

# Online User Manual

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## Digital School Attendance

### Mobile Application

#### System Overview

UNICEF Somalia Digital Attendance is an application that allows teachers to digitally record pupils' class attendance. The application submits the data to an online cloud storage.

#### Organisation of the Manual

The user's manual consists of five sections:

- System Summary
- Getting Started
- Using The System
- Reporting
- Web Dashboard

The **System Summary section** provides a general overview of the system. The summary outlines the uses of the system's hardware and software requirements, system's configuration, user access levels and system's behavior in case of any contingencies. **Getting Started section** explains how to get Digital Attendance and install it on the device. The section presents briefly system menu. **Using The System section** provides a detailed description of system functions. **Reporting section** describes in what way information collected by the application are presented and how to access the information.

#### System Summary

System Summary section provides a general overview of the system. The summary outlines the uses of the system's hardware and software requirements, system's configuration, user access levels and system's behavior in case of any contingencies.

#### System Configuration

UNICEF Somalia Digital Attendance operates on mobile devices with Android operating system. It is compatible with **Android version 5.1** and up. The application requires an Internet connection in order to

save data to the cloud database, and also has an **offline functionality** to facilitate collection of attendance data without internet connection. **Offline mode works up to 30 days.** Data saved is visualised on a web dashboard accessible via any major Internet browser. After installation on the device, Digital Attendance can be used immediately without any further configuration.

## User Access Levels

Only teachers that have been registered into the system can use the application. For any assistance with credentials, kindly consult the headteacher in your school.

## Getting Started

### Installation

The Getting Started section explains how to install the UNICEF Somalia Digital Attendance app on a device. To Download the mobile application, head to the Google Playstore on an Android device and search for "UNICEF Somalia Digital Attendance". To access the application on the PlayStore, click [Somalia Play Store](#).



The screenshots show various screens of the app:

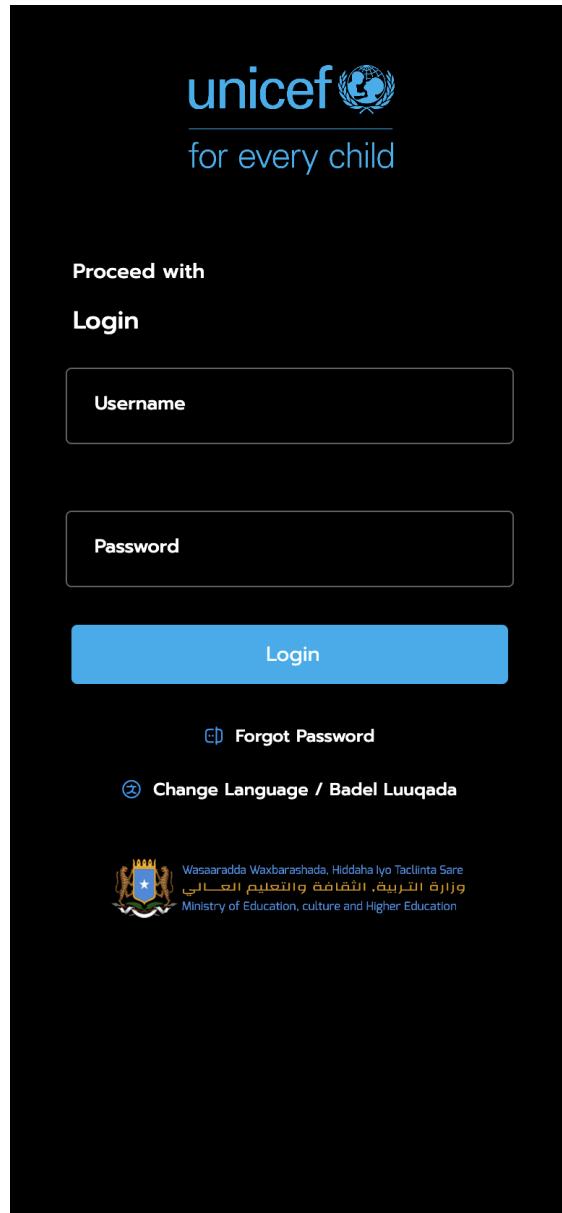
- Login Screen:** Features the logo of the Ministry of Education & Vocational Training, Zanzibar. It asks for 'School NIMS Code / Phone Number' and 'Password'. It includes links for 'Forgot Password?' and 'Change Language / Batilishi Lugha'.
- Mark Attendance Screen:** Shows a list of learners for 'Class Mbatala' on 'Oct 11, 2022'. Learners listed include Alfred Alfred, Alvin Mwangi Micha, Alvin Wakanda Micha, Kelvin Alfred Micha, and Mwangi M Ma2. There are buttons for 'Add / Edit Learners', 'Update Reason For Absence', 'Move Learners', 'Promote Learners', 'Integrate Learners', 'Transfer Learners', and 'Submit'.
- Micha Primary School Screen:** Shows 'View Learners' for 'Class Mbatala'. It lists the same five learners with their status (e.g., 'Absent'). Buttons include 'Add / Edit Teachers', 'Add / Edit Classes', and navigation tabs for 'Attendance', 'My School', 'Reports', and 'Profile'.
- Teacher Profile Screen:** Shows a detailed view of a teacher's profile for 'Alvin Mwangi Micha'. It includes fields for 'First name', 'Middle name', 'Last name', 'Phone', 'Type', 'Email', 'Date of birth (dd/mm/yyyy)', 'Is school admin', and 'Assign Class Rooms'. Navigation tabs are at the bottom.
- User Profile Screen:** Shows the user profile of 'Kelvin Micha'. It includes sections for 'User Profile' (Edit Password), 'Application Settings' (Offline Attendance Status, Offline Enrollment Status), 'Help & User Manual', and 'Logout'. Navigation tabs are at the bottom.

## Login

The newest installation version currently available can be downloaded from the Google Store and is an .apk file, which should be installed on the device.

Login using a school's EMIS code or phone number and a password assigned to the teacher at installation level via the attached school's or teacher's email address. The teacher can then use these credentials to login.

### Login Screen

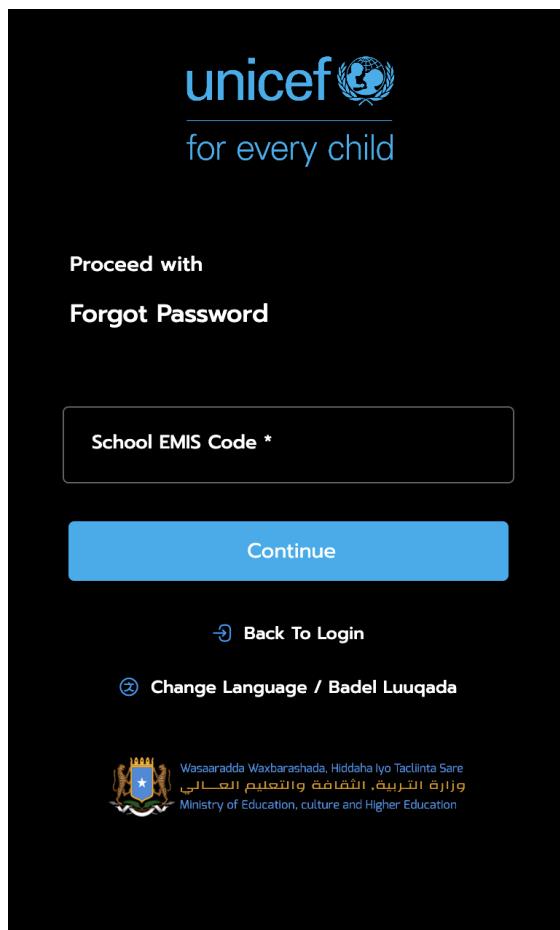


Proceed with your login by inputting your school code or phone number as the username and the password sent to your email address. Click the login button to authorise the credentials.

[Forgot Password](#)

 [Forgot Password](#)

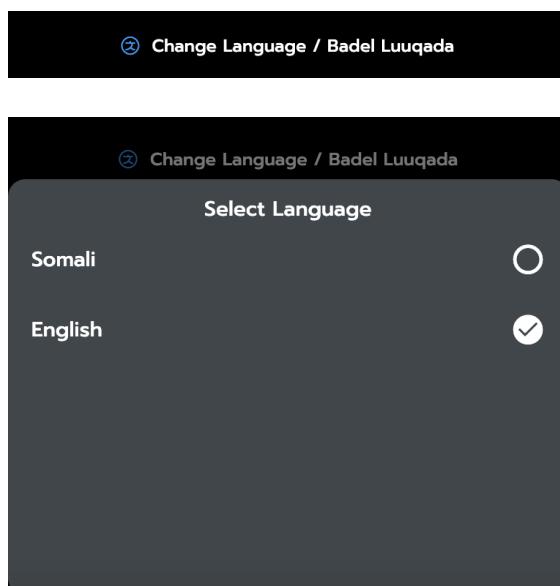
In the case of a forgotten password, click the Forgot Password button on the login page and enter your school code or phone number in the Forgot Password screen.



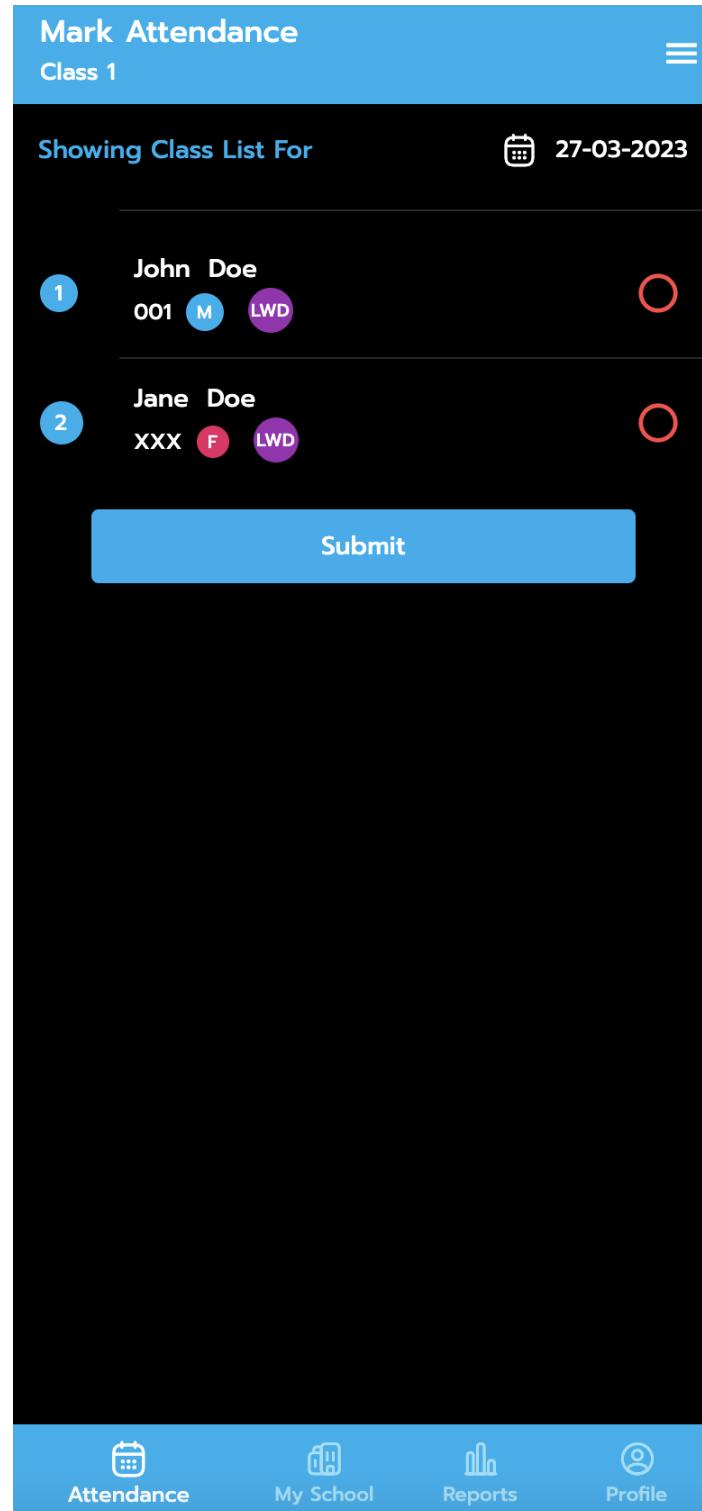
Once successful, enter the reset code sent to your email address.

#### Language Translation

You can translate the language for using the application to either Somali or English.

