

**DOCUMENT : APSWREIS SCHOOL**  
**INFORMATION MANAGEMENT SYSTEM**  
**USER DOCUMENTATION**

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**PRIVATE LIMITED**

**REVIEWED BY : APSWREIS**

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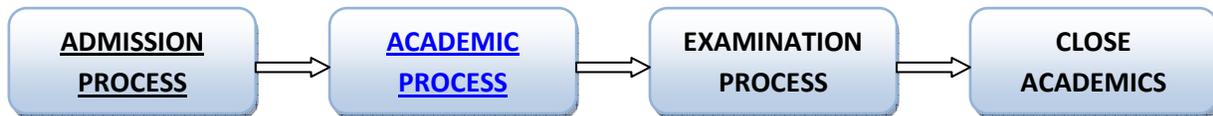
## **1. INTRODUCTION/PURPOSE**

Andhra Pradesh Social Welfare Residential Society in collaboration with HAS SOFT TECHNOLOGIES PRIVATE Limited is implementing a state of the art web based SCHOOL INFORMATION MANAGEMENT SOFTWARE for all the 350 residential schools across Andhra Pradesh.

The software will house the entire school, students, teachers, lesson plans, calendars information among many others on the website providing critical stake holders with management reporting. The intention of the software deployment is also to monitor the school performance and take appropriate actions in time to improve overall results and also quality of education.

The purpose of this document is to outline process and software details for various users of the system. Snapshot of the screens along with required fields input information is outlined in the document.

## PROCESS OVERVIEW



**End to End School Management Process covers the following steps**

### **I. Admission Process**

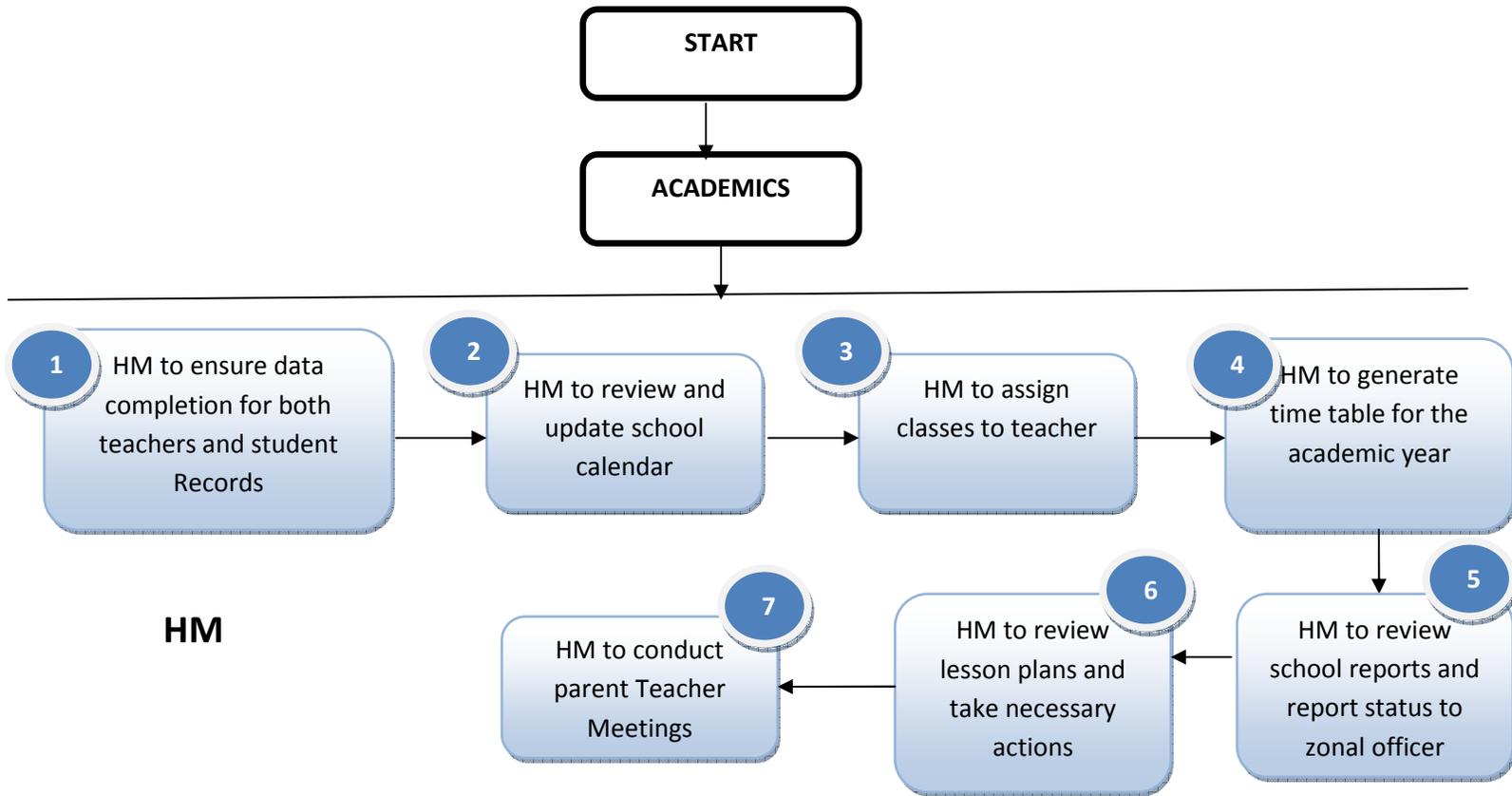
Admission process covers the general admission procedure to enroll students in the schools. The process involves collecting student and parent information, screening the student either through a simple knowledge evaluation process or through an interview process to determine the eligibility of the student to the school. Admission process also involves collection of relevant student related data to ensure various aspects of communication happens post admission into the school.

### **II. Academic Process :**

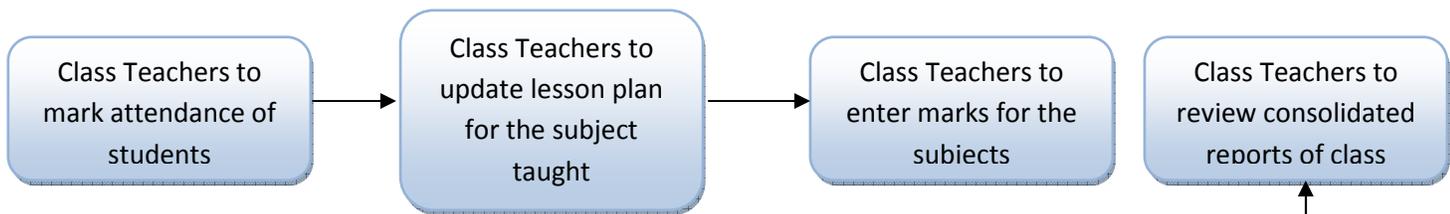
#### **Examination Process**

In Examination Process

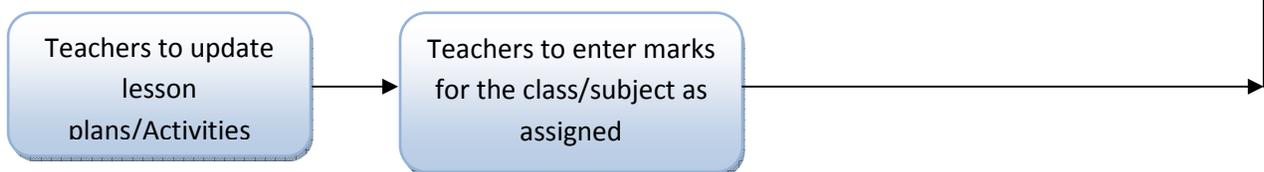
ACADEMIC ADMINISTRATION PROCESS AT SCHOOL LEVEL:



**CLASS TEACHER**



**TEACHER**



REPORTS AT SCHOOL LEVEL:

S#	ROLE	REPORT	DESCRIPTION	FREQUENCY
1	HM	<b>ON ROLL REPORTING</b>		
	HM	STUDENT S ON ROLL CLASS WISE		
	HM	TEACHERS AND OTHER STAFF REPORT		
	HM	<b>ACADEMIC REPORTS</b>		
	HM,CLASS TEACHER,PARENT	INDIVIDUAL STUDENT PROGRESS REPORT		
	HM,CLASS TEACHER	CLASS PERFORMANCE REPORT		
	HM,CLASS TEACHER	SUBJECT WISE PERFORMANCE REPORT		
	HM	TEACHERS PERFORMANCE REPORT		
	HM	LESSON PLAN STATUS REPORT BY TEACHER		
	HM	LESSON PLAN STATUS REPORT BY CLASS AND SUBJECT		
		<b>STUDENT ATTENDANCE</b>		

