

NEXTOREx

NEXTOREx Education

Students, fees, attendance, exams and more.

Version 1.2 · Generated 2026-10-17

Online edition: <https://nextorex.com/help>

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Education

Students, fees, attendance, exams and more

Education getting started and academic structure

Set up your school in NEXTOREx: find the Education menu, then create Academic Groups, Sections and Subjects before you admit students.

Plan: Education Essentials and above

What this does

NEXTOREx Education helps a school or academy manage students, fees, attendance and, on larger packages, staff, exams, timetables, a library, transport, hostel and payroll. This guide shows where everything is and how to build your **academic structure**, the Groups, Sections and Subjects that every other Education screen depends on.

- **Academic Group:** a class, grade or programme, for example **Grade 7**.
- **Academic Section:** a division inside one Group, for example **Section A**. A Section always belongs to one Group.
- **Subject:** a subject taught to one Group, for example **Mathematics**.

Who can use it

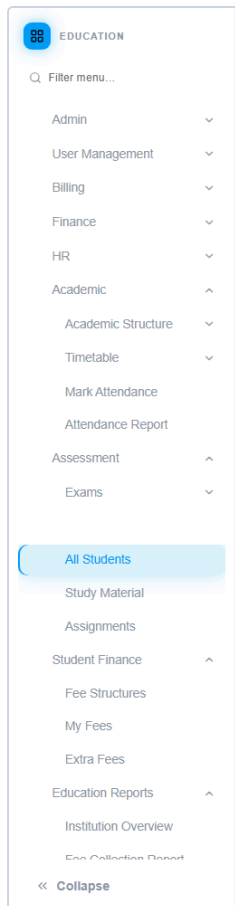
Staff whose role allows it. A school owner or administrator normally sets up the structure once. Teachers and other staff only see the screens their role allows.

Which package includes it

All three Education packages include the academic structure. See [Education plans, limits and combining apps](#) for what each package adds.

Where to find it

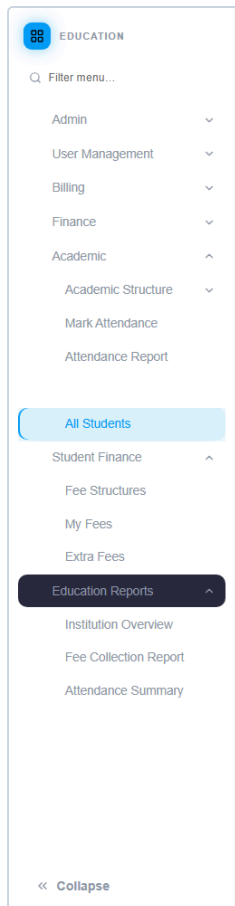
Open the **Education** application. The menu on the left groups the screens:



The Education menu. Academic, Assessment, Students, Student Finance and Education Reports are the groups you will use most.

- **Academic** holds **Academic Structure**, **Timetable**, **Mark Attendance** and **Attendance Report**.
- **Students** holds **All Students**, **Study Material** and **Assignments**.
- **Student Finance** holds **Fee Structures**, **My Fees** and **Extra Fees**.
- **Education Reports** holds the reports and the Institution Overview.

Your menu shows only what your package and your role include. For example, an Education Essentials school does not see Timetable, Exams, Library, Transport, Hostel or Payroll.



The menu of an Education Essentials school. Staff, Timetable, Exams, Library, Transport, Hostel and Payroll belong to larger packages.

Steps

Create the structure in this order. Each step needs the one before it.

1. Create your Academic Groups

1. Open **Academic**, then **Academic Structure**, then **Academic Groups**.
2. Click **New Academic Group** (1).
3. Enter the **Academic Group Name**, for example **Grade 7**. NEXTOREx creates the code for you.
4. Click **Save**. Repeat for every class or grade.

Greenfield Academy / Education / Greenfield Academy / Main Campus / Default Leg...

Education

1 **New Academic Group**

Home • Academic Structure • Academic Groups

Academic Groups

Manage academic groups within the active company and hierarchy.

Right-click a row for actions

ACADEMIC GROUP	CODE	SECTIONS	STATUS	TYPE
Academic Group	Code		Status	
Grade 6	0001	Section A Section B	Active	Custom
Grade 7	0002	Section A Section B	Active	Custom
Grade 8	0003	Section A Section B	Active	Custom

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Academic Groups, each showing the Sections inside it. Use New Academic Group (1) to add one.

2. Create the Sections inside each Group

1. Open **Academic Structure**, then **Academic Sections**.
2. Click **New Academic Section**.
3. Choose the **Academic Group** first. Then enter the **Academic Section Name**, for example **Section A**.
4. Add a short **Description** if you want, for example **Morning batch, Block 1**. It is shown later when you choose a Section.
5. Click **Save**.

Greenfield Academy / Education / Greenfield Academy / Main Campus / Default Leg...

Home • Academic Structure • Academic Sections

Academic Sections

Manage academic sections linked to an academic group.

Right-click a row for actions

ACADEMIC SECTION	ACADEMIC GROUP	CODE	STATUS	TYPE
Section A	Grade 7	0001	Active	Custom
Section A	Grade 8	0001	Active	Custom
Section A	Grade 6	0001	Active	Custom
Section B	Grade 7	0002	Active	Custom
Section B	Grade 8	0002	Active	Custom
Section B	Grade 6	0002	Active	Custom

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Sections, each belonging to a Group.

3. Create your Subjects

1. Open **Academic Structure**, then **Subjects**.
2. Click **New Subject**, choose the **Academic Group** the Subject is taught to, and enter the **Subject Name**.
3. Click **Save**.

If the same Subject is taught in several Groups, add it once for each Group.

Greenfield Academy / Education / Greenfield Academy / Main Campus / Default Leg...

Home • Academic Structure • **Subjects**

Subjects
Manage subjects linked to an academic group.

Right-click a row for actions

SUBJECT	ACADEMIC GROUP	CODE	STATUS	TYPE
English	Grade 7	0002	Active	Custom
English	Grade 8	0002	Active	Custom
English	Grade 6	0002	Active	Custom
Mathematics	Grade 7	0001	Active	Custom
Mathematics	Grade 8	0001	Active	Custom
Mathematics	Grade 6	0001	Active	Custom
Science	Grade 7	0003	Active	Custom
Science	Grade 8	0003	Active	Custom
Science	Grade 6	0003	Active	Custom

Subjects, each belonging to a Group.

What happens next

You can now admit students. Every place that asks for a Group and a Section works the same way: pick the **Group first**, then the **Section**. Read [Students: admission and management](#) next.

Important rules

- A Section cannot exist without a Group.
- Wherever you choose a Group and a Section, the Section list shows **only the Sections of the Group you chose**. Changing the Group clears the Section so the two can never disagree.
- Your company and branch setup comes first. If you manage more than one campus or branch, see [Company and branches](#). Multi-branch setup is part of the platform for every package, not a feature of one Education package.

Common mistakes

- Creating Sections before Groups. Create the Group first.
- Spelling the same Group two ways (for example **Grade 7** and **Class 7**). Choose one name and keep to it.
- Adding Subjects to the wrong Group. A Subject belongs to exactly one Group.

Related guides

- [Students: admission and management](#)

- [Fees, scholarships, waivers and fee generation](#)
- [Student attendance](#)

Students: admission and management

Record inquiries and admissions, put each student in a Group and Section, follow the admission steps, edit records and understand the Student limit of your package.

Plan: Education Essentials and above

What this does

The **Students** screen holds every student record, from the first inquiry to enrolment and withdrawal. Each student has a Group and a Section, an admission status, guardian details and a fee history.

Who can use it

Staff whose role includes the Student permissions. Students themselves only see their own information.

Which package includes it

All Education packages. The number of students you can have enrolled depends on the package: 200 on Education Essentials, 750 on Education Standard and 2,500 on Education Campus.

Where to find it

Open **Students**, then **All Students**.

The screenshot shows the 'Students' management interface for Greenfield Academy. The sidebar on the left contains a 'Filter menu...' and various navigation options. The main content area is titled 'Students' and includes a 'New Student' button (1). Below this is a table of student records. The table has columns for Name, Admission #, Academic Group (3), Academic Section, Status, Admission Actions, and Active. A search bar (2) is located above the table. The table shows one student, Zara Nadeem, with admission # 0026, Grade 7, Section A, and an 'Enrolled' status. The interface also includes a pagination control showing '10 / page' and a footer with copyright information.

Click New Student (1) to add a record. Search by name, code, phone or email (2). Filter by Academic Group (3) or admission status.

Steps: add a student

1. Click **New Student** (1).

2. Enter the **Student Name**. The **Admission #** is created for you when you save.
3. Choose the **Academic Group** first. The **Academic Section** stays unavailable until a Group is chosen.

The screenshot shows a 'New Student' form with the following fields:

- STUDENT NAME ***: Text input containing 'Zara Nadeem'.
- ADMISSION # (AUTO-GENERATED)**: Text input containing 'Generated on save'.
- ACADEMIC GROUP**: Dropdown menu with the text 'Select a group...'. It is highlighted with an orange box and labeled with a yellow circle containing the number '1'.
- ACADEMIC SECTION**: Dropdown menu with the text 'Select a group first...'. It is highlighted with an orange box and labeled with a yellow circle containing the number '2'.
- PHONE**: Text input.
- EMAIL**: Text input.
- ADDRESS**: Text input.
- GUARDIAN NAME**: Text input.
- GUARDIAN PHONE**: Text input.
- GUARDIAN EMAIL**: Text input.
- ADMISSION STATUS**: Dropdown menu with 'Inquiry' selected.
- ACTIVE**: Dropdown menu with 'Active' selected.

Before a Group is chosen, the Section says Select a group first (2).

4. Open **Academic Section**. Only the Sections that belong to the chosen Group are listed, and each shows its short description.

New Student

STUDENT NAME * Zara Nadeem

ADMISSION # (AUTO-GENERATED) Generated on save

ACADEMIC GROUP Grade 7

ACADEMIC SECTION Select a section...

PHONE

ADDRESS

GUARDIAN NAME

GUARDIAN PHONE

GUARDIAN EMAIL

ADMISSION STATUS Inquiry

ACTIVE Active

Section A
Morning batch, Block 1

Section B
Afternoon batch, Block 2

After choosing Grade 7 (1), only Section A and Section B of Grade 7 are offered (2).

5. Fill in the guardian name, phone and email if you have them, and choose the **Admission Status**. Use **Inquiry** for a prospective student and **Enrolled** for a student who has joined.
6. Click **Save**.

New Student

STUDENT NAME *

Zara Nadeem

ADMISSION # (AUTO-GENERATED)

Generated on save

ACADEMIC GROUP

Grade 7

ACADEMIC SECTION

Section A

PHONE

EMAIL

ADDRESS

GUARDIAN NAME

Nadeem Akhtar

GUARDIAN PHONE

GUARDIAN EMAIL

ADMISSION STATUS

Enrolled

ACTIVE

Active

A completed New Student form.

If you change the Group after choosing a Section, the Section is cleared so you cannot end up with a Section from another Group.

After changing the Group (1) the Section (2) is empty again and you choose it again.

The student login

When a student is saved, NEXTOREx also creates a **Student Portal** login. A window appears with the **login email** and a **one-time password**. Share them with the student or guardian. The student is asked to change the password after the first sign-in. Copy the password before you click **Done**, because it is not shown again.

Student portal logins do **not** use up the User seats of your package. See [Education plans, limits and combining apps](#).

The admission steps

A record moves forward one step at a time, using the action links at the end of its row:

From	Next step
Inquiry	Test or Rejected
Test	Admitted or Rejected
Admitted	Enrolled or Withdrawn
Enrolled	Withdrawn
Rejected or Withdrawn	No further steps

Inaya	ADMISSION #	Academic Group	ACADEMIC SECTION	Status	ADMISSION ACTIONS	ACTIVE
Inaya Waheed	0025	—	—	Inquiry	Test Rejected	Active

An Inquiry record offers Test and Rejected. An Enrolled record offers Withdrawn.

A student counts toward your package limit only while the status is **Enrolled**, the student is **Active** and the record is not deleted.

Edit, view or delete a student

1. Right-click the student's row.
2. Choose **View Details**, **Edit** or **Delete**.

The screenshot shows the 'Greenfield Academy / Education' interface. On the left is a sidebar with a search bar and a list of menu items: Admin, User Management, Billing, Finance, HR, Academic, and Assessment, each with a dropdown arrow. Below these is a section for 'All Students' with sub-items: Study Material, Assignments, Student Finance, Education Reports, Library, Transport, and Hostel, also with dropdown arrows. A 'Collapse' button is at the bottom of the sidebar. The main content area has a header with 'Greenfield Academy / Education' and a breadcrumb 'Greenfield Academy / Main Campus / Default Leg...'. There are buttons for 'Education', a settings icon, a bell icon, and a user profile 'AK'. A 'New Student' button is in the top right. Below the header is a 'Students' section with a description: 'Manage student records and the admission lifecycle within the active company and hierarchy.' and a note: 'Right-click a row for actions'. A table with columns 'Columns' (Inquiry, Test, Rejected, Withdrawn, Active) and 'Columns' (View Details, Edit, Delete) is shown. The table has a row for 'Mariam Aslam' with status 'Enrolled' and actions 'Withdrawn' and 'Active'. A right-click context menu is open over the 'Mariam Aslam' row, showing options: 'View Details', 'Edit', and 'Delete'. The footer of the interface shows '© 2026. All rights reserved. Powered by NEXTOREx'.

The row menu: View Details, Edit and Delete.

Edit opens the same form as **New Student**.

Edit Student

STUDENT NAME *

Zara Nadeem

ADMISSION # (AUTO-GENERATED)

0026

ACADEMIC GROUP

Grade 7

ACADEMIC SECTION

Section A

PHONE

EMAIL

ADDRESS

GUARDIAN NAME

Nadeem Akhtar

GUARDIAN PHONE

0300-5559876

GUARDIAN EMAIL

Admission Status

Enrolled

Use the Admission Actions column to move this student to the next status.

ACTIVE

Active

Cancel

Save

The Edit Student window.

View Details opens the student profile. The top shows the number of Subjects, months unpaid, the outstanding balance and how many days of attendance are marked. The tabs are:

- **Overview:** personal and guardian details and the Group and Section.
- **Academic:** the Subjects of the student's Section and who teaches each one.
- **Attendance:** present, absent, late and leave days, month by month.
- **Fees:** every fee invoice of the student. See [Student payments and fee statement](#).

The screenshot displays the 'Greenfield Academy / Education' interface. On the left is a sidebar with a search bar and a menu including Admin, User Management, Billing, Finance, HR, Academic, and Assessment. The 'All Students' option is highlighted. The main content area shows the student profile for 'Mariam Aslam', who is 'Enrolled' and 'Active'. Her admission number is 0009, and she is in Grade 7 - Section A. A note states 'No class in session right now'. A 'Back to List to Edit' button is present. Below this, a summary row shows: 4 subjects, 1 month unpaid, an outstanding balance of 9,000.00, and 5 attendance marks. The 'Overview' tab is selected, showing 'Basic Info' (Admission # 0009, Name Mariam Aslam, Email and Phone redacted, Address redacted) and 'Guardian' (Guardian Name: Guardian of Mariam, Guardian Phone: 0300-5551009, Guardian Email redacted).

The student profile with its summary and tabs.

This screenshot shows the same student profile for 'Mariam Aslam' but with the 'Academic' tab selected. The 'Subjects & Teachers' section is displayed, listing subjects taught in Section A and their respective teachers. The table below shows the following data:

Subject	Teacher
Science	Naveed Akhtar
Mathematics	Imran Qadir
Urdu	Rubina Saleem
English	Sadia Perveen

The footer of the page indicates '© 2026. All rights reserved. Powered by NEXTOREx'.

The Academic tab lists the Subjects of the student's Section and the teachers.

Student limit

Your package allows a fixed number of **enrolled** students.

- A billable Student is a student who is **enrolled**, **active** and **not deleted**.
- Inquiry, Test, Admitted and Rejected records do not use up capacity.
- You can see usage under **Billing, Subscriptions, Subscription & Plans, My Plan**.

The screenshot displays the 'Subscription & Plans' page for 'Riverside Primary School'. The left sidebar contains a navigation menu with options like 'Admin', 'User Management', 'Subscription & Plans' (highlighted), 'Resource Requests', 'Payment Transactions', 'WhatsApp Requests', 'Finance', 'Academic', 'Students', 'Student Finance', and 'Education Reports'. The main content area shows the 'My Plan' tab selected, displaying the 'Education Essentials' plan as 'Active' with a 'CURRENT PERIOD ENDS' date of '11/17/2026'. Below this, 'Your packages' section shows 'MY EDUCATION PACKAGE' as 'Education Essentials'. The 'Usage' section features two progress bars: 'Students' at '200 of 200' (100% used) and 'Users' at '0 of 5' (0% used). Buttons for 'Browse Plans' and 'Cancel Subscription' are visible. The footer indicates '© 2026. All rights reserved. Powered by NEXTOREx'.

This school is using 200 of its 200 student places.

When the limit is reached:

- Your existing students and data stay safe and keep working.
- You can still record inquiries, edit students, take attendance and collect fees.
- You cannot add or re-activate another enrolled student until a place becomes free or you upgrade.

The image shows a 'New Student' form in a web application. The form is titled 'New Student' and contains several input fields for student information. A red-bordered error message box is positioned at the top right of the form, stating: 'Your plan's active-student limit has been reached (200 of 200). Upgrade your plan or withdraw an enrolled student to admit another.' The form fields are as follows:

New Student	
STUDENT NAME *	ADMISSION # (AUTO-GENERATED)
Extra Student	Generated on save
ACADEMIC GROUP	ACADEMIC SECTION
Select a group...	Select a group first...
PHONE	EMAIL
ADDRESS	GUARDIAN NAME
GUARDIAN PHONE	GUARDIAN EMAIL
ADMISSION STATUS	ACTIVE
Enrolled	Active
Cancel Save	

Saving an enrolled student at the limit is refused with a clear message.

To free a place, withdraw a student who has left. To increase the limit, move to a larger package.

Riverside Primary School / Education / Riverside Primary School / Main Campus / Default...

Students

Manage student records and the admission lifecycle within the active company and hierarchy.

Right-click a row for actions

Prospective	ADMISSION #	Academic Group	ACADEMIC SECTION	Status	ADMISSION ACTIONS	ACTIVE
Prospective Student	0201	—	—	Inquiry	Test Rejected	Active

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An inquiry can still be saved at the limit because it does not use a student place.

If you move to a smaller package than the number of students you already have, **no student is deleted**. For example, a school with 600 students on a 200-student package keeps all 600, but no new enrolled student can be added until the number falls below the limit or the package is upgraded.

Important rules

- Pick the Group first, then the Section.
- Admission status moves forward only. A Rejected or Withdrawn record is final.
- Deleting a student removes the record from your lists and it no longer counts toward the limit.

Common mistakes

- Saving a student as **Enrolled** before you are ready. Use **Inquiry** until the admission is confirmed.
- Closing the login window without copying the one-time password.
- After a refused save, trying a different record in the same window. Close the window and open **New Student** again.

Related guides

- [Education getting started and academic structure](#)
- [Fees, scholarships, waivers and fee generation](#)
- [Student attendance](#)

- [Education plans, limits and combining apps](#)

Fees, scholarships, waivers and fee generation

Set up a Fee Structure for a Group, assign partial scholarships or a full waiver, and generate each month's student fees without creating duplicates.

Plan: Education Essentials and above

What this does

A **Fee Structure** says how much students in one Academic Group pay and how often. When you **generate** fees, NEXTOREx creates one fee invoice for every student in that Group. A **scholarship** lowers what one student pays. A scholarship of 100 percent is a **waiver**: the student is recorded as waived and no money is owed.

Who can use it

Staff whose role allows Fee Structure, Scholarship and Fee Generation actions, usually the accounts or administration team.

Which package includes it

All Education packages include fees, scholarships and waivers.

Where to find it

Open **Student Finance**, then **Fee Structures**.

Steps: create a Fee Structure

1. Click **New Fee Structure**.
2. Enter a **Name**, for example **Monthly Tuition**, and an optional **Fee Head**, for example **Tuition**.
3. Choose the **Academic Group** (1). The fee is charged to the students of this Group.
4. Enter the **Amount (per invoice)** (2).
5. Type the **Currency Code**, for example **PKR**. If you leave it empty the fee is created in US dollars, so always type your own currency.
6. Under **Schedule**, choose the **Frequency** (3): one-off, monthly, termly or installments. For installments, also enter how many.
7. Set the **Due Day Offset (days into cycle)** and the **Start Date**. An **End Date** is optional.
8. Click **Save**.

New Fee Structure

DETAILS

NAME *

Monthly Tuition

FEE HEAD

Tuition

ACADEMIC GROUP

Grade 6

AMOUNT (PER INVOICE) *

8000

CURRENCY CODE

PKR

SCHEDULE

FREQUENCY

Monthly

DUE DAY OFFSET (DAYS INTO CYCLE)

0

START DATE

Oct 1, 2026

END DATE (OPTIONAL)

Select date

STATUS

ACTIVE

Active

Cancel

Save

A monthly Fee Structure for one Academic Group. The Group (1), Amount (2) and Frequency (3) matter most.

The list shows every Fee Structure. Right-click a row for its actions.

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Home · Fee Structures

Fee Structures

Define recurring or installment-based fees for an Academic Group and generate student invoices from them.

Right-click a row for actions

FEE STRUCTURE	ACADEMIC GROUP	AMOUNT	FREQUENCY	START DATE	ACTIVE
Name / fee head					
Monthly Tuition	Grade 6	1000.00	Monthly	10/01/2026	Active
Monthly Tuition	Grade 8	1000.00	Monthly	09/30/2026	Active
Monthly Tuition	Grade 7	1000.00	Monthly	09/30/2026	Active

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Edit, Generate Now, Invoices, Scholarships, Late Fees and Delete.

Steps: give a scholarship or a waiver

Assign scholarships **before** you generate the month, so the invoice is created with the right amount.

1. Right-click the Fee Structure and choose **Scholarships**.
2. Click **Assign Scholarship**.
3. Choose the **Student**. Choose the **Type: Percentage off** or **Fixed amount off**. Enter the **Value**.
4. Add a **Reason** if you want. You can also set a start and end date.
5. Click **Save**.

Assign Scholarship

SCHOLARSHIP

STUDENT

Ayesha Malik

TYPE

Percentage off

VALUE (%) *

25

REASON (OPTIONAL)

Merit scholarship

START DATE (OPTIONAL)

Select date

END DATE (OPTIONAL)

Select date

ACTIVE

Active

Cancel

Save

A 25 percent scholarship with a reason.

Scholarships — Monthly Tuition

Assign Scholarship

Student	Reduction	Date Range	Status	Actions
Zainab Hussain	100%	— — open	Scholarship applied	 
Ayesha Malik	25%	— — open	Scholarship applied	 

Close

The Scholarships window lists each student's scholarship for this Fee Structure.

What each kind does:

Kind	What the student sees
Partial scholarship, for example 25 percent	The invoice is created for the full amount and a credit note lowers the amount due. A fee of 8,000 with a 25 percent scholarship shows 6,000 still due.
100 percent scholarship (waiver)	No invoice and no credit note are created. The fee is recorded as Waived with nothing due.

Steps: generate fees

1. Right-click the Fee Structure and choose **Generate Now**.
2. Choose the **Month** and **Year**.
3. Click **Generate**.

Generate Fee — Monthly Tuition ×

MONTH YEAR

October ▼ 2026

Students who already have a fee invoice for the selected month will be skipped automatically — only students missing this month's invoice will get one.

Cancel **Generate**

Choose the month and year to generate.

A message tells you how many invoices were created and how many were skipped.

EDUCATION

Filter menu...

Admin

User Management

Billing

Finance

HR

Academic

Assessment

Students

Fee Structures

My Fees

Extra Fees

Education Reports

Library

Transport

Hostel

<< Collapse

Greenfield Academy / Education / Greenfield Academy / Main Campus / Default Leg...

Generated 8 invoice(s), 0 skipped (already generated or missing customer link).

Home • Fee Structures

Fee Structures

Define recurring or installment-based fees for an Academic Group and generate student invoices from them.

