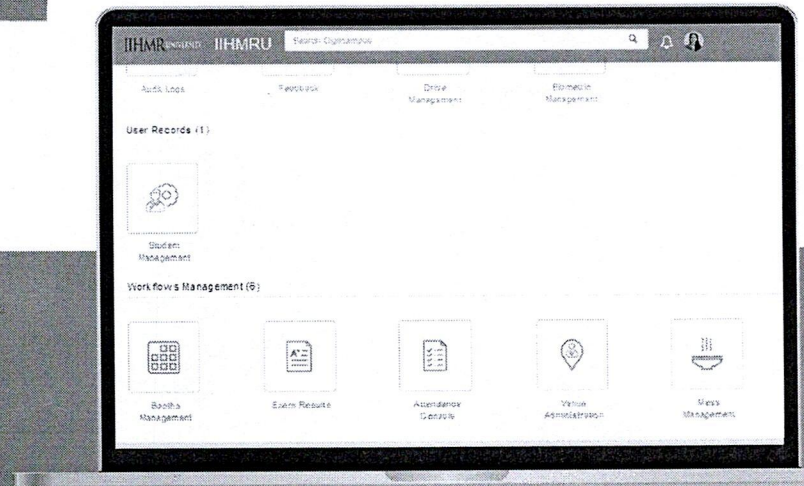




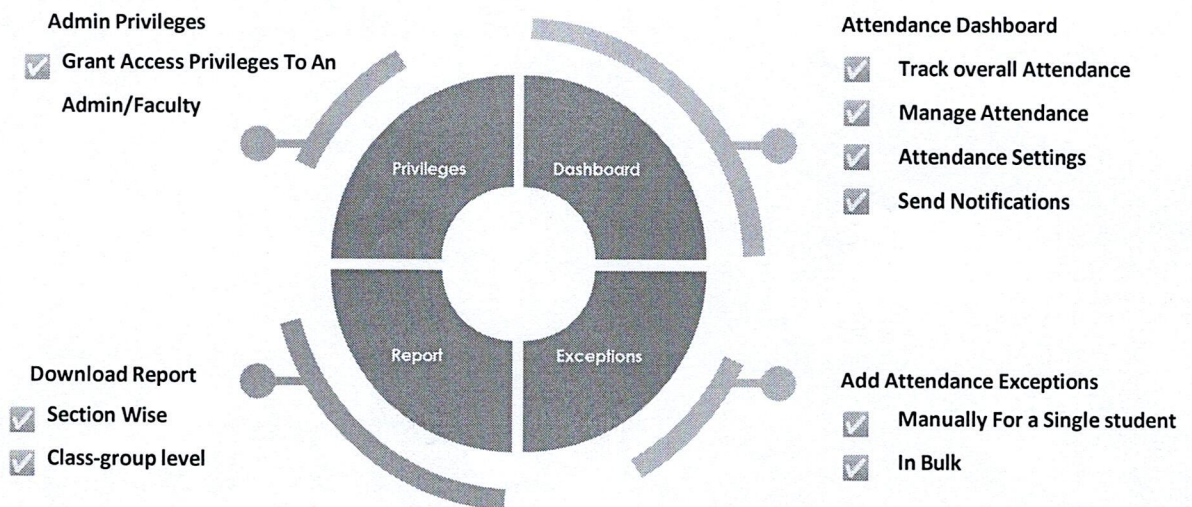
Smart Attendance Console For Hassle-Free Complete Attendance Management

Attendance Console Gives You Freedom From Mundane
Of Attendance Tracking With Higher Data Security




