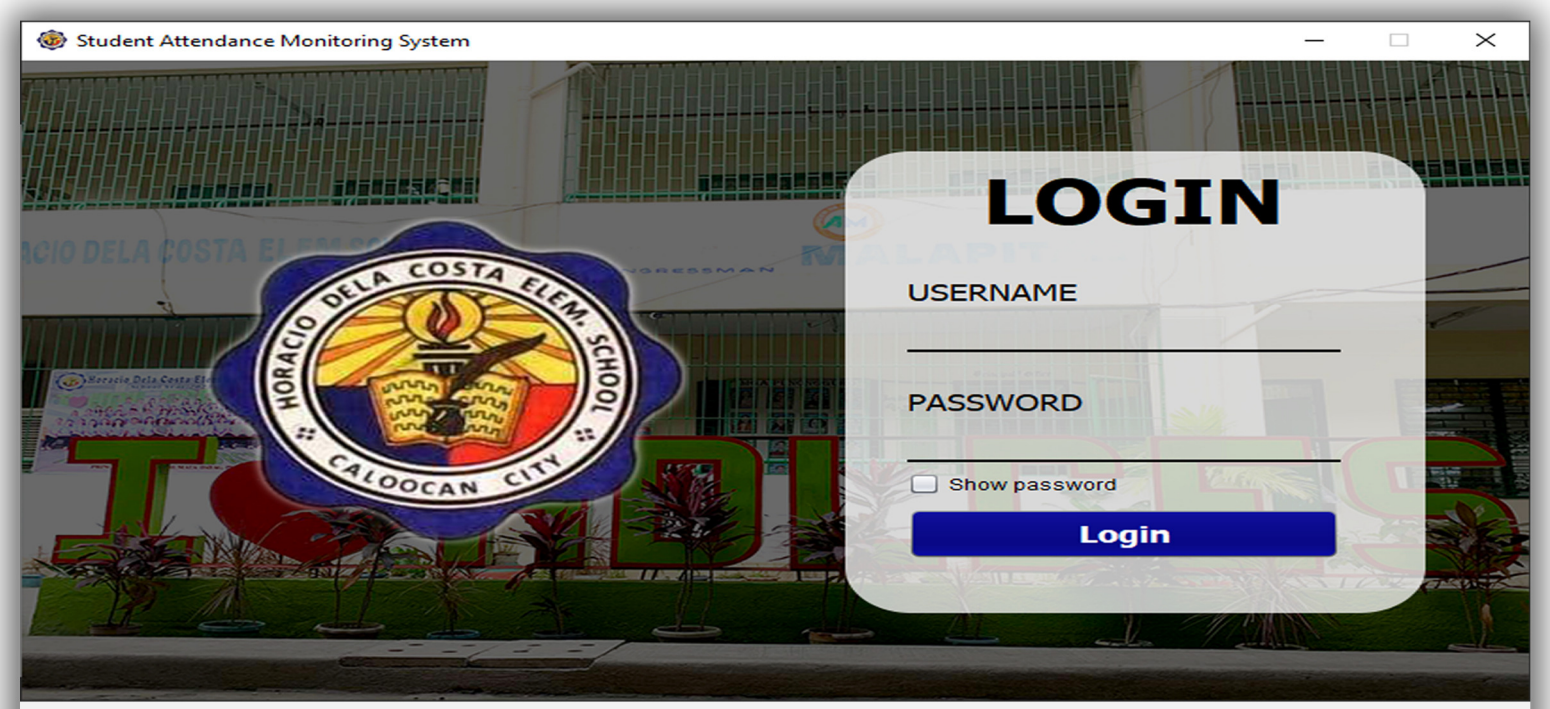
USER MANUAL

STEP BY STEP SETUP



1ST STEP

Log in interface, you can access the teacher interface by entering your default account.

