

cybrosys  
edutimer

Edutimer has been developed by Cybrosys Techno Solution Pvt. Ltd with a team of specialist, using user's observation over a period of time in the various situations.

Edutimer automates the various scheduling actions of a school and maximizes the use of best resources. The time consuming and repetitive task of creating a Timetable is complete easily and effortlessly by the use of this software. It will support school management to standardize their education administrative functions.

Edutimer contains options which are attentively planned to help you to organize your students' elective subject choices. Edu timer helps to avoid the burden of timetable making and leaving you with more time to apply your ability and judgment where they are required in order to construct a qualitative timetable.

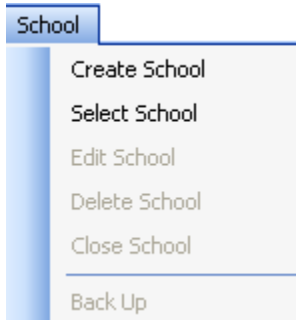
Edutimer will schedule your timetable for you and Edutimer has been designed to make sure that you can reproduce your regular timetabling method but with the More sophisticated and intelligent manner.

Edutimer is completely self-checking and you will be able to track the program's recommendation or you can formulate your own conclusion.

On running this tutorial, you can see the screen with a menu task bar on the top.



Select “School” from the menu, here you can see options to create or select a school



### **Create school/Edit school**

This screen is used to create a new school or edit school details. A powered user or an administrator can create a school.

The screenshot shows a window titled "School Details" with a blue header bar. On the left side, there is a small icon of a school building. The main area contains a form with the following fields:

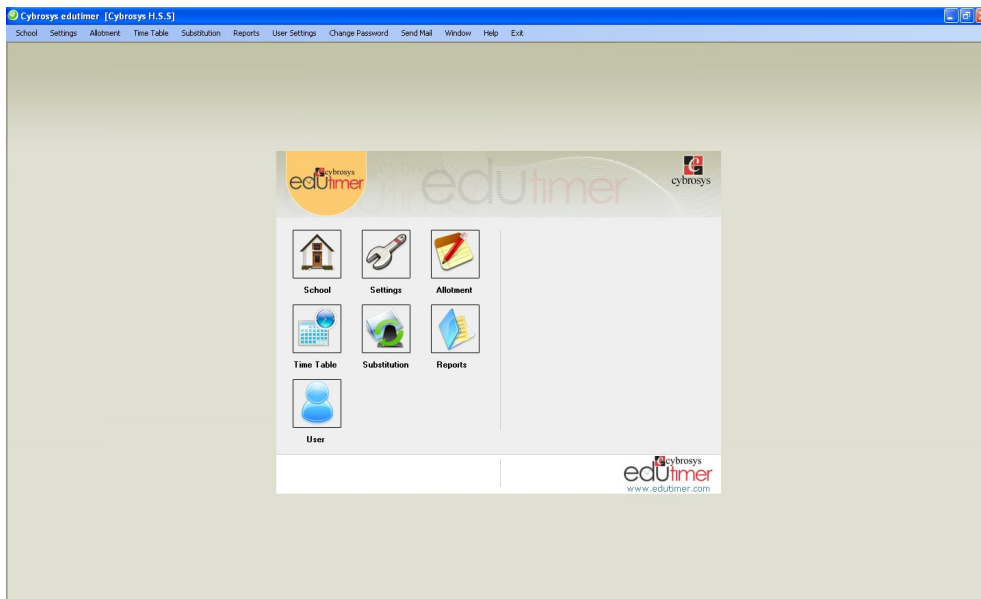
- School Name :  \*
- Address :
- Phone :
- Head Master Name :
- Email Id :
- Periods in Morning Section :  \*
- Academic Year :
- Website :
- Description :

At the bottom of the form, there are three buttons: "Save", "Clear", and "Close".

If you want to keep the yearly timetable, you have to create school for each academic year. Here school name and morning section is compulsory. Morning section means number of periods before lunch break. For e.g. a class has 7 periods in a day, i.e. 4 periods before lunch break and 3 periods after lunch break. Then periods in morning section are 4. After creating school it will automatically login as admin (with user name: "Admin" and password: "admin").

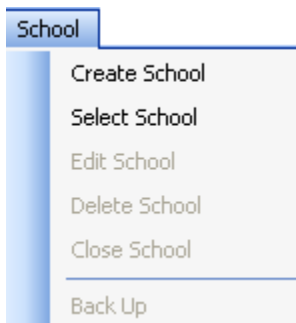
### Main Menu

After login, Menu screen will be loaded. An admin can create new user and can set privilege for them.

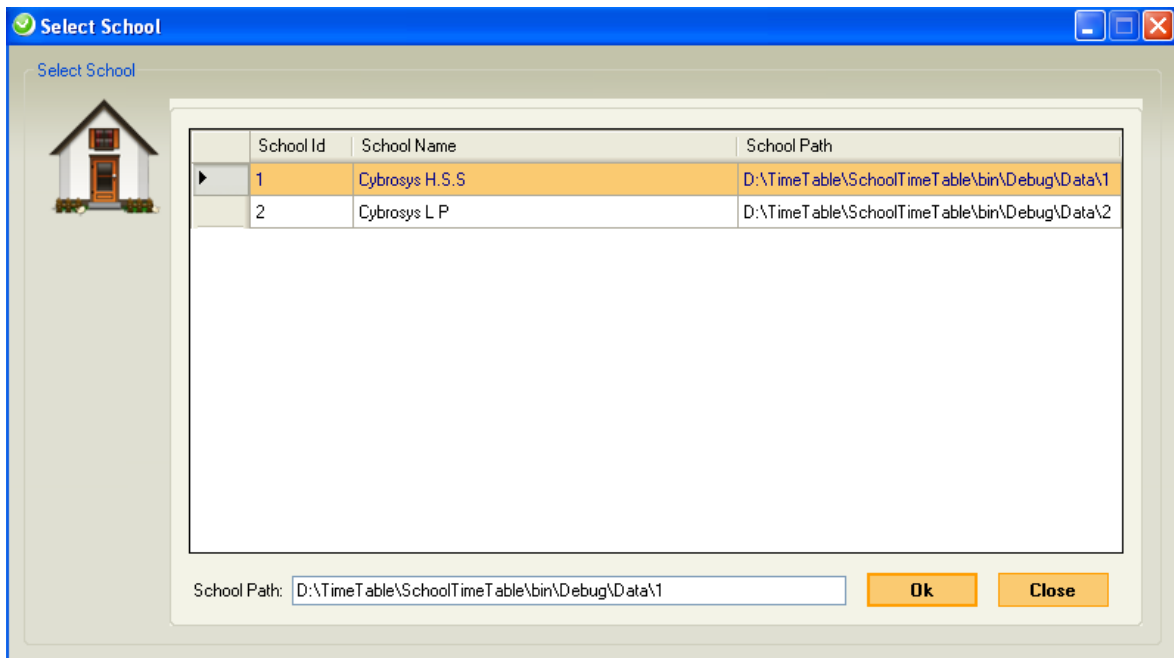


## Select school

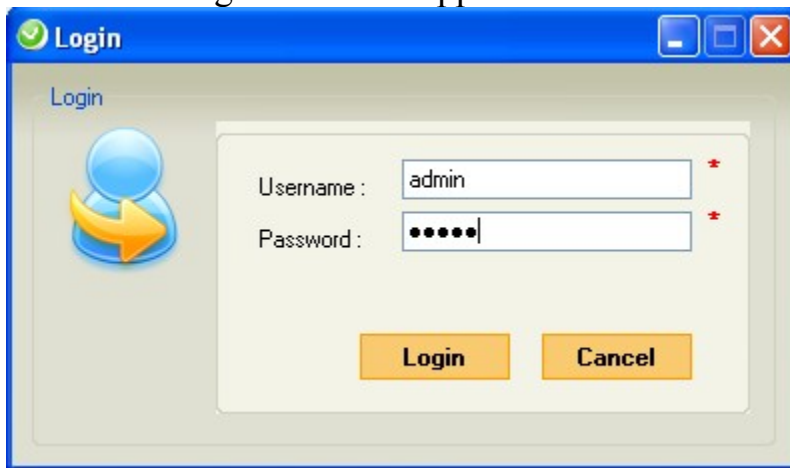
This screen is used for selecting the school. For this select “Select School” from School List.



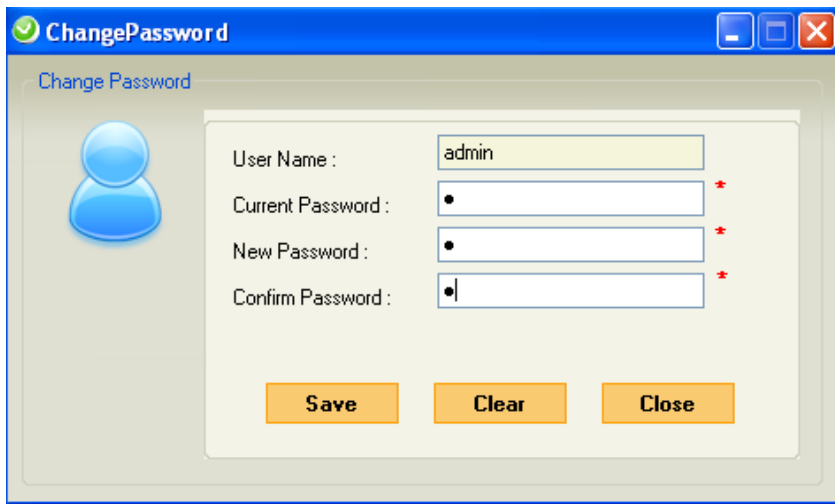
You can select from list of created schools by double clicking or pressing ok button.



