

MS HIFZ ACADEMY ERP — Attendance Module

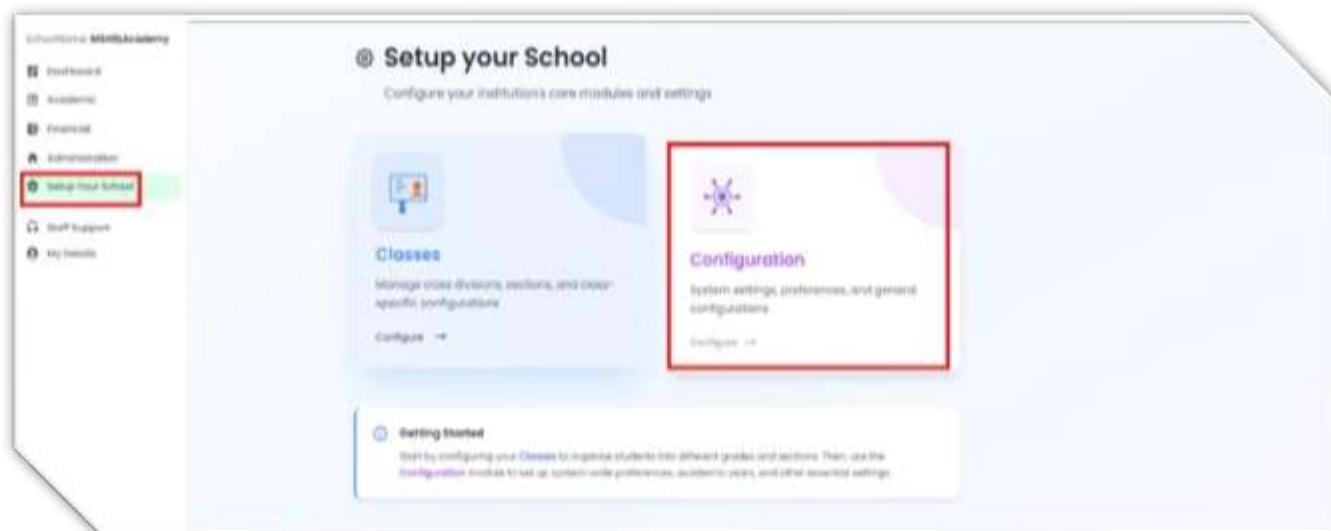
Attendance Module

This document covers the complete workflow for managing student attendance in the MS Hifz Academy ERP — from initial calendar configuration to daily attendance marking, monthly register view, reports, and exam attendance tracking.

Contents [Navigate to Attendance](#) [Step 1 – Configure Weekly Off Policy](#) [Step 2 – Configure Holiday Policy](#) [Step 3 – Navigate to Student Attendance](#) [Step 4 – Mark Daily Attendance \(Take Attendance\)](#) [Step 5 – Register View: Monthly Attendance Entry](#) [Step 6 – Register View: Attendance Register Query](#) [Step 7 – View Attendance Reports](#) [Step 8 – Exam Attendance \(Set Exam Attendance\)](#) [Attendance Status Reference](#)

Navigate to Attendance Configuration

1. Log in to the MS Hifz Academy ERP portal.
2. From the top header, select the required **Branch** and **Academic Year**.
3. In the left sidebar, click on **Setup Your School**.
4. The Setup Your School screen opens, showing two main cards: **Classes** and **Configuration**.
5. Click on **Configuration** → **Configure** to open the Configuration Management module.



Setup Your School — Click on Configuration to manage week-off rules, holidays, departments, and designations.

Step 1 — Configure Weekly Off Policy

Weekly Off Policy defines which day(s) of the week are non-working days. Attendance cannot be marked on these days — they appear as **H** (Holiday) in the register.

1. In **Configuration Management**, click the **Masters** dropdown in the top navigation.
2. Select **Week-off Policy** from the dropdown.
3. The **Week-off Policy** screen opens showing existing rules on the right side.
4. To add a new rule, fill in the **Add New Weekoff Rule** form on the left:
 - **Branch** — Select the branch for this rule (e.g., Vijay Nagar Colony).
 - **Class** — Select *All Classes* or a specific class.
 - **Day** — Select the day of the week (e.g., Sunday).
 - **Rule** — Select the frequency:
 - *Every Week* — This day is off every week.
 - *First Week* — Only the first occurrence of this day in a month.
 - *Second Week / Third Week / Fourth Week / Fifth Week* — As needed.
 - The **Preview** shows a summary (e.g., *Every – Sunday (All Classes)*).
5. Click **+ Save Rule**.
6. The new rule appears in the list on the right side (e.g., *All – Sunday, Branch: Tolichowki*).

