

# Referral User Guide

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## **SOFTWARE DOCUMENTATION MANAGEMENT PLAN**

Produced for: Parent Portal

Produced by: ETH Ltd

### *Features:*

- + Windows Metro style modern interface.**
- + Supported all the latest versions of browsers (Chrome, Firefox, Safari, and Internet Explorer).**
- + There is a provision to switch between the old and new versions.**

# Dashboard

Click on the respective plate to get the details.

Click for Old Parent Portal Version.

The dashboard features a grid of colorful tiles for navigation. At the top right, it displays the user's name 'Parent Name Here', a profile photo, and a settings gear icon. A red arrow points from the text 'Click for Old Parent Portal Version.' to a blue tile with a white arrow icon labeled 'Previous Version'. Other tiles include 'Wards' (with a count of 1), 'School Calendar', 'SchoolBus Info', 'News' (with 'No News Highlights Available'), 'Gallery', 'Email' (with 'No Emails Available' and a count of 0), 'SMS' (with 'No SMS Available' and a 'Click for More' link), 'Communication' (with 'No Communication Details Available' and a count of 0), 'Campus Site', 'Circulars' (with 'No Circulars Highlights Available'), and 'Transport Status'.

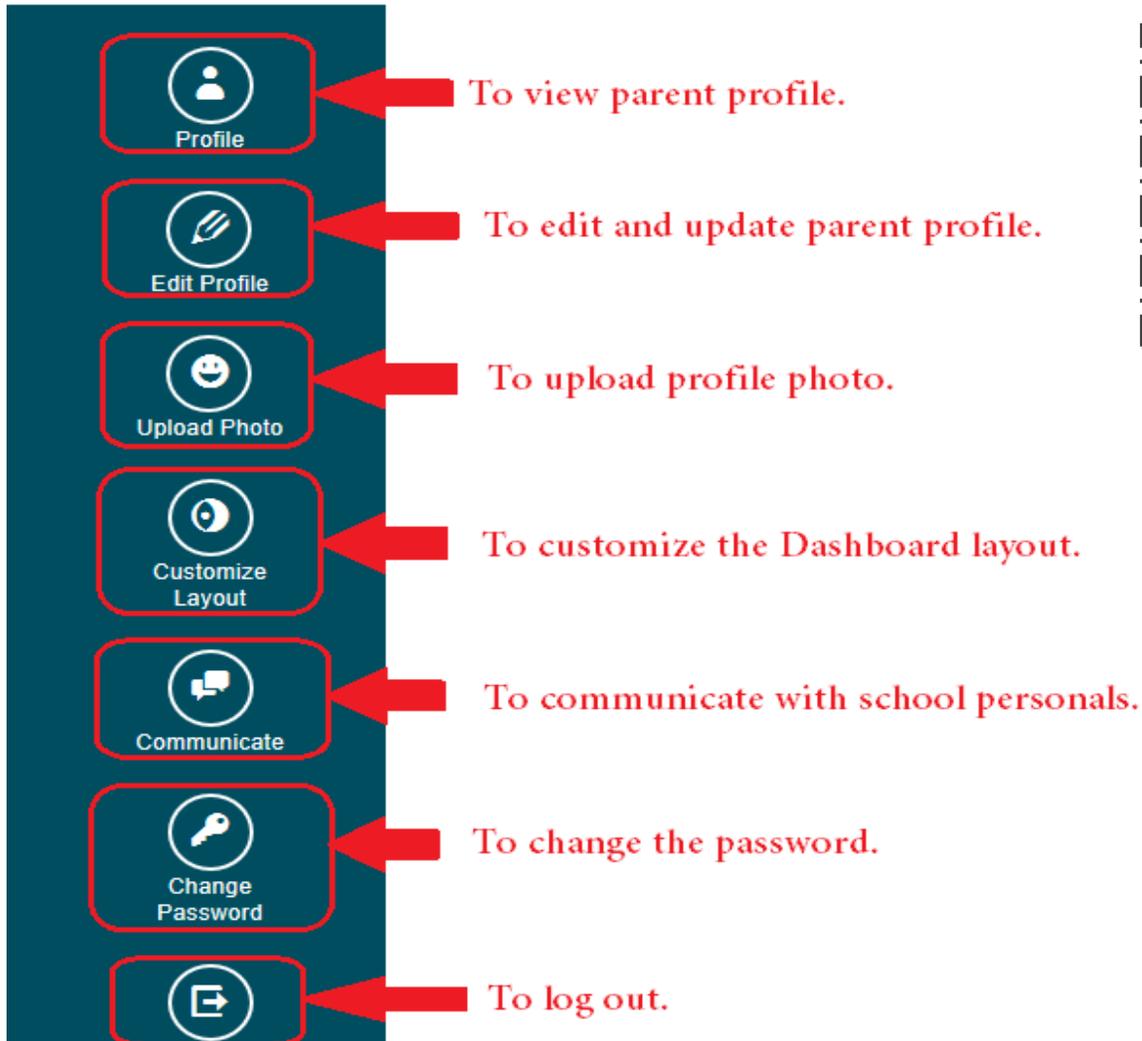
Dashboard of new parent portal is consists of multiple plates of different panels redirecting to respective pages.

