

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