**School Management System User Guide**

**Introduction**

Welcome to the School Management System Dashboard! This guide will assist you in navigating and utilizing the various features and tools available on the dashboard.

**Accessing the Dashboard**

1. **Login**
   * Go to the School Management System login page.
   * Enter your username and password.
   * Click on the "Login" button to access the dashboard.

**Dashboard Overview**

Upon logging in, the dashboard interface is divided into several sections:

1. **Navigation Menu**
   * Located on the left side, the navigation menu provides quick access to different modules and features:
     + **Dashboard**: Returns to the main dashboard view.
     + **Students**: Manage student information, including enrollment, attendance, and academic records.
     + **Parents**: Manage parent information and communication.
     + **Teachers**: Manage teacher information and schedules.
     + **Sections**: Manage class sections, subjects, and assignments.
     + **Class Timetable**: View and manage class schedules.
     + **Boarder Type**: Configure boarding options and packages.
     + **Attendance**: Track and record attendance for students and staff.
     + **Transaction**: Manage financial transactions, accounts, and payments.
     + **Fees Collection**: Manage fee structures, collections, and receipts.
     + **Library**: Manage library resources and transactions.
     + **Transport**: Manage transportation routes, schedules, and student assignments.
     + **Message**: Send messages and create templates for communication.
     + **Notice**: Publish and manage notices for students, staff, and parents.
     + **Events**: Schedule and manage events.
     + **Today’s Birthdays**: View and celebrate birthdays of students and staff.
     + **Email & SMS**: Send bulk emails and SMS communications.
     + **Reports**: Generate various reports related to students, teachers, and school activities.
     + **User Management**: Manage user roles and permissions.
     + **Administration**: Manage administrative settings and configurations.
2. **Main Dashboard Area**
   * The central part of the dashboard displays key metrics and recent activities:
     + **Statistics**: Quick stats on the number of students, teachers, classes, etc.
     + **Recent Activities**: Latest updates and activities within the system.
     + **Notifications**: Important notifications and alerts.
3. **Top Bar**
   * The top bar provides quick access to user profile settings, notifications, and help:
     + **User Profile**: Click to view and edit your profile information.
     + **Notifications Bell**: View recent notifications.
     + **Help**: Access help and support resources.

