



(SM)

User Guide 1.8

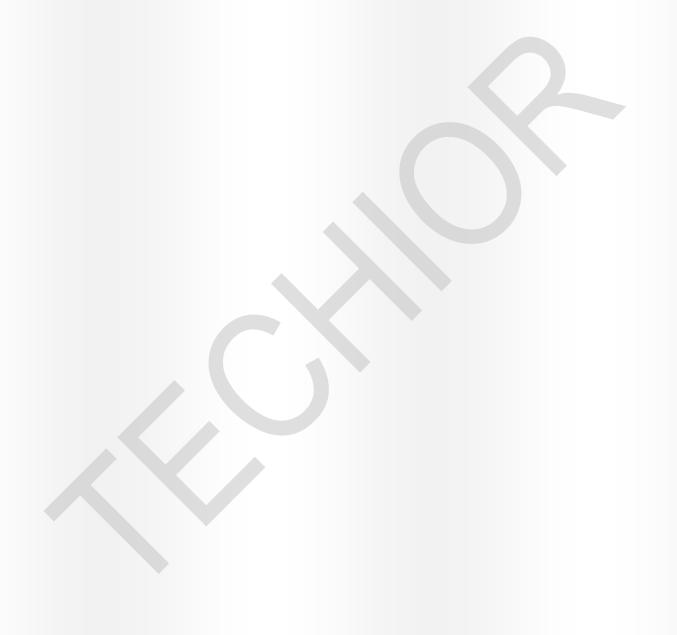
For School





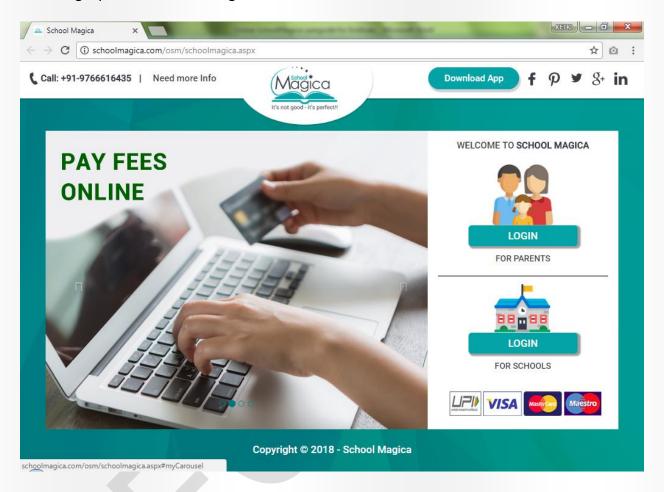
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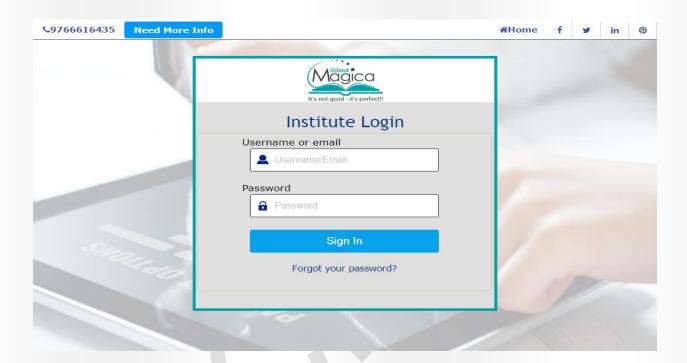


This is login panel for School Magica. Click on "LOGIN" button for Schools.





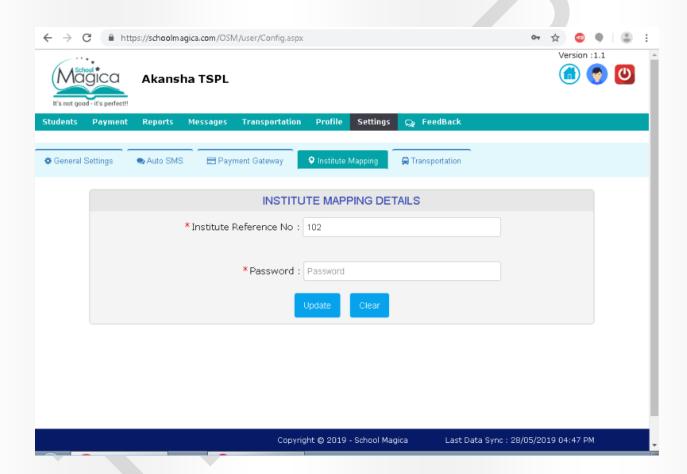
Now login window will appear as shown below. Use your username or email id provided at the time of registering school with School Magica as username and password to login into the application.





