

PODAR LEARN SCHOOL NIPHAD

School ERP Software

Complete User Guide – Hindi

Step by Step Guide

5,000 Students | Fee Collection | Receipts | AI Assistant

Academic Year 2026-27

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1. Software Kya Hai?

Yeh software Podar Learn School Niphad ke liye banaya gaya hai.

Features:

- ☐ 5,000 Students ka complete record
- ☐ Fee Collection aur Receipts
- ☐ QR Code Verification
- ☐ AI Assistant (Voice Support)
- ☐ Cloud Backup
- ☐ Reports aur Analytics

2. Software Kaise Chalaye?

Step 1: Browser Kholo

Computer mein Chrome ya Edge browser kholo.

Step 2: Address Type Karo

Address bar mein likho: localhost:3000

Step 3: Enter Press Karo

Software khul jayega!

Note: Agar software nahi khul raha, toh developer se contact karo.

3. Dashboard – Main Screen

Dashboard software ka main page hai. Yahan sab important information dikhti hai.

Dashboard Mein Kya Dikhta Hai?

- ☐ Total Students: 5,000
- ☐ Fees Collected: Rs. 16 Crore (70%)
- ☐ Pending Fees: Rs. 7 Crore
- ☐ Today Collection: Rs. 4.5 Lakh

Quick Actions:

- ☐ New Admission button – Naya student add karo
- ☐ Collect Fee button – Fees collect karo

4. Student Management

Students section mein saare 5,000 students ki list hai.

Student Kaise Dhundho?

Step 1: Left side mein Students pe click karo

Step 2: Search box mein naam ya ID type karo

Step 3: Student list mein dikhega

Naya Student Kaise Add Karo?

Step 1: Add Student button pe click karo

Step 2: Form bharo – Naam, Father name, Class, Section, etc.

Step 3: Save button pe click karo

5. Fee Collection

Yeh section sabse important hai. Yahan fees collect karte hain.

Fee Collect Karne Ke Steps:

Step 1: Left side mein Fee Collection pe click karo

Step 2: Student select karo dropdown se

Step 3: Amount enter karo (Full, Half, ya Quarter)

Step 4: Payment Date – Aaj ki date auto aati hai

Step 5: Next Due Date – Jab parent next payment karenge

Step 6: Payment Mode select karo (UPI, Cash, Card, etc.)

Step 7: Generate Receipt button pe click karo

Important: Next Due Date zaroor enter karo! Parent se poocho ki next kab pay karenge.

6. Receipt Print Karna

Receipt mein ye sab information hoti hai:

- ☐ School Name aur Logo
- ☐ Receipt Number
- ☐ Date aur Time
- ☐ Student Name, Class, Section
- ☐ Amount Paid
- ☐ Balance Remaining
- ☐ NEXT PAYMENT DATE – Parent ki promised date
- ☐ Payment Schedule (Q1, Q2, Q3, Q4)
- ☐ QR Code (Scan karke verify karo)

Print Kaise Karo?

Step 1: Receipt generate hone ke baad Print button pe click karo

Step 2: Printer select karo

Step 3: Print button pe click karo

Note: Ek A4 page pe 2 receipts aate hain – paper bachta hai!

7. AI Assistant

AI Assistant tumhara helper hai. Tum isse Hindi, English, ya Marathi mein baat kar sakte ho.

AI Se Kya Puchh Sakte Ho?

- ☐ Pending fees kitni hai?
- ☐ Defaulters kaun hain?
- ☐ Today collection kitna hua?
- ☐ Student count kitna hai?
- ☐ Next month prediction kya hai?

Voice Input Kaise Use Karo?

Step 1: Mic button (microphone icon) pe click karo

Step 2: Apna sawaal bolo

Step 3: AI jawab dega

8. Reports

Reports section mein different types ki reports milti hain.

Report Types:

- ☐ Daily Report – Aaj ki collection
- ☐ Monthly Report – Mahine ka summary
- ☐ Class-wise Report – Class wise students
- ☐ Defaulters List – Jinke fees pending hai

Report Export Kaise Karo?

Export PDF ya Export Excel button pe click karo.

9. Settings & Backup

Cloud Backup – Bahut Important!

Cloud Backup se tumhara data safe rahega. Computer kharab ho jaye toh bhi data milega.

Backup Kaise Karo?

Step 1: Settings pe click karo

Step 2: Backup to Cloud button pe click karo

Step 3: Wait karo jab tak Backup Complete na dikhe

Data Restore Kaise Karo?

Restore from Cloud button pe click karo.

Important Tips:

- ☐ Rozana backup karo
- ☐ Receipt print karke parent ko do
- ☐ Next due date zaroor enter karo
- ☐ QR code scan karke verify karo

Need Help?

Agar koi problem ho toh developer se contact karo.

Software Developed for
PODAR LEARN SCHOOL NIPHAD
Nashik, Maharashtra
Academic Year 2026-27