



School eRegister

App Manual

The School eRegister by CoreAxis Android app, step by step, for the Admin, Principal, Accountant, Teacher and Student / Parent logins. October 2026.



Worked example: Demo Public School

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

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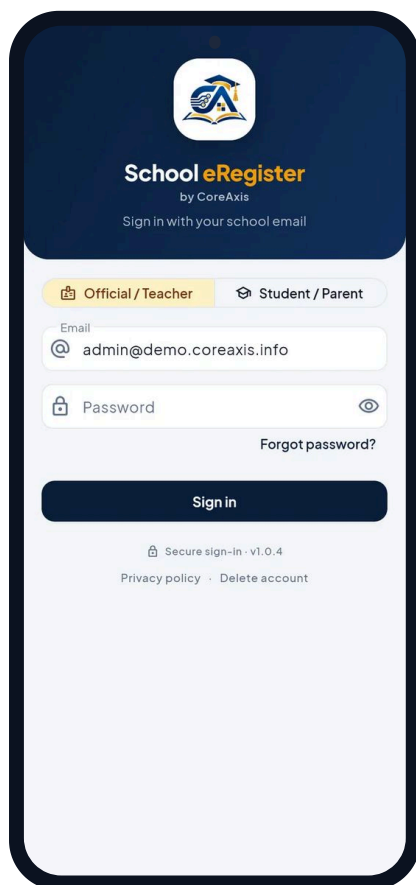
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GETTING STARTED · CHAPTER 1

About the app

Everyone

School eRegister by CoreAxis is the Android app for schools that use CoreAxis. Staff use it for the daily work of the school: fee collection, attendance, marks, homework, expenses, leave and notices. Parents and students use it to see fees, attendance, results and homework, and to pay fees. The app works on the same school data as the website at <https://coreaxis.info>, and much of the daily work can be done without internet. The phone saves the changes and sends them to the school server when it is back online.



The sign-in screen of School eRegister. Staff use the Official / Teacher tab; parents and students use the Student / Parent tab.

Who uses the app

Everyone signs in with their own account. The app shows each person only the tabs and screens that their role can use. The examples in this manual come from the Demo Public School, Patna.

Admin / Principal

The whole school. Bottom tabs **Home**, **Students**, **Finance**, **Academics** and **More**. They can collect fees, admit students, check UPI / bank claims, see reports, mark attendance, post notices and approve staff leave. Demo school: **Satyajeet Kr. Singh** (Principal / Director) and the **Administrator** account.

Accountant	The fee desk on the phone. Bottom tabs Home, Fees, Expenses and More . Collect fees, share receipts, check UPI / bank claims and cheques, record expenses and see the ledger and defaulters. Demo school: Rakesh Agarwal .
Teacher	Their own classes. Bottom tabs Home, Attendance, Academics and More . Mark attendance, enter marks, give homework, see the timetable and substitutions, decide on leave requests from parents, and apply for their own leave. Demo school: Amit Kumar Mishra , class teacher of VI-A.
Student / Parent	The student portal. Bottom tabs Home, Attendance, Results, Fees and More . See dues and receipts, pay by UPI / bank transfer, see attendance and results, take online exams, read homework and notices and ask for leave. A parent with two or more children in the school can add each child on the same phone. Demo student: Aarav Sharma , VI-A.

One school, one set of data

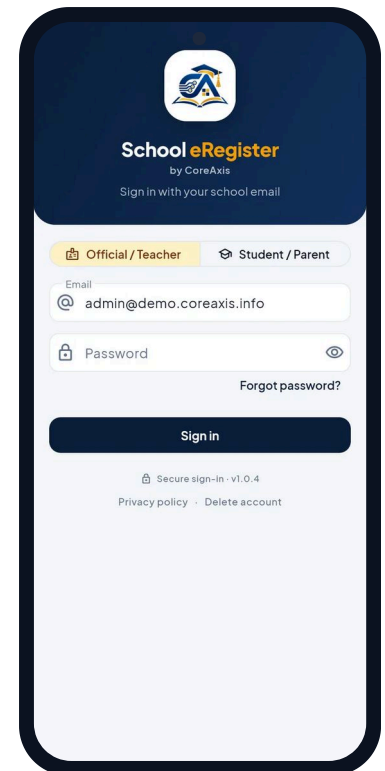
The app and the website use the same school data. A fee collected in the app appears on the website Fee Desk and in its reports after the phone syncs, and a notice posted on the website appears in the app. Some work is done only on the website, for example school settings, the fee structure, report-card design and creating online exams. Each chapter of this manual says when a task needs the website.

Install the app (example: the class teacher's Android phone)

The app is free to install from Google Play. The school gives each staff member a login; parents sign in with the child's admission number and date of birth.

- 1 Open the **Play Store** on the Android phone.
- 2 Search for **School eRegister** and choose the app by **CoreAxis**. You can also open <https://play.google.com/store/apps/details?id=info.coreaxis.erp> on the phone.
- 3 Tap **Install** and wait for the download to finish.

- 4 Tap **Open**. The sign-in screen opens with the tabs **Official / Teacher** and **Student / Parent**.



The first screen after installing the app.

- 5 Sign in as described in the chapter **Sign in, PIN and sign out**. The first sign-in needs internet, because the app downloads the school's data to the phone.

TIP The app needs Android 7.0 or newer.

TIP Use the email address and password that the school office gave you. Teachers and office staff use the same login on the website and in the app.

TIP The school's own name and logo appear inside the app after sign-in.

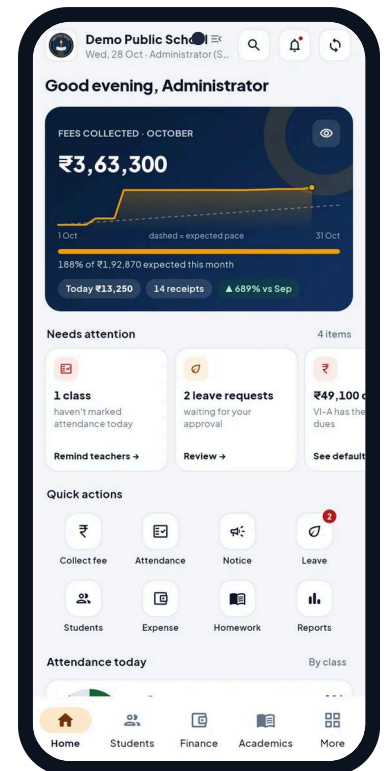
Updates

Google Play updates the app like any other app. When a newer version is out, the app also shows a small **Update available** strip at the top of the screen with an **Update** button that opens Google Play. You can close the strip and update later. Rarely, an old version can no longer work with the school server. The app then shows **Please update School eRegister** with an **Update now** button. Your data and the changes saved on the phone are kept when you update. The version number is shown at the bottom of the sign-in screen (for example **Secure sign-in · v1.0.4**) and at the end of the **More** tab.

Working without internet

After the first sign-in the app keeps a copy of the school's data on the phone, so most screens open even with no signal. Work that you save while offline is kept on the phone in a queue and sent to the school server later. This is called syncing.

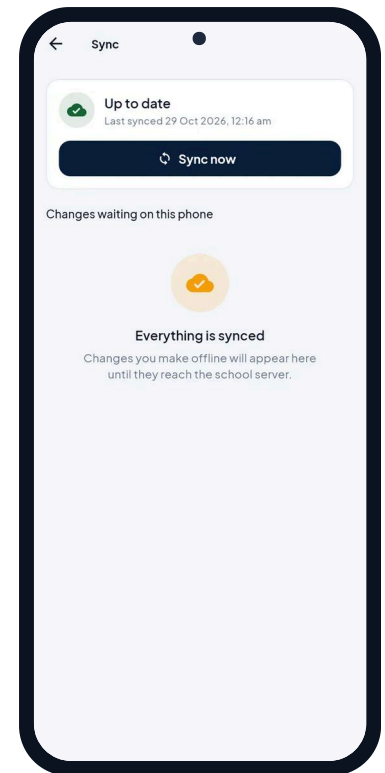
- 1 When the phone is offline, a grey strip at the top says **Offline · data as of the** time of the last sync. You can keep working.



The Home screen header: the round arrows button at the top right is the sync button.

- 2 Save your work as usual, for example a fee collection or attendance. The sync button shows a number badge: the number of changes waiting on this phone.
- 3 When the internet is back, the app sends the waiting changes by itself. It also syncs when you open the app and a few seconds after you save something.

- 4 To see what is waiting, long-press the sync button or open **More > Sync status**. **Everything is synced** means the school server has all your changes.



The Sync screen: last sync time, Sync now and the changes waiting on this phone.

TIP Works offline: fee collection and receipts, attendance, marks entry, homework, expenses (add, edit, delete), notices, new admissions and student edits, exams and date sheets, library issue and return, staff and student leave applications and decisions, and search.

TIP Needs internet: signing in, reports and the ledger (they are read live from the school server), UPI / bank claims, cheque decisions, online payment, online exams, admission enquiries, adding staff, substitutions, changing your password, trusted devices and uploading photos.

TIP A receipt made offline opens at once and can be shared. Its entry reaches the website when the phone syncs.

IMPORTANT Changes that are still waiting on the phone are lost if you sign out before they sync. Check **Sync status** before you sign out, or let the app sync first.

Your data on the phone

The school data on the phone is stored in an encrypted database. The app locks itself with your PIN when it starts and after 5 minutes in the background. Signing out removes all school data from the phone. If a phone is lost, the user can use **Sign out of all devices** from another phone (see **Settings, sync and security**), or ask the school office to change the password.

Differences from the website

Menus	The website has a left sidebar. The app has bottom tabs, a side menu (tap the school name at the top) and a search box that finds any screen or record.
Fee Desk	On the website this is Fee Desk . In the app it is Collect fee on the Finance tab (Admin / Principal) or the Fees tab (Accountant).
Offline	The website always needs internet. The app keeps working offline and syncs later.
Sign-in	Both use the same email and password and the same 6-digit email code on a new device. Only the app has a PIN and fingerprint / face unlock.
Setup work	School settings, fee structure, classes and subjects, salary, ID cards and certificates are done on the website.

The screens at a glance

Each role has its own Home screen. The chapter **Home screen and menus** explains each one.

Accountant Home	Collected today, a search box to collect fee, this month and dues pending, and payments to check.
Teacher Home	The next period, a reminder to mark class attendance, class figures and today's schedule.
Student / Parent Home	The student ID card, attendance, last result, online exams and this month's fee.

Questions

Is there an iPhone app?

No. The app is for Android phones. iPhone users can use the website <https://coreaxis.info> in the phone's browser.

Does the app cost anything?

The app is free to download. It works for schools that use CoreAxis; the school's subscription covers it.

Can I use the app on two phones?

Yes. Sign in on each phone. Each new phone asks for the email code once. Your work from both phones reaches the same school data.

The app says Subscription expired · read-only. What does it mean?

The school's subscription has ended. You can still see the data, and changes stay on the phone until the school renews. Ask the school office.

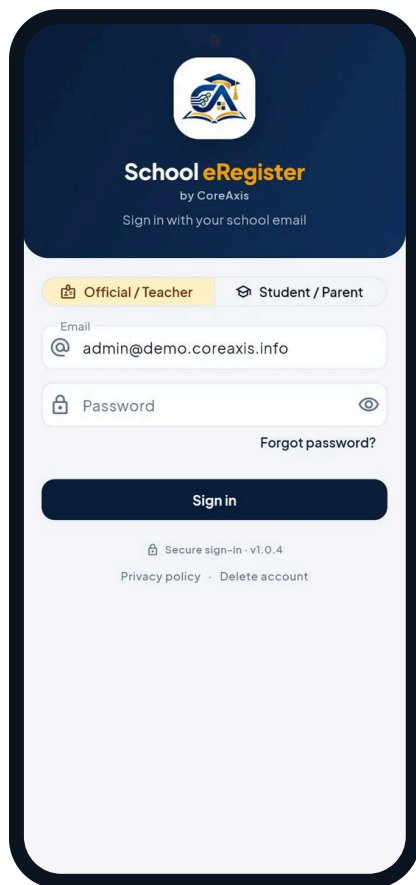
GETTING STARTED · CHAPTER 2

Sign in, PIN and sign out

Everyone

MENU Sign-in screen · More › Sign out

The sign-in screen has two tabs. Staff (Admin, Principal, Accountant, Teacher) use **Official / Teacher** with their school email and password. Parents and students use **Student / Parent** with the school, admission number and date of birth. After the first sign-in you create an app PIN, which unlocks the app and, on a trusted phone, signs staff in again without a password. Signing in needs internet; unlocking with the PIN does not.



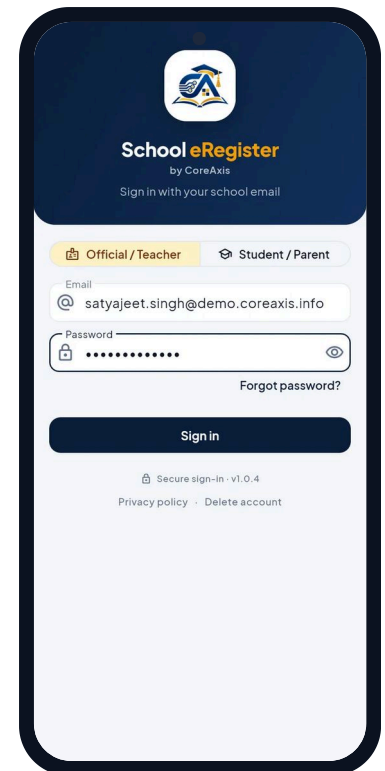
The sign-in screen with the Official / Teacher tab open.

Staff sign-in on a new phone (example: Satyajeet Kr. Singh, Principal)

The first time you sign in on a phone, the app emails you a 6-digit code to check it is you.

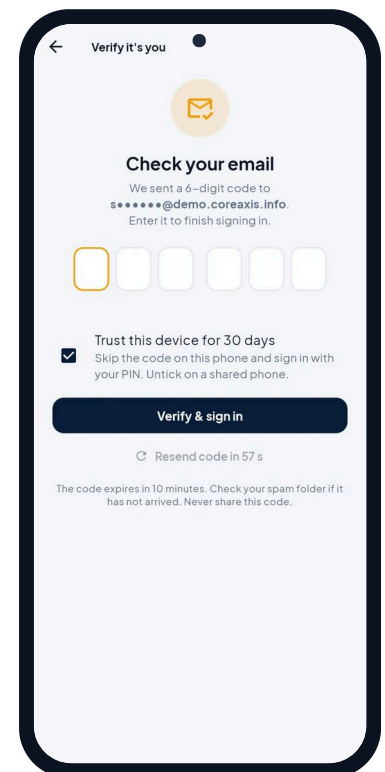
- 1 Open the app. The **Official / Teacher** tab is selected.
- 2 Type your school email in **Email**, for example satyajeet.singh@demo.coreaxis.info.

- 3 Type your password in **Password** (·····). Tap the eye icon if you want to check what you typed.



Email and password entered on the Official / Teacher tab.

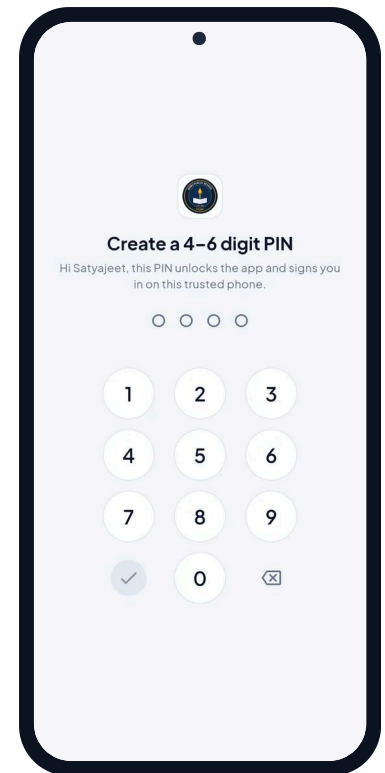
- 4 Tap **Sign in**. The screen **Check your email** opens and shows the address the code was sent to, partly hidden.
- 5 Open your email, find the 6-digit code and type it in the six boxes. The code is checked as soon as the sixth digit is typed, or tap **Verify & sign in**.



Check your email: six code boxes and Trust this device for 30 days.

- 6 Leave **Trust this device for 30 days** ticked on your own phone. Untick it on a phone that other people also use.

- 7 On **Create a 4–6 digit PIN**, type a PIN you will remember and tap the tick.



Create a PIN after the first sign-in.

- 8 On **Confirm your PIN**, type the same PIN again.
- 9 If the phone has a fingerprint or face unlock, the app asks **Unlock with fingerprint or face?** Tap **Enable** to use it, or **Not now**.
- 10 The Home screen opens. The first sync downloads the school's data; wait a few seconds before you search or collect fees.

TIP The code expires in 10 minutes. If it does not arrive, check the spam folder, then tap **Resend code** when the countdown ends. If the school has SMS set up, **Send by SMS instead** sends it to the mobile number in your staff profile.

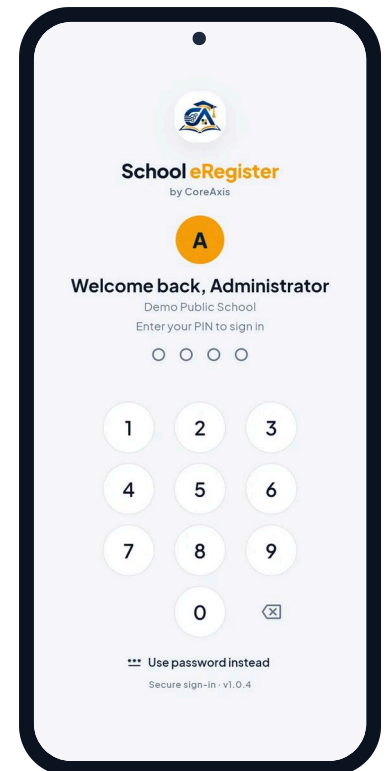
TIP Never share the code. The school or CoreAxis will never ask for it.

TIP Passwords must have at least 8 characters with an uppercase letter, a lowercase letter and a number.

Sign in again with your PIN (example: the Administrator on a trusted phone)

On a phone you trusted, the next sign-in needs only your PIN for 30 days. This screen appears after you sign out or when the session ends.

- 1 Open the app. The screen **Welcome back, Administrator** shows your name and school.



Welcome back: sign in with the PIN on a trusted phone.

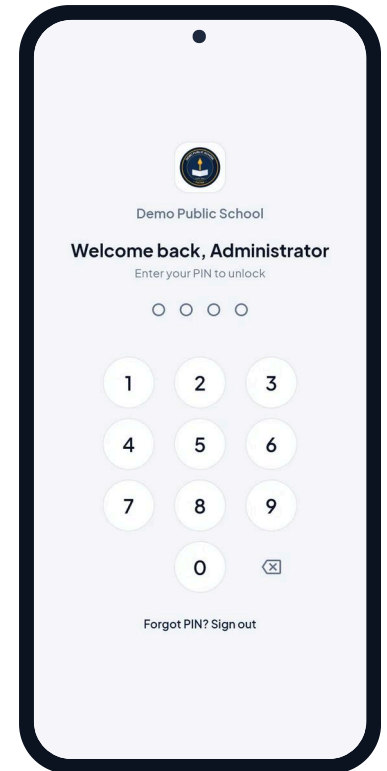
- 2 Type your PIN. The app signs you in and opens Home.
- 3 To sign in with your email and password instead, or as a different person, tap **Use password instead**.

TIP PIN sign-in needs internet. After 30 days, or after you change your password, the app asks for the password and email code again.

Unlock the app (example: back from a class after 10 minutes)

The app locks itself when it starts and after 5 minutes in the background. Unlocking works without internet.

- 1 Open the app. The lock screen shows **Enter your PIN to unlock**.



The lock screen with the PIN pad and Forgot PIN? Sign out.

- 2 Type your PIN, or touch the fingerprint sensor if fingerprint / face unlock is on.
- 3 The app opens on the screen you left.

TIP To lock the app yourself, use **More > Lock now** or **Lock app now** in the side menu.

TIP After 5 wrong PINs the app makes you wait before the next try. After 10 wrong PINs it signs out. Changes not yet sent are kept and are sent after you sign in again.

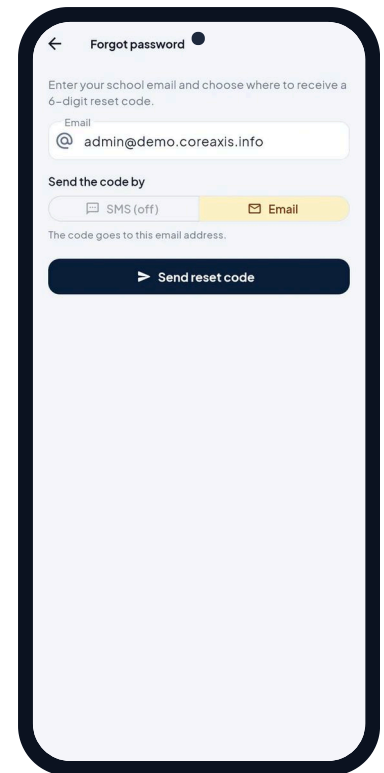
TIP Forgot your PIN? Tap **Forgot PIN? Sign out** and sign in again with your password. You then create a new PIN.

Forgot password (example: admin@demo.coreaxis.info)

Staff can reset their own password with a 6-digit code. This needs internet.

- 1 On the sign-in screen tap **Forgot password?**.
- 2 Type your school email in **Email**.

- 3 Under **Send the code by**, choose **Email**. **SMS** can be chosen only when the school has SMS set up; it shows **SMS (off)** otherwise.



Forgot password: email and where to send the code.

- 4 Tap **Send reset code**.
- 5 Type the 6-digit code from the email.
- 6 Type a new password in **New password** and again in **Confirm new password** (.....).
- 7 Tap **Reset password**, then sign in with the new password.

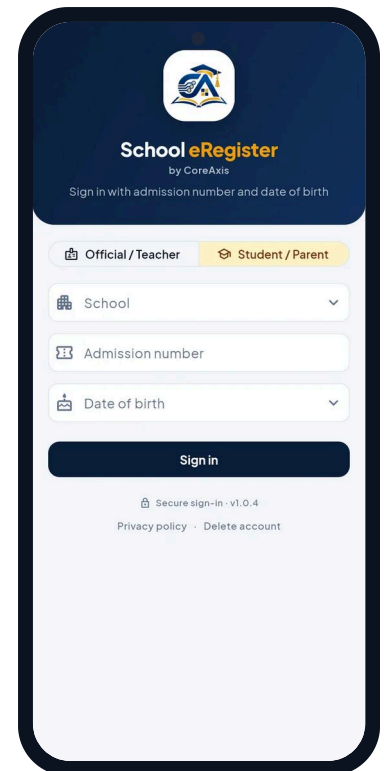
TIP If the code did not arrive, tap **Start over** and check the email address.

TIP If online reset is not available, ask the school administrator to reset your password on the website.

Parent / student sign-in (example: Aarav Sharma, VI-A, DEM020260001)

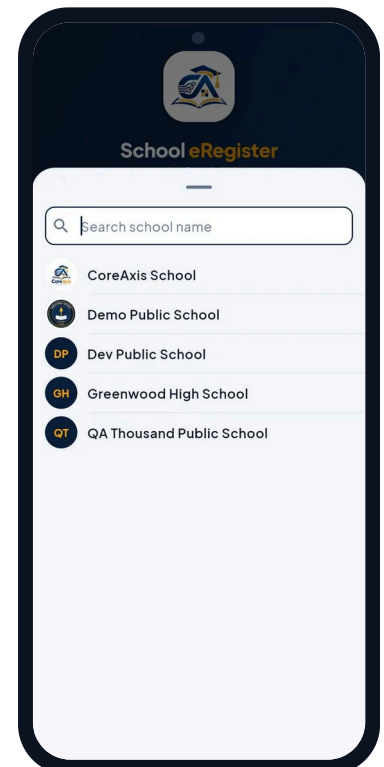
Parents and students do not need a password. They sign in with the school, the admission number and the date of birth, exactly as on the school's records.

- 1 On the sign-in screen tap the **Student / Parent** tab.



The Student / Parent tab: School, Admission number and Date of birth.

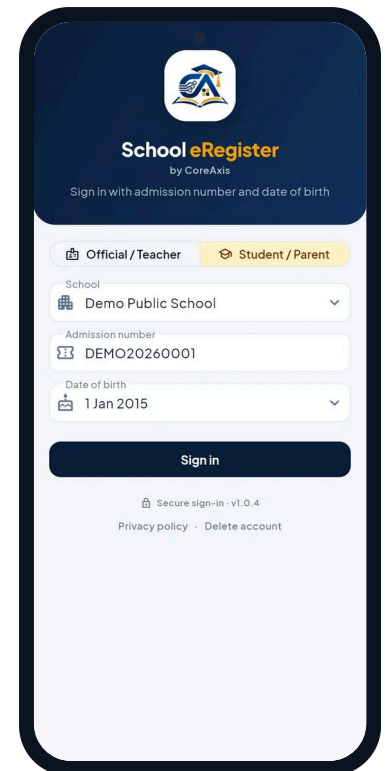
- 2 Tap **School**. Type part of the school name, for example demo, in **Search school name** and tap **Demo Public School**.



Choose the school from the list.

- 3 Type the admission number in **Admission number**, for example DEMO20260001. It is printed on the fee receipt and the ID card.
- 4 Tap **Date of birth**. In **Student date of birth**, tap the pencil icon to type the date (01/01/2015 in month/day/year order) and tap **OK**.

- 5 Check the three fields and tap **Sign in**.



All three fields filled for Aarav Sharma.

- 6 Create a 4–6 digit PIN and confirm it. This PIN locks the app on this phone.

TIP If sign-in fails, check the date of birth with the school office; it must match the school's records.

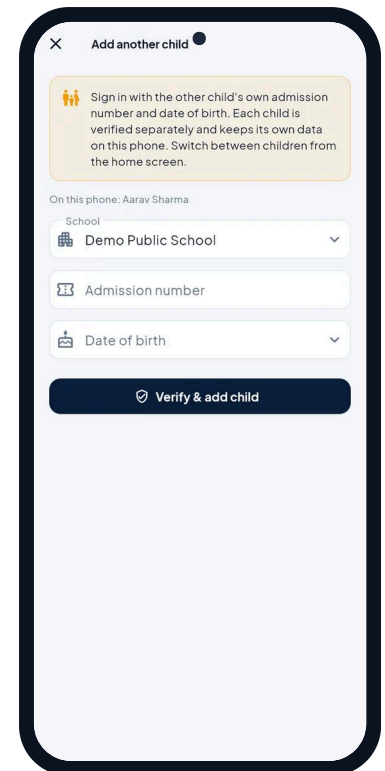
TIP Students and parents are not asked for an email code.

Add another child (example: a parent with two children in the school)

A parent can keep each child on the same phone and switch between them.

- 1 On Home, tap the school name at the top to open the side menu.
- 2 Tap **Add another child**.

- Choose the **School**, type the other child's **Admission number** and choose the **Date of birth**.



Add another child with that child's own admission number and date of birth.

- Tap **Verify & add child**. The child is added to the phone.
- To switch, open the side menu and tap **Switch to** and the child's name. Each child keeps its own data; the same app PIN is used for all.

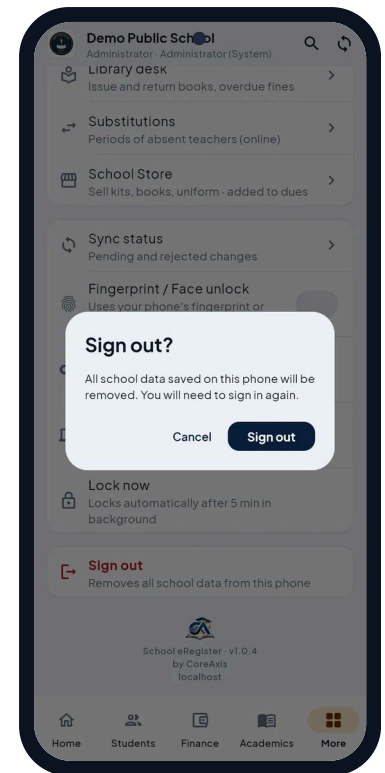
When two people use the same phone

If a different staff member signs in on a phone that still holds the previous person's unsent changes, the app asks **Unsent changes from** that person. Tap **Keep for** that person to keep the changes on the phone; they are sent when that person signs in again. **Delete** removes them for good. **Cancel** stops your sign-in. On a shared phone, untick **Trust this device for 30 days** when you enter the email code.

Sign out (example: the Administrator leaving a shared office phone)

- Tap **More** in the bottom bar and scroll to the end.
- Tap **Sign out**.

- 3 Read the message and tap **Sign out** to confirm. All school data saved on this phone is removed.



Sign out? confirmation.

TIP Parents with more than one child are asked whether to sign out this child only or all children. Signing out of all children also removes the app PIN.

TIP On a trusted phone the next sign-in can be done with the PIN. To stop this, remove the phone in **More > Trusted devices**.

IMPORTANT If some changes have not reached the school server, the app shows **Unsynced changes will be lost**. Tap **Cancel**, connect to the internet and open **Sync status** first. **Sign out anyway** deletes those changes permanently.

Questions

I did not get the email code.

Wait a minute and check the spam folder. Then tap Resend code. Make sure the school has your correct email; the office can check it on the website.

Can I sign in without internet?

No. Signing in needs internet. After you are signed in, the app unlocks with the PIN and works offline.

Where do I find the Privacy policy or ask to delete my account?

Use the links Privacy policy and Delete account at the bottom of the sign-in screen, or in the side menu after sign-in.

My phone was lost. What should I do?

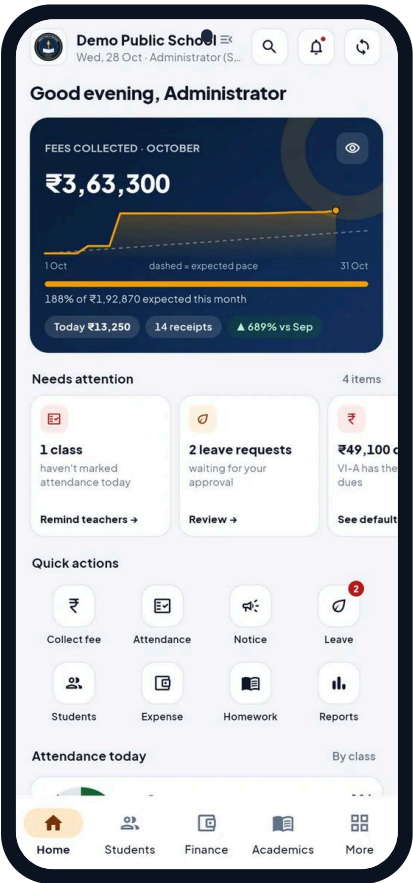
Sign in on another phone and use More › Trusted devices › Sign out of all devices, or change your password on the website. Tell the school office.

GETTING STARTED · CHAPTER 3

Home screen and menus

Everyone MENU Home tab

Home is the first screen after sign-in. It shows what needs your attention today and has buttons for the most common jobs. Each role has its own Home: Admin / Principal see the whole school, the Accountant sees the fee desk, a Teacher sees their periods and class, and a parent sees the child. Three ways lead to every other screen: the bottom tabs, the side menu and search.



The Admin Home of the Demo Public School: header buttons, fees collected this month and Needs attention.

The header

The top of Home is the same for every role.

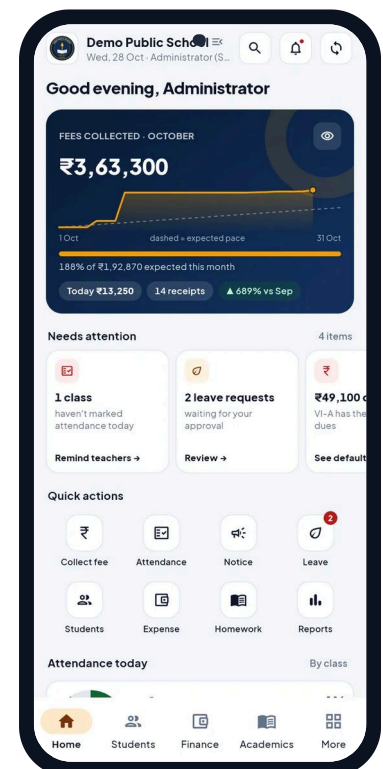
School name	Tap the school logo or name to open the side menu. The line below shows the date and who is signed in.
Search (magnifier)	Opens search for any screen or record. See Find anything with search below.
Notices (bell)	Opens the notices. A red dot means a notice you have not seen yet; it goes away when you open the notices.

Sync (round arrows)	Tap to sync now. Long-press to open the Sync screen. A number badge shows changes still waiting on this phone; a red badge means the school server rejected a change. When the phone is offline the icon is crossed out and a tap explains that changes are saved on the phone.
Strips under the header	Offline · data as of a time when there is no internet; Sync failed (tap to see why); Subscription expired · read-only when the school's plan has ended; Update available when a new app version is out.

Admin / Principal Home

The Principal and the Administrator see the same Home. Figures are for the whole school.

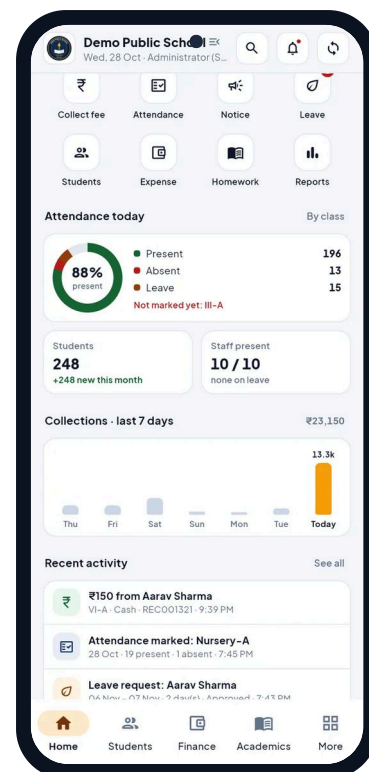
- 1 Fees collected** for the month, with a line chart against the expected pace, today's total, the number of receipts and the change from last month. Tap the eye button to hide the amounts, for example when parents are in the office.



Fees collected · October with
Today ₹13,250 and 14 receipts.

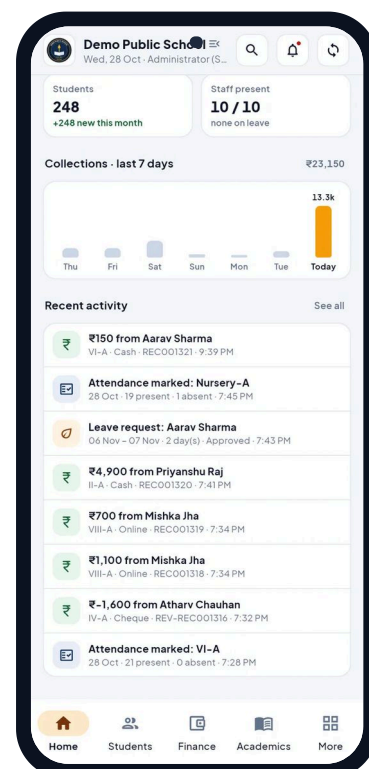
- 2 Needs attention** cards: classes that have not marked attendance (**Remind teachers** →), leave requests waiting for you (**Review** →) and the class with the highest dues (**See defaulters** →). Swipe sideways to see all cards.

- 3 **Quick actions: Collect fee, Attendance, Notice, Leave** (a red number shows requests waiting), **Students, Expense, Homework and Reports.**



Quick actions and Attendance today.

- 4 **Attendance today:** a ring with present, absent and leave, and the classes not marked yet. Tap **By class** to open attendance by class. Below are the **Students** and **Staff present** tiles.
- 5 **Collections · last 7 days** as bars, and **Recent activity:** latest payments, attendance and leave. Tap **See all** for the full list.

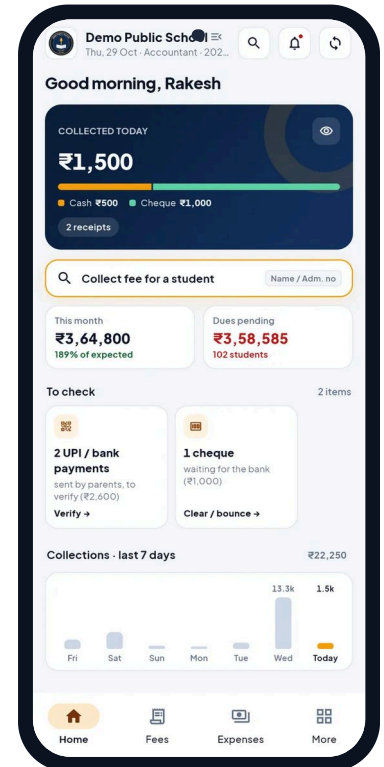


Collections · last 7 days and Recent activity.

TIP On the website the same figures are on the Admin dashboard.

Accountant Home

- 1 **Collected today**, split into cash, online and cheque, with the receipt count.

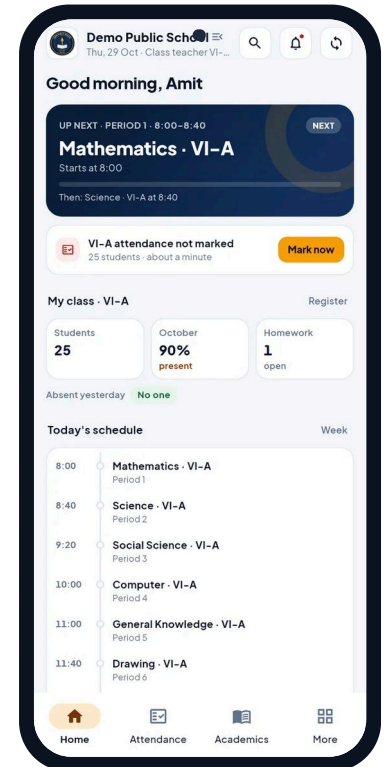


Accountant Home of Rakesh Agarwal: Collected today ₹1,500 and To check.

