

# General Q&A

## STEP IN

STEP IN IS A SPECIAL FEATURE PROVIDED IN KV PANEL THROUGH WHICH THE KV CAN LOGIN INTO THE ACCOUNT OF ANY EMPLOYEE WITHOUT ANY PASSWORD. THIS FEATURE IS PROVIDED TO CHECK THE UPDATE OF ANY EMPLOYEE IN CASE HE/SHE IS ABSENT OR UNAVAILABLE DUE TO SOME REASONS. YOU CAN FIND THE STEP IN FEATURE UNDER MANAGE EMPLOYEE, VIEW CLASS TEACHERS/CHECKERS, VIEW SUBJECT TEACHERS, VIEW CO-SCHOLATICS. A LOG IS ALWAYS MAINTAINED SO AS IN TO KEEP RECORD.

| Sl | Employee ID | Step-IN   | Edit  | Name               |
|----|-------------|---|---|--------------------|
| 1  | 9000        |  |  | SHANTUSHTI KHURANA |

### mis.kvsindia.in says

StepIN Successful. Now taking you to the SteppedIN Panel.  
Please DO NOT LOGOUT from the SteppedIN Panel  
Simply CLOSE THE WINDOW when your work is done.

OK

YOU DO NOT HAVE TO LOGOUT FROM THE STEPPED IN ACCOUNT SIMPLY CLOSE THE WINDOW AS A NEW WINDOW OPENS WHEN YOU STEP IN.

Model KV 6  
Simulating SHANTUSHTI KHURANA

A MESSAGE IS ALWAYS DISPLAYED AT THE BOTTOM WHILE YOU ARE STEPPED IN ANY EMPLOYEE ACCOUNT.

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