# Index

## Space Index

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**A**

### Accounts

In this module you can get the details of school's other income and expenses. To check this Module Goto Admin Master --> Cash Master --> Accounts Once you click on that you will get a window as displayed below Select the Start Date, End Date, Income/Expen

### Accounts Payment

ACCOUNT PAYMENT Account Payment is used to add the details like payment date,Account type, Amount etc. To go to account payment click on Admin Master--> Account Payment Select the Payment date. Select the account type whether it is income or expense and ty

### Activity Manager

### Adding Daily Attendance

In this module you can add the attendance daily. To open daily attendance click on Attendance Management --> Daily Attendance Once you click on this "Daily Attendance Master" will get opened. Select Class, Section, Date(date for which you have to give the

### Adding New Students to Next Academic Year from the Current Academic Year.

How to Add New Student(s) to Next Academic Year? Initial settings, Create a new Academic Year. Then Switch Academic Year. (Detailed steps on creating and switching academic year is been explained in Student(s) Promotion page). First time, switch acad

### Adding Other Income and Expenses

ACCOUNT HEAD ACCOUNT HEAD is used to add income and expenses of you school. Go to Account Head and click on ADD. Enter Group Name Select Account Type Whether it come under Income and Expense Click on ADD. You will get a message that "Account Head Add

### Adding Staff Additional Details

Personal Details Add the personal details as shown in the image. User has to fill the mandatory fields. Other fields can be filled by user if they have information. Transport Slab helps you to track in which bus the Staff is coming in. If you do not have

### Adding Staff Details

Step 1: Goto Admin Master, Click on Staff menu Staff module User can add all the staff in their School in staff module. This help in maintaining the record of all the staff in your School. You can also Export the Staff report to maintain yearly records. M

## Adding Staff Salary Details

Once you added the staff, you can also add the salary details. To add Salary details click on Admin Master --> Staff Salary Details Once you click on Staff Salary Details, all the employees will be displayed whichever you have added. Now you can enter the

## Adding Student Details

Personal Details Select Students Information -> Students to add/update/view the student details. Add the personal details as shown in the image.   User has to fill the mandatory fields. Other fields can be filled by user if they have information. Student

## Adding Subject Wise Attendance

In this module you can add the subject wise attendance of the student by selecting the class, section, subject, period and date. To mark subject wise attendance click on:- Attendance Management --> Subject Wise attendance Once you click on it, you will ge

## Admin Master
## Admission Form

Admission form can be issued to student at the time of admission. It contains all the information related to student.  To open Admission Report go to Student Reports --> Admission Form Select Class, Section and Student name (for whom you want to check the

## Application Reconcile

Application Reconcile means application students which do payment through cheque, so you can change the cheque status whether it is cleared or pending or bounced.   To open this click on Admin Master --> Fee Payment Reconcile --> Application Reconcile Sel

## Application student

Application students means they will come to your school and submit the application for student to get admission in the next academic year.You can also take the application fees.

## Assign Vehicle to Student and Staff

In this module the user can assign which Transport Vehicle the student or staff goes in Morning / Evening / Both.   Step 1: Go to Transport Master--> Transport Vehicle, Click on Assign Student tab / Staff tab To manage Transport follow the below steps: As

## Assigning Fee Slabs to Students

Goto Students Information, Click on Student Slabs Assigning Slabs to students helps you to fetch the specific fee amount that must be paid by student. As shown in the example  Fee structure we have different fee amount for new admission student and re adm

## Assignment

Assignment is used to assign assignment to students. We can assign it class wise by mentioning the Start date and Submit Date. To add assignment Goto Student Information --> Assignment Once after clicking on assignment, click on "Add" to add new assignmen

## Assignment Report

The assignment which you assign to student you can check the report of that assign by clicking on:- STUDENT REPORT --> ASSIGNMENT REPORT Once you click on "assignment report", you will get a window as displayed below:- Select the Start date and End date b

## Attendance Management

Attendance Management module is used to add the attendance details of each and every student. You can daily wise and subject wise attendance. Even you can check the daily/Monthly wise attendance reports and can save it for future reference.

## Attendance Mangement

## B

## Backup and Restore

How to take SchoolAdmin Lite Server database backup ? How to restore SchoolAdmin Lite Server database from the backup after re-installation of SchoolAdmin Lite server?

