



JAFSOFT SCHOOL APPLICATION SOFTWARE
Complete School Application Software –User friendly

User Guide Manual
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- Send Home work to Students and Parents

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-
-

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ADMIN PANEL DASHBOARD

Total Numbers of Students, Teachers, Parents, School Debtors, Attendance for that day at a glance Dashboard holds attendance for showing events

Managing Students

(A) Admit Students

- From Navigation go to student>admit Student
- Fill Up the necessary information
- Save student

(B) Admit Bulk Students

- From Navigation go to student<admit bulk student
- Download the Excel File
- Fill Up the Information
- Select Class
- Upload the Filled Up Excel File
- Save

(C) Student Information

- From Navigation go to student>student Information
- Here you can see student Classes
- If a class has section you can browse student as per class section

(D) Student Mark Sheet

- From Navigation go to Student> Student Information
- Select Class Name or Section Name
- Find particular name of Student
- Click Action
- Click on Mark Sheet for the particular Student

Student Information - class : PRIMARY 2

Add New Student

All Students Section PRIMARY 2A (PRY 2A) Section PRIMARY 2B (PRY 2B) Section PRIMARY 2C (PRY 2C) Section PRIMARY 2D (PRY 2D)

10 per page Excel PDF Print Search

roll	photo	name	address	email	options
		Adeoye Adebimpe	KAKURI, KADUNA	deoyeadebimpe@yahoo.com	Action
		Funmi Adebimpe	KAKURI, KADUNA	funmiadebimpe@yahoo.com	Action
		David Adedakun	Sabo, Kaduna	dauida@yahoo.com	Action
		Segun Adedakun	Sabo, Kaduna	dauidadedakun@gmail.com	Action
		Bimbo Osin	Felele Ibadan	bimboosin@gmail.com	Action

