Logging in as Readonly

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

> ⚠️ **Note**
>
> When you login as a Read Only user for the first time, you go to options and click on users and change your password.

To Login as Read Only 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 Read Only Login you can perform following tasks

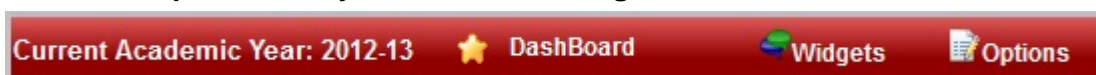**When you login as a read only, you will see the Left Main menu bar as show below**

1. You can view Fee Payment details.
2. You can make Accounts Payment.

3. You can view Student details.

**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 view 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.,
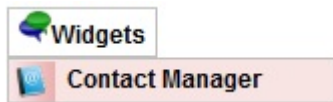
Options

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.