eduNex

CAMPUS MANAGEMENT SYSTEM

Complete User Guide & Workflow Manual

College Setup • Admissions • Fee Management • Academic Operations

Operational sequence:
Profile → Academic Structure → Inquiry → Admission → Fee → Enrollment → Timetable → Attendance → Exams & Reports

Prepared for eduNex institutions
Trackia Tech • 2026

How to Use This Guide

This manual provides a practical operating sequence for administrators and staff using eduNex. It focuses on the setup and day-to-day workflows that should be completed in the correct order so that admissions, fees, student records, timetable, attendance and examinations work together.

Access: Menu visibility depends on the logged-in user's role and permissions. A user may not see every module described in this guide.

Recommended Implementation Order

1. College Profile & Organizational Setup

↓

2. Academic Session, Classes / Programs & Subjects

↓

3. Employees, Roles & Teaching Resources

↓

4. Inquiry & Admission Processing

↓

5. Fee Structure, Voucher & Fee Collection

↓

6. Student Enrollment & Section Allocation

↓

7. Timetable & Teacher Assignments

↓

8. Attendance

↓

9. Exams, Marks, Results & Reports

Main Modules Covered

- College Profile: Profile, Branches, Wings and Designations
- Academics: Sessions, Classes / Programs and Courses / Subjects
- Admissions: Inquiries and Admissions
- Students: Student List, Sections, Change Class, Suspend Student and Promotion
- Fees: Student Fee Details, Vouchers & Postings, Reports and Fee Structure
- Timetable: Data & Assignments, Teachers, Classes, Rooms, Generate, Verification, Timetable and Settings

- Attendance: Student Attendance, Staff Attendance, Reports and Settings
- Exams: Exams, Date Sheet, Marks Entry and Results

1. End-to-End eduNex Workflow

The chart below shows the recommended operational flow from initial institution configuration to academic reporting.

Master Workflow

COLLEGE SETUP

↓

Create Branches / Wings / Designations

↓

Create Academic Session

↓

Create Classes / Programs

↓

Create Courses / Subjects

↓

Add Employees / Teachers

↓

Receive Inquiry

↓

Create Admission / Application

↓

Generate & Collect Required Fee

↓

Confirm / Provisionally Confirm Admission

↓

Create Active Student Record & Assign Section

↓

Prepare Teacher Assignments & Timetable

↓

Record Student / Staff Attendance

↓

Create Exams & Date Sheet

↓

Enter Marks → Publish Results → Reports

Important: A roll number should not be assigned before the required admission/fee submission stage is completed. This keeps the student register aligned with financially cleared admissions.

2. College Profile Setup

Complete the institution profile before starting admissions or academic operations. The College Profile area is intended for the institution's core identity, organizational units, designations and operating rules.

2.1 College Profile

#	Action	What to do
1	Open College Profile	From the sidebar, open College Profile and select the College Profile tab.
2	Enter institution details	Complete the available identity and contact fields for the institution.
3	Set branding	Upload the college logo and banner when custom branding is required. If no custom branding is uploaded, eduNex can use the platform default branding.
4	Review operating information	Check the available institutional settings and working information before saving.
5	Save and verify	Save the profile and refresh the page to confirm that the latest information is displayed.

2.2 Branches

Use Branches when the institution operates more than one campus or administrative branch.

#	Action	What to do
1	Open Branches	College Profile → Branches.
2	Add branch	Create the branch using the available branch information fields.
3	Review list	Confirm that each branch appears correctly and avoid duplicate branch records.

2.3 Wings

Wings can be used to represent internal academic or organizational divisions where applicable.

#	Action	What to do

1	Open Wings	College Profile → Wings.
2	Create wing	Enter the wing name and related information available on the form.
3	Verify structure	Confirm that the wing is available for later institutional organization.

2.4 Designations

Create staff designations before completing employee setup so that staff records can reflect the institution's actual hierarchy.

#	Action	What to do
1	Open Designations	College Profile → Designations.
2	Add designations	Create the required administrative and teaching designations.
3	Check duplicates	Use consistent naming, for example Principal, Administrator, Lecturer, Teacher or Accountant according to institutional policy.

Recommended: Finish the basic College Profile, Branches/Wings and Designations before adding a large number of employees or starting the admission cycle.

3. Academic Structure Setup

The Academics module defines the structure used by admissions, student records, timetable, attendance and examinations.

Academic Session

↓

Classes / Programs

↓

Courses / Subjects

↓

Sections

↓

Teacher Assignments

↓

Timetable

3.1 Academic Sessions

#	Action	What to do
1	Open Sessions	Academics → Sessions.
2	Create session	Create the academic session used for the current admission and teaching cycle.
3	Check status	Ensure staff select the correct session when working with admissions, classes and reports.

3.2 Classes / Programs

#	Action	What to do
1	Open Classes / Programs	Academics → Classes / Programs.
2	Create structure	Add the classes or programs offered by the institution.
3	Review naming	Use a consistent naming convention so admissions and reports remain clear.

