School Dynamics

THE SCHOOL DYNAMICS MANUAL · CHAPTER 12

Boarding and facilities

Hostels, night roll-calls, visiting days, the sick bay, transport, library, stores, fixed assets and visitors.

1	9	12	Nov 2026
CHAPTER	LESSONS	SCREENS	EDITION

Edition of 11 November 2026. The latest version, with search and questions answered by the team, is at app.schooldynamics.ug/help.
Screens show the demo school: every name and figure is invented. © 2026 Newline Technologies Limited, Kampala.

Contents

12 **Boarding and facilities**

- Hostels, rooms and beds
- Take the night roll-call in a dormitory
- Visiting days, time slots and bookings
- Record sick-bay visits
- School transport, routes, students and trips
- Run the library
- Keep the store
- Keep the fixed-asset register
- Sign visitors in and out

12

Boarding and facilities

Hostels, night roll-calls, visiting days, the sick bay, transport, library, stores, fixed assets and visitors.

The parts of school life outside the classroom, each kept by the person who looks after it: the warden, the nurse, the librarian, the store keeper, the transport officer and the gate.

Hostels, rooms and beds	5 min
Take the night roll-call in a dormitory	4 min
Visiting days, time slots and bookings	4 min
Record sick-bay visits	4 min
School transport, routes, students and trips	7 min
Run the library	4 min
Keep the store	5 min
Keep the fixed-asset register	4 min
Sign visitors in and out	3 min

Hostels, rooms and beds

Set up the boarding buildings, their rooms and beds, then put each boarder in a bed, move them and check them out.

For: Warden, Director of studies, School administrator · app.schooldynamics.ug/help/facilities/hostels

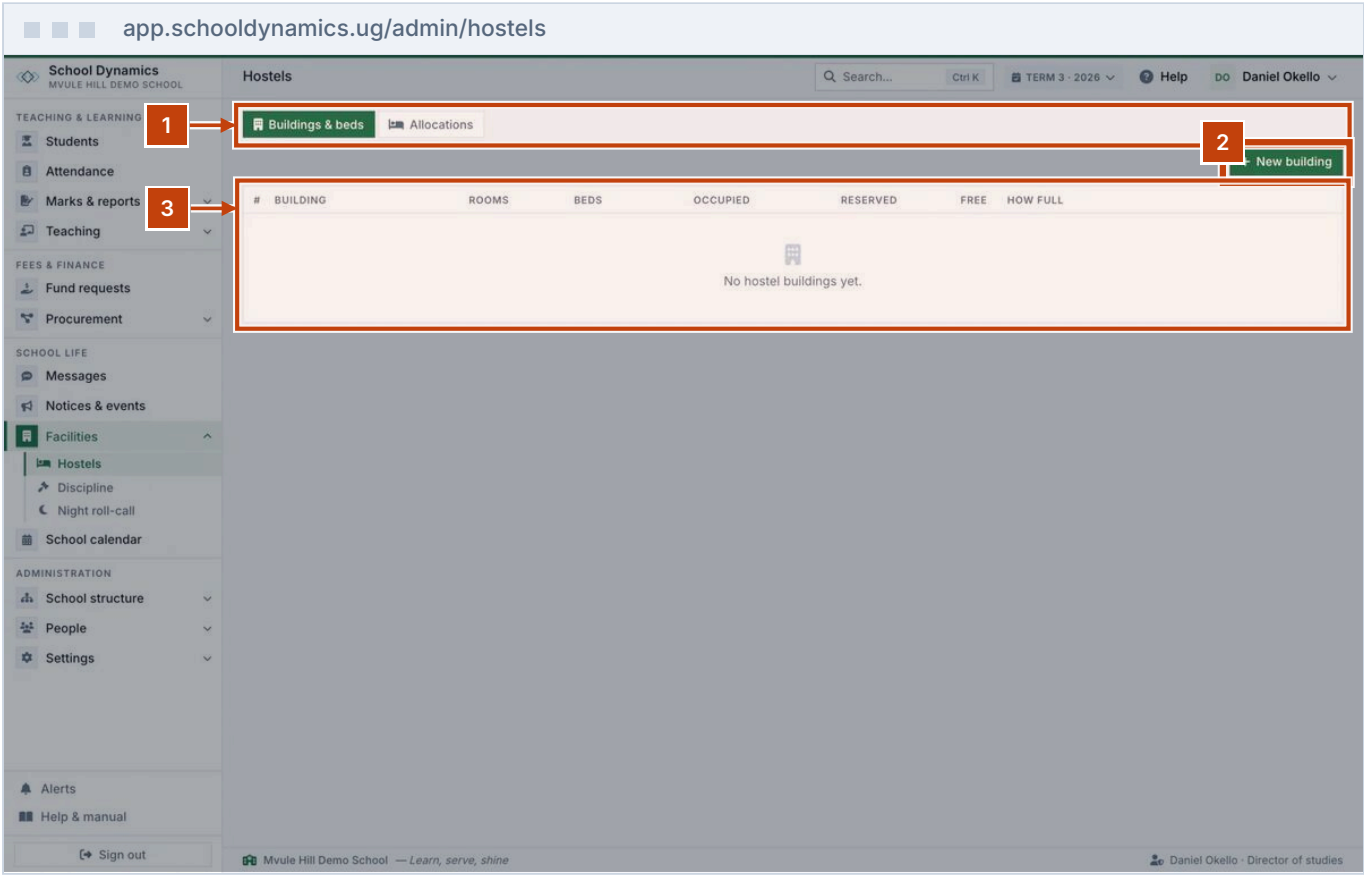
The **Hostels** pages hold the school's boarding buildings, the rooms in them, every bed, and which student holds each bed. The night roll-call takes its list of boarders from here, so keep it up to date as boarders come and go.

Open it from **School life › Facilities › Hostels**.

Before you start

- The warden, the director of studies and the school administrator can add buildings, rooms and beds and put students in them. Other staff who may see students can look at these pages, but cannot change anything.
- The school needs an active term, because every stay belongs to the term it was made in. Without one you see *Set the school's active term first: every stay belongs to a term.* Set it under › **Academic years**.

The hostels page



The demo school · invented names and figures

1 Two tabs: **Buildings & beds**, and **Allocations** (who is in which bed).

2 Add a hostel building.

3 Each building with its rooms, beds and how full it is. Click a name for a quick view.

The page has two tabs 1. **Buildings & beds** lists the buildings; **Allocations** lists the students in beds.

Once the school has beds, figures at the top count every bed in the school: **Beds**, **Occupied**, **Reserved** and **Free**.

New building 2 adds a building. The table 3 shows each building's rooms and beds, how many are occupied, reserved and free, and a **How full** bar. Click a building's name (or the eye) for a quick view of its rooms; **Beds and students** at the foot of the quick view opens the building's own page. The bed icon opens it directly.

Set up a building, its rooms and beds

1. Press **New building**.
2. Type the **Building name** (for example *Block A*). Add **Details** if you like (for example *Boys*).
3. Press **Add building**.
4. Open the building: press the bed icon beside it.
5. Press **New room**. Type the **Room name**, and in **Beds to add now** how many beds the room has (4 is filled in).
6. Press **Add room**. The beds are named Bed 1, Bed 2 and so on.
7. Repeat for every room.

A room's name must be new in its building, and a bed's name new in its room.

More beds, or a bed with its own name. Press **Beds** on the room. Either type **How many beds** (they are numbered on from the beds already there), or type one name in **Or one bed with this name** (for example *Upper 3*). Press **Add beds**. You can add up to 100 beds at a time.

Rename a bed. Under a room's beds, after **Rename a bed:**, click the bed's name, type the new one and press **Rename bed**.

On the building's page each room shows *3 of 8 beds taken*, and each bed is a tile: **Free**, or the name of the student who holds it with *Occupied* or *Reserved*.

Put a student in a bed

You can start in two places:

- On the building's page, click a free bed. The dialog opens with that bed chosen.
- On the **Allocations** tab, press **Put a student in a bed**, then choose a free bed in **Bed**. The free beds are grouped by room and building.

Then:

1. Under **Student**, type the student's name or reg no, and click them.
2. Choose the **Status**: *Occupied — the student sleeps here* or *Reserved — held for the student*.
3. Check **From** (today is filled in) and **Until** (the end of the active term).
4. Add **Remarks** if you need to.
5. Press **Put in bed**. The bed now shows the student.

The system refuses when:

- the bed is taken: *Bed 2 is already occupied by …*;
- the student already holds a bed: *This student already holds Bed 3 in Room 4. Check them out of it first.* (Or move them: see below.);
- **Until** is before **From**: *The end date cannot be before the start date.*

Change, move or check out a student

Click a taken bed on the building's page, or the pen beside a row on **Allocations**. The **Stay** opens with the student, the bed and the term.

- **Change the stay.** Change the **Status**, the dates or the **Remarks** and press **Save**. Choosing *Vacant — the student has left* ends the stay and frees the bed.
- **Move to another bed.** Open **Move to another bed**, choose the **New bed** and press **Move**. The student leaves the old bed today, and a new stay starts today in the new bed with the same status, end date and remarks.
- **Check out.** Press **Check out** and confirm. The stay ends today (or on its **Until** date, if that has already passed) and the bed is free.

Allocations: who is in which bed

The **Allocations** tab lists the stays. Search by student or reg no, and choose what to show:

Show	Lists
In a bed now	Students holding a bed (occupied or reserved). This is the default.
Stay ended, bed still held	Students whose **Until** date has passed but who still hold the bed.
Left	Stays that have ended.
Every stay	All of them.

You can also choose a term (or **Every term**) and a building. Each row shows the bed, room and building, the status, the dates, the term and the remarks.

Stays that have ended

When the **Until** date of a stay has passed and the student still holds the bed, the Hostels page warns: *3 students' stays have ended but still hold beds.* **See who** opens **Allocations** at *Stay ended, bed still held*.

Free those beds (or **Free all those beds** on Allocations) checks out every one of those students at once and frees their beds.

> ⚠ CAREFUL
>
> **Free those beds** checks out every student whose stay has ended, not just one. If some of them are staying on next term, open their stays first and move their **Until** date.

Good to know

- Nothing here is deleted: buildings, rooms, beds and stays stay as the record.
- A student holds one bed at a time, and a reserved bed counts as taken.
- A stay is filed under the term that was active when it was made. It is not renewed each term: the student keeps the bed until checked out.
- The night roll-call of a dormitory lists the students holding an **occupied** bed in that building. Reserved beds are not on it.

QUESTIONS

Can I delete a building, a room or a bed?
No. Nothing in the hostels is ever deleted, so the record of who slept where stays. Rename a room or a bed instead, and check students out when they leave.

A boarder is changing dormitory. Do I check them out first?
No. Open their stay and use **Move to another bed**. The old bed is freed and a new stay starts today in the new bed.

Why does a reserved bed count as taken?
A reserved bed is held for one student, so nobody else can be put in it and that student cannot hold a second bed. Only occupied beds are on the night roll-call.

Do stays end by themselves at the end of term?
No. When a stay's **Until** date has passed, the Hostels page warns you. Extend the dates of those staying on, and press **Free those beds** for the rest.

Take the night roll-call in a dormitory

Each night the matron or patron marks a dormitory's boarders present, late or absent. Boarders missing without a reason are reported.