① Different branches can have different weekly off schedules. Configure each branch's rule separately.

The screenshot shows the 'Configuration Management' interface. At the top, there's a navigation bar with 'Masters', 'Settings', 'Academic Year', and 'Export Data from DB Academic Year'. The 'Masters' dropdown is open, showing 'Week-off Policy' selected. Below this, the 'Add New Weekoff Rule' form is visible. It has four main sections: 'Branch' (Vijay Nagar Colony), 'Class' (All Classes), 'Day' (Sunday), and 'Rule' (Every Week). Below the 'Rule' section, there's a 'Preview' section showing 'Every – Sunday (All Classes)'. At the bottom of the form is a '+ Save Rule' button, which is highlighted with a red arrow. On the right side of the interface, there's a table listing existing rules. The table has columns for 'Name', 'Day', 'Branch', and 'Action'. One rule is listed: 'All – Sunday' for 'Tolichowki', which is highlighted with a red box.

Week-off Policy — Masters → Week-off Policy. Select Branch, Class, Day, and Rule frequency, then click Save Rule.

Step 2 — Configure Holiday Policy

Holidays are specific dates on which the school is closed (national holidays, religious festivals, school events, etc.).

1. In **Configuration Management**, click the **Masters** dropdown.
2. Select **Holiday Policy** from the dropdown.
3. The **Holiday Policy** screen opens. Existing holidays are listed on the right.
4. To add a new holiday, fill in the **Add New Holiday** form on the left:
 - **Branch** — Select the branch (e.g., Vijay Nagar Colony).
 - **Class** — Select *All Classes* or a specific class.
 - **Holiday Title** — Enter the holiday name (e.g., *Jayanth, Eid al-Fitr, Republic Day*).
 - **Holiday For** — Select who this holiday applies to:
 - *Students Only,*
 - *Staff Only and*
 - *Both Students and Staff*
 - **Start Date** — Select the holiday start date.
 - **End Date** — Select the holiday end date (same as start for single-day holidays).
 - **Display Order** — Set the display sequence.
 - **Description** — Optional remarks about the holiday.
5. Click + **Save Holiday**.
6. The holiday appears in the list on the right (e.g., *Ramdan — 15 Apr 2026 — Students*).
7. To edit a holiday, click the **Edit (pencil)** icon. To delete, click the **Delete (trash)** icon.

① Holidays marked as *Students Only* affect student attendance registers only. Staff attendance is not impacted on those dates.

① Configure all holidays at the start of the academic year. You can add new ones at any point during the year as needed.

Configuration Management [Get Help](#)

Holiday Policy [+ Holiday](#)

Add New Holiday

Branch:

Class:

Holiday Title *:

Holiday For:

Start Date *:

End Date *:

Display Order:

Description:

[Save Holiday](#) [Reset](#)

Departments **Setting** **Academic Year** **Export Data from Old Acc**

Departments
Designations
Week-off Policy
Holiday Policy

	DATE	FOR	ACTIONS
1	11 Apr 2026	Students	Edit Delete

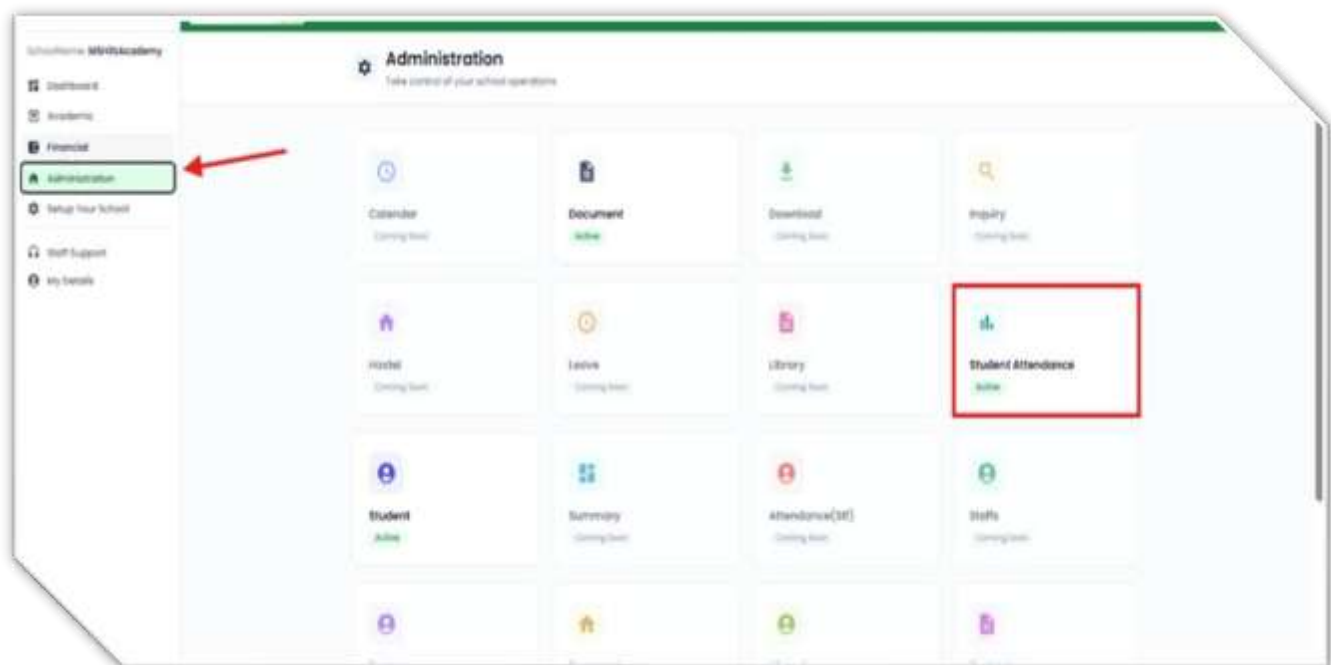
Holiday Policy — Masters → Holiday Policy. Fill in Holiday Title, Holiday For, Start/End Date, then click Save Holiday. Existing holidays appear on the right.