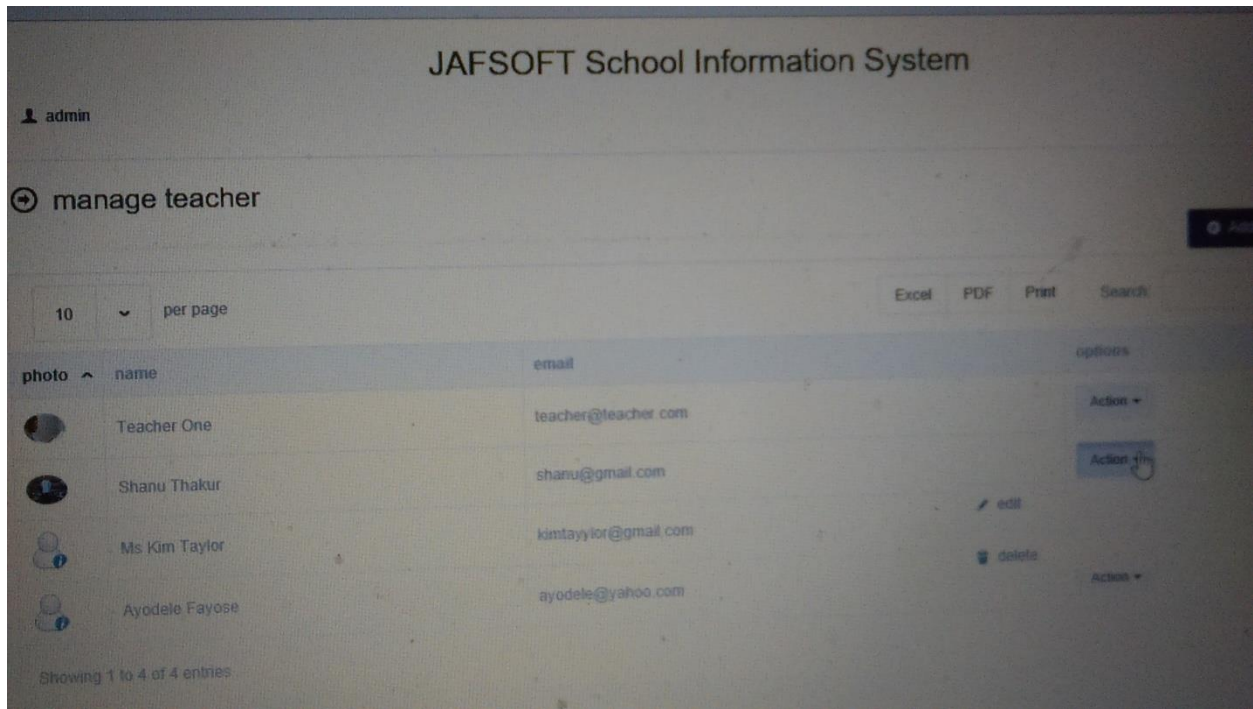
Showing 1 to 5 of 5 entries

Mark Sheet profile edit delete

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Managing Teachers

- From Navigation go to Teacher
- Here you can see List of the Teachers in your School in a Tabular Form
- To add a New Teacher Click the Top Right Button named Add New Teacher
- Fill up the Information
- Save
- For Editing or Deleting Teacher Information click the Action Button assigned to each entry of the table. This will bring two options for editing or deleting click on the required action for either editing or deleting



Managing Parent

- From Navigation go to Parent
- Here you can see List of the Parents in your School in a Tabular Form
- To add a New Parent Click the Top Right Button named Add New Parent
- Fill up the Information
- Save
- For Editing or Deleting Parent Information click the Action Button assigned to each entry of the table. This will bring two options for editing or deleting click on the required action for either editing or deleting

JAFSOFT School Information System

Log Out

admin

All Parents

Add New Parent

10 per page

Excel PDF Print Search

#	name	email	phone	profession	options
1	Pparent One Hassan Usman	parent@parent.com	+234	Doctor	Action
2	Yisa Ibrahim	bhaskar@gmail.com	+234	Self Employed	Action
3	Mrs Esther Adebimpe	eadebimpe@yahoo.com	+234	Doctor	edit
4	Odeneye Adelokun	oadelokun@gmail.com	+234	Banker	delete
5	Madam Iyabo Jimoh	iyabojimoh@gmail.com	+234	Trader	Action
6	Adetutu Osin	adetutuosin@gmail.com	+234	Pharmacist	Action

Showing 1 to 6 of 6 entries

Activate Windows
Go to Settings to activate Windows.

MANAGING CLASSES

- From Navigation go to Class>manage class
- Add New Class and assign a Teacher for each of them
- View the Classes in a Tabular Form
- Edit and Delete Class information

JAFSOFT School Information System

Log Out

admin

manage class

class list add class

10 per page

Search

class name	numeric name	teacher	options
Nursery	N	Teacher One	Action
KG	k	Shanu Thakur	edit
First	1	Teacher One	delete
Second	2	Shanu Thakur	Action
PRIMARY 1	001		Action
	002		Action

MANAGE CLASS SECTIONS

- From Navigation go to Class>manage class
- Add New Class Section and assign a Teacher for each of them
- View the Classes Section in a Tabular Form
- Edit and Delete Class Section information

Manage Subject

- From Navigation go to Subject>Click on any Class of your Choice
- Add New Subject and assign a Teacher for each of them
- View the Subject in a Tabular Form
- Edit and Delete Subject information

Manage Class Routine

- From Navigation go to Class Routine
- View all the Class Routine in accordion
- Add New Class Routine
- Edit and Delete Class Routine information

JAFSOFT School Information System

admin

manage class routine

class routine list add class routine

Class Nursery

SUNDAY			
MONDAY	English (10:30-11:30) ▾	Maths (11:30-12:30) ▾	Drawing (13-14) ▾
TUESDAY	English (10:30-11:30) ▾	Maths (11:30-12:30) ▾	Drawing (13-14) ▾
WEDNESDAY	English (10:30-11:30) ▾	Maths (11:30-12:30) ▾	Drawing (13-14) ▾
THURSDAY	English (10:30-11:30) ▾	Maths (11:30-12:30) ▾	Drawing (13-14) ▾
FRIDAY	English (10:30-11:30) ▾	Maths (11:30-12:30) ▾	Drawing (13-14) ▾
SATURDAY			

MANAGING DAILY ATTENDANCE

- From Navigation go to Daily Attendance
- Select Date and Time and Click Manage Attendance
- This will bring up the Student name and attendance information in a Tabular form
- To Update the attendance Status or for taking the attendance for that particular date of that particular Class Section which you have selected earlier click the button Update Attendance
- Change the status example Present /Absent and save changes