For: Warden, Teacher, Director of studies · app.schooldynamics.ug/help/facilities/night-roll-call

Every night the matron or the patron of a dormitory checks that its boarders are in. **Night roll-call** lists the dormitory's boarders and you mark each one. When you close it, the page names every boarder who is absent without a known reason, and a message can tell the people who look after the dormitory and the head teacher.

Open it from **School life › Facilities › Night roll-call**.

Before you start

- A dormitory is a building under Hostels, and its boarders are the active students holding an **occupied** bed in it. If nobody does, you see *Nobody holds a bed in Block A. Give the boarders their beds under Hostels first.*
- The head teacher, the deputy, the director of studies, the warden and the school administrator can take the roll-call in any dormitory.
- A teacher takes it only in a dormitory where they are the matron or the patron. The warden, the director of studies or the school administrator names them (see below).

Name each dormitory's matron and patron

The **Roll-calls** tab lists the **Dormitories** with their number of boarders, their matron and their patron.

1. Press the pen beside the dormitory.
2. Choose the **Matron**, who takes the roll-call here and is told who is missing.
3. Choose the **Patron**, who also takes the roll-call here and is told.
4. Press **Save matron and patron**.

Either may be left empty. A dormitory with neither has its missing boarders reported to the wardens. The change is written in the school's audit log.

> **GOOD TO KNOW**
>
> The matron and patron are chosen from the school's active staff. To take the roll-call they also need a role that allows it, such as teacher or warden.

Take the roll-call

1. On the **Roll-calls** tab, choose the **Dormitory**. The number beside each one is its boarders.
2. Check the **Night**. Tonight is filled in.
3. Press **Take the roll-call**. The list of the dormitory's boarders opens.
4. Mark each boarder **Present**, **Late** or **Absent**. If most are in, press **Everyone present**, then mark the few who are not.
5. Press **Close roll-call** and confirm.

The list works like a class roll-call (see Taking a roll-call):

- The counts at the top show **Present**, **Late**, **Absent** and **Expected**. Late boarders count as present.
- **Undo** takes back the last mark (`Ctrl` + `Z`).
- Scan a student card or type a student number in the box and press **Mark present**, or press **Scan cards with the camera**.
- **Everyone**, **Absent**, **Here** and **Late** show only those boarders.
- Marks are kept on the device when the internet drops, and sent when it is back.

Away for a reason. Above the list, the page names the boarders who are **On leave** and those **Seen at the sick bay today**, with the note *Mark them absent: they are not reported as missing.*

- *On leave* means the boarder was marked present on a *Leaving school* roll-call this term, and has not been marked present on a *Reporting at school* roll-call since.
- *Seen at the sick bay* means a sick-bay visit was recorded for them that day.

After you close it

A closed roll-call shows either *Every boarder was accounted for.* or **Missing:** with the names, and when they were reported.

A boarder is *missing* when they are marked absent and are neither on leave nor seen at the sick bay that day. If the school has switched on the automatic message **Missing at night roll-call**, a message about each missing boarder goes to the dormitory's matron and patron (or the wardens, when it has neither) and to the head teacher. Each person hears about a boarder once a night, and the person who took the roll-call is not sent one. The message is off until the school switches it on: see Automatic messages.

> ⚠ **CAREFUL**
>
> Closing cannot be undone. Check the absent boarders first: a boarder you forgot to mark stays absent, and may be reported as missing.

The term's night roll-calls

Under the dormitories, **Night roll-calls** lists those taken this term: the night, the dormitory, who took it, present out of expected, absent, and whether it is **Open** or **Closed** (with the number of alerts sent). Press **Continue** to finish an open one, or **Look** to see a closed one.

Who was missing this term

The **Who was missing** tab is the dormitory's report for the term chosen in the top bar. Choose the dormitory. The page shows:

- **Nights taken**, **Boarders ever missing** and **Missing nights**;
- each boarder who was ever absent: their class, **Nights missing** and **Which nights**, and how many nights they were away **On leave** or at the **Sick bay**. The boarders missed most often are at the top.

Only closed roll-calls count. **This term** on a roll-call's page opens this report for its dormitory.

Good to know

- A dormitory has one roll-call a night. Opening the same night again opens the same roll-call.
- A night can be taken up to 7 days late. A future night is refused: *That night has not come yet.*
- A night roll-call is also kept with the school's other roll-calls, as *Activity participation*.

QUESTIONS

Can I take last night's roll-call this morning?
Yes. Choose that night in the **Night** box. A night roll-call can be taken up to 7 days late, but never for a night that has not come.

Two of us opened the same dormitory and night. Are there now two roll-calls?
No. A dormitory has one roll-call a night. The second person opens the same one and carries on with it.

Why is a dormitory not in my list?
A teacher sees only the dormitories where they are the matron or the patron. Ask the warden or the director of studies to name you.

Can I change a roll-call after closing it?
No. Closing asks *Close this roll-call? It cannot be changed afterwards.* Mark everyone before you close.

Does a boarder in a reserved bed appear on the list?
No. The list is the active students holding an occupied bed in the building, under Hostels.

Visiting days, time slots and bookings

Split a visiting day into times, let parents book one in the app (or book for them), and sign each family in at the gate.

For: Secretary, Warden, Head teacher · app.schooldynamics.ug/help/facilities/visiting-days

On a visiting day, families come to see their children. To avoid a crowd at the gate, the office splits the day into times, each taking so many families. Parents book a time in the School Dynamics app (or the office books for them), and on the day the gate finds the booking and signs the family in.

Open it from **School life › Facilities › Visiting days**.

Before you start

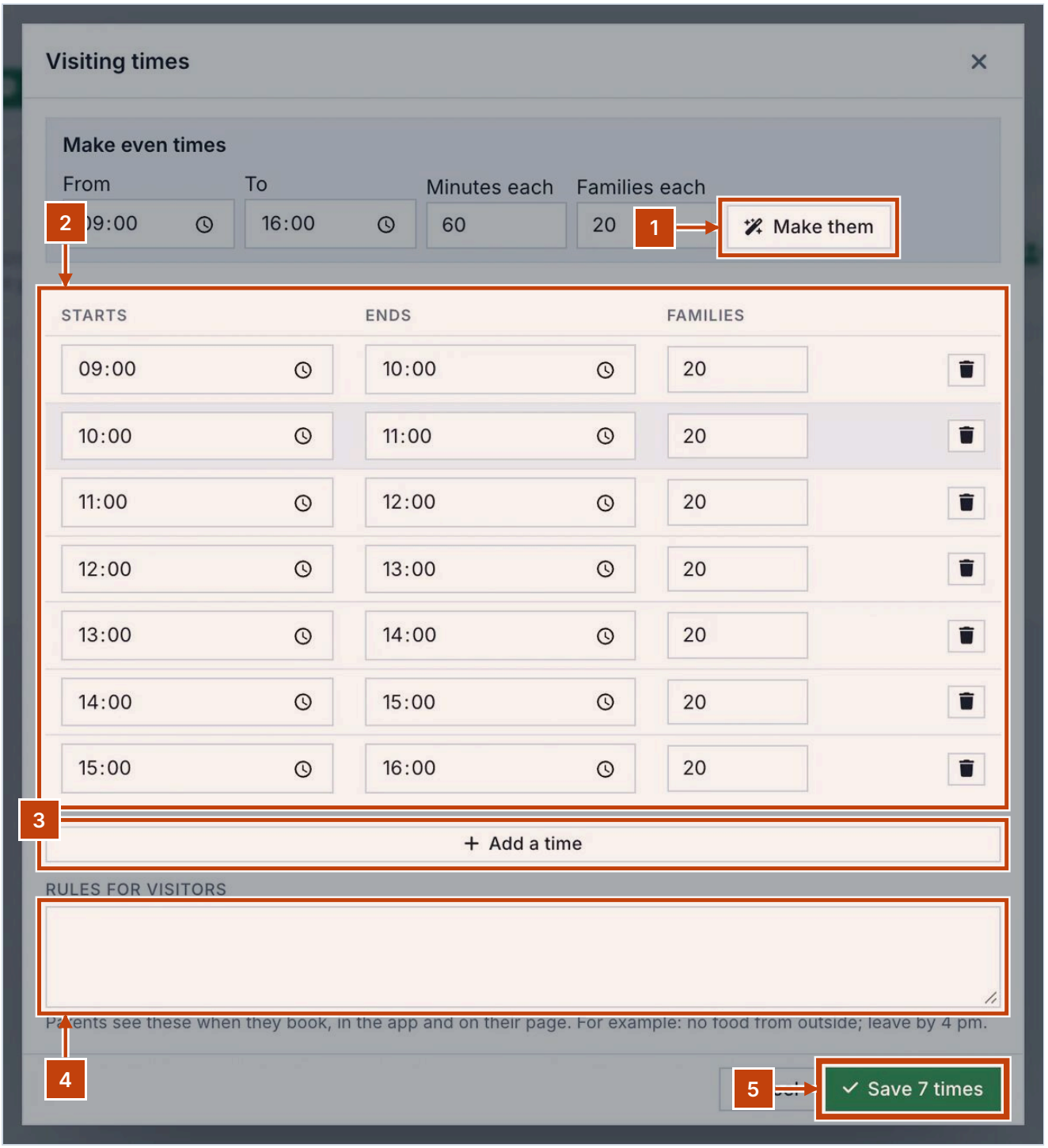
- A visiting day is an entry on the school calendar of the kind *Visiting day*. With none, the page says *No visiting day yet* and, for those who may add one, offers **Add a visiting day**. **New visiting day** at the top does the same.
- The head teacher, the deputy, the secretary, the warden and the school administrator set the times and book for families.
- The gate (receptionist, security, gate keeper) and the school administrator sign families in. They see the **At the gate** tab, which opens first for the gate staff.

Choose the day

Choose the visiting day in the box at the top. Upcoming days are listed; tick **Past days** to see earlier ones. For the chosen day the page shows:

Figure	Means
Families booked	Bookings not cancelled, out of the places the times offer.
People coming	The people the booked families said they would bring.
Signed in	Families signed in at the gate.
Did not come	Booked, not signed in, and their time is over (by half an hour).
Walk-ins	Visitors signed in that day to see a student, with no booking.
Visiting day	The date, and whether it is for every family or boarders' families only.

Set the times



The demo school · invented names and figures

1. Fill the day with even times: first start, last end, minutes each and families each.
2. Each time and how many families it takes. Change any of them.
3. Add one more time by hand.
4. Rules parents see when they book.
5. Save the times. Parents can book them at once.

1. Open the **Times** tab.
2. Press **Set the times**.
3. Under **Make even times**, type **From**, **To**, **Minutes each** and **Families each**, then press **Make them** 1. The list fills with times.
4. Change any start, end or number of families in the list 2, or remove a time with its bin. **Add a time** 3 adds one more.
5. Type the **Rules for visitors** 4, for example *No food from outside; leave by 4 pm*.
6. Press **Save** 5. The button says how many times you are saving, for example **Save 7 times**.

The **Times** tab then lists each time with **Families booked**, **Places** and a **How full** bar.

