

Parents' Reference Guide to Skoolee



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INTRODUCTION- Skoolee At A Glance

Skoolee is a School Management, Student Information and Learning Management System, built to suit ATIS requirements. It communicates grades, attendance, conduct, demerit, assignments, report cards, schedules, school calendar, medical, Resources by Subject, Resources by Class Section and other dynamic information among students, parents, teachers and school administration.

Skoolee accommodates both English and Arabic languages. Each staff member as well as parents and students have their own profile with different permissions and privileges to access Skoolee.

Parents can:

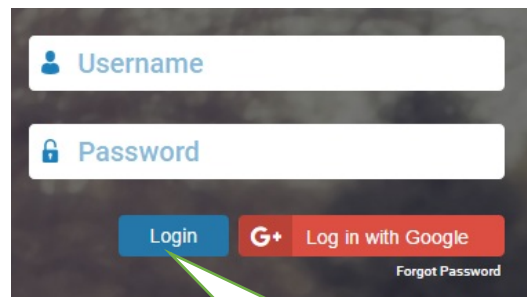
- Access their children's grades by report, exam, and term course.
- Monitor their children's conduct and attendance records.
- View their children's course schedules.
- Keep up with what is happening in school with announcements, news, school events and holidays.
- Keep up to date with a combined personal and school-wide online calendar.



LOGIN

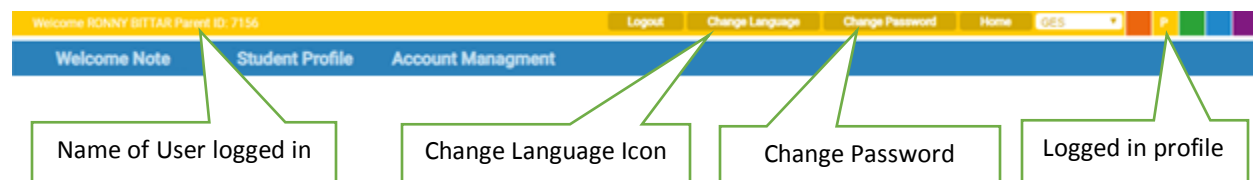
Users can Logon to the Skoolee portal with their username and password. Parents should take their Skoolee credentials at registration. Skoolee administrators can help parents get their credential if lost.

1. Visit this URL: <http://atis.skoolee.com>
2. Enter your Username and Password.
3. Press the **“Login”** Button.



Click to Login

HOME PAGE



Name of User logged in

Change Language Icon

Change Password

Logged in profile



Widget- Can be added on the home page by clicking the grid icon and then the '+' thereby adding the needed widget

Widget

Communication Sections

SETTING

The setting tab allows the parent to verify the information provided to the school. Any changes to the personal information (Name, Email, and Contact Information) may be done in this section. This will enable the parent to stay updated to any information posted by the school



PARENT – TEACHER COMMUNICATION

This section describes the process through which the parent could communicate with the teacher. This section is present at the bottom right of the home page as shown below:



To access the communication section Click on 'Send Feed Back'. The mandatory details required for the communication process are as below:

1. Select the teacher who needs to be communicated with. Multiple teacher selections are allowed. The selected teacher appears in the 'To' Section.
2. Subject – Enter the Subject of the Email.
3. CC- Parent Email should be entered in the 'CC' Section.
4. Message- Content of the Email.
5. Send- Click Send to send email to the teacher.



Once the teachers responds to the email it will appear in the Email account provided by the parent in the CC section.

The screenshot shows the 'Send Email Back' interface. It includes a list of teachers on the left, a 'Subject' field, 'To', 'Cc', and 'Message' fields, and a 'Send' button at the bottom. Five numbered callouts provide instructions:

1. Select the respective teacher
2. Subject of the Email
3. Enter the Parent Email Id in the 'CC'
4. Enter the Content of the Email
5. Click on 'Send' to send the Message.

DASHBOARD

This section describes the different options that are used to help parents with one click options.

The screenshot shows the parent dashboard with a top navigation bar, a main content area, and a footer. Three callouts highlight specific features:

- Alert**: Points to the 'Alert' button in the top left corner.
- Calendar**: Points to the 'Calendar' button in the top left corner.
- Favorites**: Points to the 'Favorites' button in the top right corner.

The main content area features a 'Student Progress Report IS AVAILABLE On SKOOLEE' banner, a 'Parent Feature 2' section with a 'NEWSLETTER' image, and an 'Attendance Summary' table.

Student Name	Grade	Homework Attendance	Domain/Course Attendance
SERGE FAYYAD	GR 4 A	6	6
Tuesday (20-01-2020)			
Wednesday (11-12-2019)			
Thursday (21-11-2019)			
Tuesday (10-09-2019)			
MUSA FAYYAD	GR 2 B	7	7
Tuesday (20-01-2020)			
Sunday (24-11-2019)			
Thursday (21-11-2019)			

The footer contains 'School Corner', 'Skoolee', and 'Get Help' buttons.

Alert:

Alert icon towards the top left of the dashboard indicates any time the teacher sends a notification.

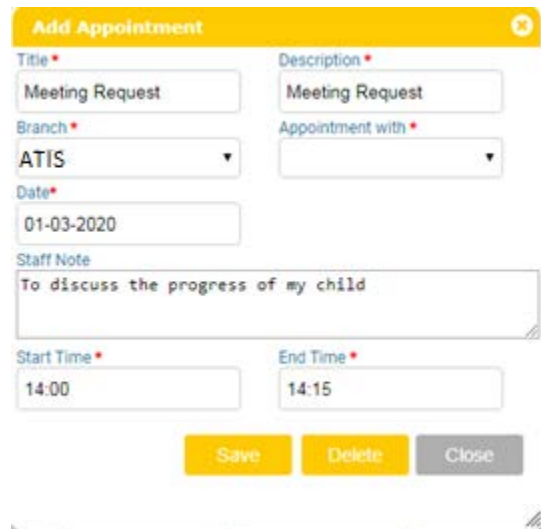
Calendar:

The Calendar helps to set appointments with teachers after which the communication is via the school registered email.

The Appointment request can be set as described Clockwise:

First click on the Add Appointment icon

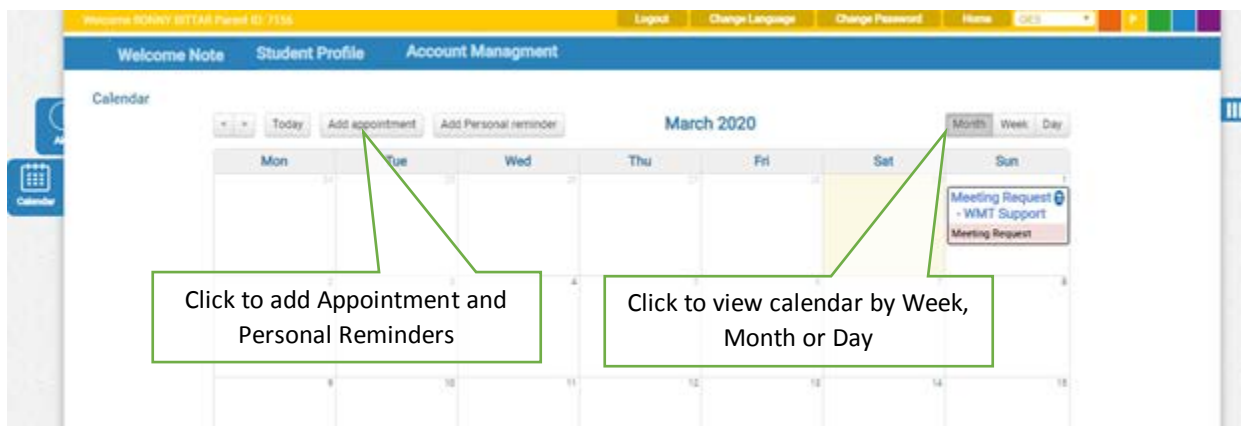
1. Title: Enter meeting title.
2. Description: Describe the meeting in short words
3. Branch: ATIS
4. Appointment: Choose date
5. Staff Note: Write the purpose of the meeting
6. Start Time and End Time: Request a time.



The 'Add Appointment' form is a yellow-bordered box with a title bar. It contains the following fields and controls:

- Title ***: Text input field with 'Meeting Request' entered.
- Description ***: Text input field with 'Meeting Request' entered.
- Branch ***: Dropdown menu with 'ATIS' selected.
- Appointment with ***: Dropdown menu.
- Date ***: Text input field with '01-03-2020' entered.
- Staff Note**: Text area with 'To discuss the progress of my child' entered.
- Start Time ***: Text input field with '14:00' entered.
- End Time ***: Text input field with '14:15' entered.
- Buttons**: 'Save' (yellow), 'Delete' (yellow), and 'Close' (grey).

Parents should note that an appointment request is sent to the teacher's calendar where depending on availability the request could be accepted or declined and the response will be sent as an alert and email to the parent.



WELCOME NOTE

The welcome note section is used by the school to display notes for the parents.



All general notes posted by the school will be visible here.

