

# Searching Staff Details

## Filter on Staff Type

*User can filter Staff on selecting Staff Type.*

This helps you to know how many Staff are there in respective Staff type. Hence you can have the Staff report with respect to the Staff Type.

1. Select the Staff Type.
2. Click on **Find**. You can see the list of Staff in **HIGHSCHOOL** Staff type.

Select Staff Type

--Select--

Find

Reset

Export

--Select--

NONTEACHING

NURSERY

PRIMARY

MIDDLESCHOOL

HIGHSCHOOL

TRUSTIES

BOARDMEMBERS

HIGHERSECONDARY

ALL

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

Add

<<<<>>>>

Select Staff Type

HIGHSCHOOL

Find

Reset

Export

Staff Master								
Sl.No	Staff Id	First Name	Date Of Birth	Spouse Name	Mobile No	Address	Designation	Action
1	4	Ragini	May 21, 1986		9741448445	No 333 , 2nd Stage , Banashankari	TEACHER	
2	5	Karthik	Jul 24, 1985		9741588179	#566 , 2nd main, Isk0n	HEADMISTRESS	

Add

<<<<>>>>

**You can take the report of HIGHSCHOOL staff.**

1. Select Staff type.
2. Click on Find.
3. Click on Export.  
[Exporting Staff Report in Excel](#)

*User can fetch School Staff*

This helps you to know how many Staff are there in in your School. This helps you to maintain the Staff record of your school.

1. Select the Staff Type - **ALL**.
2. Click on **Find**.  
You can see all the Staff irrespective of the Staff type.

Select Staff Type

--Select-- Find Reset Export

--Select--  
 NONTEACHING  
 NURSERY  
 PRIMARY  
 MIDDLESCHOOL  
 HIGHSCHOOL  
 TRUSTIES  
 BOARDMEMBERS  
 HIGHERSECONDARY  
 ALL

Staff Master								
Sl.No	Staff Id	First Name	Date Of Birth	Spouse Name	Mobile No	Address	Designation	Action
<div>  Add           <div>             &lt;&lt; &lt; &gt; &gt;&gt;           </div> </div>								

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
 

<< < > >>

**You can take the report of ALL staff in your School irrespective of any Staff Type.**

1. Select Staff type as ALL.
2. Click on Find.
3. Click on Export.

[Exporting Staff Report in Excel](#)

### **Reset**

Reset is used to refresh the Staff table and staff type. You can click on reset button and select staff type to find the staff list.