The rules for the times:

- **Minutes each** is from 15 minutes to 8 hours, and a day has at most 40 times.
- Times must not overlap, and each takes from 1 to 1,000 families.
- A time families have booked stays. It cannot be removed, and cannot take fewer families than have booked it. **Make them** keeps those times in the list for you.

How parents book

Parents see the times and the rules in the School Dynamics app and on their page, and book one for one or more of their children, saying how many people are coming (up to 10). A parent books until their time begins, and can cancel until the day before. A day for boarders only takes only boarders' families. Each child can be booked once per visiting day, and a full time takes nobody more.

Book for a parent who calls

On the **Bookings** tab, press **Book for a parent**.

1. In **The child being visited**, type the child's name or student number and click them.
2. Their brothers and sisters with the same parent are listed under **Visiting**. Tick the ones being visited.
3. Choose the **Time**. Each time says how many places are left; a full one cannot be chosen.
4. Check **People coming** and the **Name of the person coming** (the parent, filled in). Add a **Phone** and a **Note for the gate** if needed.
5. Press **Book the time**.

The office can book any time on the day itself, until the day is over.

The bookings list

The **Bookings** tab lists the day's families by time: the family and phone (and *booked by the office* when it was), the children being visited, the people coming and the status. Search by family, phone or child, or choose one time.

To cancel a booking, press the cross beside it and confirm. The place is freed for another family.

At the gate

On the day, the gate opens **At the gate**. Each row is a family: the name, how many people, the time and the children.

1. Find the family: type the family's name, phone or a child's name.
2. Press **Sign in**.

The family is signed in at that time and the visit is written in the visitors' book, as a visit to the (first) child, naming every child they came to see. Each family is signed in once, and only on the visiting day itself. A cancelled booking cannot be signed in.

A family without a booking is signed in as an ordinary visitor: **Open the visit log** under the list takes you there. They count as walk-ins.

Good to know

- If the school has switched on the automatic message **Visiting time reminder**, each family still booked is reminded the day before. See Automatic messages.
- A booking still not signed in half an hour after its time ends shows **Did not come**.

QUESTIONS

How do I add a visiting day?
On the school calendar, add an entry of the kind *Visiting day*. Tick *Only parents of boarders may book* if it is for boarders' families. It then appears here.

Can I change the times after parents have booked?
Yes, but a time that families booked cannot be removed, and cannot take fewer families than have booked it. Cancel their bookings first if you must.

A parent cannot come. Who cancels?
The parent can cancel in the app until the day before. On the day, the office cancels it here with the cross beside the booking.

A family arrives without a booking. What do I do?
Sign them in as an ordinary visitor in the visit log. They are counted as a walk-in on this page.

Can a family book twice?
No. A child can be booked once per visiting day, so a second booking for the same child is refused.

Record sick-bay visits

Write down every visit to the sick bay, with the symptoms, the result, the treatment and its cost, and keep the school's list of diseases.

For: Nurse, School administrator · app.schooldynamics.ug/help/facilities/sick-bay

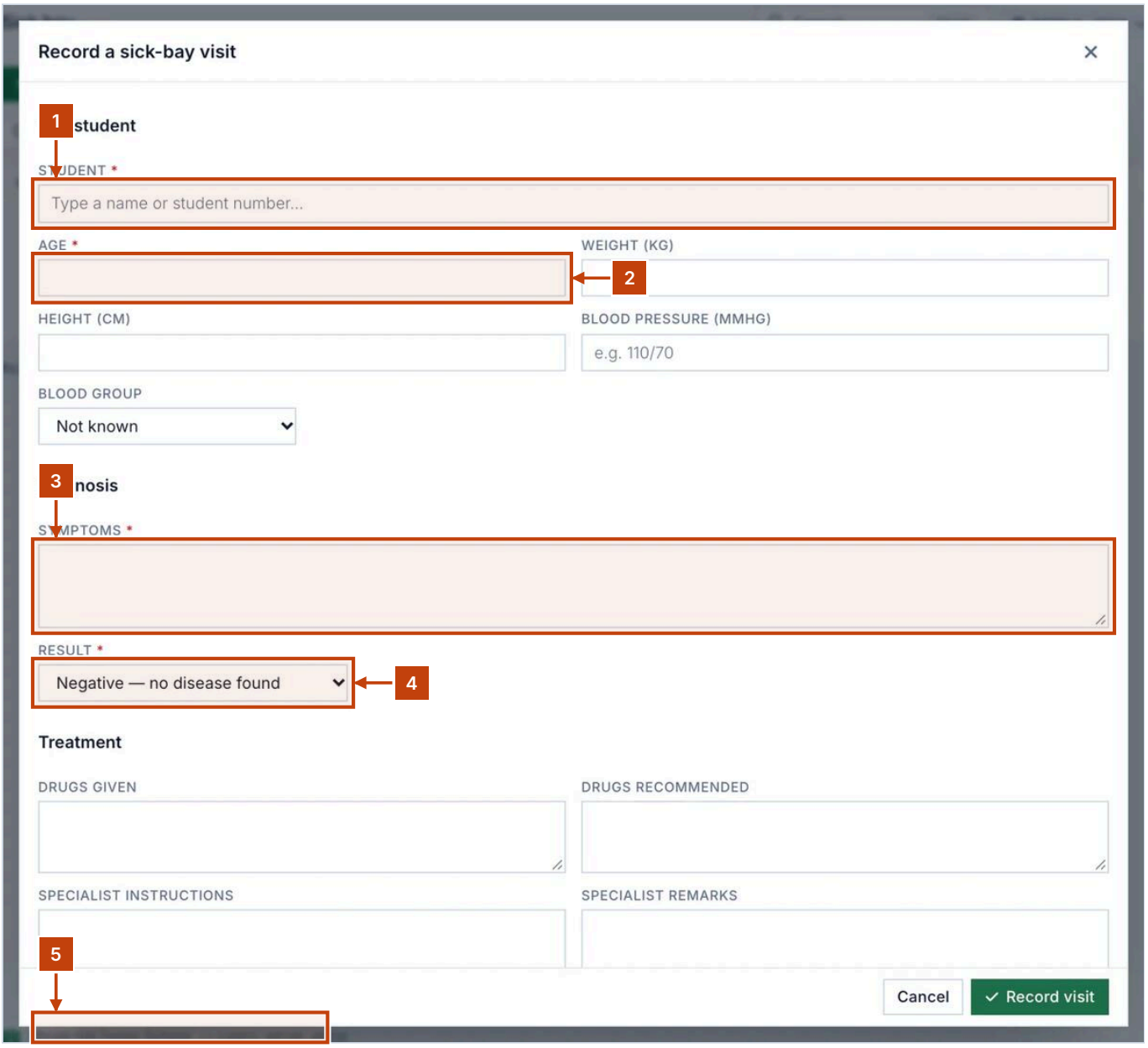
The sick bay keeps a record of every student who comes in: what they complained of, what the nurse found, what was given and what it cost. The record stays with the student, so the nurse can see their earlier visits, and the school can see what is going round.

Open it from **School life › Facilities › Sick bay**. It has two tabs: **Visits** and **Diseases**.

Before you start

- Only the nurse and the school administrator can open the sick bay (and the school's owner, who sees everything).
- The school needs an active term: every visit is filed under the term it was recorded in. Without one you see *Set the school's active term first: every sick-bay visit is filed under a term.*
- Add the diseases you diagnose most often (malaria, flu…) on the **Diseases** tab first. A positive result must name one.

Record a visit



The demo school · invented names and figures

1. Type the student's name or number and click them.
2. The age fills in from the date of birth when the school has it.
3. What the student complains of.
4. Negative, or Positive: then choose the disease.
5. The cost of the treatment, in shillings (0 if none).

1. On the **Visits** tab, press **Record a visit**.
2. Under **Student**, type the student's name or number and click them 1. **Change** picks another.
3. Check the **Age** 2. It fills in from the student's date of birth when the school has it. Add the **Weight (kg)**, **Height (cm)**, **Blood pressure (mmHg)** and **Blood group** if you took them.
4. Write the **Symptoms** 3.
5. Choose the **Result** 4: *Negative — no disease found*, or *Positive — diagnosed*. For a positive result, choose the **Disease**, and tick any **Other diseases** found at the same visit.
6. Write the **Drugs given** and **Drugs recommended**, and any **Specialist instructions** or **Specialist remarks**.
7. Type the **Cost of treatment (UGX)** 5. Type 0 when there is no cost.
8. Tick **Serious case: tell the head teacher** (lower in the dialog) if it is serious.
9. Press **Record visit**.

A negative result clears any disease chosen before. The main disease is not repeated among the other diseases.

What happens next

- **The parent.** If the school has switched on the automatic message **Seen at the sick bay**, the parent gets a short message that their child was seen, and at what time. It never says why: no complaint, result or medicine. It goes once per visit, and only for visits recorded after the message was switched on.
- **The head teacher.** For a serious case, if the school has switched on **Serious sick-bay case**, each head teacher is told who was seen and when, never why. It goes once per visit, including when you mark a visit serious later.
- **The night roll-call.** A boarder seen at the sick bay that day is not reported as missing at the night roll-call.

Both messages are off until the school switches them on: see Automatic messages.

Find and read visits

The **Visits** tab shows the term's figures: **Visits** (and how many students), **Diagnosed** (with the disease seen most often) and **Cost of treatment**. The active term is chosen when the page opens.

Below them is the list: date and time, student, age, symptoms, result (**Positive** with the disease, or **Negative**, and **Serious** when marked) and cost. To narrow it:

- search by student or symptoms;
- choose a term, or **Every term**;
- choose **Any result**, **Positive** or **Negative**;
- choose a disease (a visit counts when it is the main disease or one of the others).

Click a student's name (or the eye) for a quick view of the visit: the measurements, symptoms, drugs, who recorded it, and the student's earlier visits. **Full record** opens the visit on its own page, with every other visit by that student. **Edit** opens the visit to correct it, on either.

Export downloads the list as it is filtered, as a spreadsheet (CSV).

Diseases

The **Diseases** tab is the school's list. Each disease shows how many times it was **Diagnosed**; click the number to see those visits.

- **Add disease**: type the **Name** (for example *Malaria*) and a **Description** if you like, and press **Add disease**.
- The pen beside a disease changes it: press **Save disease**.

A disease name can be on the list only once: *Malaria is already on the list.* Diseases are never deleted.

Good to know

- Visits are never deleted. A mistake is corrected with **Edit**; the visit keeps its term.
- Sick-bay records are private. Every time someone opens a visit, and every export, is written in the school's audit log.

QUESTIONS

Can I delete a visit recorded by mistake?
No. Visits and diseases are never deleted. Open the visit and correct it with **Edit**.

Is the parent told what the child was treated for?
No. If the school switched on the message *Seen at the sick bay*, the parent hears only that the child was seen, and at what time. Never the complaint, the result or the medicine.

Who can see sick-bay records?
Only the nurse and the school administrator (and the school's owner). Each time someone opens a visit, it is written in the school's audit log.

The disease I need is not in the list.
Add it on the **Diseases** tab with **Add disease**, then choose it in the visit.

School transport, routes, students and trips

Set up routes, stages and their fares, and the vehicles. Put students on transport (billed as a service) and record each trip and who rode.

For: Bursar, School administrator · app.schooldynamics.ug/help/facilities/transport

Transport keeps the school's bus and van service: the routes and their pick-up points with fares, the vehicles and drivers, the students who ride (each billed through a service), and every trip with who rode.

