

# Zed Attendance Guide



Connecting your **business**  
to payments

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## Attendance in Colleges/Universities

Welcome to ZED! In this guide, we will walk you through the process of setting up your college or university and recording student attendance with ease. Let's dive into ZED and set the stage for your institution's success!

### 1. Log In:

- i. Open your web browser.
- ii. Navigate to <https://web.zed.business> to access the Zed portal.
- iii. Enter your login credentials.



< Back

**Login**

Email Address\*

Email Address  
zpaymentsstd@gmail.com

Pin\*

Enter Pin  
.....

Forgot Pin?

LOGIN

New User? **Signup**

### 2. School Details:

- i. Go to the menu and select 'Businesses'.
- ii. Click 'Add Business' and choose 'School/College'.

- Dashboard
- Businesses**
- Add Business
- Requests to Join Business
- Approve Join Requests
- My Businesses
- Branches

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### Create your business Today!

Select your business type

 Eatery, Bar and Restaurant	 Hotel	 Service Station (Gas Station)	 Pharmacy	 Hardware	 Liquor Shop	 Retail Shop
 Wholesale Shop	 Manufacturer	 Suppliers and Vendors	 Distributors	 <b>School/College</b>	 Rental & Housing	

iii. Select 'University/College'.

### Select School Type

Please select the type of school you want to setup

School Types

University/College >

Secondary >

Kindergarten/Junior/High School >

Kindergarten >

Primary School >

Rows per page: 100 ▾ 1-5 of 5 < >

- iv. Fill in university details: name, email, phone number, location, and country.
- v. Click 'Done' to apply changes.

**Create Business**

Dashboard > School Details

Progress: 1 School Details (active), 2 Course & Programs, 3 Service Categories, 4 Services, 5 Payment Options, 6 Students Details

Set-up your business details.

<b>School Type*</b> <input type="text" value="University/College"/>	<b>School Name*</b> <input type="text" value="School Name"/>
<b>Director*</b> <input type="text" value="School Owner"/>	<b>Phone Number*</b> <input type="text" value="+254"/>
<b>Email*</b> <input type="text" value="Email"/>	<b>Location*</b> <input type="text" value="Location"/>
<b>Select Country</b> ▾	
<b>Country*</b> <input type="text" value="Country"/>	<b>Currency*</b> <input type="text" value="Currency"/>

## Create Business

Dashboard > School Details



Set-up your business details.

School Type*	School Name*
<input type="text" value="University/College"/>	<input type="text" value="Bridges University"/>
Director*	Phone Number*
<input type="text" value="TK"/>	<input type="text" value="+254 123 456 789"/>
Email*	Location*
<input type="text" value="info@bridges.com"/>	<input type="text" value="Nairobi"/>
Select Country	
<input type="text" value="Kenya"/>	
Country*	Currency*
<input type="text" value="Kenya"/>	<input type="text" value="KES"/>

- vi. Upload your school logo by clicking 'Logo,' selecting the image from your computer, and clicking 'Next'.

## Create Business




Dashboard > School Details



### School Summary

Your Logo	Email
	<input type="text" value="judy.mwhia@swerr.io"/>
School Type	Location
<input type="text" value="University/College"/>	<input type="text" value="Nairobi"/>
School Name	Country
<input type="text" value="Bridges University"/>	<input type="text" value="Kenya"/>
Director	Currency
<input type="text" value="TK"/>	<input type="text" value="KES"/>
Semesters	Phone Number
<input type="text" value="Year 1, Year 2, Year 3, Year 4, Year 5, Year 6, Year 7"/>	<input type="text" value="+254769607456"/>

< Create Business

Dashboard > School Details

1  
 School Details

2  
 Course & Programs


3  
 Service Categories

4  
 Services

5  
 Payment Options

6  
 Students Details

**Your Logo**



**School Type**  
University/College

**School Name**  
Bridges University

**Director**  
TK

**Semesters**  
Year 1, Year 2, Year 3, Year 4, Year 5, Year 6, Year 7,

**School Summary**

**Email**  
judy.mwihia@swerri.io

**Location**  
Nairobi

**Country**  
Kenya

**Currency**  
KES

**Phone Number**  
+254769607456

EDIT

NEXT

### 3. Courses:

- i. Enter course details: name, duration and duration type (years, months, weeks).
  - **Name:** Enter the name of the course.
  - **Duration:** Specify how long the course lasts.
  - **Duration Type:** Choose whether it's measured in years, months, or weeks.
- ii. Input the number of semesters and specify semester start and end dates.
- iii. Click 'Save'.

## < Create Business

Dashboard > Course & Programs



Add Course

### Add Course / Programs

course Name \*

Duration Type \*

Duration \*

Cancel

Save

## < Create Business

Dashboard > Course & Programs



Add Course

### Add Course / Programs

course Name \*

Duration Type \*

Duration \*

No Of Semesters \*

Semester 1

Start \*

End \*

Semester 2

Start \*

End \*

Cancel

Save



**Bridges University**

**Create Business**

Dashboard > Course & Programs

1 School Details 2 **Course & Programs** 3 Service Categories 4 Services 5 Payment Options 6 Students Details

[Add Course](#)

Courses	Duration	Semester	ACTION
Bachelor of Science	4	2	<a href="#">Edit</a> <a href="#">Delete</a>
Bachelor of Economics	4	2	<a href="#">Edit</a> <a href="#">Delete</a>

1-2 of 2 < >

[NEXT](#)

- Add as many courses as required by clicking 'Add Course' on the top right and following the same steps.
- iv. Click "Next" to proceed.

#### 4. Service Categories:

- Create service categories by entering name and description, clicking "Preview", and then 'Save'.

**Bridges University**

**Create Business**

Dashboard > Service Categories

School Details Course & Programs **3** Service Categories Services Payment Options Students Details

School details added successfully. X

Create a Service Category

Category Name\*

Category Type\*

Category Description\*

SKIP CANCEL PREVIEW

**Bridges University**

**Create Business**

Dashboard > Service Categories

School Details Course & Programs **3** Service Categories Services Payment Options Students Details

Create a Service Category

Category Name\*

Category Type\*

Category Description\*

SKIP CANCEL PREVIEW

- ii. To add more, click 'Create category' on the far right and follow the same steps. You can add as many as you require.
- iii. Once done, click 'Next' to save and proceed.