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Smart Attendance Console



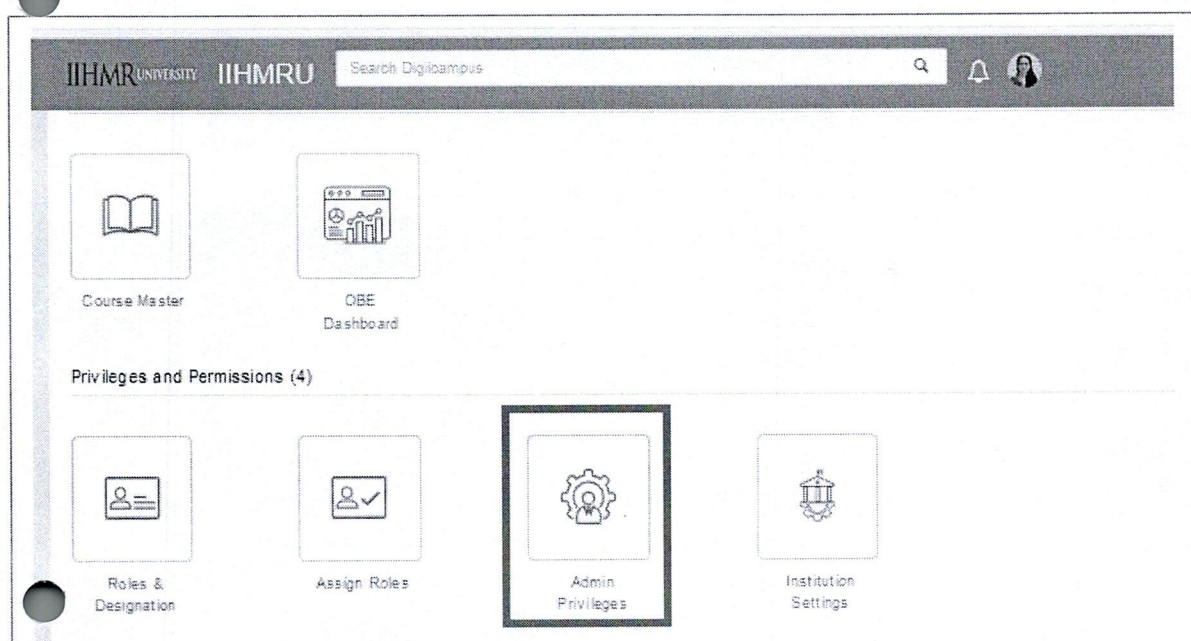
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Admin Privileges To Access The Attendance Dashboard



- Login into the admin account using your credentials
- Go to **admin privileges** under admin console

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Admin Privileges To Access The Attendance Dashboard

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< Admin Privileges

Privileges

Search Privilege

Attendance Console

Attendance Exception

Attendance Report Dashboard

Attendance Settings

Biometric Management System

Black Board Integration

Booths

Bulk Attendance

Campus Survey Templates

Name	Department	Designation	Entity
Mr. Hitendra Singh	IT Department	Manager	IIHMR UNIVERSITY
Mr. Nitin Bhatnagar	IT Department	Network Administrator	IIHMR UNIVERSITY
Ms. Shivani Arora	IT Department	Software Programmer	IIHMR UNIVERSITY
Ms. Sonali Mishra	IT Department	ERP Executive	IIHMR UNIVERSITY
Mr. Rakesh Sharma	IT Department	Software Programmer	IIHMR UNIVERSITY
Mr. HS Darda	Others	-	IIHMR UNIVERSITY
Mr. Ashish Jangid	IT Department	IT Executive	IIHMR UNIVERSITY
Ms. Ritvika Solanki	Academic Administration	Academic Executive	IIHMR UNIVERSITY
Ms. Sadhana Pareek	Academic Administration	Academic Officer	IIHMR UNIVERSITY

Add

- Search for attendance console
- Click on add on the bottom right

[Signature]
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Admin Privileges To Access The Attendance Dashboard

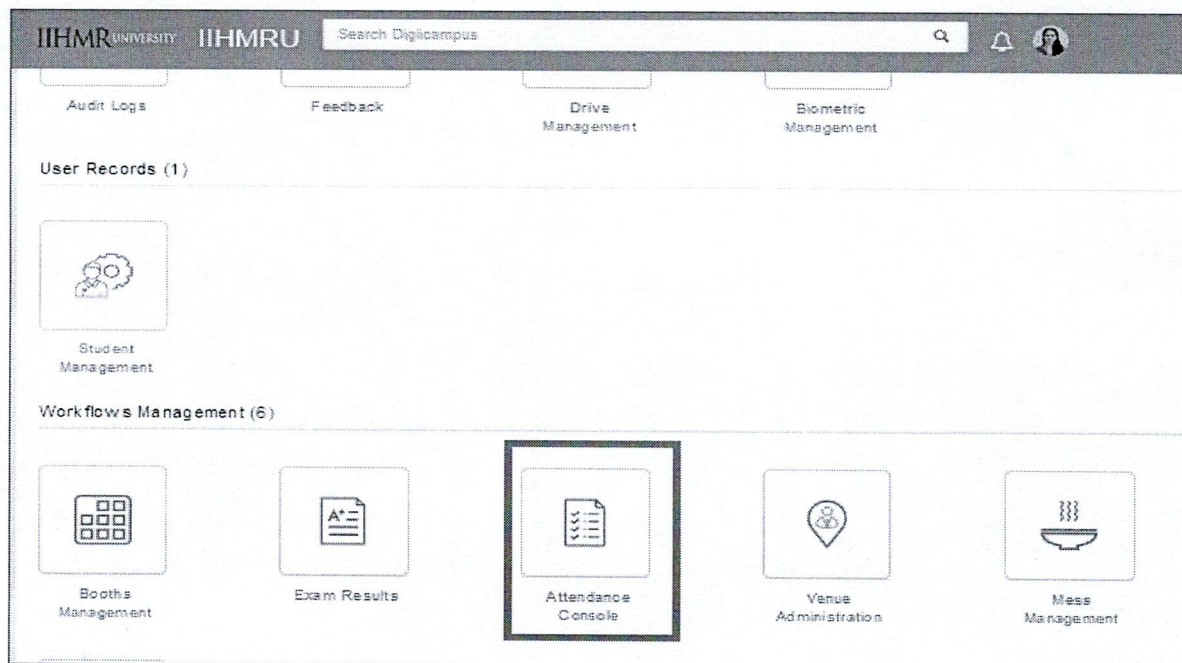
The screenshot shows the IIHMR University Admin Privileges interface. On the left, a sidebar lists various privileges under the 'Attendance Console' section. The main area displays a modal for 'Seema Mehta' with her contact information and a 'Grant Privilege' button highlighted with a red box. Below the modal, a table lists other faculty members and their roles.

