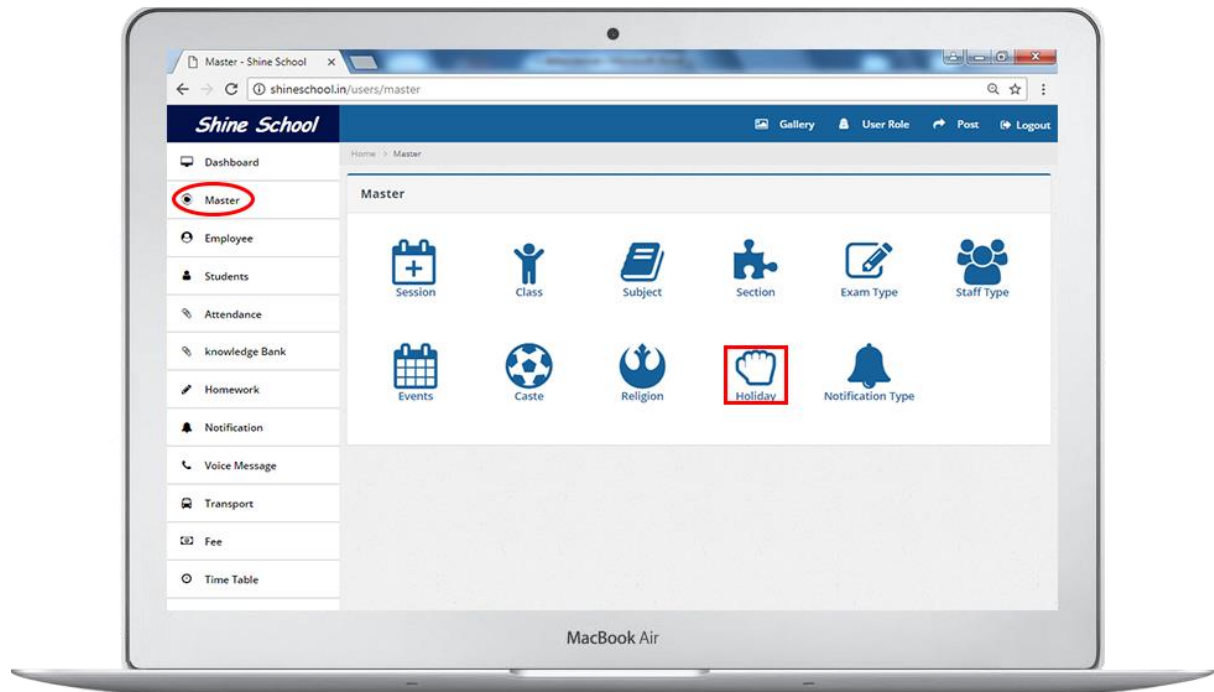


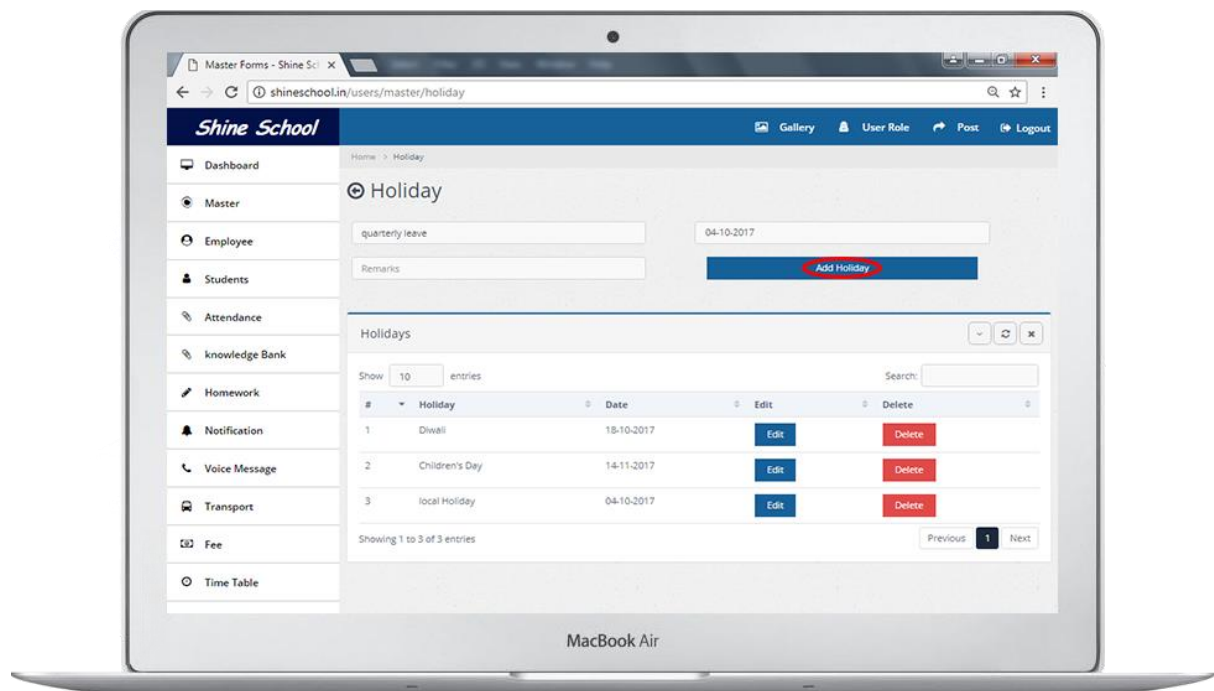
ATTENDANCE

Step 1: Master

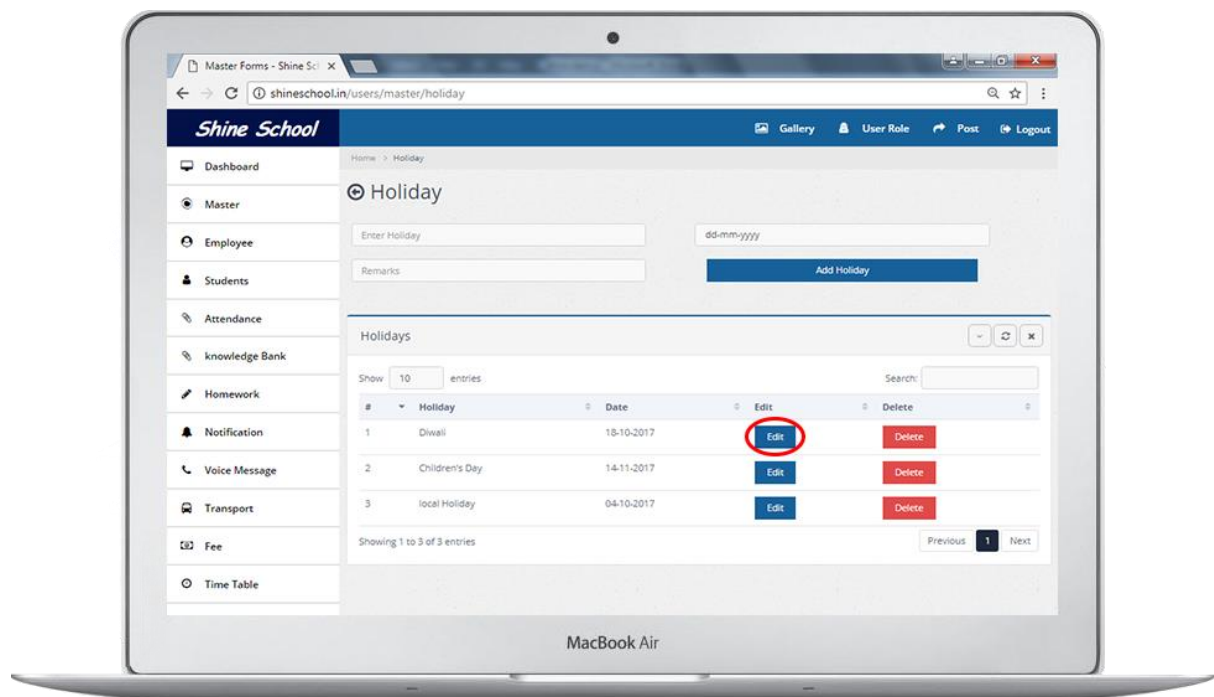
1). Select Master module and click **Holiday** button.



