

1. How to add or edit Student Attendance?

- Access

To add or edit attendance, the allowed user can go to **Attendance Panel** which is the **3rd option** in the central tab in the home page. Clicking on the first option of the drop-down menu which is the **add/edit attendance** will redirect you to the **Student Attendance Entry** page.

Another way is by going to the **Academic** menu and a drop-down menu coming will appear. Under the **Attendance** tab, 1st option which is the **add/edit attendance**.

- Data Entry

To add/edit attendance the **first thing** the administrator will have to do is **select the section**. The **section button** is on the **upper left corner** just above attendance entry. Then only adding or editing attendance will be possible.

Attendance For DD.MM.YY - Select the date for which the allowed user wants to add attendance

Section Name (Section Code) Strength - Details of Selected Section with Strength

Information Provided as follows:

Rank	Code	Regd ID	Student Name	Status
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After selecting **section** the format will be as shown above. Allowed System User can see the **date** for which attendance is taken, **the section name, section code** and **strength** of the section as well. Also the details of all the students of the section including their **rank, student code, Regd Id, Name** and **Status of presence**.

Besides the Status Column, rest of the columns are for view-only purpose. By clicking on the status column you can perform 3 types of entries.

P - Present - All students carry this status when this module is accessed for respective date and can be resumed by 3 Left Mouse Button Click.

A - Absent - Set by 1 Left Mouse Button Click, if the Status is set to **P**

L - On Leave - Set by 2 Left Mouse Button Click, if the Status is set to **P**

All three States of Status are interchangeable by **Left Mouse Button Click**

On the left side of the student entry system, there are four buttons-

Save Attendance - After taking attendance of the whole section, click on **save** attendance to save all the entries made on that particular day, otherwise, no entry will be saved in the system.

At this point system generated **SMS** are sent at registered mobile no(s) for Students **marked absent or on leave**. These SMS can be sent with **Masking** (initiated on request, on Institute name if Mask is registered or by ALBAB) too.

Change Date - To change the date on which you are taking attendance of the section, click on change date and a calendar tab pops up, and you can select the date.

Present All- To mark all the students in the section present click on Present All, and for all the students the entry made will be P.

Reset- As self-explanatory as this term sounds, to remove all the entries from the attendance entry system, click on the reset button.

Below the reset button, you can see 4 buttons listed under Attendance- You can check the attendance of the section for today, yesterday and tomorrow by clicking on **Today Attendance**, **Yesterday Attendance**, and **Tomorrow Attendance** respectively.

To **print** the attendance sheet click on the fourth option **print attendance sheet**.

2. How can I view Attendance of a Section for entire month?

- [Access](#)

This is for view-only purpose only.

To view attendance register of any section, the allowed user can go to **Attendance Panel** which is the **3rd option** in the central tab in the home page. Clicking on the 2nd option of the drop-down menu which is the Attendance Register will redirect you to the **Student Attendance Register** page. The **first thing** the administrator will have to do is **select the section**. The **section button** is on the **upper left corner** of the attendance register.

Another way is by going to the **Academic** menu and a drop-down menu coming will appear. Under the **Attendance** tab, 2nd option which is the **Attendance Register**.

Attendance Register For DD.MM.YY - Add the date on which the administrator wants to add Attendance

Information Provided as follows:

Branch	Section	Section Code	Strength
Rank	Code	RegID	Student Name
			Dated from 1-30 Attendance Status (previously added)

After selecting **section** the format will be as shown above. The allowed user will be able to view all the details of the section and all the students in it and the entries made in the attendance register as well.

Below the Section button, there is a **Print Version** button which will print the attendance sheet.

The easy to access buttons available just **below** the **print version** button are-

Current Month - To view attendance register for the current month

Previous Month - To view attendance register for the previous month

*Also, the allowed user can navigate through the attendance register of all the corresponding months, by **choosing the month** you want to view the attendance register for from the **left side menu**.*

3. How to monitor the Attendance Status of the entire Institute?

This is for view-only purpose only.

