Akshar Manual for the Admin

30 Oct 2026 · @Teclusion

You run the school office: admissions, attendance, fee collection, messages to parents and the staff register.

What you need

- An Android phone or a Windows computer.
- The Google account (Gmail) your Correspondent added for you.
- Your own 4-digit PIN, which you create the first time.

Where to get the app

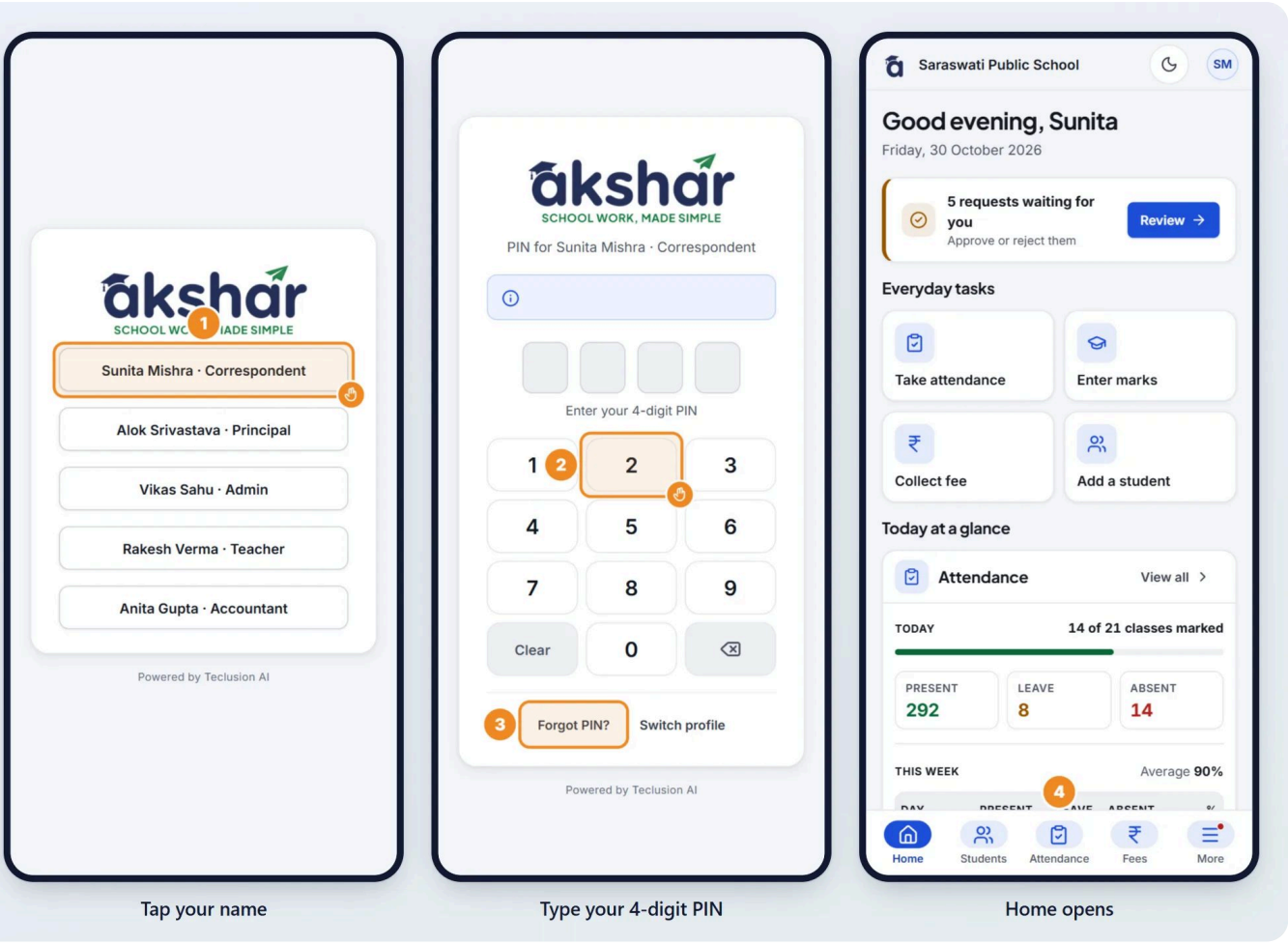
- **Correspondent**: Akshar Principal app for Windows or Android.
- **Staff**: Akshar Staff app from the Google Play Store, or for Windows.
- Download links are on the Akshar website.

How to read this guide

- Each step has a picture of the screen.
- The **orange numbers** on the picture match the numbered instructions below it.
- Tap a picture to zoom in.

Step 1: Open Akshar and sign in

Every person has their own profile and a 4-digit PIN. No internet is needed to open the app.