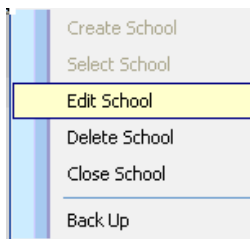
After that a login form will appear.



Here you can login by giving your user name and password. Admin/user can change their password.

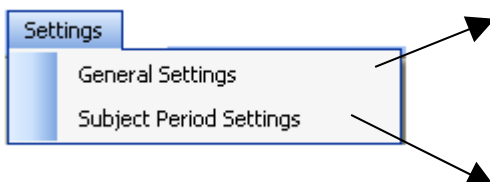


Again on selecting school, you have options like edit, delete, close, and backup.



- On clicking Edit school ,you can edit the school details.
- On clicking Delete School,You can delete whole entry along with the school
- On close school ,You can close the current school
- Used to keep the back up of current school

## Settings



Set all the common facts (Room, subject, teacher and day settings)

Set subjects and number of periods for each class.

### General Settings:

This screen can be used to set all the common facts.

## Room Details:

The screenshot shows a software interface titled "General Settings" with a "Room Details" tab selected. The form contains the following fields and controls:

- Room Name: 10
- No of Division: 5
- Division Format: Alphabet (dropdown)
- Room Category: Class (dropdown)
- Description: (empty text area)
- Generate button
- Rooms table:

| Division |
|----------|
| 10A      |
| 10B      |
| 10C      |
| 10D      |
| 10E      |
- Search: (empty dropdown)
- Save, Delete, Clear, Close buttons

You are privileged to create a room or a standard in the edutimer. In Each standard you can assign numerous numbers of divisions as per the requirement. The divisions like these are generated according to the category of division. Category of Divisions can be either numerical or alphabetical. Room's classification can be categorized under lab room, class room ...etc.

For creating a room you have to enter the room name, number of divisions and room category. If the selected category is a class, then you could create a room with category class. And if the category is a lab, then you can create a room with category lab.

For an example, if 10<sup>th</sup> standard contains five divisions, if you choose the category of division as alphabetical we may get classes of 10-A, 10-B, 10-C, 10-D, 10-E while on table generation. Suppose if you are using numerical category of division you may get classes such as 10-1, 10-2, 10-3, 10-4, and 10-5.

| Rooms |          |
|-------|----------|
|       | Division |
| ▶     | 10-A     |
|       | 10-B     |
|       | 10-C     |
|       | 10-D     |
|       | 10-E     |

You can select any row from Rooms (grid) and delete by using “delete key” on keyboard. After deleting rows you have to press “SAVE” button, for your changes. For e.g. you can delete 10-A and press delete key .

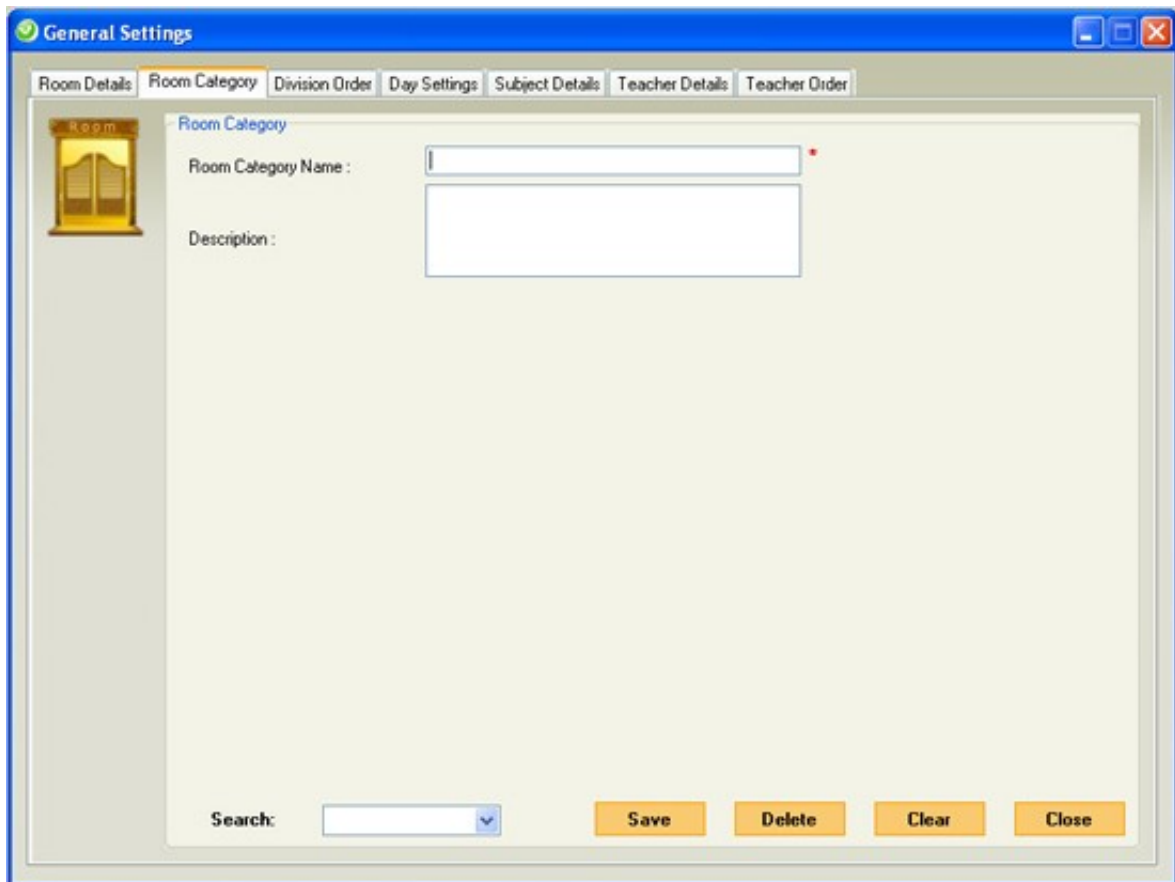
If allotment done for any division in a room .Then you are not suppose to change the category of that room .If it is necessary to change the category then you have to delete that room and then create room by your needs. Once you delete it you will also have to reenter the allotment for that division.

You could see a “Search” at the bottom from which you could select room (which you have already added) and edit it.

Delete: Delete button used to delete room.

### Room Category:

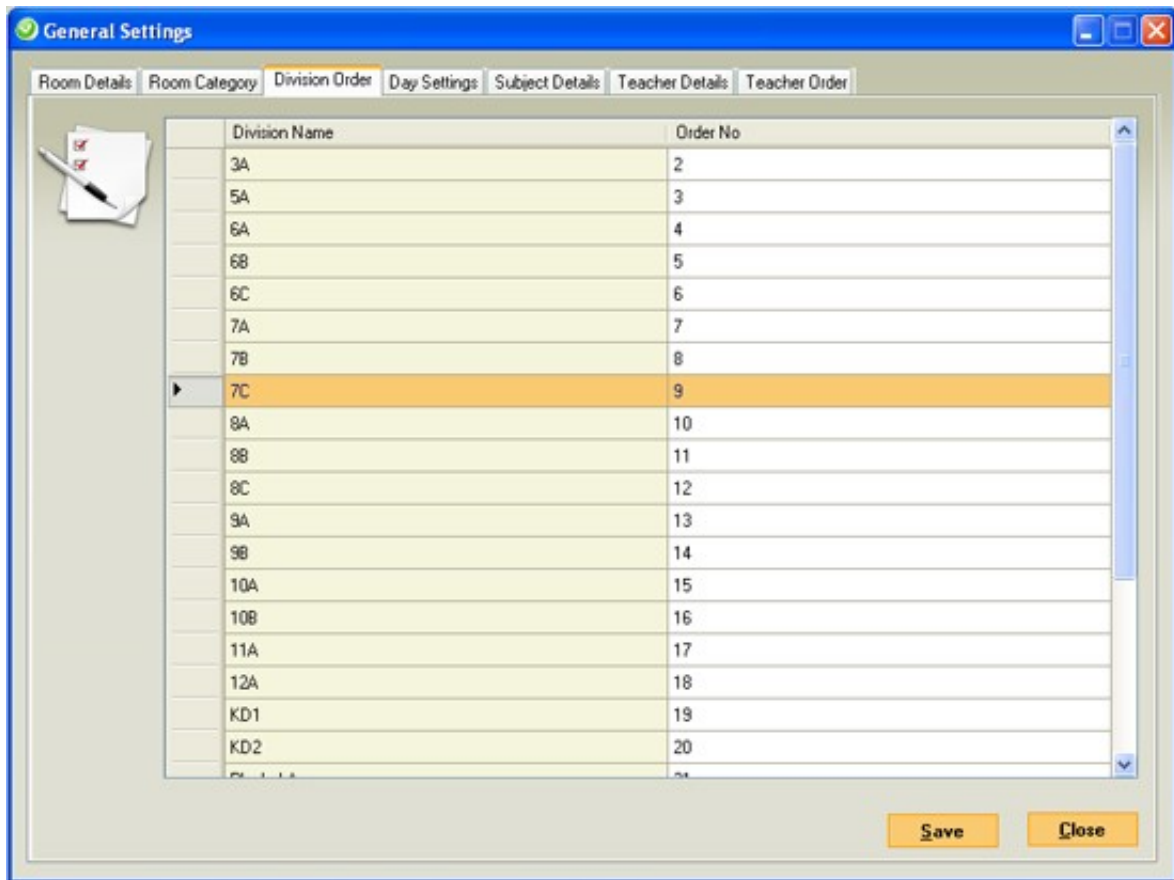
You would be capable of generate new categories such as Additional room, smart room, etc.