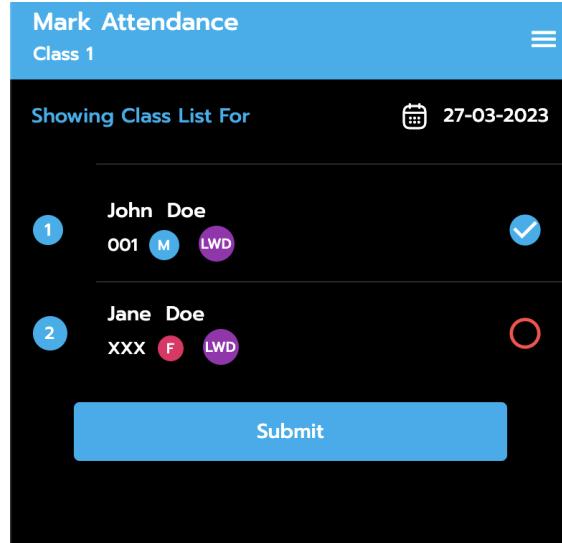


## Marking Attendance

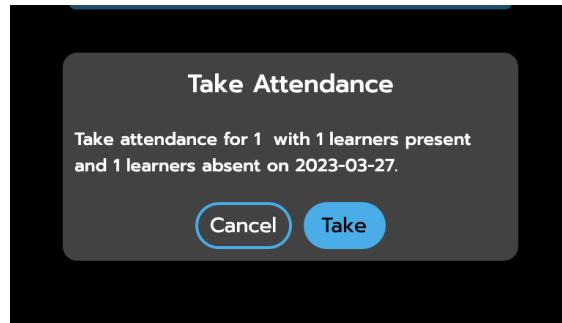


The attendance tab contains a list of learners with their name, admission number and an indicator of their gender or any special needs the learner might have.

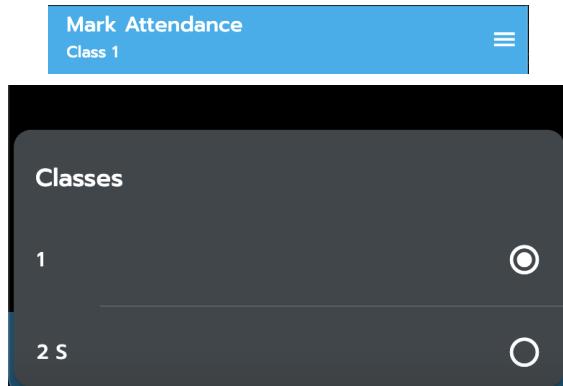
A **blue M** badge indicates a male learner, **pink F** a female learner and a **purple LWD** illustrates a learner with special needs.



To mark a learner as present, click the red circle on the right against the learner's name to turn it to a checked blue tick. Otherwise, not clicking the circle indicates that a learner is absent. After going through the list of learners in your class, click the '**submit**' button to complete marking attendance.



## Classes Menu



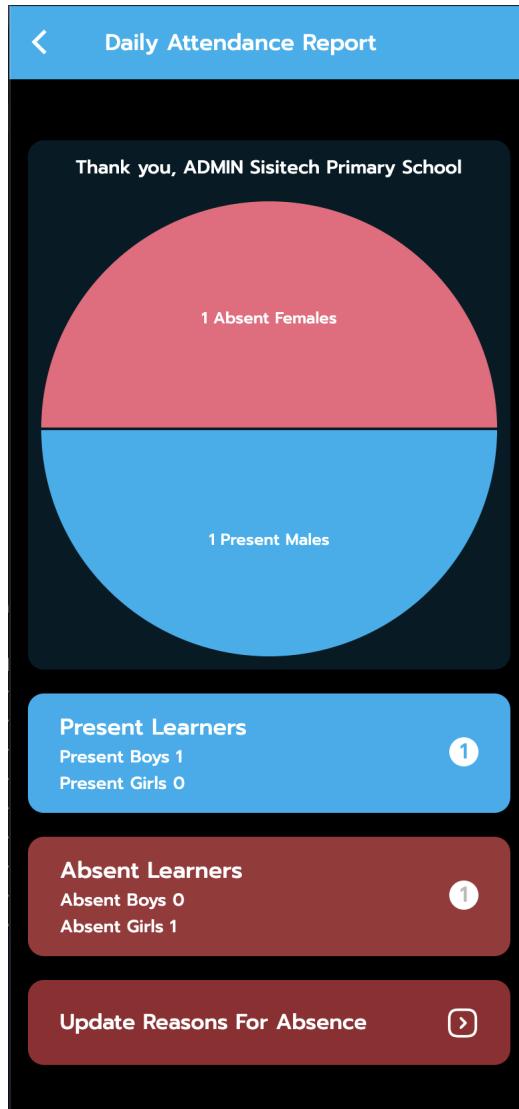
On the top right, there's a menu icon with a list of classes. A teacher can switch to a different classroom and mark attendance for that class room. You can only mark attendance for seven previous dates from the current date.

## Date Picker



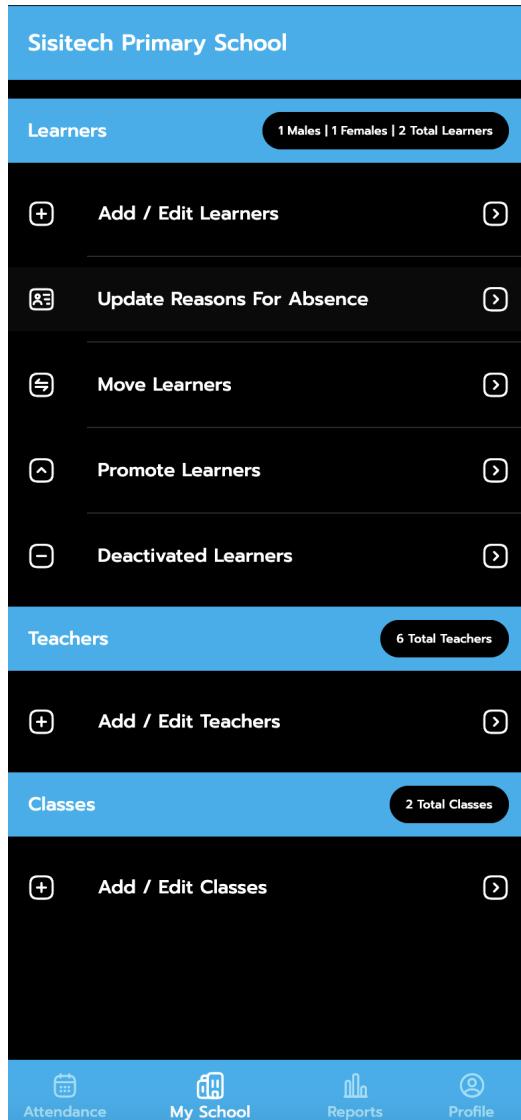
Change the attendance date by clicking on the calendar above the list of learners.

## Daily Attendance Report



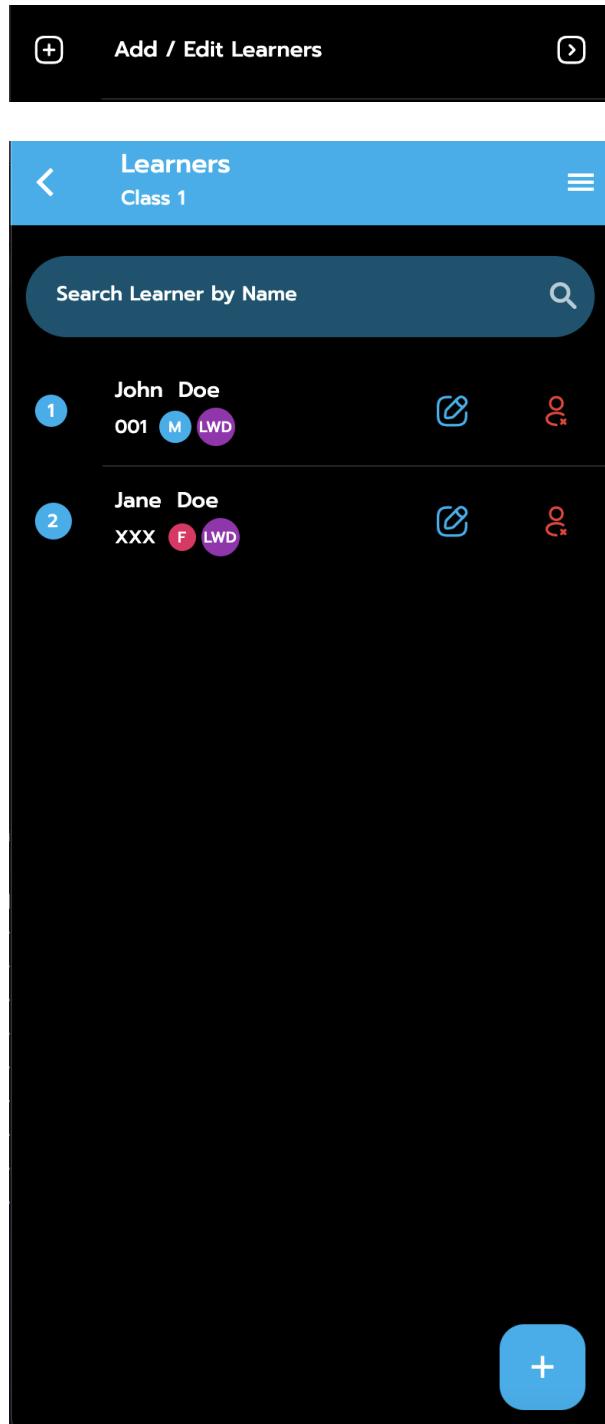
After marking attendance, a daily attendance report provides an overview of the marked learners status for that class. The report shows a chart of present vs absent learners and these numbers segmented by gender. You can provide reasons for learners absence by also clicking on the Update Reasons for Absence button.

## My School



The My School tab enables a headteacher to manage their school. Here, they can **Mark Learner Attendance**, **Add / Edit Learners**, **View More Learner Details**, **Provide Reasons for Absence**, **Integrate Learners**, **Transfer and Accept Learners** and **Move / Promote Learners**. In this section you can also **Add / Edit Teachers** and **Add / Edit Classrooms** to a school.

## Adding a Learner



A headteacher or teacher admin can **add**, **edit** and **deactivate** a learner.

Click on the "+" button to add a new learner. The add learner form has a list of different form inputs to fill as a teacher. Required fields are marked by a red \*. The add learner form is divided into two parts :-

- Learner Details

Learner Details

Learner Details Form

First Name \*

Middle Name

Last Name \*

Admission Number

Student Status \*

Select

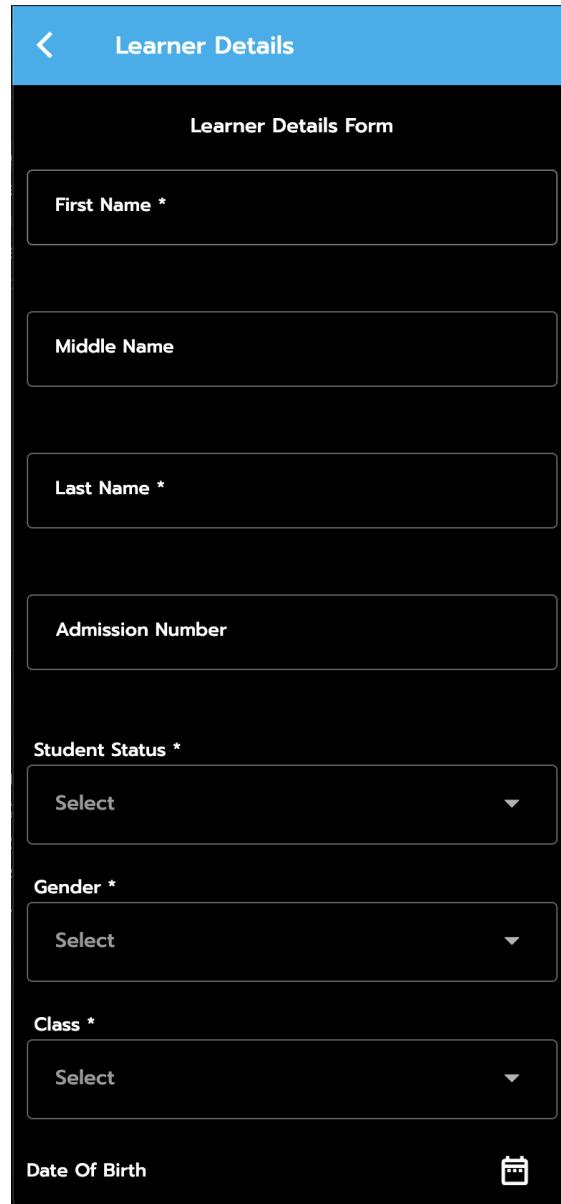
Gender \*

Select

Class \*

Select

Date Of Birth 



This image shows a mobile application interface for a 'Learner Details' form. The background is black, and the form elements are white with rounded corners and shadows. At the top, there's a blue header bar with the title 'Learner Details' and a back arrow. Below it is a dark header section with the title 'Learner Details Form'. The form consists of several input fields: 'First Name \*', 'Middle Name', 'Last Name \*', 'Admission Number', 'Student Status \*' (with a dropdown menu showing 'Select'), 'Gender \*' (with a dropdown menu showing 'Select'), 'Class \*' (with a dropdown menu showing 'Select'), and 'Date Of Birth' with a calendar icon. The entire form is contained within a vertical scrollable area.

