JAF TECHNOLOGY SOLUTIONS

INTEGRATING PEOPLE WITH TECHNOLOGY

JAFSOFT SCHOOL APPLICATION SOFTWARE
Complete School Application Software –User friendly

User Guide Manual
 www.jaftechsolutions.com
Index Content

(D)   Parent Panel
- Get Children Marks
- Get Children Payment Invoice
- Pay Children School Fees online
- Get Children Class Routine
- Messaging with Teachers and School Administrator/Principal
- Provide Study Material/Files to Students
- Obtain Child/Children Study Materials from Teachers

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

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 Buttonassigned 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
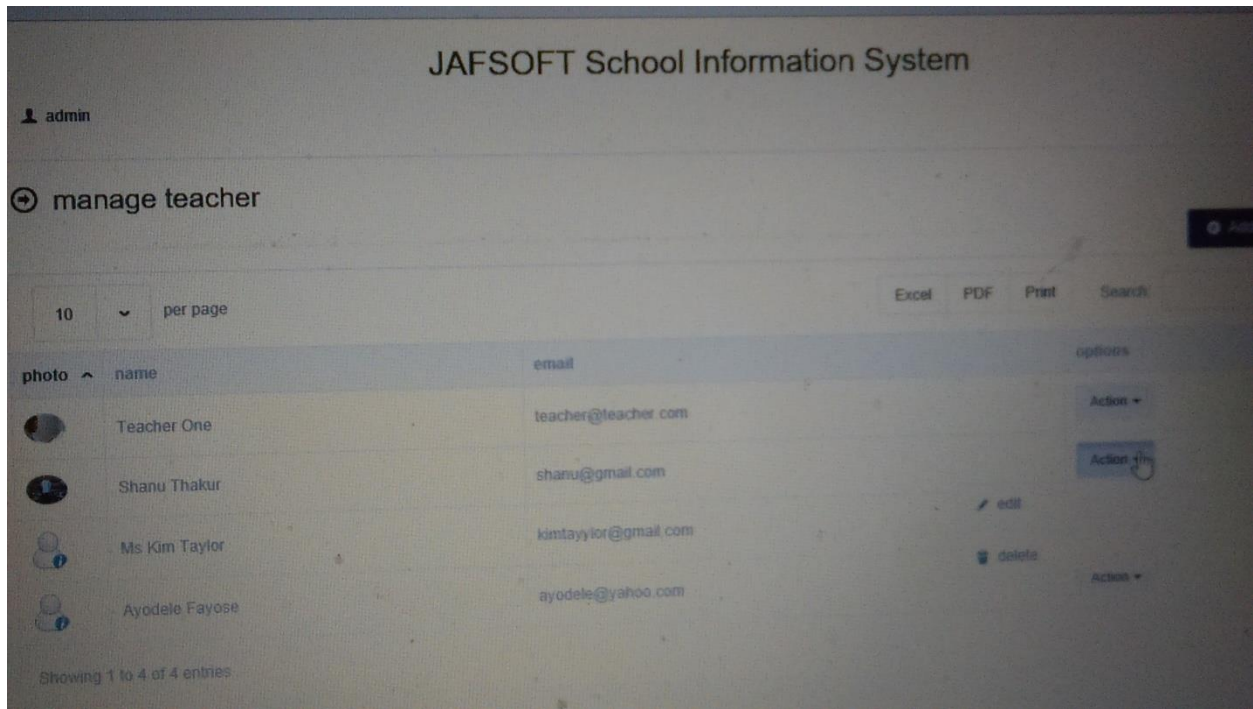
Managing Parent

- 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

👤 admin

◉ All Parents

● Add New Parent

		Excel	PDF	Print	Search

10 ▾ per page

# ⌃	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 ▾
					✏ edit
3	Mrs Esther Adebimpe	eadebimpe@yahoo.com	+234	Doctor	🗑 delete
4	Odeneye Adelakun	oadelakun@gmail.com	+234	Banker	Action ▾
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

1

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

admin

manage class

class list   ● add class

Search

10 ▾ per page

⌃ class name	numeric name	teacher	options
Nursery	N	Teacher One	Action ▾
KG	k	Shanu Thakur	✏ edit
			🗑 delete
First	1	Teacher One	Action ▾
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

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

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
Unit Test 1	08/01/2015	UT1	🗑 delete
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

