

Ifised School Management Platform

How to guide

After creating an account on Ifised, follow these steps in their order to setup the system

Create a school

The first step is to create a school

1. Press the Create School or the Plus Button.
2. Fill in the details, school name, phone, address and any notes you would like to write on printed documents.
3. Choose school currency and click Create School.

Once the school is created, you can go to it's dashboard

Add staff

The next step is to create accounts for school staff, specially teachers.

1. Press the Menu button on the right and click Add Staff
2. Fill in the staff details, make sure the phone number starts with the country code and *does not include the + sign*.
3. Create a password for the staff to login to the system.

Add class

After creating teacher accounts, now you can add a class.

1. Again press the Menu button on the right and click Add class.

2. Choose the class teacher and the class name. *Do not add spaces to the class name or the word 'class'.*

Add subjects

After creating classes and teachers, now you can add subjects.

1. Again press the Menu button on the right and click Add subject.
2. Type the subject name, choose teacher and class.
3. Do this for every subject and every teacher. You may have to add the same subject several times for different classes.

Add parents

Now you can add parents.

1. Again press the Menu button on the right and click Add parent.
2. Fill in the parent details, make sure the phone number starts with the country code and *does not include the + sign.*
3. In other details box, you can add information about second parent.
4. Create a password for the parent to login to the system.

Add students

After adding parents, you can now add students.

1. Again press the Menu button on the right and click Add Student.
2. Type a unique code or number for the Roll number or Admission number.
3. Fill in the rest of the student details.
4. Make sure to choose the right parent for the student.
5. Type the term fee that the student pays and which date they pay. If the next payment is not paid after this date, *a red warning will be shown.*

After adding all students, the system is ready to be used.

Uplift Systems

Finances

To manage finances in the system, follow these steps.

Add account

Accounts are where payments are made to or taken from, such as Cash, Bank etc.

1. Press the menu button, click Finances and Add Payment.
2. Click Create Account.
3. Type the account name such as Cash, M-Pesa, Bank etc. You can name accounts however you wish.

Register fee payment

After creating accounts, you can register fee payments

1. While in the Finance section, click Add Payment, and then Fee Payment.
2. Choose the student, fill the rest of the details and choose account.
3. *Be sure to choose the next date when the student will pay the fee.*

Register other payment

As schools take other types of fee, such as Admission fee etc, you can register those fees too.

1. While in the Finance section, click Add Payment, and then Other Payment.
2. Choose the student, fill the rest of the details and choose account.

How sms notifications work

The system sends the following SMS notifications to parents:

- Student attendance: If a student is marked absent by teachers, an SMS will be sent to the registered number of the parent. The SMS will say the following: *School Name: Dear Parent, Student Name is absent today.*
- Discipline: If a teacher or Admin adds a discipline record for a student, the following SMS message will be sent to the parent: *School Name: Dear Parent, A discipline issue has been recorded for Student Name: Violation.*
- Grades: If a teacher or Admin adds a grades record for a student, the following SMS message will be sent to the parent: *School Name: Dear Parent, A report book has been uploaded for Student Name. Title of the Test and Score.*

Get support

If you face any issues while using the system, take a screenshot and click Support at the bottom of the page. You will be taken to Whatsapp to chat with support.