Name	Department	Role	Institution
Mr. Rakesh Sharma	IT Department	Software Programmer	IIHMR UNIVERSITY
Mr. HS Darda	Others	-	IIHMR UNIVERSITY
Mr. Ashish Jangid	IT Department	IT Executive	IIHMR UNIVERSITY
Ms. Ritvika Solanki	Academic Administration	Academic Executive	IIHMR UNIVERSITY
Ms. Sadhana Pareek	Academic Administration	Academic Officer	IIHMR UNIVERSITY

- Search for the **faculty name**
- Click on **grant privilege**

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Admin Privileges To Access The Attendance Dashboard



Go to
**attendance
console** under
admin console


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Manage Attendance

IIHMR UNIVERSITY IIHMRU Search Digicampus

< Attendance Console

1 Manage Attendance Download Report Attendance Settings Attendance Dashboard

Enter Student Details

apurva.hm28@ihmr.in 2 Search

Student Details

Name	Apurva Preeyam
Registration Id	IIHMR-U/01/2023-25/1885
Department	Institute of Health Management Management Research
Batch Year	2023

3 Wednesday, December 6th 2023

Subjects	Time	Attendance
		4 SAVE

- Click on **manage attendance**
- **Search the student** by name/registered email id/phone no.
- **Select the date** from the calendar icon you want to track the attendance for
- Click on **save**


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Download Section Wise Report

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< Attendance Console

Manage Attendance Download Report Attendance Settings Attendance Dashboard

☒ Section ☐ Class Group Level

Department Institute of Health Management Management Research ▼

Programme MEA (Hospital and Health Management) ▼

Batch Year 2023 ▼

Section MEA HM 28 Sec A ▼

Download Section Attendance

- Click on **download report**
- Select **section**
- Select department, programme, batch year and section
- Click on **download section attendance** on the bottom right

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- The downloaded report will appear as below:

[illegible]


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Download Report (Class Group Level)

The screenshot shows the IIHMR University Attendance Console. The 'Download Report' tab is active. Under the 'Section' heading, 'Class Group Level' is selected. The 'Term' is set to 'MBA HM 28 Term 3', the 'Course' is 'Digital Health [HM-CC-821]', and the 'Class' is 'HM-CC-821/Digital Health/Term3/2023-24/MBA HM 28/Section-B'. A button labeled 'Download Class Group Attendance' is visible at the bottom right.

Section	Term	Course	Class
☒ Class Group Level	MBA HM 28 Term 3	Digital Health [HM-CC-821]	HM-CC-821/Digital Health/Term3/2023-24/MBA HM 28/Section-B

Download Class Group Attendance

- Click on **download report**
- Select **class group level**
- Select term, close & class
- Click on **download section attendance** on the bottom right

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Download Report (Class Group Level)

- The downloaded report will appear as below:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Sl Number	Registration ID	Email ID	Name	Status	Course Name	Course Code	Total classes delivered	Classes Attended	Present Percentage	2022-04-01 21:00:00	2022-04-02 21:00:00	2022-04-03 21:00:00	2022-04-04 21:00:00	2022-04-05 21:00:00
Manavkesh	yj2k19701a@gmail.com	Manavkesh	Active	SMS Mech Course	SMS	0	111.11	PRESENT	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT
Vishwanath	yj2k19701a@gmail.com	Vishwanath	Active	SMS Mech Course	SMS	0	111.11	PRESENT	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT	ABSENT


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Attendance Settings

The screenshot displays the 'Attendance Console' interface for IIMHRU. It includes a search bar and navigation tabs: 'Manage Attendance', 'Download Report', 'Attendance Settings', and 'Attendance Dashboard'. The 'Attendance Settings' tab is active, showing several configuration options:

- Attendance Editing - Faculty:** A toggle switch is currently off, with a large black arrow pointing to it from the right. Below it, the text reads 'Allow faculty to edit attendance after submission'.
- Late Attendance:** A section with a sub-header 'Check for Late Marking of attendance by Faculty(s)' and an 'Edit' button.
- Consider Late Attendance after:** A toggle switch is currently off.
- Biometric Attendance Settings:** A section with a warning message: 'Existing biometric data needs to sync if settings are changed, click here to redirect.' Below this are:
 - Biometric Lesson Activation:** A toggle switch is currently off.
 - Lesson Biometric consideration percentage:** A text input field containing '35' and a '%' symbol.
 - Online class attendance sync:** A toggle switch is currently off, with a large black arrow pointing to it from the right.

