



OpenEMIS School

User Manual

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1. Getting Started

1.1 Logging In

On the login page, enter your username and password and click Login.

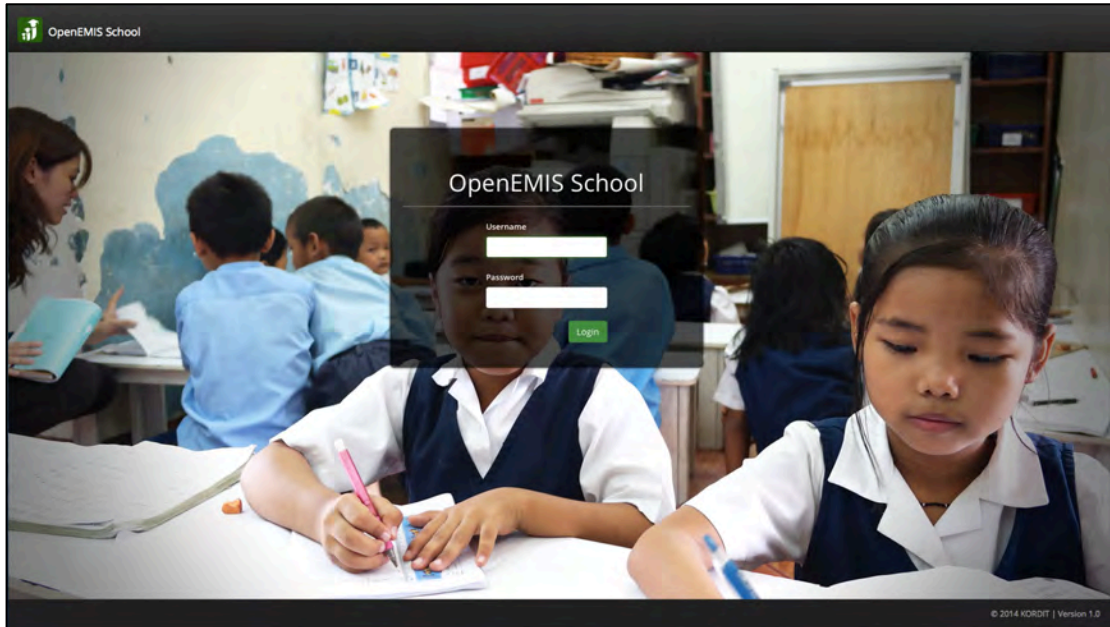


Figure 1 - Login Page

After successfully logging into the system you will be redirected to the main student page as shown in Figure 2.

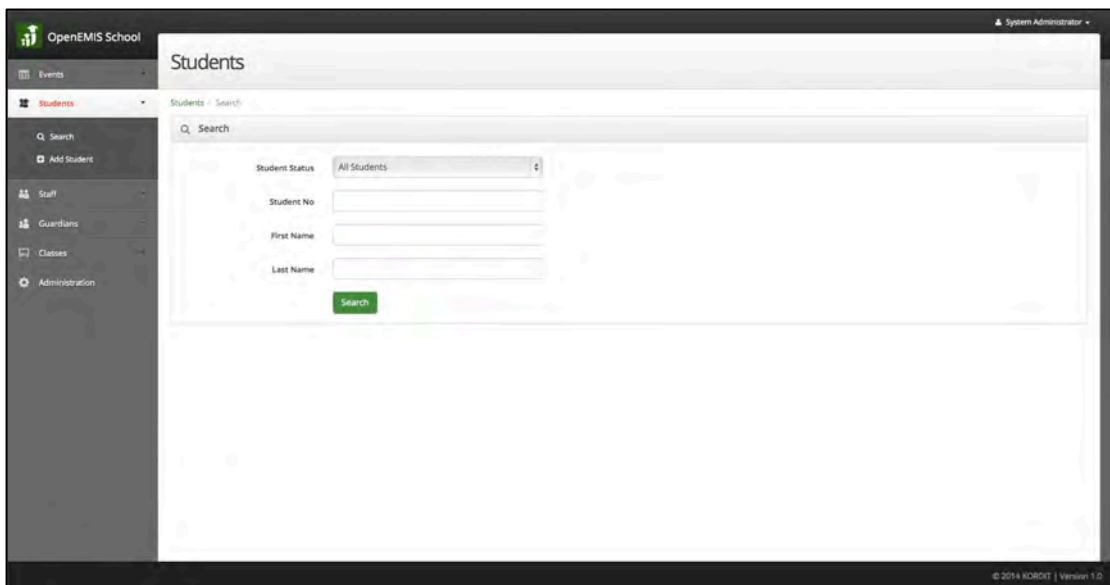


Figure 2 - Student Page

1.2 Logging Out

To logout of the system, navigate your mouse to the top-right hand corner of the page and click on the menu. The menu will indicate which user is logged into the system. From the dropdown menu, select logout.