- Guardian Details

< Parent Details

Parent Details Form

Father's Name \*

Father's Phone Number

Father's Status

Select ▾

Mother's Name \*

Mother's Phone Number

Mother's Status

Select ▾

Do You Live With any of your Parent? \*

Select ▾

## Editing a Learner

Learner Details

Learner Details Form

First Name \* John

Middle Name

Last Name \* Doe

Admission Number 001

Student Status \* Over Age

Gender \* MALE

Class \* 1

Date Of Birth Wed, Mar 3, 2010



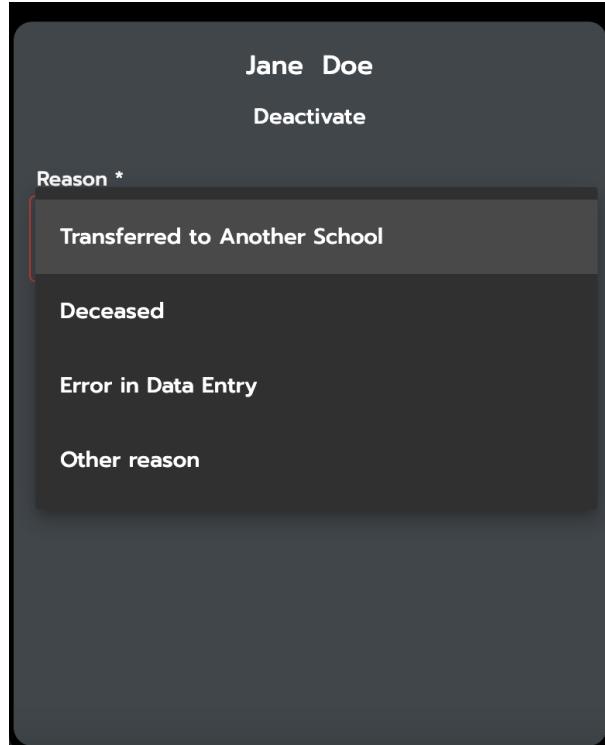
Click on the **Edit** button to update the details of a Learner.



## Deactivating a Learner



Deactivate Learner by clicking on the "Deactivate" button.



You will receive a pop up that prompts for submission of a reason of deactivation for the learner. Select the correct reason and click on "Deactivate".

#### **View Learner Details**

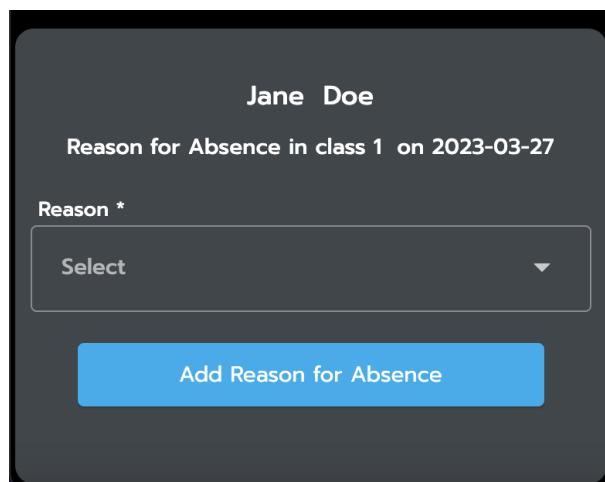
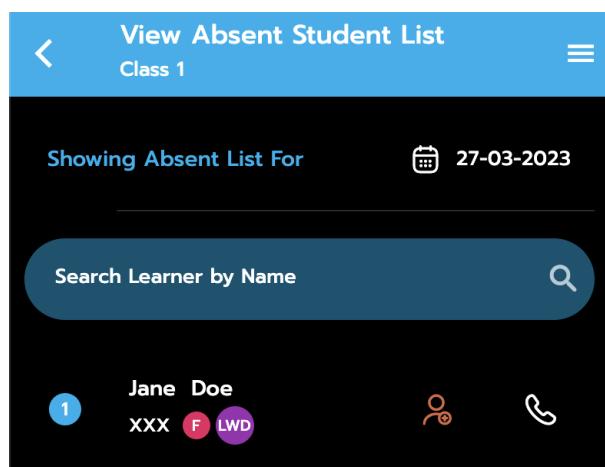
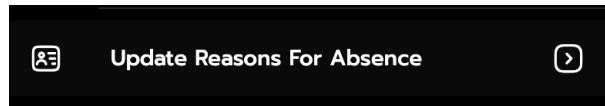


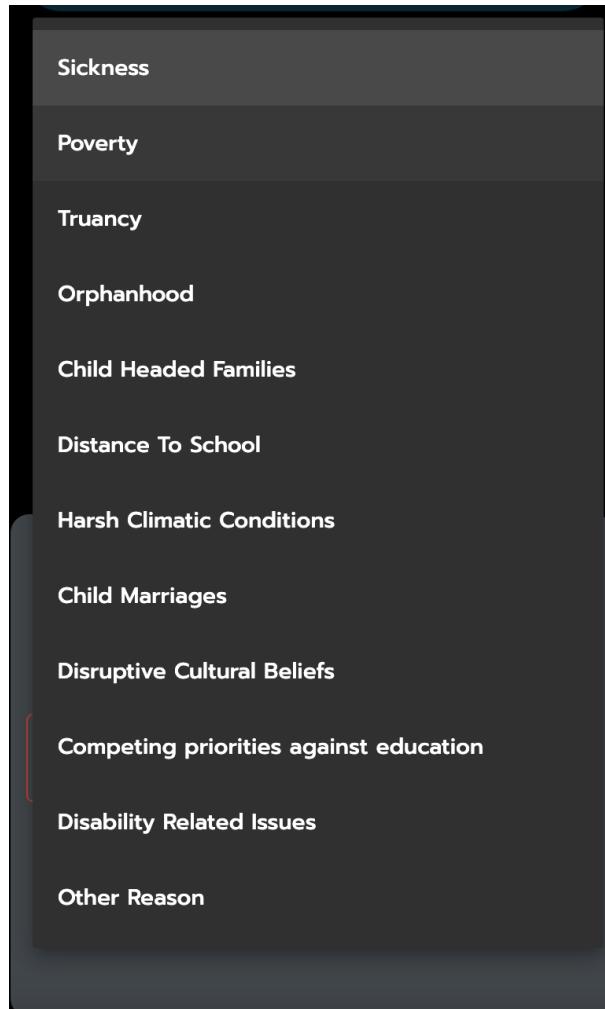
Click on a learner name to view more details. You can do this in Mark Attendance section as well as the Add Learner section.

Learner Details	
Full Name	John Doe
Admission Number	001
Student Status	Over age
Gender	MALE
Date of Birth	2010-03-03
Date of Admission	2023-03-22

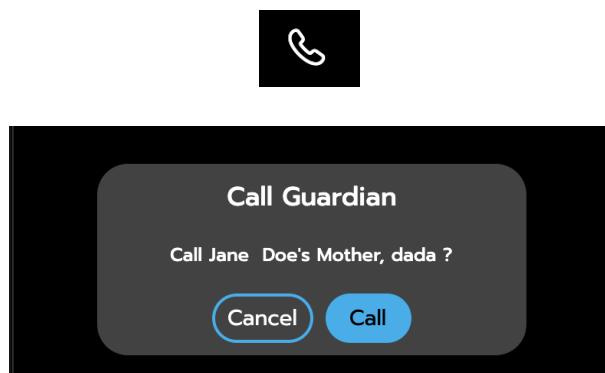
## Provide Reason For Absence

To update a learner's reason for absence, click on the reasons for absence section and update a learner's reason from the provided list.





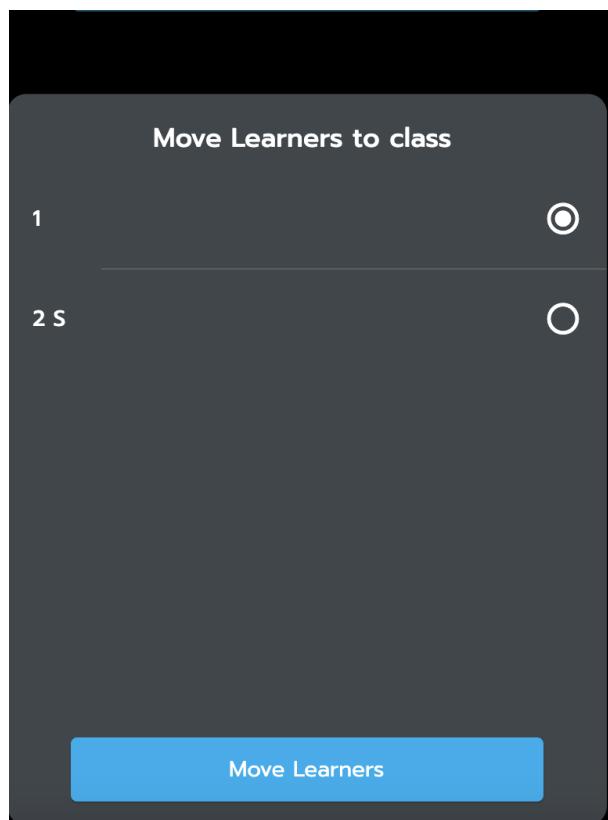
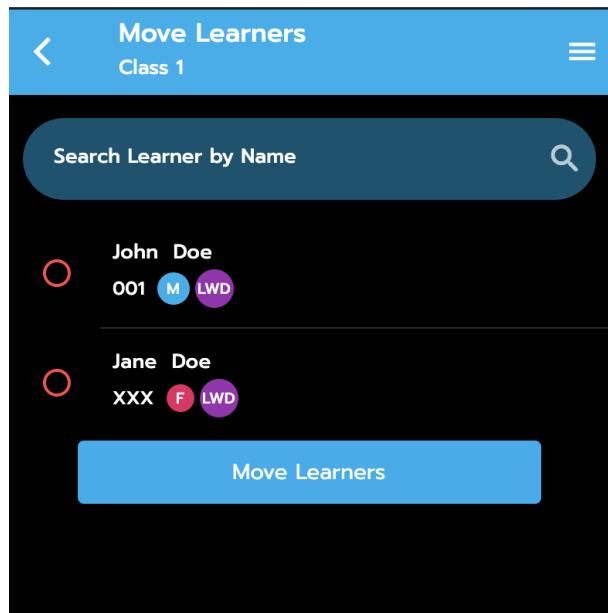
#### Contact Guardian



#### Move Learners

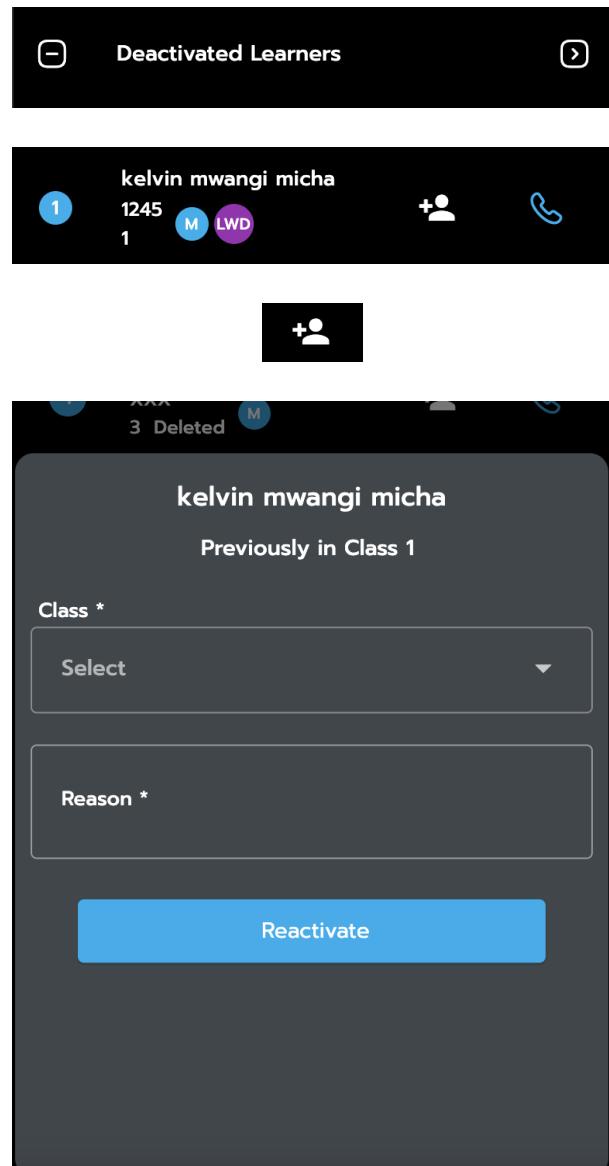


The Move Learners tab enables moving of learners from one class to another. Select learners to move to a different class and complete the move process.