Right-click a row for actions

Columns					
FEE STRUCTURE	ACADEMIC GROUP	AMOUNT	FREQUENCY	START DATE	ACTIVE
Name / fee head					
Monthly Tuition	Grade 6	PKR 8000.00	Monthly	10/01/2026	Active
Monthly Tuition	Grade 8	PKR 10000.00	Monthly	10/01/2026	Active
Monthly Tuition	Grade 7	PKR 9000.00	Monthly	10/01/2026	Active

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Eight invoices were created for the eight students of the Group.

Generating twice is safe

Students who already have a fee invoice for the selected month are **skipped automatically**. Only students who are missing that month's invoice get one. You can generate again at any time without charging anyone twice.

EDUCATION

Filter menu...

Admin

User Management

Billing

Finance

HR

Academic

Assessment

Students

Fee Structures

My Fees

Extra Fees

Education Reports

Library

Transport

Hostel

« Collapse

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Generated 0 invoice(s), 8 skipped (already generated or missing customer link).

Home • Fee Structures

Fee Structures

Define recurring or installment-based fees for an Academic Group and generate student invoices from them.

Right-click a row for actions

Columns					
FEE STRUCTURE	ACADEMIC GROUP	AMOUNT	FREQUENCY	START DATE	ACTIVE
Name / fee head					
Monthly Tuition	Grade 6	PKR 8000.00	Monthly	10/01/2026	Active
Monthly Tuition	Grade 8	PKR 10000.00	Monthly	10/01/2026	Active
Monthly Tuition	Grade 7	PKR 9000.00	Monthly	10/01/2026	Active

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The second run creates nothing and reports the students it skipped.

See what was generated

Right-click the Fee Structure and choose **Invoices**. Each row shows the student, the month, the amount, the amount still due and the status. A waived student shows **Waived** and no amount due.

Generated Invoices — Monthly Tuition

STUDENT	CYCLE	AMOUNT	AMOUNT DUE	GENERATED AT	
Student	Cycle			Date	
Daniyal Raza	2026-10	PKR 8,000.00	PKR 8,000.00	10/17/2026 12:16 PM	Sent
Zainab Hussain	2026-10	PKR 8,000.00	—	10/17/2026 12:16 PM	Waived
Sara Qureshi	2026-10	PKR 8,000.00	PKR 8,000.00	10/17/2026 12:16 PM	Sent
Bilal Ahmed	2026-10	PKR 8,000.00	PKR 8,000.00	10/17/2026 12:16 PM	Sent
Ayesha Malik	2026-10	PKR 8,000.00	PKR 6,000.00	10/17/2026 12:16 PM	Overdue
Hamza Siddiqui	2026-10	PKR 8,000.00	PKR 8,000.00	10/17/2026 12:16 PM	Sent
Omar Farooq	2026-10	PKR 8,000.00	PKR 8,000.00	10/17/2026 12:16 PM	Sent
Fatima Noor	2026-10	PKR 8,000.00	PKR 8,000.00	10/17/2026 12:16 PM	Sent

Close

One partly paid scholarship student (6,000 due) and one waived student, among the invoices of the month.

What happens next

Collect the money with a receipt. See [Student payments and fee statement](#). Look at who still owes money with the **Dues only** filter of the [Fee Collection report](#).

Other fee tools

- **Late Fees:** right-click a Fee Structure and choose **Late Fees**. A late fee rule has a grace period and either a percentage or a fixed amount. Overdue fee invoices are not charged anything unless you create a rule.
- **Extra Fees:** open **Student Finance**, then **Extra Fees** to charge a one-off fee with a reason and an amount to chosen students, to a whole Group or Section, or to enter each student's own opening balance.
- **Transport and hostel fees** are generated from their own screens. See [Transport](#) and [Hostel](#).

Important rules

- Fees are charged to the students of the Fee Structure's Group. Students without a Group are not included.
- Use the same currency for all of your fees.
- A scholarship does not change an invoice that was already generated. Assign it first, then generate.
- Online fee payment is not part of Education. Fees are collected by recording a receipt.

Common mistakes

- Forgetting the **Currency Code**. Type it every time.
- Assigning a scholarship after the month was generated and expecting the existing invoice to change.
- Entering 100 percent as a normal discount and then looking for an invoice. A full scholarship creates no invoice by design. Look for the **Waived** status instead.

Related guides

- [Student payments and fee statement](#)
- [Education receipt and payment vouchers](#)
- [Education reports and dashboard](#)

Student payments and fee statement

Record a fee payment from a student, see what each student still owes in the Fees tab, and find every unpaid invoice with the Dues only filter.

Plan: Education Essentials and above

What this does

This guide shows how to record the money a student pays, how to read a student's **fee statement**, and how to list everyone who still owes fees.

Who can use it

Staff whose role can create vouchers and view students. Students can see their own invoices in **My Fees**.

Which package includes it

All Education packages. Recording receipts uses the shared finance screens that every Education package includes. This is not the full ERP or POS accounting application. See [Education receipt and payment vouchers](#).

Where to find it

- The fee statement is the **Fees** tab of a student's profile: **Students**, **All Students**, then right-click the student and choose **View Details**.
- Payments are recorded in **Finance**, then **Voucher**, using **Receipt**.
- Dues are listed in **Education Reports**, then **Fee Collection Report**.

Steps: record a payment

1. Open **Finance**, then **Voucher**, and click **Receipt**.
2. Choose the **Bank / Cash Account** that receives the money, for example **Cash in Hand**.
3. For **Income / Asset Account**, choose **Accounts Receivable**. Fee invoices are held there until they are paid.
4. Enter the **Amount**.
5. In **Customer or Student**, type the student's name and choose the student. A **STUDENT** badge shows who you picked, with the admission number and the current balance.
6. In **Related Invoice**, type **INV** and choose the invoice that is being paid. Only the invoices of the student you chose are offered.
7. Click **Post Receipt**.

Receipt Voucher

X

←

MONEY IN

Record money received into a bank or cash account.

🏠

Posting details

Choose the accounts and date for this controlled accounting entry.

BANK / CASH ACCOUNT *

INCOME / ASSET ACCOUNT *

Cash in Hand

X

Accounts Receivable

X

✉

Amount & payment context

The backend remains the final source of truth for posting and balance checks.

AMOUNT *

VOUCHER DATE

PAYMENT METHOD

8000

AMT

📅 Oct 17, 2026

X

Cash

X

👤

Received from

Every Receipt Voucher is tied to the customer or student who paid.

Customer or Student *

Related invoice (optional)

Fatima Noor

STUDENT

0005 - Balance 8000.00

Change

INV-2026-0019

Due 8000.00

Change

📝

Narration

Add a short explanation to make the posting easy to audit.

NARRATION (OPTIONAL)

October tuition received in cash

Cancel

Post Receipt

A receipt for a student, linked to the invoice it pays.

The invoice is updated straight away. Paying the full amount shows **Paid**. Paying less shows **Partially Paid** with the rest still due.

Read a fee statement

Open the student's profile and click the **Fees** tab (1). The summary shows the **Outstanding Balance**, the total due across fee invoices, the number of months or cycles still unpaid and the number of fee invoices. **Fee History** lists every invoice with its type, month, invoice number, due date, amount, paid, due and status.

Fee History includes every kind of Education charge: tuition, transport, hostel, library fines, late fees and extra fees.

Status	Meaning
Paid	The invoice is fully paid.
Partially Paid	Some money has been received. The rest is in the Due column.
Unpaid	Nothing has been received.
Waived	The fee was fully waived by a 100 percent scholarship. Nothing is due.

EDUCATION

Filter menu...

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Finance

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Academic

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All Students

Study Material

Assignments

Student Finance

Education Reports

Library

Transport

Hostel

Collapse

Greenfield Academy / Education / Greenfield Academy / Main Campus / Default Leg...

Education

AK

Home • Education • Students • Fatima Noor

Fatima Noor

FN

Fatima Noor

Enrolled

Active

Admission # 0003

Grade 6 - Section A

No class in session right now

Back to List to Edit

SUBJECTS

MONTHS UNPAID

OUTSTANDING BALANCE

ATTENDANCE MARKED

3

1

2,500.00

5

Overview

Academic

Attendance

Fees

OUTSTANDING BALANCE

TOTAL DUE ACROSS FEE INVOICES

MONTHS / CYCLES UNPAID

TOTAL FEE INVOICES

2,500.00

2,500.00

1

2

Fee History

Type	Cycle / Month	Invoice #	Due Date	Amount	Paid	Due	Status
Transport	2026-10	INV-2026-0026	10/17/2026	2,500.00	0.00	2,500.00	Unpaid
Tuition	2026-10	INV-2026-0019	10/01/2026	8,000.00	8,000.00	0.00	Paid

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The tuition invoice is Paid. The separate transport invoice is still Unpaid.

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Education

AK

Home • Education • Students • Noor Fatima

Noor Fatima

NF

Noor Fatima

Enrolled

Active

Admission # 0011

Grade 7 - Section A

No class in session right now

Back to List to Edit

SUBJECTS

MONTHS UNPAID

OUTSTANDING BALANCE

ATTENDANCE MARKED

4

1

4,500.00

6

Overview

Academic

Attendance

Fees

OUTSTANDING BALANCE

TOTAL DUE ACROSS FEE INVOICES

MONTHS / CYCLES UNPAID

TOTAL FEE INVOICES

4,500.00

4,500.00

1

1

Fee History

Type	Cycle / Month	Invoice #	Due Date	Amount	Paid	Due	Status
Tuition	2026-10	INV-2026-0003	10/11/2026	9,000.00	4,500.00	4,500.00	Partially Paid

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A part payment: 4,500 of 9,000 received, 4,500 still due.

EDUCATION

Filter menu...

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Student Finance

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Collapse

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Education

AK

Home • Education • Students • Ayesha Malik

Ayesha Malik

AM

Ayesha Malik

Enrolled

Active

Admission # 0001

Grade 6 - Section A

No class in session right now

Back to List to Edit

SUBJECTS 3

MONTHS UNPAID 2

OUTSTANDING BALANCE 9,000.00

ATTENDANCE MARKED 5

Overview

Academic

Attendance 1

Fees

OUTSTANDING BALANCE 9,000.00

TOTAL DUE ACROSS FEE INVOICES 9,000.00

MONTHS / CYCLES UNPAID 2

TOTAL FEE INVOICES 2

Fee History

Type	Cycle / Month	Invoice #	Due Date	Amount	Paid	Due	Status
Transport	2026-10	INV-2026-0028	10/17/2026	3,000.00	0.00	3,000.00	Unpaid
Tuition	2026-10	INV-2026-0017	10/01/2026	8,000.00	0.00	6,000.00	Unpaid

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With a 25 percent scholarship the invoice is 8,000 and the amount due is 6,000.

EDUCATION

Filter menu...

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Study Material

Assignments

Student Finance

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Education

AK

Home • Education • Students • Zainab Hussain

Zainab Hussain

ZH

Zainab Hussain

Enrolled

Active

Admission # 0005

Grade 6 - Section B

No class in session right now

Back to List to Edit

SUBJECTS 3

MONTHS UNPAID 0

OUTSTANDING BALANCE 0.00

ATTENDANCE MARKED 5

Overview

Academic

Attendance 1

Fees

OUTSTANDING BALANCE 0.00

TOTAL DUE ACROSS FEE INVOICES 0.00

MONTHS / CYCLES UNPAID 0

TOTAL FEE INVOICES 1

Fee History

Type	Cycle / Month	Invoice #	Due Date	Amount	Paid	Due	Status
Tuition	2026-10	—	—	8,000.00	—	0.00	Waived

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A fully waived fee shows Waived, no invoice number and nothing due.

Find everyone who owes fees

1. Open **Education Reports**, then **Fee Collection Report**.
2. Choose the dates and, if you want, an **Academic Group**.
3. Tick **Dues only (unpaid invoices, largest first)** (1).
4. Click **Filter** (2).

The table lists only unpaid invoices, largest amount first. The cards at the top show the totals invoiced, collected and outstanding, the scholarship credits and the fully waived amount.

Greenfield Academy / Education / Greenfield Academy / Main Campus / Default Leg...

Home • Fee Collection Report

Fee Collection Report

Invoiced vs. collected vs. outstanding across Tuition, Late fees, Extra fees, Transport, Hostel, and Library fines, joined to Billing invoices.

ACADEMIC GROUP: All groups FROM: Sep 18, 2026 TO: Oct 17, 2026

☒ Dues only (unpaid invoices, largest first) **Filter**

Totals:

- Invoiced: 251,500
- Collected: 103,000
- Outstanding: 146,500
- Scholarship Credits: 2,000
- Fully Waived: 8,000
- Collection Rate: 41.3%
- Fee Invoices: 33

Breakdown by Fee Type

- Tuition Fee:** Invoiced: 208,000, Collected: 103,000, Outstanding: 103,000
- Transport:** Invoiced: 16,500, Collected: 0, Outstanding: 16,500
- Hostel:** Invoiced: 27,000, Collected: 0, Outstanding: 27,000

STUDENT	SECTION	FEE TYPE	INVOICE #	STATUS	INVOICED	COLLECTED	OUTSTANDING	DATE
Ahmed Yusuf (0018)	Section A	Tuition Fee	INV-2026-0010	sent	10,000	0	10,000	10/17/2026

Tick Dues only (1) and click Filter (2).

What students see

A student who signs in to the Student Portal opens **Student Finance**, then **My Fees**. It lists their own invoices and payments only.

Important rules

- A receipt linked to a student's invoice must be credited to **Accounts Receivable**. NEXTOREx refuses any other account for a student invoice.
- A receipt can only be linked to an invoice that belongs to the student you chose.
- A receipt that is wrong cannot be edited. Reverse it from the voucher list and post a new one. See [Education receipt and payment vouchers](#).

Common mistakes

- Choosing the wrong student with a similar name. The student's admission number is shown under the name.
- Leaving **Related Invoice** empty, so the payment is not matched to a fee. Choose the invoice.
- Looking for a waived fee in the unpaid list. A waived fee is not owed, so it does not appear under **Dues only**.

Related guides

- [Fees, scholarships, waivers and fee generation](#)
- [Education receipt and payment vouchers](#)
- [Education reports and dashboard](#)

Education receipt and payment vouchers

Record money received from students and money paid to staff in Education, choose the right person in one search box, and understand why a payment can be refused.

Plan: Education Essentials and above

What this does

A **voucher** is a record of money moving. In Education you use two kinds every day:

- **Receipt:** money received, for example a student paying fees.
- **Payment:** money paid out, for example a staff member's advance.

Education can record these transactions on its own. You do not need to buy the ERP or POS application for it.

Who can use it

Staff whose role allows creating and viewing vouchers, normally the accounts team.

Which package includes it

All Education packages include receipts and payments for student and staff money. Payments to staff need the staff features of Education Standard or Education Campus, because Essentials has no staff records.

What Education includes, and what it does not

Education includes the shared finance screens it needs: **Finance**, **Voucher**, the account and bank lists you can view, and ledgers for students and staff. It is **not** the ERP or POS accounting application. It has no sales orders, POS checkout, product stock or purchasing. If you also buy the ERP/POS application, those screens appear in the same account. See [Education plans, limits and combining apps](#).

Where to find it

Open **Finance**, then **Voucher**. Use the **Receipt** and **Payment** buttons at the top.

Steps: a receipt from a student

The full steps are in [Student payments and fee statement](#). In short:

1. Click **Receipt**.
2. Choose the **Bank / Cash Account** and the **Income / Asset Account**.
3. Enter the **Amount**.
4. Type the student's name in **Customer or Student** (1) and choose the person.
5. Choose the **Related Invoice** if the money pays a fee invoice.
6. Click **Post Receipt**.

Receipt Voucher

MONEY IN

Record money received into a bank or cash account.

Posting details

Choose the accounts and date for this controlled accounting entry.

BANK / CASH ACCOUNT *

Cash in Hand

INCOME / ASSET ACCOUNT *

Accounts Receivable

Amount & payment context

The backend remains the final source of truth for posting and balance checks.

AMOUNT *

8000

AMT

VOUCHER DATE

Oct 17, 2026

PAYMENT METHOD

Cash

Received from

Every Receipt Voucher is tied to the customer or student who paid.

CUSTOMER OR STUDENT *

Fatima

RELATED INVOICE (OPTIONAL)

Search by invoice number...

Fatima Noor

0003

STUDENT

Noor Fatima

0011

STUDENT

NARRATION (OPTIONAL)

e.g. Customer advance received

Cancel

Post Receipt

Type part of the name. Each match shows a STUDENT badge and the admission number.

One box for students and customers

The **Customer or Student** box searches both lists at once and marks each result with a badge. If your organisation uses only Education, you see students. If you also use the ERP/POS application, you also see customers, and the badge tells them apart.

The same search finds a student and a customer with a similar name. The badges show which is which.

Steps: a payment to a staff member

1. Click **Payment**.
2. In **Supplier or Staff** (1), type the person's name. A **STAFF** badge shows a staff member. If you also use the ERP/POS application, suppliers appear here with a **SUPPLIER** badge.
3. Choose **Advance (recoverable)** if the money is an advance you expect to recover, or **Reimbursement (expense)** if it repays the staff member for something they paid for.
4. Choose the **Bank / Cash Account** that pays, enter the **Amount** and click **Post Payment**.

For a staff member, the account can stay empty. NEXTOREx then uses its default staff advance or reimbursement account.

Payment Voucher

MONEY OUT

Record a controlled payment from a bank or cash account.

Posting details

Choose the accounts and date for this controlled accounting entry.

BANK / CASH ACCOUNT *

EXPENSE / LIABILITY ACCOUNT *

Select bank or cash account

Select account

Amount & payment context

The backend remains the final source of truth for posting and balance checks.

AMOUNT *

VOUCHER DATE

PAYMENT METHOD

0.00

AMT

Oct 17, 2026

Cash

Paid to

Every Payment Voucher is tied to the supplier or staff member who was paid.

SUPPLIER OR STAFF *

Imran

Imran Qadir

0001

STAFF

Narration

Add a short explanation to make the posting easy to audit.

NARRATION (OPTIONAL)

e.g. Monthly office rent

Cancel

Post Payment

In a payment, the same box searches staff, and suppliers if you use ERP/POS.

Salaries are normally paid from **Payroll**, not from a voucher. See [Payroll](#).

Payments are refused when the money is not there

You cannot pay out more than the account holds. NEXTOREx shows a message such as *Insufficient balance in 'Cash in Hand': requested PKR 9000000, available PKR 103000* and nothing is posted. Money enters the account when you record receipts, for example from students. Check the balance, or choose a different account, and try again.

Payment Voucher

Insufficient balance in 'Cash in Hand': requested PKR 9000000, available PKR 103000.

MONEY OUT
Record a controlled payment from a bank or cash account.

Posting details
Choose the accounts and date for this controlled accounting entry.

BANK / CASH ACCOUNT *

Cash in Hand

ADVANCE / EXPENSE / LIABILITY ACCOUNT

Leave blank to use the default Staff Advances/Reimbursement account

Amount & payment context
The backend remains the final source of truth for posting and balance checks.

AMOUNT *

9000000
AMT

VOUCHER DATE

Oct 17, 2026

PAYMENT METHOD

Cash

Paid to
Every Payment Voucher is tied to the supplier or staff member who was paid.

Supplier or Staff *

Imran Qadir (STAFF)
0001 · Balance 0.00

Change

Advance (recoverable)

Reimbursement (expense)

Narration
Add a short explanation to make the posting easy to audit.

NARRATION (OPTIONAL)

Advance travel allowance

Cancel

Post Payment

The payment is refused with the requested and available amounts.

What happens next

The voucher appears in the list. To undo a voucher, right-click it and choose **Reverse voucher**, then post the correct one. Posted vouchers are never edited.

Important rules

- A receipt against a student invoice must go to **Accounts Receivable**.
- A receipt can only be linked to an invoice of the person you chose.
- An overdraft is always refused.
- The list of vouchers shows entries NEXTOREx created automatically, such as one for every fee invoice, as well as the ones you post.

Common mistakes

- Looking for a customer or supplier screen in an Education-only account. Those belong to the ERP/POS application.
- Choosing the wrong account for a student invoice receipt. Choose **Accounts Receivable**.
- Paying salaries by hand-made vouchers instead of using **Payroll**.

Related guides

- [Student payments and fee statement](#)
- [Payroll](#)
- [Vouchers and journal entries](#)

Student attendance

Mark daily attendance for a Section, save it, correct it later, and read the attendance report and summary.

Plan: Education Essentials and above

What this does

Teachers and administrators record who was present, absent, late or on leave for each Section every day. The saved register feeds the attendance report, the attendance summary and each student's profile.

This guide is about **student** attendance. Your staff's own attendance, with Check In, Check Out and leave, is separate. See [Staff and staff attendance](#).

Who can use it

Staff with the **Mark Attendance** permission. People who can view attendance see every Section. A teacher who has been assigned to a Section sees only the Sections they are assigned to.

Which package includes it

All Education packages.

Where to find it

Open **Academic**, then **Mark Attendance** to record a day, or **Attendance Report** to review it. A summary for the whole school is in **Education Reports**, then **Attendance Summary**.

Steps: mark a day

1. Open **Academic**, then **Mark Attendance**.
2. Choose the **Academic Group** (1) and then the **Academic Section** (2).
3. Check the **Date** (3). It starts as today.
4. Everyone starts as **Present**. For each student who was not, click **Absent**, **Late** or **Leave**. Use the **Notes** box for a short remark.
5. Click **Save Attendance** (4).

EDUCATION

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Education

AK

Home • Mark Attendance

Mark Attendance

Choose the group, section and date, tap a status for each student (everyone starts as Present), then press Save. Guardians are emailed automatically about new absences.

1

ACADEMIC GROUP

2

Grade 6

3

ACADEMIC SECTION

Section A

DATE

Oct 17, 2026

Mark All Present

Print

4

Save Attendance

Not saved yet for this date

4 students

Present 4

Absent 0

Late 0

Leave 0

Code	Student	Status	Notes
0001	Ayesha Malik	Present Absent Late Leave	Optional notes
0003	Fatima Noor	Present Absent Late Leave	Optional notes
0002	Hamza Siddiqui	Present Absent Late Leave	Optional notes
0004	Omar Farooq	Present Absent Late Leave	Optional notes

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Choose the Group (1), Section (2) and Date (3). Then mark exceptions and click Save Attendance (4).

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Education

AK

Home • Mark Attendance

Mark Attendance

Choose the group, section and date, tap a status for each student (everyone starts as Present), then press Save. Guardians are emailed automatically about new absences.

ACADEMIC GROUP

Grade 7

ACADEMIC SECTION

Section A

DATE

Oct 17, 2026

Mark All Present

Print

Save Attendance

Not saved yet for this date

5 students

Present 2

Absent 1

Late 1

Leave 1

Code	Student	Status	Notes
0010	Hassan Tariq	Present Absent Late Leave	Optional notes
0012	Ibrahim Shah	Present Absent Late Leave	Optional notes
0009	Mariam Aslam	Present Absent Late Leave	Optional notes
0011	Noor Fatima	Present Absent Late Leave	Optional notes
0026	Zara Nadeem	Present Absent Late Leave	Optional notes

One student marked Absent, one Late and one on Leave.

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The buttons above the list show counts for the day: students, present, absent, late and leave. The label beside them says **Not saved yet for this date** until you save.

After saving, a message confirms the totals, for example *Attendance for 10/17/2026 saved: 2 present, 1 absent, 1 late, 1 on leave.*

Greenfield Academy / Education / Greenfield Academy / Main Campus / Default Leg...

Attendance for 10/17/2026 saved: 2 present, 1 absent, 1 late, 1 on leave.

Home • Mark Attendance

Mark Attendance

Choose the group, section and date, tap a status for each student (everyone starts as Present), then press Save. Guardians are emailed automatically about new absences.

ACADEMIC GROUP: Grade 7 x ACADEMIC SECTION: Section A x DATE: Oct 17, 2026 x Mark All Present Print

Update Attendance

Saved for this date 5 students Present 2 Absent 1 Late 1 Leave 1

Code	Student	Status	Notes
0010	Hassan Tariq	Present Absent Late Leave	Optional notes
0012	Ibrahim Shah	Present Absent Late Leave	Optional notes
0009	Mariam Aslam	Present Absent Late Leave	Optional notes
0011	Noor Fatima	Present Absent Late Leave	Optional notes
0026	Zara Nadeem	Present Absent Late Leave	Optional notes

The saved message shows the totals for the day.

