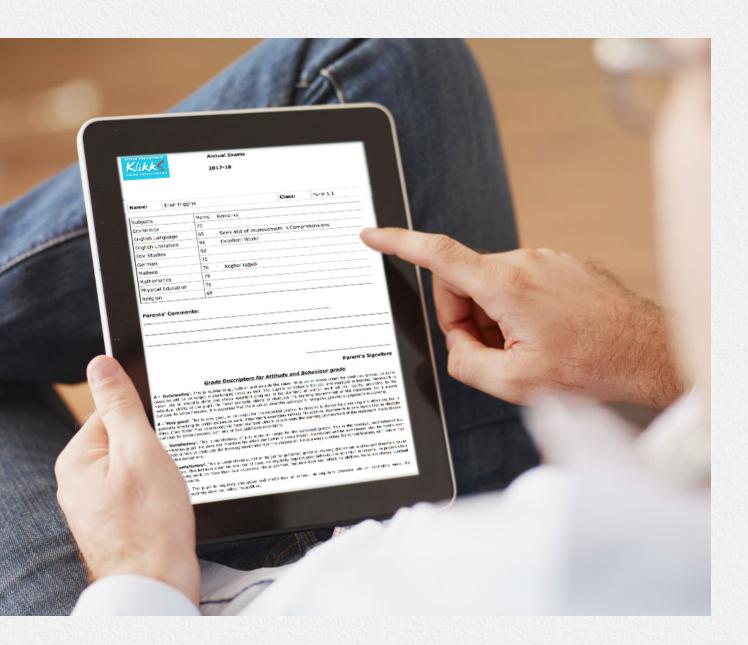


# SCHOOL HANDLE

The SchoolHandle cloud based ERP System provides user-friendly dashboards with login access for teachers, non-teaching staff, students, parents and management personnel of your institution. The various modules available in KLIKK SchoolHandle facilitate all the processes of your institution, from admission of new students to generating transfer certificates when students complete their studies.

We provide modules to manage timetable, attendance, examinations, gradebooks, campus news, library, transportation, school calendar, events and many more. The finance module helps you to plan and allot different fee structures to students. SchoolHandle is also an excellent collaboration tool using its task, discussion and it has its internal messaging system within the software.



# FEATURES PROVIDED

- Courses & Batches
- Time Table
- Student Admission
- Institute/Event Calendar
- Student/Parent Login
- Report Center
- Examination
- Finance
- Employee/Teacher Login
- Custom Student Remarks
- Student Attendance
- Student Information
- Messaging System
- SMS integration
- Assignment
- Transport
- Library
- Discipline

# **DASHBOARD**

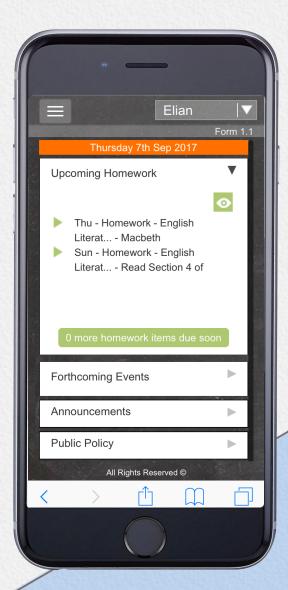
- The student and parents module is designed for a great user experience with a user friendly interface, meaning that anyone with basic computer knowledge can quickly use the system with minimum training
- Easy to learn and easy to master
- Displays latest news, events, discussions, birthdays, leave applications

# MANAGE NEWS

- Create, edit, delete and view news
- Search for any news using the search bar
- · Add news using rich text format
- Edit/delete news
- Comment on published news
- Delete comment facility also available
- · Attach files to the news article

# **TIMETABLE**

- Drag and drop timetable
- Conflict warnings if more than one teacher is assigned to one class during the same lesson period
- Timetable creation in advance
- Edit/delete timetable facility available
- Timetable tracking
- Effective employee work allotment
- View teacher's timetable
- View complete institution timetable on just one click



# **ADMISSION**

- Unique ID for all students
- Comprehensive admission form
- Multiple guardian addition facility
- Emergency contact facility available
- · Previous education details can be recorded
- · Customisable as per school standards
- Photo upload facility
- Manage student records

#### **MESSAGES**

- Inbuilt messaging system
- Easy and quick way to send messages to any user of the system
- Effective communication between administration, teachers, students and parents
- Attach files with news

