

# **HOW TO GENERATE / DOWNLOAD THE LEAVE REPORT**

**STEP 1 :** Go to blue host and login.

**STEP 2 :** Go to Databases and Click phpMyAdmin.

**STEP 3 :** Click Databases.

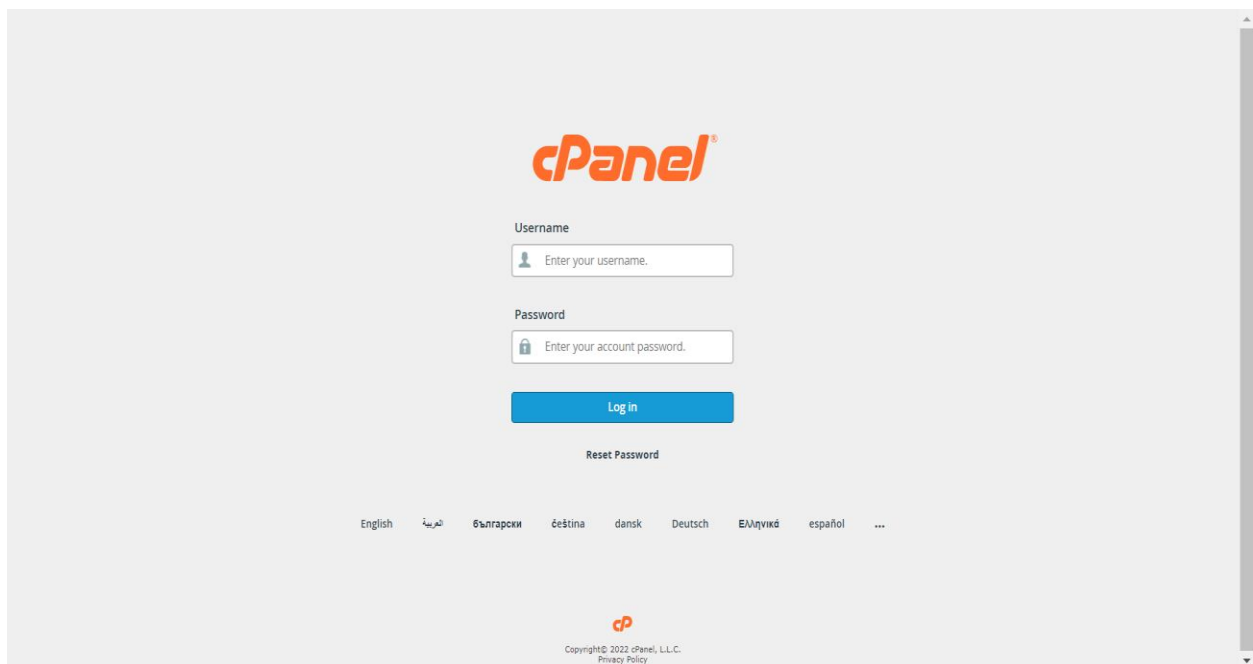
**STEP 4 :** Go to manvaasa\_login.

**STEP 5 :** Click Leave.

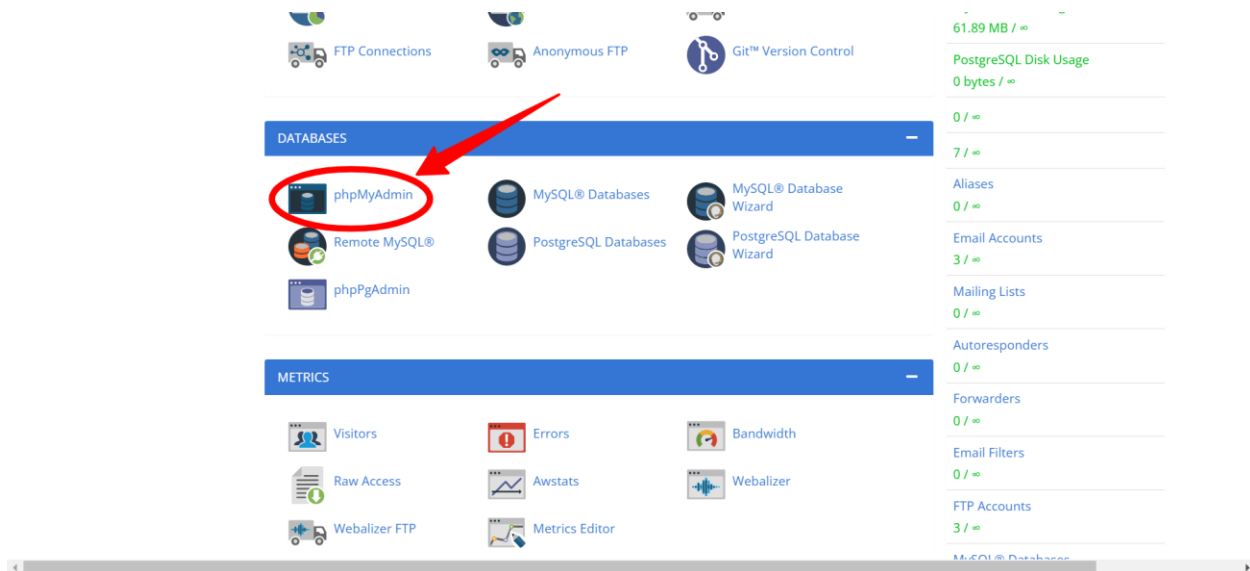
**STEP 6 :** Click Check all Checkbox and after Click Export.

