TUTIONWALE

SMART COACHING OS

Illustrated Feature Guide

Every screen explained in simple words – for tuition and coaching centre owners

Attendance • Fees on UPI • WhatsApp & SMS to parents • Your own website – all from one screen

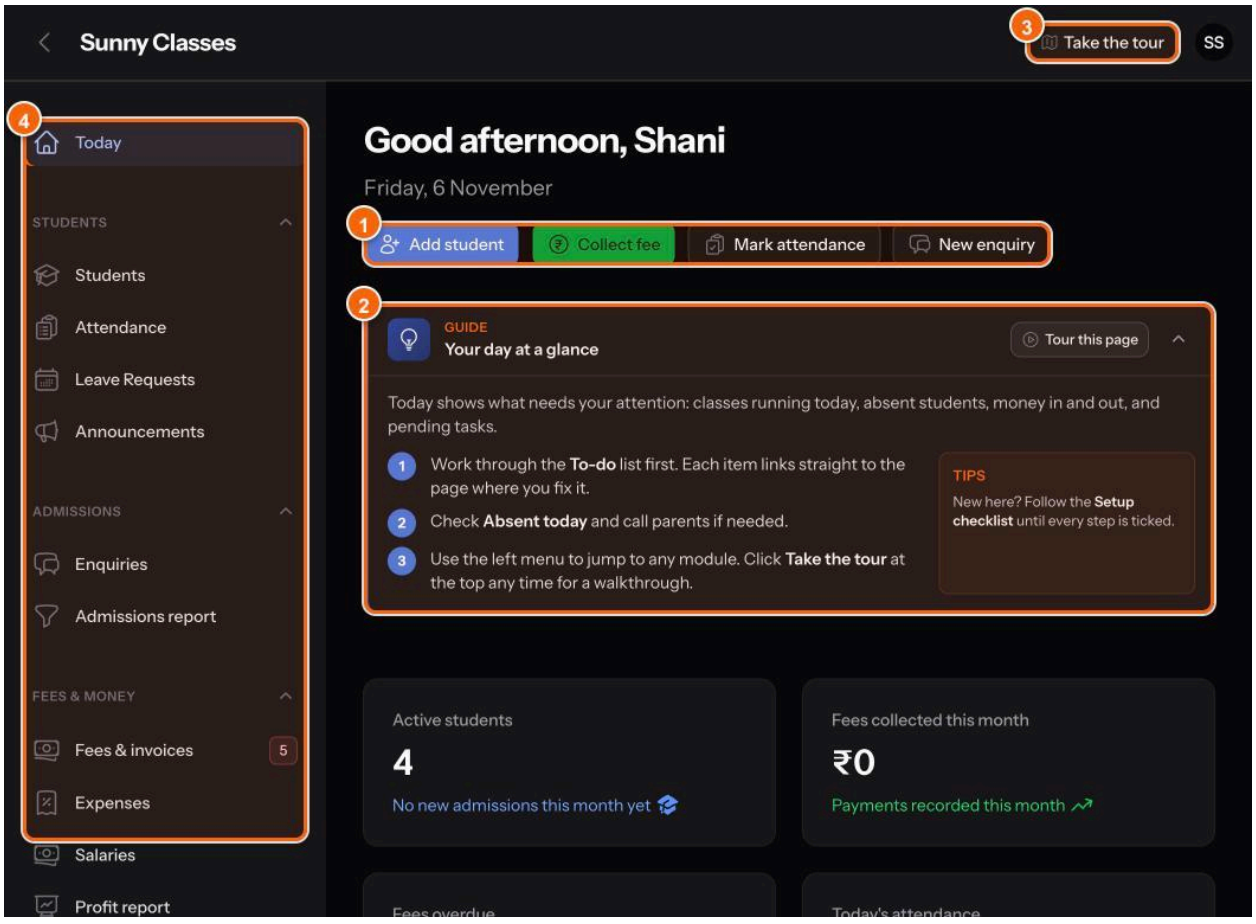
How to read this guide

Each page of TutionWale has a screenshot below. On the screenshot you will see **orange boxes with numbers**. The number in the box matches the number in the table under the picture. Read the table to know what that part does and what you should do.

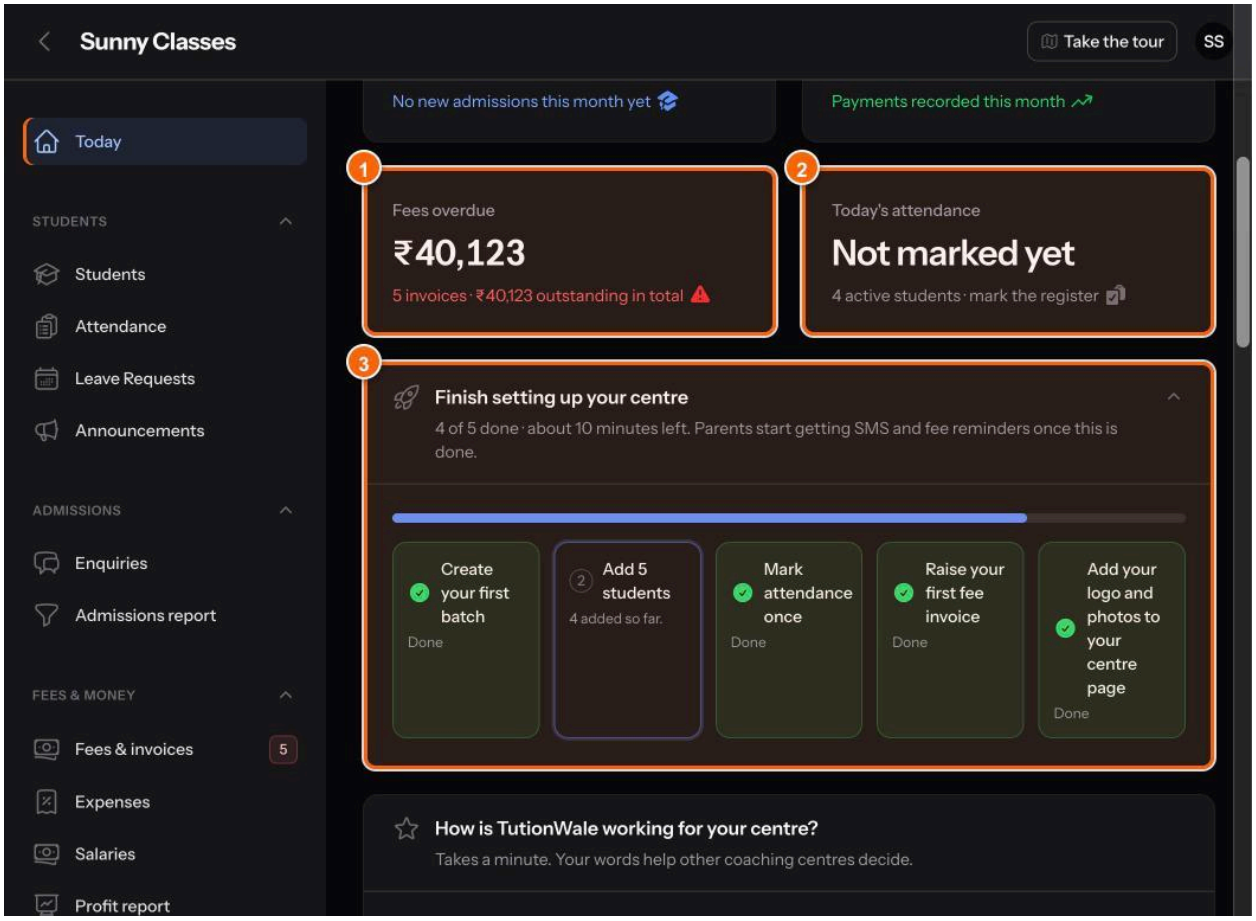
Good to know: Every page in TutionWale has a **Guide** box at the top and a **Take the tour** button. If you forget something, just read the Guide box.

1. Today – your home page

This is the first page you see after login. It tells you what needs your attention today.