**Bridges University** 👤 🔔 ↗

**< Create Business**

Dashboard » **Service Categories**

✓ School Details   
 ✓ Course & Programs   
 3 Service Categories   
 4 Services   
 5 Payment Options   
 6 Students Details

Service Categories **CREATE CATEGORY**

Category Name	Category Description	Action
Fees	School Fees	<b>REMOVE</b>

Rows per page: 5 ▾ 1-1 of 1 < >

**NEXT**

## 5. Adding Services:

- i. Enter service details: name, category, amount type, price, course, semester, and description.
- ii. Click 'Save.'

**Bridges University**

**Create Business**

Dashboard > Services

Progress: School Details (✓) | Course & Programs (✓) | Service Categories (✓) | **Services (4)** | Payment Options (5) | Students Details (6)

Create a Service

Service Name\*

Service Category\*

Amount Type\*

Amount\*

Select Course\*

Semesters\*

Service Description

SAVE

**Create Business**

Dashboard > Services

Progress: School Details (✓) | Course & Programs (✓) | Service Categories (✓) | **Services (4)** | Payment Options (5) | Students Details (6)

Create a Service

Service Name\*

Service Category\*

Amount Type\*

Amount\*

Select Course\*

Semesters\*

Service Description

SAVE

- iii. To add more services, click "Create service" on the far right and proceed. You may add as many as you require.
- iv. To move to the next step, select and click on "Next."

## < Create Business

Dashboard > Services



List Of Services

CREATE SERVICE

Service Name	Service Category	Price Type	Amount	Course	Semester	Service Description	Action
Tuition Fee Sem 1 Year 1	Fees	Fixed	60000	Bachelor of Economics	Semester 1	Tuition Fee Sem 1 Year 1	REMOVE

Rows per page: 5 1-1 of 1 < >

NEXT

### 6. Payment Options:

Choose the payment method(s) suitable for your institution.

Dashboard » **Payment Options**



Add at least 1 payment method.

	Mpesa	Not Set <input type="checkbox"/>
	Bank	Not Set <input type="checkbox"/>
	Card	Not Set <input type="checkbox"/>
	Cash	Not Set <input type="checkbox"/>
	MTN MoMo	Not Set <input type="checkbox"/>
	Paypal	Not Set <input type="checkbox"/>
	Pocket Money Setup	Not Set <input type="checkbox"/>

[SKIP](#) [NEXT](#)

- For M-Pesa option:
  - i. Select M-Pesa as the payment method.
  - ii. Confirm if you have Mpesa Daraja set up. Click YES.

Dashboard » **Payment Options**



Add at least 1 payment method.

	Mpesa	Not Set <input type="checkbox"/>
	Bank	Not Set <input type="checkbox"/>
	Card	Not Set <input type="checkbox"/>
	Cash	Not Set <input type="checkbox"/>
	MTN MoMo	Not Set <input type="checkbox"/>
	Paypal	Not Set <input type="checkbox"/>
	Pocket Money Setup	Not Set <input type="checkbox"/>

[SKIP](#) [NEXT](#)

**← Mpesa Setup**

Do you have Mpesa Daraja set up for your business?

- iii. Enter M-Pesa Daraja information provided by Safaricom.
- iv. Accept terms and conditions, check the box.
- v. Choose "Activate" to update M-Pesa Daraja details.

## ← Create Business

Dashboard > Payment Options



Add at least 1 payment method.

	Mpesa	Not Set	<input type="checkbox"/>
	Bank	Not Set	<input type="checkbox"/>
	Card	Not Set	<input type="checkbox"/>
	Cash	Not Set	<input type="checkbox"/>
	MTN MoMo	Not Set	<input type="checkbox"/>
	Paypal	Not Set	<input type="checkbox"/>
	Pocket Money Setup	Not Set	<input type="checkbox"/>

[SKIP](#) [NEXT](#)

### ← Mpesa Daraja Setup

Business Name*	Business Shortcode*
<input type="text"/>	<input type="text"/>
Consumer Key*	
<input type="text"/>	
Consumer Secret*	Account Reference*
<input type="text"/>	<input type="text"/>
Pass Key*	
<input type="text"/>	

By ticking, you are agreeing to the terms and conditions.

[Cancel](#) [Activate](#)

**Note:** Similar steps apply to other payment options. Click on the preferred method, fill in details, and activate.

## Create Business

Dashboard > Payment Options



Add at least 1 payment method.

Mpesa	Active <input checked="" type="checkbox"/>
Bank	Not Set <input type="checkbox"/>
Card	Not Set <input type="checkbox"/>
Cash	Not Set <input type="checkbox"/>
MTN MoMo	Not Set <input type="checkbox"/>
Paypal	Not Set <input type="checkbox"/>
Pocket Money Setup	Not Set <input type="checkbox"/>

SKIP **NEXT**

vi. Click "Next" to proceed.

## Create Business

Dashboard > Payment Options



Add at least 1 payment method.

Mpesa	Active <input checked="" type="checkbox"/>
Bank	Not Set <input type="checkbox"/>
Card	Not Set <input type="checkbox"/>
Cash	Active <input checked="" type="checkbox"/>
MTN MoMo	Not Set <input type="checkbox"/>
Paypal	Not Set <input type="checkbox"/>
Pocket Money Setup	Not Set <input type="checkbox"/>

SKIP **NEXT**

**Banks**


- KCB Bank**
  - Mobile Money
  - Bank Deposit
  - Debit Accounts
- Equity Bank** COMING SOON
- Co-operative Bank** COMING SOON



## 7. Adding Students:

- i. Choose to either drag and drop a CSV File or click on “Browse Files.”
  - o *Note: You can skip this step and add students later from the menu bar.*
- ii. Select the Excel file from your computer.
- iii. Click on Add Parent/Guardian and save the information.
- iv. The data will be successfully saved in your Zed account.

