

***DeltaSoft***  
*Services*

SCHOOL MANAGEMENT SYSTEMS  
**STUDENT INFORMATION SYSTEM**

**User Manual**

Aug 2011

### **Introductions**

Student Information System covers the following features:

- Sessions
- Classes and Sections
- Admission Record
- Classes history record
- School leaving record
- Cards and Certificates

### **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**

## School Management Systems

### Student Information System



#### Connect to an existing database

Please press [ Connect ], Browse the target database , Select it and press [ Open ] when both databases are connected then press [ Done ]

##### Main Database

Connect

E:\My Documents\DeltaSoft\School Management System\Ibn-e-Sena School Kot Adu\Common\Database\MainData.mdb

##### Pics Database

Connect

E:\My Documents\DeltaSoft\School Management System\Ibn-e-Sena School Kot Adu\Common\Database\Pics.mdb

##### Client Info Database

Connect

E:\My Documents\DeltaSoft\School Management System\Ibn-e-Sena School Kot Adu\Common\Database\Client.mdb

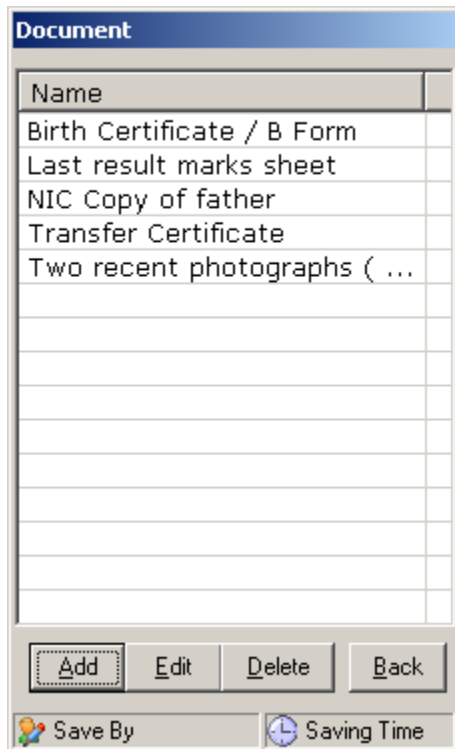
Exit From Application

Done

### 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.

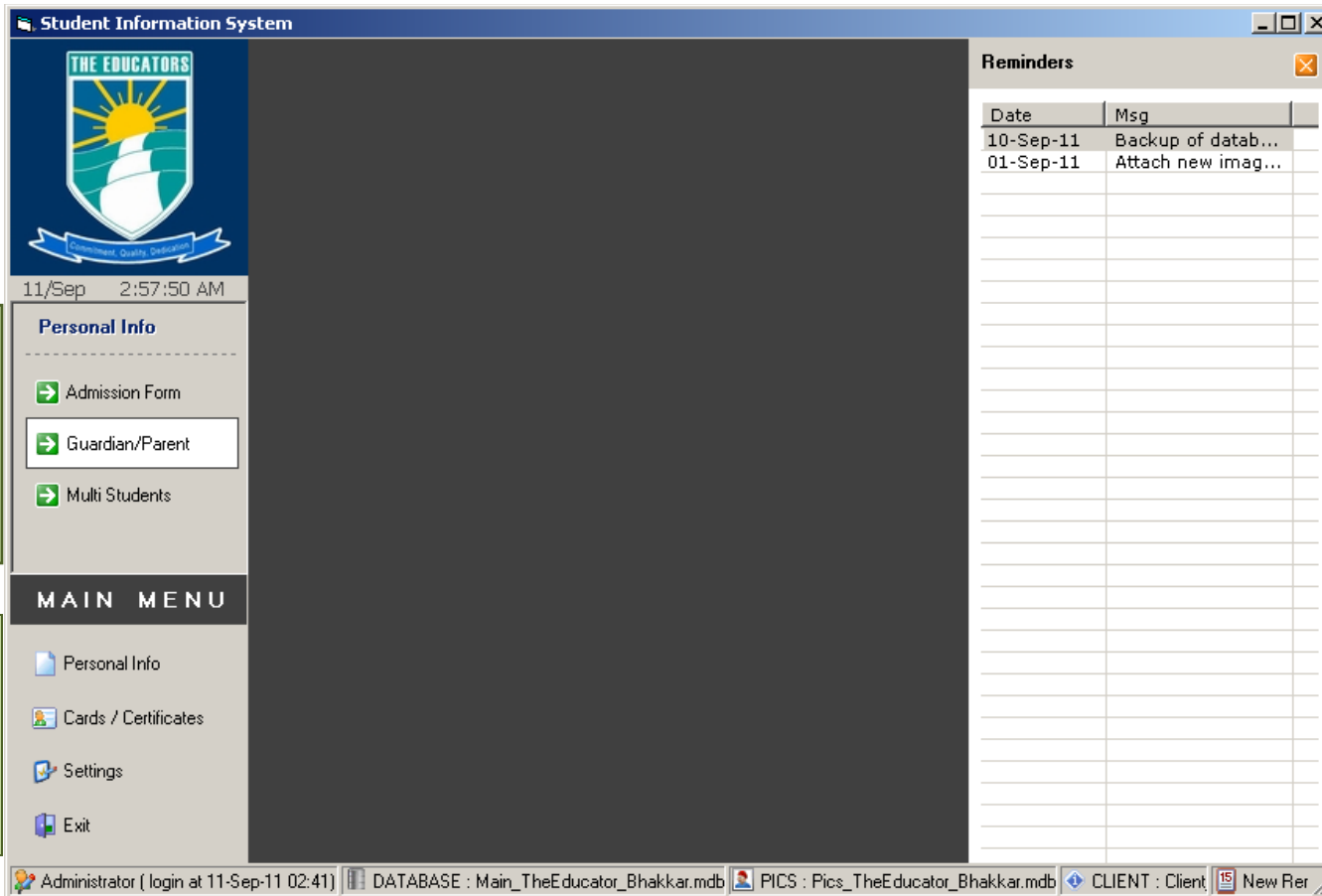