- [Access](#)

To monitor the attendance status of all the students in a section-wise manner in the Institute system for a single day, the allowed user can go to **Attendance Panel** which is the **3rd option** in the central tab in the home page. Clicking on the 3rd option of the drop-down menu which is the **Attendance Status** will redirect you to the **Student Attendance Status** page.

Another way is by going to the **Academic** menu and a drop-down menu coming will appear. Under the **Attendance** tab, 3rd option which is the **Attendance Status**.

Compiled Information of Attendance Status is provided at upper-left widow (Including **Dated** - DD-MM-YYYY) and as Header in center as follows:

Strength - Total no. of students in the Institute (including all the sections).

Not Marked - Total no. of students whose attendance status was not marked.

Day Present - Total no. of Present students on that day.

Day Absent - Total no. of Absent students on that day.

Day Leave - Total no. of students who are on leave on that day.

Section - Total no of sections

Information Provided in following format

Rank	Section	Strength	Not Marked	Present	Absent	Leave
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Total - Total of all respective columns

The allowed user will be able to view all the details of all the sections and the entries made in the attendance register as well.

Use **Change Date Button** to view attendance status info for desired date. The allowed user can click on change date and a calendar tab will pop up, and you can select the date.

4. How can I view which Students were on Leave or Absent at Specified Date for whole Institute?

- [Access](#)

To monitor the detailed attendance status of all the students in a section-wise manner in the Institute system for a single day, the administrator can go to **Attendance Panel** which is the **3rd option** in the central tab in the home page. Clicking on the 4th option of the drop-down menu which is the **Detailed Attendance Status** will redirect you to the **Attendance Status** page.

Another way is by going to the **Academic** menu and a drop-down menu coming will appear. Under the **Attendance** tab, 4th option which is the **Detailed Attendance Status**.

This is for view-only purpose only.

The format for this is same as report described in **Question 3**. However, this attendance sheet has two more columns namely - **Absent Detail** and **Leave Detail**

Strength:	Not Marked:	Day Present:	Day Absent:	Day Leave:	Section:
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Rank	Section	Strength	Not Marked	Present	Absent	Absent Detail	Leave	Leave Detail
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Total - Total of all respective columns

Change Date button

To familiarize yourself with most terms above refer to **Question 3**

Absent Detail - This column stores all the names of absent students from that particular section.

Leave Detail - This column stores all the names of students who are on leave.

5. What if I want to contact the absentees of particular day?

OR

Can I contact the absent students of a corresponding day?

- [Access](#)

To get contacts of students who are absent and their details, the allowed user can go to **Attendance Panel** which is the **3rd option** in the central tab in the home page. Clicking on the 5th option of the drop-down menu which is the **Contact(s) of Absentee** will redirect you to the **List of Absent Student Dated: DD-MM-YYYY** page, where you will find out the names and other details of the absent students of the corresponding date.

Another way is by going to the **Academic** menu and a drop-down menu coming will appear. Under the **Attendance** tab, 5th option which is the **Contact(s) of Absentee**.

This is for view-only purpose only.

On the upper-left side of the window, there is a change date button which can be used to change the date of attendance info. The allowed user can click on change date and a calendar tab will pop up, and you can select the date.

6. What if I want to contact students on leave of particular day?

OR

Can I contact the leave students of a corresponding day?

- [Access](#)

To check for the no. of students who are on leave and their details, the administrator can go to **Attendance Panel** which is the **3rd option** in the central tab in the home page. Clicking on the 6th option of the drop-down menu which is the **Contact(s) of On Leave** will redirect you to the **List of Leave Student Dated: DD-MM-YYYY** page, where you will find out the names and other details of the students who are on leave.

This is for view-only purpose only.

The rest of the process is the same as **Question 5**.

7. How to check for the holidays in an academic year?

- Access

To check for the no. of holidays in an academic year, one can go to **Attendance Panel** which is the **3rd option** in the central tab in the home page. Clicking on the 7th option of the drop-down menu which is the **Holiday Calendar** will redirect you to the **list of holidays** for the whole academic year.