



Product Booklet & System Manual

Complete School Management Operating System
CBC/CBE Compliant | Cloud-Based | Safaricom Paybill Integrated

Primary & Junior Schools

Senior Schools

Statutory Payroll & HR

49+

SCHOOLS ONBOARDED

10K+

ACTIVE STUDENTS

99.9%

UPTIME SLA

Still Managing Your School with Paper?

Kenya's CBC/CBE transition demands modern digital infrastructure. DarasaDigital replaces manual errors with unified cloud software.

Traditional Manual Friction vs DarasaDigital Solution

TRADITIONAL MANUAL PAIN POINT	DARASADIGITAL AUTOMATED SOLUTION
Report cards take days to compile manually each term.	1-Click CBC Report Cards generated instantly with KICD descriptors.
Fee tracking is scattered, error-prone, and receipts get lost.	Direct Lipa Na M-Pesa C2B Sync matching ledgers in under 2.5s.
Teachers have no central place to enter and approve marks.	Central Formative Grade Book with fast hotkeys and approval workflows.
Timetables take weeks to create and are full of room conflicts.	Heuristic Timetable Solver scheduling 1,500+ periods in 15s with 0 collision.
Statutory PAYE, SHIF, Housing Levy calculations take spreadsheets.	Automated KRA/TSC Payroll Engine processing monthly payslips instantly.

✓ Built Specifically for Kenya's Education Model

DarasaDigital handles rationalized CBC learning areas, KPSEA candidate validation, KNEC 300x300px photo rules, M-Pesa C2B Paybills, and KRA/TSC statutory payroll rules natively out of the box.

1. Dashboard & 2. Student Management

Real-time school command center and learner directory with KNEC photo validator engine.

1. Command Dashboard — Your School at a Glance

[Admin Portal](#) > [Dashboard](#)

Click **Dashboard** in sidebar to view live metrics. Review **Active Enrollment KPI Card** showing total pupils, gender breakdown, and day vs boarding totals. Observe **Today's Attendance Gauge** displaying morning roll-call presences vs unexcused absences. Track **Term Fee Collection Gauge** comparing total invoices against real-time M-Pesa collections. Use **Quick Action Launcher**: Click + Admission, + Payment, or + Broadcast.

2. Students Registry & Admission Workflow

[Admin Portal](#) > [Students](#) > [New Admission](#)

FORM FIELD LABEL	INPUT TYPE	VALIDATION & SYSTEM EXECUTION
Student Name	Text (First, Middle, Last)	Required. Auto-capitalizes name parts.
Admission Number	Text (e.g. "ADM-2026-042")	Unique constraint per school. Parsed for M-Pesa fee reconciliation.
UPI / NEMIS Code	Text (e.g. "ABC1234567")	National MoE ID required for Grade 6 KPSEA exam registration.
Grade Stream	Dropdown Select	Assigns pupil to class stream. Checks stream seating capacity limit.
Parent Mobile Phone	Phone (e.g. 0745331500)	Links primary parent. Receives instant M-Pesa receipts & SMS alerts.

KNEC Candidate Photo Cropper Steps

Click **Upload Photo** inside student profile > Adjust crop box over student face. The cropper enforces **300px × 300px (1:1 ratio)** and compresses under **50 KB JPG** for national exam export readiness.

3. Attendance & 4. Classes & Streams

Morning roll-call tracking, automatic parent SMS alerts, and class stream setup.

3. Student & Staff Attendance Tracking

[Admin Portal > Attendance](#)

Click **Attendance** in sidebar > Select **Student Register**. Select **Grade Stream** (e.g. Grade 5 Blue) and select target **Date**. Click student status toggles: Present (Green), Absent (Red), Excused (Amber), or Late (Blue). Click **Save & Lock Register**. When an unexcused absence is saved, an instant SMS dispatches to linked parent via Africa's Talking API.

4. Stream Setup & Seating Capacities

[Admin Portal > Classes > Manage Streams > + Add Stream](#)

Click **Classes & Streams** > Click **+ Add Stream**. Enter **Stream Name** (e.g. Grade 4 West) and **Stream Code** (e.g. G4W). Select **Target Grade Level** (e.g. Grade 4). Set **Seating Capacity Limit** (e.g. 40 pupils) to block admission overselling. Enter **Building / Room Location** (e.g. Block B Room 102). Select **Assigned Class Teacher** from dropdown for report card signature authority. Click **Save Stream**.

5. Staff HR & 6. Academics Suite

BOM vs TSC payroll setup, CBC report cards, timetable scheduling, and ODPC compliance.

