# Akshar Manual for the Correspondent

30 Oct 2026 · @Teclusion

You own the school's Akshar. You set up the school, invite staff, decide what each role can open, and keep the backup running.

## What you need

- A Windows computer or Android phone with the **Akshar Principal** app.
- The school's Google account for Drive backup.
- Your class list, fee structure and staff list with their Gmail addresses.

## Where to get the app

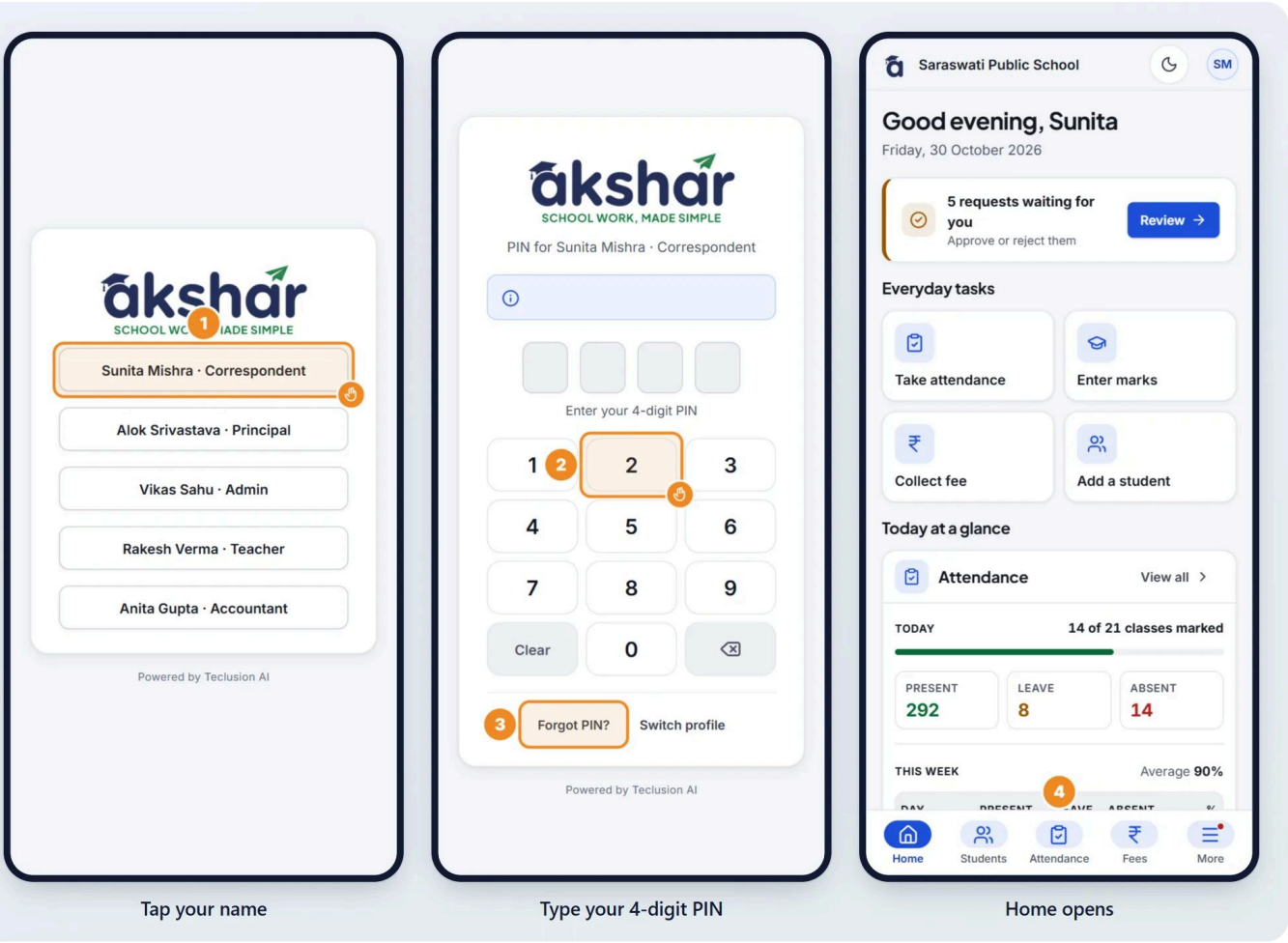
- **Correspondent**: Akshar Principal app for Windows or Android.
- **Staff**: Akshar Staff app from the Google Play Store, or for Windows.
- Download links are on the Akshar website.