The register lists the students who are **enrolled** and **active** in that Section. **Mark All Present** resets the list, and **Print** prints it.

Open a saved day and correct it

1. Choose the same Group, Section and Date again. The label now reads **Saved for this date** and the saved statuses are shown.
2. Change any student's status.
3. Click **Update Attendance** (2).

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Education

AK

Home • Mark Attendance

Mark Attendance

Choose the group, section and date, tap a status for each student (everyone starts as Present), then press Save. Guardians are emailed automatically about new absences.

ACADEMIC GROUP

Grade 7

ACADEMIC SECTION

Section A

DATE

Oct 17, 2026

Mark All Present

Print

Update Attendance

Saved earlier, with unsaved edits

5 students

Present 3

Absent 1

Late 0

Leave 1

Code	Student	Status	Notes
0010	Hassan Tariq	Present Absent Late Leave	Optional notes
0012	Ibrahim Shah	Present Absent Late Leave	Optional notes
0009	Mariam Aslam	Present Absent Late Leave	Optional notes
0011	Noor Fatima	Present Absent Late Leave	Optional notes
0026	Zara Nadeem	Present Absent Late Leave	Optional notes

A saved day can be corrected with Update Attendance.

EDUCATION

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Education

AK

Home • Mark Attendance

Mark Attendance

Choose the group, section and date, tap a status for each student (everyone starts as Present), then press Save. Guardians are emailed automatically about new absences.

ACADEMIC GROUP

Grade 7

ACADEMIC SECTION

Section A

DATE

Oct 17, 2026

Mark All Present

Print

Update Attendance

Saved for this date

5 students

Present 2

Absent 1

Late 1

Leave 1

Code	Student	Status	Notes
0010	Hassan Tariq	Present Absent Late Leave	Optional notes
0012	Ibrahim Shah	Present Absent Late Leave	Optional notes
0009	Mariam Aslam	Present Absent Late Leave	Optional notes
0011	Noor Fatima	Present Absent Late Leave	Optional notes
0026	Zara Nadeem	Present Absent Late Leave	Optional notes

After reloading the page, the saved statuses are still there.

Saving the same day again never creates a second record for a student. It updates the existing one.

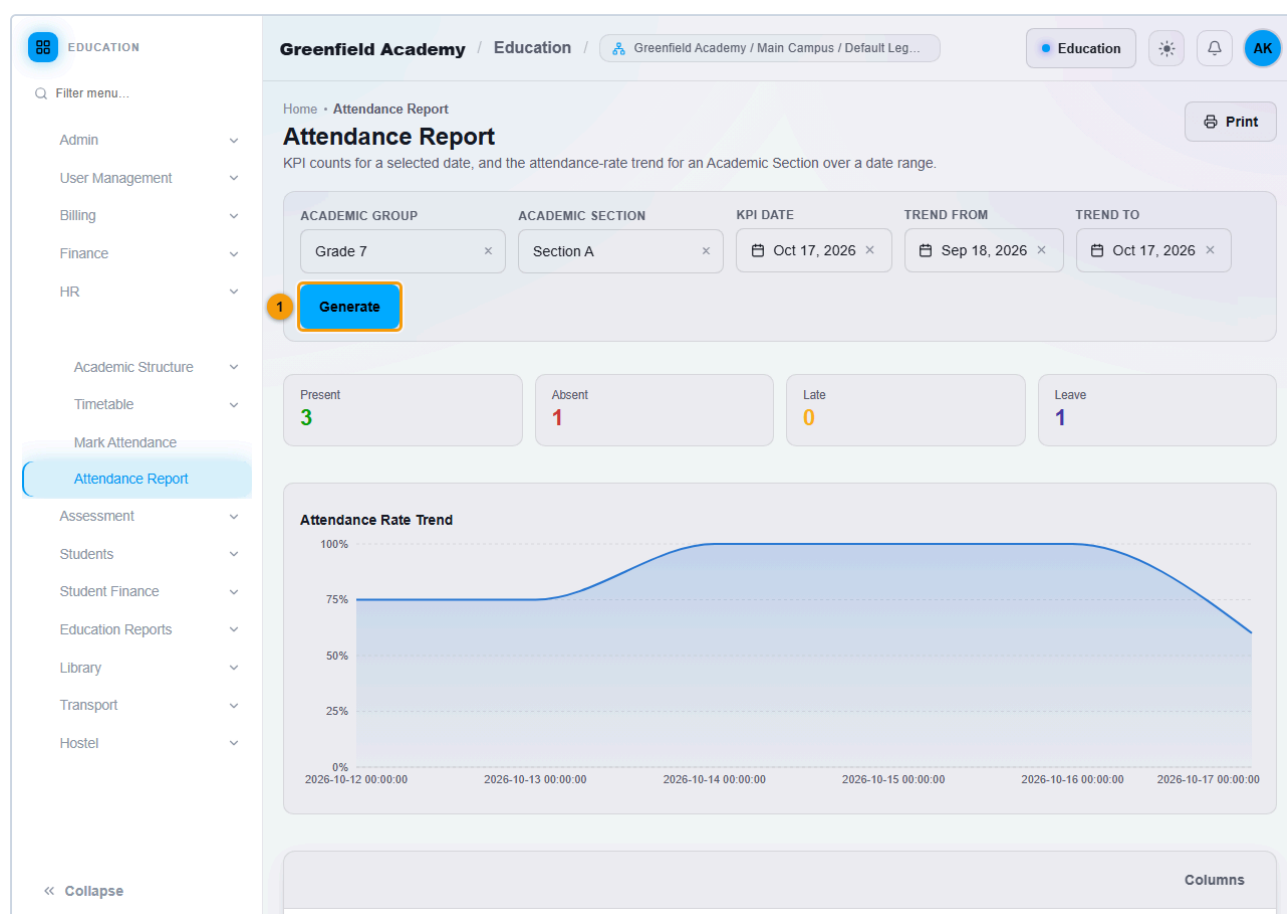
Guardian email for absences

When a student is newly marked **Absent** and a **Guardian Email** is recorded on the student, NEXTOREx emails the guardian. Record the guardian's email when you admit the student.

Read the attendance report

1. Open **Academic**, then **Attendance Report**.
2. Choose the **Academic Group** and **Academic Section**.
3. Set the **KPI Date**, and the **Trend From** and **Trend To** dates.
4. Click **Generate** (1).

You see the counts for the KPI date and the attendance-rate trend for the Section. The table lists each day with present, absent, late and leave counts and the attendance percentage.



The counts for one day, the trend, and the daily table for one Section.

The school-wide summary by Section is described in [Education reports and dashboard](#).

Important rules

- Attendance is kept per student per day. Correct a mistake by opening the day and updating it.
- Only students who are enrolled and active appear on the register.

- Future dates cannot be selected. You can mark today and any earlier day.
- Changing the Group while you have unsaved changes asks you to confirm before the changes are discarded.

Common mistakes

- Forgetting to click **Save Attendance**. The label **Not saved yet for this date** reminds you.
- Marking the wrong Section. Check the Group and Section before saving.
- Expecting a student who is still an Inquiry or Admitted to appear. Only enrolled students are on the register.

Related guides

- [Students: admission and management](#)
- [Staff and staff attendance](#)
- [Education reports and dashboard](#)

Staff and staff attendance

Add teachers and staff, then use My Attendance, Team Attendance, My Leave, Leave Management and Attendance Settings to record who worked, who was late and who was on leave.

Plan: Education Standard and above

What this does

Staff holds the employment record of every teacher and staff member. **Staff attendance** records who came to work, who was late, who was on leave and which days were holidays.

Who can use it

Staff with the Staff Profile and Staff Attendance permissions. A staff member whose login is linked to an active staff profile can check in for themselves and ask for leave.

Which package includes it

Education Standard and Education Campus. Education Essentials does not include Staff or Staff Attendance.

How staff use your User seats

A staff member is also a user who signs in. Adding a staff member uses **one ordinary User seat** of your package, the same seats you see as **Users** under **My Plan**. There is no separate limit for staff. Student portal logins do not use seats. If your package has no seat left, the new staff member is refused with a message that the user limit has been reached.

Where to find it

Open **HR**. It holds **Staff**, **My Payslips**, **Attendance** and **Payroll**.

- **Staff** is the list of staff profiles.
- **Attendance** holds five screens: **My Attendance**, **My Leave**, **Team Attendance**, **Leave Management** and **Attendance Settings**. You see only the screens your role allows.
- **Payroll** is a separate workflow. See [Payroll](#).

Attendance and Payroll are two different things. Attendance records who worked and when. Payroll turns salaries into payslips and pays them. Recording attendance does not pay anyone, and generating payroll does not change attendance.

Who sees which staff

You work with your own place in the hierarchy (Business Group, Legal Entity, Operating Unit, Sub Unit) **and the places beneath it**. A manager of an Operating Unit sees the staff of that Operating Unit and of the Sub Units under it. A manager of one Sub Unit sees only that Sub Unit. Nobody can see a parent, a sibling or an unrelated branch. This applies to Staff, Team Attendance, Leave Management and Payroll, and to the Role and Staff lists you can choose from. See [Roles](#).

Steps: add a staff member

1. Open **HR**, then **Staff**, and click **New Staff Profile** (1).
2. On **Identity**, enter the **Name** and **Email**, and choose the **Department**, then the **Designation**, and the **Role**. The role decides what the person can do. You can choose only roles from your own place in the hierarchy and the places beneath it. See [Roles and access](#).
3. Click **Next**. On **Employment**, enter the joining date, qualification, employment type and salary.
4. Click **Next**. On **Bank & Emergency Contact**, add the details you want to keep, then save.

Greenfield Academy / Education / Greenfield Academy / Main Campus / Default Leg...

Home • Staff

Staff

Manage teacher/staff employment records, documents, and Subject/Section assignments within the active company and hierarchy.

Right-click a row for actions, or double-click to view full details

STAFF	EMPLOYEE #	TYPE	STATUS	SALARY	ACTIVE
Name / code / qualification			Status		
Shaista Bibi	0006	Warden	Active	30000.00	Active
Kamran Yousaf	0005	Full Time	Active	40000.00	Active
Rubina Saleem	0004	Full Time	Active	50000.00	Active
Sadia Perveen	0002	Full Time	Active	55000.00	Active
Naveed Akhtar	0003	Full Time	Active	52000.00	Active
Imran Qadir	0001	Full Time	Active	60000.00	Active

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Staff with their employee number, type, status and salary. Click New Staff Profile (1) to add one.

New Staff Profile

1

2

3

Identity

Employment

Bank & Emergency Contact

IDENTITY

NAME *

Farah Noman

EMAIL *

farah.noman@greenfield-docs.example

DEPARTMENT *

Administration

DESIGNATION *

Administrator

ROLE *

Teacher

A login account will be created for this person using this Name and Email. The temporary password will be shown once, after creation.

Cancel

Next

Identity: name, email, department, designation and role.

New Staff Profile

✓

2

3

Identity

Employment

Bank & Emergency Contact

EMPLOYMENT

JOINING DATE

Select date

EXPERIENCE (YEARS)

QUALIFICATION

EMPLOYMENT TYPE

Select type

ACTIVE

Active

Cancel

Back

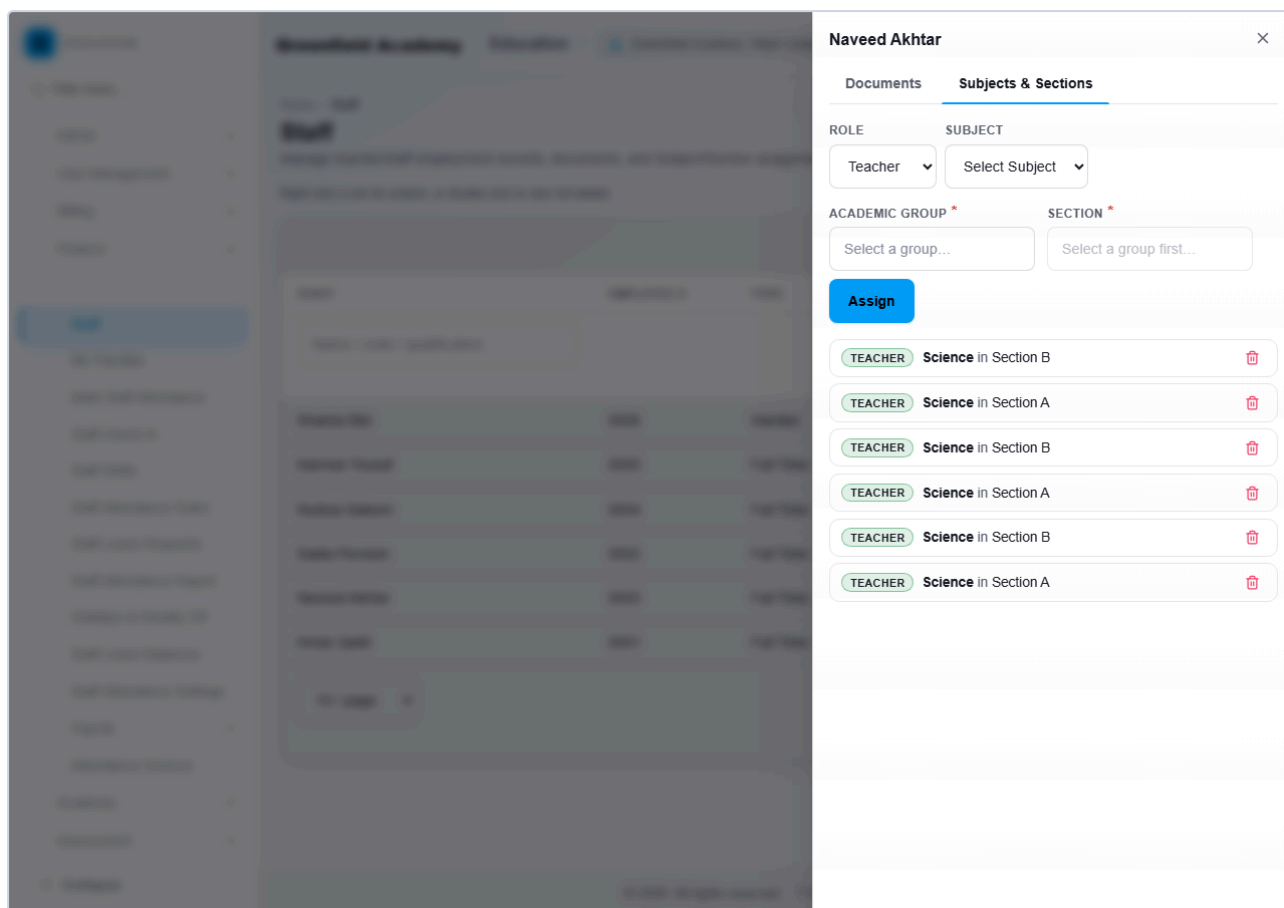
Next

Employment: joining date, qualification, type and salary.

A login account is created for the person from the name and email. A temporary password is shown **once** after saving. Copy it and share it safely.

Steps: assign a teacher to Subjects and Sections

1. On the **Staff** list, right-click the teacher and choose **Documents & Assignments**.
2. Open **Subjects & Sections**.
3. Choose the **Subject**, the **Academic Group** and the **Section**, and click **Assign**. A teacher can also be made **Incharge** of a Section.



A teacher is linked to each Subject and Section they teach.

These links decide which Sections a teacher can see for attendance, marks, the timetable, study material and assignments.

The staff profile (right-click, **View Details**) shows the identity, employment and bank details, the Subjects taught, the documents and a month-by-month attendance summary.

EDUCATION

Filter menu...

Admin

User Management

Billing

Finance

Staff

My Payslips

Mark Staff Attendance

Staff Check In

Staff Shifts

Staff Attendance Rules

Staff Leave Requests

Staff Attendance Report

Holidays & Weekly Off

Staff Leave Balances

Staff Attendance Settings

Payroll

Attendance Devices

Academic

Assessment

<< Collapse

Greenfield Academy / Education / Greenfield Academy / Main Campus / Default Leg...

Education

AK

Home • Education • Staff • Sadia Perveen

Sadia Perveen

SP

Sadia Perveen

Active

Active

Employee # 0002

sadia.perveen@greenfield-docs.example

Administration - Administrator - Teacher

No class in session right now

SUBJECTS TAUGHT

6

INCHARGE OF

0

SALARY

55000.00

ATTENDANCE MARKED

26

Overview

Academic

Documents

Attendance

Subjects Taught

Subject	Academic Group	Section
English	Grade 6	Section B
English	Grade 7	Section B
English	Grade 6	Section A
English	Grade 8	Section B
English	Grade 7	Section A
English	Grade 8	Section A

Incharge Of

The Academic tab lists the Subjects a teacher teaches and the Sections they are Incharge of.

My Attendance

My Attendance is the screen every staff member uses for their own day. Open **HR**, then **Attendance**, then **My Attendance**.

Home > Attendance > My Attendance

My Attendance

Check in when you arrive and check out when you leave. Your time is recorded by the server.

TODAY
10/18/2026

Your shift: Day · 09:00–17:00

Status
Day off

Check in: — Check out: —

1 → **Check In** 2 → Check Out

FROM TO

Oct 12, 2026 × Oct 16, 2026 ×

Show

ON TIME **4**

LATE **1**

ABSENT **0**

LEAVE **0**

INCOMPLETE **0**

ATTENDANCE RATE **100%**

Daily breakdown

DATE	CHECK IN	CHECK OUT	STATUS	SHIFT	WORKED
10/16/2026	8:52 AM	5:06 PM	On time	Day (09:00–17:00)	8h 14m
10/15/2026	8:52 AM	5:06 PM	On time	Day (09:00–17:00)	8h 14m
10/14/2026	8:52 AM	5:06 PM	On time	Day (09:00–17:00)	8h 14m
10/13/2026	9:40 AM	5:06 PM	Late	Day (09:00–17:00)	7h 26m
10/12/2026	8:52 AM	5:06 PM	On time	Day (09:00–17:00)	8h 14m

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Today's card with Check In (1) and Check Out (2), then your summary, chart and own history.

Check In and Check Out

1. The **Today** card shows today's date, your shift, your status, and your **Check in** and **Check out** times.
2. Click **Check In** (1) when you arrive. The system records the current time of your institution. **You do not choose the time yourself.**
3. Click **Check Out** (2) when you leave. **Check Out** stays greyed out until you have checked in.
4. After you check in, **Check In** is greyed out. There is one check-in a day.

TODAY
10/18/2026

Your shift: Day · 09:00–17:00

Status
Day off

Check in: **3:08 AM** Check out: —

→] **Check In** [→ Check Out

The recorded time appears next to Check in. Check In is now unavailable.

Under the card, choose **From** and **To**, then click **Show** to see your own history. You see:

- **Summary tiles: On time, Late, Absent, Leave, Incomplete** (a finished day with a check-in but no check-out) and **Attendance rate**.
- A **Daily breakdown** chart.
- A table with the **Date, Check in, Check out, Status, Shift** and **Worked** time.

If your login is not linked to an active staff profile, the screen says so and there is nothing to check in to. Ask your administrator.

What the statuses mean

Status	What it means
On time	You checked in by your shift start plus the grace time.
Late	You checked in after the grace time. On the Today card the badge also shows how many minutes late.
Absent	The working period is over and there is no attendance, no approved leave and no day off.
Leave	You have approved leave for that day.
Day off	A weekly off day or a holiday. It is never counted as an absence.
Half day / Short time	Shown when the time worked is below the limits set in Attendance Settings.
No check-out	You checked in but never checked out.

How Late is decided

The system compares your **Check In** with your **Shift** start time and the **Grace time** in your attendance rule. For example, with a 09:00 shift and a 15-minute grace time, a check-in at 09:15 is **On time** and 09:16 is **Late**. This is only an example. Your own result follows the shift and grace time your administrator set in **Attendance Settings**.

When someone becomes Absent

Absent is never given to a future day, or to today before the working period has finished. A staff member is absent only after the day is over, when there is no check-in, no approved leave and the day is not a weekly off day or holiday. The shift and rule decide the details, and **Absent** can appear a little after the day closes.

My Leave

Open **HR**, then **Attendance**, then **My Leave**.

Home • Attendance • My Leave

My Leave

Request time off and follow its approval.

Annual leave balance - 2026

ALLOWANCE	USED	REMAINING
20	0	20

Request leave

LEAVE TYPE

Casual leave

FROM TO

Select date Select date

REASON (OPTIONAL)

Submit request

DATES	TYPE	WORKING DAYS	REASON	STATUS	DECIDED BY
11/06/2026	Casual leave	1	Manager created	Approved	Olivia OuManager
10/30/2026	Casual leave	1	Personal errand	Cancelled	—
10/26/2026 – 10/27/2026	Annual leave	2	Family wedding	Pending	Cancel

10 / page

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Your annual leave balance, the request form and your requests.

1. Look at **Annual leave balance** for the year: **Allowance**, **Used** and **Remaining**. If no allowance was set for you, the card says so. You can still ask for other kinds of leave.
2. Under **Request leave**, choose the **Leave type**, then **From** and **To**, and add a **Reason** if you want to.
3. Click **Submit request**.
4. Your request appears in the table as **Pending**. A manager then makes it **Approved** or **Rejected**.
5. To withdraw a request that is still **Pending**, click **Cancel** on its row and confirm. It shows as **Cancelled**.

Important: Submitting a request does **not** make your attendance **Leave**. Only an **Approved** request does. Until then the day is judged like any other day.

The table shows **Dates**, **Type**, **Working days**, **Reason**, **Status** and **Decided by**. Leave that a manager recorded for you shows **Recorded by manager**.

Leave types and the annual balance

The leave types are **Annual leave**, **Sick leave**, **Casual leave**, **Unpaid leave** and **Other**. Only **Annual leave** is tracked against a balance. It is checked when you ask and again when it is approved, and the days are counted when it is approved. The other types do not use the annual balance. A weekly off day or holiday inside a leave range still shows as **Day off**, not as an absence.

Leave Management

Open **HR**, then **Attendance**, then **Leave Management**. It has two tabs: **Requests** and **Annual balances**. You see only the staff within your own place in the hierarchy and the places beneath it.

The screenshot shows the 'Leave Management' page with the 'Requests' tab selected. At the top, there is a breadcrumb trail 'Home • Attendance • Leave Management' and a button '+ Add leave for staff' with a notification badge '3'. Below the breadcrumb, the title 'Leave Management' is followed by a description: 'Approve leave for the staff in your unit, record leave on someone's behalf, and manage annual balances.' The 'Requests' tab is active, and the 'Annual balances' tab is also visible. A 'SHOW' dropdown menu is set to 'Waiting for a decision'. Below this is a table with columns: STAFF, TYPE, DATES, WORKING DAYS, REASON, STATUS, and DECIDED BY. The table contains one row for 'Sadia Perveen' with 'Annual leave' from '10/26/2026 – 10/27/2026' for '2' working days, reason 'Family wedding', and status 'Pending'. To the right of the row are two buttons: 'Approve' (1) and 'Reject' (2). At the bottom, there is a pagination control showing '10 / page' and navigation links 'Prev', 'Page 1 of 1', and 'Next'.

STAFF	TYPE	DATES	WORKING DAYS	REASON	STATUS	DECIDED BY
Sadia Perveen	Annual leave	10/26/2026 – 10/27/2026	2	Family wedding	Pending	—

Requests waiting for a decision. Approve (1), Reject (2) and Add leave for staff (3).

Approve or reject a request

1. On **Requests**, the list starts on **Waiting for a decision**. Use **Show** to see **Approved**, **Rejected**, **Cancelled** or **Everything**.
2. Click **Approve** (1) or **Reject** (2) on the row.
3. Read the request, add a **Comment (optional)**, and confirm.

Approve leave

Sadia Perveen · Annual leave · 10/26/2026 – 10/27/2026 (2 working day(s))
“Family wedding”

COMMENT (OPTIONAL)

Approved. Please hand over your classes.

Cancel

Approve

Check the staff member, type, dates and working days, then confirm.

An approved request becomes **Leave** in the staff member's attendance for those days. You can **Revoke** an approved leave later. Any annual balance it used is given back and the days are worked out again.

[Home](#) •
 [Attendance](#) •
 [Leave Management](#)

Leave Management

Approve leave for the staff in your unit, record leave on someone's behalf, and manage annual balances.