You could see a “Search” at the bottom from which you could select categories (which you have already added) and edit it.

### Division Order

You are able to modify or arrange the order of divisions according to your requirement. This order should not repeat .After making the divisions in an order you can save it.



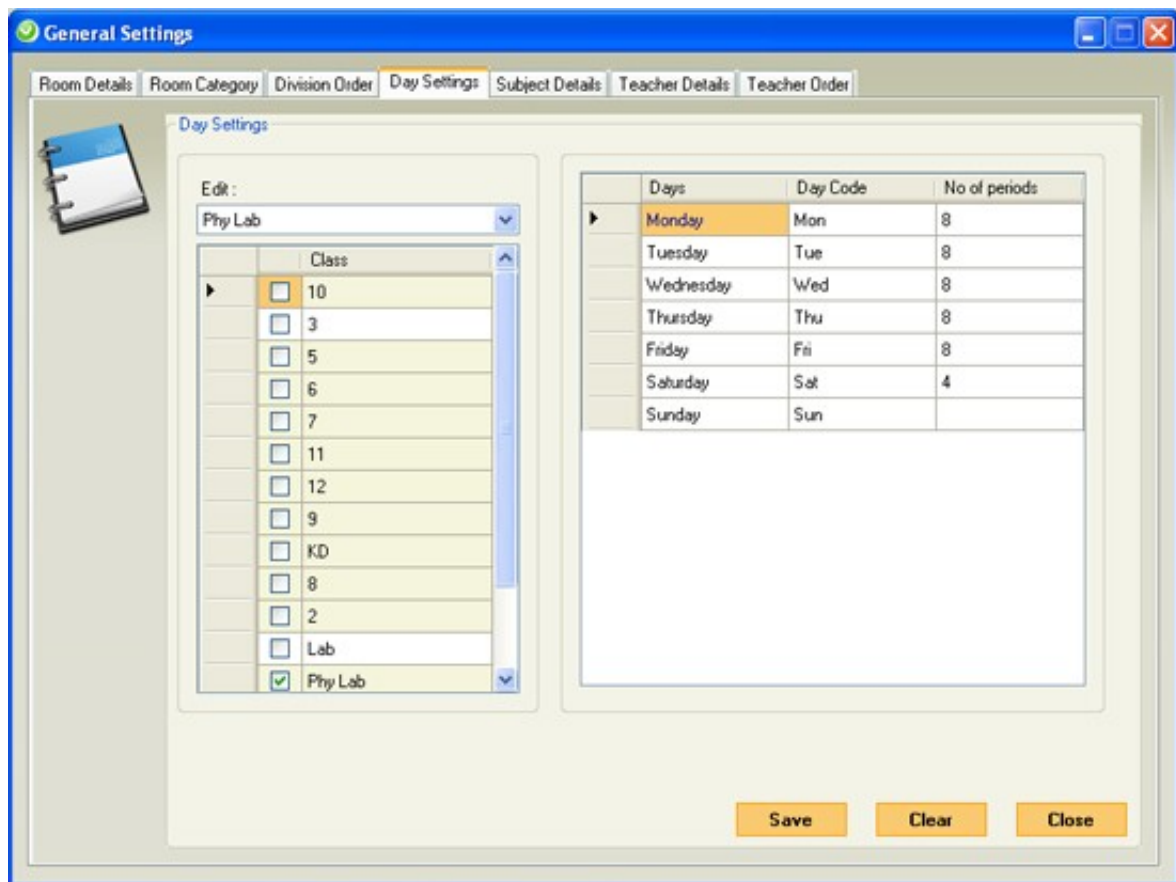
It would be easier to view reports and will have a systematic series of divisions.

### Day Settings:

This option will allow you to put number of working days and hours for a class or multiple classes. After this setting only color coding of the corresponding entry will be changed i.e. cannot select these rows.

If you have to fix number of working days and hours for few classes you could select those classes by a tick in the checkbox, and assign number of periods on the right. Those selected class will have same number of periods and day's. And save. After this setting only color coding of the corresponding entry will be changed. You can even select single or multiple classes.

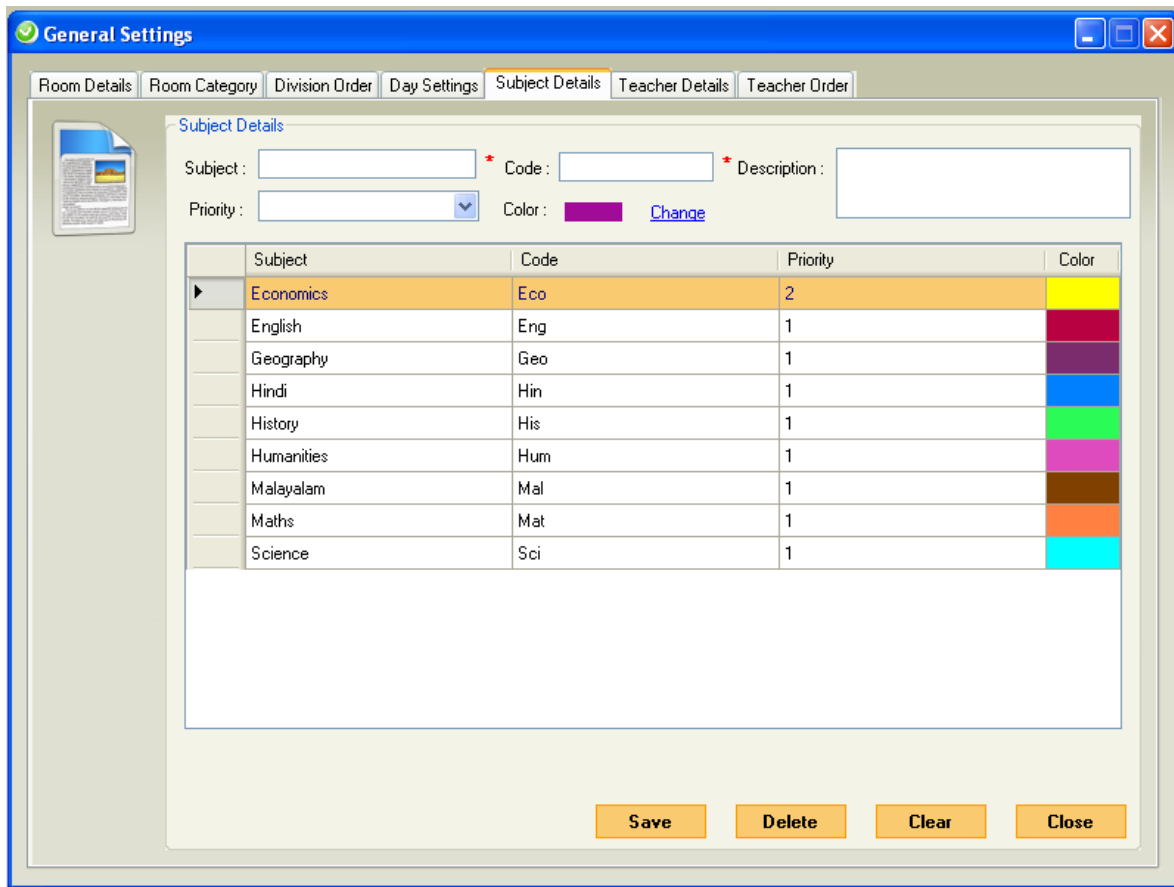
You could edit the selected class's details and save.



### Subject Settings:

You can include new subjects and also can assign color coding and mention priority for each subject.

Here you could enter the subject name, their code and priority. Subject code should be unique. After enter all these details you could save it. To edit a subject, you have to select the subject from the rows and edit it. Same way if you want to delete, select the row to be deleted and press the delete button (not the delete key (keyboard)).



### Teacher Details:

You are able to include new teacher with their particulars and assign color coding for teacher and you can also assign Maximum periods in this software.

Here you could enter the teacher details, assign color, and maximum periods. Teacher code should be unique. After enter all these details you could save it .To edit a teacher, you have to select the teacher from the rows and edit it. Same way if you want to delete, select the row to be deleted and press the delete button (**not the delete key (keyboard)**).

It is better if the teacher has an email id or a phone number.

