2016
AMS BASICS

IT Department
APSACS SECRETARIAT
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INTRODUCTION

APSACS MANAGEMENT SYSTEM

Following are the modules that are currently implemented in the software

- Maintenance of Student Record
- Maintenance of Employee Records
- Maintenance of Finance /Accounts Records
- Result Generation and Compilation
- Library Management System
- Management of Leave Records
- Online Attendance
- Lesson Planner
- Time Table manager

LINK FOR AMS

http://apms.pk
Chapter 1: SCHOOL DBA

ROLES OF SCHOOL DBA

- **ACCOUNT CREATION:**
  - **STEP 1:** username and password of your DBA.

After logging in to the software you will create accounts for different roles i.e. school admin, teachers, principal, accounts etc.

For example
Username: Aps@123  Password: Aps@124

ADD button. It will create the user name and password.

Lost your password?

Retrieve Password

Enter your user name

Enter your email address

Enter your DOB: MM-DD-YYYY

Enter your CNIC

Retrieve Password  Cancel  Go to Login
Want to delete account?

ADD Section:

STEP 2: Go to DBA-> Administrator -> Sections
Create Sections page will be displayed. Here you will add sections of the schools one by one. For example if you have maximum five sections of each class from A-E. You will write A in the field and press ADD button. Similarly add others. Sections can be named with colors, names, and alphabet. Add here one by one.

ADD Classes

STEP 3: Go to DBA-> Administrator -> Classes
After adding the sections second step is to add classes. Enter the name of the class in class name field. Select the section code of the class you have added earlier. Press ADD button after adding in the required information. You can search the class by clicking on the search image or by class name as well.
ADD Designation

STEP 4: Go to DBA-> Administrator -> Designation
Add the designations like Doctor, Engineer, Civilian, Armed force serving, Armed Force retired, Officers serving Navy, others etc. It will help you in selecting the right option in the student information form and accounts.

ADD Disease Info

STEP 5: Go to DBA-> Administrator -> Disease info
Enter the name of diseases in forth step. For example Chicken Pox, Malaria, Typhoid etc Write the name of disease in the field and press ADD button

Chapter 2: SCHOOL ADMIN AND TEACHER
# ROLES OF SCHOOL ADMIN

- **Student Admission Form**

When DBA will enter all the above information role of admin will be start. User will login from the user name and password made for the admin for entering the data of students and teacher. Open Student Admission form.

**Go to School -> Student ->Admission -> Admission form**

Click on the admission form link. This form will open and you have to enter all the required information in the required field and required format.

<table>
<thead>
<tr>
<th>DBA</th>
<th>Apsacs Sectt</th>
<th>RC Office/Formations/Principal</th>
<th>School</th>
<th>Download/Upload</th>
<th>About APSACS</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Choose File] (No file chosen)</td>
<td>[Store Filename]</td>
<td>Please enter “NA” if email is not known</td>
<td>Student Information</td>
<td>Student Health Record</td>
<td>Father Information</td>
<td>Mother Information</td>
</tr>
</tbody>
</table>

There is a special format for which you need to fill all the information. First of all click the **choose file** button. And add the image of the student. Make sure the image file name must be changed every time. If you upload image with same name it will not add the records. Press **Store Filename**. It will store the image into the database. If u don’t have the image of particular student, upload a fake image don’t let it empty it will not save your records.

Open the grid of Student Information by clicking on Student information. Start entering student information. All the information is auto-filled as a sample. Just click on the field in which you want to enter the data. If there is no data for that particular leave it or enter NA.

Enter the File Name of the student or the admission number (from your records). Don’t leave it empty and never enter duplicate numbers in the file number. File numbers must be different for every record entry. Start entering all the other information. If you don’t have any information regarding any field doesn’t leave the space empty. Enter NA

- Enter 00000 if you don’t know the zip code
- Format of date is MM-DD-YYYY
- Format of entering email address is [abc@yahoo.com](mailto:abc@yahoo.com). You can also enter NA, if email is not available.
- Format of CNIC is 37201-2298764-0. Enter 00000-0000000-0 if you don’t know CNIC number
- Format of entering telephone number is +92.33694934. Enter +00.000000 if you don’t know the exact number.

<table>
<thead>
<tr>
<th>DBA:</th>
<th>APSACS Sectt.</th>
<th>Office/Formations/Principal</th>
<th>School:</th>
<th>Download/Upload:</th>
<th>About APSACS</th>
<th>Result</th>
</tr>
</thead>
</table>

**Student Information**

<table>
<thead>
<tr>
<th>Admission Number</th>
<th>File Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Gender</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>MM-DD-YYYY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Place of Birth</th>
<th>Nationality</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>Pakistani</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Religion</th>
<th>Mark of Identification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Islam</td>
<td>NA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Postal Address</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>province</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>Punjab</td>
<td>NA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Zip Code</th>
<th>Permanent Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000</td>
<td>NA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Extra curricular Act / Achievements</th>
<th>Student Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>New</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class to which Admission Req</th>
<th>Group Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>PS</td>
<td>SSC</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Percentage in Last Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Red</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School/College Last Attend</th>
<th>Pick and Drop</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>Personal Car</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School Shift Type</th>
<th>Relation of Pick and Drop person to Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning</td>
<td>NA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NIC of Pick and Drop Person</th>
<th>Emergency Contact Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>00000-000000-0</td>
<td>+92.33694934</td>
</tr>
</tbody>
</table>

Make sure not to leave any empty space behind. Fill all the information into proper format. Now open the grid of student health record. Enter all the information. Similarly fill data in Mother Information, Father Information and Guardian information. After adding up all the information recheck the whole form and make sure that there is no empty space left. Click on ADD button. Message will be displayed of “Saved Record”. If it did not display the message, there must be an error while filling up the form. Recheck the whole form, it must show you the error.
Modify Student Data

Student registration form can be modified.

