



## 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.

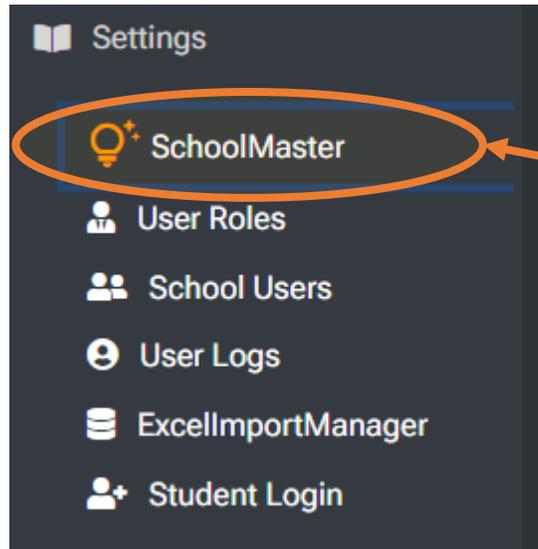
# How to use School Master?

Step 1: Click on Setting option.

The screenshot displays the SchoolMaster web application interface. On the left is a dark sidebar menu with the following items: Fees Pages, Admission Pages, Expense Management, Manager Pages, Marketing Pages, **Settings** (highlighted in orange), SchoolMaster, User Roles, School Users, User Logs, ExcellImportManager, and Student Login. The top navigation bar includes 'EduBuddy Overview', 'EduBuddy Blog', 'AI Tool', and social media icons for Facebook and Instagram. The main content area features a header 'SchoolMaster: Where School Management Meets Innovation'. Below this, there are two main sections: 'School Models' and 'Fees Models'. The 'School Models' section contains buttons for 'School Details', 'Show Student Categories', 'Show Student Houses', 'Show Academic Sessions', 'Show School Class List', 'Show Section List', 'Show Designation', 'Show Exam Types', 'Show Exams', 'Show Attendance Days', 'Show Period Types', and 'Show Template Upload'. The 'Fees Models' section contains buttons for 'Show Fee Items', 'Show Transfer Types', and 'Create New FeesRecord for Class'.



Step 2: Click on SchoolMaster option.



SchoolMaster option

All Options in SchoolMaster

SchoolMaster: Where School Management Meets Innovation

School Models:

- School Details
- Show Student Categories
- Show Student Houses
- Show Academic Sessions
- Show School Class List
- Show Section List
- Show Designation
- Show Exam Types
- Show Exams
- Show Attendance Days
- Show Period Types
- Show Template Upload

Fees Models:

- Show Fee Items
- Show Transfer Types
- Create New FeesRecord for Class



# Option 1: School Details.

SchoolMaster: Where School Management Meets Innovation

School Models: [School Details](#) [Show Student Categories](#) [Show Student Houses](#) [Show Academic Sessions](#) [Show School Class List](#) [Show Section List](#)

[Show Designation](#) [Show Exam Types](#) [Show Exams](#) [Show Attendance Days](#) [Show Period Types](#) [Show Template Upload](#)

Fees Models: [Show Fee Items](#) [Show Transfer Types](#) [Create New FeesRecord for Class](#)

School details option

EduBuddy Overview | EduBuddy Blog | AI Tool

SchoolMaster: Where School Management Meets Innovation

School Models: [Hide School Details](#) [Show Student Categories](#) [Show Student Houses](#) [Show Academic Sessions](#) [Show School Class List](#) [Show Section List](#) [Show Designation](#) [Show Exam Types](#) [Show Exams](#) [Show Attendance Days](#) [Show Period Types](#) [Show Template Upload](#)

Fees Models: [Show Fee Items](#) [Show Transfer Types](#) [Create New FeesRecord for Class](#)

### School Details

SchoolId: 2

SchoolName  
EduBuddy The Future of School Learning Management

SchoolId  
2

SchoolNameShort  
GSC

Here you can see the details about school.