- Turn on the toggle button to:
 - allow faculty to edit attendance after submission
 - Allow attendance sync for the online classes
- Define the min. duration of online class student need to attend to be **marked present**
- **Attendance form** can be considered in 2 ways:
 - Student's date of joining classgroup
 - Start date of classgroup

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Attendance Settings (Change Status)

IIHMR UNIVERSITY

IIHMRU

Search Digicampus

Online class attendance sync

Allow attendance sync for online classes

Minimum online participation percentage

Minimum duration of online class student need to attend to be marked present

0%

Consider Attendance From

☐ Student's date of joining classgroup

☒ Start date of classgroup

Attendance Status

Edit

Status	Abbreviation	Color Code	Final Status	Admin Only
PRESENT	P		PRESENT	☐
ABSENT	A		ABSENT	☐
			☐ Approved Leave	

- To change attendance status, click on the tab
- Change the status then, click on


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Attendance Settings (Attendance Percentage & Absence Notifications)

Attendance % Notification

% Threshold	Applicable to	Student			Parent			Class Faculty		
		Email	In App	SMS	Email	In App	SMS	Email	In App	SMS
50	Institute of Health Management Management Research	☒	☐	☐	☐	☐	☐	☐	☐	☐
2023										

Absence Notification

Consecutive Days	Applicable to	Student			Parent			Class Faculty		
		Email	In App	SMS	Email	In App	SMS	Email	In App	SMS
1	Institute of Health Management Management Research	☒	☐	☐	☐	☐	☐	☐	☐	☐
2023										

- To edit attendance % notification & absence notification click on **edit**
- Define the **% threshold for attendance % notification & consecutive days for absence notification**
- Select the department & batch year
- Select the platform to send the notification to student, parent and faculty
- Click on **save**
- Click on **new setting** add more notifications


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Attendance Dashboard

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< Attendance Console

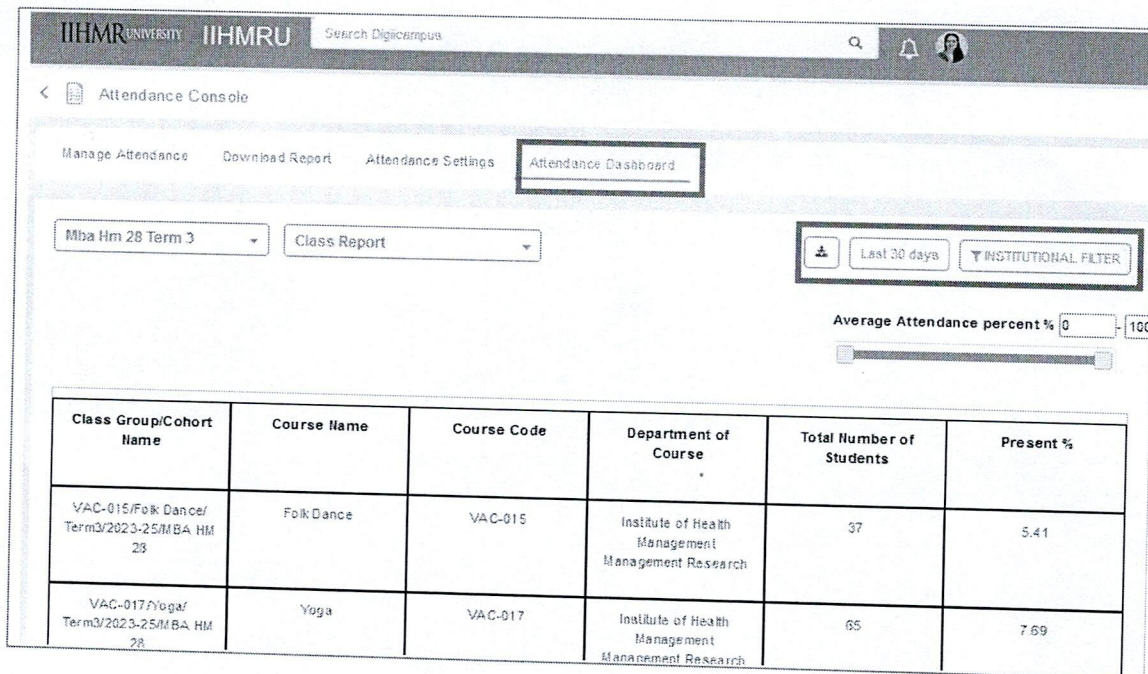
Manage Attendance Download Report Attendance Settings Attendance Dashboard