**Using the Dashboard Features**

1. **Managing Students**
   * **Add New Student**:
     + Navigate to "Students" > "Add Student".
     + Fill in the required details such as name, date of birth, and contact information.
     + Click "Save" to add the new student to the system.
   * **View/Edit Student Information**:
     + Navigate to "Students" > "Student List".
     + Select a student from the list.
     + Click "Edit" to update their information.
     + Make the necessary changes and click "Save".
   * **Attendance**:
     + Navigate to "Students" > "Attendance".
     + Select the class and date.
     + Mark students as present or absent.
     + Click "Submit" to save the attendance record.
2. **Managing Parents**
   * **Add New Parent**:
     + Navigate to "Parents" > "Add Parent".
     + Fill in the required details such as name, contact information, and relation to the student.
     + Click "Save" to add the new parent to the system.
   * **View/Edit Parent Information**:
     + Navigate to "Parents" > "Parent List".
     + Select a parent from the list.
     + Click "Edit" to update their information.
     + Make the necessary changes and click "Save".
3. **Managing Teachers**
   * **Add New Teacher**:
     + Navigate to "Teacher" > "Add Teacher".
     + Fill in the required details such as name, date of birth, and contact information.
     + Click "Save" to add the new teacher to the system.
   * **View/Edit Teacher Information**:
     + Navigate to "Teacher" > "Teacher List".
     + Select a teacher from the list.
     + Click "Edit" to update their information.
     + Make the necessary changes and click "Save".
   * **Schedule**:
     + Navigate to "Teacher" > "Schedule".
     + Assign classes to teachers.
     + Click "Save" to update the schedule.
4. **Managing Sections**
   * **Manage Classes**:
     + Navigate to "Sections" > "Class".
     + Click "Add Class" to add a new class.
     + Enter class details such as name and section.
     + Click "Save" to add the class.
   * **Assign Subjects**:
     + Navigate to "Sections" > "Assign Subjects".
     + Select the class and section.
     + Choose the subjects to be assigned.
     + Click "Assign" to save the changes.
5. **Managing Class Timetable**
   * **View Class Schedules**:
     + Navigate to "Class Timetable" > "View Timetable".
     + Select the class and section to view the schedule.
   * **Edit Class Schedules**:
     + Navigate to "Class Timetable" > "Edit Timetable".
     + Select the class and section.
     + Click on time slots to add or modify subjects and teachers.
     + Click "Save Timetable" to apply changes.
6. **Managing Boarder Type**
   * **Configure Boarding Options**:
     + Navigate to "Boarder Type" > "Configure".
     + Define boarding types such as Day Scholar or Hosteler.
     + Click "Save" to apply the settings.
7. **Managing Attendance**
   * **Student Attendance**:
     + Navigate to "Attendance" > "Student Attendance".
     + Select the class and date.
     + Mark students as present or absent.
     + Click "Submit" to save the attendance record.
   * **Staff Attendance**:
     + Navigate to "Attendance" > "Staff Attendance".
     + Select the staff category and date.
     + Mark staff attendance and click "Submit".
8. **Managing Transactions**
   * **Manage Accounts**:
     + Navigate to "Transaction" > "Account".
     + Add or edit financial accounts.
     + Save changes to ensure proper financial management.
   * **Record Income & Expenses**:
     + Navigate to "Transaction" > "Income & Expense".
     + Select "Add Income" or "Add Expense".
     + Enter details such as amount, date, and description.
     + Click "Save" to record the transaction.
9. **Managing Fees Collection**
   * **Create Fee Category**:
     + Navigate to "Fees Collection" > "Create Fee Category".
     + Enter the name of the fee category and relevant details.
     + Click "Save" to add the fee category.
   * **Collect Fees**:
     + Navigate to "Fees Collection" > "Collect Fees".
     + Select the student and enter payment details.
     + Issue a receipt and save the payment record.
10. **Managing Library**
    * **Add Books**:
      + Navigate to "Library" > "Add Book".
      + Enter book details such as title, author, ISBN, and quantity.
      + Click "Save" to add the book.
    * **Issue/Return Books**:
      + Navigate to "Library" > "Transactions".
      + Select "Issue Book" or "Return Book".
      + Enter student details and book information.
      + Click "Submit" to complete the transaction.
11. **Managing Transport**
    * **Add Routes**:
      + Navigate to "Transport" > "Add Route".
      + Define route details and save.
    * **Assign Students to Routes**:
      + Navigate to "Transport" > "Assign Students".
      + Select the route and assign students.
      + Click "Assign" to finalize the allocation.
    * **Manage Vehicles**:
      + Navigate to "Transport" > "Vehicles".
      + Add vehicle details and save.
12. **Managing Messages**
    * **Send New Messages**:
      + Navigate to "Message" > "New Message".
      + Compose the message and select recipients.
      + Click "Send" to dispatch the message.
13. **Creating Message Templates**
    * **Create Templates**:
      + Navigate to "Message Template".
      + Enter template details and save for future use.
14. **Publishing Notices**
    * **Publish New Notice**:
      + Navigate to "Notice" > "New Notice".
      + Enter notice details and publish.
15. **Scheduling Events and Activities**
    * **Add New Event**:
      + Navigate to "Events" > "Add New Event".
      + Enter event details such as name, date, time, and location.
      + Select the target audience (students, staff, parents).
      + Click "Save" to add the event to the calendar.
    * **Edit and Cancel Events**:
      + Navigate to "Events" > "Event List".
      + Select the event you wish to edit or cancel.
      + Make necessary changes or click "Cancel Event" to remove the event.
16. **Managing Birthdays and Celebrations**
    * **View Today’s Birthdays**:
      + Navigate to "Today’s Birthdays".
      + Review the list of students and staff celebrating birthdays.
    * **Send Birthday Wishes**:
      + Click on a name to send a personalized message.
      + Compose the message and click "Send".
17. **Handling Email and SMS Communications**
    * **Send Bulk Emails**:
      + Navigate to "Email & SMS" > "Send Email".
      + Select the recipients and compose the email.
      + Click "Send" to dispatch the email.
    * **Send Bulk SMS**:
      + Navigate to "Email & SMS" > "Send SMS".
      + Select the recipients and compose the message.
      + Click "Send" to dispatch the SMS.
18. **Generating and Viewing Reports**
    * **Generate Reports**:
      + Navigate to "Reports".
      + Select the type of report needed, such as attendance, academic performance, or fee collection.
      + Specify the date range and other filters.
      + Click "Generate" to view or download the report.
19. **Customizing System Settings**
    * **Update Settings**:
      + Navigate to "Settings".
      + Customize system settings such as school information, grading scales, and user roles.
      + Click "Save" to apply the changes.

**Getting Help**

If you encounter any issues or need assistance, access help resources by clicking on the "Help" option in the top bar or contacting the system's support team.