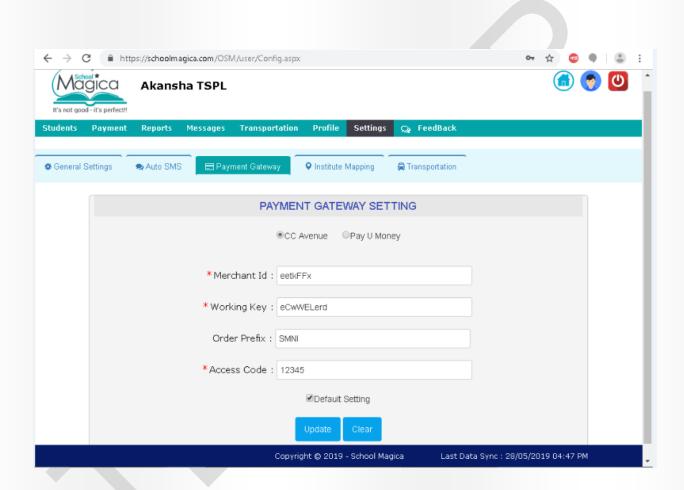
To set different settings for school Magica.

Now click on "Settings" tab. Then click on "Institute Mapping". Below screen will appear, add the details of Institute mapping here, like institute reference no and password these details needs to match with the details you have added in the offline School Magica software under Configuration>> setting>> Mapping.



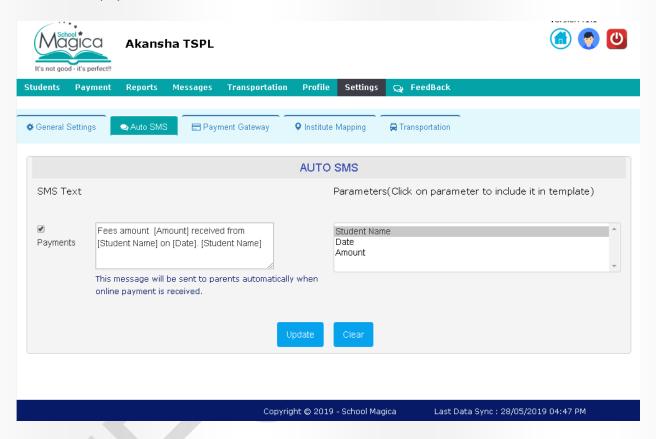


Now click on "Payment Gateway" which is under settings tab. Below screen will appear you can set the details of online payment gateway from here, you can use "CC Avenue or "Pay U money" to allow parents to make online payment. To make payment gateway setting default, check "Default setting" checkbox and click "Save" button to add payment Gateway details.



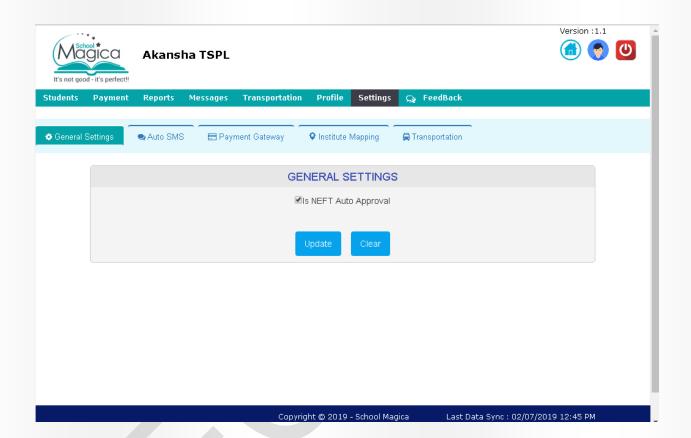


Click "Auto SMS" tab which is under settings tab. Screen shown below will appear, you can create SMS for Payment received by filling out information like Student name, Date, Amount with the help of Parameters and click on Save, This SMS will be sent to Parents Automatically when online payment is received.