**INDEX**

<b>CALENDAR-----</b>	<b>09-19</b>
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**CALENDAR**

**1. Holidays calendar :**

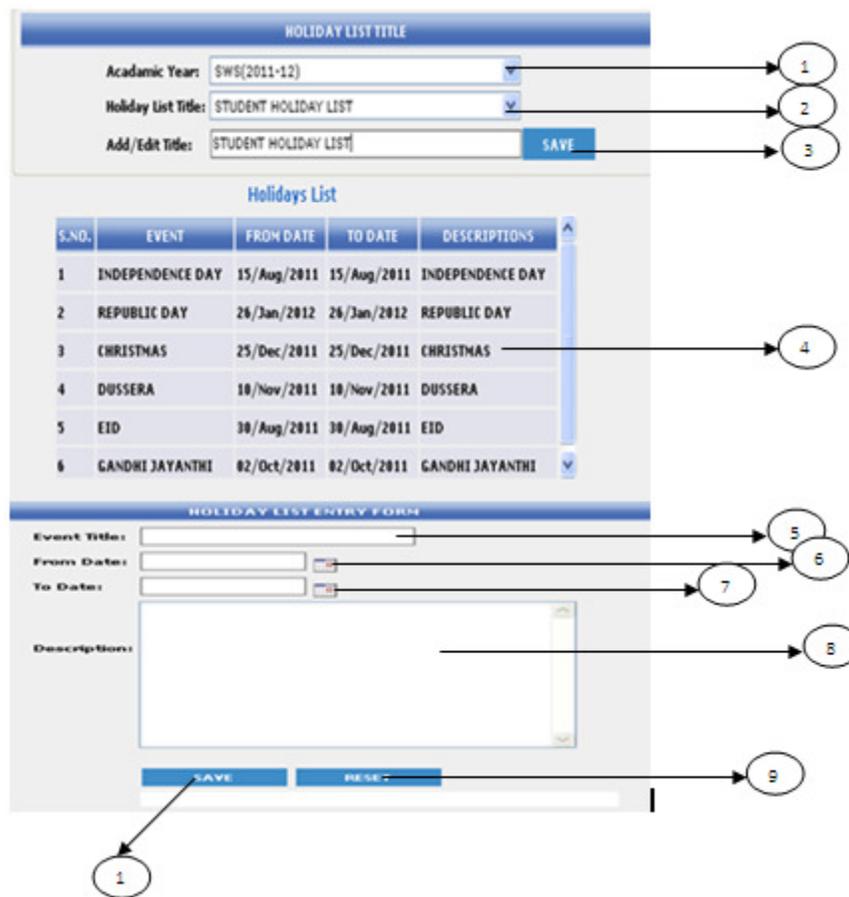
**a. Navigate :-> Setup-> Holidays calendar ->Add Holidays**

**Action:** Select academic year and holiday list title

**Result:** Displays assigned holidays

**Action:** If you want to declare holiday on some event, please enter from and to date and event title with description and then save to declare holiday.

**Result:** It will add in holiday list.



SL.NO	FIELD NAME	DESCRIPTION	USER CAN UPDATE
1	ACADEMIC YEAR	Select academic year	
2	HOLIDAYS LIST TITLE	Select title	
3	ADD/EDIT TITLE	You can add or edit title and <b>save</b>	
4	HOLIDAYS LIST	Displays holiday list	
5	EVENT TITLE	You can add event in holidays	
6	FROM DATE	Select from date	
7	TO DATE	Select to date	
8	DESCRIPTION	Give the description of the holiday	
9	SAVE	Click on save to add holiday	
10	RESET	Click on Reset to cancel	

**b. Navigate :-> Setup-> Holidays calendar-> Assign to class**

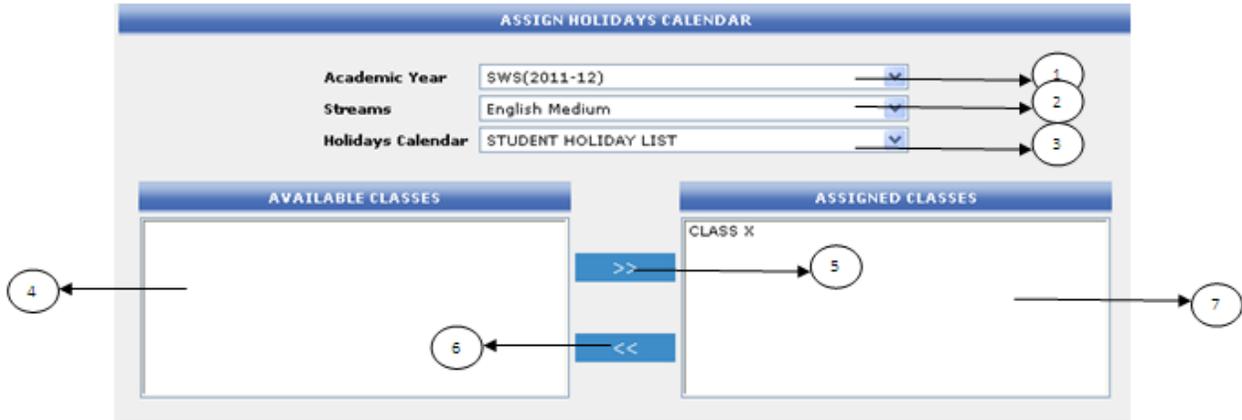
**Action:** Select Academic year, Streams and holidays calendar

**Result:** Displays Available classes and Assigned classes

**Action:** Select classes from Available classes and click the button  to assign holidays. **(Or)**

Select classes from assigned classes and click the button  to remove holidays list for that class.

**Result:** it will assign or remove the holiday's lists successfully.

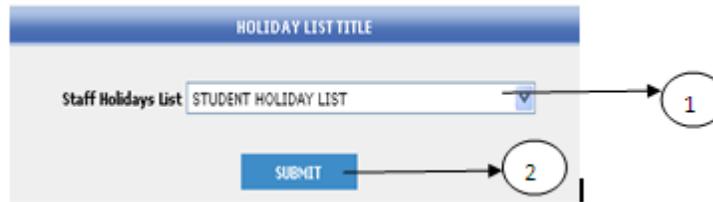


SL.NO	FIELD NAME	DESCRIPTION	USER CAN UPDATE
1	ACADEMIC YEAR	Select academic year	
2	STREAMS	Select stream	
3	HOLIDAYS CALENDER	Select holidays calendar as in the list	
4	Available classes	You can view available classes	
5	>> button	By this button you can assign a class	
6	<< button	By this button you can de select a class	
7	Assigned classes	You view assigned classes	

**c. Navigate :-> Setup-> Holidays calendar-> Assign staff calendar**

**Action:** select holiday's list and then click on submit button

**Result:** it will assign holiday's list to staff.



SL.no	FIELD NAME	DESCRIPTION	
1	STAFF HOLIDAY LIST	Select the holiday list to assign staff	
2	SUBMIT	Click on submit to assign	

