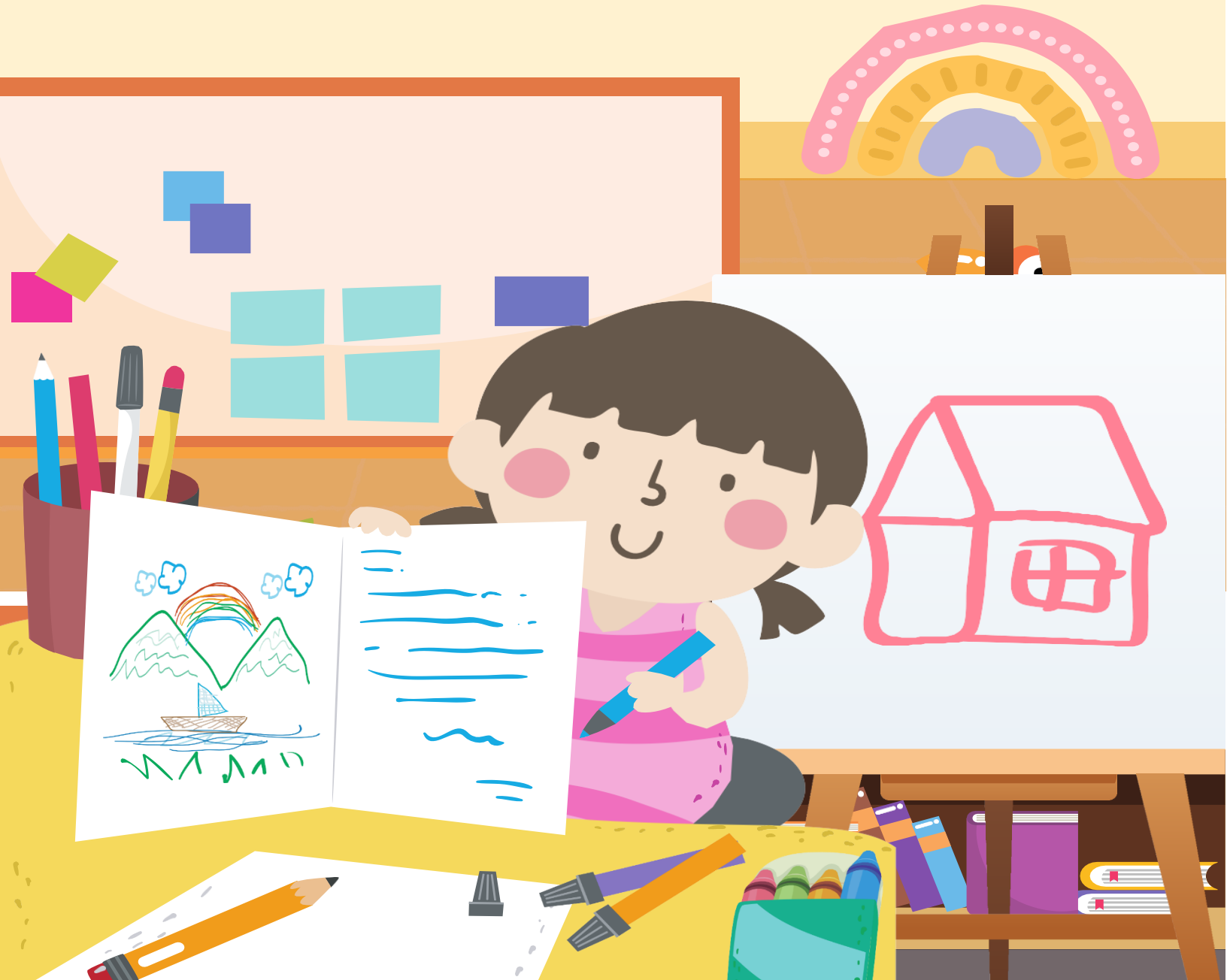


zi Schools

SMART TOOLS SMART SCHOOL



BENEFITES AND FEATURES



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BENEFIT

STUDENT AND PARENT MANAGEMENT

- Smooth onboarding, selection, rejection, and admission process.
- Creating, recording and efficiently maintaining student's database.
- Effective collaboration with parents.
- Automate student financials and accounts.
- Ensure student security and safety.
- Transport routes monitoring and locating system
- Student's academic and behavioral performance monitoring and analysis.

TEACHER MANAGEMENT

- Complete effective and efficient teacher management
- Smoothly creating, recording, and maintaining teachers' profiles and database
- Starting from the teacher's personal information to upload and record multiple documents.
- Perfectly assigning subjects, classrooms, time slots, and class teachers
- Assigning salary grading and automating the salary process
- Recording, tracking, and monitoring teacher's attendance with system components such as scanners.
- Assigning different access IDs and customizing their role to every individual teacher based on their departments.
- Internal messaging platforms for teachers.

ACADEMICS

- Improved and updated academic management system.
- Recording, tracking, and monitoring student's attendance.

- Creating and aligning with academic, holiday, and event calendars accordingly.
- Students complete evaluations starting from creating exam schedules, taking exam attendance, assigning marks, grading, and so on.
- Automated student exam results and progress reports.
- Transfer, promotions, and related activities.
- Extracurricular activities management.

LMS (Learning Management System)

- Student-friendly interface for academic resource.
- Faster student learning engagement and collaboration.
- Students can experience improved functionality and interactions in their assessments. The feature allows students to pin questions for review, view & and send recordings.
- With an LMS, students can receive feedback in real-time, offering instant insight into their learning.
- Students can access engaging learning material using various multimedia that seamlessly integrates with their course material.

