

EMPIRE MICROSYSTEMS LTD



SOFTLEARN®

SCHOOL MANAGEMENT INFORMATION SYSTEM



SoftLearn:

Administration:

School administrators can now stop reliving the nightmares of managing their schools. Softlearn Administration module has been developed to help the school stay ahead of schedule, save time, generate complex reports and plan future school policies. This module automates even the most impossible of tasks of school administration like Schedule Planning, Course Management, Grading System, Exam Management and Branch Management.

Some of the key features & reports of this module include:

Branch Management

- Academic Years & Terms
- Classes, Sections and Houses
- Compulsory & Optional Subjects
- Subject & Class Teacher Setups
- Subject Period Requirements

Grading System

- Customized Grading System
- Historical Academic Information of Students throughout their Academic Career
- Group Analysis by Class, Subject or Teacher
- Class Promotions

Fee Management

- Multiple Fee Types
- Class-level Fee Structures
- Fee Bill
- Fee Receipts

Exams Management

- Multiple Exam Types
- End-of-Term Final Exam
- Exam Schedule
- Exam Result Posting



SoftLearn:

Administration:

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Syllabus Management

- Course Syllabus
- Textbook & Stationery Requirements
- Historical Syllabus Data
- Planned vs. Actual Syllabi

Reports

- Graphical & Text-based Analytical Reports
- Student Progress Report
- Student Transcript
- Grade Distribution Report
- Min-Max Marks Report
- Improvement Reports
- Subject Grade Analysis Report
- Teacher Grade Analysis

Schedule Management

- Weekdays, Holidays and Class Periods Setup
- Teachers Schedule
- Schedule Substitute Teachers
- Class, Class-Section, Teacher, Subject, Student wise Schedules



SoftLearn:

Students Administration:

Managing students' records with accuracy, consistency and speed is every administrator's dream and that is why the Student module is a key feature of *Softlearn*.

The Student module is designed to store and automate all basic student record keeping including new admissions and their leaving certificates. It also helps maintain fees, grades, report cards, performance reports, class schedules, student attendance and current student information changes. It allows the school to automate and manage all student related processes and helps make informed decisions in real time. Some of the key features & reports of this module include:

Features

- ✦ Leaving Certificate
- ✦ Student Profile
- ✦ Parent Profile
- ✦ Medical History
- ✦ Sibling Information
- ✦ Academic History
- ✦ Fee Management
- ✦ Attendance Management
- ✦ Student discipline management



SoftLearn:

Students
Administration:

(.....Contd)

Reports

- ✦ Student Master List
- ✦ Medical Summary
- ✦ Volunteer List
- ✦ Telephone Network Report
- ✦ Siblings (In school / not in school)
- ✦ Final Progress
- ✦ Exam Result Report
- ✦ Grade Distribution
- ✦ Historical Academic Record
- ✦ Student Graphical Report



SoftLearn:

Human Resource:

Softlearn Human Resource (HR) module automates the human resource processes and helps the school manage its employees effectively. The HR module maintains human resource information spanning the entire life cycle of the employee from induction through termination of employment. This module also keeps track of the employee's qualifications, attendance records, performance evaluations and promotion history. The customization feature of this module allows schools to implement and monitor their HR policies. Some of the key features & reports of this module include:

Features

- ✦ Organizational Hierarchy
- ✦ Employee Personal Records
- ✦ Employee Profiles
- ✦ Employee Cards
- ✦ Weekday & Work Time Setups
- ✦ Employee Attendance
- ✦ Payroll Processing

Reports

- ✦ Salary Slips
- ✦ Employee Performance Evaluation
- ✦ Employee Master List
- ✦ Payment Log



SoftLearn:

Library:

Softlearn Library module has been developed after an in depth analysis of different school libraries. It has been designed to relieve the librarian of managing complex library processes. The fully automated Library module tracks book issuances, returns, damaged or lost books. It also has detailed fine reporting and overdue book reporting. Some of the key features & reports of this module include:

Features

- ✦ Books Management
- ✦ Member Privileges
- ✦ Member Management
- ✦ Book Search
- ✦ Book Issuance
- ✦ Book Return
- ✦ Damaged/Lost Books

Reports

- ✦ Overdue Books Report (by class section)
- ✦ Overdue Books Report (by members)
- ✦ Member Fine Status
- ✦ Member List
- ✦ Author List
- ✦ Publisher List
- ✦ Clearance Report
- ✦



SoftLearn:

Inventory:

Softlearn provides a fully integrated inventory management module, which automates all the inventory processes including purchase order issuance, goods receipt and inventory issuance. The inventory module is specifically geared to handle assets and supplies management together with inventory monitoring and forecasting. Some of the key features of this module include:

Features

- ✦ Assets Management
- ✦ Supplier Management
- ✦ Textbook & Stationery Items
- ✦ Issue Requisitions
- ✦ Issue & Approve Purchase Orders
- ✦ Issue Purchase Order Receipts
- ✦ Issue Inventory
- ✦ Inventory Adjustment
- ✦ Returnable Items' Management

Reports

- ✦ Supplier List
- ✦ Inventory Item List
- ✦ Textbook / Stationery Forecast
- ✦ Requisition Report
- ✦ Inventory Consumption
- ✦ Issued Inventory Report
- ✦ Open Purchase Order
- ✦ Purchase Order Receipt



SoftLearn:

Accounting:

Softlearn features a full-fledged Accounting module, which integrates seamlessly with HR, Inventory, Library and Student modules. The Accounting module streamlines such complex processes as payroll, purchasing and fee management by automatically posting their corresponding accounting transactions. The module also supports voucher-based transactions and reduces time spent on generating critical reports. Some of the key features & reports of this module include:

Features

- ✦ Chart of accounts
- ✦ Student billing
- ✦ Payroll
- ✦ Purchasing
- ✦ Inventory Issuance
- ✦ Payment vouchers
- ✦ Receipt vouchers
- ✦ General vouchers

Reports

- ✦ Trial balance
- ✦ Cash flow statement
- ✦ Income statement
- ✦ Balance sheet



SoftLearn:

Security:

Softlearn is equipped with a multi-level role-based security system. This system is highly customizable to suit each school's unique needs.

- **User Authentication**

Every user requires a unique login ID and password, which is verified on every transaction. Login and all subsequent transactions are authenticated. If the user ID and password are not authenticated, the user is refused access to the system.

- **User Authorization**

After authentication, the user's access rights are checked to determine if he/she has been granted permission to perform the requested action.

- **User Permissions**

Different user roles with different access rights can be easily defined. Further flexibility is ensured by allowing customization of individual access rights for each user within a department.



SoftLearn:

Additional Features:

- True multi user and network capabilities. If you need more than one computer in your organization you can easily network and share data with all your computers with *softlearn*.
- Additional Accounting modules are General Ledger, Accounts Payable and Payroll. Accounting software that follows GAAP (Generally Accepted Accounting Procedures) a standard in *softlearn* software.
- Exceptional Technical Support on *softlearn* via Internet and email.
- User Friendly with multiple navigational menus. You can start using *softlearn* from the first day you install it.
- We provide *softlearn* via CD with a complete manual. The first chapter in the manual shows you how to do your basic setup. There is an easy to use getting started menu in the software.



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