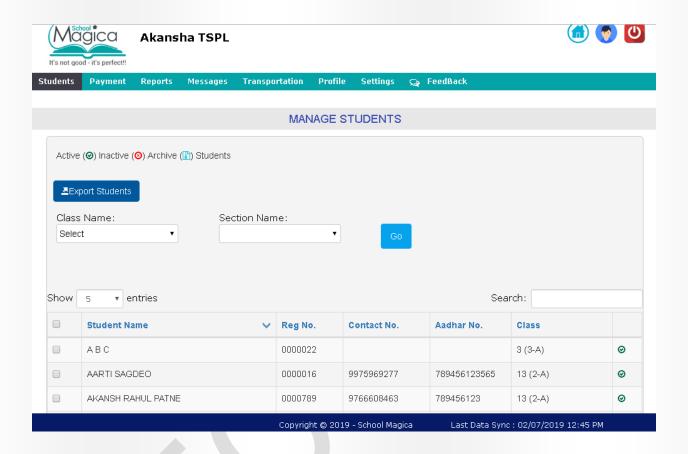
General Settings :

Click "General Settings" below window will appear if you want to set "is NEFT Auto Approval" you can check on this setting and Save in response all NEFT payment will get automatically approved, Else You can leave it as default.



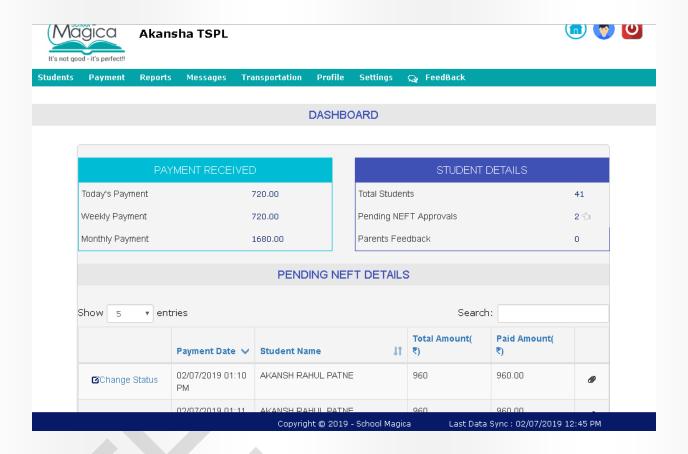


Here you can see all student related information by selecting "Class Name" and "Section Name". Also you can export the list of students by clicking on "Export Students".

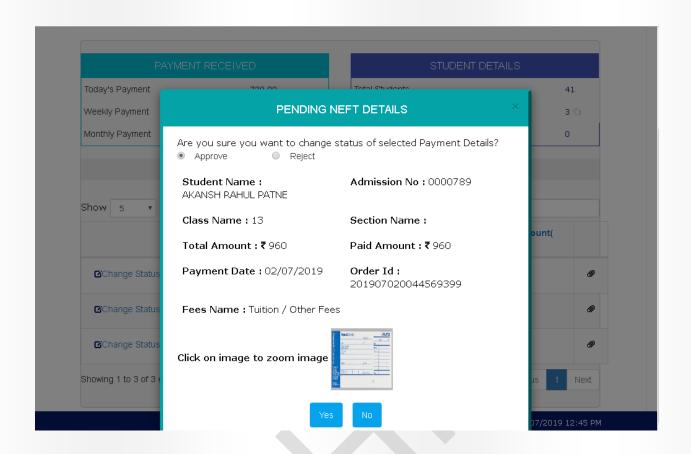




Click on "Home" icon it is dashboard for student's payment details it will show you the information related to "Students Payment Received", "Student Details" and if student has paid fees via NEFT then pending NEFT details is also shown here.