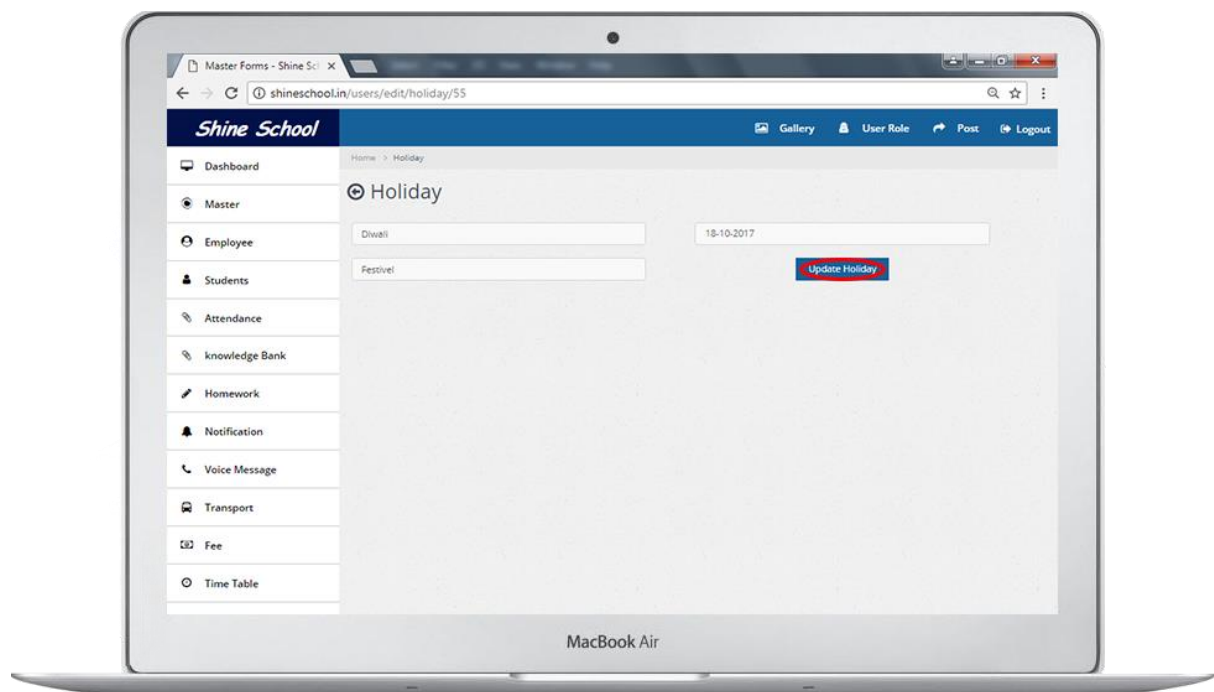
2). To fill the required data and click the **Add Holiday** button.



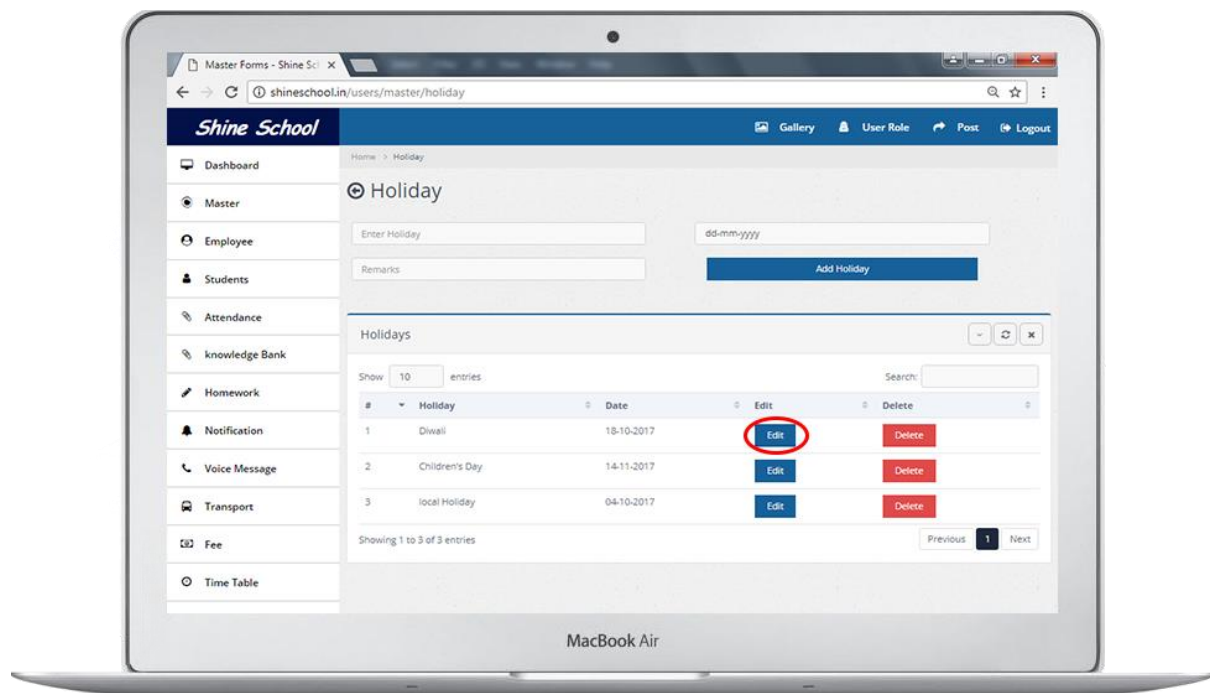
3). If you want to update any data, to click the **Edit** button.