LIBRARY AND INVENTORY MANAGEMENT

- Library management
- Book database, purchase and borrow management.
- Weekly and monthly journal upload
- Annual magazine publication and so on.
- Efficient inventory management
- Smooth purchase and distribution management of school supplies and types of equipment.

ACCOUNTING AND FINANCIALS

- Accurate accounting and financial management
- Complete and automate transactions
- Creating, recording, and evaluating financial transactions.
- Starting from journals, ledgers, trial balance, financial statements, and positions various tools.
- Complete accounts payable, receivable, income, and expense daily, weekly, monthly, and annual reports.

HR AND PAYROLL

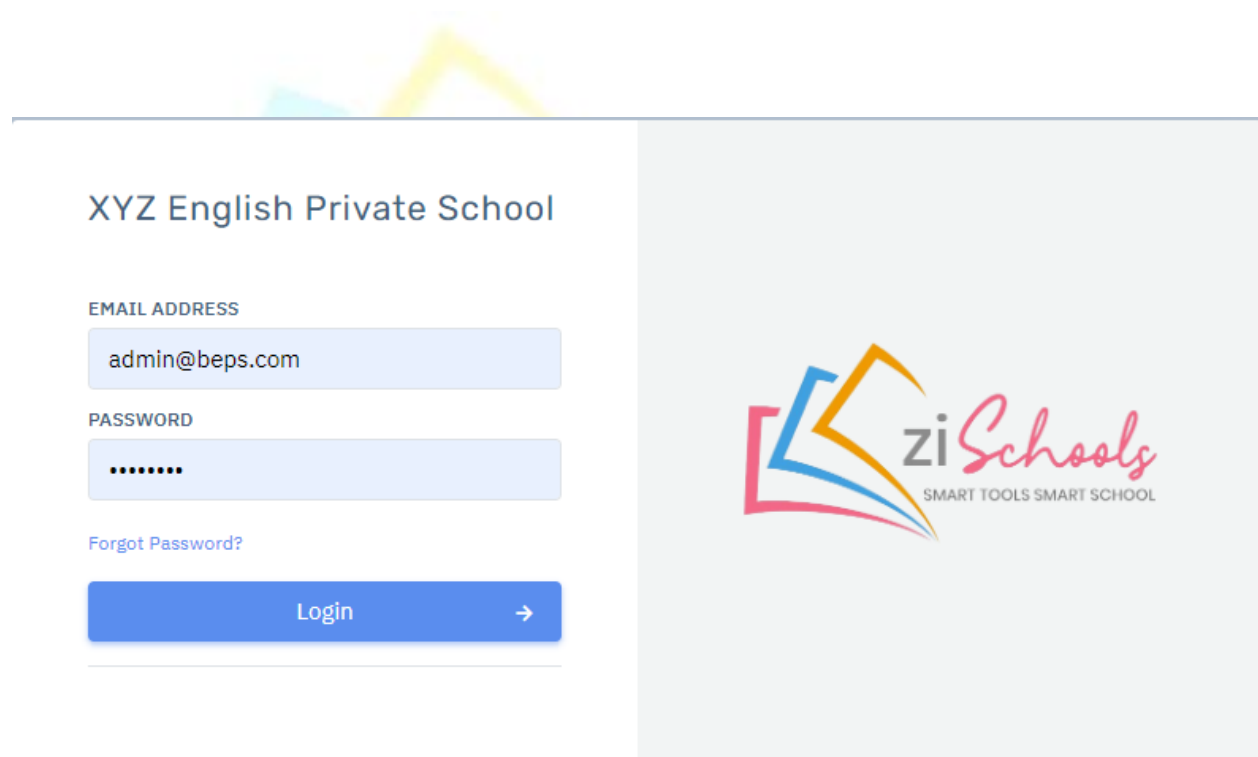
- Organized and efficient human resource management
- Assigning departments and designations.
- Salary and payroll process
- Creating and recording employee profiles and maintain them accordingly



INTRODUCTION

First of all, you will see the login page. Admin's email address & password must be given here. And this must be correct, otherwise login will not be possible. No user other than admin can login here.

If access is given to anyone other than the admin, only that person will be able to log in with their email and password.




XYZ English Private School

EMAIL ADDRESS
admin@beps.com

PASSWORD
.....

[Forgot Password?](#)

Login →

 **zi Schools**
SMART TOOLS SMART SCHOOL

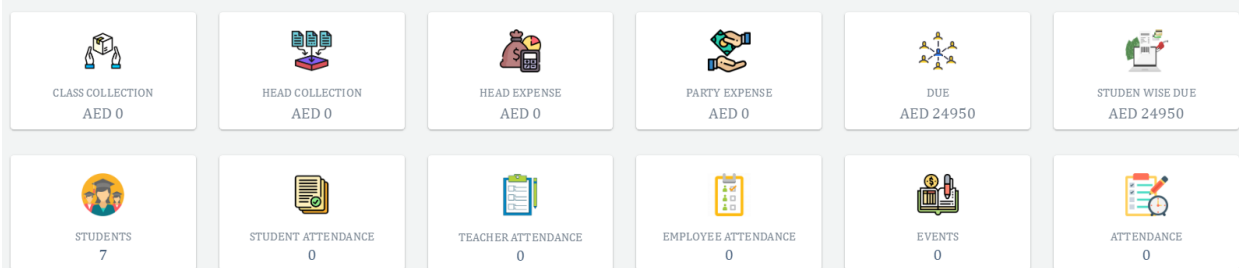
1.DASHBOARD

A dashboard in a school management software is a centralized view of key data and metrics that provides insights into the overall performance of the school. It can be used by administrators, teachers, parents, and students to track progress, identify areas for improvement, and make informed decisions.