## Balance Sheet

Balance sheet contains the data that will include the collection and expense done in the particular dates which you have selected. To open balance Sheet Go to Admin Master --> Cash Master --> Balance Sheet Once you click on this you will get a window as

## Birthday Report

Birthday report is used to check the month wise birthday report of students. To open Birthday Report Go to Student Report–> Birthday Report Select the month and click on Find. Once after clicking on Find you will get data displayed below. Once after click

## Bonafide Certificate

Bonafide Certificate is issued as a proof that an individual belong to our school. To open Bonafide Certificate Go to Student Report --> Bonafide Certificate Select class, section and student name. Click on Preview. If you want certificate to be generated

## C

## Cash Master

## Caste Category Wise School Report

Caste Category Wise School Report is used to check report of the student as per their caste category. To open this report goto Others Reports --> Caste Category Wise School Report Click on "Find Caste Category Details" . The report will be displayed bel

## Caste Wise School Report

This report shows the student count as per the category wise. To open this report goto Other Reports --> Caste Wise School Report Click on "Find Caste Detail". The report will be displayed below The report as per category will be displayed below. If you w

## Changing Password

Move the mouse pointer on Options. You will see below option list Click on Users, you will be able to see below window. User can see only their record as shown below. 1.Click on Edit  icon. You will get the below Add / Edit  User Panel opened. 2. Enter

## Changing User Interface Themes

Click on Themes tab. You will see the below window. Themes tab is provided so that user can have a choice of setting their own Themes from the themes list. User has to enable the theme button Click on update.Automatically, theme get reside on the screen.

## Class Compact Report

Class Compact Report is used to check how much collection of each and every fees is done. This report is class wise. Select Class, Section and click on Find.

All the fees of that particular fees is displayed with total amount, paid amount and pending amou

## Class Month Item Collection

This report is used to check monthly fees collection class wise. Select the class, section and click on Find. Click on Export to save the data in excel format.

## Class Wise Report

Class Wise Report is used to check that how much amount is collected from each class. Click on Find.

## Class Wise Report Card

It helps you to generate report card of Term (SA) and Test(FA) of each and every students for single class in one file. Step to follow : Step 1:- Go to Grading System, click on Class Wise Report Card menu. Step 2 : Once you click on Class Wise Report Ca

## Collecting Application Fees

To collect Application Fees Goto Admin Master --> Fee Payment --> Application Fees Once you click on Application Fee, a page will be displayed in which you can select the class, section and student name. Select the class, Student name Select the fee group

## Collecting Fees

## Collecting Fees and Generating Receipts

Step 1: Goto Admin Master, Click on Fee Payment You can do fee payment like annual, monthly, term, custom  for student here. Making of fee payment for students. Create Slabs in Masters - KV Config. Create Fee names in Masters - Fee. Create Fee Group in Ma

## Configering Fee Receipt Size

SchoolAdmin Default Printer Setting For Printing Receipts (Laser Printer) Step1:Configure Printer Go to  Start->Control Panel->Printer and Faxes->Click on Add a Printer. Click on next button Select local printer attached to this computer (already installe

## Consolidated Marks Report Card

It helps you to generate marks report card of Part A Subjects for every student in a class and section as per Term(SA) or Test (FA) wise. Step to follow :- Step 1 :- Go to Grading System, click on Consolidated Marks Report Card menu.   Step 2 :- Once cl

## Consolidated Student Report Card

Consolidated report card helps you to generate the overall grades scored by a particular student in all the subjects by consolidating all the tests and term marks. Step to follow : Step 1: Go to Grading System, Click on Consolidated Student Report Card me

## Contact Manager

Move the Mouse Pointer over Widgets You will see the window as shown below. Contact manager will help you to manage the school contact details . This will help in maintaining the records of Customers with whom the school have any type of transaction of eq

## Create Material

Once you add Material Category,you can add

multiple Material under same Material Category. Click on Add button to add the material , on click you will see the below window.  1.Select material category from drop -down list.  2.Enter your Material Name.  3.

## Create Material Category

First you need to categorise material  based on Group example Books,Stationary,Notebooks etc.., so that you can add more than one material under respective Material Category. How to add Material Category as shown below steps : Click on Material Category a

## Create Material Group

Here you need to Create a Material Group to make payment in FeePayment. Click on Add button to add the material group, on click you will see the below window. 1.Enter Material Group Name and Alias name. 2.Select class. Note :What are the classes you selec

## Creating Section

Step 1: Goto Masters , Click on Section menu Declaration of Sectionis required to specify number of Section present in a Class. To Add Students in  a Virtual Class (Class Subjects), You must first create a section to create Class Subject. Once you create

## Creating Activity

Activity are sub categories/events/rooms which are grouped under main Activity Group. Step 1: Goto Activity Book, Click on Activity menu Flow to manage Activity  Create Activity Group in Activity Book - Activity Group. Create Activity - Activity. Form Stu

