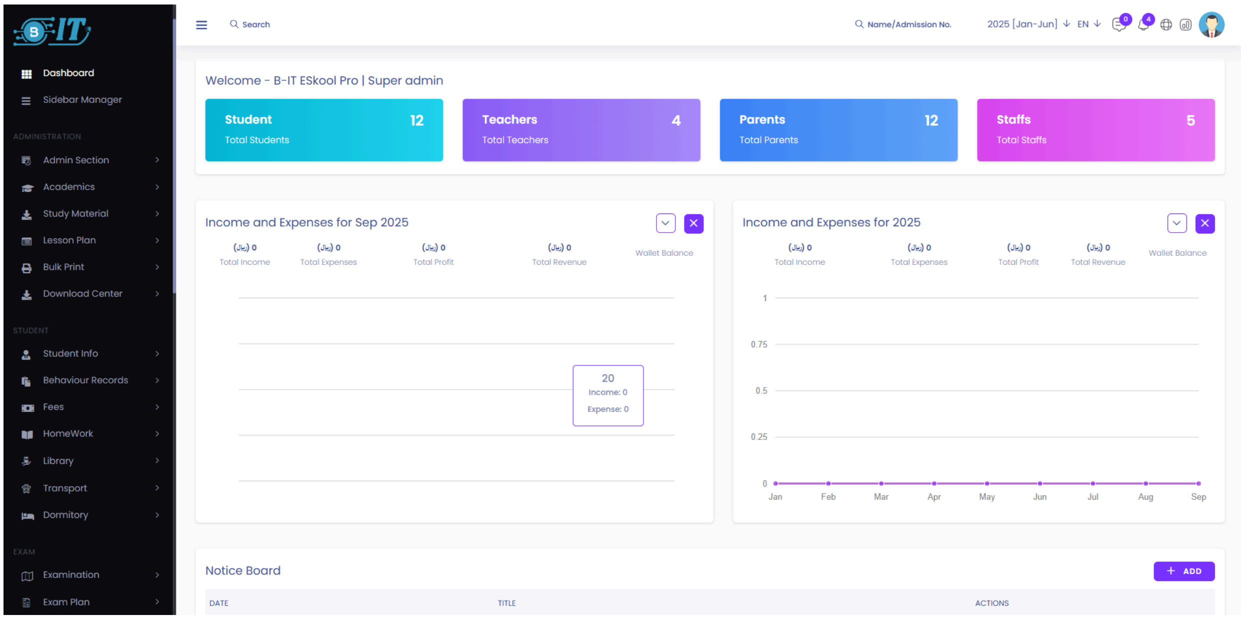
B-IT Eschool
Overview Documentation



-Dashboard

At the top of the menu of the left sidebar is Dashboard. There are several viewports in the dashboard. We can see the number of students, teachers, and staff at a glance. A summary of the income and expenses is very important for the ERP system. After logging in, a user can see the update for that day.

-Language

B-IT Eschool is delivered to you equipped with different languages: English, Arabic (RTL), etc. You can also add language with your own customization.

-Notification

If administrators or teachers set any task for a student, then it will automatically send notifications to teachers, students (all students or a specific class's students), and parents. Also, you can track sent messages.

-Profile

The user can see their profile and change their existing password. Logout button at the bottom of this profile section.

-Number of

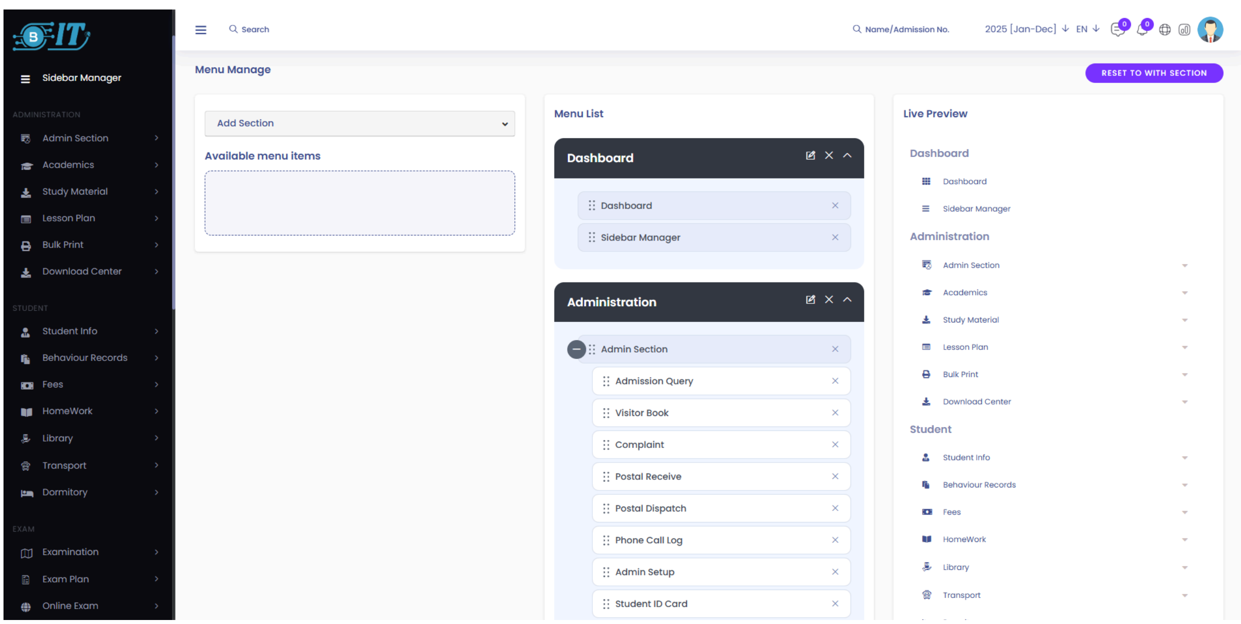
The user can see their students, teachers, parents, and staff.

-Income and Expenses

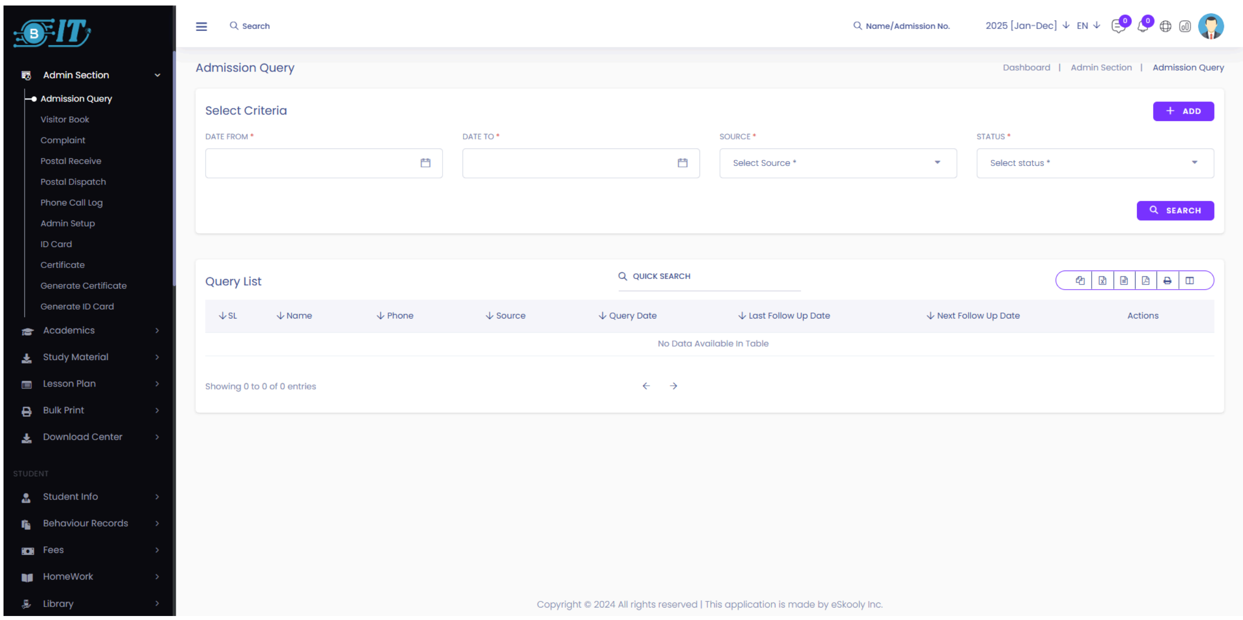
The user can see the number of income and expenses for the month and also for the year.

-Bottom part of the Dashboard

The user can see the editable notice board, to-do list, and calendar.



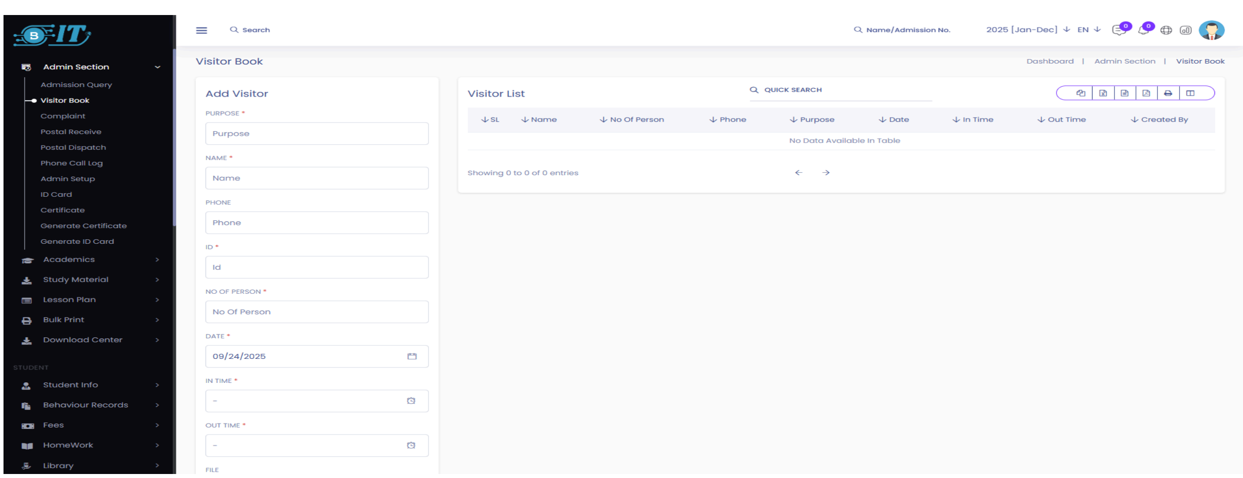
Sidebar Manager—The user can change or customize the sidebar as he wishes. And also modify the sidebar so he can delete add a section as per his need.



Administration > Admin Section

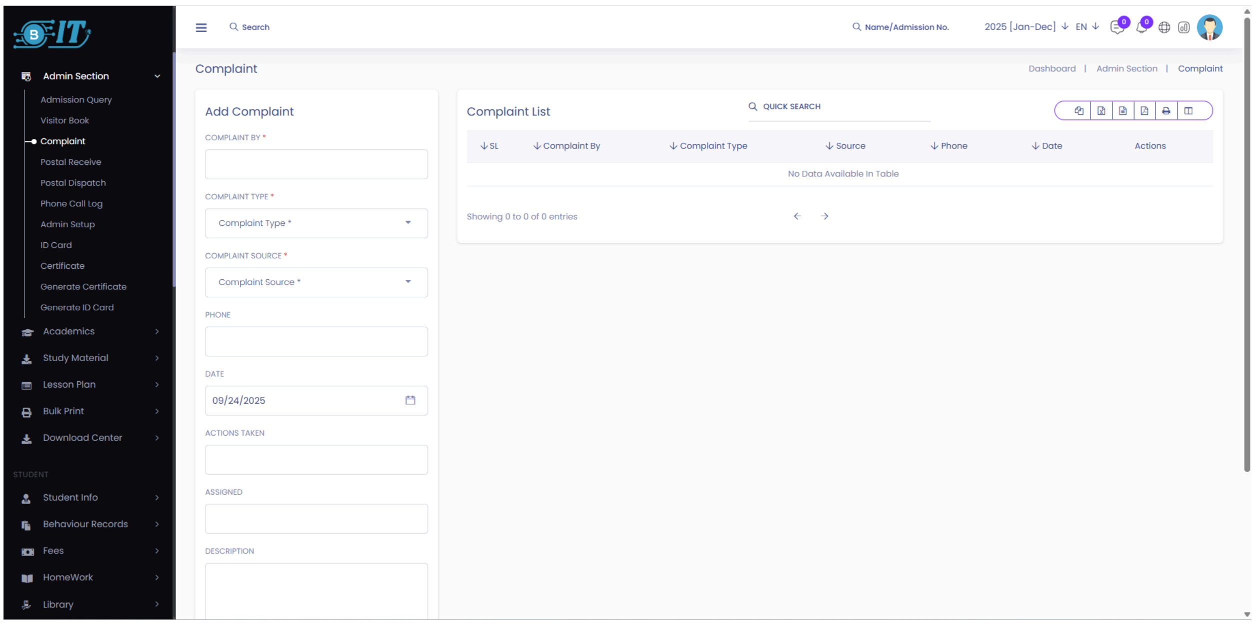
-Admission Query:

By using date, source, and status, the user can search to see an admission query or can add a query also.
The query list also can be downloaded as a table in Excel, CSV, or PDF and also can be printed from here.



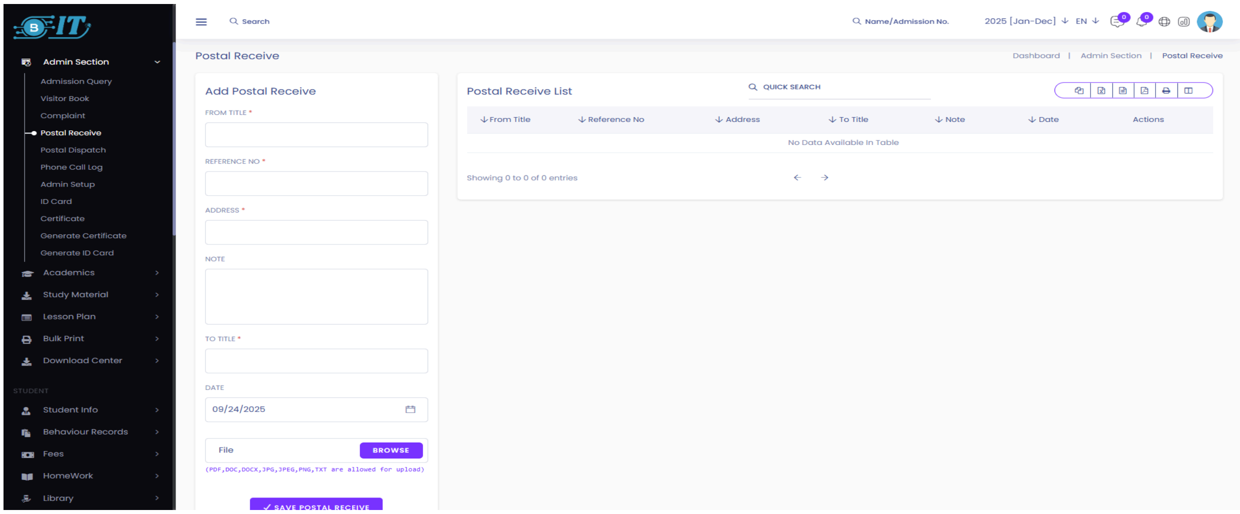
-Visitor Book:

The user can add a visitor and also can search to find a visitor and also can download the files.



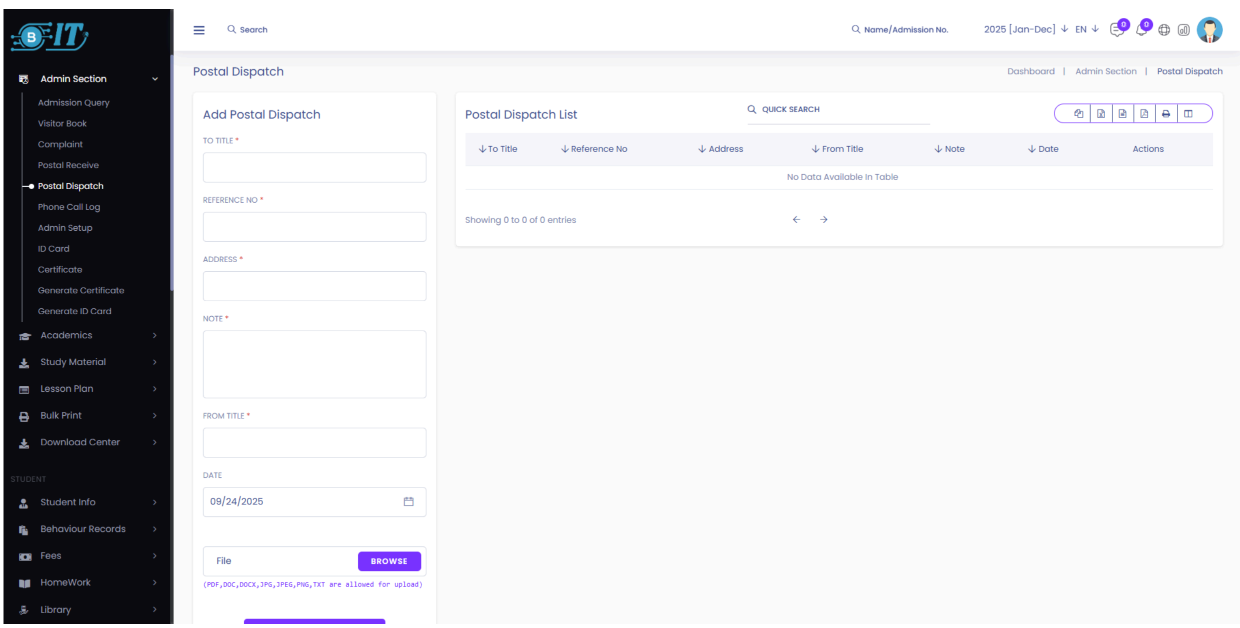
-Complaint:

The user can add a complaint and also can search to find a complaint and also can download the files.



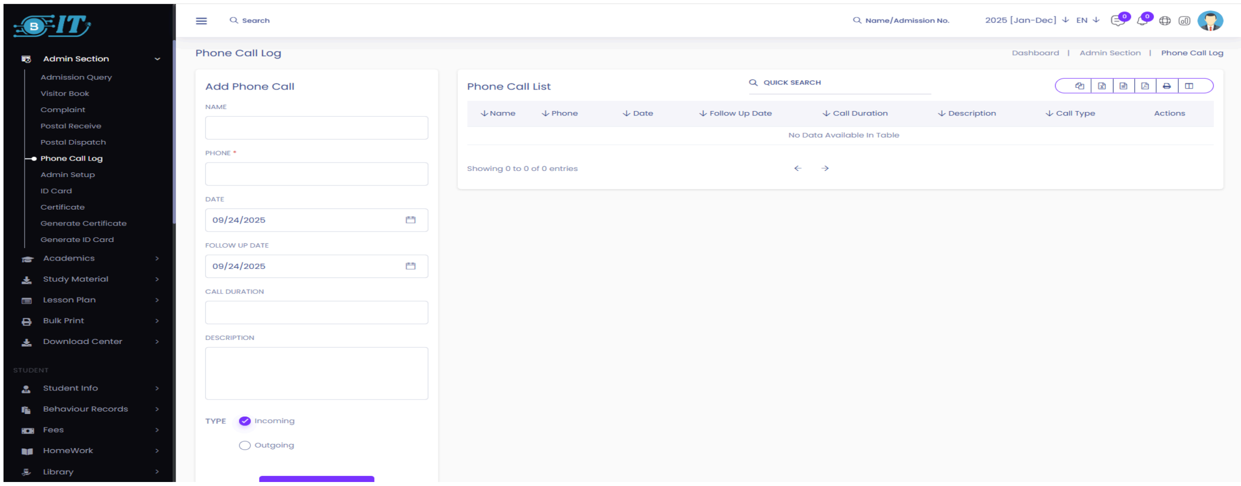
-Postal Receive:

The user can add a postal receipt and also can search to find a postal and also can download the files.



