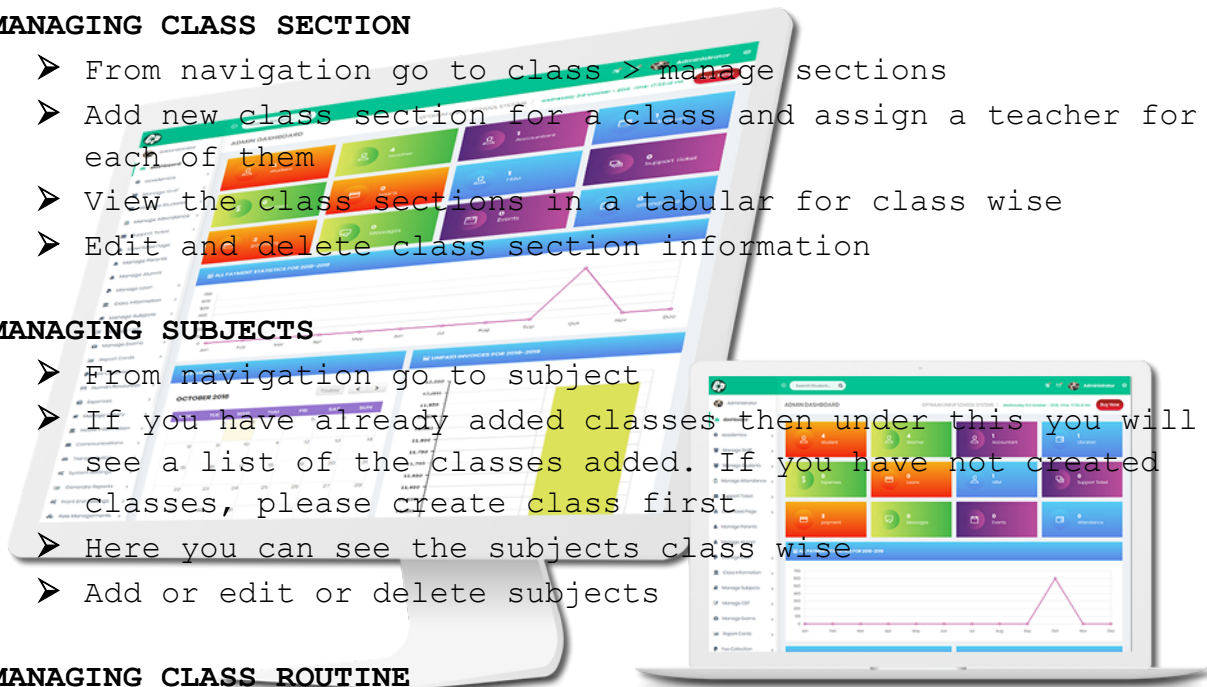
- From navigation go to subject
- If you have already added classes then under this you will see a list of the classes added. If you have not created classes, please create class first
- Here you can see the subjects class wise
- Add or edit or delete subjects

MANAGING CLASS ROUTINE

- From navigation go to class routine
- View all the class routines in accordion
- Add class routine
- Click on the subject name on routine to edit and delete

MANAGING DIALY STUDENT'S ATTENDENCE

- From navigation go to daily attendance
- Select the date and class and click manage attendance



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- That will bring up the students name and attendance information in a tabular form
- To update the attendance status or for taking the attendance for that particular date of that particular class which you have selected earlier, click the button named update attendance
- Put the status for all at once and click save changes

MANAGING EXAMS

Exam list

- From navigation, go to exam > exam list
- Add an exam for all
- Edit and delete exam