## Creating Activity Group

Activity Management is used for managing events conducted in the school. This feature will help the user to co-ordinate among the activity groups formed for an event. Like School Day, Sports Day, Fest, Quiz competition , partially can manage hostel [Group

## Creating Annual Fee Structure with Partial Payment

Creating Annual Fee Structure with example The Demo School has following fee structure for the LKG and UKG Students   New Admission Re Admission Admission fee 100 100 Tuition fee 3200 3200 Library fee 200 200 Sports fee 100 100 Registration fee - 500 Appl

## Creating Application student

For adding application student click on Admin Master --> Fee Payment --> Add application student     Once you click on Fee Payment, You will get an option to add application student. Once you click on "Add Application Student" you will get option to selec

## Creating Caste

Step 1: Goto Masters , Click on Caste menu Declaration of Caste is required to specify for which caste the student belongs to. We can get a report of students with respect to the Caste / Caste category which is included in higher version of School Admin.

## Creating Caste Category

Step 1: Goto Masters , Click on Caste Category menu Declaration of Caste Category is required to specify for which category the caste belongs to. To Add Caste first we need to add Caste category which helps to group castes under respective Caste category.

## Creating Class

Step 1: Goto Masters , Click on Class menu Declaration of class is required to specify number of classes present in the school.   Step 2: Once you click on Class menu in the masters, class master will be opened as shown below. click on Add button to add n

## Creating Class Subjects

Step 1: Goto Masters , Click on Class Subjects menu Declaration of class subject is required to specify number of virtual classes present in the school. Unless class subject is created user cannot add the students to their respective class in School Admin

## Creating Fee Amounts

Goto Masters , Click on Fee Amount menu Declaration of Fee Amount is required for making student fee payment. You can make the fee payment only after defining fee amount here.  You can see Example Fee structure.   For making  Fee Payment you need to creat

## Creating Fee Slabs

KV Configuration in SchoolAdmin helps you create slab based fees and associate them to the individual students. For example, In your school the fee receipt components are different for New Admission Students and Re Admission Students ( existing students),

## Creating Fees

Fees are just the Names of the Fee Receipt particulars, which you must define in the Fee's Masters menu. For example, In your School, if three different receipts are issued as shown in this sample Fee structure which has three receipts (Groups) i.e., Annu

## Creating Fees Group

Goto Masters , Click on Fee Group menu Declaration of Fee Group  is required to group the fees on Annual , Term , Monthly , Custom basis. You can see Example Fee structure.   For making  Fee Payment you need to create fee. Create Slabs in Masters - KV Con

## Creating Holiday

Facility of creation of special vacation for some special holidays. Publish the list of holidays or send it through email to students and parents. Integrated with student-staff attendance module so that there is no need to mark presence-absence in attenda

## Creating ID Card

You can generate ID card with the help of software

by clicking on :- STUDENT REPORT --> STUDENT ID CARD Once you click on Student ID card, You will get a window as displayed below :- Select Class, Section, Student name (for whom you want to generate the I

## Creating Installment / Term based Fee Structure

In this example, There are two types of fees; they are Regular Fee/Management Fee and Total Fee. Student can pay fee either in Regular Fee/Management Fee in 4 installments or Total Fee (one time payment)regular  Fee/Management Fee contains different fees

## Creating Monthly Fee structure

Create Fee Name Step 1: Go to Masters Click on Fee Create FEE name Called Tuition Step 2: Click on Fees,the Fee Master will open. Step 3:Click on button, the Add/Edit Fee details window will open. Enter Fee Name* TUITION FEE, Enter Fee Description Enter A

## Creating Settings

Move Mouse Pointer on Options in Header menu of the SchoolAdmin EVD Settings is the first step which school needs to set up before you begin to use SchoolAdmin Lite. Here all the school level settings needs to be done, this will be carried for the complet

## Creating Staff Record

If you want to add the staff of yourschool in the software then you can add it by clicking on Admin Master --> Staff Click on "ADD" to add new staff once you click on "ADD" you will get "Add/Edit Teacher Window". Enter the information:- Employee ID,First

## Creating Student Record

Step 1: Goto Student Information , Click on Students menu Declaration of student is required to specify which class the student belongs. To Add Students in a Virtual Class (Class Subjects), You must first create Class Subject. Once you create a virtual c

## Creating Subject

Step 1: Goto Masters, Click on Subject menu Declaration of  Subject is required to specify which are the subjects taken in the respective classes. Subjects are used in Marks Card module which is included in the higher version of School Admin. To Add Stude

