

School Management (Frame)

Executive Summary

Frame is the school management module in Operations. It is built for Zimbabwean primary and secondary schools that need one system for learners, teachers, marks, attendance, report cards, and digital learning — without juggling spreadsheets, separate accounting tools, and disconnected communication apps.

Frame supports the way Zimbabwe schools are actually organised: **ECD and Grades 1–7** in primary; **Forms 1–6** in secondary (including O-Level and A-Level streams); **classrooms** under each form or grade; **terms** and **assessment periods**; weighted continuous assessment; and **official-style report cards** with subject scores, class position, class-teacher remarks, and headmaster comments. Schools running **ZIMSEC**, **Cambridge**, **HEXCO**, or internal grading schemes can configure grading scales and map them to streams (Sciences, Arts, Commercials, and others).

From a single workspace, administrators manage enrolment and class placement; teachers create assessments, capture marks, and maintain attendance registers; the academic office generates and publishes report cards in bulk; students sign in to view results, complete online assessments, and access e-learning materials; and leadership monitors performance on a live dashboard filtered by period, stage, class, and subject.

Frame is not an island. It sits inside the wider **Operations** platform, where your organisation can activate additional modules on the same login, shared data, and one sidebar — no duplicate student lists, no exporting marks to a separate fees system, and no WhatsApp-only parent communication.

Most schools start with **Frame** for academics, then add modules as needs grow: **HR & Payroll** for teachers and payroll, **Accounting** for fees and tuck-shop sales, **CRM** for parent follow-ups and admissions, **Logistics** for buses and trips, **Documents** and **Forms** for policies and applications, **Inventory** for uniforms and stationery, **Clinic** for sick bay, and more. See [Expand Your Platform](#) for recommended bundles and [How Frame Connects to Other Modules](#) for integration detail.

Who This Is For

Role	How they use Frame
Headmaster / Principal	Dashboard overview, approve report card comments, review attendance trends
Deputy Head (Academic)	Period setup, report card generation, grading policy, sync marks across forms
Registrar / Bursar	Student records, class lists, export data, fees linkage via Accounting (if used)
Class teacher	Daily attendance, class marks, class-teacher remarks on reports
Subject teacher	Assessments, question papers, mark entry, e-learning uploads
Student	Student dashboard, online assessments, e-learning, personal performance view

Role	How they use Frame
Parent / Guardian	Indirect access via CRM, printed reports, or future parent portal (organisation-dependent)
IT / System administrator	Stages, subjects, grading scales, user accounts, module activation

Zimbabwe School Context

Primary schools

Typical structure Frame supports:

Level	Common naming in Zimbabwe	Notes in Frame
Early childhood	ECD A, ECD B	Modelled as stages with classrooms underneath
Primary grades	Grade 1 – Grade 7	Each grade is a stage; classes may be 1A, 1B, 2A, etc.
Assessment	Continuous assessment, end-of-term tests	Assessments linked to subjects and periods
Reporting	Term report cards	Report Cards with remarks and overall position

Primary schools often need simpler grading (letter grades or competency bands). Use **Grading System** to define percentage ranges and labels appropriate for your phase (for example *Excellent*, *Very Good*, *Good*, *Needs Improvement*).

Secondary schools

Typical structure:

Level	Common naming	Notes in Frame
O-Level	Form 1 – Form 4	Stages with streams such as Sciences, Arts, Commercials
A-Level	Lower 6, Upper 6 (Form 5–6)	Separate stages or classrooms per stream
Examinations	ZIMSEC, Cambridge, HEXCO	Configure grading scales to match your examination board's grade boundaries
Reporting	Term reports with position in class	Sync Marks, Refresh Grades, Generate Remarks , PDF export

Secondary schools usually run more assessments per term (tests, assignments, practicals) with **weighted contributions** to the final report card mark. Frame's report generator lets you select multiple assessments per subject and assign weights (for example Test 1 = 30%, Examination = 70%).

Terms and periods

Most Zimbabwe schools operate on **three terms** per year. In Operations, academic time is controlled through **Organisation** → **Periods** (and related calendar settings). Frame assessments and report cards are filtered by **period** so Term 1 marks never mix with Term 2.

Best practice: Create periods named clearly (for example **2026 – Term 1**, **2026 – Term 2**) with correct start and end dates before teachers enter marks or the office generates reports.

Streams and classes

Concept	Meaning	In Frame
Stage / Form / Grade	Year level (e.g. Form 3)	Stages tree under Frame → Grading → Stages
Classroom	Class unit (e.g. 3 Sciences)	Child node under a stage
Stream	Subject grouping (Sciences, Arts)	Often the stage name or a dedicated stream group used in grading assignment
Subject	Teaching subject (Maths, English, Shona, etc.)	Frame → Subjects

Key Capabilities

- **School dashboard** — enrolment, assessment completion, attendance trends, performance charts; filter by period, stage, class, and subject
- **Student register** — create, update, import-style workflows; assign form and classroom; student login (**stf** username prefix)
- **Staff** — links to **HR** user list for teachers and administrators
- **Stages and classrooms** — hierarchical tree (add stage, add classroom, dynamic groups)
- **Subjects** — maintain subject catalogue for assessments and reports
- **Assessments** — create papers, attach questions, filter by stage and period, enter marks, student online writing
- **Student mark sheets** — grid view of marks/grades per period with Excel export and assessment weight configuration
- **Grading system** — percentage buckets (A, B, C...), assign scales to streams
- **Report cards** — generate in bulk, sync marks from assessments, refresh grades, auto-remarks, PDF per student or merged class PDF
- **Attendance registers** — daily registers, import templates, mark-all-present, attendance reports
- **E-learning** — reading materials and take-assessment flow for students
- **Student profile** — profile, assessments, e-learning, settings, performance (role-based)
- **Organisation branding** — report card template and official stamps on PDFs

Important Concepts

Term	Meaning
------	---------

Term	Meaning
Frame	Product name shown in the menu for the school module
Stage	Top-level academic year band (Grade 4, Form 2, Lower 6)
Classroom	Class group within a stage (4A, 2 Commercial)
Period	Academic term or reporting window from Organisation settings
Assessment	A marked activity (test, exam, assignment) tied to subject, stage, and dates
Sync Marks	Pull latest assessment scores into generated report cards
Refresh Grades	Recalculate letter grades from current grading scale
Stream	Group of learners sharing a grading scale (often aligned to Sciences/Arts/Commercials)
Mark sheet	Tabular view of all students and subjects for mark entry and review
Student role	Login role that sees student dashboard and profile, not admin menus

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Getting Started

Opening Frame

- 1. Sign in to Operations.
- 2. Open **Frame** in the sidebar (available when the school module is activated for your organisation).
- 3. You land on the **Dashboard** — academic overview for leadership and teachers with admin access.

![Screenshot: Frame sidebar and dashboard entry — placeholder]

First-time setup checklist

Before going live with a full term, complete this with your administrator:

Step	Where	Why it matters
1	Organisation → Periods	Terms must exist with correct dates
2	Frame → Grading → Stages	Build Grade 1–7 or Form 1–6 structure and classrooms
3	Frame → Subjects	All teaching subjects used in assessments
4	Frame → Grading → Grading System	Grade boundaries per stream (ZIMSEC/Cambridge/internal)
5	HR → Users / Staff	Teacher accounts with correct roles
6	Frame → Students	Enrol learners and assign form/class
7	Organisation → School settings	Report card template and official stamps (if used)
8	Frame → Attendance	Create registers per class or cohort

School Dashboard

Open **Frame → Dashboard** for the operational picture of the school.

What you see

The dashboard typically includes:

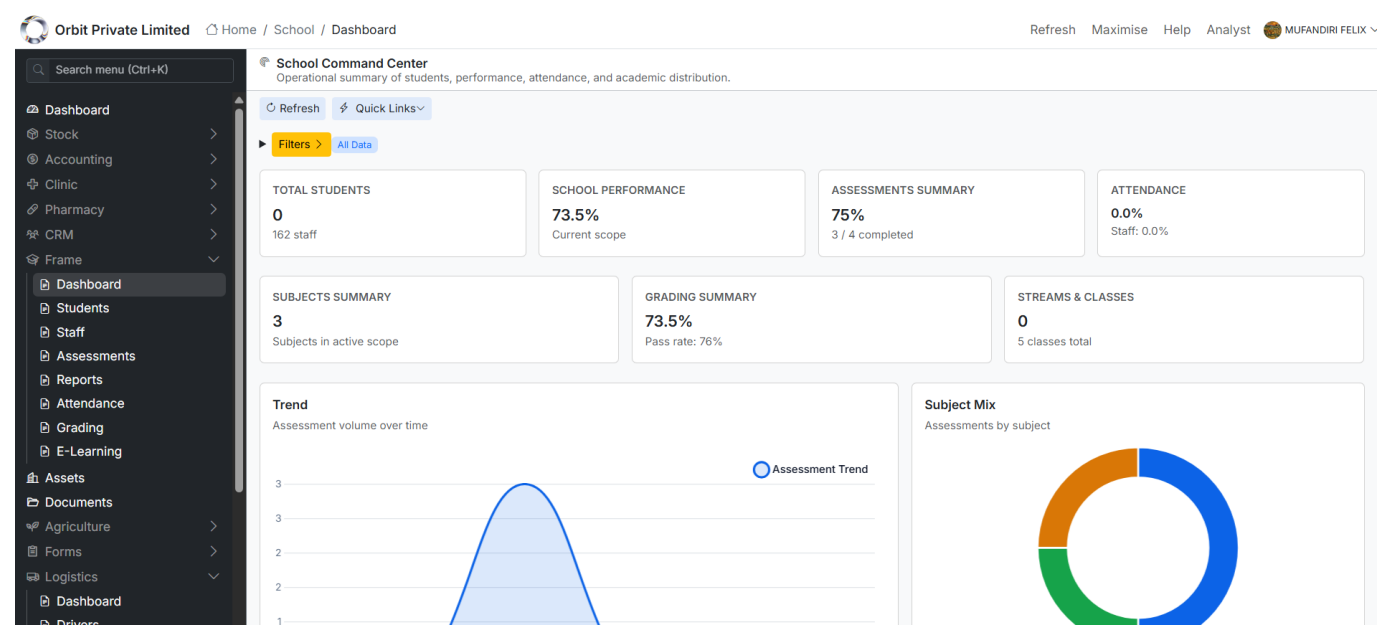
- **Summary counts** — students, assessments, completion rates
- **Performance trend** — average scores over time (line chart)
- **Score distribution** — how learners are spread across grade bands
- **Subject breakdown** — comparative performance by subject
- **Gender / demographic breakdowns** — where data is captured on student profiles
- **Attendance trend** — presence patterns over the selected period
- **Quick links** — jump to students, assessments, reports, attendance

Filters

Use the banner filters to narrow the view:

- **Period** — Term 1, Term 2, etc.
- **Stage** — Form 3, Grade 5, etc.
- **Classroom** — 3 Sciences, 5A, etc.
- **Subject** — Mathematics, English, etc.