Right upper corner of dashboard the space displays the Name of user (Parent), profile photo and an icon redirecting to setting panel.

A plate on left upper corner of dashboard acts as a switch to transform between old and new versions of parent portal.

# Settings

## Setting panel options : -



After clicking on setting icon, a sidebar appears from right side of dashboard screen, containing several options through which parents can perform several activities like, view profile, update profile if required, upload profile picture, customize dashboard layout via rearranging the plates, communicate with school personals, change password and Log out the session.

View Profile:

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A parent profile card with a blue silhouette icon on the left. To the right of the icon, the text reads "Parent Name Here" in blue, followed by "FATHER" in bold blue. Below this, there is a list of details: a plus sign icon, a person icon with "P2326", an envelope icon with "-", a phone icon with "55-3973189", a mobile phone icon with "971506936678", a briefcase icon with "SALES", a location pin icon with "-", a key icon with "PAKISTANI", a calendar icon with "28-05-2012", and an information icon.

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While clicking on view profile link, a pop up window appears with profile details of parent.

Parents can able to see the following details under parent profile:

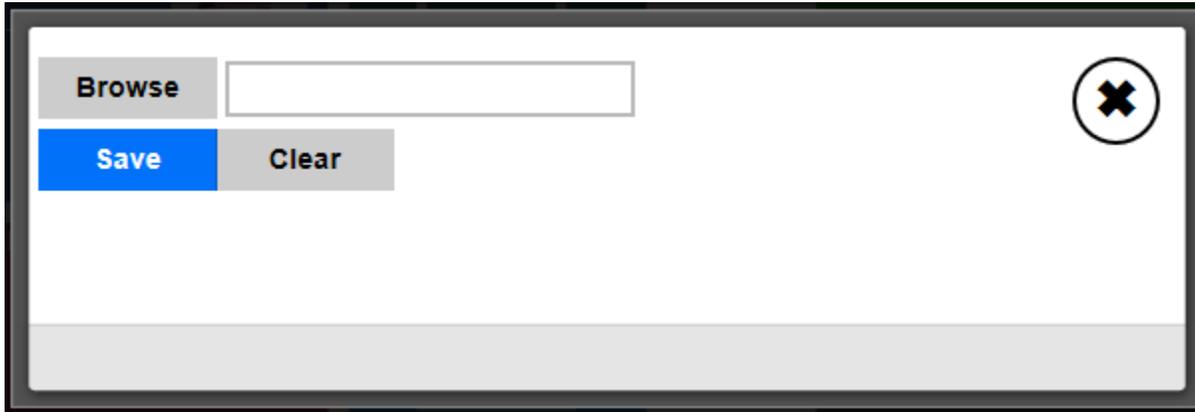
- ✓ Name and Relation
- ✓ Address
- ✓ Parent ID
- ✓ e-mail
- ✓ Phone no.
- ✓ Mobile no.
- ✓ Occupation
- ✓ Job Location
- ✓ Nationality
- ✓ Membership Date

Edit Profile:

|                             |   |  |  |                              |                              |                                |               |
|-----------------------------|---|--|--|------------------------------|------------------------------|--------------------------------|---------------|
| Father                      | <b>Mother</b>                                     | Guardian   | Active Member                                    | <input type="radio"/> Father | <input type="radio"/> Mother | <input type="radio"/> Guardian | <b>Update</b> |
| <b>FATHER'S INFORMATION</b> |   |  |  |                              |                              |                                |               |
| <b>Name</b>                 | <input type="text" value="First Name"/>           | <input type="text" value="Middle Name"/>           | <input type="text" value="Last Name *"/>         |                              |                              |                                |               |
| <b>Name In Arabic</b>       | <input type="text" value="First Name in Arabic"/> | <input type="text" value="Middle Name in Arabic"/> | <input type="text" value="Last Name in Arabic"/> |                              |                              |                                |               |
| <b>Job</b>                  | <input type="text" value="Job"/>                  | <input type="text" value="Company"/>               | <input type="text" value="Company"/>             |                              |                              |                                |               |
| <b>Job In Arabic</b>        | <input type="text" value="Job Arabic"/>           |  |  |                              |                              |                                |               |
| <b>Salary</b>               | <input type="text" value="Salary"/>               | <input type="text" value="Flat No."/>              | <input type="text" value="Flat No."/>            |                              |                              |                                |               |
| <b>Building No.</b>         | <input type="text" value="Building No."/>         | <input type="text" value="Villa No."/>             | <input type="text" value="Villa No."/>           |                              |                              |                                |               |

Edit profile tab gives option to correct the errors in spellings of names or to update the emigration document details like Passport No., Visa No., and Address etc. The screen window has option on top to select the active parent; details of active parent will be shown under students profile and will be referred by school for further communications.