- 2 **Collect fee for a student**: type a name or admission number to go straight to the student's dues.
- 3 **This month** collected and **Dues pending** with the number of students.
- 4 **To check**: UPI / bank payments sent by parents (**Verify** →) and cheques waiting for the bank (**Clear / bounce** →).
- 5 Lower down: **Collections · last 7 days**, **Highest dues** with **All defaulters**, and **Today's receipts**.

Teacher Home

- 1 **Up next:** the next period with subject, class and start time, and the period after it.

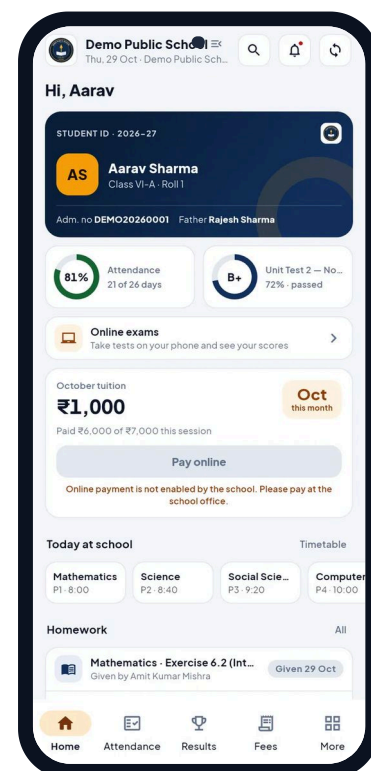


Teacher Home of Amit Kumar Mishra, class teacher of VI-A.

- 2 A reminder when your class's attendance is not marked yet, with **Mark now**.
- 3 **My class:** students, this month's attendance %, open homework and who was absent yesterday. **Register** opens the monthly attendance register.
- 4 **Today's schedule** with all your periods, and **To do:** marks still to enter and homework.

Student / Parent Home

- 1 The **Student ID** card with photo, class, roll, admission number and father's name. Tap it to open the profile.



Parent Home for Aarav Sharma, VI-A.

- 2 **Attendance** for the session and the latest exam result with grade.
- 3 **Online exams**: tests to take on the phone.
- 4 This month's fee with the amount paid this session.
- 5 Lower down: **Today at school** (periods), **Homework** and **Notices**.

TIP To pay fees by UPI or bank transfer, open the **Fees** tab and tap **Pay ... by UPI / bank**. See the chapter on fees for parents.

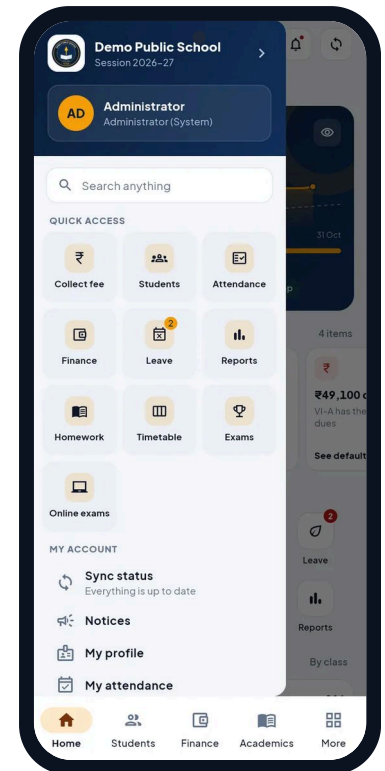
Bottom tabs by role

The bar at the bottom changes with the role. A tab is hidden if the school has not switched on that module.

Admin / Principal	Home, Students, Finance, Academics, More.
Accountant	Home, Fees, Expenses, More.
Teacher	Home, Attendance, Academics, More.
Student / Parent	Home, Attendance, Results, Fees, More.
More	Your profile, the school card, all other screens (leave, notices, payslips, reports, library and more) and the settings. See Settings, sync and security .

Open a screen from the side menu (example: the Administrator opens Timetable)

- 1 On Home, tap the school name at the top left. The side menu opens with your name and role.
- 2 Under **Quick access**, tap **Timetable**.



The side menu: account card, search, Quick access and My account.

- 3 To close the menu without choosing, tap outside it or swipe it to the left.

TIP Quick access depends on the role. Admin: Collect fee, Students, Attendance, Finance, Leave, Reports, Homework, Timetable, Exams, Online exams. Teacher: Attendance, Homework, Timetable, Exams, My leave, New notice, Online exams. Accountant: Collect fee, Receipts, Defaulters, Add expense, Reports, My leave. Parent: Attendance, Results, Online exams, Fees and more.

TIP Parents **Add another** and, with two or more **Switch** with each child's see **child** children, **to** name.

Side menu at a glance

My account	Sync status, Notices, My profile, My attendance, My payslips (staff), Substitutions (needs internet) and School details .
Security & display	Change password, Lock app now, Fingerprint / Face unlock, Hide amounts (shows ₹ instead of figures) and the theme: Auto, Light or Dark .
Help & support	Contact school office (phone and email of the school), Call CoreAxis support, WhatsApp support and Email support .

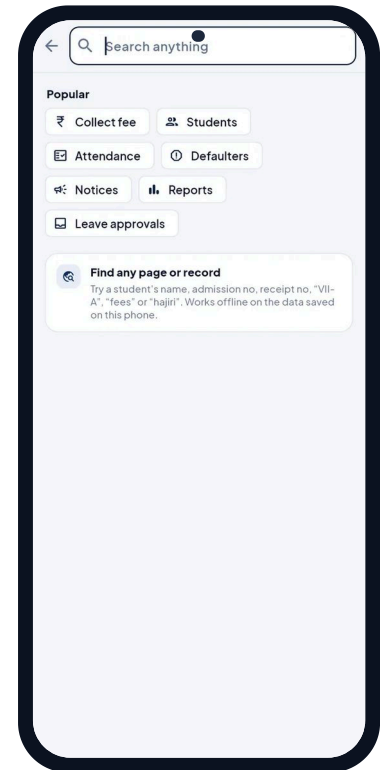
Bottom of the menu

Privacy policy, Delete account, About School eRegister with the version, and Sign out.

Find anything with search (example: Aarav's receipts)

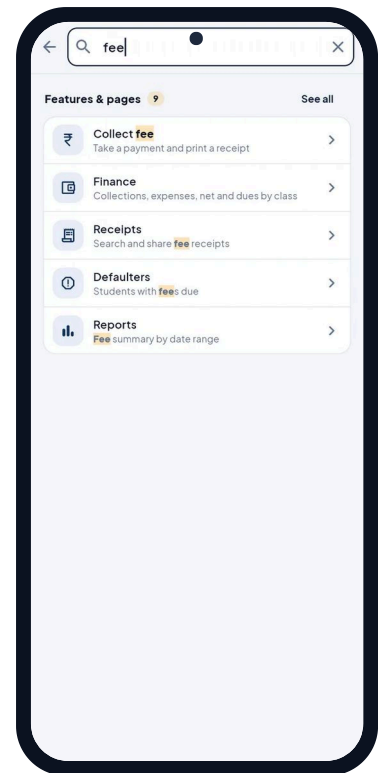
Search finds screens and records: students, staff, receipts, notices, homework, classes, leave and expenses. It searches the data saved on the phone, so it works offline.

- 1 Tap the magnifier in the header, or the **Search anything** box in the side menu.
- 2 Before you type, **Popular** shows common screens such as **Collect fee**, **Students** and **Defaulters**. Tap one to open it.



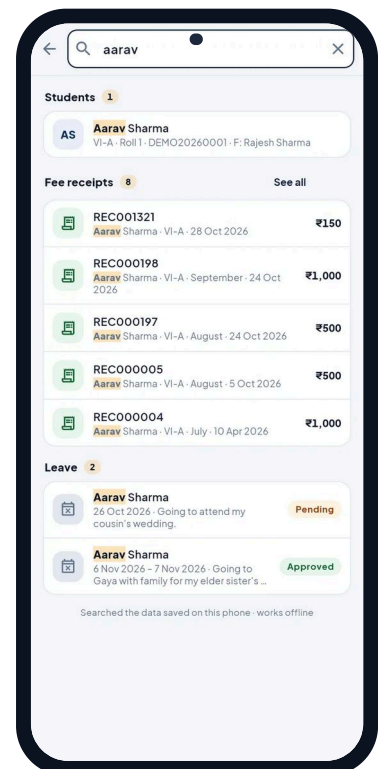
Search before typing: Popular shortcuts.

- 3 Type a word for a screen, for example fee. **Features & pages** lists **Collect fee**, **Finance**, **Receipts**, **Defaulters** and **Reports**.



Searching fee finds the money screens.

- 4 Type a name, for example aarav. The results are grouped: **Students**, **Fee receipts** and **Leave**.



Searching aarav: the student, 8 fee receipts and 2 leave records.

- 5 Tap **REC001321** under **Fee receipts** to open that receipt, or tap the student to open the profile.

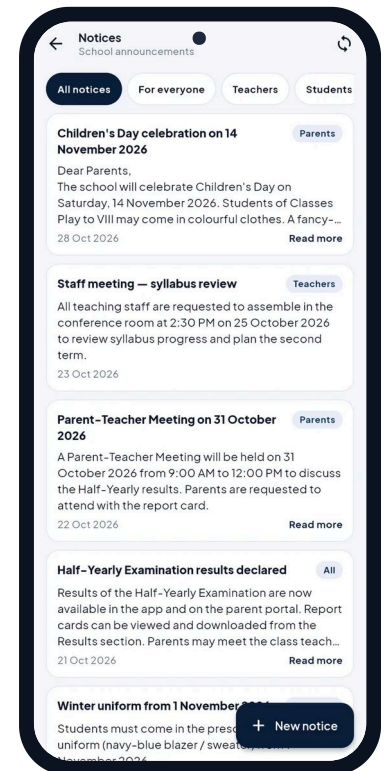
TIP Search understands everyday Hindi words too, for example fees jama, hajiri or chutti.

TIP You can search by admission number, receipt number or class, for example VII-A.

TIP Your recent searches are listed **Recent** ; **Clear** to remove under **searches** tap them.

Notices from the bell (example: Children's Day notice)

- 1 Tap the bell in the header. The red dot shows there is a new notice.
- 2 The notices open, newest first. Use the chips **All notices**, **For everyone**, **Teachers**, **Students** or **Parents** to filter.



Notices with audience tags and Read more.

- 3 Tap **Read more** on Children's Day celebration on 14 November 2026 to read the full text.

TIP The app has no pop-up phone notifications. New notices show as the red dot on the bell when the app syncs.

TIP Admin / Principal and teachers can **New notice** . See the **Notices** chapter

Questions

Home shows ₹ •••• instead of amounts.

Hide amounts is on. Tap the eye button on the fees card, or switch off Hide amounts in the side menu.

The figures on Home look old.

Check the strip under the header. If it says Offline, connect to the internet. Then tap the sync button and wait for it to stop turning.

A tab I need is missing.

Tabs depend on your role and on the modules the school has switched on. Ask the school administrator.

ADMIN & PRINCIPAL · CHAPTER 4

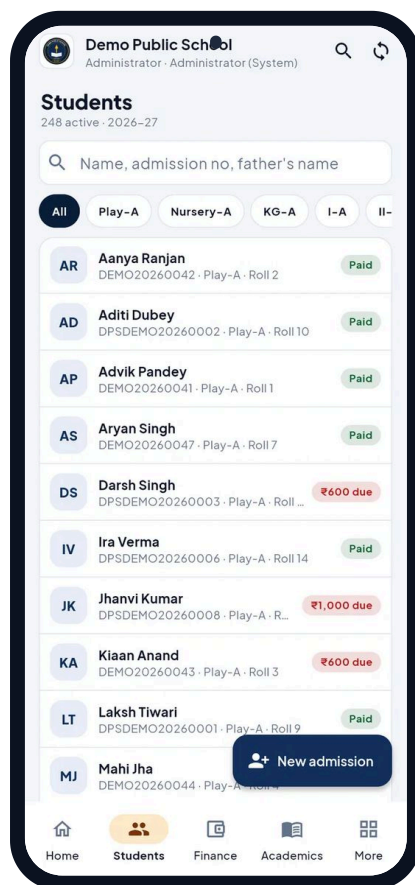
Students

Admin

Principal

MENU Students tab (bottom bar)

The **Students** tab lists every active student of the current session with admission number, class, roll number and fee status. Tap a student to open the profile: details, attendance calendar, fees and results in one place. Admin and Principal can correct details from the phone; teachers see a read-only list of their own classes (More › Students of my classes) and accountants a read-only list. The list is saved on the phone, so searching and opening profiles works without internet. On the website this is Students › Students.



Students — Demo Public School

The Students tab at a glance

- 1 Tap **Students** in the bottom bar.



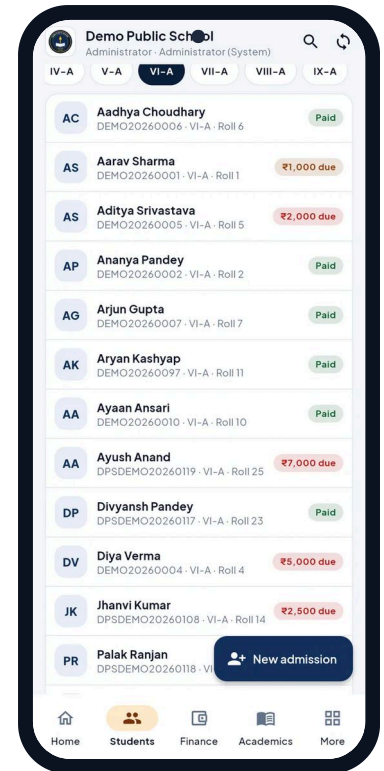
Students tab: 248 active students in session 2026-27.

Header	Number of active students and the session, e.g. 248 active · 2026-27 .
Search box	Name, admission no, father's name . The list filters as you type; tap × to clear.
Class chips	All, Play-A, Nursery-A, KG-A, I-A ... Swipe sideways to see more classes. A selected class shows its students by roll number.
Student row	Initials, name, admission number, class and roll number.
Fee tag	Green Paid when nothing is due this session, red ₹... due with the amount due till now.
New admission	Opens the admission form. See the New admission chapter.

Find a student (example: Aarav Sharma, VI-A)

- 1 Open the **Students** tab.

- 2 Tap the class chip **VI-A** to see only that class, sorted by roll number.



Class VI-A with Paid and due tags.

- 3 Or type part of the name, admission number or father's name in the search box, e.g. **aarav**.

- 4 Tap **Aarav Sharma** to open his profile.

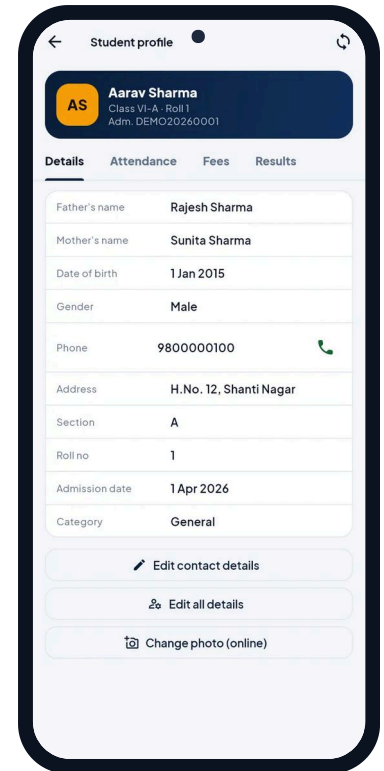
TIP Search also **Home > Search**, which finds students together with their works from receipts and leave records.

TIP Students added on the website appear here after the next sync. Pull down on the list to sync now.

Read the student profile (example: Aarav Sharma)

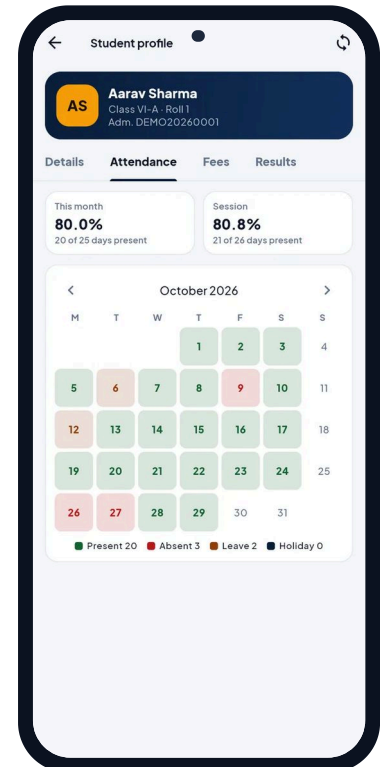
The dark card at the top shows the name, class, roll number and admission number. Four tabs sit below it.

- 1 On **Details**, check the parents' names, date of birth, gender, phone, address, section, roll number, admission date and category. Tap the green phone icon next to a number to call the parent.



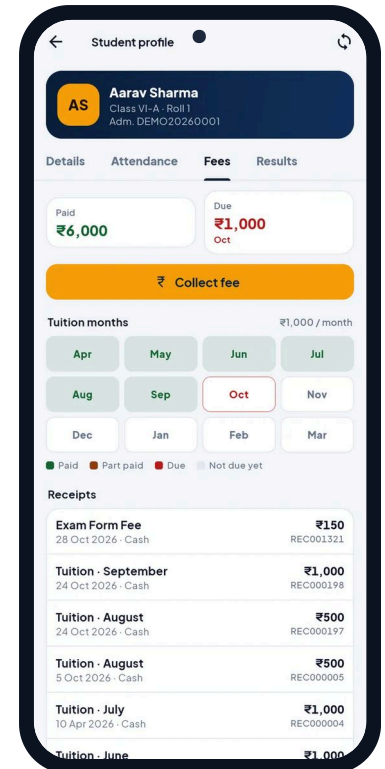
Details tab of Aarav Sharma, Class VI-A, Roll 1, Adm. DEMO20260001.

- 2 Tap **Attendance** to see this month's and the session's attendance percentage and a month calendar coloured Present, Absent, Leave and Holiday. Use the arrows to change the month.



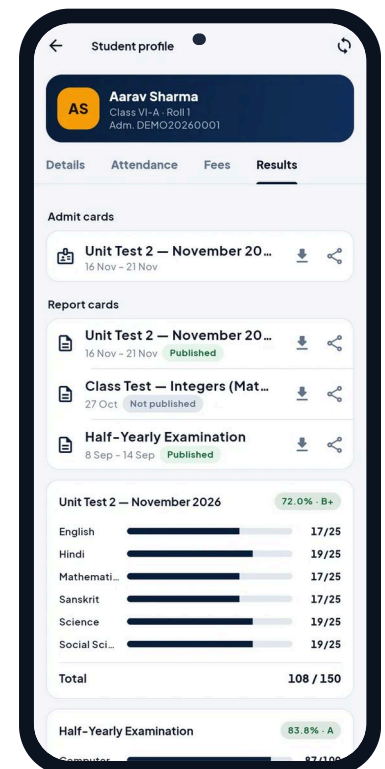
October 2026: 80.0% this month, 80.8% for the session.

- 3 Tap **Fees** to see the total paid and due, the tuition month grid (Paid, Part paid, Due, Not due yet) and the list of receipts. Tap **Collect fee** to take a payment for this student.



Paid ₹6,000, due ₹1,000 for October.

- 4 Tap **Results** to download or share admit cards and report cards, and to see subject-wise marks of each published exam.



Unit Test 2: 108 / 150, 72.0%, grade B+.

TIP Only results the school has published appear with marks. A report card marked **Not published** is not visible to the parent yet.

TIP The Attendance and Results tabs appear only if the school uses those modules.

Correct a phone number or address (example: Aarav Sharma)

Use this for quick fixes at the desk: phone numbers, parents' names, address, roll number and section. It works offline.

- 1 Open the student's profile on the **Details** tab.
- 2 Tap **Edit contact details**. A sheet opens from the bottom.

The screenshot shows the 'Student profile' screen for Aarav Sharma. The top bar is 'Student profile' with a back arrow and a refresh icon. Below the header, there's a student card with 'AS' initials, 'Aarav Sharma', 'Class VI-A · Roll 1', and 'Adm: DEMO20260001'. Below the card are tabs: 'Details', 'Attendance', 'Fees', and 'Results'. The 'Details' tab is active, showing a table with fields: 'Father's name' (Rajesh Sharma), 'Mother's name' (Sunita Sharma), and 'Date of birth' (1 Jan 2015). A modal sheet titled 'Edit contact details' is open from the bottom. It contains a note 'Other details can be changed on the website.' and several input fields: 'Phone' (9800000100), 'Guardian phone', 'Father's name' (Rajesh Sharma), 'Mother's name' (Sunita Sharma), 'Address' (H.No. 12, Shanti Nagar), 'Roll no' (1), and 'Section' (A). A 'Save' button is at the bottom of the sheet.

Edit contact details for Aarav Sharma.

- 3 Change the field you need, e.g. type the father's new number in **Phone** (10 digits starting with 6–9).
- 4 Tap **Save**. The change is saved on the phone and sent to the school server at the next sync.

TIP If nothing was changed the app says **No changes** and does not save.

Edit all details (example: change the category)

- 1 On the profile, tap **Edit all details**. The full student form opens, filled with the current details.

The screenshot shows the 'Edit student' form for Aarav Sharma (DEMO20260001). The form is divided into sections: **Student** (Full name: Aarav Sharma, Gender: Male, Date of birth: 1 Jan 2015, Category: General), **Class** (Class: Class VI-A, Roll no: 1, Admission date: 1 Apr 2026), and **Parents & contact** (Father's name: Rajesh Sharma, Mother's name: Sunita Sharma, Phone: 9800000100, Guardian phone:). A 'Save changes' button is at the bottom.

Edit student: Student, Class and Parents & contact sections.

- 2 Change what you need: **Full name**, **Gender**, **Date of birth**, **Category** (General, OBC, SC, ST), **Class ***, **Roll no**, **Admission date**.
- 3 Scroll down for **Parents & contact** (Father's name, Mother's name, Phone, Guardian phone, Student email, Address) and **Documents** (Aadhaar no, PEN no).

The screenshot shows the lower part of the 'Edit student' form. It includes the **Parents & contact** section (Father's name: Rajesh Sharma, Mother's name: Sunita Sharma, Phone: 9800000100, Guardian phone:), **Student email** (), **Address** (H.No. 12, Shanti Nagar), and **Documents** (Aadhaar no: , PEN no:). A 'Save changes' button is at the bottom.

Lower part of the form.

- 4 Tap **Save changes**. The app shows **Student updated** (or saves it on the phone to sync later).

TIP Aadhaar must be exactly 12 digits. Phone numbers must be 10 digits starting with 6–9.

TIP A new admission saved offline cannot be edited until it has synced and has an admission number.

Change a student's photo

- 1 On the profile, tap **Change photo (online)**.
- 2 Take a photo or choose one from the phone.
- 3 Wait for **Photo updated**. The photo is uploaded at once, so this needs internet.

Questions

Can I change a student's fee or mark a student as Left from the app?

No. Fee structure, concessions, transfer certificates and marking a student as Left are done on the website (Students and Finance menus).

A student added on the website today is not in the list.

Pull down on the Students list (or tap the sync button) to fetch the latest records.

Can a teacher edit student details?

No. Teachers see a read-only list of their classes under More › Students of my classes. Only Admin and Principal see the edit buttons.

ADMIN & PRINCIPAL · CHAPTER 5

New admission and enquiries

Admin

Principal

MENU Students tab › New admission; More › Admission enquiries

Admin and Principal can admit a student directly from the app. The admission is saved on the phone first and the school server gives the admission number when it syncs, so admissions can be taken at a camp or a desk without internet.

Admission enquiries lists the requests parents send from the admission form on the school website; you can call the parent, mark the enquiry contacted or rejected, or admit the child. On the website these are under Students › Students (new admission) and Students › Admission Enquiries.

New admission

Student

Full name *

Gender *

Male Female Other

Date of birth

Category

General OBC SC ST

Class

Class *

Roll no

Admission date 29 Oct 2026

Parents & contact

Father's name

Mother's name

Phone

Guardian phone

Save admission

New admission and enquiries — Demo Public School

Admit a new student (example: Riya Kumari, Class I-A)

- 1 Open the **Students** tab and tap **New admission** at the bottom right. (Home › Search › New admission opens the same form.)

- 2 Under **Student**, type the **Full name** , choose **Gender** , pick the **Date of birth** and tap the **Category** (General, OBC, SC or ST).

New admission form: Student and Class sections.

- 3 Under **Class**, choose **Class *** (Class I-A). Leave **Roll no** blank to give the next free roll number. **Admission date** is today; change it if needed.
- 4 Scroll to **Parents & contact** and fill **Father's name**, **Mother's name**, **Phone** (10-digit mobile), **Guardian phone**, **Student email** and **Address**.

Parents & contact, Documents and the optional photo.

- 5 Under **Documents**, type the **Aadhaar no** (12 digits) and **PEN no** if you have them.

- 6 Tap **Add photo** to take or choose the child's photo (optional; it is uploaded when the phone is online).
- 7 Tap **Save admission**. Online, the app shows **Student admitted · Admission no** Offline, it shows **Saved on phone · will sync** and the student appears with admission number **Pending** until the sync.

TIP Red messages under a field say what to fix, e.g. **Enter 10 digits starting with 6-9**.

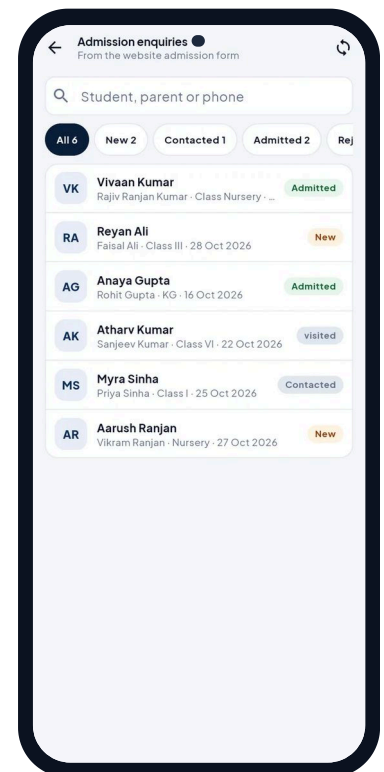
TIP If the photo was not added offline, add it later from the student's profile with **Change photo (online)**.

TIP Fee structure, transport and hostel for the new student are set on the website.

IMPORTANT Check the class before saving. The fee dues of the student follow the class fee structure.

Admission enquiries at a glance

- 1 Open **More › Admission enquiries**. This screen needs internet.

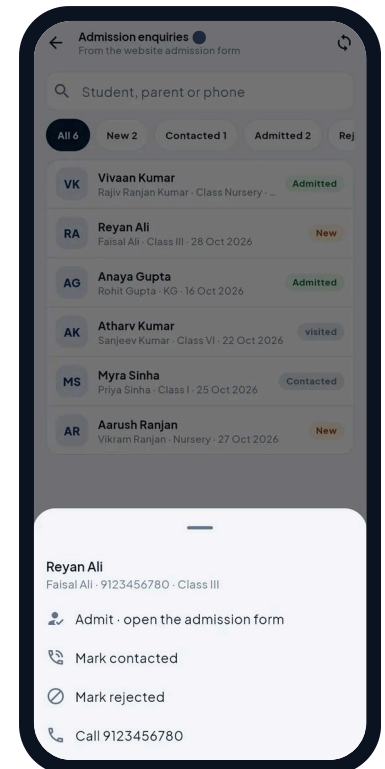


Six enquiries: 2 New, 1 Contacted, 2 Admitted.

Search	Student, parent or phone.
Status chips	All, New, Contacted, Admitted, Rejected , each with a count.
Enquiry row	Child's name, parent's name, class asked for and the date, with a status tag.

Follow up an enquiry (example: Reyan Ali, Class III)

- 1 In **Admission enquiries**, tap the **New** chip to see enquiries nobody has handled yet.
- 2 Tap **Reyan Ali**. A sheet opens with the parent's name, phone and class.



Actions for the enquiry of Reyan Ali (father Faisal Ali).

- 3 Tap **Call 9123456780** to call the parent from the phone.
- 4 After talking, open the enquiry again and tap **Mark contacted**. The tag changes to Contacted.
- 5 When the parent confirms, tap **Admit · open the admission form**. The New admission form opens with the enquiry details filled in. Complete it and tap **Save admission**.
- 6 If the parent is not interested, tap **Mark rejected**.

TIP Status changes are sent at once and need internet.

TIP Parents enquire through the admission form on the school website.

Questions

Why does the new student show admission number Pending?

The admission was saved offline. The school server gives the number when the phone syncs. Tap the sync button or pull down to sync.

Can I take a fee from a student whose admission is still Pending?

Sync first, so the student gets an admission number. Then collect the fee as usual.

ADMIN & PRINCIPAL · CHAPTER 6

Collect fee

Admin Principal Accountant

MENU Finance tab › Collect fee (Accountant: Home or Fees tab › Collect fee for a student)

Collect fee is the app's fee counter. You pick the student, tick the months and other fees, choose how the parent paid and tap Collect. The receipt opens at once and can be shared as a PDF. Collection works offline: the payment is saved on the phone and sent to the school server at the next sync. On the website the same work is done on the Fee Desk, and months are allocated the same way on both.

Collect fee — Demo Public School

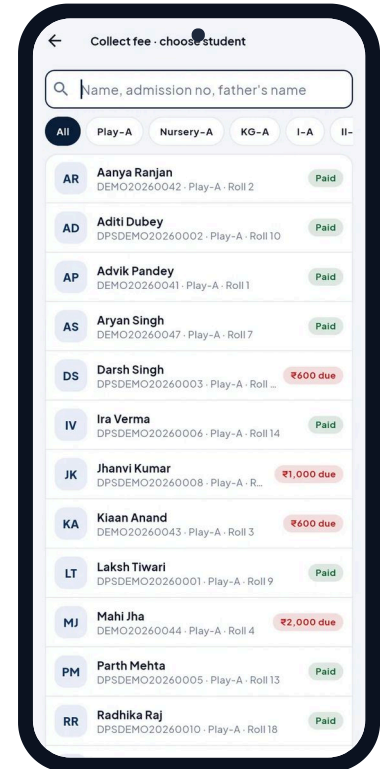
Ways to open Collect fee

- 1 **Finance tab › Collect fee** (Admin / Principal). You then choose the student.
- 2 **Home › Quick actions › Collect fee**, or **Collect fee** in the side drawer.
- 3 Accountant: tap the box **Collect fee for a student** on the Home or Fees tab.
- 4 From a student: **Students › tap the student › Fees tab › Collect fee**. The collect screen opens for that student directly.
- 5 From **Search**: type *fee* and tap **Collect fee**, or type a student's name.

TIP Only Admin, Principal and Accountant logins can collect fees. Other staff see the note “Your role cannot collect fees.”

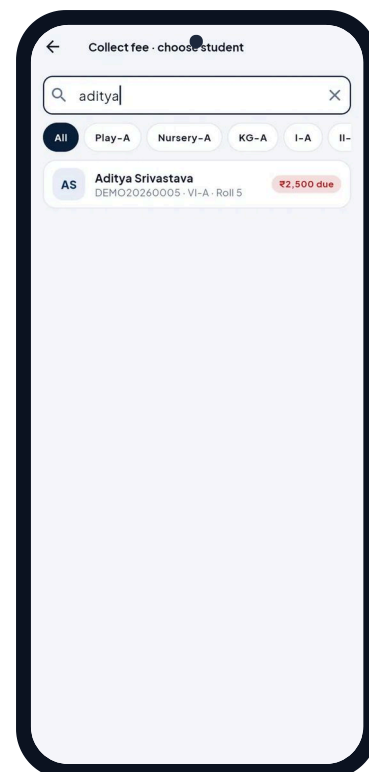
Collect a cash payment (example: Aditya Srivastava, Class VI-A, ₹500 for August)

- 1 Open **Finance > Collect fee**. The screen **Collect fee · choose student** lists all students with a green **Paid** or red **₹... due** tag.



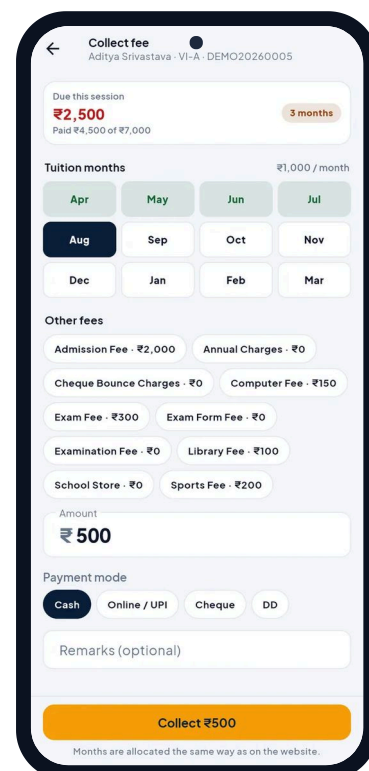
Choose the student. Class chips narrow the list.

- 2 Type part of the name, admission number or father's name in the search box, for example **aditya**.



One match: Aditya Srivastava, DEMO20260005, ₹2,500 due.

- 3 Tap the student. The top card shows **Due this session ₹2,500** and **3 months** due.
- 4 Check **Tuition months**. The oldest due month (**Aug**) is already selected. Light green months are paid. Tap more months to add them.



August is selected; Amount fills in by itself (₹500 left for August).

- 5 Tap any **Other fees** chip the parent is also paying (for example **Exam Fee · ₹300**). The **Amount** adds it up.

- 6 Leave **Payment mode** on **Cash**. (For a UPI payment already in the school account you would tap **Online / UPI**; no extra fields appear.)

The screenshot shows the 'Collect fee' interface for Aditya Srivastava - VI-A - DEMO20260005. It displays a due amount of ₹2,500 for this session and a total paid of ₹4,500 of ₹7,000 over 3 months. Tuition months are listed from April to March, with August selected. Other fees include Admission Fee (₹2,000), Annual Charges (₹0), Exam Fee (₹300), Exam Form Fee (₹0), Examination Fee (₹0), Library Fee (₹100), School Store (₹0), and Sports Fee (₹200). The amount to be collected is ₹500. The 'Payment mode' is set to 'Cash'. A 'Remarks (optional)' field is present but empty. An orange button at the bottom says 'Collect ₹500'.

Online / UPI mode needs no extra details.

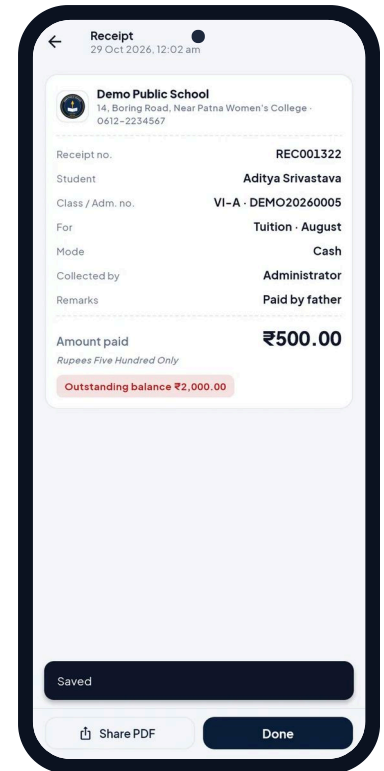
- 7 Type a note in **Remarks (optional)**, for example *Paid by father*.

This screenshot is identical to the previous one, but the 'Remarks (optional)' field now contains the text 'Paid by father'. The 'Payment mode' remains 'Cash'.

Ready to collect: Cash, remark typed.

- 8 Tap the orange button **Collect ₹500**.

- 9 The **Receipt** opens with receipt no. **REC001322**, the amount in words and **Outstanding balance ₹2,000.00**. A message **Saved** appears at the bottom.



The receipt opens right after collecting.

- 10 Tap **Share PDF** to send the receipt to the parent (WhatsApp, Gmail...), or **Done** to go back.

TIP If you change the Amount by hand: less than the selected total is applied to the oldest months first; more than the total is kept as an advance. The app shows this under the Amount box.

TIP Count the cash before you tap Collect. The receipt is made at once.

Collect a cheque (example: Diya Verma, Class VI-A, cheque 456781, ₹1,000 for May)

- 1 Open Collect fee for **Diya Verma** and select the month **May**.

- 2 Under **Payment mode** tap **Cheque** (or **DD** for a demand draft). Three more fields appear.

The screenshot shows the 'Collect fee' app interface for user Aditya Srivastava. At the top, there's a calendar grid with 'Aug' selected. Below it, a list of 'Other fees' includes Admission Fee (₹2,000), Annual Charges (₹0), Cheque Bounce Charges (₹0), Computer Fee (₹150), Exam Fee (₹300), Exam Form Fee (₹0), Examination Fee (₹0), Library Fee (₹100), School Store (₹0), and Sports Fee (₹200). The 'Amount' field is set to ₹500. Under 'Payment mode', 'Cheque' is selected among 'Cash', 'Online / UPI', and 'DD'. Below this, there are input fields for 'Cheque number *', 'Cheque date *' (showing 29 Oct 2026), and 'Bank *'. A disclaimer states: 'The receipt is marked "Subject to realisation" until the office marks the Cheque cleared.' There's a 'Remarks (optional)' field. At the bottom, an orange button says 'Collect ₹500'.

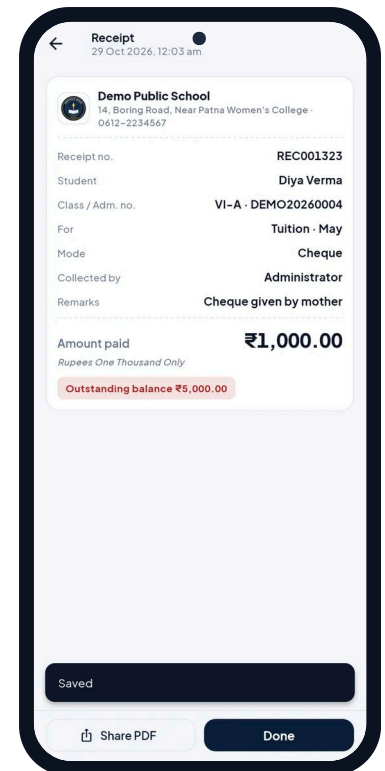
Cheque number, Cheque date and Bank are required.