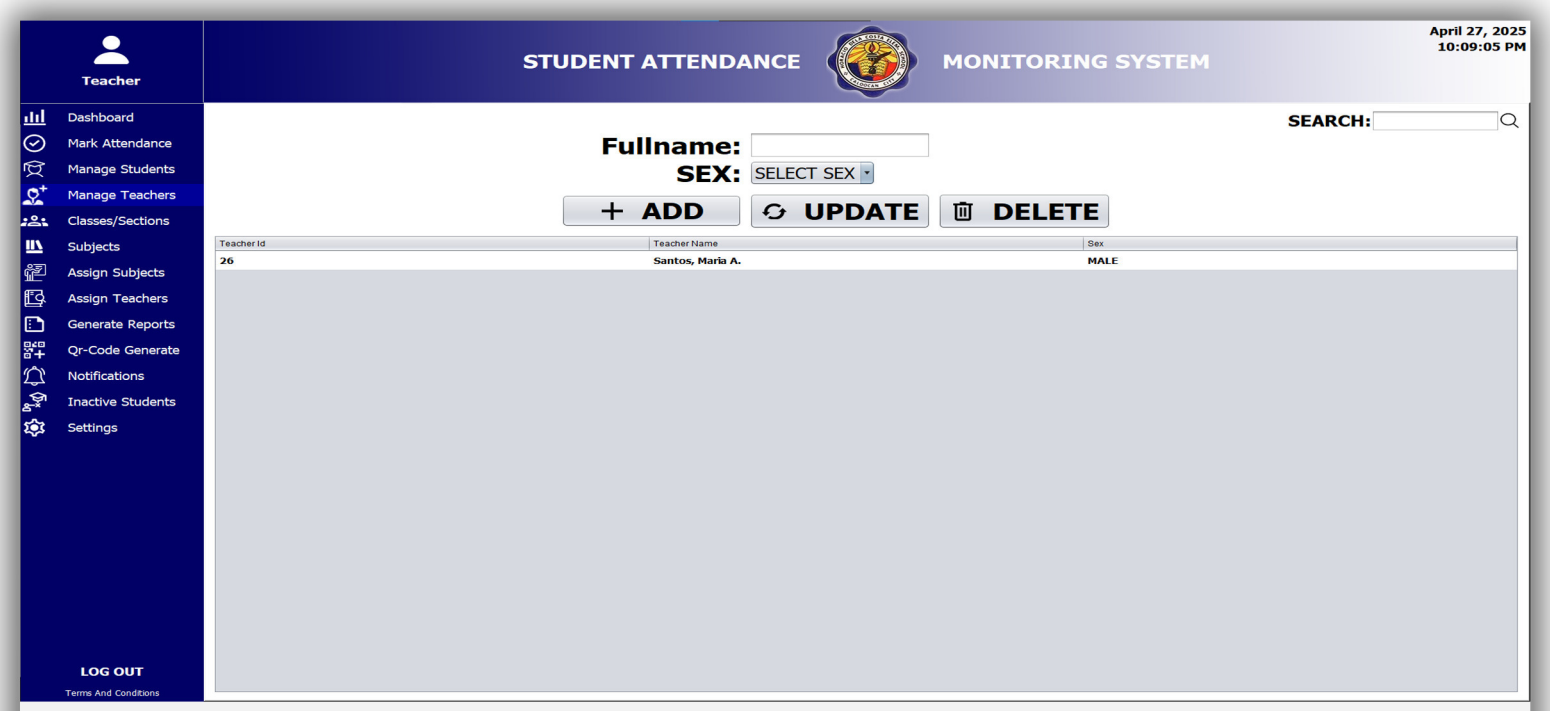
DEFAULT ACCOUNT

Username: Teacher

Password: !TcDefaultAccount

USER MANUAL

STEP BY STEP SETUP

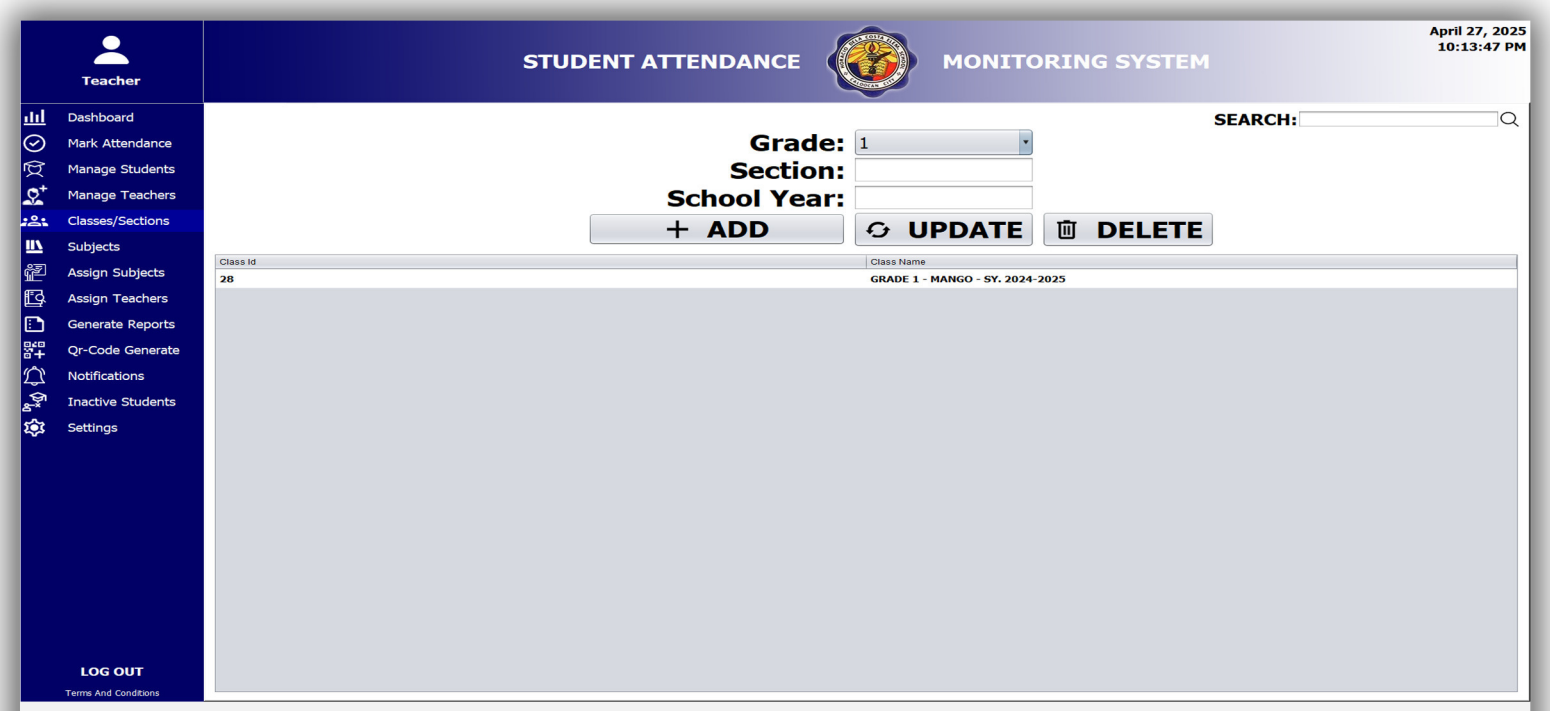


2ND STEP

Teachers Interface, Input the teachers fullname and sex. If you want to update or delete teachers, just select on the table first.

USER MANUAL

STEP BY STEP SETUP

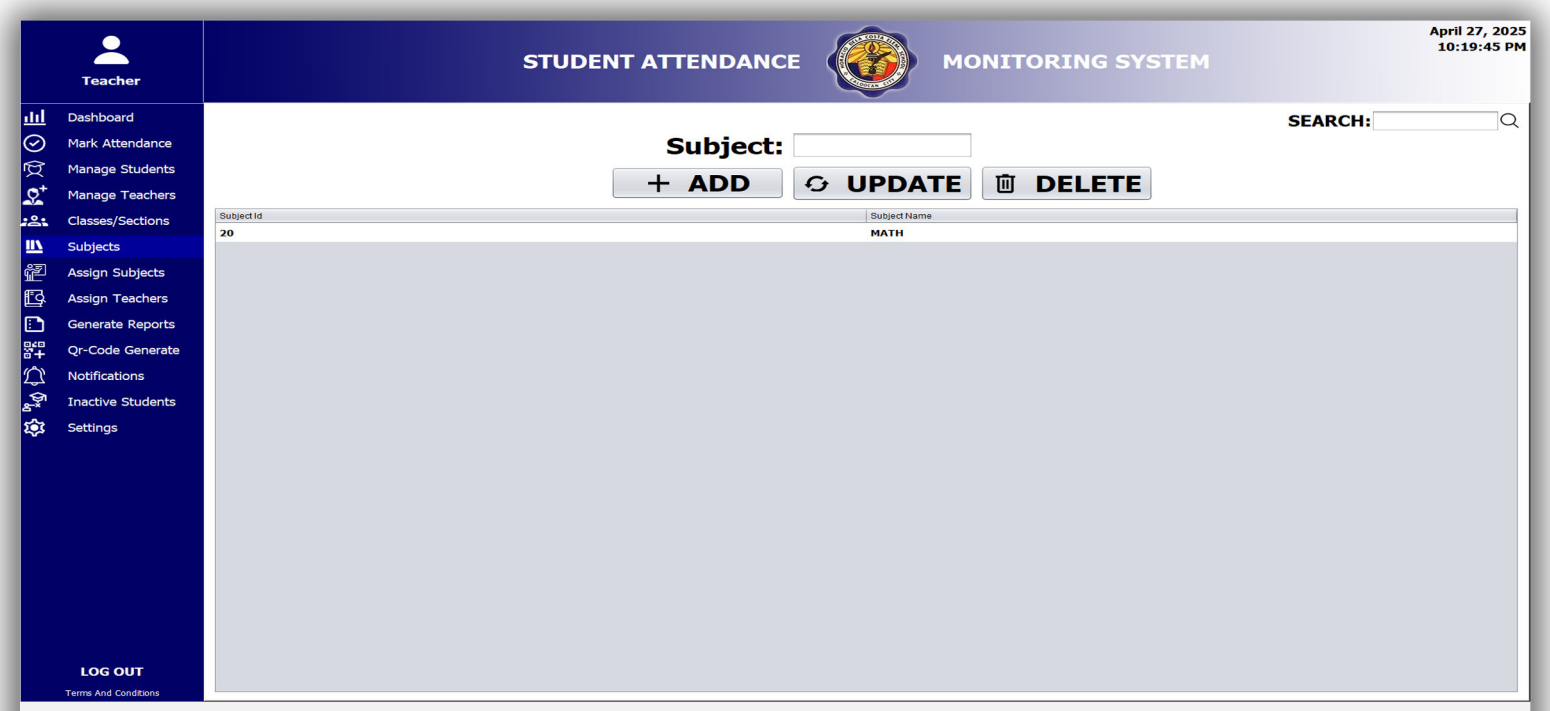


3RD STEP

Classes/Sections Interface, Add grade, section, and year. If you want to update or delete class, just select on the table first.

