



School Management System

Schedule a Free Demo Today

Contact

Bob Trelka

Project Manager

330.635.6861

btrelka@daslos-studios.com



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I. Introduction

Daslos Studios proudly announces the release of the first tools of its new School Management System (SMS). Schools are one of the most important tools to ensure a strong future for the upcoming generations and we are here to do our part to help with their enormous task.

The SMS system was designed in order to offer schools a robust and highly expandable online platform for organization at a fraction of the cost of the competition. Schools have an enormous amount of data from student and parent contact information, to grade and class schedules. SMS was designed to allow this data to be stored online securely.



Searching for contacts in the different categories is easier than ever before with the upgraded search tools within the SMS system. Making updates is just a quick click, and since SMS is an online tool, updates can be done from anywhere.

There are several add-on suites being offered which are built upon the SMS system including Homework Central, Hot Lunch, and E-Mail Blast. Each of these tools works with SMS seamlessly and allows the SMS system to help in other key organizational ways.



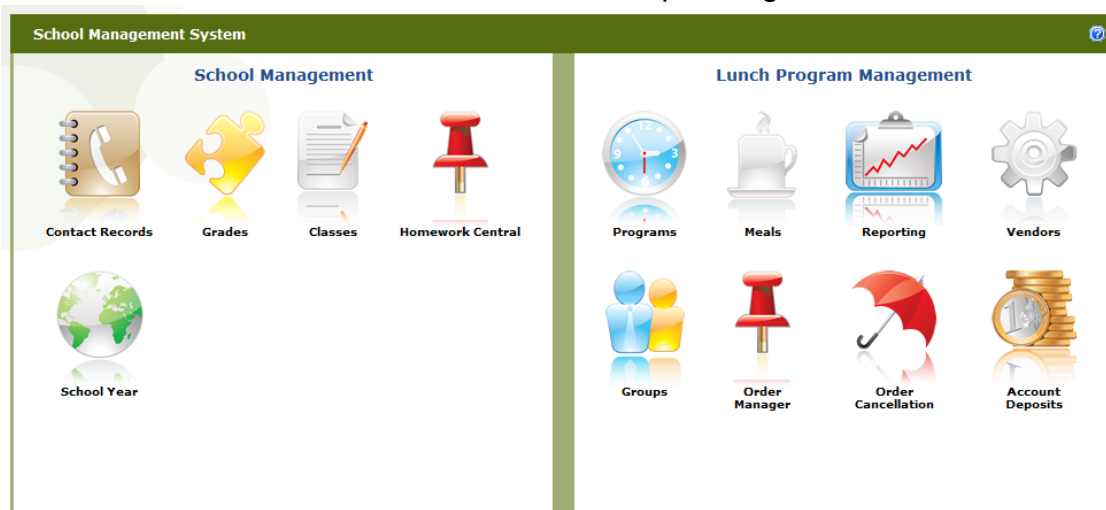
Please take some time to learn more about the School Management System and the add-on suites and how they might help your school.

II. School Hot Lunch Add-on

The School Hot Lunch add-on is by far the largest of the add-on suites to date. This suite automates the lunch ordering, payment, and reporting systems in one easy online interface. To fully show this suite we will break it down into three sections. The first will be the administrator controls found in Spruance, including the reports. The second will be the front user interface that your students and parents will use. The third is a step by step process of how parents register on the system, and the administrator's process behind the scenes to correlate the parent with the digital student record.

Administrator Spruance Controls & Reports

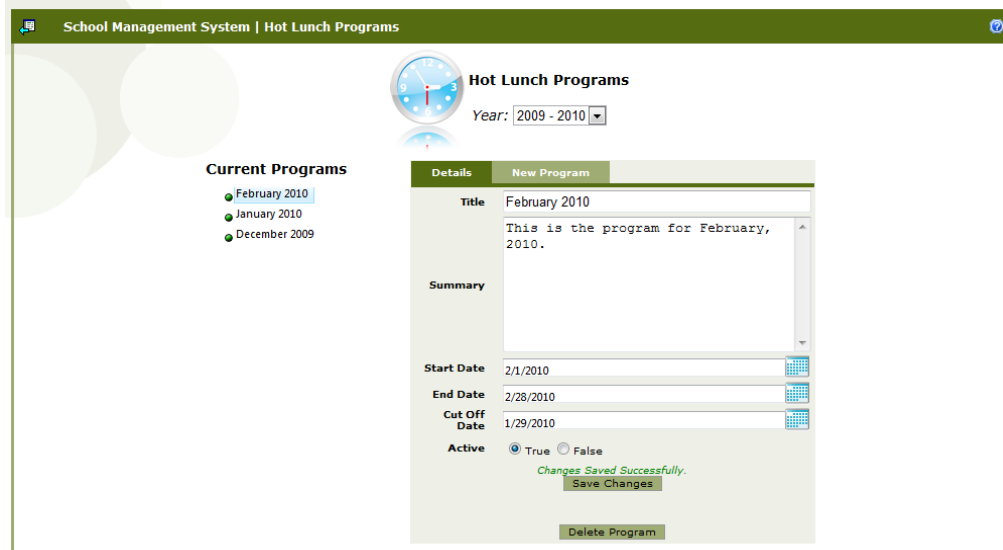
The main menu is simply found on the right hand side of the SMS main screen as shown below. This document will step through each of the functions.



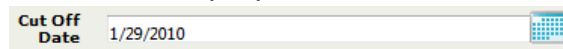


Programs

Hot lunch programs are a set span of time which lunches are assigned. In most cases, these are simply the months of the year. Programs cannot overlap, and the meals that you will create later will have to be placed within a program start and end dates.



Why are the programs so important? It is really the cutoff date. When that date hits, your students and parents are no longer able to create new orders. You will need to set that early enough to make all your internal orders to vendors and prepare for the upcoming month.



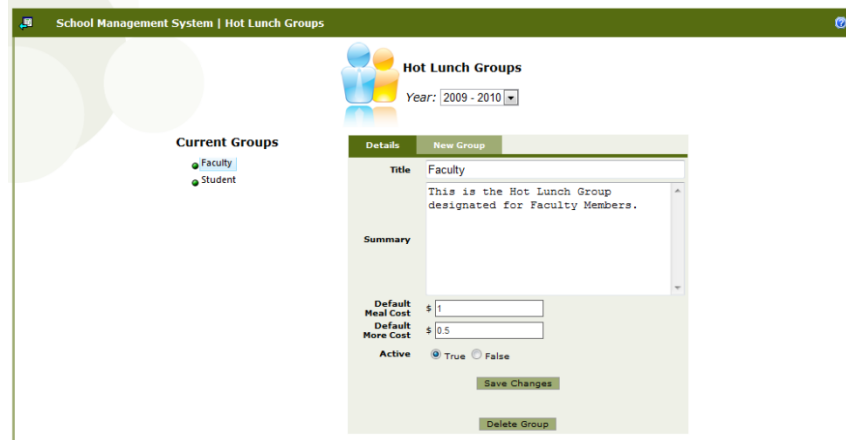
As with all the other parts of the SMS system, each program and other part of the Hot Lunch suite is based on the school year. This means that past orders, meals, programs, etc..., will not need to be removed and may remain as a data backup.