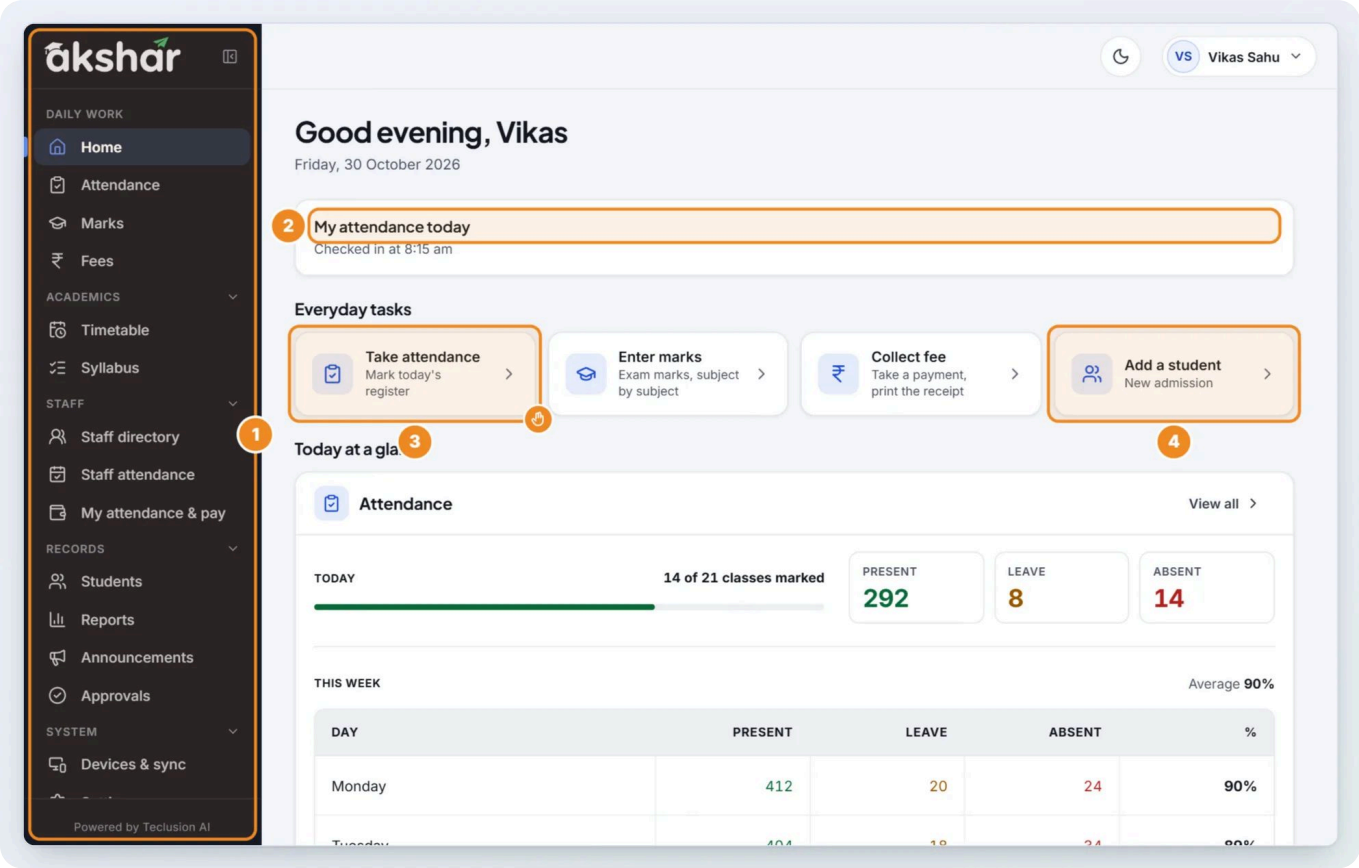
Tap your name | Type your 4-digit PIN | Home opens

1. Open Akshar and tap **your name**.
2. Type your **4-digit PIN** on the keypad. The very first time, Akshar asks you to create a PIN: type it twice and tap **Save and open**.
3. Forgot it? Tap **Forgot PIN?**, sign in with the Google account your profile was set up with, and set a new PIN.
4. **Home** opens. On a phone, the tabs at the bottom take you to your main screens.

Tip: Avoid easy PINs like 1234 or 1111. Akshar will not accept them.

Step 2: Get to know Home

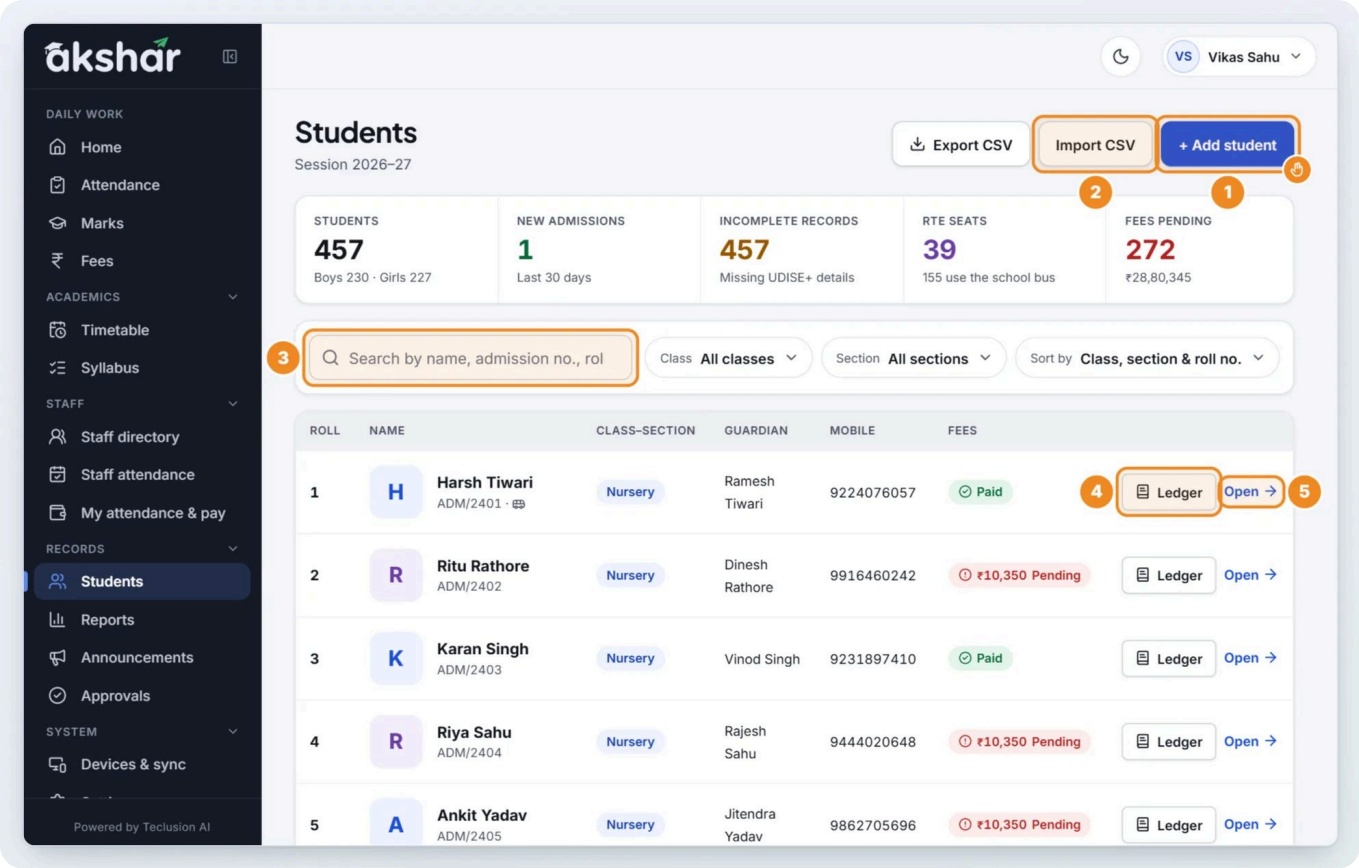
Your menu shows the office screens: students, attendance, fees and messages.