+ Add leave for staff

[Requests](#) |
 Annual balances

SHOW

Approved ▼

STAFF	TYPE	DATES	WORKING DAYS	REASON	STATUS	DECIDED BY
Sadia Perveen	Casual leave	11/06/2026	1	Manager created	Approved	Olivia OuManager ↶ Revoke
Sadia Perveen	Annual leave	10/26/2026 – 10/27/2026	2	Family wedding	Approved	Amina Khan — Approved. Please hand over your classes. ↶ Revoke
Imran Qadir	Sick leave	10/26/2026	1	Browser journey	Approved	Olivia OuManager ↶ Revoke
Rubina Saleem	Sick leave	10/22/2026 – 10/23/2026	2	Medical certificate received	Approved	Amina Khan ↶ Revoke
Naveed						

Approved leave. Revoke undoes it.

Add leave for a staff member

Use this when someone told you in person, or sent a medical certificate.

1. Click **Add leave for staff** (3).
2. Choose the **Staff**, the **Leave type**, **From**, **To** and a **Reason**.
3. Click **Record leave**.

Add leave for staff ×

STAFF *

Rubina Saleem ×

LEAVE TYPE

Sick leave ▼

FROM **TO**

Oct 22, 2026 × Oct 23, 2026 ×

REASON

Medical certificate received

Recorded as already approved by you. Annual leave uses the staff member's balance. You can revoke it afterwards.

Cancel **Record leave**

Leave you record is saved as already approved.

Leave that a manager adds is **Approved immediately**. Annual leave uses the staff member's balance.

Annual balances

Open the **Annual balances** tab. It shows the **Allotment**, **Used** and **Remaining** days of each staff member for a year. To set the allowance, right-click a staff member, choose **Set Allotment**, enter the days and click **Save**.

Home • Attendance • Leave Management

Leave Management

Approve leave for the staff in your unit, record leave on someone's behalf, and manage annual balances.

Requests

Annual balances

Staff Leave Balances

Annual leave allotment per staff member. Used days decrement automatically when an absence is auto-converted to leave.

YEAR

2026

Right-click a row to set the allotment

Columns

STAFF	EMPLOYEE #	ALLOTMENT	USED	REMAINING
Imran Qadir	0001	0 days	0 days	0 days
Sadia Perveen	0002	20 days	2 days	18 days
Naveed Akhtar	0003	0 days	0 days	0 days
Rubina Saleem	0004	0 days	0 days	0 days
Kamran Yousaf	0005	0 days	0 days	0 days
Shaista Bibi	0006	0 days	0 days	0 days

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Allowance, days used and days remaining.

Leave Allotment — Sadia Perveen (2026)

ANNUAL ALLOTMENT (DAYS)

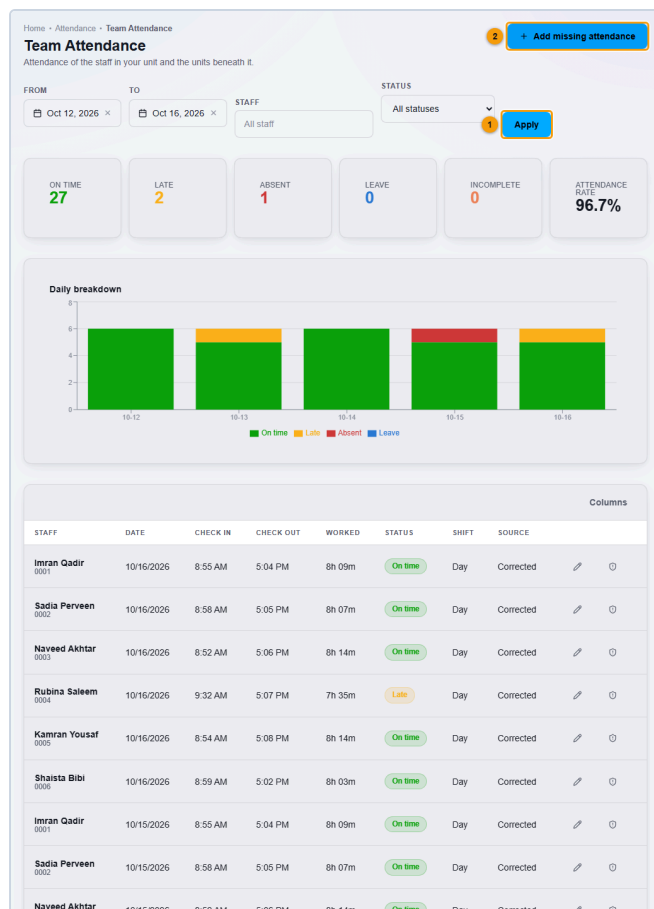
20

CancelSave

Enter the annual allotment in days.

Team Attendance

Open **HR**, then **Attendance**, then **Team Attendance**. It shows the attendance of the staff in your unit and the units beneath it. It replaces the older **Mark Staff Attendance** and **Staff Attendance Report** screens.



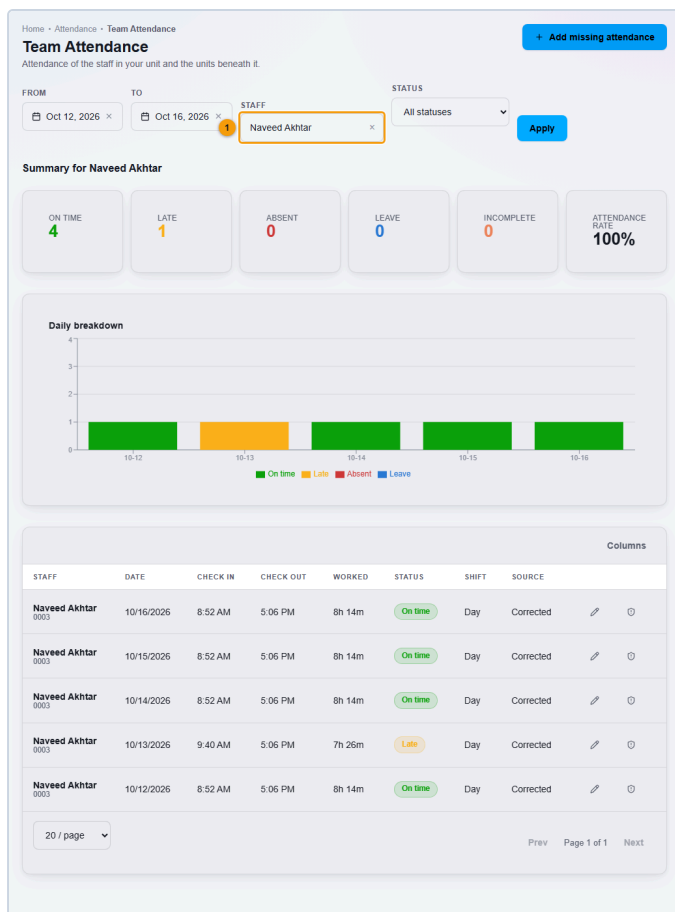
Choose the dates and filters, then click Apply (1). Add missing attendance (2) is for forgotten days.

The table has these columns: **Staff**, **Date**, **Check in**, **Check out**, **Worked**, **Status**, **Shift** and **Source**. **Unit** appears when you can see more than one unit. **Source** shows **Self** for a staff member's own check-in, **Device** for an attendance device, and **Corrected** when a manager changed the times.

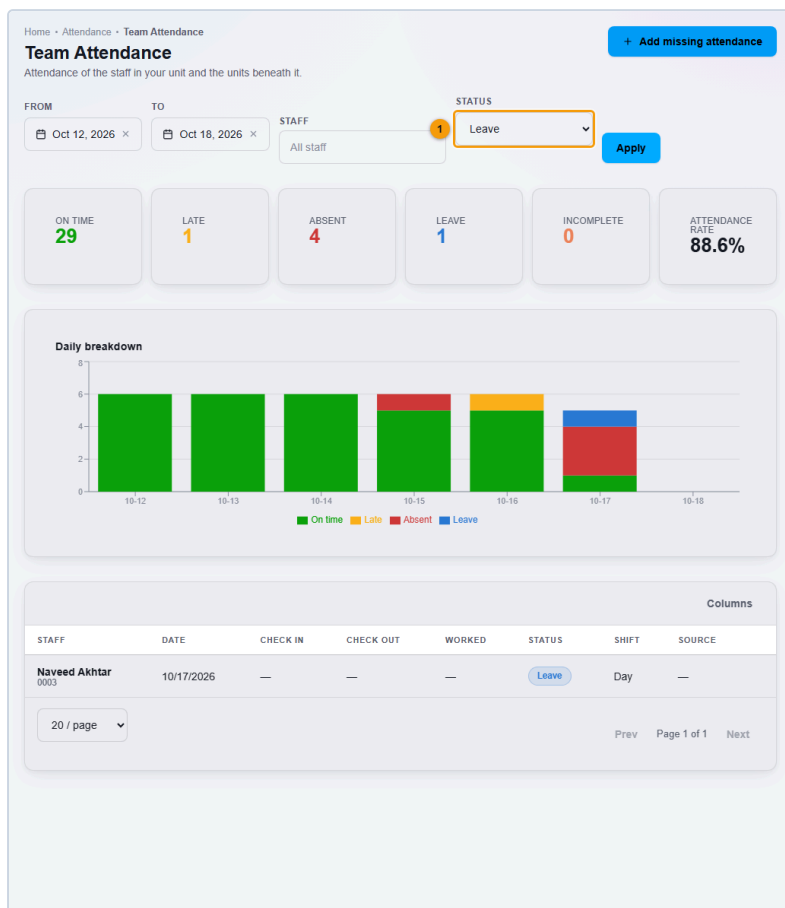
Choose these filters, then click **Apply**:

- **From** and **To** for the dates.
- **Staff** for one person.
- **Unit** to look at one unit (only when you can see more than one).
- **Status**: **On time**, **Late**, **Absent**, **Leave**, **Day off / Holiday**, **Half day / Short time** or **No check-out**.

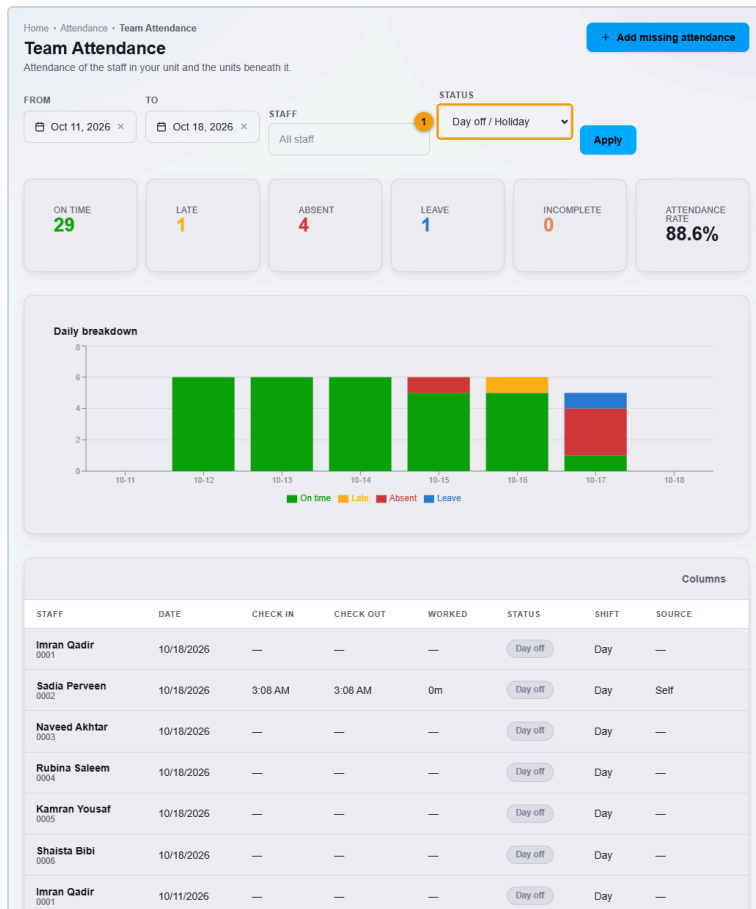
The summary tiles and the daily chart cover the dates and the staff you chose. The **Status** filter narrows the table only.



When you choose one Staff, the tiles and chart show only that person.



Filtered to Leave: approved leave shows as Leave.



Weekly off days and holidays show as Day off, not Absent.

Attendance summaries

The tiles show **On time**, **Late**, **Absent**, **Leave**, **Incomplete** and **Attendance rate**. The rate is the days attended divided by the days expected. Leave and days off are not counted against anyone. These are the only summaries on the screen.

Correct an attendance record

Use this when the recorded times are wrong.

1. Find the staff member and the day, then click the pencil icon on the row.
2. Change **Check in** or **Check out**. The date stays the same: the times belong to that attendance day.
3. Enter the **Reason**. It is required.
4. Click **Save**.

Edit attendance — Naveed Akhtar

×

Times below belong to 10/13/2026.

DATE

Oct 13, 2026

×

CHECK IN

CHECK OUT (OPTIONAL)

🕒 9:10 AM

×

🕒 5:06 PM

×

REASON *

Gate register shows he arrived at 9:10 AM

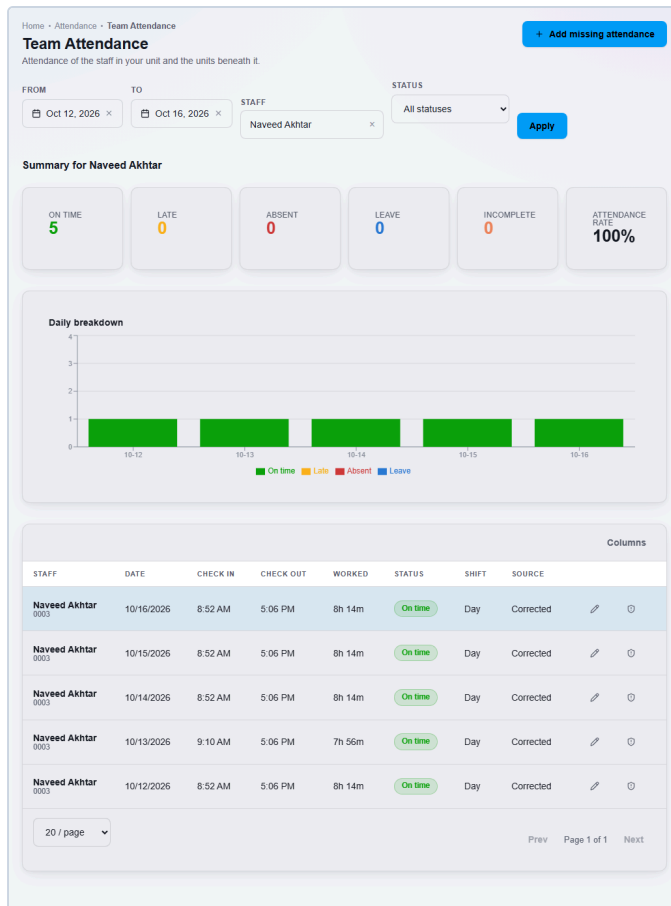
The status (on time / late / half day...) is worked out from the staff member's shift and the attendance rule.

Cancel

Save

Change the times and give a reason.

The status is worked out again from the shift and the attendance rule. In the example the check-in moved from 9:40 AM to 9:10 AM, so **Late** became **On time**. The row then shows **Corrected** in **Source**.



The day is recalculated and shown as Corrected.

Rows for approved leave and for days off cannot be edited here.

Add missing attendance

Use this when a staff member forgot to check in **and** out, so no attendance exists for that day.

1. Click **Add missing attendance** (2).
2. Choose the **Staff** and the **Date**.
3. Enter **Check in**, and **Check out** if you know it.
4. Enter the **Reason**, then click **Save**.

Add missing attendance

STAFF *

Shaista Bibi

DATE

Oct 17, 2026

CHECK IN

9:05 AM

CHECK OUT (OPTIONAL)

5:00 PM

REASON *

Forgot to check in and out; confirmed by the Head of Section

The status (on time / late / half day...) is worked out from the staff member's shift and the attendance rule.

Cancel

Save

Staff, date, times and a reason.

A staff member has one attendance record per day. Adding attendance for a day that already has one updates it. It does not make a second record.

Attendance Settings

Open **HR**, then **Attendance**, then **Attendance Settings**. It is for administrators. It has five tabs.

Tab	What it is for
Shifts	The working hours, for example Day , 09:00 to 17:00. One shift can be the default.
Attendance rules	How strict lateness is: the Grace (late) time and the minutes needed for a full or half day.
Holidays & weekly off	The Weekly Off Days and the Holidays . These dates count as a day off, not an absence.
Devices	Attendance devices that an administrator can register.
General	Company-wide behaviour, such as Auto-convert Absent to Leave .

Home • Attendance • Attendance Settings

Attendance Settings

Define shifts, how lateness is judged, days off and attendance devices.

Shifts

Attendance rules

Holidays & weekly off

Devices

General

Staff Shifts

Shift timings (Morning, Evening, Night, ...) staff can be individually assigned to. Detection thresholds are configured separately under Staff Attendance Rules.

New Shift

Right-click a row for actions

Columns

NAME	TIME	DEFAULT	STATUS
Day	09:00 – 17:00	Yes	Active

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Shifts: name, time, default and status.

Home • Attendance • Attendance Settings

Attendance Settings

Define shifts, how lateness is judged, days off and attendance devices.

Shifts

Attendance rules

Holidays & weekly off

Devices

General

Staff Attendance Rules

Detection thresholds (grace period, full/half day cutoffs, absence window) applied to daily check-in/check-out timestamps.

New Rule

Right-click a row for actions

Columns

TYPE	GRACE (LATE)	LATE DAYS → ABSENT	MIN FOR FULL DAY	MIN FOR HALF DAY	ABSENT AFTER	STATUS
Per-Minute (grace, then late)	15 min	—	60 min	—	—	Active

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The grace time and the limits for a full or half day.

Home • Attendance • Attendance Settings

Attendance Settings

Define shifts, how lateness is judged, days off and attendance devices.

Shifts

Attendance rules

Holidays & weekly off

Devices

General

Holidays & Weekly Off

Non-working days for Staff Attendance — a matching date derives status day_off instead of absent.

Weekly Off Days

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Holidays

New Holiday

Columns

DATE	NAME
No records found	

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Weekly off days and holidays. A matching date becomes a day off.

Home • Attendance • Attendance Settings

Attendance Settings

Define shifts, how lateness is judged, days off and attendance devices.

Shifts

Attendance rules

Holidays & weekly off

Devices

General

Attendance Devices

Register biometric/RFID machines or bridging agents that push staff check-in/check-out events into Nextorex.

Add Device

Right-click a row for actions

Columns

NAME	TYPE	STATUS	LAST EVENT RECEIVED	KEY
No records found				

10 / page

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Registered devices. Device configuration is for authorized administrators.

Home • Attendance • Attendance Settings

Attendance Settings

Define shifts, how lateness is judged, days off and attendance devices.

Shifts Attendance rules Holidays & weekly off Devices **General**

Staff Attendance Settings

Company-wide attendance behavior.

Auto-convert Absent to Leave

When a staff member has no check-in for the day and remaining annual leave balance, count the day as Leave (spending one day of balance) instead of Absent, and skip the HR absence notification for it.

Disabled

Company-wide attendance behaviour.

Add holidays **before** the days they fall on, so a school holiday is never judged as an absence. When **Auto-convert Absent to Leave** is on, a day with no check-in becomes **Leave** while the staff member still has annual balance, instead of **Absent**. It is off until you turn it on.

Important rules

- One staff member uses one User seat.
- Check In and Check Out record the system's time. Staff cannot choose it. Only a manager can correct times, and a correction needs a reason.
- Only **Approved** leave becomes **Leave**. A **Pending** request changes nothing.
- Approved leave and day-off rows cannot be edited.
- **Absent** is never given to a future day.
- Attendance and Payroll are separate. See [Payroll](#).
- Student attendance is separate from staff attendance. See [Student attendance](#).

Common mistakes

- Forgetting to add holidays, so a school holiday looks like an absence.
- Expecting a leave request to count before a manager approves it.
- Choosing a Role that gives the person too little or too much access. Check the role.
- Losing the temporary password. It is shown once.

Related guides

- [Payroll](#)
- [Student attendance](#)
- [Roles](#)
- [Timetable](#)
- [Add a user](#)
- [Education plans, limits and combining apps](#)

Payroll

Generate monthly payslips for your staff, review them, finalise the month, pay each payslip from a cash or bank account, and see what happens when the balance is too low.

Plan: Education Campus

What this does

Payroll creates one **payslip** for every active staff member for a month. Each payslip starts from the staff member's salary, subtracts deductions and any advance installment, and shows the **net pay**. You then pay each payslip from a cash or bank account.

Payroll is a separate workflow from attendance. Attendance records who worked and when. Payroll only uses the month's records when a deduction rule depends on absences or late arrivals. See [Staff and staff attendance](#).

Who can use it

Staff whose role includes the Payroll permissions: view, manage (generate and finalise) and pay. Education finance access is **intentionally limited**: payroll payments use the shared finance screens, not the full ERP or POS accounting application. See [Education receipt and payment vouchers](#).

You see payroll only for the staff in your own place in the hierarchy and the places beneath it. A manager of one Sub Unit does not see the payslips of another Sub Unit.

Which package includes it

Education Campus. Education Essentials and Education Standard do not include Payroll.

Where to find it

Open **HR**, then **Payroll**, then **Payroll Runs**. The same group holds **Staff Advances** and **Deduction Rules**.

Before you start

- Add your staff and set their salaries on the **Staff** screen. See [Staff and staff attendance](#). If an active staff member has no salary, the page warns you that they would be paid 0 and links to the **Staff** screen.
- Record the month's attendance. Deductions that depend on absences or late arrivals use this month's records.
- Make sure the account you will pay from has enough money. Receipts from students add money to it.

The page

The **Pay period** chooses the month. You can also filter by **Staff**, **Status (Waiting to be paid or Paid)** and, when you can see more than one unit, **Unit**. Click **Apply** after you change a filter.

The table shows each staff member by **name** and employee code. It does not show internal numbers.

Column	What it shows
Staff	The staff member's name and employee code.
Unit	Their unit. It appears when you can see more than one unit.
Period	The month, for example 2026-10.
Gross	The salary before deductions.
Deductions	Deduction rules and any advance installment. Hover to see the advance part.
Net pay	What the staff member is paid.
Status	Draft, Ready to pay or Paid .
Paid on	The date it was paid.
Actions	A print icon for the payslip and, for an unpaid payslip, the Pay button.

The tiles above the table show **Payslips** paid out of the total, **Gross**, **Deductions** and **Net pay**.

A box above the tiles always tells you the next step, for example **Step 1 — Generate payroll**, **Step 2 — Review the payslips** or **Step 3 — payslips are waiting to be paid**.

Steps: Generate, Review, Finalise, Pay

1. Generate

1. Open **Payroll Runs** and choose the **Pay period**, the month you want to pay.
2. Click **Generate payroll** (1). Generating can take a little while, because the month's attendance is closed first.

Home · HR · Payroll

Payroll

Monthly staff salaries for your unit and the units beneath it.

PAY PERIOD

STAFF

STATUS

📅 November 2026 ×

All staff

All ▾

Apply

→ Step 1 — Generate payroll for 2026-11. One payslip is created for each active staff member in your unit.

1 [Generate payroll](#)



No payroll for this period yet
Use "Generate payroll" above. Payslips are created for active staff in your unit and the units beneath it.

Choose the month, then click Generate payroll (1).

A **Draft** run appears with one payslip for each active staff member in your unit and the units beneath it.

2. Review

Check each payslip: the gross, the deductions and the net pay. The box above the tiles says **Step 2 — Review**. If you add a staff member before you finalise, click **Add missing staff** (1). It adds payslips only for staff who do not have one. Payslips that already exist are never created twice.

Home • HR • Payroll

Payroll

Monthly staff salaries for your unit and the units beneath it.

PAY PERIOD: September 2026 ×

STAFF: All staff

STATUS: All Apply

1 Add missing staff

→ Step 2 — Review the 6 payslip(s) below. When they look right, finalise the month (optional lock), then pay each payslip.