The screenshot shows the 'Create Business' setup process in Zed. The progress bar indicates that the following steps are completed: School Details, Course & Programs, Service Categories, Services, and Payment Options. The current step is 'Students Details', which is marked with a '6' in a circle. Below the progress bar, there is a prompt: 'Add at least 1 Student'. A link for 'DOWNLOAD CSV TEMPLATE --- COMING SOON' is provided. A large dashed box contains a cloud upload icon and the text 'Drag and drop your CSV file here' or a 'BROWSE FILES' button. At the bottom of this box are two buttons: 'SKIP STEP' and 'ADD STUDENT'.

 You have successfully set up your University/College on Zed.

## 8. Create Units & Assign them to Courses:

- i. From the menu, go to 'Courses & Programs.'
- ii. Once there, choose 'Units' to get started.
- iii. Look for the 'Add Units' button at the top right – give it a click.

The screenshot shows the 'Add Units' form in the Zed system. The interface includes a dark sidebar with navigation options like Dashboard, Users, Business, Payment Set-up, Courses & Programs, Units, Courses & Programs, Bank Statements, Student Promotion, Staff, Students Accounts, Services, Transactions, Reports, Messaging Service, and Configuration. The main content area is titled 'Bridges University' and 'Add Units'. It features a breadcrumb trail: Dashboard > Course & units > Add Units. The form contains several input fields: 'Unit Code', 'Unit Name', 'Year' (with a dropdown menu showing 'Select Year'), and 'Semester' (with a dropdown menu showing 'Select Semester'). Below these is a 'Description' field. An 'Assign Courses' section includes a search bar and a list of courses with checkboxes: 'Bachelor of Statistics', 'Bachelor of Science', and 'Bachelor of Economics'. At the bottom right, there are 'Cancel' and 'Add Unit' buttons.

iv. Fill in the following:

- unit code
- unit name
- year and semester of study
- description

v. Find the course you want to assign the unit to and tick the box next to its name.

vi. Once everything is filled out and courses are selected, click 'Add Unit' to save your changes successfully.

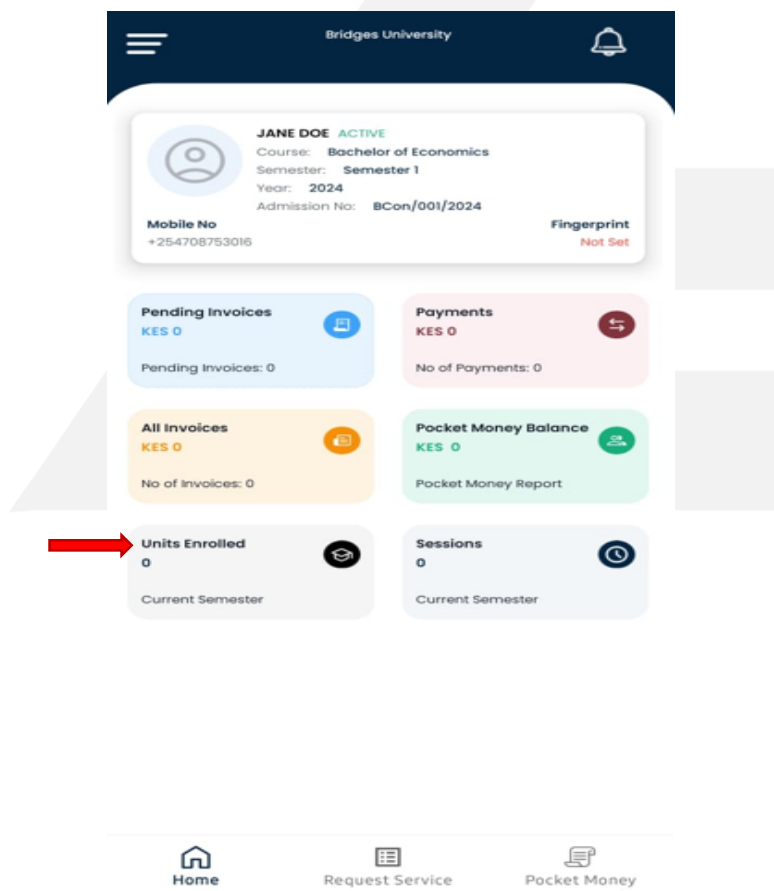
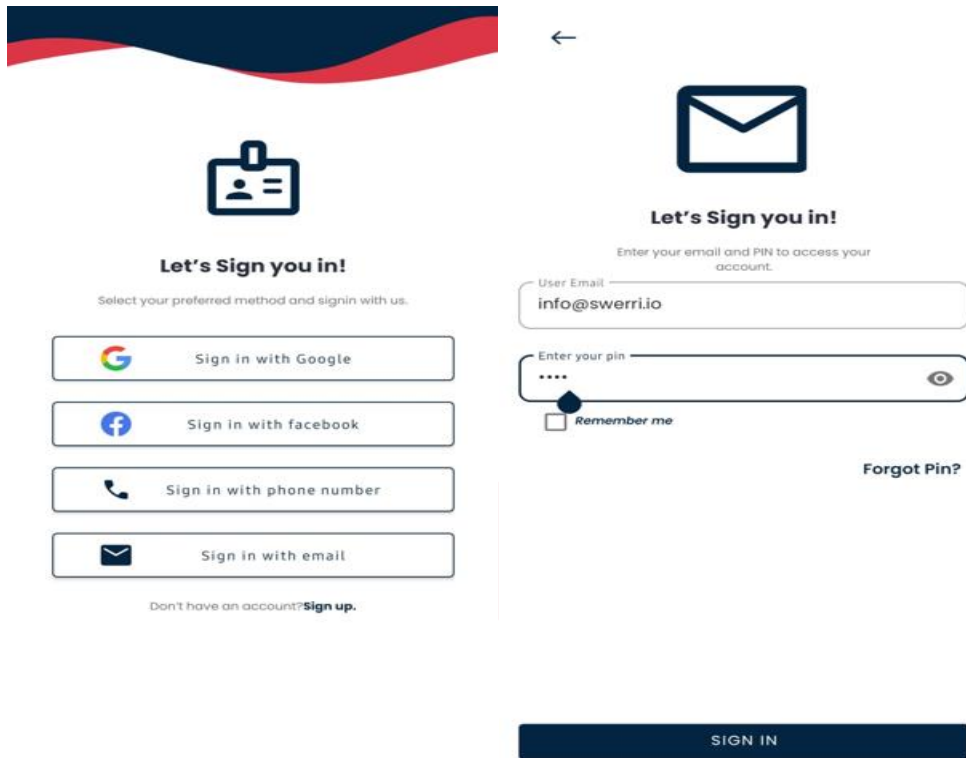
vii. follow the same procedure to create and assign additional units.  
 And there you have it! You've successfully created and assigned units to courses.

