

## **How to mark student attendance?**

To mark student attendance, go to Attendance > Student Attendance then select Class, Section and Attendance Date and then click on Search button. The list of student will be shown in the below of the page.

Here select Attendance (Present, Late, Absent, Holiday, Half day) for mark the attendance manually, and then click on the Save Attendance button.

To edit student attendance, click on the Attendance (Present, Late, Absent, Half day) present in the Student list then click on the Save Attendance button.

Now if you want to mark the same attendance, there is Set attendance for all Students as option available right above of the attendance, when you select Present, confirmation message will be open.

Now, click on the OK button. All the students below will be marked as Present. Afterward, click on the Save Attendance button to ensure that the attendance marks are recorded successfully and in the Source column shows the type of attendance.

The same process applies for other options such as Late, Absent, Holiday, and Half Day.

## **How to check Student Attendance By Date?**

To check attendance by date, go to Attendance > Attendance By Date then select Class, Section and Attendance Date and then click on Search button. The list of attendance will be shown in the below of the page.

## **How to check student Attendance Report?**

To check attendance report, go to Report > Attendance click on Attendance Report. Here select Class, Section, Month and Year and then click on Search button. The list of searched record will be shown in the below of the page.

## **How to check Student Attendance Type Report?**

To check student attendance type report, go to Report > Attendance click on Student Attendance Type Report. Here select Search Type, Attendance Type, Class and Section and then click on the Search button. The list of searched record will be shown in the below of the page.

## **How to check Staff Attendance report?**

To check staff attendance report, go to Report > Attendance click on Staff Attendance Report. Here select Role (role option like Admin, Teacher, and Accountant etc.), Month and Year and then click on Search button. The list of searched record will be shown in the below of the page.

## **How to check class wise Daily Attendance Report?**

To check daily attendance report, go to Report > Attendance click on Daily Attendance Report (currently for day wise attendance). Here select Date and then click on Search button. The list of searched record will be shown in the below of the page.

## **How to mark Period Attendance?**

To mark period attendance, go to Attendance > Period Attendance then select Class, Section, Date and Subject and then click on Search button. The list of student will be shown in the below of the page.

Now, mark the Attendance as(Present, Late, Absent, Holiday, Half day) and in Note column mention the note regarding the attendance of that student then click on Save Attendance button.

you can also manage the attendance by changing the status of attendance as present to absent etc.

Now if you want to mark the same attendance, there is Set attendance for all Students as option available right above of the attendance, When you select Present so one confirmation message will be open.

Now, click on the OK button to mark attendance. All the students below will be marked as Present. Afterward, click on the Save Attendance button to ensure that the attendance marks are recorded successfully.

The same process applies for other options such as Late, Absent, Holiday and Half Day.

## **How to check Period Attendance By Date?**

To check period attendance by date, go to Attendance > Period Attendance By Date then select Class, Section and Date and then click on Search button. The list of student will be shown in the below of the page.

## **How to add Approve leave?**

To add approve leave, go to Attendance > Approve Leave. Then click on Add button showing at right corner in the approve list page, at click of this button Add Leave modal will open.

Here select Class, Section and Student and enter Apply Date, From Date, To Date, Reason, Leave Status (Pending, Disapprove, Approve) and Attach Document (if you want to attach any file) and then click on Save button. You can view this added record in the below of the page.

Here select Class and Section and then click on Search button. The list of approve leave will be shown in the below of the page.

To edit the applied leave, click on the Edit icon showing in action column. An edit model will be open, here super admin can edit applied leave and change the leave status(pending, disapprove, approve).

To delete the applied leave, click on the Delete icon present in the action column. When you click on it, a confirmation window for deleting appears.

You can download the attached document by clicking on the download button present in the action column.

## **How to check Staff (period wise) Attendance Report?**

To check staff attendance report, go to Report > Attendance click on Staff Attendance Report (currently for period wise attendance). Here select Role (role option like admin, teacher and accountant etc.), Month and Year and then click on Search button. The list of searched record will be shown in the below of the page.

## **How to check Period Attendance Report?**

To check period attendance report, go to Report > Attendance click on Period Attendance Report. Here select Class, Section, Month and Year and then click on Search button. The list of searched record will be shown in the below of the page.

## **How to check Student Period Attendance Report?**

To check student period attendance report, go to Report > Attendance click on Student Period Attendance Report. Here select Class, Section and Student, Month and Year and then click on Search button. The list of searched record will be shown in this below of the page.

## **How to check Daily (period) Attendance report?**

To check daily attendance report, go to Report > Attendance then click on Daily Attendance Report (if period wise attendance option is selected then daily attendance report will be show period wise). Here select Date and then click on Search button. The list of searched record will be shown in this below of this page.

## **How to check student Monthly Attendance?**

After login from student panel, go to sidebar menu click on Attendance. Here select Month and you can see all monthly attendance report.

## **How to check student period Attendance By Date?**

After login from student panel, go to sidebar menu click on Attendance. Here select Date and you can see all period wise date attendance report.