

GHANA EDUCATION SERVICE

AHAFO ANO SOUTH EAST DISTRICT



AASE_EMIS APP

Motto: Transforming the Directorate Through Digital Excellence

USER MANUAL

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Preface



In the rapidly evolving landscape of modern public administration, digital ecosystems have shifted from minor supportive tools into fundamental operational backbones. The Ahafo Ano South East District Education Directorate (AASEDED), under the auspices of the Ghana Education Service, proudly presents this comprehensive user manual for the **AASE_EMIS App**.

This document serves as an exhaustive operational compilation bringing together all user guides, infrastructure terminals, tracking tools, and reporting workflows under a single strategic repository. Designed to provide teachers, headteachers, officers, and administrators with a meticulous step-by-step framework, this user manual fulfills our objective of absolute digital excellence, structural transparency, and institutional efficiency across all regional education registries.

A Word from the Head of Research, Planning & Statistics Unit

As the Head of the Research, Planning & Statistics Unit for AASEDED, my core mandate has focused on reducing administrative delays, eliminating manual data fragmentation, and ensuring every single educator within our district has immediate, transparent access to records. The modules contained herein represent a robust integration connecting localized database architectures with live cloud ledger environments. It is my sincere hope that this User Manual empowers every user to navigate our corporate apps with ease, precision, and confidence.

— **Benjamin Ayesu Atenska (Mr), Head of Research, Planning & Statistics Unit, AASEDED**

Introduction



The **AASE_EMIS Application Suite** is an institutional management ecosystem explicitly engineered to streamline employee profiling, student enrolment loops, inbound and outbound correspondence tracking, and quarterly academic inspection parameters within the Ahafo Ano South East District.

By connecting custom front-facing portals with dynamic real-time cloud database arrays and automated SMS gateways, the app transforms traditional administrative procedures into rapid, high- integrity workflows. This unified User Manual covers all components of the platform, structured as follows:

- **AASEDED (Admin) Dashboard:** The nerve center for high-level statistics, level-based tier summaries, and dynamic data visualization loops.
- **Registry Hub:** A secure internal portal mapping tracking indices for official incoming and outgoing district correspondence.
- **Application Tracker:** An open, mobile-responsive look-up service enabling general staff to remotely trace application lifecycles.
- **Office Portal:** A diagnostic inspectorate framework tracking performance metrics, circuit schedules, and CSV data extractions.
- **School Portal:** An educational operations workspace for personal bio-data handling, furniture tallies, and active staffing monitors.
- **File Upload:** A storage and document workspace facilitating direct cloud sync, live preview renders, and high-fidelity local print jobs.
- **Records Update:** A specialized module integrated into the AASE_EMIS suite, designed to streamline the production of high-fidelity, standardized correspondence for the EMIS Unit for Data Update and Request.

By strictly adhering to the security guidelines, session policies, and validation protocols laid out across these modules, all district personnel contribute to maintaining a highly protected, synchronized, and resilient educational database ecosystem.

1. Admin Dashboard Terminal



Operational Management & Central Statistics Guide — Institutional Performance & Enrolment Data Matrix

1.1 Authorized Secure Login Gateway

The Admin Dashboard Terminal employs an identity and credential auditing interface to verify system credentials securely before unlocking local educational registry metrics. This ensures comprehensive protection of district data layers.

- **Cryptographic Passwords:** Rigid token alignment rules check credentials instantly to verify administrative identity.
- **Session Protection:** The backend infrastructure safely blocks unauthorized scripts from tampering with live data lines.
- **Visual Smoothness:** The portal employs clean state transitions to provide a highly polished and intuitive user experience.

1.2 Centralized Workspace Infrastructure

The core ecosystem compiles district-wide educational data layers into responsive visual interfaces powered by modern web technologies.

- **Charts Integration:** Aggregates operational datasets into responsive visual graphs, percentage charts, and dynamic progression flows for quick reporting.
- **Enrolment Tally loops:** Maintains live data monitoring counts across all institutional ranges, spanning from early childhood up to secondary levels.
- **School Registries:** Organizes regional school profile datasets, teacher/staff metrics, and overall school-level monitoring metrics seamlessly.

