



CoreAxis School ERP

User Manual

Every module, step by step, for the Admin, Principal, Accountant, Teacher and Student / Parent logins. Web edition, October 2026.



Worked example: Demo Public School

14, Boring Road, Patna · Play Group to Class VIII · Session 2026-27

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GETTING STARTED · CHAPTER 1

About this manual

Everyone

CoreAxis School ERP runs a school's daily work in one place: admissions, attendance, fees, exams, staff, payroll, library, transport, hostel, notices and the parents' portal. It works in any browser at <https://coreaxis.info>, and the same data is available in the School eRegister mobile app. This manual shows every web screen, with worked examples from the Demo Public School.

The screenshot shows the Admin dashboard of the Demo Public School ERP system. The interface is clean and modern, with a dark blue sidebar on the left containing navigation links for various modules. The main content area is white and features a top navigation bar with a search bar and user profile. The dashboard is divided into several sections:

- Top Section:** Displays the date (Wednesday, 28 Oct 2026) and session (2026-27). It includes a search bar and a 'Customize' button.
- Key Metrics:** Four large cards showing:
 - Attendance today: 87% (9 of 11 classes marked)
 - Collected today (5 receipts): ₹2,500; Outstanding: ₹356,150
 - Pending approvals: 6 (2 leave, 4 enquiries)
 - Active students: 246 (9 staff, 11 classes)
- Needs attention:** A section with four items:
 - 2 classes not marked yet (Class Nursery, Class III)
 - 2 leave requests waiting for a decision (Staff and student leave applications)
 - 4 open admission enquiries (Follow up, then admit or close)
 - 101 students with fee dues (₹356,150 outstanding (tuition billed up to October))
- Today & upcoming:** A section with three items:
 - No birthdays today
 - No exams in the next 3 weeks
 - No holidays in the next 3 weeks
- THIS MONTH (OCTOBER, CASH BASIS):** Four cards showing financial data:
 - Fees collected: ₹352,550
 - Expenses: ₹47,180
 - Salary paid: ₹180,820
 - Net balance: ₹124,550
- OPERATIONS SNAPSHOT:** A row of five cards showing:
 - Open admission: 4
 - Pending leave: 2
 - Active online: 2
 - Hostel boarders: 6
 - Low-stock items: 1

The footer of the dashboard includes copyright information (© 2026 Demo Public School | All Rights Reserved) and the developer's name (Designed & Developed by CoreAxis Software Development & Solutions).

The Admin dashboard of the Demo Public School on a normal school day.

Who uses which login

Each person signs in with their own account. What they see depends on their role; a menu item that a role cannot use is not shown.

Admin / Principal	The whole school: students, academics, exams, finance, staff, campus, communication, reports and settings. Only Admin / Principal can approve concessions, approve leave, issue TCs and change school settings. Demo school: Satyajeet Kr. Singh (Principal) and the Administrator account.
Accountant	The fee desk and everything about money: fee dues, concessions (request), cheques, UPI / bank claims, fee structure, expenses, School Store, payroll, the finance ledger and reports. Demo school: Rakesh Agarwal .
Teacher	Their own classes and subjects: attendance, marks, homework, timetable, notices, report cards, ID / admit cards, Library Desk and competitions, plus their own leave, attendance and payslips. Demo school: Amit Kumar Mishra , class teacher of Class VI-A.
Student / Parent	The portal: fees and receipts, paying online or by UPI / bank transfer, attendance, results and report cards, online exams, homework, notices and leave requests. Parents sign in with the child's admission number and date of birth, and can add a second child.

The example school

Every screenshot comes from the **Demo Public School**, 14 Boring Road, Patna: Play Group to Class VIII, one section per class, about 250 students, nine staff, session 2026-27. Names, phone numbers and amounts are sample data. Your school's screens look the same, with your own name, logo and data.

How to read the steps

Bold words	A bold word is a button, tab, menu item or field label, written exactly as on the screen.
Menu	Under each chapter title, Menu shows where to click in the left sidebar, for example <i>Finance</i> › <i>Cheques</i> / <i>DD</i> . On a phone, open the sidebar with the menu button at the top left.
Address bar	Each screenshot shows the page address, for example https://coreaxis.info/admin/fees.php . You can type the address to go straight to a page after signing in.

Saffron boxes	A saffron outline in a screenshot marks the control the step asks you to use.
Confirmation popups	Every action that saves, changes or deletes something first asks Are you sure? in a popup. Deleting asks twice. Read the popup, then click the coloured button to go ahead, or Cancel .
Search anywhere	Press Ctrl + G (or click the search box at the top) to find a student, receipt, staff member or page by typing part of its name.

Before you start

Use a current version of Chrome, Edge, Firefox or Safari. The first time you sign in on a computer or phone, the system sends a 6-digit code to your email; tick **Trust this browser** so that you are not asked again for 30 days on that device. Keep your password private: the school office can reset it, but no one from CoreAxis or the school will ever ask you for it.

GETTING STARTED · CHAPTER 2

Signing in

Admin

Principal

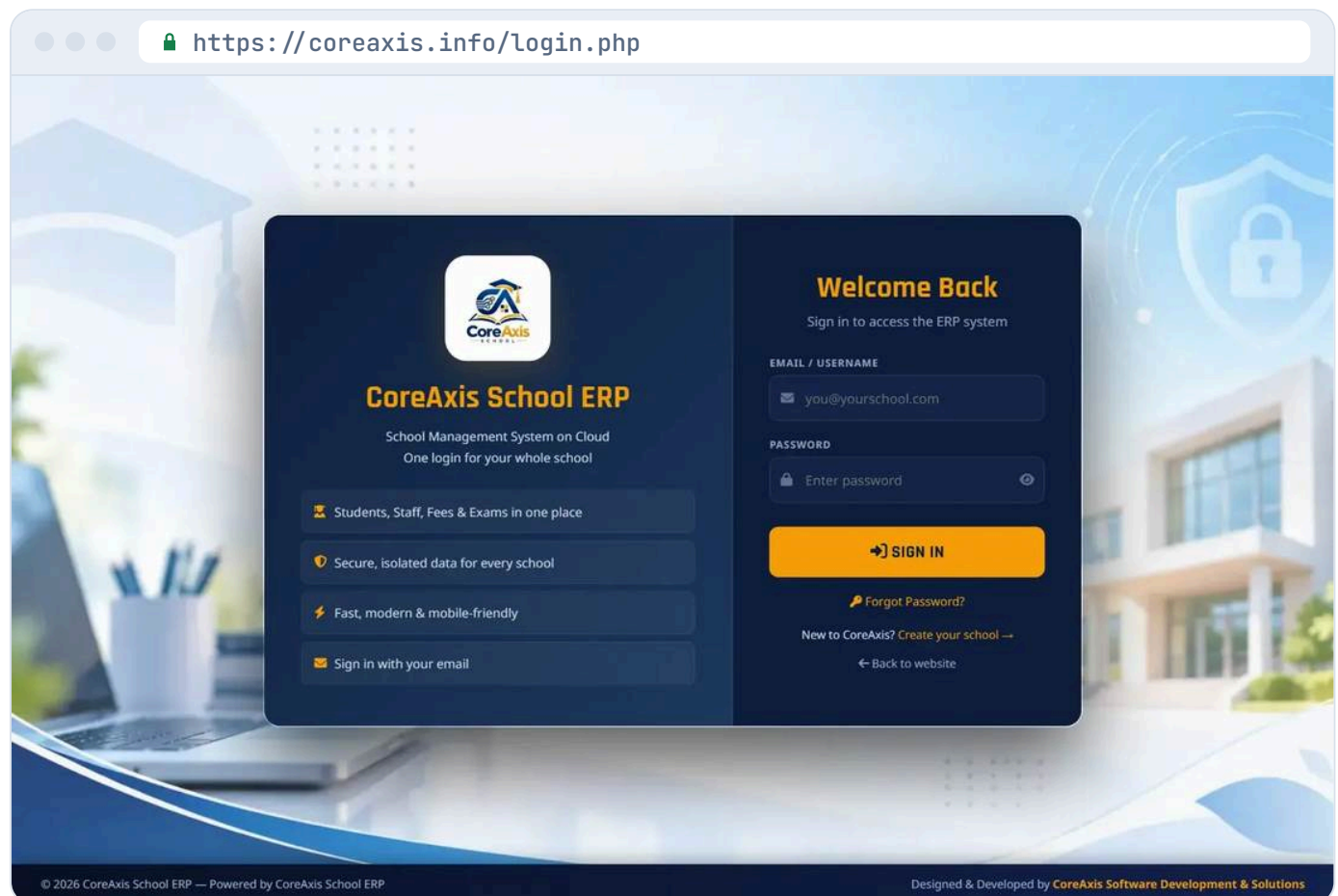
Accountant

Teacher

Student / Parent

MENU School website › Login (staff) · Student Portal (students and parents)

Every school user signs in through one of two doors. Staff (Admin, Principal, Accountant, Teacher) use the staff login with their email and password; on a new browser they also enter a 6-digit code sent to their email. Students and parents use the Student Portal with the admission number and date of birth. After signing in, each person sees only the menus of their own role.



Signing in — Demo Public School

Demo school logins

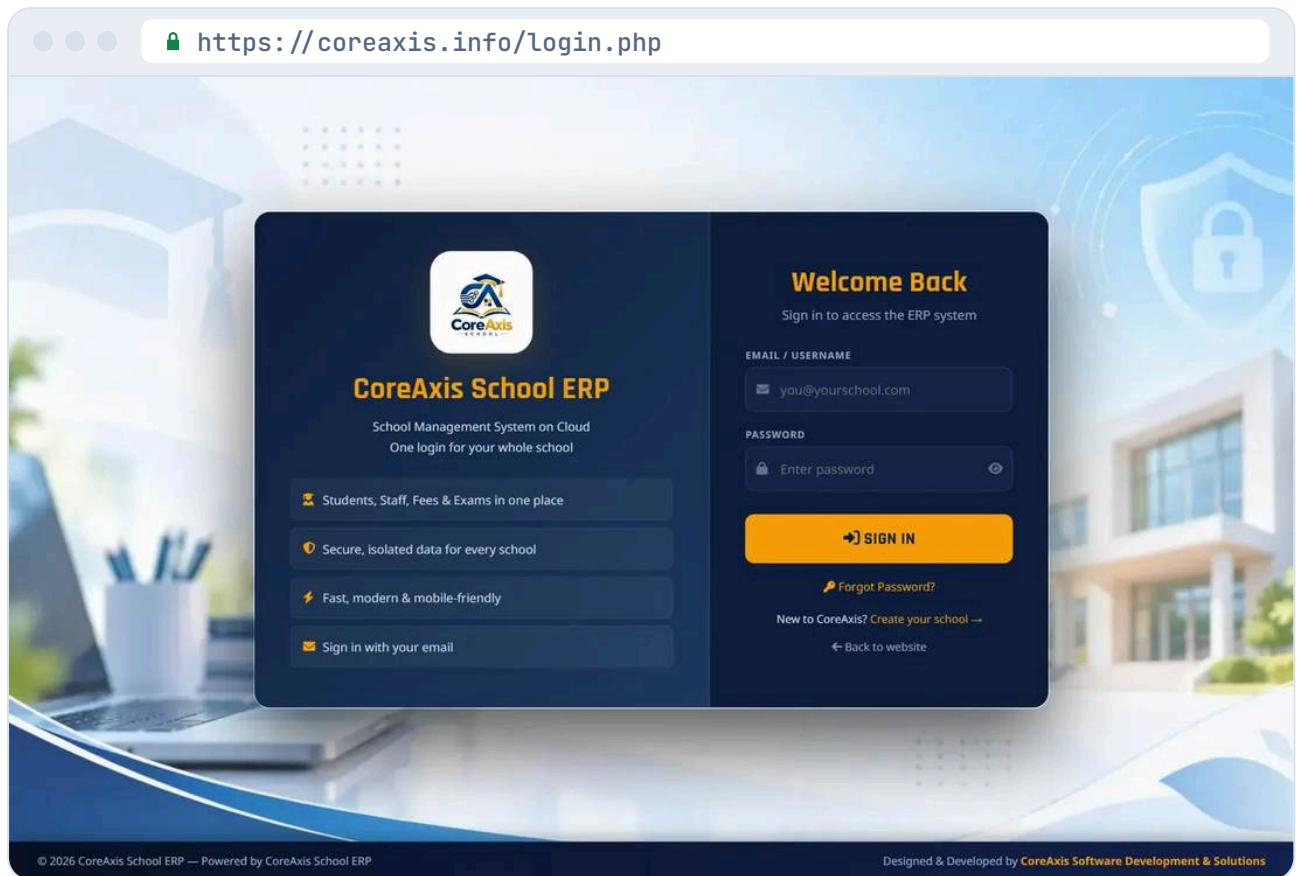
The Demo Public School has one staff account for each role. Passwords are not printed in this manual; the school office gives each person their own password.

Admin — Administrator	admin@demo.coreaxis.info · password · full access to every menu, including Settings.
Principal — Satyajeet Kr. Singh	satyajeet.singh@demo.coreaxis.info · password · same menus as Admin; approves TC / SLC requests, leaves and concessions.
Accountant — Rakesh Agarwal	rakesh.agarwal@demo.coreaxis.info · password · Fee Desk, Fee Dues, Concessions, Cheques / DD, Expenses, Payroll, Finance Ledger, Reports, TC / Certificates requests.
Teacher — Amit Kumar Mishra	amit.mishra@demo.coreaxis.info · password · own class attendance, marks, homework, timetable, notices, ID / admit cards.
Student / Parent — Aarav Sharma	Student Portal · admission number DEMO20260001 · date of birth 01-01-2015 (no password).

Sign in as staff (example: Principal Satyajeet

Kr. Singh, first time on a new computer)

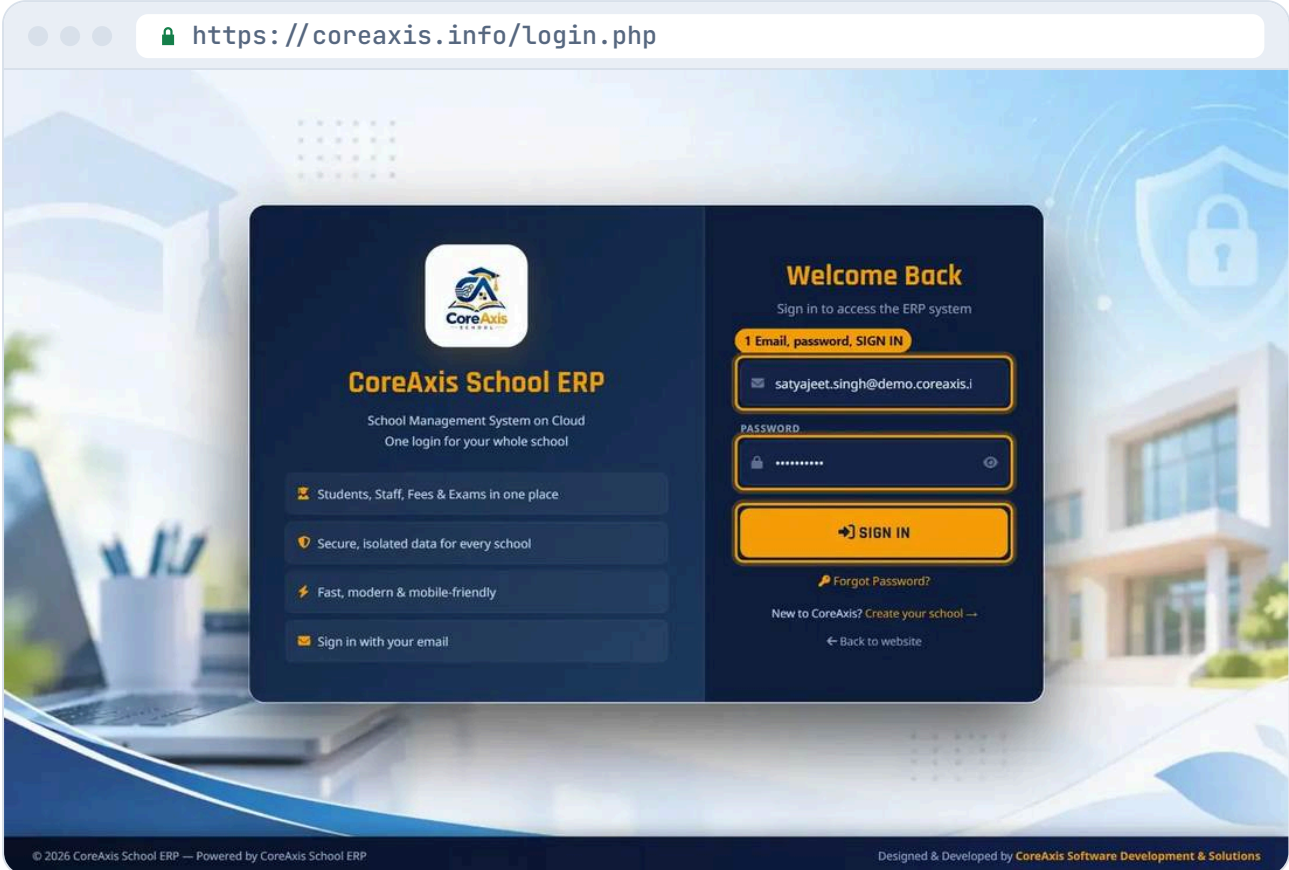
- 1 Open your school's address in the browser and click **Login**. The **Welcome Back** screen opens.



The staff login screen.

- 2 Type your email in **Email / Username**, for example satyajeet.singh@demo.coreaxis.info. A username also works.

- 3 Type your password in **Password**. Click the eye icon if you want to check what you typed.



The screenshot displays the login interface for CoreAxis School ERP. The browser address bar shows `https://coreaxis.info/login.php`. The login form is divided into two main sections: a left sidebar with the CoreAxis logo and a list of features, and a right section for user authentication. The right section includes a 'Welcome Back' message, a sign-in prompt, and input fields for email and password. The email field contains 'satyajeet.singh@demo.coreaxis.i'. The password field is masked with dots and includes an eye icon for toggling visibility. A prominent orange 'SIGN IN' button is located below the password field. Additional links for 'Forgot Password?' and 'New to CoreAxis? Create your school' are also visible. The footer contains copyright information and the developer's name.

CoreAxis School ERP

School Management System on Cloud
One login for your whole school

- Students, Staff, Fees & Exams in one place
- Secure, isolated data for every school
- Fast, modern & mobile-friendly
- Sign in with your email

Welcome Back

Sign in to access the ERP system

1 Email, password, SIGN IN

Email: satyajeet.singh@demo.coreaxis.i

PASSWORD: [masked]

SIGN IN

Forgot Password?

New to CoreAxis? Create your school →

← Back to website

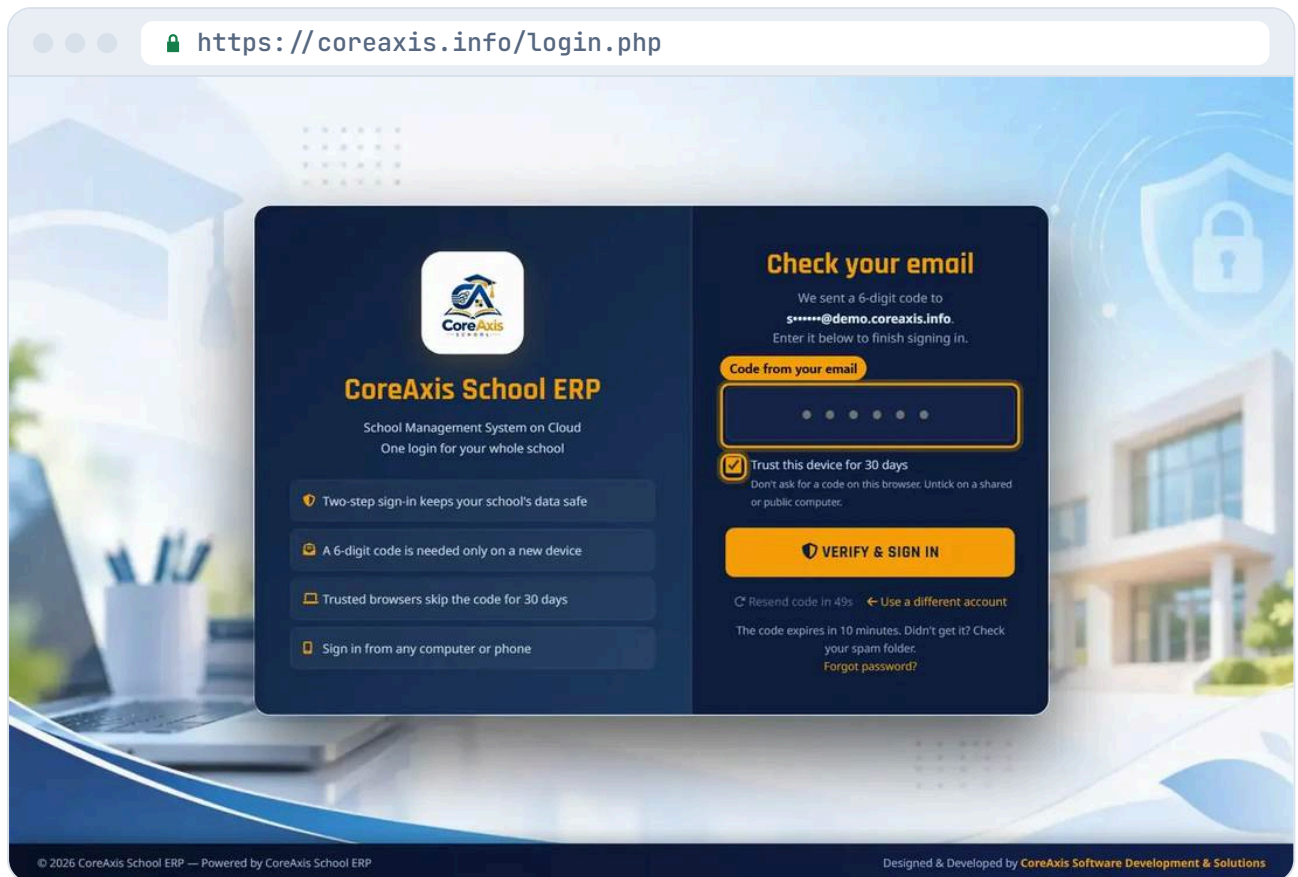
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Designed & Developed by CoreAxis Software Development & Solutions

Email and password filled in; the password stays hidden as dots.

- 4 Click **SIGN IN**.

- 5 On a new browser the **Check your email** screen opens. Open your email and find the 6-digit code from the school.



The code is sent to the email shown on screen (partly hidden).

- 6 Type the code in the code box.
- 7 Leave **Trust this device for 30 days** ticked on your own computer. Untick it on a shared or public computer.
- 8 Click **VERIFY & SIGN IN**.

- 9 The **Set a quick-login PIN** screen opens. Type a 4–6 digit PIN in **New PIN** and again in **Confirm PIN**, then click **SAVE PIN**. Click **Skip for now** if you do not want a PIN.

The screenshot shows a web browser window with the address bar displaying `https://coreaxis.info/login.php`. The main content area features a dark blue overlay with the CoreAxis School ERP logo and text. The overlay is divided into two sections: the left section contains the logo and a list of features, while the right section is titled 'Set a quick-login PIN' and contains input fields for 'NEW PIN (4-6 DIGITS)' and 'CONFIRM PIN', along with 'SAVE PIN' and 'Skip for now' buttons. A warning message at the bottom of the right section advises against using easy PINs like 1111 or 1234.

CoreAxis School ERP
School Management System on Cloud
One login for your whole school

- Two-step sign-in keeps your school's data safe
- A 6-digit code is needed only on a new device
- Trusted browsers skip the code for 30 days
- Sign in from any computer or phone

Set a quick-login PIN
Hi Satyajeeet, this browser is now trusted for 30 days.
Set a 4–6 digit PIN to sign in here without your password.

NEW PIN (4–6 DIGITS)

CONFIRM PIN

SAVE PIN

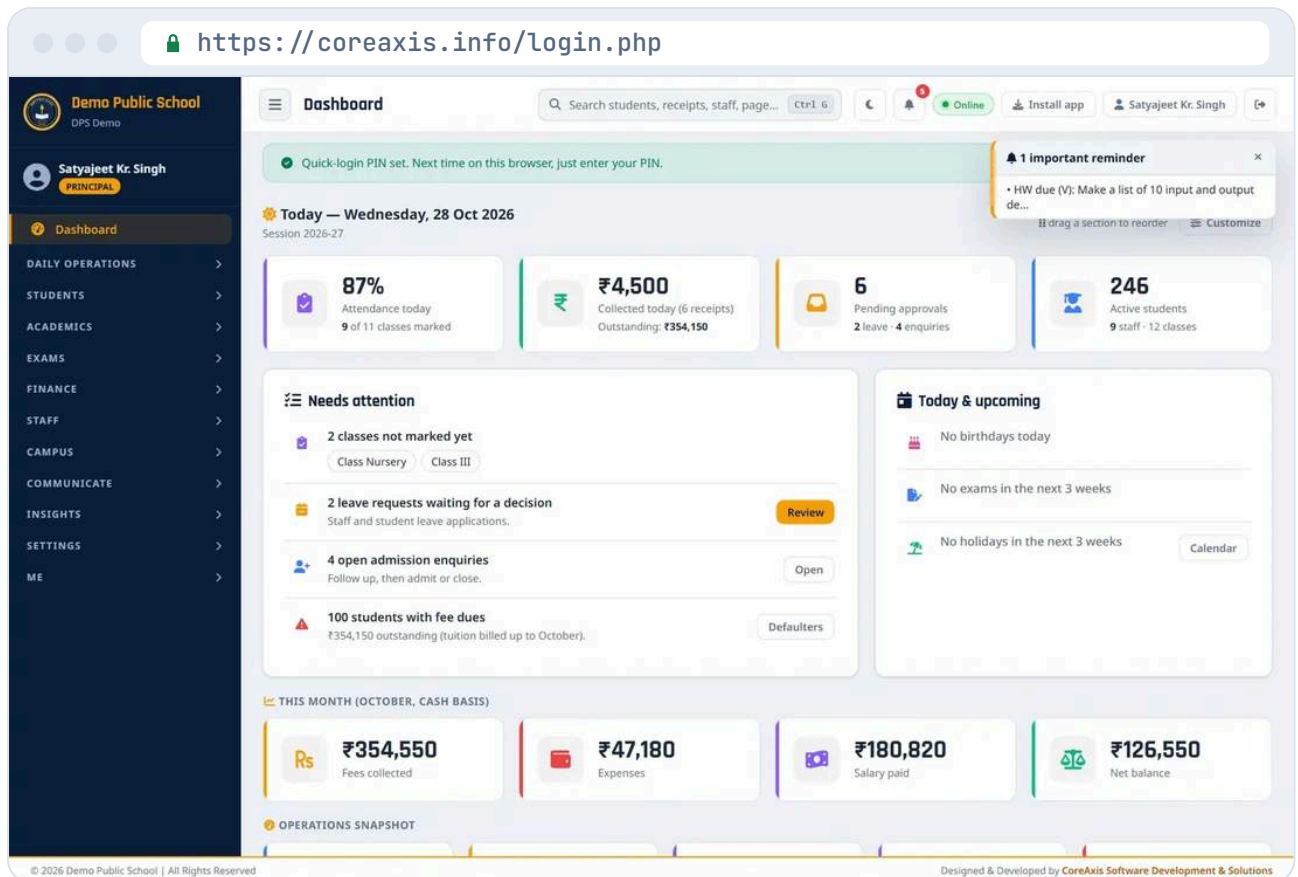
Skip for now

Avoid easy PINs like 1111 or 1234. Five wrong PINs turn PIN sign-in off for this browser.

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A PIN lets you sign in on this trusted browser without typing the password.

- 10 Your dashboard opens. The top bar shows your name and the sidebar shows the menus of your role.



Signed in as the Principal.

TIP The code expires in 10 minutes. If it does not arrive, check the spam folder, then click **Resend code** (it becomes active after a short wait). **Send code by SMS instead** appears when the school has SMS turned on.

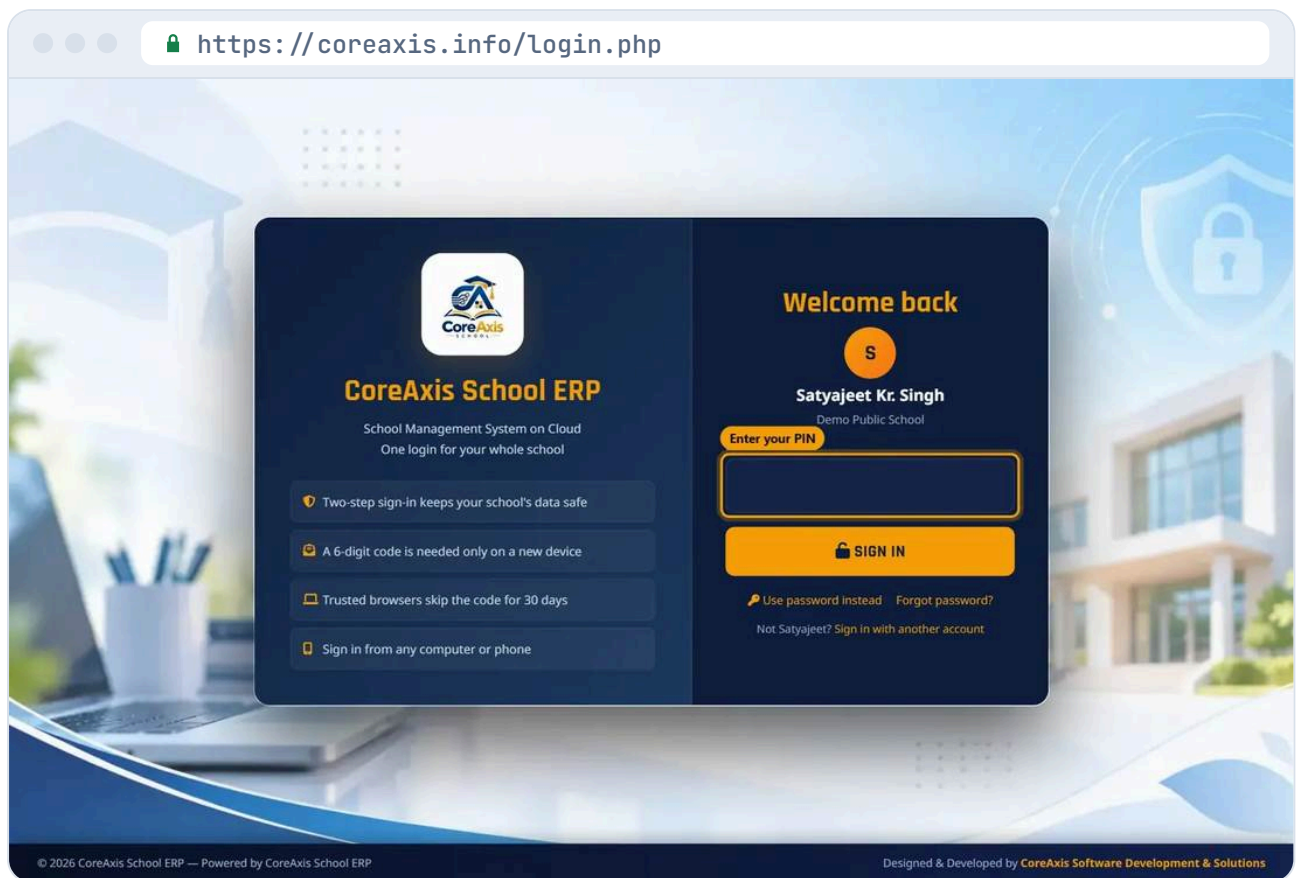
TIP A trusted browser does not ask for a code again for 30 days, unless your password is changed.

TIP Click **Use a different account** on the code screen to go back and sign in as someone else.

IMPORTANT After 6 wrong passwords for one account (or 10 from one computer) in 15 minutes, sign-in is locked for 15 minutes.

Sign in with your PIN (example: Satyajeet Kr. Singh on his trusted computer)

- 1 Open the school login page on the computer where you set the PIN. The **Welcome back** screen shows your name and school.



PIN sign-in on a trusted browser.

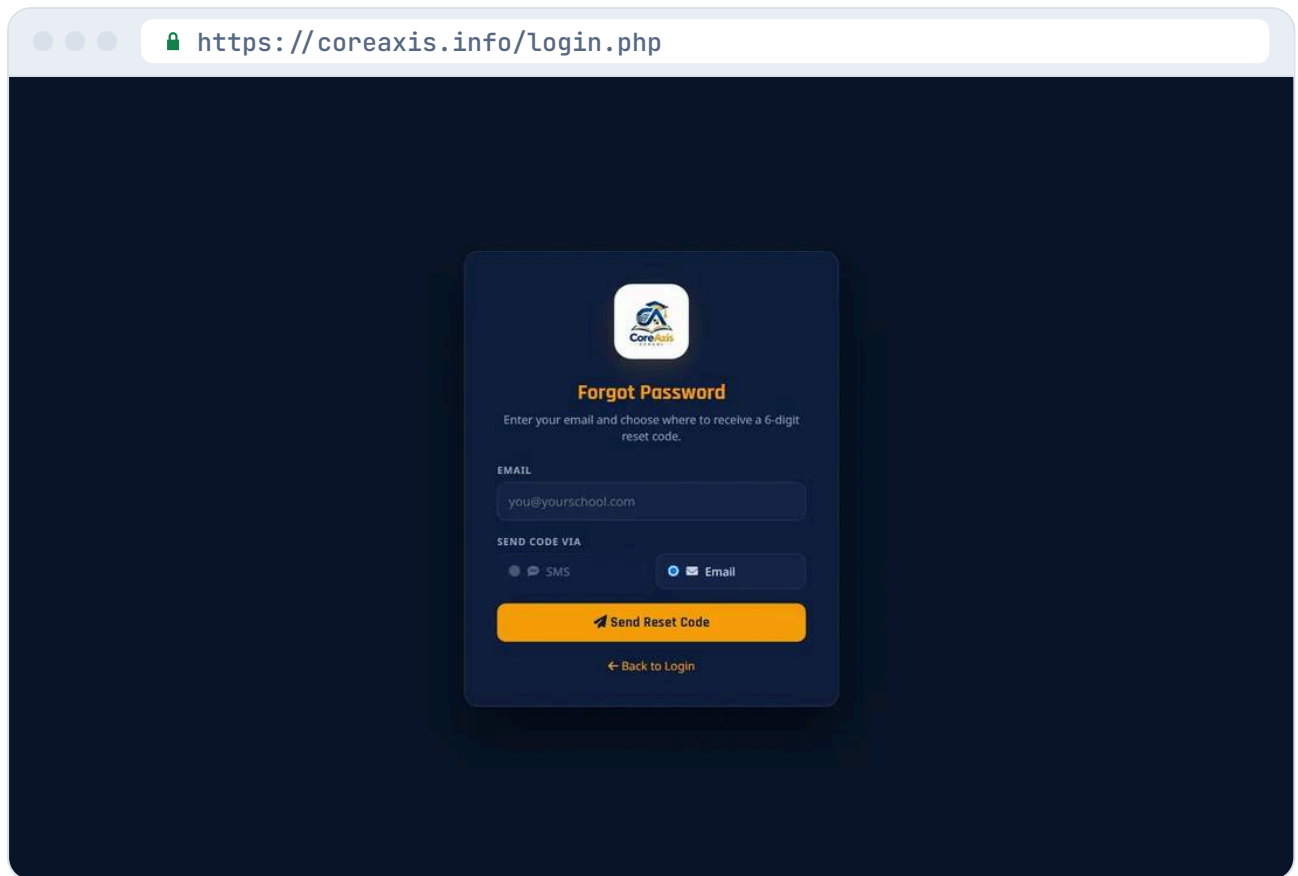
- 2 Type your PIN in **Enter your PIN**. When all digits are typed the screen signs you in; you can also click **SIGN IN**.
- 3 To use the password instead, click **Use password instead**. To sign in as another person, click **Sign in with another account**.

TIP Avoid easy PINs like 1111 or 1234.

IMPORTANT Five wrong PINs turn PIN sign-in off for that browser. You then sign in with email, password and a new code.

Forgot your password

- 1 On the login screen click **Forgot Password?**. The **Forgot Password** screen opens.



The Forgot Password screen.

- 2 Type your email in **Email**.
- 3 Under **Send code via**, choose **SMS** or **Email** (only the options your school has turned on can be chosen).
- 4 Click **Send Reset Code**. Then type the 6-digit code you receive and your new password on the next screen.

TIP If online reset is not available, the screen says so. Ask the school Admin to reset your password.

Sign out

- 1 Click the **Logout** icon at the right end of the top bar.

The screenshot displays the CoreAxis School ERP Dashboard for a user named Satyaajeet Kr. Singh, Principal. The top navigation bar includes a search bar, a notification bell, an 'Online' status indicator, an 'Install app' button, the user's name, and a 'Sign out' button (highlighted with a yellow circle). The dashboard features a sidebar with various menu items and a main content area with several widgets. A 'Needs attention' section lists items like '2 classes not marked yet', '2 leave requests waiting for a decision', '4 open admission enquiries', and '100 students with fee dues'. A 'Today & upcoming' section shows 'No birthdays today', 'No exams in the next 3 weeks', and 'No holidays in the next 3 weeks'. A 'THIS MONTH (OCTOBER, CASH BASIS)' section displays financial metrics: Fees collected (₹354,550), Expenses (₹47,180), Salary paid (₹180,820), and Net balance (₹126,550). The footer contains copyright information and the developer's name.

https://coreaxis.info/login.php

Demo Public School
DPS Demo

Satyaajeet Kr. Singh
PRINCIPAL

Dashboard

DAILY OPERATIONS >
STUDENTS >
ACADEMICS >
EXAMS >
FINANCE >
STAFF >
CAMPUS >
COMMUNICATE >
INSIGHTS >
SETTINGS >
ME >

Dashboard

Quick-login PIN set. Next time on this browser, just enter your PIN.

Today — Wednesday, 28 Oct 2026
Session 2026-27

87%
Attendance today
9 of 11 classes marked

₹4,500
Collected today (6 receipts)
Outstanding: ₹354,150

6
Pending approvals
2 leave · 4 enquiries

246
Active students
9 staff · 12 classes

Needs attention

- 2 classes not marked yet
Class Nursery · Class III
- 2 leave requests waiting for a decision
Staff and student leave applications. **Review**
- 4 open admission enquiries
Follow up, then admit or close. **Open**
- 100 students with fee dues
₹354,150 outstanding (tuition billed up to October). **Defaulters**

Today & upcoming

- No birthdays today
- No exams in the next 3 weeks
- No holidays in the next 3 weeks **Calendar**

THIS MONTH (OCTOBER, CASH BASIS)

- ₹354,550**
Fees collected
- ₹47,180**
Expenses
- ₹180,820**
Salary paid
- ₹126,550**
Net balance

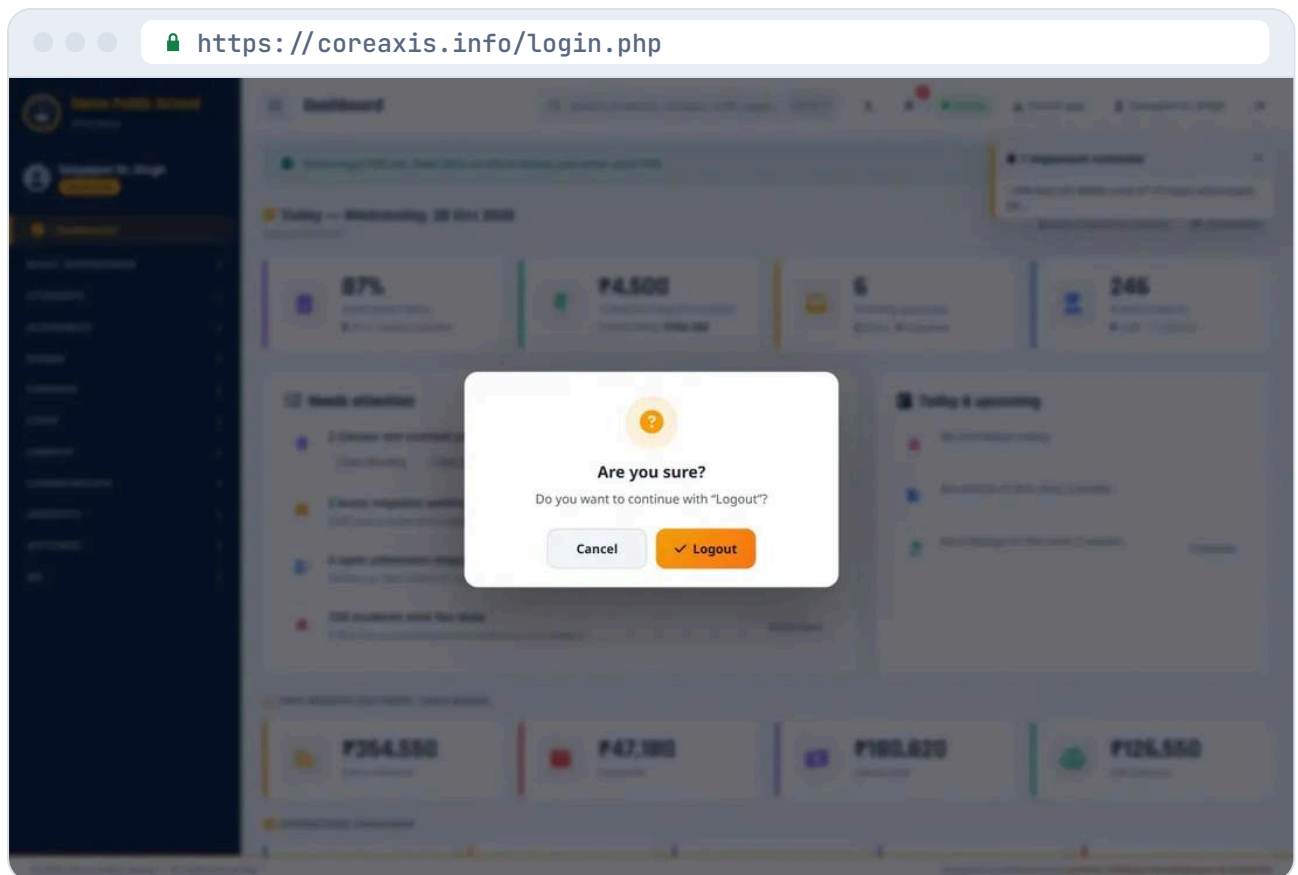
OPERATIONS SNAPSHOT

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Designed & Developed by CoreAxis Software Development & Solutions

The Logout icon is next to your name.

- 2 In the **Are you sure?** popup click **Logout**. Click **Cancel** to stay signed in.



Sign-out asks once for confirmation.

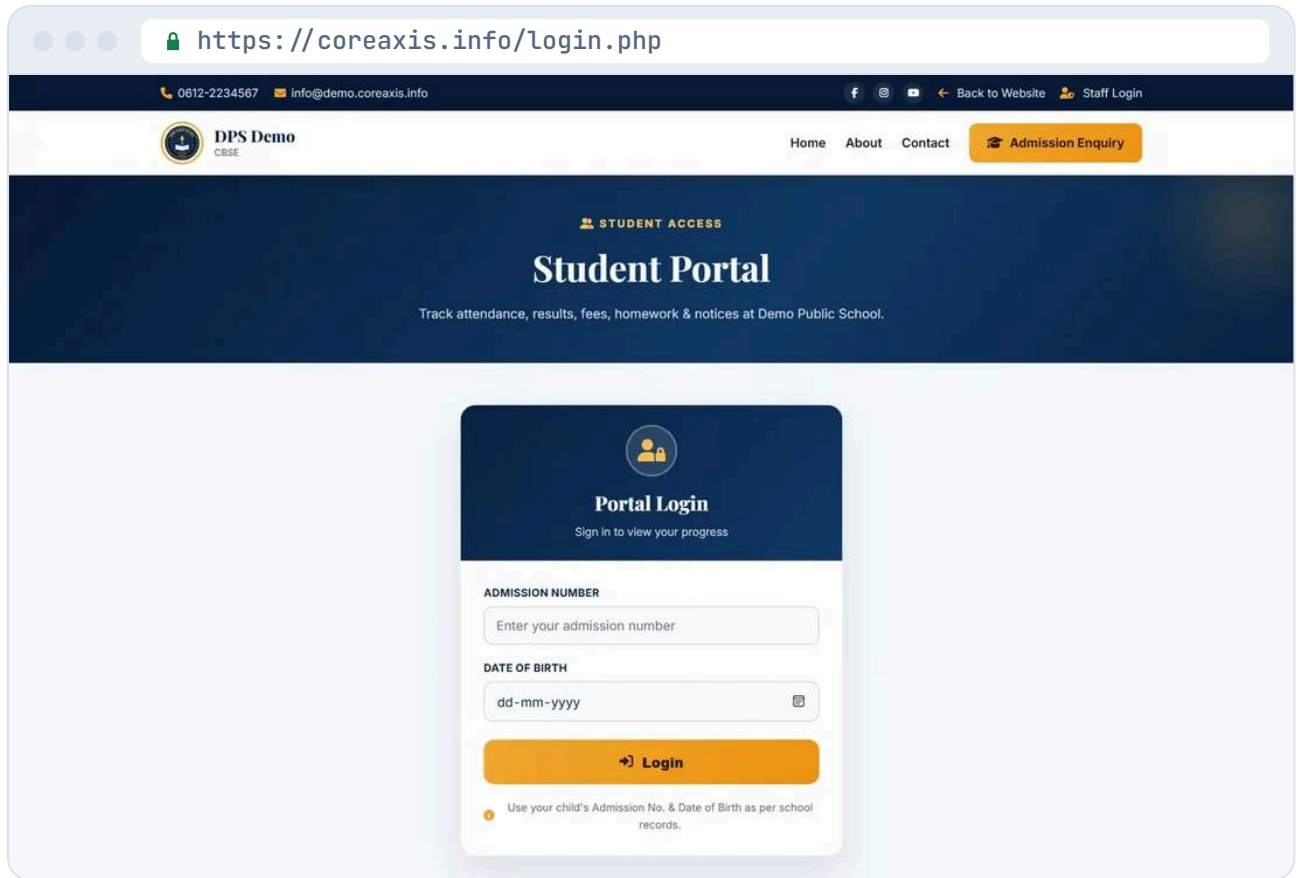
- 3 The login screen opens. On a trusted browser with a PIN it shows the PIN screen for your next sign-in.

TIP Always sign out on a shared computer. Copies of pages saved for offline use are cleared from the browser when you sign out.

Student / Parent portal sign-in (example: Aarav Sharma, Class VI-A)

Students and parents do not need a password. They use the admission number printed on the ID card or fee receipt and the date of birth in school records.

- 1 Open the school's **Student Portal** link (for the demo school: portal.php?tenant=demo).



The screenshot shows a web browser window with the URL <https://coreaxis.info/login.php>. The page header includes contact information (0612-2234567, info@demo.coreaxis.info), social media icons, and links for 'Back to Website' and 'Staff Login'. The main navigation bar features 'Home', 'About', 'Contact', and an 'Admission Enquiry' button. The central section is titled 'STUDENT ACCESS' and 'Student Portal', with a subtitle 'Track attendance, results, fees, homework & notices at Demo Public School.' Below this is a 'Portal Login' form with the following fields: 'ADMISSION NUMBER' (with a placeholder 'Enter your admission number') and 'DATE OF BIRTH' (with a placeholder 'dd-mm-yyyy' and a calendar icon). A blue 'Login' button is positioned below the fields. A note at the bottom of the form states: 'Use your child's Admission No. & Date of Birth as per school records.'

The Student Portal sign-in screen.

- 2 Type the **Admission Number**, for example DEMO20260001.

- 3 Pick the **Date of Birth**, for example 01-01-2015.

The screenshot displays the 'Portal Login' interface for Demo Public School. The browser address bar shows `https://coreaxis.info/login.php`. The page header includes the school logo, 'DPS Demo CBSE', and navigation links: Home, About, Contact, and Admission Enquiry. The main content area features a login form with the following elements:

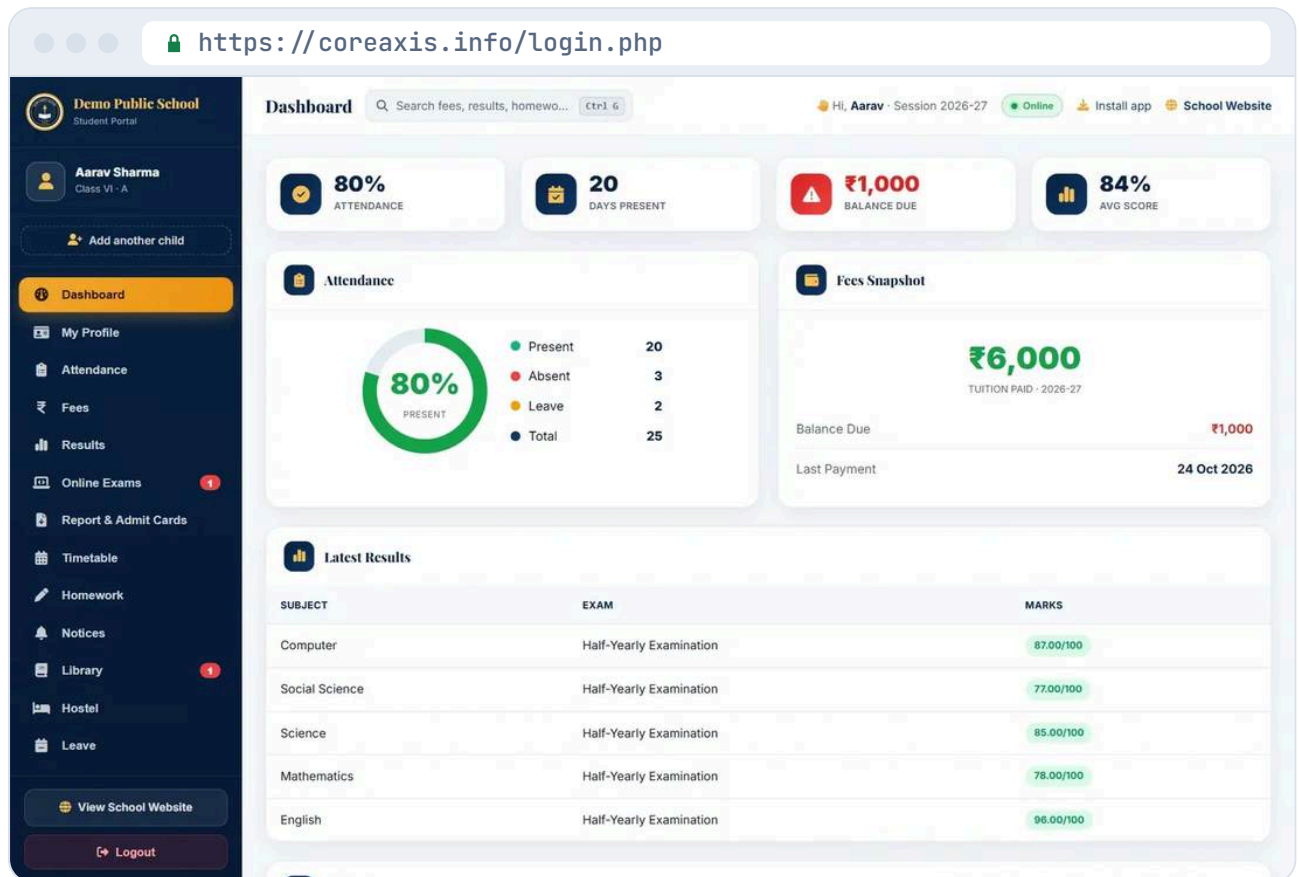
- ADMISSION NUMBER**: A text input field containing 'DEMO20260001'.
- Admission number + date of birth**: A label above the date input field.
- Date of Birth**: A date picker input field showing '01-01-2015'.
- Login**: An orange button with a right arrow icon.
- Footer note**: A small icon and text stating 'Use your child's Admission No. & Date of Birth as per school records.'

The footer section contains the following information:

- Demo Public School**: Student portal for Demo Public School — attendance, results, fees and school communication in one place. Includes social media icons for Facebook, Instagram, and YouTube.
- Quick Links**:
 - > School Website
 - > Admission Enquiry
 - > Staff Login
- Contact**:
 - 14, Boring Road, Near Patna Women's College
 - 0612-2234567
 - info@demo.coreaxis.info
 - /dps_erp/site.php?s=demo

Admission number and date of birth filled in.

- 4 Click **Login**. The student's **Dashboard** opens with attendance, fees and latest results.



Aarav Sharma's portal dashboard.

TIP If sign-in fails, check the date of birth with the school office. A student who has left the school cannot sign in.

Add and switch a second child (example: Kabir Sharma, Class V-A, brother of Aarav)

A parent with more than one child in the school can see all of them in one sign-in. Each child is verified with their own admission number and date of birth.

- 1 In the portal sidebar click **Add another child**.

Dashboard

Hi, Aarav · Session 2026-27 Online Install app School Website

80% ATTENDANCE

20 DAYS PRESENT

₹1,000 BALANCE DUE

84% AVG SCORE

Attendance

80% PRESENT

Category	Count
Present	20
Absent	3
Leave	2
Total	25

Fees Snapshot

₹6,000 TUITION PAID · 2026-27

Balance Due **₹1,000**

Last Payment **24 Oct 2026**

Latest Results

SUBJECT	EXAM	MARKS
Computer	Half-Yearly Examination	87.00/100
Social Science	Half-Yearly Examination	77.00/100
Science	Half-Yearly Examination	85.00/100
Mathematics	Half-Yearly Examination	78.00/100
English	Half-Yearly Examination	96.00/100

Add another child sits under the child's name.

- 2 Type the other child's **Admission Number**, for example DEMO20260021.

- 3 Pick the other child's **Date of Birth**, for example 01-05-2016.

The screenshot shows the 'Demo Public School' Student Portal. The user is logged in as 'Aarav Sharma, Class VI - A'. The dashboard displays various metrics: 80% Attendance, 20 Days Present, ₹1,000 Balance Due, and 84% Avg Score. A modal titled 'Add another child' is open, prompting the user to enter the other child's own Admission No. and Date of Birth. The 'ADMISSION NUMBER' field contains 'DEMO20260021' and the 'DATE OF BIRTH' field contains '01-05-2016'. The modal has 'Cancel' and 'Verify & add' buttons. In the background, the 'Latest Results' table is visible.

SUBJECT	MARKS
Computer	87.00/100
Social Science	77.00/100
Science	85.00/100
Mathematics	78.00/100
English	96.00/100

Each child is verified separately.

- 4 Click **Verify & add**. The portal now shows Kabir's details and a message confirms he was added.

- 5 To switch, click the other child's name in the **Viewing** strip at the top, or in the sidebar.

The screenshot shows the 'Viewing' strip at the top of the dashboard, which allows switching between different child profiles. In this instance, Kabir Sharma's profile is selected. The dashboard provides a comprehensive overview of the student's academic and administrative data, including attendance, fees, and exam results.

The Viewing strip shows both children; the dark one is open now.

- 6 To add another child, click **Add child** in the strip.

TIP The children are remembered only for this sign-in. After signing out, sign in again and add the other child again.

Questions

I did not get the 6-digit code.

Wait a minute and check the spam folder. Then click Resend code. A code can be requested about once a minute and only a few times in 15 minutes. Check with the Admin that your email in My Profile is correct.

Can I sign in on my phone?

Yes. The same login works in a phone browser. You can also click Install app in the top bar to add CoreAxis to the home screen.

Why does a driver or peon account not sign in?

Roles such as driver, peon, guard, nurse and housekeeping are staff records only. They have no ERP access and the login screen says so.

I see 'Your session expired for security'.

You were inactive for a long time and were signed out. Sign in again; on a trusted browser no code is needed.

GETTING STARTED · CHAPTER 3

Dashboard

Admin

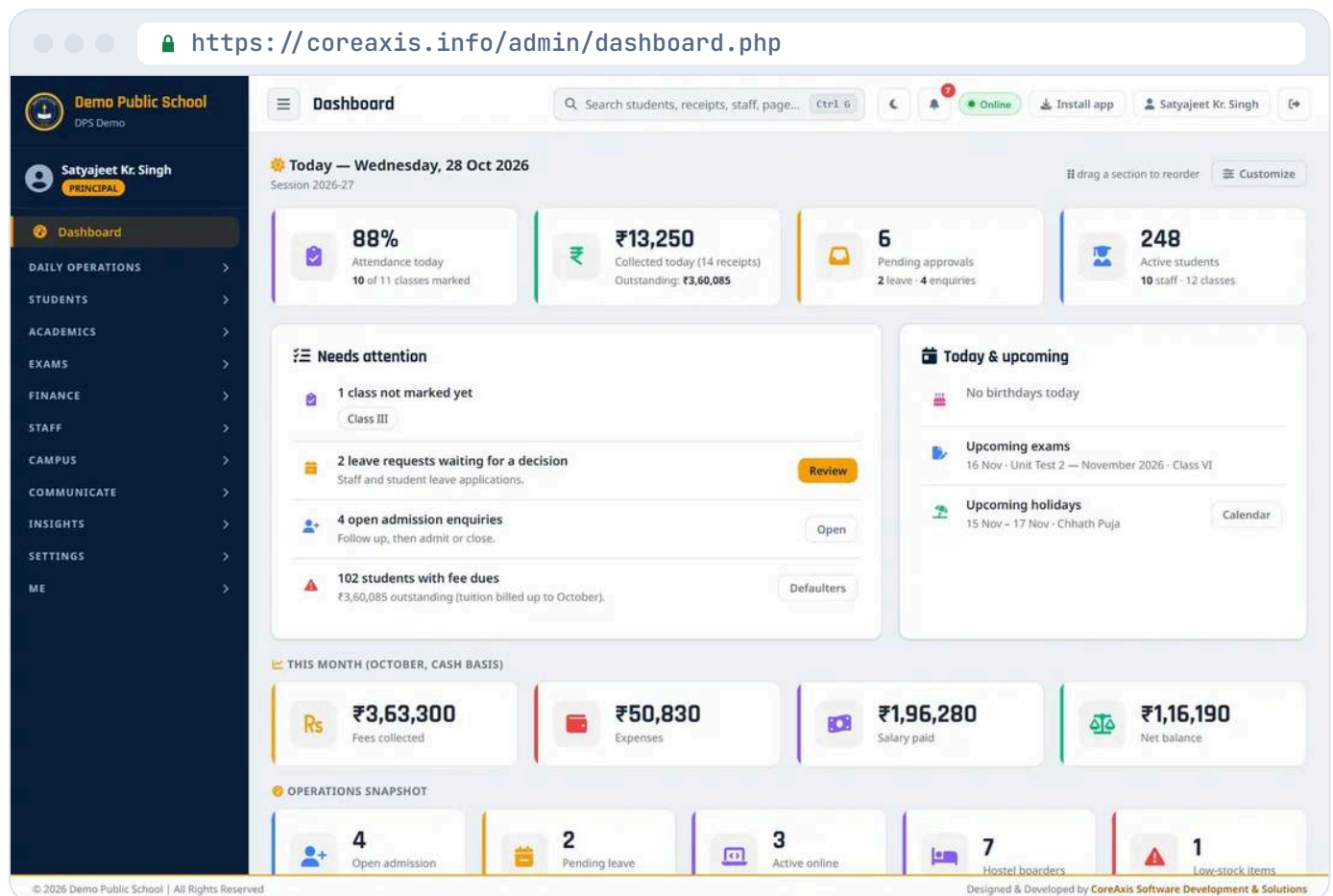
Principal

Accountant

Teacher

MENU Dashboard (Accountant and Teacher: Today)

The Dashboard is the first screen an Admin or Principal sees after signing in. It answers three questions: what happened today, what is waiting for a decision, and how the month is going. Every card is a link to the page where you act on it. Accountants and Teachers get their own Today screen with the work of their role.



Dashboard — Demo Public School

Read today's figures (example: Wednesday, 28 Oct 2026)

- 1 Click **Dashboard** at the top of the sidebar. The page opens with the date and the current session, for example Session 2026-27.

- 2 Read the four **Today** cards: attendance marked, fees collected today, pending approvals and active students.

The screenshot displays the Admin Dashboard for Demo Public School. The top navigation bar includes the school name, user profile (Satyajeet Kr. Singh, Principal), and a search bar. The main content area is titled 'Dashboard' and shows the current date as Wednesday, 28 Oct 2026. The dashboard is divided into several sections:

- Today's Summary (Wednesday, 28 Oct 2026):**
 - Attendance:** 88% (10 of 11 classes marked).
 - Fees:** ₹13,250 collected today (14 receipts), ₹3,60,085 outstanding.
 - Approvals:** 6 pending approvals (2 leave, 4 enquiries).
 - Students:** 248 active students (10 staff, 12 classes).
- Needs attention:**
 - 1 class not marked yet (Class III).
 - 2 leave requests waiting for a decision (Staff and student leave applications).
 - 4 open admission enquiries (Follow up, then admit or close).
 - 102 students with fee dues (₹3,60,085 outstanding (tuition billed up to October)).
- Today & upcoming:**
 - No birthdays today.
 - Upcoming exams: 16 Nov - Unit Test 2 — November 2026 - Class VI.
 - Upcoming holidays: 15 Nov - 17 Nov - Chhath Puja.
- THIS MONTH (OCTOBER, CASH BASIS):**
 - Fees collected: ₹3,63,300.
 - Expenses: ₹50,830.
 - Salary paid: ₹1,96,280.
 - Net balance: ₹1,16,190.
- OPERATIONS SNAPSHOT:**
 - Open admission: 4.
 - Pending leave: 2.
 - Active online: 3.
 - Hostel boarders: 7.
 - Low-stock items: 1.

Today: 88% attendance (10 of 11 classes marked), ₹13,250 collected today (14 receipts) with ₹3,60,085 outstanding, 6 pending approvals, 248 active students.

- 3 Look at **Needs attention**. It lists classes whose attendance is not marked yet (here Class III), leave requests, open admission enquiries and students with fee dues.

The screenshot displays the Admin Dashboard for Demo Public School. The left sidebar contains navigation links for Dashboard, DAILY OPERATIONS, STUDENTS, ACADEMICS, EXAMS, FINANCE, STAFF, CAMPUS, COMMUNICATE, INSIGHTS, SETTINGS, and ME. The main content area shows the following sections:

- Dashboard Summary:** Attendance today (88%, 10 of 11 classes marked), Collected today (₹13,250), Pending approvals (6), and Active students (248).
- Needs attention:** A section with four items: 1 class not marked yet (Class III), 2 leave requests waiting for a decision, 4 open admission enquiries, and 102 students with fee dues.
- Today & upcoming:** No birthdays today, Upcoming exams (16 Nov - Unit Test 2), and Upcoming holidays (15 Nov - 17 Nov - Chhath Puja).
- THIS MONTH (OCTOBER, CASH BASIS):** Fees collected (₹3,63,300), Expenses (₹50,830), Salary paid (₹1,96,280), and Net balance (₹1,16,190).
- OPERATIONS SNAPSHOT:** 4 Open admission, 2 Pending leave, 3 Active online, 7 Hostel boarders, and 1 Low-stock items.

Needs attention on the left, Today & upcoming on the right.

- 4 Click a class chip such as **Class III** to open attendance for that class, or click **Review**, **Open** or **Defaulters** to go to that list.
- 5 Read **Today & upcoming** for birthdays today, exams and holidays in the next 3 weeks. Click **Calendar** for the holiday calendar.

- 6 Scroll down to **This month** (fees collected, expenses, salary paid, net balance) and **Operations snapshot**.

Dashboard

102 students with fee dues
₹3,60,085 outstanding (tuition billed up to October).

THIS MONTH (OCTOBER, CASH BASIS)

- Fees collected:** ₹3,63,300
- Expenses:** ₹50,830
- Salary paid:** ₹1,96,280
- Net balance:** ₹1,16,190

OPERATIONS SNAPSHOT

- 4 Open admission enquiries
- 2 Pending leave requests
- 3 Active online exams
- 7 Hostel boarders
- 1 Low-stock items

Class-wise Students

Class	Students	Share
Class Play	18	
Class Nursery	21	
Class KG	22	
Class I	25	
Class II	24	
Class III	23	
Class IV	23	
Class V	24	

Recent Notices

- Children's Day celebration on 14 November 2026
- Staff meeting — syllabus review
- Parent-Teacher Meeting on 31 October 2026
- Half-Yearly Examination results declared
- Winter uniform from 1 November 2026

This month is on a cash basis: money actually received and paid in October (fees ₹3,63,300, net balance ₹1,16,190).

TIP Lower **Shortcuts** (New admission, Collect fee, Mark attendance, Post notice), **Class-wise Students**, **Recent Notices** and **Recent Admissions**.

TIP All amounts use Indian grouping (₹3,63,300; ₹10,07,050), and a minus figure is shown as -₹4,70,090.

Screen at a glance

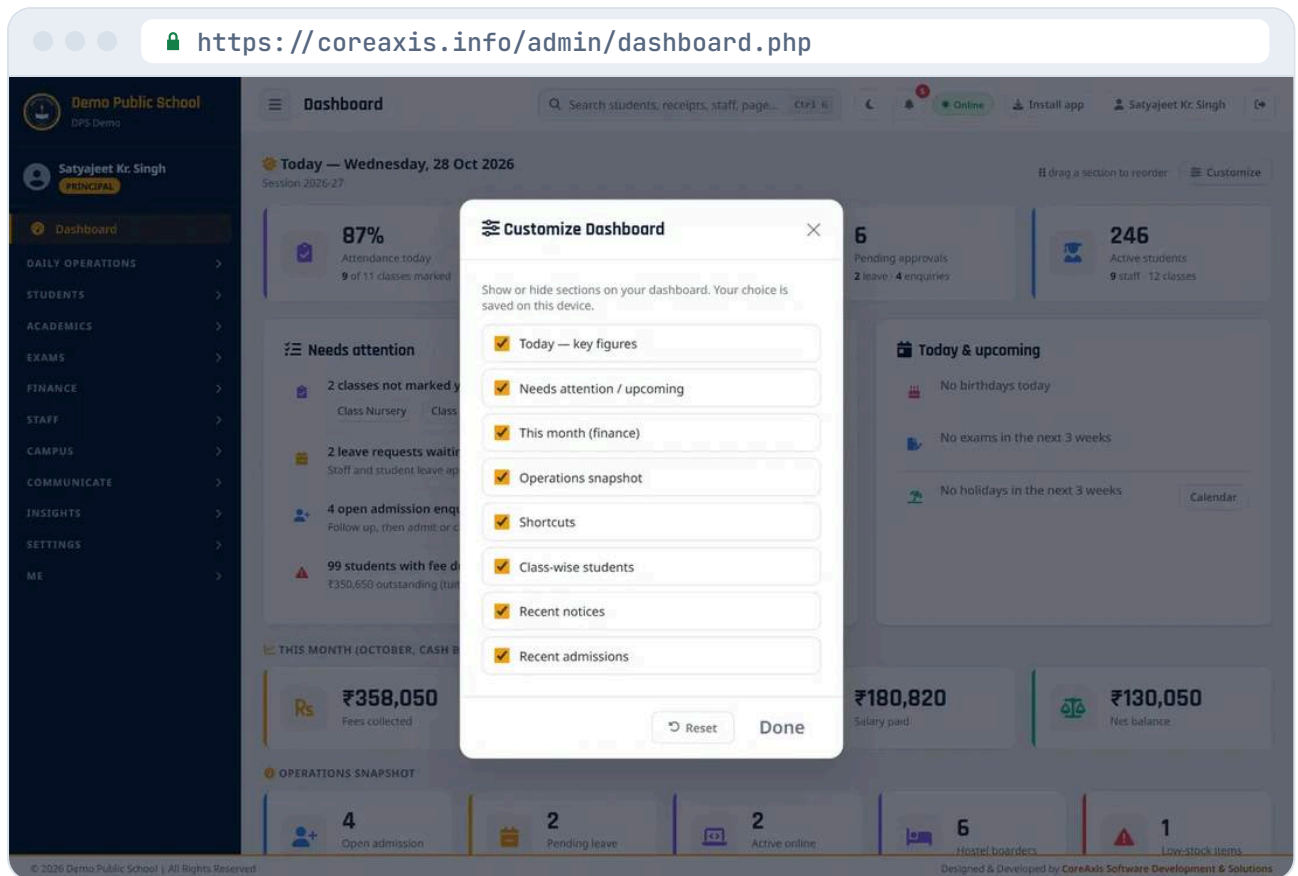
Attendance today

Share of students present today and how many classes are marked, for example 10 of 11 classes marked.

Collected today	Fees received today and the number of receipts, with the total outstanding (tuition billed up to the current month).
Pending approvals	Leave requests plus open admission enquiries waiting for action.
Active students	Students on the active roll, with staff and class counts.
Needs attention	Unmarked classes, leave requests waiting for a decision, open admission enquiries, students with fee dues. Each row has a button to the list.
Today & upcoming	Birthdays today, exams and holidays in the next 3 weeks.
This month (cash basis)	Fees collected, Expenses, Salary paid and Net balance (fees minus expenses minus salary) for the current month.
Operations snapshot	Open admission enquiries, pending leave requests, active online exams, hostel boarders and low-stock items.
Shortcuts	New admission, Collect fee, Mark attendance, Post notice.
Class-wise Students	Number of active students in each class and the share of the school.
Recent Notices / Recent Admissions	The latest notices with audience, and the latest admitted students. View All and All students open the full lists.

Customize the dashboard (example: hide Class-wise students)

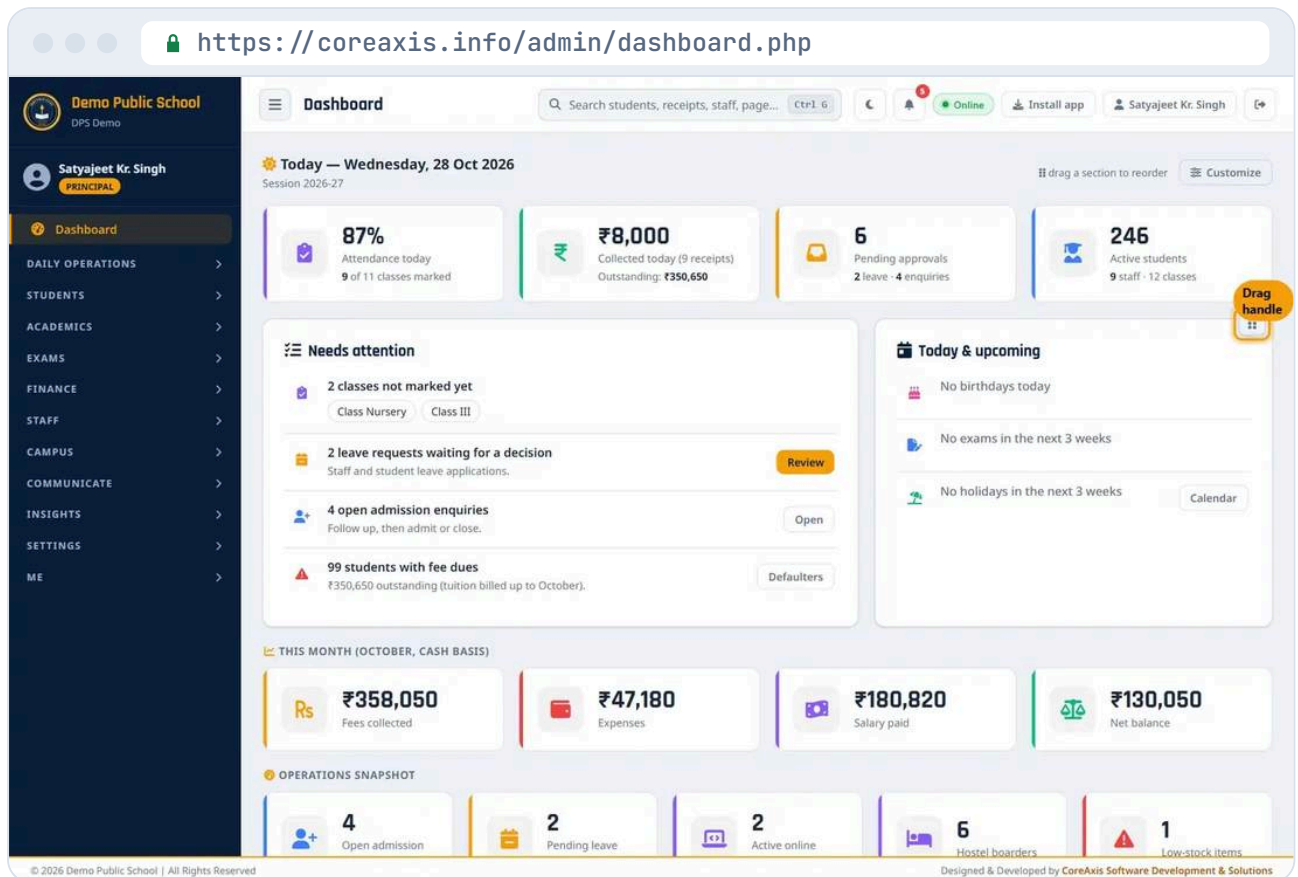
- 1 Click **Customize** at the top right of the dashboard. The **Customize Dashboard** popup opens.



Tick the sections you want to see.

- 2 Untick a section you do not need, for example **Class-wise students**.
- 3 Click **Done**. The section is hidden at once.

- 4 To change the order, point at a section. A drag handle appears at its top right corner. Drag the handle up or down and drop the section where you want it.



The drag handle (six dots) on the Today & upcoming section.

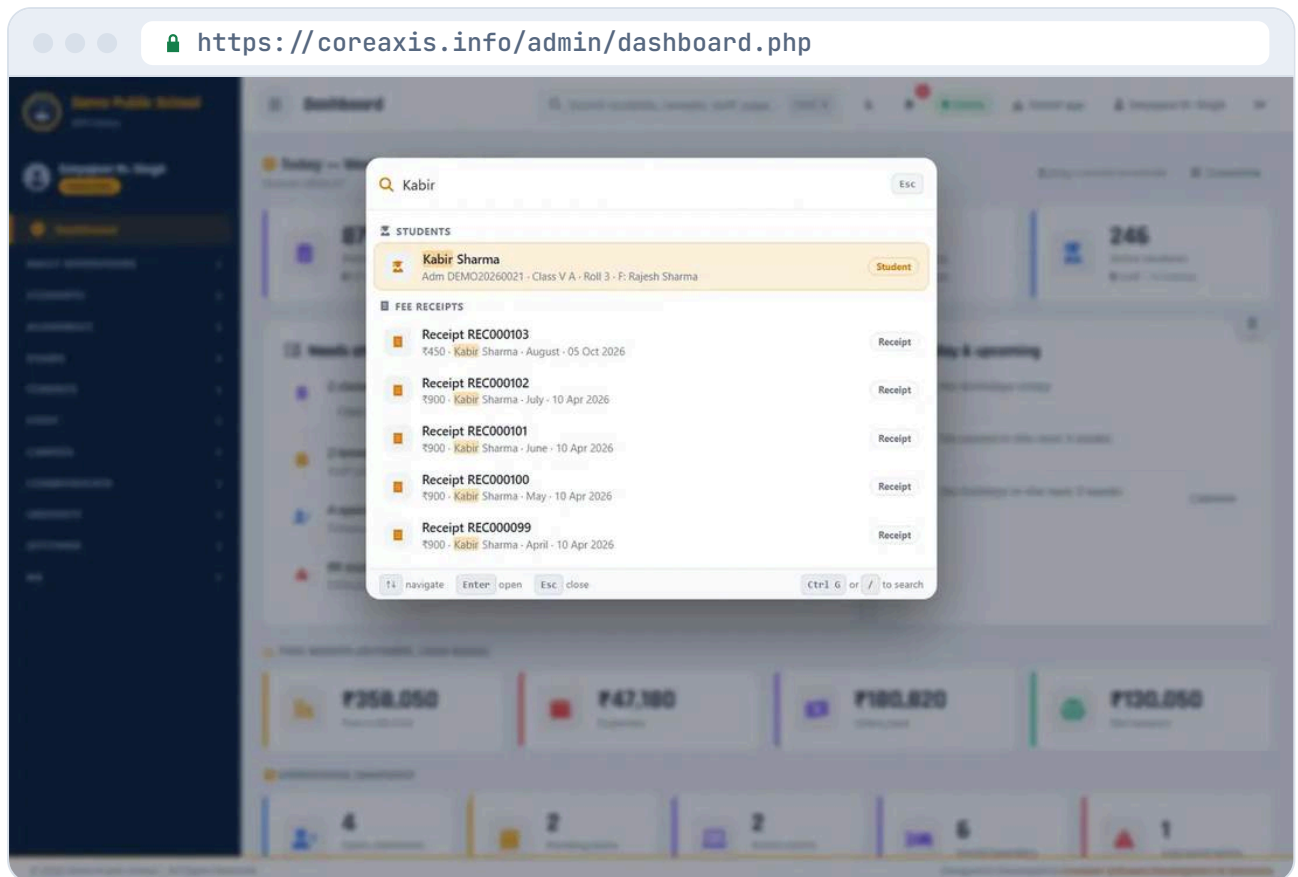
- 5 To go back to the standard layout, open **Customize** and click **Reset**.

TIP Your choice is saved on this device and browser only. Other staff and other computers keep their own layout.

Find anything with the search box (example: Kabir Sharma)

- 1 Click the search box in the top bar, or press **Ctrl G** (or **/**) on the keyboard.

- 2 Type a name, admission number, receipt number or page name, for example Kabir.



Results are grouped: students, fee receipts, staff, pages.

- 3 Use the arrow keys to move and press **Enter** to open, or click a result. Press **Esc** to close.

TIP Typing a menu name such as 'fee dues' or 'cash book' opens that page directly. You only see results from menus your role can open.

Top bar: reminders, dark mode, install app

- 1 Find the top bar buttons: search, dark mode (moon), the reminders bell, **Online** status, **Install app**, your name and **Logout**.

The screenshot displays the Admin Dashboard for Demo Public School. The top bar includes a search bar, a dark mode toggle (moon icon), a reminders bell, an 'Online' status indicator, an 'Install app' button, the user's name 'Satyajeet Kr. Singh', and a 'Logout' button. The main content area shows a summary of school operations for Wednesday, 28 Oct 2026. Key metrics include 87% attendance, ₹8,000 collected today, 6 pending approvals, and 246 active students. A 'Needs attention' section lists 2 classes not marked yet, 2 leave requests waiting for a decision, 4 open admission enquiries, and 99 students with fee dues. A 'Today & upcoming' section shows no birthdays, exams, or holidays. Financial data for October shows ₹358,050 in fees collected, ₹47,180 in expenses, ₹180,820 in salary paid, and a net balance of ₹130,050. An 'Operations Snapshot' at the bottom shows 4 open admissions, 2 pending leaves, 2 active online users, 6 hostel boarders, and 1 low-stock item.

https://coreaxis.info/admin/dashboard.php

Dashboard

Search students, receipts, staff, page... Ctrl+G

Top bar

Online

Install app

Satyajeet Kr. Singh

Logout

Today — Wednesday, 28 Oct 2026

Session 2026-27

drag a section to reorder

Customize

87%
Attendance today
9 of 11 classes marked

₹8,000
Collected today (9 receipts)
Outstanding: ₹350,650

6
Pending approvals
2 leave · 4 enquiries

246
Active students
9 staff · 12 classes

Needs attention

2 classes not marked yet
Class Nursery Class III

2 leave requests waiting for a decision
Staff and student leave applications. **Review**

4 open admission enquiries
Follow up, then admit or close. **Open**

99 students with fee dues
₹350,650 outstanding (tuition billed up to October). **Defaulters**

Today & upcoming

No birthdays today

No exams in the next 3 weeks

No holidays in the next 3 weeks **Calendar**

THIS MONTH (OCTOBER, CASH BASIS)

₹358,050
Fees collected

₹47,180
Expenses

₹180,820
Salary paid

₹130,050
Net balance

OPERATIONS SNAPSHOT

4 Open admission

2 Pending leave

2 Active online

6 Hostel boarders

1 Low-stock items

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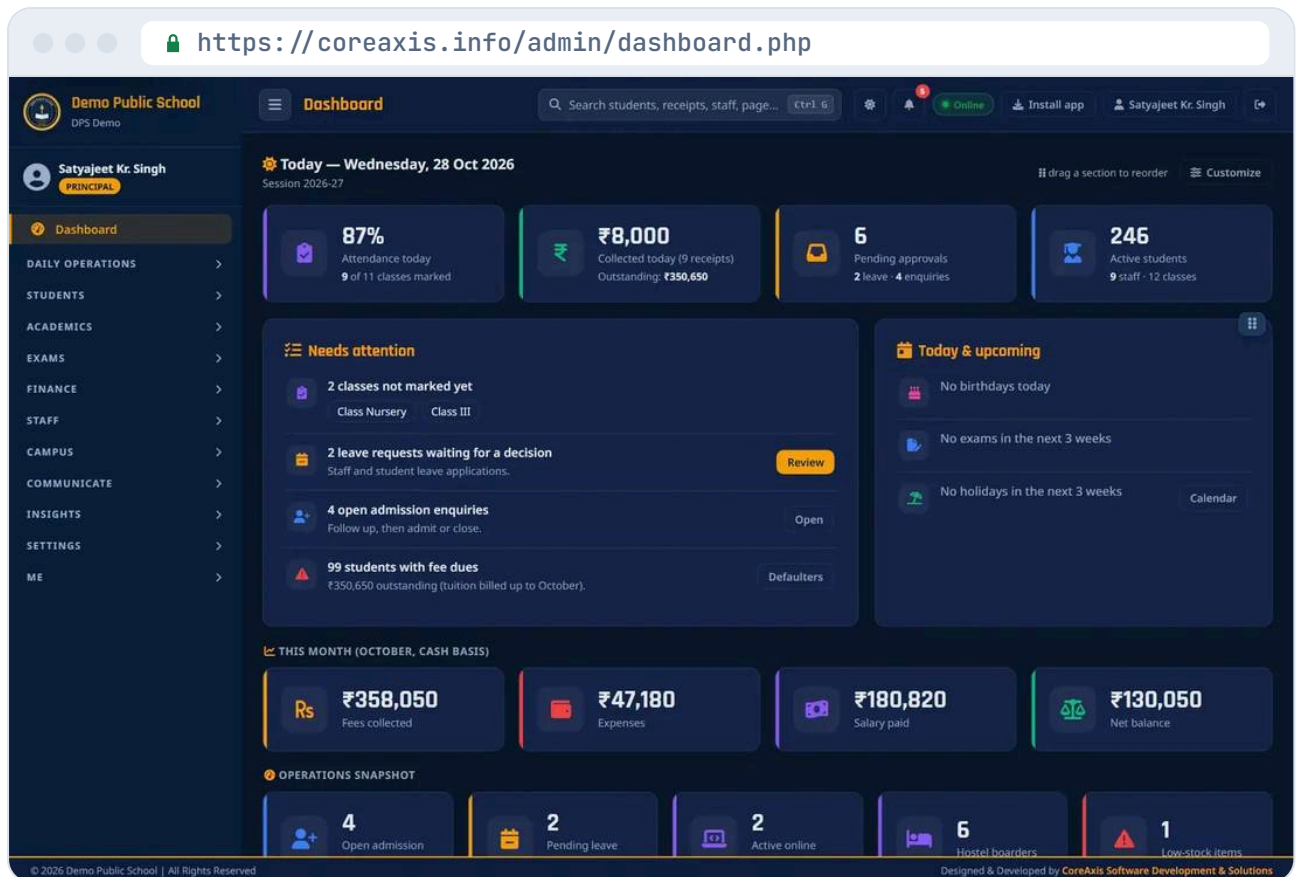
The top bar is the same on every page.

- 2 Click the bell to open **Reminders & Important Dates**: new notices, homework due, competitions and other dated items. The red number shows how many are new.

The screenshot displays the CoreAxis School ERP dashboard for a principal named Satyajeet Kr. Singh. The dashboard is titled 'Dashboard' and shows the date 'Today — Wednesday, 28 Oct 2026'. A search bar and a notification bell icon with a red badge are visible in the top right. The bell icon is highlighted, and a dropdown menu titled 'Reminders & Important Dates' is open, showing a list of reminders: 'Notice: Half-Yearly Examination results declared' (21 Oct 2026), 'Notice: Parent-Teacher Meeting on 31 October 2026' (22 Oct 2026), 'Notice: Staff meeting — syllabus review' (23 Oct 2026), 'HW due (V): Make a list of 10 input and output de...' (28 Oct 2026 - Today), and 'Competition: Annual Sports Day — 100 m Race' (09 Nov 2026). The dashboard also features various widgets: 'Attendance today' (87%, 9 of 11 classes marked), 'Needs attention' (2 classes not marked yet, 2 leave requests waiting for a decision, 4 open admission enquiries, 99 students with fee dues), 'THIS MONTH (OCTOBER, CASH BASIS)' (Fees collected: ₹358,050, Expenses: ₹47,180, Salary paid: ₹180,820, Net balance: ₹130,050), and 'OPERATIONS SNAPSHOT' (4 Open admission, 2 Pending leave, 2 Active online, 6 Hostel boarders, 1 Low-stock items).

Click a reminder to open it; Clear all empties the list.

- 3 Click the moon icon to switch to dark mode. Click it again (sun) to go back to light mode.



Dark mode is remembered on this browser.

- 4 Click **Install app** to add CoreAxis to the desktop or phone home screen. It opens in its own window like an app. The button appears only in browsers that support it.
- 5 Click your name to open **My Profile**.

TIP **Online** turns **Offline** when the internet connection drops. Pages you opened earlier can still be viewed, but nothing can be saved until you are back online.

Sidebar menus

The sidebar groups the menus. Click a group name to open or close it; only one group stays open at a time and the group of the page you are on opens by itself. The three-line button next to the page title makes the sidebar narrow.

Daily Operations

Attendance, Fee Desk, Leave Approvals.

Students	Students, Admission Enquiries, Inactive / Alumni, Student ID Cards, TC / Bonafide, Document Register.
Academics	Classes, Subjects, Timetable, Homework, Attendance Register, Substitution.
Exams	Create Exams, Marks Entry, Exam Eligibility, Exam Form Apply, Admit Cards, Online Exam, Report Cards, Exam Certificates.
Finance	Concessions, Cheques / DD, UPI / Bank Claims, Fee Dues, Fee Structure, Online Payment, Expenses, Salary / Payroll, Finance Ledger.
Staff	Staff, Staff Attendance, Staff ID Cards, Leave Management, Holiday Calendar.
Campus	Library, Transport, Hostel, Inventory.
Communicate	Notices, SMS, Gallery, Competitions, Letterhead & Letters.
Insights	Analytics, Reports.
Settings	School Profile, Academic Sessions, Plan & Billing.
Me	My Payslips, My Attendance, My Substitutions, My Leave, My Profile, Logout.

How the menus differ by role

Each person sees only what their role allows. A page that is not in your menu cannot be opened by typing its address either; the app shows an access-denied message.

1

Admin and Principal see the full sidebar above. Only they approve TC / SLC requests, concessions and leave, and change Settings.

- 2 **Accountant** lands on **Today** (Accountant Dashboard): fees collected today, receipts today, outstanding, defaulters, cheques pending clearance, receipts today and highest dues with a **Collect** button. The menu is a flat list: Fee Desk, Fee Dues, Concessions, Cheques / DD, UPI / Bank Claims, Fee Structure, Students, Expenses, School Store, Payroll, Finance Ledger, Reports, plus Documents and Me.

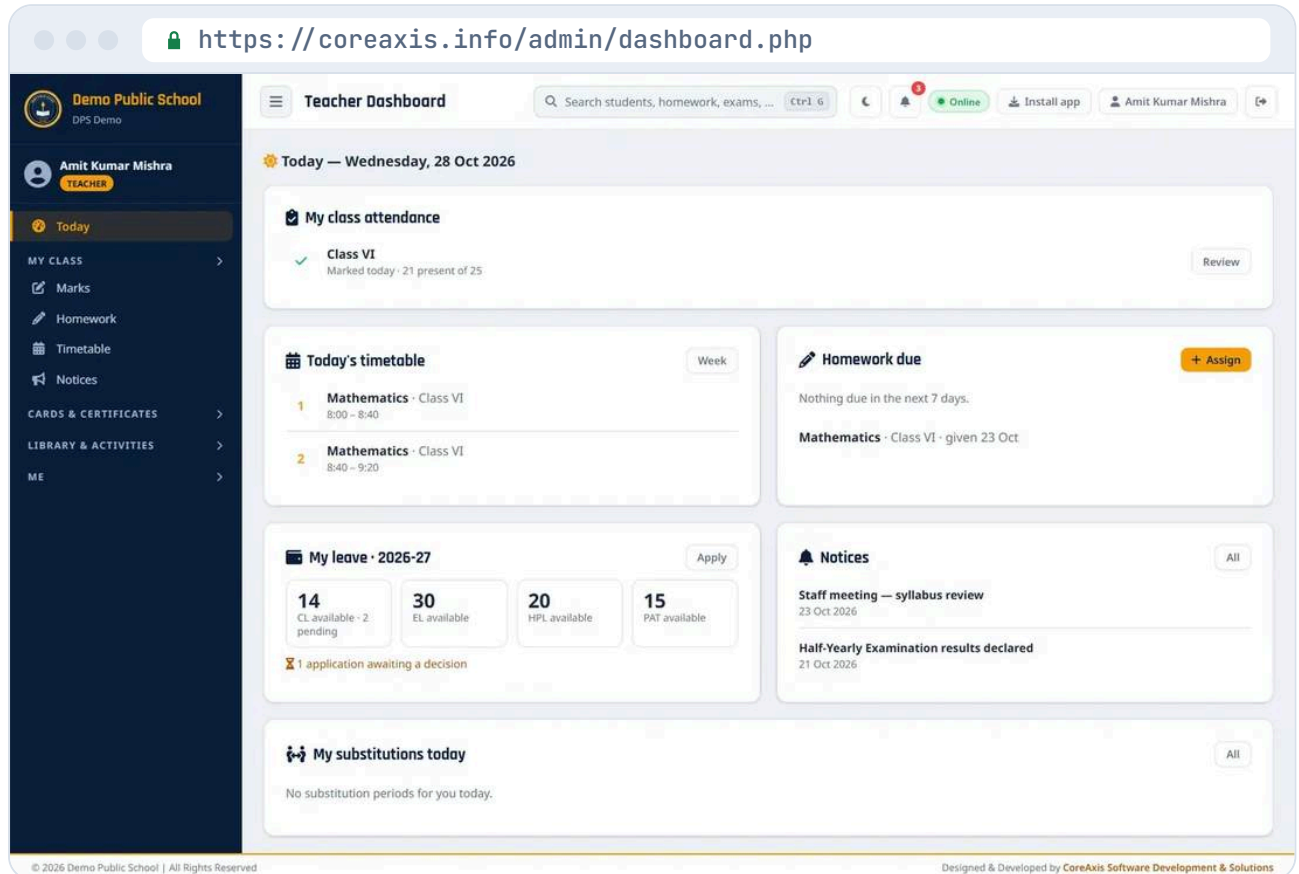
The screenshot displays the Accountant Dashboard for Rakesh Agarwal on Wednesday, 28 Oct 2026. The dashboard includes a sidebar menu with options like Today, Fee Desk, Fee Dues, Concessions, Cheques / DD, UPI / Bank Claims, Fee Structure, Students, Expenses, School Store, Payroll, Finance Ledger, Reports, Documents, and Me. The main content area features a top navigation bar with a search bar and user profile. Below this, there are five summary cards: Fees Collected today (₹2,500), Receipts today (5), Outstanding (₹356,150), Defaulters (101), and Cheques / DD pending clearance (₹2,400). A 'Collect fee' button is also present. The 'Receipts today' section shows a table of recent receipts, and the 'Highest dues' section lists students with outstanding amounts and 'Collect' buttons. A 'Finance summary' section is at the bottom.

Receipt	Student	Month	Amount
REC000550 28 Oct, 6:44 pm	Rudransh Pandey Class VII	October	₹900
REC001312 28 Oct, 1:38 pm	Parth Mehta Class Play	October	₹400
REC000542 28 Oct, 1:38 pm	Vihaan Tiwari Class Play	October	₹400
REC001307 28 Oct, 9:10 am	Laksh Tiwari Class Play	October	₹400
REC000537 28 Oct, 9:10 am	Advik Pandey Class Play	October	₹400

Student	Class	Amount	Action
Kiaan Anand	Class VIII - DPSDEMO20260139	₹7,700	Collect
Muskan Agarwal	Class VIII - DEMO20260040	₹7,700	Collect
Ayush Anand	Class VI - DPSDEMO20260119	₹7,000	Collect
Saanvi Jha	Class VI - DEMO20260008	₹7,000	Collect
Tanmay Gupta	Class VI - DPSDEMO20260109	₹7,000	Collect
Avni Sinha	Class VII - DEMO20260032	₹7,000	Collect

The Accountant's Today screen (Rakesh Agarwal).

- 3 Teacher** lands on **Today** (Teacher Dashboard): my class attendance, today's timetable, homework due, my leave balance, notices and substitutions. The menu has My Class (Attendance, Attendance Register, Report Cards), Marks, Homework, Timetable, Notices, Cards & Certificates, Library & Activities and Me. A teacher sees only the classes assigned to them.



The Teacher's Today screen (Amit Kumar Mishra).

Questions

The dashboard numbers look old.

The figures are worked out when the page opens. Reload the page (F5) to see the latest.

I hid a section by mistake.

Click Customize, tick the section again and click Done, or click Reset.

Why does Collected today differ from This month?

Collected today is only today's receipts. This month adds up every fee received from the 1st of the month, on a cash basis.

STUDENTS · CHAPTER 4

Students

Admin

Principal

MENU Students › Students

Students is the school's master list of active students. Every other module (attendance, fees, exams, ID cards, certificates, the parent portal) reads the student record kept here. A new admission gets an admission number and roll number automatically, and its fee dues are created from the class fee. Admins and Principals add and edit students; the Accountant has a view-only Students page for looking up a student before collecting fees.

The screenshot displays the 'Students Management' page in the CoreAxis School ERP system. The page title is 'Students' and the URL is 'https://coreaxis.info/admin/students.php'. The interface includes a sidebar menu with options like 'Students', 'Admission Enquiries', 'Inactive / Alumni', 'Student ID Cards', 'TC / Bonafide', and 'Document Register'. The main content area shows a table of 10 students with the following data:

#	Photo	Admission No	PEN No	Name	Father	Class	Phone	Joined	Actions
1		DEMO20260041	—	Advik Pandey Male	Ramesh Pandey	Class Play	9835100000	01 Apr 2026	[Edit] [View] [Delete]
2		DEMO20260042	—	Aanya Ranjan Female	Sudhir Ranjan	Class Play	9735107919	01 Apr 2026	[Edit] [View] [Delete]
3		DEMO20260043	—	Kiaan Anand Male	Prakash Anand	Class Play	9635115838	01 Apr 2026	[Edit] [View] [Delete]
4		DEMO20260044	—	Mahi Jha Female	Ajit Jha	Class Play	9835123757	01 Apr 2026	[Edit] [View] [Delete]
5		DEMO20260045	—	Vihaan Tiwari Male	Rajeev Tiwari	Class Play	9735131676	01 Apr 2026	[Edit] [View] [Delete]
6		DEMO20260046	—	Shreya Dubey Female	Neeraj Dubey	Class Play	9635139595	01 Apr 2026	[Edit] [View] [Delete]
7		DEMO20260047	—	Aryan Singh Male	Abhishek Singh	Class Play	9835147514	01 Apr 2026	[Edit] [View] [Delete]
8		DEMO20260048	—	Vanshika Shukla Female	Amarendra Shukla	Class Play	9735155433	01 Apr 2026	[Edit] [View] [Delete]
9		DPSDEMO20260001	—	Laksh Tiwari Male	Rajeev Tiwari	Class Play	9735606816	01 Apr 2026	[Edit] [View] [Delete]
10		DPSDEMO20260002	—	Aditi Dubey Female	Neeraj Dubey	Class Play	9635614735	01 Apr 2026	[Edit] [View] [Delete]

The page also includes a search bar, a 'New Admission' button, and a footer with copyright information: '© 2026 Demo Public School | All Rights Reserved' and 'Designed & Developed by CoreAxis Software Development & Solutions'.

Students — Demo Public School

Find a student (example: all students of Class I)

- 1 In the sidebar open **Students** and click **Students**. The **Student Management** list opens with all active students, 25 per page.

The screenshot shows the 'Student Management' page in the CoreAxis School ERP system. The sidebar on the left has the 'Students' menu highlighted. The main content area displays a table of 10 students, all in 'Class Play'. The table includes columns for #, Photo, Admission No, PEN No, Name, Father, Class, Phone, Joined, and Actions. A search bar and a class filter dropdown are visible above the table.

#	Photo	Admission No	PEN No	Name	Father	Class	Phone	Joined	Actions
1		DEHO20260041	—	Advik Pandey Male	Ramesh Pandey	Class Play	9835100000	01 Apr 2026	[Edit] [View] [Delete]
2		DEHO20260042	—	Aanya Ranjan Female	Sudhir Ranjan	Class Play	9735107919	01 Apr 2026	[Edit] [View] [Delete]
3		DEHO20260043	—	Kiaan Anand Male	Prakash Anand	Class Play	9635115838	01 Apr 2026	[Edit] [View] [Delete]
4		DEHO20260044	—	Mahi Jha Female	Ajit Jha	Class Play	9835123757	01 Apr 2026	[Edit] [View] [Delete]
5		DEHO20260045	—	Vihaan Tiwari Male	Rajeev Tiwari	Class Play	9735131676	01 Apr 2026	[Edit] [View] [Delete]
6		DEHO20260046	—	Shreya Dubey Female	Neeraj Dubey	Class Play	9635139595	01 Apr 2026	[Edit] [View] [Delete]
7		DEHO20260047	—	Aryan Singh Male	Abhishek Singh	Class Play	9835147514	01 Apr 2026	[Edit] [View] [Delete]
8		DEHO20260048	—	Vanshika Shukla Female	Amarendra Shukla	Class Play	9735155433	01 Apr 2026	[Edit] [View] [Delete]
9		DPSDEHO20260001	—	Laksh Tiwari Male	Rajeev Tiwari	Class Play	9735606816	01 Apr 2026	[Edit] [View] [Delete]
10		DPSDEHO20260002	—	Aditi Dubey Female	Neeraj Dubey	Class Play	9635614735	01 Apr 2026	[Edit] [View] [Delete]

The Students list. The count button shows how many students match.

- 2 Pick a class in the **All Classes** box, for example **Class I**. The list reloads with that class only.

- 3 To search, type part of a name, admission number or father's name in **Search name / admission / father...** and click **Search**.

The screenshot displays the 'Student Management' interface. The search bar is active, and the class filter is set to 'Class I'. The table below shows the results of the search.

#	Photo	Admission No	PEN No	Name	Father	Class	Phone	Joined	Actions
1		DEHO20260066	—	Sakshi Dubey Female	Neeraj Dubey	Class I	9735297975	01 Apr 2026	
2		DEHO20260067	—	Yuvraj Singh Male	Abhishek Singh	Class I	9635305894	01 Apr 2026	
3		DEHO20260068	—	Vaishnavi Shukla Female	Amarendra Shukla	Class I	9835313813	01 Apr 2026	
4		DEHO20260069	—	Samar Mehta Male	Shashi Mehta	Class I	9735321732	01 Apr 2026	
5		DEHO20260070	—	Prachi Verma Female	Umesh Verma	Class I	9635329651	01 Apr 2026	
6		DEHO20260071	—	Divyansh Yadav Male	Pramod Yadav	Class I	9835337570	01 Apr 2026	
7		DEHO20260072	—	Palak Kumar Female	Kamlesh Kumar	Class I	9735345489	01 Apr 2026	
8		DEHO20260073	—	Ayush Gupta Male	Ranjeet Gupta	Class I	9635353408	01 Apr 2026	
9		DEHO20260074	—	Nidhi Raj Female	Dilip Raj	Class I	9835361327	01 Apr 2026	
10		DPSDEHO20260036	—	Shruti Bharti Female	Nitin Bharti	Class I	9835883981	01 Apr 2026	

The list after picking Class I.

- 4 Click **Clear** to remove the search and the class filter.
- 5 Use « **Prev**, the page numbers and **Next** » at the bottom to move between pages.

TIP The global search in the top bar (Ctrl G) also finds a student from any page.

Admit a new student (example: Ananya Singh, Class I-A)

- 1 On the Students list click **New Admission**. The **New Admission** form opens.

The screenshot shows the 'New Admission' form in the CoreAxis School ERP system. The browser address bar displays 'https://coreaxis.info/admin/students.php'. The left sidebar contains a navigation menu with options like Dashboard, Students, Admission Enquiries, and Academics. The main form area is titled 'New Admission' and includes a search bar and a 'Back to list' link. The form fields are organized into three columns: Full Name, Father's Name, and Mother's Name; Date of Birth, Gender, and Category; Class, Roll No, and Admission Date; Phone, Student Email, and Aadhaar No; Pen No; and Address. There are also fields for Student Photo and Aadhaar Document, each with a 'Choose File' button. The form is currently empty, with placeholder text like 'dd-mm-yyyy' and 'Select Class'.

The empty New Admission form.

- 2 Type **Full Name** (required): Ananya Singh.
- 3 Type **Father's Name**: Manoj Kumar Singh, and **Mother's Name**: Puja Singh.
- 4 Pick **Date of Birth**: 14-03-2020. Choose **Gender**: Female and **Category**: OBC.

- 5 Click **Class** (required) and pick **Class I**. The section comes with the class (Class I has section A).

The screenshot shows the 'New Admission' form in the CoreAxis School ERP system. The form is titled 'New Admission' and is part of the 'Student Form' section. It contains the following fields:

- FULL NAME *: Ananya Singh
- FATHER'S NAME: Manoj Kumar Singh
- MOTHER'S NAME: Puja Singh
- DATE OF BIRTH: 14-03-2020
- GENDER: Female
- CATEGORY: OBC
- CLASS *: Class I (selected from a dropdown menu)
- ROLL NO (BLANK = AUTO):
- ADMISSION DATE: 28-10-2026
- STUDENT EMAIL: for results & notifications
- AADHAAR NO: 12 digits
- STUDENT PHOTO (JPG/PNG/WEBP, MAX 2MB): Choose File No file chosen
- AADHAAR DOCUMENT (JPG/PNG/PDF, MAX 2MB): Choose File No file chosen

The form is displayed on a desktop interface with a sidebar menu and a top navigation bar. The sidebar menu includes options like Dashboard, Admission Enquiries, Inactive / Alumni, Student ID Cards, TC / Bonafide, Document Register, ACADEMICS, EXAMS, FINANCE, STAFF, CAMPUS, COMMUNICATE, INSIGHTS, SETTINGS, and ME. The top navigation bar includes a search bar, a user profile, and a status indicator (Online).

Type in the box to filter the class list.

- 6 Leave **Roll No** blank to get the next roll number automatically. Set **Admission Date**: 28-10-2026.
- 7 Type **Phone**: 9876541237 (10 digits). This number gets SMS alerts and is used for sibling matching.

- 8 Type the **Address**: House No. 24, Road No. 5, Rajendra Nagar, Patna 800016. Fill **Student Email**, **Aadhaar No** and **PEN No** if you have them.

The screenshot shows the 'New Admission' form in the CoreAxis School ERP system. The form is titled 'New Admission' and is located at 'Home > Students > New'. The form is filled with the following details:

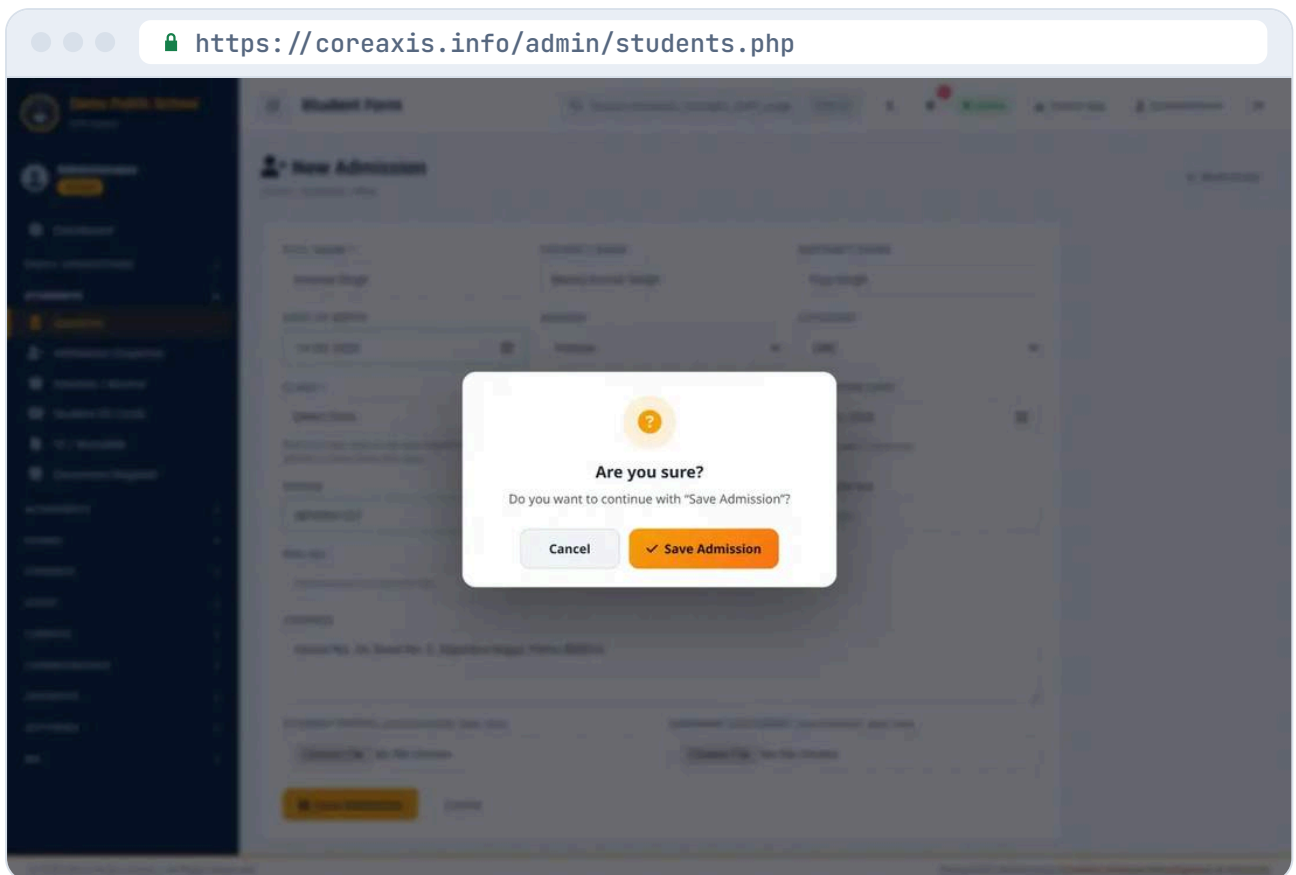
- Full Name ***: Ananya Singh
- Father's Name**: Manoj Kumar Singh
- Mother's Name**: Puja Singh
- Date of Birth**: 14-03-2020
- Gender**: Female
- Category**: OBC
- Class I (section A)**: Class I (highlighted with an orange box)
- Roll No (BLANK = AUTO)**: (empty)
- Admission Date**: 28-10-2026
- Phone**: 9876541237
- Student Email**: for results & notifications
- Aadhaar No**: 12 digits
- PEN No**: Permanent Enrolment No
- Address**: House No. 24, Road No. 5, Rajendra Nagar, Patna 800016
- Student Photo (JPG/PNG/WEBP, MAX 2MB)**: Choose File No file chosen
- Aadhaar Document (JPG/PNG/PDF, MAX 2MB)**: Choose File No file chosen

The form includes a 'Save Admission' button and a 'Cancel' button at the bottom. The footer of the page reads '© 2026 Demo Public School | All Rights Reserved' and 'Designed & Developed by CoreAxis Software Development & Solutions'.

The filled form for Ananya Singh.

- 9 Optionally choose a **Student Photo** (JPG/PNG/WEBP, max 2 MB) and the **Aadhaar Document** (JPG/PNG/PDF, max 2 MB).

- 10 Click **Save Admission**, then **Save Admission** again in the popup.



Every save asks for confirmation.

- 11 The list opens with the message **Student admitted! Admission No: DPSDEMO20260143**. Write this number on the admission form.

The screenshot shows the 'Students' management interface. A green notification banner at the top states: "Student admitted! Admission No: DPSDEMO20260143". The left sidebar contains a menu with options like Dashboard, Students, Admission Enquiries, etc. The main content area is titled "Student Management" and shows a table of students. The table has columns for #, Photo, Admission No, PEN No, Name, Father, Class, Phone, Joined, and Actions. The table lists 9 students, all in "Class Play".

#	Photo	Admission No	PEN No	Name	Father	Class	Phone	Joined	Actions
1		DENO20260041	—	Advik Pandey Male	Ramesh Pandey	Class Play	9835100000	01 Apr 2026	
2		DENO20260042	—	Aanya Ranjan Female	Sudhir Ranjan	Class Play	9735107919	01 Apr 2026	
3		DENO20260043	—	Kiaan Anand Male	Prakash Anand	Class Play	9635115838	01 Apr 2026	
4		DENO20260044	—	Mahi Jha Female	Ajit Jha	Class Play	9835123757	01 Apr 2026	
5		DENO20260045	—	Vihaan Tiwari Male	Rajeev Tiwari	Class Play	9735131676	01 Apr 2026	
6		DENO20260046	—	Shreya Dubey Female	Neeraj Dubey	Class Play	9635139595	01 Apr 2026	
7		DENO20260047	—	Aryan Singh Male	Abhishek Singh	Class Play	9835147514	01 Apr 2026	
8		DENO20260048	—	Vanshika Shukla Female	Amarendra Shukla	Class Play	9735155433	01 Apr 2026	
9		DPSDEMO20260001	—	Laksh Tiwari Male	Rajeev Tiwari	Class Play	9735606816	01 Apr 2026	

The new admission number is shown at the top.

TIP Fee dues for the new student are created from the class fee. Depending on the school's Fee Structure setting, tuition is billed from the start of the session or from the admission month; Ananya's profile shows ₹4,900 due right after admission.

TIP If an SMS gateway is set up, the parent gets an admission SMS with the admission number.

TIP If a required field is wrong, the form stays open and lists what to fix at the top. Nothing is lost.

IMPORTANT When the plan's student limit is reached, the form refuses new admissions. Upgrade the plan in Settings > Plan & Billing.

View a student's profile (example: Ananya Singh)

- 1 Find the student in the list. The **Actions** column has three buttons: **Edit** (pencil), **View** (eye) and **Remove** (bin).

The screenshot displays the 'Students' management page in the CoreAxis School ERP system. The browser address bar shows 'https://coreaxis.info/admin/students.php'. The page header includes a search bar, user status (Online), and navigation links. The left sidebar contains a menu with categories like DAILY OPERATIONS, STUDENTS, ACADEMICS, EXAMS, FINANCE, STAFF, CAMPUS, COMMUNICATE, INSIGHTS, SETTINGS, and ME. The 'STUDENTS' section is expanded, showing options like Admission Enquiries, Inactive / Alumni, Student ID Cards, TC / Bonafide, and Document Register. The main content area, titled 'Student Management', features a search bar with 'Ananya Singh' and a dropdown for 'All Classes'. Below this is a table with one student entry: Ananya Singh, Female, Class I, joined on 28 Oct 2026. The 'Actions' column for this entry contains three buttons: Edit (pencil), View (eye), and Remove (bin).

#	Photo	Admission No	PEN No	Name	Father	Class	Phone	Joined	Actions
1		DPSDEH020260143		Ananya Singh Female	Manoj Kumar Singh	Class I	9876541237	28 Oct 2026	Edit View Remove

Row actions for Ananya Singh.

- 2 Click **View**. The profile opens.

The screenshot shows the 'Student Profile' page for Ananya Singh. The left sidebar contains a navigation menu with categories like DAILY OPERATIONS, STUDENTS, ACADEMICS, EXAMS, FINANCE, STAFF, CAMPUS, COMMUNICATE, INSIGHTS, SETTINGS, and ME. The main content area displays the student's profile information, including a photo, name, admission number, class, and a table of personal details. To the right, there are three summary cards for fees and attendance, and a 'Fee History' table.

Student Profile: Ananya Singh
 Home > Students > Profile

Personal Details:

Father	Manoj Kumar Singh
Mother	Puja Singh
DOB	14 Mar 2020
Gender	Female
Phone	9876541237
Aadhar	
Category	OBC
Admitted	28 Oct 2026

Summary Cards:

- Fees Paid:** ₹0 (Fees Paid - 2026-27 (₹4,900 due))
- Days Present (session):** 0
- Days Absent (session):** 0

Fee History:

Receipt	Month	Amount	Date
No fees collected yet			

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Profile: personal details on the left, fees and attendance on the right.

- 3 Read the left card: admission number, class, father, mother, date of birth, gender, phone, Aadhaar, category and admission date. If an Aadhaar document was uploaded, click **View** next to **Aadhaar doc**.
- 4 Read the three cards on the right: **Fees Paid** this session (with the amount due in red), **Days Present (session)** and **Days Absent (session)**.
- 5 Look at **Fee History** for the last 12 receipts. Click the print button on a row to reprint that receipt.
- 6 Click **Back** to return to the list.

Edit a student (example: add Ananya's parent email)

- 1 In the list click **Edit** (pencil) on the student's row. The **Edit Student** form opens with the saved details.

- 2 Change what you need, for example type manoj.singh84@gmail.com in **Student Email**.

The screenshot shows the 'Student Form' edit page in the CoreAxis School ERP system. The URL in the browser is <https://coreaxis.info/admin/students.php>. The left sidebar contains a navigation menu with options like Dashboard, Students, Admission Enquiries, and more. The main form area is titled 'Student Form' and contains the following fields:

- FULL NAME *: Ananya Singh
- FATHER'S NAME: Manoj Kumar Singh
- MOTHER'S NAME: Puja Singh
- DATE OF BIRTH: 14-03-2020
- GENDER: Female
- CATEGORY: OBC
- CLASS *: Class I
- ROLL NO: 25
- ADMISSION DATE: 28-10-2026
- PHONE: 9876541237
- EMAIL: manoj.singh84@gmail.com (highlighted with a yellow box and labeled 'Changed')
- AADHAAR NO: 12 digits
- PEN NO: Permanent Enrolment No
- ADDRESS: House No. 24, Road No. 5, Rajendra Nagar, Patna 800016
- STUDENT PHOTO (JPG/PNG/WEBP, MAX 2MB; BLANK = KEEP): Choose File No file chosen
- AADHAAR DOCUMENT (JPG/PNG/PDF, MAX 2MB; BLANK = KEEP): Choose File No file chosen

At the bottom of the form, there are buttons for 'Update Student' and 'Cancel'.

The edit form is the same as the admission form.

- 3 Leave **Student Photo** and **Aadhaar Document** empty to keep the files already saved.

- 4 Click **Update Student** and confirm in the popup. The message **Student updated successfully!** appears.

The screenshot shows the 'Student Management' interface. A green notification banner at the top indicates 'Student updated successfully!'. The page displays a table of 9 students with columns for #, Photo, Admission No, PEN No, Name, Father, Class, Phone, Joined, and Actions. The 'Class' column shows 'Class Play' for all students. The 'Actions' column has edit, view, and delete icons. The left sidebar shows the 'Students' menu item highlighted. The top navigation bar includes a search bar and buttons for CSV Template, Import CSV, Export CSV, and New Admission.

#	Photo	Admission No	PEN No	Name	Father	Class	Phone	Joined	Actions
1		DEMO20260041	—	Advik Pandey Male	Ramesh Pandey	Class Play	9835100000	01 Apr 2026	[Edit] [View] [Delete]
2		DEMO20260042	—	Aanya Ranjan Female	Sudhir Ranjan	Class Play	9735107919	01 Apr 2026	[Edit] [View] [Delete]
3		DEMO20260043	—	Kiaan Anand Male	Prakash Anand	Class Play	9635115838	01 Apr 2026	[Edit] [View] [Delete]
4		DEMO20260044	—	Mahi Jha Female	Ajit Jha	Class Play	9835123757	01 Apr 2026	[Edit] [View] [Delete]
5		DEMO20260045	—	Vihaan Tiwari Male	Rajeev Tiwari	Class Play	9735131676	01 Apr 2026	[Edit] [View] [Delete]
6		DEMO20260046	—	Shreya Dubey Female	Neeraj Dubey	Class Play	9635139595	01 Apr 2026	[Edit] [View] [Delete]
7		DEMO20260047	—	Aryan Singh Male	Abhishek Singh	Class Play	9835147514	01 Apr 2026	[Edit] [View] [Delete]
8		DEMO20260048	—	Vanshika Shukla Female	Amarendra Shukla	Class Play	9735155433	01 Apr 2026	[Edit] [View] [Delete]
9		DPSDEMO20260001	—	Laksh Tiwari Male	Rajeev Tiwari	Class Play	9735606816	01 Apr 2026	[Edit] [View] [Delete]

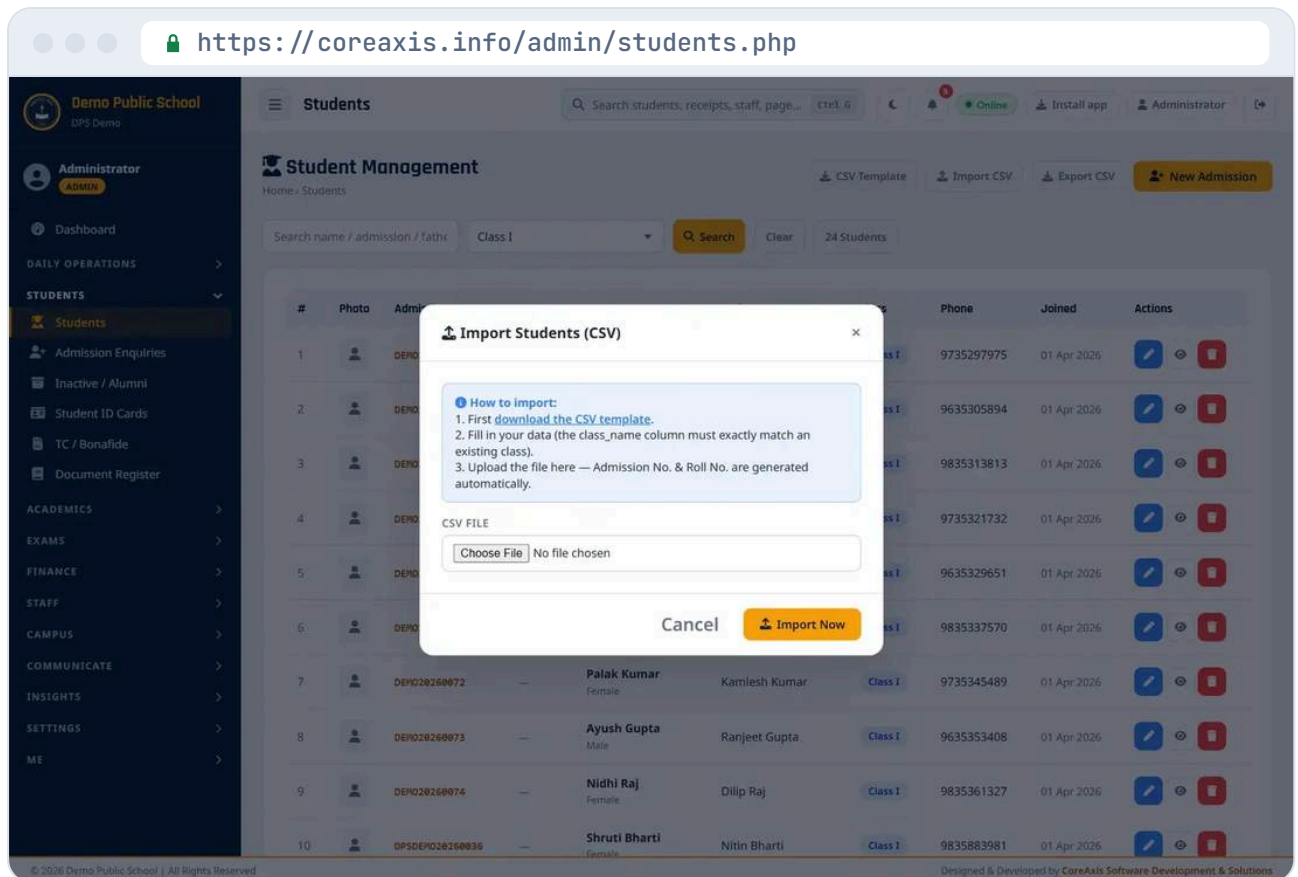
Changes are saved at once.

TIP Changing the class moves the student to the new class from now on. Fee months already billed keep their amount; the new class fee applies from the next billed month.

Import or export students as CSV

- 1 Click **CSV Template** to download a sample file with the right column names (full_name, father_name, mother_name, dob, gender, class_name, section, admission_date, phone, aadhar_no, pen_no, caste_category, address).
- 2 Fill one row per student in Excel or Google Sheets. The **class_name** must match an existing class exactly (for example I, II, KG). Save as CSV.

- 3 Click **Import CSV**, choose the file in **CSV File** and click **Import Now**. Admission numbers and roll numbers are generated automatically.



The Import Students (CSV) popup.

- 4 To take out a list, pick a class (or keep All Classes) and click **Export CSV**. The file has admission no, name, parents, date of birth, gender, class, section, roll no, admission date, phone, Aadhaar, PEN, category and address.

The screenshot shows the 'Student Management' interface. The 'Export CSV' button is highlighted in the top right. Below it, a table lists 10 students with columns for #, Photo, Admission No, PEN No, Name, Father, Class, Phone, Joined, and Actions. The 'Export CSV' button is also highlighted in the top right of the table area.

#	Photo	Admission No	PEN No	Name	Father	Class	Phone	Joined	Actions
1		DEMO20260041	—	Advik Pandey Male	Ramesh Pandey	Class Play	9835100000	01 Apr 2026	[Edit] [View] [Remove]
2		DEMO20260042	—	Aanya Ranjan Female	Sudhir Ranjan	Class Play	9735107919	01 Apr 2026	[Edit] [View] [Remove]
3		DEMO20260043	—	Kiaan Anand Male	Prakash Anand	Class Play	9635115838	01 Apr 2026	[Edit] [View] [Remove]
4		DEMO20260044	—	Mahi Jha Female	Ajit Jha	Class Play	9835123757	01 Apr 2026	[Edit] [View] [Remove]
5		DEMO20260045	—	Vihaan Tiwari Male	Rajeev Tiwari	Class Play	9735131676	01 Apr 2026	[Edit] [View] [Remove]
6		DEMO20260046	—	Shreya Dubey Female	Neeraj Dubey	Class Play	9635139595	01 Apr 2026	[Edit] [View] [Remove]
7		DEMO20260047	—	Aryan Singh Male	Abhishek Singh	Class Play	9835147514	01 Apr 2026	[Edit] [View] [Remove]
8		DEMO20260048	—	Vanshika Shukla Female	Amarendra Shukla	Class Play	9735155433	01 Apr 2026	[Edit] [View] [Remove]
9		DPSDEMO20260001	—	Laksh Tiwari Male	Rajeev Tiwari	Class Play	9735606816	01 Apr 2026	[Edit] [View] [Remove]
10		DPSDEMO20260002	—	Aditi Dubey Female	Neeraj Dubey	Class Play	9635614735	01 Apr 2026	[Edit] [View] [Remove]

Export CSV downloads the students shown by the class filter.

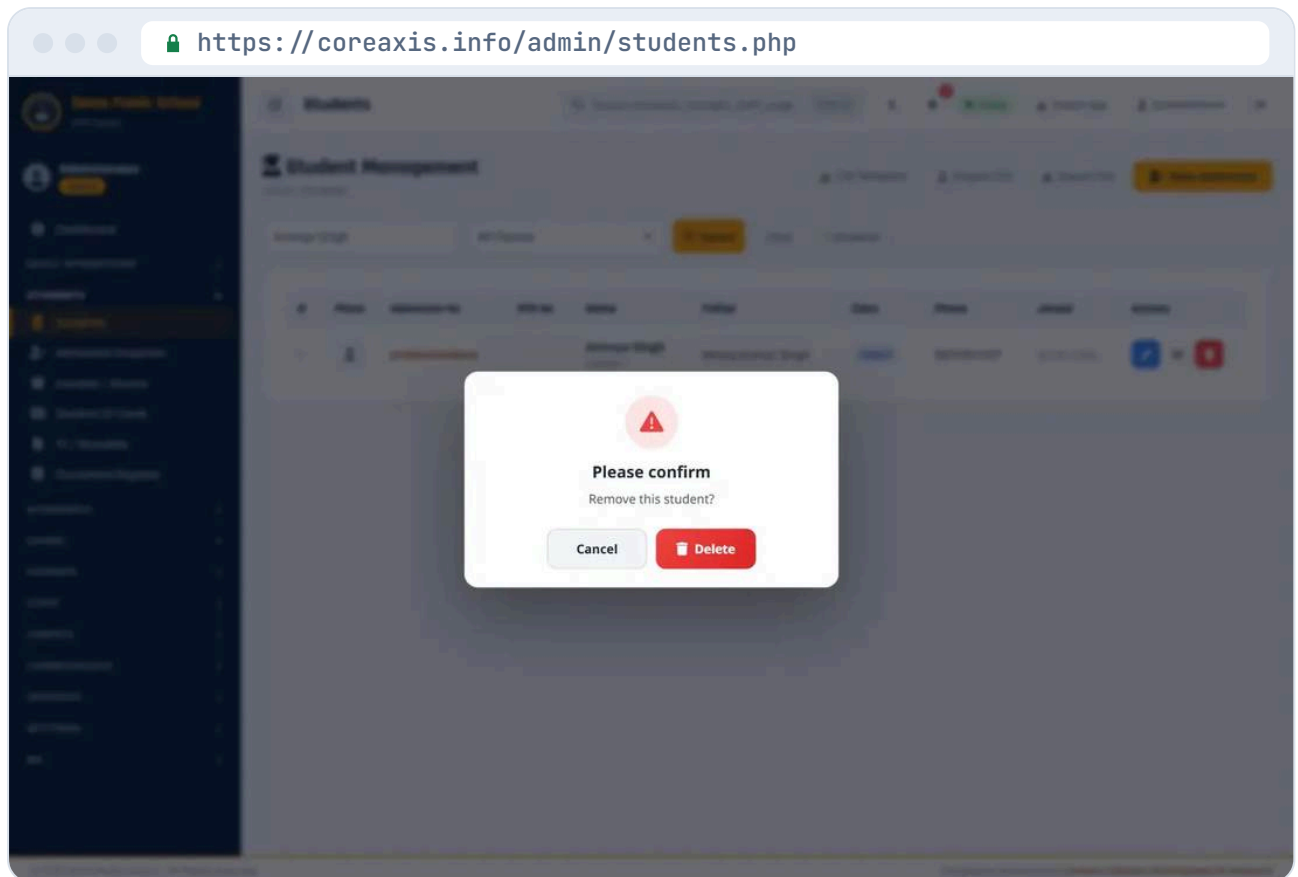
IMPORTANT The export contains Aadhaar numbers and phone numbers. Keep the file safe and do not share it outside the school office.

Remove a student who has left

Remove takes a student off the active roll. The record, marks and fee history are kept and the student appears in Inactive / Alumni, from where they can be restored.

- 1 Find the student and click **Remove** (red bin) on the row.

- 2 Read the **Please confirm** popup and click **Delete**. A second popup asks again; click **Yes, proceed** to remove, or **Cancel** to stop.



Remove asks twice.

- 3 The message **Student removed.** appears. Any hostel bed and transport seat of the student are released.

TIP For a student leaving with **TC / Bonafide** instead. Issuing the original TC marks the student Left with the leaving date and reason.

Screen at a glance

CSV Template / Import CSV / Export CSV	Download the import format, bulk-import students, export the current class filter as a CSV file.
New Admission	Opens the admission form.
Search / All Classes	Search by name, admission number or father's name; filter by class. Clear removes both.
N Students	How many active students match the search and filter.

Columns	#, Photo, Admission No, PEN No, Name (with gender), Father, Class, Phone, Joined (admission date), Actions.
Form: Full Name *, Class *	The only required fields. Class sets the section.
Form: Roll No	Blank = next free roll number in the class.
Form: Admission Date	Leave blank if unknown. Used for the Joined column and for fee billing when the school bills from admission.
Form: Phone, Student Email	Phone gets SMS alerts (absent, fee reminders). Email gets results and notifications.
Form: Aadhaar No, PEN No	12-digit Aadhaar and the Permanent Enrolment Number from UDISE+.
Form: Student Photo, Aadhaar Document	The photo prints on the ID card and certificates.

Questions

I admitted a student in the wrong class.

Click Edit, pick the right Class and click Update Student. Check the roll number after the change.

Two brothers have the same father's name and phone. Are they linked?

Siblings are linked by the office in Finance > Concessions > Siblings. The app suggests them from the same father's name and phone, but never links them on its own.

Can the Accountant add students?

No. The Accountant's Students page is for looking up students only. Admissions are done by the Admin or Principal.

Where did a removed student go?

To Students > Inactive / Alumni. Click Restore there to bring the student back to the active roll.

STUDENTS · CHAPTER 5

Admission Enquiries

Admin

Principal

MENU Students > Admission Enquiries

Parents fill the online Admission Enquiry form on the school website. Each enquiry lands in Admission Enquiries with the status New. The office calls the parent, moves the enquiry to Contacted (and to Visited once the family has seen the school), and when the child joins clicks Admit: the New Admission form opens already filled from the enquiry. The Dashboard counts open enquiries under Needs attention.

Admission Enquiries

Home > Admissions > Enquiries

Public Form

6 Total Enquiries

2 New

1 Contacted

1 Visited

2 Admitted

0 Rejected

All Enquiries (6)

Date	Student	Class	Parent	Contact	Status	Action
28 Oct 2026	Vivaan Kumar Looking for admission in Nursery for se...	Class Nursery	Rajiv Ranjan Kumar	9876543518 rajiv.kumar78@gmail.com	Admitted	Admitted
28 Oct 2026	Reyan Ali Fee structure please.	Class III	Faisal Ali	9123456780 faisal.ali@gmail.com	New	New
16 Oct 2026	Anaya Gupta	KG	Rohit Gupta	9431245670	Admitted	Admitted
22 Oct 2026	Atharv Kumar Transfer from Kendriya Vidyalaya.	Class VI	Sanjeev Kumar	9709988776 sanjeev.k@yahoo.com	Visited	Visited
25 Oct 2026	Myra Sinha Want to visit the campus on Saturday.	Class I	Priya Sinha	9801123456	Contacted	Contacted

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Admission Enquiries — Demo Public School

A parent sends an enquiry (example: Vivaan Kumar for Nursery)

This is what the parent sees. Share the form link on the school website, WhatsApp or social media.

- 1 The parent opens the school's **Admission Enquiry** page (the link shown under **Public Form**).

The screenshot displays the 'Admission Enquiry' page for 'DPS Demo'. The page has a dark blue header with the school's name and logo. Below the header, there is a section titled 'ADMISSIONS OPEN · 2026-27' and 'Admission Enquiry'. The main content area is divided into two columns. The left column contains an 'Admission Process' section with four steps: 1. Submit this enquiry, 2. We contact you, 3. Visit & documents, and 4. Confirm admission. The right column contains an 'Online Admission Enquiry' form with fields for Student's Name, Class Applying For, Parent / Guardian Name, Mobile Number, Email, Date of Birth, Address, and a Message / Query field.

The public Admission Enquiry page carries the school's name, logo and contacts.

- 2 The parent types **Student's Name**: Vivaan Kumar, picks **Class Applying For**: Class Nursery and types **Parent / Guardian Name**: Rajiv Ranjan Kumar.
- 3 The parent types **Mobile Number**: 9876543518, **Email**: rajiv.kumar78@gmail.com and picks **Date of Birth**: 09-06-2022.

- 4 The parent types the **Address** and a **Message / Query**, for example a request for fee details.

The screenshot displays the 'Admin Admissions' page of the CoreAxis School ERP system. The page is titled 'DPS Demo' and 'CBSE · English Medium'. It features a navigation bar with links for Home, About, Facilities, Contact, and a Portal Login button. The main content area is divided into two columns. The left column contains a progress bar with four steps: 'We contact you', 'Visit & documents', 'Confirm admission', and 'Need Help?'. The right column contains a form for submitting an enquiry. The form includes fields for 'STUDENT'S NAME *', 'CLASS APPLYING FOR', 'PARENT / GUARDIAN NAME *', 'MOBILE NUMBER *', 'EMAIL', 'DATE OF BIRTH', 'ADDRESS', and 'MESSAGE / QUERY'. A 'Submit Enquiry' button is located at the bottom of the form. A banner at the bottom of the page indicates 'Session 2026-27 Admissions are now open — apply today!'.

https://coreaxis.info/admin/admissions.php

DPS Demo
CBSE · English Medium

Home About Facilities Contact Portal Login

Fill in your child's and your details below.

2 We contact you
Our admission team calls you to guide the next steps.

3 Visit & documents
Visit the campus and submit the required documents.

4 Confirm admission
Complete the formalities and secure the seat.

Need Help?

Call Us
0612-2234567

WhatsApp
9876543210

Email
info@demo.coreaxis.info

Visit Us
14, Boring Road, Near Patna Women's College, Patna, Bihar

Session 2026-27
Admissions are now open — apply today!

STUDENT'S NAME *
Vivaan Kumar

CLASS APPLYING FOR
Class Nursery

PARENT / GUARDIAN NAME *
Rajiv Ranjan Kumar

MOBILE NUMBER *
9876543518

EMAIL
rajiv.kumar78@gmail.com

DATE OF BIRTH
09-06-2022

ADDRESS
Flat 3B, Shanti Apartment, Boring Road, Patna 800001

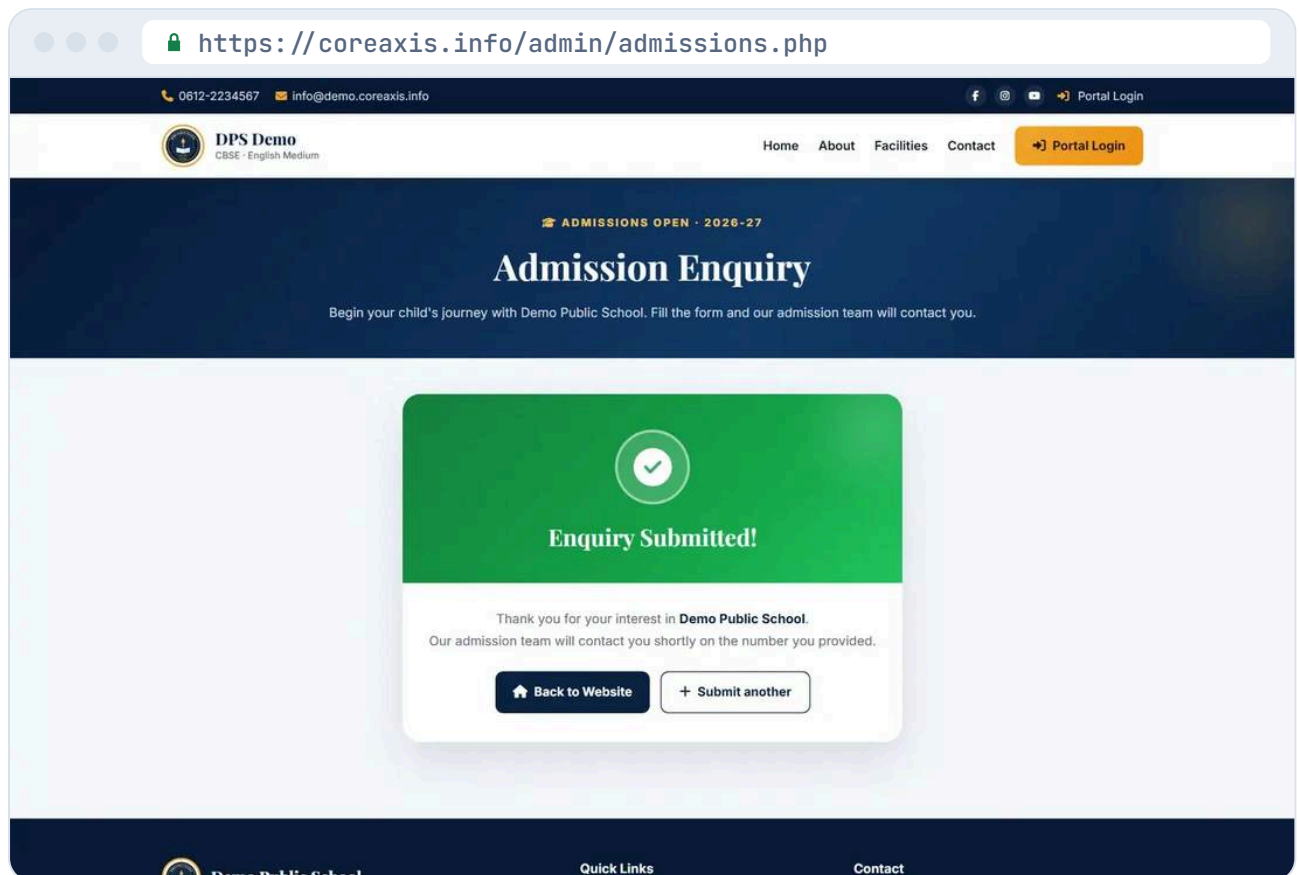
MESSAGE / QUERY
Looking for admission in Nursery for session 2026-27. Please share the fee details.

Submit Enquiry

Your details are safe & used only for admission contact.

Fields marked * are required.

5 The parent clicks **Submit Enquiry**. The page shows **Enquiry Submitted!**



The parent is told the admission team will call.

Follow up an enquiry (example: mark Vivaan Kumar as Contacted)

- 1 In the sidebar open **Students** and click **Admission Enquiries**. The newest enquiry is at the top with the status **New**.

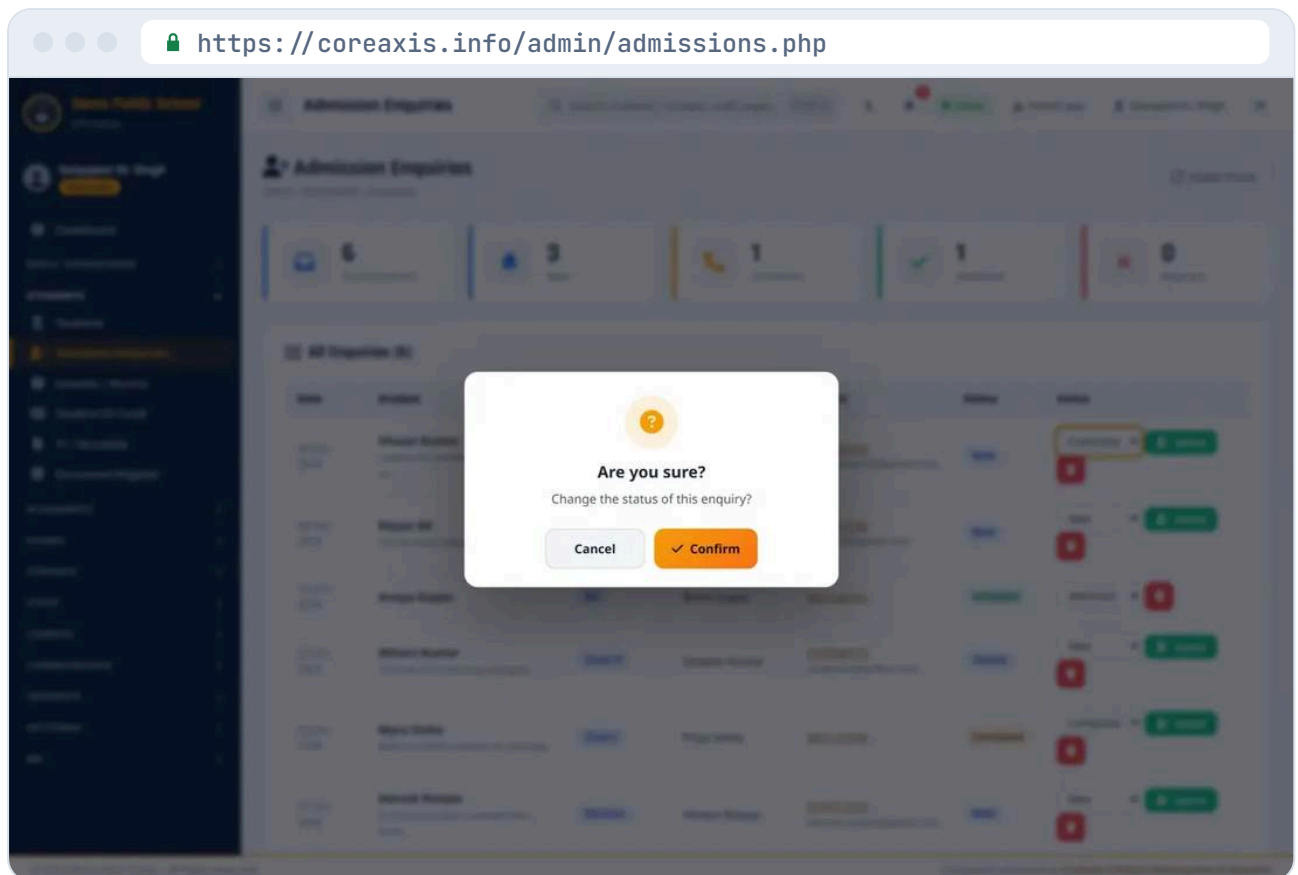
The screenshot displays the 'Admission Enquiries' page in the CoreAxis School ERP system. The sidebar on the left contains a navigation menu with 'Admission Enquiries' selected under the 'STUDENTS' category. The main content area features a summary of enquiry statistics: 6 Total Enquiries, 3 New, 1 Contacted, 1 Admitted, and 0 Rejected. Below this is a table titled 'All Enquiries (6)' with columns for Date, Student, Class, Parent, Contact, Status, and Action. The first row, for Vivaan Kumar, is highlighted with an orange border. In the 'Action' column for this row, the status is 'New' and there is an 'Admit' button. The table also includes a 'New enquiry' filter button and a 'Public Form' link.

Date	Student	Class	Parent	Contact	Status	Action
28 Oct 2026	Vivaan Kumar Looking for admission in Nursery for se...	Class Nursery	Rajiv Ranjan Kumar	9876543518 rajiv.kumar78@gmail.com	New	New [Admit]
28 Oct 2026	Reyan Ali Fee structure please.	Class III	Faisal Ali	9123456780 faisal.ali@gmail.com	New	New [Admit]
16 Oct 2026	Anaya Gupta	KG	Rohit Gupta	9431245670	Admitted	Admitted [Admit]
22 Oct 2026	Atharv Kumar Transfer from Kendriya Vidyalaya.	Class VI	Sanjeev Kumar	9709988776 sanjeev.k@yahoo.com	Visited	New [Admit]
25 Oct 2026	Myra Sinha Want to visit the campus on Saturday.	Class I	Priya Sinha	9801123456	Contacted	Contacted [Admit]
27 Oct 2026	Aarush Ranjan Is school transport available from Kank...	Nursery	Vikram Ranjan	9934512078 vikram.ranjan@gmail.com	New	New [Admit]

Vivaan Kumar's enquiry, received today.

- 2 Read the row: date, student and the start of the message, class, parent, phone and email. Point at the message to read it in full.
- 3 Call the parent. Click the phone number to dial it from a phone.
- 4 In the **Action** column change the status box from **New** to **Contacted**.

- 5 Click **Confirm** in the popup.



Each status change asks for confirmation.

6 The message **Status updated.** appears and the badge turns to **Contacted**.

The screenshot displays the 'Admission Enquiries' page in the CoreAxis School ERP system. The interface includes a sidebar with navigation options like Dashboard, Students, Admission Enquiries, and Academics. The main content area shows a summary of enquiries (6 Total, 2 New, 2 Contacted, 1 Admitted, 0 Rejected) and a table of all enquiries. The first enquiry, Vivaan Kumar, is highlighted with an orange border, and its status is 'Contacted'. A green 'Admit' button is visible next to it.

Student	Class	Parent	Contact	Status	Action
28 Oct 2026 Vivaan Kumar Looking for admission in Nursery for se...	Class Nursery	Rajiv Ranjan Kumar	9876543518 rajiv.kumar78@gmail.com	Contacted	Contacted ▼ Admit
28 Oct 2026 Reyan Ali Fee structure please.	Class III	Faisal Ali	9123456780 faisal.ali@gmail.com	New	New ▼ Admit
16 Oct 2026 Anaya Gupta	KG	Rohit Gupta	9431245670	Admitted	Admitted ▼
22 Oct 2026 Atharv Kumar Transfer from Kendriya Vidyalaya.	Class VI	Sanjeev Kumar	9209988776 sanjeev.k@yahoo.com	Visited	New ▼ Admit
25 Oct 2026 Myra Sinha Want to visit the campus on Saturday.	Class I	Priya Sinha	9801123456	Contacted	Contacted ▼ Admit
27 Oct 2026 Aarush Ranjan Is school transport available from Kank	Nursery	Vikram Ranjan	9934512078 vikram.ranjan@gmail.com	New	New ▼ Admit

Status is now Contacted.

- 7 When the family comes to see the school, change the status to **Visited** the same way (example: Atharv Kumar, Class VI, who visited after a transfer from Kendriya Vidyalaya). The **Visited** card counts these enquiries.

Admission Enquiries

Search students, receipts, staff, page... **ctrl 6** **Online** **Install app** **Administrator**

Rejected 0

All Enquiries (6)

Date	Student	Class	Parent	Contact	Status	Action
28 Oct 2026	Vivaan Kumar Looking for admission in Nursery for 56...	Class Nursery	Rajiv Ranjan Kumar	9876543518 rajiv.kumar78@gmail.com	Admitted	Admitted
28 Oct 2026	Reyan Ali Fee structure please..	Class III	Faisal Ali	9123456780 faisal.ali@gmail.com	New	New
16 Oct 2026	Anaya Gupta	KG	Rohit Gupta	9431245670	Admitted	Admitted
22 Oct 2026	Atharv Kumar Transfer from Kendriya Vidyalaya.	Class VI	Sanjeev Kumar	9709988776 sanjeev.k@yahoo.com	Visited	Visited
25 Oct 2026	Myra Sinha Want to visit the campus on Saturday.	Class I	Priya Sinha	9801123456	Contacted	Contacted
27 Oct 2026	Aarush Ranjan Is school transport available from Kank...	Nursery	Vikram Ranjan	9934512078 vikram.ranjan@gmail.com	New	New

Public enquiry form: /dps_erp/apply.php — share it on your school website or social media.

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Atharv Kumar's enquiry with the purple Visited badge.

TIP Choose **Rejected** when the family does not take admission. Rejected enquiries stay in the list for the record.

TIP Click a count card at the top (New, Contacted, Visited, Admitted, Rejected) to list only those enquiries; **Show All** clears the filter.

Admit from an enquiry (example: Vivaan Kumar into Class Nursery)

- 1 On the enquiry row click **Admit**. The **New Admission** form opens with the message **Pre-filled from admission enquiry #6. Saving marks the enquiry as admitted.**

Name, father, date of birth, class, phone, email and address come from the enquiry.

- 2 Check the filled details. Add what the enquiry does not have: **Mother's Name** Kavita Kumari, **Gender** Male, **Category** General.

- 3 Check that **Class** shows **Class Nursery**. Set the **Admission Date** to 28-10-2026.

https://coreaxis.info/admin/admissions.php

Student Form Search students, receipts, staff, page... Ctrl+G Online Install app Satyajeet Kr. Singh

New Admission Home > Students > New Back to list

Pre-filled from admission enquiry #6. Saving marks the enquiry as admitted.

FULL NAME *	FATHER'S NAME	MOTHER'S NAME
Vivaan Kumar	Rajiv Ranjan Kumar	Kavita Kumari

DATE OF BIRTH	GENDER	CATEGORY
09-06-2022	Male	General

CLASS *	ROLL NO (BLANK = AUTO)	ADMISSION DATE
Class Nursery		28-10-2026

Pick the class and its section together — the section comes from the class. Leave blank if unknown

PHONE	STUDENT EMAIL	AADHAAR NO
9876543518	rajiv.kumar78@gmail.com	12 digits

PEN NO
Permanent Enrolment No

ADDRESS
Flat 3B, Shanti Apartment, Boring Road, Patna 800001

STUDENT PHOTO (JPG/PNG/WEBP, MAX 2MB)	AADHAAR DOCUMENT (JPG/PNG/PDF, MAX 2MB)
Choose File No file chosen	Choose File No file chosen

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The form is ready to save.

- 4 Click **Save Admission** and confirm. The message **Student admitted! Admission No: DPSDEMO20260144** appears.

- 5 Open **Admission Enquiries** again. The enquiry now shows **Admitted** and the **Admit** button is gone.

The screenshot displays the 'Admission Enquiries' page in the CoreAxis School ERP system. The page header shows the URL 'https://coreaxis.info/admin/admissions.php' and the user 'Satyajeet Kr. Singh'. The left sidebar contains a navigation menu with options like Dashboard, Students, Admission Enquiries, and Academics. The main content area shows a summary of enquiries: 6 Total Enquiries, 2 New, 1 Contacted, 2 Admitted, and 0 Rejected. Below this is a table titled 'All Enquiries (6)' with columns for Admitted, Student, Class, Parent, Contact, Status, and Action. The first row, for Vivaan Kumar, is highlighted in orange and shows a status of 'Admitted'. The 'Admit' button is no longer visible for this enquiry. The other enquiries have various statuses like 'New', 'Contacted', and 'Visited'.

Admitted	Student	Class	Parent	Contact	Status	Action
28 Oct 2026	Vivaan Kumar Looking for admission in Nursery for se...	Class Nursery	Rajiv Ranjan Kumar	9876543518 rajiv.kumar78@gmail.com	Admitted	Admitted
28 Oct 2026	Reyan Ali Fee structure please.	Class III	Faisal Ali	9123456780 faisal.ali@gmail.com	New	New
16 Oct 2026	Anaya Gupta	KG	Rohit Gupta	9431245670	Admitted	Admitted
22 Oct 2026	Atharv Kumar Transfer from Kendriya Vidyalaya.	Class VI	Sanjeev Kumar	9709988776 sanjeev.k@yahoo.com	Visited	New
25 Oct 2026	Myra Sinha Want to visit the campus on Saturday.	Class I	Priya Sinha	9801123456	Contacted	Contacted
27 Oct 2026	Aarush Ranjan Is school transport available from Kan...	Nursery	Vikram Ranjan	9934512078 vikram.ranjan@gmail.com	New	New

Admitted enquiries cannot be admitted twice.

TIP Choosing **Admitted** in the status box also opens the pre-filled admission form. An enquiry becomes Admitted only after the student record is saved.

Share the enquiry form link

- 1 Click **Public Form** at the top right to open the parent form in a new tab.

The screenshot displays the 'Admission Enquiries' page in the CoreAxis School ERP system. The interface includes a sidebar with navigation links and a main content area. At the top right, a 'Public Form link' button is highlighted. Below this, a summary of enquiries is shown with five cards: Total Enquiries (6), New (2), Contacted (1), Admitted (2), and Rejected (0). A table titled 'All Enquiries (6)' lists individual enquiries with details such as Date, Student, Class, Parent, Contact, Status, and Action. The 'Public Form link' button is located in the top right corner of the main content area.

Public Form opens the same page parents see.

- 2 Copy the link from the browser address bar, or from the line **Public enquiry form:** at the bottom of the page.
- 3 Paste the link on the school website, in WhatsApp groups or on social media.

Screen at a glance

Total Enquiries	All enquiries ever received. Click to show all.
New / Contacted / Visited / Admitted / Rejected	Count of enquiries in each status. The five cards add up to Total Enquiries. Click a card to filter the list.
Date	When the parent sent the enquiry.
Student	Child's name and the first part of the parent's message.
Class	Class the parent applied for.

Parent / Contact	Parent or guardian name, mobile number (tap to call) and email.
Status	Coloured badge: New (blue), Contacted (amber), Visited (purple), Admitted (green), Rejected (red).
Action	Status box to change the status (New, Contacted, Visited, Admitted, Rejected), Admit to open the pre-filled admission form, and the red bin to delete the enquiry (asks twice).

Questions

A parent phoned instead of using the form. How do I record it?

Open Public Form yourself and fill it in for the parent, or admit the child directly from Students › New Admission.

Can I undo Admitted?

The enquiry status can be changed back, but the student record stays. Remove the student from the Students list if the admission was a mistake.

Who can see enquiries?

Admin, Principal and Vice Principal. Accountants and Teachers do not see this menu.

STUDENTS · CHAPTER 6

Inactive / Alumni

Admin

Principal

MENU Students › Inactive / Alumni

When a student leaves, the record is never deleted. Issuing an original TC or SLC, removing a student from the Students list, or a pass-out at session rollover moves the student here. Their marks, attendance and fee history stay intact, so the office can still issue a TC, SLC or character certificate years later, or bring the student back with Restore.

The screenshot displays the 'Inactive / Alumni Students' page in the CoreAxis School ERP system. The page includes a search bar, a table of inactive students, and a sidebar with navigation options.

Search Bar: Name / admission no / father. LAST CLASS: All. Filter.

Table:

Left 28 Oct 2026 + reason	1st Class	Father	Phone	Admitted	Status	Actions
Priyanshu Raj DPSDEMO20260145	II A	Sunil Kumar Raj	9876542264	01 Apr 2026	Left 28 Oct 2026 Father transferred to Ranchi	TC Restore

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Inactive / Alumni — Demo Public School

Find a student who has left (example: Priyanshu Raj, left Class II-A with a TC)

- 1 In the sidebar open **Students** and click **Inactive / Alumni**.

The screenshot shows the 'Inactive / Alumni Students' page in the CoreAxis School ERP Admin interface. The page has a sidebar on the left with navigation options like Dashboard, Students, Admission Enquiries, and Inactive / Alumni. The main content area shows a search bar and a table of inactive students. The table has columns for Name / admission no / father, Last Class, Father, Phone, Admitted, Status, and Actions. One student, Priyanshu Raj, is listed with the status 'Left 28 Oct 2026' and the reason 'Father transferred to Ranchi'. The page also shows a 'Restore' button for this student.

Left 28 Oct 2026 + reason	1st Class	Father	Phone	Admitted	Status	Actions
Priyanshu Raj DPSDEMO20260145	II A	Sunil Kumar Raj	9876542264	01 Apr 2026	Left 28 Oct 2026 Father transferred to Ranchi	TC Restore

Priyanshu Raj moved here when his original TC was issued: Status shows Left 28 Oct 2026 and the reason, Father transferred to Ranchi.

- 2 Type a name, admission number or father's name in **Search**, for example Priyanshu.
- 3 To see only one class, pick it in **Last class**, for example II-A.
- 4 Click **Filter**. The line under the filter shows how many inactive students there are in total.
- 5 Read the row: name and admission number, last class, father, phone, admission date and status. **Left <date>** with the reason under it means the student left with an original TC or SLC (Priyanshu Raj: Left 28 Oct 2026, Father transferred to Ranchi). **Passed out Mon YYYY** means the student finished the last class at session rollover; **Inactive** means removed from the Students list.

Issue a TC to a student who has already left

- 1 Find the student in the list.

The screenshot shows the 'Inactive / Alumni Students' page in the CoreAxis School ERP Admin interface. The page has a sidebar with navigation options like Dashboard, Students, Admission Enquiries, and Inactive / Alumni. The main content area shows a search bar and a table of inactive students. The table has columns for Student, Last Class, Father, Phone, Admitted, Status, and Actions. The status for Priyanshu Raj is 'Left 28 Oct 2026' with a note 'Father transferred to Ranchi'. The 'Actions' column shows 'TC' and 'Restore' buttons.

Student	Last Class	Father	Phone	Admitted	Status	Actions
Priyanshu Raj DPSDEMO20260145	II A	Sunil Kumar Raj	9876542264	01 Apr 2026	Left 28 Oct 2026 Father transferred to Ranchi	TC Restore

Each row has TC and Restore.

- 2 Click **TC**. The **Student Certificates** page opens with Transfer Certificate and the student already selected.
- 3 Fill the leaving details and click **Preview & Issue**, as described in the TC / Bonafide chapter.

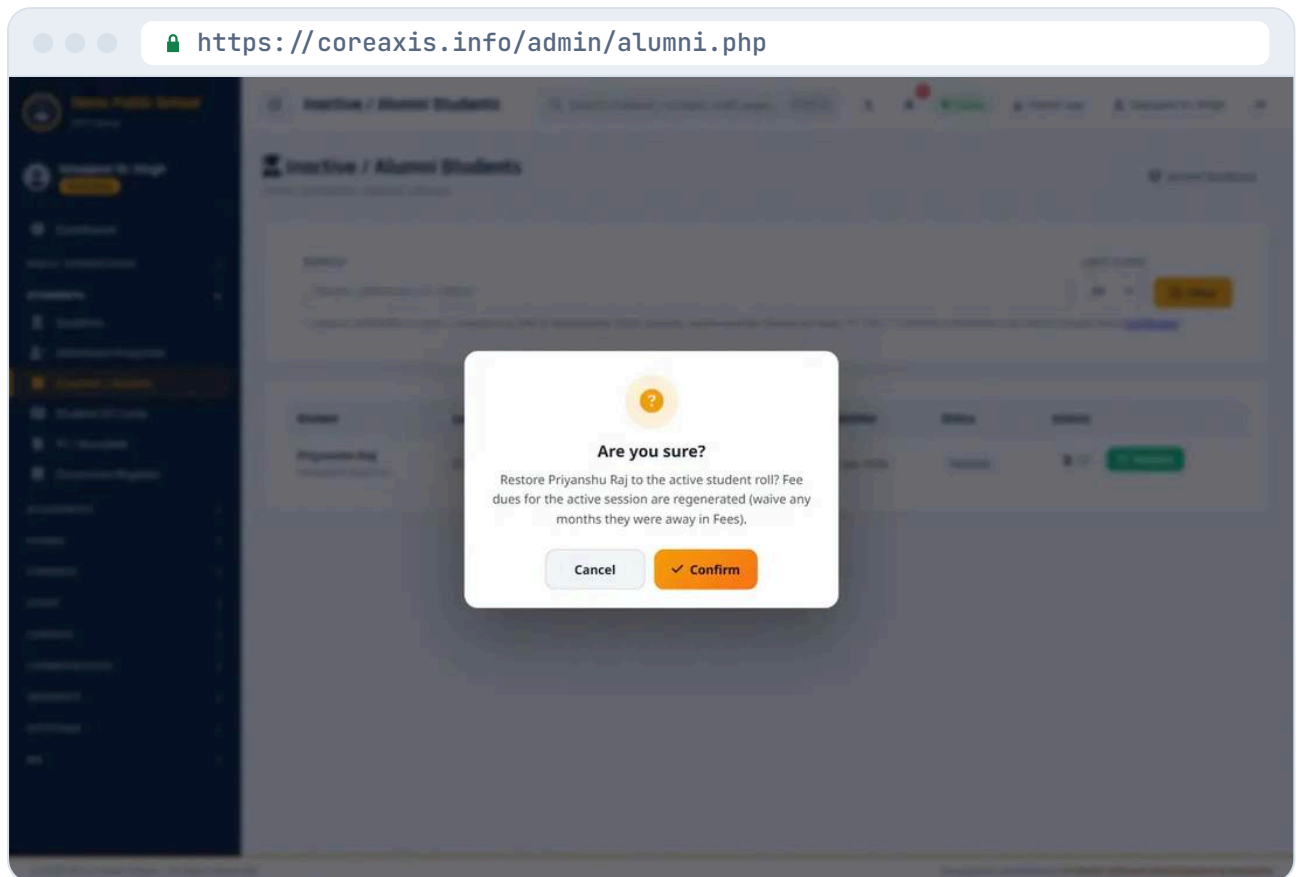
TIP A student who already has an original TC gets a **DUPLICATE COPY** on the next issue. The Document Register keeps every copy.