STUDENT PROFILE

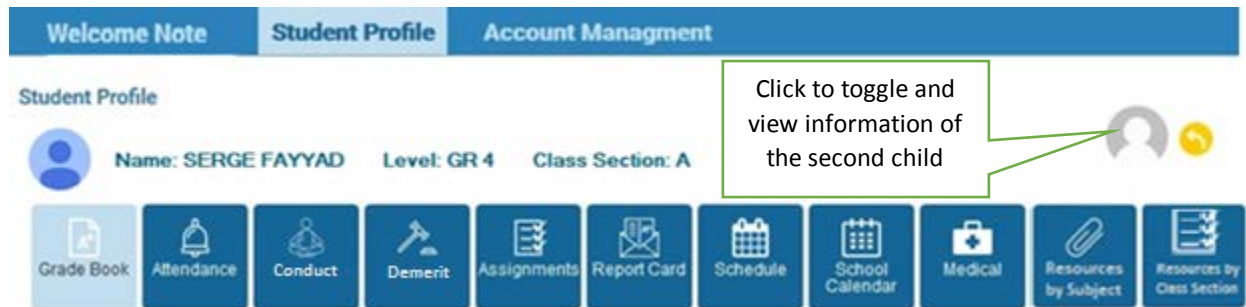
The student profile guides the parent into the complete profile of their child which includes grades, attendance, conduct, demerit, assignments, report card, schedule, school calendar, medical and materials distinguished as blue buttons. To access this page, click on 'Student Profile' on the left part of the blue bar as shown below:



'Student Profile' displays the features that define the child's academic status. All tabs are colour coded:

- ✓ Grey indicates No Notification
- ✓ Blue indicates Grade Notification
- ✓ Purple indicates Attendance Notification
- ✓ Green indicates Conduct Notification
- ✓ Red indicates Demerit Notification
- ✓ Yellow indicates Medical Notification

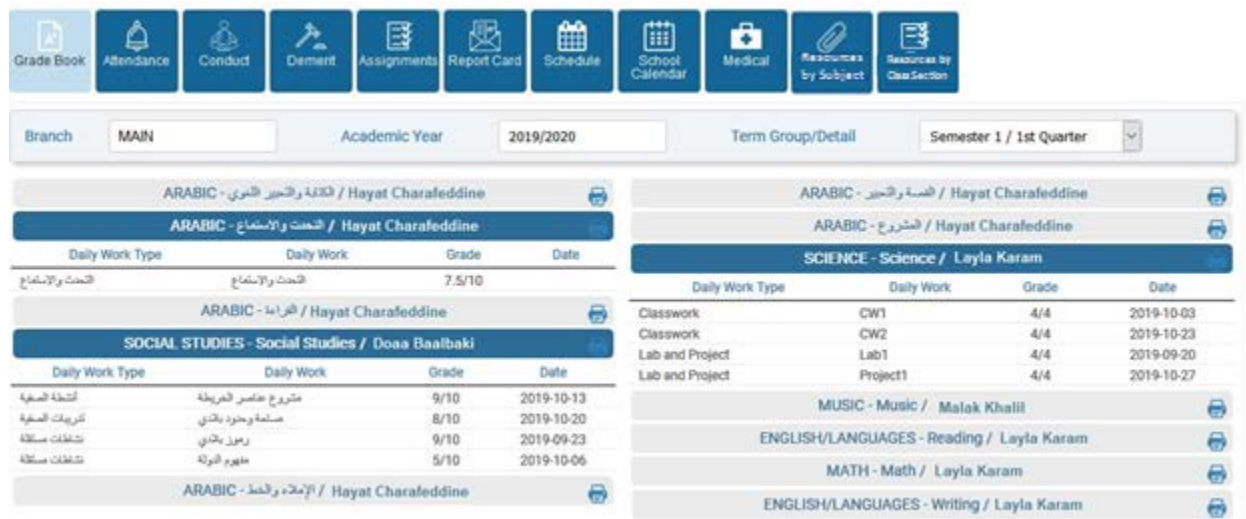
There are 2 ways of accessing the child's academic modules. One method is clicking the child display picture which will take you to the screen below. Or click one of the 5 color-coded tabs.



If you have more than one child the upper right icon will toggle between the siblings. The curved arrow icon next to it allows navigation to the student profile page.

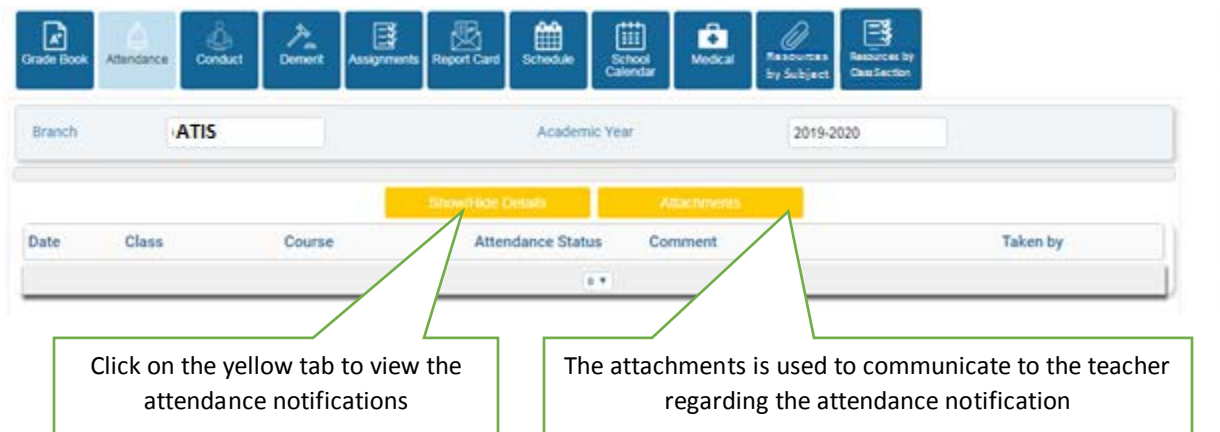
Grade Book Button:

Clicking the blue 'Grade Book' button displays the screen below screen. Clicking the blue subject bar will expand the respective work within the subject. The print icon on the right of the corresponding subject prints the grade book.

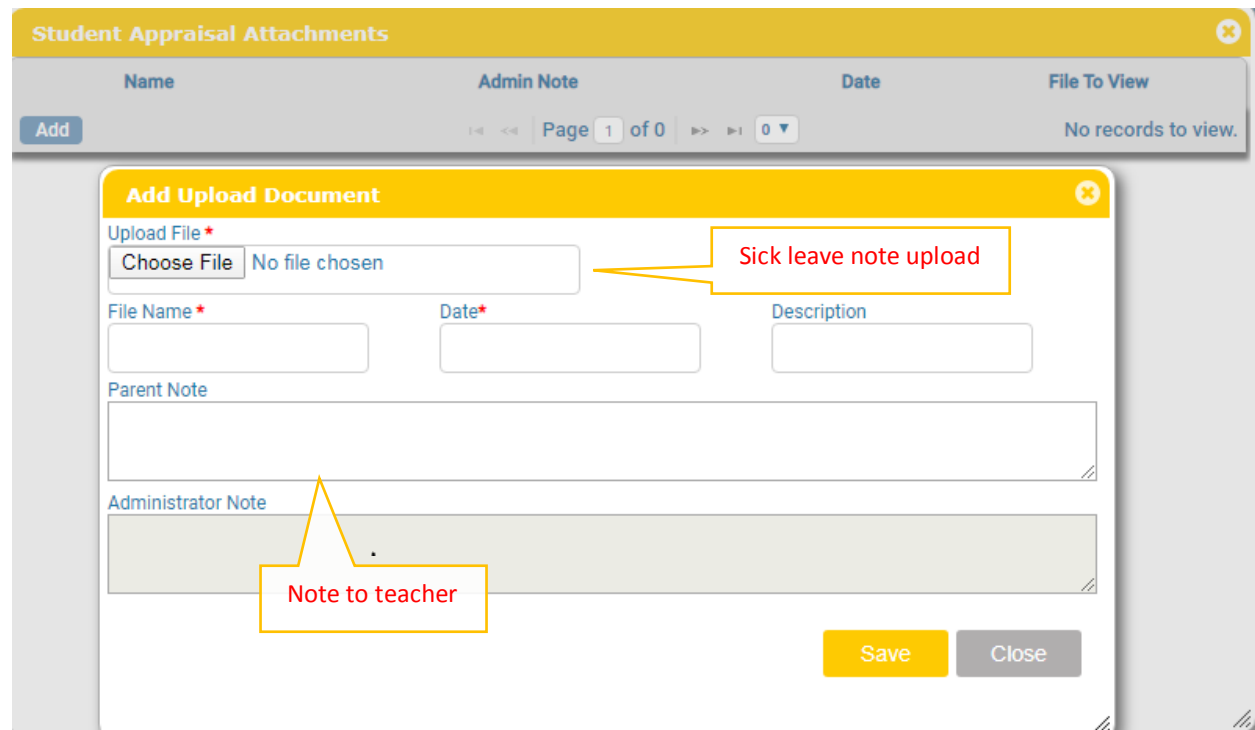


Attendance Button:

The Attendance shows absence, unexcused absence, late, late with an excuse. The attachment tab shown below is used to see or send notes justifying the absence with a sick note. A note to the teacher could also be sent in this section as shown in picture number 2 below.



