ACADTRACK USER GUIDE

Admissions desk guide

Step-by-step tutorials for the admissions desk role in AcadTrack.

Every tutorial was carried out for real on the demo school **Demo Public School** (address `https://dps.acadtrack.com`). The red box and number on each screenshot show exactly what to click or fill in at that step.

Version of 09 November 2026

Before you start

Sign in at your school's own address, for example `yourschool.acadtrack.com`, with the username and password your school gave you. The screenshots come from a demo school, so names and numbers will differ from yours.

> Your menu shows only what your role allows. If a page in this guide is missing for you, ask the school admin to add it to your role under Roles & access.

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Getting started

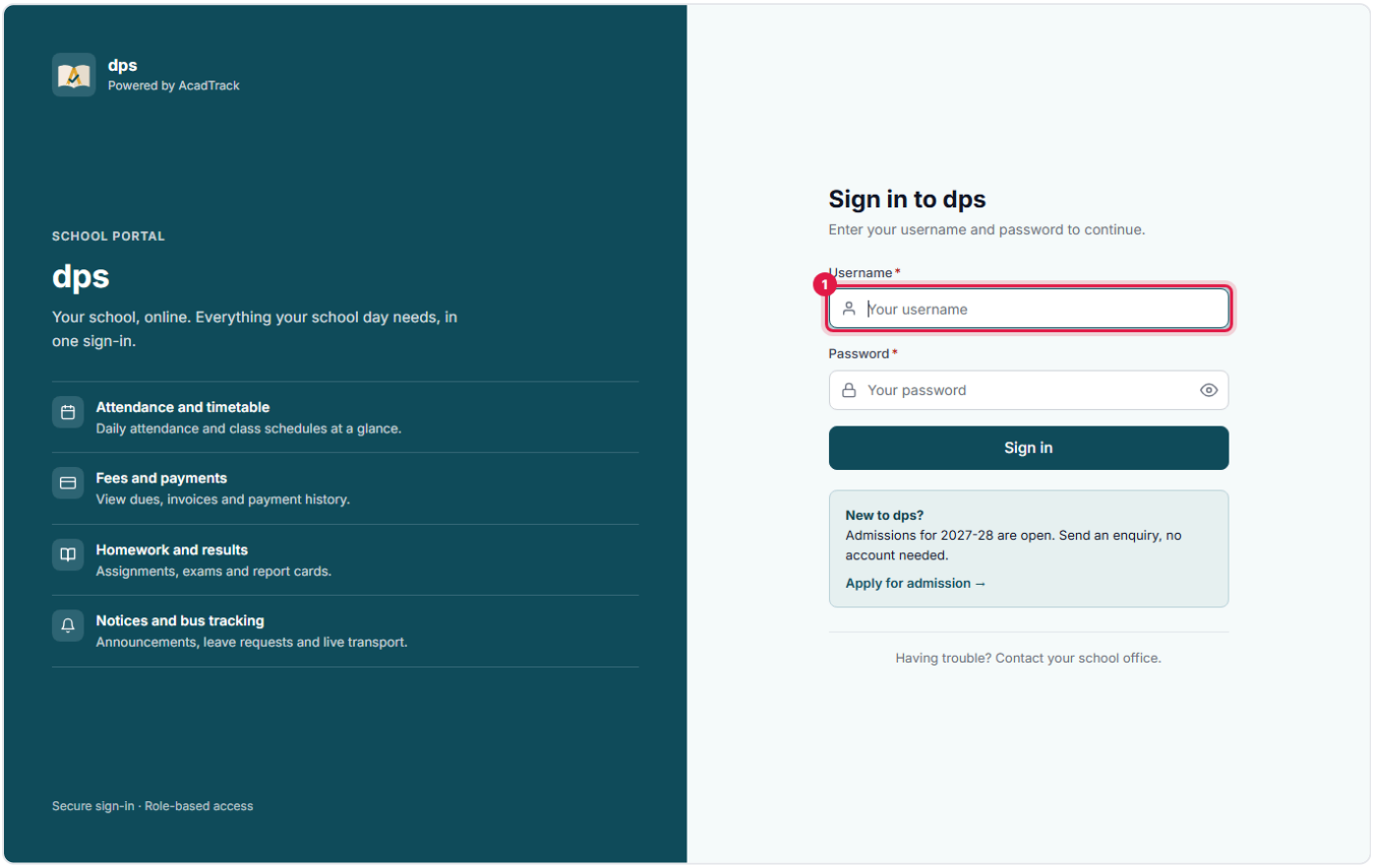
Everyone

How to sign in and find your way around. These screens look the same for every user type; only the menu changes.

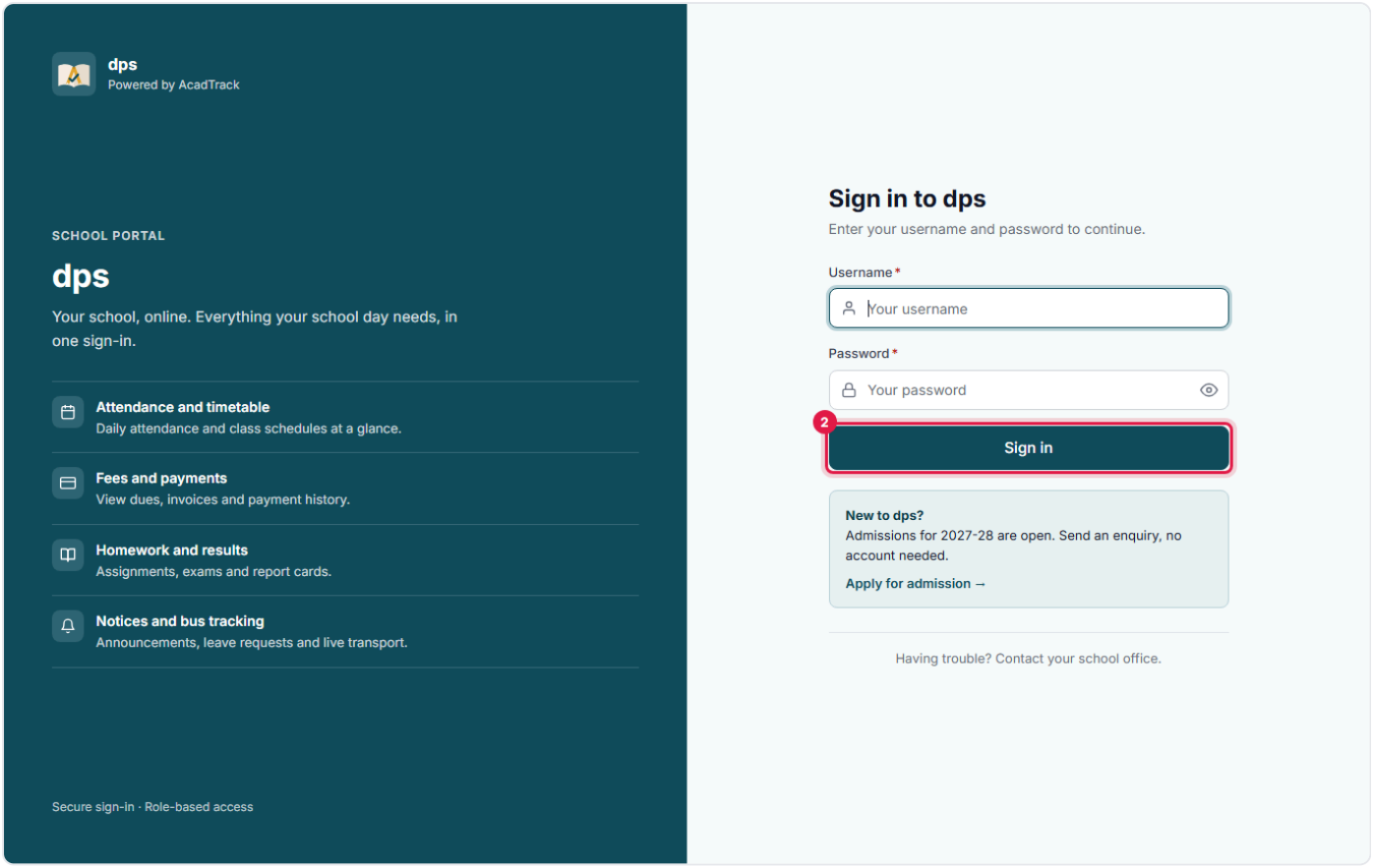
Sign in and find your way around

> Open the portal, sign in, and learn the parts of the screen you will use every day.

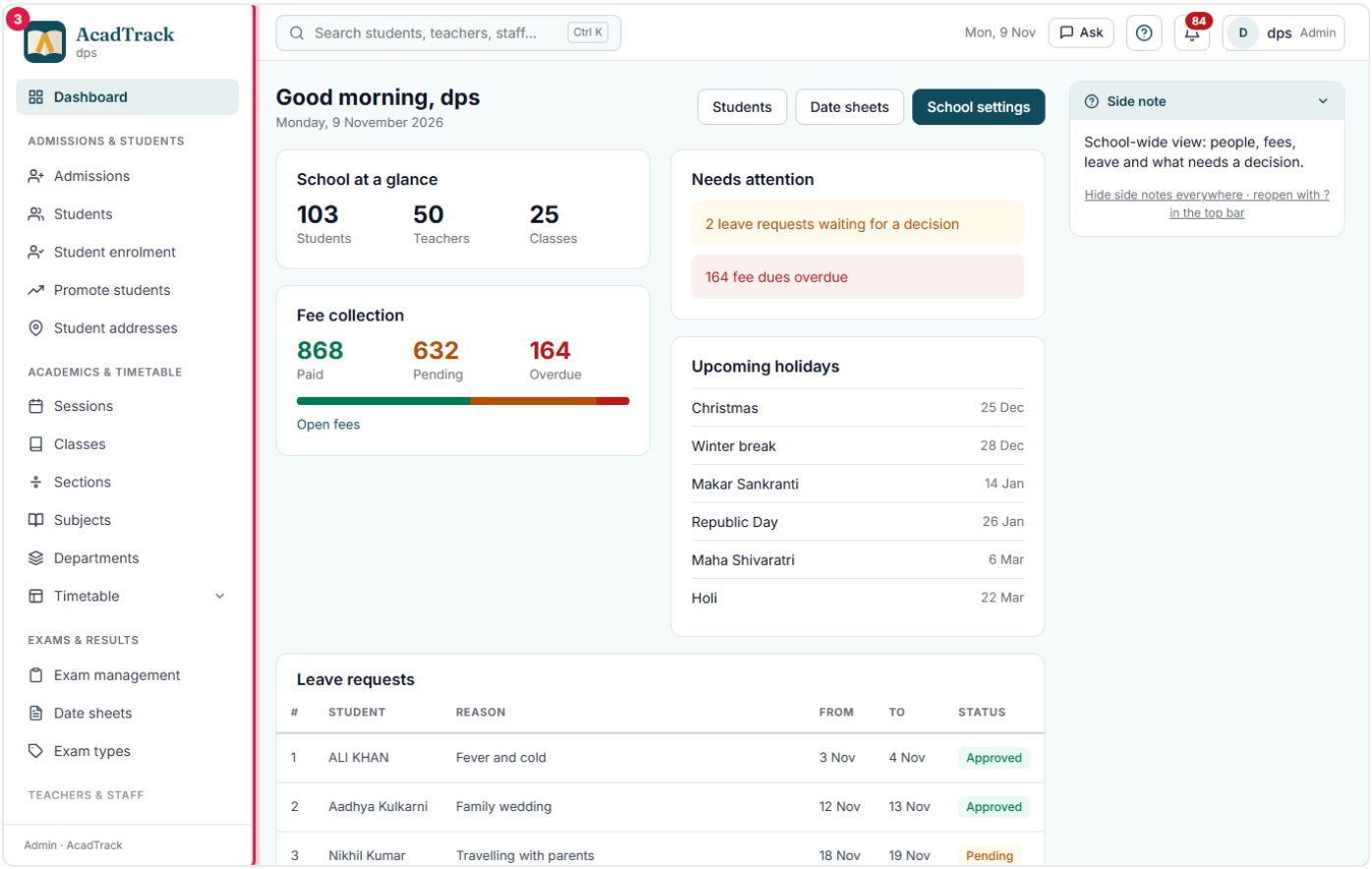
1. Open your school's address, for example https://dps.acadtrack.com. The school's name is shown on the sign-in page.