Restore a student to the active roll

Use Restore when a student was removed by mistake or comes back to the school.

- 1 Find the student and click **Restore**.

- 2 Read the popup. It says the fee dues for the active session are regenerated, and that any months the student was away must be waived in Fees.



Restore asks for confirmation.

- 3 Click **Confirm**. The message **Student restored to the active roll** appears and the student is back in Students.
- 4 Open the student in **Students**, click **Edit** and check the class and roll number before the next attendance.

IMPORTANT Restore is refused when the plan's student limit is reached. Upgrade the plan first. A student who left with an original TC should normally not be restored; admit them again only if they really rejoin.

Screen at a glance

Active Students	Button back to the Students list.
Search / Last class / Filter	Search by name, admission number or father; filter by the class the student was last in.

Student	Name and admission number.
Last Class	Class and section when the student left.
Father / Phone / Admitted	Contact details and the original admission date.
Status	Left <date> with the reason for leaving (from the original TC / SLC), Passed out (with month and year), or Inactive (removed from the Students list).
Actions	TC opens the TC form for the student; Restore returns the student to the active roll.

Questions

Why can I not see a student here after issuing a Bonafide certificate?

Only an original TC or SLC marks a student Left. Bonafide and character certificates do not change the student's status.

Are the fees of an inactive student still counted as dues?

No. Inactive students are not billed for new months and are not listed as defaulters.

STUDENTS · CHAPTER 7

Student Attendance

Admin

Principal

Teacher

MENU Daily Operations › Attendance › Academics › Attendance Register (Teacher: My Class)

Attendance is marked once a day for each class. Start with Mark all present, change the few absentees, and save. Parents of students newly marked absent get an SMS when the school has SMS alerts on. The Dashboard shows which classes are still unmarked, the parent portal shows each child's attendance, and the Attendance Register gives the month grid for printing. Teachers mark only the classes assigned to them.

The screenshot displays the 'Attendance' page for 'Class Nursery' on 'Wed, 28 Oct 2026'. A warning message states: 'Not saved yet — nothing is recorded for this class on 28 Oct. Tap Mark all present, change the absentees, then Save.' Below this, there are buttons for 'Mark all present', 'Mark all absent', and 'Reset'. The main table lists 10 students with their roll numbers and attendance status for the current day. The 'This month' column shows a grid of attendance for the previous month. At the bottom, a summary shows 'Present: 19', 'Absent: 1', 'Leave: 1', and 'Not marked: 0'. There is also a 'Save attendance' button.

#	Name	Roll	Attendance	This month
1	Shivansh Mehta	1	P A L	P 19 A 4
2	Anvi Verma	2	P A L	P 19 A 3
3	Rudransh Yadav	3	P A L	P 17 A 4
4	Kiara Kumar	4	P A L	P 19 A 3
5	Om Gupta	5	P A L	P 20 A 2
6	Mishka Raj	6	P A L	P 23 A 0
7	Laksh Sinha	7	P A L	P 21 A 2
8	Aditi Prasad	8	P A L	P 18 A 4
9	Ved Sinha	9	P A L	P 20 A 0
10	Sakshi Prasad	10	P A L	P 22 A 1

Present: 19 Absent: 1 Leave: 1 Not marked: 0 Unsaved changes

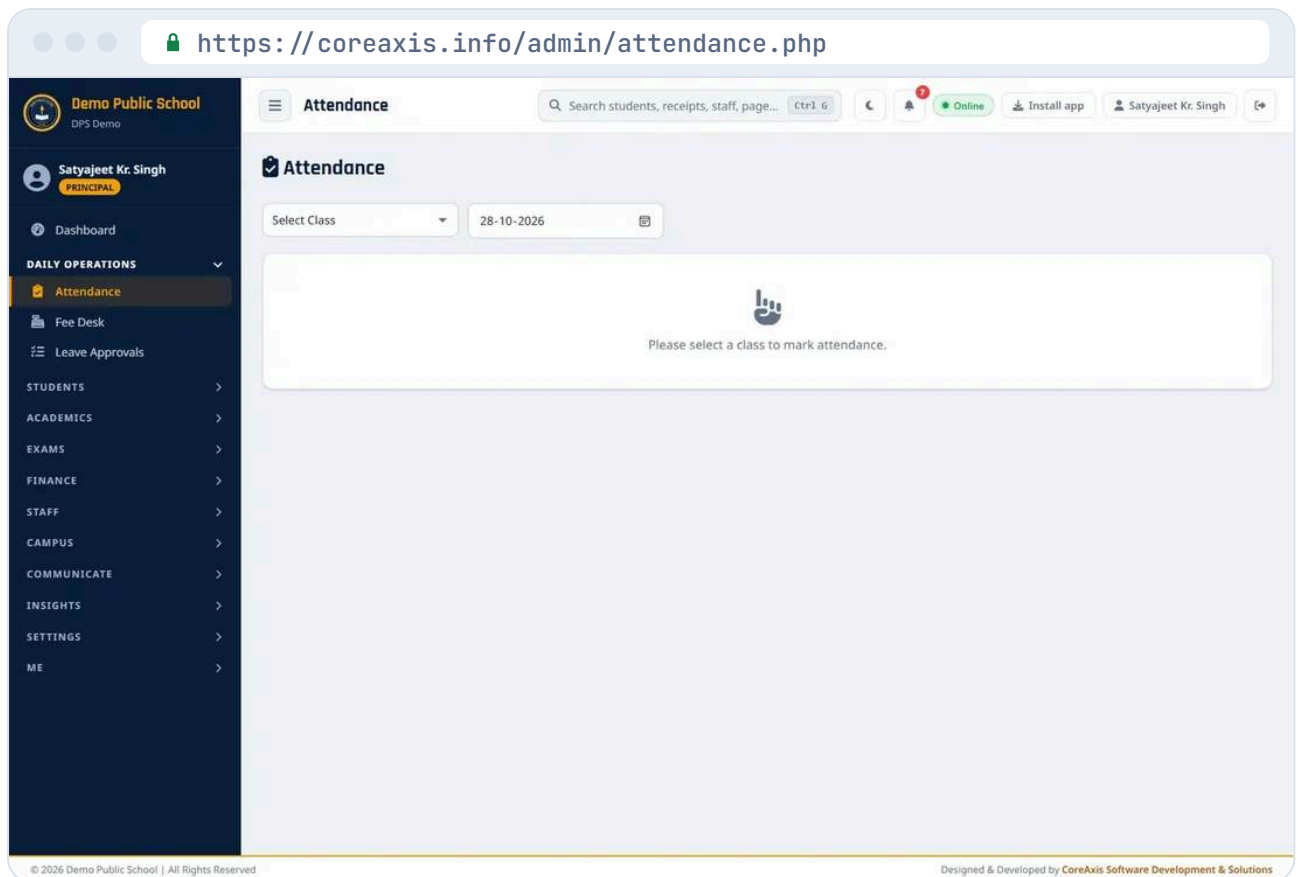
Save attendance

Student Attendance — Demo Public School

Mark today's attendance (example: Class Nursery, Wednesday 28 Oct 2026)

The Dashboard showed Class Nursery and Class III as not marked yet. Clicking the Class Nursery chip there opens the same page.

- 1 In the sidebar open **Daily Operations** and click **Attendance**.



Pick a class to start.

- 2 Pick the class in **Select Class: Class Nursery**. The date is today; change it only to mark or correct another day.

- 3 The yellow box says **Not saved yet** — nothing is recorded for this class today.

The screenshot shows the 'Attendance' page for 'Class Nursery' on '28-10-2026'. The page has a sidebar with navigation options like Dashboard, Attendance, Fee Desk, etc. The main content area shows a table of students with their attendance status. A yellow warning box at the top states: 'Not saved yet — nothing is recorded for this class on 28 Oct. Tap Mark all present, change the absentees, then Save.' Below this, there are buttons for 'Mark all present', 'Mark all absent', and 'Reset'. The table lists 7 students with their roll numbers and attendance status (Present, Absent, Leave). The bottom summary shows: Present 0, Absent 0, Leave 0, Not marked 21. A 'Save attendance' button is at the bottom right.

#	Name	Roll	Attendance	This month
1	Shivansh Mehta	1	P A L	P 19 A 4
2	Anvi Verma	2	P A L	P 19 A 3
3	Rudransh Yadav	3	P A L	P 17 A 4
4	Kiara Kumar	4	P A L	P 19 A 3
5	Om Gupta	5	P A L	P 20 A 2
6	Mishka Raj	6	P A L	P 23 A 0
7	Laksh Sinha	7	P A L	P 21 A 2

Present 0 Absent 0 Leave 0 Not marked 21

Save attendance

Unmarked students have a yellow edge.

- 4 Click **Mark all present**. Every student turns green P.

- 5 Change the absentees: click **A** for Om Gupta (absent) and **L** for Kiara Kumar (on leave).

Attendance | Search students, receipts, staff, page... | Online | Install app | Satyajeet Kr. Singh

Class Nursery – Wed, 28 Oct 2026

⚠ Not saved yet — nothing is recorded for this class on 28 Oct. Tap **Mark all present**, change the absentees, then **Save**.

✓ Mark all present | ✕ Mark all absent | ⬆ Reset

#	Name	Roll	Attendance	This month
1	Shivansh Mehta	1	P A L	P 19 A 4
2	Anvi Verma	2	P A L	P 19 A 3
3	Rudransh Yadav	3	P A L	P 17 A 4
4	Kiara Kumar	4	P A L	P 19 A 3
5	Om Gupta	5	P A L	P 20 A 2
6	Mishka Raj	6	P A L	P 23 A 0
7	Laksh Sinha	7	P A L	P 21 A 2
8	Aditi Prasad	8	P A L	P 18 A 4
9	Ved Sinha	9	P A L	P 20 A 0
10	Sakshi Prasad	10	P A L	P 22 A 1

Present 19 | Absent 1 | Leave 1 | Not marked 0 | ⚡ Unsaved changes

Save attendance

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P = Present, A = Absent, L = Leave. The This month column shows each child's P and A so far.

- 6 Check the counts at the bottom: **Present 19, Absent 1, Leave 1, Not marked 0.** **Unsaved changes** reminds you to save.

The screenshot displays the 'Attendance' page in the CoreAxis School ERP system. The page shows a list of students with their attendance status (Present, Absent, Leave, Not marked) and a summary bar at the bottom indicating 19 Present, 1 Absent, 1 Leave, and 0 Not marked. The summary bar also shows 'Unsaved changes' and a 'Save attendance' button.

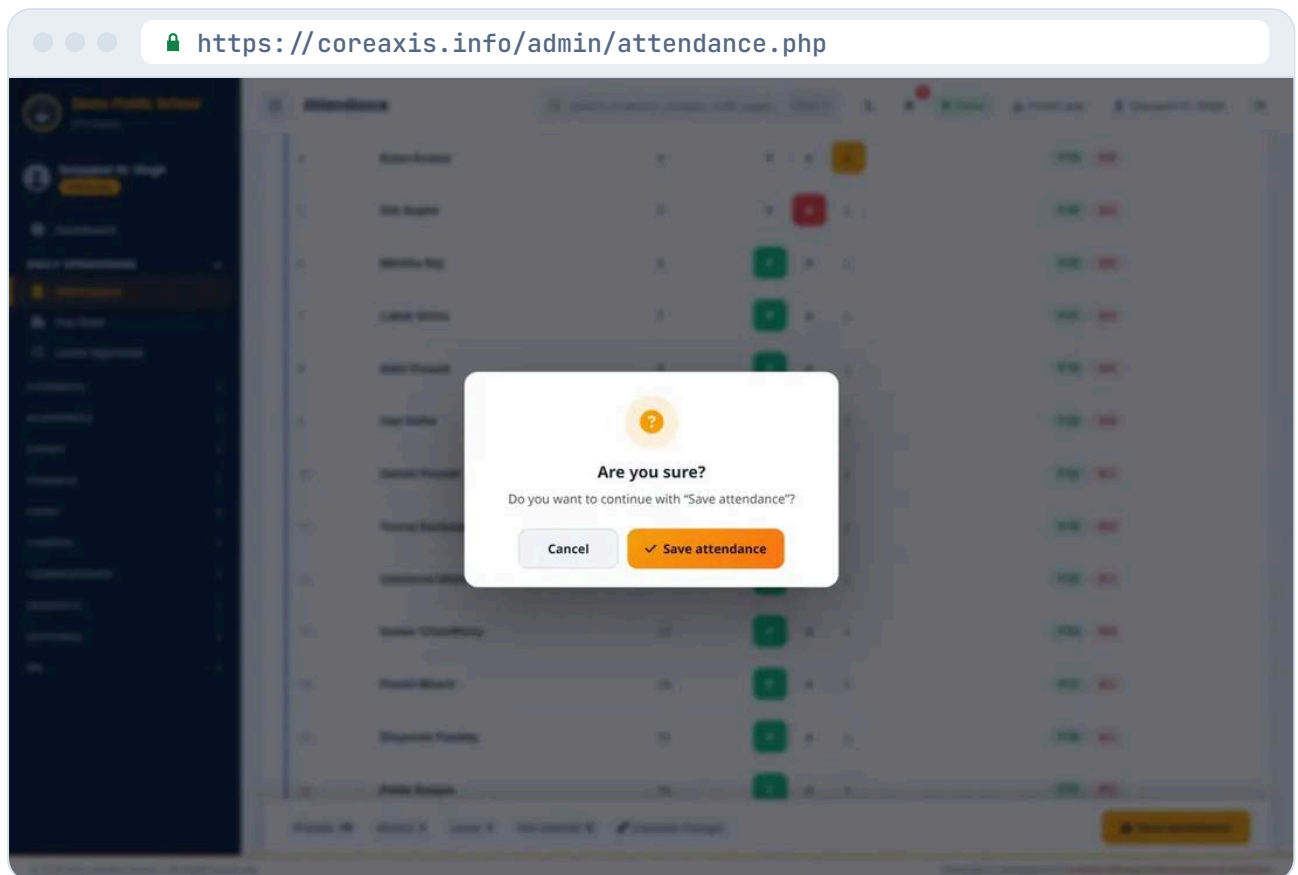
Sl. No.	Student Name	Roll No.	P	A	L	Not marked
4	Kiara Kumar	4	P	A	L	
5	Om Gupta	5	P	A	L	
6	Mishka Raj	6	P	A	L	
7	Laksh Sinha	7	P	A	L	
8	Aditi Prasad	8	P	A	L	
9	Ved Sinha	9	P	A	L	
10	Sakshi Prasad	10	P	A	L	
11	Yuvraj Kashyap	11	P	A	L	
12	Vaishnavi Mishra	12	P	A	L	
13	Samar Choudhary	13	P	A	L	
14	Prachi Bharti	14	P	A	L	
15	Divyansh Pandey	15	P	A	L	
16	...	16	P	A	L	

Counts + Save attendance

Present 19 Absent 1 Leave 1 Not marked 0 Unsaved changes Save attendance

The counts bar stays at the bottom of the screen.

- 7 Click **Save attendance**, then **Save attendance** again in the popup.



Saving asks once for confirmation.

- 8 The message **Attendance saved for 28 Oct 2026** appears and the green box shows **Saved**, the time and who marked it.

The screenshot shows the 'Attendance' page for 'Class Nursery' on '28-10-2026'. A green notification bar at the top states 'Attendance saved for 28 Oct 2026'. Below this, a section titled 'Class Nursery – Wed, 28 Oct 2026' shows a 'Saved' message: 'Saved · last change 28 Oct, 7:45 pm · marked by Satyajeet Kr. Singh. You can change marks and save again.' There are buttons for 'Mark all present' and 'Mark all absent'. A table lists 6 students with their roll numbers and attendance status. The status is shown as a green 'P' for Present, a red 'A' for Absent, a yellow 'L' for Leave, and a grey 'X' for Not marked. To the right of the table, a summary shows 'This month' with 'P 20' and 'A 4'. At the bottom, a summary bar shows 'Present 19', 'Absent 1', 'Leave 1', and 'Not marked 0'. A 'Save attendance' button is at the bottom right.

#	Name	Roll	Attendance	This month
1	Shivansh Mehta	1	P A L X	P 20 A 4
2	Anvi Verma	2	P A L X	P 20 A 3
3	Rudransh Yadav	3	P A L X	P 18 A 4
4	Kiara Kumar	4	P A L X	P 19 A 3
5	Om Gupta	5	P A L X	P 20 A 3
6	Mishka Raj	6	P A L X	P 24 A 0

Present 19 Absent 1 Leave 1 Not marked 0

Save attendance

Saved by Satyajeet Kr. Singh.

TIP To correct a mark later, open the same class and date, change the mark and click **Save attendance** again. The x button next to a mark clears it.

TIP On a Sunday or a holiday from the Holiday Calendar the page shows a notice; days marked H are holidays.

TIP An absent SMS goes only to students newly marked absent, so saving twice does not send a second SMS.

View the monthly Attendance Register (example: Class Nursery A, October 2026)

- 1 In the sidebar open **Academics** and click **Attendance Register**.

- 2 Pick **Class**: Class Nursery A, **Month**: October and **Year**: 2026, and click **View**.

The screenshot shows the 'Attendance Register' page for 'Class Nursery A' in 'October' of '2026'. The interface includes a sidebar with navigation options like Dashboard, Daily Operations, Students, Academics, Exams, Finance, Staff, Campus, Communicate, Insights, Settings, and ME. The main content area features a search bar, a filter section with 'CLASS' (Class Nursery A), 'MONTH' (October), and 'YEAR' (2026), and a 'View' button. Below the filters are four summary cards: '21 Total Students', '419 Total Present', '42 Total Absent', and '87% Avg Attendance'. A 'Print Register' button is located in the top right. The main table is titled 'Class Nursery A - October 2026' and has a 'Print' button. The table columns include Student Name, Roll, and days of the month (1-23). The table data shows attendance marks (P for Present, A for Absent, L for Late) for each student across the days. For example, Shivansh Mehta (Roll 1) has P on 1, 2, 3, 5, 6, 7, 8, 9, 10, 12, 13, 14, 15, 16, 17, 19, 20, 21, 22, 23. Anvi Verma (Roll 2) has P on 1, 2, 3, 5, 6, 7, 8, 9, 10, 12, 13, 14, 15, 16, 17, 19, 20, 21, 22, 23. Rudransh Yadav (Roll 3) has P on 1, 2, 3, 5, 6, 7, 8, 9, 10, 12, 13, 14, 15, 16, 17, 19, 20, 21, 22, 23. Kiara Kumar (Roll 4) has P on 1, 2, 3, 5, 6, 7, 8, 9, 10, 12, 13, 14, 15, 16, 17, 19, 20, 21, 22, 23. Om Gupta (Roll 5) has P on 1, 2, 3, 5, 6, 7, 8, 9, 10, 12, 13, 14, 15, 16, 17, 19, 20, 21, 22, 23. Mishka Raj (Roll 6) has P on 1, 2, 3, 5, 6, 7, 8, 9, 10, 12, 13, 14, 15, 16, 17, 19, 20, 21, 22, 23. Laksh Sinha (Roll 7) has P on 1, 2, 3, 5, 6, 7, 8, 9, 10, 12, 13, 14, 15, 16, 17, 19, 20, 21, 22, 23. Aditi Prasad (Roll 8) has P on 1, 2, 3, 5, 6, 7, 8, 9, 10, 12, 13, 14, 15, 16, 17, 19, 20, 21, 22, 23.

Month grid: one row per student, one column per day; Sundays are greyed.

- 3 Read the four cards: **Total Students**, **Total Present**, **Total Absent** and **Avg Attendance**.
- 4 Scroll right to see the student's **P**, **A**, **L** totals and attendance **%** for the month.
- 5 Click **Print Register** (or **Print** on the table) to print the register on A4 landscape.

TIP Teachers see the register only for their own classes.

Screen at a glance

Select Class / date	Class to mark and the attendance date (today by default).
Status box	Yellow Not saved yet , or green Saved with last change time and who marked it; also warns if some students are not marked.
Mark all present / Mark all absent / Reset	Set every student at once; Reset clears unsaved marks (only before the first save).

#, Name, Roll	Students of the class in roll order.
Attendance	P (Present, green), A (Absent, red), L (Leave, amber); H (Holiday, blue) appears for holiday-marked days.
This month	Days present and absent so far this month.
Counts bar	Present, Absent, Leave, Not marked, Unsaved changes, and Save attendance.
Register cards	Total Students, Total Present, Total Absent, Avg Attendance for the month.
Register grid	Day-by-day marks with weekday letters, then P, A, L totals and % per student.

Questions

A parent applied for leave in the portal. Do I still mark L?

Yes. Leave applications are decided in Daily Operations › Leave Approvals; the attendance mark for each day is still made here.

The Dashboard still shows a class as not marked.

The class is counted as marked only after Save attendance. Open the class and check for the green Saved box.

Can I mark attendance from a phone?

Yes. On a phone the list shows one student per row with large P / A / L buttons, and the Save bar stays at the bottom.

STUDENTS · CHAPTER 8

Student ID Cards

Admin

Principal

Teacher

MENU Students > Student ID Cards (Teacher: Cards & Certificates > Student ID Cards)

Student ID Cards prints identity cards in the standard CR80 size (the size of a bank card), front and back, with the school logo, photo, class, roll number, father's name, date of birth, mobile, address, admission number and a QR code. Names and details come from the student record and the School Profile, so nothing is typed here. Like certificates, cards open as a preview and are recorded in the Document Register only when you click Issue & Print.

https://coreaxis.info/admin/id_card.php

DIGITAL COPY (preview) — click Issue & Print for the ORIGINAL
25 new (prints as ORIGINAL)

Issue & Print Open Document Register

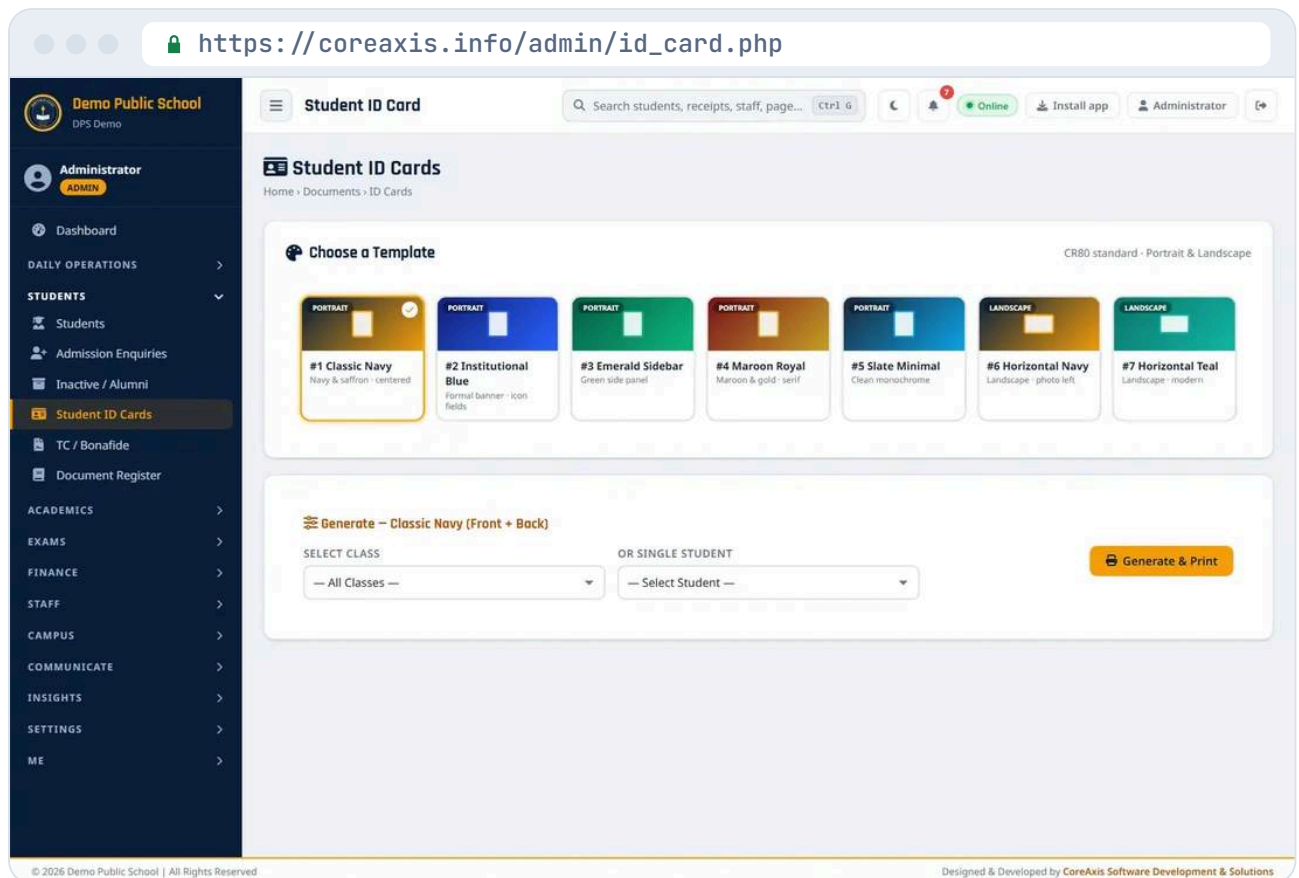
Template: #2 Institutional Blue (Portrait) X Close 25 card(s) — Front + Back

Student Name	Gender	Category	Date of Birth	Address	Father's Name	Father's DOB	Father's Mobile	Admission No.
Aanya Ranjan	Female	General	01/04/2026	313, Ashok Rajpath, Patna - 800002	Sudhir Ranjan	06/02/2020	9812599019	DP5DEM020260038
Advik Pandey	Male	SC	01/04/2026	310, Bailey Road, Patna - 800001	Ramesh Pandey	01/09/2020	9713191900	DP5DEM020260037
Ananya Singh	Female	OBC	28/02/2026	House No. 24, Road No. 5, Rajendra Nagar, Patna 800016	Manoj Kumar Singh	14/03/2020	9876543217	DP5DEM020260043
Anvi Verma	Female	General	01/04/2026	337, Rajendra Nagar, Patna - 800000	Umesh Verma	06/06/2020	9715963771	DP5DEM020260046
Aryan Singh	Male	General	01/04/2026	328, Rajiv Nagar, Patna - 800007	Abhishek Singh	15/03/2020	9715934616	DP5DEM020260043
Ayush Gupta	Male	General	01/04/2026	106, Danapur, Patna - 800011	Ranjit Gupta	05/05/2020	9835151488	DEMO202600073

Student ID Cards — Demo Public School

Print ID cards for a class (example: Class I-A, Institutional Blue design)

- 1 In the sidebar open **Students** and click **Student ID Cards**.



Seven designs: five portrait, two landscape.

- 2 Under **Choose a Template** click a design, for example **#2 Institutional Blue**. A tick marks the chosen design.

3 In **Select Class** pick **Class I**. A **Live Preview** of the class's cards appears below.

The screenshot shows the 'Student ID Card' management interface. The left sidebar contains a navigation menu with options like Dashboard, Students, Admission Enquiries, and Student ID Cards. The main area is titled 'Student ID Card' and includes a search bar and a 'Choose a Template' section with seven options. Template #2, 'Institutional Blue', is selected. Below this, there are dropdowns for 'SELECT CLASS' (set to 'Class I') and 'OR SINGLE STUDENT' (set to '— Select Student —'). A 'Generate & Print' button is present. The 'Live Preview' section shows four sample ID cards for students: Anya Ranjan, Advik Pandey, Ananya Singh, and Anvi Verma, all from Class I - Sec A - Roll 12.

https://coreaxis.info/admin/id_card.php

Student ID Card

Search students, receipts, staff, page... CIP1 6

Online Install app Administrator

Choose a Template CR80 standard · Portrait & Landscape

- #1 Classic Navy Navy & saffron - centered
- #2 Institutional Blue Formal banner - icon fields
- #3 Emerald Sidebar Green side panel
- #4 Maroon Royal Maroon & gold - serif
- #5 Slate Minimal Clean monochrome
- #6 Horizontal Navy Landscape - photo left
- #7 Horizontal Teal Landscape - modern

Class I selected Institutional Blue (Front + Back)

SELECT CLASS OR SINGLE STUDENT

Class I — Select Student —

Generate & Print

Live Preview – Institutional Blue (25 students)

DEMO PUBLIC SCHOOL
STUDENT ID CARD
Anya Ranjan
Class I - Sec A - Roll 12
Sudhir Ranjan

DEMO PUBLIC SCHOOL
STUDENT ID CARD
Advik Pandey
Class I - Sec A - Roll 11
Ramesh Pandey

DEMO PUBLIC SCHOOL
STUDENT ID CARD
Ananya Singh
Class I - Sec A - Roll 23
Manoj Kumar Singh

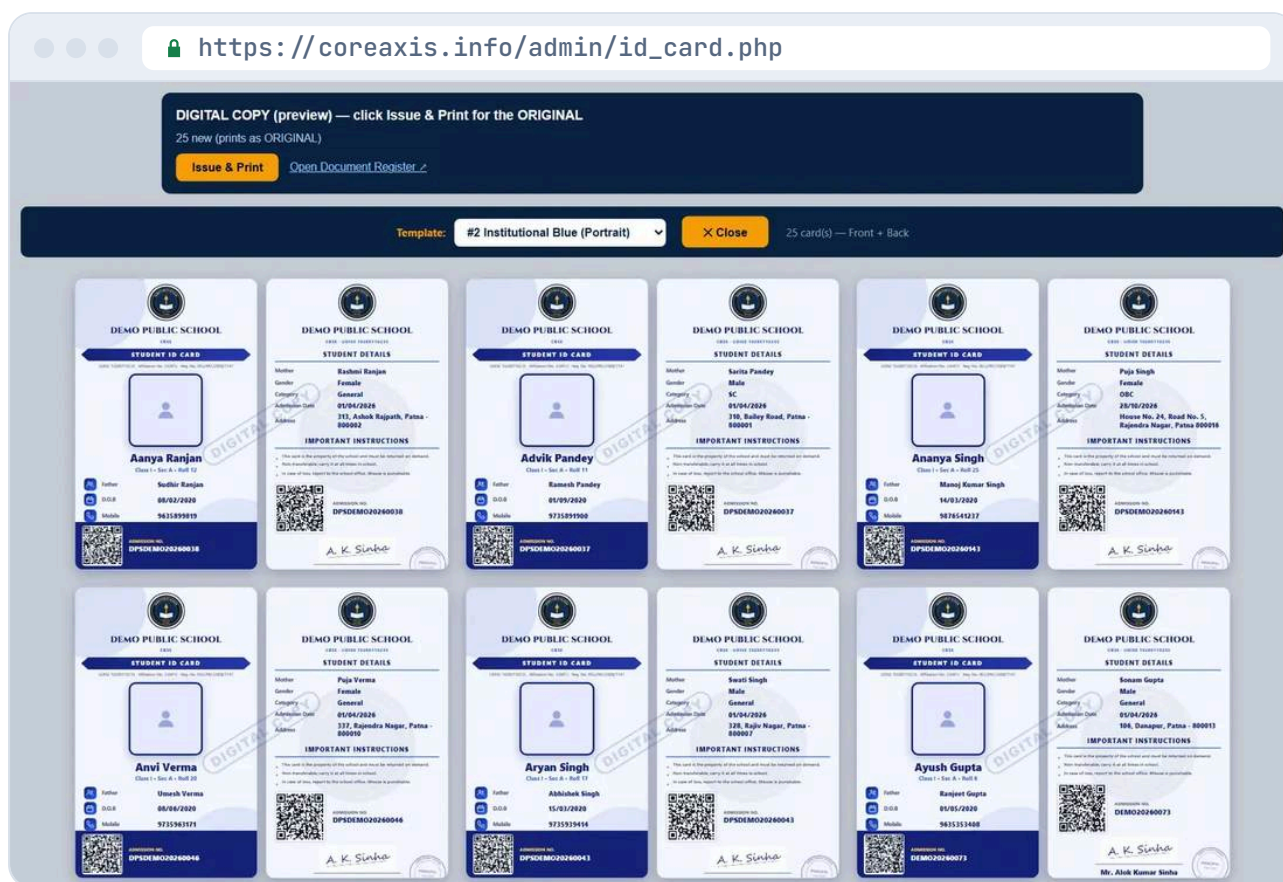
DEMO PUBLIC SCHOOL
STUDENT ID CARD
Anvi Verma
Class I - Sec A - Roll 22
Umesh Verma

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Designed & Developed by CoreAxis Software Development & Solutions

Class I selected; 25 cards in the preview.

- 4 Click **Generate & Print**. The cards open in a new tab, front and back side by side, marked DIGITAL COPY.



25 new cards (prints as ORIGINAL).

- 5 To try another design, change **Template** in the top bar of the preview.
- 6 Click **Issue & Print**. The cards are logged in the Document Register and the print bar appears.
- 7 Click **Print**. In the print window choose your card printer or A4 paper and print both sides.

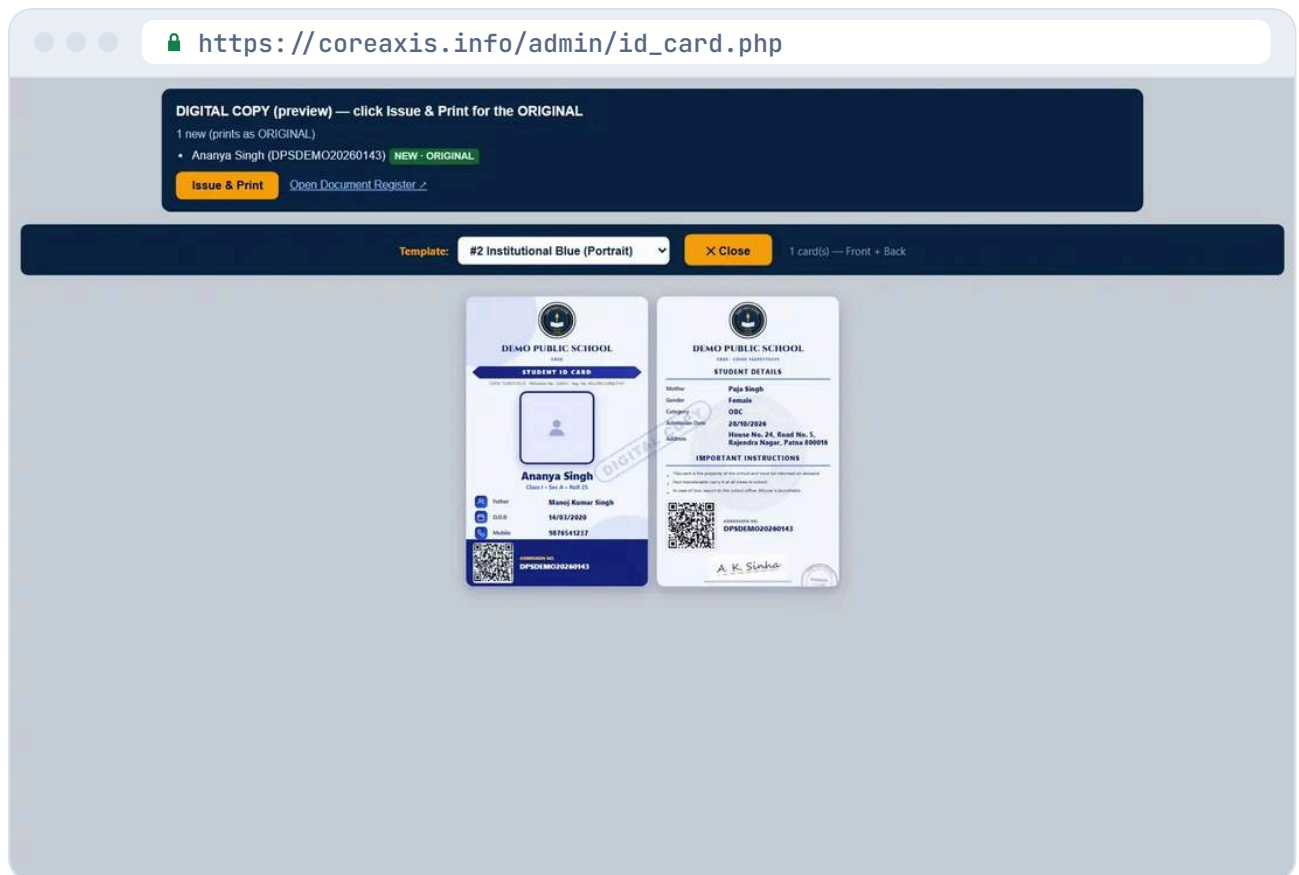
TIP Add or change student **Student**) before printing. A card without a photos in Students > Edit (**Photo** photo shows a blank silhouette.

TIP The school logo, address, UDISE / affiliation numbers and the principal's signature and stamp come from Settings > School Profile.

Print one student's card (example: Ananya Singh, new admission)

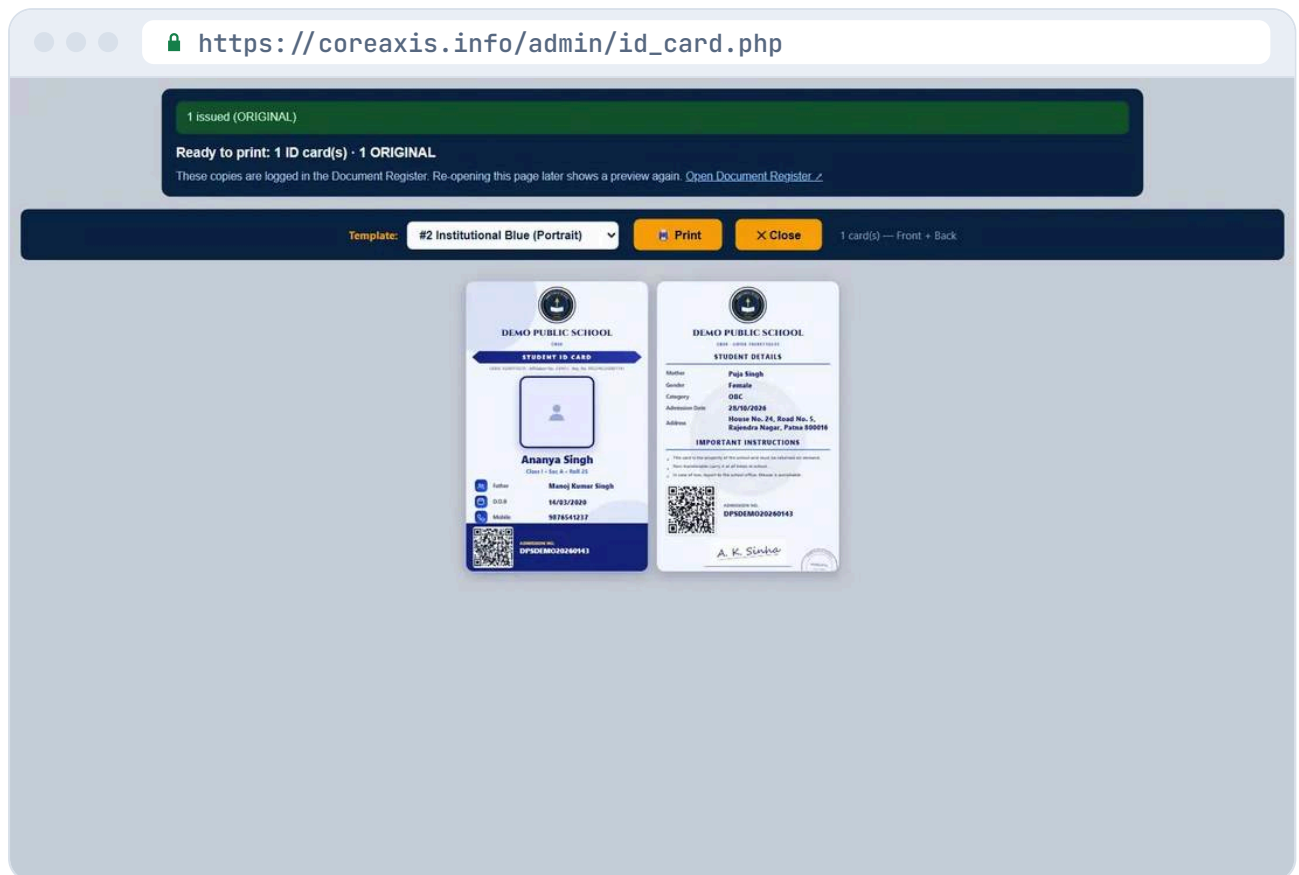
- 1 Pick the design, then pick the student in **Or Single Student**, for example Ananya Singh (DPSDEMO20260143) — I.

- 2 Click **Generate & Print**. The preview shows **1 new (prints as ORIGINAL)**.



One card for Ananya Singh.

3 Click **Issue & Print**, then **Print**.



1 issued (ORIGINAL).

TIP A lost card is reprinted the same way. The reprint is a **DUPLICATE COPY** and needs a reason, for example Card lost. If the school charges a duplicate ID card fee (Document Register > Document Fees), the card prints after the fee is paid.

Screen at a glance

#1 Classic Navy	Portrait, navy and saffron, centred layout.
#2 Institutional Blue	Portrait, formal banner with icon fields.
#3 Emerald Sidebar	Portrait, green side panel.
#4 Maroon Royal	Portrait, maroon and gold, serif type.
#5 Slate Minimal	Portrait, clean monochrome.
#6 Horizontal Navy	Landscape, photo on the left.

#7 Horizontal Teal	Landscape, modern.
Select Class / Or Single Student	Choose one: a whole class or one student.
Front of the card	School name and board, photo, name, class, section and roll, father, date of birth, mobile, admission number and QR code.
Back of the card	Mother, gender, category, admission date, address, important instructions, QR code, admission number and principal's signature and stamp.

Questions

Can a Teacher print cards?

Yes, for the classes assigned to the teacher. The page is under Cards & Certificates
 › Student ID Cards.

Where are staff ID cards?

Staff › Staff ID Cards. They work the same way and are always free.

STUDENTS · CHAPTER 9

TC / Bonafide

Admin

Principal

Accountant

MENU Students > TC / Bonafide (Accountant: Documents > TC / Certificates)

This page makes four student certificates: Bonafide, Character, Transfer Certificate (TC) and School Leaving Certificate (SLC). Opening a certificate only shows a preview marked DIGITAL COPY; it becomes a valid document only when you click Issue & Print, which numbers it and logs it in the Document Register. The first copy is the ORIGINAL and every later copy is stamped DUPLICATE COPY. A TC or SLC also needs the principal's approval, cleared fees and returned library books, and issuing the original marks the student Left.

https://coreaxis.info/admin/student_certificates.php

Student Certificates

Home > Documents > TC / SLC / Bonafide / Character

A certificate opens as a **preview**; it becomes valid only when you click **Issue & Print** (logged in the Document Register). The first copy is the ORIGINAL, every later copy is stamped DUPLICATE COPY. A TC / SLC needs the principal's approval, cleared fees and returned library books, and marks the student Left.

Generate Certificate (single student)

CERTIFICATE TYPE: Bonafide Certificate

STUDENT: — Select Student —

ISSUE DATE: 28-10-2026

PURPOSE (OPTIONAL): e.g. for bank account opening / scholarship

Preview & Issue

School name, logo, address, board, PEN No, Director/Principal signature & stamp and verification QR are all auto-filled from student records and School Profile.

Bulk Certificate Printing (Bonafide / Character / TC / SLC)

DOCUMENT: Bonafide Certificate

FILTER BY CLASS: — All Classes —

ISSUE DATE: 28-10-2026

PURPOSE (BONAFIDE, ALL): e.g. for scholarship / bank account

☐ Select all shown 0 selected

☐ Aanya Ranjan

DEMO20260042 Play

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TC / Bonafide — Demo Public School

Rules at a glance

Preview first	Preview & Issue opens the certificate as a DIGITAL COPY preview. Nothing is recorded until you click Issue & Print and confirm the popup. An ORIGINAL TC or SLC asks twice, because it also marks the student Left.
ORIGINAL and DUPLICATE COPY	The first issued copy prints as ORIGINAL with a reference number (for example TC/2026/00037), a verify code and a QR code. Every later copy prints as DUPLICATE COPY – 1, – 2 and so on.
TC / SLC: principal approval	When the office (Accountant) issues a TC or SLC, it first goes to the Principal as a request. The Admin or Principal can issue directly because they are the approving authority.
TC / SLC: fees and library	All fee dues must be cleared and all library books returned before the original is issued. The preview shows what is blocking.
TC / SLC: student marked Left	Issuing the original TC or SLC moves the student to Inactive / Alumni with the date and reason for leaving.
Document fees	If the school has set a fee in Document Register › Document Fees, it is added to the student's dues and the copy prints after the fee is paid.
Bonafide / Character	No approval needed. A Bonafide certificate can be issued only for an active student.
Signature	Certificates carry the Principal's signature and stamp from Settings › School Profile, with the Principal's name (Satyajeet Kr. Singh) under it.

Request a TC from the office (example: Priyanshu Raj, Class II-A, father transferred to Ranchi)

Rakesh Agarwal (Accountant) prepares the TC. Because it is a TC, it goes to the Principal for approval.

- 1 Open **Documents › TC / Certificates** (Admin and Principal: **Students › TC / Bonafide**).

The screenshot displays the 'Student Certificates' page in the CoreAxis School ERP system. The page is titled 'Student Certificates' and shows the URL 'https://coreaxis.info/admin/student_certificates.php'. The left sidebar contains a navigation menu with options like 'Today', 'Fee Desk', 'Fee Dues', 'Concessions', 'Cheques / DD', 'UPI / Bank Claims', 'Fee Structure', 'Students', 'Expenses', 'School Store', 'Payroll', 'Finance Ledger', 'Reports', and 'DOCUMENTS'. The 'DOCUMENTS' section is expanded, showing 'TC / Certificates' and 'Document Register'. The main content area is divided into two sections: 'Generate Certificate (single student)' and 'Bulk Certificate Printing (Bonafide / Character / TC / SLC)'. The 'Generate Certificate' section has fields for 'CERTIFICATE TYPE' (Bonafide Certificate), 'STUDENT' (— Select Student —), 'ISSUE DATE' (28-10-2026), and 'PURPOSE (OPTIONAL)' (e.g. for bank account opening / scholarship). There is a 'Preview & Issue' button. The 'Bulk Certificate Printing' section has fields for 'DOCUMENT' (Bonafide Certificate), 'FILTER BY CLASS' (— All Classes —), and 'ISSUE DATE' (28-10-2026). Below these fields, there is a search bar and a list of students, with 'Aanya Ranjan' selected. The footer of the page shows '© 2026 Demo Public School | All Rights Reserved' and 'Designed & Developed by CoreAxis Software Development & Solutions'.

The Student Certificates page.

- 2 In **Generate Certificate (single student)** pick **Certificate Type**: Transfer Certificate (TC).
- 3 Pick the **Student**: Priyanshu Raj (DPSDEMO20260145) — II. Type in the box to search.
- 4 Check the **Issue Date** (28-10-2026) and type **Conduct / Character**: Good.

- 5 Type **Reason for Leaving**: Father transferred to Ranchi, **Promoted / Qualified to Class**: Class III, and pick the **Date of Leaving**: 28-10-2026.

https://coreaxis.info/admin/student_certificates.php

Student Certificates

Home > Documents > TC / SLC / Bonafide / Character

Document Register

A certificate opens as a **preview**; it becomes valid only when you click **Issue & Print** (logged in the Document Register). The first copy is the ORIGINAL, every later copy is stamped DUPLICATE COPY. A TC / SLC needs the principal's approval, cleared fees and returned library books, and marks the student Left.

Generate Certificate (single student)

Transfer Certificate for Priyanshu Raj

CERTIFICATE TYPE	STUDENT	ISSUE DATE
Transfer Certificate (TC)	Priyanshu Raj (DPSDEMO20260145) — II	28-10-2026
CONDUCT / CHARACTER		
Good		
REASON FOR LEAVING	PROMOTED / QUALIFIED TO CLASS	DATE OF LEAVING
Father transferred to Ranchi	Class III	28-10-2026
ANY OTHER REMARKS		

Preview & Issue

School name, logo, address, board, PEN No, Director/Principal signature & stamp and verification QR are all auto-filled from student records and School Profile.

Bulk Certificate Printing (Bonafide / Character / TC / SLC)

DOCUMENT	FILTER BY CLASS	ISSUE DATE
Bonafide Certificate	— All Classes —	28-10-2026
PURPOSE (BONAFIDE, ALL)		

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The TC form filled for Priyanshu Raj.

- 6 Click **Preview & Issue**. The preview opens in a new tab. The top bar lists what is needed: **needs principal approval** and **Fee dues of ₹4,900.00 are not cleared**.

https://coreaxis.info/admin/student_certificates.php

DIGITAL COPY (preview) — click Issue & Print for the ORIGINAL
 1 new (prints as ORIGINAL)

- Priyanshu Raj (DPSDEMO20260145) **NEW - ORIGINAL** **needs principal approval** **Fee dues of ₹4,900.00 are not cleared**

[Send request to Principal](#) [Open Document Register ↗](#)

Close

DEMO PUBLIC SCHOOL
 14, Boring Road, Near Darna Women's College
 CBSE · UDISE: 10280110235 · Affiliation No. 339412

TRANSFER CERTIFICATE

Ref. No.: — Date: 28 October 2026

1	Admission No.	DPSDEMO20260145
2	PEN (Permanent Education No.)	—
3	Name of the Student	Priyanshu Raj
4	Father's Name	Sunil Kumar Raj
5	Mother's Name	Rekha Raj
6	Date of Birth	21/08/2018
7	Category / Caste	General
8	Date of Admission	01/04/2026
9	Class in which admitted / last studied	Class II (Sec A)
10	Qualified for promotion to	Class III
11	Whether all dues cleared	No
12	Date of leaving the school	28/10/2026
13	Reason for leaving	Father transferred to Ranchi

The preview is stamped DIGITAL COPY; the blockers are shown in red and blue.

- 7 Click **Send request to Principal**. The bar shows **1 sent to the Principal for approval**.

https://coreaxis.info/admin/student_certificates.php

1 sent to the Principal for approval

DIGITAL COPY (preview) — click Issue & Print for the ORIGINAL

1 new (prints as ORIGINAL)

- Priyanshu Raj (DPSDEMO20260145) **NEW - ORIGINAL** approval pending Fee dues of ₹4,900.00 are not cleared

Issue & Print 1 waiting for the principal's approval [Open Document Register ↗](#)

X Close



DEMO PUBLIC SCHOOL
14, Boring Road, Near Patna Women's College
CBSE - UDISE: 10280110235 - Affiliation No. 330412

TRANSFER CERTIFICATE

Ref. No.: — Date: 28 October 2026

1	Admission No.	DPSDEMO20260145
2	PEN (Permanent Education No.)	—
3	Name of the Student	Priyanshu Raj
4	Father's Name	Sunil Kumar Raj
5	Mother's Name	Rekha Raj
6	Date of Birth	21/08/2018
7	Category / Caste	General
8	Date of Admission	01/04/2026
9	Class in which admitted / last studied	Class II (Sec A)
10	Qualified for promotion to	Class III
11	Whether all dues cleared	No

The request now waits in the Document Register.

Approve the TC request (Principal Satyaajeet Kr. Singh)

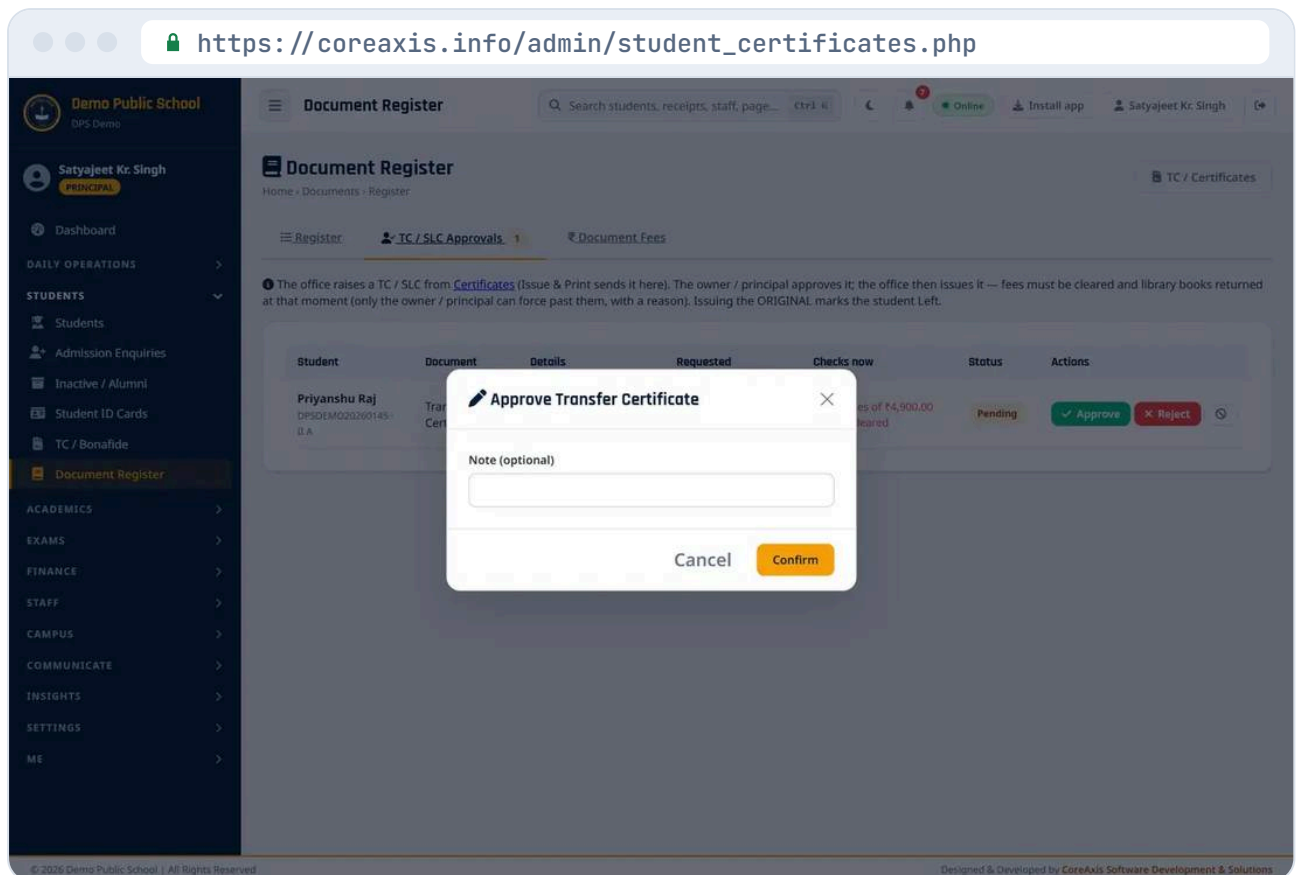
- 1 Open **Students > Document Register** and click the **TC / SLC Approvals** tab. The waiting request shows the student, type, leaving date and reason, who requested it, and the checks still failing.

The screenshot displays the 'Document Register' page in the CoreAxis School ERP system. The browser address bar shows 'https://coreaxis.info/admin/student_certificates.php'. The left sidebar menu includes 'Demo Public School', 'Satyaajeet Kr. Singh (PRINCIPAL)', 'Dashboard', 'DAILY OPERATIONS', 'STUDENTS' (with sub-items: Students, Admission Enquiries, Inactive / Alumni, Student ID Cards, TC / Bonafide, and Document Register), 'ACADEMICS', 'EXAMS', 'FINANCE', 'STAFF', 'CAMPUS', 'COMMUNICATE', 'INSIGHTS', 'SETTINGS', and 'ME'. The main content area is titled 'Document Register' and includes a search bar and tabs for 'Register', 'TC / SLC Approvals' (active), and 'Document Fees'. A notification states: 'The office raises a TC / SLC from Certificates (Issue & Print sends it here). The owner / principal approves it; the office then issues it — fees must be cleared and library books returned at that moment (only the owner / principal can force past them, with a reason). Issuing the ORIGINAL marks the student Left.' Below this is a table with columns: Request from the office, Document, Details, Requested, Checks now, Status, and Actions. A single row is visible for 'Priyanshu Raj' (DPSDEMO20260145-II A) with a 'Transfer Certificate' document. The 'Details' column shows 'Leaving: 28 Oct 2026' and 'Reason: Father transferred to Ranchi'. The 'Requested' column shows '28 Oct 2026, 07:40 PM by Rakesh Agarwal'. The 'Checks now' column shows 'X Fee dues of ₹4,900.00 are not cleared'. The 'Status' is 'Pending'. The 'Actions' column contains 'Approve' and 'Reject' buttons.

Request from the office	Document	Details	Requested	Checks now	Status	Actions
Priyanshu Raj DPSDEMO20260145-II A	Transfer Certificate	Leaving: 28 Oct 2026 Reason: Father transferred to Ranchi	28 Oct 2026, 07:40 PM by Rakesh Agarwal	X Fee dues of ₹4,900.00 are not cleared	Pending	Approve Reject

Priyanshu Raj's request, raised by Rakesh Agarwal; fees are still due.

- 2 Click **Approve**. Type a note if you want (optional) and click **Confirm**.



Approve asks for an optional note; Reject needs a reason.

- 3 The message **Approved — the office can now issue it (fees and library are checked at issue)** appears and the status turns **Approved**.

The screenshot shows the 'Document Register' page in the CoreAxis School ERP system. The browser address bar displays 'https://coreaxis.info/admin/student_certificates.php'. The user is logged in as 'Satyajeeet Kr. Singh' (Principal). The left sidebar contains navigation options: Dashboard, DAILY OPERATIONS, STUDENTS, ACADEMICS, EXAMS, FINANCE, STAFF, CAMPUS, COMMUNICATE, INSIGHTS, SETTINGS, and ME. The 'Document Register' page has a top navigation bar with 'Register', 'TC / SLC Approvals', and 'Document Fees'. A green notification banner at the top states: 'Approved — the office can now issue it (fees and library are checked at issue)'. Below this, a table lists documents. The first document is for 'Priyanshu Raj' (DPSDEMO20260145 - II A), a 'Transfer Certificate'. The status is 'Approved'. The 'Actions' column includes an 'Issue now' button.

Approved	Document	Details	Requested	Checks now	Status	Actions
Priyanshu Raj DPSDEMO20260145 - II A	Transfer Certificate	Leaving: 28 Oct 2026 Reason: Father transferred to Ranchi	28 Oct 2026, 07:40 PM by Rakesh Agarwal	X Fee dues of ₹4,900.00 are not cleared	Approved 28 Oct 2026, 07:40 PM · Satyajeeet Kr. Singh	Issue now

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Approved. The Issue now button opens the TC preview.

Clear the dues and issue the original TC

- At the **Fee Desk**, find Priyanshu Raj, tap **All · ₹4,900**, choose the payment mode and collect the fee. (See the Fee Desk chapter.)

https://coreaxis.info/admin/student_certificates.php

Fee Collection

Search students, receipts, expenses, ... Ctrl G

Online Install app Rakesh Agarwal

TODAY'S COLLECTION
₹8,200
11 receipts today

THIS MONTH
₹3,58,250
October 2026

SESSION TOTAL
₹10,02,000
Session 2026-27

TO CHECK
1
1 UPI claim

Collect fee

FIND STUDENT
Priyanshu Raj · DPSDEMO20260145

FEE HEAD
Tuition Fee (₹800)

MONTH
April

Priyanshu Raj
DPSDEMO20260145 - Class II - Roll 25
Father: Sunil Kumar Raj - 9876542264

BILLED: ₹4,900 **PAID:** ₹0 **BALANCE:** ₹4,900

Outstanding months — tap to collect one:

All ₹4,900 April ₹700 May ₹700 June ₹700
July ₹700 August ₹700 September ₹700
October ₹700

AMOUNT (₹) *
4900

PAYMENT MODE
Cash

Total tuition outstanding (editable). Recorded against April, the oldest unpaid month.

REMARKS
Dues cleared before TC

✓ Collect ₹4,900 & generate receipt Clear

Recent Collections

Search receipt / student /

Receipt No	Student	Class	Month	Amount	Mode	Date	Action
REC001318	Mishka Jha DEMO20260104	VIII	May	₹1,100.00	Online	28 Oct 2026	
REC001319	Mishka Jha DEMO20260104	VIII	June	₹700.00	Online	28 Oct 2026	

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All outstanding months selected at the Fee Desk.

- 2 Open the TC again (TC / Certificates > Preview & Issue, or **Issue now** in TC / SLC Approvals). The bar now says **approved by principal** and shows no blockers.

https://coreaxis.info/admin/student_certificates.php

DIGITAL COPY (preview) — click **Issue & Print** for the **ORIGINAL**
 1 new (prints as ORIGINAL)
 • Priyanshu Raj (DPSDEMO20260145) **NEW · ORIGINAL** **approved by principal**
[Issue & Print](#) [Open Document Register ↗](#)

✕ Close



DEMO PUBLIC SCHOOL
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DIGITAL COPY

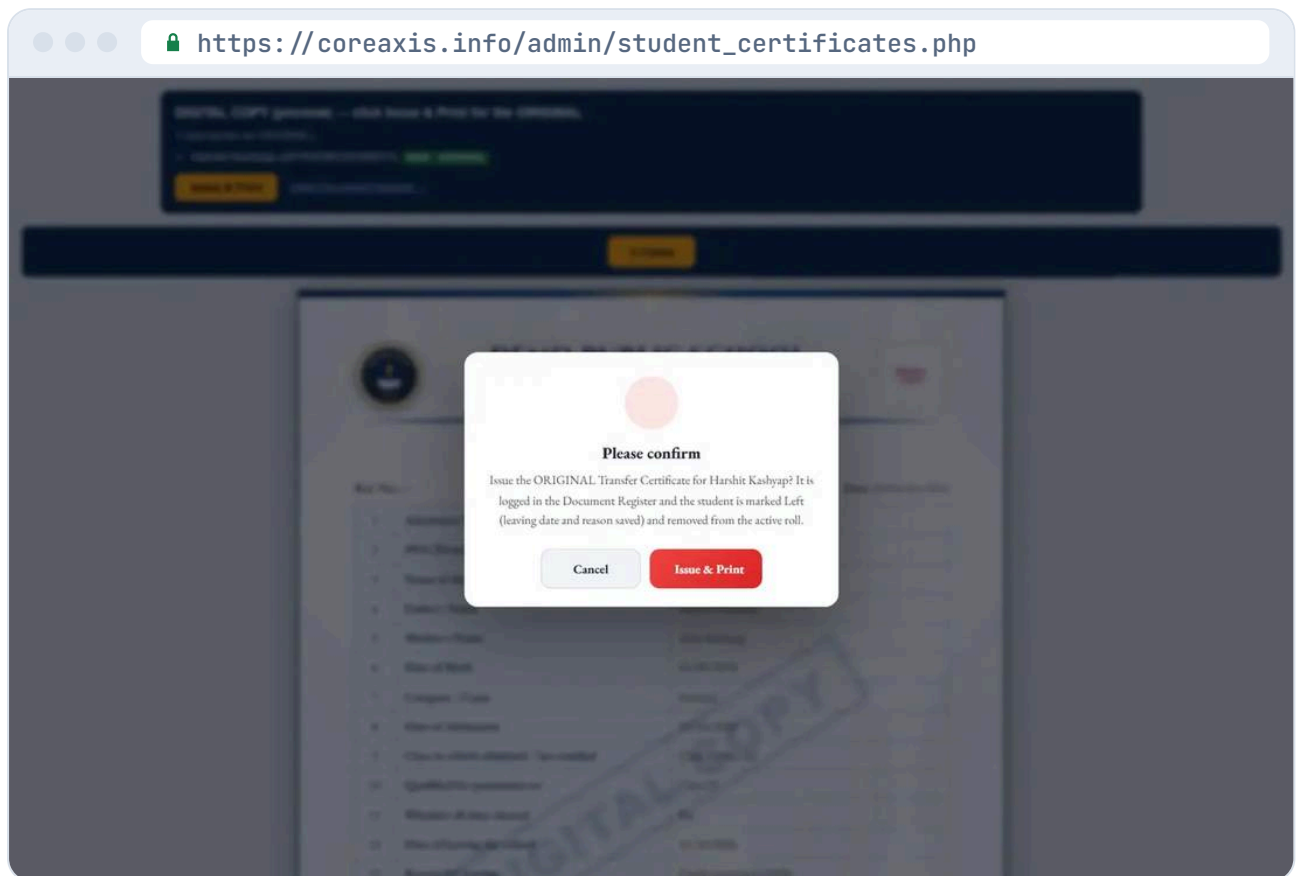
TRANSFER CERTIFICATE

Ref. No.: — Date: 28 October 2026

1	Admission No.	DPSDEMO20260145
2	PEN (Permanent Education No.)	—
3	Name of the Student	Priyanshu Raj
4	Father's Name	Sunil Kumar Raj
5	Mother's Name	Rekha Raj
6	Date of Birth	21/08/2018
7	Category / Caste	General
8	Date of Admission	01/04/2026
9	Class in which admitted / last studied	Class II (Sec A)
10	Qualified for promotion to	Class III
11	Whether all dues cleared	Yes
12	Date of leaving the school	28/10/2026
13	Reason for leaving	Father transferred to Ranchi

Ready to issue.

- 3 Click **Issue & Print**. The popup reads "Issue the ORIGINAL Transfer Certificate for Priyanshu Raj? It is logged in the Document Register and the student is marked Left (leaving date and reason saved) and removed from the active roll." Click **Issue & Print**, then confirm once more in the second popup.



An ORIGINAL TC asks twice. The first popup names the student (here another student's TC, cancelled) and says they will be marked Left.

- 4 The bar shows **1 issued (ORIGINAL)**. The TC now has a reference number (TC/2026/00037), a verify code and a QR code.

DEMO PUBLIC SCHOOL		
14, Boring Road, Near Patna Women's College CBSE · UDISE: 10280110234 · Affiliation No. 330412		
TRANSFER CERTIFICATE		
Ref. No.: TC/2026/00037 · Verify code: G26XB5HVQYH7		Date: 28 October 2026
1	Admission No.	DPSDEMO20260145
2	PEN (Permanent Education No.)	—
3	Name of the Student	Priyanshu Raj
4	Father's Name	Sunil Kumar Raj
5	Mother's Name	Rekha Raj
6	Date of Birth	21/08/2018
7	Category / Caste	General
8	Date of Admission	01/04/2026
9	Class in which admitted / last studied	Class II (Sec A)
10	Qualified for promotion to	Class III
11	Whether all dues cleared	Yes
12	Date of leaving the school	28/10/2026
13	Reason for leaving	Father transferred to Ranchi

The ORIGINAL TC, ready to print.

- 5 Click **Print** and print on the school's paper. Click **Close** when done.
- 6 Priyanshu Raj is now marked Left and appears in **Inactive / Alumni** as **Left 28 Oct 2026** with the reason Father transferred to Ranchi.

TIP The Admin or Principal can still issue a blocked TC by forcing the rule with a written reason. The register then shows the document as **Forced (rule overridden)**.

IMPORTANT Issue the original only when the parent is collecting the TC. The student leaves the active roll at once, and a second print will be a DUPLICATE COPY.

Reprint a certificate (DUPLICATE COPY)

- 1 Open the same certificate again for the same student, or click **Reprint** in the Document Register.

- 2 The bar says **1 already issued (prints as DUPLICATE COPY)** and shows the next copy number, for example **next: DUPLICATE COPY – 1**.

DIGITAL COPY (preview) — click Issue & Print for the ORIGINAL

1 already issued (prints as DUPLICATE COPY)

- Priyanshu Raj (DPSDEMO20260145) **ISSUED 28 Oct 2026 - next: DUPLICATE COPY – 1**

Reason for the duplicate (lost, d)

☐ Print reprint as original (no copy lag) Reason (required)

Issue & Print [Open Document Explorer](#)

X Close

DEMO PUBLIC SCHOOL
14, Boring Road, Near Patna Women's College
CBSE - UDISE: 10280110235 - Affiliation No. 330412

TRANSFER CERTIFICATE

Ref. No.: — Date: 28 October 2026

1	Admission No.	DPSDEMO20260145
2	PEN (Permanent Education No.)	—
3	Name of the Student	Priyanshu Raj
4	Father's Name	Sunil Kumar Raj
5	Mother's Name	Rakha Raj
6	Date of Birth	21/08/2018
7	Category / Caste	General
8	Date of Admission	01/04/2026
9	Class in which admitted / last studied	Class II (Sec A)
10	Qualified for promotion to	Class III
11	Whether all dues cleared	Yes
12	Date of leaving the school	28/10/2026
13	Reason for leaving	Father transferred to Ranchi
14	General conduct & character	Good
15	Any other remarks	—

Certified that the above particulars are true and correct as per the records of this school.

Class Teacher Signature

PRINCIPAL
Satyajeet Kr. Singh
Principal / Director

This is a computer generated certificate issued by Demo Public School. Verify authenticity by scanning the QR code in the header.

A TC reprint needs a reason.

- 3 Click **Issue & Print** and confirm. The copy is stamped **DUPLICATE COPY – 1** with the reprint date.
- 4 Click **Issue & Print**. The copy is stamped **DUPLICATE COPY – 1** with the reprint date.

Issue a Bonafide certificate (example: Kabir Sharma, Class V-A, for a scholarship)

- 1 Pick **Certificate Type**: Bonafide Certificate and the **Student**: Kabir Sharma (DEMO20260021) — V.

- 2 Type the **Purpose (optional)**: for scholarship application.

The screenshot displays the 'Student Certificates' management interface. The left sidebar contains navigation options like Dashboard, Students, Admission Enquiries, and Document Register. The main content area is titled 'Student Certificates' and includes a search bar and a 'Document Register' button. A note explains that certificates are previewed before being valid. The 'Generate Certificate (single student)' form is shown with the following details:

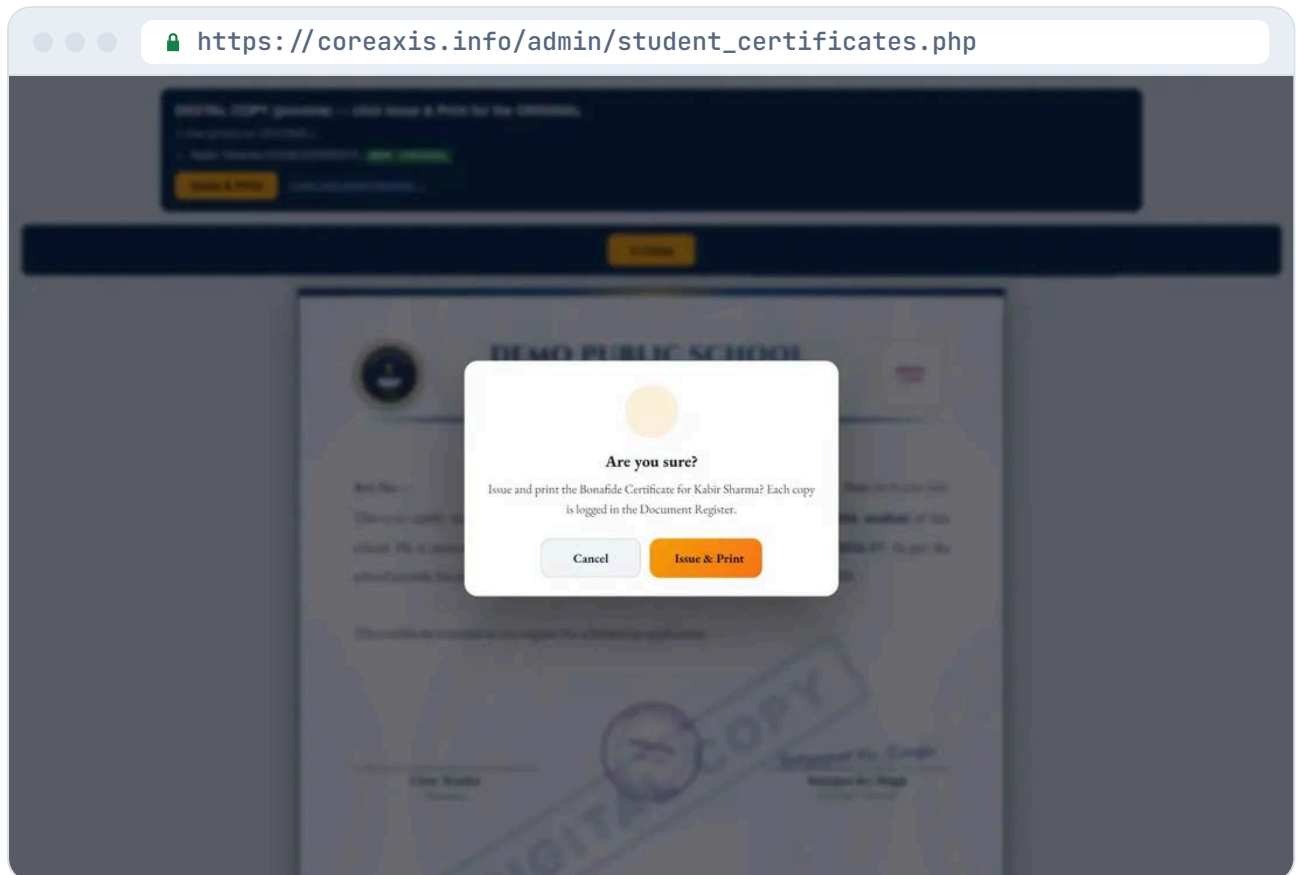
- Certificate Type:** Bonafide Certificate
- Student:** Kabir Sharma (DEMO20260021) — V
- Issue Date:** 28-10-2026
- Purpose (Optional):** for scholarship application

The 'Preview & Issue' button is highlighted. Below this, the 'Bulk Certificate Printing' section allows for generating certificates for multiple students, with filters for document type, class, and issue date.

Bonafide needs only the student and purpose.

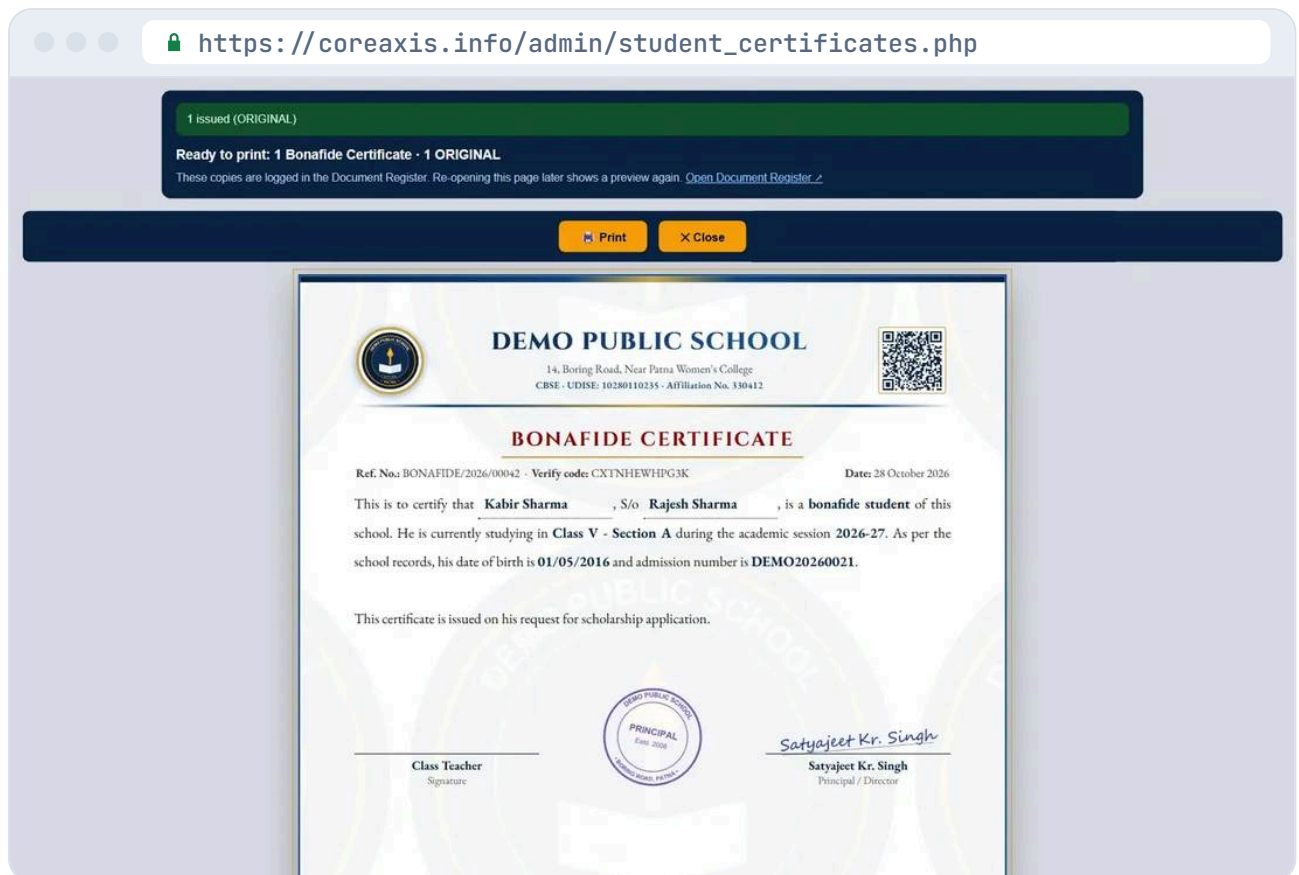
- 3 Click **Preview & Issue** and check the preview.

- 4 Click **Issue & Print**. The popup asks "Issue and print the Bonafide Certificate for Kabir Sharma? Each copy is logged in the Document Register." Click **Issue & Print**.



Issue & Print asks once for a Bonafide certificate.

- 5 The certificate gets the number BONAFIDE/2026/00042 and prints as ORIGINAL.



The issued Bonafide certificate with QR code, the Principal's stamp and signature (Satyajeet Kr. Singh).

- 6 Click **Print**.

TIP A Character certificate works the same way; fill

Conduct / Character

instead of Purpose.

Print certificates for many students at once

- 1 Scroll to **Bulk Certificate Printing (Bonafide / Character / TC / SLC)**.

The screenshot shows the 'Student Certificates' page in the CoreAxis School ERP system. The URL is https://coreaxis.info/admin/student_certificates.php. The page title is 'Student Certificates'. A search bar is present with the text 'Search students, receipts, staff, page...'. The user is logged in as 'Satyajeet Kr. Singh' (Principal). The left sidebar shows the navigation menu with 'TC / Bonafide' selected. The main content area is titled 'Bulk Certificate Printing (Bonafide / Character / TC / SLC)'. It includes a 'DOCUMENT' dropdown set to 'Bonafide Certificate', a 'FILTER BY CLASS' dropdown set to 'All Classes', and an 'ISSUE DATE' field set to '28-10-2026'. Below these, there is a 'PURPOSE (BONAFIDE, ALL)' field with the text 'e.g. for scholarship / bank account'. A 'Select all shown' button is present, and a table lists 10 students with checkboxes, names, IDs, and 'Play' buttons. At the bottom, there is a 'Preview & Issue Selected' button and a note about document selection.

DOCUMENT	FILTER BY CLASS	ISSUE DATE
Bonafide Certificate	All Classes	28-10-2026

PURPOSE (BONAFIDE, ALL)
e.g. for scholarship / bank account

Select all shown 0 selected

☐	Aanya Ranjan	DEMO20260042	Play
☐	Aditi Dubey	DPSDEMO20260002	Play
☐	Advik Pandey	DEMO20260041	Play
☐	Aryan Singh	DEMO20260047	Play
☐	Darsh Singh	DPSDEMO20260003	Play
☐	Ira Verma	DPSDEMO20260006	Play
☐	Jhanvi Kumar	DPSDEMO20260008	Play
☐	Kiaan Anand	DEMO20260043	Play
☐	Laksh Tiwari	DPSDEMO20260001	Play
☐	Mahi Jha	DEMO20260044	Play

Preview & Issue Selected

Choose a document type — Bonafide / Character / TC / SLC — then select students and click Generate to bulk-print. Each student gets a separate A4 certificate (one per page). Only fields relevant to the chosen document are shown (applied to all selected students). For SLC, also choose a Design.

The bulk section.

- 2 Pick the **Document**, then **Filter by Class** to list that class's students.
- 3 Set the **Issue Date** and the common details (purpose, conduct, or leaving date, reason and promoted class for TC / SLC). For SLC choose an **SLC Design**.
- 4 Click **Preview & Issue Selected**, check the preview and click **Issue & Print**, then confirm. Each certificate prints on its own page.
- 5 Click **Preview & Issue Selected**, check the preview and click **Issue & Print**. Each certificate prints on its own page.

Form fields

Certificate Type

Bonafide Certificate, Character Certificate, Transfer Certificate (TC), School Leaving Certificate (SLC).

Student

Active students first; students who have left are marked [left / inactive].

Issue Date	Date printed on the certificate.
SLC Design Template	Choice of four SLC layouts (SLC only).
Purpose (optional)	Bonafide only, for example for scholarship or bank account.
Conduct / Character	Printed on Character, TC and SLC, for example Good.
Reason for Leaving / Promoted / Qualified to Class / Date of Leaving	TC and SLC only.
Any Other Remarks	Optional line printed at the end.

Questions

The preview says 'Library books not returned'.

Return the books at Campus › Library, then open the TC again. The check runs every time the preview opens.

How does someone check that a TC is real?

Scanning the QR code, or entering the verify code on the school's verification page, shows the document details or says it was revoked.

Can a Teacher issue certificates?

No. Teachers do not see this page. Exam certificates for competitions and results are under Exams › Exam Certificates.

STUDENTS · CHAPTER 10

Document Register

Admin

Principal

Accountant

MENU Students > Document Register (Accountant: Documents > Document Register)

Every document issued with Issue & Print is entered in the Document Register with a reference number and a verify code. Each copy is listed: the first is the ORIGINAL, later office copies are DUPLICATE COPY – n, and downloads from the parent portal or mobile app are DIGITAL COPY. The register has three tabs: Register (all documents), TC / SLC Approvals (requests from the office) and Document Fees (what the school charges per document). Admins and Principals can revoke a document, waive a fee and approve TC requests; the Accountant can view, reprint and raise requests.

The screenshot shows the 'Document Register' page in the CoreAxis School ERP system. The page has a sidebar on the left with navigation options: Dashboard, DAILY OPERATIONS, STUDENTS, ACADEMICS, EXAMS, FINANCE, STAFF, CAMPUS, COMMUNICATE, INSIGHTS, SETTINGS, and ME. The main content area is titled 'Document Register' and includes a search bar, filters for TYPE, STATUS, FROM, and TO, and a 'Filter' button. Below the filters, a table lists documents with columns: Ref No / Code, Document, Issued, Copies, Status, and Actions. The table contains six rows of document entries, each with a unique reference number, description, issue date, number of copies, status, and available actions (Copies, Reprint, Revoke).

Ref No / Code	Document	Issued	Copies	Status	Actions
BONAFIDE/2026/00038 3BP4Q63P9HEK	Bonafide Certificate Bonafide Certificate — Ananya Singh DPSDEMO20260143	28 Oct 2026, 07:42 PM by Satyajeet Kr. Singh	1 office	Valid	Copies Reprint Revoke
TC/2026/00037 G26XBSHVQVH7	Transfer Certificate Transfer Certificate — Priyanshu Raj DPSDEMO20260145 - left	28 Oct 2026, 07:41 PM by Rakesh Agarwal	1 office	Valid	Copies Reprint Revoke
PS/2026/00036 YCBV4X06XR9H	Salary Payslip Salary Payslip October 2026 — Pooja Gupta	28 Oct 2026, 07:40 PM by Rakesh Agarwal	0 office (issued before the register)	Valid	Copies Revoke
— 8NKB5EY52H3NB	Fee Receipt Fee Receipt REC001316 — Atharv Chauhan - DEMO20260017	28 Oct 2026, 07:17 PM by Rakesh Agarwal	0 office (issued before the register)	Revoked	Copies
— T2EEC3H22GZC	Fee Receipt Fee Receipt REC001314 — Harshit Kashyap - DPSDEMO20260073	28 Oct 2026, 07:15 PM by Rakesh Agarwal	0 office (issued before the register)	Valid	Copies Reprint Revoke

Document Register — Demo Public School

Find an issued document (example: Ananya Singh's Bonafide certificate)

- 1 In the sidebar open **Students** and click **Document Register**. The **Register** tab lists the latest documents first.

The screenshot shows the 'Document Register' page in the CoreAxis School ERP system. The browser address bar displays 'https://coreaxis.info/admin/documents.php'. The sidebar on the left lists various navigation options, with 'Document Register' highlighted. The main content area features a search bar and filters for 'TYPE', 'STATUS', 'FROM', and 'TO'. Below the filters, a table lists documents. The first document is a 'Bonafide Certificate' for 'Ananya Singh' issued on '28 Oct 2026, 07:42 PM' by 'Satyajeet Kr. Singh'. The status is 'Valid' and it has '1 office' copy. The table also shows other documents like 'Transfer Certificate', 'Salary Payslip', and 'Fee Receipt'.

Ref No / Code	Document	Issued	Copies	Status	Actions
BONAFIDE/2026/00038 3BP6Q0JPH4EK	Bonafide Certificate Bonafide Certificate — Ananya Singh DPSDEMO20260143	28 Oct 2026, 07:42 PM by Satyajeet Kr. Singh	1 office	Valid	Copies Reprint
TC/2026/00037 G26XBSARQYH7	Transfer Certificate Transfer Certificate — Priyanshu Raj DPSDEMO20260145 - left	28 Oct 2026, 07:41 PM by Rakesh Agarwal	1 office	Valid	Copies Reprint
PS/2026/00036 VC8V4XHX09PH	Salary Payslip Salary Payslip October 2026 — Pooja Gupta	28 Oct 2026, 07:40 PM by Rakesh Agarwal	0 office (issued before the register)	Valid	Copies
— 88KSEY52HJNB	Fee Receipt Fee Receipt REC001316 — Atharv Chauhan - DEMO20260017	28 Oct 2026, 07:17 PM by Rakesh Agarwal	0 office (issued before the register)	Revoked	Copies
— T2EEC3N22GZC	Fee Receipt Fee Receipt REC001314 — Harshit Kashyap - DPSDEMO20260073	28 Oct 2026, 07:15 PM by Rakesh Agarwal	0 office (issued before the register)	Valid	Copies Reprint

The Register tab.

- 2 Type a name, reference number, verify code or admission number in **Search**, for example Ananya Singh.
- 3 Narrow the list with **Type** (for example Bonafide Certificate), **Status** and the **From / To** dates if needed.

4 Click **Filter**.

https://coreaxis.info/admin/documents.php

Document Register

Search students, receipts, staff, page... Ctrl+G

Online Install app Satyajeet Kr. Singh

Document Register

Home > Documents > Register

TC / Certificates

Register TC / SLC Approvals Document Fees

SEARCH: Ananya Singh TYPE: All types STATUS: All FROM: dd-mm-yyyy TO: dd-mm-yyyy Filter

1 document(s). Every copy is listed under Copies: the first is the ORIGINAL, later office copies are DUPLICATE COPY - n, app downloads are DIGITAL COPY.

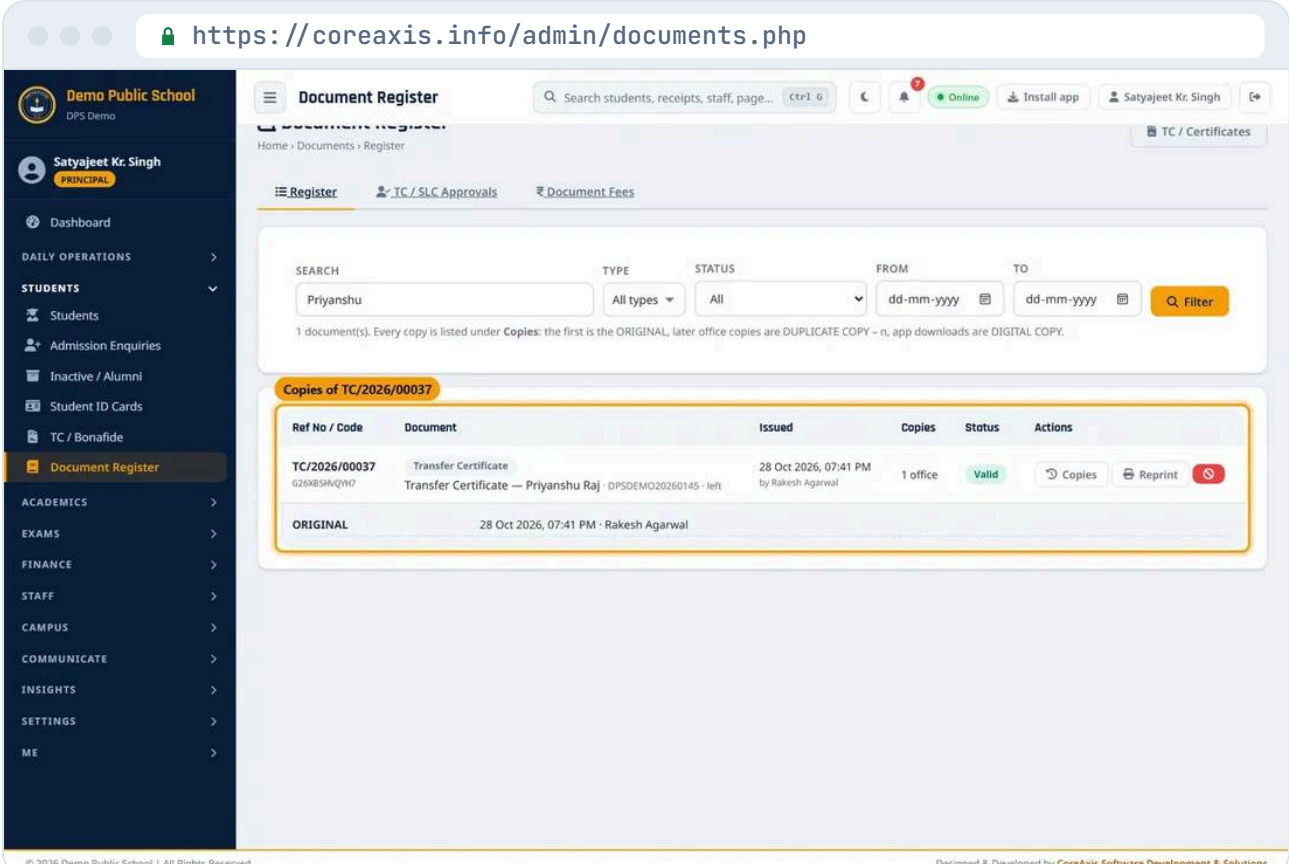
Ref No / Code	Document	Issued	Copies	Status	Actions
BONAFIDE/2026/00038 7BP0Q03P0HEK	Bonafide Certificate Bonafide Certificate — Ananya Singh · DPSDEMO20260143	28 Oct 2026, 07:42 PM by Satyajeet Kr. Singh	1 office	Valid	Copies Reprint

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BONAFIDE/2026/00038 issued by Satyajeet Kr. Singh.

- 5 Click **Copies** on the row to see every copy with date and the person who printed it.



The screenshot displays the 'Document Register' page in the CoreAxis School ERP system. The browser address bar shows the URL: <https://coreaxis.info/admin/documents.php>. The page header includes the user name 'Satyajeet Kr. Singh' and the role 'PRINCIPAL'. The left sidebar contains a navigation menu with options like Dashboard, STUDENTS, ACADEMICS, EXAMS, FINANCE, STAFF, CAMPUS, COMMUNICATE, INSIGHTS, SETTINGS, and ME. The main content area shows the 'Document Register' section with a search filter for 'Priyanshu'. Below the search filter, a table titled 'Copies of TC/2026/00037' displays the document details. The table has columns for Ref No / Code, Document, Issued, Copies, Status, and Actions. The first row shows the document 'TC/2026/00037' with a status of 'Valid' and 1 office copy. The second row shows the 'ORIGINAL' document, issued on 28 Oct 2026, 07:41 PM, by Rakesh Agarwal. The 'Actions' column includes buttons for 'Copies', 'Reprint', and a red circular icon.

Ref No / Code	Document	Issued	Copies	Status	Actions
TC/2026/00037 G26XBSH/VNH7	Transfer Certificate — Priyanshu Raj · DPSDEMO20260145 · left	28 Oct 2026, 07:41 PM by Rakesh Agarwal	1 office	Valid	Copies Reprint [Red Icon]
ORIGINAL	28 Oct 2026, 07:41 PM · Rakesh Agarwal				

The TC of Priyanshu Raj: one ORIGINAL, printed by Rakesh Agarwal.

Print a duplicate copy (example: Ananya's parent lost the Bonafide)

- 1 Find the document and click **Reprint**. A preview opens in a new tab.

The screenshot shows the 'Document Register' page in the CoreAxis School ERP system. The browser address bar displays 'https://coreaxis.info/admin/documents.php'. The left sidebar contains a navigation menu with categories like 'DAILY OPERATIONS', 'STUDENTS', 'ACADEMICS', 'EXAMS', 'FINANCE', 'STAFF', 'CAMPUS', 'COMMUNICATE', 'INSIGHTS', 'SETTINGS', and 'ME'. The 'Document Register' option is selected under the 'STUDENTS' category. The main content area has a search bar with 'Ananya Singh' entered, and filters for 'TYPE' (All types) and 'STATUS' (All). A table lists documents, with one entry for 'BONAFIDE/2026/00038' (Bonafide Certificate) issued on '28 Oct 2026, 07:42 PM'. The 'Actions' column for this document includes a 'Reprint' button, which is highlighted with a yellow box. Below the table, a footer note states: '1 document(s). Every copy is listed under Copies: the first is the ORIGINAL, later office copies are DUPLICATE COPY - n, app downloads are DIGITAL COPY.'

Ref No / Code	Document	Issued	Copies	Status	Actions
BONAFIDE/2026/00038 3BP6Q63P9HEK	Bonafide Certificate Bonafide Certificate — Ananya Singh · DPSDEMO20260143	28 Oct 2026, 07:42 PM by Satyajeet Kr. Singh	1 office	Valid	Copies Reprint

Reprint makes the next DUPLICATE COPY.

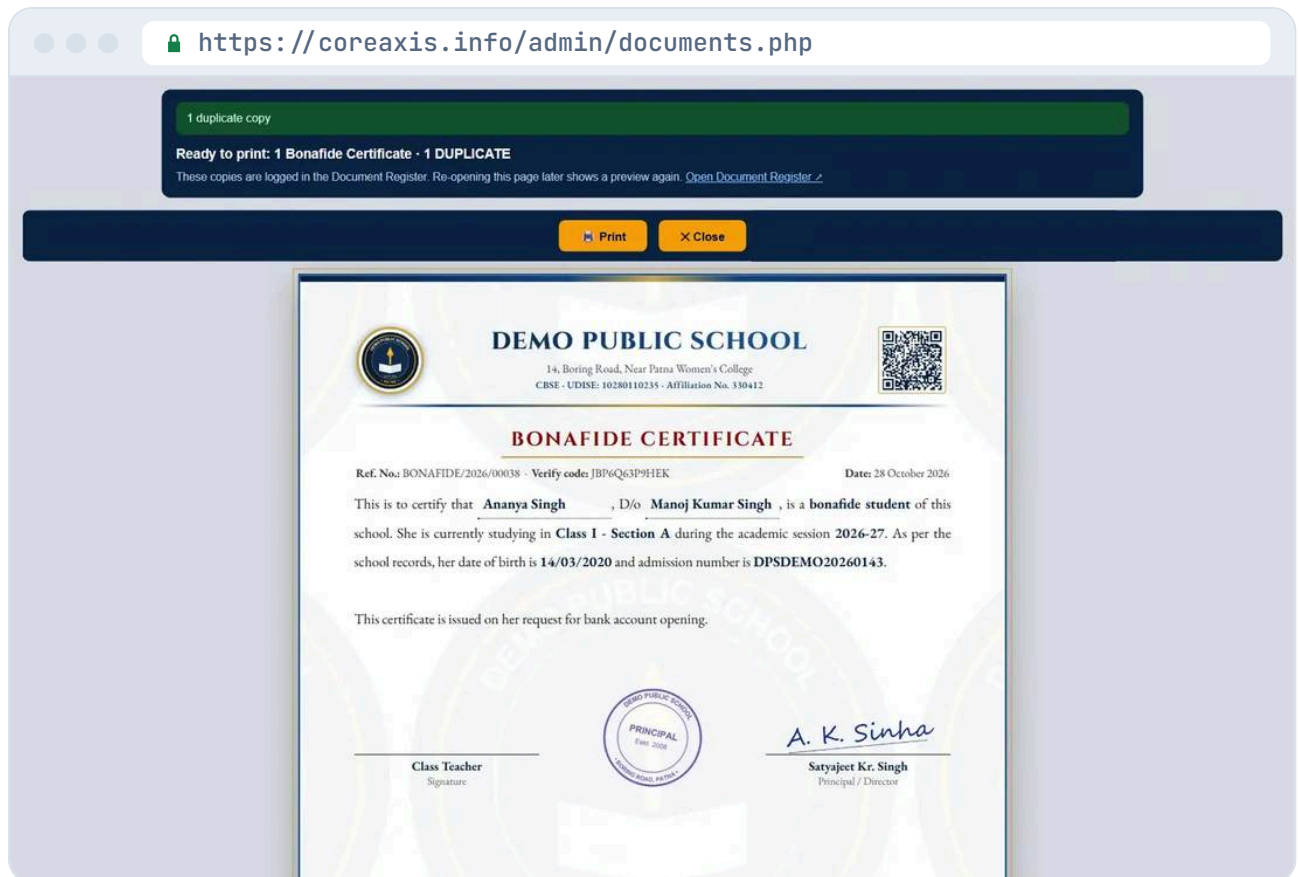
- 2 Type the **Reason for the duplicate**, for example Parent lost the first copy. It is required for TC, SLC and ID cards and optional for others.

The screenshot displays the 'Reason for the duplicate' form in the CoreAxis School ERP system. The form is titled 'DIGITAL COPY (preview) — click Issue & Print for the ORIGINAL' and indicates '1 already issued (prints as DUPLICATE COPY)'. The 'Reason for the duplicate' field is set to 'Parent lost the first copy' (ID: 20260143). Below this, there is a checkbox for 'Print reprint as original (no copy tag)' and a 'Reason (required)' field. The 'Issue & Print' button is highlighted. A 'Close' button is also visible.

Below the form, a preview of the 'BONAFIDE CERTIFICATE' is shown. The certificate is from 'DEMO PUBLIC SCHOOL' and is dated '28 October 2026'. It certifies that 'Ananya Singh', D/o 'Manoj Kumar Singh', is a bonafide student of the school, currently studying in 'Class I - Section A' during the academic session '2026-27'. The certificate is issued on her request for bank account opening. The certificate is signed by 'A. K. Sinha', Principal / Director, and includes a 'Class Teacher' signature line.

The reason is saved with the copy.

- 3 Click **Issue & Print**. The bar shows **1 duplicate copy** and the certificate is stamped **DUPLICATE COPY – 1** with the reprint date.



Same reference number and verify code as the original.

- 4 Click **Print**. Back in the register, **Copies** now shows ORIGINAL and DUPLICATE COPY – 1.

The screenshot displays the 'Document Register' page in the CoreAxis School ERP system. The interface includes a sidebar with navigation options like 'Dashboard', 'STUDENTS', 'ACADEMICS', 'EXAMS', 'FINANCE', 'STAFF', 'CAMPUS', 'COMMUNICATE', 'INSIGHTS', 'SETTINGS', and 'ME'. The main content area shows a search bar with 'Ananya Singh' and filters for 'All types' and 'All' status. Below the search bar, a table lists documents. The first document is 'BONAFIDE/2026/00038' with a status of 'Valid'. Below it, the 'Copies' section shows 'ORIGINAL' and 'DUPLICATE COPY - 1'.

Ref No / Code	Document	Issued	Copies	Status	Actions
BONAFIDE/2026/00038 3BP6Q63P9HEK	Bonafide Certificate Bonafide Certificate — Ananya Singh · DPSEMO20260143	28 Oct 2026, 07:42 PM by Satyajeet Kr. Singh	2 office	Valid	Copies Reprint Revoke
ORIGINAL	28 Oct 2026, 07:42 PM · Satyajeet Kr. Singh				
DUPLICATE COPY - 1	28 Oct 2026, 07:42 PM · Satyajeet Kr. Singh Reason: Parent lost the first copy				

2 office copies.

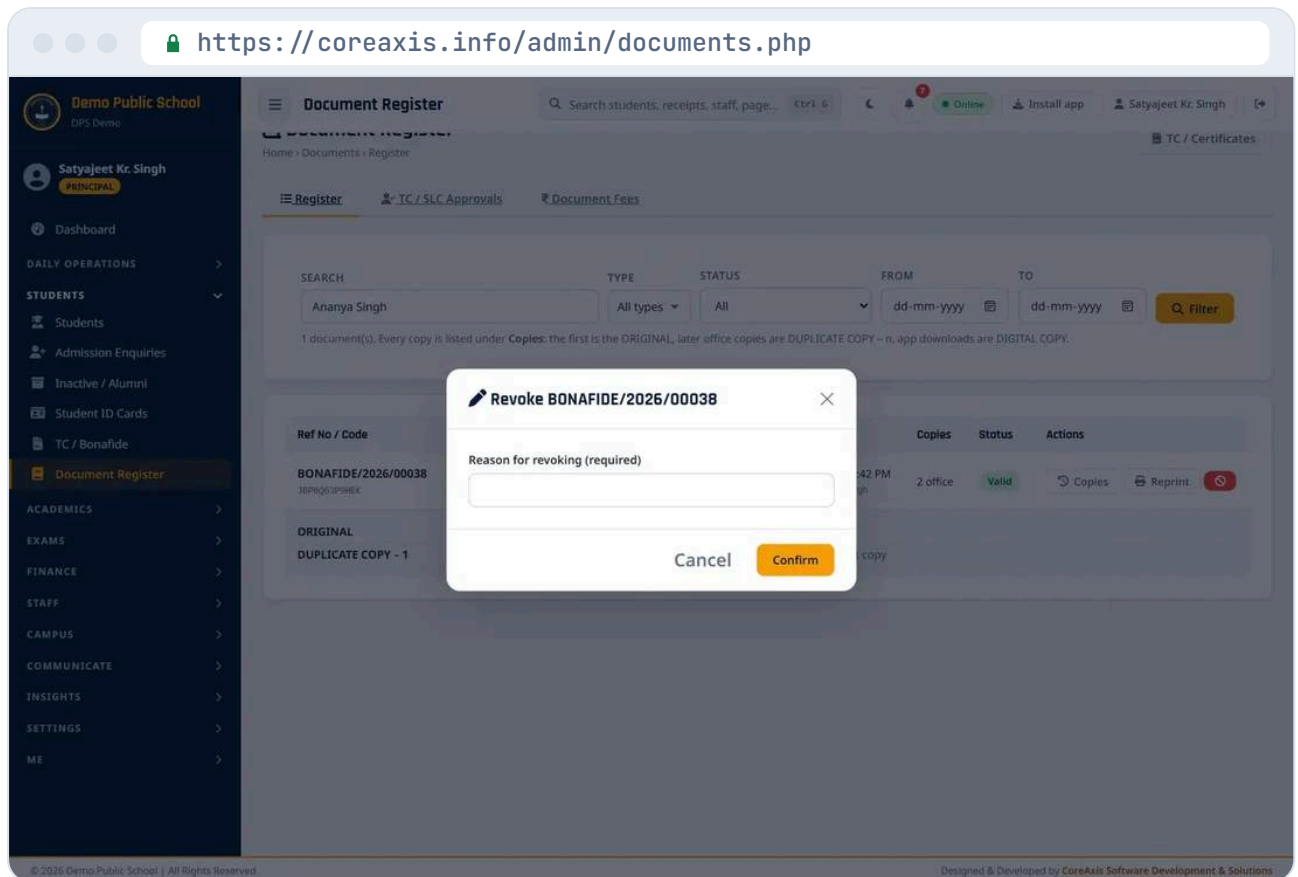
TIP If the school charges a duplicate fee, the copy waits as **Fee pending** until the fee is collected at the Fee Desk. Then click **Print (fee paid)** under Copies. Admin or Principal can **Waive** the fee with a reason.

Revoke a document issued by mistake

Only the Admin or Principal can revoke. A revoked document shows as revoked when its QR code or verify code is checked, and the same document can be issued afresh.

- 1 Find the document and click the red **Revoke** button (circle with a line) on the row.

- 2 Type the **Reason for revoking (required)**, for example Wrong date of birth printed.



Revoke needs a reason.

- 3 Click **Confirm**. The status changes to **Revoked** and any unpaid copy fee is dropped.

IMPORTANT Revoking cannot be reversed. Issue a fresh document after correcting the student's details.

Approve TC / SLC requests

- 1 Click the **TC / SLC Approvals** tab. A number on the tab shows how many requests are waiting.

The screenshot shows the 'Document Register' page in the CoreAxis School ERP system. The browser address bar displays 'https://coreaxis.info/admin/documents.php'. The page header includes a search bar and user information for 'Satyajeet Kr. Singh'. The left sidebar contains a navigation menu with categories like 'DAILY OPERATIONS', 'STUDENTS', 'ACADEMICS', 'EXAMS', 'FINANCE', 'STAFF', 'CAMPUS', 'COMMUNICATE', 'INSIGHTS', 'SETTINGS', and 'ME'. The 'Document Register' page has three tabs: 'Register', 'TC / SLC Approvals' (active), and 'Document Fees'. A notification message states: 'The office raises a TC / SLC from Certificates (Issue & Print sends it here). The owner / principal approves it; the office then issues it — fees must be cleared and library books returned at that moment (only the owner / principal can force past them, with a reason). Issuing the ORIGINAL marks the student Left.' Below this is a table with the following data:

Student	Document	Details	Requested	Checks now	Status	Actions
Priyanshu Raj DPSDEMO20260145 - II A	Transfer Certificate	Leaving: 28 Oct 2026 Reason: Father transferred to Ranchi	28 Oct 2026, 07:40 PM by Rakesh Agarwal	—	Issued 28 Oct 2026, 07:40 PM · Satyajeet Kr. Singh	

At the bottom of the page, there is a copyright notice: '© 2026 Demo Public School | All Rights Reserved' and a footer: 'Designed & Developed by CoreAxis Software Development & Solutions'.

Each request shows the checks that are still failing.

- 2 Read **Checks now**: fee dues not cleared or library books not returned are listed in red.
- 3 Click **Approve** (optional note) or **Reject** (reason required), then **Confirm**.
- 4 After approval the office clicks **Issue now** to open the TC and issue it once fees and books are cleared.

TIP The person who raised a request, or the Admin / Principal, can cancel it with the ban icon.

Set document fees

- 1 Click the **Document Fees** tab.

The screenshot shows the 'Document Register' interface with the 'Document Fees' tab selected. The interface includes a sidebar with navigation options like Dashboard, STUDENTS, ACADEMICS, EXAMS, FINANCE, STAFF, CAMPUS, COMMUNICATE, INSIGHTS, SETTINGS, and ME. The main content area displays a table for setting fees for various document types.

Charge a fee when a document is issued (ORIGINAL) and for every duplicate copy. 0 = free. The fee is added to the student's dues at the Fee Desk under **Document Fee: <type>**; the copy prints once it is paid (the owner / principal can waive it with a reason). Staff ID cards, receipts and payslips are always free.

Document	Original (₹)	Each duplicate copy (₹)
Transfer Certificate	0	0
School Leaving Certificate	0	0
Bonafide Certificate	0	0
Character Certificate	0	0
Student ID Card	0	0
Marksheet / Report Card	0	0
Admit Card	0	0
Certificate	0	0

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Blank or 0 means free.

- 2 For each document type type the fee for the **Original (₹)** and for **Each duplicate copy (₹)**, for example Transfer Certificate 0 and 100.
- 3 Click **Save fees**.

TIP The fee is added to the student's dues at the Fee Desk as **Document Fee: <type>**. Staff ID cards, fee receipts and payslips are always free.

Screen at a glance

Ref No / Code

Reference number (for example TC/2026/00037) and the 12-character verify code printed under the QR code.

Document	Type badge, title, student and admission number; 'left' after a TC / SLC.
Issued	Date and time of the original, and who issued it.
Copies	Number of office copies and digital copies (portal / app downloads).
Status	Valid, Revoked, Fee pending, or Forced (rule overridden).
Actions	Copies (history), Reprint (next duplicate), Revoke (Admin / Principal).
Type filter	Transfer Certificate, School Leaving Certificate, Bonafide, Character, Student ID Card, Marksheet / Report Card, Admit Card, Certificate, Staff ID Card, Fee Receipt, Salary Payslip.
Status filter	All, Valid, Revoked, Fee pending, Forced (rule overridden).

Questions

Some old documents say '(issued before the register)'.

These were issued before the register was switched on. They are listed for the record; new copies are counted from now.

Why does a fee receipt appear with digital copies?

Each time a parent downloads a receipt or report card from the portal or app, a DIGITAL COPY is logged against it.

ACADEMICS · CHAPTER 11

Classes

Admin

Principal

MENU Academics > Classes

The Classes page lists every class of the school with its sections, student count, class teacher, monthly fee and admission fee. The order of the list is the promotion order: at session end, students move to the next class in this list. Fees set here feed the Fee Desk and fee dues; the class teacher set here decides who can mark attendance and enter marks for that section. Every action on this page first asks you to confirm in a popup, so nothing changes by a stray click.

The screenshot displays the 'Classes' page in the CoreAxis School ERP system. The page title is 'Classes' and the URL is 'https://coreaxis.info/admin/classes.php'. The page shows a list of classes with their sections, student counts, class teachers, monthly fees, and admission fees. The classes are ordered by promotion order. The interface includes a sidebar with navigation options, a top header with user information, and a main content area with a table of classes and sections.

Classes & Sections

Home > Academics > Classes

11 Classes, 11 Sections, 246 Active students

Class order is locked. Click **Reorder** to unlock it, then drag or use ↑ ↓ to put classes in order (lowest first). This is the promotion order — at session end students move to the next class in this list — and the order classes appear in everywhere.

Class	Section	Students	Class Teacher	Monthly Fee	Admission Fee	Actions
1 Class Play	A	18	Pooja Gupta	₹400.00	₹1,500.00	Rename, Section
2 Class Nursery	A	20	Anjali Singh	₹500.00	₹1,500.00	Rename, Section
3 Class KG	A	22	Sunita Sharma	₹600.00	₹2,000.00	Rename, Section
4 Class I		24				Rename, Section

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Classes — Demo Public School

Screen at a glance

Classes / Sections / Active students

Three counters at the top: how many classes, how many sections in all, and how many active students are enrolled.

Lock note	The blue note reminds you that the class order is locked. It can only be changed after you click Reorder.
Class card	One card per class, numbered in promotion order (1 = lowest class). The line under the name shows the number of sections, students and subjects. Click the subjects link to open Subjects filtered to that class.
Rename	Renames the class for all its sections. Students, fees and subjects stay as they are.
+ Section	Adds another section (B, C ...) to the class with the same fees, subjects and promotion order.
Section table	Columns: Section, Students, Class Teacher, Monthly Fee, Admission Fee, Actions.
Edit (pencil)	Opens the section's form: section name, monthly fee, admission fee and class teacher.
Delete (bin)	Deletes an empty section. The bin is greyed out with the hint "Cannot delete: has students" while the section has any students, including students who have left.
Subjects (top right)	Opens the Subjects page.
Reorder	Unlocks the class order so you can drag classes or use the ↑ ↓ arrows.
Add Class	Opens the form to create a new class with one or more sections.

Add a class (example: Class IX, section A, ₹1,200 a month)

Demo Public School is opening Class IX next session. Rajesh Kumar Verma will be its class teacher.

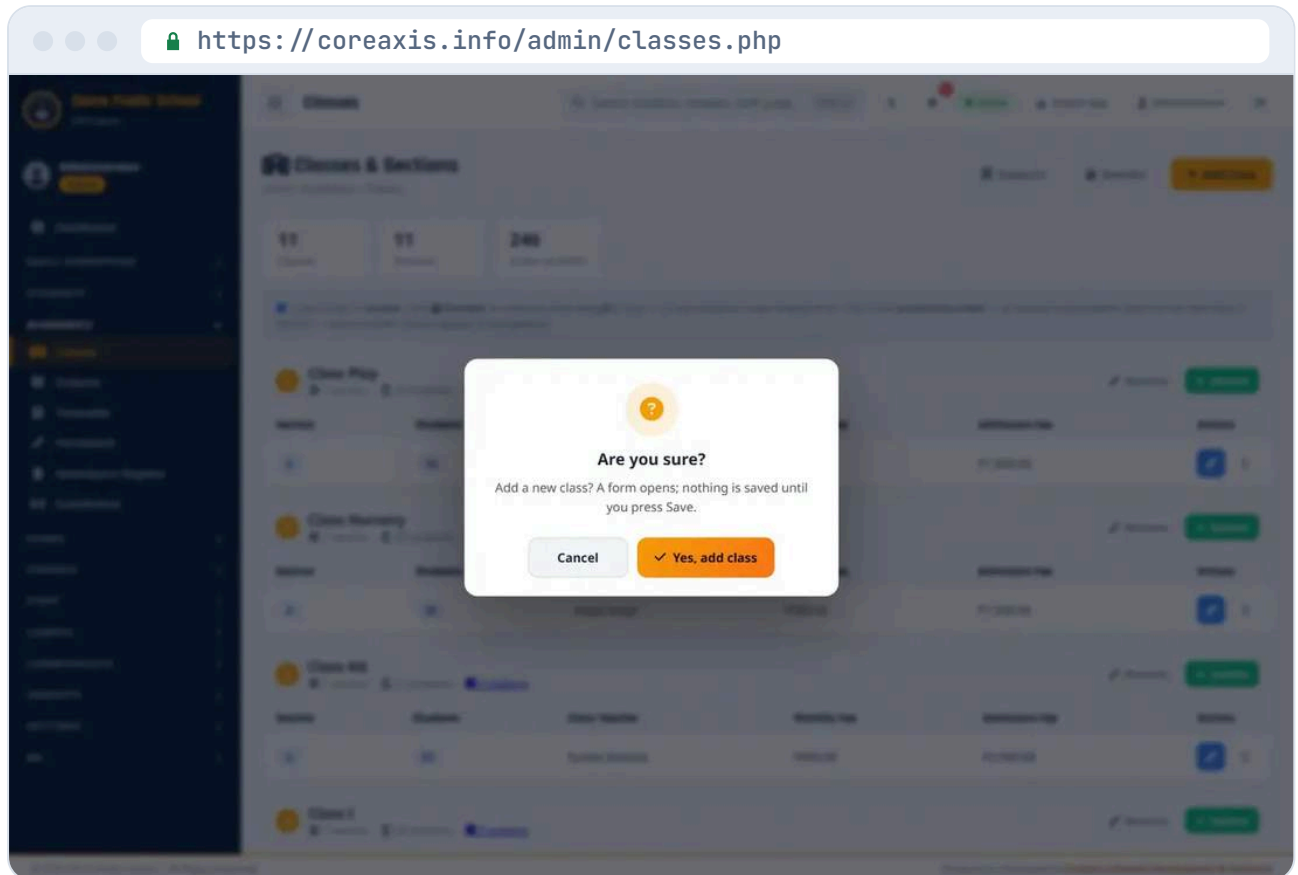
- 1 Open **Academics > Classes** and click **Add Class** at the top right.

The screenshot shows the 'Classes' page in the CoreAxis School ERP system. The page has a dark sidebar on the left with navigation options: Dashboard, Students, Academics, Exams, Finance, Staff, Campus, Communicate, Insights, Settings, and Me. The main content area is titled 'Classes & Sections' and includes a search bar and a 'Reorder' button. A summary section shows 11 Classes, 11 Sections, and 246 Active students. Below this, there is a list of classes with details such as Section, Students, Class Teacher, Monthly Fee, and Admission Fee. The classes listed are Class Play, Class Nursery, Class KG, and Class I. Each class entry has a 'Rename' button and a '+ Section' button. An 'Add Class' button is located in the top right corner of the main content area.

Section	Students	Class Teacher	Monthly Fee	Admission Fee	Actions
A	18	Pooja Gupta	₹400.00	₹1,500.00	Rename + Section
A	20	Anjali Singh	₹500.00	₹1,500.00	Rename + Section
A	22	Sunita Sharma	₹600.00	₹2,000.00	Rename + Section
A	24				Rename + Section

The Classes page with the Add Class button.

- 2 A confirmation popup asks "Add a new class?". Click **Yes, add class**. The form opens; nothing is saved yet.



Every action on this page starts with a confirmation popup.

- 3 Type **IX** in **Class Name**.
- 4 Under **Sections**, keep **A** ticked. Tick more letters if the class starts with more sections, or type a name such as Rose in **Other name**.
- 5 Enter **1200** in **Monthly Fee (₹)** and **3000** in **Admission Fee (₹)**.

6 Pick **Rajesh Kumar Verma** in **Class Teacher**.

The screenshot displays the 'Classes & Sections' management interface. A modal window titled '+ Add Class' is open, showing the following details:

- CLASS NAME ***: IX
- SECTIONS (TICK EVERY SECTION THIS CLASS HAS — EACH GETS THE SAME FEES AND ORDER)**: Section A is selected with a checkbox.
- MONTHLY FEE (₹)**: 1200
- ADMISSION FEE (₹)**: 3000
- CLASS TEACHER (OF THE FIRST SECTION; SET THE OTHERS WITH ↘ AFTER SAVING)**: Rajesh Kumar Verma (Tgt)

The background interface shows a list of existing classes (IX, X, XI, XII) and their sections, with associated fees and teacher assignments. The footer indicates '© 2026 Demo Public School | All Rights Reserved' and 'Designed & Developed by CoreAxis Software Development & Solutions'.

The Add Class form filled in for Class IX.

- 7 Click **Save**, then **Yes, add** in the popup. The message "Class IX: section A added." appears and Class IX is added at the end of the list.

The screenshot displays the 'Classes' management page in the CoreAxis School ERP system. The page shows a list of classes from Class VI to Class IX. Each class entry includes a table of sections with columns for Section, Students, Class Teacher, Monthly Fee, and Admission Fee. Class IX is listed as Class 12 with 0 students and 9 subjects. The interface includes a sidebar with navigation options and a top header with user information and search functionality.

Class	Section	Students	Class Teacher	Monthly Fee	Admission Fee	Actions
Class VI	A	24	Anjali Singh	₹900.00	₹2,500.00	[Edit] [Delete]
	[Rename] + Section					
Class VII	A	25	Amit Kumar Mishra	₹1,000.00	₹2,500.00	[Edit] [Delete]
	[Rename] + Section					
Class VIII	A	22	Rajesh Kumar Verma	₹1,000.00	₹2,500.00	[Edit] [Delete]
	[Rename] + Section					
Class IX	A	21	Mohd. Imran Khan	₹1,100.00	₹2,500.00	[Edit] [Delete]
	[Rename] + Section					
Class IX	A	0	Rajesh Kumar Verma	₹1,200.00	₹3,000.00	[Edit] [Delete]
	[Rename] + Section					

Class IX appears as class 12 with 0 students.

TIP A new class always goes to the end of the list. If it does not belong at the end, use Reorder to move it (see below).

TIP Subjects marked "All classes" are added to the new class on their own. Class IX shows 9 subjects straight away.

Add a section (example: Class IX - B with Mohd. Imran Khan as class teacher)

- 1 On the Class IX card, click **+ Section**.

The screenshot shows the 'Classes' page in the CoreAxis School ERP Admin interface. The page displays a list of classes and their sections. The 'Class IX' card is highlighted, and the '+ Section' button is circled in orange.

Section	Students	Class Teacher	Monthly Fee	Admission Fee	Actions
A	24	Anjali Singh	₹900.00	₹2,500.00	[Edit] [Delete]
Class VI (1 section, 25 students, 9 subjects)					
A	25	Amit Kumar Mishra	₹1,000.00	₹2,500.00	[Edit] [Delete]
Class VII (1 section, 22 students, 9 subjects)					
A	22	Rajesh Kumar Verma	₹1,000.00	₹2,500.00	[Edit] [Delete]
Class VIII (1 section, 21 students, 9 subjects)					
A	21	Mohd. Imran Khan	₹1,100.00	₹2,500.00	[Edit] [Delete]
Class IX (1 section, 0 students, 9 subjects)					
A	0	Rajesh Kumar Verma	₹1,200.00	₹3,000.00	[Edit] [Delete]

The + Section button on the class card.

- 2 Click **Yes, add section** in the popup.
- 3 Leave **Section name** blank to get the next free letter (B), or type a name.

4 Pick **Mohd. Imran Khan** in **Class Teacher**.

The screenshot displays the 'Classes' management interface in the CoreAxis School ERP system. A modal window titled '+ Add section - Class IX' is open, allowing the user to add a new section for Class IX. The modal includes fields for 'SECTION NAME (LEAVE BLANK FOR THE NEXT LETTER)' and 'CLASS TEACHER'. The 'CLASS TEACHER' dropdown is set to 'Mohd. Imran Khan'. A note at the bottom of the modal states: 'Fees, promotion order; subjects and per-class fee items are copied from this class.' The background shows a table of existing classes with columns for Section, Students, Class Teacher, Monthly Fee, and Admission Fee.

Section	Students	Class Teacher	Monthly Fee	Admission Fee	Actions
A	24	Anjali Singh	₹900.00	₹2,500.00	[Edit] [Delete]
Class VI					
A	25			₹2,500.00	[Rename] [Add Section] [Edit] [Delete]
Class VII					
A	22			₹2,500.00	[Rename] [Add Section] [Edit] [Delete]
Class VIII					
A	21	Mohd. Imran Khan	₹1,100.00	₹2,500.00	[Rename] [Add Section] [Edit] [Delete]
Class IX					
A	0	Rajesh Kumar Verma	₹1,200.00	₹3,000.00	[Rename] [Add Section] [Edit] [Delete]

Fees, promotion order, subjects and per-class fee items are copied from the class.

- 5 Click **Add section**, then **Yes, add**. The message "Section B added to Class IX — same fees, promotion order and subjects as section A." appears.

The screenshot shows the 'Classes' management interface. On the left is a sidebar with navigation links. The main area displays a list of classes. Class IX is selected and expanded, showing two sections: A and B. Each section row includes columns for Section, Students, Class Teacher, Monthly Fee, Admission Fee, and Actions. Section A has 0 students and a teacher of Rajesh Kumar Verma. Section B has 0 students and a teacher of Mohd. Imran Khan. Both sections have a monthly fee of ₹1,200.00 and an admission fee of ₹3,000.00. The 'Actions' column for each section includes an 'Edit section' button (blue pencil icon) and a 'Delete' button (red square icon).

Class IX now has sections A and B.

Edit a section: class teacher and fees (example: Class IX - A)

- 1 In the section row, click the blue pencil (**Edit section**).
- 2 Click **Yes, edit** in the popup. The **Edit Class IX - section A** form opens.

- 3 Change **Monthly Fee, Admission Fee** or **Class Teacher** as needed. In the example the monthly fee is changed from 1200 to **1250**.

The screenshot shows the 'Edit Class IX - section A' form. The form is titled 'Edit Class IX - section A' and has a close button (X). It contains the following fields and options:

- CLASS:** A dropdown menu showing 'Class IX'.
- SECTION:** A dropdown menu showing 'A'.
- MONTHLY FEE:** A text input field containing '1250'.
- ADMISSION FEE:** A text input field containing '3000.00'.
- Warning Message:** 'A change applies to months billed from now on. Months already billed keep their price.'
- Correction Option:** A checkbox labeled 'CORRECTION: ALSO RE-PRICE THE MONTHS ALREADY BILLED THIS SESSION FOR EVERY STUDENT OF THIS CLASS (USE ONLY TO FIX A WRONGLY ENTERED FEE — IT CHANGES WHAT STUDENTS ALREADY OWE)'.
- Class Teacher:** A dropdown menu labeled 'CLASS TEACHER (CONTROLS WHO CAN MARK THIS CLASS'S ATTENDANCE/MARKS)' with 'Rajesh Kumar Verma (Tgt)' selected.
- Buttons:** 'Cancel' and 'Update' buttons at the bottom right.

The Edit section form.

- 4 Click **Update**, then **Yes, save** in the popup.

TIP A new monthly fee applies to months billed from now on. Months already billed keep their old price.

TIP The **Correction** box (it appears as soon as you change the monthly fee) also re-prices months already billed this session. Use it only to fix a wrongly entered fee. It changes what students already owe, so the app asks you once more before saving.

TIP The class teacher controls who can mark the section's attendance and enter its marks. A teacher sees only the classes they are class teacher of.

TIP To rename the whole class (all sections), use **Rename** on the class card, not this form.

Change the class order (promotion order)

The order on this page is used everywhere classes are listed, and at session end each class is promoted to the class below it.

- 1 Click **Reorder** at the top right and **Yes, unlock** in the popup.
- 2 Drag a class by its grip handle, or click the ↑ ↓ arrows next to its number. Other actions on the page are paused while you reorder.
- 3 Check the bar at the bottom of the page. Click **Save order** to keep the new order, or **Cancel & lock** to throw it away.

The screenshot shows the 'Classes' page in the CoreAxis School ERP system. The page is in 'Reorder mode', indicated by a message at the bottom: 'Reorder mode — drag a class or use ↑ ↓. Other actions are paused.' The classes are listed in a table-like format with columns for Section, Students, Class Teacher, Monthly Fee, and Admission Fee. The classes are Class VI, Class VII, Class VIII, and Class IX. The interface includes a sidebar with navigation options like Dashboard, Students, Academics, Exams, Finance, Staff, Campus, Communicate, Insights, Settings, and Me. The top right corner shows the user's name (Administrator) and a 'Save order' button.

Reorder mode: dashed class cards and the Save order bar.

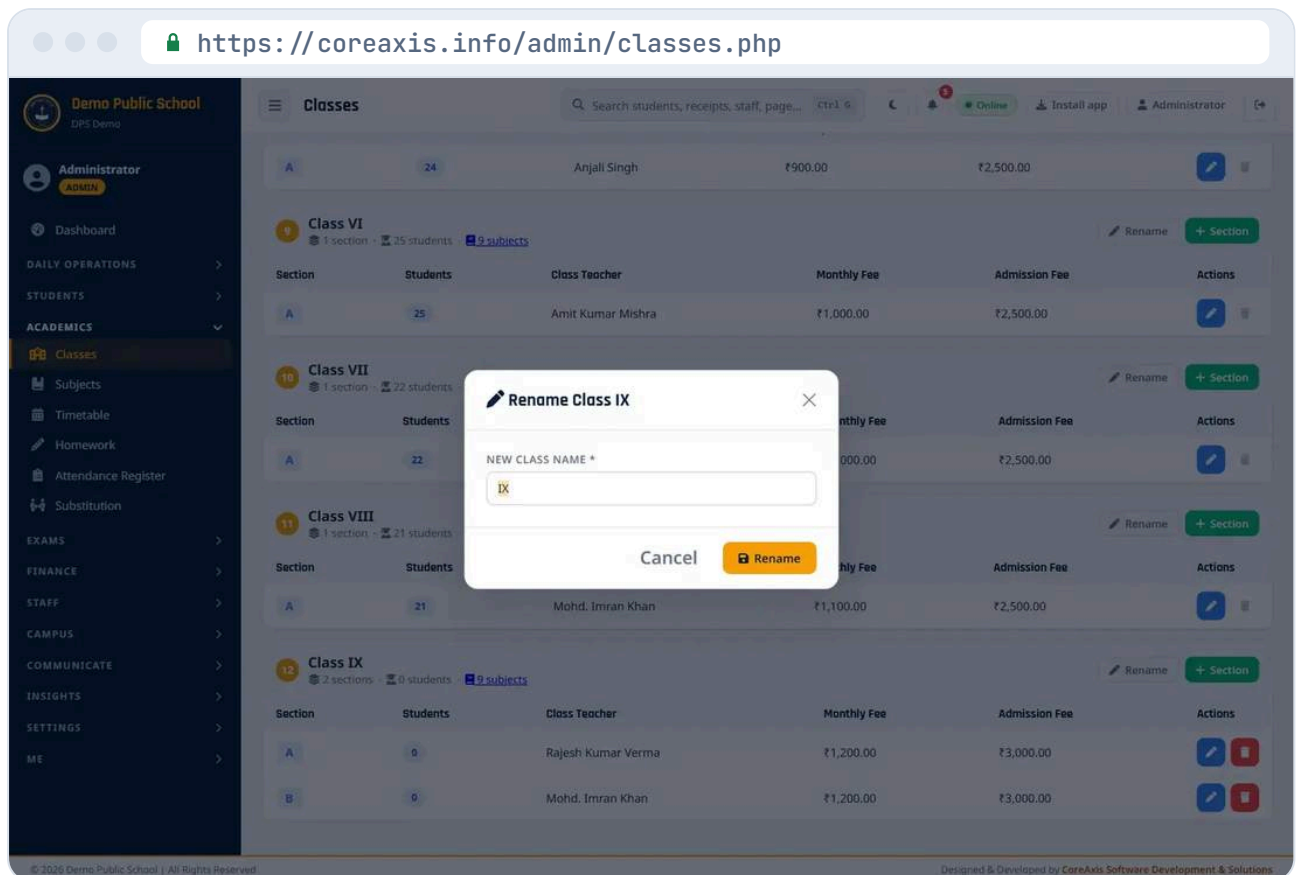
- 4 Confirm in the popup. The message lists the new order, for example Play → Nursery → KG → ... → IX.

IMPORTANT Promotion at session end follows this order. Put the lowest class first and check the order before you save.

Rename a class

- 1 On the class card, click **Rename** and confirm with **Yes, rename**.

- 2 Type the new name and click **Rename**, then confirm.



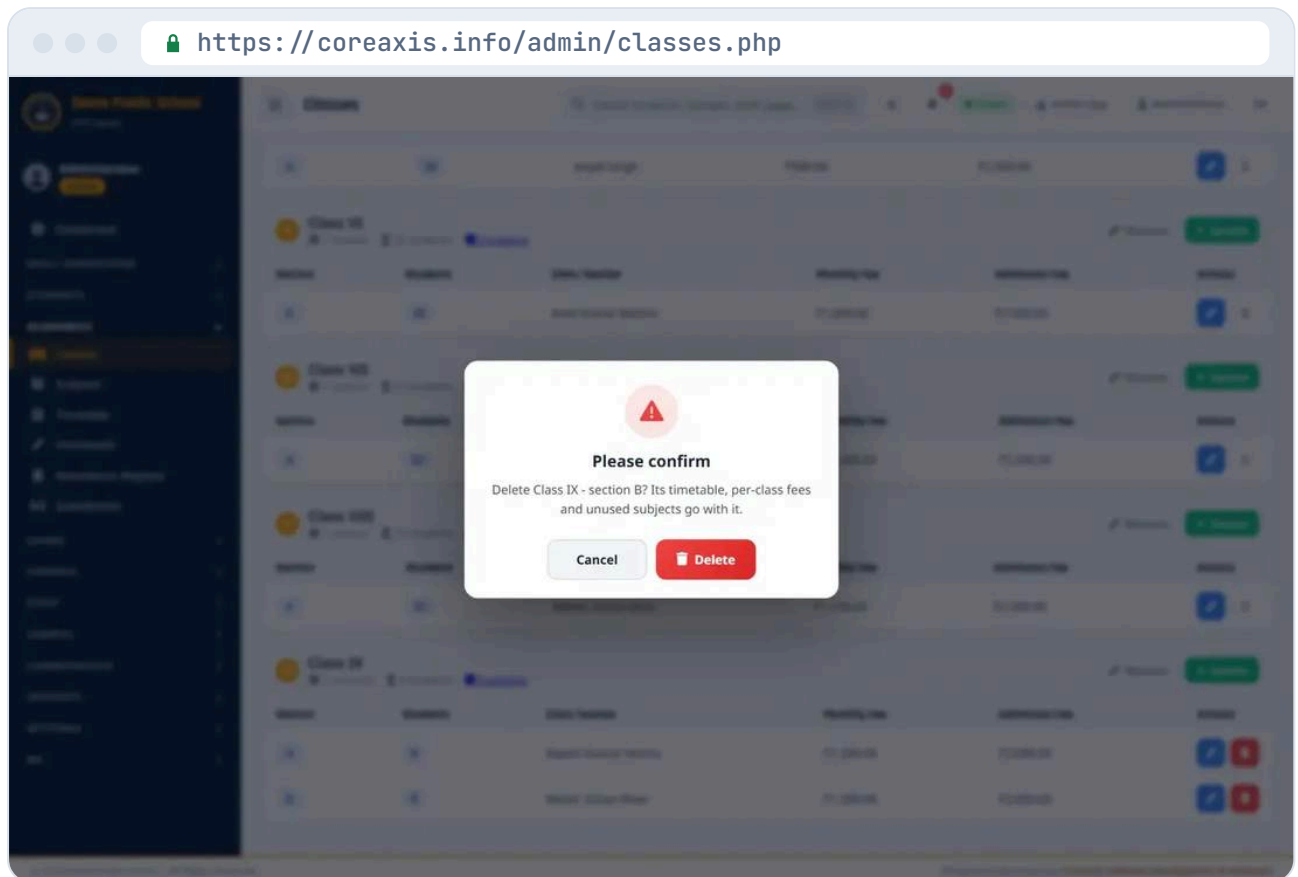
Renaming changes the name of all sections at once.

TIP Two classes cannot have the same name. The app stops you with a message if the name is already used.

Delete an empty section (example: Class IX - B)

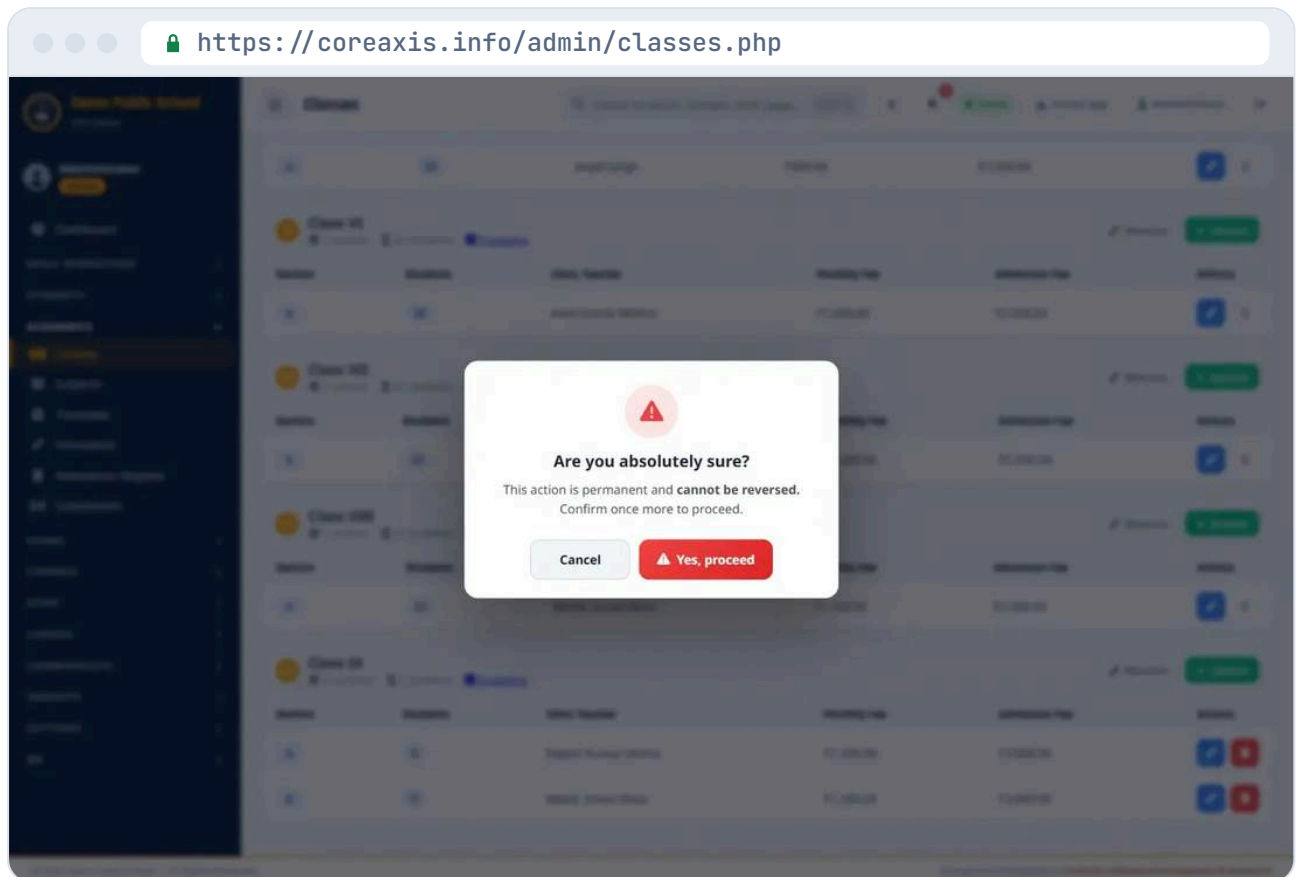
- 1 Click the red bin in the section row. The bin works only for a section with no students.

- 2 Read the first warning: the section's timetable, per-class fees and unused subjects go with it. Click **Delete**.



First warning.

- 3 A second warning asks "Are you absolutely sure?". Click **Yes, proceed**. The message "Section deleted." appears.



Deleting asks twice.

IMPORTANT Deleting a section cannot be reversed. A section that has ever had students (including students who left) cannot be deleted — their records keep the class.

Questions

The Delete button of a section is grey. Why?

The section has students (active or left). Move the active students to another section first. Sections with past students stay, so their old records keep the class name.

We raised the Class V fee from ₹900 to ₹950. Will old months change?

No. The new fee applies to months billed from now on. Only tick the Correction box if the old fee was entered wrongly and you want every billed month re-priced.

Where do I assign subjects to a class?

On the Subjects page. Click the "9 subjects" link on a class card to open Subjects filtered to that class.

ACADEMICS · CHAPTER 12

Subjects

Admin

Principal

MENU Academics › Subjects

A subject is added once and then ticked for every class or section that studies it. A subject set to All classes is taught in every class, including classes added later. The subject order set here is used on report cards, marksheets, admit cards, marks entry and the timetable. Teachers are linked to subjects through the Timetable: the teacher you put in a period is the teacher of that subject for that class.

The screenshot displays the 'Subjects' management interface. On the left is a dark sidebar with navigation links. The top header shows the user is an Administrator. The main content area has a title 'Subjects' and a search bar. Below this is a table listing 9 subjects. Each row includes an 'Order' number, 'Subject Name', 'Code', 'Taught in' (all set to 'All Classes'), and 'Actions' (edit and delete icons). A 'Reorder' button and a filter dropdown are also present.

Order	Subject Name	Code	Taught in	Actions
1	Hindi	HIN	All Classes	[Edit] [Delete]
2	English	ENG	All Classes	[Edit] [Delete]
3	Mathematics	MATH	All Classes	[Edit] [Delete]
4	Science	SCI	All Classes	[Edit] [Delete]
5	Social Science	SST	All Classes	[Edit] [Delete]
6	Computer	COMP	All Classes	[Edit] [Delete]
7	General Knowledge	GK	All Classes	[Edit] [Delete]
8	Drawing	DRAW	All Classes	[Edit] [Delete]
9	Sanskrit	SAN	All Classes	[Edit] [Delete]

Subjects — Demo Public School

Screen at a glance

Add Subject

Opens the form to create a subject and choose where it is taught.

Subjects (n)

How many subjects the school has (or the selected class has, when filtered).

Reorder	Unlocks the subject order. Shown only when the list is not filtered by class.
Class filter	All classes, or one class, to see only the subjects taught in that class.
Order	Position of the subject on report cards, marks entry and admit cards.
Subject Name / Code	Full name and short code (for example Mathematics / MATH). The code prints on admit cards.
Taught in	All Classes, or one chip per class / section.
Actions	Pencil = Edit / assign classes. Bin = Delete.

Add a subject for some classes (example: Moral Science for Play to Class II)

- 1 Open **Academics > Subjects** and click **Add Subject**.

The screenshot displays the 'Subjects' management interface. The left sidebar lists various school operations under 'ACADEMICS'. The main content area shows a table of subjects with the following data:

Order	Subject Name	Code	Taught in	Actions
1	Hindi	HIN	All Classes	[Edit] [Delete]
2	English	ENG	All Classes	[Edit] [Delete]
3	Mathematics	MATH	All Classes	[Edit] [Delete]
4	Science	SCI	All Classes	[Edit] [Delete]
5	Social Science	SST	All Classes	[Edit] [Delete]
6	Computer	COMP	All Classes	[Edit] [Delete]
7	General Knowledge	GK	All Classes	[Edit] [Delete]
8	Drawing	DRAW	All Classes	[Edit] [Delete]
9	Sanskrit	SAN	All Classes	[Edit] [Delete]

At the top right of the subject list, there are buttons for 'Reorder' and 'All classes'. A note above the table states: 'Add a subject once and tick every class / section it is taught in. All classes = taught in every class (new classes get it too). The subject order (used on report cards, marksheets, admit cards, marks entry and the timetable) is locked — click Reorder to change it.'

The subject list. The order is locked.

- 2 Click **Yes, add subject** in the popup.

- 3 Type **Moral Science** in **Subject Name** and **MSC** in **Code**.
- 4 Under **Taught in**, choose **Selected classes / sections**.
- 5 Tick **Class Play**, **Class Nursery**, **Class KG**, **Class I** and **Class II**. For a class with several sections, tick the class to select all its sections, or tick single sections.

The screenshot shows the 'Add Subject' modal form in the CoreAxis School ERP system. The form is overlaid on the 'Subjects' management page. The 'SUBJECT NAME' field is filled with 'Moral Science' and the 'CODE' field is filled with 'MSC'. Under the 'TAUGHT IN' section, the 'SELECTED CLASSES / SECTIONS' option is chosen. A list of classes is displayed with checkboxes: CLASS PLAY, CLASS NURSERY, CLASS KG, CLASS I, CLASS II, CLASS III, CLASS IV, CLASS V, CLASS VI, and CLASS VII. The first five classes are checked. The 'Save Subject' button is highlighted in orange. The background shows a list of existing subjects with columns for Order, Subject Name, Code, Taught In, and Actions.

The Add Subject form with five classes ticked.

- 6 Click **Save Subject**, then **Yes, save** in the popup. The message "Subject 'Moral Science' saved." appears.

The screenshot displays the 'Subjects' management interface. A table lists subjects with their respective codes and the classes they are taught in. The 'Moral Science' subject is highlighted, showing it is assigned to five classes: Class Play, Class Nursery, Class KG, Class I, and Class II. The interface also includes a sidebar for navigation and a top header with user information and search functionality.

Order	Subject Name	Code	Taught in	Actions
1	Hindi	HIN	All Classes	[Edit] [Delete]
2	English	ENG	All Classes	[Edit] [Delete]
3	Mathematics	MATH	All Classes	[Edit] [Delete]
4	Science	SCI	All Classes	[Edit] [Delete]
5	Social Science	SST	All Classes	[Edit] [Delete]
6	Computer	COMP	All Classes	[Edit] [Delete]
7	General Knowledge	GK	All Classes	[Edit] [Delete]
8	Drawing	DRAW	All Classes	[Edit] [Delete]
New subject	Sanskrit	SAN	All Classes	[Edit] [Delete]
10	Moral Science	MSC	Class Play Class Nursery Class KG Class I Class II	[Edit] [Delete]

Moral Science is added at position 10 with chips for its five classes.

TIP Choose **All** for subjects that every class studies (Hindi, English, **classes** Mathematics). New classes then get them on their own.

TIP Use **Select all** / **Clear** in the class list to tick or untick everything quickly.

Change the classes of a subject

- 1 Click the pencil (**Edit / assign classes**) in the subject's row and click **Yes, edit**.
- 2 Tick or untick classes, or switch between **All classes** and **Selected classes / sections**.
- 3 Click **Save Subject** and confirm.

TIP If you untick a class where the subject already has marks, timetable periods or homework, the subject is kept for that class. The message names those classes. Remove those entries first if you really want to take the subject off.

TIP A subject set to All classes that already has marks, timetable periods or homework cannot be limited to some classes. Keep it as All classes, or add a separate subject (for example Sanskrit (Opt)) for the classes that need it.

See the subjects of one class (example: Class VI)

- 1 Pick **Class VI** in the class filter at the top right of the list.

The screenshot shows the 'Subjects' page in the CoreAxis School ERP system. The URL is <https://coreaxis.info/admin/subjects.php>. The page is titled 'Subjects' and includes a search bar and a '+ Add Subject' button. A 'Class filter' dropdown is set to 'Class VI'. Below the filter, a table lists 9 subjects, all of which are taught in 'All Classes'.

Order	Subject Name	Code	Taught In	Actions
1	Hindi	HIN	All Classes	[Edit] [Delete]
2	English	ENG	All Classes	[Edit] [Delete]
3	Mathematics	MATH	All Classes	[Edit] [Delete]
4	Science	SCI	All Classes	[Edit] [Delete]
5	Social Science	SST	All Classes	[Edit] [Delete]
6	Computer	COMP	All Classes	[Edit] [Delete]
7	General Knowledge	GK	All Classes	[Edit] [Delete]
8	Drawing	DRAW	All Classes	[Edit] [Delete]
9	Sanskrit	SAN	All Classes	[Edit] [Delete]

Filtered to Class VI: 9 subjects.

- 2 Pick **All classes** to see the full list again.

Change the subject order

- 1 Make sure the class filter shows **All classes**, then click **Reorder** and **Yes, unlock**.
- 2 Drag a subject by its grip, or use the ↑ ↓ arrows in the **Order** column.

- 3 Click **Save order** in the bar at the bottom (or **Cancel & lock** to undo), then **Yes, save**.

The screenshot shows the 'Subjects' management page in the CoreAxis School ERP system. The left sidebar contains a navigation menu with options like Dashboard, Students, Academics, Exams, Finance, Staff, Campus, Communicate, Insights, Settings, and ME. The main content area displays a table of subjects with columns for Order, Subject Name, Code, Taught in, and Actions. The table lists 10 subjects: Hindi, English, Mathematics, Science, Social Science, Computer, General Knowledge, Drawing, Sanskrit, and Moral Science. The 'Taught in' column for Moral Science is expanded, showing it is taught in Class Play, Class Nursery, Class KG, Class I, and Class II. At the bottom of the table, there is a 'Reorder mode' warning and buttons for 'Cancel & lock' and 'Save order'.

Order	Subject Name	Code	Taught in	Actions
1	Hindi	HIN	All Classes	[Edit] [Delete]
2	English	ENG	All Classes	[Edit] [Delete]
3	Mathematics	MATH	All Classes	[Edit] [Delete]
4	Science	SCI	All Classes	[Edit] [Delete]
5	Social Science	SST	All Classes	[Edit] [Delete]
6	Computer	COMP	All Classes	[Edit] [Delete]
7	General Knowledge	GK	All Classes	[Edit] [Delete]
8	Drawing	DRAW	All Classes	[Edit] [Delete]
9	Sanskrit	SAN	All Classes	[Edit] [Delete]
10	Moral Science	MSC	Class Play, Class Nursery, Class KG, Class I, Class II	[Edit] [Delete]

Reorder mode — drag a subject or use ↑ ↓. Other actions are paused.

Cancel & lock Save order

Reorder mode with the Save order bar.

TIP The new order is used at once on report cards, marksheets, admit cards, marks entry and the timetable.

Delete a subject

- 1 Click the red bin in the subject's row.
- 2 Read the warning and confirm twice.

IMPORTANT A subject used in marks, exams, the timetable or homework is not deleted for those classes; it is only removed from the classes where it is unused. The message tells you how many classes kept it.

Questions

How do I assign a teacher to a subject?

Open Academics › Timetable, pick the class and add a period with that subject and teacher. The timetable is where a teacher is linked to a subject and class; the substitution page and the teacher's own timetable use it.

We have two sections of Class VI and only VI-B studies Sanskrit. Can I set that?

Yes. In Taught in, choose Selected classes / sections and tick only section B under Class VI.

Can two subjects have the same name?

No. The app stops you with "Subject '...' already exists — use ✎ on it to change its classes." Tick more classes on the existing subject instead.

ACADEMICS · CHAPTER 13

Timetable

Admin

Principal

Teacher

MENU Academics › Timetable (Teacher: My Class › Timetable)

The timetable is a grid of six days and eight periods for each class. Each period holds a subject, a teacher and an optional start and end time. The app stops you from putting one teacher in two classes at the same time. The timetable is used by Substitution (to find an absent teacher's periods and free teachers), by the teacher's view, and by the Timetable tab of the student and parent portal.

https://coreaxis.info/admin/timetable.php

Timetable

Search students, receipts, staff, page... Ctrl G

Online Install app Administrator

Timetable

Class VI

Day	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
Monday	Mathematics Amit Kumar 08:00-08:40	Hindi Sunita Sharma 08:40-09:20	Science Rajesh Kumar 09:20-10:00	Social Science Mohd. Imran Khan 10:00-10:40	Computer Pooja Gupta 11:00-11:40	General Knowledge Mohd. Imran Khan 11:40-12:20	Drawing Pooja Gupta 12:20-13:00	+ Add
Tuesday	Mathematics Amit Kumar 08:00-08:40	Computer Pooja Gupta 08:40-09:20	General Knowledge Mohd. Imran Khan 09:20-10:00	Drawing Pooja Gupta 10:00-10:40	Mathematics Amit Kumar 11:00-11:40	English Anjali Singh 11:40-12:20	Hindi Sunita Sharma 12:20-13:00	+ Add
Wednesday	Mathematics Amit Kumar 08:00-08:40	Mathematics Amit Kumar 08:40-09:20	English Anjali Singh 09:20-10:00	Hindi Sunita Sharma 10:00-10:40	Science Rajesh Kumar 11:00-11:40	Social Science Mohd. Imran Khan 11:40-12:20	Computer Pooja Gupta 12:20-13:00	+ Add
Thursday	Mathematics Amit Kumar 08:00-08:40	Science Rajesh Kumar 08:40-09:20	Social Science Mohd. Imran Khan 09:20-10:00	Computer Pooja Gupta 10:00-10:40	General Knowledge Mohd. Imran Khan 11:00-11:40	Drawing Pooja Gupta 11:40-12:20	Mathematics Amit Kumar 12:20-13:00	+ Add
Friday	Mathematics Amit Kumar 08:00-08:40	General Knowledge Mohd. Imran Khan 08:40-09:20	Drawing Pooja Gupta 09:20-10:00	Mathematics Amit Kumar 10:00-10:40	English Anjali Singh 11:00-11:40	Hindi Sunita Sharma 11:40-12:20	Science Rajesh Kumar 12:20-13:00	+ Add
	General Knowledge Mohd. Imran Khan	English Anjali Singh	Hindi Sunita Sharma	Science Rajesh Kumar				

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Designed & Developed by CoreAxis Software Development & Solutions

Timetable — Demo Public School

Screen at a glance

Select Class

Choose the class whose timetable you want to see or change. The grid opens as soon as you pick a class.

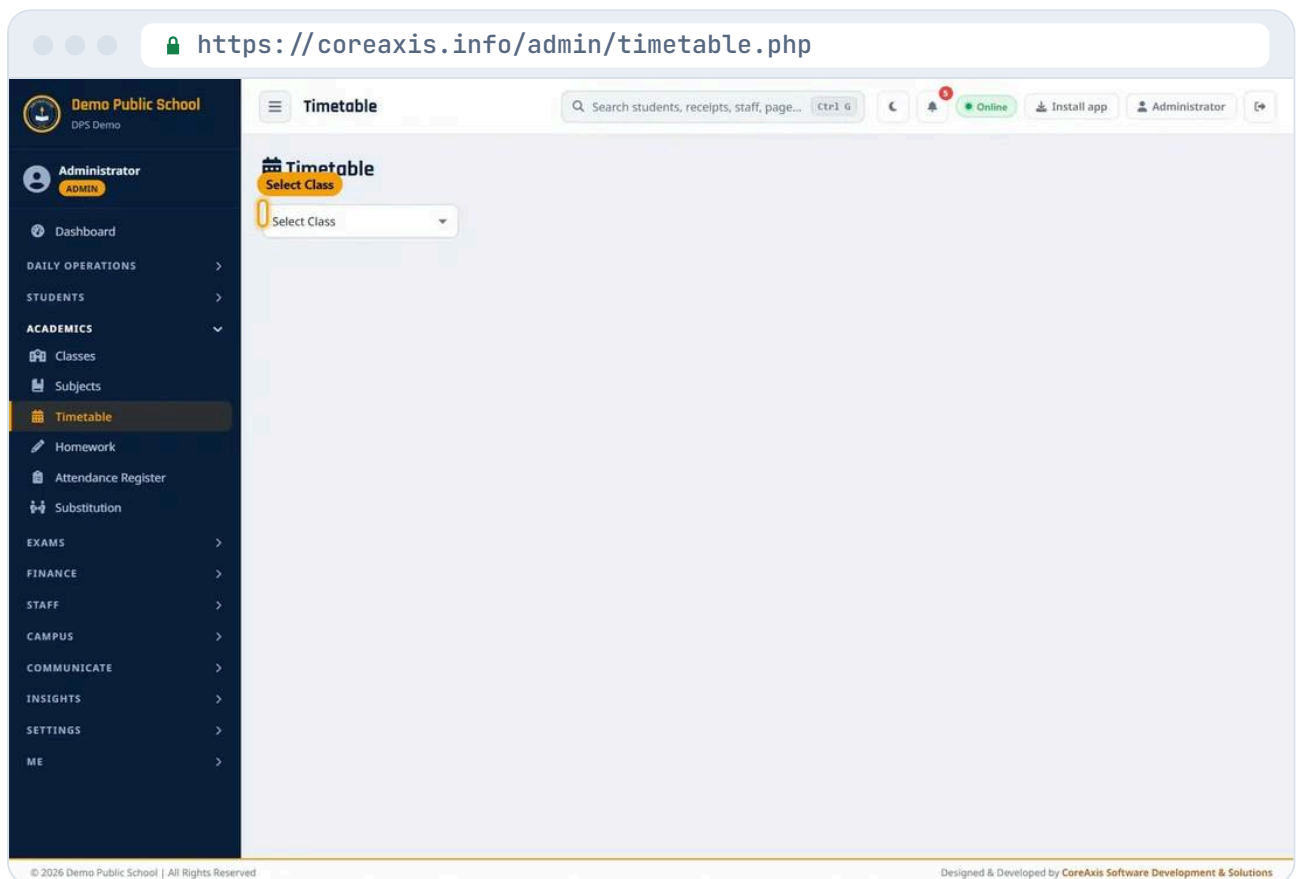
Day rows

Monday to Saturday.

Period 1 – Period 8	Each filled cell shows subject, teacher and time (for example Mathematics, Amit Kumar Mishra, 08:00–08:40).
+ Add	An empty period. Click to add a subject and teacher.
Click a filled period	Opens the same form to edit subject, teacher or time.
Red bin under a period	Removes that period (asks to confirm).

Add a period (example: Class VI, Monday period 8 – Sanskrit with Sunita Sharma)

- 1 Open **Academics > Timetable**.



Pick a class to open its weekly grid.

- 2 Pick **Class VI** in **Select Class**.

3 Find the **Monday** row and click **+ Add** under **Period 8**.

The screenshot shows the 'Timetable' page for 'Class VI'. The interface includes a sidebar with navigation options like Dashboard, Students, Academics, Exams, Finance, Staff, Campus, Communicate, Insights, Settings, and ME. The main area displays a timetable grid with columns for Periods 1 through 8 and rows for each day of the week. The 'Monday' row is highlighted, and the '+ Add' button for Period 8 is circled in orange.

Day	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
Monday	Mathematics Amit Kumar Mishra 08:00-08:40	Hindi Sunita Sharma 08:40-09:20	Science Rajesh Kumar Verma 09:20-10:00	Social Science Mohd. Imran Khan 10:00-10:40	Computer Pooja Gupta 11:00-11:40	General Knowledge Mohd. Imran Khan 11:40-12:20	Drawing Pooja Gupta 12:20-13:00	+ Add
Tuesday	Mathematics Amit Kumar Mishra 08:00-08:40	Computer Pooja Gupta 08:40-09:20	General Knowledge Mohd. Imran Khan 09:20-10:00	Drawing Pooja Gupta 10:00-10:40	Mathematics Amit Kumar Mishra 11:00-11:40	English Anjali Singh 11:40-12:20	Hindi Sunita Sharma 12:20-13:00	+ Add
Wednesday	Mathematics Amit Kumar Mishra 08:00-08:40	Mathematics Amit Kumar Mishra 08:40-09:20	English Anjali Singh 09:20-10:00	Hindi Sunita Sharma 10:00-10:40	Science Rajesh Kumar Verma 11:00-11:40	Social Science Mohd. Imran Khan 11:40-12:20	Computer Pooja Gupta 12:20-13:00	+ Add
Thursday	Mathematics Amit Kumar Mishra 08:00-08:40	Science Rajesh Kumar Verma 08:40-09:20	Social Science Mohd. Imran Khan 09:20-10:00	Computer Pooja Gupta 10:00-10:40	General Knowledge Mohd. Imran Khan 11:00-11:40	Drawing Pooja Gupta 11:40-12:20	Mathematics Amit Kumar Mishra 12:20-13:00	+ Add
Friday	Mathematics Amit Kumar Mishra 08:00-08:40	General Knowledge Mohd. Imran Khan 08:40-09:20	Drawing Pooja Gupta 09:20-10:00	Mathematics Amit Kumar Mishra 10:00-10:40	English Anjali Singh 11:00-11:40	Hindi Sunita Sharma 11:40-12:20	Science Rajesh Kumar Verma 12:20-13:00	+ Add

Class VI timetable; Monday period 8 is empty.

