

1. How to Access Your Dashboard on EDUBUDDY

1. Visit the EDUBUDDY Website

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

2. Log In to Your Account

- a. On the login page, enter your **User ID** and **Password**.
- b. If you don't have your login credentials, contact your admin or HR.

3. Forgot Password?

- a. If you've forgotten your password, click on the "Forgot Password" option and follow the steps to reset it.

3. Access Your Dashboard

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



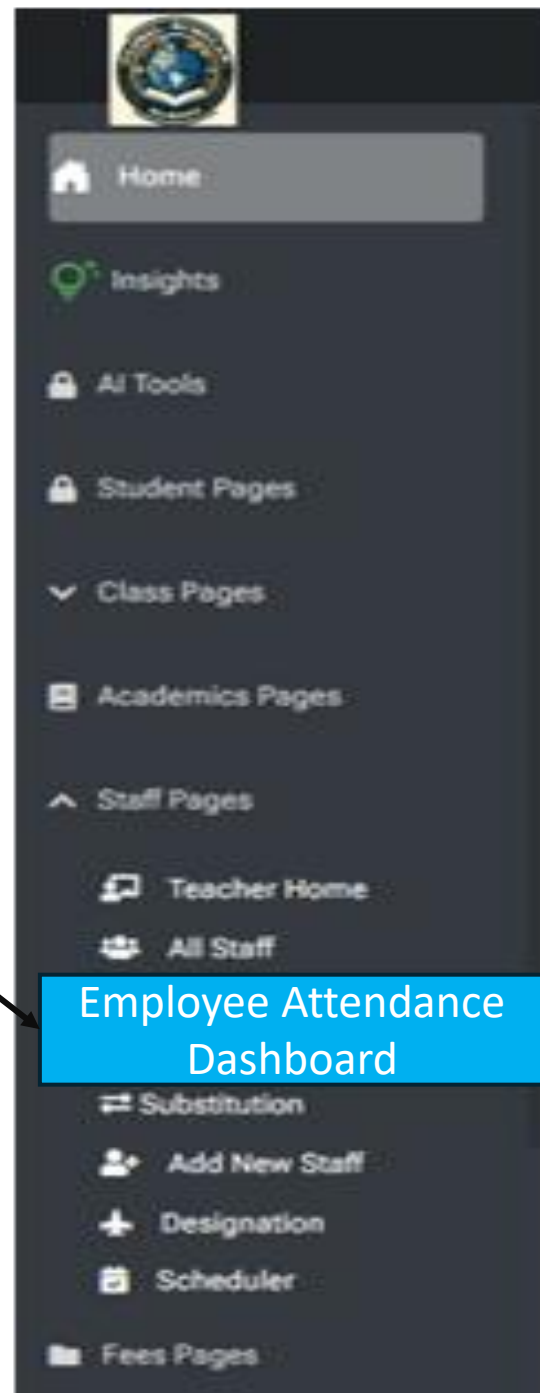
How to Mark attendance of Staff

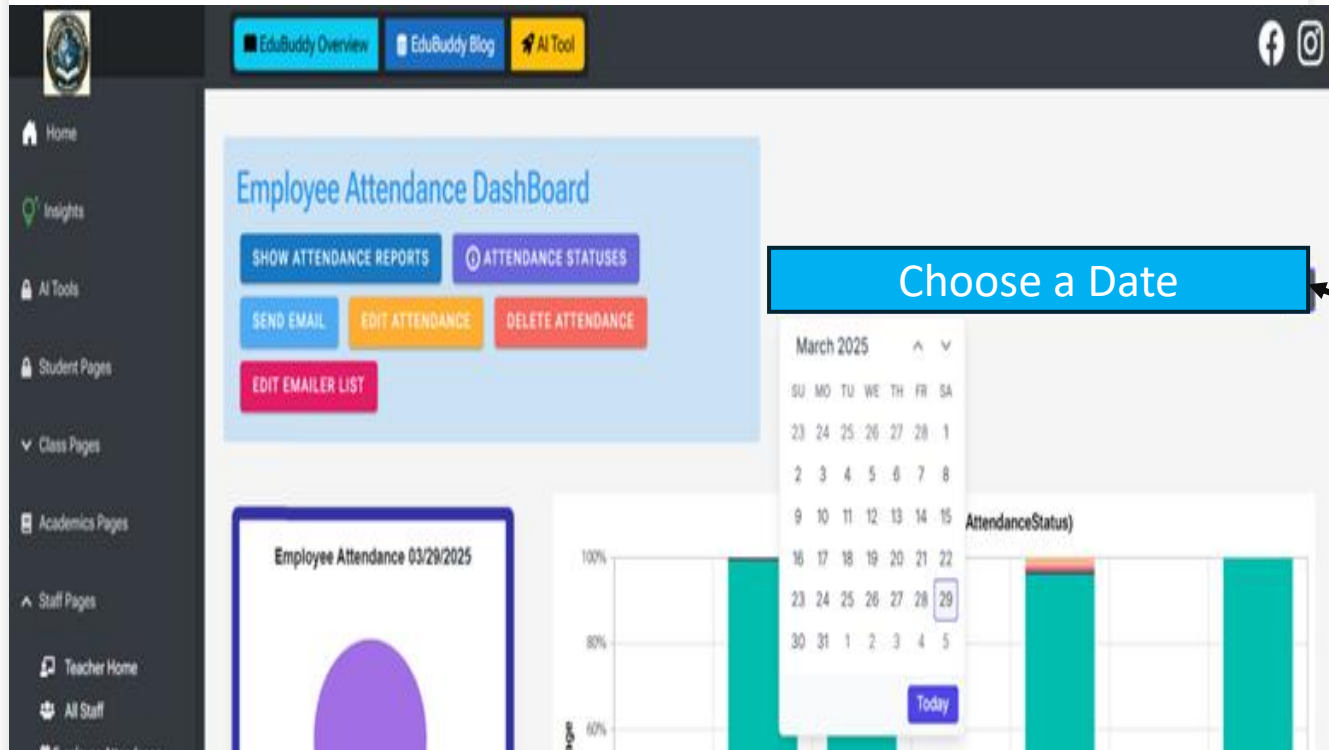
1. Click on the "Staff Pages"





2. Now click on the
"Employee
Attendance
Dashboard"





The screenshot shows the 'Employee Attendance DashBoard' interface. A blue box labeled 'Choose a Date' is overlaid on the calendar, with an arrow pointing to the date '29' in the calendar grid. The dashboard includes a sidebar with navigation links, a top navigation bar with 'EduBuddy Overview', 'EduBuddy Blog', and 'AI Tool' buttons, and a main content area with various attendance management buttons and charts.

Employee Attendance DashBoard

SHOW ATTENDANCE REPORTS ATTENDANCE STATUSES

SEND EMAIL EDIT ATTENDANCE DELETE ATTENDANCE

EDIT EMAILER LIST

Employee Attendance 03/29/2025

March 2025