1. The **menu** on the left: only the screens your role allows.
2. **My attendance today** shows whether you are marked present.
3. **Take attendance** opens a class register.
4. **Add a student** starts a new admission.

Step 3: Find and manage students

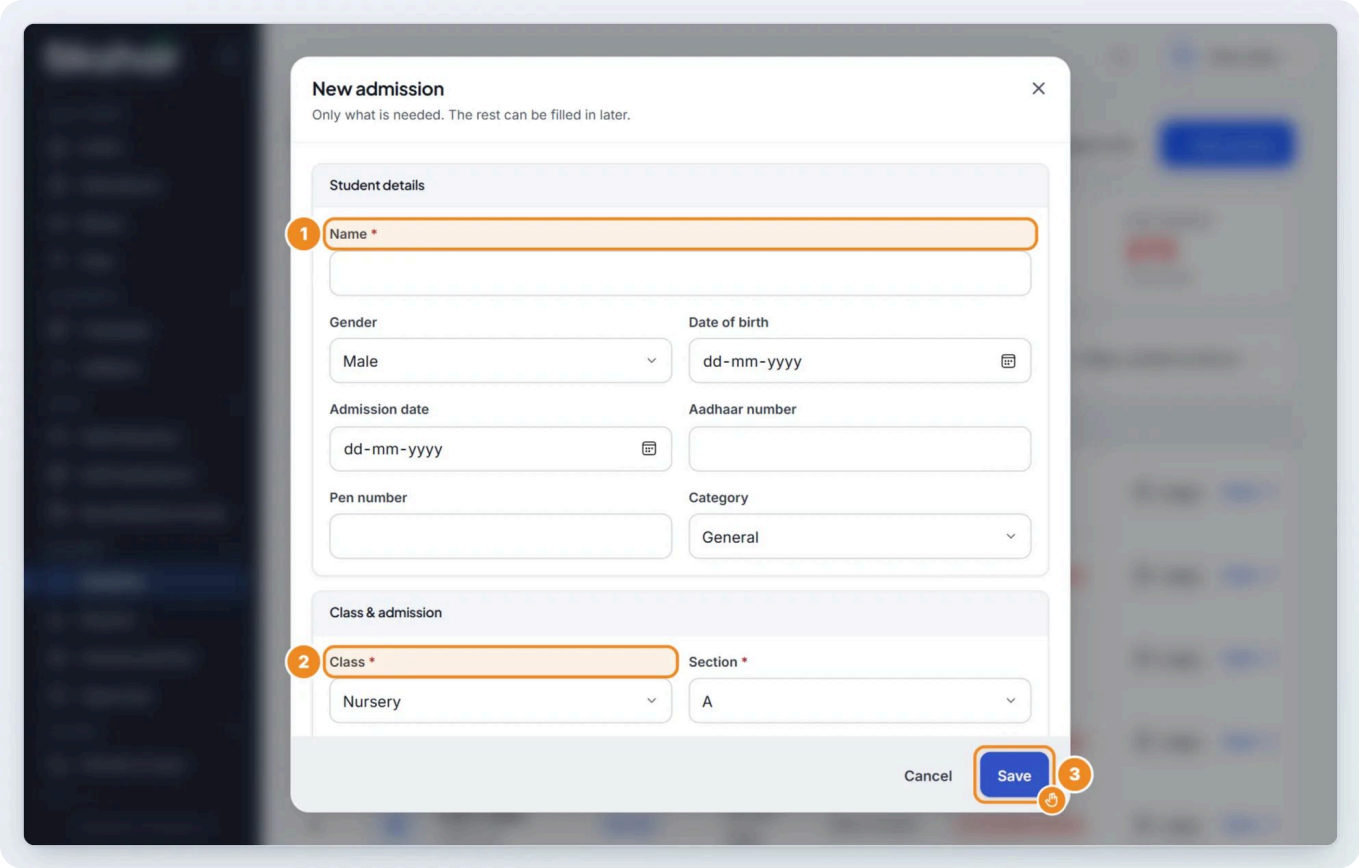
Every student's record, fees and history, one tap away.



1. **+ Add student** for a new admission.
2. **Import CSV** adds many students at once from a spreadsheet.
3. **Search** by name, admission number or roll. Filter by class and section.
4. **Ledger** shows the student's fee history.
5. **Open** shows the full profile: details, parents, attendance and marks.

Step 4: Add a new student

Only what is needed now. The rest can be filled in later.