4 In the **Monday — Period 8** form, pick **Sanskrit** in **Subject** and **Sunita Sharma** in **Teacher**.

5 Set **Start Time** to **13:00** and **End Time** to **13:40**.

The screenshot displays the 'Timetable' management interface for Class VI. A modal window titled 'Monday - Period 8' is open, allowing for the editing of a specific class period. The modal contains the following fields:

- SUBJECT ***: A dropdown menu currently showing 'Sanskrit'.
- TEACHER**: A dropdown menu currently showing 'Sunita Sharma'.
- START TIME**: A time picker set to '13:00'.
- END TIME**: A time picker set to '13:40'.

At the bottom of the modal are 'Cancel' and 'Save' buttons. The background shows a grid of the timetable for Monday through Friday, with various subjects like Mathematics, General Knowledge, Drawing, and Science assigned to different periods. The interface includes a sidebar with navigation options like Dashboard, Students, Academics, and Exams, and a top navigation bar with search and user information.

The period form.

- 6 Click **Save**, then **Save** in the confirmation popup. The message "Timetable updated!" appears and the cell shows Sanskrit, Sunita Sharma, 13:00–13:40.

The screenshot shows the 'Timetable' page in the CoreAxis School ERP system. A green notification bar at the top states 'Timetable updated!'. The main content area displays a grid for Class VI, with columns for days (Monday to Friday) and periods (Period 1 to Period 7). The grid shows subjects and teachers for each period. A 'Saved' button is visible in the top right corner of the grid. The interface includes a sidebar with navigation options like Dashboard, Students, Academics, and a search bar at the top.

Day	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Saved
Monday	Mathematics Amit Kumar Mishra 08:00-08:40	Hindi Sunita Sharma 08:40-09:20	Science Rajesh Kumar Verma 09:20-10:00	Social Science Mohd. Imran Khan 10:00-10:40	Computer Pooja Gupta 11:00-11:40	General Knowledge Mohd. Imran Khan 11:40-12:20	Drawing Pooja Gupta 12:20-13:00	Sanskrit Sunita Sharma 13:00-13:40
Tuesday	Mathematics Amit Kumar Mishra 08:00-08:40	Computer Pooja Gupta 08:40-09:20	General Knowledge Mohd. Imran Khan 09:20-10:00	Drawing Pooja Gupta 10:00-10:40	Mathematics Amit Kumar Mishra 11:00-11:40	English Anjali Singh 11:40-12:20	Hindi Sunita Sharma 12:20-13:00	+ Add
Wednesday	Mathematics Amit Kumar Mishra 08:00-08:40	Mathematics Amit Kumar Mishra 08:40-09:20	English Anjali Singh 09:20-10:00	Hindi Sunita Sharma 10:00-10:40	Science Rajesh Kumar Verma 11:00-11:40	Social Science Mohd. Imran Khan 11:40-12:20	Computer Pooja Gupta 12:20-13:00	+ Add
Thursday	Mathematics Amit Kumar Mishra 08:00-08:40	Science Rajesh Kumar Verma 08:40-09:20	Social Science Mohd. Imran Khan 09:20-10:00	Computer Pooja Gupta 10:00-10:40	General Knowledge Mohd. Imran Khan 11:00-11:40	Drawing Pooja Gupta 11:40-12:20	Mathematics Amit Kumar Mishra 12:20-13:00	+ Add
Friday	Mathematics Amit Kumar Mishra 08:00-08:40	General Knowledge Mohd. Imran Khan 08:40-09:20	Drawing Pooja Gupta 09:20-10:00	Mathematics Amit Kumar Mishra 10:00-10:40	English Anjali Singh 11:00-11:40	Hindi Sunita Sharma 11:40-12:20	Science Rajesh Kumar Verma 12:20-13:00	+ Add

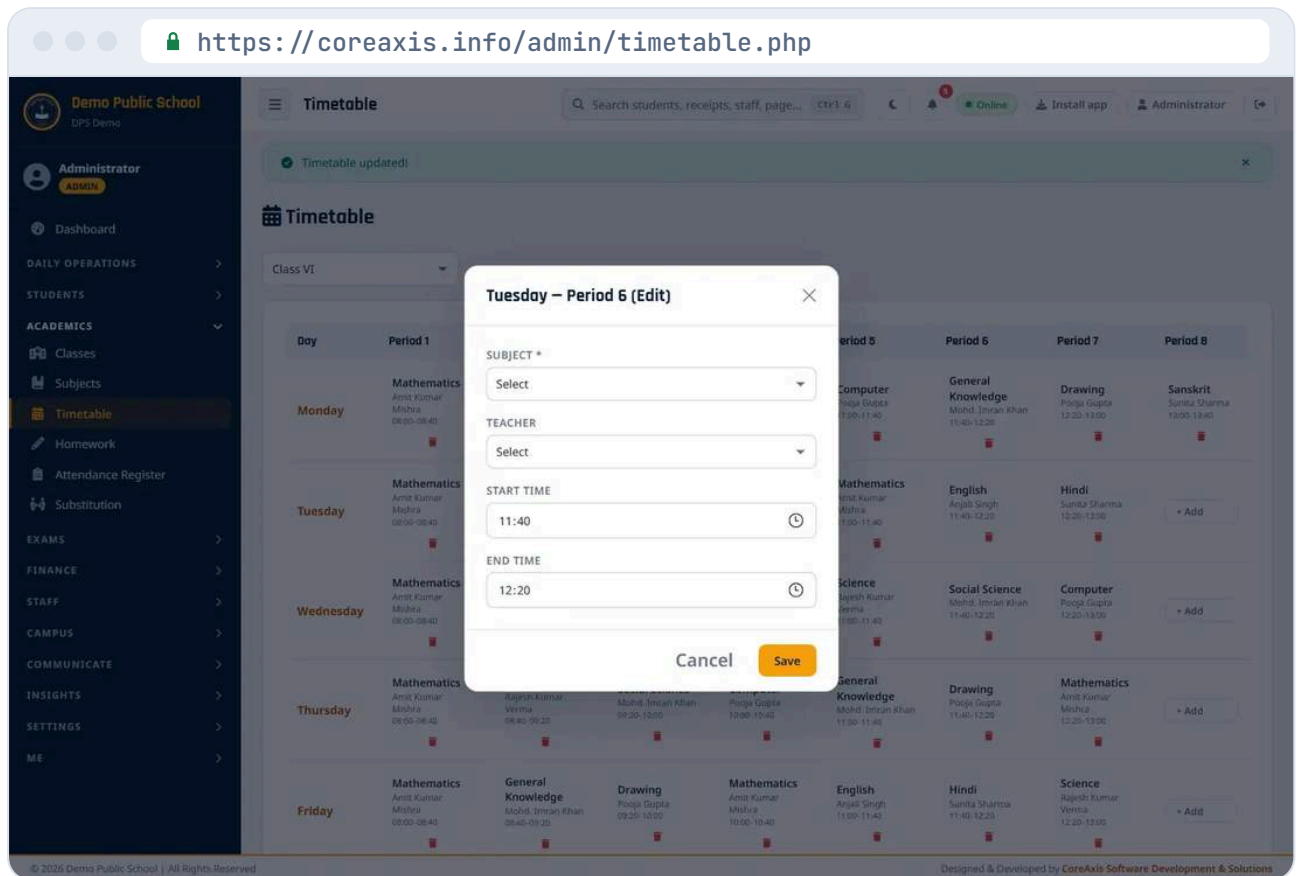
The new period in the grid.

TIP Times are in 24-hour format (13:00 = 1:00 PM). The end time must be after the start time.

TIP The subject list shows all subjects; the app refuses a subject that is not taught in the class ("That subject is not taught in this class.").

Change or remove a period

- 1 Click on the filled period (for example Tuesday, Period 5 — Mathematics). The form opens with the title **Tuesday — Period 5 (Edit)**.



Editing an existing period.

- 2 Change the subject, teacher or times and click **Save**, then confirm.
- 3 To empty a period instead, click the small red bin under it and confirm **Remove this period?**.

When a teacher is already busy (clash check)

A teacher cannot be in two classes in the same day and period. If you try, nothing is saved and a red message names the clash.

- 1 Example: in Class IX you add Monday period 1 — Mathematics with Amit Kumar Mishra. Amit already teaches Class VI in that period, so the app shows "This teacher is already assigned to Class VI in Monday period 1."

The screenshot shows the 'Timetable' page in the CoreAxis School ERP system. The browser address bar displays 'https://coreaxis.info/admin/timetable.php'. The left sidebar contains a navigation menu with options like Dashboard, Students, Academics, Timetable, Homework, Attendance Register, Substitution, Exams, Finance, Staff, Campus, Communicate, Insights, Settings, and Me. The main content area is titled 'Timetable' and features a search bar and a dropdown menu set to 'Class IX'. A red error message at the top states: 'This teacher is already assigned to Class VI in Monday period 1.' Below this, a table displays the timetable for Class IX, with columns for Day, Period 1 through Period 8, and rows for Monday through Saturday. Each cell in the table contains a '+ Add' button. The footer of the page includes copyright information for Demo Public School and CoreAxis Software Development & Solutions.

Day	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
Monday	+ Add	+ Add	+ Add	+ Add	+ Add	+ Add	+ Add	+ Add
Tuesday	+ Add	+ Add	+ Add	+ Add	+ Add	+ Add	+ Add	+ Add
Wednesday	+ Add	+ Add	+ Add	+ Add	+ Add	+ Add	+ Add	+ Add
Thursday	+ Add	+ Add	+ Add	+ Add	+ Add	+ Add	+ Add	+ Add
Friday	+ Add	+ Add	+ Add	+ Add	+ Add	+ Add	+ Add	+ Add
Saturday	+ Add	+ Add	+ Add	+ Add	+ Add	+ Add	+ Add	+ Add

The clash message. Pick another teacher or another period.

What teachers see

- Teachers open **Timetable** from **My Class** in their menu. They can add and edit periods only for the class they are class teacher of. For any other class the page shows "View only — you can edit the timetable of your own class."



Teacher Amit Kumar Mishra viewing Class VII (view only).

Questions

How do I print a class timetable?

There is no separate print button. Open the class's timetable and use your browser's Print (Ctrl + P), choosing Landscape.

Can a period be left without a teacher?

Yes. Leave Teacher as Select. The period shows the subject with a dash for the teacher. Such periods do not appear in Substitution.

Where do parents see the timetable?

In the student and parent portal, under Timetable.

ACADEMICS · CHAPTER 14

Homework

Admin

Principal

Teacher

MENU Academics › Homework (Teacher: My Class › Homework)

Homework is set for a whole class and one subject, with the date it is given, an optional submission date and a written description. As soon as it is saved it appears under Homework in the student and parent portal and the mobile app. Admin and Principal see the homework of all classes; a teacher sees and sets homework only for the classes they are class teacher of.

The screenshot shows the 'Homework' management page in the CoreAxis School ERP system. The interface includes a sidebar with navigation options and a main content area with a table of assigned homework tasks.

Date	Class	Subject	Submission	Description
28 Oct 2026	Class VI	English	30 Oct 2026	Write a paragraph of about 120 words on "My Favourite Festival". Use at least fi
24 Oct 2026	Class VI	Mathematics	—	Chapter 1 Exercises 1-5
23 Oct 2026	Class VI	Mathematics	26 Oct 2026	Exercise 5.2 (Fractions): solve questions 1 to 12 in the homework notebook. Show
22 Oct 2026	Class V	Computer	28 Oct 2026	Make a list of 10 input and output devices with one use of each.
22 Oct 2026	Class IV	Social Science	26 Oct 2026	Prepare a short note on the major rivers of India and mark them on an outline ma
22 Oct 2026	Class VI	Science	27 Oct 2026	Draw a neat labelled diagram of a flower and list the functions of each part.
22 Oct 2026	Class VI	English	25 Oct 2026	Read the chapter "A Different Kind of School" and write the answers to the quest
21 Oct 2026	Class VI	Hindi	25 Oct 2026	

Homework — Demo Public School

Screen at a glance

Assign Homework

Opens the form for new homework.

Date

The day the homework was given. The newest is at the top; 50 items per page.

Class / Subject	Who the homework is for and in which subject.
Submission	The date it must be handed in, or a dash if none was set.
Description	The first 80 characters of the homework text, in any language (Hindi homework shows in Devanagari).
Pencil / Bin	Edit the homework, or delete it (asks to confirm).

Give homework to a class (example: Class VI English, due 30 Oct 2026)

- 1 Open **Academics > Homework** and click **Assign Homework**.

The screenshot displays the 'Homework' management page. The table below represents the data shown in the interface:

Date	Class	Subject	Submission	Description
28 Oct 2026	Class VI	Mathematics	30 Oct 2026	Exercise 6.1 (Integers): solve questions 1 to 10 in the homework notebook. Draw...
28 Oct 2026	Class VI	English	30 Oct 2026	Write a paragraph of about 120 words on "My Favourite Festival". Use at least f...
24 Oct 2026	Class VI	Mathematics	—	Chapter 1 Exercises 1-5
23 Oct 2026	Class VI	Mathematics	26 Oct 2026	Exercise 5.2 (Fractions): solve questions 1 to 12 in the homework notebook. Sho...
22 Oct 2026	Class V	Computer	28 Oct 2026	Make a list of 10 input and output devices with one use of each.
22 Oct 2026	Class IV	Social Science	26 Oct 2026	Prepare a short note on the major rivers of India and mark them on an outline m...
22 Oct 2026	Class VI	Science	27 Oct 2026	Draw a neat labelled diagram of a flower and list the functions of each part.
22 Oct 2026	Class VI	English	25 Oct 2026	Read the chapter "A Different Kind of School" and write the answers to the ques...
21 Oct 2026	Class VI	Hindi	25 Oct 2026	पाठ 6 "पर नज़र के" के प्रश्न-उत्तर लिखिए तथा 10 नए शब्दों के अर्थ याद कीजिए।

The homework list with the Assign Homework button.

- 2 Pick **Class VI** in **Class** and **English** in **Subject**.
- 3 Leave **Date** as today (**28-10-2026**) and set **Submission Date** to **30-10-2026**.

- 4 Type the homework in **Description**, for example: Write a paragraph of about 120 words on "My Favourite Festival". Use at least five new words from Chapter 4 and underline them.

The screenshot shows the 'Assign Homework' form in the CoreAxis School ERP system. The form is displayed as a modal window over a table of existing homework assignments. The table has columns for Date, Class, Subject, Submission, and Description. The 'Assign Homework' form contains the following fields:

- CLASS ***: A dropdown menu with 'Class VI' selected.
- SUBJECT ***: A dropdown menu with 'English' selected.
- DATE**: A date picker showing '28-10-2026'.
- SUBMISSION DATE**: A date picker showing '30-10-2026'.
- DESCRIPTION ***: A text area containing the text: 'Write a paragraph of about 120 words on "My Favourite Festival". Use at least five new words from Chapter 4 and underline them.'

At the bottom of the form are 'Cancel' and 'Save' buttons. The background table shows several rows of homework assignments, including one for 'Class VI' on 'English' due on '28-10-2026' with the same description.

The Assign Homework form filled in.

- 5 Click **Save**, then **Save** in the confirmation popup. The message "Homework assigned!" appears and the homework is at the top of the list.

The screenshot shows the 'Homework' management page in the CoreAxis School ERP system. A green notification banner at the top indicates 'Homework assigned!'. The left sidebar contains a navigation menu with 'Homework' highlighted. The main content area displays a table of homework assignments. The first row is highlighted in orange, showing a new homework assignment for Class VI English, due on 30 Oct 2026, with the description 'Write a paragraph of about 120 words on "My Favourite Festival". Use at least fi...'. Other assignments are listed below it, including Mathematics and Computer assignments.

New homework	Class	Subject	Submission	Description
28 Oct 2026	Class VI	English	30 Oct 2026	Write a paragraph of about 120 words on "My Favourite Festival". Use at least fi
24 Oct 2026	Class VI	Mathematics	—	Chapter 1 Exercises 1-5
23 Oct 2026	Class VI	Mathematics	26 Oct 2026	Exercise 5.2 (Fractions); solve questions 1 to 12 in the homework notebook. Show
22 Oct 2026	Class V	Computer	28 Oct 2026	Make a list of 10 input and output devices with one use of each.
22 Oct 2026	Class IV	Social Science	26 Oct 2026	Prepare a short note on the major rivers of India and mark them on an outline ma
22 Oct 2026	Class VI	Science	27 Oct 2026	Draw a neat labelled diagram of a flower and list the functions of each part.
22 Oct 2026	Class VI	English	25 Oct 2026	Read the chapter "A Different Kind of School" and write the answers to the quest
21 Oct 2026	Class VI	Hindi	25 Oct 2026	

The new homework in the list.

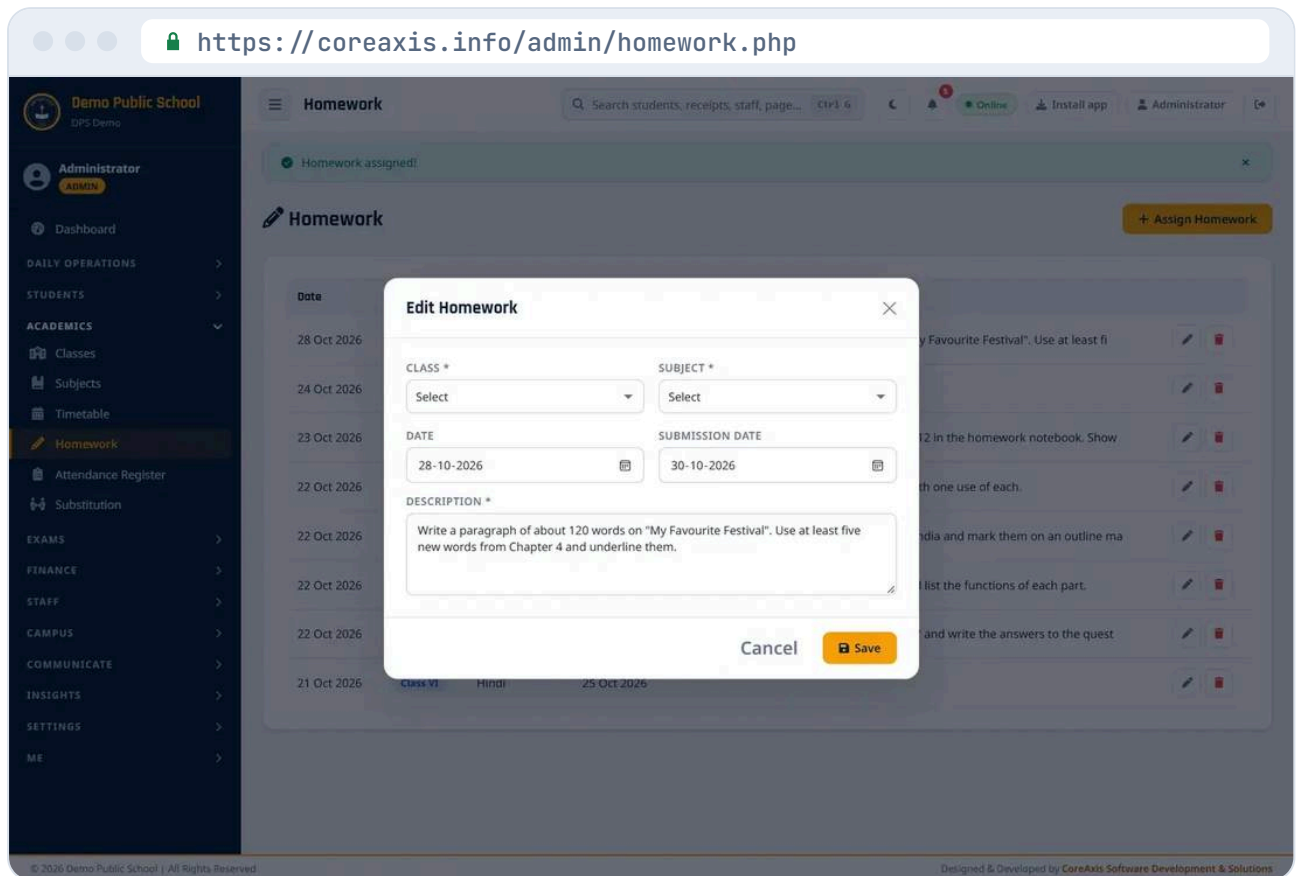
TIP The submission date cannot be before the homework date.

TIP Homework is for the whole class. To give different work to one student, write it in a note to the parent instead.

TIP Homework can be written in Hindi or English. The list shows the start of the text in the language it was typed.

Edit or delete homework

- 1 Click the pencil in the homework's row. The **Edit Homework** form opens with the saved details.

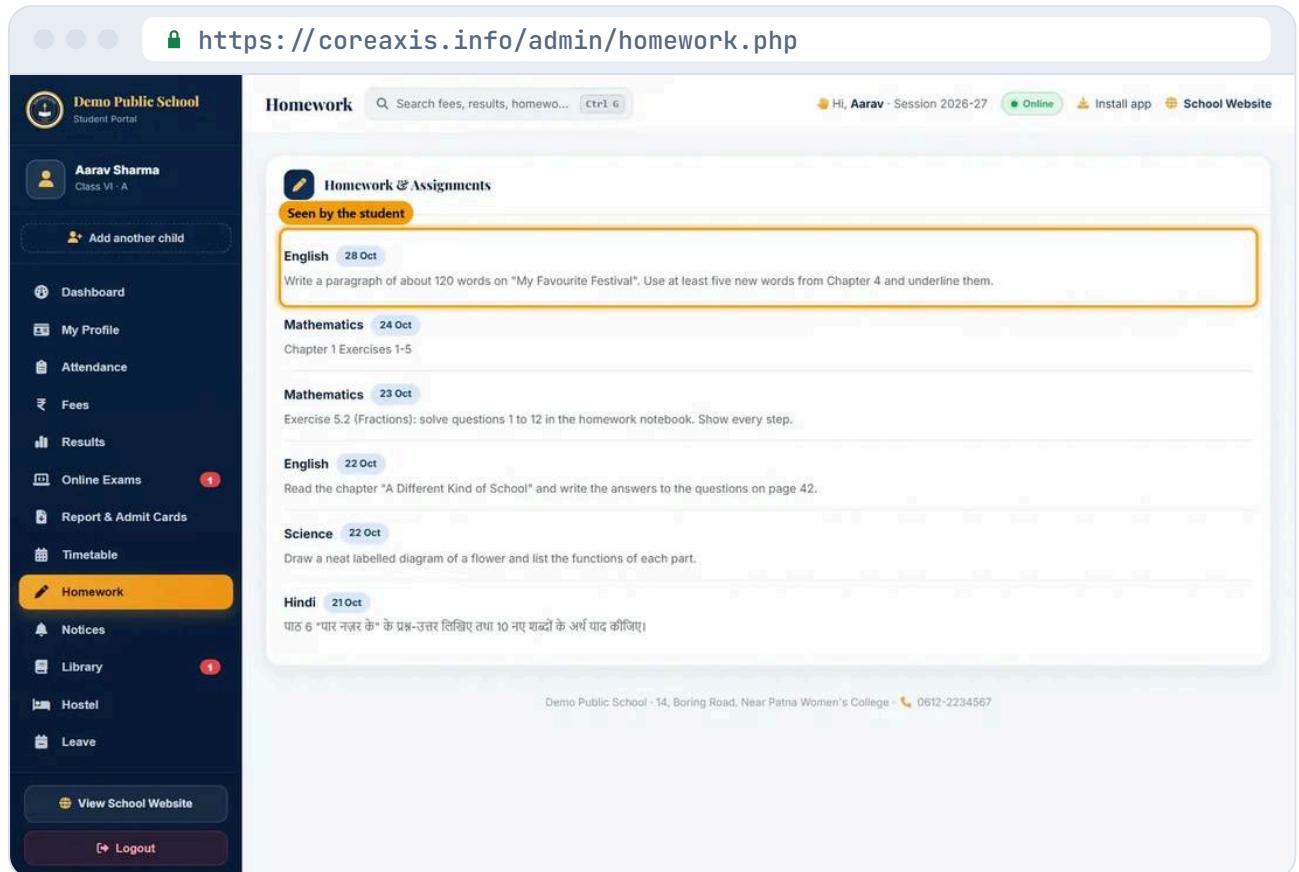


Edit Homework.

- 2 Change what you need and click **Save**, then confirm. The message "Homework updated!" appears.
- 3 To remove homework given by mistake, click the red bin and confirm **Delete this homework?** twice.

What students and parents see

- 1 In the portal, **Homework** lists the last 10 homework items of the student's class, newest first, with the subject, the date given and the full text. Aarav Sharma of Class VI-A sees the English homework at the top.



Student portal › Homework.

TIP The portal shows the date the homework was given, not the submission date. If the due date matters, also write it in the description (for example "Submit by Friday, 30 Oct").

Teacher's view

- 1 A teacher opens **Homework** from **My Class**. The class list in the form shows only their own class, and the list shows only that class's homework.

The screenshot shows the 'Homework' page for a teacher named Amit Kumar Mishra. The page displays a table of homework assignments for Class VI. The table has the following columns: Date, Class, Subject, Submission, and Description. The assignments are as follows:

Date	Class	Subject	Submission	Description
28 Oct 2026	Class VI	Mathematics	30 Oct 2026	Exercise 6.1 (Integers): solve questions 1 to 10 in the homework notebook. Draw...
28 Oct 2026	Class VI	English	30 Oct 2026	Write a paragraph of about 120 words on "My Favourite Festival". Use at least f...
24 Oct 2026	Class VI	Mathematics	—	Chapter 1 Exercises 1-5
23 Oct 2026	Class VI	Mathematics	26 Oct 2026	Exercise 5.2 (Fractions): solve questions 1 to 12 in the homework notebook. Sho...
22 Oct 2026	Class VI	Science	27 Oct 2026	Draw a neat labelled diagram of a flower and list the functions of each part.
22 Oct 2026	Class VI	English	25 Oct 2026	Read the chapter "A Different Kind of School" and write the answers to the ques...
21 Oct 2026	Class VI	Hindi	25 Oct 2026	पाठ 6 "पर नज़र के" के प्रश्न-उत्तर लिखिए तथा 10 नए शब्दों के अर्थ याद कीजिए।

Amit Kumar Mishra (class teacher of VI-A) sees only Class VI homework.

Questions

Can I attach a worksheet (PDF or photo) to homework?

Not at present. Homework is text only. Share the worksheet through Notices or the class's usual channel, and mention it in the homework text.

Does the parent get an SMS for new homework?

No SMS is sent from this page. Parents see it in the portal and the mobile app.

I see old homework only on page 2. Is it lost?

No. The list shows 50 items per page; use the page links under the table.

Can I write homework in Hindi?

Yes. Type it in Hindi (Devanagari) in Description. The list, the portal and the app show it as typed, for example the Class VI Hindi homework of 21 Oct: पाठ 6 "पार नज़र के" के प्रश्न-उत्तर लिखिए तथा 10 नए शब्दों के अर्थ याद कीजिए।

ACADEMICS · CHAPTER 15

Substitution

Admin

Principal

MENU Academics › Substitution

Substitution (arrangement) shows, for one date, every teacher who is away and each of their timetable periods that needs cover. A teacher appears here when they are on approved leave, marked absent in Staff Attendance, or marked unavailable on this page. For each period the app lists only teachers who are free in that period, with the best choice first. The arranged periods appear in each substitute's My Substitutions page and on a printable sheet for the staff room.

The screenshot shows the 'Substitution' page for the Demo Public School. The URL is <https://coreaxis.info/admin/substitution.php>. The page title is 'Substitution' and it shows the date '29-10-2026'. A notification at the top states 'Amit Kumar Mishra will take Class VI-A, period 5.' The page displays a summary of the substitution arrangement for Thursday, 29 Oct 2026, showing 1 teacher absent, 2 periods to cover, 2 arranged, and 0 still open. The main table lists the substitution details for Mohd. Imran Khan, showing periods P3 and P5 with substitutes Anjali Singh and Amit Kumar Mishra.

PERIOD	CLASS	SUBJECT	SUBSTITUTE
P3 9:20-10:00	VI-A	Social Science	Anjali Singh — Revise Chapter 7 map work
P5 11:00-11:40	VI-A	General Knowledge	Amit Kumar Mishra — GK quiz from page 30

Substitution — Demo Public School

Screen at a glance

Print sheet

Opens the day's arrangement sheet in a new tab, ready to print.

Date, < > and Show	Pick the date (or step one day back / forward) and click Show. Today returns to the current date.
Teachers absent	Teachers away on the date.
Periods to cover	Their timetable periods on that weekday.
Arranged	Periods that already have a substitute.
Still open	Periods still without a substitute (red when above zero).
Teacher card	One card per absent teacher with the reason and a badge: On leave, Absent or Unavailable. Available again removes a manual Unavailable mark.
Period / Class / Subject / Substitute	Each period to cover, with a list of free teachers, an optional Note and an Assign button. After assigning, the substitute's name is shown with an × to remove it and a Change to... list.
Mark a teacher unavailable	For a teacher who is away without a leave application or attendance mark (on duty elsewhere, training, came late). Their periods then appear above.

Mark a teacher unavailable for a day (example: Mohd. Imran Khan, 29 Oct 2026)

Mohd. Imran Khan is attending a CBSE training workshop on Thursday, 29 October. He has not applied for leave, so the office marks him unavailable.

1 Open **Academics** > **Substitution**.

The screenshot shows the 'Substitution' page in the CoreAxis School ERP system. The browser address bar displays 'https://coreaxis.info/admin/substitution.php'. The left sidebar menu includes 'Demo Public School', 'Administrator', 'Dashboard', 'DAILY OPERATIONS', 'STUDENTS', 'ACADEMICS' (highlighted), 'EXAMS', 'FINANCE', 'STAFF', 'CAMPUS', 'COMMUNICATE', 'INSIGHTS', 'SETTINGS', and 'ME'. The 'ACADEMICS' section contains links to 'Classes', 'Subjects', 'Timetable', 'Homework', 'Attendance Register', and 'Substitution' (highlighted). The main content area is titled 'Substitution' and includes a search bar, a date selector set to '29-10-2026', and a 'Show' button. Below the date selector are four summary cards: 'TEACHERS ABSENT 0', 'PERIODS TO COVER 0', 'ARRANGED 0', and 'STILL OPEN 0'. A message states 'No absent teachers on this date' with a sub-note: 'Teachers on approved leave, marked absent in Staff Attendance, or marked unavailable below appear here with their periods.' At the bottom, there is a 'Mark a teacher unavailable' section with a form to select a teacher and a reason, and a 'Mark unavailable' button. The footer contains copyright information for 2026 Demo Public School and CoreAxis Software Development & Solutions.

The Substitution page for a date with no absent teacher.

2 Set **Date** to **29-10-2026** and click **Show**.

3 Under **Mark a teacher unavailable**, pick **Mohd. Imran Khan** in **Teacher**.

- 4 Type the reason in **Reason**: CBSE teacher training workshop, Patna.

The screenshot displays the 'Substitution' page in the CoreAxis School ERP system. The page title is 'Substitution' and the subtitle is 'Arrange substitute teachers for absent teachers' periods — Thursday, 29 Oct 2026'. The page includes a search bar, a 'Print sheet' button, and a date selector for '29-10-2026'. Below the date selector, there are four summary cards: 'TEACHERS ABSENT 0', 'PERIODS TO COVER 0', 'ARRANGED 0', and 'STILL OPEN 0'. A message states 'No absent teachers on this date' with a subtext: 'Teachers on approved leave, marked absent in Staff Attendance, or marked unavailable below appear here with their periods.' Below this, the 'Mark a teacher unavailable' section is active, showing a form with 'Teacher *' set to 'Mohd. Imran Khan' and 'Reason' set to 'CBSE teacher training wc'. A 'Mark unavailable' button is present.

https://coreaxis.info/admin/substitution.php

Substitution

Search students, receipts, staff, page... Ctrl G

Online Install app Administrator

Substitution

Arrange substitute teachers for absent teachers' periods — Thursday, 29 Oct 2026

Print sheet

Date

29-10-2026

Show Today

TEACHERS ABSENT 0

PERIODS TO COVER 0

ARRANGED 0

STILL OPEN 0

No absent teachers on this date

Teachers on approved leave, marked absent in Staff Attendance, or marked unavailable below appear here with their periods.

Mark a teacher unavailable

Mark a teacher unavailable a leave application or attendance mark (on duty elsewhere, training, came late ...). Their periods then appear above for substitution.

Teacher * Reason

Mohd. Imran Khan CBSE teacher training wc

Mark unavailable

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Marking a teacher unavailable.

- 5 Click **Mark unavailable**, then confirm. The message "Mohd. Imran Khan marked unavailable for 29 Oct 2026. Assign substitutes below." appears and his card lists his Thursday periods (P3 Social Science and P5 General Knowledge in VI-A).

https://coreaxis.info/admin/substitution.php

Substitution

Search students, receipts, staff, page... Ctr+G

Online Install app Administrator

Mohd. Imran Khan marked unavailable for 29 Oct 2026. Assign substitutes below.

Home / Academics / Substitution

Substitution

Arrange substitute teachers for absent teachers' periods — Thursday, 29 Oct 2026

Date: 29-10-2026

TEACHERS ABSENT: 1 PERIODS TO COVER: 2 ARRANGED: 0 STILL OPEN: 2

Mohd. Imran Khan
TGT Teacher (Trained Grad.) - Unavailable: CBSE teacher training workshop, Patna

Unavailable Available again

PERIOD	CLASS	SUBJECT	SUBSTITUTE
P3 9:20-10:00	VI-A	Social Science	Pick a free teacher... Note (optional) Assign
P5 11:00-11:40	VI-A	General Knowledge	Pick a free teacher... Note (optional) Assign

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His periods now need cover: 2 still open.

- TIP** Teachers with approved leave or marked absent in Staff Attendance appear here on their own. You do not need to mark them unavailable.
- TIP** If a teacher has no periods on that weekday, the card says "No timetable periods on Thursday — nothing to arrange."
- TIP** If the date is a holiday or Sunday, the page says the school is off and nothing needs arranging.

Assign substitutes (example: P3 to Anjali Singh, P5 to Amit Kumar Mishra)

- 1 In the row for **P3 · VI-A · Social Science**, open the list **Pick a free teacher...** Each name shows how many substitutions the teacher already has this week and how many periods they teach that day. "teaches this class" means they know the students. The first name is marked (suggested).

- 2 Pick **Anjali Singh** — 0 this week, 0 periods today · teaches this class (suggested).
- 3 Type a short instruction in **Note (optional)**, for example Revise Chapter 7 map work.

https://coreaxis.info/admin/substitution.php

Substitution

Date: 29-10-2026

TEACHERS ABSENT: 1, PERIODS TO COVER: 2, ARRANGED: 0, STILL OPEN: 2

Mohd. Imran Khan
TGT Teacher (Trained Grad.) - Unavailable: CBSE teacher training workshop, Patna

Unavailable Available again

PERIOD	CLASS	SUBJECT	SUBSTITUTION
P3 9:20-10:00	VI-A	Social Science	<p>Pick substitute, then Assign</p> <p>Anjali Singh — 0 this week, 0 periods today · teaches this class (suggested)</p> <p>Revise Chapter 7 ma ✓ Assign</p>
P5 11:00-11:40	VI-A	General Knowledge	<p>Pick a free teacher...</p> <p>Note (optional) ✓ Assign</p>

Mark a teacher unavailable

For a teacher who is away without a leave application or attendance mark (on duty elsewhere, training, came late ...). Their periods then appear above for substitution.

Teacher * Reason

Select teacher e.g. Board exam duty Mark unavailable

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Pick a substitute and add a note.

- 4 Click **Assign** and confirm. The message "Anjali Singh will take Class VI-A, period 3." appears.
- 5 Do the same for **P5 · General Knowledge**: pick **Amit Kumar Mishra**, note GK quiz from page 30, and click **Assign**.

6 Check the counters: **Arranged 2** and **Still open 0**.

The screenshot shows the 'Substitution' page in the CoreAxis School ERP system. The URL is <https://coreaxis.info/admin/substitution.php>. The page is for 'Demo Public School' and is accessed by an 'Administrator'. The main heading is 'Substitution' with a subtitle 'Arrange substitute teachers for absent teachers' periods — Thursday, 29 Oct 2026'. A date selector shows '29-10-2026'. Four counters are displayed: 'TEACHERS ABSENT 1', 'PERIODS TO COVER 2', 'ARRANGED 2', and 'STILL OPEN 0'. Below these, a table shows substitutions for 'Mohd. Imran Khan' (TGT Teacher (Trained Grad.) - Unavailable: CBSE teacher training workshop, Patna). The table has columns: PERIOD, CLASS, SUBJECT, and SUBSTITUTE. Two rows are shown: Period P3 (9:20-10:00) for Social Science, substituted by Anjali Singh (Revise Chapter 7 map work), and Period P5 (11:00-11:40) for General Knowledge, substituted by Amit Kumar Mishra (GK quiz from page 30). Each row has a 'Change to...' dropdown, a 'Note (optional)' field, and a 'Change' button. There are also 'Unavailable' and 'Available again' buttons for the teacher.

Both periods are covered.

TIP Only teachers who are free in that period and not away themselves are listed. If nobody is free, the row says "No free teacher in this period."

TIP To swap a substitute, pick **Change to...** and click **Change**. To cancel an arrangement, click the × next to the name and confirm.

TIP If the absent teacher comes back, click **Available again** on their card. Arrangements already saved stay until you remove them.

Print the arrangement sheet

1 With the date selected, click **Print sheet** (top right). The sheet opens in a new tab.

- 2 Check the sheet: period, time, class, subject, absent teacher (with reason), substitute (with note) and a signature column. The footer shows how many periods are arranged and when it was printed.

Print Close

Demo Public School
14, Boring Road, Near Patna Women's College
☎ 0612-2234567 ✉ info@demo.coreaxis.info 🌐 https://coreaxis.info/site.php?ts=demo

DAILY ARRANGEMENT (SUBSTITUTION)
Thursday, 29 October 2026

Period	Time	Class	Subject	Absent teacher	Substitute	Signature
3	9:20-10:00	VI-A	Social Science	Mohd. Imran Khan Unavailable: CBSE teacher training workshop, Patna	Anjali Singh Revise Chapter 7 map work	
5	11:00-11:40	VI-A	General Knowledge	Mohd. Imran Khan Unavailable: CBSE teacher training workshop, Patna	Amit Kumar Mishra GK quiz from page 30	

2 of 2 period(s) arranged - 1 teacher(s) absent - printed 28-10-2026 7:29 PM

Time-table In-charge _____ Satyajeet Kr. Singh

Daily Arrangement (Substitution) sheet for 29 October 2026.

- 3 Click **Print**. Pin the sheet in the staff room and ask substitutes to sign against their period.

What the substitute teacher sees

- 1 Every staff member has **Me > My Substitutions**. It shows counters for Today, This week and Next 14 days, a table of upcoming periods (date, period, class, subject, in place of, note) and the last 30 days. Amit Kumar Mishra sees his period for tomorrow.

The screenshot displays the 'My Substitutions' page for a teacher named Amit Kumar Mishra. The page layout includes a sidebar with navigation links, a top header with the user's name and status, and a main content area. The main content area features three counters for 'Today', 'This Week', and 'Next 14 Days'. Below these are two sections: 'Today & upcoming' and 'Last 30 days'. The 'Today & upcoming' section contains a table with columns for Date, Period, Class, Subject, In Place Of, and Note. The 'Last 30 days' section shows a message indicating no substitutions in the last 30 days.

DATE	PERIOD	CLASS	SUBJECT	IN PLACE OF	NOTE
Tomorrow	PS 11:00-11:40	VI-A	General Knowledge	Mohd. Imran Khan	GK quiz from page 30

Teacher view: My Substitutions.

TIP Teachers cannot change arrangements themselves; the page tells them to ask the office.

Questions

A teacher is on approved leave but does not appear. Why?

Check the date you are viewing and that the leave is approved (not pending). Also check that the teacher has periods in the timetable on that weekday.

Can I arrange substitutes for tomorrow in advance?

Yes. Use the > arrow or pick tomorrow's date and click Show.

Why is a teacher missing from the substitute list?

They already have a period at that time, or they are away themselves on that date.

EXAMS · CHAPTER 16

Create Exams

Admin

Principal

Teacher (own class)

MENU Exams > Create Exams

Every test the school holds — unit test, half-yearly, annual or pre-board — starts here. You create the exam, choose which subjects it covers with their maximum marks, pass marks and dates, then enter marks (see Marks Entry). The subject list feeds admit cards and report cards. Results stay hidden from students and parents until the Principal or an Admin clicks Publish.

https://coreaxis.info/admin/exams.php

Administrator
ADMIN

Dashboard

DAILY OPERATIONS >

STUDENTS >

ACADEMICS >

EXAMS >

Create Exams

Marks Entry

Exam Eligibility

Exam Form Apply

Admit Cards

Online Exam

Report Cards

Exam Certificates

FINANCE >

STAFF >

CAMPUS >

COMMUNICATE >

INSIGHTS >

SETTINGS >

ME >

Exams & Marks

Search students, receipts, staff, page... Ctrl G

Online

Install app

Administrator

Subjects assigned successfully!

Exams & Marks
Home > Academics > Exams

+ Create Exam

Unit Test 2 – November 2026

Unit Test Class VI 16 Nov 2026 to 21 Nov 2026 All Exams Edit Delete

Assign Subjects (6) Enter Marks Report Card

Select Subjects for this Exam

Select All Clear All

Select	Subject	Max Marks	Pass Marks	Exam Date
☒	Hindi (HIN)	25	9	16-11-2026
☒	English (ENG)	25	9	17-11-2026
☒	Mathematics (MATH)	25	9	18-11-2026
☒	Science (SCI)	25	9	19-11-2026
☒	Social Science (SST)	25	9	20-11-2026
☐	Computer (COMP)	100	33	dd-mm-yyyy
☐	General Knowledge (GK)	100	33	dd-mm-yyyy

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Create Exams — Demo Public School

Screen at a glance

Create Exam

Opens the form for a new exam.

All Exams — 2026-27

The exams of the current session, newest first.

Exam Name / Type / Class / Dates	Name, type (Unit Test, Half Yearly, Annual / Yearly, Pre-Board), the class (or All) and the date range.
Results	Published (students and parents can see the marks) or Not published. Admin and Principal see a Publish / Hide button next to it.
Subjects	Opens the exam on the Assign Subjects tab.
Marks	Opens the exam on the Enter Marks tab.
Report card icon	Opens Report Cards with this exam's class and exam already chosen.
Exam header (inside an exam)	Type and class badges, dates, All Exams, Edit (change name, type, class or dates) and Delete (removes the exam and all its marks). Delete is shown to Admin and Principal only. For an All Classes exam, Edit is also Admin and Principal only.

Create an exam (example: Unit Test 2 – November 2026 for Class VI)

- 1 Open **Exams > Create Exams** and click **Create Exam**.

The screenshot displays the 'Exams & Marks' section of the CoreAxis School ERP. The left sidebar contains a navigation menu with categories like DAILY OPERATIONS, STUDENTS, ACADEMICS, EXAMS, FINANCE, STAFF, CAMPUS, COMMUNICATE, INSIGHTS, SETTINGS, and ME. The 'EXAMS' category is expanded, showing options like 'Create Exams', 'Marks Entry', 'Exam Eligibility', 'Exam Form Apply', 'Admit Cards', 'Online Exam', 'Report Cards', and 'Exam Certificates'. The 'Create Exams' option is highlighted. The main content area shows a table titled 'All Exams – 2026-27' with columns for Exam Name, Type, Class, Dates, Results, and Actions. A single exam entry is visible: 'Half-Yearly Examination' with Type 'Annual', Class 'All', Dates '08 Sep 2026 to 14 Sep 2026', and Results 'Published'. The 'Actions' column for this exam includes buttons for 'Subjects', 'Marks', and a trash icon. A 'Create Exam' button is located in the top right corner of the main content area.

The exam list with the Create Exam button.

- 2 Type **Unit Test 2 – November 2026** in **Exam Name**.
- 3 Pick **Unit Test** in **Exam Type** and **Class VI** in **Class**.

4 Set **Start Date** to **16-11-2026** and **End Date** to **21-11-2026**.

The screenshot displays the CoreAxis School ERP interface. The browser address bar shows <https://coreaxis.info/admin/exams.php>. The left sidebar contains a navigation menu with categories: Demo Public School, Administrator, DAILY OPERATIONS, STUDENTS, ACADEMICS, EXAMS, FINANCE, STAFF, CAMPUS, COMMUNICATE, INSIGHTS, SETTINGS, and ME. The 'EXAMS' section is expanded, showing 'Create Exams' as the active option. The main content area is titled 'Exams & Marks' and includes a search bar and a '+ Create Exam' button. A modal window titled '+ Create New Exam' is open, containing the following fields: EXAM NAME * (Unit Test 2 --- November 2026), EXAM TYPE (Unit Test), CLASS (Class VI), START DATE (16-11-2026), and END DATE (21-11-2026). The modal has 'Cancel' and '+ Create Exam' buttons at the bottom. The background shows a table of exams with columns for Exam Name, Actions, and a '+ Create Exam' button.

The Create New Exam form.

- 5 Click **Create Exam** and confirm. The message "Exam created! Now assign subjects." appears and the exam opens on the **Assign Subjects** tab.

https://coreaxis.info/admin/exams.php

Exams & Marks

Exam created! Now assign subjects.

Exams & Marks

Home > Academics > Exams

+ Create Exam

Unit Test 2 – November 2026

Unit Test Class VI 16 Nov 2026 to 21 Nov 2026 All Exams Edit Delete

Assign Subjects (0) Enter Marks Report Card

Select Subjects for this Exam

Select All Clear All

Select	Subject	Max Marks	Pass Marks	Exam Date
☐	Hindi (HIN)	100	33	dd-mm-yyyy
☐	English (ENG)	100	33	dd-mm-yyyy
☐	Mathematics (MATH)	100	33	dd-mm-yyyy
☐	Science (SCI)	100	33	dd-mm-yyyy
☐	Social Science (SST)	100	33	dd-mm-yyyy
☐	Computer (COMP)	100	33	dd-mm-yyyy
☐	General Knowledge (GK)	100	33	dd-mm-yyyy

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A new exam: no subjects ticked yet.

TIP Choose **All** for a school-wide exam such as the Half-Yearly or **Classes** Annual exam: you set the subjects and dates once, and marks are entered class by class (the Enter Marks tab has a Class box). Choose one class for a class test or a test with its own subjects.

TIP Teachers can create exams only for their own class. All Classes is for Admin and Principal; teachers still see All Classes exams and enter marks for their own class.

Choose the subjects, marks and dates

Unit Test 2 covers six subjects, 25 marks each, pass mark 9, one subject a day.

- 1 Tick **Select** for Hindi, English, Mathematics, Science, Social Science and Sanskrit. Leave Computer, General Knowledge and Drawing unticked. **Select All** and **Clear All** tick or untick every row.
- 2 In each ticked row, set **Max Marks** to **25** and **Pass Marks** to **9**.

- 3 Set each **Exam Date**: Hindi 16-11-2026, English 17-11-2026, Mathematics 18-11-2026, Science 19-11-2026, Social Science 20-11-2026, Sanskrit 21-11-2026.

https://coreaxis.info/admin/exams.php

Exam created! Now assign subjects.

Exams & Marks

Home > Academics > Exams

+ Create Exam

Skip to main content

Unit Test 2 – November 2026

Unit Test Class VI 16 Nov 2026 to 21 Nov 2026 All Exams Edit Delete

Search students, receipts, staff, page... Ctrl+G

Online Install app Administrator

Assign Subjects (0) Enter Marks Report Card

Select Subjects for this Exam

Select	Subject	Max Marks	Pass Marks	Exam Date
☒	Hindi (HIN)	25	9	16-11-2026
☒	English (ENG)	25	9	17-11-2026
☒	Mathematics (MATH)	25	9	18-11-2026
☒	Science (SCI)	25	9	19-11-2026
☒	Social Science (SST)	25	9	20-11-2026
☐	Computer (COMP)	100	33	dd-mm-yyyy
☐	General Knowledge (GK)	100	33	dd-mm-yyyy
☐	Drawing (DRAW)	100	33	dd-mm-yyyy
☒	Sanskrit (SAN)	25	9	21-11-2026

Save Subject Assignment

Save Subject Assignment

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Six subjects ticked with 25 / 9 marks and dates.

- 4 Click **Save Subject Assignment** and confirm. The message "Subjects assigned successfully!" appears and the tab reads **Assign Subjects (6)**.

The screenshot shows the 'Exams & Marks' interface. A notification at the top states 'Subjects assigned successfully!'. The main section is titled 'Unit Test 2 – November 2026' for 'Class VI' from '16 Nov 2026 to 21 Nov 2026'. The 'Assign Subjects (6)' tab is selected, displaying a table of subjects assigned to the exam.

Select	Subject	Max Marks	Pass Marks	Exam Date
☒	Hindi (HIN)	25	9	16-11-2026
☒	English (ENG)	25	9	17-11-2026
☒	Mathematics (MATH)	25	9	18-11-2026
☒	Science (SCI)	25	9	19-11-2026
☒	Social Science (SST)	25	9	20-11-2026
☐	Computer (COMP)	100	33	dd-mm-yyyy
☐	General Knowledge (GK)	100	33	dd-mm-yyyy

Saved: the exam now has 6 subjects.

TIP The subject dates and marks print on the admit card schedule. Pass marks decide pass / fail on the report card.

TIP The list shows the subjects taught in the exam's class (see Academics › Subjects).

Publish results

After marks are entered and checked (see Marks Entry), publish the exam so students and parents can see the marks. Only the Principal or an Admin can publish.

- 1 Open **Exams › Create Exams**. In the exam's row the **Results** column shows **Not published**.

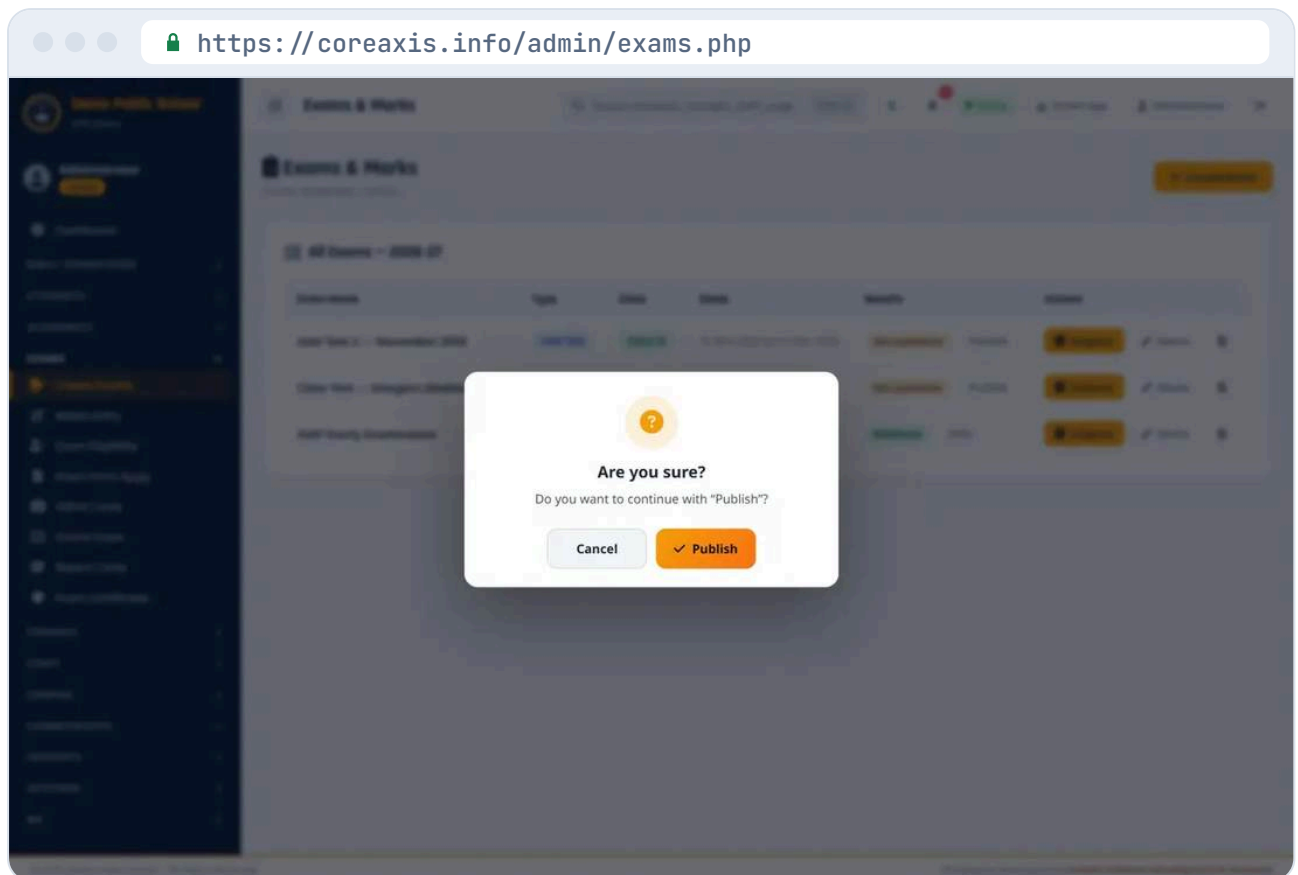
2 Click **Publish** next to it.

The screenshot shows the 'Exams & Marks' page in the CoreAxis School ERP system. The page title is 'Exams & Marks' and the breadcrumb is 'Home > Academics > Exams'. The page includes a search bar, a 'Create Exam' button, and a table of exams for 2026-27. The table has columns for Exam Name, Type, Class, Dates, Results, and Actions. The 'Unit Test 2 — November 2026' exam is highlighted, and the 'Publish' button in the 'Results' column is circled in orange.

Exam Name	Type	Class	Dates	Results	Actions
Unit Test 2 — November 2026	Unit Test	Class VI	16 Nov 2026 to 21 Nov 2026	Not published	Publish Subjects Marks B
Class Test — Integers (Mathematics)	Unit Test	Class VI	27 Oct 2026 to 27 Oct 2026	Not published	Publish Subjects Marks B
Half-Yearly Examination	Annual	All	08 Sep 2026 to 14 Sep 2026	Published	Hide Subjects Marks B

The Publish button in the Results column.

- 3 Click **Publish** in the confirmation popup.



Confirm publishing.

- 4 The message "Results published. Students and parents can now see the marks." appears and the badge turns green: **Published**.

The screenshot shows the 'Exams & Marks' page in the CoreAxis School ERP system. The browser address bar displays 'https://coreaxis.info/admin/exams.php'. The left sidebar shows the user is an Administrator with a green 'ADMIN' badge. The main content area has a green notification banner at the top stating 'Results published. Students and parents can now see the marks.' Below this, the 'Exams & Marks' section is active, showing a table of exams for the 2026-27 academic year. The table has columns for Type, Class, Dates, Results, and Actions. The first row, 'Unit Test 2 — November 2026', is highlighted with an orange border and shows a green 'Published' status. The second row, 'Class Test — Integers (Mathematics)', shows a yellow 'Not published' status. The third row, 'Half-Yearly Examination', shows a green 'Published' status. The footer of the page includes copyright information for Demo Public School and CoreAxis Software Development & Solutions.

Type	Class	Dates	Results	Actions
Unit Test	Class VI	16 Nov 2026 to 21 Nov 2026	Published	Subjects Marks
Unit Test	Class VI	27 Oct 2026 to 27 Oct 2026	Not published	Subjects Marks
Annual	All	08 Sep 2026 to 14 Sep 2026	Published	Subjects Marks

Unit Test 2 is published.

- 5 Students and parents now see the marks under **Results** in the portal and the mobile app.

The screenshot shows the 'Results' section of the Demo Public School Student Portal. The user is Aarav Sharma, Class VI - A. The page displays a table of exam results for Unit Test 2 and Half-Yearly Examinations across various subjects. The table has columns for EXAM, SUBJECT, MARKS, and %. The results are as follows:

EXAM	SUBJECT	MARKS	%
Unit Test 2 — November 2026	Sanskrit	17.00/25	68%
Unit Test 2 — November 2026	Social Science	19.00/25	76%
Unit Test 2 — November 2026	Science	19.00/25	76%
Unit Test 2 — November 2026	Mathematics	17.00/25	68%
Unit Test 2 — November 2026	English	17.00/25	68%
Unit Test 2 — November 2026	Hindi	19.00/25	76%
Half-Yearly Examination	Computer	87.00/100	87%
Half-Yearly Examination	Social Science	77.00/100	77%
Half-Yearly Examination	Science	85.00/100	85%
Half-Yearly Examination	Mathematics	78.00/100	78%
Half-Yearly Examination	English	96.00/100	96%
Half-Yearly Examination	Hindi	80.00/100	80%

The page also includes a sidebar with navigation options like Dashboard, My Profile, Attendance, Fees, Results (highlighted), Online Exams, Report & Admit Cards, Timetable, Homework, Notices, Library, Hostel, and Leave. The footer shows the school's address and contact information.

Aarav Sharma's portal shows his Unit Test 2 marks subject by subject.

TIP Click **Hide** to take results back from the portal, for example to correct a mark. Publish again when done.

TIP Marks can still be changed after publishing. Parents see the change at once, so check marks before you publish.

Edit or delete an exam

- 1 Open the exam (click **Subjects** in its row).
- 2 Click **Edit** to change the name, type, class or dates, then **Save** in the form.
- 3 Click **Delete** only for an exam created by mistake. Confirm twice. Only Admin and Principal see the Delete button.

IMPORTANT Delete removes the exam and ALL its marks. It cannot be reversed. Do not delete a published exam that parents have already seen; use Hide instead.

Questions

Which exam type should I choose?

Unit Test for class tests and periodic tests, Half Yearly for Term I, Annual / Yearly for the final exam, Pre-Board for Class X and XII practice. On the report card, Term I is usually the Half Yearly exam and Term II the Annual exam.

Unit Test 2 is held for every class. Do I create it many times?

You have two choices. Create it once for All Classes: the subjects, marks and dates are the same for every class, and marks are entered class by class (each class teacher sees their own class). Or create one exam per class with the same name (Unit Test 2 — November 2026) when classes have different subjects or dates.

Can a teacher publish results?

No. Teachers can create exams and enter marks for their own class. Only the Principal or an Admin sees the Publish / Hide and Delete buttons.

EXAMS · CHAPTER 17

Marks Entry

Admin

Principal

Teacher (own class)

MENU Exams > Marks Entry (Teacher: My Class > Marks)

Marks are entered on one sheet per exam: one row per student and one column per subject assigned to the exam. Totals and percentages update as you type. For an exam set for All Classes (such as the Half-Yearly Examination) you pick the class in the Class box and enter that class's marks. Marks feed report cards, exam certificates (rank and percentage) and, once the exam is published, the Results tab of the student and parent portal. Teachers enter marks only for the class they are class teacher of.

The screenshot displays the 'Marks Entry' interface for 'Unit Test 2 – November 2026'. The interface includes a sidebar with navigation options, a top navigation bar, and a main content area for entering marks for a specific exam.

Navigation Sidebar:

- Administrator (ADMIN)
- Dashboard
- DAILY OPERATIONS
- STUDENTS
- ACADEMICS
- EXAMS
 - Create Exams
 - Marks Entry**
 - Exam Eligibility
 - Exam Form Apply
 - Admit Cards
 - Online Exam
 - Report Cards
 - Exam Certificates
- FINANCE
- STAFF
- CAMPUS
- COMMUNICATE
- INSIGHTS
- SETTINGS
- ME

Top Navigation Bar:

- Exams & Marks
- Search students, receipts, staff, page...
- Online
- Administrator

Main Content Area:

Unit Test 2 – November 2026

Unit Test Class VI 16 Nov 2026 to 21 Nov 2026 All Exams Edit Delete

Assign Subjects (6) Enter Marks Report Card

Download Template Choose File No file chosen Upload CSV Download template → fill marks → upload

Mark Entry — 25 students, 6 subjects

Save All Marks

#	Student	Hindi /25	English /25	Mathematics /25	Science /25	Social Science /25	Sanskrit /25	Total	%
1	Aarav Sharma	19	17	17	19	19	17	108	72.0%
2	Ananya Pandey	23	22	22	25	24	21	137	91.3%
3	Vivaan Prasad	18	20	17	19	19	17	110	73.3%
4	Diya Verma	17	17	12	14	17	—	77	51.3%
5	Aditya Srivastava	15	16	17	15	14	18	95	63.3%
6	Aadhya Choudhary	17	19	17	17	20	18	108	72.0%
7	Arjun Gupta	15	20	16	20	17	16	104	69.3%

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Marks Entry — Demo Public School

Screen at a glance

Exam list

Exams > Marks Entry first shows the exam list. Click Marks in an exam's row to open its sheet.

Assign Subjects (n) / Enter Marks tabs	Switch between the subject set-up and the marks sheet of the same exam.
Class (All Classes exams only)	Shown on the Enter Marks tab of an exam set for All Classes. Pick the class whose marks you are entering; the sheet reloads with that class's students. Teachers see only their own class in the list.
Download Template	Downloads a CSV file with one row per student and one column per subject (with its maximum).
Choose File + Upload CSV	Uploads the filled template and saves all marks at once.
Mark Entry — n students, n subjects	The sheet title. Save All Marks appears above and below the sheet.
Student column	Name with roll number, in roll-number order.
Subject columns	One box per subject; the heading shows the maximum (for example /25). An empty box shows a dash.
Total / %	Worked out as you type, out of the total maximum of all subjects.
Report Card	Opens Report Cards for this exam's class.

Enter marks (example: Unit Test 2 – November 2026, Class VI)

- 1 Open **Exams > Marks Entry**. In the row of **Unit Test 2 – November 2026**, click **Marks**.

The screenshot displays the 'Exams & Marks' section of the CoreAxis School ERP. The left sidebar contains a navigation menu with categories like DAILY OPERATIONS, STUDENTS, ACADEMICS, EXAMS, FINANCE, STAFF, CAMPUS, COMMUNICATE, INSIGHTS, SETTINGS, and ME. The 'EXAMS' section is expanded, and 'Marks Entry' is selected. The main area shows a table titled 'All Exams – 2026-27' with columns: Exam Name, Type, Class, Dates, Results, and Actions. The first row, 'Unit Test 2 – November 2026', is highlighted. In the 'Actions' column for this row, the 'Marks' tab is selected, indicated by an orange highlight.

Exam Name	Type	Class	Dates	Results	Actions
Unit Test 2 – November 2026	Unit Test	Class VI	16 Nov 2026 to 21 Nov 2026	Not published	Publish, Subjects, Marks, [icon]
Unit Test 2 – Mathematics	Unit Test	Class VI	27 Oct 2026 to 27 Oct 2026	Not published	Publish, Subjects, Marks, [icon]
Half-Yearly Examination	Annual	All	08 Sep 2026 to 14 Sep 2026	Published	Hide, Subjects, Marks, [icon]

Pick the exam.

- 2 The **Enter Marks** tab opens with 25 students and 6 subjects, each out of 25.
- 3 Type each student's marks in the subject boxes. Press **Tab** to move to the next box. For example, Aarav Sharma: Hindi 19, English 17, Mathematics 17, Science 19, Social Science 19, Sanskrit 17 — the Total shows 108 and % shows 72.0%.

4

Leave a box empty if the student was absent for that paper (Diya Verma, Sanskrit, in the example).

https://coreaxis.info/admin/exams.php?tab=marks

Exams & Marks

Home > Academics > Exams

Unit Test 2 – November 2026 Unit Test Class VI 16 Nov 2026 to 21 Nov 2026 All Exams Edit Delete

Assign Subjects (6) Enter Marks Report Card

Download Template Choose File No file chosen Upload CSV Download template – fill marks – upload

Mark Entry – 25 students, 6 subjects

Save All Marks Save All Marks

#	Student	Hindi /25	English /25	Mathematics /25	Science /25	Social Science /25	Sanskrit /25	Total	%
1	Aarav Sharma 1	19	17	17	19	19	17	108	72.0%
2	Ananya Pandey 2	23	22	22	25	24	21	137	91.3%
3	Vivaan Prasad 3	18	20	17	19	19	17	110	73.3%
4	Diya Verma 4	17	17	12	14	17	—	77	51.3%
5	Aditya Srivastava 5	15	16	17	15	14	18	95	63.3%
6	Aadhya Choudhary 6	17	19	17	17	20	18	108	72.0%
7	Arjun Gupta 7	15	20	16	20	17	16	104	69.3%
8	Saanvi Jha 8	20	22	21	18	19	20	120	80.0%

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Marks typed in; totals and percentages update as you type.

- 5 Click **Save All Marks**, then **Save All Marks** in the confirmation popup. The message "Marks saved successfully!" appears.

The screenshot shows the 'Exams & Marks' section of the CoreAxis School ERP. The URL is <https://coreaxis.info/admin/exams.php?tab=makes>. The interface includes a sidebar with navigation options like Dashboard, STUDENTS, ACADEMICS, EXAMS, FINANCE, STAFF, CAMPUS, COMMUNICATE, INSIGHTS, SETTINGS, and ME. The main content area displays 'Unit Test 2 – November 2026' for Class VI, with a date range of 16 Nov 2026 to 21 Nov 2026. A table titled 'Mark Entry — 25 students, 6 subjects' shows marks for 7 students across 6 subjects: Hindi, English, Mathematics, Science, Social Science, and Sanskrit. The table also includes columns for Total and %. A 'Save All Marks' button is visible in the top right of the table area.

#	Student	Hindi /25	English /25	Mathematics /25	Science /25	Social Science /25	Sanskrit /25	Total	%
1	Aarav Sharma	19	17	17	19	19	17	108	72.0%
2	Ananya Pandey	23	22	22	25	24	21	137	91.3%
3	Vivaan Prasad	18	20	17	19	19	17	110	73.3%
4	Diya Verma	17	17	12	14	17	—	77	51.3%
5	Aditya Srivastava	15	16	17	15	14	18	95	63.3%
6	Aadhya Choudhary	17	19	17	17	20	18	108	72.0%
7	Arjun Gupta	15	20	16	20	17	16	104	69.3%

Saved: the marks show exactly as typed.

TIP Save often. Marks are saved only when you click Save All Marks; leaving the page without saving loses what you typed.

TIP A box does not accept more than the subject's maximum, and the app never saves more than the maximum or less than 0. Half marks such as 17.5 are allowed.

TIP You can come back and change any mark later; save again to update it.

Upload marks from Excel (CSV)

- 1 On the **Enter Marks** tab, click **Download Template**. A file named like marks_template_exam2.csv downloads.

https://coreaxis.info/admin/exams.php?tab=marks

Exams & Marks

Search students, receipts, staff, page... Ctrl+G

Marks saved successfully!

Exams & Marks

Home > Academics > Exams

+ Create Exam

Unit Test 2 - November 2026

Unit Test Class VI 16 Nov 2026 to 21 Nov 2026 All Exams Edit Delete

Bulk upload by CSV 6 Enter Marks

Download Template Choose File No file chosen Upload CSV

Download template -> fill marks -> upload

Report Card

Mark Entry - 25 students, 6 subjects

Save All Marks

#	Student	Hindi /25	English /25	Mathematics /25	Science /25	Social Science /25	Sanskrit /25	Total	%
1	Aarav Sharma 1	19.00	17.00	17.00	19.00	19.00	17.00	108	72.0%
2	Ananya Pandey 2	23.00	22.00	22.00	25.00	24.00	21.00	137	91.3%
3	Vivaan Prasad 3	18.00	20.00	17.00	19.00	19.00	17.00	110	73.3%
4	Diya Verma 4	17.00	17.00	12.00	14.00	17.00	—	77	51.3%
5	Aditya Srivastava 5	15.00	16.00	17.00	15.00	14.00	18.00	95	63.3%
6	Aadhya Choudhary 6	17.00	19.00	17.00	17.00	20.00	18.00	108	72.0%
7	Arjun Gupta 7	15.00	20.00	16.00	20.00	17.00	16.00	104	69.3%

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Download Template, then Upload CSV.

- 2 Open the file in Excel. Do not change the first three columns (student_id, admission_no, student_name) or the header row.
- 3 Type the marks under each subject column and save the file as CSV.
- 4 Click **Choose File**, pick the saved CSV and click **Upload CSV**. The message tells you how many marks were saved and how many rows were skipped.

IMPORTANT Uploading replaces the marks of the subjects in the file. A blank cell in the CSV is saved as no mark, even if a mark was entered earlier on screen. Fill every cell, or remove columns you did not fill.

Enter marks for an All Classes exam (example: Half-Yearly Examination, Class VI-A)

The Half-Yearly Examination was created once for All Classes. Its marks are entered class by class.

- 1 Open **Exams > Marks Entry**. In the row of **Half-Yearly Examination** (Class: All), click **Marks**.
- 2 On the **Enter Marks** tab, pick **VI - A** in the **Class** box. The sheet reloads with the 25 students of Class VI-A and the exam's 6 subjects, each out of 100.

https://coreaxis.info/admin/exams.php?tab=maks

Exams & Marks

Search students, receipts, staff, page... Ctrl+G

Exams & Marks
Home > Academics > Exams

Half-Yearly Examination Annual 08 Sep 2026 to 14 Sep 2026 All Exams Edit Delete

Class Subjects (6) Enter Marks Report Card

Class: VI - A Download Template Choose File No file chosen Upload CSV Download template -- fill marks -- upload

Mark Entry — 25 students, 6 subjects Save All Marks

#	Student	Hindi /100	English /100	Mathematics /100	Science /100	Social Science /100	Computer /100	Total	%
1	Aarav Sharma	80	96	78	85	77	87	503	83.8%
2	Ananya Pandey	65	59	51	59	50	69	353	58.8%
3	Vivaan Prasad	52	36	54	53	50	50	295	49.2%
4	Diya Verma	66	74	64	75	68	67	414	69.0%
5	Aditya Srivastava	77	86	80	79	76	76	474	79.0%
6	Aadhya Choudhary	79	78	67	73	65	65	427	71.2%
7	Arjun Gupta	88	68	69	92	83	69	469	78.2%
8	Saanvi Jha	65	62	83	80	76	69	435	72.5%

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The Class box appears only for an All Classes exam.

- 3 Type or correct the marks, for example Aarav Sharma: Hindi 80, English 96, Mathematics 78, Science 85, Social Science 77, Computer 87 (Total 503, 83.8%).
- 4 Click **Save All Marks** and confirm. Only the marks of the class shown are saved.
- 5 Pick the next class in the **Class** box and repeat.

TIP **Download Template** and **Upload CSV** also work for the class chosen in the Class box.

TIP A class teacher sees only their own class in the Class box, so each teacher enters the marks of their own class.

Lock and publish rules

Before publishing	Marks are visible only to staff. Students and parents see nothing for this exam.
Publish	Only the Principal or an Admin can publish (Exams › Create Exams › Publish). Students and parents then see the marks under Results.
After publishing	Marks are not locked. Any change you save shows in the portal at once. To correct marks quietly, click Hide, fix and save, then Publish again.
Who can enter marks	Admin and Principal for every class. A teacher for their own class only, and only if their role has the Marks permission.
All Classes exams	The sheet lists one class at a time. Pick the class in the Class box, enter and save its marks, then pick the next class. Subjects, maximum marks and dates are the same for every class.

Teacher's view

- 1 A class teacher opens **Marks** from **My Class**. The list shows their class's exams and the exams set for All Classes (Amit Kumar Mishra sees the Class VI exams and the Half-Yearly Examination).

The screenshot shows the 'Exams & Marks' page in the CoreAxis School ERP system. The browser address bar displays `https://coreaxis.info/admin/exams.php?tab=makes`. The left sidebar identifies the user as 'Amit Kumar Mishra' (TEACHER) and lists navigation options: Today, MY CLASS (with 'Marks' selected), Homework, Timetable, Notices, CARDS & CERTIFICATES, LIBRARY & ACTIVITIES, and ME. The main content area is titled 'Exams & Marks' and includes a search bar and a '+ Create Exam' button. Below this, a section titled 'All Exams - 2026-27' contains a table of exams.

Exam Name	Type	Class	Dates	Results	Actions
Unit Test 2 — November 2026	Unit Test	Class VI	16 Nov 2026 to 21 Nov 2026	Published	Subjects Marks
Class Test — Integers (Mathematics)	Unit Test	Class VI	27 Oct 2026 to 27 Oct 2026	Not published	Subjects Marks
Half-Yearly Examination	Annual	All	08 Sep 2026 to 14 Sep 2026	Published	Subjects Marks

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Teacher: Class VI exams and the All Classes Half-Yearly, with no Publish button.

2 The marks sheet works the same way as for the office.

Unit Test 2 – November 2026

Assign Subjects (6) Enter Marks

Download Template Choose File No file chosen Upload CSV Download template → fill marks → upload

Mark Entry — 25 students, 6 subjects

#	Student	Hindi /25	English /25	Mathematics /25	Science /25	Social Science /25	Sanskrit /25	Total	%
1	Aarav Sharma	19	17	17	19	19	17	108	72.0%
2	Ananya Pandey	23	22	22	25	24	21	137	91.3%
3	Vivaan Prasad	18	20	17	19	19	17	110	73.3%
4	Diya Verma	17	17	12	14	17	—	77	51.3%
5	Aditya Srivastava	15	16	17	15	14	18	95	63.3%
6	Aadhya Choudhary	17	19	17	17	20	18	108	72.0%
7	Arjun Gupta	15	20	16	20	17	16	104	69.3%
8	Saanvi Jha	20	22	21	18	19	20	120	80.0%

Save All Marks

Teacher Amit Kumar Mishra on the Unit Test 2 sheet.

TIP Teachers cannot publish results or delete an exam. They tell the Principal when marks are complete.

TIP For an All Classes exam, a teacher can enter marks for their own class only; the subjects and dates are set by the Principal or an Admin.

Questions

A subject is missing from the marks sheet.

It is not ticked for this exam. Open the Assign Subjects tab, tick it with its maximum and pass marks, and click Save Subject Assignment.

A new student joined after marks were entered. How do I add their marks?

Open the sheet again. Every active student of the class is listed, including new admissions. Type their marks and save.

How do I mark a student absent for a paper?

Leave the box empty. On the sheet it shows as a dash. Note that the Total and % on the sheet are still worked out of the full maximum of all subjects (Diya Verma: 77 out of 150 = 51.3%).

How does a class teacher enter marks for the Half-Yearly Examination?

Open Marks, click Marks in the Half-Yearly Examination row and check that your class is shown in the Class box. Enter the marks and click Save All Marks. Only your own class is listed.

EXAMS · CHAPTER 18

Exam Eligibility

Admin

Principal

MENU Exams › Exam Eligibility

Exam Eligibility is the first step of the exam workflow: Eligibility → Exam Form Apply → Admit Card → Marks Entry → Report Card → Certificate. You set the rules for an exam (minimum attendance and whether fees must be clear), run an automatic check for a class, and then review the result. Only students marked Approved can have their exam form submitted and get an admit card. The Principal can let a student sit the exam in spite of the rules with Force Apply.

https://coreaxis.info/admin/exam_eligibility.php

Exam Eligibility

Search students, receipts, staff, page... Ctrl 6

Online Install app Administrator

Total Applied Eligible Ineligible Pending

Step 3: Review & Manage Applications

Mark Eligible Apply to Selected Force Apply Form 0 selected

#	Student	Class	Attendance	Fees	Status	Remarks	Actions
1	Aadhya Choudhary DEMO20260006	VI	✓ OK	✓ Clear	Approved	Eligible	[Edit] [Force] [Reject]
2	Aarav Sharma DEMO20260001	VI	✓ OK	! Dues	Rejected	Fee dues pending (₹1,000)	[Edit] [Force] [Reject]
3	Aditya Srivastava DEMO20260005	VI	✓ OK	! Dues	Rejected	Fee dues pending (₹2,500)	[Edit] [Force] [Reject]
4	Ananya Pandey DEMO20260002	VI	✓ OK	✓ Clear	Approved	Eligible	[Edit] [Force] [Reject]
5	Arjun Gupta DEMO20260007	VI	✓ OK	✓ Clear	Approved	Eligible	[Edit] [Force] [Reject]
6	Aryan Kashyap DEMO20260097	VI	✓ OK	✓ Clear	Approved	Eligible	[Edit] [Force] [Reject]
7	Ayaan Ansari DEMO20260010	VI	✓ OK	✓ Clear	Approved	Eligible	[Edit] [Force] [Reject]
8	Ayush Anand DPSDEMO20260119	VI	✓ OK	! Dues	Rejected	Fee dues pending (₹7,000)	[Edit] [Force] [Reject]
9	Divyansh Pandey DPSDEMO20260117	VI	✓ OK	✓ Clear	Approved	Eligible	[Edit] [Force] [Reject]
10	Diya Verma DEMO20260004	VI	✓ OK	! Dues	Rejected	Fee dues pending (₹6,000)	[Edit] [Force] [Reject]

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Exam Eligibility — Demo Public School

Screen at a glance

Step 1: Select Exam & Set Rules

Select Exam, Filter Class, and the Eligibility Rules box: Min Attendance % and Fee Clearance Required, with Save Rules.

Step 2: Auto-Check Eligibility	Pick a class and click Auto-Check (Attendance + Fee). The note beside it repeats the rules in use.
Total Applied / Eligible / Ineligible / Pending	Counts of students checked for this exam and their status.
Step 3: Review & Manage Applications	Filter buttons All / Eligible / Ineligible / Pending, and Print Admit Cards (n) once a class is selected and some students are eligible.
Bulk bar	Tick students, then Mark Eligible / Mark Ineligible + Apply to Selected, or Force Apply Form.
Attendance column	OK (meets the minimum) or Low.
Fees column	Clear (no tuition dues to date) or Dues.
Status / Remarks	Approved, Rejected or Pending, with the reason (for example Fee dues pending (₹1,000) or Attendance 68% < 75%).
Actions	Pencil = Edit Status, purple bolt = Force Apply Exam Form, bin = remove the student's application. A green Applied badge replaces the bolt once the form is submitted.

Check eligibility for an exam (example: Unit Test 2, Class VI – 75% attendance, fees clear)

- 1 Open **Exams > Exam Eligibility** and pick **Unit Test 2 — November 2026 — Class VI** in **Select Exam**.
- 2 In **Eligibility Rules**, enter **75** in **Min Attendance %** and tick **Fee Clearance Required**.

- 3 Click **Save Rules** and confirm. The message "Eligibility rules saved." appears.

https://coreaxis.info/admin/exam_eligibility.php

Exam Eligibility

Search students, receipts, staff, page... Ctrl+G

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Step 1: Select Exam & Set Rules

SELECT EXAM: Unit Test 2 — November 2026 — Class VI

FILTER CLASS: Class VI

ELIGIBILITY RULES

MIN ATTENDANCE %: 75

☒ FEE CLEARANCE REQUIRED

Save Rules

Save Rules

Step 2: Auto-Check Eligibility

Class VI

Checks: attendance ≥ 75.00% + no fee dues

Auto-Check (Attendance + Fee)

0 Total Applied

Eligible

Ineligible

Pending

Step 3: Review & Manage Applications

All Eligible Ineligible Pending

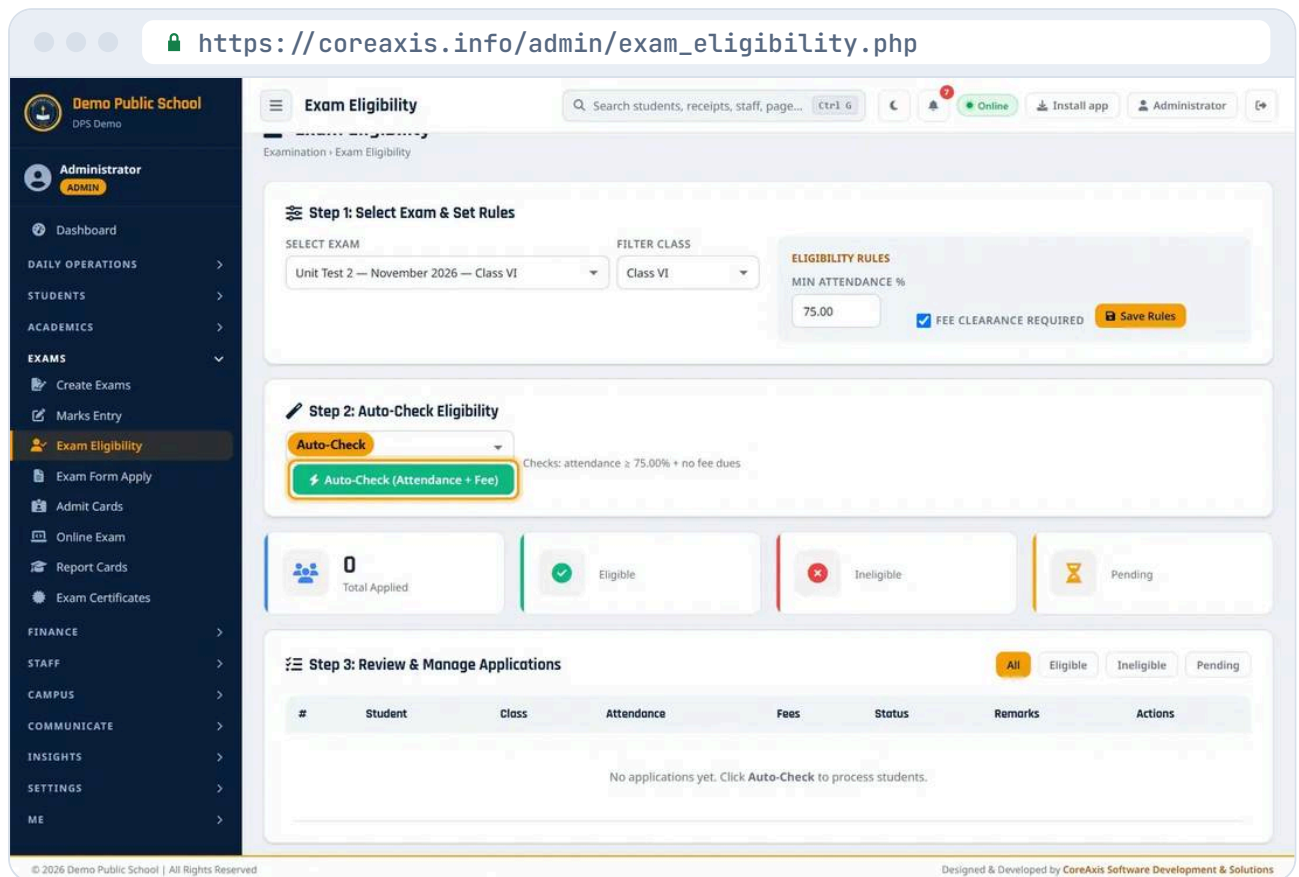
#	Student	Class	Attendance	Fees	Status	Remarks	Actions
No applications yet. Click Auto-Check to process students.							

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Step 1: exam and rules.

4 In **Step 2**, pick **Class VI** and click **Auto-Check (Attendance + Fee)**.



https://coreaxis.info/admin/exam_eligibility.php

Exam Eligibility

Search students, receipts, staff, page... Ctrl G Online Install app Administrator

Examination · Exam Eligibility

Step 1: Select Exam & Set Rules

SELECT EXAM: Unit Test 2 — November 2026 — Class VI

FILTER CLASS: Class VI

ELIGIBILITY RULES

MIN ATTENDANCE %: 75.00

☒ FEE CLEARANCE REQUIRED **Save Rules**

Step 2: Auto-Check Eligibility

Auto-Check

Auto-Check (Attendance + Fee)

Checks: attendance ≥ 75.00% + no fee dues

0 Total Applied

Eligible

Ineligible

Pending

Step 3: Review & Manage Applications

All Eligible Ineligible Pending

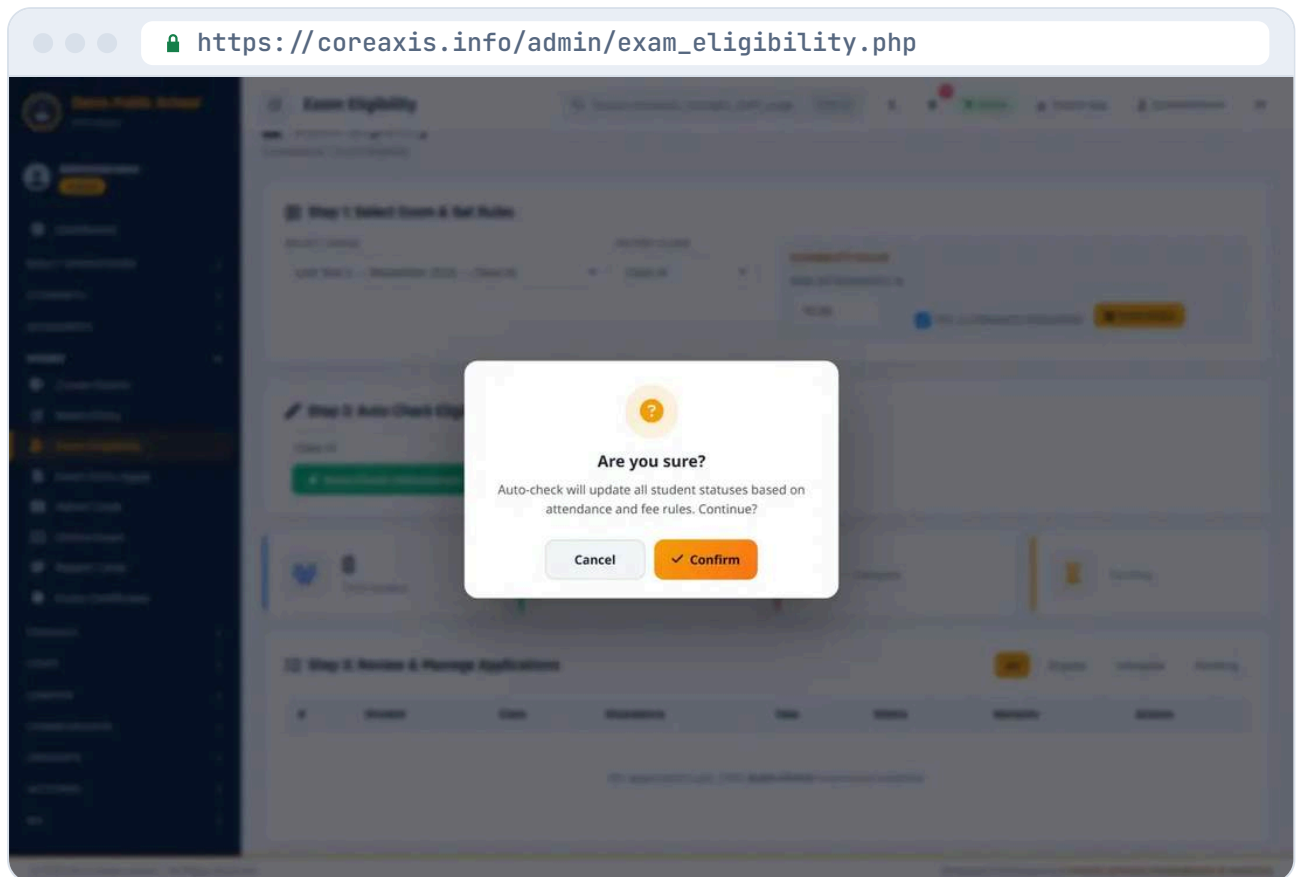
#	Student	Class	Attendance	Fees	Status	Remarks	Actions
No applications yet. Click Auto-Check to process students.							

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Step 2: run the automatic check for the class.

- 5 Read the popup ("Auto-check will update all student statuses based on attendance and fee rules. Continue?") and click **Confirm**.



Confirm the auto-check.

- 6 The message "Auto-check complete: 13 eligible, 12 ineligible." appears. Step 3 lists each student with Attendance, Fees, Status and the reason.

The screenshot shows the 'Exam Eligibility' page in the CoreAxis School ERP Admin Interface. The page title is 'Step 3: Review & Manage Applications'. It displays a table of 10 students with columns for #, Student, Class, Attendance, Fees, Status, Remarks, and Actions. The table shows students with 'Approved' and 'Rejected' statuses. Aarav Sharma is rejected due to pending fees of ₹1,000. The interface includes a sidebar with navigation options like Dashboard, Students, Academics, Exams, Finance, Staff, Campus, Communicate, Insights, Settings, and ME. The top navigation bar shows 'Exam Eligibility' and a search bar.

#	Student	Class	Attendance	Fees	Status	Remarks	Actions
1	Aadhy Choudhary DEMO20260006	VI	✓ OK	✓ Clear	Approved	Eligible	[Edit] [Force Apply] [Delete]
2	Aarav Sharma DEMO20260001	VI	✓ OK	! Dues	Rejected	Fee dues pending (₹1,000)	[Edit] [Force Apply] [Delete]
3	Aditya Srivastava DEMO20260005	VI	✓ OK	! Dues	Rejected	Fee dues pending (₹2,500)	[Edit] [Force Apply] [Delete]
4	Ananya Pandey DEMO20260002	VI	✓ OK	✓ Clear	Approved	Eligible	[Edit] [Force Apply] [Delete]
5	Arjun Gupta DEMO20260007	VI	✓ OK	✓ Clear	Approved	Eligible	[Edit] [Force Apply] [Delete]
6	Aryan Kashyap DEMO20260097	VI	✓ OK	✓ Clear	Approved	Eligible	[Edit] [Force Apply] [Delete]
7	Ayaan Ansari DEMO20260010	VI	✓ OK	✓ Clear	Approved	Eligible	[Edit] [Force Apply] [Delete]
8	Ayush Anand DPSDEMO20260119	VI	✓ OK	! Dues	Rejected	Fee dues pending (₹7,000)	[Edit] [Force Apply] [Delete]
9	Divyansh Pandey DPSDEMO20260117	VI	✓ OK	✓ Clear	Approved	Eligible	[Edit] [Force Apply] [Delete]
10	Diya Verma DEMO20260004	VI	✓ OK	! Dues	Rejected	Fee dues pending (₹6,000)	[Edit] [Force Apply] [Delete]

Aarav Sharma is Rejected: Fee dues pending (₹1,000).

TIP Attendance is this session's attendance (present days out of working days, holidays excluded) — the same figure as on the portal and report card.

TIP Fee clearance means no tuition dues up to today, the same figure as the fee defaulter list.

TIP You can run Auto-Check again after parents pay. Students whose exam form is already submitted keep their decision.

Let a student sit the exam despite the rules (Force Apply)

Aarav Sharma's father has promised to pay the ₹1,000 balance by 10 November. The Principal allows Aarav to sit the exam.

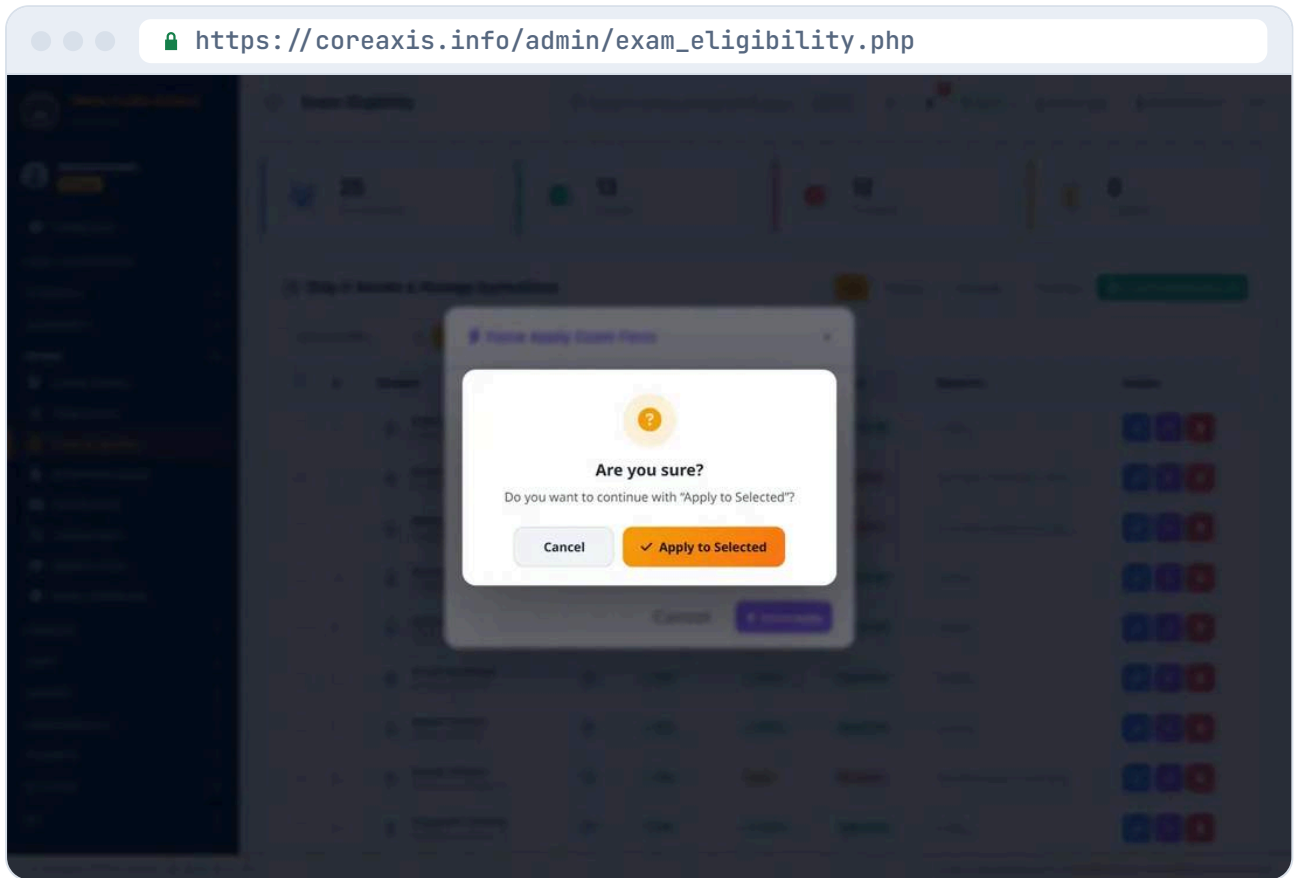
- 1 In Aarav Sharma's row, click the purple bolt (**Force Apply Exam Form**).

The screenshot shows the 'Exam Eligibility' page in the CoreAxis School ERP Admin interface. The page title is 'Exam Eligibility' and the URL is 'https://coreaxis.info/admin/exam_eligibility.php'. The page displays a summary of student applications: 25 Total Applied, 13 Eligible, 12 Ineligible, and 0 Pending. Below this, there is a section for 'Step 3: Review & Manage Applications' with filters for 'All', 'Eligible', 'Ineligible', and 'Pending'. A 'Print Admit Cards (13)' button is also present. The main table lists student applications with columns: #, Student, Class, Attendance, Fees, Status, Remarks, and Actions. Aarav Sharma's row (ID: DEMO20260001) is highlighted, and the 'Force Apply' button (purple bolt icon) is circled in the Actions column. The footer shows '© 2026 Demo Public School | All Rights Reserved' and 'Designed & Developed by CoreAxis Software Development & Solutions'.

#	Student	Class	Attendance	Fees	Status	Remarks	Actions
1	Aadha Choudhary DEMO20260006	VI	✓ OK	✓ Clear	Approved	Eligible	[Edit] [Force Apply] [Delete]
2	Aarav Sharma DEMO20260001	VI	✓ OK	! Dues	Rejected	Fee dues pending (₹1,000)	[Edit] [Force Apply] [Delete]
3	Aditya Srivastava DEMO20260005	VI	✓ OK	! Dues	Rejected	Fee dues pending (₹2,500)	[Edit] [Force Apply] [Delete]
4	Ananya Pandey DEMO20260002	VI	✓ OK	✓ Clear	Approved	Eligible	[Edit] [Force Apply] [Delete]
5	Arjun Gupta DEMO20260007	VI	✓ OK	✓ Clear	Approved	Eligible	[Edit] [Force Apply] [Delete]
6	Aryan Kashyap DEMO20260097	VI	✓ OK	✓ Clear	Approved	Eligible	[Edit] [Force Apply] [Delete]
7	Ayaan Ansari DEMO20260010	VI	✓ OK	✓ Clear	Approved	Eligible	[Edit] [Force Apply] [Delete]
8	Ayush Anand DPSDEMO20260119	VI	✓ OK	! Dues	Rejected	Fee dues pending (₹7,000)	[Edit] [Force Apply] [Delete]
9	Divyansh Pandey DPSDEMO20260117	VI	✓ OK	✓ Clear	Approved	Eligible	[Edit] [Force Apply] [Delete]

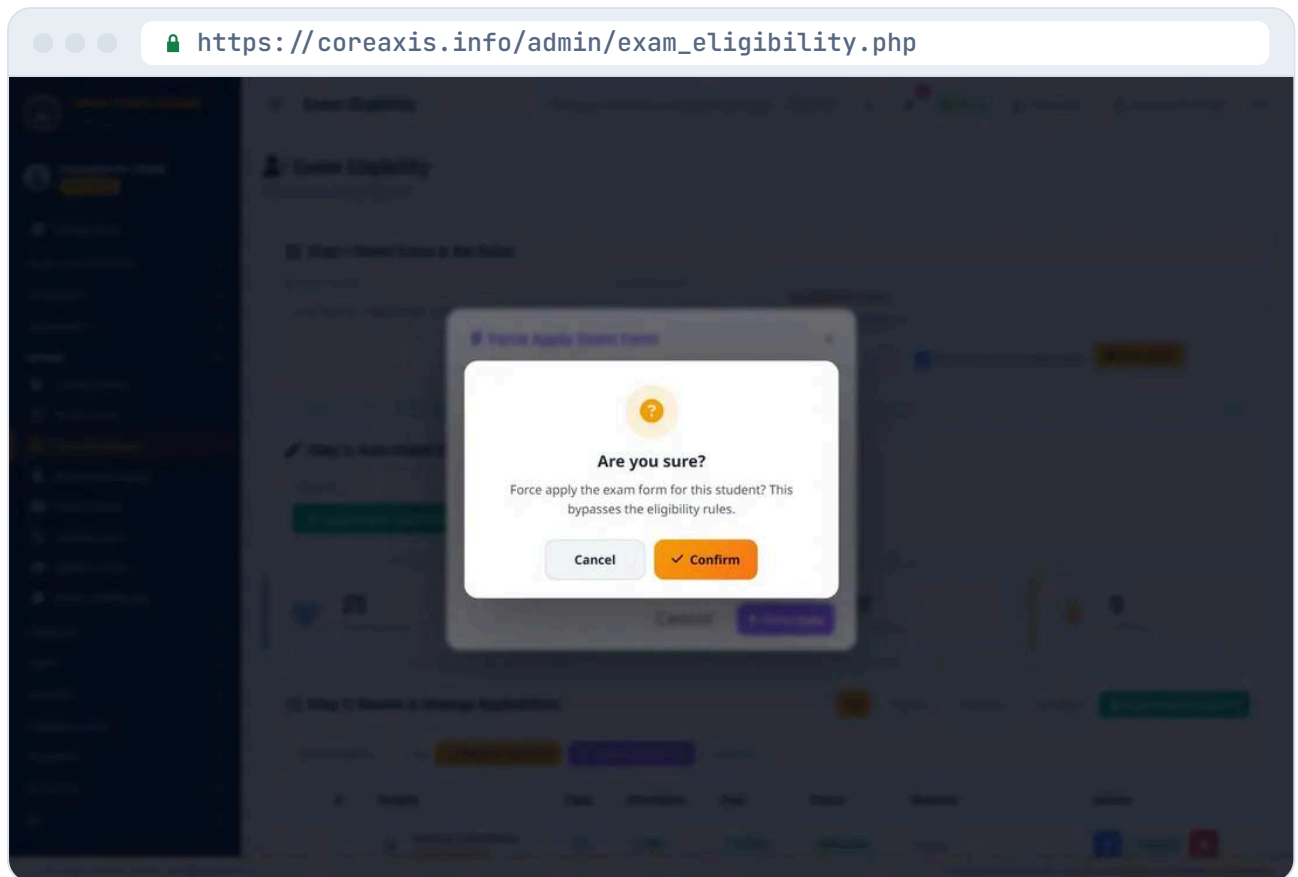
The Force Apply button.

- 2 In **Reason / Remark**, type: Special permission by Principal — balance of ₹1,000 to be paid by 10 Nov 2026.



Force Apply Exam Form with the reason.

- Click **Force Apply**. The popup asks: "Force apply the exam form for this student? This bypasses the eligibility rules." Click **Confirm**.



Force Apply asks for confirmation with its own message.

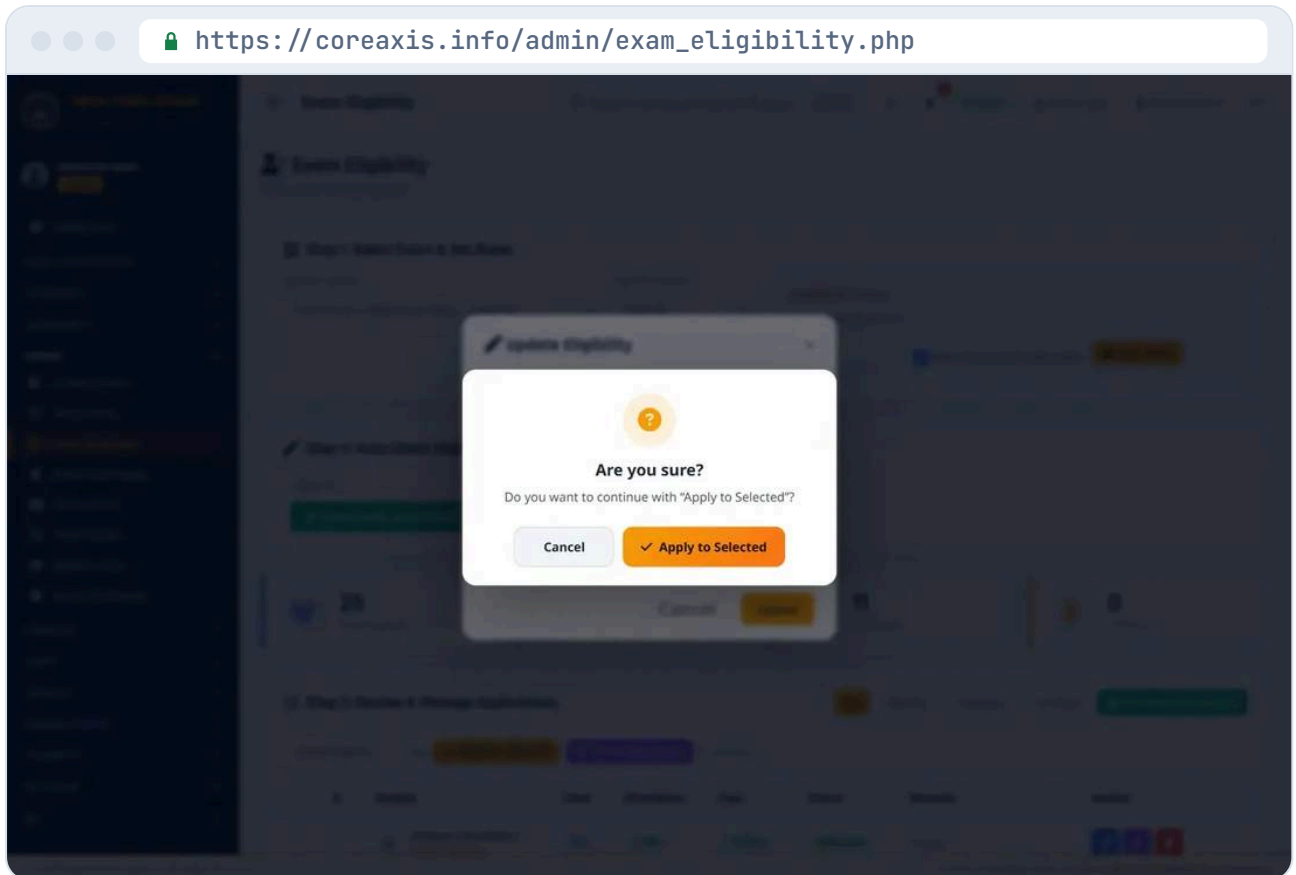
- The message "Exam form force-applied successfully." appears. Aarav is now Approved and his exam form is marked submitted.

TIP To force-apply several students together, tick **Force Apply Form** in the bulk bar.

Change a student's status by hand

- Click the blue pencil (**Edit Status**) in the student's row.

- 2 Pick **Pending**, **Approved (Eligible)** or **Rejected (Ineligible)** in **Status** and write a **Remarks** line.

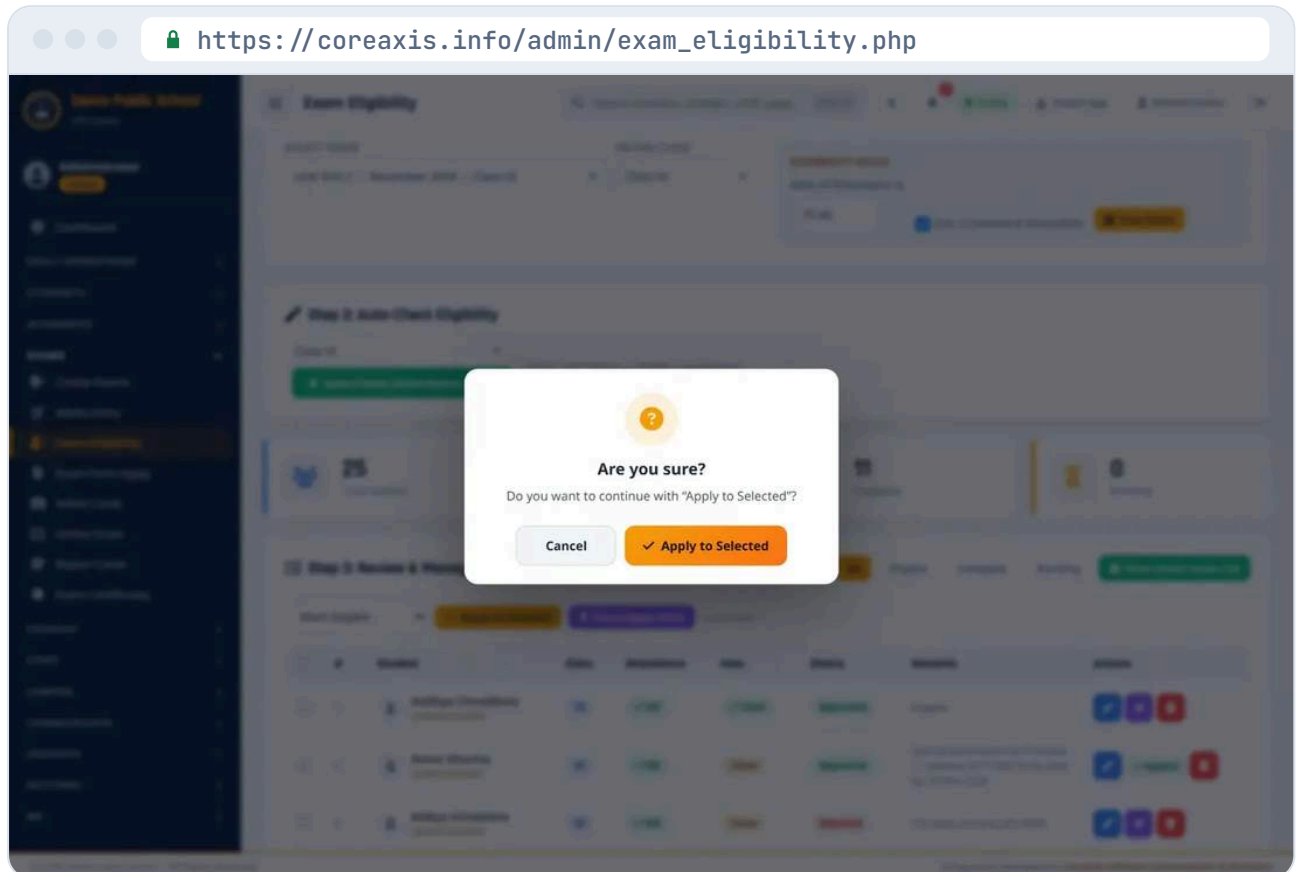


Update Eligibility.

- 3 Click **Update**.
- 4 For many students at once, tick them (or tick the box in the header row to select every student in the list), choose **Mark Eligible** or **Mark Ineligible** and click **Apply to Selected**. The change applies to every ticked row.

Next step

- 1 The counters now read 25 applied, 14 eligible, 11 ineligible. Go to **Exam Form Apply** to submit the forms of approved students, or click **Print Admit Cards** to go straight to the admit cards.



Summary after the auto-check and one force-apply.

Questions

Do I have to use Exam Eligibility for every exam?

Only if you want admit cards with that exam's schedule. The Admit Card page lists only Approved students of the chosen exam, so an exam that was never checked shows no students there. For a class test without admit cards you can skip it.

A parent paid today. How does the student become eligible?

Run Auto-Check again for the class, or set the student to Approved (Eligible) with Edit Status.

What does the bin do?

It removes the student's eligibility record for this exam (asks to confirm). Run Auto-Check again to recreate it.

EXAMS · CHAPTER 19

Exam Form Apply

Admin

Principal

MENU Exams › Exam Form Apply

Exam Form Apply is the second step of the exam workflow, after Exam Eligibility. For each exam and class it lists the students with their eligibility, form status, form date and exam form fee. Only students Approved in Exam Eligibility can have their form submitted. An exam form fee is added to each student's fee account as an "Exam Form Fee" charge, so it shows at the Fee Desk and in the student's dues. Once any form of an exam is submitted, admit cards for that exam are printed only for students whose form is submitted.

The screenshot displays the 'Exam Form Apply' page for 'Demo Public School'. The page title is 'Exam Form Apply' and the URL is 'https://coreaxis.info/admin/exam_form.php'. The interface includes a sidebar with navigation options: Dashboard, Students, Academics, Exams, Finance, Staff, Campus, Communicate, Insights, Settings, and ME. The 'Exams' section is expanded, showing 'Exam Form Apply' as the selected option. The main content area shows a table of 25 students with columns: #, Name, Roll No, Class, Eligibility, Form Status, Form Date, Fee, and Remarks. The table lists students with their respective details and form statuses. At the top of the table, there are buttons for 'Submit Form for Selected', 'Approve Selected', and 'Reject Selected'. The 'Exam Form Fee' is set to ₹ 0, and the 'Fee Paid' checkbox is unchecked.

#	Name	Roll No	Class	Eligibility	Form Status	Form Date	Fee	Remarks
1	Aarav Sharma	1	VI A	Approved	Submitted	28 Oct 2026	Unpaid	
2	Ananya Pandey	2	VI A	Approved	Submitted	28 Oct 2026	Paid ₹100	
3	Vivaan Prasad	3	VI A	Approved	Submitted	28 Oct 2026	Paid ₹100	
4	Diya Verma	4	VI A	Rejected	Pending	-	Unpaid	
5	Aditya Srivastava	5	VI A	Rejected	Pending	-	Unpaid	
6	Aadhya Choudhary	6	VI A	Approved	Submitted	28 Oct 2026	Paid ₹100	
7	Arjun Gupta	7	VI A	Approved	Submitted	28 Oct 2026	Paid ₹100	
8	Saanvi Jha	8	VI A	Rejected	Pending	-	Unpaid	
9	Reyansh Rai	9	VI A	Rejected	Pending	-	Unpaid	
10	Ayaan Ansari	10	VI A	Approved	Submitted	28 Oct 2026	Paid ₹100	
11	Aryan Kashyap	11	VI A	Approved	Submitted	28 Oct 2026	Paid ₹100	
12	Vanshika Mishra	12	VI A	Rejected	Pending	-	Unpaid	
13	Rishabh Yadav	13	VI A	Approved	Submitted	28 Oct 2026	Paid ₹100	

Exam Form Apply — Demo Public School

Screen at a glance

Eligibility Check / Print Admit Cards

Buttons at the top to go to the step before and the step after.

Workflow note	Eligibility Check → Exam Form Apply (here) → Admit Card → Marks Entry → Report Card → Certificate.
Select Exam / Filter by Class / Status	Choose the exam, then narrow the list by class (classes are listed in school order: Play, Nursery, KG, I ... IX) and by status (Approved, Pending, Rejected). Click Filter.
Exam summary	Exam name, type and start date, with counts: Eligible, Forms Submitted, Rejected, Pending.
Submit Form for Selected / Approve Selected / Reject Selected	Actions for the ticked students.
Exam Form Fee: ₹ and Fee Paid	The fee charged for the form. It is added to each submitted student's fee account as an "Exam Form Fee" charge. Tick Fee Paid if the money was collected now: the app then also makes a Cash receipt for it.
Table	Name, Roll No, Class, Eligibility, Form Status (Submitted / Pending), Form Date, Fee (Paid ₹... / Unpaid), Remarks (speech-bubble button).

Submit exam forms (example: Unit Test 2, Class VI, form fee ₹100 paid)

- 1 Open **Exams > Exam Form Apply** and pick **Unit Test 2 — November 2026 (Unit Test)** in **Select Exam**.

Workflow: Eligibility Check → Exam Form Apply (here) → Admit Card → Marks Entry → Report Card → Certificate. Only **Approved** students (from Eligibility) can have their exam form submitted.

SELECT EXAM: Unit Test 2 — November 2026 (Unit Test) | Filter by Class: VI A | STATUS: All Status | Filter

EXAM: Unit Test 2 — November 2026 | 14 Eligible | 0 Pending

Students (25)

Exam Form Fee: ₹ 0 | Fee Paid: ☐

#	Name	Roll No	Class	Eligibility	Form Status	Form Date	Fee	Remarks
1	Aarav Sharma	1	VI A	Approved	Submitted	28 Oct 2026	Paid ₹150	
2	Ananya Pandey	2	VI A	Approved	Submitted	28 Oct 2026	Paid ₹100	
3	Vivaan Prasad	3	VI A	Approved	Submitted	28 Oct 2026	Paid ₹100	
4	Diya Verma	4	VI A	Rejected	Pending	-	Unpaid	
5	Aditya Srivastava	5	VI A	Rejected	Pending	-	Unpaid	

Buttons: Submit Form for Selected, Approve Selected, Reject Selected

Choose the exam and the class. Classes are listed in school order.

- 2 Pick **VI A** in **Filter by Class** and click **Filter**. The list shows 25 students: 14 Approved and 11 Rejected.
- 3 Tick the students whose form you are submitting. Rejected students cannot be submitted, so tick only Approved ones (Aarav Sharma's form was already submitted by Force Apply).

- 4 Enter **100** in **Exam Form Fee: ₹** and tick **Fee Paid** if the fee has been collected in cash at the counter.

https://coreaxis.info/admin/exam_form.php

Exam Form Apply

Search students, receipts, staff, page... Ctr+G

Online Install app Administrator

Eligibility Check Print Admit Cards

Workflow: Eligibility Check → Exam Form Apply (here) → Admit Card → Marks Entry → Report Card → Certificate. Only **Approved** students (from Eligibility) can have their exam form submitted.

SELECT EXAM: Unit Test 2 — November 2026 (Unit Test) FILTER BY CLASS: VI A STATUS: All Status Filter

EXAM: Unit Test 2 — November 2026 Unit Test | 16 Nov 2026

14 Eligible 1 Forms Submitted 11 Rejected 0 Pending

Submit Form for Selected

Submit Form for Selected Approve Selected Reject Selected

Exam Form Fee: ₹ 100 Fee Paid

#	Name	Roll No	Class	Eligibility	Form Status	Form Date	Fee	Remarks
1	Aarav Sharma	1	VI A	Approved	Submitted	28 Oct 2026	Unpaid	
2	Ananya Pandey	2	VI A	Approved	Pending	-	Unpaid	
3	Vivaan Prasad	3	VI A	Approved	Pending	-	Unpaid	
4	Diya Verma	4	VI A	Rejected	Pending	-	Unpaid	
5	Aditya Srivastava	5	VI A	Rejected	Pending	-	Unpaid	
6	Aadhya Choudhary	6	VI A	Approved	Pending	-	Unpaid	

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Approved students ticked, fee ₹100 paid.

- 5 Click **Submit Form for Selected** and **Confirm**. The message confirms the forms, the ₹100 exam fee added to each student's fee account and, because Fee Paid was ticked, the Cash receipts made.

- 6 Check the list: **Form Status** is Submitted, **Form Date** is 28 Oct 2026 and **Fee** shows Paid ₹100.

https://coreaxis.info/admin/exam_form.php

Exam Form Apply

Search students, receipts, staff, page... Ctrl+G

Online Install app Administrator

Students (25)

Submit Form for Selected Approve Selected Reject Selected

Exam Form Fee: ₹ 0 Fee Paid

#	Name	Roll No	Class	Eligibility	Form Status	Form Date	Fee	Remarks
1	Aarav Sharma	1	VI A	Approved	Submitted	28 Oct 2026	Unpaid	
2	Ananya Pandey	2	VI A	Approved	Submitted	28 Oct 2026	Paid ₹100	
3	Vivaan Prasad	3	VI A	Approved	Submitted	28 Oct 2026	Paid ₹100	
4	Diya Verma	4	VI A	Rejected	Pending	-	Unpaid	
5	Aditya Srivastava	5	VI A	Rejected	Pending	-	Unpaid	
6	Aadhya Choudhary	6	VI A	Approved	Submitted	28 Oct 2026	Paid ₹100	
7	Arjun Gupta	7	VI A	Approved	Submitted	28 Oct 2026	Paid ₹100	
8	Saanvi Jha	8	VI A	Rejected	Pending	-	Unpaid	
9	Reyansh Rai	9	VI A	Rejected	Pending	-	Unpaid	
10	Ayaan Ansari	10	VI A	Approved	Submitted	28 Oct 2026	Paid ₹100	
11	Aryan Kashyap	11	VI A	Approved	Submitted	28 Oct 2026	Paid ₹100	
12	Vanshika Mishra	12	VI A	Rejected	Pending	-	Unpaid	
13	Rishabh Yadav	13	VI A	Approved	Submitted	28 Oct 2026	Paid ₹100	

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Forms submitted.

TIP The exam form fee is **Fee** ticked, a Cash receipt is made at once (it posted to the student's **Paid** appears in Recent Collections and the fee account as an "Exam Form Fee" charge. Without it, the fee stays due and is collected at the Fee Desk like any other charge.

TIP Approve Selected / Reject Selected change the eligibility of ticked students without going back to Exam Eligibility. Reject asks to confirm.

Submit a form when the fee is not yet paid (example: Saanvi Jha, ₹100 due)

Saanvi Jha was first Rejected for fee dues. The Principal set her to Approved (Eligible) in Exam Eligibility > Edit Status. Her father will pay the exam fee at the counter later.

- 1 Pick the exam and **VI A**, then click **Filter**. Saanvi Jha's tick box is now active.

- 2 Tick **Saanvi Jha**, enter **100** in **Exam Form Fee: ₹** and leave **Fee Paid** unticked.

https://coreaxis.info/admin/exam_form.php

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DPS Demo

Administrator
ADMIN

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Exam Form Apply

Search students, receipts, staff, page... Ctrl+G

Online

Install app

Administrator

Workflow: Eligibility Check → Exam Form Apply (Here) → Admit Card → Marks Entry → Report Card → Certificate. Only **Approved** students (from Eligibility) can have their exam form submitted.

SELECT EXAM: Unit Test 2 — November 2026 (Unit Test)

FILTER BY CLASS: VI A

STATUS: All Status

Filter

EXAM: Unit Test 2 — November 2026

Unit Test | 16 Nov 2026

15 Eligible 14 Forms Submitted 10 Rejected 0 Pending

Saanvi Jha ticked · fee ₹100 · Fee Paid not ticked

Submit Form for Selected

Approve Selected

Reject Selected

Exam Form Fee: ₹ 100

Fee Paid

	#	Name	Roll No	Class	Eligibility	Form Status	Form Date	Fee	Remarks
☐	1	Aarav Sharma	1	VI A	Approved	Submitted	28 Oct 2026	Paid ₹150	
☐	2	Ananya Pandey	2	VI A	Approved	Submitted	28 Oct 2026	Paid ₹100	
☐	3	Vivaan Prasad	3	VI A	Approved	Submitted	28 Oct 2026	Paid ₹100	
☐	4	Diya Verma	4	VI A	Rejected	Pending	-	Unpaid	
☐	5	Aditya Srivastava	5	VI A	Rejected	Pending	-	Unpaid	
☐	6	Aadhya Choudhary	6	VI A	Approved	Submitted	28 Oct 2026	Paid ₹100	
☐	7	Arjun Gupta	7	VI A	Approved	Submitted	28 Oct 2026	Paid ₹100	

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Fee ₹100, Fee Paid not ticked.

- 3 Click **Submit Form for Selected** and **Confirm**. The message reads "Exam form submitted for 1 student(s). ₹100 exam fee added to 1 student(s)' fee account — collect it at the Fee Desk."

https://coreaxis.info/admin/exam_form.php

Exam Form Apply

Search students, receipts, staff, page... Ctrl G Online Install app Administrator

Exam form submitted for 1 student(s). ₹100 exam fee added to 1 student(s)' fee account — collect it at the Fee Desk.

Exam Form Apply Eligibility Check Print Admit Cards

Workflow: Eligibility Check → Exam Form Apply (Here) → Admit Card → Marks Entry → Report Card → Certificate. Only **Approved** students (from Eligibility) can have their exam form submitted.

SELECT EXAM: Unit Test 2 — November 2026 (Unit Test) FILTER BY CLASS: VI A STATUS: All Status Filter

EXAM: Unit Test 2 — November 2026 15 Eligible 15 Forms Submitted 10 Rejected 0 Pending

Students (25) Submit Form for Selected Approve Selected Reject Selected

Exam Form Fee: ₹ 0 ☐ Fee Paid

	#	Name	Roll No	Class	Eligibility	Form Status	Form Date	Fee	Remarks
☐	1	Aarav Sharma	1	VI A	Approved	Submitted	28 Oct 2026	Paid ₹150	
☐	2	Ananya Pandey	2	VI A	Approved	Submitted	28 Oct 2026	Paid ₹100	
☐	3	Vivaan Prasad	3	VI A	Approved	Submitted	28 Oct 2026	Paid ₹100	
☐	4	Diya Verma	4	VI A	Rejected	Pending	-	Unpaid	

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The fee is now due in Saanvi's fee account; her row shows Unpaid.

- 4 When her father pays, open **Fee Desk**, search **Saanvi Jha** and collect the **Exam Form Fee** charge listed under **Other charges & late fee**. See the Fee Desk chapter.

https://coreaxis.info/admin/exam_form.php

Fee Collection

Search students, receipts, expenses, ... Ctrl+G

Saanvi Jha
DEMO20260008 · Class VI · Roll 8
Father: Pankaj Jha - 9800000800

BILLED ₹7,000 PAID ₹0 BALANCE ₹7,000

Outstanding months — tap to collect one:

All ₹7,000 April - ₹1,000 May - ₹1,000 June - ₹1,000
July - ₹1,000 August - ₹1,000 September - ₹1,000
October - ₹1,000

Exam Form Fee charge 100 due:

Exam form fee: Unit Test 2 — November 2026 - ₹100

Total outstanding (tuition + other): ₹7,100

Tuition Fee (₹800) April

AMOUNT (₹) * 7000

PAYMENT MODE Cash

Total tuition outstanding (editable). Recorded against April, the oldest unpaid month.

REMARKS

Optional note (UTR / reference...)

✓ Collect ₹7,000 & generate receipt Clear

Recent Collections

Search receipt / student /

Receipt No	Student	Class	Month	Amount	Mode	Date	Action
REC001321	Aarav Sharma DEMO20260001	VI		₹150.00	Cash	28 Oct 2026	
REC001320	Priyanshu Raj DPSDEMO20260145	II	April - October	₹4,900.00	Cash	28 Oct 2026	
REC001318	Mishka Jha DEMO20260104	VIII	May	₹1,100.00	Online	28 Oct 2026	

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Designed & Developed by CoreAxis Software Development & Solutions

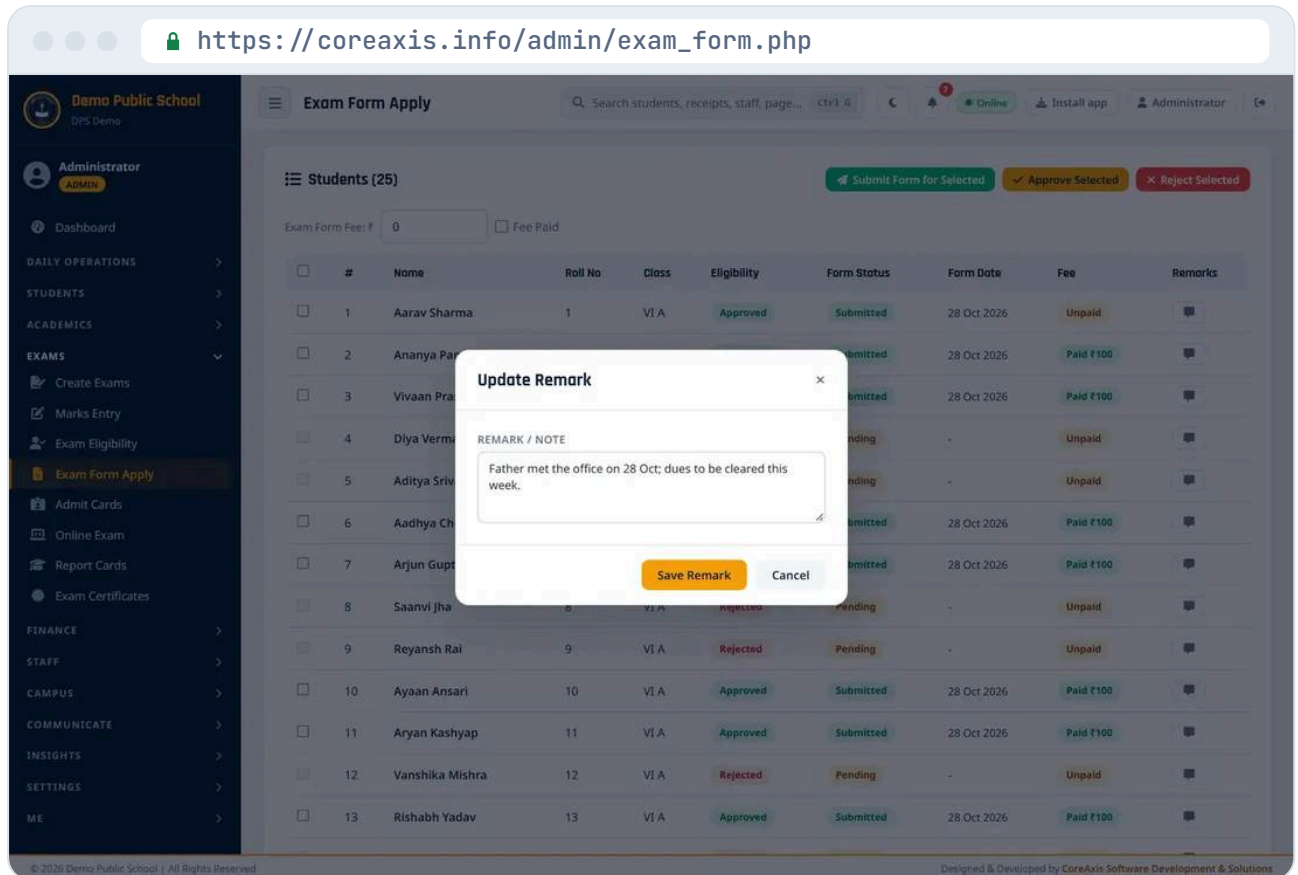
The Exam Form Fee charge on Saanvi Jha's Fee Desk card.

TIP The charge is added only once per student and exam. Submitting the same student again does not bill the fee twice.

Add a remark for a student

- 1 Click the speech-bubble button in the student's **Remarks** column (example: Diya Verma).

- 2 Type the note in **Remark / Note**, for example: Father met the office on 28 Oct; dues to be cleared this week.



Remark for Diya Verma.

- 3 Click **Save Remark**. The message "Remark updated." appears.

Questions

The tick box of a student is greyed out.

The student is not Approved in Exam Eligibility. Approve them there (or with Approve Selected here), or use Force Apply.

Do students apply for the exam themselves?

No. The office submits the forms here on the students' behalf.

Why does the admit card list not show a student?

Once forms are submitted for an exam, admit cards are printed only for students whose form is submitted. Submit that student's form here.

Where does the exam form fee go?

Into the student's fee account as an "Exam Form Fee" charge. It shows at the Fee Desk, in Fee Dues and on the receipt when collected. Ticking Fee Paid when you submit the form makes a Cash receipt at once.

EXAMS · CHAPTER 20

Admit Cards

Admin

Principal

Teacher (own class)

MENU Exams › Admit Cards

The Admit Card Generator prints admit cards for the eligible students of a class, with the school header, student details, photo box and the exam's subject-wise schedule. The first print of each card is registered in the Document Register as the ORIGINAL; later prints are marked DUPLICATE COPY. Opening the cards without issuing them shows a DIGITAL COPY preview.

https://coreaxis.info/admin/admit_card.php

X Close 1 admit card(s)

Roll No. (In Words): TWO ONLY

Examination: UNIT TEST 2 — NOVEMBER 2026 — UNIT TEST

Affix Passport Size Photo

Candidate's Name: ANANYA PANDEY Class: Class VI — Sec. A

Mother's Name: POOJA PANDEY Admission No.: DEMO20260002

Father/Guardian: SANJAY PANDEY Category: General

School: Demo Public School, 14, Boring Road, Near Patna Women's College

Exam Centre: Demo Public School

Scholar No.: —

DIGITAL COPY

EXAMINATION SCHEDULE:
Medium of Examination: English

Sub Code	Subject Name	Exam Date	Max Marks	Pass Marks	Invigilator's Sign
101	Hindi (HIN)	16/11/2026	25	9	
202	English (ENG)	17/11/2026	25	9	
303	Mathematics (MATH)	18/11/2026	25	9	
404	Science (SC)	19/11/2026	25	9	
505	Social Science (SS)	20/11/2026	25	9	
606	Sanskrit (SAN)	21/11/2026	25	9	

IMPORTANT INSTRUCTIONS TO BE STRICTLY COMPLIED WITH —

- Please confirm the correctness of all details and subject(s) mentioned in the Admit Card.
- Candidates must report to the examination hall at least 30 minutes before the scheduled time. Entry may not be permitted once the examination has begun. To confirm the time and date(s) of the examination, please check the date sheet. No candidate shall be allowed to leave the examination centre before the exam is over.
- If the PwD category of a student is "Yes", the Centre Superintendent will ensure the availability of desired exemptions to the students as mentioned in the list of candidates allotted to the exam centre.
- Kindly follow the instructions given by invigilators, especially for writing the Roll Number in your Answer Book. Mention the correct Question Paper Set in the Answer Sheet and Attendance Sheet.
- MOBILE and other communication devices are strictly NOT ALLOWED in the examination hall. Any unfair means will lead to immediate cancellation.
- Do not believe in fake messages or rumours. Any discrepancy found must be reported to school office immediately before examination.
- You should carry only Blue/Royal Blue ballpoint/Gel/Fountain Pen, Pencil, Eraser, Scale, Geometry Instruments, Admit Card & Identity Card of the School in a transparent pouch.
- If you are a regular candidate, you should wear a school uniform to appear in the examinations.
- Candidates will appear only in the subjects mentioned above. Kindly check all details carefully.
- In case of any ambiguity found in the question paper, it will be addressed by school as per policy.
- ALL PARTICULARS INCLUDING THE SUBJECT(S) AND THE PHOTO CHECKED AND FOUND CORRECT

Full Signature of the Candidate (in running hand only)

Signature of Father/Mother/Guardian

Satyajeet Kr. Singh
Principal / Center Supdt.
(Enclosure & Stamp of the Principal)

Admit Cards — Demo Public School

Screen at a glance

Class *

Required. The class whose admit cards you print.

Select Exam (for schedule)

The exam whose subjects, dates and marks print on the card.

— No Exam / General — prints cards for every active student without an exam schedule.

Template	Detailed (full page) or Simple tabular (2 per A4).
Single Student (optional)	Leave as All Students in Class, or pick one student.
Generate & Print Admit Cards	Opens the cards in a new tab.
Preview	Reloads the page with your choices so you can check the student list.
Student list	Roll No, Admission No, Student Name, Father and a Print button for one card.
Rules / Before Printing	Reminders: assign subjects in Exams first, give students roll numbers, print on A4 portrait with 10 mm margins.

Print admit cards for a class (example: Unit Test 2, Class VI)

Before you start: the exam's subjects and dates are set (Create Exams), the class has been checked in Exam Eligibility, and forms are submitted (Exam Form Apply).

- 1 Open **Exams > Admit Cards**.
- 2 Pick **Class VI** in **Class** and **Unit Test 2 — November 2026 (Class VI)** in **Select Exam**.

3 Keep **Detailed (full page)** in **Template** and **All Students in Class** in **Single Student**.

The screenshot displays the 'Admit Card Generator' interface in the CoreAxis School ERP system. The left sidebar contains a navigation menu with options like Dashboard, Students, Academics, Exams, Admit Cards, Online Exam, Report Cards, and Exam Certificates. The main content area shows the 'Admit Card Generator' form with the following fields:

- CLASS ***: Class VI
- SELECT EXAM (FOR SCHEDULE)**: Unit Test 2 — November 2026 (Class VI)
- TEMPLATE**: Detailed (full page)
- SINGLE STUDENT (OPTIONAL)**: (Empty dropdown)

Below the form, there are two buttons: 'Generate & Print Admit Cards' and 'Generate & Print Admit Cards' (with a printer icon). A 'Preview' button is also visible.

Below the form, a table lists 14 students in Class VI:

Roll No	Admission No	Student Name	Father	Action
1	DEMO20260001	Aarav Sharma	Rajesh Sharma	Print
2	DEMO20260002	Ananya Pandey	Sanjay Pandey	Print
3	DEMO20260003	Vivaan Prasad	Manoj Prasad	Print
6	DEMO20260006	Aadhya Choudhary	Vinod Choudhary	Print
7	DEMO20260007	Arjun Gupta	Ashok Gupta	Print

The footer of the page shows '© 2026 Demo Public School | All Rights Reserved' and 'Designed & Developed by CoreAxis Software Development & Solutions'.

The generator with class, exam and template chosen.

- 4 Click **Preview** and check the list: 14 students — the approved students whose exam form is submitted.

The screenshot shows the 'Admit Card' page for Class VI. The page title is 'Admit Card' and it shows a search bar and a 'Search students, receipts, staff, page...' button. The page displays a list of 14 students, each with a 'Print' button in the 'Action' column. The left sidebar shows the navigation menu with 'Admit Cards' highlighted. The top header shows the user is logged in as 'Administrator'.

Roll No	Admission No	Student Name	Father	Action
1	DEHO20260001	Aarav Sharma	Rajesh Sharma	Print
2	DEHO20260002	Ananya Pandey	Sanjay Pandey	Print
3	DEHO20260003	Vivaan Prasad	Manoj Prasad	Print
6	DEHO20260006	Aadhya Choudhary	Vinod Choudhary	Print
7	DEHO20260007	Arjun Gupta	Ashok Gupta	Print
10	DEHO20260010	Ayaan Ansari	Imran Ansari	Print
11	DEHO20260097	Aryan Kashyap	Manish Kashyap	Print
13	DPSDEHO20260107	Rishabh Yadav	Pramod Yadav	Print
16	DPSDEHO20260110	Radhika Raj	Dilip Raj	Print
17	DPSDEHO20260111	Ved Sinha	Arvind Sinha	Print
18	DPSDEHO20260112	Sakshi Prasad	Brajesh Prasad	Print
21	DPSDEHO20260115	Samar Choudhary	Vikash Choudhary	Print
22	DPSDEHO20260116	Prachi Bharti	Nitin Bharti	Print
23	DPSDEHO20260117	Divyansh Pandey	Ramesh Pandey	Print

Only eligible students are listed.

- 5 Click **Generate & Print Admit Cards**. The cards open in a new tab as a **DIGITAL COPY (preview)**. Check the names, roll numbers and schedule.

https://coreaxis.info/admin/admit_card.php

X Close 1 admit card(s)

Roll No. (In Words): TWO ONLY

Affix Passport Size Photo

Examination: UNIT TEST 2 — NOVEMBER 2026 — UNIT TEST

Candidate's Name: ANANYA PANDEY Class: Class VI — Sec. A

Mother's Name: POOJA PANDEY Admission No.: DEMO20260002

Father/Guardian: SANJAY PANDEY Category: General

School: Demo Public School, 14, Boring Road, Near Patna Women's College

Exam Centre: Demo Public School

Scholar No.: —

DIGITAL COPY

EXAMINATION SCHEDULE:
Medium of Examination: English

Roll Code	Subject Name	Exam Date	Max Marks	Pass Marks	Invigilator's Sign
101	Hindi (HND)	16/11/2026	25	9	
102	English (ENG)	17/11/2026	25	9	
103	Mathematics (MATH)	18/11/2026	25	9	
104	Science (SC)	19/11/2026	25	9	
105	Social Science (SST)	20/11/2026	25	9	
107	Sanskrit (SAN)	21/11/2026	25	9	

IMPORTANT INSTRUCTIONS TO BE STRICTLY COMPLIED WITH —

- Please confirm the correctness of all details and subject(s) mentioned in the Admit Card.
- Candidates must report to the examination hall at least 30 minutes before the scheduled time. Entry may not be permitted once the examination has begun. To confirm the time and date(s) of the examination, please check the date sheet. No candidate shall be allowed to leave the examination centre before the exam is over.
- If the PhD category of a student is "Yes", the Centre Superintendent will ensure the availability of desired exemptions to the students as mentioned in the list of candidates allotted to the exam centre.
- Kindly follow the instructions given by invigilators, especially for writing the Roll Number in your Answer Book. Mention the correct Question Paper Set in the Answer Sheet and Attendance Sheet.
- MOBILE, and other communication devices are strictly NOT ALLOWED in the examination hall. Any unfair means will lead to immediate cancellation.
- Do not believe in fake messages or rumours. Any discrepancy found must be reported to school office immediately before examination.
- You should carry only Blue/Royal Blue ballpoint/Gel/Fountain Pen, Pencil, Eraser, Scale, Geometry Instruments, Admit Card & Identity Card of the School in a transparent pouch.
- If you are a regular candidate, you should wear a school uniform to appear in the examinations.
- Candidates will appear only in the subjects mentioned above. Kindly check all details carefully.
- In case of any ambiguity found in the question paper, it will be addressed by school as per policy.
- ALL PARTICULARS INCLUDING THE SUBJECT(S) AND THE PHOTO CHECKED AND FOUND CORRECT

Full Signature of the Candidate (In running hand only)

Signature of Father/Mother/Guardian

Satyajeet Kr. Singh
Principal / Center Supdt.
(Principal & Signature of the Candidate)

Preview of Ananya Pandey's admit card. The schedule lists only the exam's six subjects with their dates and marks.

- 6 Click **Issue & Print** in the dark bar. The cards are registered as ORIGINAL and the browser's print window opens. Print on A4.

TIP To print one card, click **Print** in that student's row, or pick the **Single Student**.

TIP Printing the same card again prints it as DUPLICATE COPY – 2, 3 ... Every issue is listed in the Document Register (Open Document Register in the dark bar).

TIP Roll numbers must be set in the student profiles; the roll number also prints in words (for example TWO ONLY).

TIP The EXAMINATION SCHEDULE prints only the subjects ticked for the exam in Create Exams > Assign Subjects, with the dates, maximum and pass marks set there. If a subject or date is wrong, correct it there and generate the cards again.

Print two cards per page

- 1 Choose **Simple tabular (2 per A4)** in **Template** and click **Generate & Print Admit Cards**.
- 2 Each card shows the student table and a compact schedule, with a cut line between the two cards.

https://coreaxis.info/admin/admit_card.php

DIGITAL COPY (preview) — click Issue & Print for the ORIGINAL
14 new (prints as ORIGINAL)

[Issue & Print](#) [Open Document Register ↗](#)

[X Close](#) [Switch to detailed template](#) 14 admit card(s)

DEMO PUBLIC SCHOOL
14, Boring Road, Near Palna Women's College | 0812-2234567

ADMIT CARD — UNIT TEST 2 — NOVEMBER 2026 — 2026-27

Candidate's Name AARAV SHARMA
Father/Guardian RAJESH SHARMA
Class / Section Class VI — Sec. A
Roll No. 1
Admission No. DEMO20260001
Date of Birth 01/01/2015
Medium English

EXAMINATION SCHEDULE

Subject	Exam Date	Max Marks	Investigator's Sign
Hindi	16/11/2026	25	
English	17/11/2026	25	
Mathematics	18/11/2026	25	
Science	19/11/2026	25	
Social Science	20/11/2026	25	
Sanskrit	21/11/2026	25	

Report to the examination hall at least 30 minutes before the scheduled time. Carry this admit card and a valid photo ID. Mobile phones and electronic devices are not allowed in the examination hall.

Satyaajet Kr. Singh
Principal / Center Supdt.

Simple tabular template: Unit Test 2's six subjects, 25 marks each.

- 3 Use **Switch to detailed template** in the top bar to go back.

Questions

The student list is empty after I choose the exam.

No student of that class is Approved for the exam yet. Run Auto-Check in Exam Eligibility (and submit forms in Exam Form Apply), or choose — No Exam / General — to print cards for all students.

A student lost the admit card. Can I print it again?

Yes. Print it for that student; it prints as DUPLICATE COPY and the reprint is recorded in the Document Register.

Can teachers print admit cards?

Yes, for their own class, from Cards & Certificates › Admit Cards in their menu.

A subject is missing from (or extra on) the schedule.

The schedule shows exactly the subjects assigned to the exam. Open Exams › Create Exams, click Subjects in the exam's row, tick or untick the subject, save, and generate the cards again.

EXAMS · CHAPTER 21

Online Exam

Admin

Principal

Teacher (when allowed)

MENU Exams › Online Exam

Online Exam runs multiple-choice tests (CBT) in the student and parent portal and the mobile app. You set the class, subject, duration, pass marks, negative marking and the window when the test is open, then add questions one by one or in bulk. Students take the test on an exam screen with a question palette, Mark for Review and an auto-submit timer, and see their score as soon as they submit. Online exam scores are separate from Marks Entry and report cards.

The screenshot displays the 'Science Quiz — Light, Shadows and Reflections' interface. The quiz title and '10 questions · 10 marks' are at the top. A timer shows 19:57. The current question is '8. The image in a plane mirror is' with a value of '+1 mark -0.25 if wrong'. The options are: A upside down, B laterally inverted (selected), C smaller than the object, and D coloured. Navigation buttons include 'Previous', 'Clear', 'Mark & Next', and 'Save & Next'. A 'Submit Test' button is at the bottom. On the right, a user profile for 'Aarav Sharma' is shown with a legend for 'Answered' (green), 'Not Ans.' (red), 'Review' (purple), and 'Not Visited' (grey). A numeric keypad (1-10) is also present.

Online Exam — Demo Public School

Screen at a glance

Create Exam

Opens the form for a new online test.

Teacher access: OFF / ON	Allow teachers lets class teachers create, run and see results of online exams for their own classes. Turn off removes it. Only Admin / Principal see this switch.
Title	Test name, with duration and pass marks below.
Class / Subject / Qs / Marks	Who takes the test, the subject, number of questions and total marks.
Window	When the test opens and closes, or anytime.
Status	Published (students can see it) or Draft.
Attempts	How many students have started or finished it.
Actions	Questions (list icon), Results (ranking icon), Edit (pencil), Delete (bin — removes the test with all questions and attempts).

Create an online test (example: Class VI Science

quiz, 20 minutes, –0.25 for a wrong answer)

- 1 Open **Exams > Online Exam** and click **Create Exam**.

https://coreaxis.info/admin/online_exam.php

Online Exam

Search students, receipts, staff, page... Ctrl+G

Online Install app Administrator

Create Exam

+ Create Exam

Teacher access: OFF
When on, class teachers can create, run and see results of online exams for their own classes only.

Allow teachers

Title	Class	Subject	Qs	Marks	Window	Status	Attempts	Actions
Science Weekly Quiz 15 min · pass 2	VI	Science	5	5	30 Oct, 10:00AM – 30 Oct, 06:00PM	Published	0	  
Mathematics Practice Test (CBT) 20 min · pass 2	VI	Mathematics	5	5	23 Oct, 10:44PM – 22 Nov, 11:44PM	Published	1	  

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Online Exam list.

- 2 Type **Science Quiz — Light, Shadows and Reflections** in **Exam Title**.
- 3 Pick **Class VI - A** in **Class** and **Science** in **Subject**.

- 4 Enter **20** in **Duration (min)**, **4** in **Pass Marks** and **0.25** in **Negative Marks (per wrong)**.

The screenshot shows the 'Create Exam' form in the CoreAxis School ERP system. The form is titled 'Create Exam' and is part of the 'Online Exam' section. It contains several input fields: 'EXAM TITLE *' (Science Quiz — Light, Shadows and Reflections), 'CLASS' (Class VI - A), 'SUBJECT' (Science), 'DURATION (MIN)' (20), 'PASS MARKS' (4), 'NEGATIVE MARKS (PER WRONG)' (0.25), 'SHUFFLE QUESTIONS' (Yes — randomise per student), 'SHOW ANSWER KEY TO STUDENTS' (Immediately after submitting), 'OPENS (OPTIONAL)' (28-10-2026 18:00), and 'CLOSES (OPTIONAL)' (31-10-2026 20:00). The background shows a sidebar with navigation options like Dashboard, Students, Academics, Exams, Finance, Staff, Campus, Communicate, Insights, Settings, and ME. The main content area lists existing exams with columns for Title, Status, Attempts, and Actions.

Title, class, subject, duration, pass and negative marks.

- 5 Choose **Yes — randomise per student** in **Shuffle Questions** and **Immediately after submitting** in **Show answer key to students**.

- 6 Set **Opens** to **28-10-2026 18:00** and **Closes** to **31-10-2026 20:00**. Type the **Instructions** students read before starting.

The screenshot shows the 'Online Exam' creation interface. The form is titled 'Online Exam' and is part of the 'Demo Public School' interface. It includes fields for 'Duration (Min)' (20), 'Pass Marks' (4), 'Negative Marks (per wrong)' (0.25), 'Shuffle Questions' (Yes - randomise per student), 'Show Answer Key to Students' (Immediately after submitting), 'Opens (Optional)' (28-10-2026 18:00), and 'Closes (Optional)' (31-10-2026 20:00). The 'Instructions' field contains the text: 'Each question carries 1 mark. 0.25 mark is deducted for every wrong answer. Leave a question blank if you are not sure.' The form also has 'Cancel' and 'Save' buttons. In the background, a table shows exam details: Title, Status, Attempts, and Actions.

Title	Status	Attempts	Actions
Science Quiz — Light Reflections	Published	0	[Edit] [Delete]
Science Weekly Quiz	Published	0	[Edit] [Delete]
Mathematics Practice	Published	1	[Edit] [Delete]

Shuffle, answer key, test window and instructions.

- 7 Click **Save** and confirm. The message "Exam created — now add questions." appears and the question page opens.

TIP Show answer key: After the exam closes (recommended) stops early finishers from passing answers to classmates. Immediately shows the review as soon as a student submits. Never shows only the score.

TIP Leave Opens / Closes empty for a practice test that is always open.

TIP Students see the test only after you publish it.

Add questions

- 1 Click **Add Question**.

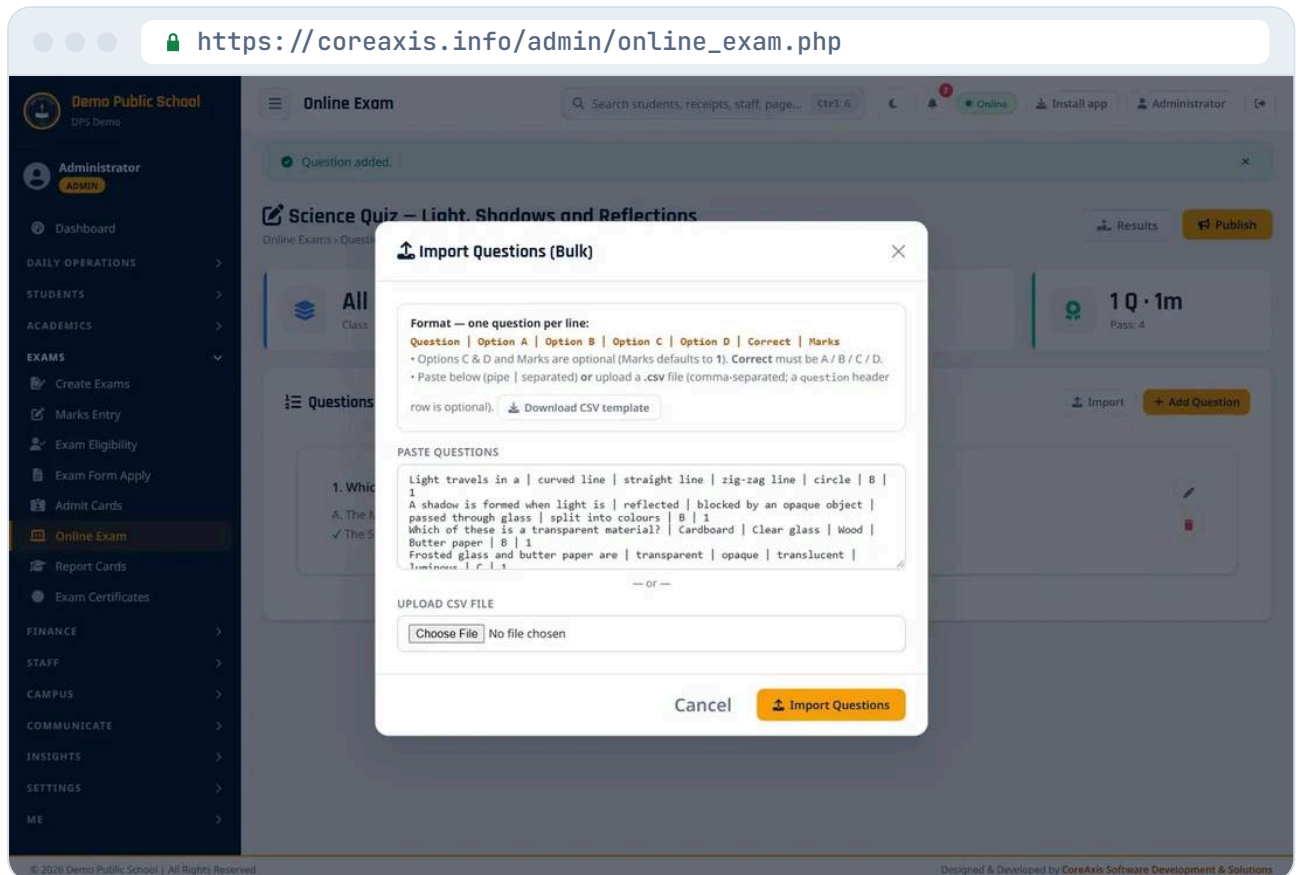
- 2 Type the **Question**, **Option A** to **Option D** (C and D are optional), pick the **Correct Option** and set **Marks** (1 by default). Example: Which of these is a luminous object? — A The Moon, B A mirror, C The Sun, D A wooden table; correct option C.

The screenshot shows the CoreAxis School ERP Admin interface. The browser address bar displays `https://coreaxis.info/admin/online_exam.php`. The left sidebar contains a navigation menu with categories: DAILY OPERATIONS, STUDENTS, ACADEMICS, EXAMS, FINANCE, STAFF, CAMPUS, COMMUNICATE, INSIGHTS, SETTINGS, and ME. The 'EXAMS' section is expanded, showing options like 'Create Exams', 'Marks Entry', 'Exam Eligibility', 'Exam Form Apply', 'Admit Cards', 'Online Exam' (highlighted), 'Report Cards', and 'Exam Certificates'. The main content area is titled 'Online Exam' and shows a 'Science Quiz – Light, Shadows and Reflections'. A modal window titled 'Add Question' is open, containing the following fields: 'QUESTION *' (text area with 'Which of these is a luminous object?'), 'OPTION A *' (text input with 'The Moon'), 'OPTION B *' (text input with 'A mirror'), 'OPTION C' (text input with 'The Sun'), 'OPTION D' (text input with 'A wooden table'), 'CORRECT OPTION *' (dropdown menu with 'C' selected), and 'MARKS' (text input with '1'). At the bottom of the modal are 'Cancel' and 'Save Question' buttons. The background interface includes a search bar, a notification bell, and a 'Publish' button.

Adding one question.

- 3 Click **Save Question** and confirm. The message "Question added." appears.

- 4 To add many questions at once, click **Import**. Paste one question per line in the form Question | A | B | C | D | Correct letter | Marks, or upload a CSV (use **Download CSV template**).



Pasting nine questions.

- 5 Click **Import Questions** and confirm. The message "9 question(s) imported." appears. Rows in the wrong format are skipped and counted.

TIP Each question card shows the correct option with a green tick. Use the pencil to correct a question and the bin to remove it.

Publish the test

- 1 On the question page, check the cards at the top: class, subject, duration and 10 Q · 10m (pass 4).

- 2 Click **Publish** and confirm. The message "Exam published — visible to students." appears and the button changes to **Unpublish**.

The screenshot displays the 'Online Exam' management interface in the CoreAxis School ERP system. The browser address bar shows the URL: `https://coreaxis.info/admin/onLine_exam.php`. The interface includes a sidebar menu on the left with categories like 'DAILY OPERATIONS', 'STUDENTS', 'ACADEMICS', 'EXAMS', 'FINANCE', 'STAFF', 'CAMPUS', 'COMMUNICATE', 'INSIGHTS', 'SETTINGS', and 'ME'. The 'Online Exam' option is highlighted. The main content area is titled 'Online Exam' and features a search bar and a 'Publish / Unpublish' button. Below this, the exam details are shown: 'Science Quiz – Light, Shadows and Reflections', 'Online Exams > Questions', 'VI Class', 'Science Subject', '20 min Duration', and '10 Q · 10m Pass: 4'. A 'Results' button and an 'Unpublish' button are also visible. The 'Questions (10)' section lists three questions with their respective options and a '1m' time limit for each. The first question is 'Which of these is a luminous object?' with options 'A. The Moon', 'B. A mirror', 'C. The Sun', and 'D. A wooden table'. The second question is 'Light travels in a' with options 'A. curved line', 'B. straight line', 'C. zig-zag line', and 'D. circle'. The third question is 'A shadow is formed when light is' with options 'A. reflected', 'B. blocked by an opaque object', 'C. passed through glass', and 'D. split into colours'. The interface is designed and developed by CoreAxis Software Development & Solutions.

The published test with its questions.

3 In the list the test shows **Published** and its window.

https://coreaxis.info/admin/online_exam.php

Online Exam

Search students, receipts, staff, page... Ctrl G

Online Install app Administrator

Online Exam + Create Exam

Teacher access: OFF
When on, class teachers can create, run and see results of online exams for their own classes only. Allow teachers

Published - 1 attempt	Class	Subject	Qs	Marks	Window	Status	Attempts	Actions
Science Quiz — Light, Shadows and Reflections 20 min - pass 4	VI	Science	10	10	28 Oct, 06:00PM → 31 Oct, 08:00PM	Published	1	[Icons]
Science Weekly Quiz 15 min - pass 2	VI	Science	5	5	30 Oct, 10:00AM → 30 Oct, 06:00PM	Published	0	[Icons]
Mathematics Practice Test (CBT) 20 min - pass 2	VI	Mathematics	5	5	23 Oct, 10:44PM → 22 Nov, 11:44PM	Published	1	[Icons]

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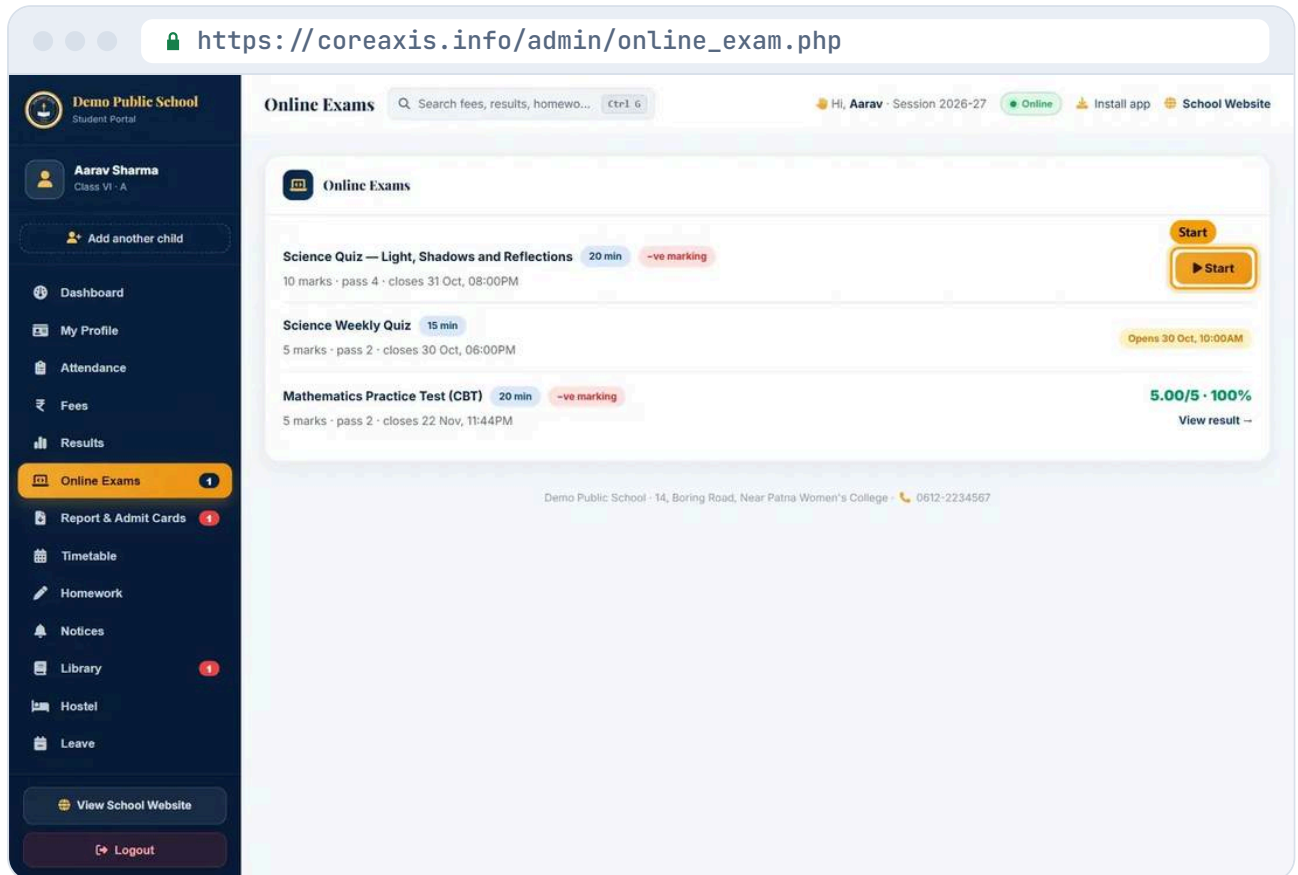
Designed & Developed by CoreAxis Software Development & Solutions

Published, 10 questions, 10 marks.