The screenshot shows the Skoolee Attendance interface. At the top, there is a navigation bar with icons for Grade Book, Attendance, Conduct, Demerit, Assignments, Report Card, Schedule, School Calendar, Medical, Resources by Subject, and Resources by Class Section. Below this, there are filters for Branch (ATIS) and Academic Year (2019-2020). The main area has two tabs: "Show/Hide Details" and "Attachments". Below the tabs is a table with columns: Date, Class, Course, Attendance Status, Comment, and Taken by. Two callouts are present: one pointing to the "Show/Hide Details" tab with the text "Click on the yellow tab to view the attendance notifications", and another pointing to the "Attachments" tab with the text "The attachments is used to communicate to the teacher regarding the attendance notification".



The screenshot shows the "Student Appraisal Attachments" form. At the top, there is a header bar with the title "Student Appraisal Attachments" and a close button. Below the header, there is a table with columns: Name, Admin Note, Date, and File To View. The table is currently empty, showing "No records to view." Below the table, there is a form titled "Add Upload Document". The form has a section for "Upload File" with a "Choose File" button and a "No file chosen" message. Below this, there are fields for "File Name", "Date", and "Description". There are also sections for "Parent Note" and "Administrator Note". Two callouts are present: one pointing to the "Upload File" section with the text "Sick leave note upload", and another pointing to the "Administrator Note" section with the text "Note to teacher". At the bottom right of the form, there are "Save" and "Close" buttons.

Conduct Button:

This section describes the child's conduct. The conduct log displays date, course, type of conduct, description of conduct and by whom it was recorded.

Grade Book

Attendance

Conduct

Demerit

Assignments

Report Card

Schedule

School Calendar

Medical

Resources by Subject

Resources by Class Section

Branch

Skoolee

Academic Year

2017-2018

Date	Class	Course	Conduct Type	Description	Given by
23-02-2020	GR 4	تربية منزلية	Inappropriate behaviour in class	لم يحفظ درس التاريخ	CLARA SAAD
05-01-2020	GR 4	قراءة	Inappropriate behaviour in class		CLARA SAAD
21-12-2019	GR 4	English	Inappropriate behaviour in class		SAMIH KHOURY
10-10-2019	GR 4	Science	Inappropriate behaviour in class		ELIE SHAER

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Demerit Button:

The section shown below exhibits when merit or demerit is awarded to the child.

Grade Book

Attendance

Conduct

Demerit

Assignments

Report Card

Schedule

School Calendar

Medical

Resources by Subject

Resources by Class/Section

Branch

MAIN

Academic Year

2019/2020

Date	Class	course	Reasons	Action	Start Date	End Date	Referred By	Type
10-02-2020	GR2		Fighting/Hitting- other students during recess and during transition. Warned many times but inappropriate behavior did not stop.	Detention- Calling parent	10-02-2020	10-02-2020	Maysa Mallo	Student Discipline
13-11-2019	GR2		يقتحم بشكل متكرر	تخزين ومكافئة بعبارة داخل الفصل	13-11-2019	13-11-2019	Norma Kfoury	Student Discipline
31-10-2019	GR2		تمنح ملحوظ في السلوك	Celebrating his improvement in behavior	31-10-2019	31-10-2019	Maysa Mallo	Student Discipline

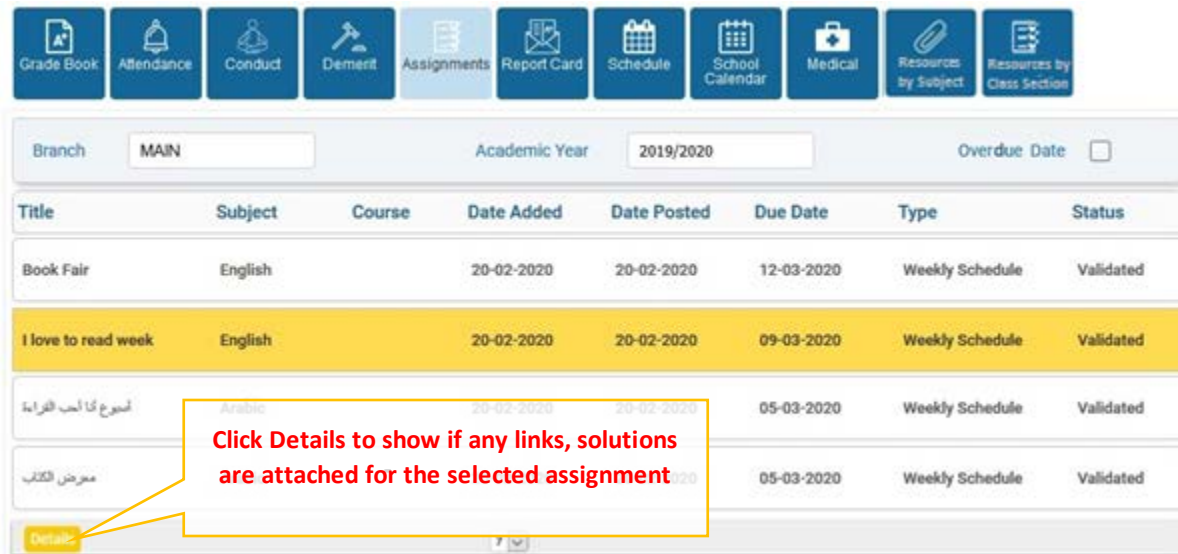
View Details

4

Demerit section contains the date of recorded demerit/merit, the reason for such a record, the action that was taken by the school, the start and end date of the action and the teacher who entered the log.

Assignments Button:

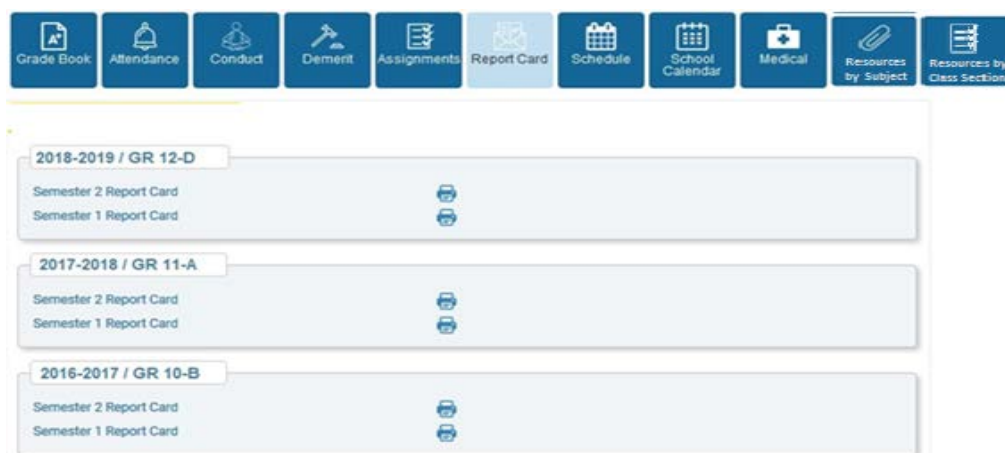
The section records all the details of the assignments for the student.



Title is the name of the project. The Subject is the subject for which the assignment is recorded. The date added is the date that the assignment was prepared. The posted date is the date the assignment was posted. The due date is the date when the assignment should be submitted by the student. The type differentiates between a weekly, project, etc. The status validated confirms that the assignment is validated by the teacher and the students may now work on it. By clicking **Details** it will show if any attachments are attached for this assignment, links to download pertaining to the assignment and if the teacher has provided an answer key for the assignment.

Report Card Button:

The report card section helps the parent view the report for each term. The printer icon serves to print the report card.



Schedule Button:

The schedule section portrays the weekly schedule as shown below. The cells in the grid display the period's duration, course of the period, class and the instructor.