## Option 2: Student Categories.

SchoolMaster: Where School Management Meets Innovation

School Models: [School Details](#) [Show Student Categories](#) [Show Student Houses](#) [Show Academic Sessions](#) [Show School Class List](#) [Show Section List](#)

[Show Designation](#) [Show Exam Types](#) [Show Exams](#) [Show Attendance Days](#) [Show Period Types](#) [Show Template Upload](#)

Fees Models: [Show Fee Items](#) [Show Transfer Types](#) [Create New FeesRecord for Class](#)

Student Categories  
option

School Models: [School Details](#) [Hide Student Categories](#) [Show Student Houses](#)

[Show Academic Sessions](#) [Show School Class List](#) [Show Section List](#) [Show Designation](#)

[Show Exam Types](#) [Show Exams](#) [Show Attendance Days](#) [Show Period Types](#) [Show Template Upload](#)

Fees Models: [Show Fee Items](#) [Show Transfer Types](#) [Create New FeesRecord for Class](#)

Student Category for with SchoolId: 2

ID	CATEGORY NAME
8	General UR
10	Minority
11	Other backward section
917	Schedule tribe
920	Schedule caste

Here you can see, add  
and delete student  
categories.



## Option 3: Student Houses.

SchoolMaster: Where School Management Meets Innovation

School Models: [School Details](#) [Show Student Categories](#) [Show Student Houses](#) [Show Academic Sessions](#) [Show School Class List](#) [Show Section List](#)

[Show Designation](#) [Show Exam Types](#) [Show Exams](#) [Show Attendance Days](#) [Show Period Types](#) [Show Template Upload](#)

Fees Models: [Show Fee Items](#) [Show Transfer Types](#) [Create New FeesRecord for Class](#)

Student House  
option

SchoolMaster: Where School Management Meets Innovation

School Models: [School Details](#) [Show Student Categories](#) [Hide Student Houses](#) [Show Academic Sessions](#) [Show School Class List](#) [Show Section List](#) [Show Designation](#)

[Show Exam Types](#) [Show Exams](#) [Show Attendance Days](#) [Show Period Types](#) [Show Template Upload](#)

Fees Models: [Show Fee Items](#) [Show Transfer Types](#) [Create New FeesRecord for Class](#)

### Student Houses

< + Add Edit Delete Cancel Excel Export PDF Export Print Search >

ID	HOUSE NAME
26	hathipur
27	Fatehpur
28	Lucknow
49	Yashoda Nagar

Here you can see, add  
and delete Student  
Houses.



# Option 4: Academic Sessions.

SchoolMaster: Where School Management Meets Innovation

School Models: [School Details](#) [Show Student Categories](#) [Show Student Houses](#) [Show Academic Sessions](#) [Show School Class List](#) [Show Section List](#)

[Show Designation](#) [Show Exam Types](#) [Show Exams](#) [Show Attendance Days](#) [Show Period Types](#) [Show Template Upload](#)

Fees Models: [Show Fee Items](#) [Show Transfer Types](#) [Create New FeesRecord for Class](#)

Academic Session option

SchoolMaster: Where School Management Meets Innovation

School Models: [School Details](#) [Show Student Categories](#) [Show Student Houses](#) [Hide Academic Sessions](#) [Show School Class List](#) [Show Section List](#) [Show Designation](#) [Show Exam Types](#) [Show Exams](#) [Show Attendance Days](#) [Show Period Types](#) [Show Template Upload](#)

Fees Models: [Show Fee Items](#) [Show Transfer Types](#) [Create New FeesRecord for Class](#)

Academic Sessions for Edubuddy The Future of School Learning Management with SchoolId: 2

**Academic Session Guide**  
The **IsOpen** session is the currently active one used for fees, receipts, and school operations. **IsNewSession** indicates the session for new admissions and remains true for the entire year.  
**SessionStatus** helps track whether a session is **Proposed** (upcoming), **Running**(active), or **Archived** (completed).