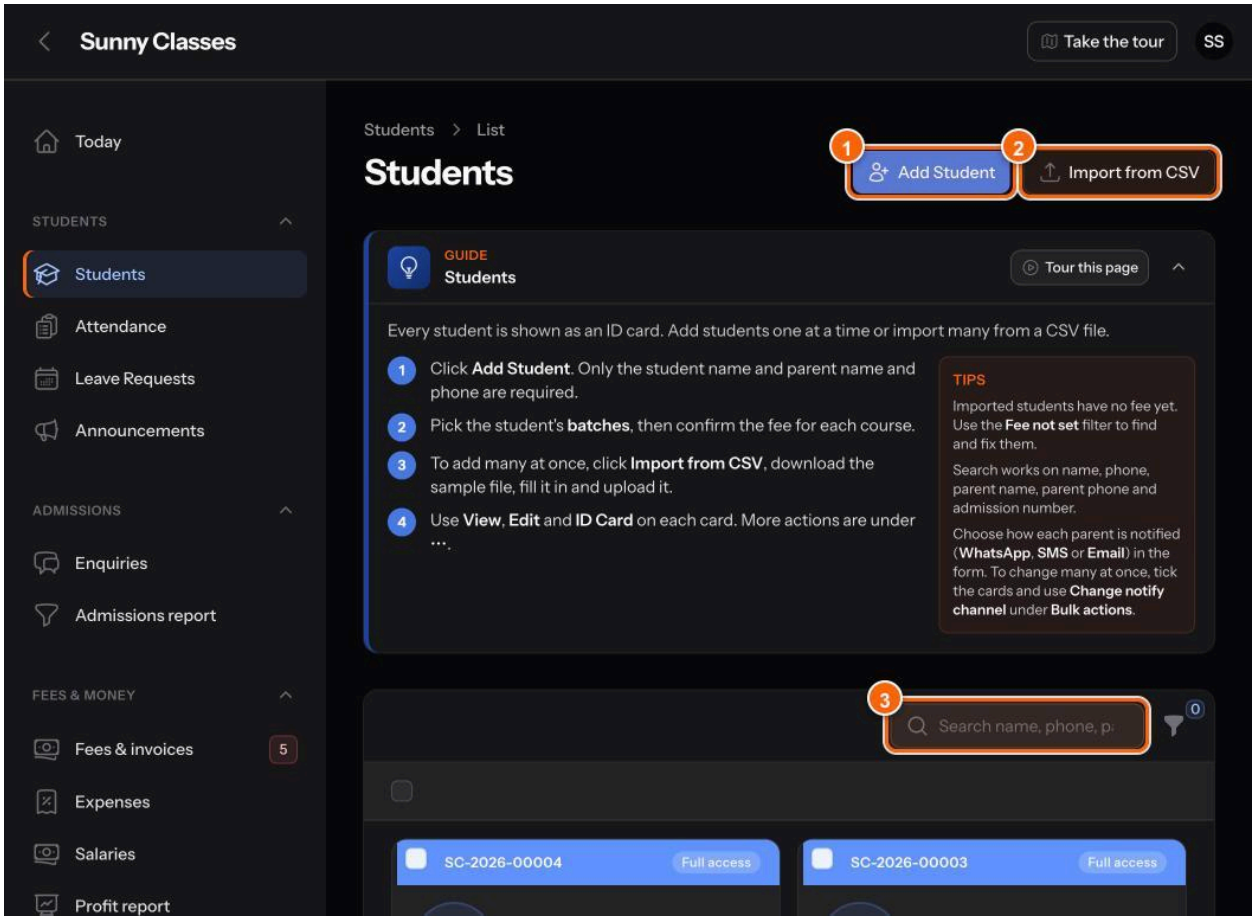
1	**Quick buttons** – the 4 jobs you do most: add a student, collect fee, mark attendance, add a new enquiry. One click and you are there.
2	**Guide box** – short help for this page. Every page has one.
3	**Take the tour** – click it and TutionWale shows you around the page, step by step.
4	**Left menu** – all parts of the software: Students, Fees, Classes, Staff, Website and Settings.



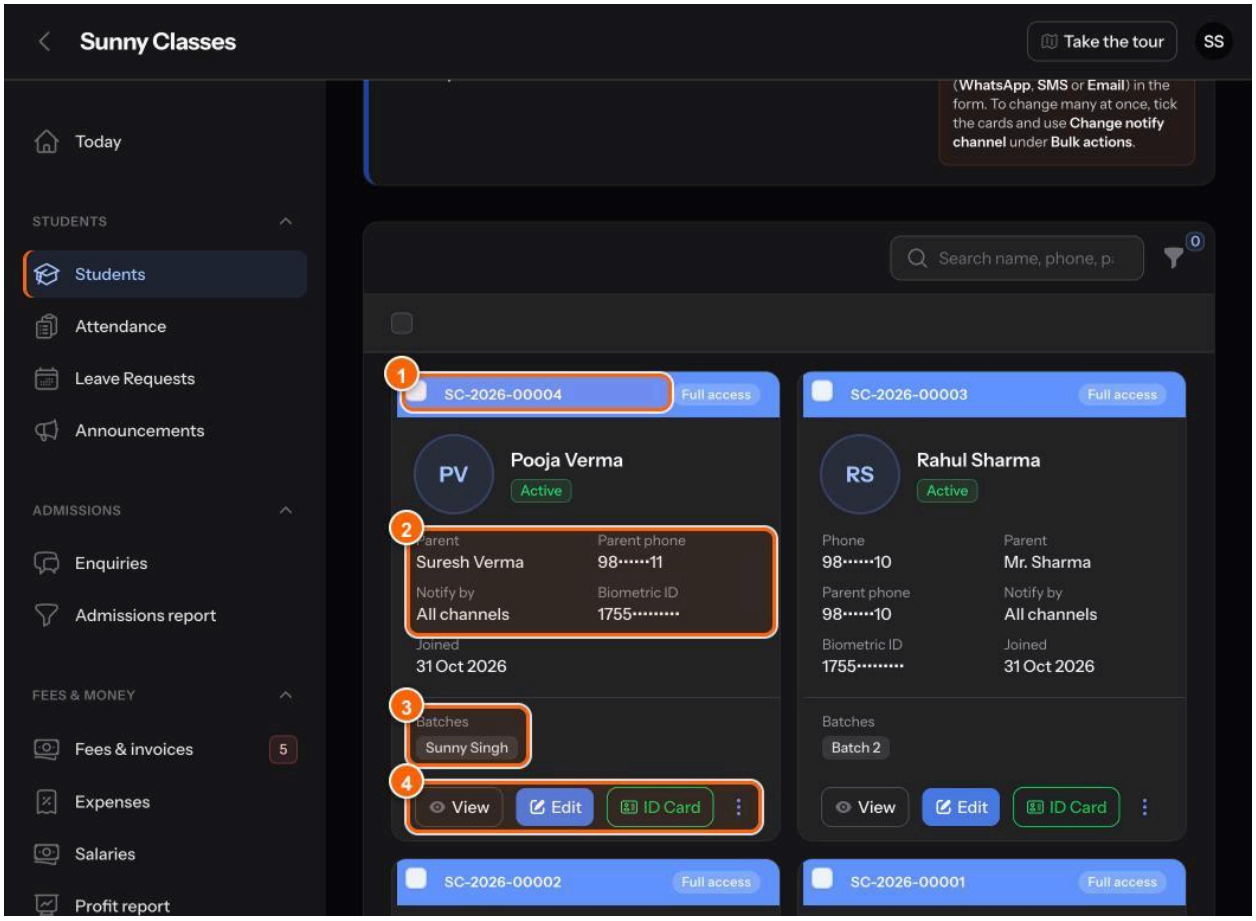
1	**Fees overdue** – total money parents still have to pay, and how many bills are late.
2	**Today's attendance** – shows if attendance is marked today. If it says "Not marked yet", mark it.
3	**Setup checklist** – 5 small steps to start. Green = done. Finish all 5 and parents start getting SMS and fee reminders.

2. Students

Here you keep the list of all your students. Each student is shown like an ID card.



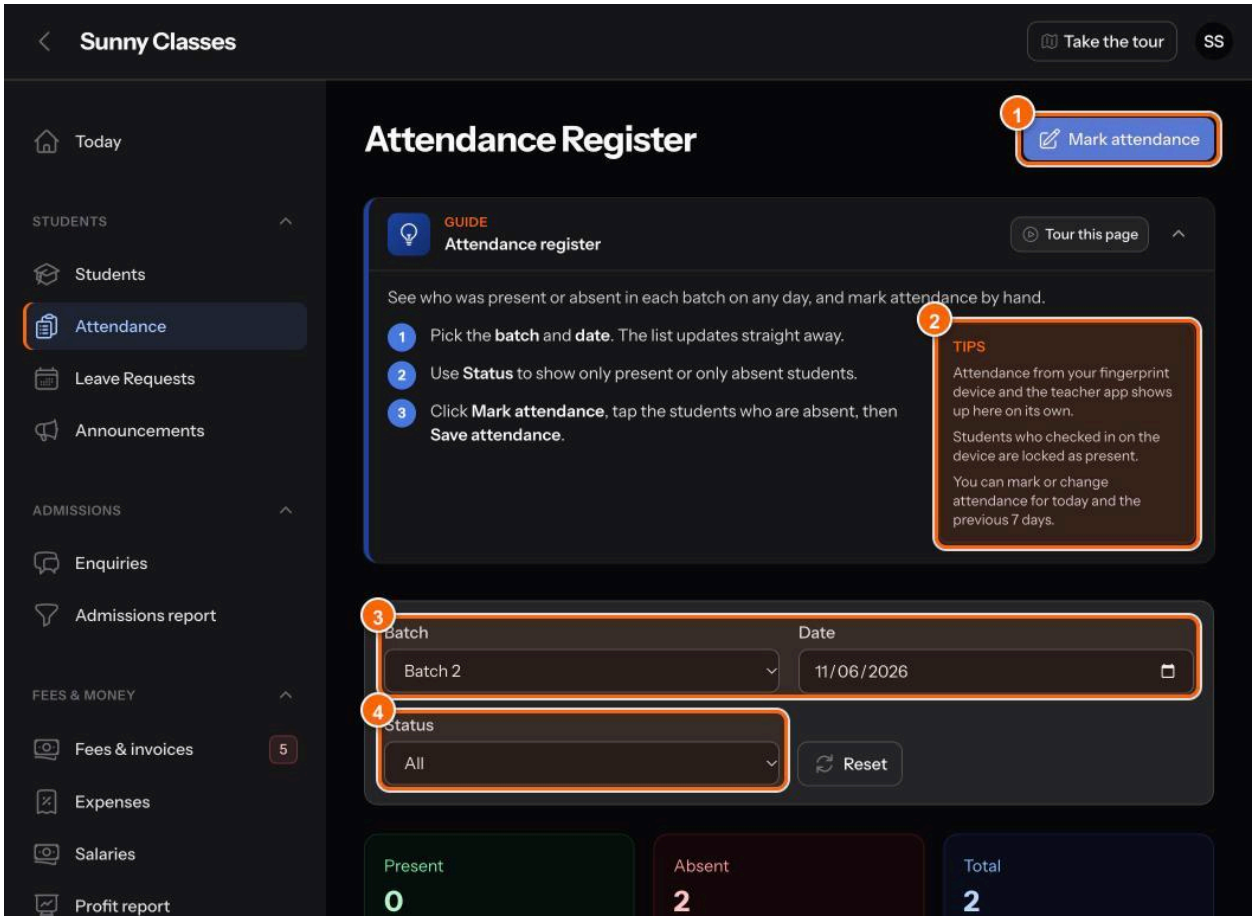
1	**Add Student** – add one student. You only need the student name, parent name and parent phone.
2	**Import from CSV** – have many students in Excel? Download the sample file, fill it, upload it. All students are added at once.
3	**Search** – type a name, phone number or admission number to find a student fast.