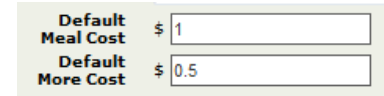


Groups

Hot Lunch groups are important for your internal staff and faculty. Of course there will always be a student group, but what this screen really allows is different pricing for others in your organization like faculty, staff, temp staff, etc...

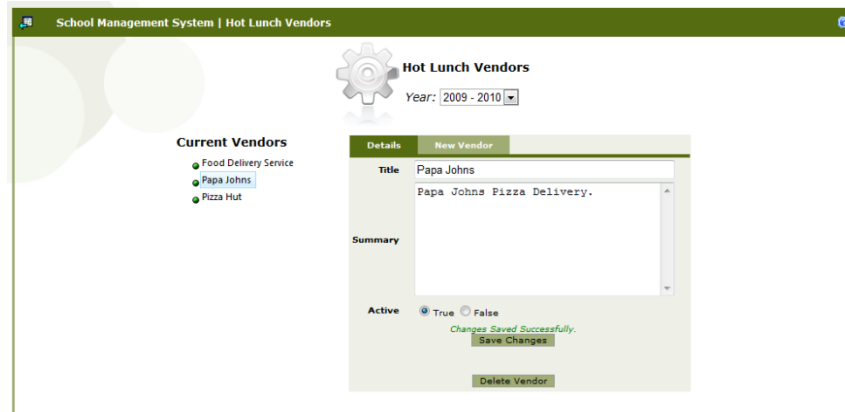


For each hot lunch group, you will give it a title, summary, and the default costs for a meal. You are able to change each and every meal pricing as shown later, but this allows a default price to make meal entry quicker. The system will allow you to create as many hot lunch groups as needed.




Vendors

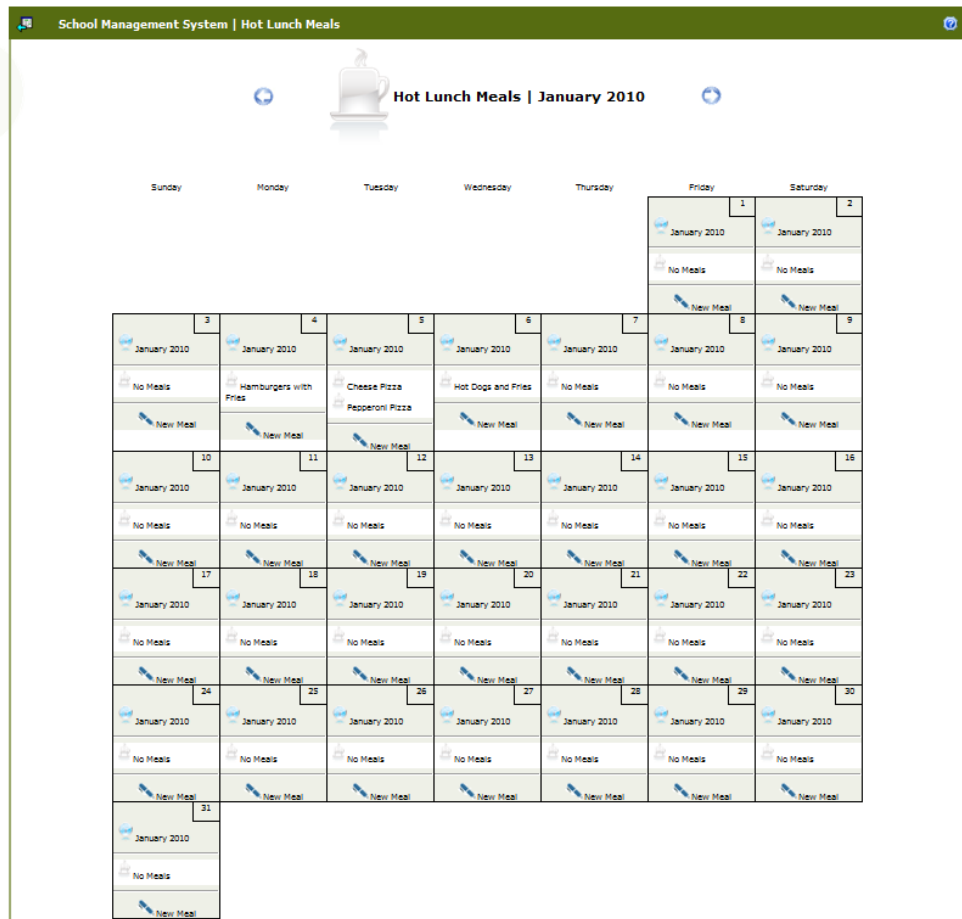
Hot Lunch vendors can be assigned to meals in order to allow greater reporting and tracking.





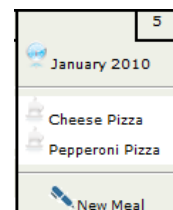
Meals

The Hot Lunch meals are of course the heart of this entire suite. You can create unlimited meals and place more than one on a single day. When you first open the meal manager tool in Spruance, you will be shown a dynamic calendar showing the present month, the program assigned for the days, and any meals already created.