**STEP 7 :** Select format as PDF and Click Go

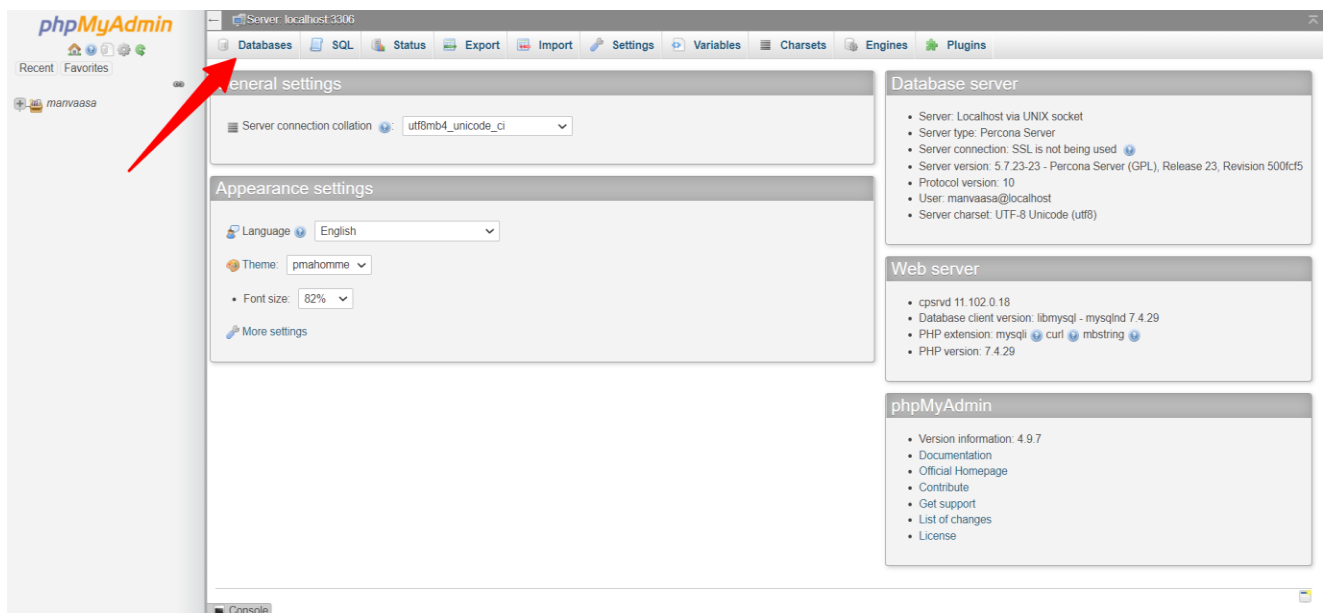
**STEP 1 :** Go to blue host and login.