## Reactivate Learners

Learners who have been deactivated from a school can be reactivated incase they return to school after a period of deactivation.

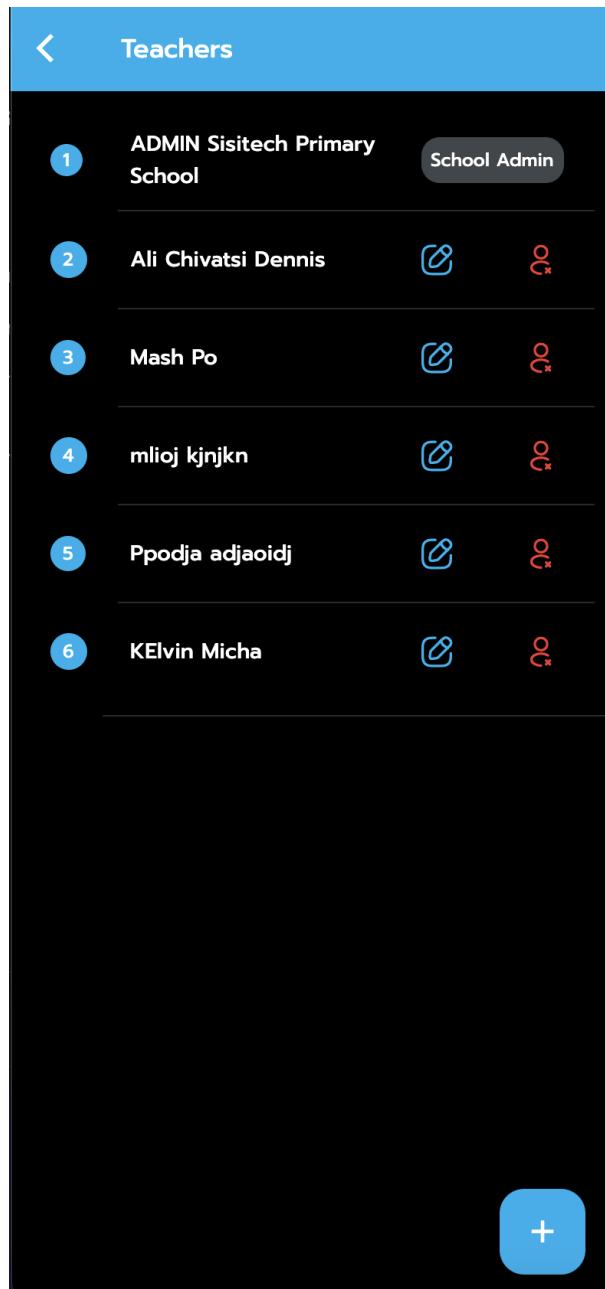


## Teachers

### Add Teachers



As a headteacher / teacher admin, add a new teacher to your school and assign a class to mark attendance.



Fill the teacher details and submit the information by clicking the **Add Teacher** button.

Add Teachers

Add Teacher Form

First Name \*

Middle Name

Last Name \*

Phone Number \*

Teacher Type

Select

Email Address

Date of Birth

Is School Admin?

This form is used to add a new teacher. It includes fields for First Name, Middle Name, Last Name, Phone Number, Teacher Type (with a dropdown menu showing 'Select'), Email Address, Date of Birth (with a calendar icon), and a checkbox for 'Is School Admin?' which is currently unchecked.

Edit Teachers



Update the details of your exiting teacher by clicking the **Edit** button and updating your form.

### Add Teacher Form

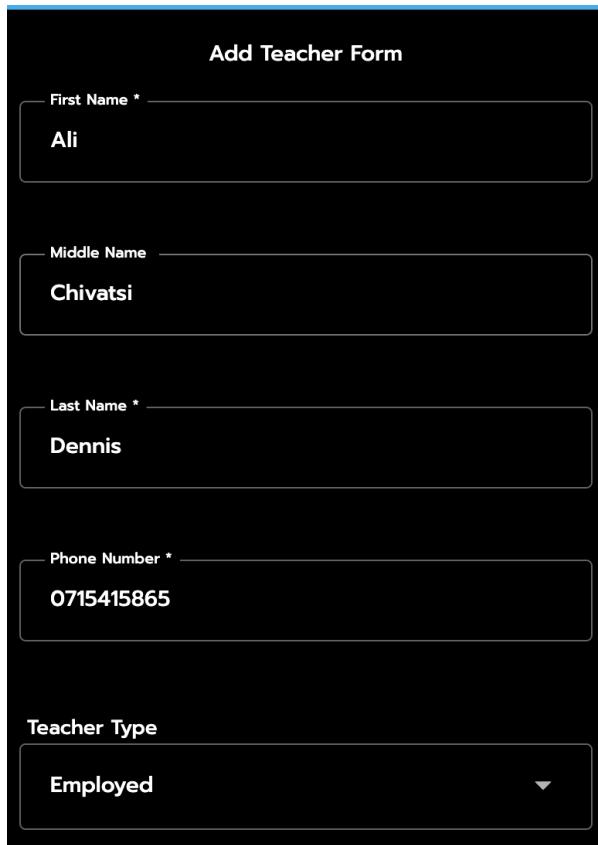
First Name \* Ali

Middle Name Chivatsi

Last Name \* Dennis

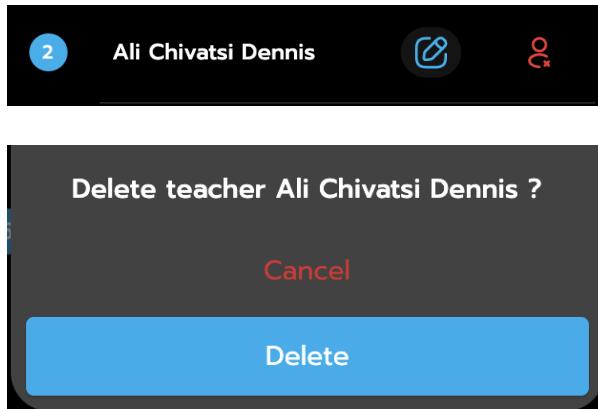
Phone Number \* 0715415865

Teacher Type Employed



#### Deactivate Teachers

Deactivate a teacher from the system by clicking on the **Deactivate** button.

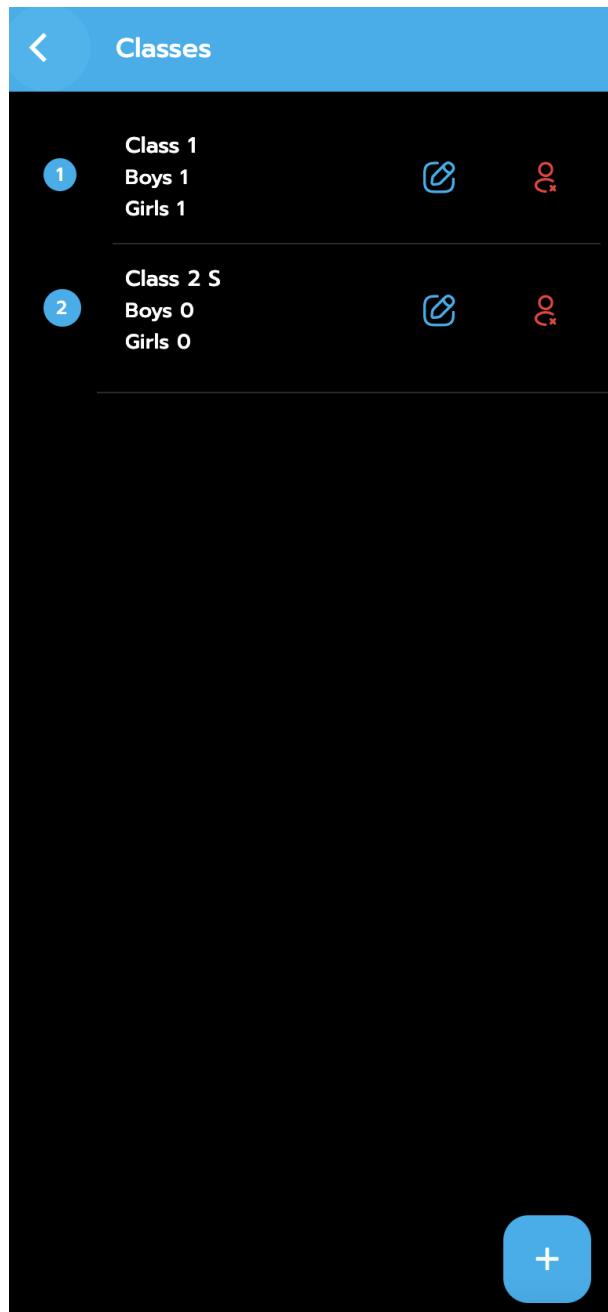


#### Classes

##### Add Classes

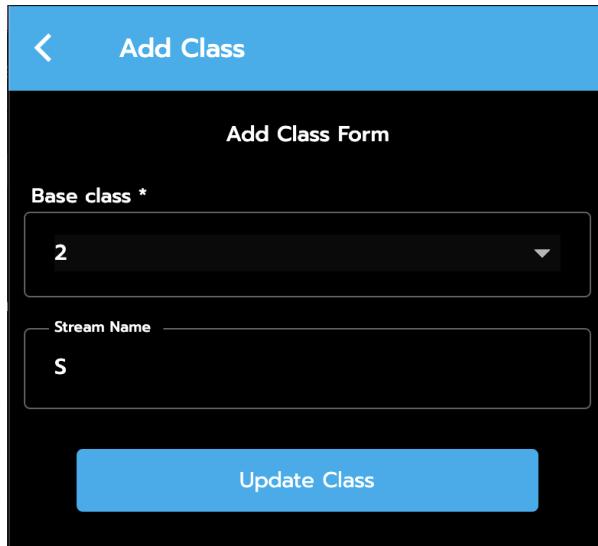


As a headteacher / teacher admin, you can easily add a new class to your school. Click on the add button to fill in the details of the new class you want to add.



The screenshot shows the 'Add Class' form. It includes a back arrow, the title 'Add Class', and a sub-section 'Add Class Form'. The first field is 'Base class \*' with a dropdown menu showing 'Select'. The second field is 'Stream Name'. At the bottom is a large blue 'Add Class' button.

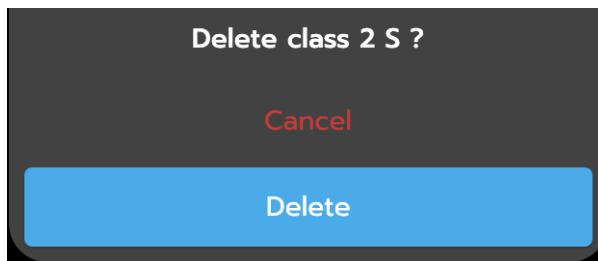
Edit Classes



The image shows a mobile application screen titled "Add Class". At the top left is a back arrow icon, and at the top center is the title "Add Class". Below the title is a section labeled "Add Class Form". Inside this form, there is a field labeled "Base class \*". A dropdown menu is open, showing the number "2". Below this is a field labeled "Stream Name" containing the letter "S". At the bottom of the form is a blue button labeled "Update Class".

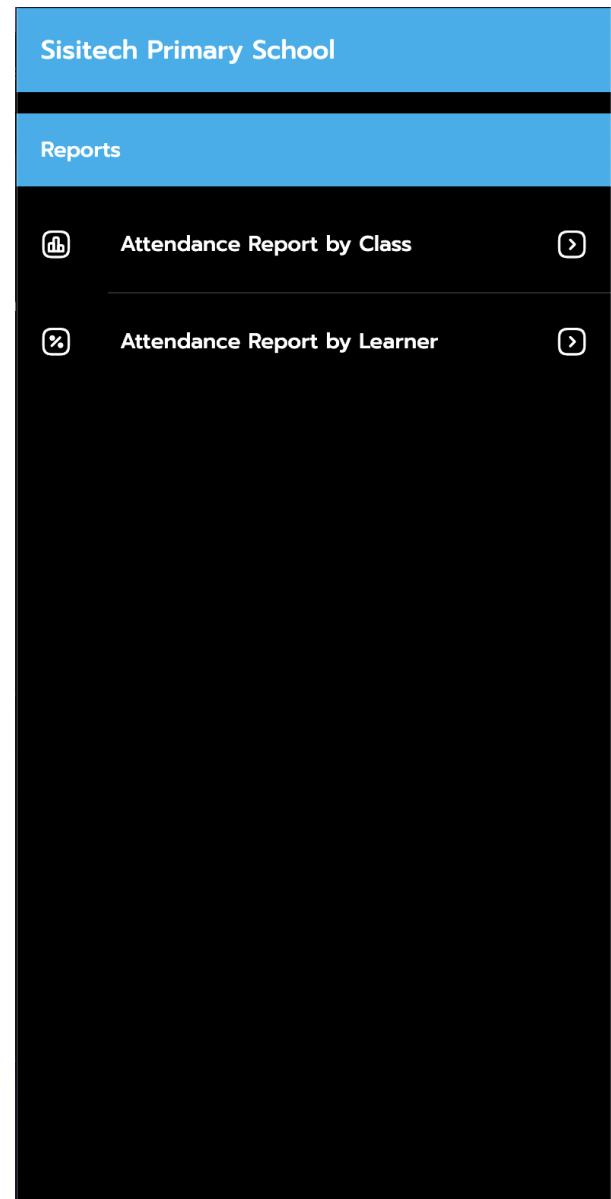
Update the details of your exiting classes by clicking the **Edit** button and updating your form.