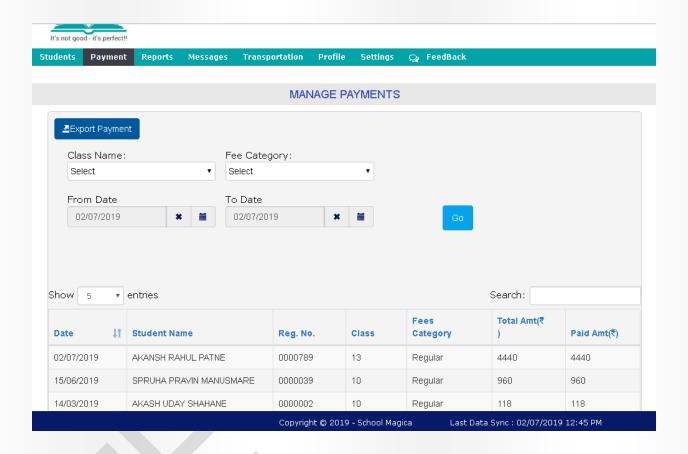


You can then change the status of NEFT payment received, click on Change status link below pop up will appear from here you can mark the status of payment like if payment is received than mark it as "Approve" or if payment is not received then mark as "Reject" and click "Yes". The conformation message will come after you click "Yes".





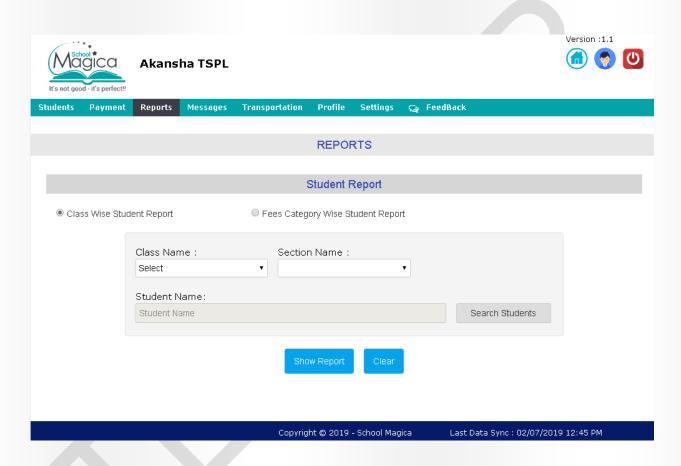
Click on "Payment" Tab below screen appear, select Class Name, Fee Category click on Go list will appear for the student who's payments are received, You can also Export the result by click on "Export Payment" Button.





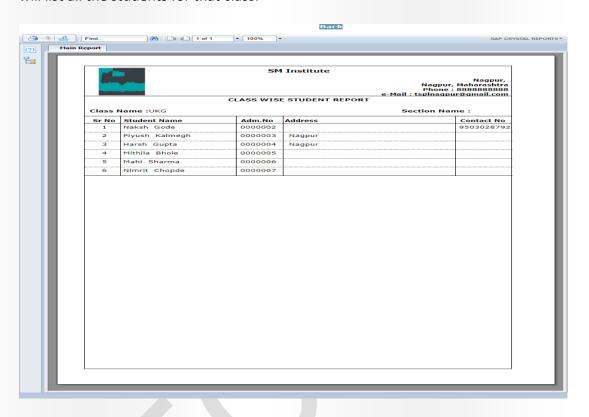


Go to "Reports", from dropdown select "Student Report" it will show you "Class wise student report" and "Fees category wise student report".



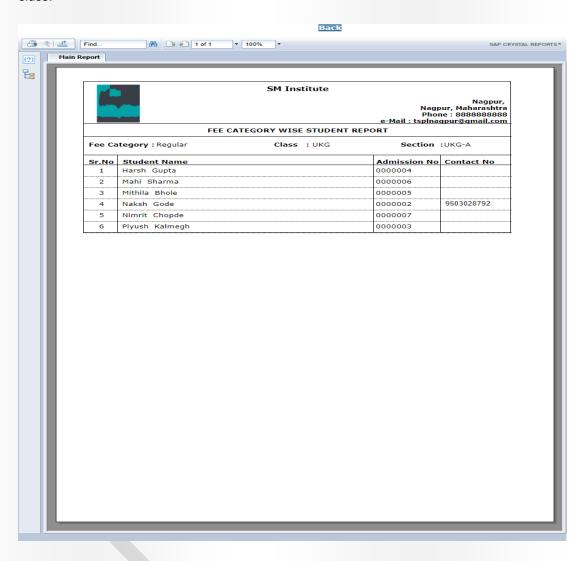


Select "Class wise student report" using radio button then select "Class name", "section name" from dropdown or you can select students using "search students" and click "Show report" it will list all the students for that class.





