

# How to add a school?

To add a school, follow the steps below.

1. Run HDSchool.
2. From 1<sup>st</sup> page, click on school. From the **School Manager** screen, click on **Add school** button.





3. You will see the **Add New School** screen as shown below. Enter the required details and click on **Save**.

**Add Photo:** You can add an image of school here.

**Select Institute:** Select the institute under which you want to add the school.

**Name:** Enter the name and address details of the school you are adding.

**Email:** Enter the email id from which using which you want to send all mails.

**SMS Setting:** All default reports are given for SMS here. Depending on the printer you have, you can select it.

**Add New School**

[Add Photo](#) [Remove Photo](#)

Select Institute : HD School

Name : HDSchool , Bangalore

Document Start Number : 00001

Document Prefix : HDS

Address : #167, Green Glen Layout Bellandur

City : Bangalore

State : Karnataka

Country : India

Pin Code : 560103

Phone : 08042717700

Mobile : 9999999999

Web Url : www.hdschool.in

Email : support@hyperdriveinfotech.com

Send Email

**SMS Setting**

Received Payment Sms Format : Received Fees Payment SMS\_Text  Sms Received Payment

Pay Supplier Sms Format : Supplier Payment SMS\_Text  Sms Pay Supplier Slip

Admission Form Receipt Sms Format : Admission Form Receipt SMS\_Text  Sms Admission Form Receipt

Laser/InkJet Printer  Dot Matrix Printer

Laser Graphic Mode

Received Fee Format : Fee Receipt\_Laser

Text Mode

Received Fee Format For Website : Fee Receipt For Website\_Laser

Fee Receipt\_Text

Fee Receipt For Website\_Text

Select Weekly Holidays

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

**Save (F8)** **Cancel**



4. You can see the defined school details from school manager as shown below.