#### Decativate Classes



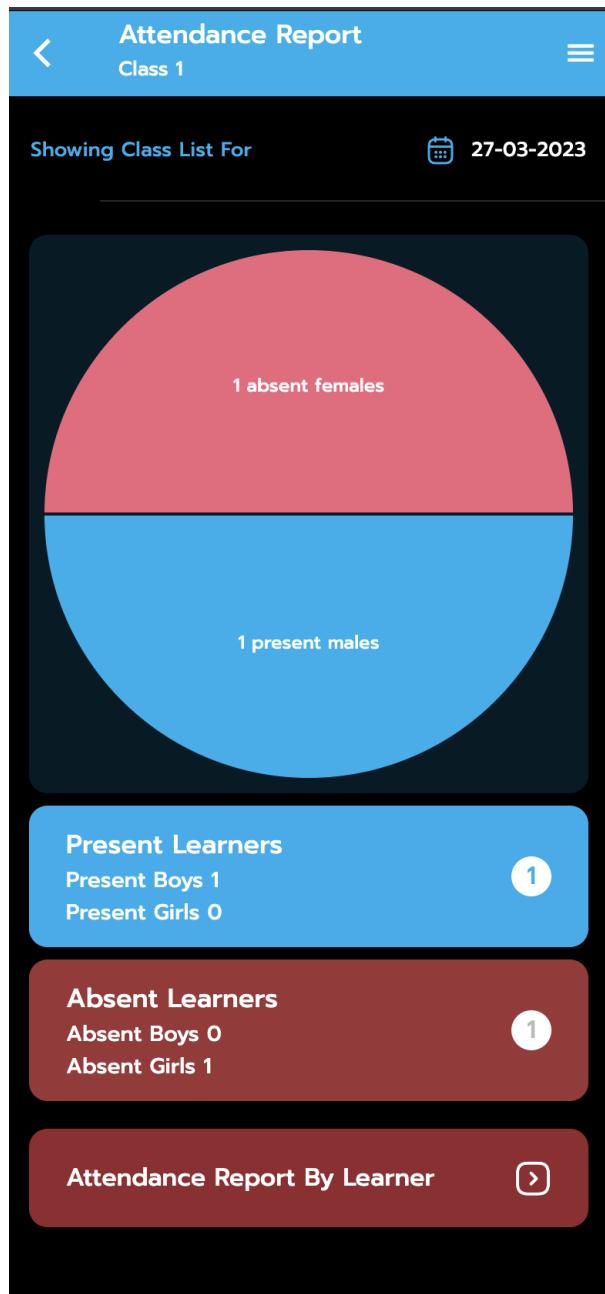
Deactivate a class from the system by clicking on the **Deactivate** button. You can only deactivate a class with no learners. To deactivate a class with learners, move the learners to another class then proceed to deactivate.

#### Reports



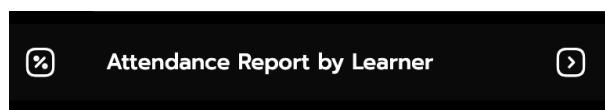
The Reports tab allows the head teacher to view either attendance reports by class or individual learner reports.

#### **Attendance Report by Class**

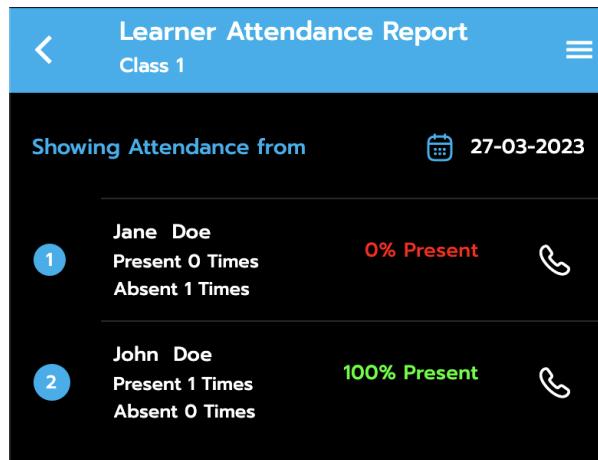


A summary of each classes attendance report that shows the total number of present and absent learners per class.

#### Attendance Report by Learner

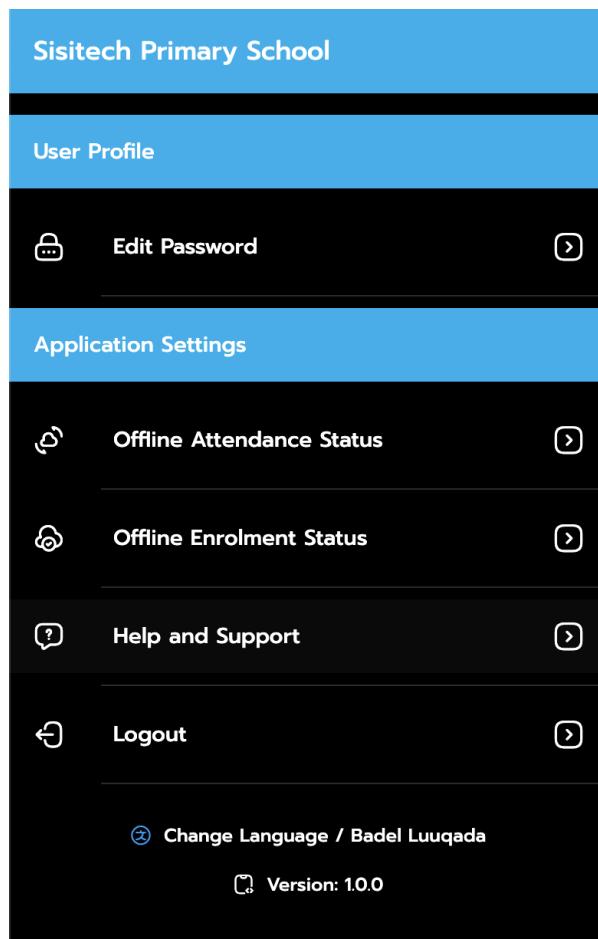


A summary of each individual learner's attendance report that shows the total number of present and absent times for each learner within a date range and the percentage of presenteeism.



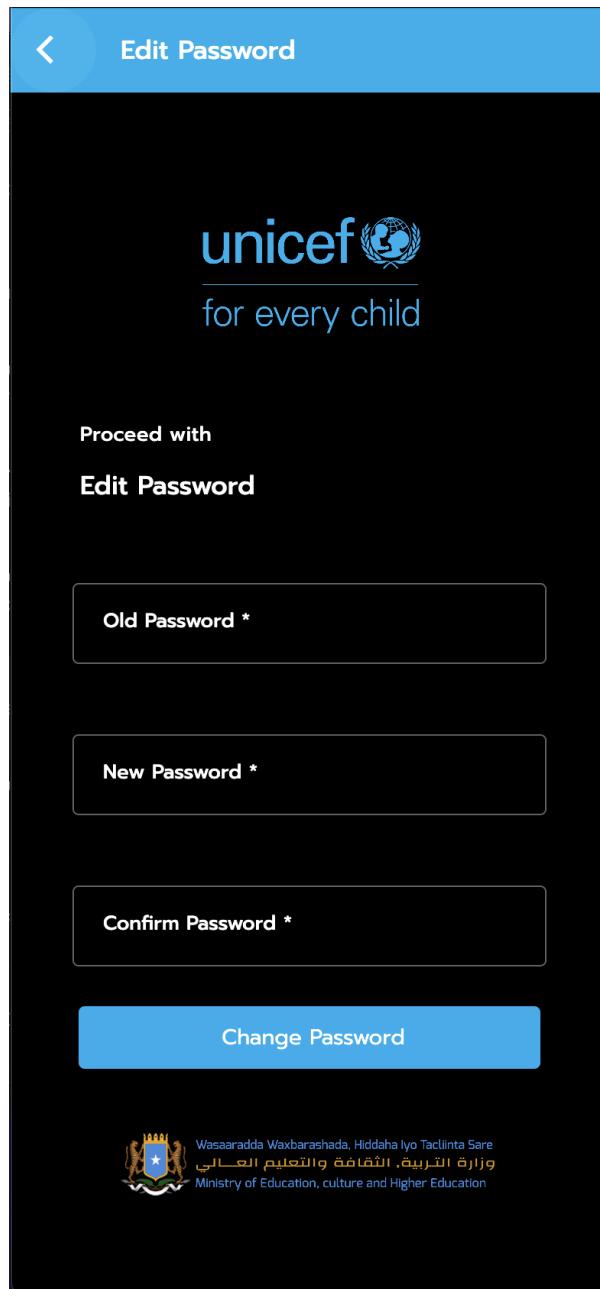
## Profile

### User Profile



The user profile tab allows the user to change their password, view notifications, sync off-line attendance with the database, update the latest class list as well as logging out and accessing the help pages.

[Edit Password](#)



In the User Profile tab, click on the Edit Password option. This will provide fields to enter the current password and the new password. Enter the current password and the new password respectively and click on the Login button.

#### Application Settings

## Application Settings

 Offline Attendance Status 

 Offline Enrolment Status 

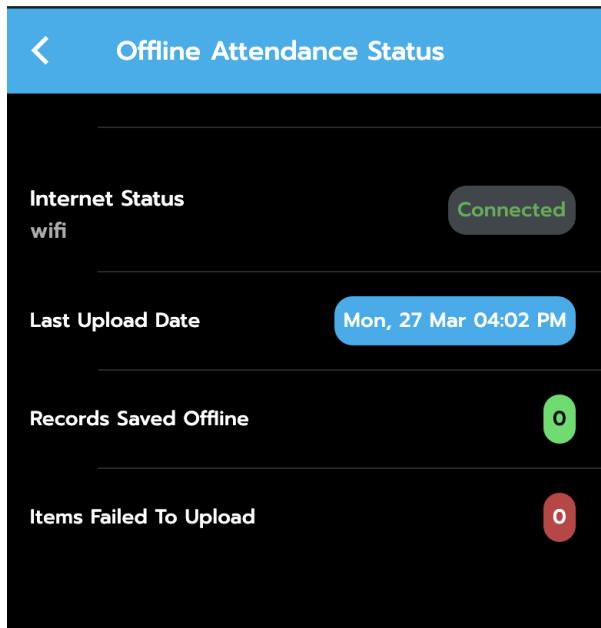
 Help and Support 

 Logout 

 Change Language / Badel Luuqada

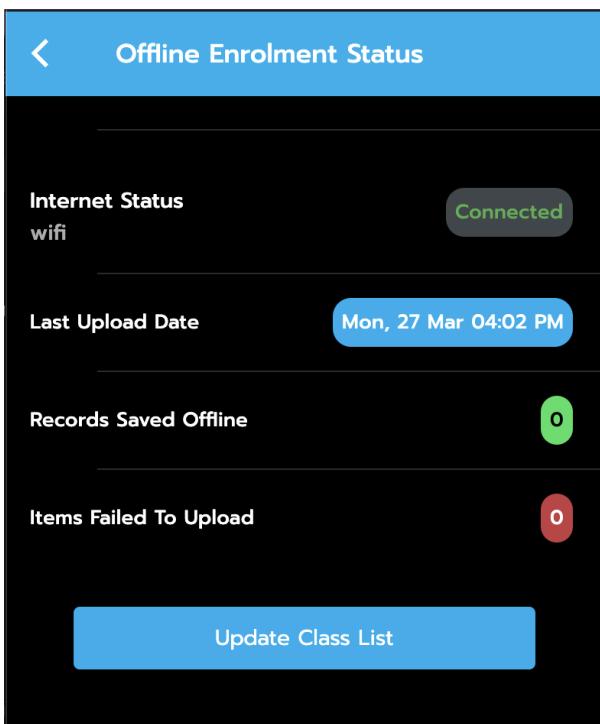
 Version: 1.0.0

## Attendance Status



A user can sync attendance data taken in off-line mode to the online database by navigating to the user profile tab and clicking "Attendance Status".