Open it from **School life › Facilities › Transport**. It has five tabs: **Overview**, **Routes & stages**, **Vehicles**, **Students** and **Trips**.

Before you start

- The bursar and the school administrator set up routes, fares and vehicles and put students on transport. These need both transport and finance rights, because putting a student on transport bills them.
- Drivers can open every transport page (they need the routes and the parents' phones) and record trips. They change only the trips they drive.
- Students are billed through a service. Make sure the school has a service for transport, with the right fee, under Services.

Routes and stages

A **route** is the run a vehicle makes, for example *Namugongo – Seeta, morning*. Its stages are the pick-up points along it, each with a single-trip fare (one way, per term) and a round-trip fare (both ways, per term).

1. On **Routes & stages**, press **New route**.
2. Type the **Route name** and, if you like, a **Description** (the areas it passes, the timing).
3. Press **Add route**. The new stage dialog opens by itself.
4. Type the **Stage name** (for example *Kibuli stage*), the **Single-trip fare (UGX)** and the **Round-trip fare (UGX)**. Type 0 for a fare there is none of.
5. Press **Add stage**.
6. Add the route's other stages with **Stage** on the route's card (or **New stage** at the top).

Each route is a card listing its stages, their fares and how many students are riding from each now. A route's name must be new in the school, and a stage's name new on its route.

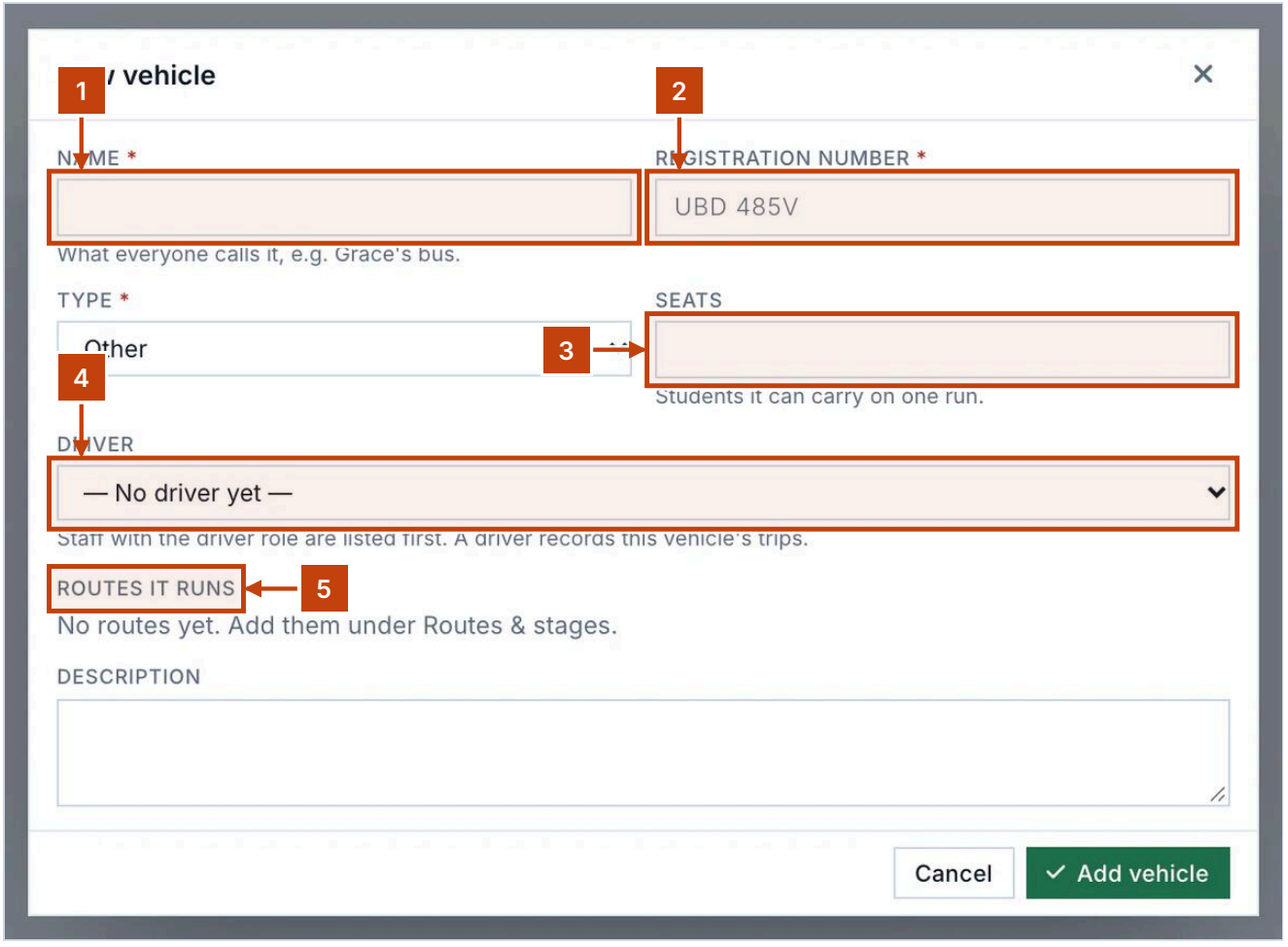
- **Change a stage**: press its pen. Students already on the stage keep the fare they were subscribed at; new subscriptions use the new fares. Choosing another **Route** moves the stage, and its students move

with it.

- **Rename or describe** and **Delete route** are in the route's ⋯ menu. Only a route with no stages, students or trips can be deleted. A stage can be deleted only if no student was ever put on it.
- **Stages not on any route** (from the old system) are listed at the bottom. Press **Put on a route** before students can be put on them.

A route's quick view. Click a route's name. It shows the riders in the morning and afternoon against the seats, the vehicles and drivers (with the driver's phone), and the roster for a term, stage by stage, with each student's class, trip, parent and phone. From there: **Export** (a spreadsheet), **Print roster** (a PDF for the driver), **Put students on it**, **Rename** and **Stage**.

Vehicles



The demo school · invented names and figures

1 What everyone calls it.

2 The registration number. No two vehicles can share one.

3 Students it can carry on one run.

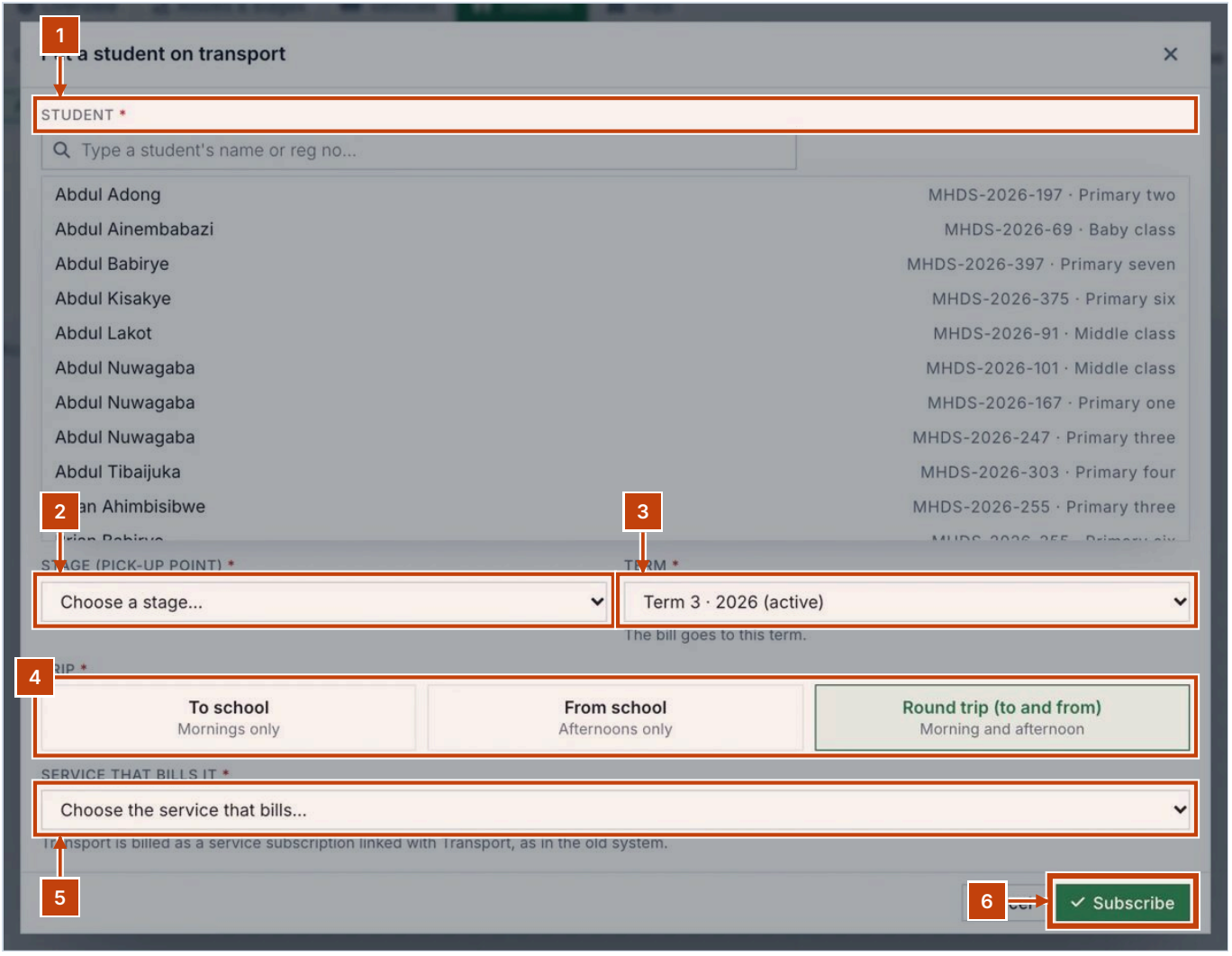
4 The driver, from the staff. Staff with the driver role come first.

5 The routes this vehicle runs.

On **Vehicles**, press **New vehicle**. Type the **Name** 1 and the **Registration number** 2, and choose the **Type** (bus, car, van…). Add the **Seats** 3 (1 to 200), the **Driver** 4 and tick the **Routes it runs** 5. Press **Add vehicle**.

The list shows each vehicle's driver, seats, the routes it runs and its trips this month. Click a vehicle for its quick view. A vehicle can be deleted only while no trip was made in it.

Put a student on transport



The demo school · invented names and figures

1. Find the student by name or reg no.
2. The stage where they board, grouped by route, with its fares.
3. The term the bill goes to.
4. To school, from school, or a round trip. Each shows the stage's fare.
5. The service that bills it. Services whose fee equals the fare come first.
6. Subscribe and bill the service's fee.

1. On **Students**, press **Subscribe a student**.
2. Choose the **Student** 1.
3. Choose the **Stage (pick-up point)** 2 and the **Term** 3.
4. Choose the **Trip** 4: *To school*, *From school* or *Round trip (to and from)*.
5. Choose the **Service that bills it** 5. The one whose fee equals the stage's fare is suggested.
6. Read the summary under it: what will be billed and, when the route's vehicles have seats recorded, how full the route is.
7. Press **Subscribe and bill UGX …** 6 (or **Subscribe** when the service costs nothing).

