

Idarah

User Guide

For madrasa offices, teachers, parents and students.

Madrasa & School Management — developed by AELAMA Technologies

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Contents

1. Welcome to Idarah
2. Signing in and getting started
3. Finding your way around
4. The Office desk
5. Admin control centre
6. Admissions
7. Students and families
8. Classes, timetables and teachers
9. Attendance, homework and diary
10. Exams and results
11. Quran programmes
12. Fees and money
13. My children
14. My page
15. My teaching
16. Communication
17. Checking documents
18. AI Assistant
19. Data, security and backups
20. Platform settings
21. Licence and free trial
22. Working offline
23. Quick answers
24. Quick answers

1. Welcome to Idarah

What this software is and who it is for

Idarah is a complete management system for madrasas, Islamic schools and institutes. It brings admissions, students, teaching, Quran programmes, exams, fees, parents and teachers into one place – on a computer or a phone, in English, Urdu and Arabic, and it keeps working when the internet is weak.

This guide shows only the chapters that are meant for you.

Tip: On a phone, use the browser's "Add to home screen" to install it like an app.

2. Signing in and getting started

One sign-in for everyone

Everybody uses the same Sign in page. After signing in, the app takes you straight to your own page.

1. Press Sign in on the front page.
2. Enter your email and password, or create an account.
3. Confirm your email from the message you receive.

Forgot your password?

Press Forgot password on the sign-in page and follow the email link.

Safety: If two-step verification is turned on for your account, you will be asked for the code from your phone app every time.

3. Finding your way around

The menu, search, language and offline badge

- Language: top-right; English, Urdu or Arabic. Urdu and Arabic read right-to-left.
- Ready offline: shows the app can work without internet.
- Back links return you to the page before.
- User guide: always available from your page. A "What's new" notice appears once when something new is added for you.

4. The Office desk

Everything waiting for the office, in one place

- Admissions waiting: applications to review. Those waiting 7 days or more show a red "Waiting X days" tag.
- Unpaid fee bills: total still owed, number overdue, days late, a Record payment button and Download reminder list.
- Payments reported by parents: check the money has arrived, then Confirm or Reject. A parent can never confirm their own report.

- Attendance not submitted: click a class to go straight to attendance.
- Exams not finished and Results ready to publish: publish one or many at once.
- Students needing attention: attendance below 80% in 30 days or 3+ absences.

Important: If any list fails to load, a red warning appears at the top so that nothing is hidden by mistake.

5. Admin control centre

For institution owners and admins

Office menu

- Simple menu: shown first; it lists only the daily pages. Press show everything at the top of the menu to see all pages.
- Search: the box at the top (or Ctrl + K) finds any page or action, even hidden ones.
- Institution switcher: top-left; choose which madrasa you are working in.
- New madrasa: after signing up, follow the setup steps to create your institution.

Control centre

Here you see the health of your madrasa at a glance and reach every setting. Use Members to invite staff, Roles to decide what they may do, and Branches to manage campuses.

Staff roles

Ready-made role presets exist for: submitting attendance, grades and exams; attendance only; and view only. Roles can be limited to one branch. Nobody can give someone permissions they do not have themselves.

6. Admissions

From online form to enrolled student

Setting up

1. Open Admission setup.
2. Edit the main admission form: add, rename, hide and reorder questions and required documents.
3. Create an admission round (for example "2026–27 Hifz"). It copies the main form; you can then change that round's form on its own.
4. Open the round so families can apply.

How parents apply

- Press Apply on the front page, create an account, choose an open round.
- Fill the form, upload documents, save and continue later, then submit.
- Track the status, see interview dates and accept or decline an offer.

Staff decisions

Review, interview, offer, wait-list or reject. Only Enroll turns an application into a student, and it checks for duplicates first. Staff notes are never shown to applicants.

Tip: Changing a question's wording keeps all answers already given.