Step 3 — Navigate to Student Attendance

After completing the configuration (Steps 1 & 2), navigate to the Student Attendance module to start marking attendance.

1. In the left sidebar, click on **Administration**.
2. The Administration dashboard opens, showing all available sub-modules as cards.
3. Locate the **Student Attendance** card (marked as *Active*) and click on it.
4. The Student Attendance module will open.

① Other modules visible on the Administration dashboard (Hostel, Leave, Library, Calendar, etc.) are marked *Coming Soon* and are not yet active.



Administration Module — Click on Student Attendance (Active) to open the attendance management screen.

Step 4 — Mark Daily Attendance (Take Attendance)

Use the **Take Attendance** view to mark daily attendance for each class and section.

- On the Student Attendance screen, click the **Take Attendance** button (top right).
- Set the filters:
 - Attendance Date** — Defaults to today's date. Change if marking for a different date.
 - Class** — Select the class (e.g., 4).
 - Section** — Select the section (e.g., HA1).
- Click **Get Students**. The student list for the selected class/section loads.
- The table shows: Roll No, Admission No, Student Name, Father Name, Phone, and **Status** (radio buttons: **P** for Present, **A** for Absent).
- By default, all students are marked **P (Present)**.
- Use **Mark All Present** or **Mark All Absent** buttons for bulk marking.
- For students who are absent, click the **A** radio button next to their name.
- After marking all students, click **Save Attendance** (green button, bottom right).
- Attendance is saved. The records are now reflected in the monthly register.

ⓘ Attendance can only be marked on working days. Weekends and holidays (configured in Steps 1 & 2) are automatically excluded.

The screenshot displays the 'TAKE ATTENDANCE' interface. At the top, there are buttons for 'Take Attendance', 'Register View', and 'Help'. Below these, the 'TAKE ATTENDANCE' section contains filters for 'Attendance Date' (set to 04/08/2025), 'Class' (set to 4), and 'Section' (set to HA1). A 'Get Students' button is located to the right of these filters. Below the filters, there are two buttons: 'Mark All Present' (green) and 'Mark All Absent' (red). A table lists students with columns for Roll No., Adm No., Student Name, Father Name, Phone, and Status. The first student, TESTIND2 SALMAN, has a status of 'P' (Present). The second student, Testing shrik 2 vatheel, also has a status of 'P'. To the right of the table, there are two radio buttons for 'Status': 'P' (selected) and 'A' (Absent). A 'Save Attendance' button is located at the bottom right. Red arrows point to the 'Get Students' button, the 'Status' radio buttons, and the 'Save Attendance' button.

