

# Campus Management System (CMS)

## Training Manual Of Attendance Module



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## Revision Chart

Primary Author(s)	Description of Version	Date Completed
M Awais Raza	Initial Draft	22 <sup>th</sup> -Mar- 2023
Hamid Raza	Reviewed the document	22 <sup>th</sup> -Mar- 2023

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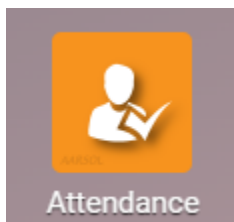
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## **Module:- Attendance**

In attendance module, attendance menu is present. In this menu, lot of submenus is present like attendance register, attendance policy, absent reason, leave request, and unlock attendance, attendance reports/summary and short attendance. All details are given below. The diagram of attendance module is given below;



### **Process Name:- Generate Attendance Roaster**

Click on the attendance menu then you can see submenus details like attendance register, attendance policy, absent reason, leave request, and unlock attendance, attendance reports/summary and short attendance. Details are given below.

### **Navigation:-**

Attendance Module → Attendance (Menu) → Generate Attendance Roaster (Sub Menu)

### **Description:**

- Click on generate attendance roaster and create it.
- You can create attendance roaster/attendance register as per your wish batch wise, faculty wise, class wise and course wise.
- Just enter dates (from-to), term, level (as per your wish) and program. Then click on generate classes.
- Attendance register will be visible to both of teachers and backend user, after generated attendance.
- First classes assign to teachers and then teacher can see attendance register through his portal and mark attendance 1 by 1 (for every student).
- Diagram is given below;

Generate Attendance Roaster ×

Class Date From	<input type="text" value="03/22/2023"/>	Academic Term	<input type="text"/>		
Class Date To	<input type="text" value="03/22/2023"/>	Level	<input type="text" value="Batch"/>		
Batches	Name	Code	Department/Center	Program	⋮
	<input type="text" value="Add a line"/>				

**GENERATE CLASSES**

Cancel

## Process Name-: Attendance Register

Click on the attendance menu then you can see submenus details like attendance register, attendance policy, absent reason, leave request, and unlock attendance, attendance reports/summary and short attendance. Details are given below.

### Navigation-:

Attendance Module → Attendance (Menu) → Attendance Register (Sub Menu)

### Description:

- Click on attendance register submenu and then you see all registered attendance.
- Firstly generate attendance roaster then attendance register is visible.
- No data is visible because attendance roaster not created.
- Diagram is given below;

Attendance Register

Search...



▼ Filters   ≡ Group By   ★ Favorites



## Process Name-: Attendance Policy

Click on the attendance menu then you can see submenus details like attendance register, attendance policy, absent reason, leave request, and unlock attendance, attendance reports/summary and short attendance. Details are given below.

### Navigation-:

Attendance Module → Configuration (Menu) → Attendance Policy (Sub Menu)

### Description:

- Click on attendance policy and create it (set attendance policy).
- Enter all details like start date, end date and all policy details (min classes to attend, max attendance, leave allowed and leave without fine etc).
- **Bold lines are compulsory to fill and others are optional.**
- After filling data then press save button. After created attendance policy you have an option to delete it through action button.
- Diagram is given below;

Attendance Policy / ATP001

SAVE DISCARD 1/1 < >

SET TO DRAFT DRAFT APPROVED

**ATP001**

Date Start 03/09/2023

Date End 03/16/2023

Applicable for  Theory  Lab

Tags

Policy Detail

Cr. Hrs	Total Classes	Min. Classes to Attend	Max. Absents + Leaves Allowed	Leaves without Fine	Withdrawn on Class	
3	30	20	5	5	0	
Add a line						

## Process Name-: Set Absent Reasons

Click on the attendance menu then you can see submenus details like attendance register, attendance policy, absent reason, leave request, and unlock attendance, attendance reports/summary and short attendance. Details are given below.