#### **EVENT CREATION**

- Create any type of event
- A description can also be given to any event created
- Title facility also available
- A description can also be given to any event created
- Plan group events facilitated by availability check boxes
- Plan group events facilitated by availability check boxes



# **MANAGE USERS**

- Search for any users using the search bar
- View profile of all users based on the roles
- View/edit users password and privileges
- Set privileges to users as per their roles
- Allows organisation to set standards for different roles based on their responsibility

#### **ATTENDANCE**

- Easy marking of attendance
- Note/remarks for attendance can be given
- Different types of attendance reports can be taken
- Reports can be filtered using the available filters

# STUDENT DETAILS

- Normal student view facility based on batches
- View complete information of a student from their profile regarding reports, fees, activities, remarks, records
- Search existing and former students
- Advanced search facility to search for specific types of students based on large number of filters

#### **HUMAN RESOURCES**

- Manage all employees from admission to exit
- Normal and advanced search facility

#### LIBRARY

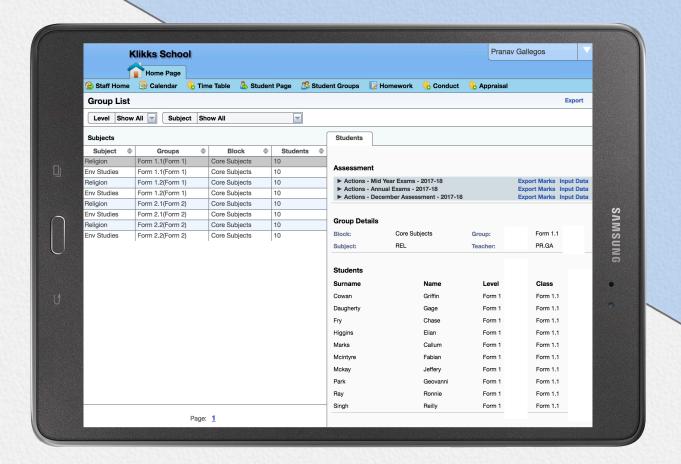
- Browse through library books catalogue and identify the book(s) to be issued
- Manage library books
- View/edit/delete/add books
- Add books with custom tag facility available
- Filter book using available filters
- Normal and detail search for a book available
- Manage book returns
- Manage book issue
- Initial library setting for courses available
- Issued/renewed book status
- Manage books renew

#### STUDENT PORTAL

- Student access to grades, attendance and schedules
- Student bulletin board for school wide messages and direct student messaging

#### DISCIPLINE

- · Register a new complaint on a student
- View all the registered complaints
- Sort or search for complaints

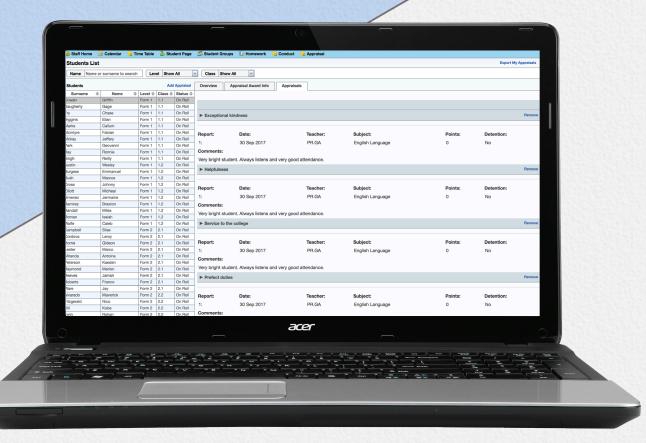


#### CLASSROOM

- Keep track of lunches, assignments and grades at the student or class level
- Manage your grade book, lesson plans, assignments, communications, and attendance records in real time
- Create post-it notes on individual files for students for personal information like allergies, disabilities, etc

# **ASSIGNMENT**

- Upload and download notes / assignments for the teachers
- Online submission of notes / assignments by the students
- Teacher can download the assignment submitted and can give feedback



# **TRANSPORT**

- Add/edit/delete the routes for vehicles
- Add destination and cost details
- Add/edit/delete vehicle details
- Get transport details
- Transport fee facility available