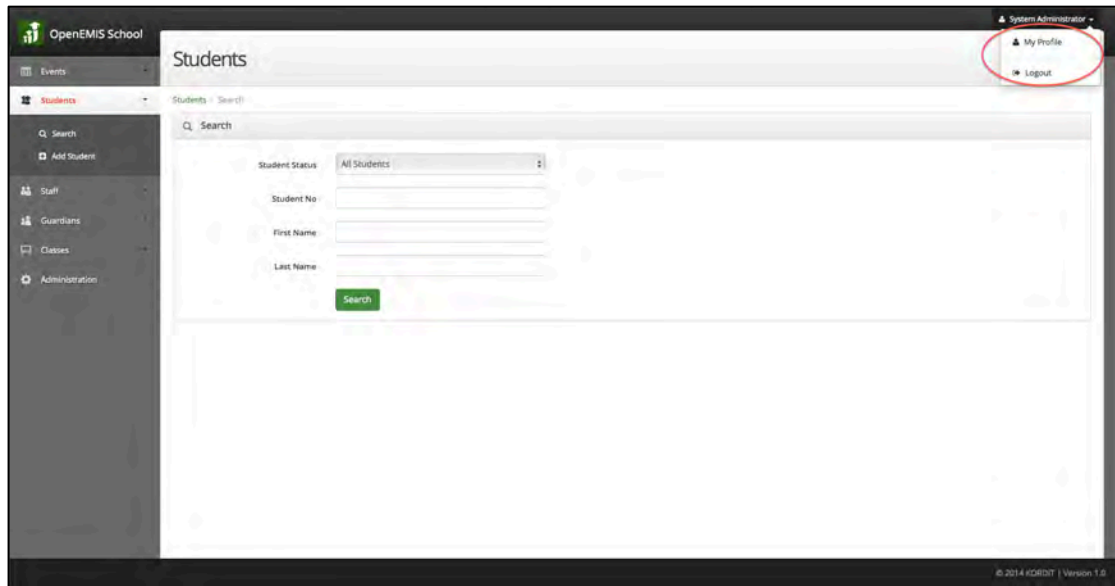


Figure 3 - Student Page (Logout Menu)

2. Navigation

To navigate through the system, use the navigation menu on the left hand side of the page (Figure 4).

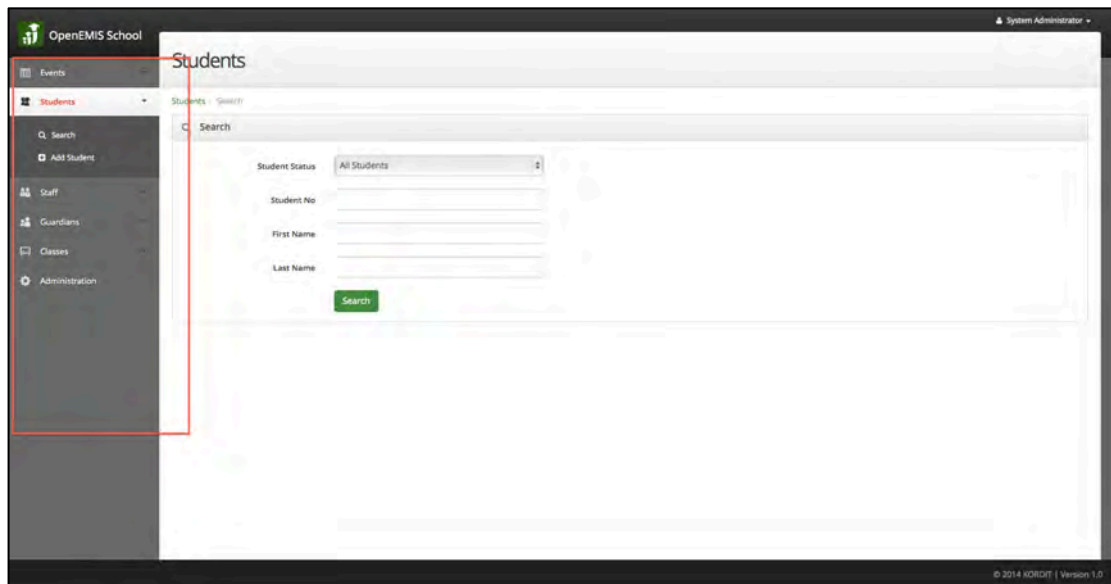


Figure 4 - Student Page (Main Navigation)

2.1 Events

Under the “Events” menu, you can view the list of events that have been scheduled. You may also create new events using the “Add Event” menu shown in Figure 6.

