

DeltaSoft Services

SCHOOL MANAGEMENT SYSTEMS ATTENDANCE MANAGER

User Manual

Jan 2014

Introductions

Attendance Manager covers the following features:

- Annual Calendar
- Classes wise Attendance
- Reports

First run time steps (Database Connectivity)

There are three database required to connect with the application

Main Database

It stores all the text data.

Press [Connect] and browse the provided database folder and select MainData.mdb and press [Open]

Pics Database

It stores all the images of students.

Press [Connect] and select Pics.mdb

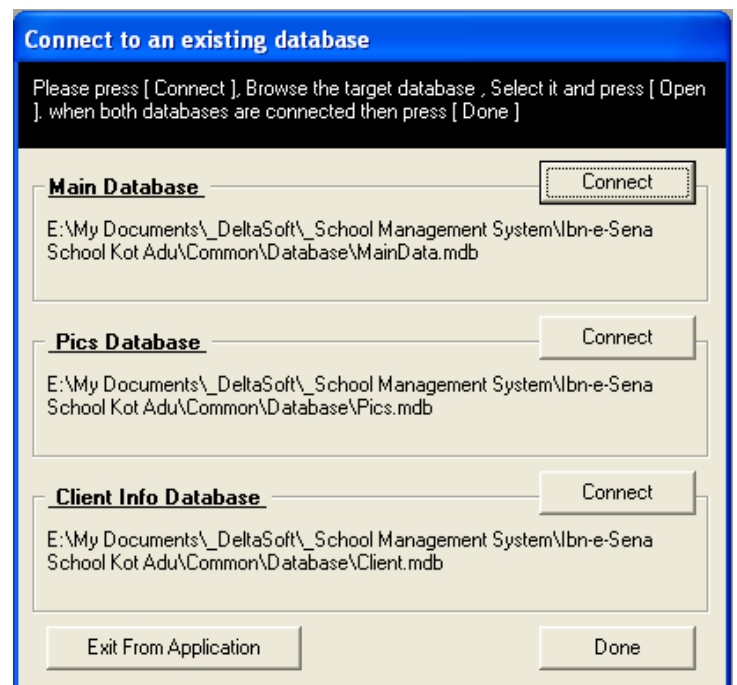
Client Info

It consists of clients data i.e. school name, address, contacts and school logo. Press [Connect] and select Client.mdb

User login

User base login system is implemented. On every record saving or modification time user information is also stored with each record. On bottom of each data entry form a user information is displayed on status bar. Which includes user name and his time of save.

The default password for Administrator is 123. But after login it could be changed by him.



ANNUAL CALENDAR OF SCHOOL

Every school has created an annual calendar of events before starting each session which is :

- 1- Handed over to staff members so that they can plan their week wise curriculum of the whole session and follow it during the whole year. It helps :
 - a. The Teacher to complete course before each exam in time
 - b. The School Management to check the course progress.
 - c. In case of replacement of teacher new teachers knows what course is already done and what to be taught.

- 2- Handed over the students in start of session so that their parents know the exact time of events, exams, vacations and parent teachers meetings in advance.
- 3- Placed in noticeable locations of school so that each one be aware of coming events

HOW TO CREATE CALENDAR

The screenshot shows the 'Calendar' application window. The title bar reads ': Calendar'. The interface includes a 'Main Calendar' dropdown, 'From' and 'To' date pickers (01-Mar-14 Sat to 31-Mar-14 Mon), a 'Refresh Calendar' button, a 'Weekly Holidays' section with a grid (M T W T F S S), an 'Append Days' button, and 'Print' and 'Close' buttons. A 'Day Events' list on the left contains items like '10th of Moharram', 'Eid ul Azha', 'Eid ul Fitar', 'Final Term Exam', 'Holiday', 'Mid Term Exam', 'Pakistan Day', 'Parents Meeting', 'Study Day', 'Summer Vacation', and 'Winter Vacation'. The main area is a table with columns 'Date', 'Day', and 'Event'. The table shows dates from 01-Mar-14 to 16-Mar-14, with days of the week and event names. Some dates are marked as 'Holiday' (02-Mar-14 Sun, 09-Mar-14 Sun, 16-Mar-14 Sun). A 'Quick Reference Guide' link is visible in the top right of the table area. At the bottom, there is an 'Update Day Event' button and a message 'Please follow the instructions.'.

Place a calendar title here.

To create event list press [..