Exam grade

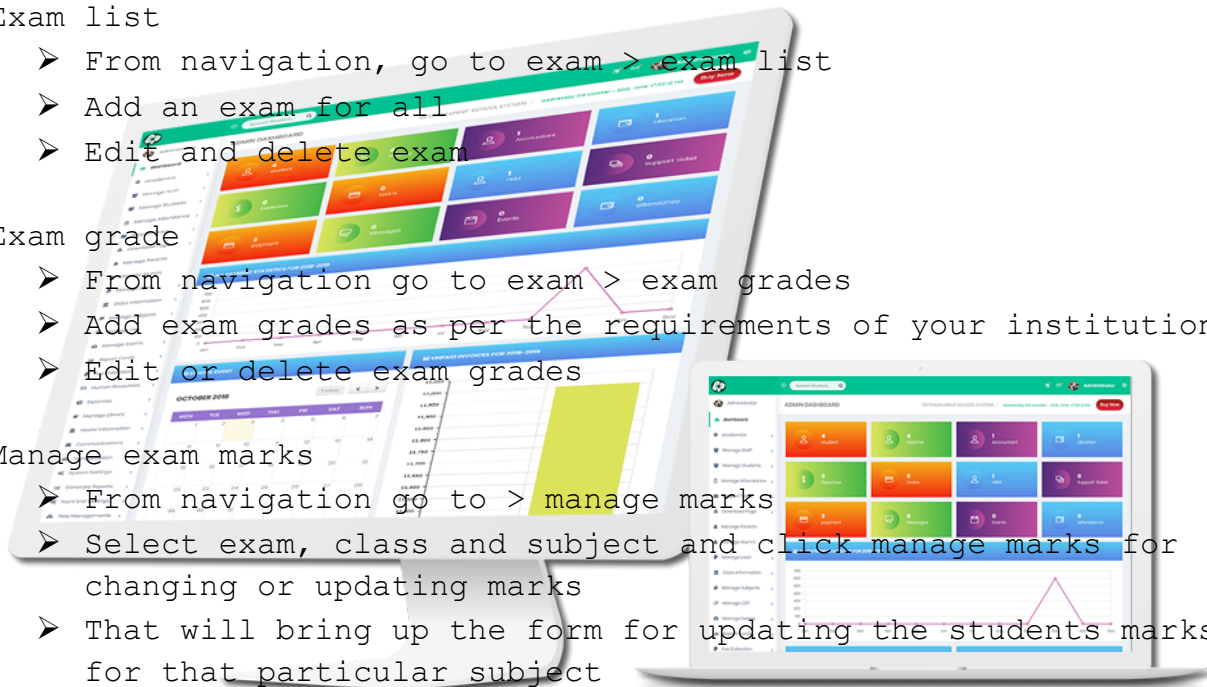
- From navigation go to exam > exam grades
- Add exam grades as per the requirements of your institution
- Edit or delete exam grades

Manage exam marks

- From navigation go to > manage marks
- Select exam, class and subject and click manage marks for changing or updating marks
- That will bring up the form for updating the students marks for that particular subject
- Enter the marks and click update

Sending exam marks by SMS

- From navigation go to exam > send mark by SMS
- Select exam and class and receive (students/parent)
- Click the button named send mark via SMS
- That will send SMS with the marks for that exam you have selected if a SMS service is already activated



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MANAGING PAYMENTS

- From navigation go to payment
- Add invoice and take manual payment multiple time under the same invoice
- If a payment is due, then an option will be there for taking the payment in the action button of the table that contains the list of all the invoices with the basic information.
- Edit or delete invoice

ACCOUNTING

Incomes

- From navigation, go to accounting > incomes
- Here you can see all the incomes for your school that means students fee in a tabular form with their payment time and amount
- Expenses
- From navigation, go to accounting > expenses
- Add expenses for the school
- Edit or delete them

Expense category

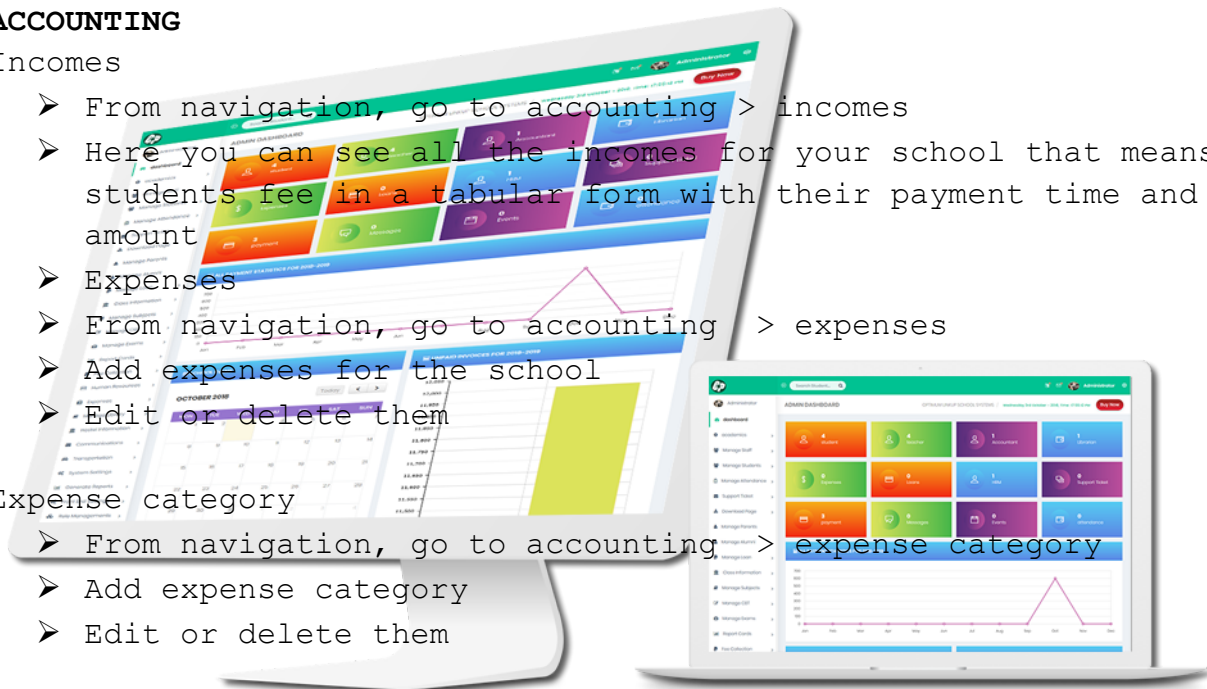
- From navigation, go to accounting > expense category
- Add expense category
- Edit or delete them

