

# How to Access your Dashboard on EduBuddy

## 1. VISIT THE EDUBUDDY WEBSITE

- OPEN YOUR BROWSER (CHROME/FIREFOX) AND GO TO [HTTPS://EDUBUDDY.ONLINE/](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.

## 3. FORGOT PASSWORD?

- IF YOU'VE FORGOTTEN YOUR PASSWORD, CLICK ON THE "FORGOT PASSWORD" OPTION AND FOLLOW THE STEPS TO RESET IT.

## 4. ACCESS YOUR DASHBOARD

- ONCE YOU'VE LOGGED IN, YOUR DASHBOARD WILL APPEAR. FROM HERE, YOU CAN EXPLORE ALL THE FEATURES AND MODULES OF EDUBUDDY.



# Use of "Fees Pages"



The screenshot displays the Edubuddy dashboard interface. On the left is a dark sidebar with navigation options: Home, Insights, AI Tools, Student Pages, Class Pages, Academics Pages, Staff Pages, Fees Pages (highlighted with a red box and an arrow), Admission Pages, Expense Management, and Manager Pages. The top navigation bar includes links to EduBuddy Overview, EduBuddy Blog, and AI Tool, along with social media icons for Facebook and Instagram. The main content area features a purple header with the text "Edubuddy The Future of School Learning Management" and the tagline "Empowering education with modern tools and insights". Below this is a grid of statistics: 1263 Studying Students, 224 Working Staff, 34 Classes, 50 Sections, 0 Total Periods, and 0 This Week. At the bottom right, there is a section titled "Our Facebook Page:" showing a preview of the Edubuddy Facebook page with 1,019 followers and buttons to follow and share.

**Edubuddy The Future of School Learning Management**  
Empowering education with modern tools and insights

Category	Value
Studying Students	1263
Working Staff	224
Classes	34
Sections	50
Total Periods	0
This Week	0

**Our Facebook Page:**


Edubuddy  
1,019 followers

Follow Page Share

**EDUBUDDY**  
The Future of School Management








1. Click on  
Fees pages



 Fees Pages

2. List of options  
of sub pages will  
appear



-  Pay Fees
-  Receipt DashBoard
-  Day Master
-  Receipt Reports
-  Receipt Summary  
Reports
-  Section Fee New
-  Fine Module



### 3. Click on Section Desk



Student ID:

External (Old) Student ID:

Search

Reset

Receipt No:

Find ReceiptNo

Reset

Select Student for Fees Payment

Columns ▾

Search

Q

PHOTO	STUDENT NAME	CLASS	SECTION	ID	FATHER	FATHER MOBILE	BATCH	BRANCH	ACTIONS
>	Devendra Pratap	11	C	28713	Aniket Singh	7309164444			<div>Pay Fees</div> <div>Stu Home</div>
>	Ramji Manjhi	KG	A	1404	Satyaveer				<div>Pay Fees</div> <div>Stu Home</div>
>	Rekha	KG	A	1406	Divyatma	1478523690			<div>Pay Fees</div> <div>Stu Home</div>
>	Roopa	12	A	1408	Rohit				<div>Pay Fees</div> <div>Stu Home</div>
>	Zubin	KG	B	1426	Nautiyal				<div>Pay Fees</div> <div>Stu Home</div>

### 4. Click on Pay Fees




Pay Fees



Student  
Dashboard  
will  
appear

Create Fees Receipt for



STUDENT  
**Brijesh Singh**  
Studentid: 1384  
BATCH - BRANCH  
- Studying  
[Stu Home](#) [Stu Fees](#)

[Click The Button To View All Fee Records of the Student](#)

[Click To Show All Fees](#)

FEE ITEM	SESSION	AMOUNT DUE	DISCOUNT	AMOUNT PAID	FINE PENDING	PENDING
> Hostel Fees	2027-28	2000	0	0	0.00	2000.00

Count: 1      2000      0      ₹0.00      2000.00

1 of 1 pages (1 items)