[Create New](#)

AcademicSessionId	SessionName	IsOpen	SessionStatus	IsNewSession	
3	2024-25	True	Running	False	<a href="#">Edit</a>   <a href="#">Delete</a>

Here you can see all Academic sessions and also create them.



# Option 5: School Class List.

SchoolMaster: Where School Management Meets Innovation

School Models: [School Details](#) [Show Student Categories](#) [Show Student Houses](#) [Show Academic Sessions](#) [Show School Class List](#) [Show Section List](#)

[Show Designation](#) [Show Exam Types](#) [Show Exams](#) [Show Attendance Days](#) [Show Period Types](#) [Show Template Upload](#)

Fees Models: [Show Fee Items](#) [Show Transfer Types](#) [Create New FeesRecord for Class](#)

School Class List option

SchoolMaster: Where School Management Meets Innovation

School Models: [School Details](#) [Show Student Categories](#) [Show Student Houses](#) [Show Academic Sessions](#) [Hide School Class List](#) [Show Section List](#) [Show Designation](#) [Show Exam Types](#) [Show Exams](#) [Show Attendance Days](#) [Show Period Types](#) [Show Template Upload](#)

Fees Models: [Show Fee Items](#) [Show Transfer Types](#) [Create New FeesRecord for Class](#)

School Classes for Edubuddy The Future of School Learning Management with SchoolId: 2

Select Academic Session: 2024-25 (Open)

[Add New Class](#)

SchoolClassId	ClassName	AcademicSession	Sections	Add Section	Class Actions
18	11	2024-25	B, Commerce, ARTS, C, B.Pharma	<input type="text" value="New Section Name"/> <a href="#">Add Section</a>	<a href="#">Edit Class</a>
19	7	2024-25	A, C	<input type="text" value="New Section Name"/> <a href="#">Add Section</a>	<a href="#">Edit Class</a>

Here you can create class and their respective sections.



# Option 6: Section List.

SchoolMaster: Where School Management Meets Innovation

School Models: [School Details](#) [Show Student Categories](#) [Show Student Houses](#) [Show Academic Sessions](#) [Show School Class List](#) [Show Section List](#)

[Show Designation](#) [Show Exam Types](#) [Show Exams](#) [Show Attendance Days](#) [Show Period Types](#) [Show Template Upload](#)

Fees Models: [Show Fee Items](#) [Show Transfer Types](#) [Create New FeesRecord for Class](#)

Section List option

SchoolMaster: Where School Management Meets Innovation

School Models: [School Details](#) [Show Student Categories](#) [Show Student Houses](#) [Show Academic Sessions](#) [Show School Class List](#) [Hide Section List](#) [Show Designation](#) [Show Exam Types](#) [Show Exams](#) [Show Attendance Days](#) [Show Period Types](#) [Show Template Upload](#)

Fees Models: [Show Fee Items](#) [Show Transfer Types](#) [Create New FeesRecord for Class](#)

### Class-Sections List

Excel Export PDF Export Print Columns Search

CLASS	SECTION	CLASSID	SECTIONID	ACADEMICSESSION	ACADEMICSESSIONID
11		16	36	2023-24	6
11	Science	16	56	2023-24	6
11	C	16	187	2023-24	6
11	D	16	594	2023-24	6
11	A	16	927	2023-24	6
11	B	16	1347	2023-24	6
2	B	17	37	2023-24	6

Here you can see all the sections with their associated class.



# Option 7: Designation.

SchoolMaster: Where School Management Meets Innovation

School Models: [School Details](#) [Show Student Categories](#) [Show Student Houses](#) [Show Academic Sessions](#) [Show School Class List](#) [Show Section List](#)

[Show Designation](#) [Show Exam Types](#) [Show Exams](#) [Show Attendance Days](#) [Show Period Types](#) [Show Template Upload](#)

Fees Models: [Show Fee Items](#) [Show Transfer Types](#) [Create New FeesRecord for Class](#)

SchoolMaster: Where School Management Meets Innovation

School Models: [School Details](#) [Show Student Categories](#) [Show Student Houses](#) [Show Academic Sessions](#)