Select Term Select Report Type

Under attendance dashboard select the term & report type


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Attendance Dashboard



- Track the overall attendance of a term under this dashboard
- Click on the **download icon** to download the report
- Select the **date** to track the attendance
- You can also **apply institutional filter** according to department & programme, **year & quota**


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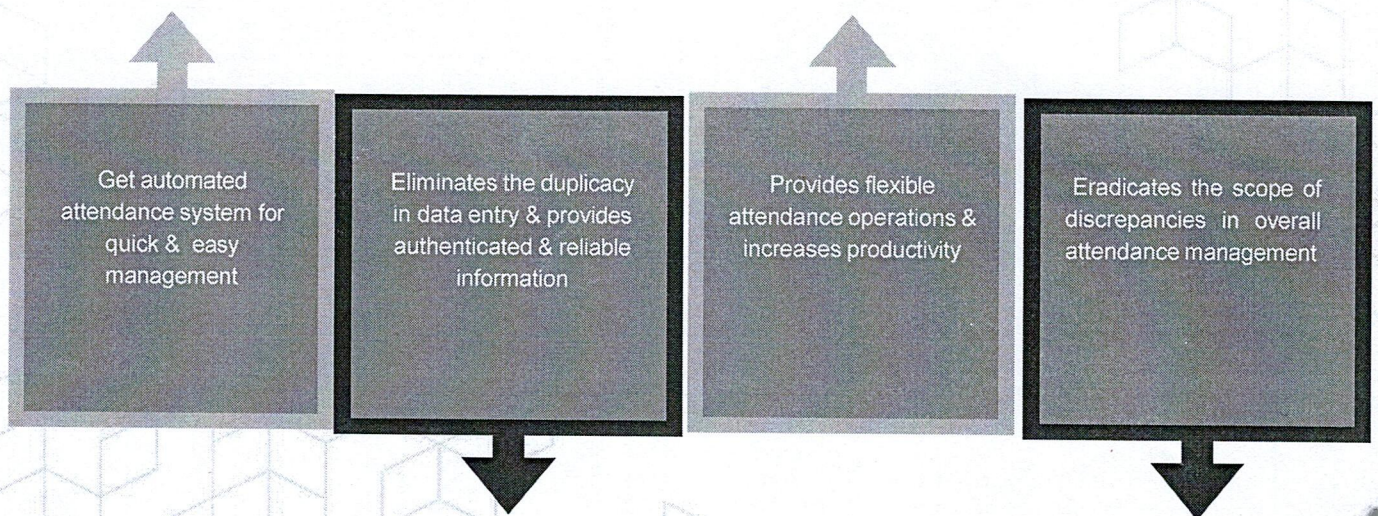
Attendance Dashboard (Download Report)

- The downloaded report will appear as below:

Class Group/Cohort Name	Course Name	Course Code	Department of Course	Total Number of Students	Age Number of Students Pre	Present %
VAC-013/Folk Music/T Folk Music		VAC-013	Institute of Health Mar	11	0	0.00
CC-612/Communicati	Communication Plan	CC-612	Institute of Health Mar	115	0	0.00
HM-CC-618/National H	National Health Progr	HM-CC-618	Institute of Health Mar	114	0	0.00
CC-611/Financial Mar	Financial Managemer	CC-611	Institute of Health Mar	115	0	0.00
CC-613/Research Met	Research Methods	CC-613	Institute of Health Mar	115	103	89.57
HM-CC-621/Digital He	Digital Health	HM-CC-621	Institute of Health Mar	114	99	86.84
CC-611/Financial Mar	Financial Managemer	CC-611	Institute of Health Mar	114	0	0.00
HM-CC-618/National H	National Health Progr	HM-CC-618	Institute of Health Mar	115	0	0.00
VAC-012/Drawing and	Drawing and Painting	VAC-012	Institute of Health Mar	28	0	0.00
VAC-016/Photography	Photography	VAC-016	Institute of Health Mar	62	0	0.00
VAC-017/Yoga/Term3/	Yoga	VAC-017	Institute of Health Mar	65	5	7.69
VAC-018/Therate Arts/	Therate Arts	VAC-018	Institute of Health Mar	25	0	0.00
CC-612/Communicati	Communication Plan	CC-612	Institute of Health Mar	114	107	93.86
VAC-015/Folk Dance/T	Folk Dance	VAC-015	Institute of Health Mar	37	2	5.41
CC-613/Research Met	Research Methods	CC-613	Institute of Health Mar	114	0	0.00
CC-615/Essentials of H	Essentials of Hospital	CC-615	Institute of Health Mar	115	103	89.57
CC-615/Essentials of H	Essentials of Hospital	CC-615	Institute of Health Mar	114	99	86.84
HM-CC-621/Digital He	Digital Health	HM-CC-621	Institute of Health Mar	115	99	86.09


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BENEFITS OF USING THE SMART CONSOLIDATED FEE MANAGEMENT SYSTEM!