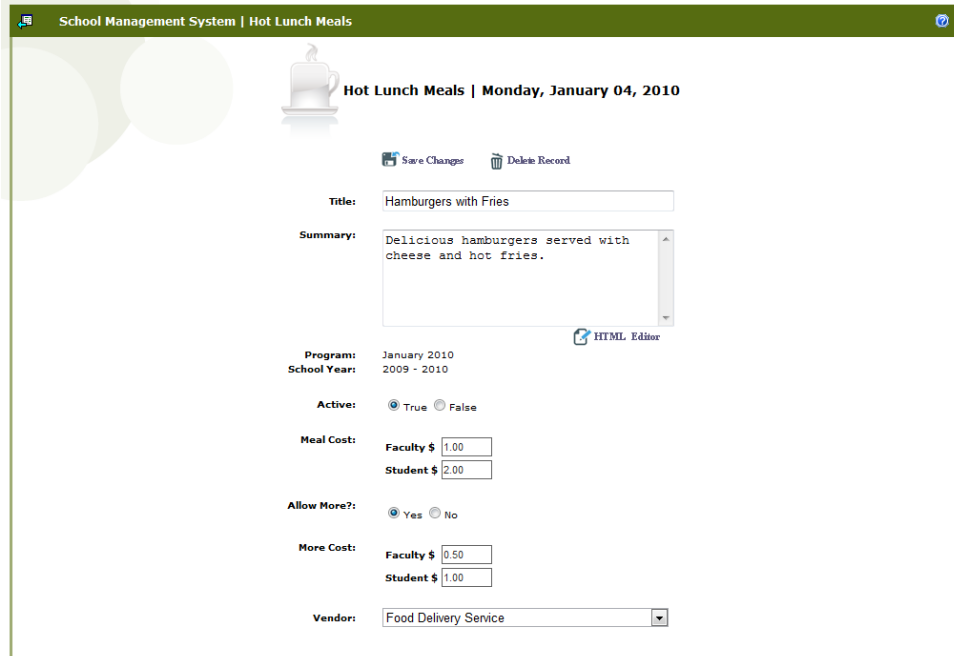


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					January 2010	January 2010
					No Meals	No Meals
					New Meal	New Meal
3	4	5	6	7	8	9
January 2010	January 2010	January 2010	January 2010	January 2010	January 2010	January 2010
No Meals	Hamburgers with Fries	Cheese Pizza	Hot Dogs and Fries	No Meals	No Meals	No Meals
New Meal	New Meal	Pepperoni Pizza	New Meal	New Meal	New Meal	New Meal
10	11	12	13	14	15	16
January 2010	January 2010	January 2010	January 2010	January 2010	January 2010	January 2010
No Meals	No Meals	No Meals	No Meals	No Meals	No Meals	No Meals
New Meal	New Meal	New Meal	New Meal	New Meal	New Meal	New Meal
17	18	19	20	21	22	23
January 2010	January 2010	January 2010	January 2010	January 2010	January 2010	January 2010
No Meals	No Meals	No Meals	No Meals	No Meals	No Meals	No Meals
New Meal	New Meal	New Meal	New Meal	New Meal	New Meal	New Meal
24	25	26	27	28	29	30
January 2010	January 2010	January 2010	January 2010	January 2010	January 2010	January 2010
No Meals	No Meals	No Meals	No Meals	No Meals	No Meals	No Meals
New Meal	New Meal	New Meal	New Meal	New Meal	New Meal	New Meal
31						
January 2010						
No Meals						
New Meal						

As you can see from our Daslos Academy demo, we are showing the January 2010 program. There are already meals created for the 4th through the 6th. In order to edit any meal, simply click on the meal name. To create a meal for any particular day, just click the new meal button found at the bottom of each day's box on the calendar.



When either opening an existing meal or creating a new one, the meal screen will appear the same. The interface is very intuitive and user friendly.



From within the meal editor screen you are able to give a meal a title, a detailed description with photos, set the pricing for each group, and set the vendors. The pricing for each group will originally show the default meal cost as we set earlier when creating hot lunch groups.

The “More” cost is added to the meal cost to give a total. Allowing a student or staff member to order more of a meal is an option set here and is set for each individual meal.

This screen will show all the groups that you have created for that school year. Assigning a vendor for this meal is a simple drop down list and is used for reporting.

However assigning a vendor to a meal is not required.

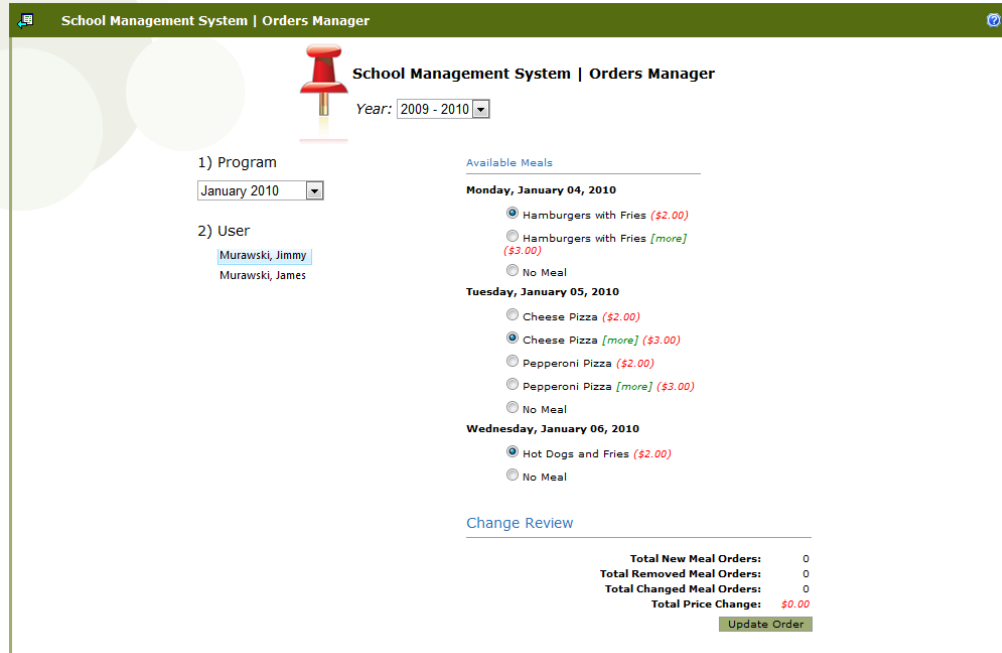
Meal Cost:	Faculty \$	<input type="text" value="1.00"/>
	Student \$	<input type="text" value="2.00"/>
More Cost:	Faculty \$	<input type="text" value="0.50"/>
	Student \$	<input type="text" value="1.00"/>

Vendor:



Order Manager

The order manager tool inside Spruance is essentially the same interface as used by parents and students to create orders. This tool is used if changes are required past cut off dates, or a parent fills out a paper order form. This is where office administrators will be able to simply enter in an order for a student.



School Management System | Orders Manager

Year: 2009 - 2010

1) Program
January 2010

2) User
Murawski, Jimmy
Murawski, James

Available Meals

Monday, January 04, 2010

- Hamburgers with Fries (\$2.00)
- Hamburgers with Fries [more] (\$3.00)
- No Meal

Tuesday, January 05, 2010

- Cheese Pizza (\$2.00)
- Cheese Pizza [more] (\$3.00)
- Pepperoni Pizza (\$2.00)
- Pepperoni Pizza [more] (\$3.00)
- No Meal

Wednesday, January 06, 2010

- Hot Dogs and Fries (\$2.00)
- No Meal

Change Review

Total New Meal Orders:	0
Total Removed Meal Orders:	0
Total Changed Meal Orders:	0
Total Price Change:	\$0.00

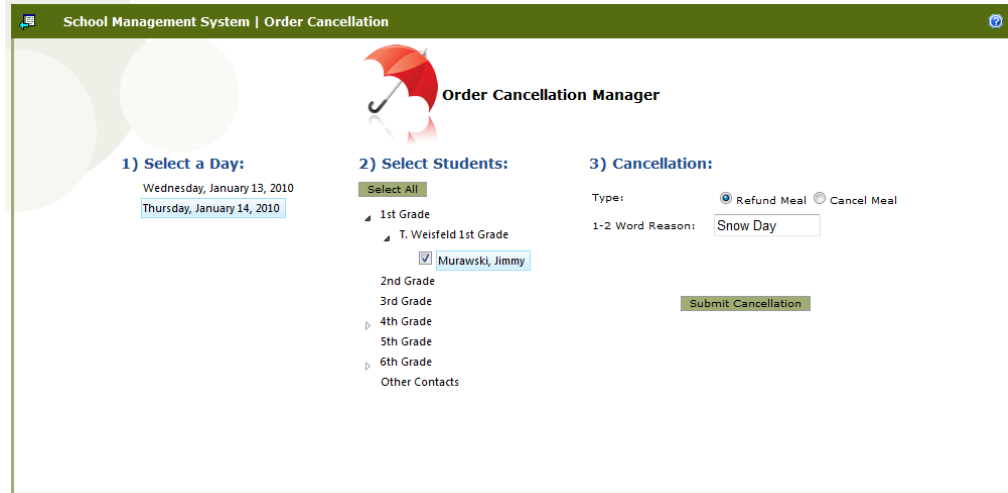
Update Order

The only real difference between this interface and the one the parents use, is that here you are able to select the program and any student. Changes made through this system are displayed in the account as made by a system administrator.