Grade Book

Attendance

Conduct

Demerit

Assignments

Report Card

Schedule

School Calendar

Medical

Resources by Subject

Resources by Class Section

Branch: MAIN

2019-2020

Print

Today

< >


Mon 2/10	Tue 2/11	Wed 2/12	Thu 2/13	Fri 2/14	Sat 2/15	Sun 2/16
7:30-7:45 AM Registration	7:30-7:45 AM Registration	7:30-7:45 AM Registration	7:30-7:45 AM Registration			7:30-7:45 AM Registration
7:45-8:45 ENGLISH 7 ENG, B3 \ ENGLISH Gr7 MOHAMMED SULMAN	7:45-8:45 Islamic 7-K \ Islamic Gr7 Khalifa Ismael	7:45-8:45 ICT ICT 7K \ ICT Gr7 QASIM NAWAZ	8:45-9:45 Geography 7K \ Geography Gr7 MOHAMMED HYE			8:45-9:45 Science 7K \ Science Gr7 ALEXANDRA NUNN
8:45-9:45 ENGLISH 7 ENG, B3 \ ENGLISH Gr7 MOHAMMED SULMAN	8:45-9:45 Music 7K \ Music Gr7 LEANNE JOB	8:45-9:45 Islamic 7-K \ Islamic Gr7 Khalifa Ismael	9:45-10:40 ENGLISH 7 ENG, B3 \ ENGLISH Gr7 MOHAMMED SULMAN			9:45-10:40 History 7K \ History Gr7 JEANNETTE JONES
9:45-10:40 ICT ICT 7K \ ICT Gr7 QASIM NAWAZ	9:45-10:40 Science 7K \ Science Gr7 ALEXANDRA NUNN	10:40-11:00 Break 1	10:40-11:00 Break 1			10:40-11:00 Break 1
10:40-11:00 Break 1	10:40-11:00 Break 1	12:00-12:50 Maths 7K \ Maths Gr7 SIAMARA BICKERSTAFF	11:05-12:00 ENGLISH 7 ENG, B3 \ ENGLISH Gr7 MOHAMMED SULMAN			12:50-13:10 Break 2
11:05-12:00 Maths 7K \ Maths Gr7 SIAMARA BICKERSTAFF	12:00-12:50 Maths 7K \ Maths Gr7 SIAMARA BICKERSTAFF	12:50-13:10 Break 2	12:00-12:50 Maths 7K \ Maths Gr7 SIAMARA BICKERSTAFF			13:15-14:10 Art 7K \ Art Gr7 ANDRAS KOVACS
12:00-12:50 FRENCH 7 FR, K \ FRENCH Gr7 ZAHIDA KURLI	12:50-13:10 Break 2	13:15-14:10 Science 7K \ Science Gr7 ALEXANDRA NUNN	12:50-13:10 Break 2			14:10-14:20 PM Registration
12:50-13:10 Break 2	13:15-14:10 Drama 7K \ Drama Gr7 KATE CLURETON	14:10-14:20 PM Registration	14:10-14:20 PM Registration			
13:15-14:10 KSS 7K \ KSS Gr7 QALUD ADEN	14:10-14:20 PM Registration					
14:10-14:20 PM Registration						

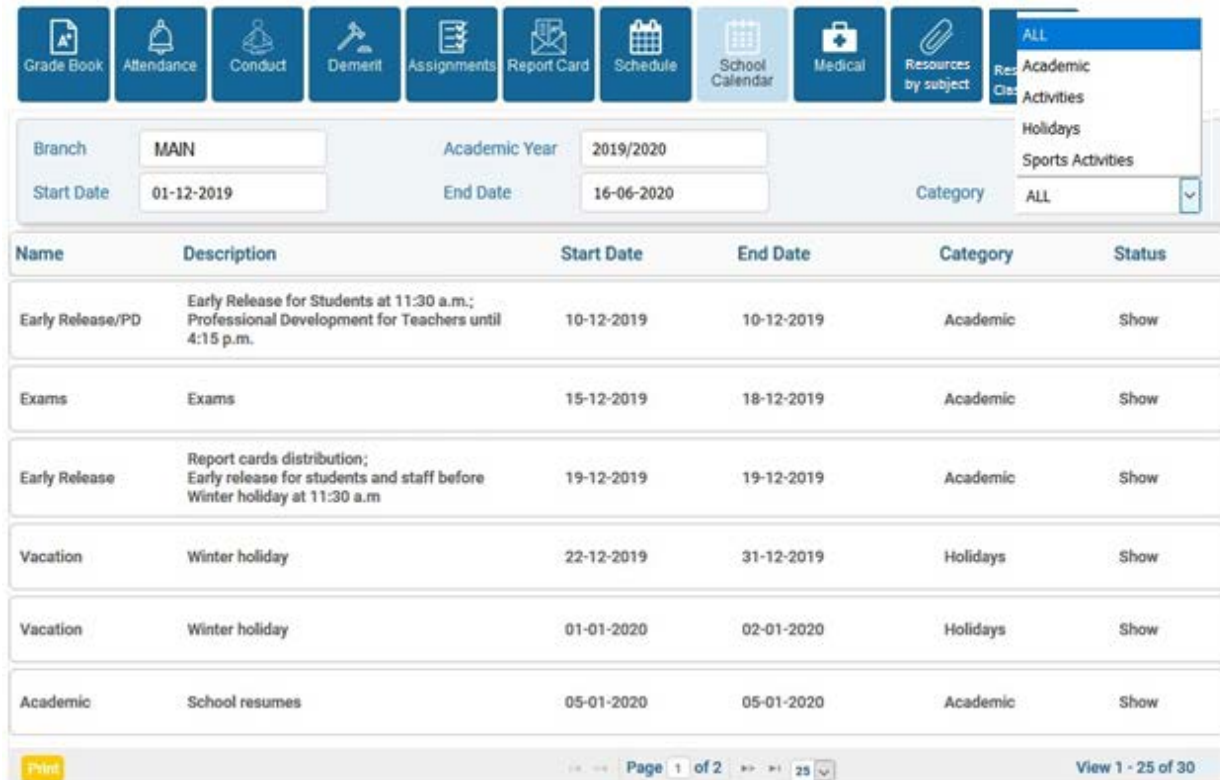


Calendar Button:

Calendar button shows the description of the events, duration of the event and category.

Depending on the category selected the grid will populate as shown below. The branch is ATIS.

The start date and end date is a filter that displays the calendar events. The  icon at the bottom left below the grid prints the calendar schedule.



The screenshot shows the Skoolee interface with a top navigation bar containing buttons for Grade Book, Attendance, Conduct, Dement, Assignments, Report Card, Schedule, School Calendar, Medical, and Resources by subject. The 'School Calendar' button is selected, and a dropdown menu is open showing categories: ALL, Academic, Activities, Holidays, and Sports Activities. Below the navigation bar, there are filters for Branch (MAIN), Academic Year (2019/2020), Start Date (01-12-2019), End Date (16-06-2020), and Category (ALL). The main area displays a table of events:

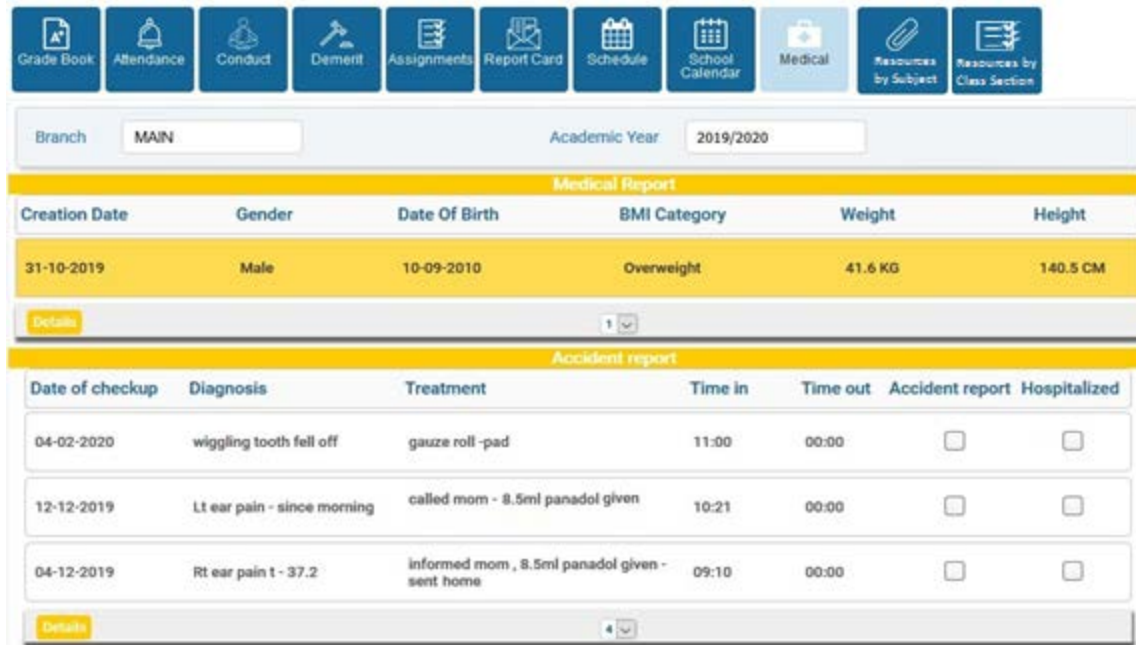
Name	Description	Start Date	End Date	Category	Status
Early Release/PD	Early Release for Students at 11:30 a.m.; Professional Development for Teachers until 4:15 p.m.	10-12-2019	10-12-2019	Academic	Show
Exams	Exams	15-12-2019	18-12-2019	Academic	Show
Early Release	Report cards distribution; Early release for students and staff before Winter holiday at 11:30 a.m	19-12-2019	19-12-2019	Academic	Show
Vacation	Winter holiday	22-12-2019	31-12-2019	Holidays	Show
Vacation	Winter holiday	01-01-2020	02-01-2020	Holidays	Show
Academic	School resumes	05-01-2020	05-01-2020	Academic	Show

At the bottom of the grid, there is a 'Print' button and a pagination bar showing 'Page 1 of 2' and 'View 1 - 25 of 30'.



Medical Button:

The medical section displays medical records of the child as shown below.