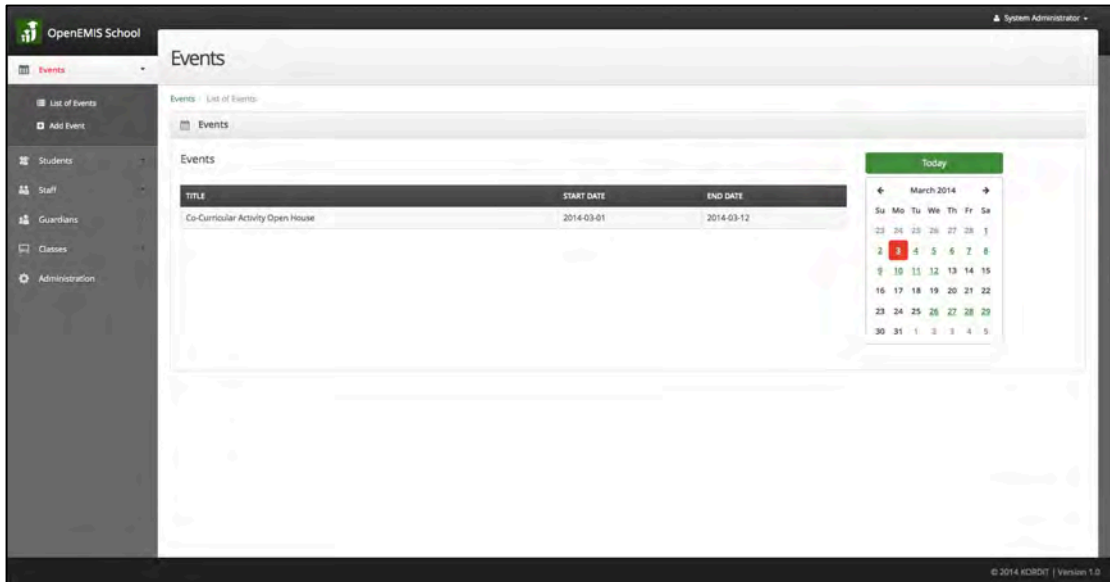


Figure 5 - Events Page

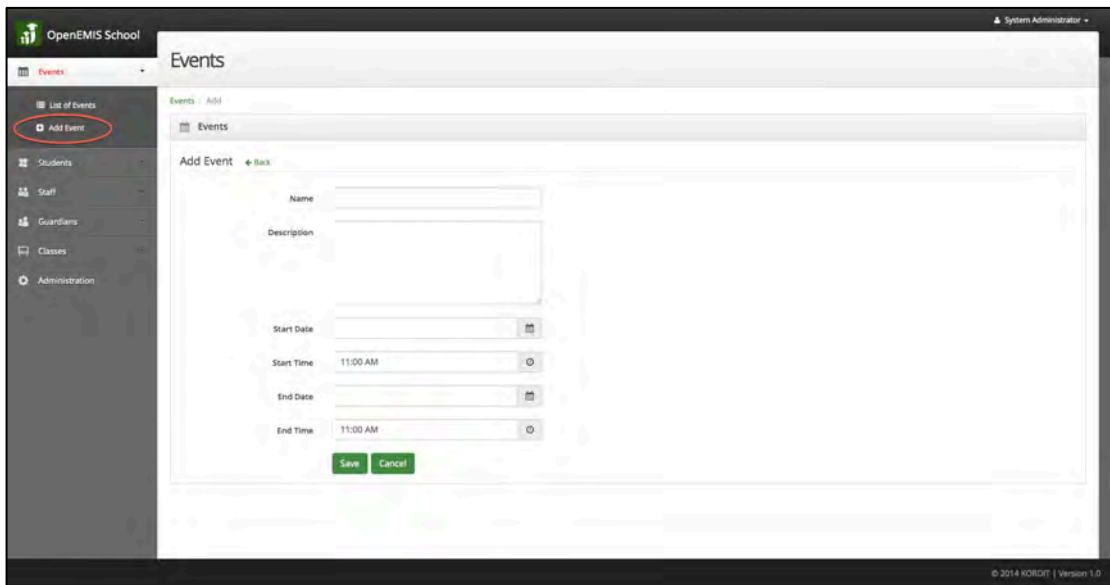


Figure 6 - Events Page (Add Event)

2.2 Students

You can search for a particular student by entering a student number, first name or last name. There is also an option to search for active, inactive or all students in the system.

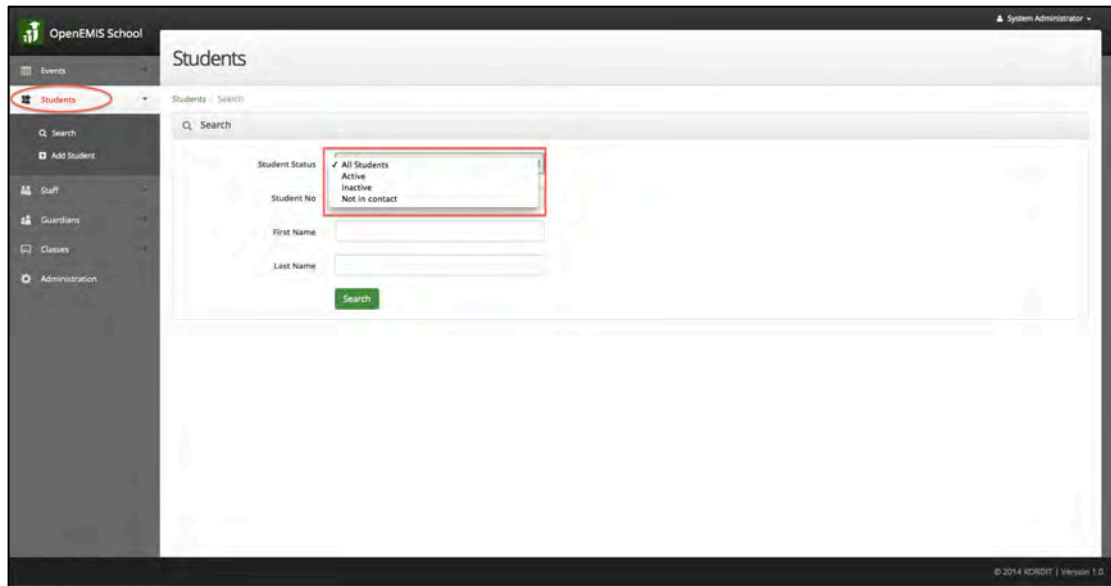
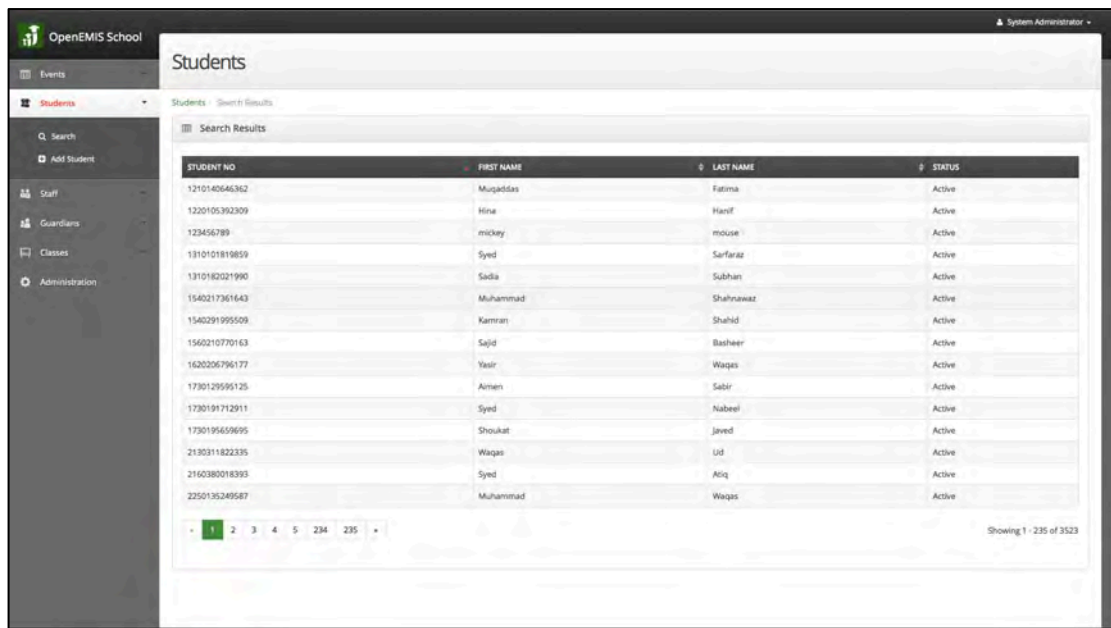