4). To click the **Update Holiday** button after you have changed the data.

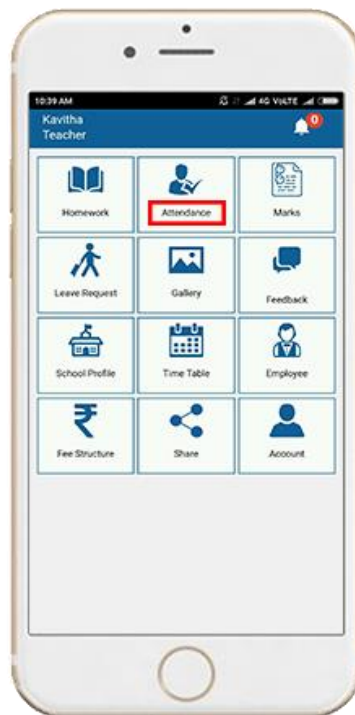


5). If you want to delete any Holiday, then to click the **Delete** button of Holiday page.

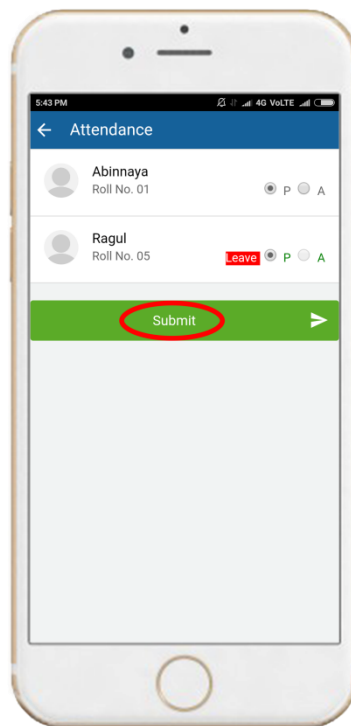


Step 2: Teacher Mobile App

1). Teaching Staffs can post daily **Attendance** of Students twice a day by using their **Mobile App**. If any student absents, that time you must fill the remarks.

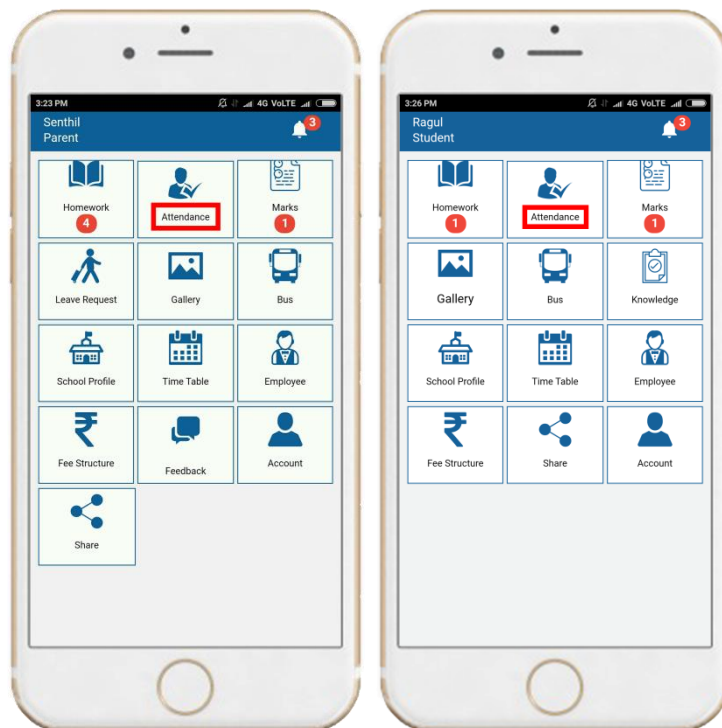


2). It displays the Student attendance Section wise then click the **Submit** button.

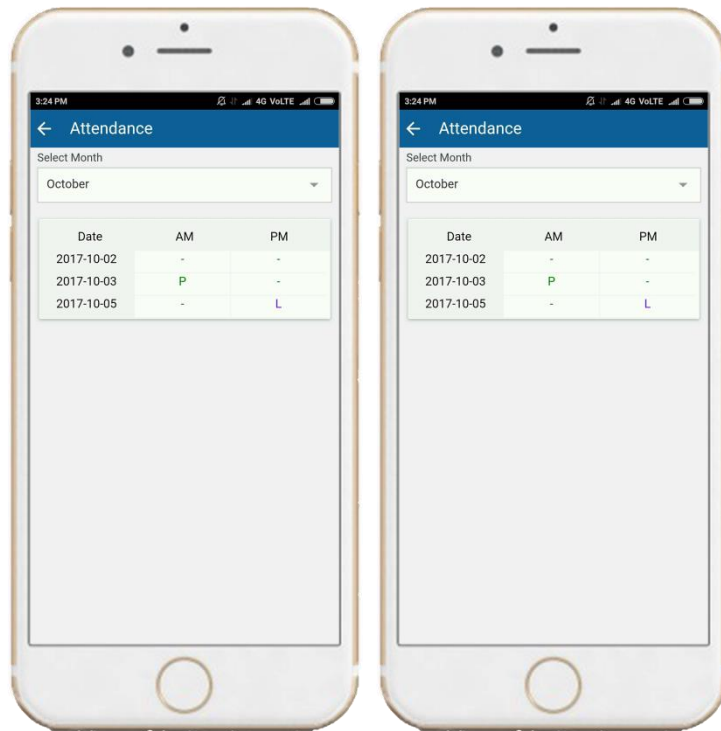


Step 3: Parent & Student Mobile App

1). Parent and Student can check Student's daily Attendance by using their Mobile App. To click **Attendance** icon.