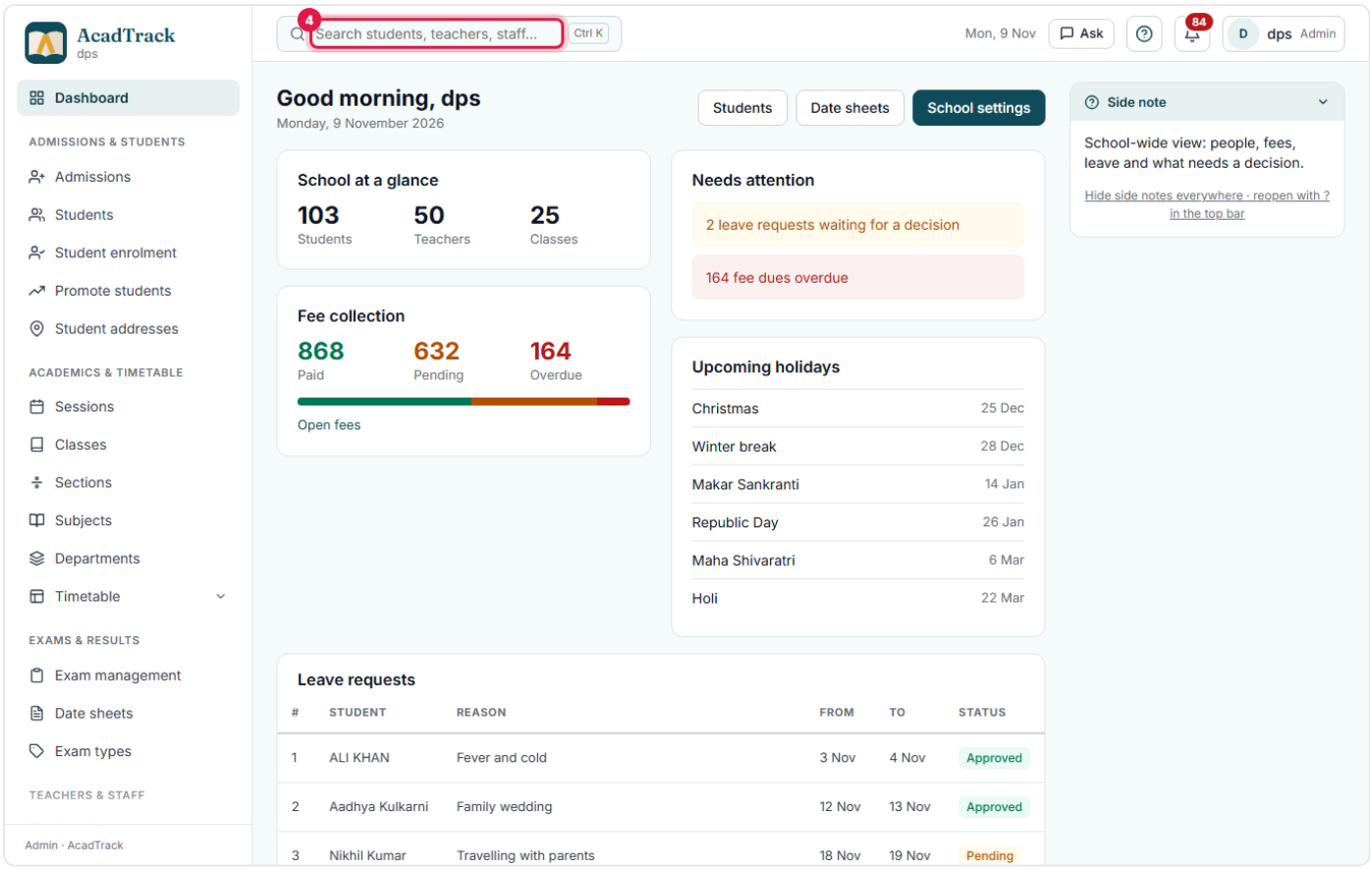
2 Type your username and password exactly as the school office gave them to you, then choose Sign in.



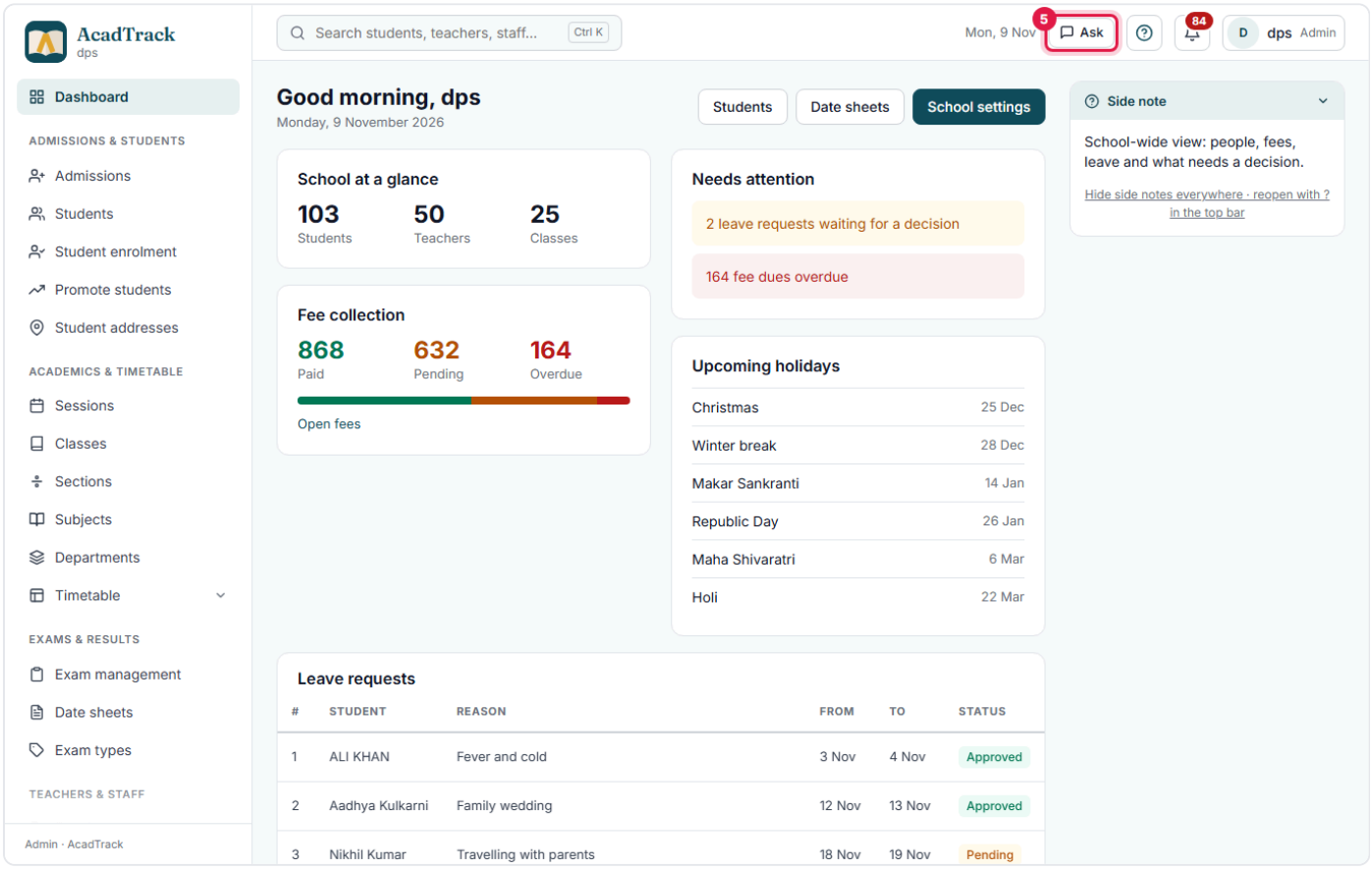
3 After signing in you land on your dashboard. The left menu holds everything your role can open; items your role cannot use are not shown. signed in as dps



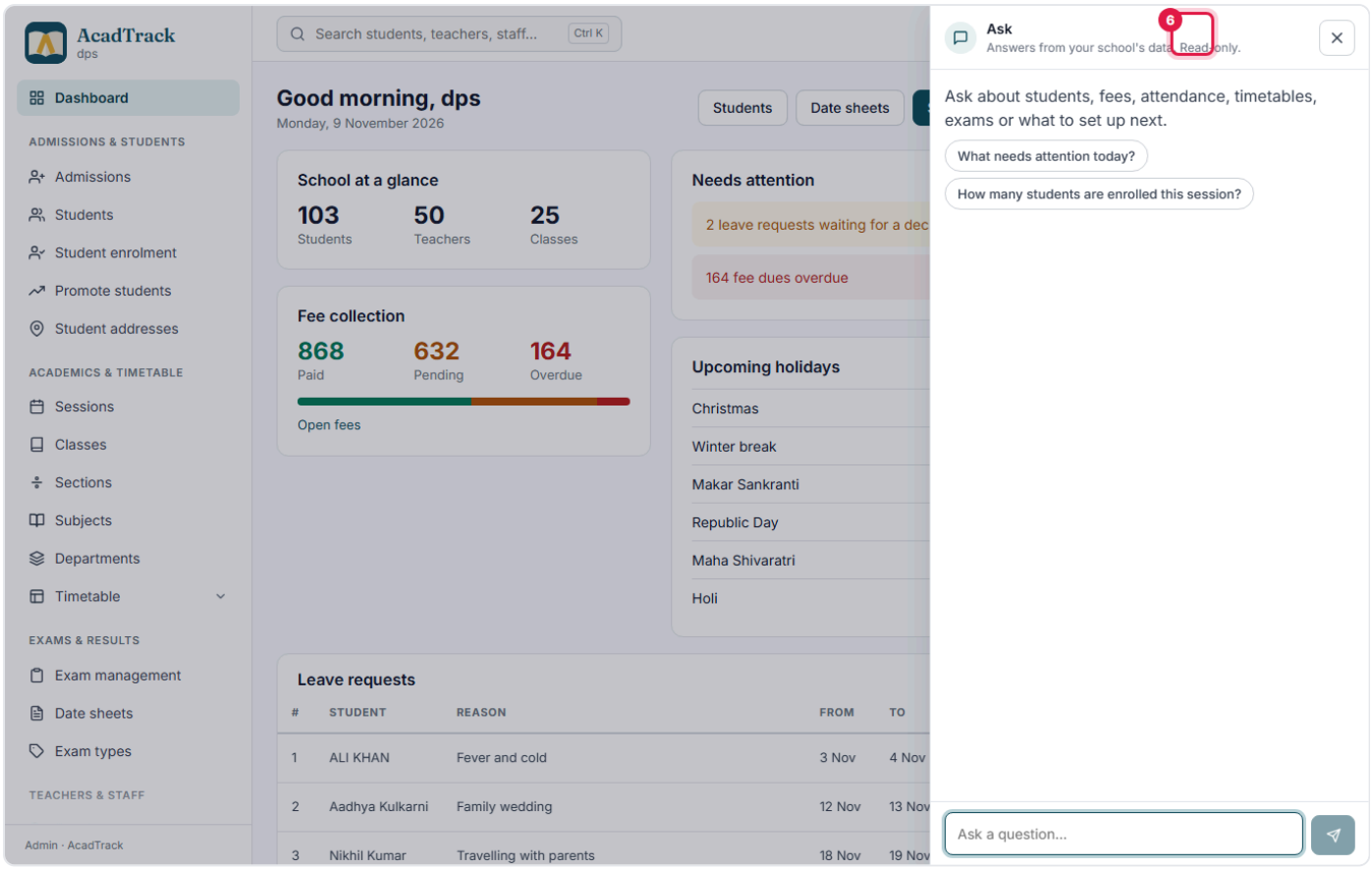
4 Search (or press Ctrl K) finds people and pages from anywhere.