1	**Admission number** – made automatically for every student. No need to keep a register.
2	**Parent details** – parent name, phone, and how the parent gets messages (WhatsApp, SMS or Email).
3	**Batches** – which class or batch the student sits in.
4	**View, Edit, ID Card** – see full details, change details, or print a student ID card.

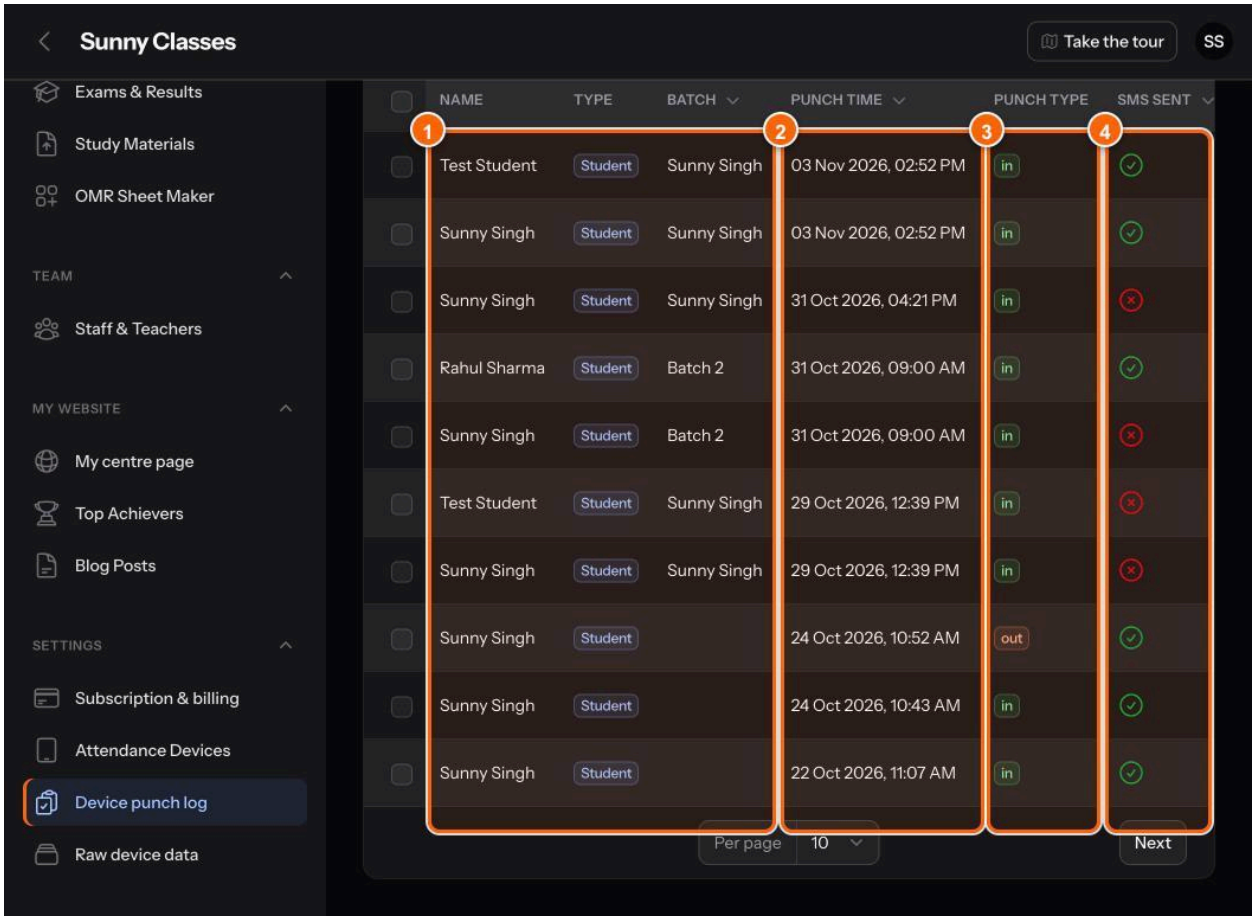
3. Attendance

Mark who came and who did not. Parents get a message automatically.



1	**Mark attendance** – click, tap the students who are absent, then Save. Done in seconds.
2	**Tips** – attendance from the fingerprint machine and teacher app comes here by itself. You can fix attendance up to 7 days back.
3	**Batch and date** – choose the batch and the day you want to see.
4	**Status** – show only absent students, so you can call their parents.

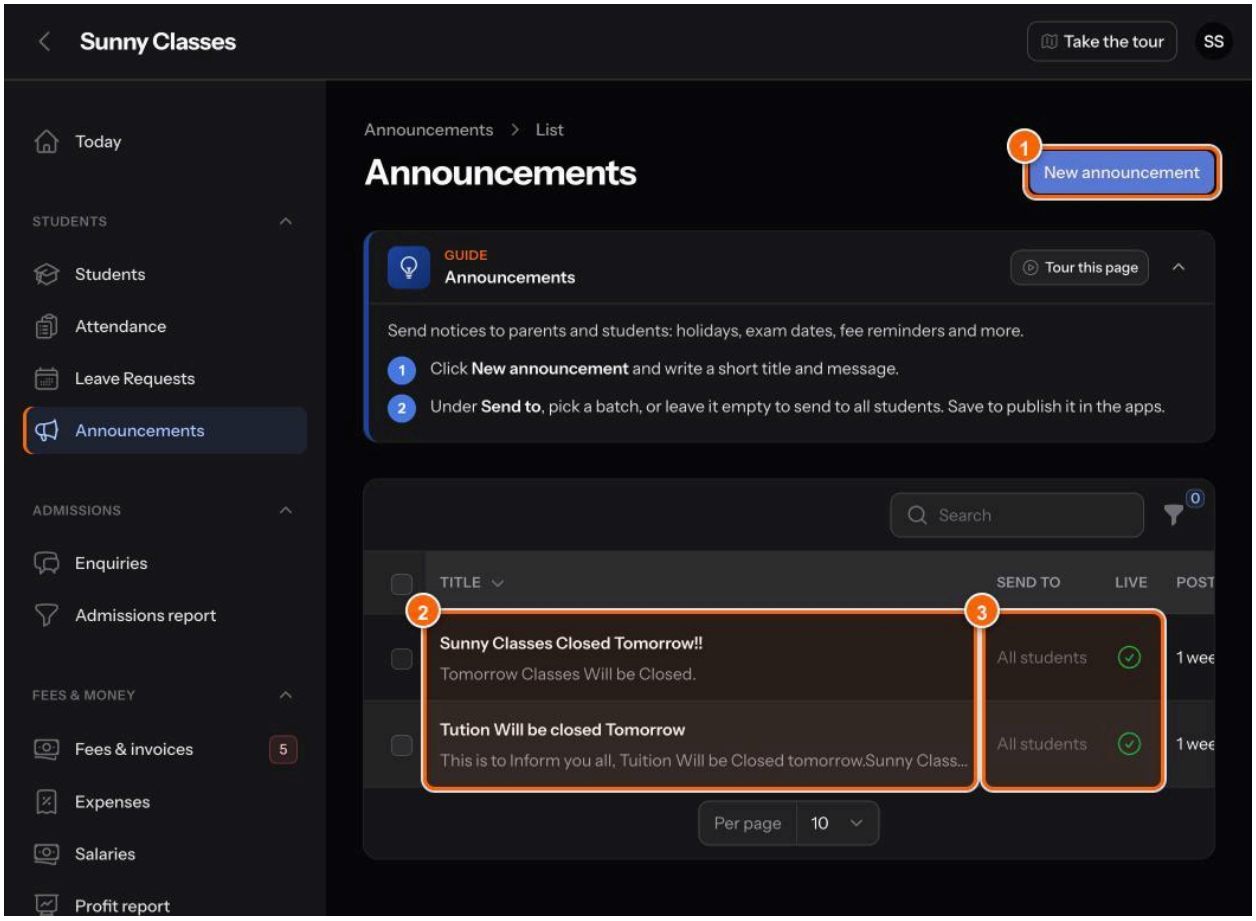
Fingerprint / face machine: if you use a biometric machine, students just put their finger. Attendance is marked and the parent gets an SMS.



1	**Student and batch** – who came, and for which batch.
2	**Punch time** – exact date and time the student came.
3	**In / Out** – “in” means came, “out” means left.
4	**SMS sent** – green tick means the parent got the message.