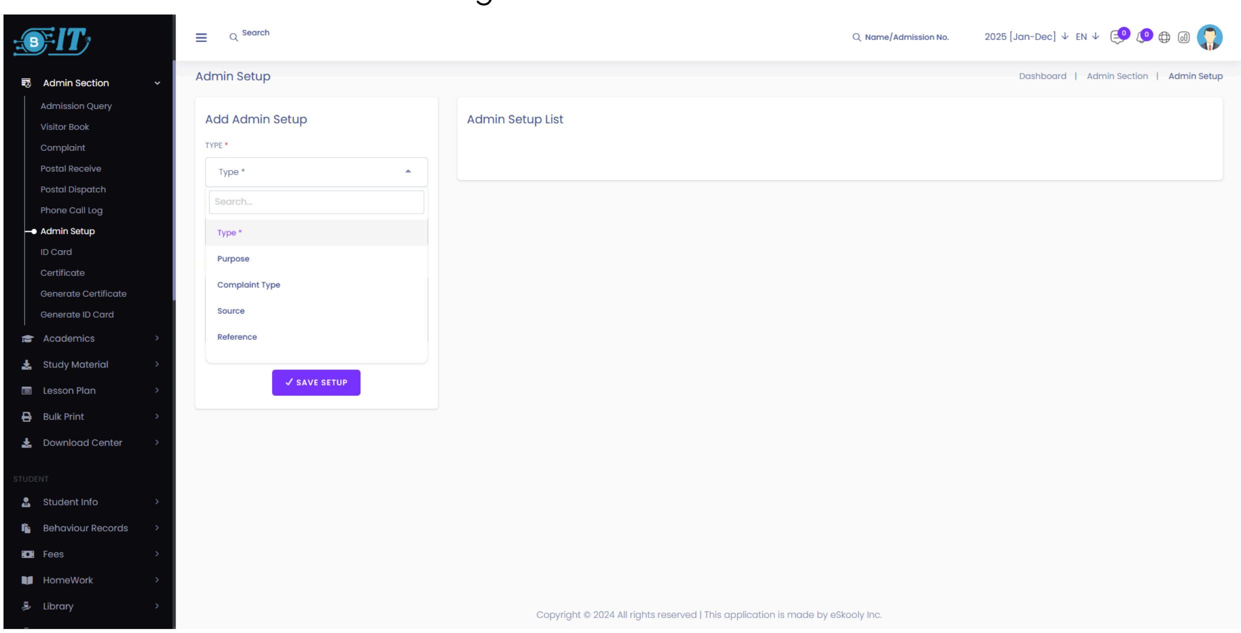
-Postal Dispatch:

The user can add a postal dispatch and also can search to find a postal dispatch and also can download the files.



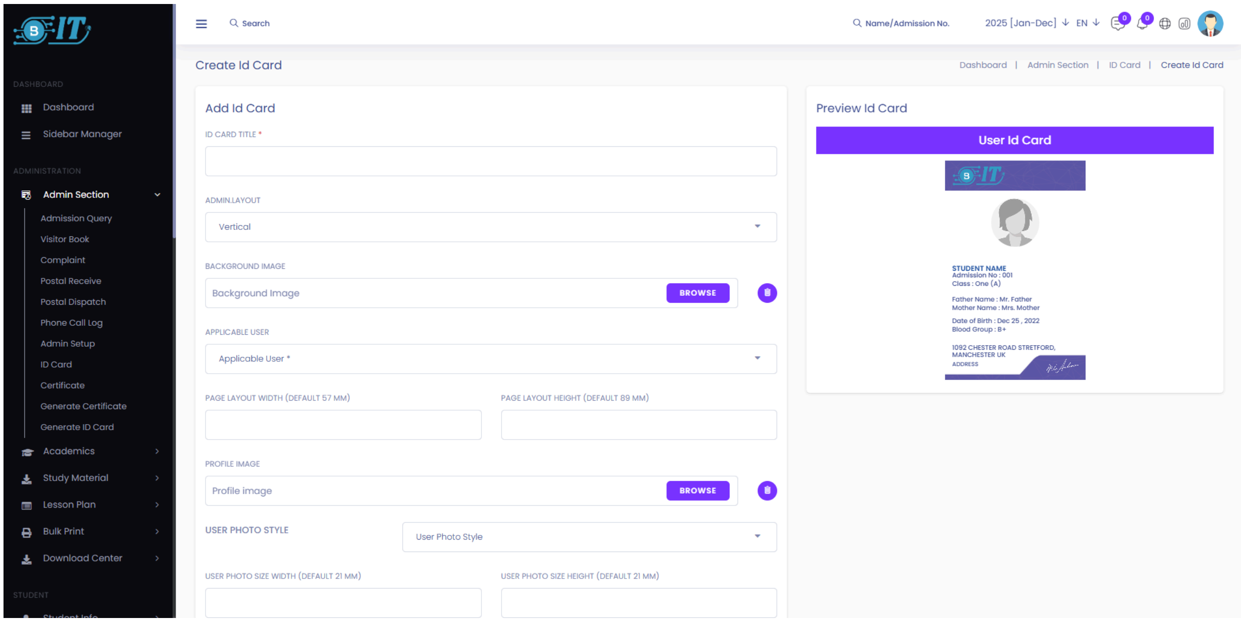
-Phone Call Log

The user can add a phone call log with its duration, incoming or outgoing, and also can search to find a call log and also can download the files.



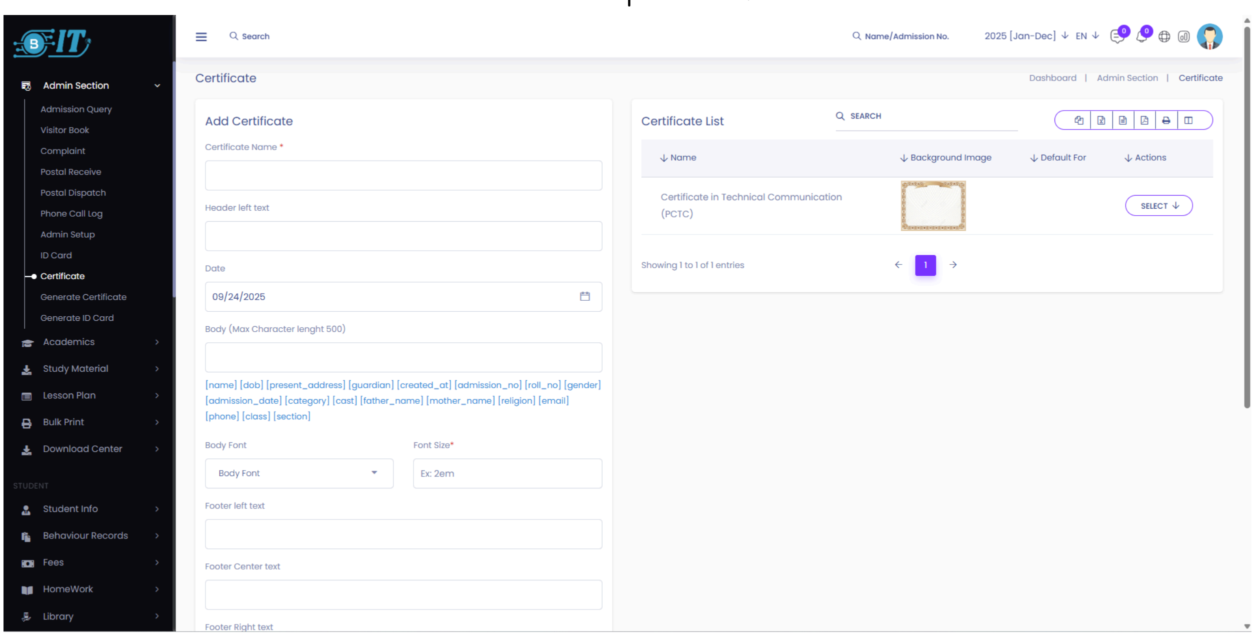
-Add Admin Setup

The user can save an admin setup with its type, whether it complains, references, or serves any purpose.



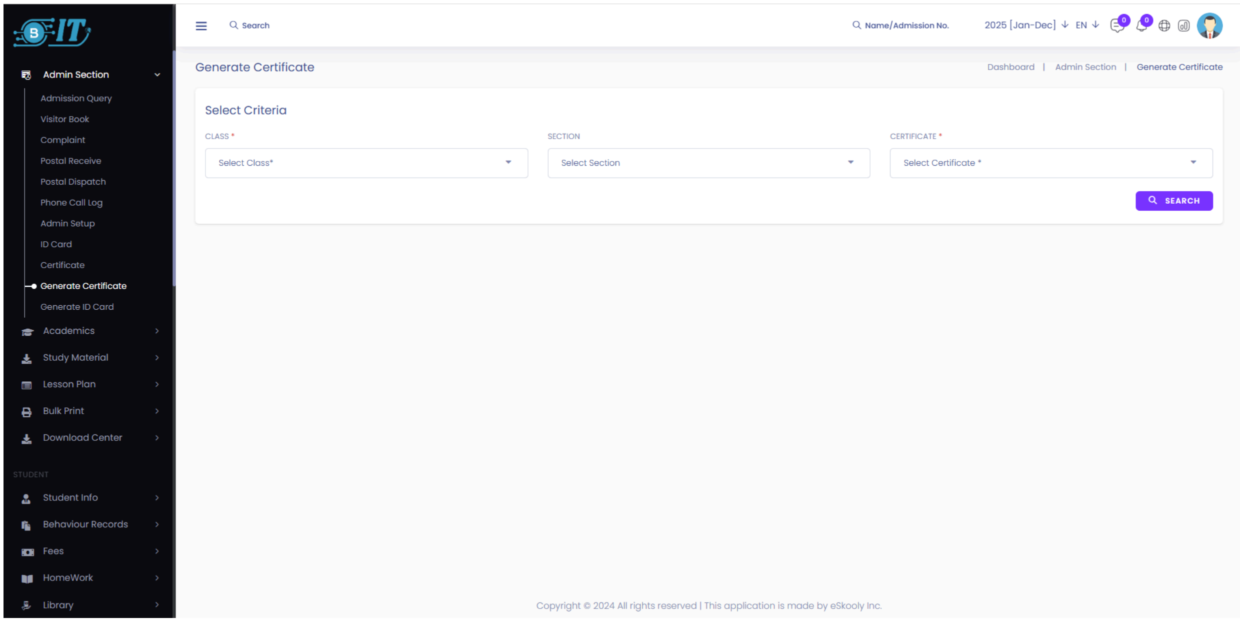
ID card

The user can go to the ID card page to create an ID card and also search for an ID card to find the information and can update it.



Certificate

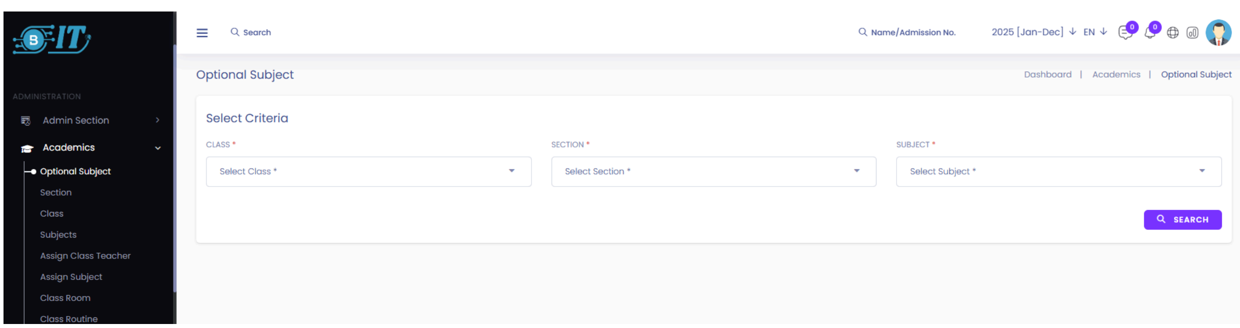
The user can create a certificate, add a certificate, update a certificate, and also can download the certificates.



-Generate ID card and certificate.

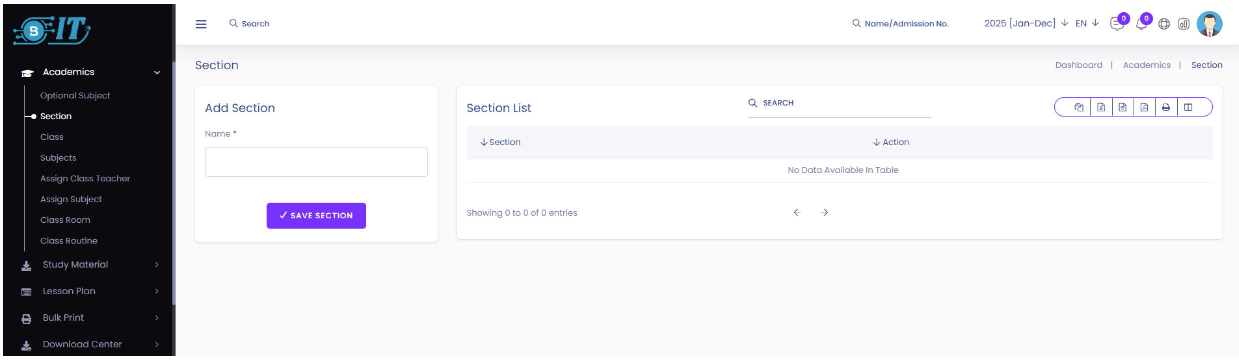
The user can generate ID cards and certificates for any section or any class.

Administration > Admin Section



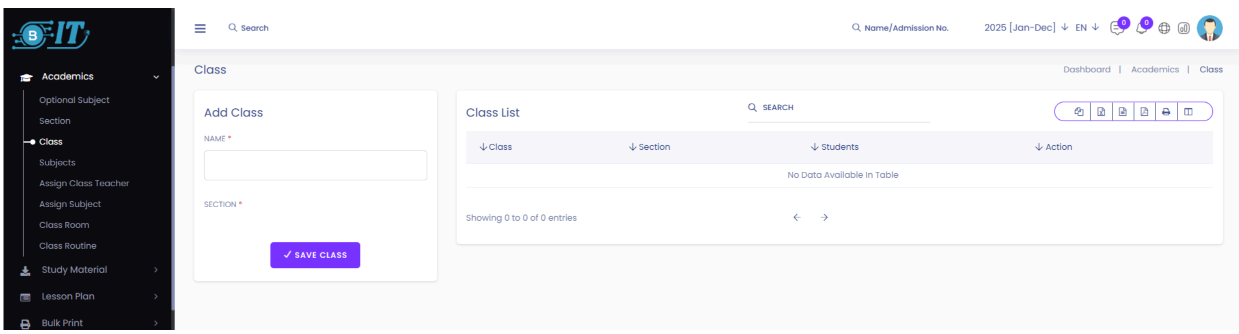
-Optional Subject

The user can search the optional subject for any section or any class.



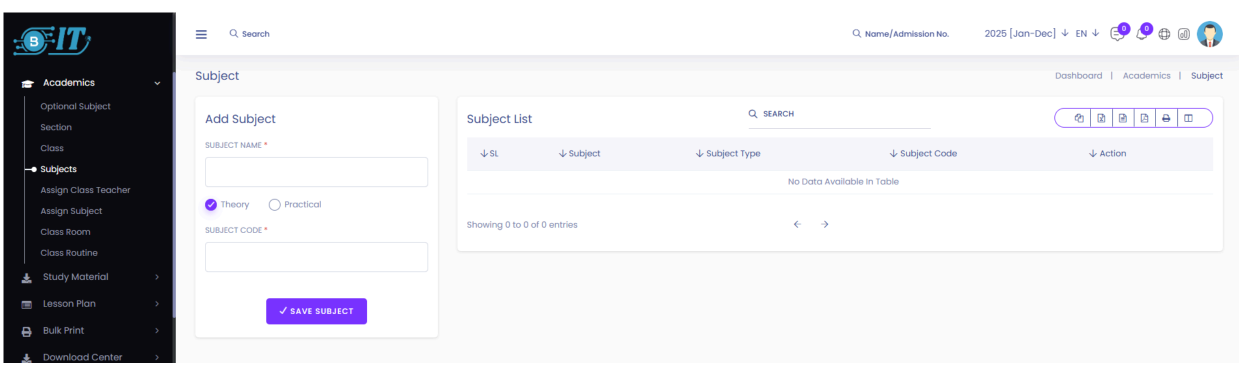
-Section

The user can add a section and also search to find a section. Also can download the sections file.



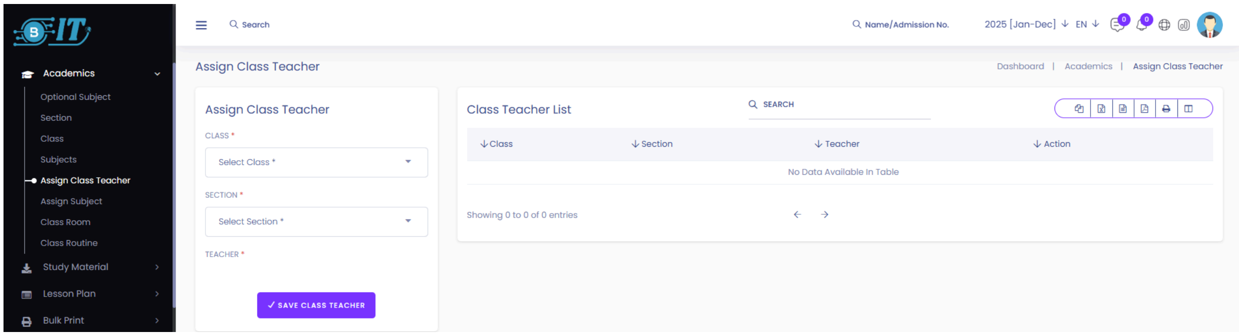
-Class

The user can add a class and also search to find a class. Also can download the classes file.



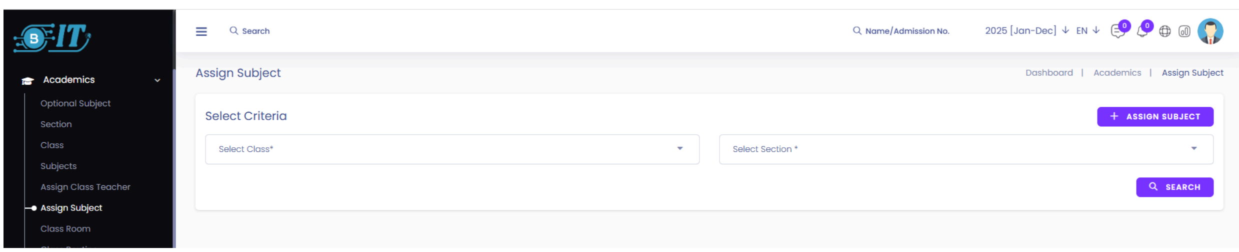
-Subjects

The user can add a subject and also search to find a subject. Also can download the subject file.



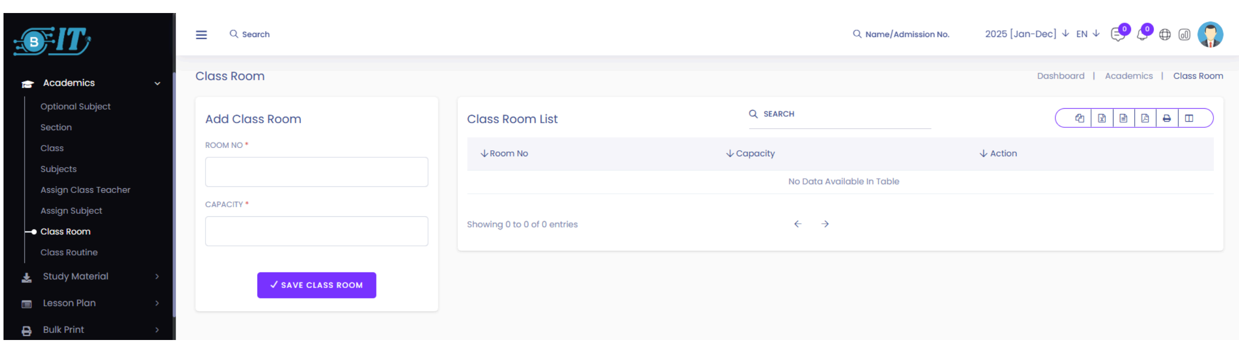
-Assign Class Teacher

The user can assign a class teacher and also search to find a teacher class wise. Also can download the teacher's file.



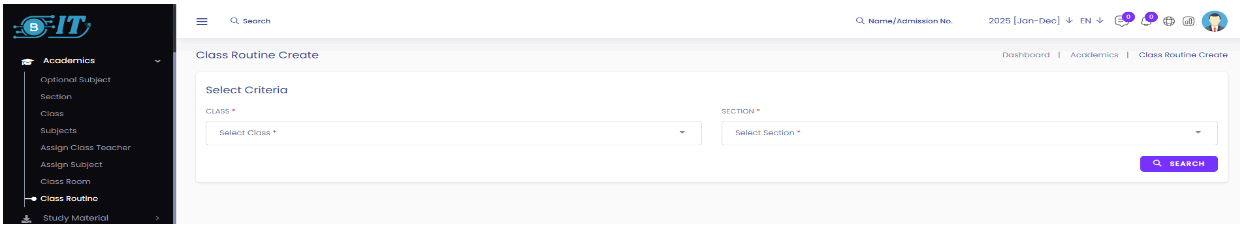
-Assign Subject

The user can assign a subject for any class or section.



