

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.



**“ USE
OF
STAFF
PAGES “**



Academics Pages

Staff Pages

Fees Pages

Admission Pages

Expense Management

Manager Pages

click on " **Staff page** "

 Academics Pages

^ Staff Pages

 Teacher Home

 All Staff

 Employee Attendance
DashBoard

 Substitution

 Add New Staff

 Designation

 Attendance

Now, Click On
'Teacher Home'



EduBuddy Overview

EduBuddy Blog

AI Tool



Student Pages

Class Pages

Academics Pages

Staff Pages

Teacher Home

All Staff

Employee Attendance
DashBoard

Substitution

Add New Staff

Designation

Select Teacher:

Select Teacher...



Now 'Select Teacher'

Select Any
Staff That You
Want to **See**
About

Select Teacher:

Select Teacher...

Anshul Dev verma

Anshul Dev Verma

Anshul Dev Verma 2

Anurag

Anurag Pandey

Anurag Tomar

Anurag Tomar1

Archana Nishad

Arjun Kumar

Arpit

Arpit

Arpit Yadav

Arvind Kumar

Ashish

Ashutosh Pandey

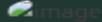
Asif Hussain

Atul Sharma

Balram Singh

Here You Can **See All**
The **Details** of any
staff.

Select Teacher: Anurag Tomar

 **STAFF**
Anurag Tomar

 **DESIGNATION**
Teacher
Working

ROLE

Staff Details

EMPLOYEE ID 2556	CONTACT 9548048486;
	DATE OF JOINING

Staff Pages

[DETAILS](#) [SUBJECTS](#) [ATTENDANCE](#)

Admin Tools: [Edit Staff](#) [Delete Staff](#) [Add New Staff](#) [Upload StaffPic](#) [Upload StaffDocument](#)

Subjects

No subjects found for this section.

TimeTable of Anurag Tomar

Number of Sections: 0
Number of Periods: 0

No timetable data available.

^ Staff Pages

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 Add New Staff

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 Scheduler

📁 Fees Pages

📁 Administration

CLICK ON
'ALL STAFF'

Here We Can See The Details Of All The Staff.

EduBuddy Overview EduBuddy Blog AI Tool

Staff Pages

DETAILS SUBJECTS ATTENDANCE

Working Employees only

Total Staff: 216

Show/Hide Non-Working Employees

Filter Employees by Designation Type:

Show All

Export to Excel Convert All names to Proper

Print Columns Search

>	No image	Aditya	Teacher	True	5465465463	aditya@gmail.com True
>	No image	Aditya Shukla	Teacher	True		aditya.shukla@vision.org.in True
>		Aditya Singh	Teacher	True		aditya12208.sa@vision.org.in True
>	No image	Aditya Singh	Teacher	True	8175045427	False
>	No image	Aditya Singh	Teacher	True	8175045427	adityasingh16072004@gmail.com False

Count: 216

1 2 3 4 5 6 7 8 ... 1 of 18 pages (216 items)

^ Staff Pages

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 Fees Pages

Click On
**" EMPLOYEE ATTENDANCE
DASHBOARD "**

Here We Can See 'Attendance Reports', 'Statuses' and Can Also 'Create Attendance'.

