

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


Now, Click On
'Teacher Home'





 Student Pages

▼ Class Pages

 Academics Pages


^ Staff Pages

 Teacher Home

 All Staff

 Employee Attendance
DashBoard

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 Add New Staff

 Designation

 EduBuddy Overview

 EduBuddy Blog

 AI Tool



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

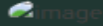
Asif Hussain


Atul Sharma

Balram Singh

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

Select Teacher: Anurag Tomar


Anurag Tomar


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

 Teacher Home


 All Staff

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 Add New Staff

 Designation

 Scheduler

 Fees Pages

CLICK ON
'ALL STAFF'



Here We Can See The Details Of All The Staff.

EduBuddy OverviewEduBuddy BlogAI Tool

Staff Pages

DETAILSSUBJECTSATTENDANCE

Working Employees only

Total Staff: 216

Show/Hide Non-Working Employees

Filter Employees by Designation Type:

Show All

Export to ExcelConvert All names to Proper

Print

Columns

Search

EduBuddy OverviewEduBuddy BlogAI Tool


ound					engineeringire.523@gmail.com	
> No image ound	Aditya	Teacher	True	5465465463	aditya@gmail.com	True
> No image ound	Aditya Shukla	Teacher	True		aditya.shukla@vision.org.in	True
> No image ound	Aditya Singh	Teacher	True		aditya12208.sa@vision.org.in	True
> No image ound	Aditya Singh	Teacher	True	8175045427		False
> No image ound	Aditya Singh	Teacher	True	8175045427	adityasingh16072004@gmail.com	False

Count: 216

12345678...>>


1 of 18 pages (216 items)


^ Staff Pages

 Teacher Home


 All Staff


 Employee Attendance
DashBoard

 Substitution

 Add New Staff

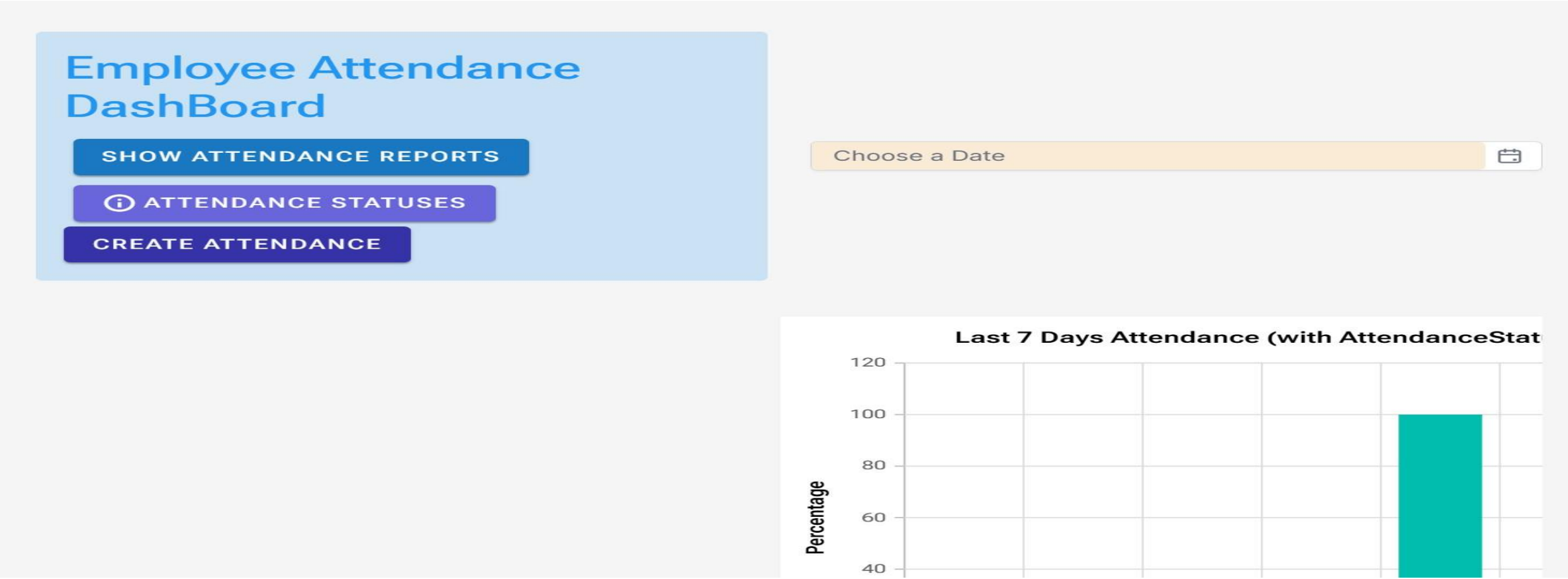
 Designation

 Scheduler


 Fees Pages

Click On
**" EMPLOYEE ATTENDANCE
DASHBOARD "**

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




^ Staff Pages

 Teacher Home

 All Staff

 Employee Attendance
DashBoard

 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

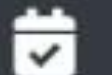
 All Staff

 Employee Attendance
DashBoard

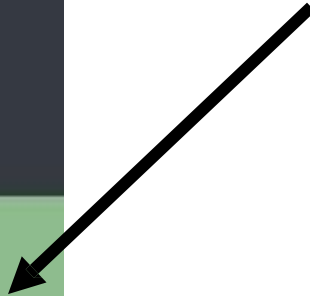
 Substitution

 Add New Staff

 Designation

 Scheduler

Click On " **Designation** "



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

Designation for with SchoolId: 2


< + Add ✎ Edit 🗑 Delete ✕ Cancel ☒ Excel Export 📄 PDF Export 🖨 Print Search					
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 2 > »					
1 of 2 pages (


^ Staff Pages

 Teacher Home


 All Staff

 Employee Attendance
DashBoard

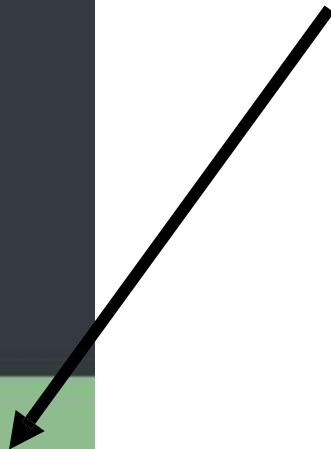
 Substitution

 Add New Staff

 Designation

 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...
	+1 more					
20 basant pach...	21 basant pach...	22 basant pach...	23 basant pach...	24 basant pach...	25 basant pach...	26 basant pach...