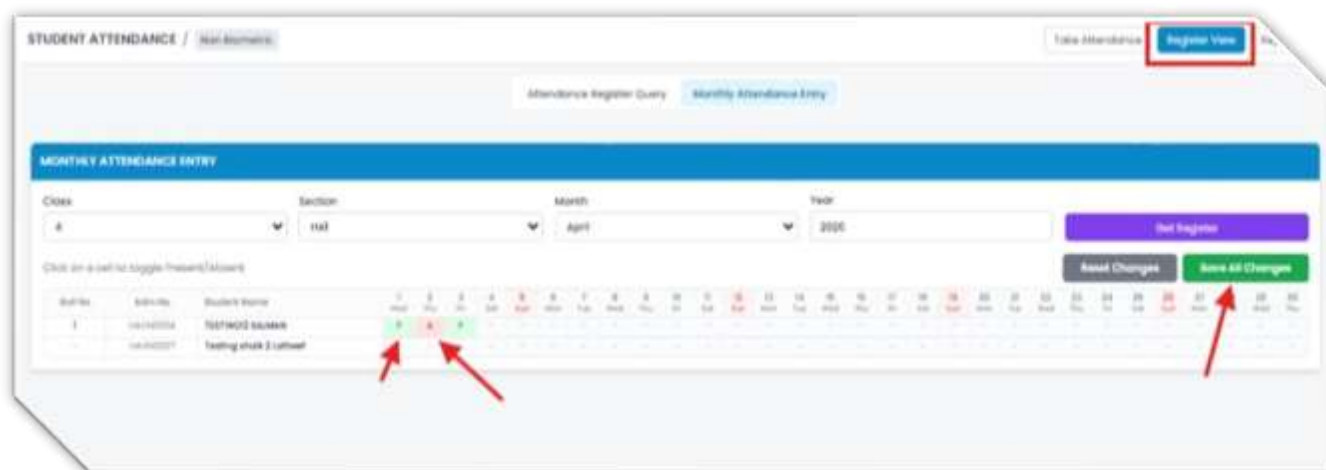
Take Attendance — Select Date, Class, Section, click Get Students. Mark P (Present) or A (Absent) for each student, then click Save Attendance.

Step 5 — Register View: Monthly Attendance Entry

The **Register View** provides a calendar-grid view for viewing and editing attendance for an entire month at once.

1. On the Student Attendance screen, click the **Register View** button (top right).
2. Two tabs appear: **Attendance Register Query** and **Monthly Attendance Entry**.
3. Click on **Monthly Attendance Entry** tab.
4. Set the filters:
 - **Class** — Select the class.
 - **Section** — Select the section.
 - **Month** — Select the month (e.g., April).
 - **Year** — Enter the year (e.g., 2026).
5. Click **Get Register**.
6. A calendar grid appears with students as rows and dates (1–30/31) as columns.
7. Each cell shows the attendance status:
 - **P** (green) — Present; **A** (red) — Absent; **H** (grey) — Holiday / Weekly Off
 - — — Not marked yet
8. **Click on any cell** to toggle it between Present and Absent. The note at the top says: "Click on a cell to toggle Present/Absent".
9. After making corrections, click **Save All Changes** (top right, green button).
10. Click **Reset Changes** to undo unsaved edits.

① This view is ideal for bulk corrections — e.g., if a date was missed and you need to enter attendance for multiple students across multiple days in one go.



Register View → Monthly Attendance Entry — Calendar grid showing daily P/A per student. Click any cell to toggle. Save All Changes when done.

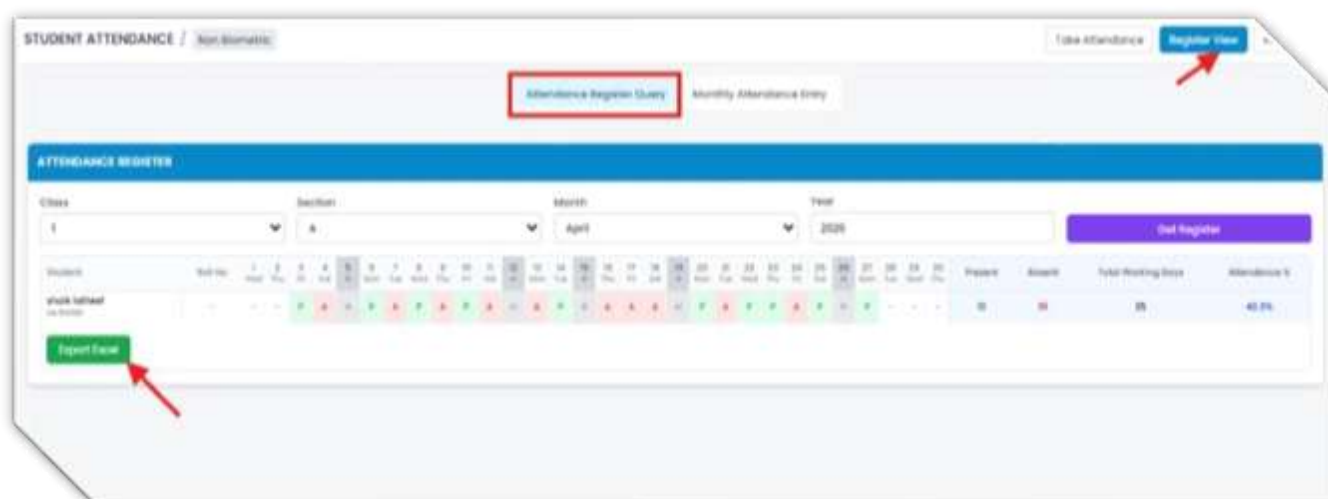
Step 6 — Register View: Attendance Register Query