4. Announcements

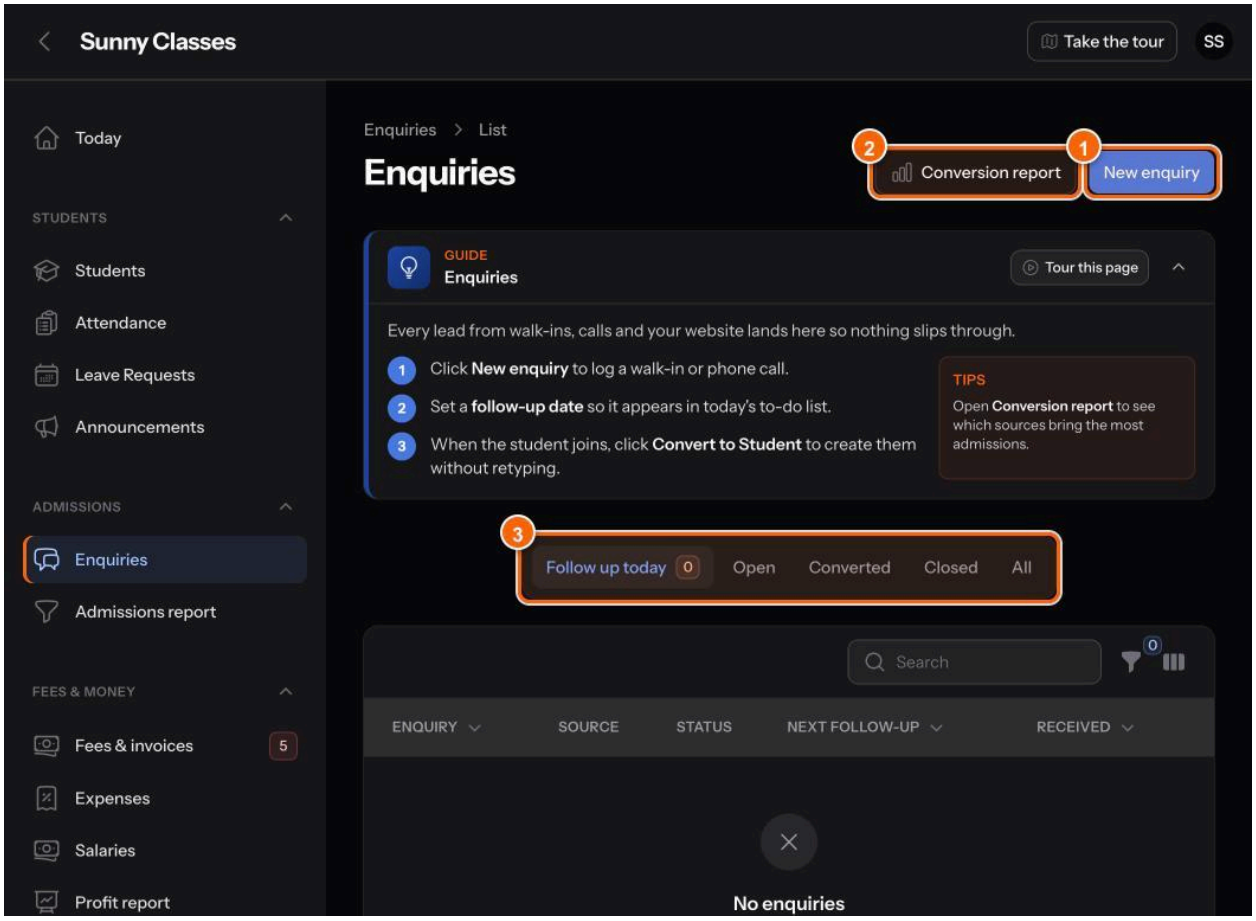
Send a notice to all parents at once – holiday, exam date, fee reminder.



1	**New announcement** – write a title and message, choose a batch (or leave empty for everyone), save.
2	**Your notices** – all notices you sent before.
3	**Sent to and Live** – who got it, and a green tick means parents can see it in the app.

5. Enquiries (new admissions)

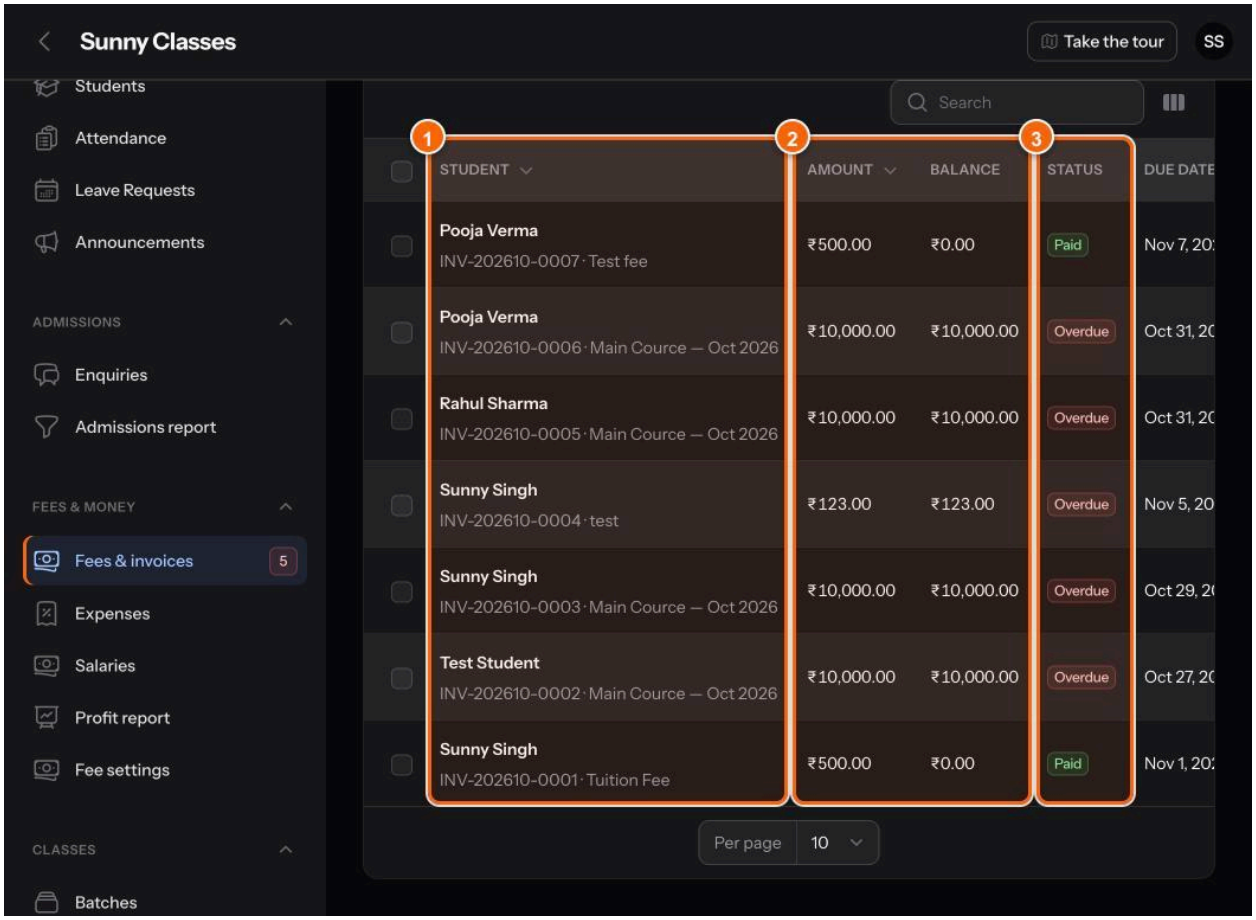
When a parent calls or visits to ask about classes, write it here so you never forget to follow up.



1	**New enquiry** – note the parent's name, phone and class. Set a follow-up date – it will remind you on the Today page.
2	**Conversion report** – how many enquiries joined, and where they came from (walk-in, call, website).
3	**Tabs** – Follow up today, Open, Converted (joined), Closed. When a student joins, click "Convert to Student" – no typing again.

6. Fees & invoices

Fee bills are made automatically every month. You only record the payment when a parent pays.