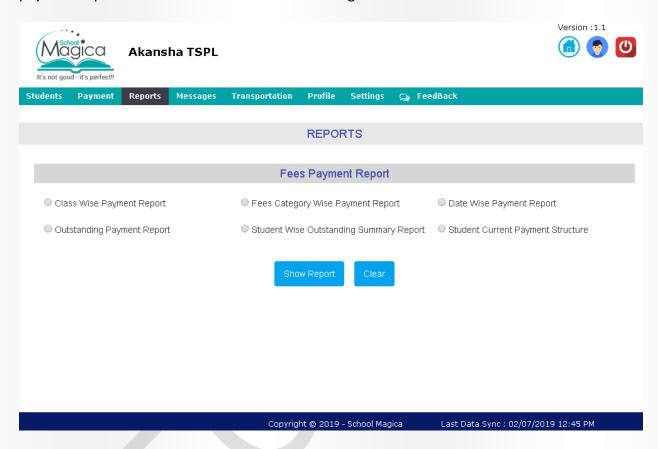
Select "Fees category wise student report" using radio button then select "Class name", "Section name" and "Fee Category" from dropdown or you can select students using "search students" and click "Show report" it will list students as per fee category type selected for that class.





Payment Reports

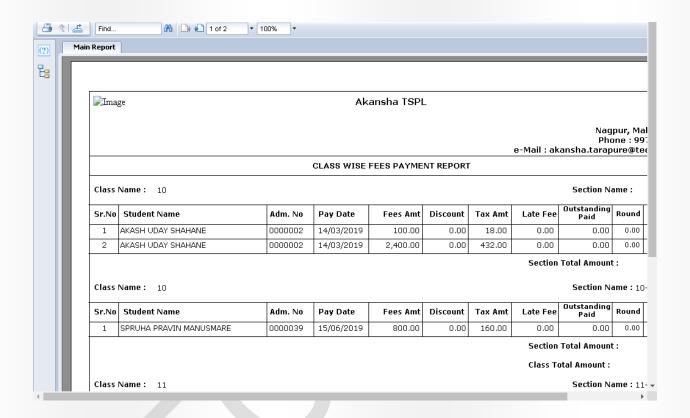
Go to "Reports", from dropdown select "Payment Report" it will show you various types of fees payment reports. You can select them to view using radio button.





Class Wise Payment Report :

Click "Class Wise Payment Report" select class name, section name or you can search student and can select date also then click "Show Report", it will list payment details for that class.





Fees Category Wise Payment Report :

Click "Fees Category Wise Payment Report" select class name, section name, Fee category or you can search student and can set date also then click "Show Report", it will list fee category wise payment details for that class.

Akansha TSPL											
Nagpur Nagpur, Maharashtr Phone : 997596928 e-Mail : akansha.tarapure@techior.cor											
	FEE CATEGORY WISE DEFAULT PAYMENT REPORT										
Fee Category: Regular											
Sr.No	Student Name	Adm.No	Pay Date	Class	Section	Total Amt					
1	SPRUHA PRAVIN MANUSMARE	0000039	15/06/2019	10	10-A	960.00					
2	AKASH UDAY SHAHANE	0000002	14/03/2019	10		118.00					
	AKASH UDAY SHAHANE	0000002	14/03/2019	10		2,832.00					
3		1				1					



Date Wise Payment Report :