### Data lists

On different forms many data is available in selectable lists. Select your desired data from them.

If your desired data is not available in those lists then press  button beside each list. Add data in it and press back. The data will be appeared in the lists now.

### Main Form Interface



#### Sub Menu

Press any button to open specific forms

#### Main Menu

Select a group of commands by clicking one button on Main menu.

#### To Edit a Reminder

Double click on the Reminder in the reminders list.

#### User Login

To open user login form to change user or to change current user password double click on the user pane on status bar.

#### Databases

To open database connection form double click on databases pane on status bar

#### New Reminder

Double click on New Reminder pane on status bar

**Session Info**

Open Settings > Sessions.

To create a session press [ New ]  
Enter data and press [ Save ].

To change data double click on row in the list, enter new values and press save.



**Classes / Grades and Sections**

Open Settings > Classes.

Select a category from the given list.

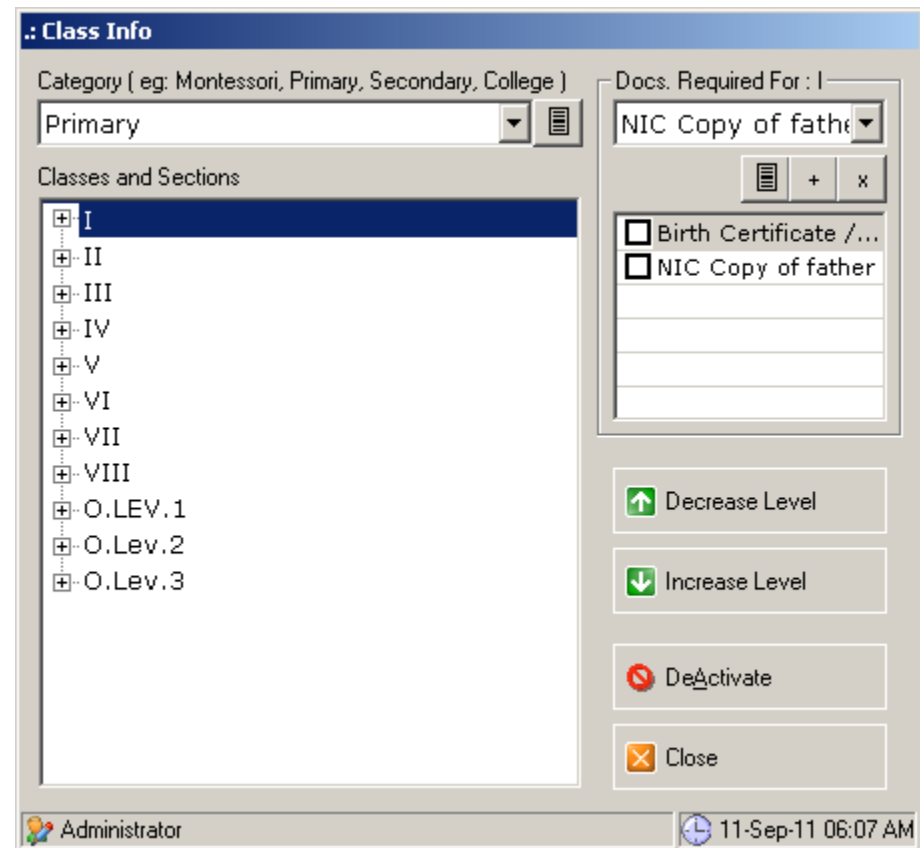
To add a new class right click on the list and click on ( Add Class ).