Order Cancellation Manager

Have an unscheduled field trip, a snow day, or some other reason to cancel a meal or more? The order cancellation manager allows system administrators to cancel and give refunds to any number of ordered meals for a particular day.



The screenshot shows the 'Order Cancellation Manager' interface within a 'School Management System'. It is divided into three main sections:

- 1) Select a Day:** Shows two dates: 'Wednesday, January 13, 2010' and 'Thursday, January 14, 2010'.
- 2) Select Students:** Features a 'Select All' button and a tree view of grades: '1st Grade', 'T. Weisfeld 1st Grade' (with a sub-entry 'Murawski, Jimmy' checked), '2nd Grade', '3rd Grade', '4th Grade', '5th Grade', '6th Grade', and 'Other Contacts'.
- 3) Cancellation:** Includes a 'Type:' field with radio buttons for 'Refund Meal' (selected) and 'Cancel Meal'. Below it is a '1-2 Word Reason:' text box containing 'Snow Day'. A 'Submit Cancellation' button is located at the bottom right of this section.

This tool will only display the current date and the date prior. After selecting a date, select the students with meals ordered from the middle. The student records are organized by grade and class. If the entire school body is off, just click the “select all” button above to select all the students at once.

There are two types cancellations for meals, refunded and not. To cancel the meal and automatically credit the students account for the price of the meal, select to refund. Finally, by giving a very brief one or two word reason for the cancellation, just click the submit button, and it is all taken care of.

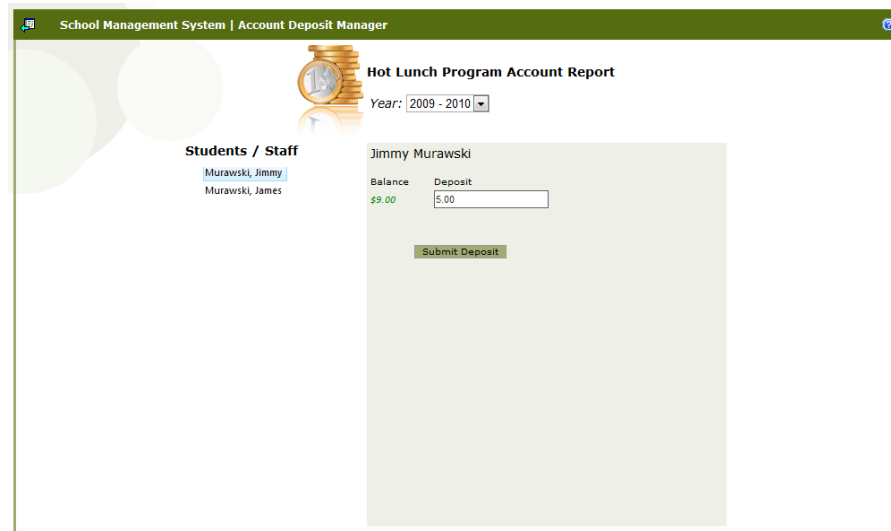
Type: Refund Meal Cancel Meal

1-2 Word Reason:



Accounts Deposit

There are typically two ways for users to pay the balance on their accounts; check and online credit card. Credit card transactions are handled automatically, and there is no need for any interaction on the part of administrators. However, check and cash payments for accounts are handled here with a very simple interface.



The screenshot shows a web application interface titled "School Management System | Account Deposit Manager". The main heading is "Hot Lunch Program Account Report" with a "Year: 2009 - 2010" dropdown menu. On the left, under "Students / Staff", there is a list with "Murawski, Jimmy" selected. The main area displays "Jimmy Murawski" with a "Balance" of "\$9.00" and a "Deposit" input field containing "5.00". A "Submit Deposit" button is located below the input field.

By selecting any student or staff record from the left you are automatically shown their current balance. Just enter in the amount to be credited to their account balance, and click the button. It is really that simple.

Users will be able to see the credit immediately on the front end account interface using their login.



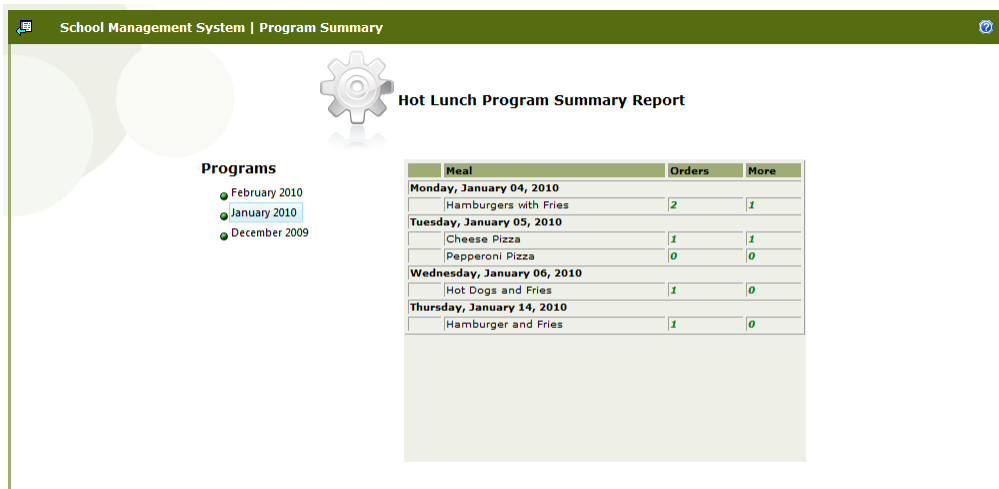
Reports

The reports are very important to keep your lunch program organized and flowing well. There are six different reports originally released with the hot lunch program. We say originally released, because we are constantly working to add more as needed. We rely on your input and continual guidance to allow us to continually improve the entire system.



Program Summary Report

The program summary report is a quick report designed to display the total numbers for a particular program. You will notice that each day that has meals is displayed along with the total number of orders as well as the total number of more requests. If a student requested a meal with more helpings, it would display both as an order and as a more request.





Lunch by Grade Report

The lunch by grade report simply displays the names and meals for a full grade for a particular day. Simply enter the date you wish to display, and click on the grade or grades you wish to report on.



School Management System | Lunch by Grade Report

[Return to Reports](#)

Year: 2009 - 2010

1) Date

1/14/2010

Murawski, Jimmy (1st Grade) | Hamburger and Fries

2) Grade

- 1st Grade
- 2nd Grade
- 3rd Grade
- 4th Grade
- 5th Grade
- 6th Grade
- Staff

Meal	Reg	More	Total
Chicken Nuggets	0	0	0
Hamburger and Fries	1	0	1

Run Report



Lunch by Class Report

The lunch by class report works the same way as the lunch by grade report except gives the administrator the ability to select only a single or multiple classes to report on.