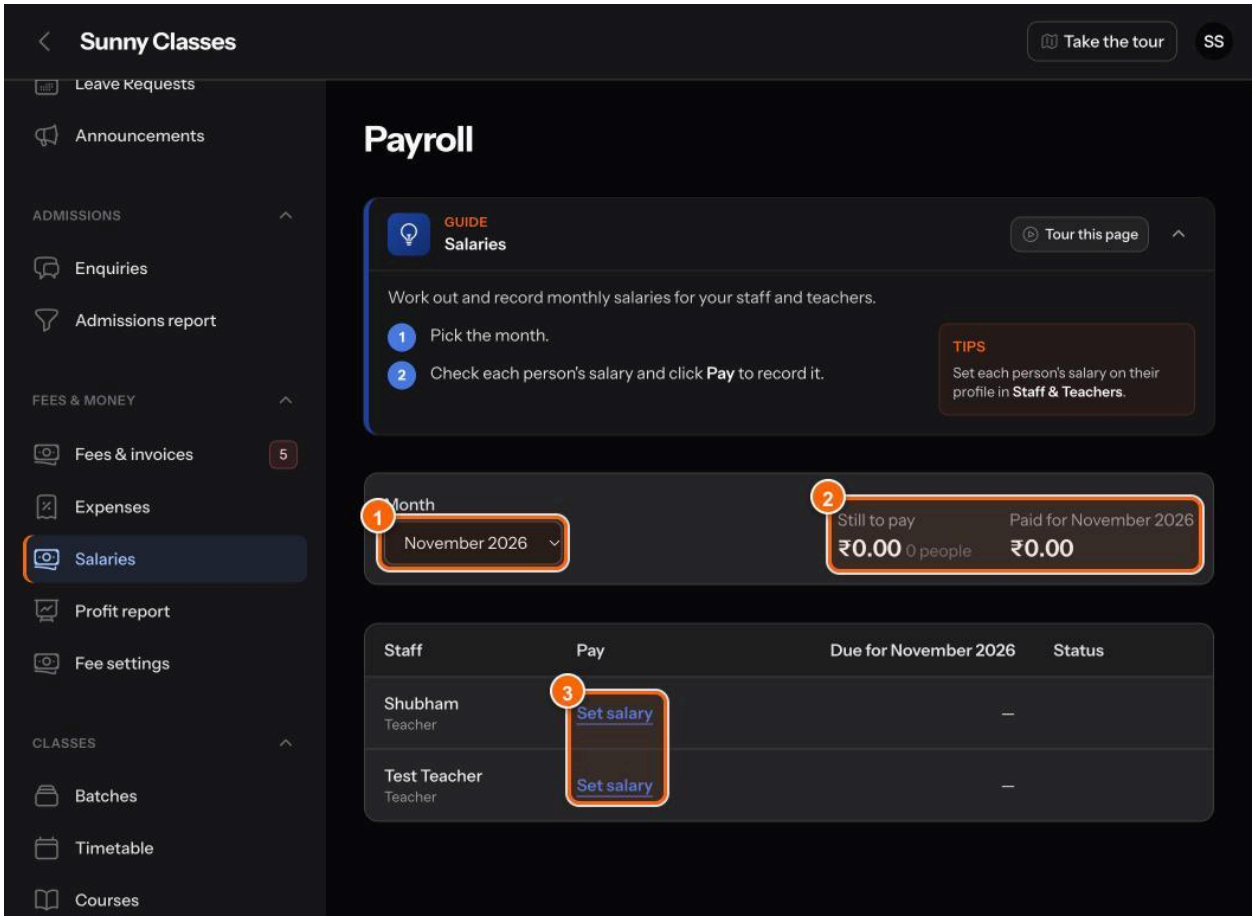


1	**Student and bill number** – whose bill it is and for which month.
2	**Amount and Balance** – total fee, and how much is still left to pay.
3	**Status** – green “Paid” = done. Red “Overdue” = late. Click “Record payment” when the parent pays by cash, UPI or cheque. You can also send a reminder or download the receipt.

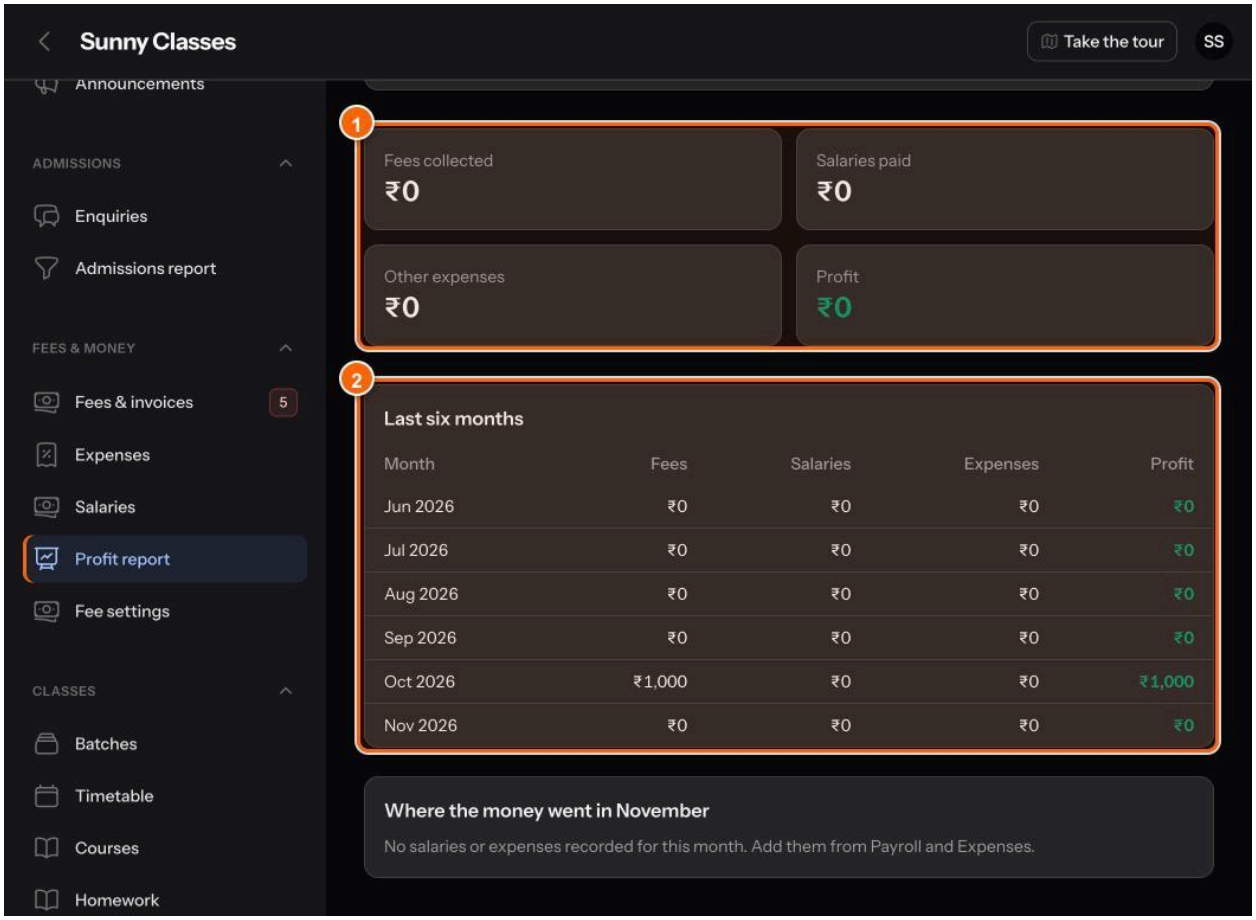
Fee settings: add your UPI ID and QR code once. It is printed on every bill, so parents can pay you directly.

7. Salaries and profit

Pay your teachers and see how much money your centre really made.



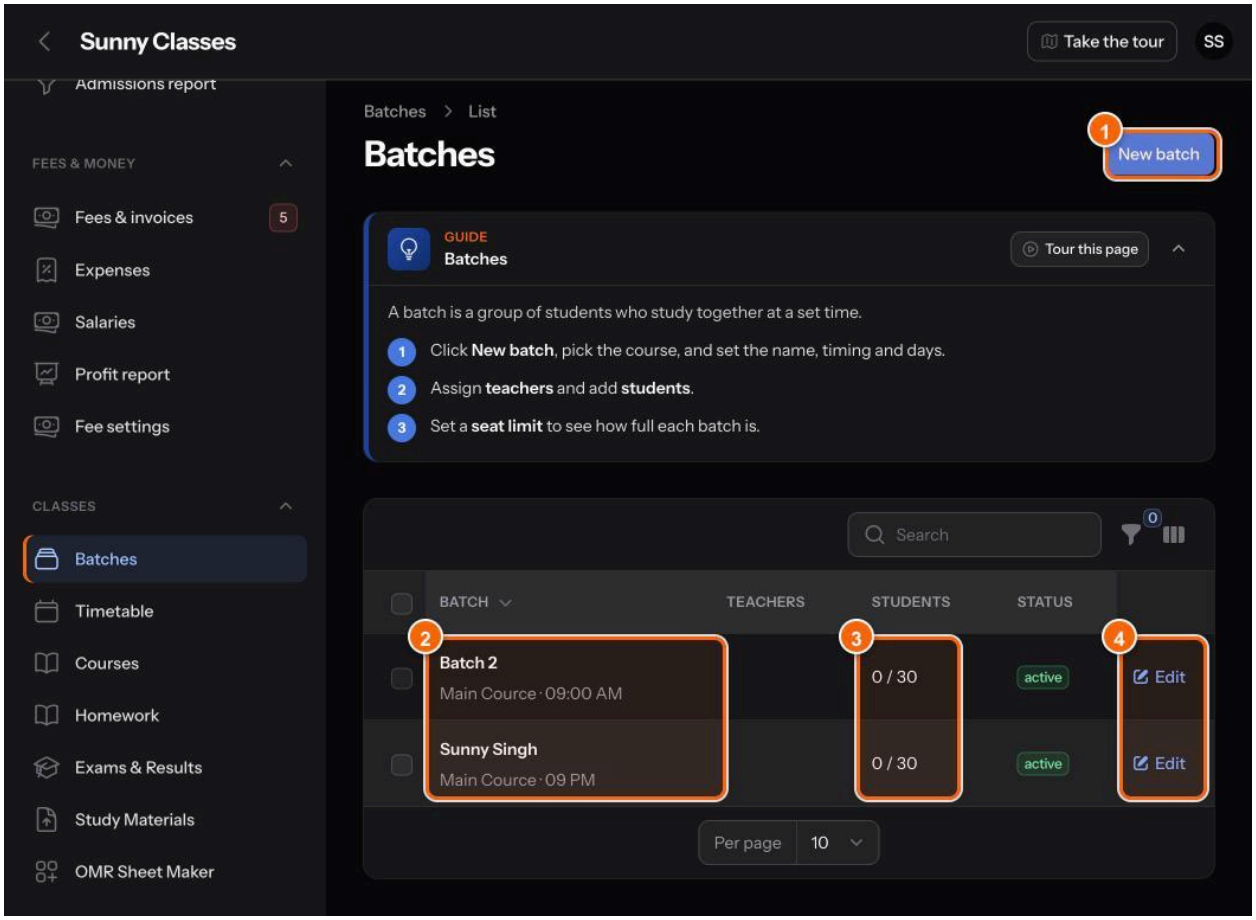
1	**Month** – choose the month you are paying for.
2	**Still to pay / Paid** – how much salary is left to pay and how much is already paid.
3	**Set salary** – set each teacher's salary once. After that, click "Pay" every month.



