



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?**

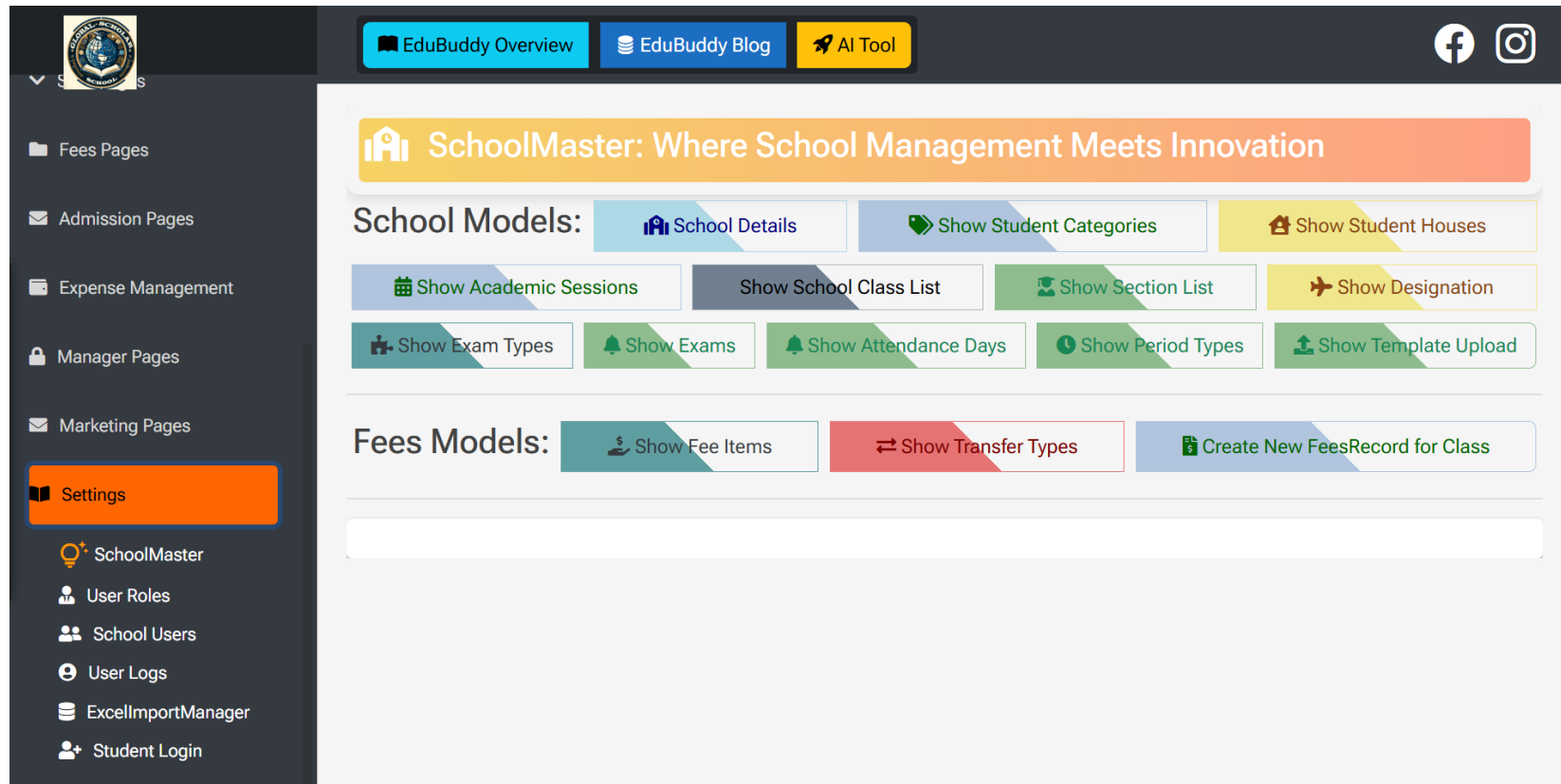
If you've forgotten your password, click on the "Forgot Password" option and follow the steps to reset it.

