SchoolPRO


SchoolPRO version 3.0.1.5
SchoolPro
Every Day Primary School Administration Solutions
Type in Login Password:
******
Login
X
Authoriszing ...
3.0.1.5

1. INTRODUCTION

NOLTEC IT Integration (NOLTEC) is a company which develops, maintain and rent production software. NOLTEC has a large portfolio which is explained in detail on the web site: https://www.noltec.co.za

This software product: SchoolPRO is the ultimate software tool allowing school administrators to manage each of the administrative tasks in a Nursery School or Private School effectively.

It will help you to manage the daily admin tasks of any school. It covers from specific reports- highlighting financial statuses to daily kitchen menus.

2. SYSTEM INSTALLATION

The required system files are available on the following site: https://www.noltec.co.za

The following files will be needed to do a complete system installation:

Table 1:

	File to be downloaded	Contents
1	NOLTEC_DLL.zip	All DLL and driver files needed for the program to function on a Windows 7 (or 8) computer.
2	schoolpro_exe.zip	Contains the EXE and the DLL files.
3	schoolpro_rpt.zip	All the reports used by the program.
4	schoolpro_db.zip	The database used by the program.
5	Crystal Reports installation MSI file.	http://scn.sap.com/docs/DOC-7824 (Choose latest 32bit MSI file in table)
6	Microsoft .NET framework 4.6	https://www.microsoft.com/en-us/download/details.aspx?id=48137
7	32 Bit Microsoft Access DB Engine	https://www.noltec.co.za/Prerequisites/AccessDatabaseEngine.exe
8	64 Bit Microsoft Access DB Engine	https://www.noltec.co.za/Prerequisites/AccessDatabaseEngine64bit.exe

2.1 SYSTEM REQUIREMENTS

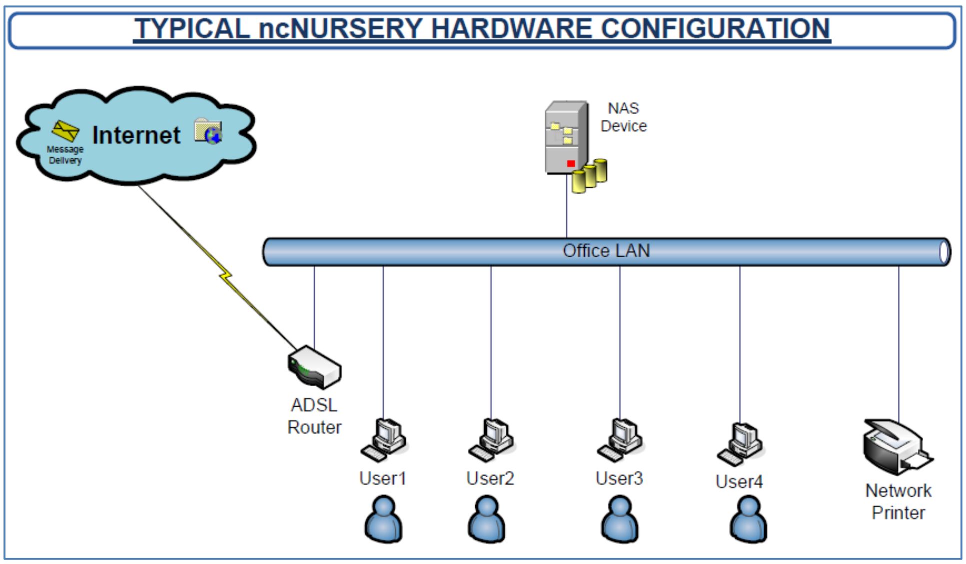
1. Windows 7 or higher (includes Windows 10) - 32 or 64 bit.
2. Computer with adequate storage space. (Suggested 10 GB or more)
3. Local Area network. Used to connect the computers with a server or a 'Network data storage' device like a NAS device.
4. Microsoft Framework 4.6.
5. Access to the Internet to allow for email and SMS functions. The program can only function for 2 weeks without Internet connectivity.
6. Standard A4 printer to print reports.

7. To allow for emails to be sent from the system, an email account is needed to act as an account for all email communications.

2.2 TYPICAL SYSTEM CONFIGURATION

The small business network configuration shown below is the typical configuration used. Other larger businesses will have a server allowing clients to connect to the server which supports normally the database, file and print server services.

The system can also be implemented on a single computer connected to the internet with a printer locally connected.



2.3 SYSTEM CONFIGURATION

The system configuration is shown on the diagram below. It consists of the following folders:

8. Data folder
    a. This folder should be on the file server or data drive (NAS device) and must be accessible to all users at all time. (read/write access)
    b. The quickest method to get all the correct working files downloaded will be to download the "demo" zip file and unzip in this data folder.
    c. All the exe, accdb, dll and rpt files are bundled together in this demo zip file.
    d. This "demo" file group allows you to start up the SchoolPRO and use it in a demo configuration: Only 5 families and 10 children allowed. All functions are available for testing.

9. The following files are in the SchoolPRO data folder:
    a. SchoolPRO.exe
    b. SchoolPRO.accdb
    c. ncSystem.dll
    d. MailBee.dll

e. All the report files (*.rpt)
f. Nothing.pdf
g. Logo.jpg (this file will be replaced with the one configured in School Details)

10. When SchoolPRO is run the first time, the following folders will be created by the program:
    a. C:\noltec
    b. C:\noltec\SchoolPRO
    c. C:\noltec\temp
    d. <<your data folder>> \Attachments

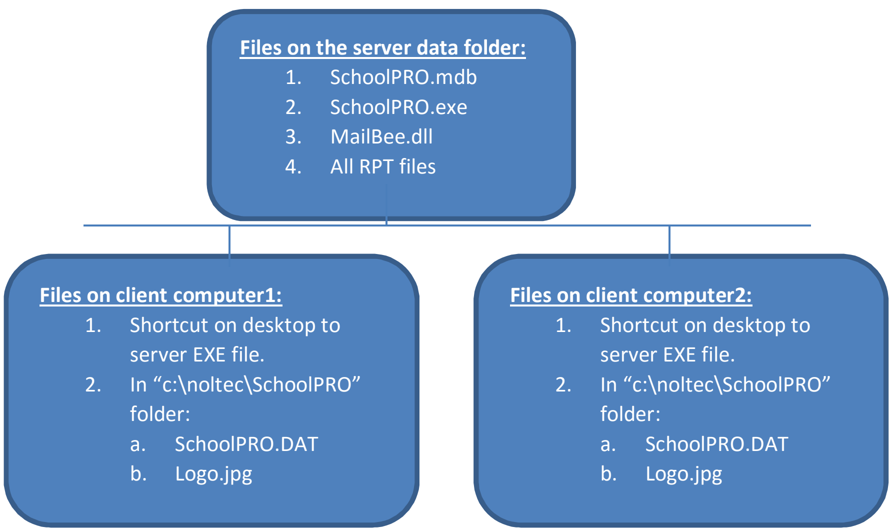
11. The following files will be created the first time SchoolPRO is run:
    a. SchoolPRO.DAT (local configuration settings will be stored in this file)
        - These settings include: grid column width sizes, personal preferences on various settings in the program.

2.4 STEP BY STEP INSTALLATION PROCEDURES

The following steps should be followed to do a complete system installation on one client computer and on the server or storage device (or if only one computer is used)

2.4.1 Installation of the Central Data Repository

Decide which computer will act as the 'server' computer, or make use of a central storage device to host the Central Data Repository. See below the link between the client applications and the data folder which holds the database and the EXE files.



Make sure the data folder is on a secure hardware which allows for UPS and also physical secure location. It is recommended to make use of a NAS device which is locked in a secure location/cage/cabinet.

1. Download the demo file as explained above and unzip in any folder. When run, it will start as a demo version if "demo" is typed in as authorisation code.

2. Create a data folder on the NAS device or the network server.

   a. If one of the client computers is also used as the 'server' computer, create the data folder on this computer.
   b. Use a name like: "SCHOOLDATA" or "DATA". This will help to know which folder to add to your daily/weekly backup schedule.

3. Open/share this data folder to allow for all computers on the network to have read/write access. If you are unsure how to make a folder shareable, contact your IT administrator for help.

2.4.2 INSTALLATION OF SYSTEM ON EACH CLIENT COMPUTER

1. Install the reports DLL files:
   a. Download the reports MSI file (from [http://scn.sap.com/docs/DOC-7824)](http://scn.sap.com/docs/DOC-7824) and run it from your "download" folder. (CRforVS_redist_install_32bit_16 or later)
   b. Run the Reports MSI file by double-clicking on the MSI file.
   c. Follow the wizard until it confirms that the file was installed correctly on the client computer.
   d. The system will still be able to run without this MSI installation, except no report will open.
   e. If you are unsure to install this MSI file or having difficulty to install this MSI file, contact your IT administrator for help.
   f. For reporting, it is compulsory that this MSI file is installed.

2. Microsoft .NET Framework:
   a. The system need at least .NET Framework 4.5.2 (4.6 is recommended)
   b. When the system is run the first time, it will check if the framework is installed.
   c. If not, it will automatically search for the correct files on the Internet. Make sure the client computer is connected to the Internet when the system is run the first time.
   d. If you have difficulty or the computer is not connected to the Internet at the time, you may download the file from: https://www.microsoft.com/en-us/download/details.aspx?id=48137
   e. If you are unsure or having difficulty to install this .NET Framework, contact your IT administrator for help.

3. When the client computer **IS also** the Server computer:
   a. Open the data folder in Windows Explorer.
   b. Right click on the EXE file and select "send to -> Desktop (create shortcut)"
   c. Close explorer.
   d. Rename the shortcut on the Desktop to: "SchoolPRO".

4. When the client computer **is NOT** the Server computer:
   a. Open Windows Explorer.
   b. Browse to the networks view.
   c. Select the data store or server computer in the network places view.
   d. Browse to the data folder and open the folder.
   e. Right click on the EXE file and select "send to -> Desktop (create shortcut)"
   f. Close explorer.
   g. Rename the shortcut on the Desktop to: "SchoolPRO".

SPECIAL NOTE:
Make sure the short cut also starts in the same folder as the .EXE

5. For each other user on the client computer who wants to use the SchoolPRO:
   a. Log in in each of the profiles and
   b. Create shortcuts as described above to their desktops.

2.4.3 COMPLETION OF THE INSTALLATION PROCESS

When all the above steps were completed successfully, you are now ready to run the program from the client's computer.

Congratulations, you are ready to start the journey… ☺

2.5 RUNNING SCHOOLPRO FOR THE FIRST TIME

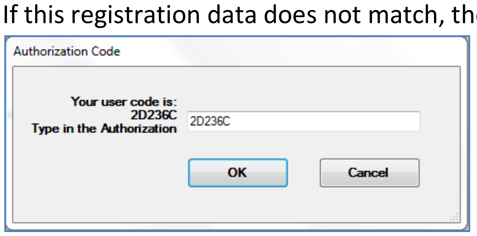
With the shortcut on the desktop, it is ready to run for the first time. The following will happen on the first run:

1. The program starts up and asks for the login password. The security level 3 login is the highest and authorises all management transactions. SchoolPRO is shipped with the following passwords and corresponding security levels out of the box:
    a. Security level 1 = '12345'
    b. Security level 2 = '23456'
    c. Security level 3 = '34567'

2. Log in with security level 3.
    a. You can then set the passwords for the 3 levels by following the 'Password Management' procedure later in this manual:
        i) See Paragraph 3.5
        ii) The passwords will then be set for all client computers running the system on the network.
        iii) See the chapter on Password Management later in this document for details.

3. Local DAT file:
    a. The program will check if the local folder: "c:\noltec\SchoolPRO" exists.
    b. If not, the folder will be created by the program.
    c. If the folder exists, it will check if the SchoolPRO.DAT file exists in this folder.
    d. If not, a blank SchoolPRO.DAT will be created in this folder.
    e. If it exists, the file will be read and the local configuration settings will be stored in the program's memory.

4. System registration:
    a. One of the configuration settings in the DAT file is the registration information.
    b. The program will check if the stored setting corresponds with the computer's registration data. If this registration data does not match, the program will prompt with the following message:



    c. Email this code to the NOLTEC support team at support@noltec.co.za. The email must have the following fields and information to allow for prompt reaction from NOLTEC support team:
        i. **To:** support@noltec.co.za
        ii. **Subject:** App: SchoolPRO (Auth Code)
        iii. **Body of email:**
            a) User code: **XXXXXX** {example: 210EA5}
            b) Company name {example: ABC School}
            c) Date of implementation {example: Jan 2014}
        iv. **The SLA to respond from NOLTEC is 1 business day, but it could be quicker.**
    d. When the authorisation code is received, type this code into the prompt text box (as above) and select OK.

e. When the code is entered and the system continues to the Main form, it will not ask a code again on the next start-up.
f. If you type in "demo" as the code, the program will start in DEMO mode. In this mode, 10 children and 5 families are allowed maximum. All functions are available for testing.

5. This registration procedure will have to be followed on each client computer.

Congratulations! The SchoolPRO product is registered on this computer.

3. SYSTEM OPERATION – SCHOOLPRO FUNCTIONS

The following table shows the security level and the allowance per level on each function.

If you note that any of these rules are not sustained buy the system, please inform the NOLTEC team by using the Support Log function.

In the following sections each different function will be described in full.