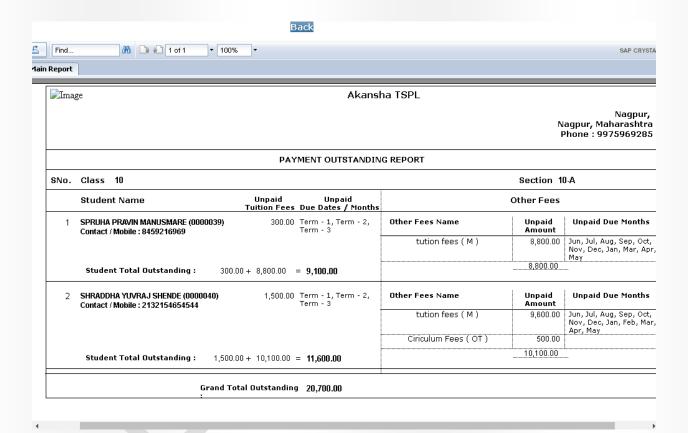
Click "Date Wise Payment Report" select class name, section name ,Fee category or you can search student and can select date also then click "Show Report", it will list Date wise payment details for that class.

				e-Mail : akar		Nagpur, Maharashtra : 9975969285 @techior.com
		DATE WISE	PAYMENT REP	ORT		
From	Date: 01/01/2019				To Date :	02/07/2019
Sr.No	Student Name	Adm.No	Pay Date	Class / Section	Pay Mode	Total Amt
1	SPRUHA PRAVIN MANUSMARE	0000039	15/06/2019	10-A	Online	960.00
2	AKASH UDAY SHAHANE	0000002	14/03/2019	10	Cash	118.00
3	AKASH UDAY SHAHANE	0000002	14/03/2019	10	Cash	2,832.00
				Total An	nount :	3,910.00



Outstanding Payment Report:

Click "Outstanding Payment Report" select class name, section name, Fee Category or you can search student and can select date also then click "Show Report", it will list outstanding payment details for student.





Student Wise Outstanding Summary Report :

Click "Student Wise Outstanding Summary Report" select class name, section name ,Fee category or you can search student and can set date also then click "Show Report", it will list student wise outstanding payment summary report.

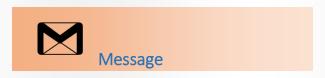
Nagpı Nagpur, Maharash Phone : 99759692 e-Mail : akansha.tarapure@techior.c
STUDENT WISE OUTSTANDING SUMMARY
10 Section: 10-A
Student Name Contact Tuition Fees Other Fees T
SPRUHA PRAVIN MANUSMARE (000 8459216969 300.00 8,800.00 9,10
SHRADDHA YUVRAJ SHENDE (0000 2132154654544 1,500.00 10,100.00 11,60
Total Amount : 1,800.00 18,900.00 20,70
Grand Total : 20,700



Student Current Payment Structure :

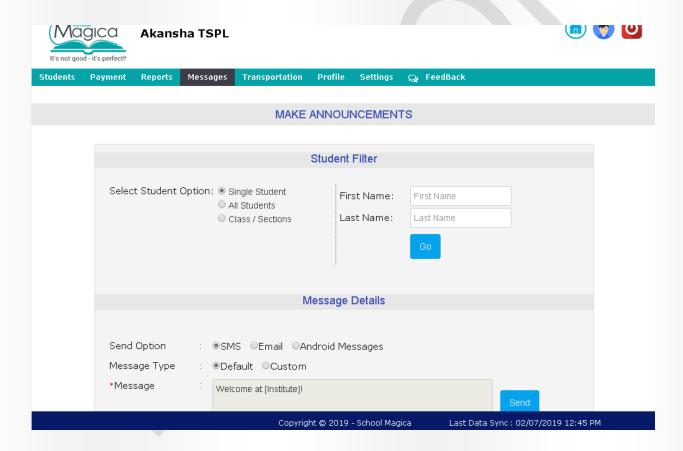
Click "Student Current Payment Structure" select class name, section name, Fee category or you can search student and can set date also then click "Show Report", it will show payment structure for the student.