3. Access Your Dashboard

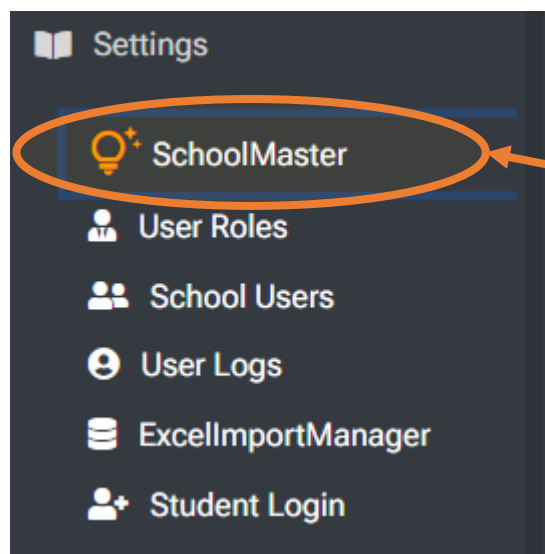
Once you've logged in, your **Dashboard** will appear. From here, you can explore all the features and modules of EDUBUDDY.

How to use School Master?

Step 1: Click on Setting option.

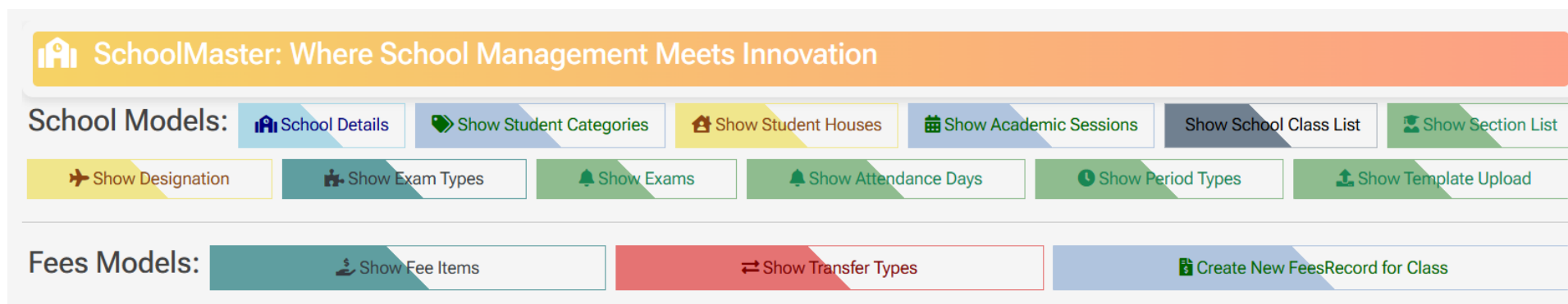


Step 2: Click on SchoolMaster option.




SchoolMaster option

All Options in SchoolMaster



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](#) [f](#) [i](#)

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 X 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	Edit Delete

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"/> Add Section	Edit Class
19	7	2024-25	A, C	<input type="text" value="New Section Name"/> Add Section	Edit Class

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](#)

Designation 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](#) [✈ 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

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 Open	Details Edit
E2	PO3	False	True	PUT		New Report Card ...	2024-25 Open	Details Edit
E3	PO4	False	False	FirstExam	5000	.docx-210	2024-25 Open	Details Edit
E4	PO5	False	False	FirstExam	100	Test VGS.docx-218	2024-25 Open	Details Edit

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](#)

Attendance Days
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](#) [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="text" value="10/04/2025 12:00"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="3"/>	<input type="text" value="38"/>	<input type="text" value="11"/>	<input type="text" value="1214"/>	<input type="text" value="*A*"/>

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 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](#)

ShowFee 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.