USER MANUAL

STEP BY STEP SETUP

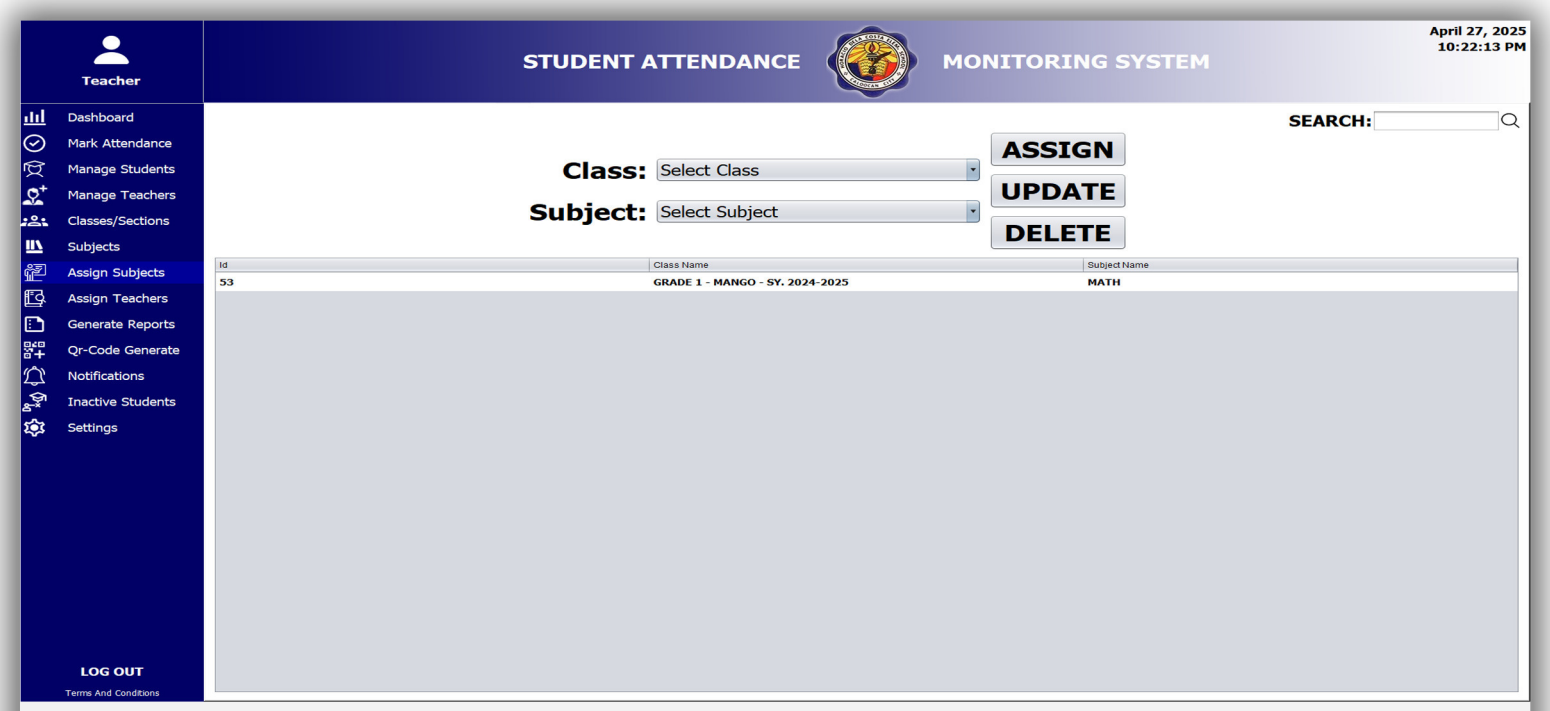


4TH STEP

Subjects Interface, Add subject name. If you want to update or delete subject, just select on the table first.

USER MANUAL

STEP BY STEP SETUP

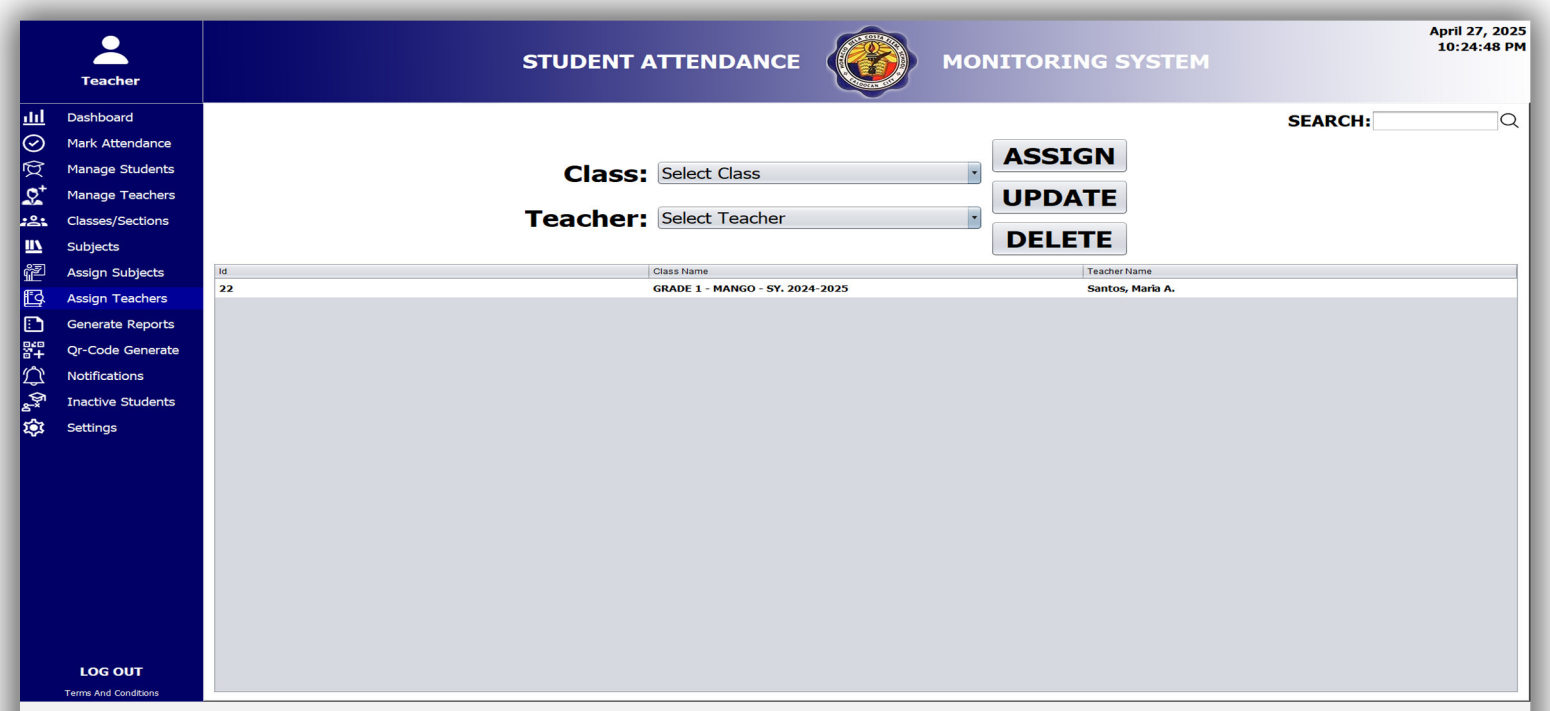


5TH STEP

Assign Subjects Interface, Assign a class to subject. If you want to update or delete assigned, just select on the table first.