Leadership can compare a single class against the whole school for a given term before parent meetings or staff briefings.



Student dashboard (learners)

Students with the **Student** role see **Frame** → **Student Dashboard** instead of the admin dashboard. It focuses on:

- Their current form/class
- Completed vs pending assessments
- Recent scores and subject trends
- Upcoming assessments

![[Screenshot: Student dashboard — placeholder]]

Students

Student register

Go to **Frame** → **Students** to manage the learner roll.

List view

- Search by name, email, or related fields
- Open a student to edit or view summary
- Create new students from **Add Student**

Creating a student

1. Click **Add Student** (or open an existing record).
2. Enter **First name**, **Last name**, and **Username** (must use the **stf** prefix — the system can auto-add it).
3. Optionally add **Email**, **Phone**, **Form/Stage**, and **Classroom**.
4. Complete any **custom fields** your school configured (birth certificate number, parent contact, medical notes, etc.).
5. Save.

Assigning **Form/Stage** and **Classroom** correctly is essential — assessments, attendance registers, and report cards all depend on class membership.

![Screenshot: Students list — placeholder]

![Screenshot: Create student form with stage and classroom — placeholder]

Student summary

Frame → **Students** → **Summary** (or open a student’s summary) gives a consolidated view of a learner’s academic record — useful for disciplinary meetings, transfers, or parent conferences.

![Screenshot: Student summary — placeholder]

Staff

Teachers and school administrators are managed under **Frame** → **Staff**, which opens the shared **HR** → **Users** list filtered for school use.

Task	Where
Add a new teacher	HR user creation (with appropriate role)
Assign subjects/classes	User groups, timetables (HR), and assessment ownership
Deactivate leavers	HR user status

Frame does not duplicate HR — it **reuses** the organisation’s user directory so payroll, permissions, and performance modules stay aligned.

![Screenshot: Staff list via HR — placeholder]

Stages, Classrooms, and Subjects

Stages tree

Frame → **Grading** → **Stages** defines your school structure.

Example — Primary

Primary

├─ ECD A

├─ ECD A Green

├─ ECD A Blue

├─ Grade 1

├─ 1A

├─ 1B

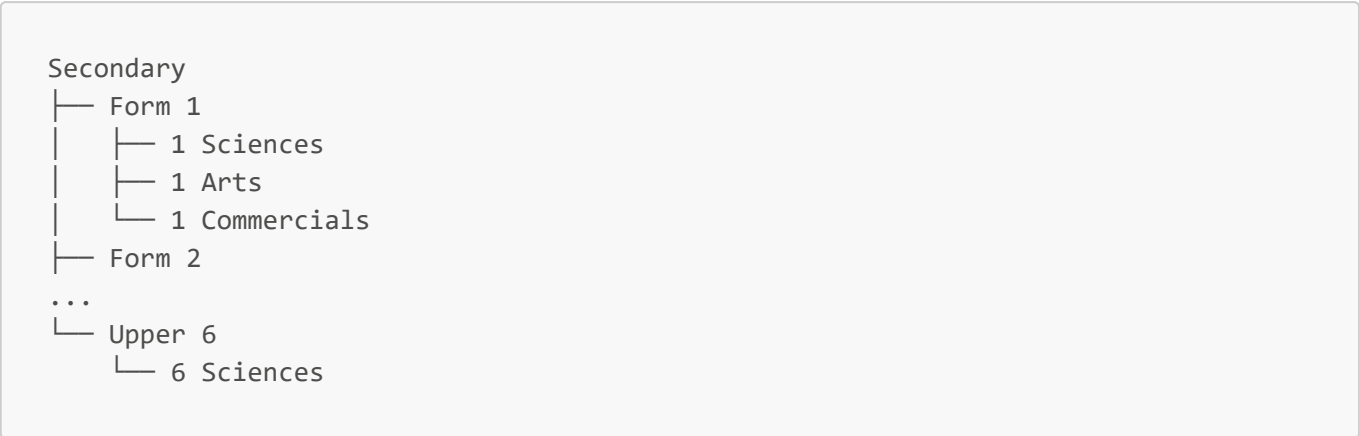
...

├─ Grade 7

├─ 7A

├─ 7B

Example — Secondary



Actions

- **Add Stage** — new form or grade level
- **Add Classroom** — class under a stage
- **Dynamic** flag — for groups that change membership automatically (advanced)
- **Save** per row — names update immediately in dropdowns across the system

![Screenshot: Stages and classrooms tree — placeholder]

Subjects

Frame → **Subjects** (also under **Grading** → **Subjects**) lists subjects taught in the school: Mathematics, English Language, Shona, Ndebele, Combined Science, Geography, Accounts, etc.

Every **assessment** and **report card line** links to a subject. Keep naming consistent with your report card template (ZIMSEC subject names vs internal short names).

![Screenshot: Subjects list — placeholder]

Assessments and Marking

Assessment list

Frame → **Assessments** is where teachers and heads of department manage tests and assignments.

Filters

- **Stage / Grade** — only assessments for that cohort
- **Period** — assessments whose dates fall in the term window
- **Search** — find by name or subject

Actions menu typically includes bulk operations and navigation to mark sheets (organisation configuration may vary).

![Screenshot: Assessments list with stage and period filters — placeholder]

Creating an assessment

1. Click **Add Assessment**.
2. Set **Name** (e.g. "Form 3 Mathematics – Term 1 Test").
3. Choose **Subject, Stage**, and date range aligned to the **period**.
4. Define maximum marks and assessment type as required.
5. Save, then open **Questions** to build the paper or upload content.

Questions and online writing

Frame → **Assessments** → **[Assessment]** → **Questions**

- Add structured questions for online delivery
- Students with access open **Write Assessment** from their assessment list
- Submissions flow back for marking

This supports schools moving past paper-only exams toward controlled online tests (computer lab or BYOD policies).

![Screenshot: Assessment question editor — placeholder]

![Screenshot: Student online assessment writing screen — placeholder]

Entering marks

Marks can be entered:

- Within the assessment detail screens
- Via **Student Mark Sheets** (**Frame** → **Reports** → **User Scores** or linked from Assessments)

Student mark sheets

Student Mark Sheets provide a spreadsheet-style grid:

- Select **Period**
- Toggle **Marks** vs **Grades** view
- **Configure assessments** — choose which tests count and set **weights**
- **Download Excel** for offline editing or archival

Use this for:

- Departmental mark schedule meetings
- Comparing class performance before report cards
- External submission to examination boards (export)

![Screenshot: Student mark sheet grid — placeholder]

Grading System

Frame → **Grading** → **Grading System** defines how numeric marks become grades on reports.

Grading groups

Each **group** (scale) includes:

- **Name** — e.g. "ZIMSEC O-Level", "Internal Primary"
- **Score range** — min/max percentage for the scale
- **Buckets** — ranges mapped to labels (A, B, C, D, U or 1–9, etc.)

Example buckets (illustrative)

Percentage	Grade
70 – 100	A
60 – 69	B
50 – 59	C
40 – 49	D
0 – 39	U

Assign to streams

Each grading group can be **assigned to streams** (Form 3 Sciences, Form 4 Arts, etc.) so report cards use the correct boundaries for that cohort.

When examination boards change grade thresholds, update buckets once and run **Refresh Grades** on report cards.

![Screenshot: Grading system cards with buckets and stream assignment — placeholder]

Report Cards

Frame → **Reports** (Report Cards) is the academic office hub for end-of-term publishing.

Report card list

Reports are grouped by **Period** → **Stage** → **Class** for easy bulk operations.

Columns typically include:

- Student name
- Level (form/grade)
- Class
- Period
- Overall score
- Class position
- Created date

Filters: search, period, stage, class.

![[Screenshot: Report cards grouped list — placeholder]]

Generating report cards

- 1. Click **Generate Reports**.
- 2. Select **Stream/Grade** (required).
- 3. Select **Period**.
- 4. Choose **Assessments** — tick each test/assignment to include; set **weight %** per assessment (must reflect school policy).
- 5. Optional: enable **Test Mode** — generate for **one student** first to verify layout and marks.
- 6. Click **Generate**.

The generator combines weighted assessment marks into subject scores and overall performance.

After generation — office workflow

Action	Purpose
Sync Marks	Pull latest marks from assessments into existing reports
Refresh Grades	Recalculate grades after grading scale changes
Generate Remarks	Auto-fill remark text where missing
View / Download PDF	Single student PDF
Download Class PDF	Merged PDF for every learner in a class — printing for distribution
Bulk select + Delete	Remove incorrect batch

Editing comments

Open a report in the **detail drawer** to edit:

- **Position of responsibility** (Head Boy, Prefect, etc.)
- **Co-curricular activities** (sport, choir, debate)
- **Class teacher comment**
- **Headmaster comment**

Save comments before printing final PDFs for parents.

