Steps to be considered during installation of SchoolGen:

For Windows:

1. Install the PHPTriad.
2. Install Zend Optimizer .You can get a free Download of it from www.zend.com by registering for free.
3. Go to programs/phptriad/mysql and run mysqld-nt
4. Go to your command prompt.
5. Enter the path where the mysql exe is located.

Ex: If mysql is located in C: drive give

a) cd c:\apache\mysql\bin (go to your mysql bin directory)

b) Then in command prompt type mysql

Then you will get the mysql prompt, for creating a database for SchoolGen give

c) Create newschool;(database name for SchoolGen application).

d) Then type exit.

e) mysql newschool < c:\apache\htdocs\newschool.sql (i.e. path where newschool.sql file is present)

f) then type exit.

6. If The Graphs should work then got to c:\apache\php and open the php.ini file.
7. Search for php_gd.dll in php.ini and then remove the ; before extension.
8. Copy the SchoolGen application to C:\apache\htdocs if php triad is installed in C: Drive else to the home directory wherever the apache is installed.

8\. Enter user name as admin and password admin.

Note: For further queries please contact info@SchoolGen.com.

To maintain the school records, the ADMINISTRATOR has to follow the below steps:

Module 1: Settings

Step 1: School Structure.

1. Click on “School Structure”.
2. Now Click on “Term Details”.
3. Now select the Term’s starting and closing dates from the calendar.
4. Now press “submit”.

Step 2: School Holidays

1. Click on “School Holidays” in “Settings”.
2. Click on “New Holiday”.
3. Select the date of the holiday and give the description of the holiday.
4. Now press “Add”.

Step 3: School Events

1. Click on “School Events” in “Settings”.
2. Click on “New Event”.
3. Select the date of the school event and give the description of theEvent.
4. Now press “Add”.

Step 4: School Rooms

1. Click on “School Rooms” in “Settings”.
2. Click on “Add a New Room”.
3. Now select the room number and describe the room description.
4. Now press on “Add”.

Step 5: School Classes and Sections

1. Click on “School Classes and Sections” in “Settings”.
2. Now Click on “Add a new class”.

3. Here enter the class name and “Edit”.
4. Now Click on “Add a new Section”.
5. Here select the class name from drop down list and enter the Section names and then press “Edit”.

Step 6: School Fee types and Fee amounts

1. Click on “School Fee types and Fee amounts” in “Settings”.
2. Click on “New Fee type”.
3. Now select the fee type and enter the fee name. Then press “Add”. Again…
    1. Click on “School Fee types and Fee amounts” in “Settings”.
    2. Click on “School Fee Amounts”.
    3. Now Click on “New Fee Amount”.
    4. Here select the class & section and enter the Fee amount and then click on “Submit”.
    5. Again click on the option “Set Due Date”.
    6. Here enter the due date and fine amount after due date and now press the button “set due date”.

Step 7: School Examination Types

1. Click on “School Examination Types” in the “Settings” module.
2. Click on “New Exam Type”.
3. Enter the Examination name and click “Add”.

Step 8: Performance Grades

1. Click on “Performance Grades” in the “Settings”.
2. Click on “New Grade”.
3. Now select the Percentage range and the Grade name. Give the description of the grade and select “Submit”.

Step 9: School Subjects

1. Click on the “School Subjects” in “Settings” module.
2. Now select the “New Subject” button.
3. Here select the class and section. Now enter the subject name and press “Add” button to add a new subject.

Step 10: HR Settings

1. Click on the “HR Settings” in “Settings”.
2. Now Click on “School Departments & Designations”.
3. Click on “Add a new Department”.
4. Now enter the name of the Department and press “Add”.
5. Now click on “Designation” (Select the Department to which the user wish to give the Designation).
6. Now Click on “Add Designation”.
7. Give the Designation Name and press “Add”.

Note: Likewise the administrator can add as many Departments and Designations as he/she wants.