Go to School -> Student ->Admission -> Modify Student Data

All the student record will be displayed to you. Search the name of the student whom you want to modify the record. There will be a small + sign at the left most corner. Click on the sign. All the student information will be open in grids. Check the field you want to modify or reenter. There will be an edit link at the end of each grid. Click the edit link. It will edit your required field. Re-enter your required information and press the Update link. It will update the record of student in the database.
### Student Profile

**Go to school -> Search record -> Student Profile**

You can search student record in different ways. Click on the checkbox according to your need. If you want to view record by searching class and section, click on Search by Students with Class and Section. Or you can search by student name, file number, father CNIC. Etc. You have links for quick searching available as well. By clicking on Create Student List, you can create list of all the students and export them into excel as well.

**Total no of Students data entered is: 14**

- Search by Student Name Only
- Find by File Number or GR Number
- Search by Father CNIC#
- Quick Search
- Student Left Status
- Create Student List

File Number: NA

Select Class: 8

Select Section: 11th

Enter Student First Name: 

Enter Student Last Name: 

Modify Occupation: Army/Officers

Modify CNIC#: 00000-000000-0

Modify File Number: 

Please enter different name of picture while editing/updating the picture of student
For searching record of a particular student, click the checkbox search by student with class and section. Select particular class and section. And click on the search icon.

**Update Classes and Sections**

**Instruction:**
1. Please check the Search by student check box then either enter the name of student or do not enter student name and press mirror, records will be displayed in either case in the gridview below then select the student names and then the drop down list then select the checkbox update class or select update section, change the class in the drop-downlist or section in the dropdown list and then press update class or update section button which will update the data and finishSectionCode.
2. Please check the Search by Class and Section check box then either enter the name of student or do not enter student name and press mirror, records will be displayed in either case in the gridview below then select the student names and then the drop down list then select the checkbox update class or select update section, change the class in the drop-downlist or section in the dropdown list and then press update class or update section button which will update the data and finishSectionCode.

**Step 1** Enable checkbox to search the record class and section wise

**Step 2** Select Class and Section from dropdown lists

**Step 3** Click on Mirror to view the Record

**Step 4** Select the Record to which you want to update class or section

**Step 5** Select New Class and Section from the lists

**Step 6** Select the checkbox

**Updated class and section**

**Step 7** Click this button and Record will be updated
These are 7 steps showing that how to update sections and classes (if entered wrong).

- **Teacher Information**

<table>
<thead>
<tr>
<th>DBA</th>
<th>Apsacs Sectt</th>
<th>Office/Formations/Principal</th>
<th>School</th>
<th>Download/Upload</th>
<th>About APSACS</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Information</td>
<td>Please enter “NA” if email is not known</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Qualifications and Competencies</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Academic Qualifications</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Courses Taken</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Carrier</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Actions</td>
<td>Add</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Go to School -> Employee -> Teacher Information**

This form will open and you have to enter all the required information in the required field and in required format. Open the grid of Employee Information by clicking on Employee information. Start entering Employee Information. All the information is auto-filled. Just click on the field in which you want to enter the data. Start entering all the other information. If you don’t have any information regarding any field doesn’t leave the space empty. Enter NA. Enter 00000 if you don’t know the zip code. Format of CNIC is 37201-2298764-0. If you don’t know CNIC number enters 00000-0000000-0. Format of entering telephone number is +92-33694934. Enter +00-000000 if you don’t know the exact number. Fill all data into Employee information. After completing the grid open next grid which is Qualifications and competencies, there will be three sub grids in qualification.

- **Academic qualification**
  While adding academic qualifications the format of From Year – To Year will be DD-MM-YYYY. For example: 22-12-2008. For adding more grids click on Add More.

- **Professional courses taken**
  In professional courses taken you need to write in first field whether the training was given or taken by you. Attendance must be in numeric only.

- **Professional carrier**
  Format of service from – service to will be DD-MM-YYYY
  For example: 22-12-2008.
  After finishing up the entire information click on ADD button. If it displays message “Record Saved” your data will be saved. If it doesn’t display recheck the whole form there must be some error in entering the information. Software will notify that field automatically.
  Teacher musts have to make their profile before using the marks entry module otherwise it won’t display any data to the user.
Teacher Profile

Go to School -> Search Record -> Teacher Profile

Here you can search all the employee data. Enter the first name and last name of the required person and click on search image. A grid will be displayed which carries all the information entered. Click on Show Details it will give you the details of academic record and professional carriers as well.
### EMPLOYEE DATA

**Go to School -> Modify record -> Employee Data**

Open employee data page it will display data of all the employees. If there is any mistake in entering the data click on edit link. It will open a pop up window. Where you can reenter all the information and then click on the Save button it will modify your record.
ROLES OF SCHOOL TEACHER

- Define Subjects
  First step is to Login with the username and password of School Admin for accessing Define Subjects module.

