

Exporting Staff Report in Excel

Staff Menu

User can export the Staff details in a report format.

This will be useful for the School to maintain record of all Staff with respect to the Staff Type or ALL staff. By this user can even get to know the number of staff present in respective staff type and in total number of staff in your school.

We have already shown how to add staff, once all the staff 's are added in Staff module you can export the staff details.

Steps to Export All Staff Details present in your School

1. Select the Staff Type as ALL.
2. Click on Find button. You will be able to see all the Staff present your school.
3. Click on Export button.



Export

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><div> Add</div><div><div><<<</div><div><<</div><div><</div><div></div><div>></div><div>>></div><div>>>></div></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

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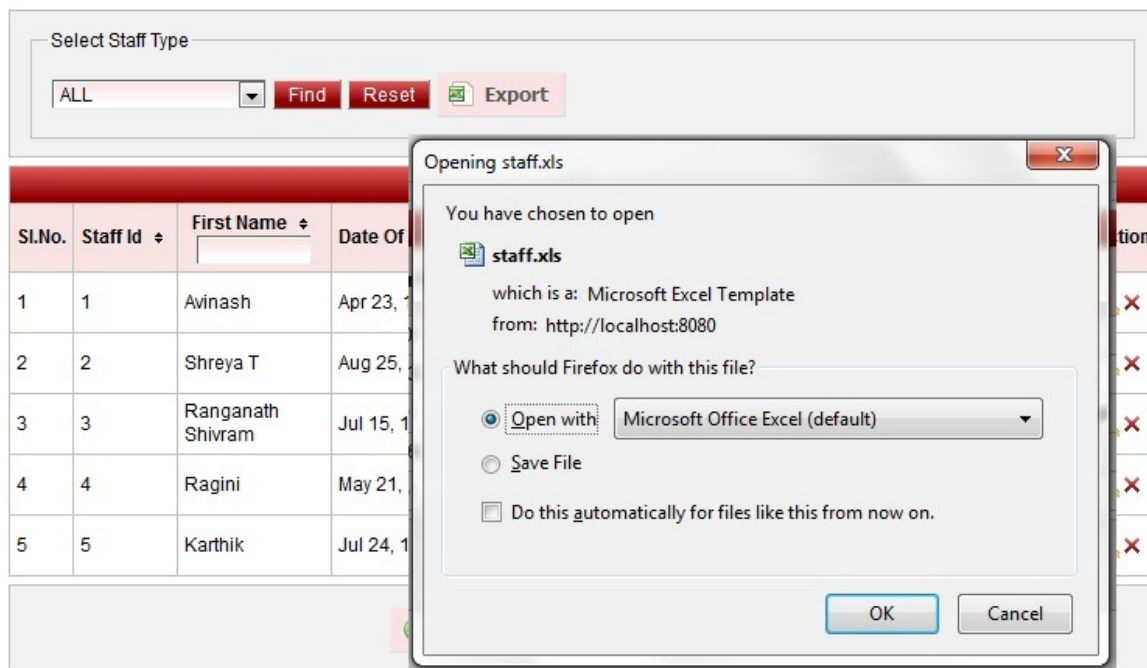
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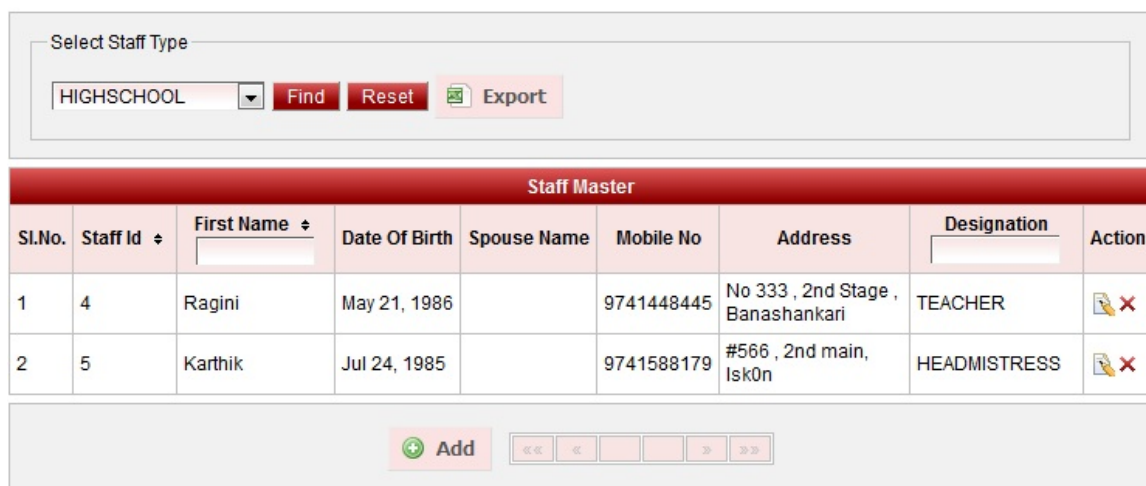
4. Click on OK button.

5. You will be able to view the report as shown below.

Error rendering macro 'viewxls' : The viewfile macro is unable to locate the attachment "staff.xls" on this page

Steps to Export Staff Details on Staff Type in your School

1. Select the Staff Type example HIGHSCHOOL.




1. Click on Find button. You will be able to see all the Staff present in Staff type HIGHSCHOOL in your school.



2. Click on Export button.
3. Dialog box opens. Click on OK button
4. You will be able to view the report as shown below.

Error rendering macro 'viewxls' : The viewfile macro is unable to locate the attachment "staff-stafftype.xls" on this page

 In this tutorial , the above report is restricted to display only 10 rows and columns for this example.

When you export directly from SchoolAdmin Lite you will get all the columns and rows in the exported excel report without any restrictions.