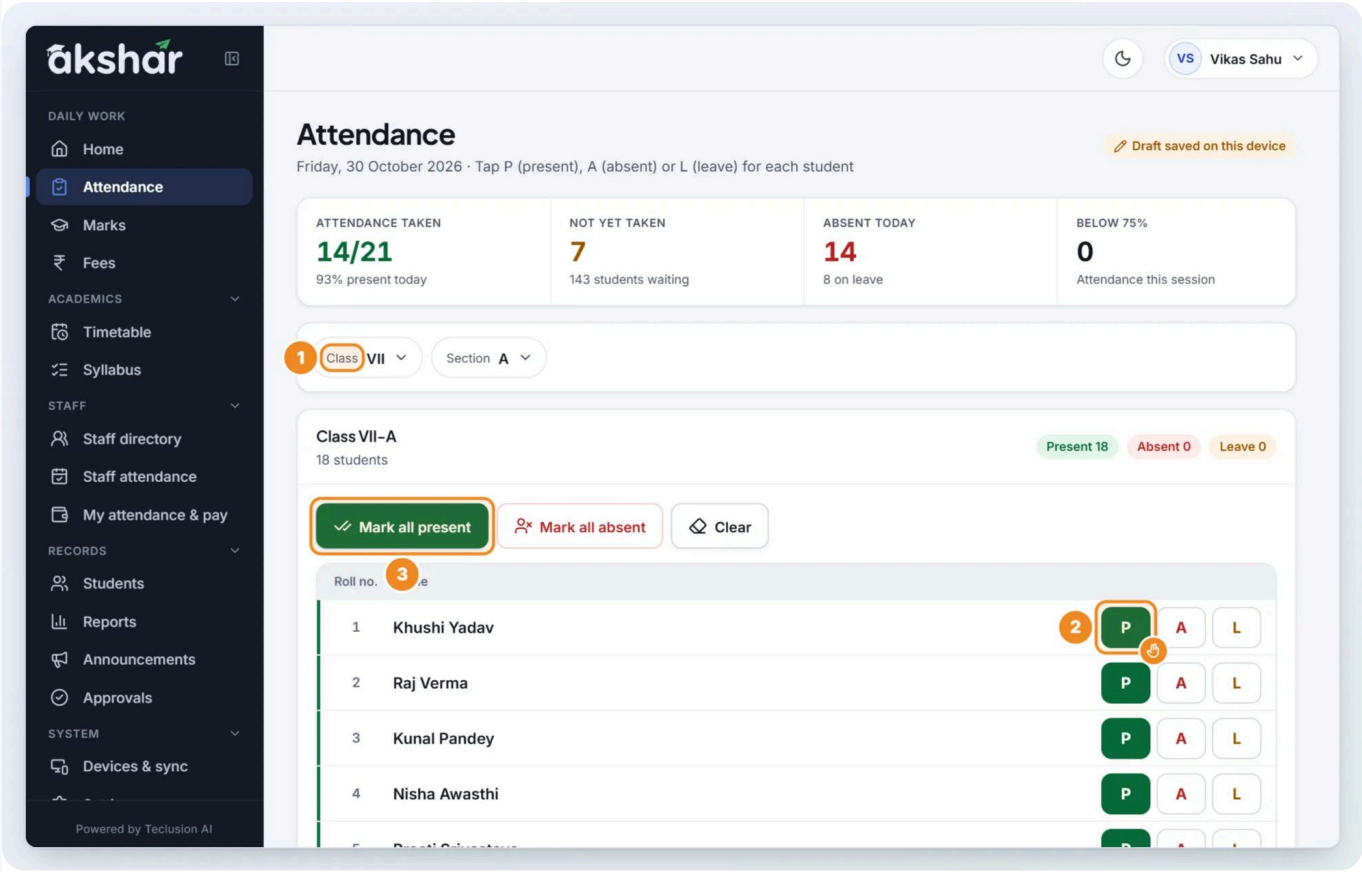


1. Type the student's **Name**. Add gender, date of birth, Aadhaar and category if you have them.
2. Choose the **Class** and section. Leave admission number and roll blank to fill them in automatically.
3. Add the father's name and a phone number, then tap **Save**.

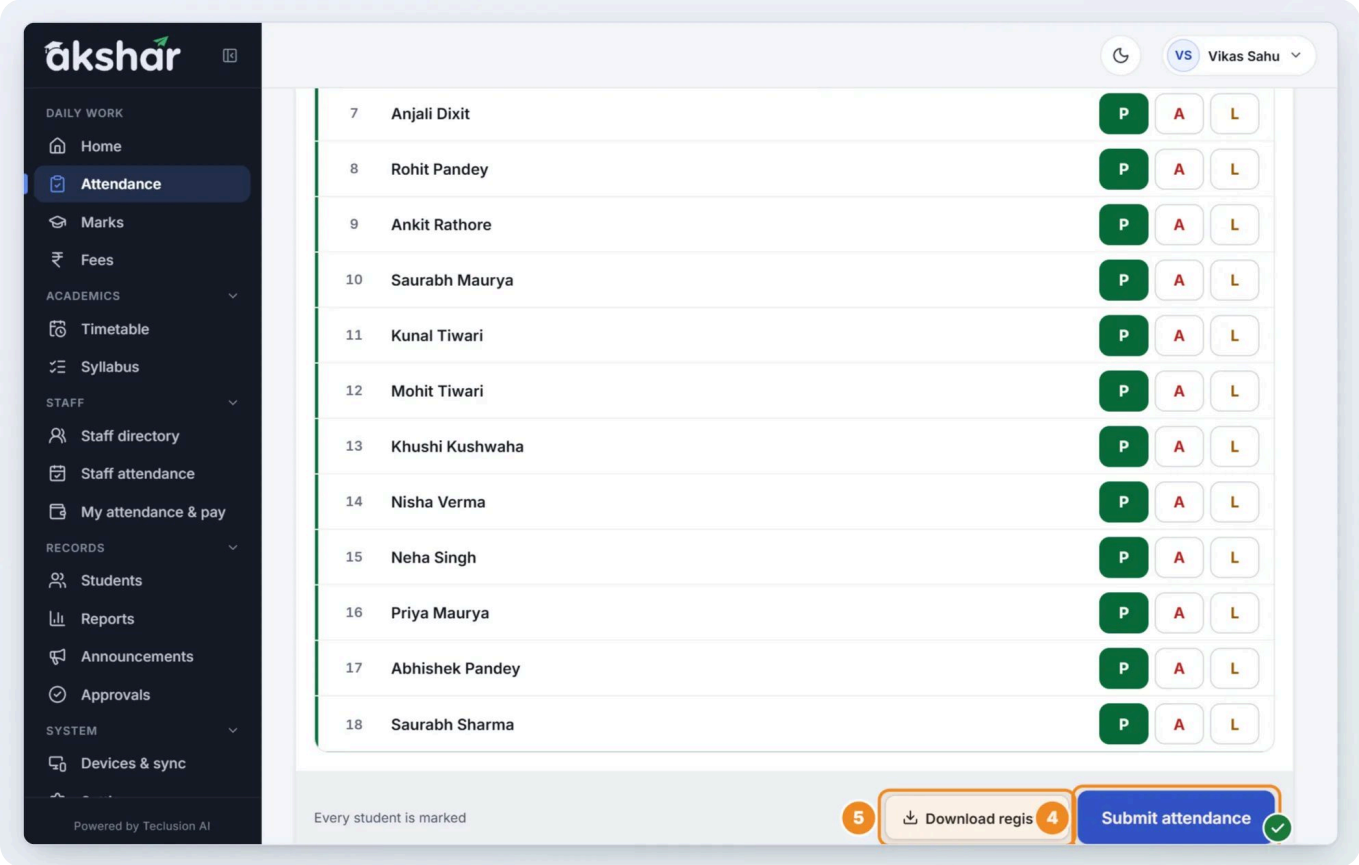
Tip: For Teachers, this is **Propose a student**: the admission goes to the Principal for approval first.

Step 5: Take class attendance

One tap per student. It works without internet.



1. Choose the **Class** and section.
2. Tap **P** (present), **A** (absent) or **L** (leave) for each student.
3. Quicker: tap **Mark all present**, then change only the absent ones.