USER MANUAL

STEP BY STEP SETUP

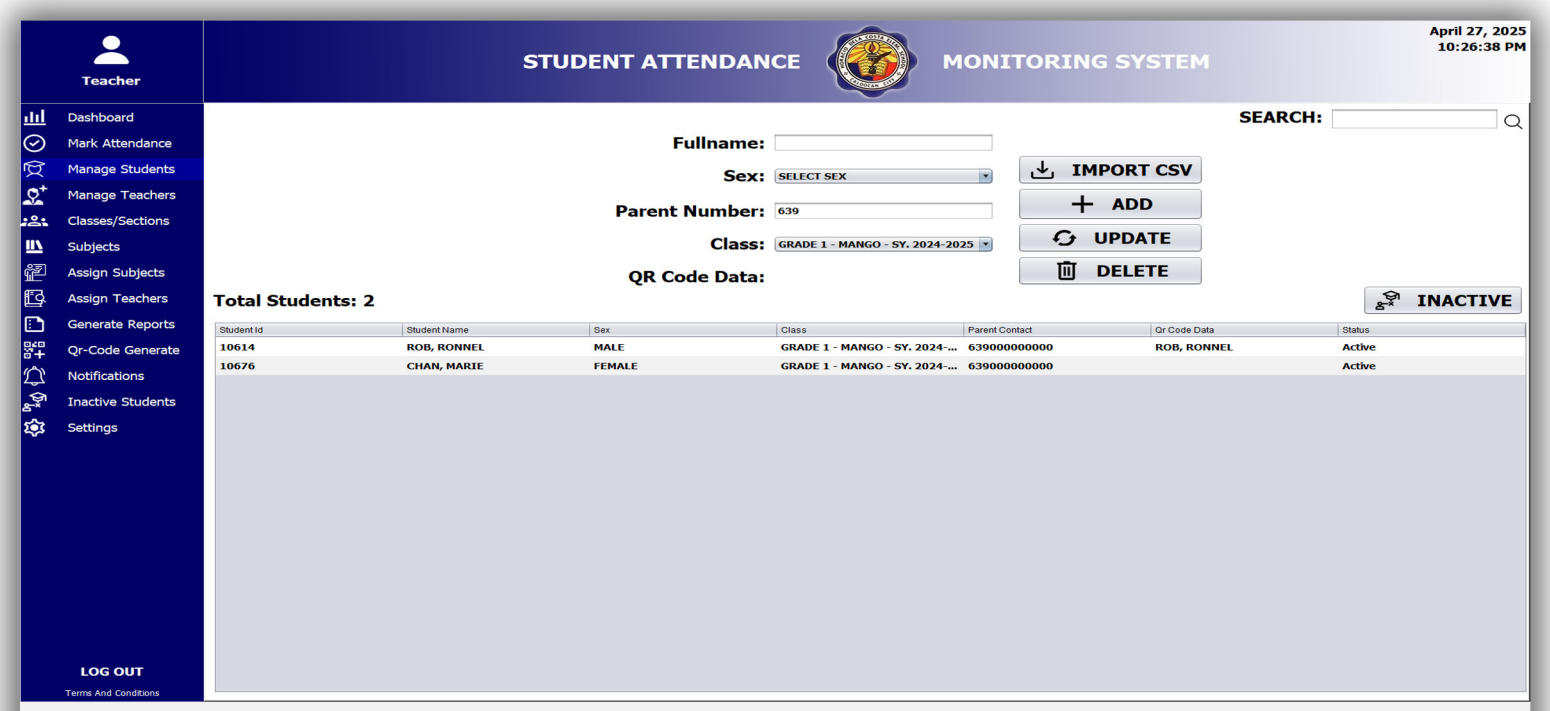


6TH STEP

Assign Teachers Interface, Assign a class to teachers. If you want to update or delete assigned, just select on the table first.

USER MANUAL

STEP BY STEP SETUP



7TH STEP

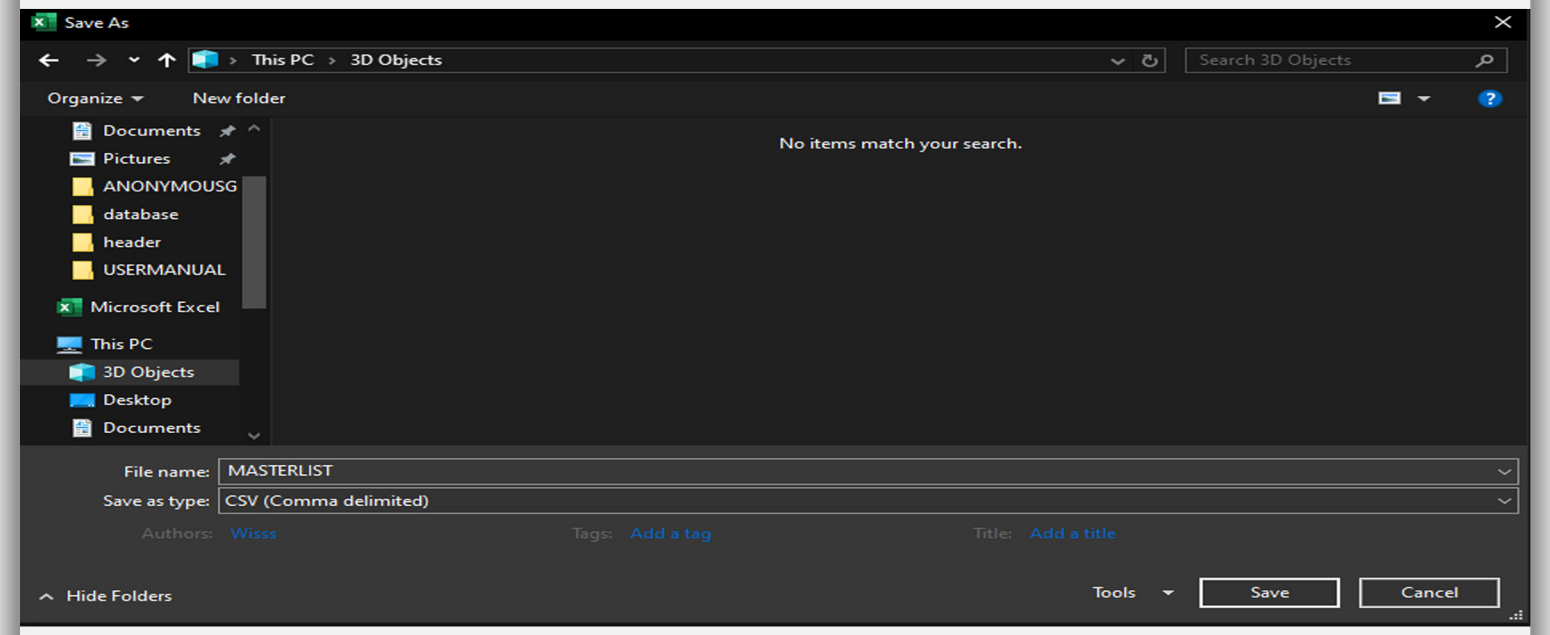
Manage Students Interface, Add a students or import masterlist. If you want to update or delete students, just select on the table first.