	GROUP	FUNCTION	LEVEL 1	LEVEL 2	LEVEL 3	Notes
1	**LOGIN**	**Change Login level**	X			
2	**FAMILIES**	New	X			
		Edit	X			
		Delete		X		
3	**CHILDREN**	New	X			
		Edit	X			
		Delete		X		
4	**ATTACHMENTS**	New	X			
		Delete		X		
		View attachment	X			
5	**CLASSES**	New	X			
		Edit	X			
		Delete (N/A)				
6	**PASSWORD MANAGEMENT**	Change Password 1..3			X	
7	**PROFILES**	New		X		
		Edit		X		
		Remove		X		
8	**CATEGORIES**	New		X		
		Edit		X		
		Remove		X		
9	**DATA MAINTENANCE**	Do compact			X	
		Change backup folder			X	
		Do backup		X		
		Open old Database		X		

	GROUP	FUNCTION	LEVEL 1	LEVEL 2	LEVEL 3	Notes
		Change statement colours	X			
10	**SCHOOL DETAILS**	Change			X	
11	**MONTHLY STATEMENT TRANSACTIONS**	View/print statements	X			
		Create monthly statements			X	
		Create ad-hoc items per child		X		
		Create single items for each child in the database			X	
		Add note for each family			X	
		E-Mail statements (per family or per group of families)		X		
		The following functions in the Statement page are allowed by:				
		Add note	X			
		Edit note description	X			
		Delete note			X	
		Edit transaction description	X			
		Edit transaction date			X	
		Edit transaction amount			X	
		Edit receipt number			X	
		Delete transaction all			X	
		Move item to NOTE			X	
12	**SMS Management**	Send one SMS	X			
		Send group SMS		X		
13	**EMAIL Management**	Send one EMAIL	X			
		Send group EMAIL		X		

	GROUP	FUNCTION	LEVEL 1	LEVEL 2	LEVEL 3	Notes
14	**REPORTS IN THE SYSTEM**	Birthday list for Teachers	X			
		Class Name List	X			
		Class List	X			
		Class Register per class	X			
		Disability List	X			
		Families Detail (Long)	X			
		Families Summary (Short)	X			
		Family Per Month Statement	X			
		Financial Income			X	
		Financial Income – Admin		X		
		Financial Income - Category		X		
		Financial Monthly Counts		X		
		Financial Summary (All)			X	
		Financial Summary (Credit)		X		
		Financial Summary (Arrears)		X		
		Inventory			X	
		Kitchen Menu			X	
		No Profiles Linked	X			
		Profile Summary	X			
		Receipts List	X			
		Special Notes	X			
		Statements (Afrikaans)	X			
		Statements (English)	X			
		Teachers	X			
		Waiting list	X			
		Reports per selection:	X			
		Per profile report	X			
		Department report per class	X			
15	**TEACHERS**	New	X			
		Edit	X			
		Remove		X		
16	**INVENTORY**	New	X			
		Edit	X			
		Remove			X	
17	**WAITING LIST**	Add a child	X			
		Edit a child	X			
		Remove a child		X		
18	**KITCHEN WEEKLY MENU**	Edit and save menu	X			
19	**NOLTEC SUPPORT LOG**	Send a support log	X			
20	**NOTES MANAGEMENT**	View and manage the Family notes in the system	X			

	GROUP	FUNCTION	LEVEL 1	LEVEL 2	LEVEL 3	Notes
21	**INFO INBOX**	View and clean-up	X			Email account for “info@myschool.co.za”
22	**View SMS Logs**	View logs for SMS messages sent	X			
23	**Search Email Address**	Search family with email address or part of it	X			
24	**Search Cell Number**	Search family with cell number or part of it	X			
25	**ECD**	Early Childhood Development. The functions of ECD is described in the ECD User Manual.	X			

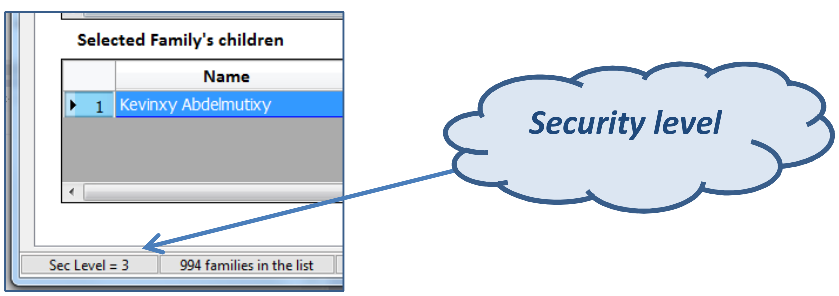
Each of the above functions will now be explained with some screenshots to help understanding the usage and levels of security.

3.1 LOGIN

You may change the login status at any time without exiting the program.

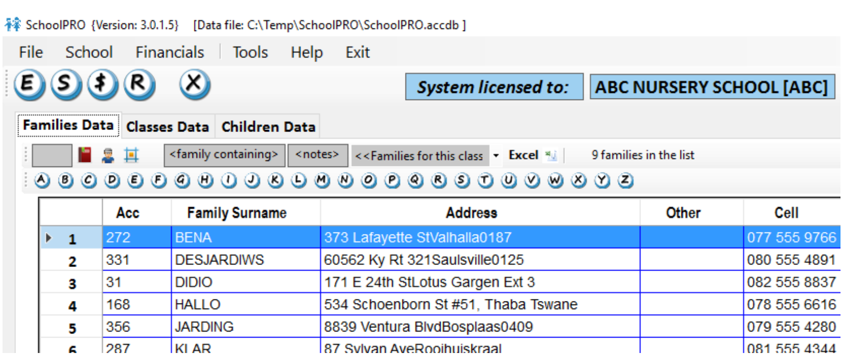
Click on File -> Login to type in the login password for the level you want to login.

After the login, you may check the level at the bottom left of the screen:



3.2 FAMILIES

The Families data table is maintained and shown as the key base of the system. From the families listing you can perform the basic functions. All data is related to the family record.

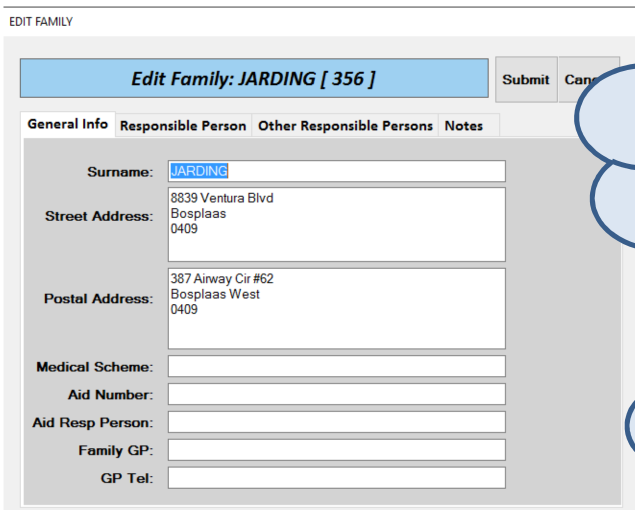


Functions as part of the Families data maintenance:

1. Add new family
2. Edit family

Make sure to complete the family data as complete as possible to enhance reporting.

A second SMS number can be activated, see special note below.



Special notes

* Make sure the email address is valid and correct.
* Emails are used to send all email correspondence to the parent/family.
* Make sure the cell phone numbers are correct. SMS messages are sent to these numbers.

Special note

Check the second and third responsible person's cell number to activate a second SMS to also be sent to the second responsible person

The data fields maintained by the system are:

	Field Name	Spec	Notes or examples
1	Account number	Auto	Unique number used as the family account number
2	Family surname	50	
3	Street address	100	
4	Postal address	50	
5	Responsible person 1		Name, Cell, Other numbers, Email address, ID no, Relationship, Occupation (Note: email addresses are separated by a semicolon ";")
6	Responsible person 2		Name, Cell, Other numbers, ID no, Relationship, Occupation (note: email part of RP1)
7	Responsible person 3		Name, Cell, Other numbers, ID no, Relationship, Occupation (note: email part of RP1)
8	System family comments	Memo	
9	Medical aid scheme name	50	
10	Medical aid number	20	
11	Responsible person for medical aid	50	Authorised person for the medical aid
12	Family doctor (GP)	30	Doctor
13	Family doctor contact details	20	For emergency purposes
14	Family notes	50	Note per family. This note is used to create sub groups to view and to email/SMS. Example: X1, ABC123, Rugby, Ballet etc.
15	Future field 1, 2, 3	50	Used by system

	Field Name	Spec	Notes or examples
16	Admin selector	Yes/No	If this account/family is used as an admin record for office purposes. For a detail explanation to use this type of Family, see the Finance chapter later in this manual.
17	Portal password	10	Used by family to log into the web portal. The username is made up of the school prefix and the account number.
18	Family statement PDF file name	30	Account number embedded into a random 30 character name.

3. Delete family
   a. All related records will be deleted as well:
      i. Children
      ii. Financial transactions
      iii. Payment history
      iv. Attachments
   b. Rather remove the profiles from the children to allow for future reports on this family.

4. Transactions:
   a. All financial transactions are linked to the family and not to the child.
   b. Even though profiles are linked to the children, the monthly statement run will use the children's profile links to add transactions against the family and add text in the transaction to show which child's profile is linked.

5. Send Email
   a. Open form to send single Email message to selected family.
6. View Email logs
   a. View and resend email messages to the selected family.
7. Send SMS
   a. Open form to send single SMS message to selected family.
8. View SMS logs
   a. View and resend SMS messages to the selected family.

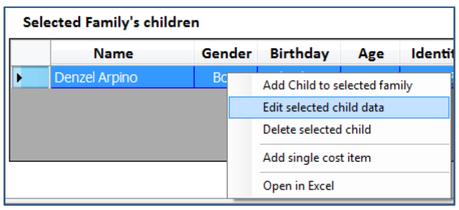
3.3 CHILDREN

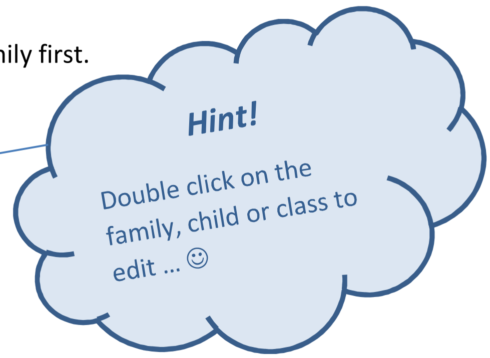
The Children data is maintained and shown as three different tables in the program:

a. On the main form, as the selected Family children.
b. On the Classes form, as the selected Class children.
c. On the Children form, as a total listing of all children in the school.

On any of these tables it is allowed to edit, or delete a child.

Only on the main form, you may add a child by selecting the family first.





The data fields maintained by the system are:

	Field Name	Spec	Notes or examples
2	Family link	Long	Link to family record
3	Child name	15	Child name
4	Child surname (this could be different from the family)	30	Surname
5	Child birthday	Date	Used to calculate the age. It is checked against ID number
6	Class link	Long	Link to class record
7	Special attention?	Y/N	For an example if a child cannot eat certain foods.
8	Enrolment date	Date	Date when child was first enrolled
9	ID number	13	For departmental reporting.
10	Disability	20	Note on any disability
11	Gender	4	Boy/Girl
12	Future field 1	10	
13	Future field 2	20	
14	Attendance	10	Full day, half day etc.
15	Class	30	Class name – for reporting
16	Teacher	30	Teacher name – for reporting
17	Note on child	50	Note per child. This note is used to create sub groups to view and to email/SMS. Example: X1, ABC123, Rugby, Ballet etc.
18	Special	250	If any special note to be taken notice off. Like, the child cannot sleep after 14h00. Or only the mother may pick up the child. Etc.
19	No foods list	50	If a child have difficulty with certain foods.
20	Illnesses	50	Note
21	Ethnic	1	B/C/I/W etc.
22	Vaccinations	50	Note

Each child will have to be linked to a profile to allow for monthly billing for the child.

Functions as part of the Children data maintenance:

1. Add new children
2. Edit children

Special notes

* To allow for monthly billing, make sure to link a profile.

* Each child must be linked to a class

3. Delete children

This will delete the child and all links to the child's record.

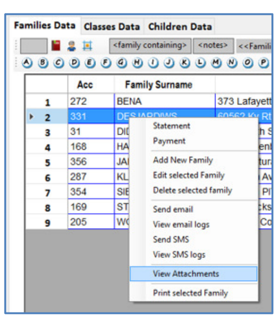
3.4 ATTACHMENTS

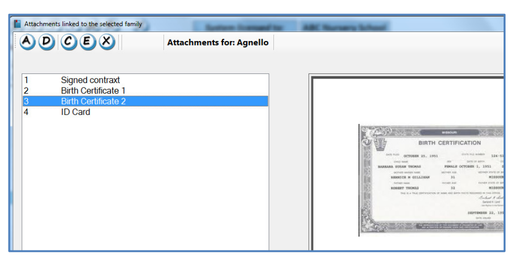
Attachments can be linked to each family. Typical attachments could be ID documents, special signed letters or notes.

To use attachment function, click right on the family and select the "Attachments" menu item.

Functions available:

a. Link a new JPG or PDF document.
b. Delete selected attachments. (one or more)
c. Copy selected attachments to a destination like Memory Stick. (one or more)
d. Email selected attachment as an attachment to the family. (only one file)

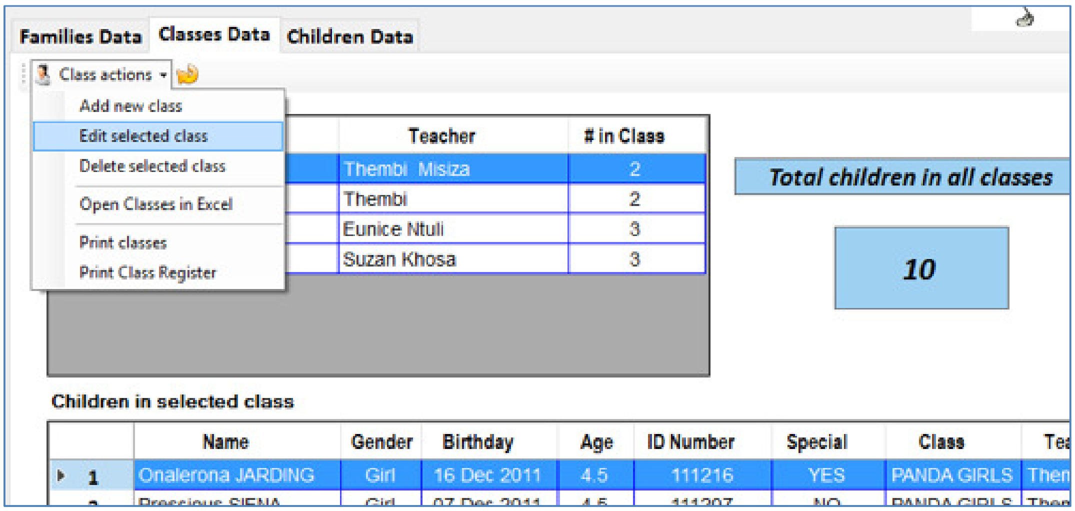




e. View the attachment:
   i. The preview in PDF viewer is used.
   ii. All functions within the PDF viewer can be used.
   iii. These functions are not part of the SchoolPRO program.
   iv. If the viewer does not open, please make sure the Acrobat Viewer software is installed:
      i. Use the Internet to search for Acrobat reader.

ii. Download the installer.
iii. Install the software.
iv. If you are not sure, please contact your System Administrator for help.

3.5 CLASSES



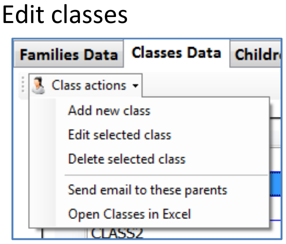
The Classes data table is maintained as shown below. Each class will have children linked to it and these children can then be listed. Email/SMS functions include sending email or sending an SMS to each family of the selected class. A cool report is the class register or class name list could easily be printed to allow for attendance reports as well as general class tasks which the teacher could use a name list.