### 9. Unit Enrolment for students:

Once a student has been created as a student of the institution, they will receive Zed logins on their email. They are then required to download the Zed Payments app, log in, change the PIN, and select the units they will be taking for that semester.

Below is a guide on how students are to enrol for units:

- i. Log in to Zed Payments App.
- ii. From the dashboard, click on 'Units Enrolled' button.



- iii. Tap on the edit icon to add units.
- iv. Tick the box for the units you are enrolling in for the current semester.

← Unit Enrolled
← Update Units Enrolled

🔍 Search by Semester

Tap on the edit icon to add or remove courses enrolled

Year	Semester	Unit(s) Enrolled	Action
2024	Semester 1	0	✎

Year 1 ▼

**Semester 1 (Current)** Select All

Introduction to Economics

---

Microeconomics

---

Macroeconomics

---

International Economics

---

Labor Economics

**Semester 2** Select All

Econometrics

**Semester 2** Select All

Public Economics

**Semester 2** Select All

Financial Economics

- v. Click the 'Update Units' button.
- vi. On the dashboard, the number of units enrolled will update.

The screenshot displays the 'Update Units Enrolled' screen for a student named Jane Doe. The interface is divided into two main sections: a list of units on the left and a summary dashboard on the right.

**Units List:**

- Year 1**
  - Semester 1 (Current)**
    - Introduction to Economics
    - Microeconomics
    - Macroeconomics
    - International Economics
    - Labor Economics
  - Semester 2**
    - Econometrics
  - Semester 2**
    - Public Economics
  - Semester 2**
    -

**Summary Dashboard:**

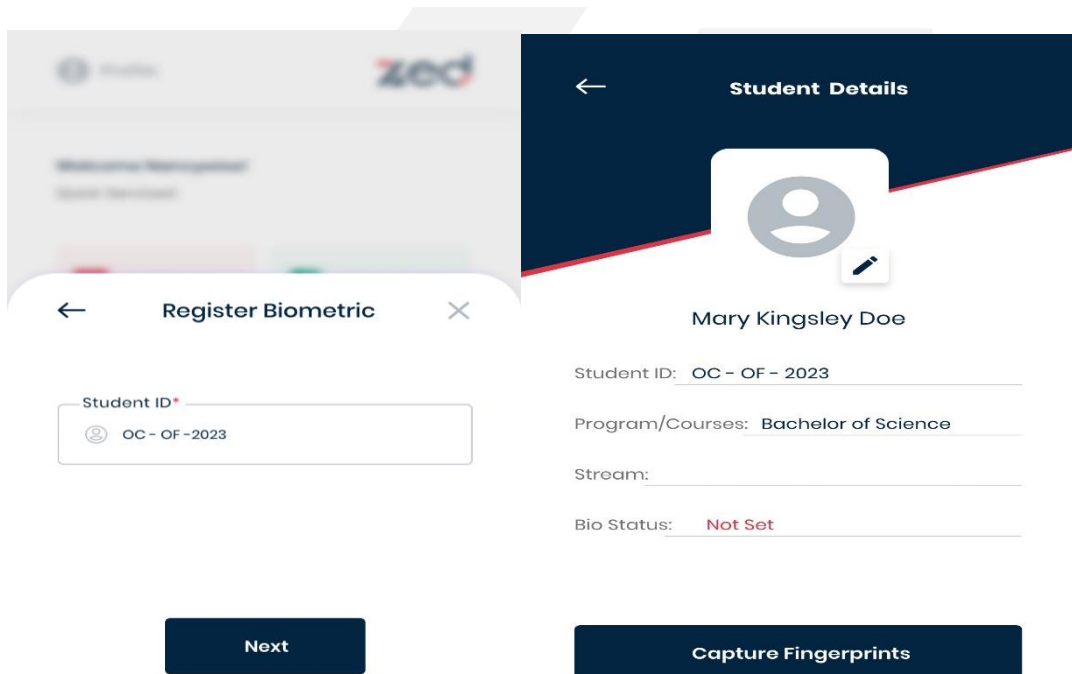
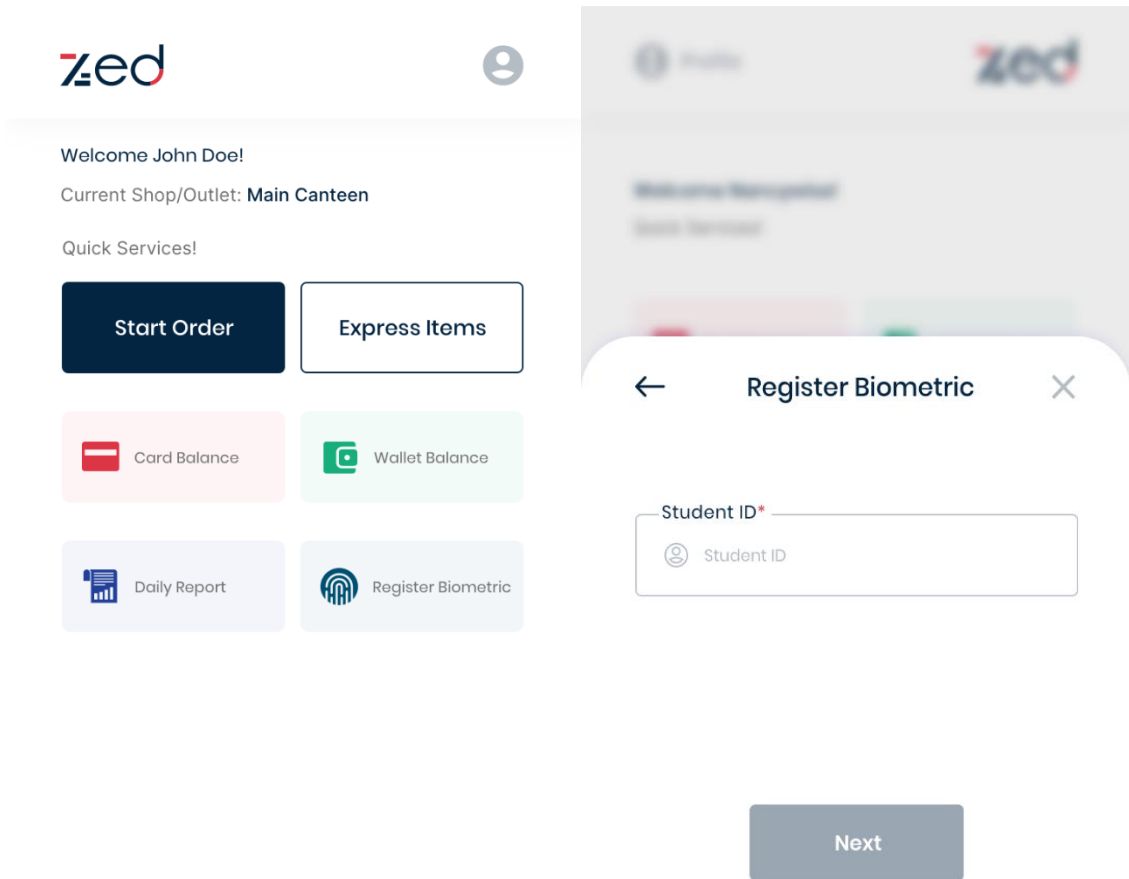
- Student Profile:** JANE DOE ACTIVE, Course: Bachelor of Economics, Semester: Semester 1, Year: 2024, Admission No: BCon/001/2024. Mobile No: +254708753016. Fingerprint: Not Set.
- Pending Invoices:** KES 0, Pending Invoices: 0.
- Payments:** KES 0, No of Payments: 0.
- All Invoices:** KES 0, No of Invoices: 0.
- Pocket Money Balance:** KES 0, Pocket Money Report.
- Units Enrolled:** 3, Current Semester.
- Sessions:** 0, Current Semester.