USER MANUAL

STEP BY STEP SETUP

	A	B	C	D
1	STUDENT NAME	SEX	CLASS NAME	CONTACT NUMBER
2	SALAZAR, CRYSTAL JANE B.	FEMALE	GRADE 1 - MANGO - SY. 2024-2025	639000000000
3	ACEBO, LUIS ANTONIO S.	MALE	GRADE 1 - MANGO - SY. 2024-2025	639000000000
4				

EX FORMAT. STUDENT NAME | SEX | CLASS NAME | CONTACTNUMBER

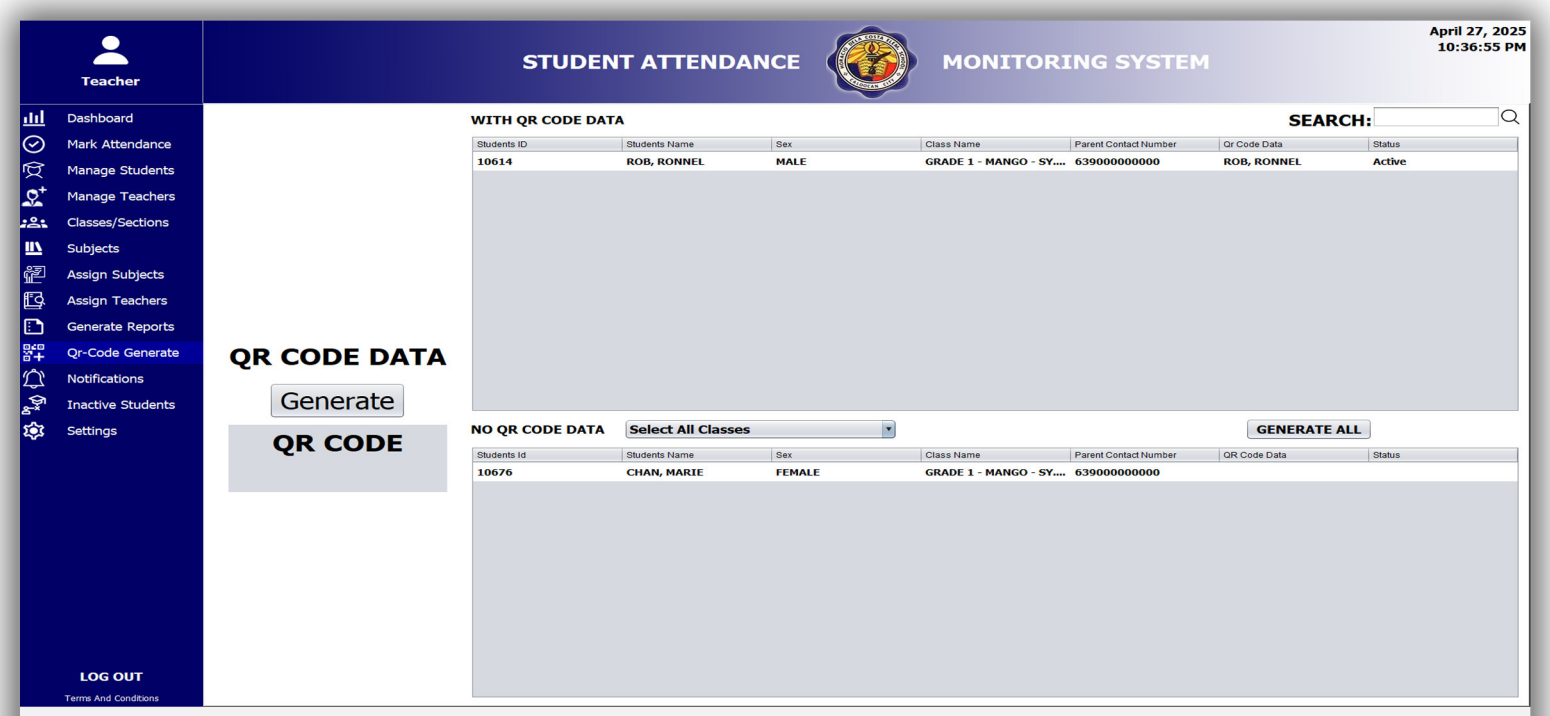


IMPORTING CSV FORMAT

Open Excel and copy the format above, ensuring that you have already added the class and that it matches the class name in Excel.When finished creating, save it in CSV (Comma Delimited) or .CSV format.And it can be imported.

USER MANUAL

STEP BY STEP SETUP

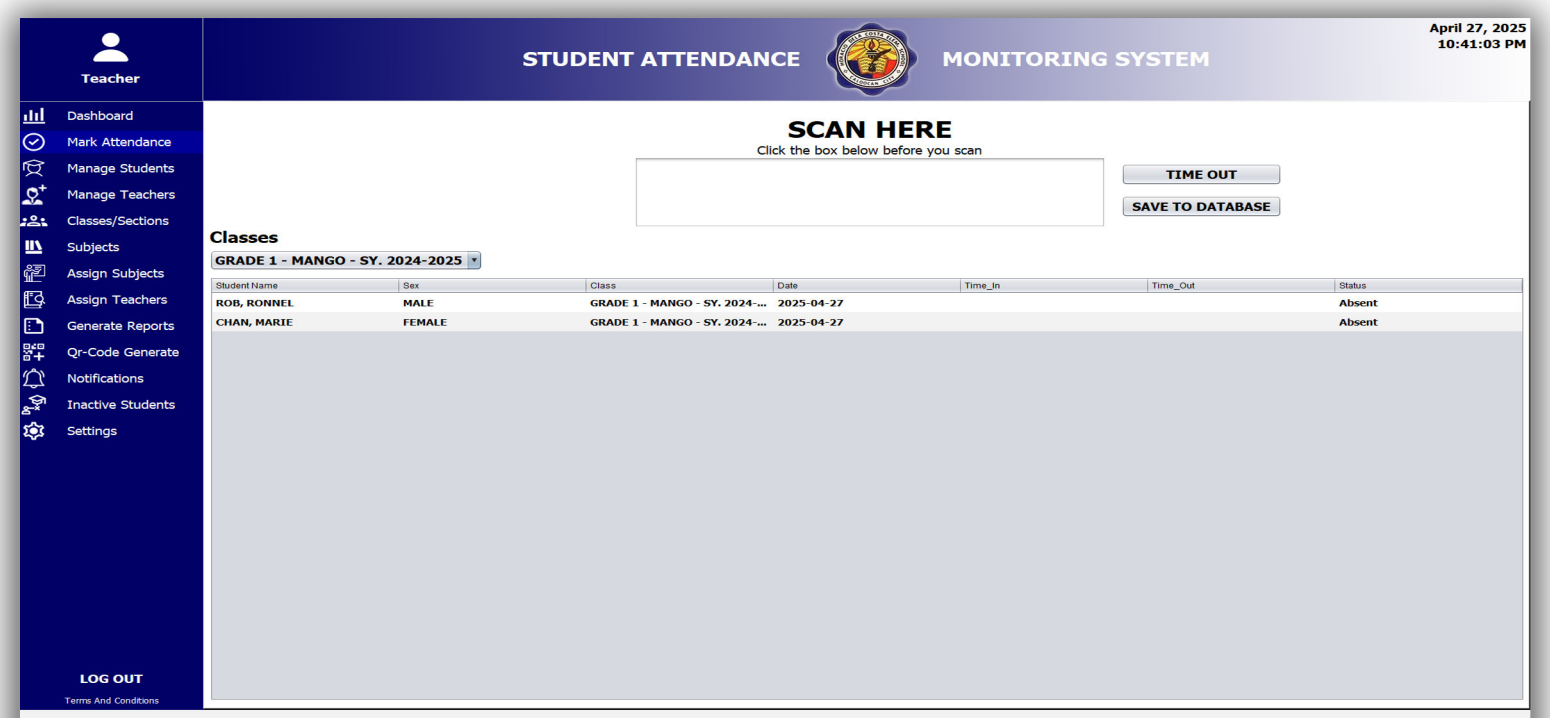


8TH STEP

QR Code Generate Interface, Choose classes and if you want to generate a QR code, click on a student in the table with no QR code data and press generate. If you want to generate the whole class, just click on generate all. You can also view the generated codes by clicking on the table with QR code data. When generating, place it in a folder or anywhere you want to put it.