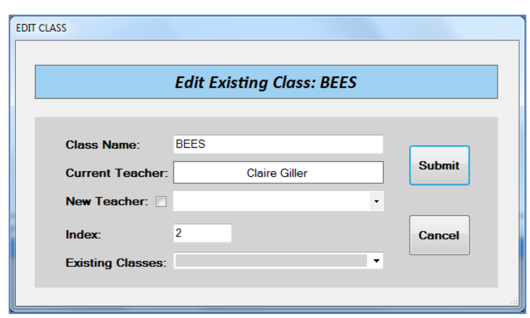
The data fields maintained by the system are:

	Field Name	Spec	Notes or examples
1	Class name	30	Only unique class names allowed. (add assistant name in bracket if need be)
2	Teacher	30	Only unique teacher names allowed.
3	Index	Number	This number will determine the order of the classes in the list. So, the classes are not sorted alphabetically but according to this index.

Functions as part of the Classes data maintenance:

1. Add new classes
2. Edit classes



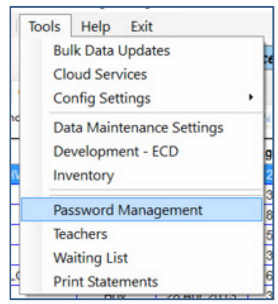


To change from one teacher over to a new teacher for this class:

a. Check the checkbox.
b. Select an available teacher in the list. This list will only show teachers not linked to a class. To swap two teachers around, you will have to create a temp non linked teacher and use that teacher to swap around.

3. Delete a class
The class can only be deleted if there are no children linked to it.

4. Open class in Excel
5. Send Email or SMS to only the parents of the selected class
6. Print class list
7. Print class register



3.6 PASSWORD MANAGEMENT

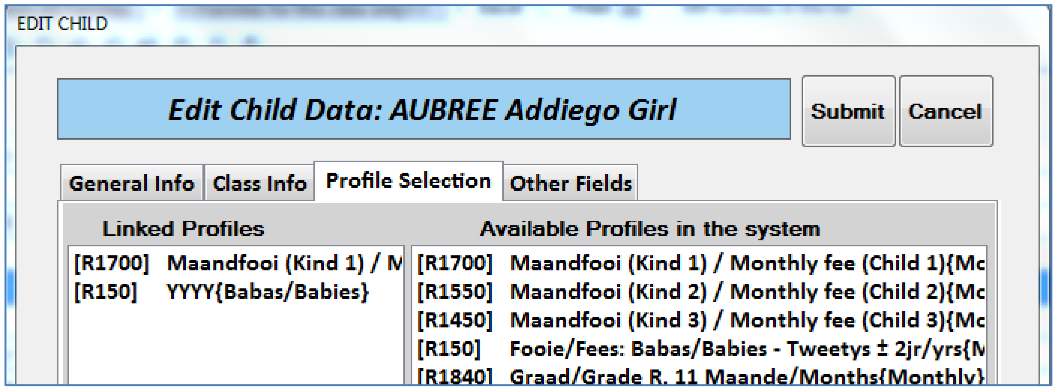
Go to Tools, Password Management as shown below.

Type in the Admin Password (secLevel = 3) to Unlock and then edit the Security Level Passwords.

If all passwords are lost, a reset password could be requested from Noltec IT Integration support team. Please log a call through the help system. See paragraph: **3.18**

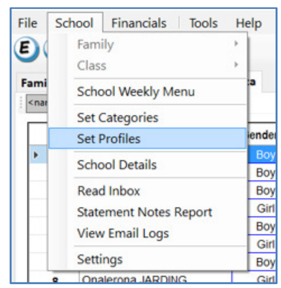
3.7 PROFILES

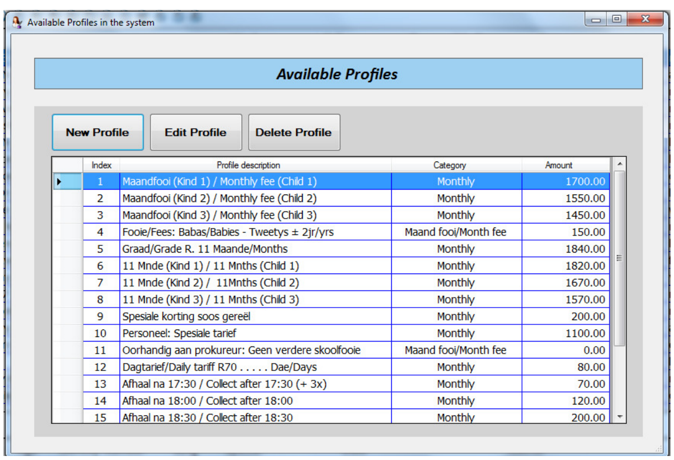
The Profiles data table is used to link each child against a monthly service cost. For example: A child is in a specific age group and the profile will add the correct cost per month to the family account. See the screen shot below where to link a profile:



You can Access the Profiles Function: Go to School, Set Profiles

as shown below:





Functions as part of the Profiles data maintenance:

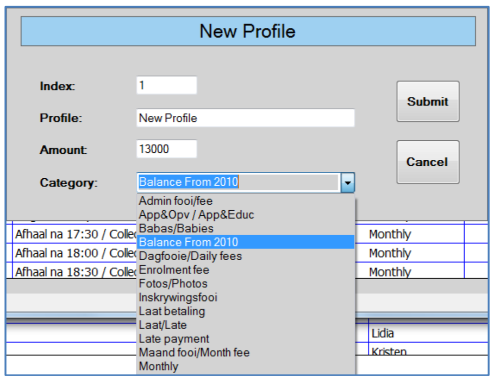
1. Add new profile
2. Edit profile
3. Delete profile

Special notes

You can only use these functions if you have logged in on Security level 2 and 3

Add New Profile:

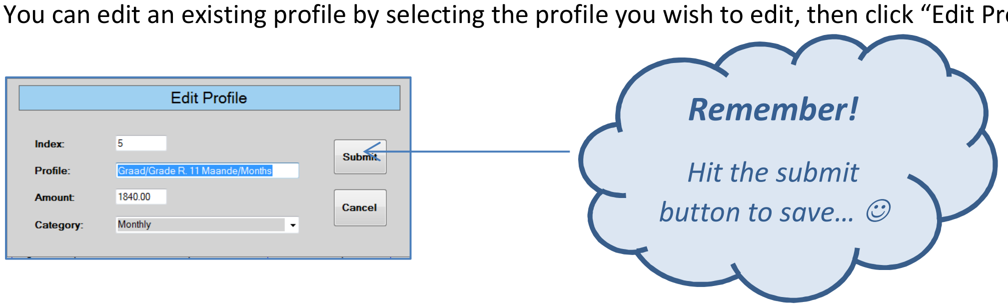
By clicking the "New Profile" button, you can add a profile to the system:



Complete the Details of the New Profile, then click "Submit" button to add the profile to the system.

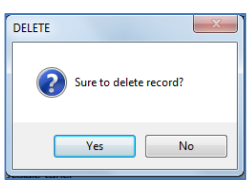
Edit Existing Profile:

You can edit an existing profile by selecting the profile you wish to edit, then click "Edit Profile" button:



Delete Profile:

You can delete an existing profile by selecting the profile in the list, then click "Delete Profile" button, you will be asked if you are sure to Delete the profile:



Click "Yes" or "No" accordingly.

3.8 CATEGORIES

The Categories data table is used to manage the finances in the system. By linking profiles and payments and account transactions to the correct category, you may report per month against a specific category.

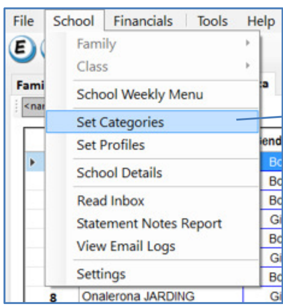
Examples of categories are:

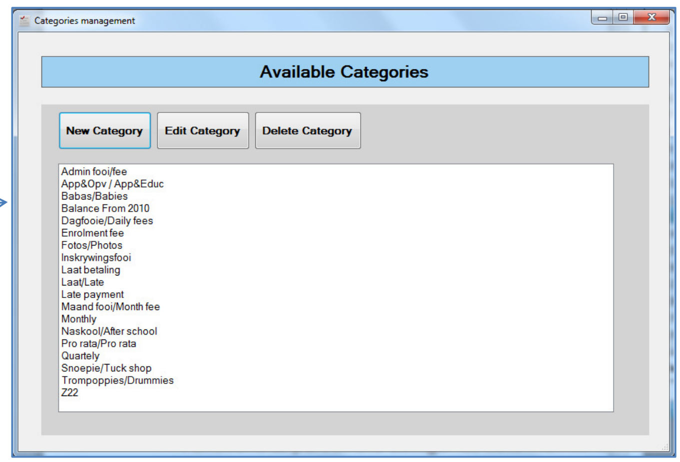
1. Monthly Fee
2. School fees
3. Food expenses
4. Equipment
5. Rent

Etc.

You can access the default categories in the Categories Management Function:

Go to School, Set Categories as shown below:





Functions as part of the Categories data maintenance:

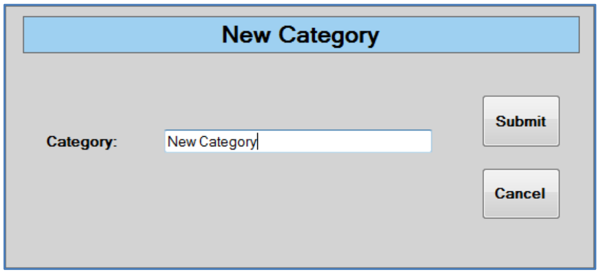
1. Add new category
2. Edit category
3. Delete category

Special note

You can only use these functions if you have logged in on Security level 2 and 3

Add New Category:

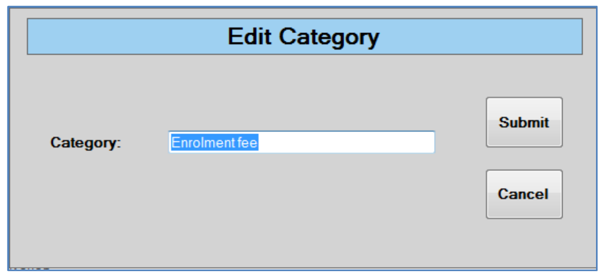
You can add a new Category by selecting the “New Category” button:



Type in the Name of the New Category, and then click “Submit” to add to the system.

Edit Category:

You can edit an existing Category by selecting the Category you wish to edit, then selecting “Edit Category” button:

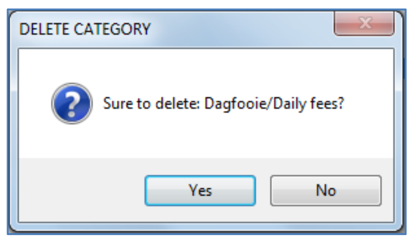


Edit the Category Name then click “Submit” button to save the Category to the System.

Delete Category:

You can delete an existing Category by selecting the category you wish to delete, then click “Delete Category” button, you will be asked if you are sure to delete the selected Category:

Click “Yes” or “No” accordingly.



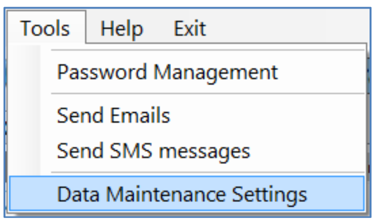
3.9 DATA MAINTENANCE

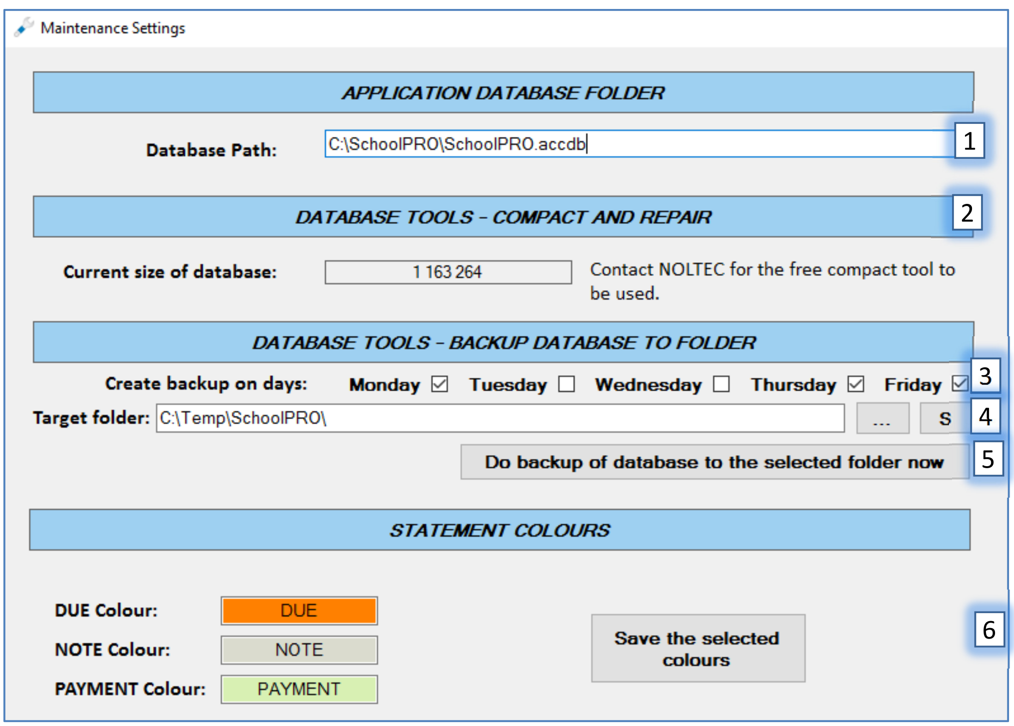
The following important data fields are shown and maintained on this form:

1. Current folder. (info)
2. Database (DB) path. (info)
3. Compact database action is activated. (action)
4. Set system to make local backup automatically.
5. Set folder where the backup files are stored. (action)
6. Do manual backup now. (action)
7. Open another SchoolPRO database (action)
8. Change statement view colours. (action)

> ***Special note***
> *Remember to do at least a weekly backup. Daily backups are ideal!*

To open this maintenance page, go to Tools, Data Maintenance Settings as shown below:





1. Current folder and database path. (info)

This is where the SchoolPRO program EXE is located on the computer/system and

the database in use.

2. Compact database

Your system administrator should compact the database once a month.

If you need assistance, please contact NOLTEC for this service.

3. Set days for automatic backup (set)

Check the days when you want the system to back up the database file to the selected backup folder.

The system will copy the main database daily after 14h00.

4. Backup folder (action)

Browse for the folder where you want the backup files to be copied. Use the save button to save these settings.

5. Do manual backup now. (action)

This action can be performed any time of day. It is not necessary to close all client applications for the backup action to be successful. But is advised not doing transactions during this action.

