ACADTRACK USER GUIDE

Office staff guide

Step-by-step tutorials for the office staff 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

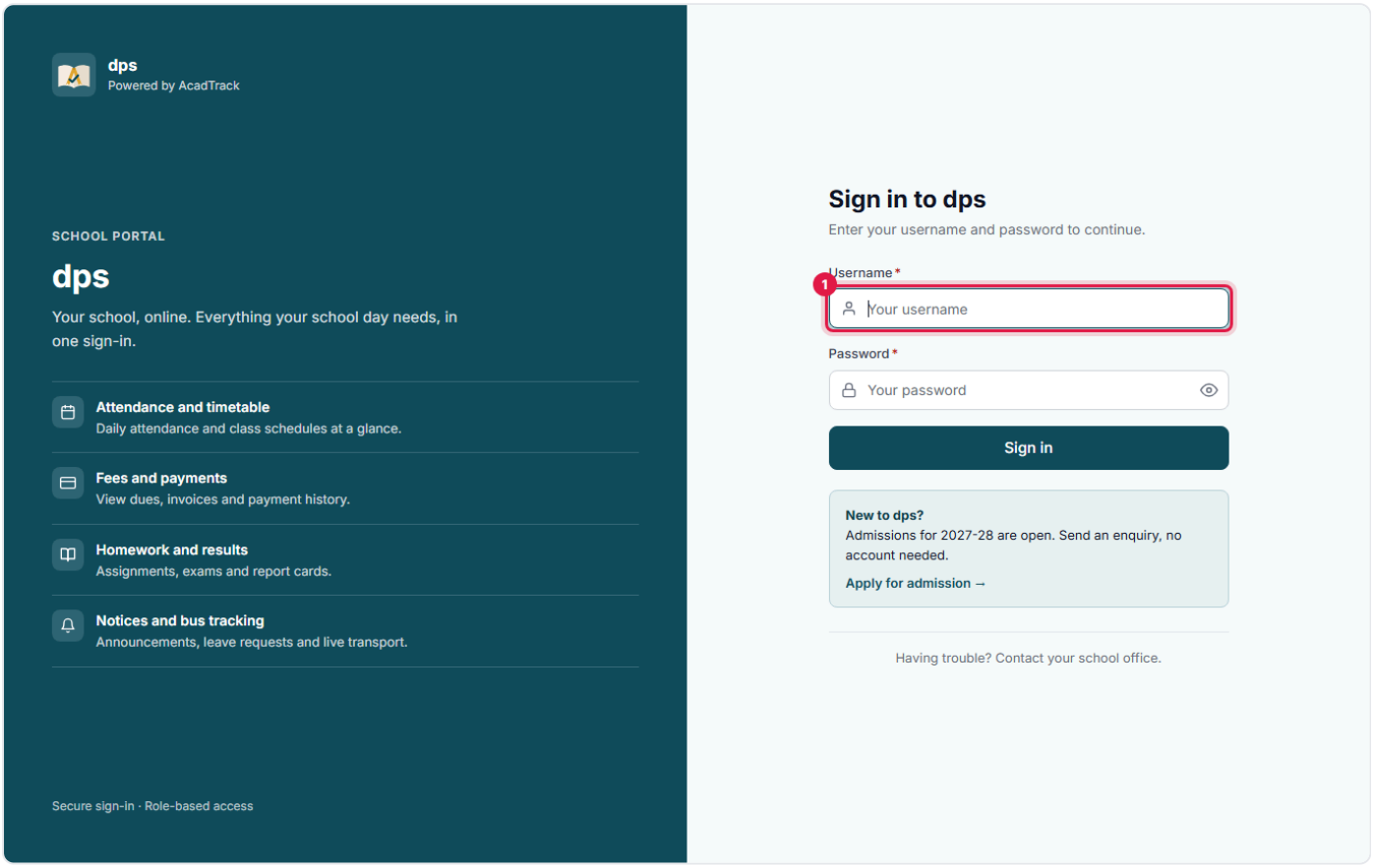
Everyone

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

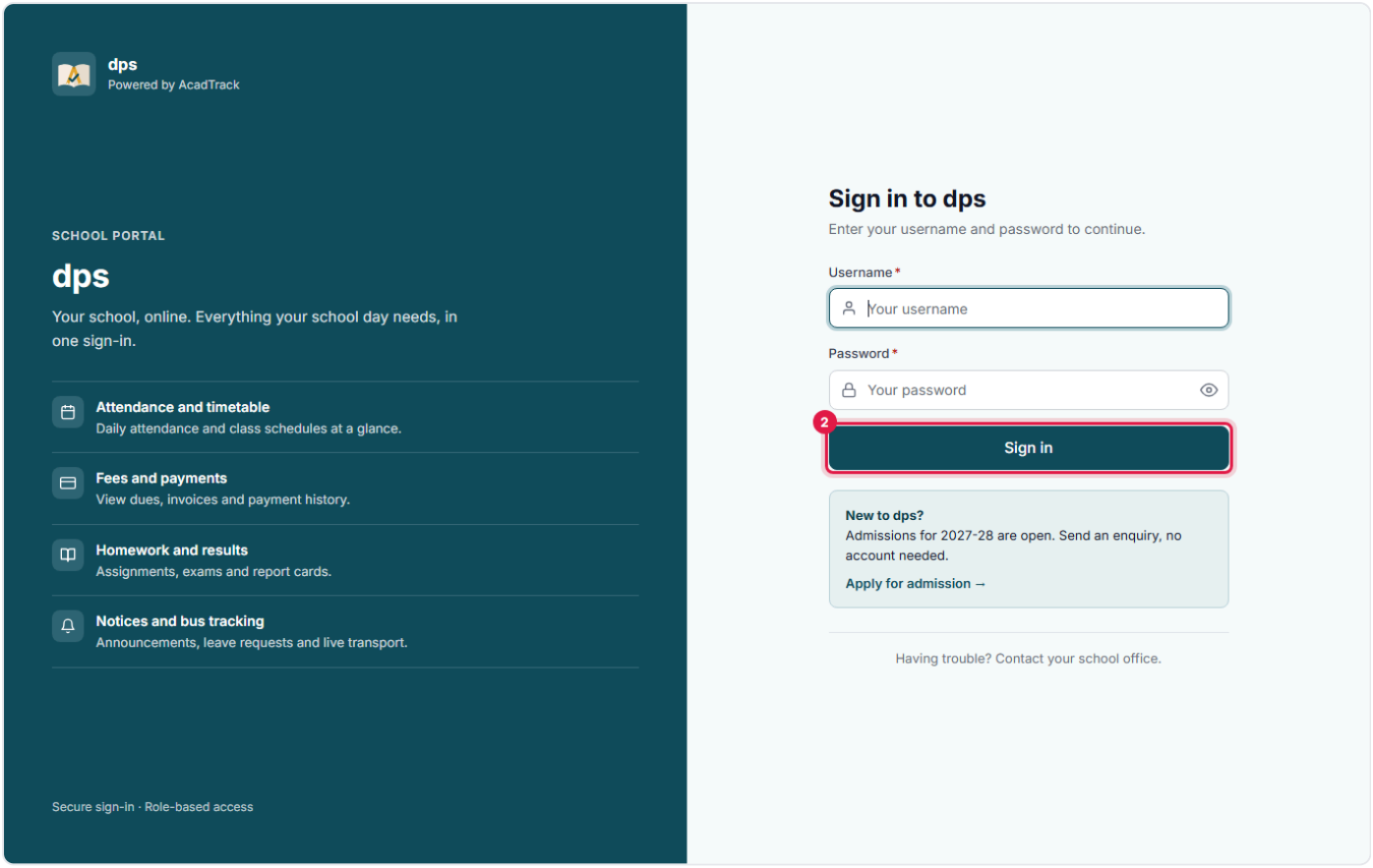
Sign in and find your way around

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

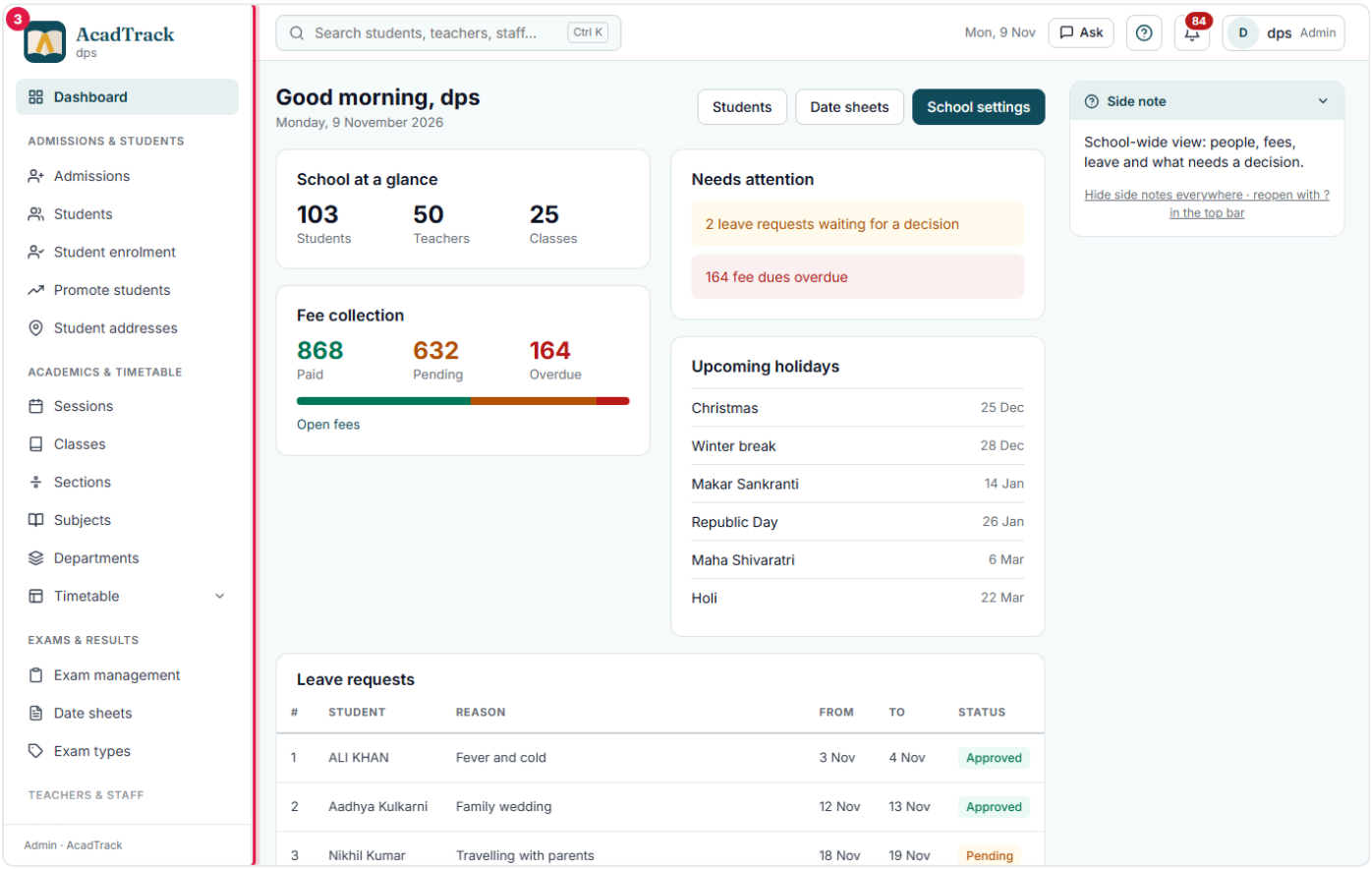
1. Open your school's address, for example https://dps.acadtrack.com. The school's name is shown on the sign-in page.



