



PODAR LEARN SCHOOL NIPHAD

ERP Software

Complete Visual Demo Guide

How to Use This Guide:

1. Open software at: <http://localhost:3000>
2. Follow each section step by step
3. Practice all features before demo
4. Show this guide during school demo

Academic Year: 2026-27

Version: 1.0

Date: February 2025

SECTION 1: How to Open the Software

Step 1: Open Browser

Open any web browser on your computer (Chrome, Firefox, Safari, Edge)

Step 2: Type Address

In the address bar, type:

<http://localhost:3000>

Step 3: Press Enter

The software will open automatically. You will see the Dashboard screen.

What You Will See:

[LOGO] PODAR LEARN SCHOOL NIPHAD Excellence in Education
Dashboard Students Fees Reports QR AI Settings
 Good Morning, Accountant! [17 Students] [3.8L Collected] [4.2L Pending] [50K Today]

SECTION 2: Sidebar Navigation (Left Side)

The sidebar on the left side helps you navigate between different sections:

Sidebar Layout:

[LOGO]	
Podar Learn School	
Niphad	
<input type="checkbox"/> Dashboard	← Main overview screen
<input type="checkbox"/> Students	← Add/View students
<input type="checkbox"/> Fee Collection	← Collect fees
<input type="checkbox"/> Reports	← View reports
<input type="checkbox"/> QR Lookup	← Verify receipts
<input type="checkbox"/> AI Assistant	← Ask questions
<input type="checkbox"/> Settings	← School settings
[AC] Accountant ← Logged in user	
accountant@podar...	

How to Navigate:

- Click on any menu item to open that section
- The current section is highlighted with gold color
- On mobile, click the hamburger menu (☰) to see sidebar

SECTION 3: Dashboard (Main Screen)

What is Dashboard?

Dashboard is the first screen you see. It shows complete school overview at one place.

Dashboard Layout:

Good Morning, Accountant! |
Here's your school's financial overview for today. |
[+ New Admission] [Collect Fee] |

Statistics Cards (4 Cards):

17
Students

▲ Active

3,80,000
Collected

65%

4,20,000
Pending

5 Due

50,000
Today

3 Rec

What Each Card Shows:

- Total Students: Number of active students in school
- Fees Collected: Total money collected with percentage bar
- Pending Fees: Outstanding amount and defaulter count
- Today's Collection: Today's money and receipt count

Quick Actions (4 Buttons):

- New Student: Add a new student
- Collect Fee: Open fee collection screen
- Reports: View all reports
- Scan QR: Open QR scanner

SECTION 4: How to Add New Student

Method 1: From Dashboard

- Click on 'New Admission' button on dashboard

Method 2: From Students Section

- Click on 'Students' in sidebar
- Click on 'Add Student' button

Add Student Form:

+ Add New Student [X]

Student Name * Father's Name *

Aarav Sharma | Rajesh Sharma

Mother's Name Date of Birth

Priya Sharma | 15/03/2020

Class * Section *

Nursery ▼ | A ▼

Contact Number * Alternate Contact

9876543210 | 9876543211

Address

123, Sector 15, Noida, UP - 201301

Admission Date Annual Fee (Auto)

20/02/2026 | ₹36,000

[Cancel] [Add Student]

Important Points:

- Fields marked with * are required
- Annual Fee is automatically set based on class selected
- Fee Structure: Nursery ₹36K, LKG ₹38K, UKG ₹40K, 1st-2nd ₹42K, etc.

SECTION 5: How to Collect Fee (Most Important)

Step-by-Step Process:

Fee Collection Screen:

☐ Fee Collection

Step 1: Select Student

Aarav Sharma (Nursery-A) - Pending: ₹9,000

↑ This shows student name, class, AND pending balance!

Step 2: Enter Amount

Amount (₹) *

5000

Step 3: Select Payment Mode

Payment Mode *

UPI

Options: UPI | Cash | Card | Cheque | Bank Transfer

Step 4: Enter Reference (Optional)

Transaction ID

UPI123456789

Step 5: Click Button

☐ COLLECT FEE

Payment Mode Options:

Mode	When to Use	Extra Field
UPI	Google Pay, PhonePe, Paytm	Transaction ID
Cash	Cash payment	None
Card	Credit/Debit card	Card Reference
Cheque	Cheque payment	Cheque Number
Bank Transfer	NEFT/RTGS	Reference Number

SECTION 6: Receipt (After Fee Collection)

Receipt Appears Automatically!