- 3 Type **Cheque number** 456781.
- 4 Check **Cheque date**. It shows today; tap it to pick the date written on the cheque.
- 5 Type **Bank** State Bank of India, and a remark such as *Cheque given by mother*.

This screenshot shows the same 'Collect fee' app interface, but now the form is filled. The 'Cheque number' field contains '456781', the 'Cheque date' remains '29 Oct 2026', and the 'Bank' field is filled with 'State Bank of India'. The 'Remarks (optional)' field now contains 'Cheque given by mother'. The total 'Amount' has updated to ₹1,000. The orange button at the bottom now says 'Collect ₹1,000'.

Cheque details filled in.

- 6 Tap **Collect ₹1,000**. The receipt shows **Mode Cheque** (REC001323).



Cheque receipt with the balance still due.

TIP The receipt says “Subject to realisation” until the office marks the cheque cleared. See the chapter Cheques / DD.

TIP If the cheque bounces later, the months it paid fall due again.

Collect fee screen at a glance

Due this session	What the student still owes this session. When there are other charges it shows the split: Tuition ₹... + other charges ₹.... The pill on the right shows how many months are due, or All paid.
Tuition months	April to March with the monthly fee (₹1,000 / month). Paid months are light green, the selected month is dark. Tap a month to add or remove it.
Other charges & late fee	Shown only when the student has them: late fee, hostel fee, School Store sales, cheque bounce charge. Tap a chip to pay it.
Other fees	Fee heads of the student's class (Admission Fee, Exam Fee, Library Fee, Sports Fee...). Tap to add to this receipt.
Amount	Fills in from what you selected. You may type a different amount.
Payment mode	Cash, Online / UPI (money already received in the school's account), Cheque, DD. Cheque and DD need number, date and bank.
Remarks (optional)	Up to 250 characters; printed on the receipt.

Collect ₹...

Saves the payment and opens the receipt. The line below reminds you that months are allocated the same way as on the website.

Collecting without internet

- 1 Collect the fee as usual. The payment is saved on the phone and the message says **Saved on phone · will sync**.
- 2 The receipt gets a provisional number that starts with **OFF-** and shows the note "Provisional receipt. Saved offline. The final receipt number is assigned when this phone syncs, and this receipt updates by itself."
- 3 When the phone is online again it syncs by itself (or tap the sync button). The receipt then gets its normal number, such as REC001324.
- 4 If the school server does not accept the payment, the receipt shows a red note "Not saved by the school server" with the reason. Open **Sync status** to retry or discard it.

TIP Right after signing in, wait for the first sync to finish before you collect. Until then the student list and the totals on the Finance tab can show ₹0 or "No matching students".

Questions

The parent paid by UPI to the school's account at the counter. Which mode do I choose?

Online / UPI. If the parent paid from home and sent the UTR in the app, do not collect it here; verify it in UPI claims instead, so the payment is not counted twice.

Can I collect fees when the subscription has expired?

No. The button stays off with the note "Subscription expired · read-only. Renew the plan to make changes."

I collected for the wrong student. Can I cancel the receipt in the app?

No. Only Admin / Principal can delete a receipt, on the website. Ask them before you collect again from the right student.

Why does the list show ₹0 or no students right after I signed in?

The first sync is still running. Wait until the sync button stops turning, then search again.

ADMIN & PRINCIPAL · CHAPTER 7

Receipts

Admin

Principal

Accountant

MENU Finance tab › Receipts (Accountant: Fees tab › Receipts)

Receipts lists every fee receipt of the session that is saved on the phone, newest first. Search by receipt number, student or admission number, open a receipt and share it as a PDF on WhatsApp, Gmail or any app. The list works offline, because it reads the data saved on the phone. Cancelled and bounced receipts are shown in red.



Receipts — Demo Public School

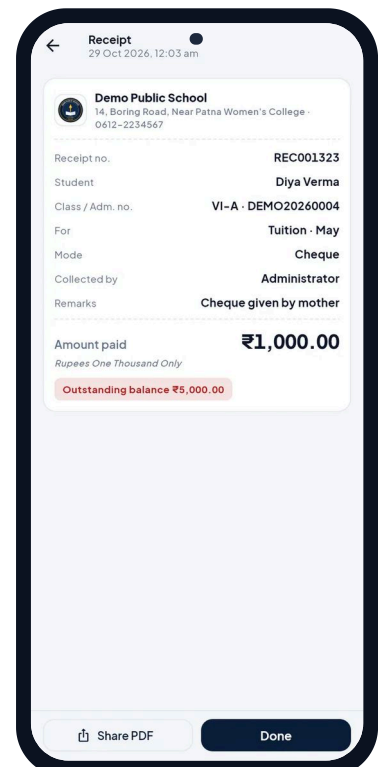
Find a receipt and share it (example: Diya Verma, Class VI-A, REC001323)

- 1 Open **Finance > Receipts**. **This month** is selected and the line under the chips shows the count and total, for example **181 receipts · ₹3,68,800**.



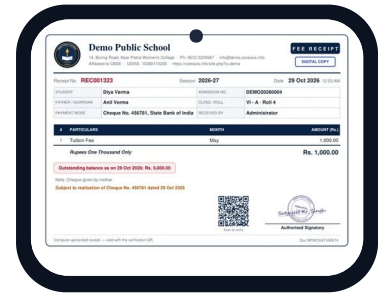
Receipts of this month, newest first.

- 2 Type **Diya** or **REC001323** in the search box **Receipt no, student, admission no**.
- 3 Tap the receipt. It opens with the school name, receipt no., student, class / adm. no., what it was for, mode, who collected it, remarks and the amount in words.



Receipt REC001323: ₹1,000 by cheque for May tuition.

- 4 Tap **Share PDF**. The phone's share list opens; choose WhatsApp, Gmail, Drive or any other app.
- 5 The parent gets a PDF like the printed receipt: school header, FEE RECEIPT, DIGITAL COPY stamp, particulars, amount in words, outstanding balance and a verification QR.



The shared PDF. Cheque receipts say “Subject to realisation”.

- 6 Tap **Done** to go back to the list.

TIP When the phone is online and the receipt has synced, the PDF comes from the school server, the same as on the website. Offline, the app makes the PDF on the phone in the same design.

TIP The PDF is marked DIGITAL COPY. The original printed receipt is issued by the school office.

Choose the period

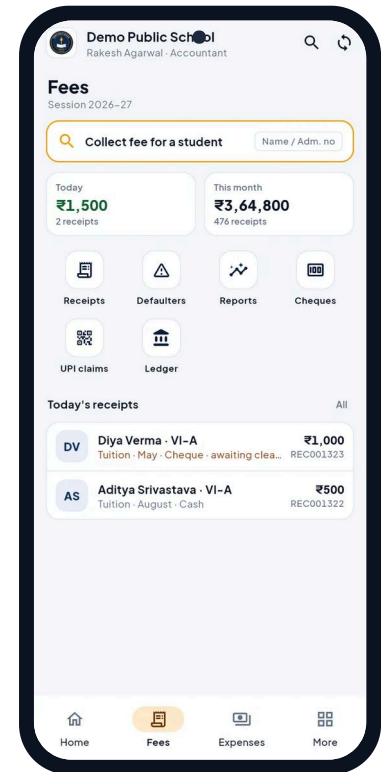
- 1 Tap **Today** for the receipts made today (handy for the day-end cash check).
- 2 Tap **This month** or **Session** for longer lists.
- 3 Tap **Custom...** and pick a start and end date in the calendar.
- 4 Pull the list down, or tap the sync button at the top, to bring in receipts made by other staff.

What the receipt lines mean

Name · Class	Student and class, with the fee head and month, payment mode and date below it.
Amount and receipt no.	On the right. +1, +2 after the number means one payment made several receipts (for example two tuition months).
... · awaiting clearance (orange)	A cheque or DD receipt not yet cleared by the bank.
CANCELLED · cheque / DD bounced (red)	The bank returned the cheque; the months it paid are due again.
Cheque / DD bounced — reversal (red)	The minus receipt the school made when the cheque bounced.
Receipt no. starting with OFF-	Collected offline and not yet synced. It gets its final number at the next sync and updates by itself.

Other places that show receipts

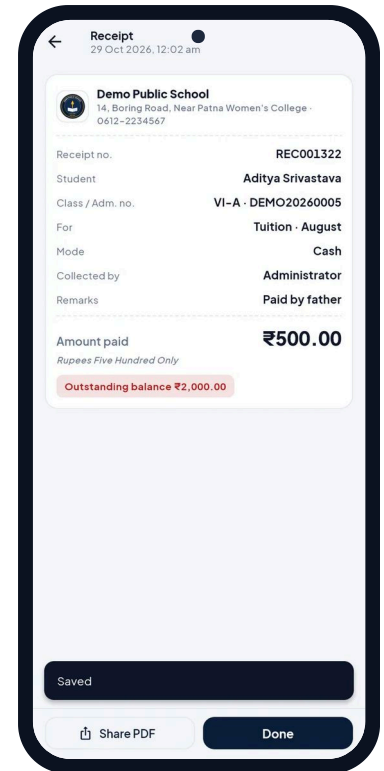
- 1 **Finance tab › Recent receipts** shows the latest few; tap **All** to open this screen.
- 2 Accountant: **Home › Today's receipts** and **Fees tab › Today's receipts** list today's receipts. A cheque receipt shows "awaiting clearance".



Accountant's Fees tab with today's two receipts.

- 3 **Students › tap a student › Fees tab › Receipts** shows only that student's receipts.

- 4 Right after collecting, the receipt opens by itself with **Share PDF** and **Done**.



Receipt just after collecting ₹500 from Aditya Srivastava.

Questions

Can I delete or edit a receipt in the app?

No. Only Admin / Principal can delete a receipt, on the website (Fee Desk).

A receipt I made offline still shows OFF-... as its number.

The phone has not synced yet. Connect to the internet and tap the sync button. If the receipt shows "Not saved by the school server", open Sync status to retry or discard it.

Share PDF says it could not create the PDF.

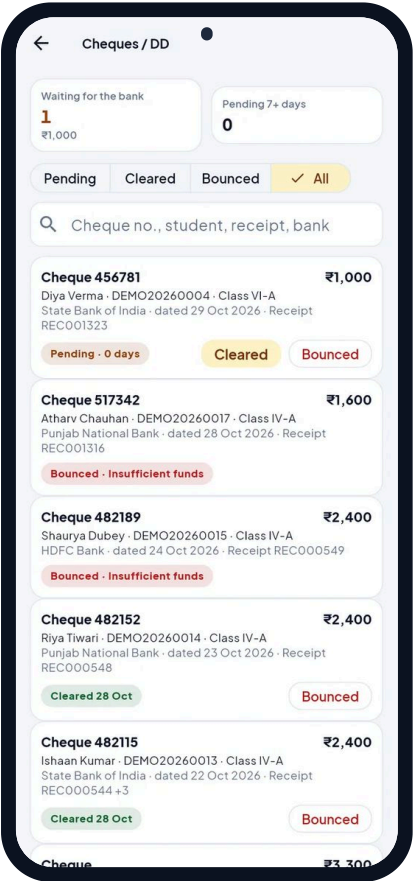
Try again. If it keeps failing, check that the phone has free storage, or share the receipt later from the website.

ADMIN & PRINCIPAL · CHAPTER 8

Cheques / DD

Admin Principal Accountant MENU Finance tab › Cheques (Accountant: Fees tab › Cheques)

A fee paid by cheque or DD counts as paid as soon as the receipt is made, and the receipt says “Subject to realisation”. Cheques / DD lists these payments so the office can match them with the bank statement and mark each one Cleared or Bounced. This screen needs internet, because the school server does the clearing and the reversal. On the website the same page is Finance › Cheques / DD.



Cheques / DD — Demo Public School

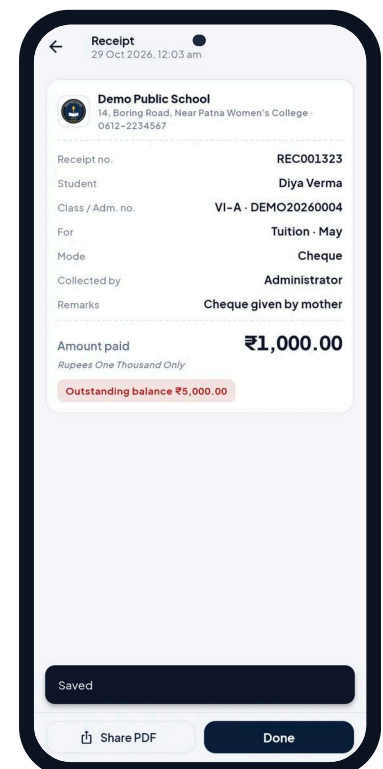
Screen at a glance

Waiting for the bank	Number of cheques / DDs not yet cleared, with their total (here 1 · ₹1,000).
Pending 7+ days	Cheques waiting more than a week. Shown in red when above 0; check them with the bank.
Pending / Cleared / Bounced / All	Tabs to switch the list. Swipe the tab row sideways to reach All.
Search	Cheque no., student, receipt or bank. Type and press search on the keyboard.

Cheque card	Mode and cheque number, amount, student · admission no. · class, bank, cheque date and receipt no. (+n when one cheque paid several receipts).
Status pill	Pending · n days (red after 7 days), Cleared with the date, or Bounced with the reason.
Cleared	Button on a pending cheque: the bank has paid it.
Bounced	Button on pending and cleared cheques: the bank returned it.

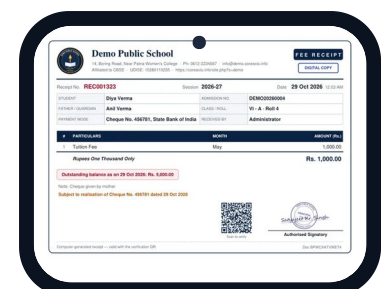
Where cheques come from

- 1 A cheque or DD is taken in **Collect fee** with mode **Cheque** or **DD** (see the chapter Collect fee). Example: Diya Verma, Class VI-A, cheque 456781, State Bank of India, ₹1,000.



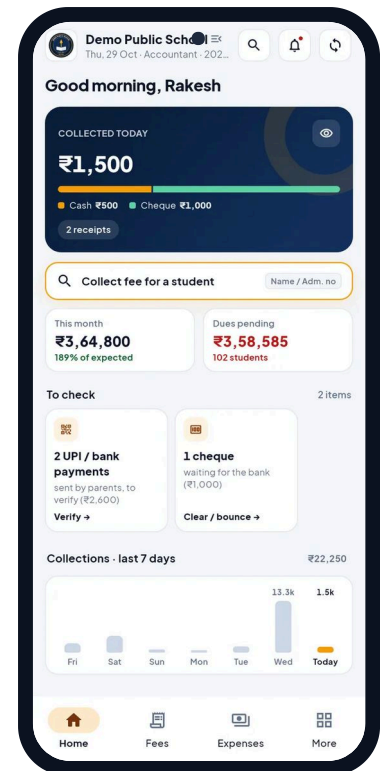
Cheque receipt REC001323.

- 2 Until it is cleared, the receipt lists show it as “awaiting clearance” and the PDF says “Subject to realisation of Cheque No. 456781”.



The receipt PDF of a cheque not yet cleared.

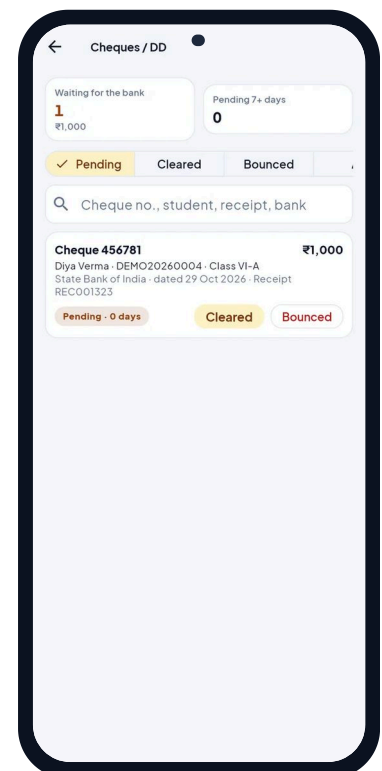
- 3 The Home screen shows a card under **To check**, for example **1 cheque · waiting for the bank (₹1,000)**. Tap **Clear / bounce** to open Cheques / DD.



Accountant Home: To check cards for UPI payments and cheques.

Mark a cheque cleared (example: Diya Verma, cheque 456781, ₹1,000)

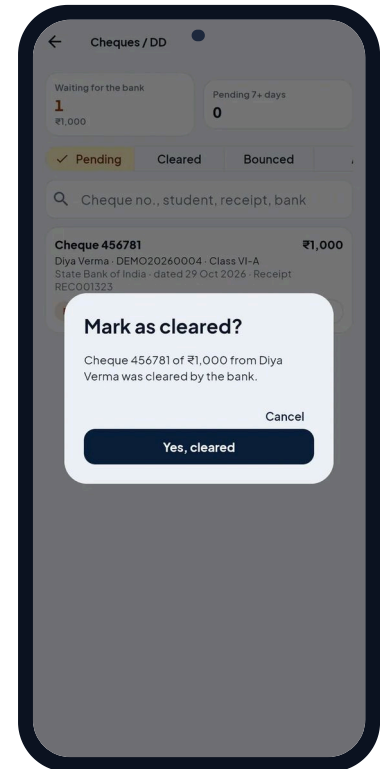
- 1 Check the bank statement: ₹1,000 from cheque 456781 has been credited.
- 2 Open **Finance > Cheques** (Accountant: **Fees > Cheques**). The **Pending** tab is open.



Waiting for the bank: 1 cheque, ₹1,000.

- Find the cheque. Type **456781** or **Diya** in the search box if the list is long.

- 4 Tap **Cleared** on the cheque card.
- 5 The box **Mark as cleared?** says "Cheque 456781 of ₹1,000 from Diya Verma was cleared by the bank." Tap **Yes, cleared**.



Mark as cleared? — tap Yes, cleared.

- 6 A message confirms it. The app syncs, and the cheque moves to the **Cleared** tab with today's date. The receipt no longer says awaiting clearance.

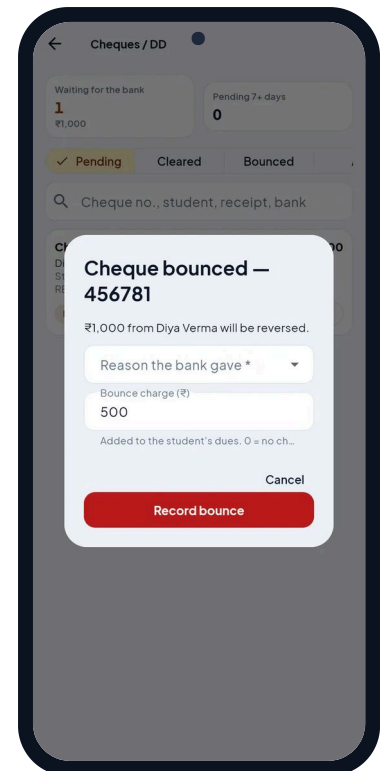
TIP Cheques can also be cleared or bounced on the website: Finance > Cheques / DD.

TIP Check the Pending 7+ days tile every week and ask the bank about old cheques.

Record a bounced cheque

- 1 When the bank returns the cheque, open **Cheques / DD** and tap **Bounced** on its card (on the Pending tab, or on the Cleared tab if the bank returned it after clearing).

- 2 The box **Cheque bounced — 456781** says how much will be reversed.



Cheque bounced — choose the reason and check the bounce charge.

- 3 Choose **Reason the bank gave**: Insufficient funds, Signature mismatch, Payment stopped by drawer, Account closed, Cheque stale / post-dated, Amount in words and figures differ, or Other (then type the reason).
- 4 Check **Bounce charge (₹)**. It is filled with the school's default charge and is added to the student's dues. Type 0 for no charge.
- 5 Tap **Record bounce**.
- 6 A second box **Are you absolutely sure?** explains that the receipt is reversed, the months fall due again and the bounce charge is added. Tap **Yes, bounced**.
- 7 The cheque moves to the **Bounced** tab with the reason. The receipt shows **CANCELLED · cheque / DD bounced** in red, and a reversal receipt is added.

IMPORTANT A bounce cannot be reversed. Record it only when the bank has really returned the cheque.

Questions

The Cheques screen says “You are offline”.

Cheques can only be cleared or bounced with internet, because the school server makes the changes. Connect and open the screen again.

Can I also clear or bounce cheques on the website?

Yes. Finance > Cheques / DD on the website does the same work, with a table of all cheques.

What happens to the student's dues after a bounce?

The receipt is reversed, the months it paid are due again (with late fee if the school uses it) and the bounce charge appears under Other charges & late fee in Collect fee. Collect the new payment as usual.

Where is the default bounce charge set?

On the website: Fee Structure › Late fee & bounce (Admin / Principal).

The cheque cards do not show in my app.

App version 1.0.4 had a display fault on this screen. Update the app from Google Play, or use Finance › Cheques / DD on the website meanwhile.

ADMIN & PRINCIPAL · CHAPTER 9

UPI / Bank Claims

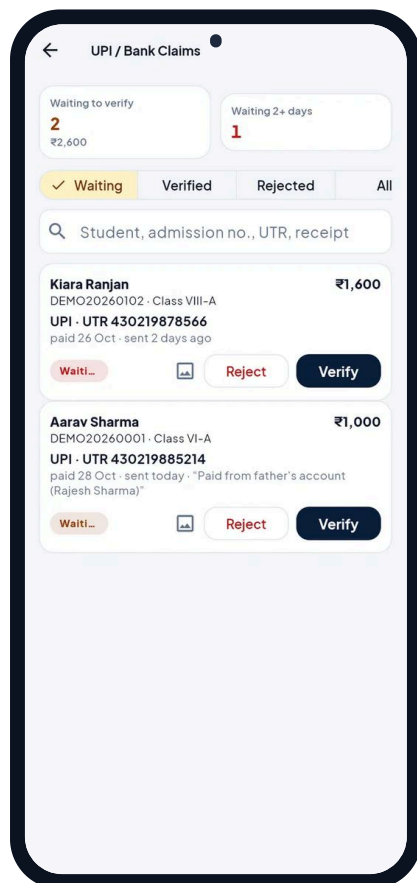
Admin

Principal

Accountant

MENU Finance tab › UPI claims (Accountant: Fees tab › UPI claims)

Parents can pay the school directly by UPI or bank transfer and send the UTR (reference number) from their app. Each such claim waits here until the office finds the payment in the bank statement. Verify makes the fee receipt and updates the dues; Reject sends the reason back to the parent. This screen needs internet. On the website it is UPI / Bank Claims under Finance.



UPI / Bank Claims — Demo Public School

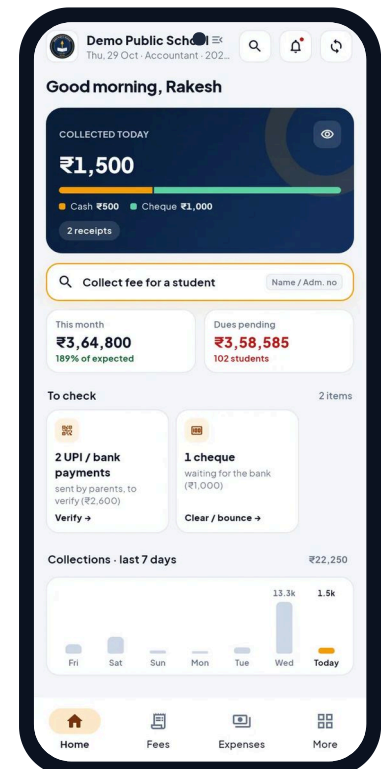
Screen at a glance

Waiting to verify	Claims not yet checked and their total (2 · ₹2,600 in the example).
Waiting 2+ days	Claims sent two or more days ago. Parents expect an answer in 1–2 working days, so check these first.
Waiting / Verified / Rejected / All	Tabs to switch the list.
Search	Student, admission no., UTR or receipt no.

Claim card	Student, admission no. and class, amount, UPI or Bank transfer with the UTR, date paid, when it was sent and the parent's note in quotes.
Picture icon	Opens the payment screenshot when the parent attached one.
Status pill	Waiting (red after 2 days), Verified · receipt no., or Rejected · reason.
Reject / Verify	Buttons on a waiting claim.

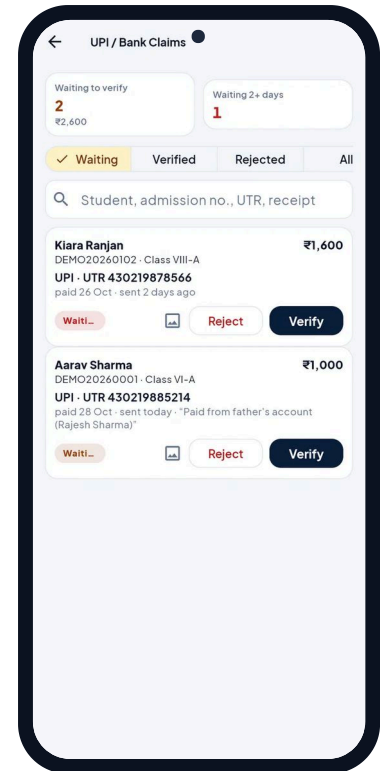
Verify a payment (example: Aarav Sharma, Class VI-A, ₹1,000, UTR 430219885214)

- On Home, the **To check** card shows **2 UPI / bank payments** sent by parents. Tap **Verify**, or open **Finance > UPI claims**.



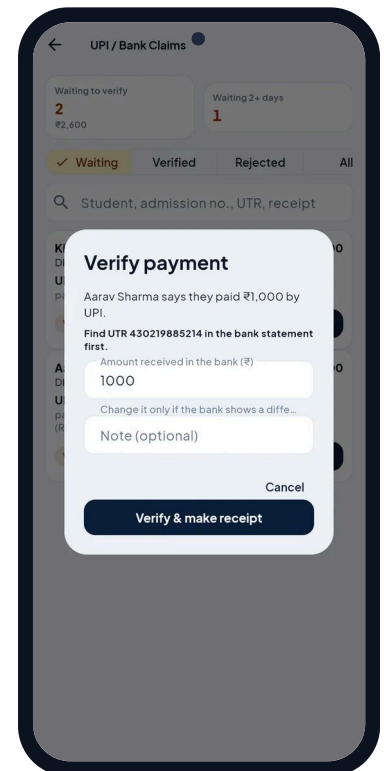
Accountant Home: 2 UPI / bank payments to verify (₹2,600).

- 2 The **Waiting** tab lists the claims. Aarav Sharma's card shows **UPI · UTR 430219885214**, paid 28 Oct, with the note "Paid from father's account (Rajesh Sharma)".



Two claims waiting: Kiara Ranjan (sent 2 days ago) and Aarav Sharma.

- 3 Tap the picture icon to see the parent's payment screenshot, if any. Tap **Close**.
- 4 Open the school's bank statement and find UTR 430219885214 and the amount.
- 5 Tap **Verify**. The box **Verify payment** repeats the UTR: "Find UTR 430219885214 in the bank statement first."



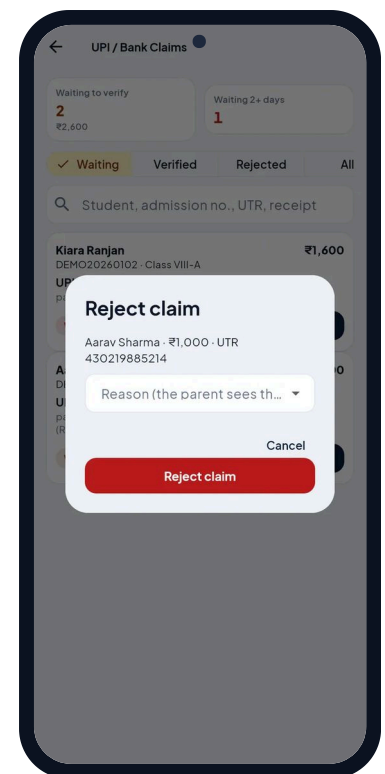
Verify payment: the amount is filled from the claim.

- 6 Check **Amount received in the bank (₹)**. Change it only if the bank shows a different amount.
- 7 Add a **Note (optional)** if needed, then tap **Verify & make receipt**.
- 8 The message says “Verified — receipt REC... made. The dues are updated.” The claim moves to the **Verified** tab with its receipt number, and the parent sees the receipt in the app.

TIP Never verify a UTR you cannot see in the bank statement. A screenshot alone is not proof of payment.

Reject a claim (example: Om Anand, Class VIII-A, ₹2,000)

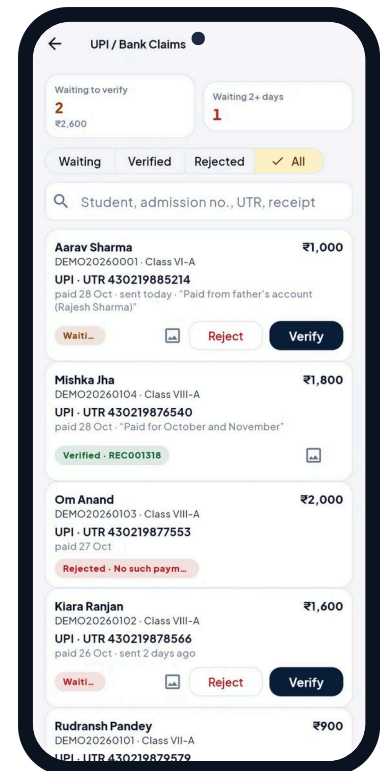
- 1 Search the bank statement for the UTR. In this example there is no such payment.
- 2 Tap **Reject** on the claim card.
- 3 In **Reject claim**, open **Reason (the parent sees this)** and choose one: No such payment in the bank statement, Amount does not match, UTR / reference number is wrong, Paid to a different account, Duplicate of an earlier claim, or Other (then write the reason).



Reject claim: the reason is shown to the parent.

- 4 Tap **Reject claim**. The message says “Claim rejected. The parent sees the reason.”

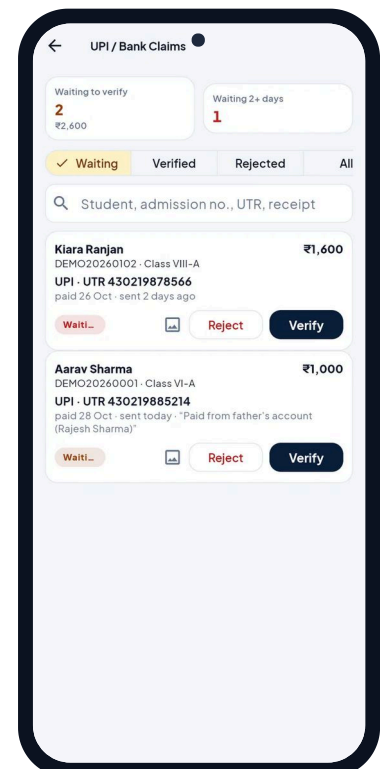
- Open the **All** tab to see verified claims with their receipt numbers and rejected claims with the reason.



All tab: Mishka Jha verified (REC001318), Om Anand rejected (No such payment).

Same screen for the accountant

- The accountant opens it from **Fees > UPI claims** and uses it the same way.



UPI / Bank Claims on the accountant's login.

TIP If the screen shows “UPI / bank transfer is switched off for parents”, the Admin has turned it off on the website (Online Payment). Old claims can still be checked.

Questions

The screen says “You are offline”.

UPI claims need internet, because the receipt is made on the school server. Connect and open the screen again.

The bank shows ₹900 but the parent claimed ₹1,000.

Type 900 in Amount received in the bank and add a note. The receipt is made for ₹900 and the rest stays due. Or reject with Amount does not match and let the parent send a new claim.

How does the parent send a claim?

In the parent app: Fees > Pay by UPI / bank, then UTR / reference no. and Send to school. See the chapter Fees for parents.

Should I also collect this payment in Collect fee?

No. Verify makes the receipt. Collecting it again would count the payment twice.

ADMIN & PRINCIPAL · CHAPTER 10

Reports, Ledger & Defaulters

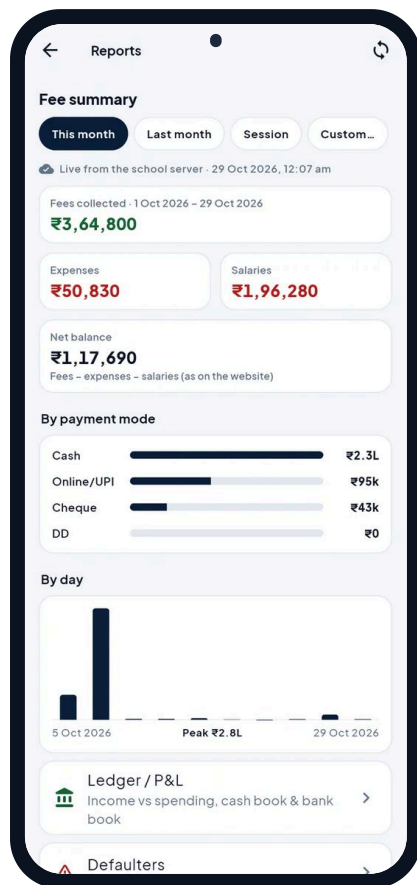
Admin

Principal

Accountant

MENU Finance tab › Reports / Ledger / Defaulters (Accountant: Fees tab)

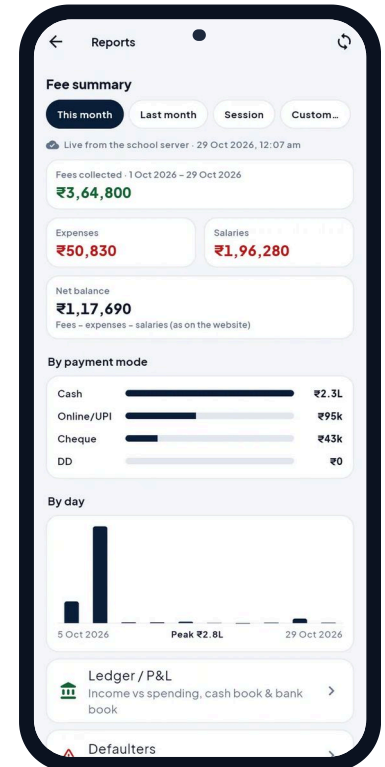
These screens show the school's money picture straight from the school server: fees collected, expenses and salaries, the cash book and bank book, and which students still owe fees. They need internet; the last report you opened stays on the phone and is shown offline with its date. From Defaulters you can send fee reminder SMS to parents. On the website the same figures are in Reports, Finance Ledger and Fee Dues.



Reports, Ledger & Defaulters — Demo Public School

Read the fee summary (example: October 2026)

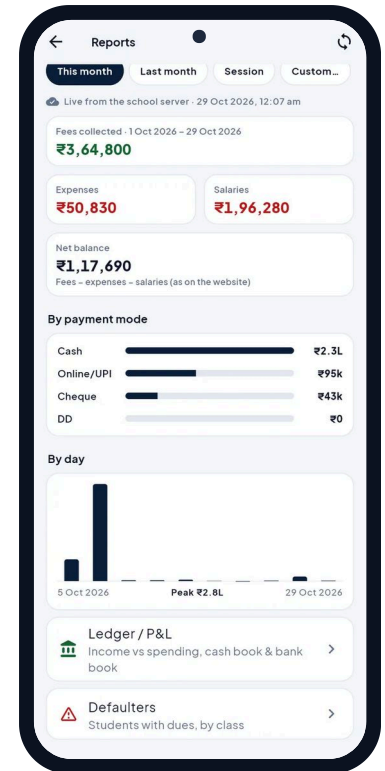
- 1 Open **Finance > Reports. Fee summary** for **This month** opens. The line **Live from the school server · 29 Oct 2026, 12:07 am** says when the figures were fetched.



Fee summary: ₹3,64,800 collected from 1 to 29 Oct 2026.

- 2 Read **Fees collected**, **Expenses** and **Salaries**. **Net balance** is fees – expenses – salaries, the same as on the website (₹1,17,690).
- 3 Look at **By payment mode** for the split between Cash, Online/UPI, Cheque and DD.

- 4 Scroll to **By day**. The chart shows daily collections and the peak day.



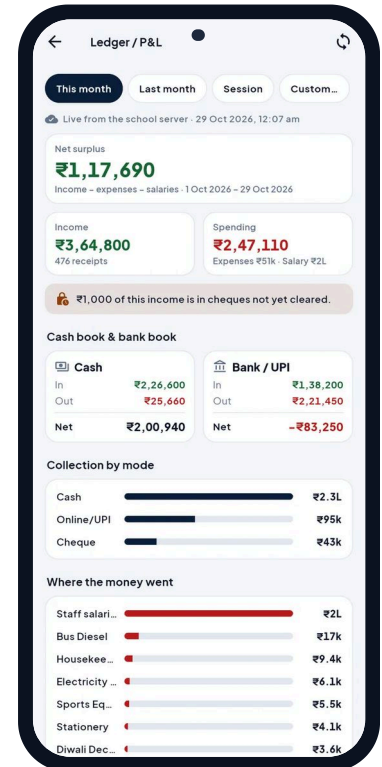
By day chart and links to Ledger / P&L and Defaulters.

- 5 Tap **Last month**, **Session** or **Custom...** to change the period. A custom range can be at most 2 years.
- 6 Pull the screen down to fetch the latest figures after new receipts or expenses.

TIP The Finance tab tiles are counted from the data on the phone and leave out salaries ("Fees minus expenses on this phone. Salaries are in Reports."). Use Reports for the full net balance.