School Management System | Lunch by Class Report

[Return to Reports](#)

Year: 2009 - 2010

1) Date

1/14/2010

Murawski, Jimmy (1st Grade | Weisfeld and Barge and Hange) | Hamburger and Fries

2) Class

- 1st Grade
 - T. Weisfeld 1st Grade
- 2nd Grade
- 3rd Grade
- 4th Grade
 - A. Barge 4th Grade
- 5th Grade
- 6th Grade
 - M. Hange 6th Grade
- Staff

Meal	Reg	More	Total
Hamburger and Fries	1	0	1

Run Report



Total Payments Report

The total payment report simply gives an overview of each student and staff members account balance and activity for the selected program.



School Management System | Total Payments Report

Year: 2009 - 2010

Select the Program: January 2010

Export List

Last Name	First Name	Program Debt	Total Debt	Total Paid	Current Balance
Murawski	Jimmy	\$9.00	\$16.00	\$7.00	\$9.00
Murawski	James	\$1.50	\$1.50	\$0.00	\$1.50
TOTAL		\$10.50	\$17.50	\$7.00	\$10.50

Totals

Program Debt	\$10.50
Total Debt	\$17.50
Total Paid	\$7.00
Total Balance	\$10.50

The report from our Daslos Academy demo site shows two records. Each contact and staff member will be shown in this screen. The program debt means the total amount purchased during the program selected, in this case January.

Last Name	First Name	Program Debt	Total Debt	Total Paid	Current Balance
Murawski	Jimmy	\$9.00	\$16.00	\$7.00	\$9.00

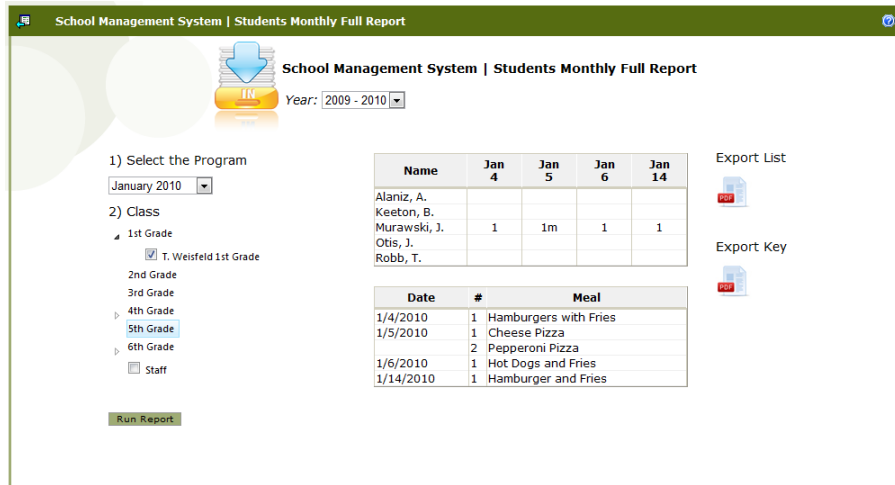
The total debt refers to the total spent during the selected school year. The total paid also indicates the total paid either online or in person the selected school year.

The balance works like a typical credit card. Purchases are made against the student's account and are added to the balance. When payments are made, the balance is deducted. It is really that easy.



Class Month Report

The class monthly report displays the ordered meals for one or more classes for an entire program period. The report generates two different grids, one the list of the students and their orders, and another which is the key to know which meal is which for days with multiple meals.



School Management System | Students Monthly Full Report

Year: 2009 - 2010


1) Select the Program
 January 2010


2) Class
 1st Grade
 T. Weisfeld 1st Grade
 2nd Grade
 3rd Grade
 4th Grade
 5th Grade
 6th Grade
 Staff

Run Report

Name	Jan 4	Jan 5	Jan 6	Jan 14
Alaniz, A.				
Keeton, B.				
Murawski, J.	1	1m	1	1
Otis, J.				
Robb, T.				

Date	#	Meal
1/4/2010	1	Hamburgers with Fries
1/5/2010	1	Cheese Pizza
	2	Pepperoni Pizza
1/6/2010	1	Hot Dogs and Fries
1/14/2010	1	Hamburger and Fries

Export List 

Export Key 

As you can see from our Daslos Academy demo, we have selected Mr. Weisfeld's first grade class for the January 2010 program. The top grid shows each student from the selected class and the dates for the month that have meals assigned to them. Each meal is assigned a numeric value based on the number of meals in a day. The "m" following a meal, like on the 5th of January as shown, means that this student has ordered more portions for this day.

The bottom graph is the key and shows the meal number for a day to allow administrators to know which meal was ordered. This split approach makes printing and keeping the many students in a class organized.

Both the student list and the key are easily exported to PDF format for quick printing and displaying in the classroom.