The following features are integrated into the dashboard of our software:

- **Student information:** This section could include data on student enrollment, attendance, grades, and test scores.
- **Teacher information:** This section could include data on teacher assignments, lesson plans, and student feedback.
- **Financial information:** This section could include data on school budget, spending, and revenue.
- **Academic performance:** This section could include data on student GPAs, standardized test scores, and graduation rates.
- **Behavioral data:** This section could include data on student discipline incidents, attendance rates, and tardiness.

Dashboard



2.STUDENT & PARENT MANAGEMENT

2.1-PARENT PROFILE

The first step in this application is to complete the parent's profile. Student admission is not possible without completing the parent's details.

Clicking the Onboard button will bring up the parent's personal details form. Once you complete the form and save it, the parent's profile will be complete.

| FATHER'S NAME | FATHER'S EMIRATES ID | MOTHER'S NAME | MOTHER'S EMIRATES ID | ACTION |
|--|----------------------|--|----------------------|---------|
| Mr FINAL TEST FATHER | 784-1980-1234567-0 | Mrs FINAL TESTMOTHER | 784-1981-1234567-7 | Actions |
| HOSSAIN SOHORUB HOSSAIN | 784-1974-3651404-2 | Ms AKTER BILKIS AKTER | 784-1987-3948898-3 | Actions |
| ABUL BASHAR MOHAMMED YOUSUF ABUL BASHAR | 784-1990-6666666-6 | Ms AHMED HESSA AHMED | 784-2002-1234567-8 | Actions |
| Sinha Bimal Sinha | 784-1981-1830974-3 | Ms Sinha Nomita Sinha | 784-1984-5930652-2 | Actions |
| Sayed MD Abu Sayed | 784-1987-9183868-7 | Ms Salma Umme Salma | 784-1993-9853527-0 | Actions |
| UDDIN MOHD NASIR UDDIN | 784-1975-1417984-1 | Ms AKTER LAKI AKTER | 784-1988-3970763-9 | Actions |
| Uddin S M Badiul Islam S M Neaj Uddin S M Badiul Islam | 784-1983-3161439-0 | Ms Mohammed Alamgir Afrina Mohammed Alamgir | 784-1997-5943554-0 | Actions |
| Emran Abdul Jabber Mohammad Emran Abdul Jabber | 784-1982-1473647-6 | Ms S M Abdulmalek Salma S M Abdulmalek | 784-1984-3949650-0 | Actions |
| Idris Nuriul Islam Mohammed Idris Nuriul Islam | 784-1966-1071581-3 | Ms Begum Farjana Begum | 784-1986-8658571-6 | Actions |
| Ahmed Abdur Rahman Mohd Jewel Ahmed Abdur Rahman | 784-1981-4179026-5 | Ms Mohammed Sofiq Miah Sultana Mohammed Sofiq Miah | 784-1984-5370516-6 | Actions |
| Mr FINAL TEST FATHER | 784-1234567-8 | Mrs FINAL TESTMOTHER | 784-1998-8765432-9 | Actions |

2.2-STUDENT PROFILE

The student form contains all the information of every student. Such as name, parents name, age, SIS (Students Information System) number, nationality, picture etc. The most important info is the SIS (Students Information System) number, which is unique and provide by the Govt. authority.

Information from Student Profile List can be edited, viewed & printed by the Action Button.

Search by Student No / Phone Num Select Grade Select Division Onboard Import Export

| STUDENT NUMBER | STUDENT NAME | GRADE/DIVISION | SIS NUMBER | |
|----------------|----------------------------------|----------------|-------------|----------|
| 10000007 | ABDULLAH TEST | GRADE-1 /A | 9756459764 | EDIT |
| 10000006 | MARUF AHMED Mohammad Jowel Ahmed | GRADE-5 /A | 20180029305 | DOCUMENT |
| 10000005 | MOHAMMED RIAD Mohammed Idris | GRADE-7 /A | 2015047313 | VIEW |
| 10000004 | AYESHA SULTANA Mohammad Emran | GRADE-3 /B | 20210027022 | PRINT |
| 10000003 | MARUF AHMED Mohammad Jowel Ahmed | GRADE-5 /A | 20180029306 | ID PRINT |
| | | | | TRANSFER |

Again new student can also be added by clicking on Onboard button.

After filling up the form and clicking the Submit button, new student will be added in profile list.

Parent Profile Student Profile Students Attendance routine Uploaded Excel

Search by Student No / Phone Num Select Grade Select Division Onboard Import Export

| STUDENT NUMBER | STUDENT NAME | GRADE/DIVISION | SIS NUMBER | ACTION |
|----------------|----------------------------------|----------------|-------------|---------|
| 10000007 | ABDULLAH TEST | GRADE-1 /A | 9756459764 | Actions |
| 10000006 | MARUF AHMED Mohammad Jowel Ahmed | GRADE-5 /A | 20180029305 | Actions |
| 10000005 | MOHAMMED RIAD Mohammed Idris | GRADE-7 /A | 2015047313 | Actions |
| 10000004 | AYESHA SULTANA Mohammad Emran | GRADE-3 /B | 20210027022 | Actions |
| 10000003 | MARUF AHMED Mohammad Jowel Ahmed | GRADE-5 /A | 20180029306 | Actions |