## Creating Thoughts

A pleasant and inspirational words to view as soon as a user log in.   Step 1: Go to Widgets, Click on Thoughts menu     Step 2: Once you click on Thoughts menu in widget drop down list, thoughts master will be opened as shown below. click on Add button t

## Creating Transport Route

In Transport Route user will be able to define which transport vehicle will go to which route and time of pick / drop.   Step 1: Go to Transport Route, Click on Transport Vehicle Menu To manage Transport follow the below steps: Assign Slabs in Student Sla

We can check the dairy report by clicking on :- STUDENT REPORT --> DAIRY REPORT Once you click on it, You will get a window as displayed below :- Select the Start Date, End date and click on Preview or PDF to view the Dairy Report.The report will be displ

## Date Wise Collection

Date wise collection is used to check that how much collection is done in a day. To check this click on Date wise collection. Select the Date on which you want to check the fee record and click on Find Once you click on Find, The fee payment taken on th

## Day Book

Day book is a module in which you can check that how much income and how much is the expense done. Even you will also get a closing balance. Closing Balance = Total Income - Total Expense To open Day Book Goto Admin Master --> Cash Master --> Day Book Onc

## Defaulters

Defaulters is used to add the name of the student who are regularly not following the rules of the school. To open defaulter tab Goto STUDENT INFORMATION --> DEFAULTERS Once you click on Defaulters, a page will be displayed as below :- Select class, sect

## Define Fees for Application Student

Before collecting the fees from application student it is mandatory to add the fee structure of application student. Procedure to add new fee structure is Add Fees Name ( Masters - Fees) Add Fee Group (Masters - Fee Group) Add Fee amount (Masters - Fee Am

## Defining Fee Structure

## Defining School Settings

## Deleted Fee Payment

In this module you will get a detail of the deleted fees. Suppose you have any wrong payment and deleted it then you can check it in this module then which payment are deleted. To open this module goto Admin Master --> Deleted Fee Payment Once you click o

## Deleted User

Deleted user report is used to check the deleted users report. To check this report goto Other Reports --> Deleted User Once you click on this you will get multiple options like Preview, PDF Export as OpenOffice. Click on Preview. Whichever users has been

## Descriptive Indicator

Descriptive Indicator section is use for only Part B Subjects to describe specific information about particular subject as per their grades.Here you can add indicator with short name and sorting order as per serial number. Step to follow :- Step 1 :- Go t

inform the parents. You  can tell through Event menu. To open this menu click on :- PARENT MENU --> EVENT Once you click on Parents Menu, you will get several options Click on Event. You will get a windo

## Exam Configuration

Exam configuration is a global setting done for the respective academic year. It is used to configure number of tests and terms of your school, where you can configure how many test/term school will conduct in current academic session. Along with configur

## Exclude ID Card

Exclude ID Card is used to disable the student from generating their ID card. To open this menu Goto:- STUDENT INFORMATION --> EXCLUDE ID CARD Once after clicking on this, You will get a window as displayed below Select Class, Section and Student (whom yo

## Expense Payment Summary

In this module you can get a record of all the expenses done by your school in the dates selected. To open this click on Admin Master --> Cash Master --> Expense Payment Summary   Select Start Date, End Date and click on Find. All the Expense data will be

## Exporting Reports

Move the Mouse Pointer on Report. User can generate the below list of certificate as shown in the below image. Bonafide Certificate Regular Study Certificate Study Cum Conduct Certificate Bonafide Certificate User can generate bonafide certificate of the

## Exporting Staff Report in Excel

Staff Menu User can export the Staff details in a report format. This will be useful for the School to maintain record of all Staff with respect to the Staff Type or ALL staff. By this user can even get to know the number of staff present in respective st

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get information class wise that what is student total fees, how much is paid and how much is the balance. To open this module Goto Admin Master --> Fee Payment Register Once you click on this you will ge

## Fee Payment Summary

In this module you can get details like for which fees how much total amount school has collected in the particular dates. To open this module Goto Admin Master --> Cash Master --> Fee Payment Summary Select the Start Date, End Date and Click on Find. It

## Fee Payments

Fee Payment is a module in which you can check the collection of fees by selecting the Start date and End Date. You can also check the collection of fees class wise. Once you click on this, you will get a window as displayed below:- Select the Start Date

## Fee Reports

Fee Reports is used to check all the reports related to fee. In this you can check how the fee structure is defined, how much collection you have done, generate duplicate receipt.