Official **stamps** and **report card templates** come from **Organisation** school settings (template ID, uploaded stamp images).

![[Screenshot: Generate report cards modal with weights — placeholder]]

![[Screenshot: Report card PDF preview — placeholder]]

Attendance

Daily registers

Frame → Attendance Registers

- 1. Select a **register** (linked to a class or group).
- 2. Mark each learner **Present**, **Absent**, **Late**, or as configured.
- 3. Save the register for the day.

Actions

- **Import Registers** — bulk create register definitions from CSV/Excel template
- **Import Attendance Sheet** — upload filled attendance for a date range
- **Mark All Present** — shortcut for days when full attendance is confirmed
- **Reports** — attendance analysis export

Zimbabwe schools often maintain statutory attendance records — digital registers reduce lost books and support audits.

![[Screenshot: Attendance register — placeholder]]

Attendance report

Frame → Attendance Report summarises presence over time for leadership and truancy follow-up.

![[Screenshot: Attendance report — placeholder]]

E-Learning

Frame includes a lightweight learning layer for schools investing in digital content.

Area	Path	Purpose
E-Learning dashboard	Frame → E-Learning	Overview and navigation
Reading materials	E-Learning → Reading	Documents and resources per subject/topic
Take assessment	E-Learning → Take / student flow	Linked assessments for self-paced work

Students also reach materials from **My Profile → E-Learning**.

Use cases in Zimbabwe

- Share revision notes before ZIMSEC examinations
- Host homework reading during load-shedding (download when connected)
- Flip classroom content for Sciences and Mathematics

![[Screenshot: E-learning dashboard — placeholder]]

Student and Parent Access

Student profile (logged-in learner)

Frame → Student Profile (or **My Profile**) sections:

Tab	Content
Profile	Personal details
Assessments	List, scores, links to online writing
E-Learning	Assigned materials
Performance	Charts and summaries
Settings	Password and preferences

Authentication

Students receive usernames with the **stf** prefix and organisation-managed passwords. Role **Student** restricts menus to learner-safe screens only.

Parents and guardians

There is no separate “parent” product menu in core Frame today. Common patterns:

- **Printed report cards** and SMS via external process
- **CRM** module for structured parent communication and follow-ups
- **Forms** module for feedback surveys and admission enquiries
- Future parent portal (organisation-specific projects)

Expand Your Platform

Frame covers academics — marks, attendance, report cards, and e-learning. Most Zimbabwe schools also run **fees, payroll, transport, a tuck shop, parent communication**, and sometimes a **sick bay** or **boarding** operation. Operations lets you activate those capabilities as **additional modules** on the same platform: one sign-in for staff, shared student and staff records, and a single operational picture for leadership.

You do not need every module on day one. Schools typically activate Frame first, then add modules when a pain point appears — for example fee arrears (Accounting + CRM), bus safety (Logistics), or uniform sales (Inventory + Accounting POS).

Modules schools commonly add

Module	What it adds for your school	Typical trigger
HR & Payroll	Teacher accounts, roles, onboarding, payroll, timetables, performance scorecards	Any school with paid staff — Frame staff lists come from HR
Accounting & Sales	Term fees, receipts, fee arrears, tuck-shop and uniform POS , multi-currency (USD/ZWL/ZAR)	Bursar tired of parallel spreadsheets; parents want printed receipts
CRM	Parent contacts, SMS/email history, fee reminders, admission enquiries from prospect to enrolled	Registrar wants a proper parent register and follow-up trail

Module	What it adds for your school	Typical trigger
Logistics	School bus routes, trip planning, driver assignments, live map Command Center	Transport officer or boarding school with daily routes
Inventory & Stock	Stationery, textbooks, uniforms, tuck-shop stock, reorder alerts	School shop or bookroom needs stock control tied to sales
Documents	Prospectuses, policies, schemes of work, circulars — versioned, searchable	Leadership wants one file library instead of email attachments
Forms & Surveys	Online admission applications, parent satisfaction surveys, staff feedback	Open day season or end-of-term feedback collection
Healthcare (Clinic)	Sick-bay records, allergies, visit history linked to learners	Day school sick bay or boarding school health centre
Asset Management	Laptops, projectors, lab kits — assignment and maintenance per department	IT or estates team tracking devices across forms
Chat	Official staff channels — exam period, sports, department coordination	Reduce unofficial WhatsApp groups for school business
Analyst	Cross-module exports and deeper reports for ministry returns and board papers	Academic office or bursar preparing term-end packs
Insurance	Student accident cover and group policies brokered through the school	Schools offering optional cover at enrolment
Projects	Non-academic projects — building works, events, IT rollouts	Admin team already managing capitation projects
Mobile Scanner	Barcode/QR for library books, assets, or shop stock	Library or store wants fast scanning on a phone
Agriculture & Feed	Farm units, feed, and livestock for agricultural colleges or rural boarding schools	School runs a teaching farm or college farm block
Pharmacy	Dispensary workflow if the school operates a licensed medical centre	Rare — usually colleges or schools with on-site clinic pharmacy
Dashboard	Executive KPIs across Frame, fees, HR, and other active modules	Head and board want one leadership view beyond Frame

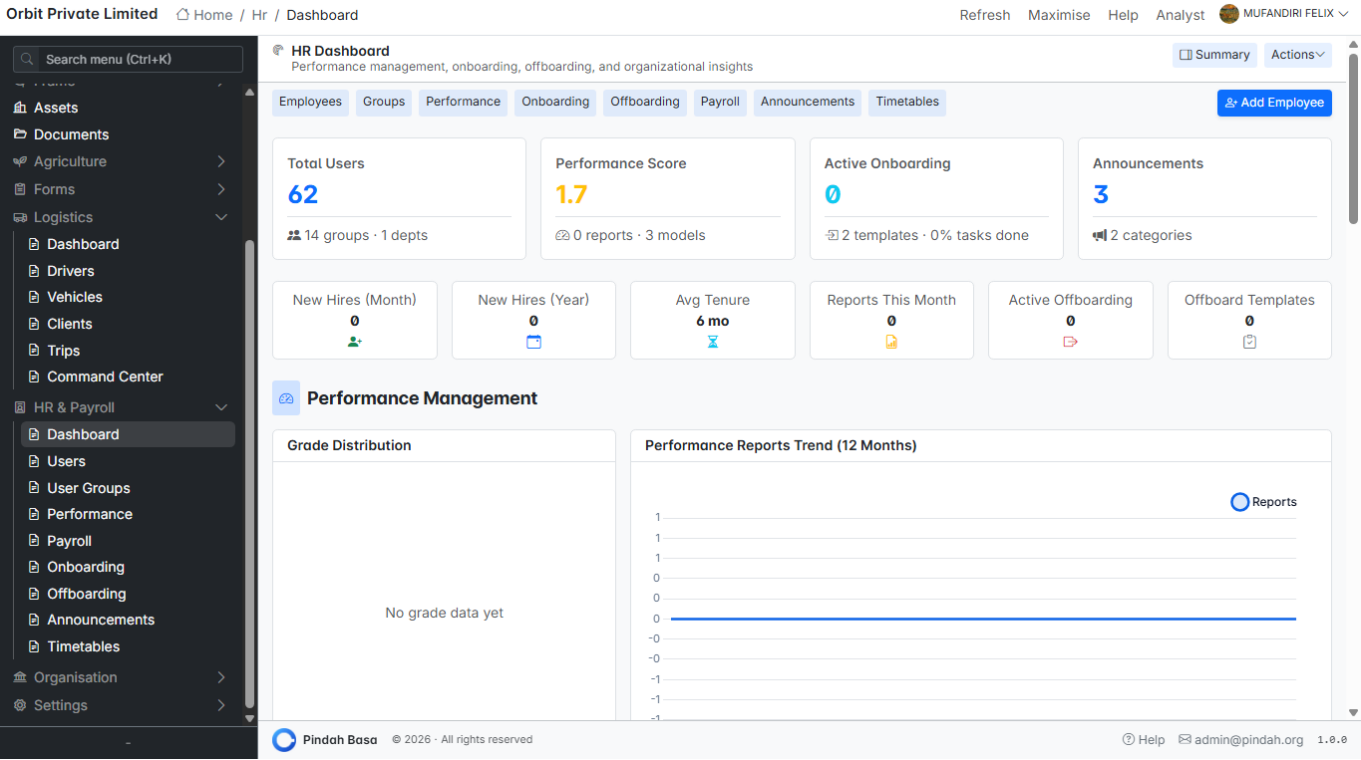
Organisation is the foundation for all of the above — academic **periods**, report branding, module activation, and roles. It is configured for every school deployment even when only Frame is live.