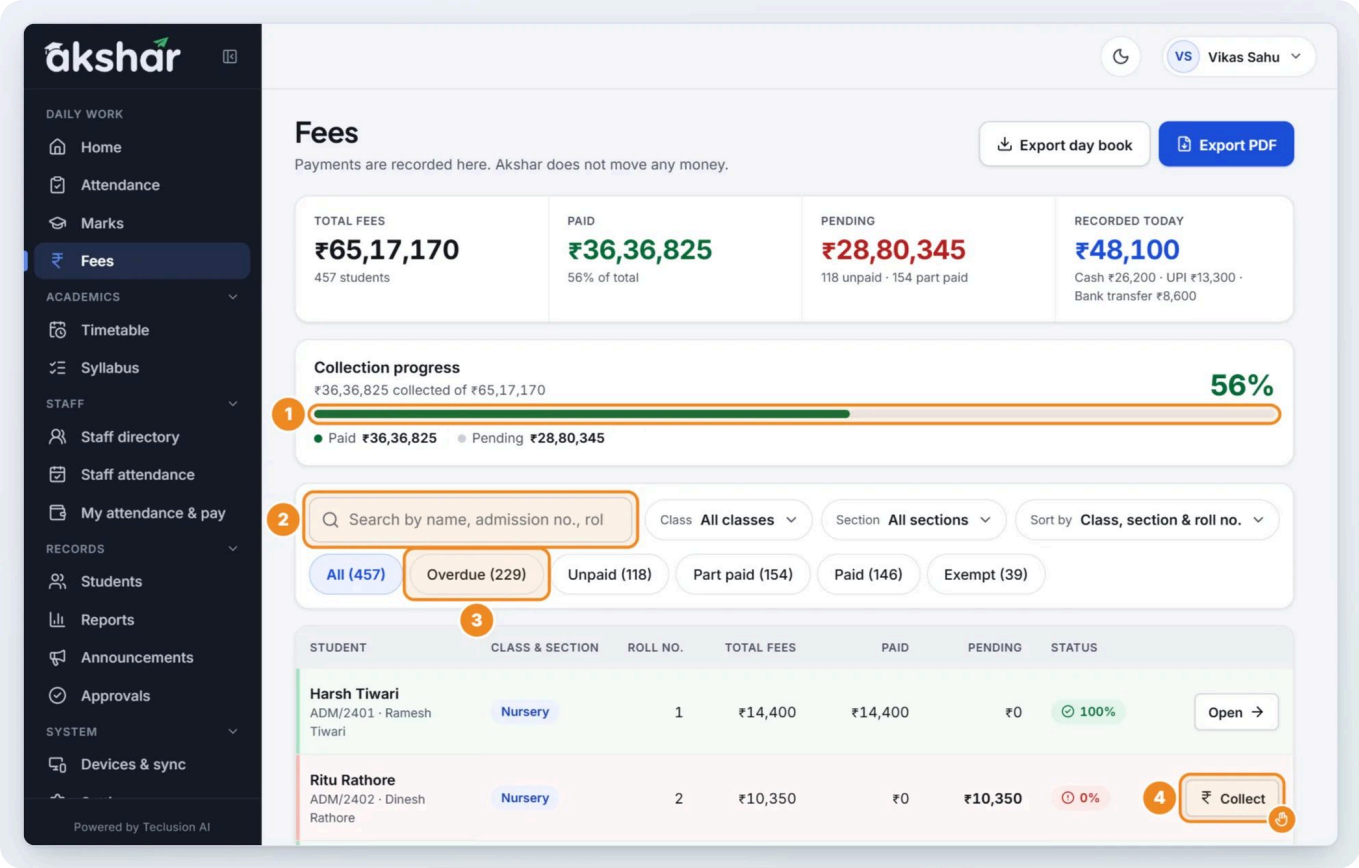


4. Tap **Submit attendance**. The register is now saved and locked.
5. **Download register** saves the month's register as a file.

Tip: Made a mistake after submitting? Tap the student to request a correction. The Principal approves it.

Step 6: See who has paid

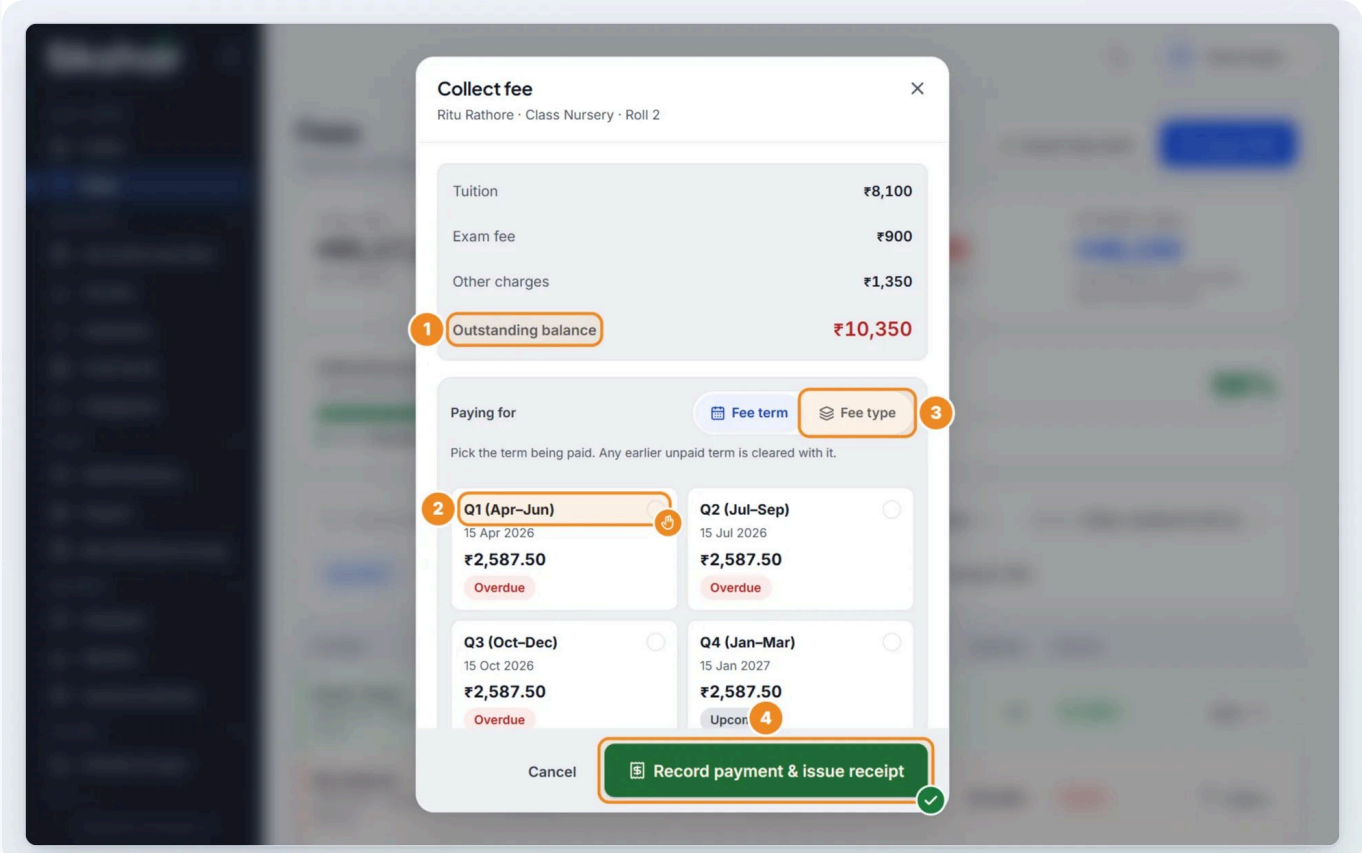
Fees shows collection for the whole school and each student's dues.