A red arrow points to the 'Units Enrolled' card. At the bottom, there is a navigation bar with 'Home', 'Request Service', and 'Pocket Money' options, and a large 'UPDATE UNITS' button.

## 10. Register/capture student bio:

The steps below demonstrate how to register students' biometrics:

- Access the POS and choose 'Register Biometric' from the menu.
- Input the 'Student ID' and click 'Next.'
- Once the student's program/course is displayed, click 'Capture Fingerprints'.

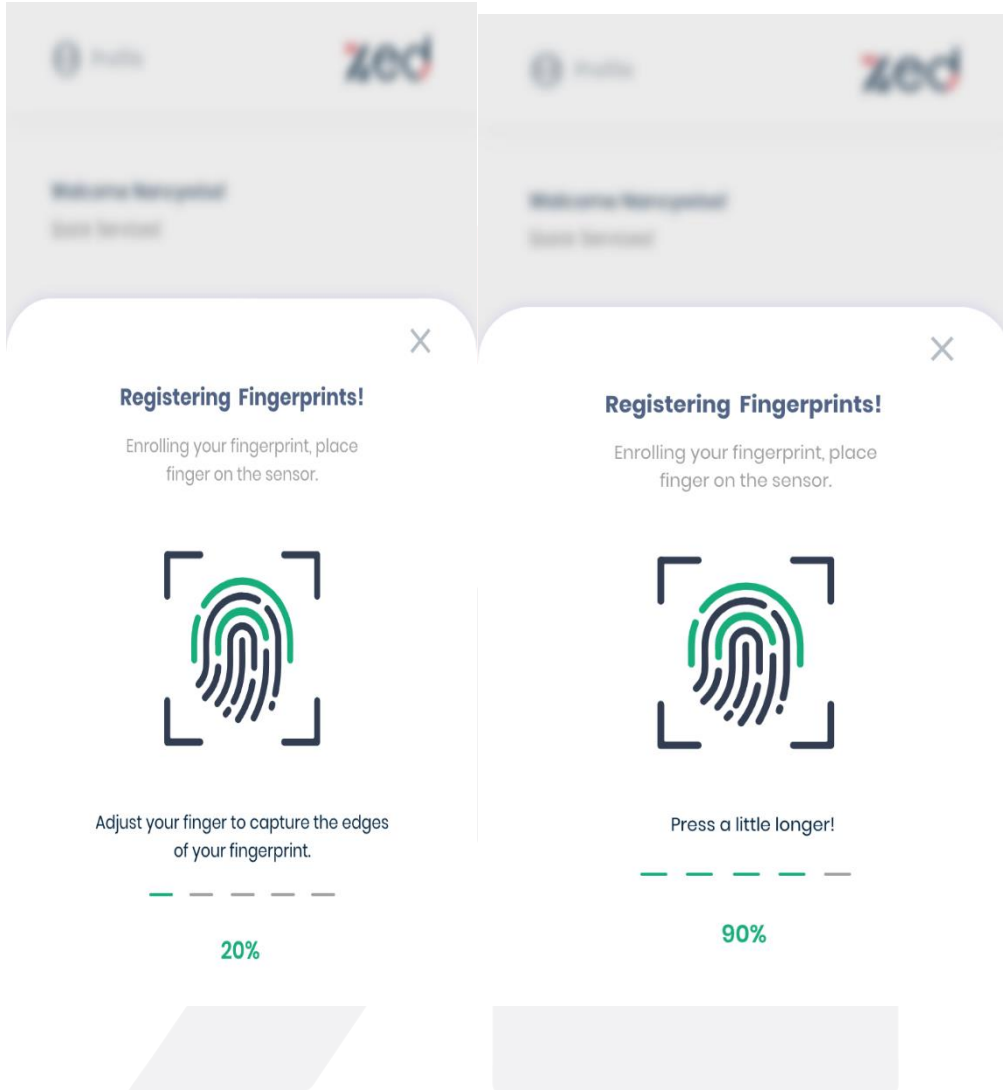


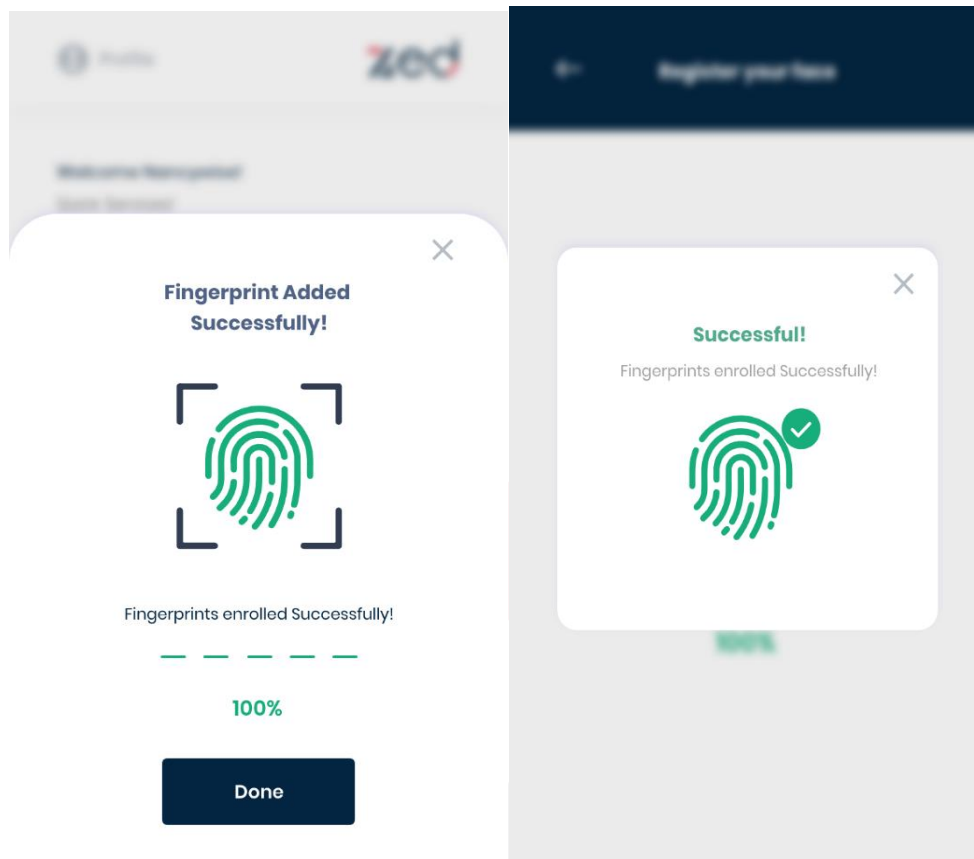
- iv. Ask the student to place their finger on the POS for scanning.
- v. For a fingerprint to be added successfully, the scanning should display 100%.



vi. Each student should scan at least three fingers.

- **Repeat for All Students:** Perform the same process for all students.





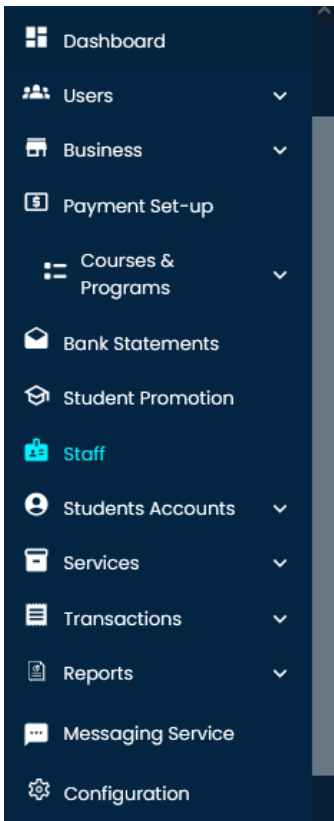
## 11. Create/add staff (Teaching Staff).

This guide will walk you through the process of adding teaching staff to the system. By following these steps, you will easily create and add teaching staff to the system, enabling them to log in, start sessions, and track student attendance seamlessly.

- i. **Log in:** Access the Zed portal using your credentials.
- ii. Once logged in, go to the menu and select 'Staff'. Then, choose 'Add Staff' from the options displayed.