TIP A test without questions cannot be published ("Add at least one question before publishing.").

How a student takes the test (Aarav Sharma, Class VI-A)

- 1 In the portal, **Online Exams** lists the class's tests. Aarav clicks **Start**.



Portal › Online Exams.

- 2 The instruction page shows the duration, marks, negative marking and the colour legend. Aarav ticks "I have read and understood all the instructions above" and clicks **Start Test**.

The screenshot shows a web browser window with the URL `https://coreaxis.info/admin/online_exam.php`. The page header for "Demo Public School Online Examination" is visible. The main content area is titled "Science Quiz — Light, Shadows and Reflections" and includes the instruction: "Read the instructions carefully before you begin. The timer starts the moment you click **Start Test**."

Key details on the page include:

- 10 QUESTIONS
- 10 TOTAL MARKS
- 20 MINUTES
- 4 PASS MARK

INSTRUCTIONS FROM YOUR TEACHER

Each question carries 1 mark. 0.25 mark is deducted for every wrong answer. Leave a question blank if you are not sure.

GENERAL GUIDELINES

- This is a single-attempt test — once submitted, you cannot retake it.
- Use **Save & Next** to record each answer. You may revisit and change answers until you submit.
- **Mark for Review** flags a question to come back to later.
- **Negative marking is ON** — 0.25 mark(s) will be deducted for every wrong answer.
- The test will **auto-submit** when the time runs out.
- Do not leave or refresh the page — your answers are saved in this browser but staying on the page is safest.

Legend: ■ Answered ■ Not Answered ■ Marked for Review ■ Not Visited

☒ I have read and understood all the instructions above. I am ready to start the test.

▶ Start Test

[← Cancel and go back](#)

Instructions before the test.

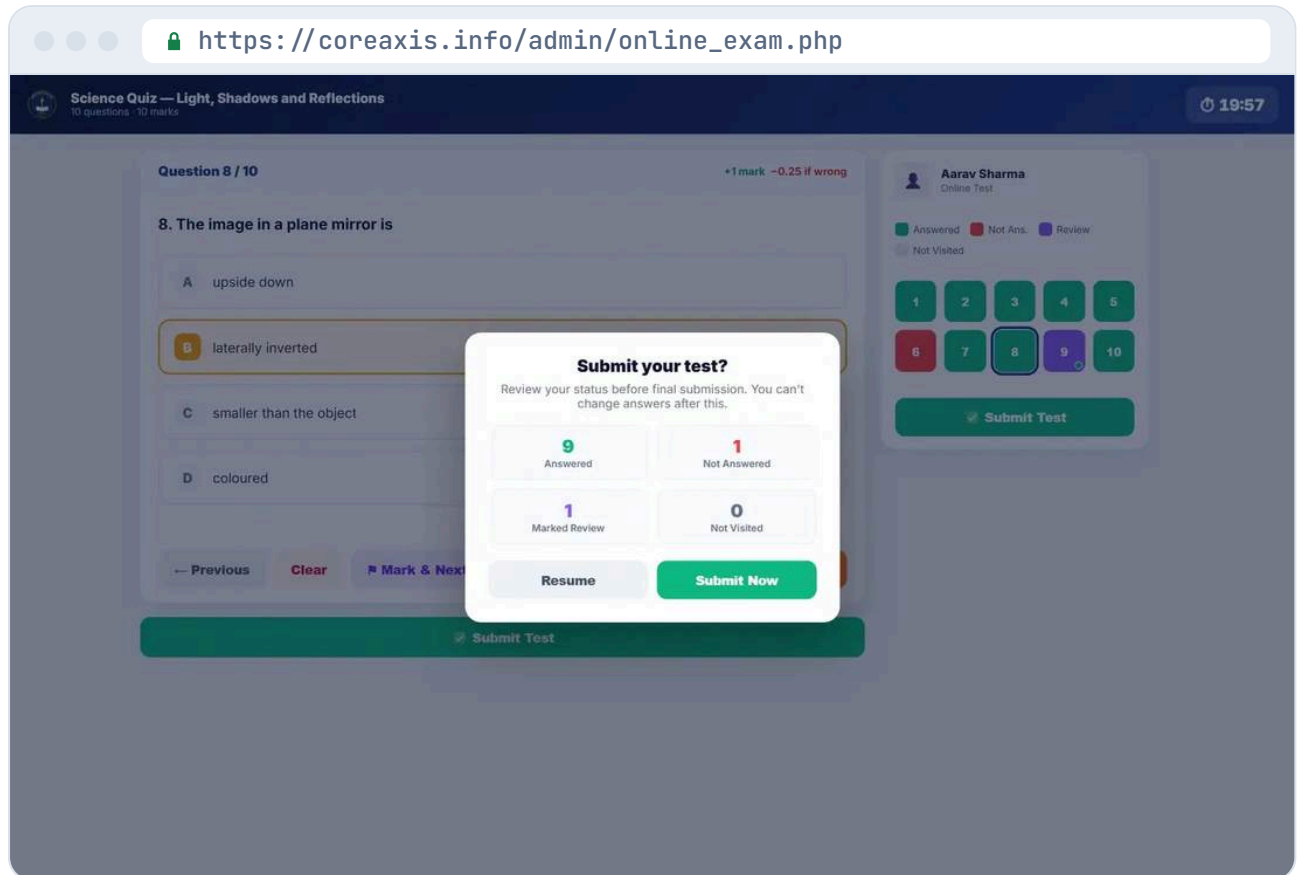
- 3 One question shows at a time with the timer at the top right. **Save & Next**, **Mark & Next**, **Clear** and **Previous** move through the paper; the palette shows each question as Answered (green), Not Answered (red), Marked for Review (purple) or Not Visited (grey).

The screenshot displays the online exam interface for a Science Quiz titled "Light, Shadows and Reflections". The quiz consists of 10 questions and is worth 10 marks. The current question is Question 8 / 10, which asks: "8. The image in a plane mirror is". The question is worth +1 mark and -0.25 if wrong. The options are: A upside down, B laterally inverted (selected), C smaller than the object, and D coloured. The interface includes navigation buttons: Previous, Clear, Mark & Next, and Save & Next. A Submit Test button is also present. On the right, a question palette shows the status of all 10 questions: 1-5 are Answered (green), 6-7 are Not Ans. (red), 8 is Marked for Review (purple), and 9-10 are Not Visited (grey). The user's name, Aarav Sharma, and the time, 19:57, are displayed at the top right.

The exam screen with the question palette.

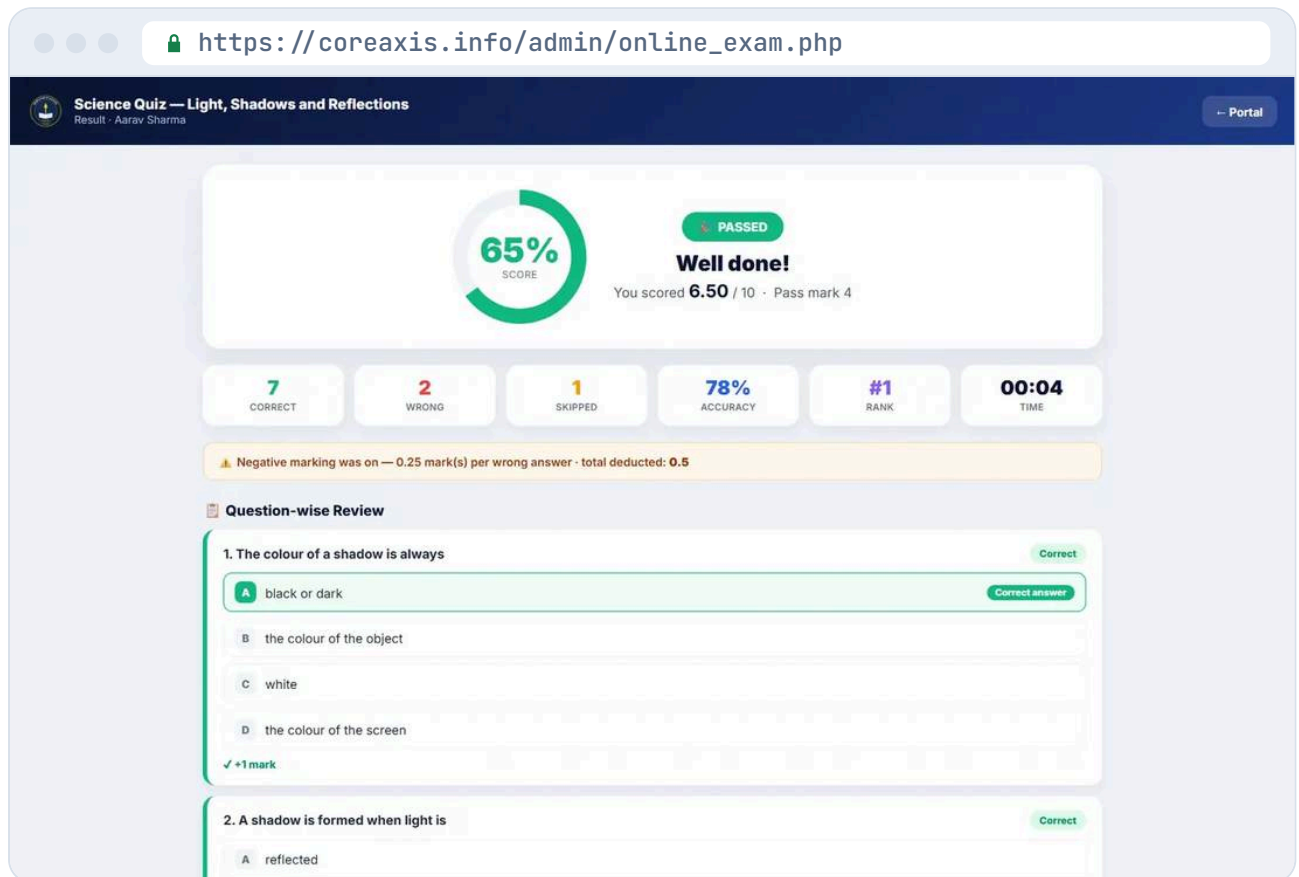
4

Submit Test shows a summary of answered, not answered, marked and not visited questions before the final **Submit Now**.



Summary before submitting.

- 5 The result appears at once: 6.50 out of 10 (7 correct, 2 wrong × 0.25 deducted, 1 skipped), PASSED, rank and time taken, followed by the question-wise review.



Aarav's result page.

TIP The test auto-submits when the time runs out or the window closes. Answers are kept in the browser if the page is refreshed by mistake.

See results

- 1 In the Online Exam list, click the ranking icon (**Results**) in the test's row.

The screenshot displays the 'Online Exam' management interface. The left sidebar contains a navigation menu with categories like 'DAILY OPERATIONS', 'STUDENTS', 'ACADEMICS', 'EXAMS', 'FINANCE', 'STAFF', 'CAMPUS', 'COMMUNICATE', 'INSIGHTS', 'SETTINGS', and 'ME'. The 'EXAMS' section is expanded, showing options like 'Create Exams', 'Marks Entry', 'Exam Eligibility', 'Exam Form Apply', 'Admit Cards', 'Online Exam' (highlighted), 'Report Cards', and 'Exam Certificates'. The main content area shows the 'Online Exam' title and a search bar. Below this, a 'Teacher access: OFF' message is displayed. A table lists three exams: 'Science Quiz — Light, Shadows and Reflections', 'Science Weekly Quiz', and 'Mathematics Practice Test (CBT)'. Each row has columns for Title, Class, Subject, Qs, Marks, Window, Status, Attempts, and Actions. The 'Results' button, represented by a bar chart icon, is highlighted in the Actions column for the first exam.

Title	Class	Subject	Qs	Marks	Window	Status	Attempts	Actions
Science Quiz — Light, Shadows and Reflections 20 min · pass 4	VI	Science	10	10	28 Oct, 06:00PM — 31 Oct, 08:00PM	Published	1	Results
Science Weekly Quiz 15 min · pass 2	VI	Science	5	5	30 Oct, 10:00AM — 30 Oct, 06:00PM	Published	0	
Mathematics Practice Test (CBT) 20 min · pass 2	VI	Mathematics	5	5	23 Oct, 10:44PM — 22 Nov, 11:44PM	Published	1	

Results button.

- 2 The results table lists every attempt: student, class, score, %, Pass / Fail (or In progress) and submission time.

The screenshot shows the 'Online Exam' section of the CoreAxis School ERP Admin interface. The page title is 'Results - Science Quiz - Light, Shadows and Reflections'. Below the title, there is a message: 'To release results to parents, set up SMS and/or Email delivery, and add a parent phone/email to each student's profile.' Below this message is a table with the following data:

#	Student	Class	Score	%	Result	Submitted
1	Aarav Sharma DEMO20260001	VI	6.50 / 10	65%	Pass	28 Oct 2026, 07:48 PM

The interface also includes a sidebar menu with options like Dashboard, DAILY OPERATIONS, STUDENTS, ACADEMICS, EXAMS, and more. The 'Online Exam' option is highlighted in the sidebar.

Results — Aarav Sharma, 6.50 / 10, 65%, Pass.

- 3 Click **SMS Results** or **Email Results** to send each parent the score. These buttons work once SMS / email is set up in Settings and parents' phone numbers or emails are on file.

Questions

Do online test scores go on the report card?

No. Online Exam is separate. Enter term marks in Marks Entry for report cards.

Can a student take the test twice?

No. Each student has one attempt. After submitting, the Start button changes to View result.

Can teachers create online tests?

Only when Admin or Principal clicks Allow teachers on this page. Teachers then see Online Exam in their menu and manage tests of their own class only.

EXAMS · CHAPTER 22

Report Cards

Admin

Principal

Teacher (own class)

MENU Exams > Report Cards

Report Cards turns the marks entered in Marks Entry into a printed Academic Record for each student: subject-wise Term I and Term II marks, grand total, grade, percentage, class rank, attendance, co-scholastic and discipline areas, the promotion line (on the final result only) and the grading scale. You choose the class, the Term I exam and (later in the year) the Term II exam, and one of four designs. As with admit cards, the first print is registered as the ORIGINAL in the Document Register.

https://coreaxis.info/admin/report_card.php

DIGITAL COPY (preview) — click Issue & Print for the ORIGINAL
25 new (prints as ORIGINAL)

Issue & Print Open Document Register ↗

Design: #1 Classic Blue × Close 25 card(s)

DEMO PUBLIC SCHOOL
Affiliated to CBSE | UDISE: 10280110235 | English
14, Boring Road, Near Patna Women's College | ☎ 0612-2234567 | 🌐 https://coreaxis.info/site.php?r=demo

ACADEMIC RECORD

Academic Session : 2026-27 Class : VI - A Roll No: 1

Name of Student : Aarav Sharma Roll No. : 1
Mother's Name : Sunita Sharma Scholar No. : DEMO20260001
Father's Name : Rajesh Sharma Date of Birth : 01/01/2015

Scholastic Area	Term I (100 Marks)			Term II (100 Marks)			Over All	
	Oral	Half Yearly	Total	Note Book	Oral	Yearly Exam	Grand Total	Grade
Hindi		80.0	80.0				80.0/100	B+
English		96.0	96.0				96.0/100	A+
Mathematics		78.0	78.0				78.0/100	B+
Science		85.0	85.0				85.0/100	A
Social Science		77.0	77.0				77.0/100	B+
Computer		87.0	87.0				87.0/100	A
General Knowledge								
Drawing								
Sanskrit								
TOTAL			503				503/600	A
OVER ALL MARKS	PERCENTAGE		GRADE		RANK			
503	83.8%		A		2nd			

Attendance: Working Days: 25 | Present: 20 | Percentage: 80%

Report Cards — Demo Public School

Screen at a glance

Marksheet Generation Rules

Enter marks first; Term I = Half Yearly / Unit Test exam; Term II = Annual / Final exam; rank is worked out class-wise by percentage.

Grade Scale (CBSE Pattern)	A+ 91–100% Outstanding, A 81–90% Excellent, B+ 71–80% Very Good, B 61–70% Good, C+ 51–60% Above Avg, C 41–50% Average, D 33–40% Below Avg, E below 33% Fail.
Select Class *	The class to print. The student list below loads when you pick it.
Student (blank = all)	All Students in Class, or one student.
Term I Exam (Half Yearly) / Term II Exam (Annual)	The exams whose marks fill the two halves of the card. Choose — None — for a term not held yet.
Report Card Design	#1 Classic Blue, #2 Royal Maroon, #3 Emerald, #4 Royal Purple.
Generate & Print Report Cards	Opens the cards in a new tab.
Students table	Roll No, Admission No, Student Name, Father and a Report Card button for one student.

Print report cards for a class (example: Class VI, Term I = Half-Yearly Examination)

- 1 Open **Exams > Report Cards**.
- 2 Pick **Class VI** in **Select Class**. The page reloads with the 25 students of Class VI.
- 3 Pick **Half-Yearly Examination** in **Term I Exam (Half Yearly)**. Leave **Term II Exam (Annual)** as **— None —** until the annual exam is over.

4 Keep **All Students in Class** and choose a design, for example **#1 Classic Blue**.

The screenshot shows the 'Report Card / Marksheet' interface. The left sidebar contains navigation options like Dashboard, STUDENTS, ACADEMICS, EXAMS, and Report Cards. The main content area has a 'Generate Academic Record' section with the following filters:

- SELECT CLASS ***: Class VI
- STUDENT (BLANK = ALL)**: All Students in Class
- TERM I EXAM (HALF YEARLY)**: Half-Yearly Examination (Annual)
- TERM II EXAM (ANNUAL)**: — None —
- REPORT CARD DESIGN**: #1 Classic Blue

Below the filters are two buttons: 'Generate & Print Report Cards' and 'Generate & Print Report Cards' (with a printer icon). The bottom section, titled '25 Students – Class VI', displays a table with the following data:

Roll No	Admission No	Student Name	Father	Action
1	DEMO20260001	Aarav Sharma	Rajesh Sharma	Report Card
2	DEMO20260002	Ananya Pandey	Sanjay Pandey	Report Card
3	DEMO20260003	Vivaan Prasad	Manoj Prasad	Report Card
4	DEMO20260004	Diya Verma	Anil Verma	Report Card

The footer of the interface includes the copyright notice '© 2026 Demo Public School | All Rights Reserved' and the developer information 'Designed & Developed by CoreAxis Software Development & Solutions'.

Generate Academic Record for Class VI.

- 5 Click **Generate & Print Report Cards**. A new tab opens with 25 cards as a **DIGITAL COPY (preview)**.

https://coreaxis.info/admin/report_card.php

DIGITAL COPY (preview) — click Issue & Print for the ORIGINAL
25 new (prints as ORIGINAL)

[Issue & Print](#) [Open Document Register](#)

Design: #1 Classic Blue [Close](#) 25 card(s)



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ACADEMIC RECORD

Academic Session : 2026-27 Class : VI - A Roll No: 1

DIGITAL COPY	Name of Student : Aarav Sharma			Roll No. : 1			PHOTO
	Mother's Name : Sunita Sharma			Scholar No. : DEMO20260001			
	Father's Name : Rajesh Sharma			Date of Birth : 01/01/2015			

Scholastic Area	Term I (100 Marks)			Term II (100 Marks)			Over All	
	Oral	Half Yearly	Total	Note Book	Oral	Yearly Exam	Grand Total	Grade
Hindi		80.0	80.0				80.0/100	B+
English		96.0	96.0				96.0/100	A+
Mathematics		78.0	78.0				78.0/100	B+
Science		85.0	85.0				85.0/100	A
Social Science		77.0	77.0				77.0/100	B+
Computer		87.0	87.0				87.0/100	A
General Knowledge								
Drawing								
Sanskrit								
TOTAL			503				503/600	A

OVER ALL MARKS	PERCENTAGE	GRADE	RANK
503	83.8%	A	2nd

Attendance: Working Days: 25 | Present: 20 | Percentage: 80%

Aarav Sharma: 503/600, 83.8%, grade A, rank 2nd.

- 6 Scroll through the cards and check marks, attendance and rank. Change the **Design** list in the top bar to try another colour.

https://coreaxis.info/admin/report_card.php

DIGITAL COPY (preview) — click Issue & Print for the ORIGINAL
1 new (prints as ORIGINAL)

- Aarav Sharma (DEMO20260001) **NEW · ORIGINAL**

[Issue & Print](#) [Open Document Register ↗](#)

Design

Design: **#2 Royal Maroon** [Close](#) 1 card(s)



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ACADEMIC RECORD

Academic Session : 2026-27 Class : VI - A Roll No: 1

DIGITAL COPY	Name of Student : Aarav Sharma			Roll No. : 1			PHOTO
	Mother's Name : Sunita Sharma			Scholar No. : DEMO20260001			
Father's Name : Rajesh Sharma			Date of Birth : 01/01/2015				

Scholastic Area	Term I (100 Marks)			Term II (100 Marks)			Over All	
	Oral	Half Yearly	Total	Note Book	Oral	Yearly Exam	Grand Total	Grade
Hindi	80.0	80.0	80.0	—	—	—	80.0/100	B+
English	96.0	96.0	96.0	—	—	—	96.0/100	A+
Mathematics	78.0	78.0	78.0	—	—	—	78.0/100	B+
Science	85.0	85.0	85.0	—	—	—	85.0/100	A
Social Science	77.0	77.0	77.0	—	—	—	77.0/100	B+
Computer	87.0	87.0	87.0	—	—	—	87.0/100	A
General Knowledge	—	—	—	—	—	—	—	—
Drawing	—	—	—	—	—	—	—	—
Sanskrit	—	—	—	—	—	—	—	—
TOTAL	Term I		503	Term II		—	503/600	A
OVER ALL MARKS		PERCENTAGE		GRADE		RANK		
503		83.8%		A		2nd		

The same card in #2 Royal Maroon.

- 7 Check the bottom of the card. A Term I card ends with the grading scale, the Class Teacher's Remarks line and the signatures. It has no promotion line, because promotion is decided on the final result.

https://coreaxis.info/admin/report_card.php

DIGITAL COPY (preview) — click Issue & Print for the ORIGINAL
1 now (prints as ORIGINAL)
• Aarav Sharma (DEMO20260001) **NEW · ORIGINAL**
[Issue & Print](#) [Open Document Register](#)

Design: #1 Classic Blue X Close 1 card(s)



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ACADEMIC RECORD

Academic Session : 2025-27 Class : VI - A Roll No: 1

Name of Student : Aarav Sharma Mother's Name : Sunita Sharma Father's Name : Rajesh Sharma	Roll No. : 1	PHOTO
	Scholar No. : DEMO20260001 Date of Birth : 01/01/2015	

Scholastic Area	Term I (100 Marks)			Term II (100 Marks)			Over All		
	Oral	Half Yearly	Total	Note Book	Oral	Yearly Exam	Total	Grand Total	Grade
Hindi		80.0	80.0					80.0/100	B+
English		96.0	96.0					96.0/100	A+
Mathematics		78.0	78.0					78.0/100	B+
Science		85.0	85.0					85.0/100	A
Social Science		77.0	77.0					77.0/100	B+
Computer		87.0	87.0					87.0/100	A
General Knowledge									
Drawing									
Sanskrit									
TOTAL			503					503/600	A

OVER ALL MARKS	PERCENTAGE	GRADE	RANK
503	83.8%	A	2nd

Attendance: Working Days: 25 | Present: 20 | Percentage: 80%

CO-SCHOOLING AREA		DISCIPLINE	
Activity	Grade	Activity	Grade
Work Education		Regularity & Punctuality	
Art Education		Sincerity	
Health/Physical Education		Behaviour & Values	
Social Skills		Responsiveness for Rules & Reg.	
Sports		Attitude Towards Teachers	
		Attitude Towards Society	

Grading Scale for Scholastic Areas:

Marks Range	91-100	81-90	71-80	61-70	51-60	41-50	33-40
Grade	A+	A	B+	B	C+	C	D

Class Teacher's Remarks:

Class Teacher's Signature: _____ Principal's Signature: *Satyajeet Kr. Singh*

Powered by Demo Public School

Aarav Sharma's full Term I card: no promotion line; the Principal's signature (Satyajeet Kr. Singh) at the bottom.

- 8 Click **Issue & Print**. The cards are registered as ORIGINAL and the print window opens. Print on A4.

TIP To print one student's card, click **Report Card** in that student's row.

TIP The blank Oral and Note Book columns, co-scholastic grades, discipline grades and the Class Teacher's Remarks line are left for the teacher to fill in by hand.

TIP Subjects with no marks in the chosen exams print with dashes.

TIP The promotion line (for example "Congratulations! Promoted to Class VII") prints only when a Term II (Annual) exam is chosen, that is on the final result of the year. It follows the promotion rule set in School Profile.

One student or one exam from the exam list

- 1 Pick the class, then pick the student in **Student (blank = all)**, or use the **Report Card** button in the students table.

The screenshot shows the 'Report Card / Marksheet' page for Class VI. The table lists 25 students with the following data:

Roll No	Admission No	Student Name	Father	Action
1	DEMO20260001	Aarav Sharma	Rajesh Sharma	Report Card
2	DEMO20260002	Ananya Pandey	Sanjay Pandey	Report Card
3	DEMO20260003	Vivaan Prasad	Manoj Prasad	Report Card
4	DEMO20260004	Diya Verma	Anil Verma	Report Card
5	DEMO20260005	Aditya Srivastava	Sunil Srivastava	Report Card
6	DEMO20260006	Aadhya Choudhary	Vinod Choudhary	Report Card
7	DEMO20260007	Arjun Gupta	Ashok Gupta	Report Card
8	DEMO20260008	Saanvi Jha	Pankaj Jha	Report Card
9	DEMO20260009	Reyansh Rai	Ravi Rai	Report Card
10	DEMO20260010	Ayaan Ansari	Imran Ansari	Report Card
11	DEMO20260017	Aryan Kashyap	Manish Kashyap	Report Card
12	DEMO20260018	Vanshika Mishra	Saurabh Mishra	Report Card
13	DPSDEMO20260107	Rishabh Yadav	Pramod Yadav	Report Card
14	DPSDEMO20260108	Jhanvi Kumar	Kamlesh Kumar	Report Card

Report Card button per student.

- 2 From **Exams > Create Exams** you can also click the report-card icon in an exam's row; it opens this page with that exam as Term I.

Questions

The rank looks wrong.

Rank is worked out from the percentage of all students of the class in the chosen exams. Check that every student's marks are entered and saved in Marks Entry.

Can parents download the report card?

Yes, from Report & Admit Cards in the portal. Their download is marked DIGITAL COPY; the stamped ORIGINAL is the one the school prints.

Can I use a unit test as Term I?

Yes. Any exam of the session can be chosen for either term; the column heading on the card still reads Half Yearly / Yearly Exam.

EXAMS · CHAPTER 23

Exam Certificates

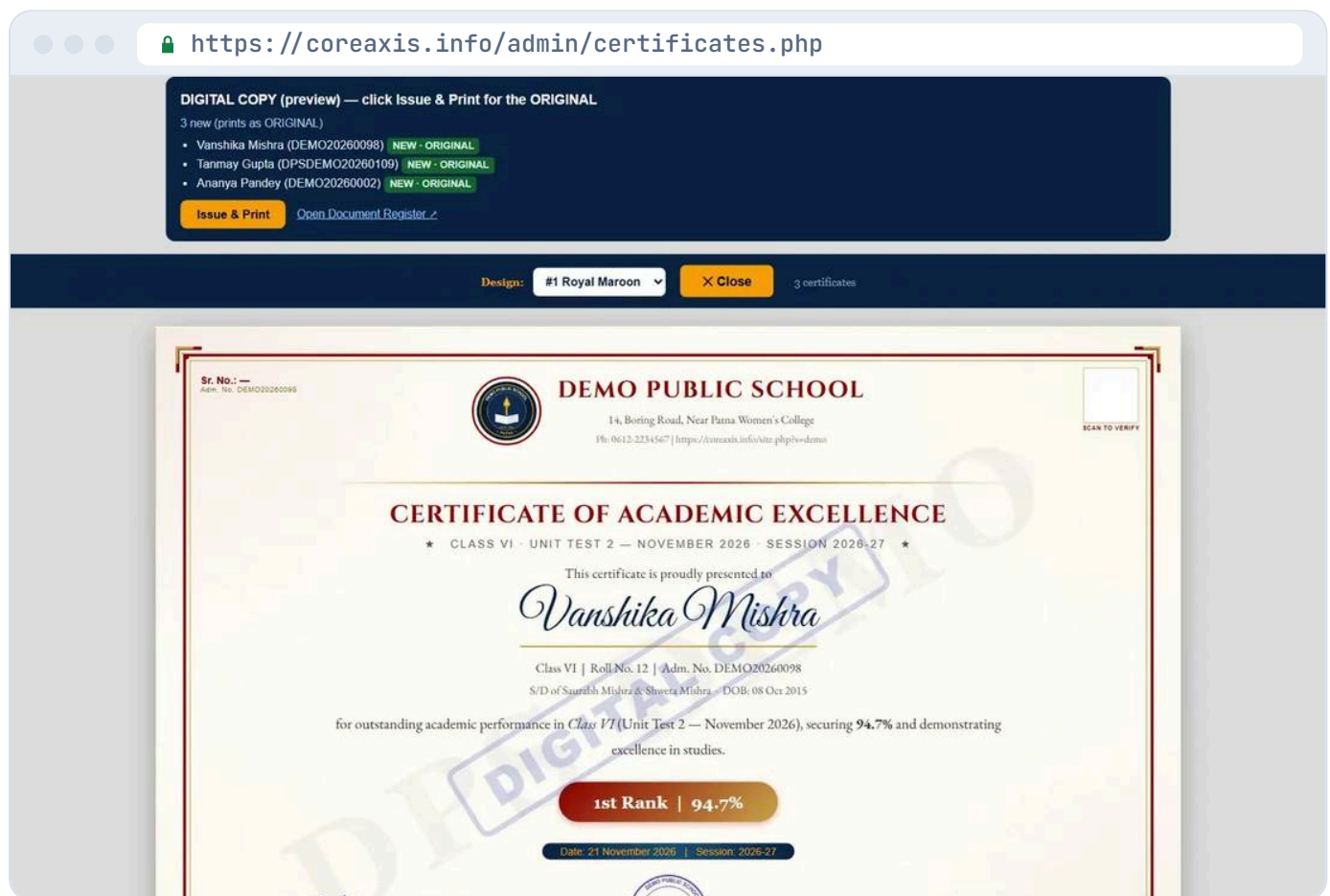
Admin

Principal

Teacher (own class)

MENU Exams > Exam Certificates

Exam Certificates prints A4 landscape certificates in four designs. In Class / Academic mode it uses an exam's marks to find the toppers of a class (rank and percentage) and prints Academic Excellence or Achievement certificates, or Participation certificates for every student. In Competition / Event mode it uses the positions and prizes recorded for a competition (Communicate > Competitions). Each certificate carries a QR code to verify it, and the first print is registered as the ORIGINAL in the Document Register. Transfer, bonafide and character certificates are on a different page (Students > TC / Bonafide).



Exam Certificates — Demo Public School

Screen at a glance

Certificate Generation Rules / Print & Design Info

Reminders: create and score the competition first, print on A4 Landscape, add the school seal after printing.

Certificate Source	Competition / Event or Class / Academic. The fields below change with it.
Certificate Design	#1 Royal Maroon, #2 Royal Navy, #3 Emerald, #4 Royal Purple.
Class / Exam (Optional — for %/Rank)	Class / Academic mode: the class and the exam whose marks decide rank and percentage.
Certificate Type (class)	Academic Excellence, Achievement or Participation.
Merit for	Topper only (Rank 1), Top 3, Top 5 or Top 10 ranks — for Excellence and Achievement.
Competition / Event and Certificate Type (competition)	Pick the competition and Certificate of Merit, Participation or Appreciation.
Student (Optional = All)	Leave as All Students to print every certificate, or pick one student.
Generate & Print	Opens the certificates in a new tab.
List	The students who will get a certificate, with Percentage and Rank (class mode) or Position and Prize (competition mode).

Print toppers' certificates for an exam (example: Class VI, Unit Test 2, top 3)

- 1 Open **Exams > Exam Certificates**.

https://coreaxis.info/admin/certificates.php

Certificates

Search students, receipts, staff, page... Ctrl 6 Online Install app Satyajeet Kr. Singh

Home > Documents > Certificates

Certificate Generation Rules

- Create a **Competition/Event** in **Competitions** first
- Enroll students in the competition with their positions
- Merit** certificate: shows position badge (1st/2nd/3rd) + prize
- Participation** certificate: for all enrolled students
- Appreciation** certificate: for special recognition
- Select certificate type, then click **Generate**

Print & Design Info

- Print size: **A4 Landscape**
- Design: Double border (dark red + gold), corner ornaments
- School watermark auto-applied in background
- Principal signature line included at bottom
- Set school seal/stamp after printing
- For bulk: select **All Students** (blank student field)

Generate Certificates

Certificate Source

Competition / Event

CERTIFICATE DESIGN

#1 Royal Maroon

COMPETITION / EVENT

— Select Competition —

CERTIFICATE TYPE

Certificate of Merit

STUDENT (OPTIONAL = ALL)

— All Students —

Generate & Print

Select a competition above to generate certificates.

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Exam Certificates page.

- 2 Pick **Class / Academic** in **Certificate Source**.
- 3 Pick **Class VI** in **Class** and **Unit Test 2 — November 2026 — VI** in **Exam**.

4 Pick **Academic Excellence** in **Certificate Type** and **Top 3** ranks in **Merit for**.

https://coreaxis.info/admin/certificates.php

Certificates

- Merit** certificate: shows position badge (1st/2nd/3rd) + prize
- Participation** certificate: for all enrolled students
- Appreciation** certificate: for special recognition
- Select certificate type, then click **Generate**

- School watermark auto-applied in background
- Principal signature line included at bottom
- Set school seal/stamp after printing
- For bulk: select **All Students** (blank student field)

Generate Certificates

CERTIFICATE SOURCE: Class / Academic | CERTIFICATE DESIGN: #1 Royal Maroon

CLASS: Class VI | EXAM (OPTIONAL — FOR %/RANK): Unit Test 2 — November 2026 — VI | CERTIFICATE TYPE: Academic Excellence | MERIT FOR (EXCELLENCE / ACHIEVEMENT): Top 3 ranks

STUDENT (OPTIONAL = ALL): — All Students —

Generate & Print

Class VI · Unit Test 2 — November 2026 3 students

#	Name	Class	Percentage	Rank
1	Vanshika Mishra DEMO20260098	Class VI	94.7%	1st
2	Tanmay Gupta DPSDEMO20260109	Class VI	92.7%	2nd
3	Ananya Pandey DEMO20260002	Class VI	91.3%	3rd

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Class mode with exam, type and merit chosen.

- 5 Check the list below: Vanshika Mishra 94.7% (1st), Tanmay Gupta 92.7% (2nd), Ananya Pandey 91.3% (3rd).

https://coreaxis.info/admin/certificates.php

Certificates Search students, receipts, staff, page... Ctrl G Online Install app Administrator

- Create a **Competition/Event** in **Competitions** first
- Enroll students in the competition with their positions
- Merit** certificate: shows position badge (1st/2nd/3rd) + prize
- Participation** certificate: for all enrolled students
- Appreciation** certificate: for special recognition
- Select certificate type, then click **Generate**

- Print size: **A4 Landscape**
- Design: Double border (dark red + gold), corner ornaments
- School watermark auto-applied in background
- Principal signature line included at bottom
- Set school seal/stamp after printing
- For bulk: select **All Students** (blank student field)

Generate Certificates

CERTIFICATE SOURCE: Class / Academic CERTIFICATE DESIGN: #1 Royal Maroon

CLASS: Class VI EXAM (OPTIONAL — FOR %/RANK): Unit Test 2 — November 2026 — VI CERTIFICATE TYPE: Academic Excellence MERIT FOR (EXCELLENCE / ACHIEVEMENT): Top 3 ranks

STUDENT (OPTIONAL = ALL): — All Students — **Generate & Print**

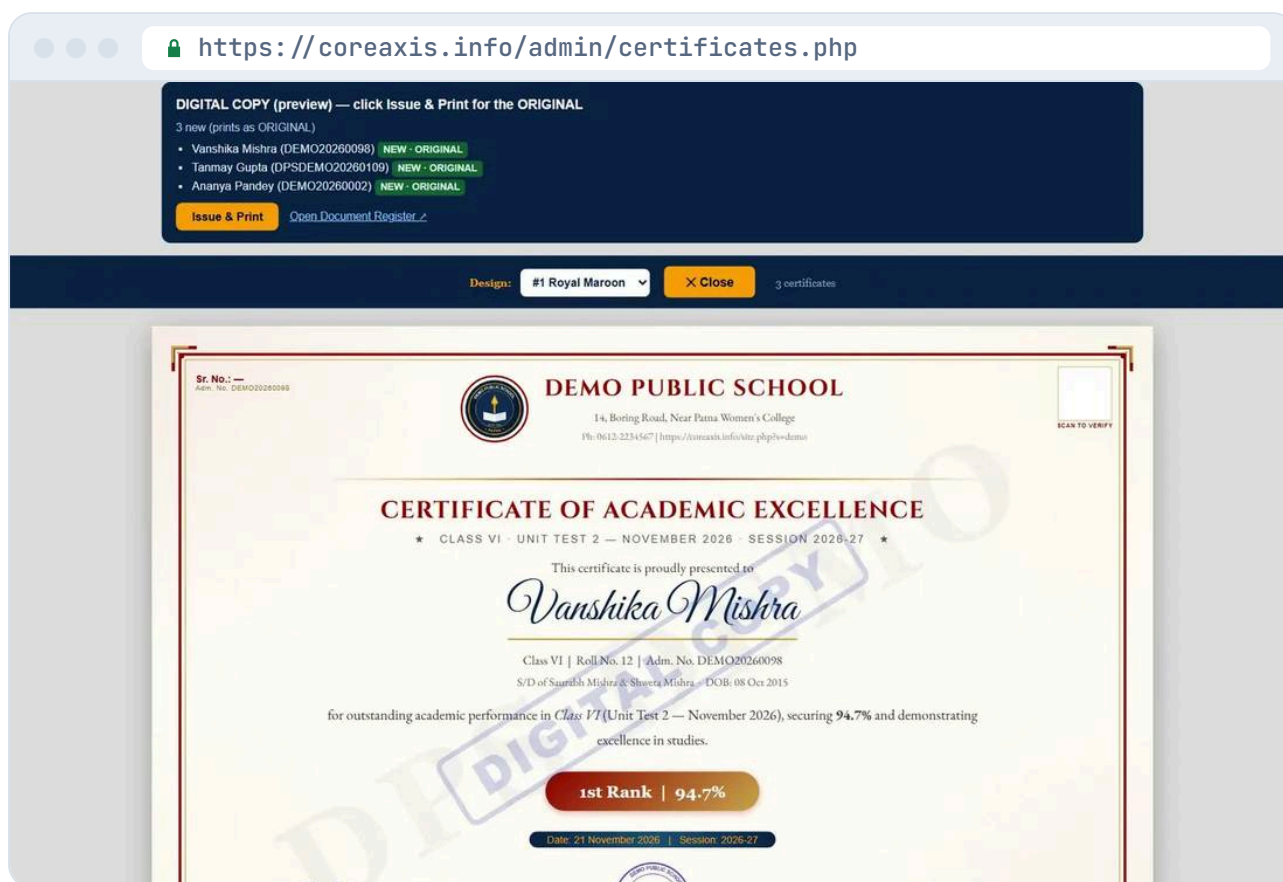
Class VI · Unit Test 2 — November 2026 3 students

#	Name	Class	Percentage	Rank
1	Vanshika Mishra DEMO20260098	Class VI	94.7%	1st
2	Tanmay Gupta DPSDEMO20260109	Class VI	92.7%	2nd
3	Ananya Pandey DEMO20260002	Class VI	91.3%	3rd

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The three toppers of Unit Test 2.

- 6 Choose a **Certificate Design** and click **Generate & Print**. The certificates open in a new tab as a **DIGITAL COPY (preview)**.



Certificate of Academic Excellence for Vanshika Mishra — 1st Rank, 94.7%.

- 7 Click **Issue & Print** to register them as ORIGINAL and print on A4 landscape. Sign and add the school seal.

TIP Rank and percentage come from Marks Entry. Enter and save all marks of the exam before printing.

TIP Choose Participation to print a certificate for every student of the class (no exam needed).

Print certificates for a competition (example: Inter-House Quiz Competition)

- 1 Pick **Competition / Event** in **Certificate Source**.
- 2 Pick **Inter-House Quiz Competition (19 Oct 2026)** in **Competition / Event**.
- 3 Pick **Certificate of Merit** for winners, **Certificate of Participation** for everyone enrolled, or **Certificate of Appreciation** for special recognition.

- 4 Check the list: Aarav Sharma 1st (₹500), Ananya Pandey 2nd (₹300), Vivaan Prasad 3rd (₹200). Students who took part without a place (Aadhya Choudhary, Aditya Srivastava, Diya Verma) show **Participation**.

https://coreaxis.info/admin/certificates.php

Generate Certificates

CERTIFICATE SOURCE: Competition / Event
 CERTIFICATE DESIGN: #1 Royal Maroon
 COMPETITION / EVENT: Inter-House Quiz Competition (19)
 CERTIFICATE TYPE: Certificate of Merit
 STUDENT (OPTIONAL = ALL): All Students

Generate & Print

Students - Inter-House Quiz Competition (6 students)

#	Name	Class	Position	Prize
1	Aarav Sharma DEMO20260001	Class VI	1st	₹500
2	Ananya Pandey DEMO20260002	Class VI	2nd	₹300
3	Vivaan Prasad DEMO20260003	Class VI	3rd	₹200
4	Aadhya Choudhary DEMO20260006	Class VI	Participation	—
5	Aditya Srivastava DEMO20260005	Class VI	Participation	—
6	Diya Verma DEMO20260004	Class VI	Participation	—

Competition mode: positions and prizes from Competitions; the other students show Participation.

- 5 Click **Generate & Print**, check the preview and click **Issue & Print**.

TIP Positions and prizes are entered in Communicate > Competitions when you record the results. Correct them there, not here.

TIP A student recorded as Participant (no 1st / 2nd / 3rd) prints with "Participation" on a merit certificate, not a rank.

Questions

The list is empty in Class / Academic mode.

For Academic Excellence and Achievement you must choose an exam; the page asks you to. Also check that marks are saved for that exam.

Where do I print a Transfer Certificate or Bonafide Certificate?

In Students > TC / Bonafide. This page is only for exam and competition certificates.

Can I reprint a certificate?

Yes. A reprint is marked DUPLICATE COPY and recorded in the Document Register.

FINANCE · CHAPTER 24

Fee Desk

Admin

Principal

Accountant

MENU Daily Operations › Fee Desk (Accountant: Fee Desk)

The Fee Desk is the counter screen of the school office. You search a student, the dues appear with the amount filled in, and one click makes a numbered receipt. Every receipt updates Fee Dues, the Finance Ledger (Cash Book or Bank Book) and the parent portal at once. Cheques collected here wait in Cheques / DD until the bank clears them.

https://coreaxis.info/admin/fees.php

Fee Collection Search students, receipts, expenses, ... Ctrl G Online Install app Rakesh Agarwal

Fee Desk Home › Finance › Fee Desk › Session 2026-27 Fee dues Collect fee

TODAY'S COLLECTION ₹13,250 13 receipts today

THIS MONTH ₹3,63,300 October 2026

SESSION TOTAL ₹10,07,050 Session 2026-27

TO CHECK 2 2 UPI claims

Collect fee

FIND STUDENT Name, admission no., father's name or phone

FEE HEAD Tuition Fee (₹800)

MONTH October

Type at least 2 letters, pick the student, and their outstanding months appear here with the amount pre-filled.

AMOUNT (₹) *

PAYMENT MODE Cash

REMARKS Optional note (UTR / reference...)

Collect & generate receipt Clear

Recent Collections Search receipt / student

Receipt No	Student	Class	Month	Amount	Mode	Date	Action
REC001321	Aarav Sharma DEMO20260001	VI		₹150.00	Cash	28 Oct 2026	
REC001320	Priyanshu Raj	II	April - October	₹4,900.00	Cash	28 Oct 2026	

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Fee Desk — Demo Public School

Screen at a glance

The top row has four cards (KPIs). Below them is the Collect fee panel, and at the bottom the Recent Collections list.

Today's collection

Money received today and the number of receipts made today. Click it to open today's entries in the Finance Ledger.

This month	Total collected in the current calendar month (for example October 2026). Click it to open the Finance Ledger overview.
Session total	Total collected in the running academic session (2026-27).
To check	Cheques waiting for the bank plus UPI / bank claims waiting to be verified, for example "1 cheque · 3 UPI claims". Each part is a link to Cheques / DD or UPI / Bank Claims.
Fee dues (button)	Opens the Fee Dues list of students who owe fees.
Collect fee (button)	Jumps to the Collect fee panel and puts the cursor in Find student.
Find student	Type at least 2 letters of the name, admission no., father's name or phone. Pick the student from the list.
Fee head	The head the money is booked under. Tuition Fee is selected by default. The list holds every fee head of the school: the heads set in Fee Structure (Annual Charges, Examination Fee ...), the other heads (Admission Fee, Sports Fee, Computer Fee ...) and charges such as Exam Form Fee, Cheque Bounce Charges and School Store. Choose another head to pay a separate charge.
Month	The month the receipt is recorded against. It is set for you when you tap a month or All.
Amount (₹)	Filled in from the dues. You can change it (part payment or advance).
Payment mode	Cash, Online (UPI, NEFT, card swipe), Cheque or DD. Cheque and DD show three more boxes: Cheque no., Cheque date and Bank.
Remarks	Optional note printed on the receipt, for example the UPI UTR number.
Collect & generate receipt	Saves the payment. The button shows the amount, for example "Collect ₹2,000 & generate receipt".
Clear	Empties the form to start with another student.

Recent Collections

Latest receipts with Receipt No, Student, Class, Month, Amount, Mode and Date. For a payment that covers several months, Month shows the range (for example August – October). Search by receipt no., name or admission no. The printer icon opens the receipt. Admin / Principal also see a red bin icon to delete a receipt.

Read a student's dues (example: Harshit Kashyap, Class III-A)

Before taking money, look at the student card. It tells you what is billed, what is paid and what is still due.

- 1 Open **Fee Desk** from the menu.

The screenshot shows the 'Fee Desk' interface. The top navigation bar includes the URL 'https://coreaxis.info/admin/fees.php' and user information for 'Rakesh Agarwal'. The sidebar menu on the left lists various school management functions, with 'Fee Desk' highlighted. The main content area features four KPI cards at the top: 'TODAY'S COLLECTION ₹13,250' (13 receipts today), 'THIS MONTH ₹3,63,300' (October 2026), 'SESSION TOTAL ₹10,07,050' (Session 2026-27), and 'TO CHECK 2' (2 UPI claims). Below these cards is a 'Collect fee' form. This form includes a 'FIND STUDENT' search bar, a 'FEE HEAD' dropdown (set to 'Tuition Fee (₹800)'), a 'MONTH' dropdown (set to 'October'), an 'AMOUNT (₹) *' input field, a 'PAYMENT MODE' dropdown (set to 'Cash'), and a 'REMARKS' text area. A 'Collect & generate receipt' button is at the bottom of the form. Below the form is a 'Recent Collections' table with columns: Receipt No, Student, Class, Month, Amount, Mode, Date, and Action. The table lists two recent receipts: one for Aarav Sharma (₹150.00) and another for Priyanshu Raj (₹4,900.00).

Receipt No	Student	Class	Month	Amount	Mode	Date	Action
REC001321	Aarav Sharma DEMO20260001	VI		₹150.00	Cash	28 Oct 2026	
REC001320	Priyanshu Raj	II	April - October	₹4,900.00	Cash	28 Oct 2026	

The Fee Desk with the four KPI cards on top.

- 2 Click in **Find student** and type part of the name, for example **Harshit Kas** . Two students with this name appear: one in Class II and one in Class III. Check the class and the father's name, then pick **Harshit Kashyap · DPSDEMO20260073** (Class III).

Fee Collection

Search students, receipts, expenses, ... Ctrl+G

Online Rakesh Agarwal

Fee Desk

Home > Finance > Fee Desk > Session 2026-27

Fee dues + Collect fee

TODAY'S COLLECTION
₹2,500
5 receipts today

THIS MONTH
₹3,52,550
October 2026

SESSION TOTAL
₹9,96,300
Session 2026-27

TO CHECK
4
1 cheque 3 UPI claims

Collect fee

Search student

Harshit Kas

Harshit Kashyap · DEMO20260077
Class II · Father: Manish Kashyap · 9835385084

Harshit Kashyap · DPSDEMO20260073
Class III · Father: Manish Kashyap · 9736176984

FEE HEAD: Tuition Fee (₹800)

MONTH: October

AMOUNT (₹) *

PAYMENT MODE: Cash

REMARKS: Optional note (UTR / reference...)

Collect & generate receipt Clear

Recent Collections

Search receipt / student

Receipt No	Student	Class	Month	Amount	Mode	Date	Action
REC000550	Rudransh Pandey DEMO20260101	VII	October	₹900.00	Online	28 Oct 2026	
REC000543	Vihaan Tiwari	Play	October	₹400.00	Online	28 Oct 2026	

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The list shows class, father's name and phone so you pick the right child.

- 3 Read the card. **Billed** ₹5,600 is the tuition billed up to October (7 months × ₹800). **Paid** ₹3,600 is what the family has paid. **Balance** ₹2,000 is still due.

https://coreaxis.info/admin/fees.php

Fee Collection

Search students, receipts, expenses, ... Ctrl+G

Online Rakesh Agarwal

TODAY'S COLLECTION ₹2,500 (5 receipts today)

THIS MONTH ₹3,52,550 (October 2026)

SESSION TOTAL ₹9,96,300 (Session 2026-27)

TU CHECK 4 (1 cheque · 3 UPI claims)

Collect fee

Dues of the student

Harshit Kashyap · DPSDEMO20260073

Harshit Kashyap
DPSDEMO20260073 · Class III · Roll 17
Father: Manish Kashyap · 9736176984

BILLED ₹5,600 **PAID** ₹3,600 **BALANCE** ₹2,000

Outstanding months — tap to collect one:

All · ₹2,000 August · ₹400 September · ₹800 October · ₹800

Recent receipts

23 Sep 2026 · REC000940 · ₹400 · August
23 Sep 2026 · REC000939 · ₹800 · July
10 Jun 2026 · REC000938 · ₹800 · June
10 Jun 2026 · REC000937 · ₹800 · May
10 Jun 2026 · REC000936 · ₹800 · April

FEE HEAD Tuition Fee (₹800) **MONTH** August

AMOUNT (₹) * 2000 **PAYMENT MODE** Cash

Total tuition outstanding (editable). Recorded against August, the oldest unpaid month.

REMARKS

Optional note (UTR / reference...)

✓ Collect ₹2,000 & generate receipt Clear

Recent Collections

Search receipt / student /

Receipt No	Student	Class	Month	Amount	Mode	Date	Action
Rudrajch.Bandey							

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Student card: billed, paid, balance and the unpaid months.

- 4 Look at **Outstanding months**. Each unpaid month is a chip with its amount: August ₹400 (part paid earlier), September ₹800, October ₹800. **All · ₹2,000** is the total.
- 5 Look at **Recent receipts** at the bottom of the card to see the family's last payments and their receipt numbers.

TIP If the student also owes other charges (exam fee, transport, cheque bounce charge, late fee), they show under **Other charges & late fee** with their own chips. See the example of Shaurya Dubey below.

TIP If the student has a concession, a green line **Concession this session** shows the amount and the rule, for example Kabir Sharma (Class V-A): "Staff ward · 50% of tuition · Apr–Mar".

TIP A green line **Tuition paid in advance** means the family has paid more than billed so far.

Collect a fee in cash (example: Harshit Kashyap, Class III-A, ₹2,000 for August-October)

- 1 Search and pick **Harshit Kashyap** (Class III) as shown above.
- 2 Leave the **All · ₹2,000** chip selected. **Amount (₹)** shows 2000 and the note says it is recorded against August, the oldest unpaid month. The money settles the oldest month first.
- 3 Keep **Payment mode** as **Cash**.
- 4 Type a note in **Remarks** if needed, for example **Paid by father at the counter**.

https://coreaxis.info/admin/fees.php

Fee Collection

Search students, receipts, expenses, ... Ctrl+G

Online Install app Rakesh Agarwal

TODAY'S COLLECTION ₹2,500 5 receipts today

THIS MONTH ₹3,52,550 October 2026

SESSION TOTAL ₹9,96,300 Session 2026-27

TO CHECK 4 1 cheque 3 UPI claims

Collect fee

FIND STUDENT

Harshit Kashyap · DPSDEMO20260073

Harshit Kashyap
DPSDEMO20260073 · Class III - Roll 17
Father: Manish Kashyap · 9736176984

BILLED ₹5,600 PAID ₹3,600 BALANCE ₹2,000

Outstanding months — tap to collect one:

All ₹2,000 August ₹400 September ₹800 October ₹800

FEE HEAD: Tuition Fee (₹800) MONTH: August

AMOUNT (₹) *: 2000 PAYMENT MODE: Cash

Total tuition outstanding (editable). Recorded against August, the oldest unpaid month.

Amount, mode, Collect

Paid by father at the counter

✓ Collect ₹2,000 & generate receipt Clear

Recent receipts

Receipt No	Student	Class	Month	Amount	Mode	Date	Action
23 Sep 2026 · REC000940 · ₹400	August						
23 Sep 2026 · REC000939 · ₹800	July						
10 Jun 2026 · REC000938 · ₹800	June						
10 Jun 2026 · REC000937 · ₹800	May						
10 Jun 2026 · REC000936 · ₹800	April						

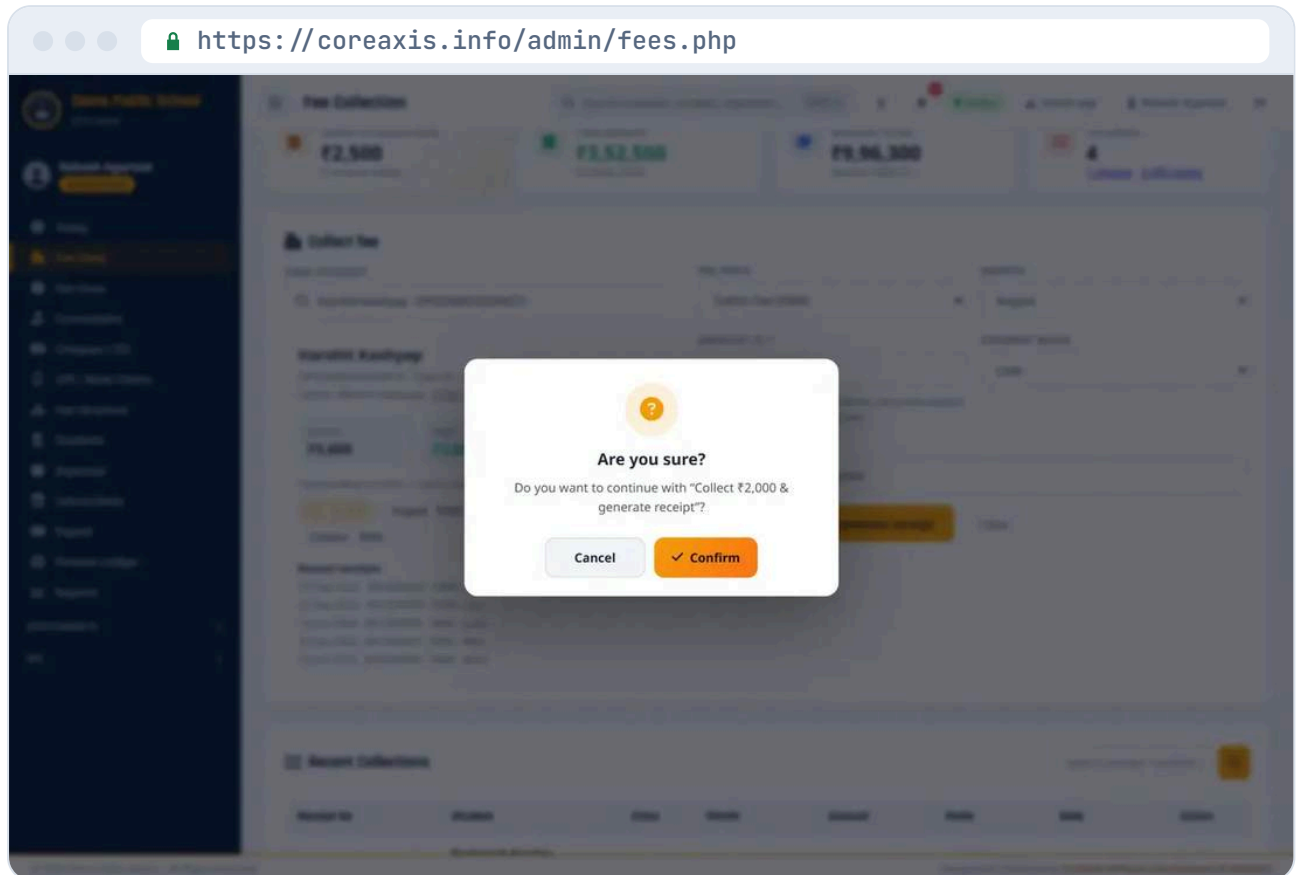
Recent Collections

Search receipt / student /

Amount, payment mode and the Collect button.

- 5 Click **Collect ₹2,000 & generate receipt**.

- 6 The app asks "Do you want to continue with Collect ₹2,000 & generate receipt?". Check the amount and click **Confirm**.



Every save asks once more. Click Cancel if the amount is wrong.

- 7 A green bar shows **Receipt REC001314 saved for ₹2,000.00**. Today's collection goes up at once.

The new receipt number with Print receipt and Same student again.

- 8 Click **Print receipt** to open the receipt, or **Same student again** to take another payment from the same family.

TIP To collect one month only, tap its chip **September · ₹800** instead **All ·** (for example of

TIP If the parent pays more than the balance, the extra is kept as **Tuition paid in advance** and used for the next months.

The receipt: view, print and PDF (example: REC001314)

- 1 Click **Print receipt** in the green bar, or the printer icon in **Recent Collections**. The receipt opens in a new tab.

https://coreaxis.info/admin/fees.php

Print
Design
1 · Classic
Office + Student (A4)
Single copy
I PDF


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FEE RECEIPT
OFFICE COPY

Receipt No. **REC001314** Session **2026-27** Date **28 Oct 2026** 07:14 PM

STUDENT	Harshit Kashyap	ADMISSION NO.	DPSDEMO20260073
FATHER / GUARDIAN	Manish Kashyap	CLASS / ROLL	III - A · Roll 17
PAYMENT MODE	Cash	RECEIVED BY	Rakesh Agarwal

PARTICULARS	MONTH	AMOUNT (₹)
1 Tuition Fee	August – October Aug 400 · Sep 800 · Oct 800	2,000.00

Rupees Two Thousand Only **₹2,000.00**

Outstanding balance as on 28 Oct 2026: ₹0.00 — all dues cleared

Note: Paid by father at the counter.

Computer-generated receipt — valid with the verification QR.



Scan to verify

Authorised Signatory

Doc T2EEC3N2202C


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FEE RECEIPT
STUDENT COPY

Receipt No. **REC001314** Session **2026-27** Date **28 Oct 2026** 07:14 PM

STUDENT	Harshit Kashyap	ADMISSION NO.	DPSDEMO20260073
FATHER / GUARDIAN	Manish Kashyap	CLASS / ROLL	III - A · Roll 17
PAYMENT MODE	Cash	RECEIVED BY	Rakesh Agarwal

PARTICULARS	MONTH	AMOUNT (₹)
1 Tuition Fee	August – October Aug 400 · Sep 800 · Oct 800	2,000.00

Rupees Two Thousand Only **₹2,000.00**

Outstanding balance as on 28 Oct 2026: ₹0.00 — all dues cleared

Note: Paid by father at the counter.

Computer-generated receipt — valid with the verification QR.



Scan to verify

Authorised Signatory

Doc T2EEC3N2202C

Office copy and Student copy on one A4 sheet. REC001314 covers three months, so the Month column shows August – October with the split Aug 400 · Sep 800 · Oct 800.

- 2 Choose a look in **Design**: 1 · Classic, 2 · Modern, 3 · Minimal (black & white), 4 · Royal, 5 · Compact, or Thermal 80 mm / Thermal 58 mm for a roll printer.
- 3 Choose **Office + Student (A4)** for two copies on one sheet, or **Single copy**.

- 4 Click **Print** to print. To keep the receipt as a file or send it on WhatsApp / email, click **PDF**. The PDF downloads; it is the same file the parent gets in the portal and the app.

https://coreaxis.info/admin/fees.php

Print Design 1 - Classic Office + Student (A4) Single copy Download the receipt as PDF PDF

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FEE RECEIPT
OFFICE COPY

Receipt No. **REC001314** Session **2026-27** Date **28 Oct 2026 07:14 PM**

STUDENT	Harshit Kashyap	ADMISSION NO.	DPSDEMO20260073
FATHER / GUARDIAN	Manish Kashyap	CLASS / ROLL	III - A - Roll 17
PAYMENT MODE	Cash	RECEIVED BY	Rakesh Agarwal

PARTICULARS	MONTH	AMOUNT (₹)
1 Tuition Fee	August - October Aug 400 · Sep 800 · Oct 800	2,000.00

₹2,000.00
Rupees Two Thousand Only

Outstanding balance as on 28 Oct 2026: ₹0.00 — all dues cleared

Note: Paid by father at the counter

Computer-generated receipt — valid with the verification QR.

Scan to verify

Authorised Signatory
Doc: T2EEC3N2G2C

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FEE RECEIPT
STUDENT COPY

Receipt No. **REC001314** Session **2026-27** Date **28 Oct 2026 07:14 PM**

STUDENT	Harshit Kashyap	ADMISSION NO.	DPSDEMO20260073
FATHER / GUARDIAN	Manish Kashyap	CLASS / ROLL	III - A - Roll 17
PAYMENT MODE	Cash	RECEIVED BY	Rakesh Agarwal

PARTICULARS	MONTH	AMOUNT (₹)
1 Tuition Fee	August - October Aug 400 · Sep 800 · Oct 800	2,000.00

₹2,000.00
Rupees Two Thousand Only

Outstanding balance as on 28 Oct 2026: ₹0.00 — all dues cleared

Note: Paid by father at the counter

Computer-generated receipt — valid with the verification QR.

Scan to verify

Authorised Signatory
Doc: T2EEC3N2G2C

The **PDF** button next to Print, Design and the copy choice.

- 5 Check the green line **Outstanding balance as on ...** on the receipt. It tells the parent what is still due after this payment.

TIP The first office print is the ORIGINAL. Every later print is stamped DUPLICATE COPY – n and is logged in the Document Register.

TIP Parents see the same receipt in the parent portal and the app, where it has a **Download PDF** button. That copy is marked as a digital copy.

TIP The QR code on the receipt lets anyone check that the receipt is genuine.

Collect by UPI (example: Dhruv Srivastava, Class V-A, October ₹900)

Use this when the parent pays at the counter by scanning the school's UPI QR (demopublicschool@sbi) and shows you the success screen. If the parent pays from home and sends the UTR, use UPI / Bank Claims instead.

- 1 Search and pick **Dhruv Srivastava · DEMO20260025** (Class V).
- 2 Tap the **October · ₹900** chip. The month changes to October and the amount to 900.
- 3 Set **Payment mode** to **Online**.
- 4 Type the UTR from the parent's phone in **Remarks**, for example **UPI UTR 430218765412 (PhonePe)**.

https://coreaxis.info/admin/fees.php

Fee Collection

Search students, receipts, expenses, ... Ctrl G

Online Install app Rakesh Agarwal

TODAY'S COLLECTION ₹4,500 6 receipts today

THIS MONTH ₹3,54,550 October 2026

SESSION TOTAL ₹9,98,300 Session 2026-27

TO CHECK 4 1 cheque · 3 UPI claims

Collect fee

FIND STUDENT Dhruv Srivastava - DEMO20260025

FEE HEAD Tuition Fee (₹800) MONTH October

AMOUNT (₹) * 900 PAYMENT MODE Online

October outstanding: ₹900

REMARKS UPI UTR 430218765412 (PhonePe)

✓ Collect ₹900 & generate receipt Clear

Recent receipts

Receipt No	Student	Class	Month	Amount	Mode	Date	Action
05 Oct 2026 - REC000122	Dhruv Srivastava	V	August	₹450	Online	05 Oct 2026	
10 Apr 2026 - REC000121	Dhruv Srivastava	V	July	₹900	Online	10 Apr 2026	
10 Apr 2026 - REC000120	Dhruv Srivastava	V	June	₹900	Online	10 Apr 2026	
10 Apr 2026 - REC000119	Dhruv Srivastava	V	May	₹900	Online	10 Apr 2026	
10 Apr 2026 - REC000118	Dhruv Srivastava	V	April	₹900	Online	10 Apr 2026	

October chip selected, mode Online and the UTR in Remarks.

- 5 Click **Collect ₹900 & generate receipt**, then **Confirm**.

- 6 Receipt **REC001315** is saved. Online receipts go to the Bank Book in the Finance Ledger.

UPI receipt saved.

TIP Always check the money has reached the school account (SMS or bank app) before you make an Online receipt.

Collect by cheque (example: Atharv Chauhan, Class IV-A, ₹1,600 by cheque 517342)

- 1 Search and pick **Atharv Chauhan · DEMO20260017** (Class IV). The balance is ₹1,600 (September and October).
- 2 Leave **All · ₹1,600** selected.
- 3 Set **Payment mode** to **Cheque**. Three more boxes appear.

- 4 Type **Cheque no.** 517342 , set **Cheque date** to 28-10-2026 and choose **Bank** Punjab National Bank (start typing to pick from the list).

https://coreaxis.info/admin/fees.php

Fee Collection

Search students, receipts, expenses, ...

TODAY'S COLLECTION ₹5,400 (7 receipts today)

THIS MONTH ₹3,55,450 (October 2026)

SESSION TOTAL ₹9,99,200 (Session 2026-27)

TO CHECK 4 (1 cheque - 3 UPI claims)

Collect fee

FIND STUDENT: Atharv Chauhan · DEMO20260017

Atharv Chauhan
DEMO20260017 · Class IV · Roll 7
Father: Alok Chauhan · 9800001700

BILLED ₹5,600 PAID ₹4,000 BALANCE ₹1,600

Outstanding months — tap to collect one:
All ₹1,600 September ₹800 October ₹800

Recent receipts
24 Oct 2026 · REC000196 · ₹400 · August
05 Oct 2026 · REC000083 · ₹400 · August
10 Apr 2026 · REC000082 · ₹800 · July
10 Apr 2026 · REC000081 · ₹800 · June
10 Apr 2026 · REC000080 · ₹800 · May

FEE HEAD Tuition Fee (₹800) MONTH September

AMOUNT (₹) * 1600 PAYMENT MODE Cheque

Cheque details
September, the oldest unpaid month.

CHEQUE NO. * 517342 CHEQUE DATE * 28-10-2026

BANK * Punjab National Bank

The receipt is marked Subject to realisation and waits in Cheques until you mark it cleared or bounced.

REMARKS: Cheque given by Alok Chauhan

✓ Collect ₹1,600 & generate receipt Clear

Recent Collections

Receipt No	Student	Class	Month	Amount	Mode	Date	Action
------------	---------	-------	-------	--------	------	------	--------

Cheque no., Cheque date and Bank are required for a cheque or DD.

- 5 Add a note in **Remarks** if you like, for example Cheque given by Alok Chauhan .

- 6 Click **Collect ₹1,600 & generate receipt**, then **Confirm**. Receipt **REC001316** is saved.

The screenshot displays the 'Fee Collection' interface of the CoreAxis School ERP system. The sidebar on the left lists various navigation options, with 'Fee Desk' currently selected. The main content area shows a notification for a successful fee collection (Receipt: REC001316) and a 'Fee Desk' summary. The summary includes four cards: 'TODAY'S COLLECTION' (₹7,000), 'THIS MONTH' (₹3,57,050), 'SESSION TOTAL' (₹10,00,800), and 'TO CHECK' (5). Below the summary is a 'Collect fee' form with fields for 'FIND STUDENT', 'FEE HEAD', 'MONTH', 'AMOUNT (₹)', 'PAYMENT MODE', and 'REMARKS'. A 'Collect & generate receipt' button is located at the bottom of the form. At the very bottom, there is a 'Recent Collections' section with a search bar.

The To check card now counts the new cheque.

- 7 Open the receipt. It shows the cheque details and **SUBJECT TO REALISATION**.

https://coreaxis.info/admin/fees.php

Print Design 1 - Classic Office + Student (A4) Single copy

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FEE RECEIPT
OFFICE COPY

Receipt No. **REC001316** Session **2026-27** Date **28 Oct 2026 07:17 PM**

STUDENT	Atharv Chauhan	ADMISSION NO.	DEMO20260017
FATHER / GUARDIAN	Alok Chauhan	CLASS / ROLL	IV - A - Roll 7
PAYMENT MODE	Cheque Cheque No. 517342 - Punjab National Bank - dated 28 Oct 2026 SUBJECT TO REALISATION	RECEIVED BY	Rakesh Agarwal

#	PARTICULARS	MONTH	AMOUNT (₹)
1	Tuition Fee	September	1,600.00
Rupees One Thousand Six Hundred Only			₹1,600.00

Outstanding balance as on 28 Oct 2026: ₹0.00 — all dues cleared

Note: Cheque given by Alok Chauhan

Computer-generated receipt — valid with the verification QR.

Doc 8WK8EY52NJB

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FEE RECEIPT
STUDENT COPY

Receipt No. **REC001316** Session **2026-27** Date **28 Oct 2026 07:17 PM**

STUDENT	Atharv Chauhan	ADMISSION NO.	DEMO20260017
FATHER / GUARDIAN	Alok Chauhan	CLASS / ROLL	IV - A - Roll 7
PAYMENT MODE	Cheque Cheque No. 517342 - Punjab National Bank - dated 28 Oct 2026 SUBJECT TO REALISATION	RECEIVED BY	Rakesh Agarwal

#	PARTICULARS	MONTH	AMOUNT (₹)
1	Tuition Fee	September	1,600.00
Rupees One Thousand Six Hundred Only			₹1,600.00

Outstanding balance as on 28 Oct 2026: ₹0.00 — all dues cleared

Note: Cheque given by Alok Chauhan

Computer-generated receipt — valid with the verification QR.

Doc 8WK8EY52NJB

A cheque receipt is valid only after the bank clears the cheque.

- 8 When the bank statement shows the cheque, mark it **Cleared** in **Cheques / DD**.
If it comes back unpaid, mark it **Bounced** (see the Cheques / DD chapter).

TIP Choose **DD** for a demand draft. The boxes change to DD no. and DD date.

Take a part payment (example: Aanya Kumar, Class IV-A, pays ₹1,000 of ₹2,000)

- 1 Search and pick **Aanya Kumar · DPSDEMO20260088** (Class IV). The balance is ₹2,000.
- 2 Leave **All** selected and change **Amount (₹)** from 2000 to **1000**.

- 3 Keep **Cash** and write in **Remarks** Part payment - balance promised by 10 Nov .

https://coreaxis.info/admin/fees.php

Fee Collection

Search students, receipts, expenses, ...

TODAY'S COLLECTION ₹7,000 (8 receipts today)

THIS MONTH ₹3,57,050 (October 2026)

SESSION TOTAL ₹10,00,800 (Session 2026-27)

TU CHECK 5 (2 cheques · 3 UPI claims)

Collect fee

FIND STUDENT: Aanya Kumar · DPSDEMO20260088

Aanya Kumar
DPSDEMO20260088 · Class IV · Roll 19
Father: Kamlesh Kumar · 9736295769

BILLED: ₹5,600 | PAID: ₹3,600 | BALANCE: ₹2,000

Outstanding months — tap to collect one:
All - ₹2,000 | August - ₹400 | September - ₹800 | October - ₹800

Recent receipts:
23 Sep 2026 · REC001020 · ₹400 · August
23 Sep 2026 · REC001019 · ₹800 · July
10 Jun 2026 · REC001018 · ₹800 · June
10 Jun 2026 · REC001017 · ₹800 · May
10 Jun 2026 · REC001016 · ₹800 · April

FEE HEAD: Tuition Fee (₹800) | MONTH: August

AMOUNT (₹) *: 1000 | PAYMENT MODE: Cash

Total tuition outstanding (editable). Recorded against August, the oldest unpaid month.

Change the amount

Part payment - balance promised by 10 Nov

Collect ₹1,000 & generate receipt | Clear

Recent Collections

Receipt No	Student	Class	Month	Amount	Mode	Date	Action
Aanya Kumar							

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Change the amount for a part payment.

- 4 Click **Collect ₹1,000 & generate receipt**, then **Confirm**. Receipt **REC001317** is saved.

- 5 Search the student again. The balance is now ₹1,000: September ₹200 and October ₹800. The ₹1,000 cleared the oldest month first.

https://coreaxis.info/admin/fees.php

Fee Collection

Search students, receipts, expenses, ...

TODAY'S COLLECTION ₹8,000 (9 receipts today)

THIS MONTH ₹3,58,050 (October 2026)

SESSION TOTAL ₹10,01,800 (Session 2026-27)

TU CHECK 5 (2 cheques · 3 UPI claims)

Collect fee

FIND STUDENT: Balance after part payment, 20260088

Aanya Kumar
DPSDEMO20260088 · Class IV · Roll 19
Father: Kamlesh Kumar · 9736295769

BILLED: ₹5,600 | PAID: ₹4,600 | BALANCE: ₹1,000

Outstanding months — tap to collect one:
All ₹1,000 | September - ₹200 | October - ₹800

Recent receipts:
28 Oct 2026 · REC001317 · ₹1,000 · August
23 Sep 2026 · REC001020 · ₹400 · August
23 Sep 2026 · REC001019 · ₹800 · July
10 Jun 2026 · REC001018 · ₹800 · June
10 Jun 2026 · REC001017 · ₹800 · May

FEE HEAD: Tuition Fee (₹800) | MONTH: September

AMOUNT (₹) *: 1000 | PAYMENT MODE: Cash

Total tuition outstanding (editable). Recorded against September, the oldest unpaid month.

REMARKS: Optional note (UTR / reference...)

✓ Collect ₹1,000 & generate receipt | Clear

Recent Collections

Receipt No	Student	Class	Month	Amount	Mode	Date	Action
REC001317	Aanya Kumar DPSDEMO20260088	IV	August	₹1,000.00	Cash	28 Oct 2026	

After the part payment only ₹1,000 is still due.

TIP The receipt prints the new outstanding balance, so the parent knows what is left.

Other charges, late fee and concessions on the card (examples: Shaurya Dubey, Kabir Sharma)

The card shows everything a student owes, not only tuition.

- 1 Shaurya Dubey (Class IV-A) has paid all tuition, but his cheque 482189 bounced. The card shows **Other charges & late fee — ₹300 due** with the chip **Cheque bounce: Cheque 482189 (REC000549) · ₹300**. His recent receipts show the bounced cheque and its reversal in red. Tap the chip to collect the charge: the fee head changes to Cheque Bounce Charges.

The screenshot shows the 'Fee Collection' page for Shaurya Dubey (Class IV - Roll 5). The interface includes a sidebar with navigation options like 'Today', 'Fee Desk', 'Fee Dues', 'Concessions', 'Cheques / DD', 'UPI / Bank Claims', 'Fee Structure', 'Students', 'Expenses', 'School Store', 'Payroll', 'Finance Ledger', 'Reports', 'DOCUMENTS', and 'ME'. The main content area displays a summary of fees: 'TODAY'S COLLECTION ₹8,000', 'THIS MONTH ₹3,58,050', 'SESSION TOTAL ₹10,01,800', and 'TO CHECK 5'. The 'Collect fee' section shows the student's details and a summary of billed and paid amounts. A 'Total outstanding (tuition + other): ₹300' is highlighted. The 'Recent receipts' section lists several transactions, including a reversal of a bounced cheque. The 'FEE HEAD' dropdown is set to 'Tuition Fee (₹800)', and the 'MONTH' is 'October'. The 'AMOUNT (₹) *' field is empty, and the 'PAYMENT MODE' is 'Cash'. A 'Collect & generate receipt' button is visible.

https://coreaxis.info/admin/fees.php

Fee Collection

Search students, receipts, expenses, ... Ctrl G

Online Install app Rakesh Agarwal

TODAY'S COLLECTION ₹8,000
9 receipts today

THIS MONTH ₹3,58,050
October 2026

SESSION TOTAL ₹10,01,800
Session 2026-27

TO CHECK 5
2 cheques · 3 UPI claims

Collect fee

FIND STUDENT
Shaurya Dubey · DEMO20260015

Shaurya Dubey
DEMO20260015 · Class IV · Roll 5
Father: Ramesh Dubey · 9800001500

BILLED ₹5,600 PAID ₹5,600 BALANCE ₹0

Tuition fully paid up to October.

Other charges & late fee — ₹300 due:
Cheque bounce: Cheque 482189 (REC000549) · ₹300

Total outstanding (tuition + other): ₹300

Recent receipts

26 Oct 2026 · REV-REC000549 · ₹2,400 · October · reversal of a bounced Cheque

24 Oct 2026 · REC000549 · ₹2,400 · October · **Cheque bounced**

05 Oct 2026 · REC000078 · ₹800 · October

05 Oct 2026 · REC000077 · ₹800 · September

05 Oct 2026 · REC000076 · ₹800 · August

FEE HEAD
Tuition Fee (₹800)

MONTH
October

AMOUNT (₹) *
No tuition outstanding — enter an amount to record an advance.

PAYMENT MODE
Cash

REMARKS
Optional note (UTR / reference...)

Collect & generate receipt Clear

Recent Collections

Search receipt / student /

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A bounce charge listed under Other charges & late fee.

- 2 Kabir Sharma (Class V-A) is a staff ward. The green line **Concession this session: ₹3,150 — Staff ward · 50% of tuition · Apr-Mar** shows the concession already taken off the billed tuition. Click **manage** to open Concessions.

https://coreaxis.info/admin/fees.php

Fee Collection

Search students, receipts, expenses, ... Ctrl+G

Online Install app Rakesh Agarwal

TODAY'S COLLECTION ₹8,000 9 receipts today

THIS MONTH ₹3,58,050 October 2026

SESSION TOTAL ₹10,01,800 Session 2026-27

TO CHECK 5 2 cheques · 3 UPI claims

Collect fee

FIND STUDENT Kabir Sharma · DEMO20260021

FEE HEAD Tuition Fee (₹800) MONTH October

AMOUNT (₹) * PAYMENT MODE Cash

No tuition outstanding — enter an amount to record an advance.

REMARKS Optional note (UTR / reference...)

✓ Collect & generate receipt Clear

Kabir Sharma
DEMO20260021 · Class V · Roll 3
Father: Rajesh Sharma · 9800002100

Concession shown PAID ₹4,050 BALANCE ₹0

Tuition fully paid up to October.

Tuition paid in advance: ₹900

Concession this session: ₹3,150 — Staff ward · 50% of tuition · Apr-Mar [manage](#)

Recent receipts

05 Oct 2026 · REC000103 · ₹450 · August
10 Apr 2026 · REC000102 · ₹900 · July
10 Apr 2026 · REC000101 · ₹900 · June
10 Apr 2026 · REC000100 · ₹900 · May
10 Apr 2026 · REC000099 · ₹900 · April

Recent Collections

Receipt No	Student	Class	Month	Amount	Mode	Date	Action
------------	---------	-------	-------	--------	------	------	--------

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Concession shown on the student card.

- 3 When the school switches on a late fee (Fee Structure > Late fee & bounce), each late month adds a **Late Fee** chip under Other charges. In the demo school the late fee is off.

Find an old receipt and what the Admin can do extra

- 1 In **Recent Collections**, type a receipt no., student name or admission no. in the search box and click the search button.

The screenshot shows the 'Fee Collection' page in the CoreAxis School ERP system. The browser address bar displays 'https://coreaxis.info/admin/fees.php'. The left sidebar shows the user 'Rakesh Agarwal' as an 'ACCOUNTANT' with a 'Today' date. The main content area has a search bar with the text 'Search students, receipts, expenses, ...'. Below the search bar, there's a form for 'months appear here with the amount pre-filled.' and a 'REMARKS' section with an 'Optional note (UTR / reference...)' field. A 'Collect & generate receipt' button is visible. The 'Search Results' section shows a table of fee collections for 'Harshit'. The table has columns: Months covered, Class, Month, Amount, Mode, Date, and Action. The first row, REC001314, is highlighted and shows 'Months covered: August - October', Class III, Amount ₹2,000.00, Mode Cash, and Date 28 Oct 2026. Other rows show individual months for the same student.

Months covered	Class	Month	Amount	Mode	Date	Action	
REC001314	Harshit Kashyap DPSDEMO20260073	III	August - October	₹2,000.00	Cash	28 Oct 2026	
REC000396	Harshit Kashyap DEMO20260077	II	August	₹700.00	Cash	08 Oct 2026	
REC000397	Harshit Kashyap DEMO20260077	II	September	₹700.00	Cash	08 Oct 2026	
REC000398	Harshit Kashyap DEMO20260077	II	October	₹700.00	Cash	08 Oct 2026	
REC000674	Harshit Singh DPSDEMO20260023	KG	July	₹600.00	Cash	23 Sep 2026	
REC000675	Harshit Singh DPSDEMO20260023	KG	August	₹300.00	Cash	23 Sep 2026	
REC000939	Harshit Kashyap DPSDEMO20260073	III	July	₹800.00	Cash	23 Sep 2026	
REC000940	Harshit Kashyap DPSDEMO20260073	III	August	₹400.00	Cash	23 Sep 2026	

Search results for "Harshit". REC001314 shows the months it covers: August - October.

- 2 Click the printer icon on a row to open that receipt again (it prints as a DUPLICATE COPY).

- 3 Admin and Principal see a red bin icon on each row to delete a wrong receipt, and a **Fee Waivers / Concessions** panel to waive a billed month with a reason. Accountants do not see these.

https://coreaxis.info/admin/fees.php

Fee Collection

Search students, receipts, staff, page... CTFI 6

Fee Waivers / Concessions (0 waived months this session)

Recent Collections

Search receipt / student /

Receipt No	Student	Class	Month	Amount	Mode	Date	Action
REC001317	Aanya Kumar DPSDEMO20260088	IV	August	₹1,000.00	Cash	28 Oct 2026	[Bin] [Red]
REC001316	Atharv Chauhan DEMO20260017	IV	September	₹1,600.00	Cheque	28 Oct 2026	[Bin] [Red]
REC001315	Dhruv Srivastava DEMO20260025	V	October	₹900.00	Online	28 Oct 2026	[Bin] [Red]
REC001314	Harshit Kashyap DPSDEMO20260073	III	August	₹2,000.00	Cash	28 Oct 2026	[Bin] [Red]
REC000550	Rudransh Pandey DEMO20260101	VII	October	₹900.00	Online	28 Oct 2026	[Bin] [Red]
REC000542	Vihaan Tiwari DEMO20260045	Play	October	₹400.00	Online	28 Oct 2026	[Bin] [Red]
REC001312	Parth Mehta DPSDEMO20260005	Play	October	₹400.00	Online	28 Oct 2026	[Bin] [Red]
REC000537	Advik Pandey DEMO20260041	Play	October	₹400.00	Cash	28 Oct 2026	[Bin] [Red]
REC001307	Laksh Tiwari DPSDEMO20260001	Play	October	₹400.00	Cash	28 Oct 2026	[Bin] [Red]

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Admin view: waiver panel and delete icons.

IMPORTANT Deleting a receipt cannot be reversed and puts the amount back into the student's dues. For a bounced cheque, do not delete the receipt: mark the cheque Bounced in Cheques / DD.

Questions

A parent paid twice by mistake. What do I do?

The second payment is kept as an advance and is used for the next months automatically. If the parent wants the money back, ask the Admin / Principal to delete the extra receipt after you return the cash.

Two students have the same name. How do I pick the right one?

The search list shows the admission no., class, father's name and phone for each student. Check these before you pick.

I collected three months in one payment. What does the receipt show?

One receipt with the month range, for example August – October, and the split per month under it (Aug 400 · Sep 800 · Oct 800). The same range shows in Recent Collections, on the accountant's Today page and in the parent portal. The payment settles the oldest unpaid month first.

Can an accountant delete or edit a receipt?

No. Only Admin / Principal can delete a receipt. An accountant who made a mistake should ask the Admin.

Where does the money go in the accounts?

Cash receipts go to the Cash Book, Online / Cheque / DD receipts to the Bank Book. Both are in Finance Ledger.

How do I collect an exam form fee?

When the office submits an exam form with a fee (Exams › Exam Form Apply), the fee is added to the student's account. At the Fee Desk it shows under Other charges & late fee as "Exam form fee: <exam name>". Tap the chip to collect it; the fee head changes to Exam Form Fee.

FINANCE · CHAPTER 25

Fee Dues

Admin

Principal

Accountant

MENU Finance > Fee Dues (Accountant: Fee Dues)

Fee Dues is the defaulter list. It shows every student with an unpaid balance in the running session, how many months behind they are and their parent's phone. Use it to plan follow-up calls, send reminder SMS and jump to the Fee Desk to collect.

https://coreaxis.info/accountant/fee_due.php

Fee Dues

Home > Finance > Fee Dues · Session 2026-27

Export CSV Refresh ledger

OUTSTANDING
₹3,50,650
99 of 246 students owe fees

TUITION UNPAID
₹3,50,350
Other charges, late fee & arrears ₹300

COLLECTED SO FAR
74%
₹9,86,440 of ₹13,37,090 billed this session

4+ MONTHS BEHIND
51 students
₹2,62,300 — follow up first

Outstanding by class

Class	Students	Amount
Class VI-A	12 students	₹49,000
Class VIII-A	9 students	₹46,200
Class VII-A	9 students	₹43,000
Class V-A	9 students	₹36,900
Class III-A	8 students	₹32,400
Class I-A	10 students	₹31,850
Class IV-A	9 students	₹30,900

How far behind

Time Period	Students	Amount
1 month	1 student	₹1,000
2-3 months	46 students	₹87,050
4+ months	51 students	₹2,62,300
Charges only	1 student	₹300

Months of tuition still unpaid, from the latest billed month back.

Search name, admissior All classes All 99 1 month 1 2-3 months 46 4+ months 51 Charges only 1

STUDENT	CLASS	BEHIND	BILLED	PAID	TUITION	OTHER	BALANCE	PHONE	ACTIONS
Kiaan Anand DPSDEMO20260139 · Prakash Anand	VIII-A	7 mo	₹7,700	₹0	₹7,700	—	₹7,700	9736699638	Collect
Muskan Agarwal DEMO20260040 · Rakesh Agarwal	VIII-A	7 mo	₹7,700	₹0	₹7,700	—	₹7,700	9800004000	Collect

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Fee Dues — Demo Public School

Screen at a glance

Outstanding

Total unpaid in the session and how many students owe fees, for example ₹3,50,650 — 99 of 246 students.

Tuition unpaid

The tuition part of the outstanding amount. The line below shows other charges, late fee and arrears.

Collected so far	Percentage of the billed amount that has been collected this session.
4+ months behind	Students who have not paid tuition for four or more months, with their total. Follow these up first.
Outstanding by class	One bar per class with the amount and number of students. Click a class to filter the list.
How far behind	Age buckets: 1 month, 2–3 months, 4+ months, Charges only (tuition paid, only other charges due).
Search box	Filter the list by name, admission no., father or phone.
Class	Show one class only.
Bucket chips (All, 1 month, 2–3 months, 4+ months, Charges only)	Show only students in that age bucket. The number on each chip is the count.
Columns	Student (with admission no. and father), Class, Behind (months unpaid), Billed, Paid, Tuition, Other, Balance, Phone, Actions. Click a column heading to sort.
Collect	Opens the Fee Desk with this student already loaded.
Export CSV	Downloads the list (the selected class only, if a class is chosen) as a spreadsheet file.
Refresh ledger	Re-checks every student's dues: bills missing months and re-syncs payments, charges, late fee and arrears. Months already billed keep their price. Use it after changing the fee structure.

Find the defaulters of one class (example: Class V-A, 4+ months behind)

- 1 Open **Fee Dues** from the menu. Look at **Outstanding by class** to see which class owes the most.

https://coreaxis.info/accountant/fee_due.php

Fee Dues

Home > Finance > Fee Dues > Session 2026-27

Export CSV Refresh ledger

OUTSTANDING
₹3,50,650
99 of 246 students owe fees

TUITION UNPAID
₹3,50,350
Other charges, late fee & arrears ₹300

COLLECTED SO FAR
74%
₹9,86,440 of ₹13,37,090 billed this session

4+ MONTHS BEHIND
51 students
₹2,62,300 — follow up first

Outstanding by class

Tap a class to filter

Class	Students	Amount
Class VI-A	12 students	₹49,000
Class VIII-A	9 students	₹46,200
Class VII-A	9 students	₹43,000
Class V-A	9 students	₹36,900
Class III-A	8 students	₹32,400
Class I-A	10 students	₹31,850
Class IV-A	9 students	₹30,900

How far behind

Category	Count	Amount
1 month	1 student	₹1,000
2-3 months	46 students	₹87,050
4+ months	51 students	₹2,62,300
Charges only	1 student	₹300

Months of tuition still unpaid, from the latest billed month back.

Search name, admissior All classes All 99 1 month 1 2-3 months 46 4+ months 51 Charges only 1

STUDENT	CLASS	BEHIND	BILLED	PAID	TUITION	OTHER	BALANCE	PHONE	ACTIONS
Kiaan Anand DPSDEMO20260139 - Prakash Anand	VIII-A	7 mo	₹7,700	₹0	₹7,700	—	₹7,700	9736699638	Collect
Muskan Agarwal DEMO20260040 - Rakesh Agarwal	VIII-A	7 mo	₹7,700	₹0	₹7,700	—	₹7,700	9800004000	Collect
Ayush Anand	VI-A	7 mo	₹7,000	₹0	₹7,000	—	₹7,000	9800004000	Collect

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Click a class bar to filter the list.

2

Choose **Class V-A** in the class box (or click its bar). The cards now show only Class V-A: ₹36,900 outstanding, 9 of 24 students.

The screenshot displays the 'Fee Dues' section for 'Class V-A'. The top summary cards indicate:

- OUTSTANDING ₹36,900**: 9 of 24 students owe fees.
- TUITION UNPAID ₹36,900**: No other charges pending.
- COLLECTED SO FAR 74%**: ₹1,03,590 of ₹1,40,490 billed this session.
- 4+ MONTHS BEHIND 5 students**: ₹28,800 — follow up first.

The 'Outstanding by class' section shows a bar chart for Class V-A with 9 students and a total of ₹36,900.

The 'How far behind' section shows a bar chart for 2-3 months (4 students, ₹8,100) and 4+ months (5 students, ₹28,800).

The 'Class' filter is set to 'Class V-A', showing 9 students. The table below lists the students with their details and actions.

STUDENT	CLASS	BEHIND	BILLED	PAID	BALANCE	PHONE	ACTIONS
Om Anand DPSDEMO20260099 · Prakash Anand	V-A	7 mo	₹6,300	₹0	₹6,300	9836382878	₹ Collect
Siya Verma DEMO20260024 · Anil Verma	V-A	7 mo	₹6,300	₹0	₹6,300	9800002400	₹ Collect
Pari Agarwal DEMO20260020 · Rakesh Agarwal	V-A	6 mo	₹6,300	₹900	₹5,400	9800002000	₹ Collect
Tanya Shukla DPSDEMO20260104 · Amarendra Shukla	V-A	6 mo	₹6,300	₹900	₹5,400	9636422473	₹ Collect
Vanshika Mishra DPSDEMO20260094 · Saurabh Mishra	V-A	6 mo	₹6,300	₹900	₹5,400	9736343283	₹ Collect
Aryan Kashyap DPSDEMO20260093 · Manish Kashyap	V-A	3 mo	₹6,300	₹4,050	₹2,250	9836335364	₹ Collect

The list filtered to Class V-A.

- 3 Click the **4+ months** chip. Five students remain, for example Om Anand and Siya Verma (7 months, ₹6,300 each).

The screenshot displays the 'Fee Dues' section of the CoreAxis School ERP system. The interface is for 'Demo Public School' and the user is 'Rakesh Agarwal, ACCOUNTANT'. The main content area shows a summary of outstanding fees for Class V-A. It includes a search bar, filters for class and months behind, and a table of students with their respective fees and phone numbers. The '4+ months' filter is highlighted, showing 5 students with a total balance of ₹28,800.

STUDENT	CLASS	BEHIND	BILLED	PAID	BALANCE	PHONE	ACTIONS
Om Anand DPSDEMO20260099 · Prakash Anand	V-A	7 mo	₹6,300	₹0	₹6,300	9836382878	₹ Collect
Siya Verma DEMO20260024 · Anil Verma	V-A	7 mo	₹6,300	₹0	₹6,300	9800002400	₹ Collect
Pari Agarwal DEMO20260020 · Rakesh Agarwal	V-A	6 mo	₹6,300	₹900	₹5,400	9800002000	₹ Collect
Tanya Shukla DPSDEMO20260104 · Amarendra Shukla	V-A	6 mo	₹6,300	₹900	₹5,400	9636422473	₹ Collect
Vanshika Mishra DPSDEMO20260094 · Saurabh Mishra	V-A	6 mo	₹6,300	₹900	₹5,400	9736343283	₹ Collect
Total of the students shown (5)					₹28,800		

Only students 4 or more months behind.

- 4 Call the parent using the number in the **Phone** column.

- 5 When the parent comes to pay, click **Collect** on that row. The Fee Desk opens with the student's dues loaded.

The screenshot displays the 'Fee Dues' interface for Demo Public School. The top navigation bar includes a search bar and user information. The left sidebar lists various school management tools. The main content area shows a summary of outstanding fees, a list of students with their dues, and a 'Collect' button for each student.

Summary:

- OUTSTANDING:** ₹36,900 (9 of 24 students owe fees)
- TUITION UNPAID:** ₹36,900 (No other charges pending)
- COLLECTED SO FAR:** 74% (₹1,03,590 of ₹1,40,490 billed this session)
- 4+ MONTHS BEHIND:** 5 students (₹28,800 — follow up first)

Outstanding by class: Class V-A 9 students ₹36,900

How far behind:

- 2-3 months 4 students ₹8,100
- 4+ months 5 students ₹28,800

Search: Search name, admission no., father, phone

Filters: Class V-A, All 9, 2-3 months 4, 4+ months 5

STUDENT	CLASS	BEHIND	BILLED	PAID	BALANCE	PHONE	ACTIONS
Om Anand DPSDEMO20260099 · Prakash Anand	V-A	7 mo	₹6,300	₹0	₹6,300	9836382878	Collect ₹ Collect
Siya Verma DEMO20260024 · Anil Verma	V-A	7 mo	₹6,300	₹0	₹6,300	9800002400	₹ Collect
Pari Agarwal DEMO20260020 · Rakesh Agarwal	V-A	6 mo	₹6,300	₹900	₹5,400	9800002000	₹ Collect
Tanya Shukla DPSDEMO20260104 · Amarendra Shukla	V-A	6 mo	₹6,300	₹900	₹5,400	9636422473	₹ Collect
Vanshika Mishra DPSDEMO20260094 · Saurabh Mishra	V-A	6 mo	₹6,300	₹900	₹5,400	9736343283	₹ Collect
Total of the students shown (5)					₹28,800		

5 shown

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Collect opens the Fee Desk for that student.

TIP Siya Verma's row still shows full dues because her ₹300 per month concession is waiting for the principal's approval. Once approved, her dues go down.

Export the list or refresh the ledger

- 1 Choose a class first if you want only that class.

The screenshot displays the 'Fee Dues' management interface. The sidebar on the left contains navigation links for various school functions. The main area provides a comprehensive overview of fee collection status, including summary cards for outstanding fees, unpaid tuition, collection progress, and students significantly behind on payments. A detailed table lists outstanding fees by class, and another section shows how far behind students are in terms of months. The bottom section features a table of individual student dues, allowing for filtering by class and time period, and providing options to export data or refresh the ledger.

Export CSV and Refresh ledger at the top right.

- 2 Click **Export CSV**. A file downloads that opens in Excel or Google Sheets.
- 3 If the dues look out of date (for example after changing a class fee), click **Refresh ledger** and then **Confirm**.

Send SMS reminders

The SMS buttons appear only after the school has set up an SMS gateway in Communicate > SMS (Configuration tab). The demo school has SMS switched off, so the buttons are not visible in the screenshots.

- 1 Ask the Admin to set up and enable SMS in **SMS > Configuration**.
- 2 Open **Fee Dues** and filter the class or bucket you want.
- 3 To remind one parent, click the SMS icon on that row.
- 4 To remind several parents, tick the box at the start of their rows and click **SMS selected (n)**.

- 5 To remind everyone in the list, click **SMS all**.
- 6 Confirm the popup. Messages go out in the background; a progress bar shows the batch. Anyone already reminded today is skipped.

TIP The message text is the Fee Reminder template in SMS › Templates, for example: "Dear Parent, fee of Rs.[AMOUNT] is pending for [STUDENT NAME] ...".

IMPORTANT Each SMS costs money on your SMS account. Check the filter before clicking SMS all.

Questions

A student paid but still shows in Fee Dues.

Check the payment was made for the right student in Fee Desk › Recent Collections. If it was paid by cheque and the cheque bounced, the months fall due again. If it still looks wrong, click Refresh ledger.

What does Charges only mean?

The student's tuition is fully paid, but another charge is due, for example a cheque bounce charge or transport fee.

Why does a student show '7 mo' in October?

Tuition from April to October (7 months) is unpaid.

FINANCE · CHAPTER 26

Concessions

Admin

Principal

Accountant

MENU Finance > Concessions (Accountant: Concessions)

A concession lowers a student's fee for chosen months: a percent or a fixed amount off tuition, one fee head or all charges. The accountant can propose a concession; it applies only after the Principal or Admin approves it. The same page links brothers and sisters and runs the sibling concession, and its Register tab shows how much was given this session.

https://coreaxis.info/admin/concessions.php

Concessions & Scholarships

Search students, receipts, staff, page... Ctrl+G

Online Install app Satyajeet Kr. Singh

Concession approved for Pihu Jha. It applies to months billed from now.

Concessions & Scholarships

Home > Finance > Concessions · Session 2026-27

+ Add concession

GIVEN THIS SESSION
₹10,710
On months billed so far

STUDENTS WITH A CONCESSION
5
5 approved concessions

WAITING FOR APPROVAL
1
Principal / administrator decides

SIBLING FAMILIES
2
Sibling concession off

Concessions 5 Approvals 1 Siblings 2 Register

Approved 5 Pending 1 Rejected 0 Revoked 0 All 6

Student name / admission no. Search

STUDENT	CONCESSION	REASON	STATUS	GIVEN SO FAR	ACTIONS
Pihu Jha DEMO20260084 · Class III-A	Need-based · ₹200.00/month of tuition · Nov-Mar	Need-based support: father lost his job in September (application dated 20 Oct 2026) by Satyajeet Kr. Singh · 28 Oct 2026	Approved Satyajeet Kr. Singh · 28 Oct 2026	₹0.00	Revoke
Ishita Thakur DEMO20260012 · Class IV-A	Merit scholarship · 25% of tuition · Nov-Mar	Gold medal, Bihar State Maths Olympiad 2026 - merit scholarship by Rakesh Agarwal · 28 Oct 2026	Approved Satyajeet Kr. Singh · 28 Oct 2026 - Certificate checked - approved	₹0.00	Revoke
Zoya Khan DEMO20260023 · Class V-A	RTE (25% quota) · 100% of tuition · Apr-Mar	RTE 25% quota — admission letter RTE/2026/114 by Rakesh Agarwal · 28 Oct 2026	Approved Rakesh Agarwal · 28 Oct 2026	₹6,300.00	Revoke
Navya Pandey DEMO20260022 · Class V-A	Merit scholarship · 20% of tuition · Apr-Mar	Class topper 2025-26 — merit scholarship by Rakesh Agarwal · 28 Oct 2026	Approved Rakesh Agarwal · 28 Oct 2026	₹1,260.00	Revoke

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Concessions — Demo Public School

Screen at a glance

Given this session

Total concession on the months billed so far.

Students with a concession

Number of students with an approved concession.

Waiting for approval

Concessions the Principal / Admin has not yet decided.

Sibling families	Number of linked families, and whether the sibling concession is on or off.
Concessions tab	All concessions with status chips: Approved, Pending, Rejected, Revoked, All. Search by student name or admission no.
Approvals tab	Pending concessions with Approve / Reject buttons (Admin / Principal only).
Siblings tab	Sibling concession setting, Link siblings and the list of linked families.
Register tab	Amount given this session by type (staff ward, RTE, merit ...) with student count and share.
Columns	Student, Concession (type, value, months), Reason (and who entered it), Status (and who decided), Given so far, Actions (Approve, Reject, Revoke).

Add a concession as accountant (example: Ishita)

Thakur, Class IV-A, 25% merit scholarship, Nov-Mar)

- 1 Open **Concessions** and look at the list of current concessions.

The screenshot shows the 'Concessions & Scholarships' page in the CoreAxis School ERP system. The page is accessed via the URL <https://coreaxis.info/admin/concessions.php>. The user is logged in as Rakesh Agarwal, Accountant. The page displays a summary of concessions for the current session (2026-27), including a total of ₹10,710 given, 3 students with concessions, 1 waiting for approval, and 2 sibling families. Below the summary, there is a table of approved concessions.

STUDENT	CONCESSION	REASON	STATUS	GIVEN SO FAR	ACTIONS
Zoya Khan DEMO20260023 · Class V-A	RTE (25% quota) · 100% of tuition · Apr-Mar	RTE 25% quota — admission letter RTE/2026/114 by Rakesh Agarwal · 28 Oct 2026	Approved Rakesh Agarwal · 28 Oct 2026	₹6,300.00	
Navya Pandey DEMO20260022 · Class V-A	Merit scholarship · 20% of tuition · Apr-Mar	Class topper 2025-26 — merit scholarship by Rakesh Agarwal · 28 Oct 2026	Approved Rakesh Agarwal · 28 Oct 2026	₹1,260.00	
Kabir Sharma DEMO20260021 · Class V-A	Staff ward · 50% of tuition · Apr-Mar	Ward of Mrs. Sunita Sharma (TGT Hindi) — staff ward policy by Rakesh Agarwal · 28 Oct 2026	Approved Rakesh Agarwal · 28 Oct 2026	₹3,150.00	

Concessions page as seen by the accountant.

- 2 Click **Add concession**, then **Yes, add** in the popup.
- 3 In **Student**, type **Ishita Thakur** and pick **Ishita Thakur · DEMO20260012** (Class IV).
- 4 Set **Type** to **Merit scholarship**, **Applies to** to **Tuition** and **As** to **Percent (%)**.
- 5 Type **25** in **Percent**.
- 6 Set **From month** to **November** and **To month** to **March**.

- 7 Write the **Reason**, for example Gold medal, Bihar State Maths Olympiad 2026 - merit scholarship .

https://coreaxis.info/admin/concessions.php

Concessions & Scholarships

Home · Finance · Concessions · Session 2026-27

Concessions & Scholarships

GIVEN THIS SESSION ₹10,710 On months bill

STUDENTS WITH A CONCESSION

WAITING FOR APPROVAL 1 Administrator decides

SIBLING FAMILIES 2 Sibling concession off

Add concession

STUDENT *
Ishita Thakur - DEMO20260012

TYPE: Merit scholarship

APPLIES TO: Tuition

AS: Percent (%)

PERCENT *
25

FROM MONTH: November

TO MONTH: March

REASON *
Gold medal, Bihar State Maths Olympiad 2026 - merit scholarship

It applies after the principal approves it.

Cancel Save

STUDENT	STATUS	GIVEN SO FAR	ACTIONS
Zoya Khan DEMO20260023 - Class V	Approved Rakesh Agarwal - 28 Oct 2026	₹6,300.00	
Navya Pandey DEMO20260022 - Class V	Approved Rakesh Agarwal - 28 Oct 2026	₹1,260.00	
Kabir Sharma DEMO20260021 - Class V	Approved Rakesh Agarwal - 28 Oct 2026	₹3,150.00	

The filled form. The note says it applies after the principal approves it.

- 8 Click **Save**, then **Confirm**. The message says the concession was sent for approval by the principal.

- 9 Open the **Approvals** tab. The row shows **Pending** and "Waiting for the principal".

The screenshot shows the 'Concessions & Scholarships' page in the CoreAxis School ERP system. The user is logged in as Rakesh Agarwal, Accountant. The page displays a table of concessions with the following data:

STUDENT	CONCESSION	REASON	STATUS	GIVEN SO FAR	ACTIONS
Ishita Thakur DEMO20260012 · Class IV-A	Merit scholarship · 25% of tuition · Nov-Mar	Gold medal, Bihar State Maths Olympiad 2026 - merit scholarship by Rakesh Agarwal · 28 Oct 2026	Pending	₹0.00	Accountant waits for approval Waiting for the principal
Siya Verma DEMO20260024 · Class V-A	Other / custom · ₹300.00/month of tuition · Apr-Mar	Single parent — approved by the Director by Rakesh Agarwal · 28 Oct 2026	Pending	₹0.00	Waiting for the principal

Accountants cannot approve; the row waits for the principal.

TIP Types: Staff ward, RTE (25% quota), Merit scholarship, Need-based, Other / custom.

TIP Applies to: Tuition, One fee head (choose the head, for example Exam Fee), or Tuition + all charges.

TIP As: Percent (%) or Fixed ₹ per month / line.

Approve a concession (Principal: Ishita Thakur)

- 1 Sign in as Principal or Admin and open **Concessions > Approvals**. Both pending concessions are listed.

The screenshot shows the 'Concessions & Scholarships' page in the CoreAxis School ERP system. The page is accessed via the URL <https://coreaxis.info/admin/concessions.php>. The user is logged in as Satyajeet Kr. Singh, Principal. The page displays a summary of concessions for the current session (2026-27). The summary includes:

- GIVEN THIS SESSION: ₹10,710 (On months billed so far)
- STUDENTS WITH A CONCESSION: 3 (3 approved concessions)
- WAITING FOR APPROVAL: 2 (Principal / administrator decides)
- SIBLING FAMILIES: 2 (Sibling concession off)

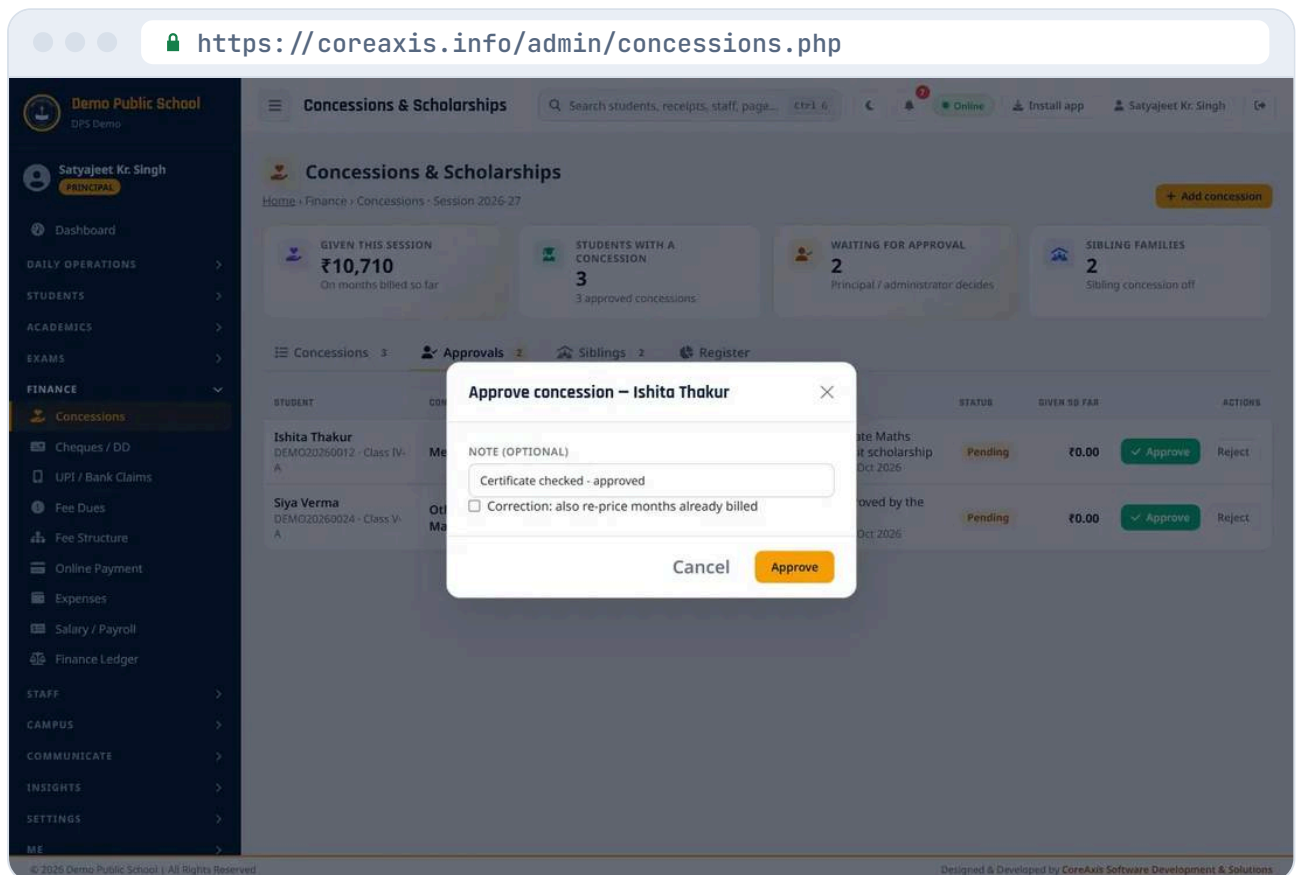
Below the summary, there is a table of pending concessions. The table has columns: CONCESSION, REASON, STATUS, GIVEN SO FAR, and ACTIONS. Two rows are listed:

CONCESSION	REASON	STATUS	GIVEN SO FAR	ACTIONS
Ishita Thakur DEMO20260012 · Class IV-A	Merit scholarship · 25% of tuition · Nov-Mar	Pending	₹0.00	Approve Reject
Siya Verma DEMO20260024 · Class V-A	Other / custom · ₹300.00/month of tuition · Apr-Mar	Pending	₹0.00	Approve Reject

Pending concessions with Approve and Reject.

- 2 Click **Approve** on Ishita Thakur's row.

- 3 Type a **Note (optional)**, for example **Certificate checked - approved**.



Approve window with an optional note.

- 4 Leave **Correction: also re-price months already billed** unticked. The concession starts from November, so no billed month needs changing.
- 5 Click **Approve**, then **Approve** again in the popup. Months billed from now get the 25% concession.

TIP Click **Reject** to turn a request down. The reason you type is saved with it.

TIP **Revoke** on an approved concession stops it for months billed from now.

Add a fixed concession and approve it at once (Principal: Pihu Jha, Class III-A, ₹200 per month)

- 1 As Principal, click **Add concession** and then **Yes, add**.
- 2 Pick **Pihu Jha · DEMO20260084** (Class III). Another Pihu Jha studies in Class IV; check the class.

- 3 Set **Type** to **Need-based** and **As** to **Fixed ₹ per month / line**. Type **200** in **Amount (₹)**.
- 4 Set **From month** November and **To month** March, and write the reason, for example **Need-based support: father lost his job in September** (application dated 20 Oct 2026) .
- 5 Keep **Approve now (I am the approver)** ticked.

The screenshot displays the 'Concessions & Scholarships' management interface. A modal window titled 'Add concession' is open, showing the following details:

- STUDENT ***: Pihu Jha · DEMO20260084
- TYPE**: Need-based
- APPLIES TO**: Tuition
- AS**: Fixed ₹ per month
- AMOUNT (₹) ***: 200
- FROM MONTH**: November
- TO MONTH**: March
- REASON ***: Principal can approve at once his job in September (application dated 20 Oct 2026)
- ☒ Approve now (I am the approver)
- ☐ Correction: also re-price months already billed in the range (paid months become an advance)

The background interface shows a list of students with concessions, including Ishita Thakur, Zoya Khan, Navya Pandey, and Kabir Sharma, with columns for student details, concession status, amount, and actions.

Only Admin / Principal see Approve now and Correction.

- 6 Click **Save**, then **Confirm**. The concession is approved at once and shows in the **Approved** list.

https://coreaxis.info/admin/concessions.php

Concessions & Scholarships

Concession approved for Pihu Jha. It applies to months billed from now.

Concessions & Scholarships

Home > Finance > Concessions - Session 2026-27

GIVEN THIS SESSION
₹10,710
On months billed so far

STUDENTS WITH A CONCESSION
5
5 approved concessions

WAITING FOR APPROVAL
1
Principal / administrator decides

SIBLING FAMILIES
2
Sibling concession off

Concessions 5 | **Approvals** 1 | **Siblings** 2 | **Register**

Approved 5 | Pending 1 | Rejected 0 | Revoked 0 | All 6

STUDENT	CONCESSION	REASON	STATUS	GIVEN SO FAR	ACTIONS
Pihu Jha DEMO20260084 - Class III-A	Need-based · ₹200.00/month of tuition · Nov-Mar	Need-based support: father lost his job in September (application dated 20 Oct 2026) by Satyajeet Kr. Singh · 28 Oct 2026	Approved Satyajeet Kr. Singh · 28 Oct 2026	₹0.00	Revoke
Ishita Thakur DEMO20260012 - Class IV-A	Merit scholarship · 25% of tuition · Nov-Mar	Gold medal, Bihar State Maths Olympiad 2026 - merit scholarship by Rakesh Agarwal · 28 Oct 2026	Approved Satyajeet Kr. Singh · 28 Oct 2026 - Certificate checked - approved	₹0.00	Revoke
Zoya Khan DEMO20260023 - Class V-A	RTE (25% quota) · 100% of tuition · Apr-Mar	RTE 25% quota — admission letter RTE/2026/114 by Rakesh Agarwal · 28 Oct 2026	Approved Rakesh Agarwal · 28 Oct 2026	₹6,300.00	Revoke
Navya Pandey DEMO20260022 - Class V-A	Merit scholarship · 20% of tuition · Apr-Mar	Class topper 2025-26 — merit scholarship by Rakesh Agarwal · 28 Oct 2026	Approved Rakesh Agarwal · 28 Oct 2026	₹1,260.00	Revoke

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Approved concessions with who approved them and the Revoke button.

IMPORTANT Tick **Correction: also re-price months already billed** only when you really want to change months that are already billed. Months already paid then become an advance.

Concession register

- 1 Open the **Register** tab.

https://coreaxis.info/admin/concessions.php

Concessions & Scholarships

Home > Finance > Concessions - Session 2026-27

GIVEN THIS SESSION
₹10,710
On months billed so far

STUDENTS WITH A CONCESSION
5
5 approved concessions

WAITING FOR APPROVAL
1
Principal / administrator decides

SIBLING FAMILIES
2
Sibling concession off

Concessions 5 Approvals 1 Siblings 2 Register

Given this session, by type

TYPE	STUDENTS	AMOUNT	SHARE
Merit scholarship	1	₹1,260.00	12%
RTE (25% quota)	1	₹6,300.00	59%
Staff ward	1	₹3,150.00	29%
Total		₹10,710.00	100%

Share

- Merit scholarship 1 students ₹1,260
- RTE (25% quota) 1 students ₹6,300
- Staff ward 1 students ₹3,150

Months billed later this session add to these totals.
Waived months are not counted.

Amount given by type this session.

- 2 Read **Given this session, by type**: number of students, amount and share for each type. Months billed later this session add to these totals.

Link siblings (Principal: Kritika Mishra, Class III-A and Vanshika Mishra, Class V-A)

Linking tells the app that students are brothers and sisters. When the sibling concession is on, the eldest pays full fee and the younger ones get the set percent off tuition. Only Admin / Principal can link and unlink.

- 1 Open the **Siblings** tab. The left card shows the **Sibling concession** setting (Off in the demo school; 2nd child 10%, 3rd and younger 15%).

The screenshot displays the 'Siblings' tab within the 'Concessions & Scholarships' section. The left sidebar shows the user 'Satyaajeet Kr. Singh' as the Principal. The main content area includes a summary of concessions (₹10,710 given, 5 students with concessions, 1 waiting for approval, 2 sibling families) and a 'Sibling concession' section where the 'SIBLING CONCESSION' is set to 'Off', '2ND CHILD (%)' is '10', and '3RD AND YOUNGER (%)' is '15'. A 'Link siblings' section allows searching for a student to link. Below, the 'Linked families' section shows two families: one with 'Sneha Kumar' (Eldest - full fee) and 'Ansh Kumar' (no concession), and another with 'Yash Sinha' (Eldest - full fee) and 'Avni Sinha' (no concession).

https://coreaxis.info/admin/concessions.php

Concessions & Scholarships

Home > Finance > Concessions > Session 2026-27

GIVEN THIS SESSION
₹10,710
On months billed so far

STUDENTS WITH A CONCESSION
5
5 approved concessions

WAITING FOR APPROVAL
1
Principal / administrator decides

SIBLING FAMILIES
2
Sibling concession off

Concessions 5 Approvals 1 **Siblings 2** Register

Sibling concession ☐ Off

The eldest active child of a linked family pays in full; the 2nd and the 3rd and younger get this concession on tuition. Siblings are linked by the office (suggested by same father's name + phone, never automatically).

SIBLING CONCESSION 2ND CHILD (%) 3RD AND YOUNGER (%)

Off 10 15 **Save**

Link siblings

Search a student to add (name / admission no. / father / phone)

Link as siblings

Linked families

2

Family 1:
Eldest - full fee: Sneha Kumar DEMO20260034 - Class VIII-A
no concession (off): Ansh Kumar DEMO20260033 - Class VII-A

Family 2:
Eldest - full fee: Yash Sinha DEMO20260031 - Class VII-A
no concession (off): Avni Sinha DEMO20260032 - Class VII-A

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Sibling concession setting, Link siblings and Linked families.

- 2 In **Link siblings**, type **Kritika Mishra** and pick **DPSDEMO20260074** (Class III).

- 3 Type **Vanshika Mishra** and pick **DPSDEMO20260094** (Class V). Both names show as chips.

https://coreaxis.info/admin/concessions.php

Concessions & Scholarships

Home > Finance > Concessions > Session 2026-27

GIVEN THIS SESSION
₹10,710
On months billed so far

STUDENTS WITH A CONCESSION
5
5 approved concessions

WAITING FOR APPROVAL
1
Principal / administrator decides

SIBLING FAMILIES
2
Sibling concession off

Sibling concession ☐ OFF

The eldest active child of a linked family pays in full; the 2nd and the 3rd and younger get this concession on tuition. Siblings are linked by the office (suggested by same father's name + phone, never automatically).

SIBLING CONCESSION 2ND CHILD (%) 3RD AND YOUNGER (%)

Off 10 15 **Save**

Link siblings

Search a student to add (name / admission no. / father / phone)

Pick 2 or more, then Link (074) X Vanshika Mishra (DPSDEMO20260094) X

Link as siblings

Linked families

Eldest - full fee Sneh Kumar DEMO20260034 - Class VIII-A

no concession (off) Ansh Kumar DEMO20260033 - Class VII-A

Eldest - full fee Yash Sinha DEMO20260031 - Class VII-A

no concession (off) Avni Sinha DEMO20260032 - Class VII-A

Pick two or more students, then Link as siblings.

- 4 Click **Link as siblings**, then **Confirm**.

- 5 The new family appears under **Linked families**. Vanshika (the elder) is marked **Eldest · full fee**; Kritika shows the concession she gets ("no concession (off)" while the setting is off).

https://coreaxis.info/admin/concessions.php

Concessions & Scholarships

Home > Finance > Concessions > Session 2026-27

GIVEN THIS SESSION
₹10,710
On months billed so far

STUDENTS WITH A CONCESSION
5
5 approved concessions

WAITING FOR APPROVAL
1
Principal / administrator decides

SIBLING FAMILIES
3
Sibling concession off

Sibling concession ☐ Off

The eldest active child of a linked family pays in full; the 2nd and the 3rd and younger get this concession on tuition. Siblings are linked by the office (suggested by same father's name + phone, never automatically).

SIBLING CONCESSION **2ND CHILD (%)** **3RD AND YOUNGER (%)** **Save**

Link siblings

Search a student to add (name / admission no. / father / phone)

Link as siblings

New family families

Family	Student	Status
Vanshika Mishra	Vanshika Mishra	Eldest · full fee
	Kritika Mishra	no concession (off)
Sneha Kumar	Sneha Kumar	Eldest · full fee
	Ansh Kumar	no concession (off)
Yash Sinha	Yash Sinha	Eldest · full fee
	Avni Sinha	no concession (off)

The new family card.

- 6 To switch the sibling concession on, set **Sibling concession** to **On**, enter the percents and click **Save**. It prices months billed from now.

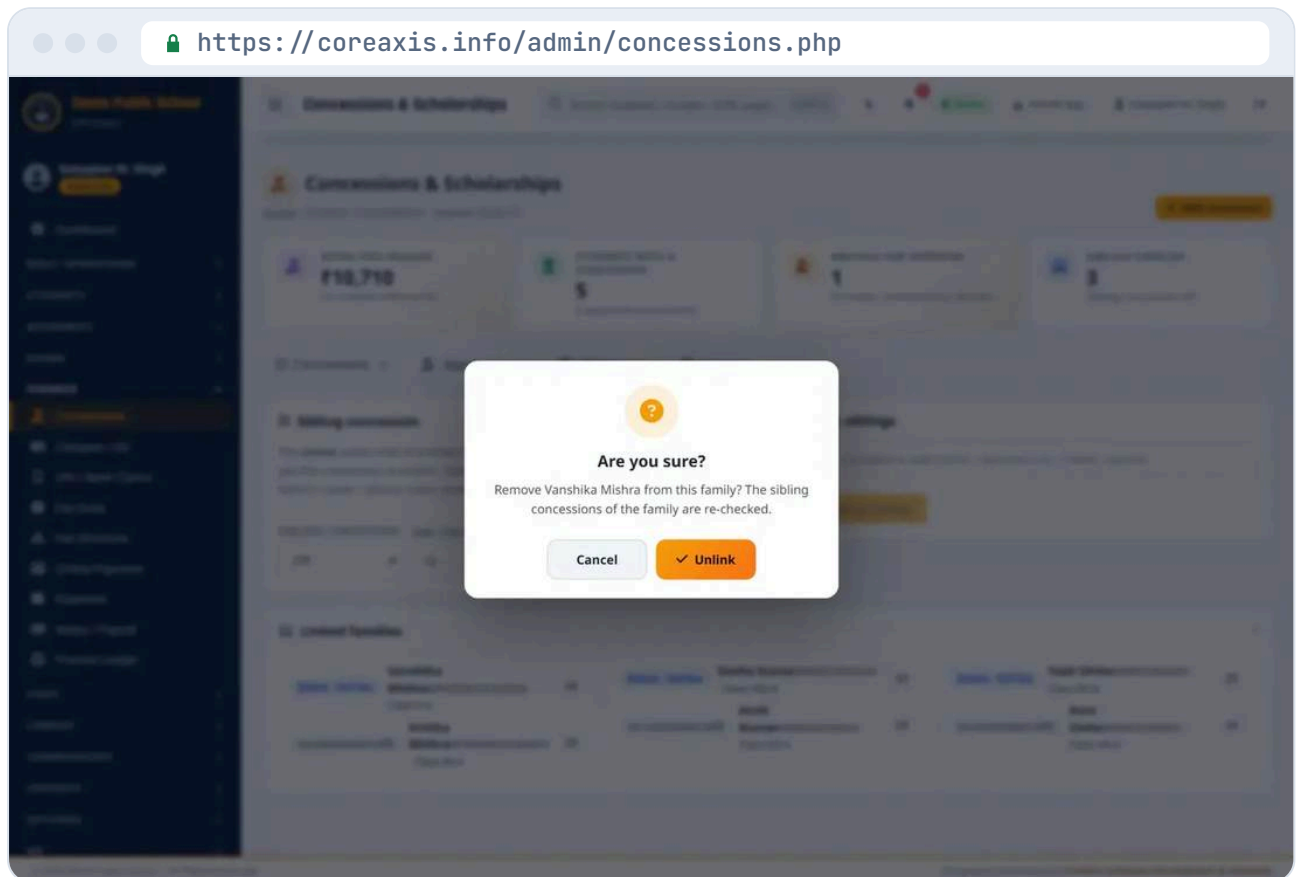
TIP When the app finds students with the same father's name and phone, a

Possible siblings list appears with a Link button. The app never links them on its own.

Unlink a sibling

- 1 In **Linked families**, click the unlink icon next to the student who is not part of the family (for example a cousin linked by mistake).

- 2 Read the popup: "Remove ... from this family? The sibling concessions of the family are re-checked."



Unlink asks once before removing.

- 3 Click **Unlink** to remove, or **Cancel** to keep the family as it is.

Questions

Who can approve a concession?

Only the Principal or an Admin. Accountants can add a concession, which then waits in Approvals.

The concession is approved but the old months did not change.

A concession prices months billed after approval. To change months already billed, the Principal ticks Correction when approving or adding it.

Where does the parent see the concession?

The tuition billed in the portal is already reduced. The Fee Desk card shows a green Concession this session line.

How do I give RTE students free tuition?

Add a concession with Type RTE (25% quota), Applies to Tuition, Percent 100, April to March.

FINANCE · CHAPTER 27

Cheques / DD

Admin

Principal

Accountant

MENU Finance > Cheques / DD (Accountant: Cheques / DD)

A cheque or DD receipt counts as paid as soon as it is made at the Fee Desk and is printed "Subject to realisation". This page lists those receipts so the office can match them with the bank statement. Mark each one Cleared when the money arrives, or Bounced when the bank returns it.

The screenshot shows the 'Cheques / DD' management page. The top navigation bar includes a search bar and user information. The left sidebar lists various school management options. The main content area displays summary cards for 'Waiting for the Bank', 'Pending 7+ Days', 'Cleared This Month', and 'Bounced This Month'. Below these is a table of pending cheques with columns for Received Date, Student, Cheque/DD Details, Bank, Amount, Receipt Number, Status, and Actions.

RECEIVED	STUDENT	CHEQUE / DD	BANK	AMOUNT	RECEIPT	STATUS	ACTIONS
28 Oct 2026 0 days	Atharv Chauhan DEMO20260017 - Class IV-A	Cheque 517342 dated 28 Oct 2026	Punjab National Bank	₹1,600.00	REC001316	Pending	Cleared Bounced
22 Oct 2026 6 days	Ishaan Kumar DEMO20260013 - Class IV-A	Cheque 482115 dated 22 Oct 2026	State Bank of India	₹2,400.00	REC000544 +3	Pending	Cleared Bounced

Cheques / DD — Demo Public School

Screen at a glance

Waiting for the bank

Cheques / DDs not yet cleared and their total.

Pending 7+ days

Cheques waiting more than a week. Check them with the bank.

Cleared this month

Amount and number of cheques cleared this month.

Bounced this month	Number of bounced cheques and the amount reversed.
Tabs	Pending, Cleared, Bounced, All.
Search	Find by cheque no., student, receipt or bank.
Columns	Received (date and days waiting), Student, Cheque / DD (number and date), Bank, Amount, Receipt (+n means one cheque paid several receipts), Status, Actions.
Cleared	Marks the cheque as paid by the bank.
Bounced	Opens the bounce form. It is also shown on cleared cheques, in case the bank returns a cheque later.

Mark a cheque cleared (example: Ishaan Kumar, Class IV-A, cheque 482115, ₹2,400)

- 1 Open **Cheques / DD**. The **Pending** tab lists cheques waiting for the bank, oldest at the bottom.

https://coreaxis.info/admin/cheques.php

Cheques / DD

Home › Finance › Cheques / DD

WAITING FOR THE BANK
2
₹4,000 not yet cleared

PENDING 7+ DAYS
0
None overdue

CLEARED THIS MONTH
₹2,400
1 cheque

BOUNCED THIS MONTH
1
₹2,400 reversed

A cheque / DD receipt counts as paid as soon as it is made and is printed "Subject to realisation". When the bank returns it, mark it **Bounced**: the receipt is reversed, the months fall due again (late fee too) and a bounce charge (₹500 by default — [change](#)) is added to the dues.

Pending 2 | **Cleared** | **Bounced** | **All**

Search: Cheque no., student, receipt, bank

RECEIVED	STUDENT	CHEQUE / DD	BANK	AMOUNT	RECEIPT	STATUS	ACTIONS
28 Oct 2026 0 days	Atharv Chauhan DEMO20260017 - Class IV-A	Cheque 517342 dated 28 Oct 2026	Punjab National Bank	₹1,600.00	REC001316	Pending	Cleared Bounced
22 Oct 2026 6 days	Ishaan Kumar DEMO20260013 - Class IV-A	Cheque 482115 dated 22 Oct 2026	State Bank of India	₹2,400.00	REC000544 +3	Pending	Cleared Bounced

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Two cheques waiting: Atharv Chauhan (0 days) and Ishaan Kumar (6 days).

- 2 Find cheque **482115** of Ishaan Kumar in your bank statement (₹2,400, State Bank of India).
- 3 Click **Cleared** on that row.

The screenshot displays the 'Cheques / DD' management interface. The top summary section shows:

- WAITING FOR THE BANK:** 2 cheques, ₹4,000 not yet cleared.
- PENDING 7+ DAYS:** 0 cheques, None overdue.
- CLEARED THIS MONTH:** ₹2,400 (1 cheque).
- BOUNCED THIS MONTH:** 1 cheque, ₹2,400 reversed.

A note states: "A cheque / DD receipt counts as paid as soon as it is made and is printed 'Subject to realisation'. When the bank returns it, mark it **Bounced**: the receipt is reversed, the months fall due again (late fee too) and a bounce charge (₹500 by default — [change](#)) is added to the dues."

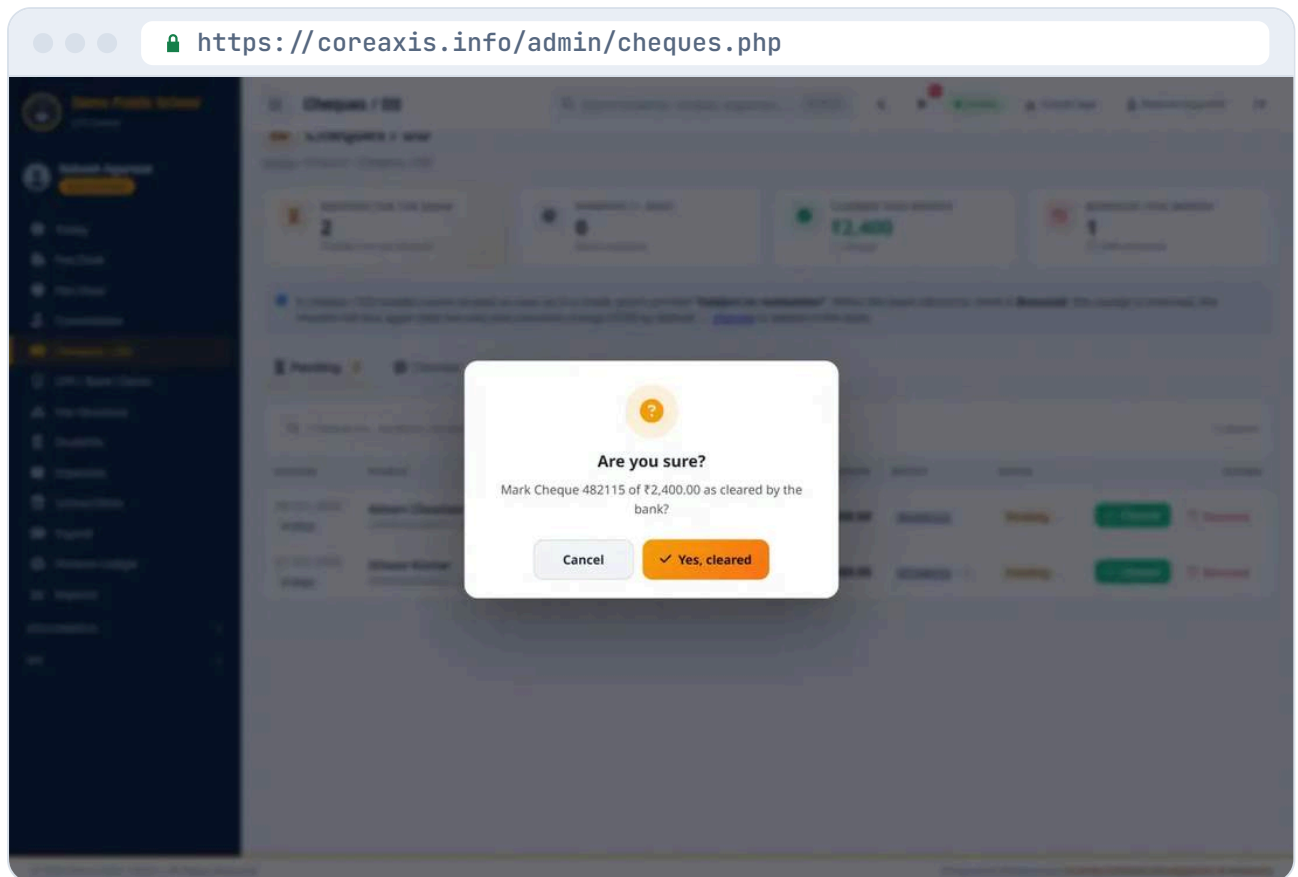
The table below lists the cheques:

RECEIVED	STUDENT	CHEQUE / DD	BANK	AMOUNT	RECEIPT	STATUS	ACTIONS
28 Oct 2026	Athary Chauhan 260017 - Class IV-A	Cheque 517342 dated 28 Oct 2026	Punjab National Bank	₹1,600.00	REC001316	Pending	✓ Cleared ↺ Bounced
22 Oct 2026 6 days	Ishaan Kumar DEMO20260013 - Class IV-A	Cheque 482115 dated 22 Oct 2026	State Bank of India	₹2,400.00	REC000544 +3	Pending	✓ Cleared ↺ Bounced

The 'Cleared' button for the cheque 482115 is highlighted with an orange box. The 'Bank cleared it: Cleared' status is also highlighted.

Cleared button on the row.

- 4 Check the popup "Mark Cheque 482115 of ₹2,400.00 as cleared by the bank?" and click **Yes, cleared**.



Confirm the clearance.

- 5 The message says the cheque was marked cleared (4 receipts). It moves to the **Cleared** tab.

https://coreaxis.info/admin/cheques.php

Cheques / DD

Home › Finance › Cheques / DD

WAITING FOR THE BANK
0
Nothing pending

PENDING 7+ DAYS
0
None overdue

CLEARED THIS MONTH
₹4,800
5 cheques

BOUNCED THIS MONTH
2
₹4,000 reversed

A cheque / DD receipt counts as paid as soon as it is made and is printed "Subject to realisation". When the bank returns it, mark it **Bounced**; the receipt is reversed, the months fall due again (late fee too) and a bounce charge (₹500 by default — [change](#)) is added to the dues.

Pending **Cleared** Bounced All

Cheque no., student, receipt, bank Search 15 shown

RECEIVED	STUDENT	CHEQUE / DD	BANK	AMOUNT	RECEIPT	STATUS	ACTIONS
23 Oct 2026	Riya Tiwari DEMO20260014 · Class IV-A	Cheque 482152 dated 23 Oct 2026	Punjab National Bank	₹2,400.00	REC000548	Cleared 28 Oct 2026	Bounced
22 Oct 2026	Ishaan Kumar DEMO20260013 · Class IV-A	Cheque 482115 dated 22 Oct 2026	State Bank of India	₹2,400.00	REC000544 +3	Cleared 28 Oct 2026	Bounced
05 Oct 2026	Vivaan Prasad DEMO20260003 · Class VI-A	Cheque —	—	₹3,000.00	REC000017 +2	Cleared	Bounced
05 Oct 2026	Ansh Kumar DEMO20260033 · Class VII-A	Cheque —	—	₹500.00	REC000161	Cleared	Bounced
05 Oct 2026	Ishaan Kumar DEMO20260013 · Class IV-A	Cheque —	—	₹400.00	REC000064	Cleared	Bounced
05 Oct 2026	Aarohi Saxena DEMO20260038 · Class VIII-A	Cheque —	—	₹3,300.00	REC000186 +2	Cleared	Bounced
	Anika Saxena						

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Cleared tab with the date of clearing.

Record a bounced cheque (example: Atharv Chauhan, Class IV-A, cheque 517342, ₹1,600)

- 1 When the bank returns the cheque, open **Cheques / DD › Pending** and click **Bounced** on Atharv Chauhan's row.
- 2 Choose **Reason the bank gave: Insufficient funds**. Other choices are Signature mismatch, Payment stopped by drawer, Account closed, Cheque stale / post-dated, Amount in words and figures differ, Other.

- 3 Check **Bounce charge (₹)**. It is filled with the school's default (₹500). Change it for this cheque if needed, or type 0 for no charge.

The screenshot shows the 'Cheques / DD' section of the CoreAxis School ERP interface. A modal window titled 'Cheque bounced – Cheque 517342' is open, displaying a form to record a bounced cheque. The form includes the following fields and information:

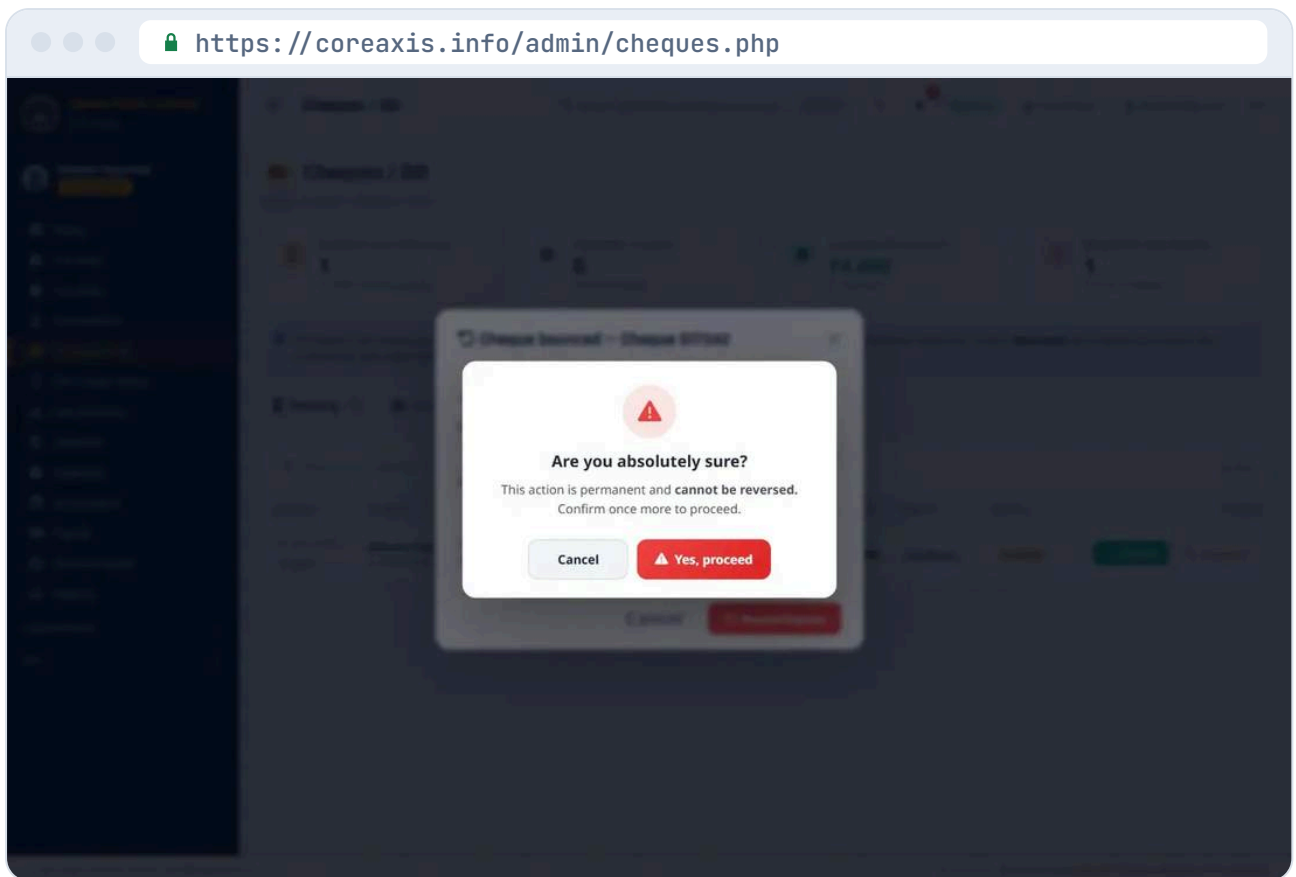
- REASON THE BANK GAVE ***: A dropdown menu with 'Insufficient funds' selected.
- BOUNCE CHARGE (₹)**: A text input field containing '500'.
- Message**: '₹1,600.00 from Atharv Chauhan will be reversed. Added to the student's dues under "Cheque Bounce Charges". Set 0 for no charge. Default in Fee Structure → Late fee & bounce.'
- Buttons**: 'Cancel' and 'Record bounce' (highlighted in red).

The background interface shows a dashboard with various financial metrics and a table of cheques. The table has columns for RECEIVED, STUDENT, and ACTIONS. The first row shows a cheque received on 28 Oct 2026 from Atharv Chauhan, with a status of 'Pending' and an action of 'Bounced'.

The bounce form shows the amount that will be reversed.

- 4 Click **Record bounce**, then **Yes, bounced**.

- 5 A second popup asks "Are you absolutely sure?". Click **Yes, proceed**.



Bouncing asks twice because it cannot be reversed.

- 6 Open the **Bounced** tab. The cheque shows the date and reason.

https://coreaxis.info/admin/cheques.php

Cheques / DD

Home > Finance > Cheques / DD

WAITING FOR THE BANK: 0 (Nothing pending)

PENDING 7+ DAYS: 0 (None overdue)

CLEARED THIS MONTH: ₹4,800 (5 cheques)

BOUNCED THIS MONTH: 2 (₹4,000 reversed)

A cheque / DD receipt counts as paid as soon as it is made and is printed "Subject to realisation". When the bank returns it, mark it **Bounced**: the receipt is reversed, the months fall due again (late fee too) and a bounce charge (₹500 by default — [change](#)) is added to the dues.

Filter: Pending, Cleared, **Bounced**, All

Search: Cheque no., student, receipt, bank

RECEIVED	STUDENT	CHEQUE / DD	BANK	AMOUNT	RECEIPT	STATUS	ACTIONS
28 Oct 2026	Atharv Chauhan DEMO20260017 - Class IV-A	Cheque 517342 dated 28 Oct 2026	Punjab National Bank	₹1,600.00	REC001316	Bounced 28 Oct 2026 · Insufficient funds	
24 Oct 2026	Shaurya Dubey DEMO20260015 - Class IV-A	Cheque 482189 dated 24 Oct 2026	HDFC Bank	₹2,400.00	REC000549	Bounced 26 Oct 2026 · Insufficient funds	

2 shown

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Bounced cheques with reason.

IMPORTANT Recording a bounce cannot be reversed. Make sure the bank has really returned the cheque.

What a bounce does to the student's dues

- 1 The receipt (REC001316) is reversed with a minus receipt (REV-REC001316). The receipt is printed as CANCELLED.
- 2 The months it paid (September and October) fall due again, with late fee if the late fee is on.

- 3 The bounce charge (₹500) is added under **Cheque Bounce Charges**. On the Fee Desk, Atharv's card now shows balance ₹1,600 plus **Cheque bounce: Cheque 517342 · ₹500**, total ₹2,100.

The screenshot displays the 'Fee Collection' interface for 'Demo Public School'. The user is logged in as 'Rakesh Agarwal, ACCOUNTANT'. The interface shows various financial summaries at the top: 'TODAY'S COLLECTION ₹6,400', 'THIS MONTH ₹3,56,450', 'SESSION TOTAL ₹10,00,200', and 'TO CHECK 3'. The main section is titled 'Dues after the bounce' and shows details for student 'Atharv Chauhan'. It includes a 'FIND STUDENT' search bar, a summary of 'BILLED ₹5,600', 'PAID ₹4,000', and 'BALANCE ₹1,600'. Below this, it lists 'Outstanding months' (All ₹1,600, September ₹800, October ₹800) and 'Other charges & late fee' (Cheque bounce: Cheque 517342 (REC001316) - ₹500). The 'Total outstanding (tuition + other)' is ₹2,100. A 'Recent receipts' section shows a reversal of a bounced cheque on 28 Oct 2026. On the right, there are dropdowns for 'FEE HEAD' (Tuition Fee ₹800) and 'MONTH' (September), an 'AMOUNT (₹)' field (1600), and a 'PAYMENT MODE' dropdown (Cash). A 'REMARKS' field contains 'Optional note (UTR / reference...)'. A prominent orange button says 'Collect ₹1,600 & generate receipt'. The bottom of the interface shows 'Recent Collections' and a search bar for receipts or students.

Atharv Chauhan's dues after the bounce.

- 4 Collect the new payment (cash or another cheque) at the Fee Desk as usual.

Questions

Where do I change the default bounce charge?

Fee Structure › Late fee & bounce › Cheque / DD bounce charge (Admin / Principal).

Can I delete a cheque receipt instead of bouncing it?

No. Always use Bounced, so the reversal, the reason and the charge are recorded.

A cheque was cleared but the bank returned it a week later.

Open the Cleared tab and click Bounced on that cheque.

FINANCE · CHAPTER 28

UPI / Bank Claims

Admin

Principal

Accountant

MENU Finance > UPI / Bank Claims (Accountant: UPI / Bank Claims)

Parents can pay the fee from home by scanning the school's UPI QR (demopublicschool@sbi) or by NEFT / IMPS, with no gateway fee. In the parent portal or app they then send a claim: amount, UTR / reference number and an optional screenshot. The office matches each UTR with the bank statement and either verifies it (a receipt is made) or rejects it with a reason the parent can see.

The screenshot displays the 'UPI / Bank Claims' page for an Accountant. The top header shows the user 'Rakesh Agarwal' and a search bar. The main content area features four summary cards: 'WAITING TO VERIFY' (3 claims, ₹5,400 claimed), 'WAITING 2+ DAYS' (0 claims, Nothing old), 'VERIFIED THIS MONTH' (₹900, 1 receipt made), and 'REJECTED' (0 claims, All time). Below these cards is a table of claims with columns: SENT, STUDENT, PAID BY, UTR / REFERENCE, AMOUNT, STATUS, and ACTIONS. The table lists three claims: Kiara Ranjan (₹1,600.00), Om Anand (₹2,000.00), and Mishka Jha (₹1,800.00). Each claim has a 'Verify' button and a 'Reject' button. The footer of the interface shows '© 2026 Demo Public School | All Rights Reserved' and 'Designed & Developed by CoreAxis Software Development & Solutions'.

SENT	STUDENT	PAID BY	UTR / REFERENCE	AMOUNT	STATUS	ACTIONS
26 Oct, 07:42 PM	Kiara Ranjan DEMO20260102 · Class VIII-A	UPI on 26 Oct 2026	430219878566 Screenshot	₹1,600.00	Waiting	Verify Reject
27 Oct, 07:41 PM	Om Anand DEMO20260103 · Class VIII-A	UPI on 27 Oct 2026	430219877553	₹2,000.00	Waiting	Verify Reject
28 Oct, 07:40 PM	Mishka Jha DEMO20260104 · Class VIII-A	UPI on 28 Oct 2026	430219876540 Screenshot "Paid for October and November"	₹1,800.00	Waiting	Verify Reject

UPI / Bank Claims — Demo Public School

Screen at a glance

Waiting to verify

Claims not yet checked and the amount claimed.

Waiting 2+ days

Claims older than two days. Parents expect a receipt quickly.

Verified this month	Amount verified this month and number of receipts made.
Rejected	Claims rejected, all time.
Tabs	Waiting, Verified, Rejected, All.
Search	Find by student, admission no., UTR or receipt.
Columns	Sent (date and time), Student, Paid by (UPI or bank, payment date), UTR / reference (with Screenshot link and the parent's note), Amount, Status, Actions.
UPI / bank details (button)	Opens Online Payment, where the school's UPI ID and bank account are set (Admin / Principal).
Fee desk (button on verified rows)	Opens the student on the Fee Desk.

Verify a claim (example: Mishka Jha, Class VIII-A, ₹1,800 by UPI)

- 1 Open **UPI / Bank Claims**. The **Waiting** tab lists the claims, oldest first.

https://coreaxis.info/admin/pay_claims.php

UPI / Bank Claims

Home > Finance > UPI / Bank Claims

UPI / bank details

WAITING TO VERIFY 3 ₹5,400 claimed

WAITING 2+ DAYS 0 Nothing old

VERIFIED THIS MONTH ₹900 1 receipt made

REJECTED 0 All time

Waiting 3 Verified 1 Rejected 0 All 4

Search student, admission no., UTR, receipt...

Oldest first — match each UTR with your bank statement

SENT	STUDENT	PAID BY	UTR / REFERENCE	AMOUNT	STATUS	ACTIONS
26 Oct, 07:42 PM	Kiara Ranjan DEMO20260102 · Class VIII-A	UPI on 26 Oct 2026	430219878566 Screenshot	₹1,600.00	Waiting	Verify Reject
27 Oct, 07:41 PM	Om Anand DEMO20260103 · Class VIII-A	UPI on 27 Oct 2026	430219877553	₹2,000.00	Waiting	Verify Reject
28 Oct, 07:40 PM	Mishka Jha DEMO20260104 · Class VIII-A	UPI on 28 Oct 2026	430219876540 Screenshot "Paid for October and November"	₹1,800.00	Waiting	Verify Reject

3 shown

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Three claims waiting to be checked.

- 2 Read Mishka Jha's claim: UTR **430219876540**, ₹1,800, note "Paid for October and November". Click **Screenshot** to see the parent's proof.

https://coreaxis.info/admin/pay_claims.php

UPI / Bank Claims

Search students, receipts, expenses, ...

Home > Finance > UPI / Bank Claims

UPI / bank details

WAITING TO VERIFY
3
₹5,400 claimed

WAITING 2+ DAYS
0
Nothing old

VERIFIED THIS MONTH
₹900
1 receipt made

REJECTED
0
All time

Waiting 3 Verified 1 Rejected 0 All 4

Search student, admission no., UTR, receipt...

Oldest first — match each UTR with your bank statement

SENT	STUDENT	PAID BY	UTR / REFERENCE	AMOUNT	STATUS	ACTIONS
26 Oct, 07:42 PM	Kiara Ranjan DEMO20260102 - Class VIII-A	UPI on 26 Oct 2026	430219878566 Screenshot	₹1,600.00	Waiting	Verify Reject
	Om Anand DEMO20260103 - Class VIII-A	UPI on 27 Oct 2026	430219877553	₹2,000.00	Waiting	Verify Reject
28 Oct, 07:40 PM	Mishka Jha DEMO20260104 - Class VIII-A	UPI on 28 Oct 2026	430219876540 Screenshot "Paid for October and November"	₹1,800.00	Waiting	Verify Reject

3 shown

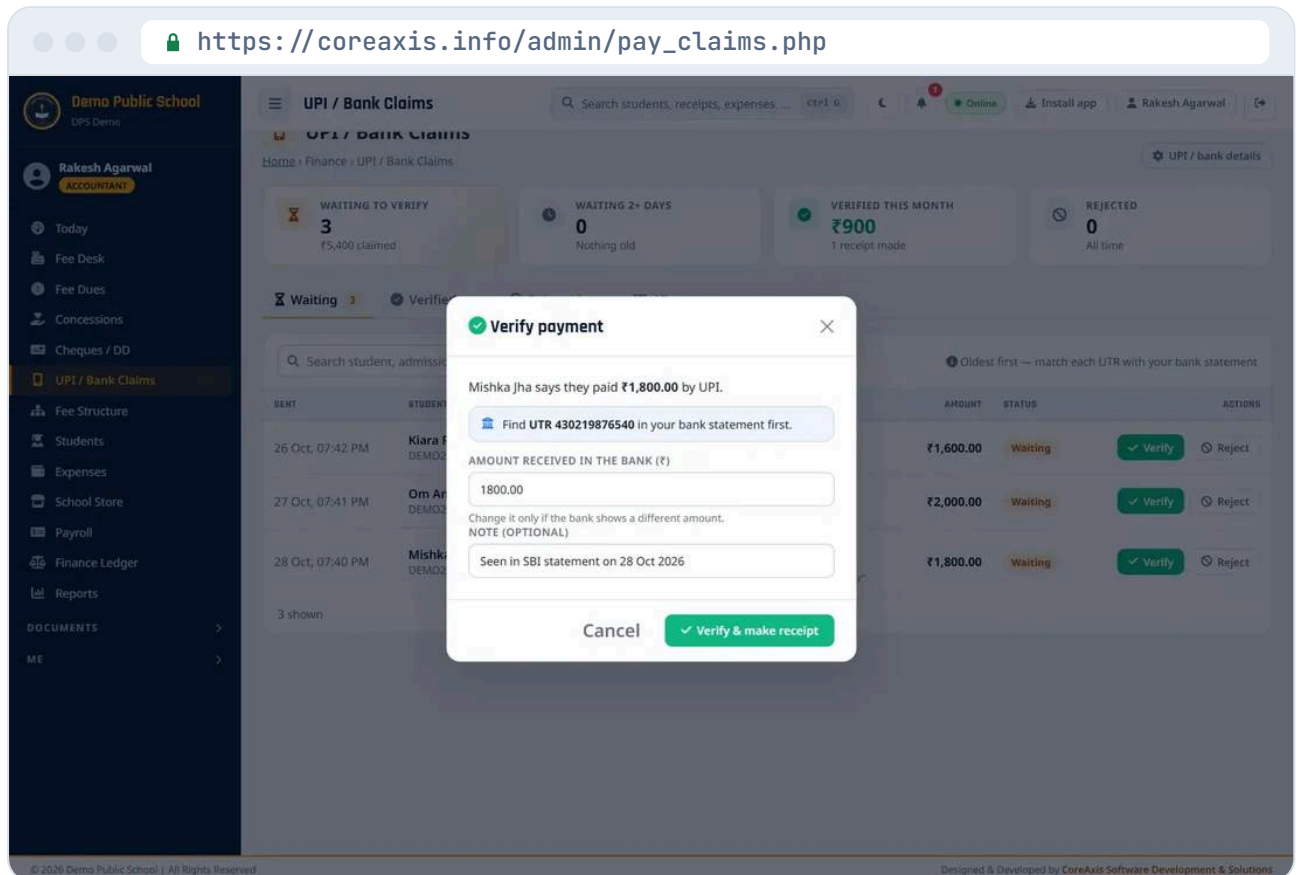
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Match this UTR with the bank statement.

- 3 Open the school's bank statement (net banking or the bank app) and find a credit with the same UTR and amount.
- 4 Click **Verify** on the row.

- 5 Check **Amount received in the bank (₹)**. Change it only if the bank shows a different amount. Type a **Note (optional)**, for example **Seen in SBI statement on 28 Oct 2026**.



The verify window repeats the UTR to look for.

- 6 Click **Verify & make receipt**, then **Verify & make receipt** again in the popup.

- 7 The message shows the new receipt number. The claim moves to **Verified** with the receipt number, and the student's dues go down.

The screenshot shows the 'UPI / Bank Claims' section of the CoreAxis School ERP Admin Portal. The interface includes a sidebar with navigation options like Today, Fee Desk, Fee Dues, Concessions, Cheques / DD, UPI / Bank Claims, Fee Structure, Students, Expenses, School Store, Payroll, Finance Ledger, Reports, DOCUMENTS, and ME. The main content area displays a summary of claims: WAITING TO VERIFY (1 claim, ₹1,600), WAITING 2+ DAYS (0 claims), VERIFIED THIS MONTH (₹2,700, 2 receipts), and REJECTED (1 claim). Below this is a table of verified claims with columns: SENT, STUDENT, PAID BY, UTR / REFERENCE, AMOUNT, STATUS, and ACTIONS. Two claims are shown: one for Mishka Jha (₹1,800.00) and one for Rudransh Pandey (₹900.00). Both are marked as 'Verified' with a 'Fee desk' action button.