## 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.



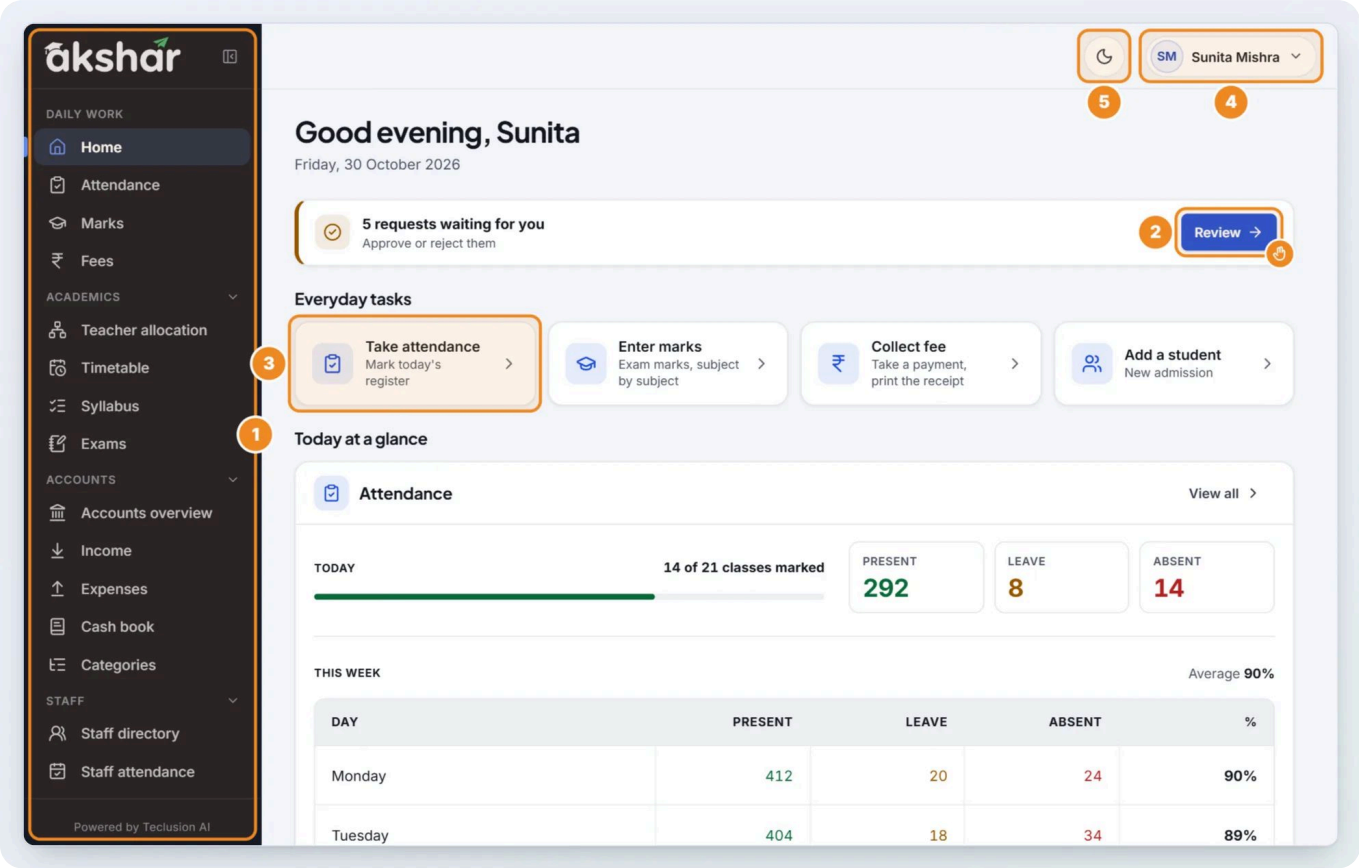

Tap your name | Type your 4-digit PIN | Home opens

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 the Home screen

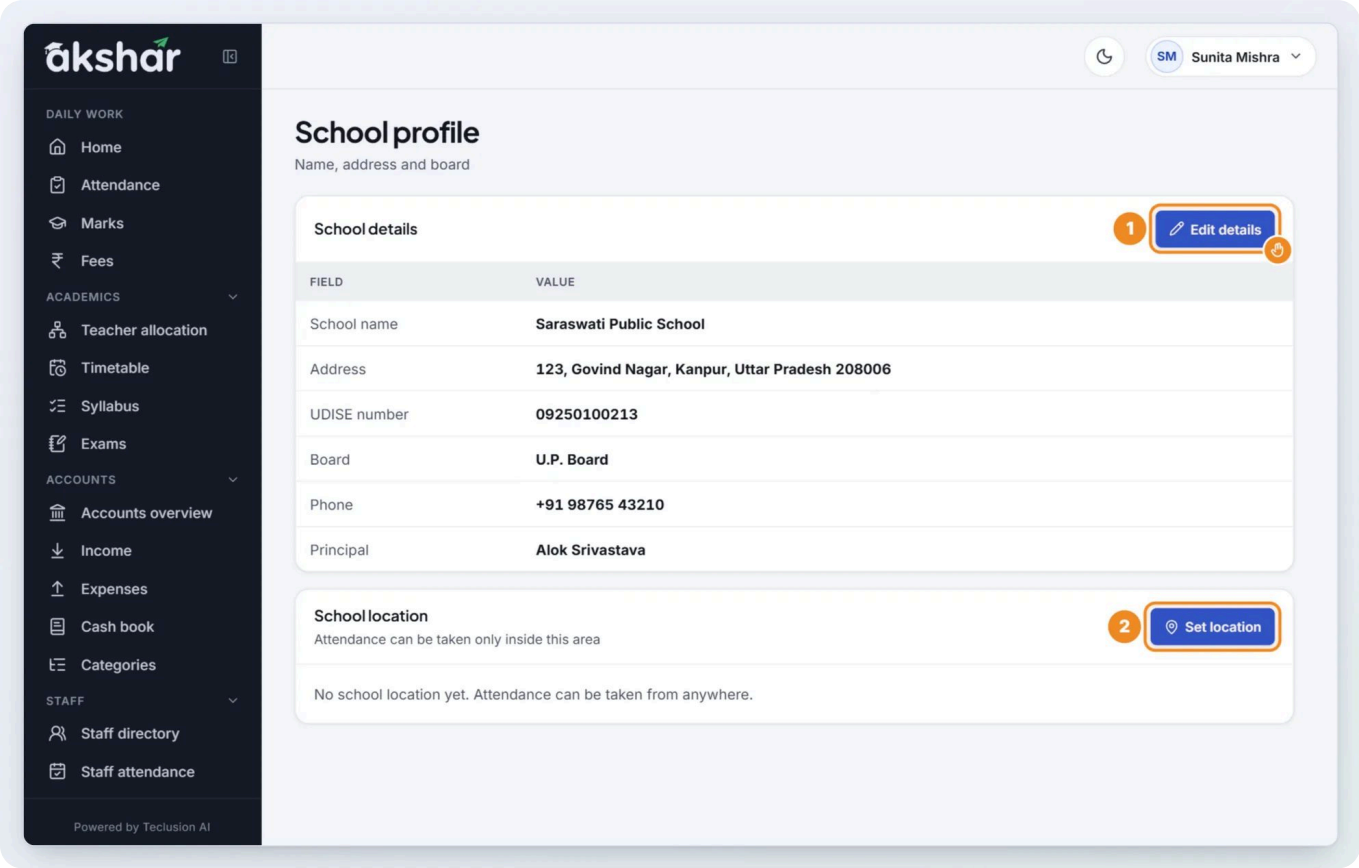
Home shows your school at a glance and the jobs you do every day.




1. The **menu** on the left holds every screen, grouped as Daily work, Academics, Accounts, Staff, Records, School setup and System. You only see the screens your role allows.
2. **Review** opens requests that are waiting for your approval.
3. **Everyday tasks** are one-tap shortcuts: Take attendance, Enter marks, Collect fee, Add a student.
4. Your **name** at the top right: your profile and the option to switch profile.
5. The **moon** button switches between light and dark screens.