1.3 Level-Based Enrolment Summaries

An automated calculation engine isolates level-specific student distributions and updates baseline totals automatically on the dashboard view panel:

- **Early Childhood:** Tracks separate tallies for Creche and Kindergarten tiers.
- **Primary Education:** Displays aggregated elementary student counters across the district.

- **Secondary Frameworks:** Direct tracking loops map real-time Junior High School (JHS) and Senior High School (SHS) registries.

Academic Level Tier	Calculated Total
Total Creche Enrolment	Summed Live
Total KG Enrolment	Summed Live
Total Primary Enrolment	Summed Live
Total JHS & SHS Enrolment	Summed Live
Overall District Enrolment	Grand Total

1.4 Technical Operations & Best Practices

- **Chart Visualization Pipeline:** The dashboard connects securely to a `JavaScript Chart Loader` (Lazy Loader Engine), updating charts instantly as data flows from backend database.
- **Strict Number Standards:** The database engine utilizes explicit `toLocaleString()` routines to render large digits clearly using standard comma notation.
- **Dynamic Re-hydration:** Modifying backend database metrics triggers an instantaneous view recalculation, refreshing all level metric cards without needing a hard browser reload.

District Statistics IT Help Desk: AASE District Education Office — Core Chart Engine Syncing v4.2 Stable Active.

2. Registry Hub



Teacher & Staff User Manual — Secure Application Status Tracking & Cloud Administration

2.1 System Architecture

The Digital Registry Management Portal provides a unified, district-wide cloud infrastructure to log, process, track, and monitor all corporate document processing workflows. It ensures real-time synchronization with cloud data ledgers and features an integrated automated customer notification gateway system via SMS for instant tracking updates regarding outbound correspondence.

2.2 Role-Based Access Allocation

- **Administrator:** Full database ownership. Authorized to execute lookups, data updates, and modify system ledger rules.
- **Personnel Officer:** Operational authority. Grants access to dynamic letter input streams and tracking sequence tools.
- **Head-HRMD:** Management Oversight. Supervises inbound workflows and oversees document pipelines.
- **Viewer Role:** Restricted Account. Read-only profile view constraints apply. Prevented from mutating records.

2.3 Inbound & Outbound Document Management

When recording letters received or dispatches, complete all data targets accurately to guarantee tracking consistency across systems:

- **Registry Tracking Number:** A non-editable, automatically incrementing identifier starting from a baseline counter of 9000 using a standardized GES/REC format prefix.
- **Sender Contact Parameters:** Telephone inputs handle backend integration hooks for delivery confirmation text dispatches via the Client SMS pipeline.

2.4 Official Registry Card Production

The right sidebar component houses an active live render interface block reflecting real-time form inputs formatted to official standards. It utilizes a native integration with `html2pdf` formatting

engines to export high-fidelity, printable PDF documents directly to local drives containing localized institutional headers (e.g., *REGISTRY GES/AR/AASE/REC/9042*).

Registry Operations Support: info@aase-emis-app.x10.mx — System Build Pipeline v4.0.2 Stable Cloud Engine Active.

3. Application Tracker



Teacher User Manual — Checking Application Status for Teachers & General Staff

3.1 Portal Objective

This tracking system provides instant transparency for document workflows, allowing any teacher or general staff member to monitor the exact progress of their submitted files, letters, or applications without visiting the physical Administrator's office.

3.2 Step-by-Step Tracking Procedure

1. **Choose Document Stream:** Select either the Letters Received Hub or Letters Dispatched Hub based on file origin.
2. **Enter the Tracking Number:** Input your reference code carefully. The form block enforces case sensitivity and precise character alignments.
3. **Review Live Profile:** If a match exists, the portal re-hydrates instantly to expose track codes, application statuses, assigned office seats, and structural records.

3.3 Troubleshooting Warnings

- **Record Not Found Warning:** If your key identifier does not match any entry in the master ledger sheets, an alert warns: **"No document found with that tracking code."** Always double-check your spelling.
- **Public Sharing Safety:** This interface is open to all personnel. Keep your reference codes private to prevent unauthorized views of your workflow history.