To add sections in class right on a class and click on ( Add Section )


To Rename or Delete a Class or Section right click on the class and click on ( Rename / Delete )

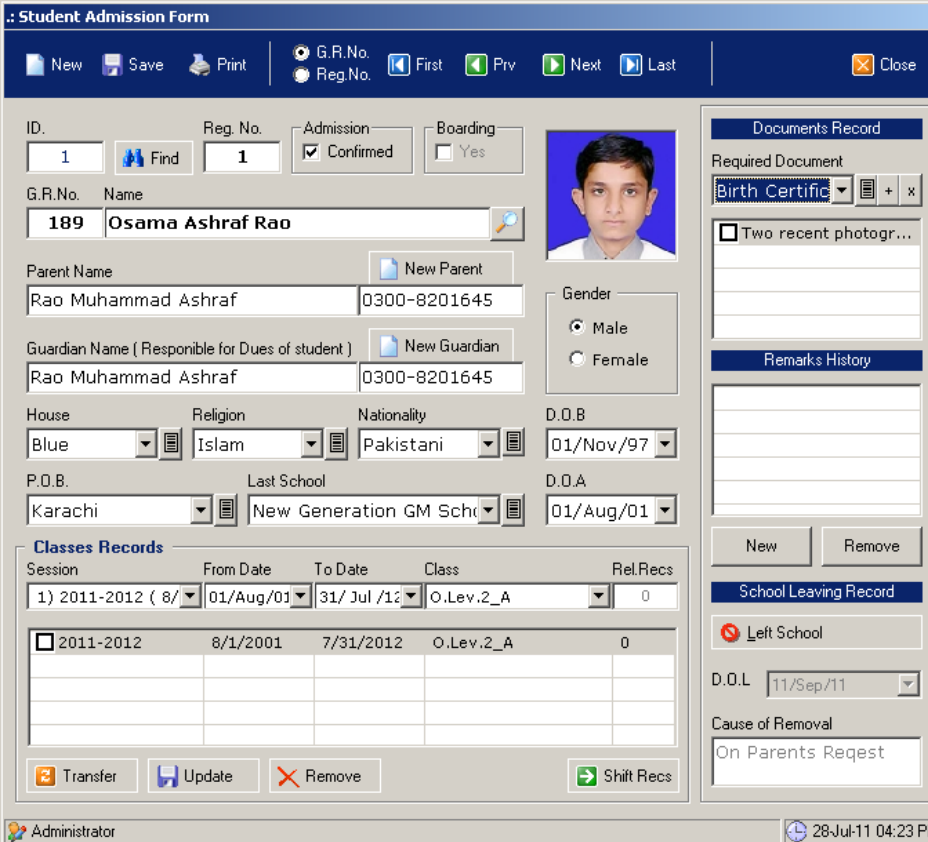
Each class has one level which is used for sort order in displaying of reports.

To increase or decrease level of classes use [ Lower ] and [ Higher ]



### Student Record

- To add a new student press [ New ]
- Default Reg.No. will be appeared (changeable).
- Press [ Space Bar ] on Admission Confirmed to assign G.R.No. to student. ( for registration only leave the box unchecked )
- When you enter a name a list of matching names will be appeared under Name Box. Just ignore it because it is used for quick name search.
- If parent is already in the database then, enter some initial letters of his name in the text box. A list of matching names will be appeared. Press [ Down Arrow ] , select your target name and then press enter.
- If parent is new for database press [ Parent ] button and add a new parent. Then close the parent form and on student form select it as described in step 4.
- Repeat same steps for Guardian data.
- Enter remaining data. Some data is selected from the give lists. To add, remove or edit data press [  ]
- Select a session and class, then press [ Save ]. After save right panel will be enabled
- A list of documents will be displayed which are assigned for each class. Click on the documents which are collected and leave unchecked which are not collected and press [ Save ].
- To add remarks press [New] in remarks section. Enter remarks and press [OK].
- To add photo of student press right click on the image container. Select Browse and then attach image. The recommended format is .jpeg having same height and width eg: 100 x 100. )