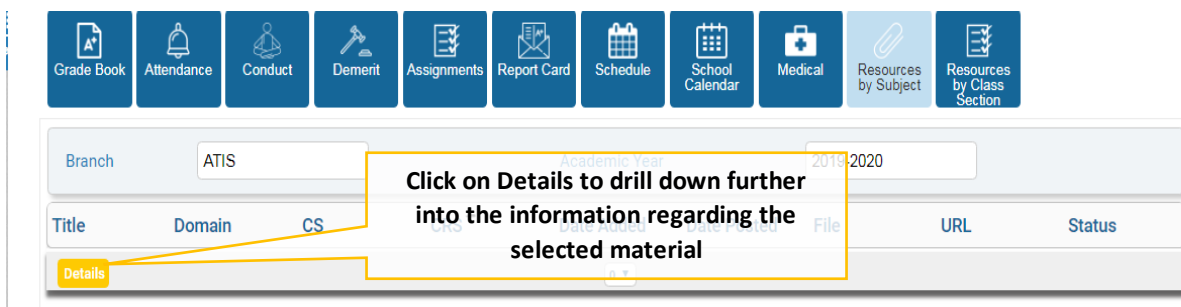


Creation Date	Gender	Date Of Birth	BMI Category	Weight	Height
31-10-2019	Male	10-09-2010	Overweight	41.6 KG	140.5 CM

Date of checkup	Diagnosis	Treatment	Time in	Time out	Accident report	Hospitalized
04-02-2020	wiggling tooth fell off	gauze roll-pad	11:00	00:00	<input type="checkbox"/>	<input type="checkbox"/>
12-12-2019	Lt ear pain - since morning	called mom - 8.5ml panadol given	10:21	00:00	<input type="checkbox"/>	<input type="checkbox"/>
04-12-2019	Rt ear pain 1 - 37.2	informed mom , 8.5ml panadol given - sent home	09:10	00:00	<input type="checkbox"/>	<input type="checkbox"/>

It contains accident reports with the date of checkup, diagnosis, treatment, duration at the school clinic and a checkbox indicating if the child was referred to the hospital. In general, the medical condition or any incident report during the school day will be recorded.

Resources by Subject Button:



Title	Domain	CS	File	URL	Status
<div>Click on Details to drill down further into the information regarding the selected material</div>					

The resource by Subject displays the resources that are shared by the teacher Subject wise. The 'File' cell contains the file to download for the respective material. The 'URL' cell contains the link to the material. The 'Status' cell indicates if materials are validated. For more details on the material, select 'material' and click on **Details** button.

Resources by Class Section Button:

Grade Book

Attendance

Conduct

Demerit

Assignments

Report Card

Schedule

School Calendar

Medical

Resources by Subject

Resources by Class Section

Branch

Academic Year

Title	CS	Date Added	Date Posted	File	URL	Status
0						

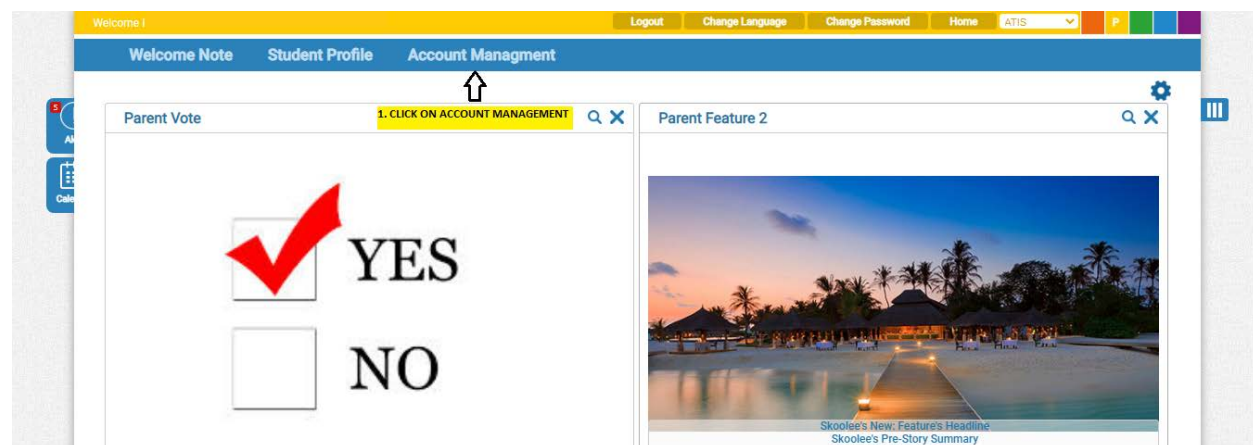
The resource by Class Section displays the resources that are shared by the teacher Class section wise. The File cell contains the file to download for the respective resources. The URL contains the link to the material in the internet. The status cell indicates the status of the material which if validated means is accessible.

ACCOUNT MANAGEMENT- (ONLINE FEE PAYMENT-E PAYMENT)

The Account management selection displays the account profile of the children within the family.



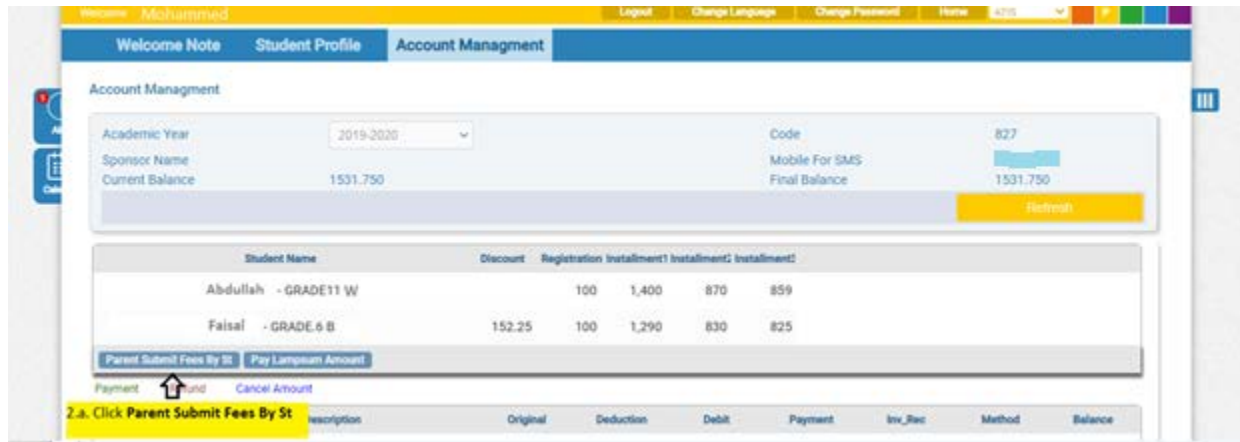
1. Click on Account Management



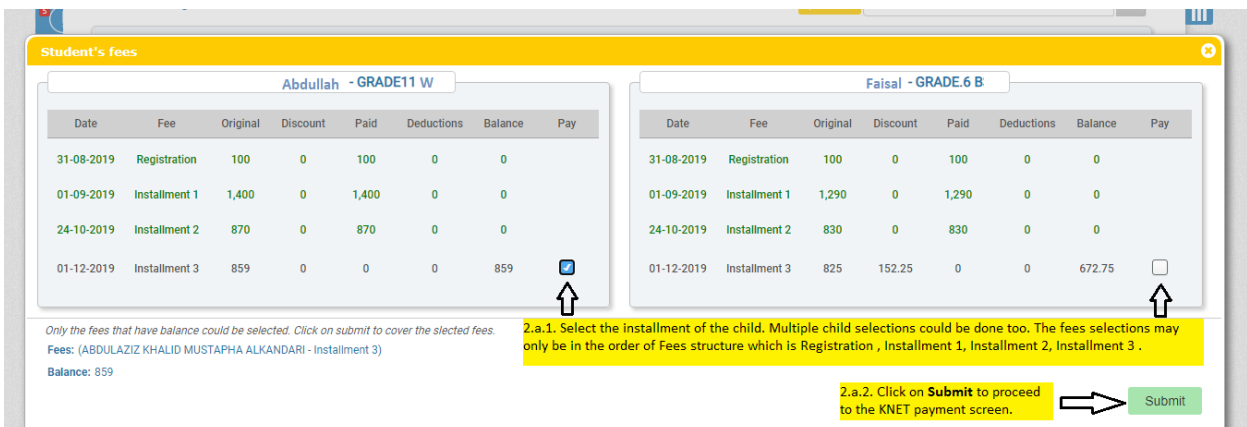
2. There are two options available for paying student fees as below:

OPTION 1:

2.a. The first option is Clicking on **Parent Submit Fees By St-** On clicking this option, the parent has to pay the fees installment wise.