→ See [Organisation](#) and [All Modules](#)

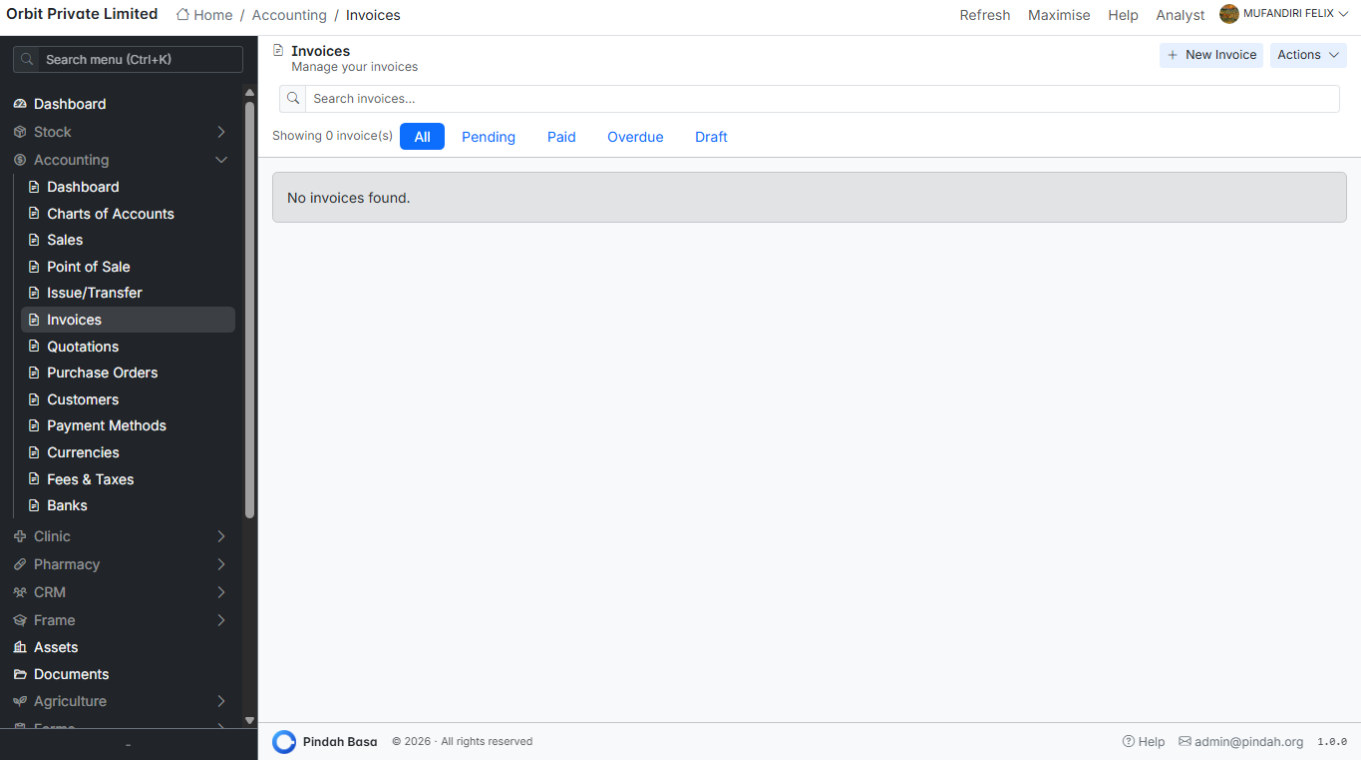
Module previews

Screenshots below are taken from each module's own product documentation — a preview of what your school can activate alongside Frame. Modules without a screenshot here do not yet have a published image in their guide.

HR & Payroll — teacher accounts, payroll, and performance management:



Accounting & Sales — term fee invoices and tuck-shop POS:



Orbit Private Limited

Home / Accounting / Sales / Create

RefreshMaximiseHelpAnalystMUFANDIRI FELIX

Search menu (Ctrl+K)

Dashboard

Stock

Accounting

Dashboard

Charts of Accounts

Sales

Point of Sale

Issue/Transfer

Invoices

Quotations

Purchase Orders

Customers

Payment Methods

Currencies

Fees & Taxes

Banks

Clinic

Pharmacy

CRM

Frame

Assets

Documents

Agriculture

SALE MODE

Till: Select till

Customer: DEFAULT_POS DEFAULT_POS

Search

Date: 06/02/2026 11:27 AM

Currency: USD

Add Fee/Tax

Reset

Products

Search for products or packages to add to this sale.

ProductsPackages 1

Search products...

Please select a till to view products.

Cart 0

Your cart is empty

Add products from the left panel

Fees & Taxes

Add Fee/Tax

Tendered0.00

Change

Total \$0.00

Complete Sale

Pindah Bosa

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Helpadmin@pindah.org1.0.0

Logistics — school bus routes, trip planning, and live Command Center map:

Orbit Private Limited

Home / Logistics / Dashboard

RefreshMaximiseHelpAnalystMUFANDIRI FELIX

Search menu (Ctrl+K)

Dashboard

Stock

Accounting

Clinic

Pharmacy

CRM

Frame

Assets

Documents

Agriculture

Forms

Logistics

Dashboard

Drivers

Vehicles

Clients

Trips

Command Center

HR & Payroll

Organisation

Settings

TRIPS IN SCOPE

23 active

57 completed

83

DELIVERIES IN SCOPE

52 delivered

8,651 km total

82

DELIVERY SUCCESS

63.4%

52/82 delivered

POD COLLECTION

2

2/52 stops with POD

AVG TIME TO ACCEPT

2h 57m

created → driver starts

AVG TIME PER 10 KM

42h 35m

normalized completion time

FASTEST TRIP

0m

109 Josiah Chinamano Ave, Harare, ...

TODAY'S ACTIVITY

0

delivered today • 3 cancelled

Trip Status Mix

Current trip states in the selected scope

Open Trips

Completed: 57 (68.7%)

Scheduled: 13 (15.7%)

In Progress: 10 (12.0%)

Cancelled: 3 (3.6%)

Stop Outcome Mix

Delivered, planned, and skipped stop distribution

Open Stops

Arrived: 52 (63.4%)

Planned: 29 (35.4%)

Skipped: 1 (1.2%)

Service Precision

Exact numerators behind the rates

On-Time Stops

0/0

0.0%

Closed Stops

53/82

64.6%

ETA Variance

Average actual vs planned

0m

Pindah Bosa

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Orbit Private Limited

Home / Logistics / Trips / Monitor

Search menu (Ctrl+K)

- Dashboard
- Stock
- Accounting
- Clinic
- Pharmacy
- CRM
- Frame
- Assets
- Documents
- Agriculture
- Forms
- Logistics
- Dashboard**
- Drivers
- Vehicles
- Clients
- Trips
- Command Center
- HR & Payroll
- Organisation
- Settings

All Trips Summary

Real-time GPS tracking via Traccar

ACTIVE TRIPS (12)

Click to view route & details

Trip #3780

Scheduled

📍 109 Josiah Chinamano Ave, Harare,...

📍 18311 Chiremba Rd, Harare, Zimbab...

Guy Business

⌚ Jun 1, 14:52

Trip #3387

Scheduled

📍 109 Josiah Chinamano Ave, Harare,...

📍 18311 Chiremba Rd, Harare, Zimbab...

Guy Business

⌚ May 25, 13:23

Trip #3363

In progress

📍 109 Josiah Chinamano Ave, Harare,...

📍 18311 Chiremba Rd, Harare, Zimbab...

Guy Business

⌚ May 25, 07:22

Trip #3362

In progress

📍 109 Josiah Chinamano Ave, Harare,...

📍 18311 Chiremba Rd, Harare, Zimbab...

Guy Business

Refresh

Maximise

Help

Analyst

MUFANDIRI FELIX ▾

0 drivers online

12 active trips

Refresh

< All Trips

The map displays Harare, Zimbabwe, with various districts labeled such as Marlborough, Northwood, Vainona, Borrowdale, The Grange, Mabelreign, Mount Pleasant, Avondale West, Monavale, Highlands, Lewisam, Mandara, Greendale, Eastlea, Belvedere, Tynwald, Dzirasekwa, Westlea, Milton Park, Kambuzuma, Mbare, Southern, Willowvale, Highfield, Waterfalls, Prospect, Hatfield, Epworth, Budiriro, Glen View, Glen Norah, and Mufakose. Major roads R3 and R5 are highlighted. A red location pin marks the starting point of the selected trip near the center of the city.

Leaflet | © OpenStreetMap contributors

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Help

admin@pindah.org

1.0.0

Inventory & Stock — uniforms, stationery, and tuck-shop stock control:

Orbit Private Limited

Home / Stock / Dashboard

RefreshMaximiseHelpAnalystMUFANDIRI FELIX

Search menu (Ctrl+K)

Dashboard

Stock

Dashboard

Inventory

Packages

Stock Takes

Categories

Suppliers

Locations

Tills

Orders

Transfers

Markup Rules

Price Approvals

Reports

Accounting

Clinic

Pharmacy

CRM

Frame

Assets

Documents

Agriculture

Finance

Inventory Value

\$50.9K

125 products · 49 categories

Stock Health

94.4%

0 low · 7 out of stock

Stock Received

\$49.8K

19 receipts · 369 movements

Stock Issued

\$0

6 suppliers · 21 locations

Total Products

125

Low Stock

0

Out of Stock

7

In Stock

118

Categories

49

Receipt Value

\$15.0K

Inventory Valuation & Trends

Inventory Value Trend

Last 12 months · All Locations

Inventory Value

\$54.0K

\$53.5K

\$53.0K

\$52.5K

\$52.0K

\$51.5K

\$51.0K

\$50.5K

Jul 25

Aug 25

Sep 25

Oct 25

Nov 25

Dec 25

Jan 26

Feb 26

Mar 26

Apr 26

May 26

Jun 26

Value by Category

Medical Devices: 72%

First Aid: 5110.5 (10.6%)

PPE: 5002.2744 (9.8%)

Analgesics: 4417.30%

Baby Care: 4186.5 (8.1%)