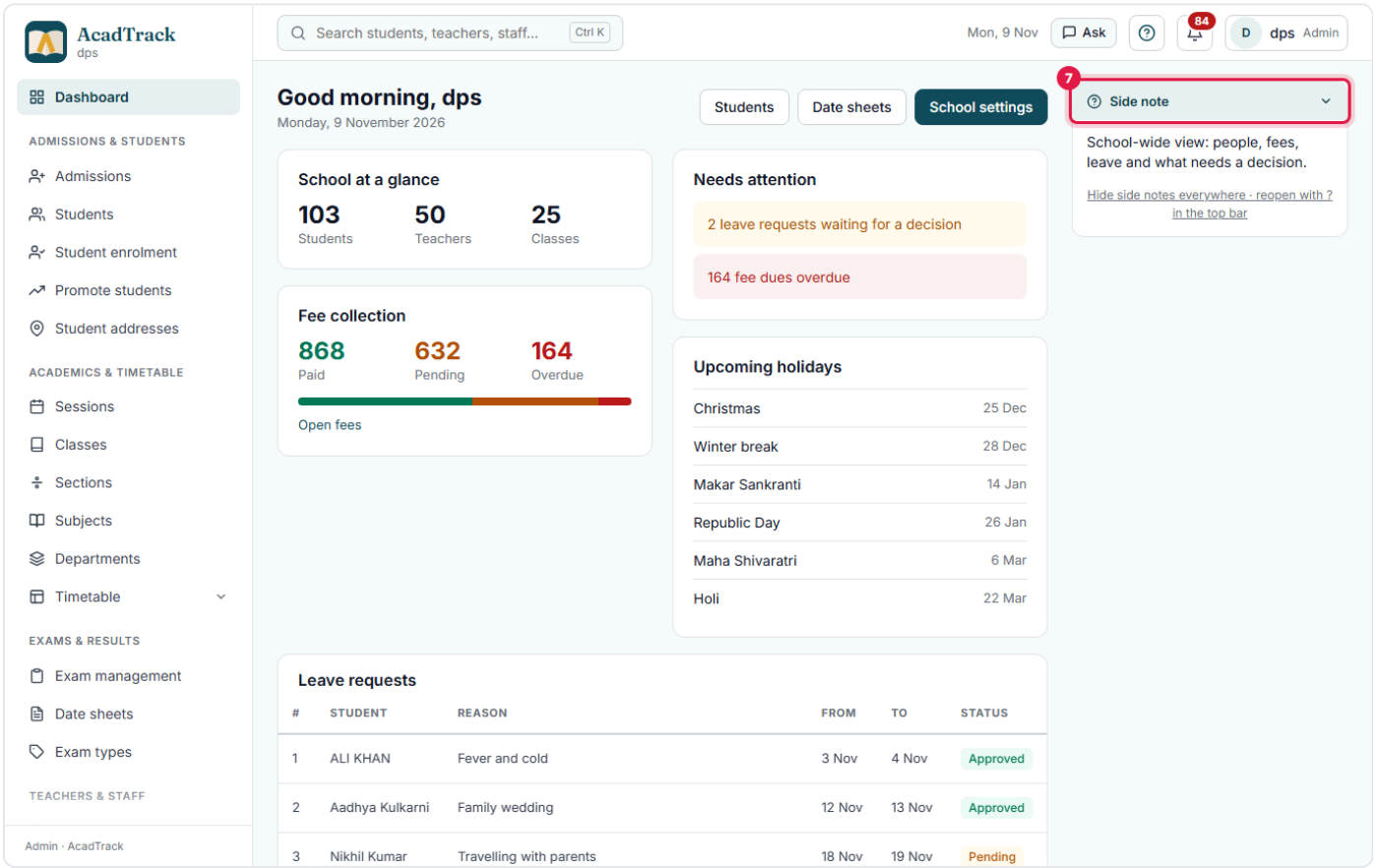
5 Ask answers questions about your school in plain words, from the school's own data.



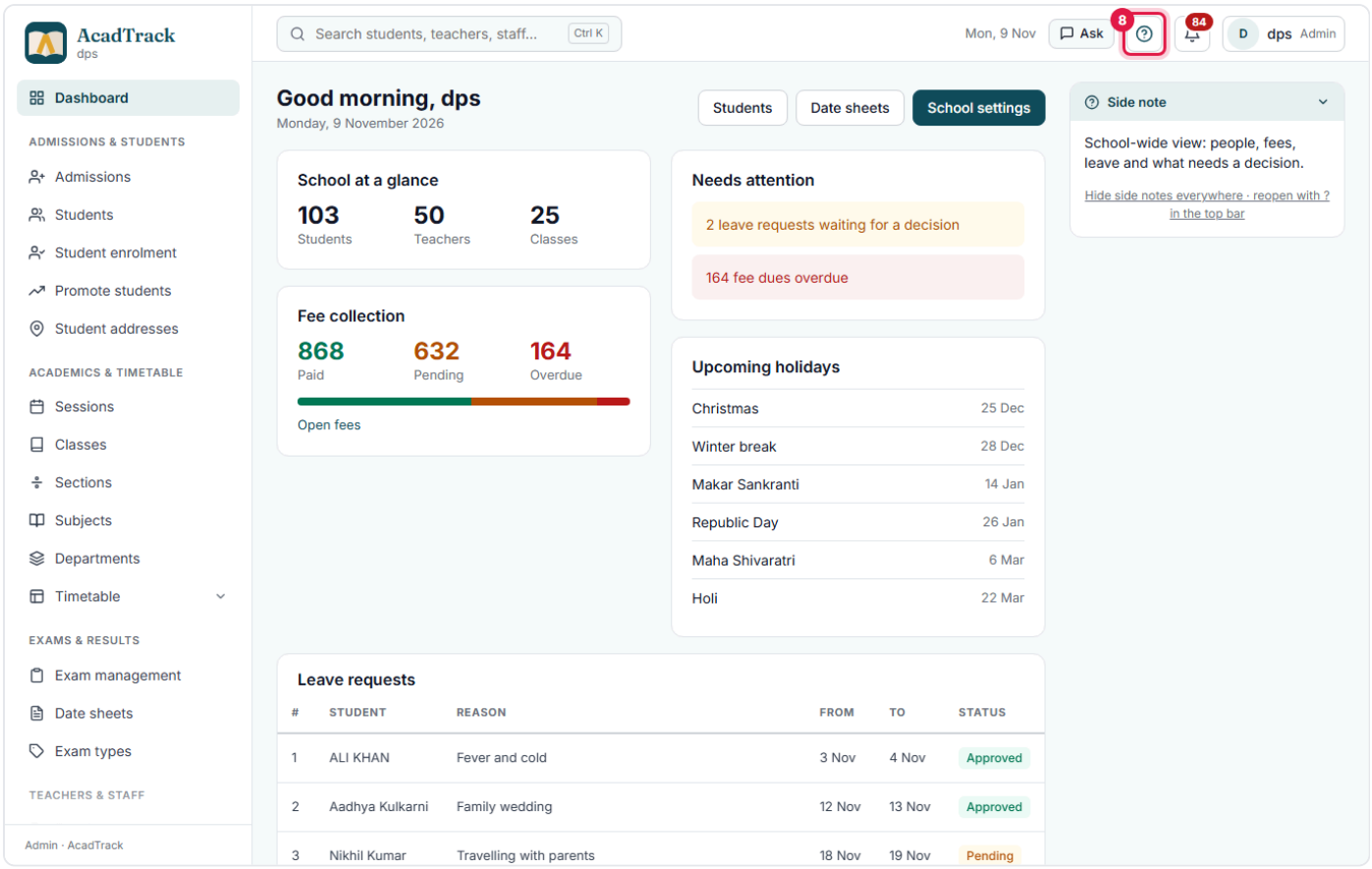
6 The bell shows notices and alerts meant for you.



7 Side notes on the right explain the page, list what must exist first, and link to the next step. Hide them from the ? button.



8 Your name at the top right opens your profile, sign-out and, if you hold more than one role, the role switcher.



Admissions desk

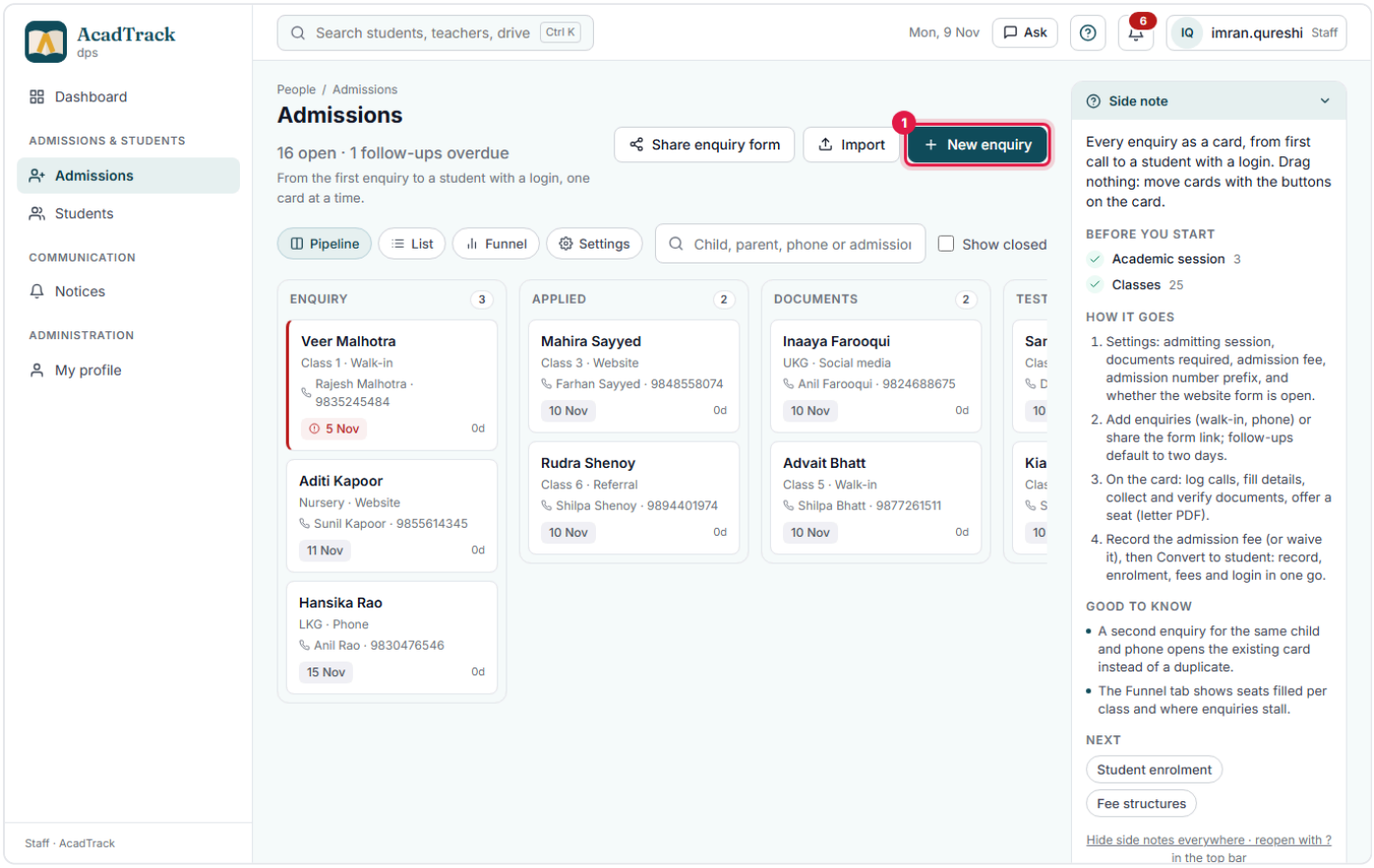
`imran.qureshi`

From the first enquiry to an enrolled student with a login, one card per child.

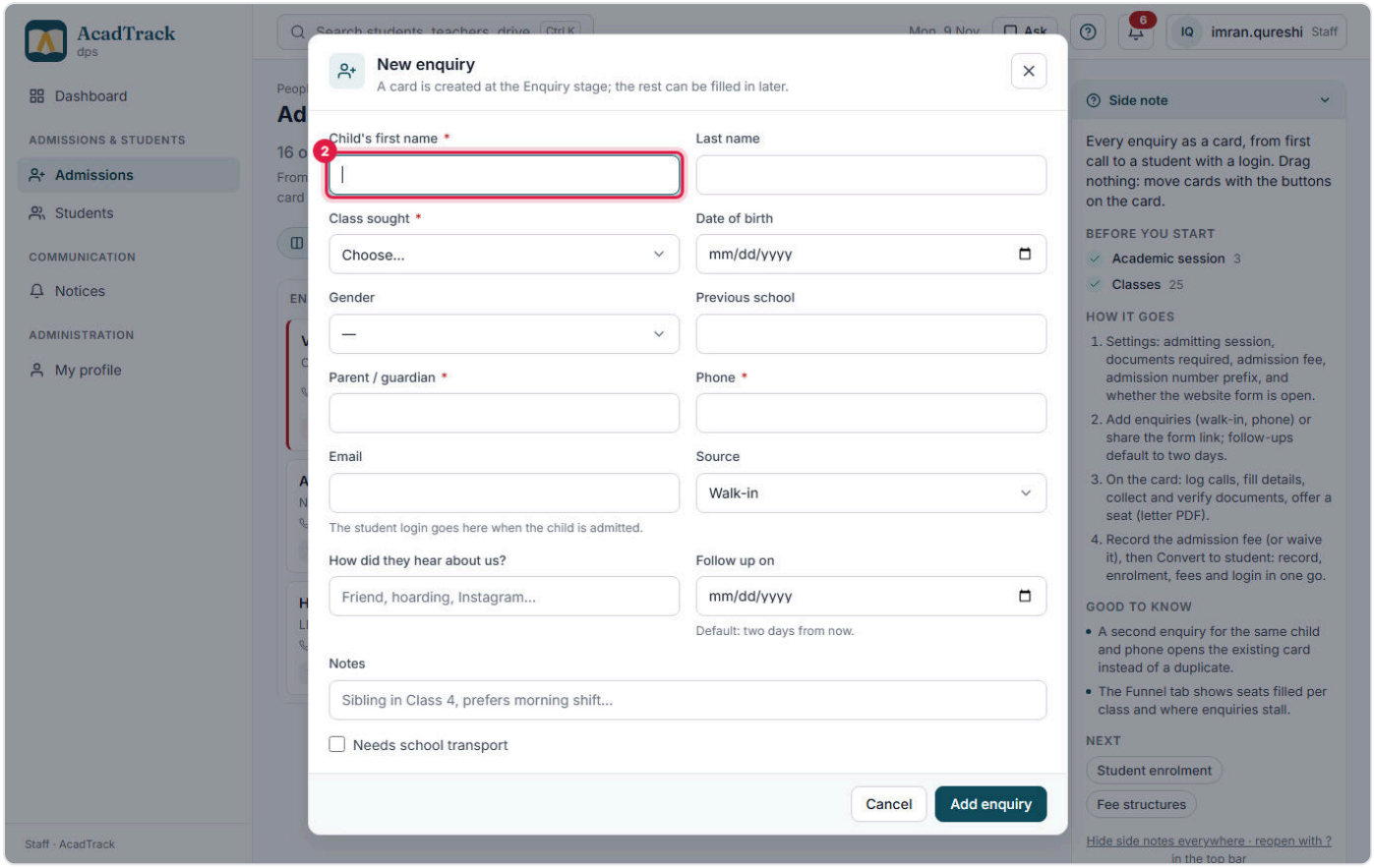
Take an enquiry all the way to an enrolled student

> Record an enquiry, move it through the stages, offer a seat, take the admission fee and create the student.