Student Name	Discount	Registration	Installment1	Installment2	Installment3
Abdullah - GRADE11 W		100	1,400	870	859
Faisal - GRADE.6 B	152.25	100	1,290	830	825

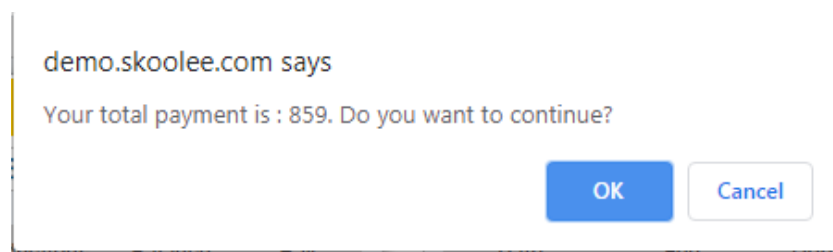



Date	Fee	Original	Discount	Paid	Deductions	Balance	Pay
31-08-2019	Registration	100	0	100	0	0	<input checked="" type="checkbox"/>
01-09-2019	Installment 1	1,400	0	1,400	0	0	<input type="checkbox"/>
24-10-2019	Installment 2	870	0	870	0	0	<input type="checkbox"/>
01-12-2019	Installment 3	859	0	0	0	859	<input type="checkbox"/>

Only the fees that have balance could be selected. Click on submit to cover the selected fees.
 Fees: (ABDULAZIZ KHALID MUSTAPHA ALKANDARI - Installment 3)
 Balance: 859

2.a.1. Select the installment of the child. Multiple child selections could be done too. The fees selections may only be in the order of Fees structure which is Registration , Installment 1, Installment 2, Installment 3 .

2.a.2. Click on **Submit** to proceed to the KNET payment screen.





demo.skoolee.com says
 Your total payment is : 859. Do you want to continue?

OK Cancel



Parents' Reference Guide to Skoolee



Billing Information

Merchant: CBK
Website: https://www.cbk.com
Amount: KD 859.000

Card Information


Select Your Bank:

Card Number:

Expiration Date:

PIN:

➔



Billing Information

Merchant: CBK
Website: https://www.cbk.com
Amount: KD 859.000

Card Information

Card Number: 888888*****4444
Expiration Month: 9
Expiration Year: 2021
PIN: ****

Receipt

Sponsor Code 0001	Sponsor Name Mohammed	
Payment Amount 859	Currency K.D.	Payment Date 01/06/2020 17:31:07
Transaction Status Successful	Transaction Number 202015388931817	Receipt Number 202015388931817 Auth Code B32594

Click on **Print Receipt** to print download and print the receipt

Welcome | Mohammed | Logout | Change Language | Change Password | Home | ATIS | P

Welcome Note | Student Profile | **Account Management**

Account Management

Academic Year: 2019-2020

Sponsor Name: Mohammed

Current Balance: 672.750

Code: [blank]

Mobile For SMS: [blank]

Final Balance: 672.750

Student Name	Discount	Registration	Installment1	Installment2	Installment3
Abdullah - GRADE11 W		100	1,400	870	859
Faisal - GRADE.6 B	152.25	100	1,290	830	825

Parent Submit Fees By St

Pay Lumpsum Amount

Payment Refund Cancel Amount

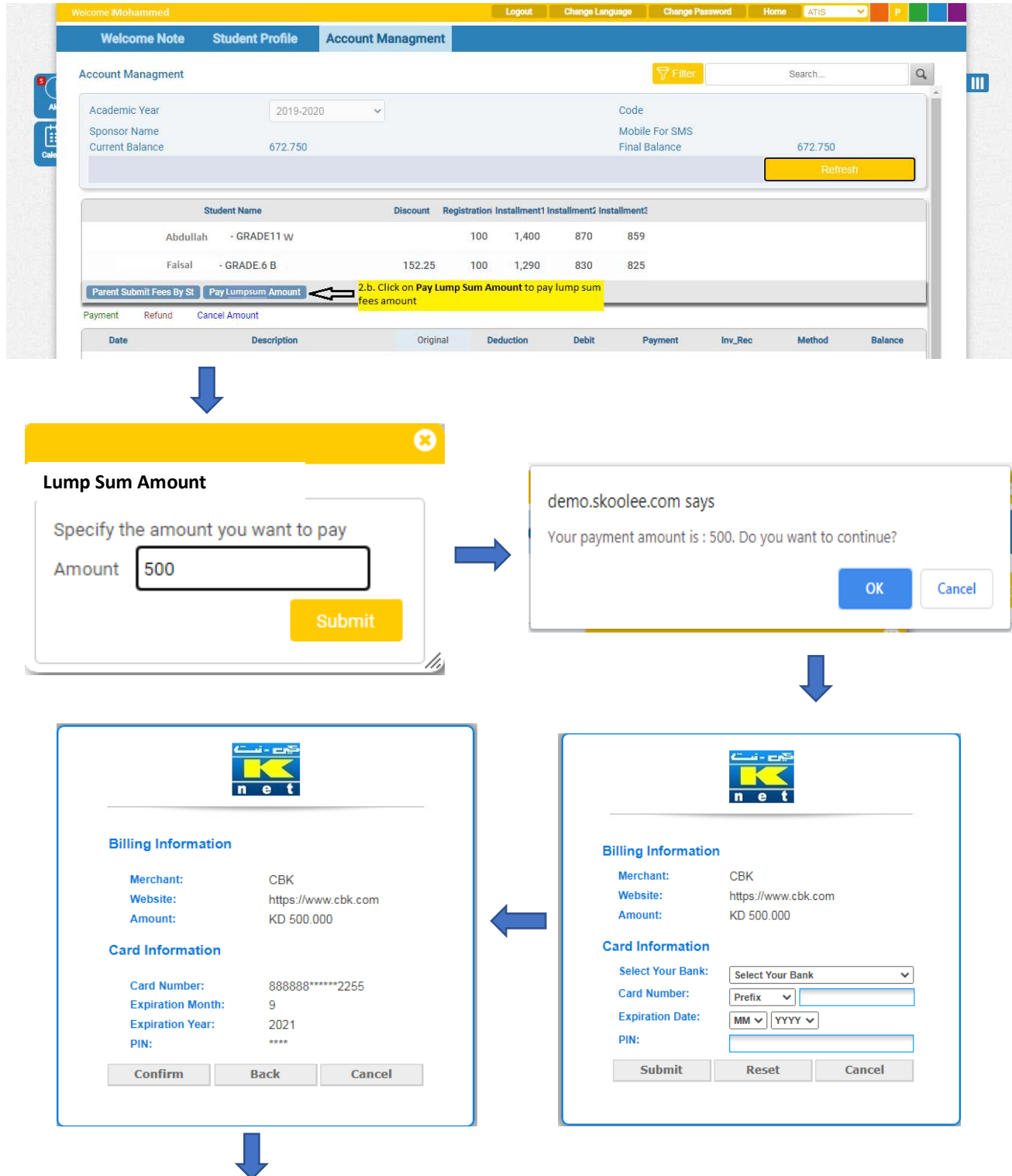
Once the payment is processed the transaction description is visible here with description

Date	Description	Original	Deduction	Debit	Payment	Inv_Rec	Method	Balance
01-06-2020	(Abdullah- Installment 3)	0	0	0	859	ATIS-2825	Online Payment	672.75

Click on **Refresh** to update the Final Balance amount

OPTION 2:

2.b. The second option of fees payment is by Clicking on **Pay Lump Sum Amount** as shown below:



Parents' Reference Guide to Skoolee



Welcome Mohammed | Logout | Change Language | Change Password | Home | ATIS | P

Welcome Note | Student Profile | Account Management

Account Management

Academic Year: 2019-2020 | Code: | Mobile For SMS: | Final Balance: 172.750

Refresh

Click on Refresh to update the Final Balance .

Student Name	Discount	Registration	Installment1	Installment2	Installment3
Abdullah - GRADE11 W		100	1,400	870	859
Faisal - GRADE.6 B	152.25	100	1,290	830	825

Parent Submit Fees By St | Pay Lampsuam Amount

The below transaction description provides details of the payment

Date	Description	Original	Deduction	Debit	Payment	Inv_Rec	Method	Balance
01-06-2020	Lampsum online payment	0	0	0	500	ATIS-2826	Online Payment	172.75

UNIFORM

The process of online uniform purchase is a user friendly, easy to use user process. The below steps details the process of placing an order.

1. Click on the Uniform Tab on the top blue bar of the portal (Next to Account Management) and click on search as shown below .