-Add a Classroom

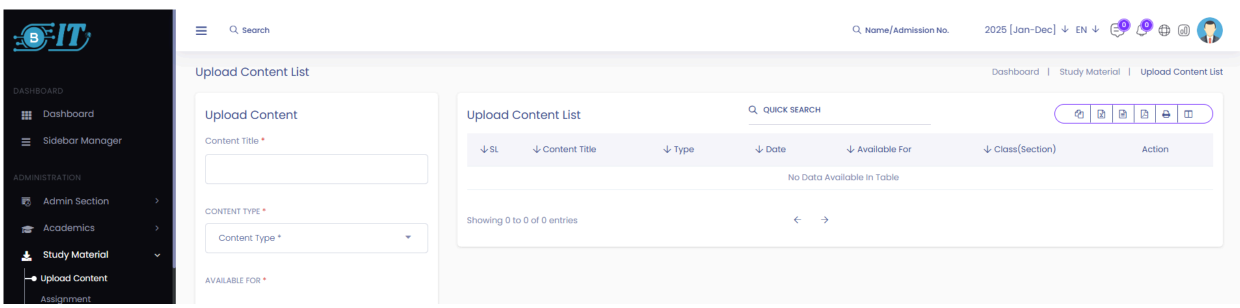
The user can add a classroom according to the capacity and also search for, find, and download the files of a classroom.



-Class routine create

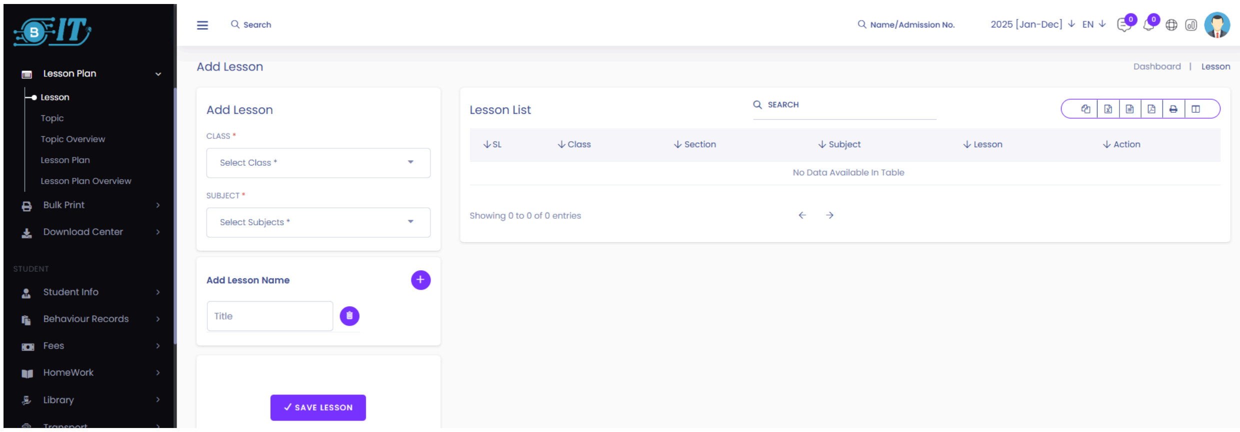
The user can search and see a section on class routine.

Administration > Study Materials



-Upload Content List

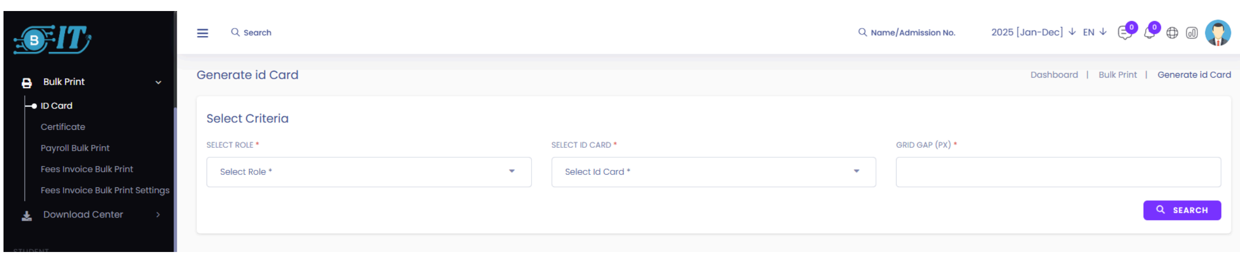
The user can upload content by giving permission as **Assignments, Syllabus and Other Contents** and also search to find content. Also can download the content file.



-Lesson

The user can add a lesson according to class subject-wise and also search to find a lesson. Also can download the content file.

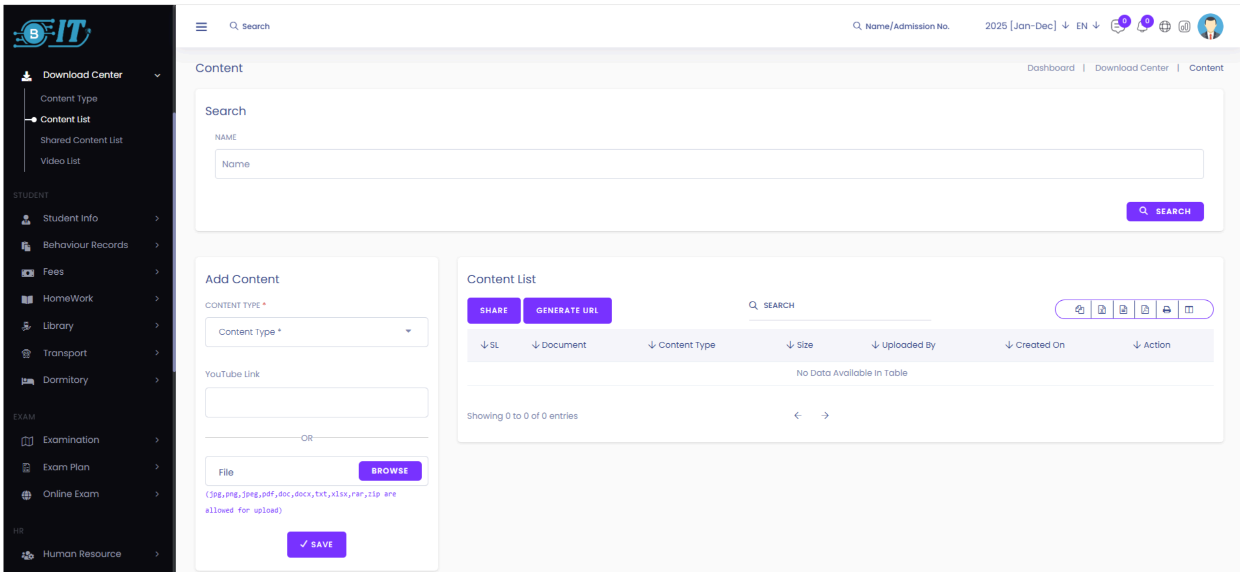
And also, the same as the user can see and add
Topic,
-Topic Overview,
-Lesson plan,
-Lesson Overview.



-Bulk Print

The user can search to find a file. Also can print the file.
-ID Card,
-Certificates,
-Payroll,
-Fees Invoice,
-Invoice type (invoice, Slip).

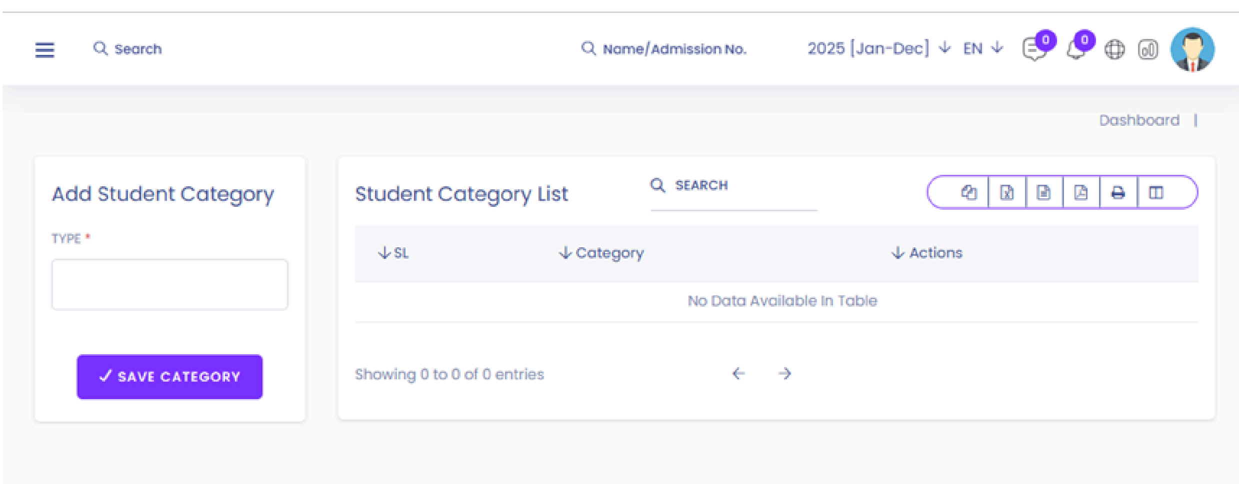
Administration > Download Center



-Content Type, Content List

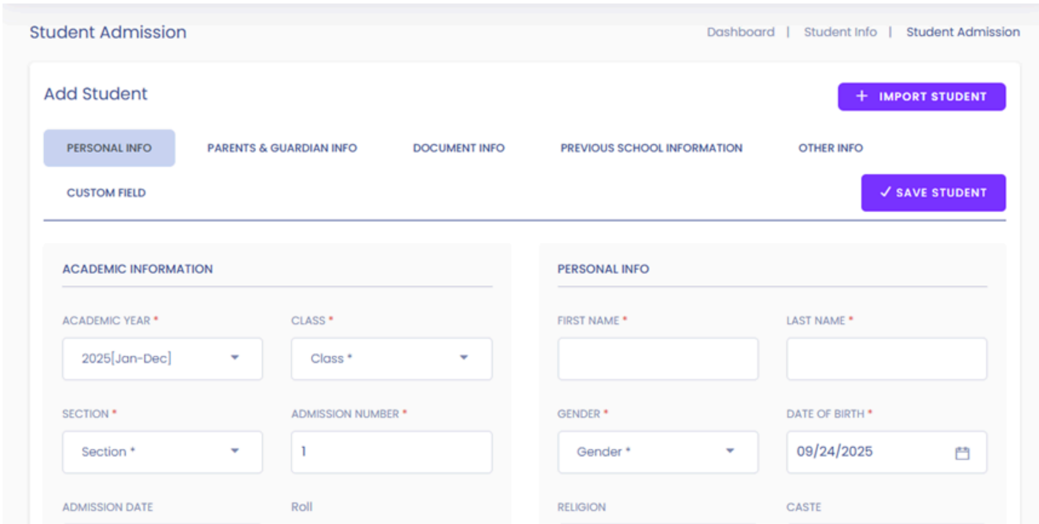
The user can add content as a link, video, or any kind of file for any section or class. Also, you can search to find existing files and can download them.

Student > Student Info



- Student category

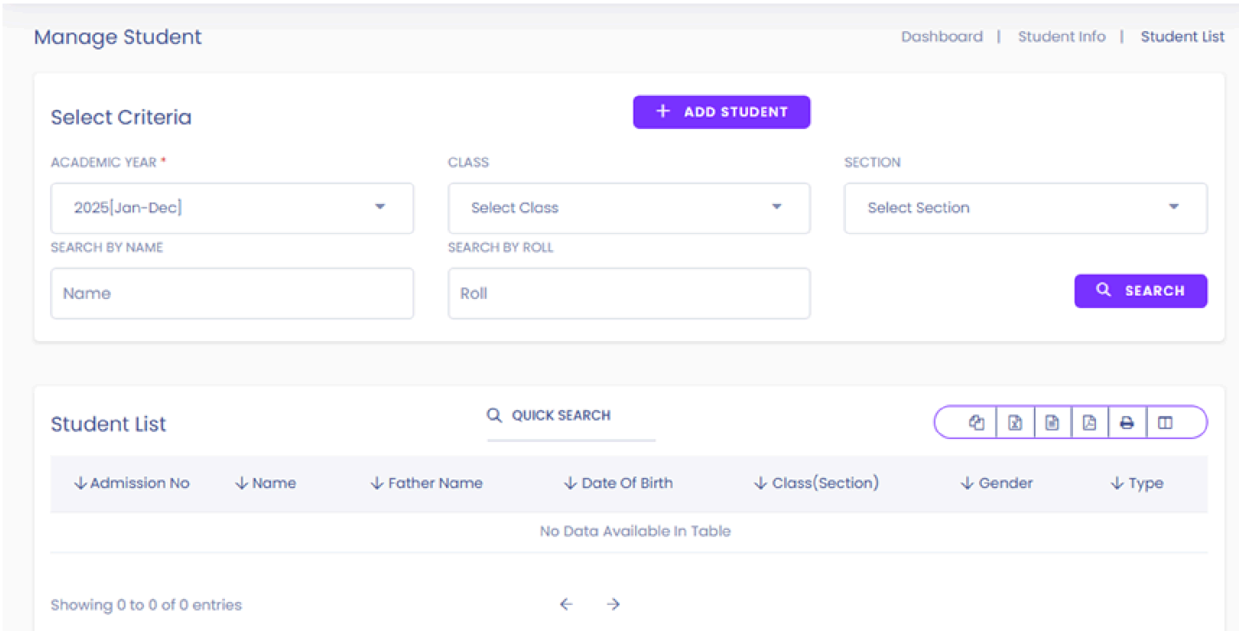
This section allows you to manage student categories. You can add, edit, or delete categories based on your institution's requirements.



- Add Student

To register a new student, enter the following details:

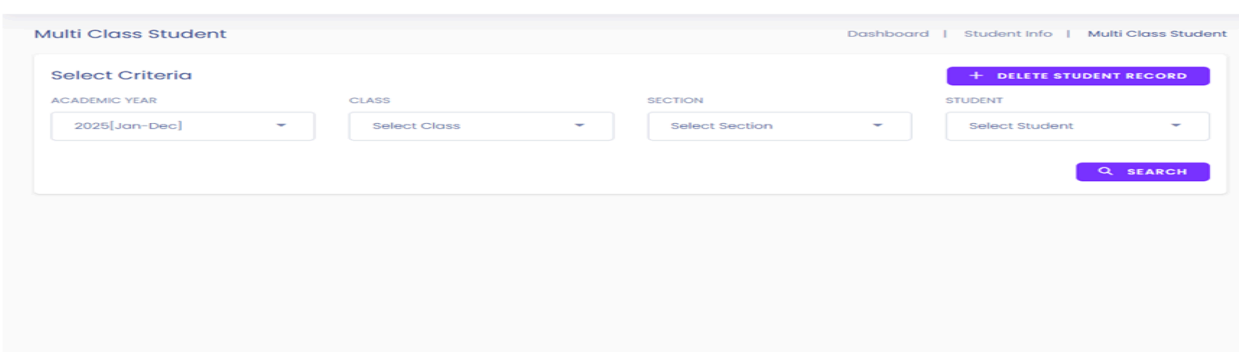
- Personal Information (Name, date of birth, gender, etc.)
- Parent/Guardian information
- Document information (admission form, ID proof, etc.)
- Previous School information
- Other information
- Custom Fields (additional fields defined by the institution)



- Student List

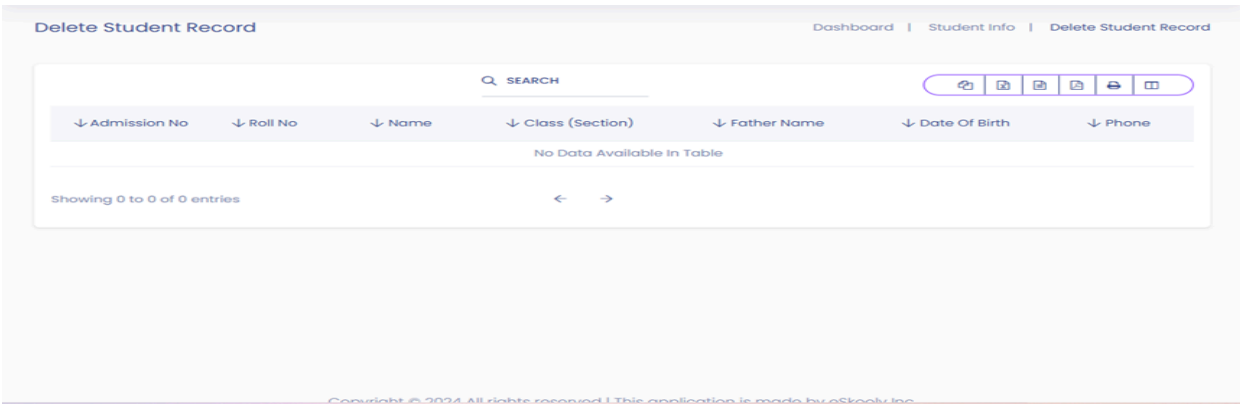
In this section you can:

- Search for students by name or ID
- Add new students
- Edit existing student information
- Delete student records



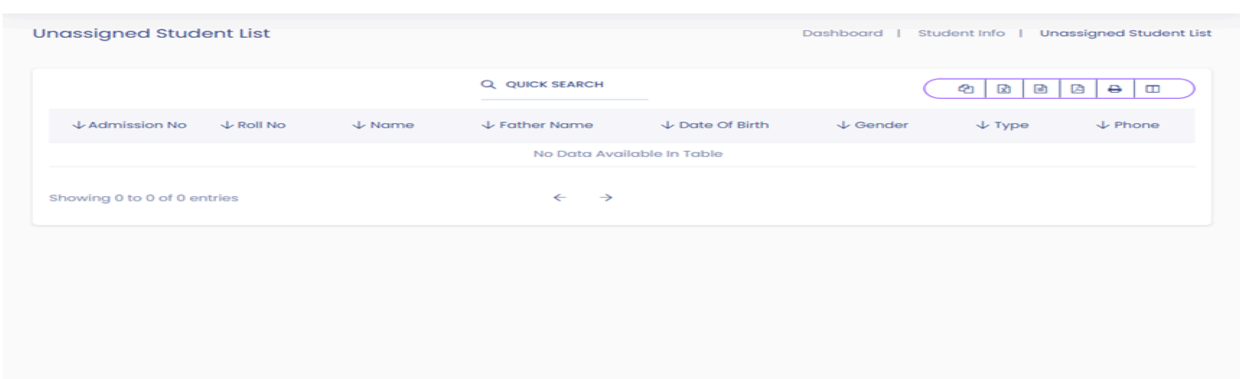
- Multi Class Student

This feature is used when a student is enrolled in more than one class or section. For example, a student can attend both **a regular class** and **a special coaching class.** The system allows assigning a student to multiple classes.



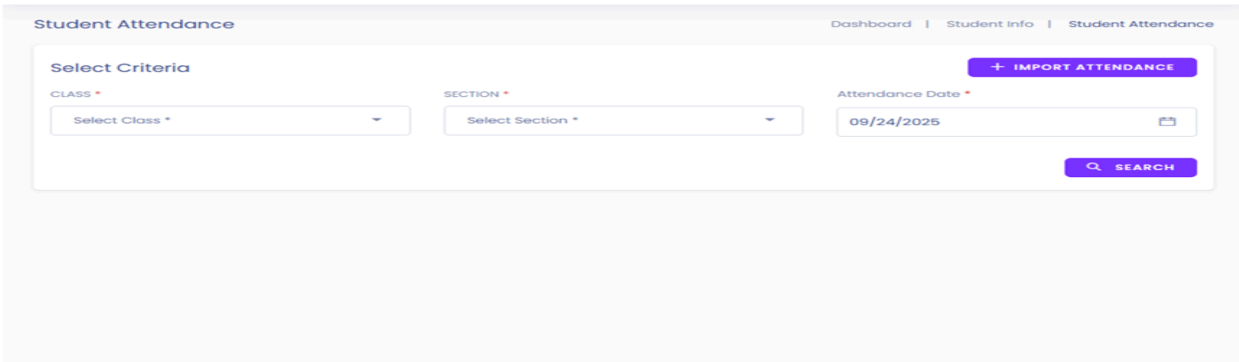
- Delete Student

This section allows you to permanently delete a student record from the system. Please use caution, as deleted data can not be recovered.



