



# SCHOOL MANAGEMENT INFORMATION SYSTEM (SMIS)

HELPS SCHOOLS MANAGE THEIR STAFFS, STUDENTS REGISTRATION AND TRUANCY, STUDENT PERFORMANCE, COVER MANAGEMENT AND A RANGE OF OTHER SCHOOL ACTIVITIES

## STUDENT MANAGEMENT

### Student Enrollment

• Capture every information for student registration that include basic screening for every applicant and also record any fees that needed.

### Student Detail

• Maintain Student personal information including Parent data, medical data, previous school history, financial data, and also student welfare and uploaded document related to that student.

### Student scheduling

• Record student attendance from finger scan, barcode reader. Generate report for student attendance.  
• Also record student leave or absent with different type of leave that can be set by school admin.

### Student Academic

• Provide academic record for every student like home class, subject, grade. Generate academic transcript for every student every semester or year.  
• Record Student disciplinary and also award for every year or semester.

## FINANCE MANAGEMENT

• Record your income from Student/Parent, Government AID and third party AID.  
• Maintain every payment from student for any type of payment (eg. tuition fees, caution fees, etc). Every fees can be setup by school for the period, amount and due date.  
• Manage your school expenses (routine and non routine), also record your petty cash transaction.  
• Generate report for management and generate invoice for parent/student.  
• Ability to export your transaction to your finance system to get accounting report.

### For more information

## STAFF MANAGEMENT

### Staff management

• Manage personal detail for every staff including medical, emergency contact, job history, education background. Also able to print employee CV.

### Employee Attendance

• Record employee attendance from different devices (eg. Finger scan, barcode reader, SMS, web login, etc)  
• Manage employee leave with category and also manage balance for each category. Every leave need approval from supervisor and or HR.

### Employee Training

• Manage training for employee whether internal and or external training with report for each training.  
• Reminder for employee to attend training that send to SMS or Email.

### Employee Career

• Records employee career history within the school including grade, status (eg. contract, permanent, apprentice) and manage employee disciplinary and award.

## FIXED ASSET AND CONSUMABLE MANAGEMENT

• Record your fixed asset including item detail, maintenance record and location.  
• Manage your inventory for consumables (eg. books, stationary, etc) include request from teacher or staff.  
• Paperless process for request, purchase order and approval.

## ADDITIONAL FUNCTIONS

• Generate report for Ministry of Education.  
• Ready for mobile application.  
• Dashboard for easy analysis with graph.  
• Student and parent access through website as front page.  
• Modular system