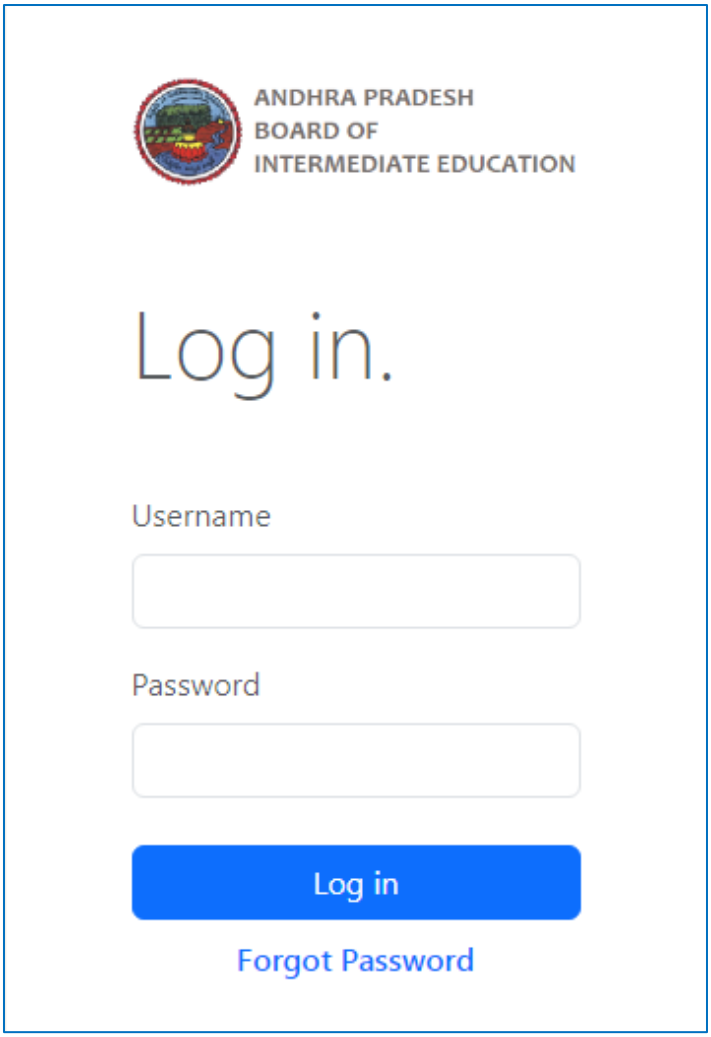
ANDHRA PRADESH BOARD OF INTERMEDIATE EDUCATION

User Manual

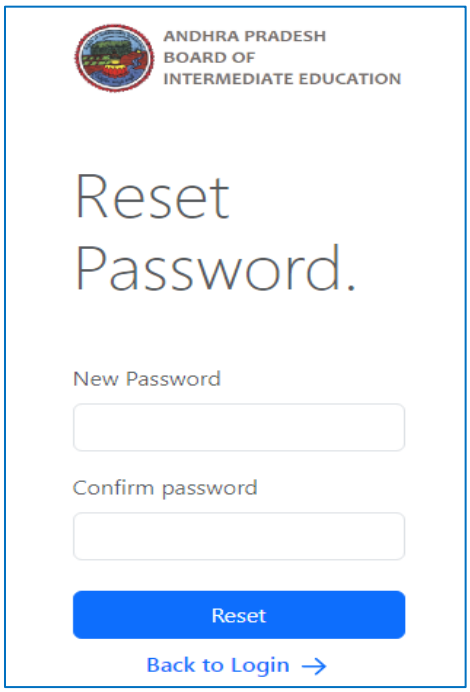
for

Entry of Attendance Online

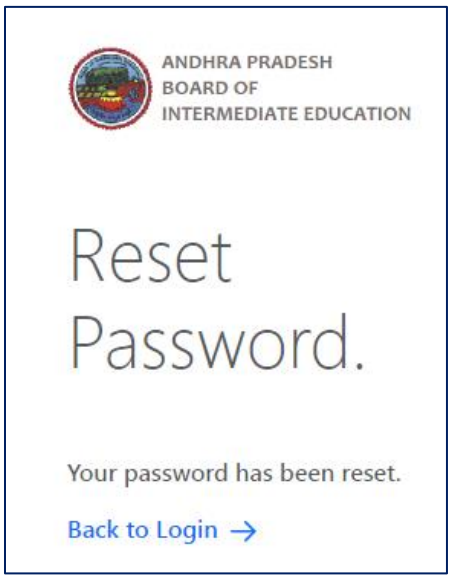
1. Visit the Online Attendance entry portal: **https://apbie.onlineportal.org.in**
Enter the College Code in user name and default password also is your College Code in Password field for the first time and Click on **Login** button. (For example if your college code is 01001, then the default password will be 01001).



