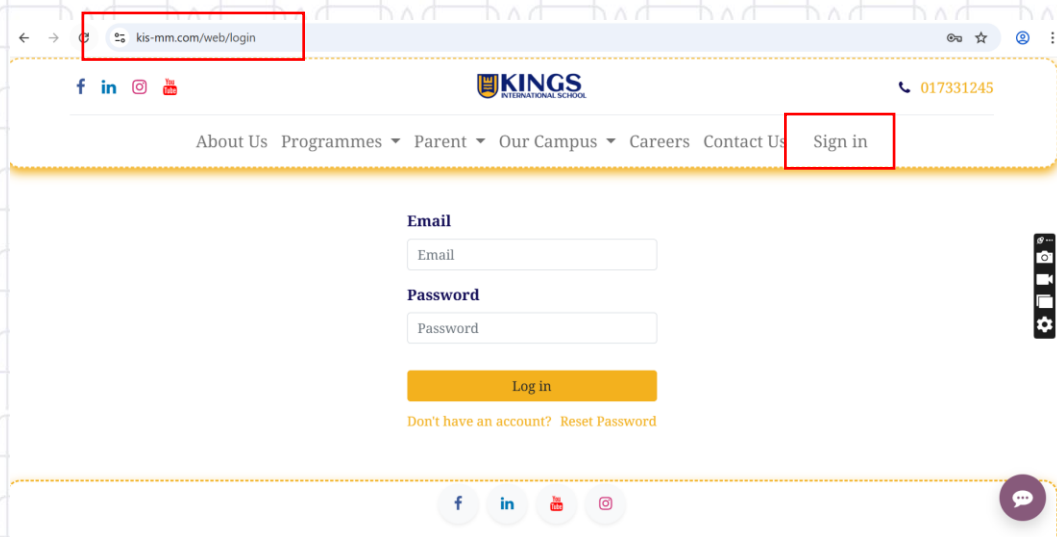


# KINGS ERP

## Student Attendance & Leave User Manual

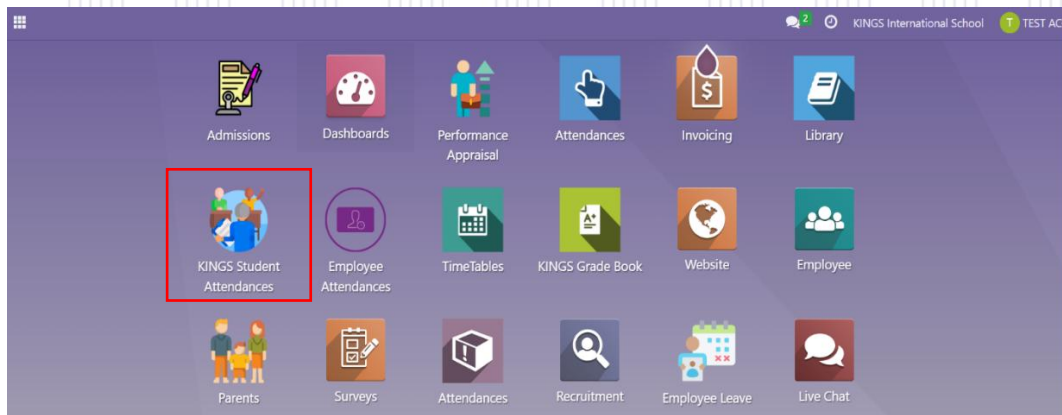
- ❖ Welcome to the Student Attendance & Leave User Manual. This document aims to guide you through the functionalities and features of the student module.
- ❖ The purpose of digitalizing the Student Attendance Form is multifaceted, offering several advantages compared to traditional paper-based processes.
- ❖ The student-related module in KINGS 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



The screenshot shows the login page of the KINGS ERP system. The browser address bar is highlighted with a red box, showing the URL [kis-mm.com/web/login](https://kis-mm.com/web/login). The page features the KINGS International School logo and contact number 017331245. A navigation menu includes links for About Us, Programmes, Parent, Our Campus, Careers, Contact Us, and a highlighted Sign in button. The login form consists of fields for Email and Password, a Log in button, and links for 'Don't have an account?' and 'Reset Password'. Social media icons for Facebook, LinkedIn, Instagram, and YouTube are present at the bottom of the page.

## 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.

Student Attendances

Today Search...