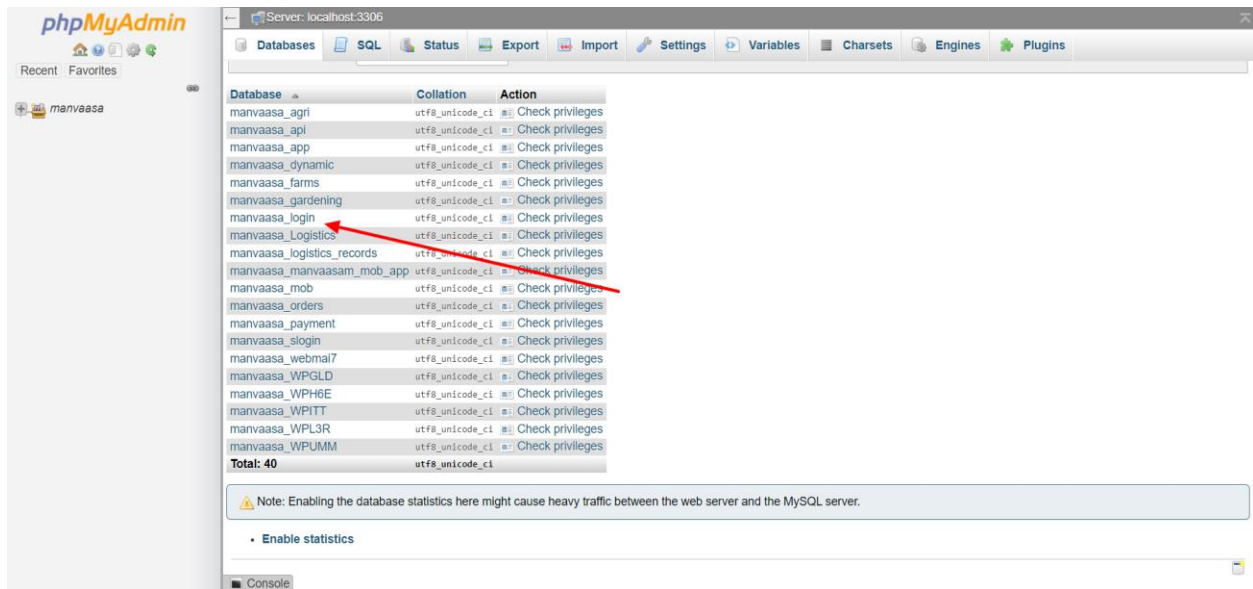
**STEP 2 :** Go to Databases and Click phpMyAdmin.



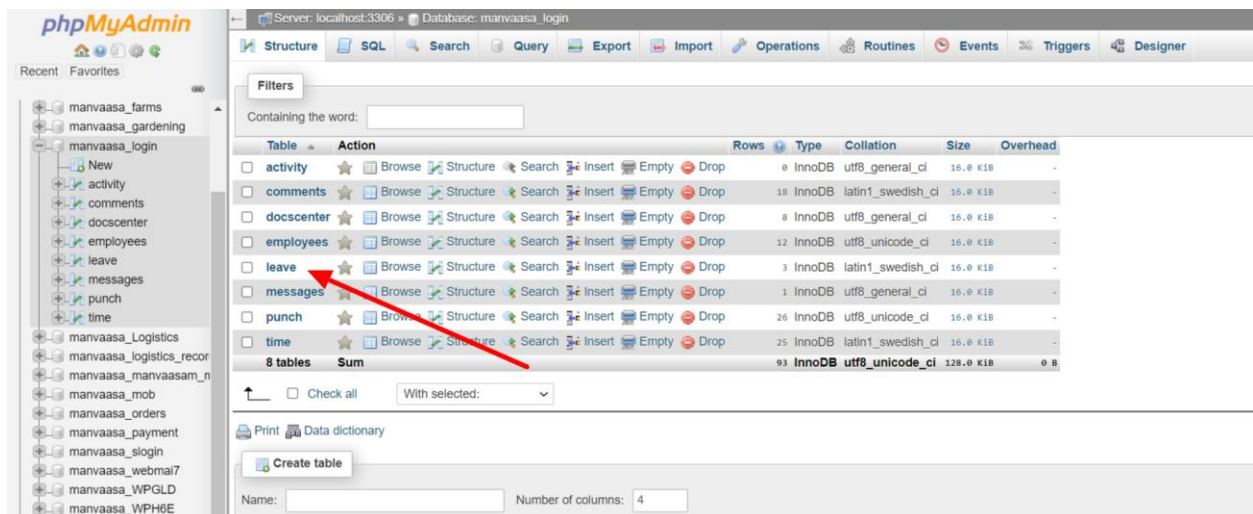
**STEP 3 :** Click Databases.