Upload Photo:



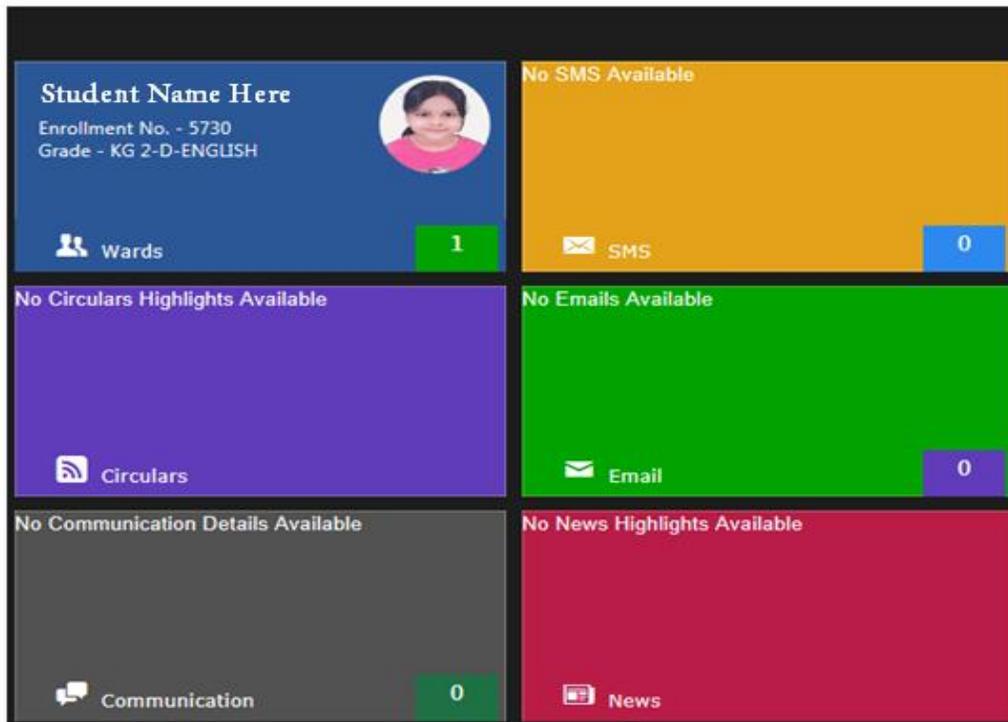
A photo upload interface with a 'Browse' button, a text input field, a 'Save' button, and a 'Clear' button. A circular icon with an 'X' is in the top right corner.

As far as possible Please upload low resolution image.

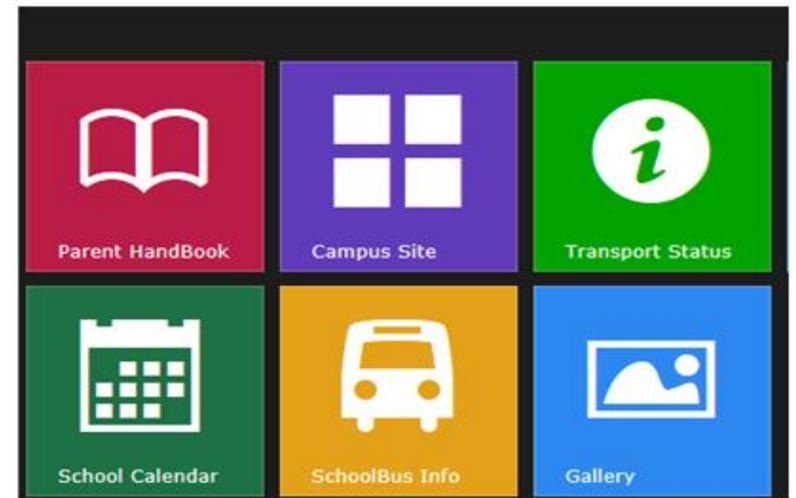
Supported formats:

- ✓ JPG
- ✓ JPEG
- ✓ PNG
- ✓ GIF

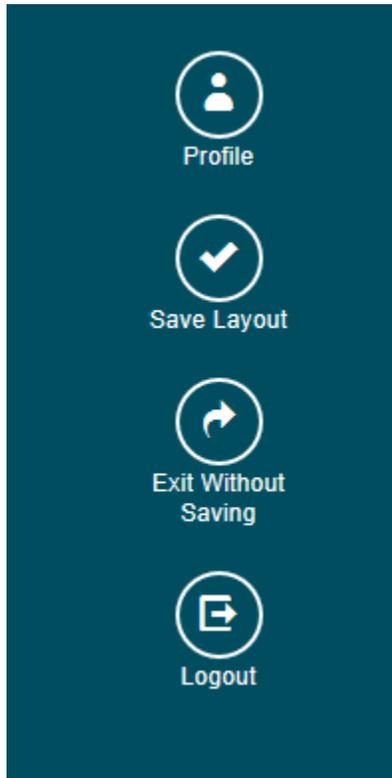
Customize Layout:



A dashboard layout with six tiles. The top-left tile shows student information: 'Student Name Here', 'Enrollment No. - 5730', 'Grade - KG 2-D-ENGLISH', a profile picture, and a 'Wards' section with a count of 1. The top-right tile is 'No SMS Available' with an 'SMS' section and a count of 0. The middle-left tile is 'No Circulars Highlights Available' with a 'Circulars' section. The middle-right tile is 'No Emails Available' with an 'Email' section and a count of 0. The bottom-left tile is 'No Communication Details Available' with a 'Communication' section and a count of 0. The bottom-right tile is 'No News Highlights Available' with a 'News' section.



A grid of six customizable menu items: 'Parent HandBook' (book icon), 'Campus Site' (grid icon), 'Transport Status' (info icon), 'School Calendar' (calendar icon), 'SchoolBus Info' (bus icon), and 'Gallery' (photo icon).



Parents can customize the layout of dashboard by moving plates and adjusting them in the manner they required, for this parents has to use the customize layout tab available in setting panel. After customizing click on 'Save Layout' tab available in setting panel to take effect of changes.

Communicate:

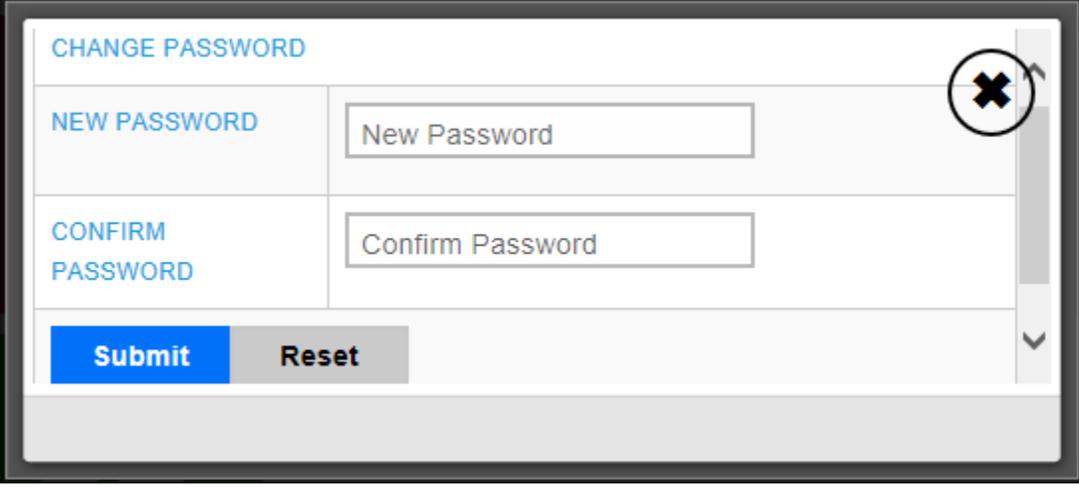
# Communicate



|             |  |
|-------------|--|
| From        | AAMIR AKHTER                             |
| To          | <input type="text" value="Recipient"/>   |
| Subject     | <input type="text" value="Subject"/>     |
| Description | <input type="text" value="Description"/> |

Use this option to communicate with school personals, type the name of employee, insert subject and description then finally click on submit button to send the communication.

Change Password:



The image shows a web form titled "CHANGE PASSWORD". It has two input fields: "NEW PASSWORD" and "CONFIRM PASSWORD". Below the fields are two buttons: "Submit" (in blue) and "Reset" (in grey). A close button (an 'X' in a circle) is located in the top right corner of the form area. The form is enclosed in a dark border.

Provide the new password in 'New Password' field and confirm the password which you have entered once again by entering same characters in 'Confirm Password' field click on submit button for new Password to take effect.

While changing the password please note down following points:

- ✓ Password should be 8 characters long.
- ✓ At least one number should be there.
- ✓ At least one capital letter.
- ✓ At least one small letter.
- ✓ At least one special character.

# Student Panel

Student panel.

Click on Student Name  
to get student details.



Student Name Here  
Enrollment No. - 5730  
Grade - KG 2-D-ENGLISH

Wards

1

No. of wards.  
Click to view details.



Student panel displays the information about ward and redirects to Student's profile while clicking on student's name.

Right lower side of panel shows no. of wards registered under that particular parent.

A bottom bar appears on a mouse click on lower right corner of student panel containing the thumbnail of student image.