# Step 3: Fill in the school profile

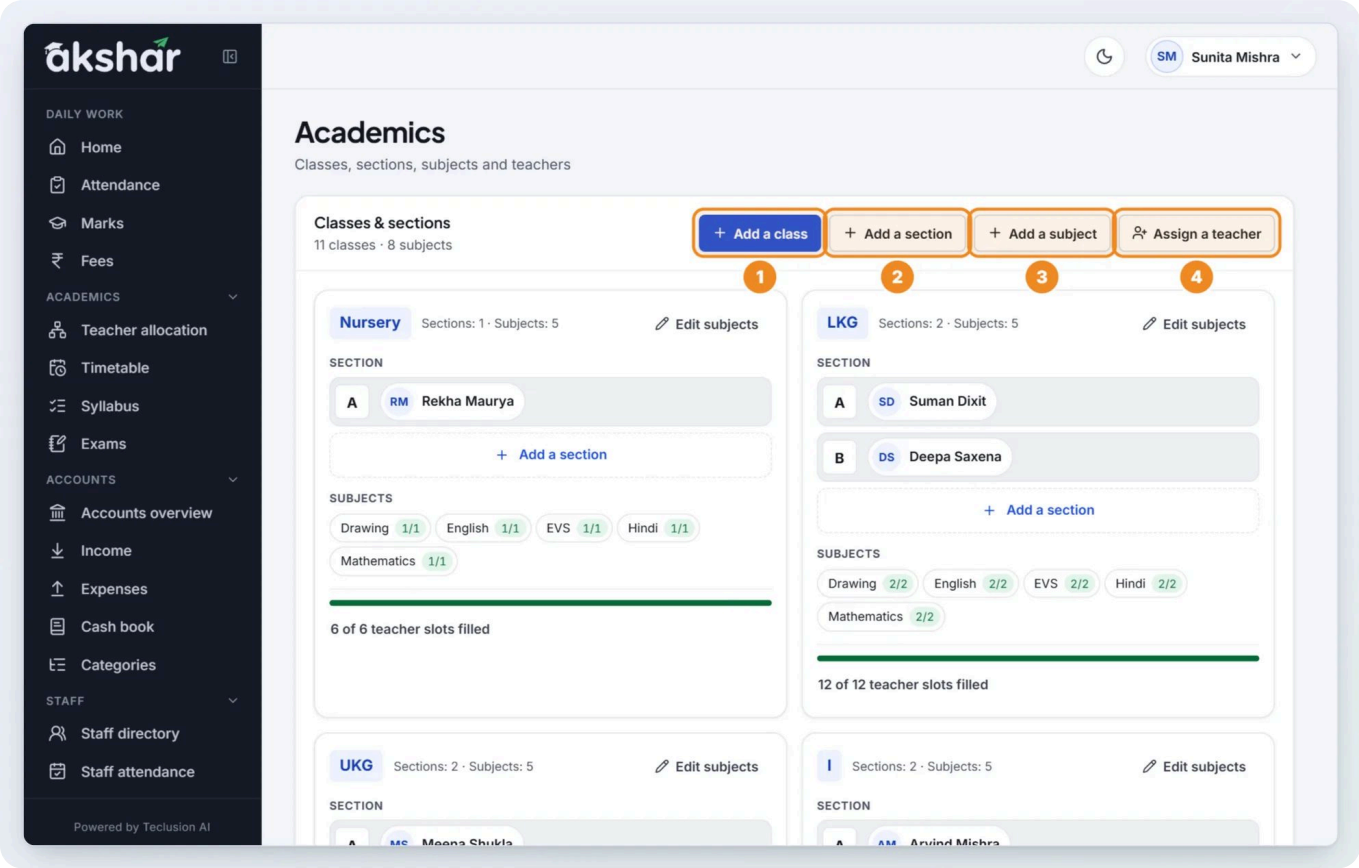
Do this first. The school name and address print on every receipt and report card.




1. Open **School setup** → **School profile** and tap **Edit details**. Fill in the name, address, UDISE number, board, phone and principal.
2. Optional: tap **Set location**. Attendance can then be taken only inside the school area.

# Step 4: Add classes, sections and subjects

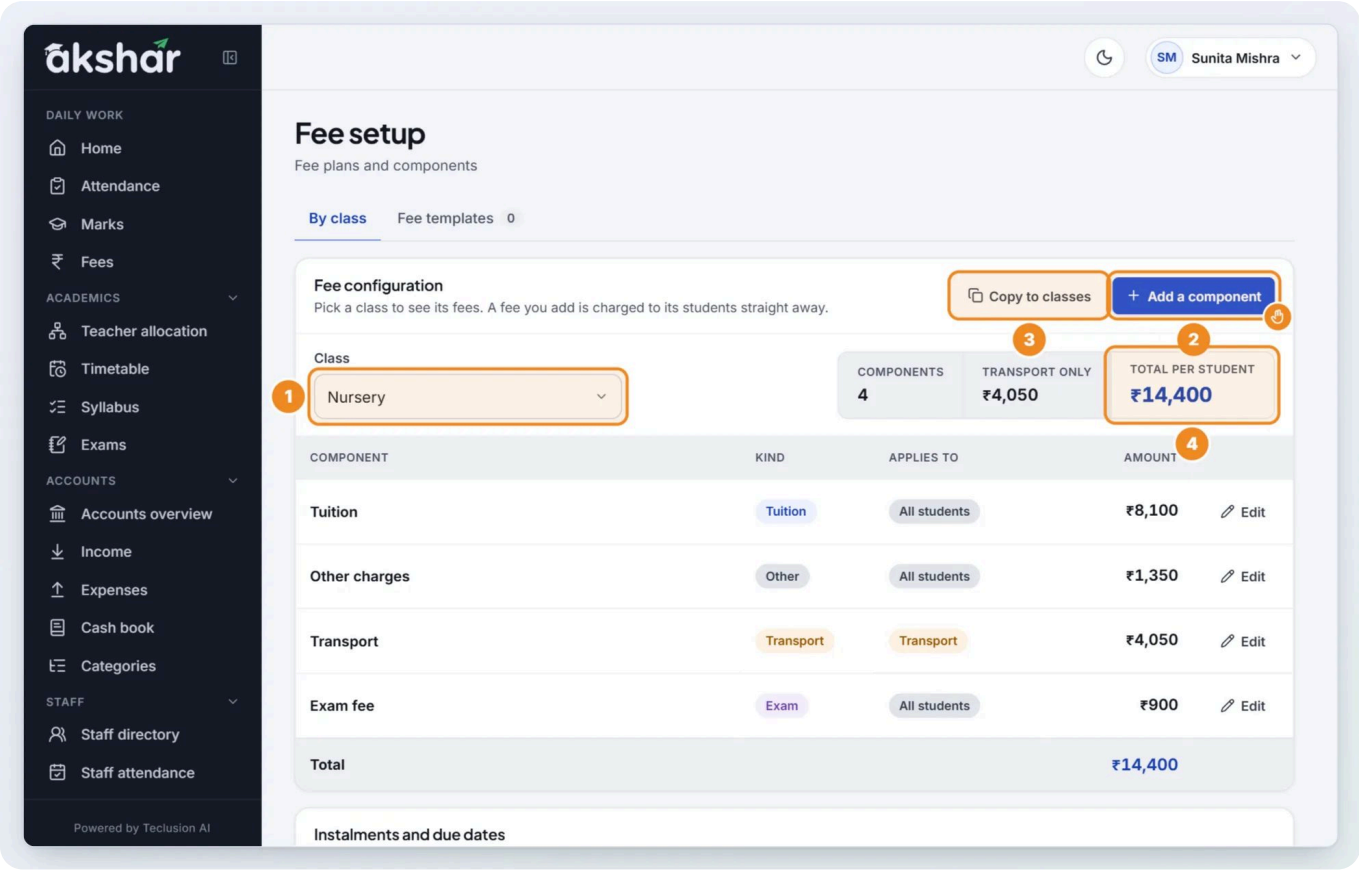
Set up the session once: classes, their sections, the subjects taught, and who teaches what.