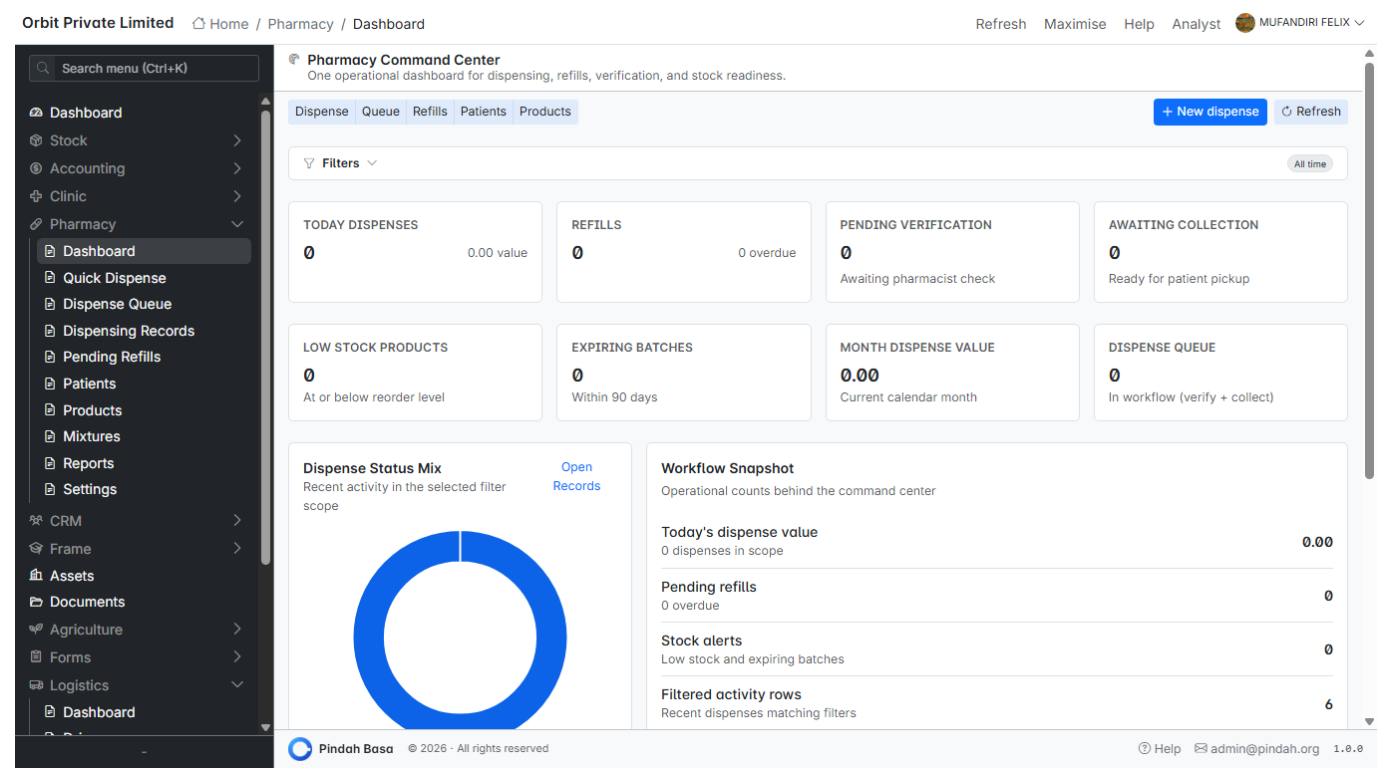
Period Pack: 3424.5%

Healthcare: 2940 (5.8%)

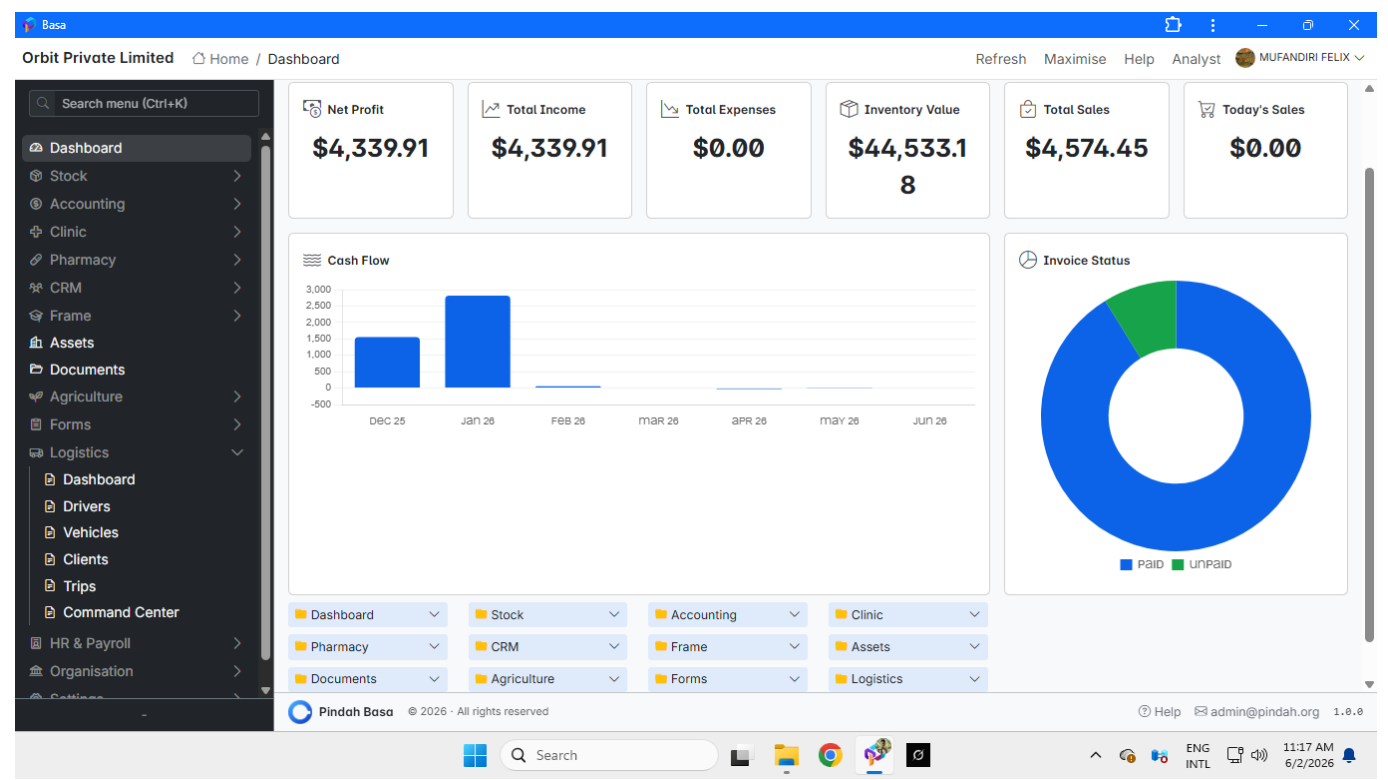
Additives: 2372 (4.7%)

Respiratory: 2243.7 (4.4%)

Pharmacy — dispensary Command Center (for schools with a licensed on-site pharmacy; Clinic sick-bay screenshots are not yet published):



Executive Dashboard — leadership KPIs across all active modules:



CRM, Documents, Forms, Assets, Chat, Analyst, Insurance, Projects, Mobile Scanner, and Agriculture screenshots are not yet published in their module guides.

Suggested bundles (activate in phases)

School profile	Suggested modules beyond Frame
Primary day school	HR, Accounting (fees), CRM (parents), Documents

School profile	Suggested modules beyond Frame
Secondary day school	Above + Forms (admissions), Analyst (reports)
School with transport	Above + Logistics
School with tuck shop / uniforms	Above + Inventory, Accounting POS
Boarding school	Above + Clinic, Asset Management, Chat
Agricultural college	Frame + HR + Agriculture + Inventory + Accounting

Phase 4 of the [implementation guide](#) maps to turning on these modules after academics are stable.

Contact your **Operations implementer** or account team to activate modules — sidebar menus and permissions update once a module is enabled for your organisation.

How Frame Connects to Other Modules

Frame is designed to sit inside the wider **Operations** platform. The sections below explain **how** each module connects in practice — useful after you decide which capabilities to add from [Expand Your Platform](#).