[Show School Class List](#) [Show Section List](#) [Hide Designations](#) [Show Exam Types](#) [Show Exams](#) [Show Attendance Days](#)

[Show Period Types](#) [Show Template Upload](#)

Fees Models: [Show Fee Items](#) [Show Transfer Types](#) [Create New FeesRecord for Class](#)

Designation for with SchoolId: 2

ID	NAME	TEACHING	SUPPORT STAFF
8	Lab Assistant	True	True
10	Teacher	True	False
13	Principal	True	False
40	Accountant	False	False
62	Driver	False	False
160	Mentor	False	True
161	Registrar	True	False

Designation option

Here you can see all the designations of your school.



# Option 8: Exam Types.

SchoolMaster: Where School Management Meets Innovation

School Models: [School Details](#) [Show Student Categories](#) [Show Student Houses](#) [Show Academic Sessions](#) [Show School Class List](#) [Show Section List](#)

[Show Designation](#) [Show Exam Types](#) [Show Exams](#) [Show Attendance Days](#) [Show Period Types](#) [Show Template Upload](#)

Fees Models: [Show Fee Items](#) [Show Transfer Types](#) [Create New FeesRecord for Class](#)

Exam Type option

SchoolMaster: Where School Management Meets Innovation

School Models: [School Details](#) [Show Student Categories](#) [Show Student Houses](#) [Show Academic Sessions](#)

[Show School Class List](#) [Show Section List](#) [Show Designations](#) [Hide Exam Types](#) [Show Exams](#) [Show Attendance Days](#)

[Show Period Types](#) [Show Template Upload](#)

Fees Models: [Show Fee Items](#) [Show Transfer Types](#) [Create New FeesRecord for Class](#)

Exam Types for

ID	NAME
3	PO2
4	FirstExam
10	PUT
33	Unit
107	Final Internal Exam
120	Test3
140	Annual Exam

Here you can add, Edit and delete Exams.



## Option 9: Show Exam.

SchoolMaster: Where School Management Meets Innovation

School Models: [School Details](#) [Show Student Categories](#) [Show Student Houses](#) [Show Academic Sessions](#) [Show School Class List](#) [Show Section List](#)

[Show Designation](#) [Show Exam Types](#) [Show Exams](#) [Show Attendance Days](#) [Show Period Types](#) [Show Template Upload](#)

Fees Models: [Show Fee Items](#) [Show Transfer Types](#) [Create New FeesRecord for Class](#)

Show Exam option

SchoolMaster: Where School Management Meets Innovation

School Models: [School Details](#) [Show Student Categories](#) [Show Student Houses](#) [Show Academic Sessions](#) [Show School Class List](#) [Show Section List](#) [Show Designations](#) [Show Exam Types](#) [Hide Exams](#) [Show Attendance Days](#) [Show Period Types](#) [Show Template Upload](#)

Fees Models: [Show Fee Items](#) [Show Transfer Types](#) [Create New FeesRecord for Class](#)

### Exams for Edubuddy The Future of School Learning Management

[Create New Exam for School](#)

EXAMNO	NAME	OPEN	POSTED	TYPE	WEIGHTA...	BLOB ITEM	SESSION	ACTIONS
E1	PO2	False	False	FirstExam	100	Jeeya RC.docx-12...	2024-25 <span>Open</span>	<a href="#">Details</a> <a href="#">Edit</a>
E2	PO3	False	True	PUT		New Report Card ...	2024-25 <span>Open</span>	<a href="#">Details</a> <a href="#">Edit</a>
E3	PO4	False	False	FirstExam	5000	.docx-210	2024-25 <span>Open</span>	<a href="#">Details</a> <a href="#">Edit</a>
E4	PO5	False	False	FirstExam	100	Test VGS.docx-218	2024-25 <span>Open</span>	<a href="#">Details</a> <a href="#">Edit</a>

Here you can see all exams weather they are opened or not.