1. **Add a class**, for example Nursery, I or X.
2. **Add a section** to a class (A, B, C...). Each section can have its own class teacher.
3. **Add a subject** and tick the classes that study it.
4. **Assign a teacher** to each subject in each section. The green bar fills up as teacher slots are filled.

# Step 5: Set the fees for each class

Fees are built from parts (tuition, transport, exam fee...). A part you add is charged to every student in that class straight away.

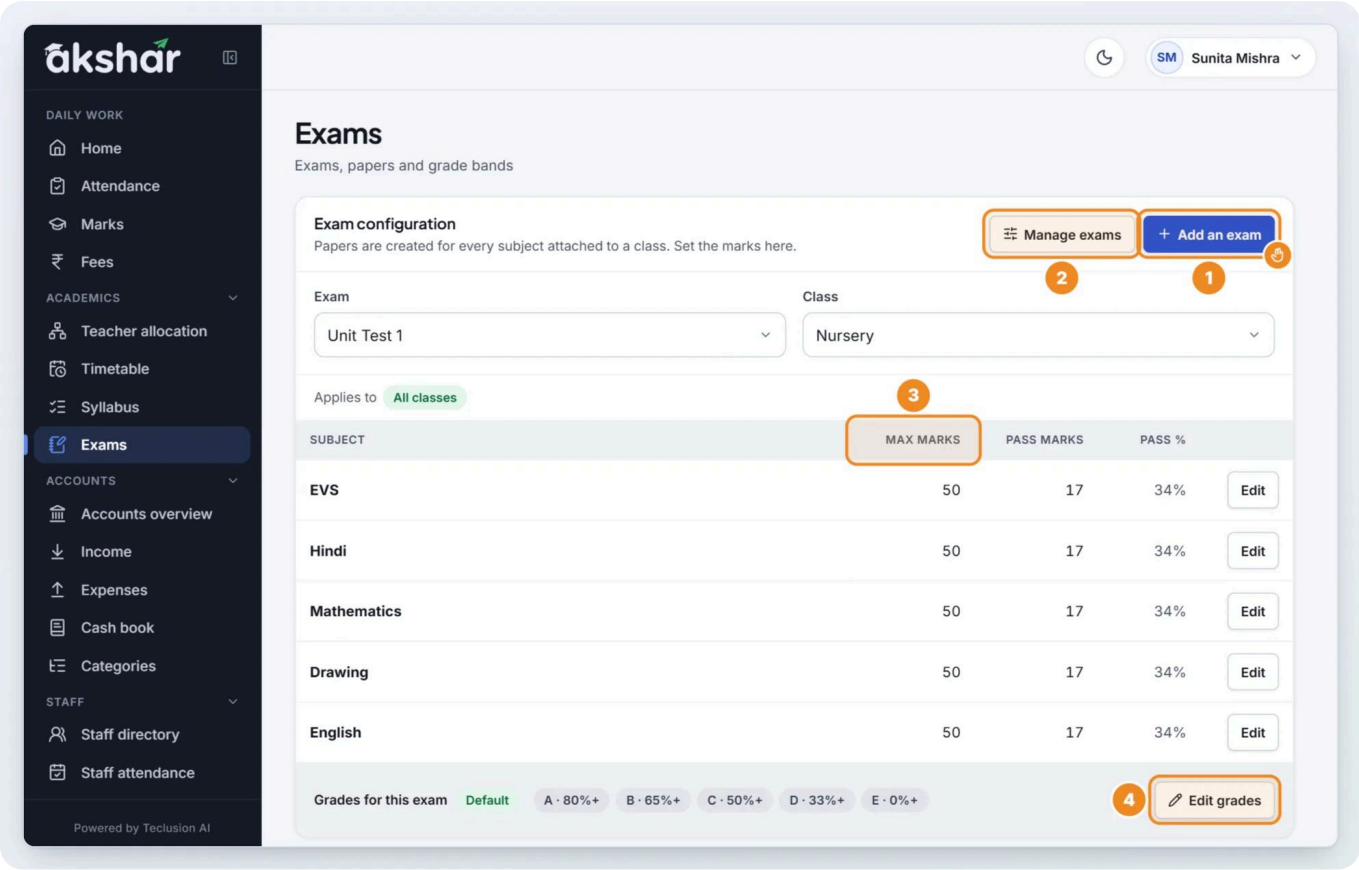



1. Pick the **Class**.
2. Tap **Add a component**: give it a name, an amount and who pays it (all students, or transport users only).
3. **Copy to classes** reuses the same fees for other classes.
4. The **Total per student** updates as you add parts. Scroll down to set instalments and due dates.

