
School Management System (SMS):

School Management Systems allows users to store almost all of their school's information Electronically. Most importantly, this information can be easily shared with authorized Users, records can be easily searched, and reports can be easily generated.

Over view about the system

School Management Software is a complete suite of applications that permits you to automate all aspects of school or college management including parent and student information, grading, result processing, staff management, billing, attendance and many more facilities. This system also processes the entire result system automatically. A complete user management module enhanced the whole system with audit report.

Development Specifications

Application Type : Desktop application.
Plat form : Windows
Language : C # WinForms application
Database : MSSQL server 2008 r2 (RDBMS)

Benefits to the School

Schools that have a common functions and processes are to support the maintenance of personal and study information relating to:

- Full configurable system from beginning.
- User management system.
- Keep parents' information.
- Student registration with related to parent information and finally take admission.
- Keep records of staff and teachers.
- Handling inquiries from prospective students.
- Handling the admissions process.
- Managing and creating classes, subjects, exams.
- Handling records of examinations, assessments, marks and dynamic grades and academic progression.
- Automatic result processing.
- Exam result related reports.
- Dynamic fee configurations.
- Fee collections and due bill register.
- Maintaining records of absences and attendance.
- Providing statistical reports.
- Staff salary process.
- Automated chart of account handling by admin.
- Country wise dynamic currency settings with symbol.
- Accounting and book keeping.
- Comparative financial statements with last three years (Balance sheet and Income statement).
- Year End process for tracking accounting system.
- Database backup option.

Index:

1. School Name Setting
2. School Session
3. Set Enums
 - i) Set Semester
 - ii) Set Language
 - iii) Set Group
4. Set Grading
5. Set Class
6. Set Subject
7. Set Exam
8. Set Currency
9. Fee Settings
10. Fee Configure
11. User Management
12. Chart of Accounting
13. Staff Management
14. Parent Management
15. Student Registration
16. Student Admission
17. Accounting: Receive owners' equity
18. Account Transaction
19. Fee Collections
20. Receive Due Bills
21. Payment Staff Salary
22. Student Attendance
23. Marks Input
24. Process Result
25. Student Search
26. Reports
27. Password Change Option
28. Database Backup
29. Year End Process

System Users:

1. Admin
2. Staff

1. School Name Setting

Go to Administrator > System Settings

Click Here to change

Settings

System Settings

- School Name Setting
- School Session Setting
- Enum Settings
- Currency Settings
- Entry Fee Name
- Fee Configure
- Grade Settings
- Class Settings
- Subject Settings
- Exam Settings
- Result Process

SCHOOL NAME

Kurmitola High School

Update

All right reserve @ EMS. 2021

Enter Name and update

2. School Session

Go to Administrator > System Settings

Click Here to change

Settings

System Settings

- School Name Setting
- School Session Setting
- Enum Settings
- Currency Settings
- Entry Fee Name
- Fee Configure
- Grade Settings
- Class Settings
- Subject Settings
- Exam Settings
- Result Process

Session Setting

Select Session

Action

Save

Current Setting :

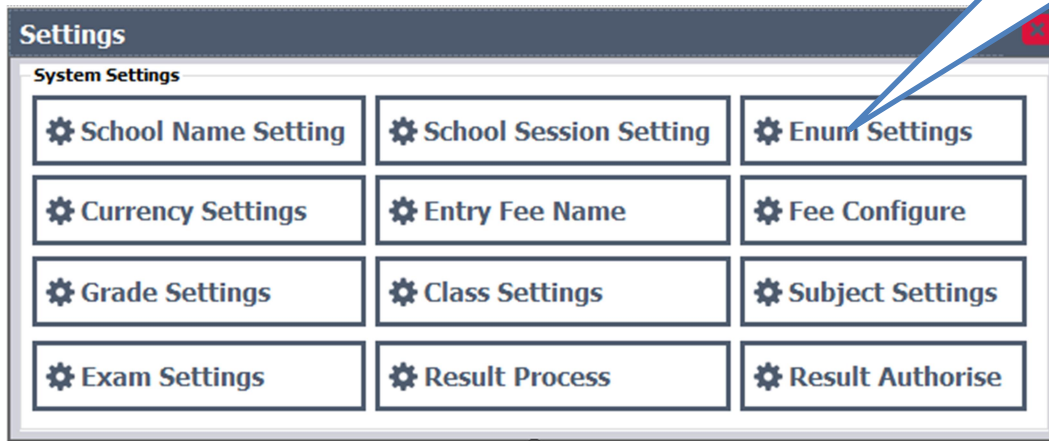
Session : 2021

Select session from dropdown and save

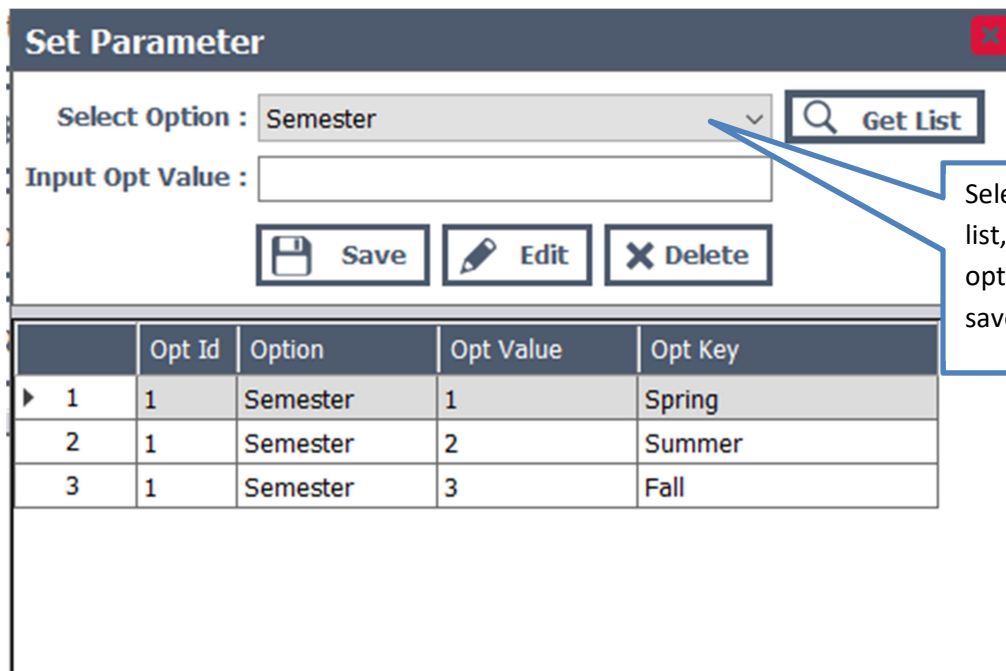
3. Enum Settings

Go to Administrator > System Settings

Click here to set enums



A window will appear like bellow.



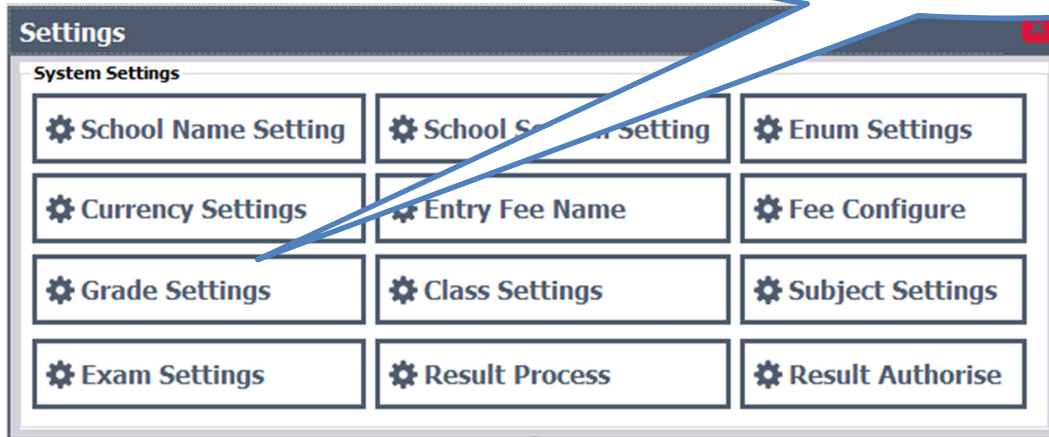
To set Semester, Language and Group Enum follow the bellow steps.

1. Chose an option semester or language or group press get list button from right. If option value is exist then that will be appear in the list box. If not then input option value in the text box and press Save to save the record.
2. To edit a record select a record from list box and press Edit button and change the desire option value and update.
3. To delete a record press Delete button and confirm it.