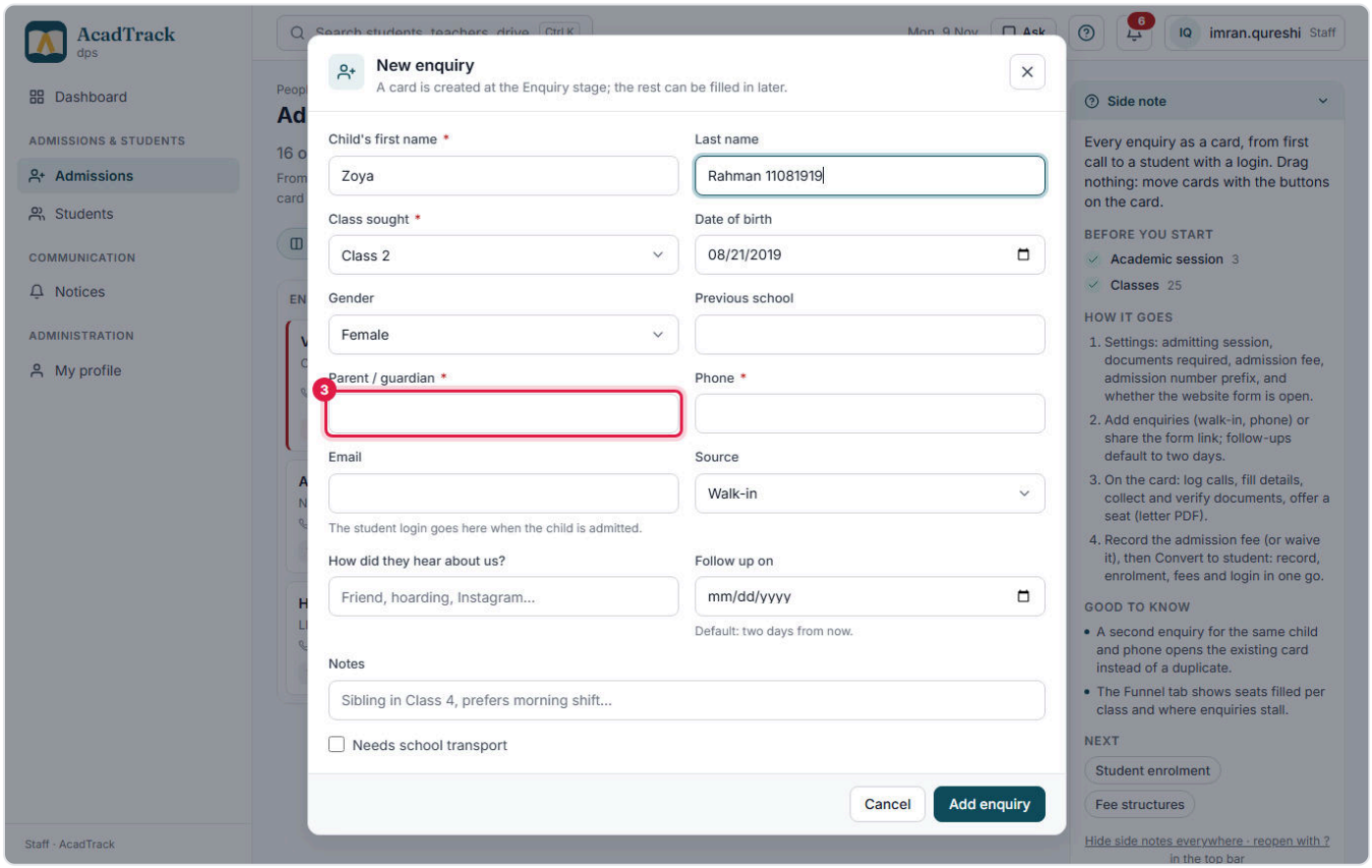
1 The pipeline shows every enquiry as a card, from Enquiry to Onboarded. Choose New enquiry. signed in as imran.qureshi



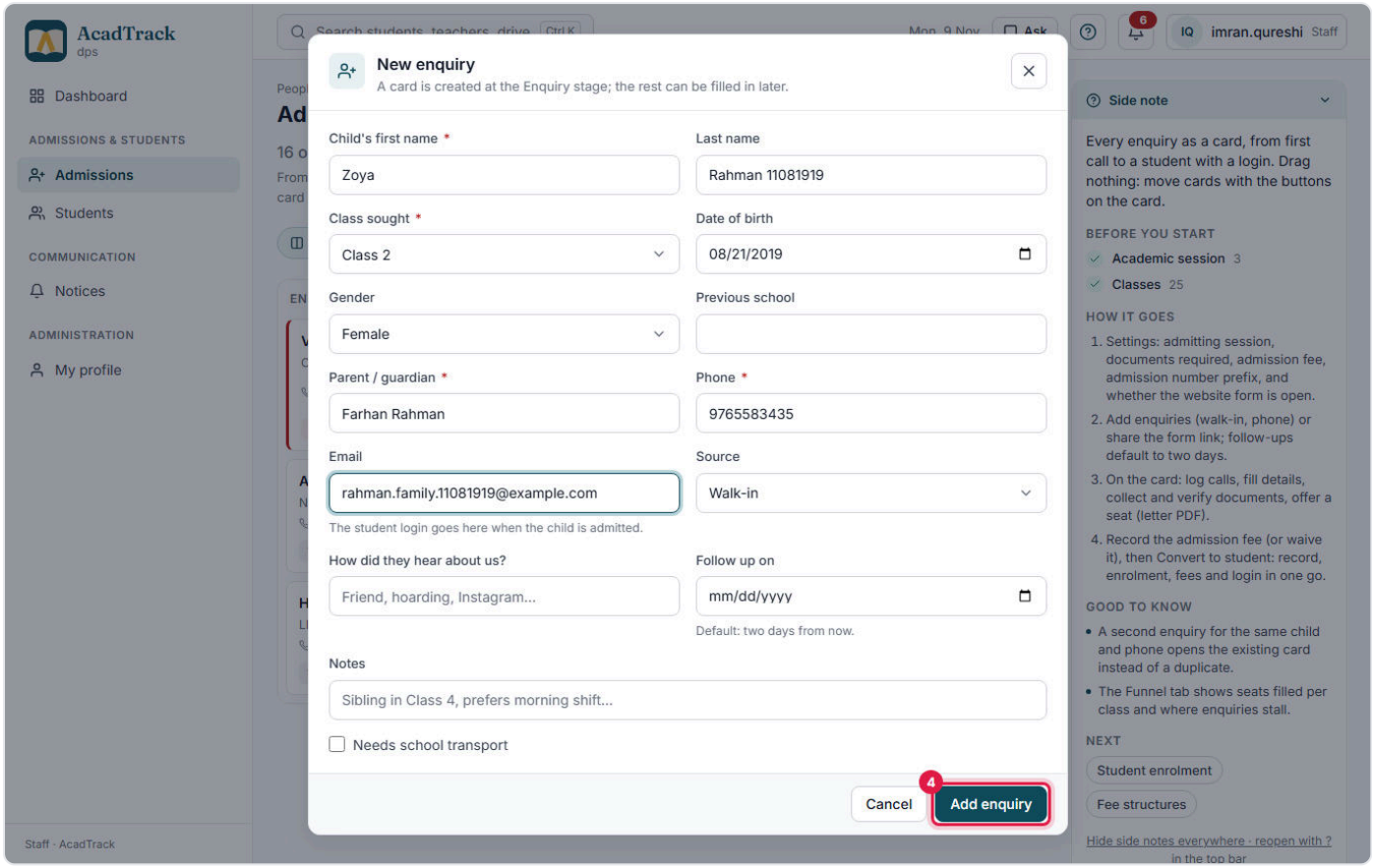
2 Enter the child's name and the class sought.



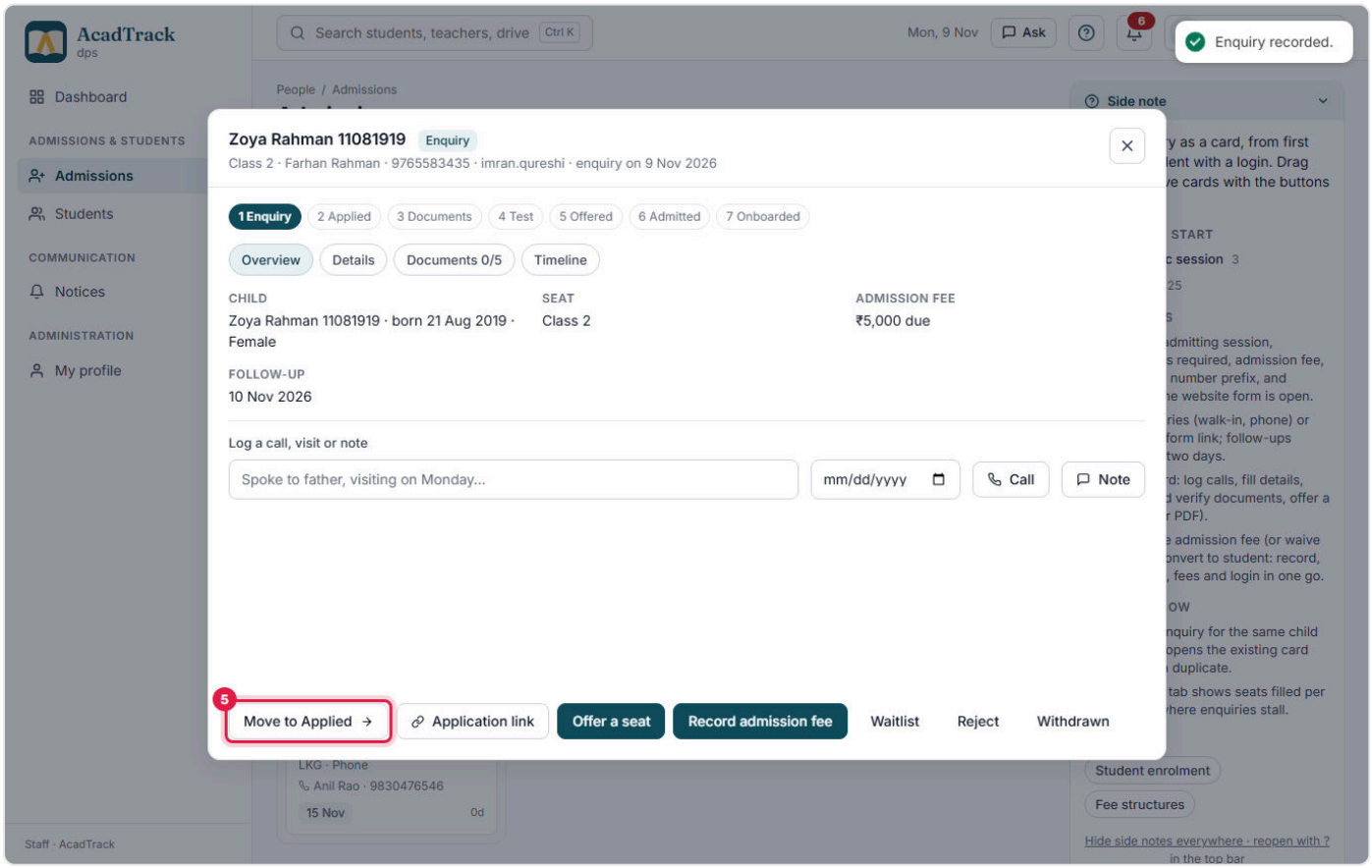
3 Add the parent's name and phone, how they heard about the school, and a follow-up date.