**Careful:** Check the amounts before saving. A new part is added to every student's fee account in that class at once.

# Step 6: Create exams and set the marks

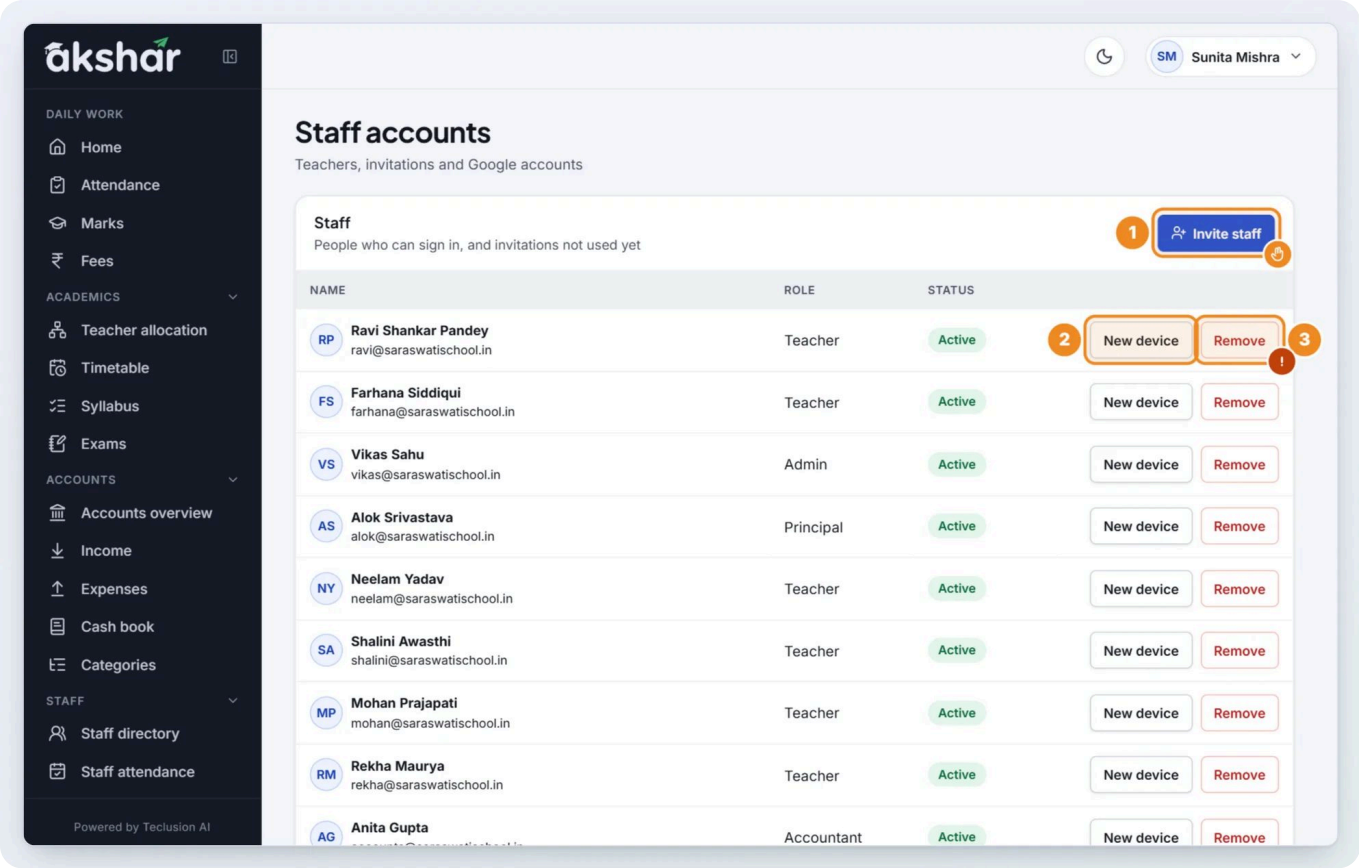
Each exam gets one paper for every subject of a class. Teachers then enter marks against these papers.




1. **Add an exam**: name it (for example Unit Test 1 or Half Yearly) and choose the classes.
2. **Manage exams** to rename, reorder or remove exams.
3. Check **Max marks** and pass marks for each subject. Tap **Edit** on a row to change them.
4. **Edit grades** sets the grade bands (A, B, C…) printed on report cards.

# Step 7: Invite your staff

Each teacher, admin and accountant signs in on their own device with their own Google account.