After clicking 'Collect Fee', the receipt appears immediately on screen.

Receipt Design (Compact - 2 per A4 Page):

[LOGO] Niphad [REDACTED]	
[QR CODE] [REDACTED]	
□ FEE RECEIPT AY: 2026-27	
Receipt: REC-2026-001234 Date: 20 Feb 2026	
Time: 10:30 AM	
Student: Aarav Sharma Class: Nursery-A	
Father: Rajesh Sharma ID: PLS2026NR001	
Particulars	Amount
Tuition Fee □5,000	
Annual Fee: □36,000 Prev Paid: □22,000	
Balance: □9,000	
Paid: □5,000	
Mode: UPI Ref: UPI123456789	
Collector	□ Scan QR to Verify Parent
□ Thank you! This is a computer generated receipt.	

Buttons at Bottom:
[Close] [□□ Print] [Share]

Receipt Key Features:

- QR Code: Unique for each receipt - scan to verify
- Receipt Number: Auto-generated (REC-2026-XXXXXX)
- Complete Student Info: Name, Class, Father's Name, ID
- Fee Summary: Shows Annual, Previous, Balance, Today's Payment
- Payment Mode: Shows how payment was made
- 2 per A4 Page: Saves paper when printing

SECTION 7: QR Code Verification

What is QR Verification?

Each receipt has a unique QR code. When scanned, it shows the complete receipt details online. This helps prevent fake receipts.

How to Verify Receipt by QR Code:

Method 1: Scan QR Code

Step 1: Open any QR scanner app on your phone |
(Google Lens, PhonePe, Paytm, etc.) |

Step 2: Point camera at the QR code on printed receipt |

Step 3: A URL will open in browser |
Example: localhost:3000/?receipt=REC-2026-001234 |

Step 4: Complete receipt details appear on screen |

Step 5: Match all details with printed receipt |

Method 2: Enter Receipt ID Manually

Step 1: Click 'QR Lookup' in sidebar |

Step 2: Enter Receipt ID (e.g., REC-2026-001234) |

Step 3: Click 'Lookup Receipt' button |

Step 4: Receipt details appear on screen |

Why QR Code is Important:

- Prevents fake receipts
- Parents can verify payments themselves
- No need to visit school office for verification
- Complete audit trail maintained

SECTION 8: Reports Section

3 Types of Reports Available:

Report 1: Daily Collection

Shows all payments collected today or selected date						
Receipt	Student	Class	Amount	Mode	Time	
REC-001	Aarav Sharma	Nursery	₹5,000	UPI	10:30 AM	
REC-002	Ananya Gupta	LKG	₹10,000	Cash	11:15 AM	
TOTAL: ₹15,000 2 Receipts UPI: ₹5K Cash: ₹10K						

Report 2: Class-wise Collection

Shows how much fee collected from each class						
Class	Students	Total Fee	Collected	Pending	%	
Nursery	1	₹36,000	₹27,000	₹9,000	75%	
LKG	1	₹38,000	₹38,000	₹0	100%	
UKG	1	₹40,000	₹10,000	₹30,000	25%	

Report 3: Defaulters List

Shows students who have NOT paid full fees						
Student	Class	Father	Total	Paid	Balance	
Rahul Kumar	UKG	Vijay Kumar	₹40,000	₹10,000	₹30,000	
Aarav Sharma	Nursery	Rajesh Sharma	₹36,000	₹27,000	₹9,000	
TOTAL PENDING: ₹39,000 from 2 students						

How to View Reports:

- Click 'Reports' in sidebar
- Click on tab: Daily Collection / Class-wise / Defaulters
- Use date filter for specific dates

SECTION 9: AI Assistant (Smart Help)

What is AI Assistant?

An intelligent chat that answers your questions about school data in simple language.

AI Assistant Screen:

AI Assistant

AI: Hello! I can help you with fee queries, student info, defaulters list, and more. What would you like to know?

YOU: How much fees are pending?