## Update Learners List



This enables a teacher to manually sync to the latest learners list in the school. Click on the **Download Latest Class List** button to sync with the latest list of student in your school.\*\*\* Do this incase you perform offline learner enrolment with different devices. \*\*\*

**Help and Support**

**How do I reset my password?**

In order to reset your password, click the forgot password button on the login page. Enter your school's EMIS code or your phone number and we will send a reset code to the email address attached to your school. Enter the reset code, new password and verify password and confirm to get your new login details.

**How do I add a reason for absence to a missing learner?**

To add a reason for absence for a learner, navigate to the Reports page and click the view absent list button. Under a learner, click the add reason for absence button and add one. You can also add a reason for absence under the daily attendance report section after submitting daily attendance.

**How do I get support?**

To contact our dedicated support lines, please call your closest support officer or email [somaliaattendance@gmail.com](mailto:somaliaattendance@gmail.com)

**More Support Options**

[Contact Us](#)

[View User Manual](#)

[Download User Manual](#)

Access a list of frequently asked questions and a user manual with more information on how to operate the UNICEF Somalia Digital Attendance System.

**Contact Us**

Proceed with

**Contact Us**

**Name \***

**Email Address \***

**Phone Number \***

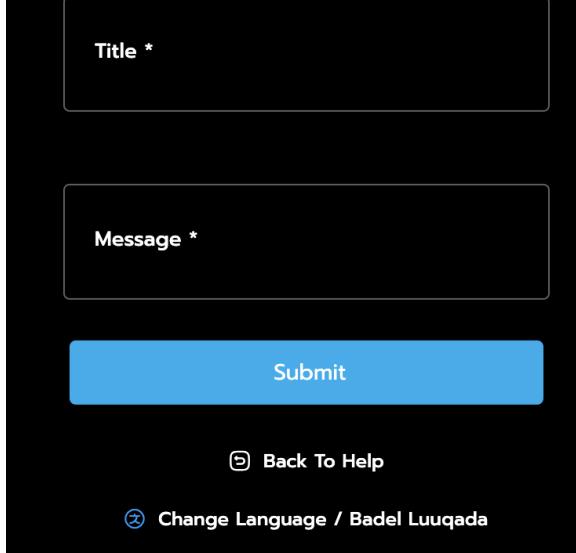
**Title \***

**Message \***

**Submit**

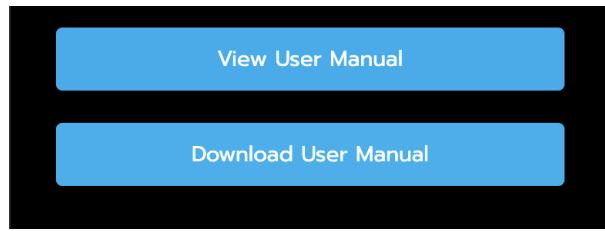
 [Back To Help](#)

 [Change Language / Badel Luuqada](#)



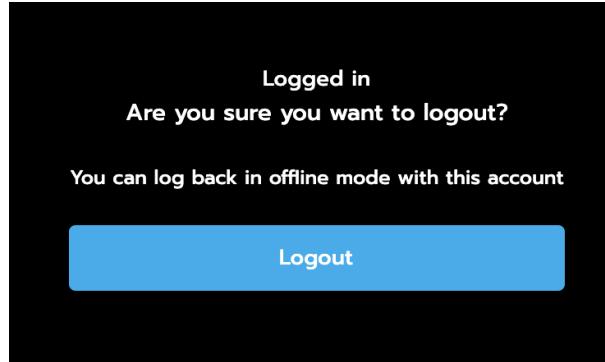
Click on the **Contact Us** button to get a form to submit any issues/queries and support questions and our team will respond promptly.

[Download User Manual](#)



Download a PDF version of this user manual by clicking on the **Download User Manual** button.

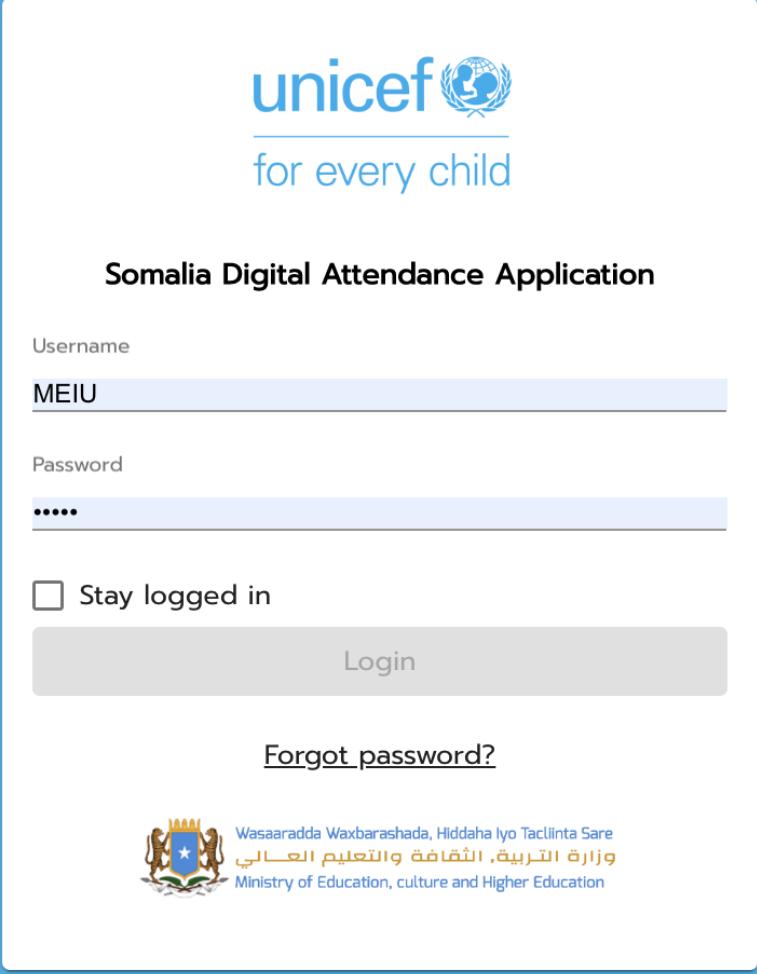
[Logout](#)



To log out from the application, go to the User Profile tab and click on the Logout option.

# Web Dashboard

Login



The image shows the login interface for the UNICEF Somalia Digital Attendance Application. The background is light blue. At the top center is the UNICEF logo with the tagline "for every child". Below it is the title "Somalia Digital Attendance Application". The form has two text input fields: "Username" containing "MEIU" and "Password" containing four asterisks. There is a checkbox labeled "Stay logged in" and a "Login" button. Below the button is a link "Forgot password?". At the bottom is the logo of the Ministry of Education, Culture and Higher Education of Somalia.

unicef  
for every child

Somalia Digital Attendance Application

Username

MEIU

Password

••••

Stay logged in

Login

[Forgot password?](#)

 Wasaaradda Waxbarashada, Hiddaha Iyo Tacliinta Sare  
وزارة التربية والثقافة والتعليم العالي  
Ministry of Education, culture and Higher Education

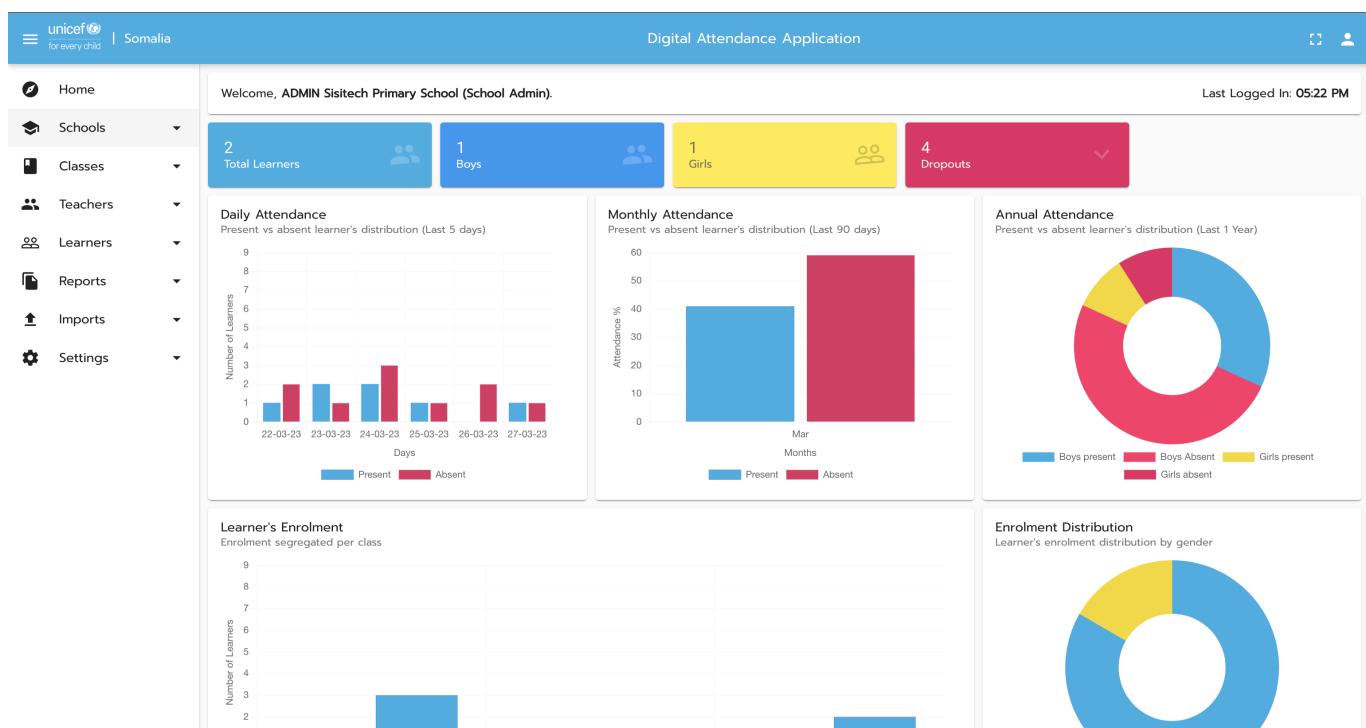
UNICEF Somalia Digital Attendance's dashboard is hosted at [Somalia Dashboard](#). Enter your login credentials to access the dashboard.

[Forgot Password](#)

As a user, you can also reset your password on the web dashboard.



## Dashboard



The dashboard consists of 7 navigation items :-

Item	Description
Home	Provides an overview of all the learner's enrolment and attendance depending on the access level of the user. This is represented by charts and graphs.
Schools	Add a new school and view details of previously added schools
Classes	Add a new class to a school and view details of previously added classes
Teachers	Add a new teacher to a school and view details of previously added teachers. You can also reset the teachers password.
Learners	Add a new learner to a school and view details of previously added learners.
Reports	Generate enrolment and attendance reports as well as download Excel reports for offline use and data analysis.
Imports	Clean and import data via an Excel sheet.
Settings	View the logged in user profile as well as change their password.

#### Home

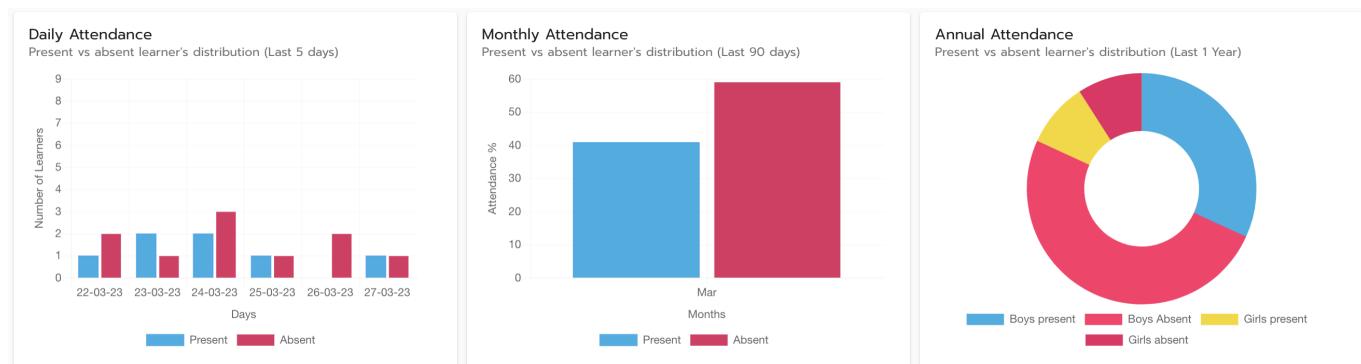


Home

View a card summary of learner enrolment data by gender.