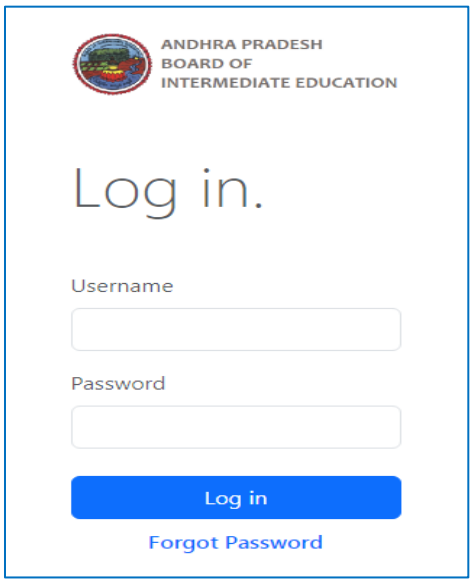
2. After Clicking on **Login** button, the page will be directed to the Reset Password page. Enter New Password and Confirm Password and then click on **Reset** button.



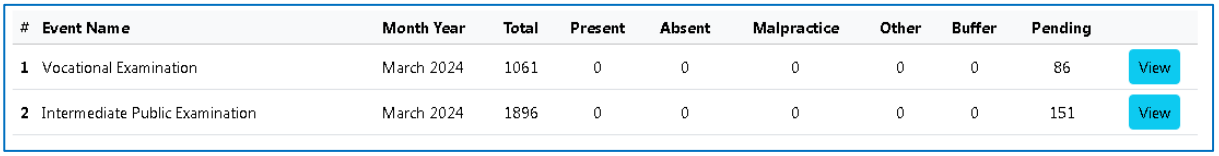
3. After Successful Reset Password, it will be directed to the following page. Click on **Back to Login** link.



4. After clicking on Back to Login link, it will be directed to the Login Page. Enter User Name (College Code) and Password and Click on **Login** button.

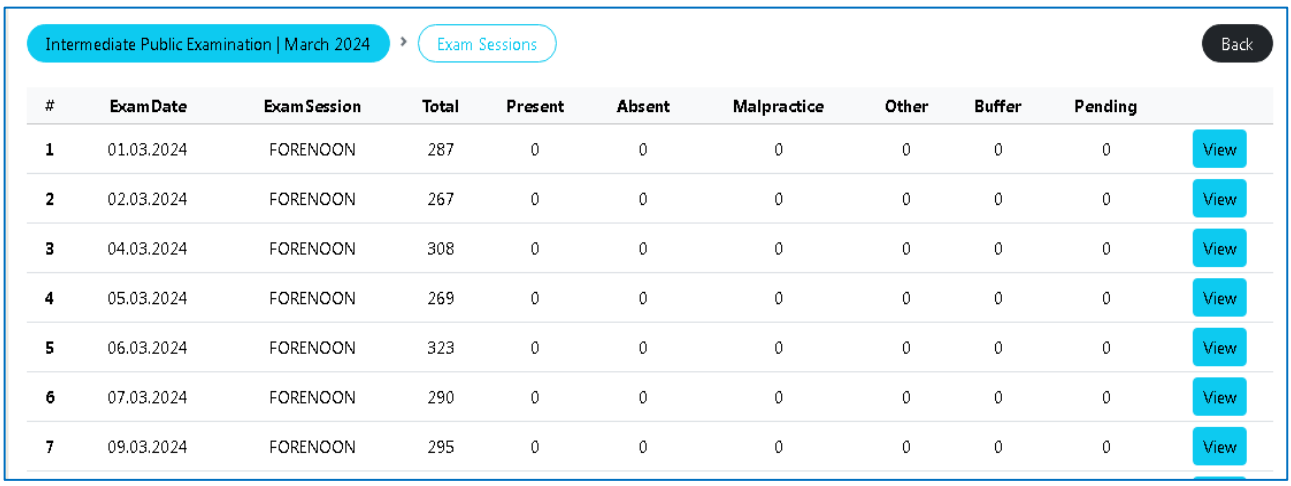


5. After Clicking on Login button, the following page will be displayed. Click on the **View** button of the respective stream.