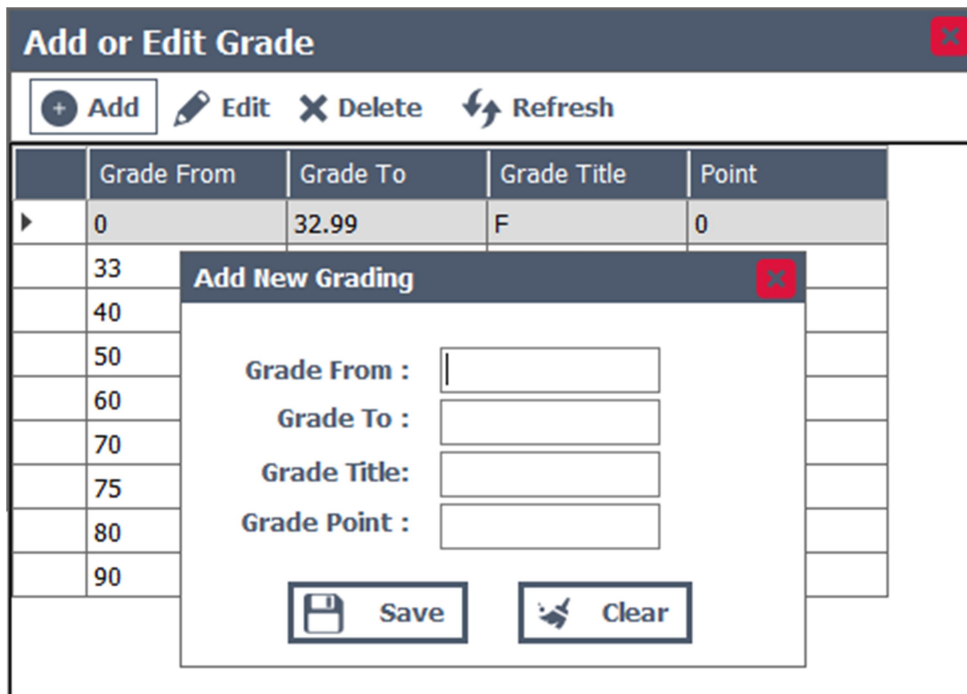
4. Grade Settings

Go to Administrator > System Settings

Click here to set school grading



A window will appear like bellow.

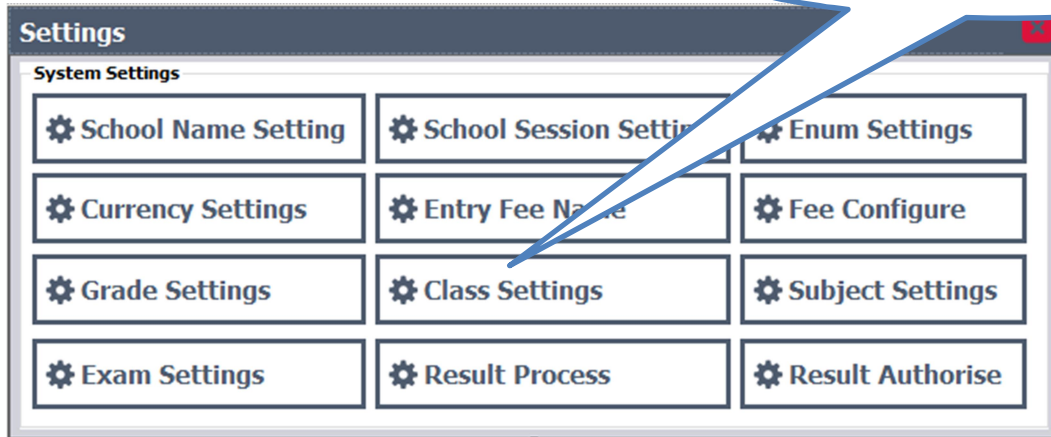


1. To add new grade press **Add** button to add new grade to the system. In grade from text box input the from number eg: 80 and in grade to text box input to number eg: 90. Input grade title eg: A+ and in grade point input box input the point of the grade eg: 5 and save the record.
2. To edit a record select a record and press **Edit** button and change the require change and update.
3. To delete a record press **Delete** button and confirm it.

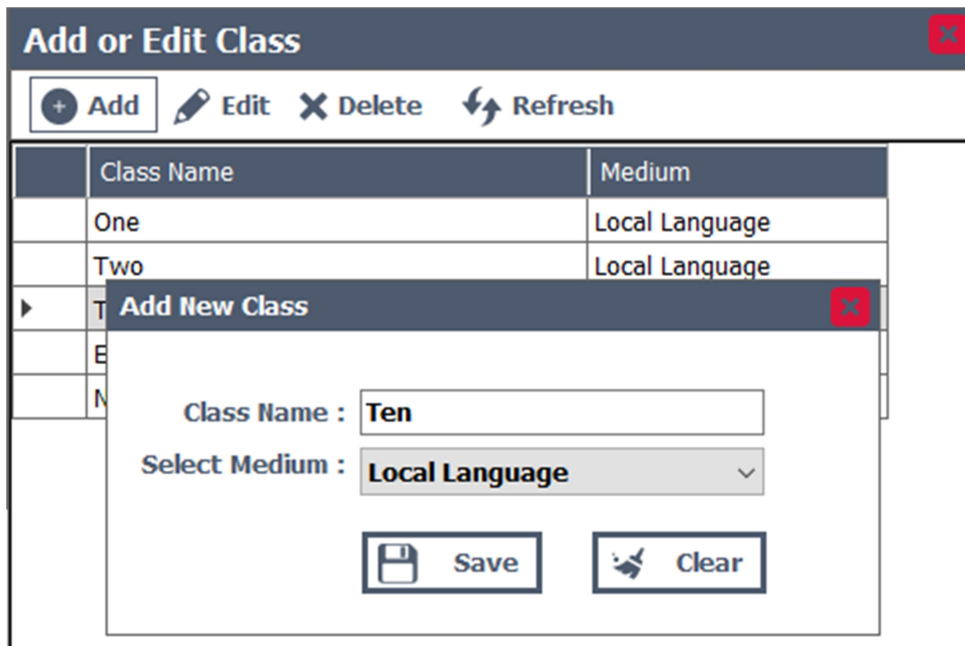
5. Class Settings

Go to Administrator > System Settings

Click here to enter the class names



A window will appear like bellow.

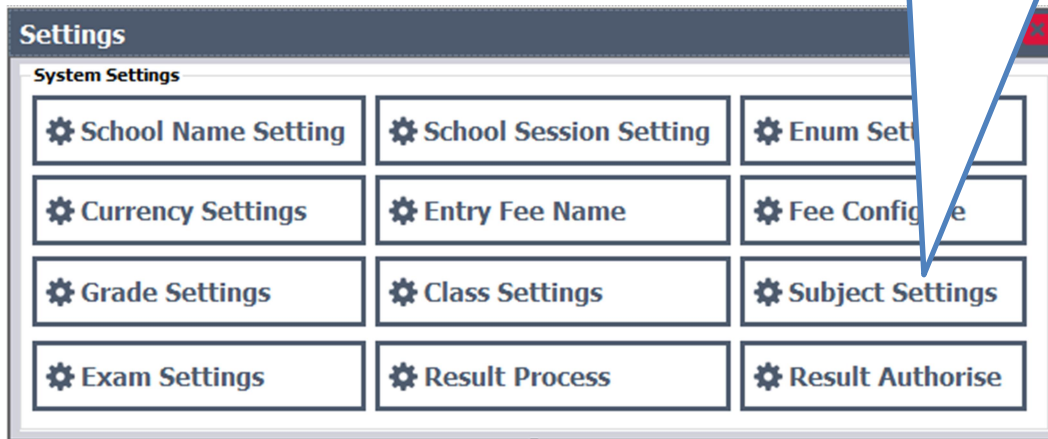


1. To add new class press button to add new class to the system. A new window will appear and input the class name, select the medium based on enum option named language (previous settings) and save.
2. To edit a record select a record and press button and change the require change and update.
3. To delete a record press button and confirm it.