Image	/	Akansha TSPL				
			e-Mail :	akansha.	Phone :	Nagpur, Maharashtra 9975969285 Itechior.com
	STUDENT CURF	RENT PAYMEN	IT STRUC	TURE		
Student Nan	ne : <u>AARTI_SAGDEO</u>	Adm. No. : 0000016				
Due Date	Particulars	Fees	Discount	Tax	Late Fee	Final Amount
07/01/2020	Tuition Fees (Jan)	200.00	0.00	40.00	0.00	240.00
07/02/2020	Tuition Fees (Feb)	200.00	0.00	40.00	0.00	240.00
07/03/2020	Tuition Fees (Mar)	200.00	0.00	40.00	0.00	240.00
01/01/2020	tution fees (Jan)	800.00	0.00	160.00	0.00	960.00
01/02/2020	tution fees (Feb)	800.00	0.00	160.00	0.00	960.00
01/03/2020	tution fees (Mar)	800.00	0.00	160.00	0.00	960.00
01/06/2019	Ciriculum Fees	500.00	0.00	100.00	0.00	600.00
01/06/2019	bus fees	1,000.00	0.00	200.00	0.00	1,200.00
01/01/2020	Transpor fees (Jan)	500.00	0.00	100.00	0.00	600.00
01/02/2020	Transpor fees (Feb)	500.00	0.00	100.00	0.00	600.00
01/03/2020	Transpor fees (Mar)	500.00	0.00	100.00	0.00	600.00

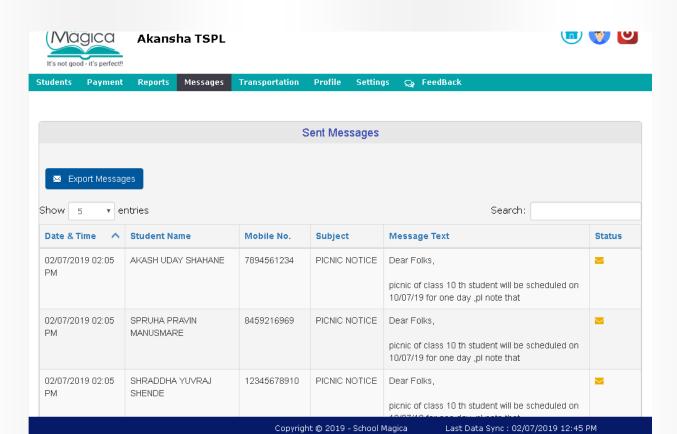


Go to "Message" click "Compose" to make announcements for students. You can search student as single student, all student or can select class/sections and click "Go" button it will list students then select student using checkbox from whom you wants to send message.

You can select Message send option as "SMS", "Email" or "Android messages" then select message type from default the default message set will be sent, or in custom message you can create your own message after this click "Send" button then conformation message will be shown to you on screen for making an announcement.

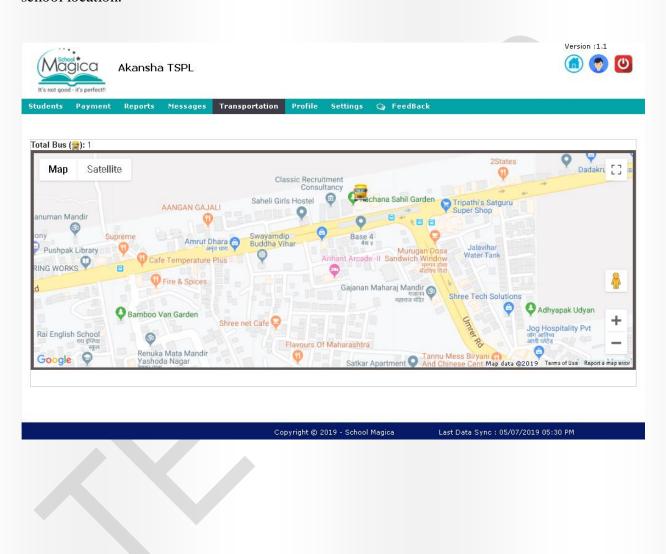


Go to "Message" click "Sent Messages" it will show you the list of messages you have sent to students/parents. You can also export sent messages to excel file using "Export Sent message".





Click on "Transportation" tab following screen will appear here you can see buses location, school location.

