

RYNEX CAMPUS ERP

School Administrator Functional Flow Guide

End-to-End Operations Manual

Document purpose

This enterprise guide explains how a school administrator configures and runs every major module in Rynex Campus — from academic setup and admissions through fees, exams, transport, store, finance ERP, and mobile app publishing.

Audience: School Admin (Type 1), Principal, Accountant, Staff with admin menus

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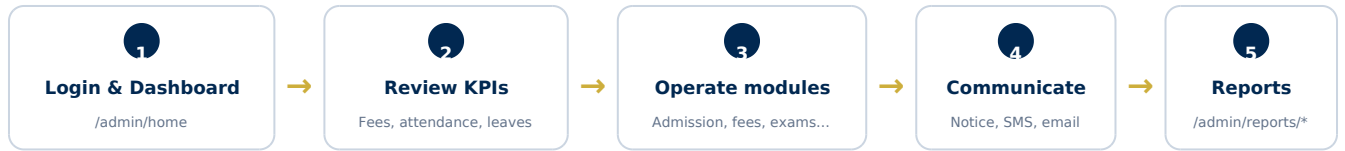
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1. Executive Summary

Rynex Campus is a multi-tenant school ERP: each school operates in an isolated data scope (school_unique_id) with its own branding, menus, sessions, and subscription.

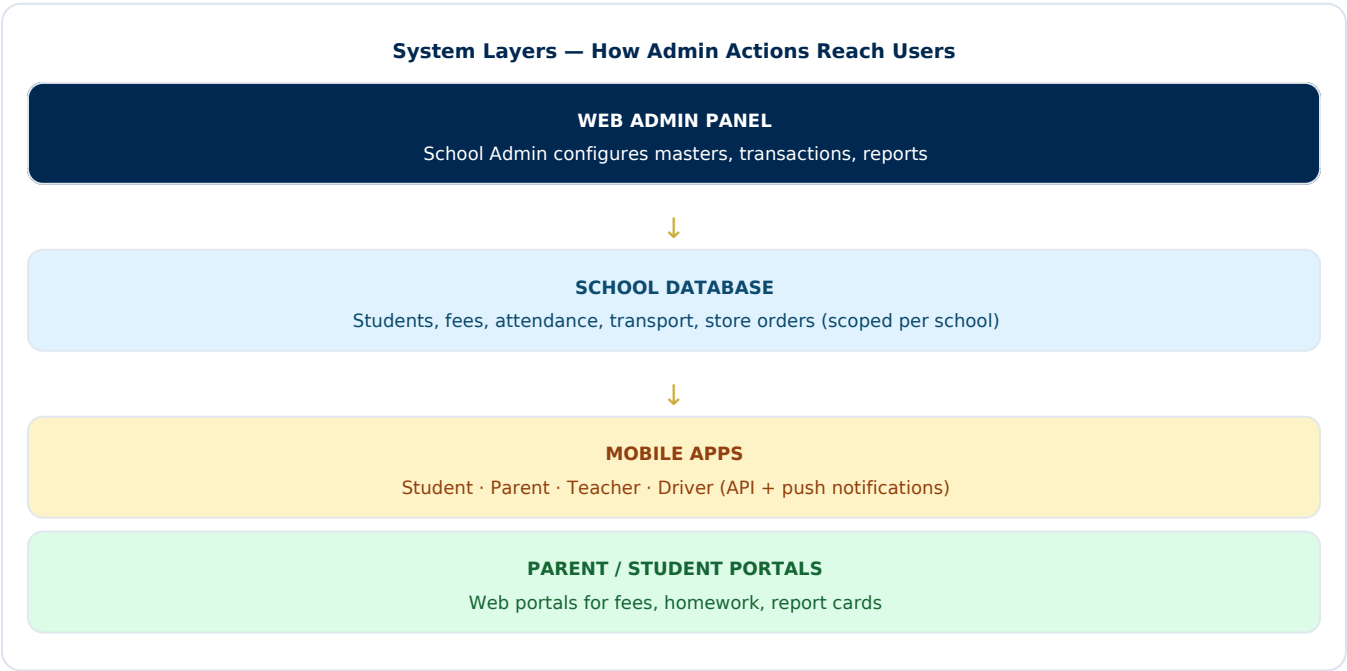
32+ Admin module groups	11 Staff role types	4 Mobile app personas	1 Unified data backbone
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Administrator's daily rhythm



Key principle: Configure master data first (session → classes → subjects → fees groups), then run daily transactions (attendance, homework, collection), then close the cycle (exams, promotion, reports).