Welcome Note | Student Profile | Account Management | Uniform | Setting

Uniform

Order Number: | From Date: 31-08-2020 | To Date: 31-08-2020 | Search

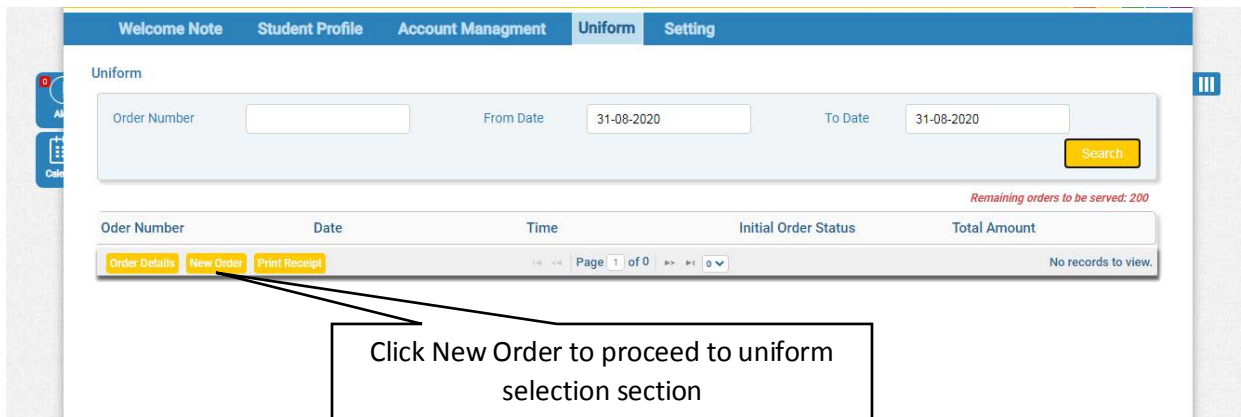
Remaining orders to be served: 200

Date selection to view list of purchases in a period

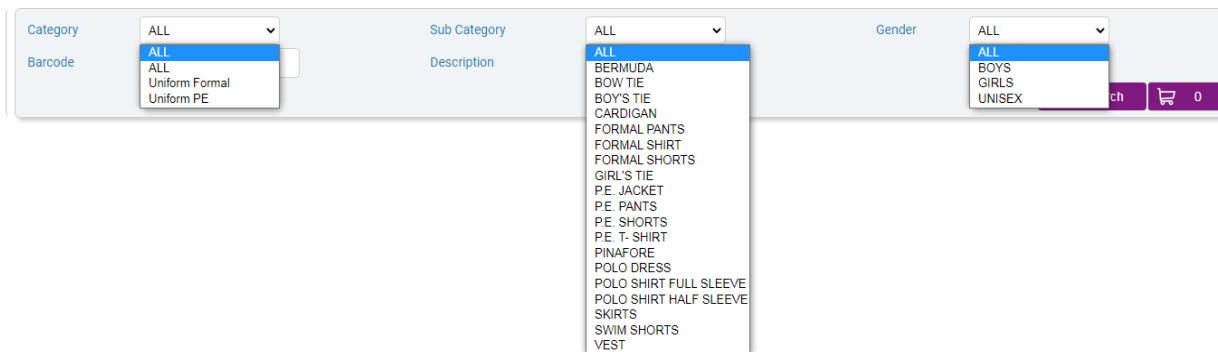
Click Search to begin the purchase process

Orders to be served in the day

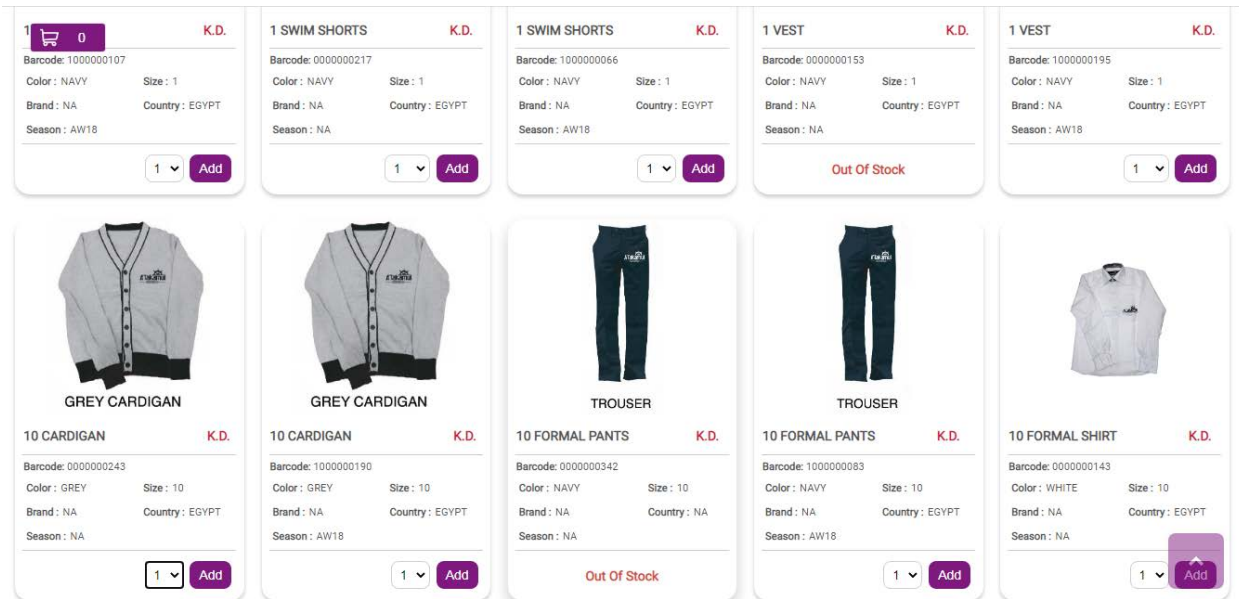
2. Click New Order to proceed to the uniform's selection section.



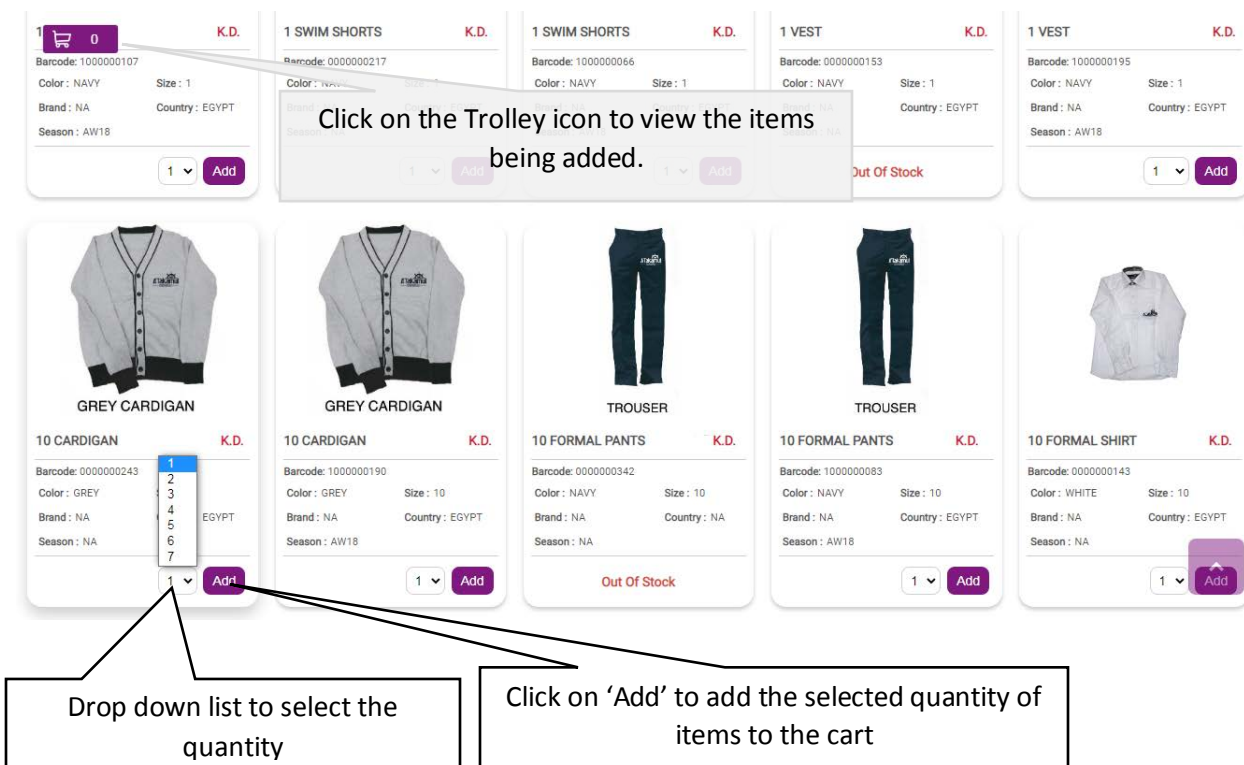
3. There is the facility to drill down the selection to the level of Category, Sub Category and Gender.



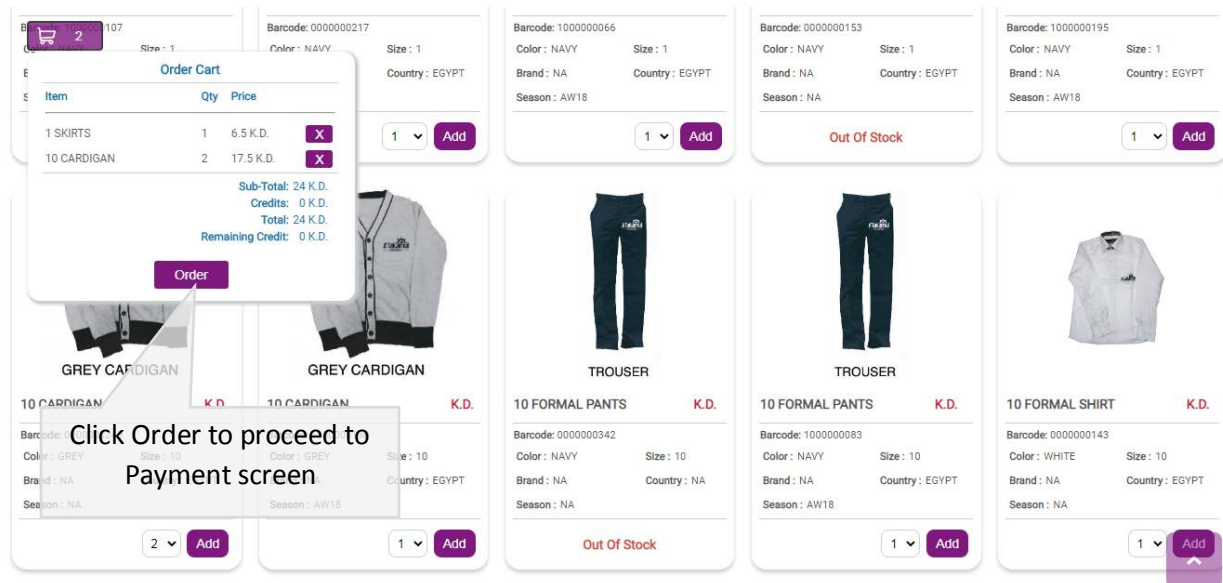
4. On selecting the Category, Sub Category and the Gender and clicking Search, the corresponding uniforms will be displayed in the display area as shown below.