7. Students and families

Records, guardians and life cycle

- Each student gets an automatic student number (for example STU-000001) that never changes.
- Student page: details, class placement, guardians, attendance, results, fees, documents and history.
- Guardians and Families link parents to one or many children; one parent sign-in shows all their children.
- Status changes (active, on leave, withdrawn, graduated) go through approved steps and are kept in history.
- Sensitive information is kept separately and only shown to permitted staff.

Importing students

1. Go to Data & security → Import students.
2. Choose a branch and an Excel or CSV file.
3. The app finds the columns itself (English, Urdu or Arabic headings); correct any it gets wrong.
4. Press Check the file, fix any problems shown, then import.

8. Classes, timetables and teachers

Organising teaching

- Programs and Curricula describe what is taught; Subjects, Books and Lessons hold the details.
- Rooms and Timetables set the weekly schedule; parents can add it to their phone calendar.
- Teachers and Staff keep profiles, assignments and HR details.
- Promotion moves classes to the next year or graduates them in one go.

9. Attendance, homework and diary

Daily classroom work

1. Open Attendance and choose the class and date.
2. Press Everyone present, then change only the absent or late students.
3. Save. It works offline too and sends when the internet returns.

Homework: teachers set work, students submit it from their own page. Diary: daily class notes for parents.

10. Exams and results

Marks, grades, rankings and certificates

- Create an exam, enter marks, then finalize.
- Each mark gets a letter grade from the grading scale and a class rank (ties share a place).
- Results reach parents and students only after the office publishes them.
- Print an official result sheet or certificates with Bismillah, signatures and seal area.
- Report cards are produced in batches.

11. Quran programmes

Hifz, Nazirah, Tajweed and Qira'at

- Hifz: daily Sabak, Sabqi and Manzil, a 30-juz progress map and revision priorities.
- Nazirah: reading progress page by page.
- Tajweed and Qira'at: rule mastery and assessments.

Tip: The software records progress only. It does not give religious rulings.

12. Fees and money

Bills, payments, receipts, donations and expenses

- Fee plans, bills, late fees and sibling discounts.
- Cash payments recorded by the office update the bill straight away.
- Bank, cheque and mobile-wallet payments need confirmation by an authorised finance person.
- Parents can report a transfer; the bill shows "Payment reported" until the office confirms it.
- Official printable receipts (PAID only after verification) and statements.
- Donations are kept separate from fees; expenses and an audit trail are included.
- A payment still "reported": an authorised finance person must confirm it.

Important: Before parents can pay real money, enter your real fee amounts and your bank or wallet details in Finance settings.

13. My children

Your page as a parent

- One sign-in shows all your children.
- Timetable, attendance, homework, diary notes and Quran progress.
- Results with grades and ranks appear after the madrasa publishes them.
- Fees: see bills, report a bank or wallet payment, and print receipts. A reported payment shows "Payment reported" until the office confirms the money has arrived.
- Inbox: messages and announcements from the madrasa.

14. My page

Your page as a student

- Your schedule, attendance, marks and results (after they are published).

- Homework: see what is set and hand in your work.
- Lessons: read the published lessons for your class, open their materials and press "Mark as done" to track your progress in each subject.
- You need your own email address to sign in; ask the office if you don't have one.

15. My teaching

Your page as a teacher

- Only your assigned classes and cover lessons.
- Attendance, tests and marks, timetable, diary, homework and curriculum.
- Marks reach families only after the office publishes the results.

16. Communication

Messages and announcements

Messages and announcements from the madrasa appear in your Inbox. You can reply where replies are allowed.

17. Checking documents

Public checks and finding your numbers

- Anyone can check a student card, receipt or certificate on the Verify page using its number plus the private check code printed on it (or by scanning the QR code).
- Find my numbers: a parent enters the institution code, the child's full name, date of birth and parent phone to see the student number and recent receipt and certificate numbers.

Safety: There is no open search by name — this protects children. Too many wrong tries are blocked for an hour.