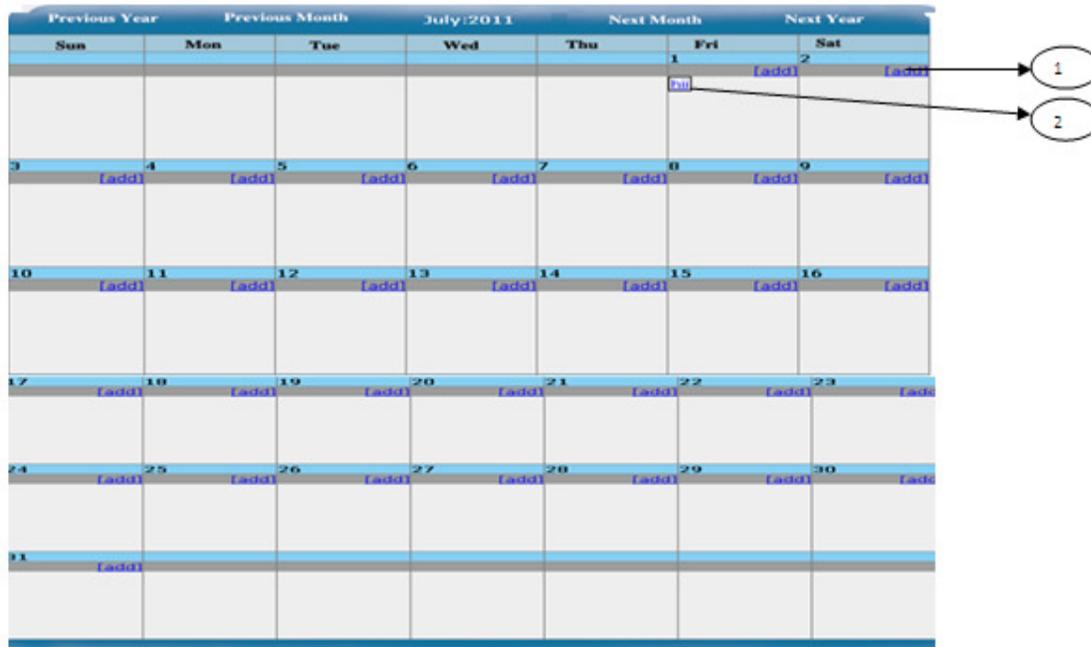
**TO VIEW ALERTS**

**a. Navigate :-> calendar-> my Alerts**

**Result:** Displays Alerts if any, if you want to add alerts

**b. Navigate :-> calendar-> my calendar**

**Result:** Displays current month calendar

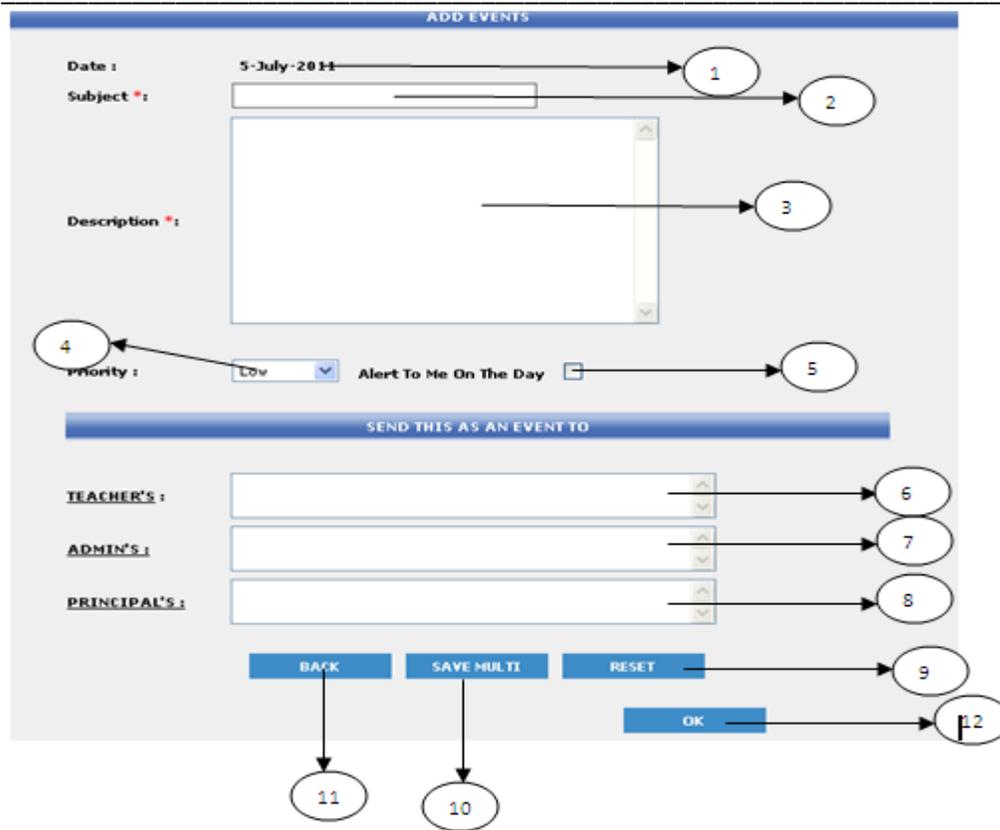


SL.NO	FIELD NAME	DESCRIPTION	USER CAN UPDATE
1	add	Click on add to give alert	
2	Alert view	It displays alert	

**Action:** If you want to add alert please click on **ADD** on that date.

**Result:** Displays a form like subject and description with priority

**Action:** please fill subject, description, priority and check the checkbox.



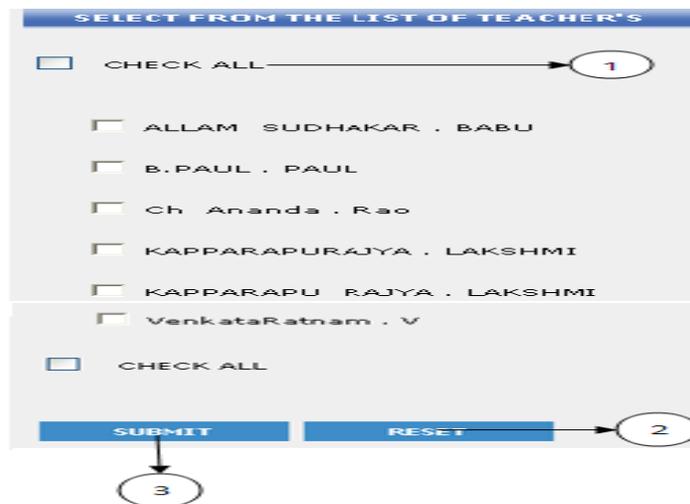
SL.NO	FIELD NAME	DESCRIPTION	USER CAN UPDATE
1	DATE	Displays date	
2	Subject	Enter Subject	
3	Description	Description of the event	
4	Alert	It give a alert on that day	
5	PRIORITY	Select priority	
6	TEACHER's	Description for the event	

7	ADMIN's	Select priority (EX: High)	
8	PRINCIPAL's	Check the box if want give alert	
9	RESET	Click on RESET if you want to clear the details	
10	SAVE MULTI	Click on save to add event	
11	BACK	Click on back button to enter previous page	
12	OK	Click on ok button to refresh	

After that if you want give the alert to teachers, admin and principal's click on the name (ex: teachers) .

**Result:** displays all teachers.

**Action:** Please check the teacher witch you want to give alert and click save.



SL.NO	FIELD NAME	DESCRIPTION	USER CAN UPDATE
1	CHECK ALL	Check the check box to select all or deselect all	
2	RESET	Click on RESET to clear all the fields	
3	Submit	To Click submit to select the teacher	

**Result:** It will display the names “send this as an event to” box.

**Action:** Click on “SAVE MULTI” button and then click on ok button.

**Result:** It will show as an alert when we click on My Alerts

c. **Navigation** :-> Calendar-> **Event calendar**

**Result:** Displays Event calendar with current year.



SL.NO	FIELD NAME	DESCRIPTION	USER CAN UPDATE
1	Current Year	It displays current year	
2	>>	If you want to select next year	
3	<<	If you want to select previous year	
4	Event	It displays your event with date	
5	Empty event	If you want to add event in January click on the empty field	

**ADD EVENT OR DELETE EVENT**

d. **Navigation** :-> Calendar-> Event calendar ->

**Result:** It will displays the event calendar

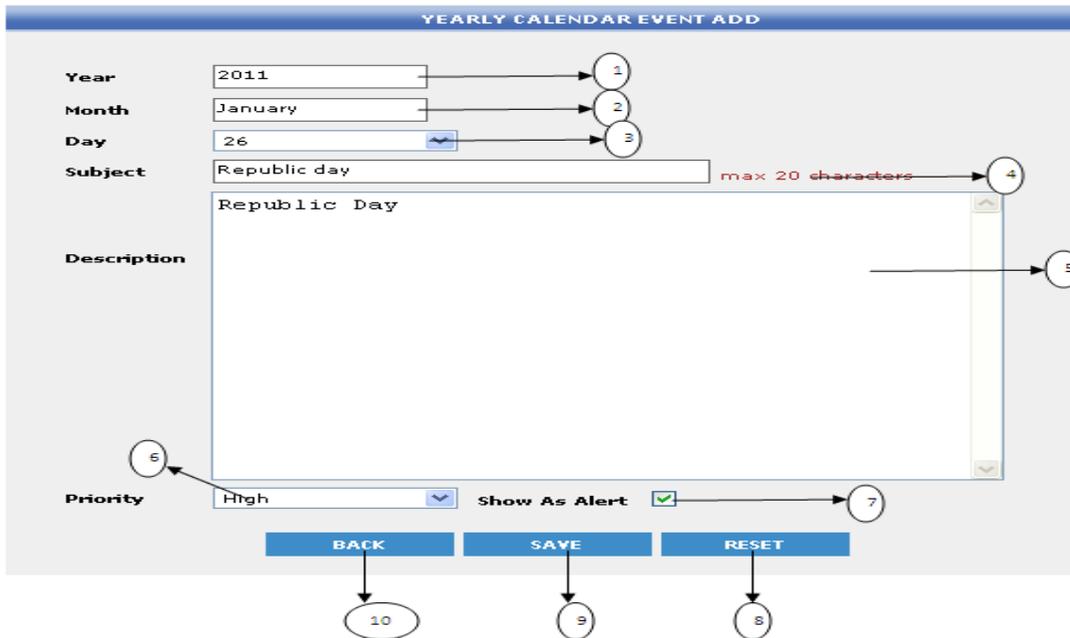
**Action:** Please double click on the month witch you want to add a event for that month