8. After adding the school Departments and Designations, come back to the HR Settings menu.
9. Now Click on “School Salary Types”.
10. Now Click on “New Salary Type”.
11. Here select the salary type (Either Allowance or Deduction) and mention the salary name and click on “Add”.
12. Again come back to the HR Settings menu.
13. Now click on “School Leave Types”.
14. Now select the button “Click here” to add Leave types.
15. Now enter the Leave name and press “Add”.
16. After adding Leaves, again come back to the HR Settings page.
17. Again click on the “School Department & Designations”.
18. Now click on “Salary Details” (opposite to the selected Department)
19. Here enter the amount for Allowances & Deductions and now press “Submit” button.
20. Again click on “Leave Details” (opposite to the selected Department)

21. Here enter the Number of Leaves and the Excess amount for each Leave and press the button “Submit”.

Step 11: Library Settings

1. Click on “Library Settings” in the “Settings” module.
2. Now Click on “Add” button.
3. Here enter all the details required and click “Submit”.

Step 12: Account Settings

1. Click on “Account Settings” in the module “Settings”.
2. Click on “New Account”.
3. Enter the account name and press “Add”.

Note: After creating the desired number of School Accounts, again….

1. Click on “New Bank Account”.
2. Here enter the Bank Account Name and select “Add”.

Step 13: Attendance Settings

1. Click on “Attendance Settings” in the module “Settings”.
2. Choose the Attendance option and click on it.
3. Select the type of attendance and press “Submit”.
4. Now press “Cancel” to come back.
5. Now Click on the Student Attendance Option.
6. Here select the number of periods or sessions for which the attendance should be taken.
7. Now press “Cancel” to go back.
8. Similarly set the attendance settings for the Employees.

Module 2 : Students

Step 1: Add (To add a Student)

1. Click on the option “Add” in the “Students” (from main menu).
2. Here enter the details of the student (The user can use the Calendar.

The user can also view the already existing roll numbers and the Admission numbers by a click on the button provided near the respective options).

3. Now Click on “Submit”.

Step 2 : Search (To search student)

1. First, Click on the “Students” and then click on “Search”.
2. Now enter the details of the student and then press the button “Search”. (If the user doesn’t know anything about the student, then also simply press “Search”). It gives all students details.
3. Now from the list, choose the student and click on the student name. It gives all details of the selected student.
4. If the Administrator wants to edit or delete or transfer that particular student, then press on the buttons “Edit” or “Delete” or “Transfer” respectively.

Step 3: Certificate Issuing (To View or Issue Certificates)

1. Click on “Certificate Issuing” in “Students”.
2. Here enter the Student’s admission number (If don’t know, use the search form by clicking on the button provided).
3. Now Click on “Submit”.
4. Now Click on “New Issue”.
5. Here enter the date of issue and issued certificate name.
6. Now press the button “Submit”.

Step 4 : Student Transfers (To view the transferred student details)

1. Click on “Student Transfers” in “Student”.
2. Here the Administrator can view all the transferred students.

IF THE ADMINSTRATOR WANTS TO DELETE THE STUDENT,

3. Click on the student, whom he/she wants to delete from the displayed Students list.
4. Click on “Delete”.

Module 3: Employees

Step 1: Add (To add an employee in school records)

1. Click on the “Add” button in the “Employees” (from main menu).
2. Here enter all the details of the employee.
3. Now Click on “Submit”. Now the employee is successfully added into the school records.

Step 2 : Search (To search for an Employee)

1. Click on “Search” in “Employees” module.
2. Now enter the known details of the employee and press “Search”. (If the user click on “Search” without entering any details, it displays all the employees).
3. Now Click on the employee name to view his/her profile.
4. The Administrator can edit or delete the employee’s record by a Click on the buttons “Edit” or “Delete” respectively.

Module 4: Subjects

Step 1: Assign/Modify subjects to Students

1. Click on “Subjects” in main menu.
2. Now Click on “Assign/Modify subjects to Students”
3. Now enter the student’s admission number and press “Submit”.
4. Check the subjects, which you wants to assign to the student.
5. Now Click on “Submit”.

Step 2: Subject Details

1. Click on “Subject Details” in “Subjects” module.
2. Now select the Class and Subject and press “Submit”.
3. Here enter the all the details of the subject like the subject outline, the chapters, the topics.
4. Now Click on “Done”.