**Student Admission Form**

New Save Print G.R.No. Reg.No. First Prv Next Last Close

ID: 1 Reg. No. 1 Admission:  Confirmed Boarding:  Yes

G.R.No. 189 Name Osama Ashraf Rao

Parent Name: Rao Muhammad Ashraf (0300-8201645) Gender:  Male  Female

Guardian Name: Rao Muhammad Ashraf (0300-8201645)

House: Blue Religion: Islam Nationality: Pakistani D.O.B: 01/Nov/97

P.O.B: Karachi Last School: New Generation GM Sch D.O.A: 01/Aug/01

Classes Records				
Session	From Date	To Date	Class	Rel.Recs
1) 2011-2012 ( 8/ )	01/Aug/01	31/ Jul /12	O.Lev.2_A	0
<input type="checkbox"/> 2011-2012	8/1/2001	7/31/2012	O.Lev.2_A	0

Transfer Update Remove Shift Recs

Administrator 28-Jul-11 04:23 PM

13. The transfer of a single student from one class to another could be done form panel at bottom. Select a Session, Enter Period dates, Select new class and press Transfer. The feature of transfer in bulk is available on Multi Students form.

14. Press [ Print ] to print the admission form.

15. Use First, Prv, Next and Last to navigate the records.

16. When student left the school press [ Left School ] button. Enter Date of leaving and Cause of Removal and press [ Save ]

**SEARCHING**

A student record could be searched by many ways

- a) Enter a G.R.No. and press [ Enter ]
- b) Enter ID and Press [ Find ]
- c) Enter some initial characters of name a list of matching records will be appeared. Press down arrow to select the target student. And then press [ Enter ]



# K.N. Academy

Dumloti Road, Near Malir Cantt, Karachi

**Admission Form**

DAY SCHOLAR



**Name**  
Osama Ashraf Rao

**Gender**  
Male

**Date of Birth**  
1-Nov-1997

**Place of Birth**  
Karachi

**Guardian**  
Rao Muhammad Ashraf

**Contact 1**  
0300-8201645

**N.I.C.No.**

**Contact 2**

**Profession**  
BUSINESS

**Contact 3**

**Address**  
Karachi

**Nationality**  
Pakistani

**House**  
Blue

**Religion**  
Islam

**Last School ( If any )**  
New Generation GM School

Principal

**G.R.No.**  
189

**Reg.No.**  
1

**Reg. Date**

**Status**  
Admission

**Date of Admission**  
1-Aug-2001

**Age at Admission**  
3 Years 9 Months

**Session**  
2011-2012

**Class**  
O.Lev.2 ( A )

**Guardian / Parent Form**

1. Press [ New ]
2. Enter Name, N.I.C., Contacts, address and profession and press save.
3. To print a family press [ save ]
4. To open a family from the list. Double click on the row on the list.
5. Those students who are sons or daughters of the person will be displayed in children list.
6. Those students whose all responsibilities are fulfilled by the person are displayed in Dependents list.
7. To attach a child or dependent with another person:
  - a) Select target person.
  - b) Check target students
  - c) Press green arrow button.
8. To print multiple families check target person's name from the list. And press [ Print Checked ]
9. To print current person family just print [ Print ]

**New IBN-e-SEENA**

Science Sec. School, Kot Addu

**Parent / Guardian Report**

Page 1 of 1

<b>Computer ID</b> 26	<b>Name</b> Ghulam Shabir Qureshi		<b>N.I.C.No.</b>
<b>Person Contact</b> 0300-7480171	<b>Spouse Contact</b>	<b>Other Contact</b>	<b>Address</b>

Comp. ID	G.R.No.	Dependents	Class Sec	Date of Adm.	Status
32	32	Faisal Shabir	6th Boys	13-Jul-2010	Studying
33	33	Laraib Shabir Qureshi	6th Girls	13-Jul-2010	Studying
34	34	Ashmara Qureshi	7th Girls	13-Jul-2010	Studying
35	35	Mussavir Shabir	10th Boys	13-Jul-2010	Studying

4 Records



Press PERSONAL INFO > MULTI STUDENTS

### REPORTS

- Check target classes.
- Press [ Refresh list ]
- Check target students.
- Press any report button for preview.

### BULK LEFT ( end of session )

- Select students of senior most class ( eg: 10<sup>th</sup> )
- Enter date and cause
- Press [ Bulk Left ]

### BULK TRANSFER ( end of session )

To Transfer the students in bulk from one class into another class: (1) check target students (2) Select Session and Dates and then press [ Transfer Students].