Filters Group By Favorites 1-80 / 105

Date	Student	Batch	Student ID	Present	Late	Informed Absent	Uninformed Absent	Late Time	Remark	State
06/09/2025 06:30:00	Sharize Phoung	BA2526-TGI-Y04Seviours-T1	200058							Draft
06/09/2025 06:30:00	Yar Su Thit @ Yar Su	BA2526-TGI-Y03Leaders-T1	200008							Draft
06/09/2025 06:30:00	Sai Orn Dune Kham	BA2526-TGI-Y06Winners-T1	200016							Draft
06/09/2025 06:30:00	Shin Htel Wah	BA2526-TGI-Y02Champions-T1	200045							Draft
06/09/2025 06:30:00	Sai Sheng Pha @ Richard	BA2526-TGI-Y06Winners-T1	200043							Draft
06/09/2025 06:30:00	Khun Hein Wai Yan Linn @ Jinny	BA2526-TGI-Y06Winners-T1	200069							Draft
06/09/2025 06:30:00	Khant Bhone San	BA2526-TGI-Y06Winners-T1	200070							Draft
06/09/2025 06:30:00	Sai Mwan Kham	BA2526-TGI-Y06Winners-T1	200043							Draft
06/09/2025 06:30:00	Sai Mwan Kon Num	BA2526-TGI-Y06Winners-T1	200017							Draft
06/09/2025 06:30:00	Sai Nyen Linn Satt	BA2526-TGI-Y06Winners-T1	200048							Draft
06/09/2025 06:30:00	Nang Lao Noon	BA2526-TGI-Y06Winners-T1	200064							Draft
06/09/2025 06:30:00	Khit Thit	BA2526-TGI-Y06Winners-T1	200036							Draft
06/09/2025 06:30:00	Htein Lin Aung @ Harry	BA2526-TGI-Y07Legends-T1	200020							Draft
06/09/2025 06:30:00	Alice Phoung	BA2526-TGI-Y06Winners-T1	200065							Draft

- ❖ 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.

KINGS Student Attendances

Student Attendances Student Attendances Percent

Today Search...

Filters Group By Favorites 1-16 / 16

Date	Student	Batch	Student ID	Present	Late	Informed Absent	Uninformed Absent	Late Time	Remark	State
14/Sep/2024 06:30:00	Lynn Tha Thwin	BA2425-TWN-Y01Beetl...	100185							Draft
14/Sep/2024 06:30:00	Zwe Thu Pyae	BA2425-TWN-Y01Beetl...	100196							Draft
14/Sep/2024 06:30:00	A Thuta Aung @ Everest	BA2425-TWN-Y01Beetl...	100825							Draft
14/Sep/2024 06:30:00	Thant Thura Htet	BA2425-TWN-Y01Beetl...	100829							Draft
14/Sep/2024 06:30:00	Thoon Thondray Tun	BA2425-TWN-Y01Beetl...	100892							Draft
14/Sep/2024 06:30:00	Wai Yan Linn @ Rain	BA2425-TWN-Y01Beetl...	100922							Draft
14/Sep/2024 06:30:00	Naymo Htike	BA2425-TWN-Y01Beetl...	100938							Draft
14/Sep/2024 06:30:00	Hein Htet Yan Htoo	BA2425-TWN-Y01Beetl...	100965							Draft
14/Sep/2024 06:30:00	Nyan Htet Naing @ Bee Bee	BA2425-TWN-Y01Beetl...	100993							Draft
14/Sep/2024 06:30:00	Thwin Phone Htet @ Harry	BA2425-TWN-Y01Beetl...	101009							Draft
14/Sep/2024 06:30:00	Phyo Pyay Thar @ Leonardo	BA2425-TWN-Y01Beetl...	101047							Draft
14/Sep/2024 06:30:00	Htet Akari Hlaing	BA2425-TWN-Y01Beetl...	101058							Draft
14/Sep/2024 06:30:00	Su Pyae Mon Oo @ Su Pyae	BA2425-TWN-Y01Beetl...	101096							Draft
14/Sep/2024 06:30:00	T Tant Lyan @ T Tant	BA2425-TWN-Y01Beetl...	101126							Draft
14/Sep/2024 06:30:00	Nayl Thit Aung @ Nathan	BA2425-TWN-Y01Beetl...	101217							Draft
14/Sep/2024 06:30:00	Lwin Kaung Myat Aung @ Subo	BA2425-TWN-Y01Beetl...	101236							Draft