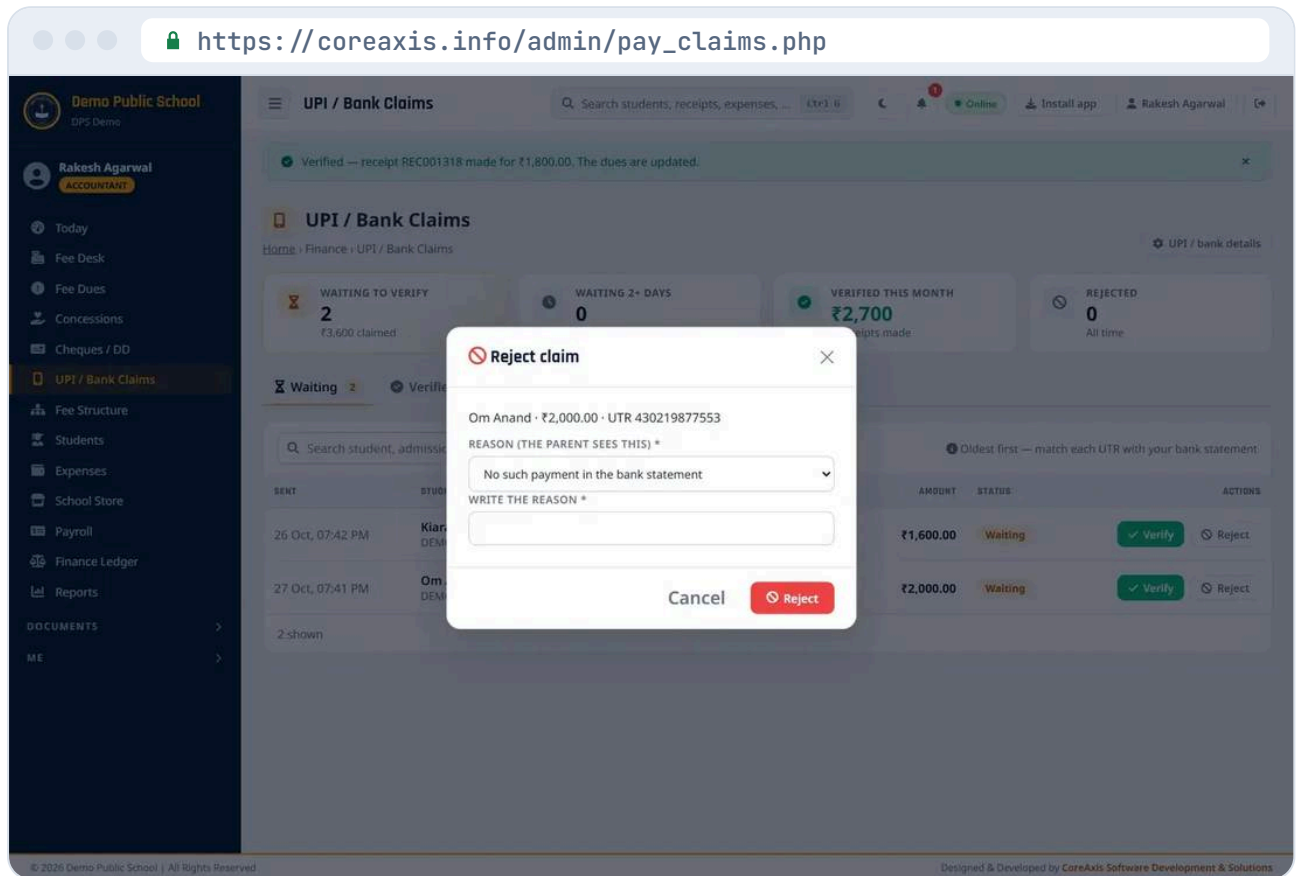
Verified claims with receipt numbers.

TIP The parent sees the receipt in the portal and app straight away.

Reject a claim (example: Om Anand, Class VIII-A, ₹2,000, UTR not in the statement)

- 1 Search the bank statement for UTR **430219877553**. It is not there.
- 2 Click **Reject** on Om Anand's row.

- 3 Choose **Reason (the parent sees this): No such payment in the bank statement**. Other reasons: Amount does not match, UTR / reference number is wrong, Paid to a different account, Duplicate of an earlier claim, Other (write your own).



The parent sees the reason you choose.

- 4 Click **Reject**, then **Reject claim**, then **Yes, proceed** in the second popup.

- 5 The claim moves to **Rejected**. No receipt is made; the parent can send a corrected claim.

The screenshot displays the 'UPI / Bank Claims' section of the CoreAxis School ERP Admin interface. The browser address bar shows 'https://coreaxis.info/admin/pay_claims.php'. The user is logged in as 'Rakesh Agarwal' (ACCOUNTANT). The left sidebar contains a navigation menu with options like Today, Fee Desk, Fee Dues, Concessions, Cheques / DD, UPI / Bank Claims (selected), Fee Structure, Students, Expenses, School Store, Payroll, Finance Ledger, Reports, DOCUMENTS, and ME.

The main content area shows the 'UPI / Bank Claims' dashboard. It includes a search bar, a status filter (Waiting 1, Verified 2, Rejected 1, All 4), and a table of claims. The table has columns: SENT, STUDENT, PAID BY, UTR / REFERENCE, AMOUNT, STATUS, and ACTIONS. One claim is shown, which has been rejected.

SENT	STUDENT	PAID BY	UTR / REFERENCE	AMOUNT	STATUS	ACTIONS
27 Oct, 07:41 PM	Om Anand DEMO20260103 - Class VIII-A	UPI on 27 Oct 2026	430219877553	₹2,000.00	Rejected	Rakesh Agarwal · No such payment in the bank statement.

1 shown

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Rejected claim with the reason.

See all claims

- 1 Open the **All** tab to see waiting, verified and rejected claims together. Kiara Ranjan's claim is still **Waiting** for the bank statement to be checked.

The screenshot displays the 'UPI / Bank Claims' interface. At the top, there's a navigation bar with the school name 'Demo Public School' and the user 'Rakesh Agarwal'. Below this, a sidebar lists various school management options. The main content area shows a summary of claims: 1 claim is 'Waiting to Verify' (₹1,600 claimed), 0 are 'Waiting 2+ Days', ₹2,700 has been 'Verified This Month' (2 receipts made), and 1 claim has been 'Rejected' (All time). A filter bar shows 1 Waiting, 2 Verified, 1 Rejected, and 4 All claims. Below this is a search bar and a table of claims.

SENT	STUDENT	PAID BY	UTR / REFERENCE	AMOUNT	STATUS	ACTIONS
28 Oct, 07:40 PM	Mishka Jha DEMO20260104 · Class VIII-A	UPI on 28 Oct 2026	430219876540 Screenshot "Paid for October and November"	₹1,800.00	Verified REC001318 Rakesh Agarwal · Seen in SBI statement on 28 Oct 2026	Fee desk
27 Oct, 07:41 PM	Om Anand DEMO20260103 · Class VIII-A	UPI on 27 Oct 2026	430219877553	₹2,000.00	Rejected Rakesh Agarwal · No such payment in the bank statement	
26 Oct, 07:42 PM	Kiara Ranjan DEMO20260102 · Class VIII-A	UPI on 26 Oct 2026	430219878566 Screenshot	₹1,600.00	Waiting	Verify Reject
25 Oct, 07:43 PM	Rudransh Pandey DEMO20260101 · Class VII-A	UPI on 25 Oct 2026	430219879579 Screenshot	₹900.00	Verified REC000550 Rakesh Agarwal · Matched in SBI statement	Fee desk

4 shown

All claims with their status.

Questions

The parent paid ₹1,800 but the bank shows ₹1,500.

Verify with ₹1,500 in Amount received in the bank and write a note. The receipt is made for ₹1,500, and the rest stays due.

Where do parents get the QR code?

In the parent portal and app, when UPI / bank transfer is switched on in Online Payment. The amount and admission no. are filled in for them.

Does the school pay a fee on these payments?

No. The money goes straight to the school's account. Only the Razorpay gateway charges a fee.

Can a parent send a second claim for the same dues by mistake?

The portal makes it unlikely. While a claim is waiting, the parent's Fees page shows the amount being checked and only what is left to pay, and Pay by UPI starts at that amount (₹0 when the claim covers the dues). If a duplicate still arrives, reject it with the reason Duplicate of an earlier claim.

FINANCE · CHAPTER 29

Fee Structure

Admin

Principal

Accountant (view only)

MENU Finance > Fee Structure (Accountant: Fee Structure)

Fee Structure decides what every student is billed: the fee heads, the amount of each head for each class, whether tuition is billed monthly or in instalments, the late-fee rule, the cheque bounce charge and extra charges such as exam fee, transport or hostel. Admin / Principal can change it; accountants can see it but not save changes. Changes affect every student's dues, so plan them before the session starts.

The screenshot shows the 'Fee Structure' page in the Demo Public School ERP system. The page is accessed via the URL `https://coreaxis.info/admin/fee_structure.php`. The user is logged in as Satyajeet Kr. Singh, Principal. The interface includes a sidebar menu with options like Dashboard, Students, Academics, Finance, and Staff. The main content area displays the 'Fee Structure' configuration for the current session. It shows a 'MONTHLY TUITION' of ₹400 – ₹1,200 for 12 classes and 3 fee heads. The 'INSTALLMENT PLAN' is set to 'Monthly'. The 'LATE FEE' is 'Off'. There are '0 active' extra charges. The 'Monthly fee billing' section indicates that all students are billed from the start of the session. The 'Fee Heads (3)' section lists Tuition Fee (Monthly), Annual Charges (Annual), and Examination Fee (Annual). The 'Set Fee for a Class' section shows 'Class Play-A' selected. The 'Class-wise Fee Summary' section is also visible.

Fee Structure — Demo Public School

Screen at a glance

Monthly tuition

Lowest to highest monthly tuition across classes (₹400 – ₹1,200), number of classes and fee heads.

Instalment plan	How tuition is billed: Monthly, Quarterly, Termly, Half-yearly, Annual or Custom.
Late fee	On or Off, with the rule.
Extra charges	Number of active extra charges (transport, hostel, exam, annual ...).
Class fees tab	Fee Heads list, Set Fee for a Class and the Class-wise Fee Summary.
Instalment plan tab	School plan and a different plan for some classes.
Late fee & bounce tab	Late-fee rule and the Cheque / DD bounce charge.
Extra charges tab	One-time or monthly charges for all students, a class, one student, a transport route or hostel students.
Add fee head (button)	Creates a new head such as Smart Class Fee (Admin / Principal).

See and set the fees of a class (example: Class IV-A)

- 1 Open **Fee Structure**. The **Class fees** tab opens first. Until you choose a class, **Set Fee for a Class** says "Choose a class above to set its fees."

The screenshot shows the 'Fee Structure' page in the CoreAxis School ERP system. The browser address bar displays 'https://coreaxis.info/admin/fee_structure.php'. The page header includes a search bar, user profile (Satyajeet Kr. Singh), and status (Online). The left sidebar lists various modules, with 'Fee Structure' highlighted under the 'FINANCE' section. The main content area features four KPI cards: 'MONTHLY TUITION' (₹400 - ₹1,200), 'INSTALMENT PLAN' (Monthly), 'LATE FEE' (Off), and 'EXTRA CHARGES' (0 active). Below these are four tabs: 'Class fees', 'Instalment plan', 'Late fee & bounce', and 'Extra charges'. The 'Class fees' tab is active, showing 'Monthly fee billing' information and a 'Re-price this session (corrections only)' button. Below this, 'Fee Heads (3)' are listed: 'Tuition Fee' (Monthly), 'Annual Charges' (Annual), and 'Examination Fee' (Annual). At the bottom, there is a 'Set Fee for a Class' section with a dropdown menu set to 'Class Play-A' and a 'Class-wise Fee Summary' button. The footer contains copyright information and the developer's name.

KPI cards and the four tabs.

- 2 In **Set Fee for a Class**, choose **Class IV-A**. Each fee head shows its amount:
Tuition Fee (Monthly) ₹800, Annual Charges (Annual) ₹1,500, Examination Fee (Annual) ₹600.

The screenshot shows the 'Set Fee for a Class' interface for Class IV-A. The form is titled 'Amounts for Class IV-A' and 'Set Fee for a Class'. It includes a search bar and a dropdown menu for 'Class IV-A'. The form contains three input fields for fees, each with a 'Save Structure' button:

- Tuition Fee (Monthly): ₹ 800.00
- Annual Charges (Annual): ₹ 1500.00
- Examination Fee (Annual): ₹ 600.00

On the right, there is a 'Class-wise Fee Summary' table showing fees for various classes:

Class	Monthly	Annual	One-time
Class Play-A Tuition ₹400/month	₹0	₹0	₹0
Class Nursery-A Tuition ₹500/month	₹0	₹0	₹0
Class KG-A Tuition ₹600/month	₹0	₹0	₹0
Class I-A Tuition ₹700/month	₹0	₹0	₹0
Class II-A Tuition ₹700/month	₹0	₹0	₹0
Class III-A Tuition ₹800/month	₹0	₹0	₹0
Class IV-A Tuition ₹800/month	₹800	₹2,100	₹0
Class V-A Tuition ₹900/month	₹900	₹2,100	₹0
Class VI-A Tuition ₹1,000/month	₹1,000	₹2,100	₹0
Class VII-A Tuition ₹1,000/month	₹1,000	₹2,100	₹0
Class VIII-A Tuition ₹1,100/month	₹1,100	₹2,100	₹0
Class IX-A Tuition ₹1,200/month	₹0	₹0	₹0

Amounts of each head for Class IV-A.

- 3 To change an amount, type the new figure and click **Save Structure**, then **Confirm** (Admin / Principal).

- 4 Check the **Class-wise Fee Summary** on the right. Under each class name you see its monthly tuition from the Classes page, for example "Tuition ₹800/month (class fee)". The **Monthly** column starts from that class fee and adds any other monthly heads (quarterly heads ÷ 3); **Annual** and **One-time** add up the heads set for that class (Class IV-A: Monthly ₹800, Annual ₹2,100).

The screenshot shows the 'Fee Structure' page in the CoreAxis School ERP system. The left sidebar contains a navigation menu with options like Dashboard, Students, Academics, Exams, Finance, Staff, Campus, Communicate, Insights, Settings, and Me. The main content area has a form for setting fees with fields for Tuition Fee (Monthly), Annual Charges (Annual), and Examination Fee (Annual), each with a value of ₹ 0. A 'Save Structure' button is below the form. On the right, a table titled 'Monthly starts from the class fee' displays the fee structure for various classes.

Class	Monthly	Annual	One-time
Class Play-A Tuition ₹400/month (class fee)	₹400	₹0	₹0
Class Nursery-A Tuition ₹500/month (class fee)	₹500	₹0	₹0
Class KG-A Tuition ₹600/month (class fee)	₹600	₹0	₹0
Class I-A Tuition ₹700/month (class fee)	₹700	₹0	₹0
Class II-A Tuition ₹700/month (class fee)	₹700	₹0	₹0
Class III-A Tuition ₹800/month (class fee)	₹800	₹0	₹0
Class IV-A Tuition ₹800/month (class fee)	₹800	₹2,100	₹0
Class V-A Tuition ₹900/month (class fee)	₹900	₹2,100	₹0
Class VI-A Tuition ₹1,000/month (class fee)	₹1,000	₹2,100	₹0
Class VII-A Tuition ₹1,000/month (class fee)	₹1,000	₹2,100	₹0
Class VIII-A Tuition ₹1,100/month (class fee)	₹1,100	₹2,100	₹0
Class IX-A Tuition ₹1,200/month (class fee)	₹1,200	₹0	₹0

Summary of all classes: Monthly starts from each class's tuition fee.

TIP Months already billed keep their old price. Admin can use the re-price option on this tab to change months already billed for a class.

TIP Monthly tuition is billed from the class's monthly fee (Academics > Classes). A Tuition Fee head here is the same fee, not an extra one; if its amount differs from the class fee, the summary shows a warning under the class name.

Add a fee head (example: Smart Class Fee, monthly)

- 1 Click **Add fee head**, then **Add fee head** in the popup.

- 2 Type the **Head name**, for example **Smart Class Fee**, and choose its type: Monthly, Quarterly, Annual or One-time.

New fee head form.

- 3 Click **Add Head** and confirm. The message "Fee head added. It can now be collected at the Fee Desk." appears. Then set its amount for each class in **Set Fee for a Class**.

TIP Every Fee Structure head is also a **Fee head** (Annual Charges, Examination Fee, Smart Class Fee ...).

IMPORTANT Deleting a fee head is permanent. Do it only for a head that was created by mistake.

Instalment plan

- 1 Open the **Instalment plan** tab.

The screenshot shows the 'Fee Structure' page in the CoreAxis School ERP system. The left sidebar contains a navigation menu with options like Dashboard, Students, Academics, Exams, Finance, and Staff. The 'Finance' section is expanded, showing 'Fee Structure' as the selected option. The main content area has a header with a search bar and user profile. Below the header, there are four cards representing different fee types: Monthly Tuition, Instalment Plan, Late Fee, and Extra Charges. The 'Instalment Plan' card is highlighted, and its details are shown in a form below. The form includes a 'SCHOOL PLAN' dropdown menu set to 'Monthly', a text area explaining the billing cycle, and a 'Save Instalment plan' button.

School plan and class-wise plans.

- 2 Choose the **School plan**: Monthly, Quarterly (4 instalments), Termly (3), Half-yearly (2), Annual (1) or Custom (tick the months where an instalment starts). The demo school bills Monthly.
- 3 Under **Different plan for some classes**, choose another plan for a class if needed, for example Quarterly for Class VIII.
- 4 Click **Save instalment plan** and confirm. Every student's dues are rebuilt; money already paid stays as an advance.

TIP With an instalment plan, all months of an instalment fall due together on its due date (its first month + the late-fee due day, 10). The Fee Desk then shows instalment chips instead of month chips.

Late fee rule (example: ₹50 per late month after the 15th, up to ₹200)

The demo school has the late fee switched off. The example below shows how a school would fill it.

1 Open the **Late fee & bounce** tab.

The screenshot shows the 'Fee Structure' page in the CoreAxis School ERP system. The 'Late fee & bounce' tab is selected. The 'Late fee' section is currently set to 'Off'. The 'Cheque / DD bounce charge' section is set to ₹500.

Fee Structure

Home > Finance > Fee Structure

MONTHLY TUITION
₹400 – ₹1,200
12 classes · 3 fee heads

INSTALMENT PLAN
Monthly
Same plan for every class

LATE FEE
Off
No late fee is charged

EXTRA CHARGES
0 active
Transport, hostel, exam, annual...

Class fees Instalment plan **Late fee & bounce** Extra charges

Late fee (tuition only) Off

Charged on each month's **unpaid tuition** after the due date (+ grace days) — on an instalment plan once per instalment, after its due date — as its own line under the head **Late Fee**, never mixed into tuition. Once a month's tuition is fully paid, its late fee is **fixed at the amount reached on the payment date** and stays payable (or can be waived) at the fee desk. Months before **Apply from** never get a late fee, so switching it on does not fine old payments.

LATE FEE **DUE DAY OF MONTH** **GRACE DAYS** **CHARGED AS** **AMOUNT (₹)**

Off 10 0 Flat per late month e.g. 100

MAX PER MONTH (₹, 0 = NO CAP) **APPLY FROM** **APPLIES TO**

0 October 2026 Tuition only

Save late fee

Cheque / DD bounce charge

When a cheque / DD is marked **Bounced** (Finance → [Cheques / DD](#)), its receipts are reversed, the months fall due again and this amount is added to the student's dues under **Cheque Bounce Charges**. It can be changed for each cheque; 0 = no

CHARGE (₹)

500 **Save**

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Late fee (Off) and the cheque bounce charge (₹500).

2 Set **Late fee** to **On**.

3 Type **Due day of month** 10 and **Grace days** 5. The late fee starts after the 15th.

4 Choose **Charged as: Flat per late month** (or Per day late) and type **Amount (₹)** 50.

- 5 Type **Max per month (₹, 0 = no cap)** 200 and choose **Apply from**, for example October 2026.

Example late-fee rule (not saved in the demo school).

- 6 Click **Save late fee** and confirm. Every student's late-fee lines are recalculated.

TIP The late fee is charged on tuition only, as its own Late Fee line. Months before Apply from never get a late fee. Admin can waive a late fee at the Fee Desk.

Cheque bounce charge

- 1 On the **Late fee & bounce** tab, find **Cheque / DD bounce charge**.
- 2 Type the **Charge (₹)** (₹500 in the demo school; 0 = no charge) and click **Save**.
- 3 The office can still change the charge for a single cheque when it records the bounce.

Add an extra charge (example: Half-Yearly)

Exam Fee ₹300 for Class V in November)

- 1 Open the **Extra charges** tab and click **Add charge**.

The screenshot displays the 'Fee Structure' page in the CoreAxis School ERP system. The page is titled 'Fee Structure' and includes a search bar and user profile at the top. The left sidebar shows the user 'Satyaajeet Kr. Singh' and various menu items. The main content area shows the 'Fee Structure' section with tabs for Class fees, Instalment plan, Late fee & bounce, and Extra charges. The 'Extra charges' tab is active, showing a table with columns: Charge, Head, For, Amount, When, Billed. Below the table, it says 'No extra charges yet' and 'Add exam fee, annual charges, transport and other charges here.'

Extra charges list (empty in the demo school).

- 2 Type **Charge name** **Half-Yearly Exam Fee**.
- 3 In **Paid under head**, choose an existing head or — **New head** — and type **Exam Fee** in **New head name**.
- 4 Set **Charge to A class** and choose **Class V**. Other choices: All students, One student (admission no.), a transport route (fixed amount or each student's route fare) or hostel students (room fee).

- 5 Type **Amount (₹)** 300 , set **Billed** to **Once** and **In month** to **November**. For a monthly charge choose **Every month** with a first and last month.

The screenshot shows the 'Add charge' modal form in the CoreAxis School ERP Fee Structure interface. The form is filled with the following details:

- CHARGE NAME ***: Half-Yearly Exam Fee
- PAID UNDER HEAD ***: — New head —
- NEW HEAD NAME**: Exam Fee
- CHARGE TO**: A class
- CLASS**: Class V
- AMOUNT (₹) ***: 300
- BILLED**: Once
- IN MONTH**: November

Below the form, a note states: "A line is billed only once its month arrives, in the student's billed months (same as tuition). A new charge is billed for its months that have already passed; later changes (and transport / class changes) apply from the current month, months already billed are kept."

The modal has 'Cancel' and 'Save charge' buttons at the bottom right.

The filled Add charge form.

- 6 Click **Save charge** and confirm. Each student of Class V gets a ₹300 line in November under Exam Fee.

TIP Use the pause icon to stop billing a charge from this month; months already billed stay. Payments under tuition never reduce an extra charge, and the other way round.

Questions

Can an accountant change the fee structure?

No. Accountants can view it. Only the Principal or an Admin can save changes.

We raised the tuition from October. Will April–September change?

No. Months already billed keep their price. New months use the new amount.

How is transport fee billed?

Add an extra charge with Charge to = Transport route and Amount = Each student's route fare. It is billed monthly to students assigned to a route.

Why do the Fee Desk and Fee Structure show the same heads?

They share one list. A head added here is added to the Fee Desk's Fee head list at once, so any head you bill can also be collected.

FINANCE · CHAPTER 30

Online Payment

Admin

Principal

MENU Finance › Online Payment

This page decides how parents can pay from the portal and the app. UPI / bank transfer sends the money straight to the school's own account with no gateway fee; the office then verifies the parent's claim in UPI / Bank Claims. The Razorpay gateway accepts cards, UPI, net-banking and wallets and makes the receipt automatically, but Razorpay charges a small fee per payment. Only Admin / Principal see this page.

The screenshot displays the 'Online Payment' settings page. The top navigation bar includes 'Online Payment' and a search bar. The left sidebar lists various school management functions. The main content area is divided into two columns. The left column contains the 'Razorpay gateway' section, which is currently 'Off'. It includes a description of the gateway, a toggle switch, and fields for 'KEY ID' and 'KEY SECRET'. The right column contains the 'UPI / bank transfer' section, which is currently 'On'. It includes a description, a toggle switch, and fields for 'UPI ID' and 'NAME SHOWN TO PARENTS'. Below these sections is a QR code for UPI payments and a section for 'Bank account (NEFT / IMPS) optional' with fields for 'ACCOUNT HOLDER' and 'ACCOUNT NUMBER'.

Online Payment — Demo Public School

Screen at a glance

Razorpay

On or Off.

UPI / bank transfer

On or Off.

Claims to verify	Parent claims waiting in UPI / Bank Claims, with the amount.
Online this month	Online receipts this month.
UPI / Bank Claims (button)	Opens the claims page; the number shows claims waiting.
How a UPI / bank payment works	Four steps: parent pays, parent sends the UTR, office checks, verify makes the receipt.
Latest online payments	Recent online receipts (UPI verified or gateway), with a link to the Bank Book.

Set the UPI ID and QR for parents (example: demopublicschool@sbi)

1 Open **Online Payment**.

The screenshot shows the 'Online Payment' settings page in the CoreAxis School ERP system. The page is titled 'Online Payment' and has a breadcrumb trail: Home > Finance > Online Payment. The page is divided into several sections:

- Summary Cards:**
 - RAZORPAY Off:** Card, UPI, net-banking via gateway.
 - UPI / BANK TRANSFER On:** Parents pay straight to your account.
 - CLAIMS TO VERIFY 2:** ₹2,600 · 1 waiting 2+ days.
 - ONLINE THIS MONTH ₹94,900:** 128 online receipts.
- Razorpay gateway:** A toggle switch is set to 'Off'. Below it, there is a section for 'Parents can pay with Razorpay' with a toggle switch set to 'Off'. The 'KEY ID' field contains 'rzp_live_XXXXXXX' and the 'KEY SECRET' field contains 'Paste the Key Secret'. A note says 'Razorpay dashboard → Account & Settings → API Keys. Use test keys to try it safely.' There is a 'Save Razorpay' button and a link 'No account? Create one free!'
- UPI / bank transfer:** A toggle switch is set to 'On'. Below it, there is a section for 'Parents can pay by UPI / bank transfer' with a toggle switch set to 'On'. The 'UPI ID' field contains 'demopublicschool@sbi' and the 'NAME SHOWN TO PARENTS' field contains 'Demo Public School'. A 'Preview' section shows a QR code and a sample UPI payment link: 'upi://pay?pa=demopublicschool%40sbi&pn=Demo%20Public%20School&cu=INR&tn=Fee%20ADH-NO'.
- Bank account (NEFT / IMPS) optional:** Fields for 'ACCOUNT HOLDER' and 'ACCOUNT NUMBER' are visible.

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Online Payment with the Razorpay and UPI / bank transfer cards.

2 In **UPI / bank transfer**, switch on **Parents can pay by UPI / bank transfer**.

- 3 Type the school's **UPI ID**, for example `demopublicschool@sbi` , and **Name shown to parents**, `Demo Public School` .

https://coreaxis.info/admin/payment_settings.php

Online Payment

Razorpay gateway OFF

Card, UPI, net-banking and wallets. The gateway confirms each payment, so the receipt is made **automatically**. Razorpay charges a small fee per payment.

Parents can pay with Razorpay OFF

"Pay online" button in the student portal and the app

KEY ID

rzp_live_XXXXXXX

KEY SECRET

Paste the Key Secret

Razorpay dashboard → Account & Settings → API Keys. Use **test** keys to try it safely.

Save Razorpay [No account? Create one free](#)

UPI / bank transfer ON

Parents pay to **your own** UPI ID or bank account — no gateway fee. They send the UTR number; your office **verifies it** against the bank statement, then the receipt is made.

Parents can pay by UPI / bank transfer ON

Shows your QR and account details in the portal

UPI

UPI ID

demopublicschool@sbi

NAME SHOWN TO PARENTS

Demo Public School

UPI ID and name Preview

Any UPI app (Gpay, PhonePe, Paytm, BHIM) can scan this.

In the portal the amount and the student's admission no. are filled in for the parent.

upi://pay?pa=demopublicschool1348sb18pn=Demo%20Pub11c3205choo18cu=1NR8&tn=Fee%20ADM-180

Bank account (NEFT / IMPS) optional

ACCOUNT HOLDER

ACCOUNT NUMBER

IFSC

SBIN003111

BANK & BRANCH

State Bank of India Boring Road, Pa

NOTE FOR PARENTS (optional)

e.g. Write the admission no. in the payment remark.

Save UPI / bank

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UPI ID and name, with a live QR preview.

- 4 Check the **Preview**. Scan the QR with your own UPI app to make sure the school's name appears. In the portal the amount and the student's admission no. are filled in for the parent.

- 5 Optionally fill **Bank account (NEFT / IMPS): Account holder, Account number, IFSC, Bank & branch**, and a **Note for parents** such as **Write the admission no. in the payment remark.**

https://coreaxis.info/admin/payment_settings.php

Online Payment

Razorpay dashboard → Account & Settings → API Keys. Use test keys to try it safely.

[Save Razorpay](#) [No account? Create one free](#)

Preview
Any UPI app (GPay, PhonePe, Paytm, BHIM) can scan this.
In the portal the amount and the student's admission no. are filled in for the parent.
upi://pay?pa=demopublicschool%40sb1&pn=Demo%20Public%20School&cu=11R&tn=Fee%20ADM-NO

Bank account (NEFT / IMPS) optional

ACCOUNT HOLDER: ACCOUNT NUMBER:

IFSC: SBIN0003111 BANK & BRANCH: State Bank of In Boring Road, Pa

Bank account (optional)
e.g. Write the admission no. in the payment remark.

[Save UPI / bank](#)

How a UPI / bank payment works

- Parent pays**
Scans your QR (amount filled in) or sends NEFT / IMPS to your account.
- Parent sends the UTR**
In the portal: amount, UTR / reference and an optional screenshot.
- Office checks**
In **UPI / Bank Claims**, match the UTR with the bank statement.
- Verify → receipt**
The receipt is made and the dues go down. A wrong claim is rejected with a reason.

Latest online payments

WHEN	STUDENT	VIA	RECEIPT	AMOUNT
28 Oct, 07:34 PM	Mishka Jha DEMO20260104	UPI (verified)	REC001319	₹700

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Bank details are optional.

- 6 Click **Save UPI / bank** and confirm.

TIP Use only the school's own current account UPI ID, never a staff member's personal UPI.

Razorpay gateway

Razorpay is optional. It is Off in the demo school.

- 1 Create a Razorpay account (link **No account? Create one free**) and finish its KYC.
- 2 In the Razorpay dashboard open **Account & Settings > API Keys** and make a key pair.

- 3 Paste the **Key ID** and **Key Secret** here, switch on **Parents can pay with Razorpay** and click **Save Razorpay**. Try test keys first.

The screenshot shows the 'Online Payment' settings page in the CoreAxis School ERP Admin Panel. The URL is `https://coreaxis.info/admin/payment_settings.php`. The page is divided into two main sections: 'Razorpay gateway' and 'UPI / bank transfer'.

Razorpay gateway: This section is currently 'Off'. It includes a description: 'Card, UPI, net-banking and wallets. The gateway confirms each payment, so the receipt is made automatically. Razorpay charges a small fee per payment.' Below this, there is a toggle for 'Parents can pay with Razorpay' which is currently off. The 'KEY ID' field contains 'rzp_live_XXXXXXX'. The 'KEY SECRET' field is empty with a placeholder 'Paste the Key Secret'. A note below the fields says 'Razorpay dashboard → Account & Settings → API Keys. Use test keys to try it safely.' There is a 'Save Razorpay' button and a link 'No account? Create one free!'. A yellow box highlights the 'Parents can pay with Razorpay' toggle and the 'KEY ID' and 'KEY SECRET' fields.

UPI / bank transfer: This section is currently 'On'. It includes a description: 'Parents pay to your own UPI ID or bank account — no gateway fee. They send the UTR number; your office verifies it against the bank statement, then the receipt is made.' Below this, there is a toggle for 'Parents can pay by UPI / bank transfer' which is currently on. The 'UPI' section has a 'UPI ID' field containing 'demopublicschool@sbi' and a 'NAME SHOWN TO PARENTS' field containing 'Demo Public School'. There is a 'Preview' section with a QR code and a text description: 'Any UPI app (GPay, PhonePe, Paytm, BHIM) can scan this. In the portal the amount and the student's admission no. are filled in for the parent.' Below the QR code is a long UPI string: 'upi://pay?pa=demopublicschool1348sb18pn=Demo%20Pub11c3205choo1&cu=11R8&tn=Fee%20ADM-160'. The 'Bank account (NEFT / IMPS) optional' section has fields for 'ACCOUNT HOLDER', 'ACCOUNT NUMBER', 'IFSC' (containing 'SBIN0003111'), and 'BANK & BRANCH' (containing 'State Bank of In' and 'Boring Road, Pa'). There is a 'NOTE FOR PARENTS (optional)' field with a placeholder 'e.g. Write the admission no. in the payment remark.' and a 'Save UPI / bank' button.

The footer of the page shows '© 2026 Demo Public School | All Rights Reserved' and 'Designed & Developed by CoreAxis Software Development & Solutions'.

Razorpay section. Keys are entered by the school's Admin only.

- 4 Parents then see a **Pay online** button in the portal and the app. Each successful payment makes a receipt automatically.

IMPORTANT The Key Secret is like a password. Enter it yourself and never share it by message or email.

How a UPI / bank payment flows

- 1 Parent pays: scans your QR or sends NEFT / IMPS. Parent sends the UTR, amount and screenshot in the portal. Office checks the UTR in UPI / Bank Claims. Verify makes the receipt and lowers the dues.

https://coreaxis.info/admin/payment_settings.php

Online Payment

Search students, receipts, staff, page...

Bank account (NEFT / IMPS) optional

ACCOUNT HOLDER: ACCOUNT NUMBER:

IFSC: SBIN0003111 BANK & BRANCH: State Bank of In Boring Road, Pa

NOTE FOR PARENTS (optional)
e.g. Write the admission no. in the payment remark.

Save UPI / bank

How a UPI / bank payment works

- 1 Parent pays**
Scans your QR (amount filled in) or sends NEFT / IMPS to your account.
- 2 Parent sends the UTR**
In the portal: amount, UTR / reference and an optional screenshot.
- 3 Office checks**
In **UPI / Bank Claims**, match the UTR with the bank statement.
- 4 Verify -- receipt**
The receipt is made and the dues go down. A wrong claim is rejected with a reason.

Latest online payments

WHEN	STUDENT	VIA	RECEIPT	AMOUNT
28 Oct, 07:34 PM	Mishka Jha DEMO20260104	UPI (verified)	REC001319	₹700
28 Oct, 07:34 PM	Mishka Jha DEMO20260104	UPI (verified)	REC001318	₹1,100
28 Oct, 07:16 PM	Dhruv Srivastava DEMO20260025	UPI (verified)	REC001315	₹900

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The four steps and the latest online payments.

Questions

Can we use both UPI and Razorpay?

Yes. Parents then see both choices in the portal.

Why can't the accountant see this page?

Payment settings decide where the school's money goes, so only Admin / Principal can open them. Accountants work in UPI / Bank Claims.

A parent has a UPI claim waiting. What does Pay online offer?

Only what is left after the claims being checked. If the waiting claim covers the dues, the portal says there is nothing more to pay for now.

FINANCE · CHAPTER 31

Expenses

Admin

Principal

Accountant

MENU Finance > Expenses (Accountant: Expenses)

Expenses holds every bill the school pays, other than staff salary (salary is entered in Payroll). Each expense goes into the Cash Book or Bank Book and the Income & Expenditure statement. The page also shows the month's total, the biggest head and the last six months.

The screenshot displays the 'Expenses' page for Demo Public School. The interface includes a sidebar with navigation options like Today, Fee Desk, Concessions, Cheques / DD, UPI / Bank Claims, Fee Structure, Students, Expenses (highlighted), School Store, Payroll, Finance Ledger, Reports, DOCUMENTS, and ME. The top navigation bar shows the user as Rakesh Agarwal, Accountant, with options to search, install the app, and export CSV. The main content area features a summary of expenses for October 2026, including a total of ₹47,180 (7 bills), a 12% decrease from September, and a breakdown by head with 'Bus Diesel' as the biggest head at ₹16,740. A table lists individual bills with columns for Date, Head, Paid To, Mode, Amount, and Actions. The table includes entries for Sports Equipment, Printing, Housekeeping, Internet & Phone, Bus Diesel, Stationery, and Electricity Bill. A 'By head' summary and a 'Last 6 months' trend are also shown.

DATE	HEAD	PAID TO	MODE	AMOUNT	ACTIONS
18 Oct	Sports Equipment Sports Equipment — October 2026	Khel Bhandar	Cash	₹5,540.00	[Edit] [Delete]
16 Oct	Printing Printing — October 2026	Patna Offset Printers	Cash	₹2,900.00	[Edit] [Delete]
14 Oct	Housekeeping Housekeeping — October 2026	Clean Bihar Services	Cash	₹9,450.00	[Edit] [Delete]
12 Oct	Internet & Phone Internet & Phone — October 2026	Airtel Business	Online	₹2,310.00	[Edit] [Delete]
10 Oct	Bus Diesel Bus Diesel — October 2026	Indian Oil — Bailey Road	Online	₹16,740.00	[Edit] [Delete]
06 Oct	Stationery Stationery — October 2026	Gupta Book Depot	Cash	₹4,120.00	[Edit] [Delete]
04 Oct	Electricity Bill Electricity Bill — October 2026	North Bihar Power Distribution Co.	Online	₹6,120.00	[Edit] [Delete]

Expenses — Demo Public School

Screen at a glance

Month bar

Previous / next month arrows, This month, a month picker and a search box (head, paid to, note).

Spent in (month)

Total of the month and number of bills.

Vs (last month)

Change against the month before, in percent.

Biggest head	The head with the most spending this month and its share.
Session	Expenses so far this session (salary not included).
Bills table	Date, Head (with description), Paid to, Mode, Amount, Actions (edit, delete).
By head	Spending per head for the month. Click a head to filter.
Last 6 months	Month totals. Click a month to open it.
Paid by	Cash against Online / Cheque.
Export CSV	Downloads the bills of the selected month.

Add an expense (example: Diwali decoration, ₹3,450 cash)

- 1 Open **Expenses** and click **Add expense**, then **Add expense** in the popup.

The screenshot displays the 'Expenses' page for October 2026. The main content area includes a summary of expenses for the month, a table of bills, and a 'By head' summary. The sidebar on the left contains navigation options for the user 'Rakesh Agarwal'.

Expenses Summary:

- SPENT IN OCT 2026:** ₹47,180 (7 bills)
- VS SEP:** -12% (₹53,400 last month)
- BIGGEST HEAD:** Bus Diesel (₹16,740 - 35% of the month)
- SESSION 2026-27:** ₹3,73,110 (Expenses so far (salary is separate))

Bills — October 2026 (7 · ₹47,180.00)

DATE	HEAD	PAID TO	MODE	AMOUNT	ACTIONS
18 Oct	Sports Equipment Sports Equipment — October 2026	Khel Bhandar	Cash	₹5,540.00	[Edit] [Delete]
16 Oct	Printing Printing — October 2026	Patna Offset Printers	Cash	₹2,900.00	[Edit] [Delete]
14 Oct	Housekeeping Housekeeping — October 2026	Clean Bihar Services	Cash	₹9,450.00	[Edit] [Delete]
12 Oct	Internet & Phone Internet & Phone — October 2026	Airtel Business	Online	₹2,310.00	[Edit] [Delete]
10 Oct	Bus Diesel Bus Diesel — October 2026	Indian Oil — Bailey Road	Online	₹16,740.00	[Edit] [Delete]
06 Oct	Stationery Stationery — October 2026	Gupta Book Depot	Cash	₹4,120.00	[Edit] [Delete]
04 Oct	Electricity Bill Electricity Bill — October 2026	North Bihar Power Distribution Co.	Online	₹6,120.00	[Edit] [Delete]

By head (Oct 2026)

Head	Amount
Bus Diesel 1 bill	₹16,740
Housekeeping 1 bill	₹9,450
Electricity Bill 1 bill	₹6,120
Sports Equipment 1 bill	₹5,540
Stationery 1 bill	₹4,120
Printing 1 bill	₹2,900
Internet & Phone 1 bill	₹2,310

Last 6 months

Month	Amount
Oct 2026 - shown above	₹47,180
Sep 2026	₹53,400
Aug 2026	₹57,630

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Expenses for October 2026.

- 2 Type the **Expense head**, for example **Diwali Decoration**. Existing heads appear as suggestions; reuse them so the reports group correctly.

- 3 Type **Amount (₹)** 3450 and set **Date** to 27-10-2026.
- 4 Type **Paid to** Shree Ganesh Flowers & Lights, Boring Road and choose **Payment mode** Cash.
- 5 Write a **Description**, for example Marigold garlands, diyas and LED lights for the Diwali assembly .

The screenshot shows the 'Add expense' form in the CoreAxis School ERP system. The form is filled with the following data:

- EXPENSE HEAD ***: Diwali Decoration
- AMOUNT (₹) ***: 3450
- DATE ***: 27-10-2026
- PAID TO**: Shree Ganesh Flowers & Lights, Boring Road
- PAYMENT MODE**: Cash
- DESCRIPTION**: Marigold garlands, diyas and LED lights for the Diwali assembly

The background interface shows the 'Expenses' page with a list of expenses and a sidebar with navigation options. The URL in the browser is <https://coreaxis.info/accountant/expenses.php>.

The filled Add expense form.

6 Click **Save**, then **Confirm**. The bill appears at the top of the list.

The screenshot displays the 'Expenses' page for October 2026. The main table lists bills with columns for date, description, vendor, mode, and amount. A new expense for 'Diwali Decoration' is highlighted. The right panel shows a 'By head' breakdown of expenses.

DATE	DESCRIPTION	VENDOR	MODE	AMOUNT
27 Oct	Diwali Decoration Marigold garlands, diyas and LED lights for the Diwali assembly	Shree Ganesh Flowers & Lights, Boring Road	Cash	₹3,450.00
18 Oct	Sports Equipment Sports Equipment — October 2026	Khel Bhandar	Cash	₹5,540.00
16 Oct	Printing Printing — October 2026	Patna Offset Printers	Cash	₹2,900.00
14 Oct	Housekeeping Housekeeping — October 2026	Clean Bihar Services	Cash	₹9,450.00
12 Oct	Internet & Phone Internet & Phone — October 2026	Airtel Business	Online	₹2,310.00
10 Oct	Bus Diesel Bus Diesel — October 2026	Indian Oil — Bailey Road	Online	₹16,740.00
06 Oct	Stationery Stationery — October 2026	Gupta Book Depot	Cash	₹4,120.00
04 Oct	Electricity Bill Electricity Bill — October 2026	North Bihar Power Distribution Co.	Online	₹6,120.00

By head (Oct 2026):

Category	Amount
Bus Diesel 1 bill	₹16,740
Housekeeping 1 bill	₹9,450
Electricity Bill 1 bill	₹6,120
Sports Equipment 1 bill	₹5,540
Stationery 1 bill	₹4,120
Diwali Decoration 1 bill	₹3,450
Printing 1 bill	₹2,900
Internet & Phone 1 bill	₹2,310

Last 6 months

Month	Amount
Oct 2026 (shown above)	₹50,630
Sep 2026	₹53,400

The new expense in October's bills.

TIP Salaries go in Payroll, not here. They are already in every finance total.

Edit an expense (example: final bill ₹3,650)

1 Click the pencil icon on the Diwali Decoration row, then **Edit** in the popup.

- 2 Change **Amount (₹)** to **3650** and add the bill number to the **Description**.

The screenshot shows the 'Edit expense' modal form in the CoreAxis School ERP system. The form is open over a list of expenses. The 'Expense Head' is 'Diwali Decoration' and the 'Amount (₹)' is '3650'. The 'Date' is '27-10-2026' and the 'Paid To' is 'Shree Ganesh Flowers & Lights, Boring'. The 'Payment Mode' is 'Cash'. The 'Description' field contains 'Marigold garlands, diyas and LED lights for the Diwali assembly (final bill no. 2291, incl. ₹200 for rangoli colours)'. The background shows a sidebar with navigation options like 'Today', 'Fee Desk', 'Concessions', etc., and a main area with a table of expenses and a 'By head' summary.

DATE	HEAD	PAID TO	AMOUNT	STATUS
27 Oct	Diwali Decoration	Shree Ganesh Flowers & Lights, Boring	₹3,650.00	Online
18 Oct	Sports Equipment		₹5,540.00	Online
16 Oct	Printing		₹2,900.00	Online
14 Oct	Housekeeping		₹9,450.00	Online
12 Oct	Internet & Phone		₹2,310.00	Online
10 Oct	Bus Diesel	Indian Oil — Bailey Road	₹16,740.00	Online
06 Oct	Stationery	Gupta Book Depot	₹4,120.00	Cash
04 Oct	Electricity Bill	North Bihar Power Distribution Co.	₹6,120.00	Online

By head Oct 2026

Expense Head	Amount
Bus Diesel	₹16,740
Housekeeping	₹9,450
Electricity Bill	₹6,120
Sports Equipment	₹5,540
Stationery	₹4,120
Diwali Decoration	₹3,650
Printing	₹2,900
Internet & Phone	₹2,310

Last 6 months

Month	Amount
Oct 2026	₹50,630
Sep 2026	₹53,400

Edit expense with the corrected amount.

- 3 Click **Save**, then **Confirm**.

Delete a duplicate expense

- 1 Find the wrong row, for example the same Diwali bill entered twice by mistake.

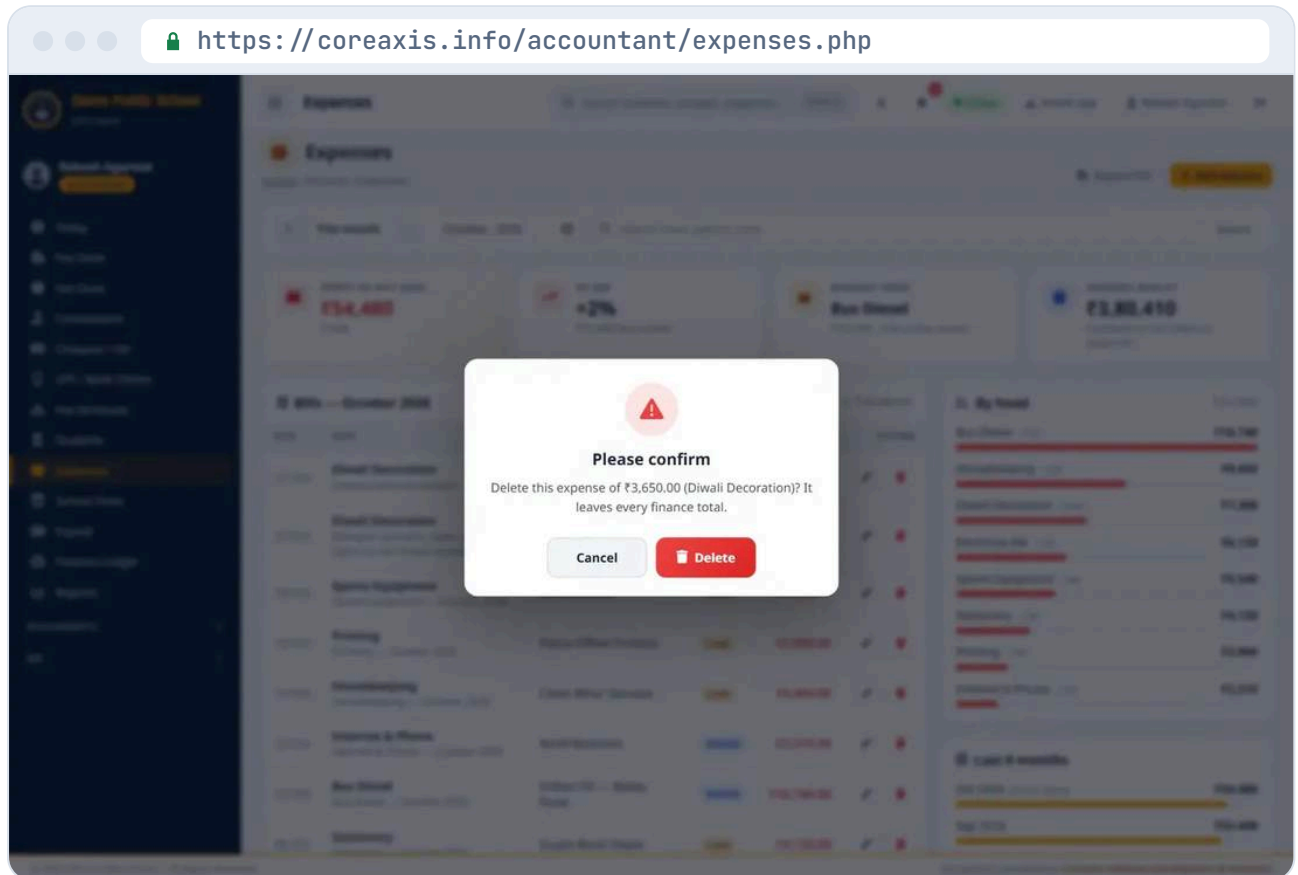
The screenshot shows the 'Expenses' page in the CoreAxis School ERP system. The browser address bar displays 'https://coreaxis.info/accountant/expenses.php'. The page header includes the user 'Rakesh Agarwal' and the role 'ACCOUNTANT'. The left sidebar lists various school management options, with 'Expenses' selected. The main content area shows a summary of expenses for October 2026, including a total of ₹54,480. Below this, a table titled 'Bills — October 2026' lists individual expenses. The first two rows are identical, both for 'Diwali Decoration' on October 27, with a note 'Entered twice by mistake' on the first row. The table has columns for Date, Description, Paid To, Mode, Amount, and Actions. The 'Duplicate entry' label is highlighted above the first row. To the right, a 'By head' summary shows the total for 'Bus Diesel' as ₹16,740. At the bottom, a 'Last 6 months' summary shows the total for October 2026 as ₹54,480.

DATE	DESCRIPTION	PAID TO	MODE	AMOUNT	ACTIONS
27 Oct	Diwali Decoration Entered twice by mistake	Shree Ganesh Flowers & Lights, Boring Road	Cash	₹3,650.00	[Edit] [Delete]
27 Oct	Diwali Decoration Marigold garlands, diyas and LED lights for the Diwali assembly (fina...	Shree Ganesh Flowers & Lights, Boring Road	Cash	₹3,650.00	[Edit] [Delete]
18 Oct	Sports Equipment Sports Equipment — October 2026	Khel Bhandar	Cash	₹5,540.00	[Edit] [Delete]
16 Oct	Printing Printing — October 2026	Patna Offset Printers	Cash	₹2,900.00	[Edit] [Delete]
14 Oct	Housekeeping Housekeeping — October 2026	Clean Bihar Services	Cash	₹9,450.00	[Edit] [Delete]
12 Oct	Internet & Phone Internet & Phone — October 2026	Airtel Business	Online	₹2,310.00	[Edit] [Delete]
10 Oct	Bus Diesel Bus Diesel — October 2026	Indian Oil — Bailey Road	Online	₹16,740.00	[Edit] [Delete]
06 Oct	Stationery Stationery — October 2026	Gupta Book Depot	Cash	₹4,120.00	[Edit] [Delete]

The duplicate entry.

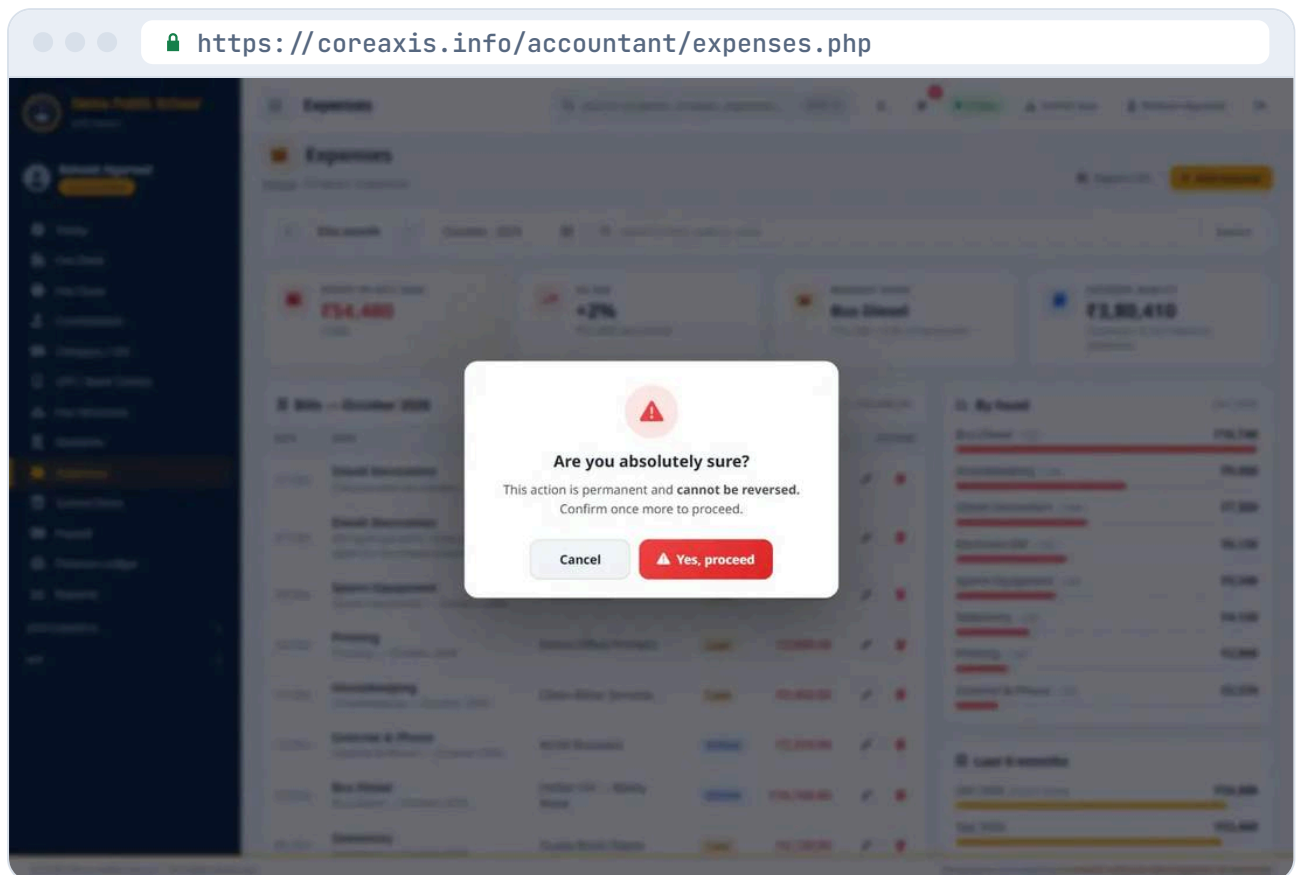
- 2 Click the red bin icon on that row.

- 3 Read the popup "Delete this expense of ₹3,650.00 (Diwali Decoration)? It leaves every finance total." and click **Delete**.



First confirmation.

- 4 Click **Yes, proceed** in the second popup.



Deleting asks twice.

IMPORTANT A deleted expense cannot be brought back. Check you are deleting the duplicate and not the real bill.

Filter and export (example: September 2026 diesel bills)

- 1 Pick the month with the month picker or the arrows, for example September 2026.

2 Type **Diesel** in the search box and click **Search**.

The screenshot displays the 'Expenses' page in the CoreAxis School ERP system. The browser address bar shows the URL: <https://coreaxis.info/accountant/expenses.php>. The user is logged in as Rakesh Agarwal, an Accountant.

Expenses Page Overview:

- Month and search filter:** The filter is set to 'September, 2026' and the search term is 'Diesel'.
- Summary Cards:**
 - SPENT IN SEP 2026:** ₹53,400 (7 bills)
 - VS AUG:** -7% (₹57,630 last month)
 - BIGGEST HEAD:** Bus Diesel (₹17,300 - 32% of the month)
 - SESSION 2026-27:** ₹3,76,760 (Expenses so far (salary is separate))
- Bills — September 2026 · "Diesel"** (1 · ₹17,300.00)

DATE	HEAD	PAID TO	MODE	AMOUNT	ACTIONS
10 Sep	Bus Diesel	Indian Oil — Bailey Road	Online	₹17,300.00	[Edit] [Delete]
Total for September 2026 (search)				₹17,300.00	
- By head** (Sep 2026)

By head	Amount
Bus Diesel 1 bill	₹17,300
Building Maintenance 1 bill	₹13,380
Housekeeping 1 bill	₹9,720
Electricity Bill 1 bill	₹6,320
Printing 1 bill	₹2,990
Internet & Phone 1 bill	₹2,380
Water Supply 1 bill	₹1,310
- Last 6 months**

Month	Amount
Sep 2026 shown above	₹53,400
Aug 2026	₹57,630
Jul 2026	₹49,860

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Month and search filter.

3 Click **Export CSV** to download the bills of the month shown.

The screenshot shows the 'Expenses' page in the CoreAxis School ERP system. The URL is <https://coreaxis.info/accountant/expenses.php>. The user is Rakesh Agarwal, an Accountant. The page displays the following information:

- Summary Statistics:**
 - SPENT IN OCT 2026: ₹50,830 (8 bills)
 - VS SEP: -5% (₹53,400 last month)
 - BIGGEST HEAD: Bus Diesel (₹16,740 - 33% of the month)
 - SESSION 2026-27: ₹3,76,760 (Expenses so far (salary is separate))
- Bills — October 2026:**

DATE	HEAD	PAID TO	MODE	AMOUNT	ACTIONS
27 Oct	Diwali Decoration	Shree Ganesh Flowers & Lights, Boring Road	Cash	₹3,650.00	[Edit] [Delete]
18 Oct	Sports Equipment	Khel Bhandar	Cash	₹5,540.00	[Edit] [Delete]
16 Oct	Printing	Patna Offset Printers	Cash	₹2,900.00	[Edit] [Delete]
14 Oct	Housekeeping	Clean Bihar Services	Cash	₹9,450.00	[Edit] [Delete]
12 Oct	Internet & Phone	Airtel Business	Online	₹2,310.00	[Edit] [Delete]
10 Oct	Bus Diesel	Indian Oil — Bailey Road	Online	₹16,740.00	[Edit] [Delete]
06 Oct	Stationery	Gupta Book Depot	Cash	₹4,120.00	[Edit] [Delete]
- By head:**

By head	Oct 2026
Bus Diesel 1 bill	₹16,740
Housekeeping 1 bill	₹9,450
Electricity Bill 1 bill	₹6,120
Sports Equipment 1 bill	₹5,540
Stationery 1 bill	₹4,120
Diwali Decoration 1 bill	₹3,650
Printing 1 bill	₹2,900
Internet & Phone 1 bill	₹2,310
- Last 6 months:**

Month	Amount
Oct 2026 (shown above)	₹50,830
Sep 2026	₹53,400

Export CSV downloads the month's bills.

Questions

Can the accountant delete an expense?

Yes, accountants can add, edit and delete expenses. Every delete asks twice.

Where do expenses show in the accounts?

Cash expenses in the Cash Book, Online and Cheque in the Bank Book, and all of them in Ledger > Expenditure and Income & Expenditure.

FINANCE · CHAPTER 32

Salary / Payroll

Admin

Principal

Accountant

All staff (My Payslips)

MENU Finance > Salary / Payroll (Accountant: Payroll)

Payroll works month by month. Each staff member has a salary structure (earnings and deductions). For the chosen month the app reads staff attendance, works out the earned salary and net pay, and the office marks it paid. The payment goes into the salary account and the Cash or Bank Book, and the staff member can download the payslip from My Payslips.

The screenshot displays the 'Salary / Payroll' page for October 2026. The interface includes a sidebar with navigation options like 'Today', 'Fee Desk', 'Concessions', 'Cheques / DD', 'UPI / Bank Claims', 'Fee Structure', 'Students', 'Expenses', 'School Store', 'Payroll', 'Finance Ledger', and 'Reports'. The main content area shows a summary of payroll for October 2026, with a total payroll of ₹1,67,670, a paid amount of ₹0, and a still-to-pay amount of ₹1,67,670. A table lists individual staff members with their attendance, gross, earned, deductions, and net pay.

STAFF	ATTENDANCE	GROSS	EARNED	DEDUCTIONS	NET PAY	STATUS	ACTIONS
A Administrator Administrator · DPSDEMO-EMP0005	24/26 days L 2	₹15,600	₹14,400	-₹1,320	₹13,080	To pay	✓ Pay
S Satyajeet Kr. Singh Principal / Director · DPSDEMO-EMP0006	26/26 days	₹42,900	₹42,900	-₹4,640	₹38,260	To pay	✓ Pay
A Amit Kumar Mishra Teacher · DPSDEMO-EMP0007	23/26 days A 1 L 2	₹22,100	₹19,550	-₹1,920	₹17,630	To pay	✓ Pay
A Anjali Singh TGT Teacher · DPSDEMO-EMP0010	25/26 days A 1	₹20,800	₹20,000	-₹1,800	₹18,200	To pay	✓ Pay
M Mohd. Imran Khan TGT Teacher · DPSDEMO-EMP0012	23/26 days A 2 L 1	₹20,150	₹17,825	-₹1,740	₹16,085	To pay	✓ Pay
P Priya Kumari Jha TGT Teacher · DPSDEMO-EMP0014	—	Not set	—	—	—	Salary not set	Set salary
R Rajesh Kumar Verma TGT Teacher · DPSDEMO-EMP0011	23/26 days A 2 L 1	₹21,450	₹18,975	-₹1,860	₹17,115	To pay	✓ Pay

Salary / Payroll — Demo Public School

Screen at a glance

Month

The month being paid (October 2026). Use the month picker to open another month.

Payroll for (month)	Net pay of all staff with a salary set.
Paid	Amount paid so far and number of staff.
Still to pay	Amount and number of staff not yet paid.
Salary not set	Staff without a salary structure.
Chips	All, To pay, Paid.
Columns	Staff (designation, employee ID), Attendance (present / working days, A = absent, L = leave), Gross, Earned, Deductions, Net pay, Status, Actions.
Gear icon	Opens the salary structure.
Pay / Set salary	Pays the month, or sets the structure for a new staff member.
Printer icon	Payslip (after the salary is paid).
Salary ledger	Opens Finance Ledger › Salary account.

Set the salary of a new teacher (example: Priya Kumari Jha, TGT)

- 1 Open **Payroll**. A new staff member shows **Salary not set**.

The screenshot shows the 'Salary / Payroll' section of the CoreAxis School ERP. The interface includes a sidebar with navigation options like 'Today', 'Fee Desk', 'Fee Dues', 'Concessions', 'Cheques / DD', 'UPI / Bank Claims', 'Fee Structure', 'Students', 'Expenses', 'School Store', 'Payroll', 'Finance Ledger', and 'Reports'. The main area displays a table of staff members with columns for STAFF, ATTENDANCE, GROSS, EARNED, DEDUCTIONS, NET PAY, STATUS, and ACTIONS. The staff member Priya Kumari Jha (TGT Teacher - DPSDEMO-EMP0014) is highlighted, showing a 'Salary not set' status. The table also lists other staff members like Administrator, Satyajeet Kr. Singh, Amit Kumar Mishra, Anjali Singh, Mohd. Imran Khan, Rajesh Kumar Verma, Sunita Sharma, Pooja Gupta, and Rakesh Agarwal.

STAFF	ATTENDANCE	GROSS	EARNED	DEDUCTIONS	NET PAY	STATUS	ACTIONS
A Administrator Administrator - DPSDEMO-EMP0005	24/26 days L 2	₹15,600	₹14,400	-₹1,320	₹13,080	To pay	✓ Pay
S Satyajeet Kr. Singh Principal / Director - DPSDEMO-EMP0006	26/26 days	₹42,900	₹42,900	-₹4,640	₹38,260	To pay	✓ Pay
A Amit Kumar Mishra Teacher - DPSDEMO-EMP0007	23/26 days A 1 L 2	₹22,100	₹19,550	-₹1,920	₹17,630	To pay	✓ Pay
A Anjali Singh TGT Teacher - DPSDEMO-EMP0010	25/26 days A 1	₹20,800	₹20,000	-₹1,800	₹18,200	To pay	✓ Pay
Mohd. Imran Khan Salary not set Teacher - DPSDEMO-EMP0012	23/26 days A 2 L 1	₹20,150	₹17,825	-₹1,740	₹16,085	To pay	✓ Pay
P Priya Kumari Jha TGT Teacher - DPSDEMO-EMP0014	—	Not set	—	—	—	Salary not set	Set salary
R Rajesh Kumar Verma TGT Teacher - DPSDEMO-EMP0011	23/26 days A 2 L 1	₹21,450	₹18,975	-₹1,860	₹17,115	To pay	✓ Pay
S Sunita Sharma TGT Teacher - DPSDEMO-EMP0009	23/26 days A 2 L 1	₹20,800	₹18,400	-₹1,800	₹16,600	To pay	✓ Pay
P Pooja Gupta Computer Teacher - DPSDEMO-EMP0013	26/26 days	₹16,900	₹16,900	-₹1,440	₹15,460	Paid 28 Oct Bank Transfer	Edit
R Rakesh Agarwal Accountant - DPSDEMO-EMP0008	24/26 days A 1 L 1	₹18,200	₹16,800	-₹1,560	₹15,240	To pay	✓ Pay

Salary not set for the new teacher.

- 2 Click **Set salary**, then **Set salary** in the popup.
- 3 Fill the earnings per month: **Basic salary** 14,000, **HRA** 2,800, **DA** 1,400, **TA / conveyance** 800, **Medical** 500.
- 4 Fill the deductions: **PF** 1,680 (ESI, TDS, Other deductions 0).

- 5 Keep **Working days / month** at 26. The box at the bottom shows Gross ₹19,500, Deductions –₹1,680, Net (full month) ₹17,820.

The screenshot shows the 'Salary / Payroll' interface with a modal window titled 'Salary structure – Priya Kumari Jha'. The modal displays the following details:

↓ EARNINGS (PER MONTH)		
BASIC SALARY (₹)	HRA (₹)	DA (₹)
14000	2800	1400
TA / CONVEYANCE (₹)	MEDICAL (₹)	OTHER ALLOWANCE (₹)
800	500	0
↑ DEDUCTIONS (PER MONTH)		
PF (₹)	ESI (₹)	TDS (₹)
1680	0	0
OTHER DEDUCTIONS (₹)	WORKING DAYS / MONTH	
0	26	
GROSS	DEDUCTIONS	NET (FULL MONTH)
₹19,500	–₹1,680	₹17,820

At the bottom of the modal, there are 'Cancel' and 'Save structure' buttons. The background shows a list of staff members with their respective salary statuses.

Salary structure with the totals worked out.

- 6 Click **Save structure**, then **Confirm**. It is used for every month paid from now.

TIP To change a structure later, click the gear icon on the staff row. Only Admin / Principal can remove a structure.

Pay the month's salary (example: Pooja)

Gupta, Computer Teacher, October 2026)

- 1 Open **Payroll** for **October 2026**. Every row shows the attendance and the net pay worked out from it.

https://coreaxis.info/accountant/salary.php

Salary / Payroll

Home > Finance > Salary - October 2026

Salary ledger

< This month > October, 2026 Paid in October 2026: ₹0

PAYROLL FOR OCT 2026
₹1,67,670
 Net pay of 9 staff with a salary set

PAID
 ₹0
 0 staff

STILL TO PAY
₹1,67,670
 9 staff

SALARY NOT SET
1
 Set their salary structure (0) to pay them

Search staff, role, employee ID...

All 10 To pay 9 Paid 0 Salary not set 1

STAFF	ATTENDANCE	GROSS	EARNED	DEDUCTIONS	NET PAY	STATUS	ACTIONS
A Administrator Administrator - DPSDEMO-EMP0005	24/26 days L 2	₹15,600	₹14,400	-₹1,320	₹13,080	To pay	✓ Pay
S Satyajeet Kr. Singh Principal / Director - DPSDEMO-EMP0006	26/26 days	₹42,900	₹42,900	-₹4,640	₹38,260	To pay	✓ Pay
A Amit Kumar Mishra Teacher - DPSDEMO-EMP0007	23/26 days A 1 L 2	₹22,100	₹19,550	-₹1,920	₹17,630	To pay	✓ Pay
A Anjali Singh TGT Teacher - DPSDEMO-EMP0010	25/26 days A 1	₹20,800	₹20,000	-₹1,800	₹18,200	To pay	✓ Pay
M Mohd. Imran Khan TGT Teacher - DPSDEMO-EMP0012	23/26 days A 2 L 1	₹20,150	₹17,825	-₹1,740	₹16,085	To pay	✓ Pay
P Priya Kumari Jha TGT Teacher - DPSDEMO-EMP0014	—	Not set	—	—	—	Salary not set	Set salary
R Rajesh Kumar Verma TGT Teacher - DPSDEMO-EMP0011	23/26 days A 2 L 1	₹21,450	₹18,975	-₹1,860	₹17,115	To pay	✓ Pay

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October payroll: 9 staff to pay.

- 2 Click the gear icon to check Pooja Gupta's structure if needed.

https://coreaxis.info/accountant/salary.php

Salary / Payroll

Home · Finance · Salary · October 2026

Salary structure – Pooja Gupta

EARNINGS (PER MONTH)

BASIC SALARY (₹)	HRA (₹)	DA (₹)
12000	2400	1200
TA / CONVEYANCE (₹)	MEDICAL (₹)	OTHER ALLOWANCE (₹)
800	500	0

DEDUCTIONS (PER MONTH)

PF (₹)	ESI (₹)	TDS (₹)
1440	0	0
OTHER DEDUCTIONS (₹)	WORKING DAYS / MONTH	
0	26	

GROSS ₹16,900 DEDUCTIONS -₹1,440 NET (FULL MONTH) ₹15,460

Cancel **Save structure**

STAFF

STAFF	NET PAY	STATUS	ACTIONS			
Administrative Assistant	₹13,080	To pay	✓ Pay			
Satyajeet Singh	₹38,260	To pay	✓ Pay			
Amit Kumar	₹17,630	To pay	✓ Pay			
Anjali Singh	₹18,200	To pay	✓ Pay			
Mohd. Imran	₹16,085	To pay	✓ Pay			
Priya Kumari Jha	Not set	Salary not set	Set salary			
Rajesh Kumar Verma	₹21,450	₹18,975	-₹1,860	₹17,115	To pay	✓ Pay

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Salary structure of Pooja Gupta: gross ₹16,900, net ₹15,460.

3 Click **Pay** on Pooja Gupta's row.

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Pay button on the row.

4 Check the summary: 26 / 26 days present, gross ₹16,900, deductions –₹1,440, **Net pay ₹15,460**. Change **Present days** or **Net salary** only to override.

- 5 Set **Paid on** (28-10-2026), **Payment mode Bank Transfer**, and a **Remarks** line, for example **October salary paid before Diwali - NEFT from SBI current account** .

The screenshot shows the 'Pay salary' window for Pooja Gupta. The window contains the following fields and values:

- Working days / present:** 26 / 26
- Gross (full month):** ₹16,900
- Per day:** ₹650
- Earned:** ₹16,900
- Deductions:** -₹1,440
- Net pay:** ₹15,460
- PRESENT DAYS (CHANGE ONLY TO OVERRIDE):** 26
- NET SALARY (₹, OVERRIDE):** 15460
- PAID ON:** 28-10-2026
- PAYMENT MODE:** Bank Transfer
- REMARKS:** October salary paid before Diwali - NEFT from SBI current account

The background shows a list of staff members with their respective salaries and payment status. The table has columns for STAFF, GROSS, NET PAY, STATUS, and ACTIONS.

STAFF	GROSS	NET PAY	STATUS	ACTIONS
Administrator	320	₹13,080	To pay	✓ Pay
Satyajeet Kr. Singh	640	₹38,260	To pay	✓ Pay
Amit Kumar Mishra	920	₹17,630	To pay	✓ Pay
Anjali Singh	800	₹18,200	To pay	✓ Pay
Mohd. Imran Khan	740	₹16,085	To pay	✓ Pay
Priya Kumari Jha	—	—	Salary not set	Set salary
Rajesh Kumar Verma	860	₹17,115	To pay	✓ Pay
Sunita Sharma	800	₹16,600	To pay	✓ Pay
Pooja Gupta	440	₹15,460	To pay	✓ Pay
Rakesh Agarwal	560	₹15,240	To pay	✓ Pay

Pay salary window.

6 Click **Mark paid**, then **Mark paid** in the popup. The row shows **Paid**.

The screenshot displays the 'Salary / Payroll' section of the CoreAxis School ERP. The interface includes a sidebar with navigation options like 'Today', 'Fee Desk', 'Fee Dues', 'Concessions', 'Cheques / DD', 'UPI / Bank Claims', 'Fee Structure', 'Students', 'Expenses', 'School Store', 'Payroll', 'Finance Ledger', 'Reports', 'DOCUMENTS', and 'ME'. The main area shows a table of staff members with columns for STAFF, ATTENDANCE, GROSS, EARNED, DEDUCTIONS, NET PAY, STATUS, and ACTIONS. The row for Pooja Gupta is highlighted, showing her status as 'Paid'.

STAFF	ATTENDANCE	GROSS	EARNED	DEDUCTIONS	NET PAY	STATUS	ACTIONS
A Administrator Administrator - DPSDEMO-EMP0005	24/26 days L 2	₹15,600	₹14,400	-₹1,320	₹13,080	To pay	✓ Pay
S Satyaajeet Kr. Singh Principal / Director - DPSDEMO-EMP0006	26/26 days	₹42,900	₹42,900	-₹4,640	₹38,260	To pay	✓ Pay
A Amit Kumar Mishra Teacher - DPSDEMO-EMP0007	23/26 days A 1 L 2	₹22,100	₹19,550	-₹1,920	₹17,630	To pay	✓ Pay
A Anjali Singh TGT Teacher - DPSDEMO-EMP0010	25/26 days A 1	₹20,800	₹20,000	-₹1,800	₹18,200	To pay	✓ Pay
M Mohd. Imran Khan TGT Teacher - DPSDEMO-EMP0012	23/26 days A 2 L 1	₹20,150	₹17,825	-₹1,740	₹16,085	To pay	✓ Pay
P Priya Kumari Jha TGT Teacher - DPSDEMO-EMP0014	—	Not set	—	—	—	Salary not set	Set salary
R Rajesh Kumar Verma TGT Teacher - DPSDEMO-EMP0011	23/26 days A 2 L 1	₹21,450	₹18,975	-₹1,860	₹17,115	To pay	✓ Pay
P Sunita Sharma TGT Teacher - DPSDEMO-EMP0009	23/26 days A 2 L 1	₹20,800	₹18,400	-₹1,800	₹16,600	To pay	✓ Pay
P Pooja Gupta Computer Teacher - DPSDEMO-EMP0013	26/26 days	₹16,900	₹16,900	-₹1,440	₹15,460	✓ Paid 28 Oct Bank Transfer	✓ Pay
R Rakesh Agarwal Accountant - DPSDEMO-EMP0008	24/26 days A 1 L 1	₹18,200	₹16,800	-₹1,560	₹15,240	To pay	✓ Pay

10 shown

Pooja Gupta marked paid.

TIP Mark staff attendance for the month first (Staff › Staff Attendance). Unmarked working days are counted as present, and the Pay window warns you about them.

TIP Leave without pay is deducted at the per-day rate (gross ÷ working days).

Print the payslip

- 1 Click the printer icon on a paid row. The payslip opens in a new tab with attendance, earnings, deductions, net pay and a verification QR code.

https://coreaxis.info/accountant/salary.php

Print Payslip X Close


Demo Public School
14, Baring Road, Near Patna Women's College | 0612-2234567


SALARY PAYSリップ — OCTOBER 2026

EMPLOYEE NAME: **Pooja Gupta**
 DESIGNATION: **Computer Teacher**
 EMAIL: **pooja.gupta@demo.coreaxis.info**

EMPLOYEE ID: **DPSEMO-EMP0013**
 QUALIFICATION: **MCA**
 PAYMENT MODE: **Bank Transfer**

Attendance — October 2026

26 WORKING DAYS	26 PRESENT	0 ABSENT	0 LEAVE	0 LWP DAYS
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Earnings

Component	Amount (₹)
Basic Salary (earned)	₹12,000.00
HRA	₹2,400.00
DA	₹1,200.00
TA / Conveyance	₹800.00
Medical Allowance	₹500.00
Other Allowances	₹0.00
Gross Earnings	₹16,900.00

Deductions

Component	Amount (₹)
PF (Provident Fund)	₹1,440.00
ESI	₹0.00
TDS / Income Tax	₹0.00
Other Deductions	₹0.00
Total Deductions	₹1,440.00

Net Pay
₹15,460.00

Per Day ₹650.00
Paid On: 28 Oct 2026

Remarks: October salary paid before Diwali - NEFT from SBI current account

Employee Signature _____ Accountant _____ Principal / Director _____

This is a computer generated payslip. Demo Public School | 28 Oct 2026

Payslip of Pooja Gupta for October 2026.

- 2 Click **Print Payslip**. Choose **Save as PDF** to keep a file.

My Payslips (every staff member)

- Any staff member opens **Me > My Payslips**.

The screenshot shows the 'My Payslips' page for an accountant named Rakesh Agarwal. The page displays the following information:

- Summary Cards:**
 - NET PAY - SEPTEMBER 2026:** ₹16,640.00 (Paid 03 Oct 2026)
 - GROSS:** ₹18,200.00
 - DEDUCTIONS:** ₹1,560.00
- Payslip Table:**

MONTH	GROSS	DEDUCTIONS	NET PAY	STATUS	PAYSLIP
September 2026	₹18,200.00	₹1,560.00	₹16,640.00	Paid 03 Oct 2026	[View] [Download]
August 2026	₹18,200.00	₹1,560.00	₹16,640.00	Paid 03 Sep 2026	[View] [Download]
July 2026	₹18,200.00	₹1,560.00	₹16,640.00	Paid 03 Aug 2026	[View] [Download]
June 2026	₹18,200.00	₹1,560.00	₹16,640.00	Paid 03 Jul 2026	[View] [Download]
May 2026	₹18,200.00	₹1,560.00	₹16,640.00	Paid 03 Jun 2026	[View] [Download]
April 2026	₹18,200.00	₹1,560.00	₹16,640.00	Paid 03 May 2026	[View] [Download]

My Payslips of the accountant, newest month first.

- The top cards show the latest net pay, gross and deductions.
- Click the eye icon to view a month's payslip, or the download icon to save the PDF (the same PDF as in the mobile app).

Questions

I paid the wrong amount.

Click Pay (shown as Edit) again on that row to correct it. Admin / Principal can also delete a processed salary.

Why is the net pay lower than the structure?

Absent or leave-without-pay days reduce the earned salary. Check the Attendance column.

FINANCE · CHAPTER 33

Finance Ledger

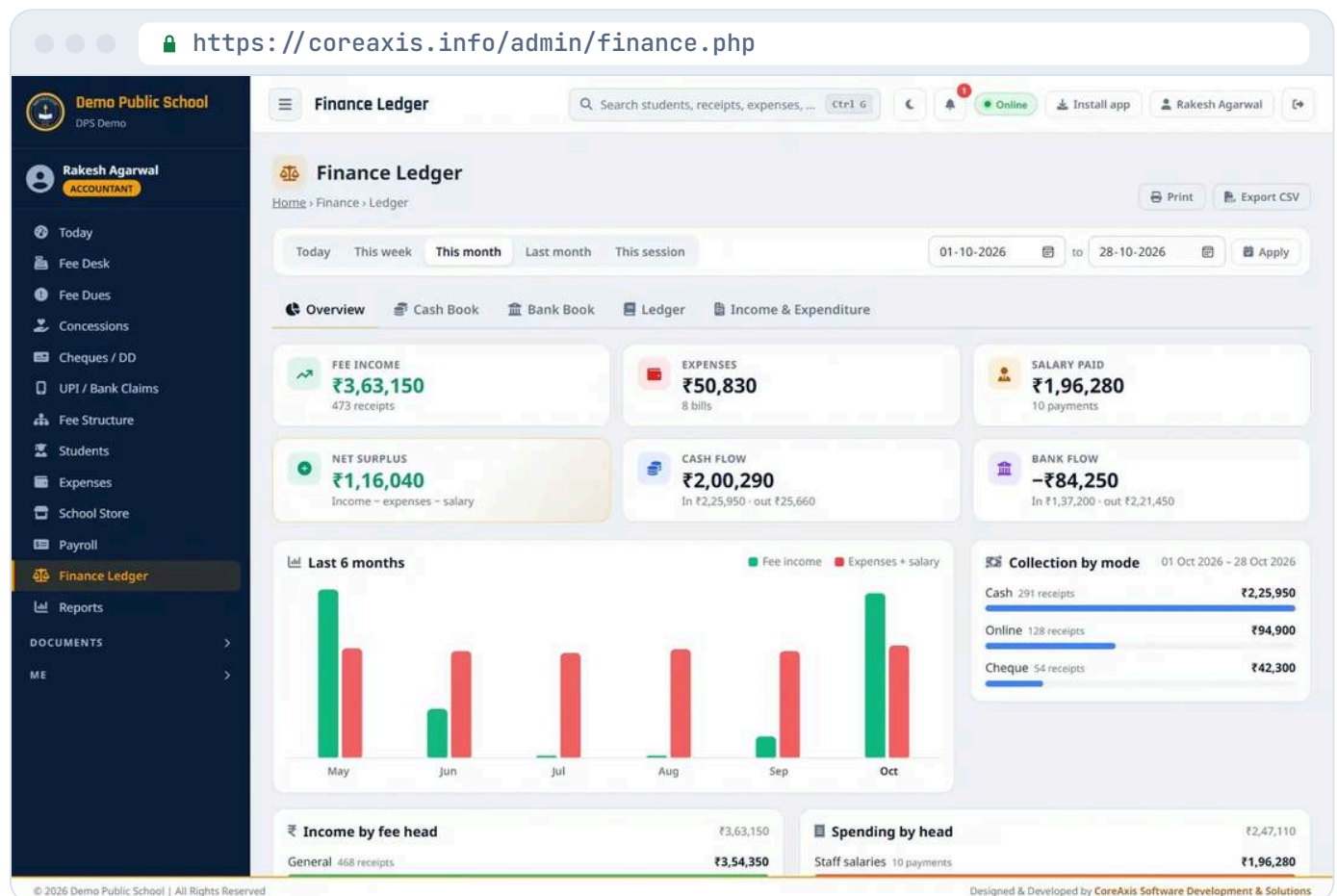
Admin

Principal

Accountant

MENU Finance > Finance Ledger (Accountant: Finance Ledger)

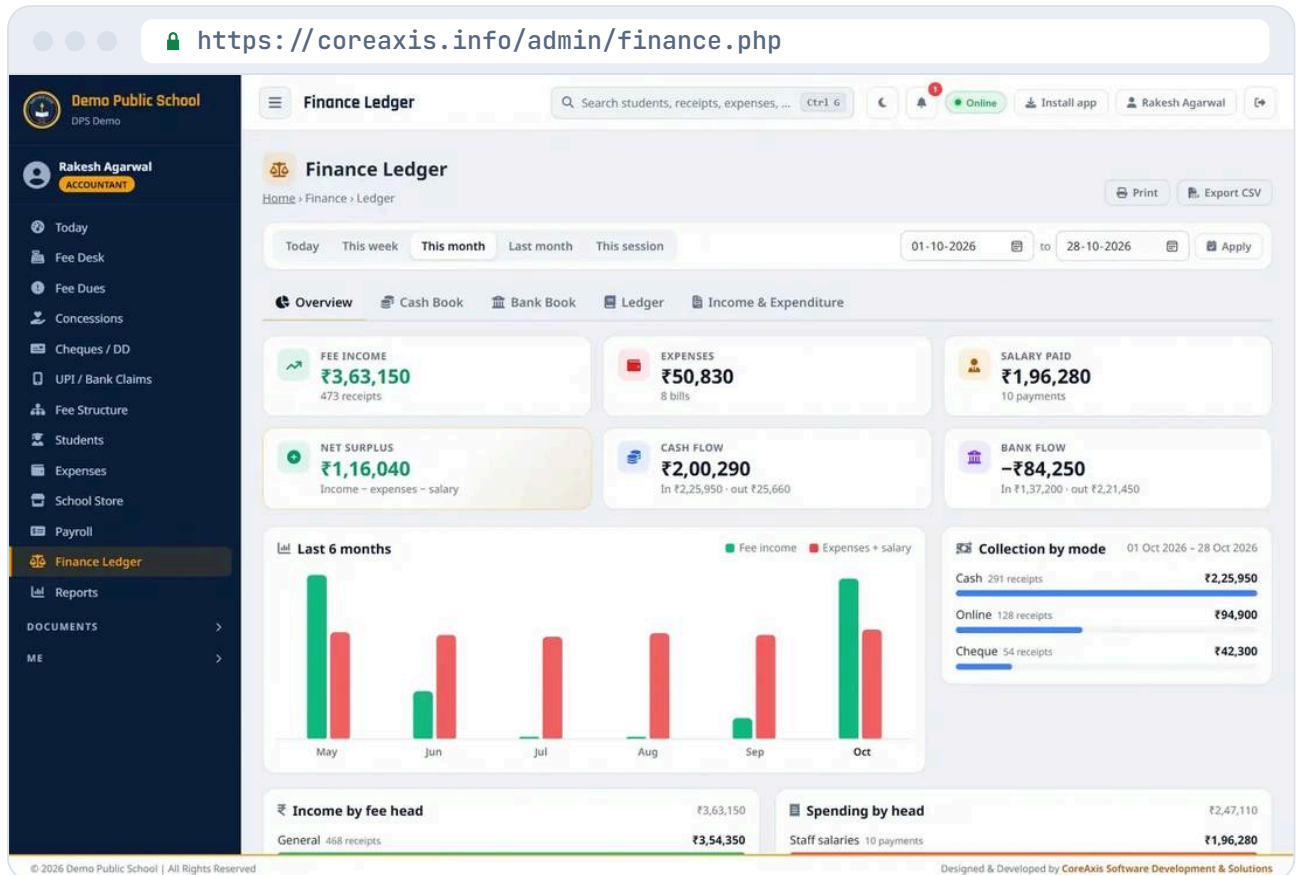
Finance Ledger puts together every fee receipt, expense and salary payment. You choose a period and read it as an overview, a Cash Book or Bank Book with running balance, a General Ledger by account, or an Income & Expenditure (profit and loss) statement. Every view can be printed or exported to CSV for the auditor.



Finance Ledger — Demo Public School

Choose the period

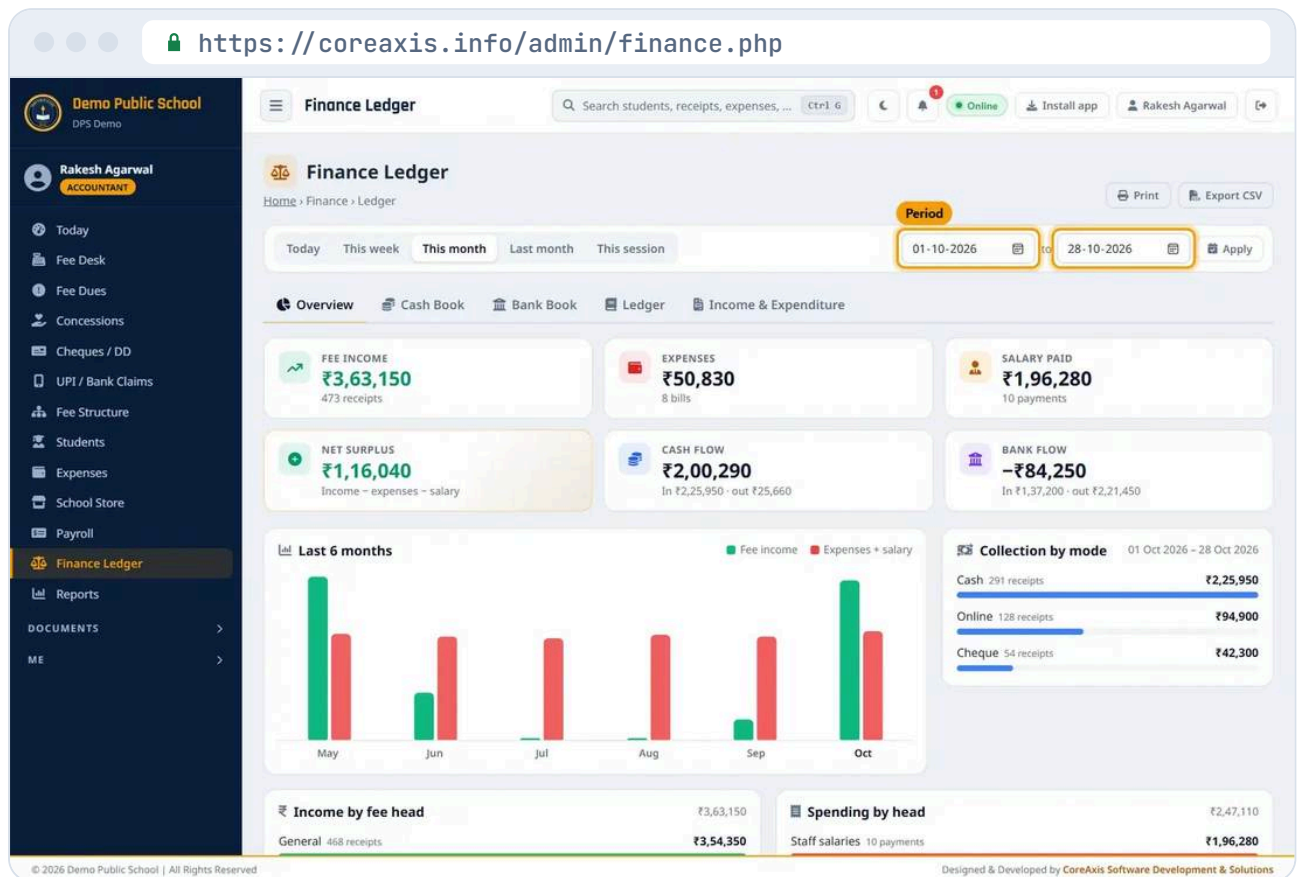
- 1 Open **Finance Ledger**. It opens on **This month**.



Overview of October 2026.

- 2 Click a quick period: **Today**, **This week**, **This month**, **Last month** or **This session**.

- 3 Or set your own dates in the two date boxes (from ... to) and click **Apply**.



Quick periods and the custom date range.

- 4 The chosen period stays when you switch between the tabs.

Overview tab

Fee income	Fees received in the period and receipt count, including cheques not yet cleared.
Expenses	Bills entered in Expenses.
Salary paid	Salary payments made in the period.
Net surplus	Income – expenses – salary.
Cash flow	Cash in and cash out.
Bank flow	Bank in (online, cheque, DD) and bank out.
Last 6 months	Chart of fee income against expenses + salary.

Collection by mode	Cash, Online and Cheque totals with receipt counts.
Income by fee head	Fee income split by head.
Spending by head	Salaries and each expense head.
Latest receipts	Most recent receipts; All fee income opens the full list.

Cash Book and Bank Book (example: 20-28 October 2026)

- 1 Set the period 20-10-2026 to 28-10-2026 and click **Apply**.
- 2 Click **Cash Book**. The cards show **Received** (fees in cash), **Paid out** (cash expenses and salary) and **Net for the period**.

The screenshot displays the 'Finance Ledger' page in the CoreAxis School ERP system. The URL in the browser is <https://coreaxis.info/admin/finance.php>. The user is logged in as Rakesh Agarwal, an Accountant. The page shows the 'Cash Book' for the period from 20-10-2026 to 28-10-2026. Summary cards indicate a total received of ₹13,000, a total paid out of ₹3,650, and a net for the period of ₹9,350. A table below lists 17 entries of transactions, including dates, particulars, reference numbers, types, and running balances.

DATE	PARTICULARS	REF.	TYPE	RECEIVED	PAID OUT	RUNNING
24 Oct 2026	Fee - General — Atharv Chauhan (DEMO20260017)	REC000196	Receipt	₹400.00		₹400.00
24 Oct 2026	Fee - General — Aarav Sharma (DEMO20260001)	REC000197	Receipt	₹500.00		₹900.00
24 Oct 2026	Fee - General — Aarav Sharma (DEMO20260001)	REC000198	Receipt	₹1,000.00		₹1,900.00
25 Oct 2026	Fee - General — Mahi Jha (DEMO20260044)	REC000541	Receipt	₹400.00		₹2,300.00
25 Oct 2026	Fee - General — Tanya Shukla (DPSDEMO20260004)	REC001311	Receipt	₹400.00		₹2,700.00
26 Oct 2026	Fee - General — Kiaan Anand (DEMO20260043)	REC000519	Receipt	₹200.00		₹2,900.00
26 Oct 2026	Fee - General — Kiaan Anand (DEMO20260043)	REC000540	Receipt	₹200.00		₹3,100.00
26 Oct 2026	Fee - General — Darsh Singh (DPSDEMO20260003)	REC001309	Receipt	₹200.00		₹3,300.00
26 Oct 2026	Fee - General — Darsh Singh (DPSDEMO20260003)	REC001310	Receipt	₹200.00		₹3,500.00

Cash Book with a running balance.

- 3 Read the table: Date, Particulars, Ref. (click a receipt number to open it), Type, Received, Paid out, Running.
- 4 Use the search box and the **All / Received / Paid out** chips to narrow the list.

- 5 Click **Bank Book** for online, UPI, cheque and DD money in and bank payments out.

The screenshot displays the 'Finance Ledger' page for 'Demo Public School'. The 'Bank Book' tab is active, showing a list of transactions for October 2026. The table has columns: DATE, PARTICULARS, REF., MODE, RECEIVED, PAID OUT, and RUNNING. The transactions listed are salaries for various staff members, all with a mode of 'Salary'. Summary cards at the top indicate a total received of ₹1,37,200 and a total paid out of ₹2,21,450, resulting in a net outflow of ₹84,250 for the period.

DATE	PARTICULARS	REF.	MODE	RECEIVED	PAID OUT	RUNNING
03 Oct 2026	Salary · Satyajeeet Kr. Singh (September 2026)	SAL-60	Salary		₹38,260.00	-₹38,260.00
03 Oct 2026	Salary · Amit Kumar Mishra (September 2026)	SAL-66	Salary		₹20,180.00	-₹58,440.00
03 Oct 2026	Salary · Rakesh Agarwal (September 2026)	SAL-72	Salary		₹16,640.00	-₹75,080.00
03 Oct 2026	Salary · Sunita Sharma (September 2026)	SAL-78	Salary		₹19,000.00	-₹94,080.00
03 Oct 2026	Salary · Anjali Singh (September 2026)	SAL-84	Salary		₹19,000.00	-₹1,13,080.00
03 Oct 2026	Salary · Rajesh Kumar Verma (September 2026)	SAL-90	Salary		₹19,590.00	-₹1,32,670.00
03 Oct 2026	Salary · Mohd. Imran Khan (September 2026)	SAL-96	Salary		₹18,410.00	-₹1,51,080.00
03 Oct 2026	Salary · Pooja Gupta (September 2026)	SAL-102	Salary		₹15,460.00	-₹1,66,540.00
03 Oct 2026	Salary · Administrator (September 2026)	SAL-108	Salary		₹14,280.00	-₹1,80,820.00

Bank Book for October.

TIP At the end of the day the Cash Book running total should match the cash in the drawer.

General Ledger

- 1 Click **Ledger**. Three cards show the accounts: **Fee income account**, **Expenditure account** and **Salary account**.

- Click a card or the chips **Fee income**, **Expenditure**, **Salary** to see that account's entries with a running total.

Expenditure account for October 2026, including the Diwali Decoration bill.

Income & Expenditure (example: this session, 1 Apr – 28 Oct 2026)

- Click **This session**, then **Income & Expenditure**.
- Read **Income** (fees by head) and **Expenditure** (each expense head and staff salaries) with their totals.
- The line below says **Net surplus** or **Net deficit**. For 1 Apr – 28 Oct 2026 the demo school shows income ₹10,06,900, expenditure ₹14,77,140 and a net deficit of ₹4,70,240.

- 4 Read **Month by month** for income, expenses, salary, total outgo and net of each month.

The screenshot shows the 'Finance Ledger' page in the CoreAxis School ERP system. The left sidebar contains navigation options like 'Today', 'Fee Desk', 'Fee Dues', 'Concessions', 'Cheques / DD', 'UPI / Bank Claims', 'Fee Structure', 'Students', 'Expenses', 'School Store', 'Payroll', 'Finance Ledger', 'Reports', 'DOCUMENTS', and 'ME'. The top navigation bar includes a search bar, user profile, and status indicators. The main content area displays the 'Income & Expenditure' statement for the month of October 2026. The statement is divided into two columns: 'Income' and 'Expenditure'. The 'Income' column shows a total income of ₹10,06,900.00, with sub-items like 'Fee — General' (₹9,98,100.00) and 'Fee — Tuition Fee' (₹8,800.00). The 'Expenditure' column shows a total expenditure of ₹14,77,140.00, with sub-items like 'Bus Diesel' (₹1,28,800.00), 'Housekeeping' (₹62,820.00), 'Building Maintenance' (₹49,010.00), 'Electricity Bill' (₹47,120.00), 'Sports Equipment' (₹28,160.00), 'Stationery' (₹20,960.00), 'Internet & Phone' (₹16,250.00), 'Printing' (₹15,190.00), 'Water Supply' (₹4,800.00), 'Diwali Decoration' (₹3,650.00), and 'Staff salaries' (₹11,00,380.00). A red banner at the bottom indicates a 'NET DEFICIT — EXPENDITURE IS MORE THAN INCOME'.

Income		Expenditure	
	₹10,06,900.00		₹14,77,140.00
Fee — General	₹9,98,100.00	Bus Diesel	₹1,28,800.00
Fee — Tuition Fee	₹8,800.00	Housekeeping	₹62,820.00
Total income	₹10,06,900.00	Building Maintenance	₹49,010.00
		Electricity Bill	₹47,120.00
		Sports Equipment	₹28,160.00
		Stationery	₹20,960.00
		Internet & Phone	₹16,250.00
		Printing	₹15,190.00
		Water Supply	₹4,800.00
		Diwali Decoration	₹3,650.00
		Staff salaries	₹11,00,380.00
		Total expenditure	₹14,77,140.00

NET DEFICIT — EXPENDITURE IS MORE THAN INCOME

Income & Expenditure statement with the month-by-month table.

Print or export

- 1 Open the tab and period you need.

- 2 Click **Print** for a paper copy or a PDF (choose Save as PDF).

The screenshot displays the 'Finance Ledger' page in the CoreAxis School ERP system. The URL in the browser is <https://coreaxis.info/admin/finance.php>. The page shows the 'Income & Expenditure' section for the period from 01-04-2026 to 28-10-2026. The 'Income' table shows a total income of ₹10,06,900.00, and the 'Expenditure' table shows a total expenditure of ₹14,77,140.00. A message at the bottom states 'NET DEFICIT — EXPENDITURE IS MORE THAN INCOME'. The 'Print / Export CSV' button is highlighted in the top right corner.

Income	Expenditure
Fee — General	Bus Diesel
Fee — Tuition Fee	Housekeeping
Total income	Building Maintenance
	Electricity Bill
	Sports Equipment
	Stationery
	Internet & Phone
	Printing
	Water Supply
	Diwali Decoration
	Staff salaries
	Total expenditure

Print and Export CSV at the top right.

- 3 Click **Export CSV** to download the entries of the period for Excel or your CA.

Questions

Why is fee income higher than the money in the bank?

Cheque receipts count as income when they are made, even before the bank clears them. The overview card says how much of it is in cheques not yet cleared.

Can I edit an entry here?

No. The ledger is read-only. Correct the receipt, expense or salary in its own page.

FINANCE · CHAPTER 34

Reports

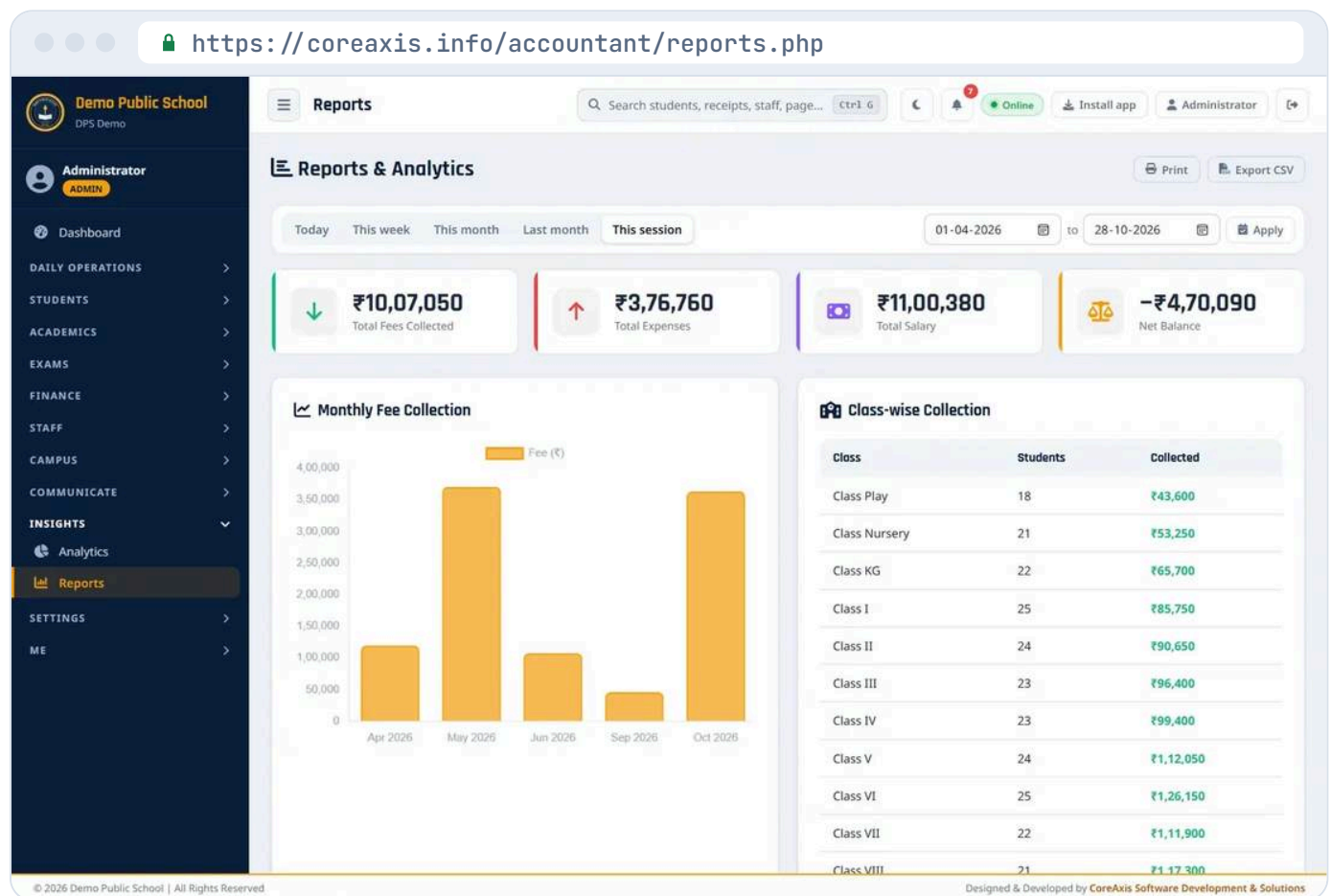
Admin

Principal

Accountant

MENU Insights > Reports (Accountant: Reports)

Reports is a one-page summary for the management meeting. It shows the totals for a period (fees, expenses, salary and net balance), a chart of fee collection by month, the amount collected from each class and this month's attendance by class. It opens on the running session up to today; choose another period with the period buttons or the From – To dates. Export CSV downloads the same figures for Excel.



Reports — Demo Public School

Screen at a glance

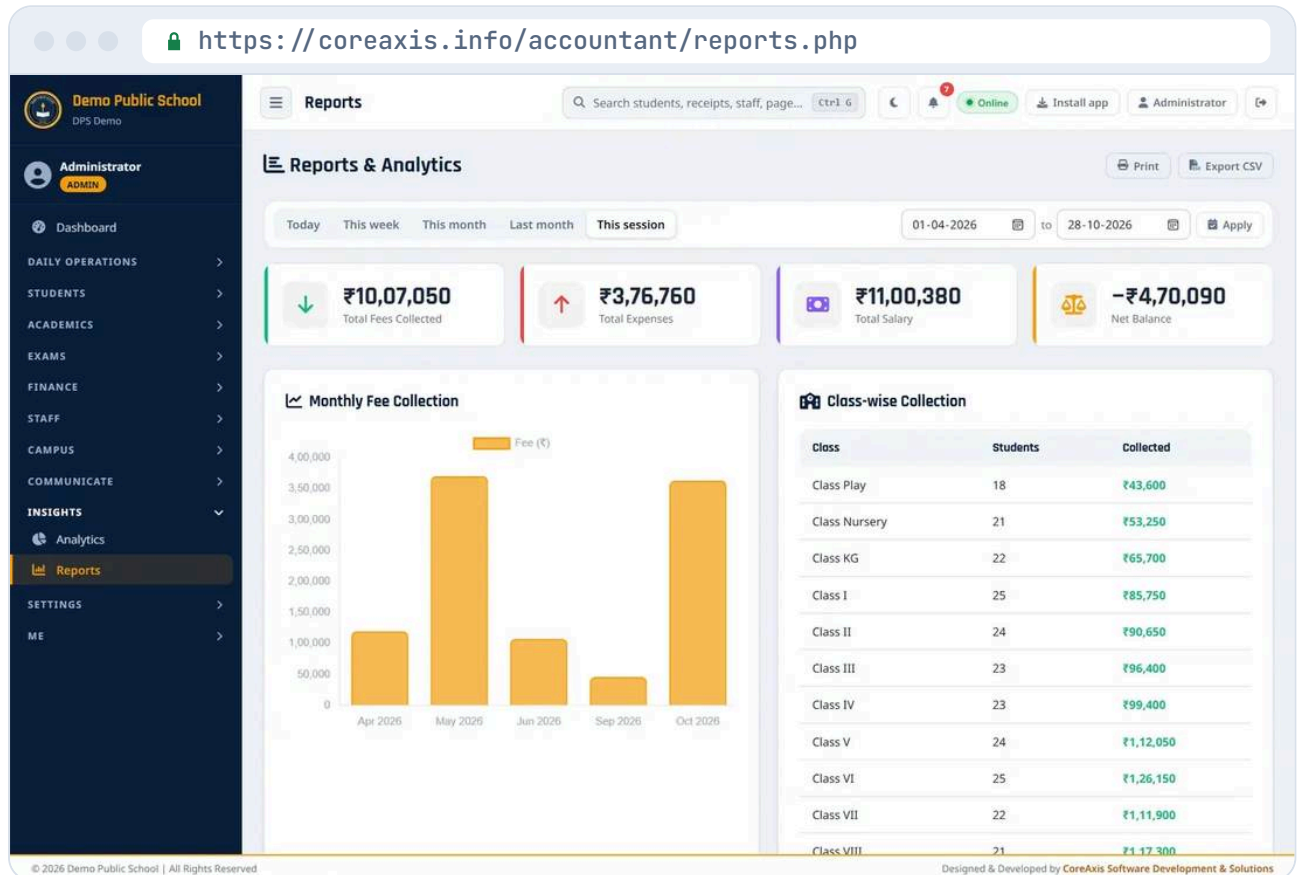
Period buttons

Today, This week, This month, Last month and This session. The selected button is highlighted. The page opens on This session (1 Apr 2026 to today).

From – to + Apply	Any custom period: set the two dates and click Apply. The cards, the chart and Class-wise Collection all use these dates.
Total Fees Collected	All fee receipts in the period. Click to open the Fee Desk.
Total Expenses	Expenses dated within the period. Click to open Expenses.
Total Salary	Net salary paid in the period. Click to open Payroll.
Net Balance	Fees – expenses – salary for the period. A minus figure (shown as –₹4,70,090) means spending is more than fee income. Click to open Finance Ledger.
Monthly Fee Collection	Bar chart of fees collected in each month of the period.
Class-wise Collection	For each class: number of active students and the amount collected in the period.
Attendance Summary (This Month)	For each class: present, absent and leave marks this calendar month and the average attendance %. It does not change with the period.
Print	Prints the page (choose Save as PDF in the print window for a file).
Export CSV	Downloads a CSV file for the chosen period (for example reports_2026-09-01_to_2026-09-30.csv) with the four totals, the month-wise collection and the class-wise collection.

Read and print the session report

- 1 Open **Reports** from the menu. The page opens on **This session**.



Session totals, monthly fee chart and class-wise collection.

- 2 Read the four cards. In the demo school (1 Apr – 28 Oct 2026): fees ₹10,07,050, expenses ₹3,76,760, salary ₹11,00,380, so the net balance is -₹4,70,090.
- 3 Look at the **Monthly Fee Collection** chart to see the months with low collection, then follow up those classes in Fee Dues.

4 Scroll down to **Class-wise Collection** and **Attendance Summary (This Month)**.

The screenshot displays the 'Reports & Analytics' section of the CoreAxis School ERP. The left sidebar shows the 'Reports' menu item selected. The main content area includes a search bar, a date range selector (01-04-2026 to 28-10-2026), and four summary cards: Total Fees Collected (₹10,07,050), Total Expenses (₹3,76,760), Total Salary (₹11,00,380), and Net Balance (-₹4,70,090). Below these are two main sections: 'Monthly Fee Collection' with a line chart showing fees from April to October 2026, and 'Class-wise Collection' with a table showing collected amounts for various classes. At the bottom is the 'Attendance Summary (This Month)' table.

Class	Students	Collected
Class Play	18	₹43,600
Class Nursery	21	₹53,250
Class KIG	22	₹65,700
Class I	25	₹85,750
Class II	24	₹90,650
Class III	23	₹96,400
Class IV	23	₹99,400
Class V	24	₹1,12,050
Class VI	25	₹1,26,150
Class VII	22	₹1,11,900
Class VIII	21	₹1,12,300
Class IX	0	₹0

Class	Present	Absent	Leave	Avg %
Class Play	383	32	17	89%
Class Nursery	419	42	20	87%
Class KIG	474	30	24	90%
Class I	513	38	25	89%
Class II	512	36	28	89%
Class III	488	26	15	92%
Class IV	488	39	25	88%
Class V	513	39	24	89%
Class VI	538	30	32	90%
Class VII	475	27	26	90%
Class VIII	459	26	19	91%

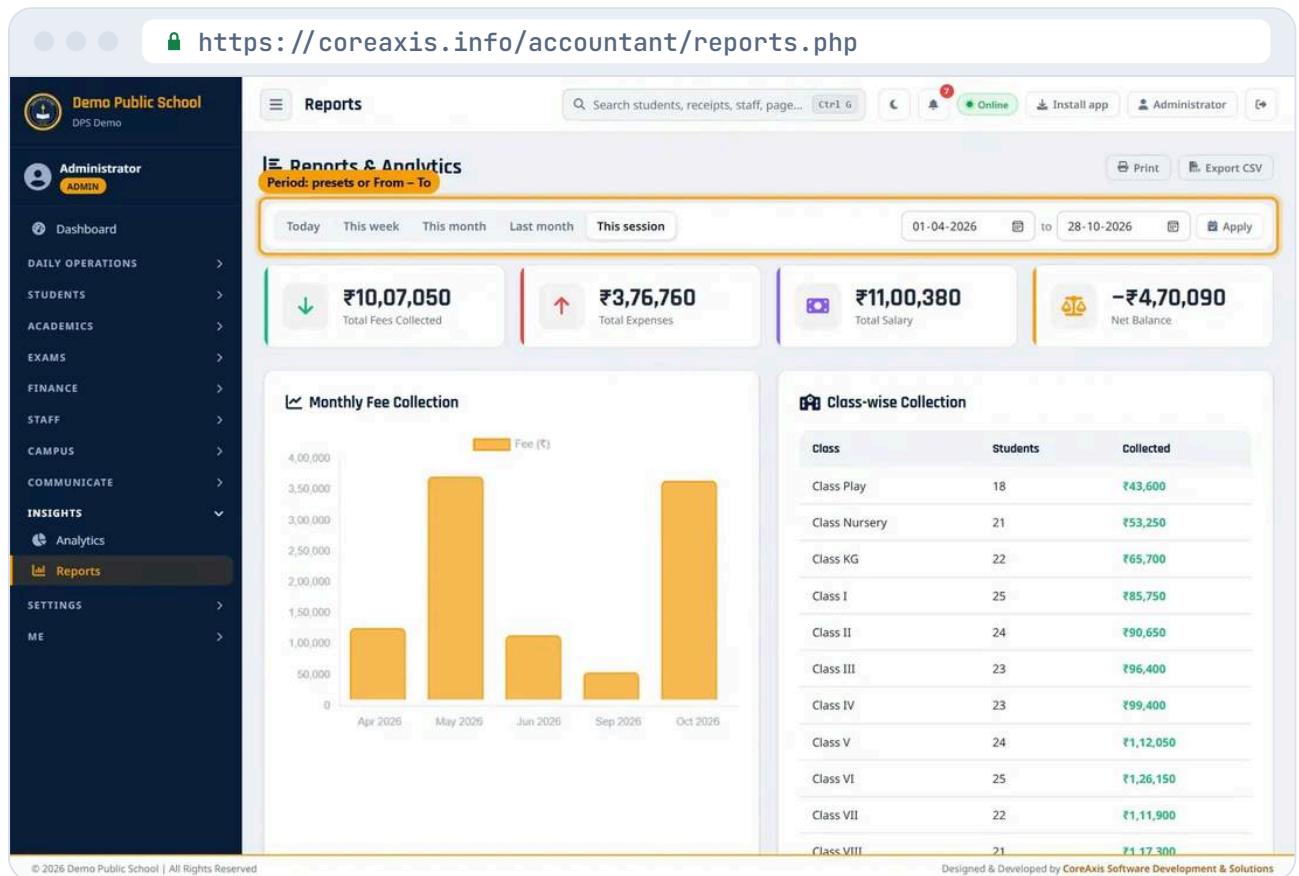
The full Reports page.

5 Click **Print** to print or save the page as PDF for the meeting.

TIP Amounts are shown in Indian style: ₹10,07,050, and a minus balance as – ₹4,70,090.

Report for one month and export it (example: September 2026)

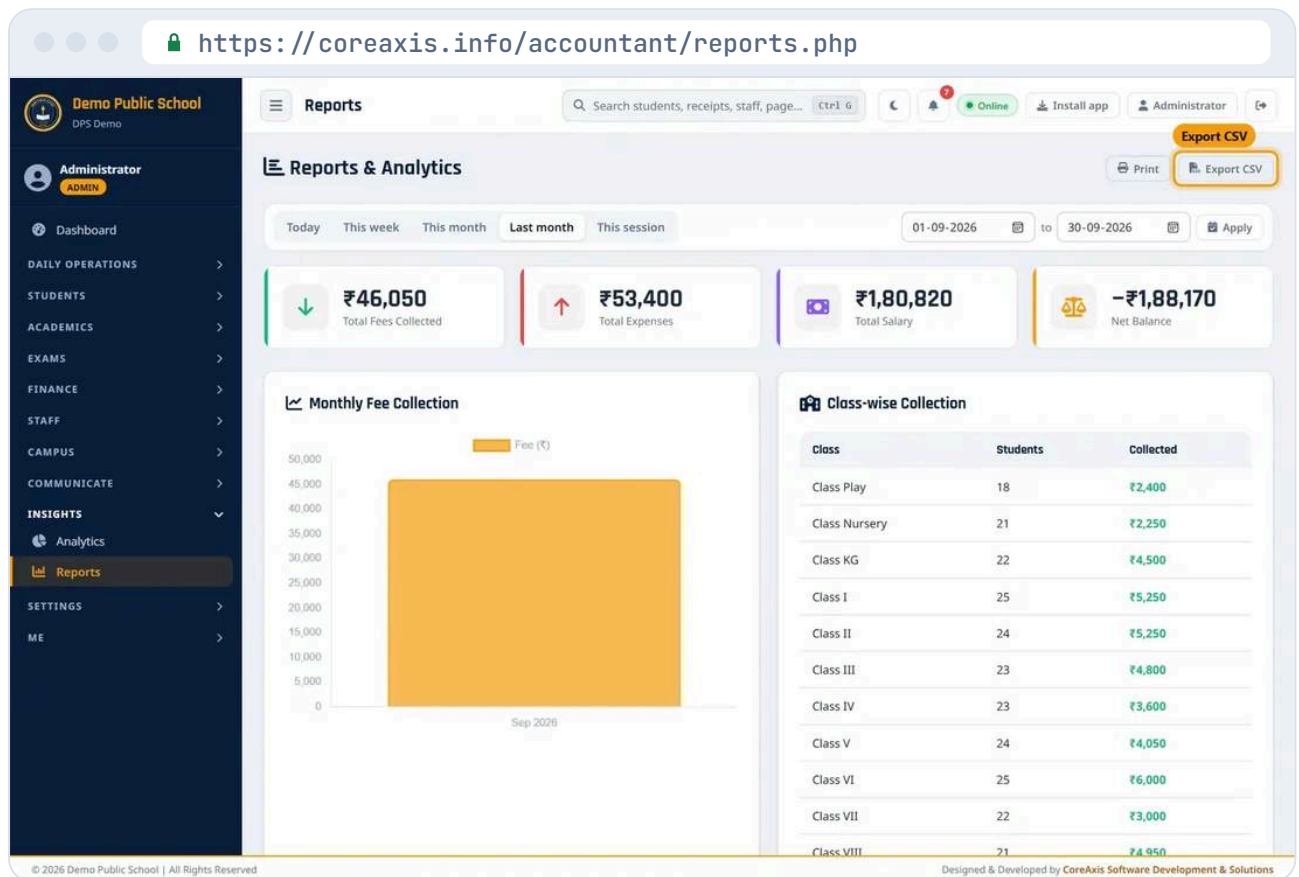
- 1 Click **Last month** in the period bar, or type **01-09-2026** and **30-09-2026** in the From – to boxes and click **Apply**.



The period bar: preset buttons, or your own From – to dates.

- 2 The cards now show September only: fees ₹46,050, expenses ₹53,400, salary ₹1,80,820, net balance –₹1,88,170. The chart and Class-wise Collection change to September too.

- 3 Click **Export CSV**. The file reports_2026-09-01_to_2026-09-30.csv downloads.



September 2026 report with the Export CSV button.

- 4 Open the file in Excel. It lists the four totals, the collection for each month and the collection for each class (students and amount).

TIP Salary counts on the date it was paid, and expenses on their expense date, so a month's net balance can be minus when salaries were paid in that month.

TIP For a day-by-day list of entries use Finance Ledger, which has the same period bar.

Where to find other finance reports

Defaulter list (CSV)	Fee Dues > Export CSV, all classes or one class.
Day book, Cash Book, Bank Book, P&L (CSV / print)	Finance Ledger, any date range.
Expense list (CSV)	Expenses > Export CSV, one month.

Concession register	Concessions › Register tab.
Cheque register	Cheques / DD › All tab.
Charts and trends	Insights › Analytics (Admin / Principal).

Questions

Can I see last session's report?

Yes. Type the dates of that session in the From – to boxes (for example 01-04-2025 to 31-03-2026) and click Apply. The cards, chart and class-wise table cover those dates.

Why does Attendance Summary not change when I change the period?

It always shows the current calendar month. For other months use Attendance › Attendance Register.

STAFF · CHAPTER 35

Staff

Admin

Principal

MENU Staff › Staff

The Staff page is the school's list of every employee: teachers, office staff and support staff. Each staff member's **Role / Designation** decides what they can open after signing in (Admin, Teacher or Accountant screens) or whether they get no login at all. The same list feeds Staff Attendance, Staff ID Cards, Leave Management, Salary / Payroll and the Timetable.

The screenshot displays the 'Staff Management' interface. The left sidebar contains navigation options like Dashboard, Daily Operations, Students, Academics, Exams, Finance, Staff (selected), Staff Attendance, Staff ID Cards, Leave Management, Holiday Calendar, Campus, Communicate, Insights, Settings, and ME. The main content area shows a table of staff members:

#	Photo	Name / Qualification	Username	Role	Phone	Joined	Status	Actions
1		Administrator admin@demo.coreaxis.info	demoadmin	Administrator (System)	9876543200	28 Oct 2026	Active	[Edit] [Delete] [Add]
2		Amit Kumar Mishra M.Sc. (Mathematics), B.Ed. amit.mishra@demo.coreaxis.info	review.teacher	Teacher (General)	9876543202	01 Jul 2014	Active	[Edit] [Delete] [Add]
3		Anjali Singh M.A. (English), B.Ed. anjali.singh@demo.coreaxis.info	demo.english	TGT Teacher (Trained Grad.)	9876543205	01 Jul 2017	Active	[Edit] [Delete] [Add]
4		Mohd. Imran Khan M.A. (History), B.Ed. imran.khan@demo.coreaxis.info	demo.sst	TGT Teacher (Trained Grad.)	9876543207	01 Jul 2019	Active	[Edit] [Delete] [Add]
5		Pooja Gupta MCA pooja.gupta@demo.coreaxis.info	demo.computer	Computer Teacher	9876543208	01 Jul 2020	Active	[Edit] [Delete] [Add]
6		Rajesh Kumar Verma M.Sc. (Physics), B.Ed. rajesh.verma@demo.coreaxis.info	demo.science	TGT Teacher (Trained Grad.)	9876543206	01 Jul 2018	Active	[Edit] [Delete] [Add]
7		Rakesh Agarwal B.Com, Tally ERP rakesh.agarwal@demo.coreaxis.info	review.accountant	Accountant	9876543203	01 Jul 2015	Active	[Edit] [Delete] [Add]

Staff — Demo Public School

Add a staff member (example: Priya Kumari Jha, new TGT Sanskrit teacher)

Priya Kumari Jha joins Demo Public School on 28 October 2026 as a TGT teacher for Sanskrit. She needs a teacher login.

- 1 Open **Staff** › **Staff** in the left menu and click **Add Staff** at the top right.

The screenshot shows the 'Staff Management' page in the CoreAxis School ERP system. The browser address bar displays 'https://coreaxis.info/admin/staff.php'. The left sidebar contains a menu with 'Staff' highlighted under the 'STAFF' category. The main content area features a 'Staff Management' header with a search bar and filters. Below this is a table listing staff members with columns for ID, Photo, Name/Qualification, Username, Role, Phone, Joined date, Status, and Actions. There are 7 staff members listed, including an Administrator and several Teachers. An 'Add Staff' button is located in the top right corner of the main content area.

#	Photo	Name / Qualification	Username	Role	Phone	Joined	Status	Actions
1		Administrator admin@demo.coreaxis.info	demoadmin	Administrator (System)	9876543200	28 Oct 2026	Active	
2		Amit Kumar Mishra M.Sc. (Mathematics), B.Ed. amit.mishra@demo.coreaxis.info	review.teacher	Teacher (General)	9876543202	01 Jul 2014	Active	
3		Anjali Singh M.A. (English), B.Ed. anjali.singh@demo.coreaxis.info	demo.english	TGT Teacher (Trained Grad.)	9876543205	01 Jul 2017	Active	
4		Mohd. Imran Khan M.A. (History), B.Ed. imran.khan@demo.coreaxis.info	demo.sst	TGT Teacher (Trained Grad.)	9876543207	01 Jul 2019	Active	
5		Pooja Gupta MCA pooja.gupta@demo.coreaxis.info	demo.computer	Computer Teacher	9876543208	01 Jul 2020	Active	
6		Rajesh Kumar Verma M.Sc. (Physics), B.Ed. rajesh.verma@demo.coreaxis.info	demo.science	TGT Teacher (Trained Grad.)	9876543206	01 Jul 2018	Active	
7		Rakesh Agarwal B.Com, Tally ERP rakesh.agarwal@demo.coreaxis.info	review.accountant	Accountant	9876543203	01 Jul 2015	Active	

The staff list with the Add Staff button.

- 2 Under **Login Details**, type the **Full Name** (Priya Kumari Jha) and a **Username** (priya.jha).
- 3 Type a starting **Password** (.....). It must have at least 8 characters with an uppercase letter, a lowercase letter and a number. Tell the teacher privately and ask her to change it after her first sign-in.

4 In **Role / Designation**, choose **TGT Teacher (Trained Grad.)**.

https://coreaxis.info/admin/staff.php

Staff Management

Add Staff Member

Login Details

NAME * Priya Kumari Jha

USERNAME * priya.jha

PASSWORD * *****

ROLE / DESIGNATION * TGT Teacher (Trained Grad.)

Personal Details

QUALIFICATION M.A. (Sanskrit), B.Ed.

EMAIL priya.jha@demo.coreaxis.info

PHONE 9876541203

DATE OF BIRTH 15-03-1993

GENDER Female

JOINING DATE 28-10-2026

AADHAR NO 12-digit Aadhaar

PAN NO ABCDE1234F

ADDRESS House No. 22, Road No. 4, Rajendra Nagar, Patna - 800016

Documents

PHOTO (JPG/PNG, MAX 2MB) Choose File No file chosen

SIGNATURE (JPG/PNG, MAX 2MB) Choose File No file chosen

Sl. No.	Name	Username	Role / Designation	Status	Actions
1	Priya Kumari Jha	priya.jha	TGT Teacher (Trained Grad.)	Active	Edit Delete
2	M.A. (Sanskrit), B.Ed.	priya.jha@demo.coreaxis.info		Active	Edit Delete
3	9876541203	15-03-1993		Active	Edit Delete
4	Female	28-10-2026		Active	Edit Delete
5	12-digit Aadhaar	ABCDE1234F		Active	Edit Delete
6	House No. 22, Road No. 4, Rajendra Nagar, Patna - 800016			Active	Edit Delete
7				Active	Edit Delete

Login Details: name, username, password and role.

- 5 Under **Personal Details**, fill **Qualification** (M.A. (Sanskrit), B.Ed.), **Email** (priya.jha@demo.coreaxis.info) and **Phone** (9876541203). The email is her sign-in ID, so it is required and must not be used by anyone else.

The screenshot shows the 'Add Staff Member' form in the CoreAxis School ERP system. The form is titled 'Add Staff Member' and is part of the 'Staff Management' section. It contains several sections: 'Login Details' with fields for Full Name, Username, Password, and Role/Designation; 'Personal Details' with fields for Qualification, Email, Phone, Date of Birth, Gender, Joining Date, Aadhar No, and PAN No; and 'Documents' with fields for Photo and Signature. The 'Personal Details' section is highlighted with a yellow border. The background shows a sidebar with navigation options like Dashboard, Students, Academics, Exams, Finance, Staff, Staff Attendance, Staff ID Cards, Leave Management, Holiday Calendar, Campus, Communicate, Insights, Settings, and ME. The main content area shows a list of staff members with columns for Name, User, and Status.

Personal Details with qualification, email and phone.

- 6 Fill **Date of Birth**, **Gender**, **Joining Date** and **Address**. **Aadhar No** and **PAN No** are optional.
- 7 Under **Documents**, choose a **Photo** and a **Signature** if you have them (JPG/PNG, up to 2 MB each). The photo appears on the staff ID card.

8 Click **Add Staff**, then confirm in the popup.

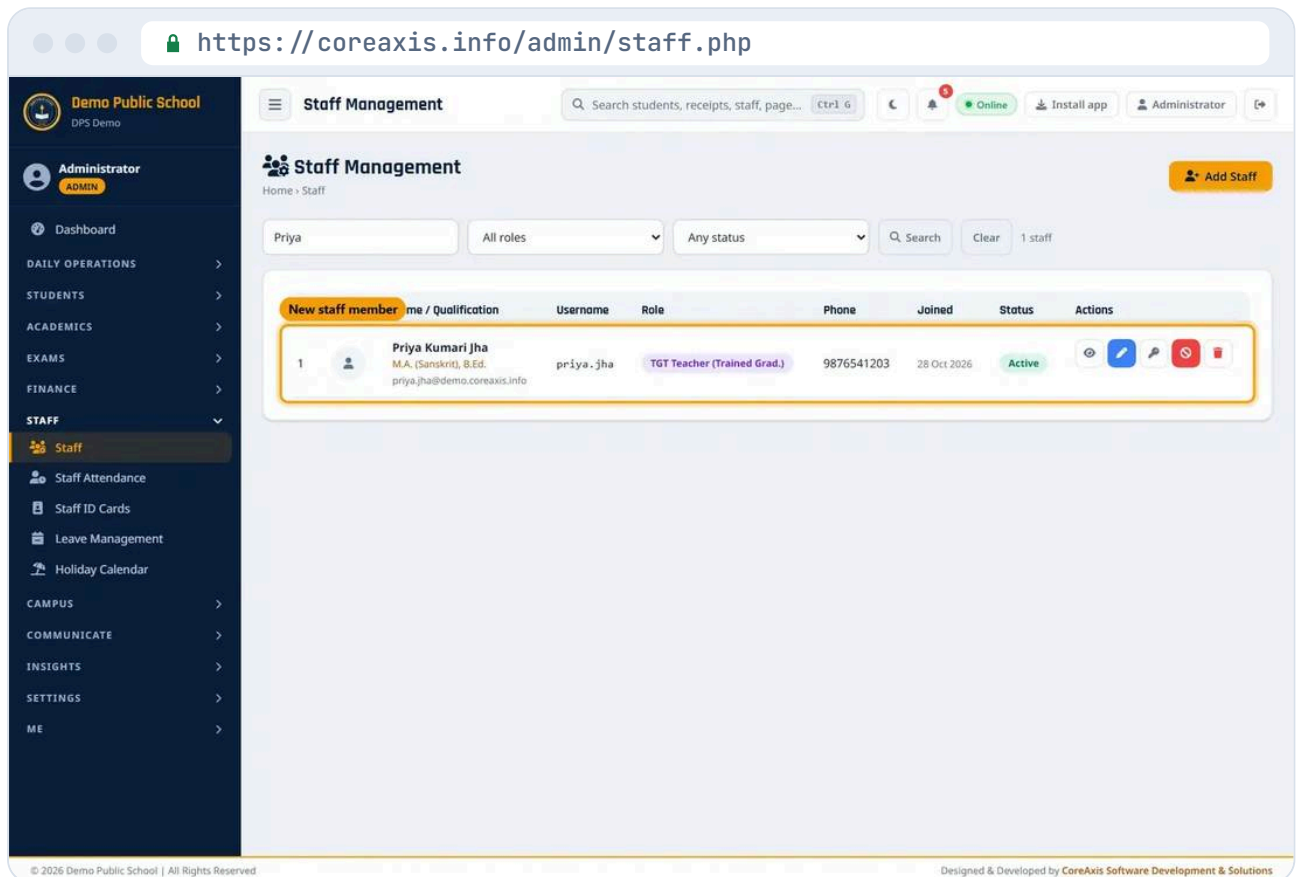
The screenshot displays the 'Staff Management' interface with a modal form for adding a new staff member. The form is titled 'Add Staff' and contains the following sections:

- Login Details:**
 - FULL NAME *: Priya Kumari Jha
 - USERNAME *: priya.jha
 - PASSWORD *: [masked]
 - ROLE / DESIGNATION *: TGT Teacher (Trained Grad.)
- Personal Details:**
 - QUALIFICATION: M.A. (Sanskrit), B.Ed.
 - EMAIL: priya.jha@demo.coreaxis.info
 - PHONE: 9876541203
 - DATE OF BIRTH: 15-03-1993
 - GENDER: Female
 - JOINING DATE: 28-10-2026
 - AADHAR NO: 12-digit Aadhaar
 - PAN NO: ABCDE1234F
 - ADDRESS: House No. 22, Road No. 4, Rajendra Nagar, Patna - 800016
- Documents:**
 - PHOTO (JPG/PNG, MAX 2MB): Choose File | No file chosen
 - SIGNATURE (JPG/PNG, MAX 2MB): Choose File | No file chosen

At the bottom of the form, there are two buttons: 'Cancel' and 'Add Staff' (highlighted in orange). The background shows the 'Staff Management' page with a table of existing staff members.

Click Add Staff to save.

- 9 The message **Staff member added!** appears and Priya is now in the list with the status **Active**.



The new teacher in the staff list.

TIP If you leave **Username** blank, the app makes one from the email address.

TIP Your plan sets the maximum number of active staff. If the limit is reached, the app sends you to **Plan & Billing**.

TIP A new teacher sees only the classes **Academics** and **Timetable** and subjects you give her. Assign her **Subjects** periods in subjects in

Choose the right role: who gets which login

The role groups in the **Role / Designation** list decide the screens a person sees. Roles marked **(No Login)** are for staff who are on the rolls (attendance, salary, ID card) but never sign in.

Leadership: Principal / Director, Vice Principal, Administrator (System)	Full admin screens: every module, approvals, settings, school profile and billing.
Teaching Staff: Head Teacher / HOD, PGT, TGT, PRT, Computer, PTI / Sports, Art, Music, Counselor, Lab Assistant, Librarian, Teacher (General)	Teacher screens: attendance and marks for their own classes, homework, timetable, notices, Library Desk, Competitions and the Me menu.
Finance & Admin: Accountant, Cashier, Office Clerk	Accountant screens: Fee Desk, Fee Dues, Concessions, Cheques, UPI / Bank Claims, Expenses, Payroll, Finance Ledger, Reports and the Me menu.
Support Staff (No Login): Nurse, Peon / Helper, Security Guard, Bus Driver, Housekeeping, Other	No sign-in. They still appear in Staff Attendance, Salary / Payroll and Staff ID Cards.

View a staff profile

- 1 Type part of the name, username, email or phone in the search box and click **Search** (or filter by role and status).

- Click the eye icon (**View Profile**) in the **Actions** column.

The screenshot displays the 'Staff Management' interface in a web browser. The URL is <https://coreaxis.info/admin/staff.php>. The left sidebar shows the 'ADMIN' role and various navigation options, with 'STAFF' selected. The main content area shows a list of staff members. The first staff member, Priya Kumari Jha, is highlighted. Below the list, a 'Staff Profile' modal is open, showing details for Priya Kumari Jha. The profile includes a photo, a signature, and various personal and professional details.

#	Photo	Name / Qualification	Username	Role	Phone	Joined	Status	Actions
1		Priya Kumari Jha M.A. (Sanskrit), B.Ed. priya.jha@demo.coreaxis.info	priya.jha	TGT Teacher (Trained Grad.)	9876541203	28 Oct 2026	Active	

Staff Profile – Priya Kumari Jha

FULL NAME
Priya Kumari Jha

QUALIFICATION
M.A. (Sanskrit), B.Ed.

EMAIL
priya.jha@demo.coreaxis.info

PHONE
9876541203

DATE OF BIRTH
15 Mar 1993

GENDER
Female

JOINING DATE
28 Oct 2026

AADHAR NO

PAN NO

ADDRESS
House No. 22, Road No. 4, Rajendra Nagar, Patna - 800016

LAST LOGIN
Never

Staff Profile shows photo, signature, role and all personal details, including Last Login.

- Click **Close** to hide the profile.

Edit details or change a role

- Click the blue pencil icon (**Edit**) on the staff member's row.

- 2 Correct the details. To give extra rights, change **Role / Designation** (for example from TGT Teacher to Head Teacher / HOD).

The screenshot shows the 'Edit Staff' modal in the CoreAxis School ERP Admin interface. The modal is titled 'Edit Staff' and contains the following fields:

- FULL NAME ***: Priya Kumari Jha
- QUALIFICATION**: M.A. (Sanskrit), B.Ed.
- EMAIL**: priya.jha@demo.coreaxis.info
- PHONE**: 9876541203
- DATE OF BIRTH**: 15-03-1993
- GENDER**: Female
- JOINING DATE**: 28-10-2026
- AADHAR NO**: 12-digit Aadhaar
- PAN NO**: ABCDE1234F
- ADDRESS**: House No. 22, Road No. 4, Rajendra Nagar, Patna - 800016
- UPDATE PHOTO**: Choose File | No file chosen
- UPDATE SIGNATURE**: Choose File | No file chosen

The 'Role / Designation' dropdown is highlighted with an orange box, showing 'TGT Teacher (Trained Grad.)'. The background shows the 'Staff Management' page with a list of staff members.

Edit Staff opens with the staff member's current role: TGT Teacher (Trained Grad.) for Priya Kumari Jha.

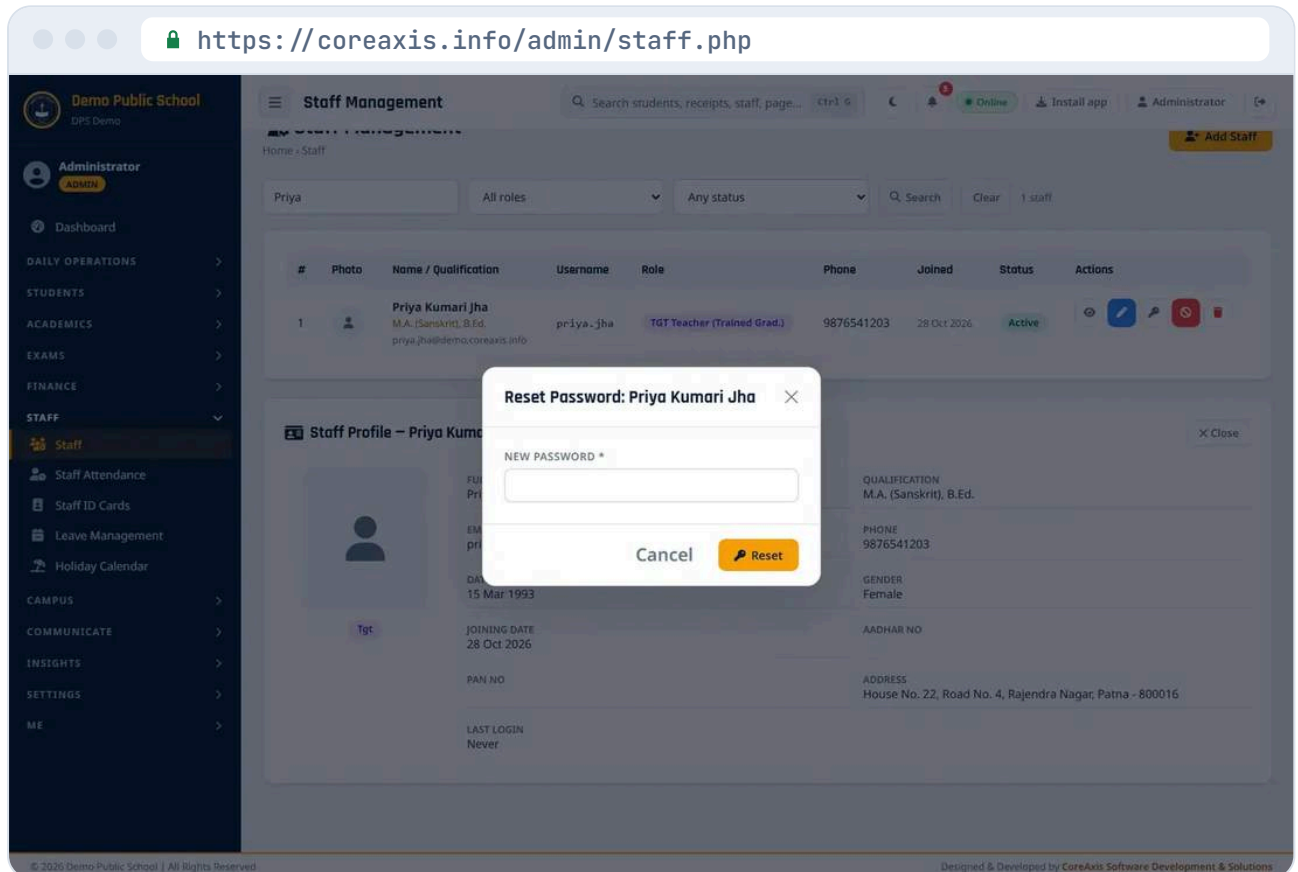
- 3 Use **Update Photo** or **Update Signature** to replace the pictures.
- 4 Click **Update** and confirm.

TIP Check **Role / Designation** box before you click Update. It shows the role saved the **Designation** now; change it only if you mean to change the person's rights.

IMPORTANT Before you click Update, check that the Role / Designation box shows the person's real role. Changing a teacher to a Leadership role gives them full admin access.

Reset a password, deactivate or delete

- 1 If a staff member forgets the password, click the key icon (**Reset Password**), type a new password (••••••••) and click **Reset**. They are signed out of all their devices.



Reset Password for one staff member.

- 2 When someone leaves, click the red circle icon (**Toggle**) to make them **Inactive**. Their login stops working, trusted devices and PINs are removed, and their past records stay.
- 3 Click the bin icon (**Delete**) only for an account made by mistake. The app asks twice.

IMPORTANT Delete removes the account permanently and cannot be reversed. For staff who leave, use Toggle (Inactive) instead, so attendance, salary and leave history stay.

Screen at a glance

Search box

Finds staff by name, username, email or phone.

All roles / Any status

Filters the list by role or by Active / Inactive.

# / Photo / Name / Qualification	Name in bold, qualification in saffron, email below. A warning badge shows if the email cannot receive sign-in codes.
Username	The short login name (sign-in also works with the email).
Role	The designation chosen in Role / Designation.
Phone / Joined	Mobile number and joining date.
Status	Active (can sign in) or Inactive.
Actions	View Profile, Edit, Reset Password, Toggle (activate / deactivate), Delete.

Questions

The new teacher says she did not get a sign-in code.

The first sign-in on a new device sends a 6-digit code to the staff member's email. Check the email address on her profile for spelling, then ask her to look in the spam folder.

Can a peon or bus driver have a login?

No. Support Staff roles are marked (No Login). They are kept on the rolls for attendance, salary and ID cards only.

A teacher left mid-year. Should I delete her?

No. Click Toggle to make her Inactive. Deleting removes her account and breaks the link to her past attendance, salary and leave records.

STAFF · CHAPTER 36

Staff Attendance

Admin

Principal

MENU Staff › Staff Attendance

The office marks each staff member Present, Absent, on Leave or Holiday once a day. The **Monthly Register** shows the whole month in one grid. Salary / Payroll reads this register: it pays Present + Holiday + sanctioned leave days, and deducts Leave Without Pay or half-pay leave as a separate line. Each staff member can see their own record under **Me › My Attendance**.

The screenshot displays the 'Staff Attendance' page in the CoreAxis School ERP system. The interface includes a sidebar with navigation options, a top header with user information, and a main content area with attendance statistics and a table of staff members.

Staff Attendance Summary:

- Present: 10
- Absent: 0
- Leave: 0
- Holiday: 0

Staff Attendance Table (28-10-2026):

#	Staff	Role	Status
1	Administrator	Administrator (System)	P A L H
2	Satyajeet Kr. Singh	Principal / Director	P A L H
3	Amit Kumar Mishra	Teacher (General)	P A L H
4	Anjali Singh	TGT Teacher (Trained Grad.)	P A L H
5	Mohd. Imran Khan	TGT Teacher (Trained Grad.)	P A L H
6	Priya Kumari Jha	TGT Teacher (Trained Grad.)	P A L H
7	Rajesh Kumar Verma	TGT Teacher (Trained Grad.)	P A L H
8	Sunita Sharma	TGT Teacher (Trained Grad.)	P A L H

Staff Attendance — Demo Public School

Mark today's attendance (example: 28 October)

2026, new teacher Priya Kumari Jha present)

- 1 Open **Staff > Staff Attendance**. The **Mark Attendance** tab opens with today's date.

The screenshot displays the 'Staff Attendance' interface. At the top, the URL is https://coreaxis.info/admin/staff_attendance.php. The page title is 'Staff Attendance' with a breadcrumb trail: Home > HR & Staff > Staff Attendance. A search bar and user profile (Administrator) are visible. The 'Mark Attendance' tab is selected, showing a summary of attendance for the date 28-10-2026: 9 Present, 0 Absent, 0 Leave, and 0 Holiday. Below this, a table lists staff members with their roles and status indicators (P, A, L, H). The 'Date' box is highlighted with a yellow border.

#	Staff	Role	Status
1	Administrator	Administrator (System)	P A L H
2	Satyajeet Kr. Singh	Principal / Director	P A L H
3	Amit Kumar Mishra	Teacher (General)	P A L H
4	Anjali Singh	TGT Teacher (Trained Grad.)	P A L H
5	Mohd. Imran Khan	TGT Teacher (Trained Grad.)	P A L H
6	Priya Kumari Jha	TGT Teacher (Trained Grad.)	P A L H
7	Rajesh Kumar Verma	TGT Teacher (Trained Grad.)	P A L H
8	Sunita Sharma	TGT Teacher (Trained Grad.)	P A L H
9	Pooja Gupta	Computer Teacher	P A L H

Mark Attendance for today, with counts at the top.

- 2 To mark another day, change the **Date** box.

- 3 For each staff member, tick **P** (present), **A** (absent), **L** (leave) or **H** (holiday). Here, tick **P** for Priya Kumari Jha.

https://coreaxis.info/admin/staff_attendance.php

Staff Attendance Search students, receipts, staff, page... **Online** Install app Administrator

Present Absent Leave Holiday

Date: 28-10-2026 9 / 10 marked All Present All Absent All Leave All Holiday

#	Staff	Role	Status
1	Administrator	Administrator (System)	☒ P ☐ A ☐ L ☐ H
2	Satyajeet Kr. Singh	Principal / Director	☒ P ☐ A ☐ L ☐ H
3	Amit Kumar Mishra	Teacher (General)	☒ P ☐ A ☐ L ☐ H
4	Anjali Singh	TGT Teacher (Trained Grad.)	☒ P ☐ A ☐ L ☐ H
Tick P / A / L / H d. Imran Khan			
6	Priya Kumari Jha	TGT Teacher (Trained Grad.)	☒ P ☐ A ☐ L ☐ H
7	Rajesh Kumar Verma	TGT Teacher (Trained Grad.)	☒ P ☐ A ☐ L ☐ H
8	Sunita Sharma	TGT Teacher (Trained Grad.)	☒ P ☐ A ☐ L ☐ H
9	Pooja Gupta	Computer Teacher	☒ P ☐ A ☐ L ☐ H
10	Rakesh Agarwal	Accountant	☒ P ☐ A ☐ L ☐ H

Save Attendance

Clear this day

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One row per staff member with P / A / L / H.

- 4 To fill everyone at once, click **All Present** (or **All Absent**, **All Leave**, **All Holiday**), then change only the exceptions.

The screenshot displays the 'Staff Attendance' interface. At the top, there's a search bar and user information. The sidebar on the left contains various navigation links. The main area shows attendance statistics for the date 28-10-2026: 9 Present, 0 Absent, 0 Leave, and 0 Holiday. A 'Quick fill' button is highlighted, with sub-options for 'All Present', 'All Absent', 'All Leave', and 'All Holiday'. Below this is a table of staff members with their roles and status selection buttons (P, A, L, H).

#	Staff	Role	Status
1	Administrator	Administrator (System)	☒ P ☐ A ☐ L ☐ H
2	Satyajeet Kr. Singh	Principal / Director	☒ P ☐ A ☐ L ☐ H
3	Amit Kumar Mishra	Teacher (General)	☒ P ☐ A ☐ L ☐ H
4	Anjali Singh	TGT Teacher (Trained Grad.)	☒ P ☐ A ☐ L ☐ H
5	Mohd. Imran Khan	TGT Teacher (Trained Grad.)	☒ P ☐ A ☐ L ☐ H
6	Priya Kumari Jha	TGT Teacher (Trained Grad.)	☒ P ☐ A ☐ L ☐ H
7	Rajesh Kumar Verma	TGT Teacher (Trained Grad.)	☒ P ☐ A ☐ L ☐ H
8	Sunita Sharma	TGT Teacher (Trained Grad.)	☒ P ☐ A ☐ L ☐ H
9	Pooja Gupta	Computer Teacher	☒ P ☐ A ☐ L ☐ H

Quick-fill buttons above the list.

5 Click **Save Attendance** at the bottom and confirm.

The screenshot displays the 'Staff Attendance' page in the CoreAxis School ERP system. The page is titled 'Staff Attendance' and shows a list of staff members with their roles and attendance status for the date 28-10-2026. The 'Save Attendance' button is highlighted at the bottom of the list.

Staff Attendance Page Details:

- URL:** https://coreaxis.info/admin/staff_attendance.php
- Page Title:** Staff Attendance
- Search Bar:** Search students, receipts, staff, page...
- Navigation Bar:** Present, Absent, Leave, Holiday
- Date:** 28-10-2026 (9 / 10 marked)
- Buttons:** All Present, All Absent, All Leave, All Holiday
- Staff List:**

#	Staff	Role	Status
1	Administrator	Administrator (System)	☒ P ☐ A ☐ L ☐ H
2	Satyajeet Kr. Singh	Principal / Director	☒ P ☐ A ☐ L ☐ H
3	Amit Kumar Mishra	Teacher (General)	☒ P ☐ A ☐ L ☐ H
4	Anjali Singh	TGT Teacher (Trained Grad.)	☒ P ☐ A ☐ L ☐ H
5	Mohd. Imran Khan	TGT Teacher (Trained Grad.)	☒ P ☐ A ☐ L ☐ H
6	Priya Kumari Jha	TGT Teacher (Trained Grad.)	☒ P ☐ A ☐ L ☐ H
7	Rajesh Kumar Verma	TGT Teacher (Trained Grad.)	☒ P ☐ A ☐ L ☐ H
8	Sunita Sharma	TGT Teacher (Trained Grad.)	☒ P ☐ A ☐ L ☐ H
9	Pooja Gupta	Computer Teacher	☒ P ☐ A ☐ L ☐ H
10	Rakesh Agarwal	Accountant	☒ P ☐ A ☐ L ☐ H
- Buttons at the bottom:**
 - Save Attendance (highlighted)
 - Save Attendance
 - Clear this day

Save Attendance.

- 6 The message **Staff attendance saved for 28 Oct 2026 (10 staff)** appears and the counter shows **10 / 10 marked**.

The screenshot displays the 'Staff Attendance' interface. At the top, a green notification bar states 'Staff attendance saved for 28 Oct 2026 (10 staff)'. Below this, the 'Staff Attendance' section shows four status counters: Present (10), Absent (0), Leave (0), and Holiday (0). A table lists 8 staff members with their roles and status options (P, A, L, H). The date is set to 28-10-2026, and it shows 10 / 10 marked.

#	Staff	Role	Status
1	Administrator	Administrator (System)	P A L H
2	Satyajeet Kr. Singh	Principal / Director	P A L H
3	Amit Kumar Mishra	Teacher (General)	P A L H
4	Anjali Singh	TGT Teacher (Trained Grad.)	P A L H
5	Mohd. Imran Khan	TGT Teacher (Trained Grad.)	P A L H
6	Priya Kumari Jha	TGT Teacher (Trained Grad.)	P A L H
7	Rajesh Kumar Verma	TGT Teacher (Trained Grad.)	P A L H
8	Sunita Sharma	TGT Teacher (Trained Grad.)	P A L H

Saved: 10 present, 0 absent.

TIP A staff member with approved leave on that day shows a leave badge next to the name; mark them **L**.

TIP Sundays and holidays from the Holiday Calendar are shaded in the register; you do not need to mark them.

TIP You can save again later in the day; the new choice replaces the old one.

IMPORTANT Clear this day removes every staff mark for the selected date. Use it only if you marked the wrong date.

Read the Monthly Register

- 1 Click the **Monthly Register** tab.

- 2 Pick the month in the month box (for example **October 2026**).

October, 2026

October 2026 · P present · A absent · L leave · H holiday · blank = not marked · shaded = Sunday / holiday. Salary pays P + H + sanctioned leave; LWP / half-pay leave is deducted as a separate line.

Staff	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	P	A	L	H	
Administrator	P	P	P	·	P	P	P	P	P	·	P	P	P	P	P	P	P	P	L	P	L	P	P	P	·	P	P	P	·	·	·	22	0	2	0	
Satyajeet Kr. Singh	P	P	P	·	P	P	P	P	P	·	P	P	P	P	P	P	P	P	P	P	P	P	P	P	·	P	P	P	·	·	·	24	0	0	0	
Amit Kumar Mishra	P	P	P	·	P	P	A	P	P	P	·	P	P	P	P	P	L	·	L	P	P	P	P	P	·	P	P	P	·	·	·	21	1	2	0	
Anjali Singh	P	P	P	·	A	P	P	P	P	·	P	P	P	P	P	P	P	P	P	P	P	P	P	P	·	P	P	P	·	·	·	23	1	0	0	
Mohd. Imran Khan	P	P	P	·	P	L	P	P	P	A	·	P	P	P	P	P	P	P	P	P	P	P	P	A	·	P	P	P	·	·	·	21	2	1	0	
Priya Kumari Jha	·	·	·	·	·	·	·	·	·	·	·	·	·	·	·	·	·	·	·	·	·	·	·	·	·	·	P	·	·	·	1	0	0	0		
Rajesh Kumar Verma	P	P	P	·	P	P	P	P	P	·	P	P	P	P	P	P	P	P	P	A	P	P	P	P	·	A	L	P	·	·	·	21	2	1	0	
Sunita Sharma	P	P	P	·	P	P	P	P	P	·	P	L	P	P	P	P	P	P	P	P	P	P	P	A	A	·	P	P	P	·	·	·	21	2	1	0
Pooja Gupta	P	P	P	·	P	P	P	P	P	·	P	P	P	P	P	P	P	P	P	P	P	P	P	P	·	P	P	P	·	·	·	24	0	0	0	
Rakesh Agarwal	P	P	P	·	P	P	P	P	P	·	P	A	P	L	P	P	·	P	P	P	P	P	P	P	·	P	P	P	·	·	·	22	1	1	0	

One row per staff member, one column per day, totals on the right.

- 3 Read the totals in the **P**, **A**, **L** and **H** columns. These are the days Payroll uses for the month.

Screen at a glance

Present / Absent / Leave / Holiday cards

Counts for the selected date.

Date and 'x / y marked'

The day being marked and how many staff already have a status.

Status (P / A / L / H)

P present, A absent, L leave, H holiday.

Salary button

Opens Finance > Salary / Payroll.

Monthly Register legend

Blank = not marked; shaded = Sunday or holiday; · = no mark on an off day.

Questions

I forgot to mark attendance yesterday.

Change the Date box to yesterday, mark everyone and click Save Attendance.

A teacher was on approved leave. What do I mark?

Mark L. The leave badge next to the name links to the approved application. Salary pays sanctioned leave as per its type (full pay, half pay or without pay).

STAFF · CHAPTER 37

Staff ID Cards

Admin

Principal

MENU Staff › Staff ID Cards

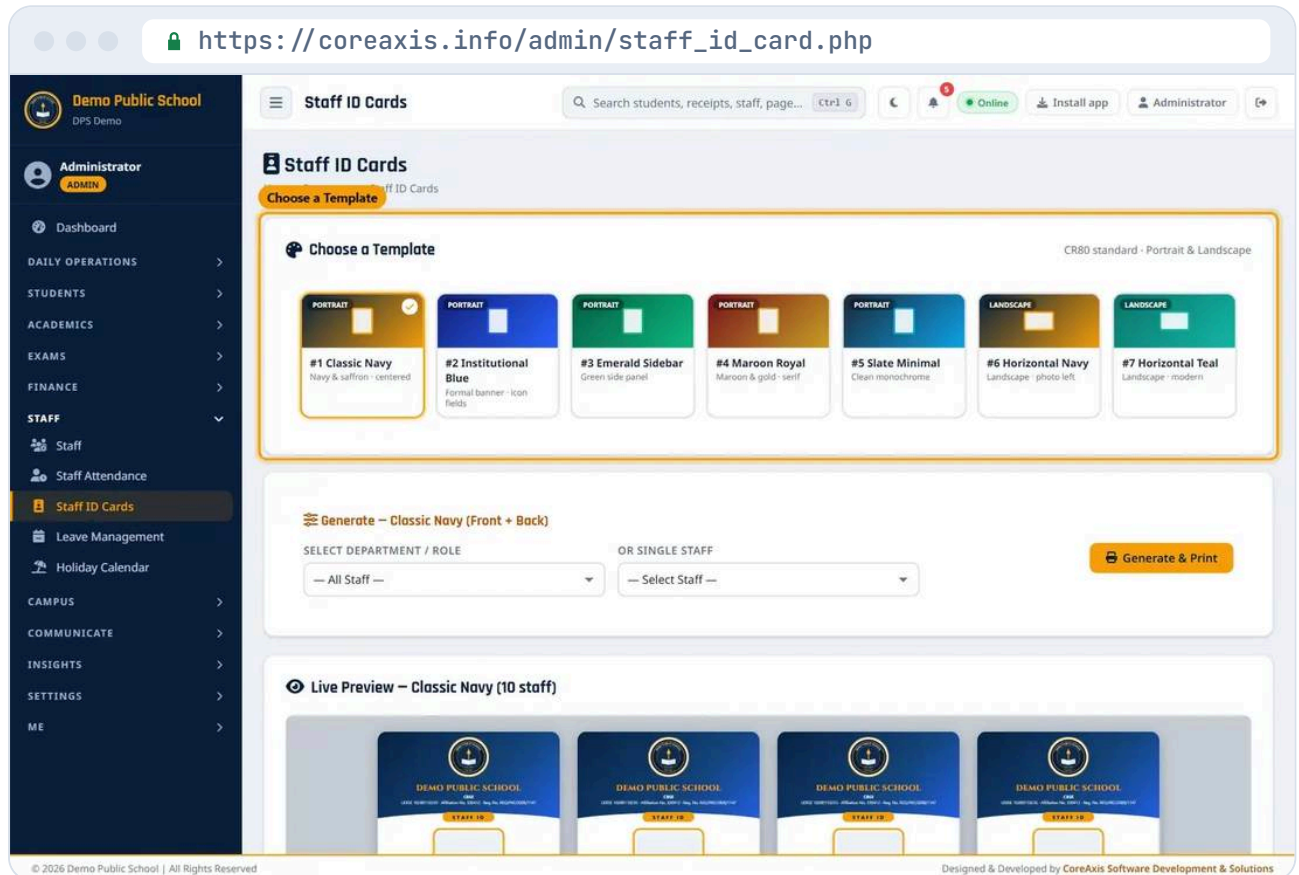
Staff ID Cards are built from the Staff list and the School Profile: name, photo, role, qualification, mobile, staff ID, joining date, address, the school's name, UDISE and affiliation numbers, and the principal's signature. Cards are the standard CR80 size (credit-card size) with a front and a back. Each card is printed through the Document Register, so the first print is marked ORIGINAL and a reprint DUPLICATE.

The screenshot displays the 'Staff ID Cards' management page. The left sidebar contains a navigation menu with options: Administrator (ADMIN), Dashboard, DAILY OPERATIONS, STUDENTS, ACADEMICS, EXAMS, FINANCE, STAFF (expanded), Staff, Staff Attendance, Staff ID Cards (selected), Leave Management, Holiday Calendar, CAMPUS, COMMUNICATE, INSIGHTS, SETTINGS, and ME. The main content area shows a 'Live Preview - Classic Navy (1 staff)' of a staff ID card for Priya Kumari Jha, TGT Teacher. The card details include: Department: TGT Teacher, Qualification: M.A. (Sanskrit), B.Ed., Mobile: 9876541203, Staff ID: priya.jha, and a photo. Below the card, there are sections for 'STAFF DETAILS' and 'TERMS & CONDITIONS'. The footer of the interface shows the copyright notice for 2026 Demo Public School and the developer information: Designed & Developed by CoreAxis Software Development & Solutions.