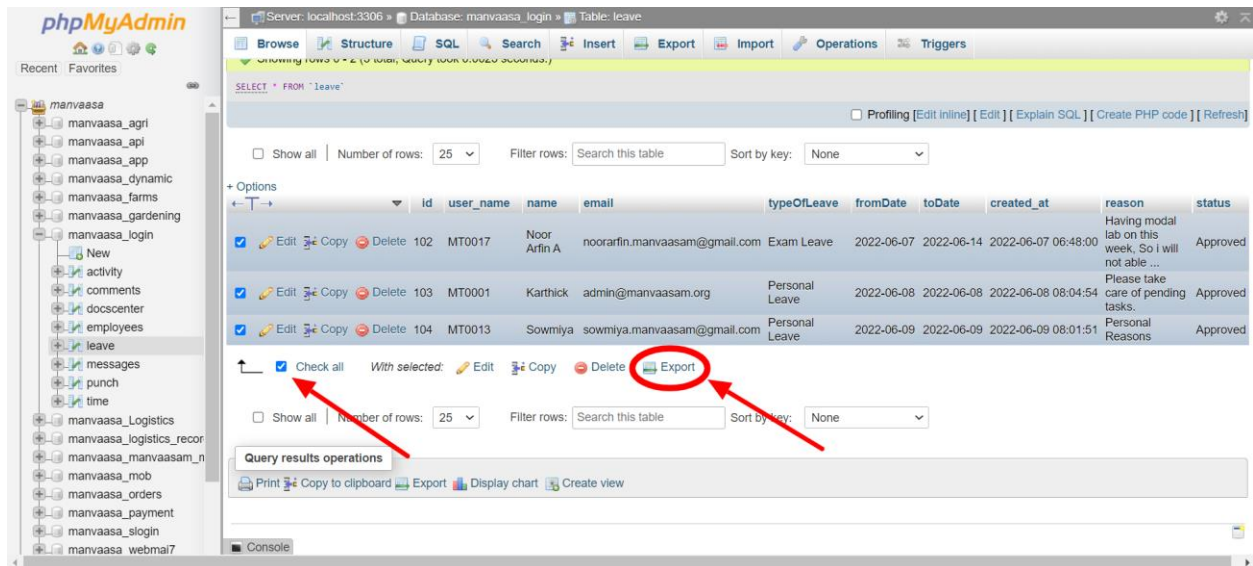
**STEP 4 :** Go to manvaasa\_login.



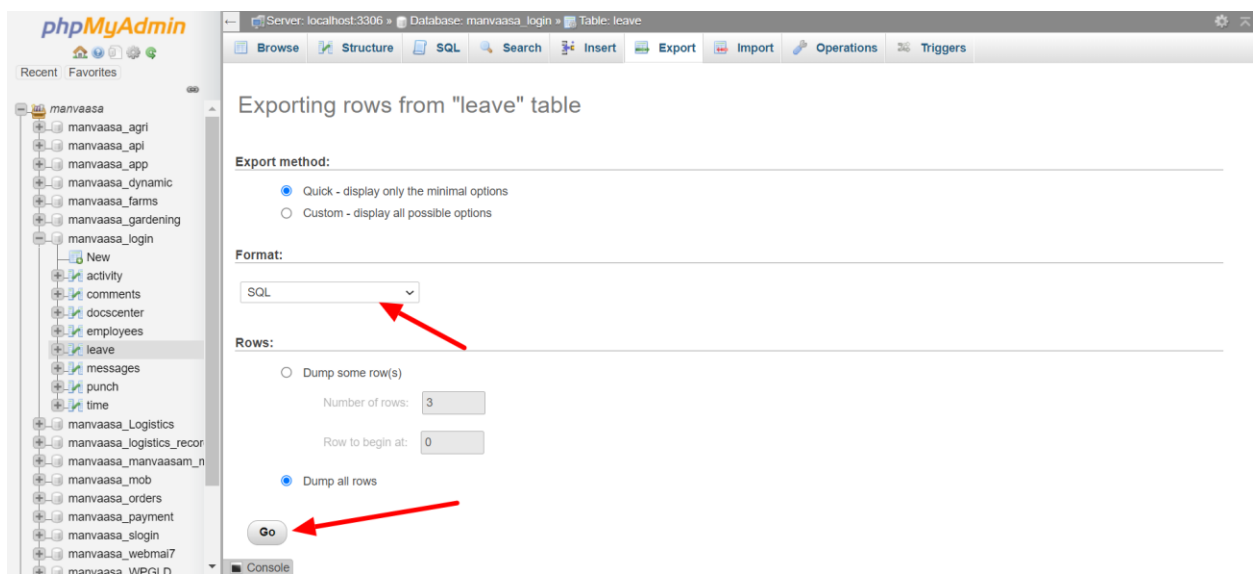
**STEP 5 :** Click Leave.