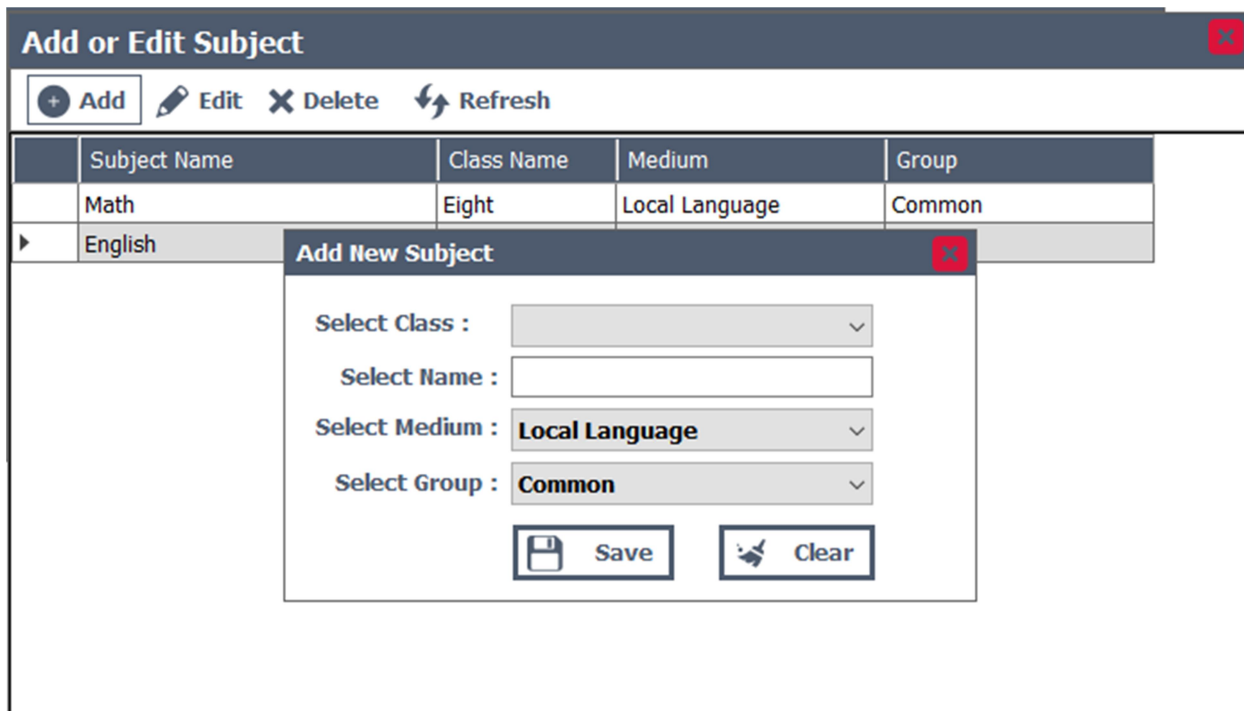
6. Subject Settings



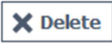
Go to Administrator > System Settings

Click here to enter the subject names



A window will appear like bellow.

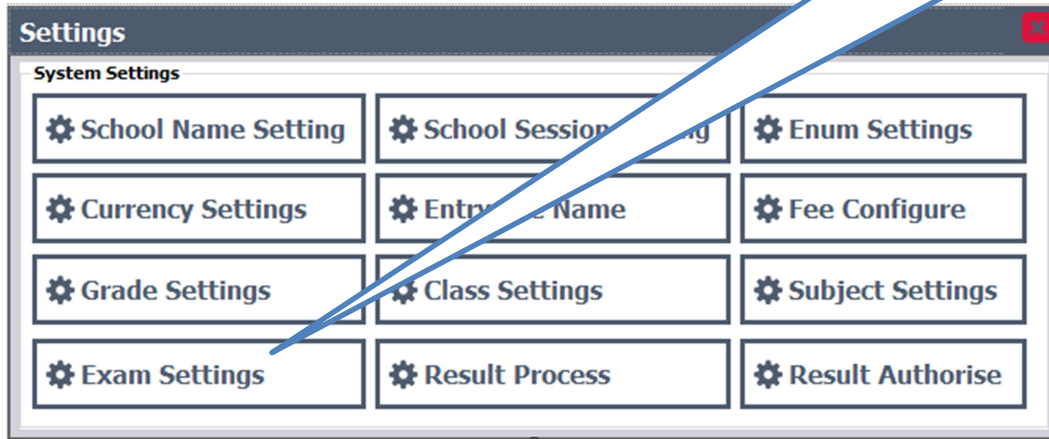


1. To add new subject press  **Add** button to add new subject of the class. A new window will appear and select the class name, name the subject and select the medium based on enum option named language (previous settings) and select the group and save.
2. To edit a record select a record and press  **Edit** button and change the require change and update.
3. To delete a record press  **Delete** button and confirm it.

7. Exam Settings

Go to Administrator > System Settings

Click here to enter the exam names



A window will appear like bellow.

Add Exams

Save Edit Delete

Select Class : Written Max Number : MCQ Max Number :

Select Group : Written Pass Number : MCQ Pass Number :

Select Subject : Exam Code :

Exam Name :

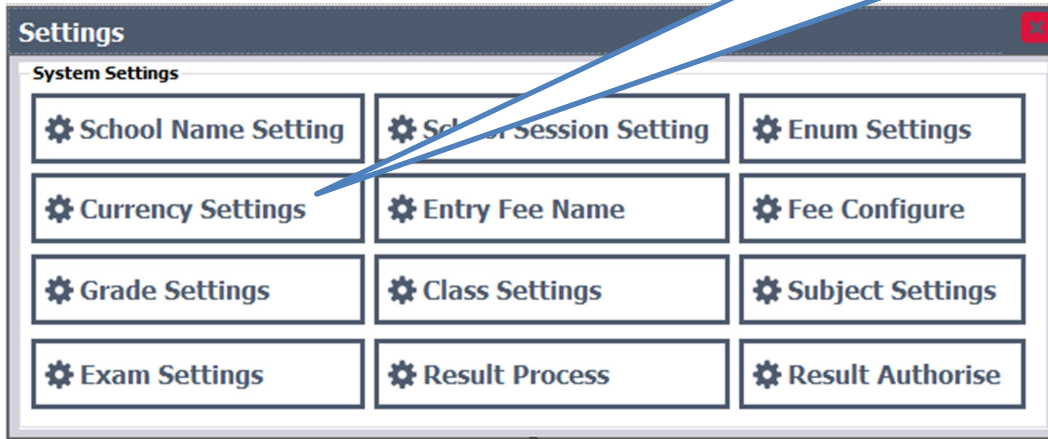
	Class Name	Exam Code	Exam Name	Writ. M.N.	Writ. P.N.	MCQ M. N.	MCQ P. N.
▶	One	1001	Bangla Exam for One	50	17	0	0
	One	1002	English Exam for One	50	17	0	0
	One	1003	Math Exam for One	50	17	0	0
	Eight	4003	Math Written Exam for class Ei...	100	30	0	0
	Eight	4004	Bangla Exam for class Eight	100	33	50	17
	Eight	4005	English Exam for class Eight	100	33	50	17
	Eight	4006	Math Exam for Class Eight	100	50	0	0
	Nine	5001	Bangla Written Exam for class ...	100	35	50	17
	Nine	5004	Math Written Exam for class Nine	100	33	0	0

- To add new exam select class, select group and select subject from dropdown boxes. Enter exam name and input corresponding max and pass number for the exam. If written or mcq is not required then input 0.
- To edit a record select a record and press Edit button and change the require change and update.
- To delete a record press Delete button and confirm it.

8. Currency Settings


Go to Administrator > System Settings

Click here to set the currency for the system



A window will appear like bellow.

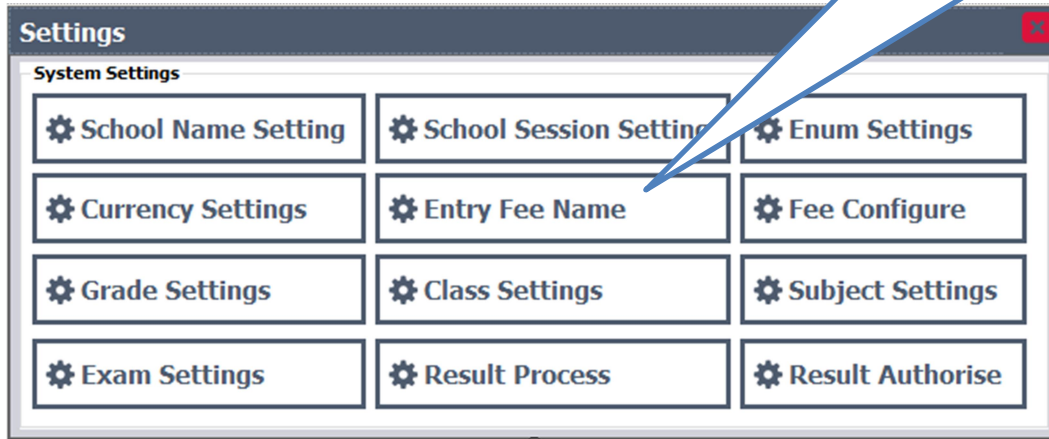


1. To set the currency for the system, select country from the dropdown list and press  Save button.

9. Fee Settings

Go to Administrator > System Settings

Click here to enter the fee names



A window will appear like bellow.