AI: Currently, the total pending fees amount is ₹4,20,000. There are 5 students with pending fees. Would you like me to show the defaulters list?

YOU: Who are the top defaulters?

AI: Top 5 defaulters:
1. Rahul Kumar (UKG) - ₹30,000
2. Sneha Reddy (5th) - ₹25,000
3. Aarav Sharma (Nursery) - ₹9,000

- Sample Questions You Can Ask:
- "How much fees are pending?"
 - "What is today's collection?"
 - "Who are the defaulters?"
 - "How many students in Nursery?"
 - "Show me collection statistics"
 - "Total fees collected this month?"

SECTION 10: Cloud Backup (Data Safety)

Why Cloud Backup is Important?

All school data is automatically saved to cloud. If anything happens to your computer, data is safe and can be restored.

Cloud Backup Screen:

Cloud Storage Backup

Automatically backup all your data. Never lose records!

Backup Complete! 17 Students

Last backup: 20 Feb 2026, 10:30 AM 15 Payments

Backup to Cloud

Restore from Cloud

Your data is encrypted and stored securely.

How to Backup:

- Click 'Settings' in sidebar
- Find 'Cloud Storage Backup' section
- Click 'Backup to Cloud' button
- Wait for 'Backup Complete' message

How to Restore:

- Click 'Restore from Cloud' button
- All data will be restored from last backup

SECTION 11: How to Print Receipts

Printing Process:

Step 1: After collecting fee, receipt appears on screen

Step 2: Click '☐☐ Print' button at bottom

Step 3: Print dialog opens

Step 4: Select your printer

Step 5: Click Print

Important:

- 2 receipts fit on ONE A4 page (saves paper!) |
- Each receipt has unique QR code |
- Receipt includes all student and payment details |
- Signature lines for collector and parent |
- "Scan QR to Verify" instruction printed |

SECTION 12: Demo Checklist for School

Use this checklist when giving demo to school:

Pre-Demo Preparation:

- ☐ Open software and check it's working
- ☐ Keep this guide ready for reference
- ☐ Prepare sample student data
- ☐ Test printer connection

Demo Flow (Show in this order):

- ☐ 1. Dashboard (2 minutes)
 - Show statistics cards
 - Show charts
 - Show quick action buttons
- ☐ 2. Students (3 minutes)
 - Show existing students
 - Add a new student
 - Show search and filter
- ☐ 3. Fee Collection (5 minutes)
 - Select a student
 - Enter amount and mode
 - Generate receipt
- ☐ 4. Receipt (3 minutes)
 - Show QR code
 - Show all details
 - Print receipt
- ☐ 5. QR Verification (3 minutes)
 - Scan QR with phone
 - Show receipt online
 - Explain security
- ☐ 6. Reports (3 minutes)
 - Show daily report
 - Show defaulters list
- ☐ 7. Cloud Backup (2 minutes)
 - Show backup feature
 - Click backup button
- ☐ 8. AI Assistant (2 minutes)
 - Ask some questions
 - Show instant answers

Total Demo Time: ~20-25 minutes

SECTION 13: Key Selling Points for School

Feature	Benefit	Value
QR Code on Receipt	Prevents fake receipts	Security
2 Receipts per A4	Saves 50% paper cost	Cost Saving
Automatic Calculations	No manual errors	Accuracy
Cloud Backup	Data never lost	Safety
Mobile Friendly	Use from anywhere	Convenience
AI Assistant	Instant answers	Time Saving
Multiple Payment Modes	UPI, Cash, Card, Cheque	Flexibility
Real-time Reports	Instant analytics	Decision Making

Frequently Asked Questions:

Q: Can I use this on mobile?

A: Yes! Open in any mobile browser. Works on phone and tablet.

Q: What if internet goes down?

A: Software runs on local computer. Works offline too!

Q: Can I add more users?

A: Yes, multiple accountants can use the same system.

Q: How to recover data if computer crashes?

A: Use 'Restore from Cloud' - all data is backed up.

Q: Can parents verify receipts?

A: Yes! They can scan QR code and see receipt online.

Q: Can I print in Hindi?

A: Currently English, but can be customized for Hindi.

Software Ready for Demo!

Open at: <http://localhost:3000>