In case of two or more wards, click on thumbnail to appear the information of that child in student panel.

Click on the student's name to get the details of that student's.

## Student Profile:

**Student Name**

Personal Details

Attendance Report

Assignments

Syllabus Plan

Teachers List

Pending Certificates

Due Fees Report

Medical History

Weekly Test Report

Time Table

LMS Moodle

Transport Application

**Quick Links**

**Personal Details**

**Student Name**

(ID)- 5730 | (GENDER)- F  
(DOB)- 29-DEC-2006 | (PH)- 55-3973189  
(ADDR)- -

|                |                |                       |            |
|----------------|----------------|-----------------------|------------|
| Admission Date | 28-May-2012    | Admission Grade       | KG 2       |
| Grade          | KG 2-D-ENGLISH | Roll No               | 6          |
| Nationality    | PAKISTANI      | Religion              | MUSLIM     |
| Nationality ID | -              | Valid Upto Qatar Date | 11-03-2020 |
| Passport       | BP1221642      | Valid Upto            | -          |
| Visa           | 32539000       | Valid Upto            | -          |

Click on student name in student panel to get the student profile, on left sidebar of the screen user will get quick links to jump that particular portion of student profile page which appearing in main screen.

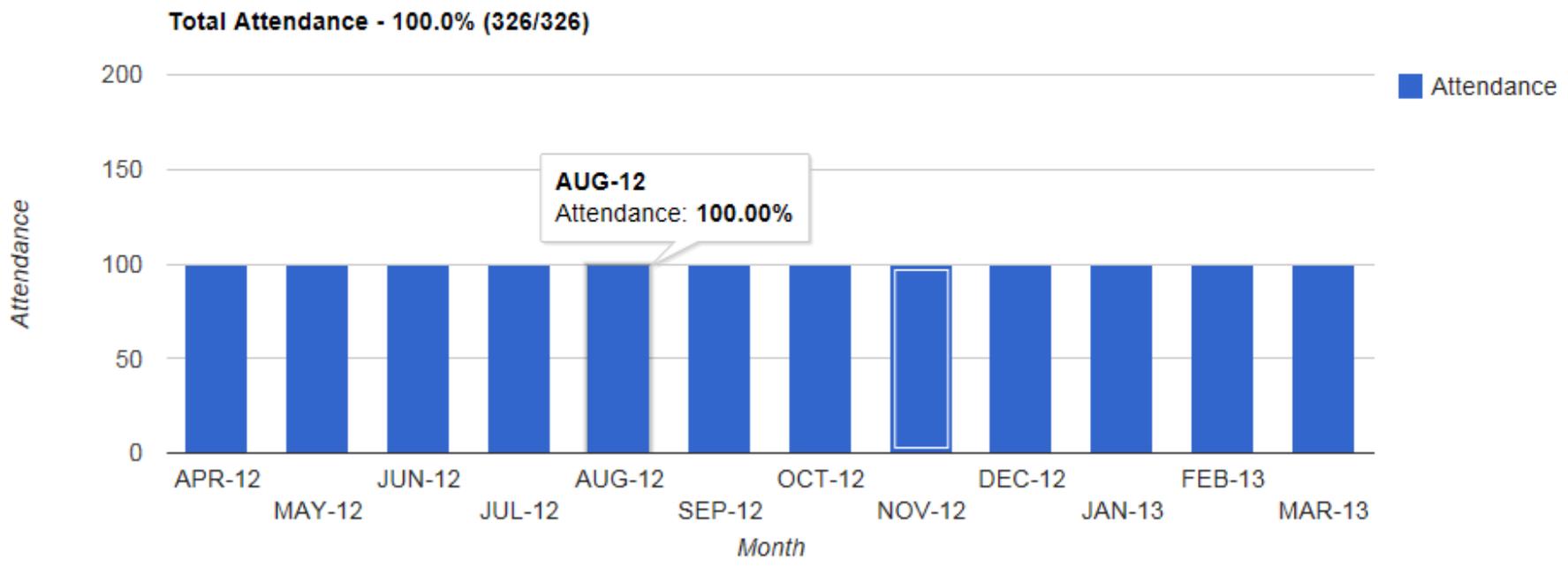
## Personal Details:

Under personal details in student's panel, parents can able to view the details like, Name, Address, Admission Date, Nationality, Class and School House etc.

Attendance Report:

Attendance report will be shown with the help of bar graph diagram, with attendance months aligned horizontally. Each bar will show the attendance % of that particular month in comment box on hover the cursor of mouse.

## Attendance Report



## Teachers List:

Link gives the list of teachers with subjects which teacher is teaching in class, the icon of comment is located in front of teacher's name to communicate with respective subject teacher.

A new window screen pops up after a click on communicate icon, where parents can type and post their message for teacher, on same screen a hyperlink is available to refer the record of previous communications with same subject teacher.

