



**Integrated School Information System**

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December 2011



## ISIS OVERVIEW

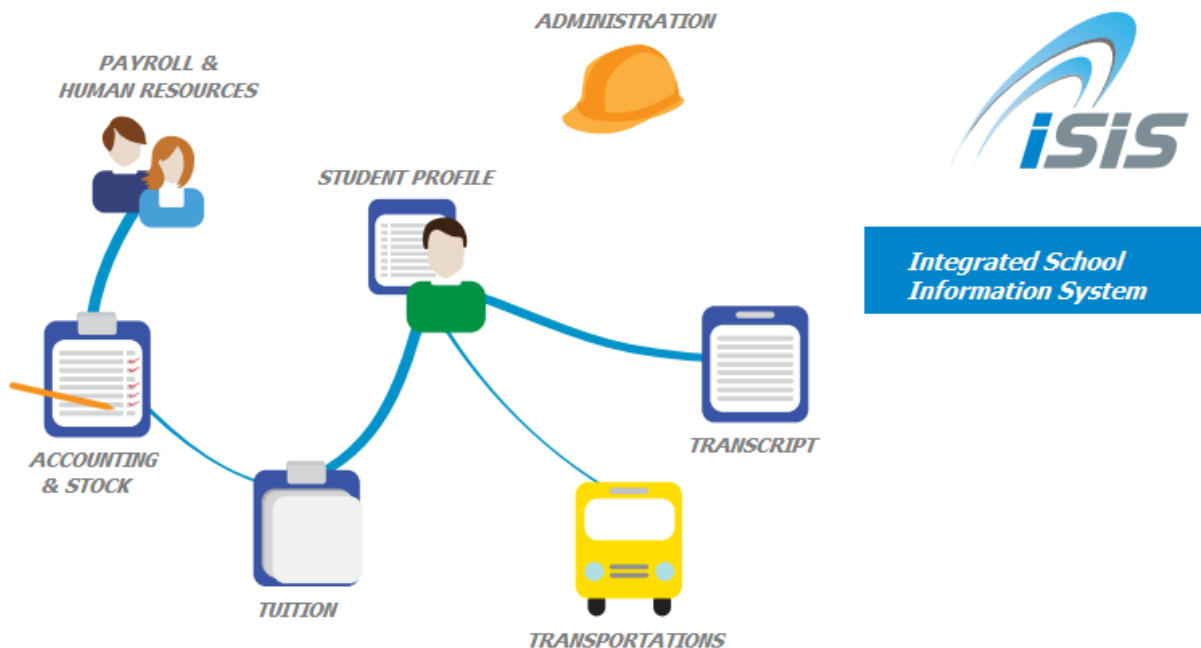
**ISIS** is a “school management software”, developed by **DataRays**; the program provides the computerization and automation of the various tasks performed by school staff.

Simple, easy to use but conveys so much information. Users’ feedback was that ISIS modules are user friendly and can supply them with all the reports and outputs they need to their daily operations and for their periodic analysis.

## APPLICATION SECTIONS

ISIS is formed from eight integrated modules:

1. Administration, user rights and roles
2. Families and students folder
3. Transcript
4. Tuition
5. Accounting
6. Stock and inventory
7. Payroll and human resources
8. Transportations





## TRANSFORMATION

We've seen ISIS transform school management from a basic management environment to an analytical advanced administration level, providing KPIs that give a clear view of the school operations.

## OUR VISION

We've worked with leading schools for over 10 years incorporating ISIS into their management environment and ISIS made it easy to managers to control the school operations and to have an accurate view of the school financial situation, performance and evolution over the years.

## GROUND WORK

Success begins with innovative, easy to use product designed by talented engineers, managers and professional people within the education and schools management sector.

## PRODUCT

Creating a successful and leading software in a high competitive market requires skilled researchers and developers having a profound understanding of the school management workflow. Our goal is to create a software that can push school management a step forward.

## REMARKABLE ADVANTAGES

### 1. Already functional in an important number of schools



### 2. Definition of user rights and user access by class, division and by module.

### 3. Automatic calculations of teachers and employees' salaries according to the laws.

- This unique software is capable of understanding the laws and able to accurately apply them.