**Result:** It displays event s in that month and options add and delete



SL.NO	FIELD NAME	DESCRIPTION	USER CAN UPDATE
1	<input type="checkbox"/>	Check the check box to select the event	
2	ADD	To add event please click on ADD button	
3	DELETE	To delete an selected event, click on delete button	
4	OK	Click ok button to refresh	
5	BACK	Click on back button to enter into previous page	

To add event from



The screenshot shows the 'YEARLY CALENDAR EVENT ADD' form with the following fields and callouts:

- 1**: Year input field (2011)
- 2**: Month input field (January)
- 3**: Day input field (26)
- 4**: Subject input field (Republic day) with a 'max 20 characters' warning
- 5**: Description text area (Republic Day)
- 6**: Priority dropdown menu (High)
- 7**: Show As Alert checkbox (checked)
- 8**: RESET button
- 9**: SAVE button
- 10**: BACK button

SL.NO	FIELD NAME	DESCRIPTION	USER CAN UPDATE
1	YEAR	Enter year	
2	MONTH	Enter month	
3	DAY	Select date	
4	SUBJECT	Enter subject (Maximum 20 character )	
5	DESCRIPTION	Description for the event	
6	PRIORITY	Select priority (EX: High)	
7	SHOW AS ALERT	Check the box if want give alert	
8	RESET	Click on RESET if you want to clear the details	
9	SAVE	Click on save to add event	
10	BACK	Click on back button to enter previous page	

**SETUPS**

**Add Students information:**

- a. **Navigate:** ->Setup-> users-> add students

**Action:** Fill all the mandatory fields and select student class details.

Clicks submit to save, click reset to cancel.

**Result:** Displays successful completion.

**Note:** Same operation for **ADD STAFF**.

The screenshot shows a web form titled "ORGANIZATION STUDENT FORM" divided into four sections: ORGANIZATION STUDENT FORM, STUDENT ADDRESS DETAILS, REFERENCE RELATION DETAILS, and STUDENT CLASS DETAILS. Each field is annotated with a numbered callout (1-28) indicating its location for navigation purposes.

Section	Field Name	Value	Callout Number
ORGANIZATION STUDENT FORM	First Name*	AJAY	1
	Middle Name	KUMAR	2
	Last Name*	V	3
	Student Reference Relation*	Parent	4
	Nationality*	Indian	5
	Religion*	Hindu	6
	Caste*	General	7
STUDENT ADDRESS DETAILS	Address*	H.NO 21	8
	Location 1*	PICKET	9
	Location 2		10
	City*	HYDERABAD	11
	State*	ANDHRA PRADESH	12
	Country*	INDIA	13
	PIN*	500001	14
REFERENCE RELATION DETAILS	First Name*	PRAVEEN	15
	Middle Name	KUMAR	16
	Last Name*	V	17
	Phone Number*	04042014347 ( Ex: 04025312564 )	18
	Mobile Number*	09581807989 ( Ex: 0989496321 )	19
	E-Mail ID*	lajhapsvnsva@gmail.com	20
STUDENT CLASS DETAILS	Stream	English Medium SWS(2011-12)	21
	Class	CLASS X	22
	Section	Section A	23
	Group	Group A	24
	Student Role	Student	25
	Parent Role	Parent	26
		SUBMIT	27
		RESET	28

**STUDENT DETAILS**

S.N	FIELD NAME	DESCRIPTION	USER CAN UPDATE
1	First name	Enter student's first name	
2	Middle name	Enter student's middle name	
3	Last name	Enter student's last name	
4	Student's reference relation	Select student's relation of the relation	
5,6,7	Nationality, religion, caste	Select student's Nationality, religion, caste	

**STUDENT'S ADDRESS DETAILS**

S.N	FIELD NAME	DESCRIPTION	USER CAN UPDATE
8	Address	Enter student's Address	
9,10	Location 1, Location2	Enter student's Location1 and location2	
11	City	Enter student's City name	
12,13	State, Country	Enter student's Country and State	
14	Pin	Enter student's Area code i.e. PIN	

**STUDENT'S REFERENCE DETAILS**

S.N	FIELD NAME	DESCRIPTION	USER CAN UPDATE
15	First name	Enter Reference's First Name	
16	Middle name	Enter Reference's Middle Name	
17	Last name	Enter Reference's Last Name	
18,19	Phone and mobile number	Enter Reference's Phone and mobile number	
20	E-mail Id	Enter Reference's E-mail Id	

**STUDENT'S CLASS DETAILS**

S.N	FIELD NAME	DESCRIPTION	USER CAN UPDATE
21	Stream	Enter Student's Stream	
22,23,24	Class, Section, Group	Enter Student's Class, Section, Group	
25	Student Role	Enter Student's Role as Student	
26	Parent role	Enter Parent's Role as Parent	
27	RESET	If you want to cancel click on reset	
28	SUBMIT	If you want submit click on submit	

**ADD- TEACHER**

**Navigate** :-> Setup-> users-> add teachers

**Result:** it displays a form to add teacher

**Action:** Please enter all the details of the teacher to add.  
(You can directly assign classes to the teacher)

**ORGANIZATION TEACHER FORM**

First Name\* SAELAJA (1)

Middle Name KUMARI (2)

Last Name\* V (3)

Nationality\* Indian (4)

Religion\* Hindu (5)

Caste\* General (6)

---

**TEACHER ADDRESS DETAILS**

Address\* PLOT NO 21 (7)

Location 1\* MARREDPALLY (8)

Location 2 (9)

City\* HYDERABAD (10)

State\* AP (11)

Country\* INDIA (12)

PIN\* 500000 (13)

Phone Number\* 04012345678 (14)  
( Br-0402312564 )

Mobile Number\* 09881807989 (15)  
( Br-0988949321 )

E-Mail ID\* hastech007@gmail.com (16)

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**ASSIGN TEACHER TO STREAM, CLASS, SECTION, SUBJECT**

SELECT	ACADEMIC-YEAR	STREAM	CLASS	SECTION	SUBJECT	ROLE
<input type="checkbox"/>	SWIS(2011-12)	English Medium	CLASS X	Section A	ENGLISH	Teacher
<input checked="" type="checkbox"/>	SWIS(2011-12)	English Medium	CLASS X	Section A	HINDI	Teacher
<input type="checkbox"/>	SWIS(2011-12)	English Medium	CLASS X	Section A	MATHS	Teacher
<input type="checkbox"/>	SWIS(2011-12)	English Medium	CLASS X	Section A	SCIENCE	Teacher
<input type="checkbox"/>	SWIS(2011-12)	English Medium	CLASS X	Section A	SOCIAL	Teacher
<input type="checkbox"/>	SWIS(2011-12)	English Medium	CLASS X	Section A	TELUGU	Teacher

17 (points to the checked checkbox in the table)

18 (points to the SUBMIT button)

19 (points to the RESET button)

ORGANIZATION TEACHER FORM

S.N	FIELD NAME	DESCRIPTION	USER CAN UPDATE
1	First name	Enter Teacher's first name	
2	Middle name	Enter Teacher's middle name	
3	Last name	Enter Teacher's last name	
4,5,6	Nationality, religion, caste	Select student's Nationality, religion, caste	

TEACHER ADDRESS DETAILS

S.N	FIELD NAME	DESCRIPTION	USER CAN UPDATE
7	Address	Enter Teacher's Address	
8,9	Location 1, Location2	Enter Teacher's Location1 and location2	
10	City	Enter Teacher's City name	
11,12	State, Country	Enter Teacher's Country and State	
13	Pin	Enter Teacher's Area code i.e. PIN	
14,15	Ph.num, Mobile number	Enter Teacher's phone and mobile number	
16	E-mail Id	Enter Teacher's mail address	