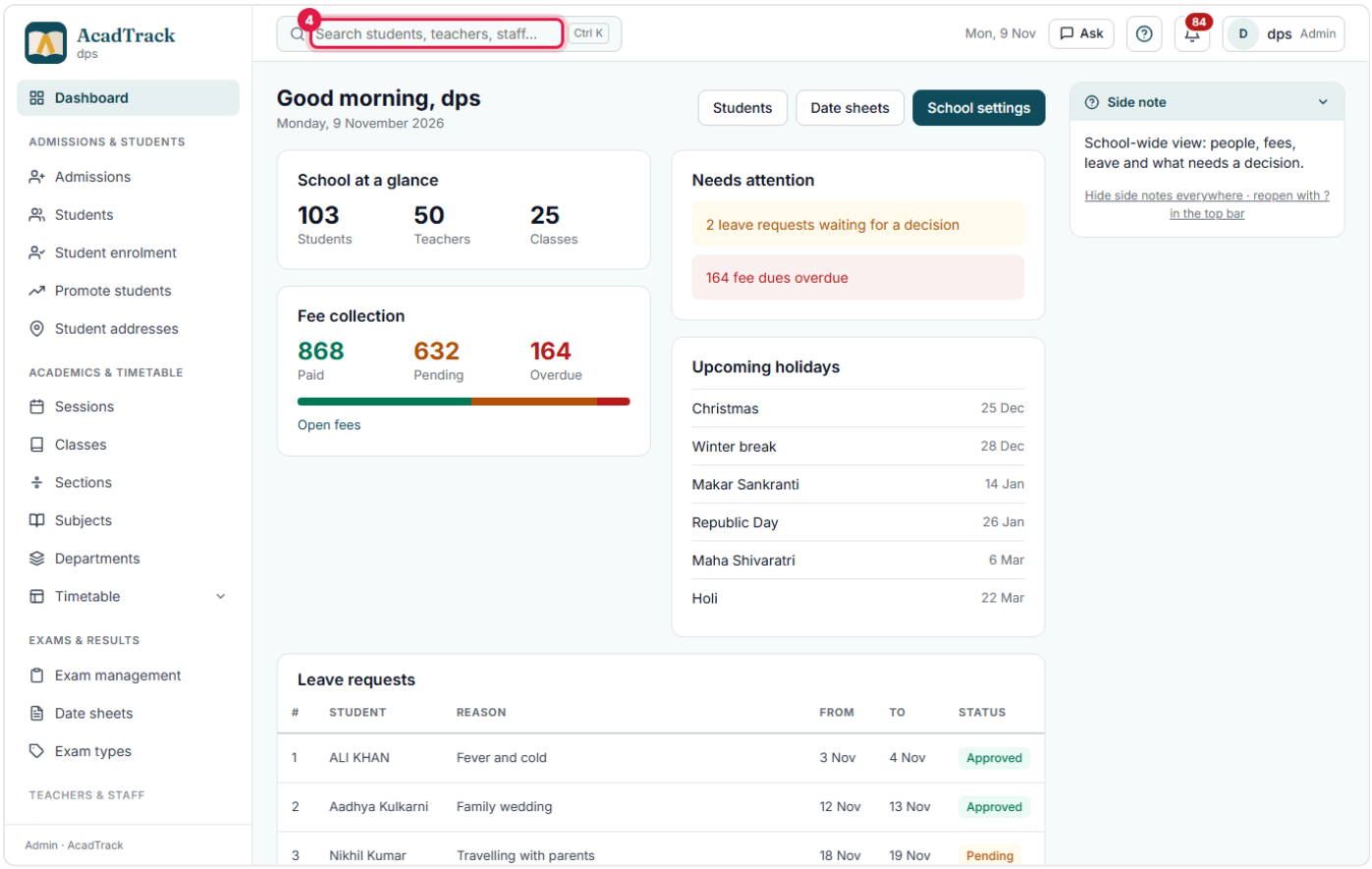
2 Type your username and password exactly as the school office gave them to you, then choose Sign in.



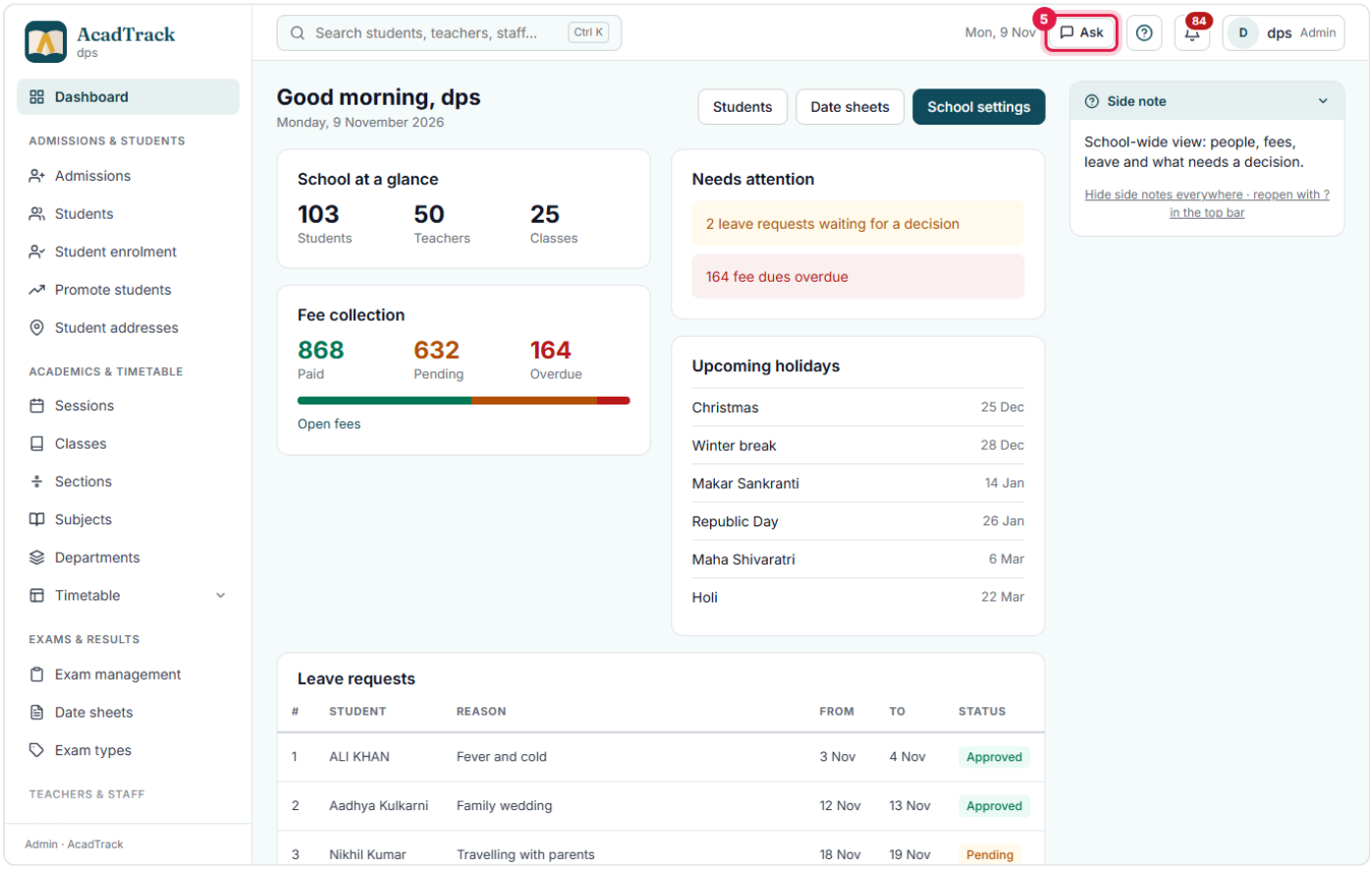
3 After signing in you land on your dashboard. The left menu holds everything your role can open; items your role cannot use are not shown. signed in as dps



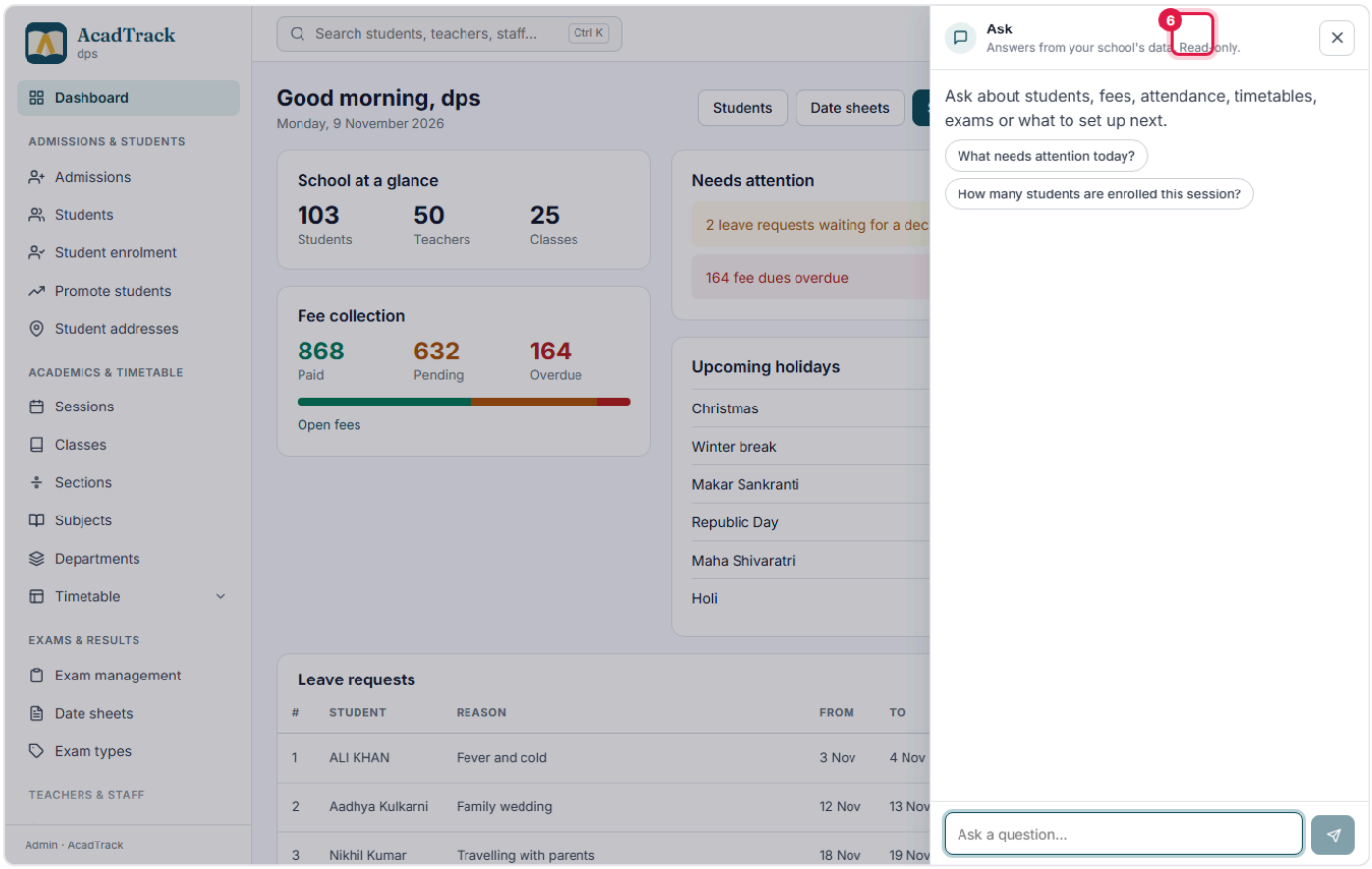
4 Search (or press Ctrl K) finds people and pages from anywhere.



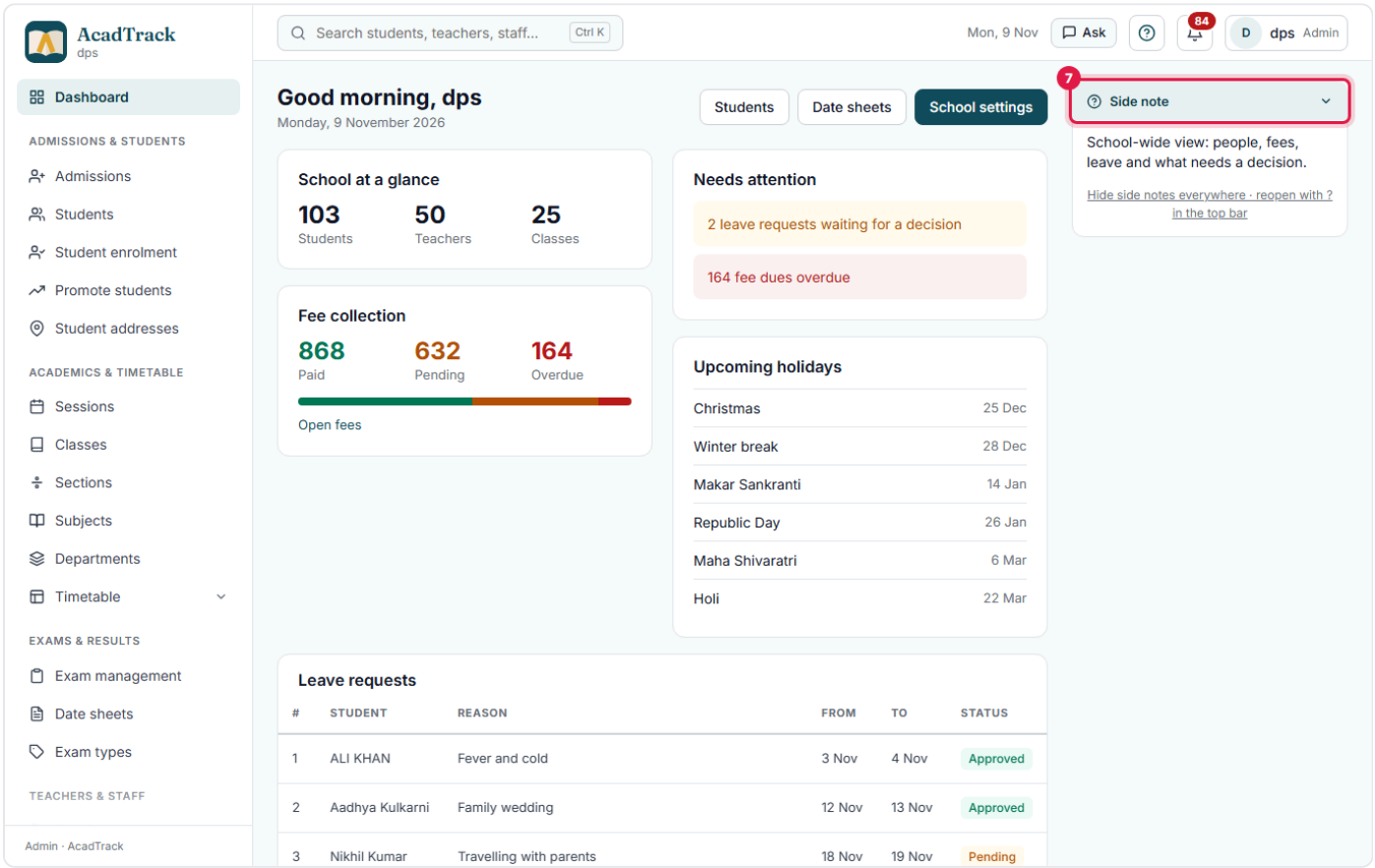
5 Ask answers questions about your school in plain words, from the school's own data.