1. **Collection progress**: how much of the year's fees is collected.
2. **Search** a student by name, admission number or roll.
3. Filters: **Overdue**, Unpaid, Part paid, Paid, Exempt.
4. Tap **Collect** on a student to take a payment.

Step 7: Collect a fee and give a receipt

Akshar records the payment. It does not move any money.

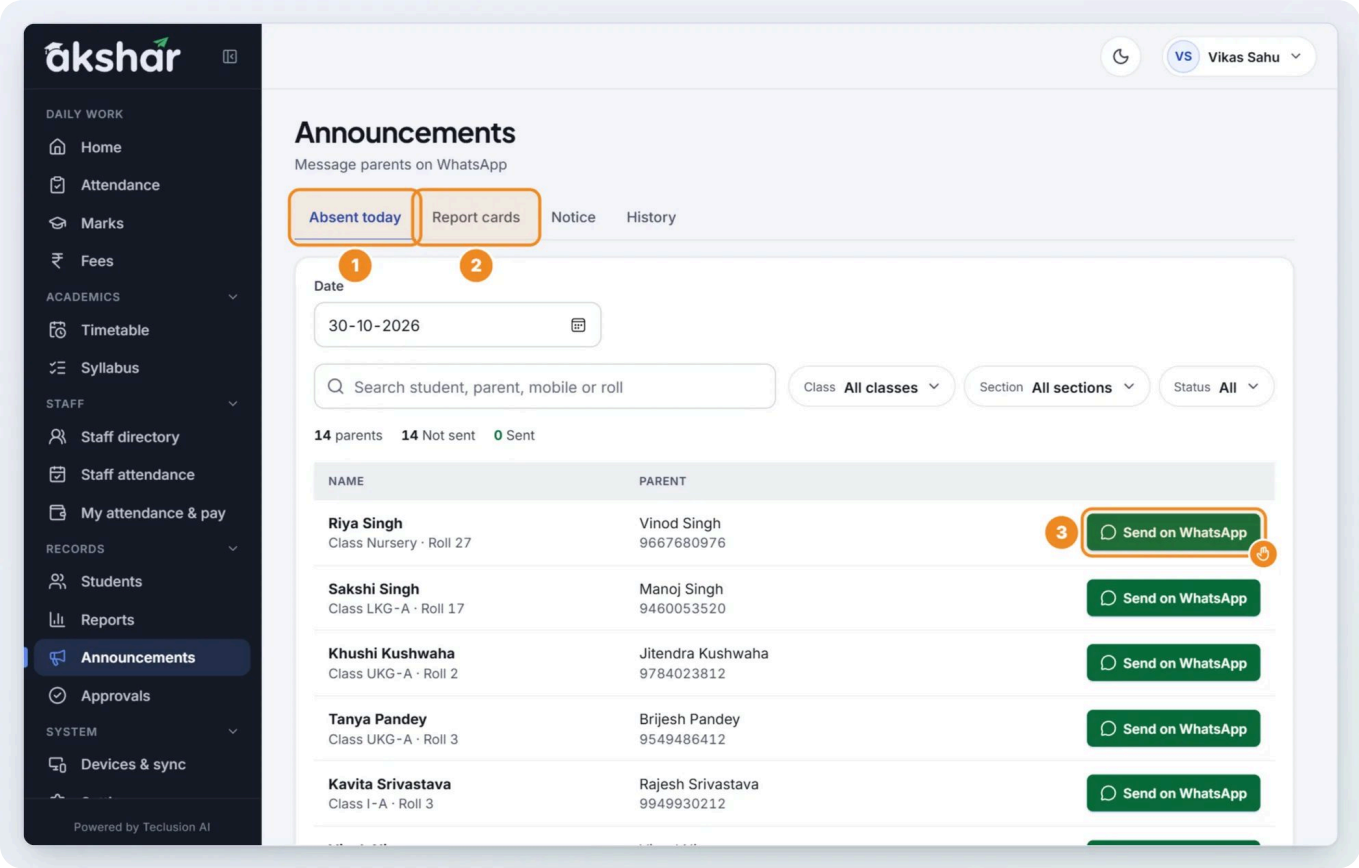


1. Check the **Outstanding balance** and what it is made of.
2. Tap the term being paid, for example **Q1 (Apr–Jun)**. Any earlier unpaid term is cleared with it.
3. To pay one fee only, switch to **Fee type**.
4. Tap **Record payment & issue receipt**. The receipt gets its own number: print it or send it to the parent on WhatsApp.

Careful: A saved receipt cannot be deleted. If it is wrong, ask for a **receipt reversal**; the Principal approves it.