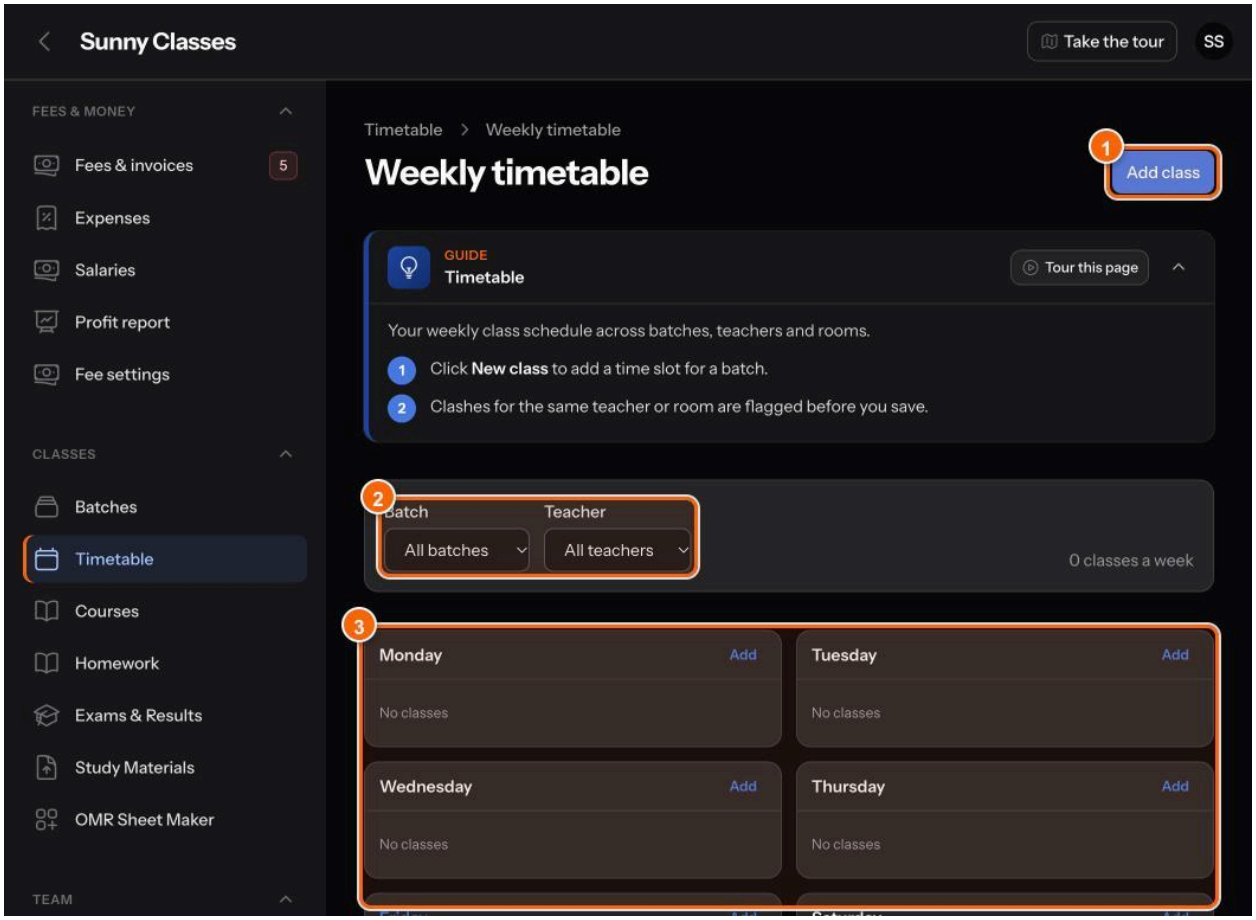
1	**This month** – fees collected, salaries paid, other expenses and your profit.
2	**Last six months** – compare months and see if your centre is growing. Add rent, electricity etc. in **Expenses** for a true profit.

8. Batches and timetable

A **course** is what you teach (for example Class 10 Maths). A **batch** is a group of students who come at the same time.

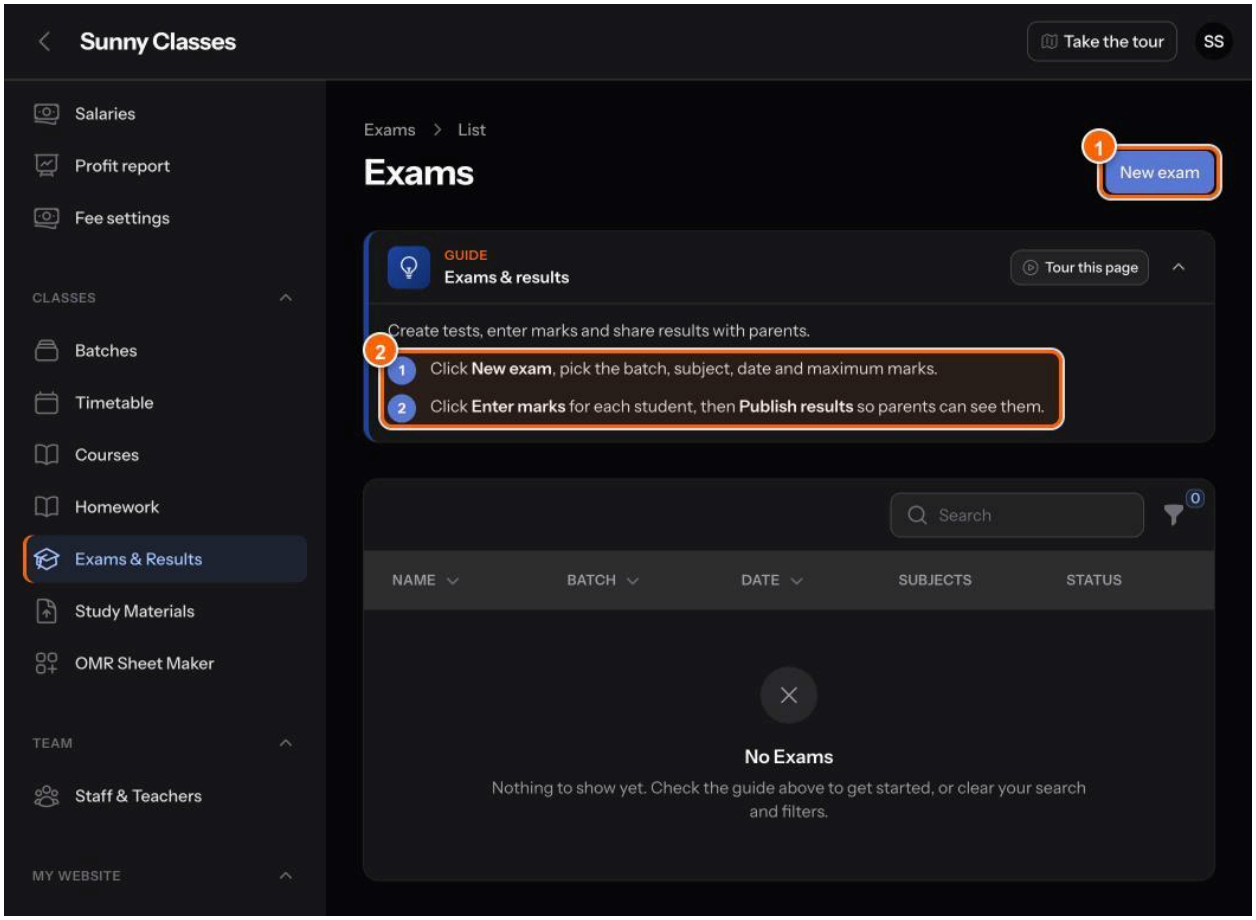


1	**New batch** – pick the course, give a name, time and days, and add the teacher.
2	**Batch name and time** – for example “Batch 2 – 9:00 AM”.
3	**Seats** – how many seats are filled out of the total (for example 20 / 30).
4	**Edit** – change timing, teacher or students any time.

