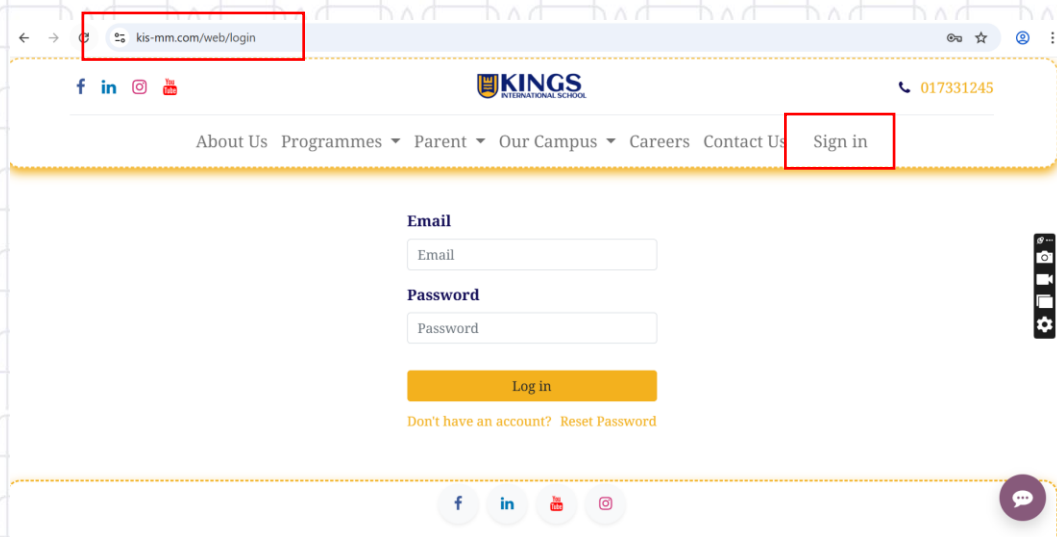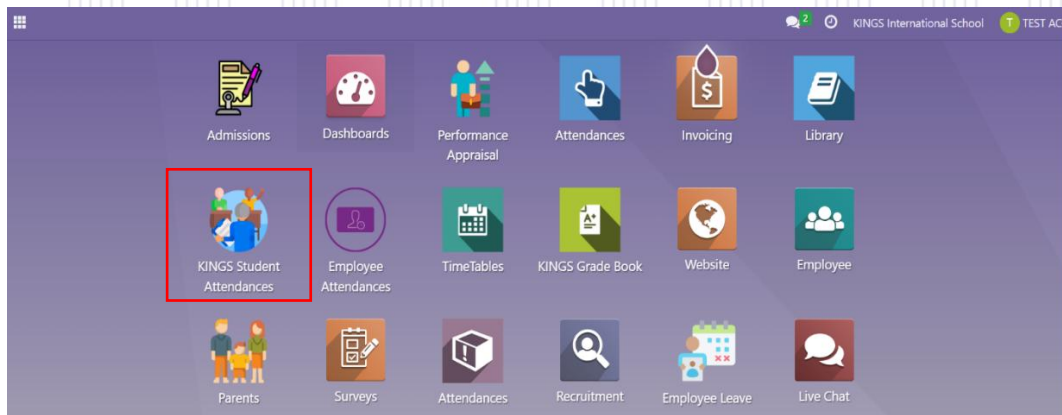# KINGS ERP

Student Attendance & Leave User Manual

- ❖ **Welcome to the Student Attendance & Leave User Manual. This document aims to guide you through the functionalities and features of the student module.**

- ❖ **The purpose of digitalizing the Student Attendance Form is multifaceted, offering several advantages compared to traditional paper-based processes.**

- ❖ **The student-related module in KNGS ERP allows schools to efficiently manage student attendance and leave requests. This module helps track student presence, handle absenteeism, and manage leave applications.**

- ❖ **To access the student-related module, navigate to https://kis-mm.com and enter your login credentials.**

- ❖ **If you don't have an account, please contact the HR Team to create one for you**

Student Attendance

❖ **Enter the 'KINGS Student Attendances' Module.**

❖ **The KINGS ERP System automatically runs a scheduler daily at 6:30 AM for each classroom, processing the respective student data.**

❖ **After that, Teacher can check and update record at 8:30 AM, 8:40 and 9:00 AM.**
❖ **This update include student's present, Late Time, Informed absences.**
❖ **If a student fails to scan their ID card or forgets to brings it, the teacher must manually mark them in the Present column.**
❖ **If a student is absent and has not submitted a leave request via the KIS App, the teacher must manually mark them in the Uninformed Absent column.**

❖ **Once checking and modifying are completed, 'Done' stage must be selected for all records.**

Student Leave

❖ **Enter the 'Student Leave' Module**
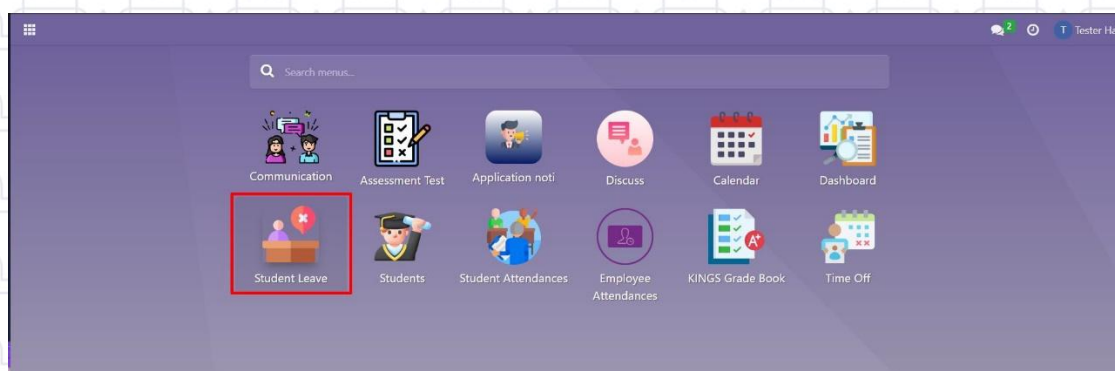
❖ **Teacher can check student leave lists.**