- Unassigned Student

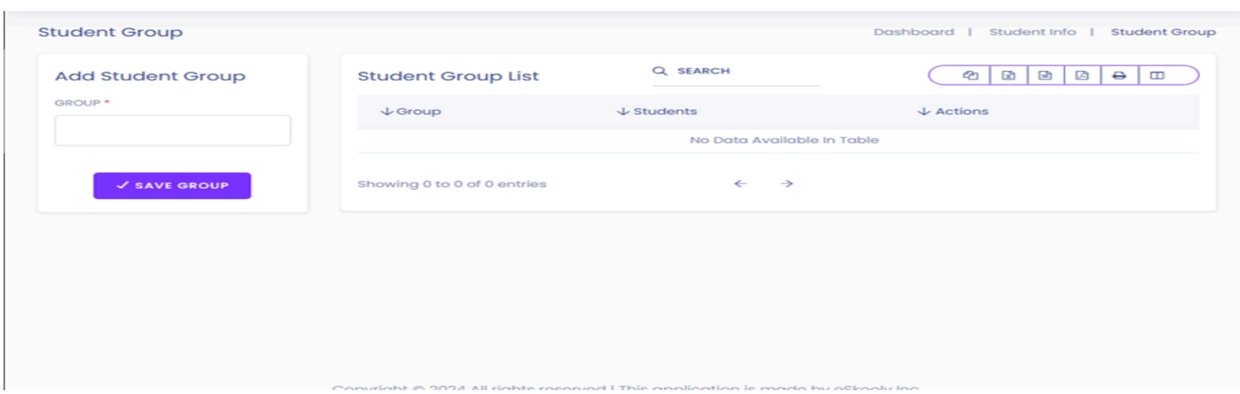
Students who have been registered but not yet assigned to a class/section are listed here. From this section you can easily assign students to classes.



- Student Attendance

This module helps in recording and managing daily attendance of students. Features include:

- Mark Present, Absent, or Leave for each student.
- View attendance by class/section date.
- Generate attendance reports.



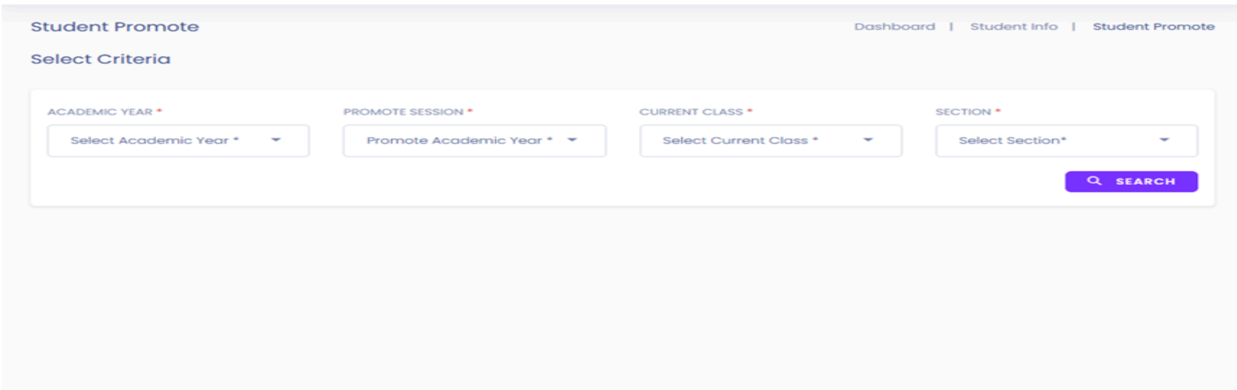
- Student Group

This features allows creating custom groups of students for various purposes such as

- Project groups

- Sports teams
- Activity-based groups

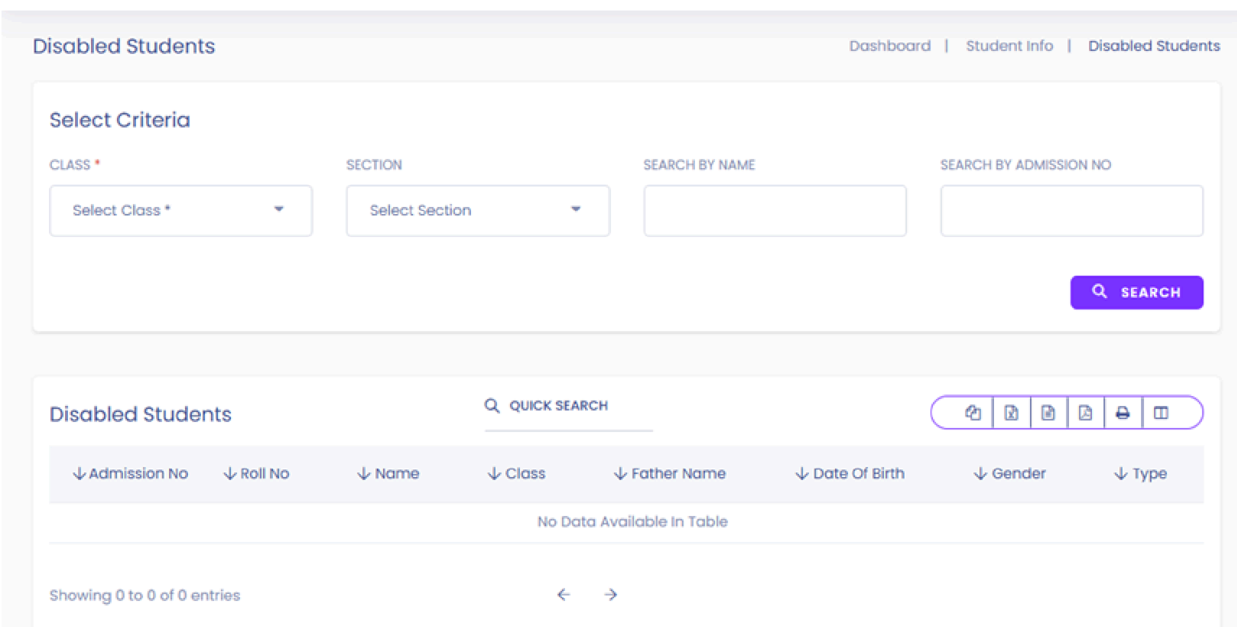
Groups make it easier to manage activities outside the regular class structure.



- Student Promotion

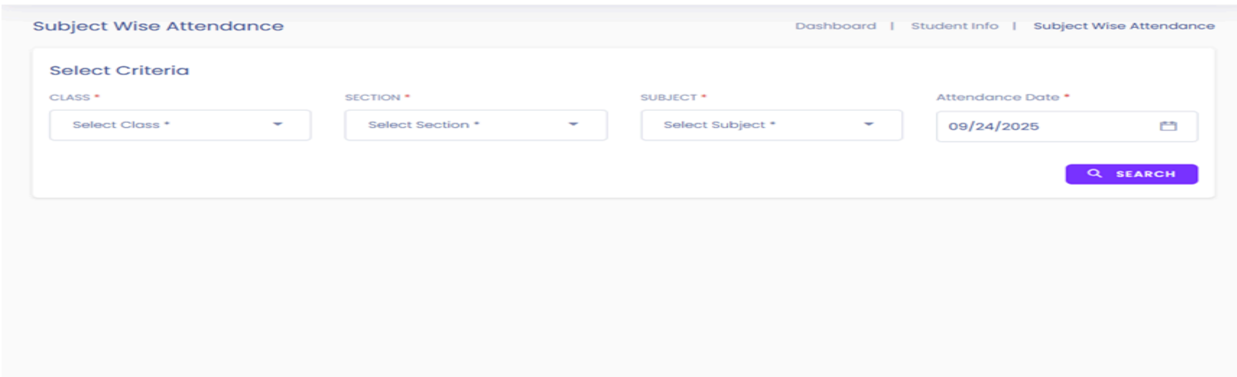
This section is used to promote students from one class to the next at the end of the academic year. You can

- Select the current class
- Choose the new class for promotion
- Promote all or selected students



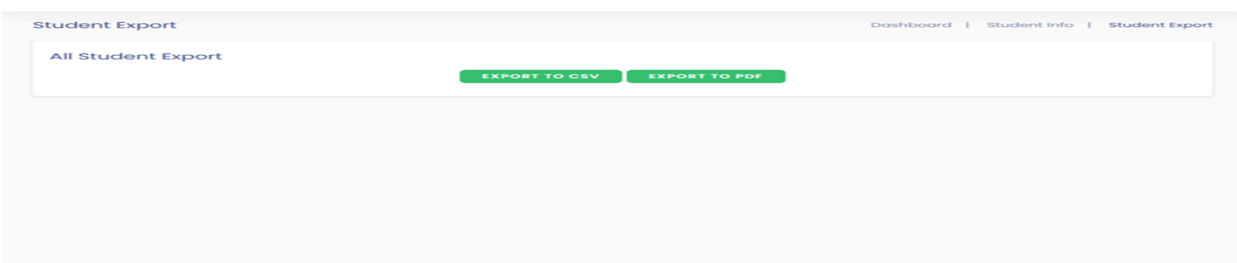
- Disable Students

This section lists students who are disabled/inactive in the system. Reasons could include transfer, dropout, or suspension. These records are retained for history but not counted in the active reports.



- Subject wise attendance

This module allows tracking of attendance for each subject separately. Useful for institutions where subject teachers mark attendance individually. Reports can be generated per subject and per student.



- Export Students

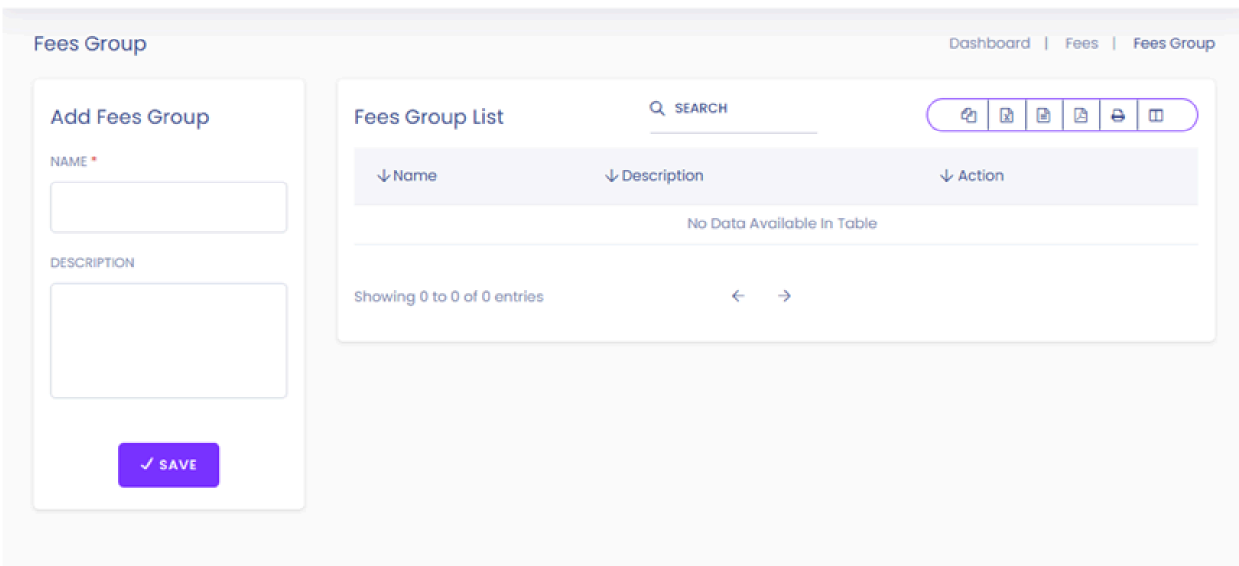
This section allows you to export student records into standard formats (Excel, CSV) for reporting or backup purposes.

- SMS Sending time

This section allows you to configure the time for sending SMS notifications to students, parents, or guardians. You can

- Set a specific time for automatic SMS delivery (e.g., attendance alerts, fee reminders, announcements)
- Choose whether SMS should be sent instantly or at a scheduled time.
- Ensure important messages reach recipients at the right time without manual intervention

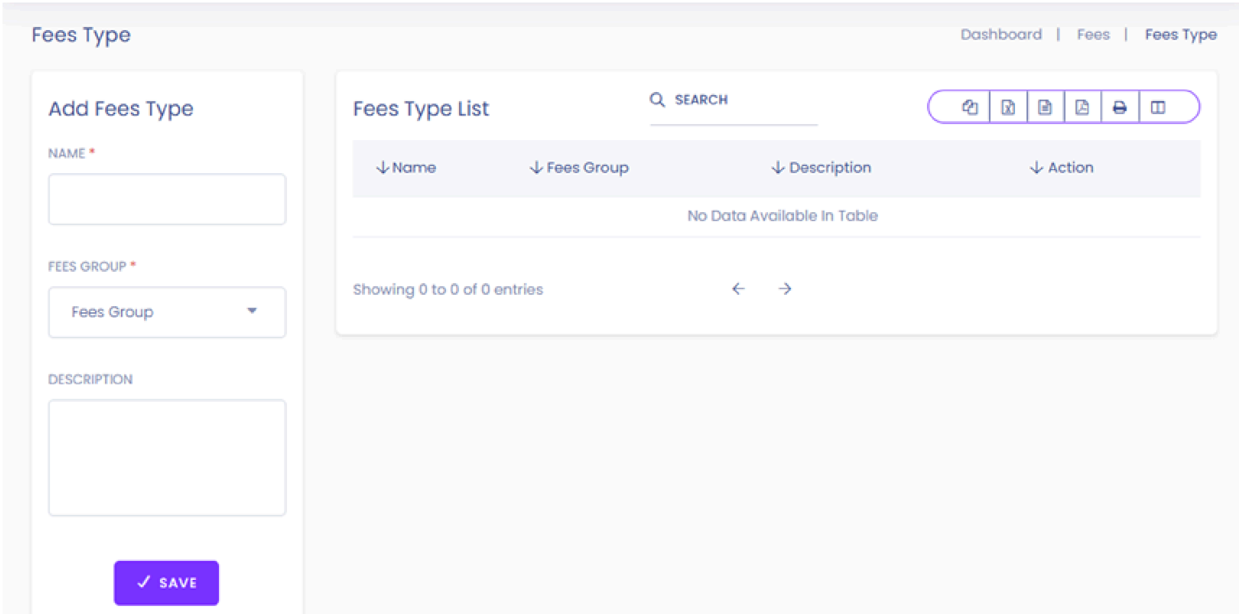
Student > Fees



- Fees group

This section allows you to create and manage fee groups. A fee group is a category under which different types of fees can be organized. You can

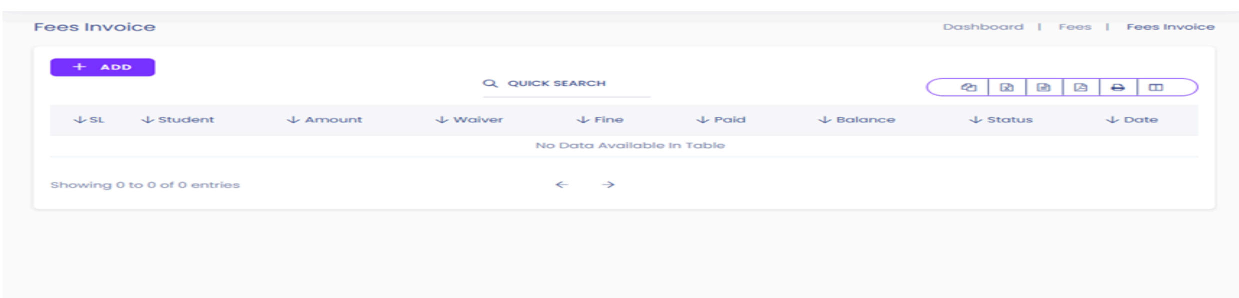
- Add a fee group name (Tuition Fees, Transport Fees, Hostel Fees).
- Add a description to provide details or notes about the group.
- Edit or delete an existing fee group as needed.



- Fees Type

This section is used to define specific types of fees under a selected fee group. You can

- Enter the fee type name (Admission Fee, Monthly Tuition Fee, Exam Fee)
- Select the fee group to which this fee type belongs (Tution Fees, Transport Fess)
- Write a description to provide additional details about the fee type.

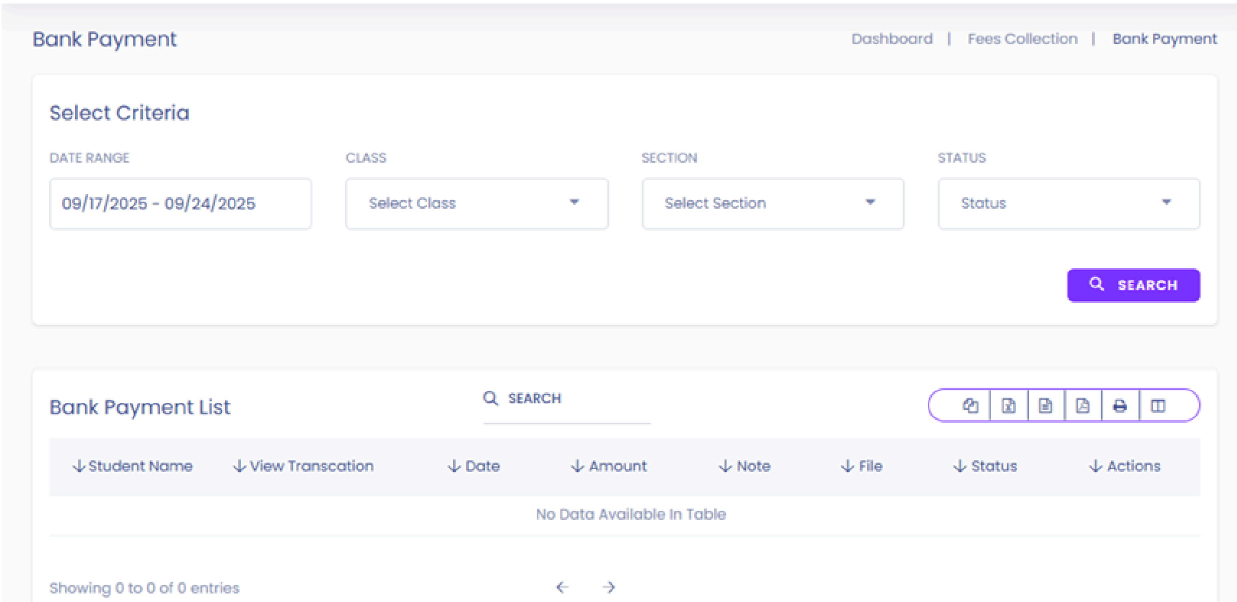


- Fees invoice

This section allows you to create and manage fee invoices for students. A fee invoice records the payable amount and payment details for each student. You can

- Select the student for whom the invoice is being generated.

- Choose the fee type(s) to be included in the invoice.
- Enter the **Amount, Due Date and Payment** instructions.
- Add a description or notes if required.
- Save **Edit or Delete** invoices as needed.



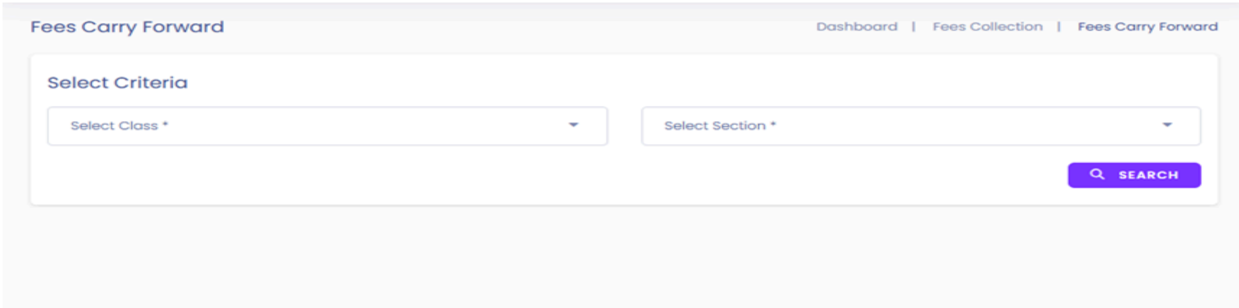
- Bank Payment

This section is used to view and manage student payments made through the bank. You can

Select criteria to filter the payment list such as

1. Date range - view payments within a specific period.
2. Class and section - filter payments by student group
3. Status - check whether payments are paid, pending or rejected.

After selecting the criteria , the system will display a detailed payment list showing student name, invoice number, date, amount, note, file, status.

