

How to Access Your Dashboard on EDUBUDDY



1. Visit the EDUBUDDY Website

Open your browser (Chrome/Firefox) and go to <https://edubuddy.online/>.

2. Log In to Your Account

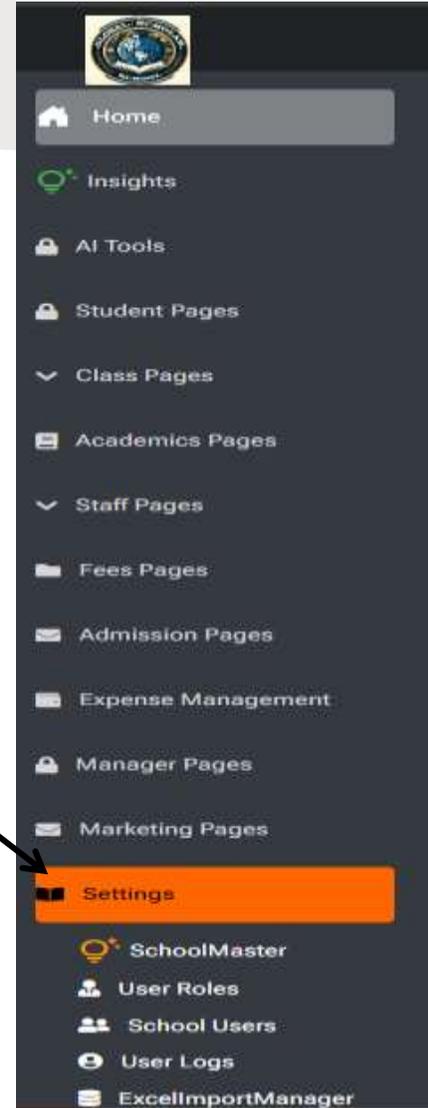
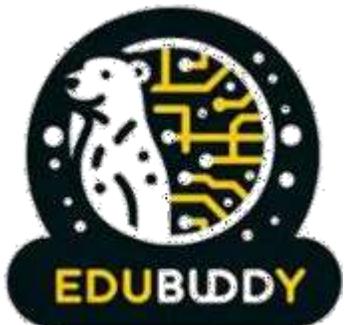
- On the login page, enter your **User ID** and **Password**.
- If you don't have your login credentials, contact your admin or HR.
- **Forgot Password?**
 - If you've forgotten your password, click on the "Forgot Password" option and follow the steps to reset it.

3. Access Your Dashboard

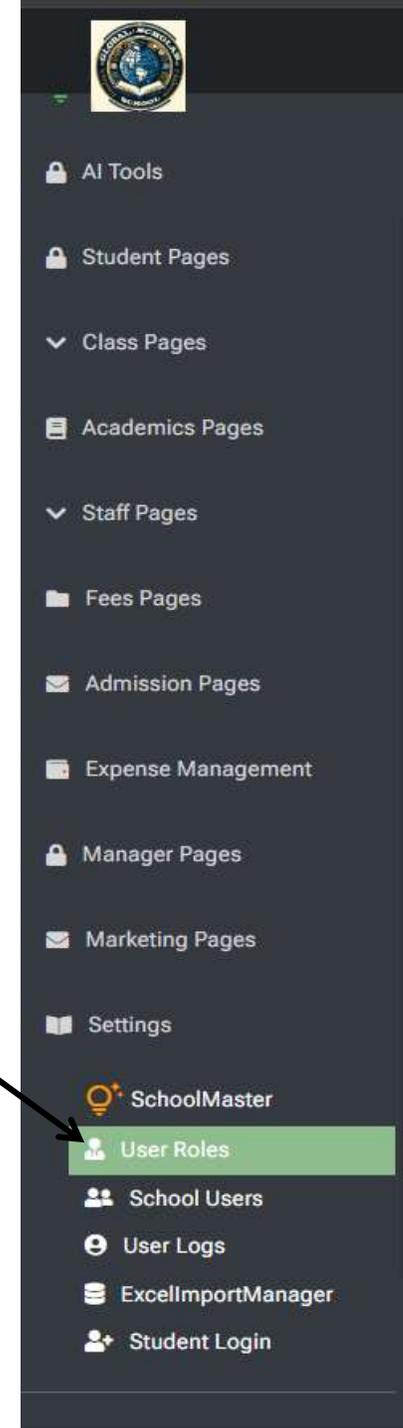
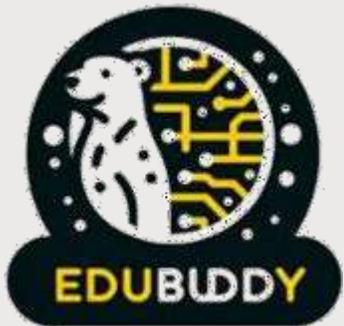
- Once you've logged in, your **Dashboard** will appear. From here, you can explore all the features and modules of EDUBUDDY.