The screenshot shows the 'JAFSOFT School Information System' interface. At the top, it displays the user 'admin' and a 'Log Out' button. The main heading is 'Manage Daily Attendance'. Below this, there are five dropdown menus for 'Select Date' (29), 'Select Month' (september), 'Select Year' (2016), 'select class' (PRIMARY 1), and 'Select Date'. A blue 'Manage Attendance' button is positioned to the right of these dropdowns. Below the dropdowns, the interface shows 'Thursday' and 'Attendance of class 5' for '29-9-2016'. A blue 'Update Attendance' button is centered below this information. At the bottom, a table lists students with their names and status. The table has columns for 'roll', 'name', and 'status'. Two students are listed: 'Bimbo Adetakun' and 'Ayodele Jimoh', both with a 'Present' status. A watermark 'JAFTECH' is visible diagonally across the bottom left of the image.

roll	name	status
	Bimbo Adetakun	Present
	Ayodele Jimoh	Present

MANAGING EXAMS

EXAM LIST

- From Navigation go to Exam>Exam list
- Add an Exam for all
- Edit and Delete Exam

JAFSOFT School Information System

admin Log Out

manage exam

exam list + add exam

10 per page Search

exam name	date	comment	options
Final Term 2	04/01/2016	T2	Action
Mid Term 1	11/01/2015	T1	edit delete
Unit Test 1	08/01/2015	UT1	Action
Unit Test 2	09/01/2015	UT2	Action
Unit Test 3	01/01/2016	UT3	Action
Unit Test 3	02/01/2016	UT3	Action

Showing 1 to 6 of 6 entries

EXAM GARDES

- From Navigation go to Exam>Exam Grades
- Add an grades for all
- Edit and Delete grades

JAF TECHNOLOGI

JAFSOFT School Information System

admin Log Out

manage grade

grade list add grade

10 per page Search

#	grade name	grade point	mark from	mark upto	comment	options
1	A+	100	76	100	Distinction Marks	Action
2	A	80	61	75	First	Action
3	B+	60	46	60	Second	Action
4	B	40	35	45	Third	Action
5	F	0	0	34	Fail	Action

Showing 1 to 5 of 5 entries

EXAM MARKS

- From Navigation go to Exam>manage marks
- Select Exam Class and Subject and click manage marks for changing or updating a student mark
- This will bring up the form for updating the student mark for that particular subject
- Enter the Mark and Click Update

JAFSOFT School Information System

admin Log Out

manage exam marks

manage marks

select exam select class select subject

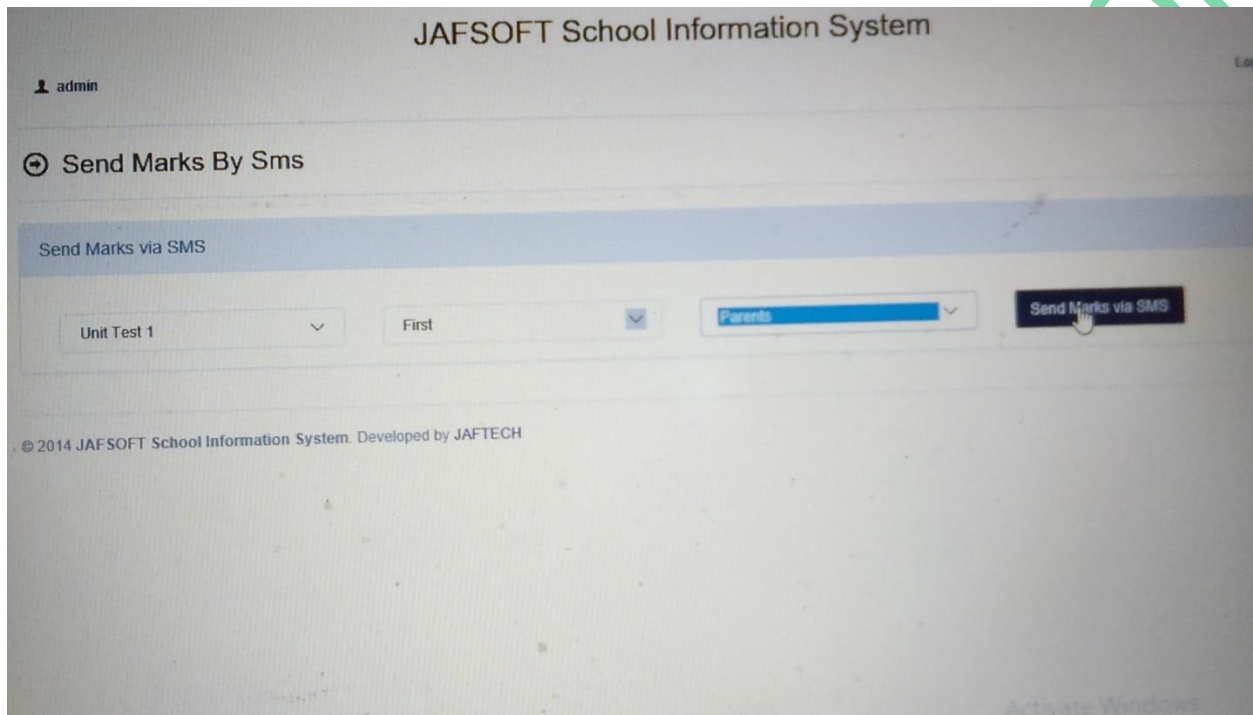
class Unit Test 1 Class First English manage marks

