

How to Access your Dashboard on EduBuddy

1. VISIT THE EDUBUDDY WEBSITE

- OPEN YOUR BROWSER (CHROME/FIREFOX) AND GO TO [HTTPS://EDUBUDDY.ONLINE/](https://edubuddy.online/).

2. LOG IN TO YOUR ACCOUNT

- ON THE LOGIN PAGE, ENTER YOUR USER ID AND PASSWORD.
- IF YOU DON'T HAVE YOUR LOGIN CREDENTIALS, CONTACT YOUR ADMIN OR HR.

3. FORGOT PASSWORD?

- IF YOU'VE FORGOTTEN YOUR PASSWORD, CLICK ON THE "FORGOT PASSWORD" OPTION AND FOLLOW THE STEPS TO RESET IT.


4. ACCESS YOUR DASHBOARD

- ONCE YOU'VE LOGGED IN, YOUR DASHBOARD WILL APPEAR. FROM HERE, YOU CAN EXPLORE ALL THE FEATURES AND MODULES OF EDUBUDDY.




How to Use “ExcelImportManager”

1. Click on Settings

 Settings

2. Click on Excel
Import Manager

 ExcelImportManager

3. Select Action
For template

Select Template:

Select Action ▼



If You Want to
Update Student
Status like
Studying or Not
Click on it

Update Student
Status

Update Student Fees
Discount

Update Student Fees

If You Want to
Update Student
Fees Discount,
Click on it

If You Want to
Update Student
Fees Click on it



If You Want to
Edit Student Basic,
Click on it

[Edit Student Basic](#)

If You Want to
Update Employee
Record like
Teaching or Not Or
Class
Teacher Update
Click on it

[Update Employee
Record](#)

[Add Student Fees
Receipts](#)

If You Want to Add Student
Fee Receipts Click on it



If You Want to
Update Student
Section, Click
on it

Update Student
Section

If You Want to
Update
Student Basic,
Click on it

Update Student
Basic



If You Want to
Update Transport
Student
Click on it



Update Transport
Students

If You Want to
Update Subjects-
Teachers
Click on it



Update Subjects-
Teachers



Click On Download
Template To Get
Template For Uploading
Data



DOWNLOAD TEMPLATE



Click on Choose File
& than Choose File
for Upload .
Supplied File with
Size 637307 bytes
Exceeds the
Maximum of 512000
bytes

Upload File No file chosen

An error occurred while processing the file: Supplied file with size 637307 bytes exceeds the maximum of 512000 bytes.



Click on
Export To
Excel to
Upload Data

EXPORT TO EXCEL