Normally this activity is done at the end of every new session in descending order.

1. That is first of all make most higher class empty with the help of Left in bulk, except not promoted students.
2. Now transfer 2<sup>nd</sup> most higher grade students into one step higher ( eg: 9<sup>th</sup> to 10<sup>th</sup> ) except not promoted students.
3. Then transfer 3<sup>rd</sup> most higher grade students into one step higher ( eg: 8<sup>th</sup> to 9<sup>th</sup> ) except not promoted students.
4. Repeat these steps till the most lower grade of school.

### QUICK OPEN FORM

Double click on a row to open the form of the student.

**Students List ( Class Wise )**

SELECTION CRITERIA On Date: 11-Sep-11 Registered Admitted All Day Scholar Resident Refresh list

ClassSec	GRNo	Name	ClassSec	Guardian
<input checked="" type="checkbox"/>	645	Aamir Ghulam Moham...	O.Lev....	Ghulam Mohammad
<input checked="" type="checkbox"/>	933	Abdul Ali Azam Khan	VIII_A	Nasarullaah Khan
<input checked="" type="checkbox"/>	492	Abdul Basit	O.Lev....	Mian Faheem Ahme...
<input checked="" type="checkbox"/>	1272	Abdul Basit	V_A	Abdullah Detho
<input checked="" type="checkbox"/>	1261	Abdul Majid	II_A	Mir Kamran
<input checked="" type="checkbox"/>	1069	Abdul Qadeer Malkani	VII_A	Haji Usman Malkani
<input checked="" type="checkbox"/>	1205	Abdul Raqeeb	VIII_A	Haji Abdul Ghani
<input checked="" type="checkbox"/>	1287	Abdul Raziq	VII_A	Lal Buksh
<input checked="" type="checkbox"/>	1000	Abdul Samad	III_A	Abdul Rehman
<input checked="" type="checkbox"/>	1258	Abdullah Abdul Rasheed	I_A	Abdul Rasheed
<input checked="" type="checkbox"/>	780	Abdullah Hai Magsi	VIII_A	Abdul Hameed Magsi
<input checked="" type="checkbox"/>	1292	Abdullah Makhdoom	VII_A	Aijaz Ali Makhdoom
<input checked="" type="checkbox"/>	958	Adnan Abdul Qadir	VIII_A	Abdul Qadir
<input checked="" type="checkbox"/>	864	Adnan Ghani	VII_A	Abdul Ghani
<input checked="" type="checkbox"/>	1243	Adnan Zarar	VI_A	Mr. Salim A. Rehman
<input checked="" type="checkbox"/>	1284	Adrian Ansari	V_A	Ishaque Ahmed An...
<input checked="" type="checkbox"/>	756	Ahmad Khan	VII_A	Faiz Muhammad
<input checked="" type="checkbox"/>	1246	Ahmed Hassan	O.LEV....	Tanveer Ahmed
<input checked="" type="checkbox"/>	1168	Ahmed Tariq	V_A	Tarique Mehmmod
<input checked="" type="checkbox"/>	1209	Ahsan Afaque	O.LEV....	Afaque Alam Ansari
<input checked="" type="checkbox"/>	1188	Aijaz Khan	II_A	Jumma Gul
<input checked="" type="checkbox"/>	713	Aimal Khan	O.Lev....	Abdul Qayum
<input checked="" type="checkbox"/>	1229	Ali Ahmed	VI_A	Mehdi Hassa Khan ...
<input checked="" type="checkbox"/>	829	Ali Ahmed Shaikh	VIII_A	Muhammad Usman ...
<input checked="" type="checkbox"/>	1001	Ali Anwar	III_A	Muhammad Anwar
<input checked="" type="checkbox"/>	1210	Ali Gohar Jamali	O.Lev....	Pir Buksh Jamali
<input checked="" type="checkbox"/>	1219	Ali Haider	V_A	Manzoor Ali
<input checked="" type="checkbox"/>	1135	Ali Mohammad	II_A	Ameer Ali

227 students found

PREVIEW OF SOME REPORTS

**New IBN-e-SEENA**

Science Sec. School, Kot Addu

**Strenght Report**

Page 1 of 1

CLASS	BOYS	GIRLS	TOTAL
6th_Boys	37		37
6th_Girls		20	20
7th_Boys	43		43
7th_Girls		28	28
8th_Boys	50		50
8th_Girls		21	21
9th_Boys	72		72
9th_Girls	1	62	63
10th_Boys	58		58
10th_Girls		44	44
11th_Boys	18		18
11th_Girls	2	26	28
<b>Total Strenght</b>	<b>281</b>	<b>201</b>	<b>482</b>

