**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.