How to Assign Role to Employees in EduBuddy?

1. Click on
“Settings” .

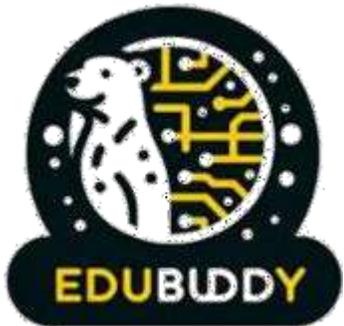


Many options will appear, and you need to click on the "**User Roles**" option.



Select a Desired Employee.

If you want to check the role of employee then click on “**Check Role**”.



A screenshot of the EduBuddy dashboard. The top navigation bar includes 'EduBuddy Overview', 'EduBuddy Blog', and 'AI Tool'. A dark sidebar on the left contains a menu with categories like 'AI Tools', 'Student Pages', 'Class Pages', 'Academics Pages', 'Staff Pages', 'Fees Pages', 'Admission Pages', 'Expense Management', 'Manager Pages', 'Marketing Pages', and 'Settings'. The main content area is titled 'STAFF ROLES' and contains a section 'Employee: Assign EduBuddy Roles'. This section has a 'Select Employee:' dropdown menu with the text '-- Select an Employee --', a blue 'Check Role' button, a 'Select Role:' dropdown menu with the text '-- Select a Role --', and two buttons: 'ASSIGN ROLE TO USER (CREATE USER IF NEW)' and 'REMOVE ROLE FROM USER'. At the bottom of this section are two buttons: 'SEND WELCOME WHATSAPP' and 'DELETE EMPLOYEE ROLE'. The sidebar menu is partially open, showing 'User Roles' and 'School Users' under the 'Staff Pages' category.



EduBuddy Overview

EduBuddy Blog

AI Tool



AI Tools

Student Pages

Class Pages

Academics Pages

Staff Pages

Fees Pages

Admission Pages

Expense Management

Manager Pages

Marketing Pages

Settings

SchoolMaster

User Roles

School Users

User Logs

ExcellImportManager

Student Login

STAFF ROLES



Employee: Assign EduBuddy Roles

Select Employee:

-- Select an Employee --

Check Role

Select Role:

-- Select a Role --

-- Select a Role --

Academic_RecordManager

Account_Audit

Account_Viewer

Accounts

Admission_View

Attendance_Manager

BlogManager

Copilot_User

DiscountManager

Document_Manager

FeeManager

HeadMaster

Hostel_Warden

IT_Support

Manager

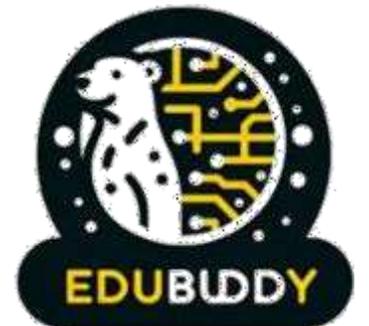
Marketing

Marketing_DataEntry

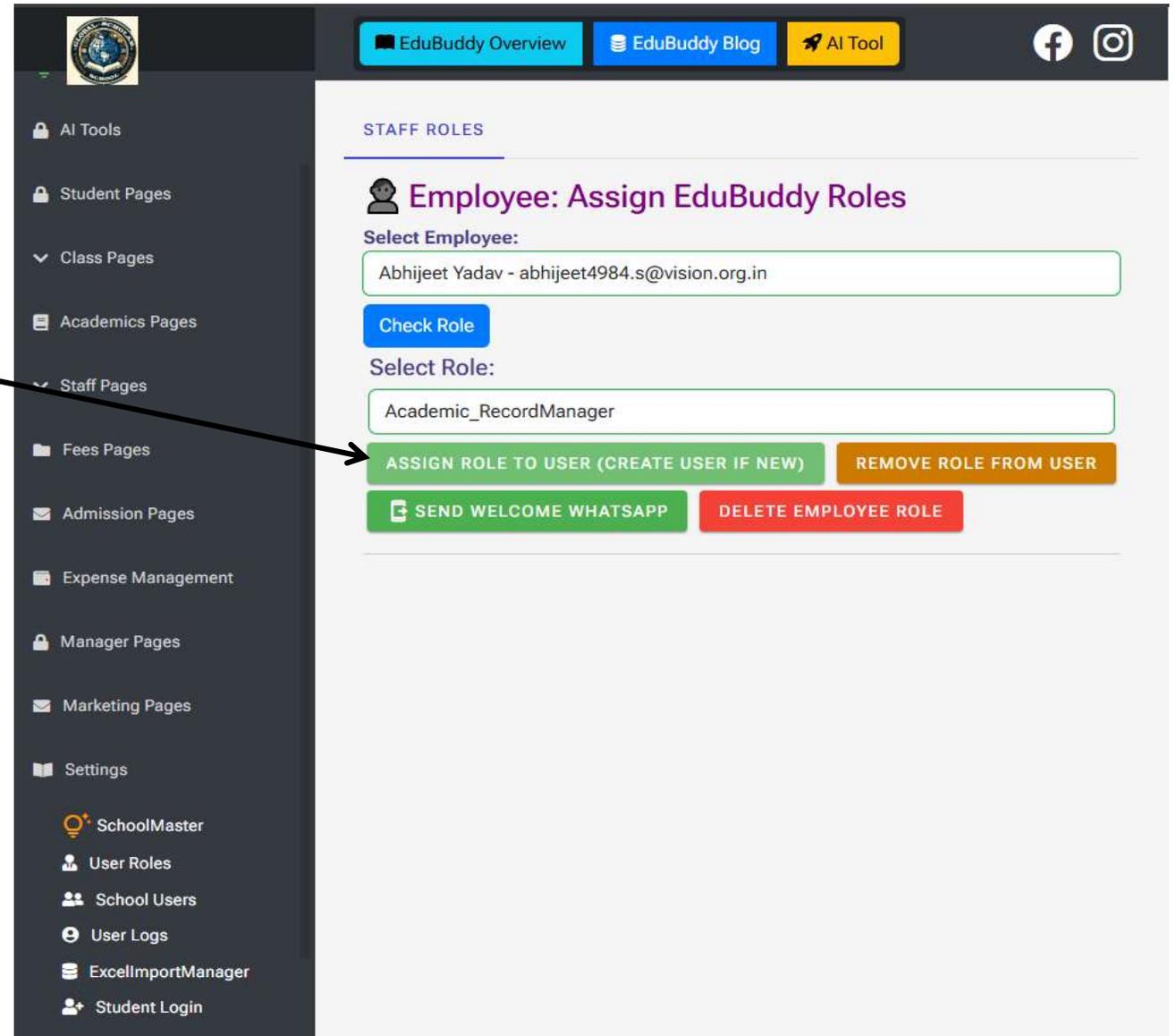
Marketing_Field

Principal

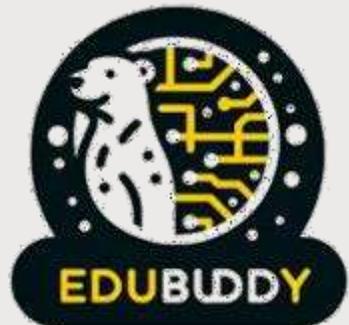
Select a
Desired role.



Click on “Assign Role To User” for assigning the role.

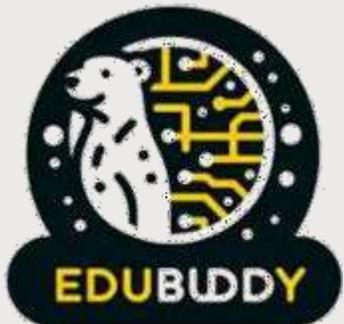


The screenshot displays the EduBuddy dashboard interface. On the left is a dark sidebar with a navigation menu including: AI Tools, Student Pages, Class Pages, Academics Pages, Staff Pages, Fees Pages, Admission Pages, Expense Management, Manager Pages, Marketing Pages, Settings, SchoolMaster, User Roles, School Users, User Logs, ExcellImportManager, and Student Login. The main content area is titled 'STAFF ROLES' and contains the following elements: a user profile icon and the text 'Employee: Assign EduBuddy Roles', a 'Select Employee:' field with the value 'Abhijeet Yadav - abhijeet4984.s@vision.org.in' and a blue 'Check Role' button, a 'Select Role:' field with the value 'Academic_RecordManager', and four action buttons: a green 'ASSIGN ROLE TO USER (CREATE USER IF NEW)' button, an orange 'REMOVE ROLE FROM USER' button, a green 'SEND WELCOME WHATSAPP' button, and a red 'DELETE EMPLOYEE ROLE' button. A black arrow points from the text box on the left to the 'ASSIGN ROLE TO USER' button.



