



ATTENDANCE MANAGEMENT SYSTEM

AttendAce — Your Institution. Fully in Control.

The Complete User Guide for School, College, University & Academy Administrators

v2.0

Web-Based

Any Device

No Install

Version 2.0 · 2026 · For All Educational Institutions

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CHAPTER 01

Introduction & System Overview

Everything you need to know before your first login.

What is AttendAce?

AttendAce is a modern, web-based Attendance Management System (AMS) designed specifically for educational institutions. It replaces paper registers, manual calculations and fragmented spreadsheets with a single, intelligent platform accessible from any device — laptop, tablet or mobile phone — without any software installation.

The system is built around two roles: the **Chairman** (the institution's department administrator) who controls the entire setup, and the **Class Prefect** (the class representative) who marks attendance daily. This simple, focused structure ensures that everyone interacts only with what they need.

■ **No software installation needed. Open AttendAce in any web browser and you are ready.**

Who is AttendAce Built For?

AttendAce is designed for any educational institution that needs reliable, real-time attendance tracking. Whether you manage 50 students or 5,000, the system scales to fit.

■ School	Track class-by-class attendance, monitor trends and generate instant reports for ea
■ ■ College	Manage multiple departments, enforce the 75% threshold automatically, and gener
■ University	Scale across faculties with per-department Prefect accounts and centralized Chairm
■ Academy	Ideal for coaching centres and specialized academies needing streamlined daily tra
■ Madrasah	Simple, mobile-friendly interface that works on basic smartphones — zero IT expert

Key Benefits at a Glance

■ Zero Installation	Open the URL — nothing to install, configure or maintain on any device.
■ Real-Time Data	Records appear instantly across all devices the moment attendance is submitted.
■ Data Integrity	Submitted records lock automatically — accidental overwrites are impossible.
■ Instant Analytics	Dashboards, trend charts and ranked lists are generated automatically.
■ Smart Alerts	The Noticeboard flags at-risk students automatically — no manual monitoring.
■ Any Device	Works equally well on desktop, tablet and mobile phone via any browser.
■ Dark Mode	Full dark theme for comfortable evening and mobile use.
■ Data Portability	One-click JSON export and import for complete backup and restore.

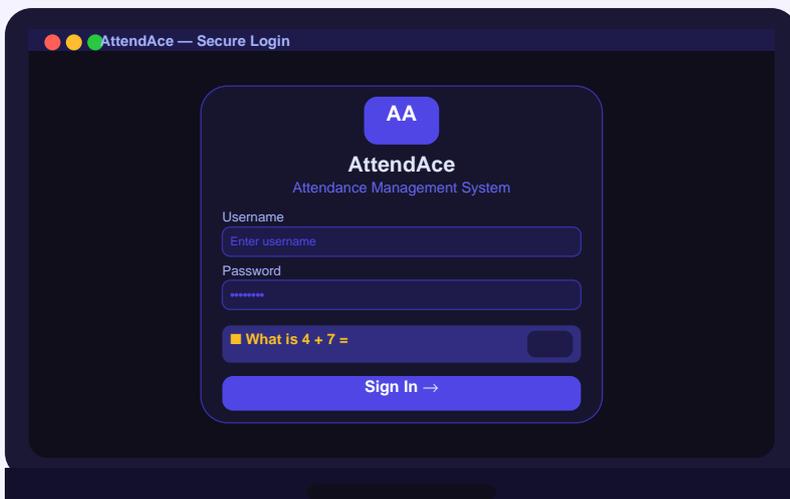
CHAPTER 02

Getting Started — Login & Navigation

Your first steps into the AttendAce system.

The Login Screen

The login screen is the entry point to AttendAce. It displays your institution's name, department and logo — all customisable by the Chairman. To sign in, enter your username and password, complete the CAPTCHA verification, and click **Sign In**.



Login Screen Features:

■ Institution Branding

Your institution name, department title and logo appear on the login screen — establishing trust and identity.

■ CAPTCHA Verification

A simple math challenge prevents unauthorised automated access attempts.