MANAGING BOOKS

- From navigation go to library
- Add books
- Edit or delete them

MANAGING TRANSPORT

- From navigation go to transport
- Add transport information
- Edit or delete them



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MANAGING DORMITORY

- From navigation go to dormitory
- Add / edit / delete

NOTICEBOARD

- From navigation go to notice board
- Add / edit / delete them
- For sending the notice to all as SMS, yes while creating the notice
- This will send SMS to all the users about that notice

PRIVATE MESSAGING

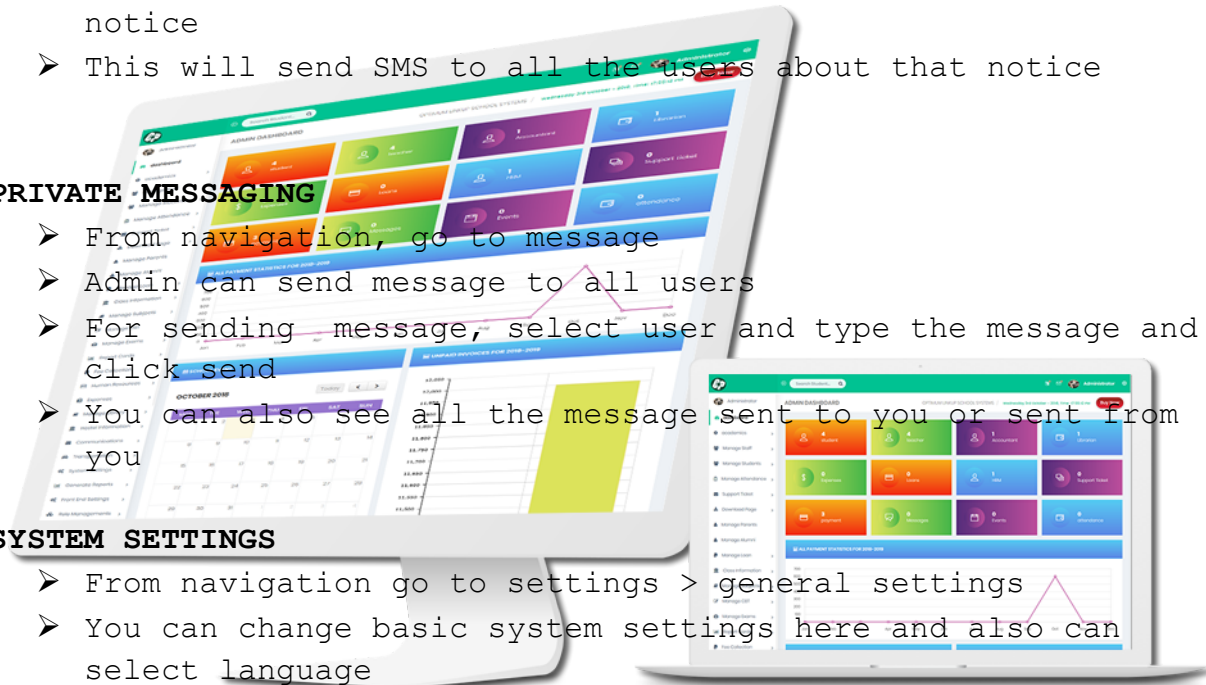
- From navigation, go to message
- Admin can send message to all users
- For sending message, select user and type the message and click send
- You can also see all the message sent to you or sent from you

