

# Logging in as Cashier

To work as Cashier in SchoolAdmin Basic EVD, you must have user name and password created for you by the administrator. And that login must have ROLE\_CASHIER 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 Cashier follow the below steps

1. Go to SchoolAdmin Basic 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 Cashier Login you can perform following tasks

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

Admin Master	
	Fee Payment
	Fee Payment Details
	Fee Payment Reconcile
	Fee Dues Details
	Fee Payment Receipts
	Fee Collection Report
	Cash Master
	Accounts Payment

1. You can Make [Fee payment of the Students.](#)
2. You can View Fee payment details of the students.
3. You can Make reconciliation of Cheque payment made by students.
4. You can View Fee due details.
5. You can Take print of Payment receipts.
6. You can Take Fee collection Report
7. You can View Fee payments , Day book, Expense payment summary.
8. You can Make [Accounts payment.](#)

Students Information	
	Student Slabs

9. You can Update Student Slabs

Masters	
	Fees

10. You can [Create Fees](#).

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



### **DashBoard**

When you click on Dashboard, you will be directly taken to the Student details sub menu. Here, you can view student details such as individual student detail, class wise student details etc.,

### **Widgets**

From the Widgets drop down menu you can access contact manager. contact manager menu stores information regarding School's all the suppliers and vendors such as Book Store contact details, uniform supplier contact details etc.,



### **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](#).