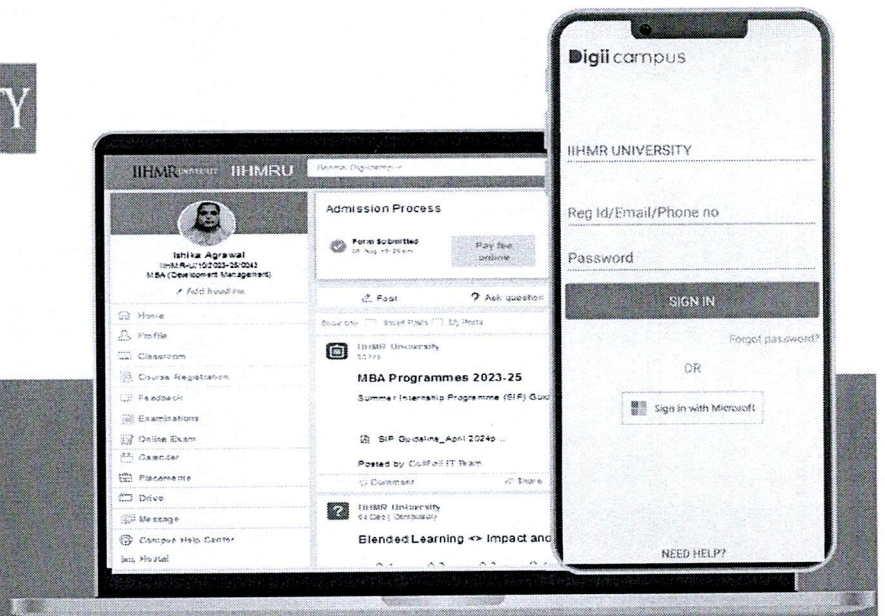



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Smart Student Attendance

Manage Your Account & Access various Features At
Your fingertips

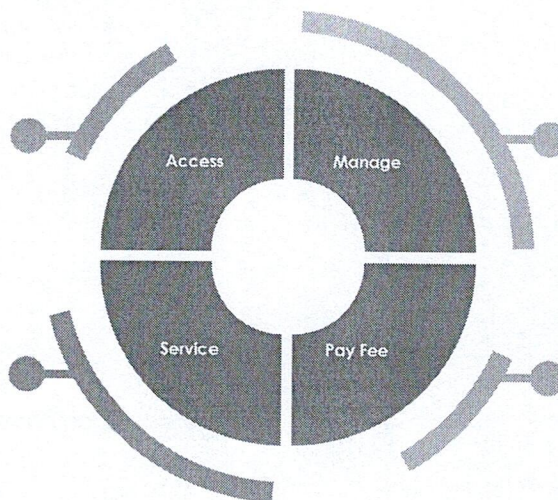


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Smart Student Management

- Complete Access**
- ☒ Get Full Access to Campus
- Information**
- ☒ Check Calendar
 - ☒ Check Mess Menu
 - ☒ Book a Venue

- Access Intelligence**
- ☒ Attend Class
 - ☒ Monitor Attendance
 - ☒ Access Campus feed