Some tips on backup management:

a. Make sure to select a different location than where the operational database resides. Even on another computer on the network.

b. Do at least weekly backups.

c. It is advised to make a backup every day in the afternoon when all transactions are concluded.

d. It is important to have backup data also off site.

e. Do not use one backup device for all the backup files. Also write a monthly backup to a DVD and store off site.

f. Mark each backup clearly to make sure it is easy to find the latest backup (or a specific version of the backup – by date)

6. Change statement view colours. (set)

You can set the colours you want to be displayed on your statements, such as the DUE, NOTE and PAYMENT functions.

After you have selected the colours, click the “Save the selected colours” button to save.

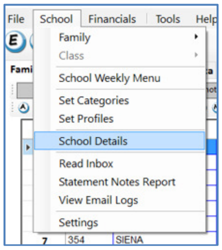
If the colours were not set on the computer, the data grids could be displayed as a black back ground.

NOTE: These colours are set per client computer.

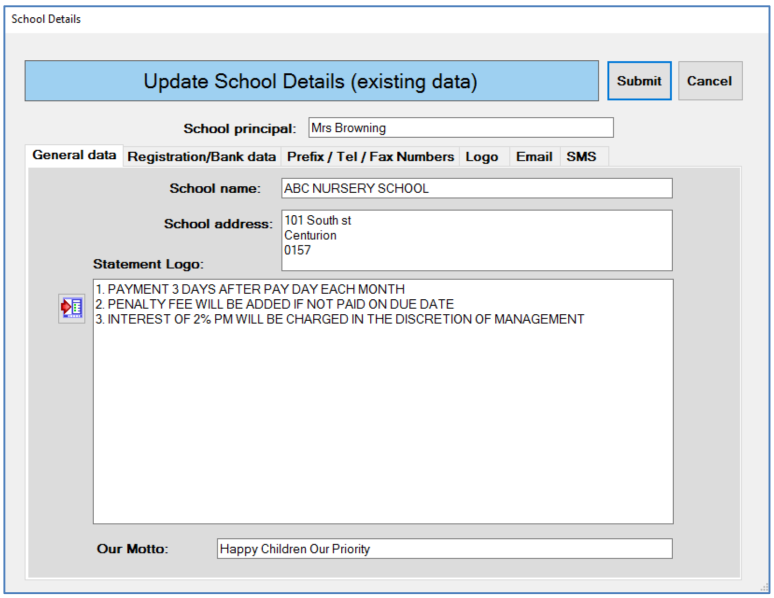
3.10 SCHOOL DETAILS:

The School Details table is important as all the naming, addresses, bank details and email addresses used in the system are set here.

You can access the School Details Function: Go to School, School details as shown below:



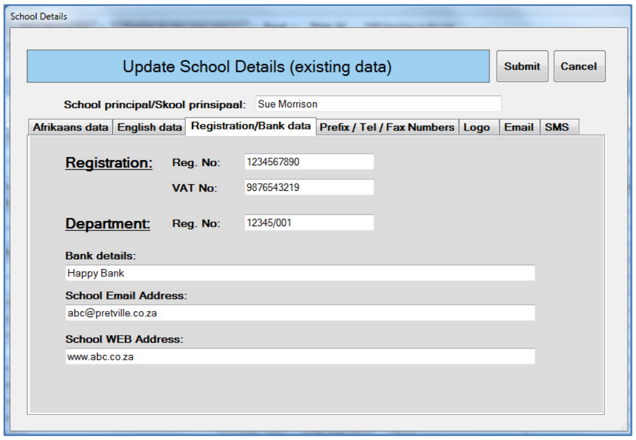
General Data:



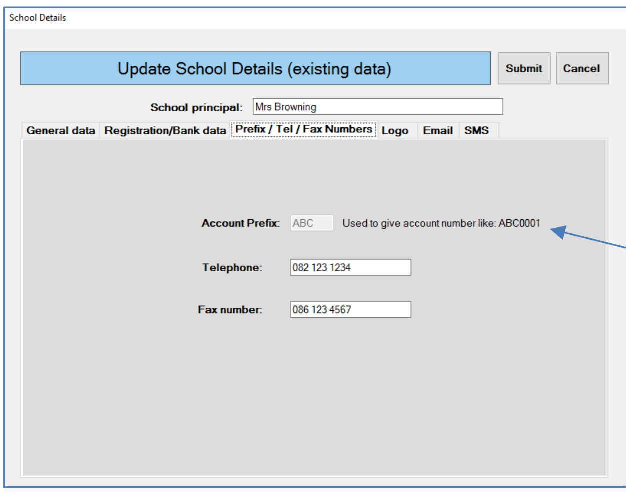
Complete all fields to enable the reports to display the correct info.

On each statement footer, this Statement Logo and Motto will be displayed.

Registration/Bank Data:



Prefix/Tel/Fax Numbers:



*This is the Telephone and Fax details of the School, which will be displayed on the Statements. The prefix will create account numbers like: **ABC0001** on statements.*

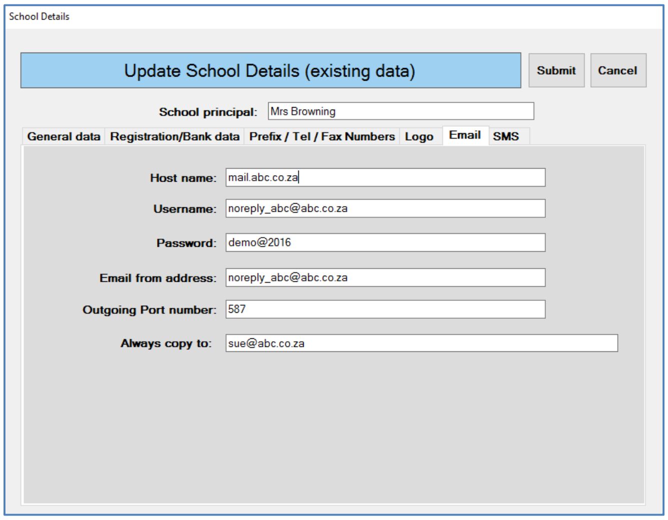
Note: The prefix can only be set by NOLTEC.

Logo:

You can browse on your Computer to select the Logo (.jpg) picture for the School.

This logo will be displayed on all the Statements and reports.

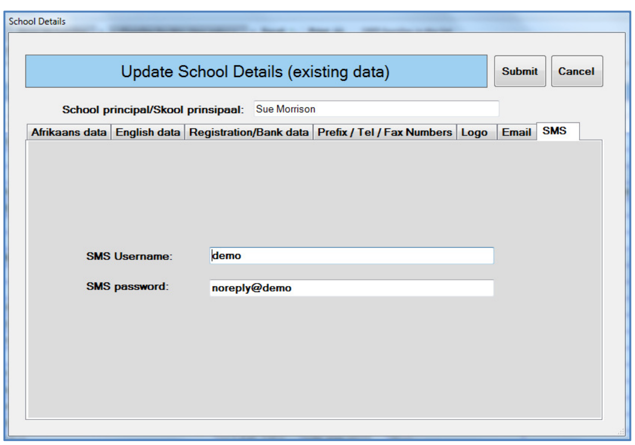
Email:



Important notes on these email settings:

1. The host name is needed to allow the system to send emails.
2. Email account for sending emails: noreply@domain.co.za. You have to apply for an account at your ISP and type in this info in here.
3. The password of the "noreply" account.
4. Port number for outgoing emails. 465 is the default. If the emails do not go through, contact your ISP or open a support log with NOLTEC. See paragraph 3.18 for details on support logs.

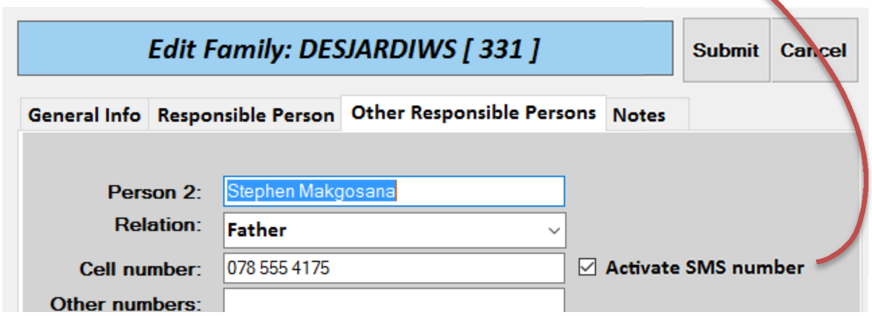
SMS:



Important notes on these SMS settings:

1. To be able to make use of this SMS built in function, apply for your SMS account with NOLTEC. Send a support email.
2. A payment is needed to allow NOLTEC to load the paid number of SMS credits to the system.
3. A username and password is created and must then be filled in the specific fields as above. NOLTEC will send the two fields: Username and password.
4. A report per month will be send as part of the SMS service.

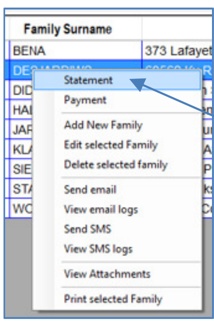
5. To confirm SMS account, please log a call with NOLTEC.
6. The system will send one SMS to each family's responsible person's cell number.
7. To activate a second SMS to be send to the second responsible person's cell number, select the checkbox next to the cell number in the Family Edit form:



3.11 MONTLY STATEMENT TRANSACTIONS

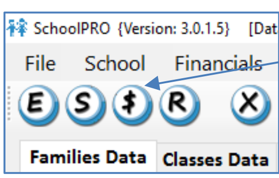
All levels can view the statements, but only level 3 can change financial records.

3.11.1 VIEW/PRINT STATEMENTS

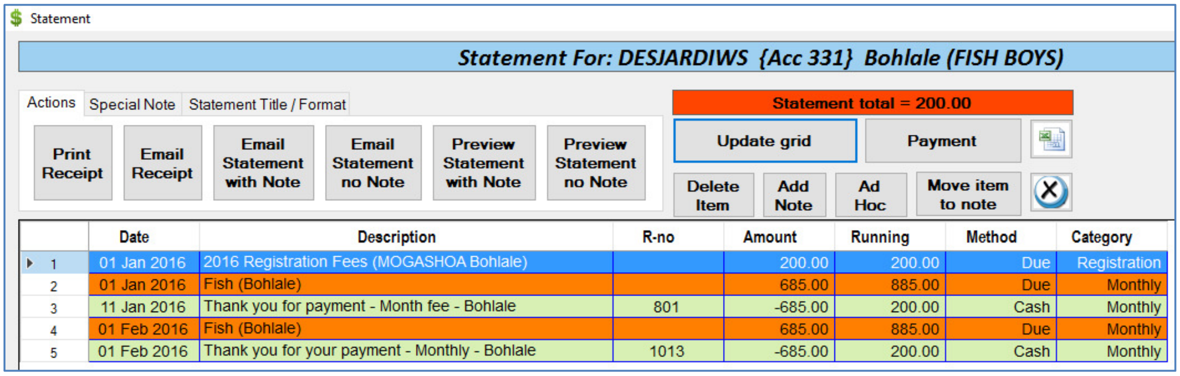


To view/print statements,

Right-click on the family and select Statements or select the $ button.



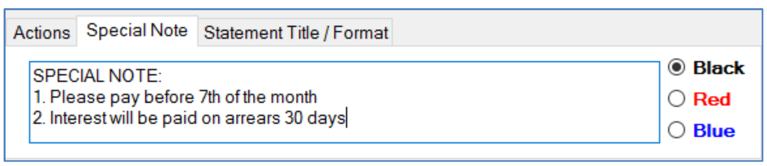
Or select family account row and click $ button.



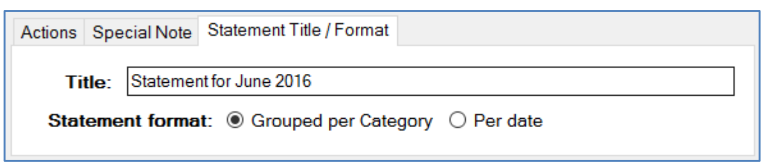
Important notes on this Statements view page:

1. Statement records displayed:
   - All the account items will be displayed for the current year.

2. Special note:
   A note will be displayed in the selected colour on the statement if the "Preview Statement with Note" is selected.



3. Statement title/ Format:
   The Statement title will be displayed depending on the family language selection.



Two statements are available:

- Account line items grouped per category

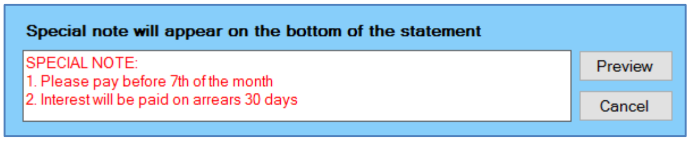
a. This statement will show each category and have a running total to show if this category is paid up or not
b. Easy report to show where monies are outstanding.
c. Show also overall account status (due or in credit)

- Account items in date order

a. All items are listed per date.
b. Not so easy to see where monies are behind.
c. Show also overall account status (due or in credit)

4. Print preview the statement:
   When all selections were made, preview the statement.

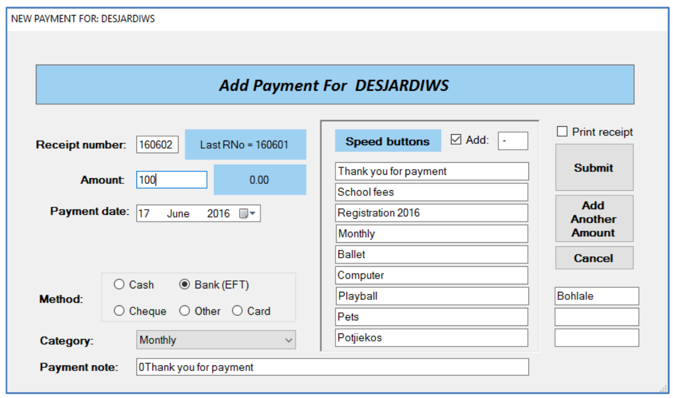
   Preview with special note or without special note.



   A popup will appear to remind you what the note says in the selected colour before it is previewed.

5. Update grid with ALL statement records:
   When any info on the statement is changed, refresh the table with the new dates.

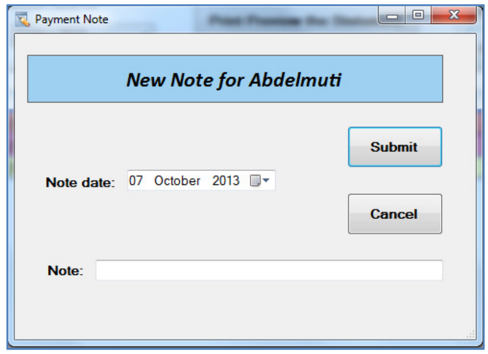
6. Add Payment:
   The system will add a payment to the account by rerouting it to the Payment form.