SU MO TU WE TH FR SA

23 24 25 26 27 28 1

2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 29

30 31 1 2 3 4 5

Today

AttendanceStatus)

3. Now, you have to select the "Choose a Date" option.

Employee Attendance DashBoard

SHOW ATTENDANCE REPORTS

ATTENDANCE STATUSES

SEND EMAIL

EDIT ATTENDANCE

DELETE ATTENDANCE

EDIT EMAILER LIST

4. Click on “Edit Attendance”.

5. Now mark the Attendance of staff as present and absent options.



EduBuddy Overview EduBuddy Blog

Home Insights AI Tools Student Pages Class Pages Academics Pages Staff Pages Teacher Home All Staff Employee Attendance DashBoard Substitution Add New Staff Designation Scheduler Fees Pages Admission Pages

DailyAttendance for 2025-03-3

Update Attendance Return to DashBoard

Employee	Attendance Status	Remarks
Aarti - 3119	Present	
Abhay - 701	Present	
abhi - 3214	Present	
Abhijeet Yadav - 1078	Present	
Abhishek Sharma - 2558	Present	
Abhishek Singh - 601	Present	
Abhishek Verma - 1090	Present	
Accountant - 1099	Present	
Accountant - 1616	Present	



6. After that click the “update Attendance”.

Waquas Farooqui - 1095	Present	
Xyz - 3080	Present	
Yash Omer - 1080	Present	

Attendance updated successfully!

[Update Attendance](#) [Return to DashBoard](#)

After clicking on Update Attendance, You can see the new day's Attendance which you updated.