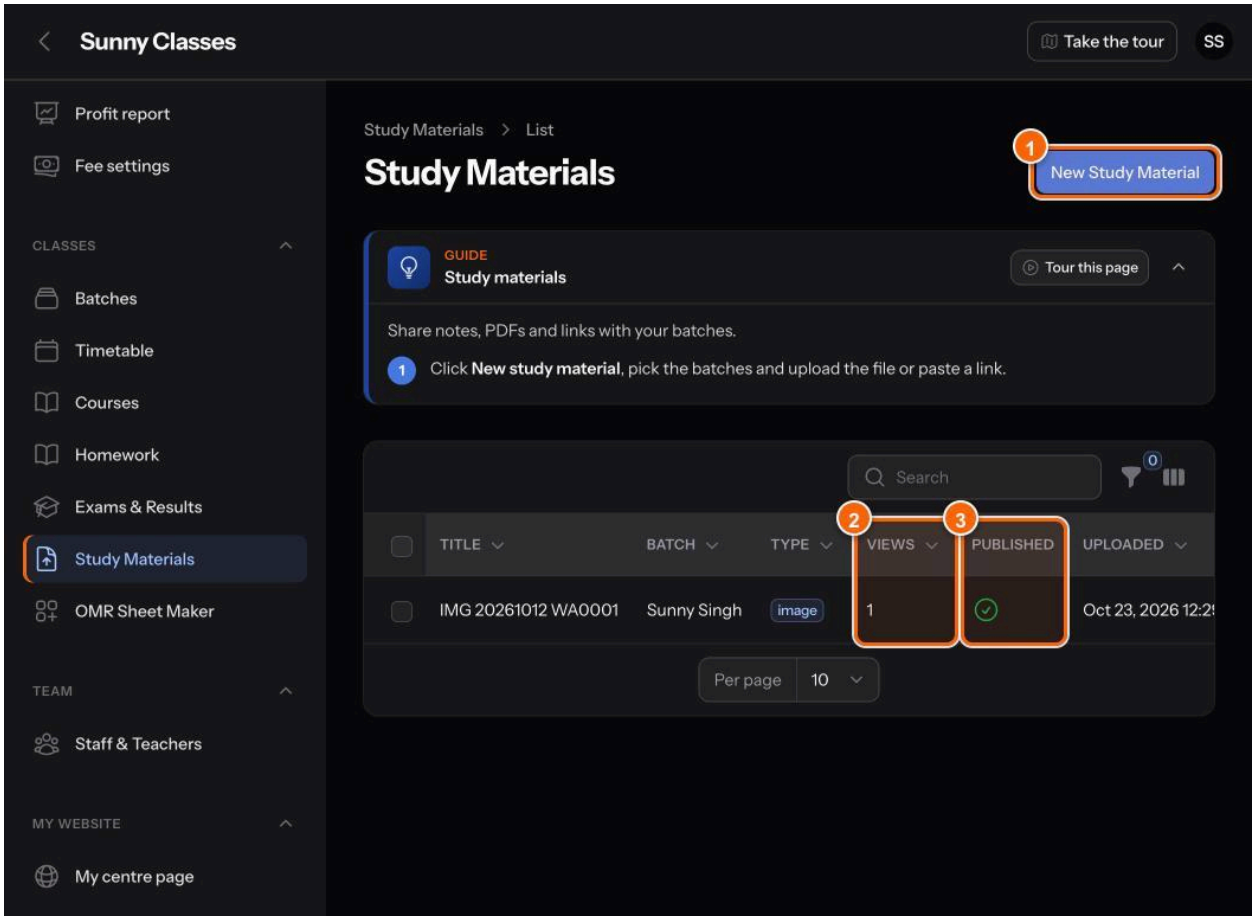


1	**Add class** – put a class in the weekly timetable.
2	**Filters** – see the timetable of one batch or one teacher.
3	**Days of the week** – classes for each day. If one teacher is put in two classes at the same time, TutionWale warns you.

9. Exams, homework and study material

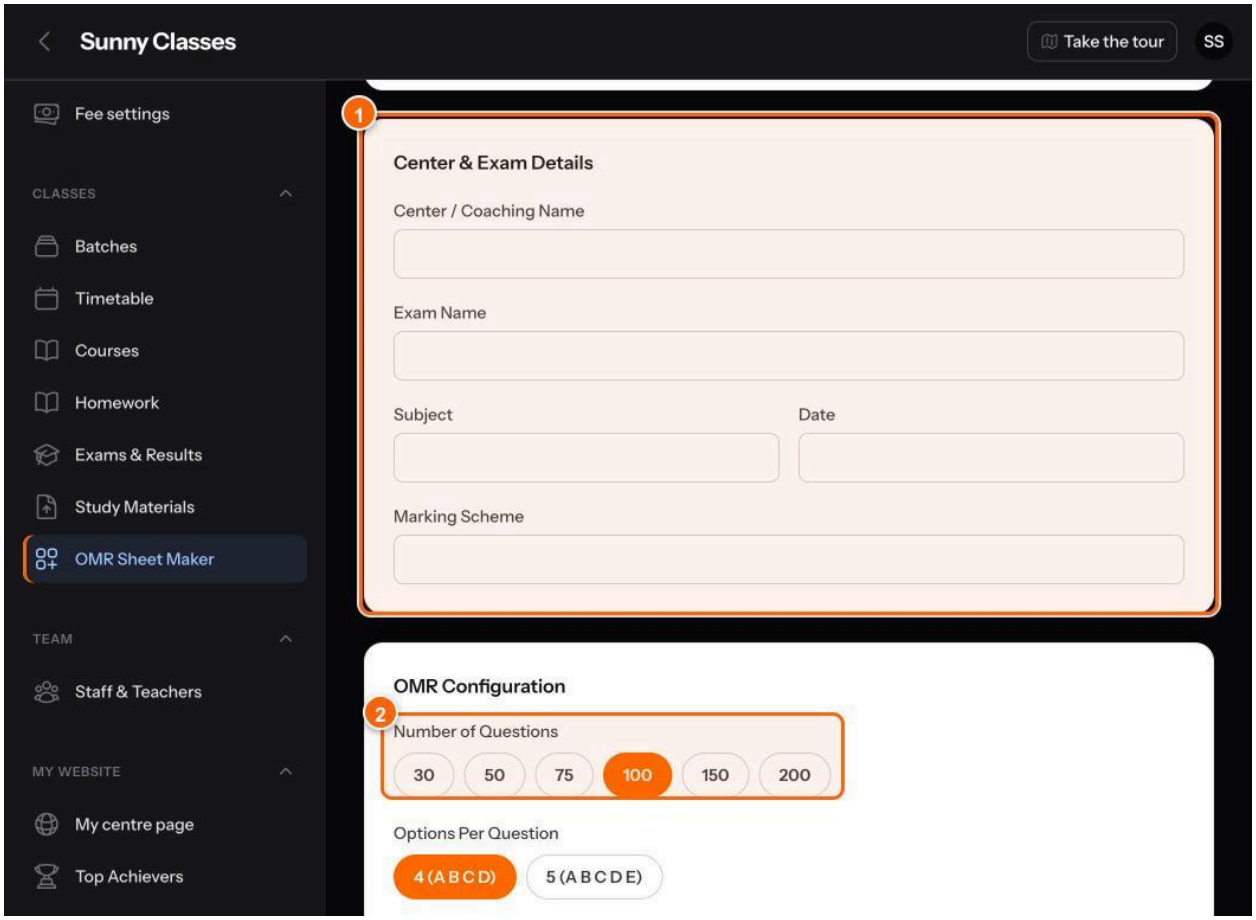


1	**New exam** – choose batch, subject, date and total marks.
2	**Enter marks, then Publish** – after you publish, parents see the result in the app. **Homework** works the same way: choose a batch, a due date and attach a file.



1	**New Study Material** – upload notes, PDFs, photos or a link for a batch.
2	**Views** – how many students opened it.
3	**Published** – green tick means students can see it in the app.

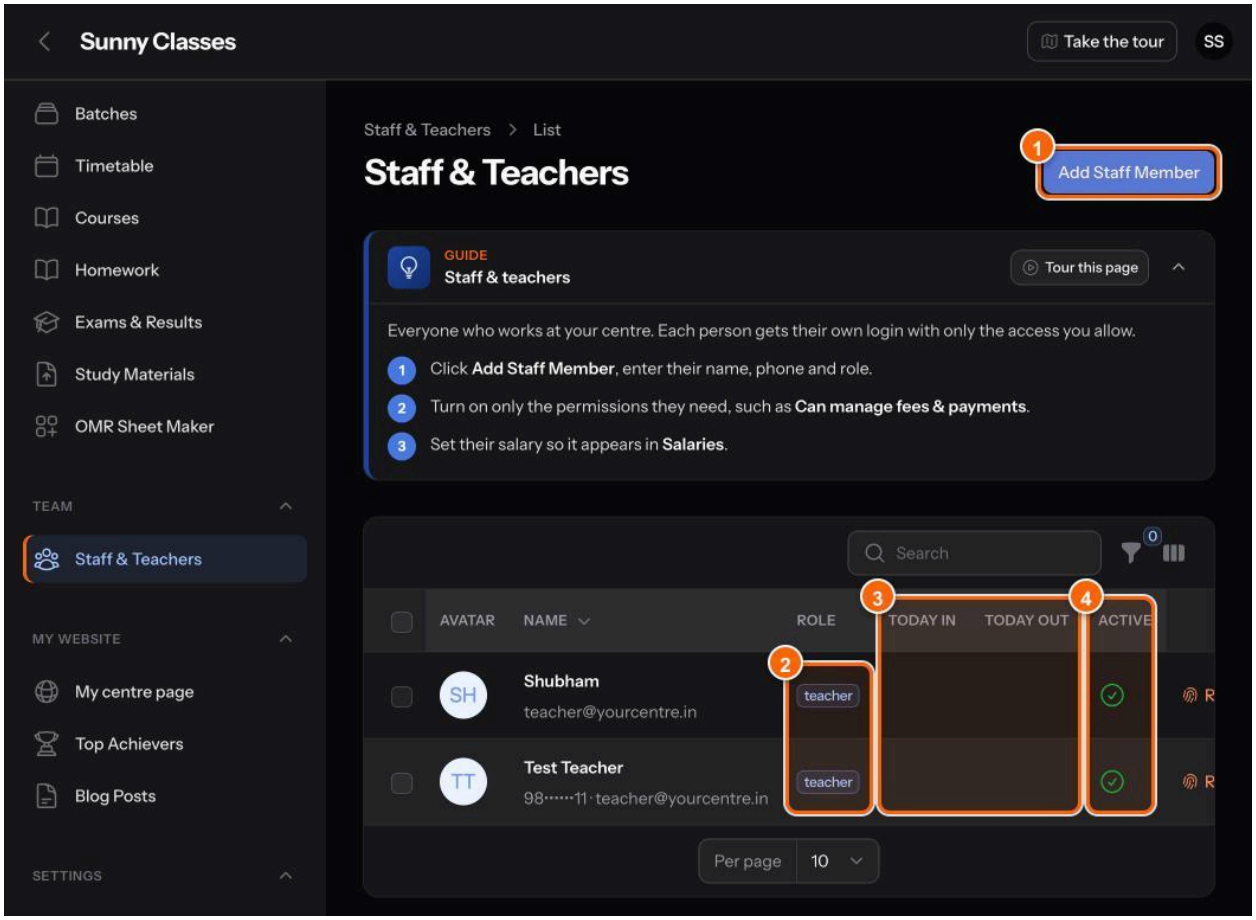
OMR sheet maker: make printed answer sheets for MCQ tests.