  Go to DBA -> Administrator -> Subject

  - Subject Name
    Enter the name of the subject for example English, Urdu, Math, Science etc.

  - Class Name
    Select the class name. It will associate the particular class with the particular subject. You will have to associate every class with each subject one by one.

  - Teacher Name
    Here we associate teacher with the class and subject. Select the teacher name for the particular subject and class. You need to fill the employee information form for availability of teacher name here. If you have not entered the teacher information, drop down list will not show the names.

  - Subject Total marks
    Enter the total marks of the particular subject

  - Remarks
    Give your remarks whether the subject is compulsory or anything you feel like
**Status of Subject**: Select the status Click on Assign to the teacher for assigning the particular subject to the specific teacher. In case you want to update any information, check ‘Update Teacher Class and Subject’. Select appropriate information and click on Update Assign Subject and Class.

In case of wrong entry you can associate and de-associate the subjects.

If subjects are already entered by the DBA then for new teachers you are not required to re-enter the subject name. Instead you can select the check box “**Update Teacher Class with Subject**”. Subject names will be displayed in drop box where you can select the subject and assign them to the teacher and need not to assign the exam type as it is already assigned by the DBA.

Check Enable De-associate, and check the name of subject from the grid (whom you want to de-associate). Click on De-associate. This will de-associate subject from the particular teacher.
Exam Type

First step is to Login with the username and password of School Admin for accessing Exam type module.

Go to DBA -> Administrator -> Exam Type

This section is necessary to fill up for using Exam Module. You must need to fill up all the information

- **Type**
  In type you must select what is the type of exam going through. Whether it class assessments or Exams

- **Sub Type**
  In sub type you will select whether it is Checkpoint1, Checkpoint2, Checkpoint3, Checkpoint4, or class work + assessment etc.

- **Class Name**
  Class name will be displayed in the drop down list. They are the list of classes you have entered earlier. Select the class name.

- **Subject Name**
  Select the subject name for the class you have selected earlier.

- **Total Marks**
  Select total marks of the subject from the drop down list.

- **Set Percentage**

- **Set Percentage**

- **Select the percentage and enter the values accordingly.**
  Select the percentage. Click on Search Section for searching all the data entered.
STUDENTS MARKS ENTRY

Note: Marks entry form will not work without entering student data. First you need to enter student information for working of this module.

Go to School -> Student -> Student Academic Record -> Enter Marks

This is the module for displaying all the exam result. Before you start working on it. First you need to register all the students by entering their data in school admission form

Add student information here: (Go to School -> Student -> Admission -> Admission form)

Before using Exam module following forms must be filled as mentioned in detail above.

Class (Go to DBA-> Administrator -> Classes)

Sections (Go to DBA-> Administrator -> Sections)

Subject (Go to DBA -> Administrator -> Subject)

Exam type (Go to DBA -> Administrator -> Exam type)
In Student marks entry form, first you need to select class/section then select Term Type, Test type, Test sub type. Select the subject from the drop down list. Enter Total Marks, Total Marks Proj/Oral and Tot.Assessed classwork. After filling all sections you should click on “Display students to enter marks” it will display all students of that specific class in a grid.

After filling all check boxes and text boxes click on Display students to enter marks, there will be grid display of all students of that specific class which is selected by you.
there is any Project work, Practical, Oral etc. You will enter them in Total marks Proj / Oral. Assessed CW marks at the end of the term will be entered in Total Assessed CW. At the end of the term Subject specific remarks will be entered in the text box available for the remarks.

After filling up the entire required field, click on Add button. It will save the information for the particular class against all students.

After clicking on Add button be patient because it will take some time to store data of all class at same time.
Personality Development Report

Go to Student marks entry from and click on the link Personality Development Form

Select name of student with respect to class and section. Add information as required by selecting grades from drop down list in study skills, social skills and personality. Click on Add information, this will save data for the current student.

For generating report, click on Generate for single student or generate for all students. It will generate report of PDR.

You can download summary of result reports from here as well. Just click on the appropriate category and download the result. Consolidated result for whole class can also be downloaded from here.
PDR for each student will be displayed like this. You can download this report:

- Click here, it will open a dialogue box; select the format in which you want to save the report. Report will be saved in word or whatever you have selected format. You can take print out whenever you want.

- **Edit Student Marks**

  **Go to School ->Student -> Student Academic Record -> Edit Student Marks**

  If there is any mistake in filling up the marks of the students, you can edit and update the marks record in edit student marks form. Search the name of the students by selecting class and section. Grid will show you all the record. Click on **edit** link to edit the record. A pop up window will open with all the edit record. Edit the marks and close the window. Your record will be updated. You can delete record of the student by simply clicking on the link with update information.
Select class, sections and name. Click on ‘Display Student Data’. It will display grid of selected students. Click on Edit and it will edit the information of the students marks.

Edit information as per requirement and update it. There is also option of delete information. You can delete all unnecessary data.

- **Student Academic Report**
  - Go to School -> Reports -> Academic Report
Here you can see the report format of the result generation. Check if you want to generate report by student name, by percentage, by range of percentage etc. Click the checkbox and then select the information. Select class, section, student name. Enter percentage if you want to see a check the record of students with specific range of percentage. Click on Generate Report button. It will generate the Academic report. Now if you want to save this academic report. Select the format in which you want to save it whether it is word, excel, PDF format. Click on Export Report button, it will automatically save your selected report into your system. You can also print this report directly from here by just clicking on Print Result.