Staff ID Cards — Demo Public School

Print an ID card for one staff member (example: Priya Kumari Jha)

- 1 Open **Staff** > **Staff ID Cards**.



Choose a Template: five portrait and two landscape designs.

- 2 Under **Choose a Template**, click a design, for example **#1 Classic Navy**. The ticked card is the one in use.

- 3 In **OR SINGLE STAFF**, choose **Priya Kumari Jha (priya.jha)**. Leave **SELECT DEPARTMENT / ROLE** at **— All Staff —**.

The screenshot displays the 'Staff ID Cards' management interface in the CoreAxis School ERP system. The interface is divided into a sidebar, a top header, and a main content area.

- Sidebar:** Contains navigation links for 'Dashboard', 'DAILY OPERATIONS', 'STUDENTS', 'ACADEMICS', 'EXAMS', 'FINANCE', 'STAFF' (expanded), 'Staff', 'Staff Attendance', 'Staff ID Cards' (selected), 'Leave Management', 'Holiday Calendar', 'CAMPUS', 'COMMUNICATE', 'INSIGHTS', 'SETTINGS', and 'ME'.
- Top Header:** Shows the URL 'https://coreaxis.info/admin/staff_id_card.php', a search bar, and user information 'Administrator'.
- Main Content Area:**
 - Choose a Template:** Displays seven template options: #1 Classic Navy, #2 Institutional Blue, #3 Emerald Sidebar, #4 Maroon Royal, #5 Slate Minimal, #6 Horizontal Navy, and #7 Horizontal Teal.
 - Pick a role or one staff member, then Generate & Print:** Includes two dropdown menus. The first, 'SELECT DEPARTMENT / ROLE', is set to '— All Staff —'. The second, 'OR SINGLE STAFF', is set to 'Priya Kumari Jha (priya.jha) — Tgt'. A 'Generate & Print' button is located to the right.
 - Live Preview — Classic Navy (1 staff):** Shows a preview of the generated ID card for Priya Kumari Jha, featuring the school logo, name, and role.

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Pick one staff member, then Generate & Print.

- 4 Scroll down to **Live Preview** to check the front and back.

The screenshot shows the 'Staff ID Cards' page in the CoreAxis School ERP system. The page title is 'Staff ID Cards' and the URL is 'https://coreaxis.info/admin/staff_id_card.php'. The left sidebar contains a navigation menu with options like 'Administrator', 'Dashboard', 'DAILY OPERATIONS', 'STUDENTS', 'ACADEMICS', 'EXAMS', 'FINANCE', 'STAFF', 'Leave Management', 'Holiday Calendar', 'CAMPUS', 'COMMUNICATE', 'INSIGHTS', 'SETTINGS', and 'ME'. The 'STAFF' section is expanded, showing 'Staff', 'Staff Attendance', and 'Staff ID Cards'. The 'Staff ID Cards' section is selected, and the 'Live Preview' tab is active. The preview shows a staff ID card for Priya Kumari Jha, TGT Teacher. The card includes a photo, name, department, qualification, and a signature. The card is titled 'DEMO PUBLIC SCHOOL' and 'STAFF ID CARD'.

DEMO PUBLIC SCHOOL
STAFF ID CARD

Priya Kumari Jha
TGT Teacher

DEPARTMENT: TGT Teacher
QUALIFICATION: M.A. (Sanskrit), B.Ed.
MOBILE: 9876541203

STAFF DETAILS

NAME	priya.jha
DATE OF BIRTH	15/05/1993
GENDER	Female
EMPLOYED DATE	28/10/2025
EMAIL	priya.jha@demo.school.in
ADDRESS	House No. 23, Road No. 4, Sector 15, Noida, Uttar Pradesh - 201304

TERMS & CONDITIONS

- Property of the school, used during duty hours. Non-transferable.
- Printed edition is the master copy. All other copies are invalid.
- This card must be produced on demand to authorized personnel.

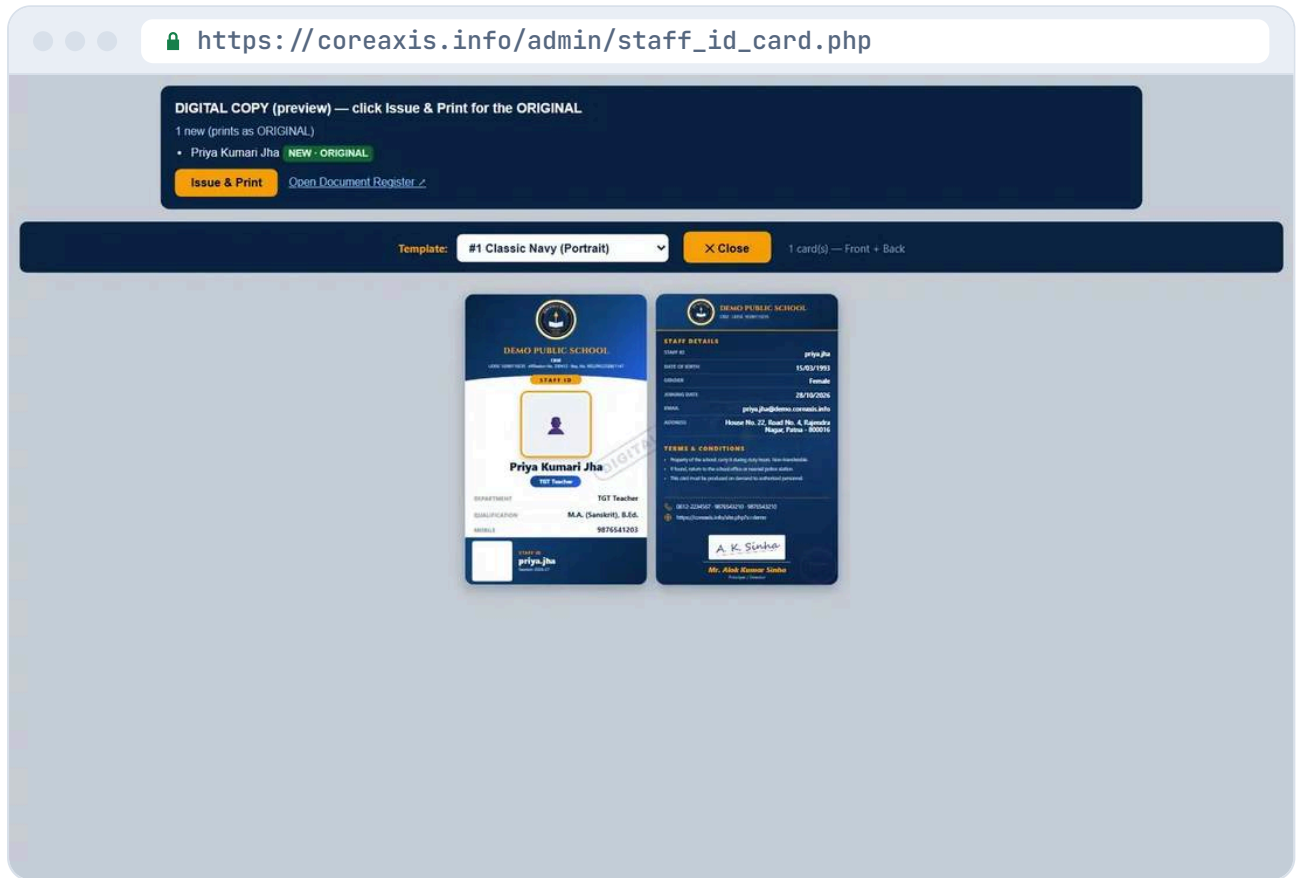
DR. A. K. Sinha
Principal

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Live Preview: front and back of the card. Department shows the role name, TGT Teacher.

- 5 Click **Generate & Print**. The print page opens in a new tab with a DIGITAL COPY (preview) banner.



Print page: the banner lists who prints as ORIGINAL.

- 6 Click **Issue & Print** on the banner to record the issue in the Document Register and print on card stock (CR80, 100% scale).

TIP A missing photo shows a grey person icon. Add the photo in **Staff > Staff** (Edit > Update Photo) and print again.

TIP The school name, logo, numbers, signature and terms on the back come from **Settings > School Profile**. Change them there, not here.

Print cards for a whole department (example: all TGT teachers)

- 1 In **SELECT DEPARTMENT / ROLE**, choose the role, for example **TGT Teacher**. Leave **OR SINGLE STAFF** empty.

- 2 Pick a template. For a landscape card, choose **#6 Horizontal Navy** or **#7 Horizontal Teal**.

https://coreaxis.info/admin/staff_id_card.php

Demo Public School
DPS Demo

Administrator
ADMIN

Dashboard

DAILY OPERATIONS

STUDENTS

ACADEMICS

EXAMS

FINANCE

STAFF

Staff

Staff Attendance

Staff ID Cards

Leave Management

Holiday Calendar

CAMPUS

COMMUNICATE

INSIGHTS

SETTINGS

ME

Staff ID Cards

Search students, receipts, staff, page... CTR1 6

Online

Install app

Administrator

Generate - Horizontal Navy (Front + Back)

SELECT DEPARTMENT / ROLE

OR SINGLE STAFF

— All Staff —

Priya Kumari Jha (priya.jha) — TGT Teacher

Generate & Print

Live Preview - Horizontal Navy (1 staff)

DEMO PUBLIC SCHOOL
DPS Demo

Priya Kumari Jha
TGT Teacher

QUALIFICATION: M.A. (Sanskrit), B.Ed.
MOBILE: 9876543210
EXPIRY: 28/10/2026

STAFF DETAILS

STAFF ID: priya.jha
DOB: 15/05/1993
FEMALE
ADDRESS: 78/10/2026
EMAIL: priya.jha@demo.schools.info
PHONE No. 22, Road No. 4, Rajendra Nagar, Patna - 800015

TERMS & CONDITIONS

- Property of the school. Not to be sold or transferred.
- Property must be returned to the school after the staff member's service.
- Non-transferable. Not to be used as a personal ID card.
- Not valid for other purposes. Not to be used as a personal ID card.

A. K. Singh
Principal

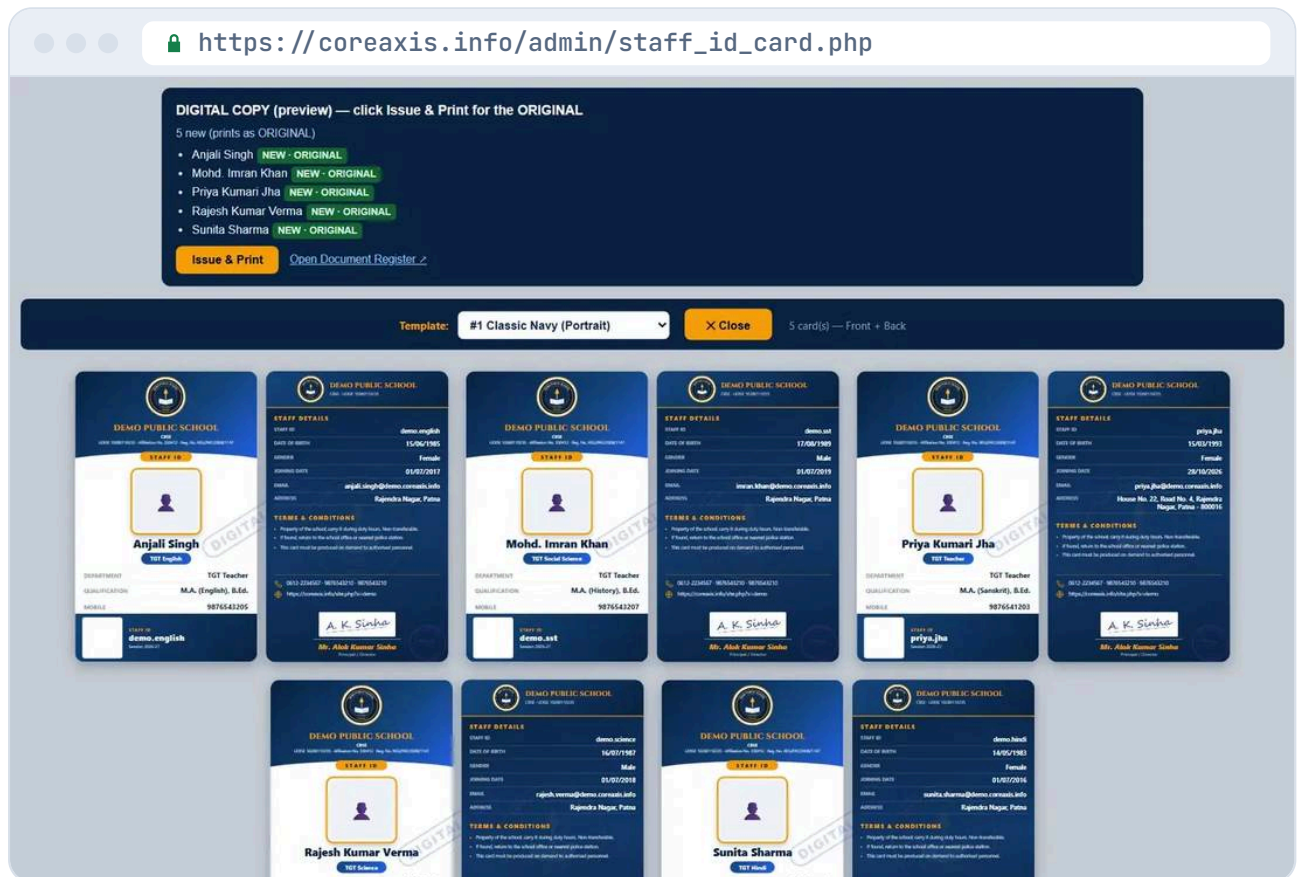
Abd Khamar Khan
Teacher

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#6 Horizontal Navy preview.

- 3 Click **Generate & Print**. Every active staff member of that role is placed on the sheet, front then back.



Five TGT teachers on one print sheet.

- 4 Use the **Template** list at the top of the print page to switch the design without going back.
- 5 Click **Issue & Print**.

Screen at a glance

Choose a Template	#1 Classic Navy, #2 Institutional Blue, #3 Emerald Sidebar, #4 Maroon Royal, #5 Slate Minimal (portrait); #6 Horizontal Navy, #7 Horizontal Teal (landscape).
SELECT DEPARTMENT / ROLE	Prints every active staff member of that role.
OR SINGLE STAFF	Prints one person. Use one of the two boxes, not both.
Live Preview	Front and back of each card exactly as it will print.

Print page banner

DIGITAL COPY (preview) until you click Issue & Print; NEW · ORIGINAL marks a first issue; reprints are marked DUPLICATE COPY. Open Document Register shows the issue history.

Questions

The card shows an old phone number.

Edit the staff member in Staff › Staff, save, and print the card again. A reprint is marked as a duplicate copy in the Document Register.

Can I print support staff such as drivers and guards?

Yes. Every active staff member, including No Login roles, can be printed.

STAFF · CHAPTER 38

Leave Management

Admin

Principal

Teacher

Accountant

MENU Staff › Leave Management (Principal: Daily Operations › Leave Approvals; Teacher / Accountant: Me › My Leaves)

Every staff member applies for leave from their own **My Leave** tab and sees their balance for each leave type. The Principal (or Vice Principal / Admin) approves, rejects or returns each application; if the recommendation level is on, a Head Teacher / HOD recommends it first. Approved leave is shown in Staff Attendance, the Leave Calendar and the Register, cuts the balance, and prints as a sanction order on the school letterhead. The same screens also handle student leave sent by parents or class teachers.

The screenshot shows the 'Leave Management' interface for a Principal. The left sidebar contains a navigation menu with sections: Demo Public School (DPS Demo), Satyajeet Kr. Singh (PRINCIPAL), Dashboard, DAILY OPERATIONS (Attendance, Fee Desk, Leave Approvals), STUDENTS, ACADEMICS, EXAMS, FINANCE, STAFF, CAMPUS, COMMUNICATE, INSIGHTS, SETTINGS, and ME. The main content area is titled 'Leave Management' and includes a search bar and a top navigation bar with tabs: My Leave, Approvals (selected), Student Leave, Leave Calendar, Register & Balances, Holidays, and Leave Settings. Below the tabs, there are filters for STATUS (Needs action), TYPE (All types), and STAFF (All staff). A message states: 'You approve / reject / return. Recommendation level is off.' The 'Staff Applications (2)' section shows two applications: Rakesh Agarwal (Accountant - #3) and Amit Kumar Mishra (TGT Mathematics - #1). Both are 'Applied' and have a balance of 16. The 'Student Leave awaiting decision (1)' section shows one application: Aarav Sharma (Parent, Class VI - #2) for 1 day, with a balance of 1 day. The bottom of the page includes a copyright notice: '© 2026 Demo Public School | All Rights Reserved' and a footer: 'Designed & Developed by CoreAxis Software Development & Solutions'.

Leave Management — Demo Public School

Apply for leave as a staff member (example: Rakesh

Agarwal, accountant, CL on 6-7 November 2026)

Teachers and accountants open **Me > My Leaves**. Admin-level users open **Staff > Leave Management** and the **My Leave** tab.

- 1 Open **Me > My Leaves**. The top of the page shows **My leave balance** for the leave year (for example CL 16 available, EL 30, HPL 20).

The screenshot shows the 'My Leaves' page for an accountant. The sidebar on the left contains navigation options: Today, Fee Desk, Fee Dues, Concessions, Cheques / DD, UPI / Bank Claims, Fee Structure, Students, Expenses, School Store, Payroll, Finance Ledger, Reports, DOCUMENTS, and ME. The ME section is expanded, showing My Payslips, My Attendance, My Leaves (highlighted), Holidays, My Profile, and Logout. The main content area is titled 'Leave Management' and shows 'My leave balance — leave year 2026-27'. It displays six leave type cards: CL - Casual Leave (16 available), EL - Earned Leave (30 available), HPL - Medical / Half Pay Leave (20 available), PAT - Paternity Leave (15 available), SPL - Special / On-duty Leave (No limit), and CO - Compensatory Off (0 available). Below these cards is an 'Apply for Leave' form with fields for Leave Type, From, To, Duration, Reason, and contact information during leave.

Balance cards for each leave type.

- 2 Under **Apply for Leave**, choose the **Leave Type: CL — Casual Leave (16 left)**.
- 3 Fill **From** (06-11-2026) and **To** (07-11-2026). Leave **Duration** at **Full day(s)**, or choose **First half / Second half** for a half day.

- 4 Read the grey box: it shows the days counted (2 leave days), your balance (16) and **OK to submit**. If a rule is broken, it says why here.

https://coreaxis.info/admin/leaves.php

Leave Management

LEAVE TYPE * FROM * TO * DURATION

CL - Casual Leave (16 left) 06-11-2026 07-11-2026 Full day(s)

2 leave day(s) counted (2 calendar day(s))
Balance available: 16 day(s)
✓ OK to submit

REASON *

Attending my younger sister's wedding in Gaya.

ADDRESS DURING LEAVE PHONE DURING LEAVE CHARGE HANDLED OVER TO DOCUMENT (PDF/JPG/PNG, ≤ 2 MB)

C/o Shri Ramesh Agarwal, Station Ro 9876543203 - None - Choose File No file chosen

CLASS ARRANGEMENT NOTES

Who takes your periods, syllabus to cover...

Submit Application

Submit Application

My Applications (0)

#	Type	Dates	Days	Reason	Status	Action
No leave applications yet.						

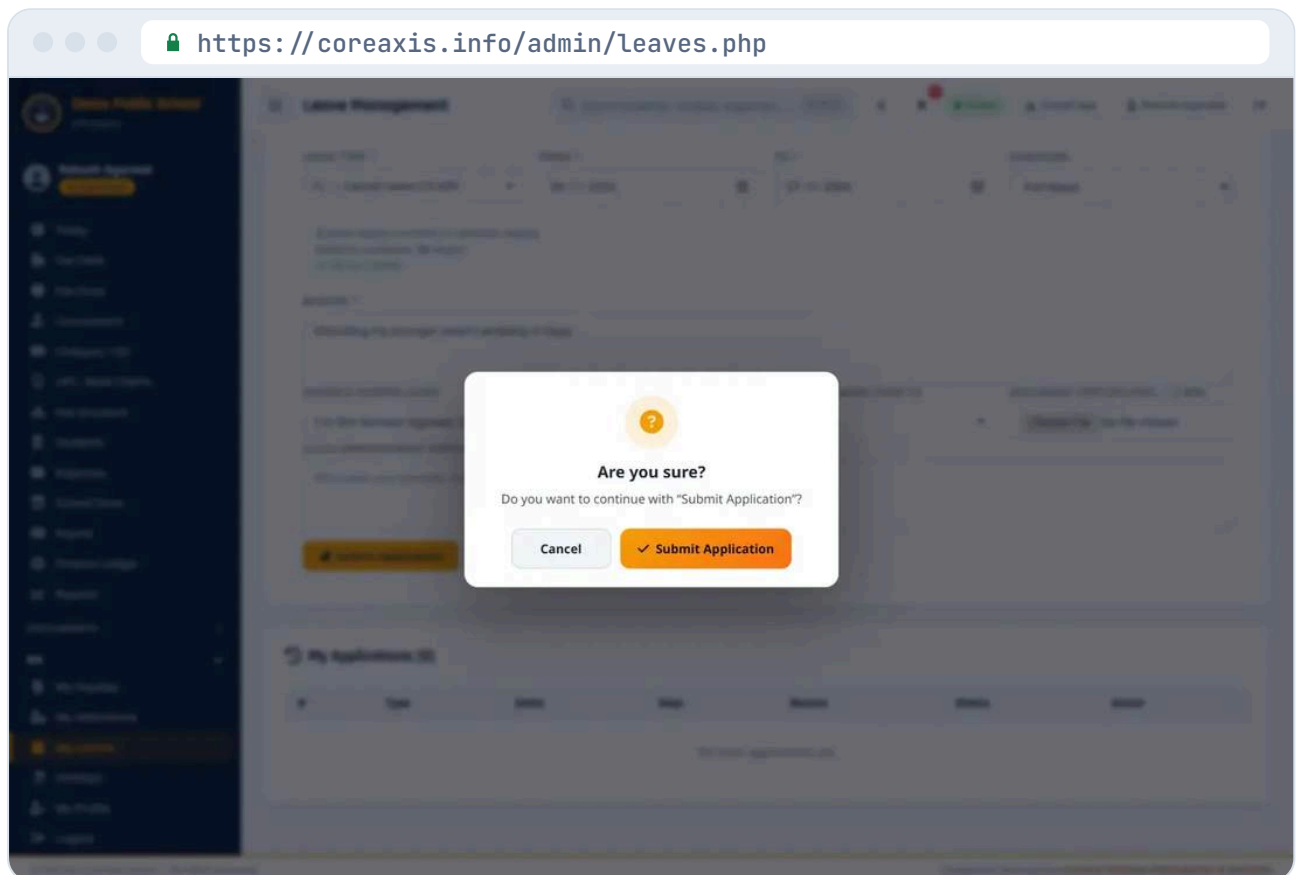
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Filled form: days counted, balance check, Submit Application.

- 5 Type the **Reason** (Attending my younger sister's wedding in Gaya.). Add **Address during leave** and **Phone during leave**.
- 6 Teachers: choose **Charge handed over to** and write **Class arrangement notes** (who takes your periods). Attach a **Document** (PDF/JPG/PNG, up to 2 MB) if the leave type needs one, for example a medical certificate.

- 7 Click **Submit Application** and confirm in the popup.



Confirm popup.

- 8 The message **Leave application submitted (2 days)** appears. The application is listed under **My Applications** with the status **Applied**.

The screenshot displays the 'Leave Management' section of the CoreAxis School ERP. The left sidebar shows the user 'Rakesh Agarwal' as an 'ACCOUNTANT' with various menu options. The main content area has a header 'Leave Management' and a search bar. Below this is the 'Apply for Leave' form, which includes fields for 'LEAVE TYPE *', 'FROM *', 'TO *', 'DURATION', 'REASON *', 'ADDRESS DURING LEAVE', 'PHONE DURING LEAVE', 'CHARGE HANDLED OVER TO', 'DOCUMENT (PDF/JPG/PNG, ≤ 2 MB)', and 'CLASS ARRANGEMENT NOTES'. A 'Submit Application' button is at the bottom of the form. Below the form is a section titled 'My Applications (1)' which contains a table with one application.

Status: Applied	Dates	Days	Reason	Status	Action
3	CL 06 Nov - 07 Nov 2026	2	Attending my younger sister's wedding in Gaya.	Applied	Withdraw

My Applications: status Applied, with Withdraw.

TIP Click **Withdraw** to take back an application that is still waiting.

TIP After an approved **Joining report** in My Applications to record the day you resumed duty. An early return gives the unused leave, use the cancel request in My Applications. The approver must accept it.

TIP To cancel an approved leave (all or some days), use the cancel request in My Applications. The approver must accept it.

Approve, reject or return a leave as Principal

- 1 Sign in as the Principal and open **Daily Operations › Leave Approvals** (or **Staff › Leave Management › Approvals**). **Needs action** shows every application waiting for you.

The screenshot shows the 'Leave Management' page in the CoreAxis School ERP system. The page is accessed via the URL `https://coreaxis.info/admin/leaves.php`. The user is logged in as 'SatyaJeet Kr. Singh' (Principal). The page displays two sections: 'Staff Applications (2)' and 'Student Leave awaiting decision (1)'. The 'Staff Applications' section shows two applications for leave, both with a balance of 16 days. The 'Student Leave' section shows one application for a student named Aarav Sharma, with a balance of 1 day.

Staff Applications (2)	Waiting for your decision	Type	Dates	Days	Balance	Reason	Status	Action
☐ Rakesh Agarwal Accountant - #3	CL	06 Nov - 07 Nov 2026	2	16	Attending my younger sister's wedding in Gaya.	Applied	Remarks <input type="text"/> <input type="button" value="✓"/> <input type="button" value="✗"/> <input type="button" value="↻"/>	
☐ Amit Kumar Mishra TGT Mathematics - #1	CL	30 Oct - 31 Oct 2026	2	16	Family function in my hometown (Varanasi).	Applied	Remarks <input type="text"/> <input type="button" value="✓"/> <input type="button" value="✗"/> <input type="button" value="↻"/>	

Student Leave awaiting decision (1)	Student	From → To	Days	Reason	Action
☐ Aarav Sharma Class VI - #2	Parent	26 Oct → 26 Oct 2026	1 day	Going to attend my cousin's wedding.	Remarks <input type="text"/> <input type="button" value="✓"/> <input type="button" value="✗"/>

Staff Applications waiting for a decision, with balance.

- 2 Check the **Type**, **Dates**, **Days** and **Balance** columns. Balance in green means enough days are left; red means not enough.

- 3 Click the applicant's name to see the full application: address, phone, charge handed over, document, timeline and the timetable periods that need a substitute.

The screenshot displays the 'Leave Management' page in the CoreAxis School ERP system. The browser address bar shows 'https://coreaxis.info/admin/leaves.php'. The left sidebar contains a navigation menu with options like Dashboard, Students, Academics, Exams, Finance, Staff, and Leave Management (highlighted). The main content area shows a 'Leave #3 - Rakesh Agarwal' application. The application details include: Leave type: CL - Casual Leave, Dates: 06 Nov - 07 Nov 2026, Days counted: 2 (2 calendar), Leave year: 2026-27, Designation: Accountant, Applied: 28 Oct 2026 19:26, Address during leave: C/o Shri Ramesh Agarwal, Station Road, Gaya, and Phone during leave: 9876543203. The reason for leave is 'Attending my younger sister's wedding in Gaya.' The timeline shows the application was applied on 28 Oct 2026 19:26. The 'Periods to arrange' section shows no timetable periods on these dates.

https://coreaxis.info/admin/leaves.php

Leave Management

Home > HR > Leaves

Leave #3 - Rakesh Agarwal Applied

Leave type: CL - Casual Leave Dates: 06 Nov - 07 Nov 2026 Days counted: 2 (2 calendar) Leave year: 2026-27
Designation: Accountant Applied: 28 Oct 2026 19:26 Address during leave: C/o Shri Ramesh Agarwal, Station Road, Gaya Phone during leave: 9876543203

Charge handed over to: — Document: —
Reason: Attending my younger sister's wedding in Gaya.

Timeline

- Applied on 28 Oct 2026 19:26

Periods to arrange (applicant's timetable on leave days)

Date	Day	Periods
No timetable periods on these dates.		

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One application in full, with the periods to arrange.

- 4 Back in the list, type **Remarks** (Sanctioned. Fee desk cover by office staff.).

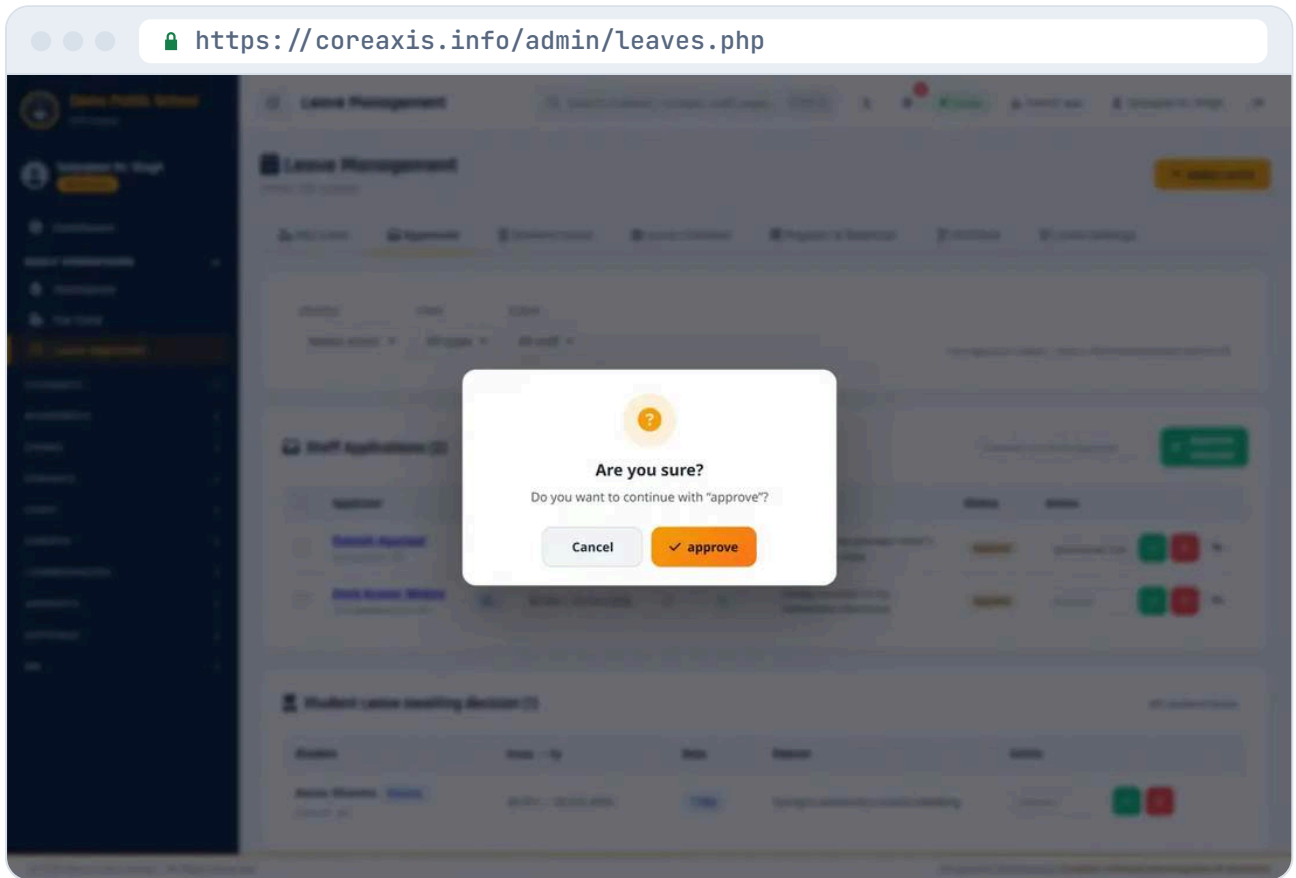
The screenshot displays the 'Leave Management' interface. The left sidebar shows the user 'Satyajeet Kr. Singh' as the Principal. The main content area is titled 'Leave Management' and includes a search bar and navigation tabs: 'My Leave', 'Approvals', 'Student Leave', 'Leave Calendar', 'Register & Balances', 'Holidays', and 'Leave Settings'. The 'Approvals' tab is active, showing 'Staff Applications (2)' and 'Student Leave awaiting decision (1)'. The 'Staff Applications' table has columns: Remarks, Dates, Days, Balance, Reason, Status, and Action. The first row for Rakesh Agarwal has 'Sanctioned. Fee' in the Remarks column and a green checkmark in the Action column. The second row for Amit Kumar Mishra has 'Remarks' in the Remarks column and a green checkmark in the Action column. The 'Student Leave' table has columns: Student, From -> To, Days, Reason, and Action. The first row for Aarav Sharma has 'Remarks' in the Remarks column and a green checkmark in the Action column.

Remarks, then the green tick = Approve	Dates	Days	Balance	Reason	Status	Action
☐ Rakesh Agarwal Accountant - #3	CL 06 Nov - 07 Nov 2026	2	16	Attending my younger sister's wedding in Gaya.	Applied	Sanctioned. Fee ☒ ☐ ☐
☐ Amit Kumar Mishra TGT Mathematics - #1	CL 30 Oct - 31 Oct 2026	2	16	Family function in my hometown (Varanasi).	Applied	Remarks ☒ ☐ ☐

Student	From -> To	Days	Reason	Action
Aarav Sharma Parent Class VI - #2	26 Oct - 26 Oct 2026	1 day	Going to attend my cousin's wedding.	Remarks ☒ ☐ ☐

Remarks box and the action buttons.

- 5 Click the green tick (**Approve**), the red cross (**Reject**) or the return arrow (**Return** for correction), and confirm.



Confirm the approval.

- 6 The message **Leave approved.** appears. Change **Status** to **Approved** to see it with a print button.

The screenshot shows the 'Leave Management' page in the CoreAxis School ERP system. The browser address bar displays 'https://coreaxis.info/admin/leaves.php'. The left sidebar shows the user 'Satyaajeet Kr. Singh' as the Principal. The main content area has a 'Leave Management' header with a search bar and a '+ Apply Leave' button. Below the header, there are tabs for 'My Leave', 'Approvals', 'Student Leave', 'Leave Calendar', 'Register & Balances', 'Holidays', and 'Leave Settings'. The 'Approvals' tab is active. Under this tab, there are filters for 'STATUS' (set to 'Approved'), 'TYPE' (set to 'All types'), and 'STAFF' (set to 'All staff'). A message states: 'You approve / reject / return. Recommendation level is off.' Below the filters, there is a section for 'Staff Applications (1)' with a 'Remarks for bulk approval' field and an 'Approve selected' button. A table lists the application:

Approved	licant	Type	Dates	Days	Balance	Reason	Status	Action
	Rakesh Agarwal Accountant - #3	CL	06 Nov - 07 Nov 2026	2	14	Attending my younger sister's wedding in Gaya.	Approved	

At the bottom of the page, there is a footer with '© 2026 Demo Public School | All Rights Reserved' and 'Designed & Developed by CoreAxis Software Development & Solutions'.

Approved list with View and Sanction order.

- 7 Click the print icon (**Sanction order**) to print the leave sanction order on the school letterhead.

Print Close

Demo Public School
14, Boring Road, Near Patna Women's College
UDISE: 10280110235 | Affiliation No: 330412 | Reg. No: REG/PAT/2008/1147
0612-2234567 89 info@demo.coreaxis.info https://coreaxis.info/site.php?ts=demo

Order No.: LV/2026-27/00003 Date: 28-10-2026

LEAVE SANCTION ORDER

On the application dated 28-10-2026, 2 day(s) of **Casual Leave (CL)** is hereby sanctioned to Shri/Mr. **Rakesh Agarwal**, Accountant, from **06-11-2026** to **07-11-2026**.

Employee	Rakesh Agarwal (DPSDEMO-EMP0008)
Leave type	CL — Casual Leave
Period	06 Nov – 07 Nov 2026 — 2 day(s) counted, 2 calendar day(s)
Reason	Attending my younger sister's wedding in Gaya.
Address / phone during leave	C/o Shri Ramesh Agarwal, Station Road, Gaya - 9876543203
Balance of CL after this leave (2026-27)	14 day(s)
Remarks	Sanctioned. Fee desk cover by office staff.

The employee shall submit a joining report on resuming duty.

Satyajeet Kr. Singh
Principal / Sanctioning Authority
Demo Public School

Leave Sanction Order with order number and balance after the leave.

TIP To approve many applications at once, tick them, type one remark in **Remarks for bulk approval** and click **Approve selected**.

TIP Return sends the application back to the staff member to correct and resubmit; write what to change in Remarks.

TIP The applicant gets a notice of every decision (and an SMS if Leave alerts are on in SMS settings).

Recommendation level (HOD recommends, Principal approves)

When **Recommendation level** is ticked in **Leave Settings**, staff applications first go to the chosen recommenders (for example a Head Teacher / HOD). The recommender sees an **Approvals** tab with a **Recommend** button and a **Return** button. After it is recommended, the status becomes **Recommended** and the Principal approves or rejects as above. In the demo school the recommendation level is off, so the screen says: You approve / reject / return. Recommendation level is off.

Student leave

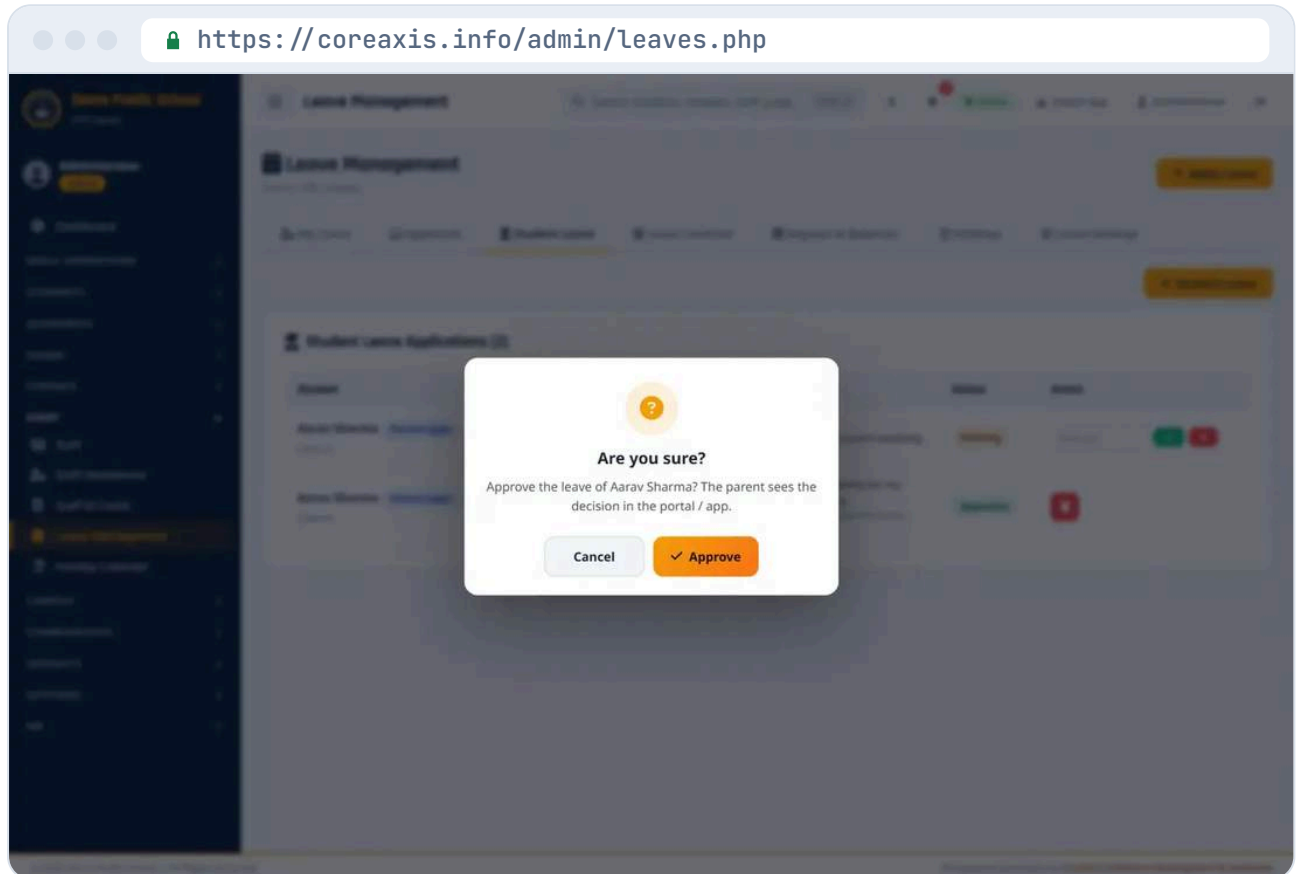
- 1 Open the **Student Leave** tab. Parents apply from the student portal (marked **Parent**); class teachers and the office can click **+ Student Leave** to file one.

The screenshot displays the 'Leave Management' section of the CoreAxis School ERP system. The left sidebar shows the user 'Satyaajeet Kr. Singh' as the Principal, with a menu including Dashboard, DAILY OPERATIONS, STUDENTS, ACADEMICS, EXAMS, FINANCE, STAFF, and various settings. The main content area is titled 'Leave Management' and includes a search bar and navigation tabs for My Leave, Approvals, Student Leave (active), Leave Calendar, Register & Balances, Holidays, and Leave Settings. A '+ Student Leave' button is visible. Below, a table titled 'Student Leave Applications (1)' shows a single application for Aarav Sharma, Class VI, from 26 Oct to 26 Oct 2026, for 1 day, with the reason 'Going to attend my cousin's wedding.' The status is 'Pending', and the action column has a 'Remarks' input and green/red status buttons. The footer shows copyright information for 2026 Demo Public School and CoreAxis Software Development & Solutions.

Student	From -- To	Days	Reason	Status	Action
Aarav Sharma Class VI	26 Oct – 26 Oct 2026	1 day	Going to attend my cousin's wedding.	Pending	Remarks <input type="text"/> ✓ ✗

Student Leave Applications with Pending status.

- 2 Type a remark and click the green tick to approve or the red cross to reject. The popup names the student, for example "Approve the leave of Aarav Sharma? The parent sees the decision in the portal / app." Click **Approve** or **Reject**. The class teacher of the student's class or the Principal can decide. The parent is told the decision.



Approve popup for Aarav Sharma's leave.

Leave Calendar and substitution list

- 1 Open the **Leave Calendar** tab and pick the month (November 2026). Green chips are approved leave; amber chips are awaiting a decision.

The screenshot shows the 'Leave Calendar' interface in the CoreAxis School ERP system. The browser address bar displays <https://coreaxis.info/admin/leaves.php>. The interface includes a sidebar menu on the left with options like Dashboard, Students, Academics, Exams, Finance, Staff, and Leave Management (highlighted). The main content area is titled 'Leave Calendar' and shows a calendar for November 2026. The calendar grid displays days from Monday to Sunday. On November 6 (Friday) and November 7 (Saturday), there are green chips labeled 'CL Rakesh Agarwal', indicating approved leave. A legend at the top right explains the chip colors: green for 'approved', amber for 'awaiting decision', and shaded for 'half day' or 'Sunday / holiday'. The footer of the interface shows '© 2026 Demo Public School | All Rights Reserved' and 'Designed & Developed by CoreAxis Software Development & Solutions'.

Month view: Rakesh Agarwal on CL on 6 and 7 November.

2

Click **Substitution list** and choose a date to see teachers on leave, their periods and suggested free teachers. Click the printer icon to print it for the staff room.

The screenshot displays the 'Leave Calendar' page in the CoreAxis School ERP system. The browser address bar shows 'https://coreaxis.info/admin/leaves.php'. The left sidebar contains a navigation menu with categories like 'DAILY OPERATIONS', 'STUDENTS', 'ACADEMICS', 'EXAMS', 'FINANCE', 'STAFF', 'CAMPUS', 'COMMUNICATE', 'INSIGHTS', 'SETTINGS', and 'ME'. The 'STAFF' section is expanded, showing 'Staff', 'Staff Attendance', 'Staff ID Cards', and 'Leave Management' (which is highlighted). The main content area is titled 'Leave Calendar' and includes a search bar and a navigation bar with options like 'My Leave', 'Approvals', 'Student Leave', 'Leave Calendar', 'Register & Balances', 'Holidays', and 'Leave Settings'. Below this, there are tabs for 'Month view' and 'Substitution list' (which is active). The 'Substitution list' section is for 'Wednesday, 28 Oct 2026' and shows a table with columns: 'Teacher on leave', 'Leave', 'Period', 'Class', 'Subject', and 'Free teachers (suggested substitutes)'. The table is currently empty, with a message stating 'No teacher with timetable periods is on approved leave on this date.' The footer of the page includes '© 2026 Demo Public School | All Rights Reserved' and 'Designed & Developed by CoreAxis Software Development & Solutions'.

Substitution list for one day.

Leave Register and balance report (Admin / Principal)

- 1 Open **Register & Balances**. Filter by **Leave year**, **Staff**, **Type** and **Status**.

https://coreaxis.info/admin/leaves.php

Leave Register

Search students, receipts, staff, page... Ctrl+G

Online

Install app

Satyajeet Kr. Singh

Leave Register & Balances

Home > HR > Leave Register

Print CSV

My Leave Approvals Student Leave Leave Calendar **Register & Balances** Holidays Leave Settings

Leave register Balance report

LEAVE YEAR: 2026-27 STAFF: All staff TYPE: All STATUS: All

SI	Employee	Designation	Leave type	From	To	Days	Applied on	Reason	Status	Sanctioned by / on	Order no.	Joined
1	Amit Kumar Mishra	TGT Mathematics	CL — Casual Leave	30-10-2026	31-10-2026	2	23-10-2026	Family function in my hometown (Varanasi).	Pending	—	—	—
2	Rakesh Agarwal	Accountant	CL — Casual Leave	06-11-2026	07-11-2026	2	28-10-2026	Attending my younger sister's wedding in Gaya.	Approved	Satyajeet Kr. Singh / 28-10-2026	LV/2026-27/00003	—

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Leave register: one line per application with order number.

- 2 Click **Balance report** to see, for each staff member and leave type, the opening, credited, availed and balance days.

The screenshot shows the 'Leave Register & Balances' page in the CoreAxis School ERP system. The page is accessed via the URL <https://coreaxis.info/admin/leaves.php>. The user is logged in as Satyaajeet Kr. Singh, Principal. The page displays a table of leave balances for various staff members, including Administrator, Amit Kumar Mishra, Anjali Singh, Mohd. Imran Khan, and Pooja Gupta. The table columns include Employee, CL, EL, HPL, PAT, CO, and MAT t. The 'Balance report' tab is selected, and the 'Leave Year' is set to 2026-27 and 'Staff' to All staff.

Employee	CL				EL				HPL				PAT				CO				MAT t
	Op.	Cr.	Av.	Bal.	Op.	Cr.	Av.	Bal.	Op.	Cr.	Av.	Bal.	Op.	Cr.	Av.	Bal.	Op.	Cr.	Av.	Bal.	
Administrator Office Administrator	0	16	0	16	0	30	0	30	0	20	0	20	0	0	0	0	0	0	0	0	0
Amit Kumar Mishra TGT Mathematics	0	16	0	16	0	30	0	30	0	20	0	20	0	15	0	15	0	0	0	0	0
Anjali Singh TGT English	0	16	0	16	0	30	0	30	0	20	0	20	0	0	0	0	0	0	0	0	0
Mohd. Imran Khan TGT Social Science	0	16	0	16	0	30	0	30	0	20	0	20	0	15	0	15	0	0	0	0	0
Pooja Gupta Computer Teacher	0	16	0	16	0	30	0	30	0	20	0	20	0	0	0	0	0	0	0	0	0

Balance report.

- 3 Click **Print** for a paper register or **CSV** to open it in Excel.

Leave Settings: types, rules, leave year and balances (Admin / Principal)

- 1 Open **Leave Settings**. The table **Leave types & rules** lists every type with its quota, credit pattern, carry-forward cap, half-day, document rule, gender, pay effect, sandwich rule, notice days and maximum at a time.

The screenshot displays the 'Leave Settings' page in the CoreAxis School ERP system. The page is accessed via the URL <https://coreaxis.info/admin/leaves.php>. The user is logged in as SatyaJeet Kr. Singh, Principal. The sidebar on the left contains navigation links for various school management functions. The main content area is titled 'Leave Settings' and includes a sub-section 'Leave types & rules' which contains a table listing different leave types and their associated rules.

Code	Name	Quota / yr	Credit	Carry fwd cap	Half-day	Doc after	Gender	Pay	Sandwich	Notice	Max at a time	Balance
CL	Casual Leave	16	Yearly	Lapses	Yes	—	Any	Full pay	Off	—	5 d	Deducted
EL	Earned Leave	30	Half-yearly	300	No	—	Any	Full pay	On	7 d	—	Deducted
HPL	Medical / Half Pay Leave	20	Yearly	No limit	No	> 3 d	Any	Half pay	On	—	—	Deducted
MAT	Maternity Leave	—	Manual	Lapses	No	Always	Female	Full pay	On	—	180 d 2+ in service	No limit
PAT	Paternity Leave	15	Yearly	Lapses	No	—	Male	Full pay	On	—	15 d	Deducted
CCL	Child Care Leave	0	Manual	No limit	No	Always	Any	Full pay	On	—	—	Deducted
SPL	Special / On-duty Leave	—	Manual	Lapses	No	—	Any	Full pay	Off	—	—	No limit
CO	Compensatory Off	0	Manual	Lapses	Yes	—	Any	Full pay	Off	—	—	Deducted
LWP	Leave Without Pay	—	Manual	Lapses	Yes	—	Any	Without pay	On	—	—	No limit

Leave types & rules.

- 2 Click **Add Leave Type** (or the pencil on a row) to set a type's rules, then **Save**.

The screenshot displays the 'Leave Settings' page with a 'Leave type' modal form open. The form contains the following fields and options:

- CODE ***: Text input field.
- NAME ***: Text input field.
- ANNUAL QUOTA (DAYS)**: Text input field with value '0'.
- CREDIT FREQUENCY**: Dropdown menu with 'Yearly (full quota at year s)' selected.
- CARRY-FORWARD CAP**: Text input field with value '0'.
- DOCUMENT REQUIRED ABOVE (DAYS)**: Text input field with placeholder 'blank = never, 0 = always'.
- GENDER**: Dropdown menu with 'Any' selected.
- PAY EFFECT**: Dropdown menu with 'Full pay' selected.
- MIN NOTICE (DAYS)**: Text input field with value '0'.
- MAX DAYS AT A TIME**: Text input field with placeholder 'blank = no limit'.
- MAX TIMES IN SERVICE**: Text input field with placeholder 'blank = no limit'.
- SORT ORDER**: Text input field with value '20'.
- ☒ **Deducted from a balance** (untick = no limit, e.g. LWP / special)
- ☐ **Half-day allowed**
- ☐ **Sandwich rule** (holidays inside the range count)
- ☒ **Active**
- DESCRIPTION**: Text input field.

At the bottom of the form are 'Cancel' and 'Save' buttons. The background shows a table of existing leave types with columns: Code, Sandwich, Notice, Max at a time, Balance, and a list of leave types including CL, EL, HPL, MAT, PAT, CCL, SPL, CO, and LWP.

Leave type form.

- 3 Under **Workflow & leave year**, choose the **Leave year** (academic session or calendar year), turn the **Recommendation level** on or off, tick the **Recommenders** and click **Save**.

Workflow & leave year, yearly credit run and balance adjustment.

- 4 At the start of a leave year, click **Run for 2026-27** under **Yearly credit / carry-forward run**. It credits quotas and carries forward balances; running it again never credits twice.
- 5 To give a Comp-off for holiday duty or correct a balance, use **Adjust balance / credit Comp-off**: choose **Staff**, **Leave type**, **Days**, tick **Record as a credit** if needed, write the **Reason** and click **Save adjustment**.

Leave types in the demo school

CL — Casual Leave	16 a year, credited yearly, lapses at year end, half-day allowed, at most 5 days at a time.
EL — Earned Leave	30 a year, credited half-yearly, carry forward up to 300, 7 days' notice, sandwich rule on.
HPL — Medical / Half Pay Leave	20 a year, half pay, document needed for more than 3 days.

MAT / PAT — Maternity / Paternity Leave	Maternity: women only, up to 180 days, twice in service, document always. Paternity: men only, 15 days.
CCL — Child Care Leave	Inactive in the demo school.
SPL — Special / On-duty Leave	No limit, not deducted (exam duty, training).
CO — Compensatory Off	Credited by the office for work on a holiday.
LWP — Leave Without Pay	No limit; deducted from salary.

Questions

The form says the leave cannot be submitted.

Read the grey check box under the dates. It names the rule, for example not enough balance, too many days at a time, or notice days not met. Choose another type (for example LWP) or change the dates.

Do Sundays inside my leave count?

Only for types with the Sandwich rule on (EL, HPL, MAT, PAT, LWP in the demo school). For CL, Sundays and holidays inside the dates are not counted.

Can the office apply on behalf of a teacher who is ill?

Yes. Admin-level users see an Applicant box on the Apply form; choose the teacher. Filing for someone else waives the notice rule.

Can an approved leave be deleted?

No. Approved staff leave changes balances and attendance, so it must be cancelled through a cancellation request instead.

STAFF · CHAPTER 39

Holiday Calendar

Admin

Principal

Teacher

Accountant

MENU Staff > Holiday Calendar (Teacher / Accountant: Me > Holidays)

The Holiday Calendar lists the school's holidays for each academic year and shows the whole year at a glance. Leave Management uses it to decide which days count as leave, and the attendance registers shade these days. Admin and Principal add or edit holidays; teachers and accountants can only view the calendar.

The screenshot displays the 'Holiday Calendar' page in the CoreAxis School ERP system. The browser address bar shows the URL: <https://coreaxis.info/admin/holidays.php>. The page header includes the school name 'Demo Public School' and the user 'Satyajeet Kr. Singh' with the role 'PRINCIPAL'. The left sidebar contains a navigation menu with options like Dashboard, DAILY OPERATIONS, STUDENTS, ACADEMICS, EXAMS, FINANCE, STAFF, CAMPUS, COMMUNICATE, INSIGHTS, SETTINGS, and ME. The main content area is titled 'Holiday Calendar' and features a search bar and a 'Gazetted / Public' button. Below this, a 'Year at a glance' section displays a grid of monthly calendars for the year 2026. The grid shows days of the week (M, T, W, T, F, S, S) and dates. Holidays are marked with red squares, and restricted days are marked with orange squares. The calendar shows that Republic Day (Tue, 26 Jan 2027) is a gazetted/public holiday. The footer of the page indicates '© 2026 Demo Public School | All Rights Reserved' and 'Designed & Developed by CoreAxis Software Development & Solutions'.

Holiday Calendar — Demo Public School

Add a holiday (example: Chhath Puja, 15-17 November 2026)

- 1 Open **Staff > Holiday Calendar**. Check that the year box shows **Year 2026-27 (Apr 2026 – Mar 2027)**.

The screenshot shows the 'Holiday Calendar' page in the CoreAxis School ERP system. The page is for the 'Year 2026-27 (Apr 2026 – Mar 2027)'. It displays the following statistics:

- 306 Working days
- 8 Holiday days
- 51 Sundays
- 0 Saturdays off

The 'Holidays in 2026-27 (5)' table is as follows:

Holiday	Date(s)	Days	Type	Action
Christmas	Fri, 25 Dec 2026	1	Gazetted / Public	[Edit] [Delete]
Winter Vacation School closed for winter vacation	Sat, 26 Dec 2026 - Thu, 31 Dec 2026	6	Vacation	[Edit] [Delete]
New Year	Fri, 01 Jan 2027	1	Restricted (optional)	[Edit] [Delete]
Makar Sankranti	Thu, 14 Jan 2027	1	Restricted (optional)	[Edit] [Delete]
Republic Day	Tue, 26 Jan 2027	1	Gazetted / Public	[Edit] [Delete]

The page also includes a 'Year at a glance' section and a sidebar with navigation options like Dashboard, Students, Academics, Finance, Staff, and Campus.

Holiday Calendar with working-day counts.

- 2 Click **Add Holiday**.
- 3 Type the **Name** (Chhath Puja).
- 4 Choose **From** (15-11-2026) and **To** (17-11-2026). For a one-day holiday, leave **To** empty.

- 5 Choose the **Type: School holiday**. Add a **Note** if you like (School closed for Chhath Puja).

The screenshot displays the 'Holiday Calendar' interface in the CoreAxis School ERP system. A modal form titled 'Holiday' is open, allowing the user to add a new holiday. The form includes the following fields:

- NAME ***: A text input field containing 'Chhath Puja'.
- FROM ***: A date picker showing '15-11-2026'.
- TO**: A date picker showing '17-11-2026'.
- TYPE**: A dropdown menu with 'School holiday' selected.
- NOTE**: A text area containing 'School closed for Chhath Puja'.

At the bottom of the form are 'Cancel' and 'Save' buttons. The background interface shows a sidebar with navigation options like Dashboard, Students, Academics, and Staff. The main content area displays a calendar for the year 2026-27, with a summary of 306 working days and 0 Saturdays off. A table of existing holidays is also visible, including Christmas, Winter Vacation, New Year, Makar Sankranti, and Republic Day.

Holiday form: name, dates, type, note.

- 6 Click **Save** and confirm. The message **Holiday saved.** appears and the holiday is added to the list with **3** days.

The screenshot displays the 'Holiday Calendar' interface for the year 2026-27. The interface includes a sidebar with navigation options and a main content area. The main content area shows a summary of working days (304), holiday days (11), Sundays (50), and Saturdays off (0). Below this, a table lists the holidays for the year, with 'Chhath Puja' highlighted. The table columns are 'Added', 'Date(s)', 'Days', 'Type', and 'Action'. The 'Chhath Puja' entry shows dates from Sun, 15 Nov 2026 to Tue, 17 Nov 2026, for 3 days, categorized as a 'School holiday'. Other holidays listed include Christmas, Winter Vacation, New Year, Makar Sankranti, and Republic Day. A legend at the bottom indicates holiday types: holiday (red), Sunday / Saturday off (blue), and restricted (yellow).

Added	Date(s)	Days	Type	Action
Chhath Puja School closed for Chhath Puja	Sun, 15 Nov 2026 - Tue, 17 Nov 2026	3	School holiday	[Edit] [Delete]
Christmas	Fri, 25 Dec 2026	1	Gazetted / Public	[Edit] [Delete]
Winter Vacation School closed for winter vacation	Sat, 26 Dec 2026 - Thu, 31 Dec 2026	6	Vacation	[Edit] [Delete]
New Year	Fri, 01 Jan 2027	1	Restricted (optional)	[Edit] [Delete]
Makar Sankranti	Thu, 14 Jan 2027	1	Restricted (optional)	[Edit] [Delete]
Republic Day	Tue, 26 Jan 2027	1	Gazetted / Public	[Edit] [Delete]

Chhath Puja added; Holiday days go up from 8 to 11.

TIP Restricted (optional) holidays are shown on the calendar but are not off days; staff who want them apply for leave.

TIP To change a holiday, click the pencil icon on its row. To remove it, click the bin icon and confirm.

Set the Saturday offs

- 1 In **Saturdays off**, choose the pattern: **None (all working)**, **2nd & 4th**, **1st & 3rd**, **2nd only**, **4th only** or **All Saturdays**.

The screenshot shows the 'Holiday Calendar' page in the CoreAxis School ERP system. The URL in the browser is <https://coreaxis.info/admin/holidays.php>. The page header includes a search bar and user information for Satyajeet Kr. Singh. The left sidebar contains navigation links for various school operations. The main content area shows the 'Holiday Calendar' for the year 2026-27 (Apr 2026 - Mar 2027). A dropdown menu for 'Saturdays off' is open, showing the selected option 'None (all working)'. Below this, there are four summary cards: 304 Working days, 11 Holiday days, 50 Sundays, and 0 Saturdays off. A table titled 'Holidays in 2026-27 (6)' lists the following holidays:

Holiday	Date(s)	Days	Type	Action
Chhath Puja School closed for Chhath Puja	Sun, 15 Nov 2026 - Tue, 17 Nov 2026	3	School holiday	[Edit] [Delete]
Christmas	Fri, 25 Dec 2026	1	Gazetted / Public	[Edit] [Delete]
Winter Vacation School closed for winter vacation	Sat, 26 Dec 2026 - Thu, 31 Dec 2026	6	Vacation	[Edit] [Delete]
New Year	Fri, 01 Jan 2027	1	Restricted (optional)	[Edit] [Delete]
Makar Sankranti	Thu, 14 Jan 2027	1	Restricted (optional)	[Edit] [Delete]
Republic Day	Tue, 26 Jan 2027	1	Gazetted / Public	[Edit] [Delete]

The footer of the page includes the copyright notice '© 2026 Demo Public School | All Rights Reserved' and the text 'Designed & Developed by CoreAxis Software Development & Solutions'.

Saturdays off setting for the year.

- 2 Confirm the popup. Leave and attendance day counts follow this setting from now on.

Read the year at a glance

- 1 Scroll down to **Year at a glance**. Red days are holidays, blue days are Sundays and Saturday offs, and amber days are restricted holidays.

The screenshot shows the 'Year at a glance' calendar for 2026 and 2027. The calendar is organized by month, with each month's days displayed in a grid. The days are color-coded: red for holidays, blue for Sundays/Saturday offs, and amber for restricted holidays. The legend at the top right of the calendar section indicates: ■ holiday, ■ Sunday / Saturday off, ■ restricted.

Legend:

- holiday (Red)
- Sunday / Saturday off (Blue)
- restricted (Amber)

Calendar Data:

Month	Days	Color	Category
April 2026	1-5	Blue	Sunday / Saturday off
May 2026	1-5	Blue	Sunday / Saturday off
June 2026	1-5	Blue	Sunday / Saturday off
July 2026	1-5	Blue	Sunday / Saturday off
August 2026	1-5	Blue	Sunday / Saturday off
September 2026	1-5	Blue	Sunday / Saturday off
October 2026	1-5	Blue	Sunday / Saturday off
November 2026	1-5	Blue	Sunday / Saturday off
December 2026	1-5	Blue	Sunday / Saturday off
January 2027	1-5	Blue	Sunday / Saturday off
February 2027	1-5	Blue	Sunday / Saturday off
March 2027	1-5	Blue	Sunday / Saturday off

Twelve months, April 2026 to March 2027.

- 2 Teachers and accountants open **Me > Holidays** to see the same list and calendar without edit buttons.

The screenshot shows the 'Holidays' page in the CoreAxis School ERP system. The page is titled 'Holiday Calendar' and shows the academic year 2026-27 (Apr 2026 - Mar 2027). The summary shows 304 Working days, 11 Holiday days, 50 Sundays, and 0 Saturdays off. The table below lists the holidays for the year.

Holiday	Date(s)	Days	Type
Chhath Puja School closed for Chhath Puja	Sun, 15 Nov 2026 - Tue, 17 Nov 2026	3	School holiday
Christmas	Fri, 25 Dec 2026	1	Gazetted / Public
Winter Vacation School closed for winter vacation	Sat, 26 Dec 2026 - Thu, 31 Dec 2026	6	Vacation
New Year	Fri, 01 Jan 2027	1	Restricted (optional)
Makar Sankranti	Thu, 14 Jan 2027	1	Restricted (optional)
Republic Day	Tue, 26 Jan 2027	1	Gazetted / Public

Teacher view: read only.

Screen at a glance

Year	Academic year (April to March) to show.
Working days	Days in the year minus Sundays, Saturday offs and holidays.
Holiday days	Total off days from gazetted, school and vacation holidays (restricted holidays are not counted).
Sundays / Saturdays off	Number of Sundays and Saturday offs in the year.
Type	Gazetted / Public, School holiday, Vacation, Restricted (optional).

Questions

Should I enter holidays for the whole year at once?

Yes, at the start of the session. Leave applications count days using the holidays that exist when the leave is applied. If you add a holiday later and a balance needs correcting, use Leave Settings › Adjust balance / credit Comp-off.

Staff worked on a holiday. How do they get a day back?

Credit a Compensatory Off (CO) in Leave Settings › Adjust balance / credit Comp-off, with the reason (for example: Worked on 15 Aug, Independence Day duty).

CAMPUS · CHAPTER 40

Library

Admin

Principal

Teacher

MENU Campus › Library (Teacher: Library & Activities › Library Desk)

The Library page holds the school's book catalogue with copies on each shelf, and the list of books currently issued. Books can be issued to students or staff with a due date. When a book comes back late, the fine is worked out at ₹2 per day. Teachers (and a Librarian role) use the same screen from **Library & Activities › Library Desk**.

https://coreaxis.info/admin/library.php

Library

Search students, receipts, staff, page... Ctrl G

Online Install app Administrator

Library
Home › Operations › Library

Issue Book Add Book

46 Total Copies 43 Available 3 Issued 2 Overdue

Book Catalog Issued Books (3)

Book Catalog (10)

Search title/author/ISBN Search

Title	Author	Category	Shelf	Available / Total	Action
General Knowledge Digest	Editorial Board	Reference	A-1	3 / 3	
Godan	Munshi Premchand	Hindi Literature	D-1	2 / 2	
Malgudi Days	R. K. Narayan	Fiction	C-3	2 / 3	
Mathematics Textbook for Class VI	NCERT	Textbook	A-2	10 / 10	
Panchatantra Tales	Vishnu Sharma	Stories	C-1	4 / 5	
Science Textbook for Class VI (Curiosity)	NCERT	Textbook	A-2	10 / 10	
Student Atlas of India and the World	Oxford University Press	Reference	A-1	3 / 3	
The Blue Umbrella	Ruskin Bond	Fiction	C-3	4 / 4	

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Library — Demo Public School

Add a book (example: The Discovery of India, 2 copies)

- 1 Open **Campus > Library**. The **Book Catalog** tab lists every title with available and total copies.

The screenshot displays the 'Library' section of the CoreAxis School ERP system. The left sidebar shows the 'Library' option under the 'CAMPUS' section. The main content area features a 'Book Catalog' tab with a table listing 10 books. Each row includes the book title, author, category, shelf, available/total copies, and an action button. The table data is as follows:

Title	Author	Category	Shelf	Available / Total	Action
General Knowledge Digest	Editorial Board	Reference	A-1	3 / 3	[Edit] [Delete]
Godan	Munshi Premchand	Hindi Literature	D-1	2 / 2	[Edit] [Delete]
Malgudi Days	R. K. Narayan	Fiction	C-3	2 / 3	[Edit] [Delete]
Mathematics Textbook for Class VI	NCERT	Textbook	A-2	10 / 10	[Edit] [Delete]
Panchatantra Tales	Vishnu Sharma	Stories	C-1	4 / 5	[Edit] [Delete]
Science Textbook for Class VI (Curiosity)	NCERT	Textbook	A-2	10 / 10	[Edit] [Delete]
Student Atlas of India and the World	Oxford University Press	Reference	A-1	3 / 3	[Edit] [Delete]
The Blue Umbrella	Ruskin Bond	Fiction	C-3	4 / 4	[Edit] [Delete]

Book Catalog with copy counts.

- 2 Click **Add Book**.
- 3 Type the **Title** (The Discovery of India) and **Author** (Jawaharlal Nehru). Add the **ISBN** if the book has one.

- 4 Choose the **Category** (Reference), type the **Shelf No.** (B-3) and the **Total Copies** (2).

The screenshot displays the 'Library' management interface. A modal window titled '+ Add Book' is open, allowing for the addition of a new book entry. The form fields are as follows:

- TITLE ***: The Discovery of India
- AUTHOR**: Jawaharlal Nehru
- ISBN**: 9780143031031
- CATEGORY**: Reference (selected from a dropdown)
- SHELF NO.**: B-3
- TOTAL COPIES**: 2

Buttons for 'Cancel' and 'Add Book' are at the bottom of the modal. The background interface shows a sidebar with navigation options like Dashboard, Students, Academics, Exams, Finance, Staff, and Campus. The main area displays a 'Book Catalog' table with columns for Title, General Knowledge, Godan, Malgudi Days, Mathematics Textbook, Panchatantra Tales, Science Textbook for Class VI (Curiosity), Student Atlas of India and the World, and The Blue Umbrella. The table also includes columns for Shelf, Available / Total, and Action.

Shelf	Available / Total	Action
A-1	3 / 3	[Edit] [Delete]
D-1	2 / 2	[Edit] [Delete]
C-3	2 / 3	[Edit] [Delete]
A-2	10 / 10	[Edit] [Delete]
C-1	4 / 5	[Edit] [Delete]
A-2	10 / 10	[Edit] [Delete]
A-1	3 / 3	[Edit] [Delete]
C-3	4 / 4	[Edit] [Delete]

Add Book form.

- 5 Click **Add Book** and confirm. The book appears in the catalogue as **2 / 2** available.

https://coreaxis.info/admin/library.php

Library

Search students, receipts, staff, page... ctrl 6

Online Install app Administrator

Library
Home > Operations > Library

Issue Book Add Book

48 Total Copies 45 Available 3 Issued 2 Overdue

Book Catalog Issued Books (3)

Book Catalog (1)

Discovery Search Clear

New book: 2 / 2 available	Author	Category	Shelf	Available / Total	Action
The Discovery of India ISBN: 9780143031031	Jawaharlal Nehru	Reference	B-3	2 / 2	

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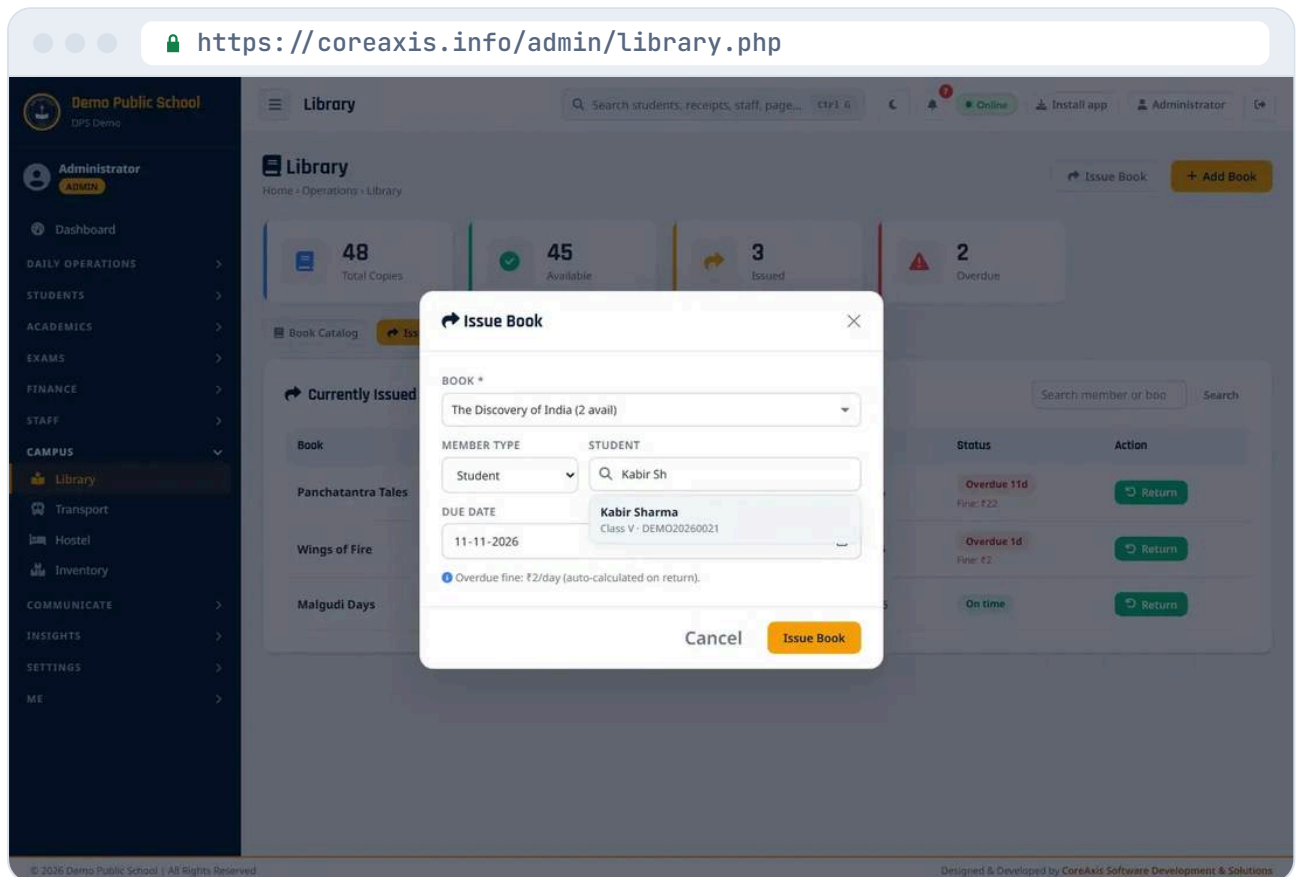
New title in the catalogue.

TIP To change copies or the shelf later, click the pencil icon on the book's row.

Issue a book to a student (example: Kabir Sharma, Class V, due 11 November 2026)

- 1 Click **Issue Book**.
- 2 In **Book**, choose **The Discovery of India (2 avail)**.

- 3 Leave **Member Type** at **Student**. In **Student**, type at least two letters of the name or the admission number and pick the student from the list.



Member search shows class and admission number.

- 4 Check the **Due Date** (14 days from today by default; here 11-11-2026).

The screenshot displays the 'Library' module in the CoreAxis School ERP system. A modal window titled 'Issue Book' is open, allowing a user to issue a book. The modal contains the following fields and options:

- BOOK ***: A dropdown menu showing 'The Discovery of India (2 avail)'.
- MEMBER TYPE**: A dropdown menu set to 'Student'.
- STUDENT**: A search field containing 'Kabir Sharma · Class V · DEMO20260021'.
- DUE DATE**: A date picker set to '11-11-2026'.
- Overdue fine**: A note indicating 'Overdue fine: ₹2/day (auto-calculated on return)'.

At the bottom of the modal are 'Cancel' and 'Issue Book' buttons. The background shows the library dashboard with statistics: 48 Total Copies, 45 Available, 3 Issued, and 2 Overdue. A table of currently issued books is visible, including 'Panchatantra Tales', 'Wings of Fire', and 'Malgudi Days'. The footer of the page reads '© 2026 Demo Public School | All Rights Reserved' and 'Designed & Developed by CoreAxis Software Development & Solutions'.

Book, member and due date filled.

- 5 Click **Issue Book** and confirm. The **Issued Books** tab now lists it as **On time**.

The screenshot shows the 'Library' management interface. The top navigation bar includes a search bar and user information. The sidebar on the left lists various school management categories. The main content area features a 'Library' section with a search bar and a 'Book Catalog' tab. Below this, there are four summary cards showing library statistics: 48 Total Copies, 44 Available, 4 Issued, and 2 Overdue. A 'Book Catalog' tab is active, showing a list of 'Currently Issued (4)' books. The table has columns for Book, Member, Issued, Due, Status, and Action. The books listed are 'Panchatantra Tales', 'Wings of Fire', 'The Discovery of India', and 'The Discovery of India'. The 'Issued to Kabir Sharma' row is highlighted.

Book	Member	Issued	Due	Status	Action
Panchatantra Tales	Ananya Pandey Student - Class VI	03 Oct 2026	17 Oct 2026	Overdue 11d Fine: ₹22	Return
Wings of Fire	Aarav Sharma Student - Class VI	13 Oct 2026	27 Oct 2026	Overdue 1d Fine: ₹2	Return
Issued to Kabir Sharma	Amit Kumar Mishra Staff - Teacher	18 Oct 2026	01 Nov 2026	On time	Return
The Discovery of India	Kabir Sharma Student - Class V	28 Oct 2026	11 Nov 2026	On time	Return

Currently Issued list.

TIP To issue to a teacher, set **Member Type** to **Staff** and search the staff name.

Take a return and see the fine (example: Panchatantra Tales, 11 days late)

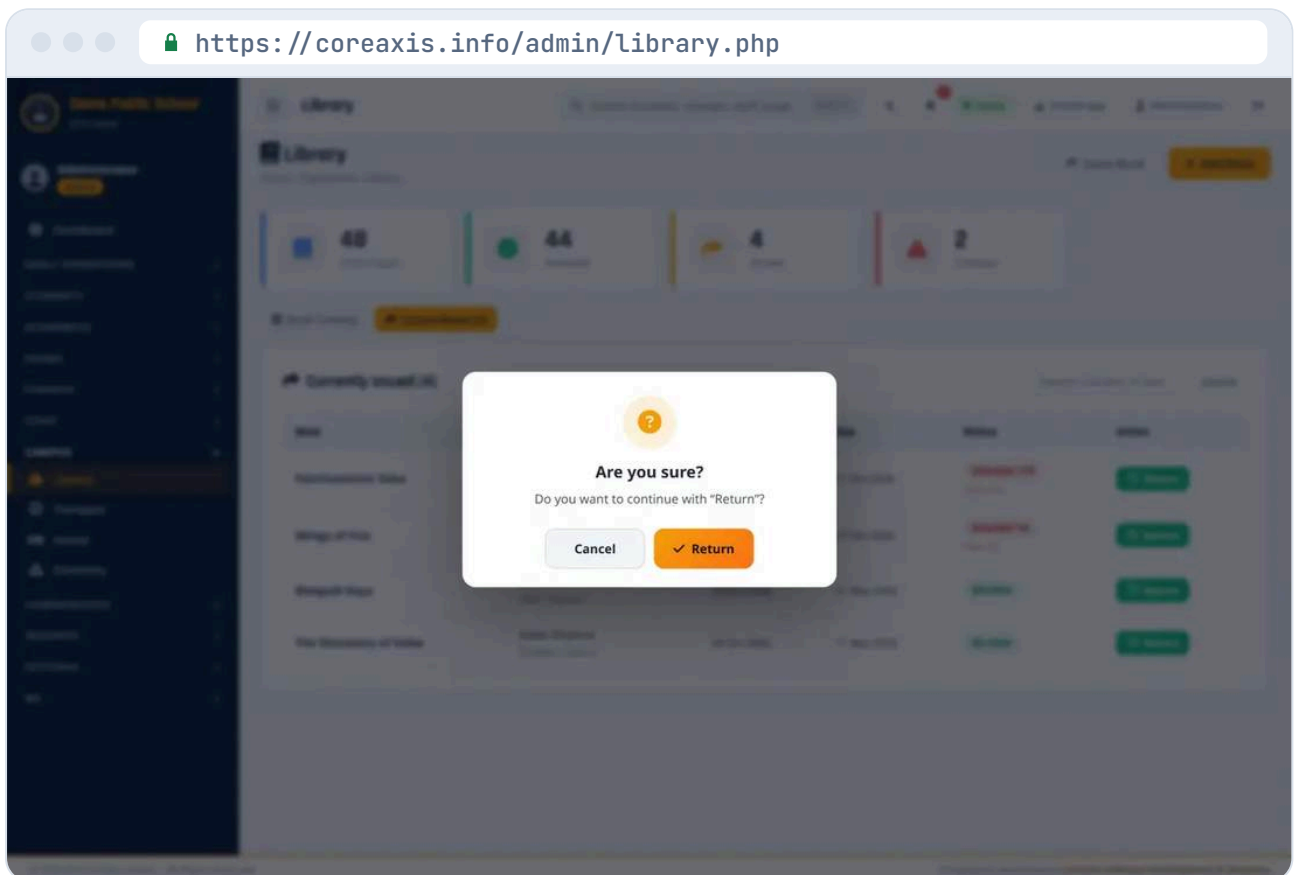
- 1 Open the **Issued Books** tab. Late books show **Overdue Nd** in red with the fine so far.

The screenshot displays the 'Library' management page in the CoreAxis School ERP system. The browser address bar shows 'https://coreaxis.info/admin/library.php'. The left sidebar contains a navigation menu with options like Dashboard, Students, Academics, Exams, Finance, Staff, Campus, Library, Transport, Hostel, Inventory, Communicate, Insights, Settings, and ME. The 'Library' section is active, showing a summary of library statistics: 48 Total Copies, 44 Available, 4 Issued, and 2 Overdue. Below this, there are tabs for 'Book Catalog' and 'Issued Books (4)'. The 'Issued Books' tab is selected, displaying a table of currently issued books. The table has columns for Overdue (with a fine shown), Member, Issued, Due, Status, and Action. The first row, 'Panchatantra Tales', is highlighted in orange and shows it is overdue by 11 days with a fine of ₹22. The other rows show books that are either on time or overdue by 1 day.

Overdue: fine shown	Member	Issued	Due	Status	Action
Panchatantra Tales	Ananya Pandey Student - Class VI	03 Oct 2026	17 Oct 2026	Overdue 11d Fine: ₹22	Return
Wings of Fire	Aarav Sharma Student - Class VI	13 Oct 2026	27 Oct 2026	Overdue 1d Fine: ₹2	Return
Malgudi Days	Amit Kumar Mishra Staff - Teacher	18 Oct 2026	01 Nov 2026	On time	Return
The Discovery of India	Kabir Sharma Student - Class V	28 Oct 2026	11 Nov 2026	On time	Return

Overdue 11d, Fine: ₹22.

- Click **Return** on the book's row and confirm in the popup.



Confirm the return.

- 3 The message **Book returned. Overdue fine: ₹22** appears. The copy is available again and the book leaves the issued list.

The screenshot shows the 'Library' section of the CoreAxis School ERP. At the top, a notification bar states 'Book returned. Overdue fine: ₹22'. Below this, the 'Library' dashboard displays four key metrics: 48 Total Copies, 45 Available, 3 Issued, and 1 Overdue. A 'Book Catalog' and 'Issued Books (3)' link are provided. The 'Currently Issued (3)' table lists the following data:

Book	Member	Issued	Due	Status	Action
Wings of Fire	Aarav Sharma Student - Class VI	13 Oct 2026	27 Oct 2026	Overdue 1d Fine: ₹2	Return
Malgudi Days	Amit Kumar Mishra Staff - Teacher	18 Oct 2026	01 Nov 2026	On time	Return
The Discovery of India	Kabir Sharma Student - Class V	28 Oct 2026	11 Nov 2026	On time	Return

Return done; the fine is shown.

- 4 Collect the fine from the student and give a receipt from the Fee Desk if your school records fines as fees.

IMPORTANT The fine is calculated and stored with the return, but it is not added to the student's fee dues by itself. Collect it at the counter.

Library Desk for teachers

Teachers open **Library & Activities > Library Desk**. They see the same catalogue and issued list and can issue and return books, for example in a class library period.

1 Teacher view of the Library Desk.

The screenshot shows the 'Library Desk' interface for a teacher. The top navigation bar includes a search bar and user information. The sidebar on the left contains various school management tools. The main area displays library statistics and a list of books in the catalog.

Title	Author	Category	Shelf	Available / Total	Action
General Knowledge Digest	Editorial Board	Reference	A-1	3 / 3	[Edit] [Delete]
Godan	Munshi Premchand	Hindi Literature	D-1	2 / 2	[Edit] [Delete]
Malgudi Days	R. K. Narayan	Fiction	C-3	2 / 3	[Edit] [Delete]
Mathematics Textbook for Class VI	NCERT	Textbook	A-2	10 / 10	[Edit] [Delete]
Panchatantra Tales	Vishnu Sharma	Stories	C-1	5 / 5	[Edit] [Delete]
Science Textbook for Class VI (Curiosity)	NCERT	Textbook	A-2	10 / 10	[Edit] [Delete]
Student Atlas of India and the World	Oxford University Press	Reference	A-1	3 / 3	[Edit] [Delete]
The Blue Umbrella	Ruskin Bond	Fiction	C-3	4 / 4	[Edit] [Delete]

Library Desk signed in as a teacher.

Screen at a glance

Total Copies / Available / Issued / Overdue	Counts across the whole catalogue.
Book Catalog	Title, Author, Category, Shelf, Available / Total, with Edit and Delete.
Issued Books	Book, Member (student with class, or staff), Issued, Due, Status (On time / Overdue with fine), Return.
Search	Catalog: title, author or ISBN. Issued Books: member or book.
Fine rule	₹2 for each day after the due date, worked out on return.

Questions

A student lost a book.

Return it in the system so it leaves the issued list, collect the cost, then edit the book and reduce Total Copies by one.

Can the due date be extended?

Return the book and issue it again with a new due date.

CAMPUS · CHAPTER 41

Transport

Admin

Principal

MENU Campus › Transport

Transport keeps the school's bus routes: areas and stops covered, vehicle number and seats, driver and monthly fare. Each student who uses the bus is assigned to one route with a pickup point. The route fare is billed to the student's dues once a transport charge is set up in **Finance › Fee Structure › Extra charges** (Charge to: Transport route, Amount: route fare).

https://coreaxis.info/admin/transport.php

Transport

Search students, receipts, staff, page... Ctrl G

Online Install app Administrator

Transport
Home › Operations › Transport

Assign Student Add Route

3 Routes

6.0 Avg Riders / Route

18 Students on Transport

₹16,800 Monthly Fare Total

Routes & Vehicles Student Assignments (18)

Routes (3)

Route	Areas / Stops	Vehicle	Driver	Fare	Riders	Action
Route 1 — Kankarbagh	Kankarbagh, Chiraiyatand Stops: Kankarbagh More, Tempo Stand, Chiraiyatand Pul	BR01PJ4521 Cap: 40	Shambhu Yadav 9876543221	₹900	6	
Route 2 — Danapur	Danapur, Saguna More, Rajiv Nagar Stops: Danapur Cantt, Saguna More, Rajiv Nagar Chowk	BR01PK7714 Cap: 32	Maresh Paswan 9876543222	₹1,100	6	
Route 3 — Patliputra	Patliputra Colony, Boring Road Stops: Patliputra Golambac, Boring Canal Road	BR01PL2290 Cap: 26	Raju Singh 9876543223	₹800	6	

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Transport — Demo Public School

Add a route (example: Route 4 – Bailey Road)

- 1 Open **Campus > Transport**. The **Routes & Vehicles** tab lists each route with riders and fare.

https://coreaxis.info/admin/transport.php

Transport

Home > Operations > Transport

Assign Student Add Route

3 Routes

6.0 Avg Riders / Route

18 Students on Transport

₹16,800 Monthly Fare Total

Routes & Vehicles Student Assignments (18)

Routes (3)

Route	Areas / Stops	Vehicle	Driver	Fare	Riders	Action
Route 1 — Kankarbagh	Kankarbagh, Chiraiyatand Stops: Kankarbagh More, Tempo Stand, Chiraiyatand Pul	BR01PJ4521 Cap: 40	Shambhu Yadav 9876543221	₹900	6	
Route 2 — Danapur	Danapur, Saguna More, Rajiv Nagar Stops: Danapur Carri, Saguna More, Rajiv Nagar Chowk	BR01PK7714 Cap: 32	Mahesh Paswan 9876543222	₹1,100	6	
Route 3 — Patliputra	Patliputra Colony, Boring Road Stops: Patliputra Golambai, Boring Canal Road	BR01PL2290 Cap: 26	Raju Singh 9876543223	₹800	6	

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Three routes, 18 students on transport.

- 2 Click **Add Route**.
- 3 Type the **Route Name** (Route 4 — Bailey Road), **Areas Covered** and **Stops** (comma-separated).
- 4 Fill **Monthly Fare (₹)** (1000), **Vehicle No.** (BR01PM3308) and **Capacity** (32).

- 5 Fill **Driver Name** (Suresh Mahto) and **Driver Phone** (9876541224).

The screenshot shows the 'Transport' module interface. A modal window titled '+ Add Route' is open, displaying the following fields:

- ROUTE NAME ***: Route 4 — Bailey Road
- AREAS COVERED**: Bailey Road, Raja Bazar, Sheikhpura
- STOPS**: Raja Bazar, Sheikhpura More, Patna Zoo Gate
- MONTHLY FARE (₹)**: 1000
- VEHICLE NO.**: BR01PM3308
- CAPACITY**: 32
- DRIVER NAME**: Suresh Mahto
- DRIVER PHONE**: 9876541224

At the bottom of the modal are 'Cancel' and 'Add Route' buttons. The background shows a sidebar with navigation options like Dashboard, Students, Academics, Exams, Finance, Staff, Campus, Library, Transport, Hostel, Inventory, Communicate, Insights, Settings, and Me. The main content area displays 'Transport' with a search bar and a list of routes.

Add Route form.

- 6 Click **Add Route** and confirm.

Assign a student to a route (example: Aryan Kashyap, Class V, Route 3 — Patliputra)

- 1 Click **Assign Student** (on either tab).
- 2 In **Student**, type the name and choose **Aryan Kashyap — V**. Only active students without a route are listed.
- 3 In **Route**, choose **Route 3 — Patliputra (₹800/mo)**.

4 Type the **Pickup Point** (Boring Canal Road).

The screenshot displays the 'Transport' module interface. A modal dialog titled 'Assign Student to Route' is open, allowing the assignment of a student to a specific route and pickup point. The dialog contains the following fields:

- STUDENT ***: A dropdown menu showing 'Aryan Kashyap — V'.
- ROUTE ***: A dropdown menu showing 'Route 3 — Patliputra (₹800/mo)'.
- PICKUP POINT**: A text input field containing 'Boring Canal Road'.

At the bottom of the dialog are 'Cancel' and 'Assign' buttons. In the background, a table lists students and their assigned routes with monthly fares.

Student	Route	Monthly Fare	Action
Aadhy Choudhary Class VI-A	Route 1 — Kankarbagh	₹900	[Icon]
Anika Saxena Class IV-A	Route 1 — Kankarbagh	₹900	[Icon]
Ishita Thakur Class IV-A	Route 1 — Kankarbagh	₹900	[Icon]
Kabir Sharma Class V-A	Route 1 — Kankarbagh	₹900	[Icon]
Reyansh Rai Class VI-A	Route 1 — Kankarbagh	₹900	[Icon]
Shaurya Dubey Class IV-A	Route 1 — Kankarbagh	₹900	[Icon]
Arjun Gupta Class VI-A	Route 2 — Danapur	₹1,100	[Icon]

Assign Student to Route.

- 5 Click **Assign** and confirm. The student appears in **Student Assignments** with the route, pickup point and monthly fare.

The screenshot displays the 'Transport' management page in the CoreAxis School ERP system. The page lists students assigned to various routes. The student 'Aryan Kashyap' (Class V) is highlighted, showing his assignment to Route 3 at Boring Canal Road with a monthly fare of ₹800. The interface includes a sidebar with navigation options and a top header with user information.

Student Name	Class	Route	Pickup Point	Monthly Fare	Action
Arjun Gupta	Class VI-A	Route 2 — Danapur	Saguna More	₹1,100	[Remove]
Ayaan Ansari	Class VI-A	Route 2 — Danapur	Saguna More	₹1,100	[Remove]
Ayaan Mishra	Class V-A	Route 2 — Danapur	Saguna More	₹1,100	[Remove]
Ishaan Kumar	Class IV-A	Route 2 — Danapur	Saguna More	₹1,100	[Remove]
Myra Yadav	Class IV-A	Route 2 — Danapur	Saguna More	₹1,100	[Remove]
Navva Pandey	Class V	Route 2 — Danapur	Saguna More	₹1,100	[Remove]
Aryan Kashyap	Class V	Route 3 — Patliputra	Boring Canal Road	₹800	[Remove]
Atharv Chauhan	Class IV-A	Route 3 — Patliputra	Patliputra Golambar	₹800	[Remove]
Krishna Sinha	Class IV-A	Route 3 — Patliputra	Patliputra Golambar	₹800	[Remove]
Pari Agarwal	Class V-A	Route 3 — Patliputra	Patliputra Golambar	₹800	[Remove]
Riya Tiwari	Class IV-A	Route 3 — Patliputra	Patliputra Golambar	₹800	[Remove]
Saanvi Jha	Class VI-A	Route 3 — Patliputra	Patliputra Golambar	₹800	[Remove]
Zoya Khan	Class V-A	Route 3 — Patliputra	Patliputra Golambar	₹800	[Remove]

Aryan Kashyap on Route 3 at Boring Canal Road.

TIP To move a student to another route, remove the assignment (red button) and assign again.

TIP Parents see the route, pickup point, driver and phone in the parent portal.

Screen at a glance

Routes / Avg Riders / Students on Transport / Monthly Fare Total

Summary cards; Monthly Fare Total adds the fare of every assigned student.

Routes & Vehicles

Route, Areas / Stops, Vehicle and capacity, Driver and phone, Fare, Riders, Edit / Delete.

Student Assignments

Student and class, Route, Pickup Point, Monthly Fare, Remove.

Questions

I assigned a student but the fee does not show in dues.

Assigning only records the route. Add a monthly transport charge once in Fee Structure › Extra charges (Charge to: Transport route, Amount: the route fare). After that, every assigned student is billed each month.

A bus is full.

The Riders column shows how many students are on each route against the vehicle Capacity. Move some students to another route or edit the route to a bigger vehicle.

CAMPUS · CHAPTER 42

Hostel

Admin

Principal

MENU Campus › Hostel

The Hostel page lists rooms by block with capacity and monthly fee, and the students allotted to each bed. A room cannot take more students than its capacity, and a student can hold only one bed at a time. The room fee reaches the student's dues through one hostel charge in **Finance › Fee Structure › Extra charges**.

https://coreaxis.info/admin/hostel.php

Hostel Management

Search students, receipts, staff, page... Ctrl G Online Install app Administrator

Hostel fee is not billed yet. To add each student's room fee to their dues, open [Fee Structure --> Extra charges](#) --> Add charge --> Charge to Hostel students, Amount Each student's room fee, Billed Every month.

4 Total Rooms

11 Total Capacity

7 Occupied

4 Vacant Beds

Rooms (4) Allocations (7)

Current Allocations

Student	Admission No	Class	Block / Room	Allocated On	Remarks	
Aarav Sharma	DEMO20260001	VI - A	Boys Block / 101	01 Apr 2026	Admitted at session start	Vacate
Aditya Srivastava	DEMO20260005	VI - A	Boys Block / 101	01 Apr 2026	Admitted at session start	Vacate
Allocated asad	DEMO20260003	VI - A	Boys Block / 101	01 Apr 2026	Admitted at session start	Vacate
Rohan Chauhan	DEMO20260037	VIII - A	Boys Block / 102	01 Nov 2026	Parents transferred to Muzaffarpur	Vacate
Ananya Pandey	DEMO20260002	VI - A	Girls Block / 201	01 Apr 2026	Admitted at session start	Vacate
Diya Verma	DEMO20260004	VI - A	Girls Block / 201	01 Apr 2026	Admitted at session start	Vacate
Aadhy Choudhary	DEMO20260006	VI - A	Girls Block / 202	01 Apr 2026	Admitted at session start	Vacate

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Hostel — Demo Public School

Add a room (example: Boys Block, Room 103, 6-bed dormitory)

- 1 Open **Campus > Hostel**. The **Rooms** tab shows each room with occupied beds.

https://coreaxis.info/admin/hostel.php

Hostel Management

Hostel fee is not billed yet. To add each student's room fee to their dues, open [Fee Structure](#) → [Extra charges](#) → Add charge → Charge to Hostel students, Amount Each student's room fee, Billed Every month.

4 Total Rooms | 11 Total Capacity | 6 Occupied | 5 Vacant Beds

Rooms (4) | Allocations (6)

Block	Room No	Type	Capacity	Occupied	Monthly Fee	Notes
Boys Block	101	Triple	3	3 / 3 Full	₹4,500.00	Ground floor
Boys Block	102	Triple	3	0 / 3	₹4,500.00	
Girls Block	201	Double	2	2 / 2 Full	₹5,000.00	Attached bath
Girls Block	202	Triple	3	1 / 3	₹4,500.00	

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Rooms with capacity, occupancy and monthly fee.

- 2 Click **Add Room**.
- 3 Type the **Block** (Boys Block) and **Room No** (103).

- 4 Choose the **Room Type** (Dormitory; the list has Standard, Single, Double, Triple, Deluxe, Dormitory, AC and Non-AC), and fill **Capacity** (6), **Monthly Fee (₹)** (3500) and **Notes**.

The screenshot shows the 'Add Room' form in the CoreAxis School ERP Admin interface. The form is a modal window with the following fields:

- BLOCK ***: Boys Block
- ROOM NO ***: 103
- ROOM TYPE**: Dormitory (dropdown menu)
- CAPACITY**: 6
- MONTHLY FEE (₹)**: 3500
- NOTES**: First floor, 6 beds

The form has 'Cancel' and 'Save' buttons at the bottom right. The background shows the 'Hostel Management' dashboard with a table of rooms and a sidebar menu.

Add Room form.

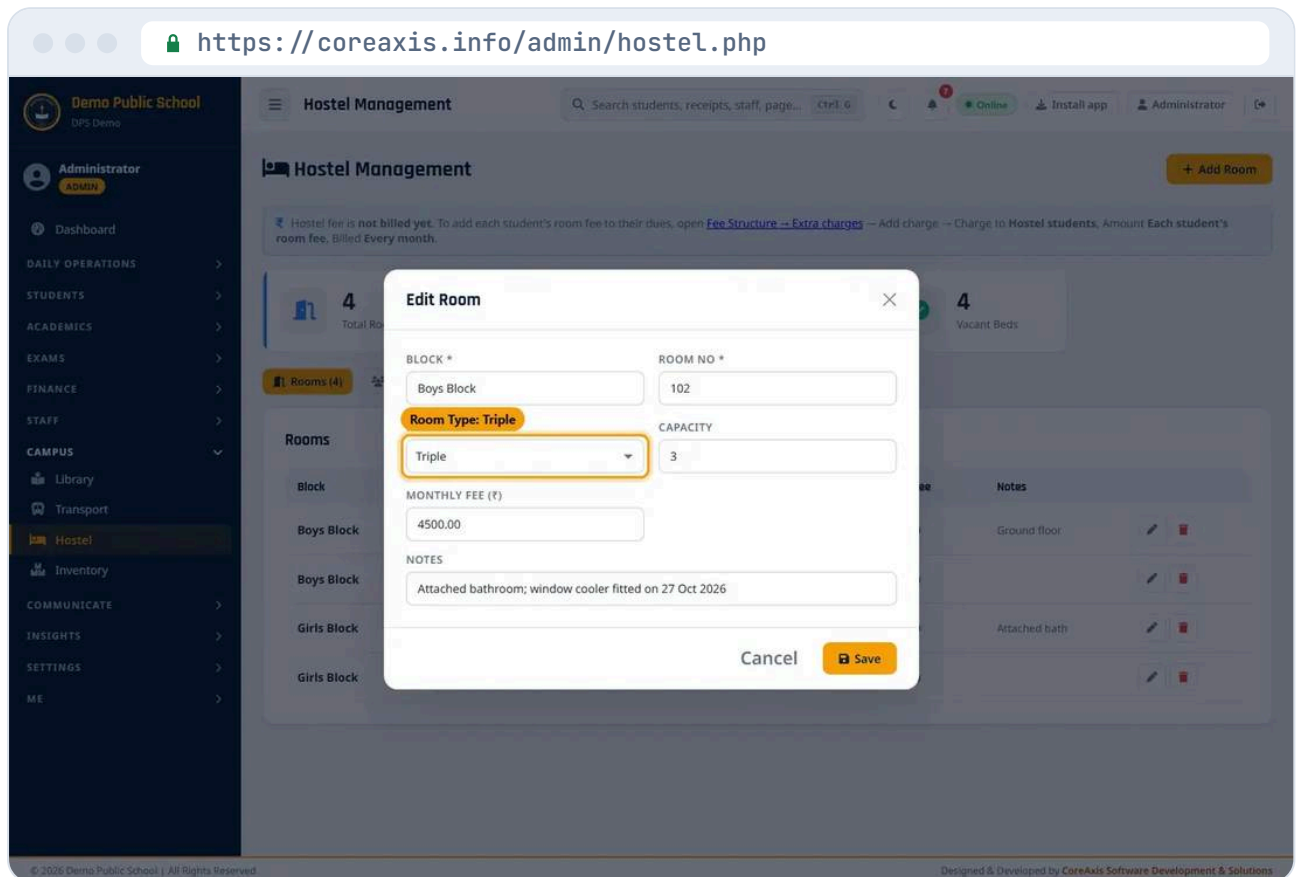
- 5 Click **Save** and confirm.

TIP Block + room number must be unique. Capacity cannot be lowered below the students already in the room.

Edit a room (example: Boys Block 102, Triple, new note)

- 1 On the **Rooms** tab, click the pencil icon on the row of **Boys Block / 102**.
- 2 The **Edit Room** form opens with the saved values. **Room Type** shows **Triple**.

- 3 Change what you need, for example **Notes**: Attached bathroom; window cooler fitted on 27 Oct 2026.



Edit Room keeps the room's type (Triple).

- 4 Click **Save** and confirm. The message **Room updated!** appears.

Hostel Management

Room updated!

Hostel fee is not billed yet. To add each student's room fee to their dues, open [Fee Structure -- Extra charges](#) -- Add charge -- Charge to Hostel students, Amount Each student's room fee, Billed Every month.

4 Total Rooms | 11 Total Capacity | 7 Occupied | 4 Vacant Beds

Rooms (4) | Allocations (7)

Block	Room No	Type	Capacity	Occupied	Monthly Fee	Notes
Boys Block	101	Triple	3	3 / 3 Full	₹4,500.00	Ground floor
Boys Block	102	Triple	3	1 / 3	₹4,500.00	Attached bathroom; window cooler fitted...
Girls Block	201	Double	2	2 / 2 Full	₹5,000.00	Attached bath
Girls Block	202	Triple	3	1 / 3	₹4,500.00	

Boys Block 102 with the new note.

TIP Capacity cannot be lowered below the number of students already in the room.

Allot a student to a room (example: Rohan Chauhan, Class VIII, Boys Block 102, from 1 November 2026)

- 1 Open the **Allocations** tab and click **Allocate Student**.
- 2 In **Student**, choose **Rohan Chauhan (DEMO20260037 · VIII)**. Students who already have a bed are not listed.
- 3 In **Room**, choose **Boys Block / 102 (0/3, ₹4,500)**. Only rooms with a free bed are listed.

- 4 Set the **Allocated Date** (01-11-2026) and type **Remarks** (Parents transferred to Muzaffarpur).

The screenshot displays the 'Hostel Management' interface. A modal window titled 'Allocate Student' is open, showing the following fields:

- STUDENT ***: Rohan Chauhan (DEMO20260037 - VIII)
- ROOM ***: Boys Block / 102 (0/3, ₹4,500)
- ALLOCATED DATE**: 01-11-2026
- REMARKS**: Parents transferred to Muzaffarpur

Buttons at the bottom of the modal are 'Cancel' and 'Allocate'.

The background interface includes a sidebar with navigation options like Dashboard, STUDENTS, ACADEMICS, EXAMS, FINANCE, STAFF, CAMPUS, Library, Transport, Hostel, Inventory, COMMUNICATE, INSIGHTS, SETTINGS, and ME. The main content area shows a table of current allocations and a list of students with their respective room details and remarks.

Student	Room	Allocated Date	Remarks
Aarav Sharma	Boys Block / 102 (0/3, ₹4,500)	01-11-2026	Parents transferred to Muzaffarpur
Aditya Srivastava	Boys Block / 102 (0/3, ₹4,500)	01-11-2026	Parents transferred to Muzaffarpur
Vivaan Prasad	Boys Block / 102 (0/3, ₹4,500)	01-11-2026	Parents transferred to Muzaffarpur
Ananya Pandey	Girls Block / 201	01 Apr 2026	Admitted at session start
Diya Verma	Girls Block / 201	01 Apr 2026	Admitted at session start
Aadhya Choudhary	Girls Block / 202	01 Apr 2026	Admitted at session start

Allocate Student form.

- 5 Click **Allocate** and confirm. The message **Student allocated to room.** appears and he is listed under **Current Allocations**.

https://coreaxis.info/admin/hostel.php

Hostel Management

Search students, receipts, staff, page... CTR 6

Online Install app Administrator

Hostel fee is not billed yet. To add each student's room fee to their dues, open [Fee Structure](#) → [Extra charges](#) → Add charge → Charge to Hostel students, Amount Each student's room fee, Billed Every month.

4 Total Rooms 11 Total Capacity 7 Occupied 4 Vacant Beds

Rooms (4) Allocations (7)

Current Allocations

Student	Admission No	Class	Block / Room	Allocated On	Remarks	
Aarav Sharma	DEMO20260001	VI - A	Boys Block / 101	01 Apr 2026	Admitted at session start	[+ Vacate]
Aditya Srivastava	DEMO20260005	VI - A	Boys Block / 101	01 Apr 2026	Admitted at session start	[+ Vacate]
Allocated asad	DEMO20260003	VI - A	Boys Block / 101	01 Apr 2026	Admitted at session start	[+ Vacate]
Rohan Chauhan	DEMO20260037	VIII - A	Boys Block / 102	01 Nov 2026	Parents transferred to Muzaffarpur	[+ Vacate]
Ananya Pandey	DEMO20260002	VI - A	Girls Block / 201	01 Apr 2026	Admitted at session start	[+ Vacate]
Diya Verma	DEMO20260004	VI - A	Girls Block / 201	01 Apr 2026	Admitted at session start	[+ Vacate]
Aadhya Choudhary	DEMO20260006	VI - A	Girls Block / 202	01 Apr 2026	Admitted at session start	[+ Vacate]

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Rohan Chauhan in Boys Block / 102.

TIP When a student leaves **Vacate** on the row. The bed becomes free; the student's record stays.

Bill the hostel fee to students' dues

Until this charge exists, the Hostel page shows the note: Hostel fee is not billed yet. Set it up once per session.

- 1 Open **Finance > Fee Structure** and go to **Extra charges**. Click **Add charge**.

The screenshot shows the 'Add charge' form in the CoreAxis School ERP interface. The form is a modal window with the following fields:

- CHARGE NAME ***: e.g. Annual Charges / Exam Fee (Term 1) / Transport
- PAID UNDER HEAD ***: — New head —
- NEW HEAD NAME**: e.g. Transport Fee
- CHARGE TO**: All students
- AMOUNT (₹) ***
- BILLED**: Once
- IN MONTH**: Session start

Below the form, there is a note: "A line is billed only once its month arrives, in the student's billed months (same as tuition). A new charge is billed for its months that have already passed; later changes (and transport / class changes) apply from the current month, months already billed are kept."

The background shows the 'Fee Structure' page with a sidebar menu and a top navigation bar. The sidebar menu includes: Dashboard, DAILY OPERATIONS, STUDENTS, ACADEMICS, EXAMS, FINANCE (Concessions, Cheques / DD, UPI / Bank Claims, Fee Dues, Fee Structure, Online Payment, Expenses, Salary / Payroll, Finance Ledger), STAFF, CAMPUS, COMMUNICATE, INSIGHTS, SETTINGS, and ME. The top navigation bar includes: Search students, receipts, staff, page..., Ctrl+G, Online, Install app, and Administrator.

Add charge form.

- 2 Type the **Charge name** (Hostel Room Fee). In **Paid under head**, choose an existing head or **New head** and type **Hostel Fee**.
- 3 In **Charge to**, choose **Hostel students**. In **Amount**, choose **Each student's room fee (monthly)**.

- 4 In **Billed**, choose **Every month**. Leave **First month** at **Session start** and **Last month** at **Session end**.

The screenshot shows the 'Add charge' modal in the CoreAxis School ERP system. The modal is titled 'Add charge' and contains the following fields:

- CHARGE NAME ***: Hostel Room Fee
- PAID UNDER HEAD ***: — New head —
- NEW HEAD NAME**: Hostel Fee
- CHARGE TO**: Hostel students
- AMOUNT**: Each student's room fee (monthly)
- BILLED**: Every month
- FIRST MONTH**: Session start
- LAST MONTH**: Session end

Below the fields, there is a note: "A line is billed only once its month arrives, in the student's billed months (same as tuition). A new charge is billed for its months that have already passed; later changes (and transport / class changes) apply from the current month, months already billed are kept."

At the bottom of the modal, there are two buttons: "Cancel" and "Save charge".

Hostel charge: hostel students, each student's room fee, every month.

- 5 Click **Save charge** and confirm. Each hostel student is billed their own room's monthly fee from the month of allocation; the lines appear at the Fee Desk under the Hostel Fee head.

IMPORTANT A new charge is also billed for months of the session that have already passed (from each student's allocation date). Check the amount before saving.

Screen at a glance

Total Rooms / Total Capacity / Occupied / Vacant Beds

Summary of all rooms and beds.

Rooms tab

Block, Room No, Type, Capacity, Occupied (Full when no bed is free), Monthly Fee, Notes, Edit / Delete.

Allocations tab

Student, Admission No, Class, Block / Room, Allocated On, Remarks, Vacate.

Questions

A room with students cannot be deleted.

Vacate its students first (or move them), then delete the room.

Where do hostel students see the warden's phone?

Enter the warden's name and phone in Settings › School Profile › People & Branding. It is shown to hostel students in the app.

CAMPUS · CHAPTER 43

Inventory & School Store

Admin

Principal

Accountant

MENU Campus › Inventory (Accountant: School Store)

Inventory keeps every item the school holds: stationery, uniform items, sports goods, classroom supplies. Each item has a quantity, unit price, minimum stock and location; every stock in and stock out is recorded. When the **School Store** add-on is on, the same items can be sold to students (one by one or as a ready-made kit). A sale reduces stock and adds the total to the student's fee dues, which the parent pays at the Fee Desk or online.

The screenshot displays the 'Inventory' management interface for Demo Public School. The URL bar shows <https://coreaxis.info/admin/inventory.php>. The left sidebar contains navigation options: Dashboard, DAILY OPERATIONS, STUDENTS, ACADEMICS, EXAMS, FINANCE, STAFF, CAMPUS (with sub-items Library, Transport, Hostel, and Inventory), COMMUNICATE, INSIGHTS, SETTINGS, and ME. The main content area is titled 'Inventory' and includes a search bar and tabs for 'Total Items', 'Total Stock Value', 'Low-stock Items', and 'Categories'. A table lists various items:

Item	Category	Quantity	Unit Price	Stock Value	Location	Supplier
Whiteboard Marker	Classroom	48 pcs	₹22.00 Sale ₹0.00	₹1,056.00	Staff Room	Patna Stationers
Football	Sports	9 pcs	₹450.00 Sale ₹0.00	₹4,050.00	Sports Room	Khel Bhandar
Diary 2026-27	Stationery	210 pcs	₹70.00 Sale ₹100.00	₹14,700.00	Office	Patna Offset Printers
ID Card Holder	Stationery	300 pcs	₹15.00 Sale ₹25.00	₹4,500.00	Office	Patna Stationers
Notebook (200 pages)	Stationery	640 pcs	₹38.00 Sale ₹50.00	₹24,320.00	Store Room	Gupta Book Depot
School Belt	Uniform	95 pcs	₹80.00 Sale ₹120.00	₹7,600.00	Store Room	Bharat Uniforms
School Tie	Uniform	120 pcs	₹60.00 Sale ₹90.00	₹7,200.00	Store Room	Bharat Uniforms
Sports T-Shirt	Uniform	14 pcs	₹180.00 Sale ₹250.00	₹2,520.00	Store Room	Khel Bhandar

The 'Sports T-Shirt' row is highlighted with a yellow border and a 'Low stock' warning. The 'Recent Movements' section on the right indicates 'No stock movements yet'.

Inventory & School Store — Demo Public School

Add an item (example: Geometry Box)

- 1 Open **Campus > Inventory**. The **Items & Stock** tab lists all items; items at or below their minimum show a red **Low** badge.

The screenshot displays the 'Inventory' page of the CoreAxis School ERP system. The left sidebar contains a navigation menu with options like Dashboard, Students, Academics, Exams, Finance, Staff, Campus, Library, Transport, Hostel, Inventory, Communicate, Insights, Settings, and Me. The main content area shows a table of items with the following data:

Item	Category	Quantity	Unit Price	Stock Value	Location	Supplier
Whiteboard Marker	Classroom	48 pcs	₹22.00 Sale ₹0.00	₹1,056.00	Staff Room	Patna Stationers
Football	Sports	9 pcs	₹450.00 Sale ₹0.00	₹4,050.00	Sports Room	Khel Bhandar
Diary 2026-27	Stationery	210 pcs	₹70.00 Sale ₹100.00	₹14,700.00	Office	Patna Offset Printers
ID Card Holder	Stationery	300 pcs	₹15.00 Sale ₹25.00	₹4,500.00	Office	Patna Stationers
Notebook (200 pages)	Stationery	640 pcs	₹38.00 Sale ₹50.00	₹24,320.00	Store Room	Gupta Book Depot
School Belt	Uniform	95 pcs	₹80.00 Sale ₹120.00	₹7,600.00	Store Room	Bharat Uniforms
School Tie	Uniform	120 pcs	₹60.00 Sale ₹50.00	₹7,200.00	Store Room	Bharat Uniforms
Sports T-Shirt	Uniform	14 pcs	₹180.00 Sale ₹250.00	₹2,520.00	Store Room	Khel Bhandar

The 'Sports T-Shirt' item is highlighted with a red 'Low' badge. The 'Recent Movements' section on the right shows 'No stock movements yet'.

Items with stock value; Sports T-Shirt is low.

- 2 Click **Add Item**.
- 3 Type the **Item Name** (Geometry Box) and **Category** (Stationery). Fill **Quantity**, **Unit** (pcs) and **Unit Price** (₹) (85).
- 4 Set **Min Stock** (20): when stock falls to this level the item is marked Low.
- 5 With the School Store on, fill **Sale Price to Students** (₹) (120). Leave it blank to sell at the unit price.

- 6 Fill **Location** (Store Room), **Supplier** (Gupta Book Depot) and **Notes**, then click **Save**.

The screenshot shows the 'Inventory / Asset Management' section of the CoreAxis School ERP. A modal window titled 'Add Item' is open, allowing the user to add a new item to the inventory. The form contains the following fields:

- ITEM NAME ***: Geometry Box
- CATEGORY**: Stationery
- QUANTITY**: 0
- UNIT**: pcs
- UNIT PRICE (₹)**: 85
- MIN STOCK**: 20
- SALE PRICE TO STUDENTS (₹) BLANK = UNIT PRICE**: 120
- LOCATION**: Store Room
- SUPPLIER**: Gupta Book Depot
- NOTES**: (Empty text area)

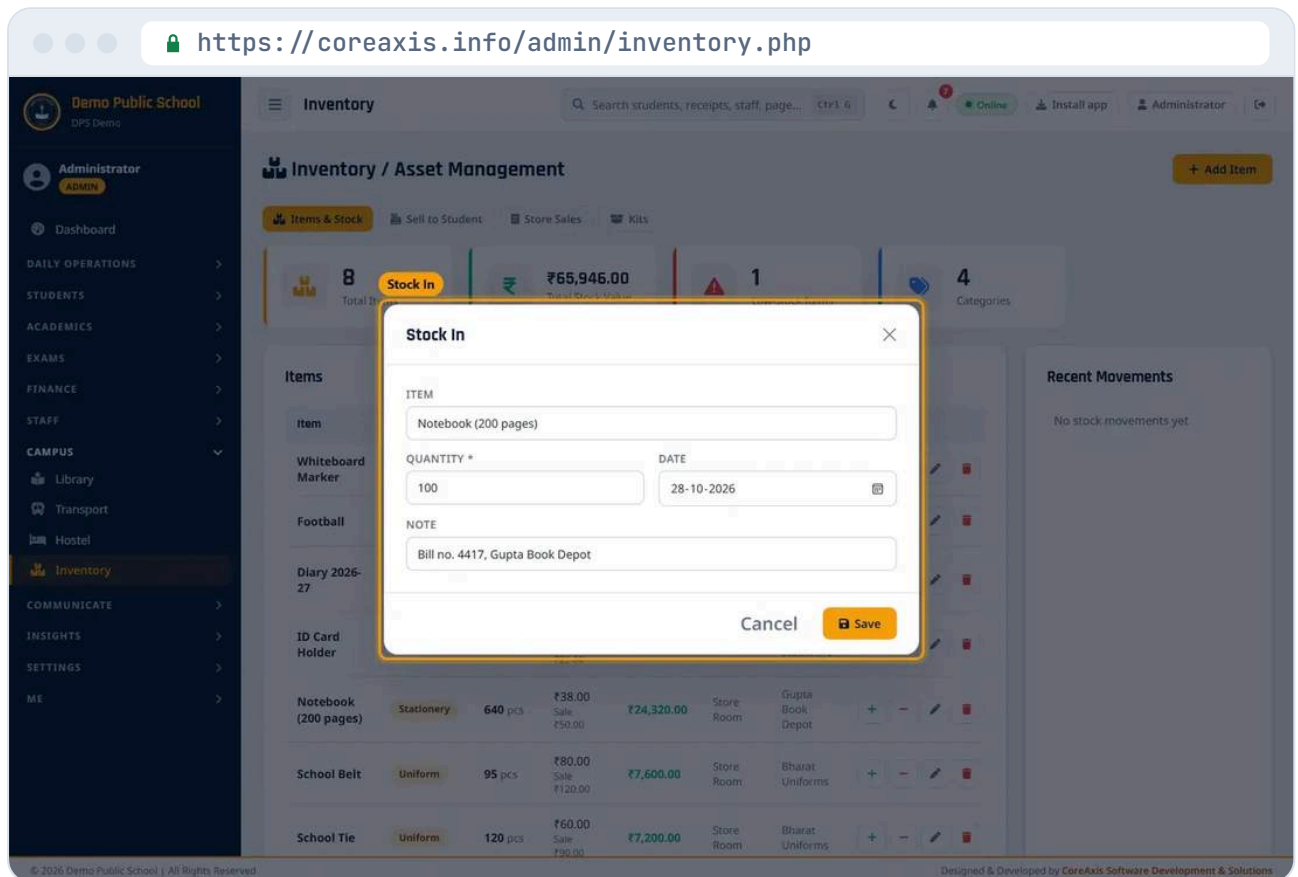
At the bottom of the modal, there are 'Cancel' and 'Save' buttons. The background shows the 'Inventory' dashboard with a list of items and a sidebar menu.

Add Item form.

Record stock in and stock out (example: 100 notebooks received, 2 footballs issued)

- 1 On the item's row, click the + button (Stock In).

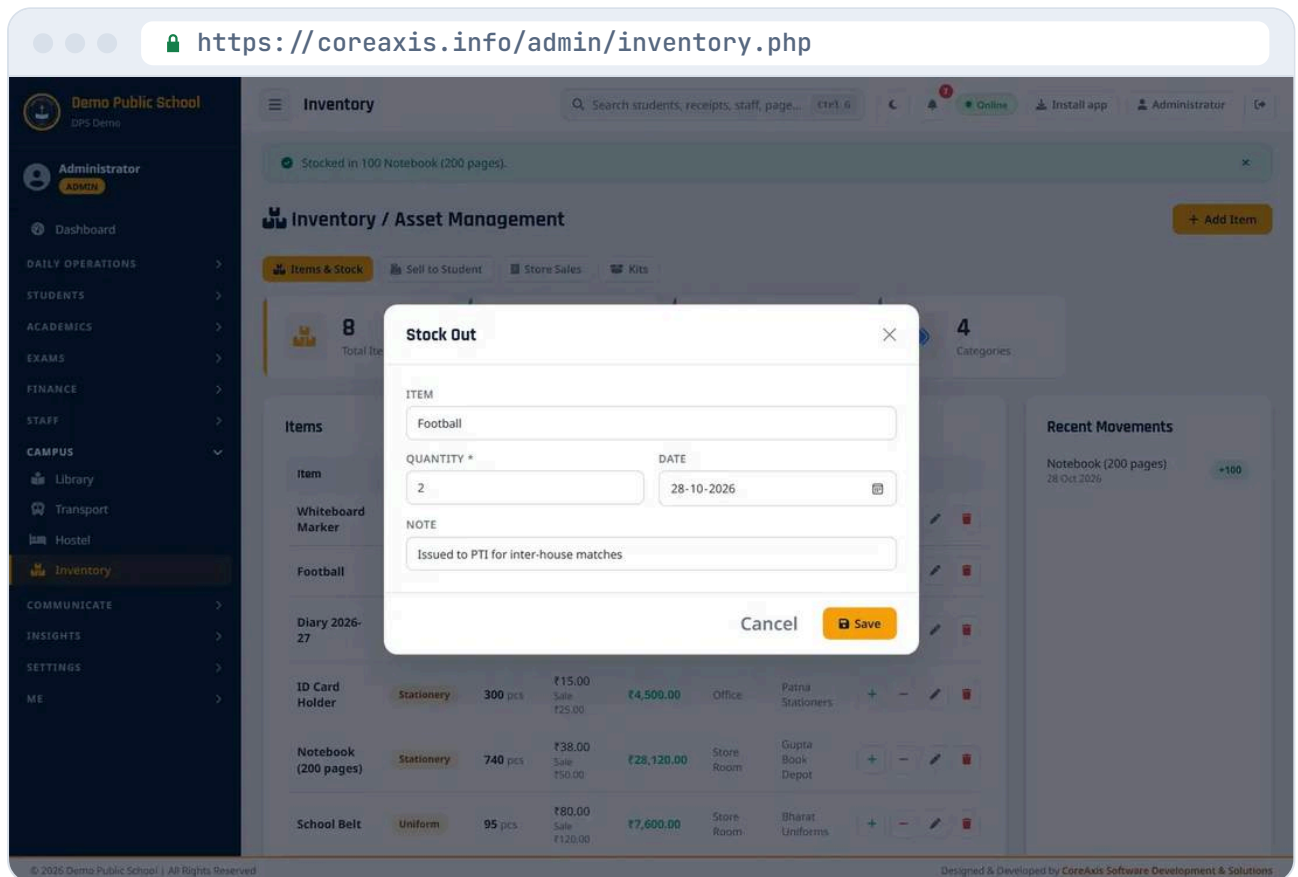
- 2 Type the **Quantity** (100), check the **Date** and add a **Note** (Bill no. 4417, Gupta Book Depot).



Stock In for Notebook (200 pages).

- 3 Click **Save**. The message **Stocked in 100 Notebook (200 pages)**. appears and the quantity goes from 640 to 740.

- 4 For items given out, click the – button (Stock Out), type the quantity (2 footballs) and a note (Issued to PTI for inter-house matches), and click **Save**.



Stock Out for Football.

5 Recent Movements on the right lists each stock in (+) and stock out (-).

The screenshot shows the 'Inventory' management page. The left sidebar contains navigation options like Dashboard, Students, Academics, Exams, Finance, Staff, Campus, Communicate, Insights, Settings, and ME. The main area displays a table of inventory items with columns: Item, Category, Quantity, Unit Price, Stock Value, Location, and Supplier. Each item row includes a quantity, unit price, stock value, location, and supplier, along with action buttons (+, -, edit, delete). A 'Recent Movements' panel on the right shows the latest stock changes: Football (-2) and Notebook (200 pages) (+100).

Item	Category	Quantity	Unit Price	Stock Value	Location	Supplier
Whiteboard Marker	Classroom	48 pcs	₹22.00	₹1,056.00	Staff Room	Patna Stationers
Football	Sports	7 pcs	₹450.00	₹3,150.00	Sports Room	Khel Bhandar
Diary 2026-27	Stationery	210 pcs	₹70.00	₹14,700.00	Office	Patna Offset Printers
ID Card Holder	Stationery	300 pcs	₹15.00	₹4,500.00	Office	Patna Stationers
Notebook (200 pages)	Stationery	740 pcs	₹38.00	₹28,120.00	Store Room	Gupta Book Depot
School Belt	Uniform	95 pcs	₹80.00	₹7,600.00	Store Room	Bharat Uniforms
School Tie	Uniform	120 pcs	₹60.00	₹7,200.00	Store Room	Bharat Uniforms
Sports T-Shirt	Uniform	14 pcs	₹180.00	₹2,520.00	Store Room	Khel Bhandar

Recent Movements:

- Football: -2 (28 Oct 2026)
- Notebook (200 pages): +100 (28 Oct 2026)

Recent Movements: +100 notebooks, -2 footballs.

TIP Stock can never go below zero; a stock out larger than the quantity is refused.

School Store: make a kit (example: Class I Admission Kit)

- 1 Open the **Kits** tab and click **New kit**.
- 2 Type the **Kit name** (Class I Admission Kit).

- 3 Click **Add item** for each line and choose the item and quantity: Diary 2026-27 × 1, Notebook (200 pages) × 6, School Belt × 1, School Tie × 1, ID Card Holder × 1.

The screenshot shows the 'Inventory / Asset Management' section of the CoreAxis School ERP. A 'New kit' modal is open, allowing the user to create a new kit. The kit is named 'Class I Admission Kit'. The modal contains a table with the following items and quantities:

Item	Qty
Diary 2026-27	1
Notebook (200 pages)	6
School Belt	1
School Tie	1
ID Card Holder	1

The modal also includes a '+ Add item' button at the bottom left and 'Cancel' and 'Save kit' buttons at the bottom right. The background shows the 'Inventory' section with a search bar and a list of items.

New kit with five items.

- 4 Click **Save kit** and confirm. The kit is listed with its items and price.

The screenshot displays the 'Inventory / Asset Management' interface. On the left is a dark sidebar with a menu including 'Dashboard', 'STUDENTS', 'ACADEMICS', 'EXAMS', 'FINANCE', 'STAFF', 'CAMPUS' (with sub-items like Library, Transport, Hostel), 'Inventory' (highlighted), 'COMMUNICATE', 'INSIGHTS', 'SETTINGS', and 'ME'. The main content area has a top bar with 'Inventory' and a search bar. Below this are tabs for 'Items & Stock', 'Sell to Student', 'Store Sales', and 'Kits' (selected). A sub-header reads 'Kits ready-made bundles, e.g. "Class I Kit"' with a '+ New kit' button. A table lists the following kit:

Kit	Items	Price
Class I Admission Kit	Diary 2026-27, ID Card Holder, Notebook (200 pages) ×6, School Belt, School Tie	₹635.00

At the bottom of the page, there is a footer with '© 2026 Demo Public School | All Rights Reserved' on the left and 'Designed & Developed by CoreAxis Software Development & Solutions' on the right.

Kits list.

School Store: sell to a student (example: Aanya Ranjan, Class I-A, ₹635 added to dues)

- 1 Open the **Sell to Student** tab (Accountant: **School Store**).

- 2 In **Student**, type the name, admission number or father's name and click the student in the list. A green tick line confirms the choice.

The screenshot displays the 'Inventory / Asset Management' section of the CoreAxis School ERP. The left sidebar shows the 'Inventory' menu item highlighted. The main content area features a 'Sell to a student' form. The form includes a 'STUDENT *' section with a text input field containing 'DPSDEMO20260038' and a dropdown menu showing 'Aanya Ranjan · DPSDEMO20260038 · Class I-A · Sudhir Ranjan'. Below this is a table with columns 'Item', 'Qty', 'Price', and 'Amount'. The table has one row with 'Item' as a dropdown, 'Qty' as '1', 'Price' as '—', and 'Amount' as '₹0.00'. A 'Total' row shows '₹0.00'. There is a '+ Add item' button and a 'NOTE' section with a text input field containing 'e.g. New admission kit'. At the bottom of the form is a 'Sell & add to dues' button.

Search by admission number.

- 3 In **Add a kit**, choose **Class I Admission Kit** and click **Add kit items**. Use **Add item** for anything extra, and change quantities if needed.

4 Check the **Total** (₹635.00) and type a **Note** (New admission kit).

https://coreaxis.info/admin/inventory.php

Demo Public School
DPS Demo

Administrator
ADMIN

Dashboard

DAILY OPERATIONS >

STUDENTS >

ACADEMICS >

EXAMS >

FINANCE >

STAFF >

CAMPUS >

Library

Transport

Hostel

Inventory

COMMUNICATE >

INSIGHTS >

SETTINGS >

ME >

Inventory

Search students, receipts, staff, page... Ctrl G

Online

Install app

Administrator

Student + kit items + total

STUDENT *

Type name, admission no. or father's name

✓ Aanya Ranjan · DPSDEMO20260038 · Class I-A · Sudhir Ranjan

ADD A KIT

Class I Admission Kit (5 Items)

Add kit items

Item	Qty	Price	Amount
Diary 2026-27 (210 pcs left)	1	₹100.00	₹100.00
ID Card Holder (300 pcs left)	1	₹25.00	₹25.00
Notebook (200 pages) (740 pcs left)	6	₹50.00	₹300.00
School Belt (95 pcs left)	1	₹120.00	₹120.00
School Tie (120 pcs left)	1	₹90.00	₹90.00
Total			₹635.00

+ Add item

NOTE

New admission kit

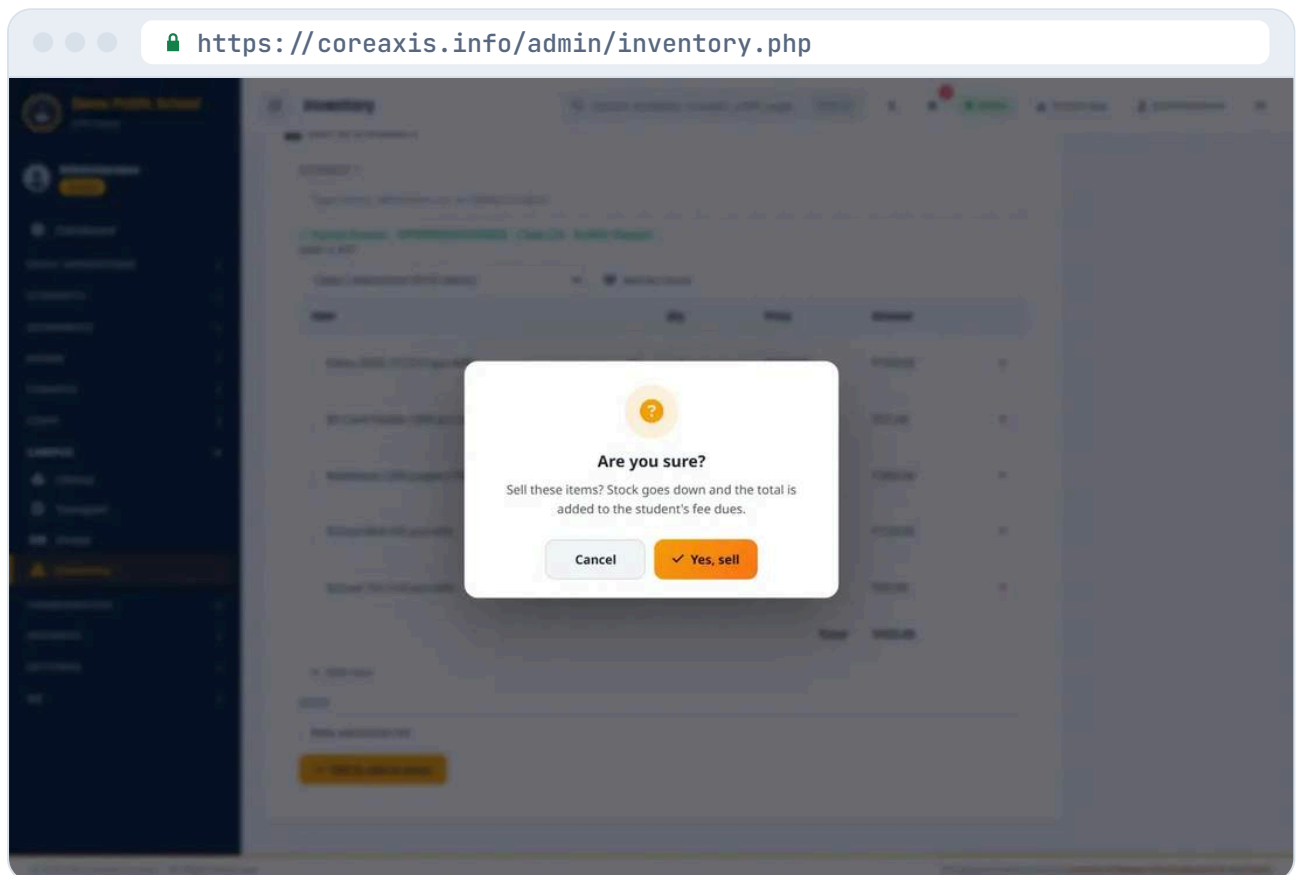
✓ Sell & add to dues

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Student, kit lines, prices and total.

- 5 Click **Sell & add to dues** and confirm **Yes, sell**.



Stock goes down and the total is added to the student's fee dues.

- 6 The message **Sold to Aanya Ranjan — ₹635.00 added to their fee dues (School Store)** appears. The sale is listed in **Store Sales** as **Due** until paid.

The screenshot displays the 'Store Sales' register in the CoreAxis School ERP system. The interface includes a sidebar with navigation options like Dashboard, Students, Academics, Exams, Finance, Staff, Campus, and Communicate. The main area shows a table of sales transactions. The first transaction is for a student named Aanya Ranjan, dated 28 Oct 2026, with a total value of ₹635.00. The status is 'Due', indicating it has not been paid. The items sold include a diary, ID card holder, notebook, school belt, school tie, and a new admission kit. The interface also provides buttons to cancel the sale and add a reason.

#	Date	Student	Items	Total	Paid	By
1	28 Oct 2026	Aanya Ranjan DPSDEMO20260038 Class I-A	Diary 2026-27, ID Card Holder, Notebook (200 pages) ×6, School Belt, School Tie New admission kit	₹635.00	Due	Administrator

Store Sales register.

TIP The parent pays the store amount with the fees at the Fee Desk (head: School Store) or online.

TIP To undo a wrong sale, click **Cancel** on its row in **Store Sales** and give a reason. Items go back to stock and the charge is removed from the dues.

Screen at a glance

Total Items / Total Stock Value / Low-stock Items / Categories

Stock value = quantity × unit price, added up.

Items table

Item, Category, Quantity with unit, Unit Price and Sale price, Stock Value, Location, Supplier, and buttons + (Stock In), – (Stock Out), Edit, Delete.

Sell to Student	Student search, Add a kit, item lines with Qty / Price / Amount, Total, Note, Sell & add to dues.
Store Sales	Latest 100 sales: date, student, items, total, Paid / Due, by whom, Cancel.
Kits	Ready-made bundles with items, price, Edit and Delete.

Questions

I do not see Sell to Student, Store Sales or Kits.

The School Store is an add-on. Ask the CoreAxis platform team to turn it on for your school.

An item cannot be picked in the sell list.

Items with no sale price and no unit price are disabled. Edit the item and set a Sale Price to Students.

COMMUNICATE · CHAPTER 44

Notices

Admin

Principal

Teacher

MENU Communicate › Notices (Teacher: Notices)

The Notice Board is where the school posts circulars and announcements. Each notice is addressed to **All**, **Teachers**, **Students** or **Parents**, and appears on the dashboards and in the student / parent portal for that audience. If SMS is set up, a short SMS can be sent with the notice. For a formal printed circular on the letterhead, use **Letterhead & Letters**.

https://coreaxis.info/admin/notices.php

Notices

Search students, receipts, staff, page... Ctrl+G

Online Install app Satyajeet Kr. Singh

Notice Board + New Notice

SHOW: Active notices FOR: Everyone 5 notices

Posted	For	Posted By	Date	Status	Action
Children's Day celebration on 14 November 2026 Dear Parents, The school will celebrate Children's Day on Sa...	Parents	Satyajeet Kr. Singh	28 Oct 2026	Active	
Staff meeting — syllabus review All teaching staff are requested to assemble in the conferenc...	Teachers	Satyajeet Kr. Singh	23 Oct 2026	Active	
Parent-Teacher Meeting on 31 October 2026 A Parent-Teacher Meeting will be held on 31 October 2026 from...	Parents	Satyajeet Kr. Singh	22 Oct 2026	Active	
Half-Yearly Examination results declared Results of the Half-Yearly Examination are now available in L...	All	Satyajeet Kr. Singh	21 Oct 2026	Active	
Winter uniform from 1 November 2026 Students must come in the prescribed winter uniform (navy-blu...	Students	Satyajeet Kr. Singh	20 Oct 2026	Active	

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Notices — Demo Public School

Post a notice to parents (example: Children's

Day celebration on 14 November 2026)

- 1 Open **Communicate > Notices** and click **New Notice**.

The screenshot shows the 'Notice Board' interface. The sidebar on the left contains the following menu items: Dashboard, STUDENTS, ACADEMICS, EXAMS, FINANCE, STAFF, CAMPUS, COMMUNICATE (expanded), Notices (selected), SMS, Gallery, Competitions, Letterhead & Letters, INSIGHTS, SETTINGS, and ME. The main content area has a 'Notice Board' title and a search bar. Below the title, there are filters for 'SHOW' (Active notices) and 'FOR' (Everyone). A table lists 4 notices:

Title	For	Posted By	Date	Status	Action
Staff meeting — syllabus review All teaching staff are requested to assemble in the conferenc...	Teachers	Satyajeet Kr. Singh	23 Oct 2026	Active	[Edit] [Delete]
Parent-Teacher Meeting on 31 October 2026 A Parent-Teacher Meeting will be held on 31 October 2026 from...	Parents	Satyajeet Kr. Singh	22 Oct 2026	Active	[Edit] [Delete]
Half-Yearly Examination results declared Results of the Half-Yearly Examination are now available in L...	All	Satyajeet Kr. Singh	21 Oct 2026	Active	[Edit] [Delete]
Winter uniform from 1 November 2026 Students must come in the prescribed winter uniform (navy-blu...	Students	Satyajeet Kr. Singh	20 Oct 2026	Active	[Edit] [Delete]

Notice Board with active notices.

- 2 Type the **Title** (Children's Day celebration on 14 November 2026).
- 3 In **For**, choose who should see it: **Parents**. Choose **All** for everyone, **Teachers** for staff only, or **Students**.
- 4 Check the **Date** (today by default).

- 5 Type the **Content**. Line breaks are kept.

The screenshot shows the 'New Notice' form in the CoreAxis School ERP interface. The form is titled 'New Notice' and has the following fields:

- Title ***: Children's Day celebration on 14 November 2026
- FOR**: Parents (selected from a dropdown menu)
- DATE**: 28-10-2026
- CONTENT ***: Dear Parents, The school will celebrate Children's Day on Saturday, 14 November 2026. Students of Classes Play to VIII may come in colourful clothes. A fancy-dress show, games and a special lunch are planned. School closes at 12:30 PM that day. — Principal

The form also has 'Cancel' and 'Publish Notice' buttons. In the background, a 'Notice Board' is visible with a table of active notices:

Date	Status	Action
23 Oct 2026	Active	
22 Oct 2026	Active	
21 Oct 2026	Active	
20 Oct 2026	Active	

New Notice form.

- 6 If SMS is enabled and allowed with notices, a tick box **Also send as SMS to this notice's audience** appears (Teachers go to teaching staff; Students / Parents go to parents; All goes to both). Tick it only when the notice is urgent; each SMS costs credit.

7 Click **Publish Notice** and confirm. The notice is at the top of the list as **Active**.

The screenshot displays the 'Notice Board' interface in the CoreAxis School ERP system. The URL in the browser is <https://coreaxis.info/admin/notices.php>. The interface includes a sidebar with navigation options like Dashboard, Daily Operations, Students, Academics, Exams, Finance, Staff, Campus, Communicate, Notices, SMS, Gallery, Competitions, Letterhead & Letters, Insights, Settings, and Me. The main content area shows a list of notices with the following columns: Posted, For, Posted By, Date, Status, and Action. The first notice, 'Children's Day celebration on 14 November 2026', is highlighted with an orange border and is marked as 'Active'. The other notices are also marked as 'Active'.

Posted	For	Posted By	Date	Status	Action
Children's Day celebration on 14 November 2026 Dear Parents, The school will celebrate Children's Day on Sa...	Parents	Satyajeet Kr. Singh	28 Oct 2026	Active	 
Staff meeting — syllabus review All teaching staff are requested to assemble in the conferenc...	Teachers	Satyajeet Kr. Singh	23 Oct 2026	Active	 
Parent-Teacher Meeting on 31 October 2026 A Parent-Teacher Meeting will be held on 31 October 2026 from...	Parents	Satyajeet Kr. Singh	22 Oct 2026	Active	 
Half-Yearly Examination results declared Results of the Half-Yearly Examination are now available in L...	All	Satyajeet Kr. Singh	21 Oct 2026	Active	 
Winter uniform from 1 November 2026 Students must come in the prescribed winter uniform (navy-blu...	Students	Satyajeet Kr. Singh	20 Oct 2026	Active	 

The new notice for Parents.

Find, edit or remove a notice

- 1 Use **Show** (Active notices, Removed, All) and **For** (Everyone, All, Teachers, Students, Parents) to filter the list.

The screenshot displays the 'Notices' page in the CoreAxis School ERP system. The interface includes a sidebar menu on the left with options like Dashboard, Daily Operations, Students, Academics, Exams, Finance, Staff, Campus, Communicate, Notices, SMS, Gallery, Competitions, Letterhead & Letters, Insights, Settings, and Me. The main content area features a 'Notice Board' section with a '+ New Notice' button. Below this, there are filters for 'SHOW' (Active notices) and 'FOR' (Teachers). A table lists a notice titled 'Staff meeting — syllabus review' posted by Satyajeeet Kr. Singh on 23 Oct 2026, with an 'Active' status. The table has columns for Title, For, Posted By, Date, Status, and Action. The footer shows copyright information and the developer's name.

Only notices for Teachers.

- 2 Click the pencil icon to correct a notice and save again.
- 3 Click the red icon (**Remove**) to take a notice off the board. Removed notices stay under **Show > Removed**.

Teachers and notices

Teachers open **Notices** from their menu. They see the same board and can post a notice with **New Notice**, for example a class test reminder for parents.

1 Notice Board signed in as a teacher.

The screenshot shows the 'Notice Board' interface. The browser address bar displays 'https://coreaxis.info/admin/notices.php'. The left sidebar shows the user 'Amit Kumar Mishra' as a 'TEACHER' with a 'Today' status. The main content area is titled 'Notice Board' and includes a '+ New Notice' button. Below this, there are filters for 'SHOW' (Active notices) and 'FOR' (Everyone). A table lists five notices, each with a title, content preview, audience, posted by, date, status, and action buttons (edit and delete).

Title	For	Posted By	Date	Status	Action
Children's Day celebration on 14 November 2026 Dear Parents, The school will celebrate Children's Day on Sa...	Parents	Satyajeet Kr. Singh	28 Oct 2026	Active	[Edit] [Delete]
Staff meeting — syllabus review All teaching staff are requested to assemble in the conferenc...	Teachers	Satyajeet Kr. Singh	23 Oct 2026	Active	[Edit] [Delete]
Parent-Teacher Meeting on 31 October 2026 A Parent-Teacher Meeting will be held on 31 October 2026 from...	Parents	Satyajeet Kr. Singh	22 Oct 2026	Active	[Edit] [Delete]
Half-Yearly Examination results declared Results of the Half-Yearly Examination are now available in L...	All	Satyajeet Kr. Singh	21 Oct 2026	Active	[Edit] [Delete]
Winter uniform from 1 November 2026 Students must come in the prescribed winter uniform (navy-blu...	Students	Satyajeet Kr. Singh	20 Oct 2026	Active	[Edit] [Delete]

Teacher view of the Notice Board.

Screen at a glance

Title	Notice heading, with the first line of the content below.
For	Audience: All, Teachers, Students or Parents.
Posted By / Date	Who posted it and the notice date.
Status	Active (shown) or Removed.
Action	Edit and Remove.

Questions

Do parents get a notification?

Parents see the notice in the parent portal and app. They get an SMS only if you tick the SMS box and SMS is set up.

Can I post a notice for one class only?

Notices go to an audience (All, Teachers, Students, Parents), not to one class. To reach one class's parents, use SMS › Send SMS › Specific Class, or give the information as homework for that class.

COMMUNICATE · CHAPTER 45

SMS

Admin

Principal

MENU Communicate > SMS

CoreAxis sends SMS through the school's own Fast2SMS account (or another HTTP SMS gateway). Once the gateway is saved and enabled, the app can send automatic SMS (absent alert, fee receipt, welcome on admission, leave decisions) and you can send your own messages to a list of numbers, a class, all students' parents or all staff. Every SMS is written to the log. SMS credit is paid to the gateway provider, not to CoreAxis. In the demo school SMS is not set up, so the page shows **SMS Inactive**.

https://coreaxis.info/admin/sms.php

SMS Management

Search students, receipts, staff, page... Ctrl G

Online Install app Satyajeet Kr. Singh

SMS Management

Management > SMS

SMS Inactive

0 Total SMS

0 Delivered

0 Failed

0 Today

Configuration Send SMS Logs Templates

Gateway Configuration

GATEWAY

Fast2SMS (Recommended for India)

API KEY *

Paste your Fast2SMS API key here

Get from fast2sms.com → Settings → API. Saved keys are hidden; click ⚙ and enter your password to view.

ROUTE

Quick SMS (no DLT needed)

SENDER ID

CAXSMS

DLT ENTITY ID / PE ID (DLT ROUTES)

e.g. 11012XXXXXXXXXXXX

DLT TEMPLATE ID (DLT TEMPLATE ROUTE)

approved template ID

Quick SMS works with just the API key (promotional). For transactional SMS to parents, use a **DLT route** and enter your Fast2SMS **Entity ID** (+ Template ID for the approved-template route). Fast2SMS whitelists your server IP — make sure this school's API key is from an account whose IP whitelist includes this server.

RECOMMENDED OTP TEMPLATE — REGISTER ON DLT, THEN PASTE ITS TEMPLATE ID ABOVE

{#VAR#} is your OTP for CoreAxis School ERP. Valid for 10 minutes only at www.c

Copy

Send Test SMS

Configure and enable SMS first.

MOBILE

9876543210

MESSAGE

Test SMS from Demo Public School. Please ignore.

Send Test

Automatic SMS

☐ Absent alert to parents (when attendance is saved)

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Designed & Developed by CoreAxis Software Development & Solutions

SMS — Demo Public School

Set up the SMS gateway (Configuration tab)

Do this once. You need a Fast2SMS account; for messages to parents, a DLT registration (Entity ID and approved templates) is also needed by Indian telecom rules.

- 1 Open **Communicate > SMS**. The **Configuration** tab opens.

The screenshot displays the 'SMS Management' interface. The left sidebar shows the navigation menu with 'Communicate > SMS' selected. The main content area has a 'SMS Management' header with a search bar and user profile. Below this, there are four summary cards: 'Total SMS', 'Delivered', 'Failed', and 'Today'. The 'Configuration' tab is selected, showing the 'Gateway Configuration' section. It includes a dropdown for 'Gateway' (Fast2SMS), a text field for 'API Key' with a toggle to show/hide, a dropdown for 'Route' (Quick SMS), a text field for 'Sender ID' (CAXSMS), a text field for 'DLT Entity ID / PE ID', and a text field for 'DLT Template ID'. A 'Send Test SMS' panel on the right has a 'MOBILE' field (9876543210) and a 'MESSAGE' field (Test SMS from Demo Public School). A 'Send Test' button is at the bottom of this panel. A footer note mentions 'SMS Inactive'.

Gateway Configuration and Send Test SMS.

- 2 In **Gateway**, keep **Fast2SMS (Recommended for India)**, or choose **Generic HTTP API** and type the **API URL** with {key}, {mobile} and {message} in it.
- 3 Paste the **API Key** from fast2sms.com > Settings > API. A saved key is hidden; click the eye icon and enter your password to see it.
- 4 Choose the **Route: Quick SMS (no DLT needed)** for testing; **DLT — approved template (Template ID)** or **DLT — custom text (Entity ID only)** for messages to parents.
- 5 Fill **Sender ID**, **DLT Entity ID / PE ID** and, for the template route, **DLT Template ID**. The **Recommended OTP template** box has text you can register on the DLT portal (click **Copy**).
- 6 Tick **Enable SMS Service** and click **Save Configuration**.
- 7 Under **Send Test SMS**, type your own **Mobile** number and click **Send Test** to check delivery.

TIP Fast2SMS allows only whitelisted server IPs. If tests fail, add the CoreAxis server IP to your Fast2SMS IP whitelist.

Choose automatic SMS

- 1 On the **Configuration** tab, find **Automatic SMS** on the right.

The screenshot displays the 'SMS Management' interface in the CoreAxis School ERP system. The left sidebar shows the 'COMMUNICATE' section with 'SMS' selected. The main content area is titled 'SMS Management' and includes a search bar, a template ID input field, and a 'Quick SMS' section with instructions. On the right, the 'Automatic SMS' section is visible, showing checkboxes for various alerts: 'Absent alert to parents (when attendance is saved)', 'Fee receipt on payment', 'Welcome SMS on admission', 'Allow SMS with notices', and 'Leave alerts (to the approver on a new application, to staff on every decision, to parents when a student leave is approved / rejected)'. The 'Save' button is highlighted.

Automatic SMS switches.

- 2 Tick the alerts the school wants: **Absent alert to parents (when attendance is saved), Fee receipt on payment, Welcome SMS on admission, Allow SMS with notices, Leave alerts.**
- 3 Click **Save**.

Send an SMS (Send SMS tab)

Shown for reference only; no SMS was sent for this manual.

- 1 Open the **Send SMS** tab. If SMS is not configured, a red line says so with a link to **Configuration**.

Send SMS: choose who receives it.

- 2 In **Send To**, choose **Manual Numbers** (type 10-digit numbers, one per line), **Specific Class** (pick the class in **Select Class**), **All Students** (all parents) or **All Staff**.
- 3 Type the **Message**, or click a quick-template button (for example **Result Day** or **Exam Schedule**) and edit the words in brackets. The counter shows characters (1 SMS = 160 characters).
- 4 Click **Send SMS** and confirm. The button stays disabled until SMS is enabled. The result appears in **Logs**.

IMPORTANT Bulk SMS to all students or a class is sent to every parent mobile number and uses credit for each. Check the text carefully before you send.

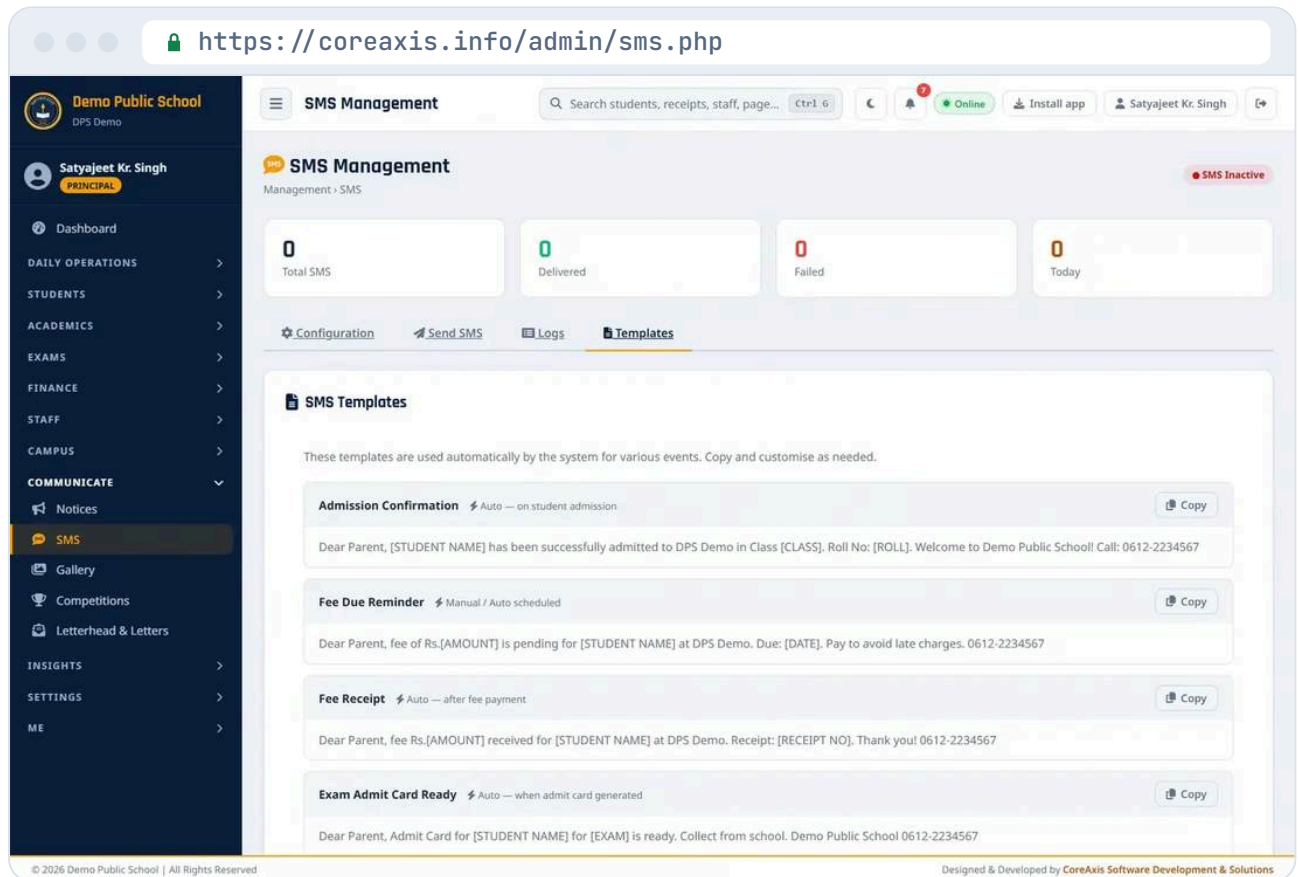
Logs and Templates

- 1 Open **Logs** to see every SMS with mobile, type, message, status and time. Filter by status or search a number.

The screenshot displays the 'SMS Management' interface in the CoreAxis School ERP system. The browser address bar shows 'https://coreaxis.info/admin/sms.php'. The left sidebar lists various school management categories, with 'SMS' highlighted under 'COMMUNICATE'. The main content area is titled 'SMS Management' and includes a search bar and a status indicator 'SMS Inactive'. Below this, there are four summary cards: 'Total SMS' (0), 'Delivered' (0), 'Failed' (0), and 'Today' (0). A navigation bar below the cards includes 'Configuration', 'Send SMS', 'Logs' (selected), and 'Templates'. The 'SMS Logs (0)' section features a table with columns: '#', 'Mobile', 'Type', 'Message', 'Status', and 'Time'. The table is currently empty, displaying 'No logs found'. The footer contains copyright information for Demo Public School and CoreAxis Software Development & Solutions.

SMS Logs.

- 2 Open **Templates** to read the standard messages used for admission, fee due reminder, fee receipt, admit card and others. Click **Copy** to reuse one in Send SMS.



SMS Templates.

Screen at a glance

SMS Active / Inactive badge	Shows whether the SMS service is enabled.
Total SMS / Delivered / Failed / Today	Counts from the SMS log.
Configuration	Gateway, API key, route, sender and DLT IDs, enable switch, test SMS, automatic SMS, setup guide.
Send SMS	Manual numbers, a class, all students' parents or all staff.
Logs	Every SMS sent by the app, with status.
Templates	Ready texts with placeholders such as [STUDENT NAME] and [AMOUNT].

Questions

Test SMS fails with an IP error.

Fast2SMS blocks servers that are not whitelisted. Add the server IP in your Fast2SMS account, then send the test again.

Parents receive SMS late or not at all on the Quick SMS route.

Quick SMS is promotional and may be blocked by DND. Register on the TRAI DLT portal and use a DLT route with approved templates.

COMMUNICATE · CHAPTER 46

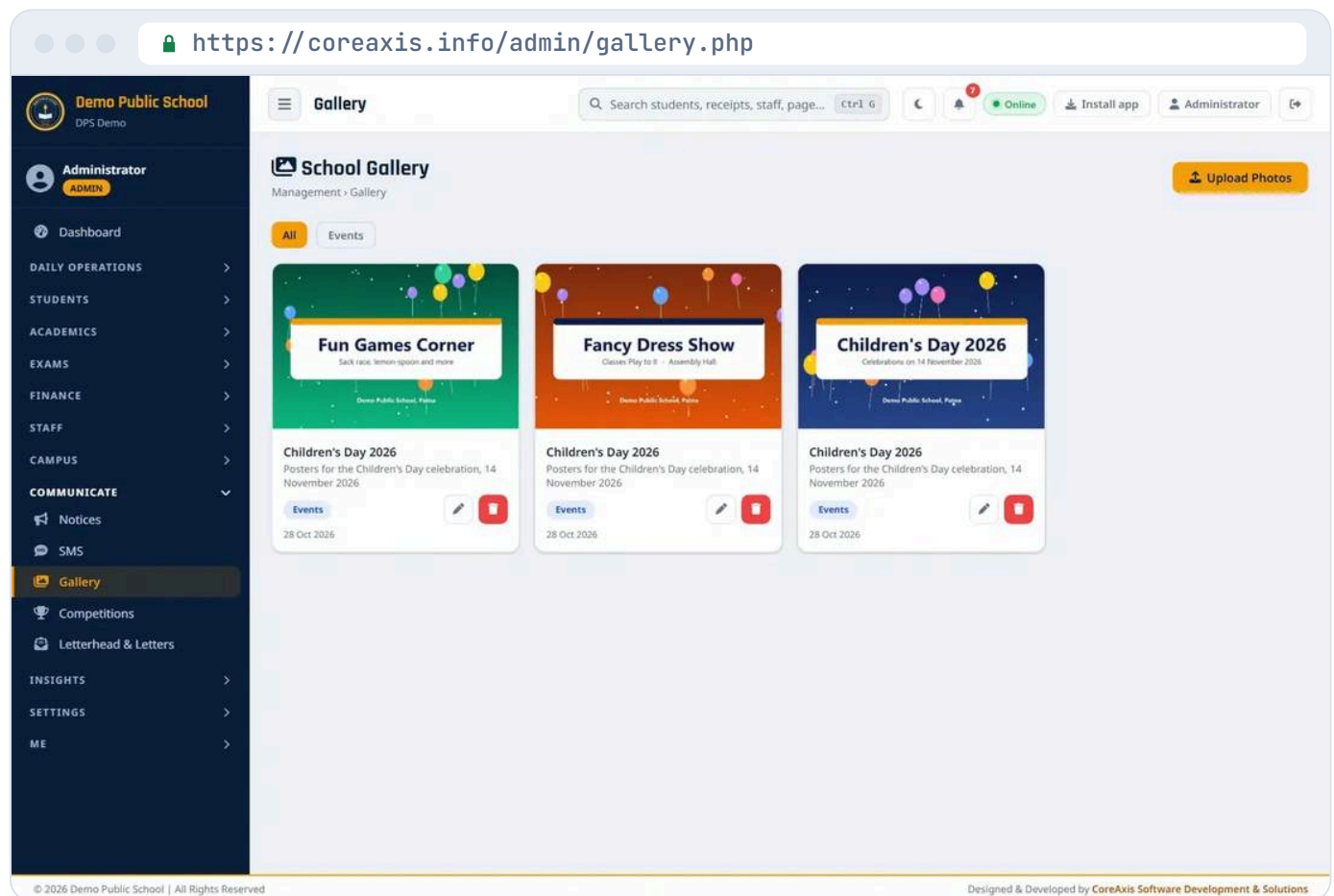
Gallery

Admin

Principal

MENU Communicate > Gallery

The Gallery holds photos of school events: annual function, sports day, excursions, awards. Photos are grouped by title and category, and the category buttons at the top filter them. The same photos appear on the school's own public website made by CoreAxis.