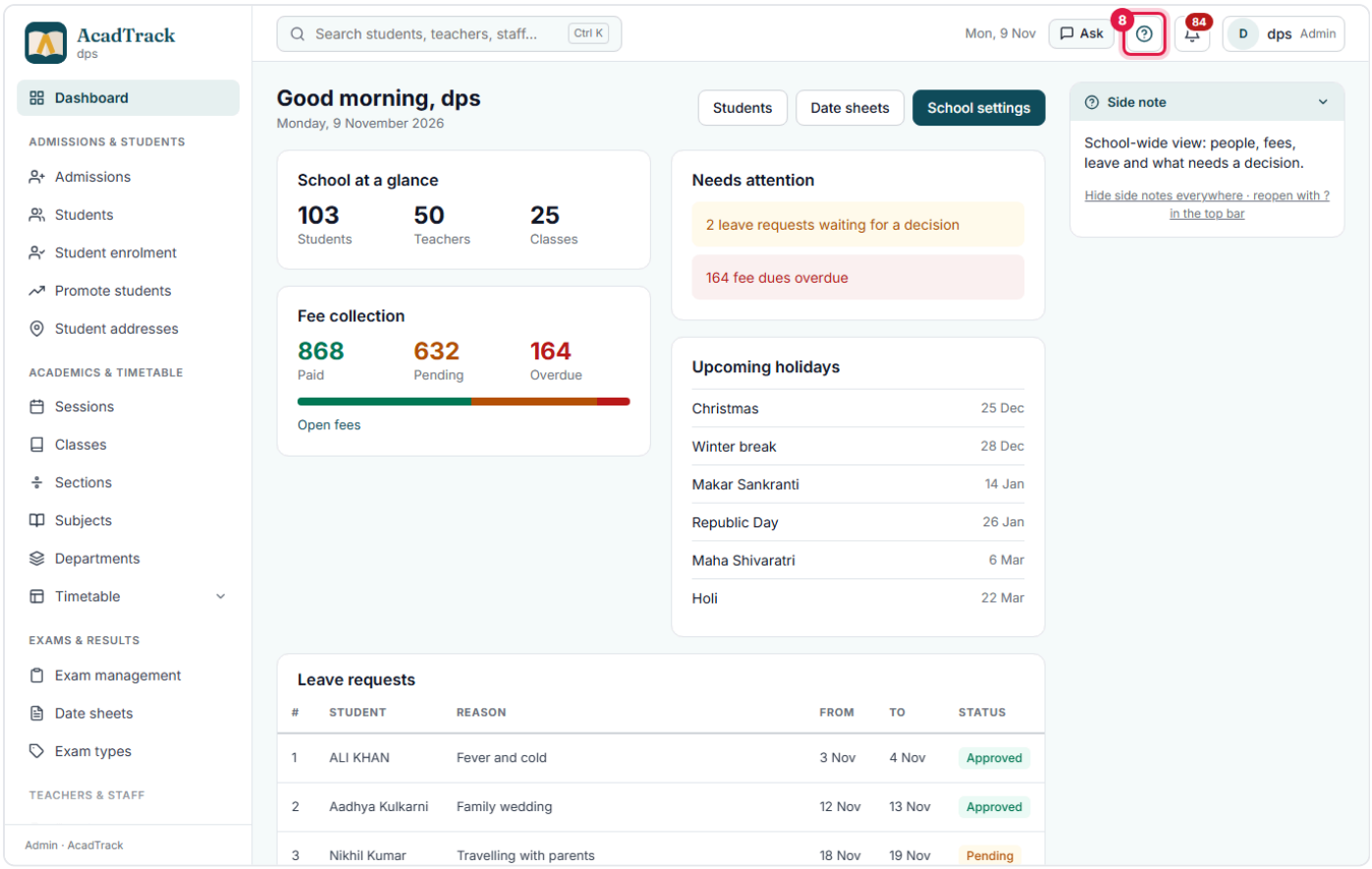
6 The bell shows notices and alerts meant for you.



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.



Office staff (front desk)

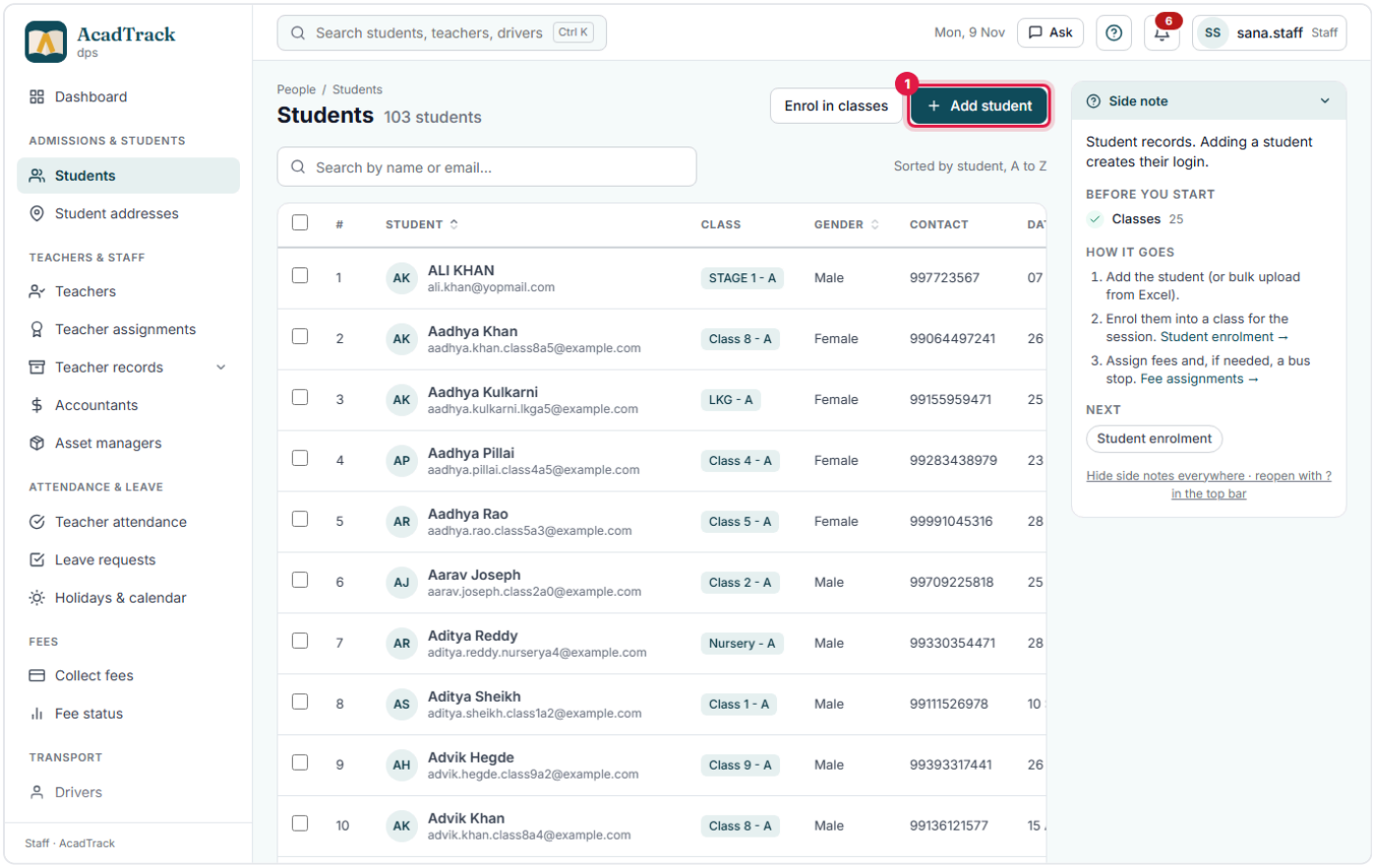
`sana.staff`

Front-desk staff look after people records, collect fees and send notices. Pages outside their role are hidden.

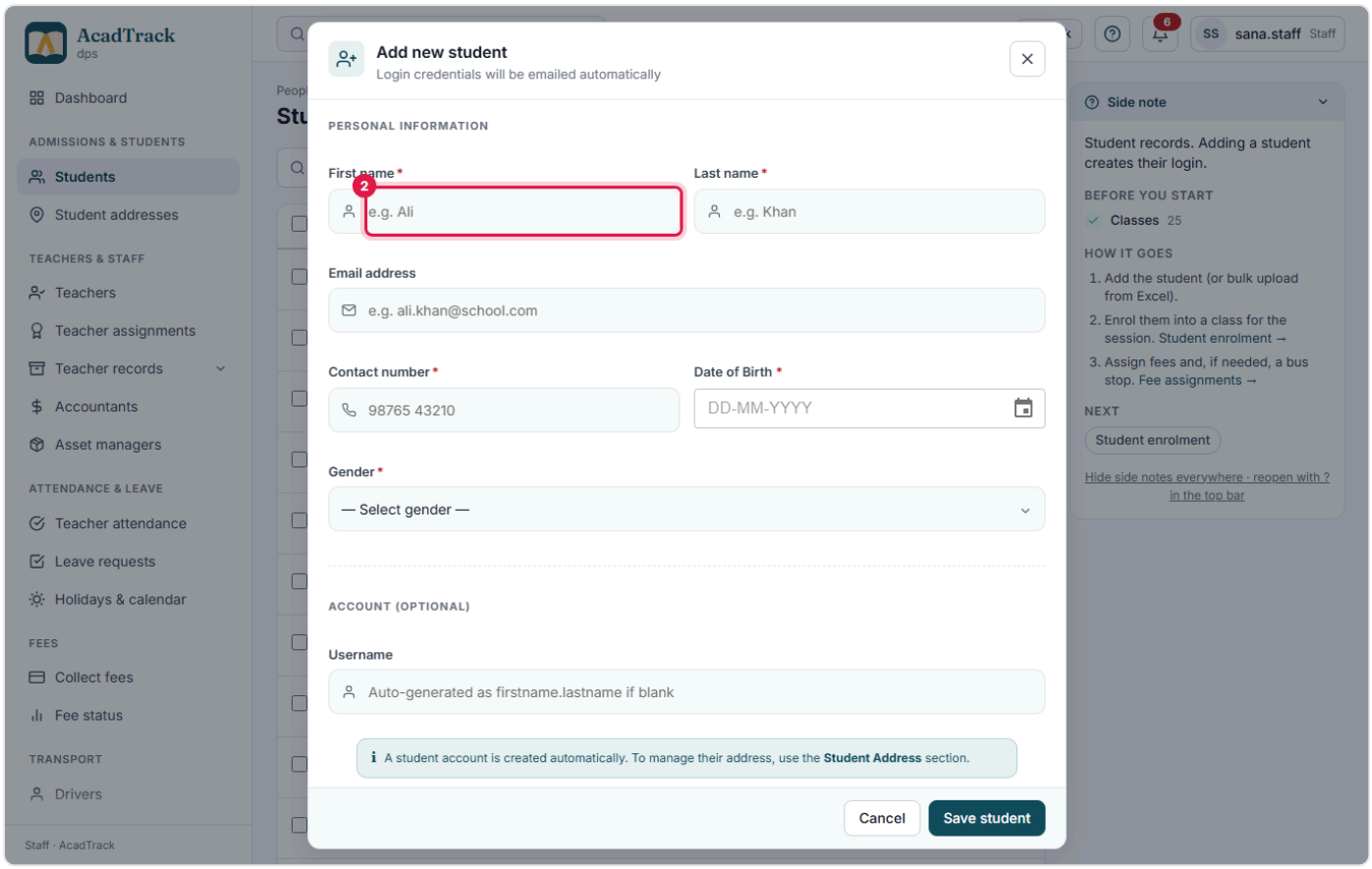
Add a new student

> Create a student record and login.