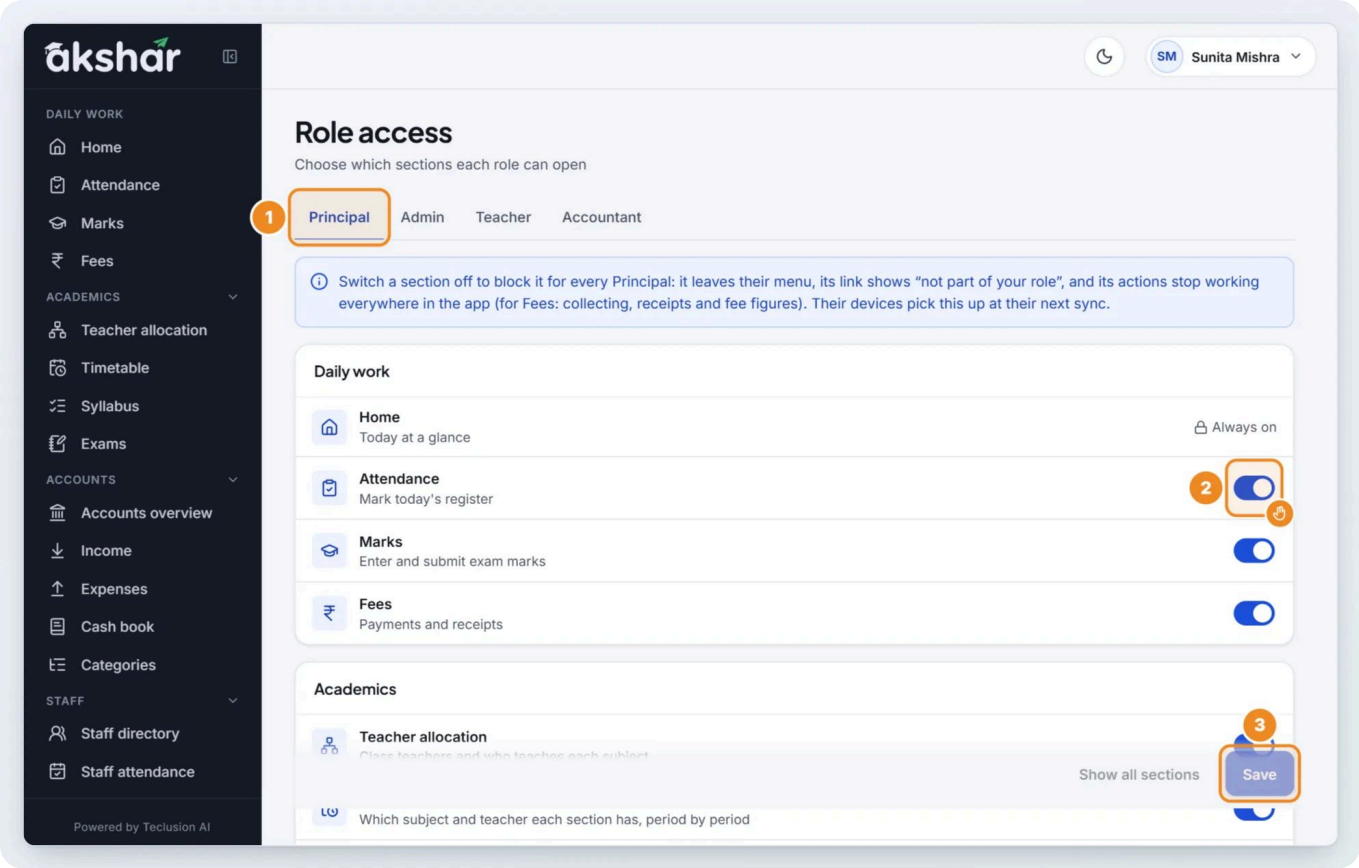



1. Tap **Invite staff**. Enter their name, role (Principal, Admin, Teacher or Accountant) and Google email.
2. **New device**: use it when someone gets a new phone or computer.
3. **Remove** stops a person from signing in. Their past records stay.

**Tip:** The staff member installs the Staff app, taps **Join a school as staff** and continues with the same Google email. Akshar finds the school for them.

# Step 8: Choose what each role can open

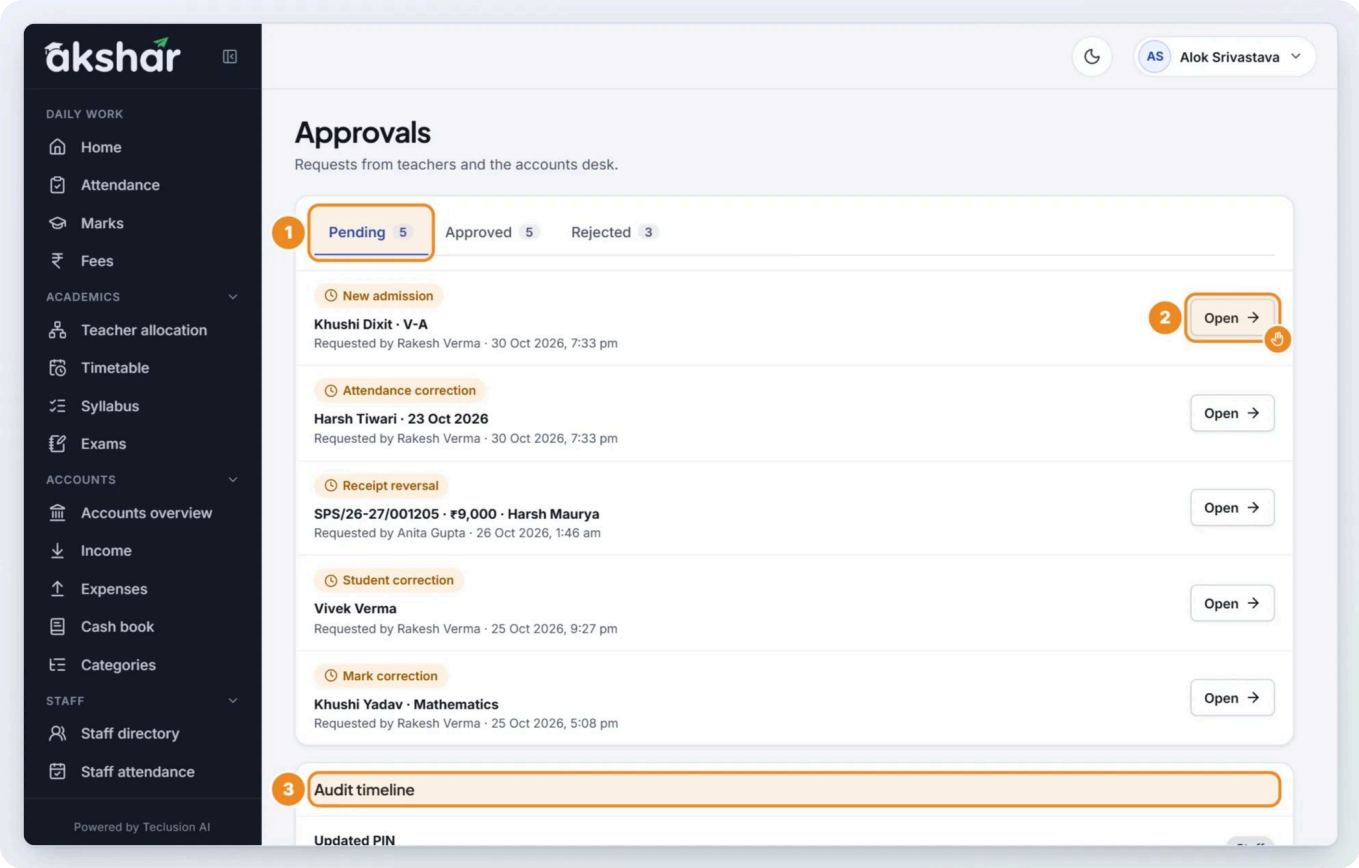
Switch a section off to hide it from a whole role, for example Fees from Teachers.




1. Pick a role tab: **Principal**, Admin, Teacher or Accountant.
2. Switch a section **off** to block it for everyone in that role. Home is always on.
3. Tap **Save**. Their devices pick up the change at their next sync.

