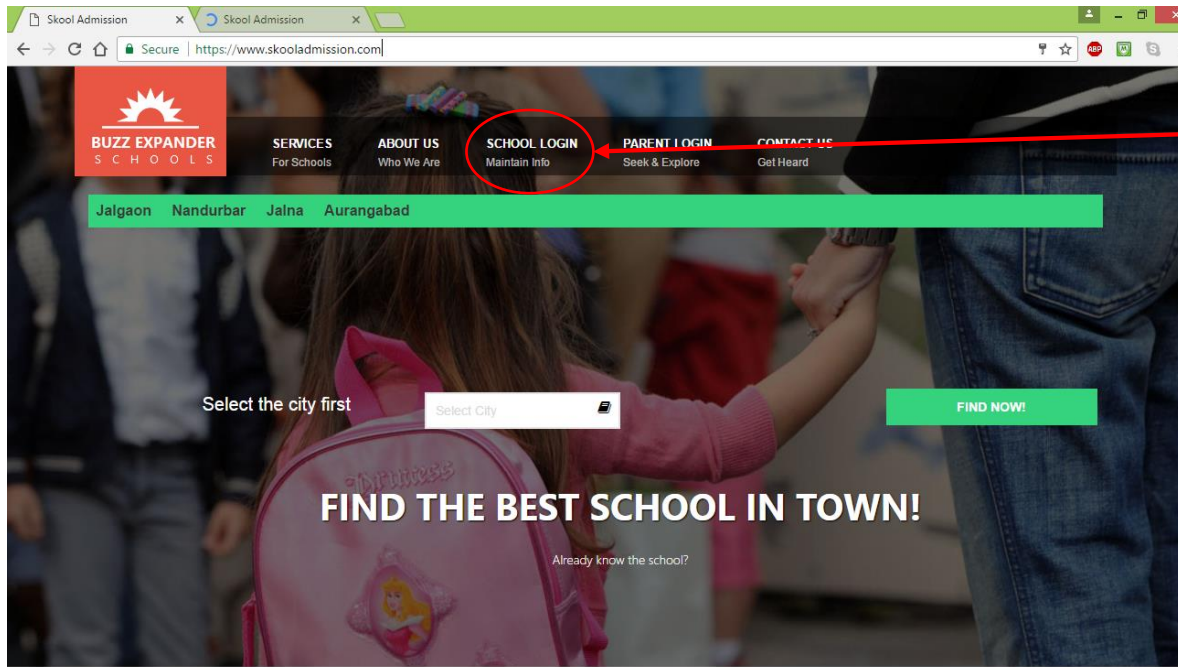


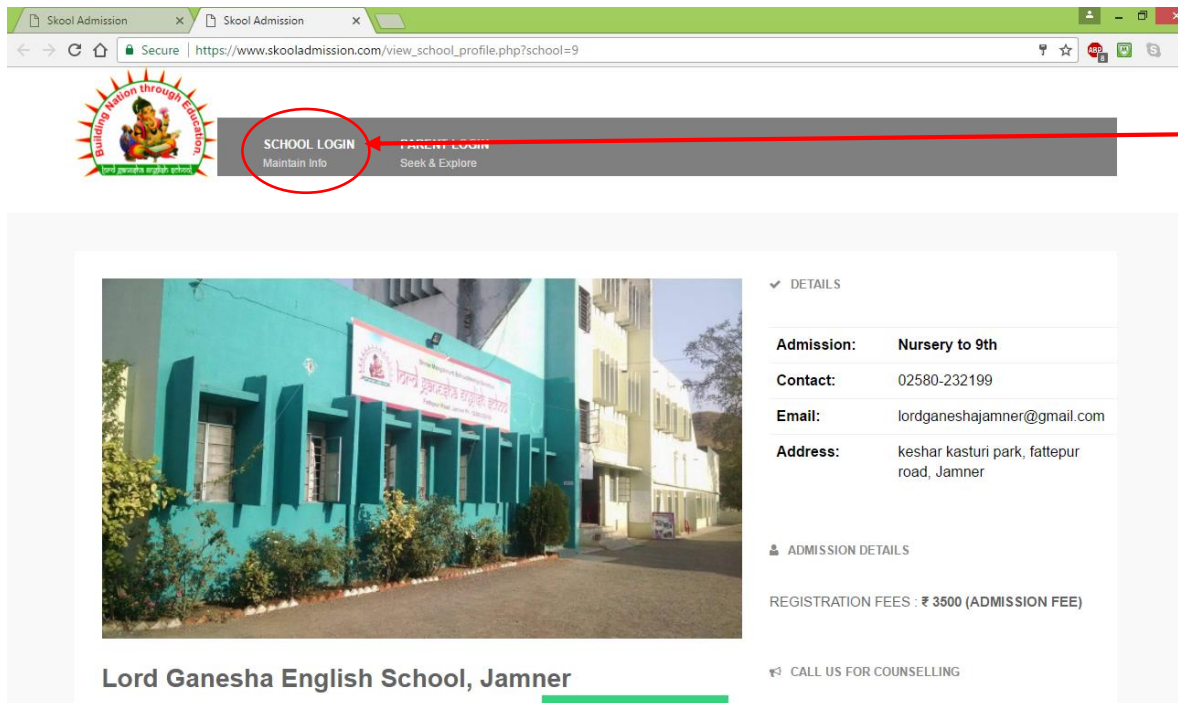
How to create new employee accounts and assign them passwords?