18. AI Assistant

Your helpful digital employee

- Ask questions about your madrasa in English, Urdu or Arabic.
- It can propose actions (add, edit, change status). Nothing happens until you press confirm, and your normal permissions still apply.
- It never sees passwords, private notes, safeguarding records or salaries.
- Admins can connect their own AI provider in settings. Needs internet.
- Your Assistant (AELAMA): once the software owner switches it on, a chat button appears at the bottom corner of every office page. It answers questions like "Which fees are unpaid?" or "Which classes haven't submitted attendance?", can open pages for you, and can add or archive a student note after you press Allow. Archived notes can be brought back with Restore. It only shows what you are already allowed to see.

19. Data, security and backups

Keeping information safe

- Activity log: a sealed record of who changed what.
- Backup: press Make a backup now to save one file with all records and uploaded files; use Check a backup file to confirm it is complete and unchanged.
- Put back missing records: after checking a backup made on this page, press Put back missing records. Only records missing from the app are added back with their original numbers; nothing already in the app is changed. Money records and staff access are left out on purpose.
- Import students (see Students chapter).
- Security events, two-step verification and sign-in protection.

Important: Make a backup once a week and keep it somewhere safe, such as a USB drive.

20. Platform settings

Look, language and wording

- Look & accessibility: Light, Dark, Same as device, White — strongest contrast, Black, Black — strongest contrast; font size and style.
- Translate the app: change any English, Urdu or Arabic wording.
- AI writing helper for comments and messages.
- Branding: name, logo and colours for printouts.

21. Licence and free trial

How access works

- Every new madrasa gets a one-month free trial with everything unlocked, starting the moment it is set up. The Licence page shows when it started and ends; nobody can change these dates.
- After the trial, a licence from the AELAMA Universal Licensing Hub is needed — one licence per institution.
- Enter the licence key on the Licence page; the app checks it with the Hub.
- Expired, suspended or wrong licences block access until renewed.

22. Working offline

When the internet is weak or missing

- Pages you have opened before show instantly from a saved copy.
- If the internet is slow, the saved app screen appears quickly while it checks for newer information.
- Changes you save offline wait in a queue and are sent in order when the internet returns.
- Some things always need internet, such as checking a document or getting a new receipt number.

23. Quick answers

Common questions

- I can't see something: it may not be meant for your account. Ask the madrasa office.
- I can't see results yet: results appear only after the madrasa publishes them.
- Something new appeared: open the User guide – new sections carry a "New" tag.

24. Quick answers

Keeping your account safe

- Use a long password that you don't use anywhere else. Passwords that have appeared in known leaks are refused.
- Changing your password inside the app asks for your current password first.
- Turn on two-step sign-in (a code from an app on your phone) under Security. Office admins should always turn it on; until they do, a reminder appears at the top of the app.
- After eight wrong passwords in 15 minutes, sign-in waits 15 minutes. The certificate, receipt and report card check pages also pause after many wrong codes.
- Never share your password or sign-in code with anyone, including people who say they are from the madrasa or Idarah.
- Each madrasa's records are kept separate. Nobody from another madrasa can see yours.

What's new

Students, each student's record, each guardian, each program, each subject, each lesson, each book, each year-end promotion list, each person's access page, the Hifz, Nazirah, Tajweed, Qira'at, Homework, Results, Admissions, Families, year-end, Subjects, Timetables, Curricula and People lists, the Office desk, HR, Certificates & IDs, Registrations, Admission setup, Student setup, Teachers, Staff, Classes, Guardians, Attendance, Finance, Exams (including each exam), each teacher, each staff member, each admission application, each class, timetables, each curriculum, each homework task, each report card batch, each Hifz student, each Nazirah student, each Tajweed student, each Qira'at student and Communication pages in Urdu and Arabic – 2026-10-09

The Students, single student record, single guardian, single program, single subject, single lesson, single book, year-end promotion list, person access, Hifz, Nazirah, Tajweed, Qira'at, Homework, Results, Admissions, Families, year-end, Subjects, Timetables, Curricula and People lists, the Office desk, HR, Certificates & IDs, Registrations, Admission setup, Student setup, Teachers, Staff, Classes, Guardians, Attendance, Finance, Exams, single exam, single teacher, single staff member, admission application, single class, timetable, curriculum, homework, report card, Hifz, Nazirah, Tajweed, Qira'at and Communication screens, filters and Add forms now appear fully in Urdu and Arabic when you choose those languages.