ASSIGN TEACHER TO CLASS, STREAM, SECTION

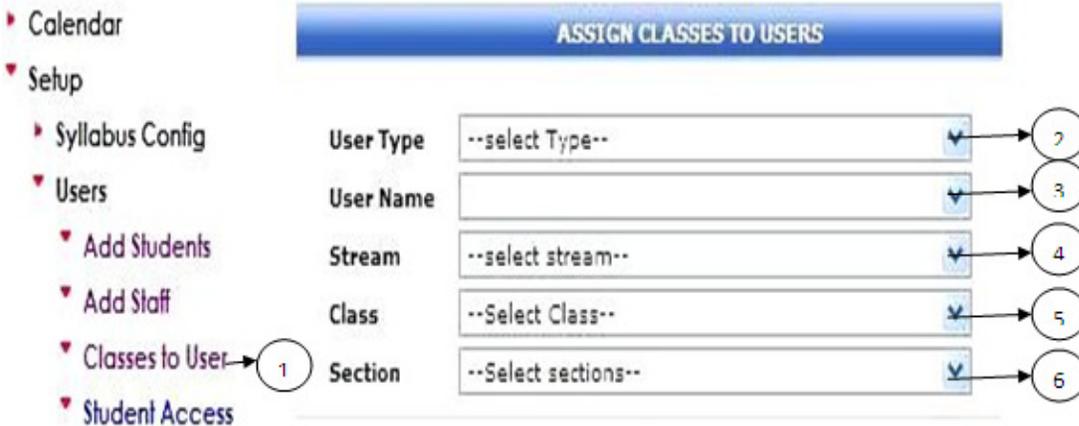
S.N	FIELD NAME	DESCRIPTION	USER CAN UPDATE
17	Check box	Please check the box to select class, stream and section for teacher	
18	RESET	Click on reset button to cancel	
19	SUBMIT	Click on submit to add teacher	

**CLASSES TO USER**

**Navigate** :-> Setup-> Users-> Classes to users

**Result:** Display “Assign class to user form”

**Note:** Here user is Teacher

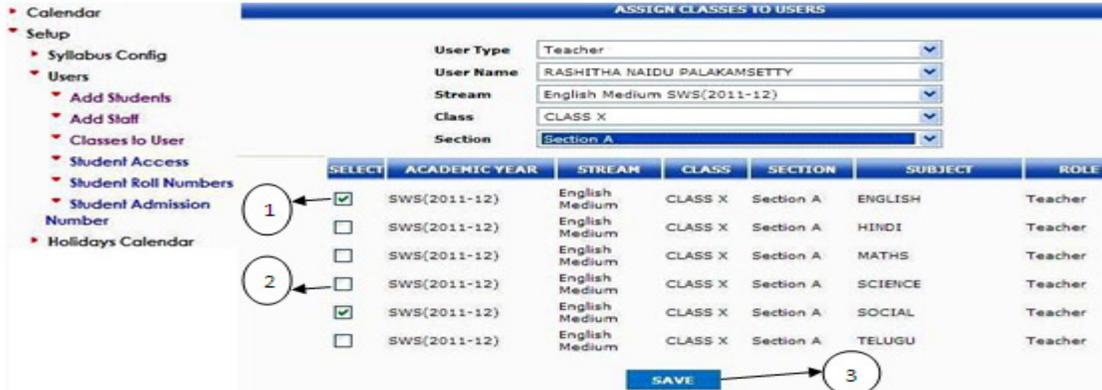


SL.NO	FIELD NAME	DESCRIPTION	USER CAN UPDATE
1	Classes to User	Displays Assign classes to user form	
2	User Type	Select user type as teacher	
3	User name	Select Teacher name	
4	Stream	Select stream (Ex: eng or telugu)	
5	Class	Select class for teacher	
6	Section	Select Section	

**Action:** Please select required details from drop down boxes

**Result:** It displays all the subjects for the class and the section.

**Action: HM** can assign subjects to selected teacher for the class and section by selecting the check boxes and click on save button to save.



SL.NO	FIELD NAME	DESCRIPTION	USER CAN UPDATE
1		Selects the class and subject	
2		Please leave the check box witch you don't want to select.	
3		When you click on SAVE the corresponding subject will select.	

### STUDENTS ROLL NUMBER

**Navigate** :-> Setup-> Users->Students rolls numbers

**Action** :-> Select the required fields such as academic year , streams , class and section

**Result:** A list of the students of the selected class and section appears on the screen with default number '0' edit the student roll number and click on

STUDENT NAME	ROLL NUMBER
Ajit Bharadwaj Aaryasomayajula	1
Mohan K	2
Kalyan Bandi	3
Sai Manideep Devarakonda	4
Madhusudhan Bandi	5
Srikar Venkata Karampudi	6
Bhanu Kiran Kolipaka	7
Divakara Reddy Dandu	8
VishnuChandar Reddy kota	9
Venkatesh Ala	10

[SAVE](#)

save.

**Edit Student Details:**

**Navigate :->** Setup-> Users-> Edit students

**Action:** Select the required fields such as academic year , streams , class and section

**Result:** A list of the students of the selected class and section appears on the screen

USER'S LIST				
ADMISSION NO	FIRST NAME	MIDDLE NAME	LAST NAME	EDIT PROFILE
1103113036	ANITHA		MANCHALA	<a href="#">Edit Profile</a>
1103113579	ANNAPURNA		VALLURI	<a href="#">Edit Profile</a>
1103113325	ARCHANA		CHALAMALLA	<a href="#">Edit Profile</a>
1103112522	ASHWINI		K	<a href="#">Edit Profile</a>
1103112644	BHAGYALAXMI		N	<a href="#">Edit Profile</a>
1103113503	BHARATHI		GORATHI	<a href="#">Edit Profile</a>
1103113315	DHAVALESHWARI		CHINTHALA	<a href="#">Edit Profile</a>
1103112566	DIVYA J	YOTHI	GANGARAPU	<a href="#">Edit Profile</a>
1103112840	GAYATRI		CHEKKA	<a href="#">Edit Profile</a>
1103113523	XHEMALATHA		CILAMKURTHI	<a href="#">Edit Profile</a>
1103113163	JHANSI		ANNAMPATLA	<a href="#">Edit Profile</a>
1103112834	JEEVITHA		RAVULAPALLY	<a href="#">Edit Profile</a>
1103113169	JYOTHI		R	<a href="#">Edit Profile</a>
1103113623	LAVANYA		B	<a href="#">Edit Profile</a>
1103112638	LAVANYA		MENDI	<a href="#">Edit Profile</a>
1103113934	LAXMI		B	<a href="#">Edit Profile</a>
1103112646	LEELA		V	<a href="#">Edit Profile</a>

Please click on edit Profile to edit the student

When you click on edit profile it gives the student details.

If you want to edit the student name you can directly change the name in name field

STUDENT PROFILE DETAILS

<b>Organization:</b>	<input type="text" value="SOCIAL WELFARE SCHOOLS"/>	 <a href="#">[ Refresh This Page ]</a>
<b>First Name:</b>	<input type="text" value="ANITHA"/>	
<b>Middle Name:</b>	<input type="text"/>	
<b>Last Name:</b>	<input type="text" value="MANCHALA"/>	
<b>Gender:</b>	<input type="text" value="Male"/>	
<b>DOB:</b>	<input type="text" value="01"/> <input type="text" value="01"/> <input type="text" value="1901"/>	
<b>Height:</b>	<input type="text" value="0"/> Cm	
<b>Weight:</b>	<input type="text" value="0"/> Kg's	
<b>Nationality:</b>	<input type="text" value="--None--"/>	
<b>Religion:</b>	<input type="text" value="--None--"/>	
<b>Caste:</b>	<input type="text" value="--None--"/>	
<b>Admission No:</b>	<input type="text" value="1103113036"/>	
<b>Father Name:</b>	<input type="text"/>	
<b>Mother Name:</b>	<input type="text"/>	

ADDRESS PARTICULARS

Address:	<input type="text" value="APSW RESI (G) H.S"/>
Location1:	<input type="text" value="MAHENDRA HILLS"/>
Location2:	<input type="text" value="SEC-BAD"/>
City:	<input type="text" value="HYDERABAD"/>
State:	<input type="text" value="AP"/>
Country:	<input type="text" value="INDIA"/>
ZipCode:	<input type="text" value="500001"/>
Phone No:	<input type="text" value="01234567899"/>
Mobile No:	<input type="text" value="01234567899"/>
E-Mail ID:	<input type="text" value="hastech007@gmail.com"/>