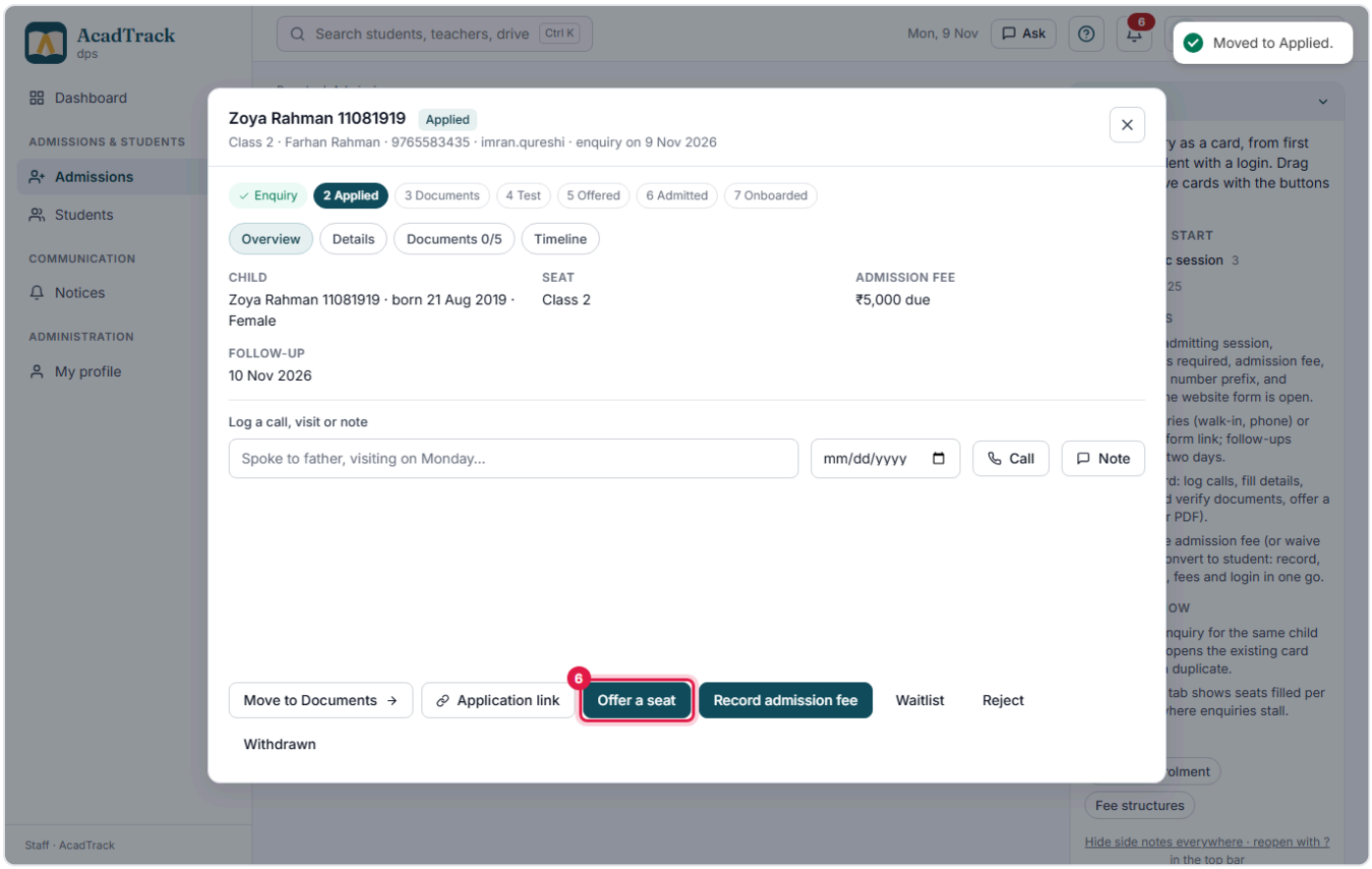
4 Choose Add enquiry. A repeat enquiry for the same child and phone opens the existing card instead of a duplicate.



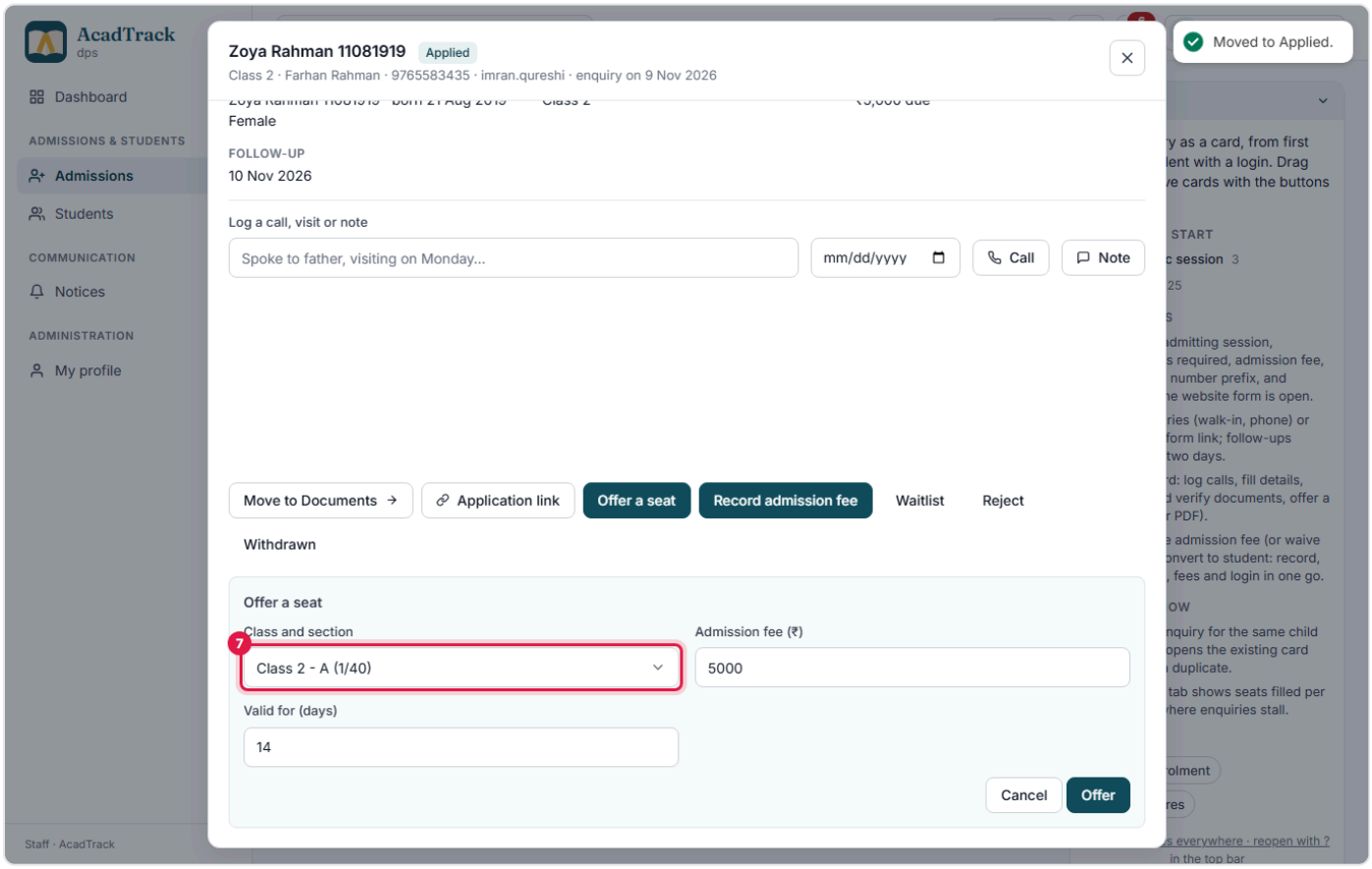
5 The new card opens at the Enquiry stage, with the stages across the top, the timeline, documents and the next actions. Log calls and notes as you go.



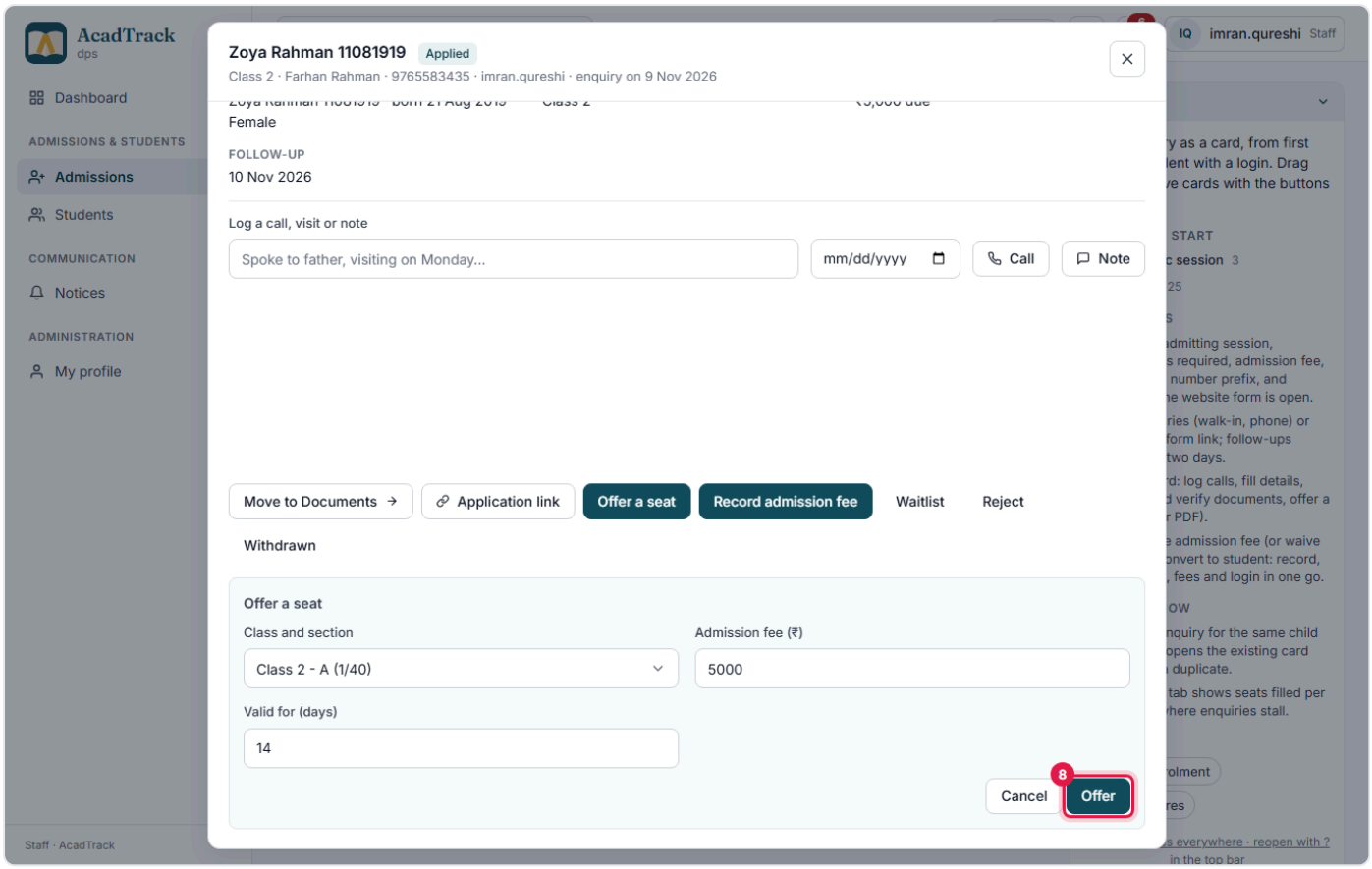
6 When the family is ready, offer a seat.