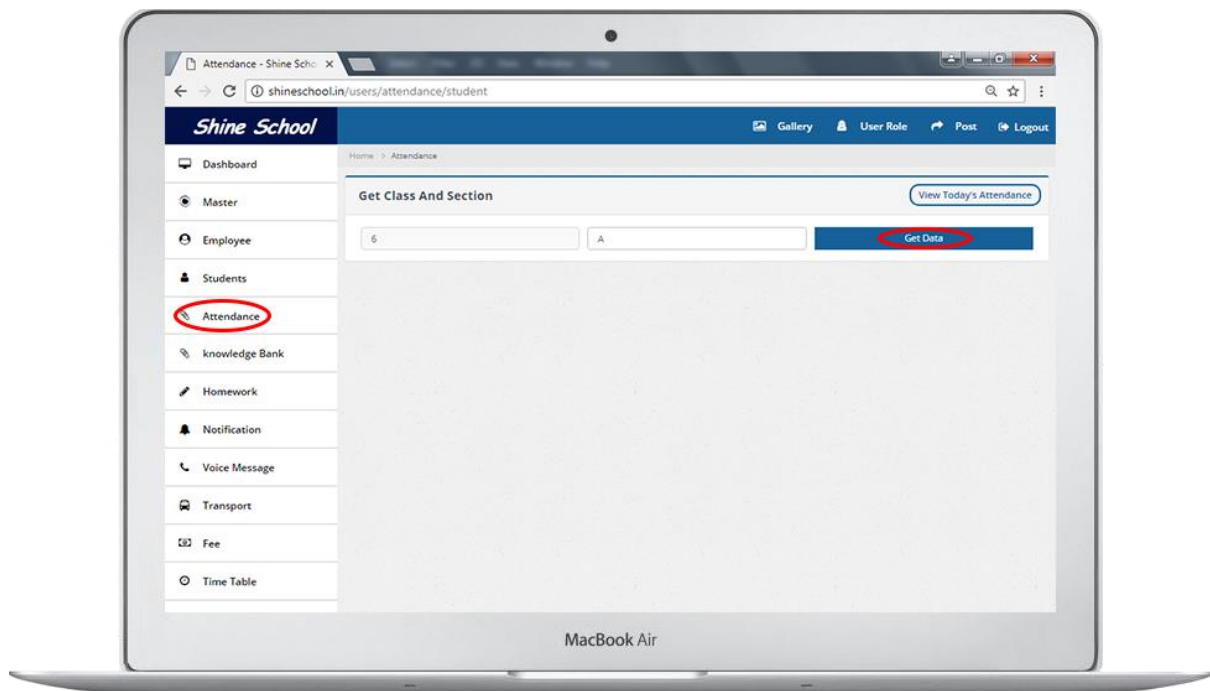


2). It displays the students daily attendance.

