

EDUWIS

Module 1

ACADEMICS

Workflow: Add Section> Add Class> Assign Teacher> Add Subjects>Create Timetable > Promote Students> (for promoting students, students need to be added from the student admission).

Add section -> Academics > section (Same for all in Academics)

*# Assign Teacher -> Only the **admin** can do*

Module 2

STUDENT INFORMATION

Workflow: Add student categories> Student House> Student Admission> Online Admission> Student Details

For Online admission > enable from the system setting in the online admission column

*# Checking the website for online admission: go to **Front CMS> pages.***

Sections:

1. Student Info
2. Parental Login
3. Assign Fee
4. Check Class Report
5. Create Student Categories
6. Add Student House
7. Conduct student admission offline : (Front office > Student Registration)
8. Add Sibblings
9. Online admission
10. Student Details
11. View disabled Student
12. Add a multiclass Student
13. Delete in bulk
14. Disable Reason
15. Guardian Report
16. Student History

Key Icon - for Login Details(upper side)

add field -> Custom Field feature

Online Application -> Mail generation: First, check whether it's enabled or not from the System Settings > mail notification

- **Problem: It took time to generate mail, and the refresh rate was slow during submission.**

- **Barcode generate issue??**

If anything needs to be added to the online admission form field, first go to Custom Field> add as per your choice, but only if you have **permission**.

Assign fee - not in use as the payment gateway is not configured.

Module 3 - ATTENDANCE

Sections:

1. Mark student attendance
2. Check student attendance by date
3. Check the student attendance report
4. Check the student attendance type report
5. Check the class-wise daily attendance report
6. Mark period-wise attendance
7. Add approve leave
8. Check staff (period-wise attendance report)
9. Check the daily attendance report
10. Check student period attendance by date

Student attendance - **Mail will be sent if notification or mail/ sms is enabled.**

Module 4 - Front CMS

Module used to add menu, page, events, media manager, and banner in Eduwis.

Workflow - add menu > menu items> pages> banner images> event gallery> news

1. Configure front CMS by system setting> Front CMS setting enable/ Disable fields like Front CMS, Sidebar, etc.

Select a current theme and save

Problem: The **Save button is not showing**

2. Add menu: front CMS already has two main menus, the button menu is there as a default.

To delete- delete from action

To add : click on add(+) icon present

You can view the menu in the menu list

Problem: The **Menu list is not understood.**

Use of the sidebar also.

3. Add Page: Front CMS> page> (+) add page and save
4. Events: go to Front CMS> events

Add as per ur requirement and select the image and description, and after saving, you can see the event list and hover to check the description.

Problem: The **Event is not showing on the web page, and the image in the event is not showing. Photos Came from where.**

5. *Banner: Front CMS > banner > select the banner u want and save. It will be visible on the webpage.*
 6. *Media manager: Front CMS> Media manager > select image or video link.*
 7. *Gallery >Front CMS, you can get all the photos from the media manager*
- # news will be showing on the login page of the web application*

Module 5 - Front Office

Workflow: Setup Front office> Manage Student admission enq. > add visitor book> phone call> postal dispatch>postal receive> Complain / Concern

1. *Setup - Front office> setup office> purpose> concern > save.*
2. *Admission Enquiry - (+) add > fill all the fields
you can delete the enquiry later.*
3. *Phone call log- you can add a call log in the Front Office and enter all the details.*
4. *Postal Dispatch and Postal Receive (use not understood)*
5. *Concern - add the concern or complaint (who will be having the access to check the concern)*
6. *Student registration- This is only for offline students and they came for seat allotment.*

Module 6 - INCOME

Use for creating opportunities, using existing and new resources to generate revenue that can be added to funding to further a school's objective.

Workflow: Add income head > sub head > income

Check income report: Report > finance > income report

Check income group report: Report > Finance> Group income report

*Search income: You can search the income of the head from the search option in the **Income** module.*

Module7 - Expense

Use for all school-related expenses, the expense is the cost of operation incurred to generate revenue.

Workflow: add expense head> sub head > then later u can search and check the expense report.

- *Only admins and superadmins have the permission to check the income and expense module as of now.*

Check expense report: Report> Finance > Expense Report

Check the expense group Report> Finance> Expense group report

Module 8 - Communicate

Use to add a message posted in Smart School and for information related to email/ sms.

Notice board changes into circular

Workflow: first, we will send the message or email by the notice board, and then send message can be checked on the circular or Email/ sms.

If a student wants to see a circular

Scroll up- down having problem

Notification type change or not

Login credential not working - only it will send on phone no. / mail.

Send SMS also not working

#Add new in circular: goto add button

#SMS and Email Template You can make by checking to SMS template and email template.

Module 9 - Homework

Workflow: Teachers can create homework for their Class-Section after creating homework Teachers can evaluate homework for class-section students who completed the homework or who did not.

ADD homework: Save the homework

Problem: After pasting the link, the upcoming homework disappear at an instinct.

Closed homework: it will be closed if the due date is passed

Daily assignment: The Daily assignment add option is not there to add an assignment.

If any homework is assigned, then the assignment will be shown to the student.

You can evaluate the homework by clicking on the action option

to check the daily assignment report. Go to: report > homework > daily assignment> homework report> homework evaluation report.

Who can see the homework?

Module 10 - Library(only book list and issue_ return in the application) earlier it was add student and staff member.

But now u can add staff from the Staff directory.

Workflow: First we have to Add Books in the library then add import book and then view & search books in Book List.

Book list: we can add a book list from the + icon.

#Issuance: select Grade and section > student who wants the book and can return the book by clicking on the action option.

Check issue, return report, book inventory report, and book due report can be checked from the report> library column.

Module 11 - INVENTORY

Inventory - used to maintain the entire Inventory record, including school uniforms, shoes, any specific book, notebook, sports assets, and many more. The main purpose of this module is to make school equipment tracking easy.

Workflow: first create item categories> create item store> item suppliers > add item > and add stocks. After that, we can issue things to staff and students.

Create item category