

How to Issue Stationary to Students in HDSchool?

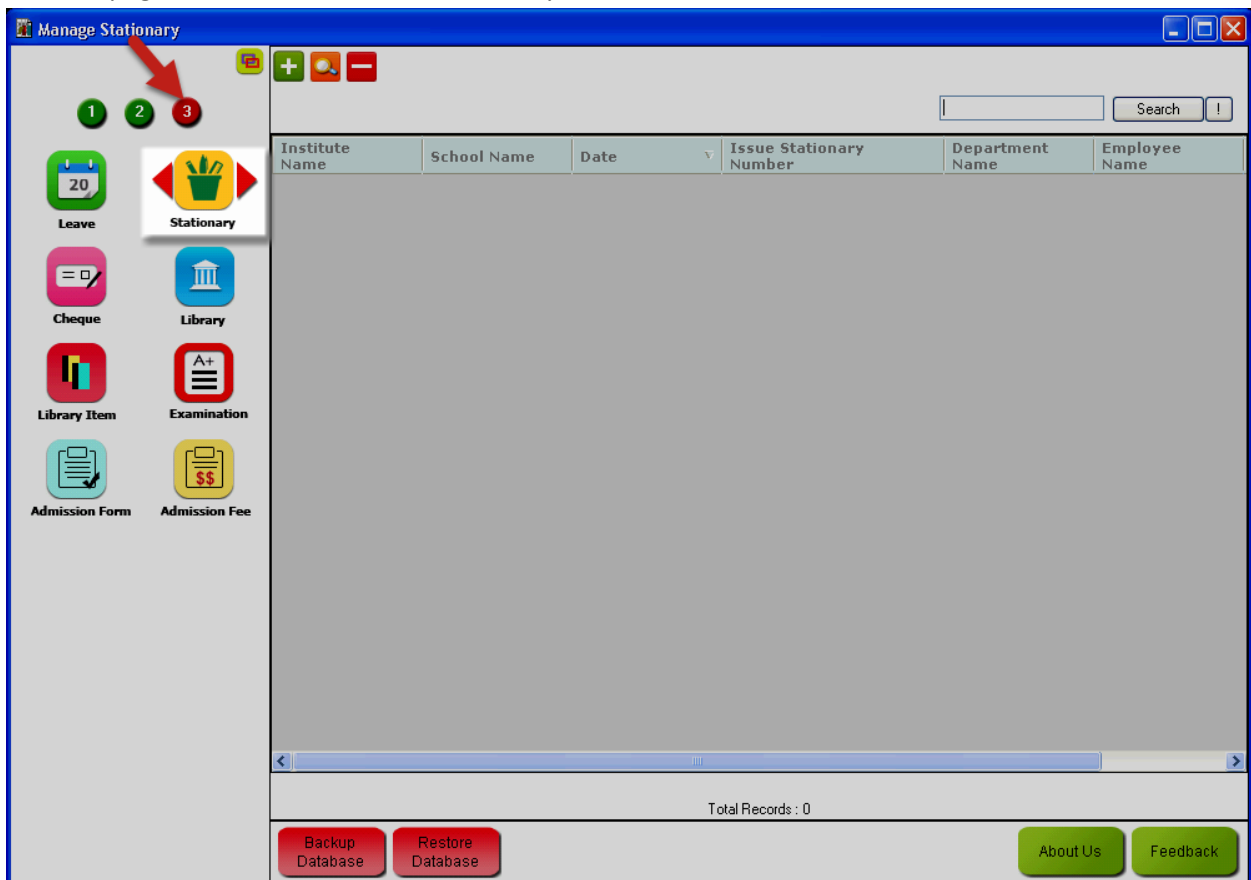


HDSchool Tutorials

HD School Stationary module helps in maintaining campus inventory stores department. The user can issue items/consumables to the selected student from the selected department.

To issue stationary to students in HDSchool, please follow the steps below.

1. Run **HDSchool**.
2. From 3rd page of **HDSchool**, Click on Stationary.





3. From **Stationary Manager**, click on **Issue Stationary** button.

The screenshot shows the 'Manage Stationary' application window. The sidebar on the left contains several menu items, with 'Stationary' being the active one, indicated by a red arrow and a green circle with the number '3'. A green plus sign icon is also visible above the sidebar. The main area displays a table with the following columns: Institute Name, School Name, Date, Issue Stationary Number, Department Name, and Employee Name. Below the table, it indicates 'Total Records : 0'. At the bottom of the window, there are buttons for 'Backup Database', 'Restore Database', 'About Us', and 'Feedback'.



4. In the **Issue Stationary** window that got opened, enter the required details.

S No.	Barcode	Item Name	SearchCode	IssueQuantity
1	I00002	SEM 1 Chemistry		1.00
2	I00001	SEM 1 Physics		1.00

- **Issue Stationary Number:** When you select the school, issue stationary number will be displayed automatically.
- **Date:** This will show you the current system date.
Note: If you want to change the **Issue Stationary Number** and **Date**, double click on either number or date and enter the required number and date.
- **School:** Select the school form which you want to issue stationary.
- **Student:** Select the student to whom you want to issue stationary.
- **Department:** Select the department of the school from which you want to issue stationary.
- **Item:** Select the item names you want to issue form the selected department. You can search the item with **Barcode** or **Item Name** or **Search Code**.
- **Employee:** Select the employee for issue stationary.
- **Remove Item:** Select the item and click on '**Remove Item**' button to item from the current issue stationary record.
- **Change Quantity:** You can change the quantity of the selected item by using this option. Clicking on this option will bring a pop up asking you change quantity enter the required quantity and click on '**change**' to save changes.
- Click on **Save**.



5. You can see the created stationary entry as shown below:

The screenshot shows the 'Manage Stationary' application window. On the left is a sidebar with icons for 'Leave', 'Stationary', 'Cheque', 'Library', 'Library Item', 'Examination', 'Admission Form', and 'Admission Fee'. The 'Stationary' icon is highlighted with a red arrow and a red circle containing the number 3. The main area contains a table with the following data:

Institute Name	School Name	Date	Issue Stationary Number	Department Name	Employee Name
Hyper Drive School	Hyper Drive School	09/01/2015	Hyp-ISI00001	Sales Department	Ganesh Swamy

Below the table, it says 'Total Records : 1'. At the bottom of the window are buttons for 'Backup Database', 'Restore Database', 'About Us', and 'Feedback'.