Add Fee Name

Fee Title :

Fee Desc. :

Save
 Edit
 Delete

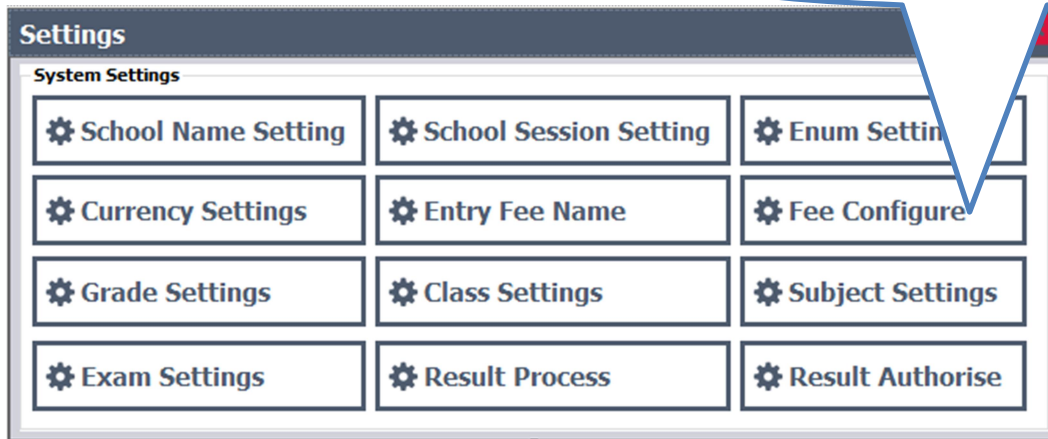
Fee Title	Fee Description	Entry Date
Monthly Fee for April	Monthly Fee for April	2019-03-04
Monthly Fee for May	Monthly Fee for May	2019-03-04
Monthly Fee for June	Monthly Fee for June	2019-03-04
Monthly Fee for July	Monthly Fee for July	2019-03-04
Monthly Fee for August	Monthly Fee for August	2019-03-04
Monthly Fee for September	Monthly Fee for September	2019-03-04
Monthly Fee for October	Monthly Fee for October	2019-03-04
Monthly Fee for November	Monthly Fee for November	2019-03-04
Monthly Fee for December	Monthly Fee for December	2019-03-04
Exam Fee	Exam Fee	2019-03-04
Admission Fee	Admission Fee	2019-03-04

1. To add new fee name input fee title and description and save it.
2. To edit a record select a record and press Edit button and change the require change and update.
3. To delete a record press Delete button and confirm it.

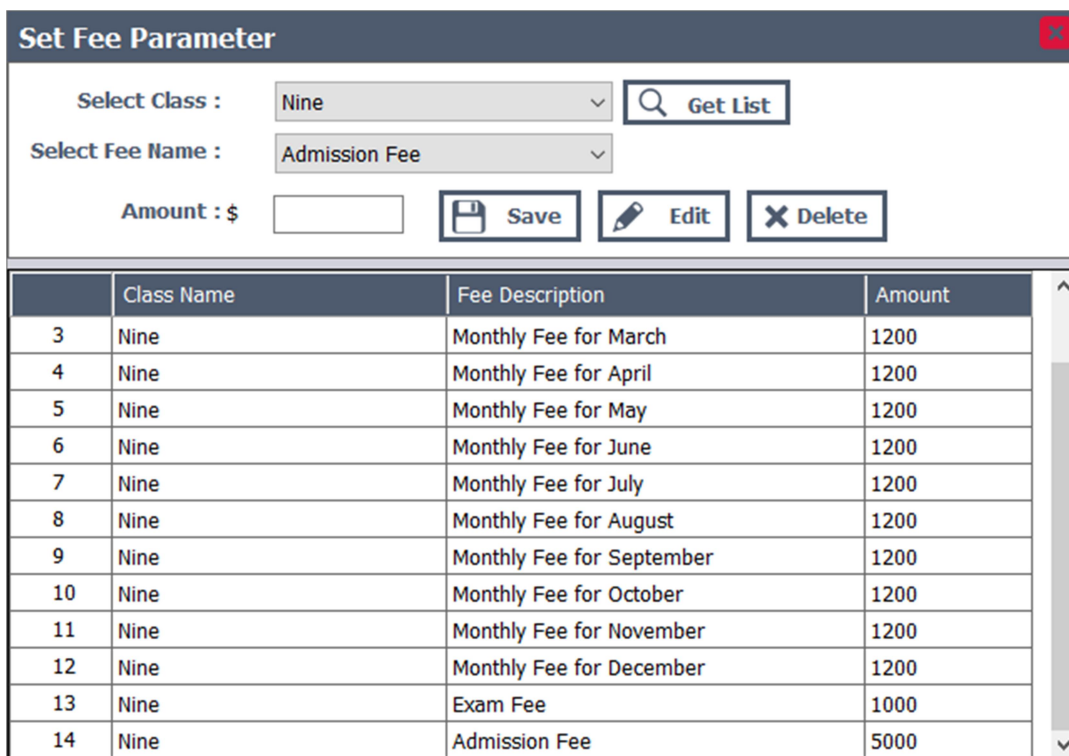
10. Fee Configure





Go to Administrator > System Settings

Click here to configure the class wise fees



A window will appear like bellow.



1. To show the class wise fee configure list select class from dropdown list and press  button. A list of record will be show for the class.
2. To configure fee for the class select class and fee names from dropdown list input fee amount and press  button to save it.
3. To edit a record select a record and press  button and change the require change and update.
4. To delete a record press  button and confirm it.

11. User Management

Go to Administrator > User Management

ABC School

User : Super User
Roll : Admin
Branch : All

Tools

User Management

+ Add Edit X Delete Menu Permission Setting

	Code	User Name	User Type	LogOn	Owner Name	User Status	Start Date
1	3036	Kamrul Islam	Staff	False	Md Imran	Active	9/5/2016 6:4...
2	3035	Aminul Islam	Staff	False	SuperUser	Active	9/14/2014 6:...
3	3034	Mamun Miah	Staff	False	SuperUser	Active	9/11/2014 3:...
4	1013	Sameem Ahmed	Admin	False	SuperUser	Active	9/11/2014 2:...
5	111	Mr. Kasem Miah	Admin	False	SuperUser	Active	2/23/2019

Per page 20 Refresh Search Page 1/1

- To add new user to the system press **+ Add** button. A new window will appear like bellow.

Add New User

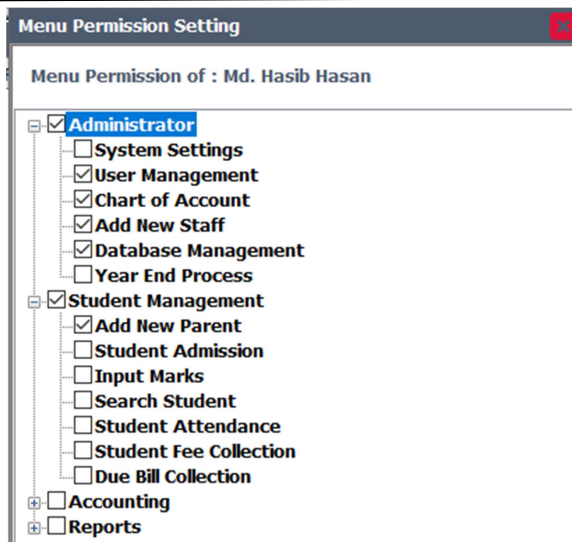
First Name :

Last Name :

User Type : **None** ▼

User Status : **None** ▼

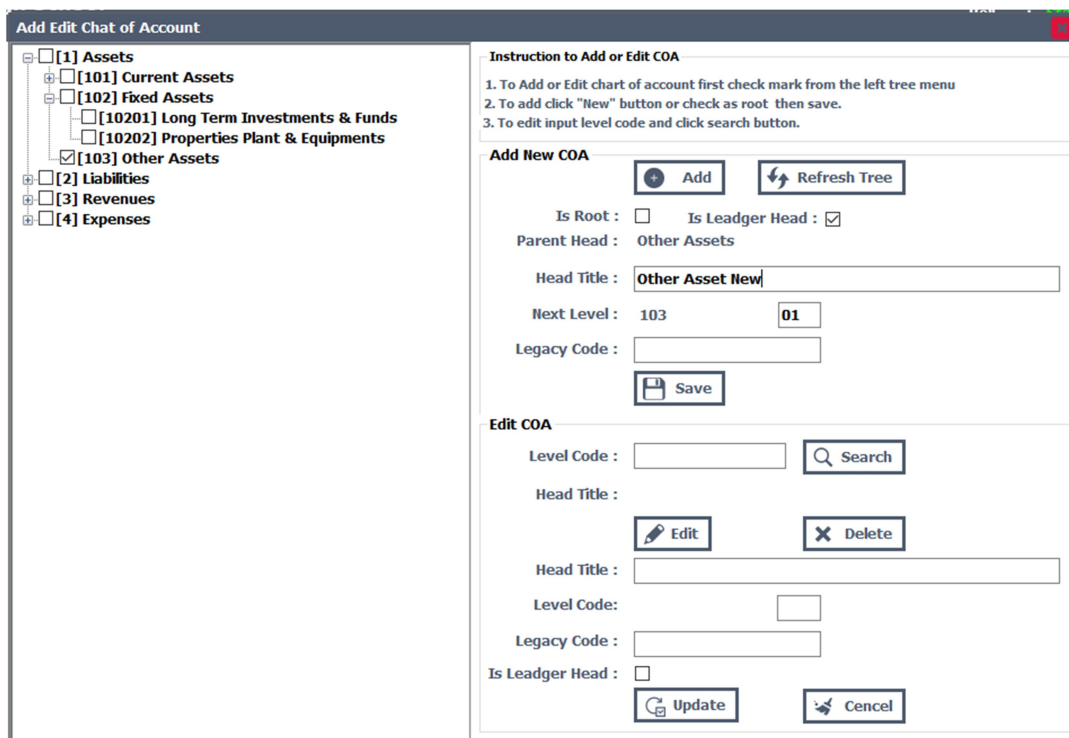
- Input name of the user, select user type and status and finally saved.
- To edit a record select a record and press **Edit** button and change the require change and update.
- To delete a record press **Delete** button and confirm it.
- To set menu permission for a user select and press **Menu Permission Setting** button. A new window will appear like bellow.