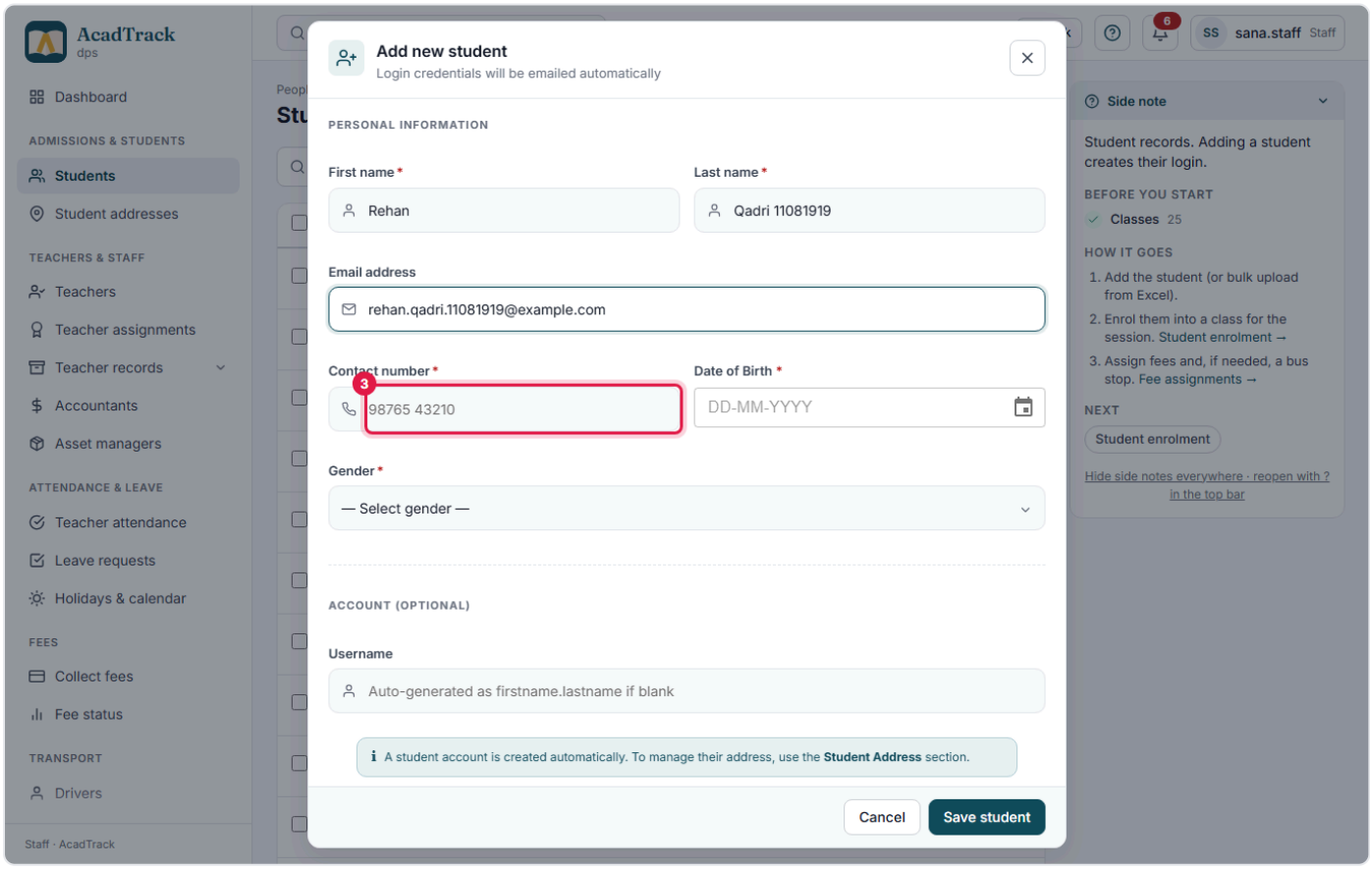
1. Open Students and choose Add student. signed in as sana.staff



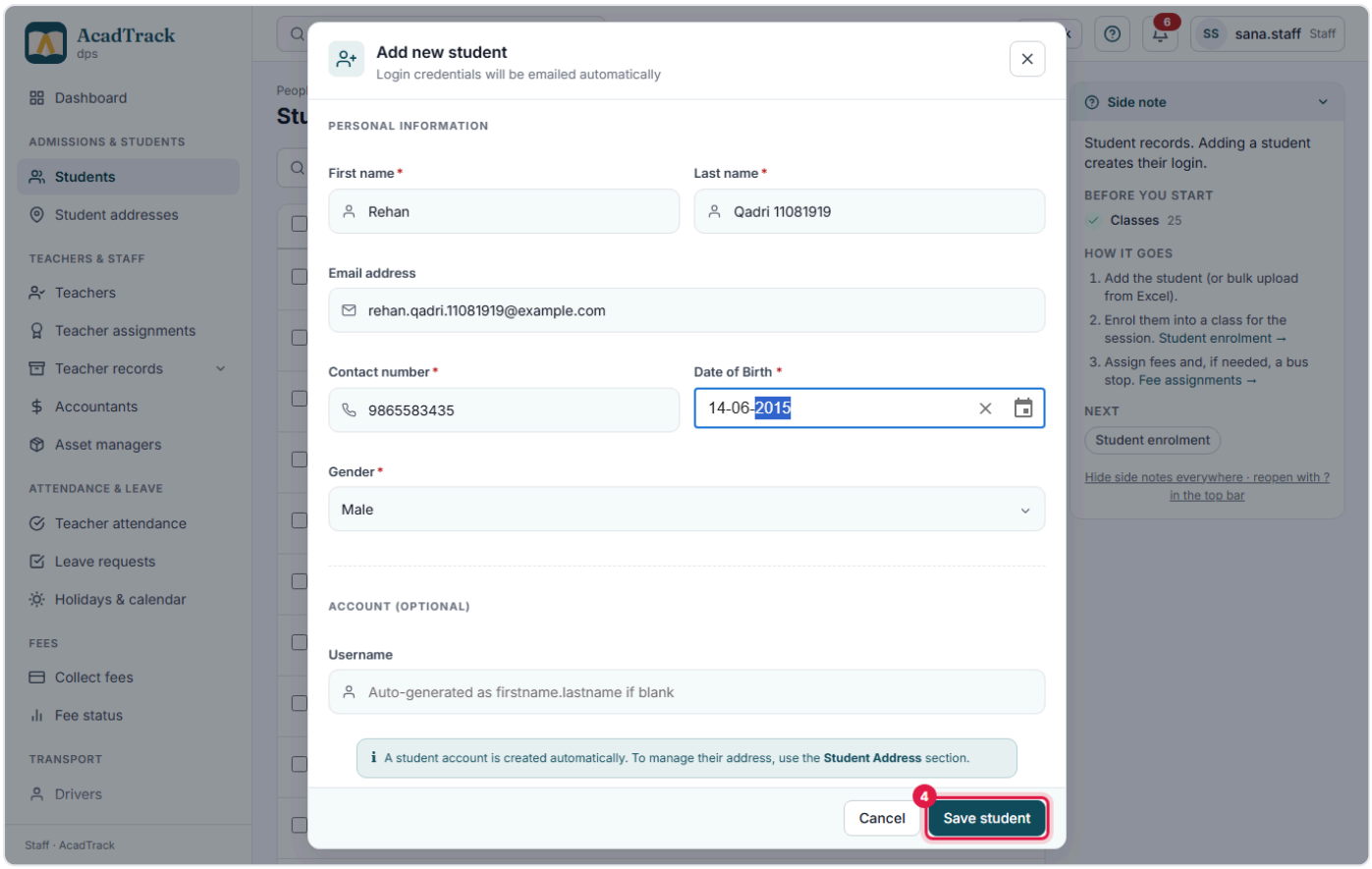
2 Fill in the first and last name.



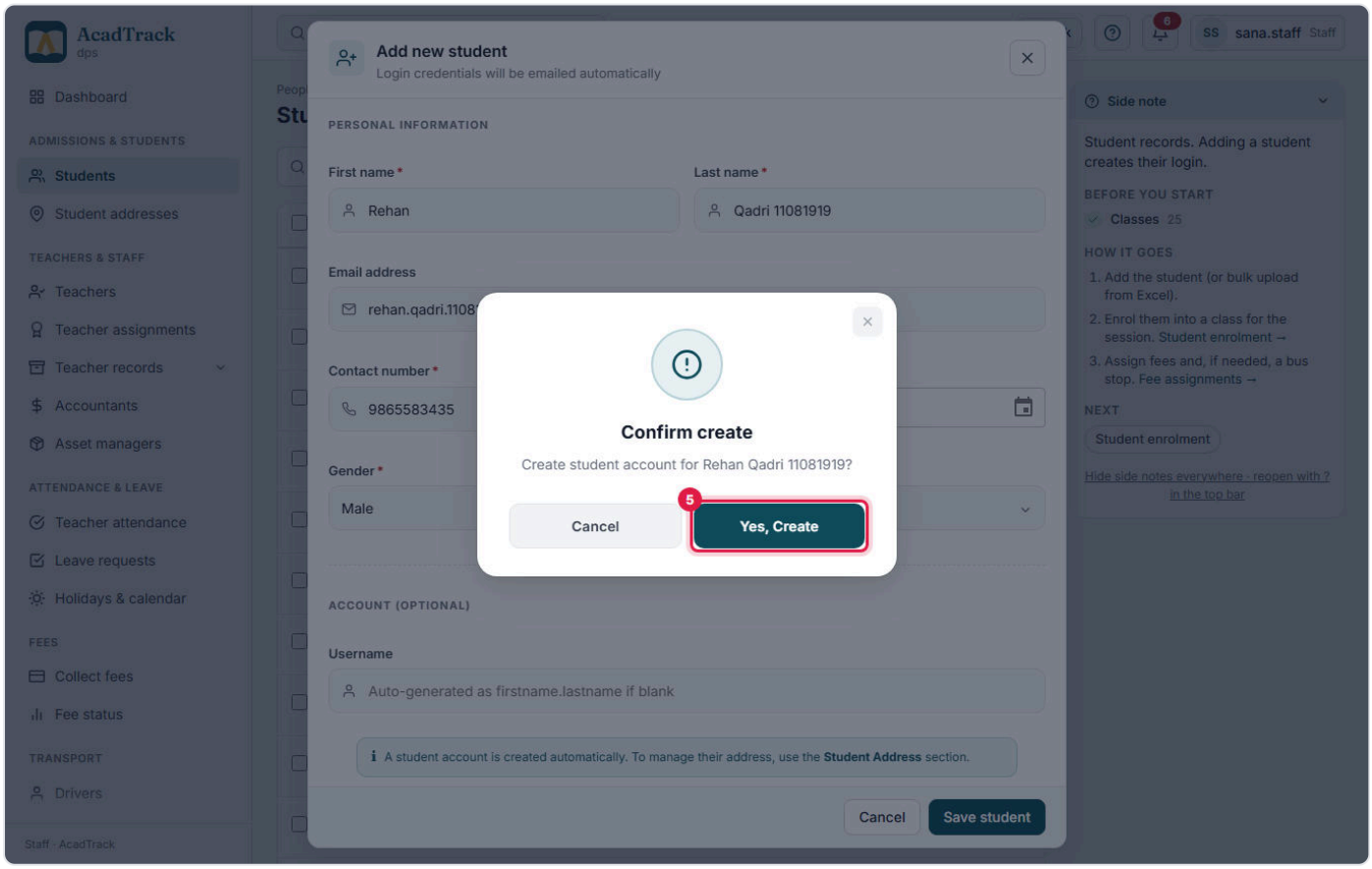
3 Add the parent's contact number, date of birth and gender.