2.3-STUDENTS ATTENDANCE

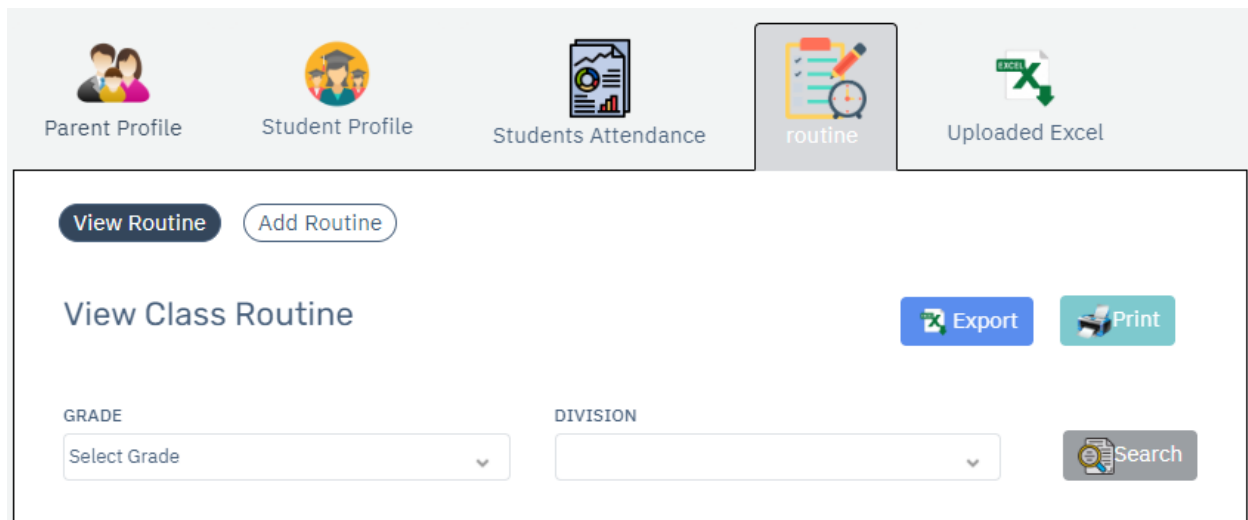
Student Attendance will have the student's daily attendance taken. Also, if you search here by date, grade & division, you will find the attendance record of that date.

In addition, there is also a record of the student's early leave, including the reason for the early leave, the guardian who took the leave, and all the details approved by the authority.

The screenshot displays a web interface for 'Students Attendance'. At the top, there are five navigation tabs: 'Parent Profile', 'Student Profile', 'Students Attendance' (which is highlighted), 'routine', and 'Uploaded Excel'. Below these tabs is a search and filter section. It includes three buttons: 'Students Attendance' (active), 'Students Leave', and 'Early Leave'. There are three filter fields: 'MONTH *' with a calendar icon, 'GRADE *' with a dropdown menu labeled 'Select Grade', and 'DIVISION *' with a dropdown menu labeled 'Select Division'. To the right of these filters are two buttons: 'Search' and 'Take Attendance'.

2.4-ROUTINE

All grade and division routines of the school are stored here. You can search here by grade and division to display the routine for that grade, which can be printed or exported to PDF as needed.



3. TEACHER MANAGEMENT

3.1-PROFILE & DOCUMENTATION

The teacher profile & documentation tab is a section of a teacher management system that provides information about all teachers in the system. This information can include the teacher's name, contact information, department, and designation.

The "new teacher onboard" button is a button that allows a user to onboard a new teacher. When a user clicks this button, a form is displayed that the user must fill out to provide information about the new teacher. This information can include the teacher's name, contact information, department, and designation.

Once the form is filled out, the new teacher is on-boarded. Now, if you click the view button in the action button and approve it, the teacher is hired.

Even here, if we do the same process from the employee table, only teachers will be displayed in this teacher table.

| EMPLOYEE ID | NAME | CONTACT NUMBER | DEPARTMENT | DESIGNATION | SALARY TYPE | ACTIONS |
|-------------|-----------------------------|-----------------|------------|--------------------------|--------------------------|---------|
| 2023053 | Mrs HEBA MOHAMMED | +97156-2464532 | TEACHER | ARABIC | Approved and Implemented | Actions |
| 2023052 | Mrs TASNOVA NOOR | +97156-2464532 | TEACHER | SCIENCE | Approved and Implemented | Actions |
| 2023051 | Mr SYED IBRAHIM ABU HANIFA | +97156-2354143 | TEACHER | CHEMISTRY | Approved and Implemented | Actions |
| 2023050 | Mrs SYAMINI HASNA | +97156-9508064 | TEACHER | KINDERGARTEN | Approved and Implemented | Actions |
| 2023049 | Mrs SUMA SAMUEL | +97154-4676338 | TEACHER | SOCIAL STUDIES | Approved and Implemented | Actions |
| 2023048 | Mrs SNEHA SAJITH VISWAN | +97155-1622394 | TEACHER | ENGLISH, MSCS | Approved and Implemented | Actions |
| 2023047 | Mrs SHYMA AMMINI | +97156-8646843 | TEACHER | COMPUTER, MSCS | Approved and Implemented | Actions |
| 2023046 | Mrs SAMRUDA ISMAIL | +97156-806 5344 | TEACHER | MATHS | Approved and Implemented | Actions |
| 2023045 | Mrs SAID HAMDY | +97150-7043038 | TEACHER | ARABIC | Approved and Implemented | Actions |
| 2023044 | Mrs SABITHA SHAJAHAN | +97152-9507818 | TEACHER | MATHS, GENERAL KNOWLEDGE | Approved and Implemented | Actions |
| 2023043 | Mrs RASHIDA CHAKKINGAL | +9197471 86566 | TEACHER | SCIENCE, ISLAMIC | Approved and Implemented | Actions |
| 2023042 | Mrs NOORJA PANIKKARAKAYIL | +97152-5327424 | TEACHER | ISLAMIC | Approved and Implemented | Actions |
| 2023041 | Mrs NAYBA MUZAMMIL | +97155-2785788 | TEACHER | PHYSICS | Approved and Implemented | Actions |
| 2023040 | Mr NASEERABEEVI THANIKUNNEL | +97152-6187147 | TEACHER | ENGLISH | Approved and Implemented | Actions |
| 2023039 | Mrs MOST AYSHA SULTANA | +97156-5618306 | TEACHER | BANGLA | Approved and Implemented | Actions |