# Option 10: Attendance Days.

SchoolMaster: Where School Management Meets Innovation

School Models: [School Details](#) [Show Student Categories](#) [Show Student Houses](#) [Show Academic Sessions](#) [Show School Class List](#) [Show Section List](#)

[Show Designation](#) [Show Exam Types](#) [Show Exams](#) [Show Attendance Days](#) [Show Period Types](#) [Show Template Upload](#)

Fees Models: [Show Fee Items](#) [Show Transfer Types](#) [Create New FeesRecord for Class](#)

SchoolMaster: Where School Management Meets Innovation

School Models: [School Details](#) [Show Student Categories](#) [Show Student Houses](#) [Show Academic Sessions](#)

[Show School Class List](#) [Show Section List](#) [Show Designations](#) [Show Exam Types](#) [Show Exams](#) [Hide Attendance Days](#)

[Show Period Types](#) [Show Template Upload](#)

Fees Models: [Show Fee Items](#) [Show Transfer Types](#) [Create New FeesRecord for Class](#)

Attendance DashBoard | Attendance Day Sheet | Attendance Reports | **Attendance Days**

Attendance Days

[Add New Attendance Day](#)

Attendance ...	Is Locked	SMS Sent	No. of S...	Present	Absent	Not Filled	Comments
=	<input type="checkbox"/>	<input type="checkbox"/>	=	=	=	=	*A*
10/04/2025 12:00	Day Closed. Click to Unloc		3	38	11	1214	

Attendance Days option

Here you can see the attendance and also create a new one.



# Option 11: Period Types.

SchoolMaster: Where School Management Meets Innovation

School Models: [School Details](#) [Show Student Categories](#) [Show Student Houses](#) [Show Academic Sessions](#) [Show School Class List](#) [Show Section List](#)

[Show Designation](#) [Show Exam Types](#) [Show Exams](#) [Show Attendance Days](#) [Show Period Types](#) [Show Template Upload](#)

Fees Models: [Show Fee Items](#) [Show Transfer Types](#) [Create New FeesRecord for Class](#)

Period Types option

SchoolMaster: Where School Management Meets Innovation

School Models: [School Details](#) [Show Student Categories](#) [Show Student Houses](#) [Show Academic Sessions](#)

[Show School Class List](#) [Show Section List](#) [Show Designations](#) [Show Exam Types](#) [Show Exams](#) [Show Attendance Days](#)

[Hide Period Types](#) [Show Template Upload](#)

Fees Models: [Show Fee Items](#) [Show Transfer Types](#) [Create New FeesRecord for Class](#)

### Period Types

+ Add Edit Delete Cancel Excel Export PDF Export Print Search Columns

ID	PERIOD TYPE
86	SOCIAL SCIENCE
89	class room
91	presentation
92	Lab

Total:4

<< < 1 > >>

1 of 1 pages (4 items)

Here you can see the types of period that are according to your selection.



# Option 12: Template Upload.

SchoolMaster: Where School Management Meets Innovation

School Models: [School Details](#) [Show Student Categories](#) [Show Student Houses](#) [Show Academic Sessions](#) [Show School Class List](#) [Show Section List](#)

[Show Designation](#) [Show Exam Types](#) [Show Exams](#) [Show Attendance Days](#) [Show Period Types](#) [Show Template Upload](#)

Fees Models: [Show Fee Items](#) [Show Transfer Types](#) [Create New FeesRecord for Class](#)

Template Upload option

[Show Period Types](#) [Hide Template Upload](#)

Fees Models: [Show Fee Items](#) [Show Transfer Types](#) [Create New FeesRecord for Class](#)

### Student Document Templates

**What are Student Document Blobs?** Student Document Blobs are school-specific Word files preformatted with your institution's logo and design standards. These files include placeholders (bookmarks) for details such as Student Name, Class Name, and more, which are automatically populated by EduBuddy. This ensures consistency and saves time while generating documents tailored to your school's branding and requirements. You can upload Student Documents for ReportCard, AdmitCard, & IDCard. EduBuddy gives you the freedom to customize your own designs in a simple Word format. **Best part is we have number of Templates already available for you. Just download, customize & then upload them as per your requirement!**

[Create New](#)

[STUDENT DOCUMENTS](#) [REPORT CARDS](#) [SAMPLE TEMPLATES](#) [FEES DOCUMENTS](#)

Here you can upload the templates of the documents like report card, TC etc.