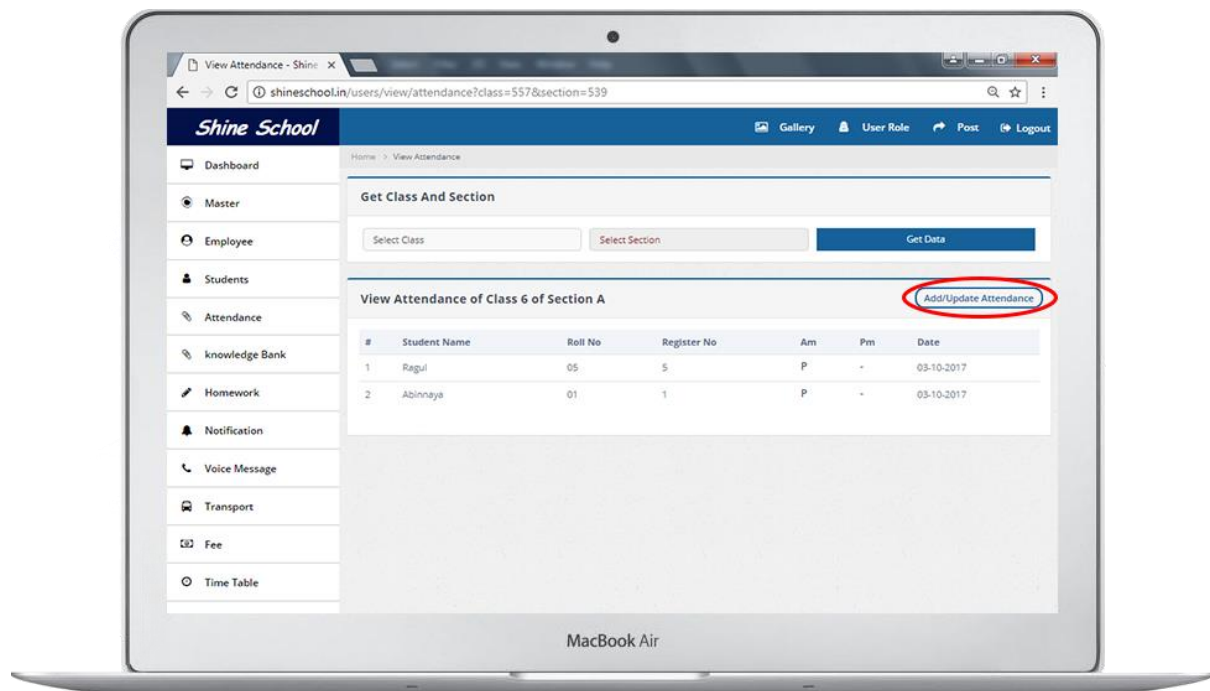


Step 4: Attendance

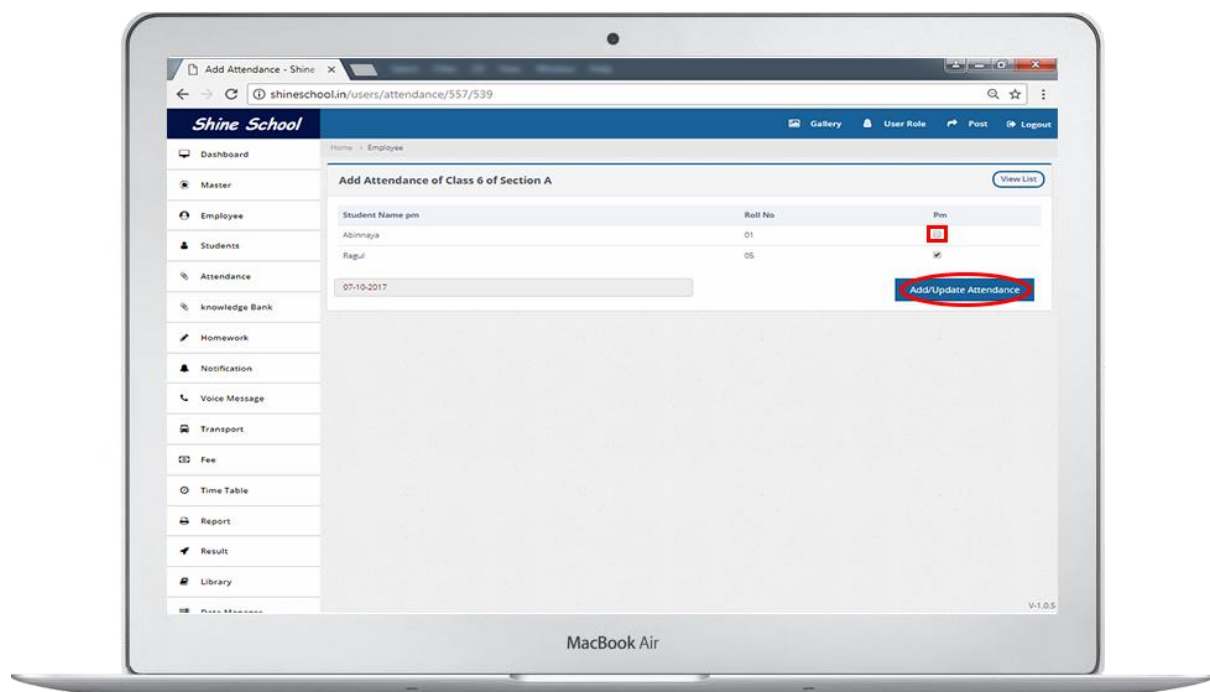
1). Select **Attendance** module. To fill the required data and click **Get Data** button.



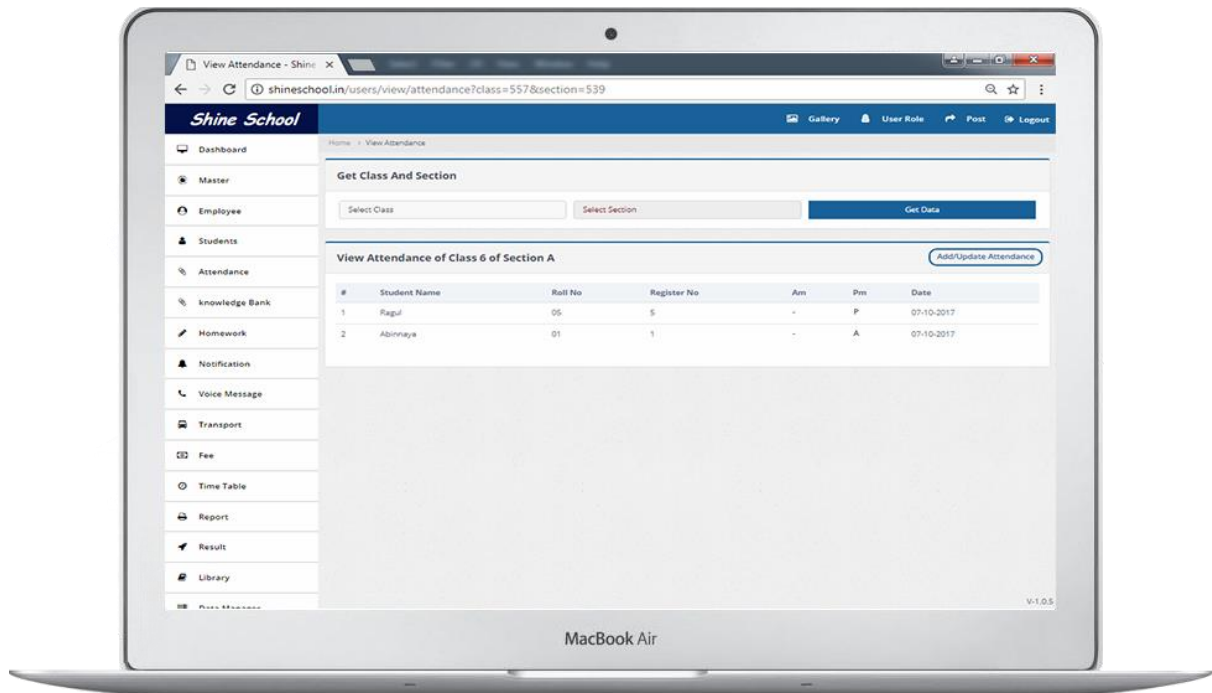
2). Teacher can go to the Admin Staff for changing the Student's Attendance and to click the **Update Attendance** button.



3). If any changes may require in the posted Attendance, change it and click **Add Update Attendance** button.

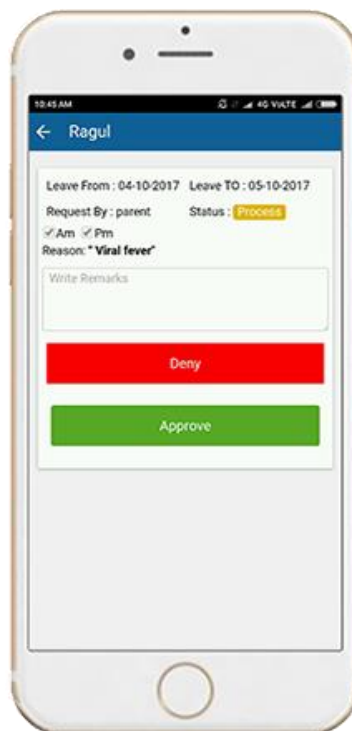


4). It displays the Student Attendance Section wise.

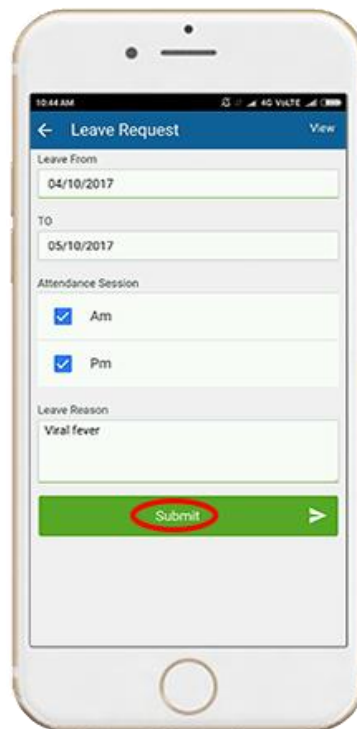


Step 5: Leave Request

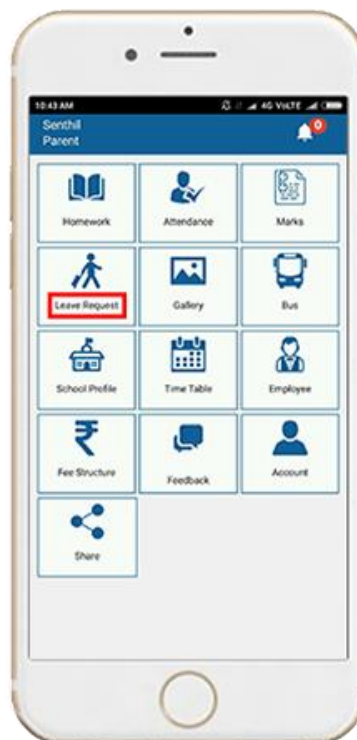
1). Parent can send the Student **Leave Request** from their Mobile App. Select **Leave Request** icon.