SYSTEM SETTINGS

- From navigation go to settings > general settings
- You can change basic system settings here and also can select language
- You can also upload logo from here

THEME SETTINGS

- From navigation go to setting > general settings
- On the right of the page there is a panel named theme settings
- You find several skin options for you application
- Select you desire one to make changes



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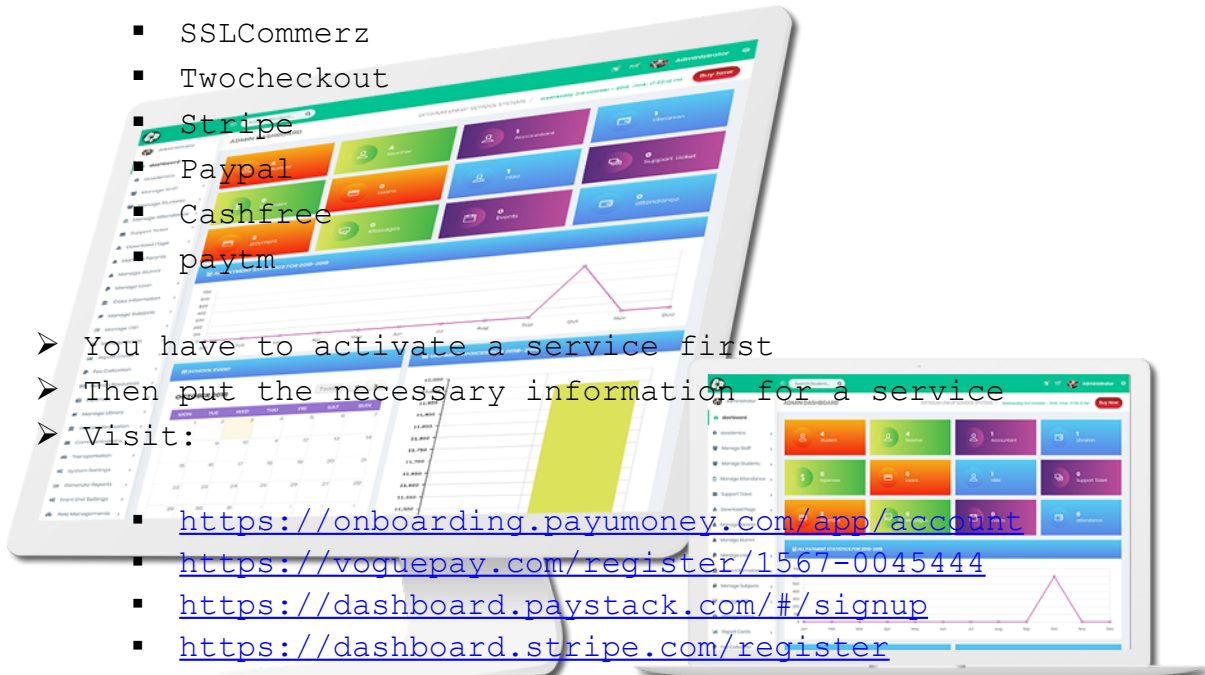
SMS API SETTINGS

- From navigation go to settings > payment settings
- Here you will find 10 Payment gateways:

- PayU Money
- Voguepay
- Paystack
- Instamojo
- CCAvenue
- SSLCommerz
- Twocheckout
- Stripe
- Paypal
- Cashfree
- paytm

- You have to activate a service first
- Then put the necessary information for a service
- Visit:

- <https://onboarding.payumoney.com/app/account>
- <https://voguepay.com/register/1567-0045444>
- <https://dashboard.paystack.com/#/signup>
- <https://dashboard.stripe.com/register>
- https://paypal.com/welcome/signup/#/email_password
- <https://instamojo.com/accounts/register>
- <https://merchant.cashfree.com/merchant/login#signup>
- <https://dashboard.ccavenue.com/customer/customerLogin.do?command=navigateRegistration>
- <https://paytm.com/>
- <https://sandbox.2checkout.com/sandbox/signup>
- <https://sandbox.sslcommerz.com/>



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LANGUAGE SETTINGS

- From navigation go to setting > language settings
- Change phrase or add new phrase for a particular language
- Add new language