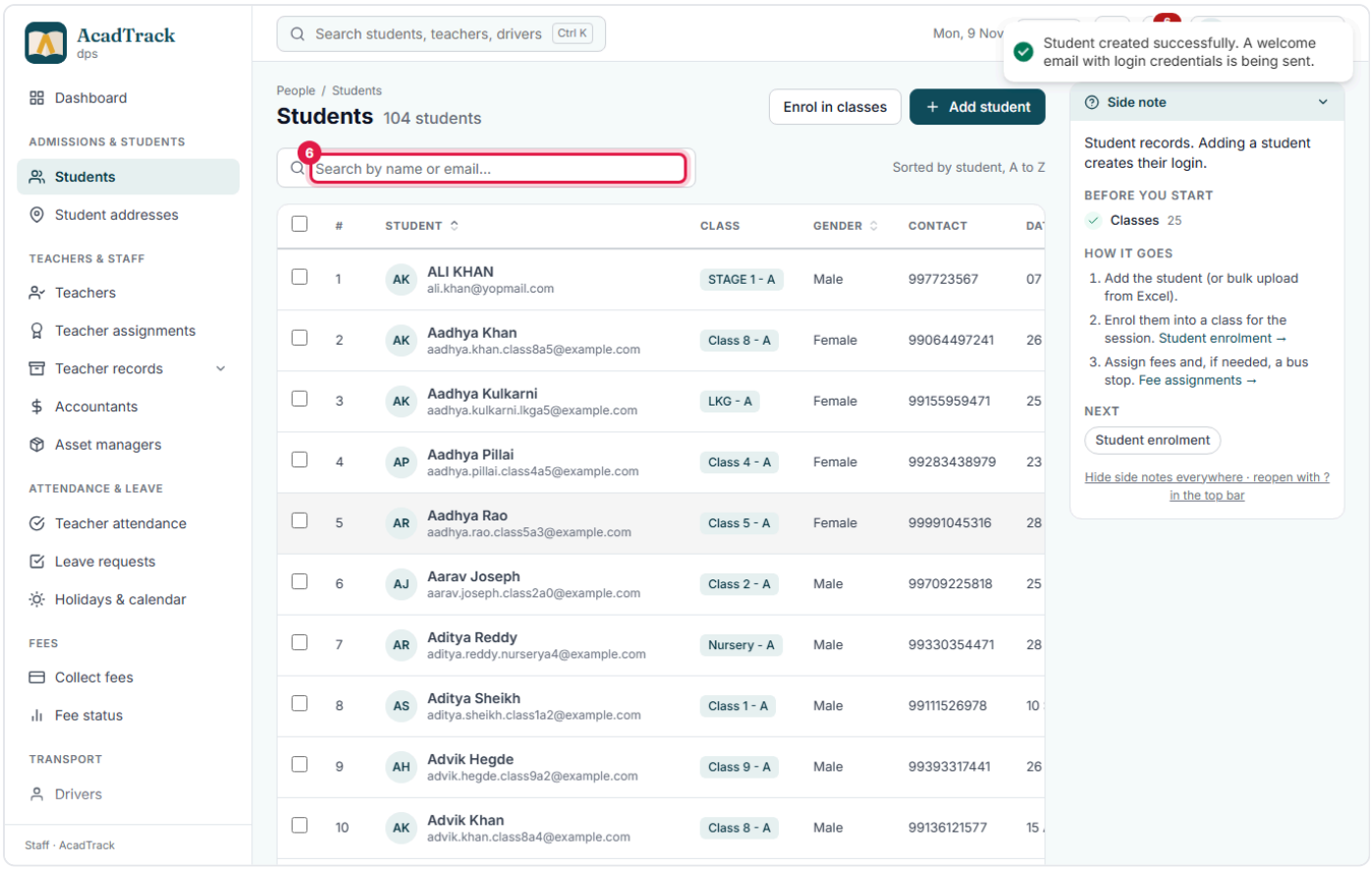
4 Leave Username empty to use firstname.lastname, then choose Save student. A login is created and the welcome email sent.



5 Confirm with Yes, Create.



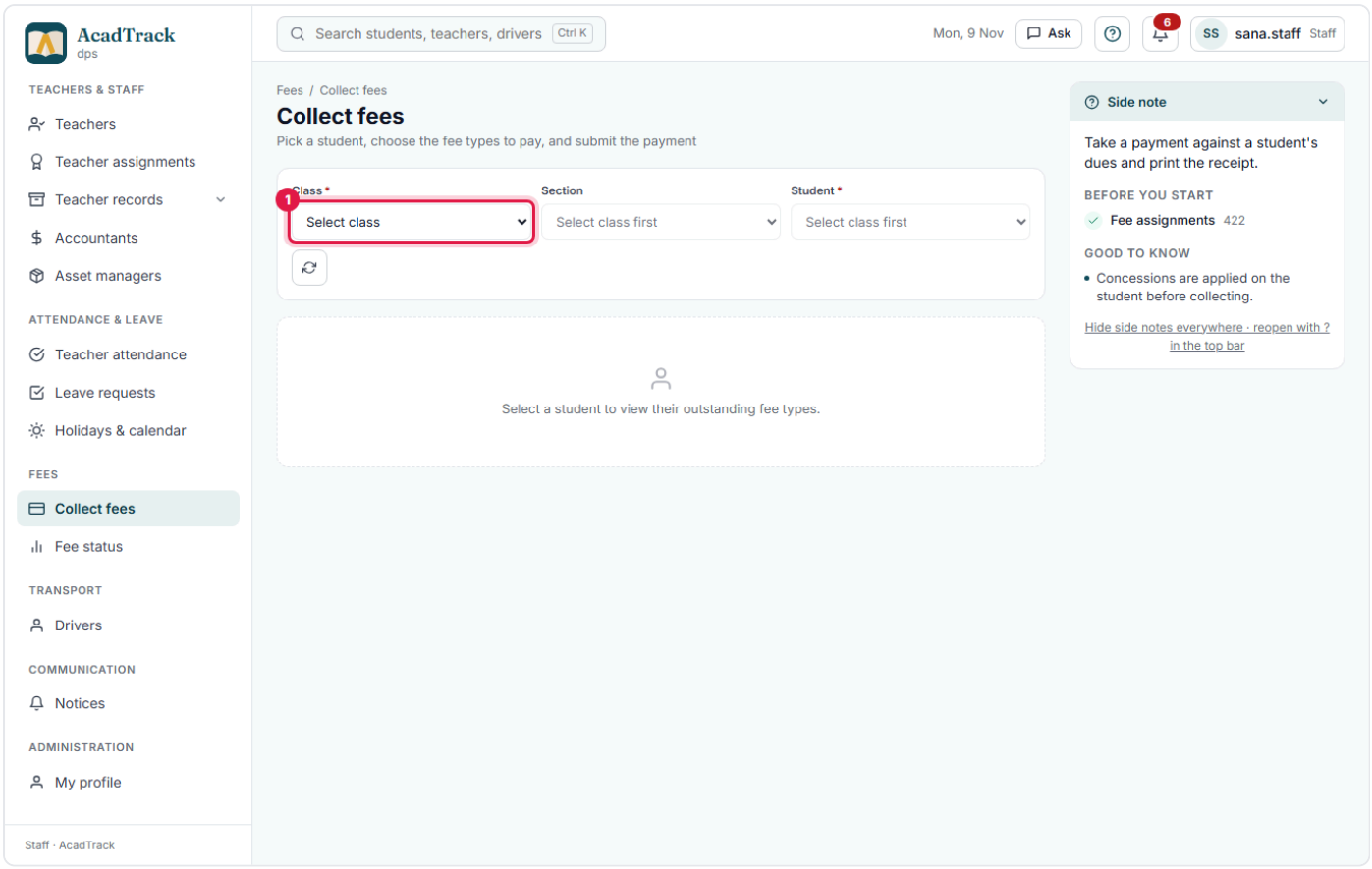
6 The student appears in the list. Next, enrol them in a class (Student enrolment).



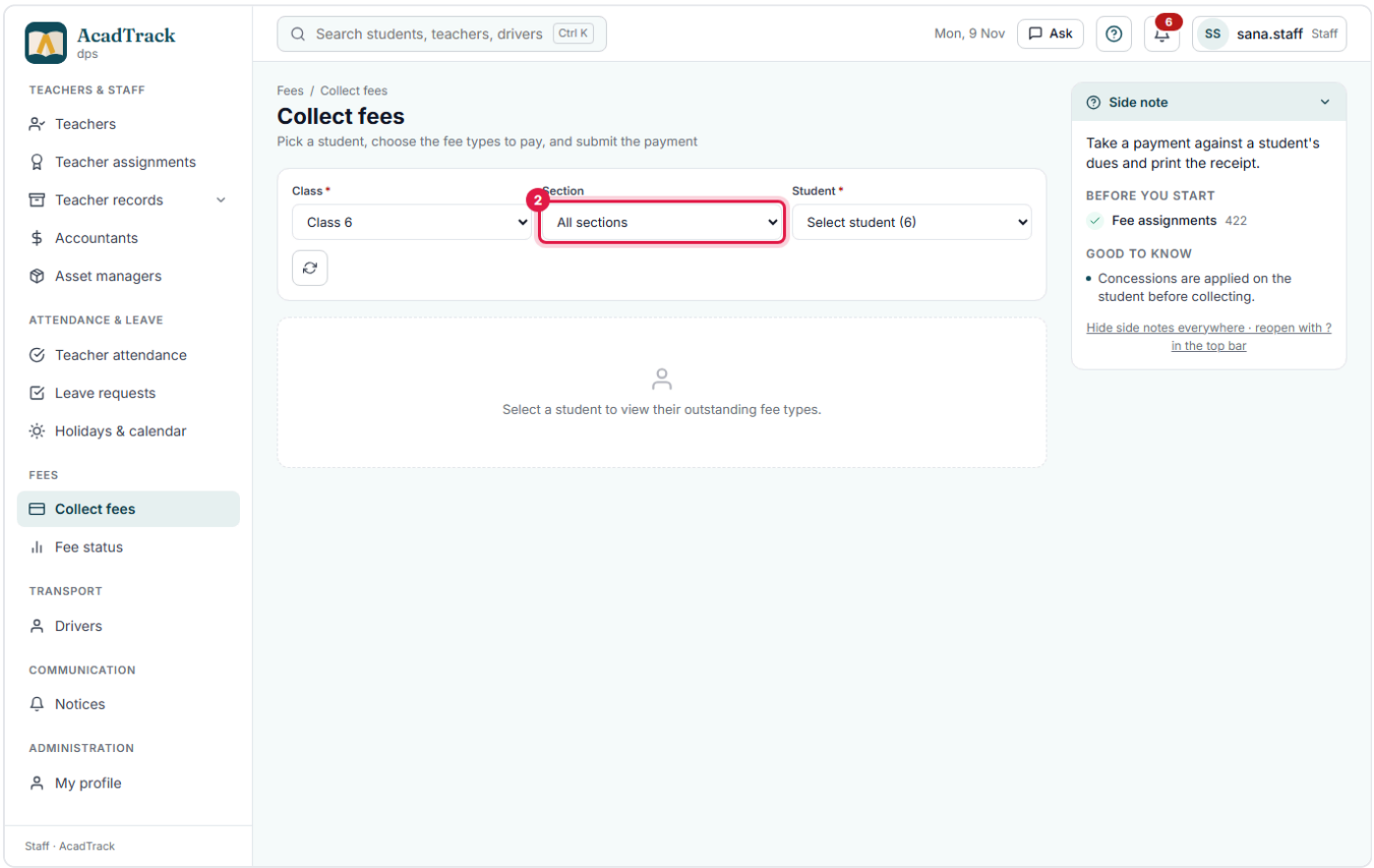
Collect a fee and print the receipt

> A parent pays at the counter.