**General Settings**

Room Details | Room Category | Division Order | Day Settings | Subject Details | **Teacher Details** | Teacher Order

**Teacher Details**

Name :

Code :

Gender :  Male  Female

Address :

Phone :

Email ID :

Maximum Period :

Color :  [Change](#)

Description :

| Teacher     | Code | Color | Maximum |
|-------------|------|-------|---------|
| ▲           | AAK  |       | 35      |
| aa          | AA   |       | 35      |
| BP.ASIABI   | BPA  |       | 35      |
| CN.SAFI...  | CNS  |       | 35      |
| CN.SHE...   | CNSS |       | 35      |
| DB.ALTH...  | DBA  |       | 35      |
| E.VASIL ... | EVM  |       | 54      |
| EP.MUT...   | EPM  |       | 35      |
| H.NALLA...  | HN   |       | 35      |
| I.SHAJK...  | ISM  |       | 35      |

**Save** **Delete** **Clear** **Close**

### Teacher Order:

You would be able to arrange the sequence of teacher according to your convenience. This order should not repeat .After making the teachers in an order you can save it.

| Teacher Code | Teacher Name      | Maximum Period | Order Number |
|--------------|-------------------|----------------|--------------|
| AA           | aa                | 35             | 1            |
| AAK          | a                 | 35             | 2            |
| BPA          | BP.ASIABI         | 35             | 3            |
| CNS          | CN.SAFIYABI       | 35             | 4            |
| CNSS         | CN.SHERSHAD SHAIK | 35             | 5            |
| DBA          | DB.ALTHAF HUSSAIN | 35             | 6            |
| EPM          | EP.MUTHUBI        | 35             | 7            |
| EVM          | E.VASIL MULOOK    | 54             | 8            |
| HN           | H.NALLAKOYA       | 35             | 9            |
| ISM          | I.SHAIKMON        | 35             | 10           |
| KB           | K.BUSHRA          | 20             | 11           |
| KIA          | KI.ABDULLA        | 35             | 12           |
| KKAB         | KK.ABDUL BASHEER  | 35             | 13           |
| KKAS         | KP.ABDUL SALAM    | 35             | 14           |
| KKH          | KK.HAMZAKOYA      | 24             | 15           |
| KKS          | KK.SHAHUDEEN      | 0              | 16           |
| KN1          | K.NOUFER          | 35             | 17           |
| KN2          | K.NAUSHAD         | 35             | 18           |
| MKMC         | MK.MOHAMMED SHAIK | 35             | 19           |

## 2. SUBJECT PERIOD SETTINGS

This form can be used to set subjects and number of periods for each class.

For setting subject and number of periods for a class, you have to select a subject, enter the number of periods and press “Add button”. After adding all the subject and number of periods for a class you can save it. Similarly we can set all the subjects and number of periods for all classes.

Subject Period Settings

Standard: 9 Subject: No of Period: Add

| Standard | Subject Code | No Of Periods |
|----------|--------------|---------------|
| 9        | Bio          | 3             |
| 9        | Maths        | 6             |
| 9        | Mal          | 6             |
| 9        | Eng          | 5             |
| 9        | Che          | 3             |
| 9        | His          | 3             |
| 9        | Geo          | 2             |
| 9        | Phy          | 3             |
| 9        | IT           | 2             |
| 9        | IT Lab       | 2             |

Total period : 35 Save Delete Clear Close

You can edit and delete each entry of a class by selecting a row. You can select the row for deleting and press “Delete key (keyboard)” .After deleting the rows you have to save it .you can also select a row and edit it.

Delete button is used to delete all the entries done for a class.

If there is any combined entry or a lab bifurcation entry those could be done later.

## Allotment

Allotment

- Combined Teacher/Subject
- Lab Bifurcation

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- Class Wise Entry
- Teacher Wise Entry

Combined teacher /subject period

Combined Period

Combined No : 1

Class : [dropdown] Teacher : [dropdown] Subject : [dropdown] No of Period : [text input] [Add]

| Class | Teacher | Subject | No of periods |
|-------|---------|---------|---------------|
| 9-A   | T1      | Eng     | 4             |
| 9-B   | T1      | Eng     | 4             |

Search [dropdown: 1] [Save] [Delete] [Clear] [Close]

This form can be used when there is a combined teacher or a combined subject entries. This can be as mentioned below.

1. Two or more different classes with same teacher and with the same subject.
2. Two or more different teacher with different subject for a same class. For this you might be required an extra room.
3. Two or more different classes with different teacher and with same or a different subject.

This is not possible for similar classes, for which we have to use an extra room. Each combined entry will have a combined number. The number of periods should be the same for a combined entry. Combined number cannot be edited .Each combined number should have 2 or more entries

Select a class, teacher subject and number of periods and press “**Add button**”. This is how an entry is added .likewise you can add more entries and save.

You can select a row and delete it by using “Delete key (keyboard)”.After deleting each row you have to save it. You can also select a row and edit it.

A combined entry can be deleted by using Delete button.

You can search for the combined entries and also you can edit or delete it.

## Lab bifurcation Entry

| Teacher | Lab Room | Subject |
|---------|----------|---------|
| T1      | Lab-B    | Che     |
| T2      | Lab-A    | Phy     |

This form is useful to split the students of same class to different labs in the same periods.

Each bifurcation entry will have a bifurcation number. This is needed when same class is allotted to different labs.” The number of periods should be lesser than continues period. Classes, number of periods and continues period will be same for a bifurcation entry.

Select a class, teacher, and subject, number of periods, continuous period and press “Add button”. This is how an entry is added .likewise you can add more entries and save. You can select a row and delete it by using “Delete key (keyboard)”.After deleting each row you have to save it. You can also select a row and edit it.

A bifurcation entry can be deleted by using Delete button.

We can also do the erasing or removing of entries which you made by the help of the clear option.

### Class Wise Allotment

This form can be used for allotting a class with teacher, corresponding subjects and number of periods.

| Subject | Teacher | No of Period | Charge                              | Lab Room | Continuous |
|---------|---------|--------------|-------------------------------------|----------|------------|
| M/A     | PY      | 5            | <input type="checkbox"/>            |          | 1          |
| Mal II  | PY      | 2            | <input type="checkbox"/>            |          | 1          |
| Eng     | KKS     | 5            | <input type="checkbox"/>            |          | 1          |
| hin     | VMA     | 3            | <input type="checkbox"/>            |          | 1          |
| Soc     | DBA     | 6            | <input checked="" type="checkbox"/> |          | 1          |
| GS      | AA      | 6            | <input type="checkbox"/>            |          | 1          |
| Math    | EVM     | 6            | <input type="checkbox"/>            |          | 1          |
| WE      | BPA     | 3            | <input type="checkbox"/>            |          | 1          |
| AE      | KKAB    | 2            | <input type="checkbox"/>            |          | 1          |
| PT      | KIA     | 3            | <input type="checkbox"/>            |          | 1          |
| *       |         |              | <input type="checkbox"/>            |          |            |

For allotting a class, select a particular class from class combo then select a subject, the teacher for that selected subject, then number of periods, duty for teachers. Like wise you can allot a class and save.

Total periods for a class should not exceed the maximum period set for each class in “day settings”. Continuous period is not compulsory. Lab entry except bifurcation can be set. Some class may have a combined entry or a bifurcation

entry; those entries cannot be edited or deleted. Labs and Extra rooms (combined or lab bifurcation) cannot be allotted through class wise allotment. Each entry of class can be deleted by using delete key. If a class entry is deleted after generating timetable, then timetable of corresponding class will be reset. It is not compulsory that duty teacher should assign a subject in corresponding class.

You can select a row and delete it by using “Delete key (keyboard)”. After deleting each row you have to save it. You can also select a row and edit it.

By Delete Button you could delete whole entry of a class.

**Note:** It will be easy if we set the subject and the number of periods for each class in a subject period setting. If you select a class in the class allotment you can list all the subjects and number of periods for that class.

### Teacher Wise Allotment

| Subject | Class | No of Period | Charge                              | Lab Room | Continuous |
|---------|-------|--------------|-------------------------------------|----------|------------|
| Bio     | 9A    | 3            | <input type="checkbox"/>            |          | 1          |
| Bio     | 9B    | 3            | <input type="checkbox"/>            |          | 1          |
| Bio     | 10A   | 3            | <input checked="" type="checkbox"/> |          | 1          |
| Bio     | 10B   | 3            | <input type="checkbox"/>            |          | 1          |
| Mal I   | KD1   | 2            | <input type="checkbox"/>            | Che LabA | 2          |
| GS      | 2A    | 5            | <input type="checkbox"/>            |          | 1          |
| Bio     | 8B    | 2            | <input type="checkbox"/>            |          | 1          |
| Bio     | 8C    | 2            | <input type="checkbox"/>            |          | 1          |
| *       |       |              | <input type="checkbox"/>            |          |            |