USER MANUAL

STEP BY STEP SETUP

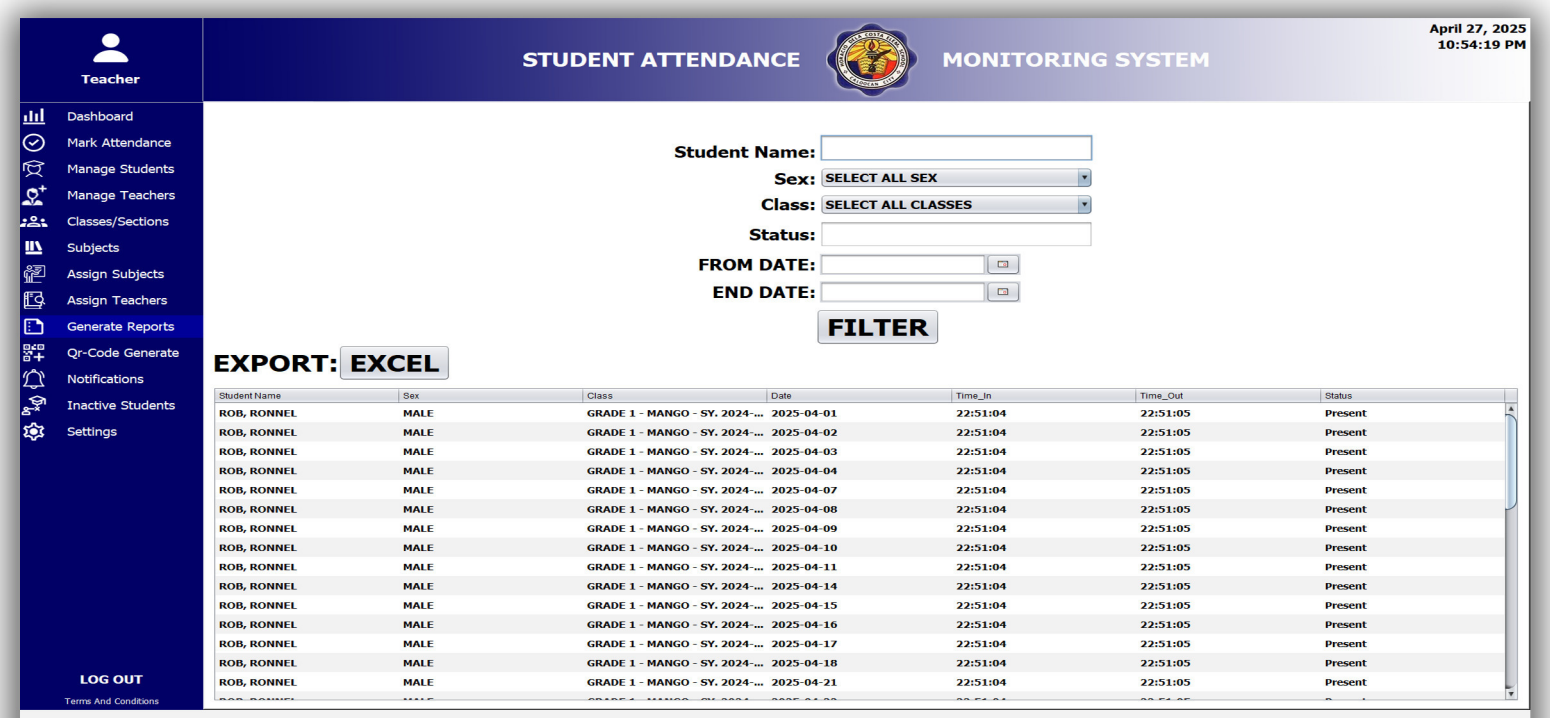


9TH STEP

Mark Attendance Interface, Plug the QR code scanner into the laptop or desktop computer, then select the class and click the text field below "scan here." You can now scan the students' QR codes. Once all subjects are completed, you can click "time-out" along with "save to database."

USER MANUAL

STEP BY STEP SETUP

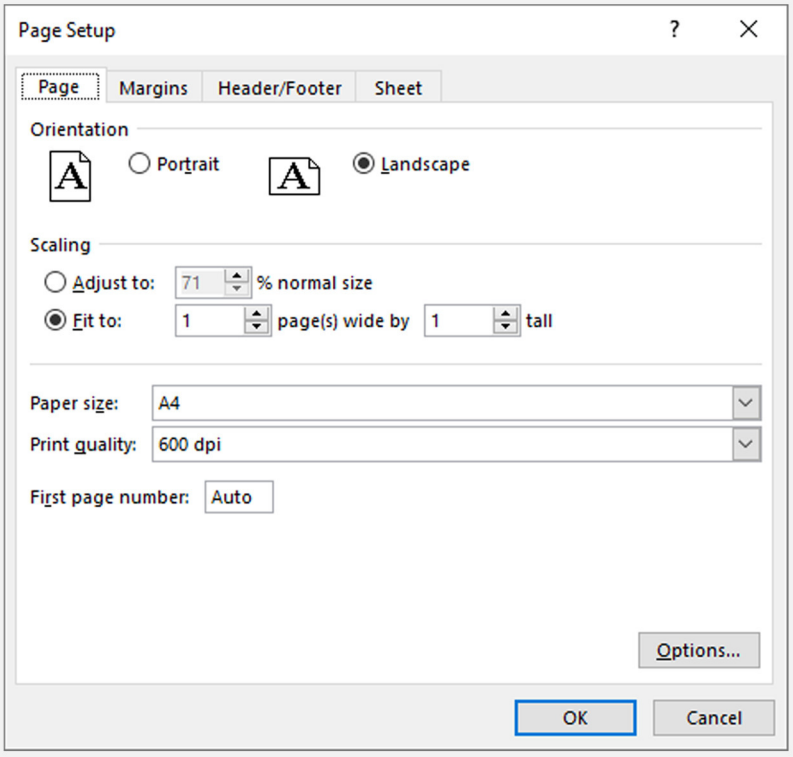


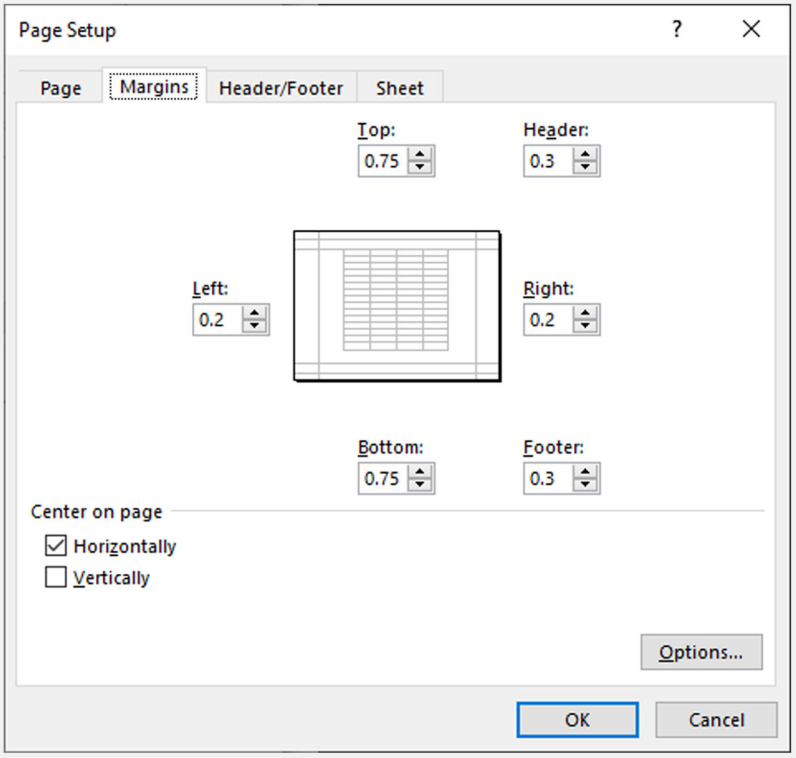
10TH STEP

Generate Reports Intrerface, Enter the from date and end date and filter it. After that, click the Excel button and place the file where you want.When it opens, you can edit it, fill in the blanks, then click print and page setup and match the picture next page. You can also filter by student name, sex, class, and status.