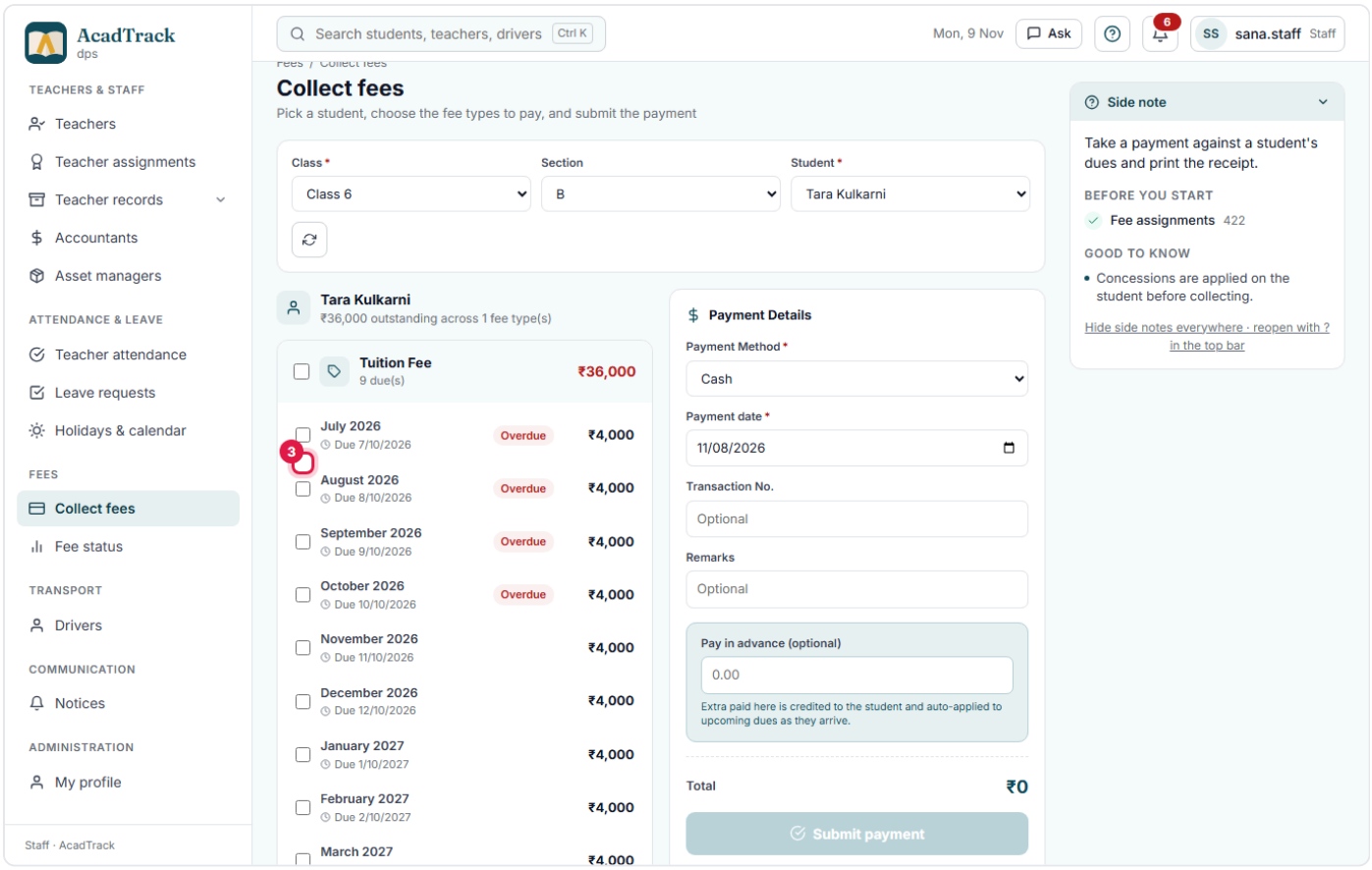
1. Open Collect fees. Choose the class first. signed in as sana.staff



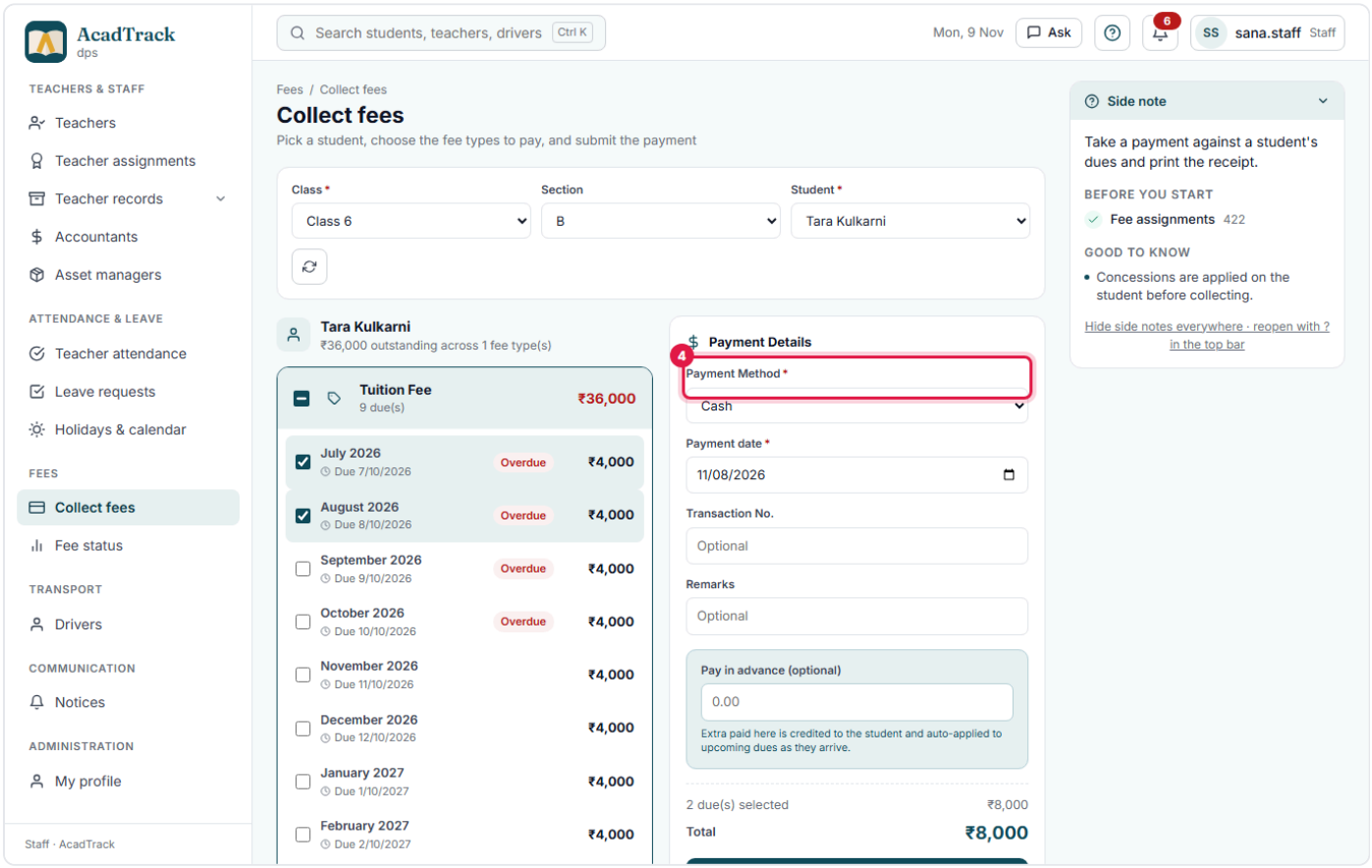
2. Then the section and the student. Their unpaid months load at once.



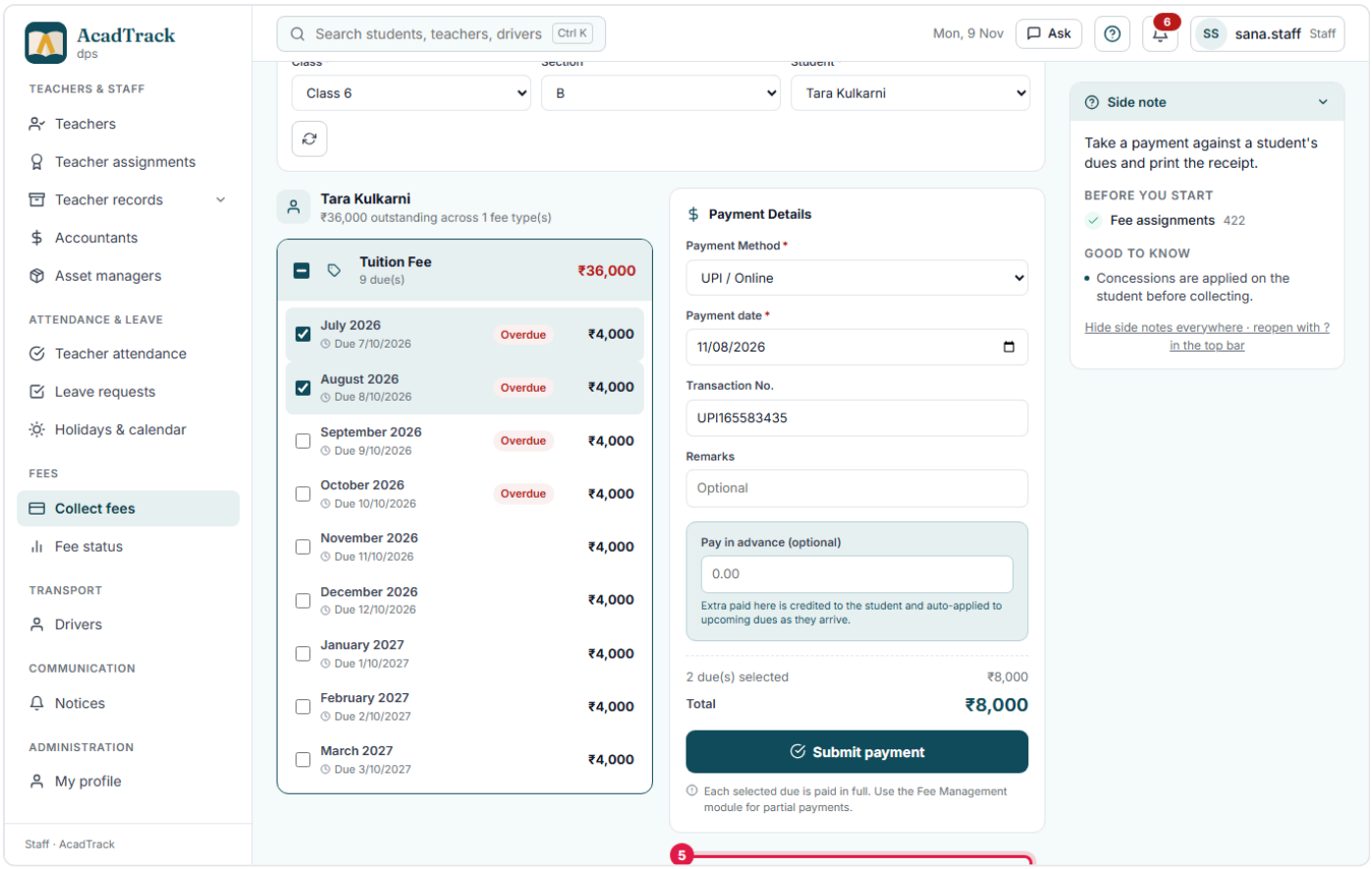
3 Every unpaid month is listed under its fee head, oldest first. Tick the months the parent is paying (the box on the fee head ticks all of them).



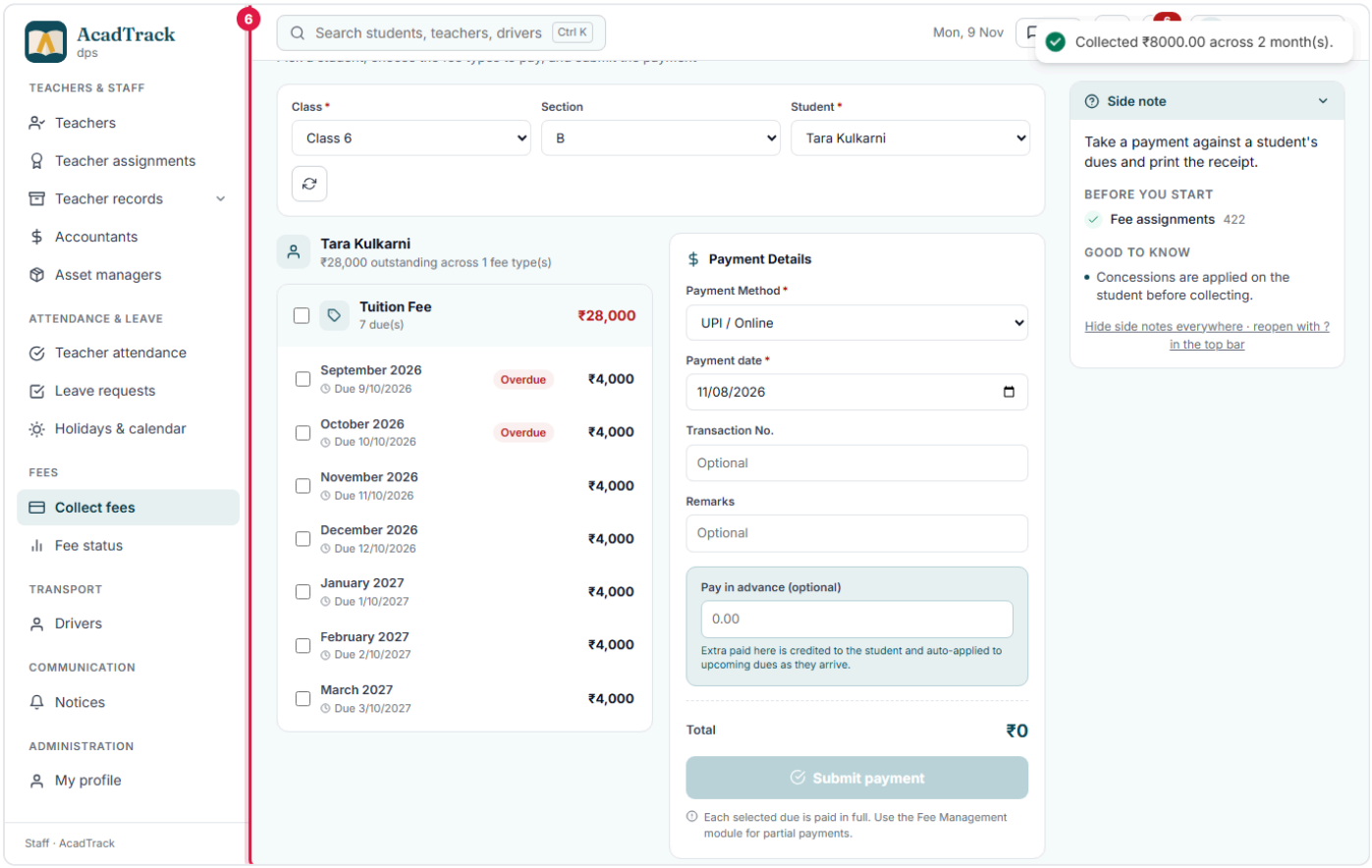
4 Choose the payment method and, for UPI, card or cheque, the transaction number. The total updates as you tick.



