

# 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.



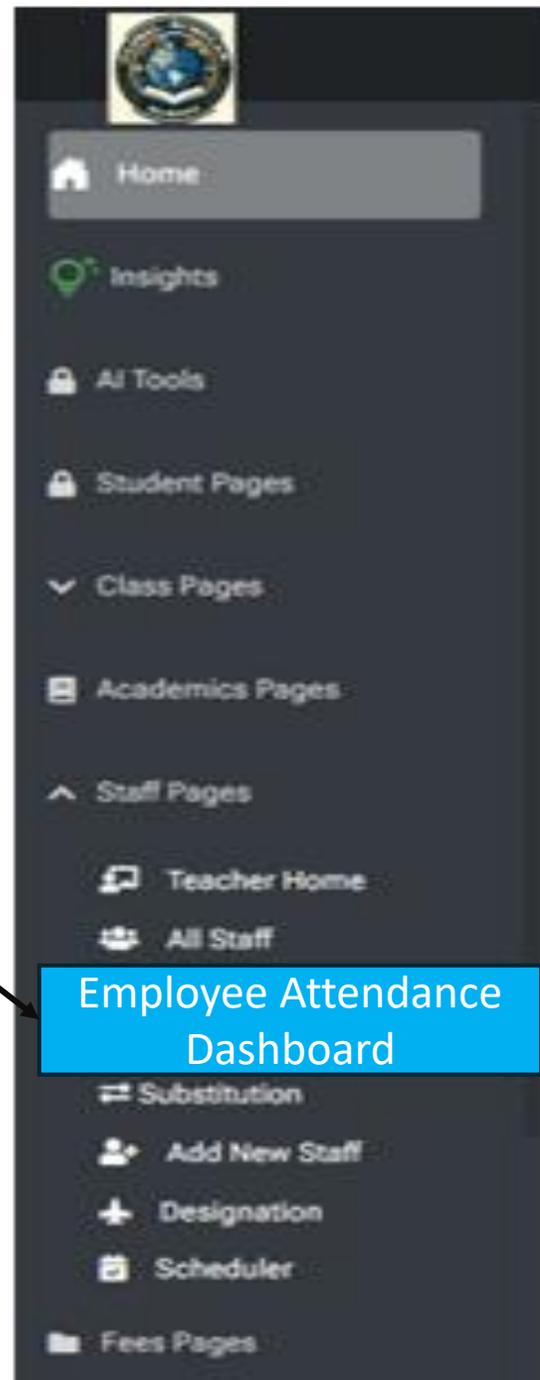
# How to Mark attendance of Staff

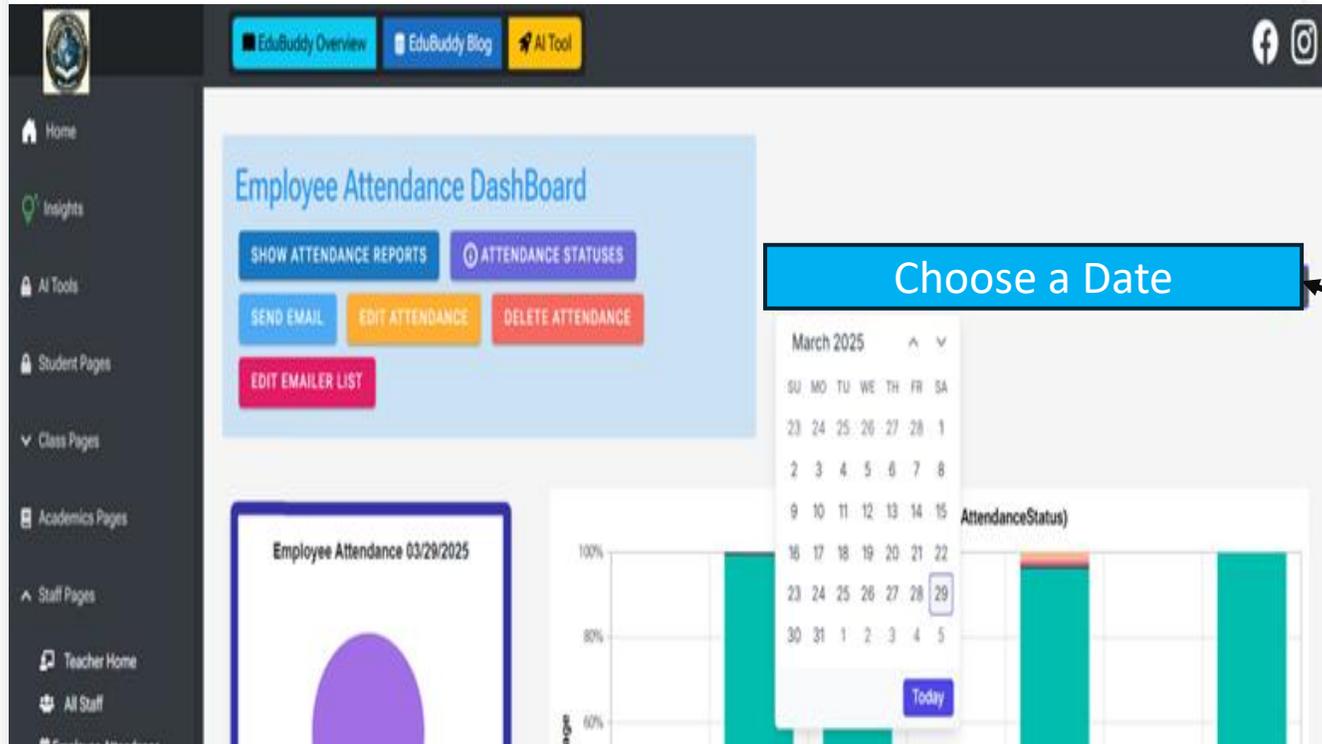
1. Click on the "Staff Pages"





2. Now click on the  
"Employee  
Attendance  
Dashboard"





The screenshot shows the 'Employee Attendance Dashboard' with a navigation sidebar on the left and a main content area. The sidebar includes links for Home, Insights, AI Tools, Student Pages, Class Pages, Academics Pages, Staff Pages, Teacher Home, and All Staff. The main content area features a header with 'EduBuddy Overview', 'EduBuddy Blog', and 'AI Tool'. Below this is a 'Choose a Date' button. The dashboard includes several interactive elements: 'SHOW ATTENDANCE REPORTS', 'ATTENDANCE STATUSES', 'SEND EMAIL', 'EDIT ATTENDANCE', 'DELETE ATTENDANCE', and 'EDIT EMAILER LIST'. A calendar for March 2025 is displayed, with the date 29 selected. Below the calendar are two bar charts: 'Employee Attendance 03/29/2025' and '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.

The screenshot shows the 'Employee Attendance Dashboard' for the date 2025-03-3. The dashboard includes a sidebar with navigation options like 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, and Admission Pages. The main content area displays a table with columns for Employee, Attendance Status, and Remarks. The 'Attendance Status' column contains buttons for 'Present' and 'Absent'. The 'Present' button for the first staff member, Aarti - 3119, is highlighted with a blue border. Above the table, there are buttons for 'Update Attendance' and '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.**