student	mark obtained(out of 100)	comment
ASHISH G. GANORKAR	90	
ASHISH PATEL	89	
BHUSHAN N. YELLURE	60	

Activate Windows
Go to Settings to activate Windows.

Send Exam Marks by SMS to Parents

- From Navigation go to Exam>send marks by SMS
- Select Exam Class , Class Section receive (student parent)
- Click the button send marks by SMS
- This will send SMS with the Mark for that Exam you have selected if a SMS Service is already activated through MTN/GLO/ETISALAT etc



MANAGING PAYMENTS

- From Navigation go to Accounting>Create Student Payment
- Add Invoice and take Manual Payment multiple times under the same invoice via Mass Invoice
- If a payment is due an option for taking the payment by Cash is available
- Edit or Delete invoice if appropriate

JAFSOFT School Information System

admin Log Out

Create Student Payment

Create Single Invoice Create Mass Invoice

Invoice Informations		Payment Informations	
class	PRIMARY 2	Total	7000
student	Adeoye Adebimpe	payment	6000
title	Payment	status	Unpaid
description	School Fees	Method	Cash
date	09/29/2016		

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Student Payment

- From Navigation go to Accounting>student payment

- Here you can see all income for your school that means school fees paid in tabular form with their payment time and Amount

JAFSOFT School Information System

Take Payment

Total Amount	500
Amount Paid	400
Due	100
payment	Enter Payment Amount
Method	Cash
date	

Take Payment

View Invoice

- From Navigation go to Accounting>student payment
- Here you can see all income for your school that means school fees paid in tabular form with their payment time and Amount
- Click on Action from here click on option #2 to view invoice of this options 1) Take Payment, 2) View Invoice, 3) Edit, 4) Delete
- Click on Option 3 to Edit if appropriate
- Click on Option #4 to Delete if appropriate

JAFSOFT School Information System

admin

manage invoice/payment

invoice/payment list add invoice/payment

10 per page Search

student	title	Total	paid	status	date	options
Adeoye Adebimpe	Payment	7000	6000	debtor	26 Sep,2016	Action
Adeoye Adebimpe	Payment	7000	6000	debtor	26 Sep,2016	Action
Adeoye Adebimpe	Payment	7000	6000	debtor	26 Sep,2016	Action
Adeoye Adebimpe	Payment	7000	6000	debtor	26 Sep,2016	Action
Adeoye Adebimpe	Payment	8000	6000	debtor	26 Sep,2016	Action
Timbo Adalaturu	Payment	7000	5000	debtor	22 Sep,2016	Action