■ Role-Based Entry

Both the Chairman and Prefects use the same login screen — the system detects the role automatically and redirects each user to their appropriate view.

■ Secure Credentials

Passwords can be changed at any time from the Settings panel.

Login screen — customised with your institution's branding

Navigation & Interface

After login, users see a navigation bar at the top and a hamburger (☰) menu icon on the right side. Tapping the hamburger opens a slide-out drawer panel listing all available tabs for that user's role.

Tab	Icon	Available To	Purpose
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Management	■	Chairman only	Set up classes, subjects, Prefects and notifications
Monitor	■	Chairman only	Real-time alerts, rankings and record editing
Overview	■	Chairman only	Full analytics dashboard with charts and trends
Settings	■■	Chairman only	Institution branding, passwords, data backup
Mark Attendance	■	Prefect only	Daily attendance marking for the Prefect's class
Student List	■	Prefect only	View and manage students in the Prefect's class
Notifications	■	Prefect only	View messages and reply to the Chairman

User Roles — Chairman vs Prefect

AttendAce uses a two-role system. Understanding each role's responsibilities ensures smooth daily operation and data integrity.

■ Chairman (Administrator)

- Full access to all features
- Create & manage classes and subjects
- Assign teachers to subjects
- Create Prefect accounts
- Edit or delete any record
- View all analytics & reports
- Send notifications to Prefects
- Export & import data backups
- Customise institution branding

■ Class Prefect

- Access own class only
- Add and manage student records
- Mark daily attendance (P/A/L)
- View own class records
- Receive notifications from Chairman
- Reply to notifications

■ A Prefect only sees their own class. They cannot view other classes, other Prefects or any Chairman data.

CHAPTER 03

Department Management

Setting up your institution — classes, subjects, teachers and Prefects.

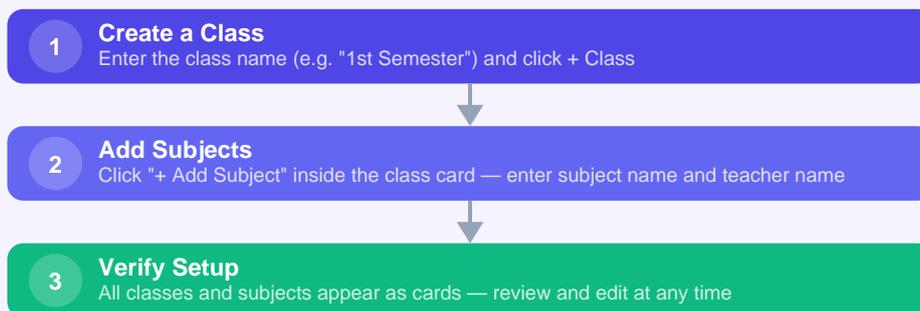
The Management tab is the Chairman's control panel for configuring the entire institution. It is divided into three clear sections: **Class & Subject Setup**, **Prefect Account Management**, and **Notifications**.



Management panel — classes, subjects and Prefect accounts

Section 1 — Class & Subject Setup

This is where the Chairman builds the departmental structure. Every class and every subject must be created here before attendance can be marked.



■ Teacher names entered with subjects appear in missed-class reports — always use full names for clarity.

Section 2 — Prefect Account Management

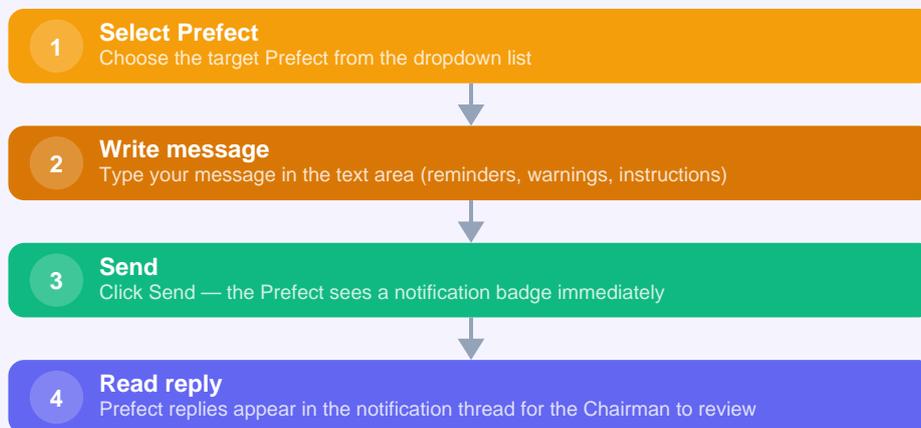
Each class requires one Prefect account. The Prefect is the student representative responsible for marking daily attendance. The Chairman creates their credentials here.