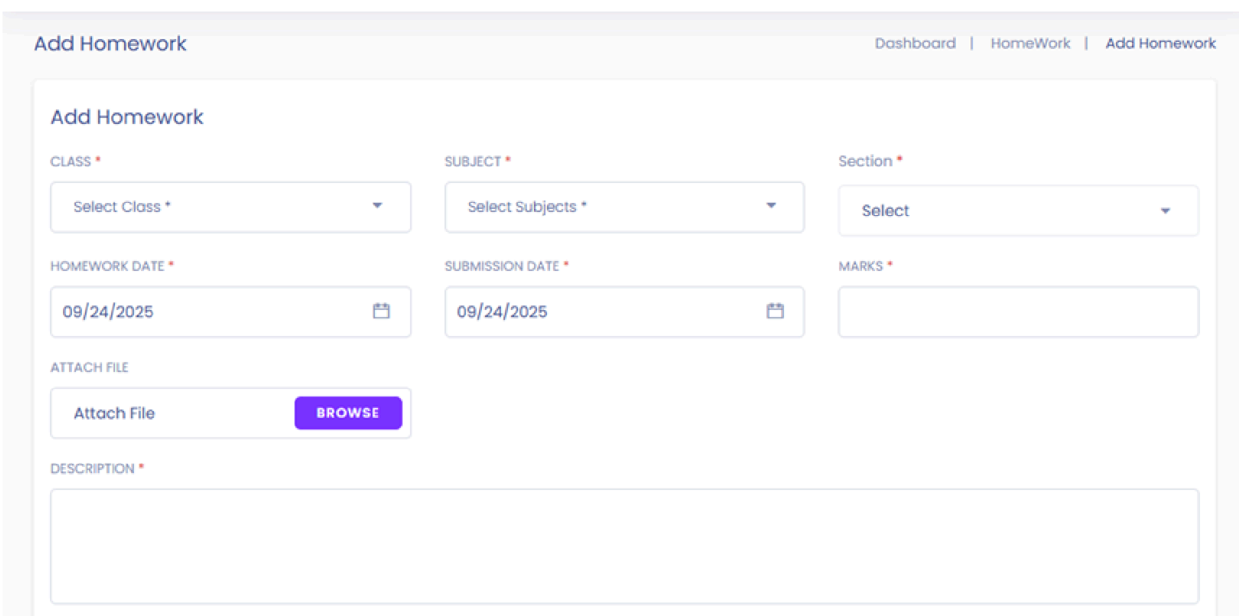


- Fees carry forward

This section allows you to carry forward unpaid fees of students from one academic session to the next. You can

- Select criteria such as Class—choose the class whose students' fees need to be carried forward. Section—narrow down to a specific section within the class.
- The system will then list students with outstanding balances, which can be carried forward to the next session.

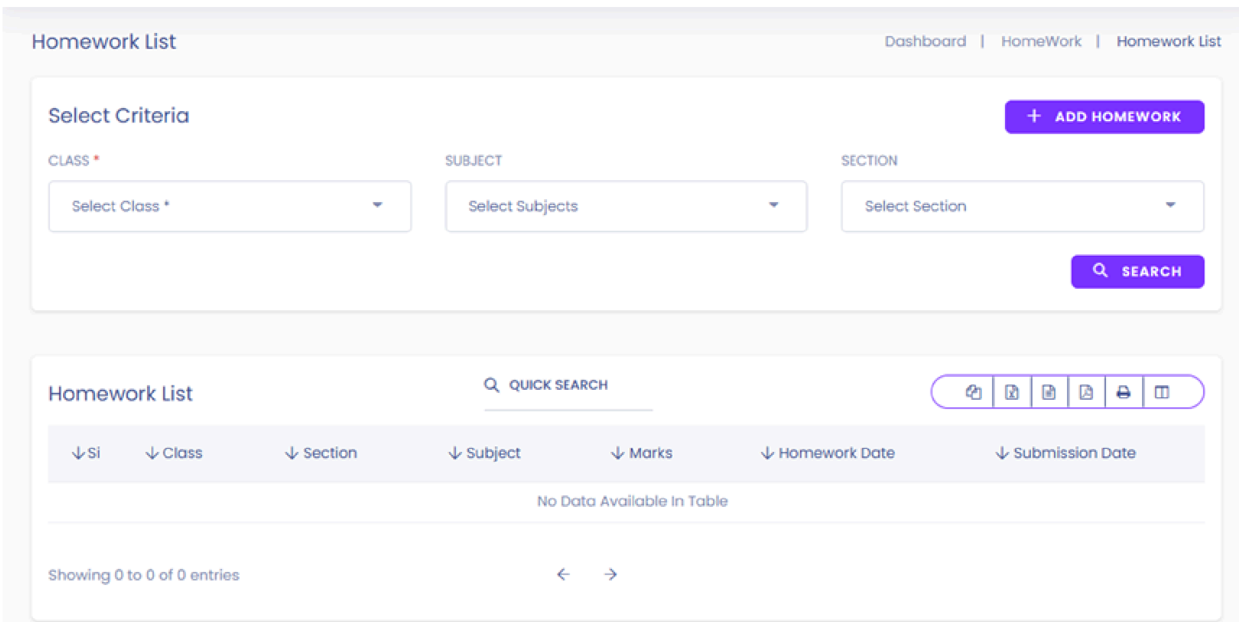
Student > Homework



- Add homework

This section allows teachers to create, assign and manage homework for students. You can

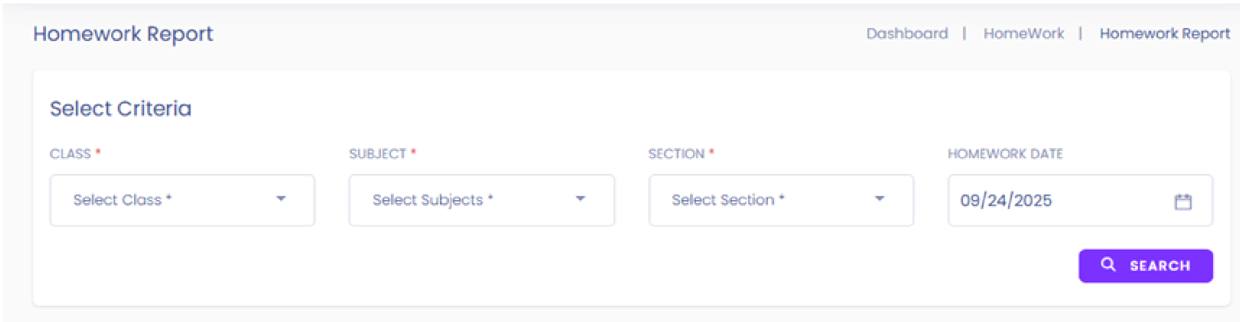
- Select class and section - choose the group of students to assign homework.
- Select subject - specify the subject for which homework is being assigned.
- Set dates - define the homework assigned date and submission date.
- Enter masks - assign marks or grades
- Write description - provide homework details, instructions or additional notes.



- Homework List

This section is used to view and manage all assigned homework in the system. You can

- Select criteria such as class, section and section
- After selecting the criteria, the system will display a list of homework showing details.

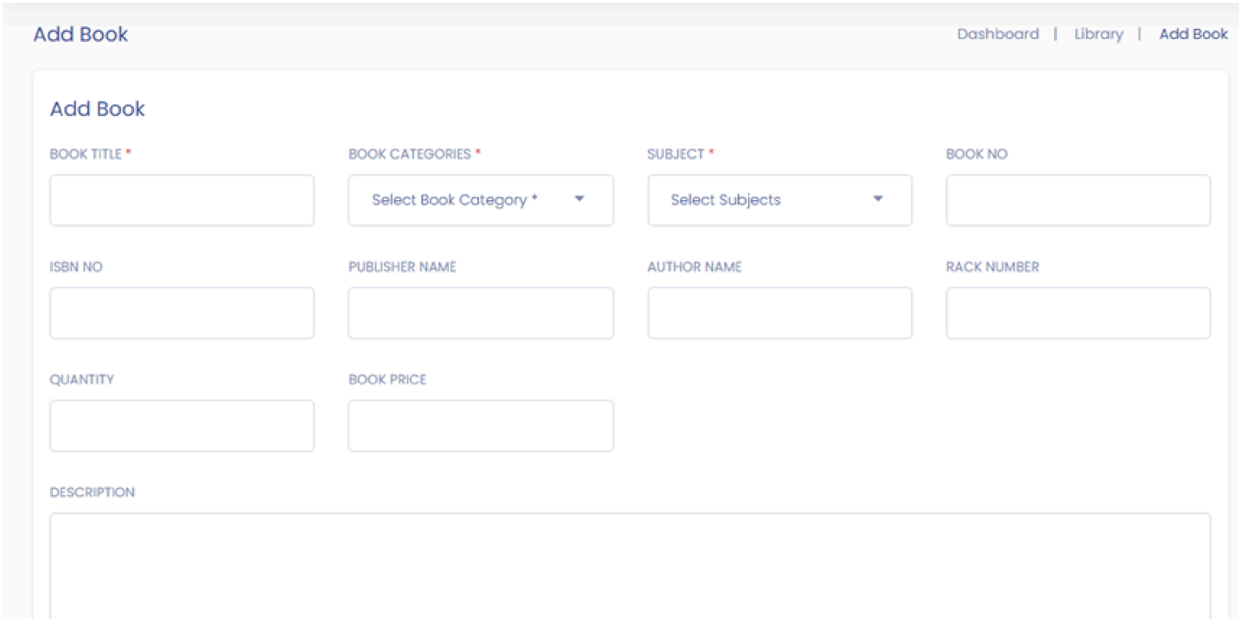


- Homework Report

This section provides a detailed report of homework assignments and their status. You can

- Select criteria such as class, section, subject and homework date
- The system will then display a comprehensive report.

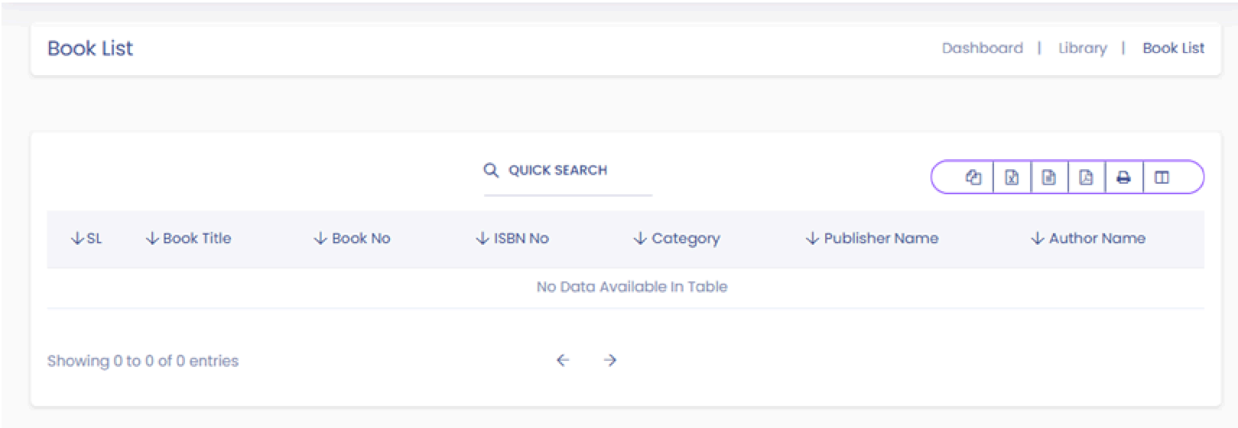
Student > Library



- Add book

This section allows you to add new books to the library database. You need to provide

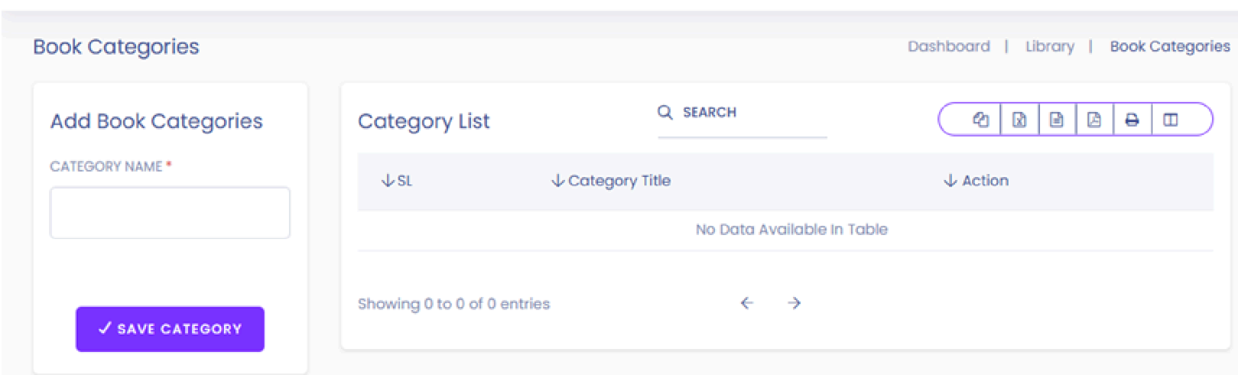
- Title - the name of the book
- Category - select the book category (Reference, Textbook, Novel)
- Subject - the subject or field related to the book
- ISBN Number - international standard book identification number
- Published Name - the name of the publishing company
- Author Name - the author(s) of the book
- Rack Number - the shelf or rack where the book is stored
- Quantity - number of copies available in the library
- Book Price - the cost or value of the book
- Description - additional notes or details about the book



- Book list

This section displays a comprehensive list of all books available in the library. You can

- Search and filter books by title, category, subject, author, publisher or rack number.
- View Book Details such as title, category, subject, ISBN, publisher, author, price and rack location.
- Edit book information if any details need updating
- Delete books from the system if they are no longer available

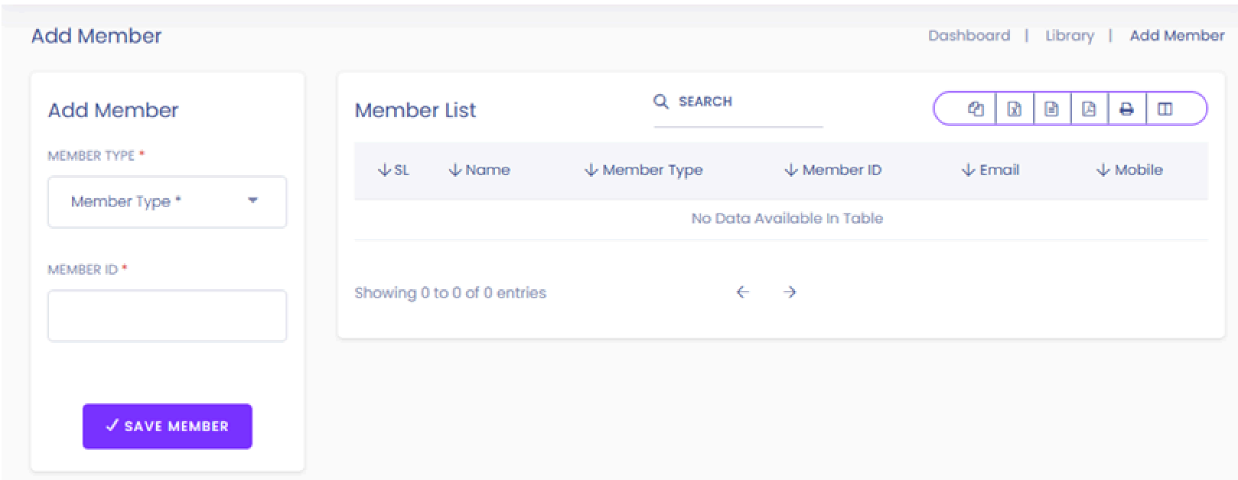


- Book categories

This section allows you to create and manage categories for books in the library. You can

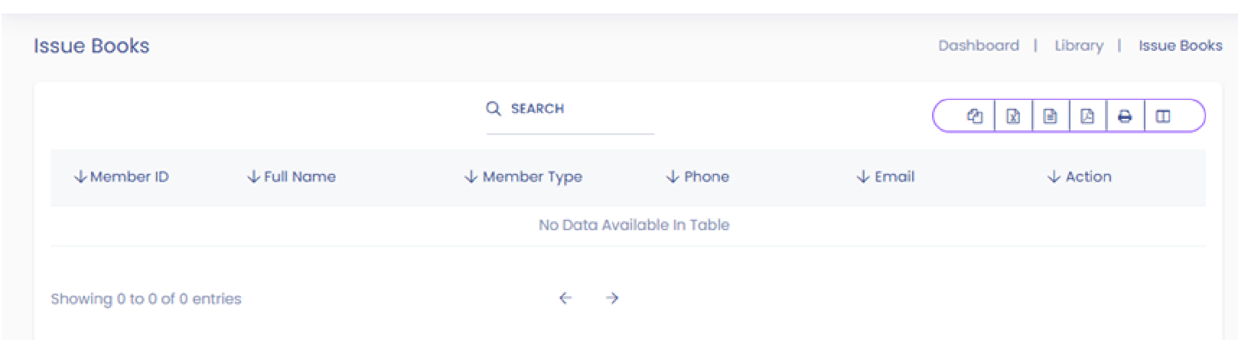
- Add a category - define categories such as Textbooks, Reference Books, Novel, Journals etc
- Search categories - quickly find a category by name

- View all categories - see the complete list of categories available in the system
- Edit or Delete - existing categories as needed.



- Add members

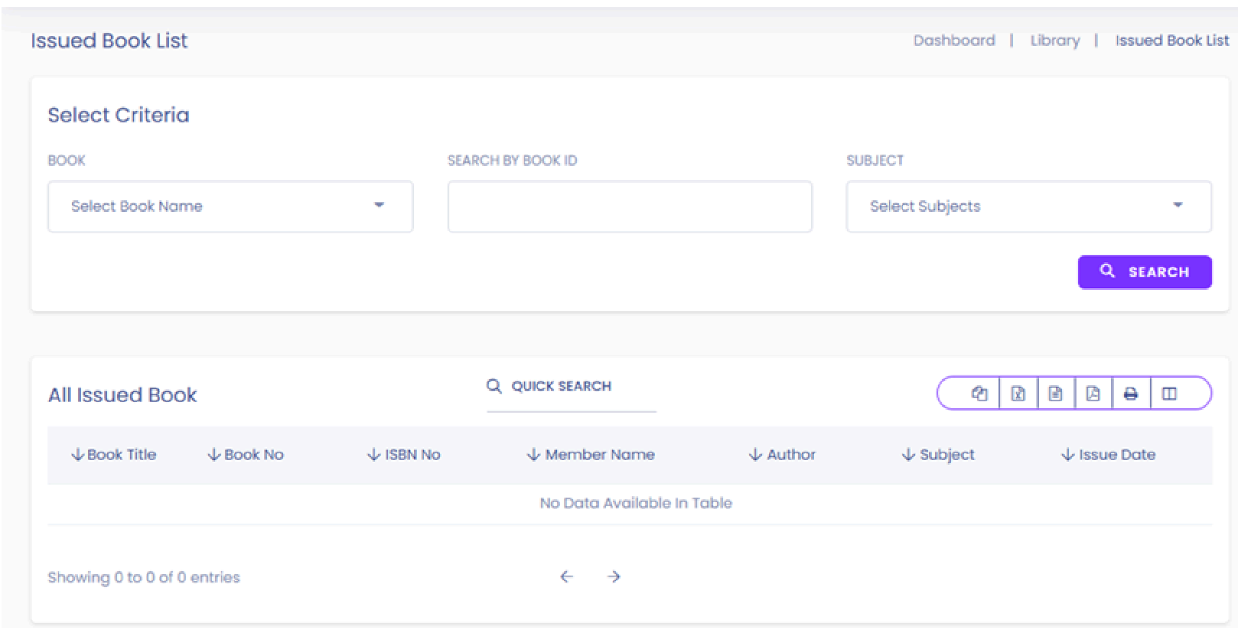
- This section allows you to add and manage library members (student, staff or others). You can
- Select member type - choose whether the member is a student, teacher or staff
- Enter member id - assign a unique identification number to the member
- Save member details - register the member into the library system
- View members - see the complete list of registered library members
- Search members - quickly find a member using their id, name or type
- Edit or Delete member records if required



- Issue/Return Book

This section is used to manage the borrowing and returning of books by library members. You can