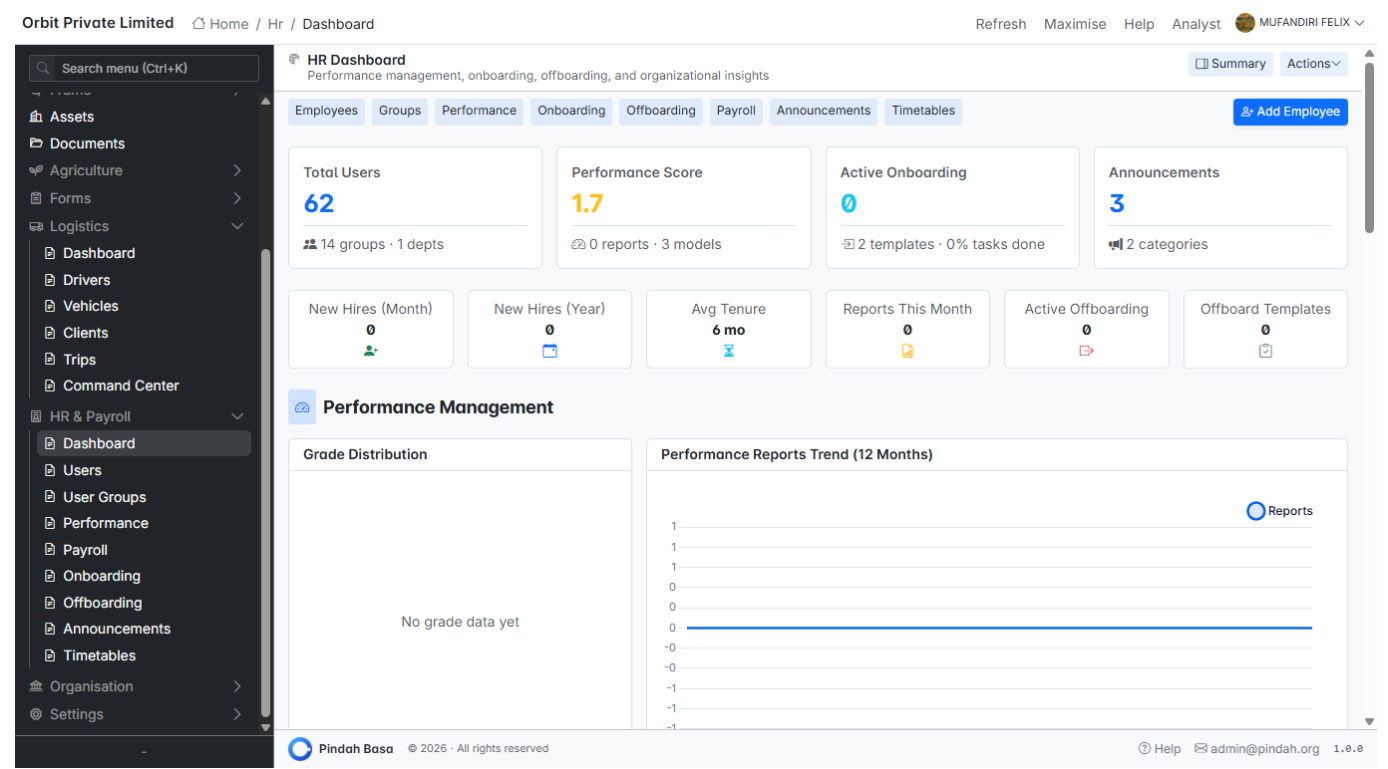
Organisation

- **Academic periods** (terms) drive assessments and report cards
- **School settings** — report card template, official stamp images on PDFs
- **Branding** — logo and header on printed reports
- **Custom fields** on students — national ID, parent phone, sponsorship, etc.

→ See [Organisation](#)

HR & Payroll

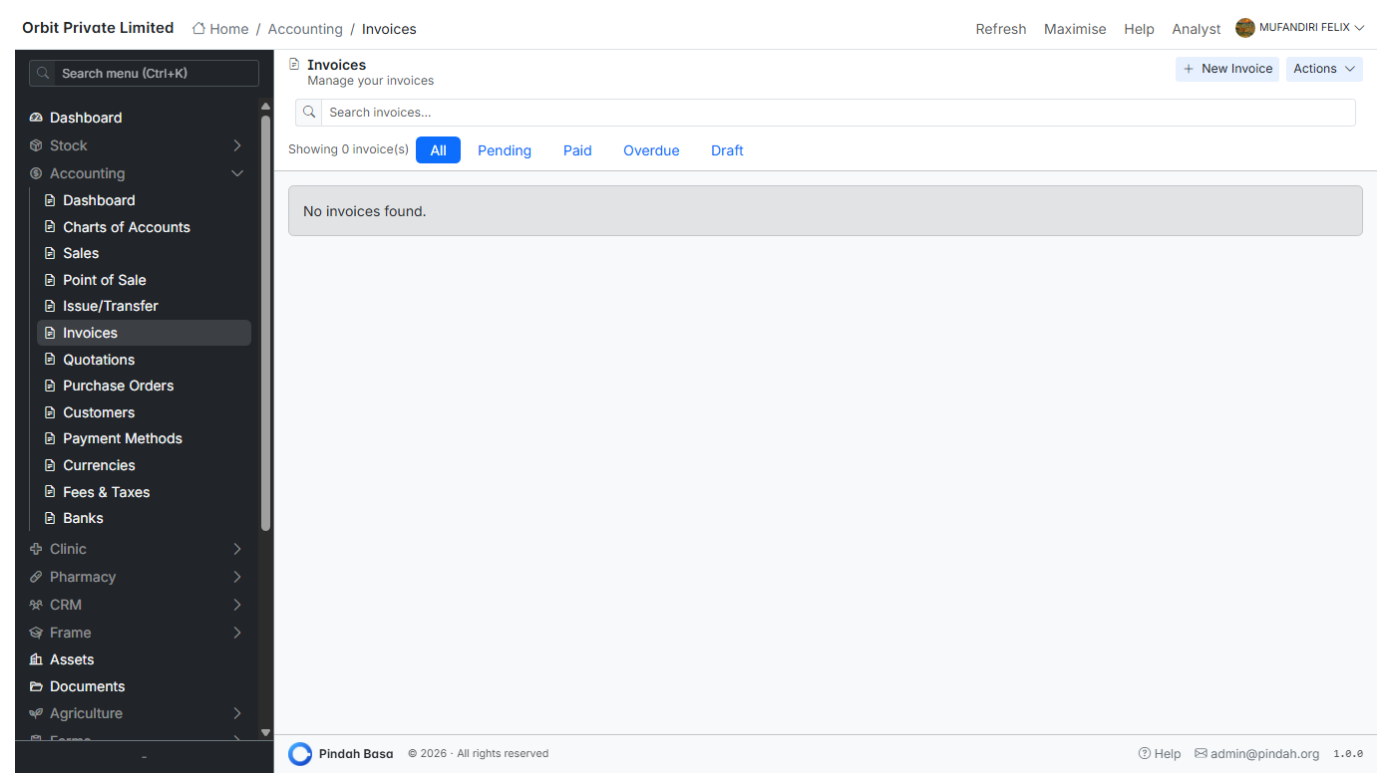
- **Staff records** — all teachers are HR users
- **Roles and permissions** — who can create assessments, approve reports, edit marks
- **Timetables and shifts** — class scheduling (where configured)
- **Performance management** — link teacher KPIs to school strategic goals

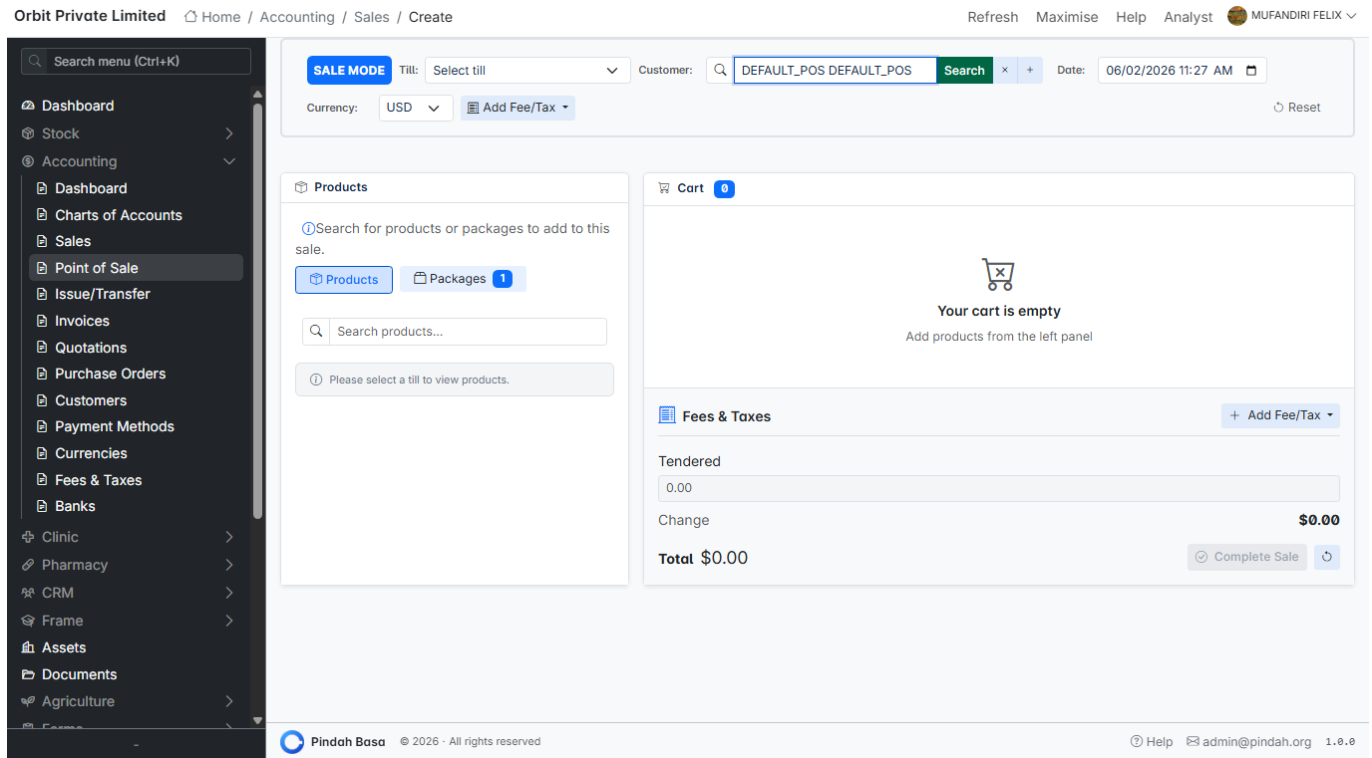


→ See [HR & Payroll](#)

Accounting & Sales

- **School fees** — invoice families per term (where the school uses Operations finance)
- **Receipts** — track payments against fee invoices
- **Multi-currency** — USD, ZWL, ZAR fee collection with exchange rates
- **POS** — bookshop or uniform sales at school tuck shop





→ See [Accounting & Sales](#)

CRM (Customer Relationship Management)

- **Parents as contacts** — phone, email, communication history
- **Follow-ups** — fee reminders, meeting schedules
- **Pipeline** — admission enquiries from prospect to enrolled student

→ See [CRM](#)

Documents

- Store **prospectuses, policies, staff handbooks, scheme of work**
- Versioned files accessible to leadership without email attachments

→ See [Documents](#)