5 Choose Submit payment.



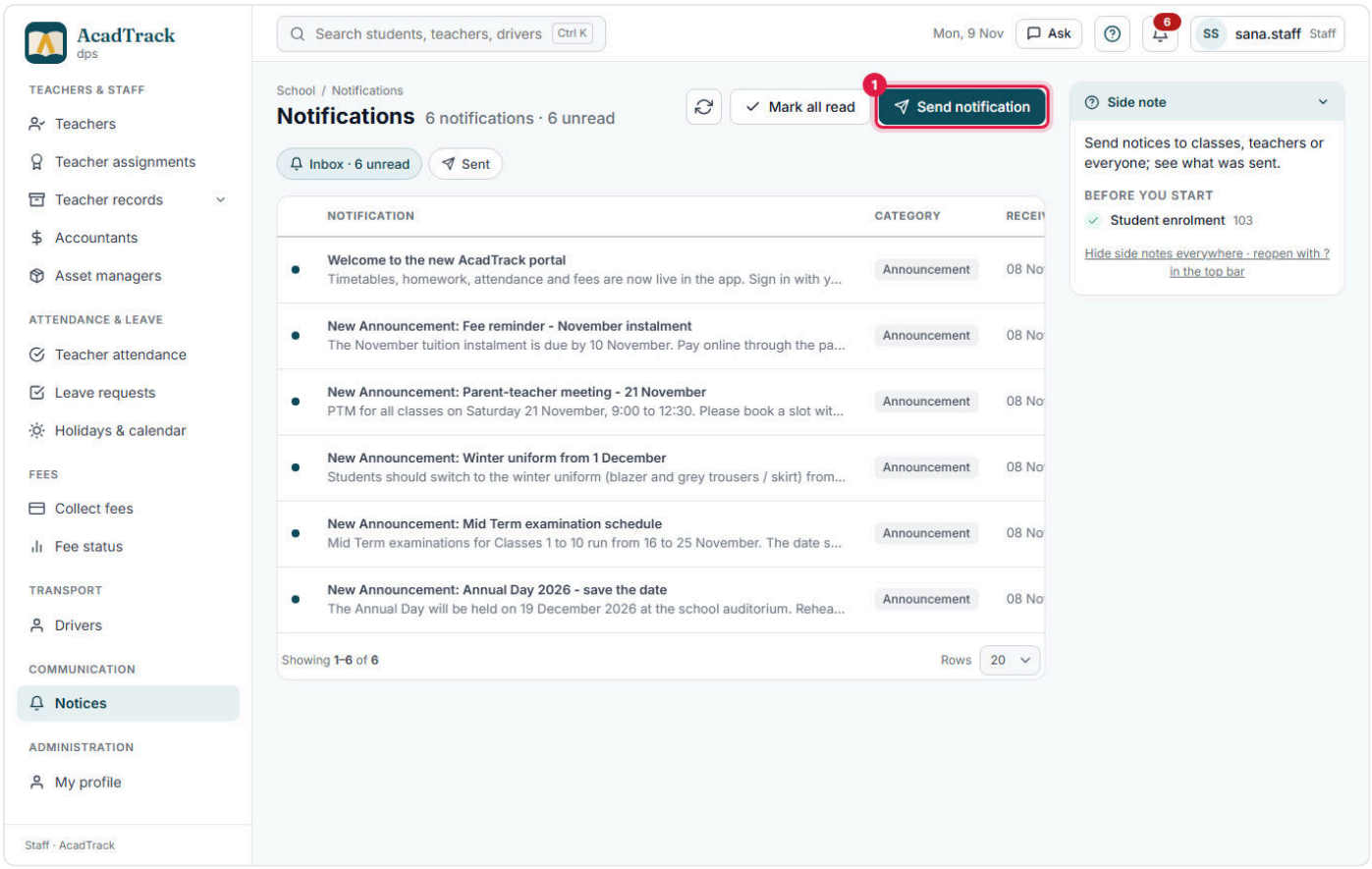
6 The receipt opens, ready to print or share; the months now show as paid.



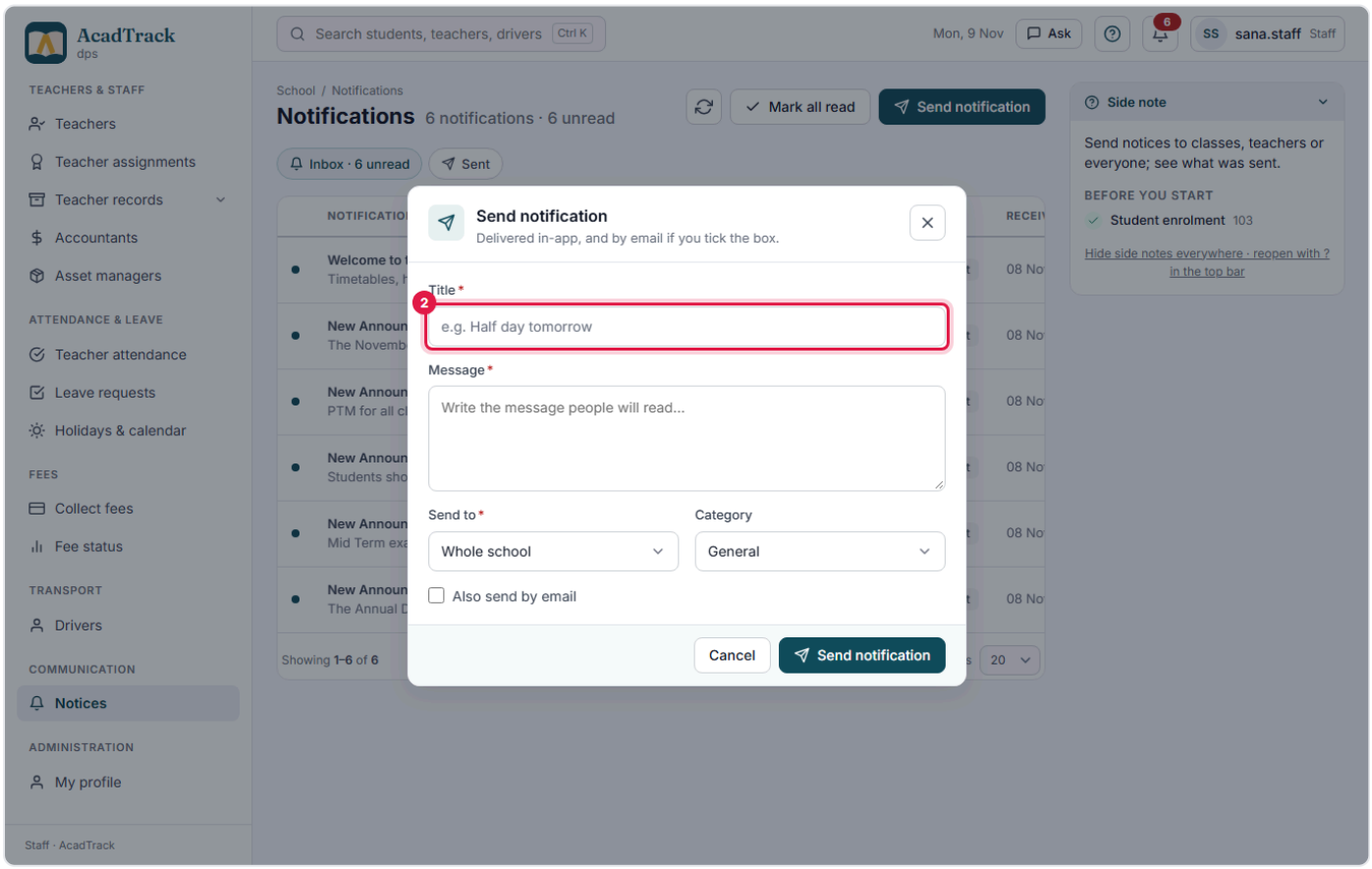
Send a notice

> Tell parents, teachers or one class something.

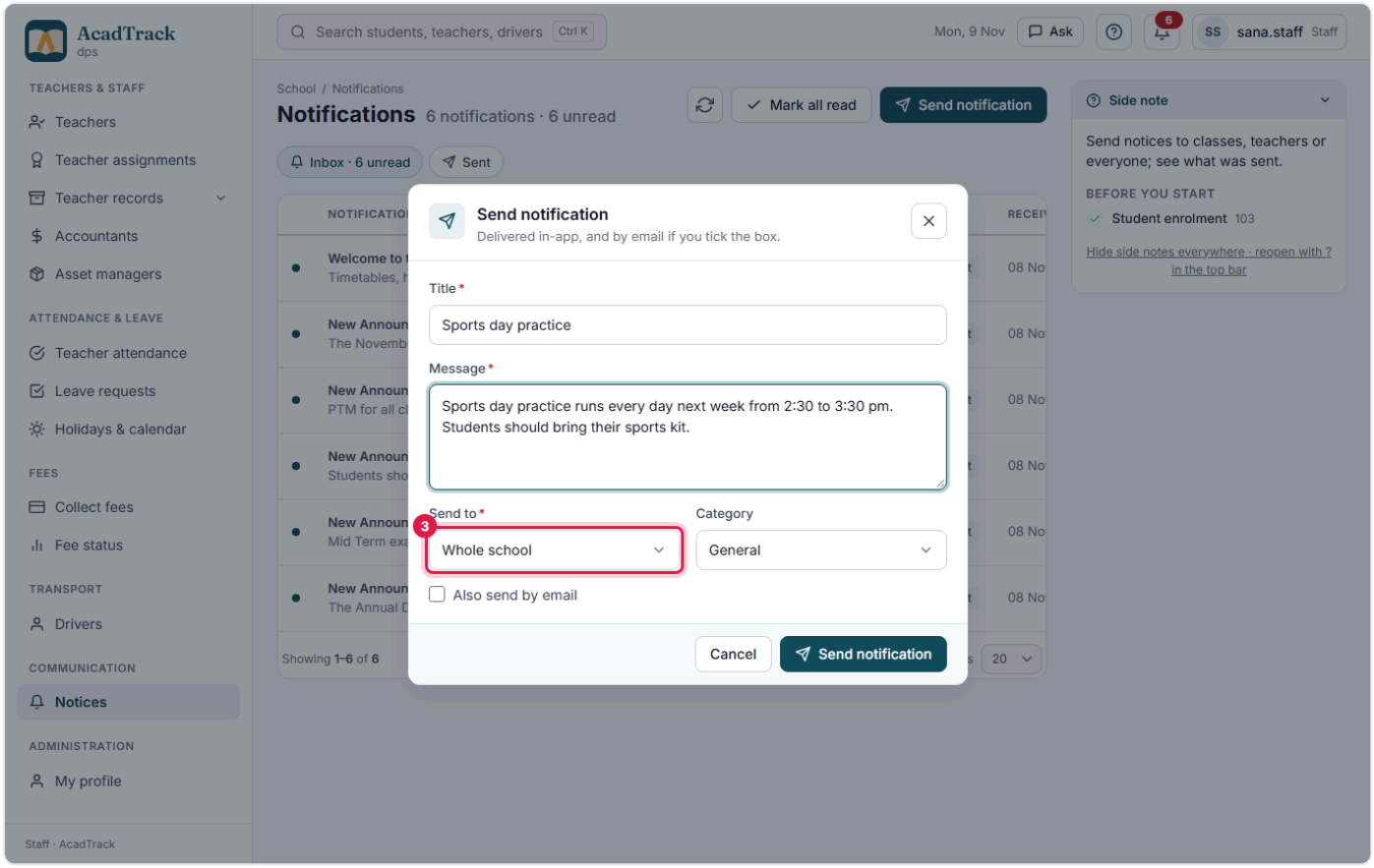
1. Open Notices and choose Send notification. signed in as sana.staff