PREVIOUS ACADEMIC DETAILS

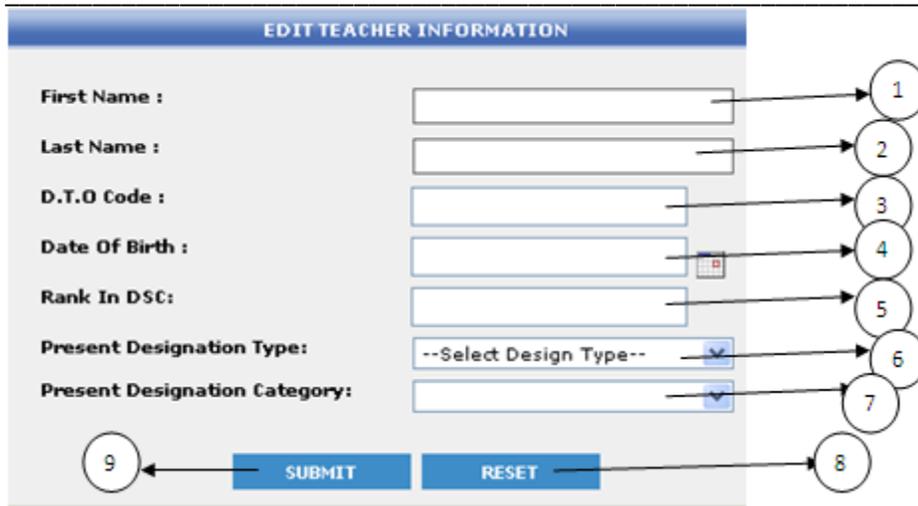
Education:	School Name	From:	To:	Year Passed:	Grade:	Documents Submitted	
<input type="text" value="10"/>	<input type="text" value="apsw manikonda"/>	<input type="text" value="01/07/2010"/>	<input type="text" value="04/07/2011"/>	<input type="text" value="2011"/>	<input type="text" value="A"/>	<input type="text" value="Yes"/>	<input type="text" value="good"/>

## EDIT- TEACHER

**Navigation** :-> Setup-> Users-> edit teacher

**Result:** It displays edit teacher information form

**Action:** please enter all the details as witch you want to edit and then click on submit to save



The screenshot shows a web form titled "EDIT TEACHER INFORMATION". It contains the following fields and controls:

- 1: First Name input field
- 2: Last Name input field
- 3: D.T.O Code input field
- 4: Date Of Birth input field with a calendar icon
- 5: Rank In DSC input field
- 6: Present Designation Type dropdown menu (value: --Select Design Type--)
- 7: Present Designation Category dropdown menu
- 8: RESET button
- 9: SUBMIT button

Sl. no	FIELD NAME	DESCRIPTION	USER CAN UPDATE
1	First name	Enter Teacher's first name	
2	Last name	Enter Teacher's last name	
3	D.T.O Code	Enter	
4	Date of Birth	Enter Teacher's date of birth	
5	Rank in DSC	Enter Teacher's Dsc Rank	
6	Present designation type	Enter Teacher designation type	
7	Present designation Category	Enter present designation category	
8	RESET	Click on Reset to cancel	
9	SUBMIT	Click on SUBMIT to save changes	

**DE- ACTIVATE STUDENTS**

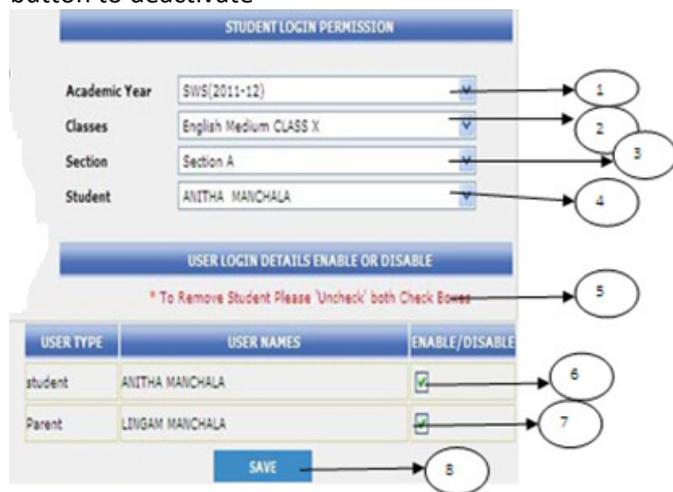
**Navigate** :-> Setup-> Users-> Act/De Act Student

**Result:** It displays the student login permission form

**Action:** Please select academic year, class, section and student name

**Result: It will display the student and parent with active (means: enable the check boxes)**

**Action:** If you want deactivate please uncheck the check boxes and then click on save button to deactivate

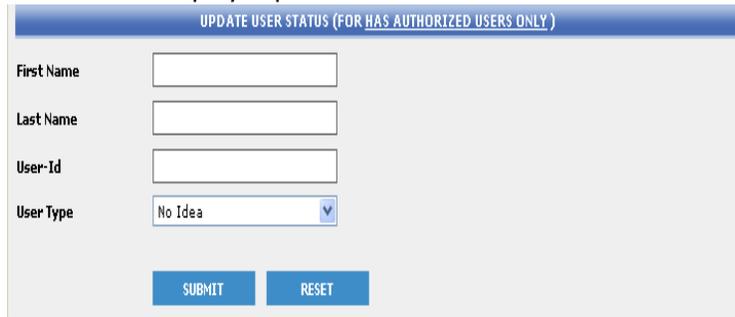


SL.no	FIELD NAME	DESCRIPTION	USER CAN UPDATE
1	Academic year	Select academic year	
2	Class	Select class	
3	Section	Select section	
4	Student	Select student name	
5	Alert	It shows a alert	
6,7	Check boxes	Please un check the boxes, witch you want to de-activate	
8	SAVE	Click on save to deactivate	

## DEACTIVATE TEACHERS

**Navigation** :-> Setup-> User-> Act/De Act Teacher

**Result** :-> It displays update user status Form



**Action** :-> Select user type as teacher to view all teachers

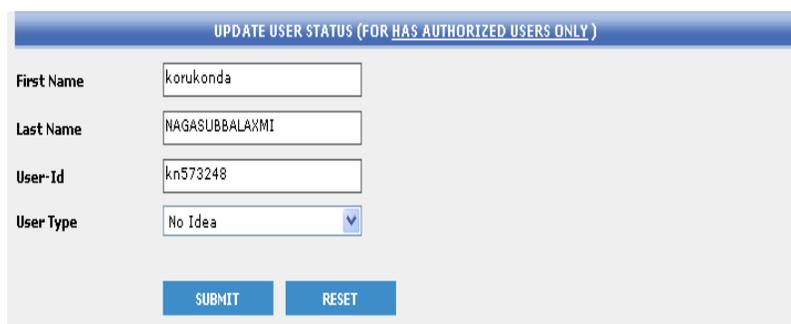
**Result** :-> It displays user information



SELECT	SL.NO	FIRST NAME	LAST NAME	USER ID	USER TYPE	DATE OF LAST LOGIN	ACTIVE STATUS
<input checked="" type="checkbox"/>	1	KORUKONDA	NAGASUBBALAXMI	KN573248	T	-----	Y
<input checked="" type="checkbox"/>	2	PAIDI	RANGANADHAM	PR573254	T	-----	Y
<input checked="" type="checkbox"/>	3	Ananda Rao	Bendi	10101	A	-----	Y
<input checked="" type="checkbox"/>	4	BARATAM	VENKATA SREERAM MURTHY	BV573264	T	-----	Y
<input checked="" type="checkbox"/>	5	BAVANA	RAMANA URTHY M	BR573249	T	-----	Y
<input checked="" type="checkbox"/>	6	BENDI	ANANDA RAO	BA573280	T	-----	Y

**Action** :-> Please uncheck the check box and click on submit to deactivate teacher

**(OR)** If you want only one teacher to view select all the information in the form below and click on submit



**Result:** it displays only selected teacher as below

SELECT	SL.NO	FIRST NAME	LAST NAME	USER ID	USER TYPE	DATE OF LAST LOGIN	ACTIVE STATUS
<input checked="" type="checkbox"/>	1	KORUKONDA	NAGASUBBALAXMI	KNS73248	T	.....	Y

Buttons: SUBMIT, RESET

**Action:** Please uncheck the check box with which you want to deactivate and then click on submit to deactivate teacher

### TESTS

**Navigation** :-> Tests :-> Marks entry :-> All subject marks entry

**Action** :-> Select the class and the section to enter the marks of the students.

**Result** :-> A list of students of the class and section selected appears marks of the students are to be entered into the respective subjects in the box.

Streams: AP State (1)

Classes: CLASS 5-->Section A-->Group A (2)

Test Title: UNIT I (3)

SUBMIT (4)

**Please follow the rules to make changes for existing student marks :**

- To remove Existing marks please enter 0 - blank cell cannot be replace existing value, similarly if you want to remove Absent tick please enter 0 value in marks box to get effect changes.
- Before entering marks please be sure **Subject Test Details** are entered for the test.

Note: If you have any doubts please contact Support team.

