

How to add an Institute in HDSchool?



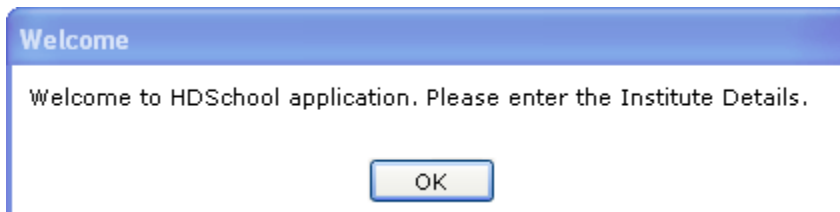
HDSchool Tutorials

An Institute is an establishment under which you could be running different schools like Montessori School, High School, International school etc. In HDSchool you can define more than one Institute and schools under it. An Institute can be added in HDSchool when you use it for the first time and after that also.

To add an Institute in HDSchool, follow the steps below.

Add Institute for the first time:

1. Run HDSchool.
2. When you run HDSchool for the first time, you will see the following welcome message as shown below.



3. Click on **OK**. You will see the screen of **Add Institute** as shown below. Enter all the required details of name and address. Click on **Save**.

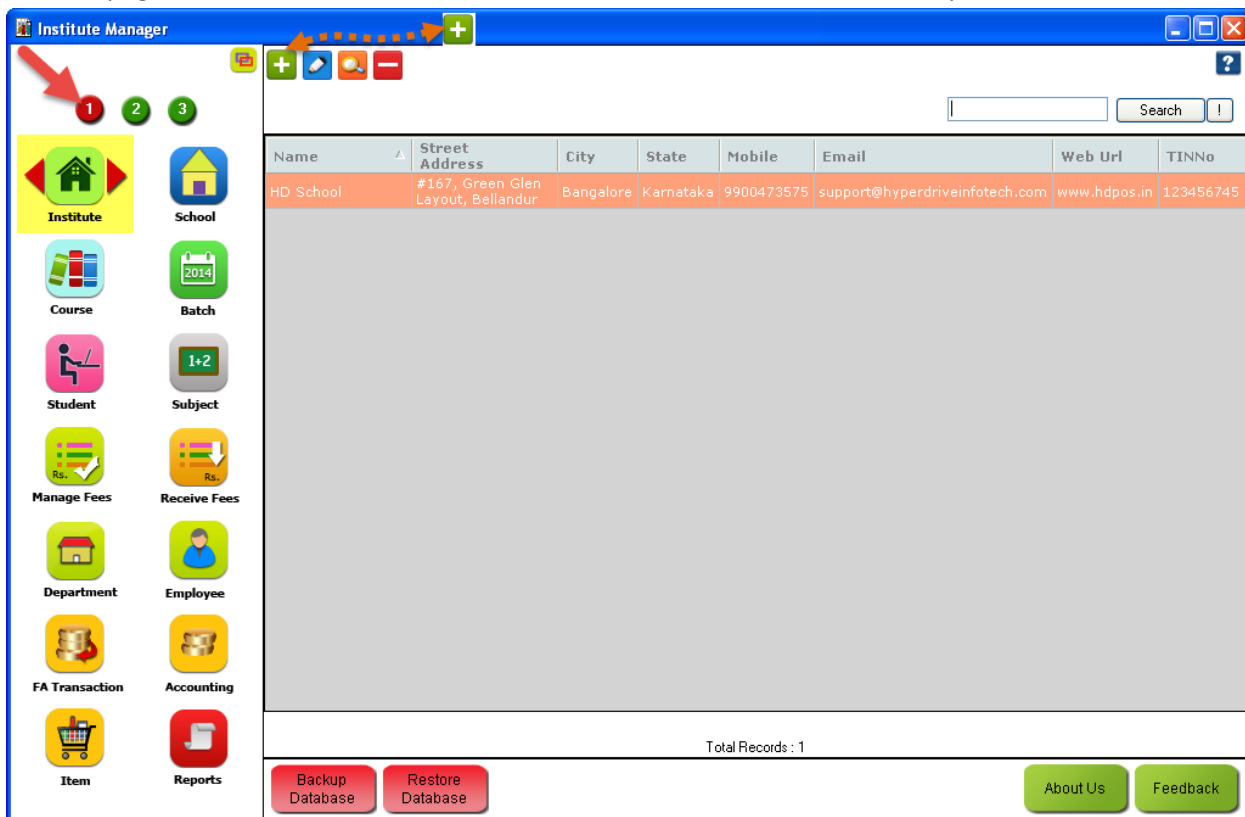
Name :	HD School
Address :	#167, Green Glen Layout, Bellandur
City :	Bangalore
State :	Karnataka
Country :	India
Pin Code :	560031
Phone :	080-42717700
Mobile :	9900473575
Web Url :	www.hdpos.in
Email :	support@hyperdriveinfotech.com
TIN No :	123456745

Note: This Institute will be the default institute in your HDSchool.

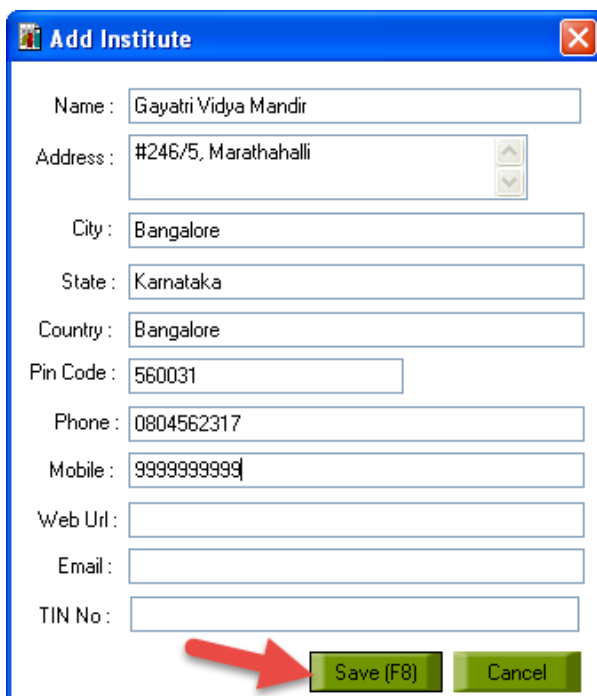


To add extra Institute other than default Institute:

- 4. Run HDSchool.
- 5. From 1st page, click on **Institute**. Click on **Add Institute** button from the tool strip.



- 6. You will see the **Add Institute** screen as below. Enter all the required details and click on **Save**.





7. You can see the created institutes as shown below in Institute Manager screen as shown below.

The screenshot shows the 'Institute Manager' application window. On the left is a sidebar with various management icons: Institute (with a red '1'), School (with a green '2'), Course, Batch (with a green '3'), Student, Subject, Manage Fees, Receive Fees, Department, Employee, FA Transaction, Accounting, Item, and Reports. The main area displays a table with the following data:

Name	Street Address	City	State	Mobile	Email	Web Url	TINNo
Gayatri Vidya Mandir	#246/5, Marathahalli	Bangalore	Karnataka	9999999999			
HD School	#167, Green Glen Layout, Bellandur	Bangalore	Karnataka	9900473575	support@hyperdriveinfotech.com	www.hdpos.in	123456745

A red arrow points to the 'Karnataka' state entry in the second row. Below the table, it says 'Total Records : 2'. At the bottom, there are buttons for 'Backup Database', 'Restore Database', 'About Us', and 'Feedback'.