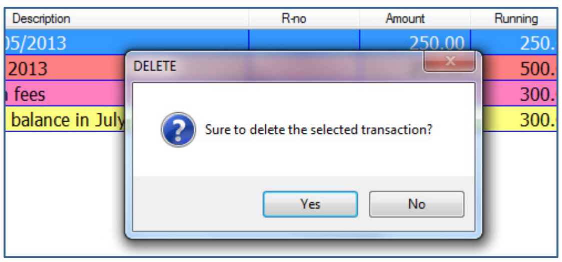
Notes on completing the payment action:

a. The system suggests the next receipt number. If more than one receipt book is used, this number can be overwritten.
b. Speed buttons: Frequently used comments for payment can be added here. By double-clicking on the speed text, it will be copied to the note field.
   i. Take note of the check box.
   ii. If checked, the text will be added before the speed text.
   iii. Like if you want to add a '/' between the notes add the '/' in the text next to the checkbox and check the checkbox.
c. If the date is changed from today's date, a comment will be displayed to warn the user that the new date receipt report will have to be reprinted. A daily receipt report can be printed – see in the Reports section for details on the report.
d. Select an appropriate Category for the payment. This will enhance reporting per month.
e. When an EFT payment (or any other payment) needs to be recorded individually, use the 'Add Another Amount' button to do the next amount against the same receipt number.
f. The children names are listed to allow you to double click their names the same as the speed buttons.
g. When last amount for the specific receipt number is entered, tick the 'Print receipt' check box to print preview the receipt when 'Submit' is pressed.

7. Add Note:
   A note can be added without an amount. This is for information only.

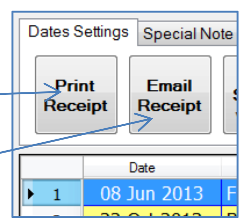


8. Delete Transaction Record:
   A system check is done: Security level 3.



9. Move Payment record to Note status:
   A system checks is done: Security level 3 is allowed only.

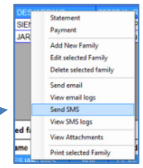
   A note cannot be moved to payment. Delete the note and then add a payment.



10. Print Selected Receipts
    Select a receipt and print preview.
11. Email selected Receipt
    Select a receipt and print preview.

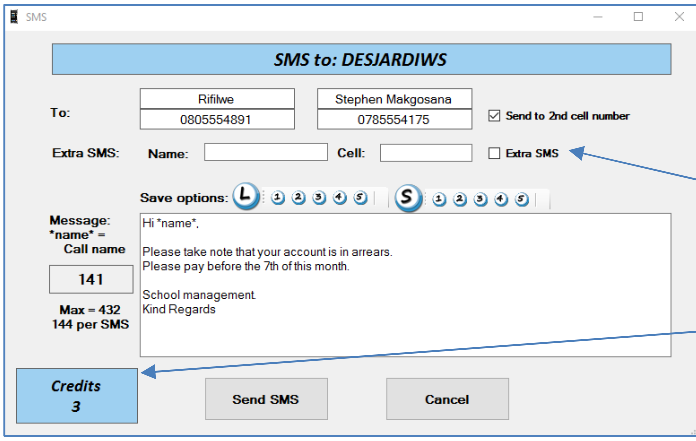
3.12 SMS MANAGEMENT

A quick SMS to the selected family or bulk SMS's can be sent:



1. A quick **single SMS** to the selected family:
   Click right on the specific Family and select Send SMS

   If the second number is activated (see par 3.2) then a second SMS could be sent optionally. Check the box next to the second number in the single SMS window to activate the extra SMS:

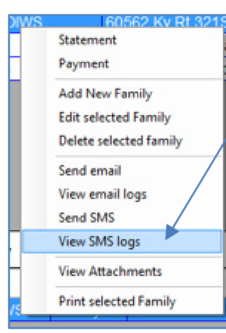


An extra SMS can be sent by completing the info and select Extra SMS checkbox.

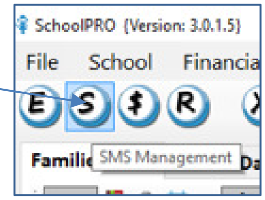
The current SMS credits for this school. Contact NOLTEC to add credits

Some notes on the SMS page:

a. If the computer is not linked to the Internet, this single page will produce an error. The reason is that when the page is opened, the program will automatically read the credit count form the internet.
b. The message as seen will be sent. To add a new line: ENTER
c. Three 144 character messages can be concatenated into one message. Remember that if more than 144 characters are used, 2 or 3 SMS credits will be used.
d. This message can be saved for later use: Click on a number next to the  button.
e. To load a saved message, hover over the number  to preview the saved message and click to add this message into the message body area.
f. When the message is sent, an SMS log record is stored. These logs can be viewed by right click on the family account in the main form and select "View SMS Logs"

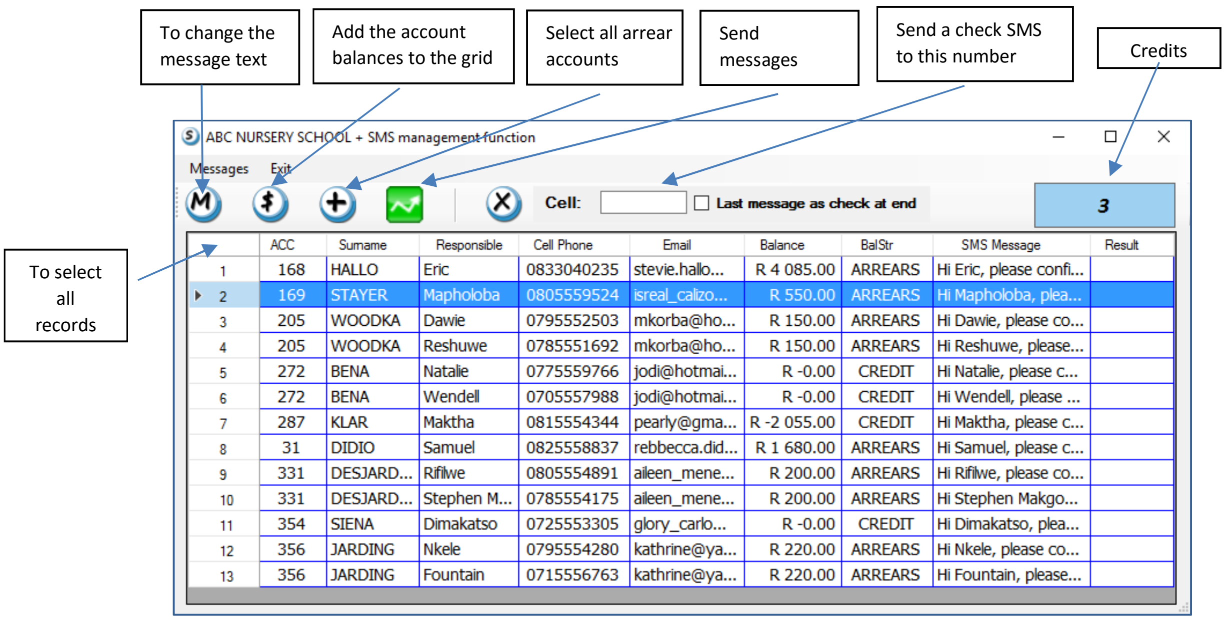


2. The SMS Management Function (for bulk SMS's) can be accessed by selecting the button on the main screen – SMS Management.



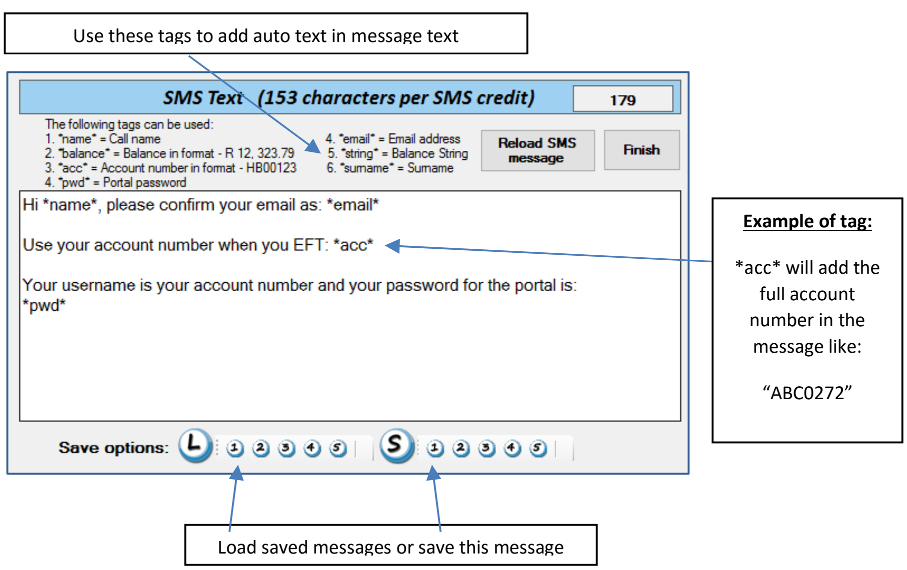
a. General

In the SMS Management Function you can multi select Families by holding in "Ctrl" and then selecting the families you wish to send the SMS to.



	ACC	Surname	Responsible	Cell Phone	Email	Balance	BalStr	SMS Message	Result
1	168	HALLO	Eric	0833040235	stevie.hallo...	R 4 085.00	ARREARS	Hi Eric, please confi...	
2	169	STAYER	Mapholoba	0805559524	isreal_calizo...	R 550.00	ARREARS	Hi Mapholoba, plea...	
3	205	WOODKA	Dawie	0795552503	mkorba@ho...	R 150.00	ARREARS	Hi Dawie, please co...	
4	205	WOODKA	Reshuwe	0785551692	mkorba@ho...	R 150.00	ARREARS	Hi Reshuwe, please...	
5	272	BENA	Natalie	0775559766	jodi@hotmai...	R -0.00	CREDIT	Hi Natalie, please c...	
6	272	BENA	Wendell	0705557988	jodi@hotmai...	R -0.00	CREDIT	Hi Wendell, please ...	
7	287	KLAR	Maktha	0815554344	pearly@gma...	R -2 055.00	CREDIT	Hi Maktha, please c...	
8	31	DIDIO	Samuel	0825558837	rebbecca.did...	R 1 680.00	ARREARS	Hi Samuel, please c...	
9	331	DESJARD...	Rifilwe	0805554891	aileen_mene...	R 200.00	ARREARS	Hi Rifilwe, please co...	
10	331	DESJARD...	Stephen M...	0785554175	aileen_mene...	R 200.00	ARREARS	Hi Stephen Makgo...	
11	354	SIENA	Dimakatso	0725553305	glory_carlo...	R -0.00	CREDIT	Hi Dimakatso, plea...	
12	356	JARDING	Nkele	0795554280	kathrine@ya...	R 220.00	ARREARS	Hi Nkele, please co...	
13	356	JARDING	Fountain	0715556763	kathrine@ya...	R 220.00	ARREARS	Hi Fountain, please...	

b. SMS Text message



The above message will be interpreted for each account. The resulting message will be for an example account 272:

Hi *name*, please confirm your email as: *email*

Use your account number when you EFT: *acc*

Your username is your account number and your password for the portal is: *pwd*

↓

Hi Natalie, please confirm your email as: jodi@hotmail.com

Use your account number when you EFT: ABC0272

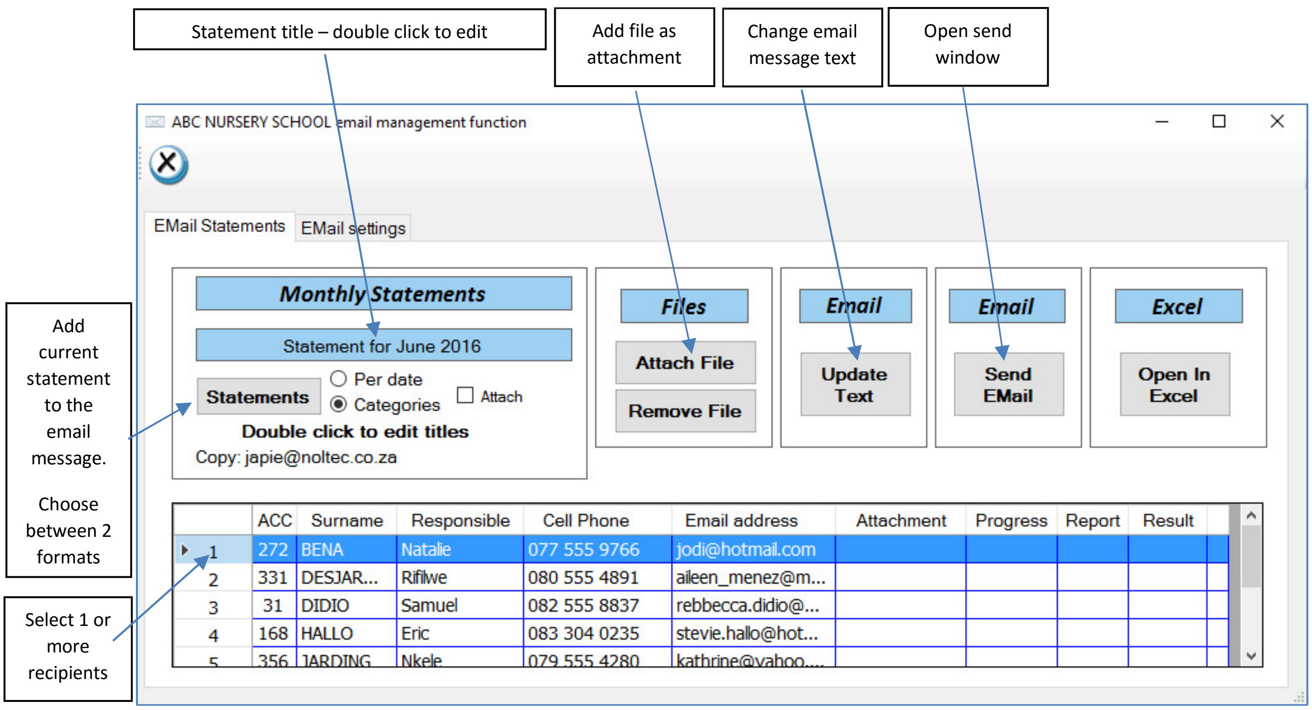
Your username is your account number and your password for the portal is: 12345

3.13 EMAIL MANAGEMENT

This application is email enabled. If the correct email settings are completed in the SchoolPRO School details form, emails can be send.

The Email Management Function can be accessed by selecting the  button on the toolbar in the main screen.