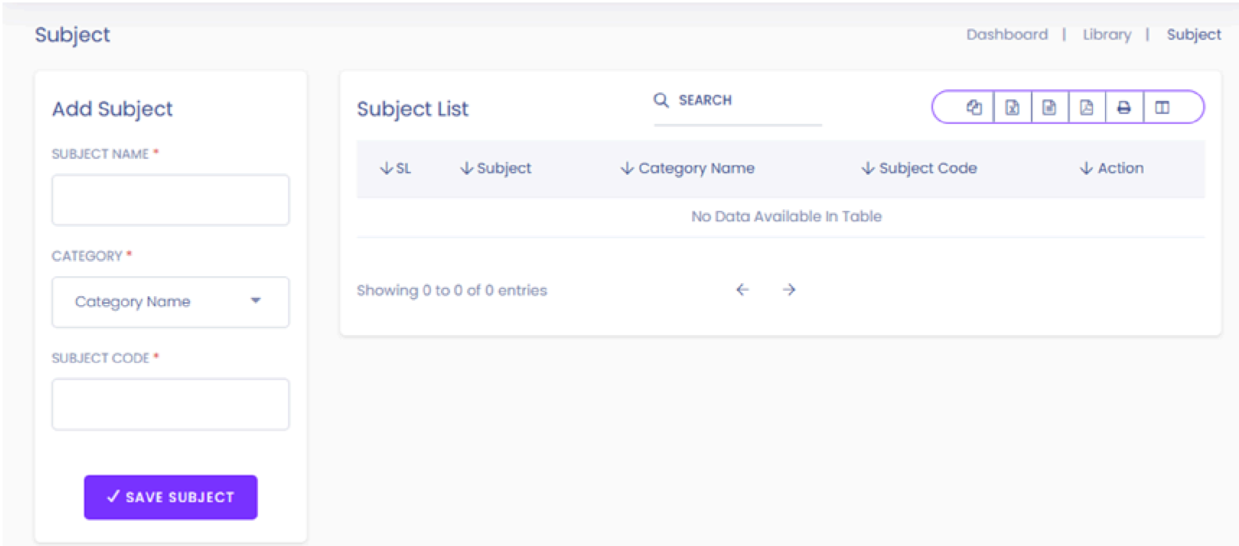
- View member list
- Search members by ID, name or type to quickly locate a record
- Issue Books - assign selected books to the members with issue and return dates
- Return Books - record when a member returns a book and update availability



- All issued books

This section provides a complete list of all books currently issued from the library. You can

- Select criteria such as book name, id and subject
- After selecting the criteria, the system will display the issued books list with details

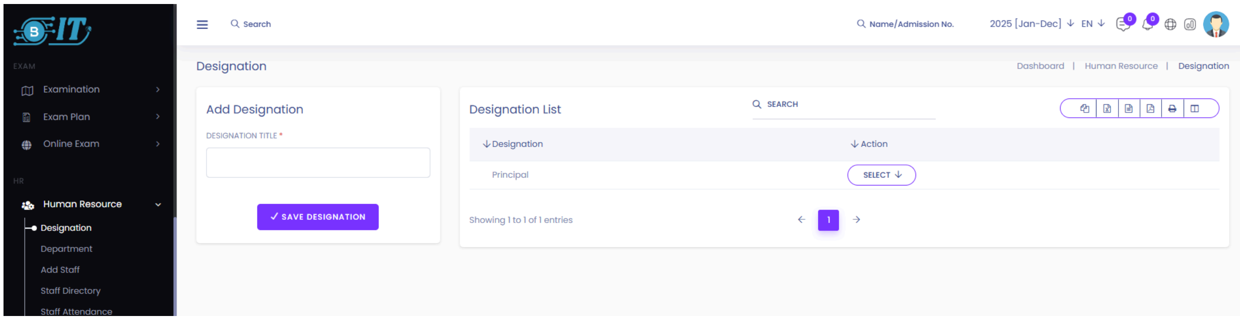


- Subjects

This section allows to add and manage subject records related to the library. You can

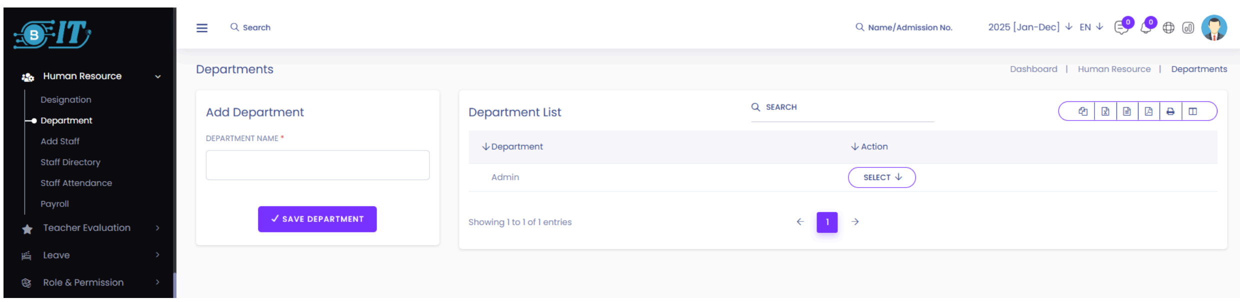
- Add subject - create new subjects by providing subject name, subject code and select category
- View and search for subjects
- Edit or delete subjects

HR > Human Resource



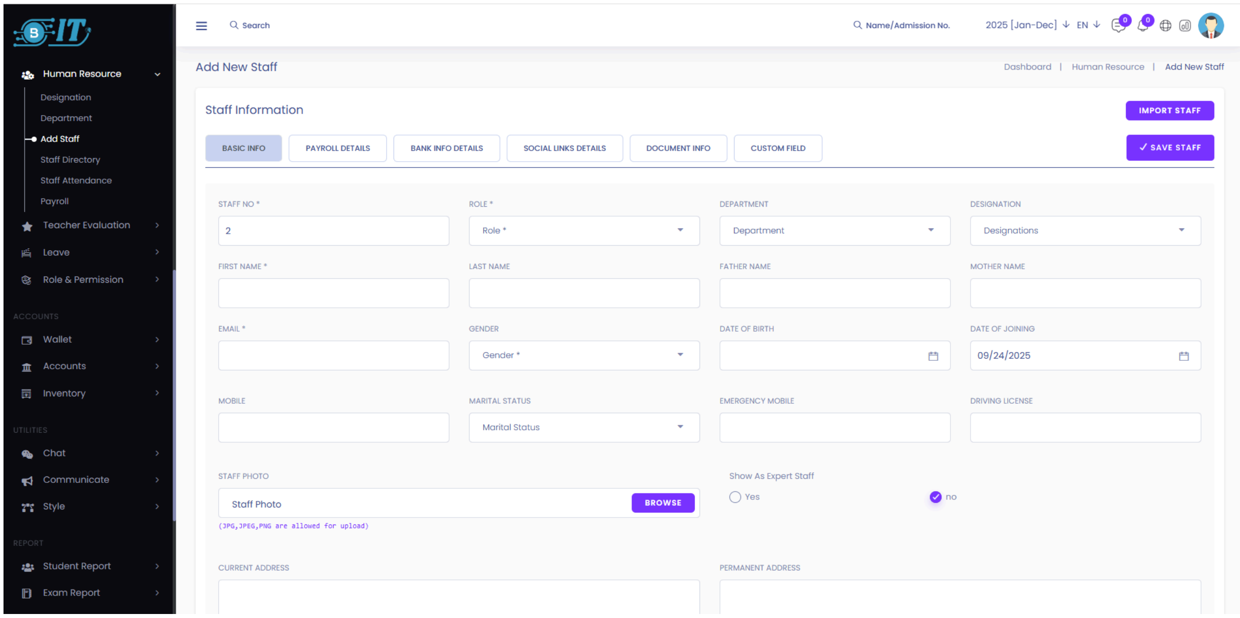
-Designation

The user can add a designation and also find it by searching and can download the files.



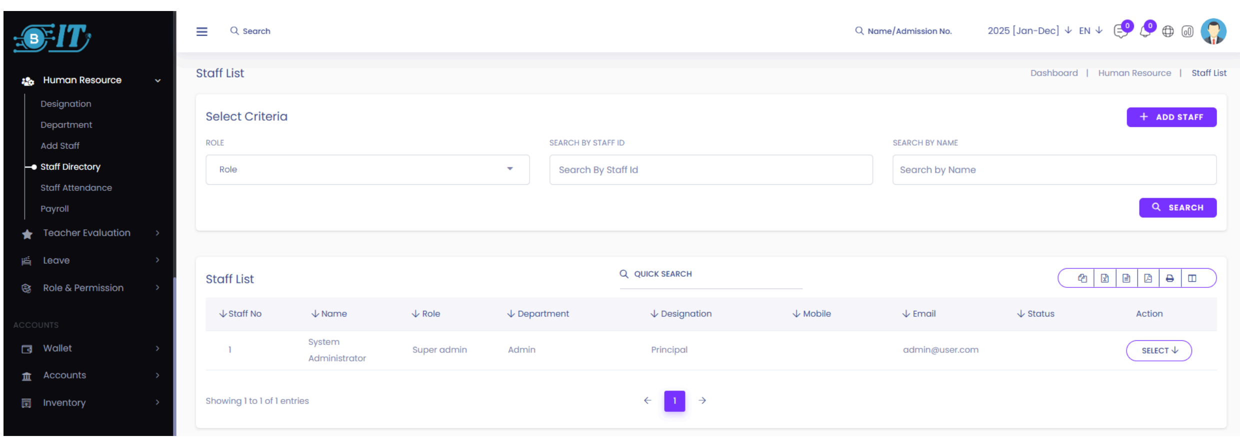
-Department

The user can add a department and also find it by searching and can download the files.



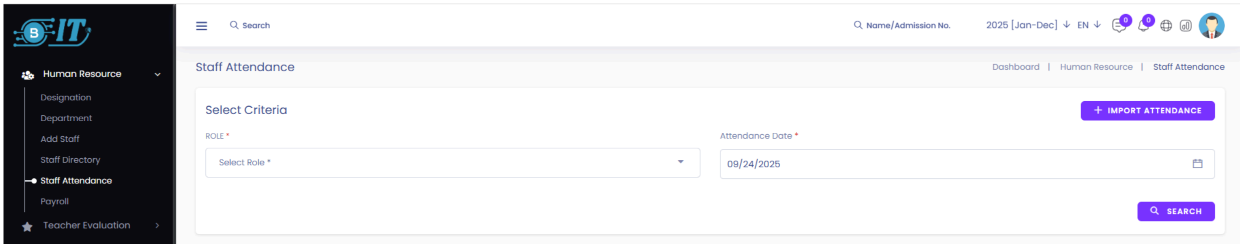
-Staff

The user can add a staff member with all the details and also can import staff and see or add **payroll details, bank details, social link details, and document info,** and can add a custom field also.



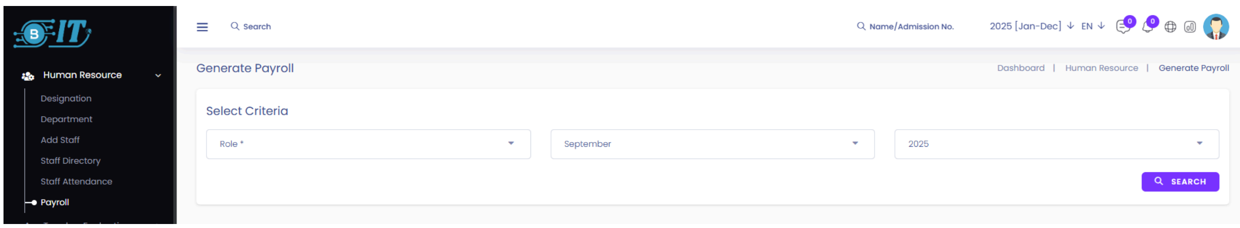
-Staff directory

The user can add a staff member and also can search for any staff member by role and staff ID. Also can download the staff files.



-Staff attendance

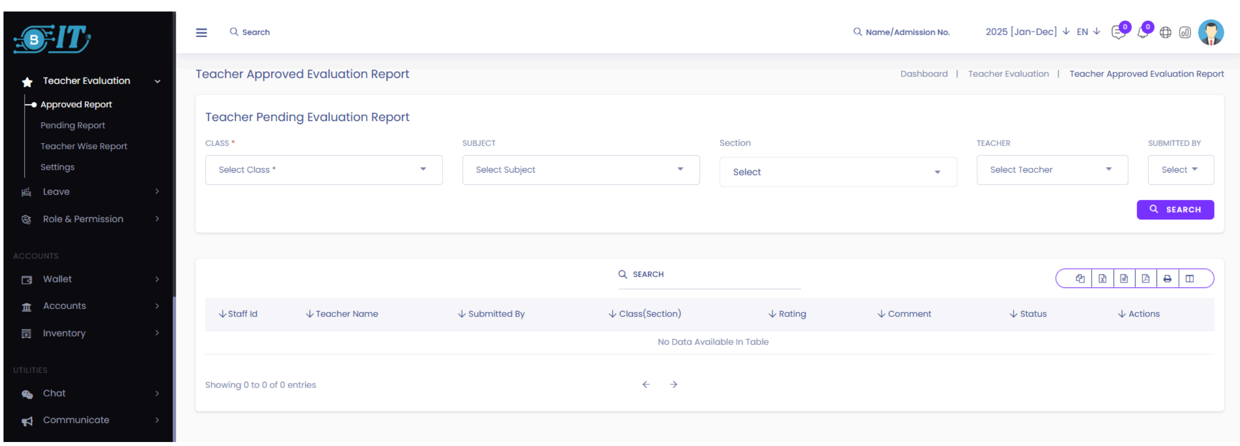
The user can import attendance and also can see the attendance details.



-Generate payroll

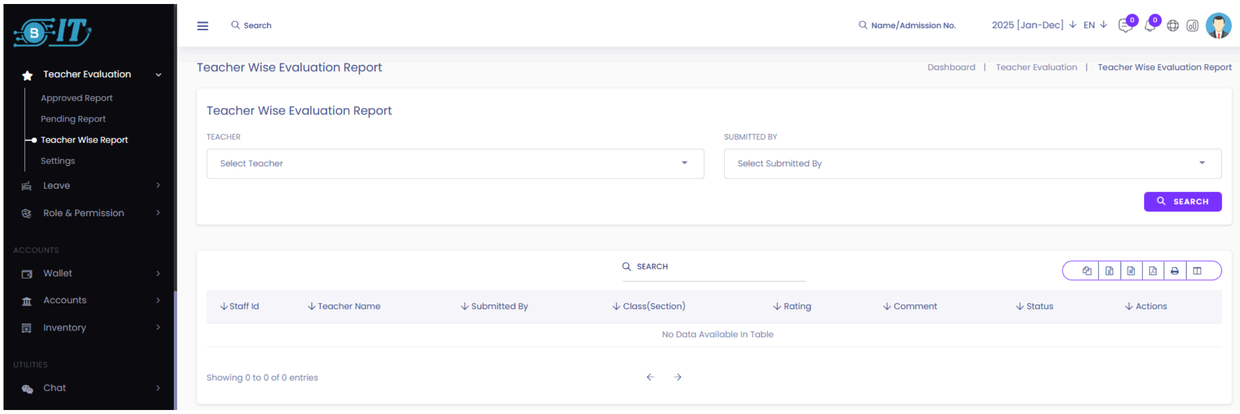
The user can generate payroll.

HR > Teacher Evaluation



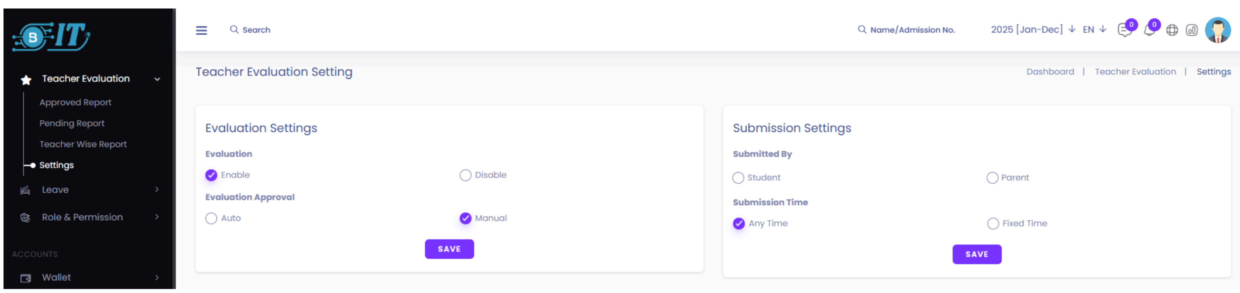
-Teacher pending evaluation report.

The user can see the teacher evaluation report of every class section submitted by students and also can download the list.



-Teacher-wise report

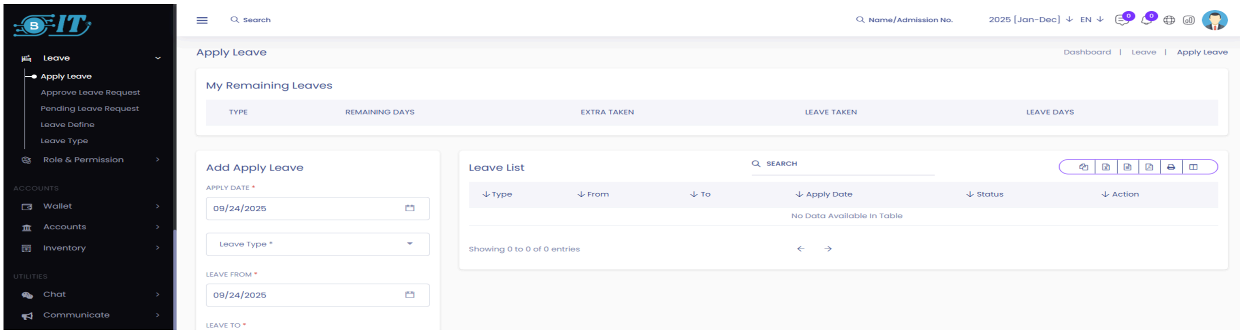
The user can see the teacher-wise evaluation report of every class section submitted by students and also can download the list.



-Teacher evaluation settings

The user can set the process of evaluation and submitting process.

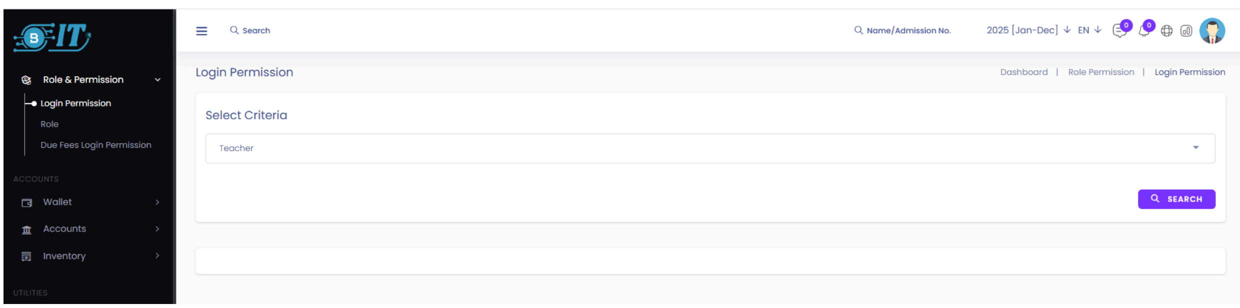
HR > Leave



-Apply leave

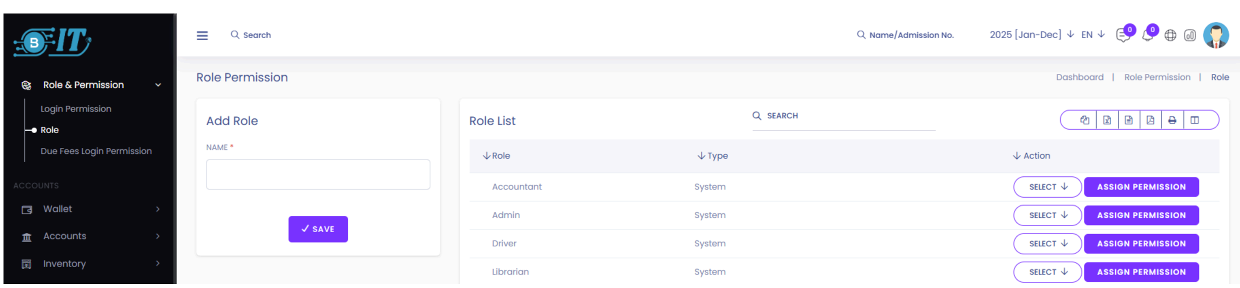
The user can apply for leave for any staff and also see the leaves and can download the list. Also his leave information. Also, he can **approve the leave requests**, can see the **pending leave requests**, add a **leave definition**, and create a **leave type**.