## Fee Statement by Grade Division

This report is used to check the how much is the total fee, how much the fees is collected and how much is the balance amount is left. To open this report click on Fee Report --> Fee Statement by Grade Division Once you click on this report, you will get

## Fee Structure

Fee Structure is used to view that how much fees you are taking from all the class with the amount. To open this report Goto:- Fee Reports --> Fee Structure

## Fee Structure Report

Fee Structure report is a complete fee structure report in which you will be able to see the fee structure class wise, Transport fees(Van Fees), Fee wise( as per Fee Slab). To view this fee structure click on:- Click on Preview or PDF to display. If you w

## Feedback

Feedback is used by the parents to send the school or student feedback to the school. To open the feeback they can click on Parents Menu --> Feedback

## Fees Collection Points to remember

In brief you can know what all you can see in Fee payment menu. Select Class , Section and Student. You will see left menu as shown below You will see , Student details like Father name, admission no, mobile No. If no payment is made for the student, Pre

## Fully Paid Student

Fully Paid student report display only those student who have paid the complete fee whether it is monthly or annually. It is used to check that which student has paid the complete fee and which student has not paid the fees at the end of academic year. Se

This section is used to assign grade group to classes & subjects. It helps to display grades for particular subjects and classes at the time of marks/grades entry in the Subject Marks menu. In the previous section we added separate grade group class for n

## Grade Wise Fee Structure

Grade Wise Fee Structure is used to view the fee structure as per the fee wise and class wise. Here, you will be able to see the in each class which fees we are collection and what is the amount of each fees. To open this fee structure click on Fee Report

## Grading System

State Report Card CCE Report Card Hall Ticket Accounts Payment Monthly Attendance

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for the first time, you go to options and click on users and

### Logging in as Clerk

To work as Clerk in SchoolAdmin Standard EVD, you must have user name and password created for you by the administrator. And that login must have ROLE_CLERK set. When you login as a Clerk for the first time, you go to options and click on users and change

### Logging in as Manager

To work as Manager in SchoolAdmin Standard EVD, you must have user name and password created for you by the administrator. And that login must have ROLE_MANAGER set.  When you login as a Cashier for the first time, you go to options and click on users and

### Logging in as Readonly

To work as Manager in SchoolAdmin Standard EVD, you must have user name and password created for you by the administrator. And that login must have ROLE_READONLY  set.  When you login as a Read Only user for the first time, you go to options and click on

### Logging in as Superuser

To work as Manager in SchoolAdmin Standard EVD, you must have user name and password created for you by the administrator. And that login must have ROLE_SUPERUSER set.  When you login as a Super user for the first time, you go to options and click on user

### Login into SchoolAdmin

Open Mozilla Firefox browser and type the below url, SchoolAdmin login page will be displayed as shown below. The default URL for accessing the SchoolAdmin Server is http://localhost:8080/SchoolAdmin Enter the user name and password, the default user name

MARKS GRADE "Marks Grade" module help you to define grade for marks. As per CCE (Continuous and Comprehensive Evaluation) there a pattern used to display grade in place of marks. "Marks Grade" helps to assign grades in place of marks. Example;- Percentage

### Material Fee Payment

Once you done with creating Inventory.Now you ready to make payment. Before go to Fee Payment menu in Admin master ,make sure material and material group has to be updated in fee,fee group and fee amount respectively in master as shown below. 1.Fee in mas

### Message

Message: A message should belong to any one of the above Message Type and Template Type. In Message we are using template variables where these template variables will be replaced by the actual values. For GENERAL, GREETINGS, HOLIDAYS. You can use the Fol

### Message Sent Status

Message Sent Status: After sending message, if you wish to see the message or mail logs.MarvelSoft SMS/Email Alerts provides message sent status option. Click on the Message Sent Status in main menu which is highlighted as shown below. When you click on t

### Message Type

Message Type: Message Type is a name of the message group to which a particular message belongs. Here Messages are grouped into following groups:   GENERAL  HOLIDAYS GREETINGS FEEPAYMENTS FEEDUES MARKSCARD GENERAL is a group which has messages that are us

### Messages

Messages: The messages module enables you to add the messages. First click on the Messages as shown below: How to add the message in Messages? 1.  To add the message in Messages, follow the steps below Click on the Add button. You will see a box appearing

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### No Due Certificate

No due certificate is issued to those student for whom the complete fees is paid.  To open this report Goto Student Reports --> No Due Certificate Select class, section and student name( to whom you have to issue certificate) and click on Preview.The repo

### not using 2

### Notice Board

Notice Board is used to display the information to the class. You can provide general information to the complete class. To open Notice Board click on:- PARENTS MENU --> NOTICEBOARD   Once you

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### Other Reports

click on Noticeboard, you will get a window as displayed below

Regular Fee Structure is used to view the all the fee defined for each and every class with a total amount. To view this report click on Fee Report --> Slab Wise Report --> Regular Fee Structure Once you click on Find we will get all the details displayed

