



# Fiap Systems

**Edutech, School Management**

*One system to run your whole school, from admissions and timetables to report cards and fee payments, in both English and French.*

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**SECTION 1**

# Built for Schools, Academies & Training Centres

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**One system to run your whole school, from admissions and timetables to report cards and fee payments, in both English and French.**

Edutech is the complete school edition of Fiap Systems, covering academics, money and communication in one place, from admissions and timetables to attendance, exams, printable report cards and fee payments. It supports both the English (Anglophone) and French (Francophone) education systems, and gives parents and students their own secure portal. It is built for primary and secondary schools, academies and training centres.

## The problems it removes

- Hand-writing report cards and re-typing exam marks every term is slow and error-prone.
- Chasing unpaid school fees and tracking who owes what across classes wastes hours.
- Parents are left in the dark on attendance, results, discipline and fees with no easy way to reach them.
- Juggling separate tools (or paper registers) for timetables, attendance, library, hostels and the bus.

## SECTION 2

# What This Edition Does

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Everything below is built in and ready to use from day one, grouped by the part of your work it handles.

### Students & Staff Records

- Student enrolment with full profiles: photo, date of birth, gender, address, blood group and medical notes
- Auto-generated admission/registration number used for portal login
- Guardian details captured on enrolment, automatically linking parents to the student
- Search by name or admission number, filter by class, transfer students between classes
- Teacher and staff records with specialisation and qualifications, assigned to their subjects and classes
- Teachers only see the students in their own classes when marking attendance or entering marks

### Academics, English & French Education Systems

- Clear structure: School Years to Terms to Classes to Subjects, with a "current" year and term
- Classes support both the English (Anglophone) and French (Francophone) education sub-systems
- Subject coefficients/weighting for accurate averages
- Class names, codes, grade levels and capacity limits
- Subjects assigned per class with descriptions

### Timetables & Substitutions

- Weekly timetable grid with drag-and-drop editing for every class
- Custom daily periods and breaks with start/end times
- Room and venue assignment per session
- Automatic clash detection so a teacher is never double-booked
- Per-class, per-teacher and per-room views; students see their timetable on mobile
- Teacher substitutions to cover absent staff so no class is left unattended

### Attendance with Alerts

- Daily attendance marked class-by-class: Present, Absent, Late or Excused
- One-click "All Present"/"All Absent" for fast marking
- Daily and monthly attendance reports with percentages
- Per-student attendance history
- Absence information surfaced to parents through the portal

### Assignments & Syllabus

- Create homework/coursework with title, instructions, due date and attached materials
- Assign to whole classes or individual students
- Submission tracking: Submitted, Pending or Late, with automatic late flagging
- Teacher feedback and scoring per submission; students get reminders as deadlines near
- Syllabus/scheme-of-work planning so lessons and topics are mapped across the term

### Exams, Results & Report Cards

- Schedule exams (Midterm, Final, Quiz, Practical, Mock) with dates, venues and max/passing marks
- Bulk mark entry by class and subject, with absent handling
- Automatic grade calculation from a configurable grade scale with remarks (Excellent, Good, etc.)
- Printable, formatted report cards per student and term
- Class rankings, subject analysis and performance summaries

### Gradebook Analytics & Promotions

- Class performance dashboards: averages, pass/fail counts and top/bottom subject scores
- Student ranking and term-over-term performance trends
- Automatic class promotions to advance students to the next class at year-end
- Marketing promotions: discount codes (percentage or fixed) for admissions and courses, with validity periods and usage tracking

### Fees, Invoicing & Mobile Money

- Build fee structures per class (Tuition, Registration, Transport, etc.) with due dates
- Record payments by Cash, Card, Bank or Mobile Money (MTN MoMo / Orange Money), with receipts
- Live balances and per-student payment history
- Overdue fee reminders so nothing slips through
- Transport fees flow automatically from the bus module; promotion discounts apply at payment

### Admissions (with a Public Application Form)

- Online and in-person application intake with a public application form
- Status tracking: Pending, Reviewing, Accepted, Rejected, Enrolled
- Document checklist for required paperwork (birth certificate, school records, etc.)
- One-click enrolment that creates the full student record, admission number and fee assignment
- Capacity tracking, conversion rates and admission reports by class and term

### Library, Hostels, Bus & Discipline

- Library: digital catalogue (by ISBN/category), lending and returns, overdue alerts and borrowing history
- Hostels/dormitories: buildings, rooms and beds, occupancy tracking and published boarding rules
- School bus: routes and stops, vehicles and drivers, student-to-route assignments and capacity reports
- Discipline records: log incidents with severity, assign actions (warning to suspension), behavioural timeline and repeat-offender alerts; parents notified

### Communication & Parent/Student Portals

- School-wide or targeted announcements (by class, role or person) with Normal/Important/Urgent priority and push notifications
- Secure parent and student portals on web and mobile (Android Fiap Mobile app)
- Students view attendance, fees, results, profile and announcements
- Parents monitor their child's attendance, results, report cards, fees and discipline, and pay fees from the app
- Simple, password-free login using registration number and date of birth

**SECTION 3**

# Reaching Customers Online

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Beyond your front desk, the system gives the people you serve a way to reach you online, and to pay.

