**OpenEMIS Core Feature**

**Version 3.90.0**

*Modules*

|  |  |
| --- | --- |
| **Module** | **Description** |
| Dashboard | The dashboard module is the home / landing page which displays notices and any pending workbench items |
| Personal | The personal module is available for all system users including staff, students, guardians and others. The personal module provides read only access to all data in the application related to the user based on the security settings. |
| Institutions | The institution module is the main module in the application. Access to all features is based on user type, groups, roles and permissions. Access is hierarchical which means that some users can view all schools whereas other users may only be able to view a class within a school. |
| Directory | The directory module is a list of all users in the application. |
| Reports | The reports module provides system wide reports across multiple schools. |
| Administration | The administration module is where all features in the application are configured. |

*Institutions Module*

|  |  |
| --- | --- |
| **Feature** | **Description** |
| Dashboard | A dashboard to show the basic student and staff totals |
| General > Overview | Basic details of the institution such as code, name, classification, sector, provider, type, ownership, status, location and custom fields |
| General > Map | Add the coordinates for the institution and show a map of the school |
| General > Calendar | Add public and school holidays |
| General > Contacts | Add multiple contacts for the institution and key people |
| General > Attachments | Add attachments to the institution such as plans |
| General > Profiles | Generate custom PDF profiles for the institution, classes, students and staff |
| General > Shifts | Add one or more shifts to an institution and the institution owner  |
| Academic > Programmes | Add the academic programmes offered by the institution |
| Academic > Classes | Add lists of classes with teachers and students |
| Academic > Subjects | Add list of subjects with teachers and students |
| Academic > Schedules > Timetables | Add timetable for schedules |
| Academic > Schedules > Intervals | Add interval for schedule |
| Academic > Schedules > Terms | Add term for schedule |
| Academic > Textbooks | Manage textbooks and optionally assign to students |
| Academic > Houses | Assign students to houses for sporting events |
| Academic > Circulars | Add extra and co circular activities for institutions |
| Academic > Feeders | Add Incoming and Outgoing Feeder Institutions |
| Students | Manage students including promotion, transfer, withdrawal, import, export, search and add wizard to search external sources |
| Staff | Manage staff including transfer, import, export, search and add wizard to search external sources |
| Attendance | Record daily attendance for staff and students |
| Behaviour | Record different levels of behaviour for staff and students |
| Performance > Competencies | Record competencies for students by academic period |
| Performance > Outcomes | Record outcomes for students by academic period |
| Performance > Assessments | Record assessments for students by academic period |
| Performance > Report Cards | Add comments and generate student report cards |
| Risk | Generate risk indexes for students such as drop out |
| Examinations | Register students for national examinations  |
| Appointments > Positions | Use workflows to add positions to institution |
| Appointments > Duties | Assign key institution duties to staff  |
| Finance > Bank Accounts | Manage institution bank account details |
| Finance > Budgets | Set annual institution financial budgets |
| Finance > Income | Record all institution income |
| Finance > Expenditure | Record all institution expenses |
| Finance > Institution Fees | Manage institution fees by category |
| Finance > Student Fees | Manage student fees including amounts paid |
| Infrastructures > Overview | Manage all institution infrastructure including 1) land 2) buildings 3) levels and 4) rooms including custom fields |
| Infrastructures > Needs | Manage institution infrastructure repairs and replacement needs |
| Infrastructures > Projects | Manage institution infrastructure such as land, buildings and rooms |
| Infrastructures > WASH | Manage institution 1) water 2) sanitation 3) hygiene and 4) sewage |
| Infrastructures > Utilities | Manage institution utilities for 1) electricity 2) internet and 3) telephone |
| Infrastructure > Assets | Manage institution assets such as computers, electronics, school supplies/equipment and furniture |
| Meals | Record daily students meals |
| Survey | Complete and submit survey forms |
| Visits | Request and record school visits  |
| Transport > Providers | Manage the list of transport providers such as bus companies |
| Transport > Buses | Manage the list of buses by provider, type, features and capacity |
| Transport > Trips | Allocate students to buses |
| Cases | Create intervention cases for behavior and absenteeism |
| Committees | Add institution committees |
| Statistics | Institution level reports |