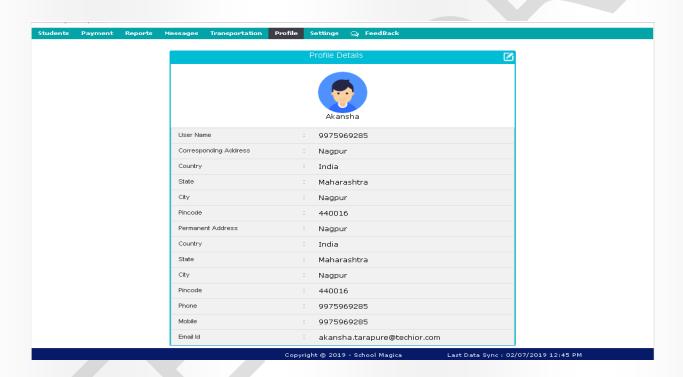






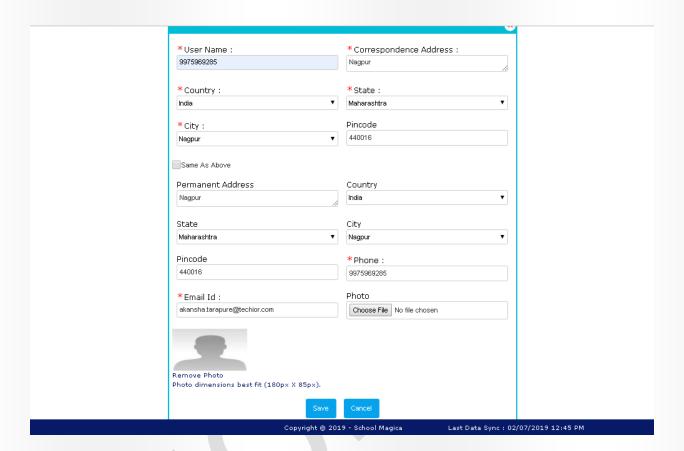
My Profile:

Go to Profile tab click "My profile" from dropdown it will show you your details added. You can edit your details by clicking on Edit icon and save changes using "Save" button.





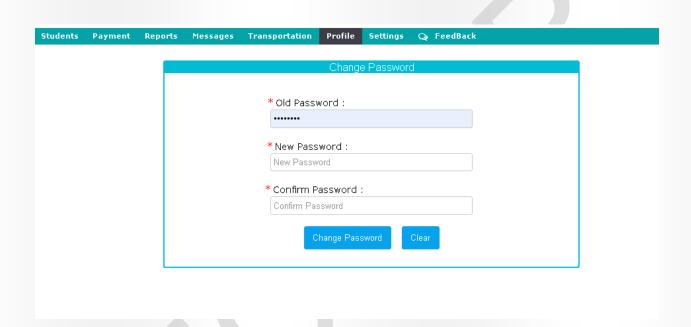
Edit Profile :

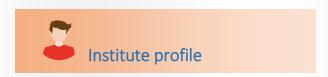




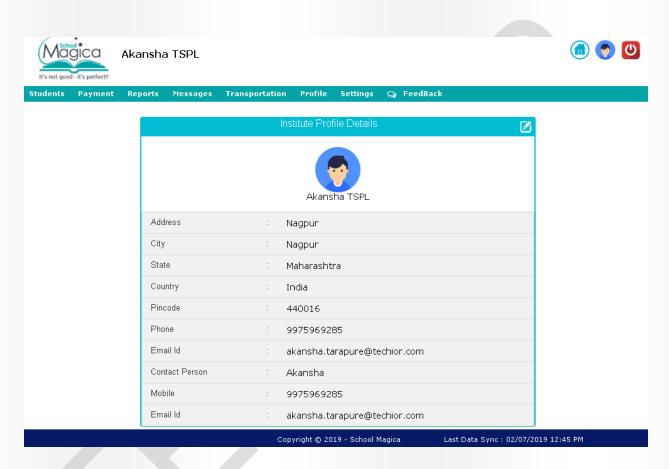
Change Password:

Go to Profile tab click "Change Password" from dropdown; from here you can change your password to login in to the website. To change password add "Old password" and type "New password" and "Confirm password" and click "Change password" to change password.





Go to Profile tab click "Institute profile" from dropdown, it will show you details added for institute. Click on edit icon you can edit details of your institute from here to save details edited click on "Save" button details will get updated.



යි C Feedback

Go to Feedback Tab it will show below screen from here you can send the Feedback to parents/students write a feedback and click on send you can also see the feedback sent to parents/student on feedback screen.

