# **Attendance Module**

**Responsibility:- Class Teacher** 

Things to Do

- 1. Class Teacher Login into School App
- 2. Click on Mark Attendance
- 3. Select Class and Section and Date

List of Students will be showed by and You can mark one by one or Can Select All.

Attendance will be activated.

Total Time for Class (40 Students) Attendance: 2 mins. Video is attached

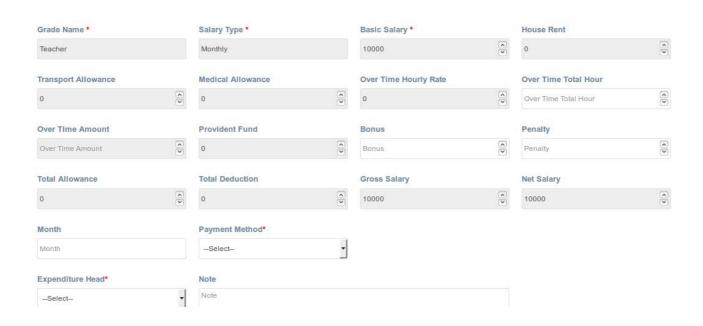
# **Payroll Module**

### **Responsibility:-** Account Department/ Coordinator

## **Things to Do**

- 1. Accountant Login into School App
- 2. Assign Salary Grade (If not assigned already) as per month or hours
- 3. Then Select Make Payment Using Form Payment
- Salary will be showed up then you can see the how much Salary is due
- then you can input the amount your paying, Expense Head and via mode of payment.

#### Screen Shot attached.



## **Fees Payment Management**

# **Responsibility:- Account Department/ Coordinator**

#### **Things to Do**

- 1. Accountant Login into School App.
- 2. Goto Fees Bulk Payment Pay
- 3. Ask the Parent Student Name or Admission ID.
- 4. Input that in Search Panel.
- 5. Select Student and Goto Detail View.
- 5. Examine Pending Payment of Student.
- 6. Share Invoice Amount with Parent and Ask how much they want to pay.
- 7. Input the Amount and Fine or Discount and Check Gross Amount of Invoices and select mode of payment cash or cheque & Submit
- 8. Print A5 Reciept 3 copies will output. 1 -parent, 2- school, 3-accounts.

#### And next payment.

**Process time = 1-2 mins video attached.**