Figure 7 - Students Page (Search)

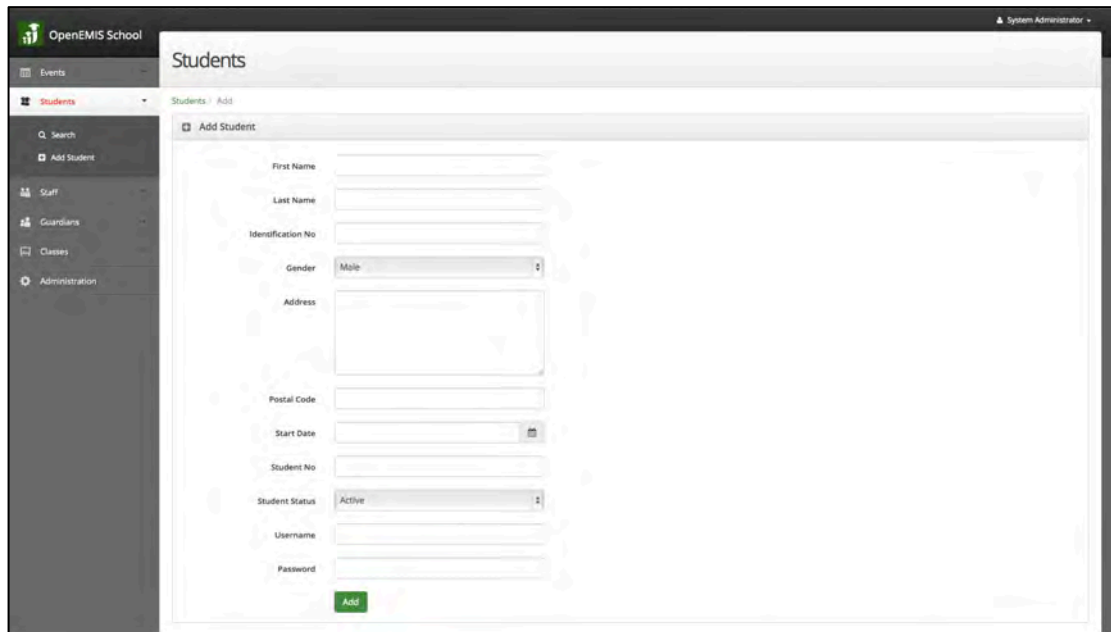
If no search criteria are entered, a list of all students will be displayed.



STUDENT NO	FIRST NAME	LAST NAME	STATUS
1210140646362	Muqaddias	Fatima	Active
1220105392309	Hina	Hassif	Active
123456789	mickay	mouse	Active
1310101819859	Syed	Sarfaraz	Active
131018021990	Sadia	Subhan	Active
1540217361643	Muhammad	Shahnaaz	Active
1540291995509	Kamran	Shahid	Active
1560210770163	Sajid	Basheer	Active
1620206796177	Yasir	Waqas	Active
1730129596125	Ameen	Sabir	Active
1730191712911	Syed	Nabree	Active
1730195659695	Shoukat	Javed	Active
2130311822335	Waqas	Ud	Active
2160380018393	Syed	Aliq	Active
2250135249587	Muhammad	Waqas	Active

Figure 8 - Students Page (List View)

To add a new student into the system, click “Add Student” and enter the required information (Figure 9).



The screenshot shows the OpenEMIS School interface. The top navigation bar includes 'OpenEMIS School' and 'System Administrator'. A left sidebar contains navigation options: 'Events', 'Students', 'Add Student', 'Search', 'Staff', 'Guardians', 'Classes', and 'Administration'. The main content area is titled 'Students' and contains a sub-section 'Add Student'. This section features a form with the following fields: 'First Name', 'Last Name', 'Identification No', 'Gender' (a dropdown menu currently showing 'Male'), 'Address' (a large text area), 'Postal Code', 'Start Date' (with a calendar icon), 'Student No', 'Student Status' (a dropdown menu currently showing 'Active'), 'Username', and 'Password'. A green 'Add' button is located at the bottom of the form.

Figure 9 - Students Page (Add Student)

2.3 Staff

The “Staff” menu allows you to search and add staff into the system.

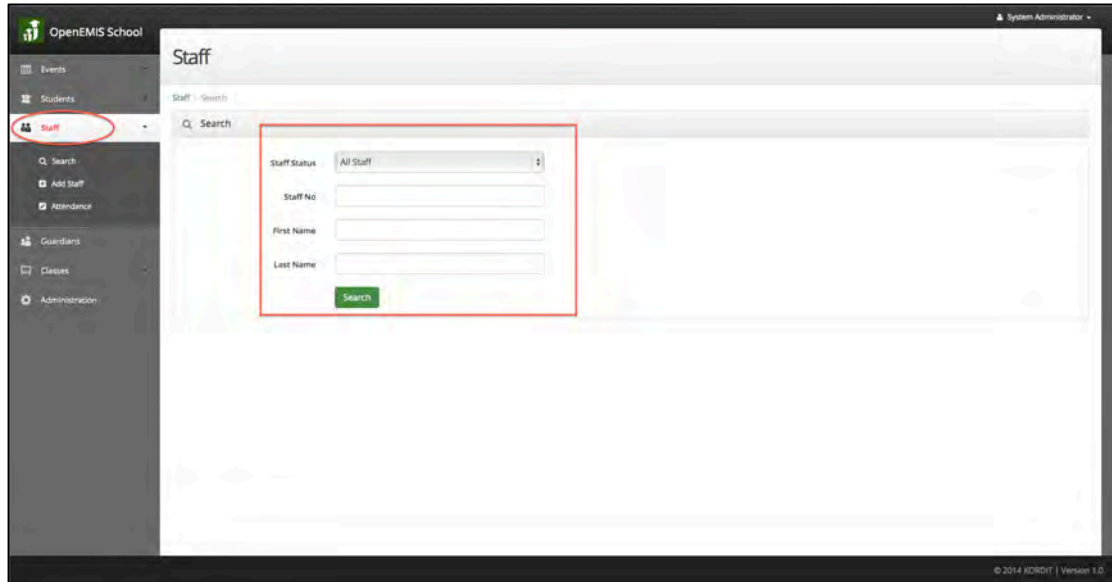


Figure 10 - Staff Page (Search)