2 Finalise month

PAYSLIPS
0/6 paid

GROSS
287,000.00

DEDUCTIONS
0.00

NET PAY
287,000.00

STAFF	PERIOD	GROSS	DEDUCTIONS	NET PAY	STATUS	PAID ON	
Imran Qadir 0001	2026-09	60,000.00	—	60,000.00	Draft	—	Print Pay
Kamran Yousaf 0005	2026-09	40,000.00	—	40,000.00	Draft	—	Print Pay
Naveed Akhtar 0003	2026-09	52,000.00	—	52,000.00	Draft	—	Print Pay
Rubina Saleem 0004	2026-09	50,000.00	—	50,000.00	Draft	—	Print Pay
Sadia Perveen 0002	2026-09	55,000.00	—	55,000.00	Draft	—	Print Pay
Shalista Bibi 0006	2026-09	30,000.00	—	30,000.00	Draft	—	Print Pay

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A Draft run. Add missing staff (1) is available only while the run is a draft. Finalise month (2) closes the month.

3. Finalise

Click **Finalise month** (2) and confirm when the payslips look right. The status changes from **Draft** to **Ready to pay**.

A finalised run is **locked**. The **Add missing staff** button goes away and no new payslips are added to that month. A staff member who joins after you finalise is therefore not part of that run. This is how the month is kept fixed, so review who is included **before** you finalise.

4. Pay

1. Click **Pay** on a payslip's row.
2. Choose the **Payment method** (**Cash**, **Bank Transfer** or **Cheque**) and the **Bank / Cash account**. The list shows each account's balance.
3. Click the **Pay** button, which shows the amount.

Home • HR • Payroll

Payroll

Monthly staff salaries for your unit and the units beneath it.

PAY PERIOD: October 2026 × STAFF: All staff STATUS: All Apply

→ Step 3 — 4 payslip(s) are waiting to be paid. Use "Pay" on each row.

PAYSLIPS
2/6 paid

GROSS
287,000.00

DEDUCTIONS
0.00

NET PAY
287,000.00

STAFF	PERIOD	GROSS	DEDUCTIONS	NET PAY	STATUS	PAID ON	Columns
Imran Qadir 0001	2026-10	60,000.00	—	60,000.00	Paid	10/17/2026	
Kamran Yousaf 0005	2026-10	40,000.00	—	40,000.00	Paid	10/17/2026	
Naveed Akhtar 0003	2026-10	52,000.00	—	52,000.00	Ready to pay	—	1 Pay
Rubina Saleem 0004	2026-10	50,000.00	—	50,000.00	Ready to pay	—	Pay
Sadia Perveen 0002	2026-10	55,000.00	—	55,000.00	Ready to pay	—	Pay
Shaista Bibi 0006	2026-10	30,000.00	—	30,000.00	Ready to pay	—	Pay

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A finalised month. Unpaid payslips show Ready to pay and have a Pay button (1).

Pay Salary

Paying **Shaista Bibi** — Net Salary **30,000.00** for 2026-10

PAYMENT METHOD

Cash ▾

BANK / CASH ACCOUNT *

Cash in Hand · cash · Balance 12000.00 ▾

Cancel Pay 30,000.00

The Pay Salary window shows the staff member, the net salary and the account balance.

The message **Salary paid.** appears and the status changes to **Paid**, with the date in **Paid on**. The tile shows how many are paid, for example **2/6 paid**.

Home • HR • Payroll

Payroll

Monthly staff salaries for your unit and the units beneath it.

PAY PERIOD: October 2026 × STAFF: All staff STATUS: All Apply

→ Step 3 — 4 payslip(s) are waiting to be paid. Use "Pay" on each row.

PAYSLIPS 2/6 paid	GROSS 287,000.00	DEDUCTIONS 0.00	NET PAY 287,000.00
-----------------------------	----------------------------	---------------------------	------------------------------

STAFF	PERIOD	GROSS	DEDUCTIONS	NET PAY	STATUS	PAID ON	Columns
Imran Qadir 0001	2026-10	60,000.00	—	60,000.00	Paid	10/17/2026	
Kamran Yousaf 0005	2026-10	40,000.00	—	40,000.00	Paid	10/17/2026	
Naveed Akhtar 0003	2026-10	52,000.00	—	52,000.00	Ready to pay	—	Pay
Rubina Saleem 0004	2026-10	50,000.00	—	50,000.00	Ready to pay	—	Pay
Sadia Perveen 0002	2026-10	55,000.00	—	55,000.00	Ready to pay	—	Pay
Shaista Bibi 0006	2026-10	30,000.00	—	30,000.00	Ready to pay	—	Pay

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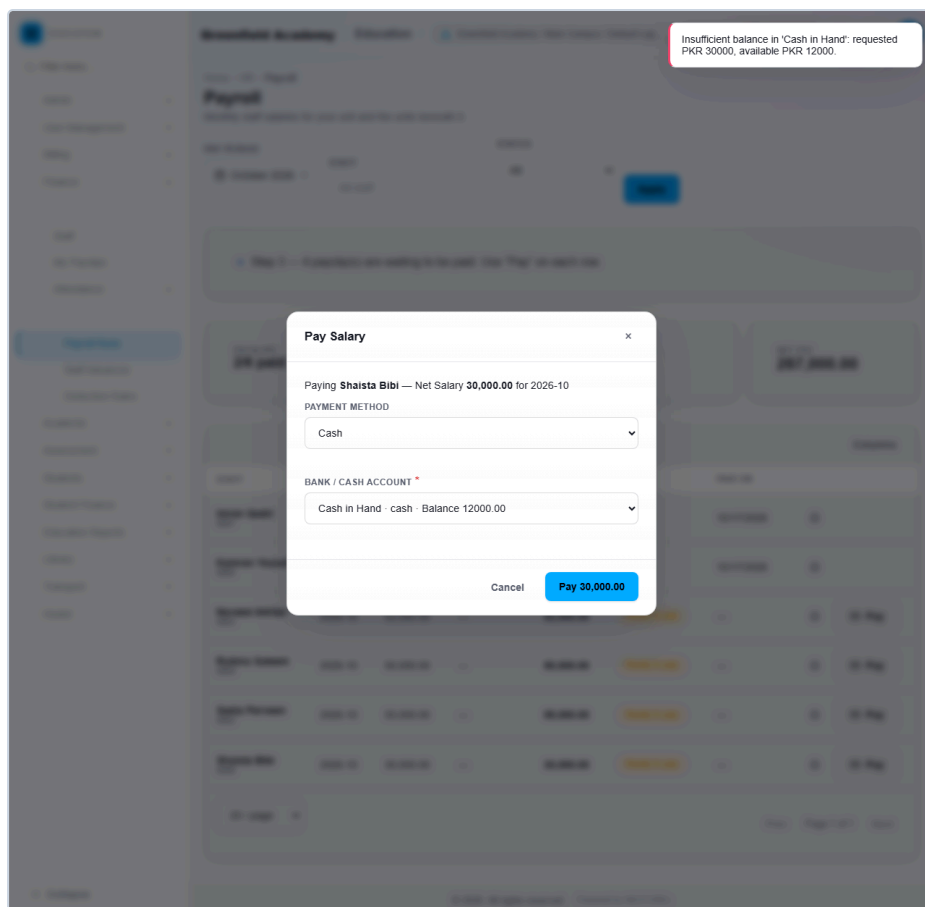
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Paid payslips show Paid and the date. The others still wait.

You pay each payslip separately. The normal order is to finalise first, but the **Pay** button is also shown on **Draft** payslips. Paying a payslip posts the payment to your cash or bank account through the shared finance screens. This guide does not cover full accounting.

When the balance is too low

If the account holds less than the net pay, the payment is **refused** and nothing is posted. The message shows the amount requested and the amount available, for example *Insufficient balance in 'Cash in Hand': requested PKR 30000, available PKR 12000*. Add money to the account, for example by recording a student receipt, then pay again. The payslip stays unpaid until it is paid.



A payment larger than the account balance is refused.

Advances and deductions

- **Staff Advances:** advance salary given to staff. It is recovered through a fixed monthly installment the next time payroll is generated.
- **Deduction Rules:** salary deductions applied automatically when payroll is generated. Flat and percentage rules apply to every active staff member. Attendance-based rules use that month's absent and late counts.

Each payslip shows the deductions and advance installment that were applied.

The payroll cost report

Education Reports, then **Payroll Cost Report**, shows the total net pay per month and a trend across recent months. See [Education reports and dashboard](#).

Important rules

- One payslip per staff member per month.
- A finalised month is locked: no new payslips are added to it.
- A payslip that is already paid cannot be paid again.
- A payslip with a net pay of zero has nothing to pay.
- A payment can never take an account below zero.

- You see payroll only for staff in your own place in the hierarchy and the places beneath it.

Common mistakes

- Generating payroll before the month's attendance is recorded.
- Finalising before checking who is included. A staff member added afterwards is not in the finalised run.
- Trying to pay salaries when the cash or bank account is empty. Record receipts first.
- Expecting the run to pay everyone at once. You pay each payslip separately.

Related guides

- [Staff and staff attendance](#)
- [Education receipt and payment vouchers](#)
- [Education reports and dashboard](#)

Exams, marks and report cards

Set up terms and grading, create an exam, enter marks, publish the results and print each student's report card.

Plan: Education Standard and above

What this does

You create an **exam** for a Term and an Academic Group, say which Subjects it covers and the maximum marks of each. Teachers enter the marks. When you **publish** the exam, the marks are locked and each student has a **report card** with their marks, grades, total and percentage.

Who can use it

Staff with the Exam permissions to create and publish exams. Teachers with the permission to enter marks can enter marks only for the Subjects and Sections they are assigned to. Students can see their own published report cards.

Which package includes it

Education Standard and Education Campus. Education Essentials does not include exams.

Where to find it

Open **Assessment**. It holds **Exams** (with **All Exams**, **Marks Entry**, **Report Cards**, **Terms** and **Grading Schemes**).

Before you start

Set up these three things once:

1. **Terms**: open **Terms** and click **New Term**. Enter the **Term Name**, **Start Date** and **End Date**.
2. **Grading Schemes**: open **Grading Schemes** and click **New Grading Scheme**. Choose the **Type** (**Percentage**, **GPA** or **Custom**) and click **Add Band** for each grade. Each band has a **Min Score**, a **Max Score** and a **Label**, for example 90 to 100 is **A+**.
3. [Academic Groups, Sections and Subjects](#), and the teachers assigned to each Subject.

Steps: create an exam

1. Open **Assessment**, **Exams**, **All Exams** and click **New Exam** (1).
2. Enter the **Exam Name**, and choose the **Term** and the **Academic Group**.
3. Optionally set the **Exam Date**.
4. Click **Add Subject** for each Subject in the exam. Enter the **Max Marks**, the **Passing Marks** and, if you want, a **Grading Scheme**.
5. Click **Save**.

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Education

Home • Education • Exams

Exams

Create Exams for a Term and Academic Group, define their subjects/max marks, and publish results.

Right-click a row for actions

NAME	TERM	ACADEMIC GROUP	DATE	SUBJECTS	STATUS
Mid-Term Exam - Grade 8	Term 1 (2026-27)	Grade 8	10/05/2026	4	🕒 Draft
Mid-Term Exam - Grade 7	Term 1 (2026-27)	Grade 7	10/05/2026	4	🕒 Draft

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Each exam shows its Term, Group, date, number of Subjects and status. New Exam (1) creates one.

New Exam

EXAM DETAILS

EXAM NAME * Final Exam

TERM * Term 1 (2026-27)

ACADEMIC GROUP * Grade 6

EXAM DATE (OPTIONAL) Select date

EXAM FEE (OPTIONAL) Leave blank for no fee

SUBJECTS

Every Subject examined, with its Max Marks and (optionally) a Grading Scheme. + Add Subject

SUBJECT	MAX MARKS	PASSING MARKS	GRADING SCHEME
Select a subject...			None
Select a subject...			None

Cancel Save

An exam belongs to one Term and one Group and lists the Subjects with their maximum marks.

A new exam is a **Draft**.

Steps: enter marks

1. Open **Assessment, Exams, Marks Entry**.
2. Choose the **Exam** (1) and the **Subject** (2). Each Subject shows its maximum, for example *Mathematics max 100*.
3. Type each student's **Marks Obtained**. Add a **Remarks** note if you want.
4. Click **Save Marks** (3).

Greenfield Academy / Education / Greenfield Academy / Main Campus / Default Leg...

Enter marks for a Subject within an Exam. Locked once the Exam is published.

Marks obtained cannot exceed the subject's max marks (100).

1 2 3 Save Marks

Code	Student	Marks Obtained (max 100)	Remarks
0018	Ahmed Yusuf	78	Optional remarks
0023	Eman Sheikh	85	Optional remarks
0021	Iqra Butt	91	Optional remarks
0017	Laiba Zafar	66	Optional remarks
0019	Maryam Iqbal	70	Optional remarks
0022	Rayyan Khalid	59	Optional remarks
0020	Saad Mirza	72	Optional remarks
		88	Optional remarks

Choose the Exam (1) and the Subject (2), type the marks and click Save Marks (3).

Invalid marks are refused

A mark above the Subject's maximum is not saved. NEXTOREx shows *Marks obtained cannot exceed the subject's max marks (100)* and keeps the page so you can correct the number.

EDUCATION

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Marks obtained cannot exceed the subject's max marks (100).

Enter marks for a Subject within an Exam. Locked once the Exam is published.

EXAM

SUBJECT

Mid-Term Exam - Grade 8

Mathematics

Save Marks

Code	Student	Marks Obtained (max 100)	Remarks
0018	Ahmed Yusuf	78	Optional remarks
0023	Eman Sheikh	85	Optional remarks
0021	Iqra Butt	91	Optional remarks
0017	Laiba Zafar	66	Optional remarks
0019	Maryam Iqbal	150	Optional remarks
0022	Rayyan Khalid	59	Optional remarks
0020	Saad Mirza	72	Optional remarks
		88	Optional remarks

150 is more than the maximum of 100, so the marks are not saved until it is corrected.

When all marks are valid, a message such as **8 mark(s) saved.** confirms the save.

Steps: publish the results

1. Open **All Exams**, right-click the exam and choose **Publish**.
2. The exam status changes from **Draft** to **Published**.

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Education

AK

Home • Education • Exams

Exams

Create Exams for a Term and Academic Group, define their subjects/max marks, and publish results.

Right-click a row for actions

Columns					
NAME	TERM	ACADEMIC GROUP	DATE	SUBJECTS	STATUS
Mid-Term Exam - Grade 8	Term 1 (2026-27)	Grade 8	10/05/2026	4	Draft
Mid-Term Exam - Grade 7	Term 1 (2026-27)	Grade 7	10/05/2026	4	Published

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The Grade 7 exam is Published. The Grade 8 exam is still a Draft.

Marks are locked after publishing

On **Marks Entry**, a published exam shows *This exam is published, marks are locked. Unpublish it from the Exams page to edit.* To change a mark, right-click the exam on **All Exams**, choose **Unpublish**, correct the marks and publish again.

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Home • Marks Entry

Marks Entry

Enter marks for a Subject within an Exam. Locked once the Exam is published.

EXAM

SUBJECT

Mid-Term Exam - Grade 7 ×

Mathematics ×

Save Marks

⚠ This exam is published — marks are locked. Unpublish it from the Exams page to edit.

Code	Student	Marks Obtained (max 100)	Remarks
0015	Amna Rehman	74	Optional remarks
0010	Hassan Tariq	70	Optional remarks
0013	Hira Baig	81	Optional remarks
0012	Ibrahim Shah	86	Optional remarks
0009	Mariam Aslam	78	Optional remarks
0011	Noor Fatima	65	Optional remarks

A published exam cannot be edited on Marks Entry.

Report cards

1. Open **Assessment, Exams, Report Cards**.
2. Choose the **Exam** and click **Browse Students** (1).
3. Click **Report Card** on a student's row.

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Home • Education • Report Cards

Report Cards

Select an exam to browse its students and open each one's report card.

EXAM
Mid-Term Exam - Grade 7

1 [Browse Students](#)

STUDENT	CODE	
Amna Rehman	0015	Report Card
Hassan Tariq	0010	Report Card
Hira Baig	0013	Report Card
Ibrahim Shah	0012	Report Card
Mariam Aslam	0009	Report Card
Noor Fatima	0011	Report Card
Talha Javed	0016	Report Card

Choose an exam and click Browse Students (1). Each student has a Report Card link.

The report card shows each Subject with its maximum marks, passing marks, marks obtained and grade, then the **Total**, **Percentage** and **Overall Grade**. Use **Print** to print it. A card for an exam that is not published yet is marked as a preview. The heading at the top shows the brand name from your branding settings. If no brand name has been set, it reads **Your Company**.

Your Company **REPORT CARD**
Mid-Term Exam - Grade 7 - Term 1 (2026-27)

STUDENT **Mariam Aslam** Academic Group: **Grade 7**
Code: 0009 - Section: Section A Term Dates: **2026-08-01 to 2026-12-20**
Exam Date: **2026-10-05T00:00:00.000000Z**

Subject	Max Marks	Passing Marks	Marks Obtained	Grade
English	100	40	74.00	B
Mathematics	100	40	78.00	B
Science	100	40	82.00	A
Urdu	100	40	57.00	D

Total 291.00 / 400
Percentage 72.75%

Overall Grade B

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A student's report card for a published exam.

Students see their own published report cards. The **Exam Results Analytics** report shows pass rates for a published exam. See [Education reports and dashboard](#).

Important rules

- Marks cannot be more than the Subject's maximum.
- A published exam is locked. Unpublish it first to change marks.
- A teacher can enter marks only for the Subjects and Sections assigned to them.
- Only published exams are available in the Exam Results Analytics report.

Common mistakes

- Publishing before every Subject's marks are entered.
- Creating an exam before the Term exists.
- Forgetting to assign the teacher to the Subject and Section, so the teacher cannot enter marks.

Related guides

- [Staff and staff attendance](#)
- [Timetable](#)
- [Education reports and dashboard](#)

Timetable

Define periods and rooms, then build the weekly timetable of each Section, with clashes for Sections, teachers and rooms stopped for you.

Plan: Education Standard and above

What this does

The **Timetable** shows the week of one Section: for every period of every day, which Subject is taught, by which teacher, in which room. NEXTOREx stops you from booking the same Section, teacher or room twice in the same slot.

Who can use it

Staff with the Timetable permissions can create and change timetables. Teachers and students can see the timetable they are allowed to see.

Which package includes it

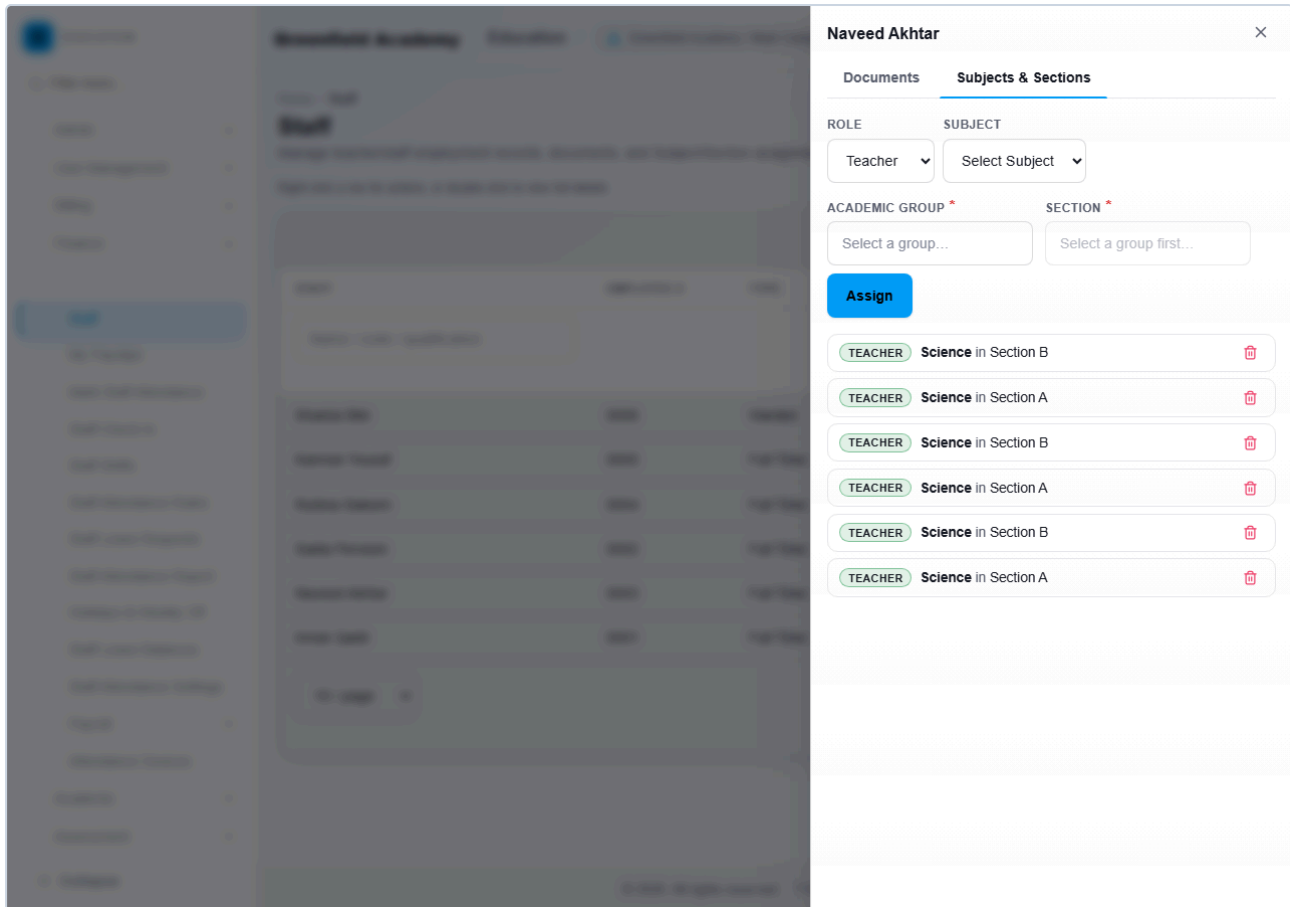
Education Standard and Education Campus. Education Essentials does not include the Timetable.

Where to find it

Open **Academic**, then **Timetable**. It holds **Timetable**, **Rooms** and **Periods**.

Before you start

1. Create your Groups, Sections and Subjects. See [Education getting started and academic structure](#).
2. Add your teachers and assign each one to the Subjects and Sections they teach. See [Staff and staff attendance](#). Only teachers assigned to a Subject in a Section can be placed on that Section's timetable.



A teacher must be assigned to a Subject and Section before the timetable accepts them.

Steps: create the periods and rooms

1. Open **Timetable**, then **Periods**. Click **New Period** and enter a **Name** (for example **Period 1**), the **Start** and **End** times and the order.
2. Open **Rooms**. Click **New Room** and enter a **Name** and, if you want, the **Capacity**.

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Education

AK

Home • Timetable • Periods

New Period

Periods

Configure the period grid Timetable entries are scheduled against.

Right-click a row for actions

PERIOD	START	END	ORDER	STATUS
Period				Status
Period 1	8:00 AM	8:45 AM	0	Active
Period 2	8:45 AM	9:30 AM	1	Active
Period 3	9:45 AM	10:30 AM	2	Active
Period 4	10:30 AM	11:15 AM	3	Active

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The periods of the school day.

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AK

Home • Timetable • Rooms

New Room

Rooms

Configure the physical rooms Timetable entries can be booked in.

Right-click a row for actions

ROOM	CAPACITY	STATUS
Room		Status
Room 101	30	Active
Room 102	30	Active
Science Lab	24	Active

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The rooms that classes can be booked in.

Steps: build a Section's timetable

1. Open **Timetable**, then **Timetable**.
2. Choose the **Academic Group** (1), then the **Academic Section** (2). The weekly grid appears with one row per period.
3. Click **+ Add** in an empty cell, or click a filled cell to change it.
4. Choose the **Subject / Teacher**. The list shows each Subject with the teachers assigned to it for this Section.
5. Choose a **Room** if you want.
6. Click **Save**. To clear a cell, open it and click **Remove**.

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Education

AK

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Timetable

Weekly schedule for an Academic Section. Click a cell to assign or edit a class.