**Navigation-:**

Attendance Module → Configuration (Menu) → Absent Reason (Sub Menu)

**Description:**

- Click on absent reason and create it.
- Enter absent reason, code, consider as present and consider as absent (set criteria).
- Percentage of attendance is managed in settings menu (further details in below).
- Diagram is given below;

Absent Reason	Code	Consider as Present	Consider as Absent
Sick Leave	SL	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Process Name-: Set Attendance Percentage**

Click on the attendance menu then you can see submenus details like attendance register, attendance policy, absent reason, leave request, and unlock attendance, attendance reports/summary and short attendance. Details are given below.

**Navigation-:**

Setting → Odoo cms Attendance

**Description:**

- Click on Odoo cms attendance menu.
- Set attendance percentage required (as per policy).
- Set attendance absent fine and attendance late fine (as per policy).
- Through system you can generate warning letters for those students (who can't maintain attendance percentage).
- Diagram is given below;



Settings Search...

**SAVE** DISCARD

- General Settings
- OdooCMS Registration
- Website
- eLearning
- Purchase
- Inventory
- Accounting
- Payroll
- OdooCMS
- OdooCMS Attendance
- OdooCMS Exam
- PF/CF Fund

### OdooCMS Attendance

Attendance Percentage Required 75.00  
Attendance Percentage required.

Attendance Absent Fine 500.00  
Absent Fine.

Attendance Late Fine 250.00  
Late Fine.

## Process Name:- Leave Request

Click on the attendance menu then you can see submenus details like attendance register, attendance policy, absent reason, leave request, and unlock attendance, attendance reports/summary and short attendance. Details are given below.

### Navigation:-

Attendance Module → Attendance (Menu) → Leave Request (Sub Menu)

### Description:

- Click on leave request and create it.
- Fill credentials like student, class, faculty, date and leave reason. 4 states are available for approving leave (draft state, approved state, rejected state and done state).
- Diagram is given below;

Leave Request / New

**SAVE** DISCARD

APPROVE REJECT DRAFT APPROVED REJECTED DONE

Student <input type="text"/>	Date From <input type="text"/>
Class <input type="text"/>	Date To <input type="text"/>
Faculty <input type="text"/>	Date Approve <input type="text"/>
Source <input type="text" value="CMS User"/>	

## Process Name:- Unlock Attendance

Click on the attendance menu then you can see submenus details like attendance register, attendance policy, absent reason, leave request, and unlock attendance, attendance reports/summary and short attendance. Details are given below.

### Navigation:-

Attendance Module → Attendance (Menu) → Unlock Attendance (Sub Menu)

### Description:

- Click on unlock attendance.
- When Teacher can't mark attendance as per time (defined by policy), then there attendance will automatically locked.
- After attendance locked, teacher can request for unlock attendance.
- In unlock attendance menu select term, dates (from-to), level and lock date (set again lock date).
- Fill all credentials and press save button (wait for approval).
- **Bold lines are compulsory to fill and others are optional.**
- Diagram is given below;

Attendance - Unlock / New

SAVE DISCARD

GET CLASSES SUBMIT DRAFT SUBMIT APPROVED REFUSED LOCKED

### New

Academic Term: Fall 2023  Date From: 02/01/2023  
 Date To: 03/09/2023  
 Lock Date: 03/27/2023

Level: Program

Programs:

Code	Name	Career/Degree Level	Department	Discipline	
MPhil-ECO	M.Phil in Economics	Post Graduate	PIDE School of Economic...	Economics	✕
Add a line					

Classes

Reference	Class	Faculty	Scheduled ...	Class Date	Att. Date	Makeu...	Marked	State
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## **Process Name:- Student Attendance Report**