3.2-TEACHER DOCUMENTS

Here are all of a teacher's documents list, such as name, contact number, photo, education certificate PDF, and Emirates ID photo.

This can be found by searching the project by name or Emirates ID.

| EMPLOYEE ID | NAME | CONTACT NUMBER | DEPARTMENT | DESIGNATION | ACTION |
|-------------|-------------------------|----------------|------------|----------------|--------|
| 2023053 | HEBA MOHAMMED | +97156-2464532 | TEACHER | ARABIC | View |
| 2023051 | SYED IBRAHIM ABU HANIFA | +97156-2354143 | TEACHER | CHEMISTRY | View |
| 2023017 | MOHAMMED NUR HOSSAIN | +97154-7745319 | CLEANING | CLEANER | View |
| 2023052 | TASNOVA NOOR | +97156-2464532 | TEACHER | SCIENCE | View |
| 2023050 | SYAMINI HASNA | +97156-9508064 | TEACHER | KINDERGARTEN | View |
| 2023049 | SUMA SAMUEL | +97154-4676338 | TEACHER | SOCIAL STUDIES | View |
| 2023047 | SHYMA AMMINI | +97156-8646843 | TEACHER | COMPUTER, MSCS | View |

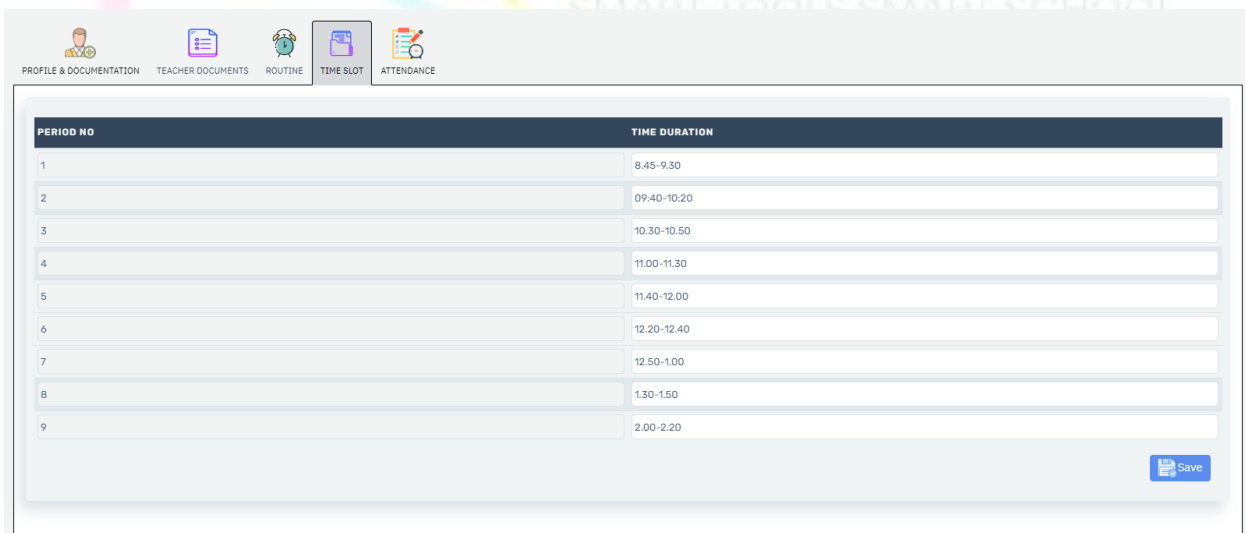
3.3-ROUTINE

A routine table lists the details of when and what subject a teacher will teach on each day of the week.

It can be printed as needed.

3.4-TIME SLOT

In a time slot, the time duration of each class period is fixed.



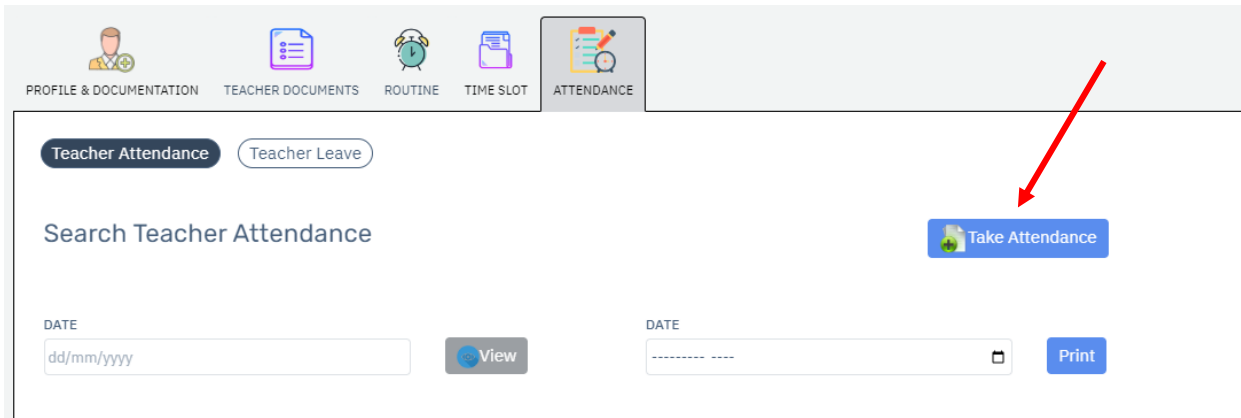
The screenshot displays a user interface for configuring time slots. At the top, there is a navigation bar with icons for Profile & Documentation, Teacher Documents, Routine, Time Slot (selected), and Attendance. Below the navigation bar is a table with the following data:

| PERIOD NO | TIME DURATION |
|-----------|---------------|
| 1 | 8.45-9.30 |
| 2 | 09.40-10.20 |
| 3 | 10.30-10.50 |
| 4 | 11.00-11.30 |
| 5 | 11.40-12.00 |
| 6 | 12.20-12.40 |
| 7 | 12.50-1.00 |
| 8 | 1.30-1.50 |
| 9 | 2.00-2.20 |

A 'Save' button is located at the bottom right of the table.

3.5-ATTENDANCE

Take attendance button is used to take the attendance of teachers, and all records of their absences are stored here. The authority can view these records by searching by date/month as needed.



4.ADMISSION & FEE COLLECTION

4.1-STUDENT SELECTION

- First, the list of all students who have applied will be displayed.
- The reviewer will review the student details.
- After reviewing the student details, there will be two options: approved/rejected.
- If the approve button is clicked, all those students will be admitted only and if the reject button is clicked, all those students will be moved to the rejection list.

4.2-ADMISSION

The admission tab will have two types of admission:

New student admission: This is for students who are applying for the program for the first time.

Promotion admission: This is for students who have passed the previous class and are being promoted to the new class.

4.3-TRANSPORT ROUTES

The school transport tab will display a list of all the routes and locations that are served by the school's transportation service. The list will include the route number, location name, and monthly fee.

Route change or addition

The school can change or add routes to the transportation service. To do this, they will need to provide the following information:

- The new route number
- The new location name
- The new monthly fee

Location change or addition

The school can also change or add locations to the transportation service. To do this, they will need to provide the following information:

- The new location name
- The new monthly fee

4.4-FEE & OTHER COLLECTION

Collection Heads: The collection head tab in a school management system will display a list of all the fees that are charged by the school. The list will include the fee name.

Grand Fee: The list of fees charged for each class is given here in the form of details, and can be modified by the authorities at a later time.

Invoice/Receipt: The invoice/receipt includes the details of a student, including the paid fees, due fees, and total fees. The responsible person can print it in PDF format.

Invoice 🖨️ ✖️

| | | | | | |
|--------------|------------------|------------|---------------|----------------|-------------|
| Invoice No: | : 10004 | Date | : 05/11/2023 | Academic Year | :2023 |
| Student Name | : AYESHA SULTANA | Student ID | : 20210027021 | Grade/Division | : GRADE-1/A |

| FEE DETAILS | REFERENCE | DUE DATE | AMOUNT | TOTAL (AED) |
|--|-----------|---------------|--------|-----------------|
| CURRENT MONTH (NOVEMBER 2023) SUMMARY | | | | |
| TUTION FEES | - | Feb 23-Nov 23 | 2400 | 2,400.00 |
| TERM 1 EXAM | - | 05-02-2023 | 40 | 40.00 |
| TERM 2 EXAM | - | 05-05-2023 | 40 | 40.00 |
| TERM 3 EXAM | - | 05-11-2023 | 40 | 40.00 |
| SUB TOTAL PAYABLE FOR THE MONTH NOVEMBER, 2023 | | | | 2,520.00 |
| BALANCE B/F | | | | 0.00 |
| NET PAYABLE | | | | 2,520.00 |

| SL NO | RECEIPT NUMBER | DATE | PAY MODE | AMOUNT |
|-------|----------------|------------|----------|--------|
| 1 | RV-10003 | 05-11-2023 | Cash | 520 |

🖨️ Payment

Receipt Voucher:

Receipt Voucher 🖨️ ✖

Receipt Voucher

Receipt No: RV-10012 Academic Year: 2023 السنة الأكاديمية

Received from Mr./Ms.: MOHAMMED RIAD Mohammed Idris وردت من السيد / السيدة

The Son of: MOHAMMED YOUSUF ABUL BASHAR شمس درهم

Cash/Cheque No: Cash رقم النقد / الشيك Bank: بنك Date: 22-11-2023 تاريخ

AED: five hundred seventy-five only رقم النقد / الشيك

Signature: إمضاء Receiver's Sig: سيح المتلقي

Other Collection: The other collection tab includes details about fees that are charged by the school outside of the standard fees.

4.5-COLLECTION REPORT

The collection report includes a statement and a due report for all students.

This means that the collection report will contain the following information:

- **Statement:** This will show the student's details, and the total amount of fees that they owe.
- **Due report:** This will list the specific fees that the student owes, along with the due dates for each fee.

5.ACADEMICS

5.1-GRADE PROFILE

The details of a class include information about its sections, the number of students allowed in each section, and the subjects offered along with their details.

5.2-TRANSFER STUDENTS

This section will include the details of a student who has received a TC. The TC-holding student details section will be an important document for both the student and the school or organization.