### 4. Analytical accounting and cost per student.

- The software can analyze charges and distribute cost center in order to provide the cost per student.



5. **Retains all the history data and allows easy access to them.**
6. **Can operate without any intervention from our part including the transition from a year to the next one.**
7. **User friendly.**
8. **Saves money and resources**
  - Stops the waste of money with NSSF, CFPS, MOF
  - Eliminates the possibility of errors in payroll
  - Minimizes operation costs
  - Eliminates the risk of costing penalties with the state
  - Detects frauds
  - Saves staff time to be invested in other functions
9. **In a school**
  - Organizes the staff different tasks
  - Covers all aspects of daily operations
  - Eliminates the possibility of error due to human intervention
  - Provides a standard for school operations
10. **In a group of schools**
  - Centralization of data with a central database
  - Delegation of tasks to the head office.
  - Overview of the financial situation in real time.
  - Comparison reports between different institutions.
  - Facilitation of the audit tasks.

## CONTENT AND STRUCTURE

### 1. ADMINISTRATION, USER RIGHTS AND ROLES

Service	Description
<b>User right definition</b>	<p>This module defines the operating parameters and manages access rights for each user. This module defines the access rights of each user on each application module.</p> <p>Access rights are divided into logical action for each section within the module.</p> <p>The privileges are:</p> <ul style="list-style-type: none"> <li>- Invisible</li> <li>- Read Only</li> <li>- Insert only</li> </ul>

	- Full Access
<b>Access by school division</b>	Within the modules “student profile” and “transcript” the user rights are per class (For example, a user may only have access to subscribe students in a given class, this same user has the privilege to check in “read-only” mode students in other classes).

## 2. FAMILIES AND STUDENTS FOLDER

Service	Description
<b>Family folder</b>	This section contains the family personal information <ul style="list-style-type: none"> <li>- ID card (in Arabic and English)</li> <li>- Education</li> <li>- Spouse (Arabic and English)</li> <li>- Work info for Father and Spouse</li> <li>- Address (Arabic and English)</li> </ul>
<b>Student folder</b>	This section contains the student folder information <ul style="list-style-type: none"> <li>- Personal Information</li> <li>- Class history</li> <li>- Photos</li> <li>- Follow up folder <ul style="list-style-type: none"> <li>o Remarks</li> <li>o Absences</li> <li>o Warnings</li> </ul> </li> <li>-</li> </ul>
<b>Analytical reports and statistics</b>	List of managerial and statistical analytical reports <ul style="list-style-type: none"> <li>- By Class</li> <li>- By Student</li> <li>- Yearly results...</li> </ul>
<b>Photos manipulation</b>	Directly from a scanner or a camera, ISIS saves students photos into their files.

### 3. NOTES AND SKILLS MANAGEMENT

Service	Description
<b>System configuration</b>	This section contains the system configuration steps <ul style="list-style-type: none"> <li>- Course and courses group.</li> <li>- Association of courses per class.</li> <li>- Number of examination and the weight of each.</li> <li>- Creation of columns (Exams, control ...)</li> </ul>
<b>Grades data entry</b>	<ul style="list-style-type: none"> <li>- Data entry per class and course</li> <li>- Calculations of ranks and averages</li> <li>- Skills and evaluation</li> </ul>
<b>Transcript</b>	<ul style="list-style-type: none"> <li>- Configurable by classroom gives the possibility to show the rank and classroom average per note.</li> </ul>
<b>Reports and statistics</b>	<ul style="list-style-type: none"> <li>- Various statistical reports regarding notes</li> <li>- Statistics per class and performance comparison</li> <li>- Other analytical reports</li> </ul>
<b>Analysis</b>	<ul style="list-style-type: none"> <li>- Notes analysis by various comparative reports and ISIS gives the possibility of exporting and custom analyzing the data with Excel pivots and power pivots</li> </ul>

### 4. INVOICING

Module of creation and manipulation of schooling invoices and families accounts.