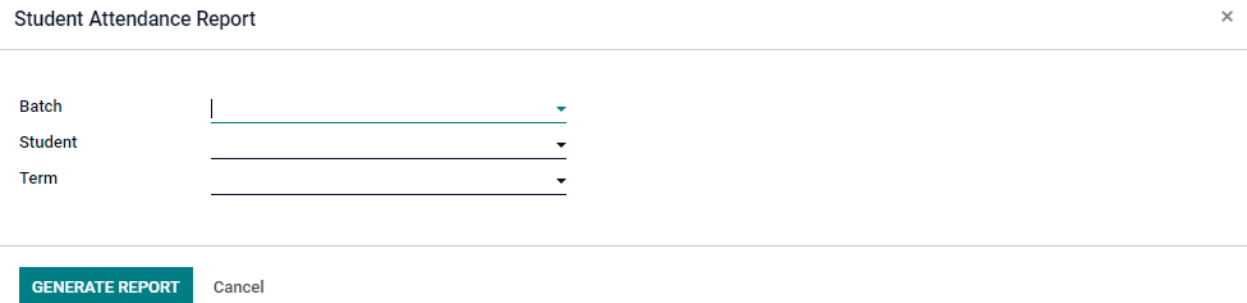
Click on the attendance report menu then you can see submenus details like, attendance analysis, summary attendance report, class attendance report, attendance reports/summary and short attendance. Details are given below.

### **Navigation:-**

Attendance Module → Attendance Report (Menu) → Student Attendance report (Sub Menu)

### **Description:**

- Click on student attendance report.
- Enter batch, Student and term. Fill all credentials.
- Click on generate report button and then report will be generated.
- Diagram is given below;



The screenshot shows a web application window titled "Student Attendance Report" with a close button (X) in the top right corner. Below the title bar, there are three dropdown menus labeled "Batch", "Student", and "Term". At the bottom of the form, there is a teal button labeled "GENERATE REPORT" and a "Cancel" button.

## **Process Name:- Summary Attendance Report**

Click on the attendance report menu then you can see submenus details like, attendance analysis, summary attendance report, class attendance report, attendance reports/summary and short attendance. Details are given below.

### **Navigation:-**

Attendance Module → Attendance Report (Menu) → Summary Attendance report (Sub Menu)

### **Description:**

- Click on summary attendance report.

- Enter batch, Section and term (average 75 is auto-filled). Fill all credentials.
- Click on generate report button and then report will be generated.
- Diagram is given below;

Summary Attendance Report ×

---

Batch  ▼

Section  ▼

Term  ▼

Highlight Below (%)

---

GENERATE REPORT Cancel

## **Process Name-: Component Class Attendance Report**

Click on the attendance report menu then you can see submenus details like, attendance analysis, summary attendance report, class attendance report, attendance reports/summary and short attendance. Details are given below.

### **Navigation-:**

Attendance Module → Attendance Report (Menu) → Component Class Attendance report (Sub Menu)

### **Description:**

- Click on component class attendance report.
- Enter batch, term and class. Fill all credentials.
- Click on generate report button and then report will be generated.
- Diagram is given below;

Component Class Attendance Report ×

Batch		_____	▼
Term		_____	▼
Class		_____	▼

**GENERATE REPORT** Cancel

## **Process Name-: Class Attendance Report**

Click on the attendance report menu then you can see submenus details like, attendance analysis, summary attendance report, class attendance report, attendance reports/summary and short attendance. Details are given below.

### **Navigation-:**

Attendance Module → Attendance Report (Menu) → Class Attendance report (Sub Menu)

### **Description:**

- Click on class attendance report.
- Enter batch, term and class. Fill all credentials.
- Click on generate report button and then report will be generated.
- Diagram is given below;

Class Attendance Report ×

Batch		_____	▼
Term		_____	▼
Class		_____	▼

**GENERATE REPORT** Cancel

## **Process Name-: Short Attendance Report**

Click on the attendance report menu then you can see submenus details like, attendance analysis, summary attendance report, class attendance report, attendance reports/summary and short attendance. Details are given below.

### **Navigation-:**

Attendance Module → Attendance Report (Menu) → Short Attendance report (Sub Menu)

### **Description:**

- Click on short attendance report.
- Fill all the credentials and click on generate button.
- Same as above generated reports.

**THE END**