Class Details : **English Medium - CLASS X - Section A - Test : ANNUAL EXAM**

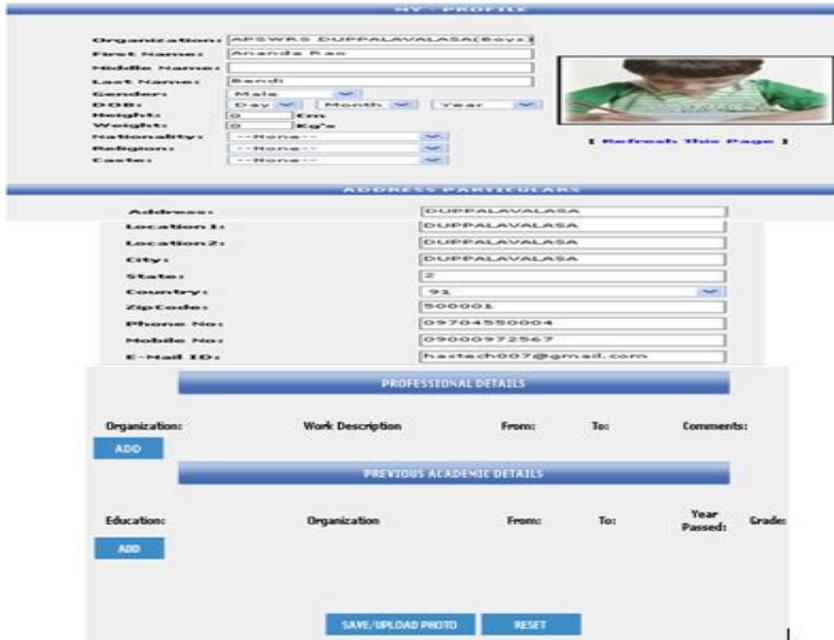
Student Name	TELUGU		HINDI		ENGLISH		MATHS		SCIENCE	
	Marks	Is Absent	Marks	Is Absent	Marks	Is Absent	Marks	Is Absent	Marks	Is Absent
1 ANITHA MANCHALA	35	<input type="checkbox"/>	38	<input type="checkbox"/>	57	<input type="checkbox"/>	36	<input type="checkbox"/>	39	<input type="checkbox"/>
2 ANNAPURNA VALLURI	82	<input type="checkbox"/>	91	<input type="checkbox"/>	74	<input type="checkbox"/>	95	<input type="checkbox"/>	78	<input type="checkbox"/>
3 ARCHANA CHALAMALLA	81	<input type="checkbox"/>	79	<input type="checkbox"/>	60	<input type="checkbox"/>	99	<input type="checkbox"/>	78	<input type="checkbox"/>

**PROFILE**

**MY PROFILE**

**Navigation :-> PROFILE :-> MY PROFILE**

**Action :-> To view PROFILE**



**CHANGE PASSWORD**

**Navigation :-> PROFILE :-> CHANGE PASSWORD**

**Action :-> To change the password**

**Result :-> Password can be changed if required.**

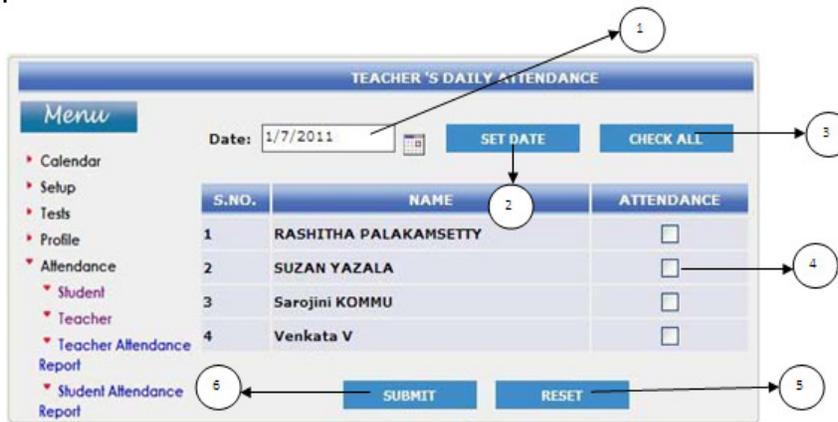


## ATTENDANCE

### TEACHER AND STUDENT ATTENDANCE

**Navigate** :-> ATTENDANCE -> Teacher (Select student if you want give attendance to student)

**Action:** Select date to give attendance (By default it will display the current date), and then click on **SETDATE** button to conform the date. Click on **CHECK ALL** button to select the entire teacher and then uncheck teacher who is absent and then click on **SUBMIT** Button to save.



SL.no	FIELD NAME	DESCRIPTION	USER CAN UPDATE
1	DATE	Displays the current date	
2	SETDATE	Click on set date to conform	
3	CHECK ALL	Click on check all button to select all teacher	
4	CHECK BOX	Un check the box who are absent	
5	RESET	Click on reset button to cancel	
6	SUBMIT	Click on submit button to give attendance	

**TEACHER ATTENDANCE REPORT**

**Navigate :->** ATTENDANCE -> Teacher attendance report

**Result:** It displays the entire attendance report of selected month

Menu		TEACHER ATTENDANCE REPORT																				
Calendar		Month: Jun-2011																				
Setup		SL.NO	NAME	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Tests		1	RASHITHA NAIDU PALAKAMSETTY	P	P	P				P												
Profile		2	SUZAN KUMARI YAZALA			P	P	P		P												
Attendance		3	Sarojini GIRI KOMMU			P	P	P		P												
Student		4	Venkata Ratnam V			P	P	P		P												
Teacher																						
Teacher Attendance Report																						
Student Attendance Report																						

[NOTE: The above report is for the month of June]

**STUDENT ATTENDANCE REPORT**

**Navigate :->** ATTENDANCE -> Student attendance report

**Result:** It display form to enter academic year and class and section

**Navigate :->** academic year-> class and section-> SUBMIT

**Result :->** It displays the entire attendance report for the selected class

Menu		ATTENDANCE REPORT																																				
Calendar		Month: Jul-2011																																				
Setup		SL.NO	STUDENT NAMES	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
Tests		1	ANITHA MANCHALA	P	P		P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
Profile		2	ANNAPURNA VALLURI	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
Attendance		3	ARCHANA CHALAMALLA	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
Student		4	ASHWINI K	P	P		P	P	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
Teacher		5	BHAGYALAXMI N	P	P		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Teacher Attendance Report																																						
Student Attendance Report																																						

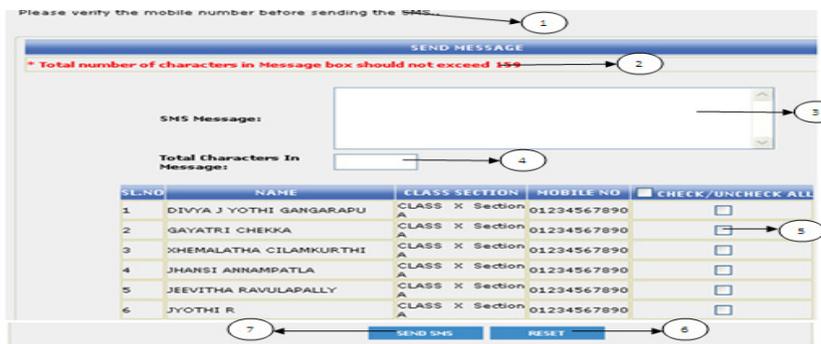
SMS

Navigate :-> SMS-> SEND

Result :-> Displays list of all classes



Sl.No	FIELD NAME	DESCRIPTION	USER CAN UPDATE
1	Class X	It selects all the 10 <sup>th</sup> class students	
2	All parents	it selects all the parents in that school	
3	All staff	It selects all the staff in that school	



EX:



SL.NO	FIELD NAME	DESCRIPTION	USER CAN UPDATE
1	Verify number	Please verify the number before you send	
2	warning	Total number of characters should not be exceed 159	
3	Message	Type the message witch you want to enter	
4	characters	It displays the total number characters in the message	
5	Check box	Select check box to send sms to the user(eg : student, staff or parents)	
6	RESET	Click on reset to cancel	
7	SUBMIT	Click on submit to send sms	