3.3 Courses / Subjects

#	Action	What to do
1	Open Courses / Subjects	Academics → Courses / Subjects.
2	Create subjects	Add the subjects/courses required for the relevant academic structure.
3	Verify mapping	Review the class/program relationship before timetable and examination work begins.

3.4 Sections

Use Students → Sections to manage the section structure used for student grouping. Section allocation should be completed before timetable and routine attendance operations.

Dependency: Do not start timetable generation until sessions, classes/programs, subjects, sections and teaching staff are ready.

4. Employees, Users and Access

Add faculty and staff after designations and the academic structure are prepared. eduNex uses role/permission-based access, so staff should receive only the modules required for their work.

#	Action	What to do
1	Create employee	Open Employees and create the staff/faculty record using the available fields.
2	Assign designation	Select the correct institutional designation.
3	Set login access	Where a system account is provisioned, use the staff email/CNIC login process configured for the institution.
4	Assign role/permissions	Use Users/Roles where applicable to grant the required module access.
5	First login	A newly provisioned account may be required to change its temporary password on first login.

Security: Avoid giving every staff member administrative permissions. Admissions, Accounts, Teachers, Examination staff and management should receive access appropriate to their duties.

5. Inquiry & Admission Workflow

Admissions should move from an initial inquiry to a formal admission record, required fee processing and final enrollment.

Admission Workflow

New Inquiry

↓

Follow-up / Applicant Decision

↓

Create Admission / Application

↓

Verify Student & Guardian Information

↓

Select Session + Class / Program

↓

Process Required Admission / Student Fee

↓

Confirm or Provisionally Confirm Admission

↓

Create / Activate Student Record

↓

Assign Roll No. after required fee stage

↓

Allocate Section

5.1 Inquiry

#	Action	What to do
1	Open Inquiries	Admissions → Inquiries.
2	Create inquiry	Record the prospective student's available inquiry/contact information.
3	Record interest	Select or note the intended class/program and other available admission information.

4	Follow up	Update the inquiry as the applicant progresses toward admission.
5	Proceed to admission	When the applicant decides to join, continue with the formal admission process.

5.2 Formal Admission

#	Action	What to do
1	Open Admissions	Admissions → Admissions.
2	Create admission	Enter/verify the student's formal admission details.
3	Select academics	Choose the appropriate academic session and class/program.
4	Verify data	Check student, guardian/contact and academic information before financial processing.
5	Process fee	Complete the required fee workflow before assigning the final roll number.
6	Set admission status	Use the applicable Confirmed or Provisional status according to institutional policy and the available system workflow.
7	Complete enrollment	After the required admission conditions are satisfied, ensure the student appears correctly in the student records and allocate the section.

Data quality: Do not create duplicate student records when an inquiry already exists. Continue the same applicant through the admission workflow wherever the system provides that path.

6. Fee Setup & Collection Workflow

The Fees module contains Student Fee Details, Vouchers & Postings, Reports and Fee Structure. Configure the fee structure before routine voucher generation.

Fee Workflow

Create Fee Structure

↓

Define Installment Plan

↓

Assign / Apply Fee to Student

↓

Generate Voucher / Posting

↓

Set Voucher Due Date

↓

Collect / Record Payment

↓

Verify Student Fee Details

↓

Review Fee Reports

6.1 Fee Structure

#	Action	What to do
1	Open Fee Structure	Fees → Fee Structure.
2	Select academic context	Choose the relevant session/class/program where required.
3	Define charges	Enter the applicable fee components using the fields provided by the system.
4	Configure installments	Use the institution's installment plan. Where the configured workflow splits a package, keep installment values consistent with the institution's fee policy.
5	Save and review	Verify the total structure before

		using it for students.

6.2 Vouchers & Postings

#	Action	What to do
1	Open Vouchers & Postings	Fees → Vouchers & Postings.
2	Select student / group	Choose the required student or posting context.
3	Generate voucher	Generate the fee voucher/posting from the applicable structure.
4	Set due date	Confirm the due date at voucher creation.
5	Review amount	Check the payable amount before finalizing the voucher.

6.3 Payment & Student Fee Details

#	Action	What to do
1	Record collection	Record the payment through the available fee collection workflow.
2	Verify ledger	Open Student Fee Details and confirm the student's fee position.
3	Check reports	Use Fees → Reports for collection and outstanding-fee review.

Module separation: Hostel and Transport charges are managed in their respective modules where those services are used; do not mix operational hostel/transport charges into the wrong workflow.

7. Student Records & Section Management

After admission and the required fee stage, manage the student through the Students module.

#	Action	What to do
1	Student List	Verify that the enrolled student appears with the correct academic information.
2	Sections	Allocate or review the student's section.
3	Change Class	Use the dedicated Change Class function when a student legitimately moves to another class/program.
4	Suspend Student	Use the suspension function according to institutional policy; do not delete historical records merely to remove an active student.
5	Promotion	At the end of the academic cycle, use Promote Class to progress eligible students to the next class/session.