Export List



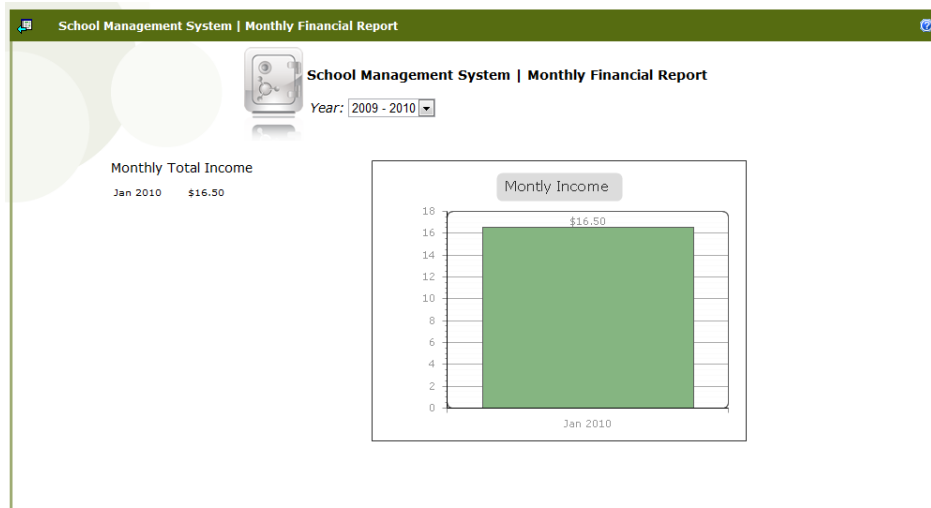
Export Key





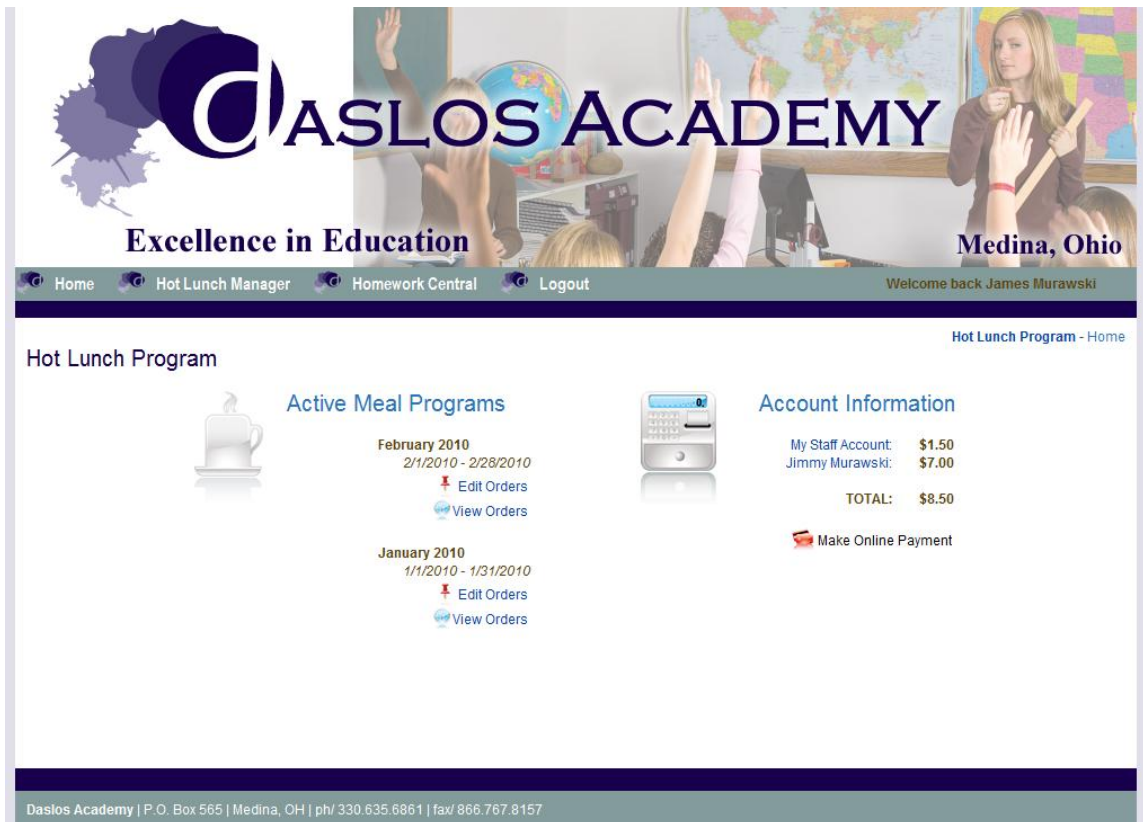
Monthly Financial Report

The monthly financial report is a very simple report to show how much was ordered in all the months of a school year. This report is based on the date the payments were made, and does not correlate with programs. It simply shows how much income the program generated for that month.



Public User Interface

The following is what parents, students, and staff will see when they log into your online public system. Some of the tools will be similar to what you have already seen in the Spruance administrator interface. The examples here are from our Daslos Academy website, and show James Murawski being logged in.



The screenshot shows the Daslos Academy website with the following elements:

- Header:** Daslos Academy logo, "Excellence in Education", and "Medina, Ohio".
- Navigation:** Home, Hot Lunch Manager, Homework Central, Logout.
- User Greeting:** "Welcome back James Murawski".
- Main Content:**
 - Hot Lunch Program:** A coffee cup icon and the title "Active Meal Programs".
 - February 2010:** 2/1/2010 - 2/28/2010. Includes "Edit Orders" (disabled) and "View Orders" buttons.
 - January 2010:** 1/1/2010 - 1/31/2010. Includes "Edit Orders" (disabled) and "View Orders" buttons.
 - Account Information:** My Staff Account: \$1.50, Jimmy Murawski: \$7.00, TOTAL: \$8.50. Includes a "Make Online Payment" button.
- Footer:** Daslos Academy | P.O. Box 565 | Medina, OH | ph/ 330.635.6861 | fax/ 866.767.8157

To the left is shown all the meal programs that are active. If any of them are still active and yet have hit their cutoff date for orders, the "edit orders" button will be removed allowing users the ability to view their orders, but not make changes to them.



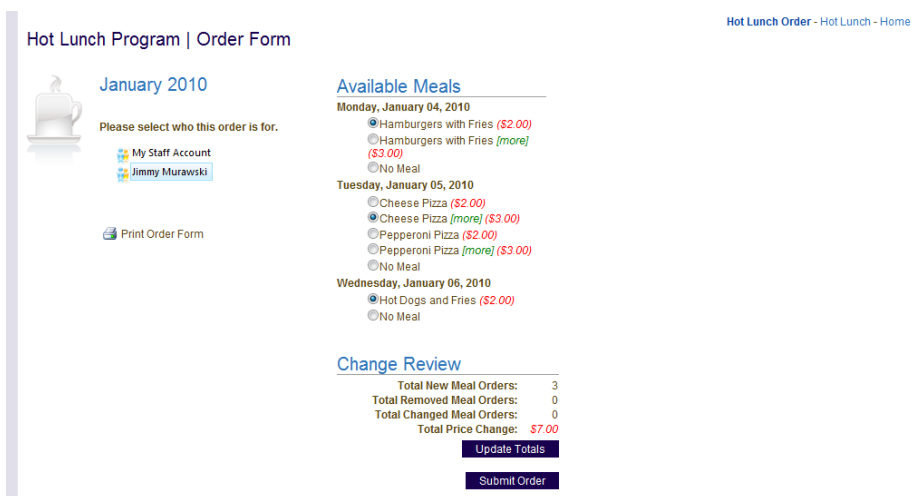
This section shows a detailed view of the "Active Meal Programs" with a coffee cup icon and the following details:

- February 2010:** 2/1/2010 - 2/28/2010. Includes "Edit Orders" (disabled) and "View Orders" buttons.
- January 2010:** 1/1/2010 - 1/31/2010. Includes "Edit Orders" (disabled) and "View Orders" buttons.

By clicking on the “edit orders” button on any program, the user will be taken to the meal order screen. There they will again see all the accounts assigned to this user’s login. Our demo parent James Murawski, has one student assigned to him, but is also listed because he is selected as a faculty member as well.



Just click on which account you wish to make a meal order for and the meals will immediately be displayed on the right. If you have already made an order, then your previous selection will be shown, allowing you to make changes if needed. By clicking on the “update totals” button, the user will be shown the total cost of their change prior to submitting the order to the system.





If a user doesn't wish to use the online order form, they may make a simple printout of all the meals for that particular meal program. By clicking the "print order form" button found just under the account names, a popup screen will appear that will list all the possible meals and descriptions.

Daslos Academy | Medina, Ohio | Hot Lunch Order Form

January 2010

Name: _____
Grade: _____
Teacher: _____
Total: _____

Monday, January 04, 2010

Hamburgers with Fries

<input type="checkbox"/> \$2.00	<i>Delicious hamburgers served with cheese and hot fries.</i>
<input type="checkbox"/> \$3.00 -More	
-	

Tuesday, January 05, 2010

Cheese Pizza

<input type="checkbox"/> \$2.00	<i>Hot Papa Johns Cheese Pizza.</i>
<input type="checkbox"/> \$3.00 -More	
-	

Pepperoni Pizza

<input type="checkbox"/> \$2.00	<i>Hot Papa Johns Pepperoni Pizza.</i>
<input type="checkbox"/> \$3.00 -More	
-	



The second option for any meal program is to view orders. The view orders page is simply a dynamic calendar which will display one or more selected user's meals for a particular month.