Safer file uploads – 2026-10-09

Web pages, scripts, programs and SVG files can no longer be uploaded anywhere in the app. PDFs, photos, Word/Excel and audio work as before.

Print many ID cards at once – 2026-10-09

On Certificates & IDs, filter to ID cards (for example search a class) and press "Print ID cards shown". Issued cards print 8 per A4 page, each with its QR check code.

Today on the Office desk – 2026-10-09

The Office desk now shows today's confirmed fee collection, how many attendance registers were submitted today, and new applications today.

Protection against password guessing – 2026-10-09

After eight wrong passwords in 15 minutes, sign-in for that account waits 15 minutes. The public check pages also pause after too many wrong codes. Admins and office staff without two-step sign-in now see a reminder ("Later" hides it for 7 days).

Stronger protection – 2026-10-07

Passwords from known leaks are now refused, changing a password asks for the current one, and extra protection was added to the website and database. See "Keeping your account safe".

Lessons for students – 2026-10-06

Students now have a Lessons tab on their page: published lessons for their own classes, grouped by subject, with materials to open and a "Mark as done" button that shows their progress.

Download the user guide – 2026-10-06

A printable user guide for madrasa offices, teachers, parents and students can be downloaded from the bottom of the website.

Faster, clearer mobile app — 2026-10-06

The installed app now falls back to its saved screen much sooner on weak internet. Phone layouts, menus, dialogs, forms and bottom controls have more room, safer spacing around notches, and larger touch targets so wording and actions stay fully visible.

Every madrasa kept separate — 2026-10-06

Each madrasa has its own licence and trial, and its records, files and messages can only be seen by its own people. A safety check confirmed one madrasa cannot see or change another's records, and a few hidden gaps were closed.

Install Idarah as an app — 2026-10-05

Tap the download button in the top bar (or "Install app" on the front page) to add Idarah to your phone, tablet or computer like a normal app with its own icon. On iPhone or iPad, tap Share in Safari, then "Add to Home Screen". The installed app also works with no internet.

Works better without internet — 2026-10-05

You now stay signed in when the internet is off, the licence keeps working on weak internet until its end date, app pages open even with no connection, and waiting changes are sent automatically every few seconds. The top bar shows Offline, Weak connection or changes waiting. Signing out warns you if changes have not been sent yet; they stay on that device for the same person.

Set the AI assistant for your own roles — 2026-10-06

Institution admins can now choose, in Settings, what the AI assistant may do for each role in their madrasa, including their own custom roles. These settings can only make it do less, never more.

Your Assistant — 2026-10-05

A chat helper for office pages that answers everyday questions and asks before changing anything (appears once switched on).

Trial dates shown — 2026-10-05

The one-month trial starts when the madrasa is set up; the Licence page shows its start and end dates.

Your own guide — 2026-10-05

The guide now shows only the chapters meant for you.

Put a backup back — 2026-10-05

Missing records can now be put back from a checked backup, without changing anything already in the app.

User guide inside the app — 2026-10-05

The guide now lives in the menu, stays up to date, can be downloaded as a PDF, and shows what's new.

Smarter student import — 2026-10-03

Import students from Excel or CSV with Urdu/Arabic column names, checked before anything is added.

Backups – 2026-10-02

Make a sealed backup of your institution and check it is complete.

Simple menu – 2026-09-30

Only the daily pages are shown first; press show everything for the rest.