Service	Description
<b>Settings</b>	<ul style="list-style-type: none"> <li>- Creation of items (tuition, supplies, registration ...)</li> <li>- Association items for each payment.</li> <li>- Association of the value of each item per class for a given payment.</li> </ul>
<b>Invoices creation and management</b>	<ul style="list-style-type: none"> <li>- Creation and management of family invoices are done via a simplified wizard.</li> <li>- Invoices are created for each family with the tuition of the children</li> <li>- Possibility to create invoices by financial tutor.</li> </ul>
<b>Integration with the accounting system</b>	<ul style="list-style-type: none"> <li>- ISIS is an integrated system and thus, invoices are paid and managed from the accounting system.</li> </ul>
<b>Reports</b>	<ul style="list-style-type: none"> <li>- Bills, Statements and payment orders</li> <li>- statistics and general reports</li> <li>- Analytical Reports</li> <li>- Management of late payments</li> </ul>



## 5. ACCOUNTING

Complete module for managing the accounting operations.

Service	Description
<b>Settings</b>	<ul style="list-style-type: none"> <li>- Accounting exercise</li> <li>- Multi currency</li> <li>- VAT</li> </ul>
<b>References</b>	<ul style="list-style-type: none"> <li>- Chart of account</li> <li>- Cost center</li> <li>- Activity center</li> <li>- Cash account</li> </ul>
<b>Accounting operations</b>	<ul style="list-style-type: none"> <li>- Receipt, payments, voucher, Invoices ...</li> <li>- Import voucher from Excel</li> <li>- Debit Note / Credit Note</li> </ul>
<b>Utilities</b>	<ul style="list-style-type: none"> <li>- Ending the exercise and starting via a user friendly wizard</li> <li>- Exchange difference voucher</li> <li>- Starting voucher</li> <li>- Users accounts (each user creating a receipt / payment is associated with one or more cash accounts)</li> </ul>
<b>Analytical accounting</b>	<ul style="list-style-type: none"> <li>- To have an analytic view of accounting (e.g. cost per class or student).</li> <li>- This module will distribute the costs according to the cost and activity center and will give the cost per student and the cost per course.</li> </ul>
<b>Rapports</b>	<ul style="list-style-type: none"> <li>- Ledger</li> <li>- Balance</li> <li>- Balance Sheet</li> <li>- Journal</li> </ul>
<b>Analytical accounting</b>	<ul style="list-style-type: none"> <li>- Detailed Ledger</li> <li>- Detailed Balance</li> <li>- Group details</li> <li>- Balance Distribution</li> <li>- Income distribution</li> <li>- Balance of classes</li> <li>- General Ledger Distribution</li> </ul>
<b>Budgeting</b>	<ul style="list-style-type: none"> <li>- Budget management and expenditure.</li> </ul>
<b>Excel modeling</b>	<ul style="list-style-type: none"> <li>- In order to create the possibility to custom analyzing the financial data, an excel ODBC connection is created to allow the manipulation with Excel pivot and power pivot.</li> </ul>

## 6. STOCK MANAGEMENT AND ASSETS

Service	Description
<b>Operations</b>	<ul style="list-style-type: none"> <li>- Items, warehouse ...</li> <li>- Purchase</li> <li>- Consumption</li> <li>- Stock adjustment</li> <li>- Sales</li> <li>- ...</li> </ul>
<b>Stock reports</b>	<ul style="list-style-type: none"> <li>- Stock value</li> <li>- Movements</li> <li>- Consumption by department</li> <li>- Statistics and analytical reporting</li> </ul>
<b>Real estate assets</b>	<ul style="list-style-type: none"> <li>- Earnings</li> <li>- Depreciation</li> <li>- ...</li> </ul>

## 7. HUMAN RESOURCES MANAGEMENT

Service	Description
<b>Personal information</b>	<p>This section contains the employees' personal information.</p> <ul style="list-style-type: none"> <li>- Identity card (Arabic and English)</li> <li>- Training</li> <li>- Spouse (Arabic and English)</li> <li>- Children (Arabic and English)</li> <li>- Address (Arabic and English)</li> <li>- Position (s) in the school</li> </ul>
<b>Payroll</b>	<p>Salary calculation according to Lebanese laws. The calculations are configurable; the amendments of the laws are configurable and require no intervention from us. This module contains:</p> <ul style="list-style-type: none"> <li>- Income (salary, function ...)</li> <li>- Retained (Taxation, SSNF...)</li> <li>- Advance</li> <li>- Families</li> <li>- Distribution of Wages on classes and materials.</li> </ul>