## Subject Teachers

| SR. NO. | SUBJECT     | TEACHER                                      | COMMUNICATE   |
|---------|-------------|--|---|
| 1       | MATHEMATICS | NALIKA RODRIGO KALUTHANTHIRI (Class Teacher) |    |
| 2       | CONV/POETRY | George Show                                  |   |
| 3       | DRAWING     | NALIKA                                       |  |
| 4       | ENGLISH     | Peter Parker                                 |  |
| 5       | G.KNOWLEDGE | KALUTHANTHIRI                                |  |

Click to communicate with Subject Teacher.

Communicate To Teachers:

# Communicate

|             |   |
|-------------|---|
| From        | AAMIR AKHTER  |
| To          | <input type="text" value="NALIKA RODRIGO KALUTHANTHIRI (Class Teach"/><br><a href="#">View Previous Communication</a> |
| Subject     | <input type="text" value="Subject"/>  |
| Description | <input type="text" value="Description"/>  |

Due Fees Report:

Parents can get the report for fees dues on a single click via Due Fees Report link, report shows fees type wise details of expected amount to pay, paid fee amount and fee due amount.

## Due Fees Report

| FEE TYPE      | EXPECTED AMOUNT | PAID FEE AMOUNT | DUE AMOUNT |
|---------------|-----------------|-----------------|------------|
| ANNUAL FEE    | 600.000         | 600.000         | 0.000      |
| TUITION FEES  | 3750.000        | 2250.000        | 1500.000   |
| DISCOUNT      | 0               | 0               | 0          |
| TUITION FEES  | 3750.000        | 2250.000        | 1500.000   |
| TRANSPORT FEE | 0               | 600.000         | 0          |
| TRANSPORT FEE | 0               | 600.000         | 0          |
| TRANSPORT FEE | 0               | 600.000         | 0          |
| ANNUAL FEE    | 600.000         | 600.000         | 0.000      |
| TUITION FEES  | 3750.000        | 2250.000        | 1500.000   |

## Transport Application:

Parents can apply online for new transport requisition, cancel transport registration and update the existing transport route with the help of this link. On the top of the screen parents will find the details of existing transport registration if any. Parents have to enter the detailed address where parent wants school bus to pick up the child or drop off the child in respective fields. Parents have to mention the date from which student is going to join the school transport. In case of cancel transport registration option, parents have to mention the month and year from which parent want to discontinue the service.

## Transport Application

|   |   |  |   |
|---|---|--|---|
| YOUR EXISTING TRANSPORT DETAILS   |   |  |   |
| No Transport Details Found  |   |  |   |
| PICK UP POINT   | <input type="text"/>                    | DROP POINT                             | <input type="text" value="Drop"/>   |
| VALID FROM  | <input type="text" value="21-06-2013"/> | <input checked="" type="radio"/> Apply | <input type="radio"/> Update <input type="radio"/> Cancel <input type="button" value="Submit"/> |
| <ul style="list-style-type: none"><li><b>Disclaimer :</b><ul style="list-style-type: none"><li>Transport Fee has to be paid for the full term at the beginning of each term and is non refundable.</li><li>Minimum one week notification required for change of location.</li><li>Only School and Parent Own Transport will be entertained.</li></ul></li><li><b>Note :</b><ul style="list-style-type: none"><li>Please Enter Pick Up Point and Drop Off Point in Detail i.e. Street/Sector/Area/Building Name/Villa/Flat/Floor No etc should must Enter.</li></ul></li></ul> |   |  |   |

## Transport Application

### YOUR EXISTING TRANSPORT DETAILS

No Transport Details Found

|              |   |                             |   |   |                                       |
|--------------|---|-----------------------------|---|---|---------------------------------------|
| SELECT MONTH | <input type="text" value="---Select---"/> | SELECT YEAR                 | <input type="text" value="---Select---"/> |   |                                       |
| VALID FROM   | <input type="text" value="21-06-2013"/>   | <input type="radio"/> Apply | <input type="radio"/> Update              | <input checked="" type="radio"/> Cancel | <input type="button" value="Submit"/> |

- **Disclaimer :**
  - Transport Fee has to be paid for the full term at the beginning of each term and is non refundable.
  - Minimum one week notification required for change of location.
  - Only School and Parent Own Transport will be entertained.
- **Note :**
  - Please Enter Pick Up Point and Drop Off Point in Detail i.e. Street/Sector/Area/Building Name/Villa/Flat/Floor No etc should must Enter.

## School Calendar



← Click to view detailed calendar.

School Calendar panel redirects user to school calendar where all the upcoming events and activities are mentioned date wise.

By default the calendar will show today's date but user can browse the calendar for previous months and future months with the help of navigation button provided on left top of the calendar.

User can direct jump to today's date while browsing the calendar for previous or future months with the help of Today button located at the left top of calendar screen.