- iii. Fill in the required information for the new staff member, including their Staff ID Number, Name, Phone number, Email, Location, and Gender.

- iv. After entering the staff details, click on the 'Add Courses & Units' button.



**Bridges University**

**< Add Staff**

Dashboard • Staff • **Add Teaching Staff**

ST102

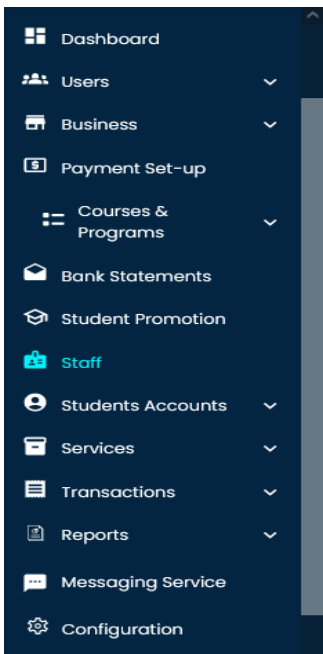
Peter Pan

+254 123 456 789 peterpan@yahoo.com

Add a location: Nairobi, Kenya Gender: Male

**+ Add Courses & Units**

- v. Choose the course that the staff teaches from the list, then view the units associated with it.



**Bridges University**

**< Assign Courses & Units**

Dashboard • Staff • TeachingStaff • **Assign Courses & Units**

Tap on course to view units

Add Unit

search

Bachelor of Statistics

Bachelor of Science

Bachelor of Economics

**Preview Staff Details**

- vi. Select the units the staff will teach by checking the corresponding boxes.

**Bridges University**

### < Assign Courses & Units

Dashboard > Staff > TeachingStaff > Assign Courses & Units

Tap on course to view units Add Unit

Q search

Bachelor of Statistics ▼

---

Bachelor of Science ▼

Introduction to Biology

Organic Chemistry

General Chemistry

---

Bachelor of Economics ▼

**Preview Staff Details**

vii. Review all the entered details for accuracy by clicking on 'Preview Staff Details'.