Check the Ledger / P&L

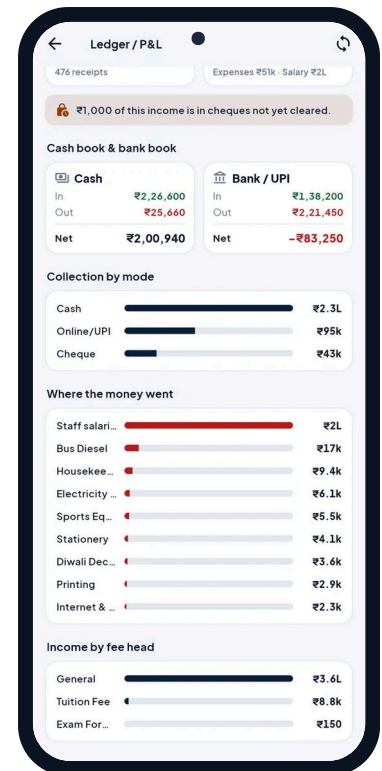
- 1 Open **Finance > Ledger**, or tap **Ledger / P&L** at the bottom of Reports.



Ledger / P&L for October: net surplus ₹1,17,690.

- 2 Read **Net surplus** (income – expenses – salaries), then **Income** (₹3,64,800, 476 receipts) and **Spending** (expenses and salary).
- 3 Note the orange line “₹1,000 of this income is in cheques not yet cleared.” Clear or bounce these in Cheques / DD.
- 4 Check **Cash book & bank book**: In, Out and Net for **Cash** and for **Bank / UPI**. Match the cash Net with the cash in hand.

- 5 Scroll for **Collection by mode**, **Where the money went** (salaries and each expense head) and **Income by fee head**.



Where the money went and Income by fee head.

- 6 For a period longer than a month, **Month by month** shows In and Out per month. A custom period can be at most 13 months.

Find defaulters by how long they owe (example: 2-3 months)

- 1 Open **Finance > Defaulters**, or tap **See defaulters** on Home. All students with dues are listed with the months due and amount.

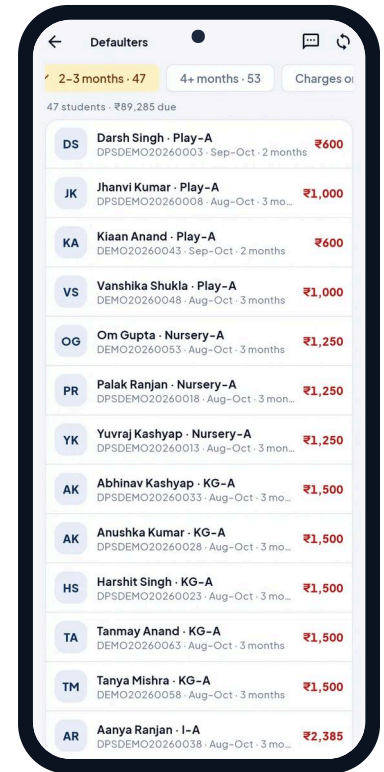
The screenshot shows the 'Defaulters' screen. At the top, there are tabs for 'All classes', 'Play-A', 'Nursery-A', 'KG-A', and 'I-A'. Below the tabs, it says 'Live from the school server · 29 Oct 2026, 12:07 am'. There are filters for 'All - 102', '1 month - 1', and '2-3 months - 47'. Below the filters, it says '102 students · ₹3,58,585 due'.

Initials	Name	Class	Due Date	Amount
DS	Darsh Singh	Play-A	2 months	₹600
JK	Jhanvi Kumar	Play-A	3 months	₹1,000
KA	Kiaan Anand	Play-A	2 months	₹600
MJ	Mahi Jha	Play-A	5 months	₹2,000
TG	Tanmay Gupta	Play-A	7 months	₹2,800
TS	Tanya Shukla	Play-A	5 months	₹2,000
VS	Vanshika Shukla	Play-A	3 months	₹1,000
AA	Ayush Anand	Nursery-A	7 months	₹3,500
MR	Mishka Raj	Nursery-A	6 months	₹3,000
OG	Om Gupta	Nursery-A	3 months	₹1,250
PR	Palak Ranjan	Nursery-A	3 months	₹1,250
SM	Shivansh Mehta	Nursery-A	3 months	₹3,500

102 students · ₹3,58,585 due.

Tap a class chip (for example **Play-A**) to see one class, or **All classes**.

- 3 Tap an age chip: **1 month**, **2-3 months**, **4+ months** or **Charges only** (no tuition month due, only late fee or other charges). Each chip shows how many students it has.
- 4 With **2-3 months** the list shows 47 students owing ₹89,285.



Only students whose dues are 2-3 months old.

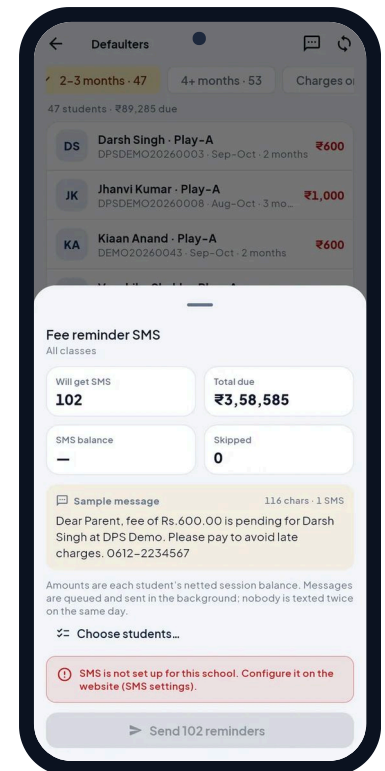
- 5 Tap a student to open their fees and collect the payment.

TIP Amounts in red are more than one month due; orange is one month.

Send fee reminder SMS (example: all 102 defaulters)

- 1 On **Defaulters**, choose a class or leave **All classes**, then tap the message icon at the top (**Send fee reminders (SMS)**).

- 2 The sheet **Fee reminder SMS** shows **Will get SMS**, **Total due**, **SMS balance**, **Skipped** and a **Sample message**.



Preview: 102 parents will get the SMS.

- 3 To remind only some parents, tap **Choose students...** and tick them (**All** / **None** to select quickly).
- 4 Tap **Send 102 reminders**.
- 5 Check **Send 102 reminder SMS?** and tap **Continue**.
- 6 The second box **Uses SMS credits** says how many credits will be used. Tap **Send now**.
- 7 The sheet shows the progress while messages are sent in the background.

TIP Nobody is texted twice on the same day. Students without a mobile number, or already reminded today, are skipped.

TIP If the sheet says “SMS is not set up for this school”, the Admin must set up SMS on the website first. The send button stays off until then.

IMPORTANT Sent SMS cannot be taken back, and each uses SMS credits.

Questions

Reports say “Reports need a connection to the school server”.

Connect to the internet. When offline, the app shows the last report saved on the phone with its date (“Showing the last report saved on this phone...”).

I added an expense but Reports still shows the old total.

Pull the Reports screen down to fetch fresh figures, and check the time on the Live from the school server line.

Who can send fee reminder SMS?

Admin / Principal and Accountant, when the school's plan includes fee SMS. Fee reminders need an internet connection.

ADMIN & PRINCIPAL · CHAPTER 11

Expenses

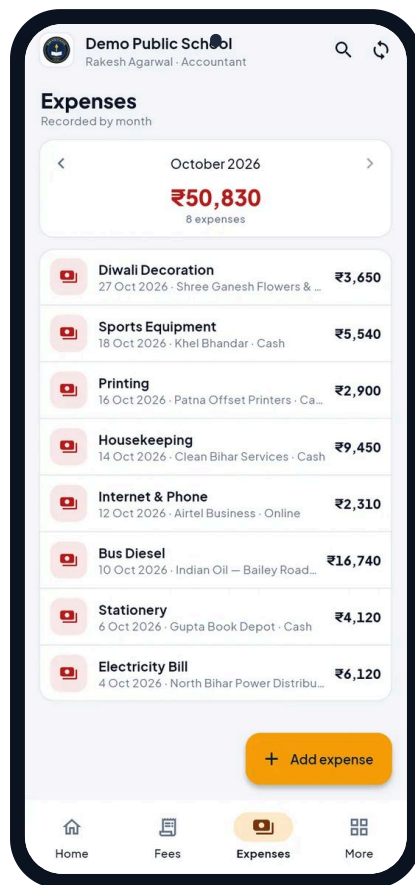
Admin

Principal

Accountant

MENU Finance tab › Expenses (Accountant: Expenses tab)

Expenses holds every payment the school makes other than salaries: electricity, diesel, stationery, repairs and so on. Each entry has a head, amount, date, who was paid and how. Expenses can be added, edited and deleted offline; the changes reach the school server at the next sync. The totals feed the Finance tab, Reports and the Ledger. Staff salaries are not entered here; they are paid in Salary / Payroll on the website.



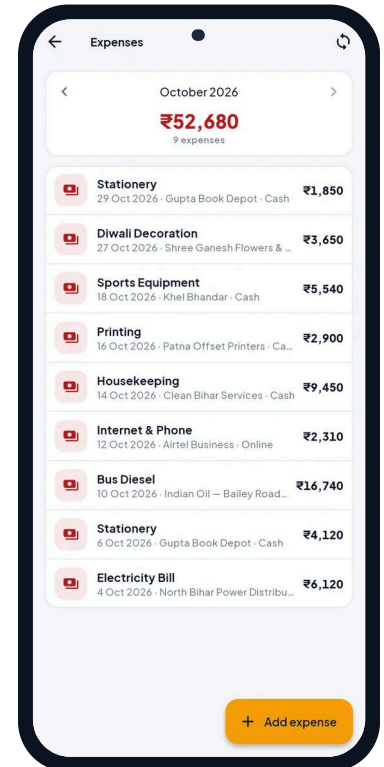
Expenses — Demo Public School

The expenses list

Month card	Month name with arrows for the previous / next month, the total and the number of expenses (October 2026: ₹52,680 · 9 expenses).
Expense line	Head, date, paid to and mode, with the amount on the right. Tap a line for all details.
Not synced	Orange tag on an expense saved on this phone and not yet sent to the school server.
+ Add expense	Orange button at the bottom right.

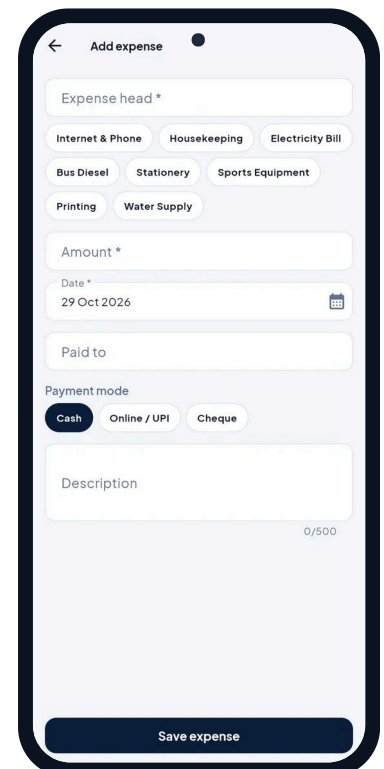
Add an expense (example: Stationery ₹1,850 to Gupta Book Depot)

- 1 Open the **Expenses** tab (Admin / Principal: **Finance** › **Expenses**).



October 2026: ₹52,680 in 9 expenses.

- 2 Tap **Add expense**. The form opens with today's date.



Add expense: chips under the head are the heads the school uses most.

- 3 Tap the chip **Stationery**, or type the head in **Expense head**.

- 4 Type **Amount** 1850.
- 5 Check **Date**. Tap the calendar icon to choose another day.
- 6 Type **Paid to**: Gupta Book Depot.
- 7 Choose **Payment mode**: Cash, Online / UPI or Cheque.
- 8 Type a **Description**, for example *Chalk boxes, registers and board markers* (up to 500 characters).

The screenshot shows the 'Add expense' form with the following fields and values:

- Expense head ***: Stationery
- Amount ***: ₹1850
- Date ***: 29 Oct 2026
- Paid to**: Gupta Book Depot
- Payment mode**: Cash (selected)
- Description**: Chalk boxes, registers and board markers

A 'Save expense' button is located at the bottom right of the form.

The form filled in.

- 9 Tap **Save expense**. The expense appears at the top of the list and the message **Saved** shows.

The screenshot shows the 'Expenses' list with the following details:

- Expenses** (Recorded by month)
- October 2026**
- ₹52,680** (9 expenses)
- Stationery** (29 Oct 2026 - Gupta Book Depot - Cash) ₹1,850
- Diwali Decoration** (27 Oct 2026 - Shree Ganesh Flowers & ...)
- Sports Equipment** (18 Oct 2026 - Khel Bhandar - Cash) ₹5,540
- Printing** (16 Oct 2026 - Patna Offset Printers - Ca...) ₹2,900
- Housekeeping** (14 Oct 2026 - Clean Bihar Services - Cash) ₹9,450
- Internet & Phone** (12 Oct 2026 - Airtel Business - Online) ₹2,310
- Bus Diesel** (10 Oct 2026 - Indian Oil — Bailey Road...) ₹16,740
- Stationery** (6 Oct 2026 - Gupta Book Depot - Cash) ₹4,120
- Electricity Bill** (4 Oct 2026 - North Bihar Po) ₹6,120

A 'Saved' message is shown at the bottom of the list.

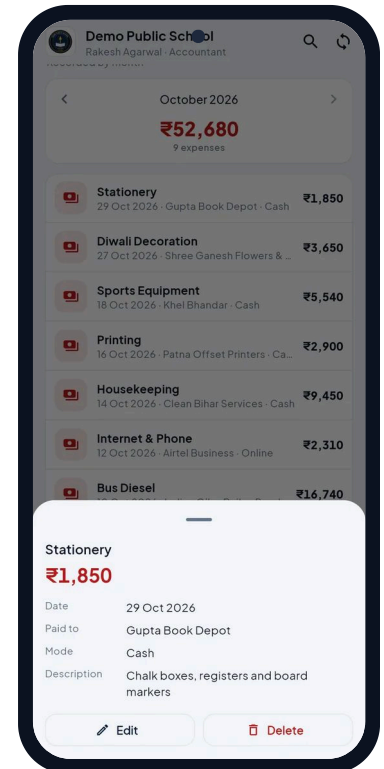
The new expense at the top.

TIP Without internet the message says Saved on phone · will sync, and the line has the tag Not synced until the phone syncs.

TIP Heads such as salary, payroll or wages are not accepted: "Staff salaries are managed in Salary / Payroll on the website, not as an expense."

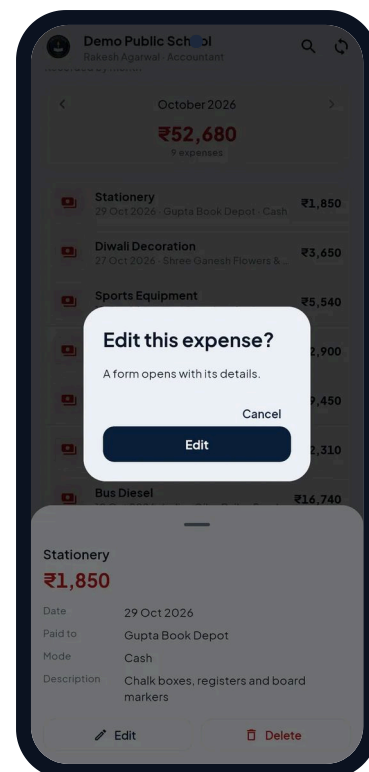
Correct an expense (example: the same Stationery entry)

- 1 Tap the expense in the list. A sheet shows Date, Paid to, Mode and Description, with **Edit** and **Delete**.



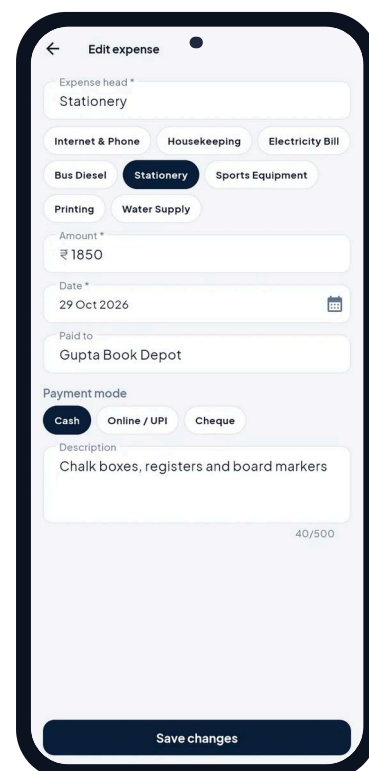
Expense details with Edit and Delete.

- 2 Tap **Edit**. The box **Edit this expense?** says “A form opens with its details.” Tap **Edit**.



Confirm before the form opens.

- 3 Change what is wrong, for example the amount or the date.



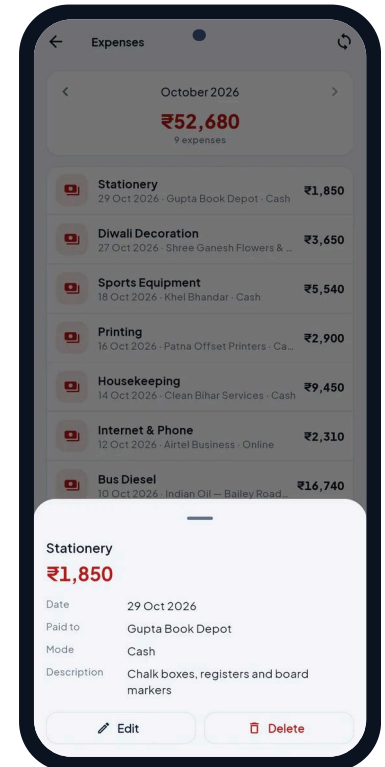
Edit expense with the saved details.

- 4 Tap **Save changes**.

TIP An expense marked Not synced cannot be edited yet; its sheet says Saved on this phone · will sync. Sync first, then edit.

Delete an expense

- 1 Tap the expense, then tap **Delete** in the sheet.



Delete is next to Edit.

- 2 The box **Delete this expense?** says that the expense (for example Stationery · ₹1,850) leaves every finance total.
- 3 Tap **Delete** to confirm, or **Cancel**.

IMPORTANT A deleted expense cannot be brought back. If only a detail is wrong, use Edit instead.

Questions

Where do salaries go?

Salaries are paid in Salary / Payroll on the website. Reports and the Ledger add them to expenses for the net balance.

I don't see Edit and Delete.

Your login does not have the Expenses permission, or the expense is not synced yet. The subscription must also be active.

Can I attach a bill photo?

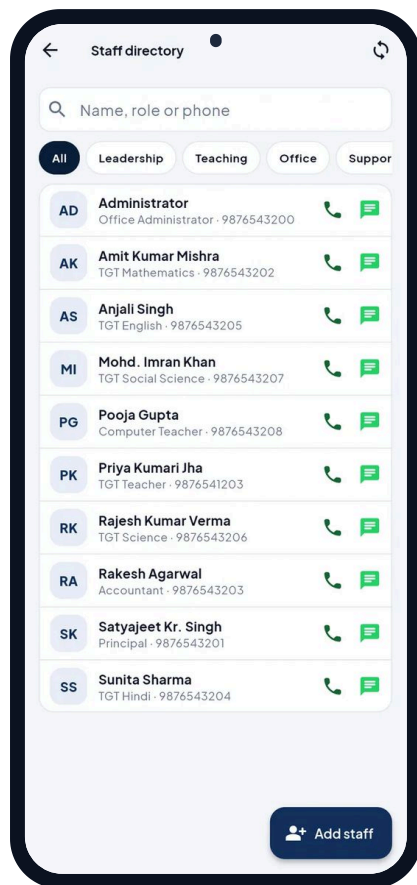
Not in the app. Keep the paper bill in the office file.

ADMIN & PRINCIPAL · CHAPTER 12

Staff directory

[Admin](#) [Principal](#) [MENU](#) [More > Staff directory](#)

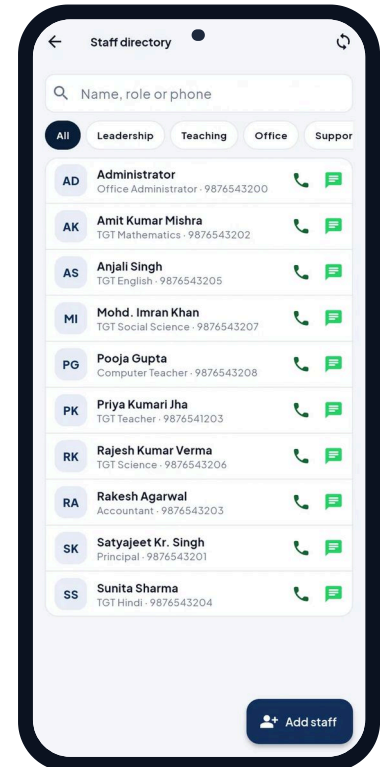
The **Staff directory** lists all active staff with role and phone, grouped as Leadership, Teaching, Office and Support. Anyone with access can call or send a WhatsApp message from it. Admin and Principal also see **Add staff** and can tap a staff member to edit the details. Adding or editing staff needs internet, because the new password is sent once and never stored on the phone. Salary, staff ID cards and staff attendance are on the website (Staff and Payroll menus).



Staff directory — Demo Public School

Call a staff member (example: Rakesh Agarwal, Accountant)

- 1 Open **More > Staff directory**.



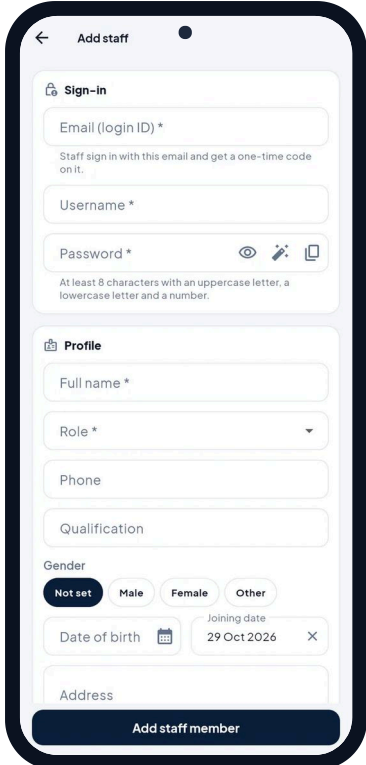
Staff directory with call and WhatsApp buttons.

- 2 Tap the **Office** chip, or type **Rakesh** in **Name, role or phone**.
- 3 Tap the phone icon to call, or the green message icon to open WhatsApp with his number.

Add a new teacher (example: Neha Sinha, TGT Science)

- 1 In **Staff directory**, tap **Add staff**.

- Under **Sign-in**, type the **Email (login ID) *** (neha.sinha@demo.coreaxis.info). The **Username *** fills in from the email; change it if you like.

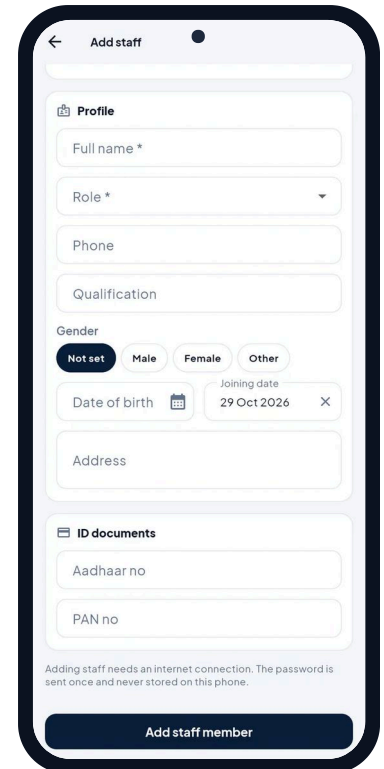


The screenshot shows a mobile app interface for adding a staff member. It is divided into two main sections: 'Sign-in' and 'Profile'. The 'Sign-in' section includes fields for 'Email (login ID) *', 'Username *', and 'Password *'. Below the password field is a note: 'At least 8 characters with an uppercase letter, a lowercase letter and a number.' The 'Profile' section includes fields for 'Full name *', 'Role *' (a dropdown menu), 'Phone', 'Qualification', 'Gender' (with buttons for 'Not set', 'Male', 'Female', and 'Other'), 'Date of birth' (with a calendar icon), 'Joining date' (pre-filled with '29 Oct 2026' and a close icon), and 'Address'. At the bottom of the form is a dark blue button labeled 'Add staff member'.

Add staff: Sign-in and Profile sections.

- Tap the magic-wand icon in **Password *** to generate a password, or type one with at least 8 characters, an uppercase letter, a lowercase letter and a number. Tap the copy icon to copy it and give it to the teacher privately.
- Under **Profile**, type **Full name**, choose **Role** (TGT Teacher), and fill **Phone**, **Qualification**, **Gender**, **Date of birth**, **Joining date** and **Address**.

- 5 Under **ID documents**, type **Aadhaar no** and **PAN no** if available.



ID documents and the note that adding staff needs internet.

- 6 Tap **Add staff member**. The app says the staff member is added and that they sign in with the email, the password and an email code.

TIP The new staff member gets a one-time code on the email when signing in on a new phone (see the Sign in chapter).

TIP Class-teacher duties and subjects are assigned on the website (Classes and Timetable).

IMPORTANT The password is shown only while you add the staff member. It is not stored on the phone. Share it in person, not in a group chat.

Edit staff details

- 1 In **Staff directory**, tap the staff member's name. The **Edit staff** form opens.
- 2 Change the phone, role, qualification, address or other details. The username cannot be changed and the password is not shown here.
- 3 Leave **Aadhaar no** and **PAN no** blank to keep the stored numbers.
- 4 Tap **Save changes**. Changes need internet and apply at once.

TIP A Super Admin can be edited only by a Super Admin.

TIP A staff member can change their own password from More > Change password.

Questions

A staff member left the school. Can I deactivate the login from the app?

No. Deactivate staff on the website under Staff › Staff. The person then disappears from the directory after the next sync.

The directory is empty.

It appears after the first sync. Pull down on the screen to sync.

ADMIN & PRINCIPAL · CHAPTER 13

Academics

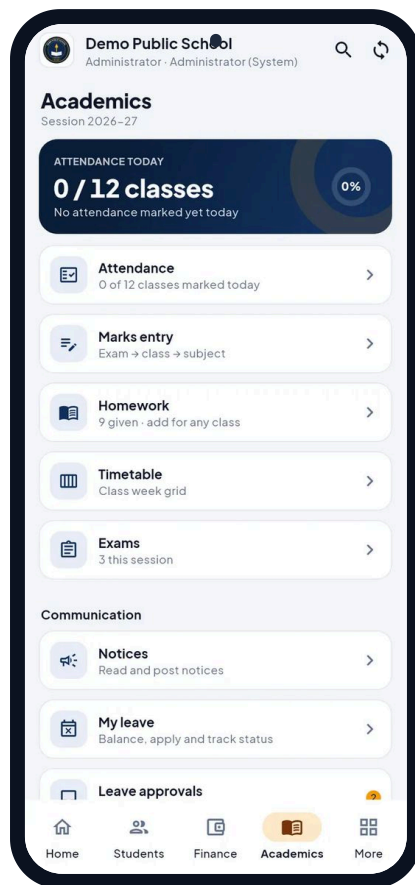
Admin

Principal

Teacher

MENU Academics tab (bottom bar)

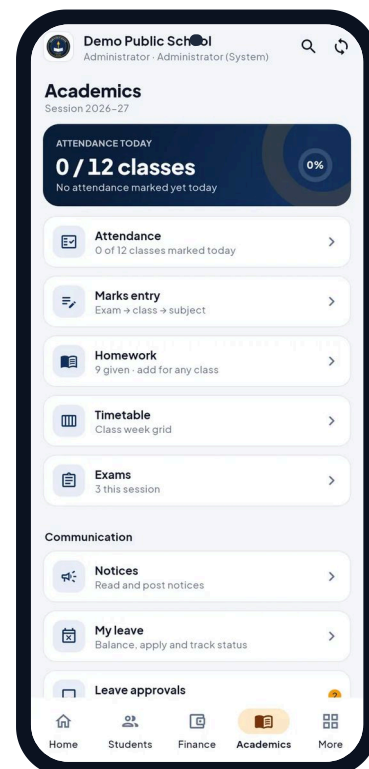
The **Academics** tab collects the daily academic work: attendance, marks, homework, timetable and exams, plus links to notices and leave. Attendance, marks, homework and new exams are saved on the phone first and synced later, so they work without internet. Editing the timetable and viewing online exam results need a connection. Admin and Principal work on every class; a teacher sees only the classes assigned on the website (see the Teacher guide).



Academics — Demo Public School

The Academics tab at a glance

- 1 Tap **Academics** in the bottom bar.

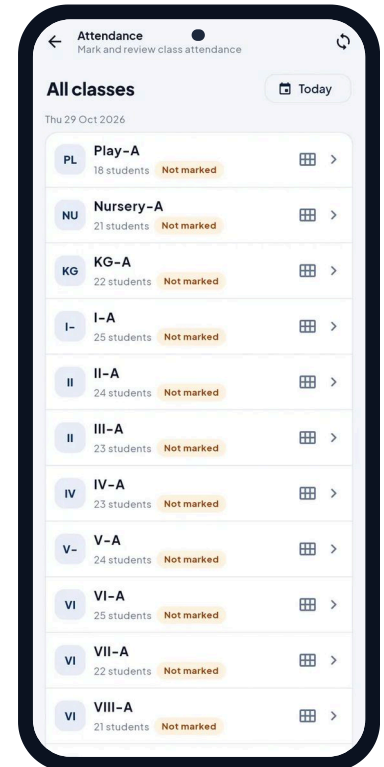


Academics tab on Thu 29 Oct 2026 before any class was marked.

ATTENDANCE TODAY	Classes marked out of all classes (0 / 12 classes) and the present percentage.
Attendance	All classes with their status for the chosen day.
Marks entry	Exam › class › subject, then type marks.
Homework	Homework given so far; add for any class.
Timetable	Week grid of a class.
Exams	Exams of the session, their date sheet and result publishing.
Communication	Notices, My leave, Leave approvals, Leave calendar and Holidays . See the Notices and Leave chapters.

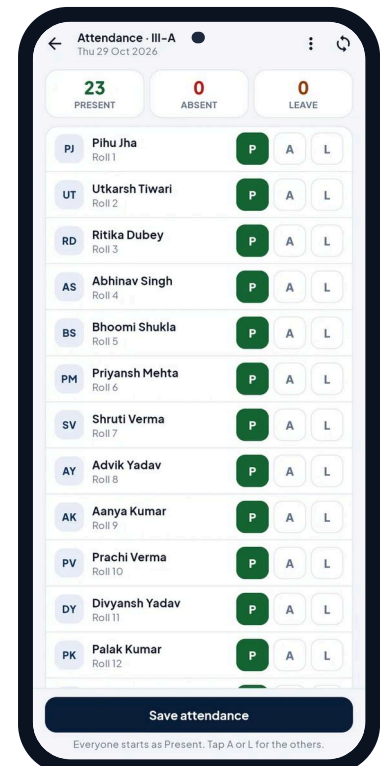
Mark attendance (example: Class III-A, everyone present)

- 1 Tap **Academics > Attendance** (or **Attendance** in the Home quick actions). Every class is listed with **Not marked** or **Marked n**.



All classes for Thu 29 Oct 2026.

- 2 To mark another day, tap the date chip (**Today**) and pick the date. Attendance cannot be marked more than one day ahead.
- 3 Tap **III-A**. Everyone starts as **P** (present); the counts at the top show 23 PRESENT, 0 ABSENT, 0 LEAVE.



Marking Class III-A.

- 4 Tap **A** for an absent student or **L** for a student on leave. The counts change at once.

- 5 For bulk changes, tap the : menu: **Mark everyone present** or **Mark as holiday (everyone)**.
- 6 Tap **Save attendance**. Online it is saved on the server; offline the app shows **Saved on phone · will sync**.
- 7 Open the class again to correct it. The screen says **Already marked for this date · you are editing it**, and the button stays **No changes** until you change a mark.

TIP Parents see the attendance in their app after the sync.

TIP On the website this is Daily Operations › Attendance.

See the monthly register (example: Play-A, October 2026)

- 1 In **Attendance**, tap the grid icon on the class row (**Play-A**).
- 2 Read P, A and L for each student and each day. **Class present** shows the class percentage and **Days marked** the number of days with attendance.

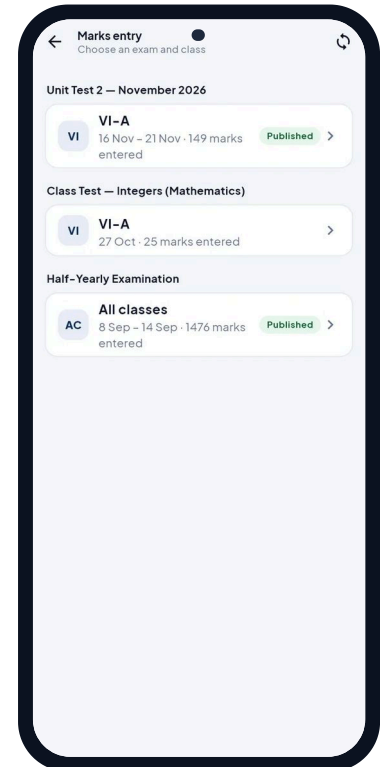
Student	1	2	3	4	5	6	7	8
	T	F	S	S	M	T	W	T
Advik Pandey	P	P	P	.	P	P	A	P
Aanya Ranjan	P	P	P	.	P	P	P	A
Kiaan Anand	A	P	P	.	P	A	P	A
Mahi Jha	P	P	P	.	A	P	P	P
Vihaan Tiwari	P	P	P	.	P	P	P	P
Shreya Dubey	A	P	P	.	P	P	L	P
Aryan Singh	A	P	P	.	P	P	P	A
Vanshika Shukla	A	P	P	.	P	P	P	P
Laksh Tiwari	P	P	P	.	P	P	P	P
Aditi Dubey	P	P	P	.	P	P	L	P
Darsh Singh	L	P	P	.	P	P	P	P
Tanya Shukla	P	P	P	.	P	P	P	P
Parth Mehta	P	P	P	.	P	P	P	L
Ira Verma	P	P	P	.	P	P	P	P
Rishabh Yadav	P	P	P	.	A	P	P	P
Jhanvi Kumar	P	P	P	.	P	A	P	P
Tanmay Gupta	P	P	P	.	P	P	P	P
Radhika Raj	P	P	P	.	P	A	P	P

Register · Play-A: 88.7% present, 24 days marked.

- 3 Use the arrows at the top right to go to another month. Swipe sideways to see later dates.

Enter marks (example: Unit Test 2, VI-A, Hindi out of 25)

- 1 Tap **Academics** > **Marks entry**. Exams are listed with their classes and how many marks are entered.



Exams with class tiles and Published tags.

- 2 Tap **VI-A** under **Unit Test 2 — November 2026**.
- 3 Tap the subject chip (**Hindi**). The header shows the maximum marks (out of 25).



Marks grid for VI-A, Hindi.

- 4 Type each student's marks in the box next to the name. Leave a box blank if the mark is not available yet.

5 Tap **Save n marks**. The button shows how many marks changed; it says **No changes** when there is nothing to save.

6 Tap the next subject chip and repeat.

TIP Marks entry works offline; the marks reach the server at the next sync.

TIP A mark above the maximum is refused with **... is more than the maximum of 25**.

Give homework (example: Mathematics, VI-A)

1 Tap **Academics › Homework**. Homework is listed newest first with tags such as **Due tomorrow** or **Was due 26 Oct**. Use the class chips to filter.

2 Tap **Add homework**.

3 Choose the **Class** (VI-A) and **Subject** (Mathematics).

Add homework form.

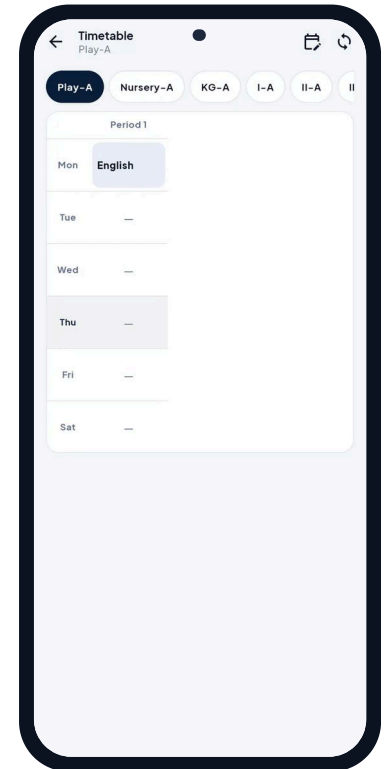
4 Check **Given on** (today) and pick **Submit by (optional)**.

5 Type the work in **Homework**, e.g. Exercise 6.2 (Integers); solve questions 1 to 8.

6 Tap **Save homework**. Parents of the class see it in their app after the sync.

View or change the timetable

- 1 Tap **Academics** > **Timetable** and tap a class chip (Play-A, Nursery-A ...).

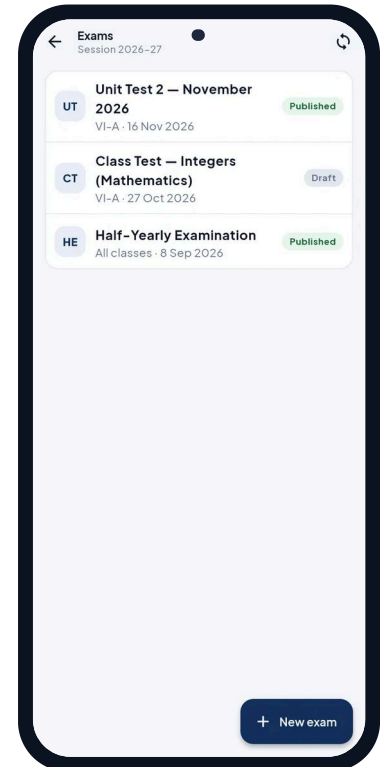


Week grid of Play-A.

