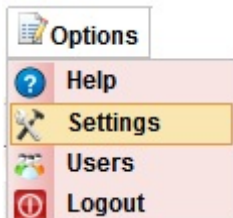


# Creating Settings

## Move Mouse Pointer on Options in Header menu of the SchoolAdmin Lite




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 complete academic year. You must/need not edit Settings once updated unless its required.

Click on **Settings** . As shown in below figure



Once its clicked. User will be able to view below window.

A screenshot of the 'School Details' form in the SchoolAdmin Lite application. The form is titled 'School Details' and contains several input fields for school information. At the bottom left is a logo, and at the bottom right is a 'School Photo' section with an 'Add...' button. A red 'Update' button is at the bottom left of the form area. The tabs at the top are 'School Master', 'Switch Academic Year', 'Default Settings', and 'Themes'.

School Details	
School Name*	MarvelSoft High Schoo
Street Address*	#384 , 19G Main, 1st Block ,Rajajinagar
City*	Bangalore
State	Karnataka
Zip	560091
Telephone No	23322321
Mobile No	9741448445
Email Id	info@marvelsoft.co.in
Website	www.marvelsoft.co.in
Government Aid	
Logout URL	www.marvelsoft.co.in
	<div>School Photo</div> <div> </div>
<div>Update</div>	

In Settings as shown in above figure, we have

- **School Master**
- [Switch Academic Year](#)
- [Default Settings](#)

- [Changing User Interface Themes](#)

School Master

Switch Academic Year

Default Settings

Themes

School Details

School Name\*

MarvelSoft High School

Street Address\*

#384 , 19G Main,  
1st Block ,Rajajinagar

City\*

Bangalore

State

Karnataka

Zip

560091

Telephone No

23322321

Mobile No

9741448445

Email Id

info@marvelsoft.co.in

Website

www.marvelsoft.co.in


Government Aid

Logout URL

www.marvelsoft.co.in

School Photo

+ Add...



Update

Enter all the required information related to school details as shown in above figure.

**Important Note:**

**School Photo/Logo** should be in jpg, gif, png, bmp format . **jpeg** format is not supported.

School Photo/Logo file size must be less than 25KB.

Click on **Add** button inside Add school photo. Select photo / logo from the saved location.

Click on upload. Once its done user will be able to see the photo / logo of the School.

Finally Click on Update button, user will get **Success Message**.

**i Info**

Enter the School details correctly as these details will be printed in **Reports , Receipts generated** from **SchoolAdmin Lite**.