

Please Note: Mobile Application to mark Students attendance will not work unless the roll number column for the students is updated in SAMS. The roll numbers are from the physical section attendance register of the school

USER MANUAL FOR ATTEANDANCE USING MOBILE APPLICATION

FAQ's

1) Where can I download the file from?

The files to be downloaded for the mobile application are provided in your SAMS login.

Click on ATTENDANCE and select "DOWNLOAD MOBILE APP".

2) Should I download all the files?

YES, all the "THREE" files are to be downloaded.

NEXT STEPS?

- 1) Transfer the above downloaded files to your mobile through usb connector into Mobile memory or mobile memory **MEMORY CARD**.
- 2) Click install on the icons in the phone memory or memory card
- 3) After installation search for the logo or icon of attendance in the application folder of mobile and start the application.
- 4) Once the application is opened you find options to mark the teachers and students attendance ,
- 5) select either of them to mark the attendance.

How to mark TEACHER ATTENDANCE ?

- 6) A screen appears requesting for the access of the application; one can access the application by clicking on **“YES”**.
- 7) The list of the teachers for your institution appears. Below the name of the teacher three options are provided **“P”,”A”,”L”** which specifies as **“PRESENT”**, **“ABSENT”** and **“LEAVE”** by default **“PRESENT”** option is provided mark the teacher who ever is absent or leave as **“A”** or **“L”**.
- 8) After marking the attendance then click on **“SEND”** to send the data. A screen appears requesting you to send the sms click on **“YES”** in order to send the data.
- 9) After sending you get a confirmation message stating that the attendance marked.

How to mark STUDENT ATTENDANCE?

- 10) Select the class and section to which the attendance is to be provided.
- 11) The list of the students for the your institution appears. Below the name of the student two options are provided **“P”,”A”** which specifies as **“PRESENT”** and **“ABSENT”**. By default **“PRESENT”** is marked for every student. Mark absent **“A”** to the student whoever is absent.
- 12) Click on **“SEND”** to send the marked data.
- 13) A screen appears requesting you to send the sms click on **“YES”** in order to send the data.
- 14) After sending you receive a confirmation message stating that the attendance is marked.
- 15) Repeat the same process for each class and section.