The service's fee is billed to the student's account for that term, and the student is on the stage's roster.

> ⚠ CAREFUL
>
> The bill is the **service's fee**, not the stage's fare. When the two differ, the summary warns you: *The bill follows the service's fee.…* Choose a service whose fee equals the fare to bill the fare.

A student can be on transport once a term. If they already are, the dialog says so and offers **Change the stage instead**. Saving anyway is refused: *… is already on transport for Term 2 · 2026 (…). Change the stage or remove that subscription first.*

A whole group. Press **Subscribe a group**. Choose the stage, term, trip and service as above. Under **Students**, choose a class and press **Add its active students** (repeat for other classes; the cross takes one student out). Press **See who will be billed**: the next screen shows the **Students to subscribe**, the total **Billed in total**, and those **Left as they are** with the reason. Press **Subscribe … and bill UGX …** and confirm, then **Done**. Up to 3,000 students at a time.

Change, pause or take a student off

Each student's ⋯ menu on **Students**:

Choice	What it does
Change stage or trip	Moves the student to another stage or trip type. The bill is unchanged.
Edit amount or description	Corrects the figure the roster and the fares totals show. It is not a bill: the student's account does not change.
Pause (keeps the bill)	The student is not expected on trips. The bill stays. **Resume riding** undoes it.
Open its service subscription	Opens the service subscription that billed it.
Take off transport	Asks **Why**, then removes the student and their service subscription, and credits back what it billed.

To bill differently, take the student off transport and subscribe them again.

Tick several students to **Pause**, **Resume** or **Take off transport** together.

Finding students. Search by student, reg no or stage; choose a term, a route or a trip type; and show **All**, **Riding**, **Paused**, **Not billed through a service** or **Under the wrong route**. The **Billed** column shows what the service billed, or *Not through a service* / *Not billed yet*. **Export** downloads the list.

If a stage was moved to another route and some students are still listed under the old one, a warning says so. **Put them on the right route** fixes it; nothing is billed or credited.

Trips

Drivers record trips in the School Dynamics app. You can also start one here.

1. On **Trips**, press **Start a trip**.
2. Choose the **Route** and the **Direction** (*To school* or *From school*). The dialog says how many students are expected: everyone on the route this term who rides that way or both ways, except those paused.
3. Check the **Date** and the **Start time** (left empty: now).
4. Choose the **Driver** (a driver starting a trip is the driver), and the **Vehicle** if you like.
5. Type the **Start mileage (km)** and, if you like, the **Location** (or press the location button).
6. Press **Start the trip**.

The trip opens with every expected student. Mark each **On board**, **Dropped off** or **Absent**, or tick several and press one of those buttons. **Add a passenger** adds a student who was not expected; they are added on board.

To finish, press **Close the trip**. Give the **End time** and **End mileage (km)**, tick *The students still on board were dropped off* if they were, and press **Close the trip**. The trip records how many rode and how many were absent.

In the trip's ⋯ menu, **Correct driver, vehicle, times or mileage** fixes a trip, and **Cancel the trip** cancels one started by mistake. A cancelled trip stays in the list, marked cancelled.

The system refuses:

- a second trip on the same route, the same way, the same day while one is under way: open that one instead;
- a date that has not come yet, or more than 60 days ago;
- an end time before the start, or an end mileage below the start mileage.

Filter trips by dates, route, driver and direction, and show **All**, **Under way**, **Closed** or **Cancelled**. **Export** downloads them.

The overview

Overview shows one term at a glance (the active term when it opens; choose another in the box):

- **Students riding** (to school, from school, both ways), **Fares this term** (with what was billed through services, and how many are not billed), **Routes** (stages, vehicles, seats) and **Trips this month**;
- each route with its vehicle and driver, riders in the mornings and afternoons, seats taken and fares;
- the trips this month and last month: closed trips, riders on a trip on average, and the share of expected students who did not ride;
- boardings over the last 7 days, and the latest trips.

Good to know

- Nothing that students or trips point to is deleted: a stage with students, a route with stages, students or trips, a vehicle with trips.
- Taking a student off transport credits their account with what the service billed; see Student accounts.
- Paused students keep their bill but are not expected on trips.

QUESTIONS

What is the difference between a route and a stage?
A route is the run a vehicle makes. Its stages are the pick-up points along it, each with its own fares. Students are put on transport at a stage.

Why was the student billed a different amount from the stage's fare?
The bill is always the fee of the service you chose. The fare is what the roster shows. The dialog warns you when the two differ; to bill the fare, choose a service whose fee equals it.

A student stops using the bus for a few weeks. Do I take them off?
No. Use **Pause (keeps the bill)**. They are not expected on trips, and the bill stays. **Resume riding** brings them back.

Can a driver change fares or students?
No. Drivers see every transport page and record trips, and can change only the trips they drive.

I changed a stage's fare. Do the students already on it pay the new fare?
No. Students already on the stage keep the fare they were subscribed at. New subscriptions use the new fares.

Run the library

Keep the catalogue of books, lend them to students and staff, take them back, and follow up the ones that are overdue or lost.

For: Librarian, School administrator · app.schooldynamics.ug/help/facilities/library

The library pages keep the school's catalogue of books and every loan: who has which book, when it is due back, and which books are late or lost. Open them from **Facilities › Library**. There are three tabs: **Books**, **Loans** and **Categories & authors**.

Before you start

- The librarian and the school administrator can use the library pages.
- Set up the categories first. Every book goes in a category, and the **Category** list of a new book is empty until there is one.

Set up categories and authors

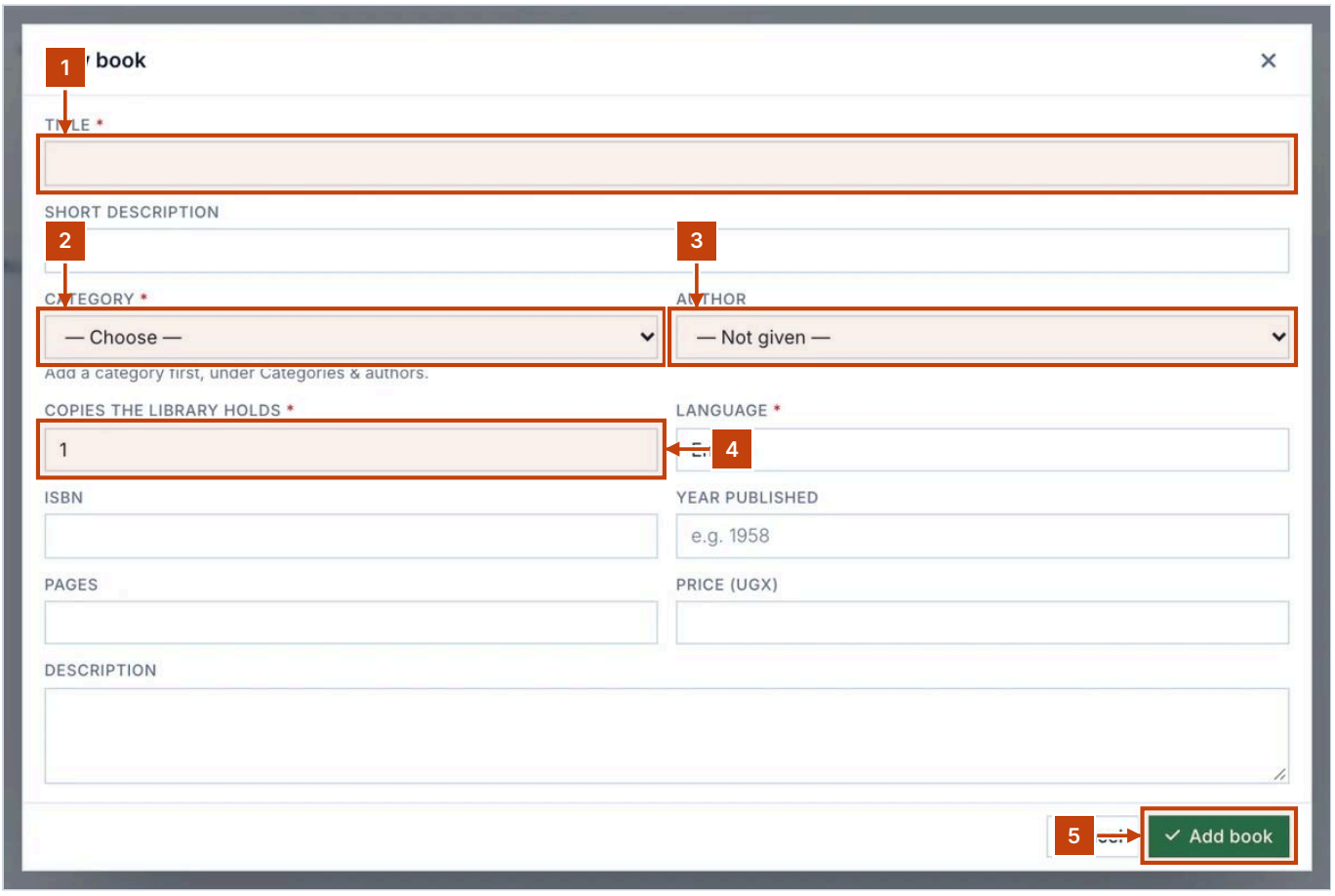
Categories go two levels deep: a group (such as *Fiction*) and the categories inside it (such as *Poetry*). Books go in a category that has no categories inside it.

1. Open the **Categories & authors** tab.
2. Press **Add category**.
3. Type the **Name**. Leave **Group** at *Top level* for a group, or choose the group this category sits in.
4. Press **Add category** at the bottom of the dialog.
5. Under **Authors**, press **Add author**, type the **Author's name** and press **Add author**.

The plus button beside a group adds a category inside it. A group that already holds books cannot have categories inside it. Two categories in the same group cannot have the same name.

You cannot remove a category that still holds books or has categories inside it, or an author who still has books in the catalogue. Move the books first.

Add a book



The demo school · invented names and figures

1 The book's title

2 The category it goes in. Make categories under Categories & authors first.

3 The author, if you know it

4 How many copies the library holds

5 Add it to the catalogue

1. Open the **Books** tab and press **New book**.
2. Type the **Title** 1.
3. Choose the **Category** 2.
4. Choose the **Author** 3 if you know it. It can be left as *Not given*.
5. Type the number of **Copies the library holds** 4. Check the **Language** (English unless you change it).
6. Add the ISBN, year published, pages, price and description if you have them.
7. Press **Add book** 5.

The top of the **Books** tab counts the titles, the copies held, the copies on loan and the overdue loans. Each book shows its copies, how many are **On loan** and how many are **On the shelf**. Search by title, author or ISBN, or choose a category. Choose **With copies on loan** to see only books that are out.

Click a book's title to see who has it now (overdue first) and who borrowed it before. **Its loans** opens all the loans of that book.

> **GOOD TO KNOW**
>
> You cannot set a book's copies below the number out on loan. If 3 copies are out, the library holds at least 3.