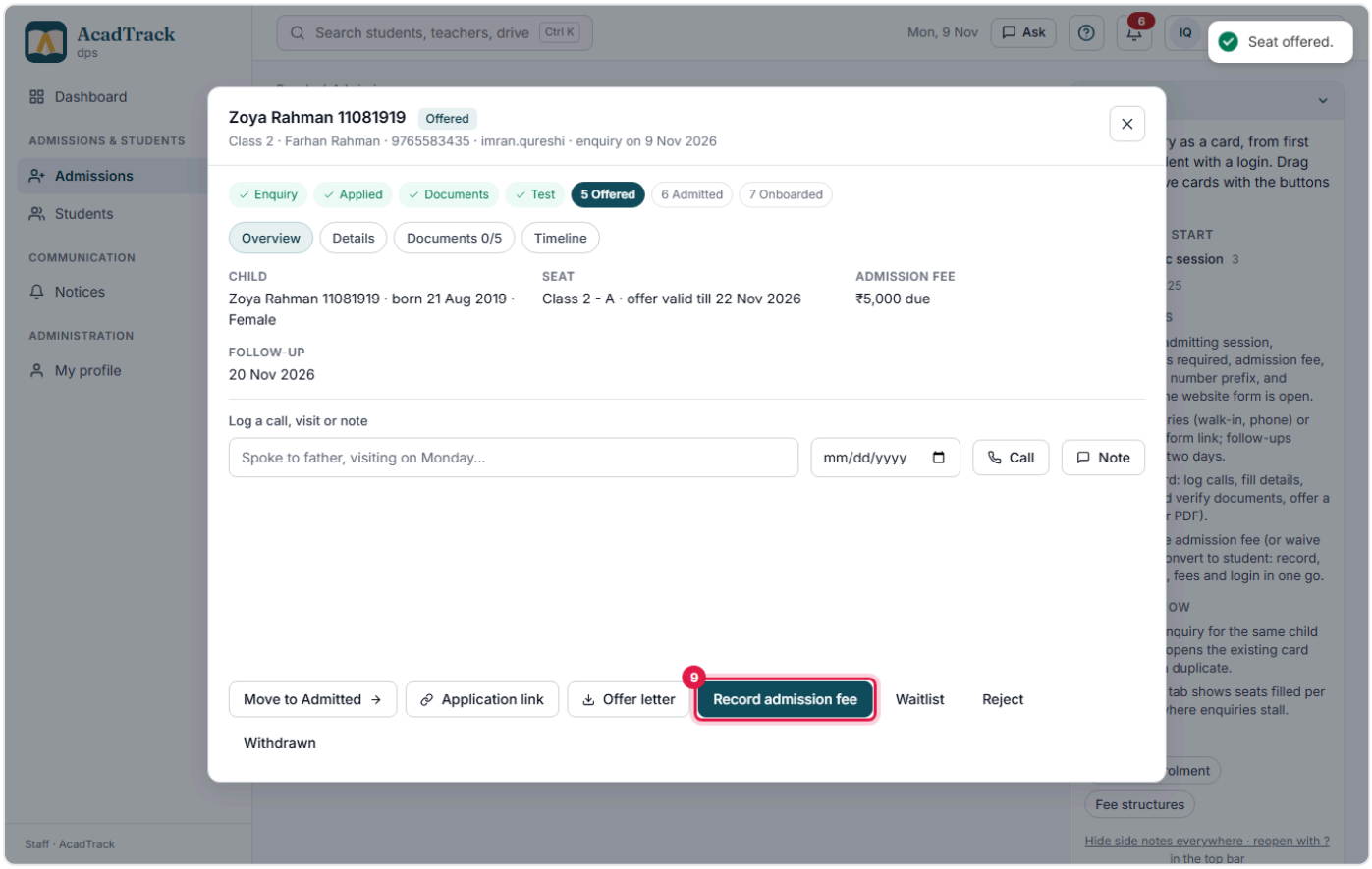
7 Choose the class and section, check the admission fee and how long the offer stays open.



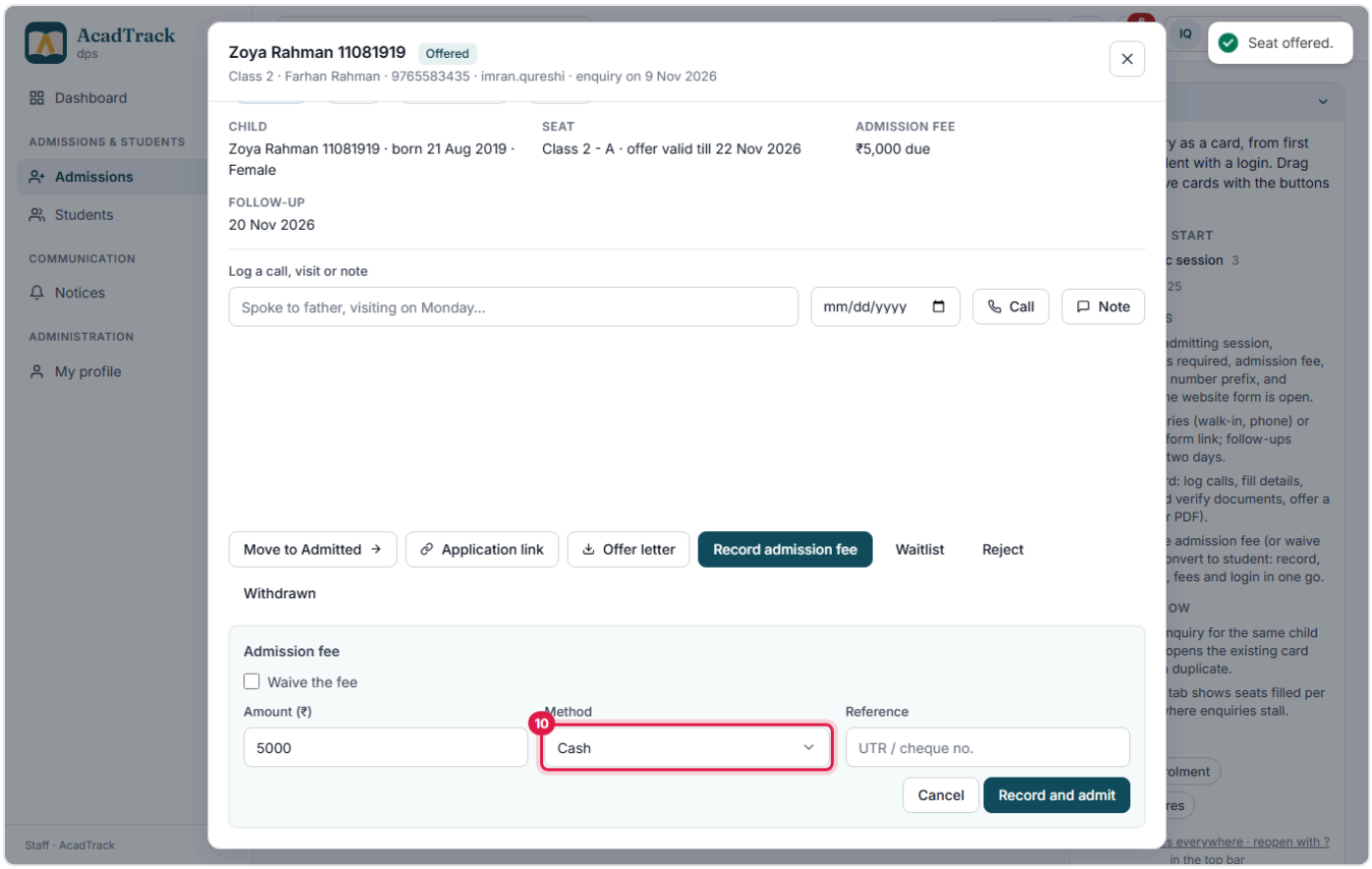
8 Then Offer. The card moves to Offered and an offer letter PDF is ready to send.



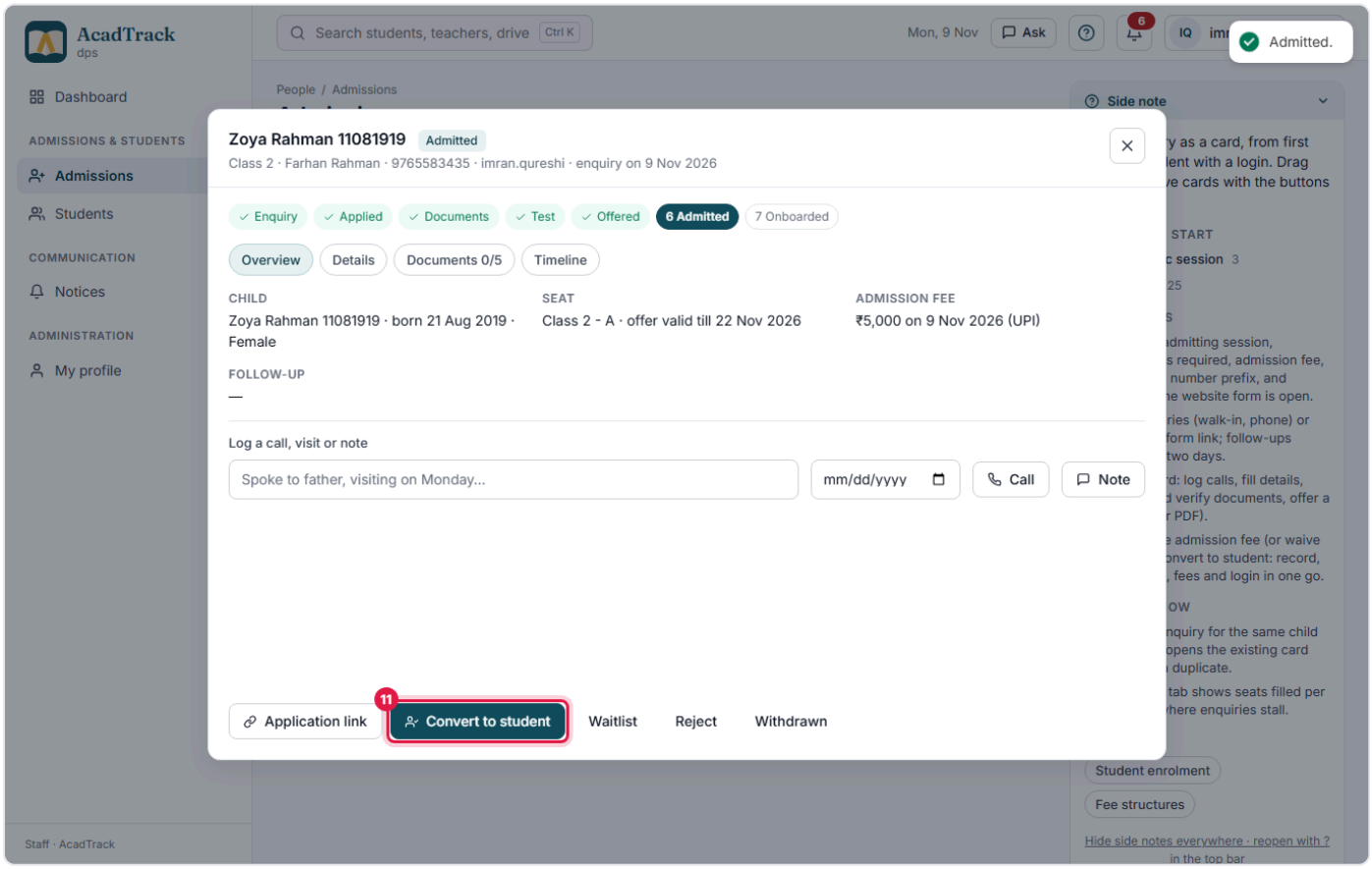
9 When the fee is paid, record it.



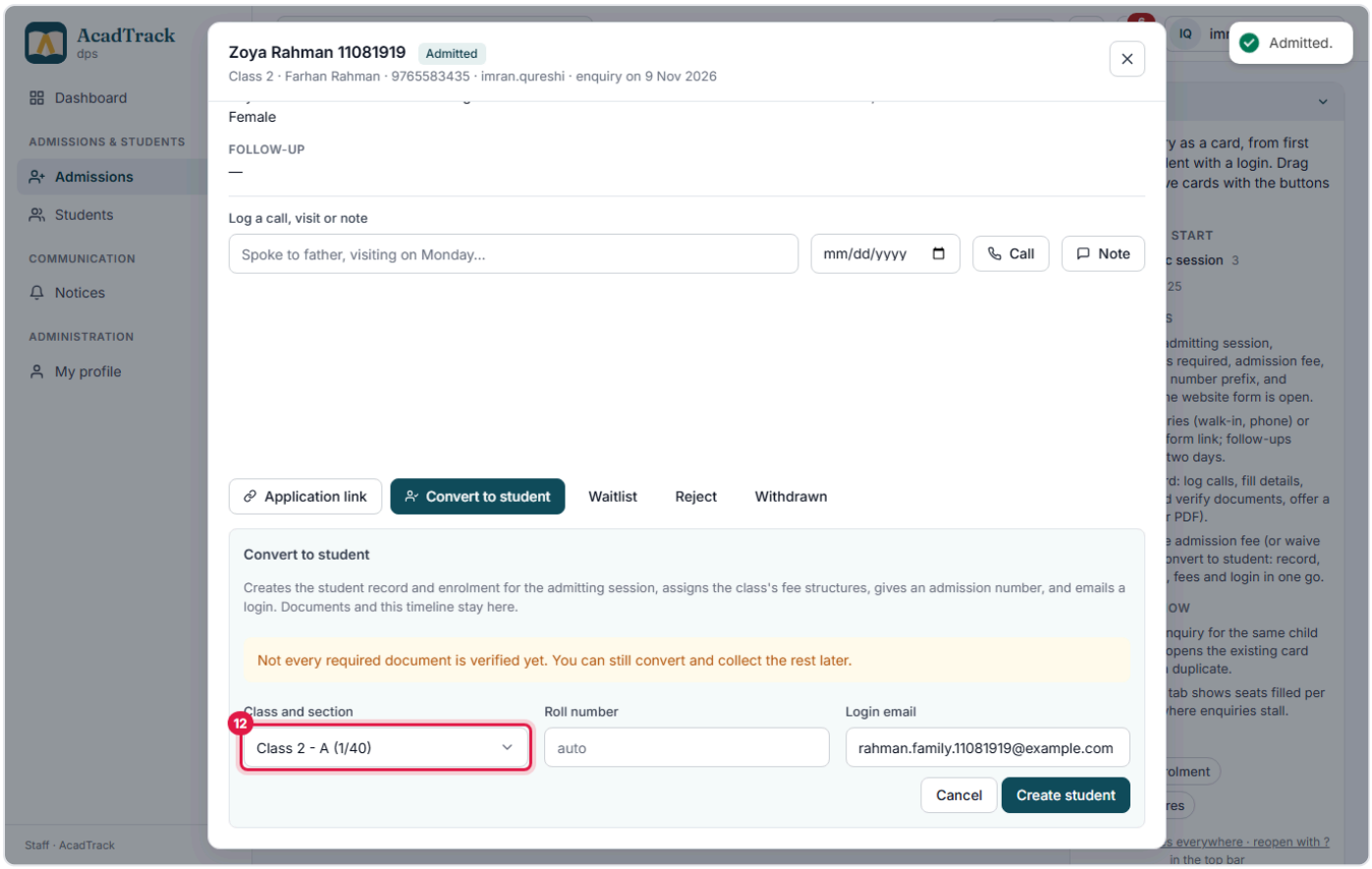
10 Enter the amount, method and reference, then Record and admit.