Expenses

- From Navigation go to Accounting>expenses
- Click on the button Add New Expenses to add expenses for the school
- Edit or Delete Them

admin Log Out

Expenses Add New Expense

10 per page Excel PDF Print Search

#	title	Category	Method	amount	date	options
1	Payment	Classroom Equipments	Cash	6000	22 Sep,2016	Action
2	jan sal	Teacher Salary	Check	13000	05 Jan,2016	Action

Showing 1 to 2 of 2 entries

edit delete

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Activate Windows
Go to Settings to activate Windows

JAFSOFT School Information System

➤ Add Expense

title

Category

description

amount

Method

date

Clos

Add Expenses

Expense Category

- From Navigation go to Accounting>expense Category
- Add Expense Category
- Edit or Delete them of appropriate

Expense Category

10 per page

Excel PDF Print Search

#	name	options
1	Teacher Salary	Action
2	Classroom Equipments	Action
3	Classroom Decorations	Action
4	Inventory Purchase	Action
5	Exam Accessories	Action
6	Computer	Action

Showing 1 to 6 of 6 entries

Activate Windows
Go to Settings to activate Windows

MANAGING BOOKS

- From Navigation go to Library
- Add Books
- Edit or delete them if appropriate

JAFSOFT School Information System

admin

manage library books

book list add book

10 per page Search

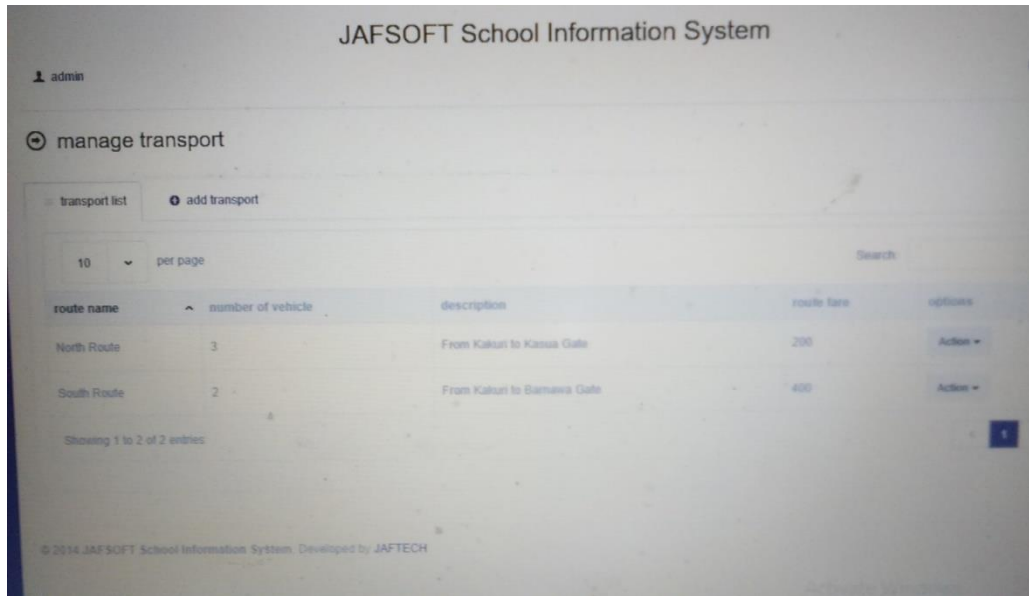
#	book name	author	description	price	class	status	options
1	Computer Studies	Joseph Folorunso	Advanced acaomputer Studies	100	SSS3	available	Action
2	Mathematics calculations	Omololu Olunloyo	All basic maths calculations	350	First	available	Action