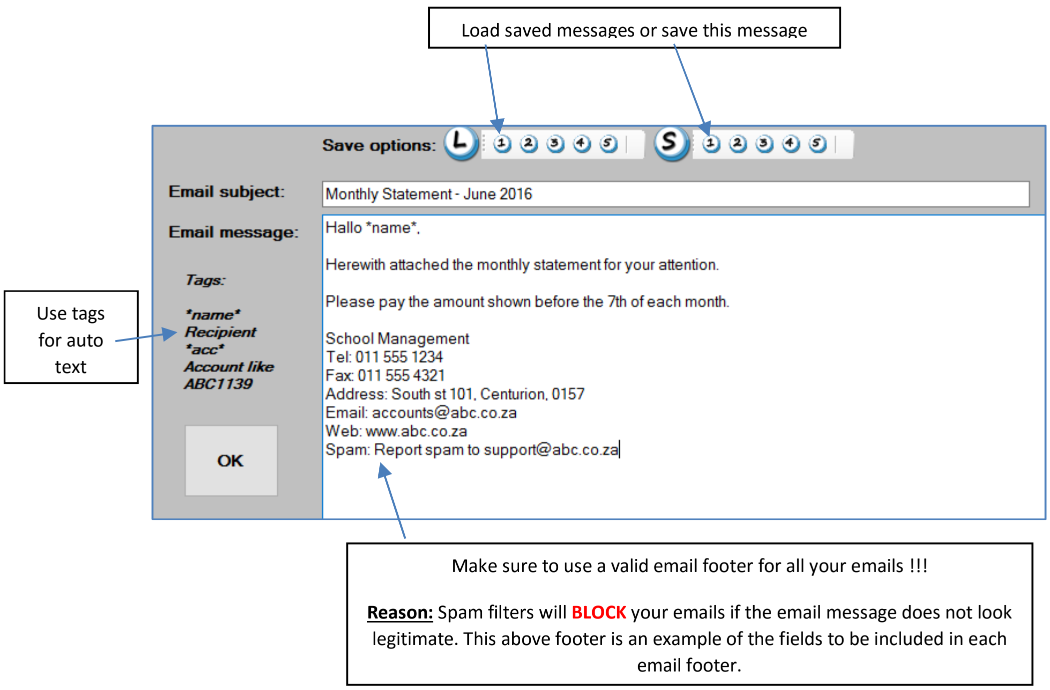
The Email Management Screen is shown below:



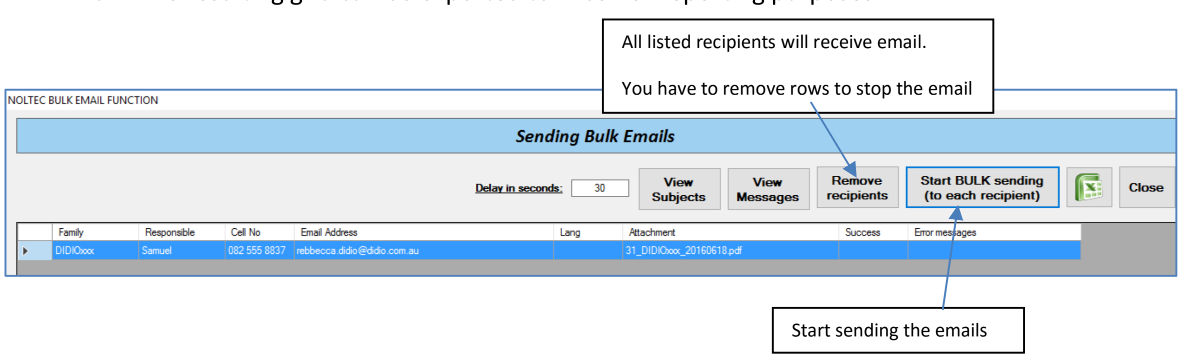
1. Attach the Statement
    a. Select the Families you wish to send the Statement to.
    b. Change the subject text on the blue label to edit the last subject text.
    c. Click the ‘Attach Statement’ button to attach the statement (year). The PDF File will be added to all those Families and will be seen in the Attachment column. The PDF file will be created and stored in the Attachments folder.
    d. If the “attach” checkbox is checked, these pdf statements will also be added to the account Attachment list for later use.

2. Attach any other file manually to the selected families if not monthly statements
    a. This function is popular when class photos, class parent notes etc. are to be sent to the families in the list.
    b. Use the Remove File function to remove the attachment from the selected Families.
    c. This action will be performed on the selected families only.
    d. You are allowed to attach 2 files.

3. Edit the default Email Text

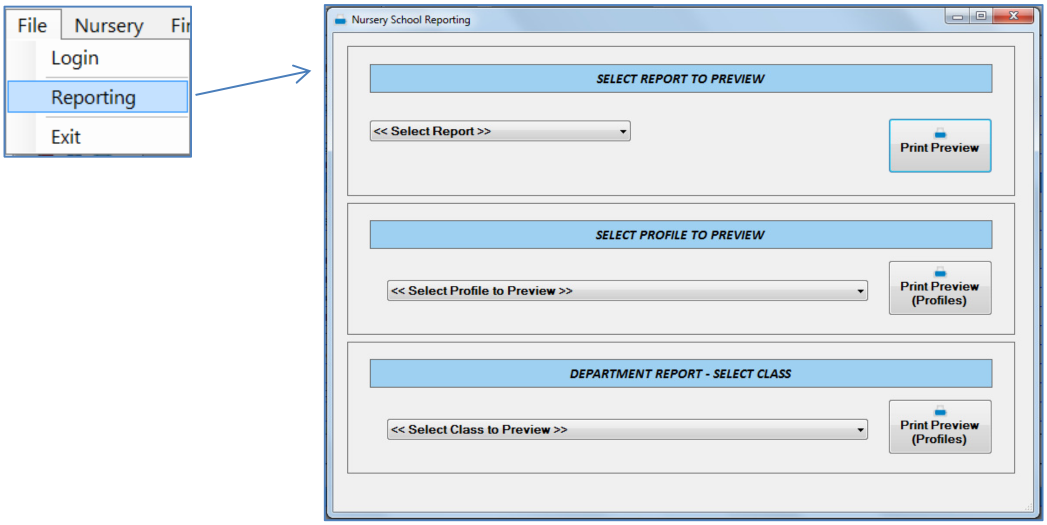


4. Send email
    a. The selected accounts will be send to the email form for sending.
    b. The new form will allow you to set the delay time between emails.
    c. The progress will be shown and when finished you may close that form.
    d. The resulting grid can be exported to Excel for reporting purposes.



3.14 REPORTS IN THE SYSTEM

The Reporting Screen can be accessed by selecting the button on the main screen or by going to File, Reporting as shown below:



1. General reports
   a. Use the drop down list to select the report to preview.

   b. If dates are applicable, select the appropriate date from the date picker control.

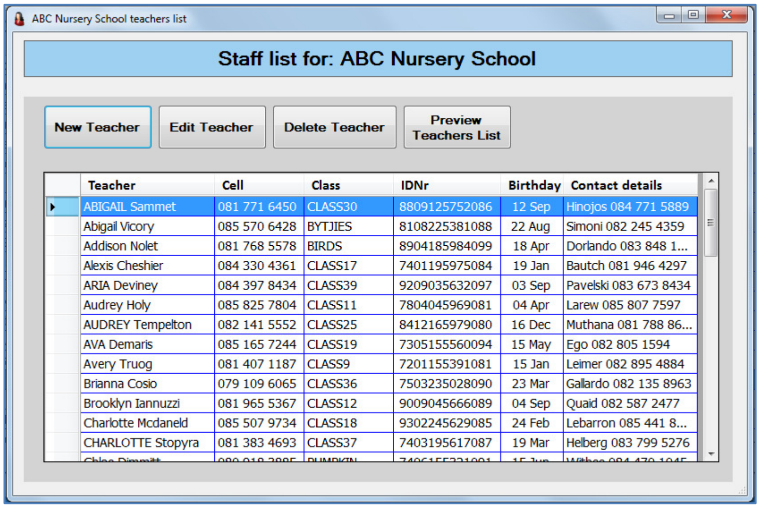
2. Profile report
   a. List the children by profile.

3. Departmental report
   a. Select a specific class to preview.

3.15 TEACHERS

The Teachers data table allows for management of teacher’s data and the linking to the classes.

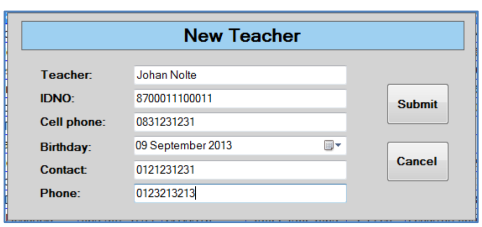
The Teachers data table can be accessed by selecting the  button on the main screen.



Functions as part of the Teachers data maintenance:

1. Add new teachers

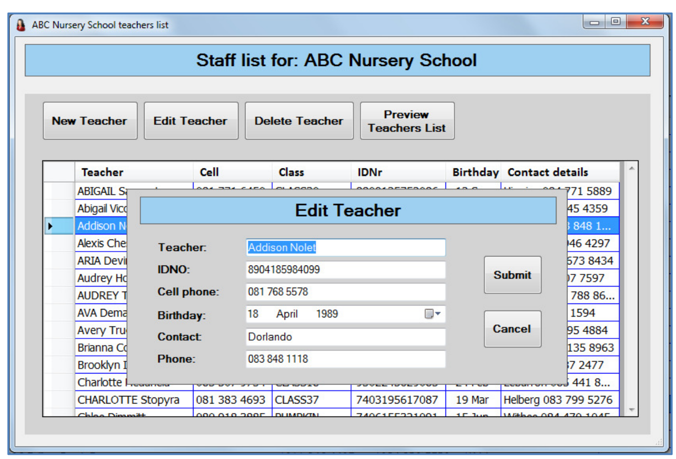
   You can add a new teacher by selecting the “Add Teacher” button on the Teachers data table: After completing the details of the -new teacher, click the “Submit” button to add that teacher to the teachers list



2. Edit existing teachers

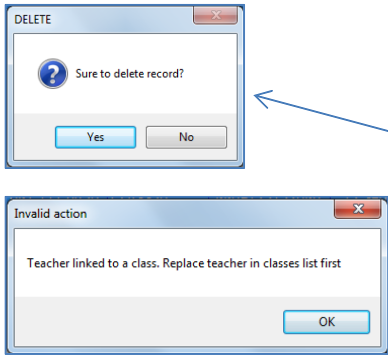
   You can edit an Existing Teacher by selecting the Teacher you wish to edit, then click the “Edit Teacher” button:

   After Editing the details of the Teacher, click the “Submit” button to save.



3. Delete existing teachers

   You can Delete an Existing teacher by selecting the Teacher in the Teachers list, and then click the "Delete Teacher" button. You will be asked if you are sure to delete the Teacher Selected, Click "Yes" button if you are sure, or the "NO" button if not.



Special note

If the teacher is linked to a class, you have to remove and add a new teacher to that class before you can delete the existing teacher.

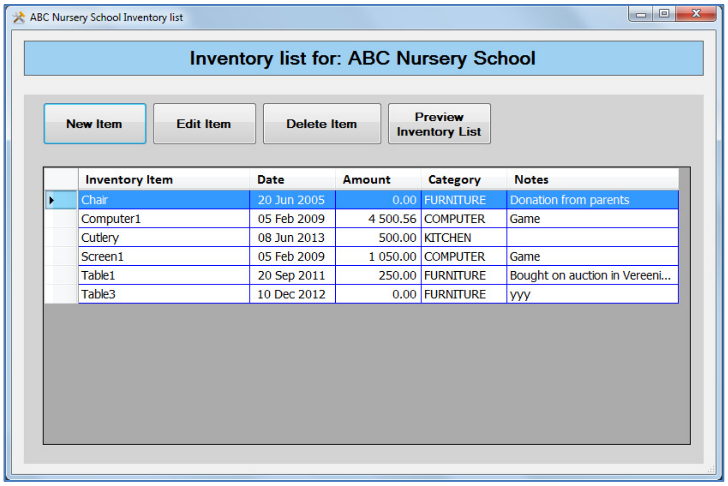
4. Preview teachers list

   This is for reporting purposes only.

3.16 INVENTORY MANAGEMENT

The Inventory data table is shown below and the functions available are shown on the various buttons:

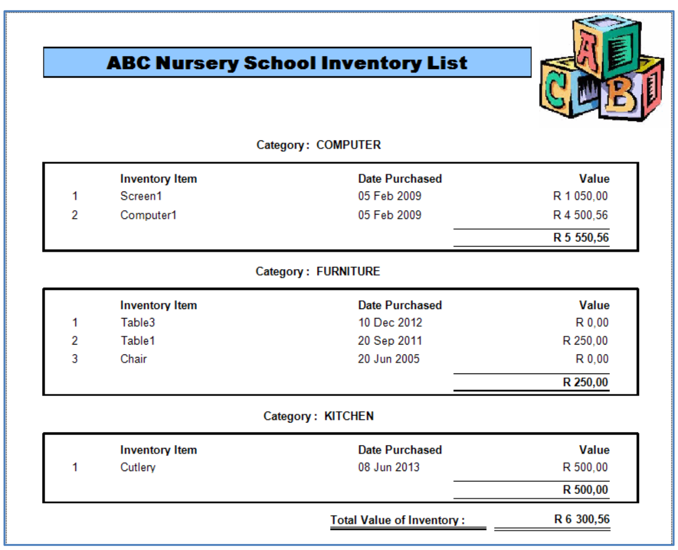
You can access the Inventory List by clicking on the  button on the main screen.



Functions as part of the Inventory data maintenance:

1. Add new inventory
2. Edit existing inventory
3. Delete existing inventory

You can view the Inventory List in .PDF format by selecting the "Preview Inventory List" button; the list will show all the items in every category:



ABC Nursery School Inventory List

Category : COMPUTER

	Inventory Item	Date Purchased	Value
1	Screen1	05 Feb 2009	R 1 050,00
2	Computer1	05 Feb 2009	R 4 500,56
			R 5 550,56

Category : FURNITURE

	Inventory Item	Date Purchased	Value
1	Table3	10 Dec 2012	R 0,00
2	Table1	20 Sep 2011	R 250,00
3	Chair	20 Jun 2005	R 0,00
			R 250,00

Category : KITCHEN

	Inventory Item	Date Purchased	Value
1	Cutlery	08 Jun 2013	R 500,00
			R 500,00

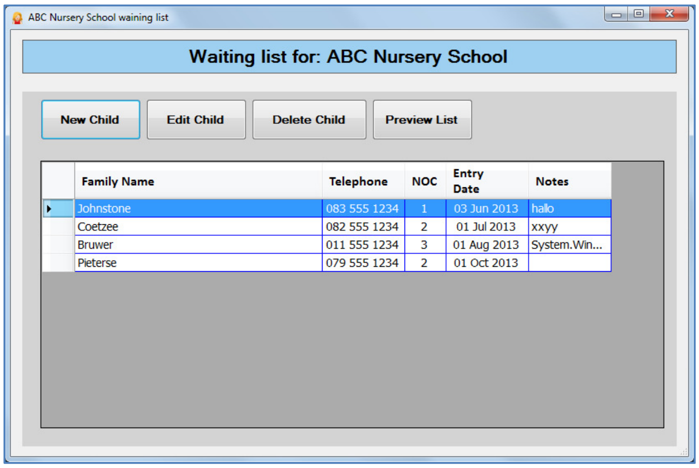
Total Value of Inventory : R 6 300,56

How to group inventory items per class: Use the Category field to specify the class name or room number. Those classes/rooms will then be grouped together in the report.