USER MANUAL

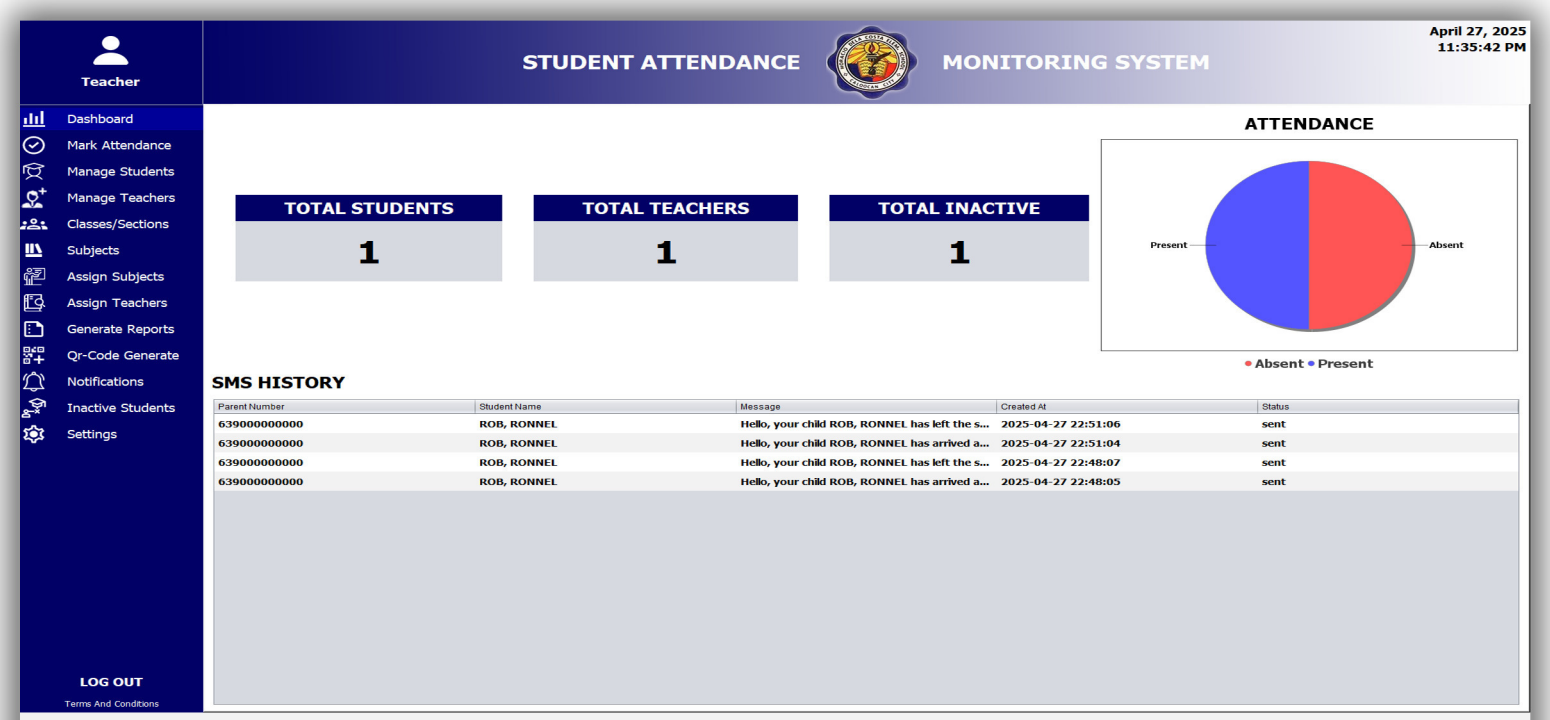
STEP BY STEP SETUP





USER MANUAL

ADDITONAL



DASHBOARD INTERFACE

You can see here the totals of students, teachers, and inactive. In the pie chart, you can see the overall students' attendance in the system. The SMS history shows those who were sent SMS messages, whether they were sent successfully or encountered problems.

USER MANUAL

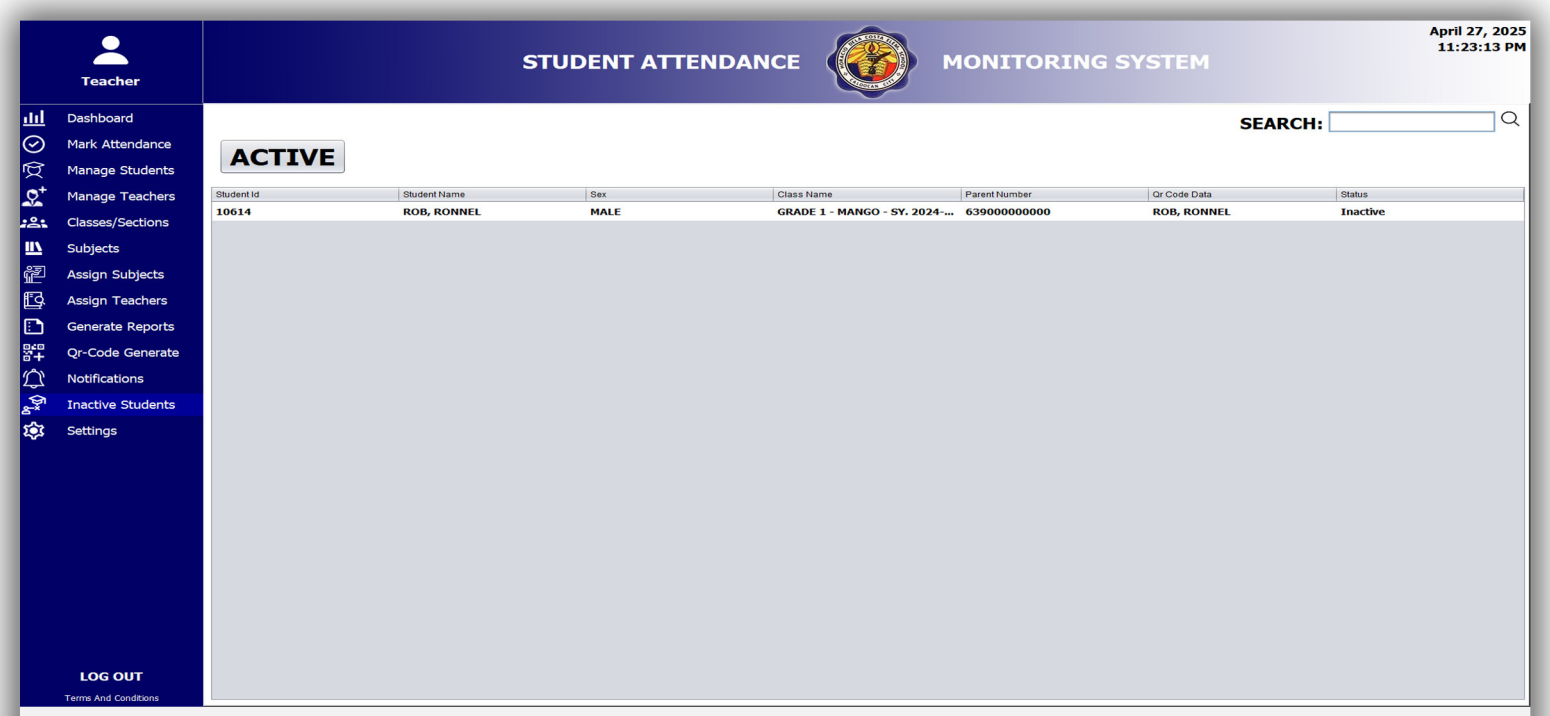
ADDITONAL

SEARCH BAR

You can search here for everything you see on the table; it's up to you what you want to filter.