Step 1: Go to school login page using url: www.skooladmission.com

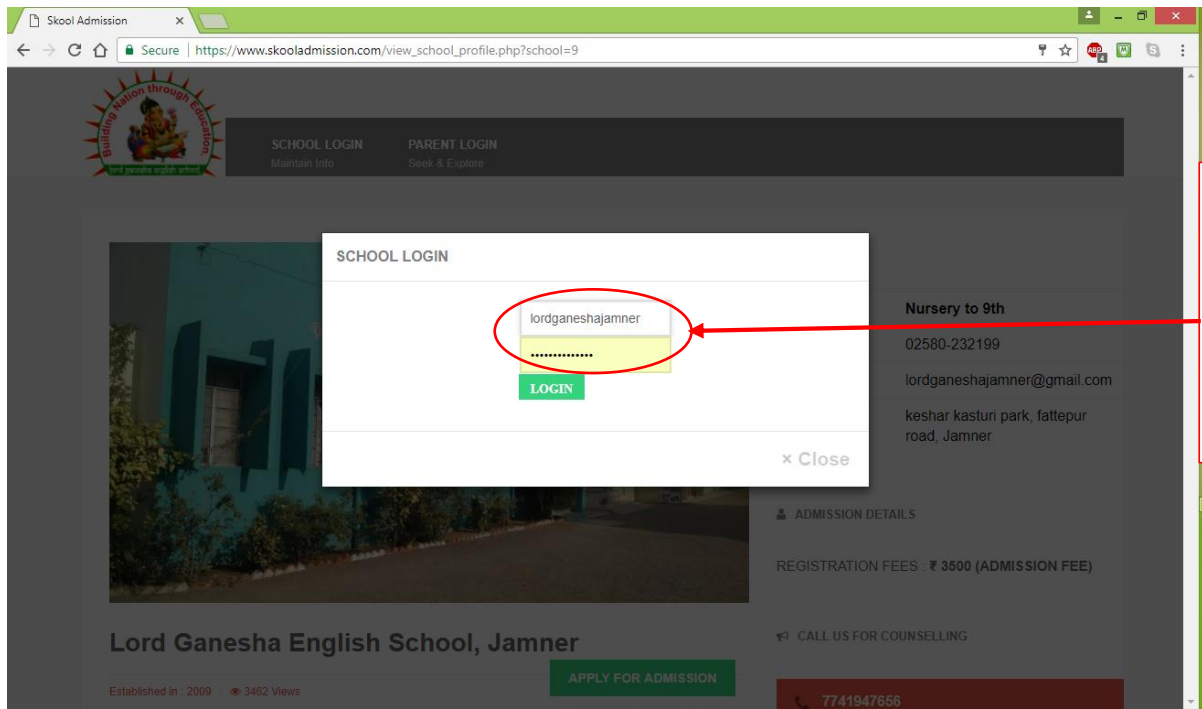


Or

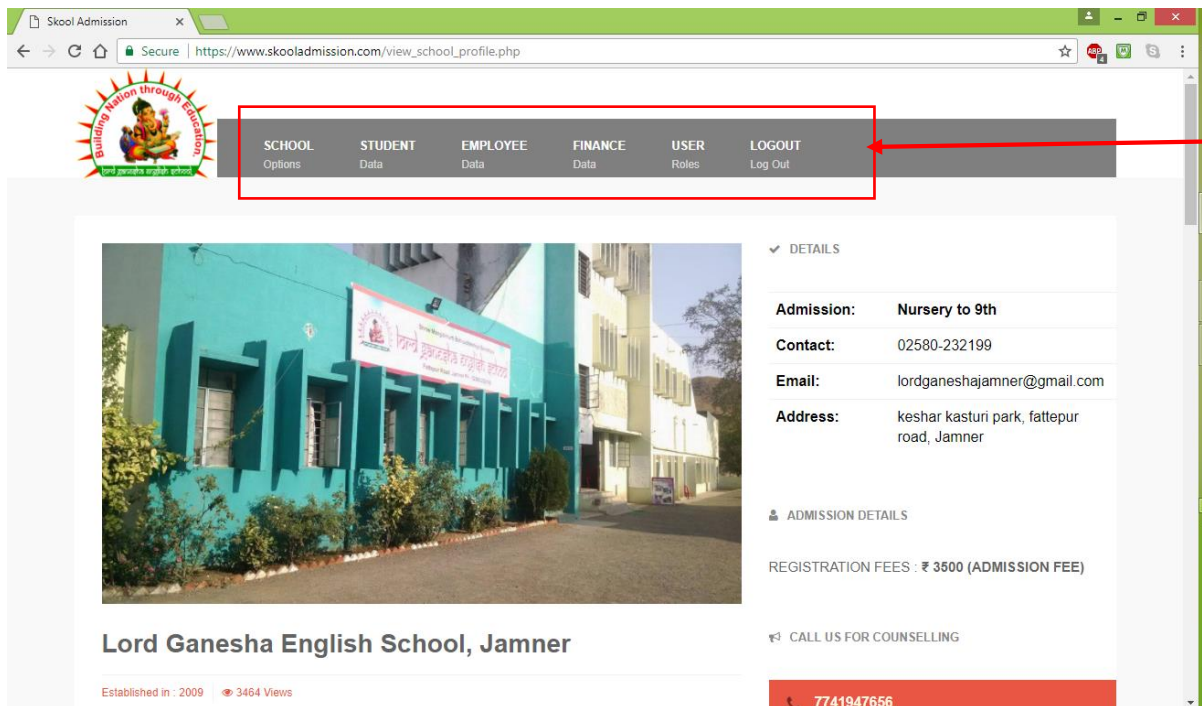
Login through school page or [school website](#) as per the details provided to school



Step 2: Use the login the credentials given to you by principal or admin.



After successful login you will see various tabs appearing on screen.



