

In order to use eSIMS, there is some basic information that needs to be provided to the system. This information is setup by the admin of the system. This document outlines the steps need to get the system running.

Please note that you need to follow this guide in the sequence of steps, failure to comply with it will not allow you to setup the system.

1. Setting up an admin account.

On the first run, login as admin/admin123 and navigate to Account settings > change password.

Exams >	
Entrance Exams >	
Users >	
Account settings	Change password



Here you have the option to reset the current password to anything that you wish. Please make sure that the admin password is a strong one with at least 8 character length, contains upper case and lower case characters, numbers and special characters.

After the admin password is reset, navigate to Users > Manage Users.

Entrance Exams >	
Users >	Create a User
Account settings	Manage Users

Provide 'admin' without quotes as the first name and search for the user.

You should get a page that looks like

User Name	Role	First Name	Last Name	Active	Edit	Delete
admin	ADMIN	Admin	Admin	true		

You can click ok the Icon edit to edit the name, gender and other details.

This completes the setup of the admin of the system. The admin is one of the key users of the system , and has various responsibilities to be performed. The next section explains the responsibilities of the admin.

2. Setting up the core system

Esims currently supports 4 categories of users.

- Head of institution / Persons who share a similar post.
- Admin of the system.
- Office staff (Office of admission and records)
- Teaching staff.

The Head of the institution (HOI) will have all privileges the admin has. In addition to it, the HOI will have certain special privileges like admitting a student.

It is the responsibility of the admin to create accounts for all the users who will be using the system. One cannot gain access into the system unless he has an account setup by the admin.

2.1 Setting up Users

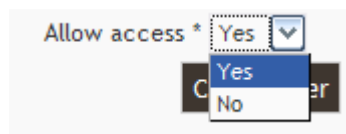
Users can be created by the admin by navigating to **Users > Create a user**.

Entrance Exams >	
Users >	Create a User
Account settings	Manage Users

In the following screen, the admin must provide all mandatory information that is indicated using a '*'. Special care must be taken in assigning roles to users as this can greatly impact the privileges of the users. For e.g. an office staff must be only allotted 'office_staff' role and not 'principal'.

We recommend that you double check the privileges of the user before hitting the 'Create User' button.

Another important detail that needs to be mentioned here is the '**Allow Access**' setting.



This setting allows the admin / principal to allow/prevent a user from using the system. By default it is set to 'Yes' allowing immediate access to the system.

By default, when a user is created, the user id is of the format `firstname.lastname<number>` And will be assigned a default password as `defaultfirstname.lastname<number>`

For eg if a user called John Doe is created, his user id will be `john.doe1` and password will be `defaultjohn.doe1`, if there exists another person with name John Doe, his user id will be `john.doe2` and password will be `defaultjohn.doe2`.

If there are a large number of users, we recommend that you create a table as shown below and note down the user-id password combinations during creation in order to avoid ambiguity.

First Name	Last Name	Role	User-id	Password

2.2. Setting up a school

The School is the most fundamental piece of information in the system. You can enter the details of the school by navigating to **Schools > Create a school**.

Schools >	Create a School
Academic Years >	Manage Schools

Creation of a school is a process that involves 2 pieces of information.

- Details of the school
- Details about the management of the school.

Please provide all the information that is needed for setting up a school, and create the school.

2.3 Setting up an Academic Year

An academic year is always related to a school, and will typically span two physical years, for eg: June 1st, 2007 to March 31st 2008. An academic year can be created by navigating to

Academic Years > Create Academic Year

Academic Years >	Create Academic Year
Standards >	Manage Academic Years

You need to only choose the start date and end date. The description gets auto-generated.

An option that needs to be specially mentioned here is the 'Status'. An academic year can be in one of two status 'active' or 'history'. Active means that the academic year is currently going on in the school. There can be only one academic year in active status at a time. An academic year with history status is an academic year of previous year.

It is the responsibility of the admin to change the status if the academic year , and create new academic years at the appropriate time.

2.4 Setting up Standards

Standards in the context of esims refers to a class, it should be treated as in '5th standard'. We did not use the word 'Class' because of certain technical limitations imposed on us by the underlying implementation language.

Standards are related to academic years. Hence for every academic year the admin has to create standards.

Standards can be created by navigating to Standards > Create a standard.

Standards >	Create a Standard
Divisions >	Manage Standards
Subjects >	

Currently we support standards from LKG to 12th standard.

2.5 Setting up Divisions

You can create divisions for the standards you have created in the previous steps. Divisions can be treated as the actual class with students and all inventory like black board, chairs etc.

You can create a division by navigating to **Divisions > Create a Division**.

Divisions >	Create a Division
Subjects >	Manage Divisions
Exams >	

A division will have a minimum no: of students and maximum number of students. These numbers are decided by the management of the school. A division must also have a teacher in charge. Creation of a division is a two screen process , the first screen entering the most important details of the system, and the subsequent screen collecting the inventory details.

2.6 Setting up subjects

'Subjects' refer to topics of discourse that are taught in a Standard. For e.g. 5th standard may have 7 subjects namely English, Maths, Biology, Physics, Chemistry, Hindi and Punjabi.

Subjects >	Create a Subject
Exams >	Manage Subjects

Subjects are tracked at the Standard level. If Students are segregated in divisions based on the subjects the take up, the school has to find an alternative means of noting this info.

For eg: students in 5th standard division 'A' may take up English, Maths, Biology, Physics, Chemistry, and Hindi whereas students in 5th standard division 'B' may take up English, Maths, Biology, Physics, Chemistry, and Punjab. If so the school must 'know' that students in Division A take up hindi , where as pupils in 'B' take up Punjabi.

2.7 Setting up Exams

Exams can be Monthly, Terminal or Annual. The system does not make any distinction between the types of exams. If an Exam has to be created, an exam for all the subjects in the standards need to be conducted. We cannot have an exam that is conducted for 3 out of 5 subjects.

An exam can be created by navigating to
Exams > Create an Exam.

Exams >	Create an Exam
Entrance Exams >	Manage Exams

Setting up an exam is a two step process, the first step asks you about general information, like the standard you wish to create the exam for.

In the second step, the system finds the subjects taught in the standard and allows you to create a time table for the standard.

This step needs to be repeated for each standard you need to create the exam for. In other words if there are standards 1- 10 in your school, you will need to repeat this step 10 times.

2.8 Setting up Entrance Exams

Entrance Exams are typically setup once for an academic year. There can be only one entrance exam for a given academic year.

You can create an Entrance exam by navigating to
Entrance Exams > Create an Entrance Exam

Entrance Exams >	Create an Entrance Exam
Users >	Manage Entrance Exams

Since many schools may not use this feature, we've kept this to a minimum. If you are interested in any particular requirement, please let us know by dropping a mail to us.