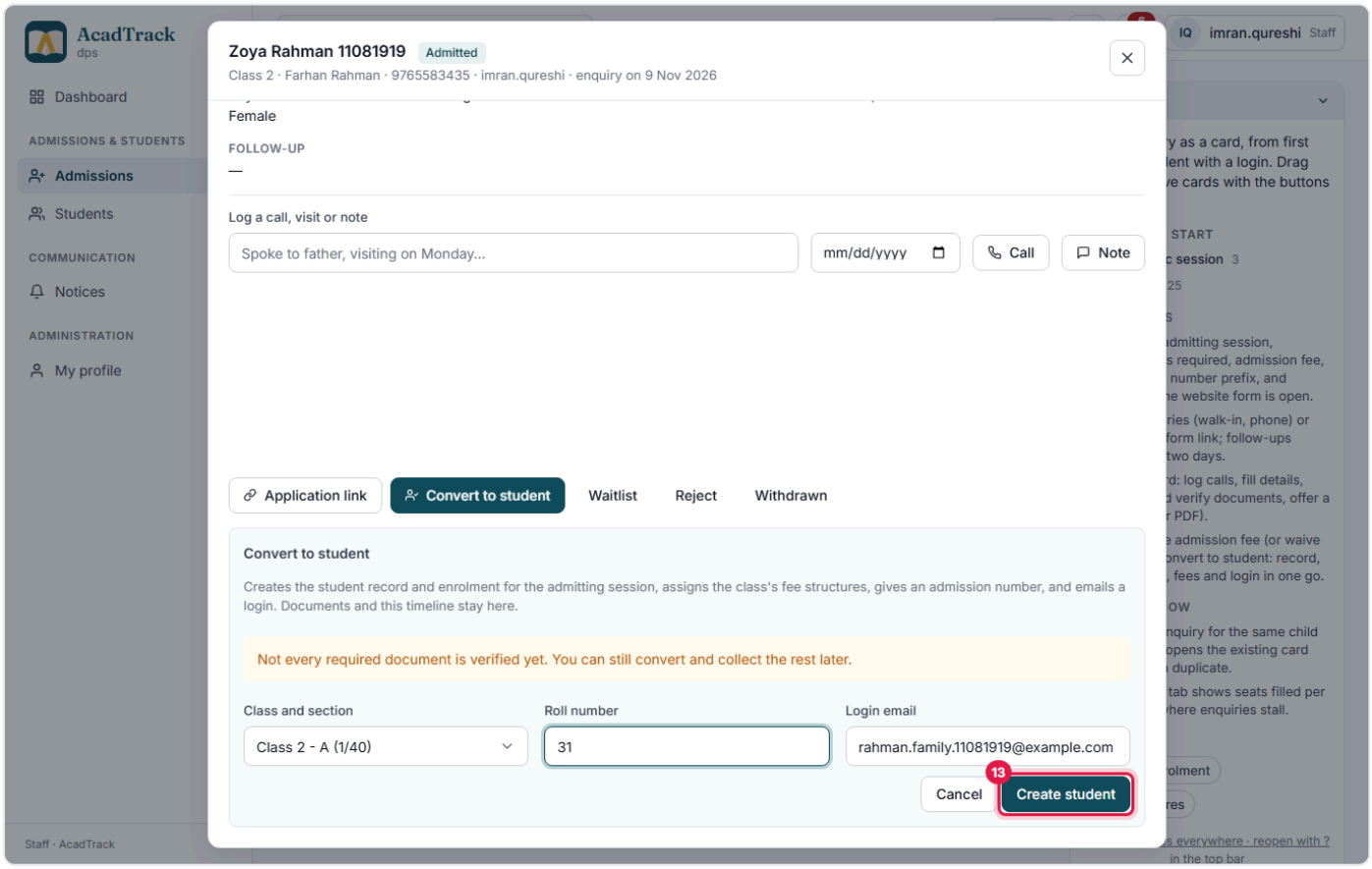
11 Admitted. The last step creates the student: Convert to student.



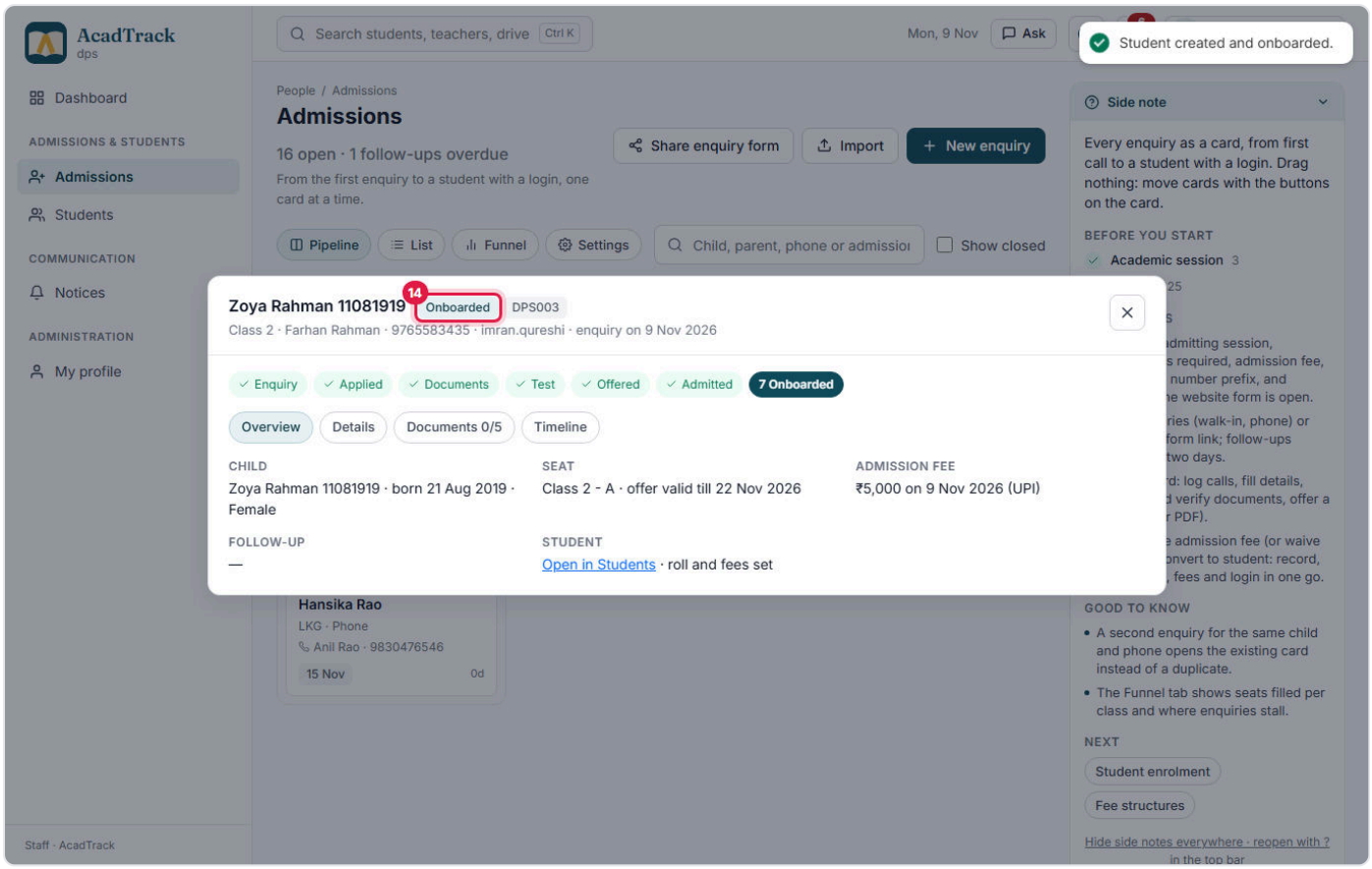
12 Choose the class and section, give a roll number (or leave auto) and check the login email.



13 Create student. The student record, enrolment, fee assignments, admission number and login are created in one go.



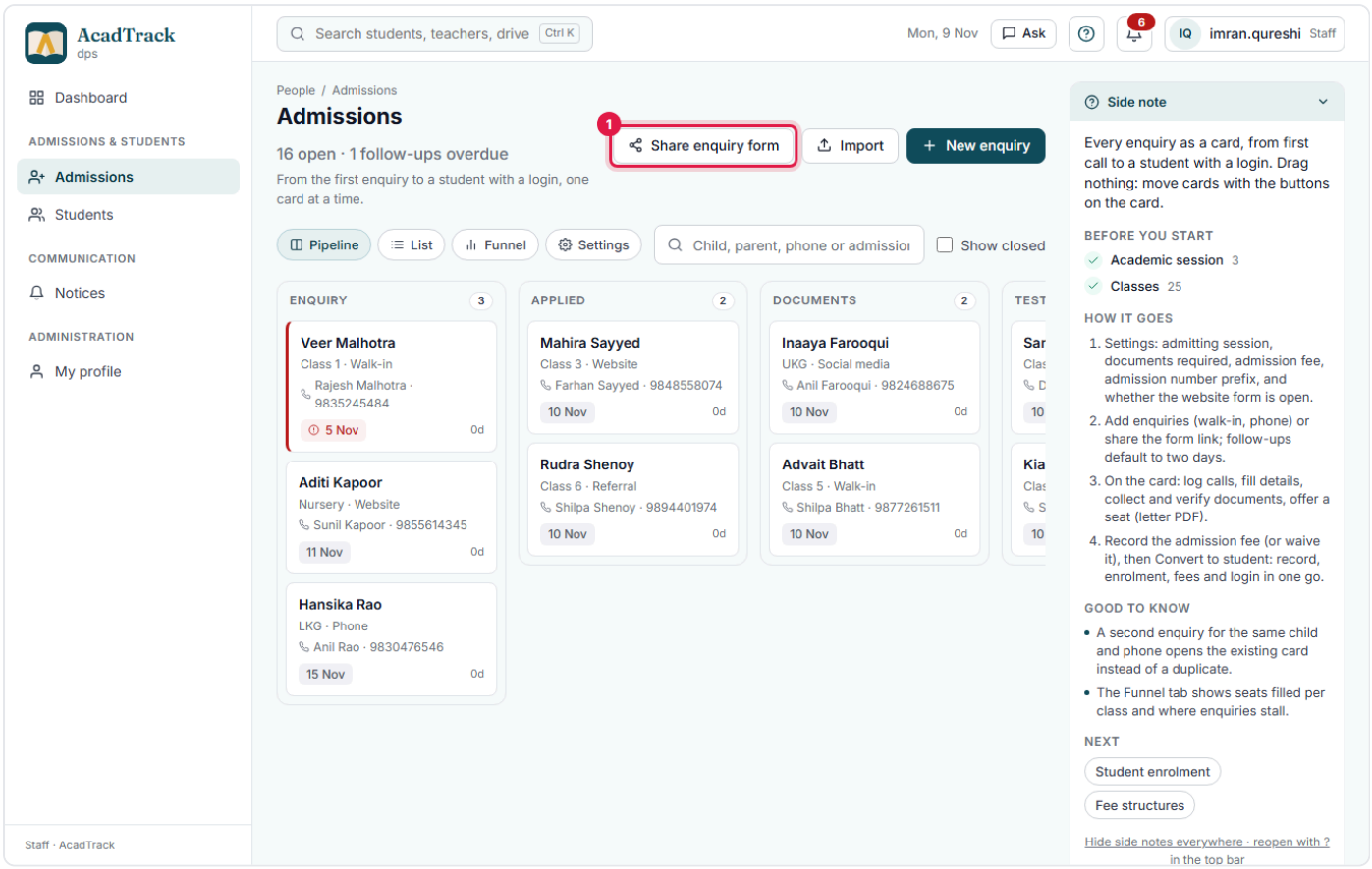
14 The card is now Onboarded and links to the student record.