1	**Exam details** – your centre name, exam name, subject and date.
2	**Number of questions** – pick 30 to 200. Then download the PDF and print.

10. Staff and teachers

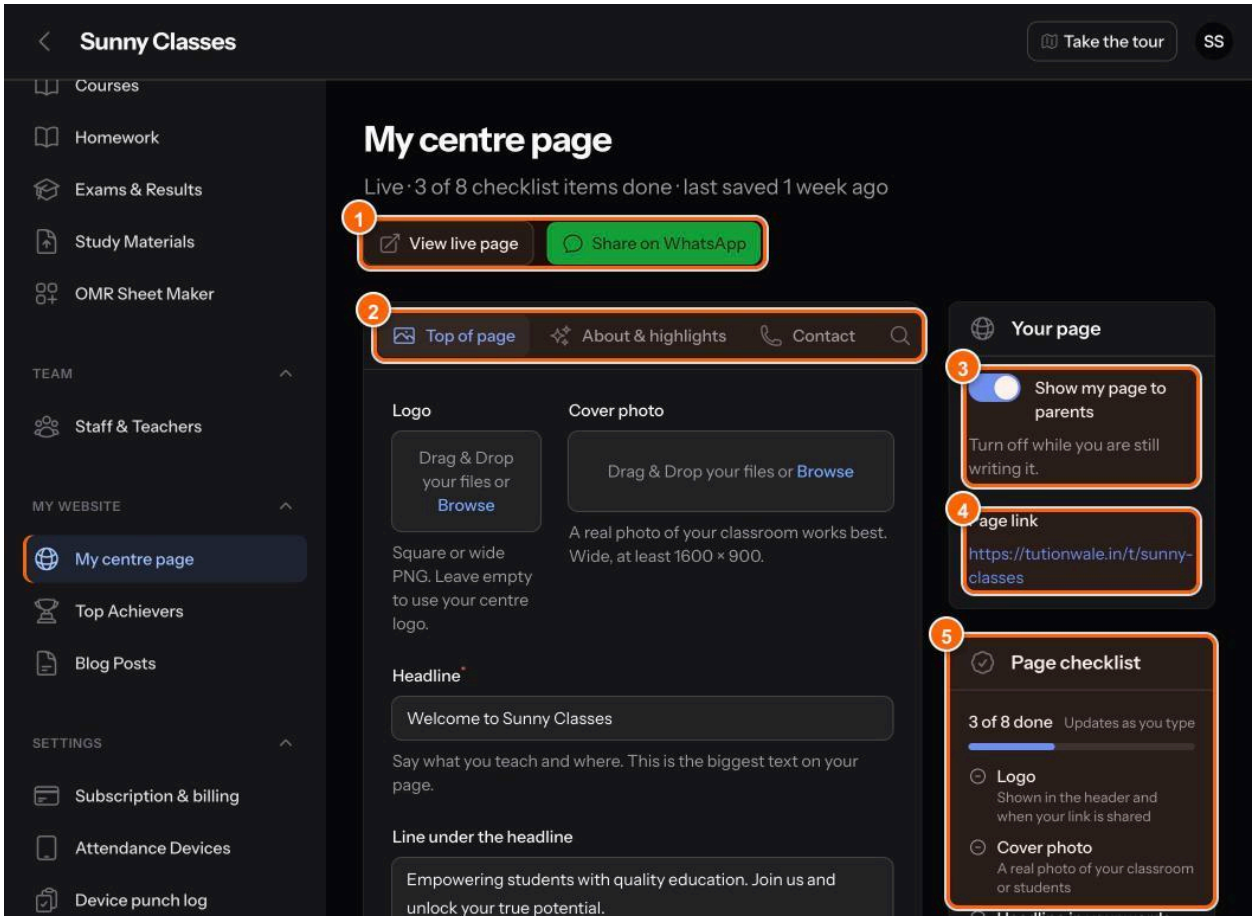
Give every teacher their own login. They see only what you allow.



1	**Add Staff Member** – name, phone and role. Turn on only the permissions they need (for example “can collect fees”).
2	**Role** – teacher, accountant, receptionist etc.
3	**Today in / out** – what time the teacher came and left (from the fingerprint machine).
4	**Active** – green tick means the teacher can log in. Turn it off when someone leaves.

11. Your free centre website

TutionWale gives you a free web page for your centre. Share the link with parents on WhatsApp.



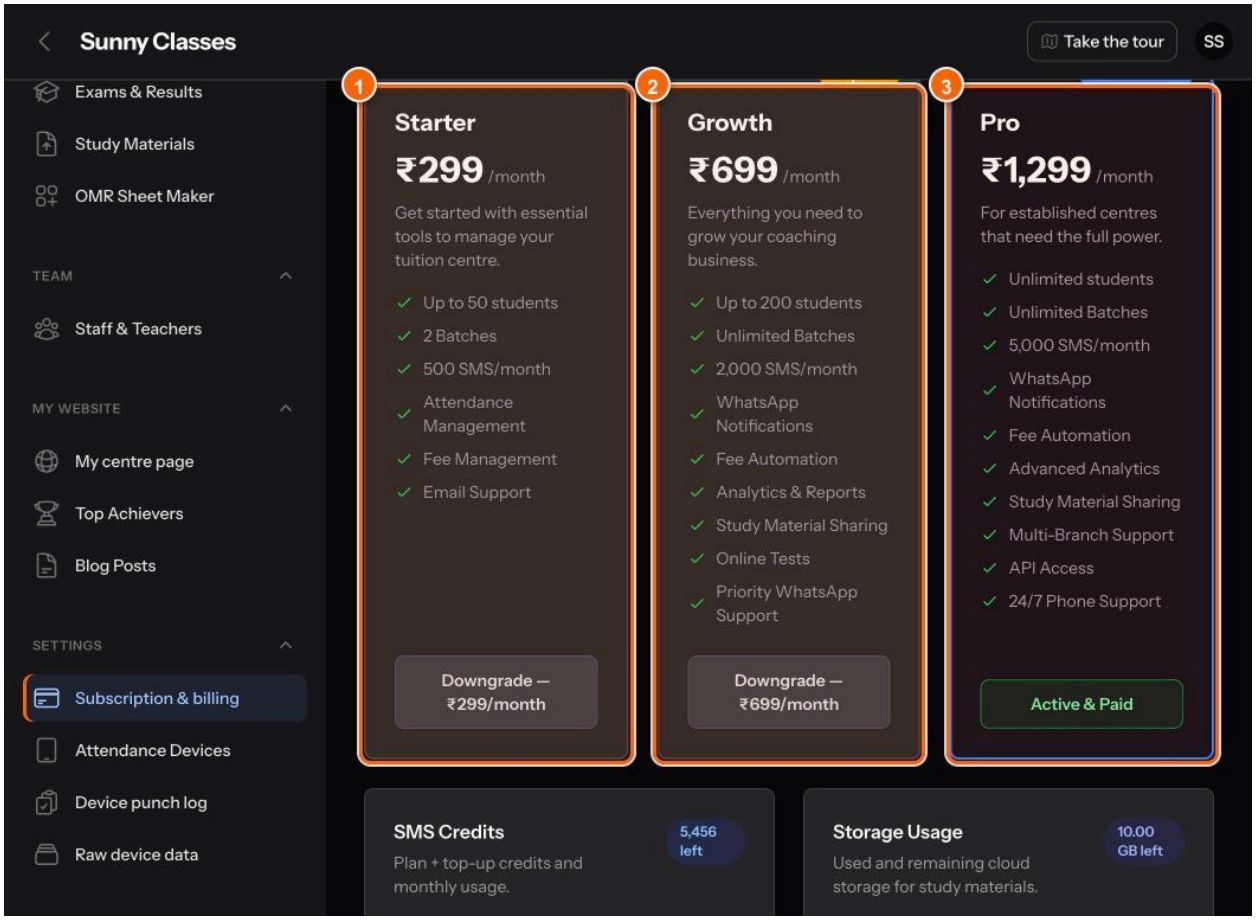
1	**View live page / Share on WhatsApp** – see your page, or send it to parents in one click.
2	**Page sections** – fill in Top of page, About & highlights, Contact, and Google description.
3	**Show my page** – switch on when the page is ready.
4	**Page link** – your website address. Put it in your WhatsApp status and Google profile.
5	**Page checklist** – shows what is still missing (logo, photo, address…).

This is what parents see:



1	**Enquire Now** – when a parent fills this, it comes straight into your Enquiries list.
2	**Student Portal** – parents and students log in here to see attendance, fees, homework and results.

12. Plans and price



1	**Starter – ₹299 / month** – small home tuition, up to 50 students.
2	**Growth – ₹699 / month** – up to 200 students, WhatsApp messages, fee automation, study material.
3	**Pro – ₹1,299 / month** – unlimited students, 5,000 SMS a month, phone support. Pay yearly and save 20%.

Start your free trial today

Set up your centre in about 10 minutes at

tutionwale.in