Employee Attendance Dashboard

SHOW ATTENDANCE REPORTS

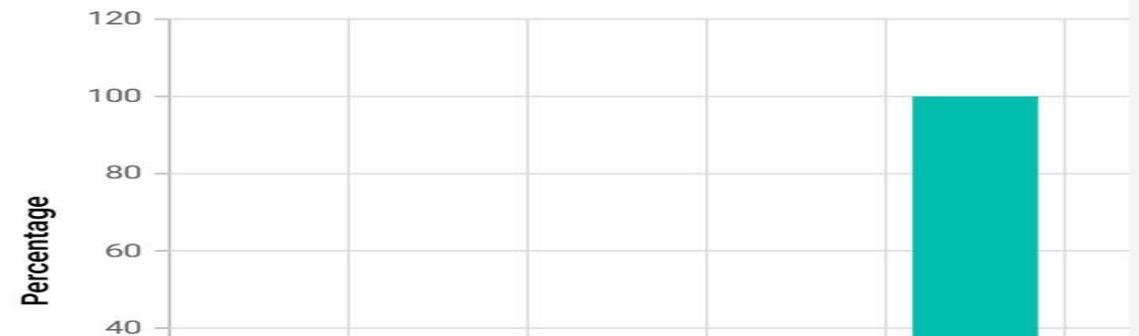
ATTENDANCE STATUSES

CREATE ATTENDANCE

Choose a Date



Last 7 Days Attendance (with AttendanceStat



^ Staff Pages

 Teacher Home

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 Substitution

 Add New Staff

 Designation

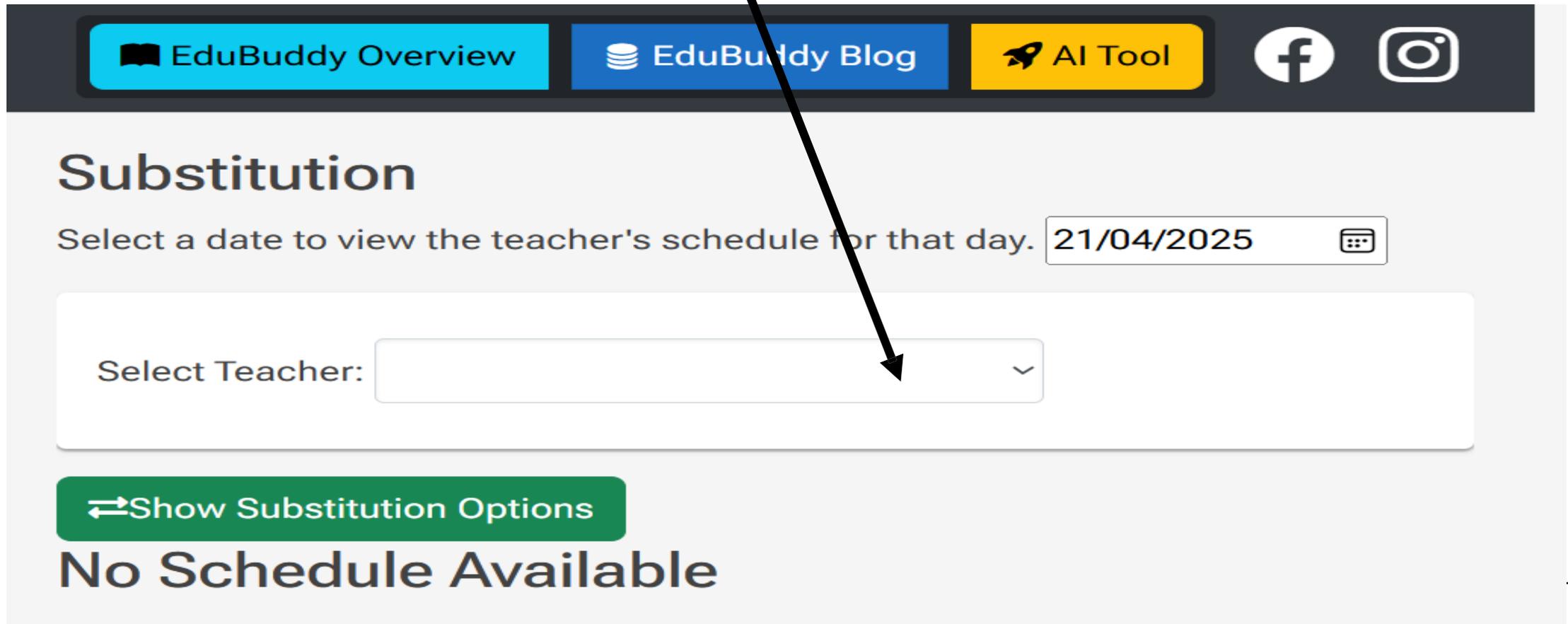
 Scheduler



Click On "**SUBSTITUTION**"



Here We Can **View The Teacher's Schedule** For A Specific Date.



[EduBuddy Overview](#) [EduBuddy Blog](#) [AI Tool](#)  

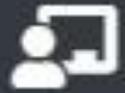
Substitution

Select a date to view the teacher's schedule for that day. 

Select Teacher: 

[↔ Show Substitution Options](#)

No Schedule Available

 Teacher Home

 All Staff

 Employee Attendance
DashBoard

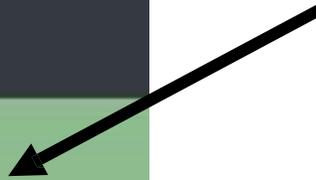
 Substitution

 Add New Staff

 Designation

 Scheduler

Click On
" ADD NEW STAFF "



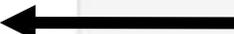
Create Employee

[Home](#) » [Staff HomePage](#) » [Edit Staff](#)

EmployeeName:



ExternalEmployeeID:



Employee Designation:



Working:

Employee Role:



Is In Daily Attendance:

EmployeeEmail:



EmployeeOfficialEmail:



By Filling the **Details** we can **Create New Staff.**

^ Staff Pages

 Teacher Home

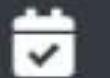
 All Staff

 Employee Attendance
DashBoard

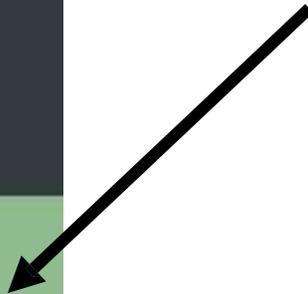
 Substitution

 Add New Staff

 Designation

 Scheduler

Click On " **Designation** "



Designation for with SchoolId: 2

Here, we can see the **Designation** of the **Staff** with their **Id's** .

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
404	Asst.Teacher	True	True
521	Asst. Engineer Product Development	False	False
1094	Developer	False	False
1150	Gardener	True	True
1233	Temporary	False	True

Count: 13

1 of 2 pages (

^ Staff Pages

 Teacher Home

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 Add New Staff

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 Scheduler



Click On " Scheduler "



Here, We Can Schedule Dates, Events On The Calendar.

Scheduler Management Panel

You may upload Schedules which will be visible to users in HomePage in ReadOnly mode.

Export to Excel

April 2025							Today	Day	Week	Work Week	Month	Agenda
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday						
30 basant pach... ↻	31 basant pach... ↻	Apr 1 basant pach... ↻	02 basant pach... ↻	03 basant pach... ↻	04 basant pach... ↻	05 basant pach... ↻						
06 basant pach... ↻	07 basant pach... ↻	08 basant pach... ↻	09 basant pach... ↻	10 basant pach... ↻	11 basant pach... ↻	12 basant pach... ↻						
13 basant pach... ↻	14 basant pach... ↻	15 basant pach... ↻	16 basant pach... ↻	17 basant pach... ↻	18 basant pach... ↻	19 basant pach... ↻						
20 basant pach... ↻	+1 more 21 basant pach... ↻	22 basant pach... ↻	23 basant pach... ↻	24 basant pach... ↻	25 basant pach... ↻	26 basant pach... ↻						