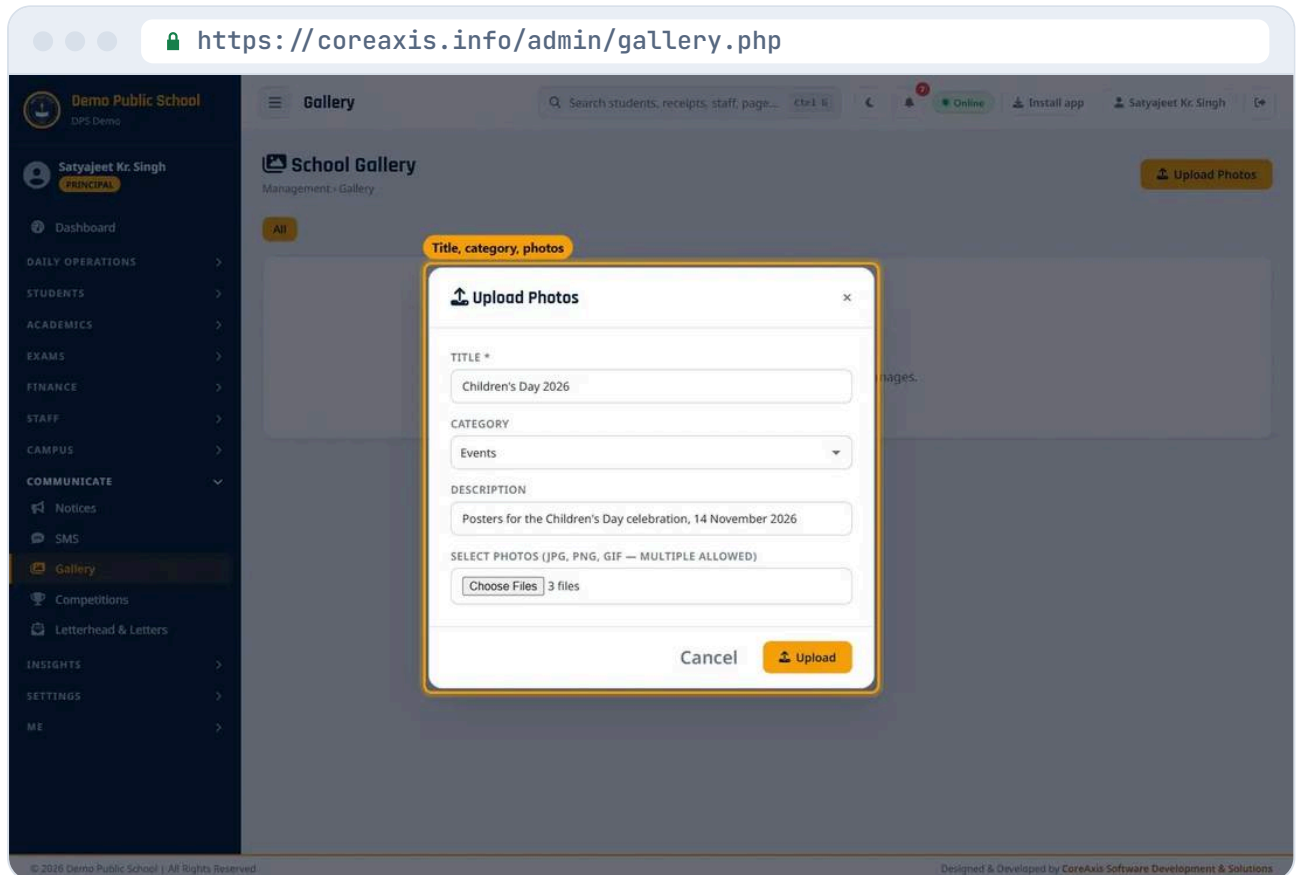


Gallery — Demo Public School

Upload photos (example: Children's Day 2026 posters)

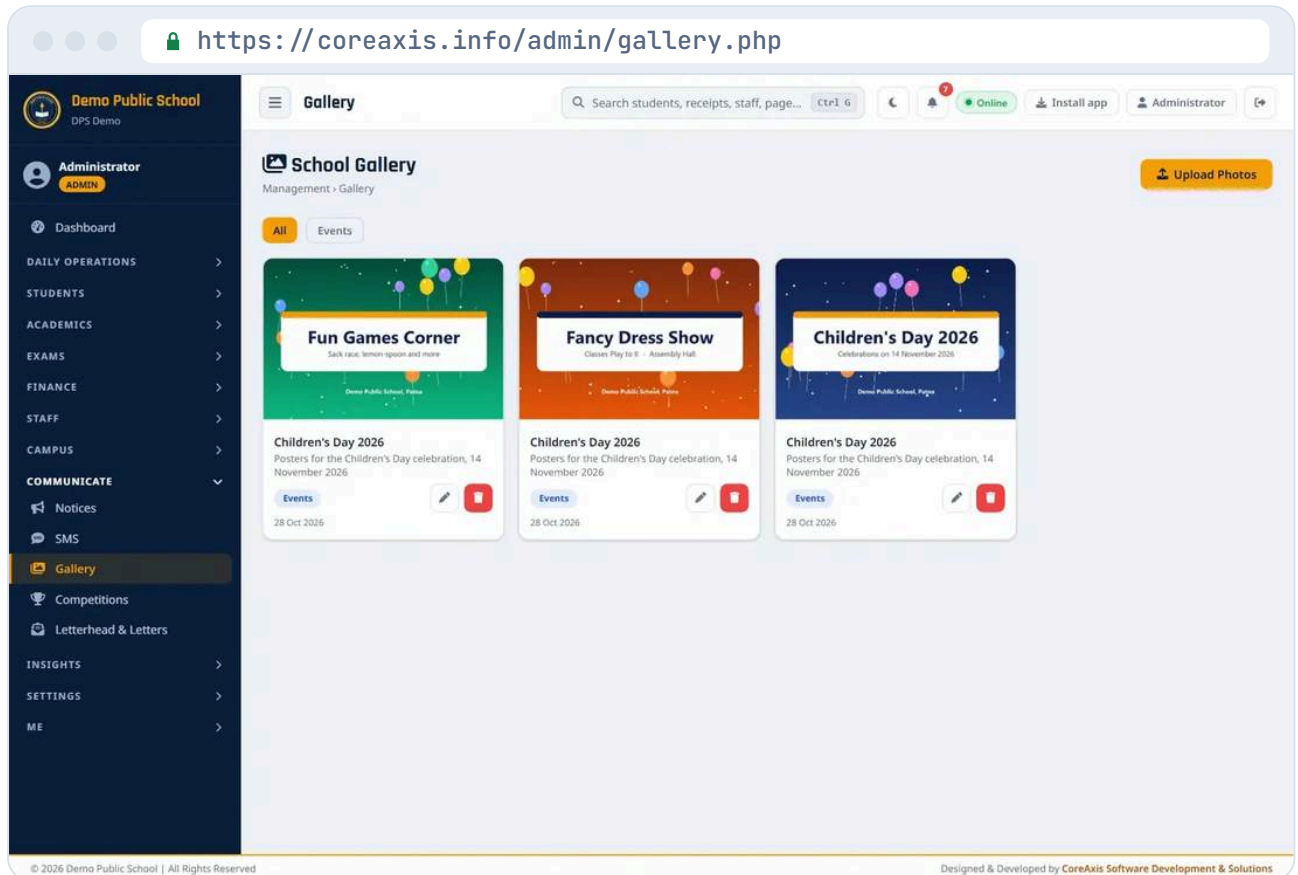
- 1 Open **Communicate > Gallery** and click **Upload Photos**.
- 2 Type the **Title** (Children's Day 2026). All photos in this upload get this title.
- 3 Choose the **Category** (Events). Other categories: Sports, Academic, Cultural, Annual Function, Excursion, Awards, General.
- Type a short **Description** (optional).

- 5 Click **Choose Files** under **Select Photos** and pick one or more JPG, PNG or GIF files. The box shows how many are chosen (3 files).



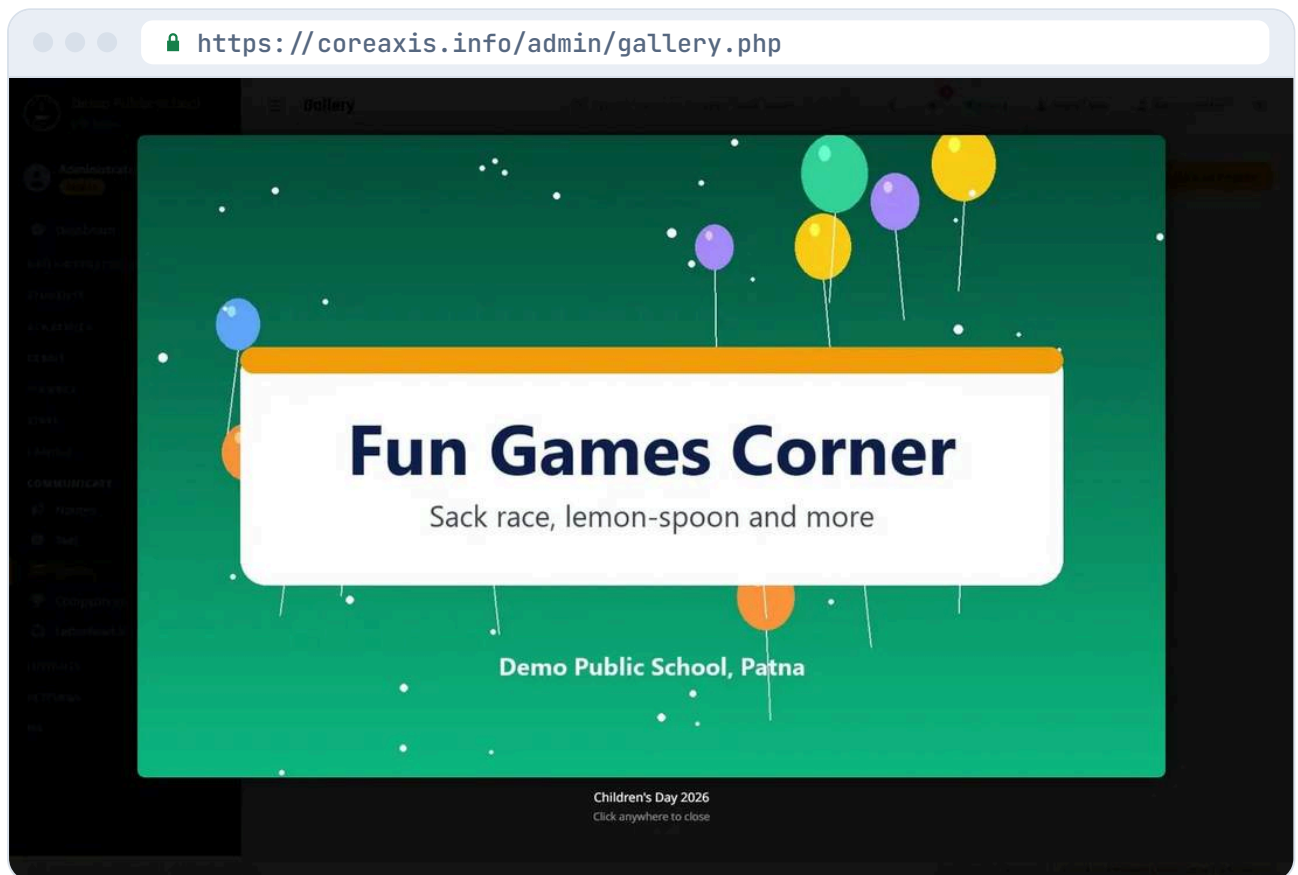
Upload Photos with three files chosen.

- 6 Click **Upload** and confirm. The message **3 photo(s) uploaded successfully.** appears and the photos show as cards.



Three photos under the Events category.

- 7 Click a photo to see it full size. Click anywhere to close.



Full-size view.

TIP Use photos up to a few MB each. Large camera photos upload faster if you resize them on the phone first.

TIP Get parents' consent before you publish photos of children on the public website.

Edit or delete a photo

- 1 Click the pencil icon on a photo card to change its title, category or description, or to replace the picture.
- 2 Click the red bin icon to delete a photo, and confirm.

IMPORTANT A deleted photo is removed from the server and the website and cannot be brought back.

Screen at a glance

Category buttons (All, Events ...)

Show only the photos of one category.

Photo card

Picture, title, description, category badge, upload date, Edit and Delete.

Questions

Can parents see the gallery?

Yes. The photos appear in the Gallery section of the school's public website.

COMMUNICATE · CHAPTER 47

Competitions

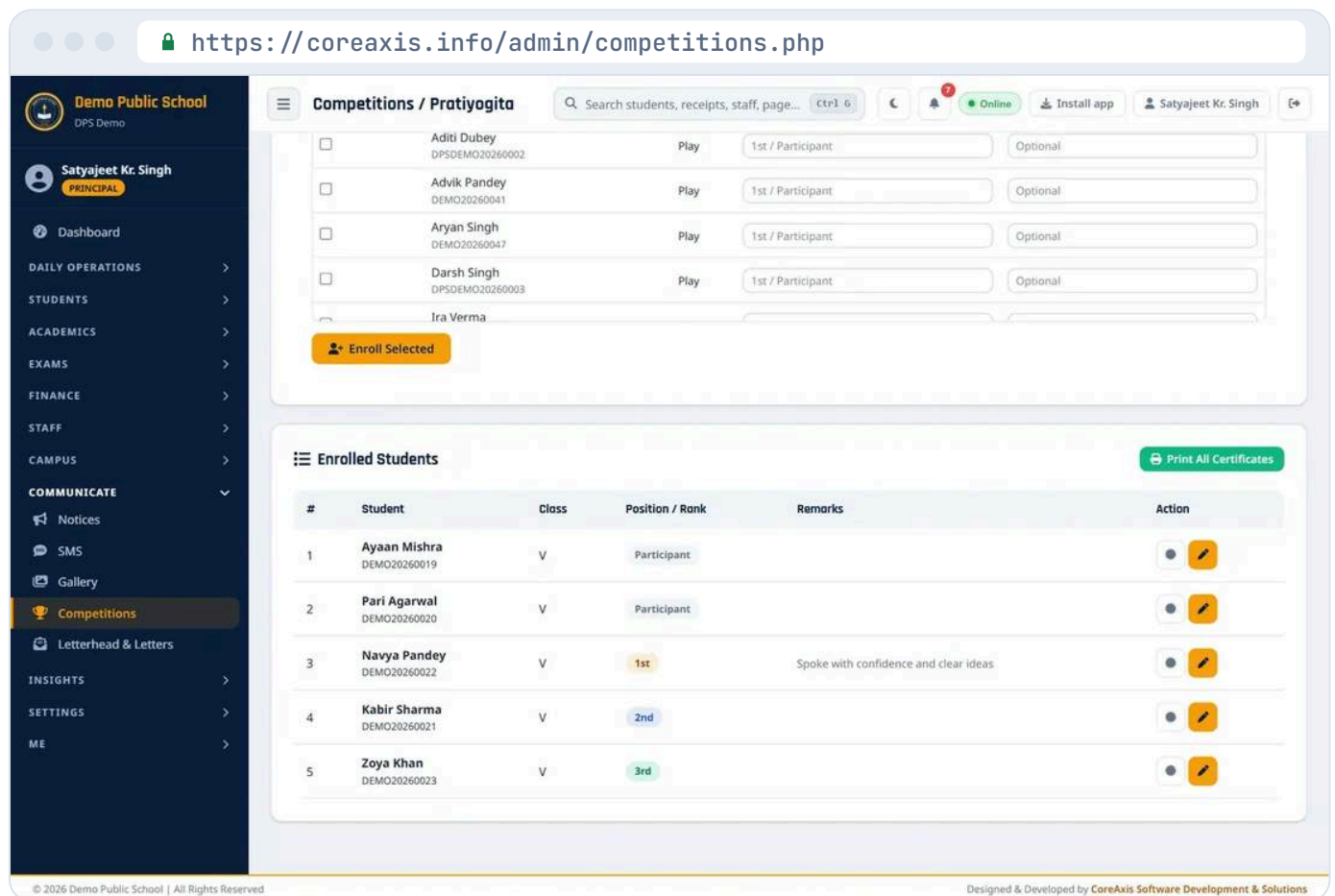
Admin

Principal

Teacher

MENU Communicate › Competitions (Teacher: Library & Activities › Competitions)

Competitions (Pratiyogita) records school events such as quizzes, drawing, elocution and sports races, from intra-school to national level. For each competition you enrol the students taking part, then enter each one's position and prize. Certificates are printed from the same data through **Exams › Exam Certificates**, with the school's logo, signature and watermark.



The screenshot shows the 'Competitions / Pratiyogita' page in the CoreAxis School ERP. The page has a dark blue sidebar on the left with navigation links: Dashboard, DAILY OPERATIONS, STUDENTS, ACADEMICS, EXAMS, FINANCE, STAFF, CAMPUS, COMMUNICATE (expanded), Notices, SMS, Gallery, Competitions (highlighted), Letterhead & Letters, INSIGHTS, SETTINGS, and ME. The main content area has a top header with the school name 'Demo Public School', a search bar, and user information 'Satyajeet Kr. Singh' (Principal). Below this, there is a table of enrolled students with columns for #, Student, Class, Position / Rank, Remarks, and Action. The table lists five students: Ayaan Mishra (Participant), Pari Agarwal (Participant), Navya Pandey (1st), Kabir Sharma (2nd), and Zoya Khan (3rd). Each student has a 'Print All Certificates' button next to their name. The footer of the page contains copyright information: '© 2026 Demo Public School | All Rights Reserved' and 'Designed & Developed by CoreAxis Software Development & Solutions'.

#	Student	Class	Position / Rank	Remarks	Action
1	Ayaan Mishra DEMO20260019	V	Participant		
2	Pari Agarwal DEMO20260020	V	Participant		
3	Navya Pandey DEMO20260022	V	1st	Spoke with confidence and clear ideas	
4	Kabir Sharma DEMO20260021	V	2nd		
5	Zoya Khan DEMO20260023	V	3rd		

Competitions — Demo Public School

Create a competition (example: Children's Day)

Elocution Competition, 14 November 2026)

- 1 Open **Communicate > Competitions** and click **New Competition**.

The screenshot shows the 'Competitions / Pratiyogita' page in the CoreAxis School ERP system. The browser address bar shows 'https://coreaxis.info/admin/competitions.php'. The page header includes a search bar and user information for 'Satyajeet Kr. Singh'. The left sidebar contains a navigation menu with options like Dashboard, Students, Academics, Exams, Finance, Staff, Campus, Communicate, Letterhead & Letters, Insights, Settings, and ME. The main content area displays a table of competitions:

Competition Name	Type	Date	Venue	Added By	Action
Annual Sports Day — 100 m Race 100 m race, under-12 and under-14...	Sports	09 Nov 2026	School Ground	Satyajeet Kr. Singh	[Edit] [Add] [Delete]
Inter-House Quiz Competition General knowledge and science quiz for Classes V-VIII...	Academic	19 Oct 2026	School Auditorium	Satyajeet Kr. Singh	[Edit] [Add] [Delete]
Drawing Competition — "My Green Patna" For Classes I-IV...	Cultural	08 Oct 2026	Art Room	Satyajeet Kr. Singh	[Edit] [Add] [Delete]

At the bottom of the page, there is a footer with copyright information: '© 2026 Demo Public School | All Rights Reserved' and 'Designed & Developed by CoreAxis Software Development & Solutions'.

Competitions list.

- 2 Type the **Competition Name** (Children's Day Elocution Competition).
- 3 Choose the **Type** (Intra School). Others: Inter School, District Level, State Level, National Level, Other.

- Pick the **Date** (14-11-2026) and type the **Venue** (School Auditorium) and **Description** (topic, classes, time per speaker).

https://coreaxis.info/admin/competitions.php

Competitions / Pratiyogita

New Competition

COMPETITION NAME *
Children's Day Elocution Competition

TYPE: Intra School

DATE *
14-11-2026

VENUE
School Auditorium

DESCRIPTION
Topic: "My Dream for India". Classes V and VI, 2 minutes per speaker.

Cancel + Add Competition

Added By	Action
Satyajeet Kr. Singh	
Satyajeet Kr. Singh	
Satyajeet Kr. Singh	

New Competition form.

- Click **Add Competition** and confirm. The message **Competition added!** appears.

Enrol students (example: five students of Class V)

- Click the blue people icon (**Manage Enrollment**) on the competition's row.
- Under **Enroll Students**, type in **Search students...** to narrow the list.

- 3 Tick the students taking part: Kabir Sharma, Navya Pandey, Zoya Khan, Pari Agarwal and Ayaan Mishra. You can also type a position or remark now, or leave them blank.

The screenshot displays the 'Competitions / Pratiyogita' section of the CoreAxis School ERP. The main heading is 'Children's Day Elocution Competition'. Below it, the topic is 'Topic: "My Dream for India". Classes V and VI, 2 minutes per speaker.' The competition is set for '14 Nov 2026' at the 'School Auditorium'. A 'Print Certificates' button is visible. The 'Enroll Students' section shows a list of students with checkboxes for selection. The student 'Ayaan Mishra' is selected, indicated by a blue checkmark and a 'Tick students' label. The 'Enroll Selected' button is at the bottom of the list.

Select	Student	Class	1st / Participant Position/Rank	Optional Remarks
☐	Anvi Bharti DPSDEMO20260096	V	1st / Participant	Optional
☐	Aryan Kashyap DPSDEMO20260093	V	1st / Participant	Optional
☒	Ayaan Mishra DEMO20260019	V	1st / Participant	Optional
☐	Darsh Singh DPSDEMO20260103	V	1st / Participant	Optional
☐	Dhruv Srivastava DEMO20260025	V	1st / Participant	Optional
☐	Ira Verma	V	1st / Participant	Optional

Tick a student to enrol.

- 4 Click **Enroll Selected** and confirm. The message **5 student(s) enrolled!** appears and the students are listed under **Enrolled Students**.

The screenshot shows the 'Competitions / Pratiyogita' section in the CoreAxis School ERP. The main heading is 'Children's Day Elocution Competition'. Below it, the topic is 'My Dream for India', and the competition is for Classes V and VI, 2 minutes per speaker. The 'Enroll Students' section shows a table of students with columns for Select, Student, Class, 1st / Participant Position/Rank, and Optional Remarks. The table lists five students: Anvi Bharti, Aryan Kashyap, Ayaan Mishra, Darsh Singh, and Dhruv Srivastava. The 'Enroll Selected' button is highlighted, and the message '5 student(s) enrolled!' is displayed.

Select	Student	Class	1st / Participant Position/Rank	Optional Remarks
☐	Anvi Bharti DPSDEMO20260096	V	1st / Participant	Optional
☐	Aryan Kashyap DPSDEMO20260093	V	1st / Participant	Optional
☒	Ayaan Mishra DEMO20260019	V	1st / Participant	Optional
☐	Darsh Singh DPSDEMO20260103	V	1st / Participant	Optional
☐	Dhruv Srivastava DEMO20260025	V	1st / Participant	Optional

Enroll Selected Ira Verma

Enroll Selected

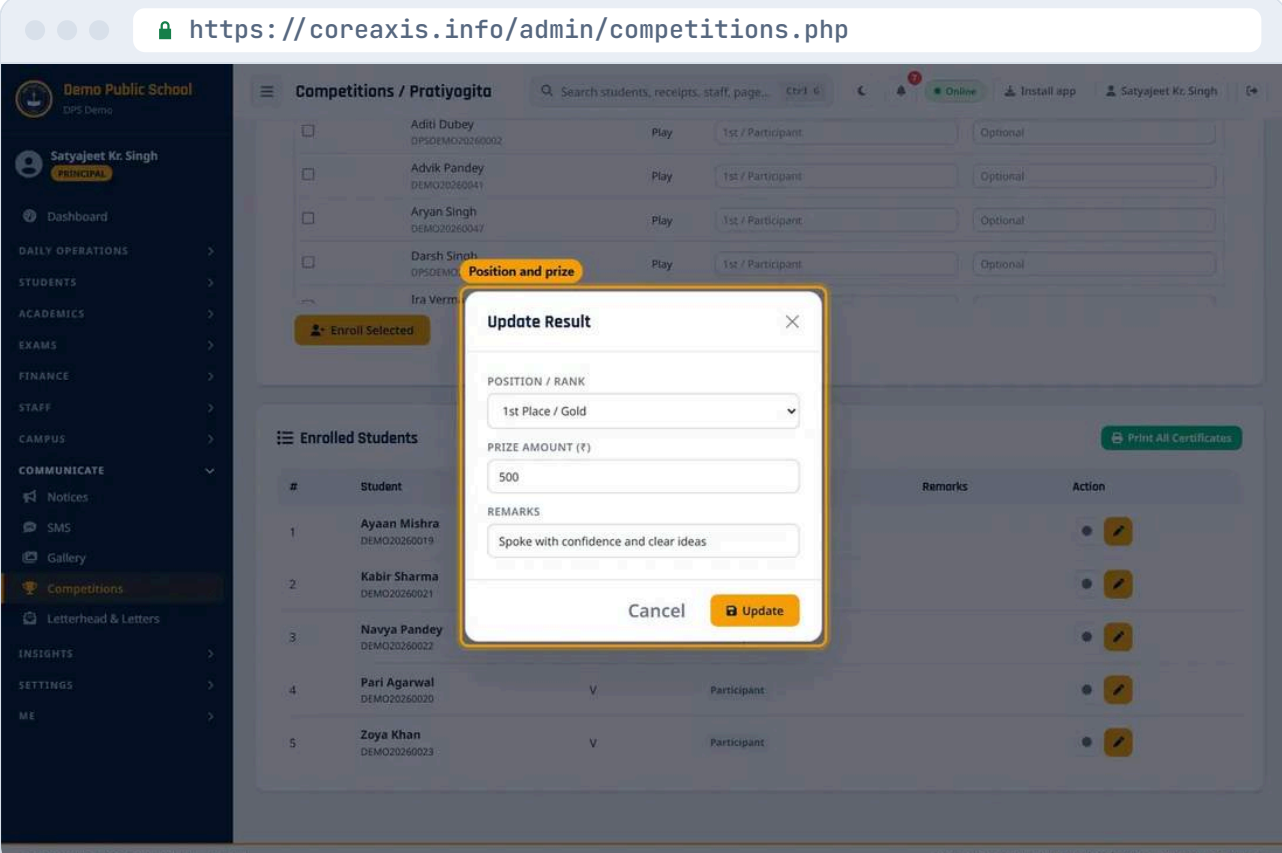
Enroll Selected.

TIP The tick box in the header selects every student not yet enrolled. Already-enrolled students are shaded and cannot be ticked again.

Record positions and prizes (example: Navya Pandey 1st with ₹500)

- 1 In **Enrolled Students**, click the orange pencil icon on the student's row.
- 2 Choose the **Position / Rank**: Participant, 1st Place / Gold, 2nd Place / Silver, 3rd Place / Bronze, Special Prize or Consolation.

- 3 Type the **Prize Amount (₹)** (500) and a **Remarks** line (Spoke with confidence and clear ideas).



The screenshot shows the CoreAxis School ERP interface. The main window displays the 'Competitions / Pratiyogita' section. A table lists enrolled students with their details and competition results. A dialog box titled 'Update Result' is open, allowing the user to update the result for a selected student. The dialog box contains the following fields:

- POSITION / RANK: 1st Place / Gold
- PRIZE AMOUNT (₹): 500
- REMARKS: Spoke with confidence and clear ideas

The dialog box also has 'Cancel' and 'Update' buttons. The background table shows the following data:

#	Student	Position	Prize Amount (₹)	Remarks	Action
1	Ayaan Mishra DEMO20260019	1st / Participant	Optional		
2	Kabir Sharma DEMO20260021	1st / Participant	Optional		
3	Navya Pandey DEMO20260022	1st / Participant	Optional		
4	Pari Agarwal DEMO20260020	V	Participant		
5	Zoya Khan DEMO20260023	V	Participant		

Update Result.

- 4 Click **Update** and confirm. Repeat for 2nd (Kabir Sharma, ₹300) and 3rd (Zoya Khan, ₹200).

The screenshot shows the 'Competitions / Pratiyogita' page in the CoreAxis School ERP Admin interface. The page displays a list of students enrolled in a competition, including their names, IDs, and positions. The 'Enrolled Students' table shows 5 students: Ayaan Mishra (Participant), Pari Agarwal (Participant), Navya Pandey (1st), Kabir Sharma (2nd), and Zoya Khan (3rd). The interface includes a sidebar with navigation options like Dashboard, Students, Academics, Exams, Finance, Staff, Campus, Communicate, Insights, Settings, and ME. The top header shows the user 'Satyajeet Kr. Singh' and the URL 'https://coreaxis.info/admin/competitions.php'.

#	Student	Class	Position / Rank	Remarks	Action
1	Ayaan Mishra DEMO20260019	V	Participant		
2	Pari Agarwal DEMO20260020	V	Participant		
3	Navya Pandey DEMO20260022	V	1st	Spoke with confidence and clear ideas	
4	Kabir Sharma DEMO20260021	V	2nd		
5	Zoya Khan DEMO20260023	V	3rd		

Enrolled Students with positions.

Print certificates

- 1 Click **Print All Certificates** (or the certificate icon on one student's row). The Certificates page opens with the competition already chosen.

https://coreaxis.info/admin/competitions.php

Certificates

Search students, receipts, staff, page... Ctrl+G

Online Install app Administrator

Certificates
Home > Documents > Certificates

Certificate Generation Rules

- Create a **Competition/Event** in **Competitions** first
- Enroll students in the competition with their positions
- Merit** certificate: shows position badge (1st/2nd/3rd) + prize
- Participation** certificate: for all enrolled students
- Appreciation** certificate: for special recognition
- Select certificate type, then click **Generate**

Print & Design Info

- Print size: **A4 Landscape**
- Design: Double border (dark red + gold), corner ornaments
- School watermark auto-applied in background
- Principal signature line included at bottom
- Set school seal/stamp after printing
- For bulk: select **All Students** (blank student field)

Generate Certificates

CERTIFICATE SOURCE: Competition / Event

CERTIFICATE DESIGN: #1 Royal Maroon

COMPETITION / EVENT: Children's Day Elocution Competi...

CERTIFICATE TYPE: Certificate of Merit

STUDENT (OPTIONAL = ALL): All Students

Generate & Print

Students - Children's Day Elocution Competition 5 students

#	Name	Class	Position	Prize
1	Ayaan Mishra DEMO20260019	Class V	Participation	—
2	Pari Agarwal DEMO20260020	Class V	Participation	—

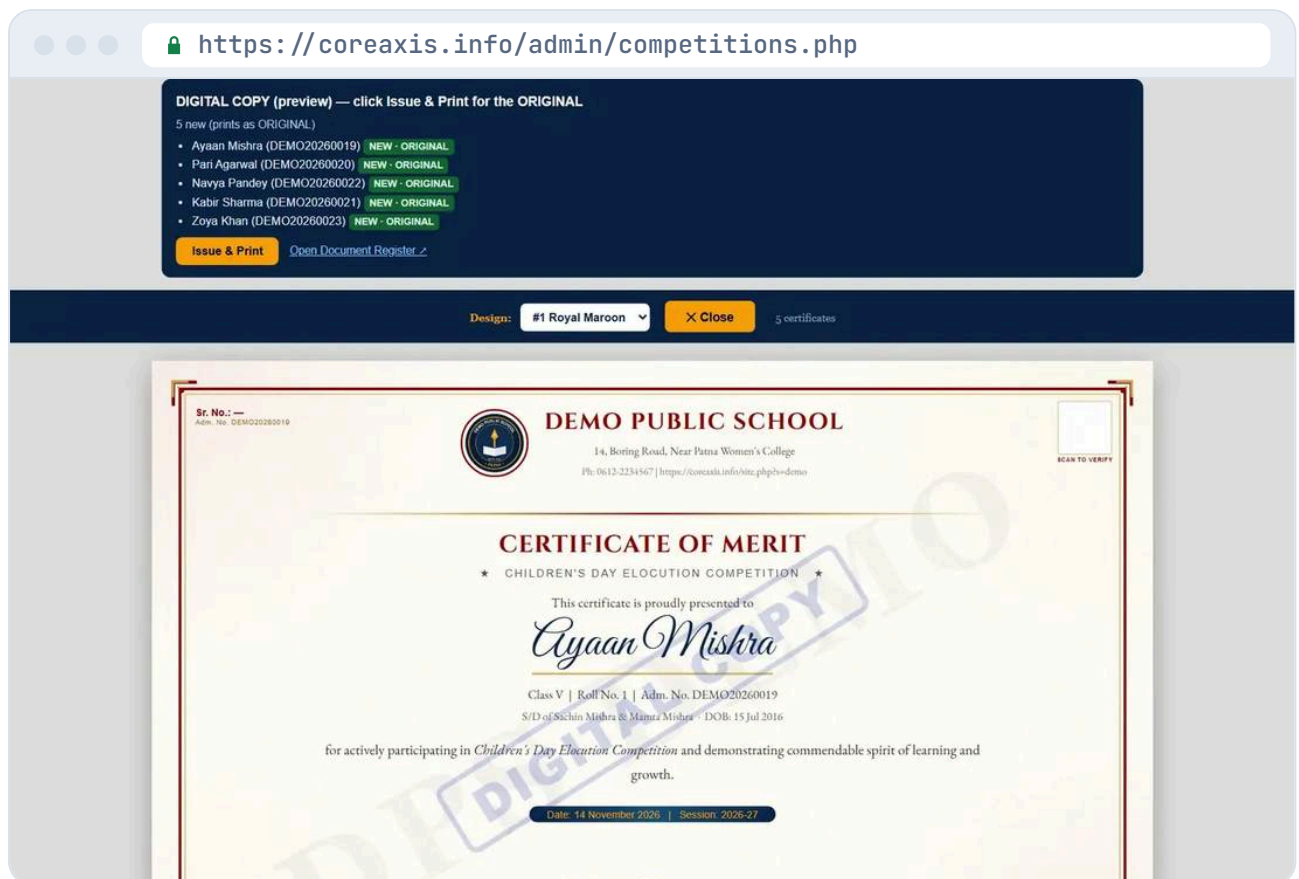
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Children's Day Elocution Competition: Navya Pandey 1st, Kabir Sharma 2nd, Zoya Khan 3rd; Ayaan Mishra and Pari Agarwal show Participation.

- 2 Choose the **Certificate Design** and the **Certificate Type: Certificate of Merit** (position badge and prize), **Participation** or **Appreciation**.
- 3 Leave **Student** at **— All Students —** for all, or pick one student.

- 4 Click **Generate & Print**. Check the preview, then click **Issue & Print** to print the originals.



A4 landscape certificate, DIGITAL COPY preview.

TIP Print merit certificates for the prize winners and participation certificates for the rest.

Screen at a glance

Competition list	Competition Name with description, Type, Date, Venue, Added By, and Manage Enrollment / Print Certificates / Delete.
Enroll Students	Search, Select, Student and admission no., Class, Position/Rank, Remarks, Enroll Selected.
Enrolled Students	Position badge, Remarks, Print Certificate and Edit result for each student.

Questions

Can a teacher manage a competition?

Yes. Teachers open Library & Activities › Competitions. A competition can be changed by the principal / admin or by the teacher who created it.

Is the prize money paid from fees?

No. Prize Amount is recorded on the result and printed on the certificate. Record the actual payment in Finance › Expenses.

COMMUNICATE · CHAPTER 48

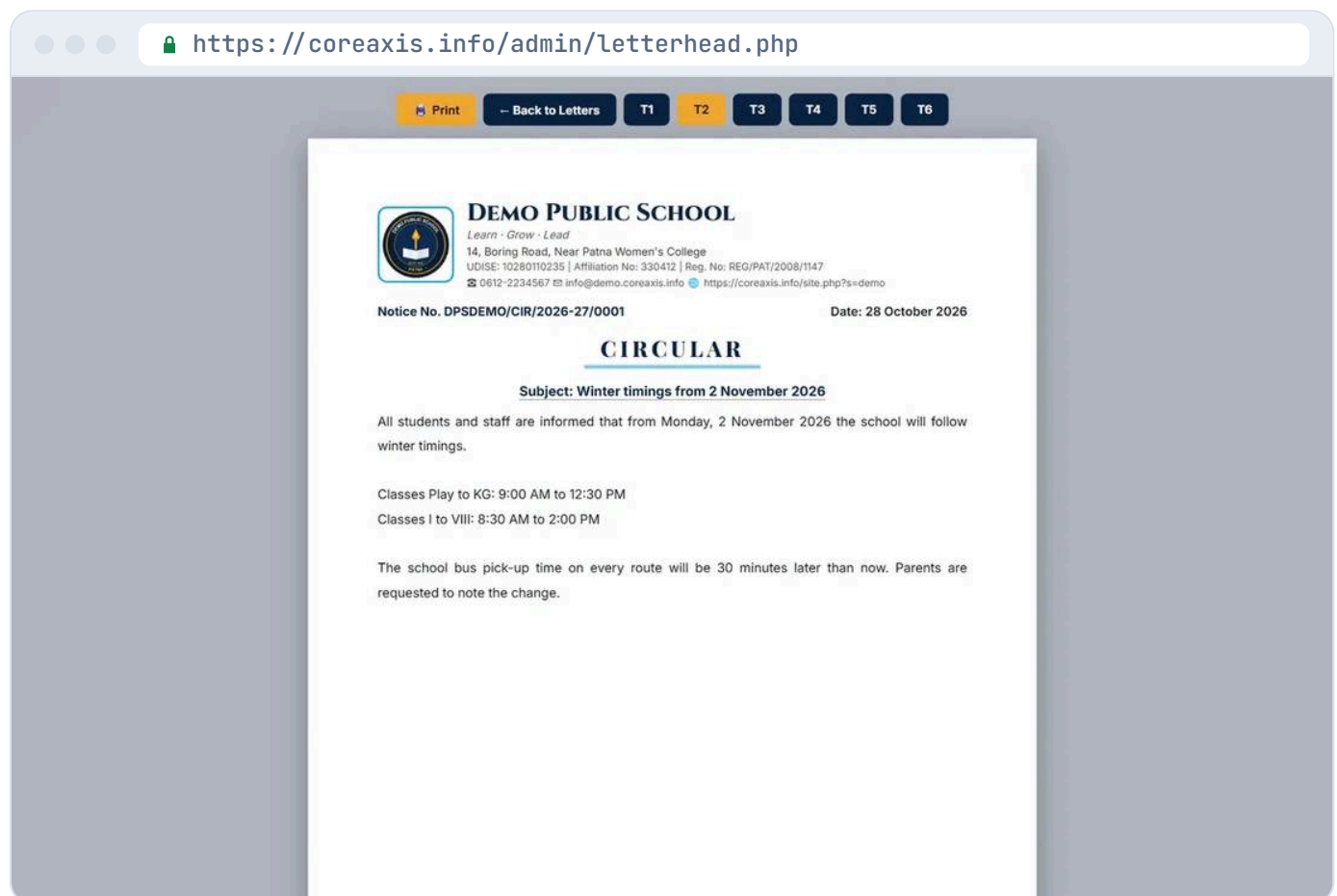
Letterhead & Letters

Admin

Principal

MENU Communicate > Letterhead & Letters

The letterhead is built from the School Profile: logo, name, tagline, address, UDISE, affiliation and registration numbers, phone, email and website. You type the letter; the app adds the letterhead, a reference number (for example DPSDEMO/CIR/2026-27/0001), the date and the signature, and keeps a copy in **Saved Letters & Notices** so it can be reprinted. Six designs are available.



Letterhead & Letters — Demo Public School

Write and print a circular (example: winter timings from 2 November 2026)

- 1 Open **Communicate > Letterhead & Letters**. On the right you see your auto letterhead.

The screenshot displays the 'Letterhead & Letters' management interface. On the left is a dark sidebar with navigation options: Dashboard, DAILY OPERATIONS, STUDENTS, ACADEMICS, EXAMS, FINANCE, STAFF, CAMPUS, COMMUNICATE (expanded), Notices, SMS, Gallery, Competitions, Letterhead & Letters (selected), INSIGHTS, SETTINGS, and ME. The main content area is titled 'Letterhead & Letters' and contains a 'Compose Letter / Notice' form. The form includes a 'DOCUMENT TYPE' dropdown set to 'Letter', a 'DATE' field set to '28-10-2026', and a 'LETTERHEAD TEMPLATE' section with radio buttons for T1 - CLASSIC (selected), T2 - MODERN, T3 - ELEGANT, T4 - MINIMAL, T5 - FORMAL, and T6 - SMALL SLIPS. Below this is a 'TO / RECIPIENT (LETTERS ONLY)' field containing 'The District Education Officer, Samastipur, Bihar'. There are also fields for 'SUBJECT *' (with example text 'e.g. Request for affiliation renewal') and 'BODY *' (with placeholder text 'Type the letter / notice content here. Line breaks are preserved.'). At the bottom, there are 'SIGNATORY (OPTIONAL)' and 'DESIGNATION' fields, both containing 'Satyajeet Kr. Singh' and 'Principal' respectively. A 'Save & Print' button is at the bottom left. On the right, a preview of the school's letterhead is shown, featuring the school logo, name 'Demo Public School', motto 'Learn · Grow · Lead', address, contact information, and a note about the auto letterhead. The footer of the interface includes copyright information and the developer's name.

Compose Letter / Notice with the letterhead preview.

- 2 Choose the **Document Type: Circular** (or **Letter, Notice**).
- 3 Check the **Date** and click a **Letterhead Template**: T1 Classic, T2 Modern, T3 Elegant, T4 Minimal, T5 Formal or T6 Small Slips.
- 4 For a letter only, type the **To / Recipient** address (for example The District Education Officer, Patna).

- 5 Type the **Subject** (Winter timings from 2 November 2026) and the **Body**. Line breaks are kept.

The screenshot shows the 'Letterhead' form in the CoreAxis School ERP system. The form is titled 'Compose Letter / Notice' and is used to create a circular or notice. It includes fields for Document Type (set to Circular), Date (28-10-2026), Letterhead Template (T2 - MODERN is selected), Subject (Winter timings from 2 November 2026), and Body (All students and staff are informed that from Monday, 2 November 2026 the school will follow winter timings. Classes Play to KG: 9:00 AM to 12:30 PM. Classes I to VIII: 8:30 AM to 2:00 PM. The school bus pick-up time on every route will be 30 minutes later than now.). There are also fields for Signatory (Satyajeet Kr. Singh) and Designation (Principal), and a checkbox for 'Also Publish on the Notices Board'. A 'Save & Print' button is at the bottom. The right sidebar shows the school's profile information.

Circular with subject and body.

- 6 Check **Signatory** and **Designation** (the principal's name is filled in). For a notice, tick **Also publish on the Notices board** to show it on the school website and student portal too.

7 Click **Save & Print** and confirm.

https://coreaxis.info/admin/letterhead.php

Demo Public School
DPS Demo

Satyajeet Kr. Singh
PRINCIPAL

- Dashboard
- DAILY OPERATIONS
- STUDENTS
- ACADEMICS
- EXAMS
- FINANCE
- STAFF
- CAMPUS
- COMMUNICATE
 - Notices
 - SMS
 - Gallery
 - Competitions
 - Letterhead & Letters**
- INSIGHTS
- SETTINGS
- ME

Letterhead

Search students, receipts, staff, page... Ctrl G

Online Install app Satyajeet Kr. Singh

T1 - CLASSIC **T2 - MODERN** T3 - ELEGANT T4 - MINIMAL

T5 - FORMAL T6 - SMALL SLIPS

SUBJECT *

Winter timings from 2 November 2026

BODY *

All students and staff are informed that from Monday, 2 November 2026 the school will follow winter timings.

Classes Play to KG: 9:00 AM to 12:30 PM
Classes I to VIII: 8:30 AM to 2:00 PM

The school bus pick-up time on every route will be 30 minutes later than now. Parents are requested to note the change.

SIGNATORY (OPTIONAL) DESIGNATION

Satyajeet Kr. Singh Principal

Save & Print (SHOW ON THE NOTICES BOARD (SHOWS ON THE SCHOOL WEBSITE & PORTAL))

Save & Print

Your auto letterhead — built from [School Profile](#). Update it there to change every letter.

Saved Letters & Notices (0)

Ref. No.	Type	Date	Subject	By	Tpl	Action
No letters yet — compose one above.						

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Save & Print.

- 8 The message **Saved — DPSDEMO/CIR/2026-27/0001** appears and the print view opens in a new tab. Click **Open print view** if your browser blocked it.



Printed circular with reference number and date.

- 9 In the print view, use **T1–T6** to try another design, then click **Print**.

Reprint or delete a saved letter

- 1 Scroll to **Saved Letters & Notices**. Each row shows Ref. No., Type, Date, Subject, By and template.

The screenshot shows the 'Letterhead' form in the CoreAxis School ERP system. The form is titled 'Letterhead' and has a search bar at the top. It includes fields for 'TO / RECIPIENT (LETTERS ONLY)', 'SUBJECT *', 'BODY *', 'SIGNATORY (OPTIONAL)', and 'DESIGNATION'. There are radio buttons for 'T5 - FORMAL' and 'T6 - SMALL SLIPS'. A 'Save & Print' button is at the bottom of the form. Below the form is a table titled 'Saved Letters & Notices (1)' with columns: Ref. No., Type, Date, Subject, By, Tpl, and Action. The table contains one row with the following data: Ref. No. DPSDEHO/CIR/2026-27/0001, Type CIRCULAR, Date 28 Oct 2026, Subject Winter timings from 2 November 2026, By Satyajeet Kr. Singh, Tpl T2, and Action icons for print and delete.

Ref. No.	Type	Date	Subject	By	Tpl	Action
DPSDEHO/CIR/2026-27/0001	CIRCULAR	28 Oct 2026	Winter timings from 2 November 2026	Satyajeet Kr. Singh	T2	

Saved Letters & Notices.

- 2 Click the print icon to open it again.
- 3 Click the bin icon to delete a letter made by mistake, and confirm.

IMPORTANT Deleting a letter cannot be reversed.

Screen at a glance

Document Type	Letter (with recipient), Notice or Circular. Each type has its own reference series (LTR, NTC, CIR).
Letterhead Template	Six designs; T6 Small Slips prints 6, 8 or 10 identical slips on one A4 sheet, for cutting and handing out.
Auto letterhead preview	Built from School Profile. Change the logo, address or numbers there.

Saved Letters & Notices

History of every saved letter with reprint and delete.

Questions

The address on the letterhead is old.

Update it in Settings › School Profile › Address. Every letter, certificate and card uses the new address from then on.

INSIGHTS & SETTINGS · CHAPTER 49

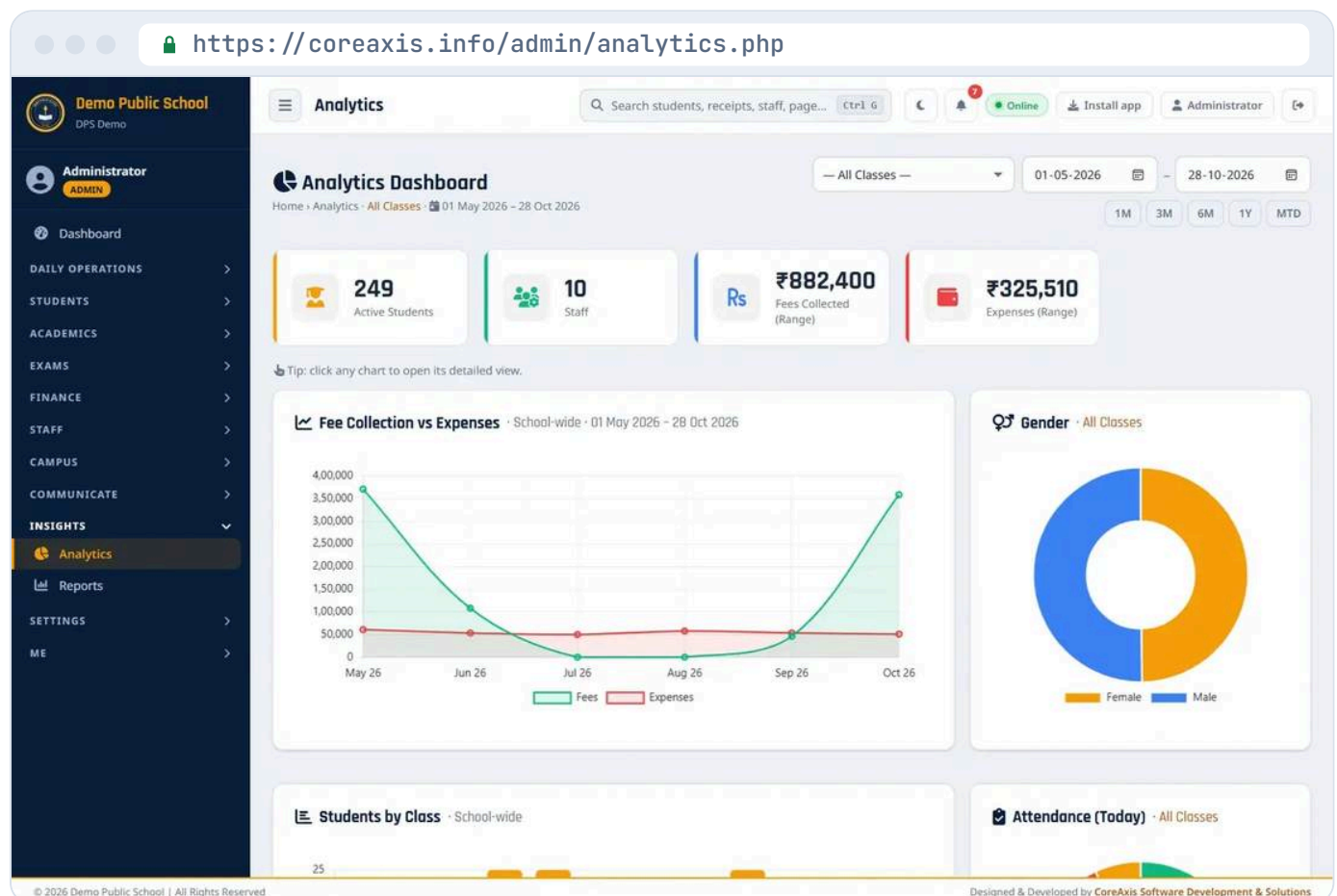
Analytics

Admin

Principal

MENU Insights > Analytics

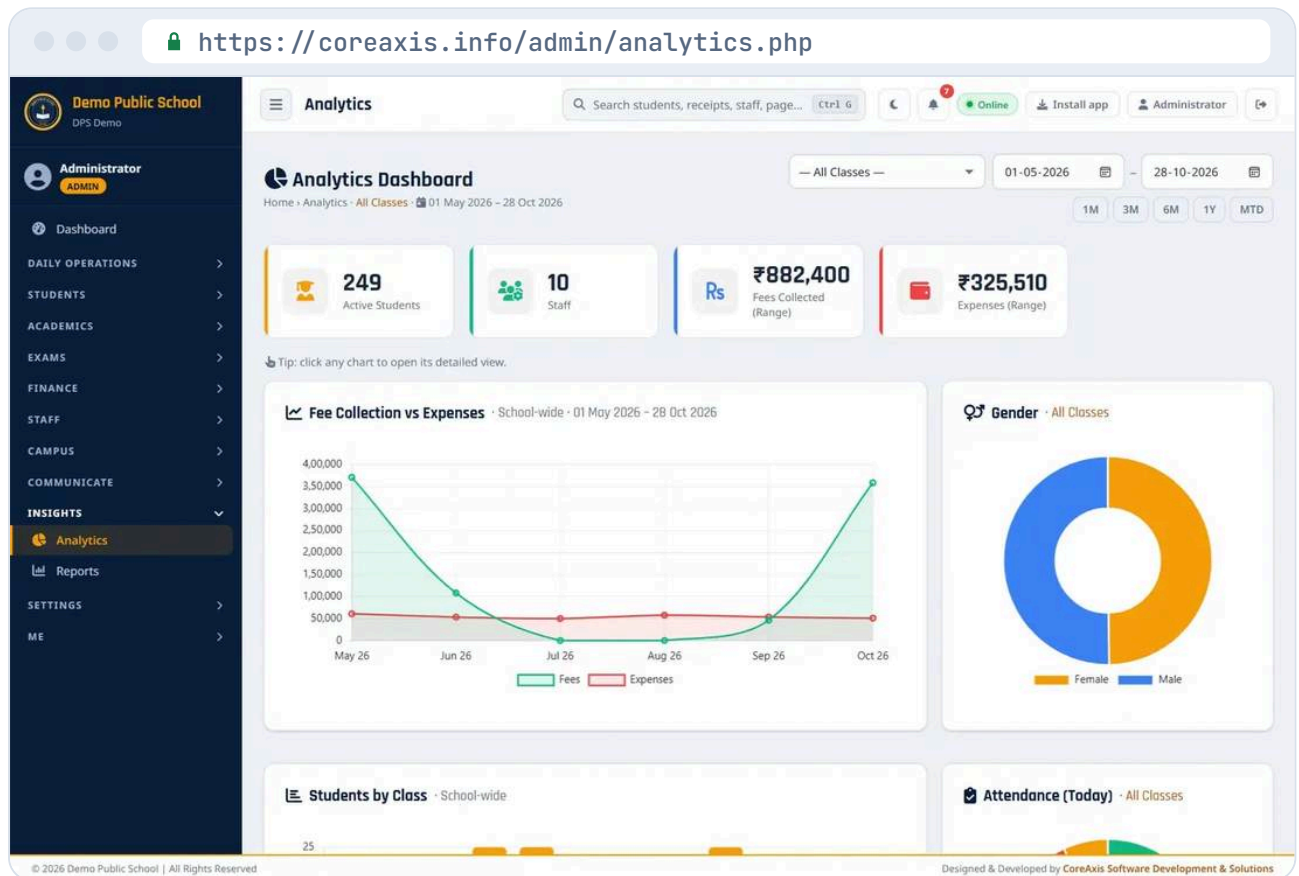
Analytics turns the school's records into charts: fee collection against expenses month by month, students by class, gender and category, today's attendance, expenses by category, new admissions, staff by role, fees by payment mode, online exam scores and admission enquiries. Choose a class and a date range at the top; click any chart to open the page behind it.



Analytics — Demo Public School

Read the school overview

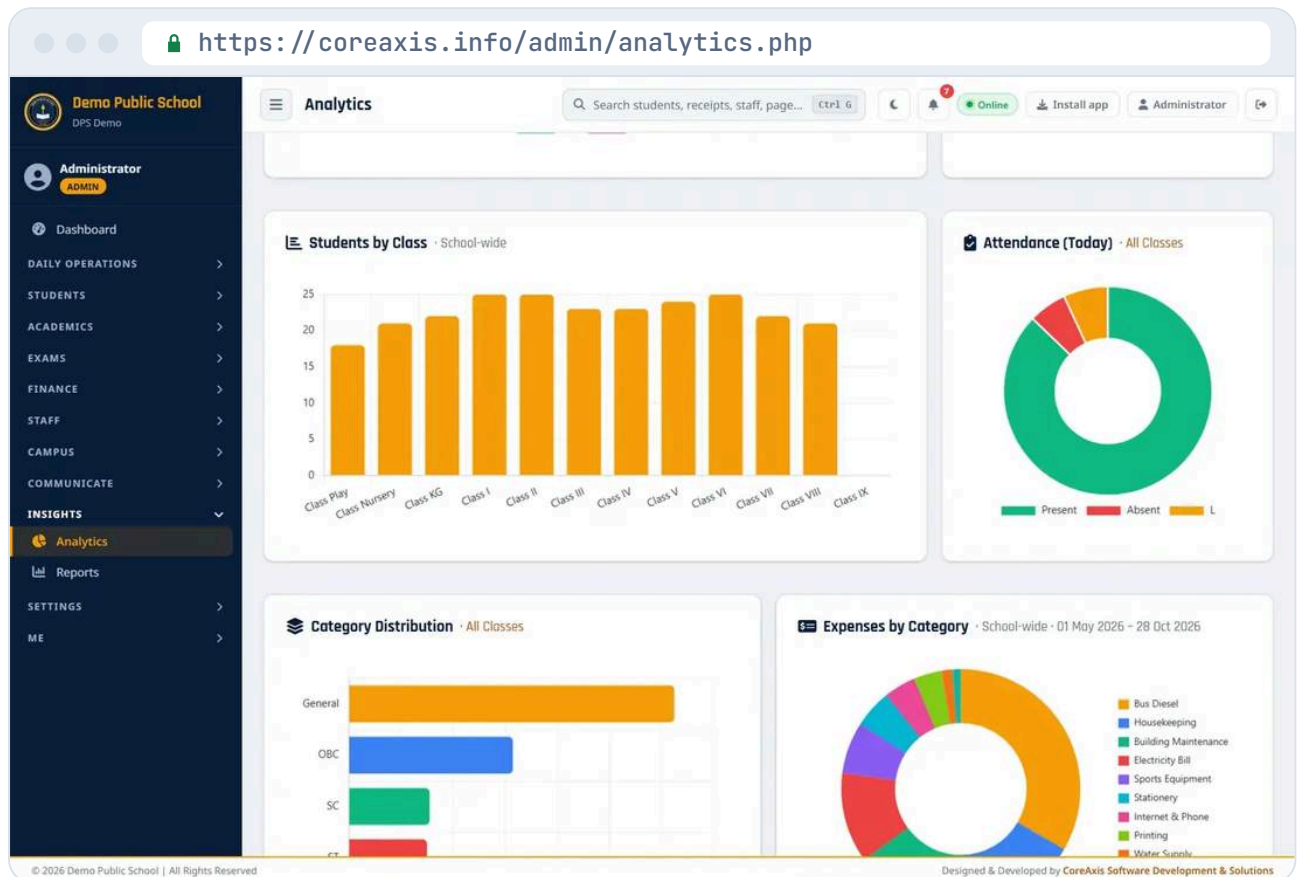
- 1 Open **Insights › Analytics**. The default view is — **All Classes** — for the last six months.



Active Students, Staff, Fees Collected and Expenses for the range.

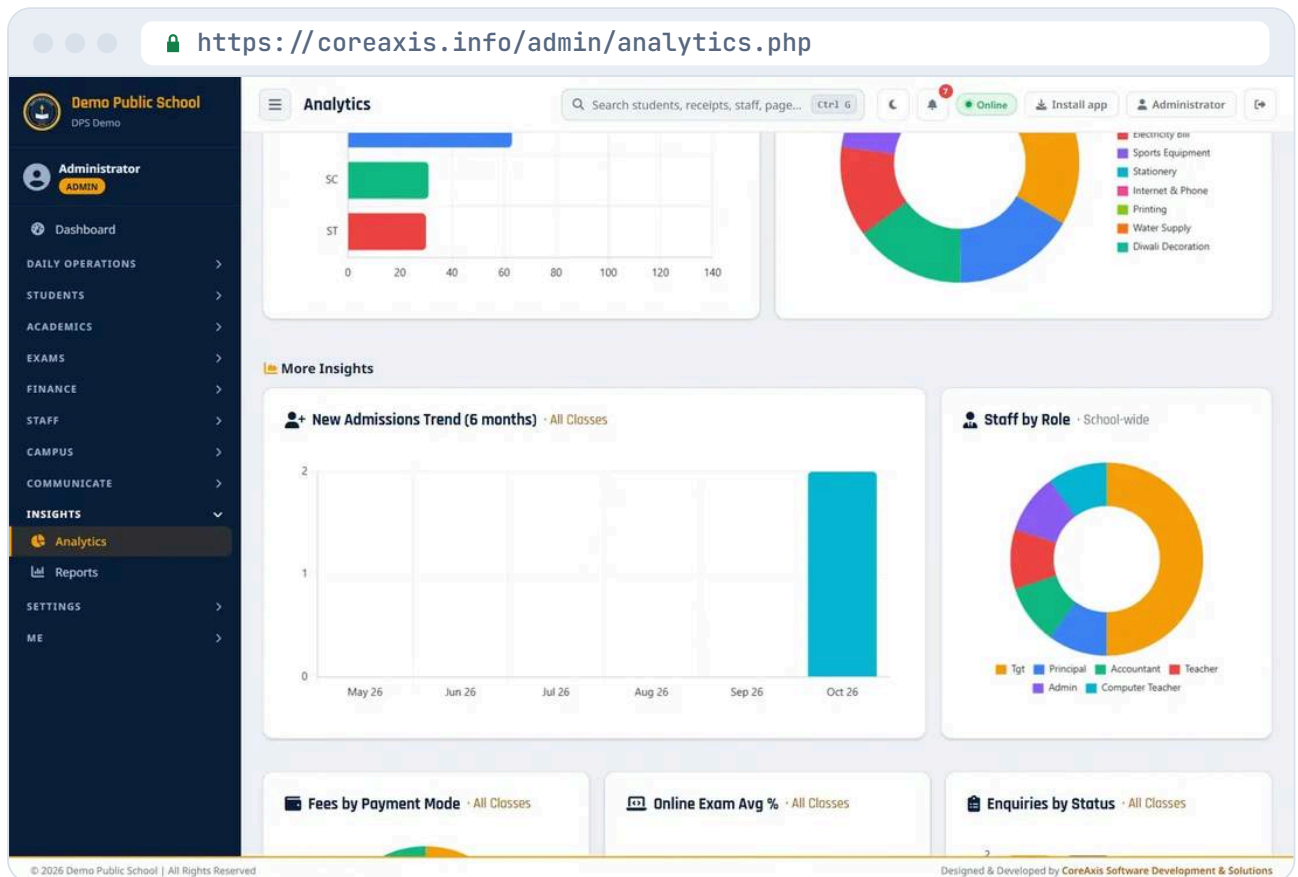
- 2 Read the four cards: **Active Students, Staff, Fees Collected (Range)** and **Expenses (Range)**.
- 3 **Fee Collection vs Expenses** shows the two lines month by month.

- 4 Scroll down for **Students by Class, Attendance (Today), Category Distribution** and **Expenses by Category**.



Students by class and today's attendance.

- 5 Under **More Insights**, see **New Admissions Trend (6 months)**, **Staff by Role**, **Fees by Payment Mode**, **Online Exam Avg %** and **Enquiries by Status**.



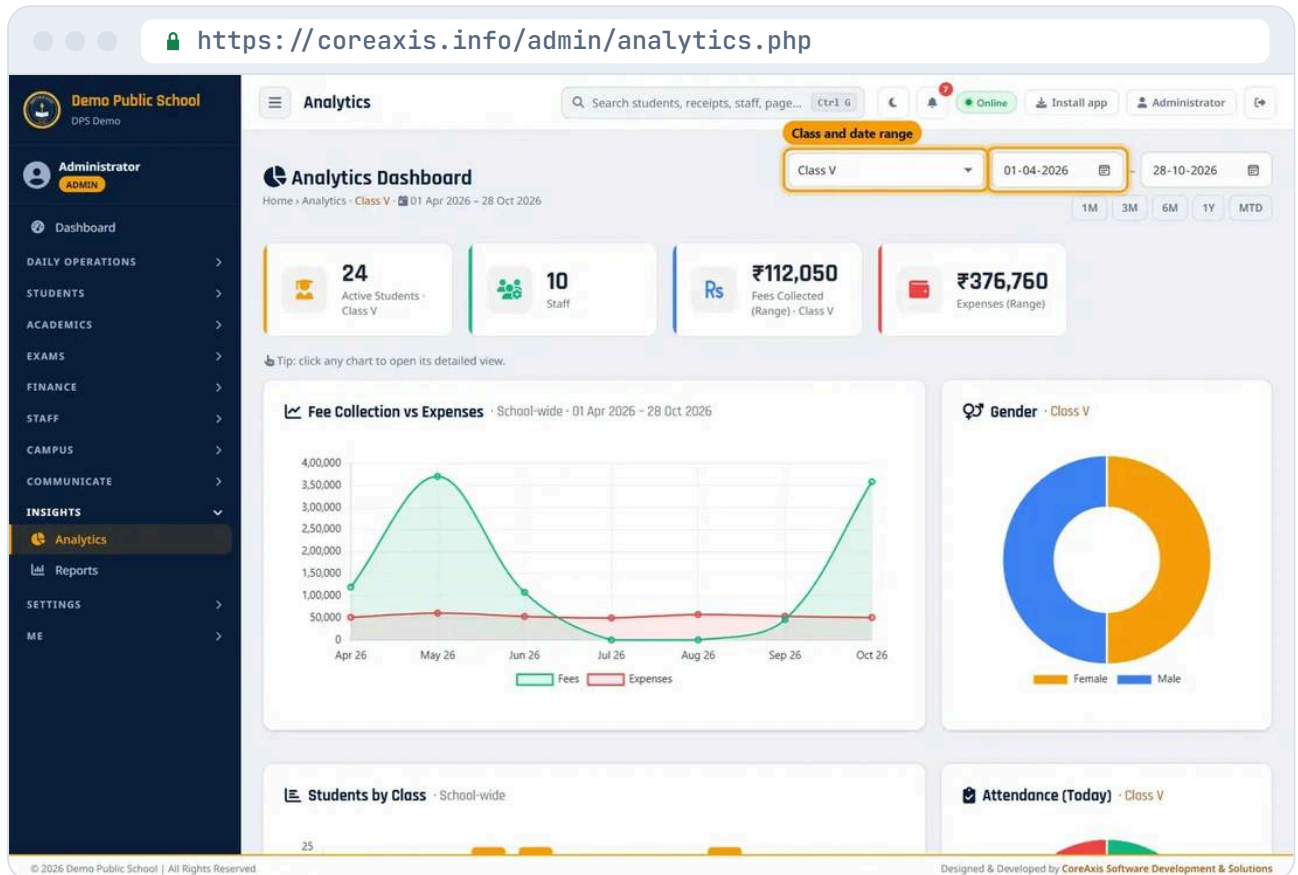
More Insights.

- 6 Click any chart to open the page that holds its details.

Look at one class for a chosen period (example: Class V, 1 April – 28 October 2026)

- 1 In the class box at the top, choose **Class V**.

- 2 Set the dates (01-04-2026 to 28-10-2026), or click a quick range: **1M**, **3M**, **6M**, **1Y** or **MTD** (month to date).



Class V: 24 students, ₹1,12,050 fees in the range.

- 3 Cards and charts marked with the class name now show only that class. Charts marked **School-wide** (expenses, students by class, staff by role) always show the whole school.

Screen at a glance

Class / From / To / 1M 3M 6M 1Y MTD	Filters for every chart that is not school-wide.
Fees Collected (Range)	Receipts in the date range (for the chosen class if one is picked).
Expenses (Range)	School expenses in the date range (always school-wide).
Gender / Category Distribution	Active students by gender and by category (General, OBC, SC, ST ...).
Attendance (Today)	Present, absent and leave for today's student attendance.

Fees by Payment Mode

Cash, UPI, cheque, online and other modes.

Questions

The numbers here differ from the Finance Ledger.

Check the date range: Analytics starts six months back by default. Set the same From and To as the ledger.

INSIGHTS & SETTINGS · CHAPTER 50

School Profile

Admin

Principal

MENU Settings › School Profile

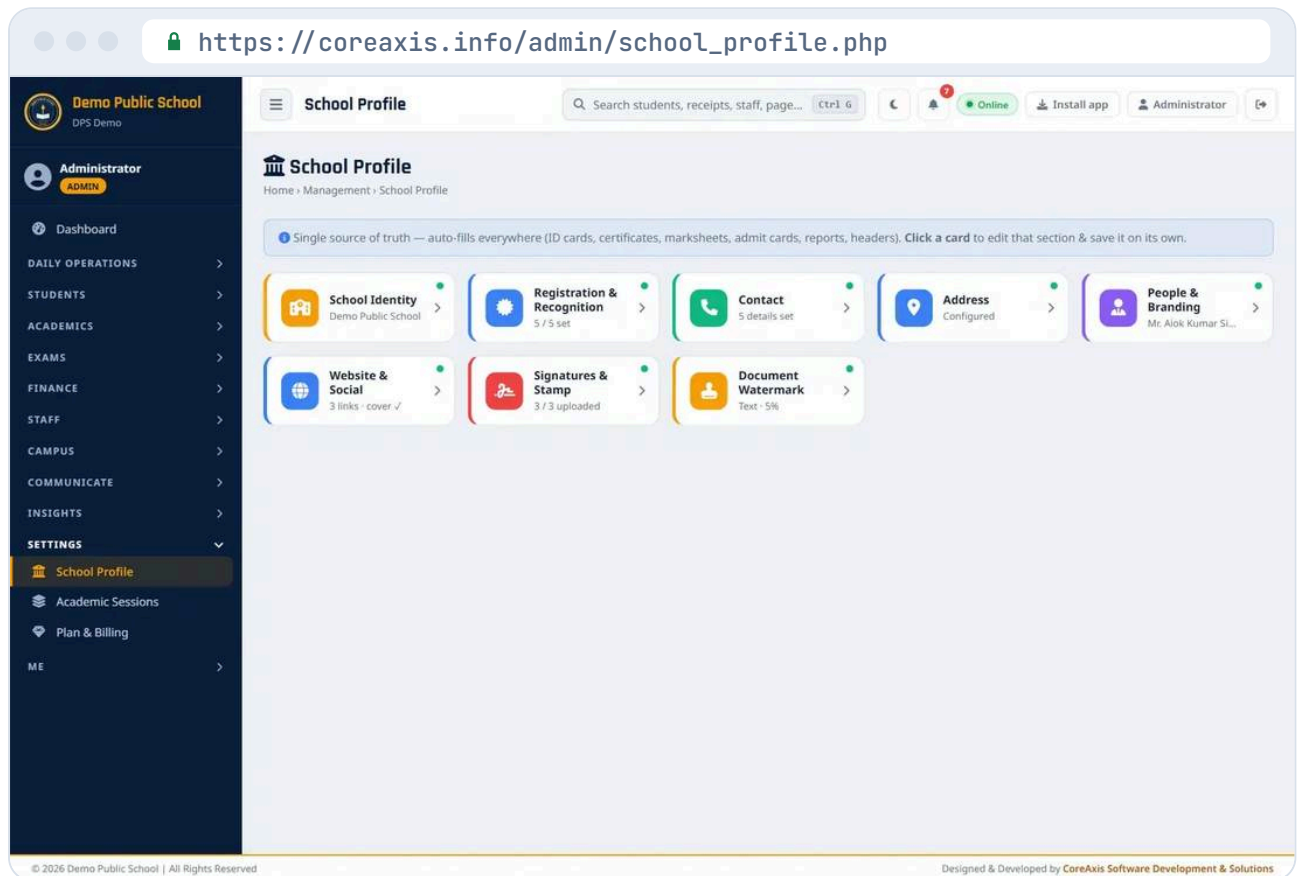
School Profile is the school's master record. Whatever you save here fills in automatically on ID cards, certificates, marksheets, admit cards, receipts, letters, reports, page headers and the school's public website. The page shows eight cards; click a card to open that section, change it, and click **Save This Section**. Only that section is saved. A green dot on a card means the section is filled.

The screenshot displays the 'School Profile' page in the CoreAxis School ERP system. The browser address bar shows 'https://coreaxis.info/admin/school_profile.php'. The page features a dark blue sidebar on the left with a menu including 'Dashboard', 'DAILY OPERATIONS', 'STUDENTS', 'ACADEMICS', 'EXAMS', 'FINANCE', 'STAFF', 'CAMPUS', 'COMMUNICATE', 'INSIGHTS', and 'SETTINGS'. The 'School Profile' option is highlighted under 'SETTINGS'. The main content area is titled 'School Profile' and includes a search bar and a status indicator 'Online'. Below this, a blue banner states: 'Single source of truth — auto-fills everywhere (ID cards, certificates, marksheets, admit cards, reports, headers). Click a card to edit that section & save it on its own.' Eight cards are displayed in a grid, each representing a different section of the school profile. Each card has an icon, a title, and a status indicator (a green dot). The cards are: 'School Identity' (Demo Public School), 'Registration & Recognition' (5 / 5 set), 'Contact' (5 details set), 'Address' (Configured), 'People & Branding' (Mr. Alok Kumar Si...), 'Website & Social' (3 links - cover ✓), 'Signatures & Stamp' (3 / 3 uploaded), and 'Document Watermark' (Text - 5%). The footer of the page contains copyright information: '© 2026 Demo Public School | All Rights Reserved' and 'Designed & Developed by CoreAxis Software Development & Solutions'.

School Profile — Demo Public School

Open and edit a section

- 1 Open **Settings** › **School Profile**. Each card shows a short summary (for example **Registration & Recognition 5 / 5 set**).



Eight section cards.

- 2 Click a card. Its form opens below the cards.
- 3 Change the fields you need.
- 4 Click **Save This Section** and confirm. Click **Close** to fold the section without saving.

TIP Check spellings carefully: a wrong UDISE or affiliation number prints on every certificate and card.

School Identity

Name and basic facts of the school.

School Name *

Full name as on the affiliation (Demo Public School).

Short Name / Abbr.	Used where space is short and in reference numbers (DPS Demo).
Established Year / Affiliated Board / Medium / Classes Offered	2008, CBSE, English, Play Group to Class VIII.
Tagline / Motto	Printed under the name on the letterhead (Learn · Grow · Lead).
Report-card promotion rule	Aggregate (promote if overall is 33% or more, CBSE-style) or Subject-wise (must also pass every subject). Used on report cards and in class promotion.

Registration & Recognition

UDISE Code	11-digit UDISE+ code (10280110235).
Affiliation No. / Registration No. / School Code / Recognition No.	Board affiliation, society or trust registration, board school code and state recognition number. They print on ID cards, TCs, certificates and the letterhead.

Contact

Primary Phone *	Main office number (0612-2234567).
Alternate Phone / Mobile / WhatsApp	Other numbers shown on cards, receipts and the website.
Email / Alternate Email	School email (info@demo.coreaxis.info).
Website	The school website address.

Address

Address	Street and area (14, Boring Road, Near Patna Women's College).
City / District / State / PIN code	City, district, state and 6-digit PIN code. Together with the address they print on the letterhead, receipts and certificates.

People & Branding

Director Name / Principal Name	Printed under the signatures on certificates, cards and letters.
Hostel Warden Name / Phone	Shown to hostel students in the app.
Upload New Logo	JPG / PNG / WEBP up to 2 MB. Used in headers, receipts, cards, certificates and the website. Leave empty to keep the current logo.

Website & Social

Facebook / Instagram / YouTube / X (Twitter) / LinkedIn URL	Social icons on the school's public website (top bar and footer).
Hero Cover Image	Wide photo (1600 px or wider) behind the school name at the top of the public website.

Signatures & Stamp

Upload transparent PNG images for the cleanest print.

Director Signature	Signature of the director.
Principal Signature	Printed on ID cards, report cards, certificates and leave sanction orders.
School Stamp / Seal	The round official seal, printed next to the signature.

Document Watermark

Watermark Type	None, Text, Picture (logo / image) or Small Tiles (repeat).
Watermark Text / Orientation / Opacity (%)	Text such as DPS Demo, Diagonal or Horizontal, and how light it is (5% in the demo school).
Tiles Content / Watermark Image	For tiles, repeat text or the logo; an uploaded image replaces the logo.

Each section, as it opens

The demo school's saved values, shown for reference.

1 School Identity.

The screenshot shows the 'School Identity' section of the 'School Profile' management interface. The browser address bar displays 'https://coreaxis.info/admin/school_profile.php'. The left sidebar shows the 'Administrator' role and the 'School Profile' section is selected under 'SETTINGS'. The main content area features a grid of cards for 'School Identity', 'Registration & Recognition', 'Contact', 'Address', 'People & Branding', 'Website & Social', 'Signatures & Stamp', and 'Document Watermark'. The 'School Identity' card is expanded, showing a form with the following fields and values:

SCHOOL NAME *	SHORT NAME / ABBR.	ESTABLISHED YEAR
Demo Public School	DPS Demo	2008

AFFILIATED BOARD	MEDIUM	CLASSES OFFERED
CBSE	English	Play Group to Class VIII

TAGLINE / MOTTO: Learn · Grow · Lead

REPORT-CARD PROMOTION RULE: Aggregate — promote if overall $\geq$ 33% (CBSE-style)

Below the form, a note states: 'Decides the Promoted / Not-Promoted line on report cards. Per-subject fail marks are always shown.'

At the bottom, there is a 'Save This Section' button and a status indicator: 'Only this section is saved.'

The footer of the page includes '© 2026 Demo Public School | All Rights Reserved' and 'Designed & Developed by CoreAxis Software Development & Solutions'.

School Identity.

2 Registration & Recognition.

https://coreaxis.info/admin/school_profile.php

Demo Public School
DPS Demo

Administrator
ADMIN

Dashboard

DAILY OPERATIONS >

STUDENTS >

ACADEMICS >

EXAMS >

FINANCE >

STAFF >

CAMPUS >

COMMUNICATE >

INSIGHTS >

SETTINGS >

School Profile

Academic Sessions

Plan & Billing

ME >

School Profile
Home > Management > School Profile

Single source of truth — auto-fills everywhere (ID cards, certificates, marksheets, admit cards, reports, headers). Click a card to edit that section & save it on its own.

School Identity
Demo Public School

Registration & Recognition
5 / 5 set

Contact
5 details set

Address
Configured

People & Branding
Mr. Alok Kumar Si...

Website & Social
3 links · cover ✓

Signatures & Stamp
3 / 3 uploaded

Document Watermark
Text · 5%

Registration & Recognition X Close

UDISE CODE	AFFILIATION NO.	REGISTRATION NO.
10280110235	330412	REG/PAT/2008/1147
SCHOOL CODE	RECOGNITION NO.	
65124	BSEB/REC/2009/882	

Save This Section Only this section is saved.

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Registration & Recognition.

3 Contact.

https://coreaxis.info/admin/school_profile.php

Demo Public School
DPS Demo

Administrator
ADMIN

Dashboard

DAILY OPERATIONS >

STUDENTS >

ACADEMICS >

EXAMS >

FINANCE >

STAFF >

CAMPUS >

COMMUNICATE >

INSIGHTS >

SETTINGS >

School Profile

Academic Sessions

Plan & Billing

ME >

School Profile

Search students, receipts, staff, page... Ctrl G

Online

Install app

Administrator

School Profile
Home > Management > School Profile

Single source of truth — auto-fills everywhere (ID cards, certificates, marksheets, admit cards, reports, headers). Click a card to edit that section & save it on its own.

School Identity
Demo Public School

Registration & Recognition
5 / 5 set

Contact
5 details set

Address
Configured

People & Branding
Mr. Alok Kumar Si...

Website & Social
3 links · cover ✓

Signatures & Stamp
3 / 3 uploaded

Document Watermark
Text · 5%

Contact Close

PRIMARY PHONE *
0612-2234567

ALTERNATE PHONE
10-digit mobile number

MOBILE
9876543210

WHATSAPP
9876543210

EMAIL
info@demo.coreaxis.info

ALTERNATE EMAIL

WEBSITE
https://coreaxis.info/site.php?s=demo

Save This Section

Only this section is saved.

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Contact.

4

Address.

https://coreaxis.info/admin/school_profile.php

Demo Public School
DPS Demo

Administrator
ADMIN

Dashboard

DAILY OPERATIONS >

STUDENTS >

ACADEMICS >

EXAMS >

FINANCE >

STAFF >

CAMPUS >

COMMUNICATE >

INSIGHTS >

SETTINGS >

School Profile

Academic Sessions

Plan & Billing

ME >

School Profile
Home > Management > School Profile

Single source of truth — auto-fills everywhere (ID cards, certificates, marksheets, admit cards, reports, headers). Click a card to edit that section & save it on its own.

School Identity >
Demo Public School

Registration & Recognition >
5 / 5 set

Contact >
5 details set

Address >
Configured

People & Branding >
Mr. Alok Kumar Si...

Website & Social >
3 links · cover ✓

Signatures & Stamp >
3 / 3 uploaded

Document Watermark >
Text · 5%

Address Close

FULL ADDRESS *

14, Boring Road, Near Patna Women's College

CITY / TOWN DISTRICT STATE PIN CODE

Patna Patna Bihar 800001

Save This Section Only this section is saved.

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Address.

5 People & Branding.

https://coreaxis.info/admin/school_profile.php

Demo Public School
DPS Demo

Administrator
ADMIN

Dashboard

DAILY OPERATIONS >

STUDENTS >

ACADEMICS >

EXAMS >

FINANCE >

STAFF >

CAMPUS >

COMMUNICATE >

INSIGHTS >

SETTINGS >

School Profile

Academic Sessions

Plan & Billing

ME >

School Profile
Home > Management > School Profile

Single source of truth — auto-fills everywhere (ID cards, certificates, marksheets, admit cards, reports, headers). Click a card to edit that section & save it on its own.

School Identity
Demo Public School

Registration & Recognition
5 / 5 set

Contact
5 details set

Address
Configured

People & Branding
Mr. Alok Kumar Si...

Website & Social
3 links · cover ✓

Signatures & Stamp
3 / 3 uploaded

Document Watermark
Text - 5%

People & Branding Close

DIRECTOR NAME
Mr. Alok Kumar Sinha

PRINCIPAL NAME
Satyajeet Kr. Singh

HOSTEL WARDEN NAME
Mrs. Kiran Devi

HOSTEL WARDEN PHONE
9876543215

UPLOAD NEW LOGO (JPG/PNG/WEBP, ≤2 MB — OPTIONAL)
Choose File No file chosen

Current Logo

Save This Section Only this section is saved.

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People & Branding with the current logo.

6 Website & Social.

https://coreaxis.info/admin/school_profile.php

School Profile

Search students, receipts, staff, page... CTP1 6

Online Install app Administrator

School Identity Demo Public School

Registration & Recognition 5 / 5 set

Contact 5 details set

Address Configured

People & Branding Mr. Alok Kumar Si...

Website & Social 3 links - cover ✓

Signatures & Stamp 3 / 3 uploaded

Document Watermark Text - 5%

Website & Social Close

These appear on your school's public website — social icons in the top bar & footer, and the cover photo as the hero background.

FACEBOOK URL

INSTAGRAM URL

YOUTUBE URL

X / TWITTER URL

LINKEDIN URL

HERO COVER IMAGE (WIDE PHOTO FOR THE WEBSITE HERO — JPG/PNG/WEBP, ≤2 MB — OPTIONAL)

No file chosen

Tip: a wide campus/building photo (≥1600px) works best; the school name & tagline overlay on top.

Only this section is saved.

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Website & Social with the hero cover.

7 Signatures & Stamp.

https://coreaxis.info/admin/school_profile.php

Demo Public School
DPS Demo

Administrator
ADMIN

Dashboard

DAILY OPERATIONS >

STUDENTS >

ACADEMICS >

EXAMS >

FINANCE >

STAFF >

CAMPUS >

COMMUNICATE >

INSIGHTS >

SETTINGS >

School Profile

Academic Sessions

Plan & Billing

ME >

School Profile
Home > Management > School Profile

Single source of truth — auto-fills everywhere (ID cards, certificates, marksheets, admit cards, reports, headers). Click a card to edit that section & save it on its own.

School Identity >
Demo Public School

Registration & Recognition >
5 / 5 set

Contact >
5 details set

Address >
Configured

People & Branding >
Mr. Alok Kumar Si...

Website & Social >
3 links · cover ✓

Signatures & Stamp >
3 / 3 uploaded

Document Watermark >
Text - 5%

Signatures & Stamp Close

Tip: upload transparent PNG images for the cleanest print result.

DIRECTOR SIGNATURE

A. K. Sinha

Choose File No file chosen

Signature of Mr. Alok Kumar Sinha

PRINCIPAL SIGNATURE

Satyajeet Kr. Singh

Choose File No file chosen

Signature of the Principal

SCHOOL STAMP / SEAL

Choose File No file chosen

Official round seal

Save This Section Only this section is saved.

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Director and principal signatures and the seal.

8 Document Watermark.

The screenshot shows the 'School Profile' page in the CoreAxis School ERP system. The left sidebar contains a navigation menu with options like Dashboard, Students, Academics, Exams, Finance, Staff, Campus, Communicate, Insights, and Settings. The 'Settings' menu is expanded, showing 'School Profile' as the selected option. The main content area displays the 'School Profile' section with a search bar and a list of profile cards: School Identity, Registration & Recognition, Contact, Address, People & Branding, Website & Social, Signatures & Stamp, and Document Watermark. The 'Document Watermark' card is highlighted, and its settings are shown in a modal window. The settings include: Watermark Type (Text), Watermark Text (DPS Demo), Orientation (Diagonal), Opacity (%) (5), Tiles Content (Text), and Watermark Image (Optional — Else Uses Logo). A 'Save This Section' button is at the bottom of the modal.

https://coreaxis.info/admin/school_profile.php

School Profile

Home > Management > School Profile

Single source of truth — auto-fills everywhere (ID cards, certificates, marksheets, admit cards, reports, headers). Click a card to edit that section & save it on its own.

Document Watermark

WATERMARK TYPE: Text
WATERMARK TEXT: DPS Demo
ORIENTATION: Diagonal
OPACITY (%): 5

TILES CONTENT (WHEN TYPE = SMALL TILES): Text

WATERMARK IMAGE (OPTIONAL — ELSE USES LOGO): Choose File | No file chosen

WM Image

Picture/Tiles use the Watermark Image if uploaded, else the school logo. Applies to report cards & certificates.

Save This Section Only this section is saved.

Text watermark, diagonal, 5%.

Questions

I changed the logo but an old card still shows the old one.

Printouts made before the change keep the old logo. Print the document again.

Who can change the School Profile?

Admin-level users (Administrator, Principal, Vice Principal). Teachers and accountants cannot open it.

INSIGHTS & SETTINGS · CHAPTER 51

Academic Sessions

Admin

Principal

MENU Settings › Academic Sessions

An academic session is the school year (for example 2026-27, 1 April 2026 to 31 March 2027). Fees, attendance, exams and reports belong to a session, and only one session is active at a time. At the end of the year you create the next session, check promotion eligibility from the Annual exam results, promote the students into the new session, and then activate it. Old-session dues stay in the old session and show as **Arrears** in the new one.

The screenshot shows the 'Academic Sessions' page in the CoreAxis School ERP system. The browser address bar displays 'https://coreaxis.info/admin/sessions.php'. The left sidebar contains a navigation menu with options like Dashboard, Students, Academics, Exams, Finance, Staff, Campus, Communicate, Insights, and Settings. The 'Academic Sessions' section is currently active. The main content area is titled 'Preview Before Promoting' and shows a summary of student counts for the current session (2026-27) and the next session (2027-28). The summary indicates 25 students are eligible for promotion, 0 are detained, and 0 have no exam. Below this, a table lists the students eligible for promotion, including their names, classes, status, percentages, and reasons. The table shows four students: Aarav Sharma, Ananya Pandey, Vivaan Prasad, and Diya Verma, all in Class VI, with percentages ranging from 49.2% to 83.8%. The 'Run Promotion' section at the bottom allows the user to select the session and class for promotion, with a 'Promote' button and a warning message to use the 'Check Eligibility' preview first.

https://coreaxis.info/admin/sessions.php

Academic Sessions

Search students, receipts, staff, page... Ctrl+G

Online Install app Administrator

Preview Before Promoting

FROM SESSION (RESULTS) INTO SESSION CLASS

2026-27 (active) 2027-28 Class VI

Check Eligibility

25 Promote

0 Detained

0 No Exam

Student	Class	Status	%	Reason
Aarav Sharma DEMO20260001	VI	Promote	83.8%	Pass (83.8%)
Ananya Pandey DEMO20260002	VI	Promote	58.8%	Pass (58.8%)
Vivaan Prasad DEMO20260003	VI	Promote	49.2%	Pass (49.2%)
Diya Verma DEMO20260004	VI	Promote	69%	Pass (69%)

Run Promotion

Promoting 2026-27 results → into 2027-28 (change in the preview box above)

PROMOTE CLASS

— All Students (All Classes) —

FORCE PROMOTE (INCLUDES FAILED + NO-EXAM STUDENTS)

Promote

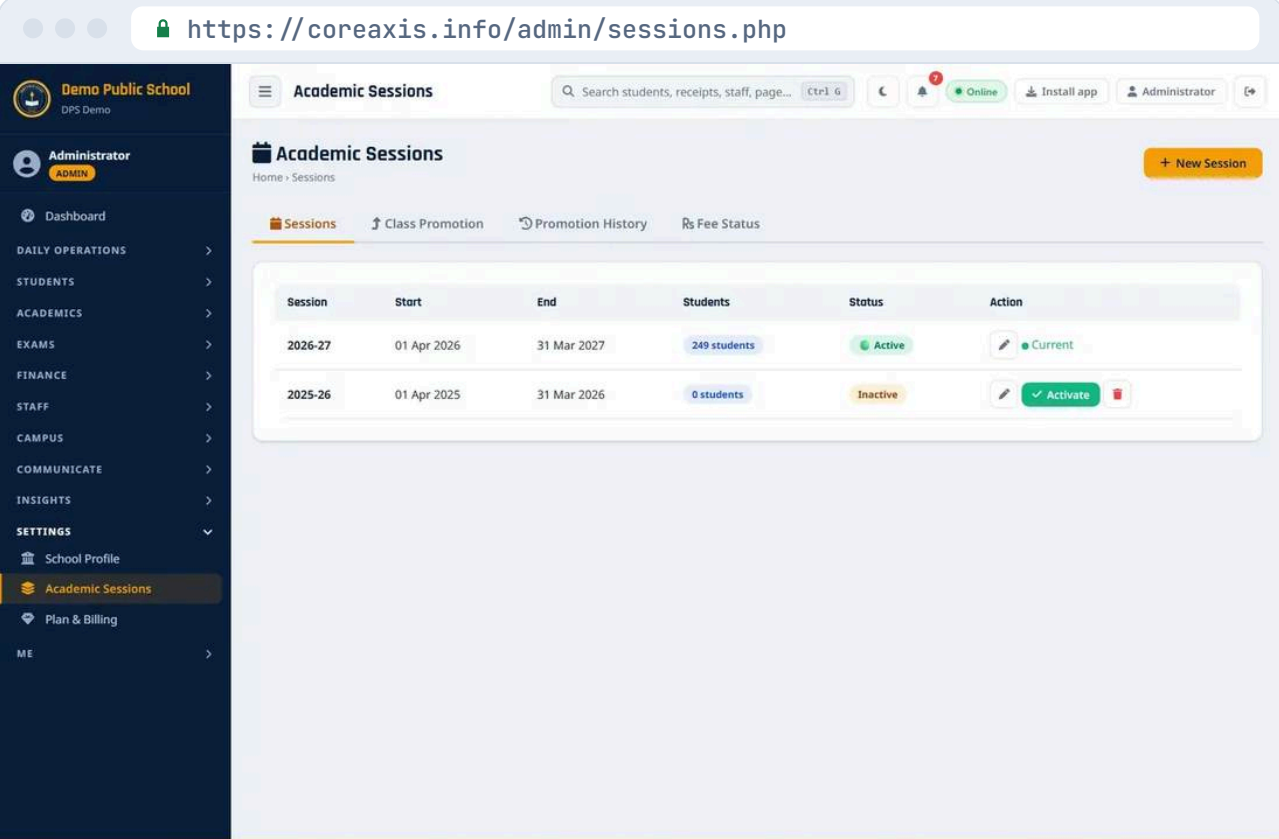
Use "Check Eligibility" preview first before running promotion. This action cannot be reversed.

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Academic Sessions — Demo Public School

Create the next session (example: 2027-28)

- 1 Open **Settings › Academic Sessions**. The **Sessions** tab lists each session with dates, number of students and status. The current one shows **Active** and **Current**.



The screenshot displays the 'Academic Sessions' page in the CoreAxis School ERP system. The page has a sidebar with navigation options and a main content area. The 'Academic Sessions' tab is selected, showing a table of sessions.

Session	Start	End	Students	Status	Action
2026-27	01 Apr 2026	31 Mar 2027	249 students	Active	Current
2025-26	01 Apr 2025	31 Mar 2026	0 students	Inactive	Activate

Sessions list: 2026-27 is active.

- 2 Click **New Session**.

- 3 Type the **Session Year** (2027-28) and check **Start Date** (01-04-2027) and **End Date** (31-03-2028).

The screenshot displays the 'Academic Sessions' page in the CoreAxis School ERP system. The browser address bar shows 'https://coreaxis.info/admin/sessions.php'. The page header includes a search bar and user information. The left sidebar contains navigation options like 'Dashboard', 'STUDENTS', 'ACADEMICS', 'EXAMS', 'FINANCE', 'STAFF', 'CAMPUS', 'COMMUNICATE', 'INSIGHTS', 'SETTINGS', 'School Profile', 'Academic Sessions', 'Plan & Billing', and 'ME'. The main content area is titled 'Academic Sessions' and features a '+ New Session' button. Below this, there is a table with columns for 'Session', 'Session year and dates', 'End', 'Students', 'Status', and 'Action'. A modal form titled 'New Session' is open, allowing the user to input the 'SESSION YEAR *' (2027-28), 'START DATE' (01-04-2027), and 'END DATE' (31-03-2028). The form includes 'Cancel' and 'Save' buttons. The footer of the page contains copyright information and the developer's name.

Session	Session year and dates	End	Students	Status	Action
2026-27				Current	
2025-26				Activate	

New Session form.

- 4 Click **Save** and confirm. The message **Session added!** appears. The new session is **Inactive**, so nothing changes for anyone yet.

The screenshot displays the 'Academic Sessions' page in the CoreAxis School ERP system. The page title is 'Academic Sessions' and the URL is 'https://coreaxis.info/admin/sessions.php'. The sidebar on the left shows the user is an Administrator. The main content area has a search bar and a '+ New Session' button. Below this is a table of sessions:

Session ID	Start Date	End Date	Students	Status	Action
2027-28	01 Apr 2027	31 Mar 2028	0 students	Inactive	Activate
2026-27	01 Apr 2026	31 Mar 2027	249 students	Active	Current
2025-26	01 Apr 2025	31 Mar 2026	0 students	Inactive	Activate

2027-28 added, not active.

TIP Create the next session in March, before promotion. Fee Structure for the new session can then be set up in advance.

Check promotion eligibility (example: Class VI, 2026-27 results into 2027-28)

This check only reads results; it changes nothing.

- 1 Open the **Class Promotion** tab. The top strip shows the class order (Play → Nursery → ... → the last class → **Pass Out**) and the number of students in each class.

The screenshot displays the 'Academic Sessions' page in the CoreAxis School ERP system. The left sidebar shows the 'Administrator' role and various navigation options, with 'Academic Sessions' highlighted. The main content area is titled 'Academic Sessions' and includes a search bar and a '+ New Session' button. Below this, the 'Class Promotion' tab is active, showing a flowchart of class progression from Play to Pass Out. The flowchart consists of boxes for Play, Nursery, KG, I, II, III, IV, V, VI, VII, VIII, IX, and Pass Out, each with a '0 students' count. Below the flowchart, the 'Promotion Rules' section lists rules for Promote, Detained, No Exam, and Pass Out. The 'Preview Before Promoting' section includes dropdowns for 'FROM SESSION (RESULTS)', 'INTO SESSION', and 'CLASS', along with a 'Check Eligibility' button. At the bottom, there is a 'Run Promotion' button.

Class progression and promotion rules.

- 2 Read **Promotion Rules: Promote** = passed the Annual exam by the rule set in School Profile (33% overall, or every subject); **Detained** = failed, stays in the same class in the new session; **No Exam** = no marks entered, not promoted; **Pass Out** = final class, becomes alumni.
- 3 Under **Preview Before Promoting**, choose **From Session (results)** (2026-27 (active)), **Into Session** (2027-28) and **Class** (Class VI).

- 4 Click **Check Eligibility**. The boxes count **Promote**, **Detained** and **No Exam**, and the table lists each student with percentage and reason.

Preview Before Promoting

FROM SESSION (RESULTS) INTO SESSION CLASS

2026-27 (active) 2027-28 Class VI

25 Promote ☒ 0 Detained ☒ 0 No Exam ☒

Student	Class	Status	%	Reason
Aarav Sharma DEMO20260001	VI	☒ Promote	83.8%	Pass (83.8%)
Ananya Pandey DEMO20260002	VI	☒ Promote	58.8%	Pass (58.8%)
Vivaan Prasad DEMO20260003	VI	☒ Promote	49.2%	Pass (49.2%)
Diya Verma DEMO20260004	VI	☒ Promote	69%	Pass (69%)

Run Promotion

Promoting 2026-27 results → into 2027-28 (change in the preview box above)

PROMOTE CLASS

— All Students (All Classes) — ☐ FORCE PROMOTE (INCLUDES FAILED + NO-EXAM STUDENTS)

⚠ Use "Check Eligibility" preview first before running promotion. This action cannot be reversed.

Class VI: 25 can be promoted, none detained.

- 5 If students show **No Exam**, finish marks entry for the Annual exam first, then check again.

Run the promotion (year end only)

Do this once a year, after Annual exam results are final and the new session exists. It was not run for this manual.

- 1 Under **Run Promotion**, check the line **Promoting 2026-27 results → into 2027-28**. If it says **Choose a target session**, create the next session first.

- 2 In **Promote Class**, choose **Only Class VI** (one class at a time is safest), or **All Students (All Classes)**.

https://coreaxis.info/admin/sessions.php

Academic Sessions

2026-27 (active) 2027-28 Class VI Check Eligibility

25 Promote 0 Detained 0 No Exam

Student	Class	Status	%	Reason
Aarav Sharma DEMO20260001	VI	Promote	83.8%	Pass (83.8%)
Ananya Pandey DEMO20260002	VI	Promote	58.8%	Pass (58.8%)
Vivaan Prasad DEMO20260003	VI	Promote	49.2%	Pass (49.2%)
Diya Verma DEMO20260004	VI	Promote	69%	Pass (69%)

Run Promotion

Promoting 2026-27 results → into 2027-28 (change in the preview box above)

PROMOTE CLASS

— All Students (All Classes) —

☐ FORCE PROMOTE (INCLUDES FAILED + NO-EXAM STUDENTS)

Use "Check Eligibility" preview first before running promotion. This action cannot be reversed.

Only after the Annual exam results are final
Promote

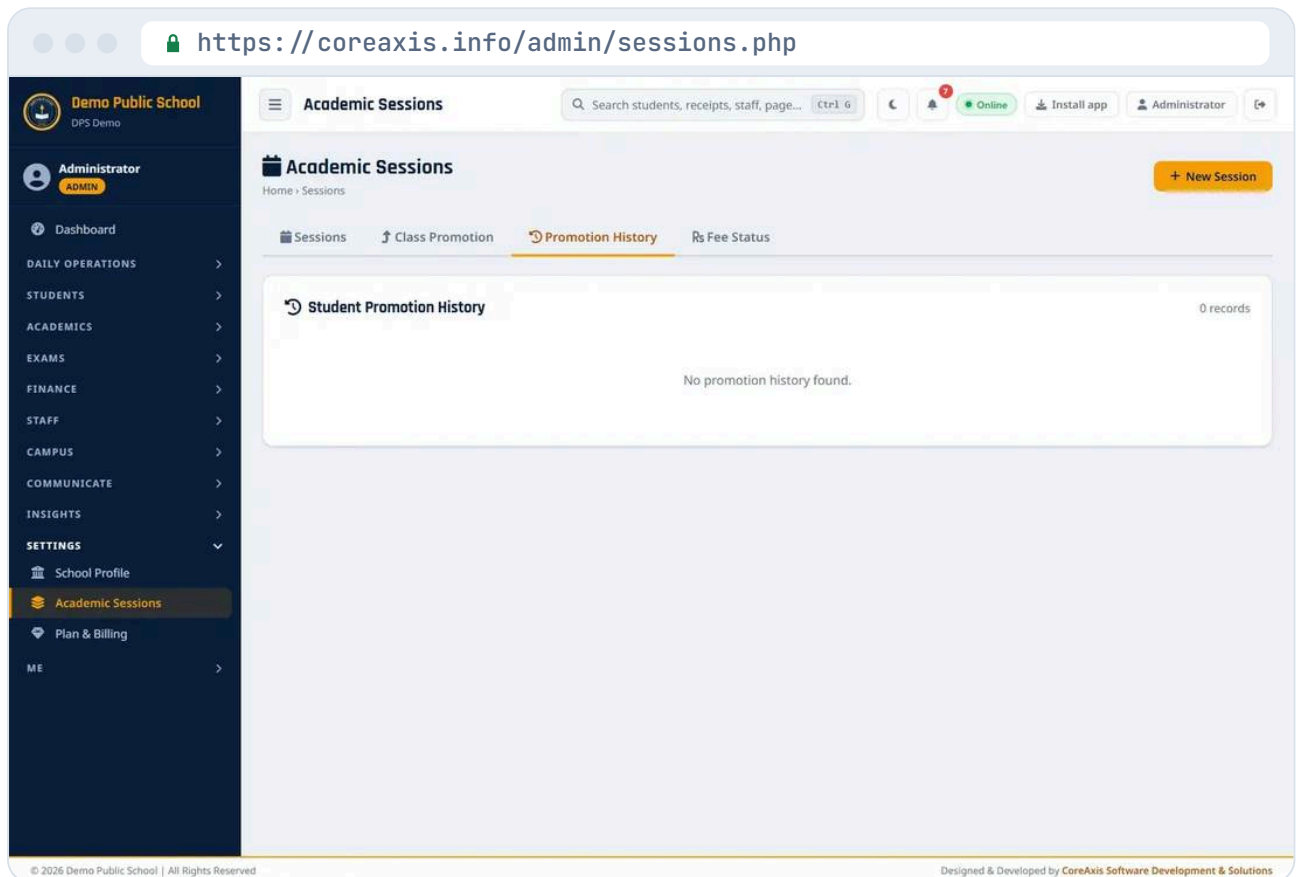
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Run Promotion with the warning.

- 3 Leave **Force promote (includes failed + no-exam students)** unticked, unless the school has decided to promote everyone (for example under a no-detention rule).
- 4 Click **Promote**. Read the popup (Pass → Promote · Fail → Detained · No Exam → Skip) and confirm.

- 5 Open **Promotion History** to check each student's from-class, to-class, status and percentage.



Promotion History (empty until a promotion is run).

- 6 When every class is done, go back to **Sessions** and click **Activate** on 2027-28. The old session becomes inactive.

IMPORTANT Promotion cannot be reversed. Run Check Eligibility for every class first, and make sure all Annual exam marks are entered.

Fee status of a session

- 1 Open the **Fee Status** tab. Choose the **Session** and, if needed, a **Class**.

The screenshot shows the 'Academic Sessions' page in the CoreAxis School ERP. The left sidebar contains navigation options like Dashboard, Students, Academics, Exams, Finance, Staff, Campus, Communicate, Insights, and Settings. The main content area is titled 'Academic Sessions' and includes a search bar and a '+ New Session' button. Below this, there are tabs for 'Sessions', 'Class Promotion', 'Promotion History', and 'Rs Fee Status'. The 'Rs Fee Status' tab is active, displaying a table of fee payment status for 248 students. The table has columns for Student, Class, Billed, Paid, Balance, Payments, Last Payment, Status, and Action. The data shows various payment statuses, including 'Cleared' and 'Partial'.

Student	Class	Billed	Paid	Balance	Payments	Last Payment	Status	Action
Aanya Ranjan DEMO20260042	Play	₹2,800.00	₹2,800.00	₹0.00	8	27 Oct 2026	Cleared	Rs
Aditi Dubey DPSDEMO20260002	Play	₹2,800.00	₹2,800.00	₹0.00	8	27 Oct 2026	Cleared	Rs
Advik Pandey DEMO20260041	Play	₹2,800.00	₹2,800.00	₹0.00	8	28 Oct 2026	Cleared	Rs
Aryan Singh DEMO20260047	Play	₹2,800.00	₹2,800.00	₹0.00	7	08 Oct 2026	Cleared	Rs
Darsh Singh DPSDEMO20260003	Play	₹2,800.00	₹2,200.00	₹600.00	7	26 Oct 2026	Partial	Rs
Ira Verma DPSDEMO20260006	Play	₹2,800.00	₹2,800.00	₹0.00	8	27 Oct 2026	Cleared	Rs
Jhanvi Kumar DPSDEMO20260008	Play	₹2,800.00	₹1,800.00	₹1,000.00	5	23 Sep 2026	Partial	Rs
Kiaan Anand DEMO20260043	Play	₹2,800.00	₹2,200.00	₹600.00	7	26 Oct 2026	Partial	Rs

Billed, Paid, Balance and status per student.

- 2 Students marked **Partial** or with a balance still owe money. Click the rupee icon to open the Fee Desk for that student.
- 3 Use this list before the rollover: unpaid amounts move to the new session as **Arrears**.

Screen at a glance

Sessions tab	Session, Start, End, Students, Status (Active / Inactive), Edit, Activate, Delete.
Class Promotion tab	Class progression, Promotion Rules, Preview Before Promoting, Run Promotion.
Promotion History tab	Student, From Class, To Class, Status, %, Date, Remarks, and manual Promote for a detained student.

Fee Status tab

Student, Class, Billed, Paid, Balance, Payments, Last Payment, Status (Cleared / Partial), Collect Fee.

Questions

One detained student passed the re-test.

Open Promotion History and click Promote on that student's row.

We activated the new session by mistake.

Click Activate on the old session again. Activation only switches which session is current; promotions already run are not undone.

INSIGHTS & SETTINGS · CHAPTER 52

Plan & Billing

Admin

Principal

MENU Settings › Plan & Billing

Plan & Billing shows the school's CoreAxis subscription: serial number, subdomain, registration date, status and the date it is valid till. It lists the invoices paid, how many students and staff the plan allows and uses, and the plans on offer. Renewals are made with an activation code or, when enabled, by online payment.

The screenshot displays the 'Plan & Billing' interface. The left sidebar contains navigation links: Dashboard, DAILY OPERATIONS, STUDENTS, ACADEMICS, EXAMS, FINANCE, STAFF, CAMPUS, COMMUNICATE, INSIGHTS, SETTINGS (expanded), School Profile, Academic Sessions, Plan & Billing (selected), and ME. The main content area is titled 'Plan & Billing' and includes a search bar and user profile (Satyajeet Kr. Singh, PRINCIPAL). Below the title, the 'Subscription & Registration' section shows details for 'Demo Public School' with a serial number 'CX-2026-52C052', subdomain 'demo', registered on '05 Oct 2026', and valid till '04 Oct 2028 (707d left)'. The status is 'Active'. An 'Invoices' table lists two paid invoices for the 'Pro' plan. At the bottom, a 'Current Plan' summary shows 248/1,500 students (17%) and 10/200 staff (5%) usage. The footer includes copyright information and the developer's name.

https://coreaxis.info/admin/billing.php

Plan & Billing

Search students, receipts, staff, page... Ctrl+G

Plan & Billing
Home › Plan & Billing

Subscription & Registration [Renew / Enter Code](#)

Serial Number	School	Subdomain	Registered	Status
CX-2026-52C052	Demo Public School	demo	05 Oct 2026	Active

Valid till
04 Oct 2028 (707d left)

Invoices

Invoice No.	Plan	Amount	Period	Status	Date
CAX-0002-0002	Pro	₹2,999	05 Oct 26 -- 04 Oct 28	Paid	05 Oct 2026
CAX-0002-0001	Pro	₹2,999	05 Oct 26 -- 05 Oct 27	Paid	05 Oct 2026

Current Plan

Plan	Students	Staff
Pro	248 / 1,500 (17%)	10 / 200 (5%)

Available Plans

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Plan & Billing — Demo Public School

Check the subscription and invoices

- 1 Open **Settings** › **Plan & Billing**.

The screenshot displays the 'Plan & Billing' section of the CoreAxis School ERP interface. The left sidebar contains a navigation menu with options like Dashboard, Students, Academics, Exams, Finance, Staff, Campus, Communicate, Insights, and Settings. The main content area is titled 'Plan & Billing' and includes a search bar and a 'Renew / Enter Code' button. Below this, the 'Subscription & Registration' section shows details for the current plan: Serial Number CX-2026-52C052, School Demo Public School, Subdomain demo, Registered 05 Oct 2026, and Status Active. The 'Invoices' section lists two invoices, both for the Pro plan, with amounts of ₹2,999 and a status of Paid. Usage cards at the bottom show 248 / 1,500 (17%) for Students and 10 / 200 (5%) for Staff. The footer indicates the page is designed and developed by CoreAxis Software Development & Solutions.

Subscription & Registration, Invoices and usage.

- 2 Under **Subscription & Registration**, read the **Serial Number**, **School**, **Subdomain**, **Registered** date, **Status** and **Valid till** (with days left).
- 3 Under **Invoices**, click the print icon (**View / Print**) on a row to open the GST invoice for your records.
- 4 Read the usage cards: **Students** (for example 248 / 1,500) and **Staff** (10 / 200) against your plan limits.

Compare plans and renew

- 1 Scroll to **Available Plans**: Free Trial, Starter, Pro and Unlimited, with yearly price, saving and student / staff limits. **Current** marks your plan.

https://coreaxis.info/admin/billing.php

Plan & Billing

Search students, receipts, staff, page... Ctrl+G

Online Install app Satyajeet Kr. Singh

Invoice No.	Plan	Amount	Period	Status	Date
CAX-0002-0002	Pro	₹2,999	05 Oct 26 – 04 Oct 28	Paid	05 Oct 2026
CAX-0002-0001	Pro	₹2,999	05 Oct 26 – 05 Oct 27	Paid	05 Oct 2026

Pro Current Plan

248 / 1,500 (17%) Students

10 / 200 (5%) Staff

Available Plans

Free Trial

Free

- ✓ 50 students
- ✓ 10 staff
- ✓ All modules included

Starter

₹5,898

₹4,999/year

Save ₹899 - 15% off

- ✓ 300 students
- ✓ 40 staff
- ✓ All modules included

Pro Current

₹13,799

₹10,999/year

Save ₹2,800 - 20% off

- ✓ 1,500 students
- ✓ 200 staff
- ✓ All modules included

Unlimited

₹25,199

₹19,999/year

Save ₹5,200 - 21% off

- ✓ Unlimited students
- ✓ Unlimited staff
- ✓ All modules included

To upgrade or change your plan, please contact the platform administrator. Online payment (Razorpay) activates once billing is enabled.

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Available Plans.

- 2 To renew or upgrade, click **Renew / Enter Code** and type the activation code you received from CoreAxis, or pay online if your school has online payment enabled.
- 3 For a change of plan, contact the CoreAxis team; the page says so under the plans.

TIP Reminder emails are sent before the expiry date. After expiry there is a short grace period in read-only mode, so renew in time.

TIP When the student or staff limit is reached, adding new students or staff is blocked until you upgrade.

Screen at a glance

Serial Number / Subdomain	Your school's CoreAxis ID and web address (subdomain.coreaxis.info).
Status / Valid till	Active, Trial, Grace or Expired, and the last valid date.
Invoices	Invoice No., Plan, Amount, Period, Status (Paid), Date, View / Print.
Current Plan / Students / Staff	Plan name and used / allowed counts with a bar.
Available Plans	All plans include all modules; they differ in student and staff limits.

Questions

Can the accountant see Plan & Billing?

No. Only admin-level users (Administrator, Principal, Vice Principal) see this page.

MY ACCOUNT · CHAPTER 53

My Account (Me menu)

Admin Principal Teacher Accountant

MENU Me > My Payslips / My Attendance / My Substitutions / My Leave / My Profile

The **Me** group at the bottom of the menu is the same for every staff member, from the principal to a teacher or accountant. It shows only your own records: your salary slips, your attendance as marked by the office, the substitution periods given to you, your leave, and your profile and sign-in settings. The example below is Amit Kumar Mishra, TGT Mathematics.

The screenshot displays the 'My Attendance' page for Amit Kumar Mishra, a Teacher at Demo Public School. The page shows a calendar for October 2026 with attendance status for each day. The summary statistics are as follows:

Category	Count	Details
PRESENT	21	87.5% of marked working days
ABSENT	1	
LEAVE	2	0 covered by approved leave
HOLIDAY	0	

The calendar shows the following attendance status for each day in October 2026:

Day	Status
1	Present
2	Present
3	Present
4	Sunday
5	Present
6	Present
7	Absent
8	Present
9	Present
10	Present
11	Sunday
12	Present
13	Present
14	Present
15	Present
16	Present
17	Leave
18	Sunday
19	Leave
20	Present
21	Present
22	Present
23	Present
24	Present
25	Sunday
26	Present
27	Present
28	Present
29	
30	
31	

My Account (Me menu) — Demo Public School

My Payslips: view or download a salary slip

- 1 Open **Me > My Payslips**. The top cards show the latest month's **Net Pay**, **Gross** and **Deductions** (September 2026: net ₹20,180.00, paid 03 Oct 2026).

The screenshot shows the 'My Payslips' page in the CoreAxis School ERP system. The page has a dark blue sidebar with navigation options: Today, MY CLASS, Marks, Homework, Timetable, Notices, CARDS & CERTIFICATES, LIBRARY & ACTIVITIES, and ME. Under ME, 'My Payslips' is selected. The main content area shows a summary of salary data for September 2026: NET PAY - ₹20,180.00 (Paid 03 Oct 2026), GROSS - ₹22,100.00, and DEDUCTIONS - ₹1,920.00. Below this is a table with columns: MONTH, GROSS, DEDUCTIONS, NET PAY, STATUS, and PAYSリップ. The table lists monthly salary data from April 2026 to September 2026, with the latest month (September 2026) at the top. Each row includes icons for viewing the payslip PDF and downloading it.

MONTH	GROSS	DEDUCTIONS	NET PAY	STATUS	PAYSリップ
September 2026	₹22,100.00	₹1,920.00	₹20,180.00	Paid 03 Oct 2026	
August 2026	₹22,100.00	₹1,920.00	₹20,180.00	Paid 03 Sep 2026	
July 2026	₹22,100.00	₹1,920.00	₹20,180.00	Paid 03 Aug 2026	
June 2026	₹22,100.00	₹1,920.00	₹20,180.00	Paid 03 Jul 2026	
May 2026	₹22,100.00	₹1,920.00	₹20,180.00	Paid 03 Jun 2026	
April 2026	₹22,100.00	₹1,920.00	₹20,180.00	Paid 03 May 2026	

One row per month, newest first, with gross, deductions, net pay and paid date.

- 2 The months are listed newest first: September 2026, August 2026 ... April 2026.
- 3 Click the eye icon on a month to view the payslip PDF in the browser.
- 4 Click the download icon to save the PDF. It is the same payslip as in the mobile app.

TIP A month appears here after the office generates salary for it in Salary / Payroll. Ask the accountant if a month is missing.

My Attendance: your month at a glance

- 1 Open **Me > My Attendance**. The current month opens (October 2026).

The screenshot displays the 'My Attendance' interface for a teacher named Amit Kumar Mishra. The page title is 'My Attendance' and the subtitle is 'Your staff attendance as marked by the office — October 2026'. A search bar and user profile are at the top. A sidebar on the left contains navigation links: Today, MY CLASS, Marks, Homework, Timetable, Notices, CARDS & CERTIFICATES, LIBRARY & ACTIVITIES, ME, My Payslips, My Attendance (selected), My Substitutions, My Leaves, Holidays, My Profile, and Logout. The main content area shows a summary of attendance for October 2026: 21 Present (87.5% of marked working days), 1 Absent, 2 Leave (0 covered by approved leave), and 0 Holiday. Below this is a calendar grid for the month, with days 1-31. Each day cell shows the status: Present (green), Absent (red), Leave (orange), Holiday (blue), or Sunday (grey). A legend at the bottom identifies the colors: Present (green), Absent (red), Leave (orange), and Holiday (blue). The footer includes copyright information for Demo Public School and CoreAxis Software Development & Solutions.

21 present, 1 absent, 2 leave; Sundays shown.

- 2 Read the cards **Present** (with % of marked working days), **Absent**, **Leave** (and how many are covered by approved leave) and **Holiday**.
- 3 Each day in the calendar shows Present, Absent, Leave, Holiday or Sunday. Use the arrow or the **Month** box and **Show** to see another month.
- 4 At the bottom, **My leave balance** shows CL, EL and HPL available; click **Open My Leave** to apply.

TIP If a day is wrong (for example Absent on a day you were present), tell the office; only they can change staff attendance.

My Substitutions

- 1 Open **Me > My Substitutions** (teachers). It lists periods you must take for absent colleagues: **Today**, **This week** and **Next 14 days**, then **Today & upcoming** and **Last 30 days**.

https://coreaxis.info/admin/my_payslips.php

My Substitutions

Home / Me / My Substitutions

My Substitutions

Periods you take for absent colleagues. The office arranges these; ask them for a change.

TODAY 0

THIS WEEK 1
26 Oct - 01 Nov

NEXT 14 DAYS 1

Today & upcoming

DATE	PERIOD	CLASS	SUBJECT	IN PLACE OF	NOTE
Tomorrow	P5 11:00-11:40	VI-A	General Knowledge	Mohd. Imran Khan	GK quiz from page 30

Last 30 days

None in the last 30 days

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No substitutions assigned this week.

- 2 The office arranges substitutions; ask them for a change.

My Leave

- 1 Open **Me > My Leaves** (teachers and accountants) or **Me > My Leave** (admin-level). Your balance for each leave type is at the top; **Pending 2** under CL means 2 days are waiting for approval.

The screenshot displays the 'My Leave' page in the CoreAxis School ERP system. The page is titled 'Leave Management' and shows the user's leave balance for the year 2026-27. The balance is as follows:

Leave Type	Available	Opening	Credited	Availed
CL - Casual Leave	14	0	16	Pending 2
EL - Earned Leave	30	0	30	0
HPL - Medical / Half Pay Leave	20	0	20	0
PAT - Paternity Leave	15	0	15	0
SPL - Special / On-duty Leave	No limit			Not deducted
CO - Compensatory Off	0	0	0	0

Below the balance, there is an 'Apply for Leave' form. The form includes fields for 'LEAVE TYPE *', 'FROM *', 'TO *', 'DURATION', 'REASON *', 'ADDRESS DURING LEAVE', 'PHONE DURING LEAVE', 'CHARGE HANDLED OVER TO', and 'DOCUMENT (PDF/JPG/PNG, ≤ 2 MB)'. The 'LEAVE TYPE' dropdown is currently set to 'Select --'. The 'FROM' and 'TO' date fields are set to 'dd-mm-yyyy'. The 'DURATION' dropdown is set to 'Full day(s)'. The 'REASON' field is empty. The 'ADDRESS DURING LEAVE', 'PHONE DURING LEAVE', and 'CHARGE HANDLED OVER TO' fields are also empty. The 'DOCUMENT' field is empty.

Leave balance and the Apply for Leave form.

- 2 Fill **Apply for Leave** and click **Submit Application**. The full steps are in the Leave Management chapter.

My Profile: details and password

- 1 Open **Me > My Profile**. You can correct **Full Name**, **Email** and **Phone**. **Username** and **Role** are set by the office.

The screenshot shows the 'My Profile' page in the CoreAxis School ERP system. The page has a sidebar on the left with navigation options like 'Today', 'MY CLASS', 'Marks', 'Homework', 'Timetable', 'Notices', 'CARDS & CERTIFICATES', 'LIBRARY & ACTIVITIES', 'ME', 'My Payslips', 'My Attendance', 'My Substitutions', 'My Leaves', 'Holidays', 'My Profile', and 'Logout'. The main content area is titled 'My Profile' and contains a form with the following fields:

- FULL NAME**: Amit Kumar Mishra
- USERNAME**: review.teacher
- EMAIL**: amit.mishra@demo.coreaxis.info
- PHONE**: 9876543202
- ROLE**: Teacher
- CURRENT PASSWORD (REQUIRED TO CHANGE PASSWORD OR EMAIL)**: (empty field)

There is a 'Change password here' button next to the phone field and an 'Update Profile' button at the bottom of the form. Below the form is a 'Trusted devices' section with a table showing the following data:

Device	Last used	Trusted until	PIN
Edge on Windows Web browser - verified 28 Oct 2026, 06:58 PM	28 Oct 2026, 06:58 PM	27 Nov 2026	—
Edge on Windows Web browser - verified 28 Oct 2026, 06:51 PM	28 Oct 2026, 06:51 PM	27 Nov 2026	—
Edge on Windows	28 Oct 2026, 06:58 PM	27 Nov 2026	—

Each row in the table has a 'Remove' button next to it. The page also includes a 'Sign out of all devices' button and a footer with copyright information.

My Profile with the two password boxes.

- 2 To change your password, type the new one in **New Password (optional)** (••••••; at least 8 characters with an uppercase letter, a lowercase letter and a number).
- 3 Type your present password in **Current Password**. It is needed to change the password or the email.
- 4 Click **Update Profile**. Other devices are signed out after a password change; sign in again there with the new password.

IMPORTANT Never share your password. The office can reset it, but they cannot see it.

Trusted devices and quick-login PIN

- 1 On **My Profile**, scroll to **Trusted devices**. Browsers and phones you verified with the email code skip the code for 30 days. Each row shows the device, last used, trusted-until date and whether a PIN is set.

The screenshot shows the 'My Profile' page in the CoreAxis School ERP system. The page is for a user named Amit Kumar Mishra, a Teacher. The 'Trusted devices' section is highlighted, showing a list of devices that have been trusted for 30 days. The table below represents the data shown in the screenshot.

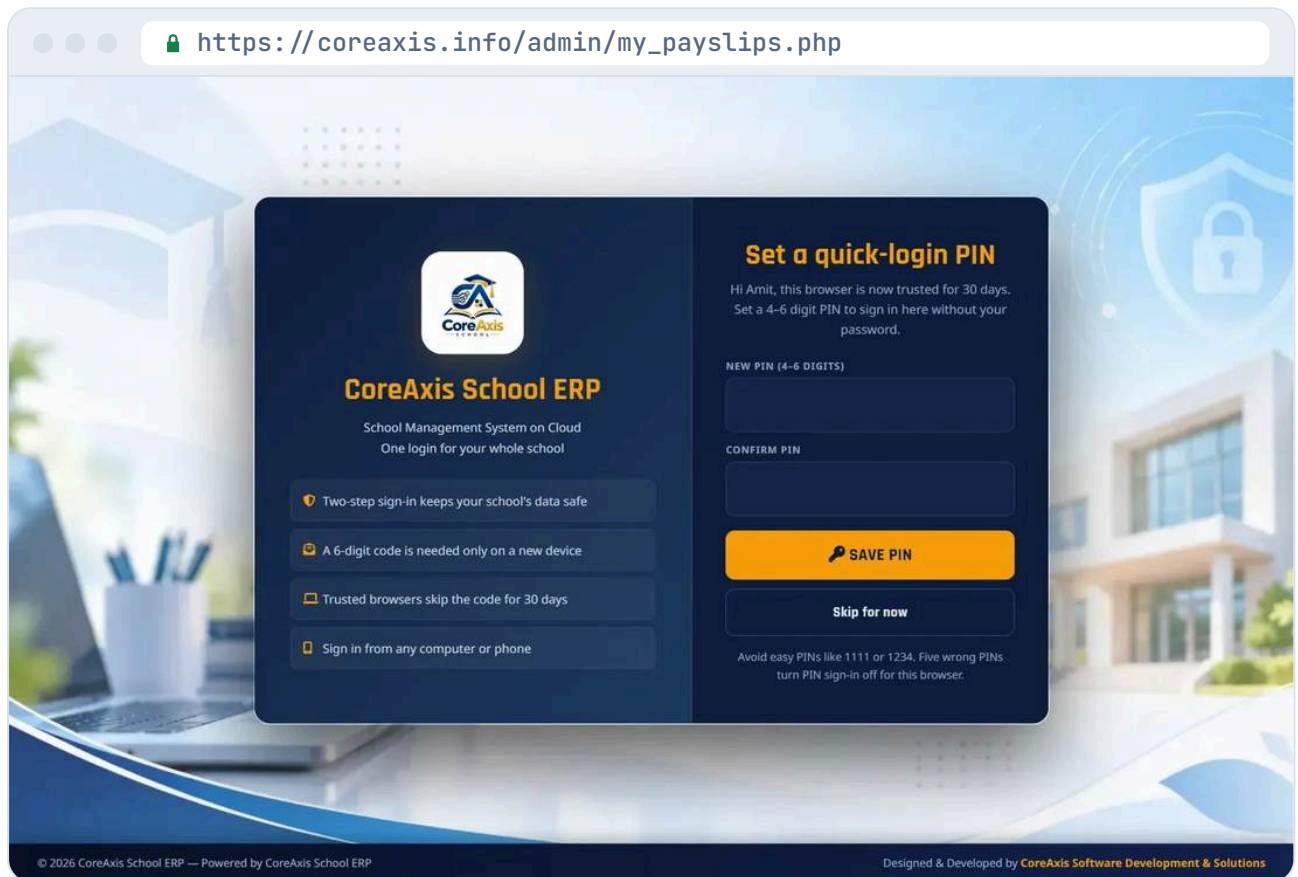
Device	Last used	Trusted until	PIN
Edge on Windows Web browser - verified 28 Oct 2026, 06:58 PM	28 Oct 2026, 06:58 PM	27 Nov 2026	—
Edge on Windows Web browser - verified 28 Oct 2026, 06:51 PM	28 Oct 2026, 06:51 PM	27 Nov 2026	—
Edge on Windows Web browser - verified 28 Oct 2026, 06:48 PM	28 Oct 2026, 06:48 PM	27 Nov 2026	—

Below the table, there is a link: [Set a quick-login PIN for this browser](#).

Trusted devices list.

- 2 Click **Remove** on any device you do not recognise. Click **Sign out of all devices** if you think someone else has your password.

- 3 Click **Set a quick-login PIN for this browser** to choose a 4–6 digit PIN. On this trusted browser you can then sign in with the PIN instead of the password.



Set a quick-login PIN: type it twice and click Save PIN.

- 4 Type the **New PIN** and **Confirm PIN** and click **Save PIN**, or click **Skip for now**.

TIP Avoid easy PINs like 1111 or 1234. Five wrong PINs turn PIN sign-in off for that browser.

Questions

I forgot my password.

Click **Forgot Password?** on the sign-in page, or ask the office (Admin) to reset it from Staff › Staff › Reset Password.

I changed my phone. Do I need a new code?

Yes. A new device asks for the 6-digit email code once, then it is trusted for 30 days.

ROLE GUIDES · CHAPTER 54

Accountant

Accountant

MENU Today (the accountant's home page)

This guide follows Rakesh Agarwal, the accountant of Demo Public School, through a normal working day. It shows what each card on his Today page means, what his menu contains, and in which order he uses the finance screens. Each step points to the module chapter that explains the screen in full (Fee Desk, Cheques / DD, UPI / Bank Claims, Expenses, Finance Ledger, Payroll, Reports).

Accountant Dashboard

Today — Wednesday, 28 Oct 2026
Session 2026-27

Summary Cards:

- ₹13,250 Collected today
- 13 Receipts today
- ₹3,60,085 Outstanding (to October)
- 102 Defaulters

Receipts today

Receipt	Student	Month	Amount
REC001321 28 Oct, 9:39 pm	Aarav Sharma Class VI	—	₹150
REC001320 28 Oct, 7:41 pm	Priyanshu Raj Class II	April - October	₹4,900
REC001319 28 Oct, 7:34 pm	Mishka Jha Class VIII	June	₹700
REC001318 28 Oct, 7:34 pm	Mishka Jha Class VIII	May	₹1,100
REV-REC001316 28 Oct, 7:32 pm	Atharv Chauhan Class IV	September	-₹1,600
REC001317 28 Oct, 7:17 pm	Aanya Kumar Class IV	August - September	₹1,000
REC001316 28 Oct, 7:17 pm	Atharv Chauhan Class IV	September	₹1,600
REC001315 28 Oct, 7:16 pm	Dhruv Srivastava Class V	October	₹900

Highest dues

Student	Class	Amount	Action
Kiaan Anand	Class VIII - DPSDEMO20260139	₹7,700	Collect
Muskan Agarwal	Class VIII - DEMO20260040	₹7,700	Collect
Saanvi Jha	Class VI - DEMO20260008	₹7,100	Collect
Ayush Anand	Class VI - DPSDEMO20260119	₹7,000	Collect
Tanmay Gupta	Class VII - DPSDEMO20260109	₹7,000	Collect
Avni Sinha	Class VII - DEMO20260032	₹7,000	Collect

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Accountant — Demo Public School

The Today page at a glance

The accountant lands on Today after signing in. Everything on it is for the current session (2026-27) and today's date. Click any card to open the screen behind it.

- 1 Read the cards across the top first. They answer: how much came in today, and what is still pending.

Accountant Dashboard

Today — Wednesday, 28 Oct 2026
Session 2026-27

Summary:

- Collected today: ₹13,250
- Receipts today: 13
- Outstanding (to October): ₹3,60,085
- Defaulters: 102

Receipts today

Receipt	Student	Month	Amount
REC001321 28 Oct, 9:39 pm	Aarav Sharma Class VI	—	₹150
REC001320 28 Oct, 7:41 pm	Priyanshu Raj Class II	April - October	₹4,900
REC001319 28 Oct, 7:34 pm	Mishka Jha Class VIII	June	₹700
REC001318 28 Oct, 7:34 pm	Mishka Jha Class VIII	May	₹1,100
REV-REC001316 28 Oct, 7:32 pm	Atharv Chauhan Class IV	September	-₹1,600
REC001317 28 Oct, 7:17 pm	Aanya Kumar Class IV	August - September	₹1,000
REC001316 28 Oct, 7:17 pm	Atharv Chauhan Class IV	September	₹1,600
REC001315 28 Oct, 7:16 pm	Dhruv Srivastava Class V	October	₹900

Highest dues

Student	Class	Amount	Action
Kiaan Anand	Class VIII - DPSDEMO20260139	₹7,700	Collect
Muskan Agarwal	Class VIII - DEMO20260040	₹7,700	Collect
Saanvi Jha	Class VI - DEMO20260008	₹7,100	Collect
Ayush Anand	Class VI - DPSDEMO20260119	₹7,000	Collect
Tanmay Gupta	Class VI - DPSDEMO20260109	₹7,000	Collect
Avni Sinha	Class VII - DEMO20260032	₹7,000	Collect

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Rakesh Agarwal's Today page on 28 Oct 2026: ₹13,250 collected in 13 receipts, ₹3,60,085 outstanding, 102 defaulters.

- 2 Read **Receipts today**. A receipt that covers several months shows the range in **Month**, for example **August – October** for Harshit Kashyap's ₹2,000.

Accountant Dashboard

Search students, receipts, expenses, ...

Summary:

- ₹13,250 Collected today
- 13 Receipts today
- ₹3,60,085 Outstanding (to October)
- 102 Defaulters

Receipts today

Receipt	Student	Month	Amount
REC001321 28 Oct, 9:39 pm	Aarav Sharma Class VI	—	₹150
REC001320 28 Oct, 7:41 pm	Priyanshu Raj Class II	April – October	₹4,900
REC001319 28 Oct, 7:34 pm	Mishka Jha Class VIII	June	₹700
REC001318 28 Oct, 7:34 pm	Mishka Jha Class VIII	May	₹1,100
REV-REC001316 28 Oct, 7:32 pm	Atharv Chauhan Class IV	September	–₹1,600
REC001317 28 Oct, 7:17 pm	Aanya Kumar Class IV	August – September	₹1,000
REC001316 28 Oct, 7:17 pm	Atharv Chauhan Class IV	September	₹1,600
REC001315 28 Oct, 7:16 pm	Dhruv Srivastava Class V	October	₹900
REC001314 28 Oct, 7:14 pm	Harshit Kashyap Class III	August – October	₹2,000
REC000550 28 Oct, 6:44 pm	Rudransh Pandey Class VII	October	₹900

Highest dues

Student	Amount	Action
Kiaan Anand Class VIII - DPSDEMO20260139	₹7,700	Collect
Muskan Agarwal Class VIII - DEMO20260040	₹7,700	Collect
Saanvi Jha Class VIII - DEMO20260008	₹7,100	Collect
Ayush Anand Class VI - DPSDEMO20260119	₹7,000	Collect
Tanmay Gupta Class VI - DPSDEMO20260109	₹7,000	Collect
Avni Sinha Class VII - DEMO20260032	₹7,000	Collect

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Receipts today: REC001314 covers August – October; a reversed cheque shows in red as –₹1,600.

3 Scroll down to **Finance summary** for the month and the session totals.

The screenshot shows the Accountant Dashboard for Demo Public School. The dashboard includes a sidebar with navigation options and a main area with a summary of today's transactions and a list of highest dues.

Today — Wednesday, 28 Oct 2026
Session 2026-27

Collect fee (button, top right)

Collected today: ₹13,250

Receipts today: 13

Outstanding (to October): ₹3,60,085

Defaulters: 102

Receipts today (Table):

Receipt	Student	Month	Amount
REC001321	Aarav Sharma Class VI	—	₹150
REC001320	Priyanshu Raj Class II	April – October	₹4,900
REC001319	Mishka Jha Class VIII	June	₹700
REC001318	Mishka Jha Class VIII	May	₹1,100
REV-REC001316	Atharv Chauhan Class IV	September	₹1,600
REC001317	Aanya Kumar Class IV	August – September	₹1,000
REC001316	Atharv Chauhan Class IV	September	₹1,600
REC001315	Dhruv Srivastava Class V	October	₹900

Highest dues (Table):

Student	Amount	Action
Kiaan Anand Class VIII - DPSEMO20260139	₹7,700	Collect
Muskan Agarwal Class VIII - DEMO20260040	₹7,700	Collect
Saanvi Jha Class VI - DEMO20260008	₹7,100	Collect
Ayush Anand Class VI - DPSEMO20260119	₹7,000	Collect
Tanmay Gupta Class VI - DPSEMO20260109	₹7,000	Collect
Avni Sinha Class VII - DEMO20260032	₹7,000	Collect

Finance summary: fees this month ₹3,63,300, expenses + salary ₹2,47,110, fees this session ₹10,07,050, session net –₹4,70,090.

Collect fee (button, top right)

Opens the Fee Desk with the cursor in the student search. The fastest way to start a receipt.

Collected today

Total of all fee receipts made today, in every mode (Cash, UPI / online, Cheque). Opens the Fee Desk.

Receipts today

Number of receipts made today by anyone in the office. Opens the Fee Desk.

Outstanding (to October)

Fees billed up to the current month and not yet paid, for all active students. Opens Fee Dues.

Defaulters

Number of students with any amount due up to the current month. Opens Fee Dues.

Cheques / DD pending clearance

Shown when cheques are waiting: count and amount of cheque / DD receipts the bank has not yet cleared (for example 2 · ₹4,000). Opens Cheques / DD.

Receipts today (panel)	Today's receipts, newest first: receipt number and time, student and class, month paid (or the range, such as August – October, when one payment covers several months), amount. The printer icon reprints the receipt. All receipts opens the Fee Desk list.
Highest dues (panel)	The six students with the largest dues, with admission number and amount. Collect opens the Fee Desk with that student already loaded. Defaulters opens Fee Dues.
Finance summary (panel)	Fees this month; Expenses + salary this month; Fees this session (2026-27); Session net (after expenses + salary). A minus session net (for example –₹4,70,090) means more has been spent than collected so far this session. Reports opens Reports & Analytics.
Top bar	Search (Ctrl + G) finds students, receipts and expenses from any page. The bell shows notifications. Online shows the connection. Install app adds CoreAxis to the computer or phone. Your name opens My Profile; the last icon signs you out.

The accountant's menu

The accountant sees only finance and document screens. Academic and staff-management screens are not in this menu.

- 1 Open **Documents** and **Me** in the left menu to see the grouped items. The menu remembers which groups you opened.

The screenshot shows the Accountant Dashboard for Demo Public School. The left sidebar contains the 'Accountant menu' and 'DOCUMENTS' and 'ME' sections. The main dashboard area displays a summary of today's transactions (Wednesday, 28 Oct 2026) and a list of receipts and highest dues.

Receipt	Student	Month	Amount
REC001317	Aanya Kumar Class IV	August	₹1,000
REC001316	Atharv Chauhan Class IV	September	₹1,600
REC001315	Dhruv Srivastava Class V	October	₹900
REC001314	Harshit Kashyap Class III	August	₹2,000
REC000550	Rudransh Pandey Class VII	October	₹900
REC001312	Parth Mehta Class Play	October	₹400
REC000542	Vihaan Tiwari Class Play	October	₹400

The full accountant menu with the Me group open.

Today	This home page.
Fee Desk	Collect fees and print receipts. See the Fee Desk chapter.
Fee Dues	Who owes what, month-wise; reminders. See the Fee Dues chapter.
Concessions	Scholarships, staff-ward and sibling concessions. Accountants can add a concession; only Admin / Principal approve it. See the Concessions chapter.
Cheques / DD	Mark cheques Cleared or Bounced. See the Cheques / DD chapter.
UPI / Bank Claims	Payments parents made straight to the school's UPI ID or bank account and reported from the portal. See the UPI / Bank Claims chapter.

Fee Structure	Class-wise fee heads and amounts (view; changes are made by Admin / Principal).
Students	Student list with quick links to collect fee and view dues.
Expenses	Record bills and payments made by the school. See the Expenses chapter.
School Store	Sell uniforms, books and other store items (shown only when the school has the Store add-on).
Payroll	Monthly salary of all staff. See the Payroll chapter.
Finance Ledger	Overview, Cash Book, Bank Book, Ledger and Income & Expenditure. See the Finance Ledger chapter.
Reports	Collection charts and class-wise totals. See the Reports chapter.
Documents › TC / Certificates, Document Register	The accountant checks fee clearance before a TC is issued and can see every document issued.
Me › My Payslips, My Attendance, My Leaves, Holidays, My Profile	The accountant's own salary slips, attendance, leave applications, the holiday list and profile. See the My Account chapter.

Morning: collect fees at the counter (example: Kiaan Anand, Class VIII, dues ₹7,700)

Most of the morning goes on the counter. Parents come with cash, show a UPI payment, or hand over a cheque.

- 1 On **Today**, look at **Highest dues**. Kiaan Anand of Class VIII owes ₹7,700.

- 2 Click **Collect** next to his name. (For any other student, click **Collect fee** at the top and search by name or admission number.)

The screenshot displays the 'Accountant Dashboard' for Demo Public School. The dashboard includes a sidebar with navigation options like Fee Desk, Fee Dues, Concessions, Cheques / DD, UPI / Bank Claims, Fee Structure, Students, Expenses, School Store, Payroll, Finance Ledger, Reports, Documents, and ME. The main content area shows a summary of today's transactions (Wednesday, 28 Oct 2026) with metrics for collected amount (₹8,000), receipts (9), outstanding (₹350,650), defaulters (99), and pending clearance (₹4,000). Below this, there's a 'Receipts today' table and a 'Highest dues' section. The 'Highest dues' section lists students with their respective dues and a 'Collect' button next to each name.

Receipt	Student	Month	Amount
REC001317 28 Oct, 7:17 pm	Aanya Kumar Class IV	August	₹1,000
REC001316 28 Oct, 7:17 pm	Atharv Chauhan Class IV	September	₹1,600
REC001315 28 Oct, 7:16 pm	Dhruv Srivastava Class V	October	₹900
REC001314 28 Oct, 7:14 pm	Harshit Kashyap Class III	August	₹2,000
REC000550 28 Oct, 6:44 pm	Rudransh Pandey Class VII	October	₹900
REC001312 28 Oct, 1:38 pm	Parth Mehta Class Play	October	₹400
REC000542 28 Oct, 1:38 pm	Vihaan Tiwari Class Play	October	₹400

Student	Dues	Action
Kiaan Anand Class VIII - DPSDEMO20260139	₹7,700	Collect
Muskan Agarwal Class VIII - DEMO20260040	₹7,700	Collect
Ayush Anand Class VI - DPSDEMO20260119	₹7,000	Collect
Saanvi Jha Class VI - DEMO20260008	₹7,000	Collect
Tanmay Gupta Class VI - DPSDEMO20260109	₹7,000	Collect
Avni Sinha Class VII - DEMO20260032	₹7,000	Collect

Collect opens the Fee Desk with the student already loaded.

- 3 On the Fee Desk, check the student card: **Billed, Paid, Balance** and the outstanding months.

The screenshot shows the 'Fee Collection' dashboard for a student named Kiaan Anand. The interface includes a sidebar with navigation options like 'Today', 'Fee Desk', 'Fee Dues', 'Concessions', 'Cheques / DD', 'UPI / Bank Claims', 'Fee Structure', 'Students', 'Expenses', 'School Store', 'Payroll', 'Finance Ledger', 'Reports', 'DOCUMENTS', and 'ME'. The main content area displays the student's fee details, including the fee head (Tuition Fee ₹800), month (April), amount (₹7,700), and payment mode (Cash). It also shows a summary of billed, paid, and balance amounts, and a list of outstanding months (April to October) with their respective amounts. A 'Collect fee' button is visible. Below this, there is a 'Recent Collections' table showing recent transactions.

Receipt No	Student	Class	Month	Amount	Mode	Date	Action
REC001317	Aanya Kumar DPSDEMO20260088	IV	August	₹1,000.00	Cash	28 Oct 2026	
REC001316	Atharv Chauhan DEMO20260017	IV	September	₹1,600.00	Cheque	28 Oct 2026	
REC001315	Dhruv Srivastava DEMO20260025	V	October	₹900.00	Online	28 Oct 2026	

Kiaan Anand on the Fee Desk: ₹7,700 due for April to October.

- 4 Tap one month chip (for example **April · ₹1,100**) or keep **All**, and check **Amount (₹)**.
- 5 Choose the **Payment mode** (Cash, UPI / Online, Cheque) and add a note in **Remarks** if needed (UTR or cheque details).
- 6 Click **Collect ... & generate receipt**, confirm in the popup, and print or share the receipt.

TIP Press Ctrl + G on any page and type a name, admission number or receipt number to jump straight to it.

TIP A cheque receipt counts as paid at once and prints "Subject to realisation". It then waits on Cheques / DD until the bank clears it.

Mid-morning: clear the cheques the bank has passed

When the bank statement or passbook shows that a cheque has been credited, mark it Cleared. If the bank returns it, mark it Bounced.

- 1 Click the **Cheques / DD pending clearance** card on Today, or **Cheques / DD** in the menu.
- 2 On the **Pending** tab, find the cheque by number (example: Cheque 482115, Ishaan Kumar, State Bank of India, ₹2,400).

https://coreaxis.info/accountant/dashboard.php

Cheques / DD

Home > Finance > Cheques / DD

WAITING FOR THE BANK
2
₹4,000 not yet cleared

PENDING 7+ DAYS
0
None overdue

CLEARED THIS MONTH
₹2,400
1 cheque

BOUNCED THIS MONTH
1
₹2,400 reversed

A cheque / DD receipt counts as paid as soon as it is made and is printed "Subject to realisation". When the bank returns it, mark it **Bounced**: the receipt is reversed, the months fall due again (late fee too) and a bounce charge (₹500 by default — [change](#)) is added to the dues.

Pending 2 Cleared Bounced All

Search students, receipts, expenses, ... Ctrl+G

Online Install app Rakesh Agarwal

Search Cheque no., student, receipt, bank Search 2 shown

RECEIVED	STUDENT	CHEQUE / DD	BANK	AMOUNT	RECEIPT	STATUS	ACTIONS
28 Oct 2026 0 days	Atharv Chauhan DEMO20260017 - Class IV-A	Cheque 517342 dated 28 Oct 2026	Punjab National Bank	₹1,600.00	REC001316	Pending	<div>Mark each cheque</div> <div>Cleared Bounced</div>
22 Oct 2026 6 days	Ishaan Kumar DEMO20260013 - Class IV-A	Cheque 482115 dated 22 Oct 2026	State Bank of India	₹2,400.00	REC000544 +3	Pending	<div>Mark each cheque</div> <div>Cleared Bounced</div>

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Two cheques waiting for the bank. Use Cleared or Bounced on each row.

- 3 Click **Cleared** when the bank has credited the money, and confirm.
- 4 Click **Bounced** only when the bank returns the cheque. The receipt is reversed, the months fall due again and a bounce charge is added. See the Cheques / DD chapter before doing this.

IMPORTANT Bounced reverses the receipt and adds a bounce charge to the student's dues. Check the bank's return memo before you click it.

Late morning: verify UPI / bank-transfer claims from parents

Parents who pay straight to the school's UPI ID (demopublicschool@sbi) or bank account send the UTR number from the portal or the app. No receipt is made until the office checks the money has arrived.

- 1 Open **UPI / Bank Claims**. The **Waiting** tab lists the oldest claim first.

- 2 Open the school's bank statement or UPI app and match each **UTR / Reference** and **Amount** (example: Kiara Ranjan, UTR 430219878566, ₹1,600). Click **Screenshot** to see the parent's proof.

The screenshot shows the 'UPI / Bank Claims' dashboard for Rakesh Agarwal, Accountant. The dashboard includes a sidebar with navigation options like Today, Fee Desk, Fee Dues, Concessions, Cheques / DD, UPI / Bank Claims, Fee Structure, Students, Expenses, School Store, Payroll, Finance Ledger, Reports, DOCUMENTS, and ME. The main content area displays a summary of claims: 3 waiting to verify (₹5,400 claimed), 0 waiting 2+ days, ₹900 verified this month (1 receipt made), and 0 rejected. Below this is a table of claims with columns for SENT, STUDENT, PAID BY, UTR / REFERENCE, AMOUNT, and STATUS. The table lists three claims: Kiara Ranjan (₹1,600.00), Om Anand (₹2,000.00), and Mishka Jha (₹1,800.00). Each claim has a 'Verify' button and a 'Reject' button. A tooltip says 'Verify after matching the UTR'.

SENT	STUDENT	PAID BY	UTR / REFERENCE	AMOUNT	STATUS
26 Oct, 07:42 PM	Kiara Ranjan DEMO20260102 · Class VIII-A	UPI on 26 Oct 2026	430219878566 Screenshot	₹1,600.00	Waiting
27 Oct, 07:41 PM	Om Anand DEMO20260103 · Class VIII-A	UPI on 27 Oct 2026	430219877553	₹2,000.00	Waiting
28 Oct, 07:40 PM	Mishka Jha DEMO20260104 · Class VIII-A	UPI on 28 Oct 2026	430219876540 Screenshot "Paid for October and November"	₹1,800.00	Waiting

Three claims waiting. Verify only after the UTR is found in the bank statement.

- 3 Click **Verify** when the money is in the account. The receipt is made and the parent sees it in the portal.
- 4 Click **Reject** (with a reason) when no matching credit is found. The parent sees the reason.

TIP Claims older than two **Waiting** card. Parents expect a receipt within
days show in the **2+ days** one or two working days.

Afternoon: record the day's expenses (example:

a stationery bill from Gupta Book Depot)

- 1 Open **Expenses**. The cards show this month's spending, the change against last month and the biggest head.

The screenshot displays the 'Expenses' dashboard for October 2026. The top section shows summary cards: 'SPENT IN OCT 2026' (₹47,180, 7 bills), 'VS SEP' (-12%, ₹53,400 last month), 'BIGGEST HEAD' (Bus Diesel, ₹16,740 - 35% of the month), and 'SESSION 2026-27' (₹3,73,110). Below these is a table of bills for October 2026, totaling ₹47,180.00. The table includes columns for Date, Head, Paid To, Mode, Amount, and Actions. The bills listed are: Sports Equipment (₹5,540.00), Printing (₹2,900.00), Housekeeping (₹9,450.00), Internet & Phone (₹2,310.00), Bus Diesel (₹16,740.00), Stationery (₹4,120.00), and Electricity Bill (₹6,120.00). To the right, a 'By head' summary shows the breakdown of expenses by category. At the bottom right, a 'Last 6 months' bar chart shows the trend of expenses from August to October 2026.

DATE	HEAD	PAID TO	MODE	AMOUNT	ACTIONS
18 Oct	Sports Equipment	Khel Bhandar	Cash	₹5,540.00	
16 Oct	Printing	Patna Offset Printers	Cash	₹2,900.00	
14 Oct	Housekeeping	Clean Bihar Services	Cash	₹9,450.00	
12 Oct	Internet & Phone	Airtel Business	Online	₹2,310.00	
10 Oct	Bus Diesel	Indian Oil — Bailey Road	Online	₹16,740.00	
06 Oct	Stationery	Gupta Book Depot	Cash	₹4,120.00	
04 Oct	Electricity Bill	North Bihar Power Distribution Co.	Online	₹6,120.00	

Expenses for October 2026. Add expense is at the top right.

- 2 Click **Add expense** and fill **Expense head** (Stationery), **Amount (₹)** (₹1,850), **Date**, **Paid to** (Gupta Book Depot), **Payment mode** (Cash) and a short **Description** ("Registers and chalk for October").
- 3 Save and confirm. Cash expenses reduce the Cash Book; online and cheque payments reduce the Bank Book.

Day end: check the cash in hand against the Cash Book

Before closing the counter, count the cash and compare it with what the system says was received in cash today.

- 1 Open **Finance Ledger**.
- 2 Click **Today** in the period bar, then the **Cash Book** tab.

- 3 Read **Received** (fees taken in cash), **Paid out** (cash expenses and salary) and **Net for the period**. On 28 Oct 2026 cash received was ₹3,800 from four receipts, with nothing paid out.

https://coreaxis.info/accountant/dashboard.php

Finance Ledger

Home > Finance > Ledger

Today This week This month Last month This session 28-10-2026 to 28-10-2026 Apply

Overview Cash Book Bank Book Ledger Income & Expenditure

RECEIVED ₹3,800
Fees taken in cash

PAID OUT ₹0
Expenses and salary

NET FOR THE PERIOD ₹3,800
Received - paid out

Search narration, receipt, mode... All Received Paid out 4 entries

DATE	PARTICULARS	REF.	TYPE	RECEIVED	PAID OUT	RUNNING
28 Oct 2026	Fee - General — Advik Pandey (DEMO20260041)	REC000537	Receipt	₹400.00		₹400.00
28 Oct 2026	Fee - General — Laksh Tiwari (DPSDEMO20260001)	REC001307	Receipt	₹400.00		₹800.00
28 Oct 2026	Fee - Tuition Fee — Harshit Kashyap (DPSDEMO20260073)	REC001314	Receipt	₹2,000.00		₹2,800.00
28 Oct 2026	Fee - Tuition Fee — Aanya Kumar (DPSDEMO20260088)	REC001317	Receipt	₹1,000.00		₹3,800.00
Total for 28 Oct 2026 – 28 Oct 2026				₹3,800.00	₹0.00	₹3,800.00

4 shown

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Cash Book for today: four cash receipts, running balance ₹3,800.

- 4 Count the cash in the drawer. It should equal the opening cash plus **Net for the period**.
- 5 If it does not match, look down the list for a receipt marked Cash that was actually paid by UPI, or a cash expense that was not entered.
- 6 Click **Print** to keep a signed copy of the day's Cash Book with the cash.

TIP UPI and cheque receipts are not in the Cash Book; they are in the Bank Book tab. The Collected today card is the total of all modes.

Month end: pay salaries (example: October 2026 payroll)

After the last working day of the month, the accountant pays each staff member from Payroll. Payroll uses the month's staff attendance and approved leave.

- 1 Open **Payroll**. The month selector shows **This month** (October 2026).

The screenshot shows the 'Salary / Payroll' section of the CoreAxis School ERP dashboard. The month selector is set to 'This month' (October 2026). The summary shows a total payable of ₹1,67,670 for 9 staff members, with ₹0 already paid. The table below lists the staff members and their payroll details.

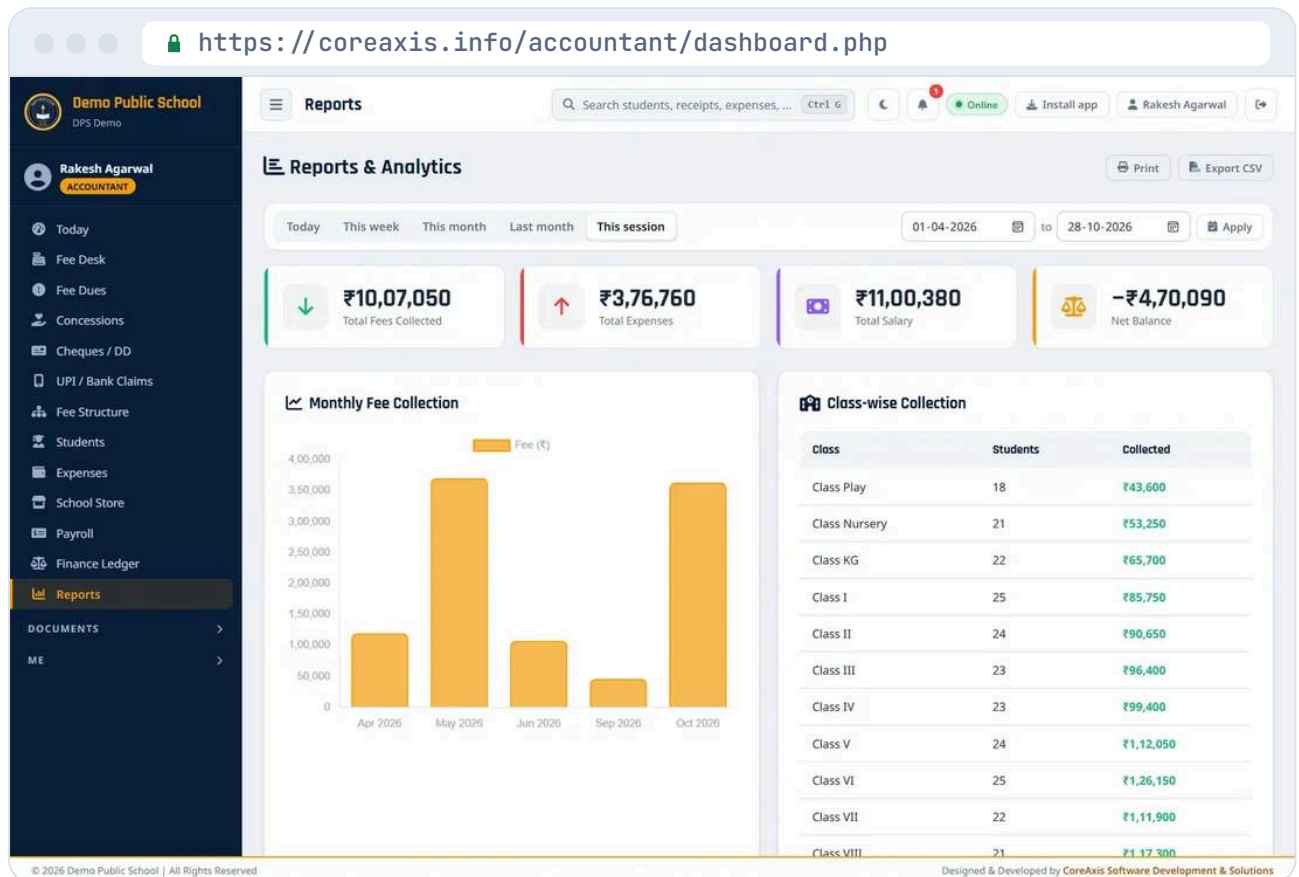
STAFF	ATTENDANCE	GROSS	EARNED	DEDUCTIONS	NET PAY	STATUS	ACTIONS
A Administrator Administrator - DPSDEMO-EMP0005	24/26 days L 2	₹15,600	₹14,400	-₹1,320	₹13,080	To pay	Pay
S Satyajeet Kr. Singh Principal / Director - DPSDEMO-EMP0006	26/26 days	₹42,900	₹42,900	-₹4,640	₹38,260	To pay	Pay
A Amit Kumar Mishra Teacher - DPSDEMO-EMP0007	23/26 days A 1 L 2	₹22,100	₹19,550	-₹1,920	₹17,630	To pay	Pay
A Anjali Singh TGT Teacher - DPSDEMO-EMP0010	25/26 days A 1	₹20,800	₹20,000	-₹1,800	₹18,200	To pay	Pay
M Mohd. Imran Khan TGT Teacher - DPSDEMO-EMP0012	23/26 days A 2 L 1	₹20,150	₹17,825	-₹1,740	₹16,085	To pay	Pay
P Priya Kumari Jha TGT Teacher - DPSDEMO-EMP0014	—	Not set	—	—	—	Salary not set	Set salary
R Rajesh Kumar Verma TGT Teacher - DPSDEMO-EMP0011	23/26 days A 2 L 1	₹21,450	₹18,975	-₹1,860	₹17,115	To pay	Pay
Sunita Sharma	23/26 days						

October 2026 payroll: ₹1,67,670 to pay for 9 staff; 1 staff member has no salary set.

- 2 Check the **Attendance** column for each person (for example Amit Kumar Mishra: 23/26 days, A 1, L 2).
- 3 If a row says **Salary not set**, click **Set salary** first (Priya Kumari Jha in the example).
- 4 Click **Pay** on a row, check the net amount and mode, and confirm. The status changes to Paid and a payslip is made.
- 5 Repeat for each staff member, then open **Salary ledger** to check the month's total.

Reports and your own pages

- 1 Open **Reports** for total fees, expenses, salary and the net balance, the monthly collection chart and class-wise collection. It opens on the session; pick another period (for example **Last month**) and click **Export CSV** for an Excel file, or **Print** for a copy.



Reports & Analytics for the 2026-27 session.

- 2 Open **Me > My Payslips** to view or download your own payslip for any month. The newest month is at the top.

The screenshot displays the 'My Payslips' page for Rakesh Agarwal, an accountant at Demo Public School. The page shows a summary of the salary for September 2026, with a net pay of ₹16,640.00, gross pay of ₹18,200.00, and deductions of ₹1,560.00. Below the summary is a table listing the payslips for the months of April 2026 to September 2026, all marked as 'Paid'.

MONTH	GROSS	DEDUCTIONS	NET PAY	STATUS	PAYSLIP
September 2026	₹18,200.00	₹1,560.00	₹16,640.00	Paid 03 Oct 2026	View Download
August 2026	₹18,200.00	₹1,560.00	₹16,640.00	Paid 03 Sep 2026	View Download
July 2026	₹18,200.00	₹1,560.00	₹16,640.00	Paid 03 Aug 2026	View Download
June 2026	₹18,200.00	₹1,560.00	₹16,640.00	Paid 03 Jul 2026	View Download
May 2026	₹18,200.00	₹1,560.00	₹16,640.00	Paid 03 Jun 2026	View Download
April 2026	₹18,200.00	₹1,560.00	₹16,640.00	Paid 03 May 2026	View Download

Rakesh Agarwal's payslips, newest first (September, August, July ...), each with a view and a download button.