Now go to employees tab

Skool Admission

Secure | https://www.skooladmission.com/employee_add.php

EMPLOYEE Data

To add employee details click on Employee details

View / Edit Add Employee

Personal Information

* EMPLOYEE NAME Full Name

* GENDER Male Female

* PLACE OF BIRTH City

* DATE OF BIRTH (STRICTLY DD-MM-YYYY) DD-MM-YYYY Age (as on today) :

* CONTACT NUMBER 10-digit number

EMAIL Email ID

* QUALIFICATION B Tech

* PHOTO (PNG / JPG ONLY) Choose File No file chosen

Skool Admission

Secure | https://www.skooladmission.com/employee_add.php

DATE OF JOINING (STRICTLY DD-MM-YYYY) DD-MM-YYYY Served for :

* PREVIOUS ORGANIZATION Institute Name

* ADDRESS Complete Permanent

* CITY City

* STATE State

Contact Number

* CURRENT POSITION Select

* STANDARD Select

* SECTION Select

Payslip Information

* PAYMENT BANK SBI

* PAYMENT LOCATION Jalgaon

* ACCOUNT NUMBER

PAY SCALE 10000 - 20000

SCALE TYPE Type

DATE OF INCREMENT 21-05-2016

SAVE

Add employee details And click on save

Skool Admission x

Secure | https://www.skooladmission.com/employee_list.php

View / Edit Add Employee


Current Session : 2017-2018 (To change, click [HERE](#))

#	EMPLOYEE NAME	POSITION	ACTION	<input type="checkbox"/>	SALARY SHEET
1	Bari Samadhan Kailas View Profile		Edit Details Manage Roles Manage Salary	<input type="checkbox"/>	
2	Rathod Ranjana Tarachand View Profile		Edit Details Manage Roles Manage Salary	<input type="checkbox"/>	
3	Bhombe Sarita Subhash View Profile		Edit Details Manage Roles Manage Salary	<input type="checkbox"/>	
4	Patil Sonali Nitin View Profile		Edit Details Manage Roles Manage Salary	<input type="checkbox"/>	
5	Bodkhe Sharda Ganeshrao View Profile		Edit Details Manage Roles Manage Salary	<input type="checkbox"/>	
6	Sabale Mamata Ashok View Profile		Edit Details Manage Roles Manage Salary	<input type="checkbox"/>	
7	Pawar Pomima Bandu		Edit Details	<input type="checkbox"/>	

Add all employees

Skool Admission x

Secure | https://www.skooladmission.com/user_access.php

 SCHOOL Options STUDENT Data EMPLOYEE Data FINANCE Data **USERS** Roles LOGOUT Log Out

User Access Permissions

Current Session : 2017-2018 (To change, click [HERE](#))

#	EMPLOYEE NAME	POSITION	ACTION
1	Bari Samadhan Kailas		Edit Permissions
2	Rathod Ranjana Tarachand		Edit Permissions
3	Bhombe Sarita Subhash		Edit Permissions
4	Patil Sonali Nitin		Edit Permissions
5	Bodkhe Sharda Ganeshrao		Edit Permissions
6	Sabale Mamata Ashok		Edit Permissions
7	Pawar Pomima Bandu		Edit Permissions
8	Mahajan Vinod Ramesh		Edit Permissions

Click on edit permissions

https://www.skooladmission.com/user_access.php

Skool Admission

Secure | https://www.skooladmission.com/user_access_edit.php?u=EA009001

SCHOOL Options STUDENT Data EMPLOYEE Data FINANCE Data USER Roles LOGOUT Log Out

Access Permissions of Bari Samadhan Kailas

Username	EA009001
Password	12345
School Profile Info	<input checked="" type="checkbox"/>
Student Data (View)	<input checked="" type="checkbox"/>
Bonafide, i-card, GR	<input checked="" type="checkbox"/>
Student Data (Edit)	<input checked="" type="checkbox"/>
LC (Multiple-Times)	<input checked="" type="checkbox"/>
Document Settings	<input checked="" type="checkbox"/>
Fees Payment	<input checked="" type="checkbox"/>
Account Entries	<input checked="" type="checkbox"/>
Employee Info & Salary	<input checked="" type="checkbox"/>

Tick the boxes carefully.

Assign Password.

Note: You are giving official permission to your employee to handle these functions.

E.g.

Give this username and password to Bari Samadhan kailash and he will only be able to manage assigned functions as shown.

Note: When employee leaves the organization you can reset the password.

Tutorial Complete.