For consolidated reports select class, section and name of the student. Select the Con. First term and click the checkbox Consolidated report. Click on Generate report. It will generate the report.

For creating reports of the results, check the checkbox ‘Show by Student Name’. For classes KG to 7 select ‘KG-7’ and for classes 8 and above select ‘8 and above’.

Select class and section, this will update the names of the students. Select the name of the student.

To save report, click on this icon it will give you option to save file.
Similarly you can save reports of all students by selecting classes and sections. And for all checkpoints and term results select the options and click on generate report. For consolidated result select cons. First term and con. Second term, for classes IV-VIII and for classes I-III select First term I,II,III and Second term I,II,III, click on checkbox consolidated result and after that click on generate results.

Consolidated report will be displayed.
### Comparative Result

Comparative results can also be displayed. This is the graphical report of all the exams result of any particular student. Select class, section and name from the drop down list. Click on Show Graphical Display button. It will display graphs. First graph shows percentage of the results and second graph shows marks obtained in all the sessions. Here you can easily compare all the results and marks of students in each session.

![Graphical Display](image)

### Student Observation Form

**Go to School -> Student -> Student Academic Report -> Student Observation**

Teacher can submit and save the observation of the students. Select the class name, section and student name of your class. In observation field, enter the observation regarding particular student. Click on Button to save the observation.
Result For Parents

Login with user name and password of parent provided by the DBA. DBA must select Student from the user role.

Select Class and Section from drop down list.
For Class 4 and above select complete final and for Classes KG, Prep, 1, 2 and 3 select Complete Final I, II, III and for Matric select Complete Matric.

Enter Father CNIC. If entering mother CNIC, click Checkbox Mother CNIC. If entering Next of Kin CNIC, click Checkbox Next of Kin CNIC.
First of all search the students by entering Father, Mother or Nest of Kin NIC number. To search by Mother NIC please click on the checkbox of NIC and then enter the NIC of Mother. For Father NIC again you need to select the checkbox of NIC and then enter the NIC of Father. After searching the record the grid will display student names, select the student name by selecting the checkbox on the left side inside the grid and then click on View result checkbox.

Grid will be displayed showing student name and ID. Click on the checkbox at the left most corner and after that click on View result checkbox.
Result will be displayed by clicking on View Result checkbox.
Chapter 3: Accounts

STUDENT FEE STRUCTURES

Note: Accounts form will not work without entering student data. First you need to enter student information for working of this module.

Go to School -> Student -> Accounts -> Set fee structure.

Form will open where you can set fee structure for all categories first set Occupation Type select from the drop down list. Select Class name, then set amount for desired occupation. Click ADD button to add it into database. You can search all the categories by click on Search checkbox. This will help you in defining the fee structure for all categories either it is Civilian, Armed forces etc. It will be done only once for every category.

### Monthly Tuition Fee Structure

<table>
<thead>
<tr>
<th>DBA</th>
<th>Apsacs Sectt</th>
<th>RC Office/Formations/Principal</th>
<th>School</th>
<th>Day</th>
</tr>
</thead>
</table>

**Occupation Type**  
Housewife

**Class Name**  
KGR

**Set Amount**  
100

**Actions**  
Add, Update

Go to Search Form

- **CREATE FEE CHALAN**

Now go to School -> Student -> Accounts -> Tuition Fee.

Monthly Tuition Fee form will be opened. First set Issue Date of the bill. Names of students are available in drop down list. Select the desired student name. It will automatically select the father name. Select Class and section of the selected student. Make sure you don’t select the wrong class or section. Tuition Fee will fill automatically by checking the designation of the father. Add all remaining charges and if there is any other charges whose text box is not available in the form, add it into the miscellaneous charges. There is a percent discount on tuition fee. You can set percent discount by selecting “Percent Discount on Fee” form. Click ADD button. It will sum all charges and save in to database.
**GENERATE STUDENT FEE CHALAN**

**Go to School ->Reports ->Fee Challan**

For viewing and taking print of the Chalan form select Fee Chalan report. First of all fill in the name of Bank, in which your school has an account. Select if you want to view fee reports of all students, specific student fee or by student name for specific student fee. Select name of the student for particular student select date according to the format shown beside, Click on generate report. It will automatically generate Chalan form. For generating Fee Challan for all students at a time it will take time to generate the Challan forms. Wait a while until the processing is complete. Do not cancel it. If you want to save the reports, select your desired format either it is word, excel or PDF. Click Export Report Button. It will save the report. Click on print Chalan. File will open in PDF format. Take print if you have printer attached. By selecting Defaulter reports you can have over all view of all the reports and Chalan form.
This is snapshot of sample fee challan. There are three copies of it. It will be one for students, one for office and one for bank respectively. Follow the procedure of sending one copy to bank.
**CHALLAN FORM EDITING:**

Here you modify the challan status after receiving the bank receipt from the bank. Search record by class name and sections. Click on edit field and update.