The **Attendance Register Query** provides a read-only month-wise view showing each student's full attendance record along with totals and percentage.

1. In **Register View**, click the **Attendance Register Query** tab.
2. Set the filters:
 - **Class** — Select class; **Section** — Select section.
 - **Month** — Select month (e.g., April).
 - **Year** — Enter year (e.g., 2026).
3. Click **Get Register**.
4. The register grid shows all dates for the month, with colour-coded status per student:
 - **P** — Present (green); **A** — Absent (red/pink); **H** — Holiday (grey)
5. The rightmost columns show summary totals:
 - **Present** — Total days present
 - **Absent** — Total days absent
 - **Total Working Days** — Total school days in the month
 - **Attendance %** — Attendance percentage (e.g., 40.0%)
6. Click **Export Excel** (green button, bottom left) to download the register as an Excel file.

① This view is read-only — you cannot edit attendance from here. Use *Monthly Attendance Entry* (Step 5) to make corrections.

① The Attendance % shown here is the same percentage that appears on the Student Report Card for the linked exam (configured via Set Exam Attendance).



Attendance Register Query — Month-wise calendar grid with Present, Absent, Total Working Days, and Attendance % per student. Click Export Excel to download.

Step 7 — View Attendance Reports

Access detailed attendance reports from the Reports menu on the Student Attendance screen.

1. On the Student Attendance screen, click the **Reports** dropdown (top right).
2. Select the required report type:
 - **Student Attendance Report** — Attendance summary for selected class/section/date range.
 - **Defaulter Report** — Students whose attendance % is below a threshold.
 - **Monthly Summary** — Month-wise attendance totals per student.
3. Set the filters (Branch, Class, Section, Month/Date Range, Student).
4. Click **Get Report**.
5. The report displays with totals and percentages.
6. Click **Export Excel** or **Print** to export the report.

Step 8 — Exam Attendance (Set Exam Attendance)

Exam Attendance links specific attendance months to a test/exam. The attendance from the linked months will appear on the Student Report Card for that exam.

1. Navigate to the **Academic Module** from the left sidebar.
2. Click the **Academic Actions** dropdown in the top navigation.
3. Click on **Set Exam Attendance**.
4. Select the filters:
 - **Academic Year** (e.g., 2025–2026)
 - **Branch** (e.g., Murad Nagar)
 - **Class** (e.g., 6)
 - **Select Exam** (e.g., FA-1, SA-1, Unit Test 1)
5. The screen shows a calendar of months for the academic year (Jan 2025 – Dec 2026).
6. Check the checkbox for each month whose attendance should count for this exam's report card. Example: For *FA-1* (June–August term), check June, July, and August 2025.
7. Click **Save Settings**.
 8. The attendance from the selected months will now appear in the Attendance section of the Student Report Card for that exam.

① Allowed range: Jan 2025 – Dec 2026, maximum 12 months per exam. Select only the months relevant to the exam period.

① Always set Exam Attendance before generating Report Cards — if no months are linked, the attendance section on the report card will be blank.

Attendance Status Reference

Status Code	Full Name	Description	Counts as Working
P	Present	Student was present in school	Yes — Present
A	Absent	Student was absent	Yes — Absent
H	Holiday / Weekly	Holiday or Weekly Off (auto-set by	No
—	Not Marked	Attendance not yet entered for this date	Not counted until

Attendance Module — Workflow Summary

Step	Action	Where	Who	When
1	Configure Weekly	Setup Your School → Configuration →	Admin	Start of
2	Configure Holiday	Setup Your School → Configuration →	Admin	Start of year
3	Navigate to Student	Administration → Student Attendance	All	Daily
4	Mark Daily	Take Attendance	Class Teacher	Every school
5	Edit / Bulk Monthly	Register View → Monthly Attendance	Class Teacher	As needed
6	Query Monthly	Register View → Attendance Register	Admin /	Monthly
7	View Reports	Reports dropdown	Admin /	Monthly / as
8	Set Exam Attendance	Academic Module → Academic	Admin	Before