

# Logging in as Manager

To work as Manager in SchoolAdmin Standard EVD, you must have user name and password created for you by the administrator. And that login must have ROLE\_MANAGER set.

## Note

When you login as a Cashier for the first time, you go to options and click on users and change your password.

## To Login as Manager follow the below steps

1. Go to SchoolAdmin Standard EVD login page , enter the User name
2. Enter the Password
3. Click on Login

## Note

If user name and password matches with the user record created by admin, you will be able to successfully log in to SchoolAdmin Lite.







If user name and password is wrong, you will get a error message saying Invalid Username or password. You need to re type correct user name and password to login.

## With the Manager Login you can perform following tasks

When you login as a manager, you will see the Left Main menu bar as show below

| Admin Master  |                       |  |
|---|-----------------------|--|
|  | Fee Payment Receipts  |  |
|  | Fee Collection Report |  |
|  | Cash Master           |  |
|  | Staff                 |  |

1. You can Take print of Payment receipts.
2. You can Take Fee collection Report.
3. You can View Fee payments , Day book, Expense payment summary.
4. You can add and edit [Staff details](#).

| Students Information  |                      |  |
|---|----------------------|--|
|  | Students             |  |
|  | Student Slabs        |  |
|  | Attendance           |  |
|  | Attendance Report    |  |
|  | Application Students |  |
|  | Promote Students     |  |

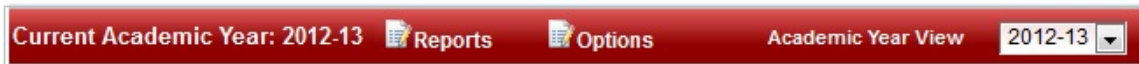
5. You can add and edit Student details.
6. You can Update Student Slabs.
7. [You can update monthly attendance for the students.](#)
8. [You can generate Attendance report.](#)
9. You can Promote Students.



10. You can create [Caste](#).

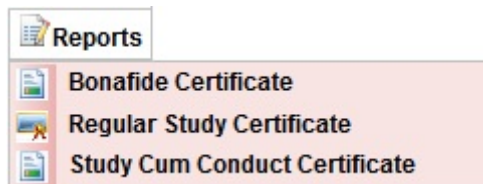
11. You can create [Caste Category](#).

**From the Top menu bar you can do following tasks**



### **Reports**

1. [Bonafide Certificate](#)
2. [Regular Study Certificate](#)
3. [Study Cum Conduct Certificate](#)



### **Options**

1. Help Menu - help information on SchoolAdmin navigation icons.
2. Settings Menu - you can change the SchoolAdmin theme.
3. Users Menu - you can [change the password](#).