Step	Action	Detail
1	Select the class	Choose the class from the dropdown in the Prefect section
2	Create username	Enter a unique username for this Prefect (e.g. "prefect_sem1")
3	Set password	Create a secure password the Prefect will use to log in
4	Click Assign	Click "Assign & Generate Credentials" — account is created instantly
5	Share credentials	Share the username, password and the app URL with the Prefect

■ The Prefect only needs: (1) the app URL, (2) their username, (3) their password. That is the complete onboarding.

Section 3 — Sending Notifications to Prefects

The Chairman can send direct messages to any Prefect within the system — no external messaging app required. Prefects see a red badge on their bell icon when a new message arrives and can reply directly.



CHAPTER 04

Student Management & Attendance Marking

Daily operations for the Class Prefect.

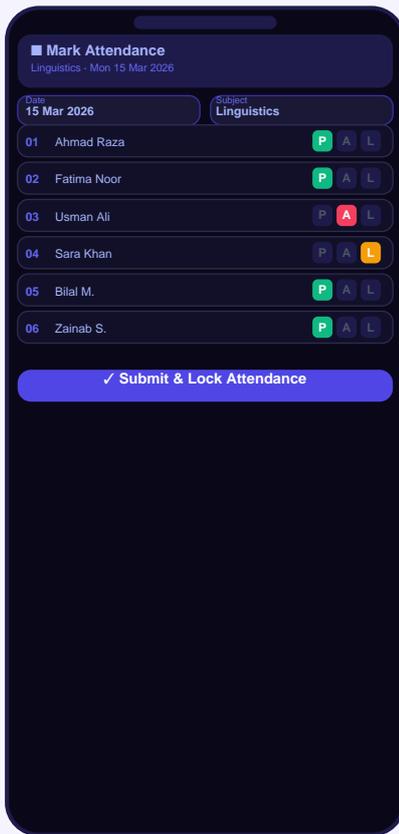
Adding Students

The Prefect must add all students in their class before marking attendance. Each student requires a roll number and name; a phone number is optional.

Field	Required?	Example	Notes
Roll Number	Yes	01, 02, 03...	Used to identify and sort students
Student Name	Yes	Ahmad Raza	Full name for reports and records
Phone Number	Optional	+92 300 1234567	For future contact/parent notifications

Marking Daily Attendance

This is the core daily task for every Prefect. The attendance marking screen is designed for speed — all students default to Present, so the Prefect only needs to act on exceptions.



How to Mark Attendance:

1. Open AttendAce in your browser
2. Select today's **Date** and the **Subject** being taught
3. The full student list loads automatically
4. All students begin as **Present (P)** — shown in green
5. Tap **A** (red) for any absent student
6. Tap **L** (amber) for students on approved leave
7. Tap again to toggle back to Present — easy correction
8. If the teacher did not come, tick "**Class Not Taken by Teacher**"
9. Click "**Submit & Lock Attendance**"

■ Once submitted, the record locks. The Prefect cannot edit it. This protects data in

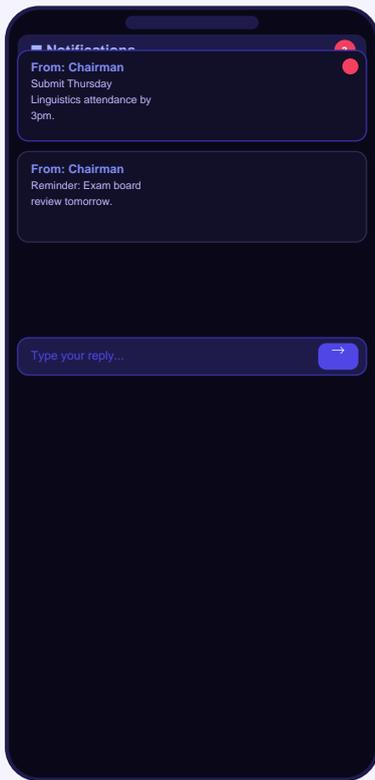
Status Codes:

P	Present — student attended the class
A	Absent — student did not attend
L	Leave — student on approved leave

Mobile attendance marking — optimised for thumb-tap use

Notification Centre (Prefect View)

A bell icon with a red badge appears when the Chairman sends a notification. The Prefect taps the bell to read the message and can type a reply directly.



How Notifications Work:

The notification system is a direct, in-app communication channel between the Chairman and each Prefect. No external apps are needed.

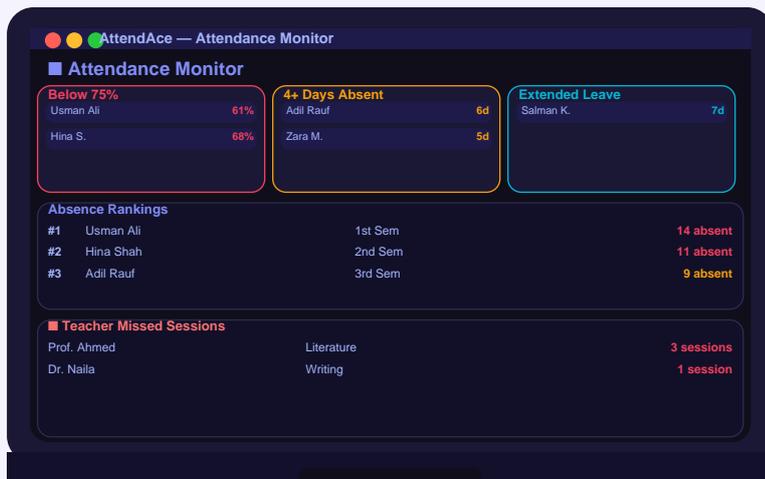
■ Chairman sends message	Select Prefect → type message → Send
■ Prefect sees badge	Red number badge appears on bell icon
■ ■ Prefect reads message	Tap bell → message appears in popup
■ Prefect replies	Type reply and tap the send arrow
■ Chairman reads reply	Reply visible in Chairman notification view

CHAPTER 05

Attendance Monitor

Real-time alerts and full record management for the Chairman.

The Monitor tab is the Chairman's real-time command centre. It automatically surfaces students at risk, provides ranked absentee lists, logs teacher-missed sessions and gives the Chairman full editing power over all historical records.



Monitor tab — automatic alerts, rankings and edit controls

The Noticeboard — Auto-Generated Alerts

The Noticeboard sits at the top of the Monitor tab and requires no manual updates. The system calculates alerts continuously and presents them in three columns:

Alert Column	Trigger Condition	Action Recommended
■ Below 75% Attendance	Student's overall attendance rate has fallen below the 75% threshold	Notify student or parent immediately; consider formal warnings
■ 4+ Consecutive Absences	Student has been absent for 4 or more school days in a row	Investigate reason; initiate welfare check if needed
■ 4+ Consecutive Leave Days	Student has been on approved leave for 4 or more consecutive days	Verify leave documentation; review extended leave policy

■ The Noticeboard recalculates automatically whenever the page loads — no manual refresh required.

Absence & Leave Rankings

Below the Noticeboard are two ranked tables showing all students sorted by their total absence count (highest to lowest) and total leave count. These rankings span all classes and update automatically as new attendance records are submitted.

Teacher Missed Classes Log

When a Prefect ticks "Class Not Taken by Teacher" during attendance marking, that session is logged in the Teacher Missed Classes section of the Monitor tab. The Chairman can see exactly which teacher missed which subject on which dates.

■ This log is separate from student absences — teacher-missed sessions do not count against students.

