**GUARDIAN DASHBOARD**

**MODULES**

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1. GUARDIAN

### My Dashboard

This page displays the student details. The Student detail section displays the Notification, Attendances, Events, Student List. The Notification detail section displays Notification Send by the institute. The Attendances Detail section displays the Attendance of the respective Student. The Event detail section displays Event. The Student field displays the information of the student’s Fee Collection name, Start date, Due date, Actions and Receipts.

### Student Attendance

Student attendance detail for the selected month & year will be displayed. To view the attendance for different dates change the month and year from the “Select Date” field.

### Fees

This section displays the first name, last name, admission number and actions.

**View Fees:** Click the button to view fee/fine details for the respective student.

### Show Notification

Click on show notification tab. It populates all the notifications received by a student. Click on mail to mark it as seen. . The user can mark the message as unseen by clicking on the mark as unseen button. In the right side of the navigation bar of the user home page the notification icon is given. The number displayed along with the notification icon implies the number of unread messages. To see the detail of the notification click on the corresponding notification where, the subject, sender details, mail content can be viewed. It is possible to identify the read messages by different colour in the row of the respective mail.

### Events

This page displays the event associated with the selected date. The date can be changed by clicking on the left/right arrow button provided in the top left side of the page. To view the detail of the event, click on the desired date. To view the events happening in a particular month, week, or day click on month, week or day button respectively provided in the right side of the page.

### Profile

This page displays the student information. It displays the general information, Personal Details, current address, permanent address, contact details & custom fields of the students.

**Change Password:** Click on “Change Password “button to change the password.

**Download Profile**: Click to download the profile in PDF format.

### Apply Leave

This Page displays the Student Leave. The Student List detail section displays the first name, last name, admission number and actions.

**Apply Leave:** Click the button to apply leave.

* **From Date** - Enter the start date of the leave
* **To Date** - Enter the End date of the leave
* **Is Half Day**  - Enter the Mark Box of the half day leave
* **Reason** -Enter the Reason for the leave

### Submit- Click to submit the form.

### Cancel -Click to cancel the form.

### Result

This page displays the student results. Click on the download report button to download the result report of the student.

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