Module 5: TimeTable

Step 1: Prepare Class Time Table (Automatic)

1. Click on “Time Table” in the Main Menu.
2. Now Select the class from the drop down list and press the button “Automatic”.
3. Select the number of teachers and click on “Prepare Time Table”.
4. Here select the subject name, Teacher name, number of periods per week and the room number.
5. Now Click on “Prepare Time Table”.

Step 1(a): Prepare Class TimeTable (Manual)

1. Click on “Time table” from the main menu.
2. Select the class and click on “Manual”.
3. Now select the day, period, teacher, subject and room.
4. Now Click on “Update”.
5. To save the selected timetable, just click on “Done”.

Step 2: View Class TimeTable

1. Select “Time Table” from main menu.
2. Now select the class and click on “View Time Table”.

Step 3: View Teacher Time Table

1. Click on “Time table” in main menu.
2. Now Select the teacher name and click on “View Time Table”.

Step 4: View Teacher Time Table

1. Click on “Time table” in main menu.
2. Now select the room number and click on “View Time Table”.

Module 6: Attendance

Step 1: Student Attendance

1. Click on “Attendance” in main menu.
2. Here select the date, class and period.
3. Now Click on “Take Attendance”.
4. Mark the attendance and click on “Submit” to save the attendance.

Step 2: Staff Attendance

1. Click on “Attendance” in main menu.
2. Here select the date and period.
3. Now Click on “Take Attendance”.
4. Take the attendance and click on “Submit” to save the attendance.

Module 7: Examinations

Step 1: Prepare Schedule

1. Click on “Examinations” in the main menu.
2. Select the Exam type, Exam name and the class.
3. Then Click on “Submit”.
4. Now select the subject, room number and examination timings.
5. Click on “Submit”.

Step 2 : View Schedule

1. First, click on “Examinations”.
2. Now Click on “View Schedule”.
3. Now select the examination type and class.
4. Click on “Submit”.
5. Choose the Examination ID/Name and again click on ”Submit”.
6. Click on “Edit” to make changes to the schedule.
7. Here make the changes to the schedule.
8. Click on “Submit”.

Module 8: Performances

Step 1: Adding Marks

1. Click on “Performances” in the main menu.
2. Now Click on “Adding Marks”.
3. Here select the examination & class and click on “Submit”.
4. Here select the examination ID/Name.
5. Click on “Submit”.
6. Select the subject(s) and enter the maximum marks for the subject.
7. Now Click on “Enter Marks”.
8. Enter the secured marks of the students in the selected class.
9. Now Click on “Done”.

Step 2: Grades

1. Select “Performances” in the main menu.
2. Then click on “Grades”.
3. Enter the Admission number of the student (Else select from the search from), select the subject and the year.
4. Click on “Submit”.
5. Click on either “Bar Graph” or “Pie Graph” to view the student’s marks in a graphical representation.

Step 3 : Report Cards

1. Select on “Performances” in the main menu.

Now click on “Report Cards”. Now click on “Search” to view the students.

2. Here select the Examination type, the year and check the students.
3. Now click on “Submit”.
4. Now enter the examination ID/Name and again click on “Submit”.

Step 4: Promote/Demote

1. Click on “Performances” in main menu.
2. Now click on “Promote/Demote”.
3. Click on the “Search” to view the students.
4. Now check the students and select the class to which you wish to promote them.
5. Now Click on “Promote”.

Note: The students who were not selected will be treated as demoted.

Module 9: Discipline

Step 1: Add/Edit/Delete Records

1. Click on “Discipline” in main menu.
2. Now click on “Add/Edit/Delete Record”.
3. Here enter the student’s admission number and click on “Search”.
4. To add a new record, click on “New Record”.
5. Enter all the details and click on “Submit”.
6. If the Administrator wants to edit the records, click on “edit”, which is provided in the health record’s line.
7. Make the changes and again click on “Submit”.
8. If the Administrator wants to delete a health record, just click on “Delete” which is provided in the same row.