## Regular Study Certificate

User can generate Regular Study Certificate on the request from student at the time of leaving school. Click on Regular Study Certificate. You will get the window as shown below. Select Class, Section, Student as shown below Preview Click on Preview, you

## Remarks

Result Comments: "Result comments" section is used to express the comments by Teacher and Principal based on students' performance in any particular Test / Term. These comments are displayed in the report card. Step to follow: Step 1: Go to Grading System

## Report Card Entry
## Reports

Report section is used to check all the information of the school at one place. You can check all the reports under the Student Reports, Fee Reports, Other Reports.Lets see what are the reports that come under each section and how it look like. These are

## Running SchoolAdmin Setup

input field in front of HR/Loan , Insurance, Custom 1, 2, 3, 4 are customizable . The user can input the field na

## SchoolAdmin - Do you want to know it's cababilities?

1. We would prefer printing the receipts on a custom paper size does SchoolAdmin Support it? Yes. In SchoolAdmin you can print receipts on A4, Half of A4 size (A5) and 1/4th of A4 size (A6) and any other size. you can open the receipt template in Open Off

## SchoolAdmin Administrator Guide
## SchoolAdmin FAQ

Ques 1: How to add multiple students at one time ? Ans 1: Adding multiple student can be done by creating a CSV file in which all the details of the student should be there. You can click on IMPORT under Student information, select the class and section i

## SchoolAdmin Home

This is the home of the SchoolAdmin  To help you on your way, we've inserted some of our favorite macros on this home page. As you start creating pages, blogging and commenting you'll see the macros below fill up with all the activity in your space.

## SchoolAdmin Quick Start Guide

1. SchoolAdmin Standard EVD Edition - Feature details and demo 2. SchoolAdmin Standard EVD - Installation video Tutorial 3. SchoolAdmin Standard EVD - Students module setup video tutorial

## SchoolAdmin Troubleshooting Guide

SchoolAdmin - How to access SchoolAdmin Server in the LAN? Follow the steps given in the below document. http://www.slideshare.net/mssoftware/marvelsoft-schooladmin-school-software SchoolAdmin - I feel SchoolAdmin Server is running Slow, when compared to

## Searching Staff Details

Filter on Staff Type User can filter Staff on selecting Staff Type. This helps you to know how many Staff are there in respective Staff type. Hence you can have the Staff report with respect to the Staff Type. Select the Staff Type. Click on Find. You can

## Searching Student details

Class User can Filter Student on Selecting Class. Select the class. Click on Find button. Example : If I Std has Section A and Section B. Filtering on Class will help you to fetch all the students of both Section A and B of Class I Std. Class - Section Us

## Section Wise Bill Detail

Section Wise bill Detail is used to check that which student has paid what fees on which date. Select the class, section and click on Find. The data will be displayed below Click on Export to save it in Excel Format.

## Section Wise Collection

Section wise report is used to check how much fees

you have collected as per each classes section in your school. To check this report, click on section wise report Select Preview or PDF to see the report . If you want to save in Excel format click on Exp

## Send Message

Sending Message: For sending SMS or EMAIL, click on the Send Messages Menu Item as shown below: When you click on the Send Messages, you get the page as shown below: Select the Message delivery type and message template type. Automatically all the templat

## Send SMS and Email alerts

Send Messages Messages Message Sent Status

## Setting Global Configuration

Default Settings is used for setting up the module display as required by your school requirement. You can set up, Click on Default Settings, you will be able to see the window as shown below. Fee Payment Settings The setting which we make in Fee payment

## Settings

In SETTINGS you can make the global settings such as entering school details, bank details and creating academic year. Options -> SETTINGS   The below snapshot shows the different menus available in the Options -> SETTINGS menu. School Master : In this ta

## Slab Wise Fee Structure

Slab wise Fee structure is used to view fee structure based on the the slab created and assigned to the fee group. To create Slab - Creating Slab To open this type of fee structure click on "Slab Wise Fee Structure" under "Fee Structure". Select Slab type

## Slab Wise Report

Slab Wise Report is used to check the fee collection as per the slab you have created. Creating Slab  - To create slab To open this report click on :- Once you click on "Slab Wise report" you will get a window as displayed below:- Select the KV config(Sla

## SMS Settings

For sending the SMS using the software regarding fee payment, birthday wishes, fee due details and custom messages configuration is done here. To configure the SMS Settings. Select Options -> Settings -> SMS Settings. Enter the Gateway URL, Post URL, Bala