# Option 13: Fees items.

SchoolMaster: Where School Management Meets Innovation

School Models: [School Details](#) [Show Student Categories](#) [Show Student Houses](#) [Show Academic Sessions](#) [Show School Class List](#) [Show Section List](#)

[Show Designation](#) [Show Exam Types](#) [Show Exams](#) [Show Attendance Days](#) [Show Period Types](#) [Show Template Upload](#)

Fees Models: [Show Fee Items](#) [Show Transfer Types](#) [Create New FeesRecord for Class](#)

Show Fee Items option

SchoolMaster: Where School Management Meets Innovation

School Models: [School Details](#) [Show Student Categories](#) [Show Student Houses](#) [Show Academic Sessions](#) [Show School Class List](#) [Show Section List](#) [Show Designations](#) [Show Exam Types](#) [Show Exams](#) [Show Attendance Days](#) [Show Period Types](#) [Show Template Upload](#)

Fees Models: [Hide Fee Items](#) [Show Transfer Types](#) [Create New FeesRecord for Class](#)

### Fees Items for Edubuddy The Future of School Learning Management

[Create New](#)

ID	NAME	DISCOUNT ALLOWED	COMMON FOR ALL	TRANSPORT HEAD	HOSTEL HEAD	STUDENT FILTER
1	Registration fee	True	True	True	True	OnlyNewStudents
2	Practical Exam Fee	True	True	False	False	All
3	Transport Fee-1	True	True	True	False	All
4	Late	False	False	False	False	All

Tuition Fees:02-

Here you can create and see the fees items of your School .



# Option 14: Transfer Types.

SchoolMaster: Where School Management Meets Innovation

School Models: [School Details](#) [Show Student Categories](#) [Show Student Houses](#) [Show Academic Sessions](#) [Show School Class List](#) [Show Section List](#)

[Show Designation](#) [Show Exam Types](#) [Show Exams](#) [Show Attendance Days](#) [Show Period Types](#) [Show Template Upload](#)

Fees Models: [Show Fee Items](#) [Show Transfer Types](#) [Create New FeesRecord for Class](#)

Show Transfer Types option

SchoolMaster: Where School Management Meets Innovation

School Models: [School Details](#) [Show Student Categories](#) [Show Student Houses](#) [Show Academic Sessions](#)

[Show School Class List](#) [Show Section List](#) [Show Designations](#) [Show Exam Types](#) [Show Exams](#) [Show Attendance Days](#)

[Show Period Types](#) [Show Template Upload](#)

Fees Models: [Show Fee Items](#) [Hide Transfer Types](#) [Create New FeesRecord for Class](#)

Transfer Type for

ID	TRANSFER TYPE	DISCONTINUED
1	Cash	False
3	Paytm	False
5	QR Code	False
7	CHEQUE	False
1056	bank transfer	False

Total:5

1 of 1 pages (5 items)

Here you can see all the types of fee transfer methods.



## Option 15: Create new FeesRecord for Class.

SchoolMaster: Where School Management Meets Innovation

School Models: [School Details](#) [Show Student Categories](#) [Show Student Houses](#) [Show Academic Sessions](#) [Show School Class List](#) [Show Section List](#)

[Show Designation](#) [Show Exam Types](#) [Show Exams](#) [Show Attendance Days](#) [Show Period Types](#) [Show Template Upload](#)

Fees Models: [Show Fee Items](#) [Show Transfer Types](#) [Create New FeesRecord for Class](#)

Create New FeeRecord option

Here you can select the academic session (generally new session)

### Create Fee Records

Select Section:

Select Academic Session: 2024-25 (Open)

[Back to List](#)

Here you can select the section in which you want to add new fees record.

