



Before You Start:

Use the URL App.Puder.AI

Step 1: Input credentials and log-in to your account

Step 2: Select and launch the school needed



Step 3: Select the "Manage Students" tab

The screenshot shows the PUDER AI dashboard. The sidebar on the left has a red box around the 'Manage Students' tab. The main content area displays various financial and attendance metrics. The 'Manage Students' tab is highlighted in the sidebar.

Metric	Value
Total Payments	\$54,926.00
Total Due	\$0
Total Received	\$54,926.00
This Month	\$50.00
Last Month	\$0
Total Classes	2
Total Students	16
Total Teachers	5

Navigation: PAYMENT RECEIVED, PAYMENT DUES (Last 30 days), ATTENDANCE (Last 30 days)

Step 4: Select "Students" on the drop down

The screenshot shows the PUDER AI dashboard with the 'Students' option selected in the dropdown menu under 'Manage Students'. The main content area displays various financial and attendance metrics.

Metric	Value
Total Payments	\$54,926.00
Total Due	\$0
Total Received	\$54,926.00
This Month	\$50.00
Last Month	\$0
Total Classes	2
Total Students	16
Total Teachers	5

Navigation: PAYMENT RECEIVED, PAYMENT DUES (Last 30 days), ATTENDANCE (Last 30 days)

Step 5: Click on the Student's name

The screenshot shows the 'Manage Students > Students' page. The student profile for 'ainew student' is highlighted with a red box. The page includes search filters and a table of student information.

Search filters: Search by student name, Search by advisor, Sort By, Choose Scholarship Type

5 results found

Student Information	Homeroom	Courses	Parent/Guardian	Assigned Staff	Actions
 ainew student ainewstudent@yopmail.com (656) 656-5669	new homeroom	Current Courses 1 Upcoming Courses 0 Completed Courses 0			Fee Tracking More Options !



Step 6: From here you'll be able to see student's full profiles/information

The screenshot displays a user interface for a student profile. On the left is a sidebar with navigation items: Dashboard, Manage Students, Finances, Appointments, and a partially visible item. The main content area has a top navigation bar with the text 'ainew student as Student' and icons for search, chat, and notifications. Below this is the student's profile header, including a placeholder profile picture, the name 'ainew student', email '@ainewstudent@yopmail.com', and phone number '(656) 656-5669'. There are 'Edit profile' and 'Send Message' buttons. A horizontal menu contains tabs: Basic Info (selected), Academy, View Application, ID Card, Account Info, Fee Tracking, and Motivations. The 'Basic Info' section is titled 'Personal Information' and contains the following data:

N/A NICK NAME	February 01, 2020 DATE OF BIRTH	N/A PLACE OF BIRTH
N/A PARENT NAME	N/A PREFERRED NAME	Male SEX