Control: Changes to class, section or status can affect timetable, attendance, fee and examination reporting. Verify downstream records after major student changes.

8. Timetable Workflow

The Timetable module provides Data & Assignments, Teachers, Classes, Rooms, Generate, Verification, Timetable and Settings.

Timetable Workflow

Verify Academic Data

↓

Prepare Teacher Assignments

↓

Prepare Classes / Sections

↓

Prepare Rooms

↓

Review Timetable Settings

↓

Generate

↓

Verification

↓

Publish / Use Timetable

#	Action	What to do
1	Data & Assignments	Confirm the required academic and teaching assignments are complete.
2	Teachers	Review teacher availability/assignment data.
3	Classes	Review classes/sections included in scheduling.
4	Rooms	Create or verify teaching rooms where room scheduling is used.
5	Settings	Review timetable operating settings before generation.
6	Generate	Run the timetable generation workflow.
7	Verification	Check conflicts and incomplete

		assignments before operational use.
8	Timetable	Review the final timetable by the available views.

Quality check: Always verify the generated timetable before teachers begin using it. Generation is not the final approval step.

9. Attendance Workflow

eduNex supports Student Attendance, Staff Attendance, Reports and Settings. Biometric management is available as a separate module where enabled.

9.1 Student Attendance

#	Action	What to do
1	Open Student Attendance	Attendance → Student Attendance.
2	Select context	Choose the date and the available session/class/section filters.
3	Mark attendance	Record student attendance using the available status controls.
4	Save	Save the attendance entry.
5	Verify	Review the saved attendance before leaving the screen.

9.2 Staff Attendance

#	Action	What to do
1	Open Staff Attendance	Attendance → Staff Attendance.
2	Select date	Choose the required attendance date.
3	Record staff status	Mark staff attendance using the available controls.
4	Save and review	Save the record and verify it through attendance reports.

9.3 Attendance Reports & Biometric

Use Attendance → Reports for attendance review. Where biometric devices are enabled, use the Biometric module for device management and synchronization, while keeping manual attendance available according to institutional policy.

10. Examination Workflow

Examination Workflow

Create Exam

↓

Prepare Date Sheet

↓

Conduct Examination

↓

Marks Entry

↓

Verify Marks

↓

Generate Results

↓

Review / Print Reports

#	Action	What to do
1	Exams	Open Exams → Exams and create/configure the examination using the available fields.
2	Date Sheet	Prepare the examination schedule in Exams → Date Sheet.
3	Marks Entry	After assessment, enter marks in Exams → Marks Entry.
4	Verification	Check entered marks before results are treated as final.
5	Results	Use Exams → Results to review the calculated/published result information.

Examination control: Marks should be checked before final result publication. Corrections are easier and safer before reports are distributed.

11. Recommended Daily, Weekly & Term Operations

Frequency	Responsible area	Recommended checks
Daily	Admissions	New inquiries, pending admissions and applicant follow-up.
Daily	Fees	Payments received, voucher status and student fee details.
Daily	Academics	Student and staff attendance; timetable use.
Weekly	Administration	New employees/users, permissions and unresolved operational issues.
Weekly	Accounts	Fee reports, outstanding dues and finance reconciliation.
Before exams	Examinations	Exam setup, date sheet, subjects/classes and student eligibility.
After exams	Examinations	Marks verification, results and reports.
End of session	Students / Academics	Promotion, class changes, new session setup and archive/review of prior records.

12. Go-Live Checklist

- ☐ College profile information is complete.
- ☐ Custom logo/banner are uploaded if the institution wants its own branding.
- ☐ Branches and wings are created where applicable.
- ☐ Required designations are created.
- ☐ Current academic session is available.
- ☐ Classes / programs are created.
- ☐ Courses / subjects are configured.
- ☐ Sections are prepared.
- ☐ Employees and teachers are created.
- ☐ User roles and permissions are reviewed.
- ☐ Fee structures and installment plans are verified.
- ☐ Admission workflow has been tested with a sample applicant.
- ☐ Voucher generation and payment posting have been tested.
- ☐ Student record and section allocation have been tested.
- ☐ Teacher assignments and timetable have been verified.
- ☐ Student and staff attendance have been tested.
- ☐ Exam, date sheet, marks entry and result workflow have been tested.
- ☐ Key operational reports have been reviewed.

13. Quick Workflow Reference

Task	Recommended path
Initial setup	College Profile → Branches/Wings → Designations → Academics
Academic setup	Sessions → Classes/Programs → Courses/Subjects → Sections
Admission	Inquiry → Admission → Fee → Confirmation → Student → Section
Fees	Fee Structure → Voucher/Posting → Collection → Student Fee Details → Reports
Timetable	Assignments → Teachers/Classes/Rooms → Generate → Verification → Timetable
Attendance	Student/Staff Attendance → Save → Reports
Exams	Exam → Date Sheet → Marks Entry → Results
Session close	Results → Reports → Promotion → New Session

Guide scope: This guide reflects the current eduNex module structure and the established operating workflow. Exact fields and available actions can vary by role, permissions and institution configuration.