Lend books



The demo school · invented names and figures

1. Type the borrower's name or registration number, then pick them
2. Type a title or ISBN, then pick each book (up to 10)
3. The day the books are due back
4. Lend the books

1. Open the **Loans** tab and press **Lend books**.
2. Type the borrower's name or registration number in **Borrower** 1, then click the right person.
3. Type a title or ISBN in **Books** 2, then click the book. Repeat for each book, up to 10.
4. Check **Due back on** 3. It starts two weeks from today and cannot be in the past.
5. Press **Lend** 4.

Each book in the list says how many copies are on the shelf. A book with none on the shelf cannot be picked. The loan appears under **Out now**.

Take books back

1. On the **Loans** tab, find the loan under **Out now** or **Overdue**. Search by the borrower's name or registration number.
2. Press the eye button to open the loan.
3. Press **Returned** beside each book that came back, or **All books returned** if everything is back.

When every book on a loan is back (or written off as lost), the loan moves to **Returned**.

In the same dialog you can change the due date: choose the new date under **Change the due date** and press **Save due date**.

> ⚠ CAREFUL
>
> **Lost** writes the copy off. The library then holds one copy fewer of that book, and this cannot be undone from the loan. Use it only when the book is really gone.

Overdue loans and requests

The chips at the top of the **Loans** tab sort the loans: **Out now**, **Overdue**, **Requests**, **Returned** and **All loans**. The first three show how many there are.

A loan is overdue when its due date has passed and a book is still out. It shows an **Overdue** badge and how many days late it is. Remind the borrower, or change the due date.

A request is someone asking to borrow books. Open it, check **Due back on**, and press **Approve and lend**: the books go out at once, so a copy of each must be on the shelf. Press **Reject** to turn it down. Either answer is final.

QUESTIONS

Can a student borrow a book when every copy is out?
No. A book is lent only when a copy is on the shelf. In the **Lend books** dialog, a book with none on the shelf cannot be picked.

How do I remove a book the library no longer has?
A book that has never been lent can be removed with the bin button. A book that has been lent before stays in the catalogue, so its loans still make sense. Edit it and set its copies to 0 instead.

A book was lost. What do I do?
Open the loan, and press **Lost** beside the book. The copy is written off and the library holds one copy fewer.

Can I lend to a member of staff?
Yes. The borrower can be any student or member of staff of the school who is not deactivated.

Keep the store

Record what comes into the store and what goes out, see what is low, and hand out the uniforms and books that come with a service.

For: Store keeper, Bursar, School administrator · app.schooldynamics.ug/help/facilities/stores

The store pages keep the school's stock: each item, every delivery, everything that goes out, and the items students get with a service (a uniform, a set of books). Open them from **Facilities › Stores**. There are five tabs: **Overview**, **Items**, **Batches**, **Stock in & out** and **To hand out**.

Before you start

- The store keeper, the purchaser, the bursar and the school administrator can use the store pages.
- The school needs an active term: every movement is filed under it.
- A delivery needs a supplier. Suppliers are kept under **Procurement › Suppliers**.

How the store counts

Stock comes in as a batch: one delivery of one item, with its quantity, supplier and unit price. Everything that goes out is taken out of a batch. Each batch shows what is **Left** and what that is **Worth now** (left × unit price). An item's stock is what its current batches hold.

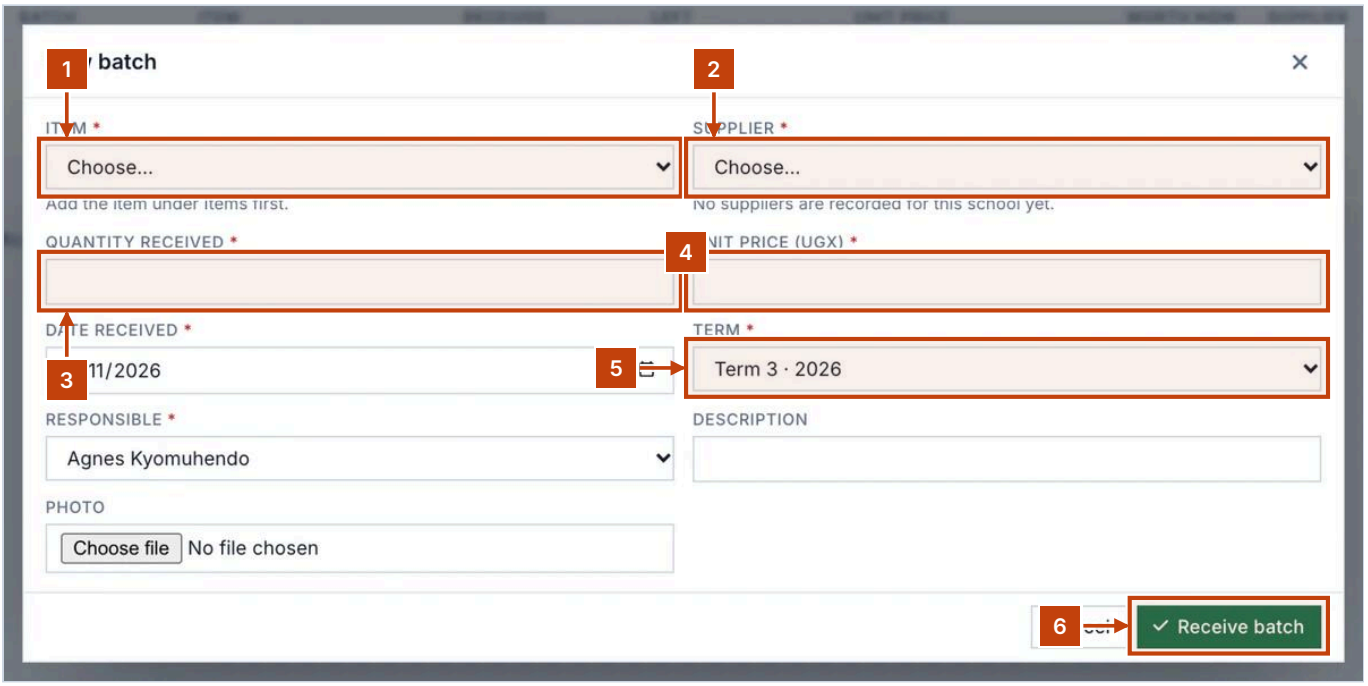
Add the items

1. Open the **Items** tab and press **New item**.
2. Type the **Name**. Each item's name is used once.
3. Under **Counted in**, type how it is counted: pieces, kg, boxes.
4. Type the reorder level. At or below it, the item shows **Reorder**.
5. Press **Add item**.

Each item shows its stock and a status: **In stock**, **Reorder** or **Out of stock**. The chips **Low or out** and **Out of stock** narrow the list. Click an item to see its current batches, what they are worth, its latest movements and how many wait to be handed out.

An item with batches, or one handed out with a service, cannot be deleted. Rename it if the name is wrong.

Receive a delivery



The demo school · invented names and figures

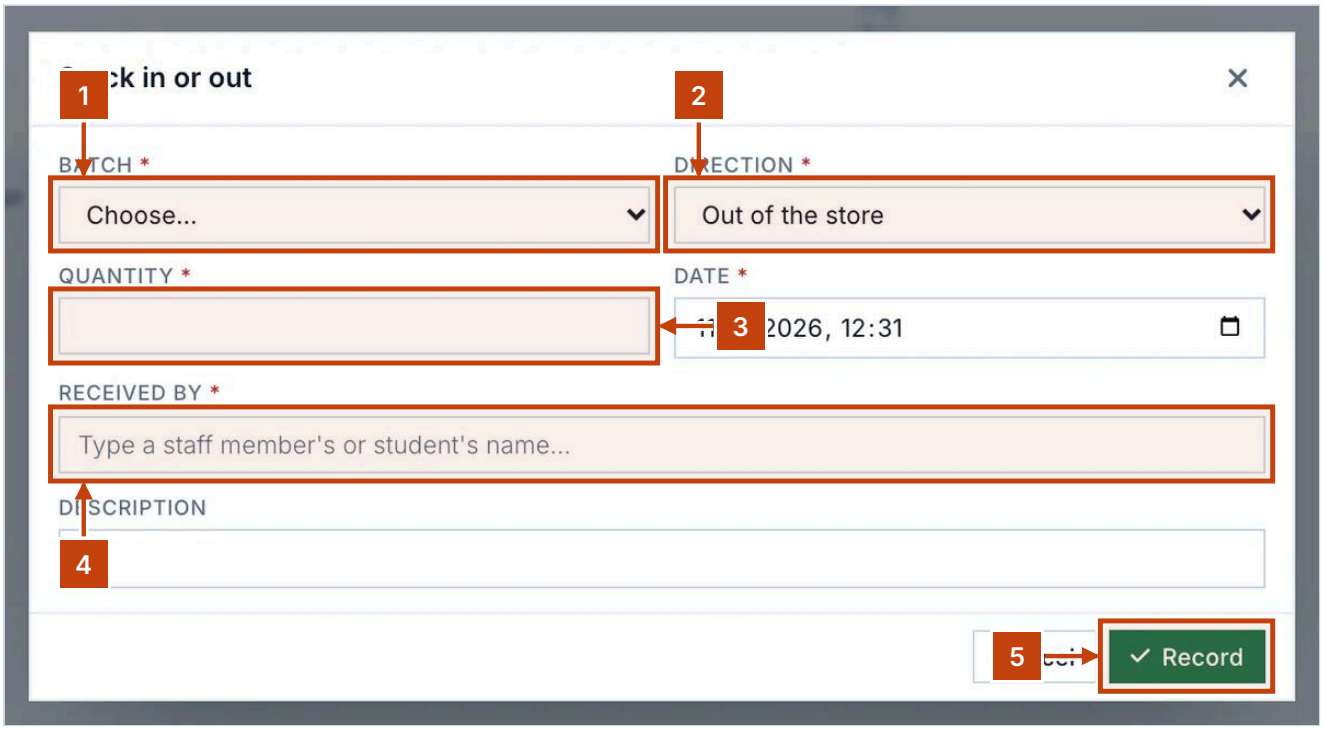
1. The item that came in
2. Who supplied it
3. How much came, in the item's unit
4. The price of one unit
5. The term this stock is for
6. Record the delivery

1. Open the **Batches** tab and press **New batch**.
2. Choose the **Item** 1 and the **Supplier** 2.
3. Type the **Quantity received** 3 and the **Unit price (UGX)** 4.
4. Check the **Date received** and the **Term** 5. The term starts as the active term.
5. Check **Responsible**: the member of staff who keeps this stock. It starts as you.
6. Add a description or a photo of the delivery note if you like.
7. Press **Receive batch** 6.

The item's stock goes up at once. The batch list shows how many current batches there are and what they are worth.

You can correct a batch later with the pen button. Its quantity received cannot be less than what has already gone out of it, and once stock has moved its item cannot change.

Record stock going out (or coming back)



The demo school · invented names and figures

1 The batch the stock comes out of (or goes back into)

2 Out of the store, or into it

3 How much

4 Who received it: a member of staff or a student

5 Save the movement

1. Press **Stock in or out** (on the **Stock in & out** tab or the **Batches** tab). On the **Batches** tab, the arrow buttons on a batch's row open it for that batch.
2. Choose the **Batch** 1. Each one says how much is left.
3. Choose the **Direction** 2: *Out of the store* or *Into the store*.
4. Type the **Quantity** 3 and check the **Date**.
5. In **Received by** 4, type at least two letters of a staff member's or student's name, then click the person.
6. Press **Record** 5.