**Bridges University**

### < Preview Staff Details

Dashboard > Staff > Add Teaching Staff > Preview Teaching Staff Details

ST102

Peter Pan

+254123456789 peterpan@yahoo.com

Nairobi, Kenya male

Courses & Units + Add Courses & Units

**Bachelor of Science** ▼

**Add Staff**

viii. Once you've verified the information, click 'Add Staff' to complete the process.

## Staff

Dashboard » Staff



Add Staff

Teaching Staff

Non-Teaching Staff

Active

Deactivated

Staff Name	Staff ID	Phone Number	Email	Courses Assigned	Units Assigned	Action
Peter Pan	ST102	+254123456789	peterpan@yahoo.com	1courses	2units	 

- ix. **Repeat for Additional Staff:** If adding more staff, repeat the same process for each new staff member.

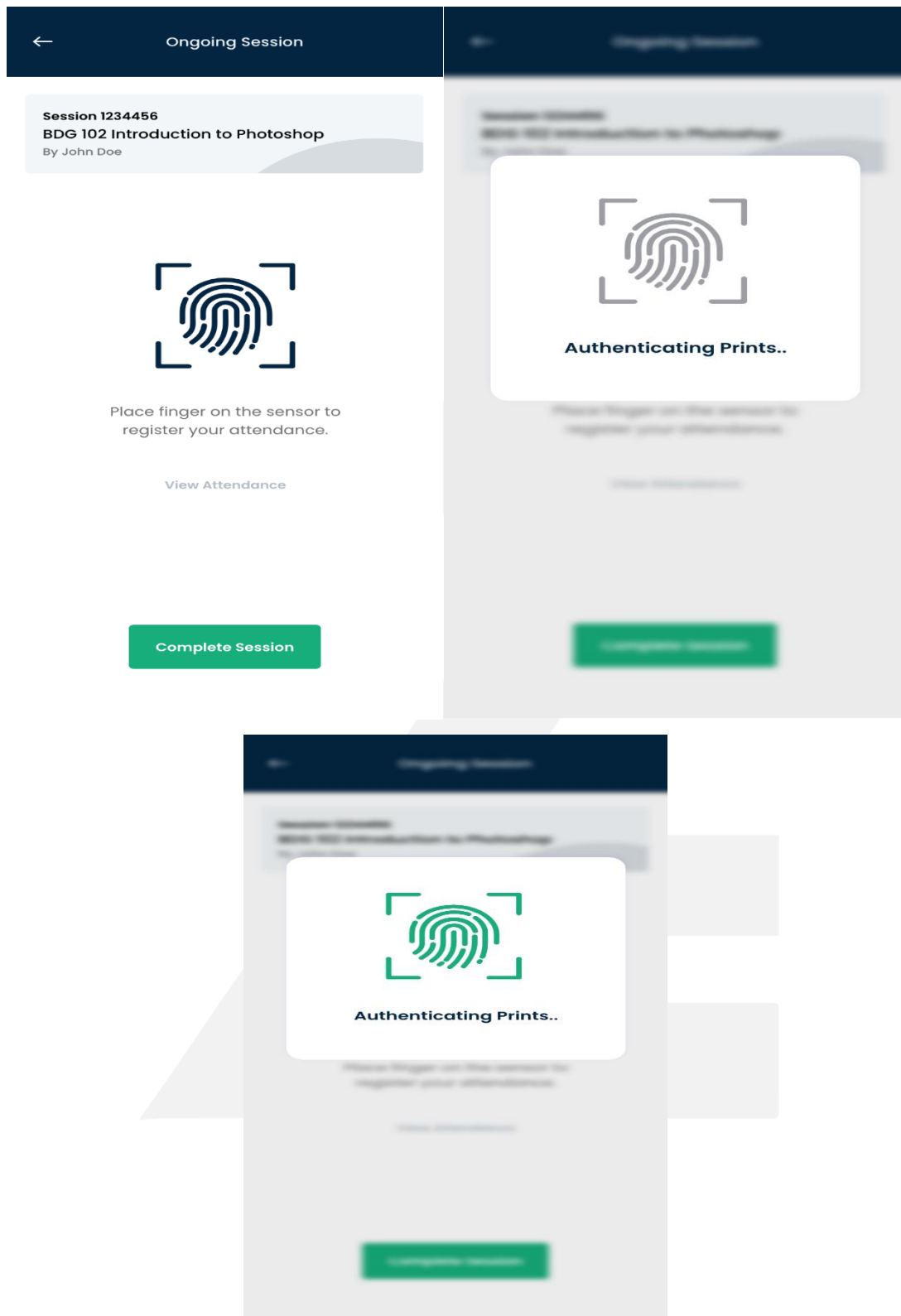
## 12. How to record attendance

Once you're registered as staff, you'll receive login credentials via email. Follow these simple steps to record attendance:

- i. Use the login credentials provided in the email to access the POS system.
- ii. After logging in, locate and click on the 'Start Session' button.