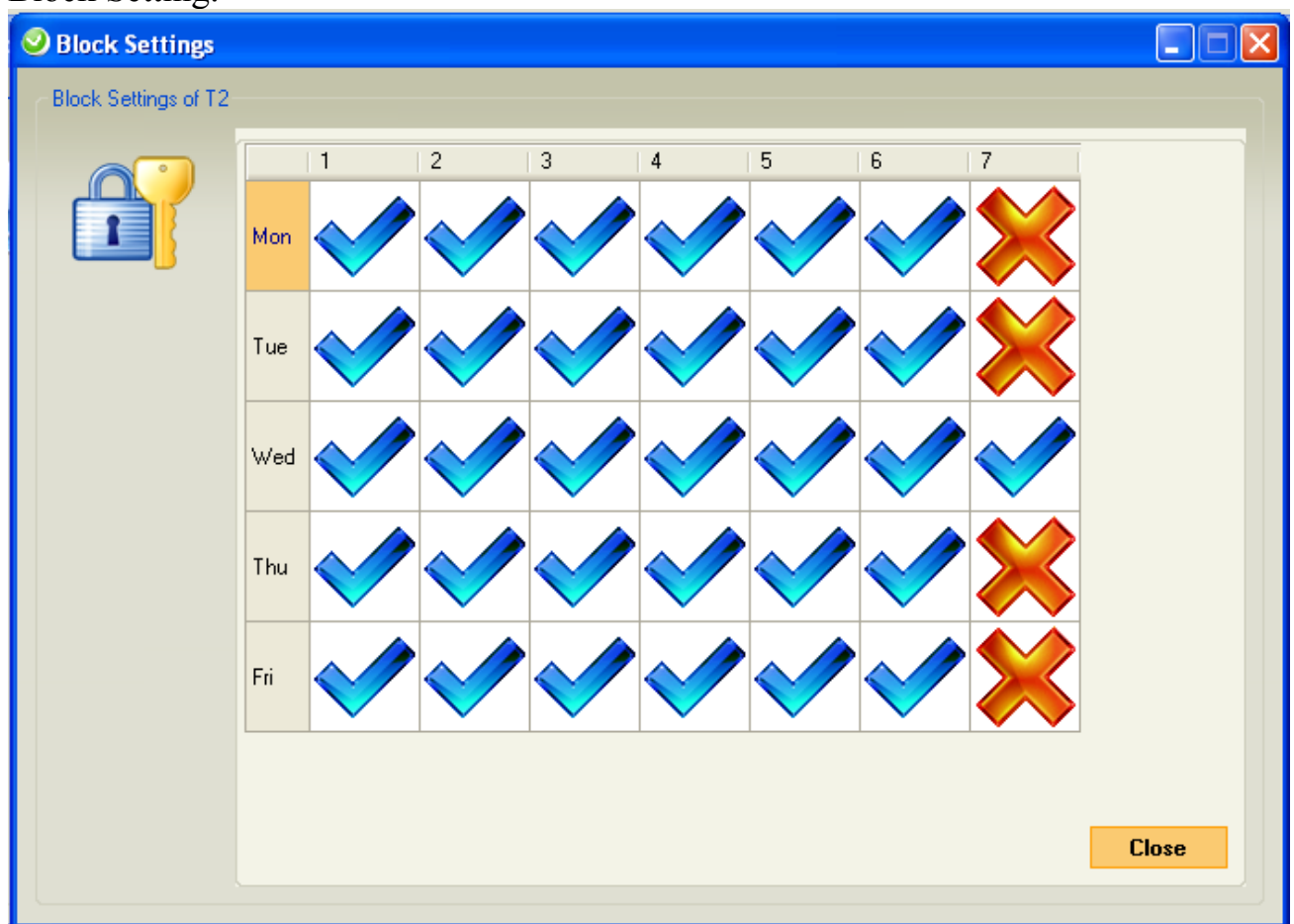
This form is to be used for allotting a teacher to corresponding class. For allotting a teacher, select the teacher which is to be allotted from teacher combo box and then select a class, the subject which is to be taught in each class and number of periods. Similarly for all teacher and save. Teacher can assign duty for classes. Continuous period is not compulsory. Lab entry

except bifurcation can be set. Some Teachers may have a combined entry or a bifurcation entry; those entries cannot be edited or deleted. Labs and Extra rooms (combined or bifurcation) cannot be allotted through Teacher wise allotment. Each entry of teacher can be deleted by using delete key. If a Teacher entry is deleted after the timetable generation then the timetable of teacher corresponding to a class will be reset.

You can select a row and delete it by using “Delete key (keyboard)”.After deleting each row you have to save it. You can also select a row and edit it.

By Delete Button you could delete whole entry of a teacher.

Block Setting:

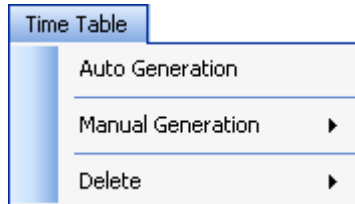


We can have a block for a teacher if required .Blocking of a teacher could be done only after allotting the teacher.

## Timetable

To generate a time table you have to select timetable from the menu .You have 2 options

- a) Auto generation and
- b) Manual generation

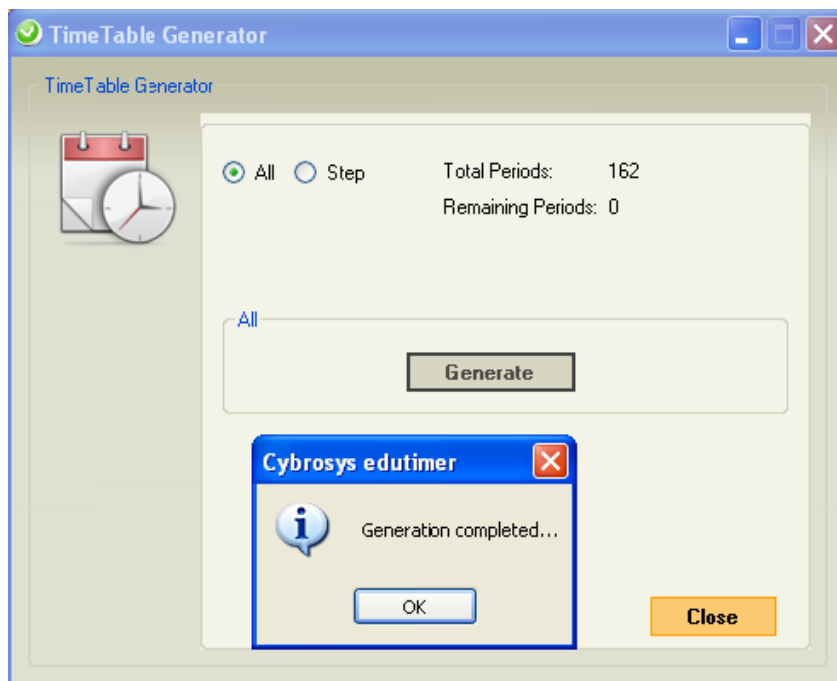


## Auto Generation

This form can be used for the generation of Time Table. It fills the Time table based on the allotments which we have provided. This could be done only after the allotment .This can be done in two ways.

1. Complete timetable generation for all class.

For complete generation of timetable select “All” and you could see a generate button .Click on generate button.If generation is completed a message appears “Generation completed”. After Generation you could see the remaining period’s .If any case there is a remaining you can fill be manual entry. This depends on how you allot.



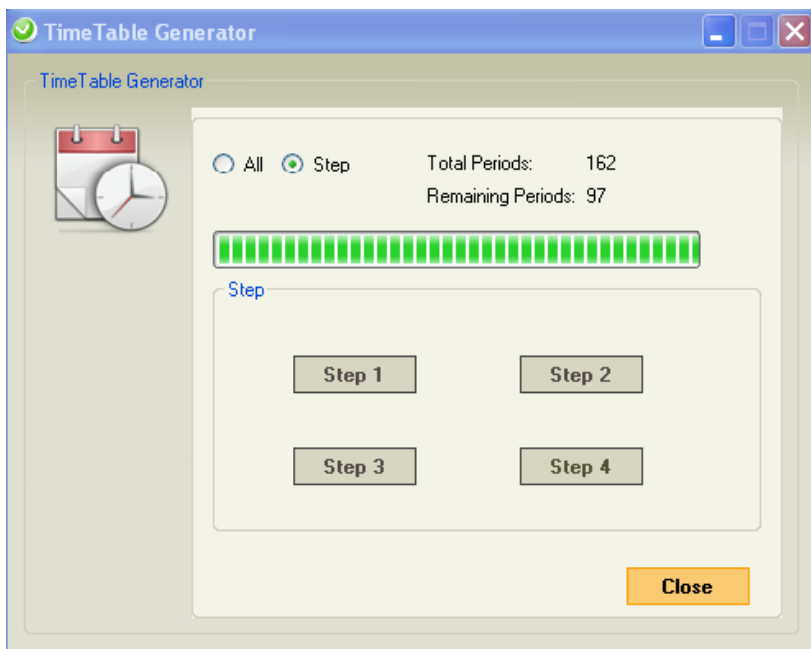
2. Step wise: - This can be done according to each step.  
Here you could see many steps .you can select from it .On each step.....

**Step1:** fills timetable according to combined period, lab bifurcation, lab, charge etc...

**Step 2:** fills timetable according to the remaining periods i.e. by certain constraints

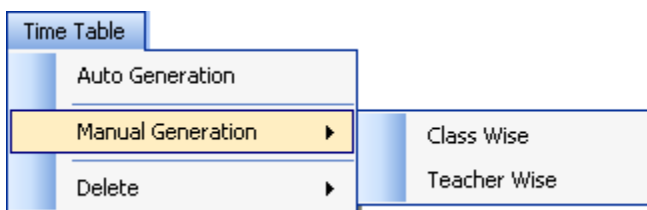
**Step 3:** fills timetable by interchanging periods.

