

## Steps to generate the ID Card





The following are the simple steps to generate the Student ID card

### 1. Upload the Student Photo Graphs

You can do this from following ways

#### Process 1: Uploading individual student photographs

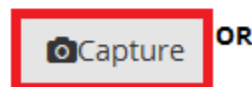
- I. Login to EazySchool as **Administrator**
- II. Click on **Manage Students** option from the left navigation. It displays students information page with "Edit" option

Manage Student						
Students Information						
Roll No	Admission No	Student Name	Parent Name	Mobile Number	Edit	Inactive
1	P19071	Anupama	Lakshmi narayana	+91-9036740676		
3	P1909	Hasini	Venkata ratnam	+91-9999999999		

- III. Click on "Edit" button to update the students information
- IV. From this page you can add/update student image. We have two ways to update the image

**Capture the Photo:** This is possible only if you have web camera attached to your system.

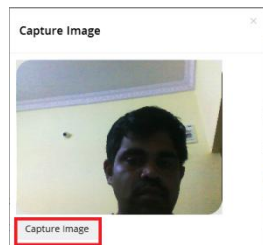
Upload Student Image :



OR

No file selected.

- a. Click on Capture button then it opens the web camera and ready to capture the picture



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
#208B, 3<sup>rd</sup> Floor, 80ft. Main Road, HBR Layout, Bangalore 560043

- b. Click "Capture Image" button to capture the photo.
- c. Click "Save" button to save the student photo.

**Choose the photo from System:** We need to have the softcopy of student photo graph in your system in order to select this option

Upload Student Image :



 Capture

OR

Browse...

No file selected.





- a. Select the browse button to select the student photo
- b. Select the student photo.
- c. Click on "Save" button" to add the student photo.

**Process 2:** In this process we can add photos of students in a section

- I. Logon to EazySchool as **Administrator**
- II. Click on **Manage Students** option from the left navigation. It displays students information page
- III. From this page select "Upload Student Images" radio button

☐ Upload Student Images

- IV. Then it displays the following page with all students whose photo is not added

Photo	Admission No	Student Name	Upload	Capture
	14741	Pabitra Marandi	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Browse...</div> <span style="margin-left: 5px;">No file selected.</span>	
	14766	Sweta Soren	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Browse...</div> <span style="margin-left: 5px;">No file selected.</span>	

- V. Choose " Browse" or " Capture" options to add photos
- VI. Click on" Submit" button" to add selected photos to students.

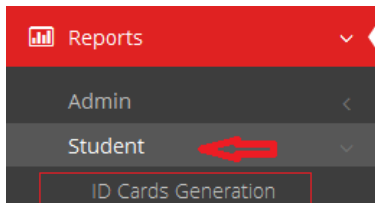
After capture the student photo do the following steps to generate the ID cards

## Generate ID card

1. Login as administrator into eazyschool account
2. Click on "Reports" from the left Navigation.





3. Click on "Student" from the leftnav and select the "ID card Generation from sub nav





4. Then it will displays the following page with id card types.

☐ Vertical Card Type

 <b>HYNIVA ENGLISH MEDIUM SCHOOL</b> School Address	
	
Name : Jonnie Wheeler. C Section : B Blood Group : B+ TransportMode : Own / Private / School Transport	Class : 10th Admission No : 89 Principal

☒ Horizontal Card Type

 <b>HYNIVA ENGLISH MEDIUM SCHOOL</b> School Address	
	
Name : Jonnie Wheeler. C Class : 10th Section : B Admission No : 89 Blood Group : B+ Transport Mode : Own/ Private/ School Transport	
Principal	
Student/Parent Address	

5. Select the type of ID card
6. Select the "Class and Section" and Click on "Generate" button to generate the ID card.

**Student->ID Cards Generation**


**NOTE:** You can select the id card type.

Select ID Card Type :

☒ Vertical Card Type

☐ Horizontal Card Type


**UpperRoom** HYNIVA ENGLISH MEDIUM SCHOOL  
School Address



Name : Jonnie Wheeler, C      Class : 10th  
Section : B      Admission No : 89  
Blood Group : B+  
TransportMode : Own / Private / School Transport  
Principal