# Step 9: Approve or reject requests

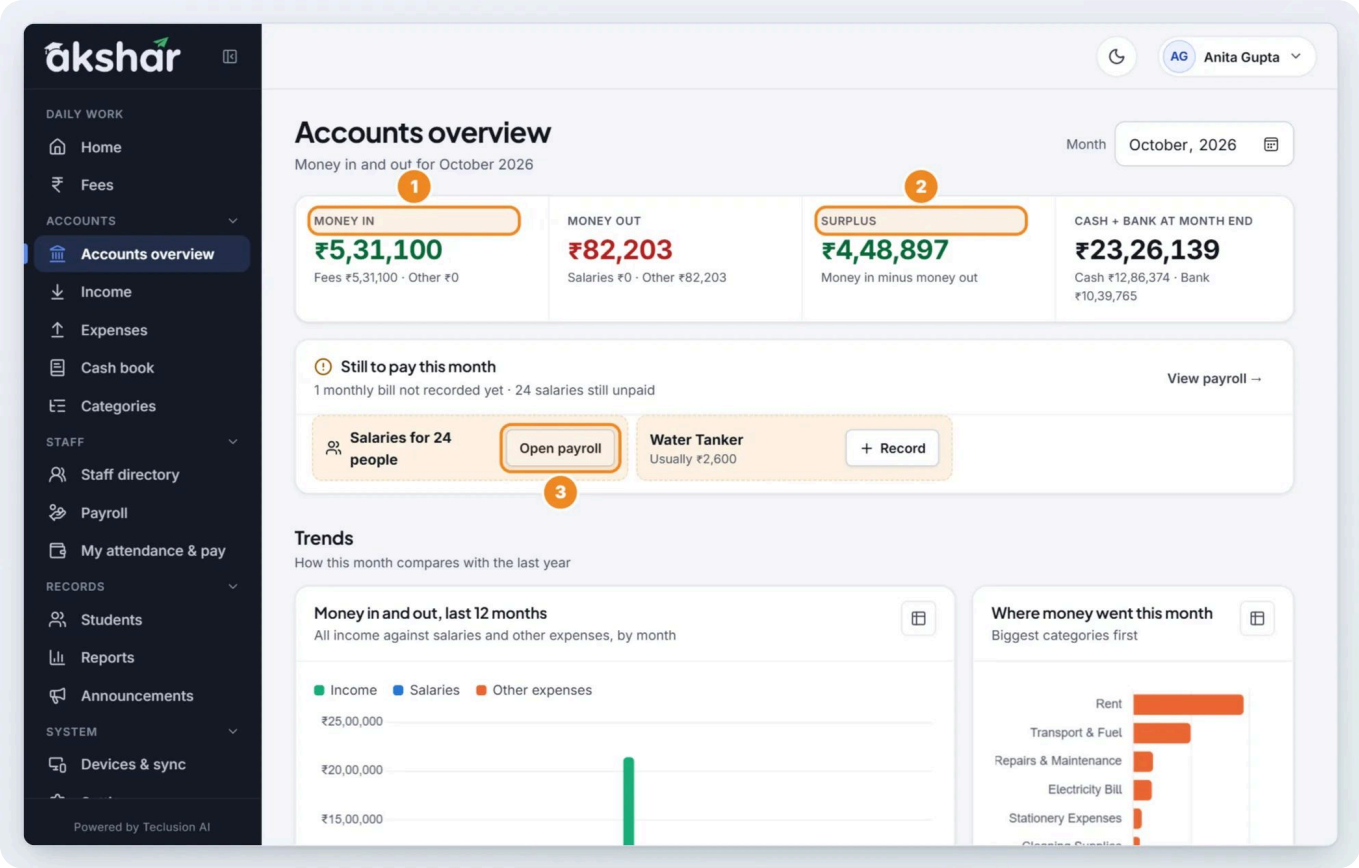
Changes to locked records come to you as requests, so nothing is changed silently.




1. **Pending** lists new admissions, attendance and mark corrections, receipt reversals and student corrections.
2. Tap **Open** to see the details, then approve or reject.
3. The **Audit timeline** records every action: who did what, and when.

# Step 10: See the month's money

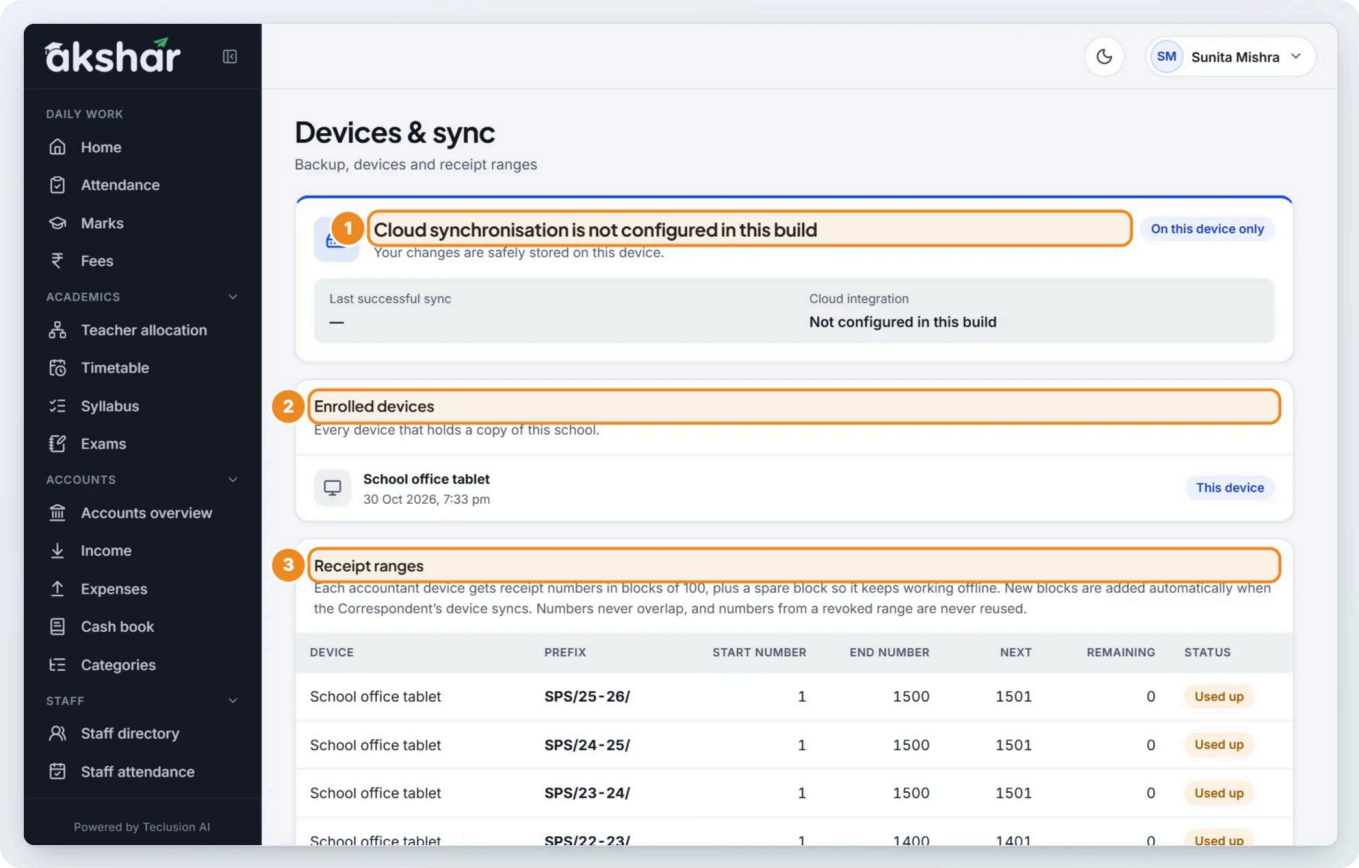
Money in, money out and what is left, month by month.