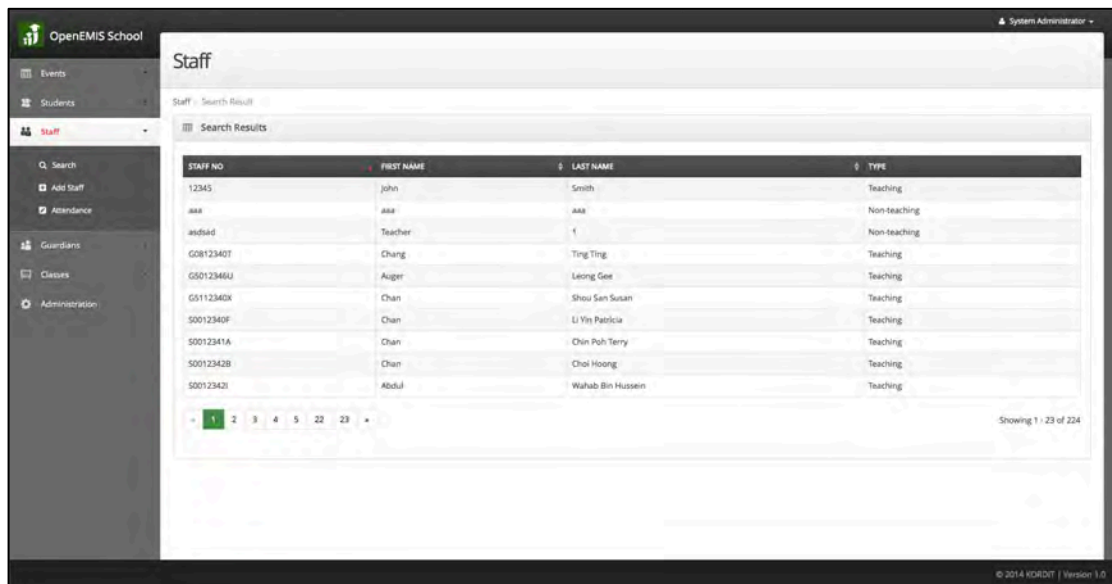


Figure 11 - Staff Page (List View)

2.4 Guardians

The “Guardians” menu allows you to search and add new guardians into the system.

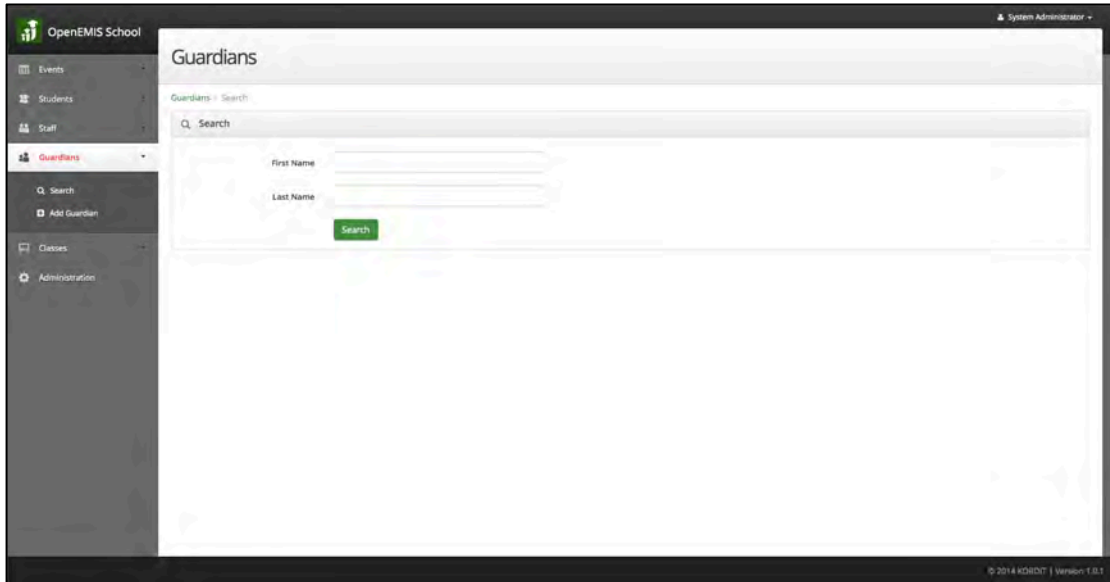


Figure 12 - Guardians Page (Search)