#	Event Name	Month Year	Total	Present	Absent	Malpractice	Other	Buffer	Pending	
1	Vocational Examination	March 2024	1061	0	0	0	0	0	86	View
2	Intermediate Public Examination	March 2024	1896	0	0	0	0	0	151	View

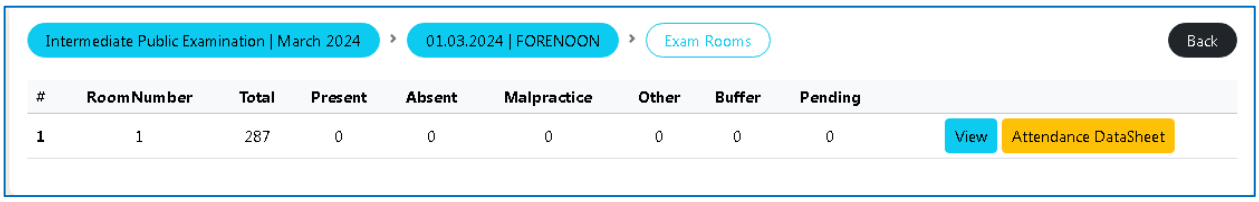
6. After clicking on View button, it will be directed to the following page showing Exam Date wise and Exam session wise number of candidates allotted. Click on the **View** button of the respective Exam Date and Exam session.



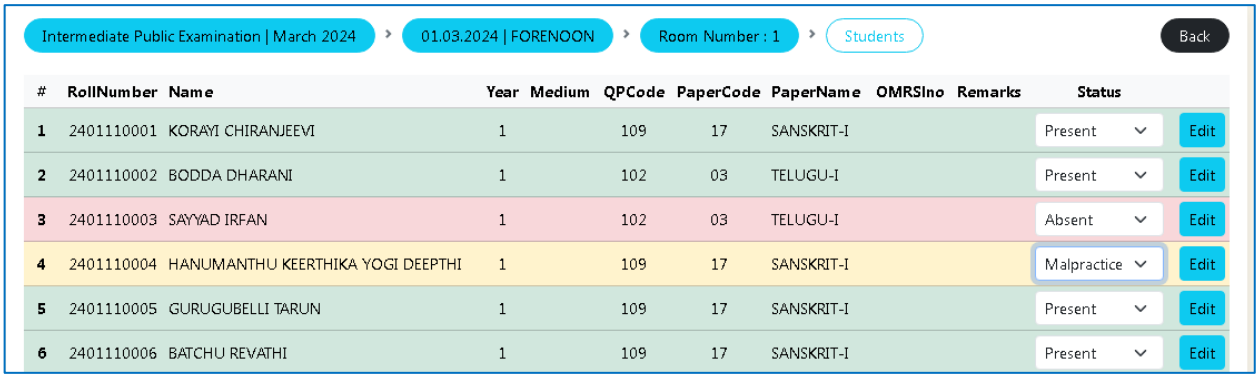
Intermediate Public Examination | March 2024 › Exam Sessions Back

#	ExamDate	ExamSession	Total	Present	Absent	Malpractice	Other	Buffer	Pending	
1	01.03.2024	FORENOON	287	0	0	0	0	0	0	View
2	02.03.2024	FORENOON	267	0	0	0	0	0	0	View
3	04.03.2024	FORENOON	308	0	0	0	0	0	0	View
4	05.03.2024	FORENOON	269	0	0	0	0	0	0	View
5	06.03.2024	FORENOON	323	0	0	0	0	0	0	View
6	07.03.2024	FORENOON	290	0	0	0	0	0	0	View
7	09.03.2024	FORENOON	295	0	0	0	0	0	0	View