- 2 Read the subject for each period and day. Swipe sideways for more periods.
- 3 To change a period, tap the edit icon at the top right, then tap the period. Choose the **Subject** (or **Free period**), the **Teacher** and the **Starts / Ends** time and tap **Save period**. **Clear period** empties it.
- 4 Timetable changes need internet and apply at once.

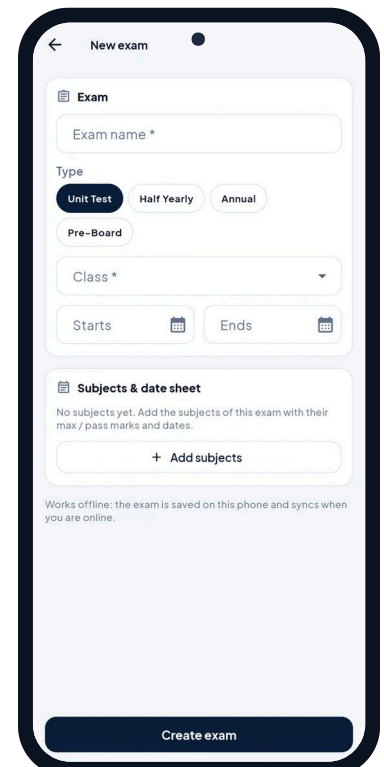
Create an exam and publish results (example: Half Yearly for VI-A)

- 1 Tap **Academics** > **Exams**. Each exam shows **Published** or **Draft**.



Exams of session 2026-27.

- 2 Tap **New exam**. Type the **Exam name *** and tap a **Type**: Unit Test, Half Yearly, Annual or Pre-Board.

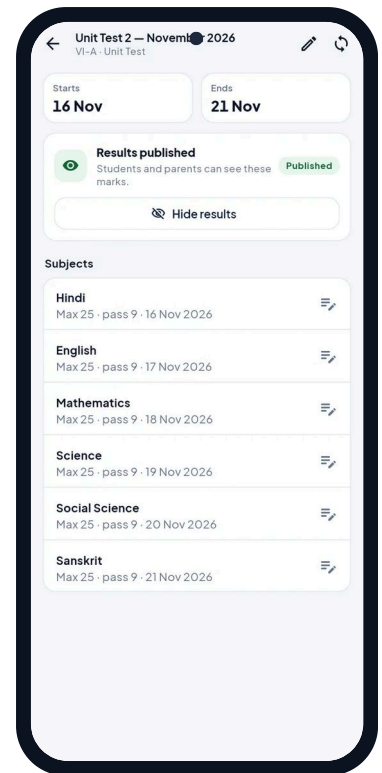


New exam form.

- 3 Choose the **Class *** (or All classes) and pick **Starts** and **Ends**.
- 4 Under **Subjects & date sheet**, tap **Add subjects**, then set **Max**, **Pass** and **Date** for each subject.
- Tap **Create exam**. It works offline and syncs later.

6

When marks are complete, open the exam and tap **Publish results**, then confirm. Students and parents can now see the marks. **Hide results** takes them back.



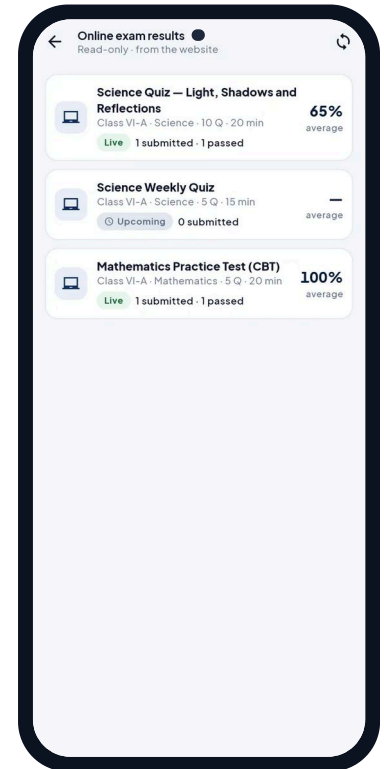
Unit Test 2: dates, Results published, subjects with max and pass marks.

TIP Only the principal or an administrator can publish results. Teachers can create class tests for their own classes.

TIP Report cards and admit cards are designed and printed on the website.

Online exam results

- 1 Open the side drawer (tap the school name on Home) and tap **Online exams**. Online tests are made on the website; the app shows their results read-only and needs internet.



Online exam results with average, Live / Upcoming and submitted counts.

Test card	Name, class, subject, number of questions and minutes, status (Live or Upcoming), submitted and passed count, and the average percentage.
Test detail	Tap a test to see the students who submitted, ranked, with marks, percentage and the pass mark.

Questions

I marked attendance offline. When do parents see it?

After the phone syncs. Check the sync button or More > Sync status for changes waiting on the phone.

Can I mark attendance for yesterday?

Yes. Tap the date chip on the Attendance screen and pick yesterday's date.

ADMIN & PRINCIPAL · CHAPTER 14

Notices

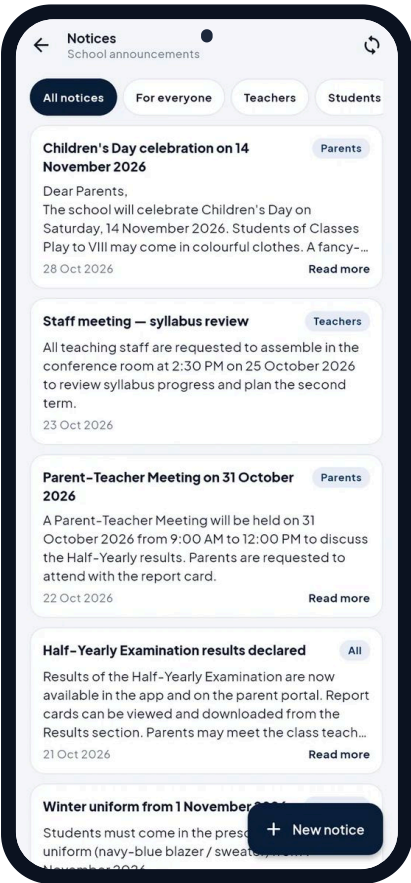
Admin

Principal

Teacher

MENU Home › bell icon, or More › Notices

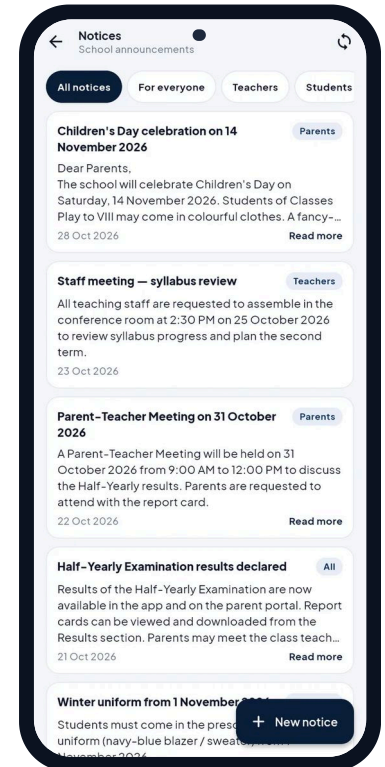
Notices shows every school announcement, newest first, with a tag for the audience. Admin, Principal and teachers can post a new notice; it appears in the app of everyone it is meant for and on the website. Notices are saved on the phone, and a new notice can be written offline and is published at the next sync. On the website this is Communicate › Notices.



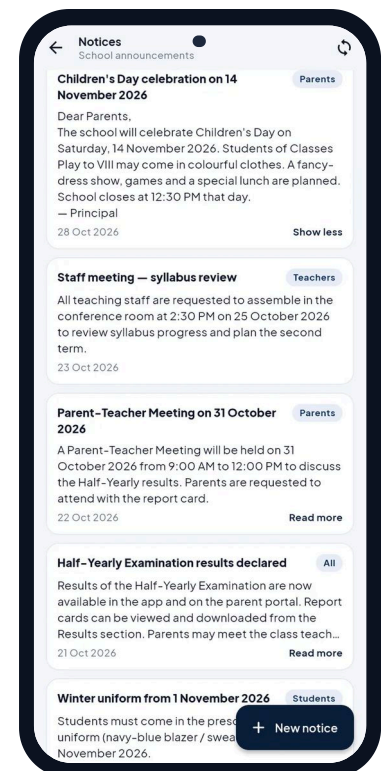
Notices — Demo Public School

Read notices

- 1 Tap the bell icon on Home (a red dot means a new notice), or open **More > Notices**.
- 2 Tap a filter chip to narrow the list: **All notices**, **For everyone**, **Teachers**, **Students** or **Parents**.
- 3 Tap **Read more** to open the full text in place, and **Show less** to fold it again.



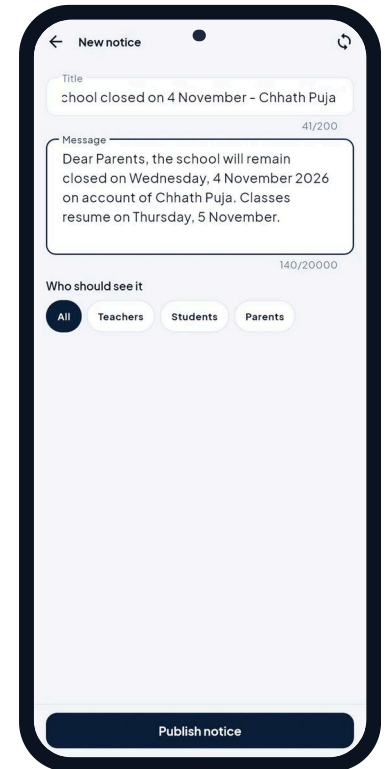
Notices with audience tags
Parents, Teachers, All.



Children's Day notice opened in full.

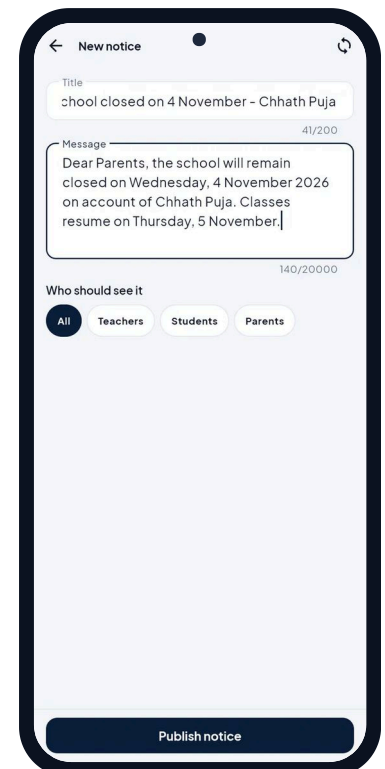
Post a notice (example: school closed for Chhath Puja)

- 1 In **Notices**, tap **New notice**.
- 2 Type the **Title** (up to 200 characters): School closed on 4 November - Chhath Puja.
- 3 Type the **Message**: Dear Parents, the school will remain closed on Wednesday, 4 November 2026 on account of Chhath Puja. Classes resume on Thursday, 5 November.



The holiday notice typed in.

- 4 Under **Who should see it**, tap **All**, **Teachers**, **Students** or **Parents**.



Audience chips.

- Tap **Publish notice**. Offline, the notice shows **Not synced** until the phone syncs.

5 TIP A notice posted from the app does not send an SMS. If the parents must also get an SMS, post the notice on the website (Communicate › Notices), which can send it by SMS when the school has SMS set up.

IMPORTANT Check the date and the audience before publishing. Parents read the notice as soon as it syncs.

Questions

Can I edit or delete a notice from the app?

No. Edit or remove notices on the website under Communicate › Notices.

ADMIN & PRINCIPAL · CHAPTER 15

Leave

Admin

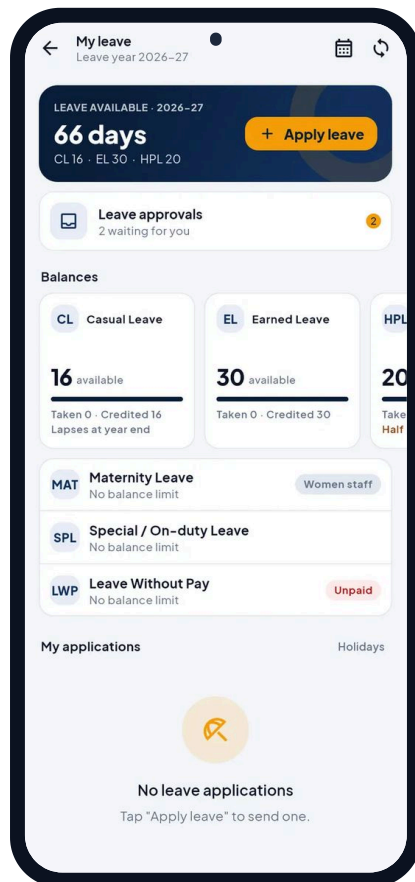
Principal

Accountant

Teacher

MENU More › My leave, Leave approvals, Leave calendar, Holidays

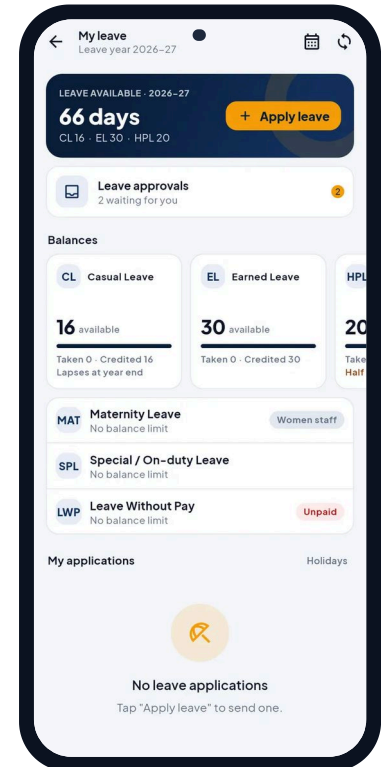
Every staff member can see their leave balance, apply for leave, withdraw an application and submit a joining report from the app. Admin and Principal approve, reject or return staff leave under **Leave approvals**; a class teacher sees the leave requests that parents send for the children of the class there. Applying for leave and deciding on leave work offline and sync later; attaching a document needs internet. On the website this is Staff › Leave Management (teachers and accountants: Me › My Leaves).



Leave — Demo Public School

My leave at a glance

- 1 Open **More › My leave** (or **Academics › My leave**).



My leave for leave year 2026-27:
66 days available.

LEAVE AVAILABLE	Total days left this leave year, with the main balances (CL 16 · EL 30 · HPL 20) and the Apply leave button.
Leave approvals	Shown to approvers: how many applications wait for you.
Balances	One card per leave type with days available, taken and credited, e.g. Casual Leave 16 available, Lapses at year end . Types without a limit (Maternity, Special / On-duty, Leave Without Pay) are listed below; some are only for women or men staff.
My applications	Your applications with status tags and actions such as Withdraw , Request cancellation or Joining report .
Calendar icon / Holidays	The calendar icon at the top opens the Leave calendar; Holidays opens the school holiday list.

Apply for leave (example: Amit Kumar Mishra, 2 days CL)

- 1 In **My leave**, tap **Apply leave**.

- 2 Tap **Leave type** and choose **CL · Casual Leave**. The list shows the days left for each type.

Leave types with days left.

- 3 Pick **From** (30 Oct 2026) and **To** (31 Oct 2026). Sundays and holidays are greyed out in the calendar. For a one-day leave you can choose Full day, First half or Second half.

Apply leave form.

- 4 Type the **Reason**: Family function in my hometown (Varanasi).
- 5 Fill the optional fields: **Address during leave**, **Phone during leave**, **Charge handed over to** (choose a colleague) and **Arrangement for classes / work**.
- 6 If needed, attach proof under **Document** with **Take photo** or **PDF / image** (PDF, JPG or PNG up to 2 MB; this needs internet).

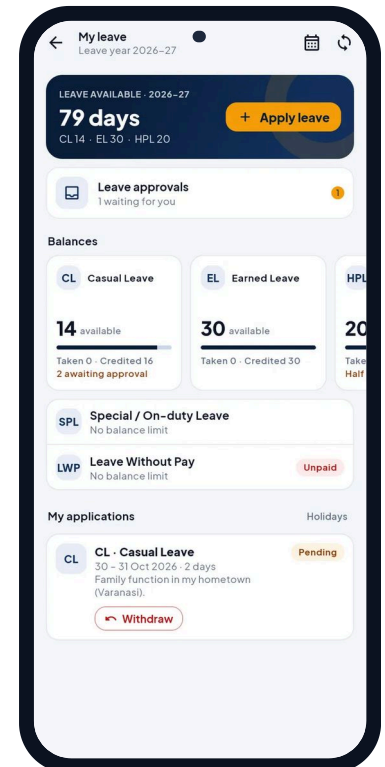
- 7 Check the leave summary and tap **Send application**. Offline the application is saved on the phone and sent when you sync.

TIP If the leave covers your timetable periods, the app lists them; note them in the arrangement so a substitute can be planned.

TIP A returned application shows the approver's remark; tap **Edit & resubmit** to correct and send it again.

Withdraw, cancel or report joining

- 1 In **My applications**, tap **Withdraw** on a pending application and confirm. It is removed from the approver's list.

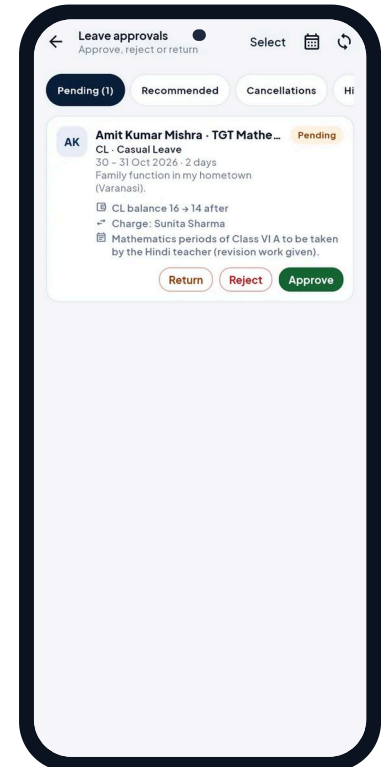


Pending CL application with Withdraw.

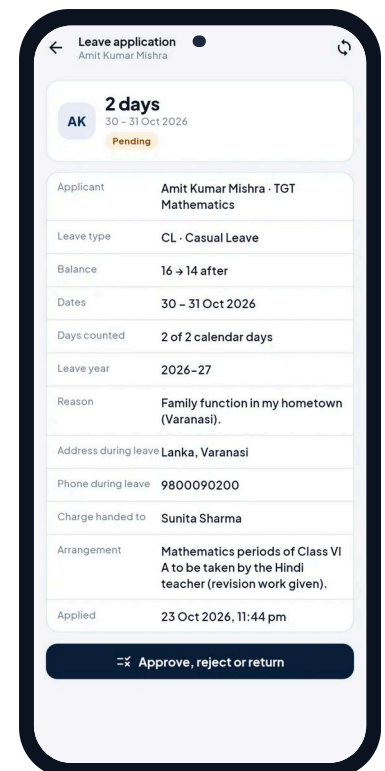
- 2 For approved leave you no longer need, tap **Request cancellation**, choose the days to cancel and give a reason, then tap **Send request**. The approver decides on it.
- 3 After the leave, tap **Joining report** and pick the date you joined duty. Joining early gives back the unused days.

Approve staff leave (example: Amit Kumar Mishra, CL 30-31 Oct)

- 1 Open **More > Leave approvals**, or tap **Review** in Home > Needs attention. Tabs: **Pending, Recommended, Cancellations, History**.
- 2 Read the card: leave type, dates, reason, the balance before and after (CL 16 → 14 after), who holds charge and the arrangement for classes.
- 3 Tap the card to see all details, including address and phone during leave.

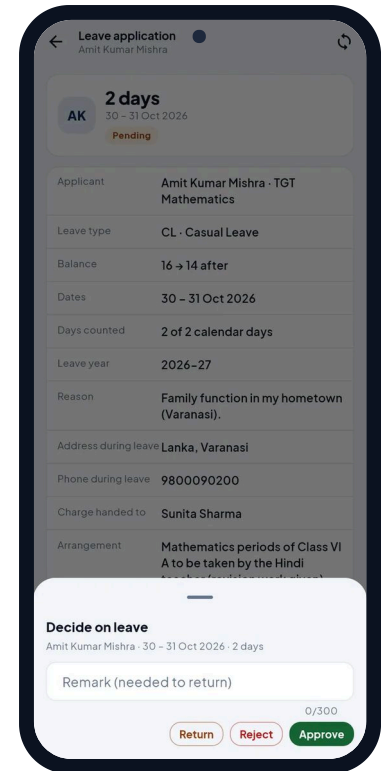


One pending application with Return, Reject and Approve.



Leave application detail.

- 4 Tap **Approve, reject or return**. In the sheet, add a remark if you wish.



Decide on leave sheet.

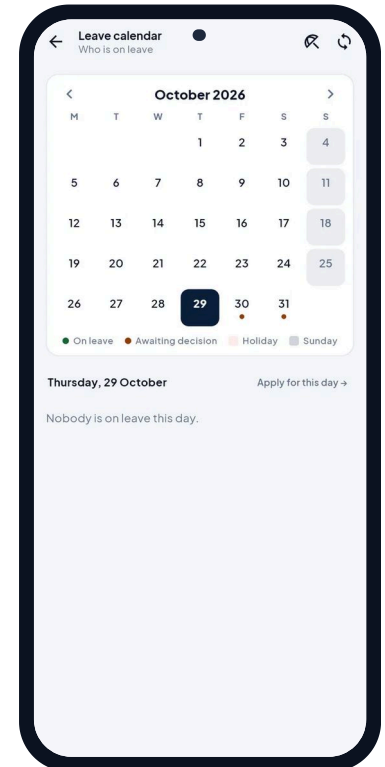
- 5 Tap **Approve**. Or tap **Reject**, or **Return** to send it back for correction (a remark is needed to return).
- 6 To approve several at once, tap **Select** at the top, tick the applications and tap **Approve selected**.

TIP In schools where a head of department recommends first, the recommender sees **Recommend** instead of **Recommended** for the principal. Approve, and recommended applications appear under

TIP Cancellation requests from staff appear under **Cancellations** with **Approve** and **Refuse** . **cancellation**

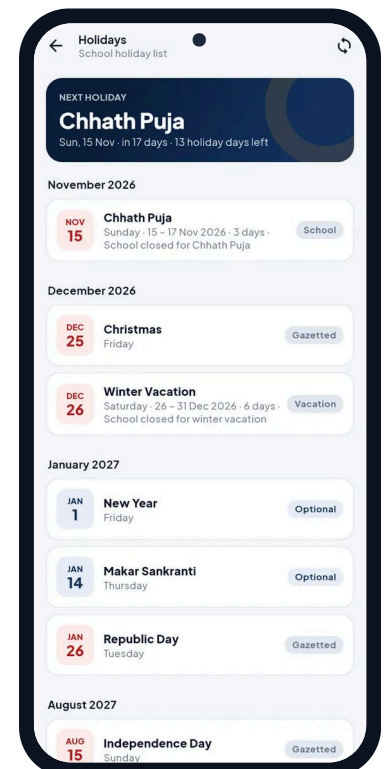
Leave calendar and holidays

- 1 Open **More > Leave calendar**. Tap a day to see who is on leave that day.



October 2026 with leave and awaiting-decision dots.

- 2 Tap the umbrella icon, or **More > Holidays**, for the school holiday list.



Next holiday: Chhath Puja.

On leave / Awaiting decision

Green dot: approved leave on that day. Orange dot: an application not yet decided.

Holiday / Sunday	Shaded days are school holidays or Sundays (and Saturdays off, if the school has that rule).
Apply for this day →	Opens Apply leave with the chosen day filled in.
Holiday tags	School, Gazetted, Optional and Vacation . Optional holidays are not off days for staff.

Questions

My balance looks wrong.

Balances come from the school server after a sync. Credits and the leave rules are set on the website (Staff › Leave Management). Ask the office if the numbers still differ.

Where do parents' leave requests go?

To the class teacher, under Leave approvals (Student leave requests of your class). See the Teacher guide.

ADMIN & PRINCIPAL · CHAPTER 16

Substitutions

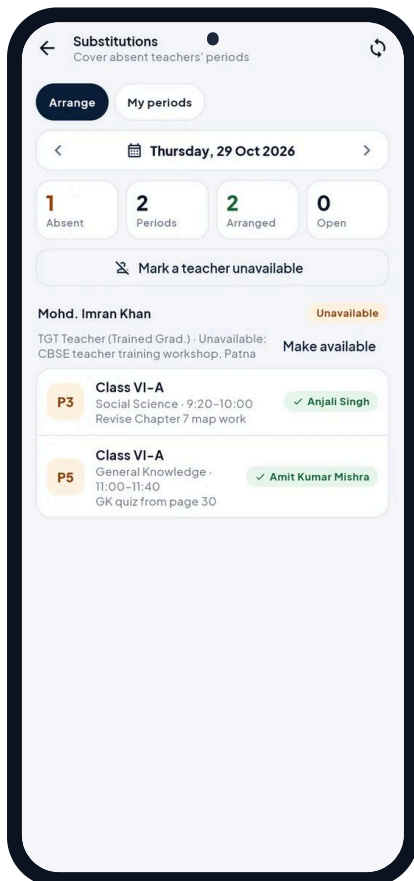
Admin

Principal

Teacher

MENU More > Substitutions (or side drawer > Substitutions)

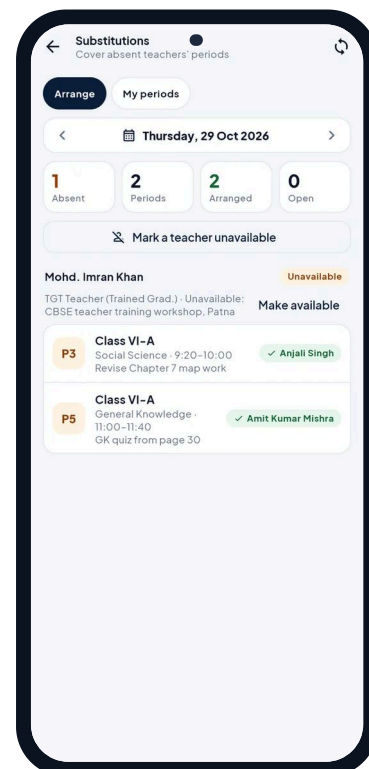
When a teacher is on leave, absent or away on duty, their timetable periods need a substitute. The **Arrange** tab lists the absent teachers of a day and their periods; the office assigns a free teacher to each period. Every teacher sees the periods given to them under **My periods**. Substitutions need internet; the app shows a message when you are offline. On the website this is Academics > Substitution.



Substitutions — Demo Public School

The Arrange screen at a glance

- 1 Open **More > Substitutions**. Admin and Principal open on **Arrange**.



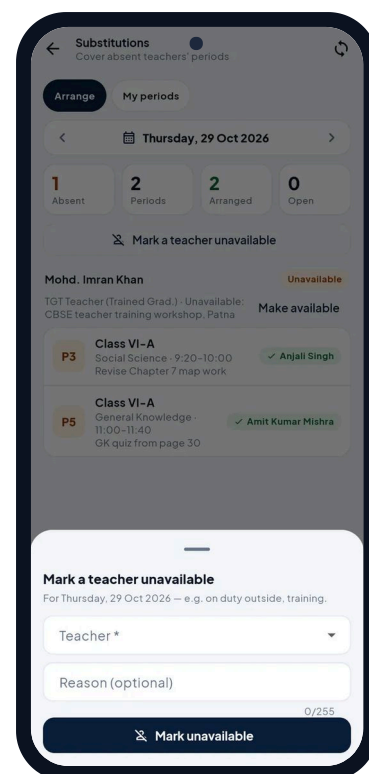
Thursday, 29 Oct 2026: 1 absent teacher, 2 periods, both arranged.

Date bar	Arrows go to the previous or next day; tap the date to pick one.
Absent / Periods / Arranged / Open	Teachers away that day, their periods, periods with a substitute, and periods still open.
Mark a teacher unavailable	Adds a teacher who is not on leave but is away, e.g. on duty outside or in training.
Teacher card	Name, role, reason and an Unavailable tag, with Make available to undo. Teachers on approved leave or marked absent appear here by themselves.
Period row	Period number, class, subject and time, with the substitute's name (green tick) or Assign when open.

Mark a teacher unavailable (example: Priya Kumari Jha, medical leave)

- 1 On **Arrange**, choose the day with the date arrows.

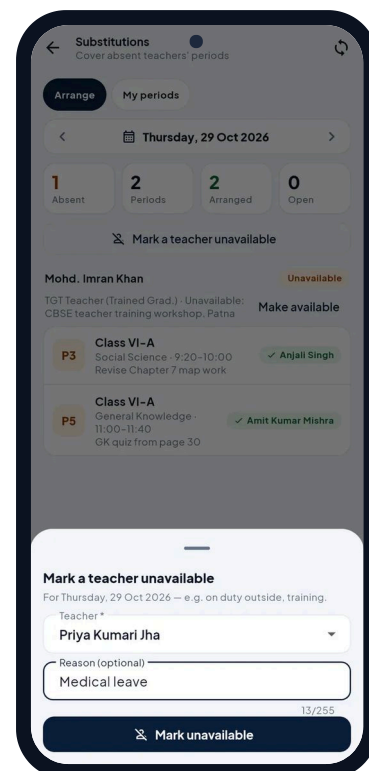
2 Tap **Mark a teacher unavailable**.



Mark a teacher unavailable sheet.

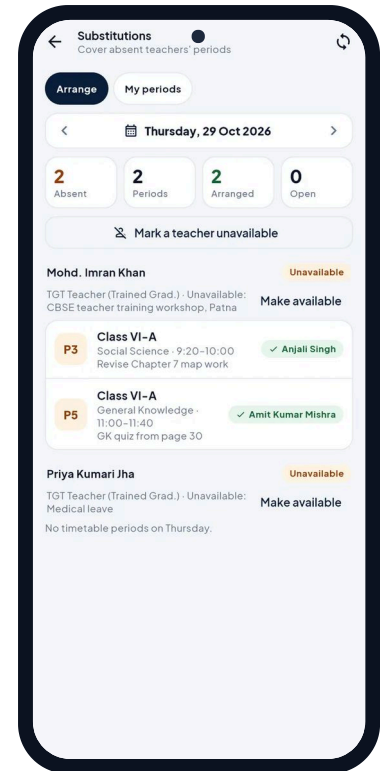
3 Tap **Teacher *** and choose **Priya Kumari Jha**.

4 Type the **Reason (optional)**: Medical leave.



Teacher and reason filled.

- 5 Tap **Mark unavailable** and confirm. She is added with an **Unavailable** tag and her periods for that day are listed.



Priya Kumari Jha now Unavailable. She has no timetable periods on Thursday.

Assign a substitute (example: Period 5, Class VI-A)

- 1 On **Arrange**, find the open period under the absent teacher and tap **Assign**.
- 2 A sheet lists **Free teachers · best first**. Tags show **Suggested** and **Knows class** (the teacher already teaches that class).
- 3 Tap a teacher, e.g. **Amit Kumar Mishra**. The period now shows his name with a green tick and the Arranged count goes up.
- 4 To change it, tap the period again and choose another teacher, or tap **Remove** to take the substitute off.

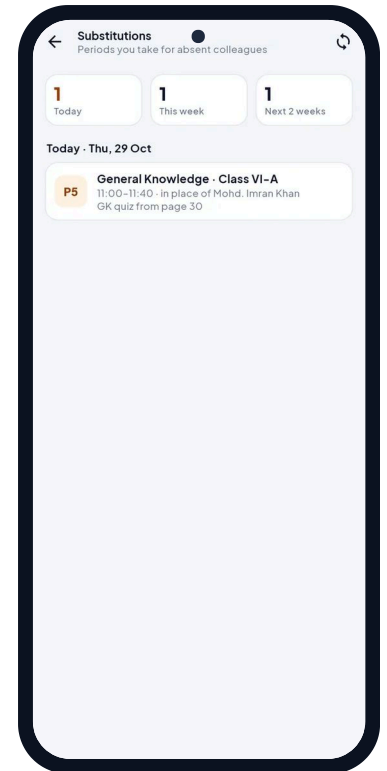
TIP If no one is free, the sheet says **No free teacher in this period**.

TIP **Make available** removes the teacher from the list, but substitutes already arranged stay until you remove them.

See my substitution periods

- 1 Open **More > Substitutions** and tap **My periods** (teachers open here directly).

- 2 Check the counts **Today**, **This week** and **Next 2 weeks**, and the list of periods with class, time, whose place you take and the work left.



Amit Kumar Mishra takes Period 5, General Knowledge, Class VI-A, in place of Mohd. Imran Khan.

Questions

The screen says Substitutions need an internet connection.

Substitutions are read and saved on the school server only. Connect to the internet and pull down to reload.

ADMIN & PRINCIPAL · CHAPTER 17

Library, School Store, transport and hostel

Admin

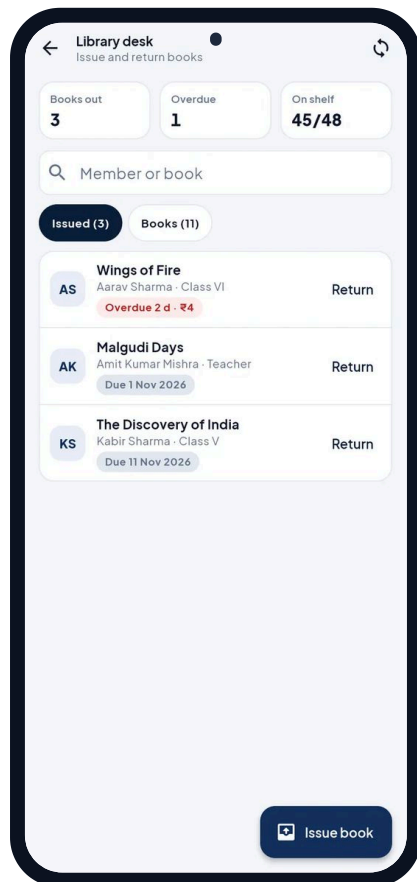
Principal

Accountant

Teacher

MENU More › Library desk; More › School Store

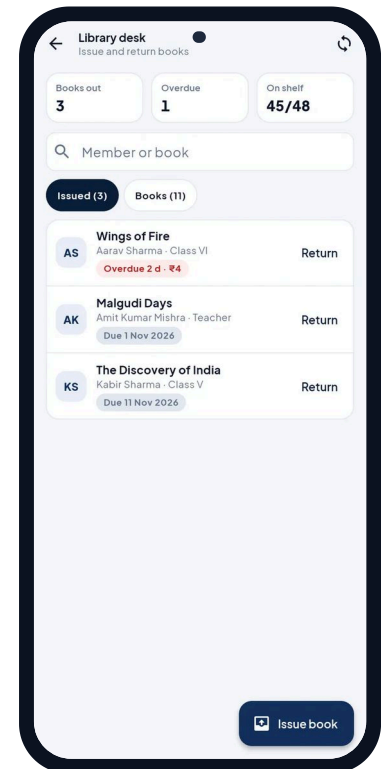
Two campus desks are in the app. The **Library desk** (Admin, Principal and teachers with library access) issues and returns books and works offline. The **School Store** (Admin, Principal and Accountant, when the school has the School Store add-on) sells kits, stationery and uniform to students and adds the amount to the student's fee dues; it works online only. There is no transport or hostel desk in the app for staff: routes, stops, vehicles, hostel rooms and allotments are managed on the website. Parents see their child's library books and hostel room in their own app.



Library, School Store, transport and hostel —
Demo Public School

The Library desk at a glance

- 1 Open **More** › **Library desk**.



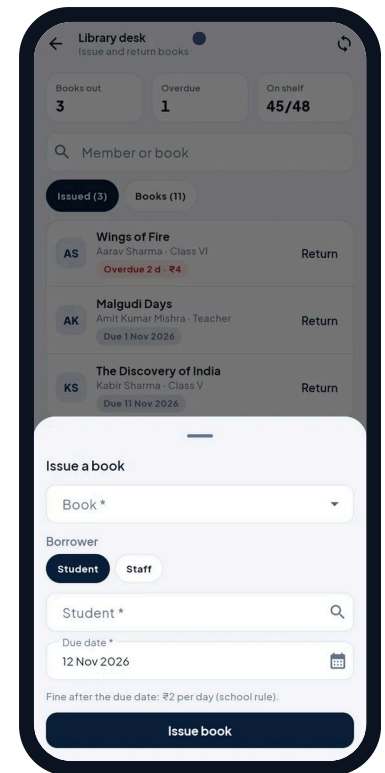
Library desk: 3 books out, 1 overdue, 45 of 48 on the shelf.

Books out / Overdue / On shelf	Books issued now, how many are past the due date, and copies on the shelf out of all copies.
Search	Member or book on the Issued tab; Title, author, ISBN on the Books tab.
Issued tab	Each issued book with the borrower, class or role, and a tag: Due 1 Nov 2026 , or red Overdue 2 d · ₹4 with the fine so far. Return records the return.
Books tab	All books with shelf and copies; All out when no copy is on the shelf. Books are added on the website.
Issue book	Opens the issue sheet.

Issue a book (example: Wings of Fire to Aarav Sharma, VI-A)

- 1 On the Library desk, tap **Issue book**.

- 2 Tap **Book *** and choose **Wings of Fire**.



Issue a book sheet.

- 3 Under **Borrower**, tap **Student** (or **Staff** for a teacher).
- 4 Tap **Student *** and search for **Aarav Sharma**.
- 5 Check the **Due date *** (14 days from today by default). The sheet shows the fine rule, e.g. **Fine after the due date: ₹2 per day (school rule)**.
- 6 Tap **Issue book**. The app confirms **Issued to Aarav Sharma** and the book moves to the Issued tab.