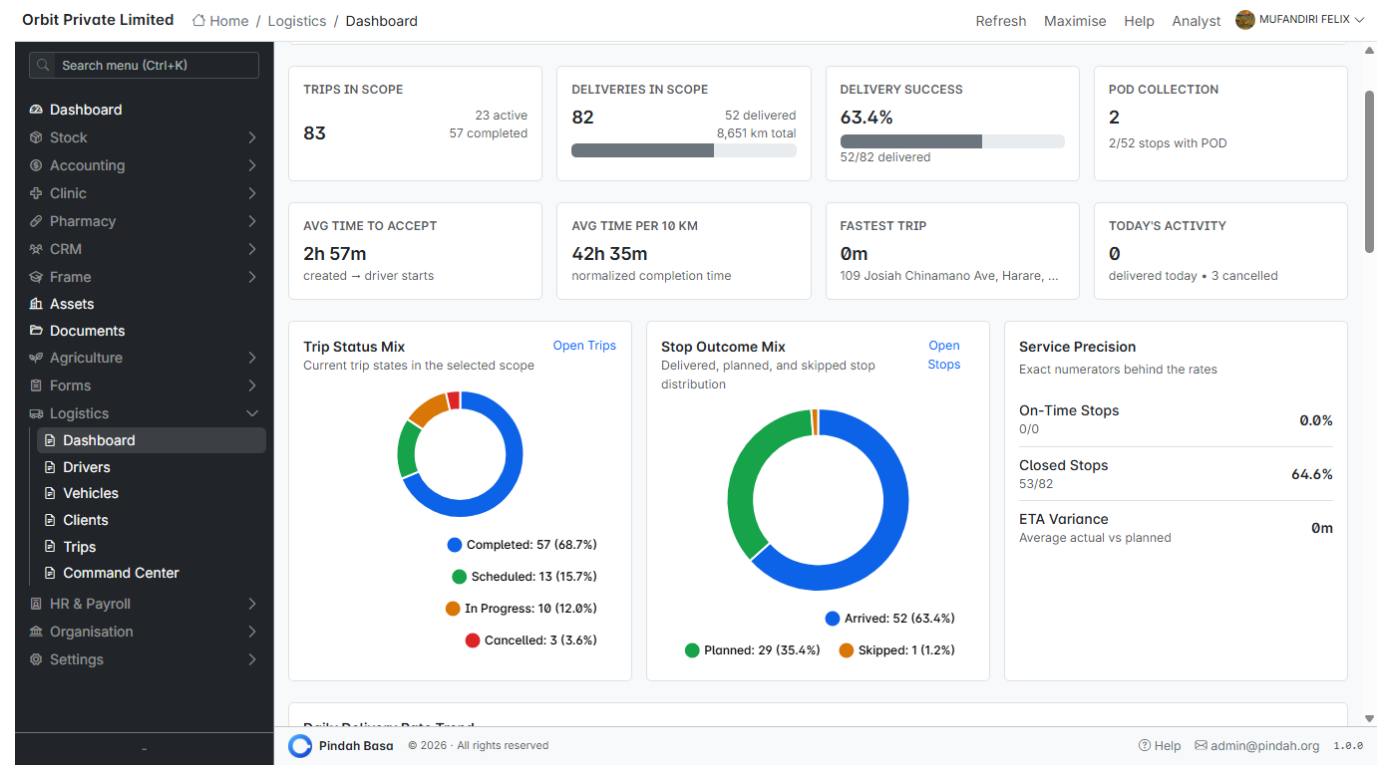
Forms & Surveys

- **Admission application** forms
- **Parent satisfaction** surveys after term
- **Staff feedback** forms

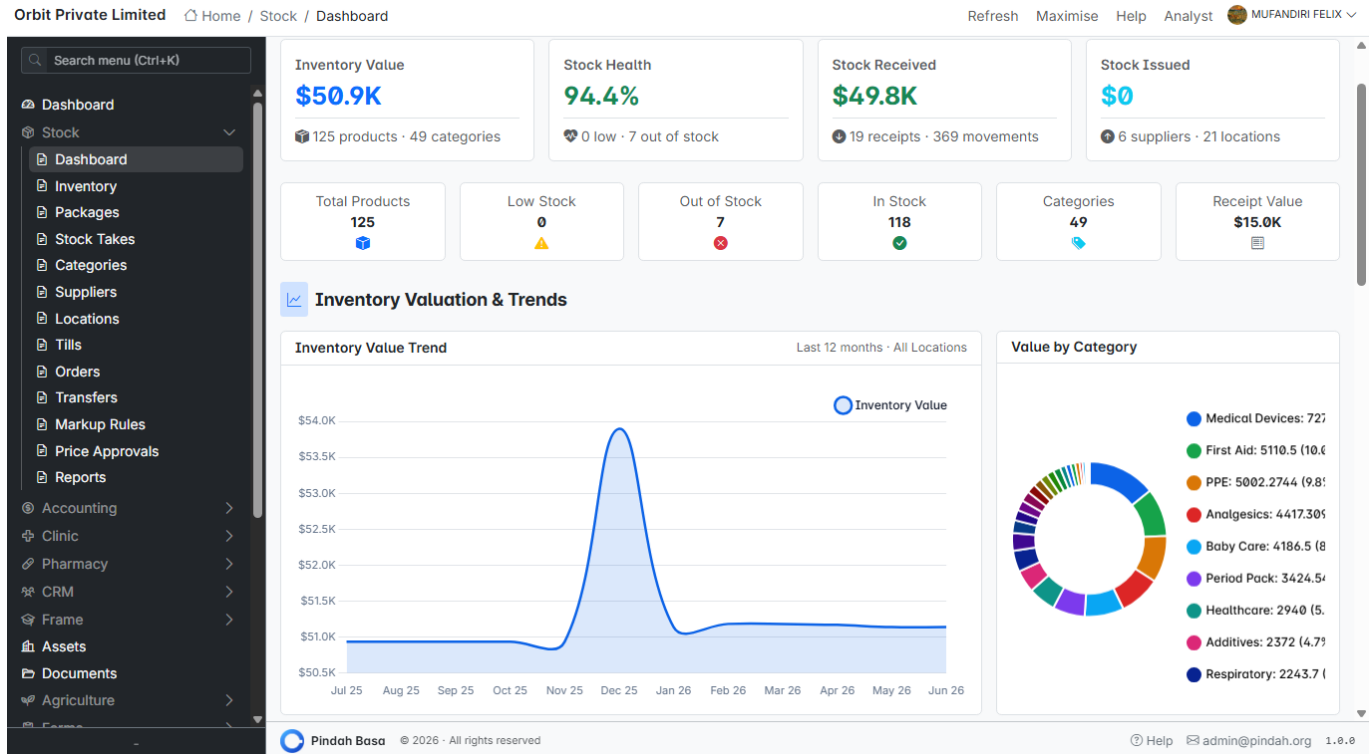
→ See [Forms & Surveys](#)

Logistics

- **School bus routes** and trip monitoring
- **Driver assignments** for field trips and sports fixtures
- Emergency and GPS features where the school uses fleet modules



- **Stationery** and **textbook** stock at school shop
- **Uniform** inventory if sold on campus
- Stock-take and reorder like any retail operation



→ See [Inventory & Stock](#)

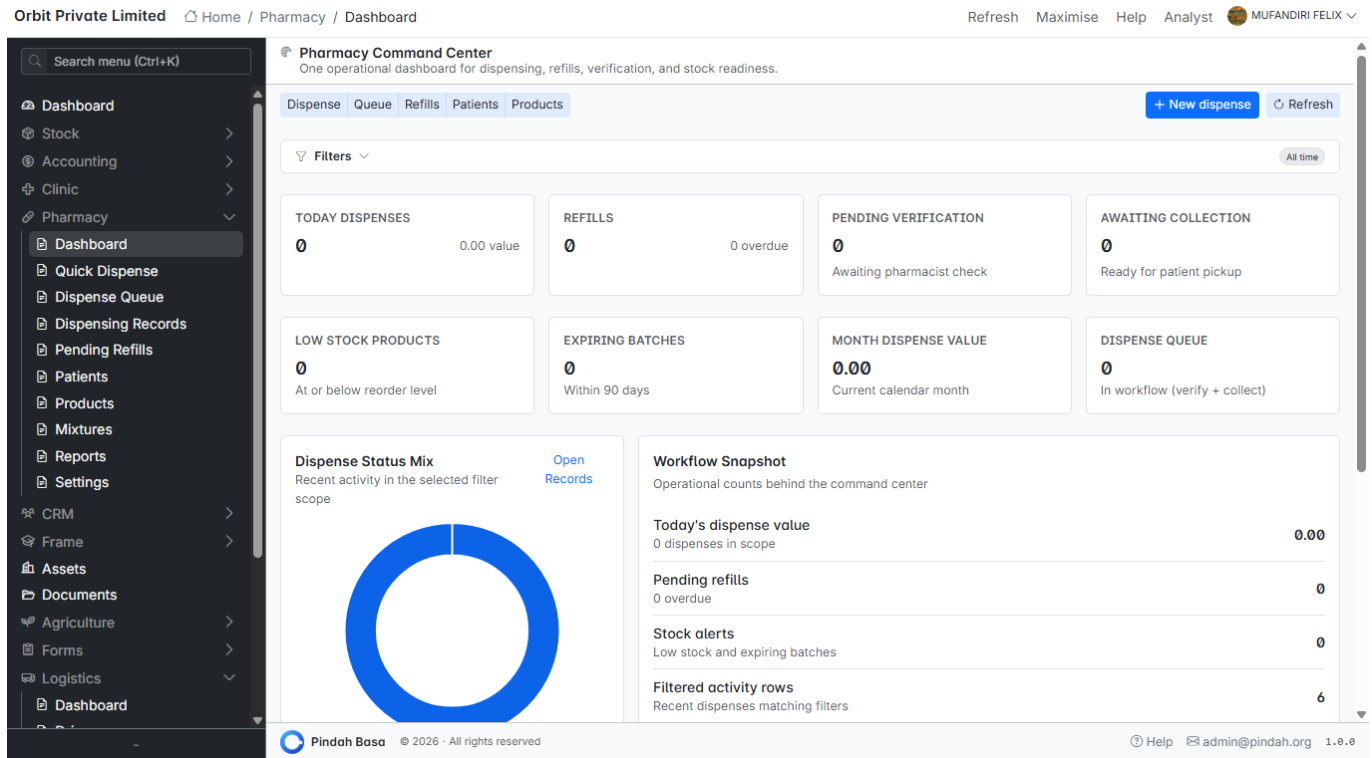
Healthcare (Clinic)

- **School clinic** patient records for sick bay
- Allergies and conditions visible if the learner is also a clinic patient
- Useful for boarding schools and large day schools

→ See [Healthcare \(Clinic\)](#)

Pharmacy

Generally for dispensary operations — relevant only if the school runs a medical centre with licensed dispensing.