2. Platform Architecture & Roles



Role matrix (web access)

Type	Role	Dashboard	Typical responsibilities
1	Admin	/admin/home	Full school control, settings, menu permissions, subscription
4	Accountant	/accountant/dashboard	Fees setup & collection, office accounting, Finance ERP
7	Principal	/principal/dashboard	Leadership oversight, reports, approvals
8/9	Vice Principal	/vice-principal/dashboard	Delegated admin operations
2	Staff	/staff/dashboard	Admission, HR, inventory (menu-dependent)
5	Teacher	/teacher/dashboard	Attendance, homework, marks (limited admin)
6	Librarian	/library/dashboard	Library, store, awards
10	Transport Mgmt	/driver/dashboard	Fleet operations, driver coordination
11	Hostel Ops	/hostel-operation/dashboard	Hostel daily operations

Dynamic menus: Sidebar items come from *Role Menu Permissions* (`/admin/permissions/role-menu-permissions`). If a module is missing, enable it for the role or contact superadmin.

3. Getting Started — First-Time Setup

Complete these steps before admitting students or collecting fees.



Step-by-step checklist

#	Task	Route	Outcome
1	Upload logo, address, contact	/admin/settings	Branding on receipts, ID cards, app
2	Set active academic session	/admin/session-settings	Admission year, promotion, reports
3	Configure mail / SMS / WhatsApp	/admin/mailsettings, /admin/sms-settings, /admin/wp-setting	Automated communication
4	Enable Razorpay (optional)	/admin/settings (Razorpay section)	Online fee payments
5	Assign menus per role	/admin/permissions/role-menu-permissions	Staff see correct modules
6	Review subscription	/admin/subscription	Member limits, renewal

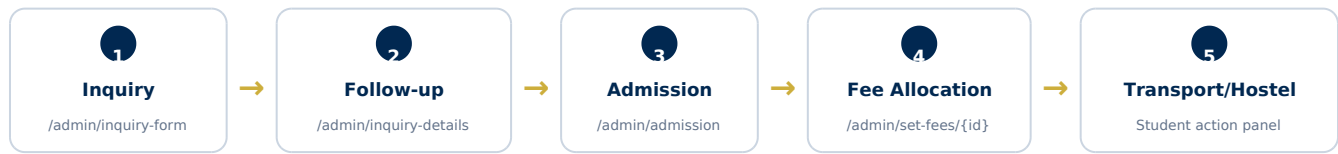
4. Academic Year & Structure



Function	Admin path	Mobile impact
Class timetable	/admin/manage-subject/view-routine	Student/Parent/Teacher app timetable
Teacher schedule	/admin/manage-subject/teacher-schedule	Teacher app timetable
Syllabus upload	/admin/manage-subject/set-syllabus	Student/Parent syllabus module
Class teacher	/admin/supervise-class/assign-class-teacher	Teacher dashboard class list
Session promotion	/admin/promote-students	Rolls students to next class/year
Transfer certificate	/admin/generate-tc/{id}	PDF for leaving students

5. Admission Lifecycle (End-to-End)

The complete journey from prospect to enrolled, fee-ready student.



Detailed admission workflow

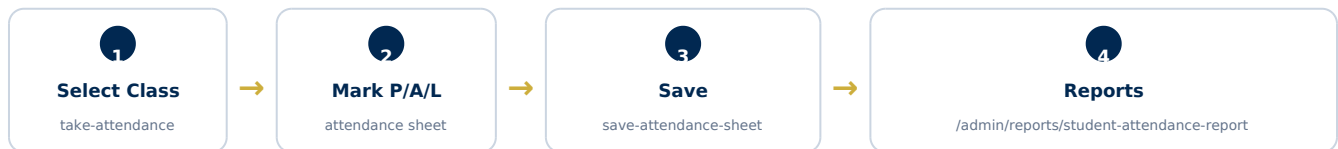
1. **Capture inquiry** — Parent visits or calls; staff records inquiry at `/admin/inquiry-form`.
2. **Pipeline management** — Track status (new, contacted, converted) at `/admin/inquiry-details`.
3. **Create admission** — Enter student demographics, class, section, category at `/admin/admission`. System creates student + parent login credentials.
4. **Bulk import** — Use `/admin/multiple-import` for Excel-based batch admission.
5. **Allocate fees** — Assign fee groups via `/admin/manage-fees/fees-group-allocation` or per-student `/admin/set-fees/{id}`.
6. **Optional services** — Assign transport route/vehicle or hostel room from student action panel.
7. **ID card** — Generate at `/admin/generate-id-card/{id}`.

Member limit: Admission is blocked if school subscription student cap is reached. Renew or upgrade at `/admin/subscription`.