ACADEMIC GROUP

Grade 7

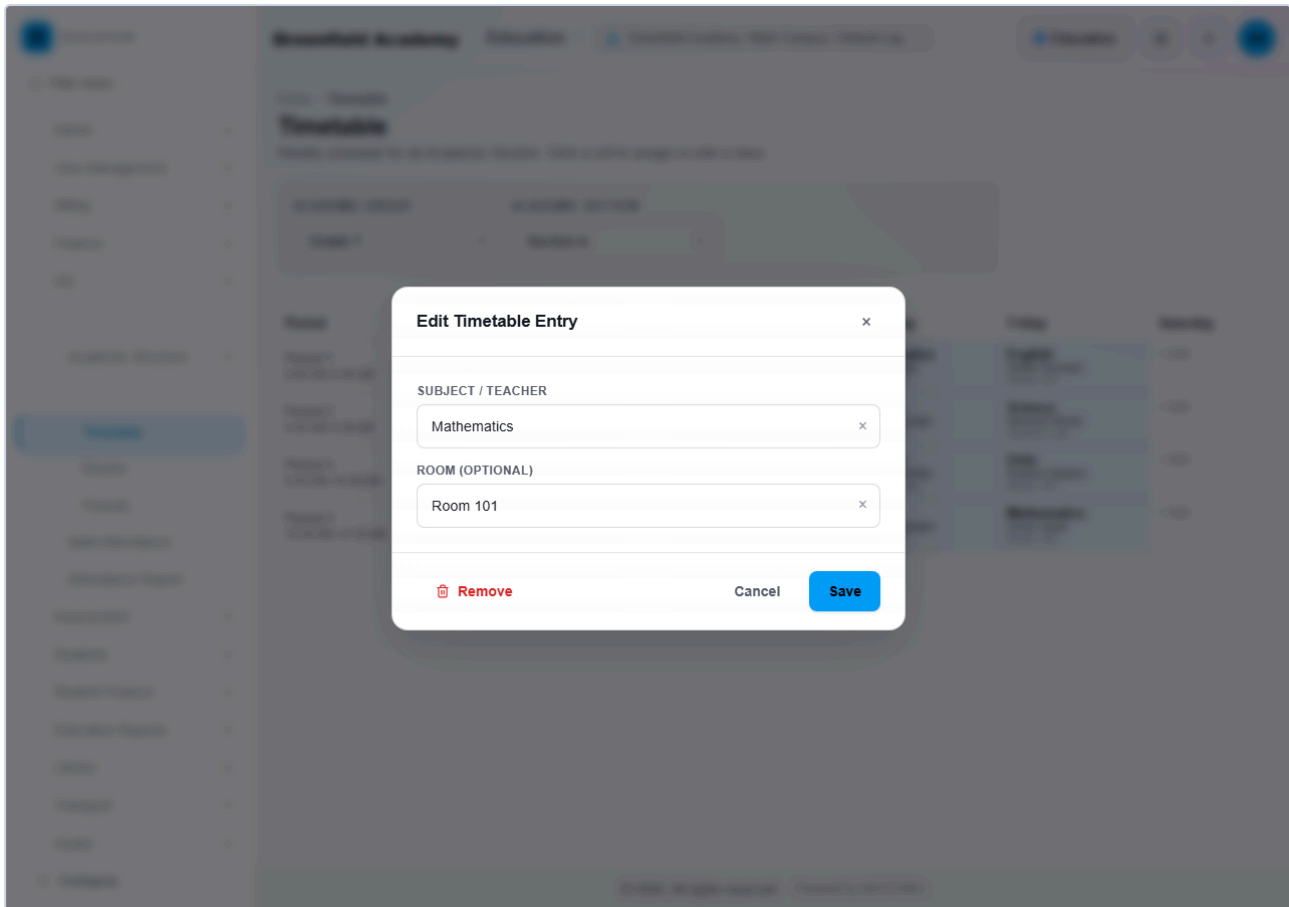
ACADEMIC SECTION

Section A

Period	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Period 1 8:00 AM–8:45 AM	English Sadia Perveen Room 101	Science Naveed Akhtar Science Lab	Urdu Rubina Saleem Room 101	Mathematics Imran Qadir Room 101	English Sadia Perveen Room 101	+ Add
Period 2 8:45 AM–9:30 AM	Science Naveed Akhtar Science Lab	Urdu Rubina Saleem Room 101	Mathematics Imran Qadir Room 101	English Sadia Perveen Room 101	Science Naveed Akhtar Science Lab	+ Add
Period 3 9:45 AM–10:30 AM	Urdu Rubina Saleem Room 101	Mathematics Imran Qadir Room 101	English Sadia Perveen Room 101	Science Naveed Akhtar Science Lab	Urdu Rubina Saleem Room 101	+ Add
Period 4 10:30 AM–11:15 AM	Mathematics Imran Qadir Room 101	English Sadia Perveen Room 101	Science Naveed Akhtar Science Lab	Urdu Rubina Saleem Room 101	Mathematics Imran Qadir Room 101	+ Add

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The week of one Section. Choose the Group (1) and Section (2), then click a cell.



Each cell takes a Subject with its teacher and an optional room.

Clashes are refused

NEXTOREx refuses a booking and explains why when:

- the Section already has a Subject at that day and period,
- the teacher is already teaching another Section at that day and period, or
- the room is already booked for another Section at that day and period.

The teacher must also be assigned to that Subject in that Section.

What happens next

Teachers and students see the timetable they are allowed to see. A student's profile shows the class that is in session now, or that none is.

Important rules

- One Subject per Section per period per day.
- A teacher cannot be in two places at once.
- A room cannot be used by two Sections at once.
- The grid lists the periods you created, in order.

Common mistakes

- Trying to place a teacher who has not been assigned to the Subject and Section.
- Creating the timetable before the periods exist.
- Giving two Sections the same teacher in the same period.

Related guides

- [Staff and staff attendance](#)
- [Exams, marks and report cards](#)
- [Education getting started and academic structure](#)

Transport

Set up transport routes with a monthly flat fare, assign students to routes, keep the assignment history and generate monthly transport fees without duplicates.

Plan: Education Campus

What this does

Transport lets you define routes, give each route a monthly flat fare, assign students to routes and bill the fare as a fee every month. Each student is on one route at a time, and the history of earlier routes is kept.

Who can use it

Staff whose role includes the Transport permissions, normally the administration or accounts team.

Which package includes it

Education Campus. Education Essentials and Education Standard do not include Transport.

Where to find it

Open **Transport**. It holds **Routes**, **Student Assignments** and **Transport Fees**.

Steps: create a route

1. Open **Transport**, then **Routes**, and click **New Route** (1).
2. Enter the **Route Name** and the **Fare Amount**. This is the flat fare charged every month to each student on the route.
3. Choose the **Status**, **Active** or **Inactive**.
4. Click **Add Stop** to list the stops of the route. Stops are for information only and do not change the fare.
5. Click **Save**.

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Home • Education • Transport • Routes

Transport Routes
Flat-fare transport routes, with optional informational stops.
Right-click a row for actions

Columns

ROUTE	FARE	STOPS	STATUS
Route			
City Route	2500.00	3	Active
North Route	3000.00	3	Active

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New Route

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Each route has a flat monthly fare and a number of stops. New Route (1) adds one.

New Route X

ROUTE NAME *

FARE AMOUNT * **STATUS**

Active

Stops (informational — does not affect fare) + Add Stop

No stops added.

Cancel Save

A route has a name, a fare and optional informational stops.

Steps: assign a student to a route

1. Open **Transport**, then **Student Assignments**, on the **Assign** tab.
2. Choose the **Student** (1). The page shows the student's **Current Route** and its fare.
3. Under **Assign / Reassign to Route** (2), choose the route and click **Assign**.

To move a student to another route, choose the new route and click **Assign** again. The old assignment is closed automatically.

Greenfield Academy / Education / Greenfield Academy / Main Campus / Default Leg...

Education Route assigned.

Home • Education • Transport • Student Assignments

Transport — Student Assignments

Assign Students to Routes, and review each Route's current roster.

Assign Route Roster

STUDENT

1 Omar Farooq

Current Route: City Route (Fare: 2500.00)

ASSIGN / REASSIGN TO ROUTE

2 Select a Route **Assign**

Assignment History

			Columns
ROUTE	ASSIGNED	DEACTIVATED	STATUS
City Route	2026-10-17T00:00:00.000000Z	—	Active
North Route	2026-10-17T00:00:00.000000Z	10/17/2026	Inactive

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After a student is moved, Assignment History shows the earlier route as Inactive.

Assignment History lists every route the student has had, when it started, when it ended and whether it is still **Active**.

To see who travels on a route, open the **Route Roster** tab and choose the route.

Greenfield Academy / Education / Greenfield Academy / Main Campus / Default Leg...

Home • Education • Transport • Student Assignments

Transport — Student Assignments

Assign Students to Routes, and review each Route's current roster.

[Assign](#) [Route Roster](#)

ROUTE

North Route

STUDENT	CODE	ASSIGNED
Mariam Aslam	0009	2026-09-01T00:00:00.000000Z
Hamza Siddiqui	0002	2026-09-01T00:00:00.000000Z
Ayesha Malik	0001	2026-09-01T00:00:00.000000Z

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The students currently on one route.

Steps: generate the monthly transport fees

1. Open **Transport**, then **Transport Fees**.
2. Click **Generate Now**.

NEXTOREx creates one invoice for every student who is currently on a route, for the current month, at that route's flat fare. A message tells you how many invoices were created and how many were skipped. The table lists each student, route, month, invoice, amount, invoice status and the date it was generated.

Greenfield Academy / Education / Greenfield Academy / Main Campus / Default Leg...

Generated 0 Transport Fee invoice(s) for 2026-10, skipped 6.

Home • Education • Transport • Transport Fees

Transport Fees

Monthly Transport Fee generation — one Invoice per actively-assigned Student per cycle, billed at their Route's flat fare.

STUDENT	ROUTE	CYCLE	INVOICE	AMOUNT	INVOICE STATUS	GENERATED ON
Ayesha Malik (0001)	North Route	2026-10	INV-2026-0028	3000.00	sent	10/17/2026
Omar Farooq (0004)	City Route	2026-10	INV-2026-0029	2500.00	sent	10/17/2026
Hamza Siddiqui (0002)	North Route	2026-10	INV-2026-0027	3000.00	sent	10/17/2026
Mariam Aslam (0009)	North Route	2026-10	INV-2026-0025	3000.00	sent	10/17/2026
Fatima Noor (0003)	City Route	2026-10	INV-2026-0026	2500.00	sent	10/17/2026
Hassan Tariq (0010)	City Route	2026-10	INV-2026-0024	2500.00	sent	10/17/2026

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Clicking Generate Now a second time reports that nothing new was created: Generated 0 and skipped 6.

Duplicates are prevented

A student is billed **once per month**. If you click **Generate Now** again for the same month, students who already have that month's invoice are skipped. It is safe to run it more than once.

What happens next

The transport invoice appears in the student's **Fee History**, next to tuition. Record the payment with a receipt. See [Student payments and fee statement](#).

Important rules

- A student is on one route at a time.
- The fare is a flat monthly amount for the route.
- Only students who are currently assigned to a route are billed.
- A student is never billed twice for the same month.

Common mistakes

- Expecting stops to change the fare. They are informational.
- Expecting the fare to be charged before **Generate Now** is run.
- Assigning a student to a route after the month was generated and expecting an invoice immediately. Run **Generate Now** again. Only the new student receives an invoice.

Related guides

- [Hostel](#)
- [Student payments and fee statement](#)
- [Education reports and dashboard](#)

Hostel

Set up hostel buildings and rooms with a capacity and a monthly fee, assign students to rooms, and generate monthly hostel fees without duplicates.

Plan: Education Campus

What this does

Hostel lets you record your buildings and rooms, assign students to rooms, stop a room from taking more students than it holds, and bill the room's monthly fee to each student who lives in it.

Who can use it

Staff whose role includes the Hostel permissions.

Which package includes it

Education Campus. Education Essentials and Education Standard do not include Hostel.

Where to find it

Open **Hostel**. It holds **Buildings**, **Rooms**, **Student Assignments** and **Hostel Fees**.

Steps: create buildings and rooms

1. Open **Hostel**, then **Buildings**. Click **New Building**, enter the **Building Name** and click **Save**. Buildings are optional but help you group rooms.
2. Open **Hostel**, then **Rooms**, and click **New Room** (1).
3. Enter the **Room Number** and, if you want, the **Room Type**, for example Double.
4. Enter the **Capacity**. This is the number of students the room can hold.
5. Enter the **Fee Amount**. This is the flat monthly fee for each student in the room.
6. Choose a **Building** and a **Warden** if you want. A warden is a staff member whose employment type is Warden.
7. Click **Save**.

Greenfield Academy / Education / Greenfield Academy / Main Campus / Default Leg...

Home • Education • Hostel • Rooms

Hostel Rooms

Rooms, with capacity, a flat per-room fee, an optional Building, and an optional Warden.

Right-click a row for actions

ROOM #	TYPE	CAPACITY	FEE	BUILDING	WARDEN	STATUS
H-101	Triple	3	6000.00	Boys Hostel	Shaista Bibi	Active
H-102	Double	2	7500.00	Boys Hostel	Shaista Bibi	Active

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Each room has a capacity, a flat fee, a building and a warden. New Room (1) adds one.

Steps: assign a student to a room

1. Open **Hostel**, then **Student Assignments**, on the **Assign** tab.
2. Choose the **Student**. The page shows the student's current room.
3. Choose the room under **Assign / Reassign to Room** and click **Assign**.

To move a student, choose the new room and click **Assign** again. The earlier assignment is kept in the student's history.

A full room refuses another student

When a room is full, NEXTOREx shows **This room is at full capacity.** and the student is not assigned. Choose another room.

EDUCATION

Filter menu...

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Transport

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Rooms

Student Assignments

Hostel Fees

« Collapse

Greenfield Academy / Education / Greenfield Academy / Main Campus / Default Leg...

Ed This room is at full capacity.

Home • Education • Hostel • Student Assignments

Hostel — Student Assignments

Assign Students to Rooms, and review each Room's current roster.

Assign

Room Roster

STUDENT

Hira Baig

Current Room: None assigned

ASSIGN / REASSIGN TO ROOM

H-102

Assign

Assignment History

Columns

ROOM	ASSIGNED	DEACTIVATED	STATUS
No records found			

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A room with two places and two students refuses the third.

Open the **Room Roster** tab and choose a room to see who is in it.

Greenfield Academy / Education / Greenfield Academy / Main Campus / Default Leg...

Home • Education • Hostel • Student Assignments

Hostel — Student Assignments

Assign Students to Rooms, and review each Room's current roster.

[Assign](#) [Room Roster](#)

ROOM

H-102

STUDENT	CODE	ASSIGNED
Hassan Tariq	0010	2026-10-17T00:00:00.000000Z
Sara Qureshi	0007	2026-10-17T00:00:00.000000Z

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« Collapse

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The students currently in one room.

Steps: generate the monthly hostel fees

1. Open **Hostel**, then **Hostel Fees**.
2. Click **Generate Now**.

NEXTOREx creates one invoice for every student who is currently in a room, for the current month, at that room's flat fee. A message tells you how many invoices were created. The table lists the student, room, month, invoice, amount, invoice status and the date.

EDUCATION

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Student Assignments

Hostel Fees

« Collapse

Greenfield Academy / Education / Greenfield Academy / Main Campus / Default Leg...

Generated 4 Hostel Fee invoice(s) for 2026-10, skipped 0.

Generate Now

Home • Education • Hostel • Hostel Fees

Hostel Fees

Monthly Hostel Fee generation — one Invoice per actively-assigned Student per cycle, billed at their Room's flat fee.

Columns						
STUDENT	ROOM	CYCLE ↓	INVOICE	AMOUNT	INVOICE STATUS	GENERATED ON
Hassan Tariq (0010)	H-102	2026-10	INV-2026-0032	7500.00	sent	10/17/2026
Daniyal Raza (0008)	H-101	2026-10	INV-2026-0031	6000.00	sent	10/17/2026
Sara Qureshi (0007)	H-102	2026-10	INV-2026-0033	7500.00	sent	10/17/2026
Bilal Ahmed (0006)	H-101	2026-10	INV-2026-0030	6000.00	sent	10/17/2026

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One invoice for each student who lives in a room.

Duplicates are prevented

A student is billed once per month. If you click **Generate Now** again, the message reports that nothing new was created and how many students were skipped.

Greenfield Academy / Education / Greenfield Academy / Main Campus / Default Leg...

Generated 0 Hostel Fee invoice(s) for 2026-10, skipped 4.

Home • Education • Hostel • Hostel Fees

Hostel Fees

Monthly Hostel Fee generation — one Invoice per actively-assigned Student per cycle, billed at their Room's flat fee.

STUDENT	ROOM	CYCLE ↓	INVOICE	AMOUNT	INVOICE STATUS	GENERATED ON
Hassan Tariq (0010)	H-102	2026-10	INV-2026-0032	7500.00	sent	10/17/2026
Daniyal Raza (0008)	H-101	2026-10	INV-2026-0031	6000.00	sent	10/17/2026
Sara Qureshi (0007)	H-102	2026-10	INV-2026-0033	7500.00	sent	10/17/2026
Bilal Ahmed (0006)	H-101	2026-10	INV-2026-0030	6000.00	sent	10/17/2026

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The second run creates no invoices: Generated 0, skipped 4.

What happens next

The hostel invoice appears in the student's **Fee History**. Record the payment with a receipt. See [Student payments and fee statement](#).

Important rules

- A room never holds more students than its capacity.
- A student is in one room at a time.
- The room's fee is flat and charged monthly to each student in it.
- A student is never billed twice for the same month.

Common mistakes

- Assigning a student to a room after the month was generated and expecting an invoice at once. Click **Generate Now** again. Only the new student receives an invoice.
- Forgetting to assign the student to a room before generating the fees.
- Setting the capacity too low. Edit the room to change it.

Related guides

- [Transport](#)

- [Student payments and fee statement](#)
- [Education reports and dashboard](#)

Library

Keep a catalog of books and copies, issue copies to students, record returns, and set a fine rule for overdue books.

Plan: Education Standard and above

What this does

The **Library** keeps your **book catalog** and the physical **copies** of each book. You issue a copy to a student, record when it comes back, and, if you want, charge a fine for books that are overdue.

Who can use it

Staff whose role includes the Library permissions. Students can see their own library loans.

Which package includes it

Education Standard and Education Campus. Education Essentials does not include the Library.

Where to find it

Open **Library**. It holds **Book Catalog**, **Circulation** and **Fine Rules**.

Steps: add books and copies

1. Open **Library**, then **Book Catalog**, and click **New Book** (1).
2. Enter the **Title**. The author, ISBN and category are optional. You can enter how many copies the library owns.
3. Click **Save**.

EDUCATION

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Greenfield Academy / Education / Greenfield Academy / Main Campus / Default Leg...

Education

1

New Book

Home • Education • Library

Library — Book Catalog

Manage Book titles and their individual physical copies.

Right-click a row for actions

Columns				
TITLE	AUTHOR	ISBN	CATEGORY	COPIES
Title / author / ISBN				
A Brief History of Time	Stephen Hawking	9780000000017	Science	1 / 2 available
Basic Science Experiments	L. Carter	9780000000051	Science	3 / 3 available
Oxford Mathematics Grade 7	R. Hammond	9780000000000	Textbook	3 / 4 available
Pakistan Studies Atlas	M. Ali	9780000000068	Reference	2 / 2 available
Tales from Urdu Literature	Anwar Sheikh	9780000000034	Literature	2 / 3 available

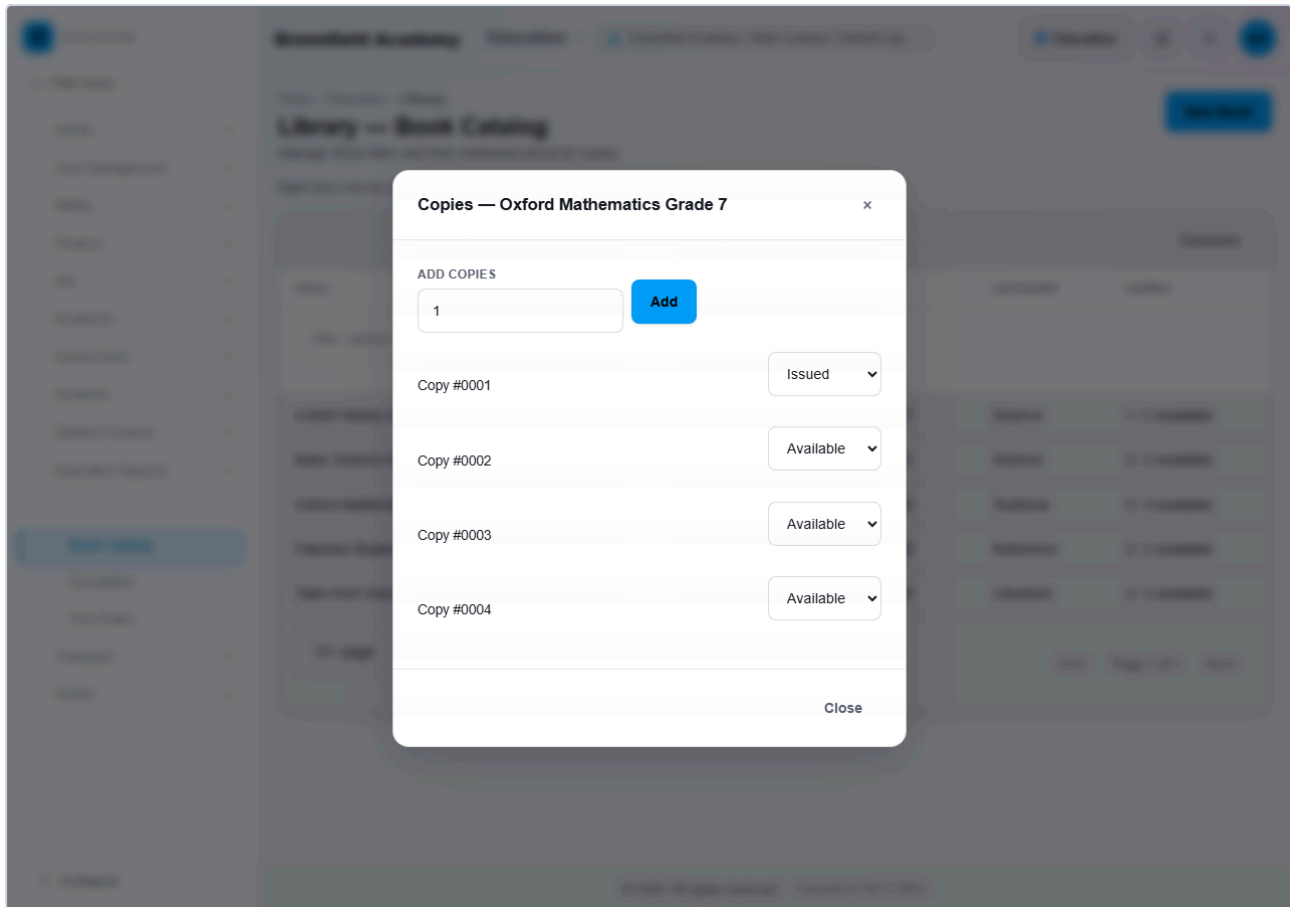
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Each book shows how many copies are available, for example 3 / 4 available. New Book (1) adds a title.

To manage the copies of a book, right-click the book and choose **Manage Copies**. Each copy has a number and a status: **Available**, **Issued**, **Lost** or **Damaged**. Click **Add** to add more copies.



The copies of one book and the status of each.

Steps: issue a book

1. Open **Library**, then **Circulation**, on the **Issue** tab.
2. Choose the **Student** (1) and the **Book** (2).
3. Choose an **Available Copy** (3). Only copies that are on the shelf are listed.
4. Choose a **Due Date**. It is optional and defaults to 14 days from today.
5. Click **Issue**.

EDUCATION

Greenfield Academy / Education / Greenfield Academy / Main Campus / Default Leg...

Education

Home • Education • Library • Circulation

Library — Circulation

Issue Book Copies to Students, process returns, review loan history, and manage overdue fines.

[Issue](#) [Return](#) [Loan History](#) [Fine Rules](#)

STUDENT

1 Hamza Siddiqui

BOOK

2 Basic Science Experiments

AVAILABLE COPY

3 Copy #0001

DUE DATE (OPTIONAL — DEFAULTS TO 14 DAYS)

Select date

Issue

« Collapse

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Choose the student (1), the book (2) and an available copy (3).