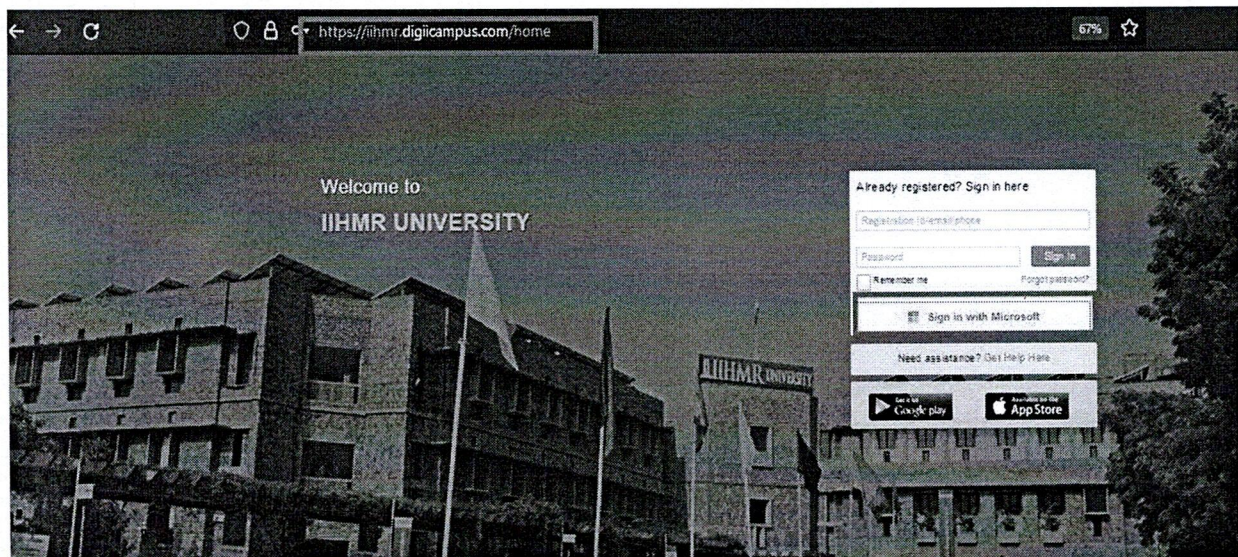


- Manage your account**
- ☒ Raise a Service Request
 - ☒ Attend a Quiz
 - ☒ Register For a Course

- One Tap Solution**
- ☒ Pay fee Online
 - ☒ Examination View
 - ☒ Reminders


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Click on Singh in Microsoft To login in




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Check Attendance




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Go To profile On The Left Panel



Ishika Agrawal
 IIHMR-U/10/2023-25/0043
 MBA (Development Management)

[Add headline](#)

Admission Process



Form Submitted
 08 Aug 10:29 am

[Pay fee online](#)

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[Profile](#)

[Classroom](#)

[Course Registration](#)

[Feedback](#)

[Examinations](#)

[Online Exam](#)

[Calendar](#)

☐ Saved Posts
 ☐ My Posts

Category ▾ Booth ▾



IIHMR University
 23 hrs

MBA Programmes 2023-25

Summer Internship Programme (SIP) Guideline

 SIP Guideline_April 2024ppt...  

Posted by CollPoll IT Team

 Post
  Ask question
  Add event

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Click On The Academics To Check The Details

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Search Digicampus



Ishika Agrawal
1st Year Student

[E-portfolio](#)[Official Record](#)[Posts](#)[Academics](#)[Progress Card](#)

[Attendance Records](#)[Exam Records](#)

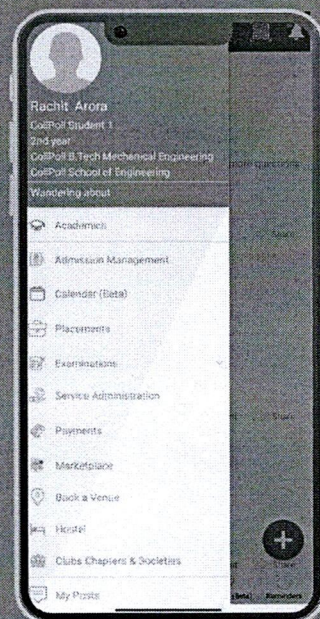
Overall Attendance : **92.86%**

Total Classes Present In : **156 / 168**

Course Name (Type)	Total Classes	Attendance		Attendance %
		Present	Absent	
Communication For Development (L...	32/32	32	0	100%
Photography (Lecture)	4/12	4	8	33.33%
Quantitative Techniques (Theory)	12/16	12	4	75%
Management Information System (L...	16/16	16	0	100%

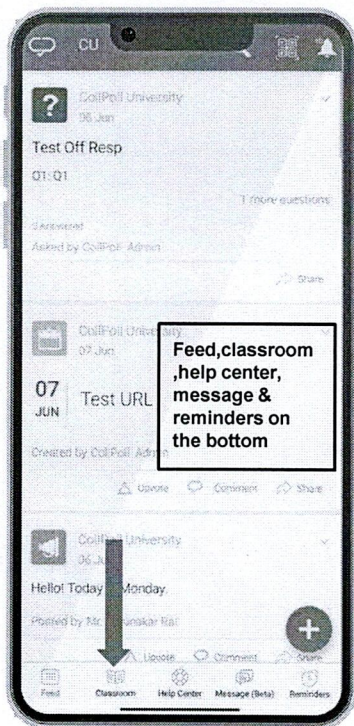

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Access Homepage Through Mobile