3.17 WAITING LIST MANAGEMENT

The Waiting List data table can be used to keep a list of children booked to enrol in the future.

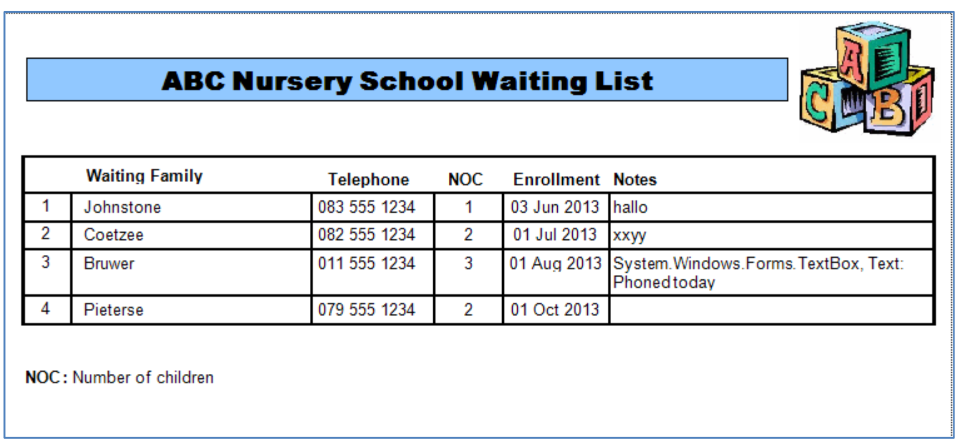
You can access the Waiting List by selecting the button on the main screen.



Functions as part of the Waiting List maintenance:

1. Add new child to the waiting list
2. Edit existing child to the waiting list
3. Delete existing child to the waiting list

You can view the Waiting List in .PDF format by selecting the “Preview List” button, the list will show all the Families of the Children in the Waiting List:



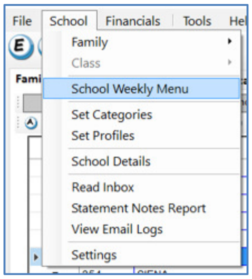
ABC Nursery School Waiting List

	Waiting Family	Telephone	NOC	Enrollment	Notes
1	Johnstone	083 555 1234	1	03 Jun 2013	hallo
2	Coetzee	082 555 1234	2	01 Jul 2013	xxyy
3	Bruwer	011 555 1234	3	01 Aug 2013	System.Windows.Forms.TextBox, Text: Phoned today
4	Pieterse	079 555 1234	2	01 Oct 2013	

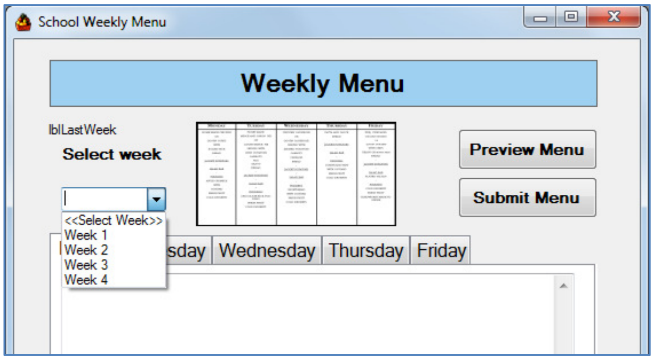
NOC : Number of children

3.18 KITCHEN WEEKLY MENU

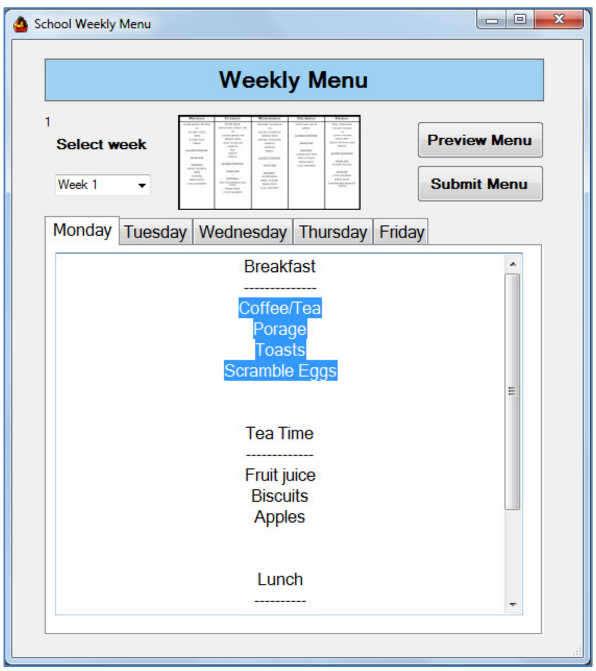
You can access the Kitchen Menu by going to School, then School Weekly Menu as shown below:



You can view the Menu by selecting a Week in the dropdown box:



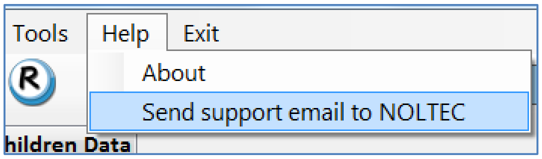
From here you can edit the Menu for each day of that week:



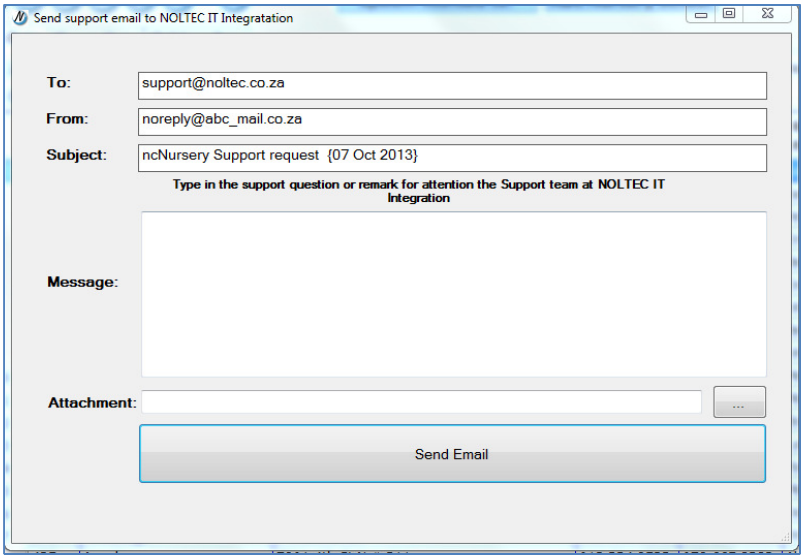
You can view the Menu in the "Preview Menu" function:

3.19 SUPPORT LOG

You open the support log form:



Complete the fields and send the email:

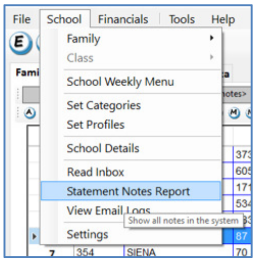


3.20 STATEMENT NOTES REPORT

Notes can be added to statements. These notes can be used to highlight any decisions or warnings on a specific statement like telephone calls, agreements on payments etc.

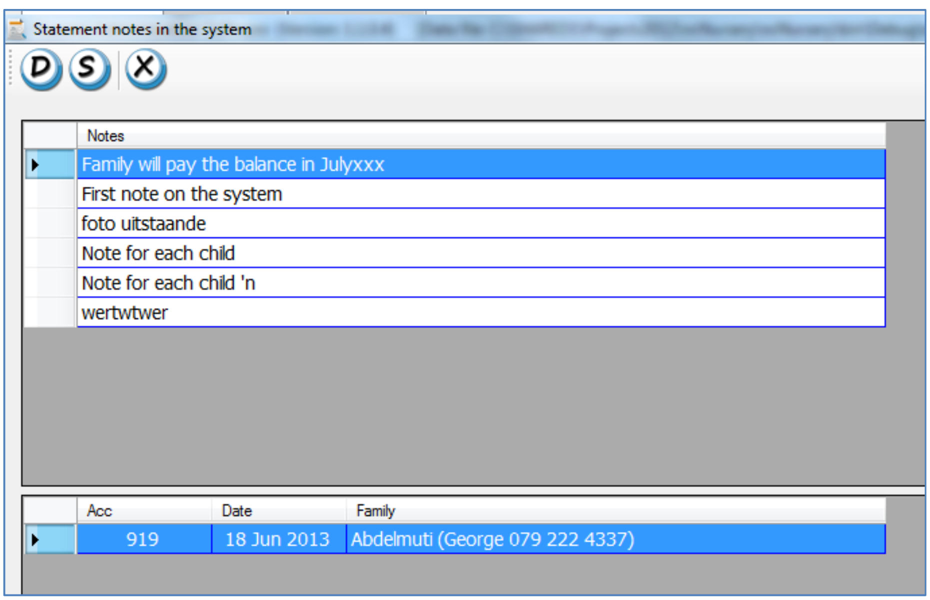
It could be needed to manage these notes by changing it or deleting the notes in a quick and easy manner.

For this the Notes Management form is created. To open this form, goto School menu item and select the 'Statement Notes Report' sub menu:



Functions available are:

a. D = Delete selected note from all listed accounts.
b. S = Delete only the specific note from all selected accounts.



3.21 READ INBOX

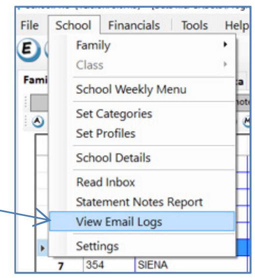
The email account used for the emails and SMS functions will have to be managed. Emails are being sent to this account for different reasons:

c. The SMS host will reply when bulk SMS's are send. This reply can be checked to see if any cell numbers have a problem to receive the intended SMS message (See example below).
d. When an email is send to a recipient (family member), the recipient could reply to the message. Even though the email address is "noreply_...".
e. Possible viruses or spam messages.

To clean-up the inbox of the "noreply" account, it is necessary to check the inbox after a bulk message was sent or at least once a week.

To open the inbox, go to School then select the

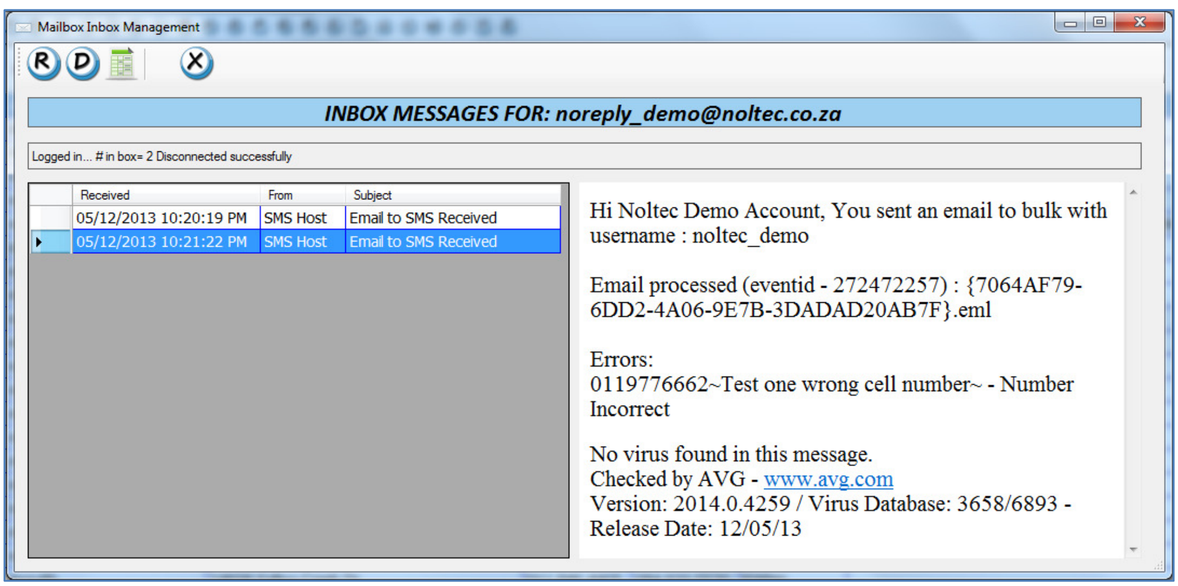
Read Inbox menu item.



See the example where a cell number was incorrect.

The inbox can be opened in Excel for printing or saving purposes.

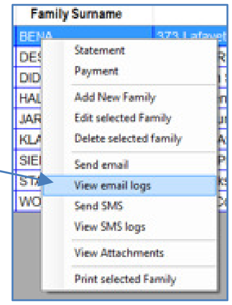
Read the messages and then delete all messages in the inbox when done.



3.22 VIEW SMS LOGS

A log record is created if SMS messages are sent.

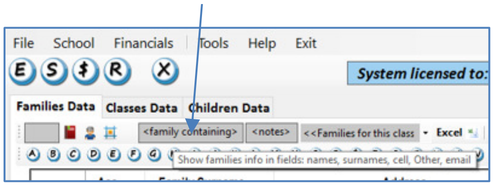
View the logs on the following menu option:



3.23 SEARCH ACCOUNT HOLDER

In the field below, you may type in the surname, name, email address or cell number. The system will search in all those fields to display all matching records.

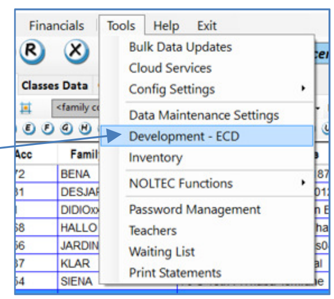
Use the “<family containing>” text field.



3.24 ECD

A new module was introduced in 2014 in the SchoolPRO2000 version.

Select ECD in the Tools menu list…



The functions of the ECD module is explained in detail in the ECD Manual. Download your copy from the www.noltec.co.za site.

4. FINANCIAL PROCESS

4.1 DESCRIPTION

The School management system is designed to perform basic financial transactions in the order described below. It is important to understand this process to make sure all statements and reports are correct and valid.