If you ask for more than the batch holds, the dialog says *Only … left in batch #…* and nothing is saved.

The **Stock in & out** tab lists the movements not yet archived, newest first. Narrow it by direction, item, term, who recorded it, or dates. **Export** downloads the movements the filters show. The pen button corrects a movement (quantity, date, who received it, description); its batch and direction stay. A correction that would take the batch below zero is refused.

Hand out items that come with a service

Some services come with things from the store, such as a uniform or a set of books. The service is set up that way under Services (*Items are handed out from the store with this service*). When a student is subscribed, each item waits for them on the **To hand out** tab.

1. Open the **To hand out** tab. It shows what is **Waiting** this term.
2. Find the student: search by name or registration number, or choose a service, item or class.
3. Press **Hand out** on the row. To hand the same item to several students, tick their rows and press **Hand out ticked**.
4. Choose the batch under **From batch**. The oldest batch with stock comes first.
5. Press **Hand out**.

Each hand-out is recorded as stock out of the batch, received by the student. When every item of a student's service is handed out, the service is complete. You can tick items of only one kind at a time, because they come out of a batch of that item.

The other buttons on a row:

- **Take back**: the item goes back into its batch (recorded as stock in) and waits to be handed out again. Say why.
- The note button: a short note on the item, such as *Size 32 next term*. Press **Save note**.
- The row menu: **Mark pending** (still waiting, for a reason), or **Cancel the hand-out…**. Cancelling takes all of that service's waiting items off the list; no stock moves and the bill stays. To undo it, find the row under **Cancelled** and press **Put back on the list**.

> ⚠ CAREFUL
>
> A movement made by handing out an item shows *Service item* on the **Stock in & out** tab and cannot be corrected there. Use **Take back** on the **To hand out** tab instead.

Start a new term

At the start of a term, press **Archive last term's stock** on the **Stock in & out** tab. The dialog says how many movements and batches from other terms will be archived, and how much they still hold. Press **Archive**.

Archived batches stop counting in the items' stock. Record what is still on the shelves as a new batch for this term. To look back, tick **Archived** on the **Batches** or **Stock in & out** tab.

The overview

The **Overview** tab shows the number of items, what the current stock is worth, how many items are out of stock or below their reorder level, and how many items are waiting to be handed out. Below are the items that are low or out, what is waiting to be handed out, the hand-outs not complete, the most valuable stock and the latest movements.

A school that has never received stock sees *Stores are not used yet* and a **Receive the first batch** button.

QUESTIONS

Why does an item show as out of stock when I know there is some on the shelf?
An item counts only its current batches. After **Archive last term's stock**, last term's batches stop counting. Record what is still on the shelves as a new batch for this term.

Can I take out more than a batch holds?
No. Stock out of a batch stops at what it holds, so stock never goes below zero. Take the rest from another batch of the same item.

Does receiving a batch pay the supplier?
No. A batch records the stock and what it is worth. Paying the supplier is recorded separately, under School finance.

Goods came in on a purchase order. Do I record a batch too?
No. When goods on a purchase order are received, each accepted line that names a store item goes into the store as a batch at the order's price. See Receiving goods.

Keep the fixed-asset register

Register what the school owns, who looks after each thing and what it is worth, check it every term, and print labels with a QR code.

For: Store keeper, Bursar, School administrator · app.schooldynamics.ug/help/facilities/fixed-assets

The fixed-asset register lists the things the school owns and keeps for years: furniture, computers, vehicles, machines. For each one it keeps who looks after it, what it cost, what it is worth now, its condition and when it next needs maintenance. Open it from **Facilities › Fixed assets**. There are four tabs: **Register**, **Checks & values**, **Categories** and **Labels**.

Before you start

- The store keeper, the purchaser, the bursar and the school administrator can use the register.
- Each asset is filed under a term. The active term is chosen for you.

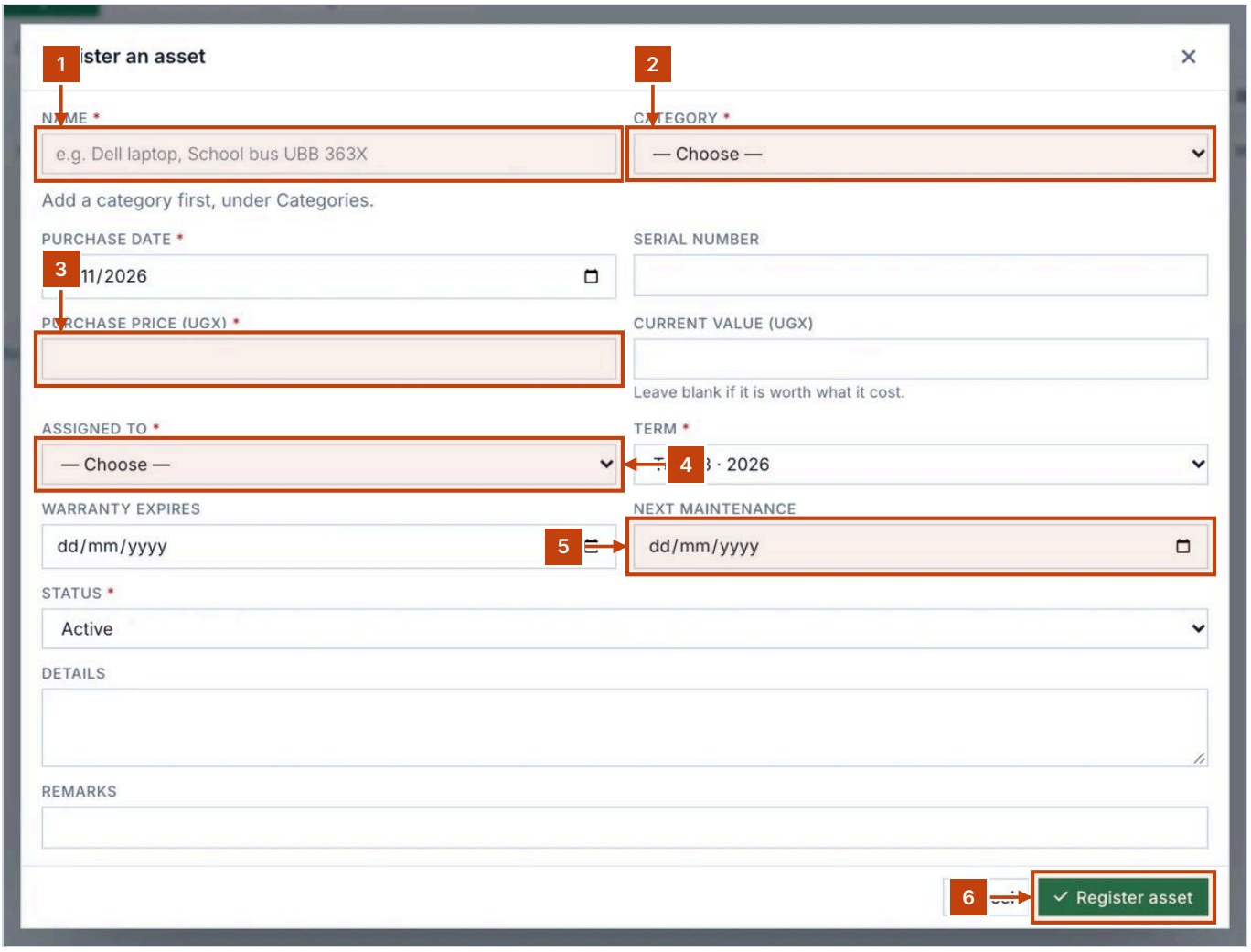
Make the categories

Every asset belongs to a category, and the category's code goes into every asset's code.

1. Open the **Categories** tab and press **New category**.
2. Type the **Name**, for example *Furniture*.
3. Type the **Code**: exactly 3 characters, for example *FUR*.
4. Press **Add category**.

Two categories cannot share a name or a code. The **Invested** and **Value now** columns add up the category's active assets only.

Register an asset



The demo school · invented names and figures

1. What the asset is
2. Its category: its code goes into the asset's code
3. What it cost
4. The member of staff who looks after it
5. When it is next due for maintenance (optional)
6. Register it and give it its code

1. On the **Register** tab, press **Register asset**.
2. Type the **Name** 1 and choose the **Category** 2.
3. Check the **Purchase date** and type the **Serial number** if it has one.
4. Type the **Purchase price (UGX)** 3. Leave **Current value (UGX)** blank if it is still worth what it cost.
5. Choose who it is **Assigned to** 4: any member of staff.
6. Add the **Warranty expires** and **Next maintenance** 5 dates if you know them.
7. Press **Register asset** 6.

The asset gets its asset code at once, for example *ABC-FUR-2026-0007*: the school's short name, the category code, the year and the asset's number in its category. The message that appears says the code.

The register

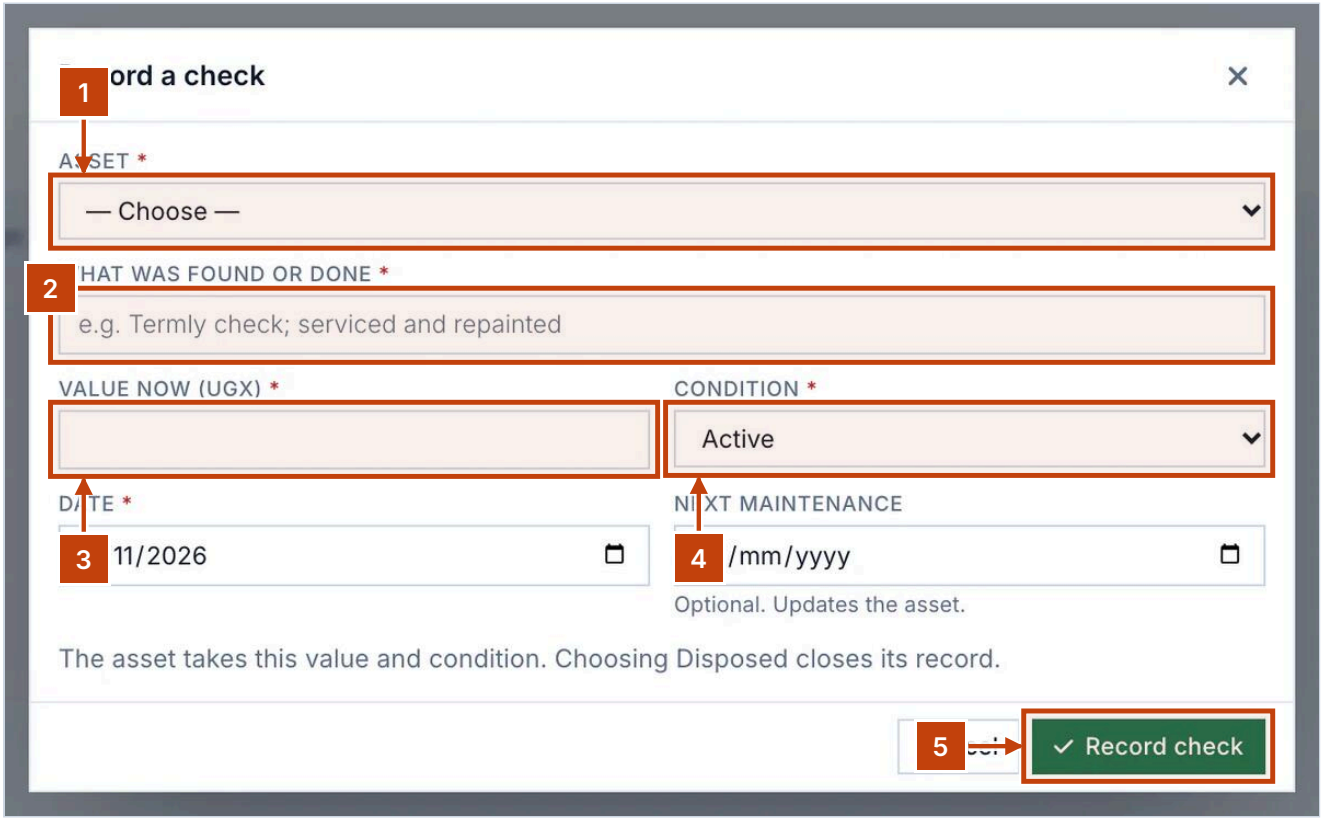
The top of the **Register** tab counts the active assets, what they are worth, the assets whose maintenance is due in the next 30 days, and the ones damaged or lost.