## Staff Activity Manager

In this module the user can assign staff to which activity they belong to. Step 1: Goto Activity Book, Click on Student Activity Manager menu Flow to manage Student Activity  Manager Create Activity Group in Activity Book - Activity Group.
Create Activity

## Staff Job Left Report

This report is used to check how many staff has left the job as per staff type. To open this report goto

Other Reports --> Staff Job Left Report Select the Job Type and click on Preview. Once you click on Preview data will be displayed below:- If you want

## Staff Leaving Certificate

This certicate will not only be generated once the staff has resigned from the school. This certificate will be issued when the staff will be leaving from the school and this certificate will contain the joining date. To open this report goto Other Report

## Staff Report

Staff report is used to check the details of staff of your school as per category wise. To open this report goto Other Reports --> Staff Report Select the staff type and click on Preview. Once you click on Preview, the data will be displayed below. Contin

## Staff Salary Report

Salary Report Bank Statement

## State Report Card

Exam Configuration Marks Grades Grade Group Grade Group Classes Report Card Entry Remarks Generate Student Report Card

## Student Activity Manager

In this module the user can assign student to which activity they belong to. Step 1: Goto Activity Book, Click on Student Activity Manager menu Flow to manage Student Activity  Manager Create Activity Group in Activity Book - Activity Group. Create Activi

## Student admitted in Current Academic Year

In this report we can check that how many students are have taken admission in the current academic year. To open this report goto Other Reports --> Student admitted in Current Academic Year Click on Preview. The report will be displayed below If you want

## Student Count Report

Student Count Report displays the student count in each student.It will show boys count, girl count and total no of student per class. To open this report goto Student Reports --> Student count report   Click on Preview to display the report. If you want

## Student ID Card

Student ID card is used to generate the ID card directly from the software.   To create the Student ID card Go to Student Report --> Student ID Card Select Class, Section, Student Name, Orientation and Format. Click on Preview. Once you click on Preview t

## Student Leaving Certificate

Student leaving certificate is used when the student is leaving from the school. To issue this report Student Report --> Student Leaving Certificate Select Class, Section, Student Name and click on Preview. If you want to view the report in PDF or OpenOf

## Student Report

 Student Report displays the class wise complete student information. If you want to check detailed information of all the students of a class then you can

use this report.   To open Student Report go to Student Reports -> Student Report Select Class, Sec

## Student Reports

Student report is related to student information. Whatever details you need related to student we can check it in this reports section. Let check how many reports are there and how it looks. These reports can be modified as per the customer requirement.

## Student Search By Report

If you want to search student wrt to place of birth,DOB, caste then you can check this report. To open this report goto Student Report --> Student Search By Report Select class, section and search by and click on PDF. Search By options Select the option a

## Student Slabs

GOTO Students, select student slabs to assign the student slabs. Assigning Slabs to students helps you to fetch the specific fee amount that must be paid by student. As shown in the example  Fee structure we have different fee amount for new admission stu

## Student(s) Promotion

How to Promote Students to higher class for next Academic Year? Promotions are always done in the descending order. 10th students must be given TC. (10th class becomes vacant)       2. Then 9th students can be promoted to 10th. (9th class becomes vacant)

## Study Cum Conduct Certificate

User can generate Study Cum Conduct Certificate on the request from student at the time of leaving school. Click on Study Cum Conduct Certificate. You will get the window as shown below. Select Class, Section, Student as shown below Preview Click on Previ

## Subject Category

Subject Category is used for grouping the subjects into Scholastic subjects and co-scholastic subjects. This grouping is helpful when we are generating the consolidated report card. The scholastic subjects will be displayed first (ORDER ID for scholastic

## Subject Marks

SUBJECT MARKS is used to enter the marks scored by the students of a class in all the subjects. You enter the marks subject wise (Part A and Part B) for any test (FA) or term (SA) at a particular instance. This section is also used to display marks obtain

## Subject Wise Daily Attendace Report

In this report you can check each and every student subject wise attendance. To check this report click on :- Attendance management --> Subject Wise Daily Attendance Report   once you click on it, Select class, section, date and click on preview or PDF.