**Step 4:** fills timetable without any constraints.



## Manual Generation

Manual generation is of two type class wise and teacher wise.



## Class Wise

Class wise form need to set subject in a period of class.

We can select a class in class combo box then allotment of (subject, teacher, number of periods and remaining period) that class is displayed left side grid of the form. Allotment with remaining period greater than zero will be shown in red color rest will be in black color. We can set subject in a period of class by single click on the subject row in left side grid and a single click in selected period of class timetable (grid in top).

Class wise Editing

Editing

Class : 9-C

Class Charge : T7

| Subject | Teacher | No of Periods | Period Remai |
|---------|---------|---------------|--------------|
| Bio     | T4      | 3             | 0            |
| Maths   | T5      | 6             | 0            |
| Mal     | T6      | 6             | 1            |
| Che     | T6      | 3             | 0            |
| His     | T7      | 3             | 0            |
| Geo     | T9      | 2             | 0            |
| Phy     | T10     | 3             | 0            |
| Eng     | T7      | 5             | 0            |
| IT      | T1      | 2             | 0            |
| IT Lab  | T1      | 2             | 0            |

|     | 1   | 2     | 3      | 4      | 5     | 6     | 7     |
|-----|-----|-------|--------|--------|-------|-------|-------|
| Mon | Eng | Maths | Maths  | Mal    | Bio   | Phy   | His   |
| Tue | Eng | His   | Maths  | Mal    | Bio   | Mal   | IT    |
| Wed | Eng | Che   | Geo    | IT Lab | Maths | Mal   | Bio   |
| Thu | Eng | Phy   | Che    | Geo    | Mal   | Maths | IT    |
| Fri | Eng | Mal   | IT Lab | Phy    | Che   | His   | Maths |

Teacher Class Lab/Other Rooms T6

|     | 1 | 2         | 3         | 4         | 5         | 6         | 7 |
|-----|---|-----------|-----------|-----------|-----------|-----------|---|
| Mon |   |           |           | 9-C (Mal) |           |           |   |
| Tue |   |           |           | 9-C (Mal) |           |           |   |
| Wed |   | 9-C (Che) |           |           |           | 9-C (Mal) |   |
| Thu |   |           | 9-C (Che) |           | 9-C (Mal) |           |   |
| Fri |   | 9-C (Mal) |           |           | 9-C (Che) |           |   |

Period Details

Teacher & Subject T6 (Mal)

Combined Period : No

Bifurcation Period : No

Once we click a subject in allotment (left grid) if period remains then subject name appears in mouse pointer. After subject setting up a period, remaining period will be updated. We can continuously set same subject to different period (if remaining) by a single click on the subject and a click in needed periods. We can remove mouse selection of a subject by right click. We can remove subject from set period by double click if it is normal entry. Some times we can lock some subject in period by clicking the period want to lock and then lock button, by locking we cannot remove subject from that period. We can also unlock it similarly by selecting unlock button. We can remove unlock by double clicking that particular period. Combined and bifurcation

entries are locked in default. We can also check teacher, lab, and extra room timetables in grid or in bottom of the form. We can set a subject in one class to a period for a combined entry then it will show the corresponding subject of classes in combined entry automatically and same for bifurcation entry also.

## Teacher Wise

The screenshot shows the 'Teacher Editing' window. The main area is a grid with teachers (T1-T10) on the y-axis and periods (1-6) on the x-axis for each day of the week. A pink arrow points from the '10-B' cell in the T3 row, 3rd period column to the '10-B' class row in the bottom control panel. The control panel includes a 'Block Settings' section with a 'Teacher' dropdown set to 'T3', and a table for class selection.

| Class | Subject | No of Periods | Periods Remaining |
|-------|---------|---------------|-------------------|
| 10-B  | Che     | 5             | 1                 |

Below the table, the 'Period Details' section shows:
 

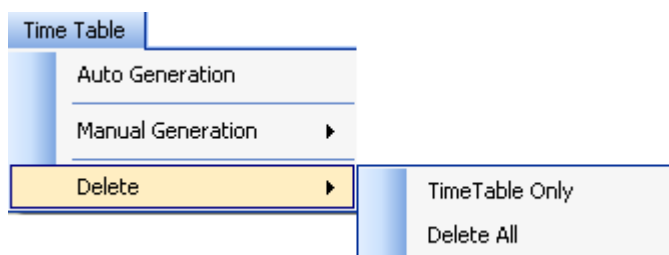
- Class & Subject : 10-B (Che)
- Combined Period : No
- Bifurcation Period : No

We can select teacher from teacher class combo box; the allotment of that teacher will be displayed on the bottom (grid) of the form.

Allotment with the period, remaining period greater than zero will be displayed. We can easily set the class in a period by single click on the class row at the bottom grid and a single click in selected period of teacher timetable. Once we click a class in allotment (bottom grid) the class name appears in the mouse pointer as and when the class is set to a period then the remaining period is updated. We can continuously set same class to different period (if remaining) by a single click on the class and click on needed periods. We can remove mouse selection of a class by right click. We can remove class from set period by double click if it is normal entry. Some times

we can also lock some class in period by clicking the period. Locking of class refers that we cannot remove class from that particular period. We can also unlock it similarly by selecting unlock button. We can remove unlock of that period by double clicking. Combined and bifurcation entries will remain locked in default. We can also check the teacher, lab, and extra room timetables in grid or in bottom of the form. If the selected entry is a combined entry, and we assign the corresponding teacher it will automatically fills according to the combined entry.

You could delete timetable if needed by selecting timetable from the menu



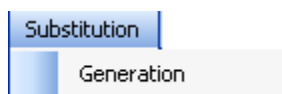
## Delete

Time table only: Delete only the timetable

All: Delete whole data entry except school details, non editable room categories, user details

After the time table is generated, substitutions can be done if any teacher is on leave .So that you have to select substitution from the main menu.

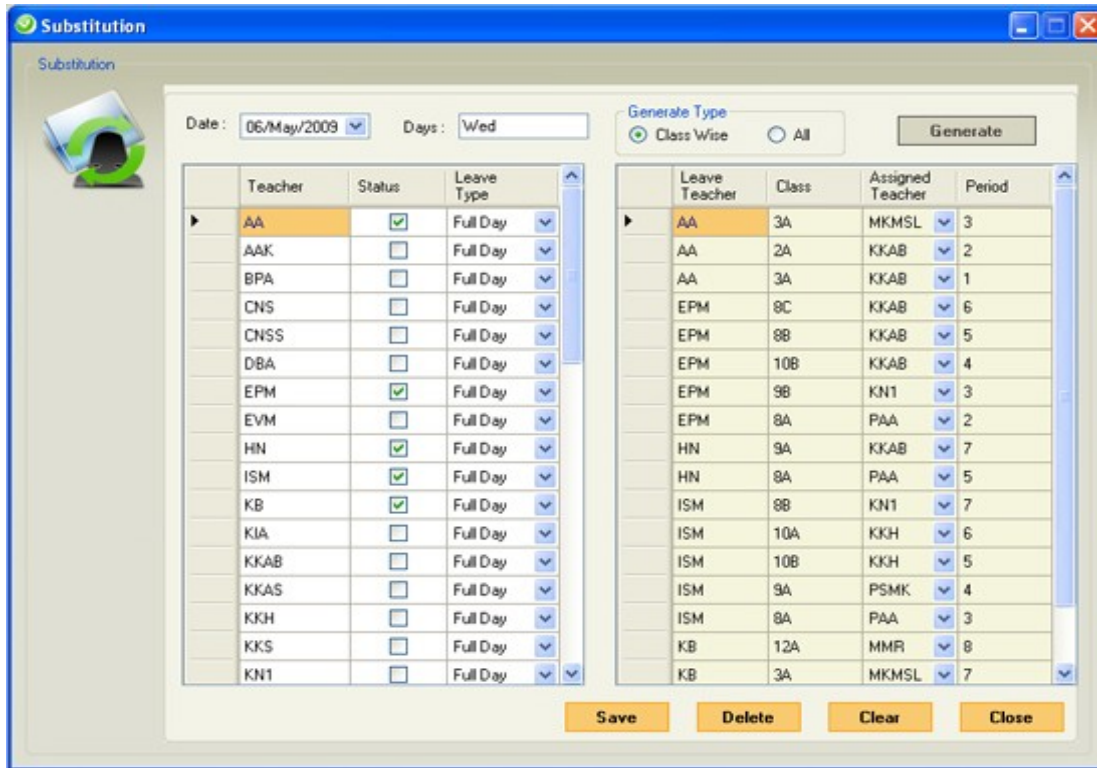
## SUBSTITUTION



This form can be used to assign substitute teachers for handling periods of the regular teacher who took leave.

The left grid shows the list of all teachers, and you can mark/tick the teacher who are on leave .more over they can specify the particulars of their leave whether it is a full day leave or is it only for fore noon or afternoon etc.....

We have to specify the substitution whether it is based on class or without any specification .After the selection you have to press generate button.