< > today

Click to get next / previous month.

Click for today's date.

June 2013

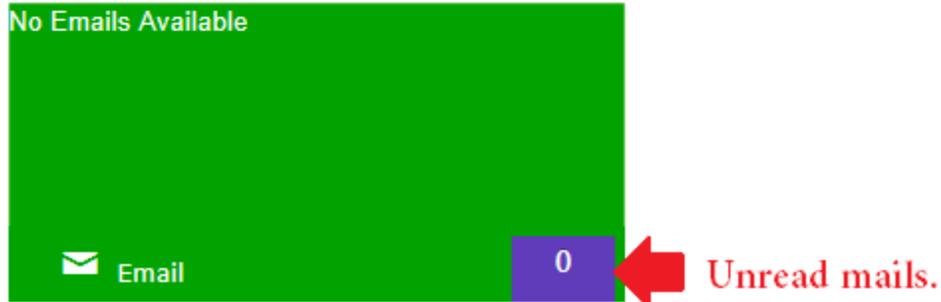


| Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----|-----|-----|-----|-----|-----|-----|
| 26  | 27  | 28  | 29  | 30  | 31  | 1   |
| 2   | 3   | 4   | 5   | 6   | 7   | 8   |
| 9   | 10  | 11  | 12  | 13  | 14  | 15  |
| 16  | 17  | 18  | 19  | 20  | 21  | 22  |



# E-mail Panel

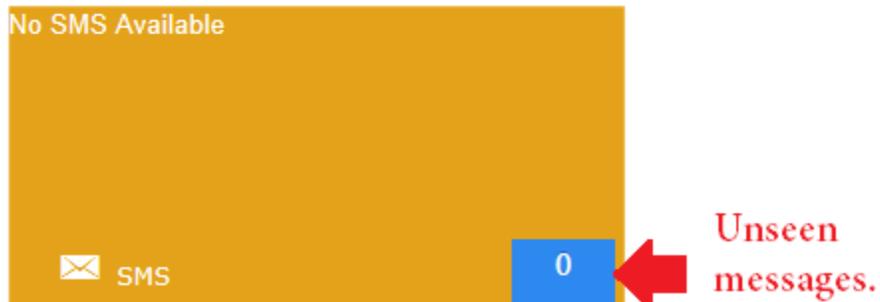
## Email panel



- E-mail panel keeps the record of all the e-mails sent from school to parent.
- On right bottom corner, the panel will show the count of all unread e-mails.
- To get the detailed e-mail report parents have to click on text available on left top corner.
- Click on e-mail subject to get the detailed e-mail content.

# SMS Panel

## SMS panel



- SMS panel keeps the record of all the messages sent on parent's mobile no. from school to parent.
- On right bottom corner, the panel will show the count of all unseen messages.
- To get the detailed SMS report parents have to click on text available on left top corner.
- Click on SMS to get the detailed message content.

# School Bus Info Panel



It is very easy to get the school bus information on a single click with the help of school bus info panel.

User has to select the nearest stop from his address and application will give the information of all the buses rout wise passing through that particular stop, with the details of arrival time and departure time.

School Bus information  

ONE WAY

| VEHICLE NAME | ROUTE NAME | UP TIME | DOWN TIME |
|--------------|------------|---------|-----------|
| BUS 01       | AL GHAFIYA | 06:31   | 13:14     |

## News Panel

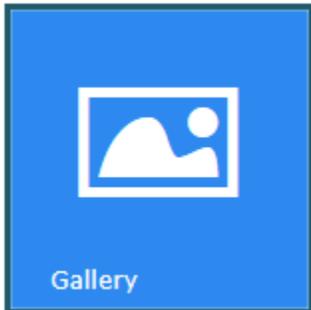


With the help of news panel parents are getting updates for all the latest happenings in school.

A pop up window will appear with the list of all published news from school side on hitting news panel.

Click on news headline to get the detailed content about that news.