TIP Issue and return work offline and sync later.

TIP If the list is empty, pull down to download the library the first time.

Return a book (example: Wings of Fire, 2 days late)

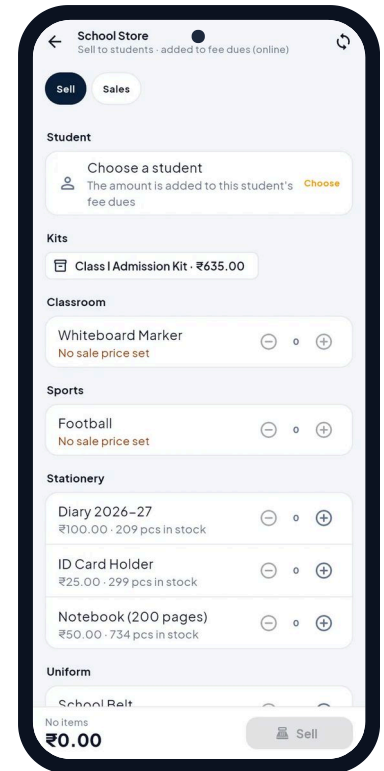
- 1 On the **Issued** tab, find the book (search by member or title).
- 2 Tap **Return**. The dialog **Return this book?** shows how many days it is overdue and the fine, or **Returned on time · no fine**.
- 3 Tap **Record return**. The app shows **Returned · fine ₹4** and the book goes back on the shelf.

TIP Collect the fine at the fee desk or as the school decides. Fines and library settings are on the website (Campus › Library).

Sell from the School Store (example: diary and notebook to Aarav Sharma)

The amount of a sale is added to the student's fee dues under School Store. Collect it later with Collect fee.

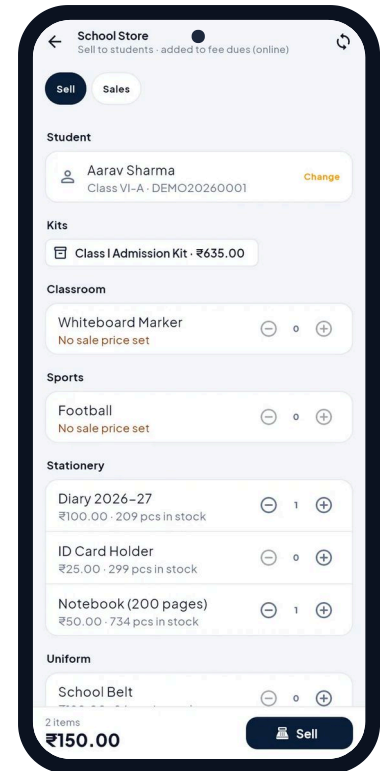
- 1 Open **More > School Store**. The **Sell** tab lists kits and items by group with price and stock.



School Store, Sell tab, before choosing a student.

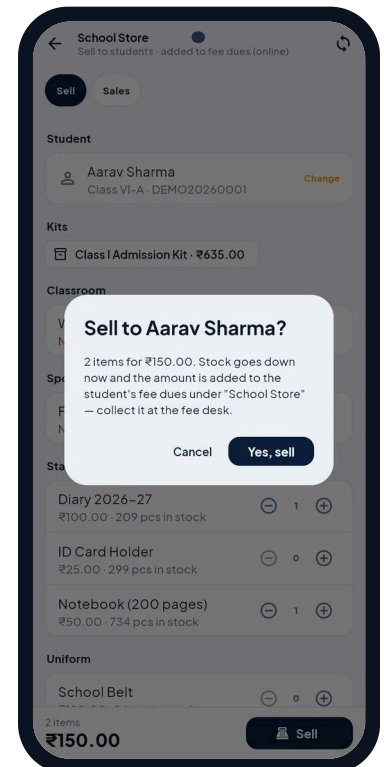
- 2 Under **Student**, tap **Choose** and pick **Aarav Sharma** (search by name, admission number or father's name).
- 3 Tap + next to **Diary 2026-27** and **Notebook (200 pages)**. Tap a kit chip (e.g. **Class I Admission Kit · ₹635.00**) to add all its items at once. Items marked **No sale price set** cannot be sold.

- 4 Check the total at the bottom: **2 items ₹150.00**. Add a **Note (optional)** if needed.



Two items added for Aarav Sharma.

- 5 Tap **Sell**. The dialog explains that stock goes down now and the amount is added to the fee dues.



Sell to Aarav Sharma? 2 items for ₹150.00.

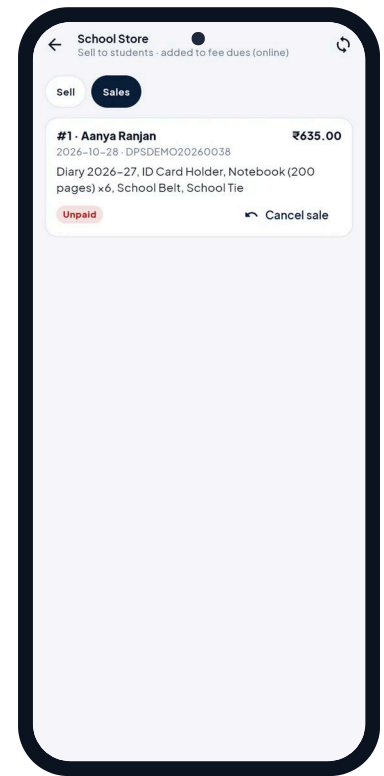
- 6 Tap **Yes, sell**.

TIP The School Store works online only.

TIP Items, prices, kits and stock are set on the website (Campus › Inventory).

See or cancel a sale

- 1 Tap the **Sales** tab. Each sale shows the number, student, date, items, amount and **Paid** or **Unpaid**.



Sale #1 to Aanya Ranjan, ₹635.00, Unpaid.

- 2 To undo a wrong sale, tap **Cancel sale**, type the **Reason *** and confirm with **Cancel sale**. The items go back into stock and the amount is removed from the student's dues. Tap **Keep sale** to leave it.

Transport and hostel

The app has no transport or hostel desk for staff. Use the website for these: Campus › Transport (routes, stops, vehicles, student allotment and transport fee) and Campus › Hostel (rooms, allotment and hostel fee). See the Transport and Hostel chapters of the web manual. Transport and hostel fees added there appear in the student's dues in the app and can be collected with Collect fee. Parents see the hostel room, block and warden in their app under More › Hostel.

Questions

I do not see School Store in More.

The School Store is an add-on. If the school does not have it, the app shows it as an add-on or hides it. Teachers never see it.

Can a teacher issue library books?

Yes, if the teacher has library access. The Library desk appears under More.

ADMIN & PRINCIPAL · CHAPTER 18

Settings, sync and security

Admin

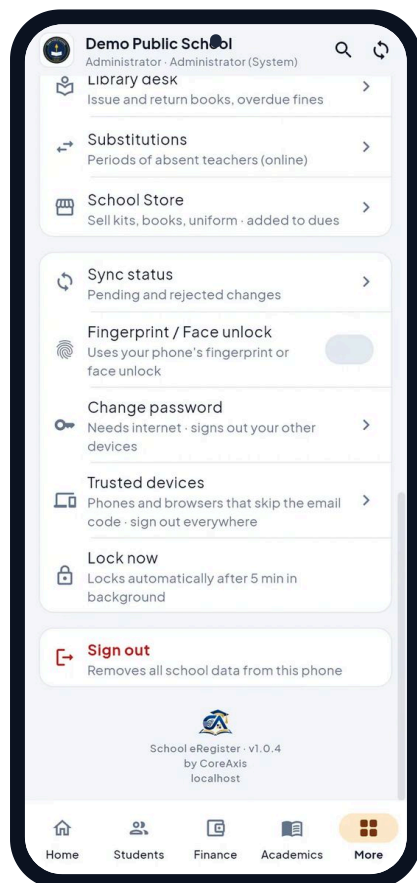
Principal

Accountant

Teacher

MENU More › Sync status / Change password / Trusted devices / Lock now

The **More** tab and the side menu hold your profile, the school card and the settings of the app. Here you check that your work has reached the school server, change your password, see which phones and browsers are trusted, and lock the app. These settings are the same for every staff role; parents have the sync, lock and fingerprint settings too.

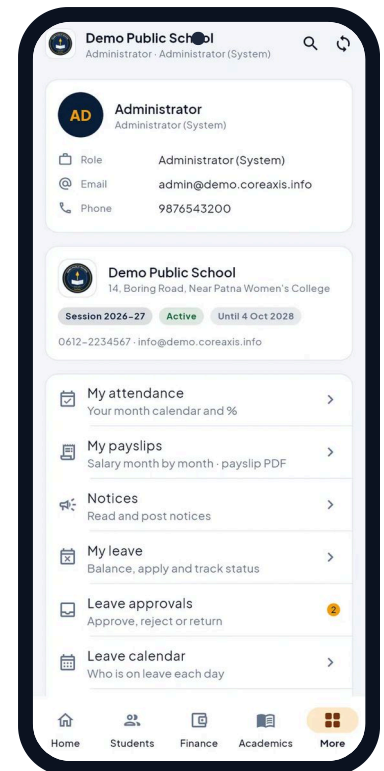


The settings at the end of the More tab: Sync status, Fingerprint / Face unlock, Change password, Trusted devices, Lock now and Sign out.

Your profile and the school card

Open **More** in the bottom bar (or **My profile** in the side menu). The top card shows your name, **Role**, **Email** and **Phone**. The card below shows the school, its address, phone and email, the session (for example **Session 2026-27**) and the subscription: **Active**, **Trial**, **Grace period** or **Expired**, with the date it runs **Until**. To change your phone number or other details, ask the school office; they are changed on the website.

- 1 The More tab of the Administrator: profile card and school card.



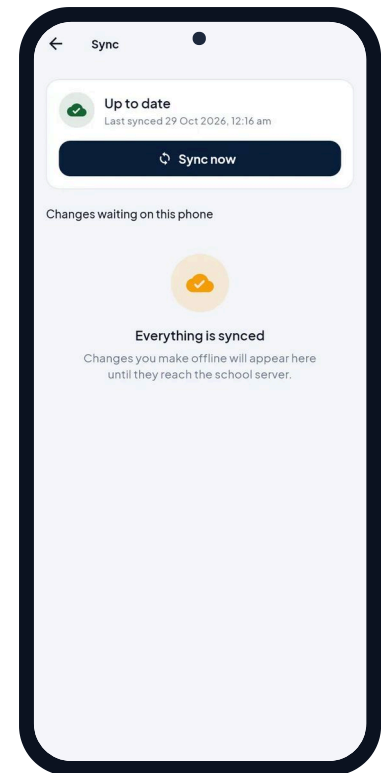
More: profile, school card with Session 2026-27, Active, Until 4 Oct 2028.

Check that your work has synced (example: after collecting fees offline)

Work saved without internet waits on the phone until it reaches the school server.
Check it before you sign out or hand the phone to someone else.

- 1 Tap **More** and then **Sync status**. You can also long-press the sync button in the header.

- 2 Read the top card. **Up to date** with **Last synced** and a time means the phone has the latest data.



Sync: Up to date and Everything is synced.

- 3 If there is internet, tap **Sync now** to sync at once. Without internet the button shows **Offline**.
- 4 Look at **Changes waiting on this phone**. **Everything is synced** means nothing is waiting. Otherwise each change is listed, for example Fee collection or Attendance, with the time it was saved and the tag **Pending**.
- 5 If a change has the tag **Rejected**, read the reason under it. Tap **Try again** after the problem is fixed, or **Discard** to remove the change from the phone.

TIP The app syncs by itself when you open it, when the internet comes back and a few seconds after you save something.

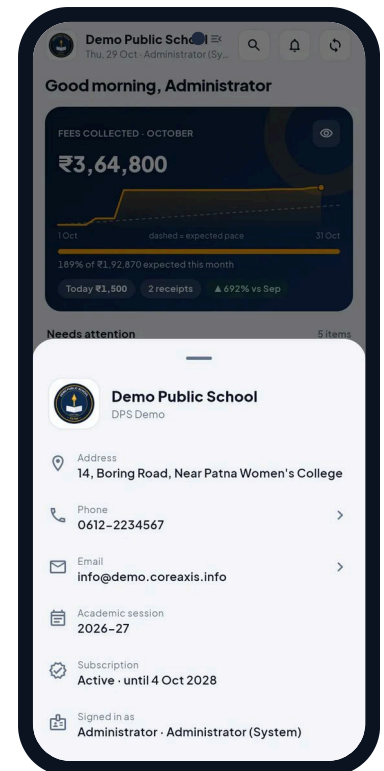
TIP A red badge on the sync button means a change was rejected. Open Sync status to see it.

IMPORTANT Discard removes the change from the phone and it is never sent. Use it only when you are sure the change is not needed, for example a duplicate entry.

School details and Recent activity

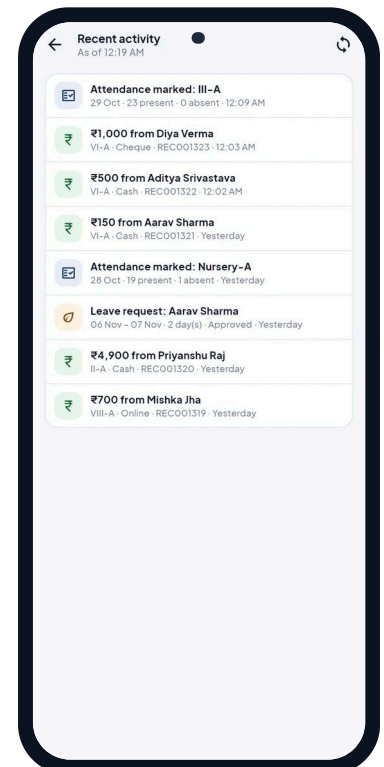
School details in the side menu shows the school's address, phone, email, academic session, subscription and who is signed in. Tap the phone or email to call or write to the school. Admin / Principal also have **Recent activity**: on Home, tap **See all** next to Recent activity to see the latest fee receipts, attendance, leave requests and notices. If the phone cannot reach the server, the list shows the saved data.

1 School details sheet.



School details: address, phone, email, session, subscription and Signed in as.

2 Recent activity list.

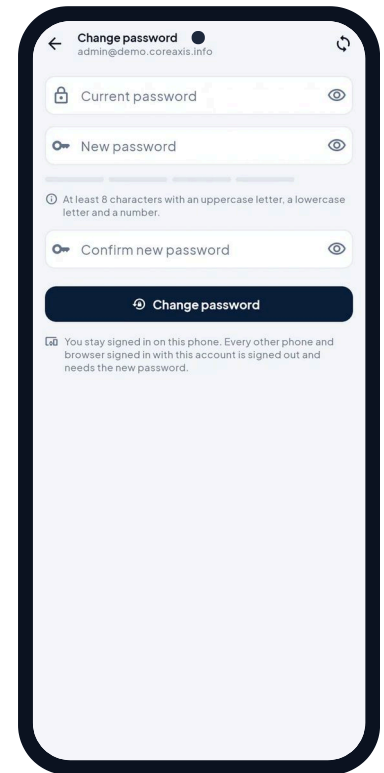


Recent activity: payments, attendance and leave, newest first.

Change your password (example: the Administrator)

Changing the password needs internet. You stay signed in on this phone; every other phone and browser is signed out.

- 1 Tap **More** and then **Change password**, or use **Change password** in the side menu.
- 2 Type your present password in **Current password** (·····).
- 3 Type the new password in **New password**. The bar under it shows the strength. It needs at least 8 characters with an uppercase letter, a lowercase letter and a number.



Change password with the strength bar and rules.

- 4 Type it again in **Confirm new password**.
- 5 Tap **Change password**. The app shows that the password was changed and that other phones and browsers were signed out.

TIP Changing the password also removes every trusted device, so other phones need the password and the email code again.

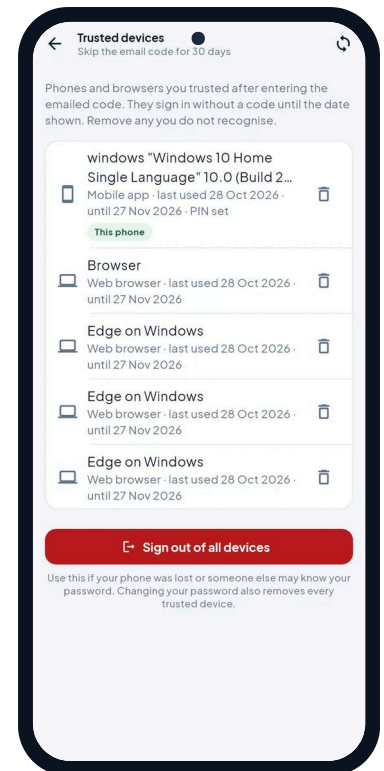
TIP Use the new password on the website too; it is the same account.

Trusted devices (example: removing an old browser)

A trusted device is a phone or browser where you ticked **Trust this device for 30 days** after the email code. It signs in without a code until the date shown. Needs internet.

- 1 Tap **More** and then **Trusted devices**.

- 2 Read the list. Each entry shows **Mobile app** or **Web browser**, when it was **last used** and **until** when it is trusted. Your phone is tagged **This phone**; **PIN set** means PIN sign-in is on.



Trusted devices with This phone and Sign out of all devices.

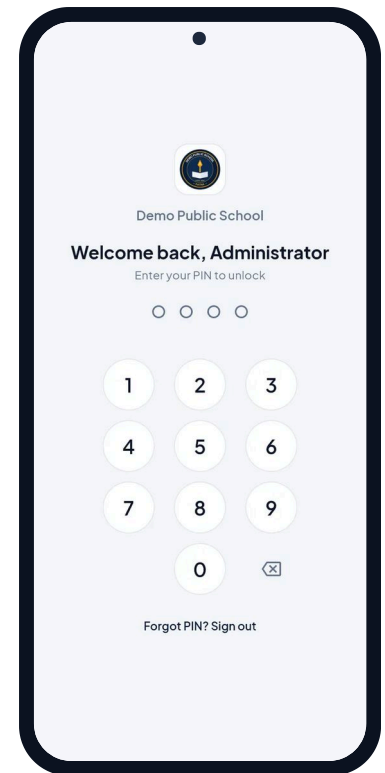
- 3 Tap the bin icon next to a device you do not recognise.
- 4 Tap **Remove** to confirm. That device needs the password and an email code at the next sign-in.

IMPORTANT Sign out of all devices signs out every phone and browser on your account, including this one, and removes all trusted devices and PINs. Unsynced changes on this phone are lost. Use it if your phone is lost or someone else may know your password.

Lock the app and use fingerprint (example: leaving the phone on the office desk)

- 1 Tap **More** and then **Lock now**, or **Lock app now** in the side menu. The lock screen appears at once.

- 2 To come back, type your PIN on **Enter your PIN to unlock**.



The lock screen asks for your PIN.

- 3 To unlock with a fingerprint or face, switch on **Fingerprint / Face unlock** in **More** or the side menu, then confirm your fingerprint or face when the phone asks.

TIP The app also locks by itself when it starts and after 5 minutes in the background.

TIP Fingerprint / Face unlock uses what is already set up in the phone's settings. The PIN always works too.

Display settings in the side menu

Open the side menu by tapping the school name on Home and scroll to **Security & display**.

Hide amounts	Shows ₹ instead of figures on Home. Useful when parents or visitors can see the screen. The eye button on the fees card does the same.
Auto / Light / Dark	The colour theme. Auto follows the phone's setting.
Contact school office	Calls or emails the school office.
Call CoreAxis support	Calls CoreAxis support. WhatsApp support and Email support are below it.

More tab settings at a glance

Sync status	Pending and rejected changes, last sync time and Sync now .
--------------------	--

Fingerprint / Face unlock	Switch to unlock with the phone's fingerprint or face.
Change password	Needs internet. Signs out your other devices.
Trusted devices	Phones and browsers that skip the email code; Sign out of all devices.
Lock now	Locks the app at once. It also locks after 5 minutes in the background.
Sign out	Removes all school data from this phone. See Sign in, PIN and sign out.
Version line	At the very end, for example School eRegister · v1.0.4 by CoreAxis . Give this number when you call support.

Questions

Sync status shows changes that stay Pending.

The phone has no internet, or the server is not reachable. Connect to Wi-Fi or mobile data and tap Sync now. If the strip says Subscription expired · read-only, the changes stay on the phone until the school renews.

I changed my password on the website. Do I need to do anything in the app?

Other phones are signed out after a password change. Sign in again in the app with the new password and the email code.

Can I turn off the app lock?

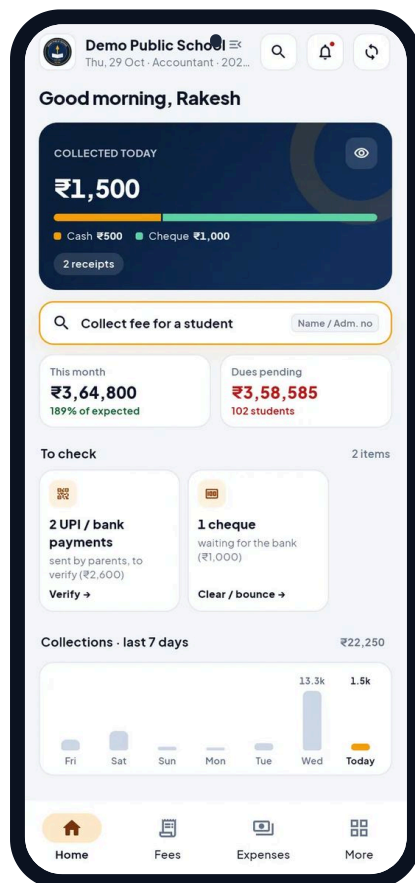
No. The PIN protects the school data on the phone. You can use fingerprint or face unlock to make it quicker.

ACCOUNTANT · CHAPTER 19

A day with the app (Accountant)

Accountant MENU Home (the accountant's first screen)

This guide follows Rakesh Agarwal, accountant of Demo Public School, through 29 Oct 2026 on his phone. The accountant's app has four tabs: Home, Fees, Expenses and More. Fee collection and expenses work without internet and sync later; UPI claims, cheques and reports need a connection. Each step points to the chapter that explains the screen in full.

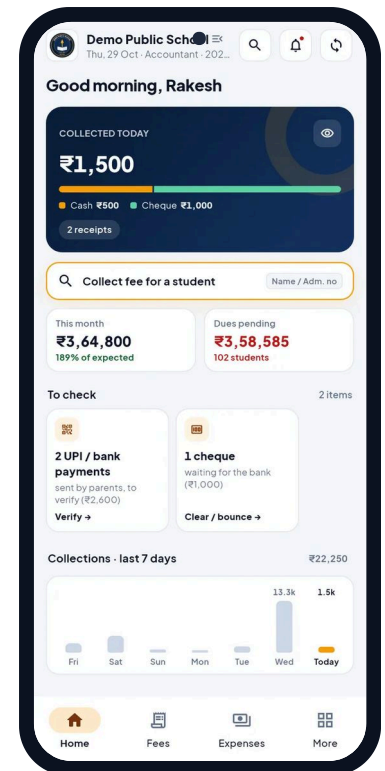


A day with the app (Accountant) — Demo Public School

Start of the day: sign in and let the phone sync

- 1 Open the app and unlock it with your PIN (or fingerprint). See the chapter Sign in.
- 2 Wait until the sync button at the top stops turning. The first sync after signing in brings all students, dues and receipts to the phone.

- 3 Read **Good morning, Rakesh** and the **COLLECTED TODAY** card. Tap the eye button on the card to hide the amounts when a parent is at the counter.



Rakesh's Home: ₹1,500 collected today (Cash ₹500, Cheque ₹1,000) in 2 receipts.

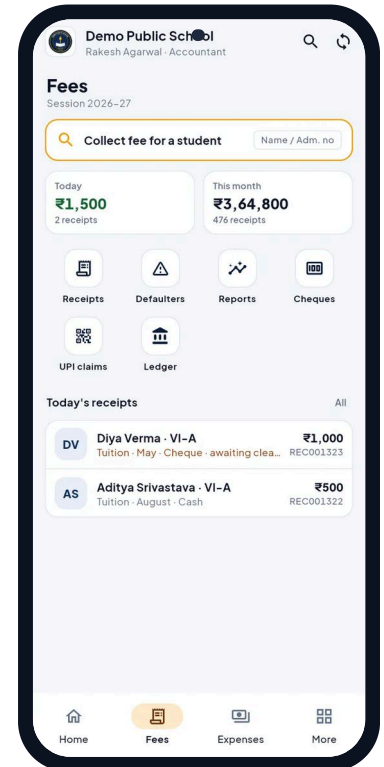
TIP Until the first sync finishes, the Fees tab can show ₹0 for this month and the student search can find nobody. Wait for the sync to finish before you collect.

Home at a glance

COLLECTED TODAY	Today's total with a bar split by mode (Cash, Cheque, Online) and the number of receipts. A note appears when some receipts are not yet synced.
Collect fee for a student	Orange search box. Tap it to choose a student and collect.
This month	Fees collected this month (₹3,64,800). Opens Reports.
Dues pending	Total still owed and the number of students (₹3,58,585 · 102 students). Opens Defaulters.
To check	Cards for UPI / bank payments to verify and cheques waiting for the bank, with Verify and Clear / bounce.
Collections · last 7 days	Bar chart of daily collections; today is orange.
Highest dues	Students owing the most, with All defaulters.
Today's receipts	Every receipt made today, newest first, with All.

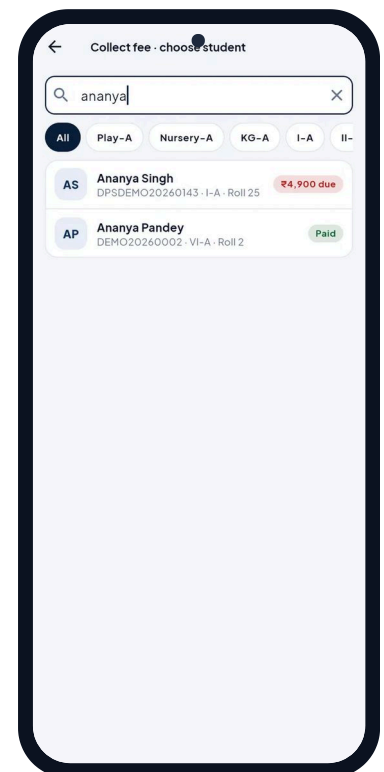
At the counter: collect a fee (example: Ananya Singh, Class I-A, ₹700 for April)

- 1 Tap **Collect fee for a student** on Home or on the **Fees** tab.



Fees tab: collect box, today and this month, shortcuts and today's receipts.

- 2 Type **ananya**. Pick **Ananya Singh** (₹4,900 due), not Ananya Pandey (Paid).



Two students named Ananya; check class and admission no.

- 3 The oldest due month **Apr** is selected and the Amount shows ₹700 (₹700 / month).

The screenshot shows the 'Collect fee' screen for a user named Ananya Singh. At the top, it displays 'Due this session ₹4,900' and 'Paid ₹0 of ₹4,900' with a '7 months' indicator. Below this is a 'Tuition months' section showing a grid of months from Apr to Mar, with 'Apr' selected and a rate of ₹700 / month. The 'Other fees' section lists various charges: Admission Fee (₹2,000), Annual Charges (₹0), Cheque Bounce Charges (₹0), Computer Fee (₹150), Exam Fee (₹300), Exam Form Fee (₹0), Examination Fee (₹0), Library Fee (₹100), School Store (₹0), and Sports Fee (₹200). The 'Amount' section shows ₹700. The 'Payment mode' section has options for Cash, Online / UPI, Cheque, and DD, with 'Cash' selected. There is a 'Remarks (optional)' field and a large orange 'Collect ₹700' button at the bottom. A small note at the very bottom states 'Months are allocated the same way as on the website.'

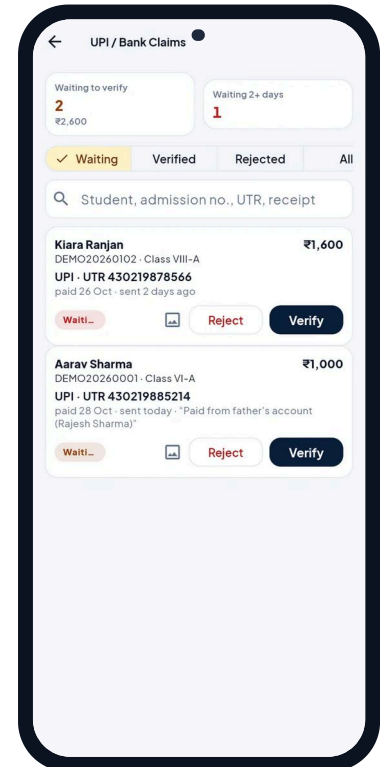
Collect fee: ₹4,900 due, 7 months.

- 4 Leave the mode on **Cash**, add a remark if useful, and tap **Collect ₹700**.
- 5 On the receipt tap **Share PDF** to send it to the parent on WhatsApp, then **Done**.

TIP Full details, cheques and offline receipts: see the chapter Collect fee.

Mid-morning: clear the To check list

- 1 On Home, under **To check**, tap **Verify** on the UPI / bank payments card. It opens **UPI / Bank Claims**.



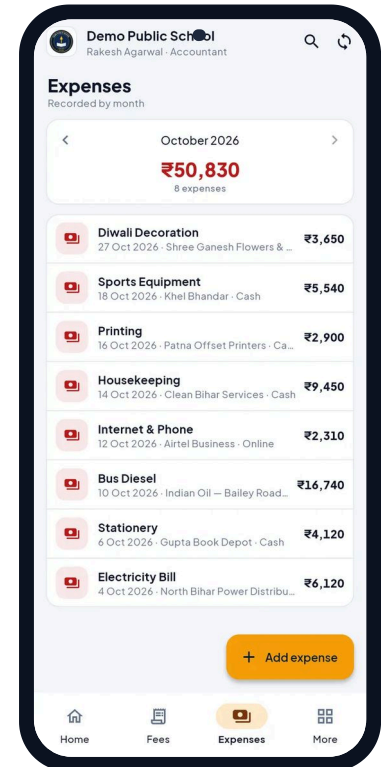
Two claims waiting: Kiara Ranjan ₹1,600 and Aarav Sharma ₹1,000.

- 2 For each claim, find the UTR in the bank statement. Tap **Verify** and then **Verify & make receipt**, or **Reject** with a reason. See the chapter UPI / Bank Claims.
- 3 Tap **Clear / bounce** on the cheque card. Mark each cheque the bank has paid as **Cleared**, or record a bounce. See the chapter Cheques / DD.

TIP Both screens need internet. Cheques can also be cleared on the website (Finance > Cheques / DD).

During the day: record expenses

- 1 When the office pays a bill, open the **Expenses** tab and tap **Add expense**.



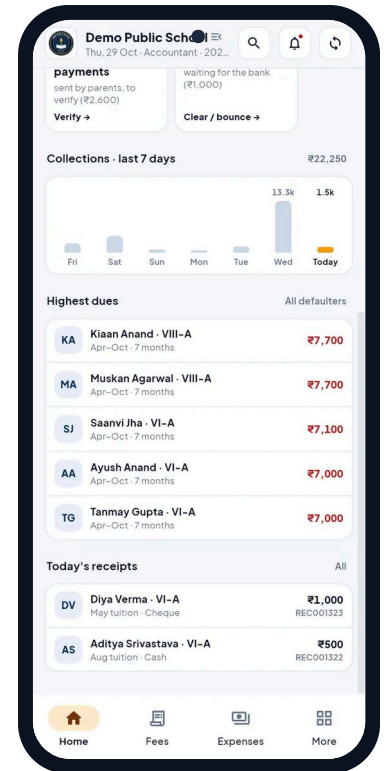
Expenses tab: October 2026, ₹52,680 in 9 expenses.

- 2 Example: Stationery, ₹1,850, paid to Gupta Book Depot in cash. Tap **Save expense**. See the chapter Expenses.

End of the day: check the cash

- 1 Make sure the phone is online and tap the sync button, so every receipt and expense reaches the school server.
- 2 Open **Fees > Receipts** and tap **Today**. Add up the Cash receipts and compare with the cash in the drawer.

- 3 Scroll Home to **Today's receipts** for a quick look; a cheque receipt shows as awaiting clearance.

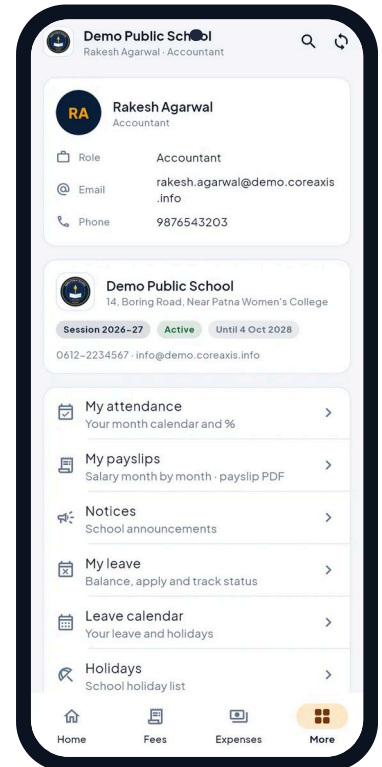


Last 7 days, highest dues and today's receipts.

- 4 For the month, open **Fees > Ledger** and check the cash book Net. For dues, open **Fees > Defaulters** and send fee reminders if the school wants. See the chapter Reports, Ledger & Defaulters.

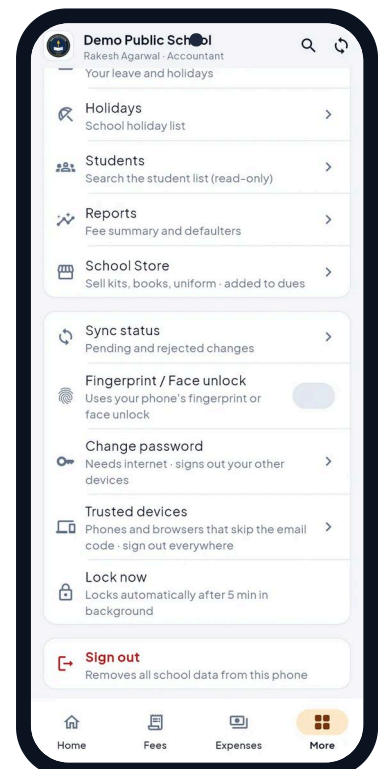
Your own pages in More

- 1 Open **More**. Your profile card shows role, email and phone, then the school card and links: My attendance, My payslips, Notices, My leave, Leave calendar, Holidays.



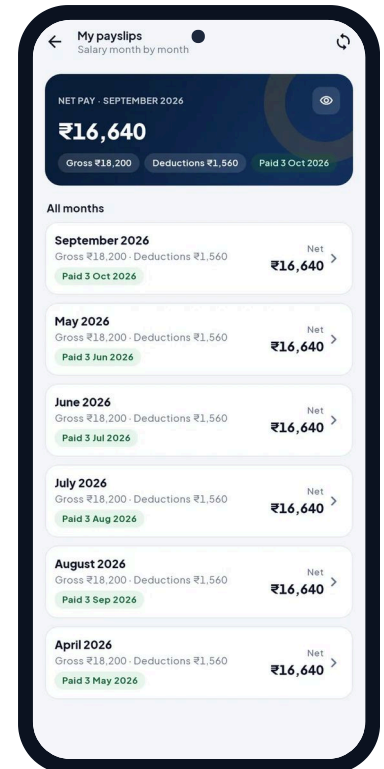
More tab for Rakesh Agarwal, Accountant.

- 2 Further down: **Students** (read-only list), **Reports**, **School Store** (when the school has it), Sync status, Fingerprint / Face unlock, Change password, Trusted devices, Lock now and **Sign out**.



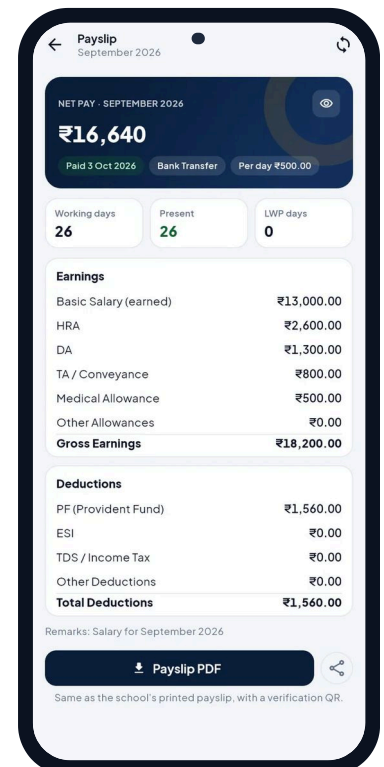
More tab, lower part.

- 3 Tap **My payslips** to see the net pay for each month (September 2026: ₹16,640).



My payslips.

- 4 Tap a month for the full payslip and tap **Payslip PDF** to save or share it.



Payslip for September 2026.

Questions

There is no internet at the counter today. Can I still work?

Yes. Collect fees and add expenses as usual. Receipts get a provisional OFF-... number and everything syncs when the phone is back online. UPI claims, cheques and reports wait until you are online.

Can the accountant delete a receipt?

No. Only Admin / Principal can delete a receipt, on the website.

Where do I pay staff salaries?

On the website, in Salary / Payroll. They are not entered as expenses.