After specifying a teacher the leave option, we can generate the type of leave and basis for substitution to the list of teachers who are free. If selection made based on a class, do check whether any teacher of corresponding class remains duty free. And make a list only for the non duty teacher of that class. If the selection is “ALL”, substitution can be assigned to any teacher who is free; it should not be depend on class. It is easy to automatically assign teacher or even we can select from the list of teacher on the right grid.

Delete button is used to delete the substitutions.

## Report

| Reports                                   |
|---|
| Work Allotment Details -- For Class       |
| Work Allotment Details - For Teachers     |
| Subject Wise Teacher Report               |
| Teachers Address Details                  |
| Class Teachers list                       |
| Single Teacher Timetable                  |
| Single Class Timetable                    |
| Lab/Other Room Timetable                  |
| Whole Teacher Timetable – Without Subject |
| Whole Teacher Timetable – With Subject    |
| Whole Class Timetable – Without Teacher   |
| Whole Class Timetable – With Teacher      |
| Free Teachers list                        |
| Substitution List                         |
| Leave Teacher Report                      |
| Extra Work Teacher Report                 |

### **1. Work allotment details-For classes**

This report use to list all the class allotments or the class wise allocations.

### **2. Work allotment details-For teacher**

This report use to list all the teacher allotment or the teacher wise allotment.

### **3. Subject wise teacher report**

This report will be used to list the entire subject along with the teacher and corresponding class and also according to class.

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#### **4. Teacher Address details**

This report use to list all the teachers particulars or single teacher details for e.g.: Name of a teacher, Code Number, maximum period, Address, phone number, email id etc.

#### **5. Class teacher list**

This report list all the teacher who is having charge for a Particular class, along with the class. And also make a list of the duty teacher according to class distribution.

#### **6. Single teacher timetable**

This report use to list a time table of single teacher and also it is listing such as

- List of time table according to class
- List of time table according to subject and class

#### **7. Single class timetable**

This report lists all the class timetable, or single class timetable and also

- List of timetable according to subject name / subject code
- List of timetable according to teacher

#### **8. Lab Timetable**

This report list all the lab timetable /or single lab time table according to the class and the subject

#### **9. Whole teacher timetable-without subject**

This report will shows whole teacher's time table for a week /day.

### **10. Whole teacher timetable –with subject**

This report shows a list for whole teacher's time table for a week /day with subject.

### **11. Whole class timetable-without teacher**

This report list the whole class time table for a week /day.

### **12. Whole class timetable –with teacher**

This report will list the whole class time table for a week /day with teacher.

### **13. Free teacher lists**

List of all the teacher free on selected day and selected period.  
Make a list according to the classes also

### **14. Substitution list**

This report can list all the substitutions done on the following dates along the leave teacher, class to be allotted, and it and also to which period.

### **15. Leave teacher report**

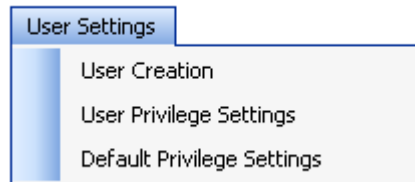
This report can list all the leave teacher on specified days and also can make a List according to the teacher .i.e. would be easier to check whether a teacher leaves on specified day

### **16.Extra work teacher report**

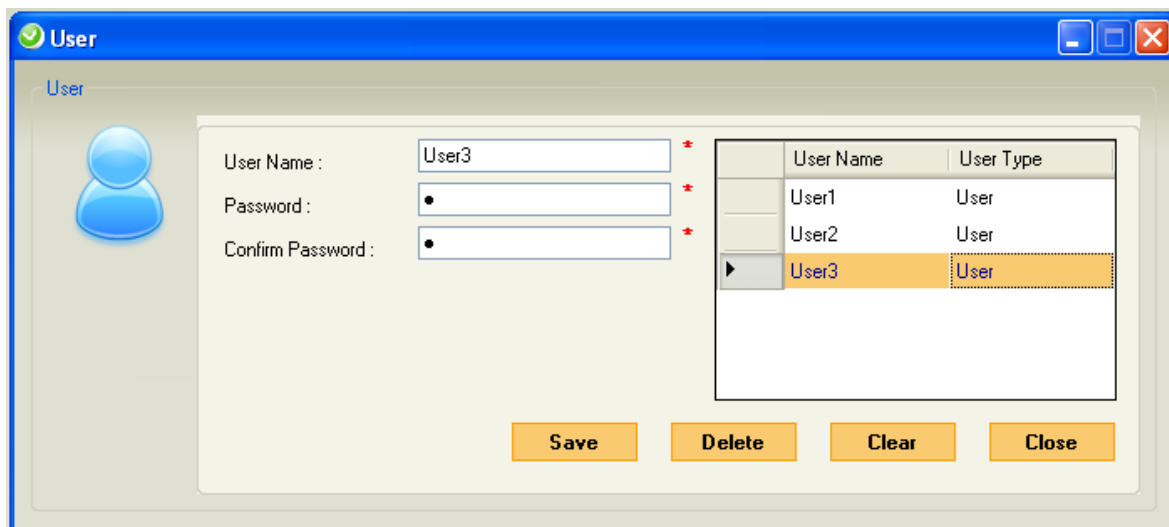
This report shows a list of all the extra periods taken by teachers.

Note: you can export through excel or html

## User Settings



## User Creation



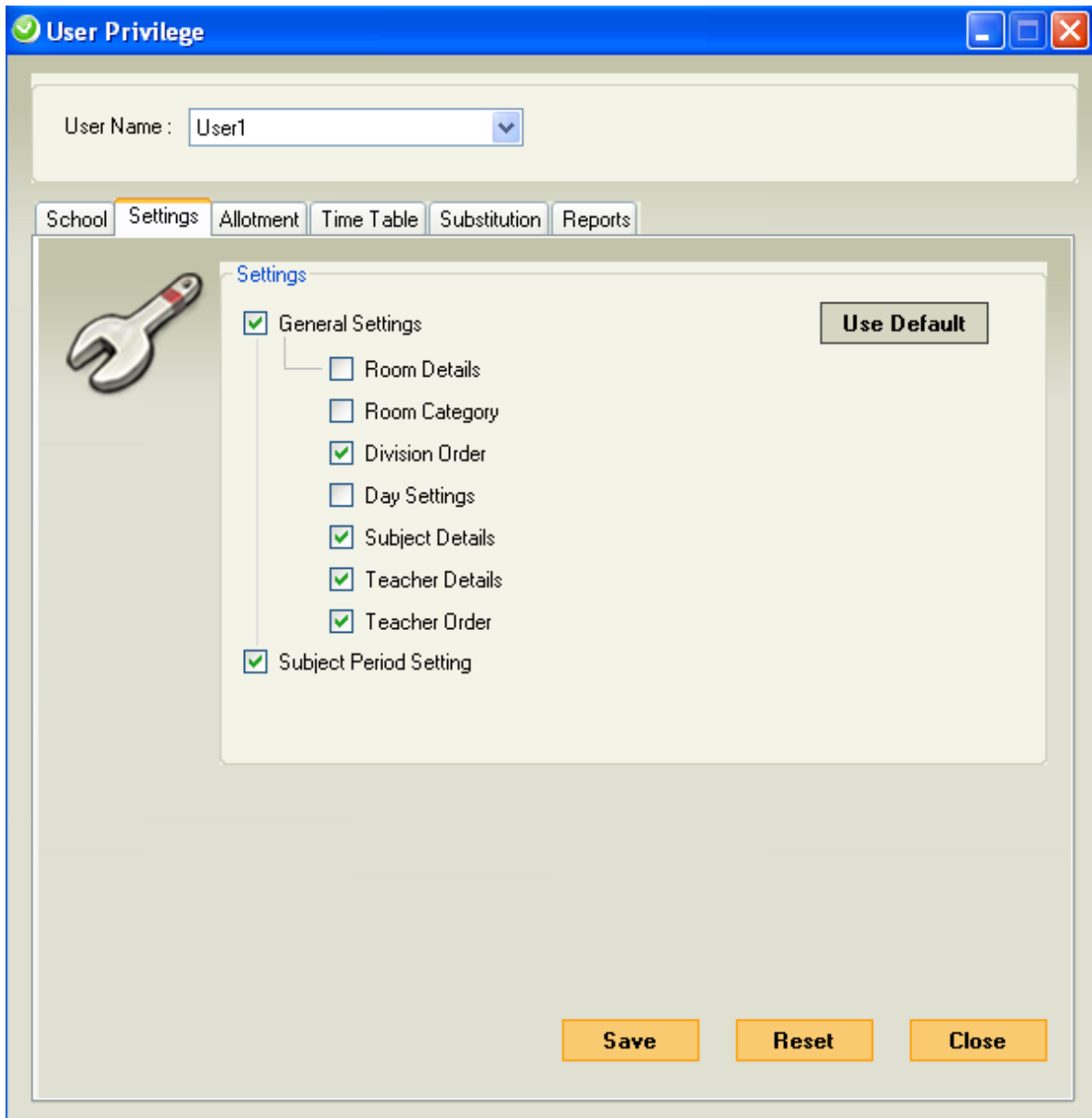
A screenshot of a "User" window. On the left is a user icon. The main area contains three input fields: "User Name" (containing "User3"), "Password", and "Confirm Password", each with a red asterisk to its right. To the right is a table with two columns: "User Name" and "User Type". The table contains three rows: "User1" (User), "User2" (User), and "User3" (User). The "User3" row is highlighted in orange. At the bottom are four buttons: "Save", "Delete", "Clear", and "Close".

| User Name | User Type |
|-----------|-----------|
| User1     | User      |
| User2     | User      |
| User3     | User      |

These setting can be used for creating the new users. Password should match with the confirm password. Admin can reset user's password. Only Admin can create and delete user.