District Registry Desk Email: info@aase-emis-app.x10.mx — Real-Time Public Query Integration Module Active.

4. Office Management Portal



User Manual — Performance Tracking & Inspection Metrics Matrix

4.1 System Overview

The Office Management Portal is a diagnostic dashboard tool built for officers and/or supervisors to audit performance logs, quarterly metrics, and instructional capacity indicators. It features a mobile-responsive grid system optimization, compliant text-matrix data parsing, and rapid CSV log file exports.

4.2 Understanding Metric Cards

24	16	5	3
TOTAL SCHEDULES	COMPLETED KPI	PENDING REVIEWS	DEFERRED TARGETS

4.3 Exporting Performance Logs

The matrix engine features a custom compiler that converts your filtered data table lines into a standardized document download file (One-Click CSV Compilation):

- Standardizes District Institutional Identity Headers automatically on the database row headers.
- Strips redundant whitespace and double quotes securely to match standard database inputs.
- **Empty Rows Validation:** The matrix data parser automatically skips empty spacer lines to protect compilation data integrity.

Supervision Desk Support: info@aase-emis-app.x10.mx — District Quality Assurance Unit (V4.0 Active).

5. Circuit/School Portal



Comprehensive Manual for Staff Login & Data Management — Empowering Educators through Data

5.1 System Overview & Navigation

The Circuit/School Dashboard is designed to streamline the management of employee records, enrolment figures, and school resources within the district. All information changes saved on the portal are synchronized with the Master Database in real-time.

- **Employee Data Module:** Teachers can look up any record by entering a valid Staff ID. If a staff member's release status is flagged as "Released", the row is automatically highlighted in red.
- **Furniture Data Module:** Manage desk and chair situations and report resource shortages via native Form integration.

5.2 School & Circuit Teacher List Example

Full Name	Sex	Staff ID	Rank	Status
MR. SAMUEL OBUOBI	Male	372236	Deputy Director	Active (At-Post)
MS. REGINA NYAMEKYE	Female	423769	Assistant Director II	Released *
MR. DAVIS OPPONG	Male	688225	Principal Superintendent	Active (At-Post)

* Note: Red rows indicate staff members who have been officially released from the circuit/school.

Portal Support Email: info@aase-emis-app.x10.mx — Thank you for contributing to our digital EMIS portal.

6. File Upload



Teacher User Guide — File Storage, Document Previewing & High-Quality Printing

6.1 System Concept & Core Features

The Directorate File Upload System is a dedicated cloud workspace allowing teachers to seamlessly upload lesson notes, nominal lists, resource records, and quarterly reports, preview them directly on the screen, and print them instantly without page alignment or formatting errors.

- **AASE_EMIS Drive Sync:** Live fetching module that pulls active cloud database storage files securely over protected APIs.
- **High-Fidelity Preview:** Tapping any file in the directory invokes an *Instant Active Click*, allowing visual structural audit prior to paper printouts.

6.2 Dropping Obsolete Cloud Records

To free up storage space, use the Asset Drop safety module. Highlight the target file entry and click '*Delete Selected File*'. A validation prompt prevents accidental data removal actions while disconnected from network signals.

AASE District EMIS Technical Help Desk: Ahafo Ano South East Directorate — Streamlining Digital Documentation.

Records Update



— Automated Letter Generation & Official Correspondence

The **Records Update Portal** is a specialized module integrated into the AASE_EMIS suite, designed to streamline the production of high-fidelity, standardized correspondence for the Ghana Education Service. This tool eliminates manual formatting errors and ensures all district communications adhere to official institutional layout standards.

7.1 Core Operational Features

- **Automated Layout Engine:** Automatically applies GES headers, reference numbering, and signature blocks.
- **Dynamic Attachment Tables:** Includes a flexible table-builder to attach data (such as enrolment stats or furniture tallies) directly to your letters.
- **High-Fidelity PDF Export:** Utilizes a native html2pdf engine to generate print-ready, professional PDF documents.
- **Mobile-Responsive Interface:** Fully accessible for rapid document creation on mobile or desktop devices.