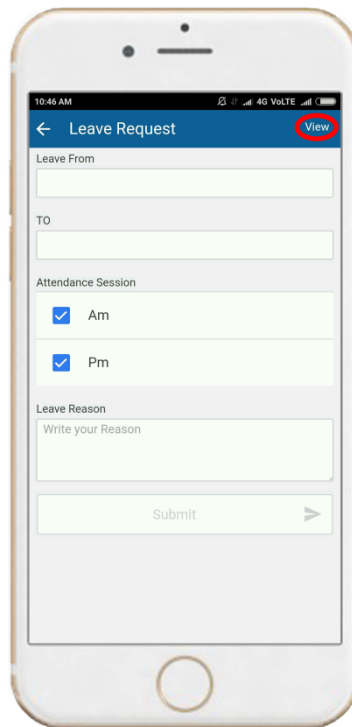
2). Teacher can get the **Leave request** notification from the Parent. Select the **Leave Request** icon.



3). It displays the Leave Request with reason. Teacher can Accept or Cancel the request.



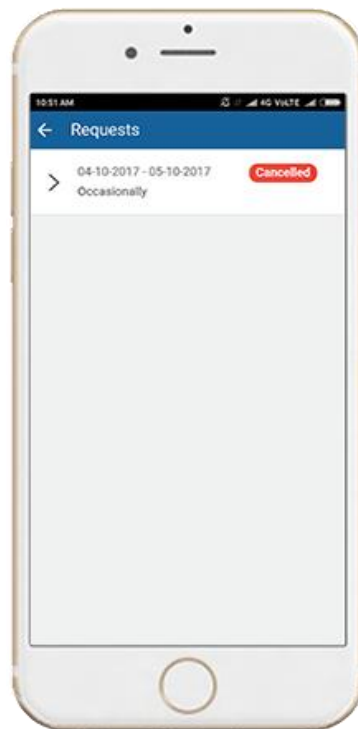
4). Parent will get the alert from Teacher to click the **View** button.



5). If Teacher will be Approved for the leave request, then parent will get the **Approval** message.

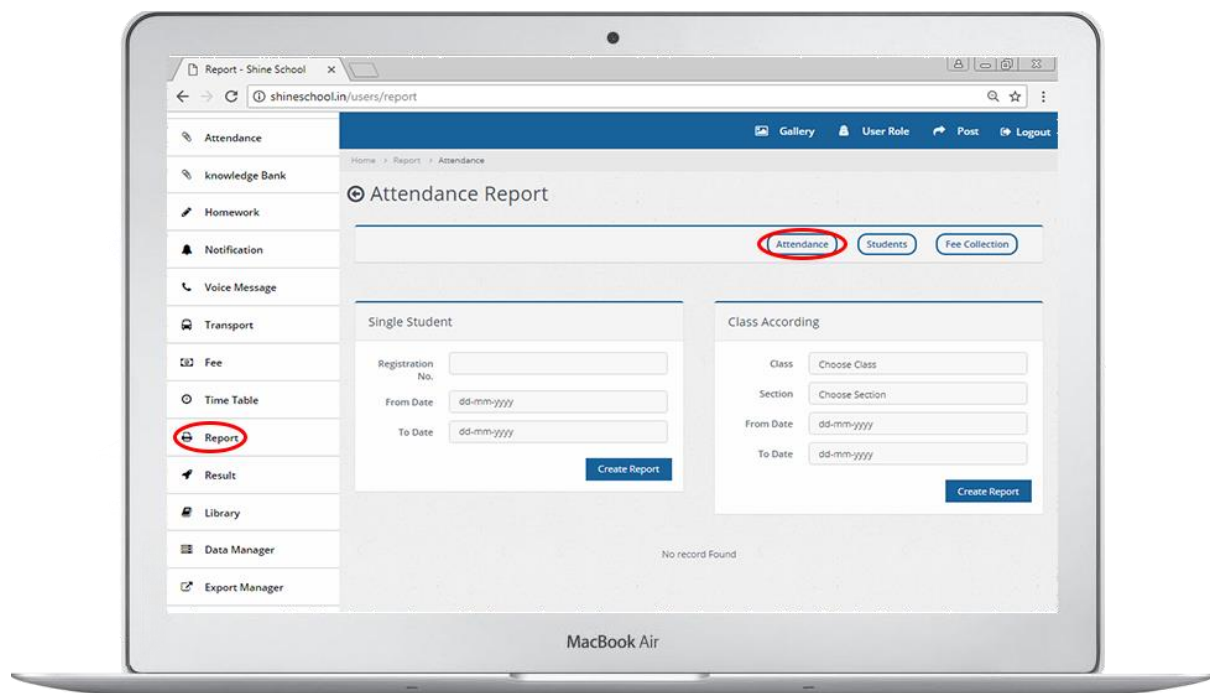


6). If Teacher will be Cancelled for the leave request, then parent will get the **Cancelled** message.