5.3-ACADEMIC CALENDER

All school Occasions, school-sponsored events, exam dates, program dates, and days of the week will be displayed.

5.4-HOLIDAY CALENDER

The holiday calendar will only list school holidays. Also there is Add New & Save button by which new holiday can be added and saved as required. There is an edit option which is useful for editing.

5.5-EXAM

Here, all the details regarding exams are provided. It starts with the exam schedule, specifying which class will have exams first. It includes information on which teacher will invigilate in which room, the attendance of students in the exam hall, and the detailed marks for each subject.

5.6-EXAM RESULT

Here, if you search by the student's name, class, division, exam year, and exam name, you will get the total details of all the subjects of that student.

PROGRESS REPORT

| | | | | | |
|--|---------------|---------------------------------|--------------------|---------------------------------|------------------|
| Name of the Student: AYESHA SULTANA | | | | | |
| Grade: GRADE-1 | | Division: A | | SIS Number: 20210027021 | |
| TERM-1 <input checked="" type="checkbox"/> | | TERM-2 <input type="checkbox"/> | | TERM-3 <input type="checkbox"/> | |
| | | | | Year: 2023 | |
| Subjects | Highest Score | Lowest Score | Student's Score | Rank | Remarks |
| ARABIC | 100 | 50 | 60 | 2.88 | Not Satisfactory |
| ISLAMIC EDUCATION/MORAL SCIENCE | 100 | 50 | 67 | | |
| BANGLA | 100 | 40 | 50 | | |
| ENGLISH | 100 | 50 | 80 | | |
| Total | 400 | | | | |
| Percentage: 64.25% | | | Attendance: 75.00% | | |
| Principal's Signature:..... | | | Stamp:..... | | |
| Class Teacher's Signature: | | | Date:24-11-2023 | | |



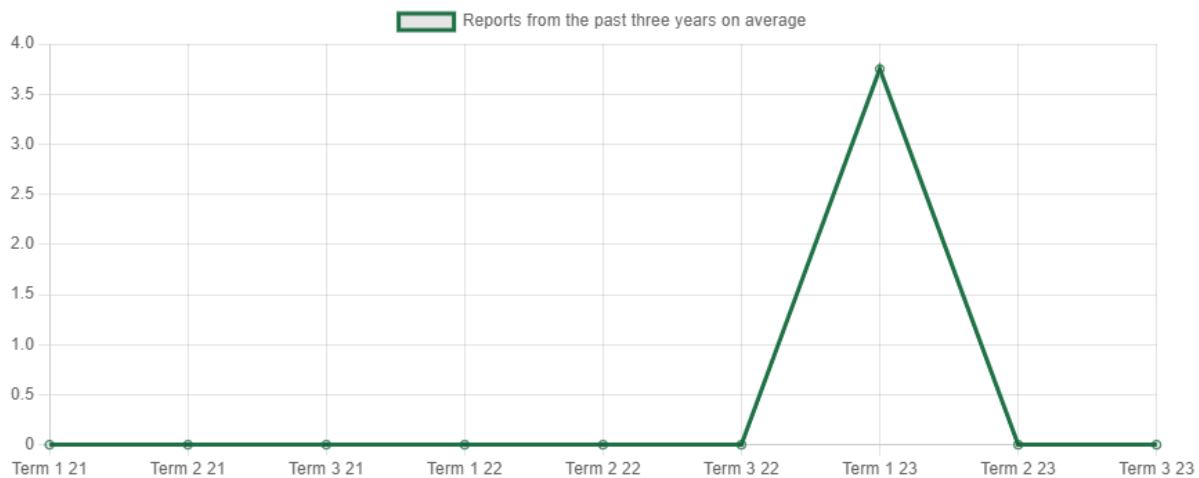
5.7-PROGRESS REPORT

Progress Report: The progress report is divided into two parts. One part allows you to search by class, division, subject, and year to see the detailed progress of that class.

Student Progress Report: Here, you can only view the overall progress of a single student's exams.

SELECT GRADE DIVISION SELECT YEAR SELECT STUDENT

GRADE-1 A 2023 AYESHA SULTANA Mohammad Em Search



AYESHA SULTANA Mohammad Emran Progress Report

| TERM | GRADE | POINTS | YEAR |
|--------|-------|--------|------|
| Term 1 | A- | 3.75 | 2023 |

5.8-GRADING SYSTEM

In the grading system, the details of the school's grade definition will be given. It can be changed as needed in the future.

6.ACCOUNTING & FINANCIAL

6.1-CHART OF ACCOUNT

Here, a list of all master accounts and their subordinate account heads is shown. It allows schools to track the hierarchy of their accounts, which can be helpful for managing finances and resources.

6.2-STAKE HOLDER

Is among the stake holder-

- Cost Center
- Profit Center
- Party Information
- Service Provider
- Donor
- Charity

6.3-PURCHASE EXPENSE

Here, all the details related to purchases and expenses will be mentioned, such as purchase/expense entries, the list of purchases/expenses, payment vouchers, and the list of payment vouchers.

6.4-JOURNAL

A journal is a record of all financial transactions, including debits, credits, VAT, and the remaining amount.

The work of the journal is not accessible to everyone, Only the person who is given access by the authority can work on the journal. The work of the journal is mainly done by the person of the account sector.

JOURNAL VIEW: A journal list of journal view can be viewed only when a journal entry is made & it is authorized & approved.

Here will be mainly list of journal no, date, narration & amount. There will be a search option above by which if you search by journal number or date only the info of that journal number or the journal entries of that date will come.