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

Student Attendances

7 selected

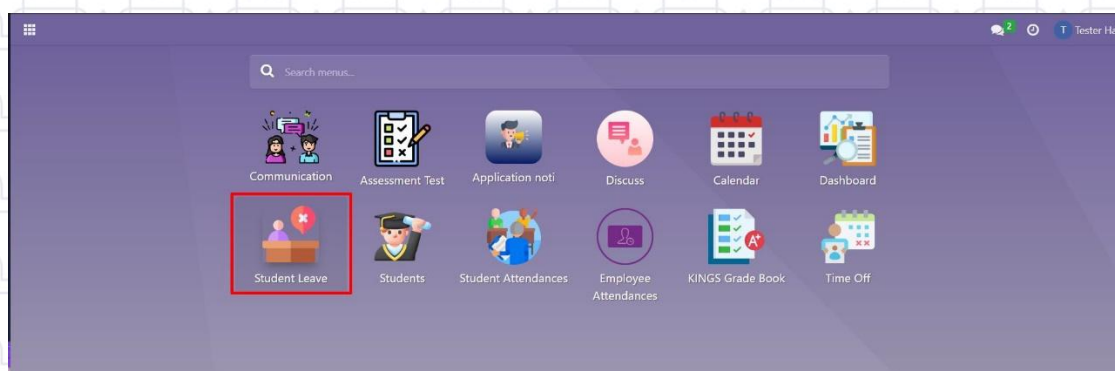
Today Search...

Export Done

Date	Student	Batch	Present	Late	Informed Absent	Uninformed Absent	Late Time	Remark	State
06/09/2025 06:30:00	Sharlize Phoung	BA2526-TGI-Y04Saviours-T1	200058						Draft
06/09/2025 06:30:00	Yar Su Thit @ Yar Su	BA2526-TGI-Y03Leaders-T1	200008						Draft
06/09/2025 06:30:00	Sai Onn Dune Kham	BA2526-TGI-Y06Winners-T1	200016						Draft
06/09/2025 06:30:00	Shin Htel Wah	BA2526-TGI-Y02Champions-T1	200045						Draft
06/09/2025 06:30:00	Sai Sheng Pha @ Richard	BA2526-TGI-Y06Winners-T1	200083						Draft
06/09/2025 06:30:00	Khun Hein Wai Yan Linn @ Jinny	BA2526-TGI-Y06Winners-T1	200069						Draft
06/09/2025 06:30:00	Khant Bhone San	BA2526-TGI-Y06Winners-T1	200070						Draft







## Student Leave

❖ Enter the 'Student Leave' Module





❖ Teacher can check student leave lists.

Student Leave Student Time Off		Home Room Tr (testing)	
Leave Request		Search...	
Filters Group By Favorites		1-15 / 15	
From:26/Aug/2024to26/Aug/2024	From:28/Aug/2024to29/Aug/2024	From:28/Aug/2024to28/Aug/2024	
 <b>Shwe Hlyan Wint Kyaw</b> 1 Days Description:နေမကောင်းသေးပါ။  Leave Type:Other Status:Approved Approve Date: From:29/Aug/2024to29/Aug/2024	 <b>Shwe Hlyan Wint Kyaw</b> 1 Days Description:နေမကောင်းသေးပါ။  Leave Type:Other Status:Approved Approve Date: From:30/Aug/2024to30/Aug/2024	 <b>Zwe Thu Pyae</b> 1 Days Description:နေမကောင်းပါသဖြင့် ခွင့်တစ်ရက်ယူပါမယ်ရှင်  Leave Type:Other Status:Approved Approve Date: From:05/Sep/2024to05/Sep/2024	
 <b>Lynn Tha Thwin</b> 5 Days Description:Medical appointments in Bangkok  Leave Type:Other Status:Approved Approve Date: From:06/Sep/2024to10/Sep/2024	 <b>Nyan Htet Naing @ Bee Bee</b> 2 Days Description:Leave for rhinorea  Leave Type:Other Status:Approved Approve Date: From:06/Sep/2024to07/Sep/2024	 <b>Zwe Thu Pyae</b> 1 Days Description:Sick  Leave Type:Other Status:Approved Approve Date:13/Sep/2024 From:14/Sep/2024to14/Sep/2024	