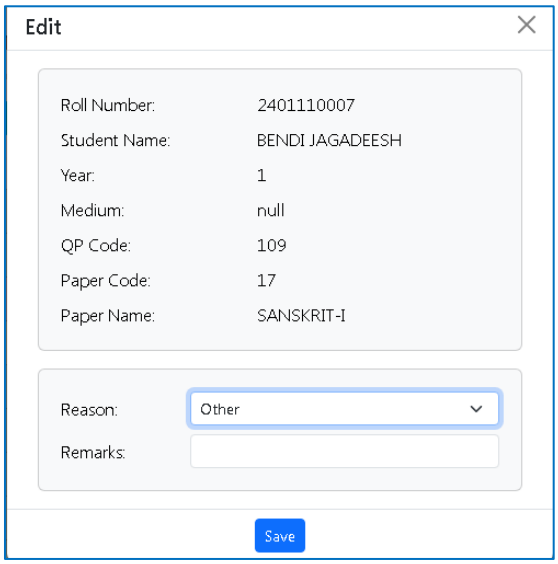
7. After clicking on **View** button, the following page will be displayed. By clicking on **Attendance Data Sheet**, a pdf file will be downloaded into the system contains list of candidates allotted on the respected date and session in the order of Roll number and also contains summary of candidates subject wise in the last page. It may be used for seating arrangement purpose.



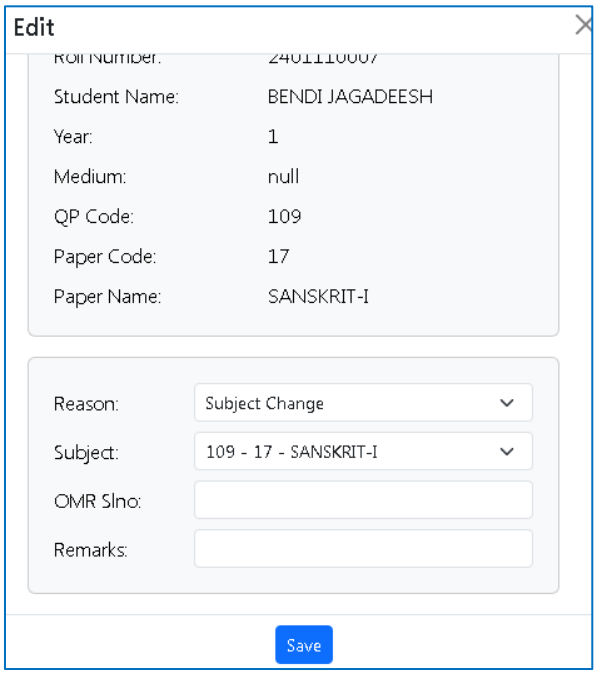
8. By clicking on **View** button, the list of candidates in the order of Roll Number along with Year, QP Code, Paper Code, Paper Name etc. will be displayed. In the status column, required to select either Present / Absent / Malpractice against each candidate.



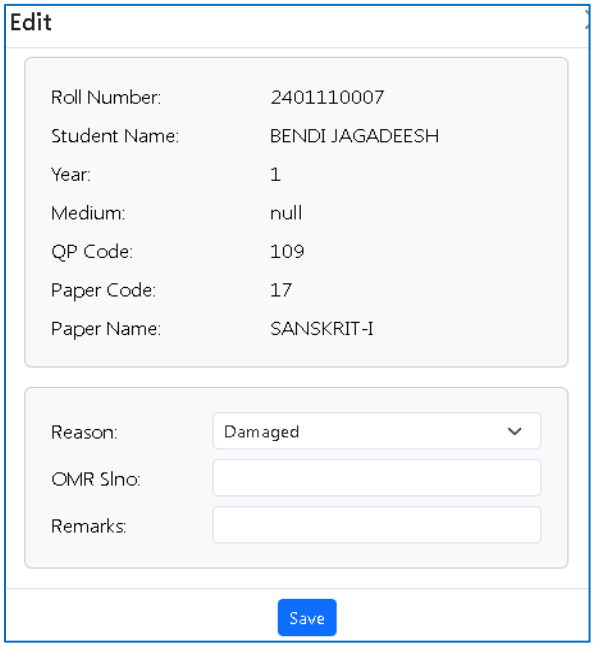
9. In case of any subject change / Buffer OMR sheet used due to damage or any other reason, Click on **Edit** button to update the same. After clicking on Edit button the following screen will be displayed.