- To set menu permission for a user just check mark the desire menu. Only checked menu will be permitted for the user.

12. Chart of Account

Go to Administrator > Chart of Account



- In this system COA (Chart of Accounting) is three level of structure. To add new COA Line or head check mark from left tree of COA press **Add** button check root or ledgers head, input head title and press **Save** button. Legacy code is optional.
- To edit a record input level code press **Search** button. A COA will be there and press **Edit** button, change the required changes and press **Update** button.

13. Staff Management


Go to Administrator > Staff management

Staff List						
	Staff Code	Staff Name	Staff Type	Cell Number	Email	Entry Date
1	SI1953814	Md Mamunur Rasid	Teacher	525874	Mamun@gmail.com	2014-09-14
2	SI1953815	Nazmun Nahar	Teacher	01245875	nazmul@gmail.com	2014-09-14
3	SI1953816	Abul Hasan	Office_Staff	0124578	hasan@gmail.com	2014-09-14
4	SI1953817	Abul Hasan	Teacher	23333323	a@gma.com	2018-11-25
5	SI1953818	Imran hasan	Staff	5456465	imran@gmail.com	2019-02-22
▶ 6	SI1953820	Asma Akter	Teacher	01310203049	akter@gmail.com	2019-03-12

Per page 20 Refresh Search Page 1/1

1. Search for staff there is a search option in the right bellow of the above screen.
2. To add new user to the system press  button. A new window will appear like bellow.

Add New Staff	
First Name :	<input type="text"/>
Last Name :	<input type="text"/>
Select Gender :	None <input type="button" value="v"/>
Staff Type :	None <input type="button" value="v"/>
Date of Birth :	2021-02-14 <input type="button" value="c"/>
Joining Date :	2021-02-14 <input type="button" value="c"/>
Cell Number :	<input type="text"/>
Phone Number :	<input type="text"/>
Email Addrs. :	<input type="text"/>
National ID :	<input type="text"/>
Designition :	<input type="text"/>
Qualification :	<input type="text"/>
Present Addrs. :	<input type="text"/>
Permanent Addrs. :	<input type="text"/>
	Staff Code : <input type="text"/> Staff Image <input type="button" value="Change"/> <input type="button" value="Upload Image"/>
	<input type="button" value="Save"/>


3. Input all the required fields and press  button to save new staff. A staff code will be generated. After then upload image for the staff.

14. Parent Management

Go to Student Management > Parent management

Parent List						
	Parent Code	Father Name	Mother Name	Cell Number	Email	Entry Date
1	PI1948001	Md. Imran Hasan	Maksuda	0172245852	Imran.uits@gmail.com	2019-02-17
2	PI1948002	Hasibul Hasan	Moyna Akter	2346789	im@mal.com	2019-02-17
3	PI1949003	Kabir Hossain	Kona	01913691185	skabir85@gmail.com	2019-02-18
4	PI1956004	Tahsin	Morsheda	+9662748938	Tahsin@gmail.com	2019-02-25
5	PI20366005	Sanail	Sanjida	840393	sanail@gmail.com	2020-12-31
6	PI2116006	Saleh	Samsun nahar	9384719	saleh@gmail.com	2021-01-16

Per page 20 Refresh Search Page 1/1

1. To register new students first add parental information to the system.
2. There is search option to find parent information.
3. To add new parental information press  button. A new window will appear like bellow.

Add New Parent	
Std. Father Name :	<input type="text"/>
Std. Mother Name :	<input type="text"/>
Father Occupation :	<input type="text"/>
Mother Occupation :	<input type="text"/>
Cell Number :	<input type="text"/>
Phone Number :	<input type="text"/>
Email Adrs. :	<input type="text"/>
Nationality :	<input type="text"/>
National ID :	<input type="text"/>
Present Adrs. :	<input type="text"/>
Permanent Adrs. :	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Clear"/>	

Parent Code

Father Image Mother Image

4. Input all the required fields and press  Button to save new registration. A parent code will be generated. After then upload images for parent one by one.
5. To edit a record select a record and press  button and change the require change and update.
6. To delete a record press  button and confirm it. If there is student then the record will be able to delete.

15. Student Registration

Go to Student Management > Parent management

1. After adding parental information to the system select a parent record and press



Student Management							
+ Add ✎ Edit ✕ Delete ⚡ Refresh							
	Code	Student Name	Gender	Regi Date	Religion	Parent Code	Entry Date
▶ 1	SR2116028	Imran Hasan	Male	2021-01-16	Islam	PI2116006	2021-01-16
2	SR2116029	Mahmuda Hasan	Male	2021-01-16	Islam	PI2116006	2021-01-16

2. To add new student press



ton. A new window will appear like bellow.

Add New Student

Parent Code: Student Code:

First Name:

Last Name:

Date of Birth: 📅

Place of Birth:

Gender: ▼

Religion: ▼

Language: ▼

Nationality:

Student Image

[Change](#)

3. Input all the required fields and press save button. A student code will be generated. After then upload the student image.
4. To edit a record select a record and press button and change the require change and update.
5. To delete a record from the list select a record press button and confirm it. If there is an activity of the selected student the record will not be deleted.

16. Student Admission

Go to Student Management > Student Admission

Admission Management						
+ Add ✎ Edit ✕ Delete						
	Admi. No	Reg. No	Full Name	Class Name	Version	Entry Date
▶	AN210004	SR1951004	Sabbir Rahman	Eight	Local Language	2021-02-02
	AN2050001	SR1951004	Sabbir Rahman	Nine	Local Language	2020-02-07
	AN210003	SR1970017	Monsur Rahman	Eight	Local Language	2021-02-02
	AN200001	SR1970017	Monsur Rahman	Nine	Local Language	2020-02-07
	AN210001	SR2116028	Imran Hasan	Nine	Local Language	2021-02-02
	AN210002	SR2116029	Mahmuda Hasan	Nine	Local Language	2021-02-02

Per page 20 ↻ Refresh Search ◀ Page 1/1 ▶

1. Search for student who already admitted there is a search option in the right bellow of the above screen.
2. To edit a record select a record and press ✎ Edit button and change the require change and update.
3. To delete a record from the list select a record press ✕ Delete button and confirm it. If there is an activity of the selected student the record will not be deleted.
4. To add new admission press + Add button. A new window will appear like bellow.

New Admission	
Input Regi. No. :	SR2116028 🔍 Search
Student Name :	Imran Hasan
Regi. Date :	2021-01-16
Select Semester :	Spring
Select Class :	One
Select Medium :	English
Select Group :	Common
💾 Save 🗑️ Clear	

5. Input registration number (student name code) press 🔍 Search button. If the desire student comes with right image then select semester, class, medium and group and finally press save button.

17. Accounting: Receive owners' equity

Go to Accounting > Account Transaction

The screenshot shows the 'Accounting Entries' form with the following details:

- Transaction Type: Cash Receive
- Transaction Ref: TR20210214001
- Value Date: 2021-02-14
- Debit Account: [A](10101) Cash In Hand
- Credit Account: [L](20201) Owner's Capital
- Debit Amount: \$ 1500000
- Credit Amount: \$ 1500000
- In Words: Fifteen Lakh Only
- Particular: (empty field)

Buttons: Save, New

From: 2021-02-14 To: 2021-02-14 Show Reverse Currency In: US Dollar (USD)

Tr. Ref	Tr. Date	Dr. Head	Cr. Head	Amount	Inputer	
1	TR20210214001	2/14/2021	Cash In Hand	Owner's Capital	1500000.00	Mr Monir

Refresh Search

1. To make account transaction in this module select transaction type and debit or credit GL head and debit or credit amount, particulars for the transaction and press save button.
2. Search will work on transaction reference, transaction date and inputer.
3. To reverse the transaction, select the entry to be reversed and press the revers button.