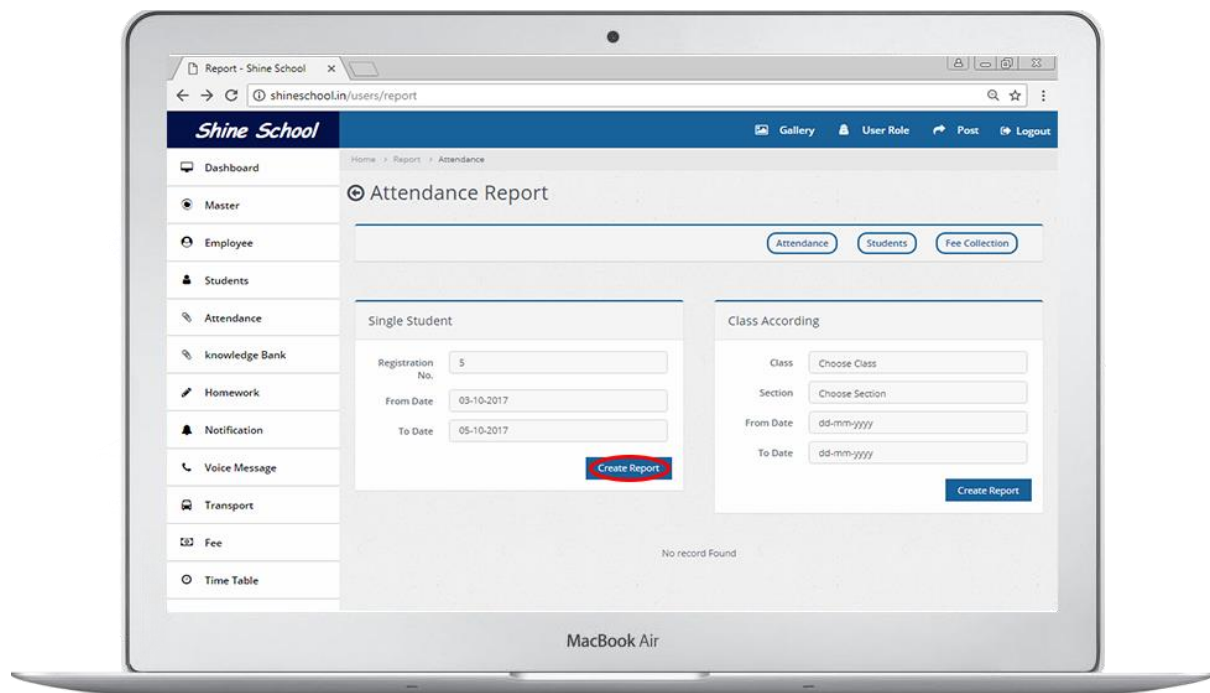


Step 6: Report

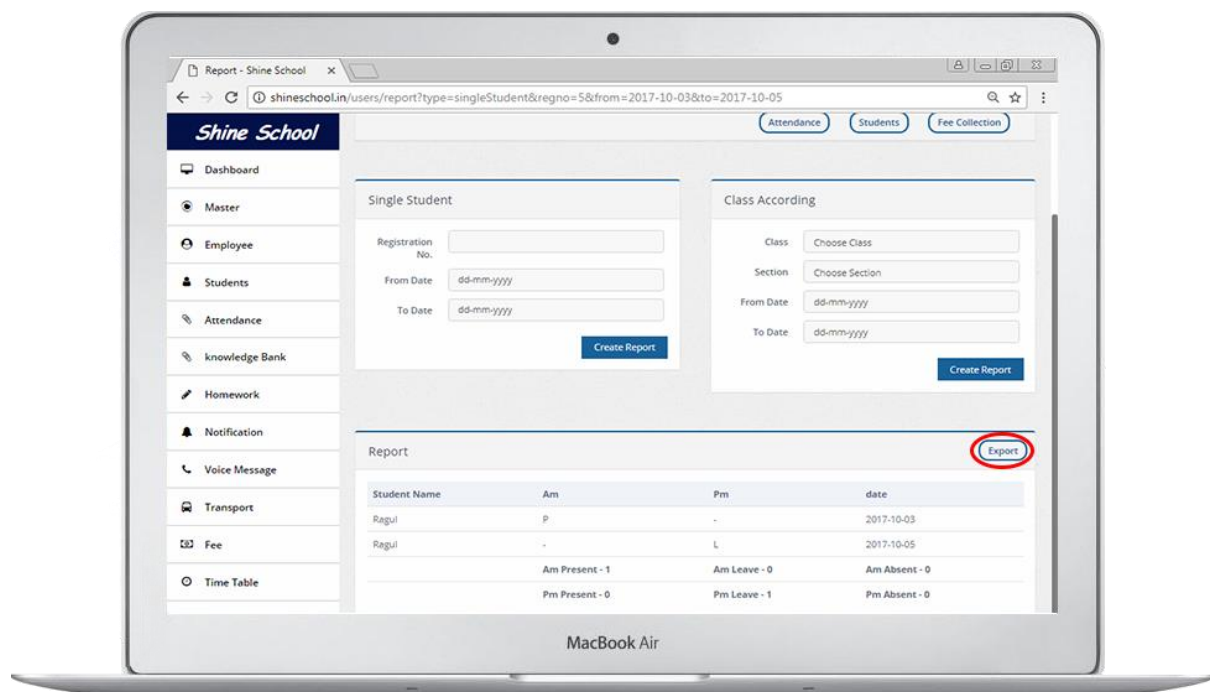
1). Select Report module and click the **Attendance** button. It takes two types of attendance report likely Student wise and section wise attendance.



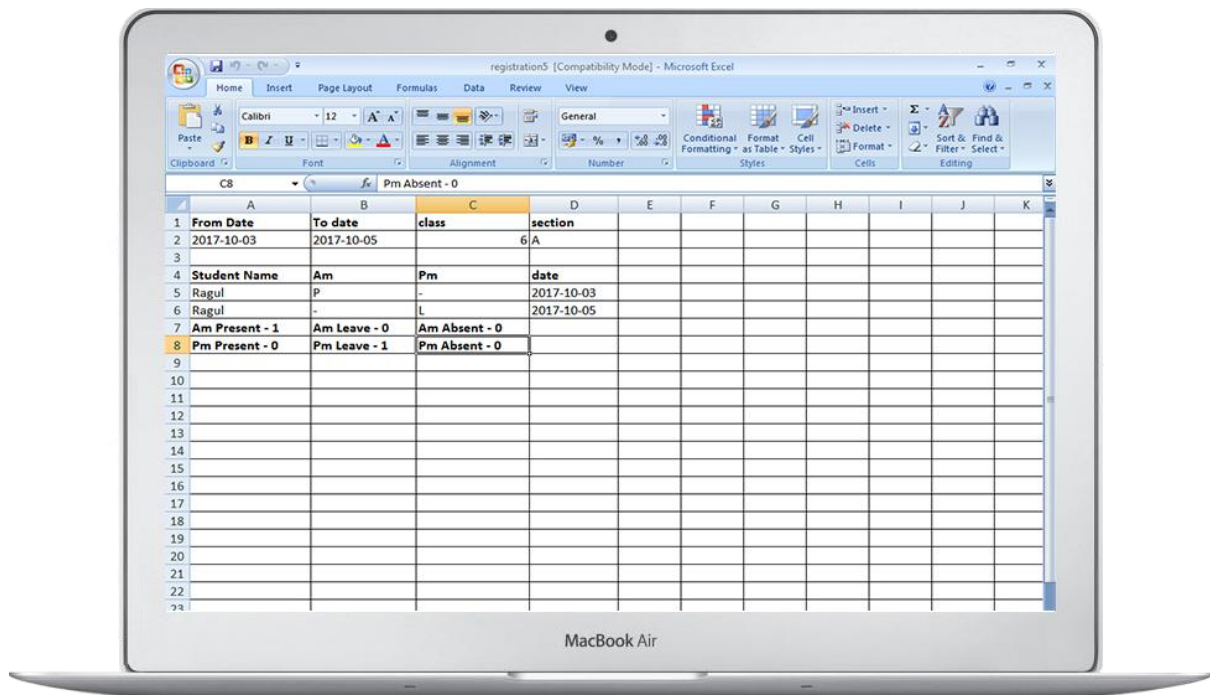
2). To fill all the require data for a single student and click the **Create Report** button.