**New IBN-e-SEENA**

Science Sec. School, Kot Addu

**Contact List ( Class wise )**

**6th\_Boys**

G.R.No	Name of Student	F.Contact	M.Co
<b>BOYS</b>			
503	Areeb Shehzad s/o Rasheed Iqbal		
1	Khawaja Mohad Ahmad s/o Khaja Aamir Ijaz	1333-6019811	066200
418	Khurum Ali Shah s/o Tahir Jamal Shah	1300-7482200	
5	Muhammad Areeb Hassan s/o Azhar Hussain	1333-6005236	1333-60
8	Muhammad Faisal Mustafa s/o Ghulam Mustafa	1332-2876022	
420	Muhammad Kashif Mushtaq s/o Mushtaq Ahmad.		
2	Muhammad Noman s/o Allah Bukhsh	1301-4050143	
389	Muhammad Nouman Nawaz s/o Muhammad	1308-8600280	1333-60
3	Muhammad Shaheer Abbas s/o Muhammad Zafar	1336-6084085	
22	Muhammad Zubair Sattar s/o Ch.abdul Sattar	1300-7480380	
423	Muzamil Bashir s/o Bashir Ahmad	1333-6001086	
9	Shahreyar Hassan s/o Sana Ullah Anjum	1333-6002641	
419	Talha Mansoor s/o Mansoor Ahmad	1300-7483547	

**6th\_Boys** : 13 Students ( 13 Boys & 0 Girls )

### New IBN-e-SEENA

Science Sec. School, Kot Addu

Date of Birth Report ( Class wise )

Page 1 of 2

#### 6th\_Boys

G.R.No	Name of Student	Guardian Name	D.O.B	D.O.A
<b>B O Y S</b>				
503	Areeb Shehzad	Rasheed Iqbal	06-Oct-2010	30-Oct-2010
1	Khawaja Mohad Ahmad	Khaja Aamir Ijaz	03-Jan-2007	03-Jan-2007
418	Khurram Ali Shah	Tahir Jamal Shah	30-Oct-2010	30-Oct-2010
5	Muhammad Areeb Hassan	Miss Tahira	13-Jul-2010	13-Jul-2010
8	Muhammad Faisal Mustafa	Ghulam Mustafa	03-Jan-2007	03-Jan-2007
420	Muhammad Kashif Mushtaq	Mushtaq Ahmad.	30-Oct-2010	30-Oct-2010
2	Muhammad Noman	Allah Bukhsh	03-Jan-2007	03-Jan-2007
389	Muhammad Nouman Nawaz	Muhammad Nawaz	11-Oct-2010	11-Oct-2010
3	Muhammad Shaheer Akhbar	Muhammad Zafar Akhbar	03-Jan-2007	03-Jan-2007

### K.N. Academy

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#### Pending Documents Report

<b>G.R.#</b>	1,258	<b>Class</b>	I_A	<b>Pending Documents</b>
<b>Name</b>	Abdullah Abdul Rasheed	<b>D.O.A</b>	1-Aug-11	Two recent photographs ( 1 x 1 )
<b>G.R.#</b>	1,173	<b>Class</b>		<b>Pending Documents</b>
<b>Name</b>	Anushuya Usman	<b>D.O.A</b>	1-Aug-10	Two recent photographs ( 1 x 1 )
<b>G.R.#</b>	1,260	<b>Class</b>		<b>Pending Documents</b>
<b>Name</b>	Asmat Noor	<b>D.O.A</b>	1-Aug-11	Two recent photographs ( 1 x 1 )
<b>G.R.#</b>	1,259	<b>Class</b>		<b>Pending Documents</b>
<b>Name</b>	Basheer Ahmed	<b>D.O.A</b>		Two recent photographs ( 1 x 1 )
<b>G.R.#</b>	617	<b>Class</b>		<b>Pending Documents</b>
<b>Name</b>	Faisal Naseem Khan	<b>D.O.A</b>	19-Aug-04	Birth Certificate / B Form Two recent photographs ( 1 x 1 )