Daily checklist

Start of day	Today page: note Outstanding, Defaulters and Cheques pending.
Counter	Fee Desk: one receipt per payment; print or share every receipt.
After the bank update	Cheques / DD: mark Cleared (or Bounced).
Twice a day	UPI / Bank Claims: verify or reject each waiting claim.
As bills arrive	Expenses: add each bill the same day.
Closing	Finance Ledger > Today > Cash Book: match cash in hand, print.
Month end	Payroll: pay all staff; Fee Dues: send reminders to defaulters.

Questions

Collected today and the Cash Book show different amounts. Which is right?

Both. Collected today counts every mode (cash, UPI / online, cheque). The Cash Book shows only cash. Online and cheque money is in the Bank Book.

Can the accountant approve a concession?

No. The accountant can enter a concession request; the Principal or Administrator approves it on Concessions > Approvals.

A parent says they paid by UPI but there is no claim.

Ask them to send the UTR from the portal (Fees > Pay by UPI / bank transfer > I have paid — next). Or, if you can see the credit in the bank, collect it on the Fee Desk with mode UPI and the UTR in Remarks.

The session net on Today is negative. Is something wrong?

Not necessarily. It is fees collected this session minus expenses and salary paid this session. Early in the session, or after large purchases, it can be below zero.

ROLE GUIDES · CHAPTER 55

Teacher

Teacher

MENU Today (the teacher's home page)

This guide follows Amit Kumar Mishra, Mathematics teacher and class teacher of Class VI-A at Demo Public School. A teacher sees only his own classes: he marks attendance and makes report cards for his class, enters marks and gives homework for the classes he teaches, and handles his own leave and substitutions. Each section points to the module chapter that explains the screen in full (Attendance, Marks Entry, Homework, Timetable, Notices, Library, Leave, My Account).

The screenshot displays the Teacher Dashboard for Amit Kumar Mishra, a Mathematics teacher at Demo Public School. The dashboard is accessed via the URL <https://coreaxis.info/teacher/dashboard.php>. The interface includes a sidebar with navigation options: Today, MY CLASS, Marks, Homework, Timetable, Notices, CARDS & CERTIFICATES, LIBRARY & ACTIVITIES, and ME. The main content area shows the following sections:

- My class attendance:** Displays attendance for Class VI, marked today (21 present of 25). A 'Review' button is available.
- Today's timetable:** Shows the schedule for today (Wednesday, 28 Oct 2026). The timetable includes:
 - 1. Mathematics - Class VI (8:00 - 8:40)
 - 2. Mathematics - Class VI (8:40 - 9:20)
- Homework due:** Lists due homework for Class VI, including Exercise 6.1 (Integers) with a due date of 30 Oct. An '+ Assign' button is present.
- My leave - 2026-27:** Shows leave status for the current year:
 - 14 CL available (2 pending)
 - 30 EL available
 - 20 HPL available
 - 15 PAT available
 A note indicates '1 application awaiting a decision'.
- Notices:** Lists school notices, including 'Staff meeting — syllabus review' (23 Oct 2026) and 'Half-Yearly Examination results declared' (21 Oct 2026). An 'All' button is available.
- My substitutions today:** Shows no substitution periods for today.

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Teacher — Demo Public School

The Today page at a glance

- After signing in, the teacher lands on **Today**. Read it top to bottom before the first period.

The screenshot displays the 'Today' page of the Teacher Dashboard for Wednesday, 28 Oct 2026. The page is divided into several sections:

- My class attendance:** Shows 'Class VI' with 'Marked today · 21 present of 25'. A 'Review' button is present.
- Today's timetable:** Lists two periods for Class VI: Period 1 (Mathematics, 8:00 - 8:40) and Period 2 (Mathematics, 8:40 - 9:20). A 'Week' button is available.
- Homework due:** Shows 'Mathematics · Class VI' with 'Exercise 6.1 (Integers): solve questions 1 to 10 in the homework note...'. An '+ Assign' button is present.
- My leave · 2026-27:** Displays leave balances: 14 CL available (2 pending), 30 EL available, 20 HPL available, and 15 PAT available. An 'Apply' button is present. A note indicates '1 application awaiting a decision'.
- Notices:** Lists two notices: 'Staff meeting — syllabus review' (23 Oct 2026) and 'Half-Yearly Examination results declared' (21 Oct 2026). An 'All' button is present.
- My substitutions today:** Shows 'No substitution periods for you today.' An 'All' button is present.

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Amit Kumar Mishra's Today page on Wednesday, 28 Oct 2026.

My class attendance

Whether today's attendance for your class is saved, and how many are present ("Marked today · 21 present of 25"). If it is not yet marked, the card says so. **Review** opens the attendance register for today.

Today's timetable

Your periods today with subject, class and time (Period 1 and 2: Mathematics, Class VI). **Week** opens the full timetable.

Homework due

Homework you gave that is due in the next 7 days, with the due date. **Assign** opens the homework form.

My leave · 2026-27

Leave balance by type (CL, EL, HPL, PAT) and how many applications are awaiting a decision. **Apply** opens My Leaves.

Notices

The latest notices for teachers and for everyone. **All** opens the Notice Board.

My substitutions today

Periods you must take today for an absent colleague, if the office has arranged any. **All** opens My Substitutions.

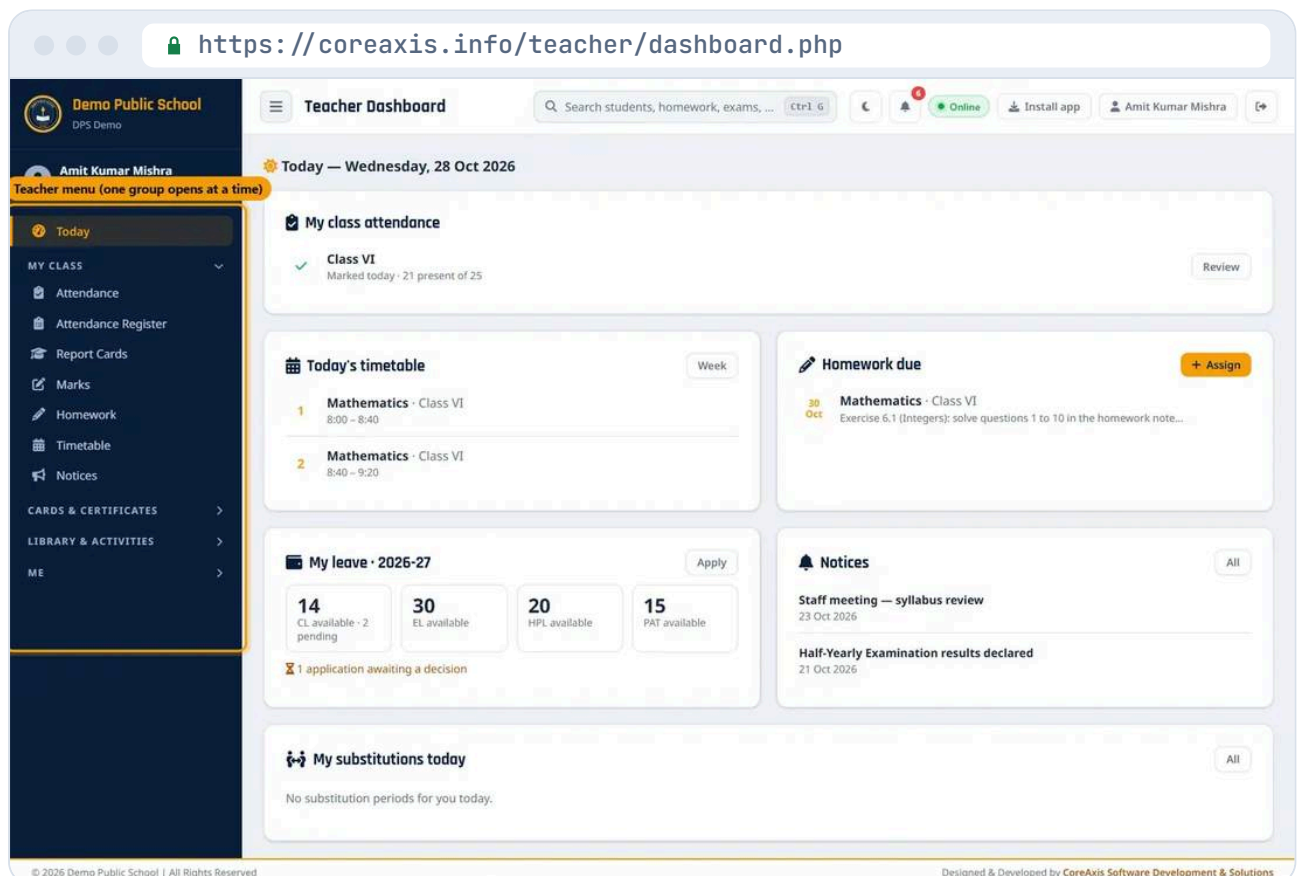
Top bar

Search (Ctrl + G) finds students, homework and exams of your classes. The bell shows notifications. Your name opens My Profile; the last icon signs you out.

The teacher's menu

Groups open one at a time. Click a group name (My Class, Cards & Certificates, Library & Activities, Me) to open it.

- 1 Open **My Class** to see the class-teacher screens.



The teacher menu with My Class open.

My Class › Attendance

Mark daily attendance for your class. See the Attendance chapter.

My Class › Attendance Register

Month-wise register of your class (P / A / L for each day), printable.

My Class › Report Cards

Generate and print report cards for your class.

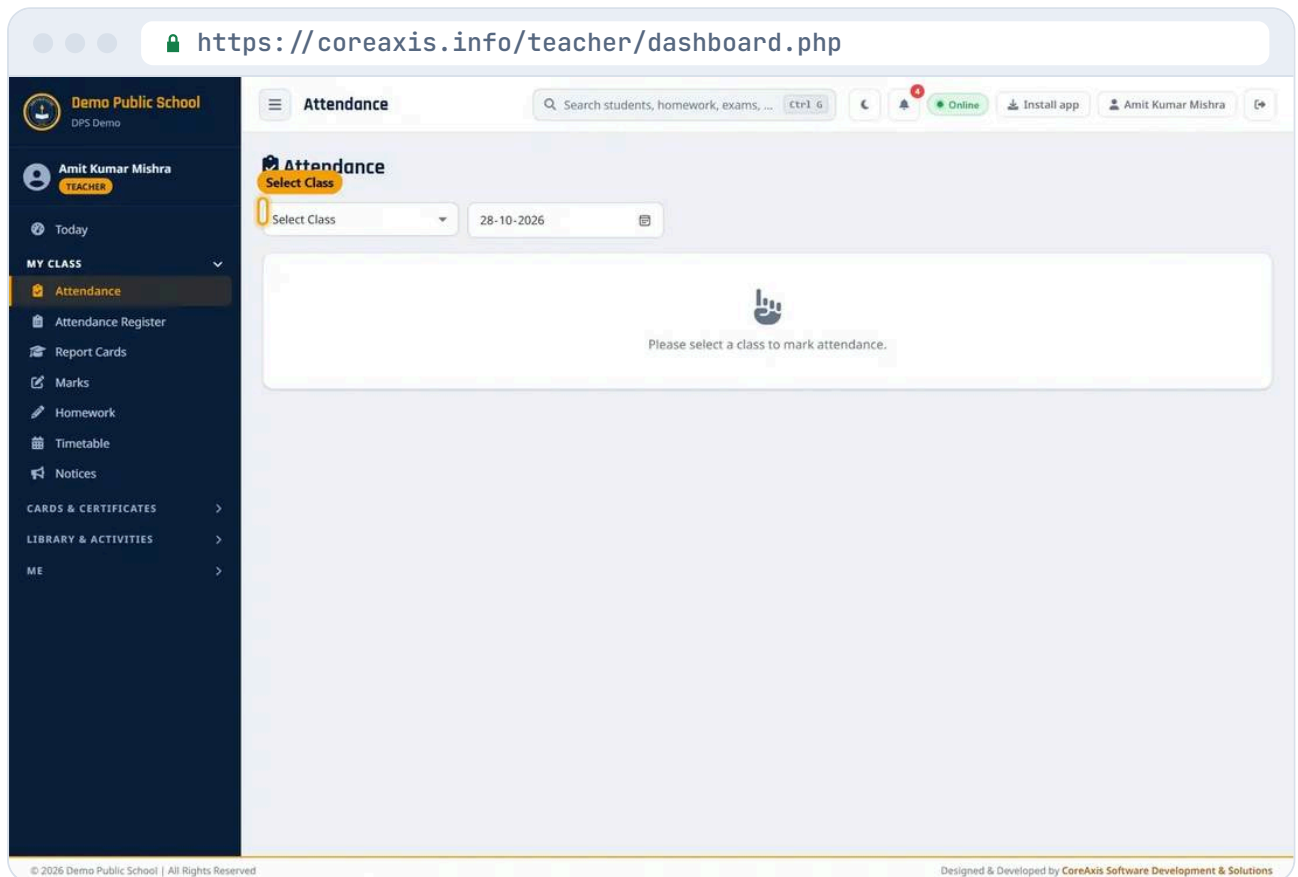
Marks	Exams of your class: create a class test, assign subjects, enter marks. See the Marks Entry chapter.
Homework	Give, edit and delete homework. See the Homework chapter.
Timetable	Week timetable of any class; you can edit only your own class. See the Timetable chapter.
Notices	Read notices and post a new notice. See the Notices chapter.
Cards & Certificates › Student ID Cards, Admit Cards, Exam Certificates	Print ID cards, admit cards and exam certificates for your class.
Library & Activities › Library Desk, Competitions	Issue and return library books; record competitions and winners. See the Library chapter.
Me › My Payslips, My Attendance, My Substitutions, My Leaves, Holidays, My Profile	Your own salary slips, attendance, substitution periods, leave applications, the holiday list and profile. See the Leave and My Account chapters.

First period: mark today's attendance for Class VI-A

Attendance is marked once a day, in the first period. You can open it again later the same day to change a mark (for example, a student who went home with a leave note).

- 1 Click **My Class › Attendance**, or **Review** on the Today page.

- 2 Choose **Class VI** in the class box. The date is today; you can pick an earlier date to correct it.



Select your class. Only your own classes are listed.

- 3 If the green **Saved** bar shows, attendance is already recorded today; you can still change marks. If it says **Not saved yet**, click **Mark all present** first.

Attendance

Class VI 28-10-2026

Already saved today 28 Oct 2026

✓ **Saved** · last change 28 Oct, 7:27 pm · marked by Amit Kumar Mishra. You can change marks and save again.

✓ Mark all present × Mark all absent

#	Name	Roll	Attendance	This month
1	Aarav Sharma	1	P A L X	P 19 A 3
2	Ananya Pandey	2	P A L X	P 22 A 0
3	Vivaan Prasad	3	P A L X	P 22 A 2
4	Diya Verma	4	P A L X	P 22 A 0
5	Aditya Srivastava	5	P A L X	P 23 A 1
6	Aadhya Choudhary	6	P A L X	P 23 A 0
7	Arjun Gupta	7	P A L X	P 22 A 0

Present 22 Absent 0 Leave 3 Not marked 0

Save attendance

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Saved earlier today by Amit Kumar Mishra. The This month column shows each student's P and A count.

- 4 Change only the students who are not present: **A** for absent, **L** for leave. In the example, Ananya Pandey is marked **L** because her parents sent a leave note.

https://coreaxis.info/teacher/dashboard.php

Attendance

Search students, homework, exams, ... Ctrl G

Online Install app Amit Kumar Mishra

Class VI 28-10-2026

Class VI – Wed, 28 Oct 2026

✓ Saved · last change 28 Oct, 7:27 pm · marked by Amit Kumar Mishra. You can change marks and save again.

✓ Mark all present ✕ Mark all absent

#	Name	Roll	Attendance	This month
1	Arham	1	P A L X	P 19 A 3
2	Ananya Pandey	2	P A L X	P 22 A 0
3	Vivaan Prasad	3	P A L X	P 22 A 2
4	Diya Verma	4	P A L X	P 22 A 0
5	Aditya Srivastava	5	P A L X	P 23 A 1
6	Aadhya Choudhary	6	P A L X	P 23 A 0
7	Arjun Gupta	7	P A L X	P 22 A 0
8	Saanvi Isha	8	P A L X	P 21 A 1

Present 21 Absent 0 Leave 4 Not marked 0 Unsaved changes

Save attendance

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A changed row gets a blue edge until it is saved.

- 5 Check the counts in the bar at the bottom (Present, Absent, Leave, Not marked) and click **Save attendance**.

The screenshot displays the 'Attendance' page for a teacher named Amit Kumar Mishra. The page shows a list of students with their attendance status for the current day. The summary bar at the bottom indicates the following counts: Present 21, Absent 0, Leave 4, Not marked 0. The 'Save attendance' button is highlighted in orange.

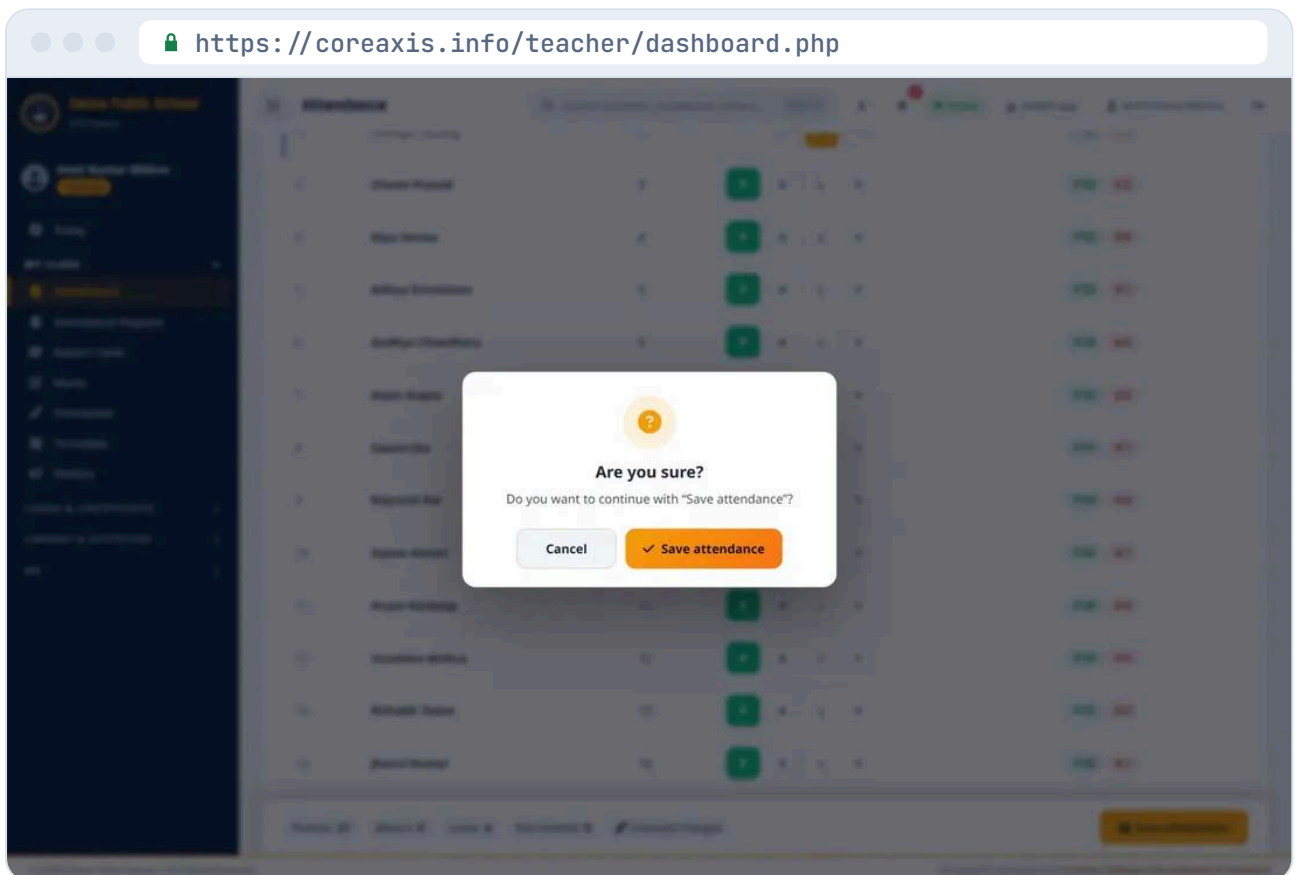
Sl. No.	Student Name	Roll No.	P	A	L	X	Summary
3	Vivaan Prasad	3	P	A	L	X	P 22 A 2
4	Diya Verma	4	P	A	L	X	P 22 A 0
5	Aditya Srivastava	5	P	A	L	X	P 23 A 1
6	Aadhya Choudhary	6	P	A	L	X	P 23 A 0
7	Arjun Gupta	7	P	A	L	X	P 22 A 0
8	Saanvi Jha	8	P	A	L	X	P 21 A 1
9	Reyansh Rai	9	P	A	L	X	P 23 A 0
10	Ayaan Ansari	10	P	A	L	X	P 23 A 1
11	Aryan Kashyap	11	P	A	L	X	P 24 A 0
12	Vanshika Mishra	12	P	A	L	X	P 24 A 0
13	Rishabh Yadav	13	P	A	L	X	P 21 A 3
14	Jhanvi Kumar	14	P	A	L	X	P 20 A 1

Summary: Present 21 Absent 0 Leave 4 Not marked 0 Unsaved changes

Save attendance

"Unsaved changes" shows until you click Save attendance.

- 6 Click **Save attendance** again in the popup to confirm.



Every save asks once for confirmation.

- 7 The message **Attendance saved for 28 Oct 2026** appears and the bar shows the time and who marked it.

The screenshot displays the 'Attendance' page for Class VI on 28-10-2026. The page includes a sidebar with navigation options like 'Attendance Register', 'Report Cards', 'Marks', 'Homework', 'Timetable', and 'Notices'. The main content area shows a table of students with their attendance status. A message at the top indicates 'Attendance saved for 28 Oct 2026'. The summary bar at the bottom shows 'Present 21', 'Absent 0', 'Leave 4', and 'Not marked 0'.

#	Name	Roll	Attendance	This month
1	Aarav Sharma	1	P A L X	P 19 A 3
2	Ananya Pandey	2	P A L X	P 21 A 0
3	Vivaan Prasad	3	P A L X	P 22 A 2
4	Diya Verma	4	P A L X	P 22 A 0
5	Aditya Srivastava	5	P A L X	P 23 A 1
6	Aadhya Choudhary	6	P A L X	P 23 A 0

Present 21 Absent 0 Leave 4 Not marked 0

Save attendance

Saved: Present 21, Leave 4, Not marked 0.

TIP The × button next to P / A / L clears a mark (leaves the student unmarked).

TIP Absent marks feed the parent portal, the attendance register, the attendance percentage on report cards, and absence SMS if the school uses it.

After class: give homework (example: Class

VI Mathematics, Exercise 6.1, due 30 Oct)

- 1 Click **Homework**, then **Assign Homework**.

https://coreaxis.info/teacher/dashboard.php

Homework

Search students, homework, exams, ... Ctrl G

Online Install app Amit Kumar Mishra

Homework + Assign Homework

Date	Class	Subject	Submission	Description
28 Oct 2026	Class VI	Mathematics	30 Oct 2026	Exercise 6.1 (Integers): solve questions 1 to 10 in the homework notebook. Draw...
28 Oct 2026	Class VI	English	30 Oct 2026	Write a paragraph of about 120 words on "My Favourite Festival". Use at least f...
24 Oct 2026	Class VI	Mathematics	—	Chapter 1 Exercises 1-5
23 Oct 2026	Class VI	Mathematics	26 Oct 2026	Exercise 5.2 (Fractions): solve questions 1 to 12 in the homework notebook. Sho...
22 Oct 2026	Class VI	Science	27 Oct 2026	Draw a neat labelled diagram of a flower and list the functions of each part.
22 Oct 2026	Class VI	English	25 Oct 2026	Read the chapter "A Different Kind of School" and write the answers to the ques...
21 Oct 2026	Class VI	Hindi	25 Oct 2026	पाठ 6 "पार नज़र के" के प्रश्न-उत्तर लिखिए तथा 10 नए शब्दों के अर्थ याद कीजिए।

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The homework list shows everything given to your classes, newest first. Hindi homework shows in Devanagari.

- 2 Choose **Class** (Class VI) and **Subject** (Mathematics).
- 3 Keep **Date** as today and set **Submission Date** (30-10-2026).

- 4 Type the **Description**: "Exercise 6.1 (Integers): solve questions 1 to 10 in the homework notebook. Draw a number line for questions 3 and 4."

The screenshot shows the 'Assign Homework' form in the CoreAxis School ERP system. The form is displayed as a modal window over a table of existing homework assignments. The table has columns for Date, Class, Subject, Submission, and Description. The 'Assign Homework' form contains the following fields:

- CLASS ***: A dropdown menu with 'Class VI' selected.
- SUBJECT ***: A dropdown menu with 'Mathematics' selected.
- DATE**: A date picker showing '28-10-2026'.
- SUBMISSION DATE**: A date picker showing '30-10-2026'.
- DESCRIPTION ***: A text area containing the text: "Exercise 6.1 (Integers): solve questions 1 to 10 in the homework notebook. Draw a number line for questions 3 and 4."

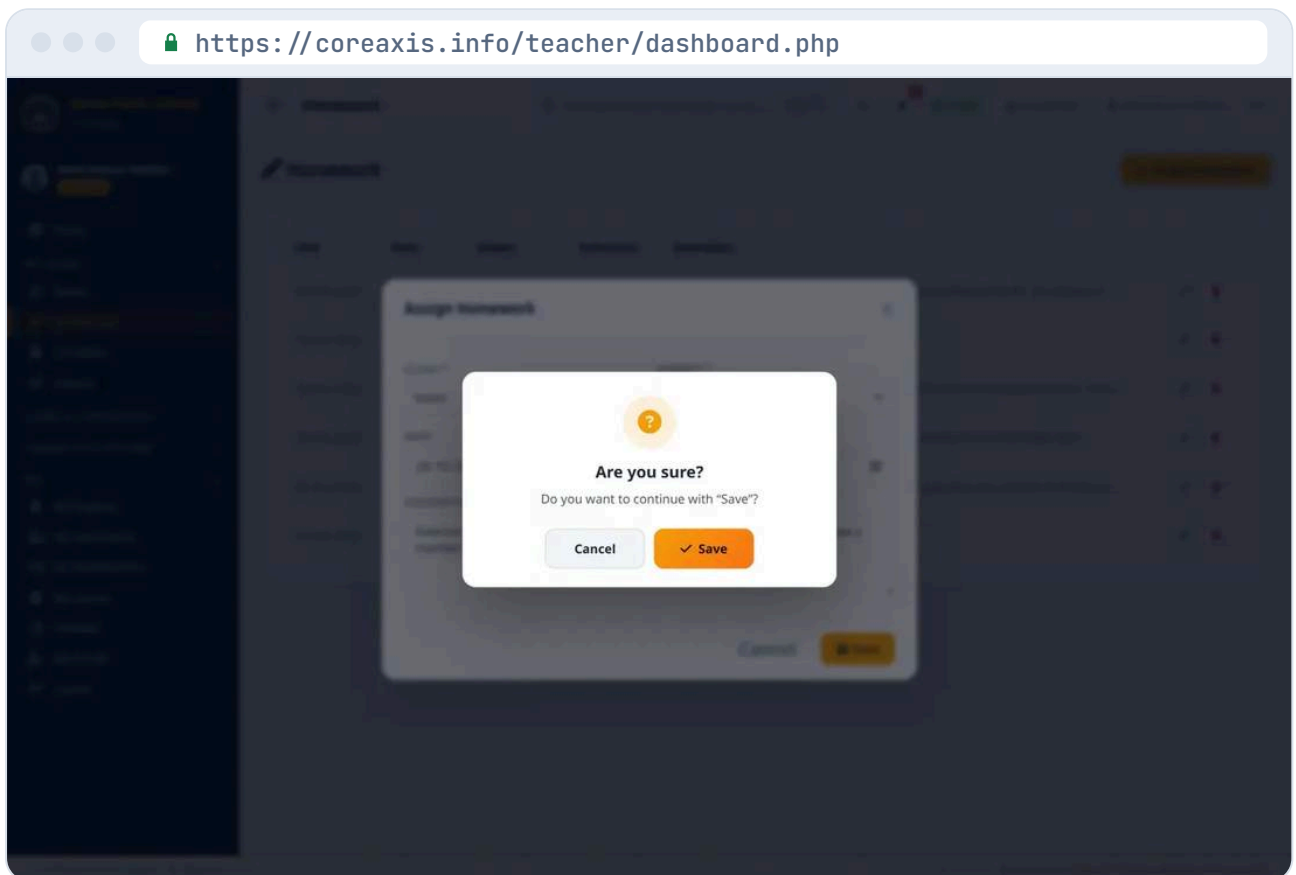
At the bottom of the form, there are two buttons: 'Cancel' and 'Save' (with a lock icon).

The background table shows a list of homework assignments with the following data:

Date	Class	Subject	Submission	Description
28 Oct 2026				Exercise 6.1 (Integers): solve questions 1 to 10 in the homework notebook. Draw a number line for questions 3 and 4.
28 Oct 2026				Exercise 6.1 (Integers): solve questions 1 to 10 in the homework notebook. Draw a number line for questions 3 and 4.
24 Oct 2026				Exercise 6.1 (Integers): solve questions 1 to 10 in the homework notebook. Draw a number line for questions 3 and 4.
23 Oct 2026				Exercise 6.1 (Integers): solve questions 1 to 10 in the homework notebook. Draw a number line for questions 3 and 4.
22 Oct 2026				Exercise 6.1 (Integers): solve questions 1 to 10 in the homework notebook. Draw a number line for questions 3 and 4.
22 Oct 2026				Exercise 6.1 (Integers): solve questions 1 to 10 in the homework notebook. Draw a number line for questions 3 and 4.
21 Oct 2026				Exercise 6.1 (Integers): solve questions 1 to 10 in the homework notebook. Draw a number line for questions 3 and 4.

The filled Assign Homework form.

- 5 Click **Save**, then **Save** again in the popup.



- 6 The message **Homework assigned!** appears and the homework is at the top of the list. Students and parents see it at once in the portal and the app.

The screenshot shows the 'Homework' section of the teacher dashboard. A green notification banner at the top says 'Homework assigned!'. Below it, a table lists homework assignments for Class VI. The table has columns: Date, Class, Subject, Submission, and Description. The assignments are for Mathematics and English, with due dates ranging from 21 Oct 2026 to 30 Oct 2026. Each row has edit and delete icons.

Date	Class	Subject	Submission	Description
28 Oct 2026	Class VI	Mathematics	30 Oct 2026	Exercise 6.1 (Integers): solve questions 1 to 10 in the homework notebook. Draw
28 Oct 2026	Class VI	English	30 Oct 2026	Write a paragraph of about 120 words on "My Favourite Festival". Use at least fi
24 Oct 2026	Class VI	Mathematics	—	Chapter 1 Exercises 1-5
23 Oct 2026	Class VI	Mathematics	26 Oct 2026	Exercise 5.2 (Fractions): solve questions 1 to 12 in the homework notebook. Show
22 Oct 2026	Class VI	Science	27 Oct 2026	Draw a neat labelled diagram of a flower and list the functions of each part.
22 Oct 2026	Class VI	English	25 Oct 2026	Read the chapter "A Different Kind of School" and write the answers to the quest
21 Oct 2026	Class VI	Hindi	25 Oct 2026	

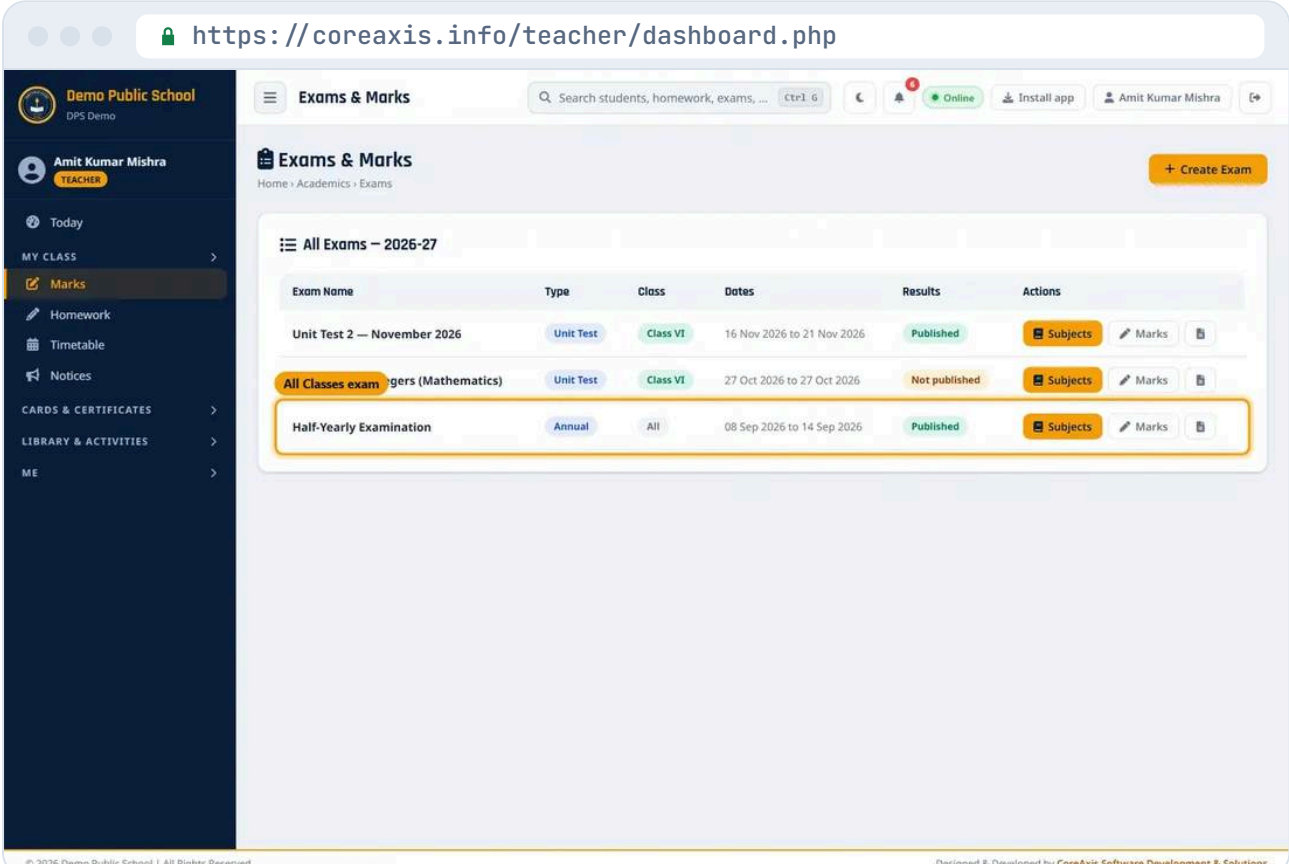
The new homework for Class VI, due 30 Oct 2026.

TIP Use the pencil icon to correct a homework; the red bin deletes it (it asks twice).

Enter marks for your subject (example: Class Test – Integers, Mathematics, out of 25)

A teacher can create a test for his own class, choose the subject, and enter marks. Results are shown to students only after the Principal / Administrator publishes the exam.

- 1 Click **Marks**. The list shows the exams of your classes and the exams set for All Classes (the Half-Yearly Examination). Click **Create Exam**.



The screenshot displays the 'Exams & Marks' dashboard for a teacher named Amit Kumar Mishra. The dashboard shows a list of exams for the 2026-27 academic year. The exams are listed in a table with columns for Exam Name, Type, Class, Dates, Results, and Actions. The 'Half-Yearly Examination' is highlighted with an orange border.

Exam Name	Type	Class	Dates	Results	Actions
Unit Test 2 — November 2026	Unit Test	Class VI	16 Nov 2026 to 21 Nov 2026	Published	Subjects Marks
All Classes exam	Unit Test	Class VI	27 Oct 2026 to 27 Oct 2026	Not published	Subjects Marks
Half-Yearly Examination	Annual	All	08 Sep 2026 to 14 Sep 2026	Published	Subjects Marks

Exams of Class VI and the All Classes Half-Yearly Examination.

- 2 Fill **Exam Name** (Class Test — Integers (Mathematics)), **Exam Type** (Unit Test), **Class** (Class VI), **Start Date** and **End Date** (27-10-2026). Click **Create Exam** and confirm.

The screenshot displays the 'Exams & Marks' section of the CoreAxis School ERP interface. A modal window titled '+ Create New Exam' is open, allowing a teacher to create a new exam. The form includes the following fields:

- EXAM NAME ***: Text input with the value 'Class Test — Integers (Mathematics)'. Below it, a list shows 'Unit Test 2 — November' and 'Class Test — Integers'.
- EXAM TYPE**: Dropdown menu with 'Unit Test' selected.
- CLASS**: Dropdown menu with 'Class VI' selected.
- START DATE**: Date input with '27-10-2026' and a calendar icon.
- END DATE**: Date input with '27-10-2026' and a calendar icon.

At the bottom of the modal, there are three buttons: 'Cancel', 'Create Exam' (highlighted in orange), and '+ Create Exam' (highlighted in orange). The background shows the 'Exams & Marks' dashboard with a sidebar on the left and a table of exams on the right.

Teachers can choose only their own class.

- 3 On **Assign Subjects**, tick **Mathematics**, set **Max Marks** 25, **Pass Marks** 9 and the **Exam Date**. Click **Save Subject Assignment** and confirm.

The screenshot shows the 'Exams & Marks' section of the teacher dashboard. The breadcrumb trail is 'Home > Academics > Exams'. The main heading is 'Class Test – Integers (Mathematics)' with filters for 'Unit Test', 'Class VI', and the date range '27 Oct 2026 to 27 Oct 2026'. There are buttons for 'All Exams' and 'Edit'. Below this, there are tabs for 'Assign Subjects (1)', 'Enter Marks', and 'Report Card'. The 'Assign Subjects (1)' tab is active, showing a table to select subjects for the exam.

Select Subjects for this Exam

Select	Subject	Max Marks	Pass Marks	Exam Date
☐	Hindi (HIN)	100	33	dd-mm-yyyy
☐	English (ENG)	100	33	dd-mm-yyyy
☒	Mathematics (MATH)	25	9	27-10-2026
☐	Science (SCI)	100	33	dd-mm-yyyy
☐	Social Science (SST)	100	33	dd-mm-yyyy
☐	Computer (COMP)	100	33	dd-mm-yyyy
☐	General Knowledge (GK)	100	33	dd-mm-yyyy
☐	Drawing (DRAW)	100	33	dd-mm-yyyy

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Only the ticked subject gets a marks column. A teacher has Edit but no Delete button.

- 4 Open **Enter Marks**. Type each student's marks in the Mathematics column. Total and % update as you type.

https://coreaxis.info/teacher/dashboard.php

Exams & Marks

Search students, homework, exams, ... Ctrl G Online Install app Amit Kumar Mishra

Home > Academics > Exams

Class Test – Integers (Mathematics) Unit Test Class VI 27 Oct 2026 to 27 Oct 2026 All Exams Edit Delete

Assign Subjects (1) Enter Marks Report Card

Download Template Choose File No file chosen Upload CSV Download template → fill marks → upload

Mark Entry – 25 students, 1 subjects Save All Marks

#	Student	Mathematics Type marks out of 25	Total	%
1	Aarav Sharma	21.00	21	84.0%
2	Ananya Pandey	18.00	18	72.0%
3	Vivaan Prasad	23.00	23	92.0%
4	Diya Verma	16.00	16	64.0%
5	Aditya Srivastava	24.00	24	96.0%
6	Aadhya Choudhary	19.00	19	76.0%
7	Arjun Gupta	22.00	22	88.0%
8	Saanvi Jha	14.00	14	56.0%
9	Reyansh Rai	20.00	20	80.0%

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Mark Entry for 25 students, 1 subject.

- 5 Click **Save All Marks** (top or bottom of the table) and confirm.

https://coreaxis.info/teacher/dashboard.php

Exams & Marks

Search students, homework, exams, ... Ctrl+G

Online Install app Amit Kumar Mishra

Exams & Marks + Create Exam

Home > Academics > Exams

Class Test – Integers (Mathematics) Unit Test Class VI 27 Oct 2026 to 27 Oct 2026 All Exams Edit Delete

Assign Subjects (1) Enter Marks Report Card

Download Template Choose File No file chosen Upload CSV Download template → fill marks → upload

Mark Entry — 25 students, 1 subjects Save All Marks Save All Marks

#	Student	Mathematics /25	Total	%
1	Aarav Sharma	21.00	21	84.0%
2	Ananya Pandey	18.00	18	72.0%
3	Vivaan Prasad	23.00	23	92.0%
4	Diya Verma	16.00	16	64.0%
5	Aditya Srivastava	24.00	24	96.0%
6	Aadhya Choudhary	19.00	19	76.0%
7	Arjun Gupta	22.00	22	88.0%
8	Saanvi Jha	14.00	14	56.0%

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- 6 The message **Marks saved successfully!** appears. You can come back and change marks until the exam is published.

https://coreaxis.info/teacher/dashboard.php

Exams & Marks

Marks saved successfully!

Exams & Marks

Home > Academics > Exams

Class Test – Integers (Mathematics)

Unit Test Class VI 27 Oct 2026 to 27 Oct 2026 All Exams Edit

Assign Subjects (1) Enter Marks

Download Template Choose File No file chosen Upload CSV Download template → fill marks → upload

Report Card

Mark Entry — 25 students, 1 subjects

Save All Marks

#	Student	Mathematics	Total	%
1	Aarav Sharma	21	21	84.0%
2	Ananya Pandey	18	18	72.0%
3	Vivaan Prasad	23	23	92.0%
4	Diya Verma	16	16	64.0%
5	Aditya Srivastava	24	24	96.0%
6	Aadhya Choudhary	19	19	76.0%
7	Arjun Gupta	22	22	88.0%

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Saved marks show as typed (21, 18 ...).

TIP For a large class, **Download Template**, fill marks in Excel, then **Upload CSV**.

TIP Blank means "not entered"; type 0 for a student who scored zero.

Enter marks for a school-wide exam (example: Half-Yearly Examination, Class VI-A)

The Half-Yearly Examination is set for All Classes by the Principal. Each class teacher enters the marks of their own class.

- 1 Click **Marks**. In the row of **Half-Yearly Examination** (Class: All), click **Marks**.

- 2 The **Class** box shows your class (**VI - A**). It lists only your own classes. The sheet shows your 25 students and the exam's 6 subjects.

https://coreaxis.info/teacher/dashboard.php

Exams & Marks

Search students, homework, exams, ... Ctrl G

Online Install app Amit Kumar Mishra

Exams & Marks

Home > Academics > Exams

+ Create Exam

Half-Yearly Examination

Annual 08 Sep 2026 to 14 Sep 2026 All Exams

Class VI - A

Subjects (6) Enter Marks

Download Template Choose File No file chosen Upload CSV

Report Card

Mark Entry — 25 students, 6 subjects

Save All Marks

#	Student	Hindi /100	English /100	Mathematics /100	Science /100	Social Science /100	Computer /100	Total	%
1	Aarav Sharma	80	96	78	85	77	87	503	83.8%
2	Ananya Pandey	65	59	51	59	50	69	353	58.8%
3	Vivaan Prasad	52	36	54	53	50	50	295	49.2%
4	Diya Verma	66	74	64	75	68	67	414	69.0%
5	Aditya Srivastava	77	86	80	79	76	76	474	79.0%
6	Aadhya Choudhary	79	78	67	73	65	65	427	71.2%
7	Arjun Gupta	88	68	69	92	83	69	469	78.2%
8	Saanvi Jha	65	62	83	80	76	69	435	72.5%

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An All Classes exam: the Class box shows only your class. There is no Edit or Delete for this exam.

- 3 Type the marks and click **Save All Marks**, then confirm.

TIP The subjects, maximum marks and dates of an All Classes exam are set by the Principal or Administrator; the Assign Subjects tab is read-only for you.

Check the timetable and notices

- 1 Click **Timetable** (or **Week on Today**) and choose **Class VI**. Each cell shows subject, teacher and time.

The screenshot shows the 'Timetable' section for 'Class VI week'. The interface includes a sidebar with navigation options like 'Today', 'MY CLASS', 'Marks', 'Homework', 'Timetable', 'Notices', 'CARDS & CERTIFICATES', 'LIBRARY & ACTIVITIES', and 'ME'. The main area displays a grid of subjects and teachers for each day of the week.

Day	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
Monday	Mathematics Amit Kumar Mishra 08:00-08:40	Hindi Sumita Sharma 08:40-09:20	Science Rajesh Kumar Verma 09:20-10:00	Social Science Mohd. Imran Khan 10:00-10:40	Computer Pooja Gupta 11:00-11:40	General Knowledge Mohd. Imran Khan 11:40-12:20	Drawing Pooja Gupta 12:20-13:00	Sanskrit Sumita Sharma 13:00-13:40
Tuesday	Mathematics Amit Kumar Mishra 08:00-08:40	Computer Pooja Gupta 08:40-09:20	General Knowledge Mohd. Imran Khan 09:20-10:00	Drawing Pooja Gupta 10:00-10:40	Mathematics Amit Kumar Mishra 11:00-11:40	English Anjali Singh 11:40-12:20	Hindi Sumita Sharma 12:20-13:00	+ Add
Wednesday	Mathematics Amit Kumar Mishra 08:00-08:40	Mathematics Amit Kumar Mishra 08:40-09:20	English Anjali Singh 09:20-10:00	Hindi Sumita Sharma 10:00-10:40	Science Rajesh Kumar Verma 11:00-11:40	Social Science Mohd. Imran Khan 11:40-12:20	Computer Pooja Gupta 12:20-13:00	+ Add
Thursday	Mathematics Amit Kumar Mishra 08:00-08:40	Science Rajesh Kumar Verma 08:40-09:20	Social Science Mohd. Imran Khan 09:20-10:00	Computer Pooja Gupta 10:00-10:40	General Knowledge Mohd. Imran Khan 11:00-11:40	Drawing Pooja Gupta 11:40-12:20	Mathematics Amit Kumar Mishra 12:20-13:00	+ Add
Friday	Mathematics Amit Kumar Mishra 08:00-08:40	General Knowledge Mohd. Imran Khan 08:40-09:20	Drawing Pooja Gupta 09:20-10:00	Mathematics Amit Kumar Mishra 10:00-10:40	English Anjali Singh 11:00-11:40	Hindi Sumita Sharma 11:40-12:20	Science Rajesh Kumar Verma 12:20-13:00	+ Add
Saturday	General Knowledge Mohd. Imran Khan 08:00-08:40	English Anjali Singh 08:40-09:20	Hindi Sumita Sharma 09:20-10:00	Science Rajesh Kumar Verma 10:00-10:40	+ Add	+ Add	+ Add	+ Add

Class VI week timetable. You can add or remove periods only for your own class.

- Click **Notices** to read the Notice Board. Use the **Show** and **For** filters to see active or removed notices and who they are for. **New Notice** posts a notice.

The screenshot displays the 'Notice Board' section of the CoreAxis School ERP. The interface includes a sidebar on the left with navigation options: Today, My Class, Marks, Homework, Timetable, Notices (highlighted), Cards & Certificates, Library & Activities, and Me. The main content area shows a list of notices with columns: Title, For, Posted By, Date, Status, and Action. There are 5 notices listed, all with a status of 'Active'. The notices are: Children's Day celebration on 14 November 2026 (for Parents), Staff meeting — syllabus review (for Teachers), Parent-Teacher Meeting on 31 October 2026 (for Parents), Half-Yearly Examination results declared (for All), and Winter uniform from 1 November 2026 (for Students). The top header shows the user's name, Amit Kumar Mishra, and a search bar.

Title	For	Posted By	Date	Status	Action
Children's Day celebration on 14 November 2026 Dear Parents, The school will celebrate Children's Day on Sa...	Parents	Satyajeet Kr. Singh	28 Oct 2026	Active	
Staff meeting — syllabus review All teaching staff are requested to assemble in the conferenc...	Teachers	Satyajeet Kr. Singh	23 Oct 2026	Active	
Parent-Teacher Meeting on 31 October 2026 A Parent-Teacher Meeting will be held on 31 October 2026 from...	Parents	Satyajeet Kr. Singh	22 Oct 2026	Active	
Half-Yearly Examination results declared Results of the Half-Yearly Examination are now available in L...	All	Satyajeet Kr. Singh	21 Oct 2026	Active	
Winter uniform from 1 November 2026 Students must come in the prescribed winter uniform (navy-blu...	Students	Satyajeet Kr. Singh	20 Oct 2026	Active	

Notice Board: 4 active notices.

Print report cards for your class (example: Aarav Sharma, Half-Yearly)

- Click **My Class › Report Cards**.
- In **Select Class** choose **Class VI**. Leave **Student** as **All Students in Class**, or pick one student.
- Choose **Term I Exam** (Half-Yearly Examination) and, at the end of the year, **Term II Exam** (Annual). Pick a **Report Card Design**.

- 4 Click **Generate & Print Report Cards**. For one student, click **Report Card** on his row.

The screenshot shows the 'Report Card / Marksheet' page in the CoreAxis School ERP system. The left sidebar contains navigation options like 'Attendance', 'Report Cards', 'Marks', etc. The main area has a 'Generate Academic Record' section with filters for Class (Class VI), Student (All Students in Class), Term I Exam (Half-Yearly Examination (Annual)), and Term II Exam (None). Below these are buttons for 'Generate & Print Report Cards'. A table below lists 25 students in Class VI, with the first four rows visible:

Roll No	Admission No	Student Name	Father	Action
1	DEMO20260001	Aarav Sharma	Rajesh Sharma	Report Card
2	DEMO20260002	Ananya Pandey	Sanjay Pandey	Report Card
3	DEMO20260003	Vivaan Prasad	Manoj Prasad	Report Card
4	DEMO20260004	Diya Verma	Anil Verma	Report Card

Class VI, Term I = Half-Yearly Examination.

- 5 The cards open in a new tab as a **DIGITAL COPY (preview)**. Click **Issue & Print** to print the original; it is recorded in the Document Register.

https://coreaxis.info/teacher/dashboard.php

DIGITAL COPY (preview) — click Issue & Print for the ORIGINAL
1 new (prints as ORIGINAL)
• Aarav Sharma (DEMO20260001) **NEW · ORIGINAL**
[Issue & Print](#) [Open Document Register ↗](#)

Design: #1 Classic Blue × Close 1 card(s)



DEMO PUBLIC SCHOOL
Affiliated to CBSE | UDISE: 10280110235 | English
14, Boring Road, Near Palva Women's College | 0612-2234567 | https://coreaxis.info/site.php?n=demo

ACADEMIC RECORD

Academic Session : 2026-27 Class : VI -A Roll No: 1

Name of Student : Aarav Sharma Mother's Name : Sunita Sharma Father's Name : Rajesh Sharma	Roll No. : 1 Scholar No. : DEMO20260001 Date of Birth : 01/01/2015		PHOTO

Scholastic Area	Term I (100 Marks)			Term II (100 Marks)			Over All		
	Oral	Half Yearly	Total	Note Book	Oral	Yearly Exam	Total	Grand Total	Grade
Hindi		80.0	80.0					80.0/100	B+
English		96.0	96.0					96.0/100	A+
Mathematics		78.0	78.0					78.0/100	B+
Science		85.0	85.0					85.0/100	A
Social Science		77.0	77.0					77.0/100	B+
Computer		87.0	87.0					87.0/100	A
General Knowledge									
Drawing									
Sanskrit									
TOTAL								503/600	A
OVER ALL MARKS		PERCENTAGE		GRADE		RANK			
503		83.8%		A		2nd			

Aarav Sharma's academic record: 503/600, 83.8%, grade A, rank 2nd.

TIP A second print of the same report card prints as **DUPLICATE COPY**. See the Documents chapter.

ID cards, admit cards and exam certificates

- 1 **Cards & Certificates › Student ID Cards:** choose a template (#1 Classic Navy to #7 Horizontal Teal), then a class or one student, and click **Generate & Print**.

The screenshot shows the 'Student ID Card' page in the CoreAxis School ERP system. The browser address bar displays 'https://coreaxis.info/teacher/dashboard.php'. The left sidebar shows the user 'Amit Kumar Mishra' as a teacher, with navigation options like 'Today', 'MY CLASS', 'Marks', 'Homework', 'Timetable', 'Notices', 'CARDS & CERTIFICATES' (expanded), 'Student ID Cards' (selected), 'Admit Cards', 'Exam Certificates', 'LIBRARY & ACTIVITIES', and 'ME'. The main content area is titled 'Student ID Card' and includes a search bar. Below the search bar, there's a 'Choose a Template' section with seven options: #1 Classic Navy (Navy & saffron - centered), #2 Institutional Blue (Formal banner - icon fields), #3 Emerald Sidebar (Green side panel), #4 Maroon Royal (Maroon & gold - serif), #5 Slate Minimal (Clean monochrome), #6 Horizontal Navy (Landscape - photo left), and #7 Horizontal Teal (Landscape - modern). The #1 Classic Navy template is selected. Below the templates, there's a section for 'Class or one student' with a dropdown for 'SELECT CLASS' (showing 'All Classes') and a dropdown for 'OR SINGLE STUDENT' (showing 'Select Student'). A 'Generate & Print' button is located to the right of these dropdowns. The footer of the page shows '© 2026 Demo Public School | All Rights Reserved' and 'Designed & Developed by CoreAxis Software Development & Solutions'.

Class VI students are listed; other classes are not.

- 2 **Admit Cards:** choose **Class**, the exam (for the date sheet), the template (Detailed or Simple tabular) and, optionally, one student. Click **Generate & Print Admit Cards**.

The screenshot shows the 'Admit Card Generator' interface within the CoreAxis School ERP system. The browser address bar displays 'https://coreaxis.info/teacher/dashboard.php'. The left sidebar identifies the user as 'Amit Kumar Mishra' (TEACHER) and lists navigation options: Today, MY CLASS, Marks, Homework, Timetable, Notices, CARDS & CERTIFICATES (with sub-items Student ID Cards and Admit Cards), Exam Certificates, LIBRARY & ACTIVITIES, and ME. The main content area is titled 'Admit Card' and 'Admit Card Generator'. It features a 'Generate Admit Cards' section with three dropdown menus: 'CLASS *' (set to '— Select Class —'), 'SELECT EXAM (FOR SCHEDULE)' (set to 'Half-Yearly Examination'), and 'TEMPLATE' (set to 'Detailed (full page)'). Below these is a 'SINGLE STUDENT (OPTIONAL)' dropdown set to '— All Students in Class —'. Two buttons are present: 'Generate & Print Admit Cards' and 'Preview'. At the bottom, there are two informational boxes: 'Rules' (listing requirements like selecting a class, exam, and subjects) and 'Before Printing' (listing requirements like roll numbers and print size).

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- 3 **Exam Certificates:** print merit or participation certificates for an exam. See the ID Cards and Documents chapters for the full steps.

Library Desk and competitions

- 1 **Library & Activities > Library Desk** shows total copies, available, issued and overdue books. Use **Issue Book** when a student borrows a book and the return button when it comes back.

The screenshot shows the 'Library Desk' interface in the CoreAxis School ERP system. The sidebar on the left contains navigation links for 'Today', 'MY CLASS', 'Marks', 'Homework', 'Timetable', 'Notices', 'CARDS & CERTIFICATES', 'LIBRARY & ACTIVITIES' (which is expanded to show 'Library Desk' and 'Competitions'), and 'ME'. The main content area is titled 'Library' and shows a search bar with the text 'Search students, homework, exams, ...'. Below the search bar, there are four summary cards: '48 Total Copies', '45 Available', '3 Issued', and '1 Overdue'. To the right of these cards are buttons for 'Issue Book' and 'Add Book'. Below the summary cards, there is a 'Book Catalog (11)' table. The table has columns for 'Title', 'Author', 'Category', 'Shelf', 'Available / Total', and 'Action'. The table lists the following books:

Title	Author	Category	Shelf	Available / Total	Action
General Knowledge Digest	Editorial Board	Reference	A-1	3 / 3	[Edit] [Delete]
Godan	Munshi Premchand	Hindi Literature	D-1	2 / 2	[Edit] [Delete]
Malgudi Days	R. K. Narayan	Fiction	C-3	2 / 3	[Edit] [Delete]
Mathematics Textbook for Class VI	NCERT	Textbook	A-2	10 / 10	[Edit] [Delete]
Panchatantra Tales	Vishnu Sharma	Stories	C-1	5 / 5	[Edit] [Delete]
Science Textbook for Class VI (Curiosity)	NCERT	Textbook	A-2	10 / 10	[Edit] [Delete]
Student Atlas of India and the World	Oxford University Press	Reference	A-1	3 / 3	[Edit] [Delete]
The Blue Umbrella	Ruskin Bond	Fiction	C-3	4 / 4	[Edit] [Delete]

The footer of the interface shows '© 2026 Demo Public School | All Rights Reserved' on the left and 'Designed & Developed by CoreAxis Software Development & Solutions' on the right.

46 copies, 3 issued, 2 overdue. Full steps are in the Library chapter.

- 2** **Competitions** lists school competitions (name, type, date, venue). **New Competition** records a new one and its winners.

The screenshot shows the teacher dashboard for 'Demo Public School'. The left sidebar contains navigation options: Today, MY CLASS, Marks, Homework, Timetable, Notices, CARDS & CERTIFICATES, LIBRARY & ACTIVITIES, Library Desk, Competitions (highlighted), and ME. The main content area is titled 'Competitions / Pratiyogita' and includes a '+ New Competition' button. Below this is a table listing various school competitions.

Competition Name	Type	Date	Venue	Added By	Action
Children's Day Elocution Competition Topic: "My Dream for India", Classes V and VI, 2 minutes per...	Intra School	14 Nov 2026	School Auditorium	Satyajeet Kr. Singh	[Icons: Edit, Add, Delete]
Annual Sports Day — 100 m Race 100 m race, under-12 and under-14...	Sports	09 Nov 2026	School Ground	Satyajeet Kr. Singh	[Icons: Edit, Add, Delete]
Inter-House Quiz Competition General knowledge and science quiz for Classes V-VIII...	Academic	19 Oct 2026	School Auditorium	Satyajeet Kr. Singh	[Icons: Edit, Add, Delete]
Drawing Competition — "My Green Patna" For Classes I-IV...	Cultural	08 Oct 2026	Art Room	Satyajeet Kr. Singh	[Icons: Edit, Add, Delete]

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Student leave from parents: approve or reject (example: Aarav Sharma, 6-7 Nov)

Leave requests that parents send from the portal or the app reach the class teacher.

- 1** Click **Me** › **My Leaves** and open the **Student Leave** tab.

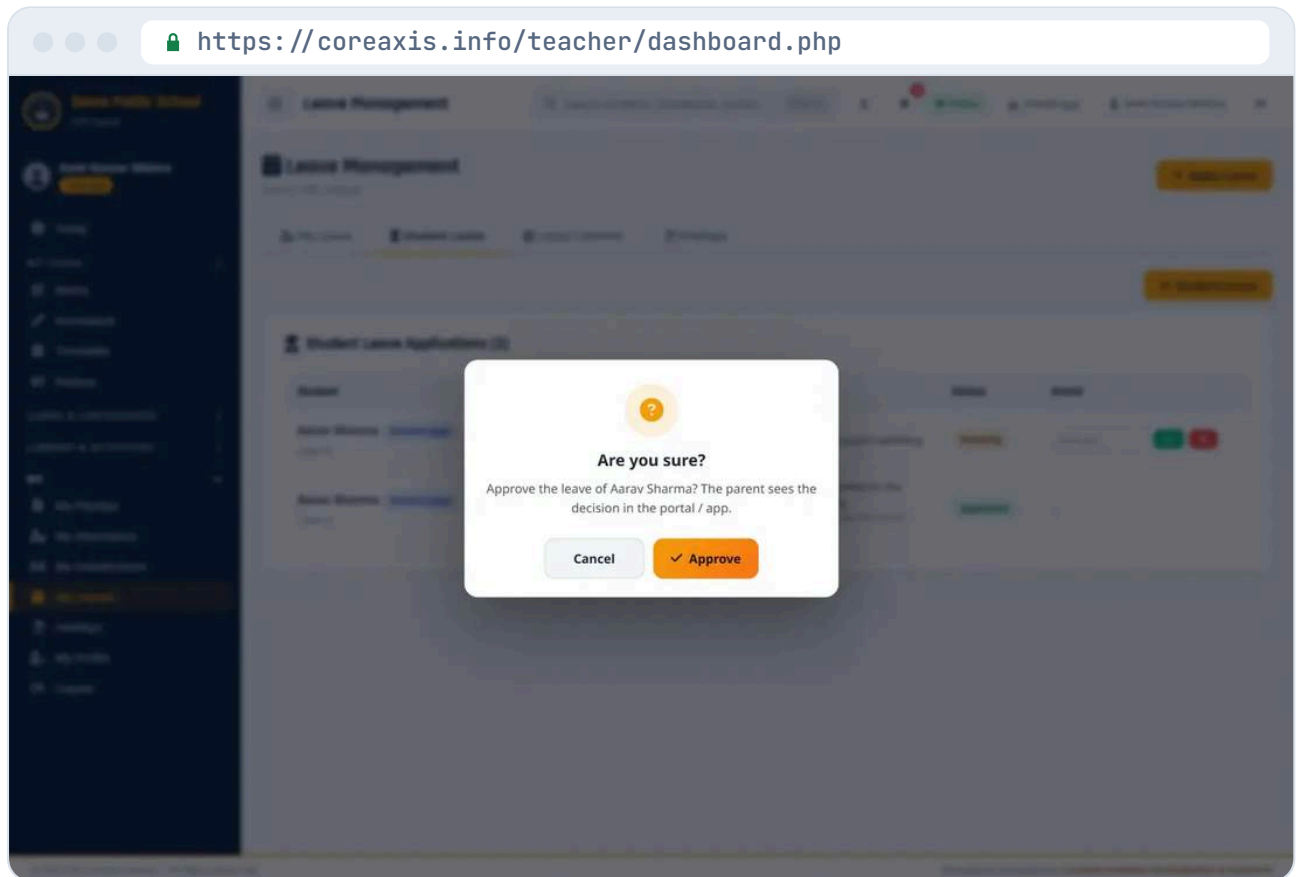
- 2 Read the request (student, dates, days, reason). Type a short note in **Remarks** if needed.

The screenshot displays the 'Leave Management' section of the CoreAxis School ERP Teacher Dashboard. The dashboard is for 'Demo Public School' and the user is 'Amit Kumar Mishra' (Teacher). The left sidebar contains navigation options like 'Today', 'MY CLASS', 'Marks', 'Homework', 'Timetable', 'Notices', 'CARDS & CERTIFICATES', 'LIBRARY & ACTIVITIES', and 'ME' (My Payslips, My Attendance, My Substitutions, My Leaves, Holidays, My Profile, Logout). The main content area is titled 'Leave Management' and includes tabs for 'My Leave', 'Student Leave', 'Leave Calendar', and 'Holidays'. The 'Student Leave' tab is active, showing 'Student Leave Applications (2)'. A table lists two applications for Aarav Sharma (Class VI), both pending approval. The first application is for 06 Nov - 07 Nov 2026 (2 days) for a family wedding. The second application is for 26 Oct - 26 Oct 2026 (1 day) for a cousin's wedding. Each application has an 'Approve (green tick) or reject' button and an 'Action' column with 'Approved: Please' and green/red checkmark buttons. A '+ Student Leave' button is also visible.

Approve (green tick) or reject	From → To	Days	Reason	Status	Action
Aarav Sharma <small>Parent (app)</small> <small>Class VI</small>	06 Nov → 07 Nov 2026	2 days	Going to Gaya with family for my elder sister's wedding.	Pending	Approved: Please ☒ ☐
Aarav Sharma <small>Parent (app)</small> <small>Class VI</small>	26 Oct → 26 Oct 2026	1 day	Going to attend my cousin's wedding.	Pending	Remarks <input type="text"/> ☒ ☐

Aarav Sharma's parent asked for 06–07 Nov 2026.

- 3 Click the green tick to approve (or the red cross to reject). The popup asks, for example, "Approve the leave of Aarav Sharma? The parent sees the decision in the portal / app." Click **Approve** (or **Reject**).



The approve popup names the student.

- 4 The status changes to **Approved** with your remark. The parent sees it in the portal.

The screenshot shows the teacher dashboard at <https://coreaxis.info/teacher/dashboard.php>. The user is Amit Kumar Mishra, a Teacher. The dashboard has a sidebar with navigation options like Today, MY CLASS, Marks, Homework, Timetable, Notices, CARDS & CERTIFICATES, LIBRARY & ACTIVITIES, ME, My Payslips, My Attendance, My Substitutions, My Leaves, Holidays, My Profile, and Logout. The main content area is titled 'Leave Management' and includes a search bar, a notification 'Student leave approved.', and buttons for '+ Apply Leave' and '+ Student Leave'. Below this is a section for 'Student Leave Applications (2)' with a table showing two applications for Aarav Sharma (Class VI).

Student	From -- To	Days	Reason	Status	Action
Aarav Sharma Class VI	26 Oct -- 26 Oct 2026	1 day	Going to attend my cousin's wedding.	Pending	Remarks <input type="text"/> ☒ ☐
Aarav Sharma Class VI	06 Nov -- 07 Nov 2026	2 days	Going to Gaya with family for my elder sister's wedding. I. Approved. Please complete the missed class work.	Approved	—

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Approved, with the remark shown under the reason.

TIP + Student Leave lets you record leave for a student yourself (for example when the parent sends a written note).

Your own leave, substitutions and payslips

- 1 **Me › My Leaves:** the top shows your balance for each leave type. Fill **Apply for Leave** (type, from, to, duration, reason, charge handed over to, class arrangement notes) and click **Submit Application**. Your applications and their status are listed below.

The screenshot shows the 'Apply for Leave' form in the CoreAxis School ERP system. The form is titled 'Apply for Leave' and is part of the 'Leave Management' section. It includes fields for Leave Type, From, To, Duration, Reason, Address During Leave, Phone During Leave, Charge Handed Over To, and Document. A 'Submit Application' button is at the bottom. Below the form is a section for 'My Applications (1)' with a table showing application details.

Apply for Leave

LEAVE TYPE * FROM * TO * DURATION

-- Select -- dd-mm-yyyy dd-mm-yyyy Full day(s)

Choose a leave type and dates to see the days counted and your balance.

REASON *

ADDRESS DURING LEAVE PHONE DURING LEAVE CHARGE HANDED OVER TO DOCUMENT (PDF/JPG/PNG, ≤ 2 MB)

10-digit mobile number -- None -- Choose File No file chosen

CLASS ARRANGEMENT NOTES

Who takes your periods, syllabus to cover...

Submit Application

My Applications (1)

#	Type	Dates	Days	Reason	Status	Action

Apply for Leave. See the Leave chapter for approvals and joining reports.

- 2 **Me > My Substitutions:** periods you take for absent colleagues today, this week and in the next 14 days. The office arranges them.

The screenshot shows the 'My Substitutions' page in the CoreAxis School ERP system. The browser address bar displays `https://coreaxis.info/teacher/dashboard.php`. The left sidebar identifies the user as 'Amit Kumar Mishra' (TEACHER) and lists navigation options including 'Today', 'MY CLASS', 'Marks', 'Homework', 'Timetable', 'Notices', 'CARDS & CERTIFICATES', 'LIBRARY & ACTIVITIES', and a 'ME' section with 'My Payslips', 'My Attendance', 'My Substitutions' (highlighted), 'My Leaves', 'Holidays', 'My Profile', and 'Logout'.

The main content area is titled 'My Substitutions' and includes a search bar and user profile. It features three summary cards: 'TODAY 0', 'THIS WEEK 1' (for 26 Oct - 01 Nov), and 'NEXT 14 DAYS 1'. Below these is a 'Today & upcoming' table:

DATE	PERIOD	CLASS	SUBJECT	IN PLACE OF	NOTE
Tomorrow	PS 11:00-11:40	VI-A	General Knowledge	Mohd. Imran Khan	GK quiz from page 30

Below the table is a 'Last 30 days' section, which currently displays 'None in the last 30 days'.

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- 3 Me > My Payslips:** view or download your payslip for each month, newest month first.

https://coreaxis.info/teacher/dashboard.php

My Payslips

Home / Me / My Payslips

My Payslips

Your salary month by month. Each payslip is the same PDF as in the mobile app.

MONTH	GROSS	DEDUCTIONS	NET PAY	STATUS	PAYSLIP
September 2026	₹22,100.00	₹1,920.00	₹20,180.00	Paid 03 Oct 2026	
August 2026	₹22,100.00	₹1,920.00	₹20,180.00	Paid 03 Sep 2026	
July 2026	₹22,100.00	₹1,920.00	₹20,180.00	Paid 03 Aug 2026	
June 2026	₹22,100.00	₹1,920.00	₹20,180.00	Paid 03 Jul 2026	
May 2026	₹22,100.00	₹1,920.00	₹20,180.00	Paid 03 Jun 2026	
April 2026	₹22,100.00	₹1,920.00	₹20,180.00	Paid 03 May 2026	

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Daily checklist

Before period 1

Today page: timetable, substitutions, notices.

Period 1

Attendance for your class: Mark all present, change absentees, Save attendance.

After each class

Homework: assign with a submission date.

After a test

Marks: enter and save marks for your subject.

Once a day

My Leaves > Student Leave: approve or reject parents' requests.

Exam time

Admit cards before the exam; report cards after results are published.

Questions

I forgot to mark attendance yesterday. Can I still do it?

Yes. Open Attendance, choose the class and change the date to yesterday, then mark and save. Future dates cannot be chosen.

Why can I not see Class VII in Attendance?

Teachers see only the classes assigned to them. The Principal / Administrator assigns classes on the staff record.

Students cannot see the marks I entered.

Marks show in the portal only after the exam is published by the Principal / Administrator.

Where do I enter Half-Yearly marks?

Under Marks. The Half-Yearly Examination is set for All Classes; click Marks in its row and your class is already chosen in the Class box. Enter the marks and save. Report Cards then uses it as Term I.

STUDENT & PARENT PORTAL · CHAPTER 56

Student / Parent Portal

Student

Parent

MENU School website > Student Portal (or Staff Login page > Student Portal)

The Student / Parent Portal is where a parent or student sees everything the school records about one child. There is no password: the child's own Admission Number and Date of Birth are the sign-in. A parent with more than one child in the school can add each child and switch between them. The worked example is Aarav Sharma, Class VI-A, admission number DEMO20260001. Everything in the portal is also in the CoreAxis mobile app.

The screenshot displays the Student / Parent Portal for Demo Public School. The user is logged in as Aarav Sharma, Class VI-A. The dashboard provides a quick overview of the student's performance and financial status.

Dashboard Summary:

- Attendance:** 80% (Present: 20, Absent: 3, Leave: 2, Total: 25)
- Days Present:** 20
- Balance Due:** ₹1,000
- Avg Score:** 78%

Fees Snapshot:

- Tuition Paid - 2026-27:** ₹6,000
- Balance Due:** ₹1,000
- Last Payment:** 24 Oct 2026

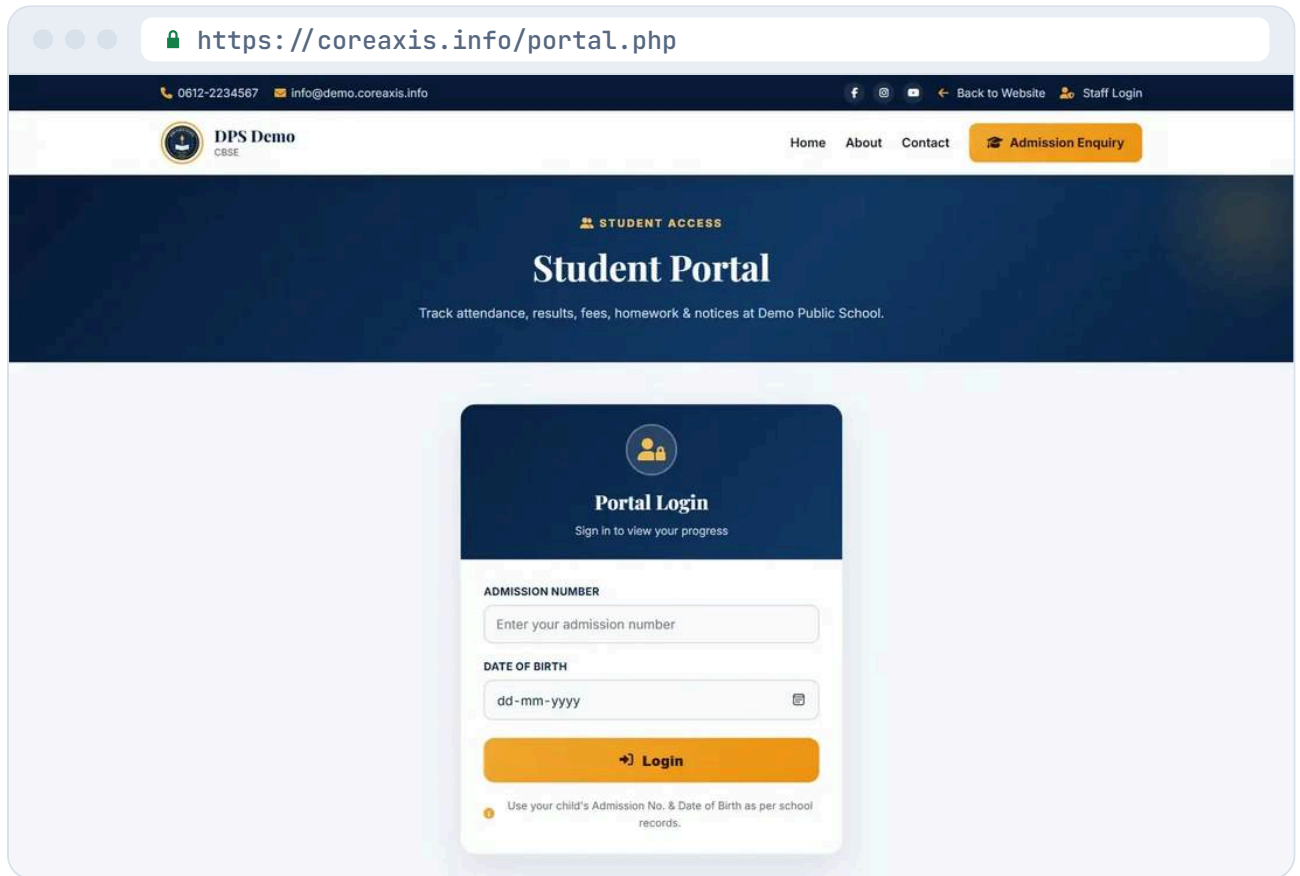
Latest Results:

SUBJECT	EXAM	MARKS
Sanskrit	Unit Test 2 — November 2026	17.00/25
Social Science	Unit Test 2 — November 2026	19.00/25
Science	Unit Test 2 — November 2026	19.00/25
Mathematics	Unit Test 2 — November 2026	17.00/25
English	Unit Test 2 — November 2026	17.00/25

Student / Parent Portal — Demo Public School

Sign in (example: Aarav Sharma, DEMO20260001)

- 1 Open the school website and click **Student Portal**, or open <https://coreaxis.info/portal.php> and choose the school.



The screenshot shows a web browser at the URL <https://coreaxis.info/portal.php>. The page header includes contact information (0612-2234567, info@demo.coreaxis.info), social media icons, and links for 'Back to Website' and 'Staff Login'. The main navigation bar features 'Home', 'About', 'Contact', and an 'Admission Enquiry' button. The central section is titled 'STUDENT ACCESS' and 'Student Portal', with a subtitle 'Track attendance, results, fees, homework & notices at Demo Public School.' Below this is a 'Portal Login' form with the following fields: 'ADMISSION NUMBER' (with a placeholder 'Enter your admission number') and 'DATE OF BIRTH' (with a placeholder 'dd-mm-yyyy' and a calendar icon). A blue 'Login' button is positioned below the fields. A note at the bottom of the form states: 'Use your child's Admission No. & Date of Birth as per school records.'

Portal Login of Demo Public School.

- 2 Type the child's **Admission Number** exactly as on the fee receipt or ID card (DEMO20260001).

- 3 Enter the **Date of Birth** as per school records (01-01-2015).

Admission number and date of birth filled in.

- 4 Click **Login**. The portal opens on the **Dashboard**.

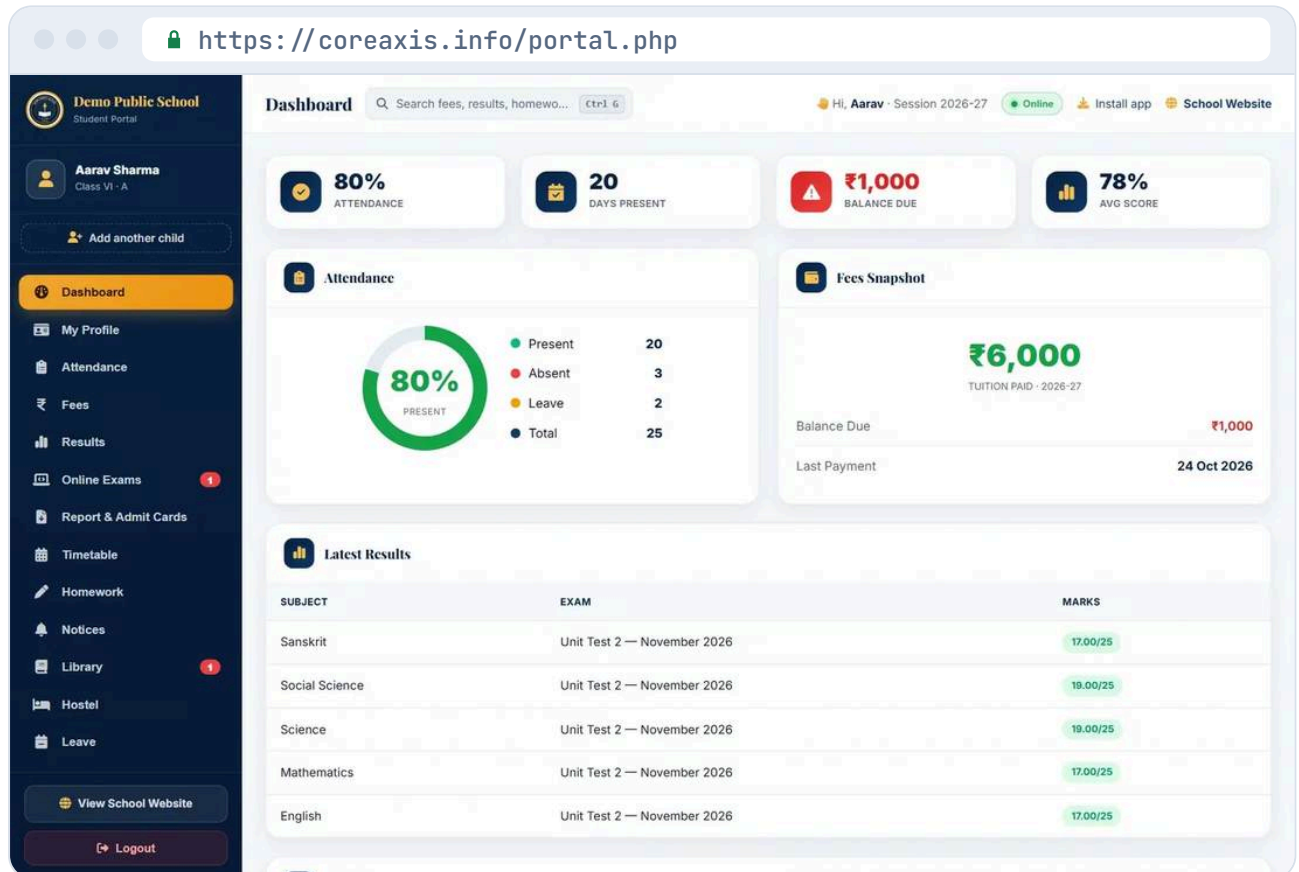
TIP After 6 wrong tries for one admission number (or 20 from one network) the portal waits 15 minutes before allowing another try.

TIP The portal signs you out after 30 minutes without use. Sign in again with the same details.

TIP If the date of birth is wrong in the school records, the parent must ask the school office to correct it.

Dashboard

- 1 Use the left menu to move between sections. Each section opens in the same page; the browser Back button returns to the previous section. On a phone, use the bottom bar (Home, Fees, Results, Attendance, More).



Aarav Sharma's dashboard: 80% attendance, ₹1,000 due, 84% average score.

Attendance (card)	Attendance percentage for the session.
Days Present	Number of days marked present.
Balance Due	Fee still to pay for the months billed so far.
Avg Score	Average percentage across published exam results.
Attendance (panel)	Ring chart with Present, Absent, Leave and Total days.
Fees Snapshot	Tuition paid this session, balance due and the date of the last payment.
Latest Results	Subject, exam and marks of the latest published exam.

Latest Notice	The newest notice for students or parents.
Top bar	Search (Ctrl + G) searches this child's own fees, results, homework and notices. Install app adds the portal to the phone. School Website opens the school's public site.
Red number on a menu item	Something needs attention: an online test to take, a new admit card, or an overdue library book.

My Profile and Attendance

- 1 Click **My Profile** to see the student details (admission number, date of birth, gender, session) and contact details (father's and mother's name, phone, address).

The screenshot displays the 'My Profile' page of the CoreAxis School ERP Student Portal. The browser address bar shows 'https://coreaxis.info/portal.php'. The top navigation bar includes a search bar with the text 'Search fees, results, homework... Ctrl G', and user information: 'Hi, Aarav · Session 2026-27', 'Online' status, 'Install app', and 'School Website' link.

The left sidebar menu for 'Demo Public School Student Portal' lists various options: 'Aarav Sharma Class VI - A', 'Add another child', 'Dashboard', 'My Profile' (highlighted in orange), 'Attendance', 'Fees', 'Results', 'Online Exams' (with a red notification badge '1'), 'Report & Admit Cards', 'Timetable', 'Homework', 'Notices', 'Library' (with a red notification badge '1'), 'Hostel', 'Leave', 'View School Website', and 'Logout'.

The main content area is titled 'My Profile' and features a student profile card for 'Aarav Sharma, Class VI · Section A · Roll 1'. Below this, there are two sections: 'Student Details' and 'Contact Details'.

Student Details		Contact Details	
Admission No.	DEMO20260001	Father's Name	Rajesh Sharma
Date of Birth	01 Jan 2015	Mother's Name	Sunita Sharma
Gender	Male	Phone	9800000100
Session	2026-27	Address	H.No. 12, Shanti Nagar

Below the details sections, a note states: 'To update any of these details, please contact the school office.' followed by the school's address and contact number: 'Demo Public School · 14, Boring Road, Near Patna Women's College · 0612-2234567'.

Profile details can be changed only by the school office.

- 2 Click **Attendance** for the session summary: present, absent, leave and total days.

The screenshot displays the 'Attendance' page for a student named Aarav Sharma in Class VI - A. The page features a sidebar with navigation options and a main content area with an attendance summary. The summary includes a circular progress indicator showing 80% present and a table of attendance statistics.

Attendance Summary

Present	20
Absent	3
Leave	2
Total Days	25

80% PRESENT

Demo Public School · 14, Boring Road, Near Patna Women's College · 0612-2234567

Aarav Sharma: 20 present, 3 absent, 2 leave of 25 days (80%).

Fees: dues, payment history and receipts

- 1 Click **Fees**. **Account Summary** shows Tuition Paid (2026-27), Total Fee (Session) and Balance Due; **Quick Info** shows the amount due, last payment date and last receipt number.

The screenshot displays the 'Fees' section of the CoreAxis School ERP Student Portal. The left sidebar shows the user 'Aarav Sharma' and various navigation options. The main content area is divided into several sections:

- Account Summary:**
 - Tuition Paid (2026-27): ₹6,000
 - Total Fee (Session): ₹7,150
 - Balance Due: ₹1,000
 - A yellow box highlights the Balance Due section with the text 'Being checked - left to pay' and a message: '₹1,000 sent by UPI / bank (1 payment) — the school is checking it. Nothing more to pay for now.'
 - A button labeled 'Pay by UPI / bank transfer' is present.
- Quick Info:**
 - Amount Due: ₹1,000
 - Last Payment: 28 Oct 2026
 - Last Receipt: REC001321
- My UPI / Bank Payments:**

SENT	UTR	AMOUNT	STATUS
28 Oct 2026 UPI - paid 28 Oct	430219885214	₹1,000.00	School is checking
- Other Charges & Late Fee:**

CHARGE	MONTH	AMOUNT	STATUS
Exam form fee: Unit Test 2 — November 2026		₹150.00	Paid

₹6,000 tuition paid; ₹1,000 due. The yellow box shows the ₹1,000 UPI payment the school is still checking; nothing more to pay for now.

- 2 If you have sent a UPI / bank payment that the school has not checked yet, a yellow box under Balance Due shows the amount being checked and what is **Left to pay** (or "Nothing more to pay for now" when it covers the dues).

- 3 Scroll to **Payment History**. Each row shows date, receipt number, what it was for, mode and amount. A receipt that covers several months shows the range, for example **Tuition August – October**.

The screenshot displays the 'Fees' section of the 'Demo Public School' Student Portal. The user is Aarav Sharma, Class VI - A. The 'Payment History' table lists the following transactions:

DATE	RECEIPT	FOR	MODE	AMOUNT	RECEIPT
28 Oct 2026	REC001321	Exam Form Fee	Cash	₹150	View PDF
24 Oct 2026	REC000198	Tuition September	Cash	₹1,000	View PDF
24 Oct 2026	REC000197	Tuition August	Cash	₹500	View PDF
05 Oct 2026	REC000005	Tuition August	Cash	₹500	View PDF
10 Apr 2026	REC000004	Tuition July	Cash	₹1,000	View PDF
10 Apr 2026	REC000003	Tuition June	Cash	₹1,000	View PDF
10 Apr 2026	REC000002	Tuition May	Cash	₹1,000	View PDF
10 Apr 2026	REC000001	Tuition April	Cash	₹1,000	View PDF

Aarav Sharma's receipts from April to October 2026, including the Exam Form Fee.

- 4 Click **View** to open a receipt. Use **Print**, choose a **Design**, or click **Download PDF**. **Back to Portal** returns to Fees.

The screenshot shows a web browser window with the URL <https://coreaxis.info/portal.php>. The page displays a 'FEE RECEIPT' for 'Demo Public School'. At the top, there are buttons for 'Print', 'Design' (set to '1 - Classic'), 'Download PDF', and 'Back to Portal'. The receipt itself includes the school's logo, name, and address. It lists the student as Aarav Sharma, with admission number DEMO20260001, and the father/guardian as Rajesh Sharma. The payment mode is 'Cash', received by Satyajeet Kr. Singh. A table of fees shows a Tuition Fee of ₹500.00 for August and another Tuition Fee of ₹1,000.00 for September, totaling ₹1,500.00. The receipt is marked as a 'DIGITAL COPY' and includes a QR code for verification. An 'Outstanding balance as on 28 Oct 2026: ₹1,000.00' is noted. The document is signed by Satyajeet Kr. Singh and has a Doc ID of MVXD42Ph4rW5.

Receipt REC000198 (linked with REC000197): ₹1,500, marked DIGITAL COPY with a verification QR.

- 5 Click **PDF** on a row to download the receipt as a PDF file straight away.

TIP Receipts downloaded from the portal are marked DIGITAL COPY. Anyone can scan the QR code to check that the receipt is genuine.

Pay by UPI or bank transfer and send the UTR (example: ₹1,000, UTR 430219885214)

The parent pays straight into the school's own UPI ID or bank account, then sends the transaction reference (UTR) and, if possible, a screenshot. The office checks the bank statement and makes the receipt. Pay online with card or net banking appears instead, or as well, when the school has turned on online payment.

1 On **Fees**, click **Pay by UPI / bank transfer**.

The screenshot shows the 'Fees' section of the Student Portal. The left sidebar contains navigation options: Dashboard, My Profile, Attendance, Fees (highlighted), Results, Online Exams, Report & Admit Cards, Timetable, Homework, Notices, Library, Hostel, and Leave. The main content area is titled 'Fees' and includes a search bar. Below the search bar, there are three main sections: Account Summary, Quick Info, and Payment History.

Account Summary:

- Tuition Paid (2026-27): ₹6,000
- Total Fee (Session): ₹7,000
- Balance Due: ₹1,000
- Pay by UPI / bank transfer (button)

Quick Info:

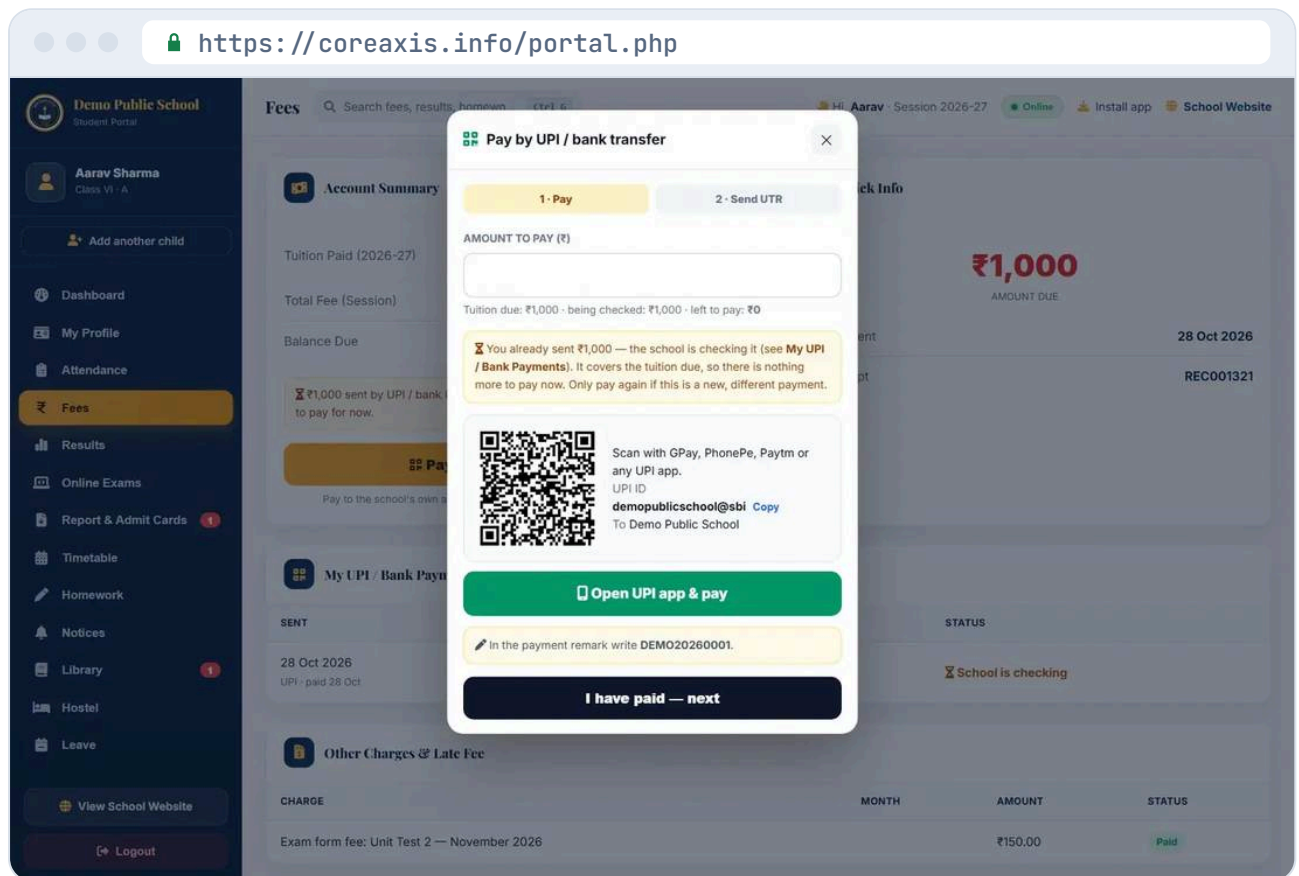
- Amount Due: ₹1,000
- Last Payment: 24 Oct 2026
- Last Receipt: REC000198

Payment History:

DATE	RECEIPT	FOR	MODE	AMOUNT	RECEIPT
24 Oct 2026	REC000198	Tuition September	Cash	₹1,000	View PDF
24 Oct 2026	REC000197	Tuition August	Cash	₹500	View PDF
05 Oct 2026	REC000005	Tuition August	Cash	₹500	View PDF
10 Apr 2026	REC000004	Tuition July	Cash	₹1,000	View PDF
10 Apr 2026	REC000003	Tuition June	Cash	₹1,000	View PDF
10 Apr 2026	REC000002	Tuition May	Cash	₹1,000	View PDF

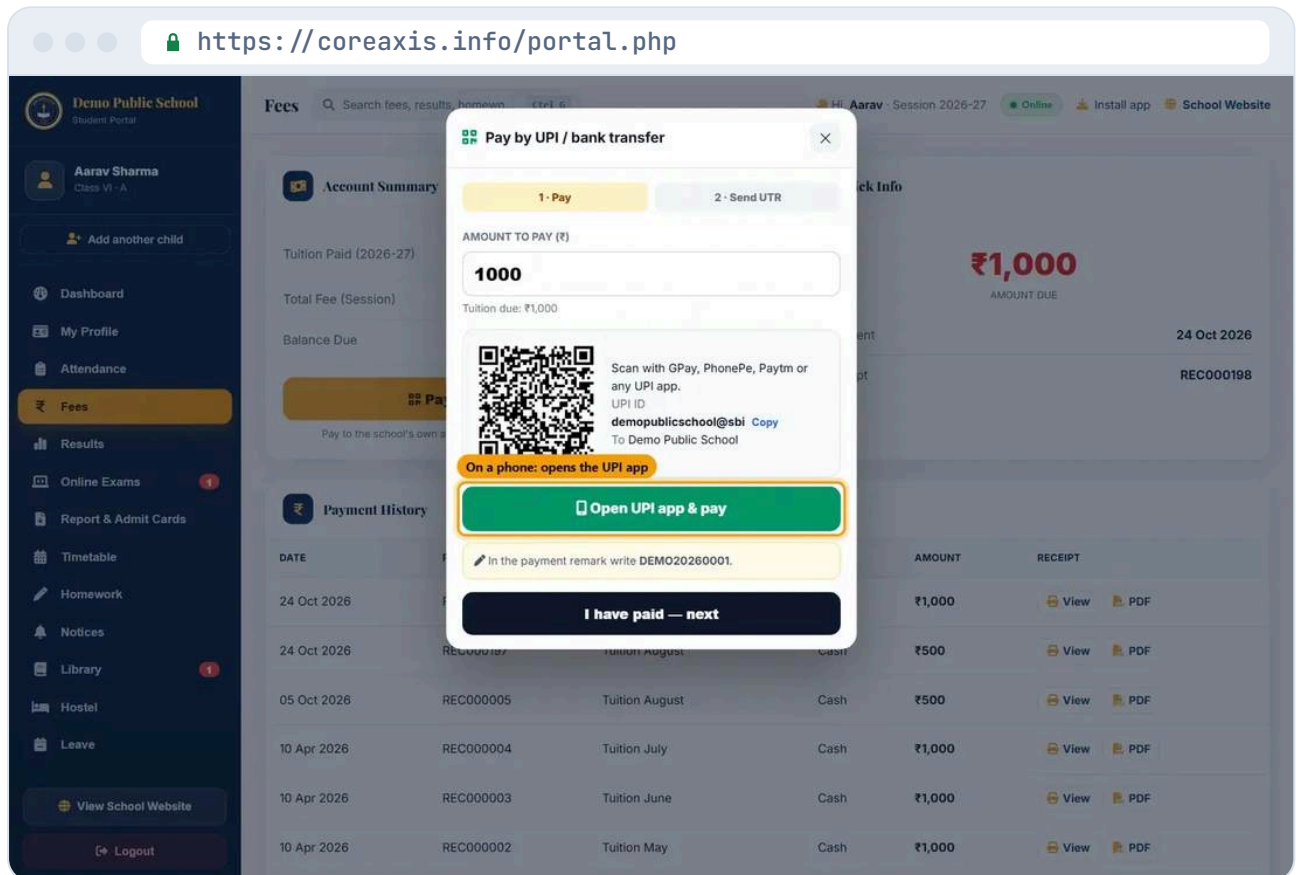
The button shows only when there is tuition due.

- 2** Step 1 · **Pay**: check **Amount to pay (₹)**. It starts at what is left to pay: the tuition due minus any UPI / bank payment the school is still checking. You may lower it for a part payment. The QR code, the school's **UPI ID** (demopublicschool@sbi) with a **Copy** button, and the payee name are shown.



Aarav's ₹1,000 claim is still being checked, so left to pay is ₹0 and a note warns against paying the same dues twice.

- 3 On a phone, tap **Open UPI app & pay**. The UPI app opens with the school, amount and remark filled in. On a computer, scan the QR code with the phone instead.



Open UPI app & pay works on phones that have a UPI app.

- 4 In the payment remark write the admission number (DEMO20260001). If the school has given bank details, **Bank transfer (NEFT / IMPS)** shows the account name, number and IFSC to use instead.
- 5 After paying, note the UTR / UPI reference number in the UPI app and click **I have paid — next**.

- 6 Step 2 · **Send UTR**: choose **Paid by** (UPI or Bank transfer), check **Amount paid** (₹), type the 12-digit **UTR / Reference No.**, set **Paid on**, attach the payment **Screenshot** (optional) and add a **Note** (optional).

The screenshot shows the CoreAxis School ERP portal interface. A modal form titled "Pay by UPI / bank transfer" is open, allowing a user to send a UTR. The form includes the following fields and options:

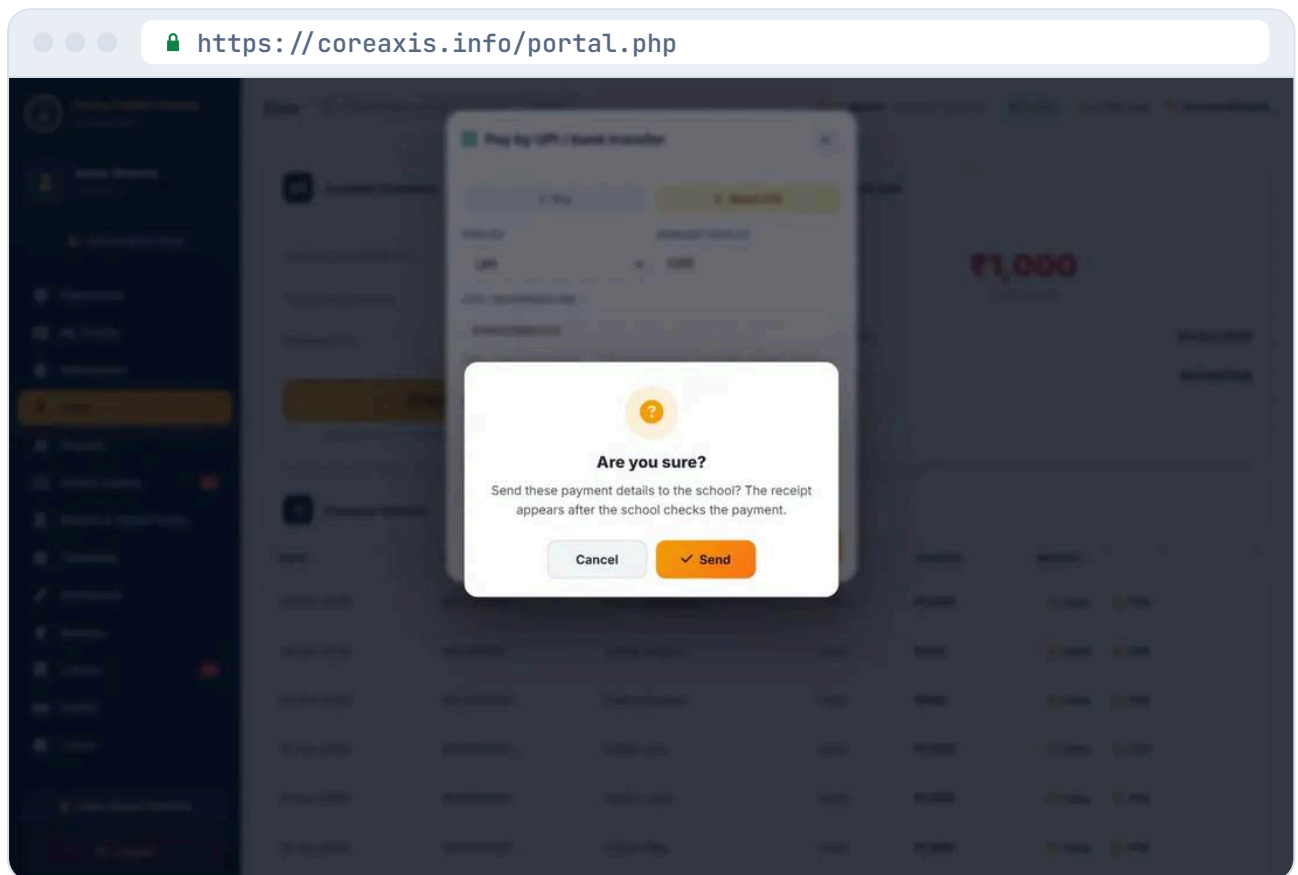
- PAID BY**: A dropdown menu with "UPI" selected.
- AMOUNT PAID (₹)**: A text input field containing "1000".
- UTR / REFERENCE NO. ***: A text input field containing "430219885214".
- PAID ON**: A date picker showing "28-10-2026".
- SCREENSHOT (optional)**: A "Choose File" button with the file name "upi_paym...nshot.png" displayed.
- NOTE (optional)**: A text input field containing "Paid from father's account (Rajesh Sharma)".
- Buttons**: "Back" and "Send to school" (highlighted in orange).

The background shows the "Fees" section of the portal. It includes an "Account Summary" with a balance due of ₹1,000 and a "Payment History" table.

DATE	REC	DESCRIPTION	CASH	AMOUNT	RECEIPT
24 Oct 2026	REC000198	Tuition September	Cash	₹1,000	View PDF
24 Oct 2026	REC000197	Tuition August	Cash	₹500	View PDF
05 Oct 2026	REC000005	Tuition August	Cash	₹500	View PDF
10 Apr 2026	REC000004	Tuition July	Cash	₹1,000	View PDF
10 Apr 2026	REC000003	Tuition June	Cash	₹1,000	View PDF
10 Apr 2026	REC000002	Tuition May	Cash	₹1,000	View PDF

UTR 430219885214 for ₹1,000, with the payment screenshot attached.

- 7 Click **Send to school**, then **Send** in the popup.



The receipt is made only after the school checks the payment.

- 8 A green message thanks you and a new box **My UPI / Bank Payments** shows the claim with status **School is checking**.

The screenshot shows the 'Demo Public School' Student Portal. A green message at the top states: 'Thank you! Your payment details were sent to the school. The receipt appears here once the office verifies the payment (usually within 1-2 working days)'. Below this, the 'Account Summary' shows: Tuition Paid (2026-27) ₹6,000, Total Fee (Session) ₹7,000, and Balance Due ₹1,000. A button 'Pay by UPI / bank transfer' is visible. The 'Quick Info' section shows 'AMOUNT DUE ₹1,000', 'Last Payment 24 Oct 2026', and 'Last Receipt REC000198'. The 'My UPI / Bank Payments' table shows a payment sent on 28 Oct 2026 with UTR 438219885214 for ₹1,000.00, with the status 'School is checking'. The 'Payment History' table shows a receipt for ₹1,000 on 24 Oct 2026 for Tuition September.

SENT	UTR	AMOUNT	STATUS
28 Oct 2026 UPI - paid 28 Oct	438219885214	₹1,000.00	School is checking

DATE	RECEIPT	FOR	MODE	AMOUNT	RECEIPT
24 Oct 2026	REC000198	Tuition September	Cash	₹1,000	View PDF

The claim waits for the office; the balance changes after the receipt is made.

TIP Where to find the UTR: GPay — open the payment, "UPI transaction ID"; PhonePe / Paytm — "UTR" or "UPI Ref. No."; bank — the NEFT / IMPS reference.

TIP Do not send the same payment twice. While a claim is being checked, the portal shows it on Fees and in step 1, and offers only what is left to pay.

TIP The office verifies claims on UPI / Bank Claims, usually within 1-2 working days.

TIP Pay online (card / net banking), when the school has it switched on, also offers only what is left after the claims being checked.

My UPI / Bank Payments: status of what you sent

- On **Fees**, the **My UPI / Bank Payments** box lists the last payments you reported.

The screenshot shows the 'Fees' section of the student portal. The left sidebar contains navigation links: Dashboard, My Profile, Attendance, Fees (selected), Results, Online Exams, Report & Admit Cards, Timetable, Homework, Notices, Library, Hostel, and Leave. The main content area shows a summary of fees and a table of payments.

SENT	UTR	AMOUNT	STATUS
28 Oct 2026 UPI - paid 28 Oct	430219885214	₹1,000.00	School is checking

DATE	RECEIPT	FOR	MODE	AMOUNT	RECEIPT
24 Oct 2026	REC000198	Tuition September	Cash	₹1,000	View PDF
24 Oct 2026	REC000197	Tuition August	Cash	₹500	View PDF
05 Oct 2026	REC000005	Tuition August	Cash	₹500	View PDF
10 Apr 2026	REC000004	Tuition July	Cash	₹1,000	View PDF

Sent	The date you sent the details, and the mode and date of payment (UPI · paid 28 Oct).
UTR	The reference number you typed.
Amount	The amount you said you paid.
School is checking	The office has not yet matched it with the bank statement.
Verified	The money was found; the receipt now appears in Payment History.
Rejected	No matching payment was found. The reason is shown; correct the details and send again, or contact the office.

Results and report cards

- 1 Click **Results** to see each published exam, subject, marks and percentage, with the overall average.

The screenshot shows the 'Results' section of the Student Portal. The left sidebar contains navigation options: Dashboard, My Profile, Attendance, Fees, Results (highlighted), Online Exams, Report & Admit Cards, Timetable, Homework, Notices, Library, Hostel, and Leave. The main content area displays 'Exam Results - Average 78%'. Below this is a table with columns: EXAM, SUBJECT, MARKS, and %. The table lists results for Unit Test 2 (November 2026) and Half-Yearly Examination across various subjects. The overall average is 78%.

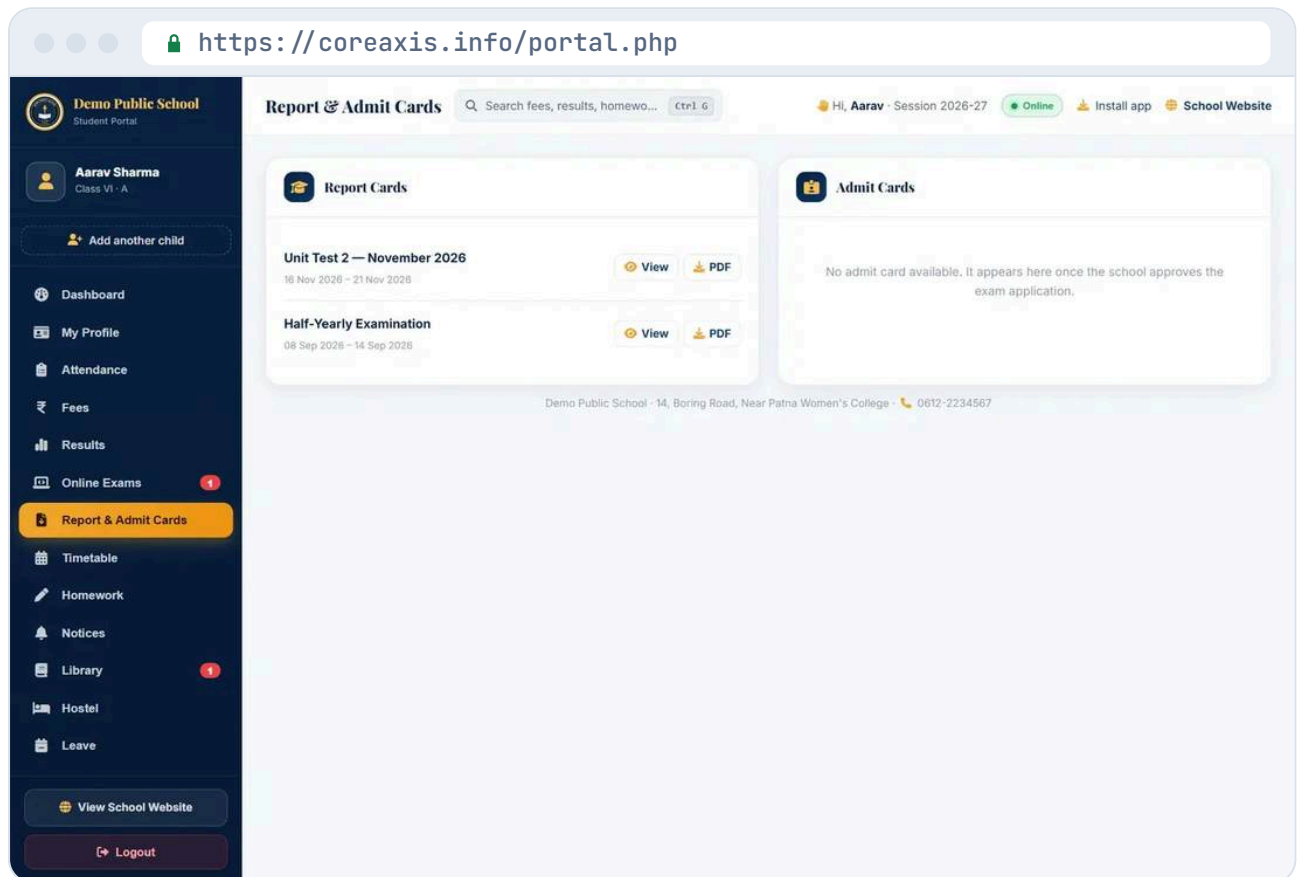
EXAM	SUBJECT	MARKS	%
Unit Test 2 — November 2026	Sanskrit	17.00/25	68%
Unit Test 2 — November 2026	Social Science	19.00/25	76%
Unit Test 2 — November 2026	Science	19.00/25	76%
Unit Test 2 — November 2026	Mathematics	17.00/25	68%
Unit Test 2 — November 2026	English	17.00/25	68%
Unit Test 2 — November 2026	Hindi	19.00/25	76%
Half-Yearly Examination	Computer	87.00/100	87%
Half-Yearly Examination	Social Science	77.00/100	77%
Half-Yearly Examination	Science	85.00/100	85%
Half-Yearly Examination	Mathematics	78.00/100	78%
Half-Yearly Examination	English	96.00/100	96%
Half-Yearly Examination	Hindi	80.00/100	80%

Overall Average: 78%

Footer: Demo Public School · 14, Boring Road, Near Patna Women's College · 0612-2234567

Half-Yearly Examination results; average 84%.

- 2 Click **Report & Admit Cards**. Under **Report Cards**, each published exam has **View** and **PDF**.



Admit cards appear here once the school approves the exam application.

- 3 Click **View** (or **PDF**) next to **Half-Yearly Examination** to open the report card.

https://coreaxis.info/portal.php

DIGITAL COPY - verify



DEMO PUBLIC SCHOOL

Affiliated to CBSE | UDISE: 10280110235 | English
14, Boring Road, Near Patna Women's College | 0612-2234567 | https://coreaxis.info/site.php?s=demo

ACADEMIC RECORD

Academic Session : 2026-27
Class : VI - A Roll No: 1



Scan to Verify
C4ZJKUHKN8N6

Name of Student	: Aarav Sharma	Roll No.	: 1
Mother's Name	: Sunita Sharma	Scholar No.	: DEMO20260001
Father's Name	: Rajesh Sharma	Date of Birth	: 01/01/2015

PHOTO

Scholastic Area	Term I (100 Marks)			Term II (100 Marks)			Over All		
	Oral	Half Yearly	Total	Note Book	Oral	Yearly Exam	Total	Grand Total	
Hindi		80.0	80.0			—	—	80.0/100	B+
English		96.0	96.0			—	—	96.0/100	A+
Mathematics		78.0	78.0			—	—	78.0/100	B+
Science		85.0	85.0			—	—	85.0/100	A
Social Science		77.0	77.0			—	—	77.0/100	B+
Computer		87.0	87.0			—	—	87.0/100	A
General Knowledge		—	—			—	—	—	—
Drawing		—	—			—	—	—	—
Sanskrit		—	—			—	—	—	—
TOTAL			503				—	503/600	A

OVER ALL MARKS	PERCENTAGE	GRADE	RANK
503	83.8%	A	2nd

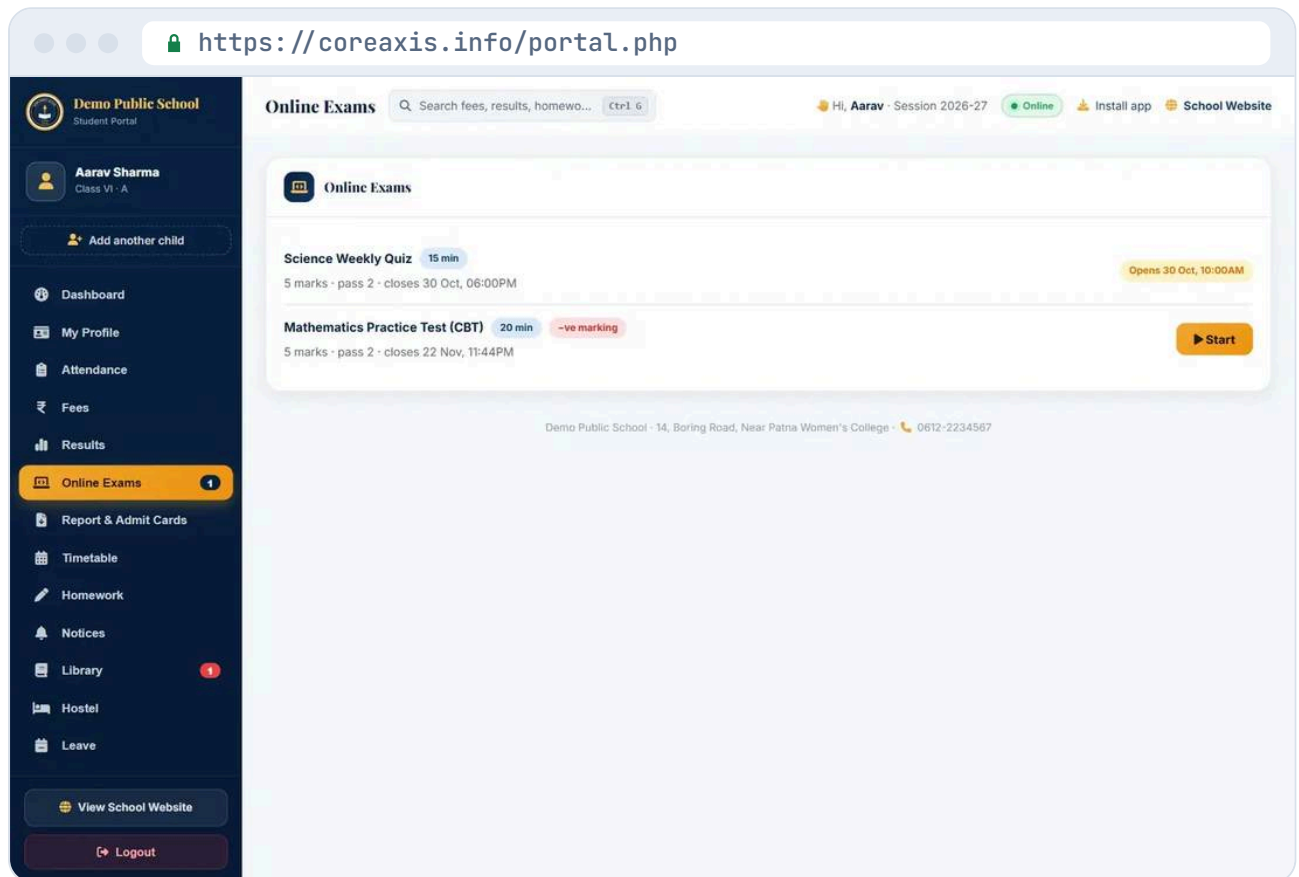
Aarav Sharma's academic record, marked DIGITAL COPY, with a QR code to verify it.

TIP Results appear only after the school publishes the exam. Ask the class teacher if a result is missing.

Take an online test (example: Mathematics Practice Test (CBT), 5 questions, 20 minutes)

Online tests work like national computer-based tests: a question palette, Mark for Review, a timer and an automatic result. The worked example has negative marking (0.25 for a wrong answer).

- 1 Click **Online Exams**. Open tests show **Start**; tests that open later show their opening time.



Science Weekly Quiz opens on 30 Oct; Mathematics Practice Test (CBT) is open now.

2 Click **Start** on the test.

The screenshot displays the 'Demo Public School' Student Portal. The left sidebar contains navigation links: Dashboard, My Profile, Attendance, Fees, Results, Online Exams (highlighted with a notification badge), Report & Admit Cards, Timetable, Homework, Notices, Library, Hostel, and Leave. The main content area is titled 'Online Exams' and features a search bar. Below the search bar, two exam cards are visible: 'Science Weekly Quiz' (15 min, 5 marks, pass 2, closes 30 Oct, 06:00PM) and 'Mathematics Practice Test (CBT)' (20 min, 5 marks, pass 2, closes 22 Nov, 11:44PM). Both cards have a 'Start' button. The 'Mathematics Practice Test (CBT)' card also has a '-ve marking' label. At the bottom of the page, the school's address and contact number are listed: 'Demo Public School · 14, Boring Road, Near Patna Women's College · 0612-2234567'.

- 3 Read the instructions: questions, total marks, minutes, pass mark, the teacher's instructions and the general guidelines.

The screenshot shows a web browser window with the URL <https://coreaxis.info/portal.php>. The page header for "Demo Public School Online Examination" is visible. The main content area is titled "Mathematics Practice Test (CBT)" and includes a sub-instruction: "Read the instructions carefully before you begin. The timer starts the moment you click Start Test."

Key statistics are displayed in a row of four boxes:

- 5 QUESTIONS
- 5 TOTAL MARKS
- 20 MINUTES
- 2 PASS MARK

Below these is a yellow box for "INSTRUCTIONS FROM YOUR TEACHER":

★ INSTRUCTIONS FROM YOUR TEACHER

Answer all 5 questions. Each correct answer carries 1 mark; 0.25 mark is deducted for every wrong answer. Unanswered questions get 0. Use "Mark for review" to come back to a question.

A blue box contains "GENERAL GUIDELINES":

- This is a single-attempt test — once submitted, you cannot retake it.
- Use **Save & Next** to record each answer. You may revisit and change answers until you submit.
- **Mark for Review** flags a question to come back to later.
- **Negative marking is ON** — 0.25 mark(s) will be deducted for every wrong answer.
- The test will **auto-submit** when the time runs out.
- Do not leave or refresh the page — your answers are saved in this browser but staying on the page is safest.

A legend shows four status boxes: Answered (green), Not Answered (red), Marked for Review (purple), and Not Visited (grey).

Below the legend is a checkbox: ☐ I have read and understood all the instructions above. I am ready to start the test.

At the bottom are two buttons: a large orange "▶ Start Test" button and a smaller grey "— Cancel and go back" button.

The timer starts when you click Start Test. The test can be taken once.

- 4 Tick **I have read and understood all the instructions above** and click **Start Test**.

https://coreaxis.info/portal.php

Mathematics Practice Test (CBT)

Read the instructions carefully before you begin. The timer starts the moment you click **Start Test**.

5 QUESTIONS	5 TOTAL MARKS	20 MINUTES	2 PASS MARK
----------------	------------------	---------------	----------------

★ INSTRUCTIONS FROM YOUR TEACHER

Answer all 5 questions. Each correct answer carries 1 mark; 0.25 mark is deducted for every wrong answer. Unanswered questions get 0. Use "Mark for review" to come back to a question.

GENERAL GUIDELINES

- This is a single-attempt test — once submitted, you cannot retake it.
- Use **Save & Next** to record each answer. You may revisit and change answers until you submit.
- **Mark for Review** flags a question to come back to later.
- **Negative marking is ON** — 0.25 mark(s) will be deducted for every wrong answer.
- The test will **auto-submit** when the time runs out.
- Do not leave or refresh the page — your answers are saved in this browser but staying on the page is safest.

☐ Answered ☐ Not Answered ☐ Marked for Review ☐ Not Visited

Start Test I have read and understood all the instructions above. I am ready to start the test.

Start Test

[Cancel and go back](#)

- 5 Click an option to answer. Click **Save & Next** to go on, **Previous** to go back, **Clear** to remove your answer.

https://coreaxis.info/portal.php

Mathematics Practice Test (CBT)
5 questions · 5 marks

19:31

Question 1/5
+1 mark -0.25 if wrong

What is the value of $\frac{3}{4} + \frac{1}{8}$?

Your answer

A ☒ 7/8

B ☐ 4/12

C ☐ 1

D ☐ 5/8

Previous Clear Mark & Next Save & Next

Submit Test

Aarav Sharma
Online Test

Answered Not Ans. Review Not Visited

1 2 3 4 5

Submit Test

Question 1: $\frac{3}{4} + \frac{1}{8} = \frac{7}{8}$ (option A). The top right shows the time left.

- 6 Not sure? Click **Mark & Next**. The question turns purple in the palette so you can come back to it.

https://coreaxis.info/portal.php

Mathematics Practice Test (CBT)
5 questions · 5 marks

19:28

Question 3 / 5 +1 mark -0.25 if wrong

3. How many degrees are there in a right angle?

A 45

B 180

C 90

D 360

Mark & Next

Previous Clear Mark & Next Save & Next

Submit Test

Aarav Sharma
Online Test

Answered Not Ans. Review

Not Visited

1 2 3 4 5

Submit Test

Mark & Next keeps your answer and flags the question for review.

- 7 Use the **question palette** to jump to any question. Green = answered, red = not answered, purple = marked for review (purple with a green dot = answered and marked), grey = not visited.

https://coreaxis.info/portal.php

Mathematics Practice Test (CBT)
5 questions · 5 marks

19:25

Question 5 / 5 +1 mark -0.25 if wrong

5. The perimeter of a square of side 7 cm is:

A 14 cm

B 28 cm

C 49 cm

D 21 cm

Previous Clear Mark & Next Save & Next

Submit Test

Question palette

Aarav Sharma
Online Test

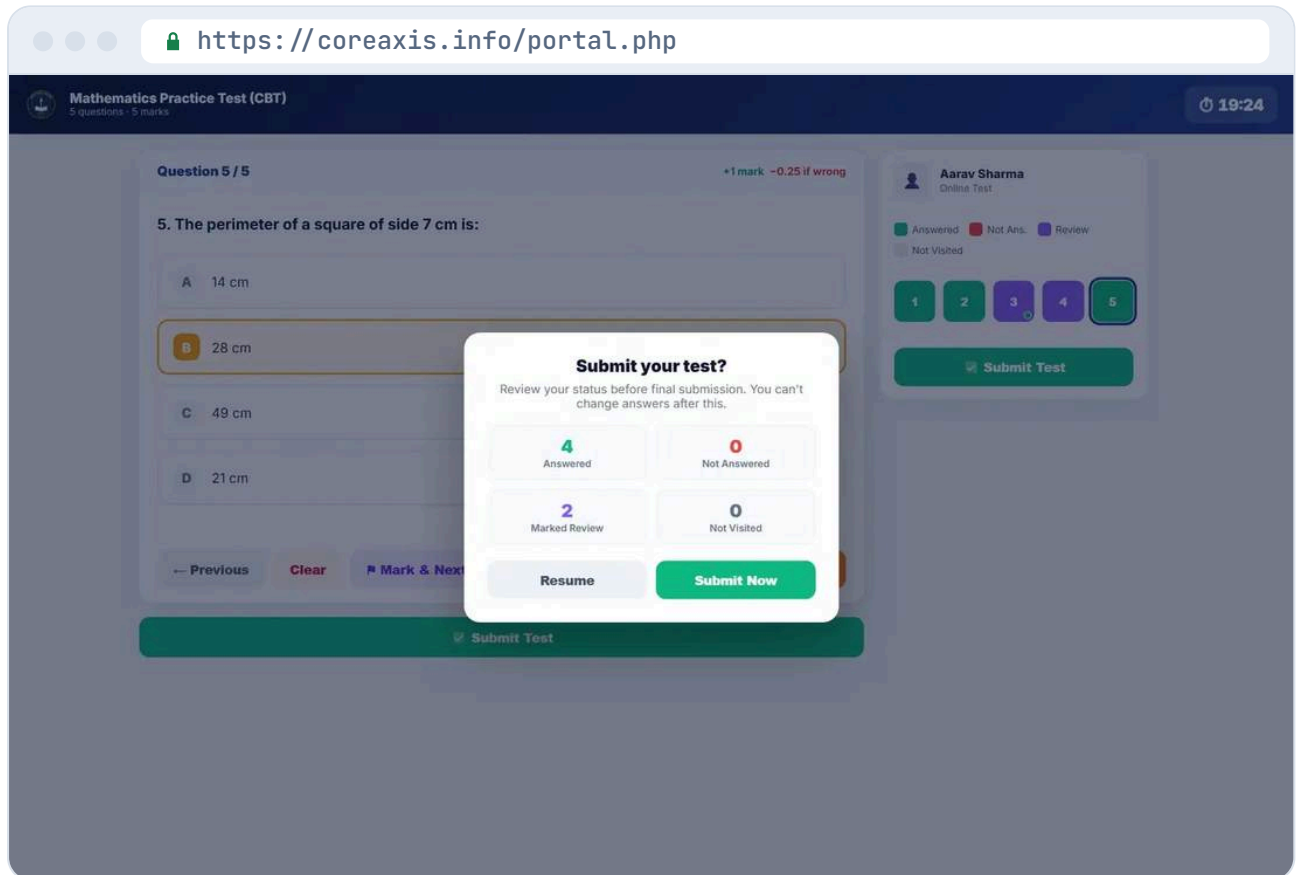
Answered Not Ans. Review
Not Visited

1 2 3 4 5

Submit Test

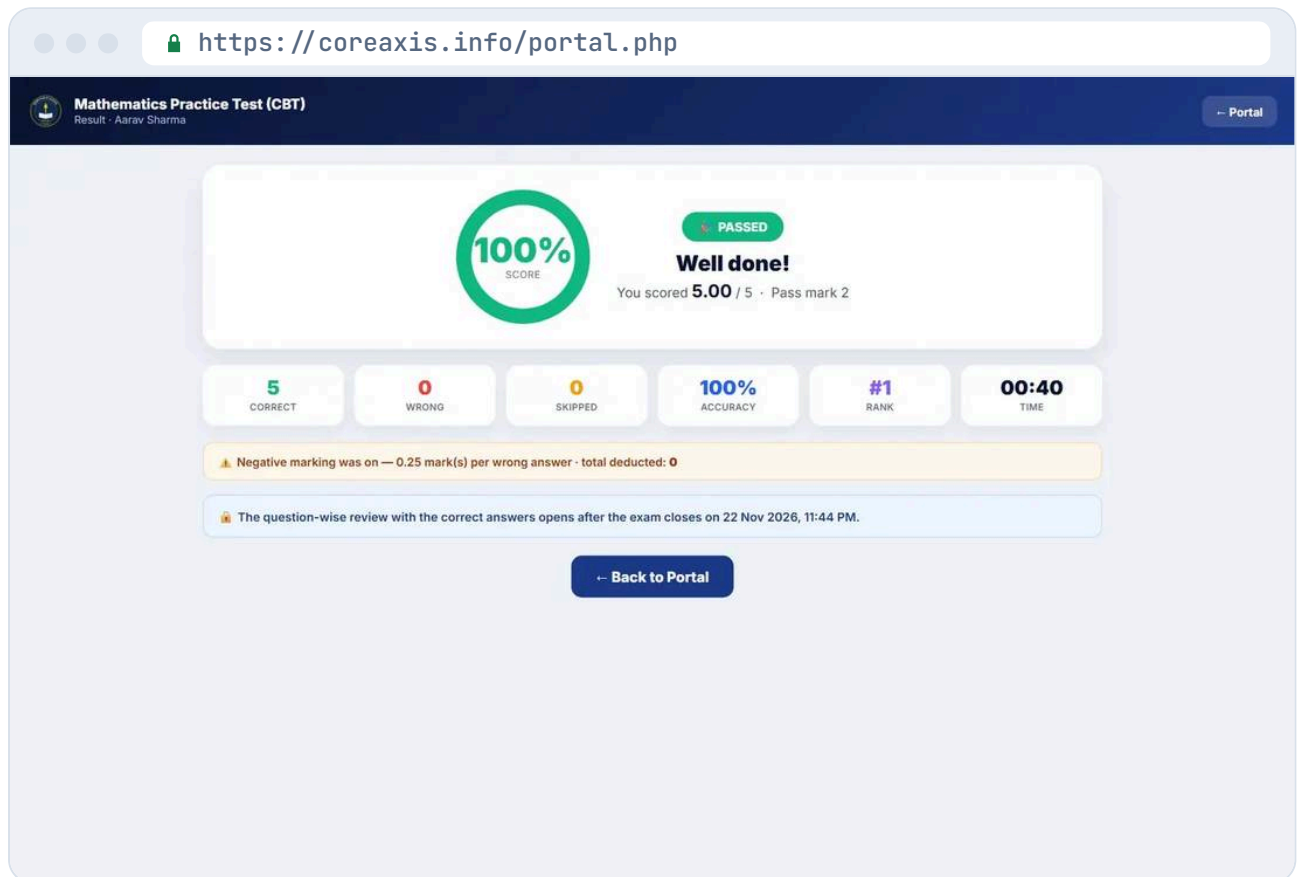
Questions 3 and 4 are marked for review; 1, 2 and 5 are answered.

- 8 Click **Submit Test**. Check the summary (Answered, Not Answered, Marked Review, Not Visited). Click **Resume** to go back, or **Submit Now** to finish.



Answers cannot be changed after Submit Now.

- 9 The result opens at once: score, pass / fail, correct, wrong, skipped, accuracy, rank and time taken.



Aarav Sharma scored 5.00 / 5 and passed. The question-wise review opens after the test closes on 22 Nov 2026.

TIP If time runs out, the test is submitted automatically.

TIP Do not refresh or leave the page during the test. Answers are kept in the browser, but staying on the page is safest.

TIP With negative marking, a skipped question scores 0 but a wrong answer loses marks.

IMPORTANT Each test can be taken only once. Click Submit Now only when you have checked every question.

Homework, notices, timetable, library and hostel

- 1 **Homework** lists homework for the class, newest first, with subject, date given and the task.

The screenshot shows the 'Homework' section of the CoreAxis School ERP portal. The left sidebar contains navigation links: Dashboard, My Profile, Attendance, Fees, Results, Online Exams, Report & Admit Cards, Timetable, Homework (highlighted), Notices, Library, Hostel, and Leave. The main content area is titled 'Homework & Assignments' and lists homework tasks for various subjects and dates. The tasks are as follows:

Subject	Date	Task
English	28 Oct	Write a paragraph of about 120 words on "My Favourite Festival". Use at least five new words from Chapter 4 and underline them.
Mathematics	28 Oct	Exercise 6.1 (Integers): solve questions 1 to 10 in the homework notebook. Draw a number line for questions 3 and 4.
Mathematics	24 Oct	Chapter 1 Exercises 1-5
Mathematics	23 Oct	Exercise 5.2 (Fractions): solve questions 1 to 12 in the homework notebook. Show every step.
English	22 Oct	Read the chapter "A Different Kind of School" and write the answers to the questions on page 42.
Science	22 Oct	Draw a neat labelled diagram of a flower and list the functions of each part.
Hindi	21 Oct	पाठ 6 "पार नहर के" के प्रश्न-उत्तर लिखिए तथा 10 नए शब्दों के अर्थ याद कीजिए।

The footer of the page displays the school's contact information: Demo Public School - 14, Boring Road, Near Patna Women's College · 0612-2234567.

2 Notices lists notices for students and parents, newest first.

The screenshot displays the 'Demo Public School' Student Portal. The left sidebar contains navigation links: Dashboard, My Profile, Attendance, Fees, Results, Online Exams, Report & Admit Cards, Timetable, Homework, Notices (highlighted), Library, Hostel, and Leave. The main content area is titled 'Notices' and features a search bar. Below the search bar, there are four notices:

- Children's Day celebration on 14 November 2026**
Dear Parents, The school will celebrate Children's Day on Saturday, 14 November 2026. Students of Classes Play to VIII may come in colourful clothes. A fancy-dress show, games and a special lunch are planned. School closes at 12:30 PM that day. — Principal
28 Oct 2026
- Parent-Teacher Meeting on 31 October 2026**
A Parent-Teacher Meeting will be held on 31 October 2026 from 9:00 AM to 12:00 PM to discuss the Half-Yearly results. Parents are requested to attend with the report card.
22 Oct 2026
- Half-Yearly Examination results declared**
Results of the Half-Yearly Examination are now available in the app and on the parent portal. Report cards can be viewed and downloaded from the Results section. Parents may meet the class teacher for any query.
21 Oct 2026
- Winter uniform from 1 November 2026**
Students must come in the prescribed winter uniform (navy-blue blazer / sweater) from 1 November 2026.
20 Oct 2026

The footer of the portal displays the school's address: 'Demo Public School - 14, Boring Road, Near Patna Women's College' and a phone number: '0612-2234567'.

- 3 **Timetable** shows the class timetable for the week, with subject, teacher and period time.

The screenshot shows the 'Timetable' section of the CoreAxis School ERP portal. The interface includes a sidebar with navigation options like Dashboard, My Profile, Attendance, Fees, Results, Online Exams, Report & Admit Cards, Timetable (highlighted), Homework, Notices, Library, Hostel, and Leave. The main content area displays the 'Class Timetable - Class VI A' for the week of Session 2026-27. The timetable is organized by period (1 to 8) and day (Monday to Saturday). Each cell in the grid shows the subject and the teacher assigned for that period and day. The timetable is as follows:

PERIOD	MON	TUE	WED	THU	FRI	SAT
1 08:00-08:40	Mathematics Amit Kumar Mishra	Mathematics Amit Kumar Mishra	Mathematics Amit Kumar Mishra	Mathematics Amit Kumar Mishra	Mathematics Amit Kumar Mishra	General Knowledge Mohd. Imran Khan
2 08:40-09:20	Hindi Sunita Sharma	Computer Pooja Gupta	Mathematics Amit Kumar Mishra	Science Rajesh Kumar Verma	General Knowledge Mohd. Imran Khan	English Anjali Singh
3 09:20-10:00	Science Rajesh Kumar Verma	General Knowledge Mohd. Imran Khan	English Anjali Singh	Social Science Mohd. Imran Khan	Drawing Pooja Gupta	Hindi Sunita Sharma
4 10:00-10:40	Social Science Mohd. Imran Khan	Drawing Pooja Gupta	Hindi Sunita Sharma	Computer Pooja Gupta	Mathematics Amit Kumar Mishra	Science Rajesh Kumar Verma
5 11:00-11:40	Computer Pooja Gupta	Mathematics Amit Kumar Mishra	Science Rajesh Kumar Verma	General Knowledge Mohd. Imran Khan	English Anjali Singh	—
6 11:40-12:20	General Knowledge Mohd. Imran Khan	English Anjali Singh	Social Science Mohd. Imran Khan	Drawing Pooja Gupta	Hindi Sunita Sharma	—
7 12:20-13:00	Drawing Pooja Gupta	Hindi Sunita Sharma	Computer Pooja Gupta	Mathematics Amit Kumar Mishra	Science Rajesh Kumar Verma	—
8 13:00-13:40	Sanskrit Sunita Sharma	—	—	—	—	—

At the bottom of the page, the school's contact information is provided: Demo Public School · 14, Boring Road, Near Patna Women's College · 0612-2234567.

Class VI A timetable.

4

Library shows books issued to the child, the due date, and any overdue fine.

The screenshot shows the 'Library' section of the CoreAxis School ERP portal. The user is Aarav Sharma, Class VI - A. The interface includes a sidebar with navigation options like Dashboard, My Profile, Attendance, Fees, Results, Online Exams, Report & Admit Cards, Timetable, Homework, Notices, Library (highlighted), Hostel, and Leave. The main content area displays a summary of library activity: 1 book with the user, 1 overdue item, and a fine of ₹2. Below this, a table titled 'Library books' lists the issued book 'Wings of Fire' by A. P. J. Abdul Kalam, issued on 13 Oct 2026, with a due date of 27 Oct 2026. The status is 'Overdue 1d - ₹2'. A note indicates the overdue fine is ₹2 per day, paid at the library on return. The footer shows the school's address and contact information.

https://coreaxis.info/portal.php

Demo Public School
Student Portal

Aarav Sharma
Class VI - A

Add another child

Dashboard
My Profile
Attendance
Fees
Results
Online Exams
Report & Admit Cards
Timetable
Homework
Notices
Library
Hostel
Leave

View School Website
Logout

Library Search fees, results, homewo... Ctrl 6

Hi, Aarav · Session 2026-27 Online Install app School Website

1 BOOKS WITH ME

1 OVERDUE

₹2 FINE SO FAR

Library books

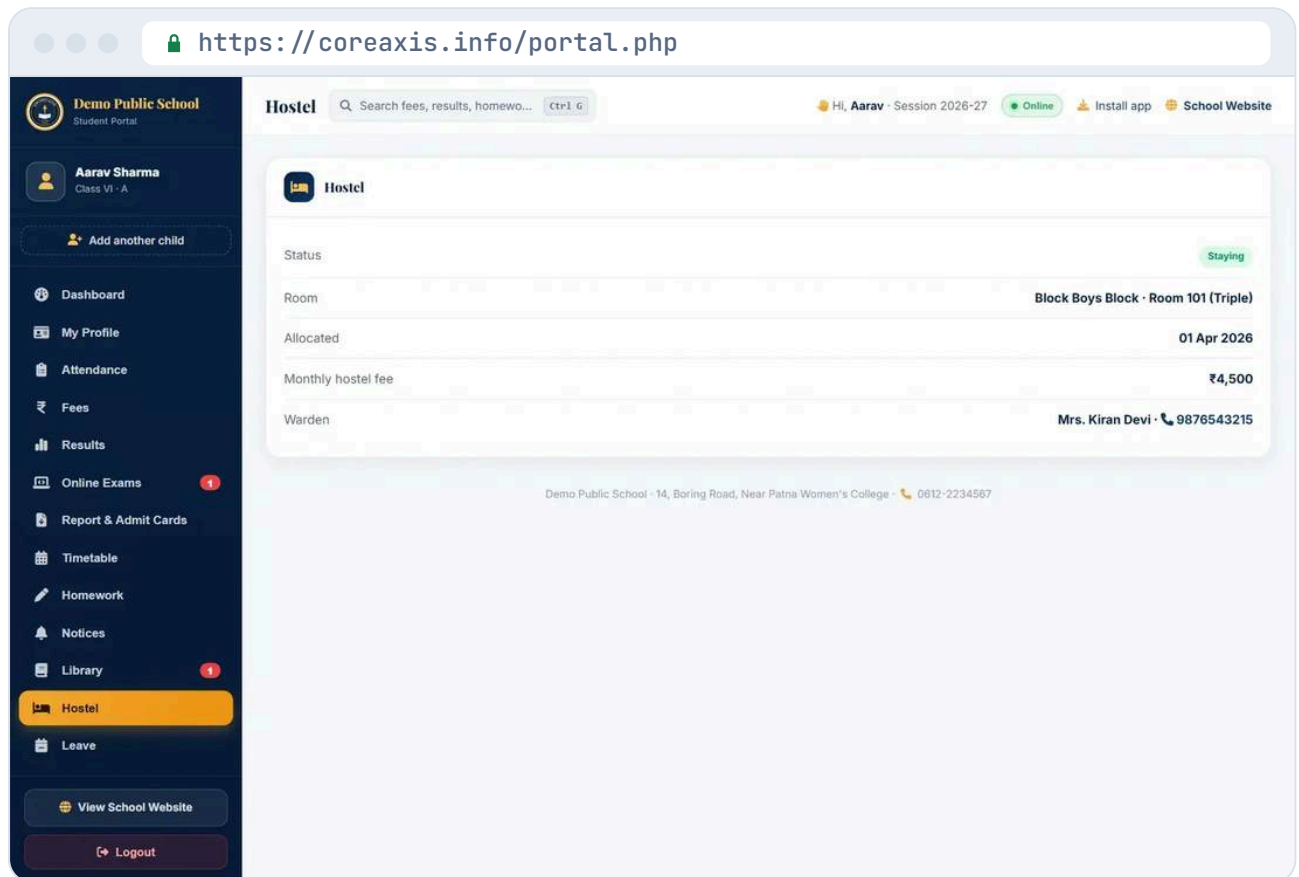
BOOK	ISSUED	DUE / RETURNED	STATUS
Wings of Fire A. P. J. Abdul Kalam	13 Oct 2026	Due 27 Oct 2026	Overdue 1d - ₹2

Overdue fine: ₹2 per day, paid at the library on return.

Demo Public School · 14, Boring Road, Near Patna Women's College · 0612-2234567

Wings of Fire is 1 day overdue; fine ₹2 per day, paid at the library on return.

- 5 **Hostel** (only for hostel students) shows the room, date allotted, monthly hostel fee and the warden's contact.



Homework	Subject, date given, task text. Due dates are set by the teacher.
Notices	Title, text and date of each notice.
Timetable	Period number and time, subject and teacher for Monday to Saturday.
Library	Books with me, Overdue, Fine so far; each book with issue date, due or return date and status.
Transport	Shown only when the child uses school transport: route, stops, vehicle, driver and monthly fare.
Hostel	Shown only for hostel students: status, room, allotted date, monthly fee, warden.

Request leave for the child (example: 6-7 Nov 2026, family wedding in Gaya)

- 1 Click **Leave**.

- 2 Set **From** (06-11-2026) and **To** (07-11-2026).
- 3 Type the **Reason**: "Going to Gaya with family for my elder sister's wedding."

The screenshot displays the 'Request leave' form within the CoreAxis School ERP Student Portal. The browser address bar shows 'https://coreaxis.info/portal.php'. The user is logged in as 'Aarav Sharma' (Class VI - A). The left sidebar contains navigation links: Dashboard, My Profile, Attendance, Fees, Results, Online Exams, Report & Admit Cards, Timetable, Homework, Notices, Library, Hostel, and Leave (highlighted). The main content area has a 'Leave' header with a search bar. The 'Request leave' form includes fields for 'FROM' (06-11-2026) and 'TO' (07-11-2026), a 'REASON' text area containing 'Going to Gaya with family for my elder sister's wedding.', and a 'Send request' button. A note below the button states: 'The class teacher / school office approves it; the status shows here.' To the right, the 'My requests' section shows two pending requests: '06 Nov - 07 Nov 2026' (Reason: Going to Gaya with family for my elder sister's wedding.) and '26 Oct 2026' (Reason: Going to attend my cousin's wedding.). The footer of the page provides school contact information: 'Demo Public School - 14, Boring Road, Near Patna Women's College' and a phone number '0612-2234567'.

The Request leave form.

- 4 Click **Send request** and confirm. The request appears under **My requests** as **Pending**.

The screenshot displays the 'Demo Public School' Student Portal interface. The left sidebar contains navigation links: Dashboard, My Profile, Attendance, Fees, Results, Online Exams, Report & Admit Cards (with a red notification badge), Timetable, Homework, Notices, Library (with a red notification badge), Hostel, and Leave (highlighted in orange). The main content area is titled 'Leave' and includes a search bar. Below the search bar, a status message reads 'Pending until the school decides'. The 'Request leave' form is visible, with fields for 'FROM' (28-10-2026) and 'TO' (28-10-2026), and a 'REASON' field containing 'e.g. Fever — doctor advised rest'. A large orange 'Send request' button is at the bottom of the form. Below the button, a note states: 'The class teacher / school office approves it; the status shows here.' To the right of the form, the 'My requests' section shows two pending requests: '06 Nov - 07 Nov 2026' (Pending) with the reason 'Going to Gaya with family for my elder sister's wedding.', and '26 Oct 2026' (Pending) with the reason 'Going to attend my cousin's wedding.' The footer of the page displays the school's address and contact information: 'Demo Public School - 14, Boring Road, Near Patna Women's College - 0612-2234567'.

https://coreaxis.info/portal.php

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Leave Search fees, results, homewo... Ctrl+G

Pending until the school decides

Request leave

FROM 28-10-2026 TO 28-10-2026

REASON e.g. Fever — doctor advised rest

Send request

The class teacher / school office approves it; the status shows here.

My requests

06 Nov - 07 Nov 2026 Pending
Going to Gaya with family for my elder sister's wedding.

26 Oct 2026 Pending
Going to attend my cousin's wedding.

Demo Public School - 14, Boring Road, Near Patna Women's College · 0612-2234567

- 5 When the class teacher or office decides, the status changes to **Approved** or **Rejected**, with the school's remark.

The screenshot shows the 'Leave' section of the Student Portal. The left sidebar contains a navigation menu with options like Dashboard, My Profile, Attendance, Fees, Results, Online Exams, Report & Admit Cards, Timetable, Homework, Notices, Library, Hostel, and Leave (highlighted). The main content area is titled 'Leave' and includes a search bar. Below the search bar, there's a status indicator 'Approved by the class teacher'. The 'Request leave' form has fields for 'FROM' (28-10-2026) and 'TO' (28-10-2026), and a 'REASON' field with the text 'e.g. Fever — doctor advised rest'. A 'Send request' button is at the bottom. To the right, the 'My requests' section shows a list of requests: one for '06 Nov - 07 Nov 2026' with status 'Approved' and a remark 'Going to Gaya with family for my elder sister's wedding. School: Approved. Please complete the missed class work.', and another for '26 Oct 2026' with status 'Pending' and a remark 'Going to attend my cousin's wedding.'.

Approved by the class teacher: "Approved. Please complete the missed class work."

TIP A request that overlaps dates already requested is refused with a message. Dates up to 30 days in the past can be entered for a sick leave already taken.

Add another child and switch between children (example: Ansh Kumar, Class VII-A)

A parent with two or more children in the school can see all of them in one sign-in (up to 6). Each child is checked with that child's own admission number and date of birth.

- 1 Click **Add another child** (left menu, under the child's name).

- 2 Type the other child's **Admission Number** and **Date of Birth** and click **Verify & add**.

The screenshot displays the 'Demo Public School' Student Portal. The user is logged in as Aarav Sharma, Class VI - A. The dashboard shows various metrics: 80% Attendance, 20 Days Present, ₹1,000 Balance Due, and 78% Avg Score. A modal titled 'Add another child' is open, prompting the user to enter the other child's Admission No. and Date of Birth. The Admission Number field contains 'DEMO20260033' and the Date of Birth field contains '01-05-2014'. The modal includes 'Cancel' and 'Verify & add' buttons. The background shows the 'Attendance' section with an 80% present indicator and the 'Fees Snapshot' section showing a balance due of ₹1,000 and tuition paid of ₹6,000. The 'Latest Results' table is also visible.

SUBJECT	MARKS
Sanskrit	17.00/25
Social Science	19.00/25
Science	19.00/25
Mathematics	17.00/25
English	17.00/25

Each child is verified separately.

- 3 The portal now shows the added child, with a **Viewing** strip at the top for switching.

The screenshot shows the CoreAxis School ERP Student Portal. The browser address bar displays <https://coreaxis.info/portal.php>. The page title is "Demo Public School Student Portal". The sidebar on the left contains the following navigation items: Dashboard, My Profile, Attendance, Fees, Results, Online Exams, Report & Admit Cards, Timetable, Homework, Notices, Library, Leave (highlighted), View School Website, and Logout. The main content area is titled "Leave" and includes a search bar. A green notification banner at the top states: "Added Ansh Kumar. You are now viewing their details." Below this, a "Switch child" section shows two children: Aarav Sharma (Class VI-A) and Ansh Kumar (Class VII-A), with Ansh Kumar selected. The "Request leave" form includes fields for "FROM" (28-10-2026) and "TO" (28-10-2026), a "REASON" field with the text "e.g. Fever — doctor advised rest", and a "Send request" button. A note below the button states: "The class teacher / school office approves it; the status shows here." The "My requests" section on the right shows "No leave requests yet." The footer of the page displays: "Demo Public School · 14, Boring Road, Near Patna Women's College · 0612-2234567".

Added Ansh Kumar. You are now viewing their details.

- 4 Click the other child's name in the strip (or in the left menu) to switch. The same section stays open.

The screenshot displays the 'Demo Public School Student Portal' interface. The left sidebar contains a navigation menu with options: Dashboard, My Profile, Attendance, Fees, Results, Online Exams, Report & Admit Cards (1), Timetable, Homework, Notices, Library (1), and Hostel. The main content area is titled 'Leave' and includes a search bar. Below the search bar, there's a 'VIEWING' section with tabs for 'Aarav Sharma Class VI-A' (selected) and 'Ansh Kumar Class VII-A'. The 'Request leave' form is visible, with fields for 'FROM' (28-10-2026), 'TO' (28-10-2026), and 'REASON' (e.g. Fever — doctor advised rest). A 'Send request' button is at the bottom of the form. To the right, the 'My requests' section shows two pending requests: '06 Nov – 07 Nov 2026' (Going to Gaya with family for my elder sister's wedding) and '26 Oct 2026' (Going to attend my cousin's wedding). The footer of the page mentions 'Demo Public School - 14, Boring Road, Near Patna Women's College' and a phone number '0612-2234567'.

Back on Aarav Sharma. Ansh Kumar stays one click away.

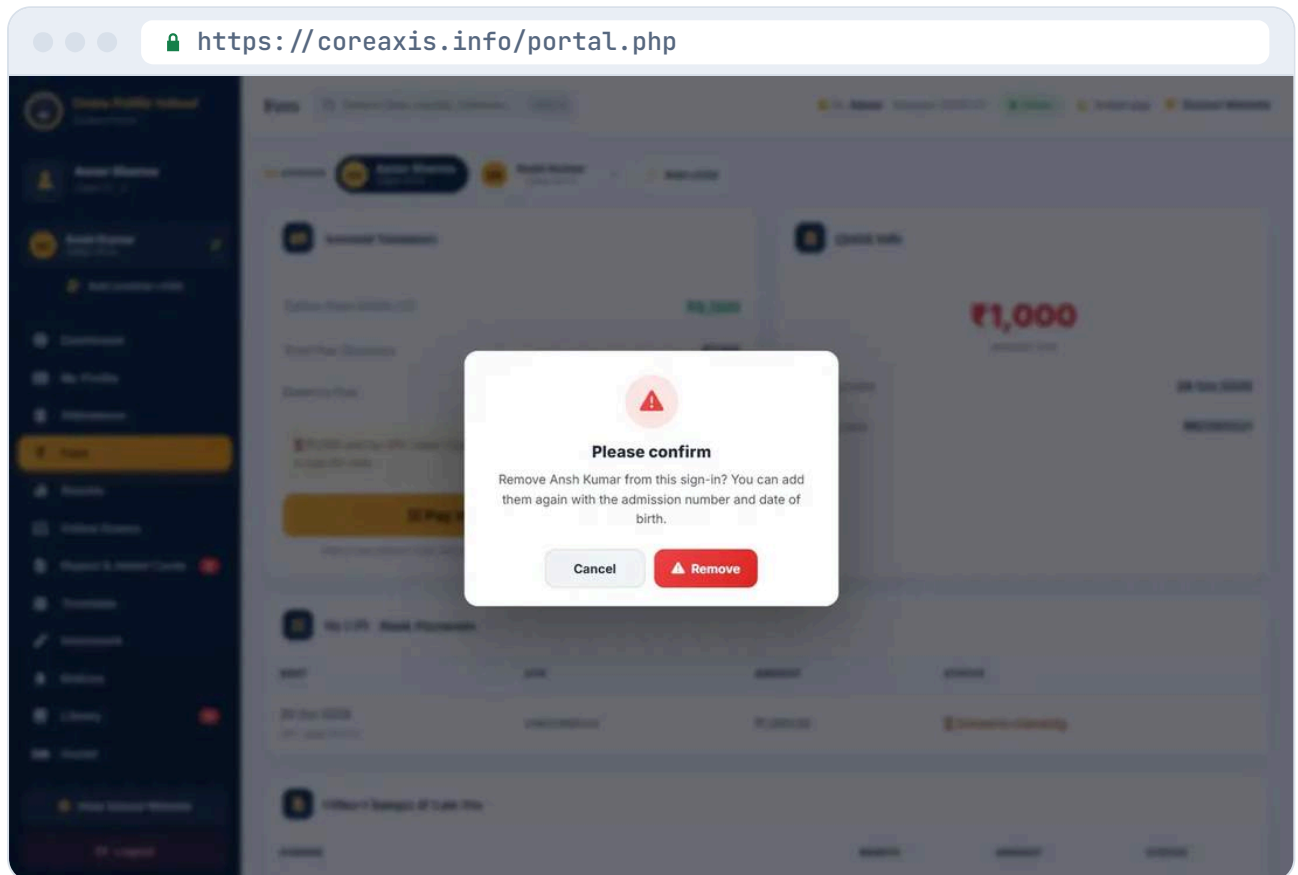
- 5 To take a child off this sign-in, click the small ✕ next to the child's name in the **Viewing** strip (shown for the children you are not viewing).

The screenshot displays the 'Fees' section of the CoreAxis School ERP Student Portal. The 'Viewing' strip at the top lists two children: Aarav Sharma (Class VI-A) and Ansh Kumar (Class VII-A). Ansh Kumar's name is highlighted with a small 'x' icon, and a 'Remove this child' button is visible above it. The main content area shows an 'Account Summary' with a balance due of ₹1,000, a 'Quick Info' section with the same amount due, and a 'My UPI / Bank Payments' table showing a payment of ₹1,000.00 on 28 Oct 2026 with a status of 'School is checking'.

SENT	UTR	AMOUNT	STATUS
28 Oct 2026 UPI - paid 28 Oct.	430219885214	₹1,000.00	School is checking

The ✕ button removes Ansh Kumar from this sign-in.

- 6 Read the popup ("Remove Ansh Kumar from this sign-in? You can add them again with the admission number and date of birth.") and click **Remove**, then **Yes, proceed**.



Removing asks twice.

- 7 The message **Child removed from this sign-in.** appears. Only the sign-in changes; the child's records at the school are not touched.

https://coreaxis.info/portal.php

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Child removed from this sign-in.

Account Summary

Tuition Paid (2026-27)	₹6,000
Total Fee (Session)	₹7,150
Balance Due	₹1,000

₹1,000 sent by UPI / bank (1 payment) — the school is checking it. Nothing more to pay for now.

Pay by UPI / bank transfer

Pay to the school's own account · receipt after the school checks the payment

Quick Info

₹1,000
AMOUNT DUE

Last Payment: 28 Oct 2026
Last Receipt: REC001321

My UPI / Bank Payments

SENT	UTR	AMOUNT	STATUS
28 Oct 2026 UPI - paid 28 Oct	430219885214	₹1,000.00	School is checking

Other Charges & Late Fee

CHARGE	MONTH	AMOUNT	STATUS
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Back to Aarav Sharma only.

TIP The children stay linked only for this sign-in. After Logout, sign in again and add them again.

TIP To remove the child you are viewing, first switch to another child; the × shows only on the other children.

Sign out

- 1 Click **Logout** at the bottom of the left menu (on a phone: More > Logout) and confirm.

The screenshot displays the 'Demo Public School' Student Portal. The left sidebar contains a navigation menu with options: Dashboard, My Profile, Attendance, Fees, Results, Online Exams, Report & Admit Cards, Timetable, Homework, Notices, Library, and Hostel. At the bottom of the sidebar are buttons for 'Logout' and 'View School Website'. The main content area is titled 'Leave' and includes a search bar. Below the search bar, there are tabs for 'VIEWING' with user profiles for 'Aarav Sharma' and 'Ansh Kumar'. The 'Request leave' form is active, showing 'FROM' and 'TO' dates as '28-10-2026' and a 'REASON' field with the text 'e.g. Fever — doctor advised rest'. A large orange 'Send request' button is at the bottom of the form. To the right, the 'My requests' section shows two pending requests: '06 Nov – 07 Nov 2026' for a family wedding and '26 Oct 2026' for a cousin's wedding. The footer of the page provides the school's address and contact number.

https://coreaxis.info/portal.php

Leave Search fees, results, homewo... ctrl. G

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VIEWING Aarav Sharma Class VI-A Ansh Kumar Class VII-A Add child

Request leave

FROM 28-10-2026 TO 28-10-2026

REASON e.g. Fever — doctor advised rest

Send request

The class teacher / school office approves it; the status shows here.

My requests

06 Nov – 07 Nov 2026 Pending
Going to Gaya with family for my elder sister's wedding.

26 Oct 2026 Pending
Going to attend my cousin's wedding.

Demo Public School · 14, Boring Road, Near Patna Women's College · 0612-2234567

- 2 The Portal Login page opens. Copies of the pages kept on the device for offline use are cleared.

Signed out: the login form is shown again.

TIP Always sign out on a shared or cyber-café computer. Logout signs out every child added in that sign-in.

Questions

The portal says "Invalid Admission No or Date of Birth".

Check the admission number on a fee receipt or ID card and the date of birth as given at admission. If they are correct, the school office must correct the record.

I paid by UPI but the balance has not changed.

The balance changes when the office verifies the payment and makes the receipt. Until then the payment shows under My UPI / Bank Payments as School is checking.

I typed a wrong UTR.

Contact the school office. The office will reject the wrong claim with a reason; then send the correct UTR again.

My child's result is not showing.

Results and report cards appear only after the school publishes the exam.

The online test closed while my child was answering.

The test is submitted automatically when time runs out; the answers given till then are marked. Ask the class teacher if there was a technical problem.

Can I change the phone number or address?

No. Contact details are kept by the school office. Ask the office to update them.

I sent a UPI payment. Why does Pay by UPI now show ₹0?

The school is still checking your payment and it covers the dues. The portal takes payments being checked off the amount to pay, so the same fee is not paid twice. Once the office verifies it, the receipt appears in Payment History.