→ See [Pharmacy](#)

Insurance

- **Student accident cover** or **group policies** where the school brokers insurance

→ See [Insurance](#)

Asset Management

- Track **laptops, projectors, lab equipment** assigned to departments
- Maintenance schedules for school assets

→ See [Asset Management](#)

Chat

- Staff coordination — department channels, exam period announcements
- Reduces WhatsApp fragmentation for official school communication

→ See [Chat](#)

Mobile Scanner

- Barcode/QR scanning for **library books, assets, or inventory** in the school store

→ See [Mobile Scanner](#)

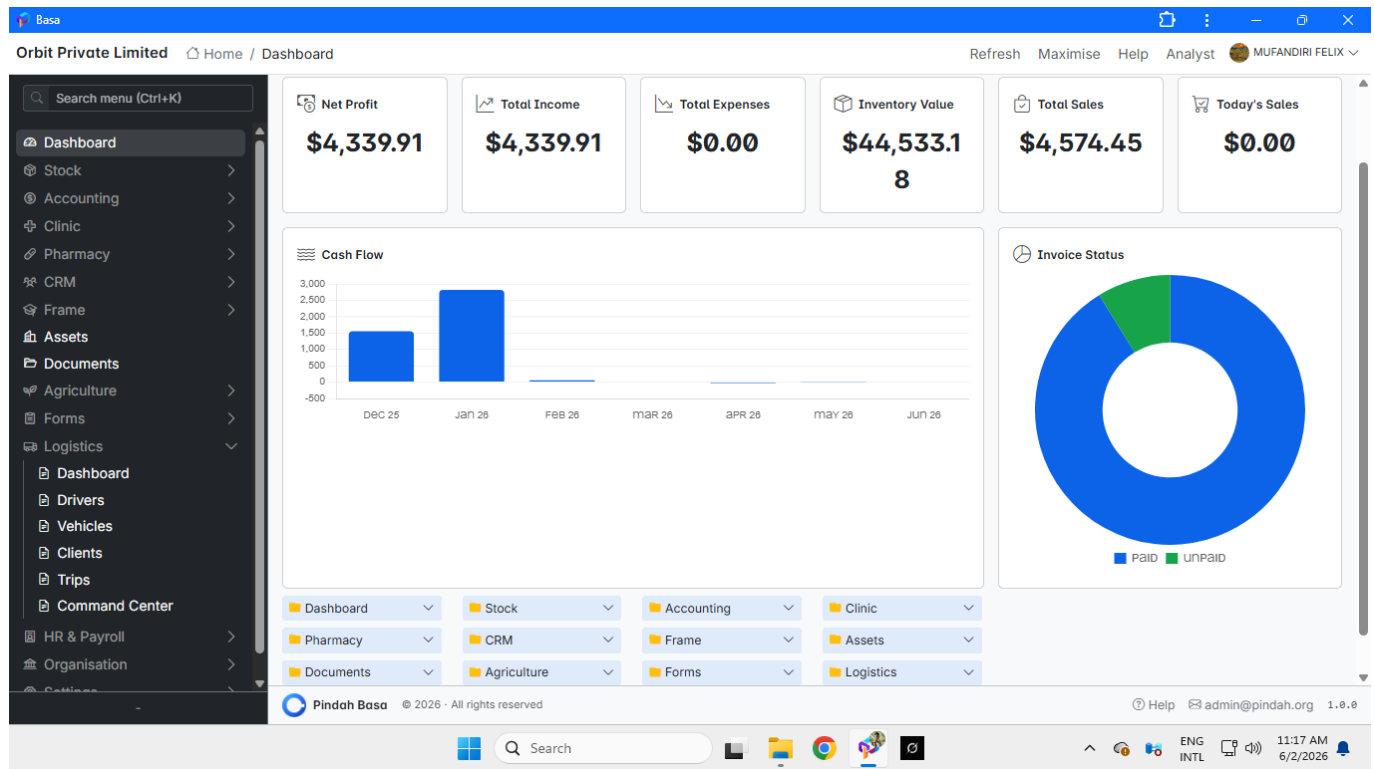
Analyst

- Deeper reporting and exports across modules for ministry returns or board papers

→ See [Analyst](#)

Core Platform, Authentication, Dashboard

- **Single sign-on**, permissions, audit trails
- Executive **Dashboard** may include school KPIs when modules are combined



→ See [Core Platform, Authentication & Security, Dashboard](#)

Agriculture, Insurance, and specialised modules

Rural boarding schools or agricultural colleges may additionally use **Agriculture & Feed** for farm units — contact your implementer for cross-module setup.

→ See [All Modules](#)

Implementation Guide for Zimbabwe Schools

Suggested rollout phases

Phase 1 — Foundation (Week 1–2)

- Organisation periods for current year
- Stages and classrooms mirror your physical classes
- Subjects match your timetable
- Import or enter students
- Create teacher accounts in HR

Phase 2 — Daily operations (Week 3–4)

- Attendance registers live in every class

- Pilot assessments in two subjects per form
- Train class teachers on mark entry

Phase 3 — Reporting (Week 5–6)

- Configure grading scales per stream (ZIMSEC/Cambridge/internal)
- Test report generation in **Test Mode** for one learner
- Full cohort report cards; PDF distribution to parents

Phase 4 — Integration (Ongoing)

- Review [Expand Your Platform](#) and activate the next modules (fees, parents, transport, shop, clinic, etc.)
- Fees in Accounting (if applicable)
- CRM for parents
- Logistics for transport
- E-learning content upload

Naming conventions (recommended)

Item	Convention
Periods	2026 – Term 1 (include year)
Stages	Form 3, Grade 5, Lower 6
Classrooms	3 Sciences, 5A
Assessments	Form 3 Maths – T1 Test 1
Username	stf + unique suffix (e.g. stfjmoyo)

ZIMSEC vs Cambridge on one campus

Many Zimbabwe schools run both curricula on one campus:

1. Create **separate grading groups** — “ZIMSEC O-Level” and “Cambridge IGCSE”.
2. Assign each group to the correct **streams**.
3. Generate report cards **per stream** so grades on PDFs match the examination system parents expect.

Daily Routines and Best Practices

Start of term (registrar / academic office)

1. Confirm **period dates** in Organisation.
2. Verify **stages and classrooms** match physical class lists.
3. Enrol new students; archive leavers in HR.
4. Create **attendance registers** for each class.
5. Communicate assessment naming standards to HODs.

Weekly (teachers)

1. Complete **attendance** for every teaching day.

2. Enter marks within **48 hours** of each test (school policy).
3. Upload **e-learning** material for the week's topics.

End of term (academic office)

1. Confirm all assessments are **closed** and marks entered.
2. Run **Sync Marks** on draft report cards.
3. **Refresh Grades** after any grading scale change.
4. Class teachers enter **remarks**; headmaster approves.
5. **Download Class PDFs** for printing or parent digital distribution.
6. Archive Excel mark sheets for examination board records.

Data protection

- Limit **Student** role permissions — learners see only their own data.
- Use HR role assignments — avoid sharing admin passwords.
- Export reports only on secure devices — report cards contain personal information protected under Zimbabwe data practice expectations.

Troubleshooting Common Situations

Situation	What to do
Student not in assessment class list	Check Form/Stage and Classroom on student profile
Report card shows wrong grade	Verify grading group assigned to stream ; run Refresh Grades
Missing subject on report	Ensure assessment exists for subject in period; Sync Marks
Cannot generate reports — no assessments	Select stream and period; confirm assessments have marks entered
Username rejected on create	Username must start with stf prefix
Attendance register empty	Select correct register; import registers if new term
Student sees admin menus	User must have Student role only, not Teacher/Admin
PDF missing school stamp	Upload stamps in Organisation school settings
Marks out of date on report	Run Sync Marks after late mark entry
Test report looks wrong	Use Test Mode with one student before bulk generate

Related Documentation

- [All Modules](#) — full platform map and every module you can add
- [Organisation](#) — periods, branding, school settings, module activation
- [HR & Payroll](#) — staff, roles, timetables, payroll
- [Accounting & Sales](#) — fees, receipts, tuck-shop POS
- [CRM](#) — parent and admission communication

- [Logistics](#) — school transport and trip monitoring
- [Inventory & Stock](#) — uniforms, stationery, tuck-shop stock
- [Healthcare \(Clinic\)](#) — sick bay and learner health records
- [Forms & Surveys](#) — applications and feedback
- [Documents](#) — policies and circulars
- [Asset Management](#) — laptops, lab equipment, maintenance
- [Chat](#) — staff coordination channels
- [Analyst](#) — cross-module reporting for leadership
- [Core Platform](#) — permissions and configuration