Receipt Fees Details

Fees Item | Amount

<input type="text" value="0"/>	<input type="text"/>
<input type="text" value="0"/>	<input type="text"/>
<input type="text" value="0"/>	<input type="text"/>
<input type="text" value="0"/>	<input type="text"/>
<input type="text" value="0"/>	<input type="text"/>
<input type="text" value="0"/>	<input type="text"/>

Select  
Head for  
Fees

Enter the  
amount





Receipt DashBoard

Click on Receipt  
Dash Board

Receipt Dash  
Board will appear

## Receipt DashBoard

Choose a Date

DAYMASTER

REPORTS

SUMMARY REPORTS

SEND EMAIL

EDIT EMAILER LIST



Receipt Amount

0 ₹

Avg:33,781



Number of Receipts

0

Avg: 5



Students Who Paid

0

Avg: 4



Cash Amount

0 ₹

Avg: 30,638

### Today's Receipt




### TransferTypes for 22-04-2025

### 7-Day Receipt Totals





 Day Master

Click on Day  
Master

List of Receipt of the  
Day and record of last  
7 Days will appear

Day Master: Full Details of 22/04/2025!

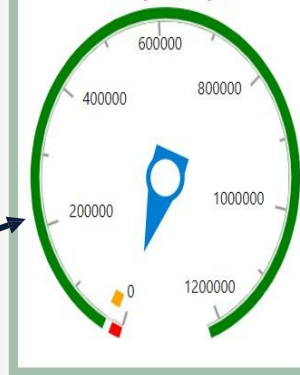
Choose a Date

RECEIPT DASHBOARD

REPORTS

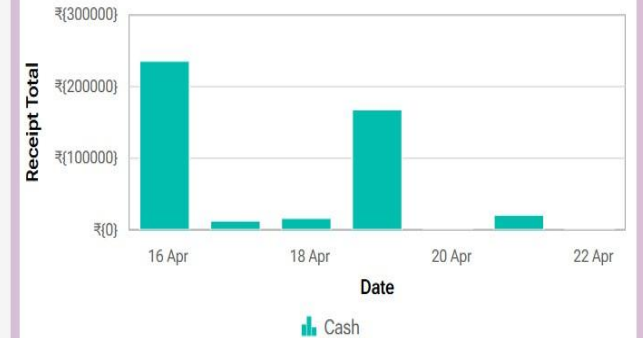
SUMMARY REPORTS

Today's Receipt



TransferTypes for 22-04-2025

7-Day Receipt Totals



Fees Reports:

 Show Fees for Selected Date


 Show DaySheet for Selected Date

22-04-2025

22-04-2025

 Show Fees for Date Range



 Receipt Reports

Click on  
Receipt Reports

Reports of Receipt will  
appear with Different  
Filters

**ReceiptReports**  
Get a complete overview of all receipts in one place. Analyze fee collections, view payment trends, and track transactions effortlessly with interactive summaries and reports.

RECEIPT DASHBOARD DAYMASTER SUMMARY REPORTS

Receipt No:


☐ Include **Not Studying** Students too

ALL RECEIPTS DELETED RECEIPTS FEEITEM REPORT TRANSFERTYPE REPORT DISCOUNT REPORT

All Receipts

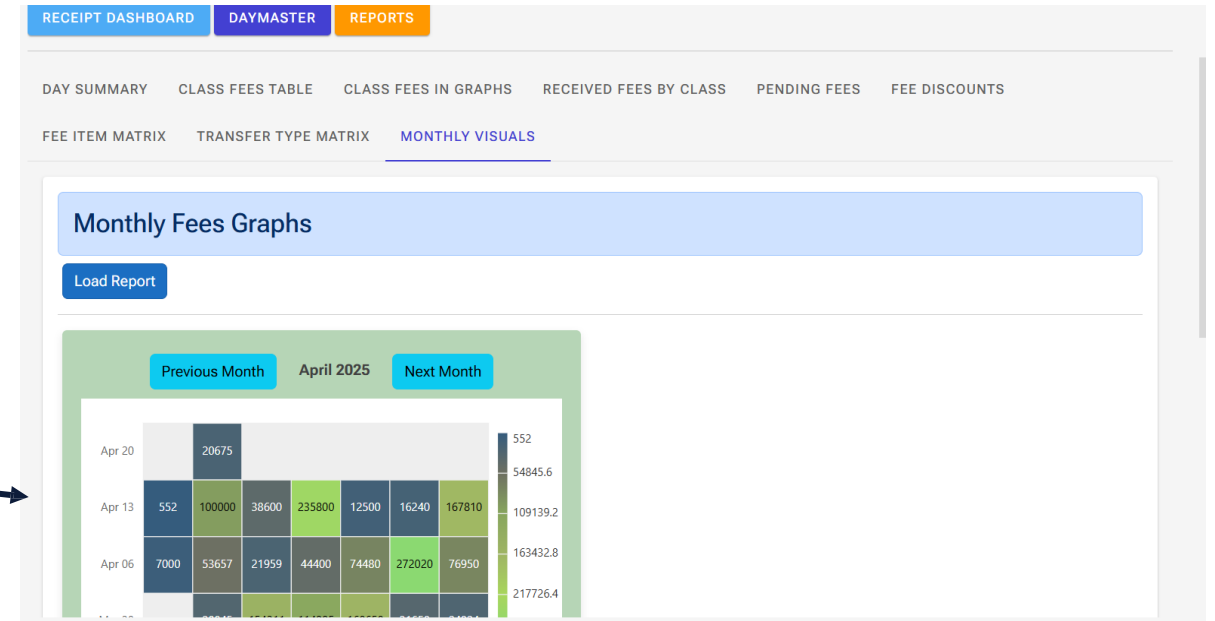




 Receipt Summary  
Reports

Click on Receipt  
Summary Reports

Complete summary  
will be appears for  
Different time phases



 Section Fee New

Click on  
Section Fee  
New

## Select Sections

Select Class-Sections

## Select Fee Items:

Select fee items

## Student Fees by Items

EXPORT TO EXCEL

Print Page

SEND MESSAGE

STUDENT NAME	STUDENT ID	CLASS-SECTION	FATHER	TEL	TOTAL DUE	TOTAL PAID	TOTAL PENDING
<a href="#">abhishek</a>	105142	10 - B	dharmendra sharma		0	0	0
<a href="#">Aman Mishra</a>	73494	10 - B	Mishra Ji	7607208021	0	0	0
<a href="#">Anand</a>	44024	10 - B	Om Shukla	9184648161	0	0	0
<a href="#">Angel</a>	88652	10 - B	Visha		0	0	0
<a href="#">Aniket Kushwaha</a>	35621	10 - B	Mr. Narendra Kushwaha	6308754367	0	0	0
<a href="#">Anshul Dev Verma</a>	67181	10 - B	Fc Verma	8299737622	0	0	0
<a href="#">Anshul Dev Verma 2</a>	93754	10 - B	Xvz		0	0	0

Fees for section will appear



 Fine Module

Click on Fine Module

Here we can create or impose Fine on all Students or Specific Student

## FeeFine Hub

[Create New FeesFine](#)

	FeeFi...	Feeltem	Fine Name	Fine Amount Per ...	Effective Date	Fine End Date	Fine Amount Tar...	Is In Use
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
▶	12	Tuition Fees Q4	Q4	0.00	03/10/2024	30/10/2024	50.00	True
▶	13	book bank	late book bank...	0.00	01/11/2024	07/11/2024	80.00	True
▶	18	Registration Fees	Registration	0.00	07/11/2024	15/02/2025	100.00	True
▶	20	December2024	Late Fees	0.00	14/11/2024	31/12/2024	50.00	True
▶	30	Book Fee		0.00	28/01/2025	28/01/2025	10.00	True
▶	33	Tuition	Tution Fee late...	10.00	01/01/2025	28/02/2025	50.00	True
▶	36	Fine	late fee fine	0.00	07/02/2025			True
▶	37	academic fees	academic fee ...	100.00	01/01/2025	28/02/2025	50.00	True
▶	38	late fee charge	late fee	10.00	10/02/2025	28/02/2025		True
▶	46	August 2025	hello	0.00	03/04/2025	01/04/2025	50.00	True
▶	48	scholarship 4t year	delayFeeFine	100.00	05/04/2025	30/04/2025		True

