

## ATTENDANCE VIA SMS

In Case of Power failure, marking of teachers attendance can be done by sending SMS from respective school CUG numbers (please read the instructions below) within the time schedule given. Subsequently the attendance data sent through SMS should be substantiated with the physical records.

Please note mobile application has been developed for marking attendance. This application has to be used and not SMS when notified. Instruction manual for the mobile app will be made available for downloading in the SAMS Login page shortly.

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Registering the attendance for the teaching staff by sending SMS through the mobile phone with the following steps.

The format for sending the SMS from school CUG numbers:

Type in the SMS message editor

Tate <space>Roll no><If Absent=A, Leave=L>

Do not send the numbers of teachers present attendance. **Send only Teachers who are either Absent or on Leave .**

- 1) For example teacher with Roll number 12 in SAMS is absent and Roll number 13 is on leave then the message should be like:

Tate 12A.13L

Please note that the above example is for only two teachers with their respective Roll numbers, to add more teachers simply put a full stop i.e., '( . )' followed by the Roll number of the employee

**For example Tate 12A.13L.14A.18L**

- 2) **If all the teachers are present then send the message as below .**

For all staff present **Tate AP**

- 3) And send SMS to **+919246356765**

Instructions for Marking Teacher Attendance via SMS through CUG number

**\*\*Please note the teacher Roll numbers can be found in SAMS -**

**Login to SAMS – Under SETUPS--> USERS----> TEACHER ROLL NUMBERS**

**If the teacher Roll numbers are blank, please add the Roll numbers , save and**

**Take a print out of the Roll numbers of teachers for reference at any time.**

\*\*SMS from the registered school mobile numbers will only be accepted by the system. SMS from other mobile numbers( Non CUG) will be rejected by the system. If there is a change in the mobile number or if the number is not accepted, please inform the original number to the support request.

If still unable to send the SMS then call support team for detailed information.

IMPORTANT INSTRUCTIONS:-

The “above” instructions are to be strictly followed while sending a SMS,

PLEASE NOTE : ***IF THE SMS SENT IS NOT IN PRESCRIBED FORMAT AS ABOVE THE SMS WILL BE REJECTED BY THE SYSTEM.***

**DO NOT SEND SMS AS BELOW**

**Some of the common mistakes by the users**

- 1) SMS to be in the correct format otherwise the SMS will be rejected, a few examples of the incorrect SMS are,

Tate 12A,13L (wrong format) User typed a “,” instead of “.” So special characters like @#\$%^& etc is not allowed.

Tate 13L.14AA (wrong format) User typed “AA” instead of “A”

Tate13L.14A (wrong format) No space between Tate and 13L

Tate 13L. 14A (wrong format) Space between “.” And 14A

Tate 13L . 14A (wrong format) space between 13L, “.”,14A

Tate 13L .14A. (wrong format) “.” After 14A not required if no more teachers to add.i.e last teacher attendance should not be ended with “.”

Also the user should type only one letter L(Leave) and not double L(LL) or Double A(AA).

**Instructions for Marking Teacher Attendance via SMS through CUG number**

Also no special characters (except for <dot> i.e., (.)) and space should be provided in between the Roll numbers and leave or absent.

For any queries Contact Support:: [support@hassoftechnologies.com](mailto:support@hassoftechnologies.com)

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