6. Student Management

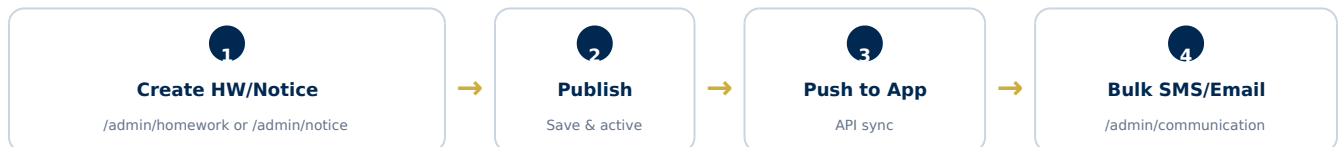
Action	Route
Search & filter all students	/admin/student-lists
Edit profile & documents	/admin/student-lists/{id}/edit
360° action panel (fees, transport, docs)	/admin/student-lists/{id}/action-panel/{panel}
Parent accounts	/admin/student-lists/parent-lists
Deactivate logins	/admin/student-lists/login-deactivate-lists
Marksheet / report card	/admin/student/marksheet/{id}

7. Attendance & Daily Operations



Who	Web route	Mobile
Student attendance	/admin/student-lists/take-attendance	Teacher app: take-student-attendance API
Employee attendance	/admin/human-resource/employee/employee-entry	Teacher punch in/out API

8. Homework, Notice & Communication



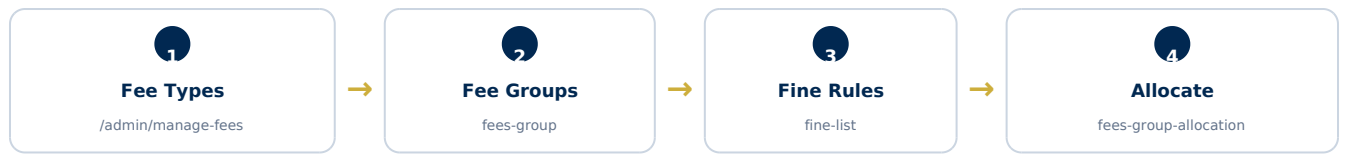
Module	Route	App visibility
Homework	/admin/homework → evaluation	Student & Parent homework lists
Notice board	/admin/notice/notice-lists	All portal apps
Email compose	/admin/communication/compose-email	Email delivery log
SMS / WhatsApp	/admin/communication/compose-sms	Message log
Events & holidays	/admin/events, /admin/holiday	Calendar in mobile app

9. Exam Cycle & Report Cards



10. Fees Setup & Collection

Phase A — Setup (before collection)



Phase B — Collection (daily)

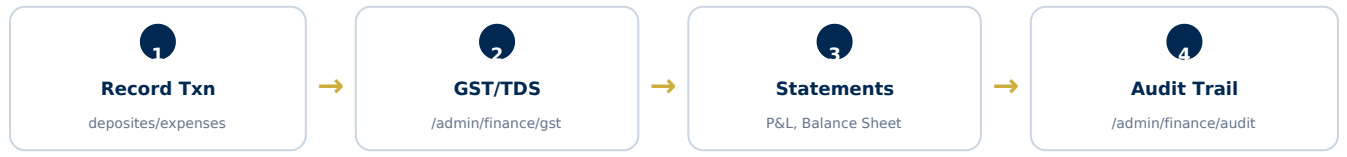


Screen	Route	Notes
Payment history / invoice	/admin/manage-fees/payment-history/{id}	Full fee breakdown per student
All payments	/admin/manage-fees/all-payments	Installment history
Online payment	Student/Parent portal + Razorpay	Webhook auto-posts receipt
Fee reports	/admin/reports/fees-report/*	Due, fine, monthly, receipts

Only **Admin (1)** and **Accountant (4)** can collect fees at counter.

11. Office Accounting & Finance ERP

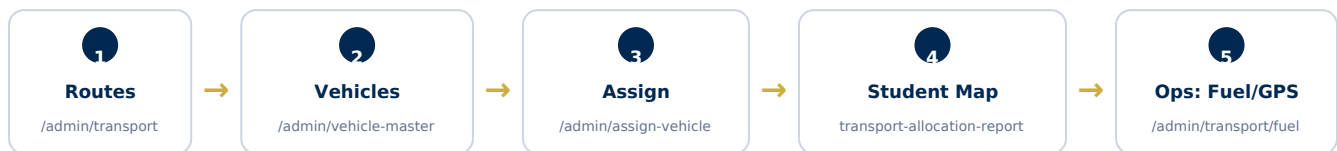
Layer	Purpose	Entry route
Office Accounting	Daily cash book — deposits, expenses, vouchers	/admin/office-accounting/account
Finance ERP	Compliance & statements — GST, TDS, P&L, balance sheet	/admin/finance/gst