To generate period days b/w two dates:

- 1- Select From and To dates.
- 2- Check weekly holidays under Append period, and press [Append Days]

To display appended days b/w two dates press [Refresh List] after entering From and To Dates

To assign events to some dates :

- 1- Select a date or date range.
- 2- Right click on the list and select check selected.
- 3- Select an event from the list
- 4- Check Holiday if it is a holiday
- 5- Press Update Checked Days

CALENDAR REPORTS

New IBN-e-SEENA

Annual Calendar Main Events (From 1-Jan-10 To 31-Dec-11)

Event	From Date	To Date	Days
Firt Term Exam	24-May-2010	28-May-2010	5
Result+Parents Meeting	31-May-2010	31-May-2010	1
Summer Vacation	1-Jun-2010	30-Jul-2010	60
Independence Day	14-Aug-2010	14-Aug-2010	1
Mid Term Exam	13-Dec-2010	17-Dec-2010	5
Result+Parents Meeting	20-Dec-2010	20-Dec-2010	1
Winter Vaction	21-Dec-2010	31-Dec-2010	11
Final Term Exam	14-Mar-2011	22-Mar-2011	9
Pakistan Day	23-Mar-2011	23-Mar-2011	1
Result+Parents Meeting	28-Mar-2011	28-Mar-2011	1

New IBN-e-SEENA

Week wise Annual Calendar (From 1-Jan-10 To 31-Dec-11)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mar-10	28	29	30	31	1 Study Day	2 Study Day	3 Holiday
Apr-10	4 Holiday	5 Study Day	6 Study Day	7 Study Day	8 Study Day	9 Study Day	10 Holiday
Apr-10	11 Holiday	12 Study Day	13 Study Day	14 Study Day	15 Study Day	16 Study Day	17 Holiday
Apr-10	18 Holiday	19 Study Day	20 Study Day	21 Study Day	22 Study Day	23 Study Day	24 Holiday
Apr-10	25 Holiday	26 Study Day	27 Study Day	28 Study Day	29 Study Day	30 Study Day	1 Holiday
May-10	2 Holiday	3 Study Day	4 Study Day	5 Study Day	6 Study Day	7 Study Day	8 Holiday
May-10	9 Holiday	10 Study Day	11 Study Day	12 Study Day	13 Study Day	14 Study Day	15 Holiday
May-10	16 Holiday	17 Study Day	18 Study Day	19 Study Day	20 Study Day	21 Study Day	22 Holiday
May-10	23 Holiday	24 Firt Term Exam	25 Firt Term Exam	26 Firt Term Exam	27 Firt Term Exam	28 Firt Term Exam	29 Holiday
May-10	30 Holiday	31 Result+Parents Meeting	1 Summer Vacation	2 Summer Vacation	3 Summer Vacation	4 Summer Vacation	5 Summer Vacation
Jun-10	6 Summer Vacation	7 Summer Vacation	8 Summer Vacation	9 Summer Vacation	10 Summer Vacation	11 Summer Vacation	12 Summer Vacation
Jun-10	13 Summer Vacation	14 Summer Vacation	15 Summer Vacation	16 Summer Vacation	17 Summer Vacation	18 Summer Vacation	19 Summer Vacation
Jun-10	20 Summer Vacation	21 Summer Vacation	22 Summer Vacation	23 Summer Vacation	24 Summer Vacation	25 Summer Vacation	26 Summer Vacation
Jun-10	27 Summer Vacation	28 Summer Vacation	29 Summer Vacation	30 Summer Vacation	1 Summer Vacation	2 Summer Vacation	3 Summer Vacation

ATTENDANCE

TO ENTER ATTENDANCE

- 1- Click on Date in calendar
- 2- Check Target Classes
- 3- Press [Create All Present], all the students with present status will be displayed.
 - a. Check Absent students , Select *Absent* under Status and press [Update Checked Students]
 - b. Check Sick Leave Students, Select *Sick Leave* under Status and press [Update Checked Students]
 - c. Check Casual Leave Students, Select *Casual Leave* under Status and press [Update Checked Students]

TO REMOVE ATTENDANCE

To Remove the attendance of a student check it and press [Remove Attendance]

TO CHECK ABSENT STUDENT

Press [Absent Students]. The list of Absent Students will be displayed.

TO SEND SMS TO ABSENT STUDENTS

After displaying absent students, check target students and press [Send SMS to Absent Students]

IRREGULAR STUDENTS

GRNo	Student	Class	Total	Present	Per
<input type="checkbox"/> 73	Arslan Rafee	8th(Boys)	9	0	0
<input type="checkbox"/> 59	Abdullah Tahir	9th(Boys (A))	21	1	4.76
<input type="checkbox"/> 366	Umme Hani	7th(Girls)	23	8	34.78
<input type="checkbox"/> 39	Junaid Taj	7th(Boys)	22	12	54.55
<input type="checkbox"/> 227	Muneeba Jabeen	8th(Girls)	22	13	59.09
<input type="checkbox"/> 68	Muhammad Rizwan	8th(Boys)	23	14	60.87
<input type="checkbox"/> 443	Ayesha Rasheed	8th(Girls)	22	14	63.64
<input type="checkbox"/> 224	Imrana Batool	7th(Girls)	23	16	69.57
<input type="checkbox"/> 126	Faisal Hayat	9th(Boys (A))	21	15	71.43
<input type="checkbox"/> 422	Alamdard Shah	7th(Boys)	22	16	72.73
<input type="checkbox"/> 57	Muhammad Hasnain Raza	8th(Boys)	23	17	73.91
<input type="checkbox"/> 211	Nabiha Manzoor	7th(Girls)	23	17	73.91
<input type="checkbox"/> 218	Sidra Rani	7th(Girls)	23	17	73.91
<input type="checkbox"/> 73	Arslan Rafee	7th(Boys)	45	34	75.56
<input type="checkbox"/> 236	Areesh Siddique	8th(Girls)	22	17	77.27
<input type="checkbox"/> 247	Laiba Hameed	8th(Girls)	22	17	77.27
<input type="checkbox"/> 251	Azka Ejaz	8th(Girls)	22	17	77.27
<input type="checkbox"/> 75	Muhammad Abdullah Jabbar	8th(Boys)	23	18	78.26
<input type="checkbox"/> 227	Muneeba Jabeen	7th(Girls)	45	35	77.78
<input type="checkbox"/> 61	Ammar Siraj	8th(Boys)	23	18	78.26
<input type="checkbox"/> 58	Aftab Ali	8th(Boys)	23	18	78.26
<input type="checkbox"/> 214	Ifrah Ishtiaq Siddiqi	7th(Girls)	45	36	80