JAFSOFT School Information System

admin

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

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admin

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	

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
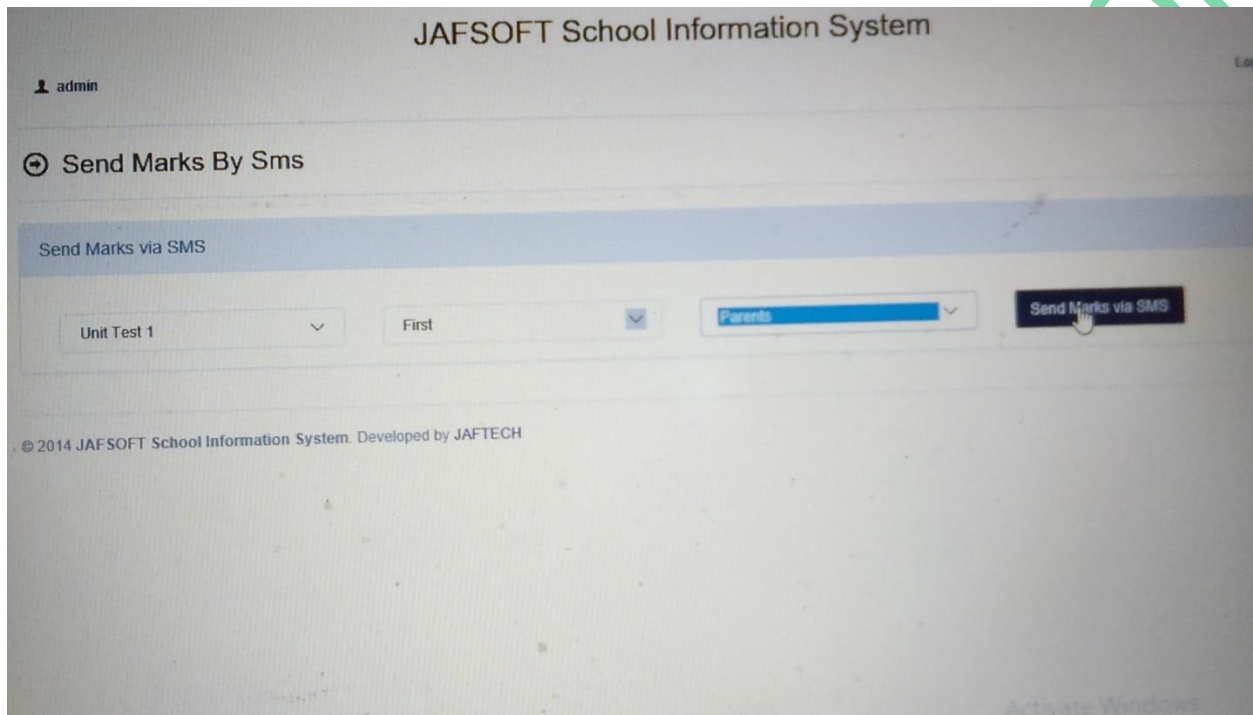
MANAGING PAYMENTS

- 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

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

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

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 ▾
Bimbo Adelakun	Payment	7000	5000	paid	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 ▾
						✎ edit
						🗑 delete

Showing 1 to 2 of 2 entries

1

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Activate Windows
Go to Settings to activate Windows

Add Expenses

Expense Category

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

Expense Category

#	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

MANAGING BOOKS

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

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👤 admin

manage library books

book list   ⊕ add book

#	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

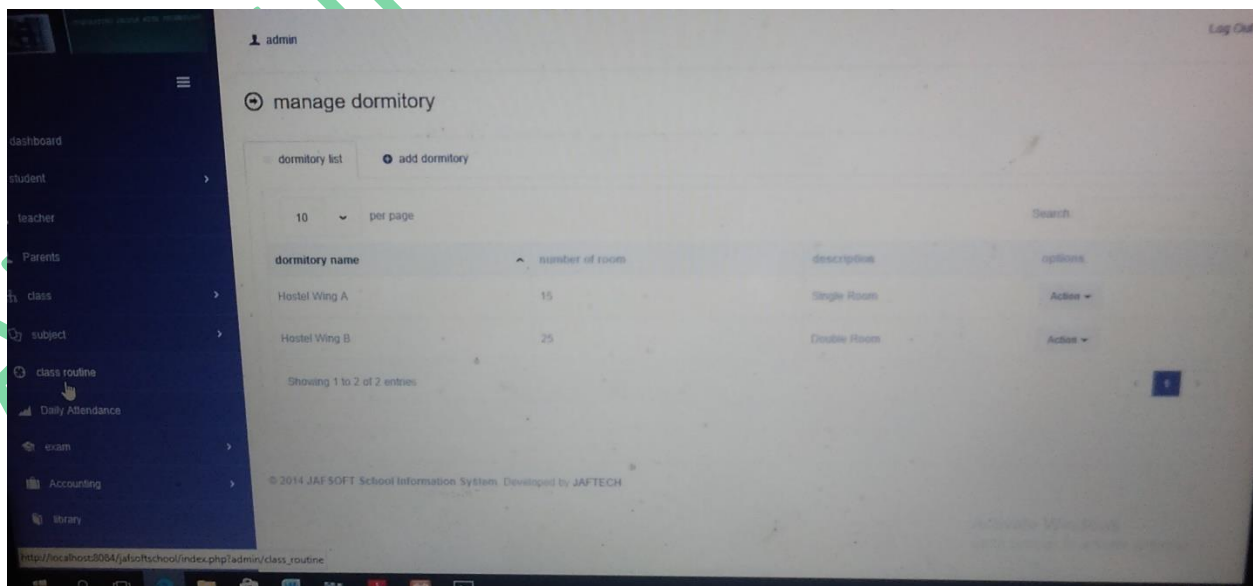2014 JAFSOFT School Information System. Developed by JAFTECH