*Students Module*

|  |  |
| --- | --- |
| **Feature** | **Description** |
| General > Overview | Basic details of the student such as photo, name, gender, date of birth, location and custom fields |
| General > Account | Account name, password and security roles |
| General > Demographic | Add wealth quintile and indigenous people information |
| General > Identities | Identities such as passport and birth certificate |
| General > Nationalities | Add one or more nationalities and set one as preferred |
| General > Contacts | Contact details including phone and email |
| General > Languages | List of languages and associated details |
| General > Attachments | Add any type of attachment to a staff record |
| General > Comments | Add general comments  |
| General > Guardians | Link students to guardians |
| General > Transport | Track and maintain all the details related to transportation for students |
| Academic > Programmes | List of programmes undertaken by the student  |
| Academic > Classes | List of students classes |
| Academic > Subjects | List of students subjects |
| Academic > Absences | List of all absences for a given student  |
| Academic > Behaviors | List of all behaviors for a given student |
| Academic > Outcomes | Outcome results for a given student by academic period |
| Academic > Competencies | Competency results for a given student by academic period |
| Academic > Assessment | Assessment results for a given student by academic period |
| Academic > Examinations | Examination registration and results for a given student  |
| Academic > Report Cards | Report Cards for a given student by academic period |
| Academic > Awards | Any student awards  |
| Academic > Extracurricular | Student extracurricular activities |
| Academic > Textbooks | Textbooks allocated to a specific student  |
| Academic > Risks | Student risk such as drop out |
| Timetables | Add timetable for institution  |
| Professional > Employments | Add professional employments for student |
| Counseling | Counseling sessions for a specific student |
| Finance > Bank Accounts | Student bank accounts  |
| Finance > Fees | Student fees |
| Health > Overview | Health overview including insurance and blood type |
| Health > Allergies | List of any allergies |
| Health > Consultations | Consultations with institution nurse |
| Health > Families | Family health issues |
| Health > Histories | Health history  |
| Health > Vaccinations | Vaccinations by type and date |
| Health > Medications | Medications by dosage |
| Health > Tests | Tests such as x-rays or blood tests |
| Health > Body Mass | Body mass including height and weight |
| Health > Insurance | Insurance information for student |
| Special Needs > Referrals | Special Need referrer information |
| Special Needs > Assessments | Special Need Assessment by type and difficulty |
| Special Needs > Services | Special Need Services provided |
| Special Needs > Devices | Special Need Devices provided |
| Special Needs > Plans | Special Need Plans provided |
| Visits > Requests | Visit requested by the institution |
| Visits > Visits | Visit provided |
| Meals | List of meals provided to the student |
| Profiles | Generated custom PDF profile for the student |

*Staff Module*

|  |  |
| --- | --- |
| **Feature** | **Description** |
| General > Overview | Basic details of the student such as photo, name, gender, date of birth, location and custom fields |
| General > Account | Account name, password and security roles |
| General > Demographic | Add wealth quintile and indigenous people information |
| General > Identities | Identities such as passport and birth certificate |
| General > Nationalities | Add one or more nationalities and set one as preferred |
| General > Contacts | Contact details including phone and email |
| General > Language | List of languages and associated details |
| General > Attachments | Add any type of attachment to a staff record |
| General > Comments | Add general comments  |
| Career > Statuses | Add employment status changes and dates |
| Career > Positions | List of all positions previously and currently held by the staff |
| Career > Classes | List of staff classes |
| Career > Subjects | List of staff subjects |
| Career > Leave | List of all leave taken by a given staff |
| Career > Attendances | List of all absences for a given staff |
| Career > Behaviors | List of all behaviors for a given staff |
| Career > Appraisals | List of staff self and supervisor performance appraisals  |
| Career > Duties | List of key duties / responsibilities |
| Professional > Employments | Employment history for the staff |
| Professional > Qualifications | Staff qualification details including levels and specializations |
| Professional > Extracurricular | Staff extracurricular activities |
| Professional > Memberships | Staff memberships such as to professional bodies |
| Professional > Licenses | Staff licenses such as a driving or teaching license |
| Professional > Awards | Staff awards |
| Finance > Bank Accounts | Staff bank accounts  |
| Finance > Salaries | Staff salary details including additions and deductions |
| Finance > Payslips | Staff salary payslips as attachments |
| Training > Needs | Staff training needs |
| Training > Applications | Staff internal training applications for courses |
| Training > Results | Staff internal training course results  |
| Training > Courses | Staff external training courses attended  |
| Timetables | View/Download timetable for staff |
| Health > Overview | Health overview including insurance and blood type |
| Health > Allergies | List of any allergies |
| Health > Consultations | Consultations with institution nurse |
| Health > Families | Family health issues |
| Health > Histories | Health history  |
| Health > Immunizations | Immunizations by type and date |
| Health > Medications | Medications by dosage |
| Health > Tests | Tests such as x-rays or blood tests |
| Health > Body Mass | Body mass including height and weight |
| Health > Insurances | Insurance information for staff |
| Special Needs > Referrals | Special Need referrer information |
| Special Needs > Assessments | Special Need Assessment by type and difficulty |
| Special Needs > Services | Special Need Services provided |
| Special Needs > Devices | Special Need Devices provided |
| Special Needs > Plans | Special Need Plans provided |
| Profiles | Generated custom PDF profile for the staff |