**STEP 6 :** Click Check all Checkbox and after Click Export.



**STEP 7 :** Select format as PDF and Click Go

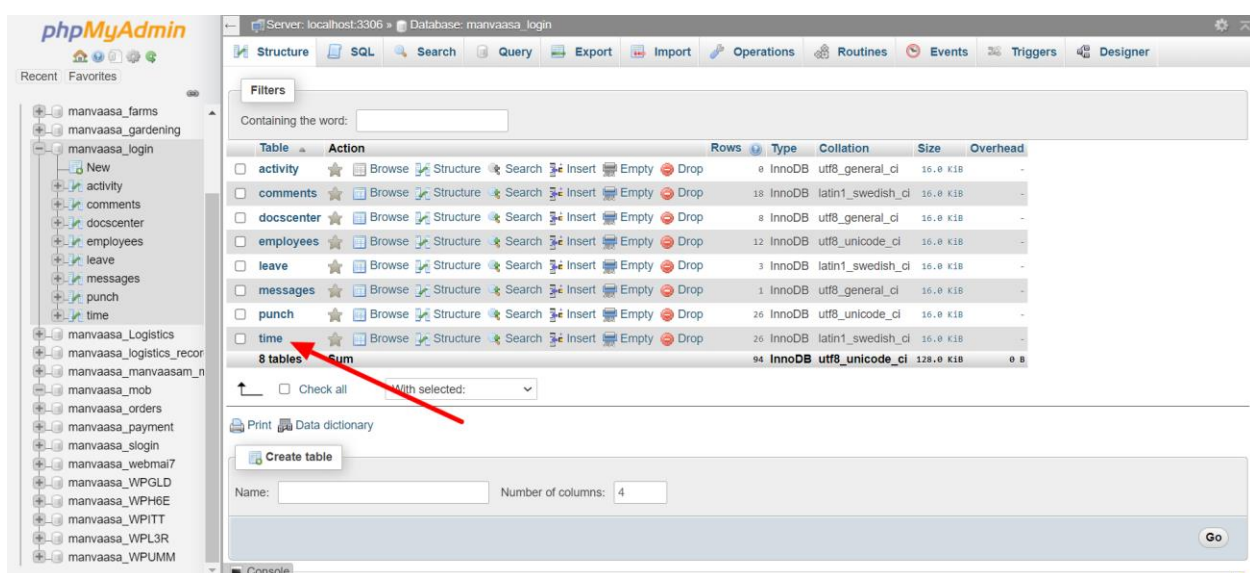


**On clicking Go, The document will get downloaded.**

# HOW TO GENERATE / DOWNLOAD THE MANVAASAM EMPLOYEE LOGIN-LOGOUT REPORT

Select the required databases and then follow the steps as mentioned above except Step 5.