## Subject Wise Monthly Attendance Report

In this you can check that how many total classes are there in a month and how many classes student attended in each subject. To open this report click on

:- Attendance Management --> Subject Wise Monthly Attendance Report Once you click on this, Select C

## Switch Academic Year

Selecting an Switch Academic Year  is storing all the data of the current academic year student details.     Once you click on the Switch Academic Year tab the below window will be opened.
Once you click on the Switch Academic Year tab

## System Hardware Requirements

MarvelSoft SchoolAdmin Standard EVD edition requires minimum hardware configuration as mentioned below. Intel / AMD  Single / Dual Core / Core I3 / Core I5 / Core I7 processor System >2GHz Minimum 8GB  RAM Minimum 50GB free disk space Laser / Ink Jet Prin

## System Software Requirements

Windows XP /  Windows 7  / Windows 8  / Windows 10 Operating System SchoolAdmin Installer / CD SchoolAdmin valid License purchased from MarvelSoft Adobe Acrobat Reader 11.0.3 or above Mozilla Firefox 34 or above Java JRE 1.6 - windows x86 (JRE 8 is not su

## T

### Table of Contents

https://www.mschooladmin.com

### TC Report

TC report is used to check the list of students in all the classes who have taken the transfer certificate. To open TC report click on: Student Report --> TC Report Select Class, Section and click on Preview. Once after clicking on Preview the report wi

### Template Name

Template Name: It is the name given to a template or message to identify that particular template.   For Example: In Fee Payments, there are monthly payments, annual payments and term payments. If you wish to send the message for the parents who pay fees

### Template Type

Template Type: Template Type is the way in which you would like to send message to the parents or staff. It can be either SMS or EMAIL. If you wish to send the message through SMS then select the Template Type as SMS. If you wish to send the message throu

### Time Table Report

Time table report menu is used to display the time table for a selected class and section. For any academic year you can define time table for every class. Generating Time table report: Step 1: Go to Options -> Click on Settings -> Click on  Default Setti

### Transfer Certificate

Transfer Certificate is used to generate the TC for a student. How to give TC to student ---> Issue TC

## U

### Update Material Stock

Once you add Material,you can add Stock for that material. Click on Add button to add the stock , on click you will see the below window.      1.Select material from drop-down to add stock for that.    stock data will be displaying which u had entered in

### User Fee Payment Details

User Fee Payment Details show the the collection of fees done by the users for whom you have given the authority to collect the fees. For Example:- If 2 different users are there whom you have authority to collect the fees, then in this module it will sho

### User Guide

### Using Fee Group Type

Annual If you want the fee created in Masters -  Fee to be collected annual. Then create a Fee group  by enabling Annual. Monthly If you want the fee created in Masters -  Fee to be collected monthly. Then create a Fee group  by enabling Monthly. Term If

(Transfer Certificate)   To generate transfer certificate. Go to Student Report --> TC Certificate Select the class, section, student name and click on

### Transport Management
If you're manually planning your school bus routing schedules, there's no way for you to be fully confident that the data you're seeing is accurate and up-to-date. When disparate systems house your important student and driver data, the daily management o

### Transport Manager Reports
Generate Transport Reports , to track  who are student / staff  are traveling in which Vehicle. User can also track how many passenger's are traveling in Transport Vehicle so that they can avoid overloading of the vehicle. Report 1: Report 2:   Report 3:

## V

### Van Fee Report
Van Fee Report is used to check the transport fees. Here you get the report how many students have paid and how many students have not paid. To open this report click on Fee Report -->  Van Fee Report Once you click on this you will get a  window as dis

### View Activity
Reports can be generated for the Activity grouped. This reports will be used for tracking events. Filing up yearly data , Report of students in hostel etc. View on Activity Group: View on Activity Group and Activity:

### Viewing Application Student
Once after adding the application student, to view all the application student click on Student Information --> Application Student Once you click on Application student, you will get a window displayed below:- Select the Class. As per the class selected,

### Viewing student or class wise fees collection details
Go To Admin master, Click on Fee Payment Details You can view the fee payment details of students on class wise, individual student wise. Click on Fee payment details , you will see the below master In the Fee Payment Details table we have hided Payment I

## W

### Working in Options Menu
Move the Mouse Pointer on Options in Header menu of the SchoolAdmin Lite You will get the Option List as shown below. Help Creating Settings Users Logout In this tutorial you will come to know help hand  for working in SchoolAdmin Lite Click on Help You w

### Working in Teacher Login
To work as Teacher in SchoolAdmin Standard EVD, you must have user name and password created for you by the administrator. And that login must have ROLE_TEACHER set. With the  Teacher Role login in SchoolAdmin Standard EVD you can view all the student det

### Working with Accounts
### Working with Master Settings

### Working With Menus
### Working with Staff detail

### Working with Student Information
### Working with Student Records
### Working with Top / Header Menu
User can view the Top menu as shown below. It contains Current Academic Year Dashboard Exporting Reports Working with Widgets Working in Options Menu Academic Year View Current Academic Year Current academic year displays the Academic year in which you ar

### Working with Widgets

## X

## Y

## Z

## !@#$