- **EDIT INFORMATION OR CREATE NEW CHALLAN FORM**

Go to School -> Modify record -> Student Fee

You can edit the challan form if there are any changes to make or you can create new challan form from the existing ones. Click

<table>
<thead>
<tr>
<th>Bill No</th>
<th>Name</th>
<th>Class Section</th>
<th>Bank No</th>
<th>Late Sub</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ed: B4-4a572-2352-4951-9383-9834-bb5a5c0f</td>
<td>Sara Ali Khan A</td>
<td>1 A</td>
<td>NA</td>
<td>NA</td>
<td>0</td>
</tr>
<tr>
<td>Ed: B4-81041101120196-342B-ABCD-9F2C-123456</td>
<td>Sara Ali Khan A</td>
<td>1 A</td>
<td>NA</td>
<td>NA</td>
<td>0</td>
</tr>
<tr>
<td>Ed: A4-401910141182-3492-A9BB</td>
<td>Aman Khan</td>
<td>1 B</td>
<td>NA</td>
<td>NA</td>
<td>0</td>
</tr>
<tr>
<td>Ed: B4-5B23-6579-8726-9F04-123456</td>
<td>Sara Khan</td>
<td>1 A</td>
<td>NA</td>
<td>NA</td>
<td>0</td>
</tr>
<tr>
<td>Ed: B4-30191011-989-450-123456</td>
<td>Sara Ali Khan A</td>
<td>1 A</td>
<td>NA</td>
<td>NA</td>
<td>0</td>
</tr>
<tr>
<td>Ed: A4-4506-450-466-1234-5056</td>
<td>NA</td>
<td>1 A</td>
<td>NA</td>
<td>NA</td>
<td>0</td>
</tr>
<tr>
<td>Ed: BB-59386-513-411F-8965-e77c8d9ea5</td>
<td>Aman Khan</td>
<td>2D C</td>
<td>NA</td>
<td>NA</td>
<td>0</td>
</tr>
</tbody>
</table>

- **EDIT INFORMATION OR CREATE NEW CHALLAN FORM**

Go to School -> Modify record -> Student Fee

You can edit the challan form if there are any changes to make or you can create new challan form from the existing ones. Click
Click on Update Button to make the changes and click on Save Button to create new challan form.
Chapter 4: ROLES OF PRINCIPAL

ROLES OF PRINCIPAL

Principal can perform different tasks. Principal can

- **Grant Leave**
  Go to RC Office/ Formation/ Principal -> Regional Coord -> Grant Leave

  Leave module has been implemented. If teacher or any other employee wants to submit leave online, He/ She will fill the leave form and submit it. For granting the leave open the grant leave form. It will show the leave applications submitted earlier. Just click on GRANT link. It will notify the employer that the leave is accepted.

<table>
<thead>
<tr>
<th>Name</th>
<th>Reason</th>
<th>From</th>
<th>To</th>
<th>Granted By Type</th>
<th>Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Afsa Husein Nangana</td>
<td>Sir i am going for wedding party. Grant me leave</td>
<td>4/23/2012 12:00 AM</td>
<td>4/25/2012 12:00 AM</td>
<td>Pending</td>
<td>Grant</td>
</tr>
<tr>
<td>Afsa Husein Nangana</td>
<td>Sir i am going for wedding party. Grant me leave</td>
<td>4/23/2012 12:00 AM</td>
<td>4/25/2012 12:00 AM</td>
<td>Pending</td>
<td>Grant</td>
</tr>
<tr>
<td>Afsa Husein Nangana</td>
<td>Sir i am going for wedding party. Grant me leave</td>
<td>4/23/2012 12:00 AM</td>
<td>4/25/2012 12:00 AM</td>
<td>Pending</td>
<td>Grant</td>
</tr>
<tr>
<td>Afsa Husein Nangana</td>
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<td>4/23/2012 12:00 AM</td>
<td>4/25/2012 12:00 AM</td>
<td>Pending</td>
<td>Grant</td>
</tr>
<tr>
<td>Afsa Husein Nangana</td>
<td>Sir i am going for wedding party. Grant me leave</td>
<td>4/23/2012 12:00 AM</td>
<td>4/25/2012 12:00 AM</td>
<td>Pending</td>
<td>Grant</td>
</tr>
<tr>
<td>Afsa Husein Nangana</td>
<td>Sir i am going for wedding party. Grant me leave</td>
<td>4/23/2012 12:00 AM</td>
<td>4/25/2012 12:00 AM</td>
<td>Pending</td>
<td>Grant</td>
</tr>
</tbody>
</table>

When you click on Grant leave link, pop up window will open which shows all the previous record of Leave application of the particular employee. If the application is applicable for the leave, select accepted from the Granted drop down list. If the person is not applicable for the leave, select not granted from...
the drop down list. Select the date of acceptance and click on save button. It will send the confirmation notice to the person.

Leave System

Afas-Nusrat Nangana
For Date
4/23/2012 12:00:00 AM
To Date
4/25/2012 12:00:00 AM
Granted
Accepted
Date
Casual Leaves
Total Casual Leaves taken 5
Actual Leaves
Total Actual Leaves taken 0
Halfday Leave
Total Halfday Leaves taken 0
Sick Leave
Total Sick Leaves taken 0
Other Leave
Total Other Leaves taken 0
Save
Cancel

Leave details can also be viewed by the principal. Select your school from the drop down list.