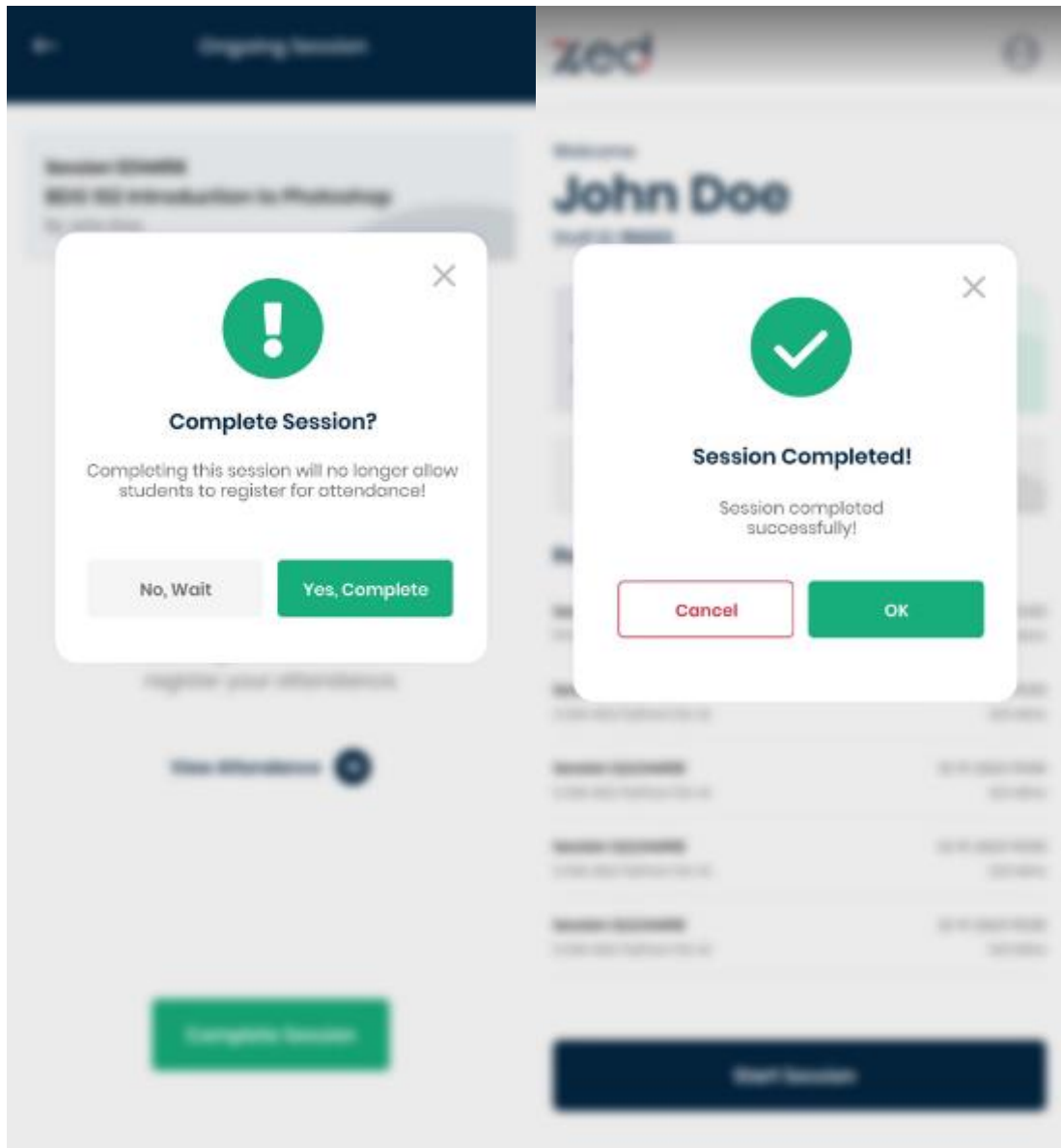
- iii. Choose the appropriate Unit and Academic Year from the dropdown menus.
- iv. Enter the Start Time and End Time for the session.
- v. Click 'Start Session' to proceed.

- vi. Students attending the lecture will place their fingers on the sensor for scanning to register their attendance.



- vii. Once the session ends, click on the 'Complete Session' button to finalize attendance recording.





That's it! You've successfully registered attendance for the session.

### 13. How to View Session Reports

Follow these simple steps to view attendance session reports:

- i. Navigate to <https://web.zed.business> to access the Zed portal.
- ii. Enter your login credentials to access your account.
- iii. Once logged in, locate and click on the 'Session Reports' option from the menu.



< Back

### Login

Email Address\*

Pin\*

[Forgot Pin?](#)

**LOGIN**

New User? [Signup](#)

**zed**

- Dashboard
- Businesses
- Statements
- Unit Enrolled
- Sessions Report**
- About Zed
- Logout

**Bango Univesity Pwani**

## Sessions Report

Dashboard » Sessions Report

Welcome **Steven John Joe!**  
Staff ID No: 112233  
Fingerprint: Set

Academic Year: 2023/24  
**All Units**  
Year 2 Semester 1

Search

Start 1/1/2023 to End 17/3/2023 Date: This Month Export

Session ID	Units	Students Present	Students Absent	Date & Time
Session 122234459	BDG 205 Introduction to Photoshop II	29 Present	5 Absent	12-11-2023 13:00
Session 122234407	BGD 204 Introduction to Graphic Design II	25 Present	0 Absent	12-11-2023 13:00
Session 122234476	BDG 206 Photoshop for Photo Editing II	25 Present	6 Absent	12-11-2023 13:00
Session 122234421	BDG 205 Introduction to Photoshop II	15 Present	5 Absent	12-11-2023 13:00

iv. You'll see a list of available reports. Click on a specific one to preview detailed attendance information.

**zed**

Bango University Pwani

### Preview Session

Dashboard • Session Report • Preview Report • **Preview Session**

Session 1234456: By John Doe Date 12-11-2023 13:00

#### BGD 101 Introduction to Graphic Design

Students Present: 5 Students Absent: 2

All Students Present Students Absent

Search:

Student Name	Students ID	Status	Date & Time
Marian Anna	1232555	Absent	-
Mary Kingston	1223661	Present	12-11-2023 13:00
Steve More	1923445	Present	12-11-2023 13:00
Angela Joe	3430001	Absent	-
Tom Cruise	6789088	Present	-

- v. If needed, you can filter the report based on your requirements. Look for filter options provided and adjust them as necessary.

# SESSION REPORT



Bango University  
 Shule Bora Street, Nairobi  
 info@bangoprimary.com  
 +254 711 223 456

**Course:** Bachelor Of Science In Computer Science  
**Unit:** BGD 101 Introduction to Graphic Design

By John Doe  
 Year 1 Semester 1 - 2023/24

<b>Session ID:</b> 1234456	<b>Date:</b> 12-11-2023 13:00	<b>Students Present:</b> 5	<b>Students Absent:</b> 2
-------------------------------	----------------------------------	-------------------------------	------------------------------

Student Name	Student ID	Time	Status
Steven Joe	1232555	19-11-2023 14:00	Present
Marian Anna	1453445	19-11-2023 13:20	Present
Simple Joe	1223661	19-11-2023 13:18	Present
Mary Li	1923445	19-11-2023 13:17	Present
Steve More	1277896	19-11-2023 13:10	Present
Tom Cruise	3430001	-	Absent
Angela Joe	6789088	-	Absent

- That's it! You've successfully accessed and viewed the session report.