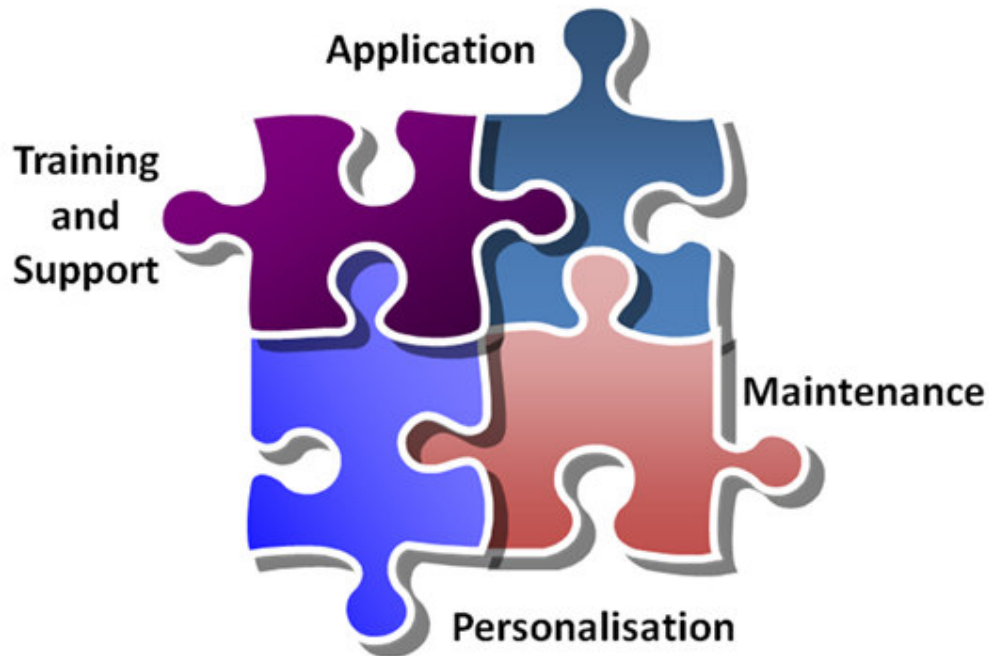


<b>Human resources management</b>	Personnel Data Collection <ul style="list-style-type: none"> <li>- Absence and delays</li> <li>- Initial</li> <li>- Continuing education sessions and</li> <li>- Disclaimer</li> <li>- Previous Jobs</li> <li>- Rating</li> <li>- History of the college posts</li> </ul>
<b>Analytical reporting</b>	Series of analytical reports for school management
<b>Excel modeling</b>	In order to create the possibility to custom analyzing the financial data, an excel ODBC connection is created to allow the manipulation with Excel pivot and power pivot.

## 8. TRANSPORTATIONS AND SCHOOL BUS MANAGEMENT

<b>Service</b>	<b>Description</b>
<b>Configurations</b>	<ul style="list-style-type: none"> <li>- Creation of routes and stations</li> <li>- school buses</li> <li>- Areas</li> </ul>
<b>Rates</b>	<ul style="list-style-type: none"> <li>- Calculation of student rates according to areas</li> </ul>
<b>Integration with invoicing</b>	<ul style="list-style-type: none"> <li>- Rates are automatically integrated to the invoicing modules</li> </ul>

## OUR SERVICES



**Our Job does not end after the application installation, but includes the following services.**

**Application:** Installation and server configuration including upgrades and auto updates.

**Training and support:** effective training sessions for the personnel, for quick adaptability to the application structure. Our team is available for phone and onsite support based on clients' requests and needs.

**Maintenance:** Server management and continuous follow up.

**Personalization:** custom modifications and flexibility in adapting clients' requests for modifications or amendments.