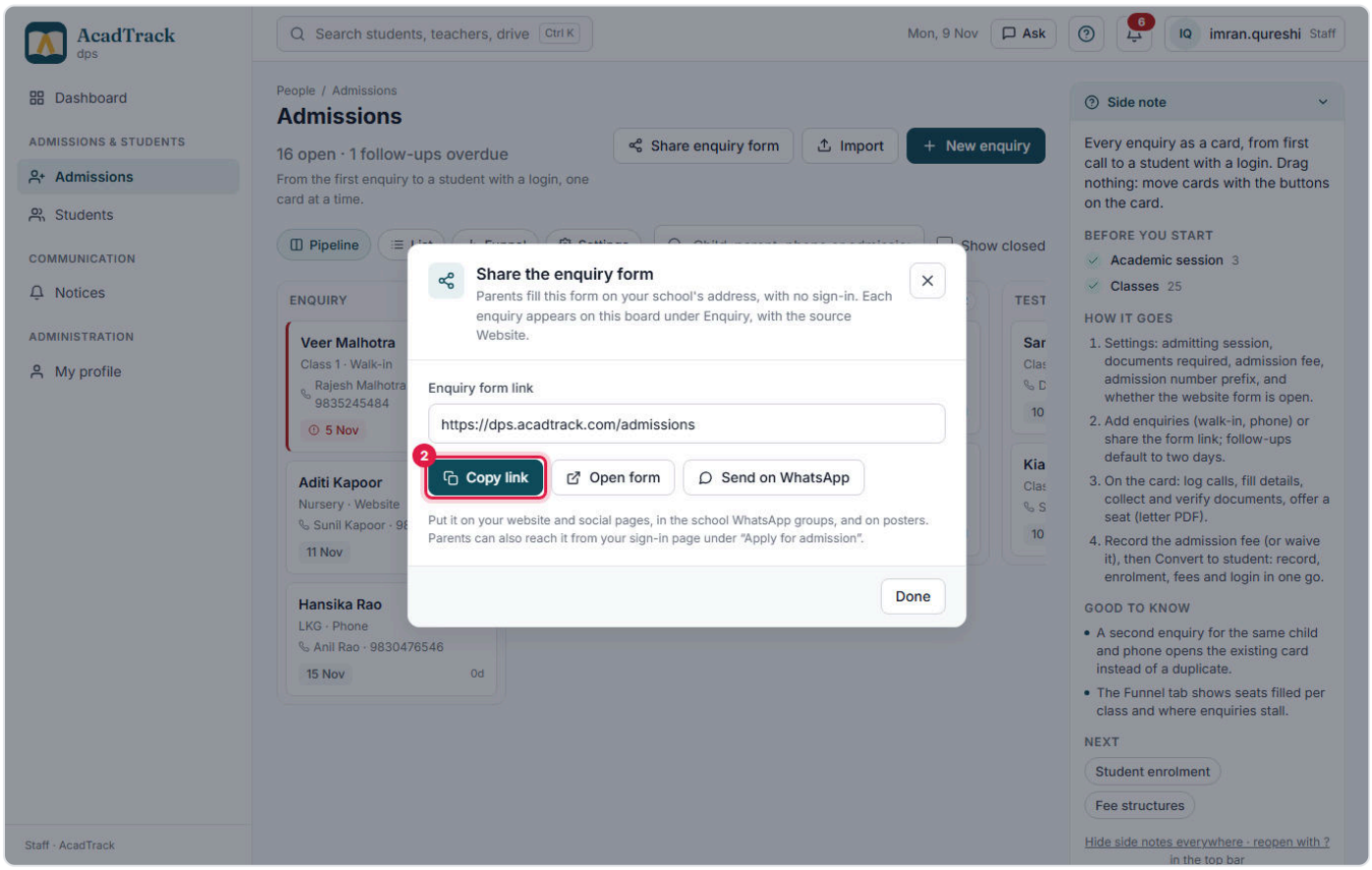
Let parents enquire from the website

> The public enquiry form feeds the same pipeline.

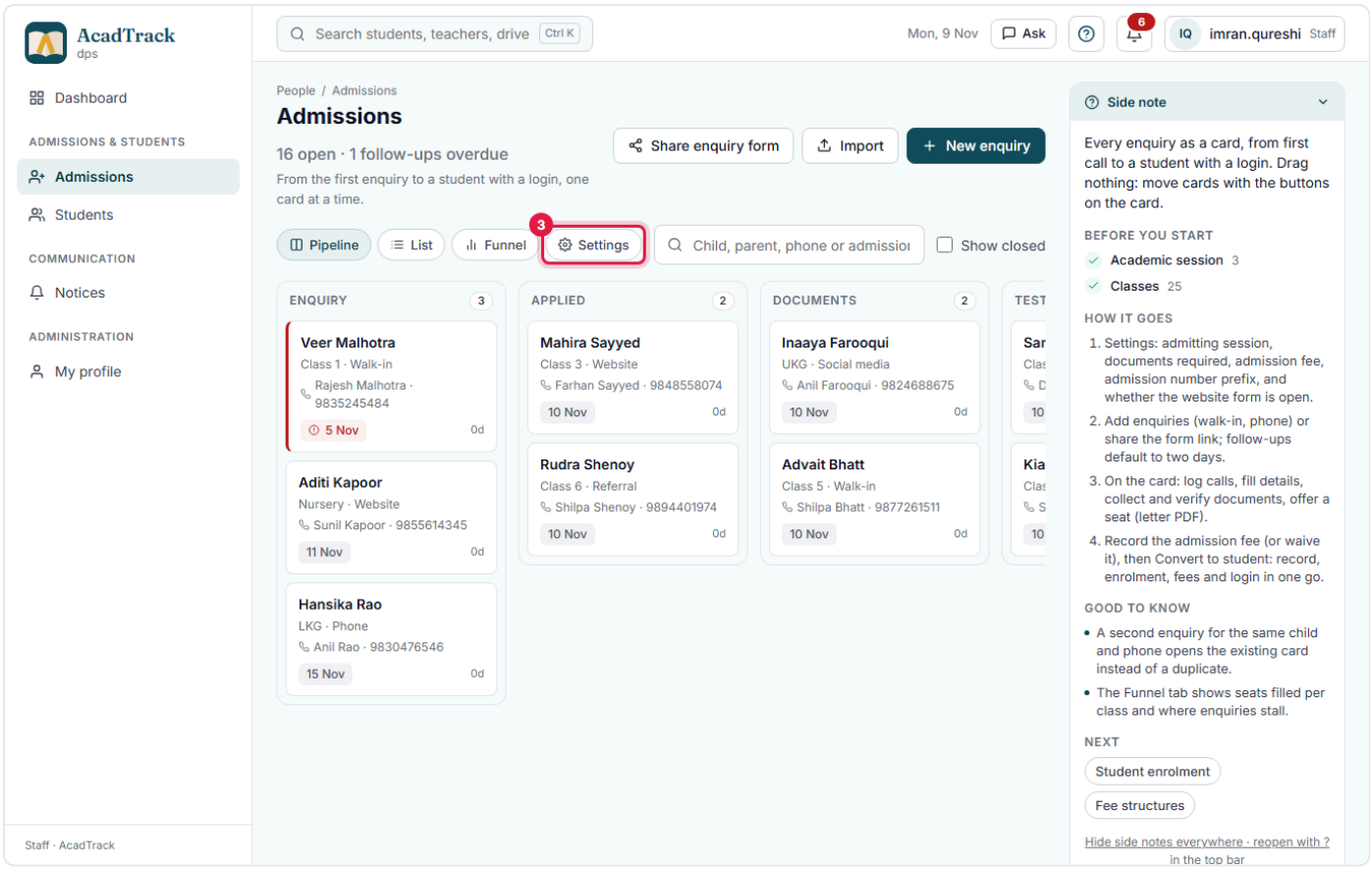
1. Share enquiry form, at the top of the board, gives you the public form link. signed in as imran.qureshi



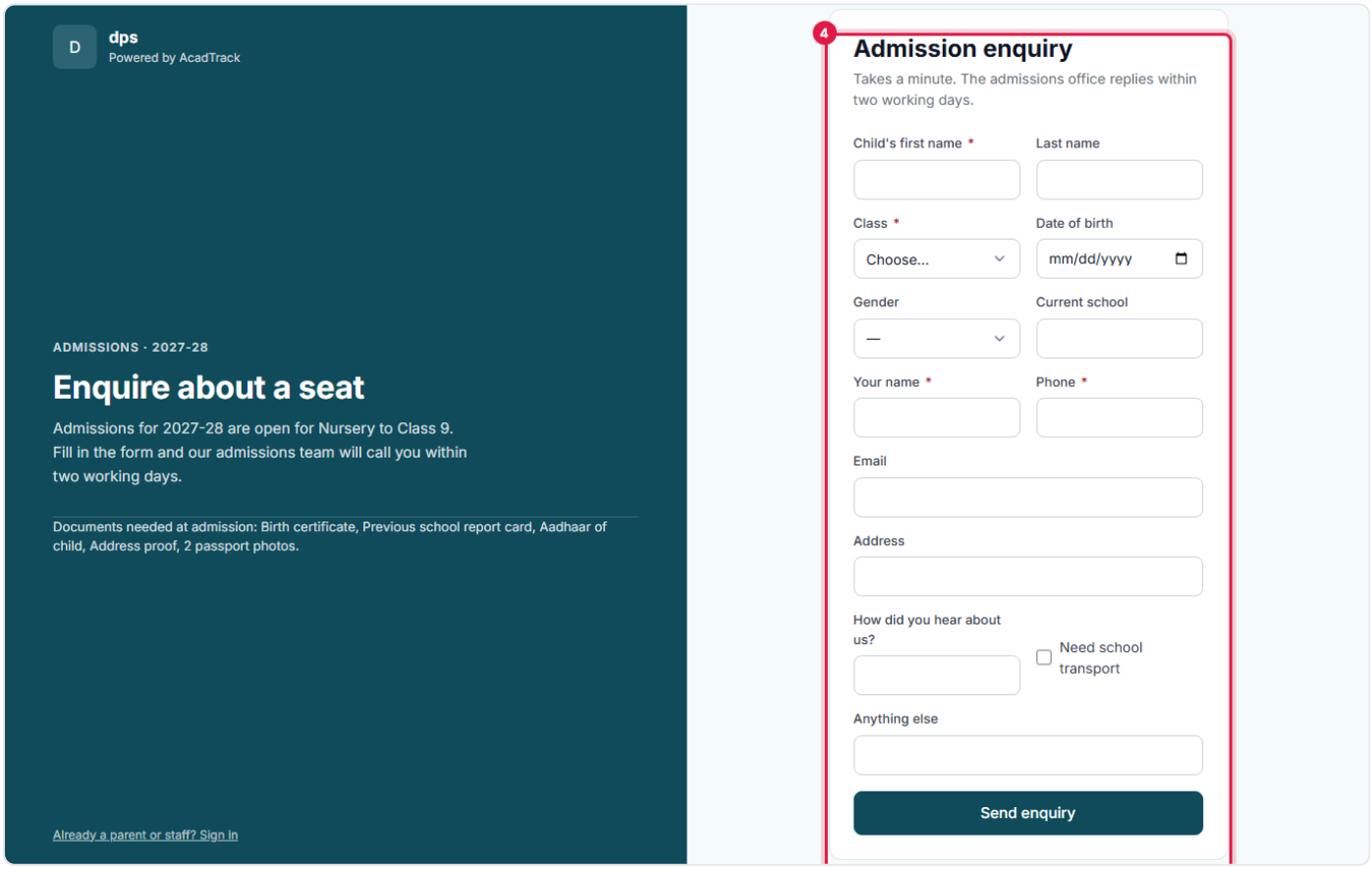
2. Copy the link, open the form, or send it on WhatsApp. Put it on the school website, social pages, class WhatsApp groups and posters.



3 Settings hold the admitting session, documents required, admission fee, entrance test and whether the public form is open.



4 Parents open /admissions on the school's address (no sign-in). Their enquiry lands in the Enquiry column with the source Website.



5 While the form is open, the school's sign-in page also shows new families an Apply for admission link.