Step 2: Reports (Class-wise)

1. Click on “Reports” in “Discipline” module.
2. Click on “Class wise Students Disciplinary Reports”.
3. Select the class from the drop down list and the period.
4. Now click on “Submit”.

Step 2(a): Reports (Student-wise)

1. Go to “Reports” in “Discipline” module.
2. Click on “Individual Student Disciplinary Reports”.
3. Enter the student’s admission number (or use the search form) and select the period.
4. Now click on “Submit”.

Module 10: Fees

Step 1: Fee Details

1. Click on “Fees” module in the main menu.
2. Click on “Fee Details”.
3. Enter the Student admission number (Use the search form).
4. Now Click on “Submit”.
5. Check the fee type and click on “Submit” to assign the fee type for the student selected.

Step 2: Concessions/Penalties

1. Click on the option “Concessions/Penalties” in “Fees” module.
2. Here enter the Student’s admission number and date. Then click on “Submit”.
3. Here select the Fee type, month, concession or penalty, the amount and give the description.
4. Then click on “O.K.”

Step 3: Payments

1. Click on “Payment” in “Fees” module.
2. Now enter the student’s admission number and the date of the transaction and then click on “Submit”.
3. Now enter the amount paid or enter the cheque details if the fee is not paid in cash..
4. Click on “Submit”.
5. Now the Fee receipt will be generated. Click on the Printer icon to get the print of the fee receipt.

Step 4(a): Reports (Today’s fee transactions)

1. Click on the option “Reports” in “Fees” option.
2. Now click on “Today’s fee transaction”.
3. Select the fee type, date and fields to be displayed.

4. Now click on “Submit”.
5. Now click on “O.K.” to come back.

Step 4(b): Reports (Class-wise List of Fee Defaulters)

1. Click on “Reports” in “Fee” module.
2. Now click on “Class wise List of Fee Defaulters”.
3. Select the class and click on “Show”.
4. Now click on “O.K.” to come back.

Step 4(c) : Reports (Student-wise Fee Transactions)

1. Click on “Reports” in the module “Fees”.
2. Now Click on “Student-wise Fee Transactions”
3. Select the Student’s admission number, date and the field to be displayed in the result.
4. Now click on “Submit”.
5. Click on “O.K.” to come back.

Step 4(d) : Reports (Overall Student Fee Report)

1. Click on “Reports” in “Fee” module from main menu.
2. Now click on “Overall Student Fee Report”.
3. Enter the student’s admission number and click on “Submit”.
4. Click on “O.K.” to come back.

Module 11 : Accounts

Step 1(a) : Vouchers (Debit Vouchers)

1. Click on “Vouchers” in “Accounts”.
2. Now click on “Debit Vouchers”.
3. Fill all the details and click on “Submit”.

Step 1(b): Vouchers (Credit Vouchers)

1. Click on “Vouchers” in “Accounts”.
2. Click on “Credit Vouchers”.
3. Fill all the details and click on “Submit”.

Step 1(c): Vouchers (Journal Vouchers)

1. Click on “Vouchers” in “Accounts”.
2. Now Click on “Journal Vouchers”.
3. Now enter all the details and click on “Submit”.

Step 2 : Cash Book

1. Click on the “Cash Book” in “Accounts”.
2. Now select the dates or select the specific month, in which the user wish to view the cash book.
3. Now click on “Submit”.

Step 3 : Journals

1. Click on “Accounts” in main menu.
2. Now click on “Journals”.
3. Select the duration from the calendar or select a specific month to view the Journals details
4. Now click on “Submit”.

Step 4: Ledger

1. Click on “Ledger” in “Accounts”.
2. Now select the account type and duration (or select a specific month).
3. Now press “Submit”.

Step 5: Trial Balance

1. Click on “Accounts”.
2. Click on “Trial Balance”.
3. Select the date.
4. Finally, click on “Submit”.

Step 6: Reports

1. Click on “Accounts” from main menu.
2. Click on “Reports”.
3. Click on “Voucher Reports”.
4. Select the voucher type (either debit or credit or journal) and select the dates.
5. Now click on “Submit” to view the selected voucher reports.