Student/Parent Address

**UpperRoom** HYNIVA ENGLISH MEDIUM SCHOOL  
School Address



Name : Jonnie Wheeler, C  
Class : 10th  
Section : B  
Admission No : 89  
Blood Group : B+  
Transport Mode : Own/  
Private/ School Transport  
Principal

Student/Parent Address

**Select :** ☒ Class & Section Wise    ☐ Search By Admission Number Wise

**NOTE:** Please select class and id card type.

☐ All Class & Sections

Class With Students :

<input type="checkbox"/> LKG - A	<input type="checkbox"/> UKG - A	<input checked="" type="checkbox"/> I - A
<input type="checkbox"/> I - B	<input type="checkbox"/> II - A	<input type="checkbox"/> II - B
<input type="checkbox"/> III - A	<input type="checkbox"/> III - B	<input type="checkbox"/> IV - A
<input type="checkbox"/> IV - B	<input type="checkbox"/> V - A	<input type="checkbox"/> V - B
<input type="checkbox"/> VI - A	<input type="checkbox"/> VI - B	<input type="checkbox"/> VII - A
<input type="checkbox"/> VII - B	<input type="checkbox"/> VIII - A	<input type="checkbox"/> VIII - B
<input type="checkbox"/> IX - A	<input type="checkbox"/> IX - B	<input type="checkbox"/> X - A
<input type="checkbox"/> X - B	<input type="checkbox"/> XI_BIO_PHY - A	<input type="checkbox"/> XI_BIO_HIN - A
<input type="checkbox"/> XI_MAT_HIN - A	<input type="checkbox"/> XI_MAT_PHY - A	<input type="checkbox"/> XI_PCM_PED - B
<input type="checkbox"/> XI_COM_HIN - C	<input type="checkbox"/> XI_COMM_PEDU - D	<input type="checkbox"/> PRE PRIMARY - A
<input type="checkbox"/> XI_ARTS - A	<input type="checkbox"/> XI_COMM - A	<input type="checkbox"/> XI_COMM - B
<input type="checkbox"/> XI_SCI - A	<input type="checkbox"/> XI_SCI - B	<input type="checkbox"/> XI_SCI - BIFOCAL_A

**Generate ID Cards**

7. Then a PDF file will be downloaded with all id cards of students for selected class.

 <b>HYNIVA ENGLISH MEDIUM SCHOOL</b> No 208B, 3rd Floor Above Indus Bank, HBR Main Road/HBR Layout, 1st Phase 2nd Block, Bangalore - 560043, Pin - +91 8040296006, 12 CARDS 2014-15	 <b>HYNIVA ENGLISH MEDIUM SCHOOL</b> No 208B, 3rd Floor Above Indus Bank, HBR Main Road/HBR Layout, 1st Phase 2nd Block, Bangalore - 560043, Pin - +91 8040296006, 12 CARDS 2014-15	 <b>HYNIVA ENGLISH MEDIUM SCHOOL</b> No 208B, 3rd Floor Above Indus Bank, HBR Main Road/HBR Layout, 1st Phase 2nd Block, Bangalore - 560043, Pin - +91 8040296006, 12 CARDS 2014-15
 <b>Anupama</b> Class : I-A Admission No : P19071 Date Of Birth : 11/11/2007 Blood Group : O+ Father Name : Lalitha/ nanyana Transport Mode : Own Principal	 <b>Rishma</b> Class : I-A Admission No : P19111 Date Of Birth : 07/11/2009 Blood Group : B- Father Name : Mahesh Babu Transport Mode : Own Principal	 <b>Vijaya Varshini</b> Class : I-A Admission No : P19111 Date Of Birth : 08/10/2008 Blood Group : A- Father Name : Mahesh Babu Transport Mode : Own Principal
PNO: 8-401, PNO: 14 N 10-00V COMPLET SECTION 7, Bangalore - 560043, Pin - +91 8040296006	8/30, PLOT 346, 14/10/00V HBR OFF, SEC 15, I.A., Bangalore - 560043, Pin - +91 8040296006	8/30B PAVANA CH 4 C/25, SEC 15/14, Bangalore - 560043, Pin - +91 8040296006