Showing 1 to 2 of 2 entries

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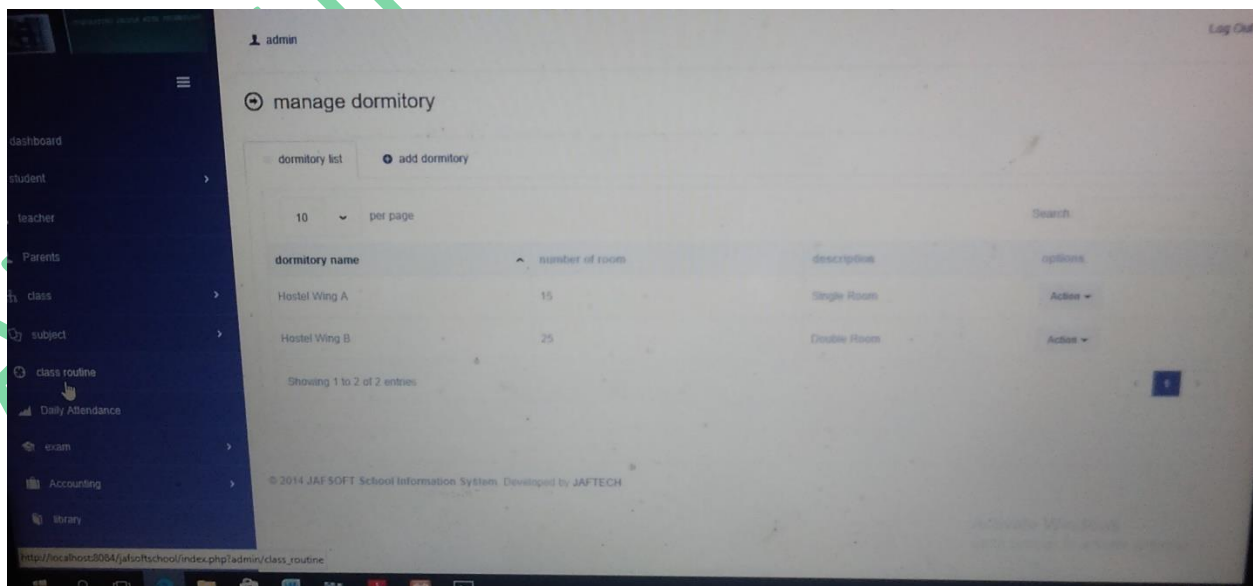
MANAGING TRANSPORT

- From Navigation go to Transport
- Add Transport Information
- Edit or Delete them



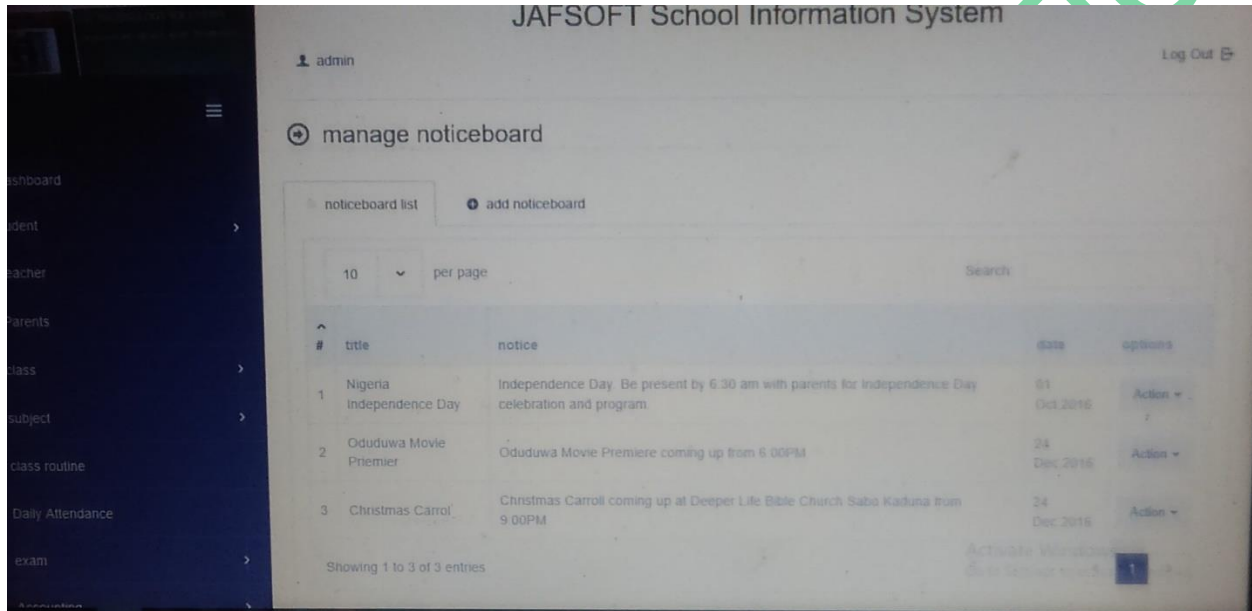
MANAGING DORMITORY

- From Navigation go to Dormitory
- Add Dormitory Information
- Edit or Delete them