JOURNAL ENTRY: The first task of the journal is to make journal entries. Here will be project name, cost center code, cost center name, party code, party name, transaction type, payment mode, invoice number, journal date, total amount, vat, account header, narration, voucher scan. A journal entry will be completed if all the above information is filled up and saved.

AUTHORIZATION: The next step after journal entry is authorization. After saving the data in the journal entry, it is listed and comes to authorization.

After that, if you click on the view button from the action option of a journal number, you can see all the information of that journal & here an authorize button will be seen.

Journal No: 20231115001J

Date: 15/11/2023

Payment Mode: Cash

Party Name:
FEWA:210000122018

Amount: AED95.24

| HEAD | INVOICE NO | DEBIT | CREDIT |
|----------------------|------------|-----------|------------|
| Item-1 | 112 | AED 95.24 | |
| VAT Receivable | N/A | AED 4.76 | |
| Cash | N/A | | AED 100.00 |
| (RECEIVED BY CASH) | | | |

Supporting Document



If you click on the Authorize button, that journal will go from the authorized list to the approval list.

APPROVAL: The last step of the journal is the approval list. Here can be seen the list of journals which have to be approved. An approval button will be available on clicking the view button of the journal number which needs to be approved.

Then that journal number will be approved and will go to journal view list.

6.5-OPENING BALANCE

The opening balance is an important figure because it allows businesses to track their financial performance over time. By comparing opening balances to closing balances, businesses can see how much their assets and liabilities have changed over a given period. This information can be used to make informed decisions about the future of the business.

The opening balance is included in

- Opening Fixed Asset
- Opening Expense
- Opening Inventory
- Opening Assets
- Opening Receivables/Payables
- Opening Others

6.6-ACCOUNTS REPORT

A school's accounts report is a crucial document that provides a comprehensive overview of the school's financial health.

A typical school's accounts report includes the following components:

- General Ledger
- Party Ledger
- Trial Balance
- Income Statement
- Balance Sheet
- Daily Summary

7.HR & PAYROLL

7.1-EMPLOYEE PROFILE

EMPLOYEE PROFILE: The first issue of Human Resource is employee profile. Here all the personal details of the employee such as name, current and permanent address, email address, phone number, Emirates number, employee designation, passport and visa details, education details etc. will be given along with the employee's photo.

Here will be the details of all employees that the reviewer can review and approve or reject.

EMPLOYEE HISTORY: In the employee history, all the details of an employee's information can be viewed.

EMPLOYEE DOCUMENT: All the documents of an employee are stored in the employee document.

7.2-SALARY PROCEDURE

Here are some steps in the salary procedure:

- Grade Wise Components
- Employee Wise Components
- Salary Components
- Grades

7.3-BASE TABLE

The base table is a database table that stores information about the different departments, job titles, and salary types within an organization.

7.4-EMPLOYEE ATTENDANCE

Take attendance button is used to take the attendance of employees, and all records of their absences are stored here. The authority can view these records by searching by date/month as needed.

Employee Leave: Employee's leave is approved by the authority. Employee Leave will have a form which will include Employee's Name, Id Number, Leave from which Date to which date, total day of Leave & Reason for Leave.

Employee Leave



| | | | |
|-------------------------------------|--------------------------|---|-----------------------|
| EMPLOYEE NAME MD FERROJ HOWLADER | EMPLOYEE ID NUMBER 40 | FROM DATE 25/11/2023 | TO DATE 30/11/2023 |
| DAYS LEAVE 6 | LEAVE REASON Sick | DOCUMENT Choose Files 1.Architect...-1-2 (1).pdf | |

7.5-PAYROLL PROCESS

- Deduction Entry
- Salary Process
- Pay Salary

LIBRARY

8.1-BOOKS

Here will contain the names of all the books, description, the names of the writers, stocks, purchase price. New books can be added by Add New button.


8.2-PURCHASE

The book purchase record will contain all the relevant information about the books purchased, such as the book title, author, publisher, quantity ordered, unit price, total price, VAT, and supplier details.

8.3-BOOKS LENDING

Lending of books will include- name of the person borrowing the book, his class name, section name, issue date, book name, author name and status.

Book Lending Information

| | | |
|----------------|--------------|---|
| CLASS NAME | SECTION NAME | STUDENT NAME |
| Grade - 8 | B | Raicha Hossain |
| BOOK NAME | ISSUE DATE | |
| Bangla Grammer | 11/03/2022 |  |

When someone will borrow a book, then his name will be entered in the book lending list. Again his name will be removed from the list of book lending when he returns the book.

8.INVENTORY

9.1-ITEMS

Here, the details of all stationary items will be provided. Such item name, quantity, purchase price, sale price, etc.

9.2-SALES

Information about the items sold will be located here. The record will include information such as the item name, quantity sold, customer name, customer contact information, and sale price.

9.3-PURCHASE

The details of the items purchased will be here. For example, which items were purchased, supplier details, price.

9.4-EQUIPMENT USAGE

The equipment usage in schools is mainly used by teachers for their teaching purposes. This is listed here.

- A teacher could use a projector to show a video about a historical event.
- A science teacher could use a microscope to help students observe a plant cell.
- An art teacher could use paintbrushes and canvases to help students create a painting.
- A physical education teacher could use a soccer ball to teach students the rules of the game.
- A librarian could use a book to help a student find information about a topic.

9.ADMINISTRATION

10.1-ROLE

Here will be the list of which person has which role and the list of which person has access to which module. The distribution of access for each role is managed here.

10.2-USER

All user names, roles, and emails can be viewed here, and new users can also be added.

10.3-SETTING

Here will be the list of Academics Config Name & Config Value.