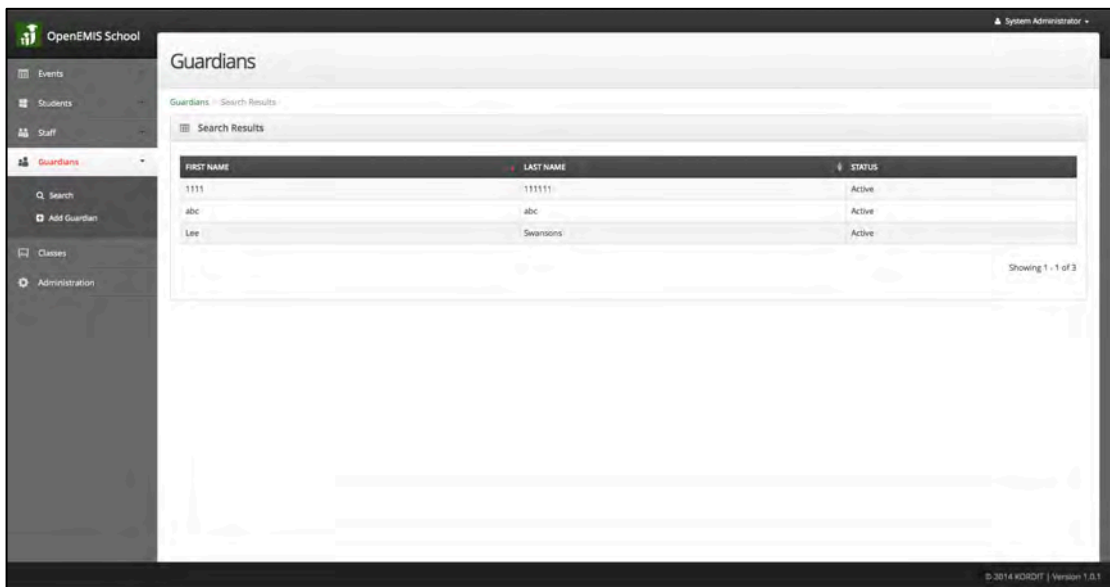
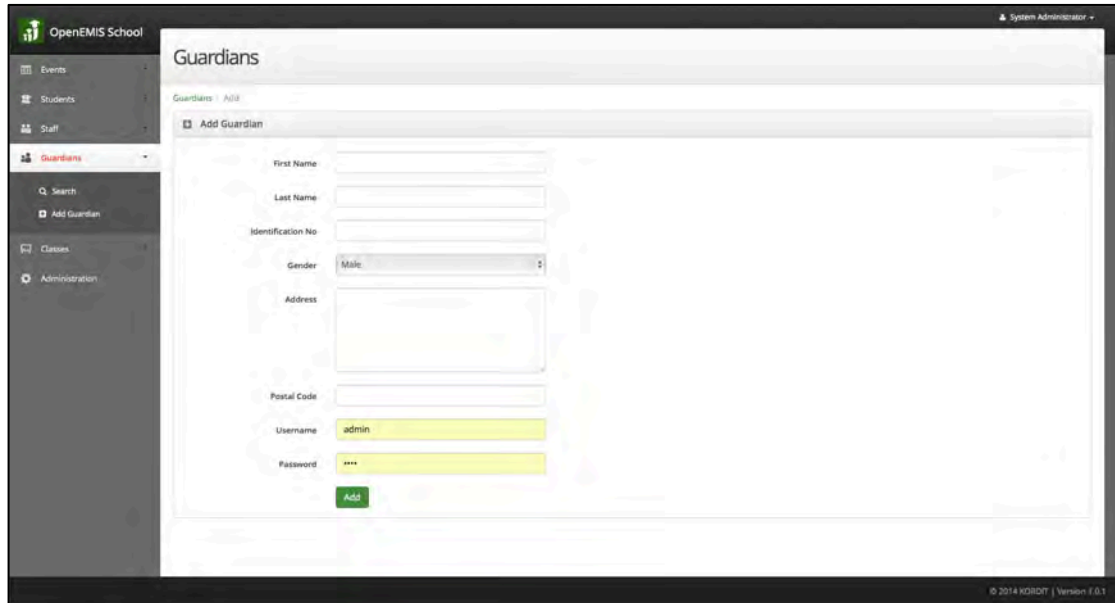


Figure 13 - Guardians Page (List View)



The screenshot shows the 'Guardians' page in the OpenEMIS School interface. The page title is 'Guardians' and the breadcrumb is 'Guardians > Add'. The main content area is titled 'Add Guardian' and contains a form with the following fields:

- First Name:
- Last Name:
- Identification No:
- Gender:
- Address:
- Postal Code:
- Username:
- Password:

An 'Add' button is located at the bottom of the form. The left sidebar contains navigation options: Events, Students, Staff, Guardians (selected), Search, Add Guardian, Classes, and Administration. The top right corner shows 'System Administrator'.

Figure 14 - Guardians Page (Add Guardian)

2.5 Classes

To view the list of classes, first select the respective year from the dropdown menu.

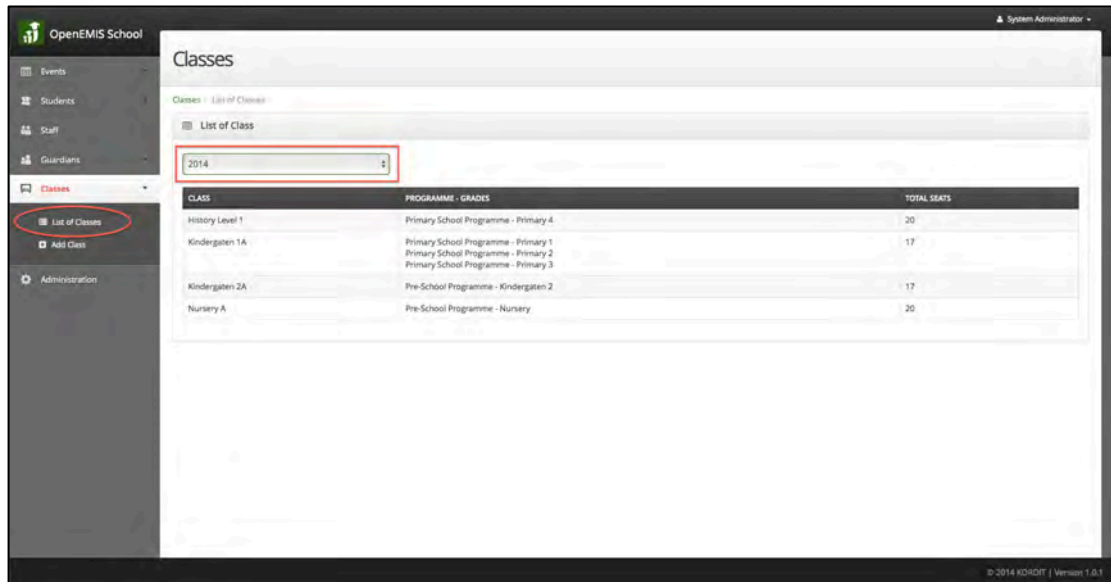


Figure 15 - Classes Page (List View)

Click on the class name to bring you to the class details page (Figure 16). You can then edit the class details by clicking the edit link.