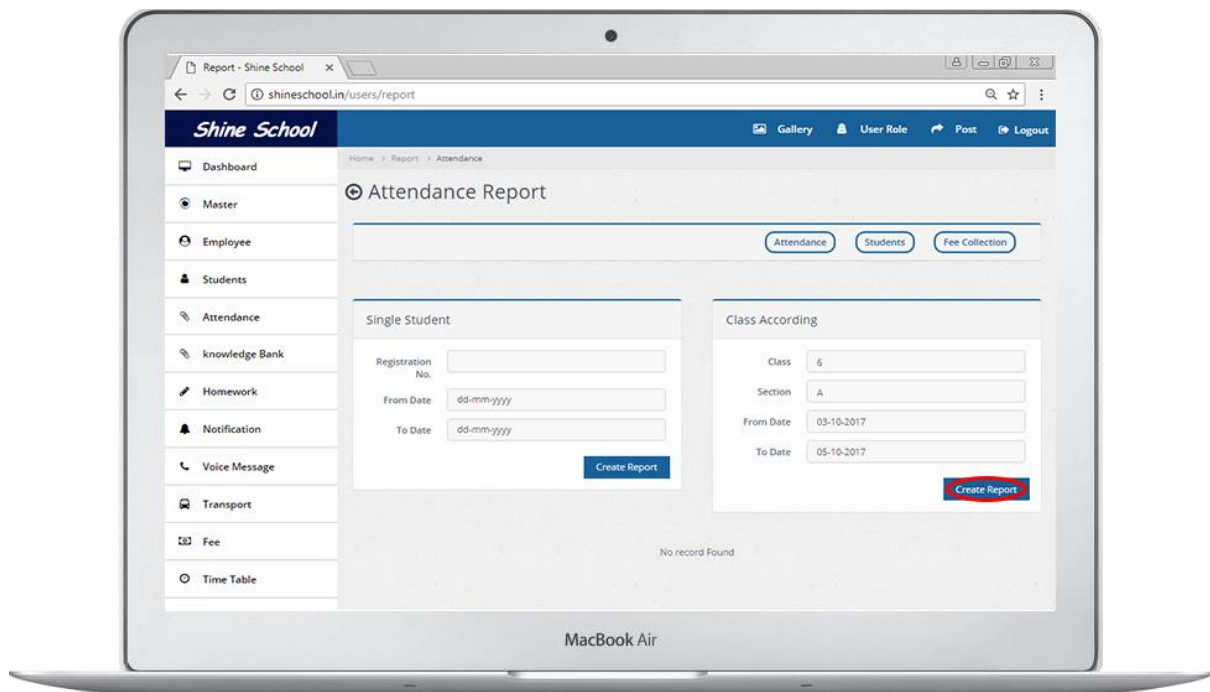
3). It shows a **Single Student Attendance Report**. If you want Students attendance report in **Excel sheet**, to click the **Export** button.



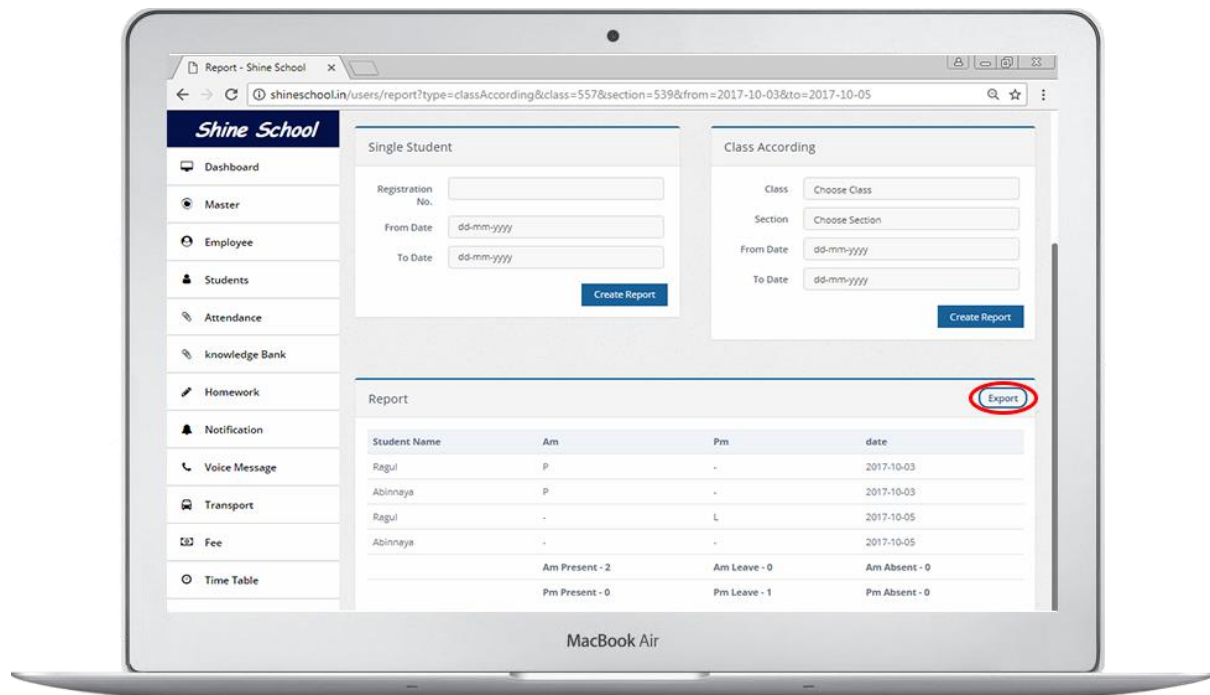
4). It generates the Students attendance report in **Excel Sheet**.



5). To fill all the require data according to **Section wise** and click the **Create Report** button.



6). It shows the student **Attendance Report** as section wise.



7). If you want Section wise Students attendance report in **Excel sheet**, to click the **Export** button.