Editing & Deleting Records (Chairman Only)

The full attendance records table is visible in the Monitor tab. The Chairman — and only the Chairman — can edit or delete any record. This includes changing the date, subject, or individual student statuses within a record.

Action	How To	Effect
Edit a record	Click the  pencil icon on any row	Opens edit panel — change date, subject or individual student status
Delete a record	Click the  delete icon on any row	Permanently removes that attendance session from all reports
Bulk view	Scroll the records table	See all submitted sessions sorted by date, newest first

■ Prefects cannot edit records after submission. Only the Chairman has this authority.

CHAPTER 06

Overview & Analytics Dashboard

Deep institutional insights — automatically generated, always up to date.

The Overview tab is the analytical heart of AttendAce. All sections are **collapsible** — click any section header to expand or hide it, keeping your workspace focused. A **Date Range Filter** at the top lets you narrow all data to a specific semester, month or week.



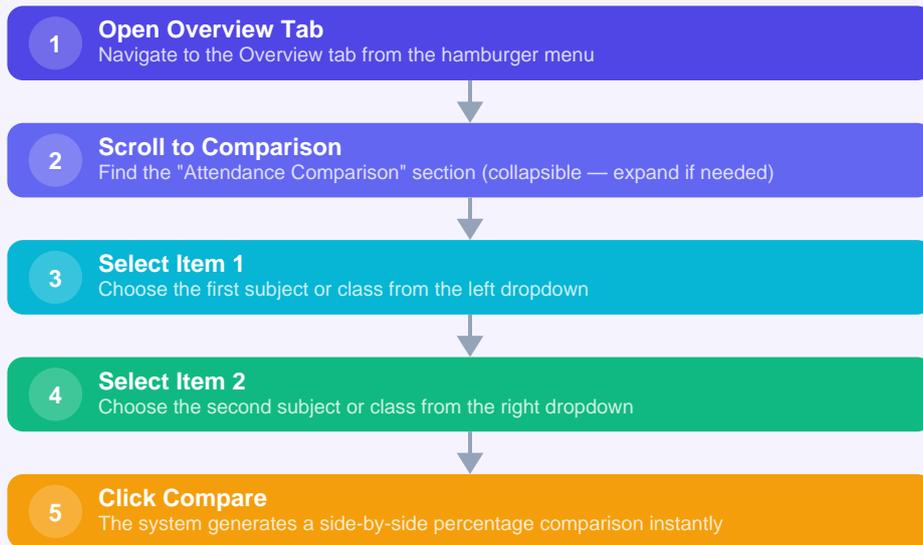
Overview dashboard — analytics, charts and collapsible sections

Dashboard Sections — Complete Reference

Section	What It Shows	Interactive Feature
■ Summary Statistics	4 headline cards: Total Students, Total Classes, Total Absences, Total Subjects	Always visible at the top; updates with date filter
■ Students Overall Absences	Every student ranked by total absences — searchable by name	Click any filter badge, then click absence data
■ Days with Most Absentees	Dates ranked by total absentees — shows which specific days date for students	Click date to view sub-breakdown by class
■ Teacher Missed Classes	All teachers sorted by number of missed sessions — subject-wise breakdown	Click filter badge → popup shows exact missed sessions
■ Teacher Session Count	Total sessions conducted per teacher — how active each teacher is	Click session count → breakdown by class and subject
■ Attendance % by Class	Horizontal bar chart: green = above 75%, amber = 50-75%, and red = below 50%	Click any bar to sort descending with one click
■ Attendance % by Subject	Same bar chart format but grouped by subject across all classes	Clicks identifies most-skipped subjects
■ Overall Attendance Trends	Line chart of daily attendance over time — colour-coded by class	Click point on the line to view all classes combined
■ Attendance Comparison Tool	Side-by-side comparison of any two subjects or two classes	Select two items from dropdowns → click Compare

■ Pro Tip: Use the Date Range Filter at the top of the Overview tab to generate semester-specific or monthly reports in seconds