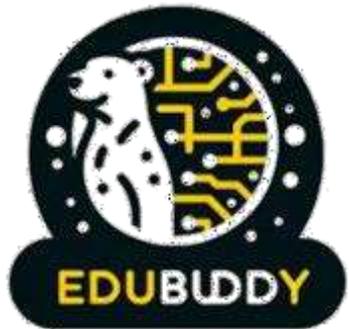
Role will be assigned.

Click on “Remove Role From User” for remove any role.



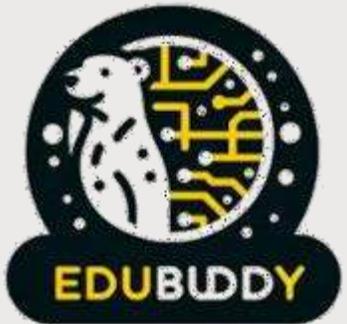
The screenshot shows the EduBuddy dashboard interface. At the top, there are navigation links for "EduBuddy Overview", "EduBuddy Blog", and "AI Tool", along with social media icons for Facebook and Instagram. A dark sidebar on the left contains a menu with categories like "AI Tools", "Student Pages", "Class Pages", "Academics Pages", "Staff Pages", "Fees Pages", "Admission Pages", "Expense Management", "Manager Pages", "Marketing Pages", and "Settings". Under "Settings", there are links for "SchoolMaster", "User Roles", "School Users", "User Logs", "ExcellImportManager", and "Student Login". The main content area is titled "STAFF ROLES" and contains a section for "Employee: Assign EduBuddy Roles". It includes a "Select Employee:" dropdown menu with the value "Abhijeet Yadav - abhijeet4984.s@vision.org.in" and a "Check Role" button. Below that is a "Select Role:" dropdown menu with the value "Academic_RecordManager". At the bottom of this section, there are four buttons: "ASSIGN ROLE TO USER (CREATE USER IF NEW)" (green), "REMOVE ROLE FROM USER" (orange, highlighted with a black arrow from the text box), "SEND WELCOME WHATSAPP" (green), and "DELETE EMPLOYEE ROLE" (red).

Click on “Send Welcome WhatsApp” to share the welcome message.



A screenshot of the EduBuddy web application interface. The top navigation bar includes the EduBuddy logo, "EduBuddy Overview", "EduBuddy Blog", "AI Tool", and social media icons for Facebook and Instagram. A dark sidebar on the left contains a menu with items like "AI Tools", "Student Pages", "Class Pages", "Academics Pages", "Staff Pages", "Fees Pages", "Admission Pages", "Expense Management", "Manager Pages", "Marketing Pages", "Settings", "SchoolMaster", "User Roles", "School Users", "User Logs", "ExcellImportManager", and "Student Login". The main content area is titled "STAFF ROLES" and contains a section for "Employee: Assign EduBuddy Roles". This section includes a "Select Employee:" dropdown menu with "Abhijeet Yadav - abhijeet4984.s@vision.org.in" selected, a "Check Role" button, a "Select Role:" dropdown menu with "Academic_RecordManager" selected, and four action buttons: "ASSIGN ROLE TO USER (CREATE USER IF NEW)", "REMOVE ROLE FROM USER", "SEND WELCOME WHATSAPP", and "DELETE EMPLOYEE ROLE". A black arrow points from the text box on the left to the "SEND WELCOME WHATSAPP" button.

Click on “Delete Employee Role” for delete the role.



A screenshot of the EduBuddy dashboard. The top navigation bar includes the EduBuddy logo, a search bar, and links for "EduBuddy Overview", "EduBuddy Blog", and "AI Tool". The left sidebar contains a menu with categories like "AI Tools", "Student Pages", "Class Pages", "Academics Pages", "Staff Pages", "Fees Pages", "Admission Pages", "Expense Management", "Manager Pages", "Marketing Pages", and "Settings". The main content area is titled "STAFF ROLES" and shows a form for "Employee: Assign EduBuddy Roles". The form includes a "Select Employee:" dropdown with "Abhijeet Yadav - abhijeet4984.s@vision.org.in" selected, a "Check Role" button, a "Select Role:" dropdown with "Academic_RecordManager" selected, and three action buttons: "ASSIGN ROLE TO USER (CREATE USER IF NEW)", "REMOVE ROLE FROM USER", and "DELETE EMPLOYEE ROLE". A red arrow points from the text box on the left to the "DELETE EMPLOYEE ROLE" button.