**STEP 5 :** Click time database.

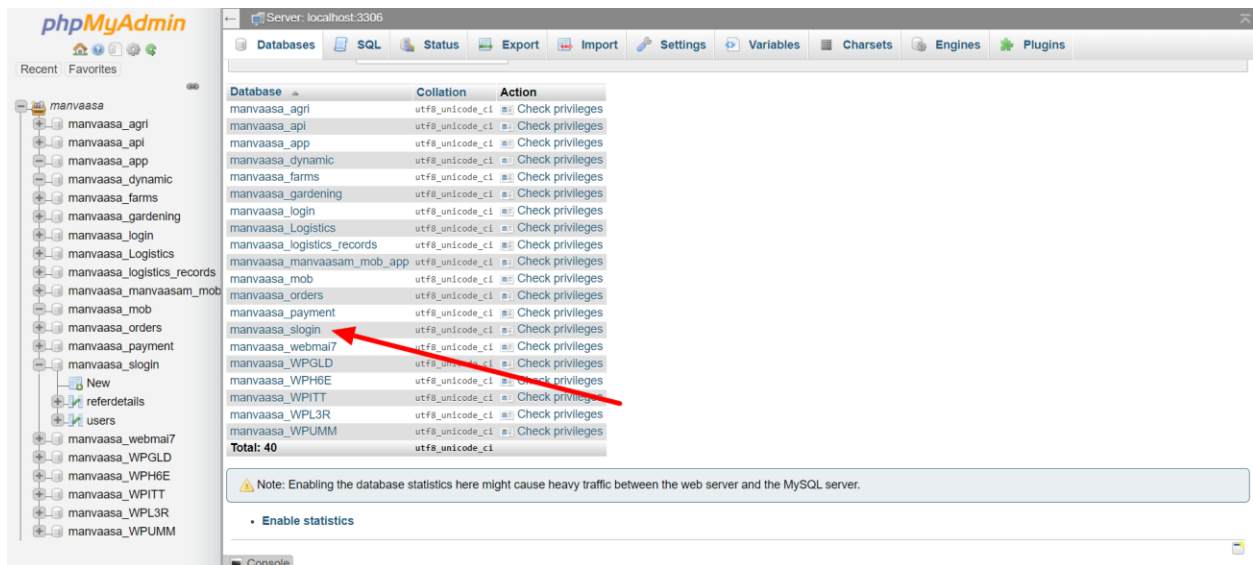


Follow the remaining steps correctly and download the report successfully.

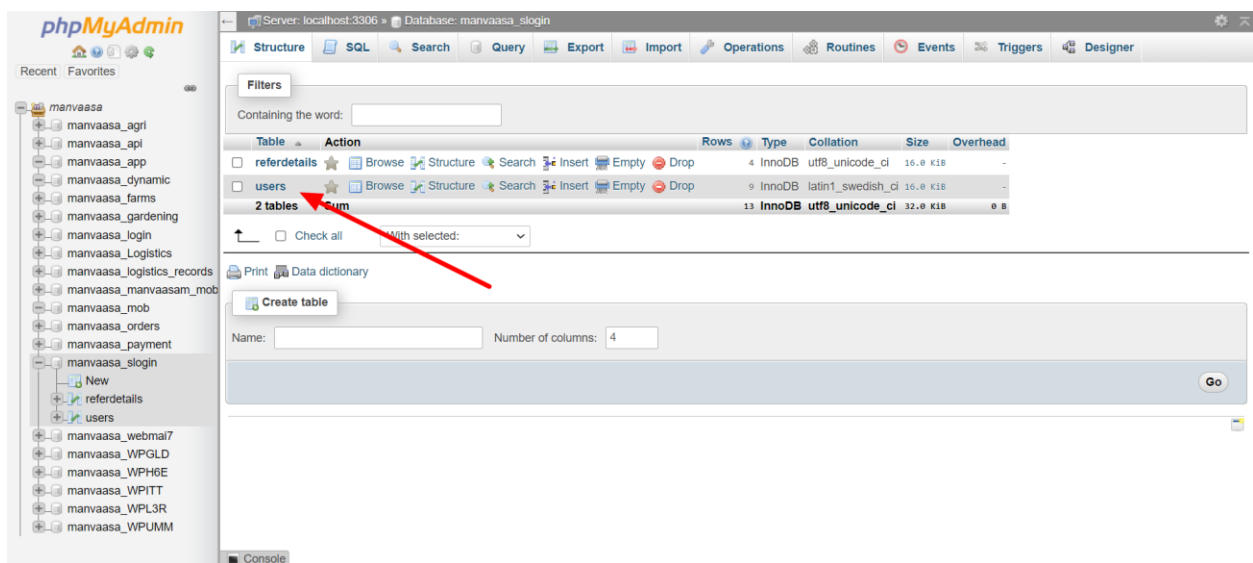
# HOW TO GENERATE / DOWNLOAD STUDENT LOGIN REPORT - MANVAASAM COMMUNITY

Follow the Steps 1 to 3 as above mentioned.

**STEP 4 :** Go to manvaasa\_slogin.



**STEP 5 :** Click users table.



Follow the remaining steps correctly and download the report successfully.