Grant Admission

Go to School -> Student -> Admission -> Grant Admission

Admission can be granted by the principal to any student he/she wants. Admission cannot be approved until principal Grant it. Unless principal grant the admission of the student it won’t show in exam and accounts module.
### Check Student Profile

**Go to School -> Search Record -> Student profile**

Principal can check student profile, if he/she wants to see information of student. Just enter the first name and last name of the student. Grid will display all the information of the specific student.
- **Check Teachers Profile**

  **Go to School -> Search Record -> Student profile**

  Principal can check teacher profile, if he/she wants to see information of employee. Just enter the first name and last name of the employee. Grid will display all the information of the specific person. The information will show the summary of the teacher’s profile which contains basic information regarding qualification, professional trainings, and professional carrier you can search by full name of the teacher.

  ![Teacher Profile](image)

- **Promote Employees**

  **Go to School -> Employee -> Promotion**

  Employee promotion can also be done here. Select the name of the employee. Then select the promotion. Click **Add button** to update the new status of the teacher.

  ![Promotion Form](image)
- **Check the status of Employee**
  Status of employees can also be checked by selecting the region, school and the status either it is transfer case, working employees or Left etc.

- **Transfer Student**
  **Go to School -> Student -> Admission -> Transfer Student**
  This is to transfer all the data of students which are being studied in the particular school and going to transfer to other. Principal can also handle the transfer case of the student. If any student is leaving the school and going to join another APS school principal must have to transfer it from the database as well. Go to the form Student transfer; fill in all the information regarding the student. Click on **ADD button**. It will transfer the student from one school to the other. There are sub links in it for grant admission to transfer case and confirm withdraw or school completion. Here you can approve the transfer case and update the status of any student.

- **Promote Student**
  Student promotion to the next level is very easy step. When final term is finished and the result is displayed the student has to go in next class.
<table>
<thead>
<tr>
<th>Show details</th>
<th>ID</th>
<th>Student_ID</th>
<th>Name</th>
<th>Class</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>86</td>
<td>86</td>
<td>Sh-Za</td>
<td>Samad Zafer</td>
<td>5</td>
<td>AA</td>
</tr>
<tr>
<td>87</td>
<td>87</td>
<td>Sh-Ah</td>
<td>Shabtaw Ahmed</td>
<td>5</td>
<td>AA</td>
</tr>
<tr>
<td>88</td>
<td>88</td>
<td>Sh-Mu</td>
<td>Ahmed Mumtaz</td>
<td>5</td>
<td>AA</td>
</tr>
<tr>
<td>89</td>
<td>89</td>
<td>Sh-AM</td>
<td>Saeeda Sabeera</td>
<td>5</td>
<td>AA</td>
</tr>
<tr>
<td>90</td>
<td>90</td>
<td>Sh-Fn</td>
<td>Shabian Frandeep</td>
<td>5</td>
<td>AA</td>
</tr>
</tbody>
</table>
CHAPTER 5: SECTION HEAD

ROLES OF SECTION HEAD

Section head can perform following tasks.

- **Create Time table**

Go to School -> Time table -> Create/View

Creating time table can be only done by the Section Head. This Grid will be displayed only by selecting the information displayed on the page. First set the number of weeks and date. It will help you in displaying your grid according to the number of teachers and classes. Select the name of the teacher, class, period number, start time of the period and end time of the period. Click on **ADD button**. It will display your selected information in the grid. Now go on adding time table of different teachers in the grid.

- **View Time table**

  You can view timetable as well
- **Grant Leave**
  
  **Go to RC Office/ Formation/ Principal -> Regional Coord -> Grant Leave**
  
  Leave module has been implemented. If a teacher or any other employee wants to submit leave online, they will fill the leave form and submit it. For granting the leave, open the grant leave form. It must be showing the leave applications submitted earlier. Just click on GRANT link. It will notify the employer that the leave is accepted.
When you click on Grant leave link, pop up window will be open which shows all the previous record of Leave application of the particular employee. If the applications are applicable for the leave, select accepted from the Granted drop down list. If the person is not applicable for the leave, select not granted from the drop down list. Select the date of acceptance and click on save button. It will send the confirmation notice to the person.

Leave details can also be viewed by the section head. Select your school from the drop down list.
Teacher Profile

Go to School -> Search Record -> Student profile

Section head can check teacher profile, if he/she wants to see information of employee. Just enter the first name and last name of the employee. Grid will display all the information of the specific person.

<table>
<thead>
<tr>
<th>Name</th>
<th>Father_Name</th>
<th>DOB</th>
<th>CNIC</th>
<th>Address</th>
<th>City</th>
<th>Province</th>
<th>Country_JoinDate</th>
<th>EmpType</th>
</tr>
</thead>
</table>

Student Profile

Go to School -> Search Record -> Student profile

Section head can check student profile, if he/she wants to see information of student. Just enter the first name and last name of the student. Grid will display all the information of the specific student.
### Substitutions

**Go to School -> Time Table -> Substitution**

Section Head can add substitution for the teacher online.
### Substitution Table

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Class</th>
<th>Assigned Class</th>
<th>Free Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Meena Khan</td>
<td>K-5 Yellow</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Select Date Range for Substitution

**From**: 01-01-2009

**To**: 31-12-2009

*Substitution Details for Meena Khan (K-5 Yellow)*

**Free Periods**: 2

**Currently Taking Courses in a Week**: Substitutes 6
CHAPTER 6: LIBRARY MANAGEMENT SYSTEM

- **Categories**

First of all login with username and password of librarian provided by the DBA.