Search by name, code or serial number, or narrow the list by category, status or the person it is assigned to. **Maintenance due** shows the assets due in the next 30 days, or already late. A maintenance date of today or earlier is marked **Overdue**. **Export** downloads the list the filters show.

Click an asset's name for a quick view: its value, what it cost, when it was last checked, and its latest checks. **Full record** opens its own page, with every check and its value over time.

Check an asset

Check the assets regularly (every term is a good habit) and record what you find.



The demo school · invented names and figures

1. The asset you checked
2. What you found or did
3. What it is worth now
4. Its condition: Active, Damaged, Lost or Disposed
5. Save the check

1. Press **Record a check** (on the **Register** tab, the **Checks & values** tab, or an asset's own page).
2. Choose the **Asset** 1. Its value and condition fill in.
3. Type **What was found or done** 2, for example *Termly check; serviced and repainted.*
4. Type its **Value now (UGX)** 3.
5. Choose its **Condition** 4.
6. Check the **Date**. It cannot be in the future. Add the **Next maintenance** date if it changed.
7. Press **Record check** 5.

The asset takes the new value and condition. The check keeps how much the value went up or down. **Checks & values** lists every check, with the net change at the bottom. Narrow it by **Went up** or **Went down or held**, by condition, or by dates.

> ⚠ CAREFUL
>
> Choosing **Disposed** closes the asset's record: it takes no more checks. Use it only for things the school has sold, thrown away or given away.

A check can record a value of up to UGX 99,999,999. For a bigger asset (a bus, a building), change the value with **Edit** on the asset instead.

Print labels

Each label carries the asset's name, its code, a QR code and a barcode.

- **One asset**: press the QR code button on its row in the register, or **Print label** on its own page. The label opens as a PDF.
- **A whole category**: open the **Labels** tab and press **New label sheet**. Type a **Title**, choose the **Category**, and choose a **Status** (Active to start with) or leave it at any status. Fill **Registered from** and **Registered to** to print only the assets registered between those days, or leave them blank for all. Press **Save sheet**.

Saved sheets stay on the **Labels** tab, with the number of labels each holds. Press **Print** to open the sheet as a PDF. A sheet always prints the assets that match it today, so it can be printed again after new assets are registered.

QUESTIONS

Can I delete an asset?
No. Assets and categories are never deleted. Record a check with the condition **Disposed** (or **Lost**), and the asset leaves the totals of active assets.

Can I change an asset's code?
No. The code is given once, when the asset is registered, and never changes, so the printed labels stay right.

I made a mistake in a check. How do I fix it?
Checks cannot be edited. Record a new check with the right value and condition.

Why can I not record a check for an asset?
An asset marked **Disposed** takes no more checks. Its record is closed.

Sign visitors in and out

Keep the gate's visitors' book. Sign each visitor in and out, see who is on the premises, and look up anyone who has visited before.

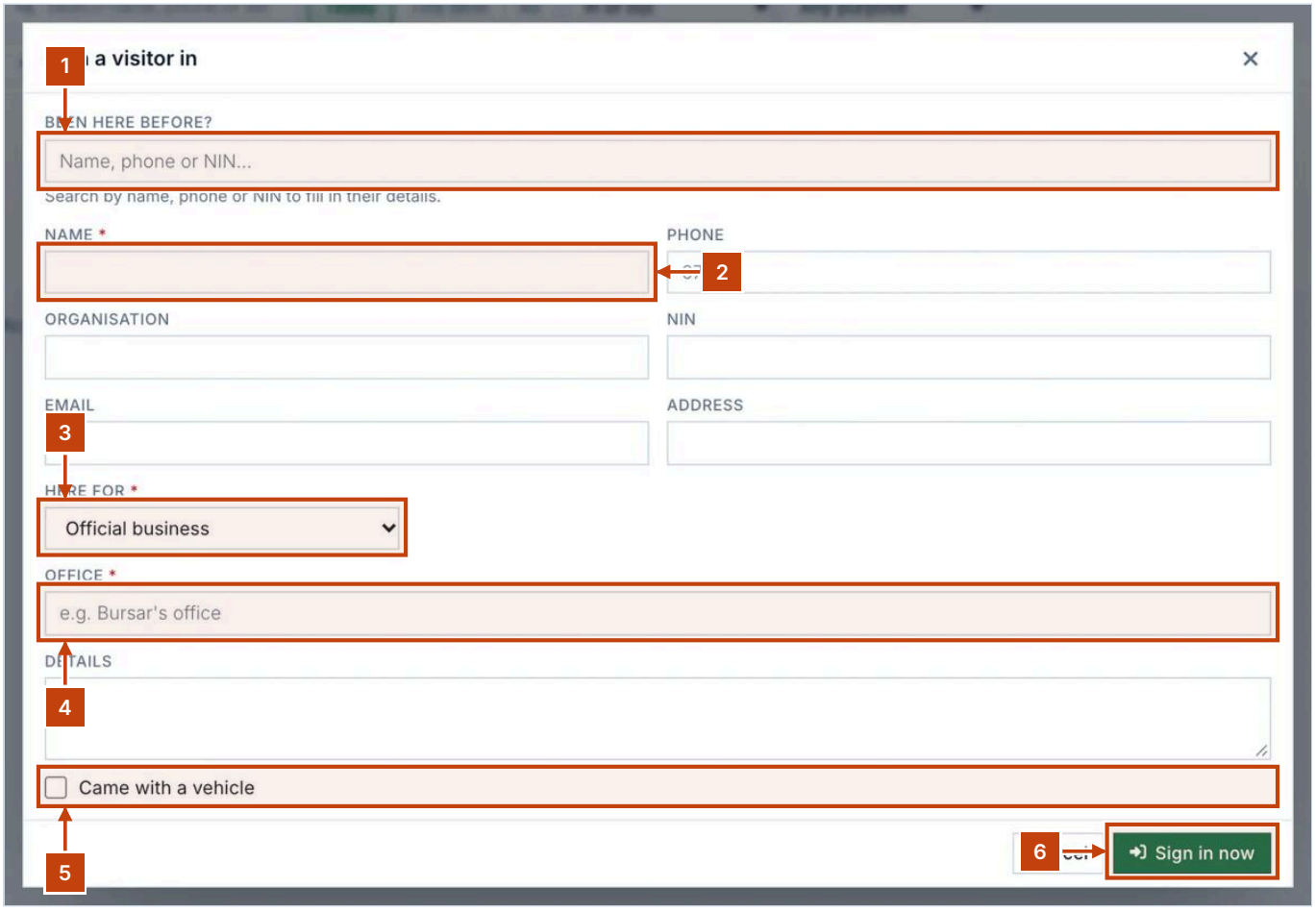
For: School administrator · app.schooldynamics.ug/help/facilities/visitors

The visitors' book keeps everyone who comes to the school: who they are, who or what they came for, when they came in and when they left. Open it from **Facilities › Visitors**. There are two tabs: **Visit log** (the visits) and **Visitors** (the people).

Before you start

The receptionist, security, the gate keeper and the school administrator can use the visitors' book.

Sign a visitor in



The demo school · invented names and figures

1. Been here before? Find them by name, phone or NIN
2. The visitor's name
3. What they came for
4. Which office (or the person they came to see)
5. Tick it to record the vehicle's number plate
6. Sign them in at the time now

1. On the **Visit log** tab, press **Sign a visitor in**.
2. If they have been here before, type their name, phone number or NIN in **Been here before?** 1 and click them. Their details fill in. (Press **Not them?** if you picked the wrong person.)
3. Otherwise, type the **Name** 2, and the phone, organisation, NIN, email and address you have.
4. Choose what they are **Here for** 3: *Official business*, *A member of staff*, *A student* or *Something else*.
5. Fill the box that appears 4: the **Office**, the **Member of staff**, the **Student** (type a name or student number and click them), or the **Reason**.
6. If they came with a vehicle, tick **Came with a vehicle** 5 and type the **Vehicle registration**.
7. Press **Sign in now** 6.

The visit is signed in at the time now, and appears at the top of the log with **Still in**.

Sign a visitor out

When the visitor leaves, press **Sign out** on their row and confirm. The time out is the time now.

The eye button opens the whole visit: contacts, what they came for, the times, the vehicle, and who logged it. A visitor still in can be signed out from there too, with **Sign out now**.

> TIP
>
> Before the gate closes, choose **Still in** in the *In or out* list. Anyone left there has not been signed out.

Read the log

The top of the **Visit log** counts the visitors **On the premises** (signed in today and not yet out), the **Visits today** and the **Visits this term**.

The log shows **Today** to start with. Switch to **This term** or **All**. Search by name, phone, vehicle or organisation, or narrow it by *In or out* and by purpose. **Export** downloads the visits the filters show, as a spreadsheet.

Click a visitor's name for a quick view: how many times they have come, when they last came, and their last visits.

The visitors

The **Visitors** tab lists every person who has visited, with their phone, organisation, number of visits and last visit. A visitor is added the first time they sign in. Search by name, phone, organisation or NIN.

Full record (in the quick view) opens the visitor's page with every visit. Press **Edit** there to correct their details, then **Save visitor**.

> GOOD TO KNOW
>
> When a visitor signs in, the school looks for them among its own visitors by phone number, then email, then NIN. If it finds them, the visit joins their record and their details are brought up to date; a field left blank on the visit does not wipe what is already known. If not, a new visitor is added.

Visits from the phone app

The gate can sign visitors in on the phone app, even without internet; the app sends the visits when it is back online. They appear in the same log, with a signature when the visitor signed on the phone.

QUESTIONS

Do I have to type a returning visitor's details again?
No. In **Been here before?**, type their name, phone number or NIN and click them. Their details fill in.

Can I change the time a visitor came in?
No. Signing in and signing out take the time from the clock at that moment.

Who can see the visitors' book?
The receptionist, security, the gate keeper and the school administrator.



School Dynamics

Questions? Ask under any lesson in the app, or write to the team.

app.schooldynamics.ug/help