HR > Role and permission



-Login permission

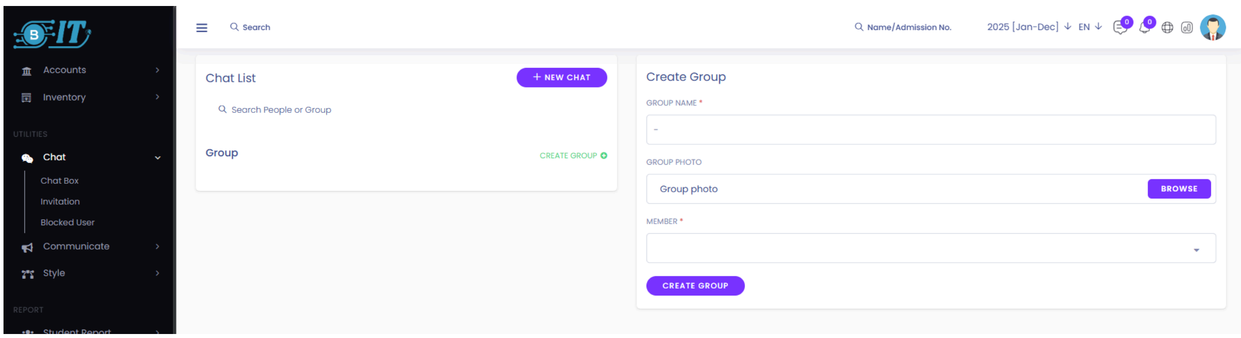
The user can see the login information file of any student or staff and can manage the login permissions.



-Role

The user can add a role and also can manage it. And also **Due fees login permissions.**

Utilities > Chat



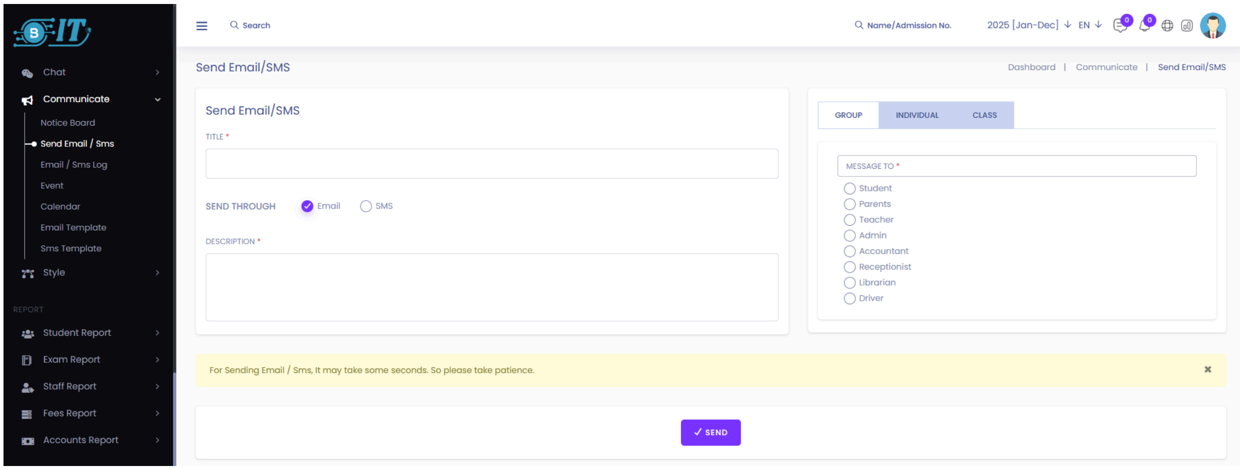
-Chat Box

The user can create a **chat group** and can message any staff.
Also can see the **chat requests** and also can **block** a user.

Utilities > Communicate

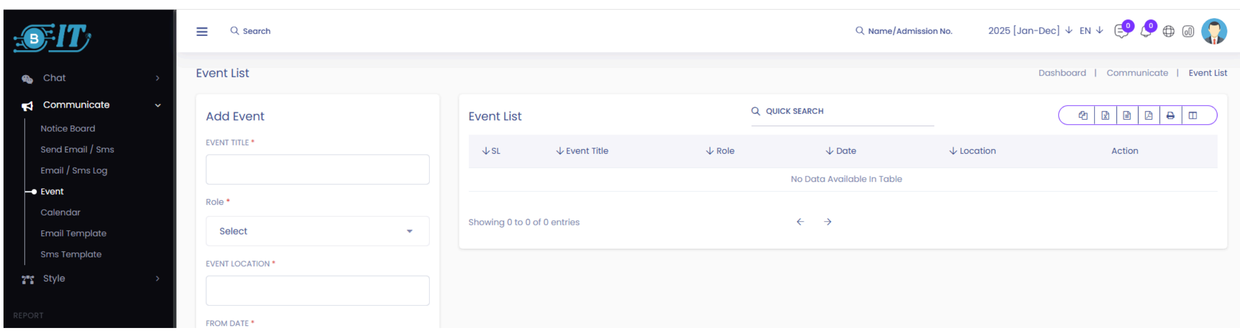
-Notice Board

The user can create, add, edit, and delete a notice to show on the notice board.



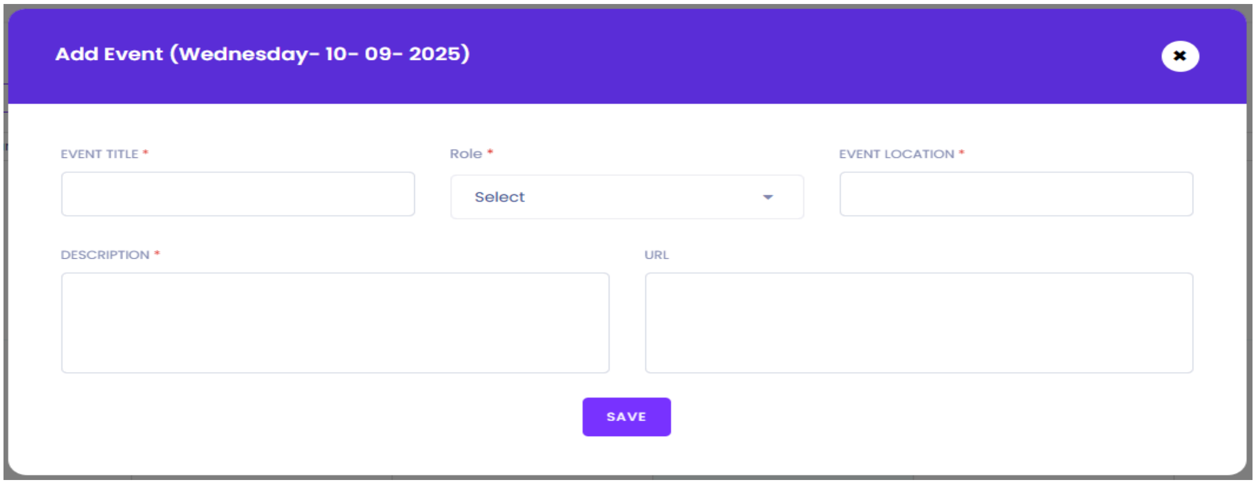
-Send Email/SMS

The user can send an email or SMS to any group, individual, or class.

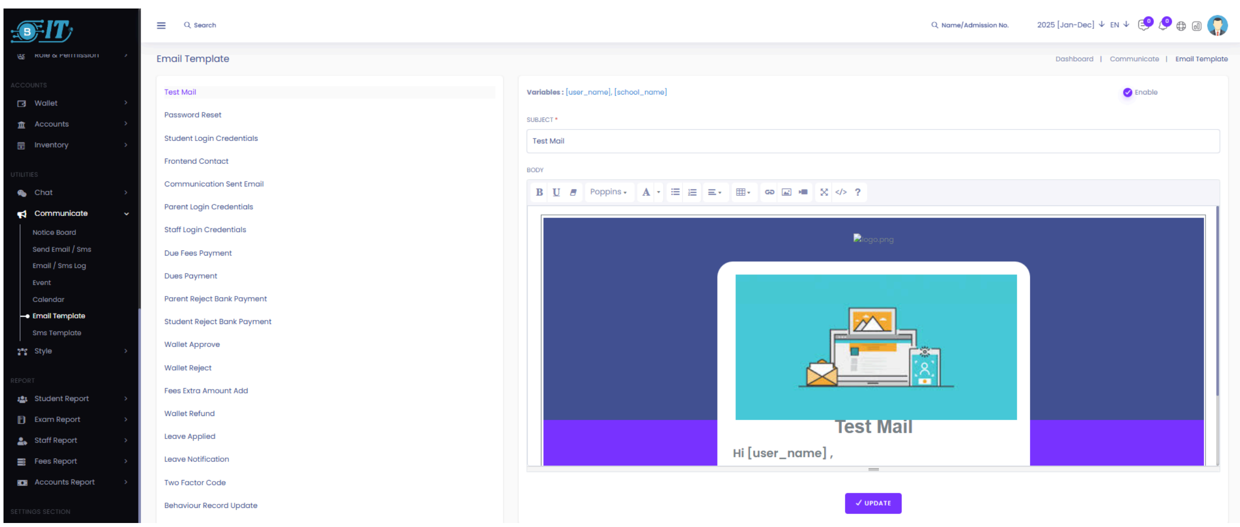


-Event

The user can add an event and also search and download an event list.



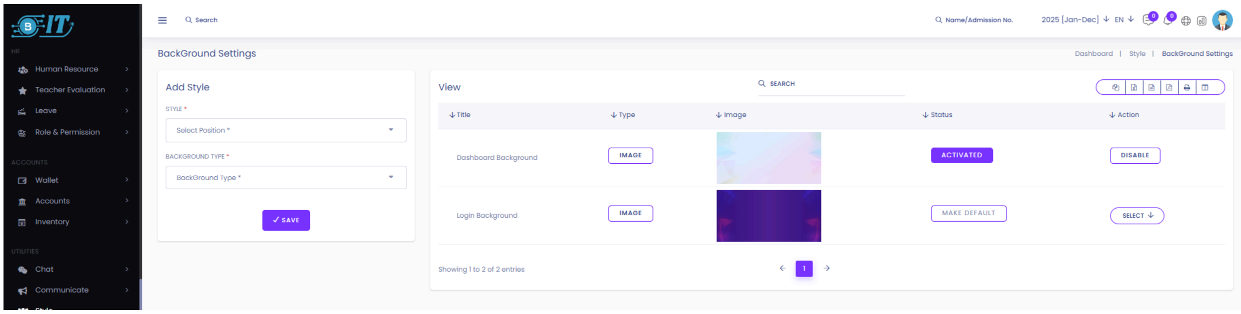
The user also can create an event in a calendar.



-Email/SMS Template

The user can design a readymade template for an email or SMS of its own with many subjects.

Utilities > Style



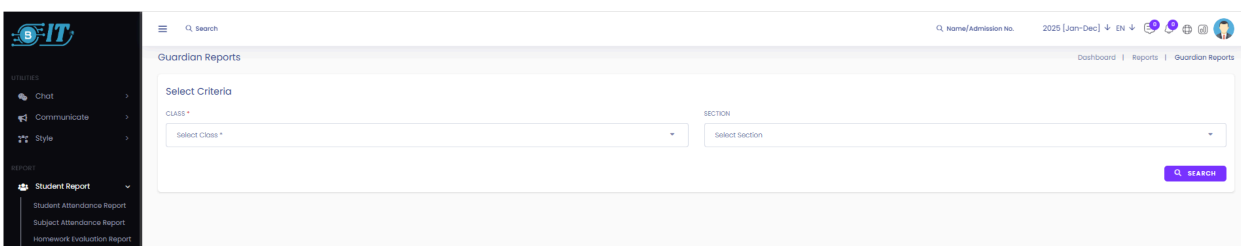
- Background Settings

The user can edit the background of the dashboard and login page and also can upload images.

- Color theme

The user can add a color theme of his own choice.

Report > Student report



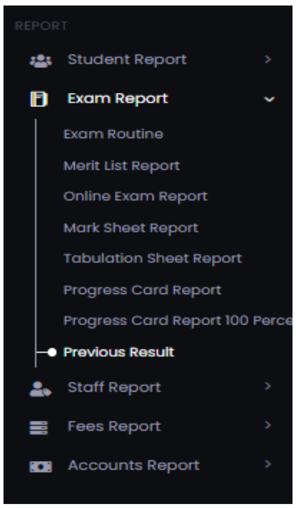
- Students report

The user can see, manage, and download-

- Student Attendance Report
- Subject Attendance Report
- Homework Evaluation Report
- Student Transport Report
- Student Dormitory Report
- Guardian Reports
- Student History
- Student Login Report

- Class Report
- Class Routine
- User Log Student Report
- Previous Record

Report > Exam Report



- Exam report

The user can see and manage,

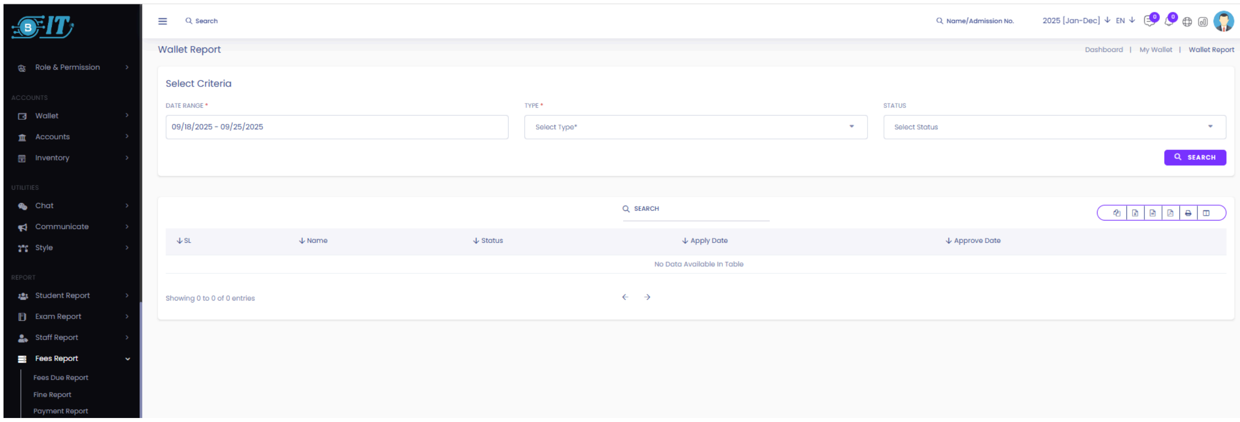
- Exam Routine
- Merit List Report
- Online Exam Report
- Mark Sheet Report
- Tabulation Sheet Report
- Progress Card Report
- Progress Card Report 100 Percent
- Previous Result

- Staff report

The user can see and manage,

- Staff Attendance Report
- Payroll Report

Report > Fees Report

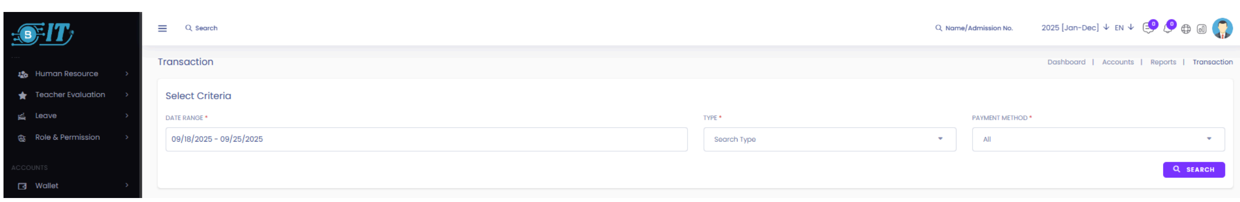


- fees report

The user can see, manage and download,

- Fees Due Report
- Fine Report
- Payment Report
- Balance Report
- Waiver Report
- Wallet Report

Report > Accounts Report

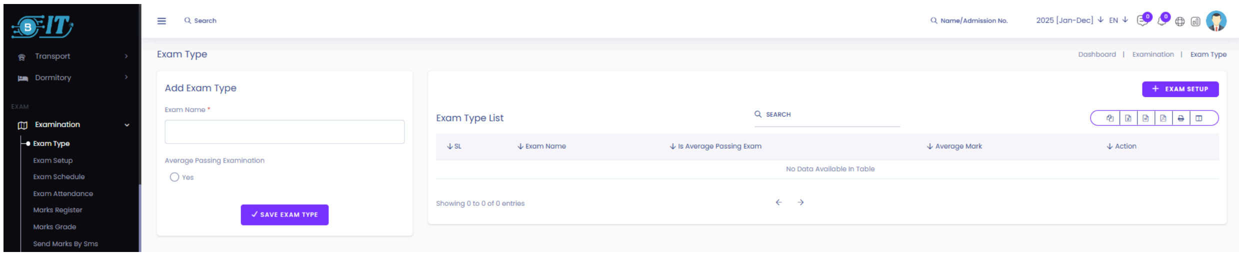


- fees report

The user can see, manage and download any,

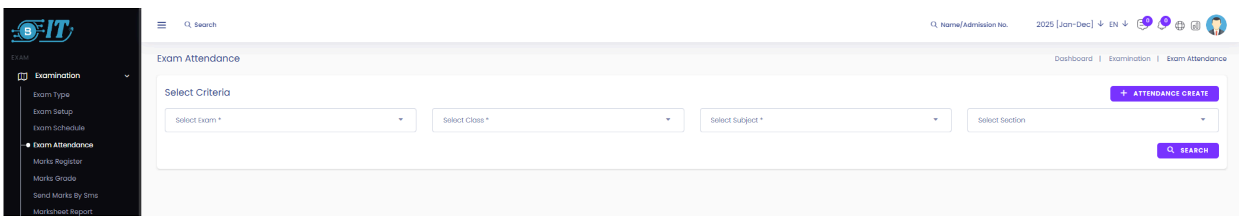
- Payroll Report
- Any Transaction

Exam > Examinations



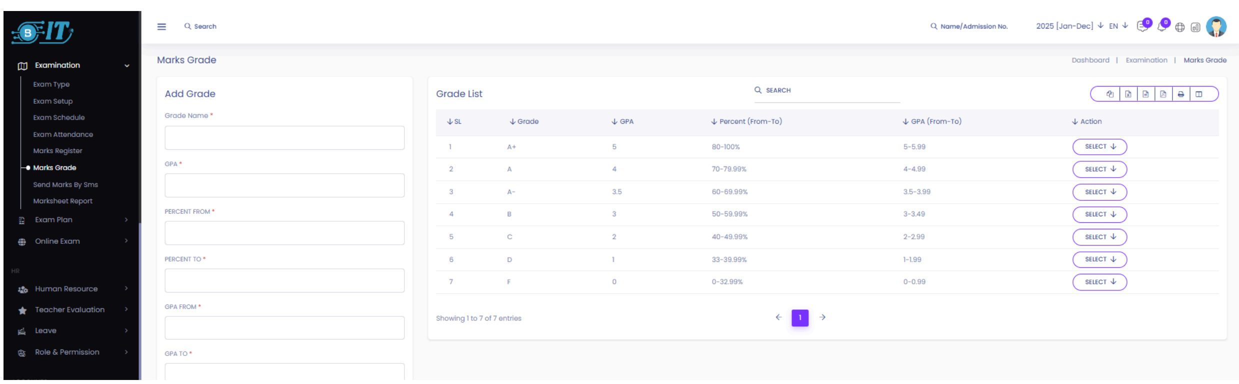
- Exam type

The user can add or create an **exam type**, can do **exam setup**, can create an **exam schedule**, can see any exam reports according to an exam, and can also download the file.



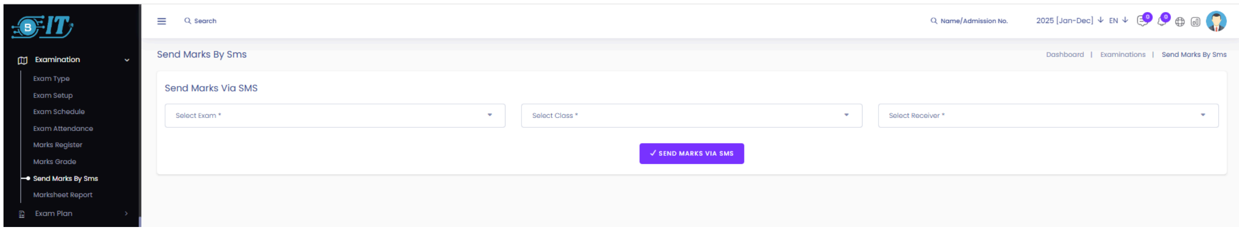
- Exam attendance

The user can create an attendance sheet for the exam and also can see any exam files.



