

About Front Office

School Receptionists answer phone calls, greet visitors and provide information to parents and students. They are able to provide information on a variety of topics, including rules, disciplinary measures and day-to-day operations of the school. Front office module workflow- First we will Setup Front Office then we will manage student Admission Enquiry then add daily Visitor Book, Phone Call Log, Postal Dispatch, Postal Receive and then Complain.

How to Setup Front Office?

To setup front office, go to Front Office > Setup Front Office. You can add Purpose, Complain Type, Source and Reference data which will be use in different sections of front office. Here enter Purpose and Description and then click on Save button. You can view this added record in the Purpose List on right side of the page. Follow same procedure to make entries for Complain Type, Source and Reference. To edit purpose click on Edit icon and to delete purpose click on Delete icon present in the purpose list.

How to add student Admission Enquiry?

To search the admission enquiry, go to Front Office > Admission Enquiry. Select the class for which you want information, simply click on Class and select, as well as the relevant details of source, inquiry from date, inquiry to date, and status, then click on the search button, and the admissions inquiry list will be displayed in the section below.

To add student admission enquiry, go to Front Office > Admission Enquiry click on Add icon present at right side in admission enquiry. Here enter Name, Phone, Email, Address, Description, Note, Date, Next Follow Up Date, Assigned, Reference, select Class and Number Of Child and then click on Save button.

To view enquiry, select Class, Source, Enquiry From Date, Enquiry To Date and Status and then click on Search button. The list of enquiry will be shown in the below of the page.

To follow existing enquiry click on Follow Up Admission Enquiry icon present at Action column in the admission enquiry, at click of this icon modal will be open. Here select Follow up Date, Next Follow up Date and person Response, Note and then click on Save button. Here you can see summary of this enquiry and you can also change status of this enquiry from Status.

To Edit the admission enquiry, simply click on the Edit icon, showing in Action column, edit module of admission enquiry will be open.

Now update the details and click on Save button, admission enquiry will be update successfully.

To Delete admission enquiry, simply click on the Delete icon showing in Action column, confirmation model will be open then click on OK button, admission enquiry will be deleted successfully.

How to add Visitor Book?

To add visitor book, go to Front Office > Visitor Book. Then click on Add button, add visitor model will be open. Here Add Visitor, select the Purpose, Meeting With (in meeting with, when you select the student, three new fields will be appear in add visitor model which are

class, section and student). And when you select the staff, staff tab will be appear in the model.

And now further fill the details as Visitor Name, Phone, ID Card, Number Of Person, Date, In Time, Out Time, Attach Document and Note and then click on the Save button. You can view this added record in front page of visitor book. To view visitor click on View icon present at Action column in the visitor list, at click of this icon Details modal will be open. Here you can see the details of the visitor.

To download click on Download icon document will be download and to edit visitor details, simply just click on Edit icon, edit model will be open.

Now update the visit or details and click on the save button, your update will be Save successfully. To delete visitor click on Delete icon present in the visitor list, Confirmation model will be open. Click on OK button, visitor details will be deleted successfully.

How to add Phone Call Log?

To add phone call log, go to Front Office > Phone Call Log then enter Name, phone, Date, Description, Next follow Up Date, Call Duration, Note and select Call Type(incoming/outgoing) and then click on the Save button. You can view this added record in the Phone Call Log List on the right side of the page.

To view phone call log click on View icon present at Action column in the phone call log list, at click of this icon Details modal will be open. Here you can see the details of the phone call log.

To edit phone call log click on Edit icon and to delete phone call log click on Delete icon present in the phone call log list.

How to add Postal Dispatch?

To add postal dispatch, go to Front Office > Postal Dispatch then enter To Title, Reference No, Address, Note and From Title, Date and Attach Document and then click on the Save button. You can view this added record in the Postal Dispatch List on the right side of the page.

To view postal dispatch click on View icon present at Action column in the postal dispatch list, at click of this icon Details modal will be open. Here you can see the details of the postal dispatch.

To download upload file click on Download icon and to edit postal dispatch click on Edit icon and to delete postal dispatch click on Delete icon present in the postal dispatch list.

How to add Postal Receive?

To add postal receive, go to Front Office > Postal Receive then enter From Title, Reference No, Address, Note, To Title, Date and Attach Document and then click on the Save button. You can view this added record in the Postal Receive List on the right side of the page.

To view postal receive click on View icon present at Action column in the postal receive list, at click of this icon Details modal will be open. Here you can see the details of the postal receive.

To edit postal receive click on Edit icon and to delete postal receive click on Delete icon present in the postal receive list.

How to add Complain?

To add complain, go to Front Office > Complain then select Complain Type, Source, Complain By, Phone, Date, Description, Action Taken and Assigned, Note and Attach Document and then click on Save button. You can view this added complain in the Complain List on the right side of this page.

To view complain click on View icon present at Action column in the complain list, at click of this icon Details modal will be open. Here you can see the details of the complain.

To edit complain click on Edit icon and to delete complain click on Delete icon present in complain list.