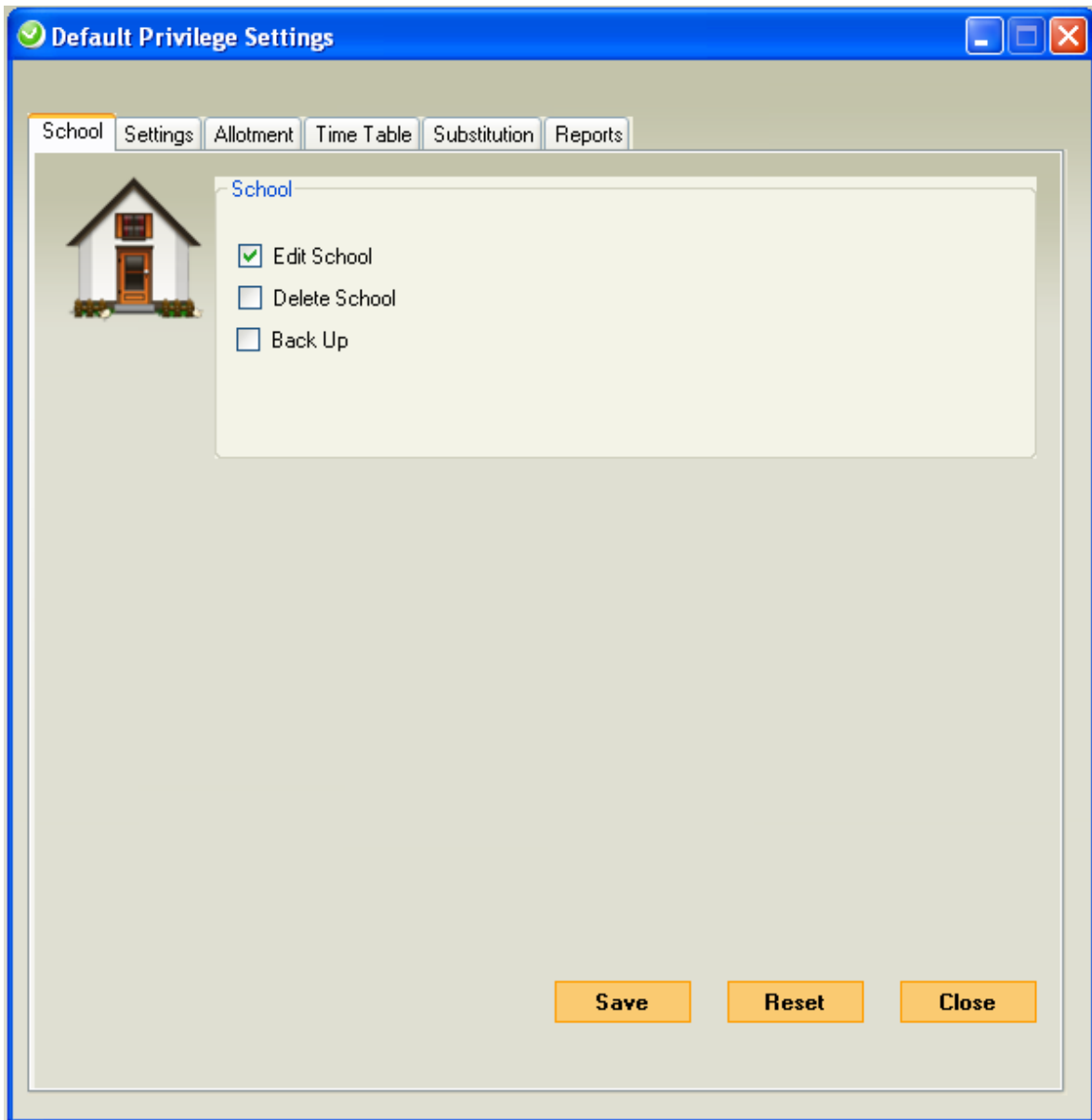
## User Privilege Settings

This form is use to set privileges for the users. The user can access certain kind of forms only according to the privileges provided. No special privilege required to admin, they can access all the pages. Once we click "Use Default button" and save, then default privilege is set to the selected user.



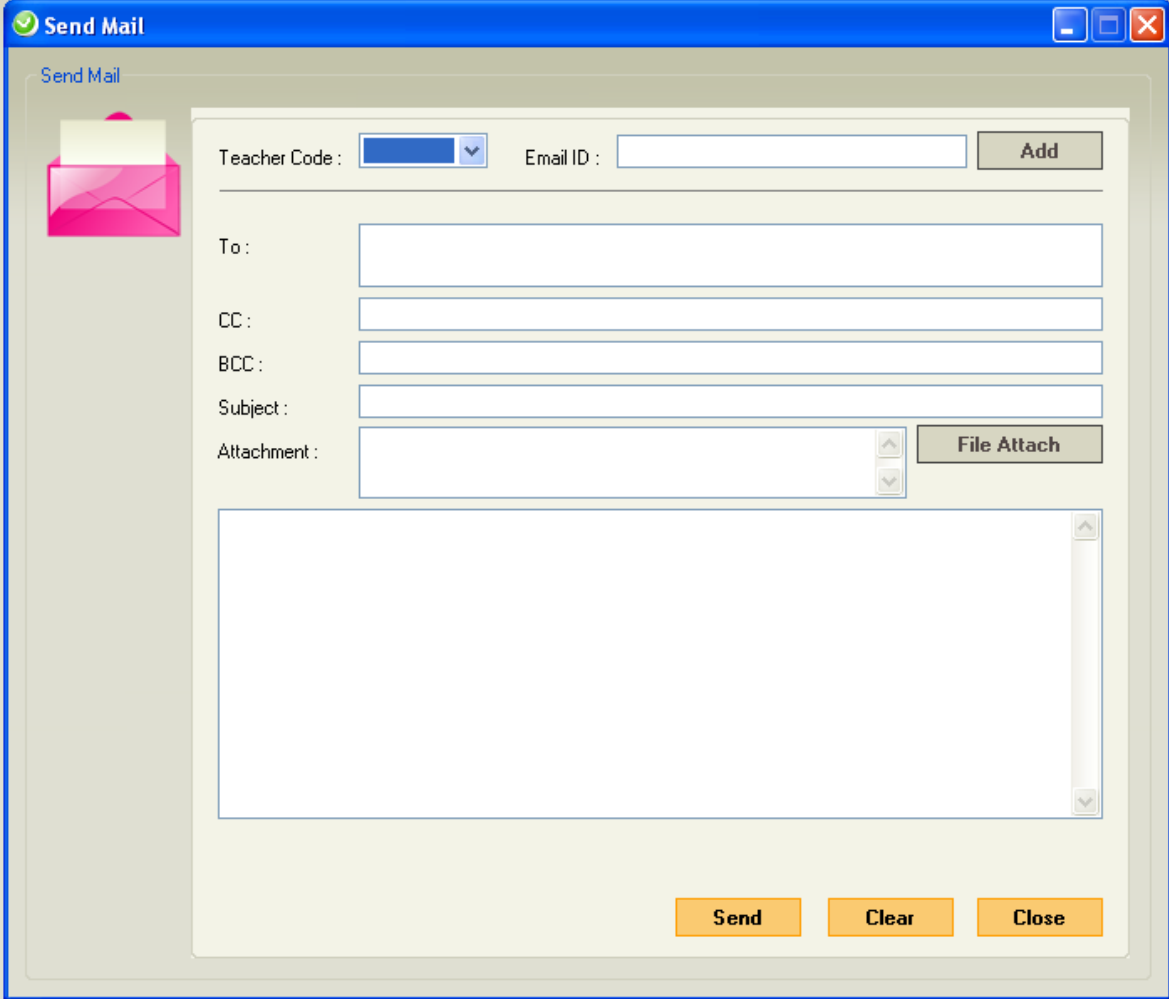
## Default privilege settings

Admin can set default privilege settings according to the needs. After creating users admin can set this default setting to certain users.



**Send mail**

This form is used to send mail.



The image shows a software window titled "Send Mail" with a blue title bar and standard window controls (minimize, maximize, close). The window contains a form for sending an email. On the left side, there is a pink envelope icon. The form fields are as follows:

- Teacher Code:** A dropdown menu with a blue background and a downward arrow.
- Email ID:** A text input field.
- Add:** A button next to the Email ID field.
- To:** A text input field.
- CC:** A text input field.
- BCC:** A text input field.
- Subject:** A text input field.
- Attachment:** A text input field with up and down arrow buttons on its right side.
- File Attach:** A button next to the Attachment field.
- Content Area:** A large, empty text area with a vertical scrollbar on the right side.
- Buttons:** At the bottom right, there are three buttons: "Send", "Clear", and "Close".