The message **Book Copy issued.** confirms it. The copy now shows as **Issued** and the book's available count goes down.

Steps: return a book

1. Open the **Return** tab and choose the **Student**.
2. The student's open loans are listed with the book, copy, issue date and due date.
3. Click **Return**. If the book was lost or damaged, click **Mark Lost** or **Mark Damaged** instead.

The screenshot displays the NEXTOREx Education interface. On the left is a sidebar with a search bar and a list of menu items: Admin, User Management, Billing, Finance, HR, Academic, Assessment, Students, Student Finance, Education Reports, Book Catalog, Circulation (highlighted), Fine Rules, Transport, and Hostel. The main content area is titled 'Greenfield Academy / Education / Greenfield Academy / Main Campus / Default Leg...'. Below the breadcrumb is the 'Library — Circulation' section, which includes a sub-header 'Issue Book Copies to Students, process returns, review loan history, and manage overdue fines.' and four tabs: Issue, Return (active), Loan History, and Fine Rules. A student selection box labeled 'STUDENT' contains the name 'Mariam Aslam'. Below this, a loan entry for 'Oxford Mathematics Grade 7 — Copy #0001' is shown, with issue and due dates of 2026-10-17. To the right of the entry is a yellow '1' icon, a blue 'Return' button, and two buttons labeled 'Mark Lost' and 'Mark Damaged'. The footer of the interface includes the copyright notice '© 2026. All rights reserved. Powered by NEXTOREx'.

A student's open loan with Return, Mark Lost and Mark Damaged.

A returned copy becomes **Available** again. The **Loan History** tab shows every loan of a student with its issue date, due date, return date, status and any fine.

Greenfield Academy / Education / Greenfield Academy / Main Campus / Default Leg...

Home • Education • Library • Circulation

Library — Circulation

Issue Book Copies to Students, process returns, review loan history, and manage overdue fines.

Issue Return **Loan History** Fine Rules

STUDENT

Mariam Aslam

BOOK / COPY	ISSUED	DUE	RETURNED	STATUS	FINE
Oxford Mathematics Grade 7 — #0001	10/17/2026	10/27/2026	10/17/2026	returned	—

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Loans of one student, with the status and any fine.

Overdue fines

NEXTOREx can charge a fine for a book that is not returned on time.

1. Open **Circulation**, then the **Fine Rules** tab, and click **New Rule**.
2. Enter the **Grace Days**, the number of days after the due date before a fine applies, and the **Fixed Fine Amount**.
3. Click **Save**.

New Fine Rule

GRACE DAYS

3

FIXED FINE AMOUNT

50

STATUS

Active

Cancel

Save

A fine rule has a grace period and a fixed amount.

EDUCATION

Filter menu...

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Academic

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Student Finance

Education Reports

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Greenfield Academy / Education / Greenfield Academy / Main Campus / Default Leg...

Education

Fine Rule saved.

Home • Education • Library • Circulation

Library — Circulation

Issue Book Copies to Students, process returns, review loan history, and manage overdue fines.

Issue

Return

Loan History

Fine Rules

1

Apply Fines Now

2

New Rule

Fine Rules

Columns

GRACE DAYS	FIXED AMOUNT	ACTIVE	ACTIONS
3	50.00	Yes	Edit Remove

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Applied Fines

Columns

STUDENT	BOOK / COPY	AMOUNT	APPLIED AT
No fines applied yet.			

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Apply Fines Now (1) charges the fines. New Rule (2) adds a rule.

Version 1.2 · 2026-10-17

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Click **Apply Fines Now** (1) to charge fines. NEXTOREx also runs the same check once a day. For every loan that is still out and is overdue by more than the grace days, it creates **one fine invoice** for the student, described as *Library Fine*, with the book title and the date it became overdue. A loan is fined **only once**. A message such as **Applied 1 fine(s), skipped 2.** tells you what happened.

EDUCATION

Filter menu...

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Ed Applied 1 fine(s), skipped 2.

Home • Education • Library • Circulation

Library — Circulation

Issue Book Copies to Students, process returns, review loan history, and manage overdue fines.

IssueReturnLoan HistoryFine Rules

Fine Rules

Apply Fines NowNew Rule

GRACE DAYS	FIXED AMOUNT	ACTIVE	ACTIONS
3	50.00	Yes	EditRemove

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Applied Fines

STUDENT	BOOK / COPY	AMOUNT	APPLIED AT
Hamza Siddiqui (0002)	Basic Science Experiments — #0001	50.00	10/17/2026

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The Applied Fines list shows each fine with the student, book and amount.

The fine is added to the student's fees. It appears in **Fee History** as a **Library** charge and is paid like any other fee.

The screenshot displays the NEXTOREx Education interface. On the left is a sidebar with a search bar and a list of menu items: Admin, User Management, Billing, Finance, HR, Academic, Assessment, All Students (highlighted), Study Material, Assignments, Student Finance, Education Reports, Library, Transport, and Hostel. The main content area is titled 'Greenfield Academy / Education' and shows the student profile for 'Hamza Siddiqui'. The profile includes a circular avatar with 'HS', the student's name, status ('Enrolled', 'Active'), admission number (#0002), grade (Grade 6 - Section A), and a note 'No class in session right now'. Below this is a summary row: SUBJECTS 3, MONTHS UNPAID 3, OUTSTANDING BALANCE 11,050.00, and ATTENDANCE MARKED 5. A 'Back to List to Edit' button is present. The 'Fees' tab is selected, showing a summary table with columns: OUTSTANDING BALANCE (11,050.00), TOTAL DUE ACROSS FEE INVOICES (11,050.00), MONTHS / CYCLES UNPAID (3), and TOTAL FEE INVOICES (3). Below this is a 'Fee History' table with columns: Type, Cycle / Month, Invoice #, Due Date, Amount, Paid, Due, and Status. The history table lists three entries: Library fine (INV-2026-0034, 10/17/2026, 50.00, 0.00, 50.00, Unpaid), Transport (2026-10, INV-2026-0027, 10/17/2026, 3,000.00, 0.00, 3,000.00, Unpaid), and Tuition (2026-10, INV-2026-0018, 10/01/2026, 8,000.00, 0.00, 8,000.00, Unpaid). The footer shows '© 2026. All rights reserved. Powered by NEXTOREx'.

The library fine appears beside tuition and transport.

Important rules

- A copy can be issued to one student at a time.
- A fine needs an active fine rule. Without a rule no fine is charged.
- A fine is a fixed amount, charged once per overdue loan, not a daily amount.
- A loan that has been returned is not fined.
- Fines are for books still out. Mark a book **Lost** or **Damaged** to record those cases.

Common mistakes

- Expecting fines without creating a fine rule.
- Expecting the fine to grow every day. It is a single fixed amount.
- Issuing a copy that is already issued. Only available copies are offered.

Related guides

- [Student payments and fee statement](#)
- [Students: admission and management](#)
- [Education reports and dashboard](#)

LMS: study material, assignments and grading

Teachers share study material and set assignments for their own Subjects and Sections, students submit work before the due date, and teachers grade it with feedback.

Plan: Education Standard and above

What this does

The learning tools let a teacher post **study material** and **assignments** for a Subject in a Section. Students of that Section see them, upload their work, and see the teacher's **score** and **feedback**. This guide covers only these features: study material, assignments, submissions and grading.

Who can use it

- **Teachers** who have been assigned to a Subject and a Section manage the material and assignments of exactly those pairs.
- **Administrators** whose role allows managing the learning tools can manage them for every Subject and Section.
- **Students** see the material and assignments of their own Section only.

Which package includes it

Education Standard and Education Campus. Education Essentials does not include study material or assignments.

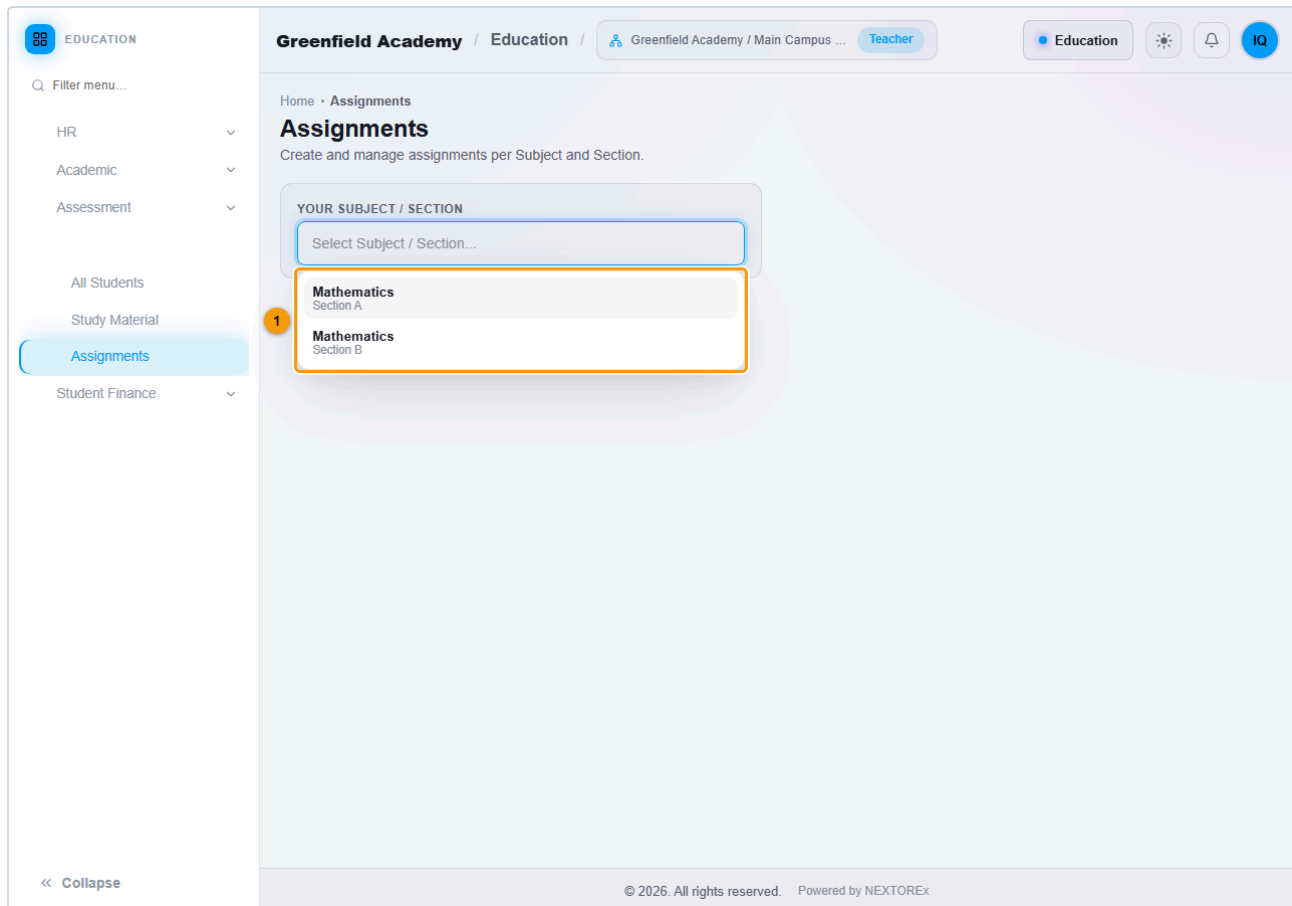
Where to find it

Open **Students**, then **Study Material** or **Assignments**.

How teachers get access

A teacher must first be assigned to the Subject and Section. See [Staff and staff attendance](#).

On **Study Material** and **Assignments**, a teacher sees the box **Your Subject / Section**. It lists **only the Subject and Section pairs the teacher teaches**, for example Mathematics in Section A and in Section B. A teacher does not see, and cannot post for, a Subject they do not teach or a Section they are not assigned to.



A teacher is offered only the Subject and Section pairs they teach (1).

Steps: post study material

1. Open **Students**, then **Study Material** and choose your **Subject / Section**.
2. Click **New Material** and enter a **Title** and an optional **Description**. Click **Post**.
3. To share a file, click **Click to attach files**. Allowed files are PDF, Word, Excel, images, zip and csv/txt, up to 20 MB.

Steps: set an assignment

1. Open **Students**, then **Assignments** and choose your **Subject / Section**.
2. Click **New Assignment**.
3. Enter the **Title**, an optional **Description** and the **Due Date**.
4. Click **Post**.

The screenshot shows the 'Greenfield Academy / Education' interface. On the left is a sidebar with a search bar 'Filter menu...' and a list of categories: HR, Academic, Assessment, All Students, Study Material, Assignments (highlighted), and Student Finance. The main content area is titled 'Assignments' with a subtitle 'Create and manage assignments per Subject and Section.' and a '+ New Assignment' button. Below this is a 'YOUR SUBJECT / SECTION' dropdown menu with 'Mathematics' selected. The main assignment card is titled 'Fractions Practice Worksheet' with instructions 'Solve questions 1 to 15 from the worksheet and upload a photo of your work.' It includes a due date 'Due: 2026-10-22 00:00:00' and a timestamp 'Imran Qadir · Oct 17, 2026 11:55'. There is a 'Click to attach files' button with a list of supported file types: PDF, Word, Excel, images, zip, csv/txt — up to 20 MB. At the bottom of the interface, there is a footer with '© 2026. All rights reserved. Powered by NEXTOREx'.

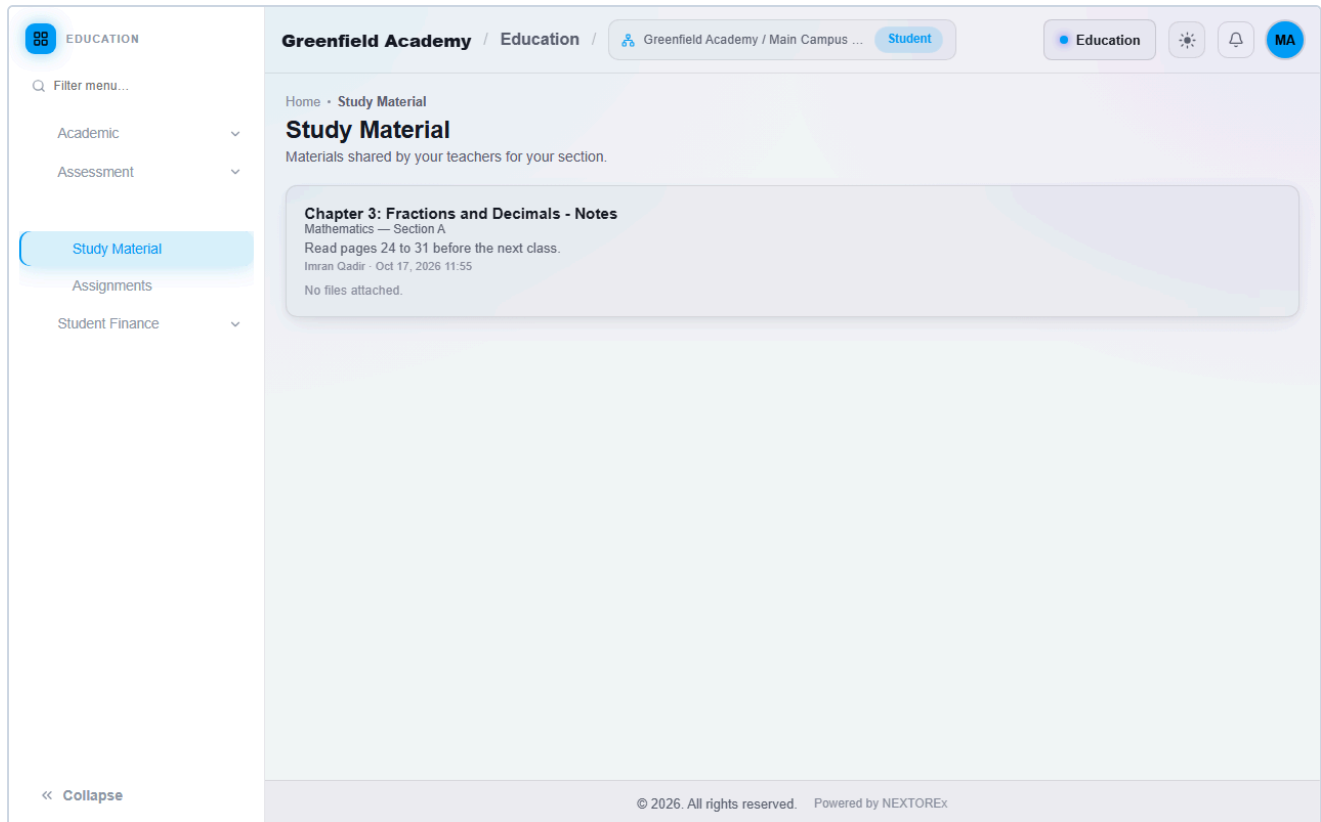
The assignments of one Subject and Section. The people icon opens the submissions.

The 'New Assignment' modal form has a title bar with a close button. It contains three main input fields: 'TITLE *' (required), 'DESCRIPTION (OPTIONAL)', and 'DUE DATE *' (required). The 'DUE DATE' field has a placeholder 'dd/mm/yyyy --:-- --' and a calendar icon. At the bottom, there are 'Cancel' and 'Post' buttons.

An assignment has a title, a description and a due date.

What students see and do

A student opens **Students**, then **Study Material** to read the material of their own Section, and **Assignments** to see what has been set, with the due date.



A student sees the material posted for their own Section.

To hand in work:

1. Open **Assignments** and click **Click to submit** (1) under **Your submission**.
2. Choose the file.

The screenshot shows the 'Greenfield Academy / Education' portal. On the left is a sidebar with a search bar and a menu containing 'Academic', 'Assessment', 'Study Material', 'Assignments' (highlighted), and 'Student Finance'. The main content area is titled 'Home • Assignments' and 'Assignments'. Below this, it says 'Assignments posted by your teachers for your section.' The first assignment is 'Fractions Practice Worksheet' by 'Imran Qadir', due on '2026-10-22 00:00:00'. Under 'Your submission', it says 'Not submitted yet.' and features a large orange button labeled 'Click to submit'.

The assignment, its due date and the place to submit.

The page then shows **Submitted** with the date and time, **Not graded yet**, and the file name. Until the due date, **Resubmit / add file** lets the student send another file.

This screenshot shows the same portal after submission. A green 'Submitted.' notification bubble is in the top right. The assignment details remain the same. Under 'Your submission', it now shows 'Submitted: Oct 17, 2026 12:53' and 'Not graded yet.' Below this, the file 'fractions-worksheet.txt' is listed with a download icon. At the bottom of the submission area is a button labeled 'Resubmit / add file'.

The submission is recorded and waits for grading.

Due dates

- A student can submit **before** the due date and change the submission any time until the due date.
- A first submission **after** the due date is still accepted, and it is marked **late**.
- After the due date, a submission that already exists **cannot be changed**. The student sees that the due date has passed.

Steps: grade the work

1. Open **Assignments**, choose your **Subject / Section** and click the people icon on the assignment (**View submissions**).
2. The window lists **Submitted** students with their files and **Not submitted** students by name.
3. Enter a **Score** (1) and, if you want, **Feedback** (2) for each student.
4. Click **Save** next to that student. The message **Grade saved.** appears.

Submissions — Fractions Practice Worksheet ×

Submitted (1)

Mariam Aslam
Oct 17, 2026 12:53
fractions-worksheet.txt

1 18 2 Good work. Check question 7 again. Save

Not submitted (4)

Ibrahim Shah

Noor Fatima

Zara Nadeem

Hassan Tariq

Close

Enter a score (1) and feedback (2), then click Save. Students who have not submitted are listed separately.

The student then sees the **Score** and the teacher's feedback beside their submission.

The screenshot displays the NEXTOREx Education web application. On the left is a sidebar with a search bar and a menu containing 'Academic', 'Assessment', 'Study Material', 'Assignments' (highlighted), and 'Student Finance'. The main header shows 'Greenfield Academy / Education' and a 'Student' profile button. The top right has 'Education', a settings icon, a notification bell, and a user profile icon labeled 'MA'.

The main content area is titled 'Home • Assignments' and 'Assignments'. Below this, it says 'Assignments posted by your teachers for your section.' A specific assignment, 'Fractions Practice Worksheet' (Mathematics — Section A), is shown with instructions to solve questions 1 to 15 and upload a photo of the work. The due date is '2026-10-22 00:00:00' and it was posted by 'Imran Qadir' on 'Oct 17, 2026 11:55'.

The 'Your submission' section shows it was submitted on 'Oct 17, 2026 12:53'. The 'Score: 18' is displayed, along with feedback: 'Good work. Check question 7 again.' A file named 'fractions-worksheet.txt' is listed with a download icon. At the bottom of the submission area is a 'Resubmit / add file' button.

The footer of the interface includes a 'Collapse' button on the left and copyright information '© 2026. All rights reserved. Powered by NEXTOREx' on the right.

The student sees the score and the feedback.

Important rules

- Teachers manage only the Subjects and Sections assigned to them.
- Students see only their own Section.
- Files can be PDF, Word, Excel, images, zip or csv/txt, up to 20 MB each.
- A late first submission is allowed and flagged. Changes after the due date are refused.

Common mistakes

- Looking for a Subject in the **Your Subject / Section** list that the teacher has not been assigned to. Ask an administrator to assign it.
- Telling students to resubmit after the due date. Resubmitting is refused once the due date has passed.
- Forgetting to click **Save** beside each student's grade.

Related guides

- [Staff and staff attendance](#)
- [Exams, marks and report cards](#)
- [Students: admission and management](#)

Education reports and dashboard

Read the Institution Overview dashboard and the fee, attendance, exam and payroll reports, and understand how a branch and its sub-branches are included.

Plan: Education Essentials and above

What this does

Education has one overview page for the whole institution, the **Institution Overview**, and a set of reports for fees, attendance, exams and payroll. Each report answers a clear question and can be printed.

Who can use it

Staff whose role includes the matching report permission. Each report has its own permission, so you can give the principal the overview and the accounts team the fee reports.

Which package includes it

Report	Package
Institution Overview	Essentials and above
Fee Collection Report (with the Dues only filter)	Essentials and above
Attendance Summary	Essentials and above
Student Attendance Report and Student Fee Statement	Essentials and above
Team Attendance (staff attendance, under HR, Attendance)	Standard and above
Exam Results Analytics and Report Cards	Standard and above
Payroll Cost Report	Campus

Where to find it

Open **Education Reports**. It holds **Institution Overview**, **Fee Collection Report**, **Exam Results Analytics**, **Attendance Summary** and **Payroll Cost Report**. Your menu shows only the reports your package and role include.