Managing Noticeboard

- From Navigation go to Noticeboard
- Add Noticeboard Information
- For Selecting the information on the Noticeboard to all Students and Parents by SMS select yes while creating the notice
- Edit or Delete them



GENERATING ADMISSION MESS/PRIVATE MESSAGE

- From Navigation go to Message
- Admin can send Messages to all Users
- For sending Messages select User or Recipient and Type message like you will type message from your compose in email
- You can see all messages sent from you or to you as in sent message folder or in coming message folder in your Gmail account
- Edit or Delete them

SYSTEM SETTINGS

- From Navigation go to settings > general settings
- You can change basic system settings here or select language
- You can upload your School Logo from here

THEME SETTINGS

- From Navigation go to settings > general settings
- On the right of the page there is a panel named theme settings
- You will find several skin option for your application
- Select your desired one to make changes

SMS SETTINGS

- From Navigation go to Setting>sms setting
- Here you will call on MYN/GLO for Bulk sms Services contract
- You have to activate a service first
- Then put the Necessary information for Services
- Visit your choice of carrier website for services

LANGUAGE SETTINGS

- From Navigation go to settings> language setting
- Add new phrase for a particular Language
- Add New Llanguage

ACCOUNT SETTINGS

- From Navigation go to account
- Change basic account information
- Update your password
- Change Profile Image

TEACHER PANEL

DASHBOARD

Total Numbers of Students, Teachers, Parents, School Debtors, Attendance for that day at a glance
Dashboard holds attendance for showing events

MANAGING STUDENTS

Admit Students

- From Navigation go to Student>admit student
- Fill Up the necessary Information
- Save Student

Student Information

- From Navigation go to Student>student information
- Here you can see the student class wise
- If a class has section you can browse the student as per class sections

Student Mark Sheets

- From Navigation go to Student>student mark sheet
- Here you can see all the student marks class wise
- If a class has section you can also see them along with class

STUDY MATERIALS

- From Navigation go to study material
- See the study material uploaded
- Add new study material
- Edit /Delete them

MANAGING DAILY STUDENTS ATTENDANCE

- From Navigation go to Daily Attendance
- Select Date and Time and Click Manage Attendance
- This will bring up the Student name and attendance information in a Tabular form
- To Update the attendance Status or for taking the attendance for that particular date of that particular Class Section which you have selected earlier click the button Update Attendance
- Change the status example Present /Absent and save changes

STUDENT PANEL

DASHBOARD

Total Numbers of Students, Teachers, Parents, School Debtors, Attendance for that day at a glance
Dashboard holds attendance for showing events

CLASS ROUTINE

- From Navigation go to class routine
- View the Class Routine of the logged in Students

EXAM MARKS

- From Navigation go to exam>manage marks
- Select exam and Subjects
- See the marks for the selected exam in the selected subject

STUDY MATERIALS

- From Navigation go to study material
- See all the uploaded study Materials for your class
- Download the Materials

PAYMENT PAY WITH PAYMENT ENGINE

- From Navigation go to Payment
- See the list of Invoices
- Pay online with ATM CARD for the unpaid invoices

COMMUNICATE WITH TEACHERS/ADMIN

- From Navigation go to Message
- Send new message to Teacher and Admin/Principal
- Read incoming Messages and outgoing Messages

PARENT PANEL

DASHBOARD

Total Numbers of Students, Teachers, Parents, School Debtors, Attendance for that day at a glance
Dashboard holds attendance for showing events

CHILDREN MARKS

- From Navigation go to exam marks
- See the marks of your children individually
- One Parent can have multiple children in the school

PAYMENT

- From Navigation go to exam>payment
- View the invoice of your children individually
- Make Payment online with Payment Engine

CLASS ROUTINE

- From Navigation go to class routine
- Get the Class Routine for each of your child separately

MESSAGING

- From Navigation go to Message
- Send new message to Teacher and Admin/Principal
- Read incoming Messages and outgoing Messages

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