MANAGING TRANSPORT

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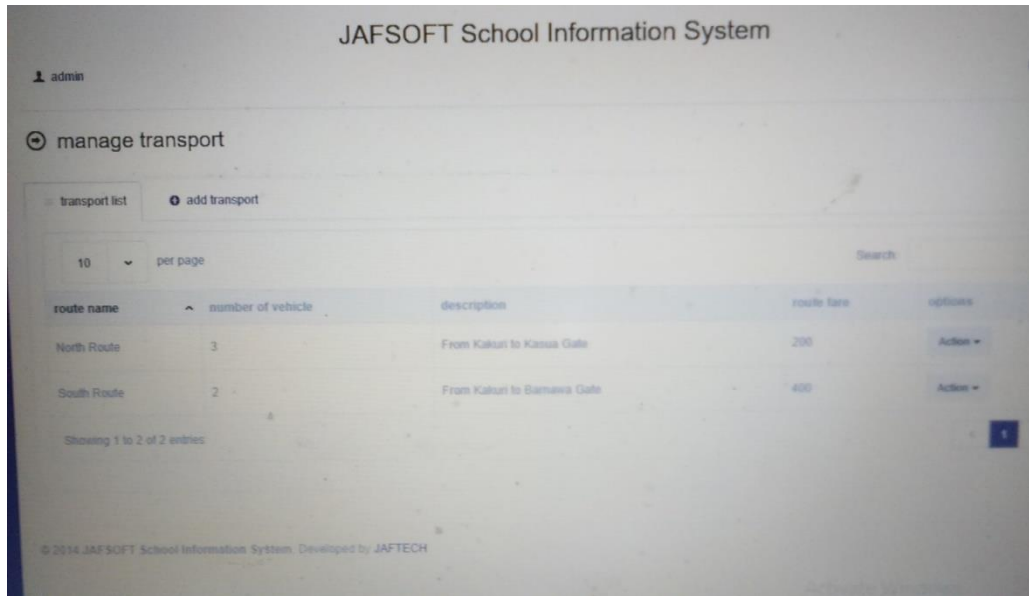
MANAGING DORMITORY

- 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 yest while creating the notice
- Edit or Delete them
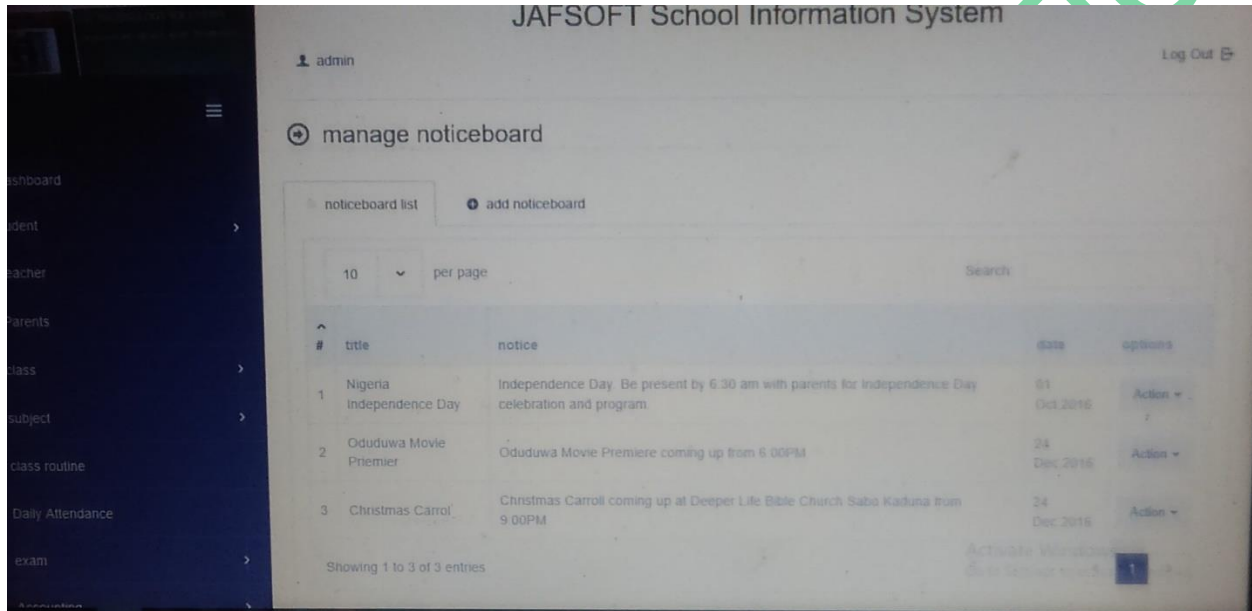
GENERATING ADMISSION MESS/PRIVATE MESSAGE

- 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 tosettings> 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