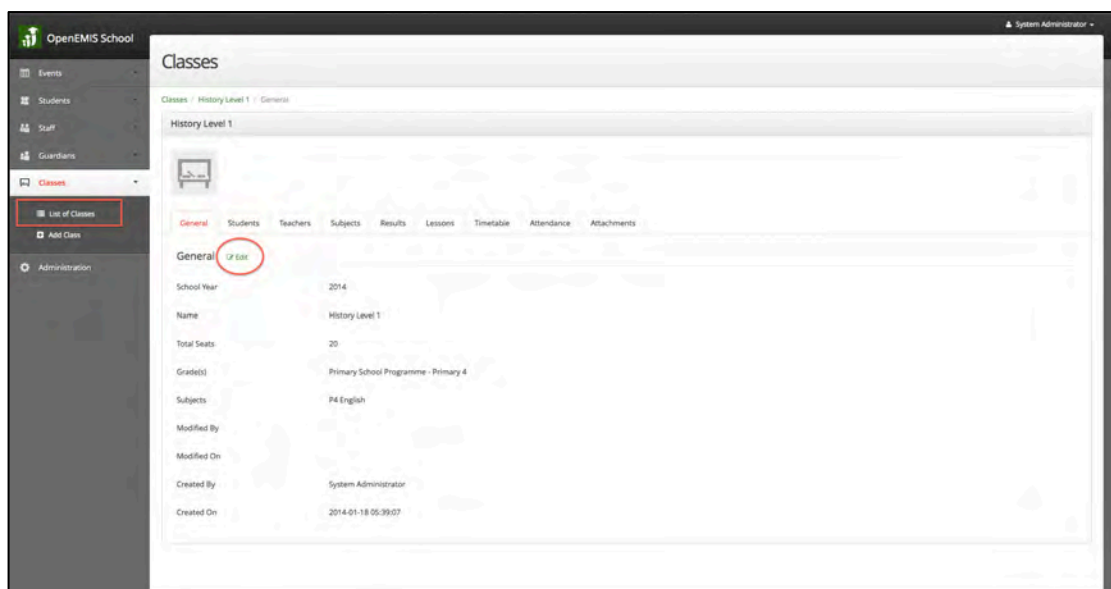


Figure 16 - Classes Page (View Details)

To add a class, select the “Add class” menu on the left navigation bar. See Figure 17 below.

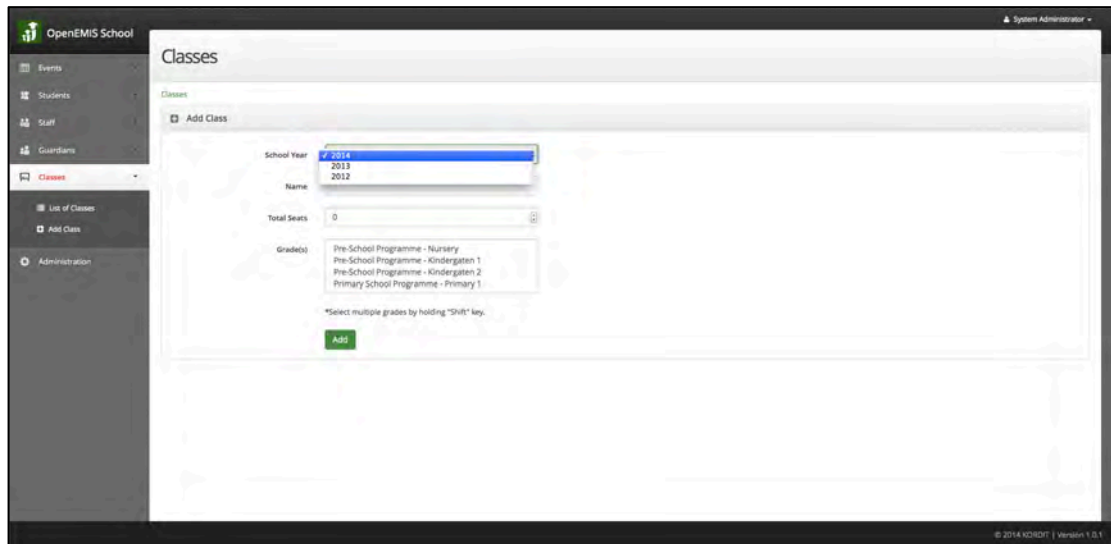


Figure 17 - Classes Page (Add Class)

2.6 Administration

The “Administration” page allows you to configure the school’s information. The “Administration” page is also used to manage user accounts that have access to the system.