5. The item quantity can be selected and click on Add to add to cart. The Trolley icon (cart) indicates the items present in the cart.



6. Click on the cart to verify the item. Items may be deleted by clicking on the [X] next to the item.
7. Click on Order to proceed to payment screen.



8. Complete the payment process



Billing Information

Merchant: CBK
Website: <https://www.cbk.com>
Amount: KD 24 ,000

Card Information


Select Your Bank:

Card Number:

Expiration Date:

PIN:

➔



Billing Information

Merchant: CBK
Website: <https://www.cbk.com>
Amount: KD 24 ,000

Card Information

Card Number: 888888*****4444
Expiration Month: 9
Expiration Year: 2021
PIN: ****

9. Receipt confirmation is obtained indicating the status of the transaction.

Receipt

Name
HASSAN ABBAS

Payment Amount
24

Currency
K.D.

Payment Date
31/08/2020 22:25:57

Transaction Status
Successful

Transaction Number
202024498943302

Receipt Number
202024498943302

Auth Code
B48812

[Print Receipt](#)

10. Once paid return back to the Uniform main page and click on search to view the order placed under your name as shown below. The Print Receipt downloads the receipt for submission once the order is processed by the school's uniform department.

Welcome Note Student Profile Account Management Setting Uniform

Uniform

Order Number

From Date

To Date

[Search](#)

Remaining orders to be served: 199

Order Number	Date	Time	Initial Order Status	Total Amount
000000030	31-08-2020	22:25	Posted	26 K.D.

[Order Details](#)
[New Order](#)
[Print Receipt](#)

Page 1 of 1

View 1 - 2 of 2

Click Print Receipt to download the receipt of the selected order

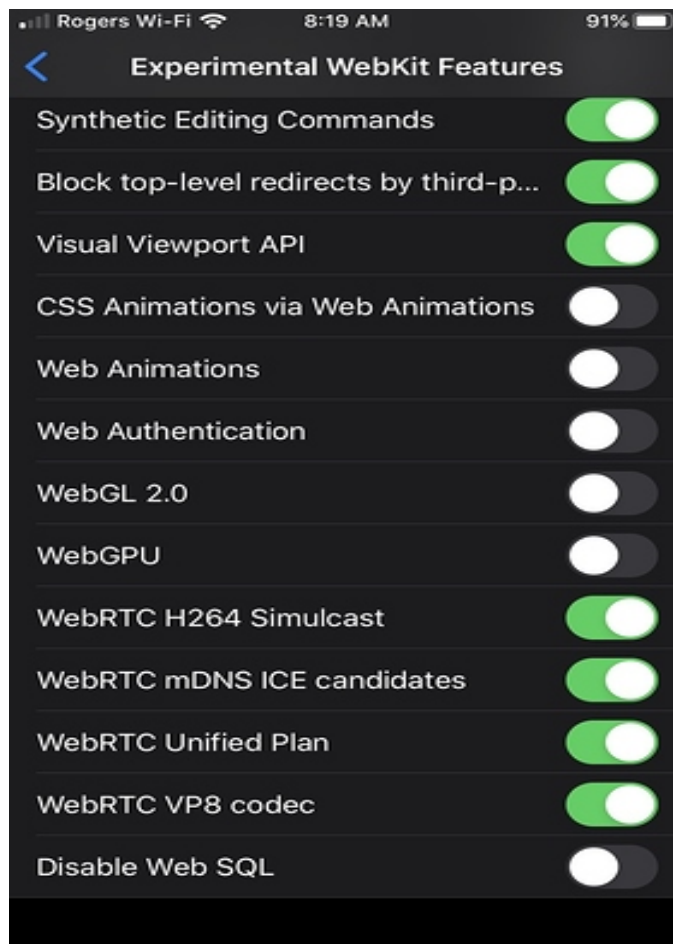
11. Once the School Uniform department receives the order and is processed , the parent may come to the school to collect the order upon confirmation.

COMPATIBILITY

While Skoolee works seamlessly on Windows Operating System with Chrome and Firefox. For Apple devices with IOS 13 and above the below settings needs to be applied in Safari browser in order to use Skoolee .

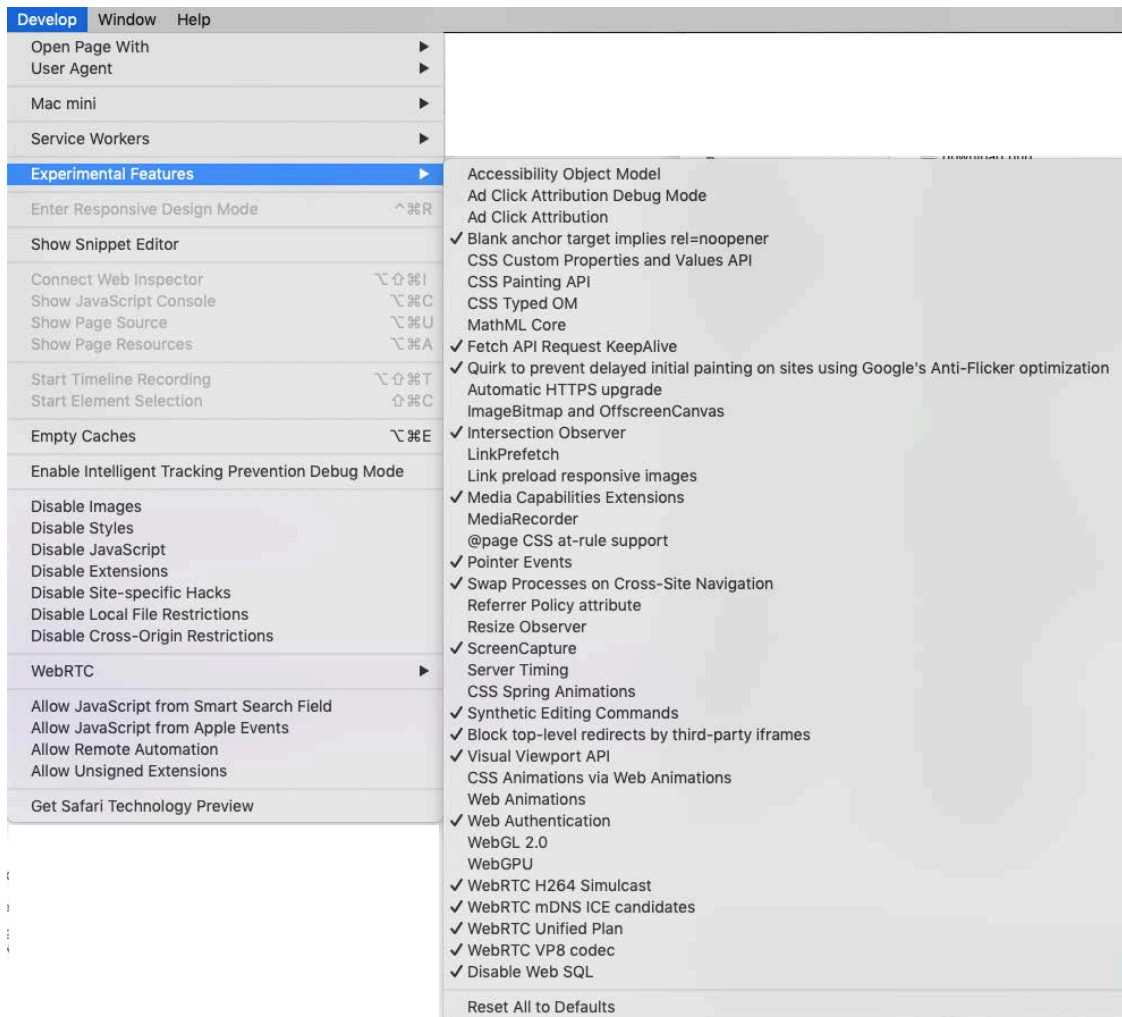
For IOS Safari Browser (iPad OR iPhone):

1. Settings >>Safari >>Advanced
2. Experimental Features >>Disable Web SQL (at the bottom)



For Safari Browser (Desktop):

1. Turn on the Developer's menu: Safari Preferences >> Advanced >> check "Show Development menu in menu bar"
2. On the Developer's menu, select Experimental Features. Uncheck 'Disable Web SQL'



SUPPORT

For More Information or any support, use the following contact:

➤ skoolee@atakamul.edu.kw