1. **Money in**: fees and other income this month.
2. **Surplus**: money in minus money out.
3. **Still to pay this month**: salaries and regular bills not yet paid. **Open payroll** to pay them.

# Step 11: Backup, devices and receipt numbers

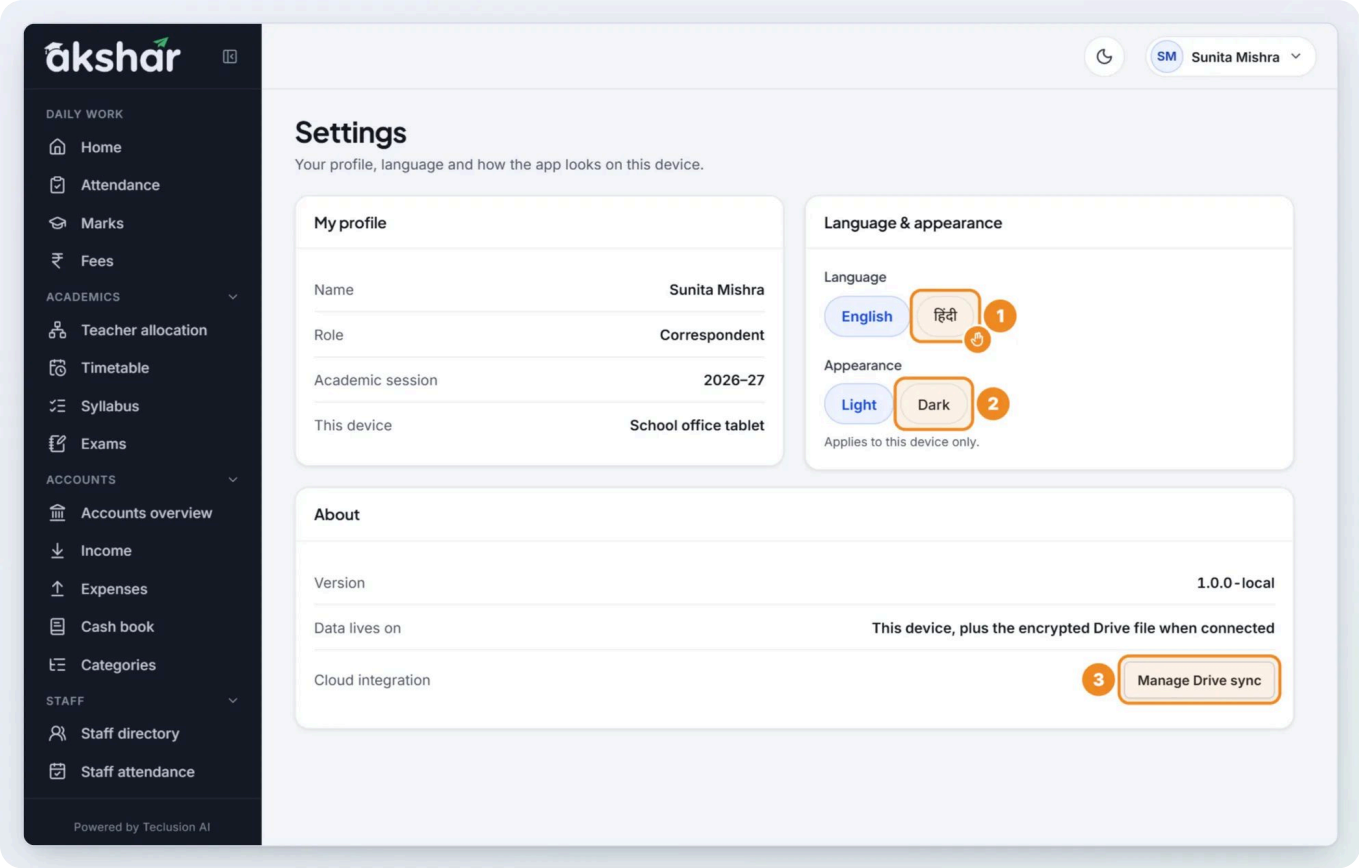
Akshar keeps everything on the device and copies it to your school's own Google Drive.




1. The **sync status**: when this device last synced with Google Drive.
2. **Enrolled devices**: every device that holds a copy of the school.
3. **Receipt ranges**: each fee device gets its own block of receipt numbers, so numbers never clash, even offline.

# Step 12: 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

- Set up once, in order: **School profile** → **Academics** → **Fee setup** → **Exams** → **Staff**.
- Invite staff with the exact Gmail they use on their phone.
- Use **Role access** to hide Fees from teachers if you want.
- Look at **Approvals** every day so corrections don't wait.

# 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. |
| **A teacher left. What do I do?** | Open **Staff accounts** and tap **Remove**. They can no longer sign in; their past attendance and marks stay. |
| **Can I open Akshar on a second device?** | Yes. On the start screen choose **Log in to my school** with the same Google account. |

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