## REPORTS

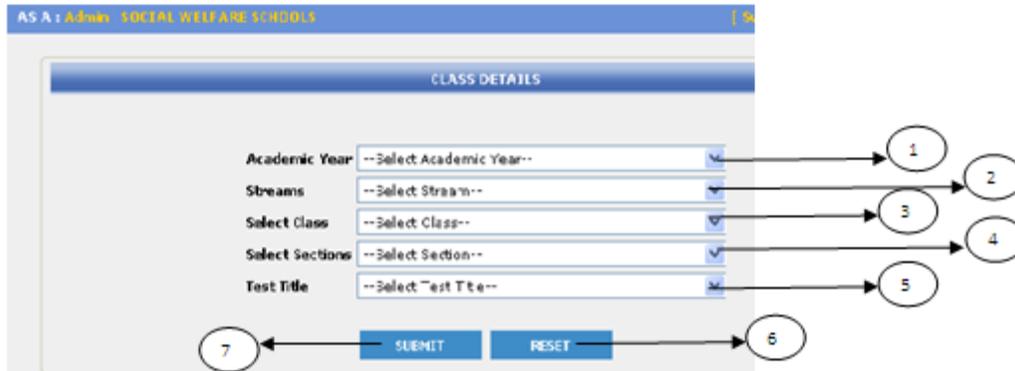
### HM to review school repots

**Reports:**

**Navigate** :-> Reports-> Class consolidated Report

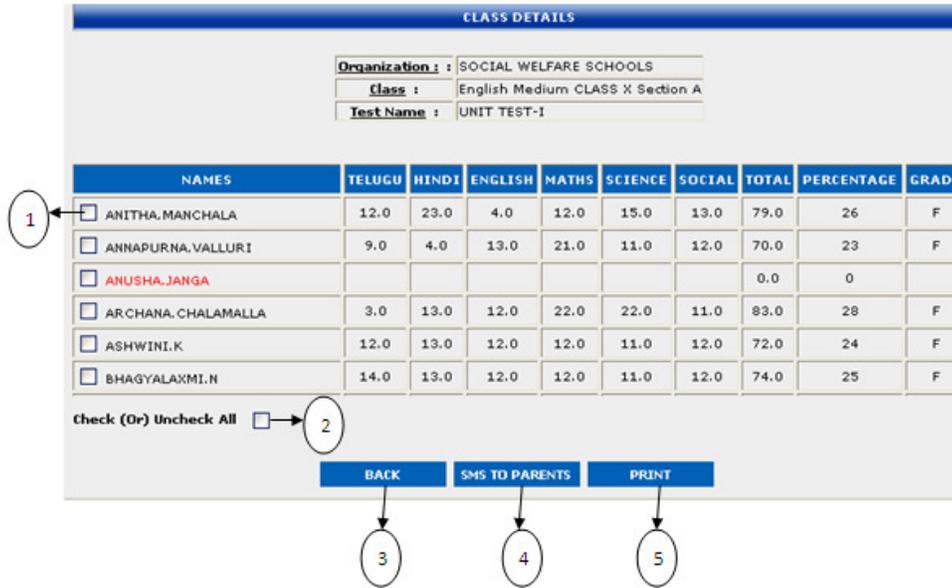
**Result:** Displays Class details form

**Action:** Please enter all the details and then click on Submit to view



SL.NO	FIELD NAME	DESCRIPTION	USER CAN UPDATE
1	Academic year	Select Academic year	
2	Streams	Select Stream (Eg: English or telugu)	
3	Select class	Select class witch you want to view	
4	Select section	Select section	
5	Test title	Select Test title (Eg: Unit test)	
6	RESET	To clear the form click on reset	
7	SUBMIT	On click on submit it displays consolidated report	

**TO SEND REPORTS TO PARENTS**



SL.NO	FIELD NAME	DESCRIPTION	USER CAN UPDATE
1	<input type="checkbox"/>	please check to select student to send SMS	
2	to check or uncheck all <input type="checkbox"/>	check or uncheck box will allow to select all students or deselect all students	
3	<b>BACK</b> button	To enter into previous screen	
4	SMS TO PARENTS	To send sms to parents for selected candidates	
5	PRINT	To print the consolidated report	

## TEACHER REPORTS

NAVIGATE :-> Reports-> teacher reports

Result:-> it display the details of teacher who teaches witch subject

## STUDENT REPORTS

Navigate :-> Reports->student report

Result: it will display the classes

Action: please select class to view the details of the students of that class

## SUPPORT REQUEST

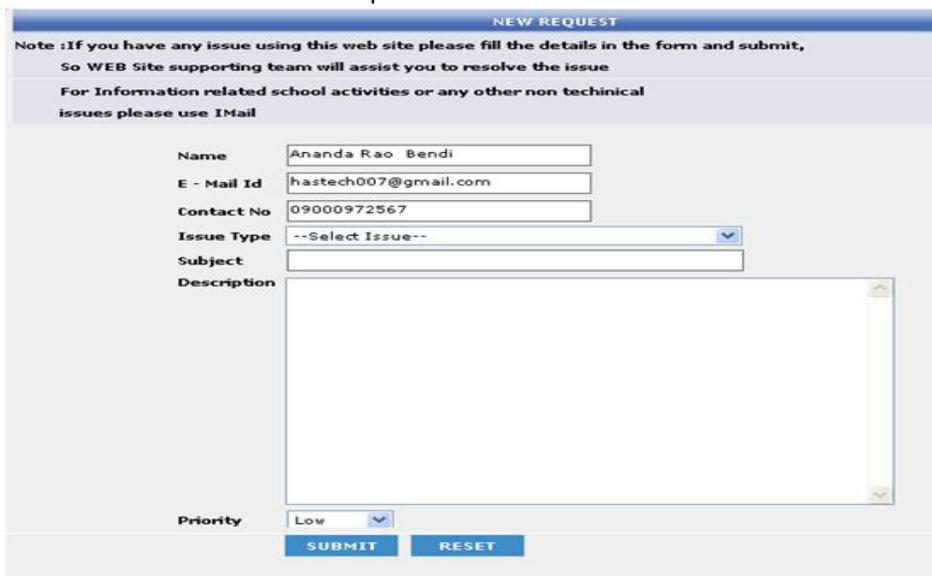
In order to enquire any technical issue or if the user needs assistance, the user can raise a request to the support team.

### SEND

**Navigation** :-> support request :-> SEND

**Action** :-> Select SEND to raise a request

**Result** :-> A request will be raised



The screenshot shows a web form titled "NEW REQUEST". At the top, there is a note: "Note :If you have any issue using this web site please fill the details in the form and submit, So WEB Site supporting team will assist you to resolve the issue For Information related school activities or any other non technical issues please use IMail". The form fields are: Name (Ananda Rao Bendi), E - Mail Id (hastech007@gmail.com), Contact No (09000972567), Issue Type (a dropdown menu with "--Select Issue--"), Subject (a text input field), and Description (a large text area). At the bottom, there is a Priority dropdown menu set to "Low" and two buttons: "SUBMIT" and "RESET".

## SENT REQUEST

This is for the purpose of viewing the sent request

**Navigation** :-> support request :-> SENT REQUEST

**Action** :-> Select SEND to raise a request

**Result** :-> A request will be raised

SENT REQUESTS			
To View details of the ticket please click on Ticket No			
Open Tickets <input type="button" value="v"/>			
TICKET NO	NAME	DATE	SUBJECT
308	Saleem Rabbani	16-07-2010 11:38:35 AM	IIT , Medical Foundation, Marks
347	Saleem Rabbani	03-08-2010 09:50:17 AM	Attendance
357	Saleem Rabbani	06-08-2010 10:43:36 AM	Non-Working Day

## USER LOGINS

To view the login of parents

**Navigation** :-> USER LOGIN :-> PARENT LOGIN

**Action** :-> Select the class and section and click on submit

**Result** :-> List of parents along with logins and mobile numbers appears

**\* Instructions :** Please Enter User Name to Search

CLASS WISE USER'S INFORMATION

Class:

Section:

User First Name:

USER DETAILS							
Organization :		APSWRS DUPPALAVALASA(Boys)					
Class :		AP State-CLASS 7-Section A					
SELECT	S.NO	STUDENT ID	STUDENT FULL NAME	PARENT ID	PARENT FULL NAME	STATUS	MOBILE NO
<input type="checkbox"/>	1	PJ388836	PENTABOYANA JOGESWARARAO	PS388837	PENTABOYANA SURYARAO	Y	01234567890
<input type="checkbox"/>	2	LS388838	LINGALA SURYANARAYANA	LR388839	LINGALA RAMAPPADU	Y	01234567890
<input type="checkbox"/>	3	BS388840	BATTINA SATYARAO	BP388841	BATTINA POLARAO	Y	01234567890
<input type="checkbox"/>	4	KR388842	KOYYANA RAGHUBABU	KR388843	KOYYANA RAMULU	Y	01234567890
<div style="display: flex; justify-content: space-around;"> <span>BACK</span> <span>PRINT</span> <span>SEND SMS</span> </div>							

To view the login of teachers

**Navigation** :-> USER LOGIN :-> TEACHER LOGIN

**Action** :-> Select the TEACHER and click on submit

**Result** :-> Login of the teacher appears.

USER DETAILS				
Organization :		APSWRS DUPPALAVALASA(Boys)		
S.NO	USER ID	USER FULL NAME	ROLE	STATUS
1	10101	Ananda Rao Bendi	Admin	Y
2	RD355353	Raja Rao Dannana	Admin	Y
3	CK573244	CHOWDARI KRISHNA RAO	Teacher	Y
4	GN573245	GORA NARASAYYA	Teacher	Y
<div style="display: flex; justify-content: space-around;"> <span>BACK</span> <span>PRINT</span> </div>				