12. Human Resource, Leave & Payroll



13. Transport & Fleet Operations



Operations submodule	Route	Driver mobile
Fuel logs	/admin/transport/fuel	Driver submits fuel entries
Maintenance	/admin/transport/maintenance	Driver maintenance requests
GPS replay	/admin/transport/gps	Parent Bus GPS in app
Compliance	insurance, pollution, license	Renewal tracking

14. Hostel Management



15. Library & School Store

Library flow	Store flow
Categories → Books → Requests → Issue/Return /admin/library/*	Products → Online catalog → Parent orders → Fulfill /admin/store



16. Awards, Events & Multi-Language

Module	Admin route	Published to
Awards & achievements	/admin/awards (certificates, sports, academic)	Parent/Student mobile — student-awards API
Events calendar	/admin/events/event-lists	All apps — upcoming events

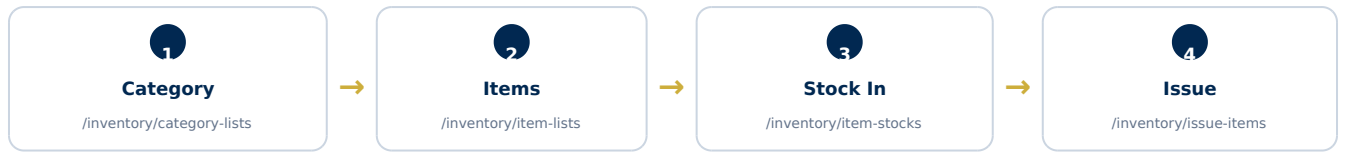
Multi-language

/admin/language/settings + translations

Web UI + mobile app-translations API

17. Inventory & Stock

Parallel modules: **/inventory/*** (full ERP inventory) and **/stock/*** (simplified stock). School Store syncs with inventory for unified stock.



18. Reports & Analytics Hub

Category	Example routes
Fees	/admin/reports/fees-report/payment-report, due-report, fine-report
Students	/admin/reports/student-report, admission-summary
Attendance	student-attendance-report, employee-attendance-report
Finance	revenue-report, expense-report, voucher-report
HR	leave-report, employee-payrole-report

19. Mobile App Ecosystem

Admin Configure → API → Mobile Consume		
Admin configures	Mobile endpoint	User
Timetable, syllabus	/api/time-table, /api/syllabus-list	Student, Parent
Attendance saved	/api/attendance, parent attendance report	Student, Parent
Fees allocated & collected	/api/fees-detail, /api/fee-payment/*	Student, Parent
Homework published	/api/fetch-homework	Student, Parent
Store catalog & orders	/api/mobile/store-catalog, store-orders	Student, Parent
Awards published	/api/mobile/student-awards	Student, Parent
Vehicle GPS tracks	/api/mobile/vehicle-gps	Parent
Notices & events	/api/notice-board, /api/upcoming-events	All roles
Mobile menus	/api/menu-lists, /api/mobile/bootstrap	Per role app

20. Integrations & Security

Integration	Configuration	Purpose
Email (SMTP)	/admin/mailsettings	Receipts, notices, birthday wishes

SMS gateway	/admin/sms-settings	Bulk SMS, OTP (teachers)
WhatsApp	/admin/wp-setting	Notifications, report sharing
Razorpay	/admin/settings + webhooks	Online fees & subscription
School isolation	Automatic per login	Data scoped to school_unique_id
Role permissions	/admin/permissions/role-menu-permissions	Least-privilege access

Appendix A — Quick Route Reference

Most-used admin URLs (prefix with your domain, e.g. <https://yourschool.rynexcampus.com>).

Module	Primary route
Dashboard	/admin/home
Settings	/admin/settings
Admission	/admin/admission
Students	/admin/student-lists
Attendance	/admin/student-lists/take-attendance
Homework	/admin/homework
Exams	/admin/exam/exam-lists
Fee collection	/admin/manage-fees/pay-fees
Office accounting	/admin/office-accounting/account
Finance ERP	/admin/finance/gst
Transport	/admin/transport
Transport ops	/admin/transport/fuel
Hostel	/admin/hostel/hostel-master-index
Library	/admin/library/book-lists
School store	/admin/store
Awards	/admin/awards
Language	/admin/language
Inventory	/inventory/item-lists
Reports	/admin/reports/fees-report/payment-report
Menu permissions	/admin/permissions/role-menu-permissions