ACCOUNT SETTINGS

- From navigation go to account
- Change basic account information
- Update your password
- Change profile image

PAYMENT GATEWAY SETTINGS

- From navigation go to settings > sms settings
- Here you will find 9 SMS services:

- Clickatell
- Twillion
- Hajana
- Bulk SMS
- MSG91
- SendPK
- Textlocal
- Nexmo
- Smart SMS

- You have to activate a service first
- Then put the necessary information for a service
- Visit:

- <https://www.twilio.com/user/acount/settings/international/sms>
- <https://www.msg91.com/>
- <https://www.clickatell.com>



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- <https://www.portal.bulksmsnigeria.net/>
- <https://www.textlocal.com/>
- <https://www.nexmo.com/>
- <http://www.smartsms.pk/>
- <https://www.hajanaone.com/>
- <https://www.sendpk.com/>

TEACHER PANEL

DASHBOARD

Total number of students, parents and attendance of students for that day at a glance

Dashboard also holds a calendar for showing events.

MANAGING STUDENTS

- Admit students
- From navigation go to student > admit student
- Fill up the necessary information
- Save student

Student information

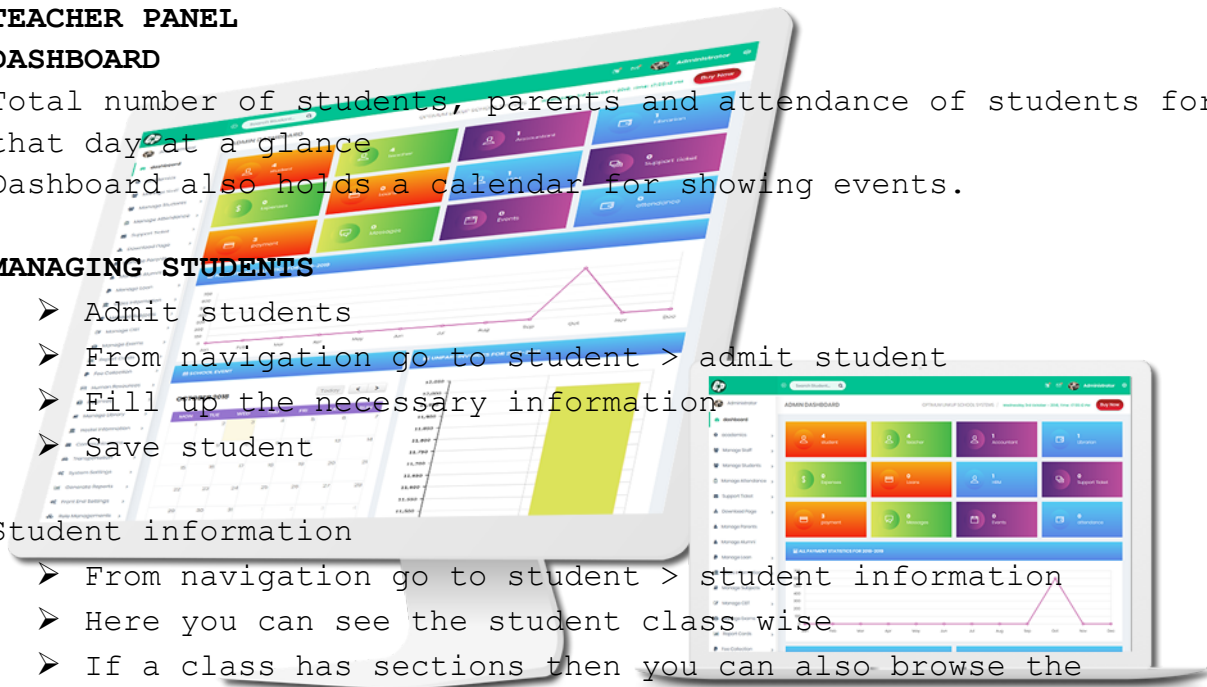
- From navigation go to student > student information
- Here you can see the student class wise
- If a class has sections then you can also browse the students as per class sections

Student mark sheets

- From navigation go to student > student mark sheet
- Here you can see all the students marks class wise
- If the class has sections then you can also see them along with class

MANAGING DAILY STUDENT'S ATTENDANCE

- From navigation go to daily attendance



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- Select the date and class and click manage attendance
- That will bring up the students name and attendance information in a tabular form
- To update the attendance status or for taking the attendance for that particular date of that particular class which you have selected earlier, click the button named update attendance
- Put the status for all at once and click save changes

