

Digital Diary is made to send attendance, tests, fees, timetable, homework, classwork, etc like messages with photographs in Gujarati from mobile device to students on behalf of School, College and Classes

Any Time Any Where

- ✓ First, Search the app **Digital Diary Admin App** from **Google** Play Store, Download it and Install it Or Goto Mobile Browser and type the given link admin.digitaldiary.in
- ✓ For Login, Enter your registered mobile number and password. For registered numbers contact your head.
- ✓ Now you will see logo of your school and few buttons whose usage is given below.
- ✓ You may use setting button of admin app to add class, divisions and students. And if you want to add multiple students in single go for first time, set class division first and then import excel file into www.digitaldiary.in web panel.

Attendance :

- Here, you can send lecture wise and day to day attendance status to parents.
- Select class division from the list
- Select the date, lecture, subject and faculty (If you are not managing lecturewise attendance, select lecture 1 as default)
- By default all students will be present, click on the student to make him absent
- Just click on submit button, and parents will receive attendance status in digital diary parents application

Timetable :

- Select Standard, Division, Date and click on Search, You can see timetable of current date
- To add new timetable, click on (+)plus button placed in right hand side
- Select the date you want to add timetable for, select time, days, other fields and click on submit button. Timetable will appear on parents application

Test :

- You can see list of tests by selecting class directly
- If you want to create new test, click on (+)plus button placed in right hand side. Enter date, round, subject, total marks, passing marks and you are able to add marks of students for desired tests
- If the test is pending, you can add the marks of students later
- After entering marks, just click on submit button, and parents can see marks of tests in their parents application.

Fees :

- With help of this menu, you can send information regarding fees to parents very easily
- **Charges**

To manage fees you need to first add charges as your total amount of fees. With help of ADD CHARGES you can add charges for single student or multiple students. (If you want to get list of pending fees, You must set total fees first. E.g. If you calculate fees term wise, you have to add fees charges twice, one before terminal exam and another one after that.

A) Selecting Class-Division you can see the details of fees charges. Which can't be edited but only deleted.

B) To collect fees go to ADD Charges tab. If you want to add fees for single student, select single. If you want to add fees for multiple students, select multiple. Now select class division date student and enter amount of fees. (If you have selected multiple option, you can set fees of whole class)

➤ **Receipt Fees Collection :**

A) Selecting Class-Division you can see the details of fees collection. Which can't be edited but only deleted.

B) To collect fees of a student, select single, enter class, division, date, type of payment, student name and enter the amount.

Note: while fees of multiple students have been collected, use multiple choice option. It allows you to set fees for each student individually

Messages :

With help of this menu, you can send different different reminders like homework, classwork, notices, news, etc with Photos, PDFs and videos as link to students of same class directly.

➤ Select Class, Division. If you want to send message to single student, select his name otherwise select All Members.

➤ After that select the type of message and type it in your regional language

➤ You can send photos or PDFs by clicking on buttons given below message box

Note: Create admin as per requirements of school/ college/ classes. If you click the photo of homework and send it to parents daily, it will be noticeable soon among parents. And in emergency circumstances admins can put messages of holidays from their home as well.

Leave :

➤ With help of this menu admins can approve or disapprove leaves put by parents

➤ Select the class division and click on search button to manage leave of particular class

➤ If you want to approve the leave, click on approve button

➤ If you want to disapprove the leave, click on disapprove button

Reply :

➤ To check the messages sent by parents, this menu is used

➤ Now select the class division to see replies of particular class. If you want to see all the replies, select all. Click on the message you want to answer.

➤ After answering the message, received message will be turned to green

Today :

➤ This menu shows daily analysis

- Enter the date, and you will get list of messages sent on the particular date. (this menu will indicate only messages, not attendance and tests as they are already live).

Settings :

- This menu is used to do all important configuration
- You may add students from Members Menu
- You may add Standard, Division, Subjects, Faculties, Tests and Rounds from its menu.

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