USER MANUAL

ADDITIONAL

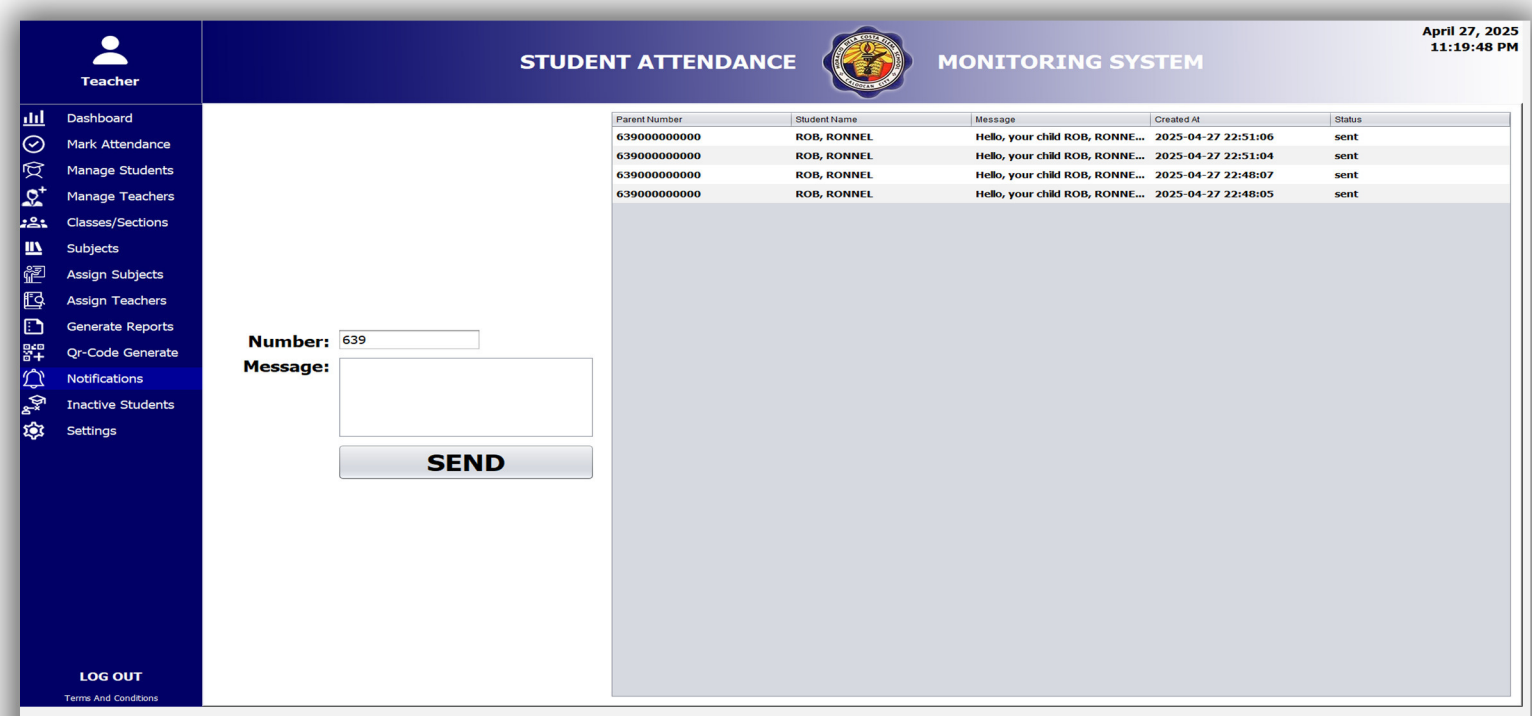


INACTIVE STUDENTS INTERFACE

To make students inactive, you can go to manage students, select the inactive student, and then press the inactive button.You can also reactivate the students who became inactive.

USER MANUAL

ADDITIONAL

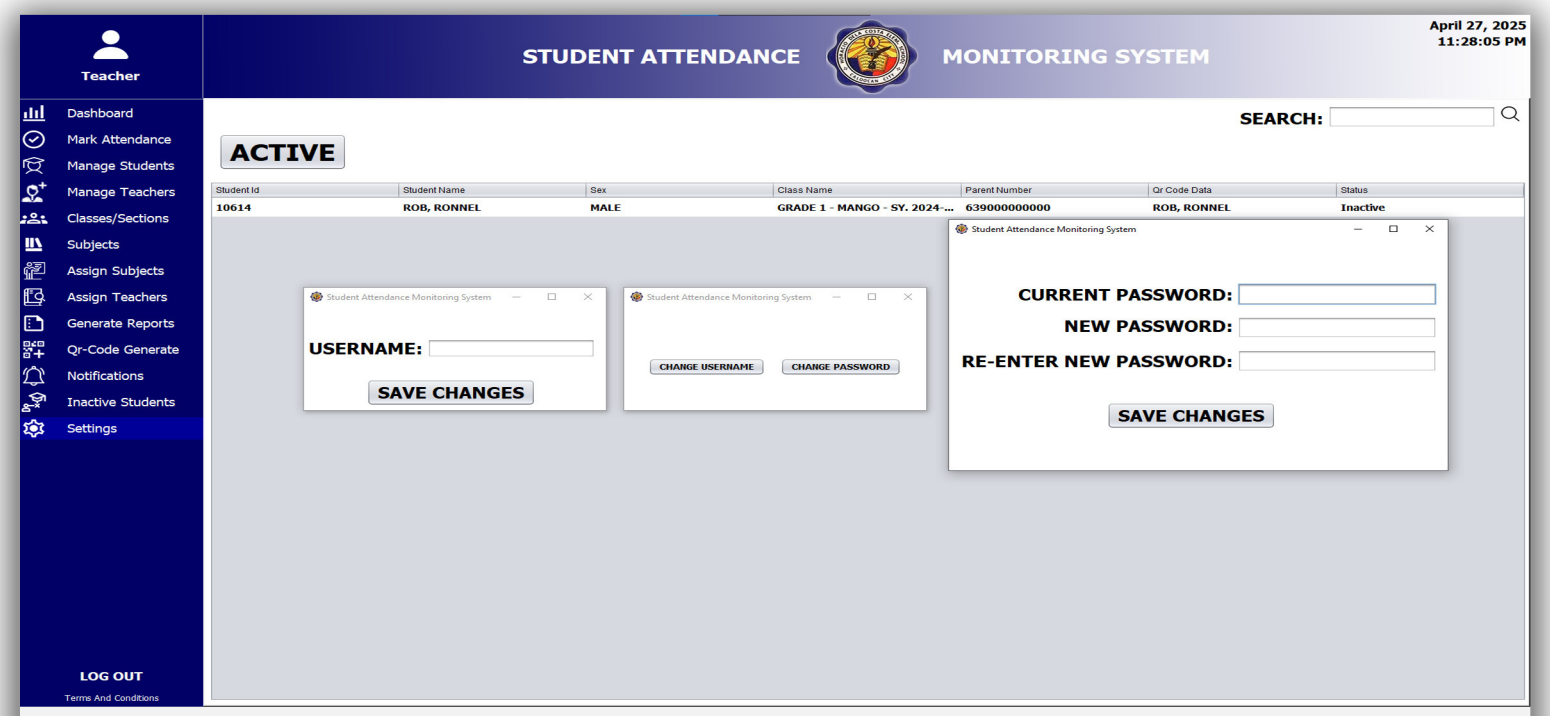


NOTIFICATION INTERFACE

You can send a manual message to any number you want.

USER MANUAL

ADDITIONAL



SETTINGS INTERFACE

You can change your username and password here. Make sure the password is strong and hard to guess.