18. Account Transaction

Go to Accounting > Account Transaction

A new window will appear like bellow.

The screenshot shows the 'Accounting Entries' form with the following details:

- Transaction Type: Cash withdraw
- Transaction Ref: TR20190322001
- Value Date: 22 / 03 / 2019
- Debit Account: [A](10112) Cash at Bank
- Credit Account: [A](10101) Cash In Hand
- Debit Amount: 500000
- Credit Amount: 500000
- In Words: Five Lakh Taka Only
- Particular: Transfer cash at bank

Buttons: Save, New

From: 22 / 03 / 2019 To: 22 / 03 / 2019 Show Reverse

Tr. Ref	Tr. Date	Dr. Head	Cr. Head	Amount	Inputer	
1	TR20190322001	3/22/2019	Cash In Hand	Owner's Capital	5000000.00	Super User

Refresh Search

1. To make account transactions in this module select transaction type eg: Cash withdraw. Credit Account dropdown list will automatically disable with cash in hand head and select the Debit Account head from left dropdown list and input debit or credit amount, particulars for the transaction and press save button.
2. Date wise transaction list can be shown in this screen and a search option will work


19. Fee Collections

Go to Accounting > Student Fee Collection

A window will open like bellow.

Fee Collections							
+ Add X Reverse ↻ Refresh 🖨 Print Currency In : US Dollar (USD)							
	TranRef	TranRefPrint	TranDate	TranHead	StuFullName	CrAmount	Entry Date
1	TR20210219002	TR20210219002	2021-02-19	SR1970017	Monsur Rahman	600.00	2021-02-19
▶ 2	TR20210219001	TR20210219001	2021-02-19	SR1970017	Monsur Rahman	500.00	2021-02-19

1. To cancel a transaction press X Reverse button and confirm it.
2. To collect fee from student press + Add button. A new window will appear like bellow.

Fee Collection					
	Input Regi. No. :	<input type="text" value="SR1951004"/>	<input type="button" value="Q Search"/>	Transaction Ref. :	<input type="text" value="TR20210215002"/>
	Student Name :	<input type="text" value="Sabbir Rahman"/>			<input type="button" value="🖨 Print"/>
	Class Name :	<input type="text" value="Eight"/>			
Currency In : US Dollar (USD)					
	Fee Description	Fee Amnt	Discount	Receive Amnt	Check
	Monthly Fee for January	800.00			<input type="checkbox"/>
	Monthly Fee for February	800.00			<input type="checkbox"/>
	Monthly Fee for March	800.00			<input type="checkbox"/>
▶	Monthly Fee for April	800.00		800.00	<input checked="" type="checkbox"/>
	Monthly Fee for May	800.00			<input type="checkbox"/>
	Exam Fee	1,000.00			<input type="checkbox"/>
	Admission Fee	5,000.00			<input type="checkbox"/>
		Total Amount : \$		<input type="text" value="800.00"/>	
		Total Receive Amount : \$		<input type="text" value="200"/>	<input type="button" value="🖨 Save"/> <input type="button" value="+ New"/>

1. Input student registration number and press search button. A fee list will appear based on class (configure before). Put check mark which is required for the student, input receive amount and save.
2. After saving the record a transaction number will be generated right corner of the window for printing.
3. Partial payment can possible. Rest of payment will be shown in due bill collection window. Fee can be received once.

20. Due Fee Collections

Go to Accounting > Due Fee Collection

A window will open like bellow.

Due Bill List					
+ Collect Due		Refresh	Print	Currency In : US Dollar (USD)	
TranRefPrint	TranHead	Student Name	Due Amount	Entry Date	
TR20210215001-TR20210215008	SR1951004	Sabbir Rahman	0.00	2021-02-15	
TR20210215001-TR20210215008	SR1951004	Sabbir Rahman	0.00	2021-02-15	
TR20210215001-TR20210215007	SR1951004	Sabbir Rahman	0.00	2021-02-15	
TR20210215001-TR20210215007	SR1951004	Sabbir Rahman	0.00	2021-02-15	
TR20210215003-TR20210215006	SR1951004	Sabbir Rahman	0.00	2021-02-15	
TR20210215003-TR20210215006	SR1951004	Sabbir Rahman	0.00	2021-02-15	
TR20210215004-TR20210215005	SR1951004	Sabbir Rahman	0.00	2021-02-15	
TR20210215004-TR20210215005	SR1951004	Sabbir Rahman	0.00	2021-02-15	
TR20210215002	SR1951004	Sabbir Rahman	600.00	2021-02-15	
TR20210215002	SR1951004	Sabbir Rahman	600.00	2021-02-15	
TR20210215001	SR1951004	Sabbir Rahman	300.00	2021-02-15	
TR20210215001	SR1951004	Sabbir Rahman	300.00	2021-02-15	

Search From : 2021-02-15 To : 2021-02-15 Get List

- To receive due fee from student press  button a new window will appear like bellow.

Due Collection	
Ref No	: TR20210215002
Student Name	: Sabbir Rahman
Due Amount	: \$ <input type="text" value="600.00"/> Transaction Ref :
Receive Amount	: \$ <input type="text" value="600.00"/> <input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Print"/>	

- Input new receive amount and save. In this stage partial payment can also be possible. New due will appear with new transaction reference number in due bill list window.

21. Payment Staff Salary

Go to Accounting > Salary Payment

A new window will open like this.

Salary Payment List							
+ Add X Reverse ↻ Refresh Print Currency In : US Dollar (USD)							
	TranRef	TranRefPrint	TranDate	TranHead	Particulars	Amount	Entry Date
▶	TR20210218011	TR20210218011	2021-02-18	40602		300.00	2021-02-18
	TR20210218010	TR20210218010/R	2021-02-18	40602	Reverse Transaction	0.00	2021-02-18
	TR20210218010	TR20210218010	2021-02-18	40602	SF	400.00	2021-02-18
	TR20210218009	TR20210218009/R	2021-02-18	40602	Reverse Transaction	0.00	2021-02-18
	TR20210218009	TR20210218009	2021-02-18	40602	j	500.00	2021-02-18

1. To reverse a transaction from the list press X Reverse button and confirm it.
2. To pay salary for staff press + Add button. A new window will appear like bellow.

Salary Payment				
Staff Type :	Teacher	Q Search	Transaction Ref. :	
Narration :	Salary of January 2021		Print	
Currency In : US Dollar (USD)				
	Name Code	Staff Name	Amount	Check
	SI1953814	Md Mamunur Rasid	5210	<input checked="" type="checkbox"/>
	SI1953815	Nazmun Nahar	5000	<input checked="" type="checkbox"/>
	SI1953817	Abul Hasan	6000	<input checked="" type="checkbox"/>
▶	SI1953820	Asma Akter	4500	<input checked="" type="checkbox"/>
Total Amount : \$ 20710.00 Save + New				

1. For staff salary payment, select staff type. Press Q Search button. A list will be open based on staff type. Input Description for the transaction. From right part of the list checked and input salary amount of the particular staff. Press Save button to complete the transaction.

22. Student Attendance

Go to Student Management > Student Attendance

A new window will open like this.

Attendance List				
	Code	Class Name	Subject Name	Entry Date
1	20210219_4_1	Eight	Math	2021-02-19
▶ 2	20210219_5_2	Nine	English	2021-02-19

1. To delete a record from the list press **Delete** button and confirm it.
2. To collect attendance for a class press **Add** button. A new window will appear like bellow.

Student Attendance			
Select Class :	Eight		
Select Group :	Common	Get	
Select Subject :	Math		
Select Date :	2021-02-18	Show	<input type="checkbox"/> Check All Save
Admission No	Std. Name	Attend	
AN210003	Monsur Rahman	<input checked="" type="checkbox"/>	
AN210004	Sabbir Rahman	<input type="checkbox"/>	

3. To collect attendance for a class, select class then group and press **Get** button to get subject for the class. After then select subject and date, press **Show** button to show the list of students of the class. And finally checked mark who is present and leave who is not present and press save button.

23. Input Marks

Go to Student Management > Input Mark

A new window will open like this.