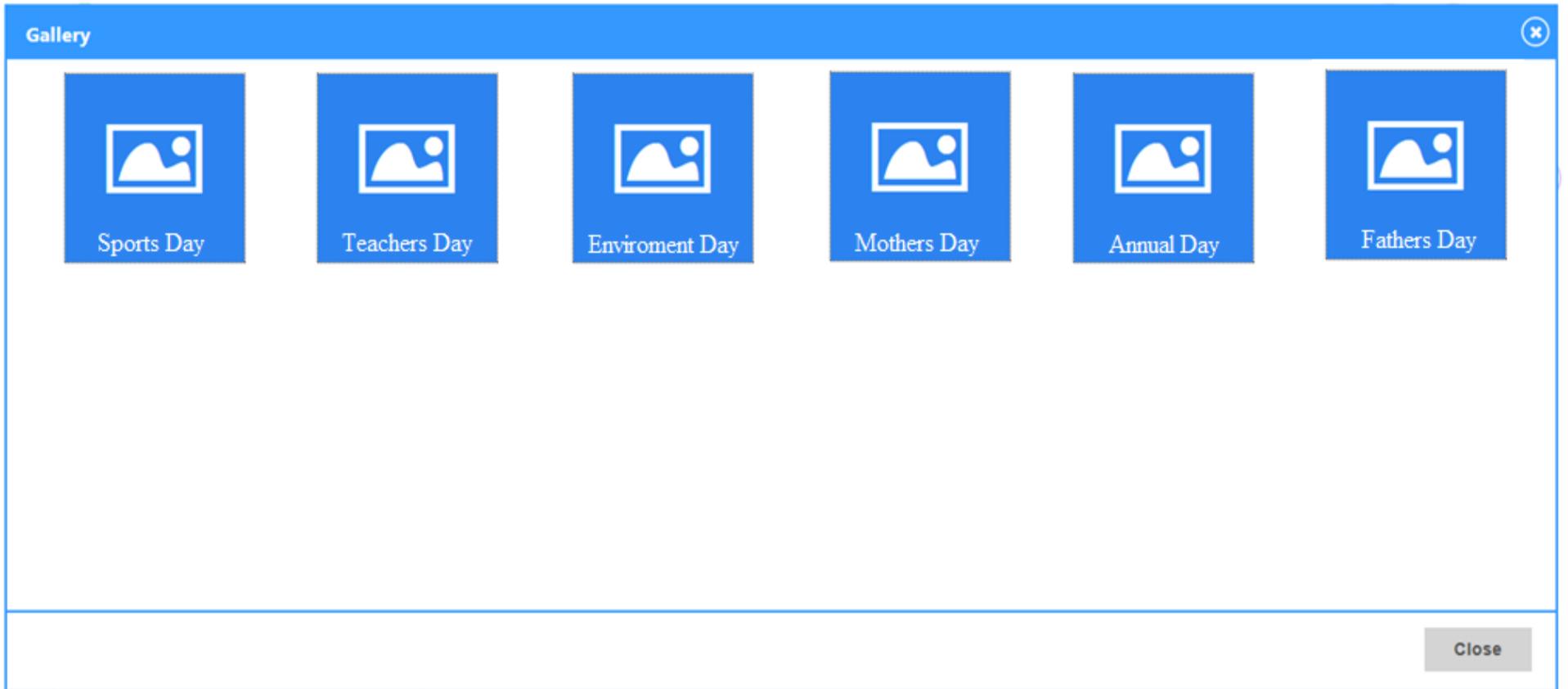
## Gallery Panel



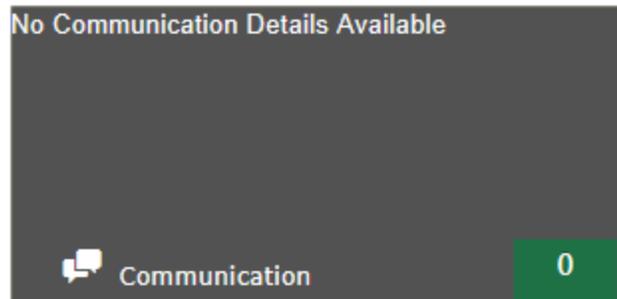
Gallery panel has been added on Parent Portal to browse the images of all functions and events from school.

A click on gallery panel redirects user to the list of albums created on parent portal.

Parents can browse the images available in albums in the form of list or in the form of slideshow.



## Communication panel



Communication panel keeps the record of communications between parent and school personals.

On right bottom corner, the panel will show the count of all communications.

To get the detailed communication report parents have to click on text available on left top corner.

Parents will get the list of communications with status of that communications.

## Circular Panel

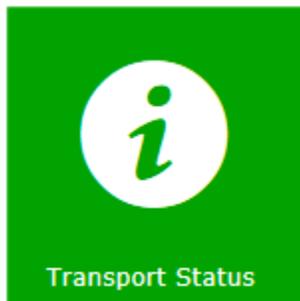


Circular panel keeps the record of all the circulars sent from school to parent.

To get the detailed circular report parents have to click on text available on left top corner.

Click on subject to get the detailed circular content.

## Transport Status Panel



With transport status panel, parent will get the status of transport application registered online via parent portal.

A click on transport status panel will redirect user to new screen containing details of application and status of application.

Status of application will be waiting for approval, approved or rejected.

# Transport Application status



| SR.NO. | STUDENT NAME | TYPE | ROUTE NAME | BUS NO. | STOP NAME | PICKUP | DROPOFF | VALID FROM | STATUS |
|--------|--------------|------|------------|---------|-----------|--------|---------|------------|--------|
|--------|--------------|------|------------|---------|-----------|--------|---------|------------|--------|

No Details Available

Thank You