10. In case of Subject change, select **Subject change** from the dropdown in the reason field. Select the correct subject from the drop down and enter the OMR S.No. and enter the remarks (if any) and click on Save button.

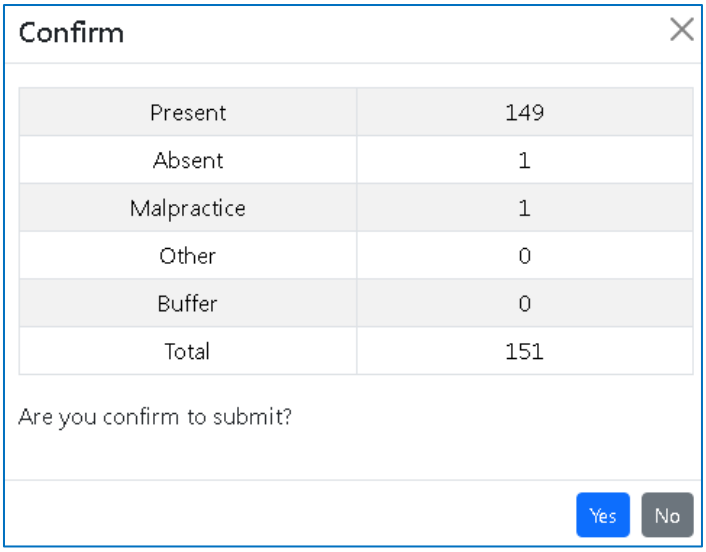


11. In case of OMR damaged, select **Damaged** from the dropdown in the reason field. Enter the OMR S.No. and enter the remarks (if any) and click on Save button

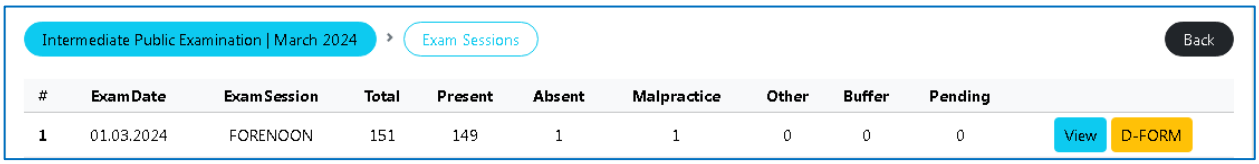


12. In case of Medium change, select **Medium change** from the dropdown in the reason field. Select the correct medium from the drop down and enter the remarks (if any) and click on Save button.

13. After filling attendance particulars of all the candidates Click on **Submit** button given at bottom right side. The following summary screen will be displayed showing No. of candidates Present, Absent, Malpractice, Other, Buffer and Total. Click on **No**, to update any modifications. Click on **Yes** to proceed to Confirm. Once Confirmed no modifications will be allowed under any circumstances.



14. After confirming, the following page will be displayed. Click on **D-Form** button. A pdf file will be downloaded in to the system.



Sample D-Form

BOARD OF INTERMEDIATE EDUCATION
ANDHRA PRADESH

GENERAL FIRST YEAR **D-FORM**

MONTH YEAR: MARCH 2024	**CENTRE CODE:** 01001	**DISTRICT CODE:** 01
CENTRE: 01001 GOVERNMENT JUNIOR COLLEGE (GIRLS) SRIKAKULAM	**SUBJECT:** 17 SANSKRIT-I	**DATE:** 01.03.2024 FORENOON

ROLL NUMBERS

2401110001	2401110004(MP)	2401110005	01110006	2401110007
2401110010	2401110015	2401110017	2401110020	2401110022
2401110025	2401110026	2401110	2401110032	2401110036
2401110039	2401110041	1110045	2401110047	2401110049
2401110051	2401110053	2401110055	2401110057	2401110059
2401110061	2401110063	2401110065	2401110067	2401110071
2401110073	2401110097			

Specimen Copy

Number of Present Student	*Number of Absent Student*	*Number of Malpractice Student*	*Not Offering*	*Number of Buffer OMR Used*	*Total Student*
31	0	1	0	0	32

Signature of Chief Supdt. and Date with Office Seal

Signature of Departmental Officer

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