How to Use the Attendance Comparison Tool

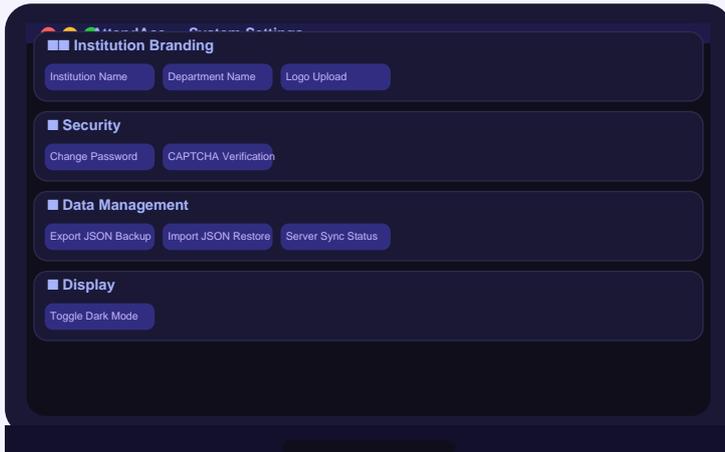


CHAPTER 07

System Settings

Branding, security, data management and display preferences.

The Settings tab is available exclusively to the Chairman. It provides full control over institution branding, user security and data management.



Settings panel — branding, security and data management

Institution Branding

The login screen and system header display your institution's identity. Customise all three branding elements from the Settings tab:

Setting	What it Changes	Example
Institution Name	Large title on the login screen	Government College Abbottabad
Department Name	Subtitle under the institution name	Department of English
Logo Upload	Institutional crest or logo shown beside the title	college_logo.png

Security

The Chairman can update their own password at any time. The CAPTCHA verification on the login screen is always active and cannot be disabled — it is a built-in security measure against automated access.

Data Management — Backup & Restore

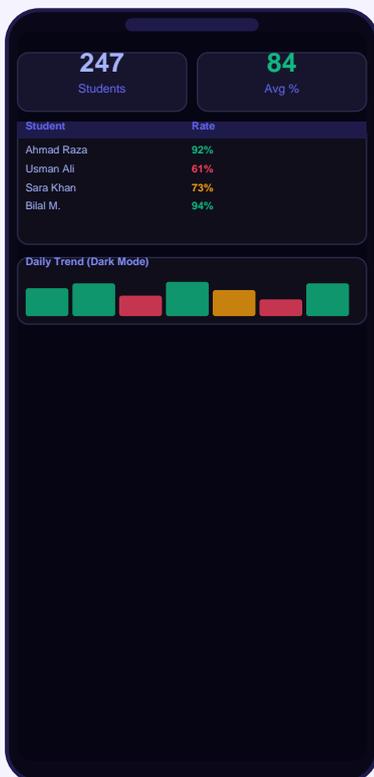
AttendAce provides enterprise-grade data portability through simple JSON backup files. All data management features are accessible from the Settings tab.

Feature	Description	When to Use
■ Server Sync Status	Live indicator showing: Local / Saving / Saved / Error	Monitor in real time — ensure data is always saved
■ Force Save	Manually pushes all pending data to the server immediately	When sync indicator shows "Local" or "Error" unexpectedly
■ Export JSON Backup	Downloads the complete database as a single JSON file	End of semester, before server migration, regular archiving
■ Import JSON Backup	Uploads and restores from a previously exported JSON file	After server change, data recovery, or system migration

■ **Best Practice: Export a JSON backup at the end of every semester and store it securely. This is your complete attendance**

Dark Mode

Dark Mode switches the entire interface to a comfortable dark theme — every table, chart, popup and panel adapts instantly. Toggle it with one click in Settings.



Dark Mode Features:

- Complete dark theme — every screen element adapts
- Designed for comfortable night and evening use
- Especially useful for Prefects marking attendance in the evening on their phones
- Toggle found in: **Settings** → **Display** → **Toggle Dark Mode**

■ **Your dark mode preference is remembered — you do not need to re-enable it every**

Dark mode — full interface theme for evening and night use

CHAPTER 08

Multi-Device Usage

AttendAce works on every device you already own — no app store required.