Step 8: Message parents on WhatsApp

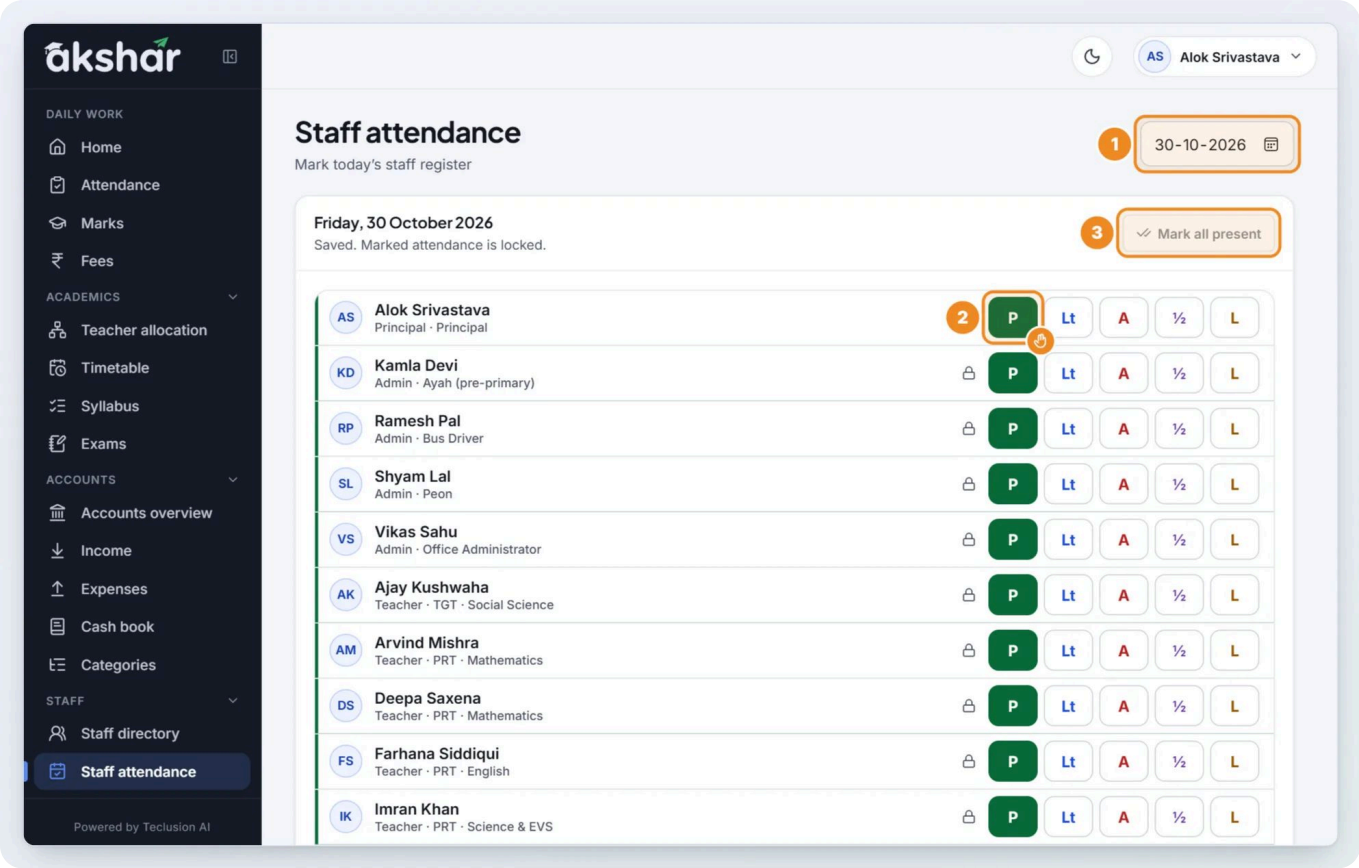
Absence alerts, report cards and notices, ready to send.



1. **Absent today** lists the parents of every absent child.
2. **Report cards** and **Notice** send results and school notices. **History** shows what was sent.
3. Tap **Send on WhatsApp**. WhatsApp opens with the message ready; press Send there.

Step 9: Mark staff attendance

The staff register feeds payroll: absent days reduce pay automatically.