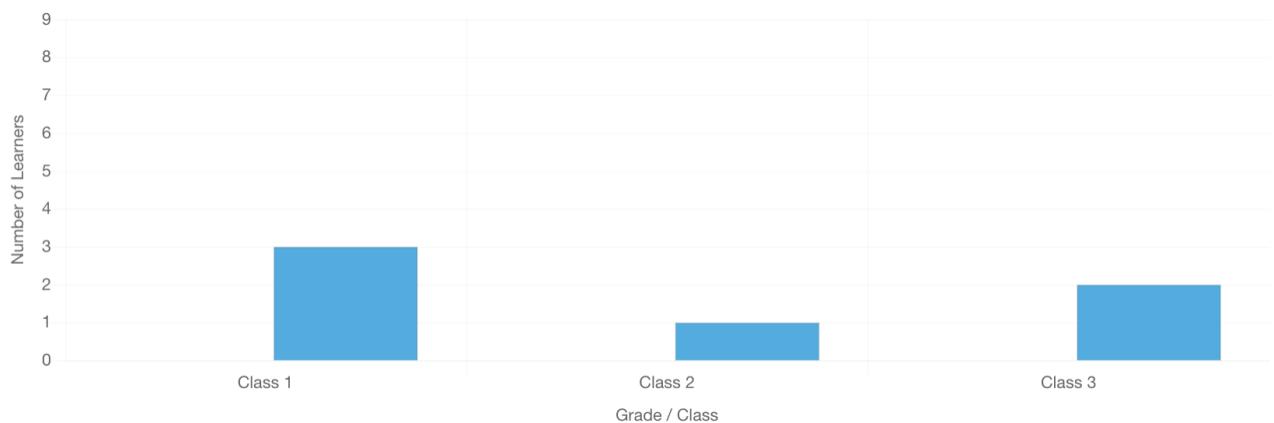
View a chart summary of daily, monthly and annual attendance data.



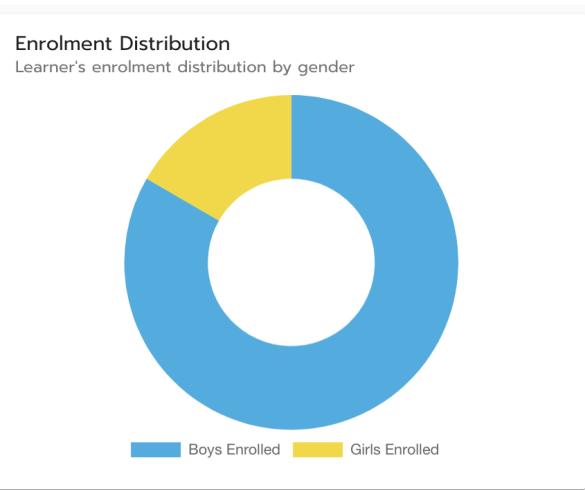
View a chart summary of learner enrolment by class.

### Learner's Enrolment

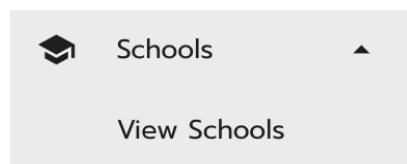
Enrolment segregated per class



View a chart summary of learner enrolment data by gender.



### Schools



View current schools details. Filter by sub county to search for your school. You can also export the summary of the data.

## View Schools

Report Filters

Provide filter options ^

School EMIS Code	Region
<input type="text"/>	<input type="text"/>
State	Search by State name ..
District	Search by District name ..
Shehiya	Search by Shehiya name..

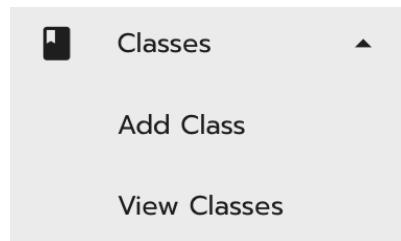
**Search** **Reset All**

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School Details					
Name	Emis Code	Email	Region Name	District Name	Village Name
Sisitech Primary School	MEIU		Nugaal	Garowe	Baley

**Export Summary**

## Classes



Add details of a new class to add it to the Somalia dashboard. The details include :-

Item	Required	Description
Assign School	Yes	Search your school name
Base Class	Yes	Add the standard grade / class i.e. 1,2,3 etc
Stream	No	Add a description for your base class i.e. East, West etc

**Add Class**

Assign School *	<input type="text"/>
Class *	<input type="text"/>
Stream	<input type="text"/>

**Add Class**

View and edit all the classes added to a school by filtering by school.

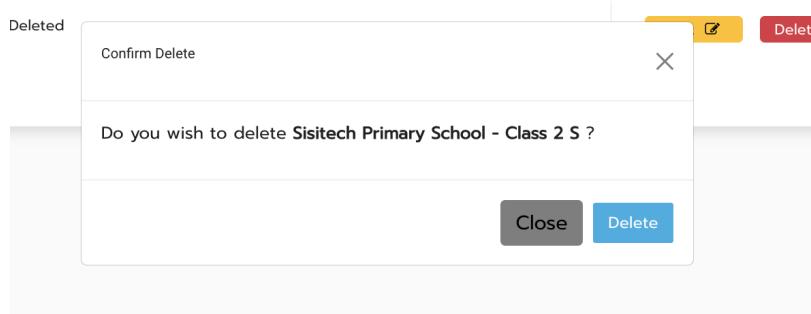
## **View Classes**

Search by School Name

Full Class Name	Actions
Sisitech Primary School - Class 2 S	<button>Edit</button> <button>Delete</button>
Sisitech Primary School - Class 1	<button>Edit</button> <button>Delete</button>
Sisitech Primary School - Class 3 Deleted	<button>Edit</button> <button>Delete</button>

Showing 1 - 3 of 3 Items

You can also delete a class.



## **Teachers**

**Teachers**

Add Teachers

View Teachers

Reset Password

Add details of a new teacher to add them to the Somalia dashboard. The details include :-

Item	Required	Description
Assign School	Yes	Search your school name
First Name	Yes	Teacher's first name
Middle Name	No	Teacher's middle name
Last Name	Yes	Teacher's last name
Phone Number	Yes	Teacher's phone number
Email Address	No	Teacher's email address
Date Started Teaching	No	Date Started Teaching

Item	Required	Description
Employment ID	No	Employment ID
Qualifications	No	University, College Graduate or Not Set
Streams	No	Assign a stream/s to mark attendance
Is School Admin	No	Check to assign teacher role to mark attendance for all classes

### Add Teacher

Assign School \*

First name \*      Middle name      Last name \*

Phone Number \*      Email Address ( Used to receive account password ) \*

Date of Birth      Date started teaching      Employment id

 dd/mm/yyyy  dd/mm/yyyy 

Is school admin

Stream

Search By School Name ...

No results

required

[Add Teacher](#)

View teacher details by filtering the teacher's school sub county and searching the teacher's name from the table. This data summary can as well be exported.

### View Teachers

Report Filters

Provide filter options ^

School

State

Region

District

Shehiya

[Search](#) [Reset All](#)

Search by Full Name, School Name

[Export Summary](#)

Full Name	Username	School Name	Region Name	District Name	Village Name	Employment Id
ADMIN Sisitech Primary School	MEIU	Sisitech Primary School	Nugaal	Garowe	Baley	
Ali Chivatsi Dennis	0715415865	Sisitech Primary School	Nugaal	Garowe	Baley	0987763

Reset a school account password via the teachers section.

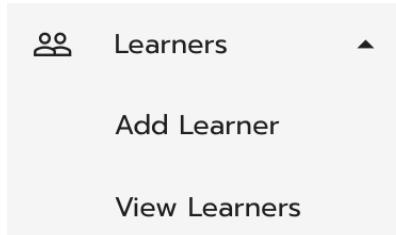
Reset Password

Username

New Password

[Reset Password](#)

#### Learners



Add details of a new learner to add them to the Somalia dashboard. The details include :-

Item	Required	Description
First name	Yes	Learner's first name
Middle Name	No	Learner's middle name
Last Name	No	Learner's last name
Gender	No	Select learner's gender. Between Male or Female
Status	No	Select the learner's status. Either Overage, Never Enrolled or Re Enrolled
Date of Birth	No	Learner's date of birth
Admission Number	No	Learner's unique admission number
Learner's Region	No	The region the learner originates from
Learner's District	No	The district the learner originates from
Learner's Village	No	The village the learner originates from
Learner's Street Name	No	The street name the learner originates from
Learner's House Number	No	The house number the learner originates from
Learner's special needs	No	Select a special need for a learner with special needs

Item	Required	Description
Has attended pre-primary?	No	Select whether the learner has gained any pre-primary school education
Father name	No	The name of the learner's father
Mother name	No	The name of the learner's mother
Father phone	No	The phone number of the learner's father
Mother phone	No	The phone number of the learner's mother
Father status	No	The status of the learner's father. Either alive or deceased
Mother status	No	The status of the learner's guardian. Either alive or deceased
Do You Live With Your Parents	No	Confirm whether the learner lives with their parent or a guardian. If a guardian, fill in the guardian details below
Guardian name	No	The name of the learner's guardian
Guardian phone	No	The phone number of the learner's guardian

#### Add Learner

Has attended pre-primary?

Do You Live With any of your Parent?

View added learners details filtered and grouped by county, sub county, class, school , age etc.

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## View Learners

Report Filters

Provide filter options ▾

Filter by School	Filter by Gender	Mode
Search School Name ..		Preview
Filter by Region	Filter by District	Filter by Village
Search Region Name ..	Search District Name ..	Search Village Name ..
Filter by Special Needs	Filter by Class	Filter by Status
Search Special Needs ..		

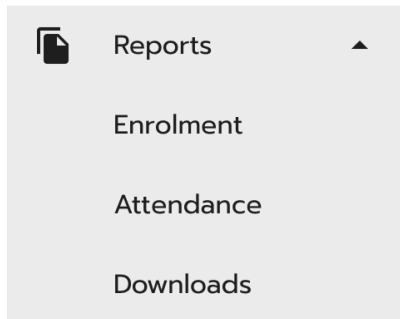
**Search** **Reset All**

Search by First Name

Export Summary

Full Name	School Name	Gender	Class	Admission Number	Status	Date Enrolled	Date Birth	Guardian Name	Guardian Phone	District Name	Region Name	Village Name
kelvin mwangi micha	Sisitech Primary School	MALE	1	1245	Never Enrolled	2023-02-02	2014-12-10	mich		Garowe	Nugaal	Baley

## Reports



Select to view and generate either enrolment or attendance data reports. Filter and group your reports by region, district, village, class, school , age and status. You can also export and download a report summary.

## Enrolment Report

Report Filters

Provide filter options ▾

Search by First Name

Export Summary

#	Date Enrolled	Date Of Birth	Full Name	Leaners Status	Leaners Gender	Class	Admission Number	School Name	Enrolled Date	Leaners Birthday	District Name	Region Name	Village Name
1	2023-02-02	2014-12-10	kelvin mwangi micha	Never Enrolled	MALE	1	1245	Sisitech Primary School	2023-02-02	2014-12-10	Garowe	Nugaal	Baley
2	2023-03-15	2023-03-15	Ali Chivatsi Dennis	Over age	MALE	3 Deleted	002	Sisitech Primary School	2023-03-15	2023-03-15	Garowe	Nugaal	Baley
3	2023-03-22	2010-03-03	John Doe	Over age	MALE	1	001	Sisitech Primary School	2023-03-22	2010-03-03	Garowe	Nugaal	Baley
4	2023-03-22	2002-06-22	Ali Dennis	Over age	MALE	2 S	XXX	Sisitech Primary School	2023-03-22	2002-06-22	Garowe	Nugaal	Baley
5	2023-03-22	2018-11-02	Micha Micha	Over age	MALE	3 Deleted	XXX	Sisitech Primary School	2023-03-22	2018-11-02	Garowe	Nugaal	Baley
6	2023-03-23	2019-01-01	Jane Doe	Over age	FEMALE	1	XXX	Sisitech Primary	2023-03-23	2019-01-01	Garowe	Nugaal	Baley

## Attendance Report

Report Filters

Provide filter options ▾

Search by First Name

Export Summary

#	Gender	Attendance	Attendance Date	Full Name	Admission Number	Date Enrolled	Date Of Birth	Class	School Name	Student Status	Village Name	District Name	Re Na
1	MALE	Absent	2023-03-15	kelvin mwangi micha	1245	2023-02-02	2014-12-10	2 S	Sisitech Primary School	Never Enrolled	Baley	Garowe	Nugaal
2	MALE	Absent	2023-03-20	kelvin mwangi micha	1245	2023-02-02	2014-12-10	2 S	Sisitech Primary School	Never Enrolled	Baley	Garowe	Nugaal
3	MALE	Absent	2023-03-20	Ali Chivatsi Dennis	002	2023-03-15	2023-03-15	2 S	Sisitech Primary School	Over age	Baley	Garowe	Nugaal

Select to view and generate either reason for absence or reason for deletion reports.