Note: Click on the selected item to view its details.

Module 12: Library

Step 1: Categories

1. Click on “Library” in the main menu.
2. Click on “Categories”.(Here the user can view the all existing categories).
3. To create the new Category, click on “New”.
4. Now enter the Category name and its description.
5. Now press “Add” to add the new category.
6. Click on the “Manage Categories” to edit or delete the existing categories.

Step 2: Additions

1. Click on “Additions” in “Library”.
2. Fill all the details and click on “Add” to add the book into the category.

Step 3: Issues (Issuing a book to a student or to an employee)

1. Click on “Library” from the main menu.
2. Click on “Issues”.
3. Fill in all the details (to view the available copies, click on “Available Copies”).
4. Click on “Submit”.

Step 4: Renewals

1. Click on “Library” from the main menu.
2. Click on “Renewals”.
3. Fill all the details and click on “Submit”.

Step 5: Search

1. Click on “Library” from the main menu.
2. Click on “Search”.
3. Enter the Book details.
4. Press “Submit” to search for that book.

Step 6: Returns

1. Click on “Library” from the main menu.
2. Click on “Returns”.
3. Enter all the details of the book and the employee/student details and click on “Submit”.

Step 7: Losses

1. Click on “Library” module.
2. Click on “Losses”.
3. Enter the lost book details.
4. Click on “Submit”.

Step 8: Updates

1. Click on “Library” in the main menu.
2. Click on “Updates”.
3. Enter the book details and click on “Search”.
4. Now click on the book details in displayed results.
5. Now enter the number of books adding to the category.
6. Click on “Update”.

Module 13: Reports

Step 1: Student Performance Report

1. Click on “Reports” in main menu.
2. Click on “Student Performance Report”
3. Select the School/Branch, class, period, percentage etc., details.
4. Click on “Submit”.
5. Now the user will get the student performance comparing with the student previous performances.

Step 2(a) : School Strength Report (Total School Strength)

1. Click on “Reports” in the main menu.
2. Click on “Total School Strength Report”.

Step 2(b) : School Strength Report (Class-wise Strength Report)

1. Click on “Reports” in the main menu.
2. Click on “Class-wise Strength of Students Report”.
3. Select the class and Click on “Show”.

Step 2(c) : School Strength Report (Overall Strength Report Class-wise)

1. Click on “Reports” from the main menu.
2. Click on “Overall Students strength report class-wise”.

Step 3(a): Attendance Report (Class-wise Report)

1. Click on “Reports” in the main menu.
2. Click on “Class-wise Attendance Report”.
3. Select the class and date of attendance.
4. Now click on “Submit”.

Step 3(b): Attendance Report (Student-wise Absentee Report)

1. Click on “Reports” from the main menu.
2. Click on “Student-wise Absentee Details”.

3. Enter the Student’s admission number and the period.
4. Now click on “Submit”.

Step 3(c) : Attendance Report (Teacher-wise Absentee Report)

1. Click on “Reports” in the main menu.
2. Click on “Teacher-wise Absentee Details”.
3. Enter the Employee’s ID.
4. Click on “Submit”.

Step 3(d) : Attendance Report (Attendance based on Percentage)

1. Click on “Reports” in the main menu.
2. Click on “Attendance based on the Percentage”.
3. Select the class, percentage condition, date.
4. Click on “Submit”.

Step 3(e) : Attendance Report (Employee Attendance Report)

1. Click on “Reports” in the main menu.
2. Click on “Employee Attendance Report”.
3. Select the date and click on “Submit”.

Step 4(a) : Disciplinary Reports (Class-wise Disciplinary Report)

1. Click on “Reports” in the main menu.
2. Click on “Class-wise Disciplinary Report”.
3. Select the Class and period.
4. Click on “Submit”.

Step 4(b) : Disciplinary Reports (Individual Student Disciplinary Report)

1. Click on “Reports” in the main menu.
2. Click on “Individual Student Disciplinary Report”.
3. Enter the Student’s admission number and date.
4. Click on “Submit”.