✖
Marks Input

Select Semester : Spring

Select Class : Nine

Select Group : Science Get Exam

Select Exam Type : Written

Select Exam : (5001) Bangla Written Exam for class Nine Show Save

	Roll	admissionNo	Reg. No.	Std. Name	MCQ	Written	Point	Grade
▶	1	AN190004	SR1951004	Sabbir Rahman	48	74	4.50	A
	2	AN190007	SR1951007	Subarna Paul	42	55	3.00	B
	3	AN190008	SR1954008	Suma Akter	45	85	4.50	A
	5	AN190010	SR1954010	Hasibul Hassain	44	83	4.50	A
	4	AN190013	SR1957013	Mily Akter	41	71	3.50	B+
	6	AN190014	SR1957014	s s	0	72	2.00	C

- To input marks for a class select semester, class and group from dropdown list and press Get Exam button to get list of exams. Then select exam from exam list. After selecting an exam press Show button to show list of students. All the students will be shown. By pressing double click on "MCQ" or "Written" column input the obtained mark for the particular student. Point and grade will be automatically shown based on configure before. After input all the mark press save button.

24. Result Process

Go to Administrator > Result Process

A new window will open like this.

Result Process

Select Semester :

Select Class :

	Student Name	Admission No	Merit	Total Mark	Point	Grade
▶ 1	Monsur Rahman	AN200001	1	139.00	5.00	A+
2	Sabbir Rahman	AN2050001	2	120.00	4.50	A

1. To process a class wise result select semester and class from dropdown list and press show result button. A list will be shown that previously input mark. Check and confirm mark input is ok and then press process result button. If there is any mistake about mark then go back to input mark module and again process result.
2. After process the result it needs to be authorized. To do that to administrator menu and select auth result process link and press show result button to view the list and press Authorize Result button to authorize the process with different user and save the result.

25. Student Search

Go to Student Management > Student Search

A new window will open like this.

Student Search Panel
✖

🔍 Show Details

Reg. No	Full Name
SR1949001	Md. Mabdi Hasan
SR1949002	Nafisa Tabashsum
SR1950003	Madiha Hasan
SR1951004	Sabbir Rahman
SR1951005	Mona Hasib
SR1951006	Mahmood Hossain
SR1951007	Subarna Paul
SR1954008	Suma Akter
SR1954009	Tajjul Islam
SR1954010	Hasibul Hassain
SR1956011	Akkash Miah
SR1956012	Monir Hossain
SR1957013	Mily Akter
SR1957014	s s
SR1962015	Rashed Hasan
SR1962016	Maruf Hossain
SR1970017	Monsur Rahman
SR1972018	Mahida Hasan
SR1972019	Mukseha Hossain

Student Information
✖

Family Information
Academic Information

Student Reg. No : SR1949002

Student Name : Nafisa Tabashsum

Gender : Female

Age : 9y - 4m - 26d

Father Name : Kabir Hossain

Mother Name : Kona

Date of Birth : 2009-10-26

Registration Date : 0001-01-01

Cell Number : 01913691185

Phone Number :


Email Addr. : skabir85@gmail.com

National ID : 845784587454

Religion : Islam

Present Addr. :

Permanent Addr. :



Student Image

↻ Refresh

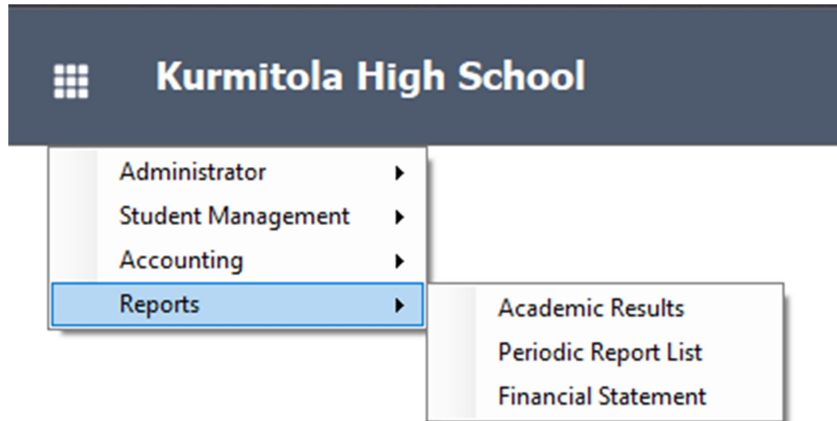
 Search

- In this window student can be search with name, father's name, mother's name, date of birth and so on.

26. Reports

Go to Reports >

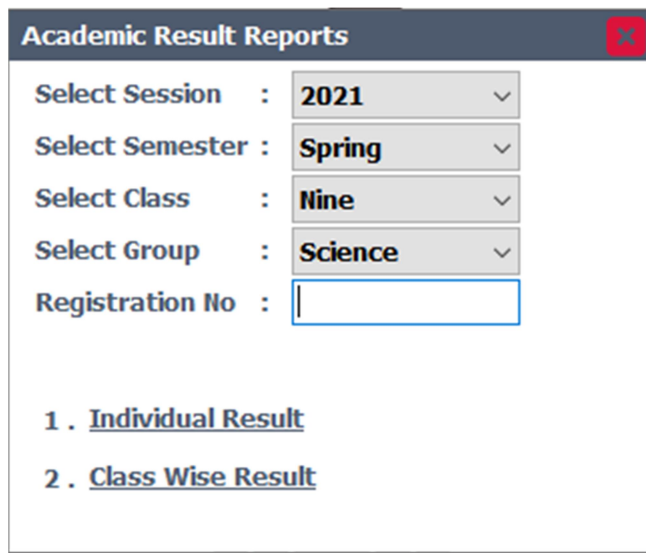
A new window will open like this.



1. In this menu there are three report sections.
 - I) Academic Result
 - II) Periodic Report
 - III) Financial Report

I) Academic Result

In this menu a new window will appear like bellow.


The image shows a window titled 'Academic Result Reports' with a red close button in the top right corner. The window contains four dropdown menus: 'Select Session' with '2021' selected, 'Select Semester' with 'Spring' selected, 'Select Class' with 'Nine' selected, and 'Select Group' with 'Science' selected. Below these is a text input field for 'Registration No'. At the bottom of the window, there are two links: '1 . Individual Result' and '2 . Class Wise Result'.

2. To view individual report select session, semester and input student registration number and click link 1.
3. To view class wise result select session, semester, class, group and click link 2.

Show Report

SAP CRYSTAL REPORTS

Main Report



ABC School & College
110, Motijheel, Commercial Area
Email: info@mail@admin.com
Tel: +025487457, 01722194519

Individual Result Print Date : 2019-03-22

Student Name : Sabbir Rahman Group Name : Science
 Registration No : SR1951004 Semester : Spring
 Admission No : AN190004 Session : 2019
 Class Name : Nine Branch : Boys

SN Ex.Code	Subject Name	W Max	Mcq Max	Mcq Obt	W Obt	Total	Point	Grade
1	5001 Bangla	100.00	50.00	48.00	74.00	122.00	4.50	A
2	5004 Math	100.00	0.00	0.00	88.00	88.00	4.50	A
3	5005 Chemistry	100.00	50.00	45.00	65.00	110.00	3.75	B+
4	5011 Physics	100.00	50.00	40.00	78.00	118.00	4.00	A-
5	5012 English	100.00	50.00	45.00	78.00	123.00	4.50	A
6	5013 Social Science	100.00	50.00	45.00	68.00	113.00	4.00	A-
7	5014 Religion (Islam)	100.00	50.00	48.00	79.00	127.00	4.50	A
8	5015 Higher Math	100.00	0.00	0.00	80.00	80.00	4.50	A

Mark Obtain : 881.00
 Total Mark : 1100.00
 GPA Obtain : 4.28
 Grade Obtain : A-
 Result Status : Passed

Class Merit : 1

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

Figure: Individual result report

Show Report

SAP CRYSTAL REPORTS

Main Report

Class Wise Result Print Date : 2021-02-26

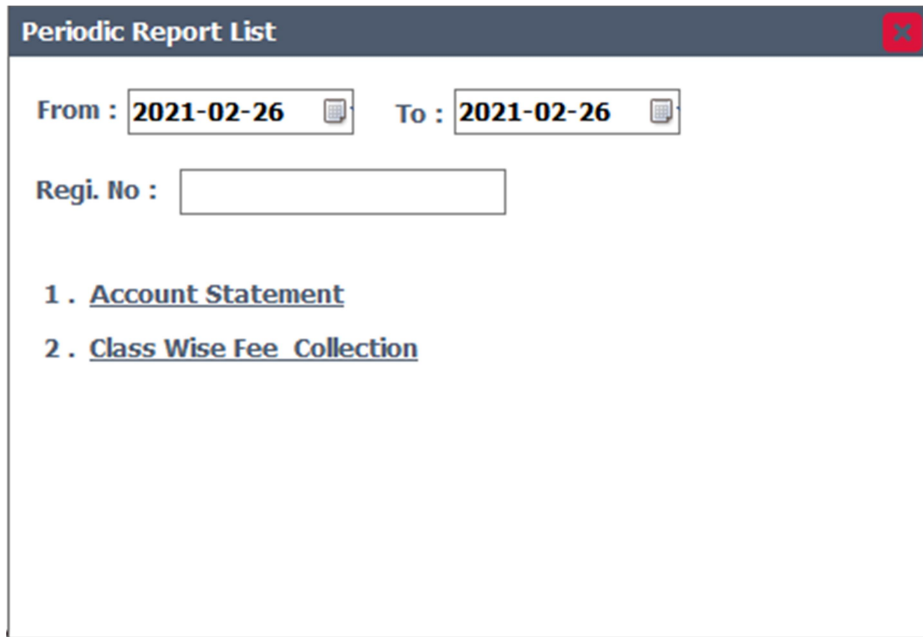
Class Name : Nine Session : 2021
 Group Name : Science
 Semester : Spring

SN	Student Name	Std Regi No	Admission No	Total Mark	Point	Grade	resultstatus
1	Monsur Rahman	SR1970017	AN200001	139.00	5.00	A+	Passed
2	Sabbir Rahman	SR1951004	AN2050001	120.00	4.50	A	Passed

Figure: Class wise result report

II) Periodic Reports

In this menu a new window will appear like bellow.



