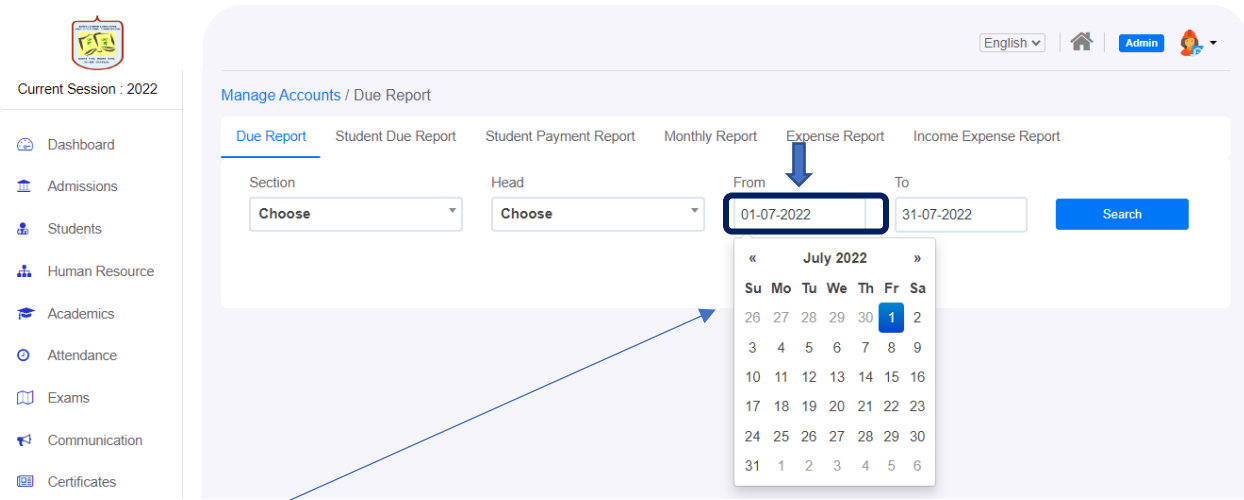


Foqas Academy

School Management System

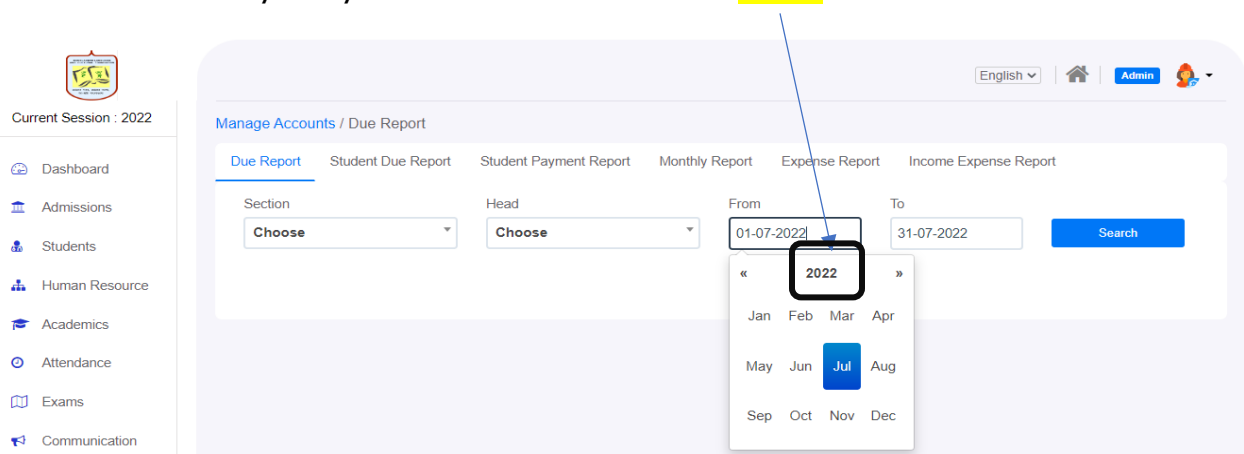
User Manual: How to fix date time!

- At first you need to click on Default Date.



The **CALENDAR** will be open.

- To fix the year you need to click on the **YEAR**.



English Admin

Current Session : 2022

Dashboard Admissions Students Human Resource Academics Attendance Exams Communication

Manage Accounts / Due Report

Due Report Student Due Report Student Payment Report Monthly Report Expense Report Income Expense Report

Section: Choose Head: Choose From: 01-07-2022 To: 31-07-2022 Search

« 2020-2029 »

2019 2020 2021 2022

2023 2024 2025 2026

2027 2028 2029 2030

- From here you can select **YEAR** and click on this **scroll bar** for previous year.
- After selecting year, choose **MONTH**.

English Admin

Current Session : 2022

Dashboard Admissions Students Human Resource Academics Attendance Exams Communication

Manage Accounts / Due Report

Due Report Student Due Report Student Payment Report Monthly Report Expense Report Income Expense Report

Section: Choose Head: Choose From: 01-07-2022 To: 31-07-2022 Search

« 2020 »

Jan Feb Mar Apr

May Jun Jul Aug

Sep Oct Nov Dec

- Then finally select the **SPECIFIC DATE** of that month.

English Admin

Current Session : 2022

Dashboard Admissions Students Human Resource Academics Attendance Exams Communication Certificates

Manage Accounts / Due Report

Due Report Student Due Report Student Payment Report Monthly Report Expense Report Income Expense Report

Section: Choose Head: Choose From: 01-07-2022 To: 31-07-2022 Search

« February 2020 »

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
1	2	3	4	5	6	7