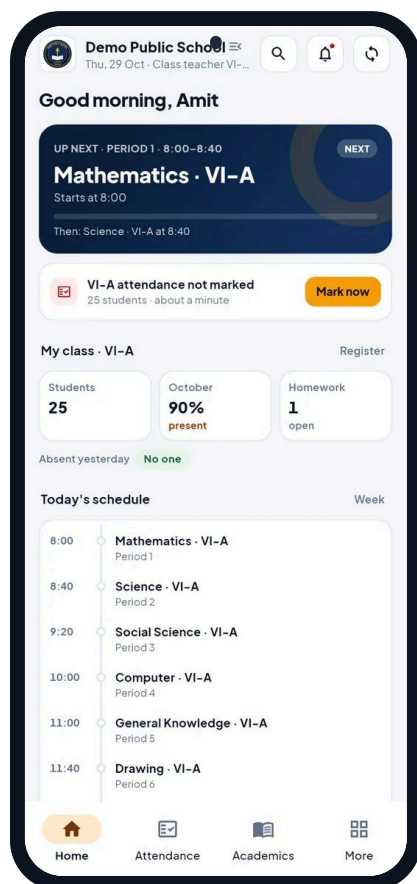
TEACHER · CHAPTER 20

A teacher's day with the app

Teacher

MENU Home tab (first screen after sign-in)

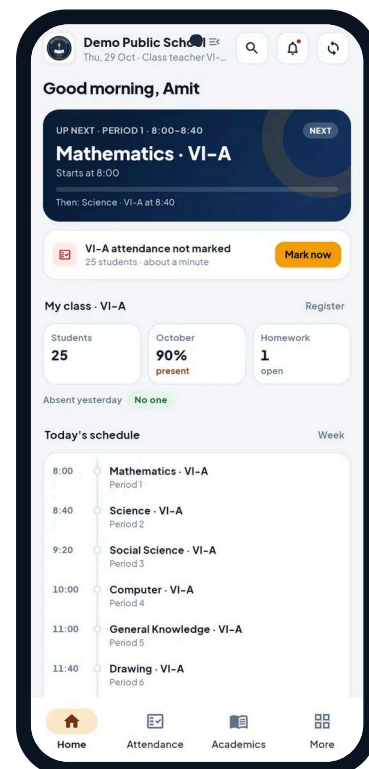
This guide follows Amit Kumar Mishra, Mathematics teacher and class teacher of VI-A at Demo Public School. A teacher sees only the classes assigned on the website. The bottom bar has **Home**, **Attendance**, **Academics** and **More**. Attendance, marks, homework, notices and leave are saved on the phone and sync later, so the day's work goes on even without internet. Each section points to the chapter that explains the screen in full.



A teacher's day with the app — Demo Public School

Morning: read Home

- 1 After unlocking the app with the PIN, Amit lands on **Home**.



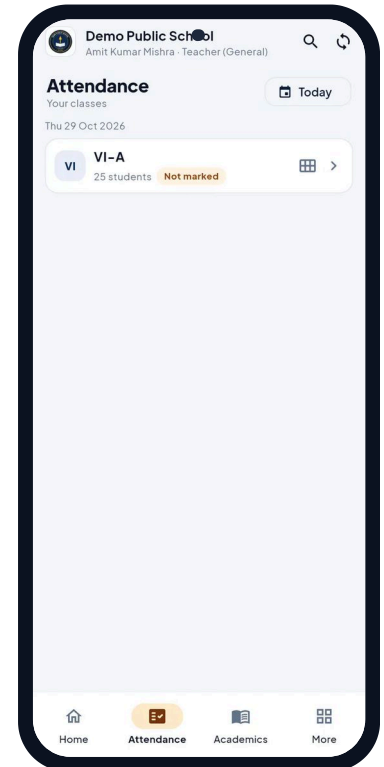
Home for Amit on Thu 29 Oct:
Period 1 is Mathematics, VI-A at 8:00.

- 2 Scroll down for the rest of the day and the **To do** list.

UP NEXT · PERIOD 1	The next period with subject, class and start time, and what comes after it.
VI-A attendance not marked	Reminder for the class teacher. Mark now opens the attendance of the class.
My class · VI-A	Number of students, this month's attendance percentage and open homework. Register opens the monthly register; Absent yesterday lists who was away.
Today's schedule	All periods of the day with time, subject and class. Week opens the timetable.
To do	Marks still to enter (Unit Test 2, Sanskrit: 24 of 25 entered) and homework due.
Top bar	Search, the notices bell (red dot = new notice) and the sync button.

Period 1: mark attendance of VI-A

- 1 Tap **Mark now** on Home, or open the **Attendance** tab and tap **VI-A**.



Attendance tab: VI-A, 25 students, Not marked.

- 2 Everyone starts as present. Tap **L** for Saanvi Jha, who is on leave, and **A** for any student who is absent.



Marking leave and absent students.

- 3 Tap **Save attendance**. Offline the app keeps it and says **Saved on phone · will sync**.

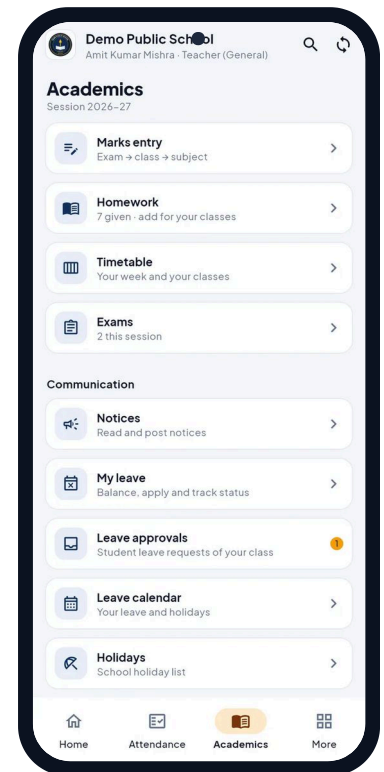
- 4 The Attendance tab now shows **Marked 25**. Tap the pencil to correct it later the same day.

TIP A teacher can mark attendance only for classes assigned to him.

TIP See the Academics chapter for the monthly register.

Free period: enter marks

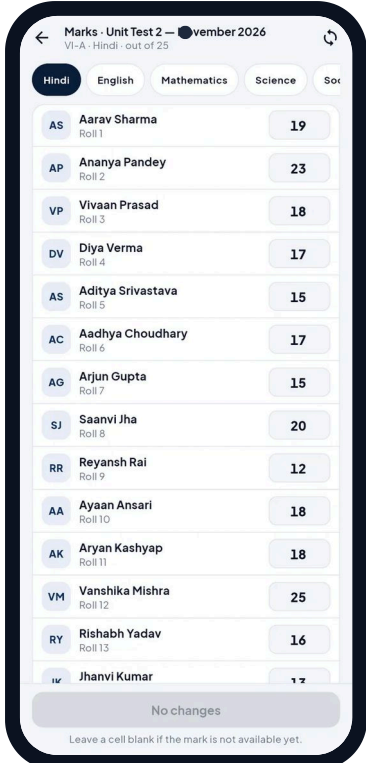
- 1 Open **Academics** and tap **Marks entry**.



Academics tab for a teacher.

- 2 Tap **VI-A** under **Unit Test 2 — November 2026**.

- 3 Tap the subject chip and type each student's marks. Leave a box blank if the mark is not ready.



Roll No.	Student Name	Marks
AS	Aarav Sharma	19
AP	Ananya Pandey	23
VP	Viyaan Prasad	18
DV	Diya Verma	17
AS	Aditya Srivastava	15
AC	Aadhya Choudhary	17
AG	Arjun Gupta	15
SJ	Saanvi Jha	20
RR	Reyansh Rai	12
AA	Ayaan Ansari	18
AK	Aryan Kashyap	18
VM	Vanshika Mishra	25
RY	Rishabh Yadav	16
IV	Jhanvi Kumar	17

Marks for VI-A, out of 25.

- 4 Tap **Save n marks**.

TIP Teachers can create a class **Academics › Exams › New exam** under . Only the principal or an administrator can publish results.

After class: give homework

- 1 Open **Academics › Homework** and tap **Add homework**.

- Choose **Class VI-A** and **Subject Mathematics**, check **Given on**, pick **Submit by (optional)** and type the work: Exercise 6.2 (Integers): solve questions 1 to 8 in the homework notebook.

Class
VI-A

Subject
Mathematics

Given on
29 Oct 2026

Submit by (optional)
—

Homework
Exercise 6.2 (Integers): solve questions 1 to 8 in the homework notebook. Show every step.

90/5000

Save homework

Homework ready to save.

- Tap **Save homework**. It appears at the top of the list, and parents of VI-A see it in their app.

Approve a parent's leave request (example: Aarav Sharma, 26 Oct)

- Open **More › Leave approvals** (Student leave requests of your class). Requests sent by parents from the app are under **Waiting for you**.

Leave approvals
Student leave requests of your class

Waiting for you

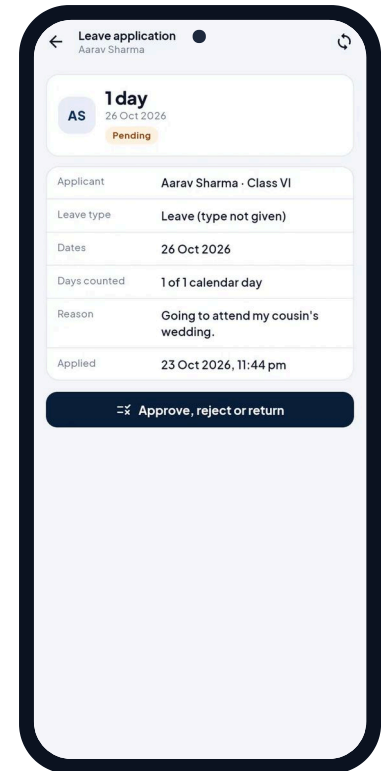
AS Aarav Sharma · Class VI
Parent request (app)
26 Oct 2026 · 1 day
Going to attend my cousin's wedding.
Pending
Reject Approve

Decided

AS Aarav Sharma · Class VI
Parent request (app)
6 ~ 7 Nov 2026 · 2 days
Going to Gaya with family for my elder sister's wedding.
Approved
Remark: Approved. Please complete the missed class work.

Aarav Sharma, 1 day, Going to attend my cousin's wedding.

- 2 Tap **Approve** or **Reject** on the card, or tap the card to see all details.

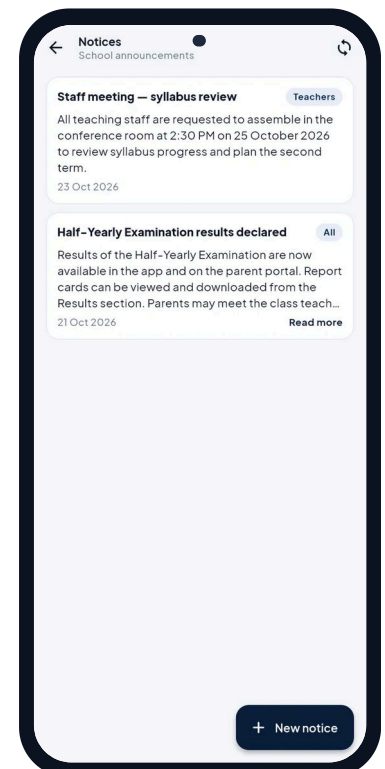


Leave application of Aarav Sharma.

- 3 In the detail, tap **Approve, reject or return**, add a remark if needed and decide. The decision moves to **Decided**, and the parent sees it in the app.

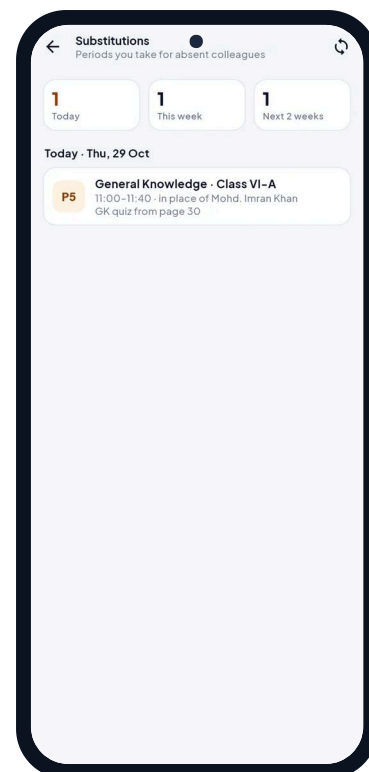
Notices, substitutions and the library

- 1 Open **More** › **Notices** to read notices for teachers and for everyone. Tap **New notice** to post one (see the Notices chapter).



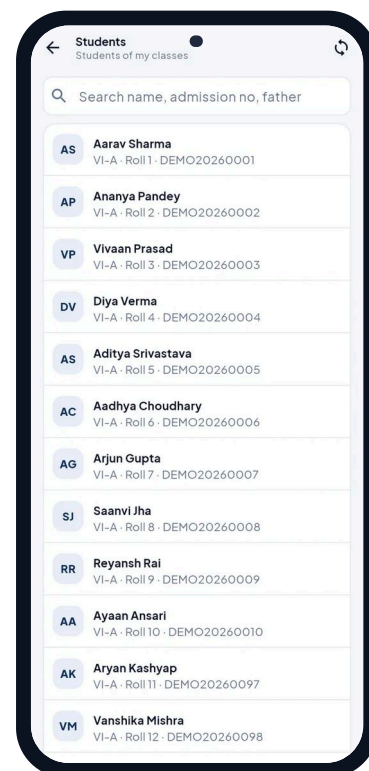
Notices for a teacher.

- 2 Open **More › Substitutions** to see the periods you take for absent colleagues today, this week and in the next two weeks. This needs internet.



Period 5, General Knowledge, VI-A, in place of Mohd. Imran Khan.

- 3 Open **More › Students of my classes** for a read-only list of your students with roll and admission numbers.

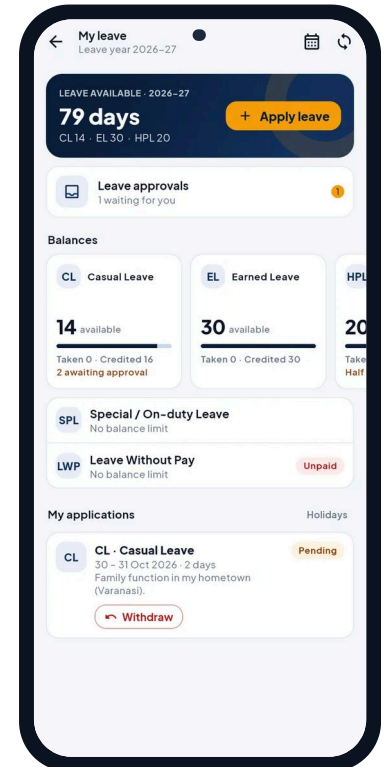


Students of VI-A.

- 4 If you have library access, **More › Library desk** issues and returns books (see Library, School Store, transport and hostel).

Apply for your own leave

- 1 Open **More › My leave**. The card shows the days available (79 days: CL 14, EL 30, HPL 20) and your applications.



My leave with a pending CL application.

- 2 Tap **Apply leave**, choose the **Leave type**, pick **From** and **To**, type the **Reason** and name the colleague who takes charge.
- 3 Tap **Send application**. It shows **Pending** until the principal decides; **Withdraw** takes it back.

TIP See the Leave chapter for cancellation and the joining report.

TIP **More › My attendance** and **More › My payslips** show your own attendance and salary slips.

Questions

I do not see my new class in the app.

Classes and subjects are assigned to teachers on the website. Ask the office, then pull down to sync.

Can I take attendance with no internet in the classroom?

Yes. Save it as usual; it is sent to the school when the phone is online again. Check **More › Sync status** for changes still waiting.

STUDENT & PARENT · CHAPTER 21

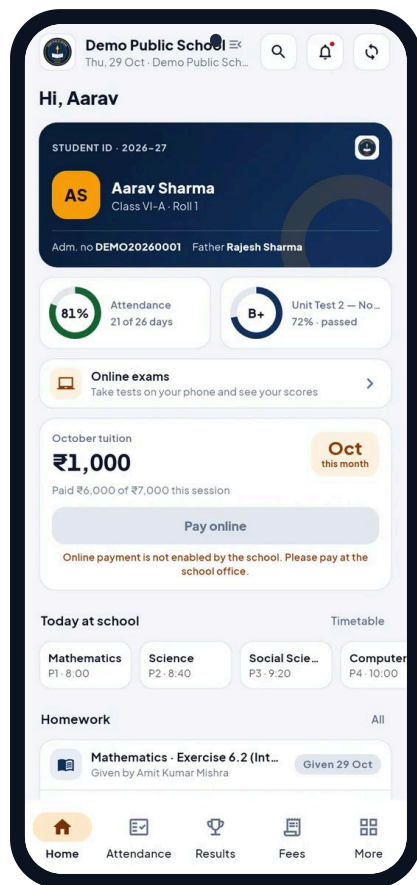
Home for students and parents

Student

Parent

MENU Home tab (first screen after sign-in)

After a parent or student signs in, the app opens on **Home**. It shows one child at a time: the student ID card, attendance so far, the last published result, this month's fee, today's periods, the latest homework and notices. The worked example is Aarav Sharma, Class VI-A, admission number DEMO20260001, at Demo Public School. On the website the same information is on the Student / Parent Portal dashboard.

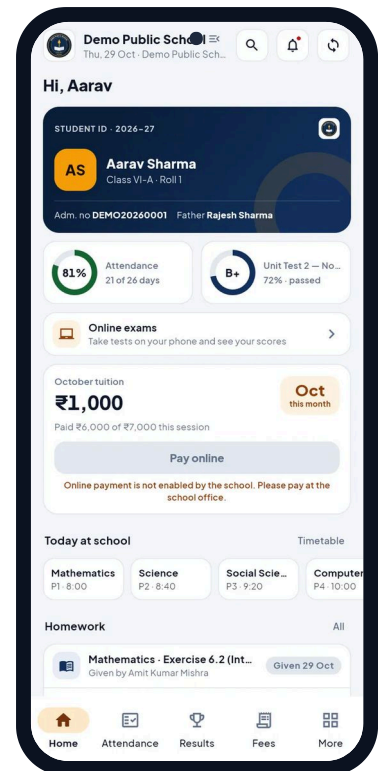


Home for students and parents — Demo Public School

Read the Home screen (example: Aarav Sharma, VI-A)

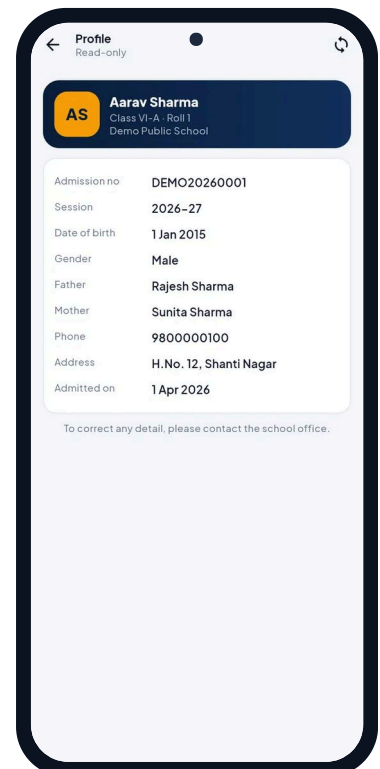
Everything on Home comes from the school's records and is saved on the phone, so Home opens even without internet. Pull down on the screen, or tap the sync button at the top, to fetch the latest data.

- 1 Sign in with the child's admission number and date of birth (see the Sign in chapter). The app opens on **Home** and greets the child: **Hi, Aarav**.



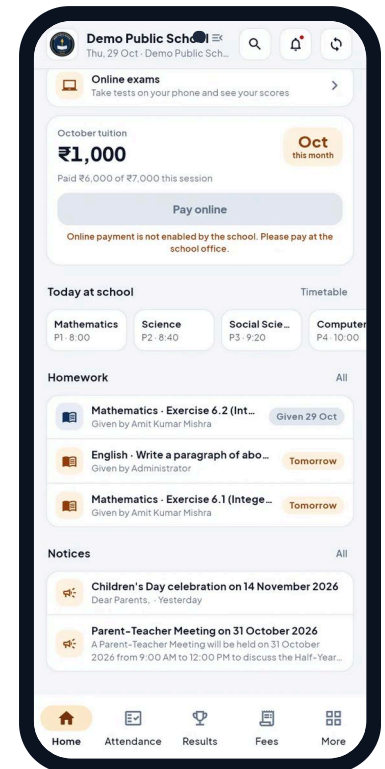
Home for Aarav Sharma: ID card, attendance, last result, online exams and this month's fee.

- 2 Check the **STUDENT ID · 2026-27** card at the top. It shows the photo or initials, name, class, roll number, admission number and father's name.
- 3 Tap the ID card to open the child's **Profile** (read-only).



Tapping the ID card opens the read-only Profile.

- 4 Tap the back arrow to return to Home. Look at the two tiles under the card: **Attendance** (81% · 21 of 26 days for the session so far) and the last result (Unit Test 2, grade B+, 72% · passed). Tap a tile to open the **Attendance** or **Results** tab.
- 5 Tap **Online exams** to see tests the teachers have opened (see the Study chapter).
- 6 Read the fee card: **October tuition ₹1,000**, marked **Oct this month**, and **Paid ₹6,000 of ₹7,000 this session**. To pay, open the **Fees** tab at the bottom.
- 7 Scroll down to **Today at school**. It lists today's periods with their start time (P1 · 8:00 Mathematics, P2 · 8:40 Science ...). Tap **Timetable** for the full week.



Lower part of Home: today's periods, homework and notices.

- 8 Under **Homework**, see the latest work with the subject, teacher and a chip such as **Given 29 Oct** or **Tomorrow**. Tap **All** for the full homework list.
- 9 Under **Notices**, read the newest school notices (for example the Parent-Teacher Meeting on 31 October 2026). Tap **All** for every notice.

TIP The attendance tile on Home counts the whole session. The Attendance tab shows both this month and the session.

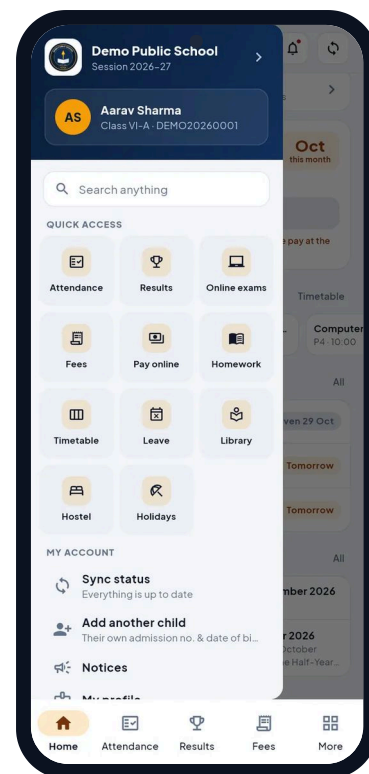
TIP If no result is published yet, the result tile says **No result published yet**.

TIP When nothing is due, the fee card says **No fees due right now**.

Use the side menu (quick access)

The side menu holds every screen the child can open, plus account settings.

- 1 Tap the school name (**Demo Public School**) at the top left. The side menu slides in.



Side menu: child card, search, quick access tiles and My account.

- 2 Check the child card under the school name: **Aarav Sharma · Class VI-A · DEMO20260001**.
- 3 Type in **Search anything** to find a screen, a fee receipt, homework or a notice.
- 4 Tap a **QUICK ACCESS** tile to open that screen: **Attendance, Results, Online exams, Fees, Pay online, Homework, Timetable, Leave, Library, Hostel, Holidays**.
- 5 Under **MY ACCOUNT**, tap **Sync status** to see if anything is waiting to upload, **Add another child** to add a brother or sister, **Notices**, or **My profile**.
- 6 Scroll further down the menu for **School details, Lock app now, Fingerprint / Face unlock, Hide amounts**, the Auto / Light / Dark theme, **Help & support** (Contact school office, CoreAxis support), **Privacy policy, Delete account, About** and **Sign out**.

TIP Tiles appear **Library** , **Transport** and **Hostel** show only when the child has a book only for what the school uses. issued, a bus route or a hostel room.

TIP **Hide amounts** shows ₹ instead of figures, which helps when you show the phone to someone.

Screen at a glance

School name (top left)

Tap to open the side menu. The line under it shows today's date and the school.

Search (magnifier)	Search screens, fee receipts, homework and notices.
Bell	Notifications from the school. A red dot means something new.
Sync button	Fetches the latest data from the school and sends anything saved offline.
STUDENT ID card	Name, class, roll no, admission no and father's name. Tap to open the Profile.
Attendance tile	Attendance % for the session so far, with present days of school days.
Result tile	Grade, percentage and pass status of the last published exam.
Online exams	Opens the list of online tests (needs internet).
Fee card	This month's tuition, how much of the session is paid, and a pay link. Pay from the Fees tab.
Today at school	Today's periods with start times; Timetable opens the week.
Homework	Latest homework with due chips; All opens the full list.
Notices	Newest notices for parents and students; All opens the full list.
Bottom tabs	Home, Attendance, Results, Fees, More.

Questions

Does Home work without internet?

Yes. The app keeps the child's data on the phone and shows it offline. The data is as fresh as the last sync; the sync status in the side menu tells you. Online exams and paying fees need internet.

The fee card on Home says online payment is not enabled. Can I still pay from the app?

Open the **Fees** tab. If the school accepts UPI or bank transfer, the Fees tab shows an orange button **Pay ₹... by UPI / bank**. The Fees chapter explains the steps.

I have two children in the school. How do I see the other child?

Add the second child once with **Add another child** in the side menu, then switch between them from the child card in the side menu. See the chapter on More, leave and children.

STUDENT & PARENT · CHAPTER 22

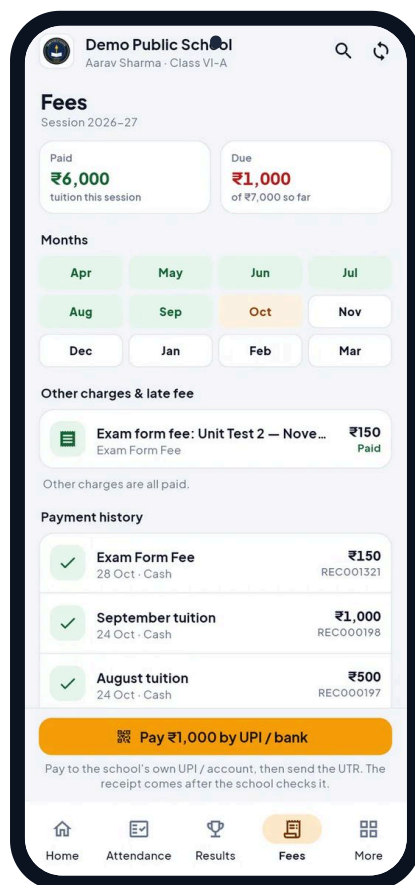
Fees, payments and receipts

Student

Parent

MENU Fees tab

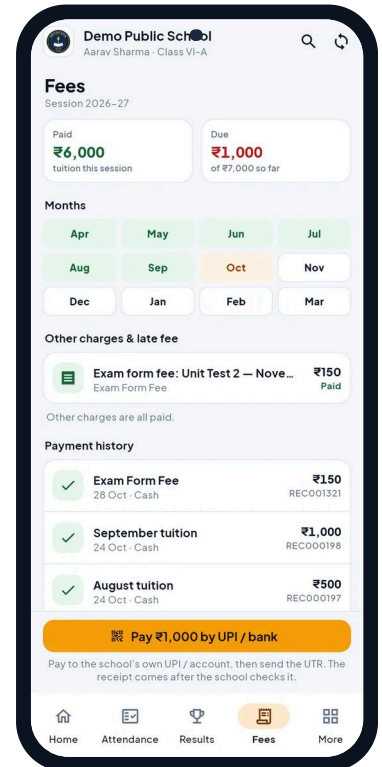
The **Fees** tab shows what the child has paid this session, what is still due, a month-by-month grid, other charges such as the exam form fee, and every receipt. A parent can pay the school's own UPI ID or bank account and then send the UTR number from the app; the office checks it and the receipt appears in the app. When the school has also switched on online payment, the parent can pay by UPI, card or net banking inside the app and get the receipt at once. On the website this is the Fees section of the Student / Parent Portal.



Fees, payments and receipts — Demo Public School

Check what is paid and due (example: Aarav Sharma, session 2026-27)

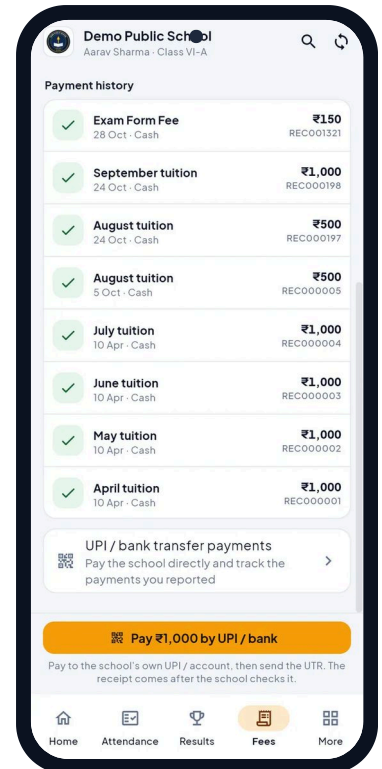
- 1 Tap **Fees** in the bottom bar.



Fees tab: Paid ₹6,000, Due ₹1,000, the month grid and other charges.

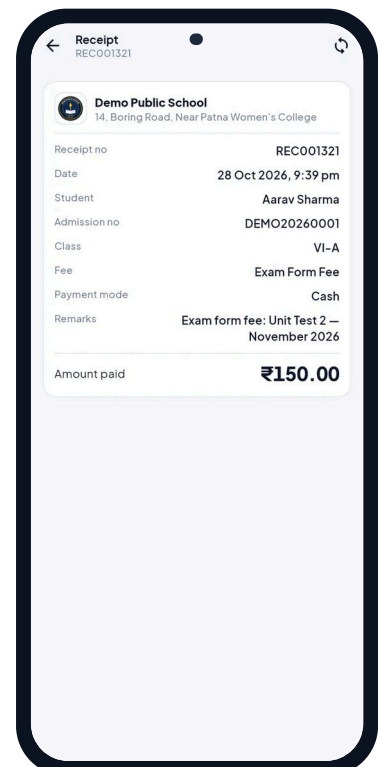
- 2 Read the two cards at the top: **Paid ₹6,000** (tuition this session) and **Due ₹1,000** (of ₹7,000 so far). When nothing is left the Due card says **All clear**.
- 3 Look at the **Months** grid. Green months (Apr to Sep) are paid, the highlighted month (Oct) is due, and white months (Nov to Mar) are not due yet.
- 4 Check **Other charges & late fee**. Here the exam form fee for Unit Test 2 (₹150) shows **Paid**, and the line under it says **Other charges are all paid**.

- 5 Scroll to **Payment history**. Each row shows what was paid, the date, the payment mode, the amount and the receipt number (for example September tuition, 24 Oct · Cash, ₹1,000, REC000198).



Payment history lists every receipt of the session.

- 6 Tap a row to open the receipt.



Receipt REC001321: Exam Form Fee, Cash, ₹150.00.

- 7 Read the receipt: school name and address, **Receipt no**, **Date**, **Student**, **Admission no**, **Class**, **Fee**, **Payment mode**, **Remarks** and **Amount paid**. Tap the back arrow to return.

TIP The Fees tab works offline. It shows the data from the last sync; pull down to refresh when you are online.

TIP If the child has a concession or scholarship, a green line says **Concession / scholarship this session: ₹...**. All amounts shown are after the concession.

TIP If the school collects fees in instalments, an **Instalments** list shows each instalment with its due date and **Paid or ₹... due**.

Pay by UPI and send the UTR (example: ₹1,000 October tuition for Aarav Sharma)

Use this when the school accepts payment straight to its own UPI ID or bank account. You pay from any UPI app, then send the UTR (transaction reference) so the office can match the payment. This needs internet.

- 1 On the **Fees** tab, tap the orange button **Pay ₹1,000 by UPI / bank** at the bottom (or the **UPI / bank transfer payments** card above it).

Step 1, Pay the school: amount, UPI app button, UPI ID and the payment remark.

- 2 Under **1 Pay the school**, check **Amount to pay (₹)**. It is filled with the tuition due (1000); change it if you want to pay a different amount.
- 3 Tap **Pay ₹1,000.00 with a UPI app**. Your phone shows its UPI apps (GPay, PhonePe, Paytm ...). Pick one and complete the payment there. If no UPI app opens, tap **Copy** next to the **UPI ID** (demopublicschool@sbi) and pay to it from any UPI app.
- 4 In the payment remark, write the admission number shown in the yellow box: **DEMO20260001**. This helps the office find the payment.

- 5 After paying, copy the UTR from your UPI app. In GPay it is the **UPI transaction ID**; in PhonePe and Paytm it is the **UTR**.
- 6 Come back to School eRegister and scroll to **2 Send the UTR to the school**. Type the number in **UTR / reference no.** (here 430291887615).

Pay by UPI / bank transfer

Amount to pay (₹)
1000

Tuition due: ₹1,000.00

Pay ₹1,000.00 with a UPI app

UPI ID: demopublicschool@sbi Copy
To: Demo Public School

In the payment remark write DEMO20260001.

2 Send the UTR to the school

UTR / reference no. *
430291887615

GPay: "UPI transaction ID" · PhonePe / Paytm:
"UTR" · Bank: NEFT / IMPS reference

Amount paid (₹)
1000

Paid on
29-10-2026

Change it above

Note (optional)
d from father account (Rajesh Sharma)

Add payment screenshot (optional)

Send to school

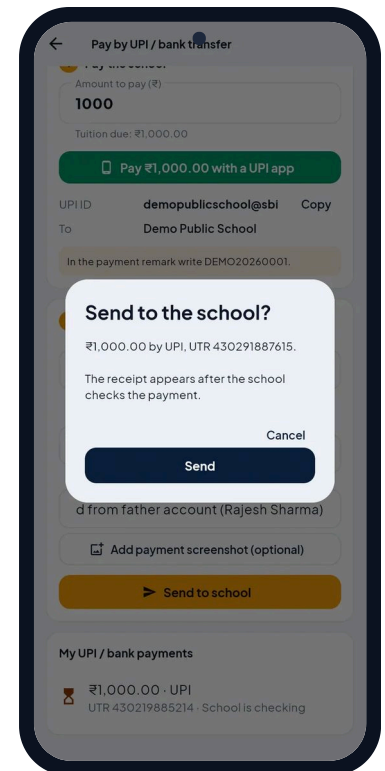
My UPI / bank payments

₹1,000.00 - UPI
UTR 430219885214 · School is checking

UTR, amount, date and a note filled in.

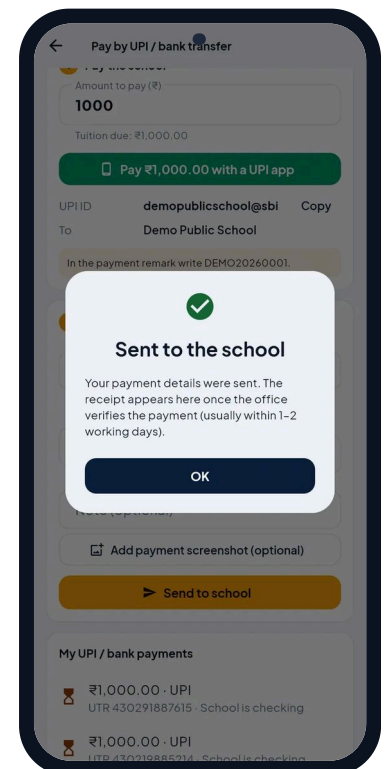
- 7 Check **Amount paid (₹)** (it follows the amount above) and **Paid on** (today; tap it to choose another date). Add a **Note (optional)**, for example the account it was paid from.
- 8 If you like, tap **Add payment screenshot (optional)** and choose the screenshot of the payment.

- 9 Tap **Send to school**. The app asks **Send to the school?** and repeats the amount and UTR. Tap **Send**.



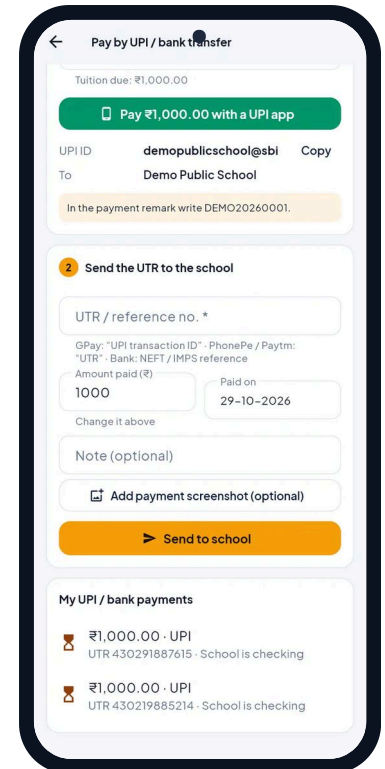
Confirm: ₹1,000.00 by UPI, UTR 430291887615.

- 10 The app shows **Sent to the school**: the receipt appears once the office verifies the payment, usually within 1–2 working days. Tap **OK**.



The payment details were sent to the office.

- 11 Scroll to **My UPI / bank payments**. The new payment shows **School is checking** until the office acts on it.

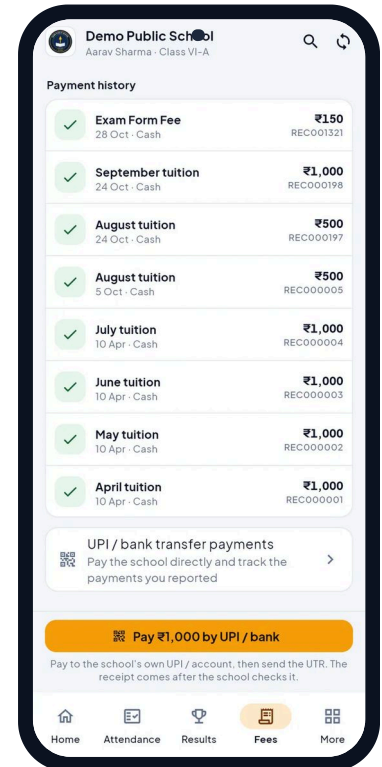


My UPI / bank payments with status School is checking.