5. Staff Registration & Payroll Types

[Admin Portal > Staff > + Add Staff Member](#)

Click **Staff** > Click **+ Add Staff Member**. Enter National ID, Phone, KRA PIN, NSSF/SHIF numbers. Select **Staff Type**:

- **BOM Staff**: Subject to progressive KRA PAYE tax, SHIF (2.75%), Housing Levy (1.5%), and NSSF Tier I & II.
- **TSC Staff**: Subject to secondary board allowance tax (flat 30% PAYE), sparing duplicate NSSF/SHIF deductions.

6. Academics Suite — All 8 Subcategories

[Admin Portal > Academics](#)

Academic Setup: Define academic years, term dates, exam schedules, and grading defaults. **Report Cards**:

Compile CBC & 8-4-4 reports with pre-flight audits and head teacher signatures. **Exam Registration**: Audit KPSEA & KCSE national candidate profiles and candidate photo specs. **Academics Analytics**: Display visual learning area performance gap maps across class streams. **Timetable Scheduler**: Run heuristic solver to schedule 1,500+ periods in 15s with 0 collisions. **Teacher Assignments**: Allocate learning areas/subjects to teachers and balance weekly period workloads. **Compliance Desk**: Monitor ODPC DPA 2019 compliance logs and DSAR request resolutions.

Ratings & Formative Rubrics: Configure KICD learning areas, strands, and achievement levels ( ,  ,

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7. Finance & M-Pesa Integration Suite

Invoices, vote-heads, capitation, statutory payroll, Lipa Na M-Pesa C2B, and Unmatched Queue.

Invoicing, Lipa Na M-Pesa C2B & Unmatched Queue

[Admin Portal > Finance](#)

Fee Structures & Invoices: Create vote-heads (Tuition KES 15,000, Boarding KES 12,000, Activity KES 1,500). Click **Generate Mass Invoices** to post to pupil statements. **Lipa Na M-Pesa C2B Webhooks:** Register C2B endpoints. Whitelist Safaricom IP blocks (196 . 201 . 214 . *). Direct callbacks match admission numbers in < 2.5s. **Unmatched Payments Queue:** When parents type reference typos (e.g. "FEES" instead of admission number), bursars click **Reassign Payment** to link funds to student ledgers in 1 click.

Statutory Payroll Calculations (KRA / TSC Rules)

[Admin Portal > Finance > Payroll](#)

DEDUCTION HEAD	CALCULATION RULE	SCOPE
KRA PAYE Tax	Graduated KRA tax brackets (10%, 25%, 30%, 35% cap). Personal relief KES 2,400.	BOM Staff & TSC Allowances
SHIF	2.75% of Gross Monthly Earnings.	All Staff
Housing Levy	1.5% Employee share + 1.5% Employer matching share.	All Staff
NSSF Pension	Tier I (KES 420) + Tier II (up to KES 1,740).	BOM Staff Only
TSC Board Tax	Flat 30% PAYE processing for secondary board allowances.	TSC Staff Only

8 to 14. Operations, Tools & Staff Roles

Transport, Library, Communication, Migration Wizard, Portal Access, Admin Users & Roles.

Operations & Communication Modules

[Admin Portal > Operations](#)

8. Transport Program: Add route (e.g. Machakos Town via Boma Road, KES 4,500), assign vehicle fleet (capacity 33), generate passenger manifests, and auto-bill to pupil ledgers. **9. Library Management:** Add ISBN metadata, tag physical copies with unique Accession Numbers (e.g. ACC-MATH-001), process checkouts at circulation desk, and auto-bill late return fines. **10. Communication Desk:** Compose mass SMS broadcasts via Africa's Talking API, dispatch parent email circulars, send emergency alerts, and view live delivery status logs.

System Tools, Credentials & Leadership Roles

[Admin Portal > System Tools](#)

11. Migration Wizard: Download Excel templates, upload CSV files, run column mapping validation, and execute atomic bulk data imports for legacy students and balances. **12. Portal Access:** Manage parent & student login accounts, dispatch SMS invite links, and issue 1-click administrative password resets. **13. Admin Users:** Create administrator accounts, set role scopes (Super Admin vs Bursar), and enforce 2FA. **14. Staff Roles:** Assign school leadership roles (**Principal / Director, Deputy Principal, Bursar / Finance Officer**) showing active checkmarks (✓ Active Principal: Just Rumours) and assign Heads of Department (HODs) for approval routing.