MANAGING DAILY STUDENT'S ATTENDANCE

- From navigation go to daily attendance
- Select the date and class and click manage attendance
- That will bring up the students name and attendance information in a tabular form
- To update the attendance status or for taking the attendance for that particular date of that particular class which you have selected earlier, click the button named update attendance
- Put the status for all at once and click save changes

STUDENT PANEL

DASHBOARD

Total number of students, teachers, parents and attendance of students for that day at a glance, dashboard also holds a calendar for showing events

CLASS ROUTINE

- From navigation go to class routine
- View the class routine of the logged in student

EXAM MARS

- From navigation go to exam > manage marks

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- Select exam and subject
- See the mark for the selected exam in the selected subject

STUDY MATERIALS

- From navigation go to study materials
- See all the uploaded study materials for your class
- Download the materials

PAYMENT / PAY WITH PAYPAL

- From navigation go to payment
- See the list of invoices
- Pay online with paypal for the unpaid invoices

COMMUNICATE WITH TEACHERS / ADMIN

- From navigation go to message
- Send new message to teachers and admin
- Get the sent message to you

PARENT PANEL

DASHBOARD

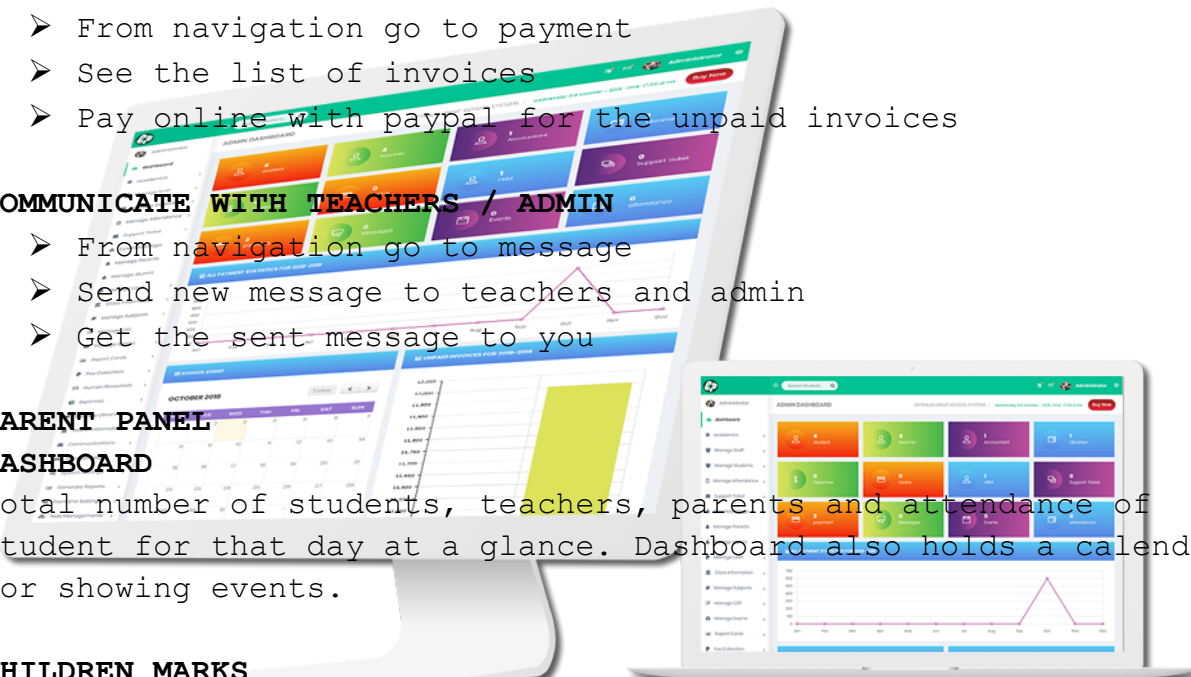
Total number of students, teachers, parents and attendance of student for that day at a glance. Dashboard also holds a calendar for showing events.

CHILDREN MARKS

- From navigation go to exam marks
- See the mark of your children individually
- One parent can have multiple children

PAYMENTS

- From navigation go to exam > payment
- View the invoices of your children and individually
- Make payment via paypal online



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CLASS ROUTINE

- From navigation go to class routine
- Get the class routine for each of your child separately

MESSAGING

- From navigating go to message
- Send message to teachers and admin
- Get the message sent to you

