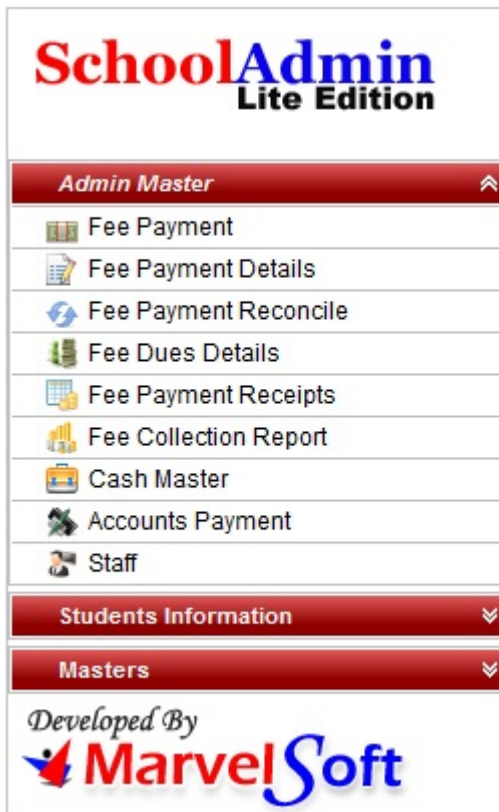


Adding Staff Details

Step 1: Goto Admin Master, Click on Staff menu



Staff module

User can add all the staff in their School in staff module.

This help in maintaining the record of all the staff in your School.

You can also Export the Staff report to maintain yearly records.

Info

Maintaining Staff records is mainly useful for Salary Payment , Staff Leave Management , Staff SMS Module . Salary module , Staff Leave Management , Staff SMS Module is included in the Higher version of School Admin

Step 2: Once you click on Staff menu in the masters, staff master will be opened as shown below.

click on **Add** button to add new student. In the Student table it will show all the students previously added.

Select Staff Type

-Select-

Find

Reset

Export

Staff Master								
Sl.No.	Staff Id	First Name	Date Of Birth	Spouse Name	Mobile No	Address	Designation	Action

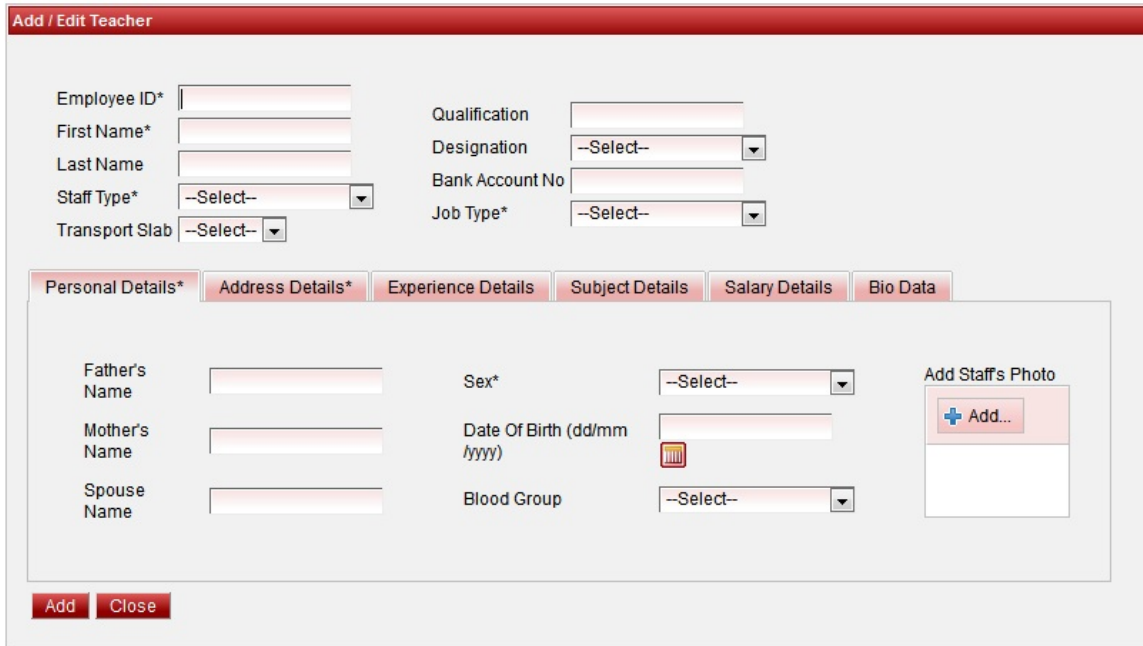
Add

Step 3: Once you click on Add, Add/Edit Staff window will be shown as below

In the Add / Edit staff dialog, you need to provide the details as show in the screen.

- Add the details of the staff.
- (*)mark in front of any label means that field is mandatory , user has to enter the information for those label.
- Fill all the required details and mandatory details of the staff.

Finally, Click on **Add** button to create a staff. Once the data is saved you will see a **Staff Successfully added message**. Repeat the above steps to add all the staff in your School. Once all the staff are added click on **Close** button to close the Add/Edit window.



- [Adding Staff Additional Details](#)
- [How to Filter Staff on Staff Type](#)
- [Exporting Staff Report in Excel](#)

The Staff Master will look as shown below.

Select Staff Type

ALL
Find
Reset
Export

Staff Master								
Sl.No.	Staff Id	First Name	Date Of Birth	Spouse Name	Mobile No	Address	Designation	Action
1	1	Avinash	Apr 23, 1980		9741588179	no 2, 1st main, rajajinagar	SENIORTEACHER	
2	2	Shreya T	Aug 25, 1983		9741448445	#122, 1st N block ,HSR layout	CLERK	
3	3	Ranganath Shivram	Jul 15, 1980		9741448445	#384, 19G main, 1st Block, Rajajinagar	PRINCIPAL	
4	4	Ragini	May 21, 1986		9741448445	No 333 , 2nd Stage , Banashankari	TEACHER	
5	5	Karthik	Jul 24, 1985		9741588179	#566 , 2nd main, Isk0n	HEADMISTRESS	

Add

<<
<
>
>>

Edit or Delete a record

The page How to Edit or Delete a record does not exist.

User cannot / should not delete staff . As delete of staff may cause loss of data.

User should cross check once all the staff are added by filtering on Staff Type. As they can confirm number of staff present in respective staff type by last Serial no or by Exporting report.