**Go to School -> Library Manager -> Category**

Here you can enter the entire categories of the library books for example English fiction, Urdu fiction, Islamic, History, Science, encyclopedia etc. Click on *Save* button it will add the record. You can search the categories by clicking on the *Search Category* checkbox. It will display all the categories entered by the librarian.

- **Books**

Login with the username and password of librarian

**Go to school -> Library manager -> Books**

Here you can select the category and enter all the related books present in the library and the age level for every book.
• **Issue Books and Receive Books**

**Go to School -> Library Manager -> Issue Book**

There are two people who can login for library manager. First one is librarian and second one is class teacher. Class teacher will enter all the books placed in class library and librarian will add all the library books. When teacher will login he/she has to click on In Class Library. Librarian has to check if it is student or employee before issuing or receiving a book. After selecting librarian has to check whether to issue book or receive book.

• **Library Reports**

The reports of the library can be generated with respect to the number of books and no of Students issued books etc.
The exported data grid can be saved in Word and Excel format, Print out can be taken out as well.
- **Annual Grant**

Records for annual grant and the frequency of buying books as well as donation books handling record can also be maintained.

<table>
<thead>
<tr>
<th>Annual Grant</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Purchasing Committee</strong></td>
<td></td>
</tr>
<tr>
<td>□ Fresh Arrival</td>
<td>Frequency of Purchase</td>
</tr>
<tr>
<td>Fresh Arrivals (Frequency of Purchasing)</td>
<td></td>
</tr>
<tr>
<td>□ Donation</td>
<td>Donated By</td>
</tr>
<tr>
<td>Book Donations</td>
<td>Frequency of Donation</td>
</tr>
</tbody>
</table>

Add Information  Cancel
CHAPTER 7: Regional Coordinator/Formation

- Searching:

Go to Regional Coord -> Searching -> Employee info

<table>
<thead>
<tr>
<th>DBA</th>
<th>Apsacs Sectt</th>
<th>RC Office/Formations/Principal</th>
<th>School</th>
<th>Download/Upload</th>
<th>About APSACS</th>
<th>Download Result</th>
</tr>
</thead>
</table>

Select Region: AADCOMD

Select School: APS DHA

No of trained teachers (Have given training): 4
No of teachers getting training (training talent): 16

<table>
<thead>
<tr>
<th>TeacherID</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tea-1001073120SaRe36346</td>
<td>Safa Rohman</td>
</tr>
<tr>
<td>Tea-10011120115NaKh16346</td>
<td>Nayab Khair</td>
</tr>
<tr>
<td>Tea-101108120120NaKh46347</td>
<td>Nabeela Khali</td>
</tr>
<tr>
<td>Tea-10211411508KUl66346</td>
<td>Karan Alif</td>
</tr>
<tr>
<td>Tea-103103116121SaZaj6347</td>
<td>Saira Zaver</td>
</tr>
</tbody>
</table>

Select Region and Select name of the school. Click on Search icon it will display a grid containing all the information regarding the employees of the school.

Go to Regional Coord -> Searching -> No of Teacher

<table>
<thead>
<tr>
<th>DBA</th>
<th>Apsacs Sectt</th>
<th>RC Office/Formations/Principal</th>
<th>School</th>
</tr>
</thead>
</table>

No of Teachers and Schools in a Region

Select Region Name: AADCOMD
Select School Name:

No of Schools in AADCOMD is:...
No of Teachers in APS DHA

Go to Regional Coord -> Searching -> No of Students

In this form select Region and School name click on retrieve info it will show you number of schools in the region and number of teachers in the particular school.
Go to Regional Coord -> Searching -> No of schools in Region

<table>
<thead>
<tr>
<th>School Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Region Name</td>
<td>AADCOMD</td>
</tr>
<tr>
<td>Select School Name</td>
<td></td>
</tr>
<tr>
<td>No of Schools</td>
<td>No of schools in AADCOMD is:</td>
</tr>
<tr>
<td>No of Teachers</td>
<td>No of Teacher in APS DHAJ</td>
</tr>
<tr>
<td>No of Male Teachers</td>
<td>No of Male Teacher in APS DHAJ 0</td>
</tr>
<tr>
<td>No of Female Teachers</td>
<td>No of Female Teachers in APS DHAJ</td>
</tr>
<tr>
<td>No of Male Students</td>
<td>No of Male Students in APS DHAJ</td>
</tr>
<tr>
<td>No of Female Students</td>
<td>No of Female Students in APS DHAJ</td>
</tr>
<tr>
<td>No of Students Male + Female</td>
<td>No of Male Students Left School 0</td>
</tr>
<tr>
<td>No of Students Male + Female after Leaving School</td>
<td>No of Female Students Left School 0</td>
</tr>
<tr>
<td></td>
<td>There are no students.</td>
</tr>
</tbody>
</table>
CHAPTER 8: SALIENT FEATURES

- **Record of Events**

  Go to School -> Events

  Events related to the school can be updated and keep their records. Events can be your weekly monthly and yearly events which are being performed in the school. For example Parents Day, Sports Day, Annual Function, Art Exhibitions etc. Enter the name of the event in the Event Name field. Select the date of event. Click the Add Event button it will add your event into the database.

