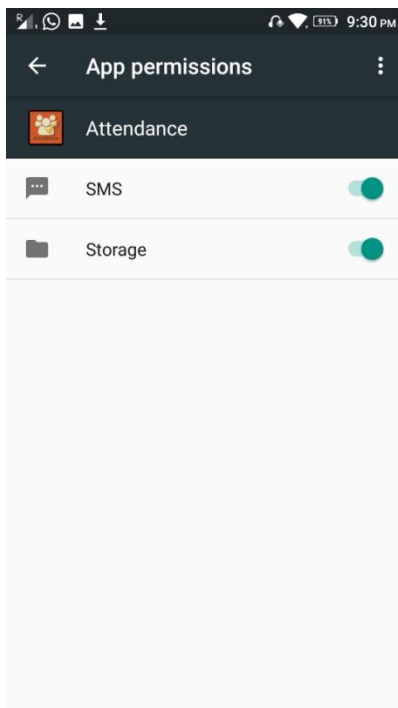# USER MANUAL

Step 1:

Install the attendance app in your mobile.

Step 2:

After installing go to Settings → App in your mobile and grant SMS and storage permission.
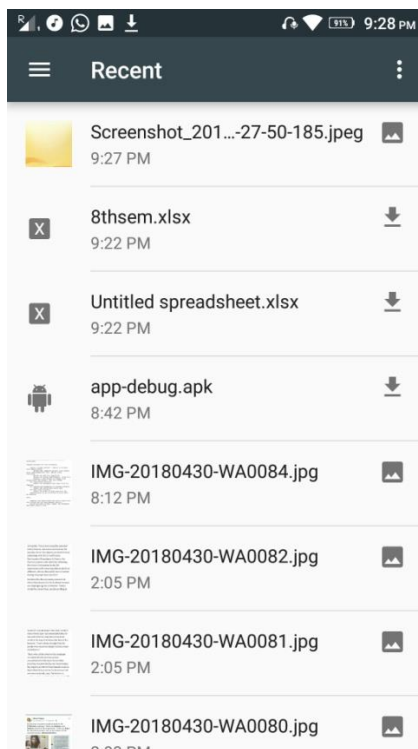
USER MANUAL

Step 3:

Open the app and go to Database → Load phone numbers to upload parents' numbers.

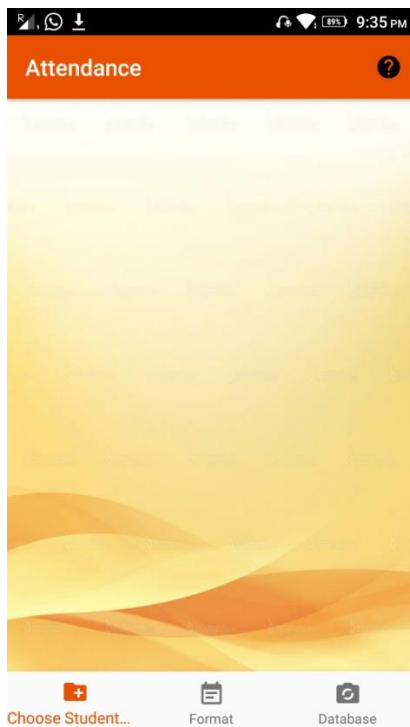Now, select the excel file that contains the numbers of the parents.

The format of the file should be as,

Step 4:

Go back to the home page of the app and click Choose Students record and select the excel sheet that contains the marks and attendance details of the students.
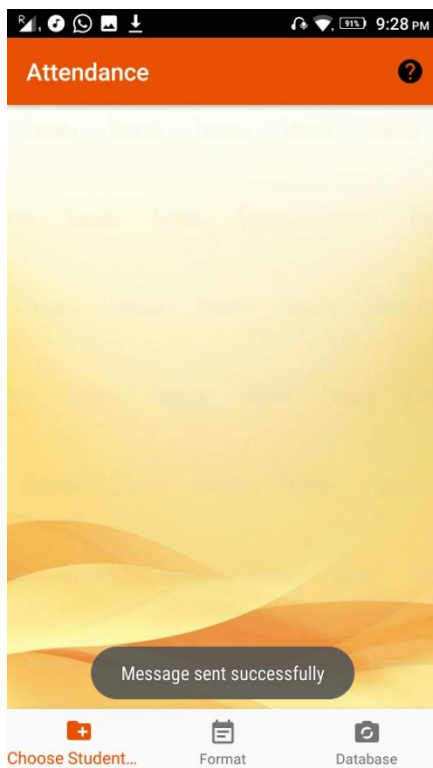
USER MANUAL

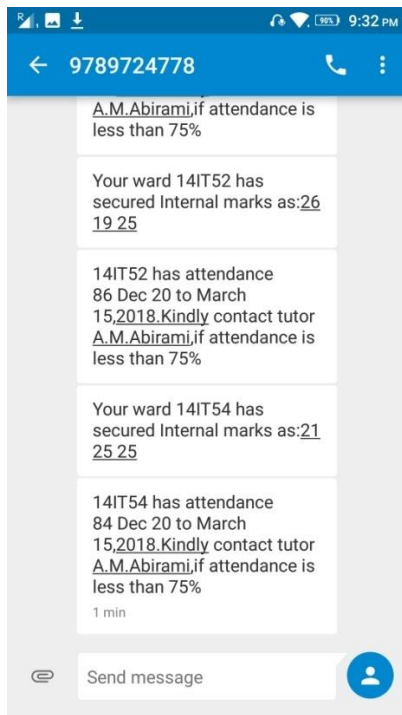The format of this excel sheet should be as,

As soon as you select the excel file, the messages are sent to the respective parents.
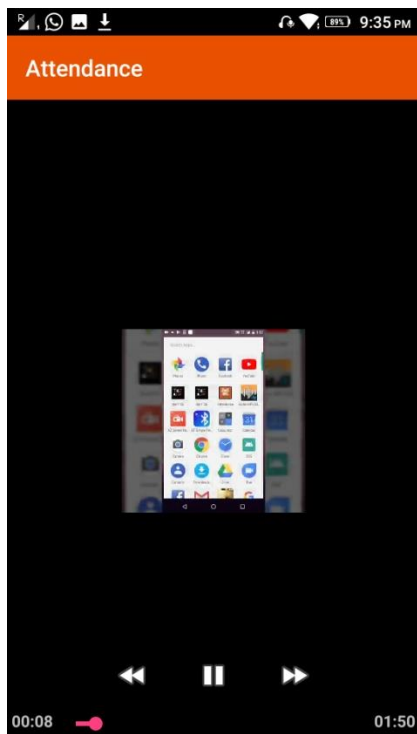
USER MANUAL

Step 5:

Now, ensure whether the messages have been sent in the default messaging app of the mobile.

By clicking the question mark sign on the top right corner of the app's home page, you can find a video that clearly explains the working of the application!

USER MANUAL