Step 5(a) : Reports (Today's fee transactions)

1. Click on the option "Reports" in main menu.
2. Now click on "Today's fee transaction".
3. Select the fee type, date and fields to be displayed.
4. Now click on "Submit".
5. Now click on "O.K." to come back.

Step 5(b): Reports (Class-wise List of Fee Defaulters)

1. Click on "Reports" in main menu.
2. Now click on "Class-wise List of Fee Defaulters".
3. Select the class and click on "Show".
4. Now click on "O.K." to come back.

Step 5(c) : Reports (List of Fee Defaulters)

1. Click on "Reports" in the main menu.
2. Click on "List of Fee defaulters".
3. Select the class and click on "Show".

Step 5(d) : Reports (Student-wise Fee Transactions)

1. Click on "Reports" in the main menu.
2. Now Click on "Student-wise Fee Transactions"
3. Select the Student's admission number, date and the field to be displayed in the result.
4. Now click on "Submit".
5. Click on "O.K." to come back.

Step 5(e): Reports (Overall Student Fee Report)

1. Click on "Reports" in the main menu.
2. Now click on "Overall Student Fee Report".
3. Enter the student's admission number and click on "Submit".
4. Click on "O.K." to come back.

Step 6(a): Library Reports (Daily Book Transactions)

1. Click on “Reports” in the main menu.
2. Click on “Daily Book Transactions”.
3. Select the date and click on “Submit”.

Step 6(b): Library Reports (List of all Book Defaulters)

1. Click on “Reports” in the main menu.
2. Click on “List of all book defaulters”.
3. Select the category either Student or Employee.
4. Now click on “Submit”.

Step 6(c): Library Reports (Class-wise List of Book Defaulters)

1. Click on “Reports” in the main menu.
2. Click on “Class-wise List of Book Defaulters”.
3. Select the class and click on “Show”.

Step 6(d) : Library Reports (Student/Employee-wise Book Transactions)

1. Click on “Reports” in the main menu.
2. Click on “Student/Employee-wise Book Transactions”.
3. Select the category (either Employee or Student) and the admission number or ID and select the date.
4. Now click on “Submit”.

Step 6(e): Library Reports (Lost Books Reports)

1. Click on the “Reports” module in the main menu.
2. Click on “Lost Books Reports”.
3. Select the date and click on “Submit”.

Step 7(a): General Reports (Today’s Birthdays)

1. Click on “Reports” module.
2. Click on Today’s Birthdays.

Step 7(b): General Reports (Student/Employee Enrollments)

1. Click on “Reports” module”.
2. Click on “Student/Employee Enrollments”.

Step 7(c): General Reports (Database Logs)

1. Click on “Reports” module.
2. Click on “Database Logs”.
3. Select the period.
4. Click on “Submit”.

Module 14: My Profile

1. Click on “My Profile”.
2. If the Administrator wants to change the password, click on “Change the Password”.
3. Enter your new password and click on “Submit”.

Module 15: News

1. Click on “News”.

Step 1: News Home

1. Click on the “News”.
2. Click on News Home”
3. It will display the remaining options in the “News” module.

Step 2: Submit News

1. Click on “News” module.
2. Then click on “Submit News”.
3. Enter the new heading and the news.
4. Now Click on “Add News”.

Step 3: Built News/Headlines

1. Click on “News” Module.
2. Now click on “Built News/Headlines”.
3. It will build the News and Headlines from the database.

Step 4: Edit News

1. Click on “ News” module.
2. Now click on “Edit News”.

3(a). If the Administrator wants to edit the news, then click on the topic.

(b) Now make the desired changes and then click on “Edit”.

3. If the Administrator wants to delete the news, then select the topic.
4. Click on “Delete”.

Step 5: Preview News/Headlines

1. Click on “News” module.
2. Now click on “Preview News/Headlines”.
3. Now click on the desired heading to view the news.

Module 16: Admin Tasks

Step 1: Start a New Academic Year

1. Click on “Admin Tasks” module.
2. Now Click on “Start a New Academic Year”.
3. Again click on “Start a New Academic Year”.