# **EXAMINATIONS**

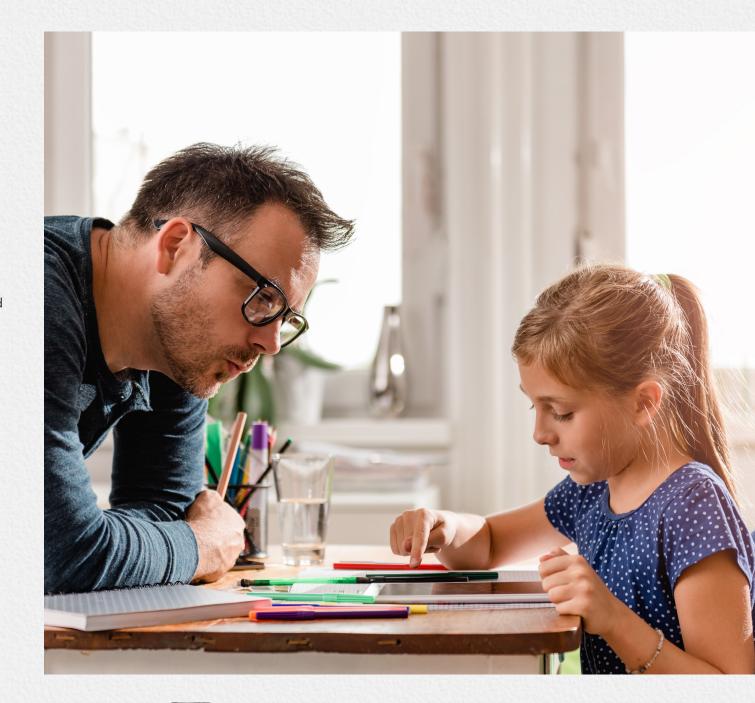
- Create different types of exams based on grades
- · Group exams if required
- Online exams services with automatic marks calculation - objective and descriptive exam types
- Extensive report centre
- Generate report for required exams
- Automated, quick and on demand report generation
- Statistical and chart reports available
- Exam wise report, subject wise report, consolidated report, combined report and reports based on student rankings per class, batch, subject and attendance

# **TASK**

- Filter tasks based on filters available
- Create/edit/delete tasks
- Upload document facility available
- Commenting and status update facility available

# **SETTINGS**

- Basic education institute information can be given which is reflected in reports and financial reports
- Addition of school logo which will be displayed on reports, receipts and login screens
- Managing courses and batches
- Batch transfer and graduation facility, generate Transfer Certificates
- Managing major subjects including elective subjects
- Importing subjects from previous batches
- Add custom fields for admission form
- Activate SMS module
- Automatic SMS alerts
- Set SMS configuration for alerts to be sent to specific contact numbers for respective actions
- Send SMS to single or group users or to all users
- Manage student categories
- Assign tutors to batches
- Assign roll numbers to students



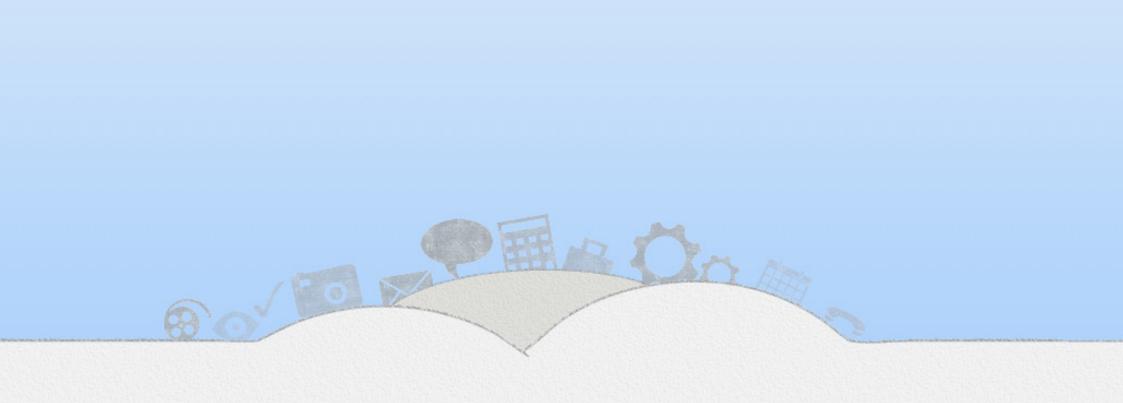


# CALENDAR

- Display events, examination, holidays and deadlines in the calendar
- Separate color for each action as categorised items above
- Monthly view of all items
- Easy navigation of calendar month

# **FINANCE**

- Comprehensive fee classification system
- Separate fee collection date designing system for faster finance process
- Easy analysis of fee defaulters and fee structure available
- Easy fee submission process
- Customise and manage different categories of expenses and incomes
- Adjust settings for printing fee receipts
- Financial report generation facility with customizable date range
- Manage donations





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