Steps: open a report

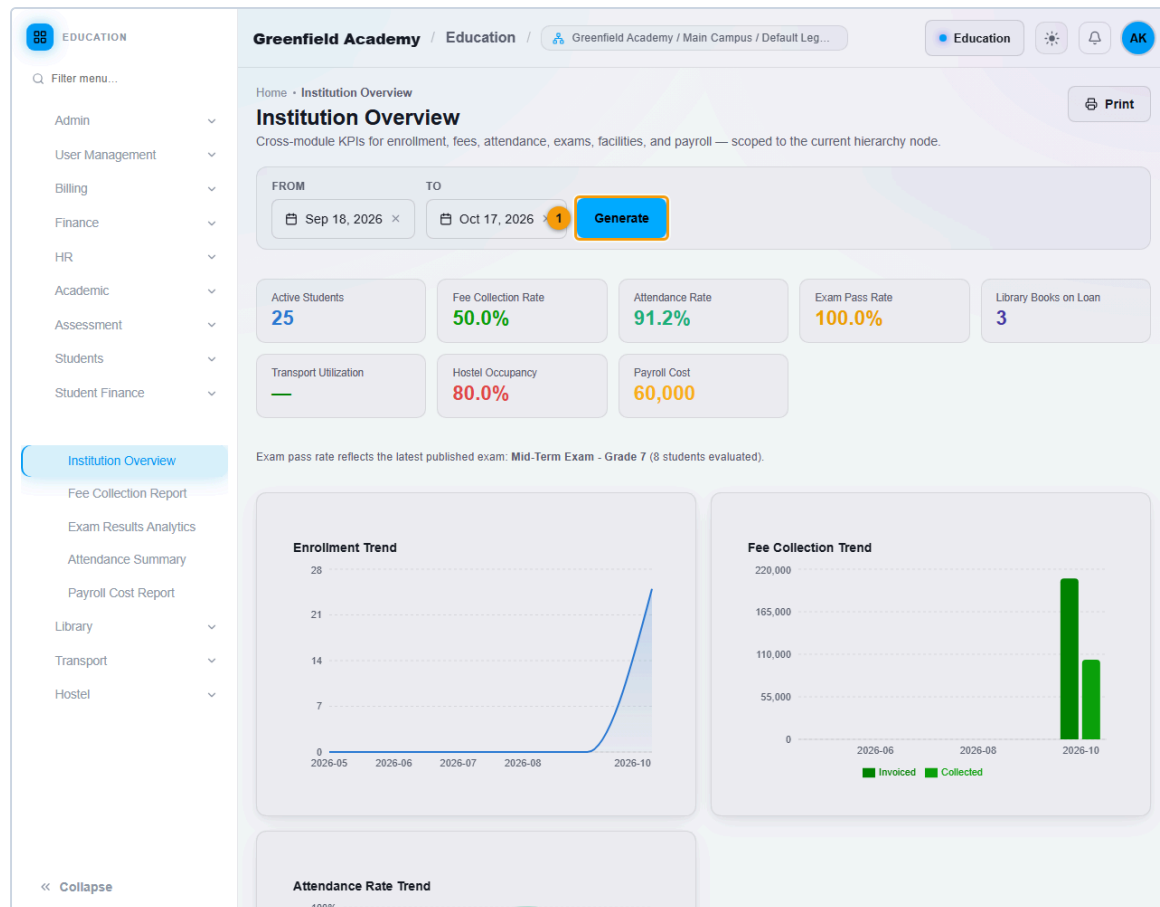
1. Open **Education Reports** and click the report you want.
2. Choose the dates and any filter at the top, for example an **Academic Group**.
3. Click **Generate** or **Filter**. The figures and tables update.
4. Click **Print** to print the report.

Which branch the numbers include

The branch you are working in is shown at the top of the page, next to the name of your institution. Every report and the overview count the **selected branch plus the branches below it that you are allowed to see**. If your account can work in more than one branch, change it with the branch switcher at the top to see another branch. A report never includes data from a branch you have no access to.

Institution Overview

The overview is the Education dashboard. Choose the **From** and **To** dates and click **Generate** (1).



Key figures for students, fees, attendance, exams, facilities and payroll, with three trends.

It shows these figures for the period:

- **Active Students:** students who are enrolled and active.
- **Fee Collection Rate:** how much of the fees invoiced has been collected.
- **Attendance Rate:** the share of marked student days that were present.
- **Exam Pass Rate:** the pass rate of published exams.
- **Library Books on Loan, Transport Utilization** and **Hostel Occupancy**.
- **Payroll Cost.**

A dash means there is nothing to measure yet, for example no published exam. Below the figures you see the enrollment trend, the fee collection trend (invoiced and collected) and the attendance rate trend.

Fee Collection Report

Invoiced, collected and outstanding amounts across tuition, late fees, extra fees, transport, hostel and library fines. Choose an **Academic Group** and dates, then click **Filter**. Tick **Dues only (unpaid invoices, largest first)** to list only the unpaid invoices. The cards show **Invoiced, Collected, Outstanding, Scholarship Credits, Fully Waived, Collection Rate** and the number of fee invoices, followed by a breakdown by fee type and the invoice list.

EDUCATION

Filter menu...

Admin

User Management

Billing

Finance

HR

Academic

Assessment

Students

Student Finance

Institution Overview

Fee Collection Report

Exam Results Analytics

Attendance Summary

Payroll Cost Report

Library

Transport

Hostel

<< Collapse

Greenfield Academy / Education / Greenfield Academy / Main Campus / Default Leg...

Education

AK

Home • Fee Collection Report

Print

Fee Collection Report

Invoiced vs. collected vs. outstanding across Tuition, Late fees, Extra fees, Transport, Hostel, and Library fines, joined to Billing Invoices.

ACADEMIC GROUP

FROM

TO

All groups

Sep 18, 2026

Oct 17, 2026

☐ Dues only (unpaid invoices, largest first)

Filter

Invoiced

251,500

Collected

103,000

Outstanding

146,500

Scholarship Credits

2,000

Fully Waived

8,000

Collection Rate

41.3%

Fee Invoices

33

Breakdown by Fee Type

Tuition Fee

Invoiced: 208,000

Collected: 103,000

Outstanding: 103,000

Transport

Invoiced: 16,500

Collected: 0

Outstanding: 16,500

Hostel

Invoiced: 27,000

Collected: 0

Outstanding: 27,000

Columns

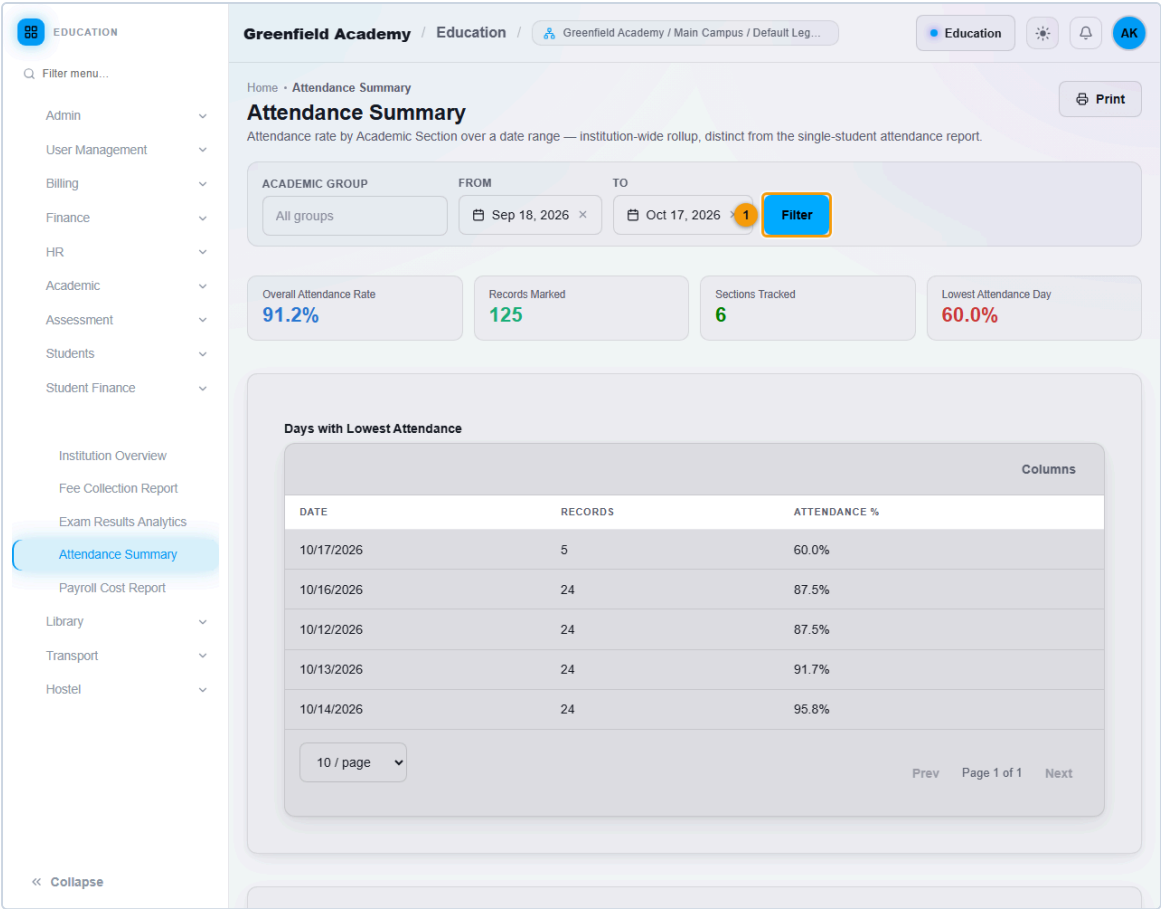
STUDENT	SECTION	FEE TYPE	INVOICE #	STATUS	INVOICED	COLLECTED	OUTSTANDING	DATE
Sara Qureshi (0007)	Section B	Hostel	INV-2026-0033	sent	7,500	0	7,500	10/17/2026

Totals and the breakdown by fee type.

See [Student payments and fee statement](#) for the Dues only filter and for a single student's fee statement.

Attendance Summary

The **student** attendance rate of every Section over a period, for the whole institution. Choose an **Academic Group** if you want and the dates, then click **Filter**. You see the overall rate, the number of records marked, how many Sections are tracked, the day with the lowest attendance, a table by day and a **Breakdown by Academic Section** with present, absent, late and leave counts.

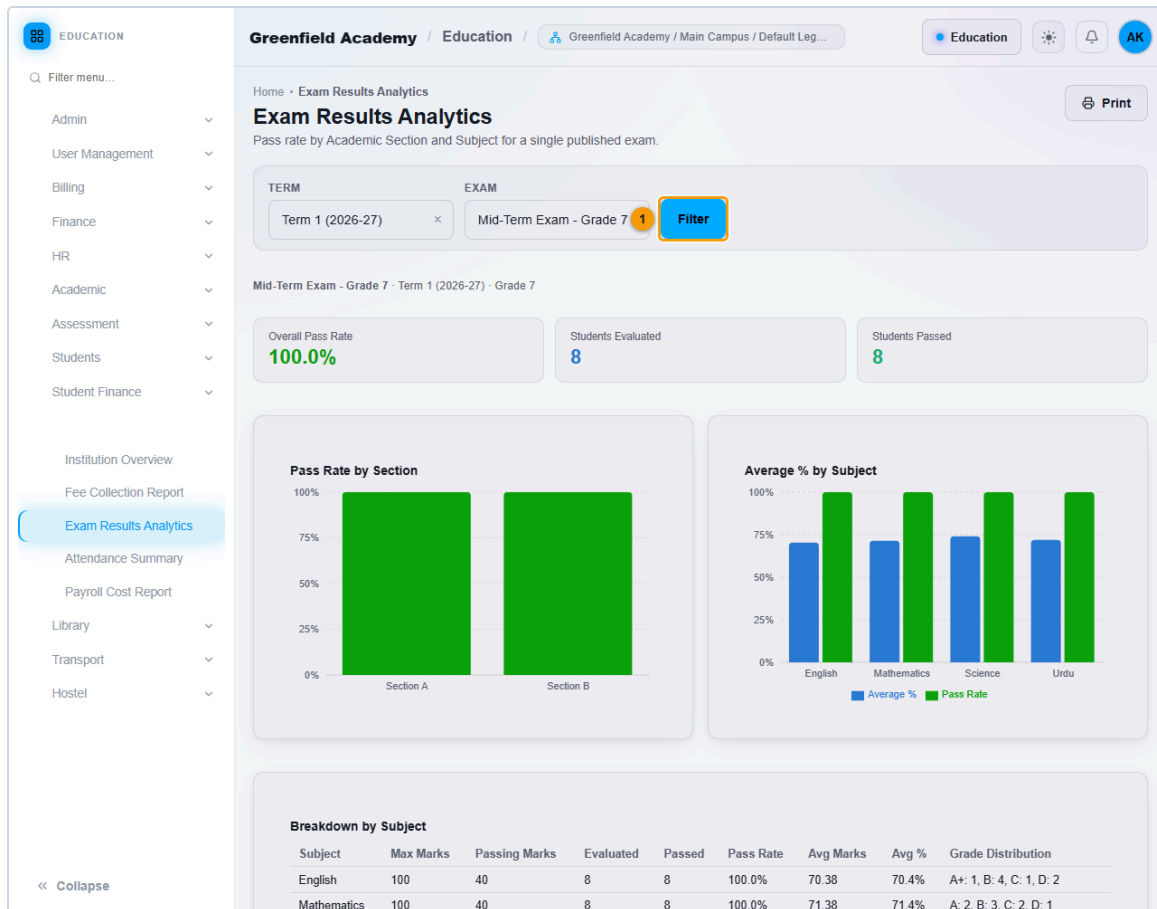


The overall rate, the weakest day and the breakdown by Section.

For one Section's daily register and trend, use **Academic, Attendance Report**. See [Student attendance](#).
Staff attendance is separate. For your staff, open **HR**, then **Attendance**, then **Team Attendance**. See [Staff and staff attendance](#).

Exam Results Analytics

The pass rate by Section and Subject for **one published exam**. Choose the **Term** and the **Exam**, then click **Filter**. Only published exams are offered.

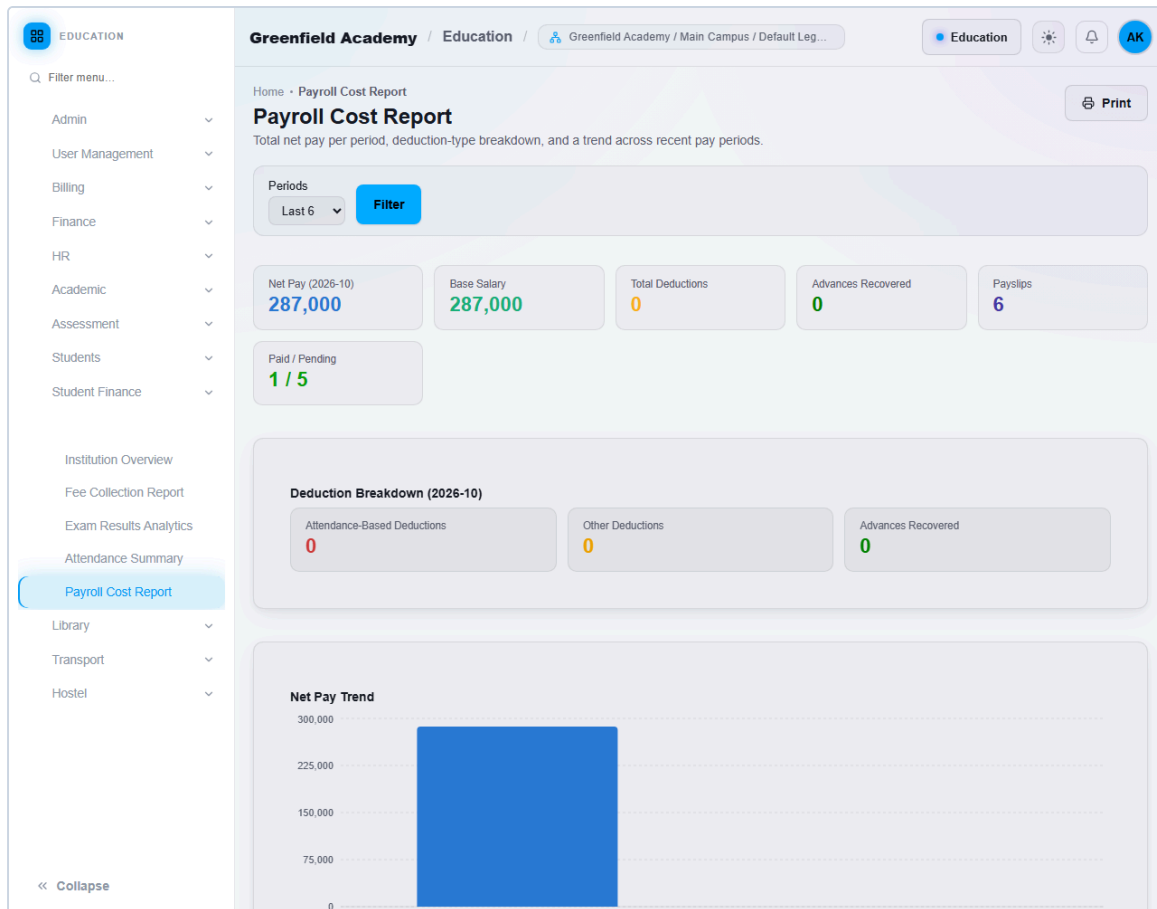


Pass rates for a published exam.

A single student's results are on the report card. See [Exams, marks and report cards](#).

Payroll Cost Report

The total net pay for each month, a breakdown of deduction types and a trend. Choose **Last 3**, **Last 6** or **Last 12** periods and click **Filter**. It shows **No payroll runs found yet** until payroll has been generated.



The net pay of recent payroll runs.

Important rules

- Reports show the selected branch and the branches below it that you may see.
- Exam Results Analytics lists published exams only.
- Reports show what is recorded. A report cannot be more complete than attendance, marks and receipts that were saved.
- Education reports cover Education data. They are not the ERP or POS financial reports.

Common mistakes

- Reading the report for the wrong branch. Check the branch selector first.
- Looking for an exam in Exam Results Analytics before publishing it.
- Expecting dues to include waived fees. A waived fee is not owed.

Related guides

- [Student payments and fee statement](#)
- [Student attendance](#)
- [Payroll](#)

Education plans, limits and combining apps

Compare the three Education packages, understand the Student limit and User seats, and see how Education combines with ERP/POS and CRM in one account.

Plan: All Education packages

What this does

This guide compares the three Education packages, explains what limits them, and shows how Education sits beside the other NEXTOREx applications in one account.

Who can use it

The owner or administrator of the account, who can open **Billing, Subscriptions, Subscription & Plans**.

The three Education packages

	Education Essentials	Education Standard (Most popular)	Education Campus
Monthly price	PKR 4,990 or USD 49	PKR 9,990 or USD 99	PKR 19,990 or USD 199
Yearly price	PKR 49,900 or USD 490	PKR 99,900 or USD 990	PKR 199,900 or USD 1,990
Students	200	750	2,500
Users	5	15	40

Education Standard is marked **Most popular** on the **Browse Plan** page.

Education You have a package for this app

Education Essentials

Education management for small schools and academies: students, attendance, fees and scholarships.

PKR 4,990/mo
PKR 49,900/yr · **Save 17%**

- 5 Users
- 200 Students

Current Plan

Education Standard Most popular

For growing institutions that also manage staff, timetables, exams and a library.

PKR 9,990/mo
PKR 99,900/yr · **Save 17%**

- 750 Students
- 15 Users

Upgrade / Change Plan

Education Campus

For large institutions with transport, hostel and payroll operations.

PKR 19,990/mo
PKR 199,900/yr · **Save 17%**

- 2500 Students
- 40 Users

Upgrade / Change Plan

The Education section of Browse Plan. Education Standard is marked Most popular.

What each package includes

- **Education Essentials:** students, academic structure (Groups, Sections and Subjects), student attendance, fees, scholarships and waivers, the shared finance screens for receipts and payments, the student fee statement, and the core reports (Institution Overview, Fee Collection Report and Attendance Summary).
- **Education Standard** adds: staff and staff attendance, timetable, exams, marks and report cards, the learning tools (study material, assignments and grading), the library and the Exam Results Analytics

report.

- **Education Campus** adds: transport, hostel and payroll, with the Payroll Cost Report.

Multi-branch setup is part of the NEXTOREx platform for every package. It is not a feature that only Education Campus has.

Prices and limits are the ones shown above. The **Browse Plan** page always shows the current prices in your billing currency.

Where to see your package and usage

Open **Billing, Subscriptions, Subscription & Plans**, then **My Plan**. **Your packages** lists the package you have for each application. **Usage** shows **Students** and **Users** against your limits.

The screenshot displays the 'Subscription & Plans' interface for Greenfield Academy. The left sidebar contains a navigation menu with options like Admin, User Management, Subscription & Plans (highlighted), Resource Requests, Payment Transactions, WhatsApp Requests, Finance, HR, Academic, Assessment, Students, Student Finance, Education Reports, Library, Transport, and Hostel. The main content area shows the 'My Plan' tab selected, displaying the current plan as 'Education Campus' (Active) with a 'Billed Monthly' frequency. The 'Current Period Ends' is 11/17/2026. Under 'Your packages', it lists 'MY EDUCATION PACKAGE' and 'Education Campus'. The 'Usage' section shows two metrics: 1 Student (25 of 2500, 1% used) and 2 Users (6 of 40, 15% used). Buttons for 'Browse Plans' and 'Cancel Subscription' are present. The footer indicates '© 2026. All rights reserved. Powered by NEXTOREx'.

Students (1) and Users (2) are shown against the limits of the package.

The **Capacity** tab lists every limit with the total, the amount used and the amount remaining.

The screenshot shows the 'Subscription & Plans' page for Greenfield Academy. The left sidebar contains a navigation menu with options like Admin, User Management, Subscription & Plans (selected), Resource Requests, Payment Transactions, WhatsApp Requests, Finance, HR, Academic, Assessment, Students, Student Finance, Education Reports, Library, Transport, and Hostel. The main content area has tabs for Plan, Browse Plan, My Plan, and Capacity (selected). Below the tabs, there's a table showing capacity limits for 'Students' and 'Users'.

RESOURCE NAME	TOTAL LIMIT	USED	REMAINING	PENDING
Students	2,500	25	2,475	—
Users	40	6	34	—

Each row in the table has a 'Request More' button. Below the table, there's a pagination control showing '10 / page' and navigation links for 'Prev', 'Page 1 of 1', and 'Next'.

The Students limit with the number used and remaining.

The Student limit

A **billable Student** is a student who is **enrolled**, **active** and **not deleted**. Inquiry, Test, Admitted and Rejected records do not use a student place.

When usage reaches the limit of your package:

- your existing data stays safe,
- normal work that does not add a student keeps working, including inquiries, attendance, fees and reports,
- a new billable Student cannot be added until a place becomes free or you upgrade.

If you move to a smaller package than your current number of students, **no student is deleted**. For example, 600 students on a package that allows 200 stay in the system, and no new billable student can be added until the number is below the limit or you upgrade. More detail and the messages you will see are in [Students: admission and management](#).

Users and staff

Your **Users** limit counts the people who sign in to run the institution. **Staff uses ordinary User seats**. Adding a staff member uses one seat. There is no separate staff limit. **Student portal logins do not use User seats**.

Combine Education with other applications

NEXTOREx has three applications that you can buy independently:

- **ERP/POS**
- **CRM**
- **Education**

You can have any combination in one account. Each application keeps its **own package**. For example, a business can have the **Business** ERP/POS package and **Education Standard** together. Buying one application never gives you another, and a package of one application does not change the package of another.

The screenshot displays the 'Subscription & Plans' management interface. On the left is a sidebar with navigation options like 'Admin', 'User Management', and 'Subscription & Plans'. The main content area shows the 'My Plan' tab selected, indicating an active 'Business' plan. It details the current period, billing cycle, and lists the active packages: 'Business' for ERP/POS and 'Education Standard' for Education. Usage metrics for students and users are provided with progress bars. Action buttons for 'Browse Plans' and 'Cancel Subscription' are located on the right side of the plan details.

This account has the Business package for ERP/POS and Education Standard. Users are added together: $10 + 15 = 25$.

To add an application:

1. Open **Billing, Subscriptions, Subscription & Plans**, then **Browse Plan**.
2. Find the application. If you do not have it yet, click **Add this app** on the package you want.
3. To change the package of an application you already have, click **Upgrade / Change Plan** on another package of the same application.

Limits that are the same kind add up across packages. With ERP/POS Business (10 users) and Education Standard (15 users), the account has 25 users.

All packages in one account share the same billing period and the same currency, which are set by your subscription. See [Your plan, usage and billing period](#).

White Label, Custom Domain and Reseller are not applications

White Label, Custom Domain and **Multi-Tenant (reseller)** are platform capabilities that come with certain plans, for example the Agency plan. They are not applications. The Education packages do not include them, and an Agency plan does not automatically include Education. If an Agency account also wants Education, it adds an Education package.

If you move to another package

- **Upgrade:** the new features open and the higher limits apply.
- **Downgrade:** your records are kept. Screens that belong to the larger package are no longer available, and nothing is deleted.

See [Browse and change your plan](#).

Important rules

- A Student place is used only by enrolled, active students.
- Staff use User seats. Students do not.
- Applications are bought separately and each keeps its own package.
- Moving to a smaller package never deletes records.

Common mistakes

- Expecting a larger Education package to give you ERP/POS or CRM. They are separate applications.
- Counting inquiries against your Student limit. They are not counted.
- Forgetting that every staff member uses a User seat.

Related guides

- [Students: admission and management](#)
- [Staff and staff attendance](#)
- [Browse and change your plan](#)
- [Your plan, usage and billing period](#)