- Marks grade

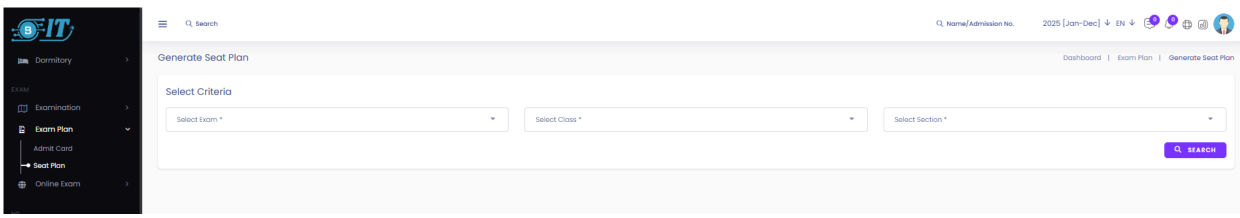
The user can add, customize, and download the mark grade.



- Marks grade send by sms

The user can send marks anyone, like guardians of any exam or class.

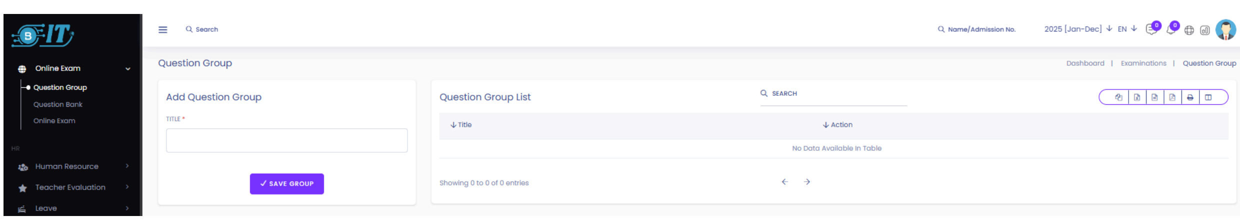
Exam > Exam Plans



- Exam plans

The user can create an **admit card** for an exam and also can make an exam **routine** for an exam and can search to find any.

Exam > Online Exam

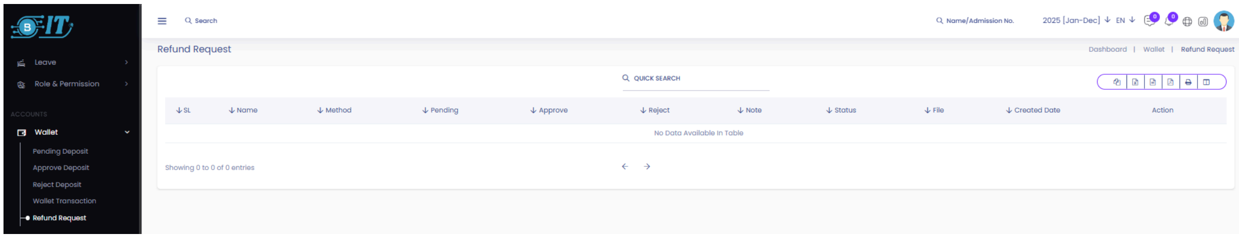


The user can create, set up, and search to find before one and also can download

- Question Bank

- Online Exam

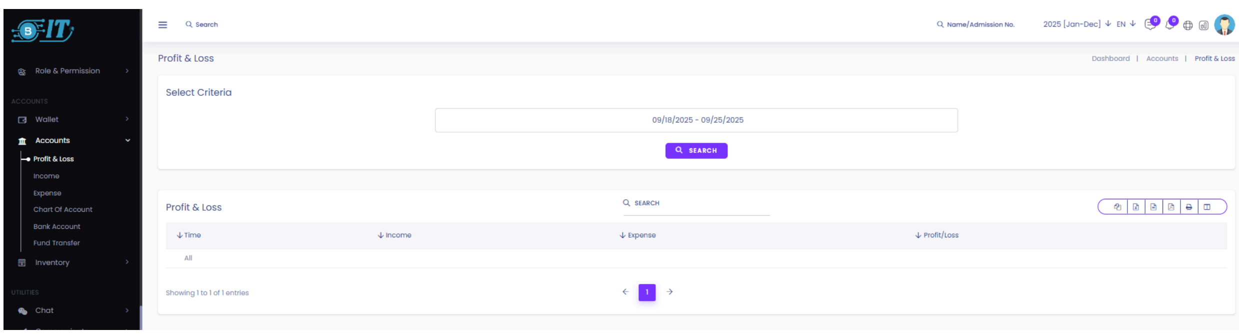
Accounts > Wallets



- Wallet

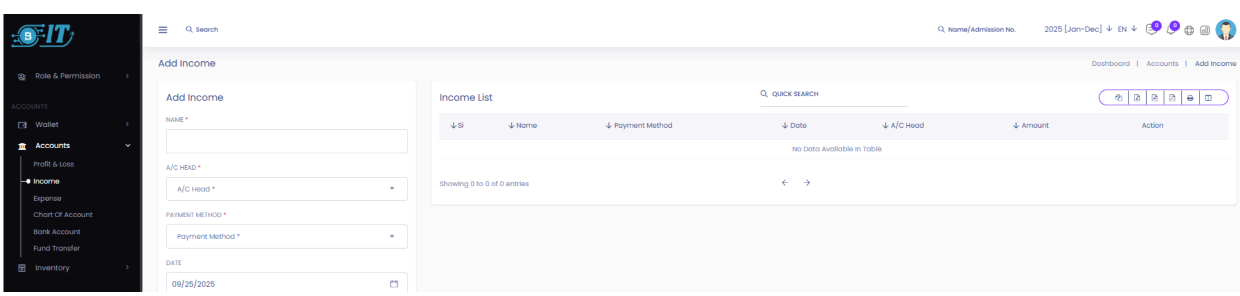
The user can see, search and download files of,

- Pending Deposit
- Approve Deposit
- Reject Deposit
- Wallet Transaction
- Refund Request



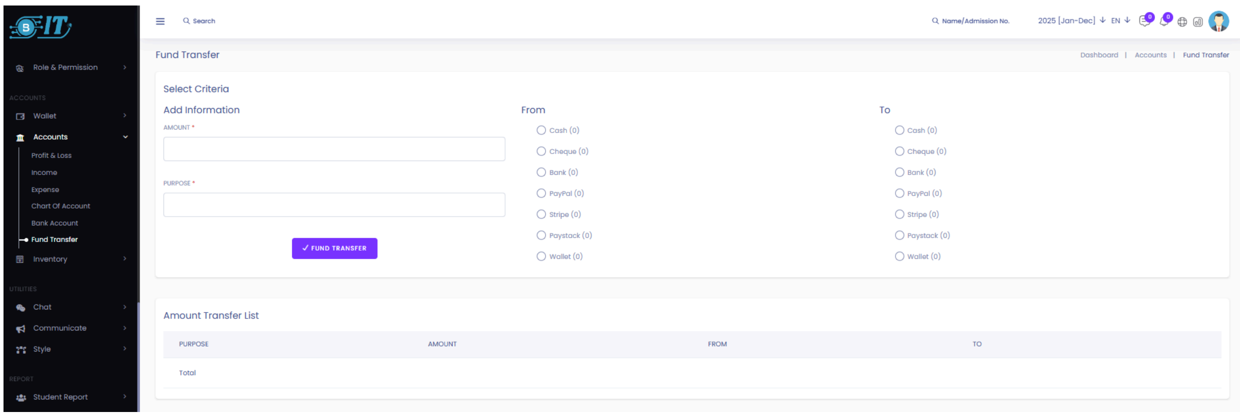
-Profit and Loss

The user can see and search according to date and download files for a profit and loss calculation.



-Income

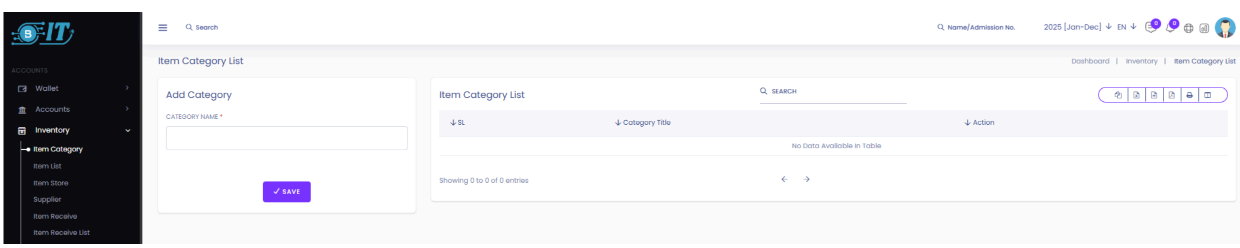
The user can add, see, and search according to date and download files for an
-Income,
-Expense,
-Chart of accounts
-Bank account.



-Fund Transfer

The user can make a fund transfer using many options like cash, card, bank etc.

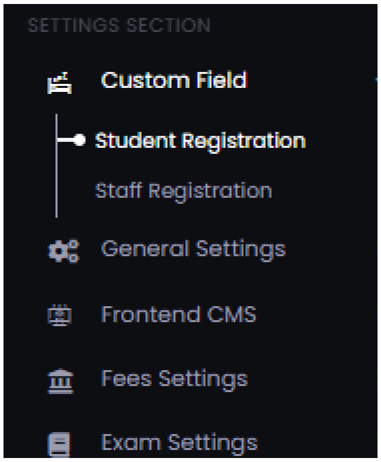
Accounts > Inventory



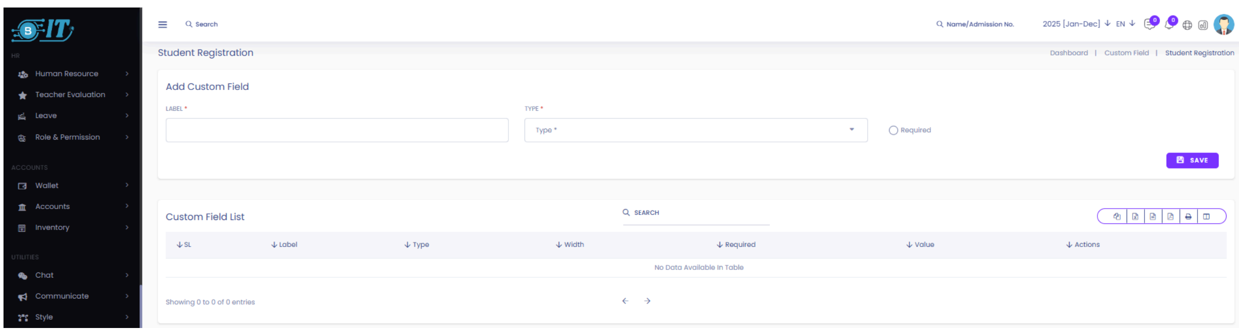
- Inventory

The user can add, create, see, search and download files of,

- Item Category
- Item List
- Item Store
- Supplier Item
- Receive Item
- Receive List
- Item Sell
- Item Issue.



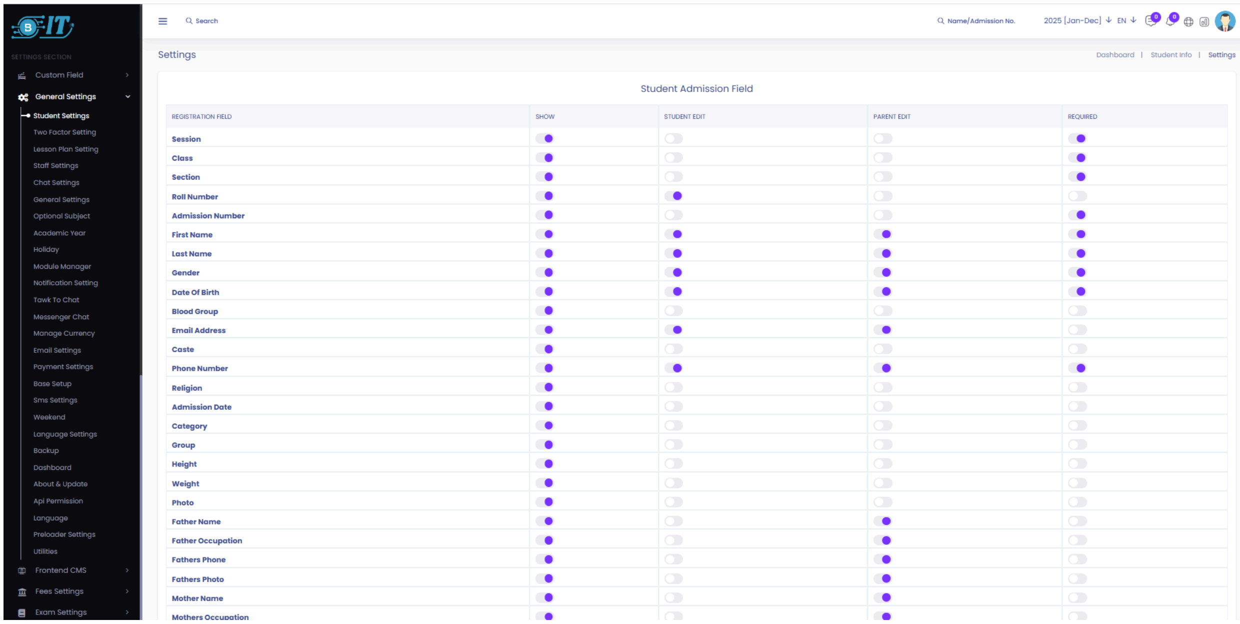
Setting section > Custom fields



- Student/Staff registration

The user can add and create a custom field for student & staff registration and also can download by searching any data of the custom field.

Setting section > General settings



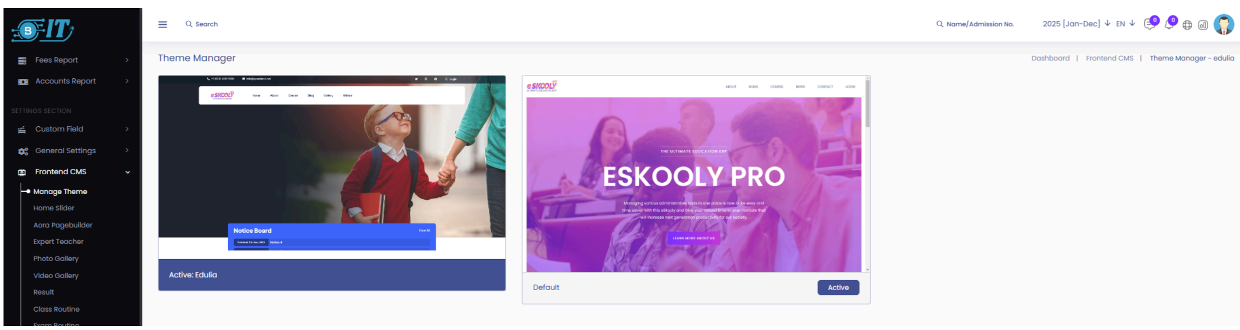
- General Setting

The user can set all the things that he needs. He can setting all the below sections.

- Student Settings
- Two-Factor Setting
- Lesson plan setting
- Staff Settings
- Chat Settings
- General Settings
- Optional Subject
- Academic Year
- Holiday
- Module manager
- Notification Setting
- Tawk.toChat
- Messenger Chat
- Manage Currency
- Email Settings
- Payment Settings
- Base Setup
- Sms Settings
- Weekend
- Language Settings
- Backup

- Dashboard
- About & update
- Api permission
- Language
- Preloader
- Settings
- Utilities

Setting section > Frontend CMS

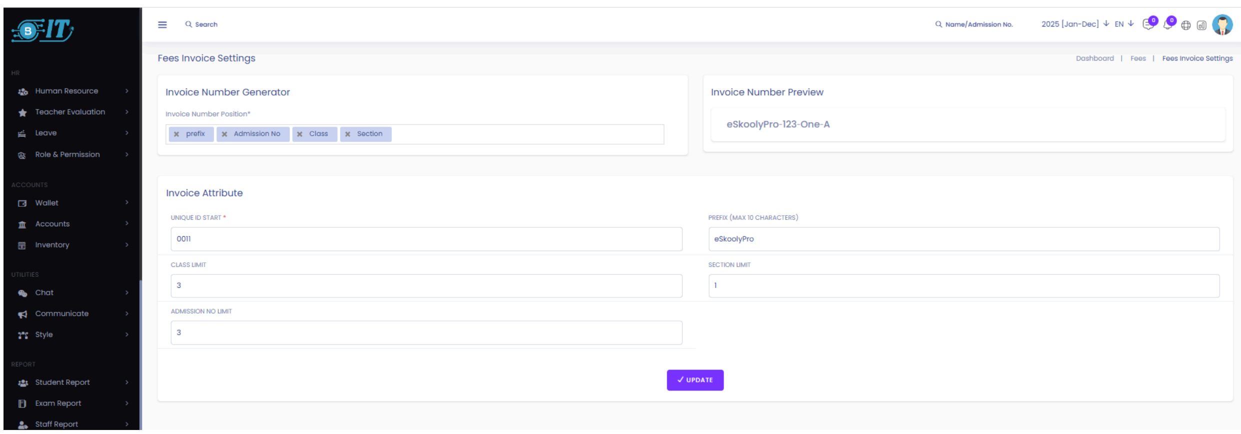


- Frontend CMS

The user can set all the things that he needs in the frontend. He can set all the below sections.

- Manage Theme
- Home Slider
- Aora Pagebuilder
- Expert Teacher
- Photo Gallery
- Video Gallery
- Result
- Class Routine
- Exam Routine
- Academic Calendar
- Header Content
- Footer Content
- News List
- News Category
- News Comments
- Testimonial
- Course List
- Contact
- Message

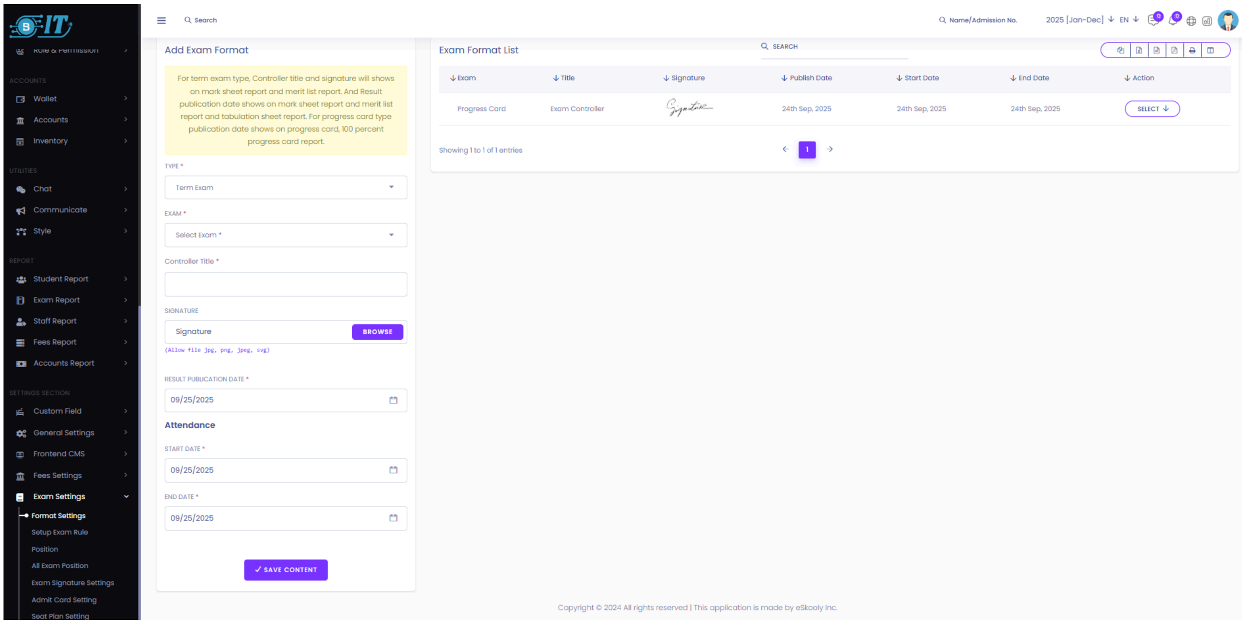
- Menu
- Pages
- Course
- Category
- Speech
- Slider
- Donor
- Form Download



- Fees invoice settings

The user can generate an invoice number and attribute and also can update the invoices.

Setting section > Exam Setting



- Exam settings

The user can create, add, update, search, and download an exam format. And also can set,

- Format Settings Setup
- Exam Rule
- Position
- All Exam Positions
- Exam Signature Settings
- Admit Card Setting