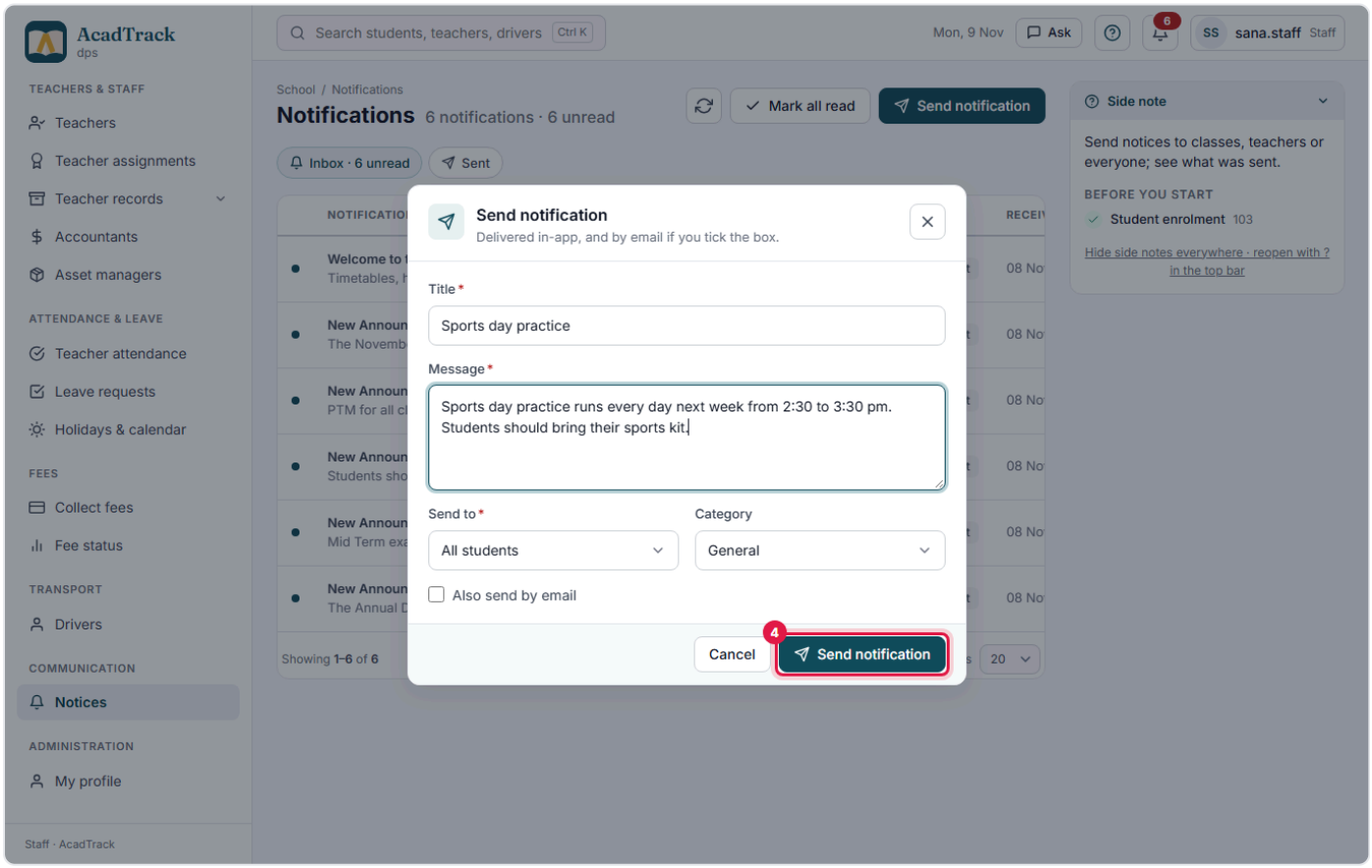
2. Write a short title and the message.



3 Choose who receives it: the whole school, all teachers, all students, a class or one person. Tick email to send it by mail as well.



4 Choose Send notification. It appears in the app and on the portal straight away.



End-to-end flows across roles

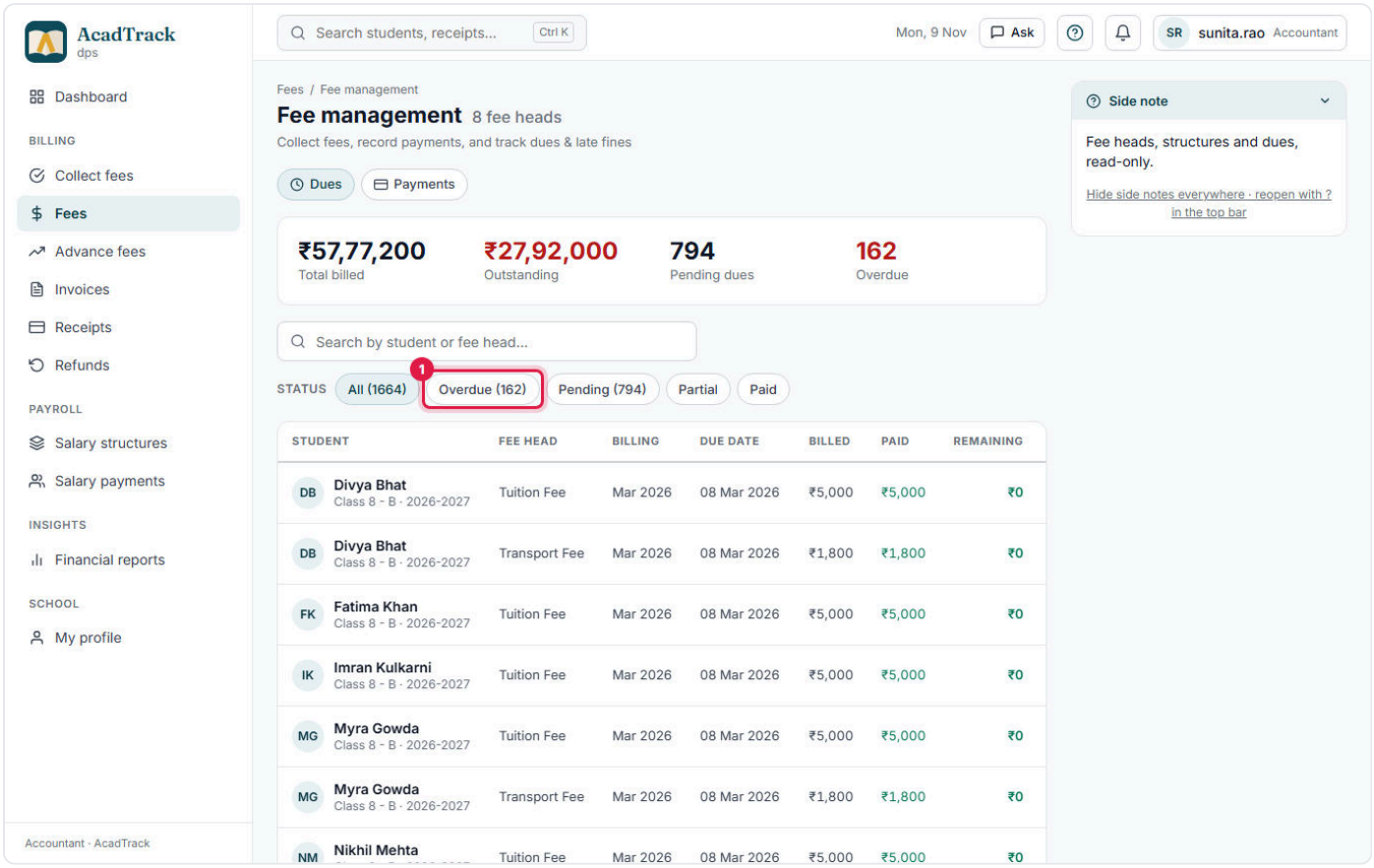
`several`

The same piece of work as it passes from one person to the next. Each flow runs on real records, in order.

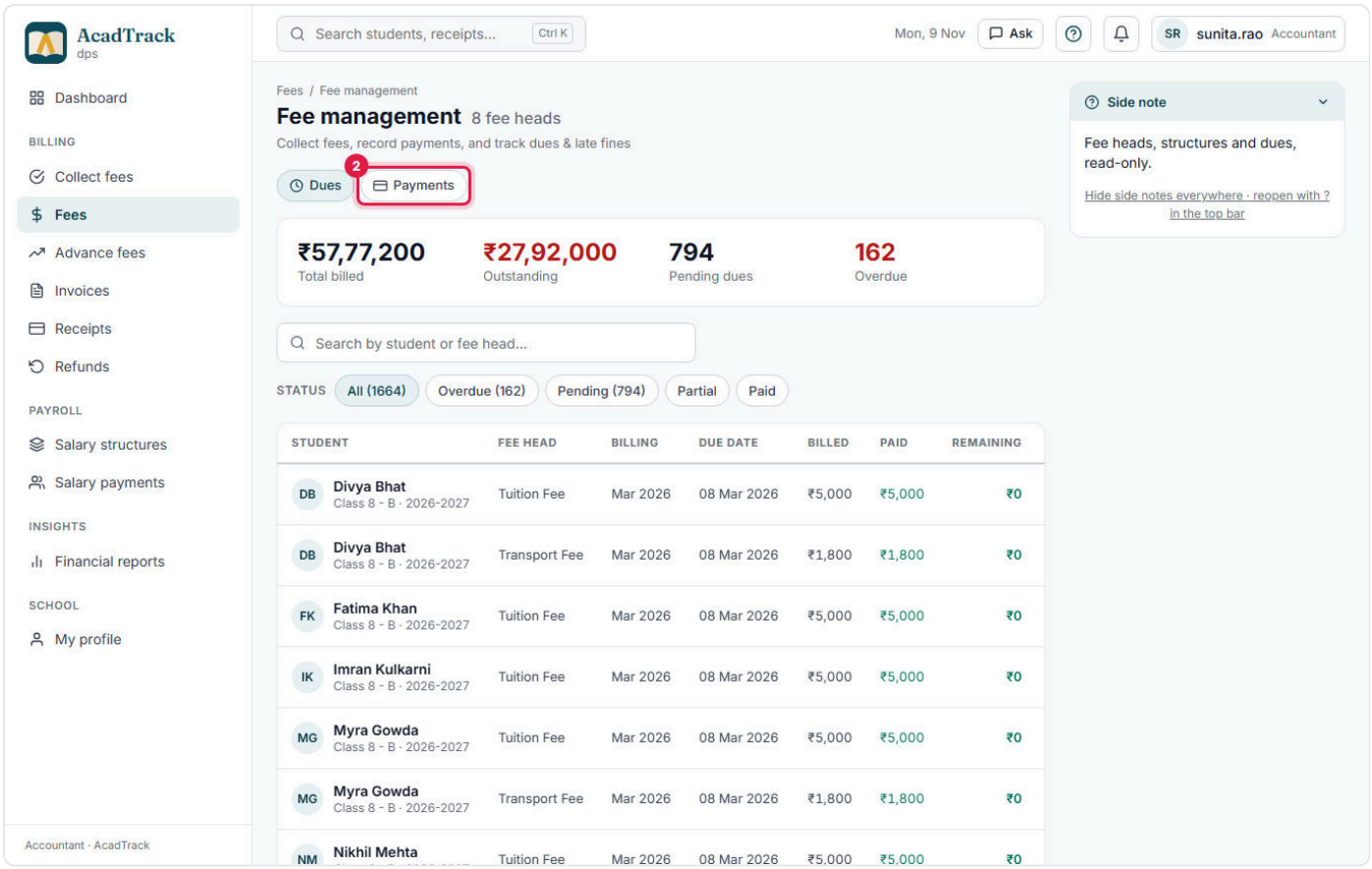
Fees: billed, paid, seen by the parent

> Dues are raised monthly; the office or accountant collects; the parent sees what is paid and due.

1 Accountant: Fee management lists every due with the fee head, month, amount billed, paid and remaining. signed in as sunita.rao



2 Payments shows every receipt with its method and reference.



3 Parent or student: Fees shows billed, paid and outstanding by month, with receipts. signed in as daniel.mehta.class6b0