7.2. Letter Generation Workflow

1. **Circuit & School Selection:** Select your specific school or circuit from the dropdown menu. For non-listed entities, use the "OTHER" option to input manual data.
2. **Define Update Category:** Select the purpose of your letter (e.g., Data Request, Student Enrolment, Furniture Situation). The portal will automatically suggest a professional letter template based on your selection.
3. **Content Customization:** Enter the required staff and administrative details in the input fields. You may override the automated template in the **Letter Content** box if specific messaging is required.
4. **Table Attachment:** Use the **Dynamic Attachment Table** controls (+Col, -Col, +Row, -Row) to organize your data. The values input here will appear inside your letter as a formal, structured document table.
5. **Preview & Export:**
 - Click **Full Screen** to audit the structure of your letter.
 - Click **Save/Print PDF** to download the finalized, high-quality document to your local storage.

This Privacy Policy outlines how the Ahafo Ano South East District Education Directorate (AASEDED) collects, uses, protects, and governs the institutional and personal data processed within the AASE_EMIS application ecosystem.

1. Data Collection & Access Scopes

The system gathers mandatory professional parameters including Staff IDs, full names, circuit structures, student enrolment tallies, furniture tracking tallies, and outbound/inbound document reference profiles. The platform strictly bars arbitrary data crawling from unauthorized clients.

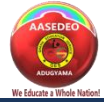
2. Operational Data Protection Measures

All database pathways operate under restricted role isolation constraints. Sensitive transaction coordinates, identity tokens, and spreadsheet integration endpoints utilize encrypted network lines. Administrative audits log search histories and authorization parameters continuously to block baseline script injection attempts or unauthorized leak pathways.

3. SMS Notification Gateways & Third Parties

Sender phone parameters logged within the Registry Hub are forwarded exclusively to authorized telecom aggregators (Client SMS Pipeline) to dispatch immediate processing alerts. Phone numbers are never shared, sold, or distributed to generic ad pipelines or third-party tracking companies.

End-User License Agreement



Please read this End-User License Agreement ("EULA") carefully before authenticating into or utilizing any data tracking module contained inside the AASE_EMIS application ecosystem.

1. License Allocation

The Ahafo Ano South East District Education Directorate grants all active teachers, officers, and administrators a non-exclusive, non-transferable, revocable right to run the application terminal strictly for official educational statistics and document management operations within the district.

2. Explicit Constraints

Users are strictly forbidden from executing code decompilation scripts, scraping remote Database links, bypassing authentication structures, running duplicate parallel interface accounts from single terminals, or leaking internal tracking numbers to external public repositories.

3. Ownership & Termination

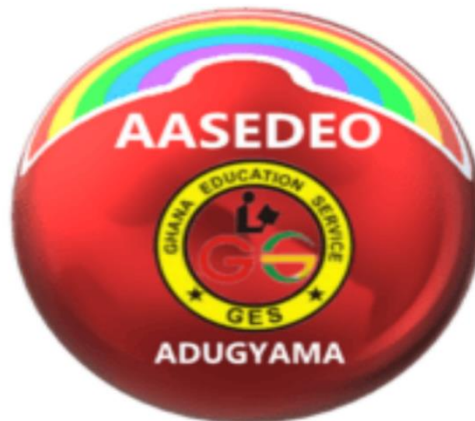
The system architecture, logic components, localized template files, and reporting compilers remain the exclusive proprietary intellectual asset of AASEDED and the Ghana Education Service.

Violating administrative security safeguards or terms laid down in this user manual will cause instant revocation of terminal access privileges and trigger official disciplinary procedures.



**MINISTRY OF EDUCATION
GHANA EDUCATION SERVICE**

**AHAFO ANO SOUTH EAST
DISTRICT EDUCATION DIRECTORATE**
EDUCATION MANAGEMENT INFORMATION SYSTEM



“Let’s All Play The GES Roles Together!”

AASE_EMIS
Mobile App

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Scan the official QR Code to access the mobile portals, verify application status queries, and update registry metrics seamlessly.

www.aase-emis-app.x10.mx