By checking one or more of the accounts, the meals will display in the calendar offering a quick view of what is to come.



Active Meal Programs

February 2010
 2/1/2010 - 2/28/2010
[Edit Orders](#)
[View Orders](#)

January 2010
 1/1/2010 - 1/31/2010
[Edit Orders](#)
[View Orders](#)



DASLOS ACADEMY
 Excellence in Education Medina, Ohio

Home Hot Lunch Manager Homework Central Logout Welcome back James Murawski

Hot Lunch Program | Current Orders Current Orders - Hot Lunch - Home

View Orders for:
 My Account
 Jimmy Murawski

Hot Lunch Meals | January 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 January 2010 No Meals	2 January 2010 No Meals
3 January 2010 No Meals	4 January 2010 No Meals	5 January 2010 No Meals	6 January 2010 No Meals	7 January 2010 No Meals	8 January 2010 No Meals	9 January 2010 No Meals
10 January 2010 No Meals	11 January 2010 No Meals	12 January 2010 No Meals	13 January 2010 No Meals	14 January 2010 No Meals	15 January 2010 No Meals	16 January 2010 No Meals
17 January 2010 No Meals	18 January 2010 No Meals	19 January 2010 No Meals	20 January 2010 No Meals	21 January 2010 No Meals	22 January 2010 No Meals	23 January 2010 No Meals
24 January 2010 No Meals	25 January 2010 No Meals	26 January 2010 No Meals	27 January 2010 No Meals	28 January 2010 No Meals	29 January 2010 No Meals	30 January 2010 No Meals
31 January 2010 No Meals						


Daslos Academy | P.O. Box 565 | Medina, OH | ph/ 330.635.6861 | fax/ 866.767.8157

The second main function set in the public facing hot lunch interface is the account information. This screen will display all the user account associated with this logged in user and their total balance.




Account Information

My Staff Account: **\$1.50**
 Jimmy Murawski: **\$7.00**
TOTAL: \$8.50

 [Make Online Payment](#)

To view a more detailed description of what the costs actually came from, a user can just click on either of the names to pull a new screen which will show a breakdown of all account activity.



DASLOS ACADEMY
 Excellence in Education | Medina, Ohio

Home | Hot Lunch Manager | Homework Central | Logout | Welcome back James Murawski

Account Details - Hot Lunch - Home

Hot Lunch Program | Jimmy Murawski

Date	Note	Purchase	Payment	Balance
1/14/2010	Change order made by James Murawski.	\$7.00	\$0.00	\$7.00
1/14/2010	Change order made by James Murawski.	\$0.00	\$7.00	\$0.00
1/14/2010	Change order made by James Murawski.	\$7.00	\$0.00	\$7.00

[Return to Hot Lunch](#)

Daslos Academy | P.O. Box 565 | Medina, OH | ph/ 330.635.6861 | fax/ 866.767.8157

In this case, we have clicked on Jimmy Murawski's account record. As you can see there were three changes made to his account. In the demo, what we did was to create an order for several meals, then later cancel them, and then order them again. By hovering over any of the notes in the grid, you will be able to see a more detailed view of the transaction.

1/14/2010	Change order made by James Murawski.	\$7.00	\$0.00	\$7.00
-----------	--------------------------------------	--------	--------	--------

Change Order Details:
 Hamburgers with Fries added for Jimmy Murawski.
 Cheese Pizza with Extras added for Jimmy Murawski.
 Hot Dogs and Fries added for Jimmy Murawski.


The public facing user interface also allows users to pay online using any major credit card. By clicking on the “make online payment” button the user will be taken to a secure page where they will be able to enter in their credit card information.



Account Information

My Staff Account: **\$1.50**
Jimmy Murawski: **\$7.00**

TOTAL: \$8.50

 [Make Online Payment](#)

Within minutes of the transaction, the account balance will be automatically updated to show the new payment.

Step by Step View of Parent Registration

To gain a clearer understanding of the parent registration process, this document will step through a new parent signup and the steps that an administrator must take in order to get them properly setup. In this demonstration, our parent James Murawski is a new parent registering on the Daslos Academy site. James clicks on the parent registration form, and fills it out.



DASLOS ACADEMY
Excellence in Education
Medina, Ohio

Home Hot Lunch Manager Homework Central Login

Parent Registration - Home

Parent Registration

Welcome new Parents!

This is the new Parent Signup page. This page will allow us to associate you with your child's digital account. All you have to do is fill out this quick form and click the submit button. We will take care of the rest.

Within a short while, you will be able to access the Hot Lunch Manager system. Please be patient as we enable your account on our end. Once your account is enabled you will be able to make orders, change them, and pay for lunch orders online.

If you have any questions, please contact the school office. Thank you!

Daslos Academy

First Name: * James
Last Name: * Murawski
Address: 123 Test Lane
City: Medina
State: Ohio
Zip: 44256
Phone: () - -
Email: * info@daslos-studios.com

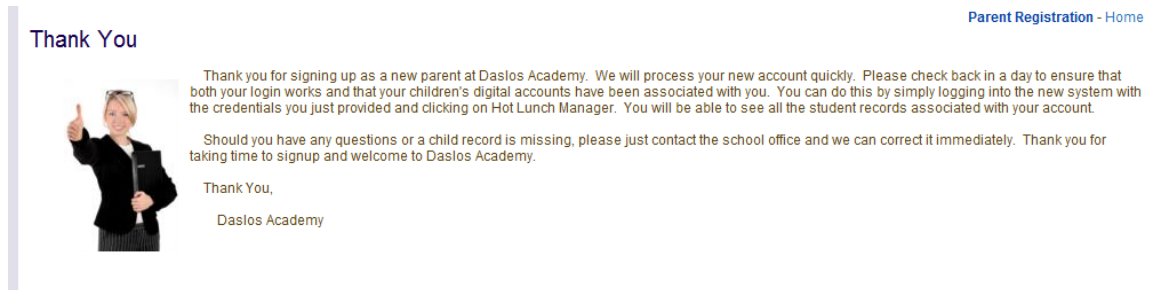
Password: *
Confirm Password: *

Child #1: Jimmy
Child #2:
Child #3:
Child #4:
Child #5:
Child #6:

Submit

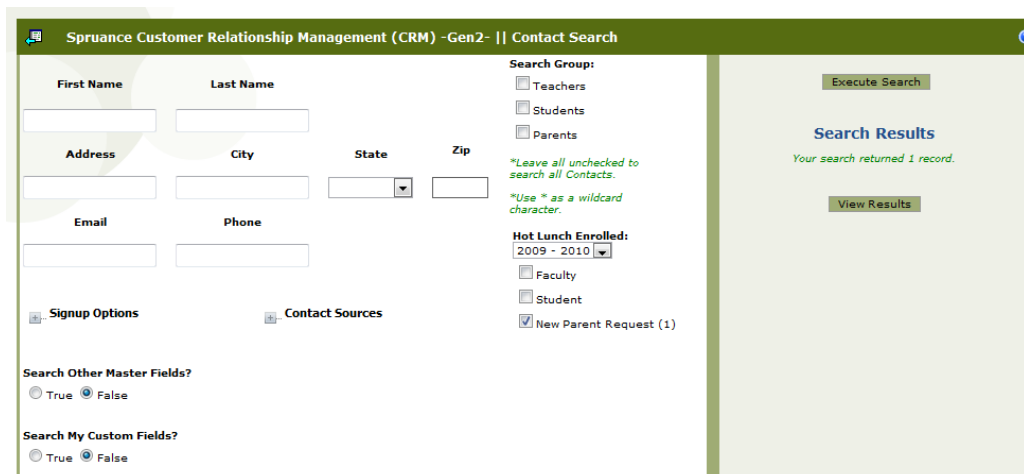
Daslos Academy | P.O. Box 565 | Medina, OH | ph/ 330.635.6861 | fax/ 866.767.8157

When James clicks the submit button he is immediately sent a confirmation E-Mail welcoming him to the program with instructions on it. He is also sent to a thank you page with the same instructions as shown here.



At this point James has done all he can do. It is up to the school administrator to get him the rest of the way. At the same moment that James was sent that confirmation E-Mail, a second informative one was sent to the school office automatically. This message simply alerts the school office that a new parent registration has been made.

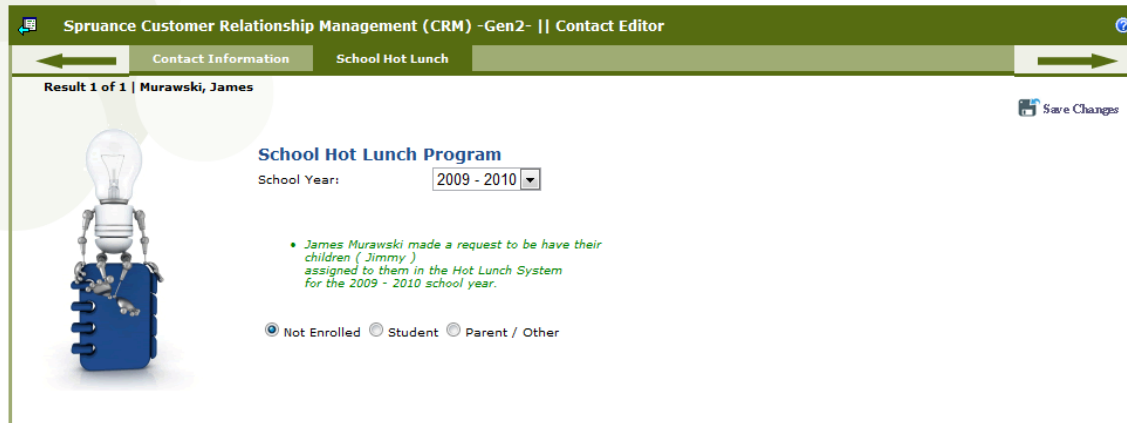
The school administrator will enter Spruance, and go to the CRM system to do a search for James. When they open the CRM search page, they will see some new options specially created for the hot lunch program.



Administrators are now able to do a search based on the actual enrolled students or other groups from a particular school year. However, the administrator is looking for James. Notice that under the groups for the hot lunch program, there is a line with “New Parent Request (1)”. The one indicating that there is one new parent request pending.

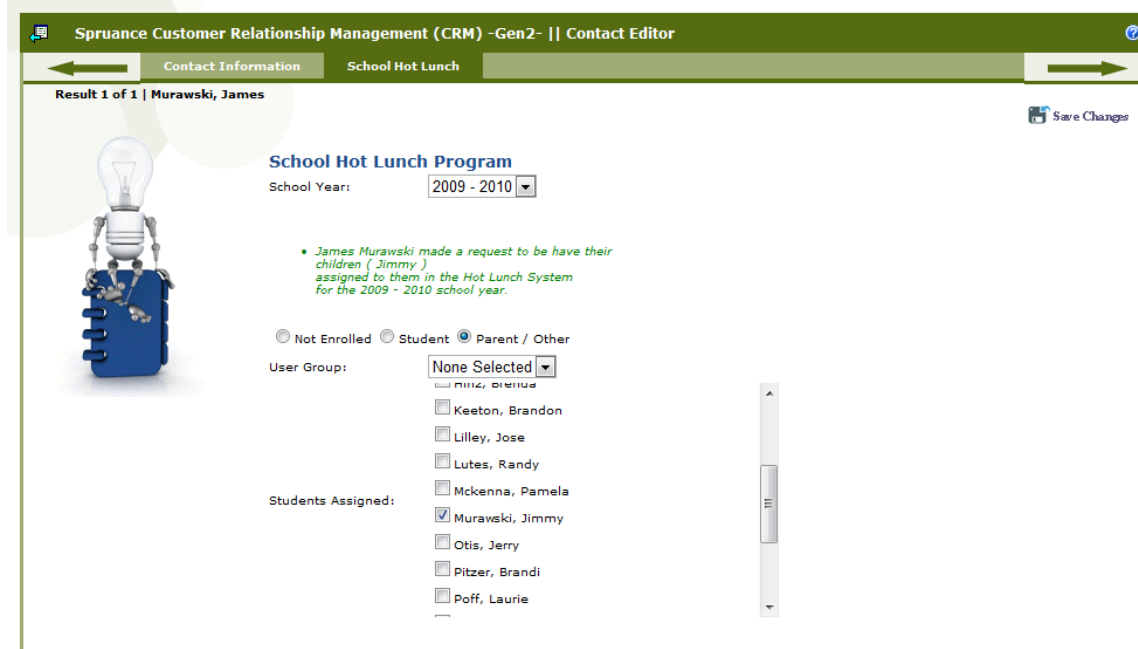
New Parent Request (1)

By making this search, the administrator will see James' record and will open it up. The edit contact screen now has a tab on the top for "hot lunch" as shown here.




The administrator can see that James is not yet enrolled in the hot lunch system, and can see his request in the green. The administrator will now click the radio button to add James as a "Parent / Other". When this is selected, new options automatically appear on the screen instantly.

James Murawski made a request to be have their children (Jimmy) assigned to them in the Hot Lunch System for the 2009 - 2010 school year.



The administrator is able to now find James' son from the students list and check him. James is not a faculty or any other group, rather just a parent, so no group should be selected from the drop down list. All that needs to be done for James is assigning his son to his account.

Not Enrolled Student Parent / Other

User Group: 

Mitz, Brenda

Keeton, Brandon

Lilley, Jose

Lutes, Randy

Students Assigned:


Mckenna, Pamela

Murawski, Jimmy

Otis, Jerry

Pitzer, Brandi

Poff, Laurie



This second action taken by the system administrator further ensures that parents are able to see the right kid's account.

And that is it. When James logs into to the Daslos Academy website he will see his son's account online and able to make orders for him. And just like that, you have both an updated parent record in the system as well as a double check that each parent has the right student account assigned.