To check irregular students :

- 1- Enter start and end dates.
- 2- Enter percent range and press [Refresh]
- 3- To check the attendance report of target students, check them and press [Print]
- 4- To send a warning to parents via SMS, check target students and press [SMS]

ATTENDANCE REPORTS

New IBN-e-SEENA

Page 16 of 18

Daily Attendance Detailed Report (From 1-Jan-10 to 31-Dec-11)

1 December, 2010, Wednesday		Study Day	11th (Boys)
G.R.No.	G.R.No.	Status	
482	Abbas Assad	Present	
250	Arif Rasheed	Present	
492	Behzad Ali Hassan	Casual Leave	
480	Muhammad Arslan Khalid	Present	
486	Muhammad Assad Ullah	Present	
491	Muhammad Imran	Present	
502	Muhammad Irfan	Present	
487	Muhammad Ismaeel	Casual Leave	
484	Muhammad Jawad	Present	
485	Muhammad Mudassir	Present	
501	Muhammad Saad Jameel	Present	
481	Muhammad Siddique Akbar	Present	
490	Muhammad Ubaid Ullah	Present	
380	Muhammad Umar Farooq	Present	

New IBN-e-SEENA

Daily Attendance Summary (From 1-Jan-10 To 31-Dec-11)

1 Dec, 2010, Wednesday		Study Day		
Class	Total	Present	Absent	Leave
6th (Boys)	37	25	6	6
6th (Girls)	20	20	0	0
7th (Boys)	44	44	0	0
7th (Girls)	30	28	2	0
8th (Boys)	51	50	1	0
8th (Girls)	19	19	0	0
9th (Boys)	73	73	0	0
9th (Girls)	65	61	4	0
10th (Boys)	63	61	2	0
10th (Girls)	48	47	0	1
11th (Boys)	21	19	0	2
11th (Girls)	29	22	4	3
	93.80 %	500	469	12

New IBN-e-SEENA

Student Attendance Summary (From 1-Jan-2010 To 31-Dec-2011)

6th (Boys)

G.R.No.	Name	Days	Present	Absent	Leave	% Attendance
24	Ahsan Qadir	1	1	0	0	100.00 %
422	Alamdard Hussain	1	1	0	0	100.00 %
29	Ali Murtaza	1	0	1	0	0.00 %
30	Anas Siddique	1	1	0	0	100.00 %
503	Areeb Shehzad	1	0	0	1	0.00 %
17	Fahim Latif	1	1	0	0	100.00 %
32	Faisal Shabir	1	1	0	0	100.00 %
12	Hamza Ali Qadir	1	0	1	0	0.00 %
39	Junaid Taj	1	0	0	1	0.00 %
1	Khawaja Mohad Ahmad	1	0	1	0	0.00 %
418	Khurram Ali Shah	1	1	0	0	100.00 %
421	Mudassir Farooq	1	0	0	1	0.00 %
338	Muhammad Ali Murtaza	1	1	0	0	100.00 %
5	Muhammad Areeb Hassan	1	1	0	0	100.00 %
28	Muhammad Bilal	1	0	0	1	0.00 %
23	Muhammad Burhan Yousuf	1	0	1	0	0.00 %
420	Muhammad Kashif Mushtaq	1	1	0	0	100.00 %
27	Muhammad Kashif Saeed	1	1	0	0	100.00 %
37	Muhammad Mohsin Rafiq	1	0	0	1	0.00 %
26	Muhammad Muzamil	1	1	0	0	100.00 %
386	Muhammad Naeem	1	0	1	0	0.00 %
2	Muhammad Noman	1	1	0	0	100.00 %

New Quaid-e-Azam Public School

Student Month wise Attendance (From 1-Jan-2010 To 31-Dec-2011)

G.R.No. 59

Name Abdullah Tahir

Name 7th (Boys)

Month	Present	Absent	Leave	% Attendance
December 2010	9	3	0	75.00 %
January 2011	9	1	0	90.00 %
22 Days	18	4	0	81.82 %
Good				

For any further assistance please contact us :

www.DeltaSoftServices.com