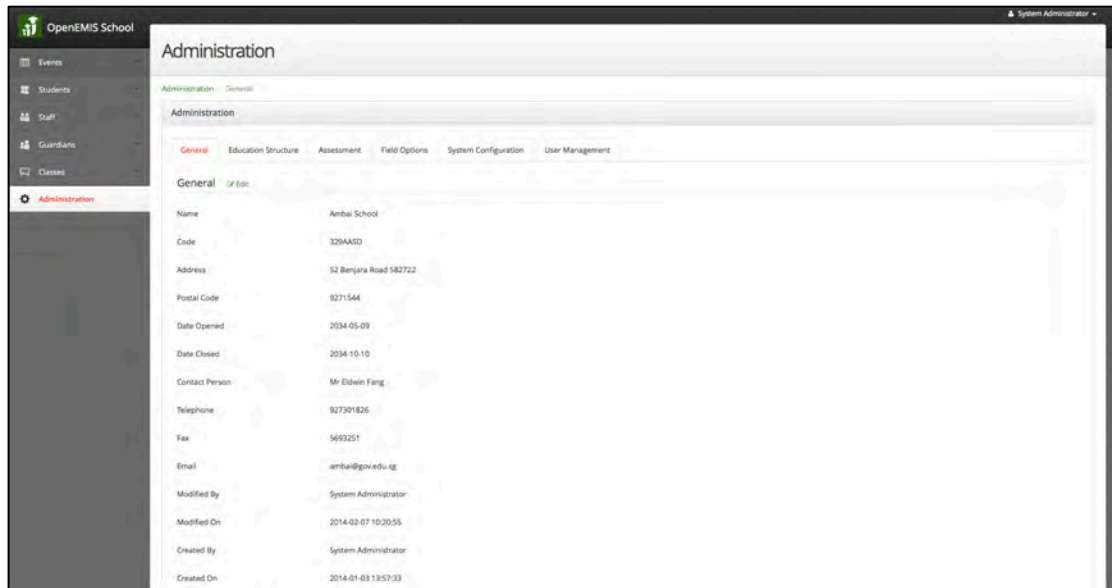


Figure 18 - Administration Page

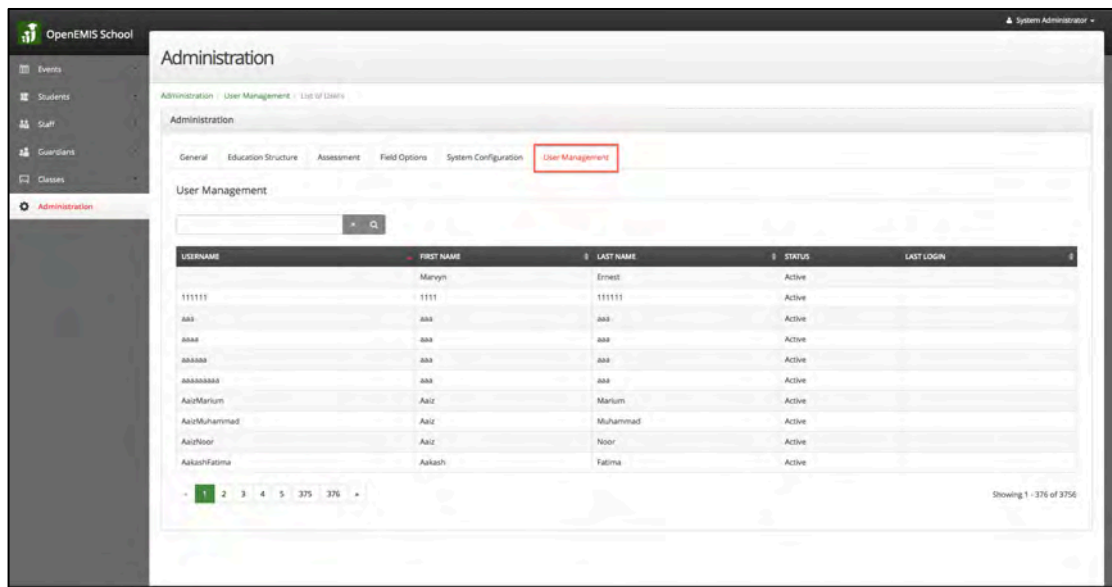


Figure 19 - Administration Page (User Management List View)

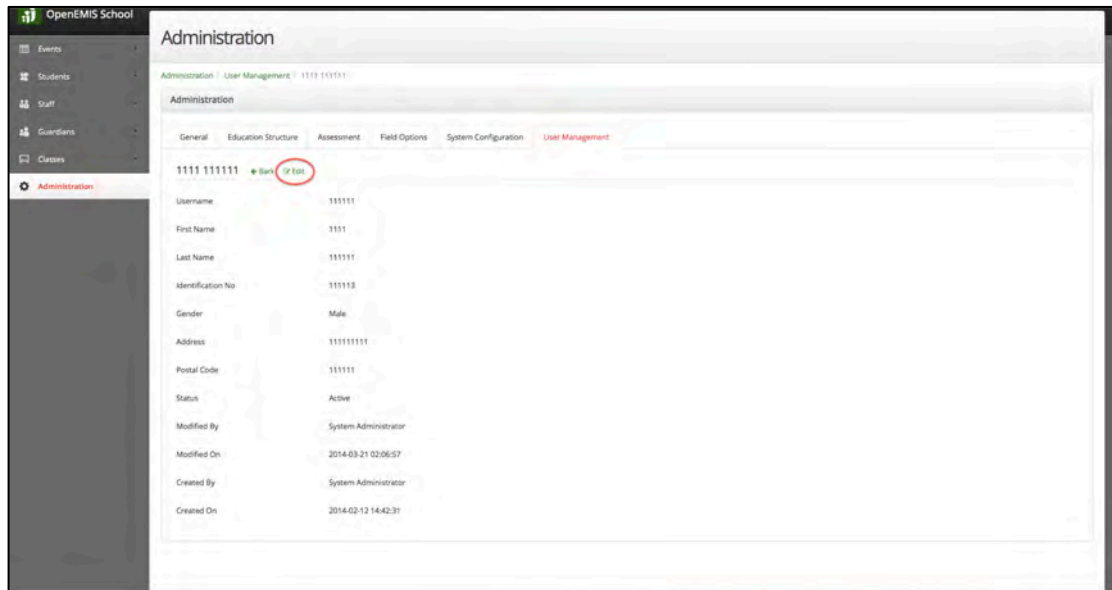


Figure 20 - Administration Page (User Management Detailed View)



3. Troubleshooting

For further information or technical assistance, please visit:

<http://www.openemis.org>.