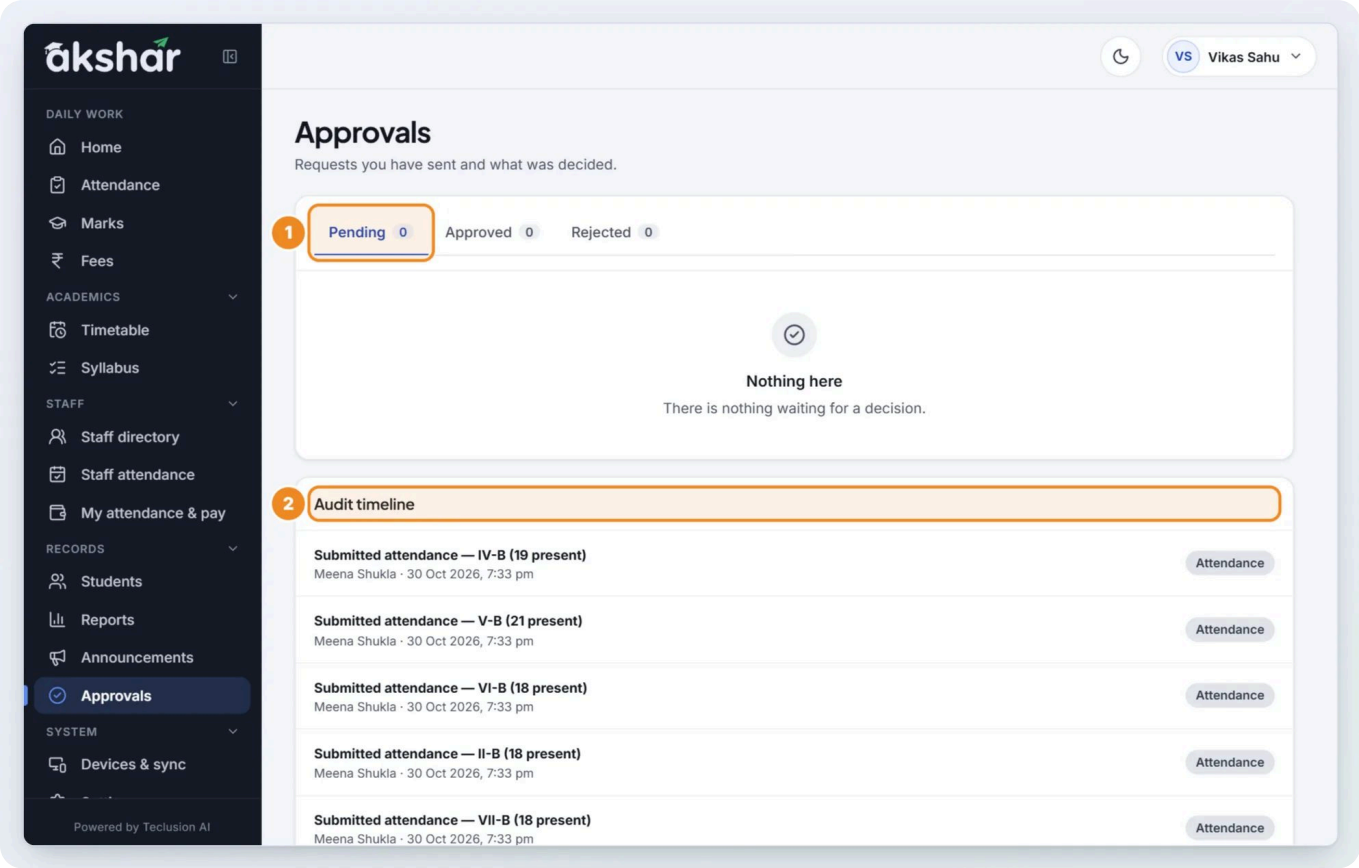


1. Check the **date**.
2. Tap **P** (present), **Lt** (late), **A** (absent), **½** (half day) or **L** (leave) for each person.
3. **Mark all present**, then change only the ones who are not. Save the register.

Tip: Once saved, the day is locked. Blank days count as present for pay.

Step 10: Follow your requests

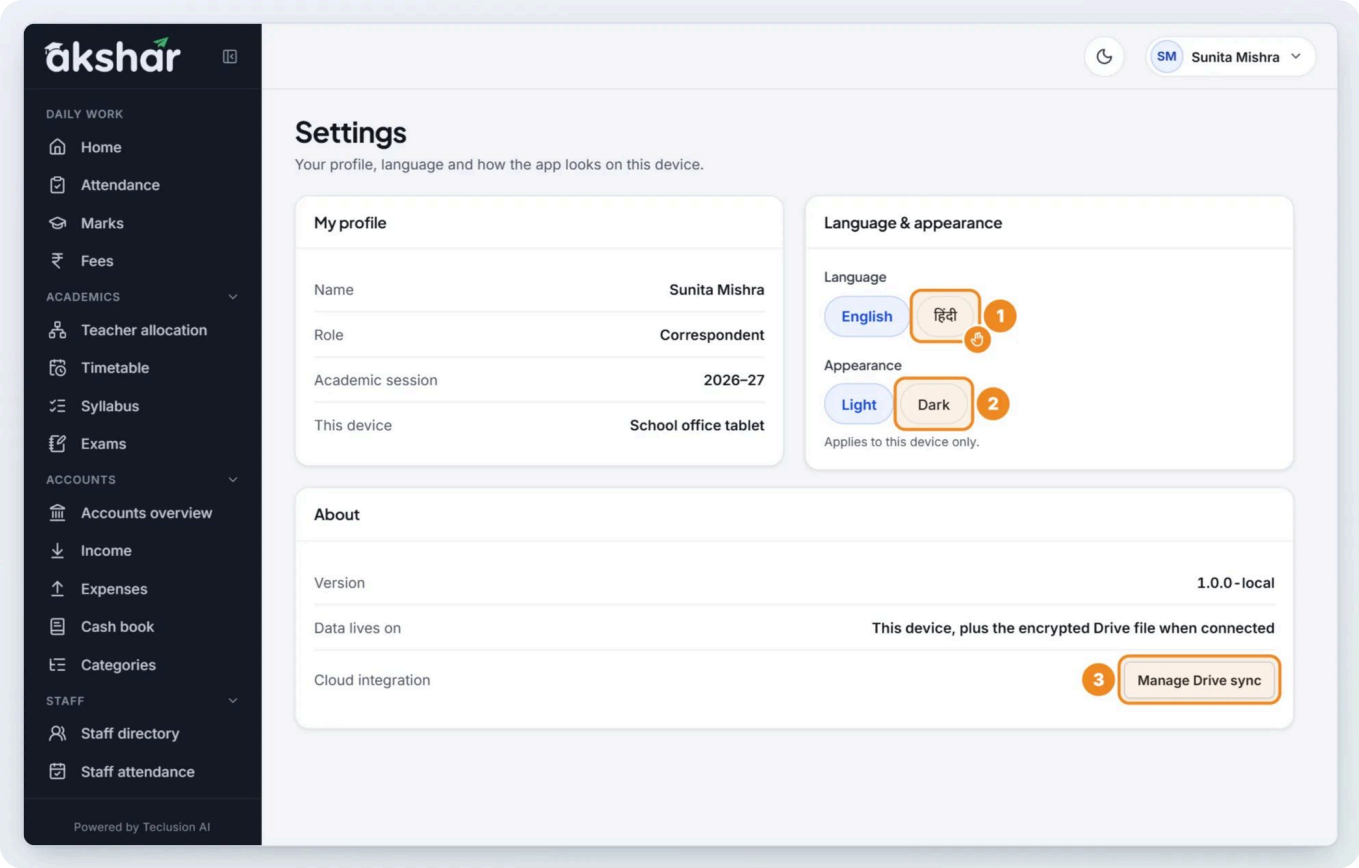
When you ask for a correction or a new admission, it waits here for a decision.



1. **Pending**, Approved and Rejected show each request you sent and what was decided. Tap **Open** on one to see its details.
2. The **Audit timeline** lists recent work: registers submitted, PINs changed and more.

Step 11: Language, appearance and Drive

Change how Akshar looks on this device.



1. Language: **English** or **हिंदी**. You can switch any time.
2. Appearance: Light or **Dark**. This changes only this device.
3. **Manage Drive sync** connects the school's Google Drive for backup.

Quick tips

- Check that every class has submitted attendance by mid-morning.
- Send **Absent today** messages right after attendance.
- Use **Import CSV** to add many students at once.

Common questions

Do I need internet?	No. Attendance, marks, fees and reports all work offline. Internet is needed only to sync with Google Drive.
Who can see our data?	Only your school. Records stay on your devices and in your school's own Google Drive. Each person sees only what their role allows.
Can I use Akshar in Hindi?	Yes. Open **Settings** → **Language** and choose हिंदी. You can switch back any time.
How do I change a submitted register?	Open the register, tap the student and request a correction. You will see the decision under **Approvals**.

Need help? Email sales@teclusion.ai or visit teclusion.ai/akshar.