- TIP** If the school also gives a bank account, the screen shows **Bank transfer (NEFT / IMPS)** with **Account name** , **Account no.** , **IFSC** and **Bank** , **Copy** . In step 2 choose **UPI** or **Bank transfer** before typing the reference.
- TIP** The UTR must be 6 to 30 letters or digits. The same UTR cannot be sent twice (unless the office did not accept it). **Paid on** can be up to 60 days back, the screenshot can be a JPG, PNG or WEBP of up to 4 MB, and up to 5 payments can be reported a day.
- TIP** Send the UTR only after the money has left your account. The office checks it against the school's bank statement.
- IMPORTANT** Do not pay the same month twice. If a payment still shows **School is checking** , wait for the office instead of paying again.

Follow a UPI / bank payment you reported

- 1 On the **Fees** tab, scroll down and tap **UPI / bank transfer payments**.



The UPI / bank transfer payments card under Payment history.

- 2 Scroll to **My UPI / bank payments**. Each line shows the amount, UPI or Bank transfer, the UTR and the status.
- 3 Read the status: **School is checking** (not checked yet), **Received** (the office accepted it; the receipt number is shown) or **Not accepted** (with the office's note).
- 4 When it is **Received**, go back to the **Fees** tab. The receipt is in **Payment history** and the month turns green.

TIP If a **Not** , read the note and contact the school office with payment **accepted** the payment screenshot. is

Pay online (when the school has switched it on)

Some schools also take payment through an online gateway (Razorpay). Then the Fees tab shows **Pay ₹... online** at the bottom. Demo Public School uses UPI / bank transfer instead, so there is no screenshot of this.

- 1 On the **Fees** tab, tap **Pay ₹... online**. The line above the button says **Secure payment via Razorpay · UPI / card / net-banking**.
- 2 Choose UPI, card or net banking in the payment window and complete the payment.
- 3 The app shows **Payment successful** with the receipt number. Tap **Done**. The receipt appears in **Payment history**.

TIP Online payment pays the tuition due. Other charges and late fee are paid at the school office; the line above the button tells you when that applies.

TIP If the school offers both, **UPI / bank** button sits next to **Pay ₹... online**.

TIP If the app says **Payment not confirmed**, note the **Payment id** it shows and contact the school office. Do not pay again until the office has checked.

Screen at a glance

Paid	Tuition paid this session.
Due	Tuition still due for the months so far, out of the total due so far. All clear when nothing is due.
Concession / scholarship	Shown only when the child has a concession; amounts are after it.
Instalments	Shown only when the school uses instalments: each with due date and Paid or amount due.
Months	April to March. Green = paid, highlighted = due or part paid, white = not due yet.
Other charges & late fee	Exam form fee, transport, hostel and other charges, with late days and Paid / Waived / Due. Pay these at the school office unless the school says otherwise.
Payment history	Every receipt: fee, date, mode, amount, receipt no. Tap to open.
UPI / bank transfer payments	Opens Pay by UPI / bank transfer and the list of payments you reported.
Pay ₹... by UPI / bank	Orange button for paying the school's own UPI ID or bank account. Needs internet.
Pay ₹... online	Shown when the school uses online payment. Needs internet.

Questions

Can I see fees without internet?

Yes. Paid, due, months, other charges and receipts are saved on the phone. Paying, sending a UTR and seeing the latest status of a reported payment need internet.

I paid by UPI but forgot to send the UTR. What now?

Open **Fees** › **UPI / bank transfer payments**, fill **UTR / reference no.**, the amount and the date you paid, and tap **Send to school**.

How long does the office take to confirm a UPI payment?

Usually 1–2 working days. Until then the payment shows **School is checking**.

The home card says online payment is not enabled. Where do I pay?

Use the **Fees** tab. When the school accepts UPI or bank transfer, the orange **Pay ₹... by UPI / bank** button is there.

STUDENT & PARENT · CHAPTER 23

Attendance, results, online exams, homework and timetable

Student

Parent

MENU Attendance tab · Results tab · Home › Online exams · More › Homework / Timetable

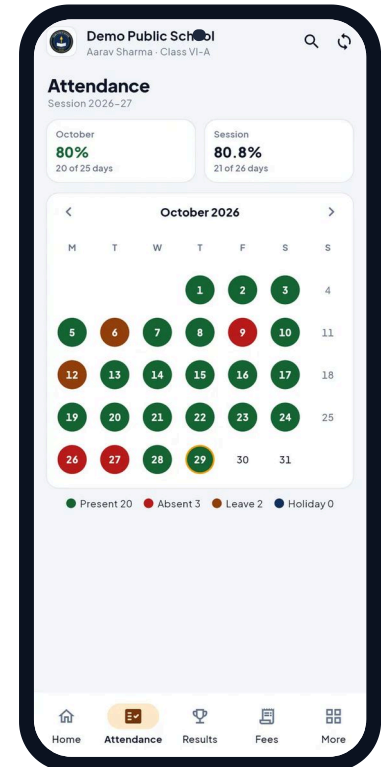
This chapter covers everything about the child's studies in the app: the **Attendance** and **Results** tabs, admit cards and report cards (under Results), online tests, homework and the class timetable. Attendance, results, homework and timetable are saved on the phone and open without internet. Admit cards and report cards need internet the first time; after that they open offline. Online tests always need internet. The worked example is Aarav Sharma, Class VI-A. On the website these are the Attendance, Results, Online Exams, Homework and Timetable sections of the Student / Parent Portal.



Attendance, results, online exams, homework and timetable — Demo Public School

Check attendance (example: Aarav Sharma, October 2026)

- 1 Tap **Attendance** in the bottom bar.



Attendance: October 80% (20 of 25 days), Session 80.8% (21 of 26 days), and the month calendar.

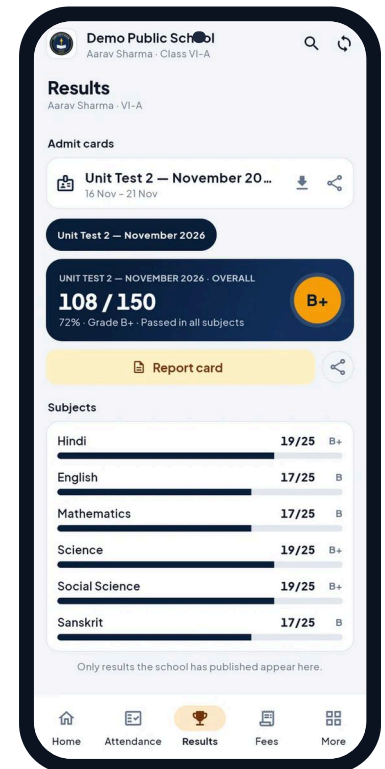
- 2 Read the two cards: **October 80%** (20 of 25 days) for this month and **Session 80.8%** (21 of 26 days) for the year so far.
- 3 Look at the calendar. Green days are present, red days absent, brown days on leave and dark blue days holidays. Today has a yellow ring. Sundays and days not marked yet stay plain.
- 4 Read the totals under the calendar: **Present 20, Absent 3, Leave 2, Holiday 0**.
- 5 Tap the arrows next to **October 2026** to see an earlier or later month.

TIP Attendance appears after the class teacher marks it and the phone syncs. Pull down to refresh.

TIP If the child will be absent, ask the class **More > Leave requests** (see the More chapter).

See results and subject marks (example: Unit Test 2 – November 2026)

- 1 Tap **Results** in the bottom bar.



Results: admit card, exam chip, overall marks and grade, report card and subject marks.

- 2 Tap an exam chip to choose the exam (here **Unit Test 2 – November 2026**). The latest exam is selected first.
- 3 Read the dark card: **108 / 150, 72% · Grade B+ · Passed in all subjects**, with the grade in the yellow circle.
- 4 Scroll to **Subjects**. Each subject shows marks out of the maximum, a bar and the grade (Hindi 19/25 B+, English 17/25 B, Mathematics 17/25 B ...).
- 5 Tap **Report card** to open the report card PDF for this exam, or the share button next to it to send it on WhatsApp or email.

TIP Only results the school has published appear here.

TIP Grades: A+ 91% and above, A 81–90, B+ 71–80, B 61–70, C+ 51–60, C 41–50, D 33–40, E below 33 (not passed).

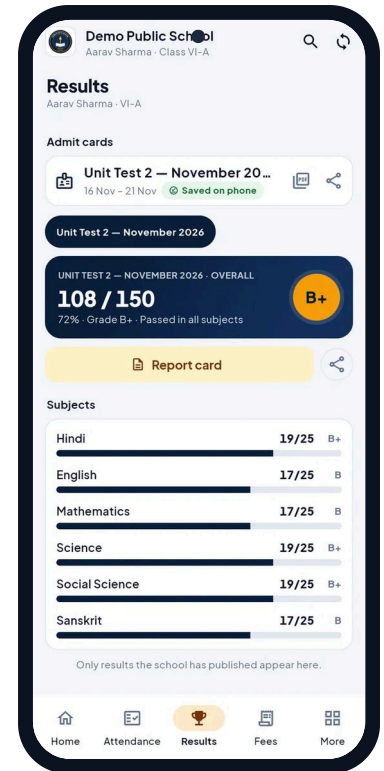
TIP If a subject is below its pass mark, the card says **Passed · below pass mark in 1 subject** or **Not passed**.

Download an admit card (example: Unit Test 2 – November 2026)

Admit cards for coming exams are at the top of the **Results** tab once the school issues them.

- 1 Open the **Results** tab and find **Admit cards**. Each card shows the exam and its dates (16 Nov – 21 Nov).

- 2 Tap the download button on the admit card. The app fetches the PDF and opens it in a PDF app on the phone.



After the first download the admit card shows Saved on phone.

- 3 Check the green **Saved on phone** chip. From now on the admit card opens even without internet.
- 4 Tap the share button to send the PDF to another app, for example to print it.

TIP The first download needs internet. Without it, the card **Needs internet** shows.

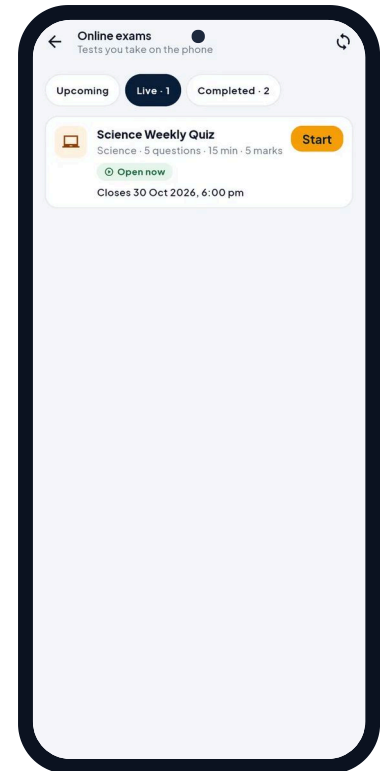
TIP If the phone has no PDF app, use **Share** to send the file to one.

TIP Copies downloaded from the app are marked as a digital copy. For an original printed document, ask the school office.

Take an online test (example: Science Weekly Quiz)

Online tests need internet. Each answer is saved on the school server when you pick it, and the timer runs on the server.

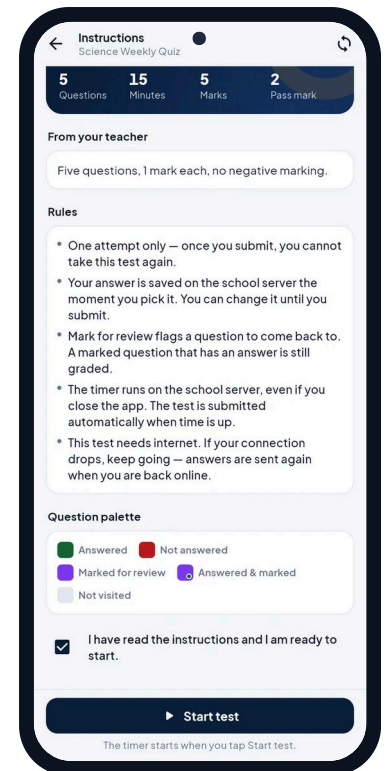
- 1 On **Home**, tap **Online exams** (or **Online exams** in the side menu). The list has three chips: **Upcoming**, **Live** and **Completed**.



Live test: Science Weekly Quiz, 5 questions, 15 min, 5 marks, Open now.

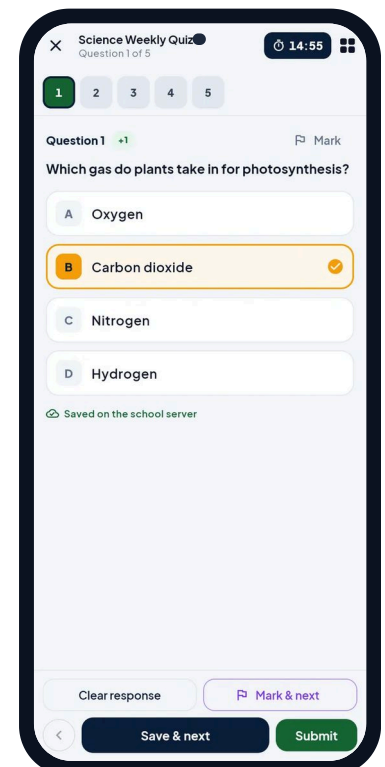
- 2 Under **Live**, find **Science Weekly Quiz** (Open now, Closes 30 Oct 2026, 6:00 pm) and tap **Start**.
- 3 Read the **Instructions**: questions, minutes, marks, pass mark, the note **From your teacher**, the **Rules** and the **Question palette** colours.

- 4 Tick **I have read the instructions and I am ready to start.** and tap **Start test**. The timer starts now.



Box ticked; Start test is now active.

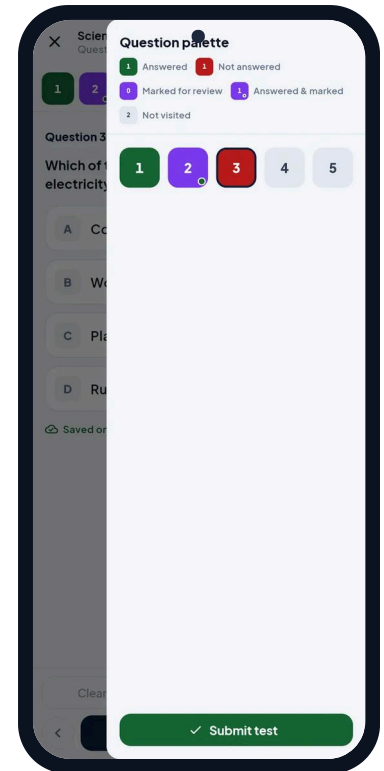
- 5 Read the question and tap an option (A–D). The line **Saved on the school server** confirms the answer.



Option B selected and saved; timer at the top right.

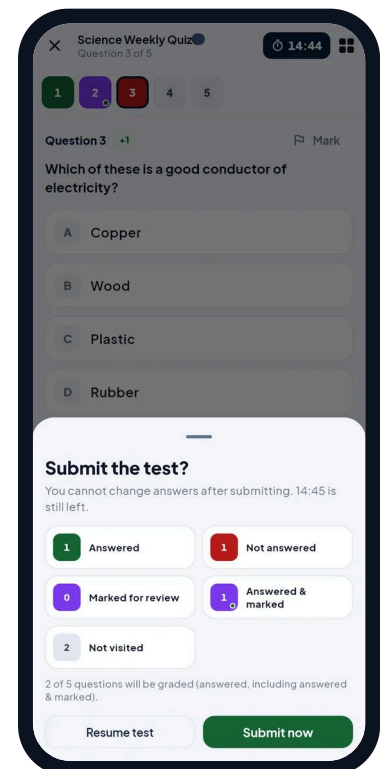
- 6 Tap **Save & next** to go on. Tap **Mark & next** to flag a question to come back to, or **Clear response** to remove your answer.

- 7 Tap the grid button at the top right to open the **Question palette** and jump to any question. Green = answered, red = not answered, purple = marked for review, grey = not visited.



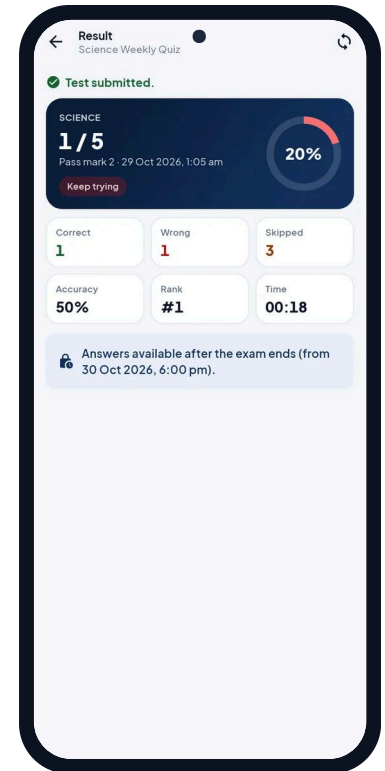
Question palette with colours and Submit test.

- 8 When you are done, tap **Submit**. The sheet **Submit the test?** shows how many are answered, not answered and marked, and the time left.



Check the counts, then Submit now or Resume test.

9 Tap **Submit now** (or **Resume test** to go back).



Result: 1 / 5, 20%, Correct 1, Wrong 1, Skipped 3, Rank #1, Time 00:18.

10 Read the result: score, percentage, **Passed** or **Keep trying**, **Correct**, **Wrong**, **Skipped**, **Accuracy**, **Rank** and **Time**. The correct answers show after the exam ends, under **Question-wise review**.

TIP One attempt only. After you submit you cannot take the test again.

TIP A marked question that has an answer is still graded.

TIP If the internet drops, keep going. The app keeps the answers and sends them when you are back online. If time runs out, the test is submitted automatically.

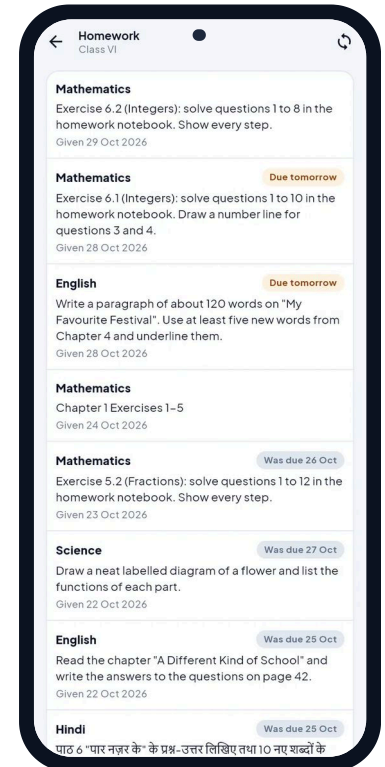
TIP Closing the test with the cross asks **Leave the test?** . The timer keeps running on the school server; tap **Resume** in the list to continue.

TIP Some tests have negative marking. The rules say so before you start.

IMPORTANT The timer keeps running even if you close the app. Start a test only when you have time to finish it.

Read homework (example: Class VI)

- 1 Tap **More** in the bottom bar and then **Homework** (or **All** next to Homework on Home).

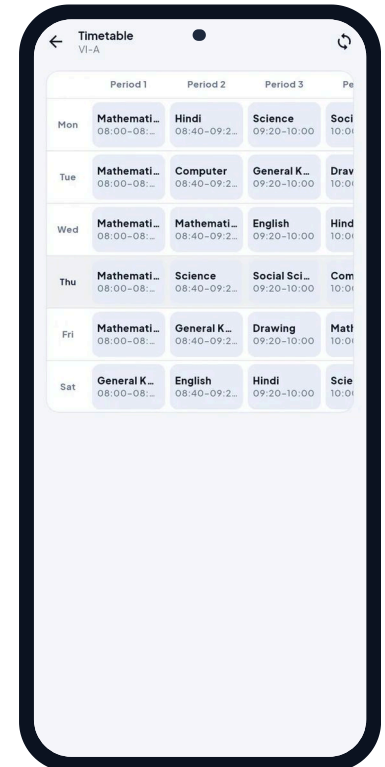


Homework for Class VI, newest first, with due chips.

- 2 Read each item: subject, the work, and **Given 29 Oct 2026**.
- 3 Check the chip on the right: **Due tomorrow**, **Due today**, or **Was due 26 Oct** for past work.

See the class timetable (example: VI-A)

- 1 Tap **More** and then **Timetable** (or **Timetable** next to Today at school on Home).



Timetable VI-A: days down the side, periods across the top.

- 2 Find the day in the left column (Mon to Sat). Each cell shows the subject and the period time (Mathematics 08:00-08:40 ...).
- 3 Swipe left on the grid to see the later periods.

Questions

What works without internet?

Attendance, results, homework and timetable from the last sync, and any admit card or report card already saved on the phone. Online tests and the first download of a document need internet.

Why is a result missing?

The app shows only results the school has published. Ask the class teacher when results will be published.

The internet stopped in the middle of an online test. Are my answers lost?

No. Answers already saved stay on the school server, and new ones are sent again when the phone is back online. The timer does not stop, so reconnect as soon as you can.

STUDENT & PARENT · CHAPTER 24

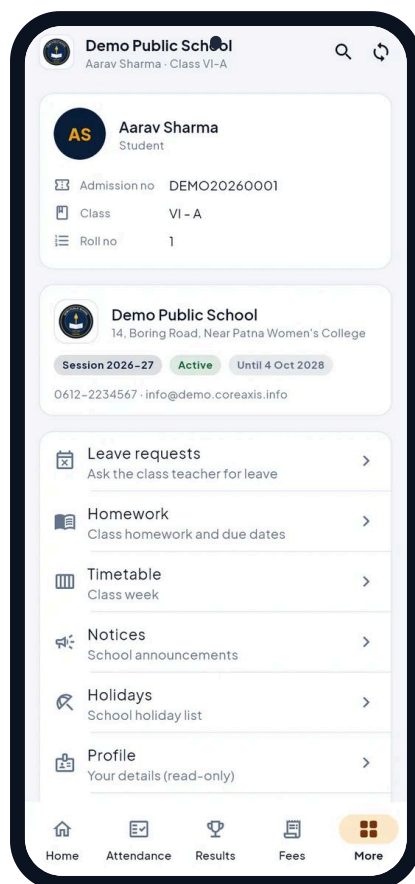
Leave, notices, profile, library, hostel and children

Student

Parent

MENU More tab

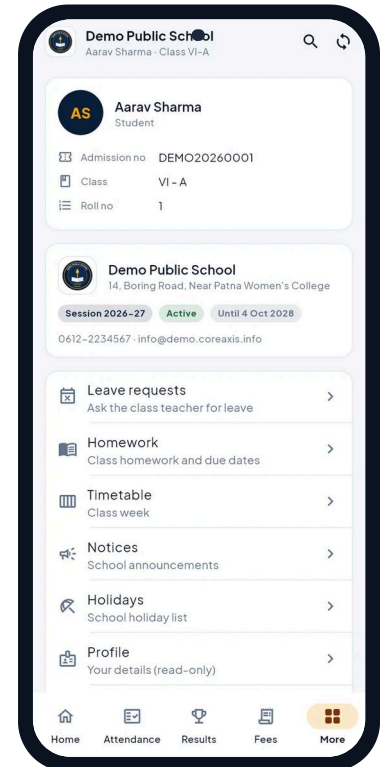
The **More** tab holds everything else for a student or parent: leave requests to the class teacher, notices, holidays, the read-only profile, library books, school transport and hostel, plus app settings and sign out. A parent with more than one child in the school adds each child once and switches between them. The worked example is Aarav Sharma, Class VI-A. On the website these are the Leave, Notices, Profile, Library, Transport and Hostel sections of the Student / Parent Portal.



Leave, notices, profile, library, hostel and children
— Demo Public School

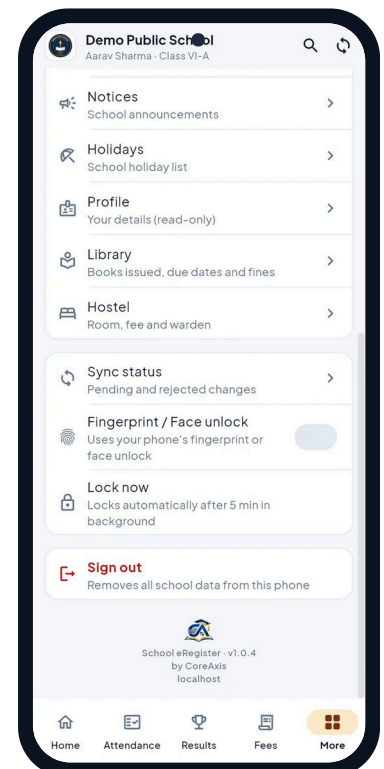
The More tab

- 1 Tap **More** in the bottom bar. The top shows the child's card (admission no, class, roll no) and the school card (address, session, subscription status, phone and email).



More tab: child card, school card and the list of screens.

- 2 Scroll down for the rest of the list, the settings and **Sign out**.



Library, Hostel, Sync status, Fingerprint / Face unlock, Lock now and Sign out.

Leave requests

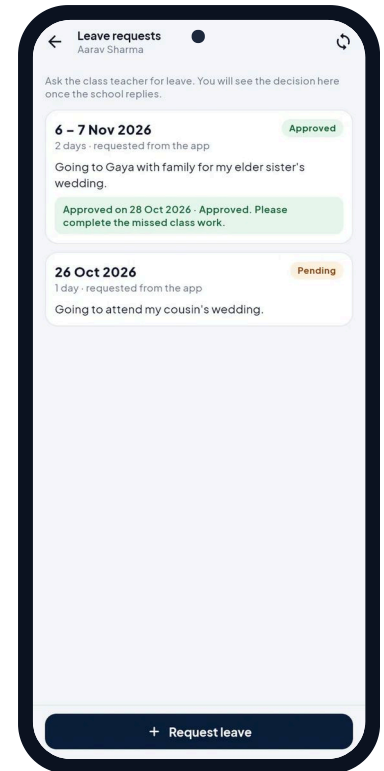
Ask the class teacher for leave and see the decision.

Homework	Class homework and due dates (see the Study chapter).
Timetable	The class week (see the Study chapter).
Notices	School announcements.
Holidays	The school holiday list.
Profile	The child's details, read-only.
Library	Books issued, due dates and fines. Shown when the child has library records.
Transport	Route, stop, vehicle and driver. Shown when the child is on a school bus or van.
Hostel	Room, fee and warden. Shown when the child has a hostel room.
Sync status	Changes waiting to upload, or rejected by the school.
Fingerprint / Face unlock	Unlock the app with the phone's fingerprint or face instead of the PIN.
Lock now	Locks the app at once. It also locks by itself after 5 minutes in the background.
Sign out	Removes the school data from this phone.

Ask for leave (example: Aarav Sharma, 6-7 Nov 2026, family wedding)

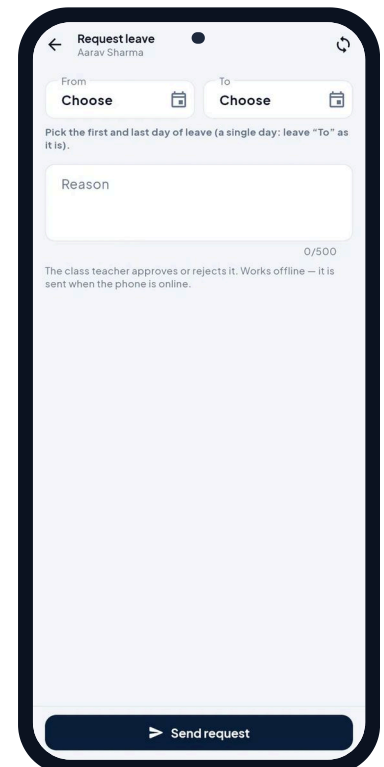
The request goes to the class teacher, who approves or rejects it. This works offline: the request is sent when the phone is online again.

- 1 Tap **More** > **Leave requests**. Earlier requests are listed with **Approved**, **Pending** or **Not approved**.



Leave requests: one approved with the teacher's note, one pending.

- 2 Tap **Request leave** at the bottom.



Request leave: From, To and Reason.

- 3 Tap **From** and choose the first day of leave (6 Nov 2026).
- 4 Tap **To** and choose the last day (7 Nov 2026). For a single day, leave **To** as it is.

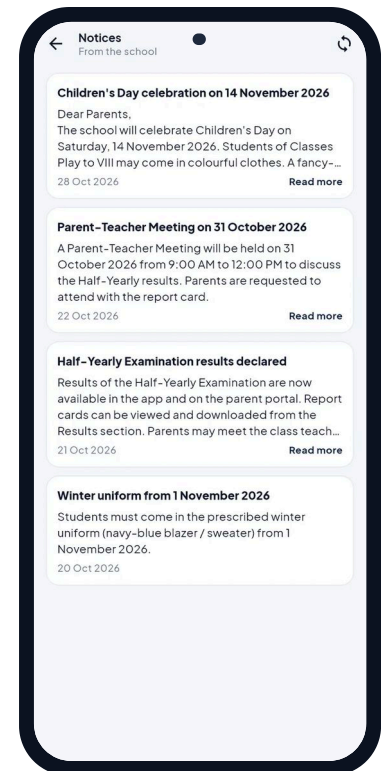
- 5 Type the **Reason** (up to 500 characters), for example: Going to Gaya with family for my elder sister's wedding.
- 6 Tap **Send request**. The app says **Leave request sent to the class teacher** and the request shows **Pending**.
- 7 Check back later. When the teacher decides, the request shows **Approved** or **Not approved** with the date and the teacher's note (here: Approved on 28 Oct 2026 · Please complete the missed class work).

TIP If the phone was offline, the request shows **Not sent yet** until it syncs.

TIP Approved leave days show as Leave (brown) on the attendance calendar once the teacher marks attendance.

Read notices

- 1 Tap **More > Notices** (or **All** next to Notices on Home).



Notices from the school, newest first.

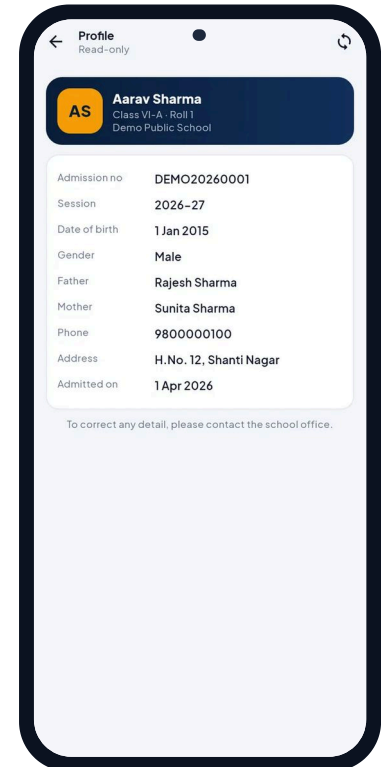
- 2 Read the title, the first lines and the date of each notice (for example Parent-Teacher Meeting on 31 October 2026).
- 3 Tap **Read more** to see the whole notice.

TIP Notices are saved on the phone and can be read offline.

TIP For the list of school holidays, tap **More > Holidays**.

See the profile and ID card

- 1 Tap **More** > **Profile**, or tap the student ID card on **Home**.



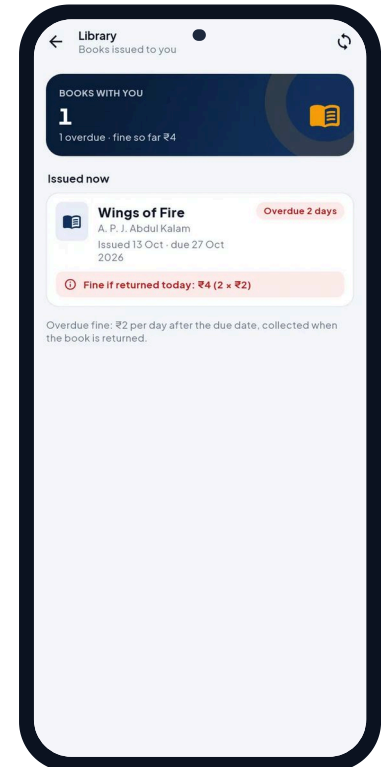
Profile (Read-only): admission no, session, gender, parents, phone, address and admission date.

- 2 Check the details: **Admission no, Session, Date of birth, Gender, Father, Mother, Phone, Address** and **Admitted on**.
- 3 If something is wrong, contact the school office. The app cannot change these details.

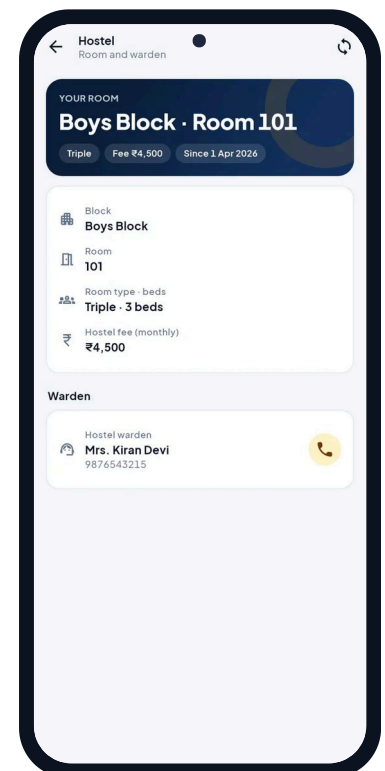
TIP The student ID card on Home shows the name, class, roll no, admission no and father's name for the current session. The printed ID card is issued by the school.

Library, transport and hostel (example: Wings of Fire, Boys Block Room 101)

- 1 Tap **More** > **Library**. The top card shows **Books with you** and how many are overdue.
- 2 Under **Issued now**, read each book's issue and due date. An overdue book shows **Overdue 2 days** and **Fine if returned today: ₹4 (2 × ₹2)**. The fine is collected when the book is returned.
- 3 Tap the back arrow, then **More** > **Hostel**. The top card shows the room (**Boys Block · Room 101**), room type, monthly fee and the date since when.



Library: Wings of Fire, overdue 2 days, fine if returned today ₹4.



Hostel: block, room, room type, monthly fee and warden.

- 4 Under **Warden**, tap the phone button to call the hostel warden.
- 5 If the child uses the school bus, tap **More > Transport**. It shows **Your route**, the **Pickup point / stop**, **Vehicle number**, **Driver** (with a call button) and **Fare**, and under **Route** the areas and stops, with the child's stop highlighted.

TIP These screens show only for a child who has library books, a bus route or a hostel room. The demo child has no bus route, so Transport is not shown for him.

TIP They are saved on the phone and open offline.

Add and switch children (example: a brother or sister of Aarav)

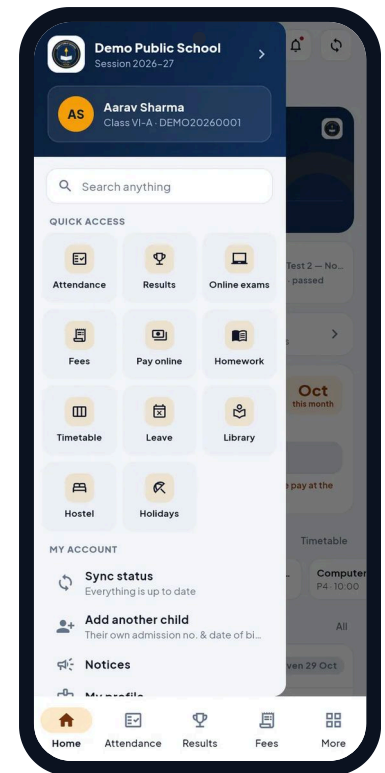
Each child signs in with their own admission number and date of birth and keeps their own data on the phone. Adding a child needs internet.

- 1 Tap the school name at the top of Home to open the side menu, then tap **Add another child**.

Add another child: School, Admission number and Date of birth.

- 2 Check **School** (Demo Public School). Change it only if the other child studies in another school that uses School eRegister.
- 3 Type the other child's **Admission number** as on the fee receipt or ID card.
- 4 Tap **Date of birth** and choose the child's date of birth as in the school records.
- 5 Tap **Verify & add child**. The child is added to this phone.

- 6 To switch, open the side menu. The child card at the top lists the children on this phone; tap **Switch to ...** for the other child.



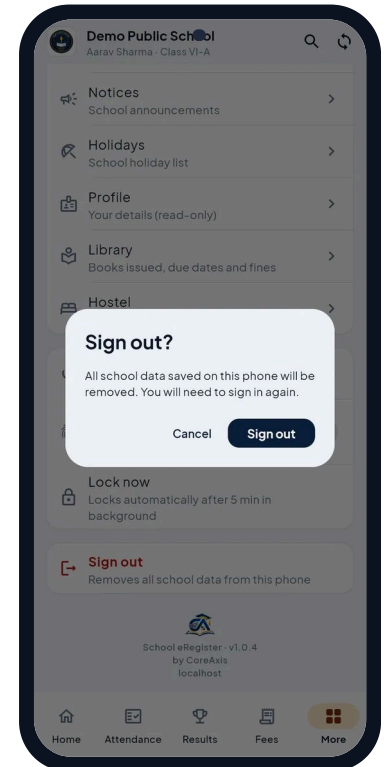
Side menu with the child card at the top.

- 7 With two or more children, **My children** in the side menu lets you switch, add or remove a child.

TIP If the details do not match the school records, ask the school office to check the admission number and date of birth.

Sign out

- 1 Tap **More**, scroll down and tap **Sign out**.



Sign out? All school data saved on this phone will be removed.

- 2 With one child, the app asks **Sign out?**. Tap **Sign out** to remove the school data from the phone, or **Cancel**.
- 3 With several children, choose **Sign out** for this child only (other children stay on this phone) or **Sign out of all ... children** (removes every child and the app PIN).

IMPORTANT If a leave request is still waiting to sync, the app warns **Unsynced changes will be lost**. Open **Sync status** and send it first, or it is lost.

Questions

Can I send a leave request without internet?

Yes. It is saved on the phone with **Not sent yet** and goes to the class teacher when the phone is online.

How do I correct my child's address or phone number?

Contact the school office. The profile in the app is read-only.