1. To view staff or student account statement input staff ID or student registration number, select date range and click link 1.
2. To view class wise fee collection select date range and click link 2.

The screenshot shows a window titled "Show Report" with a close button in the top right. Below the title bar, there is a toolbar with various icons and a search field containing the number "1". Below the toolbar, there is a tab labeled "Main Report". The main content area displays an "Account Statement" for "Sabbir Rahman" with a "Print Date : 2021-02-26". The account details are as follows:

- Account Title : Sabbir Rahman
- Account No : SR1951004
- Ac. Cur. Balance :
- Stmt Period : 2021-01-26 to 2021-02-26
- Currency In : US Dollar (USD) (\$)

Below the account details is a table with the following columns: SN, Date, Tran. Ref, Particular, Dr Amount, and Cr Amount.

SN	Date	Tran. Ref	Particular	Dr Amount	Cr Amount
1	2021-02-18	TR20210218002	Fee Collection		800.00
2	2021-02-18	TR20210218003	Fee Collection		800.00
3	2021-02-18	TR20210218004	Fee Collection		200.00
4	2021-02-18	TR20210218005	Fee Collection		400.00
5	2021-02-18	TR20210218006	Fee Collection		1,200.00
6	2021-02-18	TR20210218007	Fee Collection		3,000.00
Total:					6,400.00

Figure: Student account statement

Class Wise Fee Collection		Print Date :	2021-02-26
Fee Collection On: 2021-02-26 to 2021-02-26		Currency In : US Dollar (USD) (\$)	
SN	Class Name	TOTAL	
Branch:			
1	Eight	999.00	
2	Nine	999.00	
		<hr/>	
		1,998.00	
		<hr/>	
Total:		1,998.00	

Figure: Class wise fee collection report.

III) Financial Report

In this menu a new window will appear like bellow.



1. To view balance sheet report click link 1 and income statement click link 2.

Show Report

Main Report

ABC School & College
110, Motijheel, Commercial Area
Email: info@mail@admin.com
Tel: +025487457, 01722194519

Balance Sheet Print Date : 2019-03-22

Head Description	2019	2018	2017
Assets			
Current Assets			
Cash In Hand	4,951,450.00	466,401.00	466,402.00
Petty Cash Fund	0.00	0.00	0.00
Notes Receivable	0.00	0.00	0.00
Accounts Receivable	0.00	0.00	0.00
Interest Receivable	0.00	0.00	0.00
Prepaid Insurance	0.00	0.00	0.00
Prepaid Interest	0.00	0.00	0.00
Office Equipment	0.00	0.00	0.00
Cash at Bank	0.00	1,500,000.00	1,500,000.00
Inventory of Expenditures	52,050.00	52,500.00	52,500.00
Total Current Assets :	5,003,500.00	2,018,901.00	2,018,902.00
Fixed Assets			
Long Term Investments & Funds	0.00		
Properties Plant & Equipments	0.00		
Total Fixed Assets :	0.00		
Total Assets :	5,003,500.00	2,018,901.00	2,018,902.00
Liability			
Liabilities			
Notes Payable-Trade	0.00	0.00	0.00
Notes Payable-Bank	0.00	0.00	0.00
Accounts Payable	0.00	0.00	0.00
Interest Payable	0.00	0.00	0.00
Salaries Payable	0.00	0.00	0.00
Salaries Tax Payable	0.00	0.00	0.00
Total Liabilities :	0.00	0.00	0.00
Owners Equity			
Owner's Capital	5,000,500.00	2,000,000.00	2,000,000.00
Revenues or Retail Earnings	3,000.00	18,900.00	18,900.00
Total Owners Equity :	5,003,500.00	2,018,900.00	2,018,900.00
Total Liability :	5,003,500.00	2,018,900.00	2,018,900.00

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 75%

Figure: Three year comparative balance sheet report

Show Report

Main Report

ABC School & College
110, Motijheel, Commercial Area
Email: info@mail@admin.com
Tel: +025487457, 01722194519

Income Statement Print Date : 2019-03-22

Head Description	2019	2018	2017
Revenues			
Revenues	3,000.00	18,900.00	18,900.00
Total : Revenues	3,000.00	18,900.00	18,900.00
Expenditures			
Fixed Expenditures	52,050.00	32,500.00	32,500.00
Prize		0.00	0.00
Office		0.00	0.00
Library		0.00	0.00
Marketing		15,000.00	15,000.00
Teacher Expenditure		0.00	0.00
Total : Expenditures	52,050.00	47,500.00	47,500.00
Total Profit or Loss :	-49,050.00	-28,600.00	-28,600.00

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

Figure: Three year comparative Income statement report

Some others report samples:

ABC School & College
110, Motijheel, Commercial Area
Email: infomail@admin.com
Tel: +025487457, 01722194519

Salary Payment Statement Print Date : 2019-03-22
Transaction Reference No: TR20190322002 Transaction Date : 2019-03-22

SN	TranHead	Head Title	Particular	Dr Amount	Cr Amount
1	10101	Cash In Hand	Salary Payment of January 2019	51,900.00	
2	SI1953817	Abul Hasan	Staff Salary		15,000.00
3	SI1953819	Masud Islam	Staff Salary		14,500.00
4	SI1953820	Asma Akter	Staff Salary		12,400.00
5	SI1971814	Selina Akter	Staff Salary		10,000.00
Total:				51,900.00	

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

Salary Payment report

27. Password Change Option

Go to right corner of the dashboard and click tools link button.

A form will be appear like this

Change Password

User Name :

New User Name :

Old Password :

New Password :

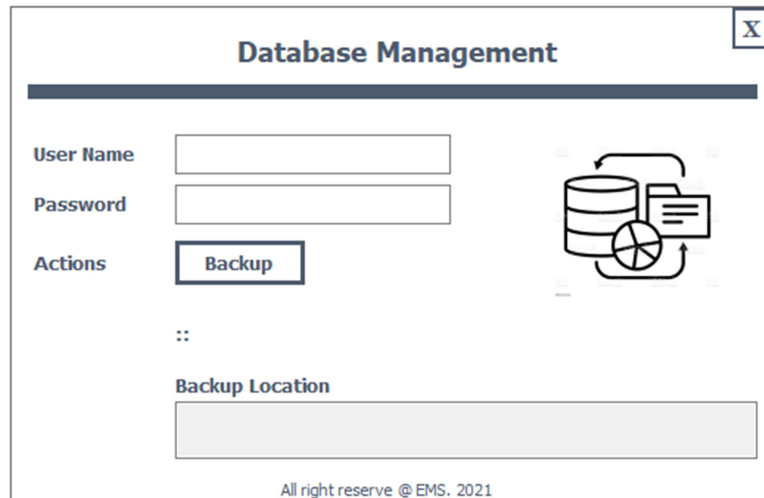
Confirm Password :

1. To change password and user name, input new user name, old password and new password and confirm it.

28. Database Backup

Go to Administrator > Database Management

A form will be appear like this



The screenshot shows a web form titled "Database Management". It includes input fields for "User Name", "Password", and "Backup Location". A "Backup" button is located under the "Actions" section. To the right of the form is an icon representing a database with a backup operation. The footer of the form reads "All right reserve @ EMS. 2021".

1. To make database backup, input user name and the password of the database and press backup button. Select a desire location. A backup file will be created with date and time.

29. Run Year End Process

Go to Administrator > Year End Process

A form will be appear like this



The screenshot shows a web form titled "Year End Process". It features a dropdown menu for "Income Year" currently set to "2021". A "Process" button is located under the "Actions" section. The footer of the form reads "All right reserve @ EMS. 2021".

1. Select Current Income year and press process button. All GL account will be reset for the next income year. And statement reporting will be completed and final.