The following basic data description and necessary links must be adhered to:

1. Only non admin Families are used in any financial transactions.
    a. For a complete description how the Admin records are used, see the Admin Records paragraph later in the chapter.
    b. All actions in this paragraph exclude Admin records.
2. Each family is linked to one or more children.
3. Each child should have at least one profile item linked to allow for monthly transactions to be added to the family.
4. Monthly Statement Run: the following actions will be processed:
    a. For each child all profiles linked will add one transaction per profile with the date set to the selected date in the Monthly Statement Run form.
    b. If the child does not have any profile linked, no transaction will be added.
5. Single item for each child will add the following:
    a. The specific transaction will be added to all valid children.
    b. The date set to the selected date in the Single Item tab.
6. Notes can be added to all families in the same Single Item tab. This note transaction will have a description and a date but no amount applicable. It will be tagged as “Note”.
7. In the detail Family form, a single “Ad-Hoc” transaction can be added for the selected child. Only the selected child’s family will have this ad-hoc transaction.

4.2 SUGGESTED PROCESS

The complete suggested process is shown in the following monthly program:

1. By displaying a statement, it will show the complete account from the beginning of the year until the date the report is run.

The following table shows the sequence of events for a normal month starting with the Yearly Roll Over (YRO):

	Suggested date	Action
1	20th Dec	1. Do all actions required for an YRO explained in the next paragraph. 2. The database is then ready for the new year with one DUE record set to the recon amount rolled over from the previous year.
2	20th Dec	1. Correct the data of each child. 2. Move children to the correct class 3. Add new families and children. 4. Link each child to the correct profile: a. Check for children on a 2nd child profile to move them to 1st child if the 1st child moved out. b. Or check if the child is still part of multi children family. (discount purposes) c. Or if a single child became a multi child family. 5. Move Teachers around as needed 6. Now the data is ready for the Statement Run.
3	20th Dec	Do Monthly statement run for the 1st of Jan
4	20th Dec	1. Add any additional "Single Item" to all children if need be (example admin fee for all) 2. Add any specific ad-hoc items for specific children for example: • Penalty for late pick up • Additional admin fee if the child is new in the school, Etc.
5	20th Dec	Now the data is ready for sending to the families. Make use of the email function to email the statements to all families.
6	1st Jan	1. If payments received according to bank statement, add the payments according to the bank statement date. 2. Any new payments received in the month add daily.
7	20th Jan	Do Monthly Statement Run: 1. Set the Statement run date to the 1st of Feb 2. Do the run 3. Add any additional "Single Item" to all children if need be (example admin fee for all) 4. Add any specific ad-hoc items for specific children for example: • Penalty for late pick up • Additional admin fee if the child is new in the school • Etc.
8	20th Jan	Now the data is ready for sending to the families. Make use of the email function to email the statements to all families.
9	After the 20th	1. Post any payments received. 2. Make sure these payment dates are set to the bank statement data.

4.3 INTERFACE TO OTHER FINANCIAL SOFTWARE PACKAGES

The SchoolPRO can interface/communicate to other systems:

1. The same account numbers can be shared:
    a. Add families in the financial system.
    b. Export to EXCEL or CSV file.
    c. Import to SchoolPRO.
    d. The account numbers will be unique between the systems.
    e. New families
        i. Add a new family only in the financial software package.
        ii. Export all families to CSV or EXCEL.
        iii. Import into SchoolPRO.
        iv. SchoolPRO will only add the new Families with their account number as set in the financial software package.
2. Transactions in SchoolPRO
    a. All transactions for a family can be exported to EXCEL.
    b. Manipulate the data in Excel to suit the financial software package IMPORT function.
3. Cash/bank receipts
    a. All receipts can be exported to EXCEL.
    b. Manipulate the data in Excel to suit the financial software package Import function.

4.4 YEARLY ROLL OVER

Each December after all financial transactions were made, the data needs to roll over to the new year with a clean database and only the balances brought forward from the current year to the next year.

Steps to take in December to roll over:

1. Decide on a yearend date. Normally around 15th of December.
2. Capture all bank statement transactions on this selected yearend date.
3. Copy the SchoolPRO working folder to a new folder:
    a. If this year is 2014, the current folder name would be: E:\SchoolPRO2014
    b. Create a new folder called E:\SchoolPRO2015
    c. Copy the files from the 2014 folder to the 2015 folder
4. Delete the “Attachments” folder within this new SchoolPRO folder. The New Year will add the PDF documents as each month’s statements are being emailed. The program will create the “Attachments” folder automatically.
5. Create a new shortcut of the new SchoolPRO.exe file to the desktop and call it also the same as the new folder: SchoolPRO2015.
6. Open the new copied SchoolPRO program by selecting the shortcut on the Desktop. Make sure the data folder points to the new folder. Check the program heading bar to see the linked data folder.
7. It could be a good process to also change the passwords, to make sure all personnel are sure to use the new program.
8. Open the Monthly Statements function, and open the ROLL OVER tab.
9. As you are the only person with the program open, you may proceed with the process.
10. Step 1: Click on the ‘Calc Balances’ button

    a. This action will add each family in the system to the data grid.
    b. After the families are added, the system will calculate the balance for each family and populate it in the data grid.
11. Now, click the 'Roll over to next year' button.
12. The Roll Over process will do the following:
    a. Make sure the correct date is selected for the roll over update. It should be the 1st of January the New Year.
    b. The function will then delete all payments, Due- and notes records from the Paid Items table in the database.
    c. The new DUE record will be added based on the data grid shown.
    d. One DUE statement item will be added for each family with the balance from the previous year. This amount could be positive (if the account is in arrear), negative (if the account is in credit) or zero if the account was paid up.
    e. When finished, a message is shown to ask you to COMPACT the database.
13. Change the Profile prices to reflect the raised prices for the New Year.
14. Add any new families if the data is available.
15. If children were removed from the Profiles for December who only pays 11 months, re-link those children to the correct profile for January.
16. If children were linked to 2nd child, check if the 1st child left and then change the 2nd child to the 1st child profile.
17. First Statement run:
    a. When all abovementioned actions were taken, you are ready to do a Statement run for the 1st of January.
    b. Go to Financial -> Monthly Statements Run in the main form.
    c. Open the Monthly Statements tab.
    d. Select the date as the 1st of January.
    e. Choose the correct date (1st of January)
    f. Preview the statements.
    g. Run the Statements.
18. After the statements were run for all the families, you may want to add once off ad-hoc transactions to all the children like Apparatus fee, admin fee, quarterly fee or similar:
    a. Again open Financial -> Monthly Statements Run in the main form.
    b. Open the Single Item (each child) tab.
    c. Choose the correct date (1st of January)
    d. Type in the amount.
    e. Type in the description. All children will have this description on their statement.
    f. Hit the "Add ad-hoc item" button to add this due record for each child.
    g. Now all children will have this additional fee against their name.
19. Send out the statements by using the Email function and attach the statement.
20. You may add payments to the system set to the correct December date

21. **IMPORTANT NOTE: DO NOT PROCESS ANY FURTHER TRANSACTIONS ON THE OLD PROGRAM**.

4.5 ADMIN RECORDS

How to use the Admin accounts?

A Family record can be set to either a normal Family account or an Admin account.

The Admin account is used to manage money for 3rd parties like:

1. Golf lessons,
2. Piano lessons,
3. Payment for photos,
4. The tuck shop (snoepie),
5. Or any other entity outside the normal school administration.

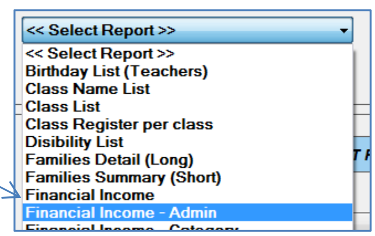
Creation and usage steps of these admin accounts:

1. Create a family and set the Admin check box.
2. Name the Family as 'Tuck Shop' or 'Photos – January' etc.
3. Add one dummy child to this family.
4. Now you can add due records and payments to this account.

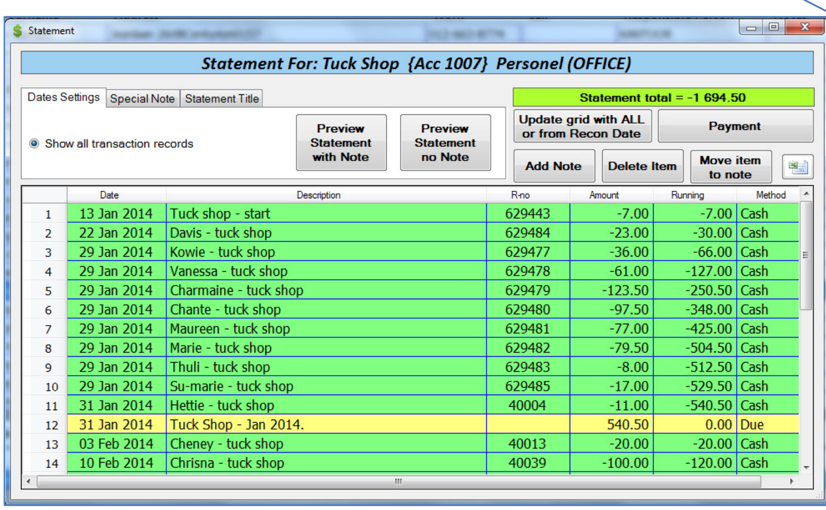
As the admin records are not used in any reports as part of normal families, these records should be managed manually.

The payments to these accounts can be reported on by printing the Statement of this account, which will show all payments with a running total. See the example below.

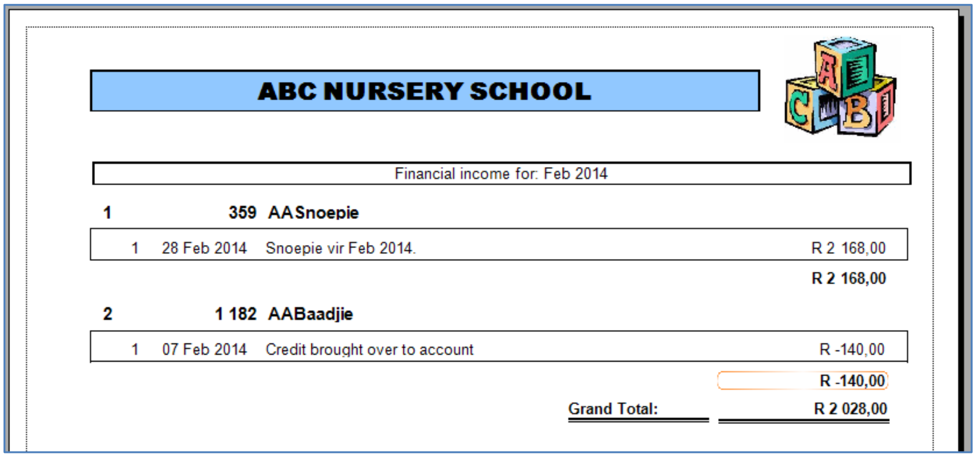
If the account needs to be used per month, you have to add one DUE record on the last day of each month totalising the credit amount to bring it back to zero. Then the running total will again show for the next month.



A special ADMIN report is available as part of the report list in Reporting form. See the example report on the next page.



Example of an admin report for a specific month:



ABC NURSERY SCHOOL

Financial income for: Feb 2014

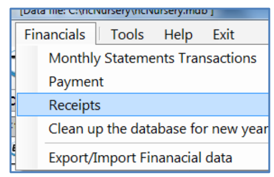
1 359 AASnoepie

1	28 Feb 2014	Snoepie vir Feb 2014.	R 2 168,00
			R 2 168,00

2 1 182 AABaadjie

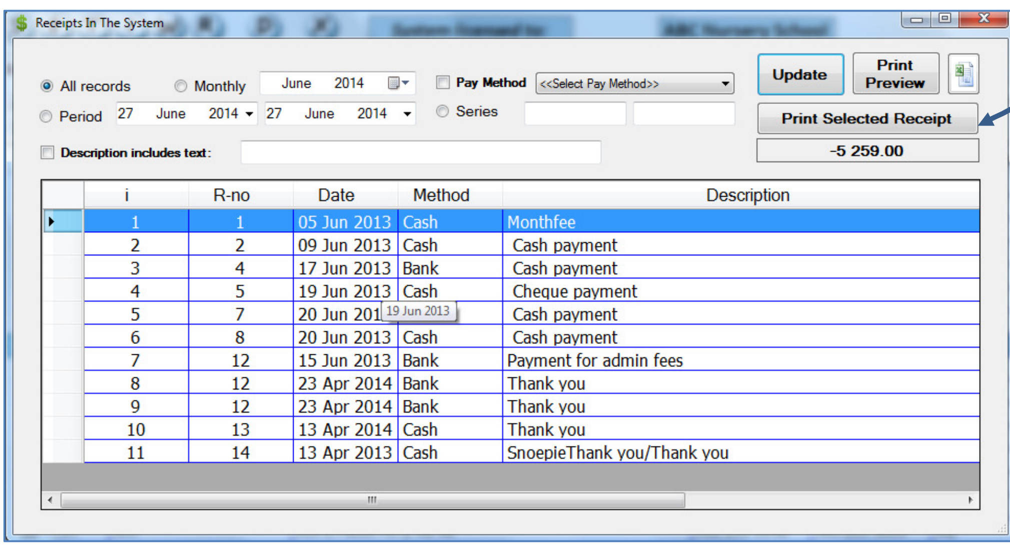
1	07 Feb 2014	Credit brought over to account	R -140,00
			R -140,00
		Grand Total:	**R 2 028,00**

4.6 RECEIPTS VIEW



You can view all the receipts in the system. By selecting the day or month, the report will help you to reconcile.

In this view you may select one or more receipts and print those.



i	R-no	Date	Method	Description
1	1	05 Jun 2013	Cash	Monthfee
2	2	09 Jun 2013	Cash	Cash payment
3	4	17 Jun 2013	Bank	Cash payment
4	5	19 Jun 2013	Cash	Cheque payment
5	7	20 Jun 201		Cash payment
6	8	20 Jun 2013	Cash	Cash payment
7	12	15 Jun 2013	Bank	Payment for admin fees
8	12	23 Apr 2014	Bank	Thank you
9	12	23 Apr 2014	Bank	Thank you
10	13	13 Apr 2014	Cash	Thank you
11	14	13 Apr 2013	Cash	SnoepieThank you/Thank you

5. TECHNICAL INFORMATION

5.1 DEVELOPEMENT TECHNOLOGY

All NOLTEC products are developed in the Microsoft .NET technology. Current development platform is MS .NET Framework 4.6.

The database used is the Microsoft Access 2013.

Reporting is done using SAP Crystal Reports for the Dot Net Environment (CRforVS).

5.2 FUTURE VERSIONS INCLUDE:

1. Ultimately change the database over to SQLExpress 2012 or later.
2. User forum comments:
   Any suggestions can be send to the NOLTEC via a support log.

5.3 DEMO DATABASE

A demo system is available on the NOLTEC web site. Goto Software -> Files and download the DEMO file.

Unzip the demo.zip file to a temp folder.

When the program asks for an authorization code, use “demo”. Up to 10 families and 10 children can be used in the demo system.