### New IBN-e-SEENA

Science Sec. School, Kot Addu

**Admission Report ( From 03-Nov-2010 to 03-Nov-2010 )**

Page 1 of 1

Date of Admission	Grade of Admission	G. R. No.	Student Name	Date of Birth	Date of Leaving	Grade of Leaving
3-Nov-10	11th_Boys	488	Toqeer Hussain	3-Nov-10		
3-Nov-10	11th_Boys	489	Shoaib Shaukat	3-Nov-10		
3-Nov-10	11th_Boys	490	Muhammad Ubaid Ullah	3-Nov-10		
3-Nov-10	11th_Boys	491	Muhammad Imran	3-Nov-10		
3-Nov-10	11th_Boys	492	Behzad Ali Hassan	3-Nov-10		
3-Nov-10	10th_Boys	493	Taimoor Hassan	3-Nov-10		

6 records

### New IBN-e-SEENA

Science Sec. School, Kot Addu

**Left School Students ( From 01-Jan-2010 to 03-Nov-2010 )**

Page 1 of 1

Date of Admission	Grade of Admission	G. R. No.	Student Name	Date of Birth	Date of Leaving	Grade of Leaving
13-Jul-10	6th_Boys	29	Ali Murtaza	13-Jul-10	1-Nov-10	6th_Boys
13-Jul-10	10th_Girls	38	Palvasha Rafiq	13-Jul-10	25-Oct-10	10th_Girls
13-Jul-10	7th_Boys	69	Muhammad Abdullah Balouch	13-Jul-10	1-Nov-10	7th_Boys
13-Jul-10	8th_Boys	130	Akhtar Abbas	13-Jul-10	25-Oct-10	8th_Boys
14-Jul-10	9th_Boys	169	Mudassir Riaz	14-Jul-10	2-Nov-10	9th_Boys
15-Jul-10	7th_Girls	229	Zainab Afzal	15-Jul-10	17-Jul-10	7th_Girls
15-Jul-10	7th_Girls	240	Sara Sultan	15-Jul-10	1-Nov-10	7th_Girls
15-Jul-10	10th_Girls	245	Nain Tara	15-Jul-10	28-Oct-10	10th_Girls
15-Jul-10	11th_Boys	250	Arif Bachood	15-Jul-10	25-Oct-10	11th_Boys

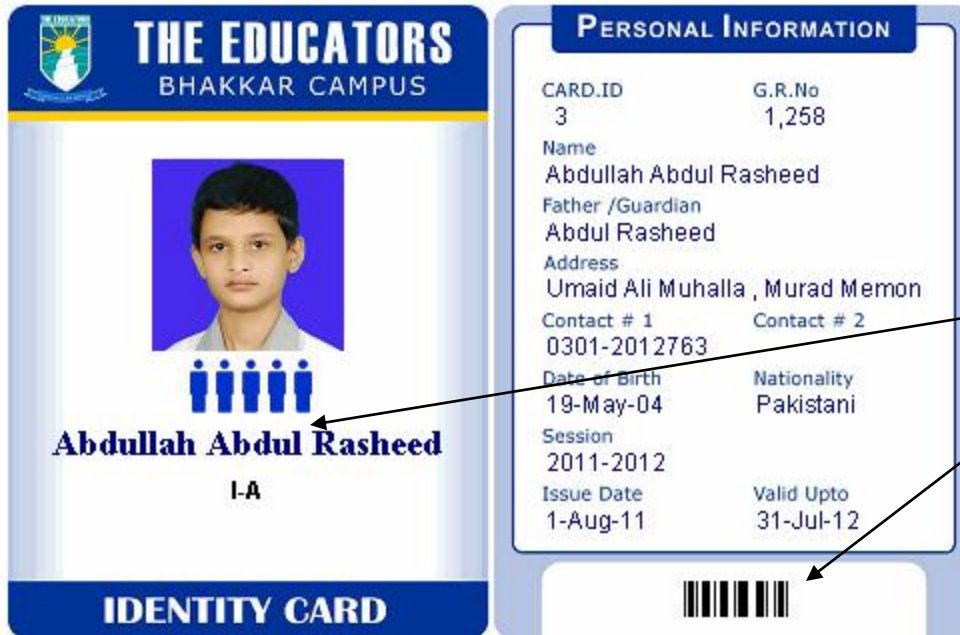
### School Cards

All the cards of students could be created from the application with four simple steps.

1. Select a class
2. Check the target students
3. Enter Dates ( Issue and Expiry )
4. Press [ Generate New ]

To create card :

1. Now the front and back of cards are printed on papers.
2. Just fold them from mid and coat them with lamination machine.