**Online & self-service**

- Public online admissions application form prospective families can fill in before any enrolment
- Secure student portal (web + mobile) for attendance, results, fees and announcements
- Secure parent portal (web + mobile) to follow a child's progress and school notices
- Online fee payment by Mobile Money (MTN MoMo / Orange Money) directly from the parent app
- Automatic overdue-fee reminders and announcement push notifications to parents and students

**SECTION 4**

# Everything Else Your Business Gets

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Whichever edition you run, the same dependable business tools come built in, so the whole operation lives in one place.

## People & Payroll

- Staff directory with roles, branches and salary details
- Monthly payroll with automatic tax and contribution calculations
- Printable individual payslips and a monthly payroll report
- Quick-PIN logins for fast, secure access at shared terminals
- Staff performance reviews with ratings, review periods and employee sign-off

## Money & Accounting

- A proper double-entry ledger that does the books automatically
- Profit & Loss statement and Balance Sheet, with no accounting expertise needed
- Expense tracking by category and vendor
- Every sale, payment and expense posts to the books in real time

## Insight & Reports

- Dashboards with revenue trends, top items and category breakdowns
- Monthly financial summaries and payroll breakdowns
- Export any report to a spreadsheet for your accountant

## Multi-Branch & Control

- Run several locations under one account, each with its own stock, staff and reports
- In-app notifications, internal staff messaging and broadcast announcements
- Secure document storage and a full audit log of who changed what

## Branding & Settings

- Your business name, logo and brand colours on screens and receipts
- Set your currency, timezone, language and receipt message
- Configure Mobile Money keys and email, all in one place

**SECTION 5****Built for Your Region**

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- Fully bilingual **English and French**, each staff member picks their own language
- Prices and reports in **FCFA (XAF)** and other currencies
- **Mobile Money** (MTN MoMo and Orange Money), plus cash, card and bank transfer, online payments are verified with the provider before being marked paid
- Runs **in the cloud, offline on a desktop, and on phones**, offline installs sync automatically when connected

**SECTION 6**

# Smart Automation & AI Assistant

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The system can watch for things happening in your business and act on them automatically, following simple “when this happens → do that” rules that you control. Everything it does is logged, and anything that touches money or stock is prepared as a draft for a person to approve.

**Examples**

- Stock runs low → a purchase order is drafted automatically for a manager to approve
- A payment or fee becomes overdue → a reminder is sent
- An appointment or booking is coming up → an automatic WhatsApp reminder goes out

An optional built-in assistant can answer questions about your business in plain language and, when enabled, help carry out tasks. Every action it proposes lands in an Approvals Inbox where a manager signs off first, nothing touches money or stock without human approval.

**SECTION 7****Security & Reliability**

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- Your business's data is fully isolated and private from every other business
- Role-based access means people only see and do what their job allows
- Payments are confirmed with the provider before being credited
- Secure logins, with a quick-PIN option for shared terminals and protection against repeated wrong-password attempts
- A complete audit trail records who changed what
- Sensitive settings, such as payment keys, are encrypted
- The offline desktop edition keeps working without internet and syncs safely when reconnected

## SECTION 8

## Ways to Run Fiap Systems

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The same edition can be delivered in the way that best fits your connectivity and budget.

Option	How it runs	Best for
<b>Cloud</b>	Hosted online; open in any browser; always up to date; includes the mobile app	Businesses with reliable internet that want zero setup
<b>Offline + Cloud Sync</b>	Installed on your own computers; works fully offline and syncs to the cloud automatically when connected; unlimited computers; includes mobile	Most businesses, resilience offline with the convenience of the cloud
<b>Standalone Desktop</b>	Installed on one computer; works entirely offline; desktop only	Locations where internet is unreliable or not needed

Onboarding, staff training and ongoing support are available to get your team productive quickly.

# Why Fiap Systems

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**Fiap Systems gives you a single, connected, bilingual platform tailored to Schools, Academies & Training Centres, and ready to run online, offline or on a phone.**

Instead of stitching together separate tools, you get one system where the numbers always agree, the busywork runs itself, and everyone, from the front desk to the owner, has exactly the access they need. We would be glad to arrange a tailored demonstration using examples from your own operation.

## Next step

- Request a live demonstration tailored to your business
- Tell us your number of locations and staff for a fitting recommendation
- Choose Cloud, Offline + Sync, or Standalone Desktop with our help