  ![Enter Events](image)

  Monthly view of events will be shown in calendar. For searching any event click on the Search Image or enter the name of event in the textbox. It will display grid containing records of all the events. Grid shows RegionCorpsName, SchoolName, Event, and EventDate.

  ![Events Calendar](image)

  ![Events Grid](image)
- **Event Viewer for Parents:**

Parents can view the events created by the school. They have to login with the username and password provided by the school (which is to be created with the role id of ‘Student’)

- **Leave Manager**

  Go to -> School -> Student -> Submit leave

Employees of APSACS can apply for leave online through this software. Login in to the software with your username and password. Go to school option on menu bar. Select Employee from School. There is a submit leave option in employee. Click Submit Leave. Leave application form will be open. Start filling data in the text boxes. First of all you need to select the date. Date from and date to. Then select type of your leave whether you are going for sick leave, casual leave, or annual leave. Then briefly add the reason for taking leave in next text box. In the end select whom you want to send the application. If you are principal you must select RC or formation. And if you are employee then you must select principal or section head. Fill the form. Select **ADD RECORD.** If there is an error page then you must enter your information wrong. Go to back page and enter your information again properly. Select Add record only single time. This will add your information and your leave will be forward to the desired person.

<table>
<thead>
<tr>
<th>Date From</th>
<th>MM-DD-YYYY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date To</td>
<td>MM-DD-YYYY</td>
</tr>
<tr>
<td>Leave Type</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Annual</td>
</tr>
<tr>
<td></td>
<td>Casual</td>
</tr>
<tr>
<td></td>
<td>Annual</td>
</tr>
<tr>
<td>Leave Reason For Leave</td>
<td></td>
</tr>
<tr>
<td>Email To</td>
<td>Principal</td>
</tr>
</tbody>
</table>

- **Attendance**

  Go to School -> Student -> Student academic records -> Mark attendance

1: Please check the Search by student check box then either enter the name of student or do not enter student name and press mirror, records will be displayed in either case in the gridview below. Those students who are/were present in the class select their name and those who are/were absent do not select their names and then press mark attendance button. By doing this all those students whose names were selected their status will be marked as present and those whose names were not selected they will be marked absent.
2: Please check the Search by Class and Section check box then either enter the name of student or do not enter student name and press mirror, records will be displayed in either case in the grid view below. Those students who are/were present in the class select their name and those who are/were absent do not select their names and then press mark attendance button. By doing this all those students whose names were selected their status will be marked as present and those whose names were not selected they will be marked absent.

3: Search the students as mentioned in the step1 or in step 2 then select the Update Attendance check box select the student names and then press the mark attendance button this way the attendance will be updated for that particular day.

4: Search the students as mentioned in the step1 or in step 2 then select the Mark Student Leave check box, select the leave type from the dropdown list select the student names and then press the mark attendant button this way the leave of the student will be marked.

You can view the records of the student attendance. Go to School -> Reports -> Attendance report

- **Lesson Planner**

  Lesson planner nodule is for teachers to make there planners’ online and principal, section head can check them online and give their remarks as well. All the sections in the planner are available here and you have to fill all the sections appropriately. Don’t leave any section blank, Enter NA if there is no such information available
## Teacher Planner

<table>
<thead>
<tr>
<th>Teacher name</th>
<th>Class/see:</th>
<th>Date/day:</th>
<th>MM-DD-YYYY</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Subject:</th>
<th>Resources:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Period:</th>
<th>Topic:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Objectives:</th>
<th>Methodology</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Activities:</th>
<th>Homework:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Success Criteria:</th>
<th>Weekly Eval:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SEH Remarks:</th>
<th>Principal Remarks:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Remarks by Sectt:</th>
<th>Email</th>
<th>Modify/Print Planner</th>
</tr>
</thead>
</table>

- Email

Go to About APSACS -> Email
Users of APSACS management system can also send email. Write email address of other person (u want to send email) and your own email address in TO and FROM textboxes. Write Subject and the detail of email in Body Textbox. U can also attach file up to 1mb. Click on Send Email button to send the email.

- **Location**

You can use Google map to look at the location of every APSACS present in Pakistan
• **Download forms**
You can download application form for students and medical/injury form.

Go to Download/Upload -> Application form

Go to Download/Upload -> Medical form

Go to Download/Upload -> Injury form

• **Picture Album**
You can upload your pictures related to the school and school events,

Go to About APSACS -> Picture Album
**Upload/Download**

Go to ->Download/Upload -> Upload/Download

Section Head can upload or download documents for other schools and APSACS sect. Important file can be uploaded here. They will remain save in your account until you want. If you have received any document from any other school or head office, it will show a dialogue box to view the file received.

Any file uploaded for APSACS Sectt user must choose their region and school name, if the user is uploading the file for other schools then they select the region of other school and other school name after this select the file and click upload.

Note for RCs', DDs': To view first of all select the checkbox "Search" then document type, then designation, then region if regional coordinator is selected or region and school if principal or section head is selected

Note for same school section head and principals: To view first of all select the checkbox "Search" then document type, then designation, then select your region and school if principal or section head is se-
lected (of the same school or other school from other region) and then click on search button. If for example DD Training is selected then you don't need to select the region or school. In the end press the search button.