Step 2 : User Privileges

1. Click on “Admin Tasks”.
2. Now Click on “User Privileges”.
3. Now click on “Search”.
4. Then Select the employee (To select the employee, please click on the employee name or any of the details displayed).
5. Now check the privileges, which the administrator wants to assign for the selected employee.
6. Now Click on “Submit”.

Step 3: Database Synchronization

1. Click on the module “Admin Tasks”.
2. Now click on “Database Synchronization”.
3. Then Click on “Synchronize”.

Step 4: Database Back Up

1. First, click on “Admit Tasks” module.
2. Now Click on “Database Backup”.
3. Then click on “Take Back up”.

Step 5(a): Mailing List (Class-wise)

1. Click on the module “Admin Tasks”.
2. Click on “Mailing List”.
3. Now select the class and click on “Go”.
4. Now check student(s) and click on “Submit”.

Step 5(b) : Mailing List (Student-wise)

1. Click on “Admin Tasks”.
2. Click on “Mailing List”.
3. Now enter the student admission number or use the search form to search the employee.
4. Now click on “Go”.

Step 5(c) : Mailing List (All Employees)

1. Click on “Admin Tasks”.
2. Now Click on “Mailing List”.
3. Then click on “Select all Employees”.
4. Here check the employees and click on “Submit”.

Step 5(d) : Mailing List (Employee-wise)

1. Click on “Admin Tasks”.
2. Click on “Mailing Lists”.
3. Here enter the employee ID number or use the search for to find the employee ID.
4. Now click on “Go”.

Step 6: Letter Wizard

1. Click on “Admin Tasks”.
2. Click on “Letter Wizard”.
3. Select the class (or click on “Search”) and click on “Go”.
4. Check the students and click on “Submit”.
5. Now fill all columns and type the message.
6. Click on “Print”. (To view the preview before the print, please click on the button “Preview”).

Step 7: Security Logs

1. Click on the module “Admin Tasks”.
2. Click on the option “Security Logs”.
3. Select the dates and click on “Submit”.

Step 8 : Inspection Details

1. Click on “Admin Tasks”.
2. Click on “Inspection Details”.
3. Now click on “Add a New Inspection”.
4. Fill all the details and click on “Submit”.

Step 9(a) : Adding Teacher Comments

1. Click on “Admin Tasks”.
2. Now click on “Teacher Comments on Student’s Performance.
3. Click on “Add Teacher Comments”.
4. Now select the date, class and click on “Submit”.
5. Now enter the comments and click on “Add”.

Step 9(b) : View Teacher Comments

1. Click on “Admin Tasks”.
2. Click on “Teacher Comments on Student’s Performance”.
3. Now click on “View Teacher Comments”.
4. Select the class and date. Then click on “Submit”.

Step 10: Certificate Issuing

1. Click on “Admin Tasks”.
2. Click on “Certificate Issuing”.
3. Now enter the student’s admission number or use the search form to find a student’s admission number.
4. Now Click on “Submit”.
5. To Issue a certificate, click on “New Issue”.
6. Enter the date and the name of the Certificate.
7. Now Click on “Submit”.

Module 17: Archives

1. Click on the module “Archives”.
2. Select the desired academic year.
3. Click on “Go”.

Module 18: Organizer

Step 1: Adding a Contact

1. Click on the module “Organizer”.
2. Then click on “Add Contact”.
3. Fill all the details of the contact.
4. Click on “Add Contact”.

Step 2: View Contact

1. Click on “Organizer”.
2. Click on “Show All”.
3. If the Administrator wants to edit or delete the contact, then please click on “Edit” and “Delete” buttons respectively.

Step 3 : Scheduler

1. Click on “Organizer”.
2. Click on “Scheduler”.
3. Now fill the details and then click on “Add Task”.
4. If the Administrator wants to see the schedule, please select the date and click on “Search”. (Or directly click on the date provided in calendars).
5. Now click on the buttons “Edit”, “Delete” to modify or remove the contact respectively.

Module 19: Help

1. Click on “Help” to view the different modules in the SchoolGen.
2. Click on the selected module to view its details.

Module 20: Logout

Click on “Logout” to exit.