AttendAce is a fully responsive web application. The interface adapts automatically to the screen size of the device being used — from a 27-inch desktop monitor to a 4-inch smartphone screen — without any loss of functionality.

Device	Best For	Key Adaptations
<ul style="list-style-type: none"> ■ ■ Desktop & Laptop 	Chairman — Overview dashboard, Monitor analytics, Manage the class and Settings	<ul style="list-style-type: none"> • All columns visible simultaneously • Hover tooltips and keyboard navigation • Ideal for detailed report review
<ul style="list-style-type: none"> ■ Tablet 	Both roles — flexible use case bridging Chairman and Prefect	<ul style="list-style-type: none"> • Collapsible navigation with slide-out drawer • Touch-friendly buttons • Comfortable chart viewing • Portable for classroom or office walkarounds
<ul style="list-style-type: none"> ■ Mobile Phone 	Prefect — daily attendance marking from inside the classroom	<ul style="list-style-type: none"> • Large tap-target P/A/L buttons for thumb use • Simplified, focused interface • Collapsible sections for space • Full dark mode for evening use

Supported Browsers

AttendAce works in all modern browsers. No plugins or extensions are required.

Browser	Desktop	Mobile / Tablet	Recommended?
Google Chrome	■ Full Support	■ Full Support	■ Recommended
Microsoft Edge	■ Full Support	■ Full Support	■ Yes
Mozilla Firefox	■ Full Support	■ Full Support	■ Yes
Safari (Apple)	■ Full Support	■ Full Support	■ Yes
Opera	■ Full Support	■ Full Support	■ Yes

■ The system requires only a stable internet connection and a modern browser. No minimum hardware specifications apply.

CHAPTER 09

Quick Reference & Glossary

Role summary, key terms and troubleshooting at a glance.

Complete Role Summary

Action	Chairman	Prefect
Login to the system	■	■
Create classes and subjects	■	■
Assign teachers to subjects	■	■
Create Prefect accounts	■	■
Add students to class	■	■
Mark daily attendance	■	■
View own class records	■	■
View all classes and records	■	■
Edit or delete records	■	■
View Monitor & Noticeboard	■	■
View Overview & Analytics	■	■
Send notifications	■ (to Prefects)	■
Receive & reply to notifications	■	■
Customise institution branding	■	■
Change passwords	■	■
Export / Import data backup	■	■
Toggle dark mode	■	■ (own view)

Glossary of Key Terms

Term	Definition
Chairman	The institution's designated administrator — has full system access and oversight
Prefect	The class representative responsible for daily attendance marking for one class
P / A / L	Present / Absent / Leave — the three attendance status options for each student
Noticeboard	Auto-generated alert panel showing students at risk (below 75%, consecutive absences/leaves)
CAPTCHA	Math verification on the login screen preventing automated unauthorised access
JSON Backup	A portable data file containing the complete database — used for backup and migration
Dark Mode	Alternative dark interface theme toggled from Settings
Force Save	Manual server sync button — pushes all pending data to the server immediately

Teacher Missed	A flag on an attendance session indicating the teacher did not conduct the class
Date Filter	Date range selector in the Overview tab — narrows all analytics to a chosen period

Troubleshooting Tips

Issue	Likely Cause	Solution
"Locked" message when submitting	Attendance already submitted for this date	By design — the record is locked. Contact Chairman to edit.
Cannot see other classes (Prefect)	Prefects have access only to their assigned classes	This is correct. Log in with Chairman account to view all classes.
Noticeboard shows no alerts	All students are within normal attendance parameters	Parameters seeded — the system is working correctly.
Sync status shows "Error"	Temporary server or network issue	Click "Force Save" in Settings to retry. Check internet connection.
Cannot log in	Incorrect username, password or CAPTCHA	Re-enter credentials carefully. Ask Chairman to reset password if needed.
Dark mode not saving	Browser cookies may be cleared	Re-enable from Settings. Ensure cookies are not blocked in browser.

END OF USER GUIDE

Thank you for using AttendAce. This system has been designed to make attendance management as effortless as possible for administrators and class representatives alike. If you require further assistance, please contact your system administrator.

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