*Reports Module*

|  |  |
| --- | --- |
| **Feature** | **Description** |
| Directory | User Default Identity reports for all users, students or staff |
| Institutions | Institutions reports such as positions, programmes and classes |
| Students | Students reports such as identities and contacts |
| Staff | Staff reports such as qualifications and licenses |
| Textbooks | Textbooks reports |
| Performance | Assessments, outcomes and competencies |
| Examinations | Examinations reports by centers, registered students and results |
| Trainings | Trainings reports by needs, courses, sessions and results |
| Scholarships | Scholarship reports for financial assistance types |
| Surveys | Surveys reports by form and academic period |
| Rubrics | Rubrics reports for completed or not completed rubrics |
| Data Quality | Data Quality reports such as potential duplicates |
| Audits | Audit reports |
| Workflows | Workflow reports for models by category |
| UIS Statistics | Generate reports for UNESCO Institute of Statistics (UIS) |
| Map | Map reports displays schools on a map |
| Custom | Custom reports developed for specific requirements  |

*Administration Module*

|  |  |
| --- | --- |
| **Feature** | **Description** |
| System Setup > Administrative Boundaries | Setup education and administrative (political) levels and areas |
| System Setup > Academic Periods | Setup academic periods |
| System Setup > Education Structure | Defines the education structure (curriculum) according to the International Standard Classification of Education (ISCED). |
| System Setup > Attendances | Configure attendance by period and subject |
| System Setup > Field Options | Configure field options for all dropdown lists |
| System Setup > Labels | Rename field labels |
| System Setup > System Configurations | Configure system settings |
| System Setup > Manuals | Configure external links to help such online knowledge base |
| System Setup > Notices | Add notices to the home page |
| System Setup > Risks | Configure risks such as out of school children (OOSC) |
| System Setup > Custom Fields > Institution | Add specific custom fields to institutions |
| System Setup > Custom Fields > Student | Add specific custom fields to students |
| System Setup > Custom Fields > Staff | Add specific custom fields to staff |
| System Setup > Custom Fields > Infrastructure | Add specific custom fields to infrastructure |
| System Setup > Localization > Languages | Add and update languages |
| System Setup > Localization > Translations | Add and update translations |
| System Setup > APIs > Credentials | Configure API access from external systems |
| Security > Users | Add users |
| Security > Groups | Add user groups for specific users, roles and locations |
| Security > Roles | Add roles and configure permissions |
| Profiles > Institutions | Create institution profile templates |
| Profiles > Classes | Create class profile templates |
| Profiles > Staff | Create staff profile templates |
| Profiles > Students | Create student profile templates |
| Surveys > Forms | Configure survey forms |
| Surveys > Rubrics | Configure survey rubrics |
| Communications > Alerts | Enable and disable alert messages |
| Communications > Alert Rules | Configure the alerts rules to send messages |
| Communications > Logs | See the communication logs |
| Trainings > Courses | Configure staff professional development training courses |
| Trainings > Sessions | Configure staff professional development training sessions |
| Trainings > Results | See staff professional development training course session results |
| Performance > Competencies | Configure competencies |
| Performance > Outcomes | Configure outcomes |
| Performance > Assessments | Configure assessments |
| Performance > Report Cards | Configure report cards |
| Examinations > Exams | Configure national examinations |
| Examinations > Centres | Configure national examination centres |
| Examinations > Students | See the list of students registered for national examinations |
| Examinations > Results | See the students results for national examinations |
| Scholarships > Details | Details of the different scholarships available |
| Scholarships > Applications | Details of the scholarship applicants |
| Scholarships > Recipients | Details of the scholarship recipients |
| Appraisals | Setup staff performance appraisal forms |
| Textbooks | Manage textbooks |
| Meals | Manage school meal programmes |
| Workflows | Configure workflows |
| Updates | Check and approve software updates (cloud hosting only) |
| Calendar | Configure public and school holidays |
| MoodleApi > Log | See Moodle integration logs |
| Data Management > Copy | Copy setup data from one academic period to another |
| Data Management > Backup | Export the database to an SQL file |
| Data Management > Archive | Archive staff and student data for previous academic periods |