**:: Identity Cards**

To create Identity Cards Select a session, Select target classes, Select target students, confirm Issue Date and Valid Upto data and press [ Generate ]

Session: 2011-2012

Classes: I\_A, II\_A, III\_A, IV\_A, V\_A, VI\_A, VII\_A, VIII\_A, O.LEV.1\_A, O.Lev.2\_A, O.Lev.3\_A

GRNo	Name	Id_I...	DOI
<input checked="" type="checkbox"/>	617 Faisal Naseem K...	1	01-Aug-11
<input checked="" type="checkbox"/>	1257 M.shaheryar Azhar	2	01-Aug-11
<input checked="" type="checkbox"/>	1258 Abdullah Abdul R...	3	01-Aug-11
<input checked="" type="checkbox"/>	1259 Basheer Ahmed	4	01-Aug-11
<input checked="" type="checkbox"/>	1260 Asmat Noor	5	01-Aug-11
<input checked="" type="checkbox"/>	1266 Rehman Habib	6	01-Aug-11
<input checked="" type="checkbox"/>	1269 Sadam Anwer	7	01-Aug-11
<input checked="" type="checkbox"/>	1279 Zara Rizwan	8	01-Aug-11
<input checked="" type="checkbox"/>	1134 Mohsin Khan	9	01-Aug-11
<input checked="" type="checkbox"/>	1155 Hamza Tariq	10	01-Aug-11
<input checked="" type="checkbox"/>	1164 Mohammad Saif ...	11	01-Aug-11
<input checked="" type="checkbox"/>	1165 Musab Bin Aamir	12	01-Aug-11
<input checked="" type="checkbox"/>	1167 Silwa Tariq	13	01-Aug-11
<input checked="" type="checkbox"/>	1173 Anushuya Usman	14	01-Aug-11
<input checked="" type="checkbox"/>	1180 Summair Ali	15	01-Aug-11
<input checked="" type="checkbox"/>	1181 Kashan Ali	16	01-Aug-11

Issue Date: 01-Aug-11 | Valid Upto: 31-Jul-12 | Generate Cards

16 students found!

Blue House

Barcode

**SCHOOL LEAVING CERTIFICATE**

If a student left the school his leaving certificate could be created and printed easily.



**THE EDUCATORS**  
BHAKKAR CAMPUS

Certificate No 1 Issue Date 11-Sep-2011

**LEAVING CERTIFICATE**

Name of Student Osama Ashraf Rao C.R.No. 189  
 Father / Guardian Rao Muhammad Ashraf Religion Islam  
 Class Attending O.Lev.2 Date of Birth 1-Nov-1997  
 Date of admission 1-Aug-2001 Date of Leaving 11-Sep-2011  
 Reason of leaving On Parents Request

He/She appeared in the Mid Term examination for Grade B held on dated 01-May-2011 and was Passed

He/She appeared in the Final Term examination for Grade A dated 01-Aug-2011 and was Passed.

Dues on his/her behalf have been cleared up to 11-Sep-2011.

During his/her stay in this school his/her behavior/character was Good.

Final remarks :

He is a punctual student of the schell.

May Allah bestow upon him/her success in future.

Certified that the above information is in accordance with the school register.

Prepared By

Principal

**OTHER CERTIFICATES**



**New IBN-e-SEENA**

Science Sec. School, Kot Addu  
Kot Addu, Pakistan

**To Whom It May Concern**

Certificate No : 45

Issue Date : 1/3/2007

It is certified that **Khawaja Mohad Ahmad** S/O **Khaja Aamir Ijaz** , G.R.No. **1** is a bonafide student of this school / institution.

According to school record his date of birth is **3-Jan-2007**.

On **30-Jul-2010** He took admission in class **6th** in session **2010-2011**.

Currently He is studying in class **6th** ( Session : **2010-2011** )

Good in studies and sports.

\_\_\_\_\_  
Principal



**New IBN-e-SEENA**

Science Sec. School, Kot Addu  
Kot Addu, Pakistan

**Provisional Certificate**

Certificate No : 45576

Issue Date : 3-Jan-2007

It is certified that **Khawaja Mohad Ahmad** S/O of **Khaja Aamir Ijaz** , Roll No.24567 appeared in **S.S.C. Exam Part I** of **Board of Secondary Education Karachi**, held in **2010-2011** in **Science** Group and place in **Grade A**.

He was a bona fied, regular, industrious, intelligent and well behaved student of the school.

According to school record his date of birth is **3-Jan-2007**.

This testimonial is awarded to **Khawaja Mohad Ahmad** on this day.

\_\_\_\_\_  
Principal

For any further assistance please contact us :

[www.DeltaSoftServices.com](http://www.DeltaSoftServices.com)