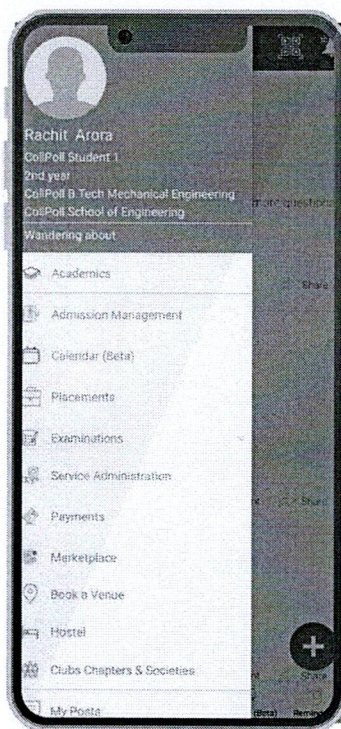



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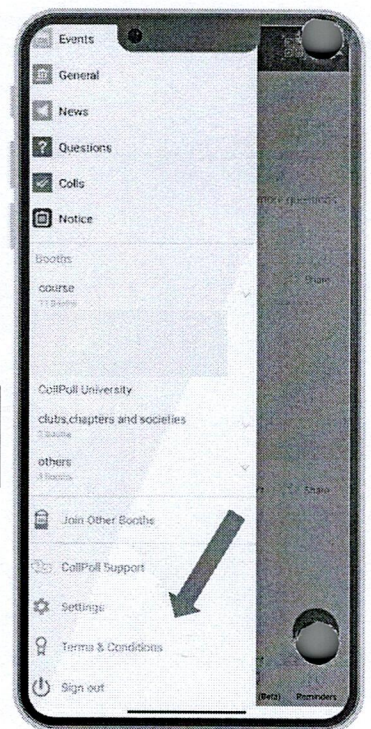
Homepage On Mobile



Academics,
placement,
examination,
hostel on the left

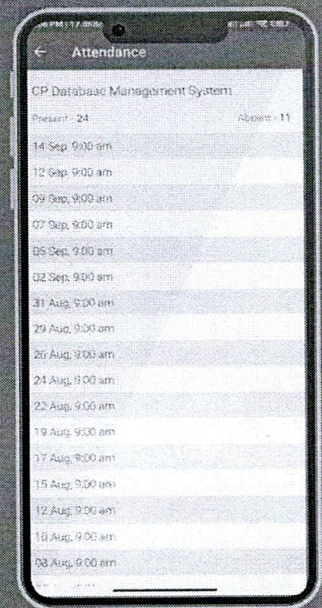


Settings &
logout on the
bottom left



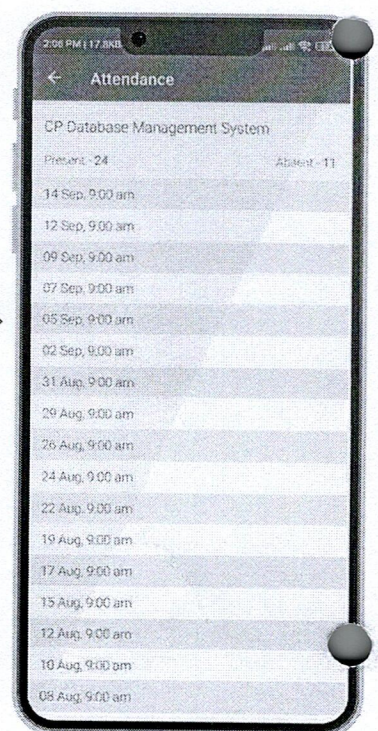
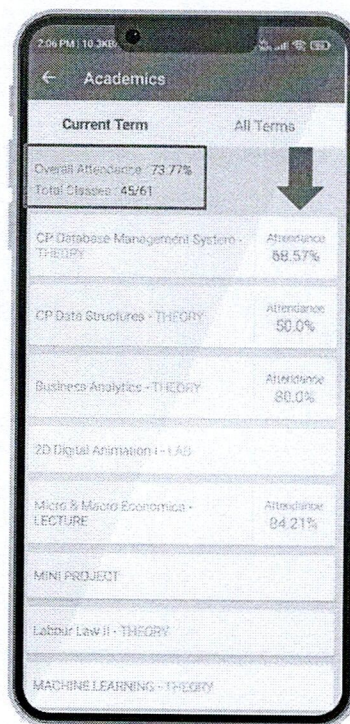
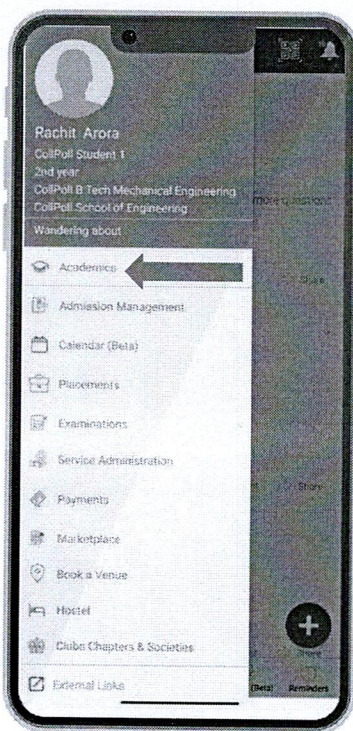
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Check Attendance Through Mobile App




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Go To Academics Then, Click On A Class To Track the Attendance




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