

# How to add documents for a student in HDSchool?



HDSchool Tutorials

1. Run **HDSchool**.
2. From 1<sup>st</sup> page click on **Student**.
3. Select a student and click on **Edit**.

Name	Roll Number	Reg No	School Name	Total Pending Fee Amount	Admission No	Gender	Mob No
Saunak K	HDM-RNO00001	HDM-REG00001	HD montessori school		HDM00123	Male	9999

4. From Edit Student screen, click on Document tab.
  - Here you can add, view and delete the documents.
  - You can add student's birth certificate, vaccine chart, address proof and any other documents here.
  - Click on **Add Document** button to see the following screen.
    - i. **Document name:** Enter the document name here.
    - ii. **Select File:** Select the document that you want to upload.
    - iii. **Description:** Enter any description for the document.
    - iv. **Created By:** Select the employee name who added the document.
    - v. Click on **Save** button.



Document Name : Birth Certificate

Select File : Birth Certificate.pdf

Description : Birth Certificate of Student

Created By : Rama Krishna Manchu

Save(F8) Cancel

- Click on View button to view the document details.
- Click on Delete button to delete the document details.

Document Name	File Name	Description	CreatedBy
Birth Certificate	Birth Certificate.pdf	Birth Certificate of Student	Rama Krishna Manchu

Update & Clone (F6) Update & Continue (F7) Update (F8) Close

- Click on **Update**.