## Reasons For Absence Report

Report Filters

Provide filter options ▾

Search by First Name

Export Summary

#	Date Added	Full Name	Gender	Admission Number	Class	School Name	Village Name	District Name	Region Name	Date Of Birth	Date Enrolled	Student Status	Reason Name
1	2023-03-15	kelvin mwangi micha	MALE	1245	1	Sisitech Primary School	Baley	Garowe	Nugaal	2014-12-10	2023-02-02	Never Enrolled	Disruptive Cultural Beliefs
2	2023-03-21	kelvin mwangi micha	MALE	1245	1	Sisitech Primary School	Baley	Garowe	Nugaal	2014-12-10	2023-02-02	Never Enrolled	Other Reason
3	2023-03-22	Ali Chivatsi Dennis	MALE	002	3 Deleted	Sisitech Primary School	Baley	Garowe	Nugaal	2023-03-15	2023-03-15	Over age	Distance To School
4	2023-03-24	Ali Dennis	MALE	XXX	2 S	Sisitech Primary School	Baley	Garowe	Nugaal	2002-06-22	2023-03-22	Over age	Other Reason
5	2023-03-24	John Doe	MALE	001	1	Sisitech Primary School	Baley	Garowe	Nugaal	2010-03-03	2023-03-22	Over age	Other Reason

Showing 1 - 5 of 5 Items

## Reasons For Delete Report

Report Filters

Provide filter options ▾

Search by First Name

Export Summary

#	Date Added	Full Name	Gender	Admission Number	Class	School Name	Village Name	District Name	Region Name	Date Of Birth	Date Enrolled	Student Status	Reason Name
1	2023-03-22	Ali Chivatsi Dennis	MALE	002	3 Deleted	Sisitech Primary School	Baley	Garowe	Nugaal	2023-03-15	2023-03-15	Over age	Transferred to Another School
2	2023-03-24	Ali Chivatsi Dennis	MALE	002	3 Deleted	Sisitech Primary School	Baley	Garowe	Nugaal	2023-03-15	2023-03-15	Over age	Transferred to Another School
3	2023-03-24	kelvin mwangi micha	MALE	1245	1	Sisitech Primary School	Baley	Garowe	Nugaal	2014-12-10	2023-02-02	Never Enrolled	Transferred to Another School
4	2023-03-24	Micha Micha	MALE	XXX	3 Deleted	Sisitech Primary School	Baley	Garowe	Nugaal	2018-11-02	2023-03-22	Over age	Other reason
5	2023-03-24	Ali Dennis	MALE	XXX	2 S	Sisitech Primary School	Baley	Garowe	Nugaal	2002-06-22	2023-03-22	Over age	Other reason

The downloads page shows a list of all previously exported report summaries as well as queued reports. Click the download button to download an excel report summary.

## Exports Downloads

Refreshes automatically after every 10 seconds

Search by Report Name					
Name	Active Filters	Rows	Exported	Completed %	Download Link
Export Students by Id		3	3	100.00%	<a href="#">Click To Download</a>
Showing 1 - 1 of 1 Items					

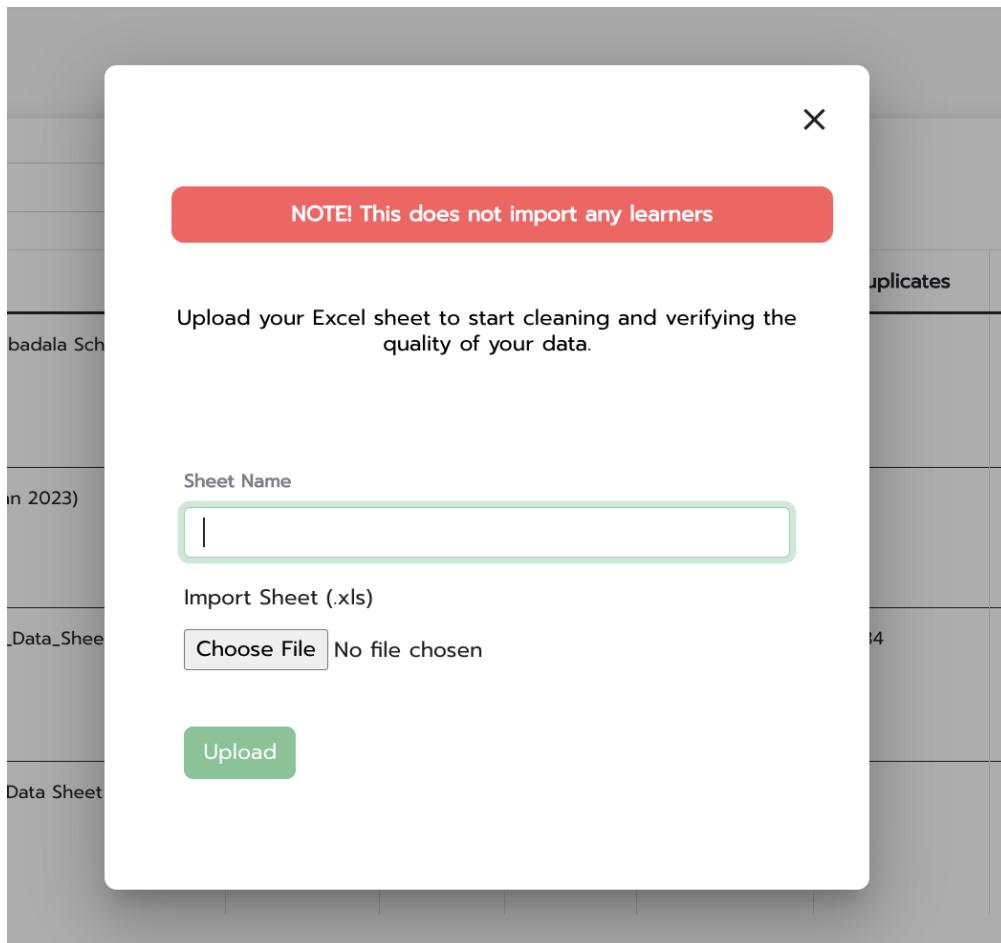
## Imports



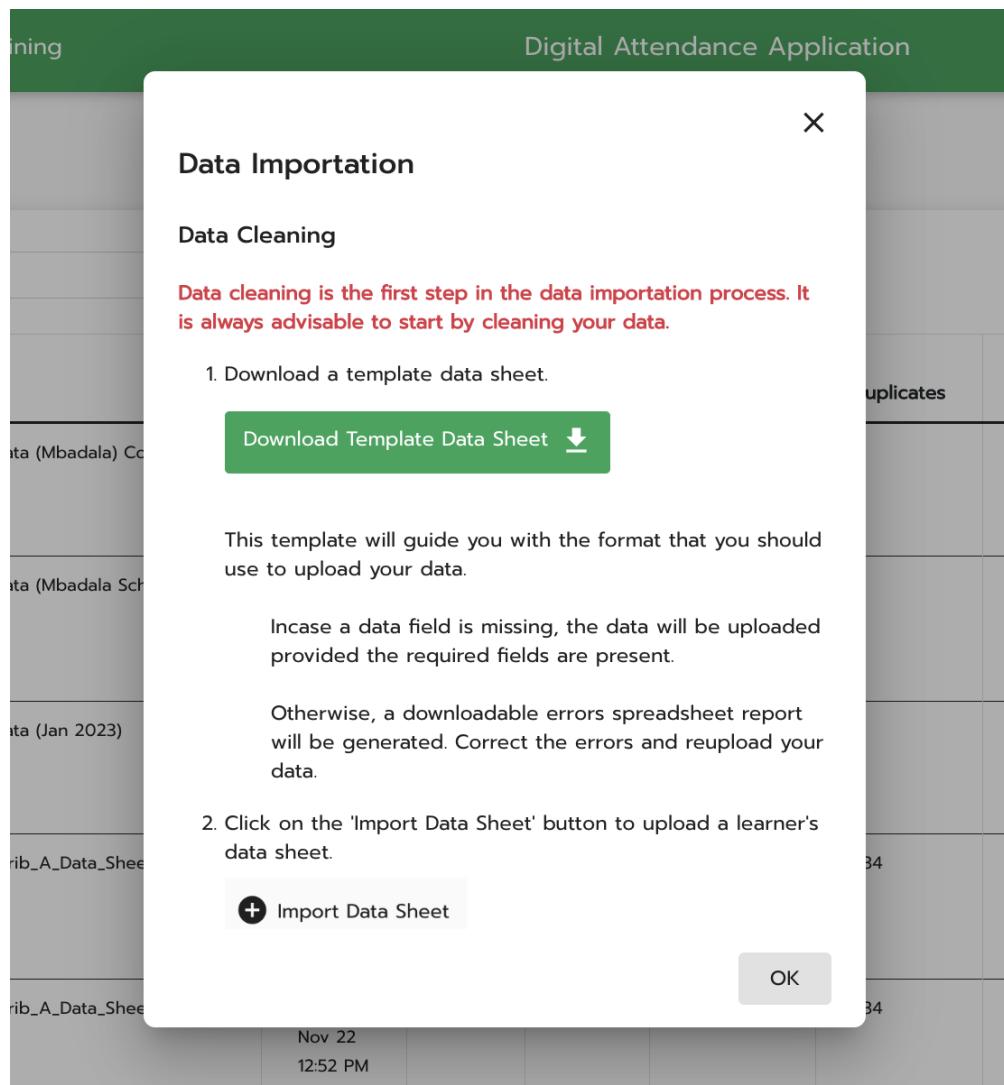
Clean your data before uploading it as an excel sheet. In case of any errors during cleaning, download the errors file and fix the issues. Head to the data importation section and bulk upload a clean excel sheet to the dashboard.

Data Cleaning											<a href="#">Help</a>	<a href="#">Import Data Sheet</a>
Search by Sheet Name												
Name	Created	Rows	Clean	Processed	Duplicates	Errors	Status	Issues	Original File	Errors File		
Zanzibar Pilot Data (Mbadala Schools)	Tue, 24 Jan 23 03:43 PM	79	false	79	0	1	Done		<a href="#">Click to Download</a>	<a href="#">Click to Download</a>		
Zanzibar Pilot Data (Jan 2023)	Tue, 24 Jan 23 11:49 AM	275	true	275	0	0	Done		<a href="#">Click to Download</a>			
Zanzibar_Magharib_A_Data_Sheet_JZcB174	Sat, 12 Nov 22 02:28 PM	574	false	574	334	8	Done		<a href="#">Click to Download</a>	<a href="#">Click to Download</a>		
Zanzibar Magharib A Data Sheet	Fri, 11 Nov 22 03:41 PM	574	false	568	0	240	Done		<a href="#">Click to Download</a>	<a href="#">Click to Download</a>		

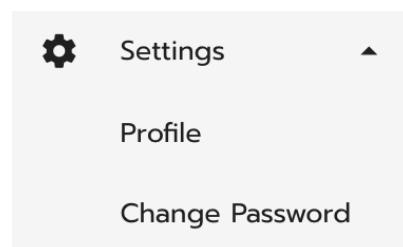
Showing 1 - 4 of 4 Items



Before importing your data file, make sure it follows the template found in the help section.



## Settings



The profile settings show details of the logged in user and allows the changing of password.

A screenshot of the user profile screen for "ADMIN Sisitech Primary School". It shows basic information like Bio, Phone (N/A), Date Of Birth (N/A), Gender (Not Set), and roles (School Admin, MEIU). There is an "Edit Profile" button.

**Change User Password**

Old Password

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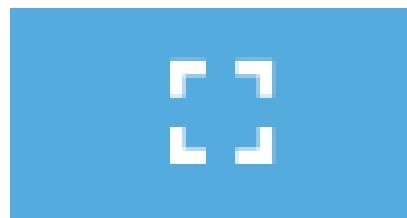
New Password

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Confirm Password

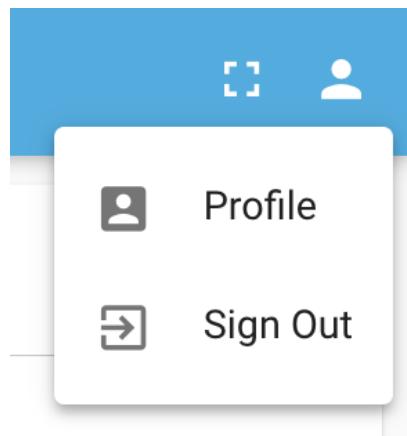
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**Full Screen Mode**



Use fullscreen mode on the top right of the navigation menu to hide and unhide the toolbar, creating more space to view your data.

[Logout](#)



Logout by clicking on the user icon in the top right of the navigation bar.